

**CENTRAL VIRGINIA TRANSPORTATION AUTHORITY MEETING MINUTES**  
**Friday, February 24, 2023, 8:30 a.m.**

**PlanRVA James River Board Room and via Zoom**

**Members Present:**

| Jurisdiction/<br>Agency                  | Member                            | Present | Absent | Designee             | Present        | Absent |
|--|-----------------------------------|---------|--------|----------------------|----------------|--------|
| <b>Town of Ashland</b>                   | John H. Hodges                    | X       |        | Daniel McGraw        |                | X      |
| <b>Charles City County</b>               | Byron Adkins, Sr.                 |         | X      | William Coada        | X<br>(virtual) |        |
| <b>Chesterfield County</b>               | Kevin P. Carroll,<br>Chair        | X       |        | Christopher Winslow  |                | X      |
| <b>Goochland County</b>                  | Neil Spoonhower                   | X       |        | Susan Lascolette     |                | X      |
| <b>Hanover County</b>                    | W. Canova Peterson                | X       |        | Sean M. Davis        |                | X      |
| <b>Henrico County</b>                    | Frank J. Thornton                 | X       |        | Patricia S. O'Bannon |                | X      |
| <b>New Kent County</b>                   | Patricia A. Paige                 | X       |        | John Lockwood        |                | X      |
| <b>Powhatan County</b>                   | Michael W. Byerly                 | X       |        | Steve McClung        |                | X      |
| <b>City of Richmond</b>                  | Mayor Levar M. Stoney, Vice Chair |         | X      | Michael Jones        | X              |        |
| <b>VA House of Delegates</b>             | Delegate Roxann Robinson          |         | X      | N/A                  |                |        |
| <b>Senate of Virginia</b>                | Senator Jennifer L. McClellan     |         | X      | N/A                  |                |        |
| <b>Commonwealth Transportation Board</b> | Carlos M. Brown                   |         | X      | N/A                  |                |        |

**Non-Voting Ex-Officio**

| Agency                         | Member                        | Present | Absent | Designee         | Present        | Absent |
|--------------------------------|-------------------------------|---------|--------|------------------|----------------|--------|
| <b>CRAC</b>                    | Perry J. Miller               | X       |        | N/A              |                |        |
| <b>GRTC</b>                    | Sheryl Adams                  | X       |        | Adrienne Torres  | X              |        |
| <b>RMTA</b>                    | Joi Taylor Dean               | X       |        | N/A              |                |        |
| <b>VDRPT</b>                   | Jennifer DeBruhl<br>(virtual) | X       |        | Zach Trogden     |                | X      |
| <b>VDOT</b>                    | Stephen Brich                 |         | X      | Dale Totten (A)  | X              |        |
|                                |                               |         |        | Mark Riblett (A) | X              |        |
| <b>Virginia Port Authority</b> | Stephen A. Edwards            |         | X      | Cathie J. Vick   |                | X      |
|                                |                               |         |        | Barbara Nelson   | X<br>(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 February 24, 2023, Central Virginia Transportation Authority meeting to order at 9:00 a.m.

## **Pledge of Allegiance**

The Pledge of Allegiance was led by Chairman Carroll.

## **Welcome and Introductions**

Chair Carroll welcomed all attendees and noted that the certification of a quorum and any matters requiring votes would be held later in the meeting to allow time for other members to arrive at the meeting.

## **A. ADMINISTRATION**

### **CVTA Chairman's Report**

Chair Carroll reported that a firm has been selected and is currently engaged in the CVTA Executive Director search.

Patricia Paige shared comments on recent traffic issues on I-64 in New Kent and invited all authority members to visit Colonial Downs.

The Chairman opened a discussion on the CVTA meeting time and asked members to let him know if they prefer 8:30 or 9:00 a.m.

Neil Spoonhower thanked Chairman Carroll for his recent visit and presentation to the Goochland County Rotary Club.

### **Open Public Comment Period**

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

## **B. COMMITTEE REPORTS**

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

#### **a. CVTA Finance Committee Chairman's Report**

W. Canova Peterson, Finance Committee Chair, reported that the committee met on February 8<sup>th</sup>. He noted that project eligibility, bonding and debt service were among the topics.

#### **b. Financial Activities and Investment Reports**

Chet Parsons, PlanRVA, provided this report and offered to answer any questions.

Michael Jones arrived at 9:15 a.m. and was welcomed as the City of Richmond alternate representative.

### **Certification of a Quorum**

Janice Firestone, Program Manager, took attendance by roll call and certified that a quorum was present.

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

Chairman Carroll noted that Senator Jennifer McClellan was elected to Congress. The agenda will be amended to add the drafting of two letters, one to thank her for her service on the CVTA and another to the Senate requesting a new member be appointed to the CVTA. Authority members approved the agenda as amended by acclamation.

## **Approval of December 8, 2022, CVTA Meeting Minutes**

On motion by W. Canova Peterson, seconded by Frank Thornton, the Authority voted to approve the meeting minutes as presented (voice vote; John Hodges abstained).

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

### **a. CVTA TAC Committee Chairman's Report**

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

- The second quarter expenditures for FY23 are due.
- The SPA agreement for the localities administering their Fall Line Trail projects was discussed (and is on the agenda for authority approval today).
- Management of pledged leveraging funds and potential special considerations for eligibility were discussed. A priority projects category in the Allocation Framework document is expected to be brought to the Authority for approval.

Authority members offered recognition for the work done by the TAC members.

### **b. Smart Scale Recommendations Review (focus on CVTA leveraging impacts)**

Mr. Parsons provided this report and offered to answer any questions. He reviewed the summary of the projects that were submitted to SmartScale. He provided a review of the results and explained the additional leveraging amounts that would have been needed in order for the project to have been approved for SmartScale. This is an ongoing effort that will ultimately be used to improve applications and better determine leveraging amounts for future SmartScale rounds.

Authority members discussed the amounts submitted and the changes in project cost estimates. It was noted that PFM has been asked to look into this and provide recommendations to the Authority. Dale Totten, VDOT, reported that the VDOT estimates have been a frequent topic of discussion. He explained the statewide approach that is continually monitored and adjusted as necessary.

### **c. CVTA/Locality SPA Update**

Eric Gregory, legal counsel, provided this report and offered to answer any questions. He noted the CVTA has an agreement with VDOT for the projects that will be administered by VDOT. This agreement is primarily for Richmond, Henrico and Chesterfield because those localities will be administering their own Fall Line Trail projects. Once approved as to form, it will be circulated to the other localities for legal counsel review as well.

The provisions for ongoing maintenance were discussed. CVTA funds can be approved for use in ongoing maintenance of projects. Ms. Clarke noted that the agreement is intended to be for the 35% of regional funding. It may be advantageous for the CVTA to enact a maintenance agreement in the future to handle how Fall Line Trail projects will be maintained.

On motion by Frank J. Thornton, seconded by W. Canova Peterson, the Authority members voted to approve the agreement as to form (voice vote).

### **C. OTHER BUSINESS**

#### **1. Letter of Appreciation to Jennifer McClellan and letter to Senate of Virginia Regarding Senate Representative on the CVTA and** (added to agenda)

Mr. Gregory noted that the letter to the Senate should be sent to the Chairman of the Senate Rules Committee.

On motion by Neil Spoonhower, seconded by John H. Hodges, the Authority members voted to approve the letters and authorize staff to draft them for the Chair's signature (voice vote).

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

Chair Carroll commented on his recent presentation to the Richmond City Council.

There were no other member comments.

### **D. ADJOURNMENT**

Chair Carroll adjourned the meeting at approximately 10:05 a.m.