

**RICHMOND REGIONAL  
TRANSPORTATION PLANNING ORGANIZATION**

**MINUTES OF MEETING**

**March 7, 2019**

**MEMBERS PRESENT**

Patricia S. O'Bannon, **Chairman** ..... Henrico County  
John Hodges, **Vice Chairman** ..... Town of Ashland  
Andreas D. Addison ..... City of Richmond  
Manuel Alvarez, Jr. .... Goochland County  
Joi Taylor Dean ..... RMTA  
Jennifer B. DeBruhl ..... DRPT  
Steve A. Elswick ..... Chesterfield County  
Kimberly B. Gray ..... City of Richmond  
James M. Holland ..... Chesterfield County  
Angela Kelly-Wiecek ..... Hanover County  
William E. Melton ..... Powhatan County  
Cynthia I. Newbille ..... City of Richmond  
Patricia A. Paige ..... New Kent County  
Mark Riblett (Alternate) ..... Secretary of Transportation Designee  
Herbert A. Richwine (Alternate) (Nonvoting) ..... CTAC  
Frank J. Thornton ..... Henrico County  
Von S. Tisdale (Nonvoting) ..... RideFinders  
Garland W. Williams (Alternate) ..... GRTC Transit System  
Christopher Winslow ..... Chesterfield County

**MEMBERS ABSENT**

Parker C. Agelasto ..... City of Richmond  
Cliff Burnette (Nonvoting) ..... VDA  
Charles H. Carter (Nonvoting) ..... CTAC  
John Lumpkins, Jr. .... Goochland County  
Melissa McGill (Nonvoting) ..... FTA  
Floyd H. Miles, Sr. .... Charles City County  
W. Canova Peterson, IV ..... Hanover County  
Ivan Rucker (Nonvoting) ..... FHWA  
John B. Rutledge ..... CRAC  
Barton A. Thrasher ..... Secretary of Transportation Designee  
C. Thomas Tiller, Jr. .... New Kent County  
David T. Williams ..... Powhatan County

**ALTERNATE MEMBERS PRESENT, NOT VOTING**

Tiffany Dubinsky (Alternate) ..... DRPT

**CALL TO ORDER**

Richmond Regional Transportation Planning Organization (RRTPO) Chairman Patricia S. O'Bannon called the March 7, 2019 RRTPO meeting to order at 9:30 a.m. in the Richmond Regional Planning District Commission board room.

**CERTIFICATION OF MEETING QUORUM**

RRTPO Secretary Chet Parsons reported that a quorum was present.

**PLEDGE OF ALLEGIANCE**

Chairman O'Bannon led the RRTPO in the Pledge of Allegiance to the flag.

## **A. ADMINISTRATION**

### **1. Approval of RRTPO Agenda**

Chairman O'Bannon called for changes to the agenda and there were none. On motion of Manuel Alvarez, Jr., seconded by James M. Holland, the RRTPO unanimously approved the March 7, 2019 meeting agenda as presented.

### **2. Approval of February 7, 2019 RRTPO Meeting Minutes**

Chairman O'Bannon called for changes to the minutes and there were none. On motion of Steve A. Elswick, seconded by John H. Hodges, the RRTPO unanimously approved the minutes of the February 7, 2019 RRTPO meeting minutes as presented.

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

There were no requests to address the RRTPO.

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

Pat O'Bannon, RRTPO Chairman, reported on Executive Committee discussion around Patricia Paige's concerns regarding the impact of I-64 construction on New Kent County. There have also been impacts on Charles City County and Hanover County. The Executive Committee formed an I-64 Work Group with the goal of how to better position our projects for funding, particularly with SMART SCALE.

Chet Parsons, RRTPO Secretary, said the work group will look at overall impacts of funding decisions to the region and examine how the region can better position itself for successful project selection in the next round of SMART SCALE. Moving forward as a region to find an approach for funding the I-64 widening project and other projects would be the goal. There was a suggestion that activities be considered that would insure collegiality among the jurisdictions in this effort.

Chairman O'Bannon noted there may be problems with a couple of upcoming meeting dates. The April 4 meeting falls during spring break for all school districts in the region and members were requested to check their calendars for availability on that date to insure a quorum. Only one member reported a conflict. Additionally, the July meeting falls on July 4. Chairman O'Bannon suggested canceling the regularly scheduled June and July meetings and to meet instead on Thursday, June 27, like what was done last year.

On motion by Cynthia I. Newbille, seconded by John H. Hodges, the Richmond Regional Transportation Planning Organization policy board voted unanimously to amend the June and July meeting dates for the RRTPO Executive Committee and the RRTPO policy board to consolidate both the June and July meetings into one meeting date on Thursday, June 27, at regular meeting times for both bodies.

Outlook calendar amendments would be sent out following the March meeting.

### **5. RRTPO Secretary's Report**

Chet Parsons, RRTPO Secretary, reported on the following items:

- a. Richmond and Tri-Cities Memorandum of Understanding Update** – All parties have signed, and the MOU has been fully executed.
- b. RRTPO Second Quarter Work Status and Financial Reports** – The second quarter work status reports and financial report were included under tab two of the agenda package. There is an aggressive work program for the current fiscal year and staff is committed to completing that work program and fulfilling the projects

set forth and that is reflected in the work status and financial reports. There were no questions.

**B. NEW BUSINESS**

**1. FTA Section 5310 Program Grant Applications Endorsement**

Ken Lantz, RRTPO planner, discussed the Federal Transit Administration (FTA) Section 5310 program, Enhanced Mobility of Seniors and Individuals with Disabilities. The purpose is to provide assistance in meeting special transportation needs of elderly persons and persons with disabilities by removing barriers to transportation services and expanding mobility options.

Five applications requesting a total of \$921,800 in funding were received and forwarded to DRPT for review and selection consideration. A total of \$1,089,463 is anticipated to be available from federal FY18 Section 5310 Carryover and federal FY19 Section 5310 funds. Applications must be endorsed by the Metropolitan Planning Organization, in this case, the RRTPO policy board.

Discussion clarified that the Hanover County application was to provide funds to support specialized transportation services for non-driver older adults and individuals with disabilities through the ACES (Ashland Christian Emergency Services), WHEAT (Western Hanover Emergency Action Team and MCEF (Mechanicsville Churches Emergency Functions) volunteer driver and other transportation programs.

On motion of James M. Holland, seconded by Manuel Alvarez, Jr., the Richmond Regional Transportation Planning Organization policy board voted unanimously to approve the following resolution:

**RESOLVED**, that the Richmond Regional Transportation Planning Organization policy board endorses the following applications for Federal Transit Administration (FTA) Section 5310 funds and found by the Virginia Department of Rail and Public Transportation (DRPT) to be eligible for FTA Section 5310 Program funds:

- Chesterfield County Citizen Information and Resources: purchase software and equipment to support the use of fare cards, \$200,000;
- Chesterfield County Department of Mental Health Support Services: purchase one nine-passenger raised roof passenger van with wheelchair lift and two 15-passenger body on chassis vans with wheelchair lifts, \$190,000;
- Greater Richmond Association of Retarded Citizens: purchase one 15-passenger van with wheelchair lift, \$65,000;
- Hanover County: support of specialized transportation services for non-driver older adults and individuals with disabilities, \$40,000; and
- Senior Connections, The Capital Area Agency on Aging: mobility management and transportation services for older adults and persons with disabilities: \$426,800.

**2. FY19 UPWP Amendment: Transit Vision Plan – Phase II**

Chet Parsons, RRTPO Secretary, said the RRTPO policy board is requested to approve an amendment to the description of the FY19 Unified Planning Work Program (UPWP) to be more specific in terms of the *Greater RVA Transit Vision Plan* and the project coming out of that. In partnership with the Department of Rail and Public Transportation (DRPT), the Transit Vision Plan was completed in February 2017 and endorsed by the RRTPO policy board in April 2017. Mr. Parsons reviewed the background of the plan and discussed progress on critical first steps including an

implementation plan. Phase II will focus on routes identified in the plan that are recommended for 20-minutes or less frequency. The recommended amendment to the FY19 UPWP description of work task 2.31 Transit 2040 Implementation and Transit Oriented Development, item a. Advancing Critical First Steps from the Greater RVA Transit Vision Plan (*transit2040*) to add “Phase II Implementation, analysis of *transit2040* to define and assess strategic priorities for short- and medium-term actions that can fully set in motion the long-term vision of *transit2040*.”

The RRTPO Technical Advisory Committee (TAC) has reviewed an RFP (Request for Proposal) and established a work group to further define what would be stated in the RFP. The RFP is ready to move forward for proposals from the DRPT consultant bench and move forward with this project for the remainder of this fiscal year and early next fiscal year.

At the Chairman’s request, Herbert Richwine, CTAC Vice Chairman, reviewed CTAC concerns related to inadequate transportation in the Fulton area of Richmond and noted that the GRTC transportation program should be looked at very carefully to be sure that service is provided for those citizens who actually need the bus for critical services. He said the Pulse bus should run through Church Hill where it is needed. Cynthia Newbille noted that a meeting was held in the Fulton community to address this very thing with GRTC and the City of Richmond transportation staff present. The discussion was about revisiting the routes and how they are responsive to the ridership for whom this is the primary mode of transportation and they are awaiting responses.

On motion of Frank M. Thornton, seconded by Manuel Alvarez, Jr., the Richmond Regional Transportation Planning Organization policy board voted unanimously to approve the following resolution:

**RESOLVED**, that the Richmond Regional Transportation Planning Organization amends the FY19 Unified Planning Work Program (UPWP) description of 2.31 Transit 2040 Implementation and Transit Oriented Development, item a. “Advancing Critical First Steps from the *Greater RVA Transit Vision Plan (transit2040)*” to add “Phase II Implementation, analysis of *transit2040* to define and assess strategic priorities for short- and medium-term actions that can fully set in motion the long-term vision of *transit2040*.”

### **3. Regional Complete Streets Development Update**

Chet Parsons noted the report included under agenda tab five and said staff is working with DRPT, the Town of Ashland, Smart Growth America and the National Complete Streets Coalition to develop a toolkit for implementation of Complete Streets policies and guidance in the region. The Town of Ashland is a pilot program in the Town of Ashland. Mr. Parsons shared a graphic showing elements of Complete Streets in all nine jurisdictions in the Richmond region. He said the hope is to be able to take the Ashland Complete Streets study to share with other jurisdictions in the region as another tool to think about safety, quality of life, efficient travel and movement of people and goods in all communities in the region.

In response to a question, Mr. Parson clarified that Complete Streets is the concept that the travel network does not stop at the edge of pavement and includes not just the travel ways for vehicles, but also bike lanes, sidewalks, the space between with vegetation, lights, benches, and wayfinding. Major points resulting from discussion were as follows:

- The definition of the term “Complete Streets” needs to be thoroughly explained to citizens.
- There was a presentation at a recent transportation forum by a national expert on Complete Streets.
- The goal is not to make sure that every street has every feature, but rather to look at streets in a complete way with the goal of functionality and safety for that particular street and community and to determine which tools would work best.
- The pilot study in Ashland will complement two other studies that the town is paying for. One is a transportation plan update that looks at all modes of transportation and the other is an England Street enhancement, Route 54 that goes through the town, which is challenging.

On motion of Angela Kelly-Wiecek, seconded by Frank M. Thornton, the Richmond Regional Transportation Planning Organization (RRTPO) policy board voted unanimously to affirm the FY19 Unified Planning Work Program (UPWP) task of 2.61 Bicycle and Pedestrian Connectivity to use the Complete Streets work efforts on the pilot community (Town of Ashland) to guide the final product of a regional Complete Streets toolbox for jurisdictions throughout the Richmond region.

## C. AGENCY AND COMMITTEE REPORTS

### Transportation Agency Updates

a. **VDOT** – Mark Riblett, alternate designee for the Virginia Secretary of Transportation, reported as follows:

- Commonwealth Transportation Board (CTB) Meetings Update:
  - The March workshop meeting is scheduled for March 20 with action items on March 21.
  - There will likely be discussion, but no action on SMART SCALE projects at the March 20 meeting; action will likely take place after the spring public hearings to be scheduled in April and May.
  - VDOT kicked off an Ashland to Petersburg Trail study and is meeting with individual localities on that path. A public notice should be coming out next week. There are seven jurisdictions potentially to be impacted; VDOT will help with preparation for future SMART SCALE applications for the trail. The study should be complete in about a year.
  - There are no public hearings scheduled.
  - There is one advertisement to go out next week for a State of Good Repair project in the City of Richmond on Rt. 195 over Rt. 76 and CSX.

Chairman O’Bannon requested VDOT’s participation on the I-64 work group being established and Mark Riblett responded that VDOT would be happy to participate in that to whatever degree the RRTPO would like.

Chet Parsons advised that the RRTPO policy board should expect a compilation of comments from TAC members regarding SMART SCALE which may be an action item for consideration at the April RRTPO meeting.

b. **DRPT** – Jennifer DeBruhl, DRPT Chief of Public Transportation, reported on the following:

- This week is Telework week in Virginia and one of the things DRPT does is work to reduce congestion by keeping people off the roads by promoting transit or making alternative work arrangements.

- The last piece of the transit reform package, the performance-based planning operating formula, will be up for action at the March CTB meeting. GRTC does well under the new formula.
- March 14 there will be a special Rams Amtrak train leaving the Staples Mill Station heading to the tournament; the VCU RAM car is sold out.
- DRPT is reviewing applications for 5310 funding and other programs and will be making their recommendations to the CTB.

**D. OTHER BUSINESS**

**1. RRTPO Member Comments**

There was a comment thanking Mr. Parsons for being concise and brief that brought a round of applause.

**2. Future Meeting Topics**

Chet Parsons referenced the list of topics under tab six. Several topics were noted, and Mr. Parsons elaborated briefly on the SMART SCALE Overview. The BUILD grants are a replacement for the TIGER grants and review of what they are and the kinds of projects they can fund would be helpful. A suggestion was made to review what to expect on the federal side for infrastructure funding three years into a new administration.

Chairman O'Bannon noted the Membership Changes and Stakeholder Engagement item and Mr. Parsons said this is timely as the new website is rolled out for the RRTPO and as the RRTPO moves into a long-range planning process. This is a great time to look at how best to engage the community, how CTAC and TAC may best participate in the process and to look at ways to engage the community.

Chairman O'Bannon noted that Charles City County has not had representation in a while and Mr. Parsons will address that. A suggestion was made to continue communication on attendance and vacancies with the chairman of each local governing body, with a copy to the chief administrative officer.

**3. Next Meeting: April 4**

Chairman O'Bannon announced that the next RRTPO meeting is scheduled for Thursday, April 4, 2019 and encouraged attendance during this spring break week so that we are sure to have a quorum to vote on RSTP and CMAQ projects.

**E. ADJOURNMENT**

Chairman O'Bannon adjourned the meeting at 10:15 a.m.