

# AGENDA

## RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION POLICY BOARD

**Thursday, February 3, 2022**  
**9:30 a.m.**

### **PlanRVA James River Board Room and Zoom**

This meeting is open to the public. Members of the public are invited to attend in-person or virtually.

For anyone who wishes to participate in this meeting virtually, please register via Zoom at [https://planrva-org.zoom.us/webinar/register/WN\\_4PaxGcu0Q3aMLDaeYv3VaQ](https://planrva-org.zoom.us/webinar/register/WN_4PaxGcu0Q3aMLDaeYv3VaQ)

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 [www.youtube.com/c/PlanRVA](http://www.youtube.com/c/PlanRVA).

**CALL TO ORDER** (Williams)

**PLEDGE OF ALLEGIANCE** (Williams)

**WELCOME AND INTRODUCTIONS** (Williams)

**STATEMENT FOR VIRTUAL MEETINGS** (Parsons)

**CERTIFICATION OF A QUORUM** (Firestone)

### **A. ADMINISTRATION**

- 1. Consideration of Amendments to the Action Meeting Agenda**  
(Williams)
- 2. Approval of January 6, 2022, RRTPO Policy Board Meeting Minutes -**  
page 3  
(Williams)  
***ACTION REQUESTED - approval of minutes as presented***

**3. Open Public Comment Period**

(Williams/5 minutes)

**4. RRTPO Chair's Report**

(Williams/5 minutes)

**5. RRTPO Secretary's Report**

(Parsons 5 minutes)

- a. **Current Work Efforts** - page 8
- b. **RRTPO Work Status and Financial Reports – December 2021** – page 12
- c. **CTAC Report** – page 22

**6. Proposed Amendment to Bylaws and Policy- Richmond Area Metropolitan Planning Organization** – page 24

(Parsons/Gregory 10 minutes)

***ACTION REQUESTED - approval of amendment to bylaws and policy as presented***

**7. Unified Planning Work Program – Update**

(Parsons / 20 minutes)

- a. FY 2022 Amendment
- b. FY 2023 Draft Priorities

***INFORMATION ONLY***

**B. AGENCY AND COMMITTEE REPORTS**

**1. Transportation Agency Updates**

(VDOT, DRPT/10 minutes)

- a. VDOT – Mann
- b. DRPT – DeBruhl

**C. OTHER BUSINESS**

**1. Future Meeting Topics** – page 39

(Williams/5 minutes)

**2. RRTPO Member Comments**

(Williams/5 minutes)

**3. Next Meeting: March 3, 2022**

(Williams)

**D. ADJOURNMENT**

CAP/jf

**RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION  
POLICY BOARD**

**MEETING MINTUES**  
**Thursday, January 6, 2022**  
**9:30 a.m.**

**PlanRVA James River Board Room and Zoom**

**MEMBERS and ALTERNATES (A) PRESENT:**

<b>Town of Ashland</b>		<b>Charles City County</b>		<b>Chesterfield County</b>	
John H. Hodges	X	William G. Coad		Kevin P. Carroll	X
Anita Barnhart (A)		Vacant (A)		James M. Holland	X
				Christopher Winslow	X
				Leslie Haley (A)	
<b>Goochland County</b>		<b>Hanover County</b>		<b>Henrico County</b>	
John L. Lumpkins Jr.		Sean M. Davis		Patricia S. O'Bannon	
Vice Chair Susan F. Lascolette (virtual)	X	W. Canova Peterson	X	Frank J. Thornton	
Vacant (A)		Faye O. Prichard (A)		Thomas M. Branin (A)	
Vacant (A)		Vacant (A)		Vacant (A)	
<b>New Kent County</b>		<b>Powhatan County</b>		<b>City of Richmond</b>	
Patricia A. Paige	X	Chair, David T. Williams	X	Andreas D. Addison	X
C. Thomas Tiller Jr.		Karin M. Carmack	X	Katherine L. Jordan (virtual)	X
Thomas W. Evelyn (A)		Vacant (A)		Stephanie A. Lynch	
Vacant (A)		Vacant (A)		Cynthia I. Newbille (virtual)	X
				Michael J. Jones (A)	
				Kristen Nye Larson (A)	
				Ellen F. Robertson (A)	
				Vacant (A)	
<b>Capital Region Airport Commission</b>		<b>GRTC Transit System</b>		<b>RIC Metropolitan Transp. Authority (RMATA)</b>	
John B. Rutledge		Julie E. Timm (virtual)	X	Joi Taylor Dean (virtual)	X
		Sheryl Adams (A)			
<b>Secretary of Transportation or Designee</b>		<b>CTAC</b>		<b>DRPT</b>	
R. Shane Mann		Upton Martin. (non-voting)		Jennifer B. DeBruhl (non-voting) (virtual)	X
Mark E. Riblett (A) (virtual)	X	Vacant (A) (non-voting)		Tiffany T. Dubinsky (A) (non-voting) (virtual)	X
<b>Federal Highway Administration (FHWA)</b>		<b>Federal Transit Administration (FTA)</b>		<b>RideFinders</b>	
Thomas L. Nelson Jr. (non-voting)		Daniel Koenig (Liaison)		Von S. Tisdale (non-voting) (virtual)	X
Richard Duran (A) (non-voting)				Cherika N. Ruffin (A) (non-voting)	
<b>VA Dept. of Aviation (DOAV)</b>					
P. Clifford Burnette Jr. (non-voting)					

The technology used for the RRTPO Policy Board 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 Richmond Regional Transportation Planning Organization (RRTPO) Policy Board Chair, David T. Williams, presided and called the January 6, 2022, RRTPO Policy Board action meeting to order at 9:34 a.m. in PlanRVA's James River Board Room.

On motion by W. Canova Peterson, seconded by Christopher Winslow, the RRTPO Policy Board unanimously approved virtual participation by members for the January 6, 2022, RRTPO Policy Board meeting.

## **WELCOME AND INTRODUCTIONS**

Chair Williams welcomed all the attendees.

## **ATTENDANCE, ROLL CALL & CERTIFICATION OF MEETING QUORUM**

Janice Firestone, Program Coordinator, took attendance by roll call and certified that a quorum was present.

### **A. ADMINISTRATION**

#### **1. Consideration of Amendments to the Action Meeting Agenda**

Staff distributed an amended agenda adding a presentation on Safety Performance Measures and a Work Status Report for September 2021. The RRTPO Policy Board unanimously approved the January 6, 2022, amended agenda by acclamation as presented.

#### **2. Approval of October 4, 2021, RRTPO Policy Board Action Meeting Minutes**

On motion by David T. Williams, seconded by Cynthia I. Newbille, the RRTPO Policy Board unanimously approved the minutes of the October 4, 2021, meeting as presented (voice vote).

#### **3. Open Public Comment Period**

There were no requests to address the RRTPO Policy Board.

#### **4. RRTPO Chair's Report**

Chair Williams opened a discussion concerning authorization for virtual meeting participation and asked Eric Gregory, legal counsel, to provide clarification. Mr. Gregory gave a history of the authorization to conduct virtual meetings due to COVID-19. He explained the current authorization under the City of Richmond that currently allows such participation. Members had a discussion about potentially changing the RRTPO Bylaws to allow for virtual participation.

On motion by W. Canova Peterson, seconded by Karin Carmack, the RRTPO Policy Board voted unanimously to direct staff to draft an amendment to the Bylaws of the Richmond Area Metropolitan Planning Organization to allow for meetings of the body to be conducted through telephonic or electronic means where the members are not physically assembled and a policy to allow for participation by members in meetings via electronic communication means in compliance with Section 2.2-3708.2 of the Virginia Freedom of Information Act. The amendment will be distributed to members prior to the next RRTPO Policy Board meeting to be acted on at that meeting and the following meeting, per the Bylaws amendment process provided for therein.

## 5. RRTPO Secretary's Report

### a. Current Work Efforts

Chet Parsons, RRTPO Secretary, provided this report and offered to answer any questions.

### b. RRTPO Work Status and Financial Reports for September, October and November 2021

Mr. Parsons provided these reports and offered to answer any questions.

### c. CTAC Report

Upton Martin, CTAC Chair, provided this report and noted the group is working to fill current vacancies. There are plans to form an ad hoc committee to represent elderly citizens.

### d. [Safety Performance Measures](#)

Greta Ryan, PlanRVA, provided this report and offered to answer any questions.

## B. NEW BUSINESS

### 1. Safe Routes to Schools TA Endorsement

Mr. Parsons presented this request to the board.

On motion of Christopher Winslow, seconded by W. Canova Peterson, the Richmond Regional Transportation Planning Organization (RRTPO) Policy Board unanimously approved the following resolution:

**Whereas**, the Transportation Alternatives (TA) Set-Aside Guidance requires all Transportation Alternatives applications located within the boundaries of a Metropolitan Planning Organization to obtain a resolution of endorsement from the appropriate MPO; and

**Whereas**, this is the first round where Safe Routes to Schools (SRTS) non-infrastructure programs were required to submit through the TA Set-Aside process; and

**Whereas**, the Richmond SRTS program has submitted an application for funding which was not included in the project list endorsed by the RRTPO; now, therefore, be it

**Resolved**, that the Richmond Regional Transportation Planning Organization (RRTPO) endorses the Richmond Safe Routes to Schools Program as an application for the FY23 – FY24 Transportation Set-Aside process.

### 2. Richmond STBG Funding Request – UPC 15958 Commerce Road Improvement project – page 25

Mr. Parsons presented this request to the board.

On motion of W. Canova Peterson, seconded by John H. Hodges, the Richmond Regional Transportation Planning Organization (RRTPO) Policy Board unanimously approved the following resolution:

**Resolved**, that the Richmond Regional Transportation Planning Organization (RRTPO) approves the transfer of \$1,015,359 in previous regional Surface Transportation Block Grant (STBG) and match funds from the balance entry (UPC 70721) to the Commerce Road Improvements project (UPC 15958).

**Resolved**, that the RRTPO approves the transfer of \$1,309,898 in FY23 regional STBG and match funds from the balance entry (UPC 70721) to the Commerce Road Improvements project (UPC 15958).

**Resolved**, that the RRTPO approves the transfer of \$927,861 in FY24 regional STBG and match funds from the balance entry (UPC 70721) to the Commerce Road Improvements project (UPC 15958).

### **3. Transportation Forum – review of November 2021 event and looking ahead to future forums**

Chair Williams led a discussion about the history of the Transportation Forum. At the first forum the participants each discussed what was happening in transportation in their respective organizations. Chair Williams noted that he felt the last forum was mostly attended by Policy Board members and staff. He asked for feedback on what other members would like to see for future forums. There was discussion about several items, including:

- The difficulty in getting citizens interested in a forum devoted to transportation.
- The importance of highlighting important information for the public to be aware of.
- The importance of showing the connectivity of the various projects and RRTPO actions.
- Whether the target audience is the members and staff or the public at large.
- Having a central location for the forum, with access by public transportation.
- The importance of media coverage.
- Having a more coordinated effort from all member jurisdictions to participate, publicize the event (social media, etc.) and highlight projects in their areas (example: remote drone video from a locality showing a current project).
- Getting participation from area Chambers of Commerce, Economic Development agencies, Greater Richmond Partnership, etc.
- Covering topics that are important and are of interest to the public.

### **4. Public Outreach and Engagement Update**

Mr. Parsons gave an update on the efforts by staff and the consultant firm, Brand Federation, to develop a strategy and framework to increase public awareness and engagement about the RRTPO, the CVTA and the PlanRVA Commission and what the three organizations do.

## **C. AGENCY AND COMMITTEE REPORTS**

### **1. Transportation Agency Updates**

#### **a. VDOT Update**

A copy of the report provided by Mark Riblett, VDOT, is available at [VDOT Update](#).

Mr. Riblett addressed issues raised with project estimate increases. He noted the following important factors:

- The importance of making sure project data is as current as it can be, regardless of the stage
- VDOT is focused on improving their estimating process during every state of project development; they anticipate hosting an estimating workshop in next few weeks.
- Funding opportunities are ever-changing; VDOT is always working to gather and share information on funding programs.

#### **b. DRPT Update**

A copy of the report provided by Tiffany Dubinsky, DRPT, is available at: [DRPT Update](#).

## **D. OTHER BUSINESS**

### **1. Future Meeting Topics**

Cynthia Newbille suggested having the topics discussed about the Transportation Forum brought back at a future meeting. After discussion, it was decided that a sub-committee would be convened to address the Transportation Forum. Chair Williams asked Dr. Newbille to Chair and Mr. Carroll, Ms. Paige and Mr. Peterson to serve on the sub-committee.

Kevin Carroll suggesting having an update from RMTA and/or VDOT on tolls.

### **2. RRTPO Member Comments**

There were no comments from Board members.

### **3. Next RRTPO Policy Board Meeting: February 3, 2022**

The next action meeting will be held on Thursday, February 3, 2022, beginning at 9:30 a.m., in Richmond, Virginia.

## **E. ADJOURNMENT:**

Chair Williams adjourned the meeting at approximately 11:33 a.m.

## **Current Work Efforts Update – Item A.-5.-a.**

### **Active Transportation Work Group (ATWG)**

In addition to the regular quarterly meetings held by PlanRVA, staff continues to support Henrico staff on the County's ATWG and efforts to develop the bicycle and pedestrian chapter of the county's comprehensive plan. Staff also assists the East Coast Greenway Alliance (ECG) on potential designations of segments of the future route of the trail through the Richmond region and during quarterly ECG council meetings. Currently assisting with the search for a new Virginia coordinator and preparing to help the next hire get acclimated in Virginia.

### **Ashland Trolley Line Trail Study**

Staff continues to work with the National Park Service's Rivers Trails and Conservation Assistance Program (RTCA) adding the skills of Mallory Zink, NPS public historian and a history team of experts from Ashland, Hanover, and Henrico counties for greater interpretation of the trolley line's former role (ca. 1907-1938) and community connections. Concepts ranging from wayfinding/interpretative signage, trolley stop parks or trailheads to self-guided walking tours and possible phasing were shared with the trolley line committee on November 17. Two story maps for the project illustrate the importance and potential for the 14-mile Trolley Line Trail, now a segment of the Fall Line Trail, and include [history of the trolley line](#) and a [design sketchbook](#).

### **Regional Bicycle and Pedestrian Plan Update**

*BikePedRVA 2045* is being prepared as a major update to the 2004 Richmond Regional Bicycle and Pedestrian Plan. The draft plan is under review with the steering committee with plans to complete by early January 2022. The draft incorporates virtual public review from the *ConnectRVA 2045* process but will be shared more broadly in early 2022 for direct public review with the benefit of in-person opportunities to meet with existing bike/ped advocacy groups, locality and neighborhood-level meetings focusing on more specific recommendations of the plan. The Complete Streets toolbox or illustrated [story map](#) continues to be updated as one resource intended to implement *BikePedRVA 2045*. The current schedule calls for the plan to be considered for adoption in May 2022 by amendment to *ConnectRVA 2045*.

### **STBG/CMAQ Suballocations**

The FY23 – FY28 application period for regional Surface Transportation Block Grant (STBG) and Congestion Mitigation and Air Quality (CMAQ) program funds was held in October of this year. A total of 34 new or rescope projects were submitted with over \$207 million requested. In addition, 9 existing projects were submitted requesting over \$16.5 million in additional funding. Staff is working to finalize the new project scoring in January. Staff will develop draft allocations plans in February in coordination with VDOT and the TAC.

### **Long-Range Planning**

- o Observed the December 3 meeting of the Tri-Cities Area MPO Technical Advisory Committee. The primary meeting topics included approval of a



- scoring methodology for regionally significant projects and an update on the Office of Intermodal Planning and Investment's Long-term Risk and Opportunity Register
- o Reviewed the agenda packet for the December 9 meeting of the Tri-Cities MPO Policy Committee.
- o Participated in the December 7 OIPI demonstration of the VTRANS transportation planning tools and datasets. The demonstration covered the features of the data explorer and map explorer datasets, as well as how four key megatrends may affect future transportation conditions
- o Participated in (observed) the December 9 meeting of the Tri-Cities MPO and prepared a summary of the actions taken.
- o Participated in the December 14 virtual meeting of the TPO Technical Advisory Committee. Provided a report on the agenda for the January 20, 2022 CTAC meeting.

### **Public Transportation Services**

- o Reviewed the following documents:
  - Public Transportation's Response to the COVID-19 Pandemic and How It Shapes Transit's Future
  - Developing Mobility Policy in response to Autonomous Vehicles: A Multi-Party Policy Development Simulation
  - Autonomous Vehicles Are Coming: Five Policy Actions Cities Can Take Now to Be Ready
  - CAV Readiness Workshops Notes
  - 2020 VDOT Connected and Automated Vehicle Program Plan
  - The Future of Mobility Post-COVID
  - Rethinking On-Demand Mobility-Turning Roadblocks Into Opportunities
- o Observed the December 3 meeting of the CVTA Policy Board. Among the meeting topics were a public hearing on the list of projects for initial investment of regional revenue funds; an updated cost estimate for the Fall Line trail; and a time line and process for the selection of projects to be included in a six-year plan.
- o Participated in the December 3 Smart Mobility Connection webinar, "Centering Operators' Perspective in Designing Future Transit Work." The presentation focused on recent research that is examining the impacts of increasing automation on transit operators' work responsibilities, tasks, skills and compensation, as well as the trends in the number of operators that will be needed in the future
- o Participated in the December 8 Eno Center for Transportation webinar, "Redesigning Transit Networks for the New Mobility Future." The webinar featured a discussion of the reasons for initiating a bus network redesign, the steps in the redesign process, resources for

- undertaking redesigns, redesign checklists, and how the COVID-19 pandemic has affected the redesign process.
- o Observed the December 13 virtual meeting of the CVTA Technical Advisory Committee. The primary meeting topics included the FY23-26 project application schedule, procurement of consultant assistance to review project estimates, and the development of project administration agreements for CVTA-funded projects.
- o Participated in the Mass Transit Magazine December 15 webinar, "MaaS as a service-How Multi-Modal Transportation Will Address Future Needs." The topics discussed included mobility market growth drivers, challenges and problems in multimodal integration, and a framework for the integration of multimodal services
- o Participated in the December 16 Mass Transit magazine webinar, "Behavioral Parking Research." The webinar reviewed the findings of a study of the impacts of a daily parking charge system on parking demand and usage at Vanderbilt University. Vanderbilt University has established a goal of reducing the drive alone mode from 76% to 55%, and the study examined how the framing of e-mail messages related to parking had affected parking utilization rates.
- o Reviewed the agenda packet for the December 21 GRTC Board of Directors meeting. Observed the virtual meeting and prepared a report of the Board's discussions and decisions.

### **Paratransit and Human Services Transportation**

- o Reviewed and provided proposed edits to the minutes of the November 17, 2021 meeting of the Senior Connections Human Services Transportation Coordination Entity
- o Participated in the December 7 virtual meeting of the ModivCare Advisory Board. Followed up by providing Thomas Garnett of ModivCare a report of recent and upcoming transportation-planning related activities as well as a link to the transportation section of the Virginia Navigator website.
- o Participated in the December 9 virtual meeting of the Longevity Project. The meeting featured a review of the Project's activities for 2021, a presentation on a new Personal Care Assistant training school, discussion of trends in gerontology, and a slide presentation honoring the life of the recently-deceased Executive Director of Senior Connections, Thelma Watson.
- o Spoke with Debra Preston of the Hanover Department of Community Resources about the FTA Section 5310 Program and transportation needs and service gaps in the region. Followed up by sending her a link to the 2019 Coordinated Human Service Mobility Plan and recommending that the County's application address some of the recommendations contained in the plan.

- o Prepared and sent a reminder e-mail concerning the Section 5310 application period to members of TAC, CTAC, and representatives of approximately 90 human service agencies and organizations in the region

### **Central Virginia Transportation Authority**

Continued staff support for the daily function of the Authority. Supported meetings of the Finance Committee, Technical Advisory Committee, and provided support for the Finance Director's Working Group, HR Roundtable, and jurisdiction legal counsel. Specific administrative work tasks included meeting administration and coordination, development of scheduling for regional fund distribution, and direct coordination with board and committee chairs. Continued process of evaluating regional fund project applications with goal of having recommendations ready in March 2022.



## Work Program Status Report December 2021

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Richmond, Virginia 23235  
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The RRTPO Work Program Progress Report provides a short summary of each activity for the month of December 2022. Please reference the [FY 2022 UPWP](#) for details concerning the approved budget and work description for each task. Table 1 identifies all the tasks in the UPWP and the associated budget.

Table 1 summarizes overall federal and local revenues budgeted by PlanRVA in FY 2022 to support the work of RRTPO. Federal funds budgeted constitute 80 percent of the total; State and local matching funds constitute 20 percent, unless otherwise noted.

**TABLE 1. SUMMARY OF FY 2022 RRTPO UPWP BUDGET**

Work Task	RRTPO Budget				
	PL Approved	5303 Approved	CO 5303 Approved	OTHER (1)	GRAND TOTAL
7110 MPO Prog Mgmt	\$128,885	\$32,221	\$ -	\$ -	\$161,106
7120 UPWP Budget & Contracts	\$32,314	\$8,079	\$ -	\$ -	\$40,393
7210 Public Outreach/ Equity Analysis	\$138,590	\$59,396	\$ -	\$ -	\$197,985
7220 Special Planning Efforts	\$51,472	\$ -	\$ -	\$ -	\$51,472
7230 Contingency Funding	\$281,049	\$57,670	\$ -	\$ -	\$338,719
7310 Long Range Transp Pln	\$144,088	\$46,921	\$ -	\$200,000	\$391,009
7320 Travel Demand Model	\$119,756	\$ -	\$ -	\$250,000	\$369,756
7330 Transit	\$ -	\$239,087	\$ -	\$ -	\$239,087
7340 Act Transp-Bike/Ped	\$234,338	\$ -	\$ -	\$ -	\$234,338
7350 System Resiliency	\$130,051	\$ -	\$ -	\$ -	\$130,051
7410 Perf Based Transp Plng	\$192,149	\$ -	\$ -	\$ -	\$192,149
7420 Financial Prog/TIP	\$149,270	\$32,767	\$ -	\$ -	\$182,037
7430 Rail & Freight	\$37,746	\$9,437	\$ -	\$ -	\$47,183
TOTAL (\$)	\$1,639,708	\$485,577	\$ -	\$450,000	\$2,575,285

(1) 7310 funds are direct carryover from FY21, 7320 funds are RSTBG funds for travel demand model development

## **7100 Program Management**

7100	BUDGET	Billed this month	Total Funds Expended	% Total Funds Expended	UPWP Page
Program Management	\$201,499	\$15,876	\$71,827	37%	11

- Developed agenda package for the RRTPO Technical Advisory Committee (TAC)
- Participated in meeting of the RRTPO TAC.
- Prepared annual reports for City of Richmond for all board and committee membership, meetings and attendance for 2021.
- Participated in the December 2 meeting of the Safety Committee. Among the topics discussed were VRSA grant opportunities for the purchase of safety equipment; holding a virtual staff fire extinguisher training class; holding a fire evacuation drill; and providing regular safety messages to the staff.
- Spoke with Kate Youngbluth of the Virginia Passenger Rail Authority on December 10 and confirmed her availability to provide a presentation for the January 20 CTAC meeting

## **7210 Public Outreach & Equity Analysis**

7210	BUDGET	Billed this month	Total Funds Expended	% Total Funds Expended	UPWP Page
Public Outreach & Equity Analysis	\$197,985	\$10,536	\$77,420	39%	13

## **7220 Special Planning Efforts**

7220	BUDGET	Billed this month	Total Funds Expended	% Total Funds Expended	UPWP Page
Special Planning Efforts	\$51,472	\$1,901	\$19,770	38%	15

### **7230 Contingency Funding**

7230	BUDGET	Billed this month	Total Funds Expended	% Total Funds Expended	UPWP Page
Contingency Funding	\$338,179	\$0	\$0	0%	16

### **7310 Long-Range Transportation Plan (ConnectRVA 2045)**

7310	BUDGET	Billed this month	Total Funds Expended	% Total Funds Expended	UPWP Page
L RTP	\$391,009	\$1,153	\$237,433	61%	17

- Observed the December 3 meeting of the Tri-Cities Area MPO Technical Advisory Committee. The primary meeting topics included approval of a scoring methodology for regionally significant projects and an update on the Office of Intermodal Planning and Investment's Long-term Risk and Opportunity Register
- Reviewed the agenda packet for the December 9 meeting of the Tri-Cities MPO Policy Committee.
- Participated in the December 7 OIPI demonstration of the VTRANS transportation planning tools and datasets. The demonstration covered the features of the data explorer and map explorer datasets, as well as how four key megatrends may affect future transportation conditions
- Participated in (observed) the December 9 meeting of the Tri-Cities MPO and prepared a summary of the actions taken.
- Participated in the December 14 virtual meeting of the TPO Technical Advisory Committee. Provided a report on the agenda for the January 20, 2022 CTAC meeting.

### **7320 Regional Travel Demand Model (RTDM)**

7320	BUDGET	Billed this month	Total Funds Expended	% Total Funds Expended	UPWP Page
RTDM	\$369,756	\$8,455	\$61,954	17%	19

### **7330 Transit**

7330	BUDGET	Billed this month	Total Funds Expended	% Total Funds Expended	UPWP Page
Transit	\$239,087	\$13,071	\$71,842	30%	21

- Reviewed the following documents:
  - Public Transportation's Response to the COVID-19 Pandemic and How It Shapes Transit's Future
  - Developing Mobility Policy in response to Autonomous Vehicles: A Multi-Party Policy Development Simulation
  - Autonomous Vehicles Are Coming: Five Policy Actions Cities Can Take Now to Be Ready
  - CAV Readiness Workshops Notes
  - 2020 VDOT Connected and Automated Vehicle Program Plan
  - The Future of Mobility Post-COVID
  - Rethinking On-Demand Mobility-Turning Roadblocks Into Opportunities
- Observed the December 3 meeting of the CVTA Policy Board. Among the meeting topics were a public hearing on the list of projects for initial investment of regional revenue funds; an updated cost estimate for the Fall Line trail; and a time line and process for the selection of projects to be included in a six-year plan.
- Participated in the December 3 Smart Mobility Connection webinar, "Centering Operators' Perspective in Designing Future Transit Work." The presentation focused on recent research that is examining the impacts of increasing automation on transit operators' work responsibilities, tasks, skills and compensation, as well as the trends in the number of operators that will be needed in the future
- Participated in the December 8 Eno Center for Transportation webinar, "Redesigning Transit Networks for the New Mobility Future." The webinar featured a discussion of the reasons for initiating a bus network redesign, the steps in the redesign process, resources for undertaking redesigns, redesign checklists, and how the COVID-19 pandemic has affected the redesign process.
- Observed the December 13 virtual meeting of the CVTA Technical Advisory Committee. The primary meeting topics included the FY23-26 project application schedule, procurement of consultant assistance to review project estimates, and the development of project administration agreements for CVTA-funded projects.
- Participated in the Mass Transit Magazine December 15 webinar, "MaaS as a service-How Multi-Modal Transportation Will Address Future Needs." The topics discussed included mobility market growth drivers, challenges and problems in multimodal integration, and a framework for the integration of multimodal services
- Participated in the December 16 Mass Transit magazine webinar, "Behavioral Parking Research." The webinar reviewed the findings of a study of the impacts of a daily parking charge system on parking
-



demand and usage at Vanderbilt University. Vanderbilt University has established a goal of reducing the drive alone mode from 76% to 55%,

and the study examined how the framing of e-mail messages related to parking had affected parking utilization rates.

- Reviewed the agenda packet for the December 21 GRTC Board of Directors meeting. Observed the virtual meeting and prepared a report of the Board's discussions and decisions.

#### *Paratransit and CHSMP*

- Reviewed and provided proposed edits to the minutes of the November 17, 2021 meeting of the Senior Connections Human Services Transportation Coordination Entity
- Participated in the December 7 virtual meeting of the ModivCare Advisory Board. Followed up by providing Thomas Garnett of ModivCare a report of recent and upcoming transportation-planning related activities as well as a link to the transportation section of the Virginia Navigator website.
- Participated in the December 9 virtual meeting of the Longevity Project. The meeting featured a review of the Project's activities for 2021, a presentation on a new Personal Care Assistant training school, discussion of trends in gerontology, and a slide presentation honoring the life of the recently-deceased Executive Director of Senior Connections, Thelma Watson.
- Spoke with Debra Preston of the Hanover Department of Community Resources about the FTA Section 5310 Program and transportation needs and service gaps in the region. Followed up by sending her a link to the 2019 Coordinated Human Service Mobility Plan and recommending that the County's application address some of the recommendations contained in the plan.
- Prepared and sent a reminder e-mail concerning the Section 5310 application period to members of TAC, CTAC, and representatives of approximately 90 human service agencies and organizations in the region

#### **7340 Active Transportation: Bicycle and Pedestrian**

7340	BUDGET	Billed this month	Total Funds Expended	% Total Funds Expended	UPWP Page
Active Transportation	\$234,338	\$23,841	\$111,555	48%	22

#### *Active Transportation Work Group*

- Staff has been working with community members of the ATWG to identify potential groups and meetings to share the Regional Bicycle and Pedestrian draft plan. Meetings are being scheduled for February.
- Staff continues to work with Henrico staff on the County's ATWG and efforts to develop the bicycle and pedestrian chapter of the county's

comprehensive plan. The January meeting was cancelled but the committee continues to submit comments on the planning efforts to Henrico staff.

#### *East Coast Greenway*

- East Coast Greenway Alliance (ECG) has hired a new Virginia coordinator and PlanRVA staff is working with the ECG to help get the new hire up to speed on Virginia and Richmond area projects concerning the ECG. A meeting with the new coordinator is planned for January 26 in Richmond.
- Staff continues to work with ECG on updates to designated sections of the trail the Richmond region.

#### *Richmond Regional Bicycle and Pedestrian Plan*

- Staff continues to work with AvidCore consultants to produce the documents for the plan.
- Staff is in process meeting with individual localities about the draft plan with renewed efforts to bring the next draft before the steering committee, expected to be in early February.
- Staff continues to consult with regional partners to make additions and revise the interactive GIS story map data collected for the plan.
- As part of the Bike/Ped plan, staff continues to develop and revise the [regional plan story map](#). The map and data have been presented to the steering committee and staff will continue to revise.

#### *Town of Ashland Pilot Project and Regional Guidance for Complete Streets*

- Complete streets guidelines, or a “tool-box” of resources, depicted through graphic and photographic examples to serve as implementation support for the regional bike/ped plan. The illustrated [story map](#) is available for review and continues to be updated in conjunction with the bike ped plan update.

#### *Fall Line (formerly Ashland to Petersburg Trail)*

- The project coordinator (Ursula Lemanski) and historian (Mallory Zink) from the National Park Service (NPS) Rivers, Trails, and Conservation Assistance (RTCA) has been working on follow-up meetings and planning coordination with NPS staff. These efforts have led to the development of design mockups and phasing plans for potential historical markers and wayfinding.
- Staff presented an update on the Trolley Line Trail historic interpretation plan to the Friends of Fall Line group in early January.
- A field trip to Hanover County and portions of the potential Trolley Line Trail is planned for January 27.
- The purpose of the visit was to meet with local planners and historians to conceptualize historic interpretation opportunities which can add an important dimension to the Trolley Line Trail and be considered as a template for the Fall Line Trail. Preliminary concepts will be provided in

October with plans to reengage with the Trolley Line steering committee in early 2022.

### **7350 Systems Resilience Plan**

7350	BUDGET	Billed this month	Total Funds Expended	% Total Funds Expended	UPWP Page
Systems Resil. Plan	\$130,051	\$2,454	\$10,756	8%	23

### **7410 Performance Based Transportation Planning**

7410	BUDGET	Billed this month	Total Funds Expended	% Total Funds Expended	UPWP Page
Perf. Based Transp. Plng.	\$192,149	\$2,964	\$26,803	14%	24

#### *Federal Performance Measures:*

- Reviewed the Safety Performance Measure Targets set by VDOT in August and used those targets to arrive at the number of fatalities, the rate of fatalities per 100 million vehicle miles traveled, the number of serious injuries, the rate of serious injuries per 100 million vehicle miles traveled and the number of non-motorized fatalities and serious injuries. These numbers were submitted to VDOT.

### **7420 Transportation Improvement Program (TIP)**

7420	BUDGET	Billed this month	Total Funds Expended	% Total Funds Expended	UPWP Page
TIP	\$182,037	\$28,516	\$155,498	85%	25

#### *Maintenance:*

- Received a CMAQ fund transfer request from VDOT on 12/2/21: as follows:
  - Shift \$1,170,000 (FY03 561,000 and FY04 \$609,000) CMAQ funds from the Richmond Main Street Station operating funds closeout project (66857) to the RRTPO CMAQ Balance Entry account (#70721).
  - Prepared the transfer documents and placed the updated tracking sheets on the PlanRVA web site on 12/22/21.
- Received the FY21 annual obligation report (AOR) for **transit** projects from DRPT on 11/9/21. The FY21 annual funds obligation report for **highway** projects from VDOT on 11/18/21. The reports show the project categories and number of projects as follows:

- Highway Category:
- Ungrouping Projects
- Interstate—Five projects
- Primary—Nine projects
- Urban—Three projects
- Secondary—Eight projects
- Miscellaneous—Six projects
- Enhancement—Five projects
- Grouping—99 projects
- Transit Category: 23 projects
- After reviewing the reports, final AOR documents were prepared and placed on the PlanRVA web site in the middle of December in 2021.
- Received a FY23 FTA Section 5310 grant application request memos as follows:
- Chesterfield Department Mental Health Support Services request - \$130,000---Capital funds
- Hanover County DASH request - \$750,000---Operating funds
- Senior Connections request
- Total \$305,590: Capital and operating funds
  - \$234,290 ---Operating cost (50% federal, 40% state and 10% local)
  - \$71,300 ---Mobility management cost (80% federal, 16% state and 4% local)
- Social service agencies/applicants should submit their application memo to RRTPO before 12/31/21. The RRTPO staff will prepare all necessary documents and submit to DRPT by 2/1/22. The RRTPO will endorse these potential projects in February or March 2022.
- Participated in FY22 – FY27 STBG and CMAQ projects scoring staff team meetings on 12/6, 12/12, and 12/20/21.
- Reviewed FY22 – FY27 STBG and CMAQ projects submitted by local jurisdictions and local agencies.

### **7430 Rail, Freight, Intermodal Planning**

7430	BUDGET	Billed this month	Total Funds Expended	% Total Funds Expended	UPWP Page
Rail, Freight, Interim. Pang.	\$47,183	\$0	\$3,039	6%	26

#### *Staples Mill Road Station Advance Planning and Design Study*

No new update-but the background for this soon-to be launched VDOT study remains:

- DRPT and their consultant are in the final stage of completing 30% design documents for the replacement of the Staples Mill Amtrak Station. The final
- Staples Mill Road Station Area Transit-Oriented Development Concept Plan recommended a corridor working group be formed that consists of Henrico, VDOT, DRPT, and PlanRVA to guide the VDOT sub-area plan and more detailed traffic studies of Staples Mill Road to improve both multimodal access to the station and usher in a more supportive land use pattern within the corridor.
- The working group is being formed by VDOT for the next stage of the sub-area plan.

## MEMORANDUM

**To:** Richmond Regional Transportation Planning Organization (RRTPO) Policy Board  
RRTPO Technical Advisory Committee

**From:** Kenneth Lantz, Jr., RRTPO Mobility Manager

**Date:** January 20, 2022

**Subj:** RRTPO Community Transportation Advisory Committee (CTAC) Meeting Report

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The following is a brief report on major discussion items from the January 20, 2022, CTAC meeting.

### **State Rail Plan**

Randy Selleck of the Virginia Department of Rail and Public Transportation provided an overview of the Statewide Rail Planning Initiative. The last plan was adopted in 2018, and the Federal Railroad Administration requires each state to update its plans every four years. The plan serves as an implementation guide for rail projects addressing mid-term and long-term VTrans needs, and final adoption is scheduled for Summer of 2022. The plan will include the development and updating of policies related to climate change, coordination, corridor development, economic development, equipment policy, equity policy, multimodal access policy, passenger rail station policy, and passenger service policy. The policies will be applicable to freight, passenger and multimodal issues. Components of the plan include an interactive story map and passenger and freight rail dashboards. Next steps in the process include project list vetting, refinement and drafting of a service development plan, and a service gap analysis.

### **Virginia Passenger Rail Authority**

Katherine Youngbluth of the Virginia Passenger Rail Authority provided an overview of the Virginia Passenger Rail Authority (VPRA). She reviewed the timeline of the state of Virginia's investments in rail passenger service from 2006 to 2026, travel constraints throughout the state, and the dates of key agreements between the state of Virginia and rail service providers. Ms. Youngbluth also reviewed the structure of the VPRA and key agreements and projects, which include the acquisition of half of the rail right-of way along the CSX line between Washington, D.C. and Petersburg, and the construction of an expanded crossing of the Potomac River and expansion of the number of tracks

on both the south and north approaches of the bridge. Other improvements include increased frequency and expansion of service to southwest Virginia, including Roanoke and the New River Valley.

### **Pathway to Equity**

Kelli Rowan City of Richmond's Office of Equitable Transit and provided an overview of Path to Equity, Richmond's strategic multimodal plan. The plan will serve as a policy guide for Richmond Connects, and has involved input from a public survey, as well as social media comments and community conversations. Concerning the surveys, six in-person and two online events resulted in over 1900 responses. Top injustices noted by the surveys include neighborhood dissection, redlining, suburbanization of poverty, urban renewal, and transportation planning practices. Reported barriers to access include missing sidewalks and bicycle lanes, infrequent and circuitous transit routes, lack of parking, and roadway congestion. A website to offer comments on the plan is available through the end of January

### **Next CTAC Meeting**

The next CTAC meeting is scheduled for Thursday, March 17, 2022.

KEL/

**BYLAWS OF THE  
RICHMOND AREA METROPOLITAN PLANNING ORGANIZATION**

**Ratified April 12, 1990  
Amendments to June 28, 2018  
[Amendments to XXXXX, 2022](#)**

**ARTICLE I – Name and Authority**

- Section 1.** The name of this organization shall be known as the Richmond Area Metropolitan Planning Organization, hereinafter called the MPO, generally referred to as the Richmond Regional Transportation Planning Organization or RRTPO.
- Section 2.** The MPO shall have such authority as prescribed by the Governor in his designation of September 11, 1995 and as prescribed in “A Memorandum of Understanding for Conducting the Metropolitan Transportation Planning and Programming Process in the Richmond Urbanized Area” and subsequent revisions to the Memorandum, hereinafter referred to as the MOU.

**ARTICLE II - Purpose**

- Section 1.** The purpose of the MPO is to perform policy and technical functions for Richmond Urbanized Area transportation planning reflecting a multimodal process founded upon coordination and cooperation between planning, transit, and service providers. The policy function is designed to make transportation policies to develop and implement the Richmond Regional Metropolitan Transportation Plan and related efforts. The MPO shall:
- a. establish policy for continuing, comprehensive and cooperative transportation planning process;
  - b. annually evaluate the current Transportation Plan, accept it when appropriate, determine when a re-evaluation of the Transportation Plan is necessary, and recommend appropriate action;
  - c. review the results of the re-evaluation;
  - d. determine the influence of current data upon the Transportation Plan in relation to previous data and projected trends;
  - e. cooperate in the evaluation of forecasts of transportation demands;
  - f. work cooperatively on any proposal, alternate lines, and work performed on the study, location, and design of facilities and programs in the Transportation Plan;



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- g. assign special or standing committees, or ad hoc working groups to specific assignments;
  - h. establish priorities for consideration in the development of the areawide Unified Planning Work Program, and to approve the areawide Unified Planning Work Program;
  - i. approve programs of planning projects and programs of capital expenditures and construction projects, including the annual Transportation Improvement Program, its Annual Element, the Short Range Transportation Plan, the Unified Planning Work Program; and
  - j. perform and approve other plans and programs as may be required by state and federal regulations, and Executive orders and directives.

The technical function of the MPO is designed to establish, monitor and review the results of the technical process for urban transportation planning in the Richmond Urbanized Area. The MPO shall:

- a. establish the technical details of the continuing process through the MOU and pass-through agreements;
- b. establish detailed work activities through the Unified Planning Work Program process that fulfilled these agreements;
- c. review and certify the satisfactory completion of these activities; and
- d. in general, prepare the technical recommendations that the MPO needs to perform its policy functions in either ad hoc working groups, special or standing committees, or at MPO meetings.

### **ARTICLE III – Membership**

#### **Section 1. Membership**

The MPO policy board shall be composed of elected members of the governing bodies of member local governments, officials of public agencies that administer or operate major modes of transportation in the metropolitan planning area, providers of public transportation and appropriate state transportation officials representing the voting member organizations. The membership includes both voting and nonvoting members.

Each member organization may designate one or more alternate member(s), hereinafter referred to as alternate(s), to serve in place of an absent member of that member organization. The maximum number of alternates permitted for each member organization is equal to the number of regular members of that organization. All alternates shall be vested with the same powers and responsibilities as the regular member they are replacing.

#### **Section 2. Voting Membership**

The MPO policy board voting membership shall be composed of the following member organizations with total votes listed for each in the table below.

<b>MEMBER</b>	<b>VOTES</b>
Chesterfield County	4
Henrico County	4
City of Richmond	4
Hanover County	3
Goochland County	2
New Kent County	2
Powhatan County	2
Town of Ashland	1
Charles City County	1
Capital Region Airport Commission	1
GRTC Transit System	1
Richmond Metropolitan Transportation Authority	1
Commonwealth of Virginia Secretary of Transportation or Designee	1
<b>TOTAL VOTES</b>	<b>27</b>

**Section 3. Nonvoting Membership**

The nonvoting membership of the MPO policy board shall be composed of one representative from each of the agencies or organizations listed below.

Federal Highway Administration  
 Federal Transit Administration  
 RideFinders, Inc.  
 Virginia Department of Aviation  
 Virginia Department of Rail and Public Transportation  
 MPO Community Transportation Advisory Committee Chairman

**Section 4 Term of Appointment**

Member organizations shall have the authority to determine the length of the terms of its member(s) and alternate(s) and whether or not they serve at the pleasure of the appointing member organization, but it is recommended that members and alternates serve for a two-year term and be eligible to be reappointed for successive terms.

**ARTICLE IV – Officers and Elections**

**Section 1.** The officers of the MPO shall consist of a Chairman, a Vice Chairman, and a Secretary. The Chairman and Vice Chairman shall be elected by the voting membership of the MPO. The Chairman and Vice Chairman must be MPO jurisdictional voting members; MPO alternate members are not eligible to serve as MPO officers. The Secretary shall be the Richmond Regional Planning District Commission (RRPDC) staff liaison to the MPO.

**Section 2.** The election of officers shall be held no later than June 30 of each year. The newly elected officers shall take office on July 1 and shall serve for a one-year term.

**Section 3.** The office of MPO Chairman shall be rotated among the member local governments and the MPO may consider an order of succession incorporated into a nonbinding guidance document approved by the MPO policy board.

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**Section 4.** Duties and Powers of MPO Officers:

a. Chairman

The Chairman shall preside over all meetings of the MPO except when not in attendance. The Chairman may address remarks to an issue before the MPO and may request appropriate actions. The Chairman may request an action, however, he or she will not be eligible to move or second any action for a vote. The Chairman shall be eligible to vote on all actions regardless of a tie vote. The Chairman will be responsible for appointing the Chairman for all MPO Committees except for the Community Transportation Advisory Committee and the Technical Advisory Committee. The Chairman is responsible for appointing all committee members, except as noted in Article VII of these Bylaws.

b. Vice Chairman

The Vice Chairman shall serve as Acting Chairman of the MPO in the absence of the Chairman. When the Vice Chairman is serving as Acting Chairman, the Vice Chairman shall be vested with authority to perform all the duties and exercise all the powers of the Chairman, including those vested in or delegated to the Chairman in these Bylaws.

c. Secretary

The Secretary shall be responsible for the preparation and maintenance of a permanent written record of all MPO actions and proceedings, and shall transmit notices, agendas, monthly status reports, and the minutes of each MPO meeting to each member one week prior to the next regular meeting.

**ARTICLE V - Meetings**

**Section 1.** Regular meetings of the MPO policy board shall be held monthly, as necessary, at a suitable meeting time and place, normally on the first Thursday of the month. Special meetings may be called by the Chairman. When a meeting falls on a holiday, the rescheduled meeting shall be determined by the Chairman. Members shall be notified in advance of a rescheduled meeting.

**Section 2.** A quorum shall exist when a majority of the votes allocated to voting member organizations are represented by members or alternates at the meeting. Vacancies shall not be considered in the establishment of a quorum.

**Section 3.** Meeting Agendas

- a. The agenda for each MPO policy board meeting shall be prepared jointly by the Chairman and the MPO Secretary.
- b. The agenda shall be transmitted ten (10) days prior to the next meeting.
- d. Additions to the agenda shall be made at the beginning of the meeting upon an affirmative vote of two-thirds of the votes represented at the meeting. An item may be added to the agenda for the next MPO meeting upon an affirmative vote of a majority of the votes represented at the current meeting.
- d. At the discretion of the Chairman, the agenda may include items for consent action. Any voting member shall have the right to request and to have a consent action item removed from the agenda for consent action and placed on that day's MPO meeting agenda for review and discussion, with the Chairman having the right to determine where to consider the item on the meeting agenda.

**Section 4.** Parliamentary authority for MPO proceedings not otherwise specified by these bylaws shall be the most recently published edition of *Robert's Rules of Order*.

**Section 5.** Each voting member organization shall have the right to invite technical representatives to participate in meetings and discussions of the MPO as advisors on specific agenda topics.

**Section 6.** ~~The MPO is a “public body” and subject to the Virginia Freedom of Information Act (§ 2.2-3700, et seq. of the Code of Virginia) (FOIA). In accordance with the provisions of FOIA, all meetings of the policy board or any committees or subcommittees established by the policy board shall be open to the public unless lawfully convened into a closed session in accordance with FOIA. No meeting during which MPO business is discussed shall be conducted through telephonic or electronic means where the members are not physically assembled.~~

## ARTICLE VI - Voting

**Section 1.** Voting member organizations shall designate one representative to cast all of its votes or multiple representatives to cast any number of its votes, up to the number of representatives prescribed by the Governor of Virginia in the September 11, 1995 designation letter and listed in Article III, Section 2 of these Bylaws. Although member organizations may empower individual representatives with differing numbers of votes, each individual vote shall be cast as a whole vote and may not be split fractionally among multiple representatives.

**Section 2.** A voting member or alternate voting member of an organization that has more than one vote shall be allowed to cast the vote(s) of any absent voting member(s) of the same voting member organization. If the representative(s) and alternate(s) present at the meeting are unable to unanimously agree upon which of them shall cast the votes of any absent representative(s), then the vote of the absent representative(s) will not be counted.

**Section 3** All members and alternates of voting member organizations must be vested with the authority to speak for and act on behalf of the appointing organization in matters concerning regional transportation planning activities.

**Section 4.** Each member organization shall notify the MPO Secretary of its authorized representative(s) and alternate(s), and the number of votes designated to each of them, in writing at least three business days prior to the first meeting of the MPO policy board in which they will act in their official capacity.

**Section 5.** Voting on matters before the MPO policy board shall generally be conducted by voice vote. Either before or immediately following a voice vote, any member may request that the vote be conducted (or conducted again) by either a show of hands or a roll call. In conducting such votes, those members or alternates who are present and voting shall, when called upon by the MPO Secretary, announce the number of votes they are casting. It shall be up to the Chairman to determine the order in which voting representatives and alternates are asked to show or announce their vote(s).

**Section 6.** No proxy votes shall be allowed.

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**ARTICLE VII – MPO Committees**

**Section 1. Standing Committees**

The MPO is supported by Standing Committees as described below. These Bylaws shall be applicable to all standing committees.

**Section 2. Executive Committee**

There shall be an Executive Committee, which shall be a Standing Committee of the MPO. The Chairman of the MPO shall serve as a member and as the chairman of the Executive Committee. In addition, the Executive Committee shall consist of the officers of the MPO, the immediate past Chairman of the MPO, and one representative from each jurisdiction not having an officer on the MPO. The Chairman shall appoint these additional members of the Executive Committee. A quorum of the Executive Committee shall consist of a majority of the Executive Committee's members. In making any recommendation, adopting any plan, or approving any proposal, action shall be taken by a majority vote of all members present, provided a quorum is present.

The Executive Committee shall have the following specific powers and duties:

- a. To facilitate work program planning and management of the regional transportation planning process by providing policy guidance and input on future agenda items.
- b. Any other power granted to it by an affirmative vote of the MPO policy board in an open meeting, provided a quorum is present at said open meeting, such as but not limited to
  1. recommend amendments to the MPO-adopted Unified Planning Work Program and Transportation Improvement Program;
  2. recommend additions and/or revisions to the highway functional classification system;
  3. approve socioeconomic data and forecasts; and
  4. recommend endorsements of requests from local governments, agencies, and other organizations seeking state and federal grant funds.

**Section 3. Technical Advisory Committee**

There shall be a Technical Advisory Committee (TAC) composed of one technical representative from each of the following local governments and organizations:

City of Richmond  
County of Charles City  
County of Chesterfield  
County of Goochland  
County of Hanover  
County of Henrico  
County of New Kent  
County of Powhatan  
Town of Ashland  
Capital Region Airport Commission  
GRTC Transit System

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Richmond Regional Planning District Commission  
 RideFinders, Inc.  
 Virginia Department of Rail and Public Transportation  
 Virginia Department of Transportation

Each local government or organization shall be responsible for designating its member and alternate to TAC. A quorum shall consist of a majority of the TAC membership, which shall include, at a minimum, four of the local government representatives. Either TAC members or alternates will be considered in determining TAC meeting quorums, and for voting on actions before TAC.

The purpose of the TAC is to serve as a technical advisory committee to the MPO, providing technical review, comments, and recommendations on specific transportation plans, programs, studies, and other appropriate documents and regional transportation issues. The TAC shall address other matters and concerns if directed by the MPO or the MPO Chairman. TAC shall specifically be responsible for reviewing, and providing technical comments and recommendations to the MPO on the following:

- a. Unified Planning Work Program
- b. Transportation Improvement Program
- c. Long Range Transportation Plan
- d. Air Quality Planning

The TAC shall meet as required in the performance of its duties.

#### **Section 4. Community Transportation Advisory Committee**

There shall be a Community Transportation Advisory Committee (CTAC) to the MPO, with both citizen and organizational voting membership as shown in the chart below.

<b>MEMBER</b>	<b>Appointees</b>
Chesterfield County	2
Henrico County	2
City of Richmond	2
Charles City County	1
Goochland County	1
Hanover County	1
New Kent County	1
Powhatan County	1
Town of Ashland	1
Up to twelve (12) at-large member organizations appointed by the MPO	1 vote each

The officers of CTAC shall consist of a Chairman and Vice Chairman elected by the CTAC voting membership. Only jurisdictional representatives shall be eligible to be Chairman and Vice Chairman. The CTAC officers shall be elected to a one-year term of office beginning July 1 and ending June 30.

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~~To the maximum extent possible, the at-large appointees should represent diverse~~

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organizations with recognized transportation planning concerns including transportation disadvantaged populations.

Each CTAC member jurisdiction or organization may appoint an alternate member to serve in the absence of each appointed CTAC member. Each appointee shall serve a two- year term, and may be reappointed for successive terms. The CTAC should meet as necessary. A quorum shall consist of a majority of the Committee's current membership.

The purpose of this Committee is to advise the MPO on issues, plans, studies, and matters necessary and appropriate for providing viable and reasonable citizen input. Resolutions approved by the CTAC shall be presented to the MPO.

The CTAC will be supported by a standing subcommittee addressing equity and the needs of the transportation disadvantaged. This subcommittee will be called the CTAC Transportation Equity Work Group. The purpose of this subcommittee is to advise the MPO, through CTAC, on issues, plans, studies, and other matters concerning the MPO's "3-C" urban transportation planning process that effects transportation disadvantaged populations. This group should have flexible membership to maximize the opportunity for input on issues relative to equity for transportation disadvantaged populations.

**Section 5. Other Committees**

The MPO may create other committees by a two-thirds vote of those present, assuming a quorum is present. These bylaws apply to the operation of any MPO committee.

**ARTICLE VIII – Amendment**

**Section 1.** These bylaws may be amended by an affirmative vote of two-thirds of all votes on the MPO policy board at that time, at two consecutive meetings of the MPO policy board. Proposed changes in the bylaws shall be transmitted to each voting member at least 10 days prior to the meeting when the voting will be conducted.

**Section 2.** These bylaws shall become effective immediately upon ratification by a vote of the MPO policy board as described in Section 1 above. Each MPO member shall be given a copy.

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**AMENDMENT NOTES:**

1. Ratification Date: First reading of Bylaws amendment on March 15, 1990. Second reading and final adoption on April 12, 1990.
2. Bylaws Amendment: Article V, Section 2, amended by MPO on December 13, 1990.
3. Bylaws Amendment: Article VI, Section 4, amended by MPO on June 10, 1993.
4. Bylaws Amendment: Article IV, Section 3, amended by MPO on July 8, 1993.
5. Bylaws Amendments: Article I, Section 2; Article III, Sections 1, 2, and 3; Article IV, Section 3; Article V, Sections 1, 2, and 3; and Article VI, Section 2; amended by the MPO on November 9, 1995.
6. Bylaws Amendment: Article V, Section 2; amended by MPO on February 12, 1998.
7. Bylaws Amendment: Article III, Section 3; amended by MPO on May 11, 2000.
8. Bylaws Amendments: Article IV, Section 4, Subsection (a); Article V, Section 1; and Article VI, Section 1; amended by MPO on April 12, 2001.
9. Bylaws Amendment: Article V, Section 1; amended by MPO on March 14, 2002.
10. Bylaws Amendment: Article V, Section 3; amended by MPO on December 11, 2003.
11. Bylaws Amendments: Article III, Section 3; and Article V, Section 3; amended by MPO on February 10, 2005.
12. Bylaws Amendment: Article VI, Section 1, amended by MPO on February 14, 2013.
13. Bylaws Amendment: Article III, Section 3; and Article V, Sections 2 and 3; amended by MPO on November 7, 2013.
14. Bylaws Amendment: Article I, Section 1; Article III, Sections 1, 2, 3, 4 and 5; Article V, Section 1; Article VI, Sections 1, 2, 4 and 5; and Article VII, Section 1; amended by MPO on October 2, 2014.
15. Bylaws Amendment: Consistent with the 2013 federal certification review report, the RRTPO undertook a comprehensive review of the Bylaws; the last comprehensive review was conducted in 1990. This comprehensive amendment resulted in document reorganization, changes recommended for clarity and consistency, several recommendations included in the 2017 federal certification review report, and re-incorporation of the Elderly and Disability Advisory Committee into the Citizens Transportation Advisory Committee as a standing work group; amended by MPO on June 28, 2018.



**RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (RRTPO/MPO)**

**POLICY AND PROCEDURES**

**To allow participation in meetings of the Richmond Regional Transportation Planning Organization (RRTPO/MPO) and its committees by a member of the commission from a remote location through electronic communication means**

The Richmond Regional Transportation Planning Organization (RRTPO/MPO) hereby approves and adopts the following policy and procedures to allow and facilitate participation in commission meetings by members of the commission from a remote location through electronic communication means, as authorized by § 2.2-3708.2 of the *Code of Virginia*:

**Participation in Meetings by Electronic Communications from a Remote Location**

Members of the Richmond Regional Transportation Planning Organization (RRTPO/MPO) may participate in meetings of the RRTPO/MPO by electronic communication means from a remote location that is not open to the public if, on or before the day of a meeting, a commission member notifies the commission chair that:

- a. Such member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance;
- b. Such member is unable to attend the meeting due to a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance; or,
- c. Such member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter.

In addition, (i) such member's remote participation by electronic communication means shall be approved by a majority vote of those participating in the meeting, (ii) a quorum of the public body is physically assembled at one primary or central meeting location, and (iii) the voice of the remote participant(s) must be able to be heard by all persons at the primary or central meeting location. Remote participation by a commission member pursuant to above paragraph (c) of this policy is limited to two meetings each calendar year or 25 percent of the meetings held per calendar year, rounded up to the next whole number, whichever is greater.

## VIRGINIA FREEDOM OF INFORMATION ACT

### § 2.2-3708.2. Meetings held through electronic communication means.

A. The following provisions apply to all public bodies:

1. Subject to the requirements of subsection C, all public bodies may conduct any meeting wherein the public business is discussed or transacted through electronic communication means if, on or before the day of a meeting, a member of the public body holding the meeting notifies the chair of the public body that:

a. Such member is unable to attend the meeting due to (i) a temporary or permanent disability or other medical condition that prevents the member's physical attendance or (ii) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance; or

b. Such member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. Participation by a member pursuant to this subdivision b is limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

2. If participation by a member through electronic communication means is approved pursuant to subdivision 1, the public body holding the meeting shall record in its minutes the remote location from which the member participated; however, the remote location need not be open to the public. If participation is approved pursuant to subdivision 1 a, the public body shall also include in its minutes the fact that the member participated through electronic communication means due to (i) a temporary or permanent disability or other medical condition that prevented the member's physical attendance or (ii) a family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance. If participation is approved pursuant to subdivision 1 b, the public body shall also include in its minutes the specific nature of the personal matter cited by the member.

If a member's participation from a remote location pursuant to subdivision 1 b is disapproved because such participation would violate the policy adopted pursuant to subsection C, such disapproval shall be recorded in the minutes with specificity.

3. Any public body, or any joint meetings thereof, may meet by electronic communication means without a quorum of the public body physically assembled at one location when the Governor has declared a state of emergency in accordance with § 44-146.17 or the locality in which the public body is located has declared a local state of emergency pursuant to § 44-

146.21, provided that (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is to provide for the continuity of operations of the public body or the discharge of its lawful purposes, duties, and responsibilities. The public body convening a meeting in accordance with this subdivision shall:

- a. Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the public body conducting the meeting;
- b. Make arrangements for public access to such meeting through electronic communication means, including videoconferencing if already used by the public body;
- c. Provide the public with the opportunity to comment at those meetings of the public body when public comment is customarily received; and
- d. Otherwise comply with the provisions of this chapter.

The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes.

The provisions of this subdivision 3 shall be applicable only for the duration of the emergency declared pursuant to § 44-146.17 or 44-146.21.

B. The following provisions apply to regional public bodies:

1. Subject to the requirements in subsection C, regional public bodies may also conduct any meeting wherein the public business is discussed or transacted through electronic communication means if, on the day of a meeting, a member of a regional public body notifies the chair of the public body that such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.
2. If participation by a member through electronic communication means is approved pursuant to this subsection, the public body holding the meeting shall record in its minutes the remote location from which the member participated; however, the remote location need not be open to the public.

If a member's participation from a remote location is disapproved because such participation would violate the policy adopted pursuant to subsection C, such disapproval shall be recorded in the minutes with specificity.

C. Participation by a member of a public body in a meeting through electronic communication means pursuant to subdivisions A 1 and 2 and subsection B shall be authorized only if the following conditions are met:

1. The public body has adopted a written policy allowing for and governing participation of its members by electronic communication means, including an approval process for such participation, subject to the express limitations imposed by this section. Once adopted, the policy shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting;
2. A quorum of the public body is physically assembled at one primary or central meeting location; and
3. The public body makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

D. The following provisions apply to state public bodies:

1. Except as provided in subsection D of § 2.2-3707.01, state public bodies may also conduct any meeting wherein the public business is discussed or transacted through electronic communication means, provided that (i) a quorum of the public body is physically assembled at one primary or central meeting location, (ii) notice of the meeting has been given in accordance with subdivision 2, and (iii) members of the public are provided a substantially equivalent electronic communication means through which to witness the meeting. For the purposes of this subsection, "witness" means observe or listen.

If a state public body holds a meeting through electronic communication means pursuant to this subsection, it shall also hold at least one meeting annually where members in attendance at the meeting are physically assembled at one location and where no members participate by electronic communication means.

2. Notice of any regular meeting held pursuant to this subsection shall be provided at least three working days in advance of the date scheduled for the meeting. Notice, reasonable under the circumstance, of special, emergency, or continued meetings held pursuant to this section shall be given contemporaneously with the notice provided to members of the public body conducting the meeting. For the purposes of this subsection, "continued meeting" means a

meeting that is continued to address an emergency or to conclude the agenda of a meeting for which proper notice was given.

The notice shall include the date, time, place, and purpose for the meeting; shall identify the primary or central meeting location and any remote locations that are open to the public pursuant to subdivision 4; shall include notice as to the electronic communication means by which members of the public may witness the meeting; and shall include a telephone number that may be used to notify the primary or central meeting location of any interruption in the telephonic or video broadcast of the meeting. Any interruption in the telephonic or video broadcast of the meeting shall result in the suspension of action at the meeting until repairs are made and public access is restored.

3. A copy of the proposed agenda and agenda packets and, unless exempt, all materials that will be distributed to members of a public body for a meeting shall be made available for public inspection at the same time such documents are furnished to the members of the public body conducting the meeting.

4. Public access to the remote locations from which additional members of the public body participate through electronic communication means shall be encouraged but not required. However, if three or more members are gathered at the same remote location, then such remote location shall be open to the public.

5. If access to remote locations is afforded, (i) all persons attending the meeting at any of the remote locations shall be afforded the same opportunity to address the public body as persons attending at the primary or central location and (ii) a copy of the proposed agenda and agenda packets and, unless exempt, all materials that will be distributed to members of the public body for the meeting shall be made available for inspection by members of the public attending the meeting at any of the remote locations at the time of the meeting.

6. The public body shall make available to the public at any meeting conducted in accordance with this subsection a public comment form prepared by the Virginia Freedom of Information Advisory Council in accordance with § 30-179.

7. Minutes of all meetings held by electronic communication means shall be recorded as required by § 2.2-3707. Votes taken during any meeting conducted through electronic communication means shall be recorded by name in roll-call fashion and included in the minutes. For emergency meetings held by electronic communication means, the nature of the emergency shall be stated in the minutes.

8. Any authorized state public body that meets by electronic communication means pursuant to this subsection shall make a written report of the following to the Virginia Freedom of Information Advisory Council by December 15 of each year:

- a. The total number of meetings held that year in which there was participation through electronic communication means;
- b. The dates and purposes of each such meeting;
- c. A copy of the agenda for each such meeting;
- d. The primary or central meeting location of each such meeting;
- e. The types of electronic communication means by which each meeting was held;
- f. If possible, the number of members of the public who witnessed each meeting through electronic communication means;
- g. The identity of the members of the public body recorded as present at each meeting, and whether each member was present at the primary or central meeting location or participated through electronic communication means;
- h. The identity of any members of the public body who were recorded as absent at each meeting and any members who were recorded as absent at a meeting but who monitored the meeting through electronic communication means;
- i. If members of the public were granted access to a remote location from which a member participated in a meeting through electronic communication means, the number of members of the public at each such remote location;
- j. A summary of any public comment received about the process of conducting a meeting through electronic communication means; and
- k. A written summary of the public body's experience conducting meetings through electronic communication means, including its logistical and technical experience.

E. Nothing in this section shall be construed to prohibit the use of interactive audio or video means to expand public participation.

2018, cc. 55, 56; 2019, c. 359; 2021, Sp. Sess. I, cc. 33, 490.

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

**RRTPO POLICY BOARD AGENDA 2/3/22**  
**FUTURE MEETING TOPICS\***

- DRPT Transit Modernization and Equity Study
- Regional Scenario Planning
- GRTC Microtransit Study
- RRTPO Regional Bicycle & Pedestrian Plan
- Smart Scale Round 5 – what to expect
- STBG / CMAQ competitive grants
- Update from Transportation Forum Work Group
- Update from RMTA/VDOT on tolls

\*Draft: This is not a comprehensive list of considerations and is subject to change.