

AGENDA

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

Friday, September 23, 2022, 8:30 a.m.

PlanRVA James River Board Room and Zoom

This meeting is open to the public. Members of the public are invited to attend in-person or virtually. Please alert the CVTA at CVTA@PlanRVA.org if electronic transmission of this meeting fails for the public. If such transmission fails, the CVTA will take a recess until public access is restored. Please refer to our [Statement Regarding Virtual Meeting Participation by Members of the Public](#) for more information.

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

https://planrva-org.zoom.us/webinar/register/WN_mNGWgm-ySYC8gYDnfJdlyA

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 www.youtube.com/c/PlanRVA.

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

VDRPT

VDOT

VA Port Authority

GRTC

RMTA

Call to Order (Carroll)

Pledge of Allegiance (Carroll)

Certification of a Quorum (Firestone)

Welcome and Introductions (Carroll)

A. ADMINISTRATION

1. **Consideration of Amendments to the Agenda** (Carroll)

2. **Approval of July 15, 2022, CVTA Meeting Minutes** – page 3 (Carroll)

Action requested: motion to approve CVTA meeting minutes as presented.

3. **Open Public Comment Period** (Carroll/5 minutes)

This meeting is being held in-person and via Zoom. A link to the Zoom webinar, where individuals may register to participate, is posted at the top of this agenda.

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 or to the email address at the top of this agenda. 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 at this time. Please indicate by raising your hand (in-person participants) 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.

4. CVTA Chairman's Report
(Carroll/10 minutes)

5. CVTA Bylaws Amendment (Adding Capital Region Airport Commission (CRAC) CEO as an ex officio, nonvoting member) (second reading) – page 12
Action requested: motion to approve bylaws amendment as presented
(Gregory/5 minutes)

B. COMMITTEE REPORTS

1. CVTA Finance Committee Update
(Peterson/10 minutes)

2. CVTA Technical Advisory Committee (TAC) Update
(Clarke /15 minutes)

C. OTHER BUSINESS

1. Request to Reprogram FY23-FY26 CVTA Regional Funds – Goochland County – page 23
(Parsons/20 minutes)

2. CVTA/PlanRVA MOU for Support Services – page 27
(Heeter/10 minutes)
Action requested: motion to approve the CVTA/PlanRVA MOU for Support Services.

3. FY22 Annual Certification and FY23 Local Allocation Plan – page 33
(Parsons/5 minutes)
Action requested: motion to approve the FY22 Annual Certifications and FY23 Local Allocation Plan.

4. New Business: FOIA Council Guidance: Compliance for Electronic Meetings
(Carroll/10 minutes)

a. Proposed Policy for All - Virtual Public Meetings – page 47

b. Proposed Policy for Remote Participation of Members – page 50
Discussion item

5. Closed Session- Virginia Freedom of Information Act Section 2.2-3711(A) (1), discussion of personnel matters concerning PlanRVA employees and service to the Authority under the Memorandum of Understanding for Administrative & Technical Support Services, and Section 2.2-3711 (A) (8), consultation with legal counsel regarding specific legal matters.

6. CVTA Member Comments

D. ADJOURNMENT



Central Virginia Transportation Authority

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

MINUTES OF MEETING

Friday, July 15, 2022, 9:00 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 | Byron Adkins, Sr. | X (virtual) | | Rhonda Russell | X (virtual) | |
| Chesterfield County | Kevin P. Carroll, Chair | X | | Vacant | | |
| Goochland County | Neil Spoonhower | X | | Vacant | | |
| 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 | | Vacant | | |
| Powhatan County | Michael W. Byerly | X | | Steve McClung | | X |
| City of Richmond | Mayor Levar M. Stoney, Vice Chair | X | | Cynthia Newbille | | X |
| VA House of Delegates | Delegate Roxann Robinson | X | | N/A | | |
| Senate of Virginia | Senator Jennifer L. McClellan | X (virtual) | | N/A | | |
| Commonwealth Transportation Board | Carlos M. Brown | X (virtual) | | N/A | | |

Non-Voting Ex-Officio

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

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 July 15, 2022, Central Virginia Transportation Authority meeting to order at 9:00 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

On motion of Kevin P. Carroll, seconded by Neil Spoonhower, the Authority unanimously approved the July 15, 2022, agenda as amended to add Item B.-4. - CVTA Bylaws Amendment (first reading) and Item C.-3. Closed Session (voice vote).

2. Approval of June 17, 2022, CVTA Meeting Minutes

On motion of Kevin P. Carroll, seconded by Patricia A. Paige, the Authority voted to approve the minutes of the June 17, 2022, CVTA meeting as presented (voice vote).

3. Open Public Comment Period

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

4. CVTA Chairman's Report

Chair Thornton announced there were small tokens of appreciation for each of the original members of the CVTA. He shared his thoughts on and expressed his appreciation for his time as Chairman.

B. ORGANIZATIONAL MATTERS

Chair Thornton thanked the members of the Nominating Committee for their work and gave an overview of their recommendations.

1. Election of CVTA Officers

On motion of John H. Hodges, the Authority voted unanimously to elect Kevin P. Carroll as FY23 Chairman and Levar M. Stoney as FY23 Vice Chairman (see Appendix A, Voting Tool).

2. Appointment of CVTA Finance Committee Members

On motion of John H. Hodges, the Authority voted unanimously to appoint W. Canova Peterson and Patricia A. Paige as FY23 Finance Committee members (see Appendix A, Voting Tool).

3. Assessment of Committee Rotation Structure

On motion of John H. Hodges, the Authority voted unanimously to form a Rotation Structure Committee to look into CVTA leadership rotation and Finance Committee membership/leadership rotation and bring recommendations back to the full Authority (see Appendix A, Voting Tool).

Chair Carroll asked members interested in serving on the newly formed committee to let him know after the meeting.

4. CVTA Bylaws Amendment (added to agenda)

Mr. Parsons reported that this is a first reading of a proposed bylaws amendment to add the Capital Region Airport Commission Chief Executive Officer, Perry J. Miller, to the Authority membership. The matter will be brought back for the second reading and Authority action at the next meeting.

C. COMMITTEE REPORTS

1. CVTA Finance Committee update

a. Recap of Key Audit Matters Presentation

Vice Chair Levar M. Stoney, Finance Committee Chair, reported that Michael A. Garber, PBMares, addressed the Finance committee earlier this week and reported on the new Key Audit Matters (KAM) standard. KAM's are matters that, in the auditor's professional judgement, were of most significance in the audit of the financial statements of that period. Mr. Garber advised that the CVTA does not need to elect for KAM reporting because the internal controls in place for the CVTA are being appropriately handled in his opinion. If any KAMS are identified in the future, they will be added to the audit report.

2. CVTA Technical Advisory Committee (TAC) Update

a. July TAC meeting update

Dironna Moore Clarke, TAC Chair, was introduced and congratulated on being elected Chair of the CVTA TAC. Ms. Moore provided a report on the group's July 11th meeting:

- Segment prioritization and applicable programming for disbursement of Fall Line Trail funds was discussed.
- Based on the recommendation of the CVTA financial agent, it is necessary to align when CVTA funds will be spent so that the Authority moves toward a cash flow projection in investments.
- Both Fall Line Trail and regional project fund disbursement timelines will need to be developed.
- CVTA quarterly and annual reporting needs to be submitted by August 1, 2022. The reports will then go before the full authority for approval/acceptance.
- The CVTA/VDOT SPA will go before the CTB in September for formal approval. VDOT is seeking a blanket approval of all the SPA documents.

b. Fall Line Working Group update

- The next meeting of Fall Line Working Group will be August 3, 2022.

3. CVTA Staffing Update

On motion by Kevin P. Carroll, seconded by Frank J. Thornton, 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 CVTA personnel matters, which requires discussion and consultation with legal counsel, pursuant to Section 2.2-3711 (A) (8), during which all recording of the meeting will cease (see Appendix A, Voting Tool).

Authority members entered Closed Session at approximately 9:35 a.m. At the conclusion of the Closed Session, all members returned to the board room and the Chair called the regular meeting back to order at approximately 10:23 a.m. Senator Jennifer L. McClellan, Patricia A. Paige and Rhonda Russell were not present.

Certification of Closed Session

On motion by Frank J. Thornton, seconded by Kevin P. Carroll, the Authority members voted to certify that during the Closed Session only public business matters lawfully exempted from the open meeting requirement of the Freedom of Information Act and only such public business matters as were identified in the motion for the Closed Session were discussed (see Appendix A, Voting Tool).

D. OTHER BUSINESS

1. CVTA Member Comments

Julie E. Timm announced that she will likely not be present for the next meeting due to her pending move. She expressed her appreciation for her time on the Authority.

Mr. Thornton presented a gift to Mayor Stoney for his service as Chair of the Finance Committee.

Mr. Peterson announced that the Hanover Tomato Festival events begin tonight at 5:00 p.m.

Chair Carroll announced that he is interested in providing presentations at the member jurisdiction Board of Supervisors meetings to give an overview of the work and accomplishments of the CVTA. He asked members to reach out to him if they are interested in having a presentation in their locality.

E. ADJOURNMENT

Chair Carroll adjourned the meeting at 10:29 p.m.

APPENDIX A - VOTING TOOL

Motion as presented: To elect Kevin P. Carroll as FY23 Chairman and Levar M. Stoney as FY23 Vice Chairman
 First: Hodges
 Second: N/A (committee recommendation)

Select location of proposed service/facility = N/A

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

| WEIGHTED | |
|-----------|----------|
| "Yay" | "Nay" |
| 1 | 0 |
| 1 | 0 |
| 4 | 0 |
| 2 | 0 |
| 3 | 0 |
| 4 | 0 |
| 2 | 0 |
| 2 | 0 |
| 4 | 0 |
| 1 | 0 |
| 1 | 0 |
| 1 | 0 |
| 26 | 0 |

OVERALL VOTE = PASS

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

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

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

Rule:

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 =

1,120,304

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.

**If pop. criteria is not met, check to see if exception described in the rule applies.

APPENDIX A - VOTING TOOL

Motion as presented: **To appoint. W. Canova Peterson and Patricia A. Paige as FY23 Finance Committee members**
 First: **Hodges**
 Second: **N/A (committee recommendation)**

Select location of proposed service/facility = **N/A**

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

| WEIGHTED | |
|-----------|----------|
| "Yay" | "Nay" |
| 1 | 0 |
| 1 | 0 |
| 4 | 0 |
| 2 | 0 |
| 3 | 0 |
| 4 | 0 |
| 2 | 0 |
| 2 | 0 |
| 4 | 0 |
| 1 | 0 |
| 1 | 0 |
| 1 | 0 |
| 26 | 0 |

OVERALL VOTE = **PASS**

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

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

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**

Rule:

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 =

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

896,243

1,120,304

← **PASS**

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

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

**If pop. criteria is not met, check to see if exception described in the rule applies.

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

APPENDIX A - VOTING TOOL

To form a Rotation Structure Committee to look into CVTA leadership rotation and Finance Committee
 Motion as presented: membership/leadership rotation and bring recommendations back to the full Authority
 First: Hodges
 Second: N/A (committee recommendation)

Select location of proposed service/facility = **N/A**

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

| WEIGHTED | |
|-----------|----------|
| "Yay" | "Nay" |
| 1 | 0 |
| 1 | 0 |
| 4 | 0 |
| 2 | 0 |
| 3 | 0 |
| 4 | 0 |
| 2 | 0 |
| 2 | 0 |
| 4 | 0 |
| 1 | 0 |
| 1 | 0 |
| 1 | 0 |
| 26 | 0 |

OVERALL VOTE = **PASS**

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

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

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**

Rule:

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 =

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

896,243

1,120,304 ←

PASS

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

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

**If pop. criteria is not met, check to see if exception described in the rule applies.

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

APPENDIX A - VOTING TOOL

To convene in closed session pursuant to Virginia Freedom of Information Act Section 2.2-3711 (A) (1), for the purpose of discussing CVTA personnel matters, which requires discussion and consultation with legal counsel, pursuant to Section 2.2-3711 (A) (8).
 Motion as presented:
 First: Carroll
 Second: Thornton

Select location of proposed service/facility = N/A

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

| WEIGHTED | |
|-----------|----------|
| "Yay" | "Nay" |
| 1 | 0 |
| 1 | 0 |
| 4 | 0 |
| 2 | 0 |
| 3 | 0 |
| 4 | 0 |
| 2 | 0 |
| 2 | 0 |
| 4 | 0 |
| 1 | 0 |
| 1 | 0 |
| 1 | 0 |
| 26 | 0 |

OVERALL VOTE = PASS

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

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

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

Rule:
 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 = **1,120,304**

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

← PASS

If B. is greater than or equal than A., motion **PASSES**.
 If B. is less than A., motion **FAILS**.
 **If pop. criteria is not met, check to see if exception described in the rule applies.

APPENDIX A - VOTING TOOL

To certify that during the Closed Session only public business matters lawfully exempted from the open meeting requirement of the Freedom of Information Act and only such public business matters as were identified in the motion for the Closed Session were discussed.

Motion as presented:
 First: Thornton
 Second: Carroll

Select location of proposed service/facility = **N/A**

| 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 | 30,333 | 2 | 0 |
| Richmond | 226,610 | 4 | 1 | | | | Ok | 226,610 | 4 | 0 |
| Delegate | | 1 | 1 | | | | Ok | | 1 | 0 |
| Senator | | 1 | 1 | | | | Ok | | 1 | 0 |
| CTB Member | | 1 | | | | 1 | Ok | | 0 | 0 |
| * Census 2020 | 1,120,304 | 26 | 10 | 0 | 0 | 2 | 12 | 1,097,359 | 23 | 0 |

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

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**

Rule:

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

896,243
 1,097,359 ← **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**.
 **If pop. criteria is not met, check to see if exception described in the rule applies.

BYLAWS
OF
THE CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

Approved:
August 27, 2020
Amended and Readopted:
June 25, 2021
[Amended and Readopted:
XXXX XX, 2022](#)

ARTICLE I
POWERS AND DUTIES

The Central Virginia Transportation Authority (the “Authority”) shall have all of the authority, powers and duties, and shall be subject to the limitations and restrictions, set forth in Chapter 37 of Title 33.2 of the Code of Virginia of 1950, as amended (the “Virginia Code”), as such may be amended from time to time (the “Act”).

ARTICLE II
MEMBERSHIP

A. Authority Members. The Authority consists of sixteen (18) members (“Members” or “Member”) as follows:

Deleted: 17

1. The chief elected officer, or his/her designee, of the governing body of each of the seven (7) counties embraced by the Authority.
2. The chief elected officer, or his/her designee, of the City of Richmond and the Town of Ashland.
3. One member of the House of Delegates who resides in a county or city embraced by the Authority and appointed by the Speaker of the House.
4. One member of the Senate who resides in a county or city embraced by the Authority and appointed by the Senate Committee on Rules.
5. One member of the Commonwealth Transportation Board who resides in a locality embraced by the Authority and is appointed by the Governor.
6. The following shall serve as nonvoting *ex officio* members of the Authority:

- a. The Director of the Virginia Department of Rail and Public Transportation, or his/her designee,
- b. The Commissioner of Highways, or his/her designee,
- c. The Executive Director of the Virginia Port Authority, or his/her designee,
- d. The Chief Executive Officer of the Greater Richmond Transit Company (GRTC), and
- e. The Chief Executive Officer of the Richmond Metropolitan Transportation Authority (RMTA).
- f. The Chief Executive Officer of the Capital Region Airport Commission.

B. Designees. If a Member of the Authority described in Article II, section A, subsection (1) or (2) is unable to attend a meeting of the Authority, the Member may designate another current elected official of such governing body to attend the meeting of the Authority. Such designation shall be for the purposes of the one meeting that the Member is unable to attend and shall be submitted in writing or electronically to the Chair of the Authority at least forty-eight (48) hours prior to the affected meeting.

C. Terms of Membership. All Members of the Authority shall serve terms coincident with their terms of office.

ARTICLE III

OFFICERS AND DUTIES

A. Officers. The Authority shall annually elect from its voting Members a Chair and Vice Chair. The Authority may further elect such other subordinate officers from among its Members as it may from time to time deem appropriate. The election of officers shall be conducted in accordance with the voting procedures set forth in Article IV, section K.

B. Terms of Office. Officers of the Authority shall be elected at the annual organizational meeting of the Authority, to serve for a term of one (1) year or until a successor is elected, unless sooner removed by the Authority or the person ceases to be a Member of the Authority. All officers shall be eligible for reelection; provided, however, no officer may serve more than two (2) consecutive one (1) year terms. Any officer who serves a partial term shall not be considered as serving a full term for purposes of this limitation. Any vacancy occurring in an office will be filled for the unexpired term by the Authority at the next regular meeting (or at an earlier special meeting called for that purpose) following the occurrence of such vacancy.

C. Nominating Committee. At a regular meeting held preceding the annual organizational meeting at which the election of officers will be held, the Chair shall appoint a nominating committee, subject to the approval of the Authority. At the annual organizational meeting, the nominating committee shall submit the name or names of one or more persons for the offices of Chair and Vice Chair and for the two (2) Finance Committee members appointed by the Authority. Additional nominations may be made by any Member at the annual meeting.

D. Chair. The Chair shall preside over all meetings of the Authority at which he or she is

present and shall vote and make motions as any other Member. The Chair shall be responsible for the implementation of the actions taken, and policies established by the Authority, shall have all of the powers and duties customarily pertaining to the office of Chair, and shall perform such other duties as may from time to time be established by the Authority.

E. Vice Chair. In the event of the absence of the Chair, or the inability of the Chair to perform any of the duties of the office or to exercise any of the powers thereof, the Vice Chair shall perform such duties and possess such powers as are conferred on the Chair, and shall perform such other duties as may from time to time be assigned to the Vice Chair by the Chair or be established by the Authority.

ARTICLE IV

MEETINGS

A. Annual Organizational Meeting. The regular meeting for the month of July shall serve as the annual organizational meeting for the purpose of electing officers and transacting such other business as may come before the meeting.

B. Regular Meetings. Regular meetings of the Authority shall be held on a periodic basis as determined by resolution of the Authority, but not less frequently than once per quarter, at a place to be determined by the Chair, or at such time and place as the Authority may determine.

C. Special Meetings. Special meetings shall be held when requested by two (2) or more Authority Members. Such request shall be in writing, addressed to the Chair, and shall specify the matter(s) to be considered at the meeting. Upon receipt of such request, the Chair shall immediately ensure the necessary coordination for a meeting site and time and cause notice to be provided to each Member of the Authority to attend the special meeting at the time and place specified. Such notice shall specify the matter(s) to be considered at the meeting, and shall be sent by electronic (e.g., email) or telephonic means. No matter not specified in the notice shall be considered at such special meeting unless all Members of the Authority are present.

D. Adjourned Meetings. Any regular or special meeting may be adjourned to a date and time certain.

E. Public Notice. All meetings of the Authority shall be preceded by public notice given in accordance with the provisions of the Virginia Freedom of Information Act, Section 2.2-3707, et seq. of the Virginia Code. Notice of all meetings shall be published on the Authority's website and available in the offices of the Authority.

F. Public Hearing. Public hearings may be held at the direction of the Authority and shall, unless otherwise specified by the Authority or these Bylaws, be upon notice published on the Authority's website and in a newspaper or newspapers having general circulation in the geographic area encompassed by the Authority, if required by applicable law.

G. Open Meetings. All Authority meetings shall be open to the public in accordance with

the Virginia Freedom of Information Act (Virginia Code §2.2-3700 et seq.), provided that the Authority may meet in closed session for those purposes authorized by, and held in accordance with the requirements of the Virginia Freedom of Information Act.

H. Quorum. A majority of voting Members of the Authority, or their designees pursuant to Article II, section B, shall constitute a quorum. Vacancies shall not be considered in the establishment of a quorum.

I. Temporary Absence. No action shall be voted upon by the Authority unless a quorum is present or achieved by members participating by electronic communication means; provided, however, that the temporary absence from the meeting room of Members (or designees attending pursuant to Article II, section B) required to constitute a quorum shall not be deemed to prevent presentations or deliberations regarding any matter that may be submitted to a vote. The Chair or any other Member may note the absence of a quorum during presentations or deliberations, but a failure to note the absence of a quorum during that period shall not affect the requirement that a quorum exist when any vote is taken.

J. Decisions of the Authority. The Authority shall act in one of the following ways:

1. **Resolution** – The Authority may act upon adoption of a resolution. Resolutions shall be in writing and a copy of any proposed resolution shall be provided to all Members of the Authority before the resolution is proposed for adoption.
2. **Motion** – The Authority may act on oral motion made by any voting Member of the Authority (or a designee attending pursuant to Article II, section B).

K. Voting. Votes shall be taken only upon motions made and seconded. All voting shall be taken by voice or by roll call if requested by any voting Member (or any designee attending pursuant to Article II, section B).

1. **Votes** – Votes of the chief elected officers of localities or their designees, appointed to the Authority shall be weighed, based upon the population of the locality, as follows:
 - a. A vote cast by each member representing the Counties of Chesterfield and Henrico and the City of Richmond shall each constitute four (4) votes.
 - b. A vote cast by the member representing the County of Hanover shall constitute three (3) votes.
 - c. A vote cast by each member representing the Counties of Goochland, New Kent and Powhatan shall each constitute two (2) votes.
 - d. A vote cast by each member representing the Town of Ashland and the County of Charles City shall each constitute one (1) vote.
2. The Delegate, the Senator, and the member of the Commonwealth Transportation Board appointed to the Authority shall each receive one (1) vote.
3. For the purposes of this section, each voting Member of the Authority refers to the

Member or if a Member has a designee attending pursuant to Article II, section B, then that Member's designee. Each voting Member of the Authority shall be entitled to one (1) vote in all matters requiring action by the Authority and those votes shall be weighted as described in K.1. 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. The population of the counties and cities embraced by the Authority shall be the population as determined by the most recently preceding decennial census, except that on July 1 of the fifth year following such census, the population of each county and city shall be adjusted, based on population estimates made by the Weldon Cooper Center for Public Service of the University of Virginia, and such adjusted population shall be utilized for the following years until the next decennial census.

L. Commencement of Meetings. At the times specified for the commencement of regular meetings, and at the hour specified for adjourned or special meetings, the Chair shall call the meeting to order, and shall ensure that the presence of Members (or their designees) or absence is noted. A quorum shall be required for the commencement of any meeting.

M. Agenda. The Chair shall prepare an agenda for each meeting. Any Member having matters to be considered by the Authority shall submit them to the Chair for inclusion on an appropriate agenda. The agenda for an upcoming meeting shall be sent to the Members prior to the meeting date (for regular meetings, the Chair should endeavor to provide the agenda at least ten (10) days in advance).

N. Minutes. Minutes of the meetings of the Authority, except closed sessions, shall be kept and be a public record. Copies of the minutes shall be provided to each Member prior to the meeting at which the minutes are to be presented for approval by the Authority.

O. Closed Sessions. If a closed session is required at a meeting, consistent with purposes permitted by Virginia law, the agenda shall specify a time or position on the agenda, generally after all public business has concluded, for such a closed session properly called and conducted in accordance with Virginia law. When so requested, the Chair may permit a closed session at any other time prior to consideration of any agenda item provided that the purpose of the closed session and the procedure used to go into closed session are in accordance with Virginia law.

P. Member participation and meetings conducted by electronic communication means.

1. The Authority may authorize members to participate in a meeting by electronic communication means pursuant to policies adopted by the Authority in compliance with the Virginia Freedom of Information Act and other applicable laws.

2. The Authority may meet by electronic communication means without a quorum physically assembled at one location when the Governor has declared a state of emergency and in compliance with applicable law, or when otherwise authorized by applicable law. Meetings conducted by electronic communication means shall comply with the Virginia Freedom of Information Act, other applicable laws, and Authority policies.

Q. Order in Conduct of Business.

1. Persons Addressing the Authority. Prior to public comment and public hearings, the Authority will provide guidelines for length of presentation by individuals and group representatives. Persons speaking at a meeting or public hearing shall confine their remarks to the subject of the meeting or public hearing. Persons addressing the Authority may furnish the Chair and Members with a written copy of their remarks, at or before the meeting.
2. Reorder by Chair. At the discretion of the Chair, the conduct of business by the Authority may be reordered to allow earlier consideration of matters about which a substantial number of persons desire to address the Authority or for any other legitimate reason.
3. Recognition. Recognition shall be given only by the Chair. No person shall address the Authority without first having been recognized.
4. Questions. Questions by Members (or their designees) shall be reserved insofar as possible for the end of a presentation to avoid interrupting the speaker, disrupting the time-keeping process, and duplicating ground the speaker may cover.
5. Authority Discussion. – Discussion and debate by the Authority shall be conducted following the presentation of the item of business pending. No Member (or designee) shall speak to the item until recognized by the Chair.

R. Decorum.

1. Authority Members. Decorum of Members (and designees) shall be maintained in order to expedite disposition of the business before the Authority. Questions and remarks shall be limited to those relevant to the pending business. Members (and designees) shall address all remarks to the Chair.
2. Others. Decorum of persons other than Members shall be maintained by the Chair. Persons addressing the Authority shall first be recognized by the Chair and shall audibly state their name and address, and, if applicable, who they represent. Speakers shall limit their remarks to those relevant to the pending items and to answering questions. They shall address the Authority as a whole unless answering a question of an individual Member (or designee). Persons whose allotted time to speak has expired shall be advised by the Chair to conclude after which such

person shall leave, unless he or she is asked to remain to answer questions from the Authority. The Chair shall call the speaker to order if out-of-order remarks are made or other indecorous conduct occurs. If such persists, the Chair shall rule the speaker out-of-order and direct the speaker to leave. Groups or a person in the audience creating an atmosphere detrimental or disturbing to the conduct of the meeting will be asked to leave by the Chair.

ARTICLE V

COMMITTEES

A. Open Meeting Requirement. Authority appointed committees and subcommittees shall comply with the open meeting requirements of the Virginia Freedom of Information Act.

B. Finance Committee.

1. **Charge.** This committee shall be responsible for advising the Authority on all financial matters and overseeing financial activities undertaken by the Authority, including:
 - a. Reviewing, commenting on, and recommending the annual budget and adjustments to the budget,
 - b. Reviewing annual revenue estimates,
 - c. Recommending the Authority's financial policies (e.g., bond, investment, procurement, risk management and small purchases) and making recommendations,
 - d. Monitoring the Authority's compliance with fiscal policies and procedures,
 - e. Reviewing GRTC's, or its successor's, expenditure of funds received through the Authority on a quarterly basis,
 - f. Reviewing each locality's expenditure of funds received through the Authority on a quarterly basis,
 - g. Reviewing financial statements, and
 - h. Working with the Auditor of Public Accounts or its legally authorized representatives in performing the annual audit of financial accounts of the Authority.
2. **Membership.** The Committee shall consist of five (5) Members of the Authority; three (3) shall be from the jurisdictions with the highest populations and two (2) shall be appointed by the Authority.

3. Chair. The Chair and the Vice Chair of the Committee shall be elected by the Committee.
4. Staff Support. Staff support may be requested by the Committee Chair from CVTA personnel, jurisdictional or other agency staff.
5. Quorum and Voting. A quorum shall consist of a majority (3) of the Committee members. Approval of recommendations shall require an affirmative vote of a majority of the Members present.

C. Technical Advisory Committee.

1. Charge. This committee shall be responsible for advising the Authority on all planning, project and program prioritization, selection, and programming matters, including:
 - a. Developing and recommending adjustments to the project and program eligibility, prioritization, and selection process for the regional allocations of funds received through the Authority,
 - b. Reviewing recommended projects and programs for funding identified through the prioritization process,
 - c. Reviewing, commenting on, and recommending GRTC's, or its successor's, annual plan for expenditure of regional public transportation funds received through the Authority, and
 - d. Reviewing to confirm project and program eligibility and recommending each locality's plan for expenditure of funds received through the Authority.
2. Membership. The Committee shall consist of fourteen (14) members. Each of the nine (9) localities embraced by the Authority shall appoint one (1) technical representative employed by the locality to the Committee. The Virginia Department of Rail and Public Transportation (VDRPT); the Virginia Department of Transportation (VDOT); the Greater Richmond Transit Company (GRTC); the Richmond Metropolitan Transportation Authority (RMTA), and the Richmond Regional Transportation Planning Organization (RRTPO) shall each appoint one (1) representative to serve as a nonvoting member of the Committee. Each member locality, agency, and organization may appoint an alternate to the Committee.
3. Chair. The Chair and the Vice Chair of the Committee shall be elected by the Committee.
4. Staff Support. Staff support may be requested by the Committee Chair from CVTA personnel.

5. **Quorum and Voting.** A quorum shall consist of five (5) of the voting Committee members. Approval of recommendations or actions shall require an affirmative vote of a majority of the Members present. Either Committee members or alternates will be considered in determining meeting quorums and voting on actions of the Committee.

6. The Committee shall meet as required in the performance of its duties.

D. Additional Committees. The Authority may, in its discretion, form such additional advisory committees as it may deem appropriate.

E. Ad Hoc Committees. As needed, the Chair of the Authority may appoint ad hoc committees to pursue specific tasks (e.g., nominating committee; personnel committee, transit committee). In the absence of an appointed personnel committee, the Finance Committee shall be responsible for conducting the Executive Director's annual review, reviewing employee compensation and recommending adjustments thereto.

ARTICLE VI

ADMINISTRATION

A. Executive Director. The Authority shall employ or contract with an Executive Director who shall have direct authority for the employment, retention and supervision of all other employees of the Authority. The Executive Director shall have direct control, subject to the oversight and authority of the Authority, of the management of the day-to-day administrative affairs of the Authority. The Executive Director shall propose activities to the Authority and shall carry out policies, programs and projects approved by the Authority, and shall be responsible for preparing and presenting the annual budget. The Executive Director may not contemporaneously serve as a Member of the Authority.

B. Staff. The Authority may employ or contract for such staff of qualified professional and other persons as the Authority determines to be necessary to carry out its duties and responsibilities. Staff of the Authority may not contemporaneously serve as a Member of Authority.

C. Execution of Instruments. The Executive Director, on specific authorization by the Authority, shall have the power to sign or countersign in its behalf any agreement or other instrument to be executed by the Authority including checks and vouchers in payment of obligations of the Authority.

ARTICLE VII

FINANCES

A. Allocation of Funds. The funds received through the Authority shall be allocated as

follows: 35% shall be retained by the Authority to be used for transportation-related purposes benefitting the localities comprising Planning District 15; 15% shall be distributed to GRTC or its successor, to provide transit and mobility services in Planning District 15; and 50% shall be distributed, proportionally, to each locality located in Planning District 15 to be used to improve local mobility, which may include construction, maintenance, or expansion of roads, sidewalks, trails, mobility services, or transit located in the locality.

B. Finances and Payments. The monies of the Authority shall be deposited in a separate bank account or accounts in such banks or trust companies as the Authority designates, and all payments (with the exception of those from petty cash) shall be made in the most practicable manner as determined by the Authority. Checks and drafts shall be signed and countersigned by the Chair (or, in the Chair's absence, the Vice Chair), and the Executive Director (or, in the Executive Director's absence, those authorized from time-to-time by vote of the Authority or, where the Vice Chair is acting solely as a countersigning party, the Vice Chair).

C. Audits. The Commonwealth's Auditor of Public Accounts, or his legally authorized representatives, shall annually audit the financial accounts of the Authority, and the cost of such audit shall be borne by the Authority.

D. Budget and Fiscal Year. After a duly convened public hearing held in accordance with the requirements of Virginia Code § 33.2-3706(A), the Authority shall adopt an annual budget for each fiscal year, which budget shall provide for all of the revenues and the operating, capital, and administrative expenses of the Authority for the fiscal year. The fiscal year of the Authority will commence on July 1st each year and will terminate on the following June 30th. The annual budget for a fiscal year shall, except in the case of the Authority's first fiscal year, be adopted before such fiscal year begins. The Executive Director is authorized to administer the administrative budget approved by the Authority and may, in the exercise of that authority, but subject to the advice and consent of the chair of the Finance Committee, implement adjustments to the amounts allocated to line items within the administrative budget, provided that, after giving effect to those adjustments, the aggregate amount of the administrative budget is equal to or less than the then applicable Authority-approved administrative budget.

E. Per Diem Payments. The Authority may pay its Members for their services to the Authority a per diem in either: (1) the amount provided in the general appropriations act for members of the General Assembly engaged in legislative business between sessions, or (2) a lesser amount determined by the Authority.

F. Bond of Officers and Others. The officers of the Authority and such employees as the Authority so designates, may, prior to taking office or starting contract or employment, respectively, be required by the Authority to give bond payable to the Authority conditioned upon the faithful discharge of that officer's, contract employee's, or employee's duties, in such amount as the Authority may require. The premium for each such bond shall be paid by the Authority and the bond(s) shall be filed with the Authority.

ARTICLE VIII

ADOPTION AND AMENDMENTS

These Bylaws may be adopted upon presentation at the inaugural organizational meeting or any subsequent meeting of the Authority. After initial adoption, any proposed amendment, repeal or alteration, in whole or in part, of these Bylaws shall be presented in writing and read for a first time at a regular meeting of the Authority. Such proposal may be considered and amended at such meeting, but shall not be acted on by the Authority until a subsequent regular meeting or a special meeting called for the purpose. At such subsequent meeting, such proposal shall be read a second time, shall be subject to further consideration and amendment germane to the section or sections affected by such proposal, and shall thereafter be acted on in accordance with the voting requirements of these Bylaws.

ARTICLE IX

PROCEDURES

Parliamentary Procedure. In all matters of parliamentary procedure not specifically governed by these Bylaws or otherwise required by law, the current edition of *Robert's Rules of Order, newly revised*, shall apply.

BOARD OF SUPERVISORS

Susan F. Lascolette, District 1
Neil Spoonhower, Chair, District 2
John Lumpkins, Jr., District 3
Don Sharpe, Vice-Chair, District 4
Kendall C. Peterson, District 5



Victor Carpenter
County Administrator

www.goochlandva.us

September 9, 2022

Re: Goochland County Funding Request

CVTA TAC Members:

This letter provides background for Goochland's request to reprogram previously awarded CVTA Regional Funds. I hope this will answer some questions, but also prevent any misinformation.

Requested Actions:

1. Goochland County is requesting to reprogram \$16,814,989 in FY23-FY26 CVTA Regional Funds from 'Rte 288 - New SB Auxiliary Lane South of U.S. 250' to 'I-64 at Ashland Rd (Rte 623) Interchange – DDI.'
2. It is also requested that the 'Rte 288 - New SB Auxiliary Lane South of U.S. 250' remain eligible for funds through future applications for CVTA regional funding.

The \$16,884,840 currently allocated to the Ashland Road Divergent Diamond Interchange (DDI) is for a two lane DDI design. The two lane DDI is no longer projected to accommodate projected traffic and a four lane DDI is now warranted.

Background:

1. Smart Scale Round 3: Goochland submitted a four lane DDI project for review. This project did not receive funding.
2. Smart Scale Round 4: VDOT performed value engineering to help the project score higher. Recommendations were made by VDOT to revise the project to a 2 lane DDI design. This would be the intermediate solution until the four lane DDI would be built. This project did not receive funding.
3. Smart Scale Round 5: Pre-Application submitted for two lane DDI design. Application screened in.
4. April 2022: CVTA Policy Board approved the regional funding scenario. The two lane DDI and the Auxiliary Lane scored 9th and 15th out of 21 highway projects, respectively. Both received funds.
5. June 1, 2022, Goochland staff received an application for rezoning for Project Rocky. This is a 650,000 sqft e-commerce facility with approximately 1,300 employees.
6. July 2022: Through Project Rocky, it has been determined, and confirmed by VDOT, that the two lane DDI is no longer a viable project. Project Rocky showed flaws in the original analysis that recommended a two lane DDI.

7. July 2022: VDOT recommended the reprogramming of CVTA funds from Rt 288 to the DDI project to Goochland staff. This recommendation was made with the understanding that bringing the additional funds to Smart Scale would position the four lane DDI very competitively.
8. July/August 2022: Goochland worked with VDOT to pull together a final Smart Scale application for this revised project. RRTPO TAC recommended endorsement of the new Smart Scale application.
9. August 2, 2022: Goochland Board of Supervisors approved the rezoning for Project Rocky. This is upwards of a \$500 million investment in Goochland and the region.

CVTA Impacts:

As the CVTA processes develop, we recognize this request may not perfectly align with the broad language of the legislation, we feel like this request is consistent with the past actions of the TAC and the Policy Board. Both the Route 288 NB Hard Shoulder Running Lane and the Fall Line Trail were approved by both the TAC and Policy Board knowing that the CVTA Guidelines are a flexible, living document open to changes after each regional funding allocation.

1. Route 288 NB Hard Shoulder Running Lane Project
 - a. TAC and the Policy Board approved an \$8 million allocation in the regional funding scenario
 - b. Direct conflict with the guidelines due to not meeting submittal timelines
 - c. Approved on the understanding that the Innovation Funding from the state became available well after the application deadline
2. Fall Line Trail
 - a. TAC and Policy Board approved funding without going through the prioritization and scoring process
 - b. This is direct conflict with the guidelines

If you have any questions prior to the September TAC meeting, feel free to contact me at 804-556-5850 or agoyne@goochlandva.us.

Respectfully,



Austin Goyne
Transportation Manager

CVTA Technical Advisory Committee Summary (9/12/2022)

Austin Goynes (Goochland) communicated the request to reprogram \$16,814,989 from the Rt 288 SB Aux Lane to the I-64 at Ashland Rd DDI Interchange. The Rt. 288 project is requested to remain open so that future funding can be applied back to it. The traffic study that originally recommended a two lane DDI was not sufficient to account for a proposed distribution center so the additional funding need would help to offset the cost of developing the new capacity at the interchange.

Highlights of the committee discussion:

- The Rt. 288 SB project is fully funded to the CVTA estimate and is not part of any smart scale application
- There is no dollar amount committed from the state to this project but multiple offices including the Governor have expressed support to reprogram CVTA funds and want the project to be built in the region
- The Ashland Rd DDI project is a pending smart scale application and VDOT has told Goochland that this transfer of funds is crucial to getting smart scale funding
- Other economic development funds have been considered but Goochland does not qualify
- Goochland's goal is not to set a precedent for applying on a low cost project and changing scope for higher funding
- Goochland shared that other projects were approved do to outside special circumstances such as the Rt. 288 NB HSR and Fall Line
- Henrico has accounted for the Rt. 288 SB project in its plans for growth in Short Pump
- Opinion that this is a regional decision and cancelling a project should send the funds back to the pot rather than moving to another one in the same jurisdiction
- Confusion on whether the Rt. 288 project is fully funded

Motion to approve the request – Goochland Second to approve the request – Richmond

Discussion on the motion:

- Hanover cannot support this change because the process that has been adopted by the CVTA does not support this type of activity
- The guidelines may be changed in the future to allow for this type of change
- The changes in the guidelines discussed may allow for this type of request but at this time the process does not support it – Chesterfield can't support the request right now
- Waiting to see what happens in smart scale and how the CVTA regional process will progress – unsure how that type of future commitment would impact the state's willingness to commit funding
- Would need a commitment of funds by the October CVTA meeting to realize an impact on the smart scale application
- CVTA local funds would not impact this project - \$200k per month

Vote to approve the request – Failed 2-4

CVTA Finance Committee Summary (9/14/2022)

Neil Spoonhower (Goochland) explained the history of the project Goochland County is requesting to have funds reprogrammed for (I-64 at Ashland Road interchange). VDOT recently notified the county that the analysis that had been used to determine a single divergent diamond intersection was flawed and could not be used. That single diverging diamond was fully funded through the regional round of CVTA funding in April 2022. The project will now have a significantly higher cost and the reallocation of funds from the Rt. 288 SB project plus the original regional fund commitment would realize roughly half of the total need. The project is crucial in order to have the necessary intersection improvements in place for a major economic development project that is proposed in the county.

Highlights of the committee discussion:

- Should CVTA look past the technical requirements because of the regional significance of this project?
- What would approving this request do to both projects' scoring? The scoring would change and the increased cost of the Ashland Rd project would cause it to move down the list slightly
- Actual costs of all of the regional approved projects will likely come in significantly higher than the current estimates.
- What is the timeframe for the proposed project in Goochland? The sale of the property is expected to go through in March. The facility is expected to open in 2025.
- Larger process questions related to whether TAC should be asked to look into re-ranking the entire list of 30 projects - An option would be to wait and look into the full list after SmartScale and see where things stand at that point.
- Discussion on having a process or guidance document be put in place to handle request like this in the future – TAC is currently reviewing and will recommend changes in the adopted guidance framework
- The CVTA could support Goochland County through conversations with Secretary of Transportation and the Commonwealth Transportation Board to determine if there are other funds available that could be used because of the significance of the project.

No action was taken by the Finance Committee - there was consensus that the matter should be brought before the full Authority for discussion at the September 23rd meeting.

Memorandum of Understanding
Central Virginia Transportation Authority
Richmond Regional Planning District Commission

This Memorandum of Understanding (MOU) is executed as of July 1, 2022 by and between the Central Virginia Transportation Authority (Authority) and the Richmond Regional Planning District Commission (PlanRVA) and describes the support services provided by PlanRVA to the Authority and the terms by which the Authority will continue to engage PlanRVA for these services.

WHEREAS, PlanRVA provides support services to the Richmond Regional Transportation Planning Organization, also designated as the Richmond Metropolitan Planning Organization, pursuant to a Memorandum of Understanding dated December 31, 1984, which includes administrative and technical staff support to the Metropolitan Planning Organization for the purpose of producing and administering the approved annual work program and other transportation planning services, and therefore PlanRVA has demonstrated capability in providing support services to transportation planning and other regional organizations; and

WHEREAS, the Commissioners of PlanRVA authorized an offer of support services to the Authority by approval of Resolution 21-01 during their August 13, 2020 regular meeting; and

WHEREAS, the Authority accepted this offer of support services in concept during their organizational meeting on August 27, 2020 and directed the members of the Finance Committee to negotiate this MOU; and

WHEREAS, the Authority continued the support services agreement for fiscal year 2022; and

WHEREAS, the Authority requested further support from PlanRVA for fiscal year 2023 and beyond, based on initiation of a new staffing structure and an understanding of required support services for the continued operations and administration of the Authority.

THEREFORE, the Authority will engage PlanRVA to provide support services pursuant to the terms of this MOU, as follows:

TERM

The initial period of support services shall be through June 30, 2027 and shall automatically renew for subsequent five-year terms, unless terminated pursuant to the terms provided herein, At the conclusion of the 4th year of any term, the parties will review the MOU and report on its status within 60 days thereafter concerning renewal. This MOU's term may be modified or amended, subject to the provisions of this MOU.

Deleted: upon mutual agreement by the parties, provided the arrangement remains mutually agreeable

Formatted: Superscript

Either party may terminate this MOU at the end of a fiscal year with at least one hundred eighty (180) days' notice prior to the start of the new fiscal year. If this MOU is terminated in compliance with this provision and other terms of the MOU, both parties agree to cooperate on winding down and severing operations in an amicable manner. PlanRVA shall turn over all records, property or other materials necessary for the effective transition of support staffing to the Authority no later than ninety (90) days following the close of the fiscal year.

SCOPE OF SERVICES

PlanRVA will provide the following support services to the Authority:

1. Executive Director and dedicated support staff
 - a. The Authority shall appoint an Executive Director over whom the Authority shall have sole authority. PlanRVA shall employ or contract with the Executive Director at the direction of the Authority and administer all payroll and benefits for the Executive Director and the Authority shall be responsible for all costs associated with the employment of the Executive Director.
 - b. The Authority shall provide for the ongoing direction, priority setting and annual performance expectations and evaluation of the Executive Director.
 - c. The Executive Director, with the Authority's approval and at its sole cost, shall have the authority to appoint additional support staff for the Authority, who shall be PlanRVA employees and whose payroll and benefits shall be administered by PlanRVA or to request additional staff support from PlanRVA, for which PlanRVA shall be compensated at an agreed upon rate.
 - d. The Executive Director shall have direct control, subject to the oversight of the Authority, of the management of the day-to-day administrative affairs of the Authority. The Executive Director shall propose activities to the Authority and shall carry out policies, programs, and projects approved by the Authority, and shall be responsible for preparing and presenting the annual budget. The Executive Director may not contemporaneously serve as a Member of the Authority.

- e. The Executive Director, on specific authorization by the Authority, shall have the power to sign or countersign on its behalf any agreement or other instrument to be executed by the Authority including checks and vouchers in payment of obligations of the Authority.
 - f. PlanRVA shall provide and administer insurance, credit card, travel, and professional development programs and fees or costs for the benefit of Authority support personnel, however, all costs incurred for such programs or benefits shall be paid by the Authority to PlanRVA , plus a 10% administrative fee.
 - g. To the extent permitted by law, the Authority shall indemnify, hold harmless, and release PlanRVA for or from any claims or losses caused by or associated with the conduct, performance, or negligence of the Authority Executive Director.
 - h. The Authority may contract with consultants and qualified professional contractors and other persons as the Authority determines to be necessary to carry out its duties and responsibilities. Such consultants or contractors may not contemporaneously serve as Members of Authority.
 - i. The Executive Director and other Authority support staff are subject to the PlanRVA personnel policy.
 - j. Compensation and benefits of Authority support staff shall be consistent with PlanRVA compensation and benefits plans and shall be administered as part of PlanRVA payroll system. Any fees associated with payroll and benefits administration of any Authority support staff shall be assessed directly to CVTA.
 - k. Health Insurance and Supplemental Benefits provided according to PlanRVA Health Coverage Plans and Offerings.
 - l. Retirement, Life Insurance and other investment benefits administered according to PlanRVA's participation in the Virginia Retirement System.
2. Administrative and Technical Support services to the Authority including, but not limited to:
- a. Administrative, clerk and support services to the Executive Director and Authority to assure effective meeting planning, preparation and record keeping, consistent with policies of the Authority and the Code of Virginia including, but not limited to:
 - i. Preparation of meeting logistics, coordination of member communications and public notices and record keeping for all regular and special meetings of the Authority and Committees established through the Bylaws or other governing documents
 - ii. Annual reporting, as required or requested, to the General Assembly, Auditor of Public Accounts, Department of Transportation, member jurisdictions.

- b. Technical Support and Planning services to the Executive Director to:
 - i. Fulfill the objectives of regional project prioritization and fund allocation, reporting and analysis.
 - ii. Fulfill the objectives of local revenue distribution monitoring and report review and records maintenance.
 - iii. Fulfill the objectives of transit revenue distribution monitoring and report review and records maintenance.
 - iv. Fulfill any additional planning and coordination objectives as deemed appropriate by the Executive Director to assure effective coordination between the responsibilities of the Richmond Regional Transportation Planning Organization and the Authority.

- c. General Operating and support services necessary to effectively manage the functional responsibilities of the organization including:
 - i. Purchasing activities in compliance with the Virginia Procurement Act and all relevant policies of the Authority
 - ii. Public and media relations, outreach and engagement
 - iii. Compliance related to procurement, records retention, freedom of information, conflict of interest and other related state and federal requirements of public authorities organized under Virginia Code
 - iv. Development of various operating and governance policies and procedures
 - v. Additional Services determined necessary and appropriate by the Executive Director including additional technical assistance, planning, outreach or other support services beyond the scope of this contract and in accordance with a separately negotiated work plan and cost estimate. Funding for these additional services provided by, or coordinated through, PlanRVA will be made available at the direction of the Executive Director and Authority through the annual budget process.
 - vi. Financial management and record keeping of Operating Expenses including reconciliation of expenses charged to the Authority's Operating Accounts, financial reporting and support to the annual audit of internal controls and financial statements
 - vii. Services related to pursuit of federal and state grant opportunities to effectively leverage resources available through the Authority.
 - viii. Shared support services coinvested to maintain coordination and efficiency.

- 3. Facilities, Equipment, Furnishings and supplies, Capital and Digital Assets, and other direct operating expenses including but not limited to:

- a. Office and Meeting Facilities according to square footage required for each employee assigned to CVTA at 80% level or greater and calculation of core/meeting facilities.
- b. Equipment and fixed asset management deemed indistinguishable from equipment and fixed assets maintained by PlanRVA.
 - i. CVTA shall pay for furnishings and equipment for its use.
- c. Website and other digital content development and maintenance.
- d. Direct operating expenses incurred on behalf of the Authority.

ACCOUNTABILITY AND REPORTING

PlanRVA shall maintain records of the services and materials provided to the Authority and charged to it, and those records shall be open to inspection by the Authority at any time during normal working hours of PlanRVA, upon reasonable advance notice by the Authority.

REMUNERATION

The Authority's annual administrative budget and appropriation of funds shall provide adequate funds to be paid to PlanRVA for the proper administration and support services pursuant to this MOU, including but not limited to the employment of the Authority Executive Director and other support staff and services provided or facilitated by PlanRVA.

Annual remuneration paid to PlanRVA shall cover, at a minimum, the total expenditures to be incurred by PlanRVA for the express purpose of supporting the Authority, including:

1. Salaries, benefits, tax payments and other related expenses of personnel identified as necessary for Authority operations, plus a 10% administrative fee.
2. Operating expenses of the Authority incurred by PlanRVA on good faith that reimbursement will be provided, plus a 10% administrative fee.
3. Office space leasing and cost to either maintain or dispose of capital assets, plus a 10% administrative fee.
4. Insurance, travel, and professional development fees or costs for the benefit of Authority support personnel, plus a 10% administrative fee.

Annual compensation schedule may be adjusted based on an agreed upon level of additional support services provided by PlanRVA in a given fiscal year.

AMENDMENT

This MOU may be modified or amended, in writing, subject to the approval of both parties.

IN WITNESS WHEREOF, PlanRVA and the Authority have each approved this MOU and caused this MOU to be executed by their respective duly authorized officers or agents as of the day and year first signed below.

Central Virginia Transportation Authority

By: _____ Date: _____

Name: _____ Position: _____

Richmond Regional Planning District Commission (PlanRVA)

By: _____ Date: _____

Name: Martha Heeter _____ Position: Executive Director _____

EXHIBIT A

**Central Virginia Transportation Authority
Annual Certification of Expenditures**

Goochland County

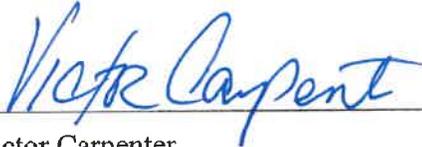
Central Virginia Transportation Authority (CVTA) member jurisdictions and the Greater Richmond Transit Company (GRTC), which receive revenues from the Central Virginia Transportation Fund (Fund), must annually provide sufficient documentation as required by the CVTA showing that they used the revenues distributed to them under Chapter 37, Title 33.2 of the *Code of Virginia* (§ 33.2-3701) for the purposes set forth therein.

Fund revenues returned to member jurisdictions must be used to improve local mobility, which may include construction, maintenance, or expansion of roads, sidewalks, trails, mobility services, or transit located in the locality.

Fund revenues distributed to GRTC must be used to provide transit and mobility services in Planning District 15.

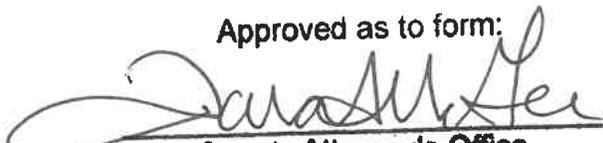
Goochland County has submitted documentation sufficient to meet the requirements of Chapter 37, Title 33.2 of the Code of Virginia (§ 33.2-3701), including its spending plans, quarterly reports to the CVTA, and this Annual Certification Report.

Pursuant to and in compliance with these requirements and in conjunction with the documentation submitted as part of this Annual Certification, I hereby certify, on behalf of Goochland County that all revenues distributed to Goochland County from the Fund were used in compliance with the applicable provisions of Chapter 37, Title 33.2 of the *Code of Virginia* (§ 33.2-3701) as shown by the submitted documentation.



Victor Carpenter
County Administrator

Date: 08-15-2022

Approved as to form:


County Attorney's Office

**Central Virginia Transportation Authority
Annual Certification of Expenditures (FY 22)
Hanover County**

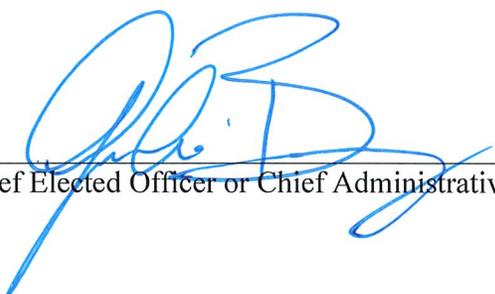
Central Virginia Transportation Authority (CVTA) member jurisdictions and the Greater Richmond Transit Company (GRTC), which receive revenues from the Central Virginia Transportation Fund (Fund), must annually provide sufficient documentation as required by the CVTA showing that they used the revenues distributed to them under Chapter 37, Title 33.2 of the *Code of Virginia* (§ 33.2-3701) for the purposes set forth therein.

Fund revenues returned to member jurisdictions must be used to improve local mobility, which may include construction, maintenance, or expansion of roads, sidewalks, trails, mobility services, or transit located in the locality.

Fund revenues distributed to GRTC must be used to provide transit and mobility services in Planning District 15.

Hanover County has submitted documentation to the CVTA sufficient to meet the requirements of Chapter 37, Title 33.2 of the Code of Virginia (§ 33.2-3701), including its spending plans, quarterly reports, and this Annual Certification of Expenditures.

Pursuant to and in compliance with these requirements and in conjunction with the documentation submitted as part of this Annual Certification for FY 21, I hereby certify, on behalf of Hanover County that all revenues distributed to Hanover County from the Fund were used in compliance with the applicable provisions of Chapter 37, Title 33.2 of the *Code of Virginia* (§ 33.2-3701) as shown by the submitted documentation.



Chief Elected Officer or Chief Administrative Officer

Date: 7/21/2022

Central Virginia Transportation Authority Annual Certification of Expenditures

New Kent County

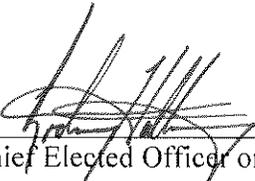
Central Virginia Transportation Authority (CVTA) member jurisdictions and the Greater Richmond Transit Company (GRTC), which receive revenues from the Central Virginia Transportation Fund (Fund), must annually provide sufficient documentation as required by the CVTA showing that they used the revenues distributed to them under Chapter 37, Title 33.2 of the *Code of Virginia* (§ 33.2-3701) for the purposes set forth therein.

Fund revenues returned to member jurisdictions must be used to improve local mobility, which may include construction, maintenance, or expansion of roads, sidewalks, trails, mobility services, or transit located in the locality.

Fund revenues distributed to GRTC must be used to provide transit and mobility services in Planning District 15.

New Kent County has submitted documentation sufficient to meet the requirements of Chapter 37, Title 33.2 of the Code of Virginia (§ 33.2-3701), including its spending plans, quarterly reports to the CVTA, and this Annual Certification Report.

Pursuant to and in compliance with these requirements and in conjunction with the documentation submitted as part of this Annual Certification, I hereby certify, on behalf of New Kent County that all revenues distributed to New Kent County from the Fund were used in compliance with the applicable provisions of Chapter 37, Title 33.2 of the *Code of Virginia* (§ 33.2-3701) as shown by the submitted documentation.



Chief Elected Officer or Chief Administrative Officer

8/3/2022
Date

08/03/2022 08:34
5148JMS

New Kent County
G/L ACCOUNT - MASTER INQUIRY

P 1
glactinq

Org code: 31490000 CVTA CIP PUBLIC WORKS Type: E
Object code: 498001 CVTA FUTURE YRS APPROPRIATION Status: A
Project code: Budgetary: Y

Fund 1302 CAPITAL-SCHOOL&COUNTY
Location 000 NO LOCATION
Department 449000 CVTA CIP PUB WORKS
Cost Center 000 NO COST CENTER
Function 49 NONDEPARTMENTAL
Subfunct 494 CAPITAL PROJECTS
Future 1 000 NO FUTURE 1
Future 2 000 NO FUTURE 2

Full description: CVTA FUTURE YRS APPROPRIATION Short desc: CVTAFYRS
Reference Acct: Auto-encumber? (Y/N) N

| ----- CURRENT YEAR MONTHLY AMOUNTS ----- | | | | |
|--|--------|-------------|---------------|---------------|
| PER | ACTUAL | ENCUMBRANCE | BUD TRANSFER | BUDGET |
| 00 | .00 | .00 | .00 | .00 |
| 01 | .00 | .00 | -75,000.00 | -75,000.00 |
| 02 | .00 | .00 | .00 | .00 |
| 03 | .00 | .00 | .00 | .00 |
| 04 | .00 | .00 | .00 | .00 |
| 05 | .00 | .00 | 2,047,714.56 | 2,047,714.56 |
| 06 | .00 | .00 | 420,578.66 | 420,578.66 |
| 07 | .00 | .00 | 178,833.83 | 178,833.83 |
| 08 | .00 | .00 | 206,095.42 | 206,095.42 |
| 09 | .00 | .00 | .00 | .00 |
| 10 | .00 | .00 | -2,778,222.47 | -2,778,222.47 |
| 11 | .00 | .00 | .00 | .00 |
| 12 | .00 | .00 | .00 | .00 |
| 13 | .00 | .00 | .00 | .00 |
| Tot: | .00 | .00 | .00 | .00 |

| ----- CURRENT YEAR TOTAL AMOUNTS ----- | | | |
|--|--------------|-------------------|---------------|
| Actual (Memo) | .00 | Original Budget | .00 |
| Encumbrances | .00 | Budget Tranfr In | 2,853,222.47 |
| Requisitions | .00 | Budget Tranfr Out | -2,853,222.47 |
| Total | .00 | Carry Fwd Budget | .00 |
| Available Budget | .00 | Carry Fwd Bud Tfr | .00 |
| Percent Used | .00 | Revised Budget | .00 |
| Inceptn to SOY | .00 | Inceptn Orig Bud | .00 |
| | | Inceptn Revsd Bud | .00 |
| Encumb-Last Yr | .00 | LEVEL 1 | .00 |
| Actual-Last Yr | .00 | LEVEL 2 | .00 |
| Estim-Actual | 2,778,222.47 | LEVEL 3 | .00 |
| | .00 | LEVEL 4 | .00 |
| | | ADOPTED | .00 |

| PER | LAST YEAR MONTHLY AMOUNTS | | |
|------|---------------------------|-------------|--------------|
| | ACTUAL | ENCUMBRANCE | BUDGET |
| 00 | .00 | .00 | .00 |
| 01 | .00 | .00 | .00 |
| 02 | .00 | .00 | .00 |
| 03 | .00 | .00 | .00 |
| 04 | .00 | .00 | .00 |
| 05 | .00 | .00 | .00 |
| 06 | .00 | .00 | .00 |
| 07 | .00 | .00 | .00 |
| 08 | .00 | .00 | .00 |
| 09 | .00 | .00 | .00 |
| 10 | .00 | .00 | .00 |
| 11 | .00 | .00 | .00 |
| 12 | .00 | .00 | 2,047,714.56 |
| 13 | .00 | .00 | .00 |
| Tot: | .00 | .00 | 2,047,714.56 |

| ----- PRIOR YEARS TOTAL AMOUNTS ----- | | | |
|---------------------------------------|-----|-------------------|--------------|
| 2021 Actual | .00 | 2021 Orig Budget | .00 |
| 2021 Closed @ YE | .00 | 2021 Bud Tfr In | 2,047,714.56 |
| 2021 Encumbrance | .00 | 2021 Bud Tfr Out | .00 |
| 2021 Memo Bal | .00 | 2021 C Fwd Budget | .00 |
| 2020 Actual | .00 | 2021 Revsd Budget | 2,047,714.56 |
| 2019 Actual | .00 | | |
| 2018 Actual | .00 | 2020 Orig Budget | .00 |
| 2017 Actual | .00 | 2020 Revsd Budget | .00 |
| 2016 Actual | .00 | 2019 Orig Budget | .00 |
| 2015 Actual | .00 | 2019 Revsd Budget | .00 |
| 2014 Actual | .00 | | |
| 2013 Actual | .00 | 2021 | 0.00 |
| 2012 Actual | .00 | 2020 | 0.00 |
| | | 2019 | 0.00 |

| ----- FUTURE YEAR AMOUNTS ----- | | | |
|---------------------------------|-------------|------------------|---------|
| PER | 2023 BUDGET | | BUDGET |
| 00 | .00 | 2023 LEVEL 1 | .00 .00 |
| 01 | .00 | 2023 LEVEL 2 | .00 .00 |
| 02 | .00 | 2023 LEVEL 3 | .00 .00 |
| 03 | .00 | 2023 LEVEL 4 | .00 .00 |
| 04 | .00 | 2023 ADOPTED | .00 .00 |
| 05 | .00 | 2023 Revised | .00 .00 |
| 06 | .00 | 2024 Estimate | .00 .00 |
| 07 | .00 | 2025 Estimate | .00 .00 |
| 08 | .00 | 2026 Estimate | .00 .00 |
| 09 | .00 | 2027 Estimate | .00 .00 |
| 10 | .00 | | |
| 11 | .00 | 2023 Memo Bal | .00 |
| 12 | .00 | 2023 Encumbrance | .00 |
| 13 | .00 | 2023 Requisition | .00 |
| Tot: | .00 | | |

----- ACCOUNT NOTES -----

** END OF REPORT - Generated by JUSTIN STAUDER **

08/03/2022 08:59
5148JMS

New Kent County
G/L ACCOUNT - MASTER INQUIRY

P 1
glactinq

Org code: 32490000 CVTA PUBLIC WORKS-CAPITAL Type: E
Object code: 498005 COUNTY TRASH PICK-UP CONTRACT Status: A
Project code: Budgetary: Y

Fund 1303 CENTRAL VA TRANSPORT AUTHORITY
Location 000 NO LOCATION
Department 449000 CVTA CIP PUB WORKS
Cost Center 000 NO COST CENTER
Function 49 NONDEPARTMENTAL
Subfunct 494 CAPITAL PROJECTS
Future 1 000 NO FUTURE 1
Future 2 000 NO FUTURE 2

Full description: COUNTY TRASH PICK-UP CONTRACT Short desc: CNTY TRASH
Reference Acct: Auto-encumber? (Y/N) N

| ----- CURRENT YEAR MONTHLY AMOUNTS ----- | | | | |
|--|-----------|-------------|--------------|-----------|
| PER | ACTUAL | ENCUMBRANCE | BUD TRANSFER | BUDGET |
| 00 | .00 | .00 | .00 | .00 |
| 01 | .00 | .00 | .00 | .00 |
| 02 | .00 | .00 | .00 | .00 |
| 03 | .00 | .00 | .00 | .00 |
| 04 | .00 | .00 | .00 | .00 |
| 05 | .00 | .00 | .00 | .00 |
| 06 | .00 | .00 | .00 | .00 |
| 07 | .00 | .00 | .00 | .00 |
| 08 | .00 | .00 | .00 | .00 |
| 09 | .00 | .00 | .00 | .00 |
| 10 | 14,994.00 | .00 | 75,000.00 | 75,000.00 |
| 11 | .00 | .00 | .00 | .00 |
| 12 | .00 | .00 | .00 | .00 |
| 13 | .00 | .00 | .00 | .00 |
| Tot: | 14,994.00 | .00 | 75,000.00 | 75,000.00 |

| ----- CURRENT YEAR TOTAL AMOUNTS ----- | | | |
|--|-----------|-------------------|-----------|
| Actual (Memo) | 14,994.00 | Original Budget | .00 |
| Encumbrances | .00 | Budget Tranfr In | 75,000.00 |
| Requisitions | .00 | Budget Tranfr Out | .00 |
| Total | 14,994.00 | Carry Fwd Budget | .00 |
| Available Budget | 60,006.00 | Carry Fwd Bud Tfr | .00 |
| Percent Used | 19.99 | Revised Budget | 75,000.00 |
| Inceptn to SOY | .00 | Inceptn Orig Bud | .00 |
| | | Inceptn Revsd Bud | .00 |
| Encumb-Last Yr | .00 | LEVEL 1 | .00 |
| Actual-Last Yr | .00 | LEVEL 2 | .00 |
| Estim-Actual | .00 | LEVEL 3 | .00 |
| | .00 | LEVEL 4 | .00 |
| | | ADOPTED | .00 |

| PER | ACTUAL | LAST YEAR MONTHLY AMOUNTS | |
|------|--------|---------------------------|--------|
| | | ENCUMBRANCE | BUDGET |
| 00 | .00 | .00 | .00 |
| 01 | .00 | .00 | .00 |
| 02 | .00 | .00 | .00 |
| 03 | .00 | .00 | .00 |
| 04 | .00 | .00 | .00 |
| 05 | .00 | .00 | .00 |
| 06 | .00 | .00 | .00 |
| 07 | .00 | .00 | .00 |
| 08 | .00 | .00 | .00 |
| 09 | .00 | .00 | .00 |
| 10 | .00 | .00 | .00 |
| 11 | .00 | .00 | .00 |
| 12 | .00 | .00 | .00 |
| 13 | .00 | .00 | .00 |
| Tot: | .00 | .00 | .00 |

| ----- PRIOR YEARS TOTAL AMOUNTS ----- | | | |
|---------------------------------------|-----|-------------------|------|
| 2021 Actual | .00 | 2021 Orig Budget | .00 |
| 2021 Closed @ YE | .00 | 2021 Bud Tfr In | .00 |
| 2021 Encumbrance | .00 | 2021 Bud Tfr Out | .00 |
| 2021 Memo Bal | .00 | 2021 C Fwd Budget | .00 |
| 2020 Actual | .00 | 2021 Revsd Budget | .00 |
| 2019 Actual | .00 | | |
| 2018 Actual | .00 | 2020 Orig Budget | .00 |
| 2017 Actual | .00 | 2020 Revsd Budget | .00 |
| 2016 Actual | .00 | 2019 Orig Budget | .00 |
| 2015 Actual | .00 | 2019 Revsd Budget | .00 |
| 2014 Actual | .00 | | |
| 2013 Actual | .00 | 2021 | 0.00 |
| 2012 Actual | .00 | 2020 | 0.00 |
| | | 2019 | 0.00 |

| ----- FUTURE YEAR AMOUNTS ----- | | | |
|---------------------------------|-------------|------------------|--------|
| PER | 2023 BUDGET | | BUDGET |
| 00 | .00 | 2023 LEVEL 1 | .00 |
| 01 | .00 | 2023 LEVEL 2 | .00 |
| 02 | .00 | 2023 LEVEL 3 | .00 |
| 03 | .00 | 2023 LEVEL 4 | .00 |
| 04 | .00 | 2023 ADOPTED | .00 |
| 05 | .00 | 2023 Revised | .00 |
| 06 | .00 | 2024 Estimate | .00 |
| 07 | .00 | 2025 Estimate | .00 |
| 08 | .00 | 2026 Estimate | .00 |
| 09 | .00 | 2027 Estimate | .00 |
| 10 | .00 | | |
| 11 | .00 | 2023 Memo Bal | .00 |
| 12 | .00 | 2023 Encumbrance | .00 |
| 13 | .00 | 2023 Requisition | .00 |
| Tot: | .00 | | |

----- ACCOUNT NOTES -----

** END OF REPORT - Generated by JUSTIN STAUDER **

08/03/2022 08:38
5148JMS

New Kent County
G/L ACCOUNT - MASTER INQUIRY

P 1
glactinq

Org code: 32411000 CVTA PW ADMINISTRATION Type: E
Object code: 401100 SALARIES & WAGES-REGULAR Status: A
Project code: Budgetary: Y

Fund 1303 CENTRAL VA TRANSPORT AUTHORITY
Location 000 NO LOCATION
Department 449000 CVTA CIP PUB WORKS
Cost Center 000 NO COST CENTER
Function 44 PUBLIC WORKS
Subfunct 000 NO SUB FUNCTION/PROGRAM
Future 1 000 NO FUTURE 1
Future 2 000 NO FUTURE 2

Full description: SALARIES & WAGES-REGULAR Short desc: WAGES - FT
Reference Acct: Auto-encumber? (Y/N) N

| PER | ACTUAL | ENCUMBRANCE | BUD TRANSFER | BUDGET |
|------|--------|-------------|--------------|-----------|
| 00 | .00 | .00 | .00 | .00 |
| 01 | .00 | .00 | .00 | .00 |
| 02 | .00 | .00 | .00 | .00 |
| 03 | .00 | .00 | .00 | .00 |
| 04 | .00 | .00 | .00 | .00 |
| 05 | .00 | .00 | .00 | .00 |
| 06 | .00 | .00 | .00 | .00 |
| 07 | .00 | .00 | .00 | .00 |
| 08 | .00 | .00 | .00 | .00 |
| 09 | .00 | .00 | 20,000.00 | 20,000.00 |
| 10 | .00 | .00 | .00 | .00 |
| 11 | .00 | .00 | .00 | .00 |
| 12 | .00 | .00 | .00 | .00 |
| 13 | .00 | .00 | .00 | .00 |
| Tot: | .00 | .00 | 20,000.00 | 20,000.00 |

| | ACTUAL | ENCUMBRANCE | BUD TRANSFER | BUDGET |
|------------------|-----------|-------------|--------------|-----------|
| Actual (Memo) | .00 | .00 | .00 | .00 |
| Encumbrances | .00 | .00 | .00 | .00 |
| Requisitions | .00 | .00 | .00 | .00 |
| Total | .00 | .00 | .00 | .00 |
| Available Budget | 20,000.00 | 20,000.00 | 20,000.00 | 20,000.00 |
| Percent Used | .00 | .00 | .00 | .00 |
| Inceptn to SOY | .00 | .00 | .00 | .00 |
| Encumb-Last Yr | .00 | .00 | .00 | .00 |
| Actual-Last Yr | .00 | .00 | .00 | .00 |
| Estim-Actual | .00 | .00 | .00 | .00 |
| | | .00 | .00 | .00 |

| PER | LAST YEAR MONTHLY AMOUNTS | | |
|------|---------------------------|-------------|--------|
| | ACTUAL | ENCUMBRANCE | BUDGET |
| 00 | .00 | .00 | .00 |
| 01 | .00 | .00 | .00 |
| 02 | .00 | .00 | .00 |
| 03 | .00 | .00 | .00 |
| 04 | .00 | .00 | .00 |
| 05 | .00 | .00 | .00 |
| 06 | .00 | .00 | .00 |
| 07 | .00 | .00 | .00 |
| 08 | .00 | .00 | .00 |
| 09 | .00 | .00 | .00 |
| 10 | .00 | .00 | .00 |
| 11 | .00 | .00 | .00 |
| 12 | .00 | .00 | .00 |
| 13 | .00 | .00 | .00 |
| Tot: | .00 | .00 | .00 |

| ----- PRIOR YEARS TOTAL AMOUNTS ----- | | | |
|---------------------------------------|-----|-------------------|------|
| 2021 Actual | .00 | 2021 Orig Budget | .00 |
| 2021 Closed @ YE | .00 | 2021 Bud Tfr In | .00 |
| 2021 Encumbrance | .00 | 2021 Bud Tfr Out | .00 |
| 2021 Memo Bal | .00 | 2021 C Fwd Budget | .00 |
| 2020 Actual | .00 | 2021 Revsd Budget | .00 |
| 2019 Actual | .00 | | |
| 2018 Actual | .00 | 2020 Orig Budget | .00 |
| 2017 Actual | .00 | 2020 Revsd Budget | .00 |
| 2016 Actual | .00 | 2019 Orig Budget | .00 |
| 2015 Actual | .00 | 2019 Revsd Budget | .00 |
| 2014 Actual | .00 | | |
| 2013 Actual | .00 | 2021 | 0.00 |
| 2012 Actual | .00 | 2020 | 0.00 |
| | | 2019 | 0.00 |

| ----- FUTURE YEAR AMOUNTS ----- | | | | |
|---------------------------------|-------------|------------------|-----------|-----|
| PER | 2023 BUDGET | | BUDGET | |
| 00 | .00 | 2023 LEVEL 1 | 29,250.00 | .00 |
| 01 | 29,250.00 | 2023 LEVEL 2 | .00 | .00 |
| 02 | .00 | 2023 LEVEL 3 | .00 | .00 |
| 03 | .00 | 2023 LEVEL 4 | .00 | .00 |
| 04 | .00 | 2023 ADOPTED | 29,250.00 | .00 |
| 05 | .00 | 2023 Revised | 29,250.00 | .00 |
| 06 | .00 | 2024 Estimate | .00 | .00 |
| 07 | .00 | 2025 Estimate | .00 | .00 |
| 08 | .00 | 2026 Estimate | .00 | .00 |
| 09 | .00 | 2027 Estimate | .00 | .00 |
| 10 | .00 | | | |
| 11 | .00 | 2023 Memo Bal | .00 | |
| 12 | .00 | 2023 Encumbrance | .00 | |
| 13 | .00 | 2023 Requisition | .00 | |
| Tot: | 29,250.00 | | | |

----- ACCOUNT NOTES -----

** END OF REPORT - Generated by JUSTIN STAUDER **

**Central Virginia Transportation Authority
Annual Certification of Expenditures**

[Name of Locality or Agency]

Central Virginia Transportation Authority (CVTA) member jurisdictions and the Greater Richmond Transit Company (GRTC), which receive revenues from the Central Virginia Transportation Fund (Fund), must annually provide sufficient documentation as required by the CVTA showing that they used the revenues distributed to them under Chapter 37, Title 33.2 of the *Code of Virginia* (§ 33.2-3701) for the purposes set forth therein.

Fund revenues returned to member jurisdictions must be used to improve local mobility, which may include construction, maintenance, or expansion of roads, sidewalks, trails, mobility services, or transit located in the locality.

Fund revenues distributed to GRTC must be used to provide transit and mobility services in Planning District 15.

[Name] County/City/Town/Agency has submitted documentation sufficient to meet the requirements of Chapter 37, Title 33.2 of the Code of Virginia (§ 33.2-3701), including its spending plans, quarterly reports to the CVTA, and this Annual Certification Report.

Pursuant to and in compliance with these requirements and in conjunction with the documentation submitted as part of this Annual Certification, I hereby certify, on behalf of [Name] County/City/Town/Agency that all revenues distributed to [Name] County/City/Town/Agency from the Fund were used in compliance with the applicable provisions of Chapter 37, Title 33.2 of the *Code of Virginia* (§ 33.2-3701) as shown by the submitted documentation.



Date: 8/2/22

Chief Elected Officer or Chief Administrative Officer

| Jurisdiction | Name | Description | UPC (N/A if none) | Type * | Estimated Total Cost | Proposed CVTA Funds | Proposed Future CVTA Funds | Other Committed Funds | Notes on other funds | Remaining Funds Needed |
|--------------|--|---|-------------------|--|----------------------|---------------------|----------------------------|-----------------------|--|------------------------|
| Ashland | Vaughan Road Overpass | Grade Separated Crossing at Vaughan/Archie Cannon. Funds used for leverage of other funding. | N/A | Bridge | \$ 38,500,000 | \$ 300,000 | \$ - | \$ - | | \$ 38,200,000 |
| Ashland | Economic Development Road Improvements | Construct various improvements to support economic development. | N/A | Roadway Capacity Expansion | \$ 8,000,000 | \$ 200,000 | \$ - | \$ - | | \$ 7,800,000 |
| Ashland | England Street Streetscape Project | Engineering and construction of streetscape improvements. | N/A | Bicycle/Pedestrian | \$ 10,000,000 | \$ 60,000 | \$ - | \$ - | | \$ 9,940,000 |
| Charles City | Transportation Planning Support | New position to support CVTA , RTPO and Transportation activities | N/A | Staffing | \$ 70,000 | \$ - | \$ - | \$ - | | \$ 70,000 |
| Charles City | Wilcox Neck Road Widening | Widening of Wilcox Neck Road | N/A | Roadway Capacity Expansion | \$ 250,000 | \$ - | \$ - | \$ - | | \$ 250,000 |
| Charles City | Roxbury Road | Exclusive Turn Lanes | N/A | Intersection Improvement (for realignment, turn lanes, sight distance) | \$ 2,031,000 | \$ - | \$ - | \$ - | | \$ 2,031,000 |
| Chesterfield | Woolridge Road (Watermill Pkwy - Genito Rd) Widening | Widening and Intersection Improvements | N/A | Roadway Capacity Expansion | \$ 27,000,000 | \$ 7,000,000 | \$ 14,550,000 | \$ 5,450,000 | Previous CVTA Local | \$ - |
| Chesterfield | Centralia Road/Old Wrexham Road Roundabout | Roundabout and Bike/Ped Accommodations | N/A | Innovative Intersection | \$ 5,000,000 | \$ 1,800,000 | \$ 1,000,000 | \$ 2,200,000 | Previous CVTA Local | \$ - |
| Chesterfield | Powhite Parkway Extension: Little Tomahawk Ck - Woolridge Rd; Charter Colony Grade-Separation; Brandermill Pkwy Overpass | New 4-lane road | N/A | New Alignment | \$ 170,000,000 | \$ 13,049,742 | \$ 81,000,000 | \$ 18,149,993 | Previous Local and CVTA Local | \$ 57,800,265 |
| Chesterfield | Route 10 (Route 288 - Courthouse Rd) Weave Mitigation | Roadway and Intersection Improvements | N/A | Innovative Intersection | \$ 23,000,000 | \$ 2,950,500 | \$ 15,736,500 | \$ 4,313,000 | Previous CVTA Local | \$ - |
| Goochland | East End Trails | Installation of a paved trail as a recreational facility | 113430 | Bicycle/Pedestrian | \$ 967,112 | \$ 17,112 | \$ - | \$ 950,000 | Funds already allocated in County budget | \$ - |
| Goochland | Fire-Rescue Company 1 Median Reconstruction | Widening/reconfiguring a median break on Route 6 in front of Fire-Rescue Company 1 | 120952 | Intersection Improvement (for realignment, turn lanes, sight distance) | \$ 26,000 | \$ 26,000 | \$ - | \$ - | SSYP/Local | \$ - |
| Goochland | Opticom | Preemption device installation | 120459 | Operations/Maintenance | \$ 135,000 | \$ 135,000 | \$ - | \$ - | | \$ - |
| Hanover | Rt. 360/Lee Davis Rd | Widen Rt. 360 btwn Wynbrook Ln & Sujen Ct. and Lee Davis Rd north and south of the Rt. 360 | 13551 | Roadway Capacity Expansion | \$ 30,389,594 | \$ - | \$ 4,551,140 | \$ 26,989,404 | | \$ (1,150,950) |
| Hanover | Pole Green Rd | Widen from 2-4 lanes btwn Bell Creek Rd & Rural Point Rd | 109260 | Roadway Capacity Expansion | \$ 20,494,548 | \$ - | \$ 2,000,000 | \$ 18,547,937 | Previous CVTA funds + other | \$ (53,389) |
| Hanover | Atlee Station Rd (Ph. 2) | Widen from 2-4 lanes btwn Warren Ave. & Kings Charter Dr. | 115195 | Roadway Capacity Expansion | \$ 27,126,452 | \$ - | \$ 4,836,532 | \$ 26,976,841 | | \$ (4,686,921) |
| Hanover | Creighton Rd/Creighton Pkwy/Walnut Grove Rd | Convert intersection to a roundabout | N/A | Roundabout | \$ 6,421,451 | \$ 930,000 | \$ 5,500,000 | \$ 3,707,173 | CMAQ funding approved on 3/23/22 | \$ (3,715,722) |
| Hanover | Lewistown Rd/Ashcake Rd | Improve operations & safety in the intersection | N/A | Intersection Improvement | \$ 5,630,703 | \$ 1,000,000 | \$ 4,035,000 | \$ 600,000 | Previous CVTA funds | \$ (4,297) |
| Hanover | Rt. 301 | Convert SB shoulder to thru/right-turn lane btwn Atlee Rd & Atlee Station Rd | N/A | Roadway Capacity Expansion | \$ 1,205,125 | \$ 55,000 | \$ 760,000 | \$ 1,229,858 | Previous CVTA funds plus CVTA regional (will supplant local funds) | \$ (839,733) |
| Hanover | Rt. 1 & Rt. 30 | Convert intersection to a signalized Green-T | N/A | Intersection Improvement | \$ 5,110,734 | \$ 1,000,000 | \$ 3,515,000 | \$ 5,554,119 | Previous CVTA funds plus CVTA regional (will supplant local funds) | \$ (4,958,385) |
| Hanover | Atlee Station Rd (Ph. 3) | Widen from 2-4 lanes btwn Kings Charter Dr & Sliding Hill Rd | N/A | Roadway Capacity Expansion | \$ 30,449,694 | \$ - | \$ 19,000,000 | \$ 8,120,770 | | \$ 3,328,924 |
| Hanover | Atlee Rd / Bus. Rt. 360 / Cold Harbor Rd | Improve operations & safety in the intersection | N/A | Intersection Improvement | \$ 6,499,639 | \$ 1,000,000 | \$ 4,570,000 | \$ 930,000 | Previous CVTA funds | \$ (361) |
| Hanover | Greenwood Rd / Blanton Rd / Ashland Rd | Convert intersection to a roundabout | N/A | Roundabout | \$ 6,500,000 | \$ - | \$ 6,500,000 | \$ - | | \$ - |
| Hanover | Rt. 54 / Goddins Hill Rd | Improve operations & safety in the intersection | N/A | Intersection Improvement | \$ 1,600,000 | \$ - | \$ 400,000 | \$ 372,000 | | \$ 828,000 |
| Hanover | E. Patrick Henry Rd | Widen Rt. 54 btwn I-95 interchange and Woodside Ln | N/A | Roadway Capacity Expansion | \$ 5,520,000 | \$ - | \$ 2,500,000 | \$ 357,000 | | \$ 2,663,000 |
| Hanover | Rural Paving Rehab | Rehabilitate/resurface various rural secondary roads to include trench widening (on-going, to be funded on an annual basis) | 120331 | Trench Widen & Pavement Overlay | \$ 38,500,000 | \$ 3,500,000 | \$ 31,500,000 | \$ 3,500,000 | Previous CVTA funds | \$ - |
| Hanover | Economic Development Road Improvements | Construct various improvements to support economic development (on-going, to be funded on an annual basis) | N/A | Economic Development | \$ 11,000,000 | \$ 1,000,000 | \$ 9,000,000 | \$ 1,000,000 | Previous CVTA funds | \$ - |
| Hanover | Bike/Ped. Improvements | 20% local match to be applied to Transportation Alternatives grant applications | N/A | Mobility | \$ 3,300,000 | \$ 50,000 | \$ 3,200,000 | \$ 50,000 | Previous CVTA funds | \$ - |
| Hanover | Paper Streets - Paving & Maintenance | Pave "paper streets" and provide limited on-going maintenance | N/A | Paving/Maintenance | \$ 550,000 | \$ 50,000 | \$ 450,000 | \$ 50,000 | Previous CVTA funds | \$ - |

| Jurisdiction | Name | Description | UPC (N/A if none) | Type * | Estimated Total Cost | Proposed CVTA Funds | Proposed Future CVTA Funds | Other Committed Funds | Notes on other funds | Remaining Funds Needed |
|--------------|--|--|-------------------|--|----------------------|---------------------|----------------------------|-----------------------|--|------------------------|
| Hanover | Engineering Support FTE (CE-Traffic) | New position to support the development of road projects (on-going, to be funded on an annual basis) | N/A | Staffing | \$ 1,000,000 | \$ 100,000 | \$ 900,000 | \$ - | | \$ - |
| Hanover | Rt. 301/54 | Construct roundabout | N/A | Roundabout | \$ 4,524,642 | \$ - | \$ - | \$ 4,524,642 | Other funding is CVTA Regional. Anticipate \$700K in FY23. | \$ - |
| Henrico | Countywide Pedestrian Improvements | Design & construct bicycle, pedestrian & transit stop improvements | N/A | Bicycle/Pedestrian | \$ 2,500,000 | \$ 2,500,000 | \$ - | \$ - | | \$ - |
| Henrico | Countywide Engineering Feasibility Studies | Planning & Preliminary Engineering for roadway improvements | N/A | Roadway Reconstruction | \$ 500,000 | \$ 500,000 | \$ - | \$ - | | \$ - |
| Henrico | Connector Trails | Design & construct connector trails for the Fall Line & VA Capital Trail | N/A | Bicycle/Pedestrian | \$ 5,000,000 | \$ 5,000,000 | \$ - | \$ - | | \$ - |
| Henrico | Traffic Calming | Roadway modifications & enhancements to control speeds & improve safety | N/A | Safety | \$ 2,500,000 | \$ 2,500,000 | \$ - | \$ - | | \$ - |
| Henrico | Roadway Safety Studies | Corridor safety studies to identify bike/ped/vehicular safety improvements. | N/A | Safety | \$ 500,000 | \$ 500,000 | \$ - | \$ - | | \$ - |
| Henrico | Pavement Reclamation | Full depth pavement replacement to include shoulder widening and ditch adjustments | N/A | Paving | \$ 1,500,000 | \$ 1,500,000 | \$ - | \$ - | | \$ - |
| Henrico | Sadler Road/Sadler Place Intersection Improvements | New Traffic Signal, bike/ped accommodations | N/A | Intersection Improvement (for realignment, turn lanes, sight distance) | \$ 4,225,000 | \$ 3,825,000 | \$ - | \$ 400,000 | Previous CVTA local funds | \$ - |
| Henrico | Sadler Road Improvements | Roadway widening and realignment w/ Shared Use Parth | 104148 | Roadway Reconstruction | \$ 32,816,000 | \$ 2,640,000 | \$ - | \$ 30,176,000 | RSTP & local funding | \$ - |
| Henrico | Mill Road Improvements | Roadway widening and pedestrian accommodations from Mountain Road to Mill Place Drive | N/A | Safety | \$ 959,000 | \$ 750,000 | \$ - | \$ 209,000 | Previous CVTA local funds | \$ - |
| Henrico | Kingsridge Pkwy/N. Laburnum Ave Intersection Improvements | New Traffic Signal, transit/ped accommodations | N/A | Intersection Improvement (for realignment, turn lanes, sight distance) | \$ 800,000 | \$ 700,000 | \$ - | \$ 100,000 | local funding for PE | \$ - |
| Henrico | Springfield Road Improvements | Funding for PE | N/A | Safety | \$ 10,346,000 | \$ 900,000 | \$ - | \$ - | Pending Smart Scale application for RW/CN | \$ 9,446,000 |
| Henrico | Woodman Road Improvements | Funding for PE | N/A | Roadway Capacity Expansion | \$ 62,569,308 | \$ 4,400,000 | \$ - | \$ 33,273,000 | CVTA Regional & Rev Share | \$ 24,896,308 |
| Henrico | Whiteside Road Roundabout | Funding for CN | N/A | Roundabout | \$ 2,500,000 | \$ 2,500,000 | \$ - | \$ - | | \$ - |
| New Kent | Plum Point Drainage Improvements PE Only | Engineering for roadway drainage improvement in the Plum Point Community | N/A | Drainage | \$ - | \$ 80,000 | \$ - | \$ - | | \$ (80,000) |
| New Kent | Plum Point Drainage Improvements Construction | Roadway drainage improvements in the Plum Point Community. | N/A | Drainage | \$ - | \$ 200,000 | \$ - | \$ - | | \$ (200,000) |
| New Kent | Marketplace Drive Intersection Improvements | Traffic light installation and and road improvements | N/A | Intersection Improvement (for realignment, turn lanes, sight distance) | \$ - | \$ 300,000 | \$ - | \$ - | | \$ (300,000) |
| New Kent | South Quaker Road Widening | Road widening project. | N/A | Safety | \$ - | \$ 400,000 | \$ - | \$ - | | \$ (400,000) |
| New Kent | Courthouse Road/Kentland Trail Intersection Improvements | Roundabout Construction | N/A | Intersection Improvement (for realignment, turn lanes, sight distance) | \$ - | \$ 100,000 | \$ - | \$ - | | \$ (100,000) |
| New Kent | Kentland Trail/ Colonial Downs Parkway Intersection Improvements | Roundabout Construction | N/A | Intersection Improvement (for realignment, turn lanes, sight distance) | \$ - | \$ 80,000 | \$ - | \$ - | | \$ (80,000) |
| New Kent | Rt. 106 Intersection Improvements | Traffic light installation and road safety improvements | N/A | | \$ - | \$ 3,000,000 | \$ - | \$ - | | \$ (3,000,000) |
| New Kent | Airport Road Roundabout Improvements | Landscaping improvements | N/A | Roundabout | \$ - | \$ 85,000 | \$ - | \$ - | | \$ (85,000) |
| New Kent | Bottoms Bridge Park & Ride Expansion | Park and Ride construction | N/A | Mobility (ie. Bikeshare) | \$ - | \$ 85,000 | \$ - | \$ - | | \$ (85,000) |
| New Kent | Transportation Engineering | County Wide | N/A | Operations/Maintenance | \$ - | \$ 250,000 | \$ - | \$ - | | \$ (250,000) |
| New Kent | Project Management | County Wide | N/A | Staffing | \$ - | \$ 150,000 | \$ - | \$ - | | \$ (150,000) |
| Powhatan | TBD | No set plans at this time to spend funds | N/A | | \$ - | \$ - | \$ - | \$ - | | \$ - |
| Richmond | Pavement Maintenance & Infrastructure Program | City Wide 9 Districts | N/A | Operations/Maintenance | \$ - | \$ 5,000,000 | \$ - | \$ - | | \$ (5,000,000) |
| Richmond | Personnel forTransportaation Program | City Wide 9 Districts | N/A | Staffing | \$ - | \$ 4,205,407 | \$ - | \$ - | | \$ (4,205,407) |
| Richmond | Transportation Engineering | City Wide 9 Districts | N/A | Safety/Operations/Maintenance | \$ - | \$ 2,317,325 | \$ - | \$ - | | \$ (2,317,325) |
| Richmond | Maintenance Operations | City Wide 9 Districts | N/A | Operations/Maintenance | \$ - | \$ 600,000 | \$ - | \$ - | | \$ (600,000) |
| Richmond | Bridge and Roadway Projects | Capital Improvement Program | N/A | Safety/Capacity Expansion | \$ - | \$ 1,000,000 | \$ - | \$ - | | \$ (1,000,000) |

| Jurisdiction | Name | Description | UPC (N/A if none) | Type * | Estimated Total Cost | Proposed CVTA Funds | Proposed Future CVTA Funds | Other Committed Funds | Notes on other funds | Remaining Funds Needed |
|--------------|---|--------------------------------|-------------------|---|----------------------|---------------------|----------------------------|-----------------------|----------------------|------------------------|
| Richmond | Multimodal Transportation Planning and Projects | City Wide 9 Districts | N/A | Transit/ Mobility/Bicycle/Pedestrian | \$ - | \$ 1,570,070 | \$ - | \$ - | | \$ (1,570,070) |
| Richmond | Transportation Engineering | Citywide Projects: Commerce Rd | N/A | Safety/Capacity Expansion | \$ - | \$ 2,000,000 | \$ - | \$ - | | \$ (2,000,000) |

* If Type is "Staffing" then only list cost of position directly related to transportation tasks - not including fringe/overhead, etc.

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

POLICY FOR ALL-VIRTUAL PUBLIC MEETINGS

Adopted: Month XX, Year

1. AUTHORITY AND SCOPE

a. This policy is adopted pursuant to the authorization of Va. Code § 2.2-3708.3 and is to be strictly construed in conformance with the Virginia Freedom of Information Act (VFOIA), Va. Code §§ 2.2-3700—3715.

b. This policy shall not govern an electronic meeting conducted to address a state of emergency declared by the Governor or the Board of Supervisors. Any meeting conducted by electronic communication means under such circumstances shall be governed by the provisions of Va. Code § 2.2-3708.2.

2. DEFINITIONS

a. “CVTA” means the Central Virginia Transportation Authority, or any committee, subcommittee, or other CVTA entity.

b. “Member” means any member of the CVTA.

c. “All-virtual public meeting”, means a public meeting conducted by the CVTA using electronic communication means during which all members of the public body who participate do so remotely rather than being assembled in one physical location, and to which public access is provided through electronic communication means, as defined by Va. Code § 2.2-3701.

d. “Meeting” means a meeting as defined by Va. Code § 2.2-3701.

e. “Notify” or “notifies,” for purposes of this policy, means written notice, including, but not limited to, email or letter, but does not include text messages or messages exchanged on social media.

3. WHEN AN ALL-VIRTUAL PUBLIC MEETING MAY BE AUTHORIZED

An all-virtual public meeting may be held under the following circumstances:

a. It is impracticable or unsafe to assemble a quorum of the CVTA in a single location, but a state of emergency has not been declared by the Governor or Board of Supervisors; or

b. Other circumstances warrant the holding of an all-virtual public meeting, including, but not limited to, the convenience of an all-virtual meeting; and

c. The CVTA has not had more than two all-virtual public meetings, or more than 25 percent of its meetings rounded up to the next whole number, whichever is greater, during the calendar year; and

d. The CVTA's last meeting was not an all-virtual public meeting.

4. **PROCESS TO AUTHORIZE AN ALL-VIRTUAL PUBLIC MEETING**

a. The CVTA may schedule its all-virtual public meetings at the same time and using the same procedures used by the CVTA to set its meetings calendar for the calendar year; or

b. If the CVTA wishes to have an all-virtual public meeting on a date not scheduled in advance on its meetings calendar, and an all-virtual public meeting is authorized under Section 3 above, the CVTA Chair may schedule an all-virtual public meeting provided that any such meeting comports with VFOIA notice requirements.

5. **ALL-VIRTUAL PUBLIC MEETING REQUIREMENTS**

The following applies to any all-virtual public meeting of the CVTA that is scheduled in conformance with this Policy:

a. The meeting notice indicates that the public meeting will be all-virtual and the CVTA will not change the method by which the CVTA chooses to meet without providing a new meeting notice that comports with VFOIA;

b. Public access is provided by electronic communication means that allows the public to hear all participating members of the CVTA;

c. Audio-visual technology, if available, is used to allow the public to see the members of the CVTA;

d. A phone number, email address, or other live contact information is provided to the public to alert the CVTA if electronic transmission of the meeting fails for the public, and if such transmission fails, the CVTA takes a recess until public access is restored;

e. A copy of the proposed agenda and all agenda packets (unless exempt) are made available to the public electronically at the same time such materials are provided to the CVTA;

f. The public is afforded the opportunity to comment through electronic means, including written comments, at meetings where public comment is customarily received; and

g. There are no more than two members of the CVTA together in one physical location.

6. **RECORDING IN MINUTES**

Minutes are taken as required by VFOIA and must include the fact that the meeting was held by electronic communication means and the type of electronic communication means used.

7. **CLOSED SESSION**

If the CVTA goes into closed session, transmission of the meeting will be suspended until the public body resumes to certify the closed meeting in open session.

8. **STRICT AND UNIFORM APPLICATION OF THIS POLICY**

This Policy shall be applied strictly and uniformly, without exception, to the entire membership, and without regard to the matters that will be considered or voted on at the meeting.

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY
POLICY FOR THE REMOTE PARTICIPATION OF MEMBERS

Adopted: Month XX, Year

1. AUTHORITY AND SCOPE

a. This policy is adopted pursuant to the authorization of Va. Code § 2.2-3708.3 and is to be strictly construed in conformance with the Virginia Freedom of Information Act (VFOIA), Va. Code §§ 2.2-3700—3715.

b. This policy shall not govern an electronic meeting conducted to address a state of emergency declared by the Governor or the Board of Supervisors. Any meeting conducted by electronic communication means under such circumstances shall be governed by the provisions of Va. Code § 2.2-3708.2. This policy also does not apply to an all-virtual public meeting.

2. DEFINITIONS

a. “**CVTA**” means the Central Virginia Transportation Authority, or any committee, subcommittee, or other CVTA entity.

b. “**Member**” means any member of the CVTA.

c. “**Remote participation**” means participation by an individual member of the CVTA by electronic communication means in a public meeting where a quorum of the CVTA is physically assembled, as defined by Va. Code § 2.2-3701.

d. “**Meeting**” means a meeting as defined by Va. Code § 2.2-3701.

e. “**Notify**” or “**notifies**,” for purposes of this policy, means written notice, such as email or letter. Notice does not include text messages or communications via social media.

3. MANDATORY REQUIREMENTS

Regardless of the reasons why the member is participating in a meeting from a remote location by electronic communication means, the following conditions must be met for the member to participate remotely:

a. A quorum of the CVTA must be physically assembled at the primary or central meeting location; and

b. Arrangements have been made for the voice of the remotely participating member to be heard by all persons at the primary or central meeting location. If at any point during the meeting the voice of the remotely participating member is no longer able to be heard by all persons at the

meeting location, the remotely participating member shall no longer be permitted to participate remotely.

4. **PROCESS TO REQUEST REMOTE PARTICIPATION**

a. On or before the day of the meeting, and at any point before the meeting begins, the requesting member must notify the CVTA Chair (or the Vice-Chair if the requesting member is the Chair) that they are unable to physically attend a meeting due to (i) a temporary or permanent disability or other medical condition that prevents the member's physical attendance, (ii) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance, (iii) their principal residence location more than 60 miles from the meeting location, or (iv) a personal matter and identifies with specificity the nature of the personal matter.

b. The requesting member shall also notify the CVTA staff liaison of their request, but their failure to do so shall not affect their ability to remotely participate.

c. If the requesting member is unable to physically attend the meeting due to a personal matter, the requesting member must state with specificity the nature of the personal matter. Remote participation due to a personal matter is limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater. There is no limit to the number of times that a member may participate remotely for the other authorized purposes listed in (i)—(iii) above.

d. The requesting member is not obligated to provide independent verification regarding the reason for their nonattendance, including the temporary or permanent disability or other medical condition or the family member's medical condition that prevents their physical attendance at the meeting.

e. The Chair (or the Vice-Chair if the requesting member is the Chair) shall promptly notify the requesting member whether their request is in conformance with this policy, and therefore approved or disapproved.

5. **PROCESS TO CONFIRM APPROVAL OR DISAPPROVAL OF PARTICIPATION FROM A REMOTE LOCATION**

When a quorum of the CVTA has assembled for the meeting, the CVTA shall vote to determine whether:

a. The Chair's decision to approve or disapprove the requesting member's request to participate from a remote location was in conformance with this policy; and

b. The voice of the remotely participating member can be heard by all persons at the primary or central meeting location.

6. **RECORDING IN MINUTES**

a. If the member is allowed to participate remotely due to a temporary or permanent disability or other medical condition, a family member's medical condition that requires the member to provide care to the family member, or because their principal residence is located more than 60 miles from the meeting location, the CVTA shall record in its minutes (1) the CVTA's approval of the member's remote participation; and (2) a general description of the remote location from which the member participated.

b. If the member is allowed to participate remotely due to a personal matter, such matter shall be cited in the minutes with specificity, as well as how many times the member has attended remotely due to a personal matter, and a general description of the remote location from which the member participated.

c. If a member's request to participate remotely is disapproved, the disapproval, including the grounds upon which the requested participation violates this policy or VFOIA, shall be recorded in the minutes with specificity.

7. **CLOSED SESSION**

If the CVTA goes into closed session, the member participating remotely shall ensure that no third party is able to hear or otherwise observe the closed meeting.

8. **STRICT AND UNIFORM APPLICATION OF THIS POLICY**

This Policy shall be applied strictly and uniformly, without exception, to the entire membership, and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

The Chair (or Vice-Chair) shall maintain the member's written request to participate remotely and the written response for a period of one year, or other such time required by records retention laws, regulations, and policies.