

# AGENDA

## **RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION POLICY BOARD**

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

### **PlanRVA James River Board Room**

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

*If you wish to participate in this meeting virtually, please register via Zoom at [https://planrva-org.zoom.us/webinar/register/WN\\_RY72Mw72SsORsGyKw8jcEw](https://planrva-org.zoom.us/webinar/register/WN_RY72Mw72SsORsGyKw8jcEw)*

*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)**

### **CERTIFICATION OF A QUORUM (Firestone)**

### **A. ADMINISTRATION**

- 1. Consideration of Amendments to the Meeting Agenda**  
(Williams)
- 2. [Approval of February 3, 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. Voting Tool Overview (Ryan)
- b. **FAQ – Commonly Used Terms** – page 7
- c. **Current Work Efforts** – page 8
- d. **RRTPO Work Status and Financial Report for January 2022** – page 9

**B. NEW BUSINESS**

**1. Proposed Amendment to Bylaws and Policy- Richmond Area Metropolitan Planning Organization** – page 19

(Parsons/Gregory 10 minutes)

***INFORMATION ITEM***

**2. TA Set-Aside recommendations** – page 34

(Busching/20 minutes)

***ACTION REQUESTED – Motion to approve the recommended Transportation Alternatives (TA) Set-Aside projects***

**3. Regional Smart Scale Applications** – page 37

(Busching/20 minutes)

***ACTION REQUESTED – Motion to approve the recommended slate of regional project pre-applications for Smart Scale Round 5***

**4. Fall Forum Work Group report** - page 41

(Newbille/20 minutes)

***INFORMATION ITEM***

**C. AGENCY AND COMMITTEE REPORTS**

**1. Transportation Agency Updates**

(VDOT, DRPT/10 minutes)

- a. VDOT – Mann
- b. DRPT – DeBruhl

**D. OTHER BUSINESS**

**1. Future Meeting Topics** – page 44

(Williams/5 minutes)

**2. RRTPO Member Comments**

(Williams/5 minutes)

**3. Next Meeting: April 7, 2022**

(Williams)

**E. ADJOURNMENT**

**RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION  
POLICY BOARD**

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

**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	
				Leslie Haley (A)	
<b>Goochland County</b>		<b>Hanover County</b>		<b>Henrico County</b>	
Vice Chair Susan F. Lascolette	X	Sean M. Davis		Patricia S. O'Bannon	
John L. Lumpkins Jr.	X	W. Canova Peterson IV		Frank J. Thornton	X
Vacant (A)		Faye O. Prichard (A)		Thomas 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	
C. Thomas Tiller Jr.		Karin M. Carmack		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 (RMTA)</b>	
John B. Rutledge		Julie E. Timm	X	Joi Taylor Dean	
Vacant (A)		Sheryl Adams (A)		Vacant (A)	
<b>Secretary of Trans. or Designee</b>		<b>CTAC</b>		<b>DRPT</b>	
VDOT, R. Shane Mann	X	Upton S. Martin (non-voting) (virtual)	X	Jennifer B. DeBruhl (non-voting)	X
VDOT, Mark E. Riblett (A) (virtual)	X	Lisa M. Guthrie (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 (Liason)		Von S. Tisdale (non-voting) (virtual)	X
Ivan Rucker (A) (non-voting)		Vacant (A)		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 February 3, 2022, RRTPO Policy Board action meeting to order at 9:42 a.m. in PlanRVA's James River Board Room.

### **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 the Draft BikePedRVA 2045 Plan and a request for approval of opening a public comment period on the draft plan. The RRTPO Policy Board unanimously approved the February 3, 2022, amended agenda by acclamation as presented.

#### **2. Approval of January 6, 2022, 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 January 6, 2022, 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**

There was no formal report by the Chair.

#### **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 December 2021**

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

##### **c. CTAC Report**

There were no updates to the CTAC report.

## 6. **Proposed Amendment to Bylaws and Policy- Richmond Area Metropolitan Planning**

Eric Gregory, Hefty Wiley and Gore, explained the proposed amendments to the bylaws and the policy document. There was a discussion about the need to have a two-thirds majority present for action on a bylaws change. It was determined that the voting members present, under the current understanding of the localities' voting allocation preferences, did not constitute a two-thirds majority. After further discussion it was decided that each locality should communicate in writing what their preferred voting allocations would be so that it would be clear going forward. No action was taken on the proposed bylaws change.

Frank J. Thornton made a motion, seconded by Kevin P. Carroll, to approve the proposed policy change. After discussion the motion was withdrawn. The matter will be acted on after the proposed bylaws change action.

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

### a. **FY 2022 Amendment**

Mr. Parsons reported that the FY22 amendment will go before TAC and then to Policy Board. The amendment is being developed due to a boundary change, identification of an additional work task, a change in needs for certain areas.

### b. **FY 2023 Draft Priorities**

Mr. Parsons provided a presentation on the UPWP and noted that it is the document that outlines all staff tasks for the fiscal year.

## 8. **Draft BikePedRVA 2045 Plan**

Barbara Jacocks, PlanRVA, gave this presentation to the board. Following the presentation, members had questions and Ms. Jacocks clarified that the Ashland pilot project was included in the plan. Members of the Technical Advisory Committee (TAC) will be reviewing the comments received. A list of the members of that committee will be sent to board members.

It was noted that all types of transportation resources are being utilized.

Following the public comment period, the comments will be shared with TAC in April and the TPO in May for consideration of adoption.

Every locality is represented on the steering committee.

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

**RESOLVED**, that the RRTPO Policy Board approves the opening of the public review period for the DRAFT *BikePedRVA 2045* plan as presented by staff and

**FURTHER RESOLVED**, that the RRTPO Policy Board authorizes the Technical Advisory Committee (TAC) to review the draft plan along with public comments and input received through this process at their April 12, 2022 meeting.

## **B. AGENCY AND COMMITTEE REPORTS**

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

- a. A copy of the Virginia Department of Rail and Public Transportation update provided by Shane Mann, VDOT is available at: [VDOT Update](#).
- b. A copy of the Virginia Department of Rail and Public Transportation update provided by Jennifer DeBruhl, DRPT, is available at: [DRPT Update](#).

## **C. OTHER BUSINESS**

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

Paige suggested inviting the new Secretary of Transportation to join a future Policy Board meeting.

Mr. Thornton suggested creating brief definitions of many of the commonly used terminology used by board members so that members of the public who are watching a meeting will have a better understanding of what is being discussed.

Ms. Lascolette suggested having a session that focuses on rural portions of the region. She noted that most of the future topics listed in the agenda packet are focused on matters completely outside the rural jurisdictions represented on the board.

Mr. Thornton suggested planning outings for members to visit and learn about the other localities in the region.

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**

The next action meeting will be held on Thursday, March 3, 2022, beginning at 9:30 a.m., in the James River Board Room at PlanRVA, Richmond, Virginia.

## **D. ADJOURNMENT:**

Chair Williams adjourned the meeting at approximately 10:57 a.m.

## ACRONYM DEFINITIONS

Acronym	Definition
CMP	Congestion Management Process
CMAQ	Congestion Mitigation and Air Quality (federal funding)
CTAC	Community Transportation Advisory Committee, RRTPO advisory committee
CVTA	Central Virginia Transportation Authority
DRPT	Department of Rail and Public Transportation
EDAC	Elderly and Disability Advisory Committee, former RRTPO advisory committee
FAST Act	Fixing America's Surface Transportation Act
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY / FFY	Fiscal Year / Federal Fiscal Year
GRTC	Greater Richmond Transit Company
IMR	Interchange Modification Report
LRTP	Long Range Transportation Plan
MPO	Metropolitan Planning Organization
OIPI	Office of Intermodal Planning and Investment
PL	Planning funds (federal funding category)
PlanRVA	Richmond Regional Planning District Commission
Policy	Decision-making body of the RRTPO, composed of elected officials from nine jurisdictions
RMTA	Richmond Metropolitan Transportation Authority
RRTPO	Richmond Regional Transportation Planning Organization
RSTP	Regional Surface Transportation Program (federal funding)
RSTBG	Regional Surface Transportation Block Grant (federal funding)
RTC	Richmond / Tri-Cities MPOs
STARS	Strategically Targeted Affordable Roadway Solutions
TAC	Technical Advisory Committee, RRTPO advisory committee
TIP	Transportation Improvement Program, list of upcoming transportation projects
UPWP	Unified Planning Work Program, the RRTPO annual budget and work program
VDOT	Virginia Department of Transportation
VTrans	Virginia statewide, long-range transportation plan

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

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

In addition to the regular quarterly meetings held by PlanRVA, staff continues to work with Henrico staff on the County's ATWG 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. PlanRVA 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. ECG has hired a new Virginia coordinator, Elliot Caldwell. PlanRVA staff met with Elliot last week to brief him on Virginia and Richmond area ECG projects.

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

PlanRVA Staff joined Hanover County staff, Ursula Lemanski of the NPS, and others in the field on January 27 to walk a portion of the existing trolley line route north of Cobbs Road to Gwathmey Church Road. The work continues with Mallory Zink, NPS public historian and a history team of experts from Ashland, Hanover, and Henrico counties on concepts that will depict the trolley line's former role (ca. 1907-1938) and community connections. 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, and includes [history of the trolley line](#) and a [design sketchbook](#).

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

A DRAFT of the *BikePedRVA 2045* plan is complete and being shared with the Bike Ped steering committee for review and comment. This will be the first major update since the 2004 Richmond Regional Bicycle and Pedestrian Plan. It represents a more robust digital plan hosted on the [BikePedRVA.org](#) website (launched on Feb 9) complete with DRAFT plan, story map, ArcGIS map layers, and other resources which will be frequently updated to guide planning, design, and implementation of the plan. Frequent updates will require PlanRVA staff to work closely with partner agencies and localities. The draft incorporates virtual public review from the *ConnectRVA 2045* process and will be shared more broadly from February 9 through March 23, 2022, 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. TAC reviewed the existing project requests last month and provided guidance for staff to develop the draft allocations plans. Staff will develop draft allocations plans in coordination with VDOT and the TAC when a budget is available.

### **Central Virginia Transportation Authority**

Continued staff support for the daily function of the Authority. Supported meetings of the Finance Committee, Technical Advisory Committee, Fall Line Working Group and provided support for the Finance Director's Working Group 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 January 2022

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The RRTPO Work Program Progress Report provides a short summary of each activity for the month of January 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	\$15,731	\$87,558	43%	11

- Developed agenda packages for the RRTPO Executive Committee, Policy Board and Technical Advisory Committee and Community Transportation Advisory Board (CTAC).
- Participated in meetings of the RRTPO Policy Board and Technical Advisory Committee and Community Transportation Advisory Board (CTAC).
- Developed membership list and made initial communications to schedule meeting of the newly formed Transportation Forum Working Group.
- Updated and revised RRTPO Access contacts database to begin using for all RRTPO meeting and other email communications.
- Participated in initial meeting to discuss and plan updates to the PlanRVA website pages related to RRTPO programs, board and committees.

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

7210	BUDGET	Billed this month	Total Funds Expended	% Total Funds Expended	UPWP Page
Public Outreach & Equity Analysis	\$197,985	\$16,409	\$93,829	47%	13

- Conducted Transportation Forum public engagement debrief and planning
- Developed BikePedRVA 2045 draft social media plan
- Conducted BikePedRVA 2045 public engagement and stakeholder outreach
- Planned BikePedRVA 2045 Better Together Webinar presentation

## **7220 Special Planning Efforts**

7220	BUDGET	Billed this month	Total Funds Expended	% Total Funds Expended	UPWP Page
Special Planning Efforts	\$51,472	\$3,359	\$23,130	45%	15

- Data requests from planning partners and peer agencies
- Coordination with the Community Foundation, GRTC, RMTA, GRP, ChamberRVA and RRT on their initiatives and areas of overlap with our agencies.
- Coordinated with local staff, elected officials, and congressional representatives

## **7230 Contingency Funding**

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

- No funds expended this period

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

7310	BUDGET	Billed this month	Total Funds Expended	% Total Funds Expended	UPWP Page
L RTP	\$391,009	\$21,450	\$258,883	66%	17

- Observed the January 7 meeting of the Tri-Cities MPO Technical Advisory Committee and prepared a brief summary of the meeting. Among the topics discussed were Plan2045 candidate projects prioritization and scoring, inclusion of a discussion on resilience and reliability in Plan2045, submission of candidate projects for funding under Round 5 of the Smart Scale Program, and UPWP accomplishments for FY22 and priorities for FY23
- Observed the January 6 meeting of the Transportation Planning Organization Policy Board. Primary meeting topics included a discussion of in-person vs. virtual meetings; endorsement of a Safe Routes to School application and a City of Richmond STBG funding request; and an evaluation of the November 2021 transportation forum.
- Participated in the January 12 webinar, “411 on 211”. The webinar featured an overview of the regional 211 information and referral system; how to search the database; using the Data Dashboard to extract information on queries by timeframe, category, and zipcode; and archived and upcoming training sessions
- Met virtually with CTAC Chair Upton Martin and Vice-Chair Lisa Guthrie on January 4 to review the agenda for the January 20 CTAC meeting. Finalized the agenda based on the comments received. Contacted and confirmed the presenters for the meeting. Assisted with the conduct of the virtual meeting, reviewed and edited the minutes, and prepared a staff report for inclusion in the agendas of the February meetings of the TAC and TPO Policy Board.
- Presented a preview of the January 20 CTAC meeting agenda at the January 11 Technical Advisory Committee meeting.
- Reviewed and provided comments on the PlanRVA COVID-19 Infectious Disease Control Policy. Prepared for distribution to the staff a summary of recent CDC information on the selection and use of masks
- Participated in the January 19, 2022 RVA Better Aging Forum, “Eliminating Negativity in the Workplace.” The presentation featured an overview of what negativity looks like, reasons for workplace negativity, the implications of workplace negativity, and suggestions for preventing negativity.

- In preparation for the January 31 staff meeting, reviewed the CDC, VDH and VIOSH websites for updated guidance on workplace practices for the mitigation of COVID-19.
- Participated in the January 28 virtual VAMPO peer exchange. Updated those participating in the meeting on recent PlanRVA planning efforts, including completion of the long-range plan, work associated with planning for the Fall Line Trail, the updated bicycle and pedestrian plan, and endorsement of Section 5310 applications.
- Participated in the January 31 agency staff meeting. Topics included an office hybrid work policy, recent developments concerning office space planning, and a safety briefing. As part of the safety briefing, provided information on COVID-19 testing from the Center for Disease Control and COVID-19 disease prevention frequently asked questions for workplaces from the Virginia Department of Labor and Industry.
- Reviewed the agenda packet for the January 13 Tri-Cities MPO meeting. Observed the meeting and prepared a summary of the main points from the discussions.

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

7320	BUDGET	Billed this month	Total Funds Expended	% Total Funds Expended	UPWP Page
RTDM	\$369,756	\$11,899	\$73,853	20%	19

- Staff has been working on scoring new CVTA application projects by using RTC Model
  - 20 CVTA projects have been coded in the model master network and run by the model.
  - Most of them were already coded before in the LRTP list while some have slight changes in their project description.

### **7330 Transit**

7330	BUDGET	Billed this month	Total Funds Expended	% Total Funds Expended	UPWP Page
Transit	\$239,087	\$17,446	\$89,288	37%	21

- Participated in the January 4 VDRPT FY23 Grant Cycle Update. The webinar included information on changes in procedures for applying for FY23 funds. Due to information technology challenges, VDRPT will be moving to a less automated process for the submission of applications for FY23.
- Observed the January 5 virtual meeting of the CVTA Finance Committee. Primary meeting topics included revenue forecasts for FY22-28, recommendations regarding a budget for staffing the authority, FY23 expenditure plans, and development of a formal procurement policy.

- Observed the January 10 virtual meeting of the CVTA Technical Advisory Committee. Primary meeting topics included an update on FY23-26 project applications, options for utilization of on-call consultants to refine project estimates, and revised project funding estimates from VDOT.
- Participated in the January 12 Shared Use Mobility Center webinar featuring a summary of the Arlington, Texas RAPID case study. The case study has involved the deployment and evaluation of two different autonomous vehicle pilots. Information was presented on the pilots' testing environment, measures to limit the spread of the COVID-19 virus, rider acceptance and satisfaction rates, interactions with individuals and organizations serving seniors and persons with disabilities, and proposals for continuation and expansion of service.
- Observed the January 18 virtual meeting of the GRTC Board of Directors and prepared a summary of the Board's discussions and decisions.
- Met virtually with Michael Funaro of Moovit technologies on January 18. The meeting consisted of an overview of the Moovit Mobility as a Service (MaaS) platform as well as a brief discussion of current state of transportation in the Richmond region.
- Participated in the January 19 Eno Center for Transportation webinar, "Trains, Buses, People-An Opinionated Atlas of US and Canadian Transit." The webinar included a discussion of the characteristics of successful transit systems, tips for building such systems, and the importance of high-capacity lines extended beyond urban core areas, integrated networks, and shared land use and transportation policies in contributing to the success of public transit
- Participated in the January 24 Mass Transit magazine webinar, "How Transit Agencies are Partnering with TNCs to Complement Traditional Modes of Service." The webinar featured remarks by representatives of Omnitrans (San Bernardino, CA) and North County Transit District (San Diego, CA) concerning their agencies' contracts with transportation network companies. In addition to presenting the benefits of such arrangements, the speakers noted that questions had arisen, including "Are we paying for something customers would pay for on their own? Would these trips occur anyway? and Does it matter?" Potential TNC partnerships included late night service, non-dedicated microtransit, to backfill paratransit service workforce shortages, and first/last mile connections. Additionally, a timeline of Uber partnerships with public transit systems was presented, and it was noted that in 2022 Uber will be instituting a 32 zone microtransit service program in partnership with the Dallas, TX transit service.
- Participated in the January 27 PlanRVA "Better Together" virtual meeting, which featured GRTC CEO Julie Timm. The principle topic was planning for microtransit services, and among the items covered were defining microtransit; lessons learned from agency peer review; the process GRTC plans to follow in its studies; questions that will guide the studies; and candidate areas for further study.
- Participated in the January 6 hybrid meeting of the Hanover Human Services Network. Reported on recent regional transportation developments, including meetings of the RRTPO and CVTA Finance Committees and the upcoming CTAC meeting, and the Richmond microtransit study
- Revised the memo to Neil Sherman of VDRPT summarizing the TPO's efforts to inform human service agencies in the region about the Section 5310 Program, and the status of applications received

- Prepared a summary of recent transportation planning activities for distribution and discussion at the January 25 meeting of the Senior Connections Board of Directors. Participated in the January 25 virtual meeting of the Board and briefed the members on the status of recent and upcoming meetings of CTAC and the TPO, respectively, the regional microtransit study, VDRPT's Section 5310 Program, and the regional bicycle and pedestrian planning effort.
- Reviewed the following documents:
  - Understanding the Transportation Mobility Needs for an Aging New Jersey Population
- Participated in the NITC webinar, "Mobility Accessibility and Resiliency of Community-Dwelling Older Adults." The presentation featured an overview of recent research on barriers and challenges to older adults' mobility; how older adults' mobility status has changed during the COVID-19 pandemic; the coping strategies seniors have used during the pandemic; and recommendations for enhancing the mobility of seniors.
- Participated in the January 26 virtual meeting of the RideFinders Advisory Board. Primary meeting topics included an operational reports overview, the agency's annual report, a summary of advertising, education and awareness campaigns, recent organizational awards, and the FY21 audit findings. Followed up by sending to Executive Director Von Tisdale information about the regional bicycle and pedestrian planning effort.
- Reviewed the following documents:
  - Rethinking On-demand Mobility-Turning Roadblocks into Opportunities

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

7340	BUDGET	Billed this month	Total Funds Expended	% Total Funds Expended	UPWP Page
Active Transportation	\$234,338	\$21,111	\$132,666	57%	22

##### *Active Transportation Work Group*

- 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 February meeting was held Feb. 16. County staff continues to collect comments on the planning efforts from the committee.
- Staff continued to work with Virginia Department of Health and their Complete Streets work group.

##### *East Coast Greenway*

- PlanRVA staff continues to work with the East Coast Greenway Alliance (ECG) new hire in the Virginia coordinator position. Staff is working with the ECG to plan for a Virginia summit in April.
- Staff continues to work with ECG on updates to designated sections of the trail the Richmond region.

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

- Staff held the 10<sup>th</sup> steering committee meeting for BikePedRVA 2045 on Feb. 2.

- Public comment period opened Feb. 9 and will close on March 23. Staff continues to work with AvidCore consultants to produce the document for the draft plan and will continue to make updates and corrections.
- Staff has scheduled and completed multiple presentations of the draft plan with advocacy and community groups and with local government meetings.
- Staff continues to consult with regional partners to make additions and revise the interactive GIS story map data collected for the draft 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 and NPS met virtually with a member of the Henrico County team to discuss the research in mid-February.
- Staff visited portions of the potential Trolley Line Trail in Hanover with county staff on January 27.

**7350 Systems Resilience Plan**

7350	BUDGET	Billed this month	Total Funds Expended	% Total Funds Expended	UPWP Page
Systems Resil. Plan	\$130,051	\$6,589	\$17,345	13%	23

- Continued Coordination with coastal program initiatives, and hazard mitigation plan effort, including data mapping and overlap in programs among the eastern counties in the MPO study area.
- Coordination through participation of the transportation work group for the RVA Green 2050 plan being prepared by the City of Richmond Office of Sustainability.
- Internal staff coordination of next steps for development of performance data and tracking of resilience metrics. Discussion included integration of scenario planning effort into program, best practices from peer agencies, and research on methodologies for operationalizing resilience such as GHG inventories and network redundancy.



## 7410 Performance Based Transportation Planning

7410	BUDGET	Billed this month	Total Funds Expended	% Total Funds Expended	UPWP Page
Perf. Based Transp. Planning.	\$192,149	\$6,978	\$33,780	18%	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 presented to the RRTPO Policy Board and submitted to VDOT.
- Attended a FHWA peer to peer exchange on Performance Measures and Target setting.

## 7420 Transportation Improvement Program (TIP)

7420	BUDGET	Billed this month	Total Funds Expended	% Total Funds Expended	UPWP Page
TIP	\$182,037	\$31,185	\$186,683	103%	25

### *Maintenance:*

- Based on TPO approval on 1/6/22, STBG funds were shifted from the TPO STBG Balance Entry Account (#70721) to the Richmond Commerce Road improvements project (#15958) as follows:
  - \$926,898 previous STBG funds
  - \$1,309,898 FY23 STBG funds
  - \$1,016,718 FY24 STBG funds
- Based on these shifts, the TPO tracking sheets have been updated.
- Received a STBG fund transfer request from VDOT on 1/11/22 as follows:
  - \$1,034 STBG funds from the Charles City Rout 609 (Barnetts Rd) reconstruction between Route 603 and Route 602 closeout project (#85337) to the TPO STBG Balance Entry Account (#70721).
- The updated tracking sheets were placed on the PlanRVA web site on 1/24/22.
- Received six FY23 FTA Section 5310 grant application requests to include their potential projects in the FY21 – FY24 TPO TIP as follows:
  - Chesterfield Citizen Information and Resources request - \$553,600 - Operating funds
  - Chesterfield Department Mental Health Support Services request - \$130,000 – Capital funds
  - Goochland Cares Free Clinic and Family Services - \$65,000 – Capital funds
  - GRTC request - \$150,000 – Operating funds

- Hanover County Dash request - \$750,000 – Operating funds
- Senior Connections request - Total \$305,590: Capital funds 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)
- The RRTPO staff prepared all necessary documents on applications and their projects, and staff comments, and submitted to the following organizations as follows:
  - DRPT
  - TAC and CTAC members and alternates
  - Local grant applicants
    - After submitting the documents to DRPT, the TPO staff received suggestions from DRPT placing the selected FTA Section 5310 grant funds under FY22 in the RRTPO FY21 – FY24 TIP. The RRTPO will endorse these potential projects on March 3, 2022.
- Reviewed FY23 – FY28 STBG and CMAQ potential projects locals submitted and participated in projects scoring team meeting on 1/10/22.
- Reviewed draft FY23/FY24 Transportation Alternative Set-Aside (TA) projects submitted by VDOT on 1/19/22 as follows:
  - Chesterfield County – Five projects
  - Hanover County – One project
  - Henrico County – Four projects
  - City of Richmond – 12 projects
    - Total 22 projects.

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

7430	BUDGET	Billed this month	Total Funds Expended	% Total Funds Expended	UPWP Page
Rail, Freight, Interim. Planning.	\$47,183	\$483	\$3,522	7%	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.

**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.

## POLICY BOARD AGENDA 03/03/22; ITEM B.-2

### FY23 – FY24 TRANSPORTATION ALTERNATIVES (TA) PROJECT SELECTION

#### Richmond Regional Transportation Planning Organization

**REQUESTED ACTION:** Review and approval of the Transportation Alternatives project selections.

**BACKGROUND:** The Transportation Alternatives (TA) Set-Aside program provides capital grant assistance for projects defined as “transportation alternatives” in federal code. The RRTPO TA allocations are directed towards on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving bike and pedestrian access to public transportation, trails that serve a transportation purpose, and Safe Routes to School projects.

For the FY23 – FY24 application cycle, 21 projects or programs were submitted for funding with a total funding request of \$15,923,522. These projects have all previously been endorsed by the RRTPO for consideration in the application process. The RRTPO is responsible for selecting projects with suballocated TA funds. At this time, VDOT has not provided an estimate of available funding for FY23 – FY24, but MPOs are requested to make project selections by March to be included in the draft SYIP. In consultation with VDOT, staff has taken a conservative approach and developed a recommendation based on funding at FY22 levels for both years. This conservative approach will ensure the TPO does not over allocate funds and additional projects can be selected when the finalized budget is available while moving forward to meet the VDOT deadline. Funding in this approach is summarized in the table below:

	<b>FY23</b>	<b>FY24</b>	<b>Total</b>
Available Funding	\$1,070,913	\$1,070,913	\$2,141,826

**PROJECT SCORING:** Based on the [Regional Project Selection and Allocation Framework](#) adopted in July of 2021, projects were evaluated based on statewide and region-specific factors. Eighty percent (80%) of the project score was based on the statewide merit score which assesses the project funding, the overall scope and concept, the improvement made to the transportation network, the sponsor’s ability to administer federal projects, and project readiness.

The remaining twenty percent (20%) of the score was based on regional factors. Ten percent (10%) was based on whether the project is included in the regional bike and pedestrian network in the TPO’s adopted [Bicycle and Pedestrian plan](#). The other half of the regional factor was based on a project’s ability to served equity emphasis areas (EEA) as identified in ConnectRVA 2045. A project is considered to serve an EEA if at least a third (1/3) of the EEA geography is overlapped by the half-mile buffer around the project. The population of the EEAs served is calculated to differentiate the projects.

For each measure, the scores were normalized against the other TPO submissions. The final step in developing the project ranking was to divide the score by the project cost in \$100,000. The final score and rankings are included in Attachment A.

The recommended funding strategy is based on fully funding each request in order of rank until funds were insufficient to fully fund the next request.

**TAC RECOMMENDATION:** The Technical Advisory Committee (TAC) reviewed the proposed resolution and project selections at the February 8 meeting. TAC recommends approval of the resolution as presented.

**STAFF RECOMMENDATION:** Staff agrees with the TAC recommendation.

**REQUESTED ACTION:** The following resolution is presented for RRTPO policy board consideration:

**Resolved,** that the Richmond Regional Transportation Planning Organization (RRTPO) selects the following projects for FY23 – FY24 Transportation Alternatives (TA) program funding as shown:

Project	Title	Locality	Request	Allocated
7981	Safe Routes to School Program	Richmond	\$ 159,796	\$ 159,796
7851	US 360 (Hull Street) PHB	Richmond	\$ 197,127	\$ 197,127
7979	Cool Spring ES Safe Routes to School	Hanover	\$ 202,928	\$ 202,928
8088	RT 360 at Courthouse Ped Improvements	Chesterfield	\$ 359,688	\$ 359,688
8094	FLT (Shop - Chester Linear Park)	Chesterfield	\$ 459,700	\$ 459,700
7923	Lakeside Community Trail Phase 1	Henrico	\$ 548,543	\$ 548,543

**Further resolved,** that the RRTPO approves the following prioritization for the remaining projects if additional FY23 – FY24 TA funding is made available:

Priority	Title	Locality
1	Courthouse (RT 10 - Fallow) Trail	Chesterfield
2	SR 147 (Main St) Ped Safety (Ph I)	Richmond
3	SR 147 (Cary St) Ped Safety (Ph II)	Richmond
4	Forest Hill Ave Bike/Ped Improvements	Richmond
5	Lakeside Community Trail Phase 2	Henrico
6	Patterson Avenue Bike Lanes	Richmond
7	Downtown Core Protected Bike Lanes	Richmond
8	US Route 1 PHBs	Richmond
9	Jefferson Ave Phase II Clay St to 23rd	Richmond
10	Lakeside Community Trail Phase 3	Henrico
11	A Carnation St Phase II	Richmond
12	Commonwealth Center Bike/Ped Trail	Chesterfield
13	Gillies Creek Greenway Phase IV	Richmond
14	Nuckols Road Corridor Shared Use Path	Henrico
15	Scott's Addition Greenway	Richmond

APP ID	Title	Locality	TA Request	Total Cost	Merit Score	Normalized	State Factor	EEA Score	Normalized	BP Plan	Normalized	Regional Factor	Benefit	Score	Rank
7981	Safe Routes to School Program	Richmond	\$159,796	\$183,339	258	1.00	80.00	21,270	1.00	0	0.00	10.00	90.00	56.32	1
7851	US 360 (Hull Street) PHB	Richmond	\$197,127	\$246,409	135	0.35	28.21	5,595	0.26	1	1.00	12.63	40.84	20.72	2
7979	Cool Spring ES Safe Routes to School	Hanover	\$202,928	\$253,661	154	0.45	36.21	0	0.00	0	0.00	0.00	36.21	17.84	3
8088	RT 360 at Courthouse Ped Improvements	Chesterfield	\$359,688	\$449,610	182	0.60	48.00	0	0.00	1	1.00	10.00	58.00	16.13	4
8000	Courthouse (RT 10 - Fallow) Trail	Chesterfield	\$438,928	\$548,660	172	0.55	43.79	0	0.00	1	1.00	10.00	53.79	12.25	5
8094	FLT (Shop - Chester Linear Park)	Chesterfield	\$459,700	\$574,625	197	0.68	54.32	0	0.00	0	0.00	0.00	54.32	11.82	6
7849	SR 147 (Main St) Ped Safety (Ph I)	Richmond	\$387,221	\$484,026	159	0.48	38.32	12,131	0.57	0	0.00	5.70	44.02	11.37	7
7850	SR 147 (Cary St) Ped Safety (Ph II)	Richmond	\$402,487	\$503,108	128	0.32	25.26	15,123	0.71	1	1.00	17.11	42.37	10.53	8
7857	Forest Hill Ave Bike/Ped Improvements	Richmond	\$443,769	\$554,711	145	0.41	32.42	0	0.00	1	1.00	10.00	42.42	9.56	9
7855	Patterson Avenue Bike Lanes	Richmond	\$400,250	\$500,312	148	0.42	33.68	0	0.00	0	0.00	0.00	33.68	8.42	10
7854	Downtown Core Protected Bike Lanes	Richmond	\$441,305	\$551,631	115	0.25	19.79	14,208	0.67	1	1.00	16.68	36.47	8.26	11
7856	US Route 1 PHBs	Richmond	\$419,318	\$524,148	119	0.27	21.47	2,437	0.11	1	1.00	11.15	32.62	7.78	12
7858	Jefferson Ave Phase II Clay st to 23rd	Richmond	\$514,846	\$643,557	131	0.33	26.53	1,346	0.06	0	0.00	0.63	27.16	5.28	13
7923	Lakeside Community Trail Phase 1	Henrico	\$1,586,015	\$2,836,511	210	0.75	59.79	3,748	0.18	1	1.00	11.76	71.55	4.51	14
7922	Lakeside Community Trail Phase 3	Henrico	\$2,000,000	\$5,186,111	250	0.96	76.63	3,748	0.18	1	1.00	11.76	88.39	4.42	15
7848	A Carnation St Phase II	Richmond	\$400,000	\$497,208	101	0.17	13.89	5,256	0.25	0	0.00	2.47	16.37	4.09	16
8048	COMMONWEALTH CENTER BIKE/PED TRAIL	Chesterfield	\$1,474,631	\$2,972,122	155	0.46	36.63	0	0.00	1	1.00	10.00	46.63	3.16	17
7852	Gillies Creek Greenway Phase IV	Richmond	\$440,000	\$549,286	74	0.03	2.53	1,784	0.08	1	1.00	10.84	13.37	3.04	18
7843	Nuckols Road Corridor Shared Use Path	Henrico	\$2,000,000	\$4,633,884	188	0.63	50.53	0	0.00	1	1.00	10.00	60.53	3.03	19
7924	Lakeside Community Trail Phase 2	Henrico	\$2,715,513	\$4,429,636	210	0.75	59.79	3,748	0.18	1	1.00	11.76	71.55	2.63	20
7853	Scott's Addition Greenway	Richmond	\$480,000	\$597,739	68	0.00	0.00	0	0.00	1	1.00	10.00	10.00	2.08	21

## **POLICY BOARD AGENDA 3/3/22; ITEM B.-3**

### **SMART SCALE ROUND 5: CANDIDATE PROJECT POOL**

#### **Richmond Regional Transportation Planning Organization**

**REQUESTED ACTION:** Approval of the Smart Scale Round 5 regional project pre-applications list.

**BACKGROUND:** SMART SCALE is a process that helps Virginia meet its most critical transportation needs using limited tax dollars. It evaluates potential transportation projects based on key factors like how they improve safety, reduce congestion, increase accessibility, contribute to economic development, promote efficient land use, and affect the environment. The anticipated benefits are calculated, and the projects are scored and ranked. This information is used by the Commonwealth Transportation Board to help guide and inform their project selection decisions.

RRTPO has the ability to apply for ten (10) projects that would benefit the region for each round of Smart Scale. RRTPO member organizations have submitted individual requests for projects to be considered and staff has drawn additional potential projects from Smart Scale round 4 and recent CVTA regional applications. In total, 41 projects were considered for potential submission. The RRTPO can submit up to twelve (12) pre-applications in March for initial project screening.

Staff has considered cost estimates, VTRANS needs, functional classification of project corridors, the level of assistance from VDOT or local jurisdictions that would be required to develop an application. Staff also assessed the available studies and documentation compared with the SMART SCALE “readiness” requirements and screen-out risk. Finally, staff looked at regional distribution and balance in developing the project recommendations. Projects with pending applications for CVTA or RRTPO funding programs were prioritized due to the potential for leveraging.

**TAC RECOMMENDATION:** The Technical Advisory Committee (TAC) reviewed the proposed pre-application project list at a special meeting on February 22 and made several changes to the initial staff recommendation. TAC recommends approval of the project list as presented in the resolution.

**STAFF RECOMMENDATION:** Staff recommends approval of the project list.

**ACTION REQUESTED:** The following resolution is presented to the RRTPO policy board for consideration:

**RESOLVED,** that the Richmond Regional Transportation Planning Organization (TPO) approves the following projects as Smart Scale Round 5 pre-applications:

1. 288/360: Rt. 360 at Brad McNeer Pkwy. Continuous Green T
2. Broad Street Streetscape (US250) with Pulse Expansion Phase III
3. Commerce Road - FLT Phase II
4. Courthouse Rd/360 RCUT
5. I-64 Widening – Exit 205 to Exit 211
6. I-95 & Rt 10 Interchange Improvement – Phase II
7. Nine Mile Road Improvements
8. SB 288 Auxiliary Lane - US 250 to Tuckahoe Creek Pkwy
9. SB 288 Continuous HSR Lane - West Creek Pkwy to Route 711
10. Vaughan Road Overpass
11. W Broad St Intersection Improvements at Parham Road
12. Williamsburg Road Improvements

						VTrans			ConnectRVA 2045				Other Requirements		
Project Title	Description	Jurisdiction(s)	Previous SS Submission	CVTA App	Current Estimate	COSS	RN	Detail	Regional	Local	Code	ID	Study	Sketch	Detailed Estimate
Vaughan Road Overpass	This project will support higher speed rail to DC by constructing an east/west rail over pass at the Vaughan Road intersection. It will be 39' 4" wide with 2 lanes and sidewalks to connect to sidewalks on either side. It will provide a vital safety connection for adjacent school and fire station and access to a 286 acre industrial site. R.O.W. will need to be obtained to provide for proper alignment and elevation from Vaughan Road and Archie Cannon Road.	Ashland	Yes	Yes	\$24,267,943	X		Demand Management; On-time rail	X		R-1D	FHW-1	DC2RVA FEIS	Yes	Yes
I-95/Route 10 Interchange Improvement, Phase II	Construct the remaining elements of a partial cloverleaf interchange: remove loops and signalize ramps. This is design of the final phase of the necessary improvements to the interchange.	Chesterfield	Yes	Yes	\$27,086,282		X	Capacity Preservation; Demand Management	X		R-1C	FHW-67	I-95 at Rt 10 IMR, Signal Warrants	Yes	Yes
Courthouse/360 RCUT	Construct an R-Cut intersection on Route 360 for the Courthouse Road intersection, eliminating left turns from Courthouse Road at Route 360. Project includes sidewalk on both sides of Route 360 and pedestrian signals at Rockwood Square Shopping Center and Oxbridge Road.	Chesterfield	Yes	No	\$ 5,900,000		X	Capacity Preservation (both)		X	LP	N/A	Feasibility Study	Yes	Yes
1. 288/360: Rt. 360 at Brad McNeer Pkwy. Continuous Green T	Construct a Continuous Green-T at the intersection of Route 360 and Brad McNeer Parkway. Construct sidewalk on the south side of Route 360 from Brad McNeer to Commonwealth Centre Parkway. Construct sidewalk on both sides of Brad McNeer Parkway from Route 360 to the first shopping center entrance. Close the median opening and remove the Route 360 WB left turn to Craig Rath Boulevard.	Chesterfield	Yes	No	\$ 9,400,000		X	Capacity Preservation (on 360)		X	LP	N/A	US 360/Rte 288 Interchange Area Study	Yes	Yes
Rte 288 - New SB Auxiliary Lane South of U.S. 250	Construct new southbound auxiliary lane on Rte 288, approximately 1.4 miles in length, between southbound exit ramp from Rte. 250 (Broad Street Road) and southbound entrance ramp onto Rte. 740 (Tuckahoe Creek Parkway).	Goochland	Yes	Yes	\$16,814,989	X	X	Congestion Mitigation	X		R-1A	FHW-159	288 STARS	Yes	Yes
SB 288 Continuous HSR Lane West Creek Parkway to Route 711	Project would reconstruct the shoulder on southbound Route 288 between the on-ramp of West Creek Parkway and the off-ramp of Route 711 to provide an 11-foot wide hard running shoulder lane to be employed during PM peak travel hours. Installation of gantries with signage detailing usage and ITS improvements within the Route 288 corridor are included. Project also includes construction of emergency pull-offs for disabled vehicles while the hard shoulder running lane is in operation.	Goochland / Powhatan	Yes	Yes	\$30,736,270	X	X	Congestion Mitigation	X		R-1A	FHW-161	288 STARS	Yes	Yes
W Broad Street Intersection Improvements at Parham Road	The proposed project will provide additional turn lanes at the intersection of W Broad Street at Parham Road and the installation of an innovation quadrant intersection by utilizing Skipwith Road. The improvements will include an additional eastbound left-turn lane to provide dual left-turns with approximately 200 feet of storage and removal of the northbound left-turn lane. Northbound left-turning traffic will be diverted onto Skipwith Road from Parham Road to form a quadrant intersection. The existing eastbound left-turn lane at Parham Road and Skipwith Road will be extended to provide approximately 400 feet of storage. Approximately 2000 feet of sidewalk will be installed along the north and south sides of W Broad Street and Parham Road, encompassing the project area limits. ADA-compliant curb ramps will be installed/upgraded at each corner of the intersection. Countdown pedestrian signals and pedestrian push buttons will be installed for all proposed pedestrian crossings at signalized intersections. Access management improvements are proposed at the intersection of W Broad Street at Pine Grove Drive, W Broad Street at Hollybrook Avenue, and W Broad Street at Carousel Lane. Landing pads will be constructed for the eastbound and westbound bus stops located on W Broad Street east of Parham Road.	Henrico	Yes	Yes	\$8,447,000	X	X	Capacity Preservation; Safety	X		R-1E	FHW-123	US 250 Dominion Blvd to Glenside Dr STARS	Yes	Yes

						VTrans			ConnectRVA 2045				Other Requirements		
Project Title	Description	Jurisdiction(s)	Previous SS Submission	CVTA App	Current Estimate	COSS	RN	Detail	Regional	Local	Code	ID	Study	Sketch	Detailed Estimate
Nine Mile Road Improvements	This project provides pedestrian improvements including, ADA curb ramps, signal heads, crosswalk, pushbuttons, and lighting at the signalized intersections of Gordons Lane, Dabbs House Road, Masonic Lane, and Meadowspring Road. Relocating three (3) existing GRTC stops closer to signalized intersections. Access Management improvements include closing three access points near Koch Avenue/E. Richmond Road and installation of a 4-foot median along the left turn lane westbound Nine Mile Road onto Masonic Lane. Turn lane improvements include shifting 100 feet of left turn storage from westbound left onto Meadowspring Road to eastbound left onto Laburnum Avenue. The project will include sidewalk connectivity within the project limits	Henrico	No	No	\$ 9,546,100		X	Demand Management, Transit Access		X	LP	N/A	Route 33 (Nine Mile Rd) Corridor STARS	Yes	Yes
Williamsburg Road Improvements	This project will construct a five (5) foot wide sidewalk along both sides of Williamsburg Road from Randall Avenue to Charles City Road. Project will include ADA ramps and upgrades to two GRTC bus stops. Pedestrian signal-heads, pushbuttons, and crosswalks will be added at the signalized intersections of Eanes Lane and Charles City Road. Pedestrian lighting at the existing signalized intersections will be evaluated during the design phase. An eastbound right turn lane will be added to the intersection of Williamsburg Road and Charles City Road.	Henrico	No	No	\$ 2,260,000		X	Transit Access; Demand Management		X	LP	N/A	Route 60 (Williamsburg Rd) Corridor STARS	Yes	Yes
I-64 Widening, Exit 205 to Exit 211	Widen 2L to 3L in both directions. Lane drop EB approximately 0.5 miles past the 211 acceleration lane.	New Kent	Yes	Yes	\$138,690,000	X	X	Congestion Mitigation; Safety	X		R-1A	FHW-46; FHW-47	I-64 Peninsula FEIS	Yes	Yes
Commerce Road - FLT Phase II	This project will provide multimodal transportation improvements and streetscape to the 2-mile stretch of Commerce Road from Decatur Street to Bellemeade Road, including providing the Fall Line Trail. This project will provide a new typical section to support access to port-related freight movements including 10' sidewalk with 5' buffers, two travel lanes in each direction, dedicated left turn lanes, crossing improvements, and other streetscape and trail amenities.	Richmond	No	Yes	\$46,676,700		X	Bike Access; Demand Management	X		R-1A; R-4B	FAT-13	ATP; Manchester Area Transportation and Land Use Study	Yes	Yes
Broad Street Streetscape (US250) with Pulse Expansion Phase III	This Broad Street Streetscape w/ Pulse BRT Expansion Phase III project will provide multimodal safety and operational improvements from Commonwealth Ave to Willow Lawn Dr through dedicated BRT lanes, sidewalk, lighting, ADA accessible ramp improvements, pedestrian crossing improvements, access management to reduce and consolidate median crossings, and other streetscape amenities including landscaping, street furniture, and bus stop improvements.	Richmond	No	Yes	\$14,525,000	X	X	Transit Access; Pedestrian Access; Capacity Preservation	X	X	R-1A; R-3A; LP	N/A	Pulse BRT Study; Traffic Operations Memo addendum as needed (See Phase I application); US 250 STARS Study	Yes	Yes



## **POLICY BOARD AGENDA 3/3/22; ITEM B.-4**

### **TRANSPORTATION FORUM AND COMMUNICATIONS WORK GROUP REPORT**

#### **Richmond Regional Transportation Planning Organization**

**REQUESTED ACTION:** Acceptance of the committee report and confirm completion of assigned tasks.

**BACKGROUND:** The Richmond Regional Transportation Planning Organization Policy Board requested the assistance of this work group, composed of Dr. Cynthia Newbille (Chair), Patricia Paige, Canova Peterson, and Kevin Carroll, to assess and recommend actions that might help to improve the exposure of the RRTPO to the larger community and improve the impact of the annual transportation forum to help inform decision-making on regionally significant projects. In addition, this work group was tasked to investigate a communications methodology to systematically disseminate information regarding RRTPO activities to the broader community. The committee held two work sessions, where members focused on all the assignments asked of the group. As a result of those meetings, the following three categories of recommendations are presented for consideration by the RRTPO Policy Board.

#### **COMMITTEE RECOMMENDATIONS:**

##### **1. Transportation Forum**

###### Discussion Points:

- Past forums often highlighted something within the host locality or concentrated on a certain theme (example: technology in transportation planning).
- Historically the forum has not reached members of the public; only individuals involved in transportation planning.
- The Governor's Transportation Conference is typically toward the end of the year. It may be useful to move the forum to late spring to spread things out over the year. That time of year would also open opportunities for outside activities, such as tours of projects in the region.
- Should the forum continue to rotate through localities or be held in a location suited to highlight something important in the region or to best promote accessibility for more people?
- Groups/agencies to include: Secretary's Office/OIPI/CTB, VDOT Central office / Richmond district, DRPT, RMTA, CVTA, GRTC, CRAC, PoV, PlanRVA (others, such as advocacy/interest groups)

###### Recommendations:

- a) Affirm the Forum as a viable opportunity to provide a broader audience with information on transportation planning issues that we face in our region and to promote the work of the RRTPO and its local and regional partners in meeting our region's transportation needs.

- b) Schedule the next regional transportation forum in Spring, 2023. Staff will work with the FY 22 Vice Chair (rising FY2023 Chair) to review the meeting schedule for the RRTPO to determine the date and covered topics.
- c) Identify primary factors for determining location to assure accessibility and opportunity to showcase projects around the region

## **2. Annual Meeting**

### Discussion Points

- The group initially discussed holding a joint meeting among the family of regional planning organizations (RRTPO, CVTA and PlanRVA) in September in order to review regional priorities and projects for the coming fiscal year and to support local development of legislative priorities for the upcoming legislative session.
  - Due to scheduled relocation of PlanRVA office in 2022, hosting the meeting during that transition might be difficult. One possible solution would be to have the joint meeting in June when both PlanRVA and RRTPO are scheduled to consider adoption of their work programs for the upcoming year. This would be an opportunity to spotlight plans for the organizations and recognize the partnerships that can be realized.
- Groups/organizations to include in the joint meeting are RRTPO, PlanRVA, and CVTA. Partner agencies will be invited to attend and participate by virtue of their membership on these boards. Legislative representatives could be invited to attend. This would open opportunities to discuss regional transportation issues with those representatives.
- The selected joint meeting date would be identified to complement the existing meeting schedule for the three bodies with intent to avoid creation of an additional scheduled meeting that month.

### Recommendations:

- a) Hold an annual joint meeting between PlanRVA, RRTPO, and CVTA to highlight regional planning and collaboration, starting in FY 2022.
- b) Direct staff to coordinate between the three boards to determine scheduling and content.

## **3. Communication Strategies**

### Discussion Points

- Improving communication across RRTPO, PlanRVA, and the CVTA was discussed as an ongoing priority. Objectives include increased understanding among the bodies of activities of common interest and improved communication to the public regarding the organization's relationship with one another in service to the region.
- Locality and other partners' staff and constituent communication process will be crucial in planning and holding a successful forum. There's an opportunity to leverage the resources and capacity of local governments' public engagement teams to improve communications and messaging.
- PlanRVA established a new position dedicated to community engagement in FY2022 which was filled in November 2021. This new resource is assigned to

support staff in developing outreach strategies for various planning efforts with the objective of increasing participation from the public and stakeholder groups as well as media coverage and awareness.

- PlanRVA solicited on-call bench proposals last year for firms to assist with organizational planning and outreach. One or a combination of those could be utilized, along with jurisdiction staff, to work together with PlanRVA staff to organize and facilitate future forums and ongoing communications and outreach.
- PlanRVA initiated a Branding Project in fall, 2021 to assist with development of the messaging on behalf of the Commission, RRTPO, CVTA and other regional organizations supported by PlanRVA. The Commission is scheduled to hear the final recommendations of this effort on March 10, 2022.

Recommendations:

- a) Jurisdiction Public Information Officers' participation and involvement should be sought in communicating what the organizations do as well as in boosting the promotion and communication about the forums.
- b) The FY 2023 Work Program should reflect use of the PlanRVA on-call bench to support planning and implementation of the annual transportation forum and provide gap support for ongoing communications and outreach support.
- c) Member organizations should participate fully in helping to share news of RRTPO/PlanRVA/CVTA activity, and can participate in the following ways:
  - Press Releases
  - Radio interviews
  - TV interviews
  - Video spots, possibly including drone footage of project locations
  - Social media shares and focus stories
  - Podcast interviews and focus stories

**WORK GROUP REQUESTED ACTION:** The following resolution is presented for Policy Board consideration:

**Whereas**, the regional nature of the Richmond Regional Transportation Planning Organization impacts all nine member jurisdictions; and

**Whereas**, the nine member jurisdictions collaborate and cooperate on many critical projects that impact the entire region; and

**Whereas**, the nature of the work is challenging to communicate and celebrate on a regional scale; now, therefore, be it

**Resolved**, that the Richmond Regional Transportation Planning Organization (RRTPO) endorses the recommendations contained in the Forum and Communications Work Group report and supports the implementation of these recommendations moving forward.

**RRTPO POLICY BOARD AGENDA 3/3/22**  
**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.