

**RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION
EXECUTIVE COMMITTEE
Minutes of Meeting
February 7, 2019**

MEMBERS PRESENT

Patricia S. O’Bannon, **Chairman**..... Henrico County
John H. 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 (Alternate)..... 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

Chet Parsons, RRPDC Director of Transportation, reported that a quorum was present.

CALL TO ORDER

Richmond Regional Transportation Planning Organization (RRTPO) Patricia S. O’Bannon called the February 2, 2019 RRTPO Executive Committee meeting to order at approximately 8:35 a.m. in the Richmond Regional Planning District Commission board room.

Chairman O’Bannon introduced and welcomed Chester A. “Chet” Parsons, recently hired Richmond Regional Planning District Commission (RRPDC) Director of Transportation, noting that he began work at the RRPDC on February 1. Mr. Parsons said he looks forward to getting know everyone and to working on behalf of the region.

1. Approval of Meeting Agenda

No changes were requested to the RRTPO Executive Committee agenda and the February 7, 2019 RRTPO Executive Committee agenda stood as presented.

2. Minutes of the December 6, 2018 RRTPO Executive Committee Meeting

Chairman O’Bannon called for changes to the minutes and none were offered. On motion by Manuel Alvarez, Jr., seconded by David T. Williams, the minutes of the December 6, 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

RRTPO Chairman, Patricia S. O’Bannon, reported on the following items:

- a. CTAC Update – At the last RRTPO meeting, a resolution was presented from the RRTPO Community Transportation Advisory Committee (CTAC) requesting RRTPO

legislative advocacy and action on distracted driving. The RRTPO and RRPDC are no longer involved in legislative activity and this resolution brought up questions regarding CTAC's role and coordination with the RRTPO. Chairman O'Bannon attended the January 17 CTAC meeting and discussed with them their advisory role in the MPO process. She offered suggestions to CTAC on how they might best communicate items to the RRTPO and noted CTAC comments and concerns as follows:

- Information flow is inadequate and there needs to be feedback on information sent to the RRTPO.
- CTAC does not know how to participate in the process, whether they are supposed to initiate items of concern or just wait for requested action from the RRTPO.
- CTAC members expressed concern about the Elderly and Disability Advisory Committee (EDAC) being rolled into CTAC and need an understanding of how they are to participate on CTAC and exactly how the not-yet-formed standing subcommittee, the CTAC Transportation Equity Work Group is to function.

Chet Parsons attended the CTAC meeting and said he believes communication needs to be improved with all committees and the RRTPO so that all are apprised of what the others are doing. He said he let CTAC know that he would come back to them at their next meeting with a roadmap for moving forward. He said it was clear from only one meeting that there is a skill set on CTAC that could be capitalized to the RRTPO's advantage, which may not have been done fully in the past.

Chairman O'Bannon suggested that perhaps there should be direct communication between the RRTPO members and their jurisdictional representatives on CTAC. She also suggested that if the EDAC was dissolved because members could not afford the transportation to meetings, that perhaps the RRTPO should provide for their transportation costs or explore other methods of participation such as by phone.

At the request of the chairman, Eric Gregory, RRPDC legal counsel, read the section of the MPO Bylaws with respect to CTAC and its mission to provide context to the discussion. Following discussion, Mr. Gregory said he would explore how Virginia public meeting law applies to advisory committees regarding alternate means of participation.

- b. Other Business – No other business items were brought before the RRTPO.

5. Interim RRTPO Secretary's Report

Martha Shickle, Interim RRTPO Secretary, said this is her last report as the Interim Secretary. She said Chet Parsons has been meeting with staff, met with CTAC, and preparing for the TAC meeting next week. He will be making efforts over the next several weeks to get out and meet individuals in the various jurisdictions as well as partner agency representatives.

6. Review of Selected RRTPO Agenda Topics

Martha Shickle, Interim RRTPO Secretary, reviewed RRTPO agenda items as follows:

- a. Appointment of RRTPO Secretary – The RRTPO will take action today to appoint Chet Parsons as RRTPO Secretary.
- b. Ashland Rail Safety Resolution Update – TAC reviewed the resolution from the Town of Ashland regarding rail safety and had questions as to what other communities are

doing and staff is working through research on that and will take those findings to TAC before it will come back to the RRTPO for follow-up.

- c. RRTPO Logo Update – The RRPDC engaged the West Cary Group, a web development company, to assist in designing and developing the new Planning District Commission website. A significant portion of the website is dedicated to supporting the work of the RRTPO. Ms. Shickle has two options for a logo to share with the RRTPO for their review and opinion. A decision on the logo will facilitate finalizing the website for testing by staff and others this month with a hard launch scheduled for the end of March. The icons are easily scaled and can be printed in color or black and white for print. There was discussion and there was agreement changing the color of the words “Transportation Planning Organization” to dark type. The Executive Committee will make this recommendation at the RRTPO meeting.

There was a question regarding whether the meeting recordings are being posted on the website and Ms. Shickle advised that the combination of the current server and the publishing software format cannot accommodate an audio plug-in. As soon as the new website is up and running, recordings of meetings will be posted on the website. The soft launch for the website is March 1 with the public launch is targeted for April 1. The website will be hosted off site and is being developed in a current platform, so there won't be the same constraints. Responding to a question, Ms. Shickle explained that the microphones are in the ceiling and pick up best when a speaker is projecting out and not down as when reading from a document.

8. Other Business

Chairman O'Bannon said she will move the consent agenda up in the agenda to be considered before the Open Public Comment Period. She said the idea of a consent agenda is that all are familiar with the materials included in the consent agenda ahead of time. This will provide voting while a quorum is present.

Also, there have been concerns about when on the agenda members have time to present concerns that should be heard and discussed by the full board. Chairman O'Bannon said she will add a Member Comment Period to the agenda under Other Business to provide a time on the agenda when members may bring up concerns.

Ms. Shickle advised that agendas for the RRPDC, RRTPO and committees will have a standard format so that they will look more uniform and also to meet new federal requirements around ADA accessibility for documents posted on the website. For example, Roman numerals are not compliant because they cannot be read by an e-reader for individuals with a vision impairment. This is the time to make improvements in format for meeting flow as well.

9. Next RRTPO Executive Committee Meeting

Chairman O'Bannon noted that the next RRTPO meeting is scheduled for February 7, 2019.

10. Adjournment

Chairman O'Bannon adjourned the meeting at approximately 9:10 a.m.