

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY MEETING MINUTES

Friday, April 26, 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		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, Chair	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

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	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	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) Chair, Levar Stoney, presided and called the April 26, 2024, CVTA meeting to order at 9:04 a.m.

Pledge of Allegiance

The Pledge of Allegiance was led by Chair Stoney.

Welcome and Introductions

Chair Stoney welcomed all attendees.

Tyrone Nelson arrived at 9:10 a.m.

A. ADMINISTRATION

1. Confirmation of Member Participation from a Remote Location

Chair Stoney reported that one member requested approval to participate remotely:

- Barbara Nelson, for the following reason: principal residence location more than 60 miles from the meeting location.

Chair Stoney 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 member's requests 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

There were no requested changes to the agenda.

3. Approval of the March 29, 2024, CVTA Meeting Minutes

On motion by Sean Davis, seconded by Tyrone Nelson, the members of the Authority voted to approve the CVTA meeting minutes as amended (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 Stoney expressed his appreciation to Kristen Nye, Richmond City Council President, for attending in his absence recently.

He requested staff to assess the CVTA long-term funding needs and develop a two-month plan. Use in determining when bonding will occur.

B. PUBLIC HEARING – FY2025 CVTA ADMINISTRATIVE AND OPERATING EXPENSE BUDGET

Mr. Parsons reported that there was a public comment period from April 11 – April 25. No public comments were received.

He reported on the primary changes between FY24 and FY25:

- Slight increase in administration and staffing to cover coordinated PlanRVA assumptions regarding cost of living adjustments and additional staff coverage for financial and administrative management.

- Reduction in fees for financial advisors, bond preparation services, and bond counsel – aside from the quarterly advisory fees with PFM from the March 2022 Financial Advisory Services agreement, any additional fees incurred to assist in preparing CVTA for bond issuance would be included in that cost.
- Contracted services update to finalize and publish the Fall Line Trail Wayfinding Plan with AB Design in first half of FY25 and develop task orders in new PlanRVA engineering on-call bench for off-year existing project support and next round of regional funding in FY26.
- Increase in technology and support services to include:
 - Use of PlanRVA communications and engagement bench consultants to develop approach for CVTA standalone website.
 - Focus on technology: priority data to share with the public and stakeholders, innovative web tools to engage the community and educate them on the importance of the CVTA.
 - RFP for website development, award and production of contract to create a new CVTA website that can be easily maintained by staff.
 - Development of video content that supports storytelling about the impact of CVTA and regional project highlights.
- Increases in specialty software licenses to assist in data visualization, audience polling, and presentations. Includes subscription fees for Executive Director to continue professional development through access to best practices data.
- Increase in public engagement to cover development of enhanced tools for sharing the CVTA story with the public and external partners, data visualization (such as live dashboards, charts, and graphs), survey tools and real-time polling/ preference surveys.

Delegate Rae Cousins arrived at 9:20 a.m.

Authority members had questions and Mr. Parsons clarified that the expense for finalizing the Fall Line Trail wayfinding plan is listed as an administrative expense to fit into the overall format of the budget. The Finance Committee can explore options for future budgets to be reorganized to reflect expenses such as this in relation to the specific project.

Chair Stoney opened the public hearing and asked that anyone wishing to speak on the matter come forward. Seeing no individuals come forward to speak or request to speak via the Zoom webinar, the public hearing was closed.

On motion by Sean Davis, seconded by Kevin Carroll, the members of the Authority voted to adopt the following resolution (roll call vote; see Appendix A):

Resolved, that the Central Virginia Transportation Authority (CVTA) approves the FY 2025 Administrative and Operating Budget.

C. ACTION ITEMS

1. **GRTC Regional Public Transportation Plan**

Adrienne Torres, GRTC, presented this item and provided an overview of the changes to the plan. The primary updates for FY24 are:

- Maintain transit operations (23M)
- Capital - state of good repair and rider experience (500K)

- Planning studies for micromobility needs (250K)
- Implement expansion (Non CVTA Funds)

GRTC recommends using FY24 CVTA dollars to fund the FY25 plan. The total estimated FY2024 CVTA transit funding to have accrued by June 30, 2024, is \$30.8M. GRTC recommends restricting the remaining estimated fund balance of \$5.3M CVTA into a reserve. The total estimated FY2025 CVTA transit funding to have accrued by June 30, 2025, is \$32.2M (December 2023 VDOT Projections). GRTC recommends restricting the FY2025 funds into a reserve for future use in next year's plan (FY2026).

Ms. Torres clarified that GRTC has an aggressive plan for providing shelters at bus stops around the region. They have received approximately \$10M in grant funding so far. Fifty shelters are planned for the upcoming year.

She reported that ridership will surpass 10M this year. The pre-pandemic number was less than 9M. Zero-fare has helped increase ridership.

Authority members commended GRTC and particularly Ms. Adams and Ms. Torres for the outstanding job GRTC is doing.

On motion by Kevin Carroll, seconded by Sean Davis, the members of the Authority voted to accept the 2024 GRTC Regional Public Transportation Plan (voice vote).

2. Henrico County Standard Project Agreements

Mr. Parsons reported that the agreements are for regional projects that have been approved by the Authority.

a. CVTA-0021 – Green City Connector Trail and Bridge

On motion by Tyrone Nelson, seconded by Steve McClung, the members of the Authority voted to approve and authorize the execution of CVTA-0021 – Green City Connector Trail and Bridge (roll call vote; see Appendix A).

b. CVTA-0026 – N. Gayton Road Interchange at I-64

On motion by Tyrone Nelson, seconded by Kevin Carroll, the members of the Authority voted to approve and authorize the execution of CVTA-0026 – N. Gayton Road Interchange at I-64e (roll call vote; see Appendix A).

c. CVTA-0035 – Magellan Parkway Bridge & Approach Section

On motion by Tyrone Nelson, seconded by Kevin Carroll, the members of the Authority voted to approve and authorize the execution of CVTA-0035 – Magellan Parkway Bridge & Approach Section (roll call vote; see Appendix A).

d. CVTA-0037 – Brook Road Improvements – Villa Park to Hilliard Road

On motion by Tyrone Nelson, seconded by Byron Adkins, the members of the Authority voted to approve and authorize the execution of CVTA-0037 – Brook Road Improvements – Villa Park to Hilliard Road (roll call vote; see Appendix A).

e. CVTA-0040 – Woodman Road – Mountain Road to Hungary Road

On motion by Tyrone Nelson, seconded by Steve McClung, the members of the Authority voted to approve and authorize the execution of CVTA-0040 – Woodman Road – Mountain Road to Hungary Road (roll call vote; see Appendix A).

3. FY25 Meeting Schedule

Mr. Parsons presented the schedule. There was a request to move the October meeting to a different date. Staff will work with the Authority to set a new date and the schedule will be amended at that time.

On motion by Kevin Carroll, seconded by John Moyer, the members of the Authority voted to approve the meeting schedule as presented (voice vote).

4. Invitation to Governor to Address the CVTA

Mr. Parsons explained the draft letter to the Governor. Kevin Carroll explained that this will be a good opportunity to bring attention to the work being done by the Authority.

On motion by Kevin Carroll, seconded by Sean Davis, the members of the Authority voted to authorize the letter of invitation to Governor Youngkin to address the CVTA (voice vote).

D. REPORTS

1. CVTA Finance Committee Update

a. Finance Committee Chair's Report

Mr. Carroll reported that the committee addressed the previous action items on today's agenda at their last meeting. Quarterly reports for local expenditures were also reviewed.

He reported that there are a couple organizations that are interested in providing ongoing maintenance to the trail. There was discussion about which entity would authorize an organization to do this. Dale Totten, VDOT, reported that many aspects of maintenance will be VDOT's responsibility; he does not foresee VDOT authorizing the maintenance to be handled by another organization.

b. Financial Activity and Investment Reports

Mr. Parsons reviewed the financial activity and investment reports and highlighted key figures in the reports. The new reporting tool developed with Diane Fusco, PlanRVA, was reviewed. He reported that there is approximately \$1M in interest earnings each month.

2. Executive Director's Report

a. Joint Annual Meeting – June 13, 2024

Mr. Parsons reminded members of the Joint Annual Meeting, scheduled for June 13th.

b. Quarterly Report (Q2) - Locality Expenditures

Mr. Parsons reported that the reporting by each locality is voluntary, but it builds throughout the year toward the required annual certifications. Some jurisdictions have already reported their third quarter expenditures; those are being added to the report as they are received.

3. 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 and the Fall Line Working Groups met in April and reviewed the following:

- The two-year cycle and key dates for the regional framework. Project readiness and regional benefit are two areas that the group is reviewing for potential improvements to the framework document.
- The need to develop a Long-term plan to determine the Authority's priorities.
- What role the Authority has on bonding capability for GRTC.
- How to tie CVTA transportation to bigger funding opportunities to help jurisdictions leverage funds.
- The maintenance for the Fall Line Trail. She noted that VDOT does not provide maintenance of the trail in the City of Richmond. Each of the five localities will have different levels of maintenance responsibilities along the trail. The group is looking into options to build funding for ongoing maintenance.

4. Agency Updates

a. PlanRVA Report

b. RRTPO Report

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

E. OTHER BUSINESS

1. [Newsletter: The Better Together Connector \(linked\)](#) Information item.

2. CVTA Member Comments

Sean Davis commented on the newly elected leadership on the PlanRVA Commission. He also emphasized the importance of the joint annual meeting.

Dale Totten provided an update on each of the three segments of the I-64 widening project in New Kent County.

Tiffany Dubinsky reported that DRPT is hosting its first six-year improvement meeting on May 16th at 4pm.

Joi Taylor Dean reported on a current scam regarding toll fees. She reminded everyone that RMTA does not send texts regarding tolls.

F. ADJOURNMENT

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

Motion as presented: Approve the FY 2025 Administrative and Operating Budget

First: Sean Davis

Second: Kevin Carroll

Select location of proposed service/facility =

Members	Population*	Weighted Votes	UNWEIGHTED				Voting Check	Population "Yays"	WEIGHTED	
			"Yay"	"Nay"	Abstain	Absent			"Yay"	"Nay"
Ashland	7,873	1				1	Ok	-	0	0
Charles City	6,773	1	1				Ok	6,773	1	0
Chesterfield	364,548	4	1				Ok	364,548	4	0
Goochland	24,727	2	1				Ok	24,727	2	0
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Delegate		1	1				Ok		1	0
Senator		1	1				Ok		1	0
CTB Member		1	1				Ok		1	0
* Census 2020	1,120,304	26	11	0	0	1	12	1,112,431	25	0

A "Valid" vote requires all 12 members to have their vote marked "Yay", "Nay", "Abstain" or marked "Absent". **VALID**

OVERALL VOTE = **PASS**

Voting Check	VALID
Quorum Present	YES
4/5 Population in Affirmative	PASS

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 =

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

896,243

1,112,431

← **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.

Motion as presented: Approve and authorize the execution of CVTA-0021 – Green City Connector Trail and Bridge

First: Tyrone Nelson

Second: Steve McClung

Select location of proposed service/facility =

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First: Tyrone Nelson

Second: Byron Adkins

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Motion as presented: Approve and authorize the execution of CVTA-0040 – Woodman Road – Mountain Road to Hungary Road

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Second: Steve McClung

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