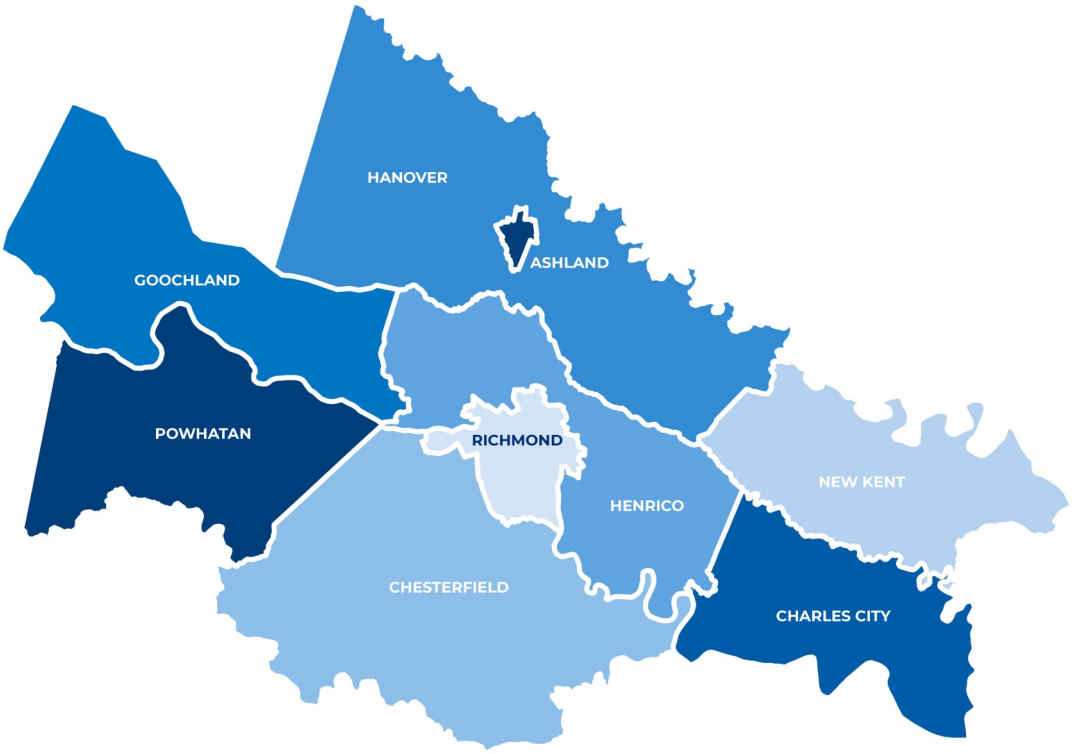
Richmond Regional Transportation Planning Organization

# ABCs of the RRTPO

**Updated June 2022**




9211 Forest Hill Avenue

Suite 200

Richmond, VA 23235

Ph: 804-323-2033

www.PlanRVA.org

Richmond Regional Transportation Planning Organization

SUPPORTED BY PlanRVA THE REGIONAL COMMISSION

# ABC's of the TPO
# Table of Contents


Introduction – MPO and RRTPO page 3

Organizational Structure page 5

Member Organizations page 6

Membership List – RRTPO page 7

Membership List – Executive Committee page 12

Membership List – TAC Page 13

Membership List – CTAC page 16

Meeting Schedules page 19
*(CVTA and related committee meeting dates included as well for informational purposes)*

Unified Planning Work Program (UPWP) page 20

Bylaws page 53

Policy and Procedures page 62

Non-binding Governance Guidance Documents page 68

Directions to PlanRVA Offices page 78

Commonly Used Acronyms Page80

Membership Lists – CVTA and PlanRVA page 81
*(Included for informational purposes)*

## Who Handles Transportation Planning in Our Region?

**For Urban transportation planning**, the mechanisms and governance of the process are managed by the RRTPO, the region's designated Metropolitan Planning Organization.

**For Rural transportation planning**, the mechanism is a partnership between PlanRVA and the RRTPO.

Both are aligned with Federal guidelines and requirements.

## What is a Metropolitan Planning Organization?

MPOs lead the transportation planning process for each designated region in the country. They are responsible for:

- Prioritizing transportation initiatives
- Policy-making for financial programming
- Carrying out the planning process in partnership with VDOT, VDRPT and other partners.
- Tracking the influence of demographics on transportation.

The Metropolitan Planning Organization (MPO) is a federally mandated and federally funded transportation policy-making organization. It's made up of member governments and a representative group of local stakeholders.

MPOs were created to ensure regional cooperation in transportation planning. They also safeguard that expenditures of governmental funds for transportation projects and programs are made based on "Comprehensive, Cooperative and Continuing (3-C) planning process." Federal funds for transportation projects and programs are channeled through this process. Area highway and transit projects must be approved by the MPO to be eligible for federal funds.

The Bipartisan Infrastructure Law (also known as the Infrastructure Investment and Jobs Act) was signed into law by President Biden in November of 2021. This sweeping infrastructure package has many positive implications for metropolitan planning organizations and regional planning in general. RRTPO staff will keep RRTPO Policy board members apprised of funding opportunities as they are released.

## What is our Richmond Regional Transportation Planning Organization?

Our Region's MPO, known as the **Richmond Regional Transportation Planning Organization (RRTPO)**, helps facilitate collaboration and cooperation among all interested parties, including residents, in regard to funding and planning the future of the region's transportation network. It's important to make transportation decisions on a regional level because people and goods cross jurisdictional boundaries every day.

The RRTPO is the federally-designated forum for regional transportation decision-making, planning, and programming. The agency's board is the only transportation organization in the Richmond region that includes elected officials from all nine of the Region's localities. Policymakers from regional, state, and federal transportation agencies also sit on the board. The RRTPO is comprised of the City of Richmond, Town of Ashland, and the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, and Powhatan.

## TPO Mission Statement

"To serve as the federal and state designated regional transportation planning organization that serves as the forum for cooperative transportation decision-making to assure excellence in mobility and safety within and through the Richmond region."

## TPO Membership Organizations

(number of votes)

Local Governments:

- Town of Ashland (1)
- County of Charles City (1)
- County of Chesterfield (4)
- County of Goochland (2)
- County of Hanover (3)
- County of Henrico (4)
- County of New Kent (2)
- County of Powhatan (2)
- City of Richmond (4)

Agencies:

- Capital Region Airport Commission (1)
- GRTC Transit System (1)
- Richmond Metropolitan Transportation Authority (1)
- Virginia Secretary of Transportation Designee (1)

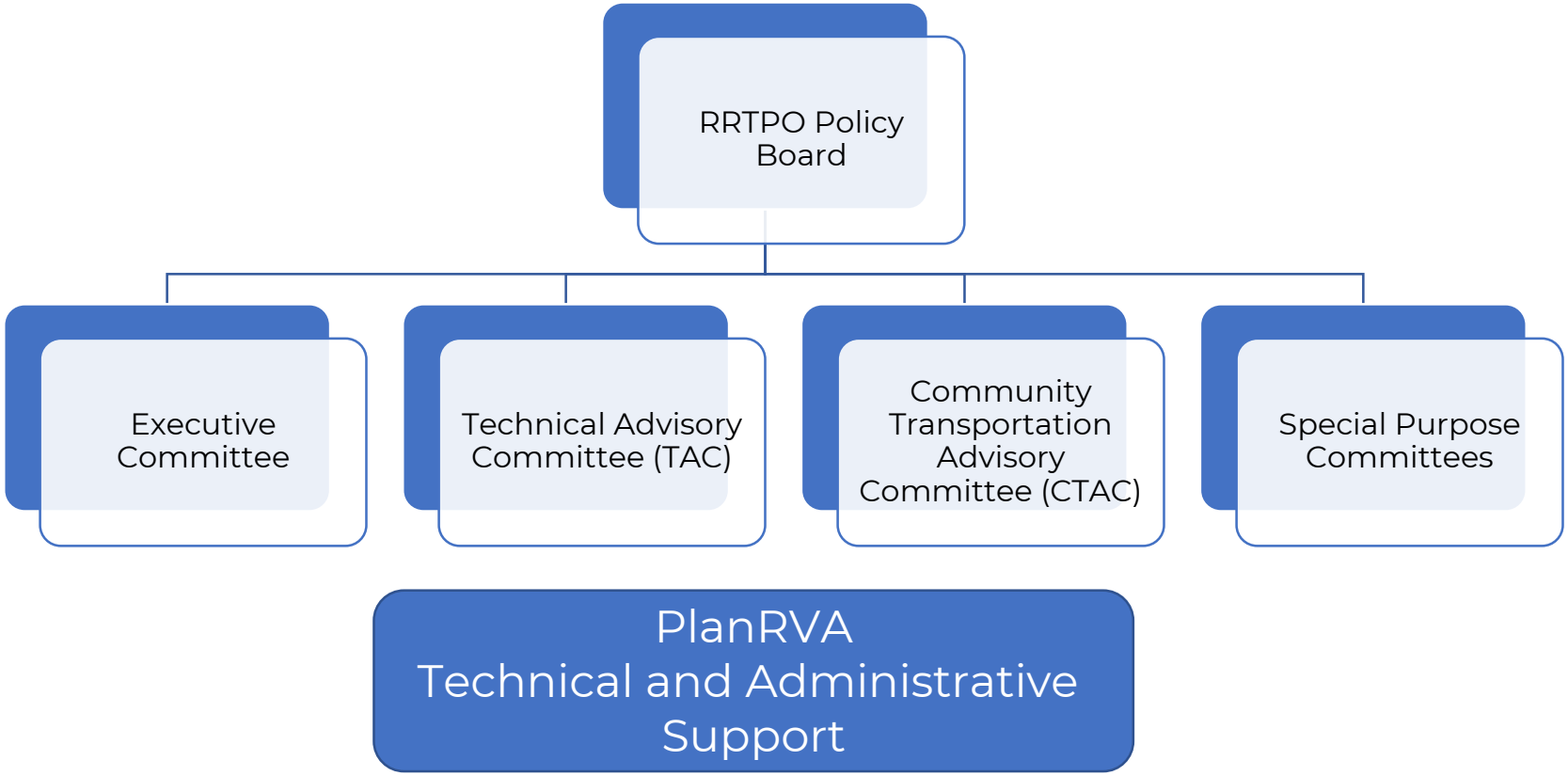
Total number of votes = 27

## Nonvoting Member Organizations

- Federal Highway Administration
- Federal Transit Administration
- RideFinders
- Virginia Department of Aviation
- Virginia Department of Rail and Public Transportation
- Community Transportation Advisory Committee Chairman

Back to TOC

# TPO Organizational Structure



*Updated March 2022*

# RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (TPO) MEMBERSHIP

## Voting Member Organizations (Number of votes)

Local Governments:

- Town of Ashland (1)
- County of Charles City (1)
- County of Chesterfield (4)
- County of Goochland (2)
- County of Hanover (3)
- County of Henrico (4)
- County of New Kent (2)
- County of Powhatan (2)
- City of Richmond (4)

Agencies:

- Capital Region Airport Commission (1)
- GRTC Transit System (1)
- Richmond Metropolitan Transportation Authority (1)
- Virginia Secretary of Transportation Designee (1)

**Total number of votes = 27**

## Nonvoting Member Organizations

- Citizens Transportation Advisory Committee Chairman
- Federal Highway Administration
- Federal Transit Administration
- RideFinders
- Virginia Department of Aviation
- Virginia Department of Rail and Public Transportation

# RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (RRTPO) FY23

## Jurisdiction Voting Members

RRTPO bylaws allow weighted voting for local jurisdictions with two or more votes. Jurisdictions with more than one vote may allow its members and/or alternate(s) to cast the vote of any absent member. Note that only local elected officials representing RRTPO member jurisdictions are eligible to vote on behalf of their appointing jurisdiction (* staff and non-elected officials are not eligible to vote on behalf of RRTPO member).

### Town of Ashland (1)

| Member | Alternate |
|---|---|
| Mr. John H. Hodges (1)<br>Vice Mayor<br>Ashland Town Council<br>804-798-1256<br>jhodges@ashlandva.gov | Ms. Anita Barnhart<br>Council Member<br>Ashland Town Council<br>804-798-9219<br>abarnhart@ashlandva.gov |

### Charles City County (1)

| Member | Alternate |
|---|---|
| Mr. Byron Adkins, Sr. (1)<br>Supervisor, Board of Supervisors<br>804-652-4701<br>badkins@co.charles-city.va.us | Vacant |

### Chesterfield County (4)

| Member | Alternate |
|---|---|
| Mr. James M. Holland (2)<br>Dale District, Board of Supervisors<br>804-768-7528<br>hollandj@chesterfield.gov | Vacant |
| Mr. Christopher Winslow (1)<br>Clover Hill District, Board of Supervisors<br>804-768-7396<br>winslowc@chesterfield.gov | Vacant |

Chesterfield County notes that if any one representative is absent, the remaining two will each have 2 votes. If two are absent, the remaining representative will have 4 votes. If all three are absent, the alternate representative will cast 4 votes.

## Goochland County (2)

| Member | Alternate |
|---|---|
| Mr. John L. Lumpkins Jr. (1), **FY23 Chair**<br>Vice Chair, Board of Supervisors<br>804-517-9511<br>jlumpkins@goochlandva.us | Vacant |
| Ms. Susan F. Lascolette (1)<br>District 1, Board of Supervisors<br>804-338-3843<br>susanl@goochlandva.us | Vacant |

## Hanover County (3)

| Member | Alternate |
|---|---|
| Mr. W. Canova Peterson IV (2), **FY23 Vice Chair**<br>Mechanicsville District, Board of Supervisors<br>804-746-8139<br>wcpeterson@hanovercounty.gov | Ms. Faye O. Prichard<br>Ashland District, Board of Supervisors<br>804-389-6582<br>foprichard@hanovercounty.gov |
| Mr. Sean M. Davis (1)<br>Vice Chair, Henry District, Board of Supervisors<br>804-730-5648<br>smdavis@hanovercounty.gov | Vacant |

Hanover County notes the following scenarios by which to determine the number of votes for each of its members and alternates, depending upon the members and alternates present and voting:
Scenario One: Executive Committee member has 2 votes and regular member has 1 vote.
Scenario Two: Regular member has 2 votes and alternate member has 1 vote.
Scenario Three: In the absence of both members, the alternate member has 3 votes.
Scenario Four: In the absence of one member and the alternate member, the member has 3 votes.

## Henrico County (4)

| Member | Alternate |
|---|---|
| Mr. Frank J. Thornton (2)<br>Fairfield District, Board of Supervisors<br>804-501-4208<br>fairfield@henrico.us | Mr. Thomas Branin<br>Three Chopt District, Board of Supervisors<br>804-501-4208<br>threechopt@henrico.us |
| Ms. Patricia S. O'Bannon (2)<br>Tuckahoe District, Board of Supervisors<br>804-501-4208<br>tuckahoe@henrico.us | Vacant |

If either of the authorized representatives is absent, the remaining one will cast four votes. If both of the authorized representatives are absent, the authorized alternate representative will cast four votes.

## New Kent County (2)

| Member | Alternate |
|---|---|
| Mr. C. Thomas Tiller, Jr. (1)<br>Board of Supervisors<br>804-385-0787<br>cttiller@newkent-va.us | Mr. Thomas W. Evelyn<br>Vice Chair, Board of Supervisors<br>804-310-7333<br>twevelyn@newkent-va.us |
| Ms. Patricia A. Paige (1)<br>Chair, District 3, Board of Supervisors<br>804-239-0483<br>papaige@newkent-va.us | Vacant |

If either of the authorized representatives is absent, the remaining one will cast two votes. If both of the authorized representatives are absent, the authorized alternate representative will cast two votes.

## Powhatan County (2)

| Member | Alternate |
|---|---|
| Mr. David T. Williams (2), FY22 Chair<br>Chair, Board of Supervisors<br>804-598-517<br>dwilliams@powhatanva.gov | Vacant |
| Ms. Karin M. Carmack<br>Board of Supervisors<br>804-721-0571<br>kcarmack@powhatanva.gov | Vacant |

## City of Richmond (4)

| Member | Alternate |
|---|---|
| Ms. Katherine L. Jordan (1)<br>Richmond City Council Member<br>804-646-6531<br>Katherine.jordan@richmondgov.com | Ms. Kristen Nye<br>Richmond City Council Member<br>804-646-5646<br>Kristen.larson@richmondgov.com |
| Mr. Andreas D. Addison (1)<br>Richmond City Council Member<br>804-524-6390<br>andreas.addison@richmondgov.com | Mr. Michael J. Jones<br>Richmond City Council Member<br>804-646-2779<br>Michael.jones@richmondgov.com |
| Dr. Cynthia Newbille (1)<br>Richmond City Council President<br>804-646-3012<br>Cynthia.newbille@richmondgov.com | MS. Ellen Robertson<br>Richmond City Council Member<br>804-646-5348<br>Ellen.robertson@richmondgov.com |
| Ms. Stephanie A. Lynch (1)<br>Richmond City Council Member<br>804-524-6390<br>Stephanie.lynch@richmondgov.com | |

## Agency Voting Members

TPO bylaws provide that voting membership for organizations that administer or operate major modes of transportation and appropriate state transportation officials shall each have one vote.

### Capital Region Airport Commission (CRAC) (1)

**Member**
Mr. John B. Rutledge (1)
Director, Planning & Engineering
804-226-3017
jrutledge@flyrichmond.com

**Alternate**
Vacant

### GRTC Transit System (1)

**Member**
Ms. Julie E. Timm (1)
Chief Executive Officer
804-474-9366
Julie.timm@ridegrtc.com

**Alternate**
Ms. Sheryl Adams
Chief of Staff
804-338-3871
sadams@ridegrtc.com

### Richmond Metropolitan Transportation Authority (RMTA) (1)

**Member**
Ms. Joi Taylor Dean (1)
Chief Executive Officer
804-523-3303
joi.dean@rmtaonline.org

**Alternate**
Vacant

### Virginia Secretary of Transportation Designee (1)

**Member**
Mr. R. Shane Mann, P.E. (1)
Richmond District Engineer
804-609-5290
Shane.mann@vdot.virginia.gov

**Alternate**
Mr. Mark E. Riblett, P.E.
Assistant District Administrator
804-609-5286
mark.riblett@vdot.virginia.gov

## Non-voting Member Organizations/Appointees

RRTPO bylaws provide for nonvoting membership on the RRTPO policy board for FHWA, FTA, RideFinders, Virginia Department of Aviation, Virginia Department of Transportation, and Chairman of the RRTPO Citizens Transportation Advisory Committee (CTAC). One alternate member is allowed for each of these organization.

### Federal Highway Administration (FHWA)

**Member**
Mr. Thomas L. Nelson, Jr., P.E.
Virginia Division Administrator
804-775-3333
Thomas.nelson@dot.gov

**Alternate**
Mr. Ivan Rucker
Freight Program Manager
Virginia Division
804-775-3350
Ivan.rucker@dot.gov

## Federal Transit Administration (FTA)

**Member**
Mr. Daniel Koenig (Liaison)
Daniel.koenig@dot,gov

**Alternate**
Vacant

## RideFinders, Inc.

**Member**
Ms. Von S. Tisdale
Executive Director
804-643-7433
vtisdale@ridefinders.com

**Alternate**
Ms. Cherika N. Ruffin
Marketing Representative
804-643-7433
cruffin@ridefinders.com

## Virginia Department of Aviation (VDOA)

**Member**
Mr. Rusty Harrington
Manager
Planning and Environmental Services Division
804-236-3522
Rusty.harrington@doav.virginia.gov

**Alternate**
Vacant

## Virginia Department of Rail and Public Transportation (DRPT)

**Member**
Ms. Tiffany T. Dubinsky
Statewide Transit Planning Manager
804-786-1059
Tiffany.dubinsky@drpt.virginia.gov

**Alternate**
Mr. Grant Sparks
Statewide Transit Planner
804-786-7425
Grant.sparks@drpt.virginia.gov

## RRTPO Community Transportation Advisory Committee (CTAC)

**Member**
Ms. Lisa M. Guthrie
Lismg1@aol.com
lguthrie@lmg-llc.net

**Alternate**
Ms. Sera Erickson
ericksonss@vcu.edu

# Richmond Regional Transportation Planning Organization
# Executive Committee FY23

| Member | Alternate |
|---|---|
| **Town of Ashland** | |
| John H. Hodges | Anita Barnhart |
| **Charles City County** | |
| Byron Adkins | |
| **Chesterfield County** | |
| James M. Holland | |
| **Goochland County** | |
| John L. Lumpkins | |
| **Hanover County** | |
| W. Canova Peterson | Sean M. Davis |
| **Henrico County** | |
| Patricia S. O'Bannon | Frank J. Thornton |
| **New Kent County** | |
| Patricia A. Paige | C. Thomas Tiller |
| **Powhatan County** | |
| David T. Williams | Karin M. Carmack |
| **City of Richmond** | |
| Cynthia I. Newbille | Andreas D. Addison |

# RICHMOND REGIONAL TPO
# TECHNICAL ADVISORY COMMITTEE (TAC)
# FY23 MEMBERSHIP

## Town of Ashland

| Member | Alternate |
|---|---|
| Ms. Nora D. Amos<br>Director of Planning & Community Development<br>Planning and Community Development<br>804-798-9219 x228<br>namos@ashlandva.gov | Mr. Will Tucker<br>Planner II<br>Planning and Community Development<br>804-798-1073<br>wtucker@ashlandva.gov |

## Charles City County

| Member | Alternate |
|---|---|

## Chesterfield County

| Member | Alternate |
|---|---|
| Ms. Barbara K. Smith<br>Principal Engineer<br>Transportation Department<br>804-748-1037<br>SmithBK@chesterfield.gov | Ms. Chessa D. Walker<br>Assistant Director<br>Department of Transportation<br>804-748-1037<br>WalkerCh@chesterfield.gov |

## Goochland County

| Member | Alternate |
|---|---|
| Austin Goyne<br>Transportation Manager<br>Community Development<br>agoyne@goochlandva.us | Mr. Thomas M. Coleman<br>Principal Planner<br>804-556-5865<br>Community Development<br>tcoleman@goochlandva.us |

## Hanover County

| Member | Alternate |
|---|---|
| Mr. Joseph E. Vidunas C.E., FY23 Vice Chair<br>Traffic Engineer<br>Department of Public Works<br>804-365-6176<br>jevidunas@hanovercounty.gov | Mr. J. Michael Flagg P.E.<br>Director<br>Department of Public Works<br>804-365-6181<br>jmflagg@hanovercounty.gov |

## Henrico County

| Member | Alternate |
|---|---|
| Ms. Sharon Smidler P.E., FY23 Chair<br>Transportation Development Division Director<br>Public Works, Transportation & Development<br>804-501-4621<br>smi20@henrico.us | Mr. E. Todd Eure<br>Assistant Director of Public Works<br>Department of Public Works<br>804-501-4617<br>eur@henrico.us |

## New Kent County

| Member | Alternate |
|---|---|
| Ms. Kelli Le Duc,<br>Planning Manager<br>Planning Department<br>804-966-8505<br>klleduc@newkent-va.us | |

## Powhatan County

| Member | Alternate |
|---|---|
| Mr. Bret Schardein AICP, CZA<br>Assistant County Administrator<br>Community Development<br>804-598-3639<br>bschardein@powhatanva.gov | |

## City of Richmond

| Member | Alternate |
|---|---|
| Ms. Dironna Moore Clarke<br>Multimodal Transportation Manager<br>Department of Public Works<br>804-646-3074<br>dironna.clarke@richmondgov.com | Mr. Travis A. Bridewell<br>Traffic Engineering Operations Manager<br>Department of Public Works<br>804-646-5745<br>travis.bridewell@richmondgov.com |

## Capital Region Airport Commission

| Member | Alternate |
|---|---|
| Mr. John B. Rutledge<br>Director, Planning & Engineering<br>804-226-3017<br>jrutledge@flyrichmond.com | |

## GRTC Transit System

| Member | Alternate |
|---|---|
| Ms. Sam Sink<br>Director of Planning and Scheduling<br>Sam.sink@ridegrtc.com | Ms. Patricia Robinson<br>Planning Manager<br>patricia.robinson@ridegrtc.com |

## Richmond Metropolitan Transportation Authority

| Member | Alternate |
|---|---|
| Ms. Theresa Simmons<br>Director of Operations<br><br>804-523-3320<br>theresa.simmons@the-rma.org | |

## PlanRVA

| Member | Alternate |
|---|---|
| Mr. Chet Parsons<br>Director of Transportation<br>Transportation<br>804-924-7039<br>cparsons@planrva.org | Mr. Sulabh Aryal<br>Planning Manager<br>Transportation<br>804-924-7045<br>saryal@planrva.org |

## RideFinders

| Member | Alternate |
|---|---|
| Ms. Von S. Tisdale<br>Executive Director<br>804-643-7433<br>vtisdale@ridefinders.com | Mr. John O'Keeffe<br>Account Executive<br>804-643-7433<br>jokeeffe@ridefinders.com |

## DRPT

| Member | Alternate |
|---|---|
| Ms. Tiffany T. Dubinsky<br>Statewide Transit Planner<br>804-786-1059<br>tiffany.dubinsky@drpt.virginia.gov | Mr. Grant Sparks AICP<br>Manager, Transit Planning and Corridor Development<br>804-786-7425<br>grant.sparks@drpt.virginia.gov |

## VDOT

| Member | Alternate |
|---|---|
| Ms. Liz McAdory<br>District Planning Manager<br>Local VDOT District Planner<br>804-609-5378<br>liz.mcadory@vdot.virginia.gov | Ms. Nicole Mueller<br>Transportation Planner<br><br>nicole.mueller@vdot.virginia.gov |

# RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION
# COMMUNITY TRANSPORTATION ADVISORY COMMITTEE (CTAC)
# FY23 MEMBERSHIP

## Town of Ashland

| Member | Alternate |
|---|---|
| Mr. Upton S. Martin<br>usmartin@verizon.net | Mr. Don Root<br>donroot3@gmailc.om |

## Charles City County

| Member | Alternate |
|---|---|
| Vacant | Vacant |

## Chesterfield County

| Member | Alternate |
|---|---|
| Ms. Susan J. Beals<br>susanjbeals@yahoo.com | Starrie Jordan<br>Danda10consultants@gmail.com |
| Mr. Herbert A. Richwine<br>hrichwine@aol.com | Vacant |

## Goochland County

| Member | Alternate |
|---|---|
| Mr. Robert L. Basham Jr.<br>wvubasham@gmail.com | Mr. Austin Goyne<br>agoyne@goochlandva.us |

## Hanover County (3)

| Member | Alternate |
|---|---|
| Mr. H. Charles Rasnick<br>rasnick_hc@hotmail.com | Vacant |

## Henrico County (4)

| Member | Alternate |
|---|---|
| Ms. Amber B. Lancaster<br>jamberb@hotmail.com | Vacant |

## New Kent County (2)

| Member | Alternate |
|---|---|
| Ms. Lisa M. Guthrie, FY23 Chair<br>lismg1@aol.com | Mr. John P. Moyer<br>johnm@htrsi.com |

## Powhatan County (2)

**Member**
Mr. Robert W. Powers
rpowers1949@me.com

**Alternate**

## City of Richmond (4)

**Member**
Mr. Andrew Bunn
andrew.bunn.w@gmail.com

Ms. Sera Erickson, FY23 Vice Chair
ericksonss@vcu.edu

**Alternates**
Ms. Shelley Allmond
shelleyallmond@yahoo.com

Mr. Clinton Smith
clintondsmith@gmail.com

## ChamberRVA

**Member**
Mr. John Easter
john.easter@grcc.com

## League of Women Voters (LWV)

**Member**
Ms. Sarah Weisiger
smweisiger@hotmail.com

**Alternate**
Ms. Karen Rosenblum

## National Association for the Advancement of Colored People (NAACP), Richmond Virginia Branch

**Member**
Mr. James J. Minor III
alorah1675@icloud.com

**Alternate**
Mr. Walter L. Johnson Jr.
mrmrsj@aol.com

## Richmond Area Bicycling Association (RABA)

**Member**
Mr. Champe M. Burnley
champe_burnley@hotmail.com

**Alternate**
John Hamilton
johnrhamilton01@gmail.com

## Richmond Office of Equitable Transit and Mobility

**Member**
Ms. Kelli N. Rowan
Kelli.rowan@richmondgov.com

## RVA Rapid Transit

**Member**
Ms. Faith Walker
faith@rvarapidtransit.org

## Senior Connections

**Member**
Mr. Tony Williams
twilliams@youraaa.org

## Virginia Association of Railway Patrons (VARP)

**Member**
Mr. Michael Testerman
testertrain@verizon.net

## Virginia Commonwealth University (VCU)

**Member**
Mr. John D. Leonard
jdleonard@vcu.edu

**Alternate**
Jesse MacLelland
maclellandjf@vcu.edu

## Virginia Conservation Network (VCN)

**Member**
Mr. Wyatt Gordon
wyatt@vcnva.org

**Alternate**
Mr. Frederick S. Fisher
fsfisher@aol.com

Back to TOC

FY23 Meeting Schedule – RRTPO and CVTA
Update July 2022

| | RRTPO Policy Board and Exec. Comm. | TAC | CTAC | Vision Zero* | Active Transp. Work Group* | 2050 Socio-economic Data Workgroup * | CVTA | CVTA TAC | CVTA Finance Comm. | CVTA Fall Line Working Group |
|---|---|---|---|---|---|---|---|---|---|---|
| 2022 | | | | | | | | | | |
| JULY | 7 | 12 | 21 | 14 | | 13 | 15 | 11 | 13 | |
| AUGUST | | 9 | | | | TBD | | 15 | 10 | 3 |
| SEPTEMBER | 1 | 13 | 15 | | 13 | TBD | 30 | 12 | 14 | 7 |
| OCTOBER | 6 | 11 | | 13 | | | 28 | 10 | 12 | 5 |
| NOVEMBER | 3 | TBD | 17 | | 15 | | | 14 | 9 | 2 |
| DECEMBER | 1 | 13 | | | | | 2 | 12 | 14 | 7 |
| 2023 | | | | | | | | | | |
| JANUARY | 5 | 10 | 19 | 12 | | | 27 | 16 | 11 | 4 |
| FEBRUARY | 2 | 14 | | | 14 | | 24 | 13 | 8 | 1 |
| MARCH | 2 | 14 | 16 | | | | 31 | 13 | 8 | 1 |
| APRIL | 6 | 11 | | 13 | | | 28 | 10 | 12 | 5 |
| MAY | 4 | 9 | 18 | | 9 | | | 15 | 10 | 3 |
| JUNE | 1** | 13 | | | 1 | | 1** | 12 | 14 | 1 |

*Meetings have not been scheduled yet. Dates shown are proposed based on previous years meetings.
**Joint Annual Meeting (RRTPO, CVTA, PlanRVA).

# UNIFIED PLANNING WORK PROGRAM

FISCAL YEAR 2023

July 1, 2022 – June 30, 2023

Richmond Regional Transportation Planning Organization

Adopted June 2, 2022

**ACKNOWLEDGMENTS** This report was prepared by the Richmond Regional Planning District Commission (PlanRVA) staff through a cooperative process involving the City of Richmond, Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent and Powhatan, the Town of Ashland, the Virginia Department of Transportation (VDOT), the Virginia Department of Rail and Public Transportation (DRPT), the Virginia Department of Aviation, the Capital Region Airport Commission, GRTC Transit System, the Richmond Metropolitan Transportation Authority, the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), PlanRVA and RideFinders, Inc., on behalf of the Richmond Regional Transportation Planning Organization (RRTPO). The contents of this work program reflect the views of the RRTPO. PlanRVA staff is responsible for the facts and accuracy of the data presented herein. The contents do not necessarily reflect the official views or policies of the FHWA, FTA, VDOT, DRPT or PlanRVA. This document does not constitute a standard, specification, or regulation. FHWA, FTA, VDOT, or DRPT acceptance of this document as evidence of fulfillment of the objectives of this work program does not constitute endorsement/approval of the need for any recommended improvements nor does it constitute approval of their location and design or a commitment to fund any such improvements. Additional project level environmental impact assessments and/or studies of alternatives may be necessary.

**NONDISCRIMINATION** The Richmond Regional Transportation Planning Organization (RRTPO) fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. The RRTPO will strive to provide reasonable accommodations and services for persons who require special assistance to participate in this public involvement opportunity. For more information on meeting accessibility, or to obtain a Title VI Complaint Form, see www.planrva.org or call the Title VI Coordinator at 804- 323-2033.

**NO DISCRIMINACIÓN** Aviso de Título VI abreviado al publicó: El Organización de Planeación Regional de Transporte de Richmond (RRTPO) cumple con el Título VI de la Ley de los Derechos Civiles de 1964 y con los estatutos y regulaciones relacionadas en todos los programas y actividades. RRTPO se esforzará en proveer acomodaciones razonables y servicios para personas que requieran asistencia especial para participar en esta oportunidad pública. Para más información sobre accesibilidad a la reunión o para obtener los documentos de reclamación del Título VI, entre a la página web (www.planrva.org) o llame al Coordinador del Título VI en 804-323-2033.

# Table of Contents

INTRODUCTION ..... 1
The Unified Planning Work Program (UPWP) ..... 1
PlanRVA and the RRTPO Planning Process ..... 1
Work Program Priorities ..... 2
Federal Certification Review Comments, FAST Act and Other USDOT Priorities ..... 2
Continuation of Existing Work Efforts ..... 3
FY23 Priority Areas ..... 3
Metropolitan Planning Factors and RRTPO's FY 2023 Priorities ..... 6
FISCAL YEAR 2022ACCOMPLISHMENTS ..... 8
FISCAL YEAR 2023 PROJECT TASK DESCRIPTIONS ..... 12
7100 PROGRAM SUPPORT AND ADMINISTRATION ..... 13
Task 7110 Program Management ..... 13
Task 7120 UPWP, Budget and Contract Administration ..... 14
7200 GENERAL DEVELOPMENT & COMPREHENSIVE PLANNING ..... 15
Task 7210 Public Outreach & Equity Analysis ..... 15
Task 7220 Special Planning Efforts ..... 17
Task 7230 Contingency Funding ..... 18
7300 LONG-RANGE TRANSPORTATION PLANNING ..... 19
Task 7310 Long-Range Transportation Plan ..... 19
7300 LONG-RANGE TRANSPORTATION PLANNING ..... 20
Task 7315 Scenario Planning ..... 20
Task 7320 Travel Demand Modeling & Emissions Analysis ..... 21
Task 7330 Transit ..... 22
Task 7340 Active Transportation: Bicycle & Pedestrian ..... 23
Task 7350 System Resilience Plan ..... 24
7400 SHORT-RANGE TRANSPORTATION PLANNING ..... 25
Task 7410 Performance Based Transportation Planning ..... 25
Task 7420 Financial Programming / Transportation Improvement Program ..... 26
Task 7430 Rail, Freight and Intermodal Planning ..... 27
FISCAL YEAR 2023 RRTPO STAFFING AND BUDGET ..... 28
RRTPO Staff Resources ..... 28
*FIGURE 2. FY 2023 TOTAL RRTPO BUDGET BY TASK* ..... 28
ACRONYM DEFINITIONS ..... 30

# INTRODUCTION

## The Unified Planning Work Program (UPWP)

The purpose of the UPWP is to promote a unified regional approach to transportation planning in order to achieve regional goals and objectives. Additionally, the UPWP serves to document proposed expenditures of Federal, State and local transportation planning funds, and provides a management tool for RRTPO and the funding agencies in scheduling major transportation planning activities, milestones, and products.

The UPWP is required of all metropolitan planning organizations (MPOs) as a condition to receiving federal funds. RRTPO is the federally designated MPO for the Richmond region and consists of the member governments as shown in Figure 1.

The goal of the UPWP is a well-functioning process and program that meets the federal and state transportation planning requirements. This effort involves the public, interested parties, and the RRTPO in developing a multi-modal, continuing, comprehensive, and cooperative transportation planning and programming process. A requirement of Section 450.308(c) of the Metropolitan Planning regulations is that Transportation Management Area (TMA) designated MPOs shall include a discussion of the planning priorities facing the metropolitan planning area. Further discussion of these priorities is provided in the various work tasks.

The UPWP is the RRTPO's budget and work program for the upcoming fiscal year which begins on July 1, 2022 and concludes on June 30, 2023. The UPWP addresses federal/state planning and programming requirements, addresses regional transportation planning issues and needs, and includes activities required for the state and region to remain eligible for federal-aid highway and transit funds. The funding sources supporting the RRTPO program activities come from federal, state and local funds.

## PlanRVA and the RRTPO Planning Process

The FY23 UPWP continues to be organized with four core program areas: Program Management, Transportation Planning, Data and Analysis, and Financial Programs. Program Management is the policy, management and operations platform that supports the remaining three program areas. The program objectives, work elements, responsibilities, budgets, products and schedules are included within each core program area. The appendices consolidate information necessary to understanding and implementing the RRTPO program requirements.

There are work tasks that are included primarily as "project monitoring"; which means the RRTPO is a participating partner in the effort, but the designated lead role is undertaken by another agency or organization such as the Greater Richmond Transit Company (GRTC), DRPT or VDOT. FTA requires that projects and studies receiving FTA funding be included in the

UPWP; this is not a requirement shared by FHWA. All partners are provided the opportunity to incorporate project updates into the work task which those organizations or agencies lead.

The two primary funding sources supporting the work program are FHWA/PL funds and FTA Section 5303 funds. These funds are matched by state and local sources on an 80% federal (FHWA and FTA) 10% state (VDOT and DRPT), and 10% local (PlanRVA) basis. Additional funding includes FHWA/RSTP which are matched by state sources with 80% federal funding (FHWA) and 20% state funding (VDOT). The FHWA/PL funding allocations for FY 23 from VDOT and the FTA 5303 funding allocations from DRPT have been received.

## Work Program Priorities

The RRTPO-approved FY23 UPWP priorities focus on fully addressing the recommendations from the August 2021 federal certification report, completing existing work tasks that span from FY22 into FY23, and advancing new initiatives. These priorities are outlined below.

### Federal Certification Review Comments, FAST Act and Other USDOT Priorities

The 2021 TMA Planning Certification Review highlights seventeen certification findings as a result of its coordinated efforts between FHWA, FTA, and RRTPO. **Of those seventeen findings, eight are noted as commendations for exemplary performance and two have no finding due to simple achievement of the task. There were no corrective actions noted in the review, which is a remarkable improvement over the 2017 review and is celebrated by the RRTPO Policy Board.** The remaining findings are noted as recommendations below:

- Development of a periodic system performance report evaluating the condition and performance of the transportation system with respect to the performance targets, and progress achieved in meeting the performance targets.
- Update of TIP narrative indicating specific dollar amounts (or percentage of total TIP amount) utilized toward achievement of transit performance targets similar to the effort for highway investments.
- We strongly recommend that the Secretary of Transportation review the Commonwealth's current representation on the Policy Board to ensure that the Commonwealth's interests in passenger and freight rail, transportation demand management, ridesharing, and public transportation are appropriately represented. We recommend that DRPT be considered to be made a voting member moving forward.
- It is recommended that RRTPO, once guidance is released for the Bipartisan Infrastructure Bill (BIL), to reexamine the 3-C agreement (Memorandum of Understanding) on Metropolitan Transportation Planning Responsibilities for the Richmond Area to ensure it is in compliance.

- VDOT provide Section 504 training to the RRTPO to support their self-certification of Section 504.
- VDOT provide procedures and documentation to support the State's self-certification statement pursuant to 23 CFR 450.336 that the metropolitan planning process is being carried out in accordance with Section 504, ADA, The Older Americans Act, 23 USC 324, and with consideration of E.O. 12898 (EJ).
- RRTPO should continue to support a robust transit network which delivers comprehensive, equitable and convenient service, particularly in areas of greatest need, especially in light of new CVTA revenues.

## Continuation of Existing Work Efforts

- Develop a regional scenario planning tool that assesses the impacts of multiple future forces on growth patterns and development areas.
- Continue to develop the Regional Travel Demand Model to support transportation planning, research and analysis, including small area, sub-area, corridor and scenario planning tasks
- Continue the regional conversation on transit and how to best meet the needs of the region
- Advance the recommendations from prior year studies (BikePedRVA 2045, Regional Park and Ride Study, Transit Vision Plan Short-Range Priorities, etc.) into project applications, policies or other planning efforts
- Continue advancing the Fall Line with local, regional, state and national partners and evaluate opportunities for funding and amenities.
- Continue to build public engagement and outreach strategies for the RRTPO and ensure compliance with Title VI, Environmental Justice and Low Literacy/Limited English Proficiency requirements.

## FY23 Priority Areas

- ***Scenario Planning.*** This work effort will fully develop an immersive scenario planning process for the region. This builds on intentions from the ConnectRVA 2045 plan and will include comprehensive data development, public engagement, and public-facing reporting and visualization.
- ***Transportation investments to capitalize on regional commerce, workforce mobility and accessibility.*** This work effort will include planning activities involving freight, transit, multimodal connectivity, and equity.
- ***Expanding access to transit.*** This work effort will include planning activities focused on further refinement of regional transit priorities and development of shovel-ready transit projects. The passage of the Infrastructure Investment and Jobs Act has opened many

funding opportunities to consider. This task will be coordinated between GRTC and RRTPO leadership with guidance from DRPT.

- ***Identify strategies for further integrating identified performance measures into project scoring and selection processes.*** Categories of performance measures include Safety and Security, Congestion Mitigation and System Reliability, Freight Mobility, Multimodal Connectivity and Access to Employment. This work effort will include coordination with other regional partners to identify creative projects and solutions for desired transportation outcomes in the Region.

- ***Expand data management and sharing capabilities*** **(FHWA/FTA Planning Emphasis Area).** Fully incorporate data sharing and consideration into the transportation planning process, emphasizing data's value across multiple programs. Data sharing principles and data management will be elevated for a variety of issues, such as freight, bike and pedestrian planning, equity analyses, performance management, travel time reliability, connected and autonomous vehicles, mobility services, and safety.

- ***Improve consideration of equity and justice in public planning processes*** **(FHWA/FTA Planning Emphasis Area).** Actively advance racial equity and support for underserved and disadvantaged communities, including tribal governments, to help ensure public involvement in the planning process and that plans and strategies reflect various perspectives, concerns, and priorities from impacted areas. Work will consider the following:

    - Improving infrastructure for non-motorized travel, public transportation access, and increased public transportation service in underserved communities;
    - Planning for the safety of all road users, particularly those on arterials, through infrastructure improvements and advanced speed management;
    - Reducing single-occupancy vehicle travel and associated air pollution in communities near high-volume corridors;
    - Working with transit providers to target demand-response service towards communities with higher concentrations of older adults and those with poor access to essential services; and
    - Be a resource to providers as they consider equitable and sustainable practices while developing transit-oriented development including affordable housing strategies and consideration of environmental justice populations.

- **Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future (FHWA/FTA Planning Emphasis Area).** Identify measures to help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030, net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change. This could include evaluating opportunities to reduce greenhouse gas emissions by reducing single-occupancy vehicle trips and increasing access to public transportation, and identifying transportation system vulnerabilities to climate change impacts and evaluating potential solutions.

- **Safe Streets (FHWA/FTA Planning Emphasis Area).** Be a resource to assist partner agencies plan, develop, and operate streets and networks that prioritize safety, comfort, and access to destinations for people who use the street network, including pedestrians, bicyclists, transit

riders, micro-mobility users, freight delivery services, and motorists. The goal is to provide an equitable and safe transportation network for travelers of all ages and abilities, including those from marginalized communities facing historic disinvestment. This vision is not achieved through a one-size-fits-all solution – each complete street is unique and developed to best serve its community context and its primary role in the network.

- **Public Engagement (FHWA/FTA Planning Emphasis Area).** Continue developing methods and strategies to improve opportunities for the general public to take a more active role in project planning and development. Be a resource to connect impacted communities with decision-makers as plans and projects are considered. Identify a layered engagement approach that considers in-person, hybrid, and virtual tools and strategies for involvement.

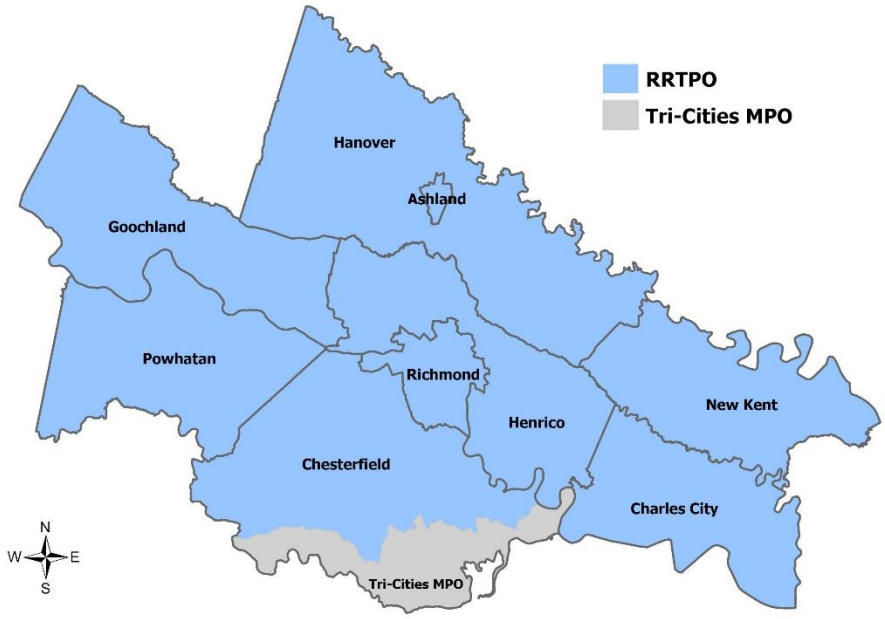
- **Planning and Environmental Linkages (FHWA/FTA Planning Emphasis Area).** Develop project planning workflows that implement PEL as part of the transportation planning and environmental review processes. The use of PEL is a collaborative and integrated approach to transportation decisionmaking that considers environmental, community, and economic goals early in the transportation planning process, and uses the information, analysis, and products developed during planning to inform the environmental review process. PEL leads to interagency relationship building among planning, resource, and regulatory agencies in the early stages of planning to inform and improve project delivery timeframes, including minimizing duplication and creating one cohesive flow of information.

## The UPWP fulfills the federal requirement under 23 CFR §450.308:

*(b) An MPO shall document metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 in a unified planning work program (UPWP)…*

*(c) . . . each MPO, in cooperation with the State(s) and public transportation operator(s), shall develop a UPWP that includes a discussion of the planning priorities facing the MPA. The UPWP shall identify work proposed for the next 1- or 2-year period by major activity and task (including activities that address the planning factors in §450.306(b)), in sufficient detail to indicate who (e.g., MPO, State, public transportation operator, local government, or consultant) will perform the work, the schedule for completing the work, the resulting products, the proposed funding by activity/task, and a summary of the total amounts and sources of Federal and matching funds.*

*Figure 1. Richmond Regional Transportation Planning Organization*




## Metropolitan Planning Factors and RRTPO's FY 2023 Priorities

The 2015 *Fixing America's Surface Transportation Act (FAST ACT)* continues the principles of integrated planning first set forth in 1992 with the Intermodal Surface Transportation Efficiency Act

Under the *FAST Act*, MPOs must consider ten (10) planning factors when developing transportation plans and programs.

1. Support the economic vitality of the Metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility of people and freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and
10. Enhance travel and tourism.

Development of this FY 2023 UPWP has been guided by regulations requiring the RRTPO planning process to consider and implement projects, strategies, and services that address these ten Metropolitan planning factors. Each of these planning factors affects nearly every task; the degree of consideration and analysis is based on the scale and complexity of many issues, including transportation system development, land use, employment, economic development, human and natural environment, and housing and community development *(23 CFR 450.306(b))*. The matrix on page 9 summarizes the applicability of each Metropolitan planning factor to the 2022 work program tasks.

### Regional Models of Cooperation

Regional Models of Cooperation provide a framework and process for States and MPOs to develop multi-jurisdictional transportation plans and agreements to improve communication, collaboration, policy implementation, use of technology and performance management across agency boundaries. Multi-jurisdictional planning combines many perspectives to improve coordination and implement effective planning across wide geographic areas. Regional models of cooperation offer a competitive advantage by improving decision-making and saving time and money through shared resources. Examples include freight and congestion management coordination.

### Ladders of Opportunity

Work—Infrastructure investment creates jobs and paves the way for business, particularly small and disadvantaged business enterprises

Connect—A multimodal transportation system provides Americans with safe, reliable, and affordable connections to employment, education, healthcare, and other essential services

Revitalize—Transportation infrastructure can lift up neighborhoods and regions by attracting new opportunities, jobs, and housing

# FISCAL YEAR 2022 ACCOMPLISHMENTS

The following summarizes work produced and planning activities performed during FY 2022 to implement the approved RRTPO planning projects and consultant tasks listed below. Ongoing work program tasks, such as routine project administration, are not included in this summary and only major accomplishments are listed.

### Task 7100 Program Support & Administration

- 7110 Continued development and outreach tools with emphasis on public engagement and transparency. Strengthened and grew committee participation opportunities through refinement of a fully-virtual meeting platform and archiving process through Zoom, YouTube, and integration of the agency website for meeting data. Increased committees served by staff from twelve to fifteen over the year. Continued strong staffing commitment to the Central Virginia Transportation Authority and served as lead staff for the new organization. Supported the CVTA Technical Committee and CVTA Finance Committee as they developed regional priorities, authority budget, financial management structure, revenue policies and procedures, and other key components of the feldgeling organization. Supported the CVTA Regional Priorities Subcommittee and other committees and work groups as needed.
- 7120 Maintained the FY22 UPWP and developed amendments as needed to account for new emphasis on work tasks and priorities. Consulted with member governments and partners to ensure work was being performed as needed.

### Task 7200 General Development & Comprehensive Planning

- 7210 Continued evolution of the Public Engagement Plan to allow RRTPO to be flexible in how stakeholders can participate in the planning practice with emphasis on virtual engagement during the COVID-19 pandemic and how to best continue a variety of opportunities as COVID restrictions eased. Strengthened the role of CTAC and its ability to advise other RRTPO committees and the general public. Shifted approach to public engagement on www.planrva.org and continued to embrace the use of ESRI Storymaps to communicate project work. Supported Senior Connections and other human service transportation providers to better engage their constituents.
- 7220 Worked with regional partners to provide resources and support in the development of the Central Virginia Transportation Authority. Participated virtually in professional organizations and societies including the American Planning Association, National Association of Regional Councils, Association of MPOs, National Association of Development Organizations, Consortium for Scenario Planning, Intelligent Transportation Society of Virginia, and others to advance staff engagement and knowledge of best practices. Worked with VDOT and partner organizations to research and advance understanding of Connected and Autonomous Vehicles and their impact on regional travel. Partnered on STARS studies, IMR reports, and arterial management plans.

- 7230 Developed a process to unify consultant contracting and RFP procedures. Worked to provide staff with tools and education for remote work and coordination with partners and constituents.

### Task 7300 Long-Range Transportation Planning

- 7310 Shepherded the ConnectRVA 2045 LRTP process to achieve adoption on October 4, 2021. Guided the Advisory Committee (AC) to oversee the development of the plan, ConnectRVA 2045. Finalized process for project prioritization and developed metrics and performance measures. Worked with consultant to develop unique accessibility and land use tools to integrate into the regional travel demand model. Developed specific GIS tools to measure equity and enivornmental justice impacts of projects prior to project selection. Developed and refined the Universe of Projects to define the entirety of projects considered regionally significant and elgibile for inclusion in ConnectRVA 2045. Developed scoring, benefit/cost analysis, and recommended ranking of projects for inclusion in the financially constrained project list. Fully developed opportunities for public engagement and feedback on the planning process, including roughly 1,000 comments on the Universe of Projects and two surveys through Metroquest to develop the Vision, Goals, and Objectives of the plan and to inform the advisory committee on preferences for funding of the plan and its modal elements.

- 7320 Developed next phase of Richmond Tri-Cities (RTC) model update with consultant. Continued work on development of economic and land use models for use in scenario planning for FY 23.

- 7330 Continued coordination with GRTC and CVTA on developing the regional transit plan. Created and supported a Regional Public Transportation Work Group to focus on regional transit needs. Worked with GRTC to scope a detailed analysis of the N-S BRT corridor.

- 7340 Completed BikePedRVA 2045, a full update to the 2004 bicycle pedestrian plan and component of *ConnectRVA 2045*. Incorporated an expanded public outreach campaign and equity considerations in the development and completion of the plan. Fully supported development of the Fall Line. Led CVTA effort to commit $104M in regional funding to the implementation of the Fall Line. Staffed Fall Line work group and supported regional Fall Line design committee. Continued efforts to secure additional funding and design. Maintained Active Transportation Work Group (ATWG). Actively participated with regional East Coast Greenway (ECG) partners to continue trail development.

- 7350 Continued development of a resilience component for *ConnectRVA 2045*. Included resilience as a major component of the scenario planning tools in development. Hired a full-time resilience planner to lead these increasingly important efforts.

### Task 7400 Short-Range Transportation Planning

- 7410 Completed first-ever Regional Transportation Safety Plan. Developed dashboards and datasets to communicate safety issues and trends for all nine RRTPO member jurisdictions. Maintained Congestion Management Process data and reporting.

Developed visualizations and a storymap to explain performance measures and trends to elected officials and the public. Continued supporting a RRTPO Vision Zero Workgroup. Submitted safety measures for Federal performance measures.

- 7420 Supported regional development of Smart Scale applications for Round Five. Worked directly with VDOT/OIPI to prepare applications. Supported CVTA project application, scoring, and ranking process and provided on-demand analysis and recommendations. Developed funding scenarios for consideration by the Authority. Maintained the current TIP and worked with partners to perform adjustments and amendments in a timely manner. Administered the RSTBG/CMAQ/TA project process. Successfully implemented complete revision and improvement of guidelines, policies, and processes for the RSTP/CMAQ guidance and supported the RSTP/CMAQ guidelines work group.
- 7430 Supported Staples Mill Small Area Plan and I-95 / Richmond Marine Terminal / Commerce Corridor Access study. Performed internal audit of freight program and began the process of prioritizing staff focus areas for FY23.

*TABLE 1. Planning Factors and Task Matrix*

| RRTPO FY23 UNIFIED PLANNING WORK PROGRAM | PLANNING FACTORS | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| PROJECT TASKS | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | Economic | Safety | Security | Accessibility | Environment | Connectivity | Management | Preservation | Storm Water | Tourism |
| **7100 PROGRAM SUPPORT AND ADMINISTRATION** | | | | | | | | | | |
| Task 7110 Program Management | X | X | | X | | X | X | | | |
| Task 7120 UPWP, Budget and Contract Administration | X | X | | X | | X | X | | | |
| **7200 GENERAL DEVELOPMENT & COMPREHENSIVE PLANNING** | | | | | | | | | | |
| Task 7210 Public Outreach & Equity Analysis | | | X | X | X | | | | | X |
| Task 7230 Special Planning Efforts | X | X | X | X | X | X | X | | | X |
| Task 7240 Contingency Funding | | | X | X | X | X | X | | | |
| **7300 LONG-RANGE TRANSPORTATION PLANNING** | | | | | | | | | | |
| Task 7310 Long-Range Transportation Plan | X | X | X | X | X | X | X | X | X | X |
| Task 7315 Scenario Planning | X | X | X | X | X | X | X | X | X | X |
| Task 7320 Travel Demand Modeling & Emissions Analysis | X | X | | X | X | X | X | X | | |
| Task 7330 Transit | X | X | X | X | X | X | X | X | X | X |
| Task 7340 Active Transportation: Bicycle & Pedestrian | X | X | X | X | X | X | X | X | X | X |
| **7400 SHORT-RANGE TRANSPORTATION PLANNING** | | | | | | | | | | |
| Task 7410 Performance Based Transportation Planning | X | X | X | X | X | X | X | X | X | X |
| Task 7420 Financial Programming / Transportation Improvement Program | X | X | X | X | X | X | X | X | X | X |
| Task 7430 Rail, Freight and Intermodal Planning | X | X | X | X | X | X | X | X | X | X |

# FISCAL YEAR 2023 PROJECT TASK DESCRIPTIONS

RRTPO planning activities are divided into four major planning categories taken from the Federal Transit Act, Section 5303, Metropolitan Planning Program. Funding sources for planning activities include a combination of federal transit and highway programs.

The following pages describe each task, including its purpose, agency or agencies responsible for carrying out the work, and expected results.

Table 2 lists the projects, tasks, and total cost budgeted for each project. For details, see the individual task descriptions beginning on the next page, and the FY 2023 RRTPO Budget, beginning on page 28.

*TABLE 2. PROJECT CATEGORIES AND TASK BUDGET*

| Task Number | Title | Total Budgeted Amount |
|---|---|---|
| **7100** | **PROGRAM SUPPORT & ADMINISTRATION** | **$244,000** |
| 7110 | Program Management | |
| 7120 | UPWP, Budget and Contract Administration | |
| **7200** | **EQUITY, OUTREACH & COMPREHENSIVE PLANNING** | **$972,566** |
| 7210 | Public Outreach & Equity Analysis | |
| 7220 | Special Planning Efforts | |
| 7230 | Contingency Funding | |
| **7300** | **LONG-RANGE TRANSPORTATION PLANNING** | **$1,637,000** |
| 7310 | Long-Range Transportation Plan | |
| 7315 | Scenario Planning | |
| 7320 | Travel Demand Modeling & Emissions Analysis | |
| 7330 | Transit | |
| 7340 | Active Transportation: Bicycle & Pedestrian | |
| 7350 | System Resilience Plan | |
| **7400** | **SHORT-RANGE TRANSPORTATION PLANNING** | **$501,000** |
| 7410 | Performance Based Transportation Planning | |
| 7420 | Financial Programming / Transportation Improvement Program | |
| 7430 | Rail, Freight & Intermodal Planning | |

# 7100 PROGRAM SUPPORT AND ADMINISTRATION

## Task 7110 Program Management

### Purpose:

1. Support the planning process and provide contract administration for federal, state, and other funding programs as appropriate.
2. Support Policy Board, Technical Advisory Committee (TAC), Community Transportation Advisory Committee (CTAC) & subcommittee meetings.

### Method:

Major work activities within this task include: developing agendas, minutes, mailings, work status reports, program management and administration; federal/state program requirements and review of related legislation; and computer program support.

PlanRVA staff serves as lead staff for RRTPO program administration with VDOT Richmond District providing support through its partnership on committees and work groups, processing quarterly bills and other requisitions, and conducting various other technical and administration support activities. VDOT State Planning & Research (SPR) funds programmed under UPWP task 7110 provides for VDOT Richmond District support on all RRTPO work tasks.

| ***7110 Expected Results/Product:*** | ***Anticipated Completion Schedule:*** |
|---|---|
| **RRTPO** | |
| 1. Maintenance and administration of the program | Ongoing |
| 2. Maintain current information on regional plans and programs | Ongoing |
| 3. Coordinate consultant-related activities | As Needed |
| 4. Coordinate special meetings including the RRTPO Transportation Forum | As Needed |
| 5. Coordinate and fulfill interagency review and information requests | As Needed |
| **VDOT** | |
| 1. Provide technical assistance to the RRTPO, member governments, and other agencies | As Needed |
| 2. Provide review and guidance related to RRTPO planning and programming requirements and assistance addressing federal requirements | Ongoing |

# 7100 PROGRAM SUPPORT AND ADMINISTRATION

## Task 7120 UPWP, Budget and Contract Administration

### Purpose:

1. Develop and maintain the Unified Planning Work Program.
2. Develop time allocations, budgets, and funding scenarios to support UPWP deployment.

### Method:

PlanRVA staff will cooperatively develop and administer the UPWP, and coordinate RRTPO planning activities and committee meetings in compliance with UPWP funding agencies. This work effort also supports the RRTPO program by providing legal and other financial services related to the RRTPO program.

This task provides for maintenance of the adopted UPWP and annual development of the RRTPO work program for the upcoming fiscal year. Work in this task includes development of time allocations, budgets, and funding to support the task descriptions. The UPWP also identifies the region's planning priorities, documents cooperation between the RRTPO and Tri-Cities Area MPO on various work activities and notes non-RRTPO transportation study activities funded by FTA as informational items.

| ***7120 Expected Results/Product:*** | ***Anticipated Completion Schedule:*** |
|---|---|
| **RRTPO** | |
| 1. Administer RRTPO FY 2023 UPWP | Ongoing |
| 2. Prepare FY22 UPWP amendments for year end funds transfer | October 2022 |
| 3. Work with member governments to prepare grant applications supporting the UPWP | As Needed |
| 4. Communicate UPWP activities to the public through CTAC and outreach methods identified in Task 7210 and the RRTPO Public Engagement Plan | Ongoing |
| 5. Coordinate review of and fulfill information requests | As Needed |
| 6. Provide regular progress updates to VDOT and DRPT | Ongoing |
| 7. Provide review and guidance related to RRTPO planning and programming requirements and assistance addressing federal requirements | Ongoing |

# 7200 GENERAL DEVELOPMENT & COMPREHENSIVE PLANNING

## Task 7210 Public Outreach & Equity Analysis

### Purpose:

1) Actively engage stakeholders and the general public with information regarding RRTPO activities and current issues in metropolitan transportation planning.

2) Encourage and document citizen engagement in the development of RRTPO transportation plans, programs and policies via the approved PlanRVA Public Engagement Plan, Title VI Plan, and associated policies and procedures.

### Method:

This work effort supports the development of a functional and viable community engagement program, which creates a "citizen planner" role for the public on transportation issues and encourages public input to the transportation planning and programming process.

The RRTPO organization includes a standing Community Transportation Advisory Committee (CTAC) appointed by the RRTPO policy board. The CTAC membership includes representation from all the RRTPO local jurisdictions and community organizations, including a focus on seniors, individuals with disabilities, persons with low income and all persons that are transportation disadvantaged. Engagement with CTAC provides an opportunity for citizen and interested party input to inform and advise the RRTPO on plans, studies, issues, and other matters related to the planning of transportation systems and services.

In addition to supporting CTAC and the work groups, the RRTPO encourages community engagement for each of its work products, including the Long-Range Transportation Plan, Regional Bicycle and Pedestrian Plan, and other current plans and studies. There are various ways to get involved, including the PlanRVA website, open meetings, community events, and other methods outlined in the RRTPO Public Engagement Plan.

| ***7210 Expected Results/Product:*** | ***Anticipated Completion Schedule:*** |
|---|---|
| **RRTPO** | |
| **1. Work to ensure equitable opportunities for all people to participate in the work of PlanRVA and RRTPO.** | Ongoing |
| 2. Revise & update RRTPO Public Engagement Plan to include best practices | As Needed |
| 3. Actively engage the community on plans and programs related to RRTPO | Ongoing |
| 4. Support CTAC, TAC, LRTP Advisory Committee, Public Transportation Work Group, Active Transportation Work Group, and Vision Zero Work Group | Ongoing |
| 5. Maintain PlanRVA website and project pages including storymaps | Ongoing/As Needed |

| | |
|---|---|
| 6. Serve as a resource to VDOT & DRPT to enhance participation by elderly, disabled, and low-income populations in transportation plans | As Needed |
| 7. Support Senior Connections as a partner in developing regional coordination services as described in the RRTPO Needs and Gaps Assessment of the Transportation Disadvantaged report | Ongoing |
| 8. Update and revise MOAs and committee bylaws | As Needed |
| 9. Implement/administer any changes to the MPO organization structure, as needed | As Needed |
| **VDOT** | |
| 1. Support PlanRVA efforts to engage regional stakeholders and the general public | Ongoing |
| **DRPT** | |
| 1. Encourage and participate in PlanRVA efforts to raise awareness of transit improvement projects | Ongoing |

# 7200 GENERAL DEVELOPMENT & COMPREHENSIVE PLANNING

## Task 7220 Special Planning Efforts

### Purpose:

1) Participate in and provide technical support to special planning efforts or studies in the region that are related to or impact transportation planning, system performance and financial programming as determined by the RRTPO Secretary.

### Method:

PlanRVA staff will work closely with member governments and partner agencies to complete additional studies and plans that help to advance the transportation plans of the region, including but not limited to collaborative strategic planning, economic development, land use analysis, tourism planning, regional and megaregional partnerships, financial competitiveness studies, and professional advancement.

| ***7220 Expected Results/Product:*** | ***Anticipated Completion Schedule:*** |
|---|---|
| **RRTPO** | |
| 1. Central Virginia Transportation Authority – Serve as a resource to assist the CVTA in establishing transportation plans and funding priorities for projects in the region. | Ongoing |
| 2. Professional leadership and advancement – work to be an active participant and leader in various professional organizations like the Virginia Association of MPOs, National Association of Regional Councils, Association of Metropolitan Planning Organizations, Transportation Research Board, ITSVA, American Planning Association, etc. | Ongoing |
| 3. National Best Practices – Spread the word about work that PlanRVA is doing by attending and presenting at local, state, and national conferences. | Ongoing |
| 4. Automated and Connected Vehicle Technology – Continue to work with VDOT and other partners to study and advance innovative technologies to support regional transportation mobility and accessibility | Ongoing |
| 5. Actively participate in VDOT or locality-led regional transportation studies like STARS, Arterial Management Plans, IMRs and IMJs as well as responding to data requests | As Needed |

# 7200 GENERAL DEVELOPMENT & COMPREHENSIVE PLANNING

## Task 7230 Contingency Funding

### Purpose:

1) Provide additional support for new and unforeseen activities.

### Method:

Financially support unforeseen activities related to community engagement, staffing, consultant contracts, or other activities associated with UPWP tasks. This item may also be used for funding new UPWP tasks that may be approved by the RRTPO Policy Board during the fiscal year

| ***7230 Expected Results/Product:*** | ***Anticipated Completion Schedule:*** |
|---|---|
| **RRTPO** | |
| 1. Staffing or administrative tasks as appropriate to actively pursue and complete projects developed under the UPWP | As Needed |
| 2. Consultant contracts to address needs or other projects as developed during the fiscal year | As Needed |
| 3. Additional public engagement as identified during the planning phases for project assignments | As Needed |
| 4. New UPWP tasks developed as part of a needs assessment during the fiscal year | As Needed |
| 5. Address unanticipated funding shortfalls and/or rescissions | As Needed |

# 7300 LONG-RANGE TRANSPORTATION PLANNING

## Task 7310 Long-Range Transportation Plan

### Purpose:

1) Develop a comprehensive future-reaching transportation plan to assess mobility and access needs of the Richmond region

### Method:

In accordance with RRTPO policy and applicable federal regulations, PlanRVA will coordinate and undertake various activities to update the Long-Range transportation plan in consultation and coordination with VDOT and DRPT staffs. The existing plan will be monitored and amended as necessary.

| ***7310 Expected Results/Product:*** | ***Anticipated Completion Schedule:*** |
|---|---|
| **RRTPO** | |
| 1. Update ConnectRVA 2045 as needed and work to implement it | Ongoing |
| 2. Work collectively with CVTA to identify candidate projects for implementation using *ConnectRVA 2045* | Ongoing |
| 3. Coordinate with VDOT and DRPT on Regional Performance Measures and their ongoing assessment | Ongoing |
| 4. Develop a comprehensive Scenario Planning process using *ConnectRVA 2045* that will inform the development of the next Long-Range Transportation Plan. This process will include community education, research, and data development during a multi-year process. | Throughout FY 2023 |
| **VDOT** | |
| 1. Support RRTPO in maintenance of *ConnectRVA 2045* and development of the scenario planning effort | Ongoing |
| 2. Consider the impact of recommendations from various studies on *ConnectRVA 2045*, in association with VDOT planning efforts | Ongoing |
| 3. Implement *VTrans* | Ongoing |
| **DRPT** | |
| 1. Support RRTPO in developing *ConnectRVA 2045* and scenario planning effort | Ongoing |
| 2. Review RVA Transit Vision Plan and other regional transit and mobility plans in coordination with GRTC planning efforts for consistency with *ConnectRVA 2045* targets | Ongoing |

# 7300 LONG-RANGE TRANSPORTATION PLANNING

## Task 7315 Scenario Planning

### Purpose:

1) Develop a multi-disciplinary future conditions prediction model using scenario planning

### Method:

In accordance with applicable federal regulations and accepted best practices, PlanRVA will coordinate and undertake various activities to develop a new scenario planning model. The model will be developed through open public education, engagement and equitable practices with a focus on broad consensus on outcomes.

| ***7315 Expected Results/Product:*** | ***Anticipated Completion Schedule:*** |
|---|---|
| **RRTPO** | |
| 1. Develop the scenario planning scope and timeline | April 2022 |
| 2. Identify steering committee and associated stakeholders | Spring/Summer 2022 |
| 3. Coordinate with VDOT, DRPT, and other partners on available data sources and cooperative use | Ongoing |
| 4. Develop a comprehensive Scenario Planning process that will inform the development of the next Long-Range Transportation Plan. This process will include community education, research, and data development during a multi-year planning process. | FY 2023 and beyond |
| **VDOT** | |
| 1. Support RRTPO in development of the scenario planning effort | Ongoing |
| 2. Evaluate the impact of scenario planning outcomes on VDOT long-term planning efforts | Ongoing |
| **DRPT** | |
| 1. Support RRTPO in developing scenario planning effort | Ongoing |
| 2. Evaluate the impact of scenario planning outcomes on DRPT long-term planning efforts | Ongoing |

# 7300 LONG-RANGE TRANSPORTATION PLANNING

## Task 7320 Travel Demand Modeling & Emissions Analysis

### Purpose:

1) Simulate existing and future travel demand.
2) Effectively model, analyze, and document multi-modal transportation networks.
3) Estimate on-road motor-vehicle emissions, as needed.
4) Develop new methods for performing scenario analysis and planning

### Method:

PlanRVA and VDOT will cooperatively utilize the Richmond / Tri-Cities (RTC) travel demand model; prepare, analyze and document network-based travel forecasts, as needed; and undergo training in the use of travel demand modeling and emissions analysis tools. PlanRVA will utilize the Replica model platform to develop alternative analyses and investigations into future conditions and impacts of transportation decision-making.

| ***7320 Expected Results/Product:*** | ***Anticipated Completion Schedule:*** |
|---|---|
| **RRTPO** | |
| 1. Maintain and implement the RRTPO Travel Demand Model | Ongoing |
| 2. Provide forecasts for regional studies | Ongoing/As Requested |
| 3. Develop scenario planning platform and tools necessary to investigate future impacts from transportation investment. Ensure compatibility of output from Cube™ for use with scenario planning tools and other platforms such as Replica | Ongoing |
| 4. Continue work on update of the RRTPO Travel Demand Model and related sub-models for use in scenario planning | Ongoing |
| 5. Consult and cooperate with member governments, VDOT, Tri-Cities MPO, and other groups to develop use opportunities for the Travel Demand Model in small-area, corridor, and other types of local planning efforts | Ongoing/As Needed |
| **VDOT** | |
| 1. Assist with maintenance/implementation of the RRTPO Travel Demand Model and provide inputs for regional air quality analysis | Ongoing |
| **DRPT** | |
| 1. Coordinate with RRTPO and VDOT to incorporate current transit data and forecasts into the Travel Demand Model | Ongoing/As Needed |

# 7300 LONG-RANGE TRANSPORTATION PLANNING

## Task 7330 Transit

### Purpose:

1) Identify opportunities to enhance and increase connectivity to transit across the Richmond region.

2) Advance the coordination of transportation services for all people in the Richmond region with focus through an equity lense on disadvantaged and environmental justice populations.

### Method:

PlanRVA staff will support the implementation of the Transit Vision Plan (Near-term Technical Analysis), including support for GRTC in pursuit of shovel-ready projects and grant opportunities. PlanRVA will also support the state designated Area Agency on Aging in the maintenance of a plan to coordinate regional transportation services meeting the needs of disadvantaged populations.

| ***7330 Expected Results/Product:*** | ***Anticipated Completion Schedule:*** |
|---|---|
| **RRTPO** | |
| 1. Support implementation of the Greater RVA Transit Vision Plan | Ongoing |
| 2. Support the implementation of the Coordinated Human Services Mobility Plan | Ongoing |
| 3. Support the development of regional priorities for transit through staff support of the Central Virginia Transportation Authority. | Ongoing |
| 4. Coordinate Transportation Demand Management processes and policies to improve congestion levels, influence travel demand and improve system efficiency. Particular emphasis on this program will be in partnership with Ridefinders. | Ongoing |
| 5. Coordinate with Greater Richmond Transit Company (GRTC) to improve service to the region, including assistance with GRTC planning and visioning through its TDP and related efforts | Ongoing |
| **GRTC** | |
| 1. Solicit support and technical assistance from PlanRVA staff for annual development of a plan for regional public transportation within Planning District 15 | Ongoing |
| **DRPT** | |
| 1. Solicit support & technical assistance from PlanRVA staff on implementation plans for the Greater RVA Transit Vision Plan | Ongoing |

# 7300 LONG-RANGE TRANSPORTATION PLANNING

## Task 7340 Active Transportation: Bicycle & Pedestrian

### Purpose:

1) Plan for all modes of travel, including bicycle and pedestrian facilities connection home, work, and school.

2) Provide a forum for regional conversation regarding active transportation and community health.

### Method:

The RRTPO is responsible for planning all modes of transportation including connecting accessible pedestrian facilities and bicycle facilities. This task provides oversight for the regional bicycle & pedestrian plan and pledges RRTPO support for area groups, organizations, and local governments to advance bicycle and pedestrian studies, programs, and projects.

| ***7340 Expected Results/Product:*** | ***Anticipated Completion Schedule:*** |
|---|---|
| **RRTPO** | |
| 1. Work with partners to identify needed non-motorized improvements as part of a larger connectivity strategy with the regional transportation network | Ongoing |
| 2. Coordinate and facilitate regional conversations on the alignment of the East Coast Greenway | Ongoing |
| 3. Support the development of the Fall Line network and provide technical assistance | Ongoing |
| 4. Develop integrated components of *ConnectRVA 2045* dedicated to improving bicycle and pedestrian connectivity | Ongoing |
| 5. Implement BikePedRVA 2045 | Ongoing |
| 6. Collect and synthesize performance data on nonmotorized travel as available | Ongoing |
| 7. Continue the work of the Active Transportation Work Group | Ongoing |
| 8. Work with member governments and state agencies to advance development of bicycle and pedestrian facilities | As Needed |
| **VDOT** | |
| 1. Include PlanRVA staff as technical resources for new and ongoing bicycle and pedestrian projects in the Richmond region | As needed |
| 2. Share counts and other performance metrics with PlanRVA staff for inclusion in plans and projects | Ongoing |

# 7300 LONG-RANGE TRANSPORTATION PLANNING

## Task 7350 System Resilience Plan

### Purpose:

1) Following guidance in the FAST Act, consider projects and strategies that will improve resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts on the transportation system as well as reduce the vulnerability of existing transportation infrastructure to natural disasters.

### Method:

Coordinate transportation planning with environmental partners, homeland security, disaster preparedness, and post-disaster redevelopment planning. Enhance the resiliency of the transportation system to withstand threats from man-made and natural disasters. Think long-term about how to function as a region when societal gathering patterns are disrupted by weather, disease, economic turmoil, or other regional factors.

| ***7350 Expected Results/Product:*** | ***Anticipated Completion Schedule:*** |
|---|---|
| **RRTPO** | |
| 1. Develop a system resilience analysis framework to complement *ConnectRVA 2045* | Ongoing |
| 2. Work with VDOT to develop a system for infrastructure assessment and prioritization | As Needed |
| 3. Develop a watershed-based digital flood tool that will provide current information on potential impacts and priority infrastructure needs | Ongoing |
| 4. Develop project prioritization metrics that reflect resilience and environmental factors of project development | Ongoing |
| **VDOT** | |
| 1. Collaborate with PlanRVA to develop a summary database of infrastructure vulnerability | Ongoing |

# 7400 SHORT-RANGE TRANSPORTATION PLANNING

## Task 7410 Performance Based Transportation Planning

### Purpose:

1) In conjunction with VDOT, establish and work towards meeting a defined set of performance measures and targets through planning and programming projects that contribute towards regional goals.

2) Assess progress towards meeting goals.

### Method:

PlanRVA staff will work with OIPI regarding the establishment of performance measures and targets, how Federal rules will be implemented, and will monitor established rules and any proposed changes. The RRTPO will work with FHWA, FTA, VDOT and DRPT to incorporate these new requirements into the RRTPO planning and programming process in the work program.

Develop tools and visualizations to communicate performance of the transportation network in a data-driven process. Incorporate new datasets when possible, including the FY22 adopted Regional Transportation Safety Plan.

The following products and work tasks help to meet and assess these requirements.

| ***7410 Expected Results/Product:*** | ***Anticipated Completion Schedule:*** |
|---|---|
| **RRTPO** | |
| 1. Safety - work with the RRTPO Vision Zero Workgroup to assess regional goals and to support and coordinate with local transportation safety organizations to better support improvement of traffic safety. | Ongoing |
| 2. Congestion Management Process – report on system reliability, such as bottlenecks and travel time data for all CMP designated roads; analysis of congested road segments for AM and PM travel time periods and identify strategies to improve or mitigate congestion. | Ongoing |
| 3. Congestion Management Process – analyze and report on accident data for all CMP network designated roads, plus those roads functionally classified as collector and above in the Richmond region | Ongoing |
| **VDOT** | |
| 1. Collaborate with PlanRVA staff to develop Intelligent Transportation Systems (ITS) projects and programs | As Needed |
| 2. Provide needed data to PlanRVA for use in developing CMP analysis and reporting | Ongoing |

# 7400 SHORT-RANGE TRANSPORTATION PLANNING

## Task 7420 Financial Programming / Transportation Improvement Program

### Purpose:

1) Cooperatively develop and publish the RRTPO Transportation Improvement Program (TIP)
2) Select TIP projects to be implemented.
3) Revise policies and procedures for TIP development, as needed.
4) Develop and manage evaluation and allocation of federal and state transportation funding.
5) Prepare status reports on previously authorized TIP projects.

### Method:

PlanRVA, VDOT, and DRPT staff will jointly consult and coordinate with each other and with the RRTPO Policy Board and advisory committees to maintain the TIP as needed; monitor authorized TIP projects; revise as needed the RRTPO policies and procedures for TIP development; manage the RSTBG/CMAQ/TAP grant process; and support the Central Virginia Transportation Authority.

| ***7420 Expected Results/Product:*** | ***Anticipated Completion Schedule:*** |
|---|---|
| **RRTPO** | |
| 1. Revise and improve the RSTBG/CMAQ Project Review, Selection, and Allocation process as needed | Ongoing |
| 2. Support financial analysis and consideration of project impacts for the Central Virginia Transportation Authority | Ongoing |
| 3. TIP Analysis and Maintenance | Ongoing |
| 4. Develop tools and metrics to assist in evaluation of regionally significant projects including cost-benefit scoring and funding scenarios | Ongoing |
| **VDOT** | |
| 1. Coordinate TIP project proposals for the State Highway System | Ongoing |
| 2. Provide estimates of Federal/State funds available for TIP projects | As Needed |
| 3. Coordinate with PlanRVA staff to develop funds allocation recommendations | Ongoing |
| **DRPT** | |
| 1. Coordinate transit TIP projects and amendments | As Needed |

# 7400 SHORT-RANGE TRANSPORTATION PLANNING

## Task 7430 Rail, Freight and Intermodal Planning

### Purpose:

1) Moving people and goods efficiently with environmentally beneficial impacts.

### Method:

In order for Richmond to compete in the efficient movements of goods and services in the coming years, the region will need to identify, develop and implement intermodal strategies which will provide good connectivity for passenger movement, transfer of rail shipments, improved rail access for local truck shipments, expanded opportunity for air cargo movement, and alternative options of importing and exporting regional cargoes, such as by barge to the Port of Virginia's Richmond Marine Terminal. By ensuring the continued performance of the regional transportation system, the prevention of environmental degradation, while encouraging and attracting economic opportunities, the RRTPO will be promoting a high quality of life for our region.

The regional planning process can support policies that advocate investments in the rail system such as extension of sidings, crossovers, signal upgrades or grade-separation of crossings which can improve the performance of the rail system to the benefit of both passenger and freight movements.

| ***7430 Expected Results/Product:*** | ***Anticipated Completion Schedule:*** |
|---|---|
| **RRTPO** | |
| 1. Support Staples Mill Station redesign and upgrades | December 2022 |
| 2. Freight corridor data development and analysis. Investigation of best applications for freight data to support economic development. | Ongoing |
| 3. Support implementation of I-95/RMT/Commerce Corridor Access Study | Ongoing |
| 4. Freight and Intermodal Work Group – evaluate demand and feasibility | Ongoing |
| 5. Richmond Area Rail Studies: Virginia State Rail Plan, Southeast High-Speed Rail (including DC2RVA: Washington to Richmond), Long Bridge / CSX plan – coordinate with DRPT on work activities | As Needed |

# FISCAL YEAR 2023 RRTPO STAFFING AND BUDGET

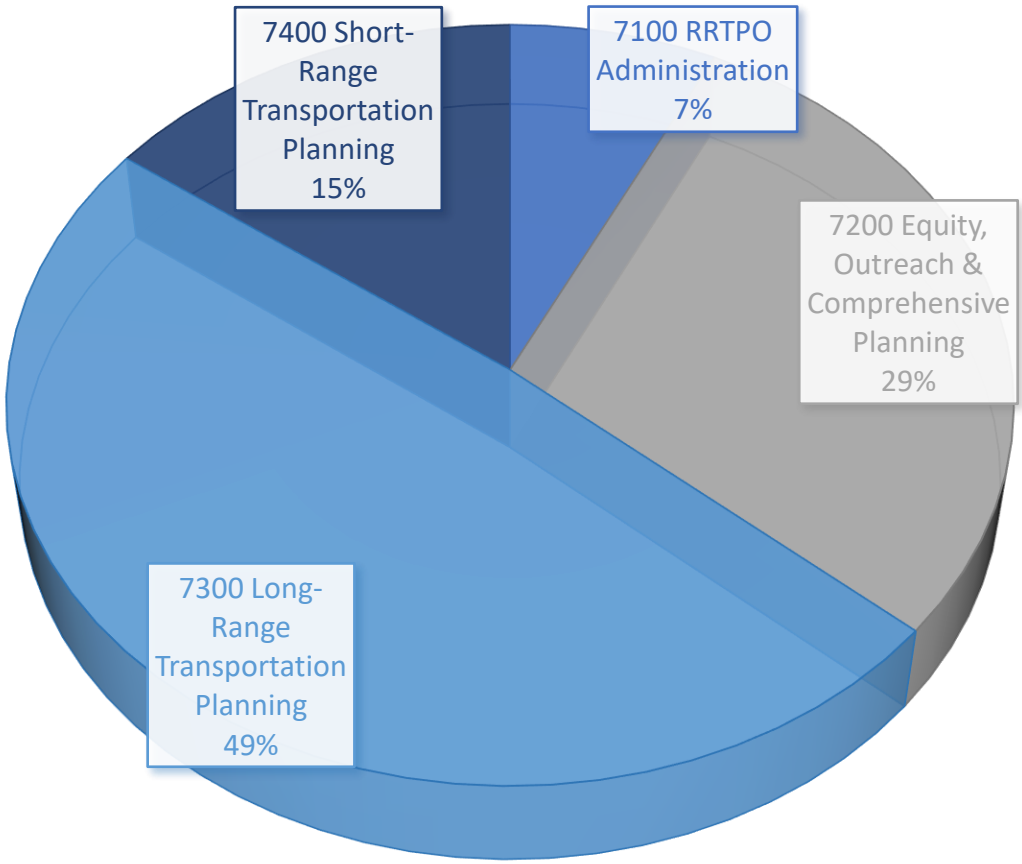
## RRTPO Staff Resources

Eleven personnel from PlanRVA are committed to full-time direct support of the tasks outlined in the FY 2023 RRTPO UPWP; another seven personnel are committed in part-time direct support. Additional personnel may be assigned to consultant-led work tasks.

Primary responsibility for the UPWP rests with PlanRVA staff. There are cases where other UPWP agencies are assigned primary responsibility for specific activities, as delineated in the task descriptions; PlanRVA will provide support for these activities. The PlanRVA Director of Transportation is responsible for overall program support and administration of RRTPO's work program tasks, as well as for interagency coordination with the other UPWP Agencies. Each staff person dedicated to direct support of the work program is charged with primary responsibility for accomplishing specific tasks or subtasks.

Figure 2 reflects the FY 2023 RRTPO budget by planning program project. On the following page, Table 3 details FY 2023 expenditures budgeted by PlanRVA on RRTPO planning projects or tasks described in this UPWP. For each planning project, total expenditures, type of fund, and federal/local matching amounts are identified.

### *FIGURE 2. FY 2023 TOTAL RRTPO BUDGET BY TASK*



## *TABLE 3. FY 2023 RRTPO Unified Planning Work Program*

| Work Task | FY 2023 RRTPO Budget | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | PL | | | | 5303 | | | | 5303 CO (1) | STBG (2) | GRAND TOTAL |
| | Federal | State | Local | Total | Federal | State | Local | Total | Total | | |
| 7110 MPO Prog Mgmt | $115,200 | $14,400 | $14,400 | $144,000 | $28,800 | $3,600 | $3,600 | $36,000 | | | $180,000 |
| 7120 UPWP Budget & Contracts | $40,960 | $5,120 | $5,120 | $51,200 | $10,240 | $1,280 | $1,280 | $12,800 | | | $64,000 |
| 7210 Public Outreach/ Equity Analysis | $176,000 | $22,000 | $22,000 | $220,000 | $0 | $0 | $0 | $0 | | | $220,000 |
| 7220 Special Planning Efforts | $176,800 | $22,100 | $22,100 | $221,000 | $0 | $0 | $0 | $0 | | | $221,000 |
| 7230 Contingency Funding | $67,799 | $8,475 | $8,475 | $84,749 | $92,742 | $11,593 | $11,593 | $115,928 | $330,889 | | $531,566 |
| 7310 Long Range Transp Pln | $22,400 | $2,800 | $2,800 | $28,000 | $0 | $0 | $0 | $0 | | | $28,000 |
| 7315 Scenario Planning | $269,728 | $33,716 | $33,716 | $337,160 | $67,432 | $8,429 | $8,429 | $84,290 | | $243,550 | $665,000 |
| 7320 Travel Demand Model | $58,880 | $7,360 | $7,360 | $73,600 | $14,720 | $1,840 | $1,840 | $18,400 | | $200,000 | $292,000 |
| 7330 Transit | $0 | $0 | $0 | $0 | $224,000 | $28,000 | $28,000 | $280,000 | | | $280,000 |
| 7340 Act Transp- Bike/Ped | $161,600 | $20,200 | $20,200 | $202,000 | $0 | $0 | $0 | $0 | | | $202,000 |
| 7350 System Resiliency | $136,000 | $17,000 | $17,000 | $170,000 | $0 | $0 | $0 | $0 | | | $170,000 |
| 7410 Perf Based Transp Plng | $55,578 | $6,947 | $6,947 | $69,472 | $12,422 | $1,553 | $1,553 | $15,528 | | | $85,000 |
| 7420 Financial Prog/TIP | $233,128 | $29,141 | $29,141 | $291,410 | $56,472 | $7,059 | $7,059 | $70,590 | | | $362,000 |
| 7430 Rail & Freight | $33,506 | $4,188 | $4,188 | $41,882 | $9,694 | $1,212 | $1,212 | $12,118 | | | $54,000 |
| TOTAL (3) ($) | $1,547,578.00 | $193,447.25 | $193,447.25 | $1,934,472.50 | $516,523 | $64,565 | $64,565 | $645,653 | $330,889 | $443,550 | $3,354,564.50 |

(1) FY22 5303 Carryover funds
(2) Previous specific STBG fund awards
(3) VDOT requires display of two decimal places for PL

# 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 |

# BYLAWS OF THE
# RICHMOND AREA METROPOLITAN PLANNING ORGANIZATION

**Ratified April 12, 1990**
**Amendments to June 28, 2018**
**Amendments to May 5, 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;

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.

| MEMBER | VOTES |
|---|---|
| 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 |
| **TOTAL VOTES** | 27 |

**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.

**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.

c. 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.

## 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.

## 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
Richmond Metropolitan Transportation Authority

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.

| **MEMBER** | **Appointees** |
|---|---|
| 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.

To the maximum extent possible, the at-large appointees should represent diverse 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.

**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, Section1; 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, Section1; 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.

16. Bylaws Amendment: The RRMPO Board acted to amend the Bylaws on May 5, 2022, to remove the prohibition of conducting meetings via electronic communications means in response to amendments to the Virginia Freedom of Information Act allowing regional public bodies to do so.

ADOPTED CALENDAR YEAR 2022
ADOPTED MAY 5, 2022

**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.

Back to TOC

# RICHMOND AREA METROPOLITAN PLANNING ORGANIZATION

## NON-BINDING GOVERNANCE GUIDANCE DOCUMENTS

Approved and Adopted June 28, 2018

MPO RESOLUTIONS: Establishing the Non-Binding Governance Guidance Documents


| | | |
|---|---|---|
| DOCUMENT 1: | MPO Policy Board Leadership Rotation | page 1 |
| DOCUMENT 2: | Meeting Attendance | page 2 |
| DOCUMENT 3: | Technical Advisory Committee Leadership Rotation | page 3 |
| DOCUMENT 4: | Community Transportation Advisory Committee Leadership Rotation | page 4 |
| DOCUMENT 5: | Member Appointment Resolution Template | page 5 |
| DOCUMENT 6: | Meeting Cancellation | page 6 |

Richmond Regional Planning District Commission — Metropolitan Planning Organization

Town of
Ashland
Counties of
Charles City
Chesterfield
Goochland
Hanover
Henrico
New Kent
Powhatan
City of
Richmond

**RRTPO AGENDA 6/28/18; ITEM II.**

**MPO BYLAWS: ESTABLISH NON-BINDING GOVERNING GUIDANCE DOCUMENTS, SECOND READING AND FINAL ACTION**

**Richmond Regional Transportation Planning Organization**

On motion of Angela Kelly-Wiecek, seconded by Manuel Alvarez, Jr., the Richmond Regional Transportation Planning Organization unanimously approved the following resolution:

**RESOLVED**, that the Richmond Area Metropolitan Planning Organization (MPO), generally referred to as the Richmond Regional Transportation Planning Organization or RRTPO, establishes the MPO Non-Binding Governance Guidance Documents record and approves the six Guidance Documents for MPO Policy Board, Technical Advisory Committee and Community Transportation Advisory Committee Leadership Rotation; Meeting Attendance; Membership Appointment Resolution Template; and Meeting Cancellation as submitted.

**BE IT FURTHER RESOLVED**, that the RRTPO authorizes the addition or modification of Guidance Documents to the MPO Non-Binding Governance Guidance Document record at its discretion following a simple majority vote of those present at any scheduled meeting with a quorum present.

**********

This is to certify that the Richmond Regional Transportation Planning Organization approved the above resolution at its meeting held June 28, 2018.

WITNESS:

Sharon E. Robeson
Program Assistant
Richmond Regional Planning
District Commission

BY:

Barbara Schoeb Nelson
Secretary
Richmond Regional Transportation
Planning Organization

9211 Forest Hill Avenue, Suite 200 • Richmond, Virginia 23235 • Telephone: (804) 323-2033 • Fax: (804) 323-2025
www.richmondregional.org

Richmond Regional Planning District Commission

Metropolitan Planning Organization

Town of
Ashland
Counties of
Charles City
Chesterfield
Goochland
Hanover
Henrico
New Kent
Powhatan
City of
Richmond

**RRTPO AGENDA 5/3/18; ITEM II.B.**

**MPO BYLAWS: ESTABLISH NON-BINDING GOVERNING GUIDANCE DOCUMENTS**

**Richmond Regional Transportation Planning Organization**

On motion of Patricia S. O'Bannon, seconded by James M. Holland, the Richmond Regional Transportation Planning Organization unanimously approved the following resolution:

**RESOLVED**, that the Richmond Area Metropolitan Planning Organization (MPO), generally referred to as the Richmond Regional Transportation Planning Organization or RRTPO, establishes the MPO Non-Binding Governance Guidance Documents record and approves the six Guidance Documents for MPO Policy Board, Technical Advisory Committee and Community Transportation Advisory Committee Leadership Rotation; Meeting Attendance; Membership Appointment Resolution Template; and Meeting Cancellation as submitted.

**BE IT FURTHER RESOLVED**, that the RRTPO authorizes the addition or modification of Guidance Documents to the MPO Non-Binding Governance Guidance Document record at its discretion following a simple majority vote of those present at any scheduled meeting with a quorum present.

**********

This is to certify that the Richmond Regional Transportation Planning Organization approved the above resolution at its meeting held May 3, 2018.

WITNESS:

Sharon E. Robeson
Program Assistant
Richmond Regional Planning
District Commission

BY:

Barbara Schoeb Nelson
Secretary
Richmond Regional Transportation
Planning Organization

9211 Forest Hill Avenue, Suite 200 • Richmond, Virginia 23235 • Telephone: (804) 323-2033 • Fax: (804) 323-2025
www.richmondregional.org

# RICHMOND AREA METROPOLITAN PLANNING ORGANIZATION

## NON-BINDING GOVERNANCE

## GUIDANCE DOCUMENT #1

## MPO Policy Board Leadership Rotation

**Approved and Adopted**
**June 28, 2018**

In order to facilitate a regular and orderly rotation of leadership of the MPO policy board among the representatives of the member jurisdictions, the MPO Chairmanship may be rotated among the representatives from the respective jurisdictions in the order presented below. The MPO Vice Chairman may be from the jurisdiction following that of the MPO Chairman.

Goochland County
Hanover County
Chesterfield County
City of Richmond
Henrico County
Town of Ashland
Charles City County
New Kent County
Powhatan County

**RICHMOND AREA METROPOLITAN PLANNING ORGANIZATION**

**NON-BINDING GOVERNANCE**

**GUIDANCE DOCUMENT #2**

**Meeting Attendance**

**Approved and Adopted**
**June 28, 2018**

Whenever any voting member fails to attend or send an alternate to three (3) consecutive MPO meetings without good reason, the Chairman or Secretary of the MPO shall inquire as to the cause of the absence and, if appropriate, inquire of the appointing authority if the delinquent member is to remain a representative on the MPO.

**RICHMOND AREA METROPOLITAN PLANNING ORGANIZATION**

**NON-BINDING GOVERNANCE**

**GUIDANCE DOCUMENT #3**

**Technical Advisory Committee Leadership Rotation**

**Approved and Adopted**
**June 28, 2018**

In order to facilitate a regular and orderly rotation of leadership of the Technical Advisory Committee (TAC) among the representatives of the member jurisdictions, the TAC Chairmanship may be elected pursuant to the order listed below. The TAC Vice Chairman may be elected by the TAC from the jurisdiction following that of the TAC Chairman. Terms of the Chairman and Vice Chairman shall be one year from July 1 to June 30.

City of Richmond
Goochland County
Powhatan County
Chesterfield County
Town of Ashland
New Kent County
Henrico County
Hanover County
Charles City County

# RICHMOND AREA METROPOLITAN PLANNING ORGANIZATION

## NON-BINDING GOVERNANCE

## GUIDANCE DOCUMENT #4

## Community Transportation Advisory Committee Leadership Rotation

**Approved and Adopted**
**June 28, 2018**

In order to facilitate a regular and orderly rotation of leadership of the Community Transportation Advisory Committee (CTAC) among the representatives of the member jurisdictions, the CTAC Chairmanship may be elected pursuant to the order listed below. The CTAC Vice Chairman may be elected by the CTAC from the jurisdiction following that of the CTAC Chairman. Terms of the Chairman and Vice Chairman shall be one year from July 1 to June 30.

Hanover County
Henrico County
Charles City County
Chesterfield County
Goochland County
Town of Ashland
New Kent County
City of Richmond
Powhatan County

In the event that a jurisdictional representative is unable to serve as CTAC Chairman or CTAC Vice Chairman when required by the rotational schedule, the MPO Chairman shall appoint a Chairman or Vice Chairman for CTAC for that term.

**RICHMOND AREA METROPOLITAN PLANNING ORGANIZATION**

**NON-BINDING GOVERNANCE**

**GUIDANCE DOCUMENT #5**

**Membership Appointment Resolution Template**

**Approved and Adopted**
**June 28, 2018**

**RESOLUTION OF THE [GOVERNING BODY] OF THE [TOWN/CITY/COUNTY]**

**WHEREAS**, the [Town/City/County] is a member organization of the Richmond Regional Transportation Planning Organization (RRTPO); and

**WHEREAS**, the RRTPO policy board is composed of local elected officials and officials of public agencies; and

**WHEREAS**, pursuant to Article III, Section 2 of the RRTPO Bylaws, the [Town/City/County] is required to appoint local officials to serve as authorized representatives; and

**WHEREAS**, the [Governing Body] of the [Town/City/County] desires to appoint [name of individuals] to the RRTPO for [term]; and

**WHEREAS**, each authorized representative is entitled to [number of votes]; and

**WHEREAS**, pursuant to Article III, Section 1 of the Bylaws, the [Board/Council] also designates [name of individual(s) equal to number of regular representatives] as an alternate to serve in place of an absent representative;

**NOW, THEREFORE, BE IT RESOLVED**, by the [Board/Council] of [Town/City/County] as follows:

1. The [Board, Council] desires to appoint [list names of appointees] and each representative will have [number of votes].
2. The [Board/Council] appoints [names of alternates] to serve as an alternate in place of an absent representative.

Adopted:

_____ _____
Chairman/Mayor

Attest:

_____
County/City Manager

# RICHMOND AREA METROPOLITAN PLANNING ORGANIZATION

## MEETING CANCELATION POLICY

## GUIDANCE DOCUMENT #6

**Approved and Adopted**
**June 28, 2018**

### Meeting Cancelation Policy

In the event of inclement weather or other event constituting an emergency, staff will contact the MPO Chairman to make a determination on cancelation of the MPO meeting. An MPO meeting may be canceled if:

- the meeting place is closed;
- driving is likely to be hazardous; or
- attendance is likely to be below the requirements for a quorum.

The Richmond Regional Planning District Commission follows the State of Virginia Employee emergency closing schedule for inclement weather. Additionally, at the discretion of the MPO Chairman in consultation with staff, an MPO meeting may be canceled for other cause.

### Notification of Cancelation

Every effort will be made to notify members and other potential attendees, as appropriate, of the determined MPO meeting cancellation. Notification methods may include the following, as possible:

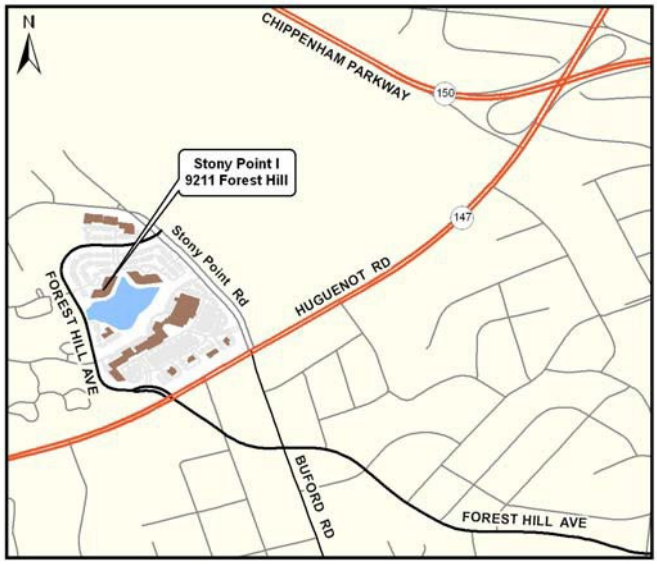
- An e-mail notification will be sent to all MPO members and alternate members.
- Telephone calls will be made to persons without e-mail.
- The closing will be posted on the website (www.richmondregional.org).
- The RRPDC recorded telephone answering message will include RRPDC office closing or late opening information.
- The State of Virginia Employee emergency closing schedule will be listed on the WWBT Channel 12 website.

# Directions to PlanRVA

**9211 Forest Hill Avenue**
**Suite 200**
**Richmond, VA 23235**

**Phone 804-323-2033**

**www.PlanRVA.org**




**FROM:**

**The North—** (1 toll)

Take I-95 south to exit 79 (I-195/I-64 west); stay in the left lane for exit to I-195. Remain on I-195 south to Powhite Parkway south (VA 76). After the tollbooth, (**do not use the express toll lanes***) take the exit to Chippenham Parkway north (VA 150). Exit off of Chippenham Parkway to Huguenot Road (VA 147) and make a left at the traffic light onto Huguenot Road. At the third traffic light on Huguenot, turn right onto Forest Hill Avenue. You will see a lake on the right; turn into the parking lot and continue to the first building on the right (9211 Forest Hill Avenue).

**The South—**

Take I-95 north to exit 67 (Chippenham Parkway/VA 150). Go north on Chippenham Parkway to the Huguenot Road exit (VA 147) and turn left at the traffic light onto Huguenot Road. At the third traffic light on Huguenot, turn right onto Forest Hill Avenue. You will see a lake on the right; turn into the parking lot and continue to the first building on the right (9211 Forest Hill Avenue).

**The West—** (1 toll)

Take I-64 east to exit 186 (I-195 south) to Powhite Parkway south (VA 76). After the tollbooth, (**do not use the express toll lanes***) take the exit to Chippenham Parkway north (VA 150). Exit off of Chippenham Parkway to Huguenot Road (VA 147) and turn left at the traffic light on Huguenot Road. At the third traffic light on Huguenot, turn right onto Forest Hill Avenue. You will see a lake on the right; turn into the parking lot and continue to the first building on the right (9211 Forest Hill Avenue).

**The East—** (2 tolls)

Take I-64 west and exit onto I-95 south. Take exit 74A (Downtown Expressway/VA 195). After the tollbooth, take Powhite Parkway south (VA 76). After the next tollbooth, (**do not use the express toll lanes***) take the exit to Chippenham Parkway north (VA 150). Exit off of Chippenham Parkway to Huguenot Road (VA 147) and turn left at the traffic light on Huguenot Road. At the third traffic light on Huguenot, turn right onto Forest Hill Avenue. You will see a lake on the right; turn into the parking lot and continue to the first building on the right (9211 Forest Hill Avenue).

**Route 60—**

Take Midlothian Turnpike (Route 60) to the intersection of Huguenot Road and Midlothian Turnpike and turn north onto Huguenot Road. Proceed approximately 4 miles and turn left on Forest Hill Avenue. You will see a lake on the right; turn into the parking lot and continue to the first building on the right (9211 Forest Hill Avenue).

## Route 6—

Take Patterson Avenue to the intersection of Patterson Avenue and Parham Road. Turn South on Parham Road . Parham Road becomes Chippenham Parkway before crossing the James River. Continue on Chippenham Parkway to the Huguenot Road exit; turn right at the traffic light onto Huguenot Road. At the second traffic light on Huguenot, turn right onto Forest Hill Avenue. You will see a lake on the right; turn into the parking lot and continue to the first building on the right (9211 Forest Hill Avenue).

*** If you use the express lanes at the tollbooth** you will not be able to take the Chippenham Parkway exit. Take the Jahnke Road 686 West exit instead. This will bring you to Buford Road. At that light take a right. At the next light turn left onto Forest Hill Ave. After you cross Huguenot Road you will see a lake on the right; turn into the parking lot and continue to the first building on the right (9211 Forest Hill Avenue).

## 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 |

## CENTRAL VIRGINIA TRANSPORTATION AUTHORITY (CVTA) MEMBERSHIP FY23

## JURISDICTION (NUMBER OF VOTES)

| Town of Ashland (1) | |
|---|---|
| **Authority Member** | **Designee** |
| Mr. John H. Hodges<br>Vice Mayor<br>804-798-1256<br>jhodges@ashlandva.gov | Mr. Daniel McGraw<br>Town Council Member<br>804-647-9958<br>dmcgraw@ashlandva.gov |

| Charles City County (1) | |
|---|---|
| **Authority Member** | **Designee** |
| Mr. Byron M. Adkins, Sr.<br>District 3<br>Board of Supervisors<br>badkins@co.charles-city.va.us | Ms. Rhonda Russell<br>Assistant County Administrator<br>804-652-4707<br>rrussell@co.charles-city.va.us |

| Chesterfield County (4) | |
|---|---|
| **Authority Member** | **Designee** |
| Mr. Kevin P. Carroll, **FY23 Chair**<br>Matoaca District<br>Board of Supervisors<br>804-768-7400<br>carrollkevin@chesterfield.gov | Mr. Christopher Winslow<br>Clover Hill District, Board of Supervisors<br>804-768-7396<br>winslowc@chesterfield.gov |

| Goochland County (2) | |
|---|---|
| **Authority Member** | **Designee** |
| Mr. Neil Spoonhower<br>District 2<br>Board of Supervisors<br>804-316-5584<br>nspoonhower@goochlandva.us | Ms. Susan F. Lascolette<br>District 1<br>Board of Supervisors<br>804-338-3843<br>susanl@goochlandva.us |

| Hanover County (3) | |
|---|---|
| **Authority Member** | **Designee** |
| Mr. W. Canova Peterson, IV<br>Mechanicsville District<br>Board of Supervisors<br>804-746-8139<br>wcpeterson@hanovercounty.gov | Mr. Sean M. Davis<br>Henry District<br>Board of Supervisors<br>804-746-5648<br>smdavis@hanovercounty.gov |

| Henrico County (4) | |
|---|---|
| **Authority Member** | **Designee** |
| Mr. Frank J. Thornton<br>Fairfield District<br>Board of Supervisors<br>804-501-4208<br>fairfield@henrico.us | Ms. Patricia S. O'Bannon<br>Tuckahoe District<br>Board of Supervisors<br>804-501-4208<br>tuckahoe@henrico.us |

| New Kent County (2) | |
|---|---|
| **Authority Member** | **Designee** |
| Ms. Patricia A. Paige<br>District 3<br>Board of Supervisors<br>804-239-0483<br>papaige@newkent-va.us | |

| Powhatan County (2) | |
|---|---|
| **Authority Member** | **Designee** |
| Mr. Michael W. Byerly<br>District 3<br>Board of Supervisors<br>804-998-7350<br>mbyerly@powhatanva.gov | Mr. Steve W. McClung<br>District 2<br>Board of Supervisors<br>804-892-4268<br>smcclung@powhatanva.gov |

| City of Richmond (4) | |
|---|---|
| **Authority Member** | **Designee** |
| The Honorable Levar M. Stoney<br>Mayor, **FY23 Vice Chair**<br>c/o Laura Harrison<br>804-646-7970<br>RVAmayor@richmondgov.com | Dr. Cynthia I. Newbille<br>City Council<br>804-646-3012<br>Cynthia.newbille@richmondgov.com |

| Virginia House of Delegates (1) | |
|---|---|
| **Authority Member** | **Designee** |
| The Honorable Roxann L. Robinson<br>Delegate<br>27th District<br>804-464-8478<br>delrrobinson@house.virginia.gov | N/A |

| Senate of Virginia (1) | |
|---|---|
| **Authority Member** | **Designee** |
| The Honorable Jennifer L. McClellan<br>Senator<br>District 9<br>804-698-7509<br>District09@senate.virginia.gov | N/A |

| Commonwealth Transportation Board (1) | |
|---|---|
| **Authority Member** | **Designee** |
| Mr. Carlos M. Brown<br>Vice President and General Council<br>Dominion Energy Services, Inc.<br>c/o Dee Tunstall<br>804-273-3175<br>Carlos.brown@ctb.virginia.gov | N/A |

## NON VOTING EX OFFICIO

| Capital Region Airport Commission (CRAC) | |
|---|---|
| **Authority Member** | **Designee** |
| Mr. Perry J. Miller<br>President and Chief Executive Officer<br>804-226-3000<br>pmiller@flyrichmond.com | N/A |

| GRTC Transit System | |
|---|---|
| **Authority Member** | **Designee** |
| Ms. Julie E. Timm<br>Chief Executive Officer<br>804-474-9366<br>Julie.timm@ridegrtc.com | Ms. Sheryl Adams<br>Chief of Staff<br>804-358-3871<br>sadams@ridegrtc.com |

| Richmond Metropolitan Transit Authority (RMTA) | |
|---|---|
| **Authority Member** | **Designee** |
| Ms. Joi Taylor Dean<br>Chief Executive Officer<br>804-523-3303<br>Joi.dean@rmtaonline.org | N/A |

| Virginia Department of Rail and Public Transportation | |
|---|---|
| **Authority Member** | **Designee** |
| Ms. Jennifer B. DeBruhl, AICP, PMP<br>Acting Director<br>804-786-1063<br>Jennifer.debruhl@drpt.virginia.gov | Ms. Tiffany Dubinsky<br>Statewide Transit Planning Manager<br>804-786-6792<br>Tiffany.dubinsky@drpt.virginia.gov |

| Virginia Port Authority | |
|---|---|
| **Authority Member** | **Designees** |
| Mr. Stephen A. Edwards -<br>CEO and Executive Director-<br>757-440-7160<br>sedwards@portofvirginia.com | Ms. Cathie J. Vick<br>Chief Development and Government Affairs Officer<br>757-440-7160<br>cvick@portofvirginia.com<br><br>Ms. Barbara Nelson<br>VP, Government Affairs and Transportation Policy<br>757-440-7160<br>bnelson@portofvirginia.com |

| Virginia Department of Transportation | |
|---|---|
| **Authority Member** | **Designee** |
| Mr. Stephen C. Brich, PE<br>VDOT Commissioner<br>804-786-2701 | Mr. R. Shane Mann, PE<br>Richmond District Engineer<br>804-609-5290<br>Shane.mann@vdot.virginia.gov |

# CENTRAL VIRGINIA TRANSPORTATION AUTHORITY (CVTA)
## Finance Committee Membership

| Jurisdiction | |
|---|---|
| **Chesterfield County** | **Hanover County** |
| Mr. Kevin P. Carroll<br>FY23 CVTA Authority Chair<br>Ph; 768-7400<br>carrollkevin@chesterfield.gov | Mr. W. Canova Peterson, IV, FY23 Chair<br>Ph; 746-8139<br>wcpeterson@hanovercounty.gov |

| **Henrico County** | **New Kent County** |
|---|---|
| Mr. Frank J. Thornton<br>Ph; 501-4208<br>fairfield@henrico.us | Ms. Patricia A. Paige<br>Ph: 239-0483<br>papaige@newkent-va.us |

| **City of Richmond** |
|---|
| Mayor Levar M. Stoney<br>PH: 646-970<br>Levar.Stoney@richmondgov.com |

## CENTRAL VIRGINIA TRANSPORTATION AUTHORITY (CVTA)
## Technical Advisory Committee Members FY23

| Member | Jurisdiction | Alternate |
|---|---|---|
| **Town of Ashland** | | |
| Ms. Nora Amos<br>Planning & Community Development<br>Ph: 798-1073<br>namos@ashlandva.gov | (Vacant) | |
| **Charles City County** | | |
| Ms. Rhonda L. Russell<br>Assistant County Administrator/Director<br>Of Community Development<br>Ph: 652-4707<br>rrussell@co.charles-city.va.us | | Gary Mitchell<br>Community Development Department<br>Ph: 652-4707<br>gmitchell@co.charles-city.va.us |
| **Chesterfield County** | | |
| Ms. Barbara K. Smith, FY23 Vice Chair<br>Principal Engineer<br>Ph: 748-1037<br>SmithBK@chesterfield.gov | | Ms. Chessa D. Walker<br>Assistant Director<br>Ph: 748-1037<br>WalkerCh@chesterfield.gov |
| **Goochland County** | | |
| Mr. Austin Goyne<br>Transportation Manager<br>Ph: 556-5850<br>agoyne@goochlandva.us | | Mr. Tom Coleman<br>Principal Planner<br>Ph: 556-5865<br>tcoleman@goochlandva.us |
| **Hanover County** | | |
| Mr. Joseph E. Vidunas<br>Transportation Engineer<br>Ph: 365-6176<br>jevidunas@hanovercounty.gov | | Mr. J. Michael Flagg<br>Director<br>Ph: 365-6181<br>jmflagg@hanovercounty.gov |
| **Henrico County** | | |
| Mr. Todd Eure<br>Assistant Director of Public Works<br>Ph: 501-4617<br>eur@henrico.us | | Ms. Sharon Smidler<br>Transportation Develop. Division Director<br>Ph: 501-4621<br>smi20@henrico.us |
| **New Kent County** | | |
| Mr. Justin M. Stauder<br>Assistant County Administrator<br>Ph: 966-9686<br>jmstauder@newkent-va.us | | Ms. Kelli Le Duc<br>Planning Director<br>Ph: 966-9690<br>klleduc@newkent-va.us |
| **Powhatan County** | | |
| Mr. Bret Schardein<br>Director of Community Development<br>Ph: 598-5621<br>bschardein@powhatanva.gov | (Vacat) | |
| **City of Richmond** | | |
| Ms. Dironna Moore Clarke, FY23 Chair<br>Multimodal Transportation Manager<br>Ph: 646-3074<br>Dironna.Clarke@Richmondgov.com | | Mr. Travis A. Bridewell<br>Operations Manager Ph: 646-5745<br>Travis.Bridewell@Richmondgov.com |

## Non-Voting Ex-Officio

| Member | Jurisdiction | Alternate |
|---|---|---|
| Ms. Tiffany Dubinsky<br>Statewide Transit Planning Manager<br>Ph: 786-1059<br>tiffany.dubinsky@drpt.virginia.gov | VDRPT | Mr. Daniel Wagner<br>Statewide Transit Planner<br><br>daniel.wagner@drpt.virginia.gov |
| Mr. R. Shane Mann, P.E.<br>Richmond District Engineer<br>Ph: 609-5290<br>shane.mann@vdot.virginia.gov | VDOT | Mr. Mark Riblett<br>Assistant District Administrator<br>Ph: 609-5286<br>mark.riblett@vdot.virginia.gov |
| Ms. Barbara Nelson<br>Transportation Policy VP<br>Ph: 757-683-2131<br>bnelson@PortofVirginia.com | Virginia Port Authority | |
| Ms. Adrienne Torres<br>Director of Planning & Scheduling<br>Ph: 474-9798<br>adrienne.torres@ridegrtc.com | GRTC Transit System | Ms. Sam Sink<br>Director of Planning & Scheduling<br>Ph: 358-4782<br>sam.sink@ridegrtc.com |
| Ms. Joi Taylor Dean<br>Chief Executive Officer Ph: 523-3303<br><br>joi.dean@rmtaonline.org | RMTA | (Vacant) |

# PlanRVA Roster 2022

| Charles City | | Town of Ashland | | Goochland | |
|---|---|---|---|---|---|
| Byron Adkins | EC | Dr. Daniel McGraw | EC | Don Sharpe | EC |
| | A | | PC | Neil Spoonhower | A/ PO&E |
| | | Kathy Abbott | A | | |
| **Chesterfield** | | **Richmond** | | **Hanover** | |
| Chris Winslow, Chair | EC | Dr. Cynthia Newbille | EC | Sean Davis, Vice Chair | EC |
| Kevin Carroll | | Andreas Addison | AFFC | Canova Peterson | AFFC |
| Leslie Haley | | Ann-Francis Lambert | | | |
| James Holland | AFFC | Stephanie Lynch | | Randy Whittaker | PC |
| Jim Ingle | | Rodney Poole | PC | Charlie Waddell | C/ PO&E |
| Gloria Freye | PC | Jacob Giovia | C/ PO&E | Faye Prichard | A |
| Tim Davey | C/ PO&E | Ellen Robertson | A | | |
| **Henrico** | | **New Kent** | | **Powhatan** | |
| Tyrone Nelson | EC | Patricia Paige | EC | Michael Byerly, Treasurer | EC/ AFFC |
| Patricia O'Bannon | AFFC | Amy Pearson | PC | Steve McClung | |
| Frank Thornton | PO&E/ (A) | John Lockwood | A | Bobby Hall | PC |
| Melissa Thornton | PC | | | | |
| Gregory Baka | C | | | | |

Executive Committee Appointee = EC

Planning Commission Appointee = PC

Citizen Appointee = C

Audit, Facilities & Finance Committee = AFFC

Public Outreach & Engagement = PO&E

Alternate Appointee = A