



Photo: Half Way House Restaurant,
Chesterfield County

PlanRVA Executive Committee



If you wish to participate in this meeting virtually, please register through this **ZOOM WEBINAR LINK**

NOTES

This meeting is open to the public. Members of the public are invited to attend virtually. Please alert PlanRVA staff at PlanRVA@PlanRVA.org if electronic transmission of this meeting fails for the public. Please refer to our [Statement Regarding Virtual Meeting Participation by Members of the Public](#) for more information.

Check out our complete [Public Participation Guide](#) online to learn about the different ways you can stay connected and involved.

Meetings are also live streamed and archived on our YouTube Channel at [Plan RVA - YouTube](#).

Members of the public are invited to submit public comments either verbally or in writing. Written comments can be submitted through the Q&A/Chat function on Zoom by email to PlanRVA@PlanRVA.org.

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PlanRVA is where the region comes together to look ahead. Established in 1969, PlanRVA promotes cooperation across the region's nine localities and supports programs and organizations like the Richmond Regional Transportation Planning Organization, Central Virginia Transportation Authority, the Emergency Management Alliance of Central Virginia, Lower Chickahominy Watershed Collaborative and Don't Trash Central Virginia.



e: PlanRVA@PlanRVA.org

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PlanRVA Executive Committee Meeting Agenda

Thursday, November 13, 2025 – 8:30 a.m.
PlanRVA's James River Boardroom, 424 Hull Street, Suite 300
and via Zoom (webinar link located on agenda cover page)

A. Call to Order, Welcome & Opening Remarks (10 minutes)

1. **Pledge of Allegiance**
2. **Roll Call & Certification of a Quorum** (*Sarah-Keel Crews*)
3. **Confirmation of Member Participation from a Remote Location** (*Chair Jordan Stewart*)
Requested action (if there are member requests to participate remotely): confirm that the Chair's decision to approve or disapprove the member(s) request to participate from a remote location was in conformance with the PlanRVA Policy for Meetings Held Through Electronic Communication Means; and, the voice of the remotely participating member(s) can be heard by all persons at the primary or central meeting location (by voice vote).
4. **Recognition of Guests** (*Chair Jordan Stewart*)
5. **Consideration of Amendments to the Agenda** (*Chair Jordan Stewart*)
6. **Public Comment Period** (*Chair Jordan Stewart*)

B. Administrative Items (25 minutes)

1. **Approval of September 25, 2025, Meeting Minutes** (*Rev. Roscoe Cooper*) – page 4
Requested action: approve the meeting minutes as presented (by voice vote).

C. FY2026 Key Imperatives and Work Program Priorities (30 minutes)

1. **Ensure Compliance & Agency Sustainability: VAPDC Effort to Increase PDC Appropriations- FY2027-2028 - page 7**
Ms. Shickle will provide an update on the effort championed by the Virginia Association of Planning District Commissions (VAPDC).
Discussion item.

2. Transportation Infrastructure Funding - Page 9

Members will review the request from the Thomas Jefferson Planning District Commission to join them in their communication requesting additional funding for transportation infrastructure.

Discussion item.

3. Convene the Region: Future Meeting Topics

Chair Jordan will provide an update on the schedule for future Commission meetings.

Discussion item.

D. Adjournment

Next meeting:

February 13, 2026, at 8:30 a.m.

PlanRVA's James River Boardroom

424 Hull Street, Suite 300, Richmond, VA 23224



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PlanRVA Executive Committee Meeting Minutes

September 25, 2025 – 8:30 a.m.

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

Members and Alternates Present (X), Virtual (V):

LOCALITY	NAME	X (attended)
Town of Ashland	Dr. Daniel McGraw	X
Town of Ashland	Mayor Steve Trivett	X
Charles City County	Ryan Patterson	
Chesterfield County	Jim Ingle	X
Goochland County	Neil Spoonhower	X
Hanover County	Sean Davis	
Henrico County	Roscoe Cooper	
New Kent County	Jordan Stewart, Chair	X
Powhatan County	Steve McClung	
City of Richmond	Dr. Cynthia Newbille	X

The technology used for the PlanRVA Executive Committee 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](#).

A. Call to Order, Welcome & Opening Remarks

Chair Jordan Stewart welcomed all attendees and called the meeting to order at approximately 8:31 a.m. Janice Scott, PlanRVA, called the roll for attendance and certified that a quorum was present. There were no members participating remotely.

Chair Stewart welcomed Mayor Steve Trivett, Town of Ashland, and welcomed him to the Commission. Chair Stewart also introduced and welcomed Sarah-Keel Crews, Manager of Executive and Board Operations. Ms. Crews addressed the committee and shared her background information.

As there were no requested amendments to the agenda nor were there any citizens present who wished to offer public comment, Chair Stewart proceeded with the Administrative Items. Note: Roscoe Cooper arrived at 8:35 a.m.

On motion by Daniel McGraw, seconded by Cynthia Newbille, the PlanRVA Executive Committee voted to approve the meeting minutes as presented (by voice vote).

On motion by Roscoe Cooper, seconded by Daniel McGraw, the PlanRVA Executive Committee voted to convene in closed session pursuant to Virginia Freedom of Information Act Section 2.2-3711 (A) (29) and 3711 (A) (1), for the purpose of discussing personnel matters, during which all recording of the meeting will cease (by voice vote).

Chair Stewart asked staff and guests to leave the meeting. The recording and livestream of the meeting was stopped. Members entered closed session at approximately 8:38 a.m.

At the conclusion of the closed session, Chair Stewart reconvened the public meeting (9:46 a.m.)

Certification of Closed Session

Ms. Scott called the roll for present PlanRVA Executive Committee members 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 (by roll call vote).

<u>Member</u>	<u>Vote</u>
Dr. Daniel McGraw	Aye
Mayor Steve Trivett	Aye
Jim Ingle	Aye
Neil Spoonhower	Aye
Roscoe Cooper	Aye
Jordan Stewart, Chair	Aye
Dr. Cynthia Newbille	Aye

Following conclusion of the closed session certification, Cynthia Newbille made a motion to adjust the previously approved salary adjustment for the Executive Director from 9% to 5% with an effective date of July 1, 2025. Daniel McGraw seconded the motion.

Martha Shickle provided an overview of the RVA Rising effort as it relates to PlanRVA’s Regional Strategic Vision and Annual Work Program for FY2026.

On motion by Daniel McGraw, seconded by Cynthia Newbille, the PlanRVA Executive Committee voted to authorize the Executive Director to sign the Declaration of Cooperation (by voice vote).

Ms. Shickle presented the recommended Succession Management Plan that was updated following discussion at the April Executive Committee meeting.

On motion by Jim Ingle, seconded by Steve Trivett, the PlanRVA Executive Committee voted to recommend Commission approval of the updated Succession Management Plan at the November 13, 2025, full Commission meeting (by voice vote).

Chair Stewart reviewed her plans for committee assignments for FY26 with members and achieved consensus as follows:

Audit, Finance and Facilities Committee: Sean Davis, Neil Spoonhower, Cynthia Newbille. Sean Davis was selected to serve as Chair of that committee.

Public Outreach and Engagement Committee: Chris Bast, Tim Davey, Milton Hathaway, Frank Petroski, Charlie Waddell, Ryan Patterson, Dwain Cosby and Brent Chambers and Jessica Schneider. Tim Davey was selected to serve as Chair of that committee.

Chair Stewart led the Executive Committee in a discussion of future meeting topics for FY2026. The following were discussed:

- Solid Waste
- Affordable housing
- Energy
- Health
- Mental
- K12
- Early childhood
- Out of school time
- Workforce
- Homelessness

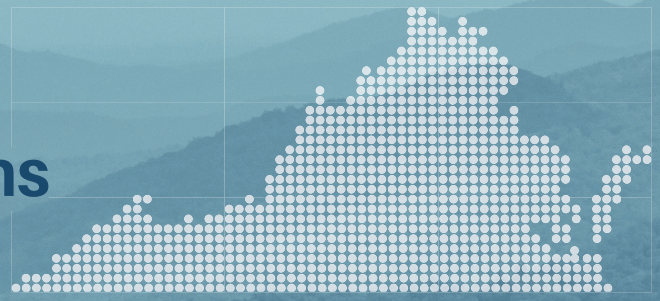
Ryan Patterson arrived at 9:25 a.m.

Ms. Shickle provided an overview of the new meeting agenda format and explained that the goal is to have an agenda structured to invite conversation rather than just presentations.

Chair Stewart adjourned the meeting at approximately 9:28 a.m. The next meeting is scheduled for November 13, 2025, at 9:30 a.m. in the PlanRVA James River Boardroom.

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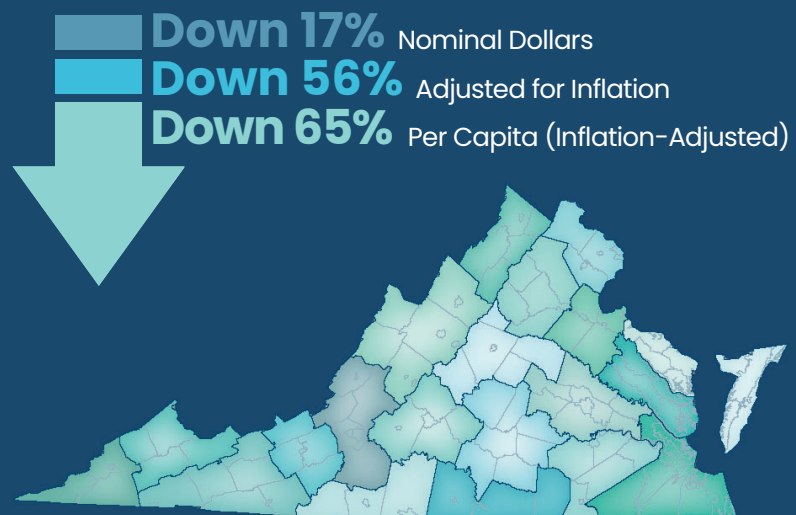
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October 2, 2025

The Honorable R. Creigh Deeds
 P. O. Box 5462
 Charlottesville, VA 22905

Dear Senator Deeds:

The Thomas Jefferson Planning District Commission (TJPDC) greatly appreciates your efforts on behalf of the localities and citizens that you represent. We are writing to inform you that at its meeting held on October 2, the TJPDC unanimously endorsed this letter to communicate to you our request and plea for additional state investments to support transportation infrastructure in the Commonwealth.

The Planning District’s member localities recognize that revenues for expanding and maintaining all modes of infrastructure are critical for meeting Virginia’s well-documented and ongoing transportation challenges. They are needed to attract and retain businesses, residents, and tourism, as well as to keep pace with growing public needs and expectations. We encourage the State to prioritize such funding for state, regional and local transportation needs.

As the State continues to adjust SMART SCALE prioritization and the funds distribution process, we believe there should be adequate state funding and local authority to generate transportation dollars for important local and regional projects across modes. We have noted that while the most recent SMART SCALE round saw fewer applications submitted statewide, there also was a significant drop, both in number and percentage, in the number of applications that were funded. Funding allocated for successful applications in FY26 also was less than in the FY18 round.

	FY18 Round	FY20 Round	FY22 Round	FY24 Round	FY26 Round
Applications Submitted	436	468	406	413	277
Applications Funded	147	134	167	164	53
Funding Requested	\$8.6 B	\$7.4 B	\$6.3 B	\$8.3 B	\$8.2 B
Funding Allocated	\$1.1 B	\$0.9 B	\$1.4 B	\$1.6 B	\$1.0 B

While we are cognizant of pressures to fund and maintain overall transportation system and network improvements in Virginia, we also see and experience, on an everyday basis, the need for supporting projects that make a difference in our local communities. We have been active in seeking support for those projects. In VDOT’s Culpeper District, for the FY26 round, a total of 13 applications were submitted by the TJPDC, Charlottesville-Albemarle MPO (CAMPO), and localities in the PDC region (Nelson County also submitted one application for the Lynchburg District, which was funded). Only three of 24 applications for the Culpeper District were funded through SMART SCALE’s District Grant Program, totaling about \$56 million (two in Culpeper, one in Warrenton). One project submitted by CAMPO was funded through the High Priority Program at a cost of over \$36 million.

Our bottom-line request is simple: We call on the State to provide stable and consistent revenues for Virginia's long-term transportation infrastructure needs, including necessary funding to support project construction at the state, regional and local levels.

Again, we thank you for your efforts and appreciate your consideration of our position and recommendations as you press forward with considering legislation and shaping budgets in the upcoming General Assembly session. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Keith Smith', with a long horizontal flourish extending to the right.

Keith Smith, Chair
Thomas Jefferson Planning District Commission

cc: TJPDC Legislators