

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY MEETING MINUTES
Friday, September 27, 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		Daniel McGraw		
Charles City County	Byron Adkins, Sr.	X		Ryan Patterson		
Chesterfield County	Kevin P. Carroll	X		James Holland		
Goochland County	Neil Spoonhower	X		Tom Winfree		
Hanover County	Sean Davis	X		Ryan Hudson		
Henrico County	Tyrone Nelson	X		Vacant		
New Kent County	John Moyer	X		Amy Pearson		
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		
GRTC	Sheryl Adams	X		Adrienne Torres		
RMTA	Joi Taylor Dean	X		N/A		
VDRPT	Zach Trogdon		X	Tiffany Dubinsky	X	
VDOT	Stephen Brich		X	Dale Totten (A)		X
				Mark Riblett (A)	X	
Virginia Port Authority	Barbara Nelson		X	Thomas Cross (A)		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](#).

Call to Order

The Central Virginia Transportation Authority (CVTA) Chair, Sean Davis, presided and called the meeting to order at 9:05 a.m.

Pledge of Allegiance

The Pledge of Allegiance was led by Chair Davis.

Welcome and Introductions

Chair Davis welcomed all attendees.

Diane Fusco, PlanRVA. took roll call and confirmed that a quorum was present.

A. ADMINISTRATION

1. Confirmation of Member Participation from a Remote Location

There were no members requesting permission to participate remotely.

2. Consideration of Amendments to the Meeting Agenda - none

There were no requested amendments to the agenda.

3. Approval CVTA Meeting Minutes – August 9, 2024

On motion by Tyrone Nelson, seconded by Kristen Nye, the members of 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 Davis addressed the Authority members and discussed upcoming presentations to be given at locality meetings.

6. CVTA Executive Director's Report

a. Correspondence

Chet Parsons, Executive Director, reviewed two pieces of correspondence. A Town of Ashland letter of support for a grant application and the following public comment that was received via email:

Chet Parsons

From: Greg Gilliam <g3479356@outlook.com>
Sent: Monday, September 16, 2024 1:03 PM
To: Chet Parsons
Subject: Fall Line Trail safety concerns regarding current laws and educating new users

Chet Parsons,

On 8/28/2024 I attended the groundbreaking for the Fall Line Trailhead in Bryan Park. The trail will be a wonderful asset in improving sustainable mobility options for the region, and I support the path chosen through Bryan Park. I noticed a "Trail Rules" sign (photo below) that raised concerns that could use some additional real-world clarity and a couple that are likely in conflict with current City of Richmond codes and State of Virginia laws educating pedestrians and bikes on how to use the trail. In addition, for the last 3 months, I have spent between 1.5- and 3- hours everyday walking on the existing paved surfaces and trails at Bryan Park and have noted park users' behaviors. I suggest the following to educate users on these new amenities to get everyone safely on the same page from the start.

Trail Rules:

1. Be courteous to other trail users (add: **by following these rules**) at all times
2. Keep right, always pass on the left (this conflicts with current bike/pedestrian laws and is more accurately stated: **Pedestrians (on foot) keep to the extreme left side of paved roads, facing bike and vehicle traffic. Bicyclists and vehicular traffic keep to the right side of paved roads. Code of Virginia § 46.2-928**) It's about 50/50 the way pedestrians and bicyclists comply with this currently, pedestrians especially don't seem to know.
3. Give audible warning when passing (ubiquitous use of headphones calls for a better method – like pedestrians and bicyclists facing each other and making eye contact, the primary reason pedestrians should walk facing traffic – this one can be deleted after the update to #2)
4. Maintain single file (this would be ideal but recently laws for cyclists were changed that permit no more than 2 abreast and if two or more are walking they will walk 2 abreast for sure – consider: **Don't cross the yellow line – use the shoulders of the paved surface on your side to give room for passing**)
5. Keep pets on a leash (this law is very frequently ignored, especially when animal owners move away from the entry points – the key elements of the code that could use stronger language include: **Dogs running at large are prohibited and must be physically restrained by a tether, lead, or leash under the owner's or custodian's control at all times. (City Code 4-243)**)
6. Clean up after your pet (most animal owners or custodians generally do a good job with this, **as long as there are waste receptacles that are close by** otherwise they leave it on the ground – suggest stronger language: **Animal excreta or waste must be immediately collected and disposed of by the owner or custodian of the animal in trash cans. (City Code 4-90)**)

I would recommend making two-sided signs for these 5 core trail rules and placing them on each side so users can easily see them coming or going regardless of their current understanding. They can be at the entry points, but more importantly, they also need to be spread periodically throughout the length of the trail as reminders. It would be ideal to install these signs now along the paved walking loop at Bryan Park to start the process.

Other considerations include:

- Since this will be used by many as a primary mode of transportation like a highway between homes, colleges, universities, and workplaces at all hours, it will need to be open 24x7 year around. The current City of Richmond sunrise-to-sunset park rules will conflict, especially in the trailhead overlap.
- The trail rules should be uniform between jurisdictions for the entire length of the trail, and not conflict with current individual jurisdiction laws.
- Adding 911 addresses to the GIS at key points of the trail to help with location
- Smart lighting along the trail, at least at key points
- Bicycle lock stands at rest facilities where the bike may be unattended temporarily
- Law: every bicycle ridden between sunset and sunrise must have at least one white headlamp with the light being visible at least 500 feet to the front.
- Information on allowed or nonallowed use since shared use paths may also be used by pedestrians, skaters, users of wheelchair conveyances, joggers, and other nonmotorized users, bicycles, large (adult) tricycle, electric personal assistive mobility devices, all classes of electric power-assisted bicycle (e- bikes), motorized skateboard or foot-scooter, electrically powered toy vehicles, small motor-driven cycle, or moped. Especially ADA compliance.
- Speed restrictions- bicycles can travel very fast

Regards,
Greg Gilliam

Ms. Nye shared information regarding the City of Richmond's current work on the Richmond Inspire Parks Master Plan.

b. Agency Reports – PlanRVA and RRTPO

Mr. Parsons noted that the reports were included in the agenda packet.

B. ACTION ITEMS

1. Fall Line Trail – Revisions to Appendix A – Henrico County

Mr. Parsons presented this request and reported that the Authority previously approved a (SPA) between the CVTA and Henrico County allocating funds for the CVTA Project ID numbers 0008, 0009, 0010, 0011, 0012, 0013 and 0014 (described below), in the total amount of \$35,819,905, for purposes of project execution, subject to review and approval in accordance with CVTA policies and procedures.

- CVTA-0008 #FLT - Park St (Segment 6C)
- CVTA-0009 #FLT - Lakeside Community Trail Ph 1 (Segment 6D.1)
- CVTA-0010 #FLT - Lakeside Community Trail Ph 2 (Segment 6D.2)
- CVTA-0011 #FLT - Lakeside Community Trail Ph 3 (Segment 6D.3)
- CVTA-0012 #FLT - Brook/Hilliard Road Diet (Segment 6E)
- CVTA-0013 #FLT - Villa Park Phase (Segment 6G)
- CVTA-0014 #FLT - Longdale Trail (Segments 7A - 7C.1)

These seven project segments were approved in bulk, as each section represented a portion of the Fall Line that Henrico County was developing concurrently. As the development of the Henrico segments has progressed, construction plans and schedules have necessitated a shift in funding between the seven segments so that progress can continue as planned.

Henrico County is requesting a shift in CVTA Regional funds between several of the previously funded Fall Line Trail segments. The total allocation amount of \$35,819,905 is not proposed to change.

The details of the request are:

- CVTA-0009 #FLT-Lakeside Community Trail Phase 1 - shift \$462,000 to this phase from CVTA-0014 - Revised total CVTA allocation - \$858,504
- CVTA-0011 #FLT-Lakeside Community Trail Phase 3 - \$497,000 to this phase from CVTA-0014 - Revised total CVTA allocation - \$3,570,000
- CVTA-0014 #FLT-Longdale Trail - Shift \$959,000 from this phase to CVTA-0009 and CVTA-0011 - Revised total CVTA allocation - \$25,132,000

On motion by Tyrone Nelson, seconded by Kevin Carroll, the members of the Authority voted unanimously to approve the following resolution (roll call vote; see below):

Resolved, that the Central Virginia Transportation Authority (CVTA) approves a revised Appendix A for the grouped Fall Line standard project agreement that reflects the updated funding allocation split as proposed by Henrico County.

Jurisdiction/Agency	Member	Vote
Town of Ashland	John H. Hodges,	Aye
Charles City County	Byron Adkins, Sr.	Aye
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	Absent
City of Richmond	Kristen Nye	Aye
VA House of Delegates	Delegate Rae Cousins	Aye
Senate of Virginia	Senator Ghazala F. Hashmi	Aye
Commonwealth Transportation Board	J. Rex Davis	Aye

2. Henrico County Draft SPAs

a. CVTA-0052 – Route 60, Route 33 and Beulah Road Roundabout

b. CVTA-0058 – Route 5 and New Osbourne Turnpike Improvements

Mr. Parsons presented this request for approval of two draft project agreements and offered to answer any questions.

On motion by Tyrone Nelson, seconded by John Moyer, the members of the Authority voted to approve Henrico County SPA CVTA-0052. Roll call vote; see below:

Jurisdiction/Agency	Member	Vote
Town of Ashland	John H. Hodges,	Aye
Charles City County	Byron Adkins, Sr.	Aye
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	Absent
City of Richmond	Kristen Nye	Aye
VA House of Delegates	Delegate Rae Cousins	Aye
Senate of Virginia	Senator Ghazala F. Hashmi	Aye
Commonwealth Transportation Board	J. Rex Davis	Aye

On motion by Tyrone Nelson, seconded by John Moyer, the members of the Authority voted to approve Henrico County SPA CVTA-0058. Roll call vote; see below:

Jurisdiction/Agency	Member	Vote
Town of Ashland	John H. Hodges,	Aye
Charles City County	Byron Adkins, Sr.	Aye
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	Absent
City of Richmond	Kristen Nye	Aye
VA House of Delegates	Delegate Rae Cousins	Aye
Senate of Virginia	Senator Ghazala F. Hashmi	Aye
Commonwealth Transportation Board	J. Rex Davis	Aye

3. City of Richmond Draft SPAs
a. CVTA-0031 – Hull St Phase II (US 360)
b. CVTA-0062 – North South BRT

Mr. Parsons presented this request for approval of two draft project agreements and offered to answer any questions.

On motion by Kristen Nye, seconded by John Hodges, the members of the Authority voted unanimously to approve the City of Richmond SPA CVTA-0031 as presented. Roll call vote; see below:

Jurisdiction/Agency	Member	Vote
Town of Ashland	John H. Hodges,	Aye
Charles City County	Byron Adkins, Sr.	Aye
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	Absent
City of Richmond	Kristen Nye	Aye
VA House of Delegates	Delegate Rae Cousins	Aye
Senate of Virginia	Senator Ghazala F. Hashmi	Aye
Commonwealth Transportation Board	J. Rex Davis	Aye

On motion by Kristen Nye, seconded by John Hodges, the members of the Authority voted unanimously to approve the City of Richmond SPA CVTA-0062 as presented. Roll call vote; see below:

Jurisdiction/Agency	Member	Vote
Town of Ashland	John H. Hodges,	Aye
Charles City County	Byron Adkins, Sr.	Aye
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	Absent
City of Richmond	Kristen Nye	Aye
VA House of Delegates	Delegate Rae Cousins	Aye
Senate of Virginia	Senator Ghazala F. Hashmi	Aye
Commonwealth Transportation Board	J. Rex Davis	Aye

4. VDOT Draft SPA – CVTA 0001 - Fall Line Trail DB#2

Mr. Parsons presented this request for approval of a draft project agreement and offered to answer any questions.

On motion by Kristen Nye, seconded by John Hodges, the members of the Authority voted unanimously to approve the VDOT SPA CVTA-0001 as presented. Roll call vote; see below:

Jurisdiction/Agency	Member	Vote
Town of Ashland	John H. Hodges,	Aye
Charles City County	Byron Adkins, Sr.	Aye
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	Absent
City of Richmond	Kristen Nye	Aye
VA House of Delegates	Delegate Rae Cousins	Aye
Senate of Virginia	Senator Ghazala F. Hashmi	Aye
Commonwealth Transportation Board	J. Rex Davis	Aye

5. FY25 Local Allocation Plan

Mr. Parsons presented the FY25 Local Allocation Plan and reported that explained that the plan is a list of the projects that localities are using CVTA local funding for.

On motion by Neil Spoonhower seconded by Kevin Carroll, the members of the Authority voted unanimously to approve the FY25 Local Allocation Plan (voice vote).

6. FY24 Annual Certifications and Quarterly Reporting

Mr. Parsons presented certifications and annual reports and noted that all nine localities have submitted their certifications and reports.

On motion by Kevin Carroll, seconded by Tyrone Nelson, the members of the Authority voted unanimously to approve the FY24 Annual Certifications and quarterly reports. Roll call vote; see below:

Jurisdiction/Agency	Member	Vote
Town of Ashland	John H. Hodges,	Aye
Charles City County	Byron Adkins, Sr.	Aye
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	Absent
City of Richmond	Kristen Nye	Aye
VA House of Delegates	Delegate Rae Cousins	Aye
Senate of Virginia	Senator Ghazala F. Hashmi	Aye
Commonwealth Transportation Board	J. Rex Davis	Aye

7. CVTA Regional Fund Interest Earnings – options

Mr. Parsons reported that, at its September 11, 2024, regular meeting, the CVTA Finance Committee discussed the excellent performance of the regional funds that have been reinvested while waiting to be programmed for project costs. Following guidance from the Executive Director, members discussed the opportunity to develop plans that could benefit from investment of the regional revenue interest income.

With input from the Technical Advisory Committee, the Finance Committee discussed opportunities including reinvestment of the funding, allocation of funds to existing regional projects, set-asides for working capital reserve, and establishment of a funding stream for Fall Line wayfinding maintenance needs.

At its meeting, the Finance Committee moved to recommend that the CVTA commit \$1.5 million of CVTA interest income to fund the Fall Line Wayfinding Plan implementation, and evenly split the remaining interest income balance between the Working Capital Reserve and funding of regionally approved projects. This recommendation would instruct the Technical Advisory Committee to develop recommendations on projects to support.

On motion by Neil Spoonhower, seconded by Kevin Carroll, the members of the Authority voted unanimously to approve a spending plan for CVTA Regional Fund interest earnings that reflects the Finance Committee recommendations. Roll call vote; see below:

Jurisdiction/Agency	Member	Vote
Town of Ashland	John H. Hodges,	Aye
Charles City County	Byron Adkins, Sr.	Aye
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	Absent
City of Richmond	Kristen Nye	Aye
VA House of Delegates	Delegate Rae Cousins	Aye
Senate of Virginia	Senator Ghazala F. Hashmi	Aye
Commonwealth Transportation Board	J. Rex Davis	Aye

8. Bond Validation

Mr. Parsons presented certifications and annual reports and reported that the Authority previously Authority received a report on bond finance validation. This report was introduced by the Executive Director and led by bound counsel. 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., was in attendance and gave a presentation on implementing a legal structure for future bond financing.

Chair Davis asked that the matter be further reviewed and vetted by the Finance Committee and that was accomplished at its September 11 meeting. The Finance Committee unanimously recommended full Authority approval for the Executive Director to proceed with the bond finance validation process.

On motion by Neil Spoonhower, seconded by Kevin Carroll, the members of the Authority voted unanimously to approve and instruct the Executive Director to proceed with the bond finance validation process. Roll call vote; see below:

Jurisdiction/Agency	Member	Vote
Town of Ashland	John H. Hodges,	Aye
Charles City County	Byron Adkins, Sr.	Aye
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	Absent
City of Richmond	Kristen Nye	Aye
VA House of Delegates	Delegate Rae Cousins	Aye
Senate of Virginia	Senator Ghazala F. Hashmi	Aye
Commonwealth Transportation Board	J. Rex Davis	Aye

C. REPORTS

1. CVTA Finance Committee Update

a. Finance Committee Chair's Report

Mr. Spoonhower reported The committee has met twice since the last regular Authority meeting, on August 14th and on September 11th and provided a recap of each meeting:

August meeting:

- In August, the committee voted to elect Neil Spoonhower as FY25 Chair and John Moyer as FY25 Vice Chair.
- Voted to recommend full Authority approval of the revised Appendix A for Henrico County for Fall Line Trail projects that reflects the updated funding allocation split as proposed by Henrico County.
- Heard a presentation from Matt Harris, with Chesterfield County on the county's experiences during their recent transportation bond issuance.

September meeting:

- Received an update from staff on potential causes for the recent variability in revenues, specifically the variations in the fuels tax revenues from month to month and the impacts of EV, hybrid, and fuel efficiency standards on the fuels tax revenues.
- Voted to recommend Authority approval for the Executive Director to proceed with the bond finance validation process.
- Voted to recommend Authority approval of the FY25 Local Allocation Plan.
- Voted to recommend the Authority dedicate \$1.5 million of CVTA interest income to fund the Fall Line Trail Wayfinding Plan design and construction, dedicate one half of the CVTA interest income for Working Capital Reserve for reinvestment, and dedicate one half of the remaining CVTA interest income earnings fund regional projects; and instruct the Technical Advisory Committee the Technical Advisory Committee to develop recommendations on those regional projects.
- Directed staff to develop a fiscal policy to address use of interest earnings for the Finance Committee to review.

The committee is scheduled to meet again on October 9th.

b. Financial Activity and Investment Reports

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

2. CVTA Technical Advisory Committee (TAC) Update

a. TAC Chair's Report

Barb Smith reported that the TAC's primary focus recently has been on the Regional Project Selection and Allocation Framework document. Parking lot items have been reviewed and the committee expects to bring a report to the full authority by the end of the year.

The group has also been working on suggested revisions to the draft deallocation policy.

D. OTHER BUSINESS

1. CVTA Member Comments

Chair Davis reported that there is current legislation providing for liability protection for certain entities. The CVTA is currently covered under that provision. Delegate Cousins and Senator Hashmi are both working to have the CVTA included in the provision (Code of Virginia 33.2-1525).

E. ADJOURNMENT

Chair Davis adjourned the meeting at 9:57 a.m.