



**CENTRAL VIRGINIA TRANSPORTATION AUTHORITY
FINANCE COMMITTEE**

**MINUTES OF ACTION MEETING
James River Board Room and Zoom
July 13, 2022 – 8:30 a.m.**

Members Present:

| Jurisdiction/Agency | Member | Present | Absent |
|--|--------------------------------|---------|--------|
| Chesterfield County | Kevin P. Carroll | X | |
| Hanover County | W. Canova Peterson, Vice Chair | X | |
| Henrico County | Frank J. Thornton | X | |
| City of Richmond | Mayor Levar M. Stoney, Chair | X | |
| Commonwealth Transportation Board | Carlos M. Brown | | 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. A recording of this meeting is available at on the [PlanRVA YouTube channel](#).

CALL TO ORDER

The Central Virginia Transportation Authority (CVTA) Finance Committee Chair Levar M. Stoney presided and called the July 13, 2022, CVTA Finance Committee meeting to order at 9:00 a.m.

ATTENDANCE ROLL CALL & CERTIFICATION OF MEETING QUORUM

Janice Firestone, PlanRVA, certified that a quorum was present. All members were present.

ADMINISTRATION

1. Consideration of Amendments to the Meeting Agenda

Chair Stoney recommended adding an Investment Portfolio Update to the agenda under Old Business. There were no other requested changes to the meeting agenda and the CVTA Finance Committee members voted unanimously to approve the July 13, 2022, agenda, by acclamation as amended..

2. Approval of June 8, 2022, CVTA Finance Committee Action Meeting Minutes

On motion of Frank J. Thornton, seconded by W. Canova Peterson, the CVTA Finance Committee unanimously approved the minutes of the June 8, 2022, CVTA Finance Committee meeting, by acclamation as presented (voice vote).

3. Open Public Comment Period

There were no requests to address the CVTA Finance Committee.

4. CVTA Finance Committee Chairman’s Report

Chair Stoney thanked committee members for attending and for his time as Chairman of the committee.

5. CVTA Activities Report

a. Financial Activities and Investment Reports

Chet Parsons, PlanRVA, gave an overview of the report and offered to answer any questions.

b. VRSA Renewal

Mr. Parsons gave an explanation of this matter and offered to answer any questions. He clarified that the matter does not need to go to the full authority for approval.

c. TAC Activities Report

Dironna Moore Clarke, TAC Chair, provided a report on the group’s July 11th meeting:

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

OLD BUSINESS

Investment Portfolio Update (added to agenda)

Mr. Parsons gave an overview of a memo from Rebecca Longnaker, Treasurer, Chesterfield County, providing an update on the investment portfolio for the Regional Fund of the CVTA. The monthly investment report will be available prior to month end.

Chesterfield County’s Treasurer’s Office met with and discussed investment options with PFM Advisors, Kevin Rotty and Kristi Choi. All parties understand that preferred strategy is to move forward with a cash flow projection for the Regional projects, however, as this Authority is relatively newly formed, it is not reasonable at this time to predict cash flows accurately. Therefore, based on current available cash flow projections, PFM advised that investments with maturities of one year or less is recommended. The schedule below reflects current holding as of July 12, 2022 for the Regional Fund of the CVTA. As maturities occur, reinvestment opportunities will be evaluated based on updated cash flow projections.

| Description | YTM @ Cost | Face Amount/Shares |
|---------------------------------------|------------|-----------------------|
| 0-1 Month | | |
| LGIP LGIP | | 5,791,218.19 |
| VML/VACo LGIP | | 15,003,159.40 |
| VML/VACo LGIP | | 359,708.09 |
| 3-6 Months | | |
| BANCO SANTANDER SA/NY 2.965 12/7/2022 | 2.747 | 25,000,000.00 |
| CREDIT SUISSE NEW YORK 0 1/17/2023 | 3.000 | 25,000,000.00 |
| 6-9 Months | | |
| BARCLAYS CAPITAL INC 0 3/3/2023 | 2.582 | 10,000,000.00 |
| 9-12 Months | | |
| CITIBANK NA 3.73 6/21/2023 | 3.497 | 10,000,000.00 |
| ROYAL BANK OF CANADA 2.6 7/7/2023-22 | 2.600 | 10,000,000.00 |
| Total / Average | | 101,154,085.68 |

Ms. Longnaker came forward to answer committee member questions. She offered clarification on the following:

- The proposed investments have been selected for their lack of risk.
- The anticipated returns are 3% at maximum.
- The goal is to invest on a short-term basis so that funds are available for use when needed.
- An explanation of the Yield-to-Market cost was given.

6. Nominating Committee Report

Mr. Parsons gave an overview of the report submitted by the Nominating Committee. Committee members discussed recommendations for future members and leadership rotation. The recommendations will be made to the full authority at the July 15, 2022, meeting.

NEW BUSINESS

7. Presentation on New Auditing Standard – Key Audit Matters

Michael A. Garber, PBMares, addressed the committee and explained 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. He noted that each of the CVTA member jurisdictions' Finance/Audit departments will have been made aware of the new auditing standard.

He also reported that fraud risk is assessed with each audit. He asked committee members to let his office know if there are any issues they would like the auditors to look into.

OTHER BUSINESS

8. Future Meeting Topics

The Chair provided a recap of the future meeting topics recommended by staff.

9. CVTA Finance Committee Member Comments

Mr. Peterson reminded members of the upcoming Hanover Tomato Festival. Mr. Thornton, Mr. Carroll and Mr. Peterson thanked Chair Stoney for his service as Chair and shared their thoughts on how beneficial it has been for CVTA authority and committee members to get to know one another and work together to provide improved transportation for the region.

Chair Stoney commented that the work being done now by the CVTA will impact citizens of the region for generations to come. He thanked fellow committee members for their support and noted he is looking forward to continuing to serve on the Finance Committee and the CVTA.

10. Next Meeting

The next action meeting is scheduled for August 10, 2022, beginning at 8:30 a.m. in Richmond, Virginia.

11. Adjournment

Chair Stoney adjourned the meeting at 9:42 a.m.