

**Central Virginia Transportation Authority (CVTA)**  
**Meeting Minutes**  
**Friday, August 22, 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
<b>Town of Ashland</b>	Steve Trivett	X		Anita Barnhart		X
<b>Charles City County</b>	Ryan Patterson		X	Byron M. Adkins, Sr.		X
<b>Chesterfield County</b>	Kevin P. Carroll, Vice Chair	Virtual		James M. Holland		X
<b>Goochland County</b>	Neil Spoonhower	X		Tom Winfree		X
<b>Hanover County</b>	Sean M. Davis	X		Ryan Hudson		X
<b>Henrico County</b>	Tyrone Nelson, Chair	X		Dan Schmitt		X
<b>New Kent County</b>	John P. Moyer		X	Amy Pearson	X	
<b>Powhatan County</b>	Bill Donati	X		Mark Kinney		X
<b>City of Richmond</b>	Mayor Danny Avula	X		Cynthia Newbille		X
<b>VA House of Delegates</b>	Delegate Rae Cousins	X		N/A		
<b>Senate of Virginia</b>	Senator Ghazala F. Hashmi	X		N/A		
<b>Commonwealth Transportation Board</b>	J. Rex Davis	X		N/A		

**Non-Voting Ex-Officio Members:**

Agency	Member	Present	Absent	Designee	Present	Absent
<b>CRAC</b>	Perry J. Miller	X		John B. Rutledge		X
<b>GRTC</b>	Sheryl Adams	X		Adrienne Torres		X
<b>RMTA</b>	Joi Taylor Dean		X	Shannon Marshall	X	
<b>VDRPT</b>	Tiffany Robinson		X	Zach Trogdon		X
				Tiffany Dubinsky	X	
<b>VDOT</b>	Stephen C. Brich		X	Dale R. Totten (A)		X
				Mark E. Riblett (A)	X	
<b>Virginia Port Authority</b>	Stephen A. Edwards		X	Thomas Cross (A)		X
				Barbara Nelson		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 Chair, Tyrone Nelson, presided and called the meeting to order at 9:11 a.m.

### **Pledge of Allegiance**

The Pledge of Allegiance was led by Chair Nelson.

### **Welcome, Introductions and Certification of a Quorum**

Chair Nelson welcomed all attendees and introduced Shannon Marshall, Alternate representative for RMTA. Janice Scott, Board Relations Manager, 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: Kevin Carroll due to a personal matter, specifically a scheduling conflict that prevents in-person attendance.

On motion by Danny Avula, seconded by Rae Cousins, 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. Chet Parsons reported that there is an updated document, the SPA for New Kent County.

### **3. Approval of June 6, 2025, CVTA Meeting Minutes**

On motion by Sean Davis, 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**

Chair Nelson did not have a formal report.

### **6. CVTA Executive Director's Report**

*(Parsons/15 minutes)*

#### **a. CVTA Staffing Update**

Mr. Parsons reported that Mo Nyamweya has started as CVTA Executive Assistant. She will be at the next meeting.

**b. Bond process next steps**

Mr. Parsons provided this update and reported that each jurisdiction has submitted a project for potential bonding. The Finance Directors Working Group will evaluate and consider these over the next months.

**A. ACTION ITEMS**

**1. VDOT Standard Project Agreements**

Mr. Parsons presented these items and reported that CVTA has an established reimbursement process for regional project expenditures from both local and VDOT administered sources.

VDOT will enter into a new Standard Project Agreement (SPA) for each project receiving CVTA regional funding allocations. The slate of projects were reviewed and Mr. Parsons reported that all have all been allocated regional funds and will be administered by VDOT. Each of these projects is fully funded following Round 6 of the Smart Scale program.

On motion by Amy Pearson, seconded by Rae Cousins, 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 slate of CVTA/VDOT Standard Project Agreements as presented, including:

- a. CVTA-0034: I-95 Rt 10 Interchange Ph II
- b. CVTA-0049: Rt 288 SB Aux Lane
- c. CVTA-0051: Rt 250 & 288 Interchange Improvements
- d. CVTA-0054: I-64 Exit 211 Interchange Improvements
- e. CVTA-0060: I-64 US 60-VA13 Intersection Improvements

**C. REPORTS**

**1. CVTA Finance Committee Update**

**a. Finance Committee Chair's Report**

Mayor Avula reported that the committee met on August 13<sup>th</sup> and detailed the committee's discussion of the working capital reserve.

**b. Financial Activity and Investment Reports**

Lauren Shephard, PlanRVA, reviewed the financial and investment reports and detailed the distributions that have been made to date.

Overall operating expenses are 26% *under budget*, primarily related to certain changes in assumptions after the budget was approved:

Staffing - shifted hire date of Executive Assistant position

- Contracted services – shifted timing around additional services related to bond exploration
- Public engagement – Chesterfield's direct support of video production and a social media campaign discussing CVTA projects

Mr. Parsons reviewed the most recent investment report (June) and reported the following:

- Interest earnings for fiscal year 2025 exceeded prior years as short term yields have remained higher than anticipated and investment balances increased.
- Currently, the fed expects two more rate cuts by the end of this year.
- The portfolio outperformed all of the yield benchmarks and two of the year over year benchmarks for the month of June.

Authority members had questions and Mr. Parsons clarified that the interest income is funding the working capital reserve and this is being actively tracked. At this time, there is no specified trigger to initiate Authority action on the interest income.

There was discussion about the regional funds collected to date and the investment income totals. It was suggested that the Finance Committee review alternative investment opportunities and possible uses of the interest income.

## **2. CVTA Technical Advisory Committee (TAC) Update**

### **a. TAC Chair's Report**

Chet Parsons and Barbara Smith reported that the TAC met August 11<sup>th</sup> and the major topics were CVTA regional applications, candidate bond projects for consideration, and reviewing/recommending approval of the SPAs. They also reviewed the CVTA regional quarterly project reporting and local quarterly reporting.

## **D. OTHER BUSINESS**

### **1. Agency Reports: PlanRVA and RRTPO** (heard prior to the closed session)

Martha Shickle reported the following:

- The RRTPO Port of Virginia tour was cancelled due to lack of interest.
- Janice Scott is retiring October 2<sup>nd</sup>; recruitment for Ms. Scott's replacement is underway.
- Elizabeth Oatman will be joining PlanRVA on September 2<sup>nd</sup> as the new Manager of Accounting.
- The PlanRVA Commission meeting has been moved to September 25<sup>th</sup>.

### **2. CVTA Member Comments** (heard prior to the closed session)

Chair Nelson commented on the passing of John Hodges and noted the significance of his loss to the Authority.

Perry Miller thanked Mr. Parsons for presenting to the CRAC recently.

Mr. Miller asked that Authority members communicate on the importance of the risk mitigation fund, which is to entice an international carrier to fly from Richmond.

Sheryl Adams reported that GRTC microtransit zones are continuing and expanding, including into Powhatan. GRTC ridership continues to rise.

Mayor Steve Trivett commented on Mr. Hodges passing and expressed appreciation on behalf of the Town of Ashland for the condolences received and for the lifetime achievement award the CVTA presented to Mr. Hodges.

### **3. 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 9:47 a.m.

Delegate Rae Cousins left the meeting during the closed session.

At the conclusion of the closed session, Chair Nelson reconvened the public meeting (10:48 a.m.)

On motion by Sean Davis, seconded by Neil Spoonhower, 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).

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

**E. ADJOURNMENT**

Chair Nelson adjourned the meeting at 10:52 a.m.