

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY MEETING MINUTES
Friday, March 31, 2023, 9:00 a.m.

PlanRVA James River Board Room and via Zoom

Members Present:

Jurisdiction/ Agency	Member	Present	Absent	Designee	Present	Absent
Town of Ashland	John H. Hodges	X		Daniel McGraw		X
Charles City County	Byron Adkins, Sr.			William Coada	X	
Chesterfield County	Kevin P. Carroll, Chair	X		Christopher Winslow		X
Goochland County	Neil Spoonhower	X		Susan Lascolette		X
Hanover County	W. Canova Peterson	X		Sean M. Davis		X
Henrico County	Frank J. Thornton	X		Patricia S. O'Bannon		X
New Kent County	Patricia A. Paige	X		John Lockwood		X
Powhatan County	Michael W. Byerly			Steve McClung		X
City of Richmond	Mayor Levar M. Stoney, Vice Chair	X		Michael Jones		X
VA House of Delegates	Delegate Roxann Robinson	X		N/A		
Senate of Virginia	Vacant			N/A		
Commonwealth Transportation Board	Carlos M. Brown		X	N/A		

Non-Voting Ex-Officio

Agency	Member	Present	Absent	Designee	Present	Absent
CRAC	Perry J. Miller	X		N/A		
GRTC	Sheryl Adams	X		Adrienne Torres		X
RMTA	Joi Taylor Dean	X		N/A		
VDRPT	Jennifer DeBruhl		X	Zach Trogden		X
				Tiffany Dubinsky	X	
VDOT	Stephen Brich		X	Dale Totten (A)		X
				Mark Riblett (A)		X
Virginia Port Authority	Stephen A. Edwards		X	Cathie J. Vick		X
				Barbara Nelson		X

The technology used for the CVTA meeting was a web-hosted service created by Zoom and YouTube Live Streaming and was open and accessible for participation by members of the public. A recording of this meeting is available on our [Plan RVA YouTube Channel](#).

Virtual participation of this meeting by members of the authority is authorized under the City of Richmond Res. No. 2020-R025, - declaration of a local emergency due to the potential spread of COVID-19, adopted March 16, 2020. The resolution is available [here](#).

Call to Order

The Central Virginia Transportation Authority (CVTA) Chairman, Kevin P. Carroll, presided and called the March 31, 2023, Central Virginia Transportation Authority meeting to order at 9:00 a.m.

Pledge of Allegiance

The Pledge of Allegiance was led by Chairman Carroll.

Welcome and Introductions

Chair Carroll welcomed all attendees.

A. ADMINISTRATION

1. Confirmation of Member Participation from a Remote Location

Chair Carroll announced there were no requests from members to participate remotely.

2. Consideration of Amendments to the Meeting Agenda

There were no requested amendments to the agenda.

3. Approval of February 24, 2023, CVTA Meeting Minutes

On motion by Levar M. Stoney, seconded by Frank J. Thornton, the Authority voted to approve the CVTA meeting minutes as presented (voice vote).

4. Open Public Comment Period

There were no citizens present in-person or virtually wishing to offer public comments.

5. CVTA Chairman's Report

Chair Carroll reported on work done with the vendor on the hiring of the CVTA Executive Director. A candidate list is being compiled and Chair Carroll will ask other members to participate in the interviews.

B. COMMITTEE REPORTS

1. CVTA Finance Committee Update

a. CVTA Finance Committee Chair's Report

W. Canova Peterson, Finance Committee Chair, reported on the March meeting. He noted that the income and investment reports were favorable. The CVTA/Locality SPA was reviewed and the committee recommended full Authority approval.

b. Financial Activities and Investment Reports

Chet Parsons, PlanRVA, provided this report and noted that PFM will be providing a presentation on investments at an upcoming meeting. He reviewed the financial and investment reports and offered to answer any questions.

c. CVTA / Locality SPA Agreement

Eric Gregory reviewed the final agreement. Mr. Peterson reiterated that the Finance Committee recommended approval of the agreement.

On motion by W. Canova Peterson, the Authority voted unanimously to approve the Standard Project Agreement for Funding and Administration for use with Central Virginia Transportation Authority-funded regional projects that are locally-administered

by CVTA member jurisdiction wherein the project is located. (roll call vote, see Appendix A).

2. CVTA Technical Advisory Committee (TAC) Update

a. CVTA TAC Chair's Report

Dironna Moore Clarke, CVTA TAC Chair, reviewed the items heard by the committee at the March meeting. TAC is in the final steps to prepare and present recommendations to the Project Selection and Allocation Framework and will finalize their recommendations at the April 10th committee meeting. The recommendations will be on the April CVTA agenda. Chair Carroll asked that the proposed changes be forwarded to members prior to the April meeting.

Patricia A. Paige arrived at 9:23 a.m.

C. OTHER BUSINESS

1. CVTA Leadership Rotation Discussion

John H. Hodges reported on the work done last year by the nominating committee and the current recommendations for CVTA leadership rotation and CVTA Finance Committee membership rotation. The proposed rotation as well as a draft non-binding governance document regarding the matter was distributed.

There was a discussion about the proposed rotation of the Finance Committee membership. Having each of the rotating jurisdictions serve consecutive years to allow for continuity was suggested.

The matter will be brought back to the Authority for more discussion and potential action in the near future.

2. Commonwealth Transportation Board (CTB) Updates

Chair Carroll reported that the Governor will appoint a new CTB representative to the CVTA effective July 1, 2024. He stressed the importance of ensuring the new CTB representative be a person who will be able to provide the level of service the current representative, Carlos Brown, has provided. He reported that Tim Davey has expressed an interest in the position. He reported that Mr. Davey would be an excellent candidate for the CVTA and noted his knowledge and experience.

There was a discussion about formally thanking Carlos Brown for his excellent service and contributions to the CVTA. A letter and/or formal resolution was discussed. A possible scholarship was also suggested.

Ms. Paige presented an update to the CVTA Finance Committee report. She noted that the committee recognized International Woman's Day. She reported on the other items heard by the committee.

3. CVTA Calendar Discussion

Mr. Parsons reviewed the proposed FY24 schedule for the Authority, Finance Committee, TAC and Fall Line Working Group. Committee members discussed moving the Finance Committee start time to 9:00. It was noted that December 1, 2024, will be Frank Thornton's last meeting as a member of the CVTA.

On motion by Levar M. Stoney, seconded by John H. Hodges, the voted unanimously to approve the FY24 meeting calendar as amended to move the CVTA Finance Committee meeting start time to 9:00 a.m. (voice vote).

4. CVTA Member Comments

Chairman Carroll reported that the Governor has been invited to be the key note speaker at the joint annual meeting on June 1st.

Neil Spoonhower commented that there may be discussion needed on the scope of the CTA Executive Director's role. Chair Carroll noted this was included in the direction to the search firm.

Chair Carroll reported that he and Mr. Parsons have been to all localities except for Goochland to provide a CVTA update. A presentation to the Goochland Board of Supervisors has been scheduled. He thanked Mr. Parsons for his assistance with the presentations.

Frank Thornton expressed his appreciation to Chair Carroll and Mr. Parsons for the presentation to the Henrico Board of Supervisors.

Mr. Parsons provided a recap of the RRTPO Transportation Forum that was held March 17th. He noted PlanRVA partnered with ChamberRVA to plan and execute the event, which drew 100 attendees. The topics focused on big ideas in transportation. A follow-up survey was conducted and responses so far have been very favorable.

Chair Carroll also commented that December 1st will be Delegate Robinson's last meeting as a member of the CVTA.

Perry Miller, CRAC, and Sheryl Adams, GRTC, were asked to consider preparing brief presentations to the CVTA on their organizations.

Perry Miller commented that COVID cases are still having a major impact on travel. He reminded everyone to remember to use the two-hour rule. He also reported that Jacksonville, Los Angeles, Providence, Islip and Minneapolis will be added as destinations from Richmond beginning in May.

D. ADJOURNMENT

Chair Carroll adjourned the meeting at approximately 10:02 a.m.

Approve the Standard Project Agreement for Funding and Administration for use with Central Virginia Transportation Authority-funded regional projects that are locally-administered by CVTA member jurisdiction wherein the project is located.

Motion as presented:

Members	Population*	Weighted Votes	UNWEIGHTED				Voting Check	Population "Yays"	WEIGHTED	
			"Yay"	"Nay"	Abstain	Absent			"Yay"	"Nay"
Ashland	7,873	1	1				Ok	7,873	1	0
Charles City	6,773	1	1				Ok	6,773	1	0
Chesterfield	364,548	4	1				Ok	364,548	4	0
Goochland	24,727	2	1				Ok	24,727	2	0
Hanover	102,106	3	1				Ok	102,106	3	0
Henrico	334,389	4	1				Ok	334,389	4	0
New Kent	22,945	2				1	Ok	-	0	0
Powhatan	30,333	2				1	Ok	-	0	0
Richmond	226,610	4	1				Ok	226,610	4	0
Delegate		1	1				Ok		1	0
Senator		1				1	Ok		0	0
CTB Member		1				1	Ok		0	0
* Census 2020	1,120,304	26	8	0	0	4	12	1,067,026	20	0

A "Valid" vote requires all 12 members to have their vote marked "Yay", "Nay", "Abstain" or marked "Absent".

OVERALL VOTE = **PASS**

Voting Check	VALID
Quorum Present	YES
4/5 Population in Affirmative	PASS

Quorum:

A majority of the voting members of the Authority (or designees) shall constitute a quorum. There are 12 voting members, therefore at least 7 members must be present to constitute a quorum.

Quorum Present **YES**

Decisions of the Authority shall require an affirmative vote of those present and voting whose votes represent at least four-fifths of the population embraced by the Authority; however, no motion to fund a specific facility or service shall fail because of this population criterion if such facility or service is not located or to be located or provided or to be provided within the county or city whose chief elected officer's or elected official's, or its respective designee's, sole negative vote caused the facility or service to fail to meet the population criterion.

A. Four-fifths of the pop. embraced by the Authority =

896,243

B. Pop. of voting members (cities & counties) present & voting in the affirmative =

1,067,026 ← **PASS**

If B. is less than A., vote **FAILS**.

If B. is greater than or equal than A., motion **PASSES**.

If B. is less than A., motion **FAILS**.