

Central Virginia Transportation Authority (CVTA)

Meeting Minutes

Friday, March 28, 2025, 9:00 a.m.

PlanRVA James River Boardroom, 424 Hull Street, Suite 300, Richmond, VA 23224
 and via Zoom

Members and Designees:

Jurisdiction/ Agency	Member	Present	Absent	Designee	Present	Absent
Town of Ashland	John H. Hodges,		X	Steve Trivett	X	
Charles City County	Byron Adkins, Sr.	X		Ryan Patterson		X
Chesterfield County	Kevin P. Carroll	X		James Holland		X
Goochland County	Neil Spoonhower	X		Tom Winfree	X	
Hanover County	Sean Davis		X	Faye Prichard	X	
Henrico County	Tyrone Nelson	X		Vacant		
New Kent County	John Moyer	X		Amy Pearson		X
Powhatan County	Bill Donati		X	Mark Kinney		X
City of Richmond	Mayor Danny Avula		X	Cynthia Newbille	X	
VA House of Delegates	Delegate Rae Cousins		X	N/A		
Senate of Virginia	Senator Ghazala F. Hashmi	X		N/A		
Commonwealth Transportation Board	J. Rex Davis	X		N/A		

Non-Voting Ex-Officio Members:

Agency	Member	Present	Absent	Designee	Present	Absent
CRAC	Perry J. Miller		X	John Rutledge		X
GRTC	Sheryl Adams		X	Adrienne Torres	X	
RMTA	Joi Taylor Dean	X		N/A		
VDRPT	Zach Trogon		X	Tiffany Dubinsky	X	
VDOT	Stephen Brich		X	Dale Totten (A)	X	
				Mark Riblett (A)		X
Virginia Port Authority	Barbara Nelson	Virtual		Thomas Cross (A)		X

The technology used for the CVTA 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 our [Plan RVA YouTube Channel](#).

Call to Order

The Central Virginia Transportation Authority Vice Chair, Tyrone Nelson, presided and called the meeting to order at 9:00 a.m.

Pledge of Allegiance

The Pledge of Allegiance was led by Vice Chair Nelson.

Welcome and Introductions

Vice Chair Nelson welcomed all attendees.

A. ADMINISTRATION

1. Confirmation of Member Participation from a Remote Location

Vice Chair Nelson reported that Barbara Nelson requested approval to participate remotely due to her principal residence location being more than 60 miles from the meeting location.

Vice Chair Nelson announced his approval of the request to participate remotely.

On motion by Kevin Carroll, the members of the Authority voted unanimously to approve that the member's request to participate from a remote location was in conformance with the CVTA Policy for Remote Participation of member; and, the voice of the remotely participating member could be heard by all persons at the primary or central meeting location (voice vote).

The quorum was updated to show the presence of the remote member.

2. Consideration of Amendments to the Meeting Agenda

There were no requested amendments to the agenda.

3. Approval of January 31, 2025, CVTA Meeting Minutes

On motion by Kevin Carroll, seconded by Neil Spoonhower, the members of the Central Virginia Transportation Authority voted to approve the meeting minutes as presented (voice vote).

4. Open Public Comment Period

There were no citizens present in-person or virtually wishing to offer public comments.

5. CVTA Chairman's Report

Vice Chair Nelson did not have a formal report.

6. CVTA Executive Director's Report

Chet Parsons, Executive Director, did not have a formal report.

B. ACTION ITEMS

1. Authorization to Advertise a Public Hearing for April 25, 2025, for the FY26 CVTA Administrative and Operating Budget

Mr. Parsons explained that staff is preparing the FY26 budget. The expectation is that the Finance Committee will review the draft budget at their April meeting and recommend Authority approval.

On motion by Kevin Carroll, seconded by John Moyer, the members of the Central Virginia Transportation Authority voted to authorize advertisement of a public hearing for April 25, 2025, for the FY2026 CVTA Administrative & Operating Budget and for a public review period to be held from April 10, 2025, through April 24, 2025 (roll call vote; see below).

Jurisdiction/Agency	Member	Vote
Town of Ashland	Steve Trivett	Absent
Charles City County	Byron Adkins, Sr.	Aye
Chesterfield County	Kevin P. Carroll	Aye
Goochland County	Neil Spoonhower	Aye
Hanover County	Sean Davis	Absent
Henrico County	Tyrone Nelson	Aye
New Kent County	John Moyer	Aye
Powhatan County	Bill Donati	Absent
City of Richmond	Cynthia Newbille	Aye
VA House of Delegates	Delegate Rae Cousins	Absent
Senate of Virginia	Senator Ghazala F. Hashmi	Aye
Commonwealth Transportation Board	J. Rex Davis	Aye

2. Policy for Meetings Held Through Electronic Communications Means

Eric Gregory, legal council, explained the new proposed policy will replace the Policy for Remote Participation of Members as well as the Policy for All Virtual Public Meetings. The Policy will be brought back to the Authority yearly for updates and reapproval.

Authority members discussed the requirements of members to notify and request permission from the Chair or Vice Chair of requests to participate remotely.

On motion by Steve Trivett, seconded by Kevin Carroll, the members of the Central Virginia Transportation Authority voted to approve the Policy for Meetings Held Through Electronic Communications Means as presented (roll call vote; see below).

Jurisdiction/Agency	Member	Vote
Town of Ashland	Steve Trivett	Aye
Charles City County	Byron Adkins, Sr.	Aye
Chesterfield County	Kevin P. Carroll	Aye
Goochland County	Neil Spoonhower	Aye
Hanover County	Sean Davis	Absent
Henrico County	Tyrone Nelson	Aye
New Kent County	John Moyer	Aye
Powhatan County	Bill Donati	Absent
City of Richmond	Cynthia Newbille	Aye
VA House of Delegates	Delegate Rae Cousins	Absent
Senate of Virginia	Senator Ghazala F. Hashmi	Aye
Commonwealth Transportation Board	J. Rex Davis	Aye

C. REPORTS

1. CVTA Finance Committee Update

a. Finance Committee Chair's Report

Neil Spoonhower, Committee Chair, noted that the committee did not meet in the previous month and there was no formal report.

b. Financial Activity and Investment Reports

Mr. Parsons reviewed the financial and investment reports and noted the reports were included in the meeting agenda packet.

2. CVTA Technical Advisory Committee (TAC) Update

a. TAC Chair's Report

Barbara Smith, TAC Chair, reported on the activity from the March TAC meeting:

- Working Capital Reserve policy review and recommendation that the Finance Committee review the policy.
- Review of candidate projects to be funded through interest earnings.
- Bond issuance candidate projects review.
- Quarterly status reports for regionally funded projects.

D. OTHER BUSINESS

1. Agency Reports: PlanRVA and RRTPO

The reports were included in the meeting agenda packet.

Joi Taylor Dean and Tom Winfree arrived at approximately 9:20 a.m.

2. CVTA Member Comments

Cynthia Newbille thanked the CVTA and staff for all that is being done to support the City of Richmond. She announced that the City Council has voted unanimously to approve adding two million in US DOT America Grant Funds to look at transit-oriented development. She thanked Dironna Moore Clarke for her work on the downtown transfer station project.

John Moyer reported that the funds the CVTA contributed to the I64 gap widening project have resulted in new economic development projects in New Kent County.

E. ADJOURNMENT

Vice Chair Nelson adjourned the meeting at 9:25 a.m.