



CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

MINUTES OF ACTION MEETING

Friday, June 25, 2021

8:30 a.m.

Henrico County Western Government Center & Zoom

Members Present:

Jurisdiction/Agency	Member	Present	Absent
Town of Ashland	John H. Hodges	x	
Charles City County	William G. Coad		x
Chesterfield County	Kevin P. Carroll, Vice Chair	x	
Goochland County	Neil Spoonhower	x	
Hanover County	W. Canova Peterson	x	
Henrico County	Frank J. Thornton, Chair	x	
New Kent County	Patricia A. Paige	x	
Powhatan County	David T. Williams	x	
City of Richmond	Mayor Levar M. Stoney	x	
VA House of Delegates	Delegate Delores McQuinn (virtual)	x	
Senate of Virginia	Senator Jennifer L. McClellan (virtual)	x	
Commonwealth Transportation Board	Carlos M. Brown	x	

Non-Voting Ex-Officio

Agency	Member	Present	Absent
VDRPT	Jennifer Mitchell (virtual)	x	
VDOT	Shane Mann (Designee)	x	
GRTC Transit System	Julie Timm	x	
RMTA	Joi Taylor Dean	x	

The Central Virginia Transportation Authority meeting was held in person at Henrico County’s Western Government Center and by electronic communication means as set forth by the April 22, 2020 actions of the General Assembly in response to the continued spread of novel coronavirus, or COVID-19. The technology used for this 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. 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 June 25, 2021 Central Virginia Transportation Authority action meeting to order at 8:34 a.m.

ATTENDANCE ROLL CALL & CERTIFICATION OF MEETING QUORUM

Nicole Mueller, Program Coordinator for the RRTPO at PlanRVA, took attendance by roll call and certified that a quorum was present.

A. ADMINISTRATION

1. Consideration of Amendments to the Action Meeting Agenda

There were no requested changes to the meeting agenda. Seeing and hearing no objections, the agenda of the June 25, 2021 meeting was approved by acclamation as presented.

2. Approval of May 28, 2021 CVTA Action Meeting Minutes

There were no comments or corrections to the May 28, 2021 CVTA action meeting minutes.

On motion of David T. Williams, seconded by John H. Hodges, the Authority unanimously approved the minutes of the May 28, 2021 CVTA action meeting by acclamation as presented (voice vote).

3. Open Public Comment Period

There were no requests to address the CVTA.

4. CVTA Chairman's Report

Chair Thornton expressed his appreciation for everyone joining the meeting in-person and virtually at the Western Government Center in Henrico County. Two guest speakers have been invited to present at the Authority open space roundtable forum to facilitate dialogue and chat informally in a shared space of collaboration:

a. Authority Education Roundtable

i. Capital Trail Foundation Update

** The presentation provided by Cat Anthony, Executive Director of the Virginia Capital Trail Foundation, is available [here](#).

ii. Transportation Funding in Virginia - Overview

**The presentation provided by Jason Powell, Special Projects Deputy of the Senate Finance & Appropriations Committee, is available [here](#).

B. COMMITTEE REPORTS

5. CVTA Finance Committee Update

a. Financial Activities Report

Staff provided a summary of the financial activities report: tax collections and allocations for the fiscal year ending on June 30, 2021.

- b. Memorandum of Agreement (MOA) – CVTA/Localities
At their May 28th meeting, the Authority approved the MOA for official distribution and requested action by the member localities. Staff provided an update on the local review of the draft MOA with the member localities.

6. CVTA Technical Advisory Committee Update

- a. Fall Line Commitment – Letters
At their May 28th meeting, the Authority directed staff to draft letters on behalf of the CVTA to: 1) the Secretary of Transportation and CTB indicating the CVTA's commitment to providing the required match for the consensus scenario Round 4 Smart Scale allocations directed to additional Fall Line Trail projects; and 2) federal representatives indicating the CVTA's commitment to making the completion of the trail a regional priority. Also, direct the CVTA Technical Advisory Committee (TAC) to work with VDOT and CVTA staff to establish a budget, timeline, cash flow and project management resources to fully fund and complete all sections of the Fall Line Trail located within the CVTA member localities that do not have other committed funding sources; and report back to the Finance Committee, as well as the full Authority by their August 2021 meetings. Furthermore, directed the CVTA TAC and CVTA staff to coordinate with the four member localities that do not directly benefit from the Fall Line Trail to define their regional priority project needs and develop a draft funding plan for each of those projects. The draft letters were included in the June 25 agenda packet.

On motion of David T. Williams, seconded by Levar M. Stoney, the Central Virginia Transportation Authority (CVTA) unanimously approved the following resolution as presented (see Appendix A):

RESOLVED, that the Central Virginia Transportation Authority (CVTA) authorizes staff to distribute the letters.

- b. FY22 Local Allocation Plan
The member locality spending plan for fiscal year 2022 was included in the packet for Authority consideration and acceptance to satisfy CVTA Bylaws requirements for confirmation of project and program eligibility.

On motion of David T. Williams, seconded by W. Canova Peterson, the Central Virginia Transportation Authority (CVTA) unanimously approved the following resolution as presented (see Appendix A):

RESOLVED, that the Central Virginia Transportation Authority (CVTA) accepts the FY22 member Local Allocation plan.

- c. Regional Project Prioritization
CVTA TAC Chair Eure provided an update on the work efforts of the Regional Priorities Subcommittee. The draft recommended project eligibility for CVTA regional funding (as of 6/25/2021) can be viewed [here](#).

d. Transit Service Governance Report

According to the Code of Virginia, *"the Central Virginia Transportation Authority, as created by Chapter 37 (§ 33.2-3700 et seq.) of Title 33.2 of the Code of Virginia, as created by this act, shall evaluate the governance structure of transit service in the Richmond region, including the evaluation of establishing a transportation district pursuant to Chapter 19 (§ 33.2-1900 et seq.) of Title 33.2 of the Code of Virginia, and report the results of such evaluation to the Governor and the General Assembly no later than December 1, 2020."*

An extension for the completion of the Transit Service Governance Report was granted to June 30, 2021. In coordination with the Secretary's office, additional time will be provided to ensure the completion of a satisfactory report prior to September 1, 2021.

7. Appointment of the CVTA Personnel Committee

At the May 28th meeting, the Authority created an ad hoc personnel committee to study the staffing needs of the Authority and charged the committee with a timeline to report back to the Authority with staffing solutions.

CVTA Chair Thornton appointed the following members to the CVTA Personnel Committee:

- Kevin P. Carroll, Chesterfield County
- Neil Spoonhower, Chair of the CVTA Personnel Committee, Goochland County
- W. Canova Peterson, Hanover County
- Patricia A. Paige, New Kent County
- Mayor Levar M. Stoney, City of Richmond

8. Second Reading of the CVTA Bylaws Amendment

The first amended Bylaws of the CVTA were first read and presented to the members at the May 28, 2021 meeting. Mr. Eric Gregory, CVTA General Counsel, performed a second reading by reviewing the proposed amendments to the Bylaws with the members. The CVTA amended Bylaws will allow for the inclusion of the Virginia Port Authority and provide that the Nominating Committee, in addition to submitting candidates for chair and vice chair, shall submit two candidates for the CVTA's Finance Committee that are appointed by the Authority board.

On motion of David T. Williams, seconded by Delegate Delores McQuinn, the Central Virginia Transportation Authority (CVTA) unanimously approved the following resolution (voice vote):

RESOLVED, that the Central Virginia Transportation Authority (CVTA) approves the amendments to the CVTA Bylaws per the first reading on May 28, 2021 and the second reading on June 25, 2021.

9. CVTA Nominating Committee Update

At their May 25, 2021 meeting, the CVTA Nominating Committee discussed the provisions of the Bylaws relating to membership of the Finance Committee. The Bylaws provide that the Finance Committee includes five (5)

members of the Authority: three (3) of these members are representatives of the jurisdictions with the highest population (Chesterfield, Henrico and Richmond), while the remaining two (2) are to be appointed by the Authority.

The Authority vested responsibility with the Nominating Committee for recommendation of names of persons to serve in the two (2) seats of the Finance Committee to be appointed by the Authority. (Note: The Authority waived the germaneness for the Bylaws amendment).

C. OTHER BUSINESS

10. FY22 Regional Public Transportation Plan

On motion of Levar M Stoney, seconded by Patricia A. Paige, the Central Virginia Transportation Authority (CVTA) unanimously approved the following resolution as presented (see Appendix A):

Resolved, that the Central Virginia Transportation Authority accepts the FY22 Regional Public Transportation Plan as fulfillment of legislative requirements.

12. Next CVTA Authority Meeting: July 16, 2021

The next action meeting will be held on July 16, 2021, beginning at 8:30 a.m. in PlanRVA's James River Board Room.

D. ADJOURNMENT

Chairman Thornton adjourned the meeting at 10:25 a.m. on June 25, 2021.

CAP/nm