

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY MEETING MINUTES

Friday, August 9, 2024, 9:00 a.m.
PlanRVA James River Boardroom and via Zoom
424 Hull Street, Suite 300, Richmond, VA 23224

Members Present:

Jurisdiction/ Agency	Member	Present	Absent	Designee	Present	Absent
Town of Ashland	John H. Hodges,	X (virtual)		Daniel McGraw		X
Charles City County	Byron Adkins, Sr.		X	Ryan Patterson		X
Chesterfield County	Kevin P. Carroll	X		James Holland		X
Goochland County	Neil Spoonhower	X		Tom Winfree	X	
Hanover County	Sean Davis	X		Ryan Hudson		X
Henrico County	Tyrone Nelson	X		Vacant		
New Kent County	John Moyer	X		Amy Pearson		X
Powhatan County	Steve McClung	X		Mark Kinney		X
City of Richmond	Mayor Levar M. Stoney	X		Kristen Nye		X
VA House of Delegates	Delegate Rae Cousins		X	N/A		
Senate of Virginia	Senator Ghazala F. Hashmi	X		N/A		
Commonwealth Transportation Board	J. Rex Davis	X		N/A		

Non-Voting Ex-Officio

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

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](#).

Call to Order

The Central Virginia Transportation Authority (CVTA) Chair, Levar Stoney, presided and called the meeting to order at 9:07 a.m.

Pledge of Allegiance

The Pledge of Allegiance was led by Chair Stoney.

Welcome and Introductions

Chair Stoney welcomed all attendees.

A. ADMINISTRATION

1. Confirmation of Member Participation from a Remote Location

Chair Stoney reported that three members requested approval to participate remotely:

- John Hodges, for the following reason: a temporary or permanent disability or other medical condition that prevents the member's physical attendance
- Tiffany Dubinsky, for the following reason: a personal matter, specifically a scheduling conflict that prevents attendance in-person.
- Barbara Nelson, for the following reason: principal residence location more than 60 miles from the meeting location.

Chair Stoney announced his approval of the requests to participate remotely.

On motion by Kevin Carroll, seconded by Tyrone Nelson, the members of the Authority voted unanimously to approve the members' requests to participate from a remote location was in conformance with the CVTA Policy for Remote Participation of member; and, the voices of the remotely participating members could be heard by all persons at the primary or central meeting location (voice vote).

The quorum was updated to show the presence of the remote members.

2. Consideration of Amendments to the Meeting Agenda

Chet Parsons, Executive Director, requested a new item be added to the agenda, Item B.-2. Appointment of CVTA Finance Committee members.

On motion by Sean Davis, seconded by Kevin Carroll, the members of the Authority voted to approve the amended agenda (voice vote).

3. Approval CVTA Meeting Minutes

a. April 26, 2024

b. June 13, 2024

On motion by Tyrone Nelson, seconded by John Moyer, the members of the Authority voted to approve the April 26 and June 13, 2024, 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 Stoney addressed the Authority members and shared his thoughts on his service as Chair and his service on the CVTA Finance Committee. He expressed his pride at what the Authority has accomplished since its inception.

B. OTHER BUSINESS

1. Election of CVTA Officers

Chair Stoney opened the nominations for FY25 Chair and Vice Chair.

Kevin Carroll nominated Sean Davis as FY25 Chair and Tyrone Nelson as FY25 Vice Chair.

There were no other nominations.

On motion by Kevin Carroll, seconded by Neil Spoonhower, the members of the Authority voted to elect Sean Davis as FY25 Chair and Tyrone Nelson as FY25 Vice Chair (roll call vote; see below).

Jurisdiction/Agency	Member	Vote
Town of Ashland	John H. Hodges,	Aye
Charles City County	Byron Adkins, Sr.	Absent
Chesterfield County	Kevin P. Carroll	Aye
Goochland County	Neil Spoonhower	Aye
Hanover County	Sean Davis	Aye
Henrico County	Tyrone Nelson	Aye
New Kent County	John Moyer	Aye
Powhatan County	Steve McClung	Aye
City of Richmond	Mayor Levar M. Stoney	Aye
VA House of Delegates	Delegate Rae Cousins	Absent
Senate of Virginia	Senator Ghazala F. Hashmi	Aye
Commonwealth Transportation Board	J. Rex Davis	Aye

Mr. Parsons explained the non-binding governance documents related to the CVTA Finance Committee membership. He noted that Steve. McClung and John. Moyer have served one year and are eligible to serve a second year on the committee per the guidance documents.

Mr. McClung indicated that due to scheduling constraints he would prefer not to continue on the committee.

On motion by Kevin Carroll, seconded by Tyrone Nelson, the members of the Authority voted to appoint the following members to the CVTA Finance Committee: Neil Spoonhower (two-year term) and John Moyer (one-year remaining on his term) (voice vote).

Chair Davis asked Mayor Stoney to come forward. Mr. Davis shared his thoughts on the great job Mayor Stoney has done as Chair.

Mr. Parsons presented Mayor Stoney with a gift basket of items from around the region in appreciation of his service.

2. CVTA Bond Finance Validation

Mr. Parsons provided background information on the contract with Kaufman & Canoles, P.C., as bond council for the CVTA. The Finance Committee and TAC have discussed the bond validation process and feel that it is the appropriate next step in the process to prepare the CVTA to issue debt in the future.

Megan Martz Gilliland with Kaufman & Canoles, P.C., came forward and gave a presentation on implementing a legal structure for future bond financing. [The presentation can be viewed here.](#)

Chair Davis asked that the matter be further reviewed and vetted by the Finance Committee.

C. ACTION ITEMS

1. Commonwealth of Virginia – Budgeted Fall Line Recommendations

Mr. Parsons explained that the 2024 Virginia General Assembly dedicated \$7,500,000 to the Fall Line trail in its final budget. The new funds were appropriated from undesignated resources from the newly created State Trails Office housed within the Virginia Department of Transportation. This is the first Richmond-area trail to receive financial assistance from this fund.

CVTA staff have received indications that the state does not have specific uses designated for these funds and is open to recommendations from the CVTA. Staff is confident that the CTB will appreciate guidance if the CVTA can act in a timely manner and make recommendations on uses that will see direct impact on the trail.

CVTA TAC considered multiple options for recommendation by the Authority. Those uses included the following:

1. Carve out funds to cover the full installation costs of the wayfinding plan components as specified - **\$1.1 M**
2. Set aside a design retainer for AB Design to assist localities with Fall Line wayfinding capital updates as more sections are brought online. Estimated costs for the retainer are **\$15,000**
3. Allocate funds to a segment of the Fall Line that has not yet entered into development or has a balance remaining. There are multiple potential segments that fit these criteria – primarily in the central and southern portions of the alignment. Those segments include:
 - a. Fall Line Trail: Kanawha Plaza (5A-R) - **\$4.5 M**
 - b. Fall Line Trail: Route 1 (Food Lion – Falling Creek Wayside), UPC 115415 - **\$3 M**
 - c. Fall Line Trail: Bryan Park - **\$760,000**
 - d. Leveraging for Smart Scale Rd VI, candidate project Fall Line Trail: Route 1 (Walmsley Blvd – Falling Creek Ave) – total project estimate: **\$13.6 M**
4. Apply funds to a grade separated intersection at Route 10 in Chesterfield County as an add-on to DB2 (the timing of this option may be problematic due to the bid schedule).

TAC recommends the Authority direct the CVTA Executive Director to draft a letter to the Commonwealth Transportation Board outlining CVTA recommendations for allocation of the \$7.5 million in Fall Line funds from the 2024 Virginia General Assembly.

The \$7.5 million in dedicated Fall Line funding from the 2024 State Budget should be allocated to the Fall Line: Kanawha Plaza (5A-R) project in the amount of \$4.5 million and the Fall Line Trail: Route 1 (Food Lion – Falling Creek Wayside) UPC 115415 project in the amount of \$3 million..

On motion by Levar Stoney, seconded by Tyrone Nelson, the members of the Authority voted to direct the CVTA Executive Director to draft a letter to the Commonwealth Transportation Board outlining CVTA recommendations for allocation of the \$7.5 million in Fall Line funds from the 2024 Virginia General Assembly. The \$7.5 million in dedicated Fall

Line funding from the 2024 State Budget should be allocated to the Fall Line: Kanawha Plaza (5A-R) project in the amount of \$4.5 million and the Fall Line Trail: Route 1 (Food Lion – Falling Creek Wayside) UPC 115415 project in the amount of \$3 million. (voice vote).

2. Fall Line Wayfinding Plan

Mr. Parsons provided background information on the development of the wayfinding plan.

The wayfinding plan includes the following components:

- A comprehensive signage/wayfinding package which complements and enhances the image of the Fall Line and respects the architecture and the natural landscape.
- A strong identity and a cohesive image to make the visitor understand that the Fall Line is a cohesive trail corridor and not a patchwork of unique trails. This identity will carry across all connected localities, parks, educational campuses, river crossings and especially at junctions to other trails.
- Options to visually celebrate all seven of the corridor's localities within this identity while maintaining a strong central focus on the Fall Line's cohesive brand.
- A clear understanding of what attractions are available, where they are located, and convey distance to destinations in both distance and time for people biking and walking.
- Use of symbols and color coding to visually convey quickly and effectively the location of the important viewsheds, trailheads and nodes (parking and activity areas) in the maps and signs.
- Innovative uses of color, materials, and layout to elevate the Fall Line's novelty as a world-class trail amenity.
- A design that will be memorable, marketable, and will highlight the experience for inter-generational families.
- Location information such as mile markers and bridge numbering for utility access, emergency response, maintenance logging, and wayfinding landmarks.
- Integration of the wayfinding system with advances in technology and make recommendations for future integration of the static signage with technology for mobile handheld apps that couple intuitive and sophisticated user experiences with trend-setting technology and web platforms.
- Clear and easy to follow recommendations for the update and maintenance of the signage, and wayfinding system.
- Standards that unify sign sizes, typefaces and graphics with emphasis on flexibility of materials and colors that promote a sustainable system. These standards will conform to and complement the existing Fall Line branding package established in 2020.
- Flexible, durable, vandal-resistant and easily maintained components.

The Fall Line is still evolving, and the complex nature of the region requires an ongoing process that can provide necessary guidance while ensuring flexibility for development of future segments. This plan is a dynamic tool for use by all seven jurisdictions directly impacted by the Fall Line, but it also needs to be recognized as the guiding wayfinding resource as segments finish construction.

It was noted that there are no Authority funds currently set aside for funding the wayfinding. The Authority can consider setting aside funds in the future for this.

Joi Taylor Dean arrived at 9:52 a.m.

On motion by Kevin Carroll, seconded by Tyrone Nelson, the members of the Authority voted to adopt the Fall Line Wayfinding Plan as presented (voice vote).

3. FY25 Meeting Schedule

Mr. Parsons explained the proposed changes in the meeting schedule. The request is to move the December meeting from the 6th to the 5th for the Joint Annual Meeting with the RRTPO and PlanRVA, and to cancel the January 8, 2025, CVTA Finance Committee meeting.

Members discussed possible alternate dates for the October meeting due to a member’s scheduling conflict. A poll will be sent out to determine a new date.

The matter will be deferred until the next meeting.

4. Closed session - Virginia Freedom of Information Act Section 2.2-3711 (A) (1), Personnel Discussion.

On motion by Levar Stoney, seconded by Ghazala Hashmi, the members of the Authority voted to convene in closed session pursuant to Virginia Freedom of Information Act Section 2.2-3711 (A) (1), for the purpose of discussing personnel matters concerning a CVTA employee, during which all recording of the meeting will cease (voice vote).

Chair Davis asked staff and guests to leave the meeting. The recording and livestream of the meeting was stopped. Members entered closed session at approximately 10:05 a.m. At the conclusion of the closed session, Chair Davis reconvened the public meeting (11:32 a.m.)

The members of the Authority voted to certify that, to the best of their knowledge, only public matters lawfully exempted from open meeting requirements and that only such public business matters as were identified in the motion by which the closed session was convened, were heard, discussed, or considered (roll call vote; see below).

Jurisdiction/Agency	Member	Vote
Town of Ashland	John H. Hodges,	Aye
Charles City County	Byron Adkins, Sr.	Absent
Chesterfield County	Kevin P. Carroll	Aye
Goochland County	Neil Spoonhower	Aye
Hanover County	Sean Davis	Aye
Henrico County	Tyrone Nelson	Aye
New Kent County	John Moyer	Aye
Powhatan County	Steve McClung	Aye
City of Richmond	Mayor Levar M. Stoney	Aye
VA House of Delegates	Delegate Rae Cousins	Absent
Senate of Virginia	Senator Ghazala F. Hashmi	Aye
Commonwealth Transportation Board	J. Rex Davis	Aye

Following a performance review of the Executive Director, on motion by Levar Stoney, seconded by Kevin Carroll, the members of the Authority voted to increase the Executive Director’s salary by 3.3% for a cost of living increase and 2% for a merit increase (roll call vote; see below).

Jurisdiction/Agency	Member	Vote
Town of Ashland	John H. Hodges,	Aye
Charles City County	Byron Adkins, Sr.	Absent
Chesterfield County	Kevin P. Carroll	Aye
Goochland County	Neil Spoonhower	Aye
Hanover County	Sean Davis	Aye
Henrico County	Tyrone Nelson	Aye
New Kent County	John Moyer	Aye
Powhatan County	Steve McClung	Aye
City of Richmond	Mayor Levar M. Stoney	Aye
VA House of Delegates	Delegate Rae Cousins	Absent
Senate of Virginia	Senator Ghazala F. Hashmi	Aye
Commonwealth Transportation Board	J. Rex Davis	Aye

D. REPORTS

1. CVTA Finance Committee Update

a. Finance Committee Chair's Report

Mr. Carroll reported that the committee will meet next week and is expected to:

- Elect officers for FY25
- Discuss future use of interest earnings
- Review Henrico County Fall Line Appendix A revisions
- Hear a presentation from Matt Harris with Chesterfield on the county's experiences with the bond validation process.

b. Financial Activity and Investment Reports

Mr. Parsons reviewed the financial activity and investment reports and highlighted key figures in the reports.

2. Executive Director's Report

a. RRTPO Port of Virginia Tour – October 3, 2024

Members received an update on the planned tour of the Port of Virginia facilities. GRTC has offered to provide transportation. Once a starting location is set, registration will be opened. Members will need to register if they plan to attend.

The plan is to meet at a location in or near Richmond, board the GRTC, travel to Norfolk to board the Victory Rover for a water tour of the three Hampton Roads facilities. After those tours and lunch, attendees will travel back to Richmond and tour the Richmond Marine Terminal.

3. CVTA Technical Advisory Committee (TAC) Update

a. TAC Chair's Report

Dironna Moore Clarke, CVTA TAC Chair, came forward and provided an overview of TAC activity. She reported that the committee met in July and will meet again next week. The committee is expected to elect officers for FY25. She reminded everyone that the quarterly expenditure and FY24 annual certification reports are due from each locality.

Members thanked Ms. Clarke for her service as TAC Chair and her continued service on the committee.

- 4. Agency Updates**
 - a. PlanRVA Report**
 - b. RRTPO Report**

Mr. Parsons noted that the reports were included in the agenda packet. He noted that Daniel McGraw was elected Chair of the PlanRVA Commission.

Chair Davis pointed out the SmartScale approvals reported in the RRTPO report.

E. OTHER BUSINESS

- 1. Newsletter: The Better Together Connector (linked)**

This is an information item.

- 2. CVTA Member Comments**

There were no member comments.

F. ADJOURNMENT

Chair Davis adjourned the meeting at 10:49 a.m.