

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

**MINUTES OF ACTION MEETING
 Zoom Virtual Meeting
 February 26, 2021
 8:30 a.m.**

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	x	
Senate of Virginia	Senator Jennifer L. McClellan	x	
Commonwealth Transportation Board	Carlos M. Brown	x	

Non-Voting Ex-Officio

Agency	Member	Present	Absent
VDRPT	Jennifer Mitchell	x	
VDOT	Commissioner Stephen C. Brich	x	
GRTC Transit System	Julie Timm	x	
RMTA	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 10th, 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 10th, 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 10th, 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