

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

**MINUTES OF ACTION MEETING
 Zoom Video Webinar & PlanRVA YouTube
 December 4, 2020
 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
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 Video Webinar 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 December 4, 2020 Central Virginia Transportation Authority action meeting to order at 8:30 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 December 4, 2020 agenda was approved by acclamation as presented.

2. Approval of October 30, 2020 CVTA Action Meeting Minutes

On motion of John H. Hodges, seconded by Kevin P. Carroll, the CVTA unanimously approved the minutes of the October 30, 2020 action meeting as presented.

3. Open Public Comment Period

Public comment received by email was provided to Authority members and read into the record (see Appendix B).

B. NEW BUSINESS

1. Action on the FY21 Administrative and Operating Expense Budget – Public Hearing

On motion of W. Canova Peterson, seconded by Kevin P. Carroll, the Central Virginia Transportation Authority (CVTA) unanimously approved the following resolution:

RESOLVED, that the Central Virginia Transportation Authority (CVTA) adopts the FY21 Administrative and Operating Expense Budget as presented.

2. Action on Agreement for Revenue Transfers with the Virginia Department of Transportation –

On motion of Mayor Levar M. Stoney, seconded by Kevin P. Carroll, the Central Virginia Transportation Authority (CVTA) unanimously approved the following resolution:

RESOLVED, that the Central Virginia Transportation Authority (CVTA) approves the full Memorandum of Agreement for Revenue Transfers between the Virginia Department of Transportation and the Central Virginia Transportation Authority including all exhibits as presented and recommends approval by the Commonwealth Transportation Board at its December meeting.

3. Action on Insurance Services

On motion of Kevin P. Carroll, seconded by Delegate McQuinn, the Central Virginia Transportation Authority (CVTA) unanimously approved the following resolution:

RESOLVED, that the Central Virginia Transportation Authority (CVTA) authorizes the CVTA Finance Committee to select a qualified offeror and negotiate purchase of insurance coverage for the Authority.

4. Action on Transit Service Governance Report – Scope of Work

On motion of Kevin P. Carroll, seconded by W. Canova Peterson, the Central Virginia Transportation Authority (CVTA) unanimously approved the following resolution:

RESOLVED, that the Central Virginia Transportation Authority (CVTA) approves the scope of work for the Regional Transit Service Governance Report as presented and authorize staff to work with DRPT to solicit proposals for service.

5. Action on CVTA Financial Administration and Management

Vice Chair Carroll moved “to authorize the CVTA Finance Committee to develop financial policies and procedures and implement a strategy for locality management of key financial management functions on the Authority’s behalf through negotiation of one or more fiscal agent agreements” which was then amended by Mr. Brown.

On motion of Kevin P. Carroll, seconded by David T. Williams, the Central Virginia Transportation Authority (CVTA) unanimously approved the following resolution:

RESOLVED, that the Central Virginia Transportation Authority (CVTA) amends the original motion offered by Mr. Carroll, as follows: the Central Virginia Transportation Authority (CVTA) authorizes the CVTA Finance Committee to take such actions as are necessary and appropriate to establish banking, advisory and audit services for the Authority and to develop such financial policies and procedures as are deemed necessary and appropriate for consideration of the CVTA at its next scheduled meeting.

On motion of Carlos M. Brown, seconded by David T. Williams, the Central Virginia Transportation Authority (CVTA) unanimously approved the following resolution:

RESOLVED, that the Central Virginia Transportation Authority (CVTA) authorizes the CVTA Finance Committee to take such actions as are necessary and appropriate to establish banking, advisory and audit services for the Authority and to develop such financial policies and procedures as are deemed necessary and appropriate for consideration of the CVTA at its next scheduled meeting.

C. OTHER BUSINESS

2. Next CVTA Authority Meeting: January 29, 2021

The next action meeting will be held on January 29, 2021, beginning at 8:30 a.m.

D. ADJOURNMENT:

Chairman Thornton adjourned the meeting at approximately 10:15 a.m. on December 4, 2020.

CAP/nm