

**CENTRAL VIRGINIA TRANSPORTATION AUTHORITY
FINANCE COMMITTEE**

**MINUTES OF ACTION MEETING
Zoom Virtual Meeting
March 10, 2021**

Members Present:

Jurisdiction/Agency	Member	Present	Absent
Chesterfield County	Kevin P. Carroll, (CVTA Vice Chair)	x	
Hanover County	W. Canova Peterson Vice Chair	x	
Henrico County	Frank J. Thornton (CVTA Chair)	x	
City of Richmond	Mayor Levar M. Stoney, Chair	x	
Commonwealth Transportation Board	Carlos M. Brown	x	

The Central Virginia Transportation Authority (CVTA) Finance Committee meeting was 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. A recording of this meeting is available on the [Plan RVA YouTube Channel](#).

CALL TO ORDER

The Central Virginia Transportation Authority (CVTA) Finance Committee Chair Mayor Levar M. Stoney presided and called the March 10, 2021 CVTA Finance Committee action meeting to order at 8:01 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.

1. Consideration of Amendments to the Action Meeting Agenda

There were no requested changes to the meeting agenda. Seeing and hearing no objections the March 10, 2021 agenda was approved by acclamation as presented.

2. Approval of February 10, 2021 CVTA Finance Committee Action Meeting Minutes

On motion of Frank J. Thornton, seconded by W. Canova Peterson, the CVTA Finance Committee unanimously approved the minutes of the February 10, 2021 meeting by acclamation as presented (voice vote).

7. CVTA Administrative & Operating Expense Budget – FY 2022 Draft

On motion of W. Canova Peterson, seconded by Carlos M. Brown, the Central Virginia Transportation Authority (CVTA) Finance Committee unanimously recommended CVTA approval of the following resolution:

RESOLVED, that the Central Virginia Transportation Authority (CVTA) Finance Committee moves \$15,000 from the line item *Reserves for Contingency* to the line item *Recruitment*.

Jurisdiction/Agency	Member	Aye	Nay	Abstain
Chesterfield County	Kevin P. Carroll	x		
Hanover County	Vice Chair W. Canova Peterson	x		
Henrico County	Frank J. Thornton	x		
City of Richmond	Chair Levar M. Stoney	x		
Commonwealth Transportation Board	Carlos M. Brown	x		
TOTAL		5		

On motion of Carlos M. Brown, seconded by Frank J. Thornton, the Central Virginia Transportation Authority (CVTA) Finance Committee unanimously recommended CVTA approval of the following resolution as presented:

RESOLVED, that the Central Virginia Transportation Authority (CVTA) Finance Committee forwards the draft FY 2022 CVTA Administrative and Operating Expense Budget to schedule a public hearing.

Jurisdiction/Agency	Member	Aye	Nay	Abstain
Chesterfield County	Kevin P. Carroll	x		
Hanover County	Vice Chair W. Canova Peterson	x		
Henrico County	Frank J. Thornton	x		
City of Richmond	Chair Levar M. Stoney	x		
Commonwealth Transportation Board	Carlos M. Brown	x		
TOTAL		5		

8. Draft Memorandum of Agreement (MOA) with GRTC

The Finance Committee members received copy of the draft agreement in preparation for the March committee meeting following PlanRVA staff coordination with legal counsel and GRTC staff. The draft MOA was also distributed to members of the CVTA TAC as well as local legal counsel for local review.

Staff’s presentation indicated use of this document as a template for future Memoranda of Agreement between CVTA and participating jurisdictions. While

they are not required to be the same, the intent was to develop a strong base for use in similar agreements.

Members were asked to review and provide comment on the draft Memorandum of Agreement (MOA) with GRTC and the timeline for release of 15% set aside of funds. In reviewing the minutes, the full Authority took action on October 30, 2021 to approve the use of CVTA transit funds not to exceed \$200,000 for consulting services and public outreach support in development of the FY22 Regional Public Transportation Plan based on the requirements of the CVTA legislation. The statute does not prohibit or limit the distribution of these funds. The development of the FY22 Regional Public Transportation Plan is currently in progress.

The committee determined that the CVTA transit funds should be released to GRTC immediately. Action was not required. The draft GRTC MOA will go before the full Authority for review and discussion on March 26th.

10. CVTA Staffing and Support Services

a. FY 2021 PlanRVA Performance Evaluation

A status update regarding a list of expected deliverables included in the FY2021 Support Services MOU between the CVTA and PlanRVA was provided.

b. FY 2022 Staffing Plan

A staffing proposal for administrative support services similar to the support services currently provided including a timeline for recruitment will be prepared for the April committee meeting.

11. Future Meeting Topics

The following future meeting topics were recommended:

- Bonding Concept – Execution of Projects (Models of Hampton Roads Transportation Accountability Commission (HRTAC))

13. Next CVTA Finance Committee Meeting

The next action meeting will be held on April 14, 2021, beginning at 8:30 a.m. in Richmond, Virginia.

14. Adjournment

Chairman Stoney adjourned the meeting at 9:46 a.m. on March 10, 2021.

CAP/nm