

**CENTRAL VIRGINIA TRANSPORTATION AUTHORITY MEETING MINUTES**  
**Friday, July 14, 2023, 9:00 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                       |         |        | Daniel McGraw           | X       |        |
| <b>Charles City County</b>                       | Byron Adkins, Sr.                    | X       |        | William Coad            |         |        |
| <b>Chesterfield County</b>                       | Kevin P. Carroll,<br>Chair           | X       |        | Christopher<br>Winslow  |         |        |
| <b>Goochland County</b>                          | Neil Spoonhower                      | X       |        | Susan Lascolette        |         |        |
| <b>Hanover County</b>                            | W. Canova<br>Peterson                | X       |        | Sean M. Davis           |         |        |
| <b>Henrico<br/>County</b>                        | Frank J. Thornton                    | X       |        | Patricia S.<br>O'Bannon |         |        |
| <b>New Kent County</b>                           | Patricia A. Paige                    | X       |        | John Lockwood           |         |        |
| <b>Powhatan County</b>                           | Michael W. Byerly                    |         |        | Steve McClung           | X       |        |
| <b>City of Richmond</b>                          | Mayor Levar M.<br>Stoney, Vice Chair | X       |        | Michael Jones           |         |        |
| <b>VA House of<br/>Delegates</b>                 | Delegate Roxann<br>Robinson          |         |        | N/A                     |         |        |
| <b>Senate of Virginia</b>                        | Senator Ghazala F.<br>Hashmi         | X       |        | N/A                     |         |        |
| <b>Commonwealth<br/>Transportation<br/>Board</b> | Carlos M. Brown                      |         |        | 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       |         |        | Adrienne<br>Torres | X       |        |
| <b>RMTA</b>                    | Joi Taylor Dean    |         |        | N/A                |         |        |
| <b>VDRPT</b>                   | Jennifer DeBruhl   |         |        | Zach Trogden       |         |        |
| <b>VDOT</b>                    | Stephen Brich      |         |        | Dale Totten (A)    | X       |        |
|                                |                    |         |        | Mark Riblett (A)   | X       |        |
| <b>Virginia Port Authority</b> | Stephen A. Edwards |         |        | Cathie J. Vick     |         |        |
|                                |                    |         |        | Barbara Nelson     | X       |        |

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 July 14, 2023, Central Virginia Transportation Authority meeting to order at 9:02 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 Barbara Nelson requested approval to participate remotely for the following reason: principal residence location more than 60 miles from the meeting location.

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

On motion by W. Canova Peterson, seconded by Neil Spoonhower, the Authority voted unanimously to approve the member's 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 April 28, 2023, and June 1, 2023, CVTA Meeting Minutes**

On motion by Levar M. Stoney, seconded by Frank Thornton, the Authority voted unanimously 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 reported on the presentation he gave to the last locality in the region, Goochland County recently.

### **A. NOMINATING COMMITTEE REPORT AND ORGANIZATIONAL MATTERS**

#### **1. Election of CVTA Officers**

Chair Carroll reported that the Nominating Committee's recommendation was for Mayor Levar Stoney to be elected FY24 Chair and John Hodges to be elected FY24 Vice Chair.

Chair Carroll opened the nominations for Chair. Hearing no nominations other than Levar M. Stoney, Chair Carroll closed the nominations.

On motion by W. Canova Peterson, seconded by Byron Adkins, the Authority voted unanimously to adopt the following resolution (voice vote):

### **RESOLUTION**

**RESOLVED**, that the Central Virginia Transportation Authority elects Levar M. Stoney as Chair of the Authority for FY2024, to serve from July 14, 2023, to June 30, 2024.

Chair Stoney expressed his appreciation to Mr. Carroll for his services as FY23 Chair.

Chair Stoney opened the nominations for Vice Chair. Daniel McGraw nominated John H. Hodges. Hearing no other nominations, the Chair closed the nominations.

On motion by Daniel McGraw, seconded by W. Canova Peterson, the Authority voted unanimously to adopt the following resolution (voice vote):

### **RESOLUTION**

**RESOLVED**, that the Central Virginia Transportation Authority elects John H. Hodges as Vice Chair of the Authority for FY2024, to serve from July 14, 2023, to June 30, 2024.

## **2. Assessment of Finance Committee Rotation Structure**

Chet Parsons, Interim Executive Director, reviewed the proposed rotation structure and the three proposed non-binding guidance documents related to the committee rotation structure. The first sets the rotation (having the two rotating committee positions be from the smaller jurisdictions in an alphabetical order). The second document clarifies that the terms will be for two years. The third establishes the Commonwealth Transportation Board member as a non-voting ex officio member of the Finance Committee.

Zach Trogdon arrived at approximately 9:18 a.m.

Eric Gregory, Legal Counsel, explained that these changes could be put into the Bylaws. Having them as non-binding guidance documents allows for flexibility and doesn't bind the Authority to the matters.

On motion by Kevin P. Carroll, seconded by W. Canova Peterson, the Authority voted unanimously to adopt the non-binding guidance documents as presented (voice vote).

## **3. Appointment of CVTA Finance Committee Members**

On motion by Kevin P. Carroll, seconded by Byron Adkins, the Authority voted unanimously to adopt the following resolution (voice vote):

### **RESOLUTION**

**RESOLVED**, that the Central Virginia Transportation Authority makes the following appointments to the Finance Committee:

- Michael Byerly, Powhatan County, through June 30, 2025
- Patricia Paige, New Kent County, through June 30, 2024

## **B. OTHER COMMITTEE REPORTS**

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

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

W. Canova Peterson, Finance Committee Chair, did not have a formal report.

**b. Financial Activity and Investment Reports**

Mr. Parsons reviewed the investment reports for April and May. He noted that a presentation on current investment options will be given to the Finance Committee soon.

**c. Financial Policies and Procedures Amendment**

Mr. Parsons explained the proposed amendments and noted it has been reviewed and recommended by the Finance Committee.

There was discussion about some of the items in the proposed document and the possibility that more time is needed to review the changes. It was suggested that the matter be held until the new CVTA Executive Director has been hired.

Kristy Choi, PFM, came forward and explained that the policy serves as an additional tool to give financial flexibility when reviewing project lists.

The matter will be reviewed by the new CVTA Executive Director and responses will be sought from members of the Finance Director's Work Group (they were contacted previously but no responses were received).

On motion by Kevin P. Carroll, seconded by Neil Spoonhower, the members of the CVTA Authority voted to defer action on the matter until the next meeting (voice vote).

**d. FY2024 Administrative and Operating Budget**

Mr. Parsons reviewed the proposed budget. He noted the budget reflects the following changes recommended by the Finance Committee:

- Ensure the actual expenditures for FY23 are reflected in the document
- Public Engagement – reduced to \$25,000
- Added in bond preparation services - \$55,000

On motion by W. Canova Peterson, the Authority voted unanimously to adopt the FY24 Administrative and Operating budget as presented (roll call vote).

**e. Request for Proposals for Bond Counsel**

On motion by W. Canova Peterson, the Authority voted unanimously to withdraw RFP CVTA 2022-02 and instruct staff and legal counsel to develop a new Request for Proposals for bond counsel (voice vote).

Chair Stoney noted that it will be important for the Executive Director to develop a financial strategy that will enable the Authority to move forward at a faster financial pace than what has been done to date.

**f. Informal Confidential Rating Review**

Mr. Parson explained this request and noted that PFM has submitted task order #1 for \$40,000, which includes:

- Preparation of the credit assessment presentation
- Presentation of the credit assessment
- Coordination and scheduling of the meeting with Moody's Investors Service
- Conducting preparation meetings.

Ms. Choi came forward and noted that Moody's has not been engaged yet. There was a discussion about proceeding with the ICRR without first engaging bond counsel.

On motion by W. Canova Peterson, seconded by Daniel McGraw, the Authority voted unanimously to adopt the following resolution (voice vote):

### **RESOLUTION**

**RESOLVED**, that the Central Virginia Transportation Authority approves engaging in the informal confidential rating review with Moody's Investors Service at a cost of \$55,000.

**FURTHER RESOLVED**, that the Central Virginia Transportation Authority approves PFM Task Order #1 in the amount of \$40,000.

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

### **a. TAC Chair's Report**

Dironna Moore Clarke came forward and provided an update on the Fall Line Working Group and TAC activity, including the work on the Fall Line Trail wayfinding plan.

### **b. CVTA-Locality SPA Requests (Hanover County)**

On motion by W. Canova Peterson, seconded by Neil Spoonhower, the Authority voted unanimously to approve the CVTA-Locality agreements for projects specified through enclosed SPA requests (voice vote).

## **C. OTHER BUSINESS**

### **1. GRTC FY24 Regional Public Transportation Plan (RPTP)**

Adrienne Torres, GRTC, provided an overview of the transportation plan. Following the presentation, Authority members had questions and comments. It was noted that the Finance committee reviewed the plan and recommended approval. There was concern expressed with allocating additional funds prior to knowing the phase two outcomes.

Ms. Torres clarified that the funds that were approved previously for microtransit are being spent currently. Other funds have not yet been expended.

Mr. Parsons read an excerpt from the enacting legislation to clarify that the plan must be created by GRTC and provided to the Authority. He noted that the RRTPO has signed off on the plan. Approval by the CVTA is the last step.

On motion by Daniel McGraw, seconded by Kevin P. Carroll, the Authority voted unanimously to approve the GRTC FY24 Regional Public Transportation Plan (roll call vote).

### **2. Closed Session - Virginia Freedom of Information Act Section 2.2-3711 (A) (1), CVTA Executive Director candidate review.**

Kevin P. Carroll made a motion, seconded by Daniel McGraw, to convene in closed session pursuant to Virginia Freedom of Information Act Section 2.2-3711 (A) (1), for the purpose of discussing candidates for the CVTA Executive Director position. The motion passed unanimously (roll call vote).

Authority members entered closed session at approximately 10:27 a.m.

At the conclusion of the closed session, at approximately 10:52 a.m., Chair Stoney called the regular meeting back to order.

The members of the Authority each voted to certify that, to the best of their knowledge, only public matters lawfully exempted from open meeting requirements and that only such public business matters as were identified in the motion by which the closed session was convened, were heard, discussed, or considered (roll call vote).

On motion by Kevin P. Carroll, seconded by W. Canova Peterson, the Authority voted unanimously to appoint Chet Parsons as Executive Director and to direct the CVTA Chair and legal counsel to negotiate, resolve and execute an employment agreement with the appointee.

Mr. Parsons expressed his appreciation and noted that he has enjoyed his role as Director of Transportation for the RRTPO and is looking forward to this new challenge.

Mr. Carroll expressed his appreciation for his time as Chair of the Authority.

**D. ADJOURNMENT**

Chair Stoney adjourned the meeting at approximately 10:59 a.m.