

# AGENDA

## CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

Friday, March 26, 2021

8:30 a.m.

Zoom Meeting

### Members

- Town of Ashland
- Charles City County
- Chesterfield County
- Goochland County
- Hanover County
- Henrico County
- New Kent County
- Powhatan County
- City of Richmond
- VA House of Delegates
- Senate of VA
- Commonwealth Transportation Board
- VDRPT
- VDOT
- GRTC
- RMTA

Members of the public may observe the meeting via YouTube Live Streaming on the [PlanRVA YouTube Channel](#). Opportunities for sharing comments are described in the [Public Participation](#) guide.

**CALL TO ORDER** (Thornton) .....

**WELCOME AND INTRODUCTIONS** (Thornton) .....

**PLEDGE OF ALLEGIANCE** (Thornton) .....

**STATEMENT REGARDING VIRTUAL MEETINGS** (Parsons) ..... page 1

**ROLL CALL & CERTIFICATION OF A QUORUM** (Thornton) .....

**A. ADMINISTRATIVE ITEMS**

**1. Consideration of Amendments to the Action Meeting Agenda**  
(Thornton).....

**2. Approval of February 26, 2021 CVTA Action Meeting Minutes**  
(Thornton)..... page 2  
**Action Requested**

**3. Open Public Comment Period**  
(Thornton/5 minutes).....

**4. CVTA Chairman’s Report**  
(Thornton/5 minutes).....

**5. CVTA Activities Report**  
(Parsons/10 minutes) .....

**B. COMMITTEE REPORTS**

- 6. **CVTA Finance Committee Update**  
*(Stoney/15 minutes)*..... page 10
  - a. **Draft Memorandum of Agreement (MOA) with GRTC**  
*(Gregory/10 minutes)*.....  
**Discussion Item:** Members will be asked to review and provide comment on the draft Memorandum of Agreement (MOA) with GRTC.
  - b. **Distribution of 15% Funds to GRTC**  
*(Parsons/10 minutes)*.....  
**Discussion Item:** Finance Committee members requested this item be brought to the full Authority to determine the timeline for transferring 15% transit revenues to GRTC.
  - c. **CVTA Administrative & Operating Expense Budget – FY 2022 Draft**  
*(Heeter/10 minutes)*..... page 11  
**Action Requested:** CVTA Finance Committee recommendation to schedule a public hearing for April 30, 2021 and to authorize PlanRVA to incur expenses associated with advertisement of public hearing and public review of the proposed FY 2022 Administrative and Operating Expense Budget.
  - d. **Future Staffing Needs of the CVTA**  
*(Heeter/10 minutes)*.....  
**Discussion Item:** Finance Committee members requested this topic be brought to the full Authority to begin the discussion regarding future staffing needs of the CVTA.
- 7. **CVTA Technical Advisory Committee Update**  
*(Eure/10 minutes)*.....
  - a. Regional Project Prioritization – Progress Report
  - b. Regional Public Transportation Plan – Progress Report
  - c. Transit Service Governance Report – Progress Report

**C. OTHER BUSINESS**

- 8. **CVTA Member Comments**  
*(Thornton/5 minutes)*.....
- 9. **Next Meeting: April 30, 2021**  
*(Thornton)*.....

**D. ADJOURNMENT**

CAP/nm  
Attachments

## Opening Statement for Electronic Meetings

Due to the 2020 COVID-19 virus and current guidance regarding physical distancing to reduce the potential for spread, meetings of the Central Virginia Transportation Authority are accessible in a virtual format in accordance with provisions of Virginia Code § 2.2-3708.2 and related legislation approved by the General Assembly of Virginia during the period of the Governor's State of Emergency Declaration for COVID-19.

While we meet in a remote/virtual format, we remain committed to public accessibility and opportunity to participate. Staff provided notice of this meeting to members and the public on March 16, 2021 through electronic posting on the PlanRVA website and email distribution of notice to members, alternates, and known interested parties, including the media.

This meeting will be recorded. Audio and visual recordings of the meeting and materials will be posted on the PlanRVA website within 48 hours of this meeting.

Any member of the public participating as an observer during the meeting today may submit comments or questions at any time prior to or during the meeting via email at [CVTA@PlanRVA.org](mailto:CVTA@PlanRVA.org). All comments and questions submitted at this time will be reviewed following the meeting and to the extent practical, responses will be provided or posted on the PlanRVA website.

We ask that members identify themselves first when speaking so we can more accurately record the activities of the meeting. All lines should be muted to minimize additional noise and feedback. You may unmute your line at any time to request acknowledgement from the Chair.

Please let us know if you have any questions regarding the process for assuring effective facilitation of this meeting or for how members of the public may participate.

By providing this statement, staff certifies that we have followed the approved procedures for appropriate notice of this meeting and the means by which we are convening.

Please indicate your presence by saying "HERE" when your name is called during a roll call. Anyone who wishes to identify themselves following the roll call of members will be invited to do so.

## **Agenda Item A.2.**

*Minutes of the February 26, 2021 Central Virginia  
Transportation Authority (CVTA) Action Meeting*

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### **REQUESTED ACTION**

*The CVTA is requested to approve the Minutes of  
the February 26, 2021 CVTA action meeting as  
presented.*

**CENTRAL VIRGINIA TRANSPORTATION AUTHORITY**

**MINUTES OF ACTION MEETING**

**Zoom Virtual Meeting**

**February 26, 2021**

**8:30 a.m.**

**Members Present:**

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

**Non-Voting Ex-Officio**

<b>Agency</b>	<b>Member</b>	<b>Present</b>	<b>Absent</b>
<b>VDRPT</b>	Jennifer Mitchell	x	
<b>VDOT</b>	Commissioner Stephen C. Brich	x	
<b>GRTC Transit System</b>	Julie Timm	x	
<b>RMTA</b>	Joi Taylor Dean	x	

The Central Virginia Transportation Authority meeting was held 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 February 26, 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 February 26, 2021 agenda was approved by acclamation as presented.

#### **2. Approval of January 29, 2021 CVTA Action Meeting Minutes**

There were no comments or corrections to the January 29, 2021 CVTA action meeting minutes. The Authority unanimously approved the minutes of the January 29, 2021 meeting by acclamation as presented.

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

There were no requests to address the CVTA.

### **B. COMMITTEE REPORTS**

#### **6.a. Action on Draft Memorandum of Understanding (MOU) Regarding Fiscal Services**

The CVTA Finance Committee Chair Stoney reported that the draft MOU between the Authority and the City of Richmond was reviewed at the February 10<sup>th</sup>, 2021 CVTA Finance Committee meeting and recommended approval as presented. This level of approval is not expected to be necessary going forward following establishment of the Financial Policies & Procedures (item B.6.c.).

On motion of Kevin P. Carroll, seconded by Patricia A. Paige, the Central Virginia Transportation Authority (CVTA) unanimously approved the following resolution as recommended by the CVTA Finance Committee:

**RESOLVED**, that the Central Virginia Transportation Authority (CVTA) approves the Memorandum of Understanding (MOU) between the Authority and the City of Richmond to provide specific services to the Authority.

#### **6.b. Action on Invoices for Quarters 1 and 2**

The CVTA Finance Committee Chair Stoney reported that the Finance Committee reviewed the invoices from PlanRVA for quarters 1 and 2 at their February 10<sup>th</sup>, 2021 meeting and recommended approval as presented.

The Central Virginia Transportation Authority (CVTA) unanimously approved the following resolution as recommended by the CVTA Finance Committee:

**RESOLVED**, that the Central Virginia Transportation Authority (CVTA) approves payments for quarter 1 and quarter 2 invoices.

**6.c. Action on Draft Financial Policies & Procedures**

The CVTA Finance Committee Chair Stoney reported that the revised Draft Financial Policies and Procedures was reviewed at the February 10<sup>th</sup>, 2021 Finance Committee meeting and recommended approval as revised.

The Central Virginia Transportation Authority (CVTA) unanimously approved the following resolution as recommended by the CVTA Finance Committee:

**RESOLVED**, that the Central Virginia Transportation Authority (CVTA) approves the Financial Policies and Procedures for the CVTA as revised.

**7.d. Action on Certification Reporting – Member Spending Plans**

The Bylaws of the Central Virginia Transportation Authority require the development of a plan for expenditure of regional transportation funds. The CVTA FY 2021 Spending Plan was completed by all nine jurisdictions who set forth their intent for expenditures in fiscal year 2021. The resolution was presented and recommended on behalf of the CVTA Technical Advisory Committee by Mr. Parsons.

The Central Virginia Transportation Authority (CVTA) unanimously approved the following resolution as recommended by the CVTA Technical Advisory Committee:

**RESOLVED**, that the Central Virginia Transportation Authority (CVTA) accepts the FY 2021 member locality spending plans and authorize CVTA Technical Advisory Committee (TAC) to develop the format for FY 2022 spending plans.

**C. OTHER BUSINESS**

**8. Next CVTA Authority Meeting: March 26, 2021**

The next action meeting will be held on March 26, 2021, beginning at 8:30 a.m.

**D. ADJOURNMENT:**

Chairman Thornton adjourned the meeting at 9:12 a.m. on February 26, 2021.

CAP/nm

Motion as presented: Motion to approve the Memorandum of Understanding between the Authority and the City of Richmond to provide specific services to the Authority. (B.6.a.)  
 First: Carroll  
 Second: Paige

Select location of proposed service/facility = N/A

Members	Population*	Weighted Votes	UNWEIGHTED				Voting Check	Population "Yays"
			"Yay"	"Nay"	Abstain	Absent		
Ashland	7,553	1	1				Ok	7,553
Charles City	7,331	1				1	Ok	-
Chesterfield	333,450	4	1				Ok	333,450
Goochland	22,277	2	1				Ok	22,277
Hanover	96,460	3	1				Ok	96,460
Henrico	320,717	4	1				Ok	320,717
New Kent	20,468	2	1				Ok	20,468
Powhatan	28,442	2	1				Ok	28,442
Richmond	217,938	4	1				Ok	217,938
Delegate		1	1				Ok	
Senator		1	1				Ok	
CTB Member		1	1				Ok	
*Jul. 1, 2015 Weldon Cooper	<b>1,054,636</b>	<b>26</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>12</b>	<b>1,047,305</b>

WEIGHTED	
"Yay"	"Nay"
1	0
0	0
4	0
2	0
3	0
4	0
2	0
2	0
4	0
1	0
1	0
1	0
<b>25</b>	<b>0</b>

OVERALL VOTE = PASS

Voting Check	VALID
Quorum Present	YES
Weighted Vote Simple Majority	PASS
4/5 Population in Affirmative	PASS



**Motion as presented:** Motion to approve payments for quarter 1 and 2 PlanRVA invoices. (B.6.b.)  
**First:** The motion was presented and recommended on behalf of the CVTA Finance Committee by the Chair of the CVTA Finance Committee (Stoney).  
**Second:**

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

Members	Population*	Weighted Votes	UNWEIGHTED				Voting Check	Population "Yays"
			"Yay"	"Nay"	Abstain	Absent		
Ashland	7,553	1	1				Ok	7,553
Charles City	7,331	1				1	Ok	-
Chesterfield	333,450	4	1				Ok	333,450
Goochland	22,277	2	1				Ok	22,277
Hanover	96,460	3	1				Ok	96,460
Henrico	320,717	4	1				Ok	320,717
New Kent	20,468	2	1				Ok	20,468
Powhatan	28,442	2	1				Ok	28,442
Richmond	217,938	4	1				Ok	217,938
Delegate		1	1				Ok	
Senator		1	1				Ok	
CTB Member		1	1				Ok	
*Jul. 1, 2015 Weldon Cooper	<b>1,054,636</b>	<b>26</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>12</b>	<b>1,047,305</b>

WEIGHTED	
"Yay"	"Nay"
1	0
0	0
4	0
2	0
3	0
4	0
2	0
2	0
4	0
1	0
1	0
1	0
<b>25</b>	<b>0</b>

OVERALL VOTE = **PASS**

Voting Check	VALID
Quorum Present	YES
Weighted Vote Simple Majority	PASS
4/5 Population in Affirmative	PASS

**Motion as presented:** Motion to approve the Financial Policies and Procedures for the CVTA as revised. (B.6.c.)  
**First:** The motion was presented and recommended on behalf of the CVTA Finance Committee by the Chair of the CVTA Finance Committee (Stoney).  
**Second:**

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

Members	Population*	Weighted Votes	UNWEIGHTED				Voting Check	Population "Yays"
			"Yay"	"Nay"	Abstain	Absent		
Ashland	7,553	1	1				Ok	7,553
Charles City	7,331	1				1	Ok	-
Chesterfield	333,450	4	1				Ok	333,450
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Henrico	320,717	4	1				Ok	320,717
New Kent	20,468	2	1				Ok	20,468
Powhatan	28,442	2	1				Ok	28,442
Richmond	217,938	4	1				Ok	217,938
Delegate		1	1				Ok	
Senator		1	1				Ok	
CTB Member		1	1				Ok	
*Jul. 1, 2015 Weldon Cooper	<b>1,054,636</b>	<b>26</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>12</b>	<b>1,047,305</b>

WEIGHTED	
"Yay"	"Nay"
1	0
0	0
4	0
2	0
3	0
4	0
2	0
2	0
4	0
1	0
1	0
1	0
<b>25</b>	<b>0</b>

OVERALL VOTE = **PASS**

Voting Check	VALID
Quorum Present	YES
Weighted Vote Simple Majority	PASS
4/5 Population in Affirmative	PASS

**Motion as presented:** Motion to accept the FY 2021 member locality spending plans and authorize CVTA TAC to develop the format for FY 2022 spending plans. (B.7.d.)  
**First:** The motion was presented and recommended on behalf of the CVTA Technical Advisory Committee by Mr. Parsons.  
**Second:**

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

Members	Population*	Weighted Votes	UNWEIGHTED				Voting Check	Population "Yays"
			"Yay"	"Nay"	Abstain	Absent		
Ashland	7,553	1	1				Ok	7,553
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Richmond	217,938	4	1				Ok	217,938
Delegate		1	1				Ok	
Senator		1	1				Ok	
CTB Member		1	1				Ok	
*Jul. 1, 2015 Weldon Cooper	<b>1,054,636</b>	<b>26</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>1,054,636</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
Weighted Vote Simple Majority	PASS
4/5 Population in Affirmative	PASS

## Agenda Item B.6.

### CVTA Finance Committee Update

2

**a. Draft Memorandum of Agreement (MOA) with GRTC**

**Discussion Item:** Members will be asked to review and provide comment on the draft Memorandum of Agreement (MOA) with GRTC.

**b. Distribution of 15% Funds to GRTC**

**Discussion Item:** Finance Committee members requested this item be brought to the full Authority to determine the timeline for transferring 15% transit revenues to GRTC.

**c. Administrative & Operating Expense Budget –  
FY 2022 Draft**

**Action Requested:** CVTA Finance Committee recommendation to schedule a public hearing for April 30, 2021 and to authorize PlanRVA to incur expenses associated with advertisement of public hearing and public review of the proposed FY 2022 Administrative and Operating Expense Budget.

**d. Future Staffing Needs of the CVTA**

**Discussion Item:** Finance Committee members requested this topic be brought to the full Authority to begin the discussion regarding future staffing needs of the CVTA.

**CVTA Administrative and Operating Expense Budget- Fiscal Year 2022 Draft**

<b>Category</b>	<b>FY 2021 Approved</b>	<b>FY2022 Proposed</b>	<b>Notes</b>
<b>Personnel</b>			
Administration & Staffing	\$210,000.00	\$210,000.00	
Member Compensation	\$10,500.00	\$10,500.00	
<b>Professional Services</b>			
Audit	\$0.00	\$15,000.00	pending RFP through Auditor of Public Accounts
Bank Fees & Investment Services	\$0.00	\$3,500.00	
General Legal Counsel*	\$36,000.00	\$36,000.00	
Insurance	\$5,000.00	\$10,000.00	increased for full year of coverage
Recruitment	\$15,000.00	\$15,000.00	unexpended in FY2021
<b>Technology &amp; Communications</b>			
Technology Services & Support*	\$2,500.00	\$2,500.00	unexpended in FY2021
<b>Administrative</b>			
Meetings Expenses	\$20,000.00	\$20,000.00	~\$13,000 expended in FY2021
Memberships/Subscriptions/Licenses	\$3,000.00	\$3,000.00	unexpended in FY2021
Office Expenses & Supplies*	\$1,500.00	\$1,500.00	unexpended in FY2021
Postage*	\$500.00	\$500.00	unexpended in FY2021
Printing, Copying & Production*	\$2,500.00	\$2,500.00	unexpended in FY2021
Professional Development & Training	\$5,000.00	\$5,000.00	unexpended in FY2021
Public Engagement*	\$20,000.00	\$20,000.00	~\$5,000 expected in FY2021
Travel*	\$1,500.00	\$1,500.00	unexpended in FY2021
<b>Reserves for Contingency</b>	<u>\$167,000.00</u>	<u>\$143,500.00</u>	Reserved for other expenses to be determined
<b>Total</b>	<u>\$500,000.00</u>	<u>\$500,000.00</u>	
	\$0.00	\$0.00	

\*Expense categories currently covered within PlanRVA MOU