

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY MEETING MINUTES

Friday, March 29, 2024, 9:00 a.m.
PlanRVA James River Boardroom and via Zoom
424 Hull Street, Suite 300, Richmond, VA 23224

Members Present:

Jurisdiction/ Agency	Member	Present	Absent	Designee	Present	Absent
Town of Ashland	John H. Hodges, Vice Chair	X		Daniel McGraw		
Charles City County	Byron Adkins, Sr.	X		Ryan Patterson		
Chesterfield County	Kevin P. Carroll	X		James Holland		
Goochland County	Neil Spoonhower			Tom Winfree	X	
Hanover County	Sean Davis			Ryan Hudson		
Henrico County	Tyrone Nelson	X		Vacant		
New Kent County	John Moyer			Amy Pearson	X	
Powhatan County	Steve McClung	X		Mark Kinney		
City of Richmond	Mayor Levar M. Stoney, Chair			Kristen Nye	X	
VA House of Delegates	Delegate Rae Cousins	X		N/A		
Senate of Virginia	Senator Ghazala F. Hashmi	X (virtual)		N/A		
Commonwealth Transportation Board	J. Rex Davis	X		N/A		

Non-Voting Ex-Officio

Agency	Member	Present	Absent	Designee	Present	Absent
CRAC	Perry J. Miller	X		John Rutledge		
GRTC	Sheryl Adams	X		Adrienne Torres		
RMTA	Joi Taylor Dean			N/A		
VDRPT	Jennifer DeBruhl			Zach Trogden	X	
VDOT	Stephen Brich			Dale Totten (A)		
				Mark Riblett (A)	X	
Virginia Port Authority	Stephen A. Edwards			Cathie J. Vick		
				Barbara Nelson	X (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](#).

Call to Order

The Central Virginia Transportation Authority (CVTA) Vice Chair, John Hodges, presided and called the March 29, 2024, CVTA meeting to order at 9:14 a.m.

Pledge of Allegiance

The Pledge of Allegiance was led by Vice Chair Hodges.

Welcome and Introductions

Vice Chair Hodges welcomed all attendees.

A. ADMINISTRATION

1. Confirmation of Member Participation from a Remote Location

Vice Chair Hodges reported that two members requested approval to participate remotely:

- Barbara Nelson, for the following reason: principal residence location more than 60 miles from the meeting location.
- Ghazala Hashmi for the following reason: a personal matter; specifically, a scheduling conflict that prevents in person attendance.

Vice Chair Hodges announced his approval of the requests to participate remotely.

On motion by Kevin Carroll, seconded by Tyrone Nelson, the members of the Authority voted unanimously to approve the members' requests to participate from a remote location were in conformance with the CVTA Policy for Remote Participation of member; and, the voice of the remotely participating members 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 members.

2. Consideration of Amendments to the Meeting Agenda

Mr. Parsons requested that the order for Items B.-1 and B.-2 be switched.

On motion by Amy Pearson, seconded by Kevin Carroll, the members of the Authority voted to approve the CVTA meeting agenda as amended (voice vote).

3. Approval of the February 23, 2024, CVTA Meeting Minutes

On motion by Steve McClung, seconded by Byron Adkins, the members of the Authority voted to approve the CVTA meeting minutes as amended (voice vote; John Hodges and Amy Pearson abstained).

4. Open Public Comment Period

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

5. CVTA Chairman's Report

Vice Chair Hodges commended PlanRVA on the success of the Transportation Forum that was held March 15th at Main Street Station.

GRTC's Link microtransit ribbon-cutting event in Ashland was a success and he is looking forward to the program's success.

6. Executive Director's Report

Chet Parsons, Executive Director, reported on two letters that were distributed: a letter of support for the City of Richmond's grant application for Fall Line Trail funding and a letter of intent to sign a memorandum of agreement with PlanRVA for a climate pollution reduction grant application.

He reminded members that he is collecting information from each Authority member as to whether they wish to receive the stipend that is available for meeting attendance.

Delegate Rae Cousins joined the meeting at 9:25 a.m.

B. ACTION ITEMS

2. FY 2024 Administrative and Operating Budget – Revision 01

Mr. Parsons explained the proposed budget revision and reported that it was reviewed by the Finance Committee and Authority approval was recommended.

On motion by Kevin Carroll, the members of the Authority voted to approve the FY 2024 Administrative and Operating Budget – Revision 01 (roll call vote; see Appendix A).

1. Request for Authorization to Advertise a Public Hearing for April 26, 2024, for the FY2025 Administrative & Operating Budget

Mr. Parsons explained that staff is preparing the FY25 budget. The expectation is that the budget will closely resemble the FY24 budget but will include funds for a stand-alone CVTA website. The Finance Committee will review the draft budget at its April meeting, prior to the April 26, 2024, Authority meeting. The committee recommended authorizing advertisement of the public hearing.

On motion by Kevin Carroll, the members of the Authority voted to authorize advertisement of a public hearing for April 26, 2024, for the FY2025 Administrative & Operating Budget and for a public review period to be held from April 11, 2024, through April 25, 2024 (voice vote).

3. Financial Policies and Procedures Update

Mr. Parsons provided an overview of the proposed changes to the Financial Policies and Procedures. Most of the changes are adjustments to account for the Executive Director position being filled. There is also a change in the regional revenue section to address potential bonding.

It was suggested that the wording in paragraph 2, start of the second sentence, be changed to “for debt-funded projects approved by the CVTA,”.

On motion by J. Rex Davis, seconded by Amy Pearson, the members of the Authority voted to approve the Financial Policies and Procedures as amended (voice vote).

4. 2024 CVTA Regional Allocations Plan

Mr. Parsons presented this request and explained that the Authority approved a dollar amount on February 23, 2024, for the list of projects. The allocations plan assigns the funds over the seven-year period, based on the information provided in each funding application.

On motion by Kristen Nye, seconded by Amy Pearson, the members of the Authority voted to approve the 2024 Regional Allocations Plan as presented (roll call vote; see Appendix A).

C. COMMITTEE REPORTS

1. CVTA Finance Committee Update

a. Finance Committee Chair's Report

Mr. Parsons reported that the committee addressed the previous action items on today's agenda at their last meeting. The committee was also introduced to representatives from Kaufman and Canoles, the newly selected bond council firm.

b. Financial Activity and Investment Reports

Mr. Parsons reviewed the financial activity and investment reports and highlighted key figures in the reports.

2. CVTA Technical Advisory Committee (TAC) Update

a. TAC Chair's Report

Dironna Moore Clarke, CVTA TAC Chair, came forward and provided an overview of TAC activity. She reported that the committee met on March 11th and received an update on the Fall Line Trail wayfinding plan. Localities have been asked to submit the destinations they want included in the plan to CVTA staff. Funding sources for wayfinding and other ongoing trail expenses are being explored.

The regional framework parking lot items were also reviewed by the TAC and the group will continue the review over the next months. Project readiness and regional benefit are two areas that the group is reviewing for potential improvements to the framework document.

An engineering on-call bench for third party cost estimate reviews is being explored.

There was discussion about possible artwork that will be added along the Fall Line Trail. There has not been a particular firm selected to provide and install artwork. Seeking input from localities' art councils was suggested.

3. Agency Updates

a. PlanRVA Report

b. RRTPO Report

Mr. Parsons noted that these reports were included in the agenda packet.

D. OTHER BUSINESS

1. CVTA Member Comments

Amy Pearson announced that the naming ceremony for the Patricia A. Paige Memorial Highway is being held April 3rd at 12 p.m. at the New Kent Rest Area and Welcome Center, located at I-64 east, mile marker 213.

Steve McClung asked staff to look into what funds might be available for blue-ways or waterways. Mr. Parsons noted that this can be explored with VDOT and other sources.

Kristen Nye reported that Chair Stoney has requested that a draft press release be prepared along with a video highlighting the key projects funded in round 3 for leveraging and implementation of projects planned for the next six years. It should also highlight how the region has increased the spending power of the CVTA by providing \$232M in regional transportation investments for this round and to fund major projects in the region.

Kevin Carroll commented that Chesterfield County has the capability to produce such a video. He offered those services to the CVTA and the City of Richmond.

Mark Riblett commented that VDOT's spring 6-year plan public meeting is scheduled for April 18th at 4:00 p.m. at the Richmond District office.

Tom Winfree commented on the statue of Secretariat that is being unveiled in Ashland tomorrow. Vice Chair Hodges reported that there will be a free showing of the Secretariat movie tomorrow at 11:00 a.m. and a ribbon cutting at 2:00 p.m.

E. ADJOURNMENT

Vice Chair Hodges adjourned the meeting at 10:05 a.m.

Motion as presented: Approve the FY 2024 Administrative and Operating Budget – Revision 01
First: Kevin Carroll
Second: N/A (Finance Committee recommendation)

Select location of proposed service/facility =

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	-
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	11	0	0	1	12	1,018,198

WEIGHTED	
"Yay"	"Nay"
1	0
1	0
4	0
2	0
0	0
4	0
2	0
2	0
4	0
1	0
1	0
1	0
23	0

OVERALL VOTE =

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

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 =

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

896,243
1,018,198 ←

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.

Motion as presented: Approve the 2024 Regional Allocations Plan as presented
 First: Kristen Nye
 Second: Amy Pearson

Select location of proposed service/facility =

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	-
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	11	0	0	1	12	1,018,198

WEIGHTED	
"Yay"	"Nay"
1	0
1	0
4	0
2	0
0	0
4	0
2	0
2	0
4	0
1	0
1	0
1	0
23	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
1,018,198 ←

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**.