



Photo: Powhatan Courthouse Village

Central Virginia Transportation Authority (CVTA) Finance Committee



NOTES

This meeting is open to the public. Members of the public are invited to attend in person or virtually. Please alert the CVTA at information@cvtava.org if electronic transmission of this meeting fails for the public. Please refer to our [Statement Regarding Virtual Meeting Participation by Members of the Public](#) for more information.

Check out our complete [Public Participation Guide](#) online to learn about the different ways you can stay connected and involved.

Meetings are also live streamed and archived on our YouTube Channel at [Plan RVA - YouTube](#).

Members of the public are invited to submit public comments either verbally or in writing. Written comments can be submitted through the Q&A/Chat function on Zoom by email to information@CVTAVA.org. Written comments will be read aloud or summarized during the meeting when possible and will be included in the meeting minutes. Verbal comments will be taken during the Public Comment Period on the agenda. Please indicate by raising your hand (in-person participants, where applicable) or through the Q&A/Chat functions on Zoom (virtual participants) if you would like to comment. When acknowledged by the Chairman, please clearly state your name so that it may be recorded in the meeting minutes.

Powered By:



Central Virginia Transportation Authority (CVTA)

Finance Committee

Meeting Agenda

Wednesday, May 14, 2025, 9:00 a.m.

PlanRVA James River Boardroom, 424 Hull Street, Suite 300, Richmond, VA 23224
and via Zoom

If you wish to participate in this meeting virtually, please register via Zoom at the following link:

[ZOOM WEBINAR LINK](#)

Call to Order, Welcome and Introductions *(Spoonhower)*

Pledge of Allegiance *(Spoonhower)*

Certification of a Quorum *(Scott)*

A. ADMINISTRATION

- 1. Confirmation of Member Participation from a Remote Location**
(as needed/ Spoonhower)

Requested action (if there are member requests to participate remotely): motion to confirm that the Chair's decision to approve or disapprove the member(s) request to participate from a remote location was in conformance with the Policy for Meetings Held Through Electronic Communications Means During Declared States of Emergency or Otherwise; and, the voice of the remotely participating member(s) can be heard by all persons at the primary or central meeting location (voice vote).

- 2. Consideration of Amendments to the Meeting Agenda**
(Spoonhower)

- 3. [Approval of April 9, 2025, Meeting Minutes](#) – page 4**
(Spoonhower)

Requested action: motion to approve the CVTA Finance Committee minutes as presented (voice vote).

- 4. Open Public Comment Period**
(Spoonhower /5 minutes)

5. CVTA Finance Committee Chair's Report

(Spoonhower/5 minutes)

6. CVTA Activities Report

(15 minutes)

a. **Financial Activities and Investment Reports** *(Parsons)* – page 8

b. **TAC Activities Report** *(Smith)*

B. OTHER BUSINESS

1. Candidate Project Recommendation - Designated Working Capital Reserve - \$5.05 million –

page 11

(Parsons/20 minutes)

Action requested: recommend allocation of \$5.05 million in interest earnings (roll call vote).

2. Request for additional funding - Fall Line Trail / Design Build #2 (FLT DB2)

– page 13

(Parsons/20 minutes)

Action requested: recommend approval of the request for additional funding (roll call vote).

3. CVTA Bond Issuance – Next Steps – page 15

(Parsons/10 minutes)

Discussion item.

4. CVTA Finance Committee Member Comments

(Spoonhower /5 minutes)

5. Next Meeting: June 11, 2025, 9:00 a.m.

PlanRVA Boardroom, 424 Hull Street, Suite 300, Richmond, VA 23224

(Spoonhower)

6. Adjournment

(Spoonhower)

CVTA FINANCE COMMITTEE MEETING MINUTES

Wednesday, April 9, 2025, 9:00 a.m.

Zoom Meeting

Authority and Committee Members Present:

Jurisdiction/Agency	Member	Present	Absent
Chesterfield County	Kevin P. Carroll	X	
Hanover County	Sean Davis	X	
Henrico County	Tyrone Nelson		X
Goochland County	Neil Spoonhower, Chair	X	
New Kent County	John Moyer	X	
City of Richmond	Danny Avula	X	
Commonwealth Transportation Board	J. Rex Davis	X	

The technology used for the CVTA Finance Committee 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, Welcome and Introductions

Chair Spoonhower called the CVTA Finance Committee meeting to order at 9:03 a.m.

Pledge of Allegiance

The Pledge of Allegiance was led by Chair Spoonhower.

Certification of a Quorum

Janice Scott, PlanRVA, called the roll for attendance and certified that a quorum was present.

A. ADMINISTRATION

1. Confirmation of Member Participation from a Remote Location

There were no members participating remotely.

2. Consideration of Amendments to the Agenda

There were no requested changes to the meeting agenda.

3. Approval of February 12, 2025, CVTA Finance Committee Meeting Minutes

On motion by John Moyer, seconded by Danny Avula, the members of the CVTA Finance Committee voted unanimously to approve the meeting minutes as presented (voice vote).

4. Open Public Comment Period

There were no public comments received and no requests to address the committee.

5. CVTA Finance Committee Chairman's Report

Chair Spoonhower did not have a formal report.

6. CVTA Executive Director's Report

a. Q2 CVTA Local Reporting

Chet Parsons described the newly updated quarterly report format. He reported that expenditures through the end of the second quarter are included in the report.

7. CVTA Activities Report

a. Financial Activities and Investment Reports

Mr. Parsons gave an overview of the monthly financial activities and investment and reported the allocations to the working capital reserve have exceeded expectations.

b. TAC Activities Report

There was no report on TAC activities.

B. OTHER BUSINESS

1. FY26 Operating and Capital Budgets

Lauren Shephard, PlanRVA, presented the proposed draft budget and detailed the changes from previous presentations in the reporting format and charts in the PowerPoint document. She reported that overall operating expenses for the current (FY25) budget are tracking slightly higher than budgeted (56% spent at the end of Q2) primarily due to PlanRVA staff support; projections for the year are in line with budget

Ms. Shepard reported that the primary changes between the FY 25 and FY26 budget are:

- Budgeted an additional FTE for administrative support in Admin/Staffing
- Shift of PlanRVA contracted staff services from Admin/Staffing to Contracted Services
- Financial Advisors – PFM task order for support of bond validation proceedings (variable fee depending on validation proceedings)
- Contracted Services – PlanRVA contracted hours, bond counsel validation costs (variable fee depending on validation proceedings), cost estimating task order for round 4 regional projects cycle
- Technology Services & Support – significant reduction due to website redesign being completed

Mr. Parsons reported that the Cost Estimating Consulting contract is an expense that will be incurred in the fall; this service is expected to be an every other year expense.

Sean Davis, CVTA Chair, explained the need for the Administrative Assistant position. He reported that the federal funding situation is being closely monitored by staff.

Chair Davis reported on PlanrVA's research into audit services and the plans to implement a new financial management system.

There was discussion about the importance of a quality financial management system and the process that was undertaken to add the new full-time position for the CVTA.

On motion by Sean Davis, seconded by John Moyer, the members of the CVTA Finance Committee voted unanimously to approve the following resolution (roll call vote, see below):

Resolved, that the Central Virginia Transportation Authority (CVTA) Finance Committee recommends approval of the FY 2026 Operating and Capital Budgets including any necessary updates following public review.

Member	Present
Kevin P. Carroll	Aye
Tyrone Nelson	Absent
Neil Spoonhower	Aye
John Moyer	Aye
Danny Avula	Aye

2. Wayfinding Standard Project Agreements – Hanover County and Henrico County

Mr. Parsons presented the wayfinding agreements and explained that the CVTA has an established reimbursement process for regional project expenditures from both local and VDOT administered sources. The proposed framework for wayfinding reimbursement follows that model.

Each impacted locality (or VDOT) will enter into a new Standard Project Agreement (SPA) that covers all approved segments of the Fall Line within that jurisdiction or under the purview of VDOT. The format for the SPA will mirror the current approved format for regional projects and include simple updates that reflect details of the Fall Line wayfinding improvements.

Two localities have prepared draft SPAs for their segments of the Fall Line Trail and they are presented for review and recommendation. Hanover and Henrico Counties are prepared to move forward with implementation and have requested CVTA action on the agreements.

It was noted that the agreement for Henrico has some fields that need to be corrected; specifically, the fields that say, “locality”, should say “Henrico County”.

There was a discussion about allocations. The amounts in the agreement reflect the entire allocations for wayfinding.

On motion by Sean Davis, seconded by John Moyer, the members of the CVTA Finance Committee voted unanimously to approve the following resolution (roll call vote, see below):

Resolved, that the Central Virginia Transportation Authority (CVTA) Finance Committee recommends approval of Wayfinding Standard Project Agreements with the recommended changes to the Henrico County agreement.

Member	Present
Kevin P. Carroll	Aye
Tyrone Nelson	Absent
Neil Spoonhower	Aye
John Moyer	Aye
Danny Avula	Aye

3. FY 2025 CVTA Audit – Kick-Off

Michael Garber, PBMares, provided an overview of the audit process. He stressed the importance of open communication and invited members to offer feedback throughout the process. PBMares is scheduled to do planning work in May. Final reports should be reported in October.

4. CVTA Finance Committee Member Comments

John Moyer commented on the revenue amounts reported and stated it is a sign that the CVTA is using funds appropriately.

5. Next Meeting

The next meeting is scheduled for May 14, 2025, at 9:00 a.m. in the PlanRVA James River Board Room, 424 Hull St., Suite 300, Richmond, VA 23224 and via Zoom.

6. Adjournment

The meeting was adjourned at 9:46 a.m.

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY
Tax Collections and Allocations
For the Fiscal Year Ended June 30, 2025

	June Tax Activity 09/30/24	July Tax Activity 10/31/24	August Tax Activity 11/30/24	September Tax Activity 12/31/24	October Tax Activity 01/31/25	November Tax Activity 02/28/25	December Tax Activity 03/31/25	January Tax Activity 04/30/25	February Tax Activity 05/31/25	March Tax Activity 06/30/25	YTD	LTD
Local Distribution Fund												
Receipt of Taxes:												
Sales and Use Tax	\$ 13,821,290	\$ 14,267,011	\$ 13,920,515	\$ 14,650,365	\$ 13,923,869	\$ 16,710,596	\$ 12,288,027	\$ 12,252,650			\$ 111,834,323	\$ 687,729,699
Local Fuels Tax	4,518,500	4,813,805	5,060,666	4,661,841	4,855,515	4,575,093	4,770,047	4,890,508			38,145,975	238,811,204
Total Receipt of Taxes	18,339,791	19,080,816	18,981,181	19,312,206	18,779,384	21,285,689	17,058,074	17,143,158	-	-	149,980,298	926,540,904
Cash Outflows & Transfers:												
Transfers:												
Operating Fund	741,166	-	-	-	-	-	-	-	-	-	741,166	2,760,934
Regional Fund	6,159,519	6,678,286	6,643,413	6,759,272	6,572,784	7,449,991	5,970,326	6,000,105			52,233,696	323,322,989
Payments to GRTC	2,639,794	2,862,122	2,847,177	2,896,831	2,816,908	3,192,853	2,558,711	2,571,474			22,385,870	138,566,995
Total transfers	9,540,478	9,540,408	9,490,590	9,656,103	9,389,692	10,642,845	8,529,037	8,571,579	-	-	75,360,732	464,650,919
Local Distributions:												
Ashland	33,081	37,711	37,472	39,179	36,550	41,095	33,842	32,474			291,403	1,612,580
Charles City	44,553	47,071	42,498	57,578	50,054	66,814	33,854	37,955			380,375	2,650,542
Chesterfield	2,495,633	2,689,317	2,769,809	2,649,624	2,688,529	3,108,614	2,491,197	2,521,500			21,414,222	133,040,745
Goochland	246,777	247,498	257,787	263,867	251,107	267,760	191,108	243,198			1,969,102	11,699,807
Hanover	1,275,402	1,351,690	1,312,089	1,362,256	1,281,264	1,425,509	1,184,888	1,131,613			10,324,712	64,068,112
Henrico	2,766,795	3,006,344	2,864,301	3,085,370	2,928,026	3,435,483	2,660,956	2,642,785			23,390,058	146,884,595
New Kent	191,331	193,312	222,988	253,613	272,630	170,694	208,266	231,078			1,743,912	10,936,177
Powhatan	208,017	227,479	226,807	232,363	230,352	250,488	204,062	194,749			1,774,318	10,481,271
Richmond	1,537,724	1,739,987	1,756,840	1,712,253	1,651,180	1,876,388	1,520,863	1,536,227			13,331,462	80,516,157
Total local distributions	8,799,312	9,540,408	9,490,590	9,656,103	9,389,692	10,642,845	8,529,037	8,571,579	-	-	74,619,566	461,889,985
Local Distribution Fund ending balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (0)
Operating Fund												
Beginning balance, July 1, 2024											\$ 259,209	
Transfer from Local Distribution Fund	\$ 741,166	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	741,166	
Prior year accounts payable	-										-	
Payment of operating costs	(46,679)	(116,503)	-	(160,194)	(51,065)		(39,675)	(34,867)			(448,984)	
Interest income	592	2,095	2,947	2,593	2,194	1,850	1,974	1,766			16,011	
Operating Fund ending balance	\$ 695,079	\$ (114,408)	\$ 2,947	\$ (157,601)	\$ (48,871)	\$ 1,850	\$ (37,701)	\$ (33,102)	\$ -	\$ -	\$ 567,402	
Regional Fund												
Beginning balance, July 1, 2024											\$ 283,197,740	
Transfer from Local Distribution Fund	\$ 6,159,519	\$ 6,678,286	\$ 6,643,413	\$ 6,759,272	\$ 6,572,784	\$ 7,449,991	\$ 5,970,326	\$ 6,000,105	\$ -	\$ -	52,233,696	
Payment for regional projects	(86,518)		(2,448,940)	(619,776)	(188,717)	(331,811)	(2,416,834)	-			(6,092,596)	
Interest income	1,265,857	907,476	2,203,365	999,587	999,628	921,809	1,033,747	3,799,534			12,131,002	
Receivable Due from Locality											-	
Regional Fund ending balance	\$ 7,338,857	\$ 7,585,762	\$ 6,397,838	\$ 7,139,083	\$ 7,383,695	\$ 8,039,989	\$ 4,587,238	\$ 9,799,640	\$ -	\$ -	\$ 341,469,842	
											Allocation to WCR	\$ 5,050,000
											Interest income	12,131,002
											Current WCR balance	\$ 17,181,002
											Required WCR	\$ 18,000,000

Notes:

* Activity month is reported. CVTA receives funds three months after the activity month.

* At its September 27, 2024 meeting, the Authority directed the allocation of \$5.05 million of investment earnings to fund a portion of the Working Capital Reserve (WCR). In order to fully fund the required reserve balance, beginning in FY2025, 100% of the monthly investment earnings from Regional Funds will be allocated to the WCR until it is fully funded.



MONTHLY INVESTMENT REPORT

REBECCA R. LONGNAKER, CPA, MGT
INVESTMENT OFFICER
424 Hull Street, Suite 300
Richmond, VA 23224
Office: 804-748-1201
Email: longnakerr@chesterfield.gov
www.chesterfield.gov/treasurer

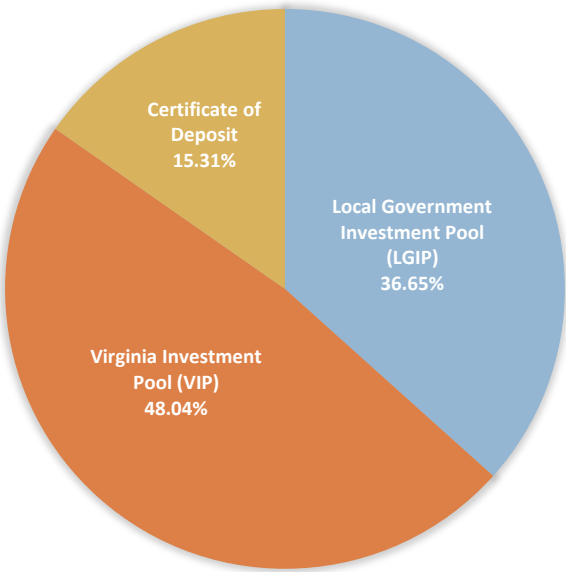
MARCH 2025

This investment report for March 2025 is presented in accordance with the Investment Policy of the Treasurer of Chesterfield County, Virginia. The objective of the policy is to obtain the highest possible yield on available financial assets, consistent with constraints imposed by safety objectives, cash flow considerations and the laws of the Commonwealth of Virginia that restrict the placement of public funds. All investments held are in compliance with this policy.

Investments at a glance (as of 3/31/2025)

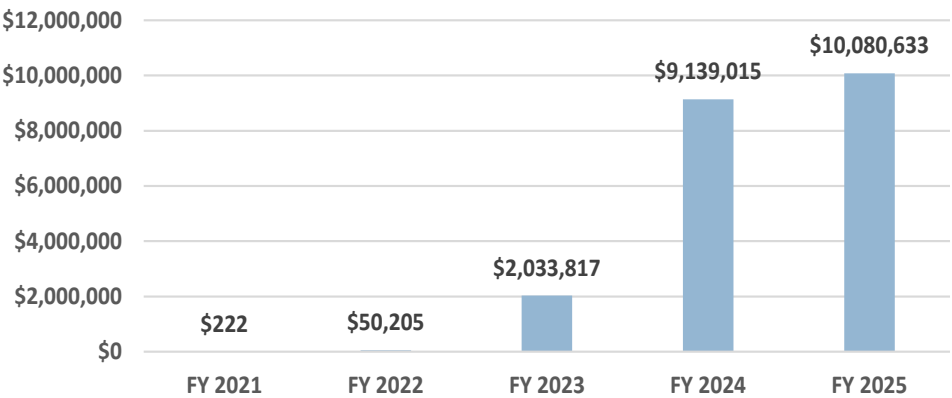
Total Book Value	\$327,054,843.54
Average Days to Maturity	9
Yield to Maturity 365 Day Equivalent	4.68%

Investment Type Allocation



Portfolio Mix	Balance
Local Govt. Invest. Pool (LGIP)	\$119,858,734.17
Virginia Investment Pool (VIP)	\$157,132,134.37
Federal Agency Discount	\$0.00
Federal Agency Coupon	\$0.00
Corporate Bond	\$0.00
Commercial Paper	\$0.00
Certificate of Deposit	\$50,063,975.00
US Treasury Discount	\$0.00
Total	\$327,054,843.54

Cumulative Interest Earnings FY2025



Interest earnings through March 2025 continue to exceed prior years as short term yields have remained high. Currently, economists are expecting five rate cuts over the next 12 months, however, expectations are changing frequently based on tariff negotiations. Cash flow projections provided by the financial advisory committee will determine how long maturities may be invested.

Benchmark Comparisons

The 91-Day Treasury Bill, 6-Month Treasury Bill and the Virginia Treasury Prime Liquidity are used as benchmarks for Central Virginia Transportation Authority's (CVTA) portfolio performance. The portfolio outperformed all of the yield benchmarks and two of the year over year benchmarks for the month of March.

YIELD BENCHMARKING			
	CURRENT YIELD	YEAR AGO	YoY CHANGE
Portfolio	4.68%	5.51%	-0.83% pts
91-day T-Bill	4.34%	5.47%	-1.13% pts
6-month T-Bill	4.27%	5.36%	-1.09% pts
Va. Treas. Prime Liq.	4.05%	4.73%	-0.68% pts

Compliance Report

The Treasurer's Investment Policy specifies limits on categories of investments to obtain diversification and avoid incurring unreasonable risk inherent in over-investing in specific instruments. CVTA's Investment Portfolio is in compliance with the Treasurer's Investment Policy.

Investment Category	Code of Virginia			Treasurer's Investment Policy			March Actual %
	Maximum Maturity	Authorized % Limit	Rating Requirement	Maximum Maturity	Authorized % Limit	Rating Requirement	
Local Government Investment Pool (LGIP)	N/A	100%	N/A	N/A	100%	N/A	36.65%
Virginia Investment Pool Trust Fund (VIP)	N/A	100%	N/A	N/A	100%	N/A	48.04%
Federal Agency Discount	No Limit	100%	N/A	5 Years	100%	N/A	0.00%
Federal Agency Coupon	No Limit	100%	N/A	5 Years	100%	N/A	0.00%
Corporate Bonds	5 Years	100%	AA/Aa	5 Years	100%	AA/Aa	0.00%
Commercial Paper	270 Days	35%	A1/P1/F1/D1	270 Days	35%	A1/P1/F1/D1	0.00%
Certificate of Deposit	5 Years	100%	A1/P1/AA/Aa	5 Years	100%	A1/P1/AA/Aa	15.31%
U.S. Treasury Discount	No Limit	100%	N/A	5 Years	100%	N/A	0.00%

Understanding Key Investment Terms

Local Government Investment Pool (LGIP)	A State-administered fund that enables governmental entities to realize the economies of large-scale investing and professional funds management.
Virginia Investment Pool Trust Fund (VIP)	A fund, administered by the Virginia Municipal League (VML) and Virginia Association of Counties (VACo), that provides political subdivisions of the Commonwealth of Virginia the ability to pool their funds and invest under the direction and daily supervision of a professional fund manager.
Federal Agency Discount	Fixed income government agency obligations priced below par and maturing in more than one year.
Federal Agency Coupon	Fixed income government agency obligations with a stated interest rate and maturing in more than one year.
Corporate Bonds	Corporate Bonds are debt securities issued by publicly-held corporations to raise money for expansion or other business needs with a rating from at least two agencies of Aa by Moody's Investor Service, Inc., AA by Standard and Poors, Inc. or AA by Fitch, and a maturity of no more than five years.
Commercial Paper	"Prime Quality" paper with a maturity of 270 days or less and rated at least prime 1, A-1, or F-1 by the major credit rating agencies.
Certificate of Deposit	Negotiable certificates of deposits of domestic banks and domestic offices of foreign banks with a rating of at least A-1 or P-1 for maturities one year or less, and AA or Aa for maturities over one year and not exceeding five years.
U.S. Treasury Discount	Fixed income government securities priced below par and maturing in less than one year.

CVTA Finance Committee AGENDA 5/14/25; ITEM B.1.

Interest Earnings Candidate Projects – Regional Project Funding

Central Virginia Transportation Authority

BACKGROUND:

CVTA action in September 2024 pledged to set aside \$5.05 million from FY24 interest earnings for regional project development. The following recommendations were provided by staff in ongoing discussion with the Technical Advisory Committee.

1. Supplement regional project balance entry pool to support project cost increases due to inflation, material costs, and other factors
2. Supplement existing regional projects with an outstanding fund balance that also were candidates for Smart Scale Round 6 funding (sorted by Smart Scale scores).
 - a) CVTA 0060: US 60 / VA 13 Intersection Improvement – Remaining need \$5,190,338 – SS Rank 34
 - b) CVTA 0029: W Broad St Intersection Improvements at Parham Rd – Remaining need \$11,027,868 – SS Rank 39
 - c) CVTA 0059: Rt 1 and Ashcake Intersection – Remaining need \$6,158,329 – SS Rank 67
 - d) CVTA 0042: Route 360 Woodlake to Otterdale – Remaining need \$11,697,475 – SS Rank 94
 - e) All other projects that were both Regional CVTA awards and Smart Scale 6 candidates were \$17 million and above
3. Allocate funding to new regional projects (\$5 million or less) that applied for funding previously but were not final candidates. The following projects were in the Round 3 Regional Funding applicant pool, but the requests noted below will not deliver the project through construction.
 - a) E. Parham Road Improvements – \$2,500,000
 - b) Parham Road Improvements Holly Hill to Three Chopt Rd – \$2,500,000
 - c) I-95 and Parham Rd Interchange – \$4,062,500
 - d) Bellwood Connector - PE Only – \$3,000,000

TAC Recommendation:

On motion by Sharon Smidler, seconded by Sheri Adams, the members of the CVTA Technical Advisory Committee voted to recommend the Authority set aside \$5.05 million from FY24 interest earnings to the balance entry (voice vote; Amy Inman abstained). This vote took place at the regular TAC meeting on April 14, 2025.

Additional Information:

On Monday, May 5, 2025, the CVTA Executive Director received communication from VDOT stating that bids received for the Fall Line Design-Build #2 project have all come in higher than current allocations, with a deficit of \$10.2 million between current allocations and anticipated needs. With multiple funding sources

committed to this project, VDOT is seeking commitments for additional funding that can be advanced quickly for consideration by the CTB at its June meeting so that the project can be awarded.

The Fall Line Work Group and the CVTA TAC both received information updates at their May meetings regarding bid competitiveness, design-build project enhancements, and expected timelines for project execution when the delta is met.

Staff Recommendation:

CVTA has a vested interest in the success of this project. To date, the CVTA funds allocated to Fall Line Design-Build #2 are 37% of total funds committed, with the CTB committing 56.7% of funding and the remainder from smaller sources.

The CVTA Finance Committee is considering two matters:

1. A recommendation from TAC to place \$5.05 million in interest earnings into balance entry to support project cost increases.
2. A request from VDOT to financially support project cost increases for a regionally significant project that CVTA has committed to support.

Staff recommends that CVTA address the TAC recommendation and project funding need by committing \$4.0 million in interest earnings to the Fall Line Design-Build #2 project and the remaining \$1.05 million in interest earnings to the regional project balance entry.

Requested action:

Motion to recommend direction for allocation of \$5.05 million in interest earnings.

- Project bids came in higher than estimated
- All 3 Bids were very close (from \$59M - \$62M)
- VDOT searching for the needed funds – Project must go FORWARD!!!
- ❖ *Our CVTA Partners are playing a big role with this!*
- Notice of Intent to Award this May...June CTB Meeting
- Construction as soon as November 2025 (pending Env permits)
- Completion Date: October 2028



DB2: Southern Section

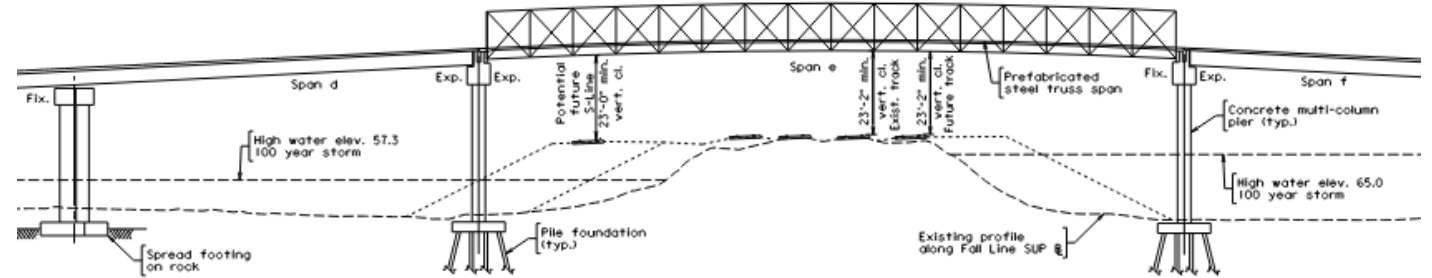


- Length: 10-miles
- Patton Park → Rte. 10
- 8 major structures

- Multiple Trail Enhancements...

- ❖ Many of which will save localities time/money from having to install at a later date!
- ❖ Will create an enriched trail experience & safer crossings!
- ❖ Earlier Completion!

*****Can't share details as NOIA hasn't been issued yet*****



Members

Town of Ashland

Charles City
County

Chesterfield
County

Goochland
County

Hanover County

Henrico County

New Kent
County

Powhatan
County

City of
Richmond

VA House of
Delegates

Senate of VA

Commonwealth
Transportation
Board

CRAC
GRTC
RMTA
Port of Virginia
VDRPT
VDOT

TO: Central Virginia Transportation Authority Members and Alternates

FROM: Chet Parsons, Executive Director

DATE: April 18, 2025

COPY: Eric Gregory, CVTA Legal Counsel
Kristy Choi, PFM
Megan Martz Gilliland, KC

RE: CVTA Bond Issuance next steps

This memo provides practical guidance for the CVTA to establish a timeline for bond issuance following the bond validation process. Highlighting the work tasks for each of the three committees below provides a step-by-step process for the CVTA to be prepared for bond issuance in 2026. The tasks outlined below are in order by timeline to ensure that a deliberate, transparent process is followed to develop a strong regional project package.

My recommendation is for the Authority to consider this process and if in agreement, issue the Executive Director to provide guidance for the three committees identified below.

Technical Advisory Committee

The sharp focus for the TAC is on identifying and planning for priority projects across the region. Through the expertise of the membership, the TAC is where regional project applications are developed and submitted, local CVTA project plans are created, and impacts of regional needs are assessed through travel benefits for the region.

TAC bond development responsibilities:

1. Identify priority projects that have true regional impact, regardless of political boundary or cost. One project will be chosen per member locality to assemble a candidate listing for consideration by the CVTA.
2. Develop timelines for identified projects. This will identify how the slate of proposed projects will perform across the region and help to identify funding commitment amounts and timing. Information to consider may include, but is not limited to, project phasing, years of expenditure, and relationship to local CIP or economic development program.

3. CVTA funding need for each project in relation to overall project budget. Include timing of requested CVTA commitment vs other fund sources.

Finance Director's Working Group (FDWG)

The sharp focus for the FDWG is on identifying the financial approaches to best achieve the implementation of priority projects proposed by the TAC. The FDWG will help to translate the technical project needs with bond options to guide the Finance Committee in development of recommendations.

Finance Director's Working Group bond development responsibilities:

4. Understand impacts – Types of bonds available to the CVTA and the associated terms (what percent of the money has to be spent over what duration, how many years for payback); Cost of issuing a bond in comparison to the bond amount; Impact an initial bond will have on future bonding
5. Using input from the TAC regarding project development details, prepare a regional snapshot of combined project budget demands by year.
6. Develop funding need projections by year that will cover the overall costs for the identified regional priorities.
7. Work with Finance Committee as needed to refine or prioritize project packages to meet the funding focus for the CVTA.

Finance Committee

The sharp focus for the Finance Committee is on absorbing the technical project needs from the TAC, the financial implications from the FDWG, and CVTA priorities to develop a recommended initial bond financing package for consideration by the CVTA.

Finance Committee bond development responsibilities:

8. Review and assess impacts of the FDWG funding package on the CVTA and its financial impacts in relation to annual estimated tax revenues.
9. Request updates from TAC as needed to provide more information on particular priority projects.
10. Work with bond counsel and financial advisors to understand guardrails for development of an initial bond package and its impact on the annual regional project budget. Assume bond package will only include sales and use tax revenues as committed resources.
11. Prepare recommended bond financing package for consideration by the CVTA.