

**RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION
EXECUTIVE COMMITTEE
Minutes of Meeting
December 6, 2018**

MEMBERS PRESENT

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

MEMBERS ABSENT

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 December 6, 2018 RRTPO Executive Committee meeting to order at approximately 8:30 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 and the December 6, 2018 RRTPO Executive Committee agenda stood as presented.

2. Minutes of the October 4, 2018 RRTPO Executive Committee Meeting

Chairman O’Bannon called for changes to the minutes and none were offered. On motion by David T. Williams, seconded by Manuel Alvarez, Jr., the minutes of the October 4, 2018 RRTPO Executive Committee meeting were approved as presented.

3. Open Public Comment Period

There were no requests to address the RRTPO Executive Committee.

4. Chairman’s Report

- a. Additional Executive Committee Appointment – Chairman O’Bannon noted the appointment of Andreas Addison as the City of Richmond alternate member.
- b. Date for Transportation Forum – The Sixth Annual Richmond Region Transportation Forum will be held Thursday, November 29, at the Libbie Mill Library. The theme this year is technology.

5. Recruitment Process for RRPDC Director of Transportation Vacancy

Martha Shickle, Interim RRTPO Secretary, reported on the status of the recruitment

RRTPO Executive Committee Minutes October 4, 2018 process and reviewed materials included in the agenda package. The applicant pool has been narrowed to four candidates for initial interviews which are slated for November 1. There was discussion of the composition of the interview panel and it was decided to have one representative from VDOT and DRPT, two CAOs, one from a large and one from a small jurisdiction, one Executive Committee member each from a small and large jurisdiction, a representative from the human resources roundtable, and a TAC member.

Pat O'Bannon and Patricia Paige agreed to serve as the Executive Committee members on the interview panel.

6. **Richmond and Tri-Cities Memorandum of Understanding (MOU)** Martha Shickle, Interim RRTPO Secretary, noted materials in the agenda package enclosure and reviewed the background and status of the MOU which is required for transportation and air quality planning in the Richmond Urbanized Area. A draft revision of the 2006 MOU was submitted to the Department of Environmental Quality, VDOT Environmental Division, the Department of Rail and Public Transportation (DRPT), and Tri-Cities MPO for review and edits which have been incorporated in the draft document. It was suggested that DRPT become a party to the agreement in light of their transportation and air quality planning requirements. The draft document shows in red markup how DRPT would be incorporated as a signatory. The RRTPO requested that this document be reviewed by the RRTPO Technical Advisory Committee (TAC) and the Community Transportation Advisory Committee (CTAC) before December 6 RRTPO consideration.
7. **Review of Selected RRTPO Agenda Topics**
Martha Shickle, Interim RRTPO Secretary, reviewed RRTPO agenda items as follows:
 - a. Air Quality Conformity Review Update – The Air Quality Conformity process was completed and has been submitted to federal authorities for review and final decision.
 - b. Transportation Performance Measures Progress Report 2018 Update – This annual report has been completed and will be presented at today's meeting.
 - c. Consideration of CTAC Membership – There will be an update on this item at the RRTPO meeting for discussion and input.
 - d. Future Meeting Topics – There was discussion of topics for future consideration that may be incorporated into the 2020 work program. Several topics of concern were mentioned at the September 6 meeting including pedestrian safety, scooters,
 - 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.
8. **Other Business** Ashland is beginning work on the Trolley Line Trail, but it will be worthless without connectivity to other trails in Henrico County and the City of Richmond. This project received a technical assistance grant from the National Park Service for working on this trail coordinating with Ashland, Hanover County and Henrico County as well as private land owners that might be affected. A series of workshops will be developed. The City of Richmond is outside the scope of this grant but the Active Transportation Work Group could consider how the City could coordinate.
9. **Next RRTPO Executive Committee Meeting**
Chairman O'Bannon noted that the next RRTPO meeting is scheduled for December 6.

10. Adjournment

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

MS/sr