

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY
MINUTES OF MEETING
Friday, December 8, 2022, 10:00 a.m.
Capital Region Airport Commission, Booty Armstrong Boardroom and Via 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		Rhonda Russell	X	
Chesterfield County	Kevin P. Carroll, Chair	X		Christopher Winslow		X
Goochland County	Neil Spoonhower	X		Susan Lascolette		X
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	N/A		
Commonwealth Transportation Board	Carlos M. Brown		X	N/A		

Non-Voting Ex-Officio

Agency	Member	Present	Absent	Designee	Present	Absent
CRAC	Perry J. Miller	X		N/A		
GRTC	Sheryl Adams		X	Vacant		
RMTA	Joi Taylor Dean	X		N/A		
VDRPT	Jennifer DeBruhl		X	Tiffany Dubinsky	X	
VDOT	Stephen Brich		X	Dale Totten (A)	X	
				Mark Riblett (A)	X	
Virginia Port Authority	Stephen A. Edwards		X	Cathie J. Vick		X
				Barbara Nelson	Virtual	

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](#).

Virtual participation of this meeting by members of the authority is authorized under the City of Richmond Res. No. 2020-R025, - declaration of a local emergency due to the potential spread of COVID-19, adopted March 16, 2020. The resolution is available [here](#).

CALL TO ORDER

The Central Virginia Transportation Authority (CVTA) Chairman, Kevin P. Carroll, presided and called the December 8, 2022, Central Virginia Transportation Authority meeting to order at 10:35 a.m.

CERTIFICATION OF MEETING QUORUM

Janice Firestone, Chief Clerk, took attendance by roll call and certified that a quorum was physically present.

A. ADMINISTRATION

1. Confirmation of Member Participation from a Remote Location

Chair Carroll announced that he approved the request of Barbara Nelson to participate remotely in the meeting.

On motion by W. Canova Peterson, seconded by Frank J. Thornton, the Authority voted unanimously to confirm that the Chair's decision to approve the member's request to participate from a remote location was in conformance with the CVTA Policy for Remote Participation of Members; and, the voice of the remotely participating member can be heard by all persons at the primary or central meeting location. (voice vote).

The quorum was updated to show the following: Barbara Nelson was present remotely from her home in Hanover County, Virginia. Reason: a personal matter, specifically a scheduling conflict that prevents in-person attendance at the Capital Region Airport Commission location.

2. Consideration of Amendments to the Meeting Agenda

Chet Parsons, PlanRVA, announced that the agenda needs to be amended to move item B.-1.-c. to B.-1.-a and to add a closed session for purposes of briefing the CVTA on a contractual matter involving the expenditure of public funds concerning the recruitment of the CVTA executive director, per FOIA Sect. 2.2-3711.A.29.

On motion by W. Canova Peterson, the Authority voted unanimously to amend the agenda to move item B.-1.-c. to B.-1.-a and to add a closed session for purposes of briefing the CVTA on a contractual matter involving the expenditure of public funds concerning the recruitment of the CVTA executive director, per FOIA Sect. 2.2-3711.A.29. (voice vote).

3. Approval of October 28, 2022, CVTA Meeting Minutes

On motion by Byron Adkins, seconded by Daniel McGraw, the Authority voted to approve the minutes of the October 28, 2022, CVTA meeting as presented (voice vote).

4. Open Public Comment Period

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

5. CVTA Chairman's Report

Chair Carroll did not have a formal report.

B. COMMITTEE REPORTS

1. CVTA Finance Committee Update

a. CVTA Regional Allocations

Chet Parsons, PlanRVA, provided an explanation of the request. Myles Busching, PlanRVA came forward and provided clarification on the timing of certain projects and how SmartScale funding works with the projects.

On motion by W. Canova Peterson, the members of the Authority voted to approve the allocation scenario to advance regional projects as presented (roll call vote, see Appendix A).

Closed Session (added to agenda)

On motion by Levar M. Stoney, 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 a contractual matter involving the expenditure of public funds concerning the recruitment of the CVTA executive director, pursuant to Section 2.2-3711 (A) (29), during which all recording of the meeting will cease (voice vote).

Authority members entered Closed Session at approximately 11:03 a.m. Barbara Nelson was unable to join the Zoom Webinar and was not present for the closed session discussion. At the conclusion of the Closed Session, the Chair called the regular meeting back to order at approximately 11:20 a.m.

Certification of Closed Session

On motion by Frank J. Thornton, 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).

On motion by Kevin P. Carroll, seconded by W. Canova Peterson, the Authority members voted to select Boyden to perform the CVTA Executive Director search services and authorize the Chairman to negotiate and execute final terms of the contract, subject to review and approval by the HR Roundtable and legal counsel (see Appendix A, Voting Tool).

Chair Carroll noted that he will be consulting with the Finance Committee Chair and other Authority members during the process of final contact negotiation.

b. Financial Activities and Investment Reports

Mr. Parsons provided this report and offered to answer any questions.

c. Revenue Projections vs. Actual

Mr. Parsons reported that the projections for FY21 were slightly higher than the actual. For FY22 the actuals were higher than the projections. It is expected that FY23 will show higher actuals than projections as well.

Authority members discussed the importance of ensuring that there is no overcharging in the projects.

W. Canova Peterson, CVTA Finance Committee Chair, reported that the committee has decided to wait before recommending any changes to the CVTA Financial Policy.

Mayor Levar M. Stoney left the meeting at 11:14 a.m.

2. CVTA Technical Advisory Committee (TAC) Update

Dironna Moore Clarke, CVTA TAC Chair, reviewed the items heard by the committee and the Fall Line Working Group at the November meetings.

C. OTHER BUSINESS

1. GRTC Microtransit Study

Adrienne Torres, GRTC, provided this report and offered to answer any questions. A copy of the presentation can be found in the meeting materials.

The Chairman announced a brief recess at 11:38 a.m.

The meeting was reconvened at 11:45 a.m.

2. PFM Presentation: Financing Projects and Addressing Escalating Costs

Kevin Rotty, PRM, provided this presentation, which is posted on the meeting webpage. Following the presentation, Board members had questions and Mr. Rotty offered clarification on the significance of the bond ratings. Future changes in revenue due to the use of electric cars has not yet been taken into account.

3. CVTA Member Comments

Chairman Carroll reported on the recent and upcoming presentations to the local governing bodies.

Tiffany Dubinsky commented on Zach Trogden's transition to alternate for the CVTA. She expressed her appreciation for her time as alternate on the authority.

Dale Totten, VDOT, introduced himself and described his knowledge and experience.

Mr. Thornton expressed his appreciation to staff for their support, particularly with the technology for the meetings.

D. ADJOURNMENT

Chair Carroll adjourned the meeting at approximately 12:07 p.m.