



Central Virginia Transportation Authority

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

MINUTES OF MEETING

Friday, March 25, 2022, 8:30 a.m.

PlanRVA James River Board Room and Zoom

Members Present:

Jurisdiction/ Agency	Member	Present	Absent	Designee	Present	Absent
Town of Ashland	John H. Hodges	X		Daniel McGraw		X
Charles City County	William G. Coada		X	Vacant		
Chesterfield County	Kevin P. Carroll, Vice Chair	X		Leslie Haley		X
Goochland County	Neil Spoonhower (virtual)	X		Vacant		
Hanover County	W. Canova Peterson	X		Sean M. Davis		X
Henrico County	Frank J. Thornton, Chair	X		Patricia S. O'Bannon		X
New Kent County	Patricia A. Paige		X	Vacant		
Powhatan County	Michael W. Byerly	X		Steve McClung		X
City of Richmond	Mayor Levar M. Stoney	X		Cynthia Newbille		X
VA House of Delegates	Delegate Delores McQuinn		X	N/A		
Senate of Virginia	Senator Jennifer L. McClellan		X	N/A		
Commonwealth Transportation Board	Carlos M. Brown	X		N/A		

Non-Voting Ex-Officio

Agency	Member	Present	Absent	Designee	Present	Absent
VDRPT	Jennifer DeBruhl	X		Tiffany Dubinsky (virtual)	X	
VDOT	Stephen Brich		X	Shane Mann	X	
				Mark Riblett		
Virginia Port Authority	Stephen A. Edwards		X	Cathie J. Vick		X
				Barbara Nelson	X	
GRTC Transit System	Julie Timm	X		Sheryl Adams		X
RMTA	Joi Taylor Dean		X	N/A		

The technology used for this meeting was a web-hosted service created by YouTube Live Streaming and was open and accessible for participation by members of the public. Voting record tables are attached to the action meeting minutes in Appendix A. A recording of this meeting is available on the [Plan RVA YouTube Channel](#).

CALL TO ORDER

The Central Virginia Transportation Authority (CVTA) Chairman, Frank J. Thornton, presided and called the March 25, 2022, Central Virginia Transportation Authority meeting to order at 8:32 a.m.

ATTENDANCE ROLL CALL & CERTIFICATION OF MEETING QUORUM

Janice Firestone, Program Coordinator, took attendance by roll call and certified that a quorum was present.

A. ADMINISTRATION

1. Consideration of Amendments to the Action Meeting Agenda

There were no requested changes to the meeting agenda.

On motion of Kevin P. Carroll, seconded by John H. Hodges, the Authority unanimously approved the March 25, 2022, meeting agenda as presented (voice vote).

2. Approval of February 25, 2022, CVTA Meeting Minutes

On motion of W. Canova Peterson, seconded by Kevin P. Carroll, the Authority voted to approve the minutes of the February 25, 2022, CVTA meeting as presented (voice vote).

3. Open Public Comment Period

There were no requests to address the CVTA.

4. CVTA Chairman's Report

Chair Thornton shared thoughts on the importance of the CVTA having a strong structure.

5. Innovation Funding availability

Chet Parsons, PlanRVA, reported on new funding that has been made available to the region for a project in Powhatan and Goochland. There is an opportunity for the CVTA to contribute to advance the project. R. Shane Mann, VDOT, reported that VDOT has identified the 288 northbound hard shoulder project as the recipient of six million in Innovation Funding. The project is one of five that PlanRVA is submitting a SmartScale pre-application for. If the CVTA provides a leveraging amount, the cost of the project would be in a favorable position for SmartScale funding. The matter will be brought before the TAC and then to the CVTA at a future meeting with a request for action on the funding.

B. COMMITTEE REPORTS

1. CVTA Finance Committee update

Mayor Levar M. Stoney, Finance Committee Chair, led this item and introduced the Kristy Choi, Director, PFM.

a. Financial Advisory Services Provider Introduction

Ms. Choi and Kevin Rotty, Partner, gave a presentation on comparable Virginia transportation entities and the revenue streams of the CVTA were summarized. Examples of funding scenarios were described.

Authority members discussed the importance of establishing a good bond rating and the benefits of utilizing a debt leverage model.

b. FY2022 Administrative Budget Amendments

Martha Heeter, PlanRVA, described the Finance Committee's recommended FY22 budget amendments.

On motion by Levar M. Stoney, the Authority unanimously approved the recommended transfers from contingency for reserves to Personnel and Contracted Services (roll call vote; see Appendix A, page 5).

c. Public hearing authorization - FY23 CVTA Administrative and Operating Expense Budget

Ms. Heeter explained the proposed budget line items and offered to answer any questions.

On motion by Levar M. Stoney, the Authority unanimously approved the authorizing a public hearing on the FY23 CVTA Administrative and Operating Expense Budget for April 29, 2022, with a 15-day public comment period (roll call vote; see Appendix A, page 6).

2. CVTA Technical Advisory Committee (TAC) update

a. Fall Line Working Group – Advancing trail segments

Mr. Parsons provided this report and described the design-build package options that are recommended for Authority approval.

On motion of Michael W. Byerly, seconded by John H. Hodges, the Authority voted to approve the following (roll call vote; see Appendix A, page 7):

1. Request VDOT to proceed with the development and delivery of Project Packages 1 & 2 on the southern and northern sections of the Fall Line Trail – and allocate CVTA funds specifically to both packages; and
- 2) Authorize CVTA Chairman to enter into an agreement with CTB / VDOT for the development and delivery of FLT packages 1 and 2; and
- 3) Allocate CVTA funds for conducting a preliminary impact/operational analysis, scope, and cost estimate for a Project Package or Packages in the City of Richmond; and,
- 4) Direct the FLT Working Group and the CVTA TAC to develop a schedule and spending plan for the remaining segments of trail, to include recommendations for funding options to secure the needed balance of funding to complete the trail.

b. FY21 annual reports, Quarterly Reporting, and FY23 Local Allocation Plan

1) FY21 Annual Local Funding Certifications

Mr. Parsons reported that all the certifications have been submitted and signed.

The Chairman thanked the localities for getting the information properly submitted

On motion by Kevin P. Carroll, seconded by W. Canova Peterson, the Authority unanimously approved accepting the FY21 annual local funding certifications (roll call vote; see Appendix A, page 8).

2) FY22 Quarterly Reporting and FY23 Local Allocation Plan update

Mr. Parsons provided this update and explained that the quarterly reporting will be completed in June. The allocation plans will be finalized and presented for Authority acceptance later this fiscal year.

3. CVTA Staffing/Executive Director Search Update

Neil Spoonhower provided this update and reported that thirteen applications are being reviewed.

C. OTHER BUSINESS

1. Member comments

Vice Chair Carroll gave a description of Chesterfield County's practice of holding podcasts. He reported that he has spoken to the Chairman and recommended the CVTA participate in some of those podcasts and extended an invitation to other members to participate. He explained that it will provide good opportunities for the localities and other member organizations to share information about what is currently going on with each.

Mr. Parsons and the Authority members congratulated Jennifer DeBruhl for her appointment as Interim Director of GRTC. Ms. DeBruhl addressed the group and expressed her appreciation.

D. ADJOURNMENT

Chairman Thornton adjourned the meeting at 9:37 a.m.