

Richmond Regional Transportation Planning Organization (RRTPO) Community Transportation Advisory Committee (CTAC) Meeting Minutes

Thursday, September 18, 2025, 12:00 p.m.

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

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

Town of Ashland		Charles City County		Chesterfield County	
Upton S. Martin		Bill Walton	X	Philip Plymale	
Don Root (A)	V	Hanover County		Herbert A. Richwine	
Goochland County		Charlie Waddell		Gonzalo Aida (A)	
Robert L. Basham Jr.	V	Powhatan County		Erin Phelan (A)	
New Kent County		Vacant		Henrico County	
Bill Dismore	X	League of Women Voters		Gordon Dixon, Chair	X
Chamber RVA		Sarah Weisiger	V	Michael Wiebe (A)	
Vacant		Karen Rosenblum (A)		City of Richmond	
RIC Area Bicycling Assoc.		Equitable Transit & Mobility		Andrew Bunn	
Champe M. Burnley	V	Kelli N. Rowan		Alex Brackman (A)	
John Hamilton		Ernest, Moore, Jr. (A)			
SPAN Center		VA Conservation Network (VCN)		NAACP, Richmond Branch	
Tony Williams	X	Victoria Higgins		James Minor	
Virginia Commonwealth University (VCU)		Richard Hankins		Charles Willis (A)	
John D. Leonard	X	RVA Rapid Transit		Virginians for High Speed Rail	
Jordan Cole (A)		Faith Walker		Michael Testerman	V
		Stephanie Power (A)	V		

The technology used for the RRTPO CTAC 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](#).

Welcome and Introductions

CTAC Chair-elect Gordon Dixon called the meeting to order at 12:02 p.m. and welcomed all attendees.

Roll Call & Certification of a Quorum

Janice Scott recorded the attendance and certified that a quorum was present.

A. ADMINISTRATION

1. Approval of July 17, 2025, CTAC Meeting Minutes

On motion by Bill Dismore, seconded by Don Root, the members of the Community Transportation Advisory Committee voted unanimously to approve the meeting minutes as presented (voice vote).

2. Consideration of Amendments to the Agenda

There were no requested amendments to the agenda.

3. Open Public Comment

There were no requests to offer public comment at the meeting

4. Election of CTAC Chair and Vice Chair

Ken Lantz, PlanRVA, reviewed the established rotation for CTAC officers and explained that Gordon Dixon and Bill Walton and were the members willing and able to serve as officers this fiscal year.

On motion by John Leonard, seconded by Champe Burnley, the members of the Community Transportation Advisory Committee voted unanimously to elect Gordon Dixon as Chair and Bill Walton as Vice Chair for FY26 (voice vote).

5. CTAC Chair's Report

Chair Dixon did not have a formal report but noted that he will be attending upcoming RRTPO Policy Board meetings to provide a report on CTAC activities.

B. OLD BUSINESS

1. Review of revisions to Title VI Plan and recommendation of acceptance by RRTPO Policy Board

Mr. Lantz reviewed the primary revisions to the Title VI Plan and explained the process that was undertaken to update the plan.

Members had questions and Mr. Lantz clarified that PlanRVA's practices and efforts for environmental justice have not changed; the plan has been updated to reflect current standard language. Agency efforts for community outreach to all citizens have not been reduced and have actually increased.

On motion by Bob Basham, seconded by Champe Burnley, the members of the Community Transportation Advisory Committee voted to recommend RRTPO Policy Board approval of the Title VI Plan as presented (voice vote; Champe Burnley in opposition, all others in favor).

Prior to the meeting being adjourned, members were asked to state their vote on the matter in a roll call for clarity (see below):

Organization/ Member	Vote	Organization/ Member	Vote
Town of Ashland		Charles City County	
Don Root (A)	Absent (previously voted in favor)	Bill Walton	Aye
Goochland County		Hanover County	
Robert L. Basham Jr.	Aye	Charlie Waddell	
Henrico County		New Kent County	
Gordon Dixon	Aye	Bill Dismore	Aye
RIC Area Bicycling Assoc.		League of Women Voters	
Champe M. Burnley	Nay	Sarah Weisiger	Aye
SPAN Center		RVA Rapid Transit	
Tony Williams	Aye	Stephanie Power (A)	Aye
Virginia Commonwealth University (VCU)		Virginians for High Speed Rail	
John D. Leonard	Aye	Michael Testerman	Absent (previously abstained)

2. CTAC Member Attendance and Honorarium Policies – Review/Reminder

Mr. Lantz reviewed the recently adopted policies and explained that any member who wishes to receive the honorarium payments who has not yet completed a W-9 form will need to do so in order to receive those payments.

C. NEW BUSINESS

1. Review and discussion of proposed RRTPO Bylaws Changes - CTAC Charter

Mr. Lantz explained that one of the proposed changes to the bylaws is to increase the number of votes allocated to the localities be made equal to those votes the RRTPO Policy Board has for each locality.

There was discussion about the Secretary of Transportation designee position on the Policy Board being changed from a voting position to an Ex-officio position. Staff was asked to share that suggestion with Policy Board members.

Bill Walton made a motion, seconded by Tony Williams, to recommend RRTPO RRTPO Policy Board approval of the Bylaws as presented, with the suggested change in the Secretary of Transportation designee position to be shared with the Policy Board.

Champe Burnley offered a friendly amendment that the motion state that the recommendation from CTAC include changing the position. Mr. Walton and Mr. Williams agreed to the amended motion.

On motion by Bill Walton, seconded by Tony Williams, the members of the Community Transportation Advisory Committee voted to recommend RRTPO Policy Board approval of the Title VI Plan with an additional amendment to change the Secretary of Transportation designee from a voting member to an Ex-officio member (voice vote; Robert Basham in opposition, all others in favor).

Prior to the meeting being adjourned, members were asked to state their vote on the matter in a roll call for clarity (see below):

Organization/ Member	Vote	Organization/ Member	Vote
Town of Ashland		Charles City County	
Don Root (A)	Absent (previously voted in favor)	Bill Walton	Aye
Goochland County		Hanover County	
Robert L. Basham Jr.	Nay	Charlie Waddell	
Henrico County		New Kent County	
Gordon Dixon	Aye	Bill Dismore	Aye
RIC Area Bicycling Assoc.		League of Women Voters	
Champe M. Burnley	Aye	Sarah Weisiger	Nay
SPAN Center		RVA Rapid Transit	
Tony Williams	Aye	Stephanie Power (A)	Abstained
Virginia Commonwealth University (VCU)		Virginians for High Speed Rail	
John D. Leonard	Aye	Michael Testerman	Absent (previously voted in favor)

2. CTAC Update at Policy Board Meetings

Mr. Lantz reported that this has been added to upcoming Policy Board meetings.

D. OTHER BUSINESS

1. Near Miss Dashboard

Elizabeth Greenwell, PlanRVA, presented an overview of the Near Miss Dashboard and explained that

Members had comments and questions about the dashboard. Ms. Greenwell reported that the information collected will be shared with the localities. Dan Motta, PlanRVA, explained that the information will also be fed into the regional safety plan.

Feedback has been received from citizens and committee members; this information is being collected and will be taken into consideration.

As the website functionality improves, reports on feedback, etc. will be developed and made available.

2. Rural Transit Study

Mr. Motta provided an Overview of Rural Transportation Analysis and reported that the analysis was requested by the Policy Board. The main goals are:

- Understand existing rural transit needs
- Evaluate current and future ridership demand
- Develop actionable service alternatives

The following Key Needs in Rural Areas were reviewed:

- Limited or no public transit in many areas
- High transportation barriers for older adults and low-income households
- Demand for flexible, affordable, and accessible service options
- Stronger connections needed to regional job centers and service

Mr. Motta explained that the report will help guide PlanRVA and partners as we:

- Seek funding for high-priority services
- Coordinate with GRTC, Bay Transit, and local governments
- Inform the Long-Range Transportation Plan and Regional Public Transportation Plan
- Deepen engagement local communities through meaningful relationship

3. Engagement Update

a. PlanRVA Newsletter: The Better Together Connector (linked)

b. CTAC News

Kristin Hott, PlanRVA, explained the new CTAC news update that she will be providing going forward. She reviewed the newest updates.

Bill Dill provided an update on an upcoming meeting in New Kent County about what the RRTPO does for the community.

4. Agency Updates – PlanRVA, CVTA and RRTPO

This information was shared in the agenda packet.

5. CTAC Member Comments

There were no member comments.

6. Next Meeting: November 20, 2025, at 12:00 p.m.

C. ADJOURNMENT

The meeting was adjourned at 1:32 p.m.