

**CENTRAL VIRGINIA TRANSPORTATION AUTHORITY MEETING MINUTES**  
**Friday, November 15, 2024, 9:00 a.m.**  
**PlanRVA James River Boardroom and via Zoom**  
**424 Hull Street, Suite 300, Richmond, VA 23224**

**Members:**

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		Ryan Patterson		X
Chesterfield County	Kevin P. Carroll	X		James Holland		X
Goochland County	Neil Spoonhower	X		Tom Winfree	X	
Hanover County	Sean Davis	X		Ryan Hudson		X
Henrico County	Tyrone Nelson	X		Vacant		
New Kent County	John Moyer	X		Amy Pearson		X
Powhatan County	Steve McClung		X	Mark Kinney		X
City of Richmond	Mayor Levar M. Stoney	X		Kristen Nye		X
VA House of Delegates	Delegate Rae Cousins	X		N/A		
Senate of Virginia	Senator Ghazala F. Hashmi	X		N/A		
Commonwealth Transportation Board	J. Rex Davis	X		N/A		

**Non-Voting Ex-Officio Members:**

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

The technology used for the CVTA meeting was a web-hosted service created by Zoom and YouTube Live Streaming and was open and accessible for participation by members of the public. A recording of this meeting is available on our [Plan RVA YouTube Channel](#).

## **Call to Order**

The Central Virginia Transportation Authority Chair, Sean Davis, presided and called the meeting to order at 9:01 a.m.

## **Pledge of Allegiance**

The Pledge of Allegiance was led by Mr. Spoonhower.

## **Welcome and Introductions**

Chair Davis welcomed all attendees.

Janice Scott, Board Relations Manager, took roll call and confirmed that a quorum was present. It was later determined that the absence of a representative from Henrico County prevents any action taken from being approved due to the requirement that Authority members representing at least 4/5 of the region's population be present in order to pass any motion. Chair Davis announced that the actions taken at the beginning of the meeting are null and void. He made a motion to that effect, seconded by Levar Stoney, and the members present at the time were polled and expressed their agreement.

Chair Davis called a brief recess at 9:10 a.m.

The meeting was reconvened at 9:20 a.m., at which point there were enough members present to affirm 4/5 population votes. Ms. Scott called the roll for attendance and re-certified that a quorum was present.

## **A. ADMINISTRATION**

### **1. Confirmation of Member Participation from a Remote Location**

Chair Davis reported that Barbara Nelson requested approval to participate remotely due to her principal residence location being more than 60 miles from the meeting location.

Chair Davis announced his approval of the request to participate remotely.

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

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

### **2. Consideration of Amendments to the Meeting Agenda**

On motion by Byron Adkins, seconded by Rae Cousins, the members of the Central Virginia Transportation Authority voted unanimously to amend the agenda to change the action for Item B.-3. - Fall Line Trail Management: A Resource Guide, from "approve" to "amend" (voice vote).

### **3. Approval CVTA Meeting Minutes – September 27, 2024**

On motion by Ghazala Hashmi, seconded by Tyrone Nelson, the members of the Authority voted to approve the CVTA meeting minutes as presented (voice vote).

### **4. Open Public Comment Period**

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

Mr. Moyer announced that he attended a VACo meeting this past week. He noted that the experience left him with a greater appreciation for the exceptional level of cooperation that exists on the CVTA and in the Richmond Region.

## **5. CVTA Chairman's Report**

Chair Davis did not have a formal report.

## **6. CVTA Executive Director's Report**

### **a. VDOT Emergency Funds**

Chet Parsons, Executive Director, reported that he spoke with Laura Farmer, VDOT CFF, regarding the impacts of Hurricane Helene and implications on state funding. He shared Ms. Farmer's written response that detailed VDOT's process and the financial resources planned for emergency responses.

Mr. Parsons noted that the new CVTA website, which will go live next week, will have a member portal that will include information such as member home addresses. He asked members to fill out a member profile form if they wish this information to be available to other members.

Mr. Parsons also reported on the progress of the draft CVTA Impact Report for FY24 and reviewed the report with Authority members.

Chair Davis announced that the CVTA Finance Committee Chair report would be heard at this time so that Mr. Spoonhower could leave the meeting early if necessary.

Mr. Spoonhower reported on the presentations and actions from the October 9<sup>th</sup> Finance Committee meeting:

- Kristy Choi, PFM, gave the presentation and reported that CVTA's financial policies outline a Working Capital Reserve ("WCR") equal to at least 3 months of the budgeted, annual Regional CVTA Funds. Using FY 2024 preliminary Regional CVTA Funds, the WCR requirement equal to approximately \$18 million.
- The committee reviewed how the tax and investment reports that are presented each month are developed so that committee members could have a better understanding of how the information is collected and compiled for reporting to the Authority.
- The committee heard a presentation from Megan Martz Gilliland with Kaufman & Canoles, on the next steps in the process. It was noted that a resolution to approve the bond documents will be ready for preview/approval soon so that they can be made part of the validation process.
- The Regional Funding Deallocation Policy was reviewed. The policy, if adopted, can be revised if/when the Authority determines changes are necessary.
- Michael Garber with PBMares presented the FY24 audit report to the committee and reported that the Authority received a clean report.

Mr. Spoonhower noted that the committee is scheduled to meet again on December 11<sup>th</sup>.

## **B. ACTION ITEMS**

### **1. CVTA Audit Report**

Michael Garber, PBMares, reported that the Authority received a clean report on the FY24 audit. Mr. Garber provided an overview of the audit results and offered to answer any questions.

On motion by Neil Spoonhower, the members of the Central Virginia Transportation Authority voted unanimously to approve the following resolution (roll call vote; see below):

**Resolved**, that the Central Virginia Transportation Authority (CVTA) approves the Fiscal Year 2024 Audit Report.

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

## 2. Regional Funding Deallocation Policy

Mr. Parsons presented this request and reported that, as part of the [CVTA Regional Project Selection and Allocation Framework](#), regional project applicants are encouraged to leverage CVTA funds for additional outside funding, such as Smart Scale, revenue sharing, or federal grants when possible. The CVTA has supported leveraging funds for regional projects to aid project delivery in an expedited timeframe. Projects with funding intended to be leveraged are not considered active until the project is fully funded.

He noted there are multiple opportunities for the project sponsor to take advantage of the leveraged funding. Following the award of CVTA regional funding, if the project sponsor is not able to obtain full funding through leveraged resources, the sponsor may consider the following options:

- The project estimate may be adjusted for inflation and programmed forward to the anticipated funding year of the additional source
- The project sponsor may also request a new amount for leveraging funds
- If this new amount is not included in the CVTA funding scenario, the project sponsor can adjust the request or retain the original funding request and try for a second time to achieve additional project funding
- If the adjusted leveraging amount is approved by the CVTA, the process is reset with the new funding amount as the first leveraging attempt.

Mr. Parsons explained that If the project sponsor is still unable to fully fund the project, the project will be deemed eligible for deallocation. The policy under consideration identifies how the CVTA shall treat projects eligible for deallocation and, if funds are deallocated, how such funds will be directed back into the regional project funding budget.

Eric Gregory, legal counsel, was asked to provide further clarification on the need for the policy and what options the Authority will have in various situations going forward if the policy is adopted.

Authority members discussed various potential scenarios for project funding.

There was a question about when the four-year period begins (in the following statement in the draft policy: “If the project sponsor is unable to fully fund the project within four years of having regional CVTA funds allocated, the project will be deemed eligible for deallocation.”). Mr. Parsons clarified that it begins when the Authority takes action on the allocations plan.

On motion by Neil Spoonhower, seconded by Kevin Carroll, the members of the Central Virginia Transportation Authority voted unanimously to approve the following resolution:

**Resolved,** that the Central Virginia Transportation Authority (CVTA) approves a revision to its Financial Policies and Procedures to include a Deallocation Policy for Leveraging Funds.

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

### 3. Fall Line Trail Management: A Resource Guide

Mr. Parsons presented this request and reported that staff was asked to collect and prepare information to guide discussions with the CVTA TAC regarding Fall Line Trail management. While the long-term management of this regional multi-use facility is critically important, the CVTA recognizes it is a funding agency and does not have the authority to make decisions regarding facility management. Rather, facility management will be a decision between the trail owner and each locality.

The report gathers and summarizes all materials that have been requested by the CVTA Technical Advisory Committee and can serve as a foundation for future regional conversations regarding the management of the Fall Line Trail.

John Hodges asked that the map be amended to correctly reflect the Town of Ashland’s ownership of the half-mile section located within the town.

There was discussion about what the next step in the process will be. Mr. Parsons clarified that there could likely be agreements between VDOT and each locality to specify who will manage/maintain each part of the trail.

Barbara Smith, TAC Chair, came forward and clarified that TAC recognized the importance in distinguishing between management and maintenance. She noted that in Chesterfield the county is the owner of the trail and will collaborate with VDOT on various elements. She also clarified that the document provides information on how other trails in Virginia are handled, including those that have a separate entity that oversees the trail, such as the Capital Trail Foundation, rather than having individual localities assume those responsibilities.

Mr. Parsons noted that it may be prudent to initiate discussions with the RRTPO and PlanRVA to explore options. Chair Davis asked that staff request this matter be added to upcoming PlanRVA Commission and RRTPO Policy Board agendas for discussion. It was noted that the City of Colonial Heights and the City of Petersburg have portions of the trail as well and will need to be included on the discussions.

On motion by John Hodges, seconded by John Moyer, the members of the Central Virginia Transportation Authority voted unanimously to approve the following resolution (voice vote):

**Resolved**, that the Central Virginia Transportation Authority (CVTA) accepts the Fall Line Trail Management: A Resource Guide report and reconfirms its role as lead funding partner.

## **C. REPORTS**

### **1. CVTA Finance Committee Update**

**a. Finance Committee Chair's Report** (heard prior to action items)

**b. Financial Activity and Investment Reports**

These reports were included in the meeting agenda packet.

### **2. CVTA Technical Advisory Committee (TAC) Update**

**a. TAC Chair's Report**

Ms. Smith reported on the activity from the November 4<sup>th</sup> TAC meeting:

- CVTA Regional Project Selection and Allocation Framework. The committee reviewed the parking lot items in the framework document that still need resolution. A sub-committee will be formed to work out the details of transit scoring and activity centers. prior to the December TAC meeting.
- The committee reviewed the deobligation process.
- The various options for the use of leveraging for PE were discussed along with the impact of potential future bonding. A list of projects that might be potential bond projects will be reviewed at the next meeting so the group can discuss how best to get them ready.
- The Fall Line Trail management resource guide was reviewed and the committee is recommending Authority acceptance of the report.
- Fall Line Wayfinding - Reimbursement Process. The Authority set aside 1.5M for wayfinding implementation. TAC is reviewing options; currently, it seems that adding wayfinding details as amendments to existing SPAs may be the best way to handle it.

## **D. OTHER BUSINESS**

### **1. Agency Reports: PlanRVA and RRTPO**

The reports were included in the meeting agenda packet.

### **2. CVTA Member Comments**

Tiffany Dubinsky announced that Tiffany Robinson has been selected as the new DRPT Director. She reported that Ms. Robinson will likely attend an upcoming CVTA meeting.

Chair Davis thanked Mayor Stoney for his service on the Authority.

## **E. ADJOURNMENT**

Chair Davis adjourned the meeting at 10:25 a.m.