



COMMONWEALTH of VIRGINIA

Commonwealth Transportation Board

Shannon Valentine
Chairperson

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Agenda item # NBI

**RESOLUTION
OF THE
COMMONWEALTH TRANSPORTATION BOARD**

September 18, 2018

MOTION

Made By: Mr. Whitworth Seconded By: Ms. Hynes

Action: Motion Carried, Unanimously

Title: Designation of Secretary to the Commonwealth Transportation Board

WHEREAS, there are numerous legal documents and other instruments which must be attested to by an individual on behalf of the Board; and

WHEREAS, it is not always possible to have said documents or instruments attested to by the Chairman.

NOW, THEREFORE, BE IT RESOLVED, that Alison DeTuncq be appointed as Secretary to the Commonwealth Transportation Board, with the power to attest the Chairman's signature and documents of the Board.

BE IT FURTHER RESOLVED, that this appointment serves to rescind all prior appointments to the position of Secretary of the Board.

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CTB Decision Brief

Designation of Secretary to the Commonwealth Transportation Board

Issue: The position of Secretary to the Commonwealth Transportation Board is vacant.

Facts: The Secretary of Transportation, as Chairman, can attest to legal documents and other instruments, such as Board minutes, on behalf of the Board. However, it is not always possible for the Chairman to perform this duty. In such cases, the Secretary to the Commonwealth Transportation Board can perform this function.

Traditionally, the longest serving Board member is named Secretary. The previous Secretary, Gary Garczynski, ended his service as a Board member in June, 2018.

Recommendations: The Virginia Department of Transportation (VDOT) recommends that Alison DeTuncq be approved as the new Secretary to the Board.

Action Required by CTB: A resolution will be provided for the Board's consideration and formal vote.

Result if Approved: The Board will retain the capacity to have another individual besides the Chairman who can attest to legal documents and other instruments on the Board's behalf, a longstanding practice that promotes efficiency and responsiveness.

Options: Approve, Deny, or Defer.

Public Comments/Reactions: None.