

Central Virginia Transportation Authority (CVTA)
Meeting Minutes
Friday, September 26, 2025, 9:00 a.m.
PlanRVA James River Boardroom, 424 Hull Street, Suite 300, Richmond, VA 23224
and via Zoom

Jurisdiction/ Agency	Member	Present	Absent	Designee	Present	Absent
Town of Ashland	Steve Trivett	X		Anita Barnhart		
Charles City County	Ryan Patterson	X		Byron M. Adkins, Sr.		
Chesterfield County	Kevin P. Carroll, Vice Chair	X		James M. Holland		
Goochland County	Neil Spoonhower	X		Tom Winfree		
Hanover County	Sean M. Davis	X		Ryan Hudson		
Henrico County	Tyrone Nelson, Chair	X		Dan Schmitt		
New Kent County	John P. Moyer	X		Amy Pearson		
Powhatan County	Bill Donati	X		Mark Kinney		
City of Richmond	Mayor Danny Avula	X		Cynthia Newbille		
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 – Capital Region Airport Commission	Perry J. Miller			John B. Rutledge	X	
GRTC	Sheryl Adams	X		Adrienne Torres		
RMTA	Joi Taylor Dean			Shannon Marshall	X	
VDRPT	Tiffany Robinson			Zach Trogon		
				Tiffany Dubinsky	X	
VDOT	Stephen C. Brich			Dale R. Totten (A)	X	
				Mark E. Riblett (A)		
Virginia Port Authority	Stephen A. Edwards			Thomas Cross (A)	X	

				Barbara Nelson		
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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 Chair, Tyrone Nelson, presided and called the meeting to order at 9:04 a.m.

Pledge of Allegiance

The Pledge of Allegiance was led by Chair Nelson.

Welcome, Introductions and Certification of a Quorum

Mo Nyamweya, CVTA Executive Assistant, certified there was a quorum present.

A. ADMINISTRATION

1. Confirmation of Member Participation from a Remote Location

Chair Nelson reported that the following members and alternates requested approval to participate remotely: Thomas Cross, due to a personal reason.

On motion by Sean Davis, seconded by Neil Spoonhower, the members of the Authority voted unanimously to approve that the member requests to participate from a remote location were in conformance with the CVTA Policy for Meetings Held Through Electronic Communications Means During Declared States of Emergency or Otherwise; and, the voices of the remotely participating members 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 members.

2. Consideration of Amendments to the Meeting Agenda

There were no amendments to the meeting agenda.

3. Approval of August 22, 2025, CVTA Meeting Minutes

On motion by Bill Donati, seconded by Danny Avula, 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

Chair Nelson did not have a formal report.

6. CVTA Executive Director’s Report

a. Bond Update

Chet Parsons provided an update on the bond evaluation process during the meeting. He indicated that the team is currently working on identifying potential bond candidate projects, thanks to the efforts of the Technical Advisory Committee. Following a productive call with legal counsel, bond counsel, and financial advisors, they are in the process of determining the next steps and preparing a suitable package to present to the finance directors of each locality.

The goal is to ensure that all necessary due diligence is completed before these finance directors convene to discuss the outlook for the identified bond projects. Mr. Parsons emphasized the importance of thorough preparation to facilitate meaningful discussions among the finance directors. He mentioned that staff would be dedicating the next two to three weeks to finalizing this preparatory work, after which they would reconnect with bond counsel to finalize the materials that will be shared as part of the financial records.

A. ACTION ITEMS

1. FY26 Local Allocation Plan

Chet Parsons presented the FY26 Local Allocation Plan, which serves as a planning document for localities to outline the projects they intend to fund using local CVTA dollars. He explained that this plan is developed annually at the beginning of each fiscal year and is crucial for tracking how localities will utilize the 50% of tax revenue allocated back to them.

Parsons noted that the plan is subject to updates and amendments throughout the year as local circumstances change. He emphasized that the document is primarily a tracking tool, allowing localities to cross-check their actual expenditures against the planned allocations during the quarterly reporting process. This plan also supports the annual certification process by providing a clear record of intended and actual expenditures.

He mentioned that the Finance Committee had already reviewed and recommended the plan for approval, and while there were updates from localities, particularly from the City of Richmond, the version presented was the one recommended by the Finance Committee. Parsons requested approval of the FY26 Local Allocation Plan from the Authority, highlighting its importance for effective financial management and accountability.

On motion by Sean Davis, seconded by John Moyer, the members of the Central Virginia Transportation Authority voted to approve the following resolution (voice vote).

Resolved, that the Central Virginia Transportation Authority (CVTA) approves the FY26 Local Allocation Plan.

2. FY25 Annual Certifications and Quarterly Reporting

Chet Parsons provided an overview of the FY25 Annual Certification and Quarterly Reporting item, which pertains to the documentation submitted by each locality to certify that the CVTA local dollars were used appropriately during the fiscal year from July 1, 2024, to June 30, 2025. This certification is a requirement outlined in the relevant code, ensuring that the allocated funds were utilized for their intended purposes.

Mr. Parsons explained that the certification pages from each locality are compiled to confirm compliance with the established guidelines. He also referenced a year-end report that summarizes the actual expenditures based on quarterly reporting throughout the fiscal year. The action requested from the Authority was the approval of the FY25 Annual Certification of local expenditures.

On motion by Bill Donati, seconded by Kevin Carroll, the members of the Central Virginia Transportation Authority voted to approve the following resolution (voice vote).

Resolved, that the Central Virginia Transportation Authority (CVTA) approves the FY25 Annual Certifications and Quarterly Reporting.

3. Chesterfield – Project Agreement

Chet Parsons presented the Chesterfield Project Agreement, the proposed agreement for a regional project related to the Busy Street Extension. This project has been proposed by Chesterfield County, which is acting as the project administrator. The project agreement had already been reviewed by the Technical Advisory Committee and the Finance Committee, which recommended its approval.

The Authority was asked to approve the Busy Street Extension Project Agreement as presented. This approval allows Chesterfield County to move forward with the project and ensures that the necessary funding mechanisms are in place for reimbursement.

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

Resolved, that the Central Virginia Transportation Authority (CVTA) approves the following CVTA/Chesterfield Project Agreement as presented:

- a. CVTA-0048: Busy Street Extension

C. REPORTS

1. CVTA Finance Committee Update

a. Finance Committee Chair's Report

John Moyer, the Finance Committee Chair, provided a report summarizing the discussions and outcomes from the Finance Committee's September meeting. He noted that the committee reviewed several items that were subsequently brought to the Authority for approval. Moyer emphasized that the overall sentiment among the committee members aligned with the Authority's decisions, indicating a consensus on the financial matters discussed.

Mr. Moyer highlighted the importance of the financial reports and the positive outlook they presented, underscoring that the Authority's financial management is robust and effective. Moyer expressed appreciation for the collaborative efforts of the Finance Committee and the staff, acknowledging their contributions to maintaining a strong financial position for the Authority.

b. Financial Activity and Investment Reports

Chet Parsons reported that the Authority had surpassed \$1 billion in tax revenues, marking a significant milestone. This achievement reflects the effective financial management and operations of the authority.

Mr. Parsons also reported that the Authority had accumulated over \$17 million in interest income, which is available for future consideration. He noted that the Finance Committee had discussed the need to establish guidelines for utilizing this interest

income effectively, ensuring that it can be maximized for the benefit of the authority and its projects.

In terms of the monthly investment report, Mr. Parsons introduced new features that included talking points from Chesterfield County regarding key areas of focus within the investment report. He mentioned ongoing discussions about better understanding the available capital for reinvestment, particularly considering fluctuating interest rates. Mr. Parsons is working with financial advisors to develop a tool that will provide a snapshot of funds available for reinvestment that are not committed to existing projects or reserves.

2. CVTA Technical Advisory Committee (TAC) Update

a. TAC Chair's Report

Chet Parsons provided an update on the September TAC meeting. He noted that the agenda included several significant items that were also addressed by the Finance Committee, including the Local Allocation Plan and the Chesterfield Project Agreement.

Mr. Parsons highlighted that there is an upcoming project from Chesterfield County that is ready for consideration, but discussions are ongoing regarding whether the county or VDOT will administer that project. He indicated that this matter would likely be revisited in the next TAC meeting.

D. OTHER BUSINESS

1. Introduction: Will Dixon from Sportsbackers

Will Dixon from Sports Backers delivered a presentation highlighting the organization's mission to inspire active living in the Richmond region. He introduced various programs that Sports Backers operates, including Bike Walk RVA, Active RVA, the Active Living Leadership Stars Program, the Fitness Warrior Program, and Kids on the Move.

Mr. Dixon emphasized the economic impact of Sports Backers' events, such as the Richmond Marathon, which generates significant revenue for the region. He also discussed the importance of infrastructure in fostering an active community, noting that the built environment plays a crucial role in promoting physical activity.

A major focus of Mr. Dixon's presentation was the Fall Line Trail, which aims to connect various communities and enhance the region's infrastructure for active living. Mr. Dixon expressed excitement about the collaborative efforts surrounding the trail and the potential for economic development through trail-oriented initiatives.

2. Agency Reports: PlanRVA and RRTPO

Martha Shickle provided agency reports that highlighted key developments and initiatives within PlanRVA and the RRTPO. She emphasized the collaborative efforts among various stakeholders to advance transportation and infrastructure projects in the region.

Ms. Shickle discussed ongoing projects and their alignment with the broader goals of enhancing mobility and accessibility for the community. She noted the importance of

public engagement in these initiatives, encouraging community input to ensure that the projects meet the needs of residents.

Additionally, Ms. Shickle mentioned upcoming meetings and opportunities for stakeholders to participate in discussions about future plans and projects.

3. CVTA Member Comments

Several attendees expressed their appreciation for the collaborative efforts and progress made within the CVTA, highlighting the significance of the Fall Line Trail project and its potential to enhance connectivity and promote active living in the region.

Steve Trivett specifically acknowledged the historical infrastructure that supports the trail, emphasizing the importance of teamwork in bringing such projects to fruition. Sean Davis remarked on the strong financial performance of the Authority, noting that every dollar allocated is directed toward tangible community benefits.

4. Closed session - Virginia Freedom of Information Act Section 2.2-3711 (A) (1), Personnel Discussion.

On motion by Tyrone Nelson, the members of the Authority voted to convene in closed session pursuant to Virginia Freedom of Information Act Section 2.2-3711 (A) (1), for the purpose of discussing personnel matters concerning a CVTA employee, during which all recording of the meeting will cease (voice vote).

Chair Nelson asked staff and guests to leave the meeting. The recording and livestream of the meeting was stopped. Members entered closed session at approximately 9:48 a.m.

At the conclusion of the closed session, Chair Nelson reconvened the public meeting (10:19 a.m.)

Following a motion and a second, the members of the Authority voted to certify that, to the best of their knowledge, only public matters lawfully exempted from open meeting requirements and that only such public business matters as were identified in the motion by which the closed session was convened, were heard, discussed, or considered (roll call vote; see below).

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

E. ADJOURNMENT

Chair Nelson adjourned the meeting at 10:21 a.m.