



Joint meeting of the RRTPO Community Transportation Advisory Committee (CTAC) and the PlanRVA Public Outreach & Engagement (PO&E) Committee



NOTES

This meeting is open to the public. Members of the public are invited to attend virtually. Please alert the RRTPO at RRTPO@PlanRVA.org if electronic transmission of this meeting fails for the public. Please refer to our [Statement Regarding Virtual Meeting Participation by Members of the Public](#) for more information.

Check out our complete [Public Participation Guide](#) online to learn about the different ways you can stay connected and involved.

Meetings are also live streamed and archived on our YouTube Channel at [Plan RVA - YouTube](#).

Members of the public are invited to submit public comments either verbally or in writing. Written comments can be submitted through the Q&A/Chat function on Zoom by email to RRTPO@PlanRVA.org. Written comments will be read aloud or summarized during the meeting when possible and will be included in the meeting minutes. Verbal comments will be taken during the Public Comment Period on the agenda.

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PlanRVA is where the region comes together to look ahead. Established in 1969, PlanRVA promotes cooperation across the region's nine localities and supports programs and organizations like the Richmond Regional Transportation Planning Organization, Central Virginia Transportation Authority, the Emergency Management Alliance of Central Virginia, Lower Chickahominy Watershed Collaborative and Don't Trash Central Virginia.

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AGENDA

**Richmond Regional Transportation Planning Organization (RRTPO)
Community Transportation Advisory Committee (CTAC) and
PlanRVA Public Outreach & Engagement Committee (PO&E)**

Joint Meeting

Thursday, April 3, 2025, 11:00 a.m.

PlanRVA James River Board Room, 424 Hull Street, Suite 300, Richmond, VA 23224

If you wish to participate in this meeting virtually, please register via Zoom at the following link:
https://planrva-org.zoom.us/webinar/register/WN_trifnljmTcmUcRdtdIR_2Q

Welcome and Introductions

(Chair Andrew Bunn)

Roll Call & Certification of a Quorum

(Janice Scott)

A. ADMINISTRATION

1. Consideration of Amendments to the Agenda

(Chair Andrew Bunn)

2. Open Public Comment

(Chair Andrew Bunn)

3. CTAC Chair's Report

(Chair Andrew Bunn)

B. OTHER BUSINESS

1. Pathways to the Future and RVA Rising

(Martha Shickle/15 minutes)

Information item.

2. Regional Plan Updates

(Holly Gordon/Kristin Hott/15 minutes)

Information item.

- 3. Equity Working Group Recommendations** – page 4
(*Jessica Schneider/Ken Lantz/20 minutes*)
 - a. Pilot Policy for CTAC Member Honorarium** – page 6
Action requested: motion to recommend RRTPO Policy Board adoption of the policy.
 - b. Policy for CTAC Member Attendance** – page 8
Action requested: motion to recommend RRTPO Policy Board adoption of the policy.
- 4. Transportation Safety Performance Measures**
(*Dan Motta/10 minutes*)
Information item.
- 5. Zero Fare Update**
(*Martha Shickle/5 minutes*)
Information item.
- 6. Agency Updates – PlanRVA, CVTA and RRTPO** – page 9
(*Chair Andrew Bunn*)
Information item.
- 7. CTAC Member Comments**
(*Chair Andrew Bunn/5 minutes*)
- 8. Next Meetings**
(*Chair Andrew Bunn*)
 - Equity Working Group – Friday, April 25, 2025, at 11:00 a.m.
 - CTAC – Thursday, May 15, 2025, at 12:00 p.m.
 - PO&E - TBD

C. ADJOURNMENT

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RRTPO Community Transportation Advisory Committee (CTAC) and PlanRVA Public Outreach & Engagement Committee (PO&E) Joint Meeting - April 3, 2025

ACTION ITEM

TO: CTAC and PO&E Members

SUBJECT: Item B.-3. – Equity Working Group Recommendations

HISTORY/DISCUSSION:

The Equity Working Group began meeting January 31st with discussion/ exploration of barriers to public participation, such as transportation, child care, lack of internet, etc.

The group determined that addressing barriers to participation requires a big picture view, examining consistency of branding, and investigating connections between programs, policies, and practices. The current PlanRVA and RRTPO engagement practices and activities were reviewed.

The group then turned to an examination of the role of compensation in breaking down barriers to participation. Various aspects and options for compensating individuals were reviewed along with the compensation practices of other agencies, such as Virginia Community Voice, Richmond Metropolitan Transportation Authority (RMTA) and the Central Virginia Transportation Authority (CVTA).

The group formulated recommendations for future compensation of individuals for engagement activity, such as event attendance, survey participation, comment submission, etc. It was determined that an incremental approach to providing compensation would be the best option.

CTAC was determined to be the most practical group to implement a compensation policy, and a draft “pilot policy” was developed. The following discussion points/recommendations from the group were taken into consideration in drafting the policy:

- There should be demonstrated sustained commitment, and the policy should be developed within the context of the agency’s financial resources
- It was suggested that compensation be piloted for year, and that measures of its impact and effectiveness be developed as part of the policy.
- It was decided that going forward, the term “honorarium” would be the most appropriate term to use for the payments provided to meeting attendees.
- Concerning the financial impact of the proposed policy to provide CTAC member honorariums, it has been estimated that the maximum annual expenditure would be on the order of \$12,000. However, using recent attendance levels, the actual impact would be closer to \$4,800 per year.

As part of the development of the proposed pilot policy, it was suggested that participant attendance and absences should be reviewed. Solutions to low meeting attendance were discussed and it was decided that a member attendance policy should be proposed along with the honorarium policy.

Both the draft pilot policy for member honorarium and the draft CTAC member attendance policy will be reviewed at the joint meeting of CTAC and the PlanRVA Public Outreach & Engagement (PO&E) Committee meeting. The goal is for the committees to recommend RRTPO Policy Board adoption of the policies. Then, the next step will be to present the policy to the Policy Board at its May 8, 2025, meeting. Funds for the member honorariums would be included in the FY26 budget that will be proposed to the Policy Board. If both the policy and the budget including the funding are approved, implementation of the policies would ideally begin July 1, 2025.

RECOMMENDED ACTION:

The Equity Working Group recommends that CTAC request RRTPO Policy Board approval of the Pilot Policy for CTAC Member Honorarium and the Policy for CTAC Member Attendance.

**THE RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION
(RRTPO/MPO) POLICY AND PROCEDURES**

**Community Transportation Advisory Committee (CTAC)
Member Honorarium (Pilot Policy)**

1. PURPOSE

Robust community engagement efforts ensure that residents can provide meaningful input on policies and programs. Honorarium payment practices demonstrate our recognition of the value of community members' voice in the planning process.

Payment of an honorarium to individuals who volunteer to serve on the Community Transportation Advisory Committee of the Richmond Regional Transportation Planning Organization (RRTPO) is a crucial facet of an effective community engagement model. Partnering with community members and people with lived experiences during research, policymaking, and planning presents opportunities to enrich the work, incorporate multiple perspectives and advance our goals of broader community participation.

Benefits:

- a. Honorariums recognize the long-term time commitment of volunteer community members serving on an advisory committee and the value of their time, effort and expertise contributes to the planning process.
- b. Honorariums acknowledge and seek to mitigate financial barriers community volunteers may have to participate.
- c. Honorariums encourage a variety of community members from across the region to participate.
- d. Honorariums encourage individuals to prioritize and dedicate time to meaningful and sustained engagement.

2. SCOPE

- a. This pilot policy shall govern the compensation of members of the Community Transportation Advisory Committee of the RRTPO.
- b. This pilot policy shall be effective for one fiscal year from the time of adoption.
- c. Continuation of payment after the pilot period shall require the approval of a permanent policy by the RRTPO Policy Board.

3. DEFINITIONS

- a. **"Monetary Payment"** refers to the honorarium paid directly to Community Transportation Advisory Committee members or represented organizations.
- b. **"Other Incentives"** means any other benefits or incentives provided to advisory committee members or member agencies.
- c. **"Meeting"** means a meeting as defined by Va. Code § 2.2-3701.

4. PAYMENT AND ELIGIBILITY

- a.** Community Member Appointees and their Alternates to RRTPO's Community Transportation Advisory Committee shall be eligible for payment of an honorarium in the amount of \$50.00 per meeting attended.
- b.** Community Organizations representatives and their Alternates to the RRTPO's Community Transportation Advisory Committee shall be eligible for payment of an honorarium in the amount of \$50.00 per meeting where an appointed representative of the organization attended.
- c.** Individuals will not be eligible for payment of an honorarium if they are a local elected official, state agency or institution representative, or are participating in the committee as a part of their compensated work with another employer or community organization.
- d.** Community Member Appointees and represented organizations may waive receipt of payment of an honorarium by providing notice to the RRTPO Secretary or through failure of providing requested payment information by the designated deadlines.
- e.** The following other incentives will be provided to all members of the Community Transportation Advisory Committee to promote in-person attendance at regular meetings.
 - 1) A meal
 - 2) Parking validation

5. PAYMENT OF HONORARIUMS

- a.** PlanRVA will issue payment of all honorariums as the fiscal agent for the RRTPO.
- b.** The timeframe for payment of honorariums for meeting attendance will be determined by PlanRVA but will generally be processed/issued on a fiscal year quarterly basis.
- c.** Payment shall be in the form of a bank check, ACH payment or direct deposit.
- d.** When payment is in the form of direct deposit, individuals must furnish a Social Security Number and bank account number to receive direct deposit payments.
- e.** For individuals not having a bank account, arrangements will be made for another form of payment.
- f.** Individuals attending meetings virtually will also be eligible for compensation.
- g.** Individuals will be responsible for reporting their compensation payments. Plan RVA will provide documentation of payments provided to each individual for tax filing purposes when payment exceeds \$600 per calendar year.
- h.** Individuals should be aware that receipt of compensation may affect their eligibility for certain income-based services and programs, and/or change their tax return filing status
- i.** Participation in the compensation program is voluntary, and individuals not electing to receive payments must notify PlanRVA staff
- j.** The receipt of compensation will be in addition to any other non-monetary or other incentives that may be provided for in person meeting attendance, such as meals, parking validation, program registration, etc.
- k.** There is no limit to the total number of payments or their cumulative value.

6. FUND AVAILABILITY

- a.** The program will be subject to continuation based on the availability of funds.

**RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION
(RRTPO/MPO) POLICY AND PROCEDURES**

**Community Transportation Advisory Committee (CTAC)
Member Attendance**

The Richmond Regional Transportation Planning Organization (RRTPO/MPO) hereby approves and adopts the following policy and procedures to address member and alternate attendance.

Attendance

The Richmond Regional Transportation Planning Organization (RRTPO/MPO) Community Transportation Advisory Committee meets approximately six (6) times per year. To ensure participation/representation by the member locality and member agency appointees, the following attendance policy shall be in effect:

Member attendance: each member of the CTAC will attend regularly scheduled meetings, either in-person or virtually whenever possible.

1. In the event a member is unable to attend a meeting, the member shall contact the alternate (if an alternate has been appointed) to request that the alternate attend the meeting in their place.
2. The member shall communicate to staff (prior to the meeting whenever possible), that they will be unable to attend the meeting and indicate the reason for their absence. Members are encouraged to notify staff when there are extenuating circumstances that may cause meeting absences temporarily.
3. Whenever any member fails to attend or send an alternate **to two (2) consecutive CTAC meetings or to three (3) CTAC meetings in a calendar year without notifying staff**, the Chairman or Secretary of the MPO shall inquire as to the cause of the absences and, if appropriate, inquire of the appointing authority if the delinquent member is to remain a representative on CTAC.

CVTA AGENCY UPDATE RRTPO CTAC and PlanRVA PO&E Joint Meeting April 2025

This report provides a summary of recent and upcoming activity of the Authority, Finance Committee, TAC and Fall Line Working Groups. Detailed information, including agendas for upcoming meetings can be found on the [CVTA meeting webpage](#).

The CVTA met on March 28th

Agenda topics included a request to authorize advertisement of a public hearing for April 25, 2025, for the FY2026 CVTA Administrative & Operating Budget and for a public review period to be held from April 10, 2025, through April 24, 2025.

Upcoming Meetings:

- Fall Line Working Group – April 2, 2025, 9:00 a.m.
- Finance Committee – April 9, 2025, 9:00 a.m.
- TAC – April 14, 2025, 1:00 p.m.
- Authority – April 25, 2025, 9:00 a.m.

PlanRVA AGENCY UPDATE RRTPO CTAC and PlanRVA PO&E Joint Meeting April 2025

This report provides a summary of recent and upcoming activity of the Commission and its committees. Detailed information, including meeting videos and agendas for upcoming meetings can be found on the [PlanRVA meeting webpage](#).

Pathways to the Future: Regional Symposium

PlanRVA hosted the Pathways to the Future Regional Symposium on March 14th and the event was a tremendous success! Please see the upcoming edition of the Better Together Connector newsletter (linked below).

Upcoming Meetings

- Commission – April 10, 2025, 9:30 a.m.
 - Expected topics include:
 - Appointment of Nominating Committee
 - Succession Management Plan update
 - Review of Engagement Compensation Policy
- Audit, Finance and Facilities Committee – April 21, 2025, 9:30 a.m.

**[Don't forget to check out our newsletter:
The Better Together Connector \(linked\)](#)**

RRTPO AGENCY UPDATE
RRTPO CTAC and PlanRVA PO&E Joint Meeting – April 2025

This report provides a summary of recent and upcoming activity of the Policy Board and its committees. Detailed information, including meeting videos and agendas for upcoming meetings can be found on the [meeting webpage](#).

The RRTPO Policy Board met on March 6th. Agenda topics included:

- **TIP Amendments**

The board voted to add three new projects to the Transportation Improvement Program (TIP): The projects are listed below. While they vary in scope, each seek necessary improvements to their locality and must be added to the TIP to access federal funding.

- **Hill Carter Parkway Extension in the Town of Ashland** – project will construct a new roadway and sidewalks connecting N. Hill Carter Parkway from Kitty Hamilton Lane to Quarles Road, make intersection improvements at the intersection of Hill Carter Parkway, Kitty Hamilton Lane, Kitty Hamilton Circle, and the intersection of Haley and Quarles Rd.
- **Green Chimney in the Town of Ashland** - project will extend the existing Green Chimneys Court intersection with US 1 to connect to Hill Carter Parkway.
- **Permanent Downtown Transfer Hub NEPA in the City of Richmond** - to conduct a review of the proposed permanent downtown transfer hub to understand the range of alternative solutions and assess the potential impacts to the natural and built environments from a proposed course of action.

More information about the projects can be found [here](#).

- **Pocahontas Parkway (RT. 895) Presentation**

Laura Farmer, Chief Financial Officer for VDOT, provided a project overview of the Pocahontas Parkway (Rt. 895). The presentation can be found [here](#).

Upcoming Meetings:

- Executive Committee – April 3, 2025, 8:00 a.m.
- Policy Board – April 3, 2025, 9:30 a.m.
- Joint meeting –Community Transportation Advisory Committee and PlanRVA Public Outreach and Engagement Committee - April 3, 2025, 11:30 a.m.
- Technical Advisory Committee (TAC) April 8, 2025, 11:30 a.m.
- Pathways to the Future: Transportation 2050 Advisory Workgroup – April 23, 2025, 10:00 a.m.