



Central Virginia Transportation Authority

**CENTRAL VIRGINIA TRANSPORTATION AUTHORITY**

**MINUTES OF MEETING**

**Friday, July 15, 2022, 9:00 a.m.**

**PlanRVA James River Board Room and Zoom**

**Members Present:**

<b>Jurisdiction/ Agency</b>	<b>Member</b>	<b>Present</b>	<b>Absent</b>	<b>Designee</b>	<b>Present</b>	<b>Absent</b>
<b>Town of Ashland</b>	John H. Hodges	X		Daniel McGraw		X
<b>Charles City County</b>	Byron Adkins, Sr.	X (virtual)		Rhonda Russell	X (virtual)	
<b>Chesterfield County</b>	Kevin P. Carroll, Chair	X		Vacant		
<b>Goochland County</b>	Neil Spoonhower	X		Vacant		
<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		Vacant		
<b>Powhatan County</b>	Michael W. Byerly	X		Steve McClung		X
<b>City of Richmond</b>	Mayor Levar M. Stoney, Vice Chair	X		Cynthia Newbille		X
<b>VA House of Delegates</b>	Delegate Roxann Robinson	X		N/A		
<b>Senate of Virginia</b>	Senator Jennifer L. McClellan	X (virtual)		N/A		
<b>Commonwealth Transportation Board</b>	Carlos M. Brown	X (virtual)		N/A		

**Non-Voting Ex-Officio**

<b>Agency</b>	<b>Member</b>	<b>Present</b>	<b>Absent</b>	<b>Designee</b>	<b>Present</b>	<b>Absent</b>
<b>CRAC</b>	Perry J. Miller	X		N/A		
<b>GRTC Transit System</b>	Julie Timm	X		Sheryl Adams		X
<b>RMTA</b>	Joi Taylor Dean	X		N/A		
<b>VDRPT</b>	Jennifer DeBruhl	X		Tiffany Dubinsky	X (virtual)	
<b>VDOT</b>	Stephen Brich		X	Shane Mann	X	
				Mark Riblett		X
<b>Virginia Port Authority</b>	Stephen A. Edwards		X	Cathie J. Vick	X (virtual)	
				Barbara Nelson		X

The technology used for this meeting was a web-hosted service created by YouTube Live Streaming and was open and accessible for participation by members of the public. Voting record tables are attached to the action meeting minutes in Appendix A. A recording of this meeting is available on the [Plan RVA YouTube Channel](#).

## **CALL TO ORDER**

The Central Virginia Transportation Authority (CVTA) Chairman, Frank J. Thornton, presided and called the July 15, 2022, Central Virginia Transportation Authority meeting to order at 9:00 a.m.

## **ATTENDANCE ROLL CALL & CERTIFICATION OF MEETING QUORUM**

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

## **A. ADMINISTRATION**

### **1. Consideration of Amendments to the Action Meeting Agenda**

On motion of Kevin P. Carroll, seconded by Neil Spoonhower, the Authority unanimously approved the July 15, 2022, agenda as amended to add Item B.-4. - CVTA Bylaws Amendment (first reading) and Item C.-3. Closed Session (voice vote).

### **2. Approval of June 17, 2022, CVTA Meeting Minutes**

On motion of Kevin P. Carroll, seconded by Patricia A. Paige, the Authority voted to approve the minutes of the June 17, 2022, CVTA meeting as presented (voice vote).

### **3. Open Public Comment Period**

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

### **4. CVTA Chairman's Report**

Chair Thornton announced there were small tokens of appreciation for each of the original members of the CVTA. He shared his thoughts on and expressed his appreciation for his time as Chairman.

## **B. ORGANIZATIONAL MATTERS**

Chair Thornton thanked the members of the Nominating Committee for their work and gave an overview of their recommendations.

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

On motion of John H. Hodges, the Authority voted unanimously to elect Kevin P. Carroll as FY23 Chairman and Levar M. Stoney as FY23 Vice Chairman (see Appendix A, Voting Tool).

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

On motion of John H. Hodges, the Authority voted unanimously to appoint W. Canova Peterson and Patricia A. Paige as FY23 Finance Committee members (see Appendix A, Voting Tool).

### **3. Assessment of Committee Rotation Structure**

On motion of John H. Hodges, the Authority voted unanimously to form a Rotation Structure Committee to look into CVTA leadership rotation and Finance Committee membership/leadership rotation and bring recommendations back to the full Authority (see Appendix A, Voting Tool).

Chair Carroll asked members interested in serving on the newly formed committee to let him know after the meeting.

### **4. CVTA Bylaws Amendment** (added to agenda)

Mr. Parsons reported that this is a first reading of a proposed bylaws amendment to add the Capital Region Airport Commission Chief Executive Officer, Perry J. Miller, to the Authority membership. The matter will be brought back for the second reading and Authority action at the next meeting.

## **C. COMMITTEE REPORTS**

### **1. CVTA Finance Committee update**

#### **a. Recap of Key Audit Matters Presentation**

Vice Chair Levar M. Stoney, Finance Committee Chair, reported that Michael A. Garber, PBMares, addressed the Finance committee earlier this week and reported on the new Key Audit Matters (KAM) standard. KAM's are matters that, in the auditor's professional judgement, were of most significance in the audit of the financial statements of that period. Mr. Garber advised that the CVTA does not need to elect for KAM reporting because the internal controls in place for the CVTA are being appropriately handled in his opinion. If any KAMS are identified in the future, they will be added to the audit report.

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

#### **a. July TAC meeting update**

Dironna Moore Clarke, TAC Chair, was introduced and congratulated on being elected Chair of the CVTA TAC. Ms. Moore provided a report on the group's July 11<sup>th</sup> meeting:

- Segment prioritization and applicable programming for disbursement of Fall Line Trail funds was discussed.
- Based on the recommendation of the CVTA financial agent, it is necessary to align when CVTA funds will be spent so that the Authority moves toward a cash flow projection in investments.
- Both Fall Line Trail and regional project fund disbursement timelines will need to be developed.
- CVTA quarterly and annual reporting needs to be submitted by August 1, 2022. The reports will then go before the full authority for approval/acceptance.
- The CVTA/VDOT SPA will go before the CTB in September for formal approval. VDOT is seeking a blanket approval of all the SPA documents.

## **b. Fall Line Working Group update**

- The next meeting of Fall Line Working Group will be August 3, 2022.

## **3. CVTA Staffing Update**

On motion by Kevin P. Carroll, seconded by Frank J. Thornton, the members of the Authority voted to convene in closed session pursuant to Virginia Freedom of Information Act Section 2.2-3711 (A) (1), for the purpose of discussing CVTA personnel matters, which requires discussion and consultation with legal counsel, pursuant to Section 2.2-3711 (A) (8), during which all recording of the meeting will cease (see Appendix A, Voting Tool).

Authority members entered Closed Session at approximately 9:35 a.m. At the conclusion of the Closed Session, all members returned to the board room and the Chair called the regular meeting back to order at approximately 10:23 a.m. Senator Jennifer L. McClellan, Patricia A. Paige and Rhonda Russell were not present.

### Certification of Closed Session

On motion by Frank J. Thornton, seconded by Kevin P. Carroll, the Authority members voted to certify that during the Closed Session only public business matters lawfully exempted from the open meeting requirement of the Freedom of Information Act and only such public business matters as were identified in the motion for the Closed Session were discussed (see Appendix A, Voting Tool).

## **D. OTHER BUSINESS**

### **1. CVTA Member Comments**

Julie E. Timm announced that she will likely not be present for the next meeting due to her pending move. She expressed her appreciation for her time on the Authority.

Mr. Thornton presented a gift to Mayor Stoney for his service as Chair of the Finance Committee.

Mr. Peterson announced that the Hanover Tomato Festival events begin tonight at 5:00 p.m.

Chair Carroll announced that he is interested in providing presentations at the member jurisdiction Board of Supervisors meetings to give an overview of the work and accomplishments of the CVTA. He asked members to reach out to him if they are interested in having a presentation in their locality.

## **E. ADJOURNMENT**

Chair Carroll adjourned the meeting at 10:29 p.m.

# APPENDIX A - VOTING TOOL

Motion as presented: To elect Kevin P. Carroll as FY23 Chairman and Levar M. Stoney as FY23 Vice Chairman  
 First: Hodges  
 Second: N/A (committee recommendation)

Select location of proposed service/facility = N/A

Members	Population*	Weighted Votes	UNWEIGHTED				Voting Check	Population "Yays"	WEIGHTED	
			"Yay"	"Nay"	Abstain	Absent			"Yay"	"Nay"
Ashland	7,873	1	1				Ok	7,873	1	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
Hanover	102,106	3	1				Ok	102,106	3	0
Henrico	334,389	4	1				Ok	334,389	4	0
New Kent	22,945	2	1				Ok	22,945	2	0
Powhatan	30,333	2	1				Ok	30,333	2	0
Richmond	226,610	4	1				Ok	226,610	4	0
Delegate		1	1				Ok		1	0
Senator		1	1				Ok		1	0
CTB Member		1	1				Ok		1	0
<b>* Census 2020</b>	<b>1,120,304</b>	<b>26</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>1,120,304</b>	<b>26</b>	<b>0</b>

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".

**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 =

896,243

B. Pop. of voting members (cities & counties) present & voting in the affirmative =

1,120,304

PASS

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

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.

# APPENDIX A - VOTING TOOL

Motion as presented: To appoint. W. Canova Peterson and Patricia A. Paige as FY23 Finance Committee members  
 First: Hodges  
 Second: N/A (committee recommendation)

Select location of proposed service/facility = N/A

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	102,106
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	
<b>* Census 2020</b>	<b>1,120,304</b>	<b>26</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>1,120,304</b>

WEIGHTED	
"Yay"	"Nay"
1	0
1	0
4	0
2	0
3	0
4	0
2	0
2	0
4	0
1	0
1	0
1	0
<b>26</b>	<b>0</b>

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 = 896,243
- B. Pop. of voting members (cities & counties) present & voting in the affirmative = 1,120,304

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

← 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.

# APPENDIX A - VOTING TOOL

To to form a Rotation Structure Committee to look into CVTA leadership rotation and Finance Committee  
 Motion as presented: membership/leadership rotation and bring recommendations back to the full Authority  
 First: Hodges  
 Second: N/A (committee recommendation)

Select location of proposed service/facility = **N/A**

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	102,106
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	
<b>* Census 2020</b>	<b>1,120,304</b>	<b>26</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>1,120,304</b>

WEIGHTED	
"Yay"	"Nay"
1	0
1	0
4	0
2	0
3	0
4	0
2	0
2	0
4	0
1	0
1	0
1	0
<b>26</b>	<b>0</b>

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 = **896,243**  
 B. Pop. of voting members (cities & counties) present & voting in the affirmative = **1,120,304**

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

**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.

# APPENDIX A - VOTING TOOL

To convene in closed session pursuant to Virginia Freedom of Information Act Section 2.2-3711 (A) (1), for the purpose of discussing CVTA personnel matters, which requires discussion and consultation with legal counsel, pursuant to Section 2.2-3711 (A) (8).  
 Motion as presented:  
 First: Carroll  
 Second: Thornton

Select location of proposed service/facility = N/A

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	102,106
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	
<b>* Census 2020</b>	<b>1,120,304</b>	<b>26</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>1,120,304</b>

WEIGHTED	
"Yay"	"Nay"
1	0
1	0
4	0
2	0
3	0
4	0
2	0
2	0
4	0
1	0
1	0
1	0
<b>26</b>	<b>0</b>

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 = **896,243**  
 B. Pop. of voting members (cities & counties) present & voting in the affirmative = **1,120,304**

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

← 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.



# APPENDIX A - VOTING TOOL

To certify that during the Closed Session only public business matters lawfully exempted from the open meeting requirement of the Freedom of Information Act and only such public business matters as were identified in the motion for the Closed Session were discussed.

Motion as presented:  
 First: Thornton  
 Second: Carroll

Select location of proposed service/facility = **N/A**

Members	Population*	Weighted Votes	UNWEIGHTED				Voting Check	Population "Yays"	WEIGHTED	
			"Yay"	"Nay"	Abstain	Absent			"Yay"	"Nay"
Ashland	7,873	1	1				Ok	7,873	1	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
Hanover	102,106	3	1				Ok	102,106	3	0
Henrico	334,389	4	1				Ok	334,389	4	0
New Kent	22,945	2				1	Ok	-	0	0
Powhatan	30,333	2	1				Ok	30,333	2	0
Richmond	226,610	4	1				Ok	226,610	4	0
Delegate		1	1				Ok		1	0
Senator		1	1				Ok		1	0
CTB Member		1				1	Ok		0	0
* Census 2020	<b>1,120,304</b>	<b>26</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>12</b>	<b>1,097,359</b>	<b>23</b>	<b>0</b>

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

OVERALL VOTE = **PASS**

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

**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  
 1,097,359 ← **PASS**

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

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.