

**CENTRAL VIRGINIA TRANSPORTATION AUTHORITY MEETING MINUTES**  
 Friday, April 28, 2023, 9:00 a.m.

PlanRVA James River Board Room 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.			William Coda	Virtual	
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	Virtual		John Lockwood		X
Powhatan County	Michael W. Byerly	X		Steve McClung		X
City of Richmond	Mayor Levar M. Stoney, Vice Chair	X		Michael Jones		X
VA House of Delegates	Delegate Roxann Robinson		X	N/A		
Senate of Virginia	Senator Ghazala F. Hashmi	X		N/A		
Commonwealth Transportation Board	Carlos M. Brown	Virtual		N/A		

**Non-Voting Ex-Officio**

Agency	Member	Present	Absent	Designee	Present	Absent
CRAC	Perry J. Miller		X	N/A		
GRTC	Sheryl Adams	X		Adrienne Torres	X	
RMTA	Joi Taylor Dean	Virtual		N/A		
VDRPT	Jennifer DeBruhl		X	Zach Trogden	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 April 28, 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.

### **A. ADMINISTRATION**

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

Chair Carroll reported that five members and alternates requested approval to participate remotely:

- Carlos Brown. Reason: personal matter, specifically a scheduling conflict that prevents his attendance in-person.
- William Coad. Reason: personal matter, specifically a scheduling conflict that prevents his attendance in-person.
- Joi Taylor Dean. Reason: personal matter, specifically a scheduling conflict that prevents her attendance in-person.
- Barbara Nelson. Reason: personal matter, specifically a scheduling conflict that prevents her attendance in-person.
- Patricia A. Paige. Reason: personal matter, specifically a scheduling conflict that prevents her attendance in-person.

Chair Carroll announced his approval of the requests to participate remotely.

On motion by Neil Spoonhower, seconded by Frank J. Thornton, the Authority voted to confirm that the Chair's decision to approve the members' requests to participate from a remote location were in conformance with the CVTA Policy for Remote Participation of members; 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**

There were no requested amendments to the agenda.

#### **3. Approval of March 31, 2023, CVTA Meeting Minutes**

On motion by W. Canova Peterson, seconded by Neil Spoonhower, 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.

## 5. CVTA Chairman's Report

Chair Carroll did not have a formal report.

## B. COMMITTEE REPORTS

### 1. CVTA Finance Committee Update

#### a. CVTA Finance Committee Chair's Report

W. Canova Peterson, Finance Committee Chair, reported on the April meeting. He noted that the majority of items heard by the committee have been brought forward to the full Authority for action today.

#### b. Financial Activities and Investment Reports

Chet Parsons, PlanRVA, reviewed the financial and investment reports and offered to answer any questions. Mr. Peterson noted that the return on investment was discussed at the last Finance Committee meeting. PFM gave a presentation at that meeting and will be presenting to the full Authority today.

#### c. Financial Policies and Procedures

Frank Thornton suggested having the Finance Committee conduct further review of the investment strategy again and bring back recommendations for improvements prior to updating the Financial Policies and Procedures. Mr. Peterson noted that the matter is on the agenda today for discussion and action is not requested.

Kristy Choi, PFM, gave this presentation on the debt and reserve policy. She detailed PFM's recommended changes to the financial policy and procedure.

Mr. Peterson asked for clarification on the recommendations. He noted that in his locality, debt service is limited to 10% of general fund expenditures. Ms. Choi clarified that the limited purpose of the Authority, and the restrictions on what it can spend funds on, greatly narrows the scope of possible investments. She noted that if the policy was changed from two-times leveraging capacity to four-times, it would impose limitations in other areas. Authority members had questions about economic volatility. Ms. Choi explained that the proposed revised policy covers what capacity there is as a whole; economic conditions will be taken into account on specific, individual decisions.

Authority members discussed aspects of the recommendations, including:

- The importance of building up the reserve.
- The importance of having the policy in place so that the Authority can make future decisions on leveraging and debt capacity on a case-by-case basis.

Mr. Parsons noted that a redlined copy of the existing policy and the proposed revised version are in the packet. Both documents can be brought back to the Finance Committee. If the policy is set now, the Authority will be in possible to be able to issue bonds within approximately six months. Ms. Choi clarified that there are numerous documents that would need to be put in place first; it would be difficult to have everything done sooner than six months.

The matter will be added to the next Finance Committee agenda. A list of the steps that would need to be taken prior to bond issuance will be prepared for review. Mr. Peterson

stressed the importance of getting feedback from all members, not just those on the Finance Committee.

Prior to hearing the next item, Chair Carroll announced and welcomed Senator Ghazala F. Hashmi and Zach Trogon, DRPT, as the newest members on the Authority.

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

### a. TAC Chair's Report

Dironna Moore Clarke, CVTA TAC Vice Chair, provided a report on the group's activity and summarized the following topics:

- The Fall Line Trail Working Group: has made a recommendation for wayfinding vendor.
- The committee's recommendation for revisions to the CVTA Regional Project Selection and Allocation Framework document will be presented during this meeting.

### b. Project Selection and Allocation Framework

Ms. Clarke and Barbara Smith, Chesterfield County, reviewed the proposed revisions from TAC.

There was a question about striking "funding swap, which do not impact project schedules". Ms. Clarke and Ms. Smith clarified that it was a redundant statement and is addressed in the document elsewhere.

On motion of W. Canova Peterson, the Authority voted to approve the revised Project Selection and Allocation Framework (voice vote).

### c. Advanced Funding for CVTA Leveraged Projects

Ms. Clarke presented this request.

On motion of W. Canova Peterson, the Authority voted to approve the locality requests to advance 30% preliminary engineering (voice vote).

Patricia A. Paige left the meeting at approximately 9:51 a.m.

### d. CVTA-Locality SPA Requests

Ms. Clarke presented these requests. She noted these agreements are for Chesterfield County and Henrico County. They have been reviewed by legal counsel and approved by the Board of Supervisors for both localities.

On motion of W. Canova Peterson, seconded by Levar M. Stoney, the Authority voted to approve following resolution (roll call vote; see Appendix A):

## RESOLUTION

**It is hereby RESOLVED**, that the CVTA approves the Standard Project Administration Agreement for the CVTA Regionally Funded Project described as the Woolridge Road (Rt. 288 – Old Hundred Rd) Extension, as submitted, and authorize the Chair to execute the Agreement and any other documents or instruments necessary to properly administer the Agreement and the projects described therein.

**It is further RESOLVED**, that project funds for the CVTA Project ID number 0038 set forth in the Agreement, in the total amount of \$37,578,116, are hereby allocated and appropriated for purposes of project execution, subject to review and approval in accordance with CVTA policies and procedures.

**It is further RESOLVED**, that CVTA staff are authorized and directed to execute and administer the Agreement and the projects described therein in compliance with the terms of the Agreement and all applicable laws, regulations, and policies of the CVTA.

On motion of Levar M. Stoney, seconded by Neil Spoonhower, the Authority voted to approve following resolution (roll call vote; see Appendix A):

#### **RESOLUTION**

**It is hereby RESOLVED**, that the CVTA approves the Standard Project Administration Agreement for the CVTA Regionally Funded Project described as the I-95/Rt. 10 Interchange Imp., Phase II, as submitted, and authorize the Chair to execute the Agreement and any other documents or instruments necessary to properly administer the Agreement and the projects described therein.

**It is further RESOLVED**, that project funds for the CVTA Project ID number 0034 set forth in the Agreement, in the total amount of \$750,000, are hereby allocated and appropriated for purposes of project execution, subject to review and approval in accordance with CVTA policies and procedures.

**It is further RESOLVED**, that CVTA staff are authorized and directed to execute and administer the Agreement and the projects described therein in compliance with the terms of the Agreement and all applicable laws, regulations, and policies of the CVTA.

On motion of W. Canova Peterson, seconded by John H. Hodges, the Authority voted to approve following resolution (roll call vote; see Appendix A):

#### **RESOLUTION**

**It is hereby RESOLVED**, that the CVTA approves the Standard Project Administration Agreement for the CVTA Regionally Funded Project described as the Rt 288 NB Flyover to Bailey Bridge Connector as submitted, and authorize the Chair to execute the Agreement and any other documents or instruments necessary to properly administer the Agreement and the projects described therein.

**It is further RESOLVED**, that project funds for the CVTA Project ID number 0025 set forth in the Agreement, in the total amount of \$3,696,750, are hereby allocated and appropriated for purposes of project execution, subject to review and approval in accordance with CVTA policies and procedures.

**It is further RESOLVED**, that CVTA staff are authorized and directed to execute and administer the Agreement and the projects described therein in compliance with the terms of the Agreement and all applicable laws, regulations, and policies of the CVTA.

On motion of Frank J. Thornton, seconded by W. Canova Peterson, the Authority voted to approve following resolution (roll call vote; see Appendix A):

#### RESOLUTION

**It is hereby RESOLVED**, that the CVTA approves the Standard Project Administration Agreement for the CVTA Regionally Funded Project described as the Rt 360 (Woodlake Parkway-Otterdale Rd) Widening, as submitted, and authorize the Chair to execute the Agreement and any other documents or instruments necessary to properly administer the Agreement and the projects described therein.

**It is further RESOLVED**, that project funds for the CVTA Project ID number 0042 set forth in the Agreement, in the total amount of \$750,000, are hereby allocated and appropriated for purposes of project execution, subject to review and approval in accordance with CVTA policies and procedures.

**It is further RESOLVED**, that CVTA staff are authorized and directed to execute and administer the Agreement and the projects described therein in compliance with the terms of the Agreement and all applicable laws, regulations, and policies of the CVTA.

On motion of W. Canova Peterson, seconded by Frank J. Thornton, the Authority voted to approve following resolution (roll call vote; see Appendix A):

#### RESOLUTION

**It is hereby RESOLVED**, that the CVTA approves the Standard Project Administration Agreement for the CVTA Regionally Funded Project described as the Chippenham Parkway\Rt 60 Interchange Imp, as submitted, and authorize the Chair to execute the Agreement and any other documents or instruments necessary to properly administer the Agreement and the projects described therein.

**It is further RESOLVED**, that project funds for the CVTA Project ID number 0027 set forth in the Agreement, in the total amount of \$2,000,000, are hereby allocated and appropriated for purposes of project execution, subject to review and approval in accordance with CVTA policies and procedures.

**It is further RESOLVED**, that CVTA staff are authorized and directed to execute and administer the Agreement and the projects described therein in compliance with the terms of the Agreement and all applicable laws, regulations, and policies of the CVTA.

On motion of Kevin P. Carroll, seconded by John H. Hodges, the Authority voted to approve following resolution (roll call vote; see Appendix A):

#### RESOLUTION

**It is hereby RESOLVED**, that the CVTA approves the Standard Project Administration Agreement for the CVTA Regionally Funded Project described as the Fall Line Trail, as submitted, and authorize the Chair to execute the Agreement and any other documents or instruments necessary to properly administer the Agreement and the projects described therein.

It is further **RESOLVED**, that project funds for the CVTA Project ID numbers 0008, 0009, 0010, 0011, 0012, 0013 and 0014 set forth in the Agreement, in the total amount of \$35,819,905, are hereby allocated and appropriated for purposes of project execution, subject to review and approval in accordance with CVTA policies and procedures.

It is further **RESOLVED**, that CVTA staff are authorized and directed to execute and administer the Agreement and the projects described therein in compliance with the terms of the Agreement and all applicable laws, regulations, and policies of the CVTA.

**e. CVTA Wayfinding Plan**

Chair Clarke announced that the Fall Line Working Group reviewed the bids that were submitted. Mr. Parsons reported the highest score was for AB Design.

Group members discussed the process and inquired if minority groups were included. It was clarified that the RFP was done in accordance with PlanRVA's policy, which addresses diversity and inclusion in the process.

On motion of Levar M. Stoney, seconded by Frank J. Thornton, the Authority voted to authorize CVTA staff to enter contract negotiations with AB Design as the Wayfinding Plan Vendor (voice vote; John H. Hodges abstained).

**OTHER BUSINESS**

**1. CVTA Leadership and CVTA Finance Committee Membership Rotation Discussion**

Chair Carroll reported on the work done last year by the Nominating Committee and the current recommendations for CVTA leadership rotation and CVTA Finance Committee membership rotation. The proposed rotation as well as a draft non-binding governance document regarding the matter was distributed.

Mr. Hodges explained how and why the Nominating Committee developed the proposal. There was a discussion about the importance of providing opportunities for the smaller locality representatives to serve as Chair.

Dale Totten left the meeting at 10:59 a.m.

The following suggestions were made by members:

- Having the two smaller locality representatives on the Finance Committee remain on the committee for two years to allow for continuity.
- Leaving the leadership for each year up to nominations, rather than implementing a rotation document.

Chair Carroll noted that, if no action is taken today, he will appoint a Nominating Committee to develop recommendations for the FY24 leadership and Finance Committee membership. An announcement on the selected Nominating Committee will be made via email to all members.

**2. Agency Update**

Chair Carroll reported that upcoming meeting agendas will include an update from one of the agencies represented on the Authority.

### 3. CVTA Member Comments

Chairman Carroll reported that the recruiting firm for the CVTA Executive Director position is making progress.

Mr. Parsons noted that the next meeting will be the joint annual meeting on June 1, 2023.

### D. ADJOURNMENT

Chair Carroll adjourned the meeting at approximately 11:05 a.m.