

**RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION
EXECUTIVE COMMITTEE**

**Minutes of Meeting
September 6, 2018**

MEMBERS PRESENT

Cynthia I. Newbille, **Chairman**City of Richmond
Patricia S. O’Bannon, **Vice Chairman**Henrico County
Manuel Alvarez, Jr..... Goochland County
Steve A. Elswick..... Chesterfield County
Patricia A. Paige..... New Kent County
W. Canova Peterson, IV..... Hanover County
David T. Williams..... Powhatan County

MEMBERS ABSENT

John H. Hodges.....Town of Ashland
Floyd H. Miles, Sr.....Charles City County
C. Thomas Tiller..... New Kent County

MEETING QUORUM

Sharon Robeson, RRTPO Program Assistant, reported that a quorum was present.

CALL TO ORDER

Richmond Regional Transportation Planning Organization (RRTPO) Patricia S. O’Bannon called the September 6, 2018 RRTPO Executive Committee meeting to order at approximately 8:40 a.m. in the Richmond Regional Planning District Commission board room.

- 1. Approval of Meeting Agenda**
No changes were requested to the RRTPO Executive Committee agenda.
- 2. Minutes of the June 28, 2018 RRTPO Executive Committee Meeting**
Chairman O’Bannon called for change to the minutes and none were offered. On motion by W. Canova Peterson, IV, seconded by David T. Williams, the minutes of the June 28, 2018 RRTPO Executive Committee meeting were approved unanimously.
- 3. Open Public Comment Period**
There were no requests to address the RRTPO Executive Committee.
- 4. FY19 RRTPO Executive Committee Appointments**
Chairman O’Bannon called for changes to the Executive Committee list provided in the agenda package and Mr. Alvarez noted that Mr. John L. Lumpkins, Jr. has been appointed by Goochland County to fill a vacancy on the RRTPO and he will replace Susan Lascolette on the Executive Committee. No other changes were made at that time.
- 5. Chairman’s Report**
Chairman O’Bannon noted a large number of pedestrian fatalities in Henrico County last year and suggested that be a topic of discussion. Martha Shickle said that will be a part of the Complete Streets effort proposed by CTAC.

6. Review of Selected RRTPO Agenda Topics

Martha Shickle, RRPDC Executive Director and Liaison to the RRTPO reviewed items from the RRTPO agenda as follows:

- a. Request for Agenda Addition: Letter of Support for CRISI Grant for Staples Mill Station Improvements – The Department of Rail and Public Transportation has requested that the RRTPO submit a letter of support for Amtrak and the Commonwealth of Virginia Federal Railroad Administration Consolidated Rail Infrastructure and Safety Improvements (CRISI) grant application to outline needed operational and structural improvements to the Staples Mill Amtrak Station. A draft letter of support was distributed; it does not commit the RRTPO to any funding.
- b. RRTPO Annual Transportation Forum – The planned Forum date, November 1, is in conflict with the recently announced dates for the Governor’s Transportation Conference being held in Norfolk October 30 – November 2. Alternative dates could be November 29, or December 6. A suggestion was made to hold a work session on November 1 instead of a regular meeting to allow more in-depth RRTPO to discussion.
- c. Election of FY19 RRTPO Vice Chairman – John H. Hodges, new Ashland RRTPO member, will be elected FY19 Vice Chairman in absentia. Mr. Hodges is aware but had a commitment prior to being appointed to the RRTPO that prevents his attendance.
- d. RRTPO Staffing and Transition – Martha Shickle discussed the process for filling the vacancy for new RRPDC staff support to the RRTPO and provided a copy of a memo to RRTPO Chairman, Patricia O’Bannon, which detailed a summary of tasks for initiating and completing the recruitment process. Ms. Shickle indicated an ad for the position should be ready by the end of the year and that she would serve as interim RRTPO secretary. Concern was expressed for the RRPDC Executive Director taking on the duties of the RRTPO Secretary as well, noting the heavy lift required for the RRPDC Strategic Plan. Executive Committee members expressed a strong need to expedite the recruitment and hiring process for the new RRTPO Secretary. Suggestions were made for who to include in the job description review, application review and interview processes which variably included human resources professionals from member jurisdictions, the RRTPO Technical Advisory Committee, VDOT officials, Executive Committee members, and CAOs. A request was made to proceed with placement of the ad by Monday, September 17, with the position filled by the first of the year. Ms. Shickle was requested to provide a timeline for application reviews and interviews at the October meeting. Staff vacancies to support the RRTPO were noted and there was a concern that the RRTPO would lose funding. Dr. Newbille noted that the RRPDC would make the final decision on hiring.
- e. Richmond and Tri-Cities Memorandum of Understanding – The draft MOU was reviewed and is included in the agenda package for action at today’s meeting.

7. Other Business

Martha Shickle noted that the Department of Rail and Public Transportation (DRPT) is not an RRTPO voting member and that was important to our federal partners. She suggested this be added as a future meeting topic.

8. Next RRTPO Executive Committee Meeting

Chairman O’Bannon noted that the next RRTPO meeting is scheduled for October 4.

9. Adjournment

Chairman Newbille adjourned the meeting at approximately 9:25 a.m.