



#### NOTES

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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](mailto: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.



Photo: Goochland welcome sign

## Richmond Regional Transportation Planning Organization (RRTPO) Community Transportation Advisory Committee (CTAC)

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# AGENDA

## RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION COMMUNITY TRANSPORTATION ADVISORY COMMITTEE

Thursday, January 16, 2025, 12:00 p.m.  
PlanRVA James River Board Room,  
424 Hull Street, Suite 300, Richmond, VA 23224 and via Zoom

If you wish to participate in this meeting virtually, please register via Zoom at the following link:  
[Webinar Registration - Zoom](#)

### Welcome and Introductions

*(Chair Andrew Bunn)*

### Roll Call & Certification of a Quorum

*(Janice Scott)*

### A. ADMINISTRATION

1. **Approval of the December 12, 2024, CTAC Meeting Minutes** – page 4  
*(Chair Andrew Bunn)*  
**Action Requested: a motion to approve the meeting minutes as presented.**
2. **Consideration of Amendments to the Agenda**  
*(Chair Andrew Bunn)*
3. **Open Public Comment**  
*(Chair Andrew Bunn)*
4. **CTAC Chair's Report**  
*(Chair Andrew Bunn)*

### B. OTHER BUSINESS

1. **Regional Transportation Safety Overview Presentation**  
*(20 minutes)*
2. **Next Steps in LRTP engagement**  
**[Toolkit: engage.planrva.org/LRTP](http://Toolkit:engage.planrva.org/LRTP)** (linked)  
*(Holly Gordon/10 minutes)*
3. **Equity Working Group**  
*(Martha Shickle/5 minutes)*

- 4. CTAC's Role in Upcoming Pathways to the Future Symposium**  
*(Holly Gordon/5 minutes)*
- 5. Agency Updates – PlanRVA, CVTA and RRTPO – page**
- 6. [PlanRVA Newsletter: The Better Together Connector \(linked\)](#)**
- 7. CTAC Member Comments**  
*(Chair Andrew Bunn/5 minutes)*
- 8. Next Meeting: March 20, 2025, at 12:00 p.m.**  
*(Chair Andrew Bunn)*

**C. ADJOURNMENT**

**RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION  
COMMUNITY TRANSPORTATION ADVISORY COMMITTEE (CTAC)**

**Minutes of Meeting – December 12, 2024, 12:00 p.m.  
PlanRVA James River Boardroom,  
424 Hull Street, Suite 300, Richmond, VA 23224 and via Zoom**

**MEMBERS and ALTERNATES (A) PRESENT (X), VIRTUAL (V):**

<b>Town of Ashland</b>		<b>Charles City County</b>		<b>Chesterfield County</b>	
Upton S. Martin, Vice Chair	X	Bill Walton	X	Philip Plymale	X
Don Root (A)		<b>Hanover County</b>		Herbert A. Richwine	
<b>Goochland County</b>		H. Charles Rasnick		Gonzalo Aida (A)	V
Robert L. Basham Jr.		<b>Powhatan County</b>		Erin Phelan (A)	X
<b>New Kent County</b>		Vacant		<b>Henrico County</b>	
Lisa M. Guthrie	X	<b>League of Women Voters</b>		Gordon Dixon	X
<b>Chamber RVA</b>		Sarah Weisiger	X	Michael Wiebe (A)	
John Easter	X	Karen Rosenblum (A)		<b>City of Richmond</b>	
<b>RIC Area Bicycling Assoc.</b>		<b>Equitable Transit &amp; Mobility</b>		Andrew Bunn, <b>Chair</b>	X
Champe M. Burnley	V	Kelli N. Rowan		Sera Erickson	X
John Hamilton		Ernest, Moore, Jr. (A)	X	Alex Brackman (A)	
<b>Senior Connections</b>		<b>VA Conservation Network (VCN)</b>		Clinton Smith (A)	
Tony Williams	X	Victoria Higgins		<b>NAACP, Richmond Branch</b>	
<b>Virginia Commonwealth University (VCU)</b>		Richard Hankins	X	Walter Johnson	
John D. Leonard		<b>RVA Rapid Transit</b>		Charles Willis (A)	
Jordan Cole (A)	X	Faith Walker		<b>Virginians for High Speed Rail</b>	
		Stephanie Power (A)	X	Michael Testerman	X

*The technology used for the RRTPO CTAC meeting was a web-hosted service created by Zoom and YouTube Live Streaming and was open and accessible for participation by members of the public. A recording of this meeting is available on our [Plan RVA YouTube Channel](#).*

**CALL TO ORDER**

The Richmond Regional Transportation Planning Organization (RRTPO) Community Transportation Advisory Committee Chair, Andrew Bunn, presided and called the RRTPO CTAC meeting to order at 12:05 p.m.

**WELCOME AND INTRODUCTIONS**

Chair Bunn welcomed all attendees and asked new members, Gonzala Aida, Erin Phelan and Jordan Cole, to introduce themselves.

**ROLL CALL & CERTIFICATION OF A QUORUM**

Janice Scott, PlanRVA, certified that a quorum was present.

## **A. ADMINISTRATION**

### **1. Approval of the September 18, 2024, CTAC Meeting Minutes**

On motion by Lisa Guthrie, seconded by John Leonard, the members of the Community Transportation Advisory Committee voted unanimously to approve the meeting minutes as presented.

### **2. Consideration of Amendments to the Agenda**

There were no requested amendments to the agenda.

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

There were no members of the public present wishing to offer public comment.

### **4. CTAC Chair's Report**

Chair Bunn did not have a formal report.

### **5. Committee Leadership (Vice Chair Appointment)**

Chair Bunn explained that Upton Martin has agreed to serve as Vice Chair of the committee for the remainder of FY25.

John Easter nominated Upton Martin as Vice Chair.

On motion by John Easter, seconded by Bill Walton, the members of the Community Transportation Advisory Committee voted unanimously to elect Upton Martin as CTAC Vice Chair through June 30, 2025.

## **B. NEW BUSINESS**

### **1. LRTP Stakeholders and Outreach**

Holly Gordon provided an overview of progress for the outreach strategy for the LRTP and noted that it is done every five years for the transportation needs of the entire region for a 20-year horizon. She described past and planned future efforts to engage different communities, such as the business community and the over-55 population.

She asked members to provide suggestions for other groups that could be contacted for participation.

### **2. CTAC Transportation Equity Workgroup: Compensation Policy**

Chair Bunn explained that this is a workgroup that is being formed. The purpose is to address equity and the needs of the transportation disadvantaged and advise the MPO, through CTAC, on issues, plans, studies, and other matters concerning the MPO's "3-C" urban transportation planning process that affects transportation disadvantaged populations.

As the bylaws provide for "flexible membership," staff is asking for 2-3 members of the Commission's Public Outreach and Engagement Committee to join this working group as well.

The working group will convene for its first meeting the week of January to review the initial assignments for the work group:

1. Evaluate the merits of establishing a policy for compensation for community engagement and make recommendations to the CTAC and Public Outreach and Engagement Committee for consideration and recommendation to the RRTPO Policy Board and PlanRVA Commission, respectively.
2. Review and recommend updates and revisions to PlanRVA's (and, by adoption, RRTPO's) Title VI Plan.

The volunteers who came forward and indicated a desire to be a part of the working group are Andrew Bunn, Ernest Moore, Stephanie Power, Richard Hankins and Tony Williams.

## **C. OTHER BUSINESS**

### **1. CTAC Outreach Template**

Ms. Gordon reviewed the [Outreach Template](#) and explained that it is intended to help CTAC members initiate conversations with individuals and/or groups about CTAC as well as various public participation opportunities.

There was discussion about adding this to the PlanRVA Board and Committee page. A link to that page will be sent out once the updates are made.

### **2. Agency Updates – PlanRVA, CVTA and RRTPO**

These reports were included in the meeting agenda packet.

#### **a. [PlanRVA Newsletter: The Better Together Connector \(linked\)](#)**

### **3. CTAC Member Comments**

Committee members asked for clarification on the following:

- The upcoming symposium. This will be in March and the location and program are still being determined.
- The Port of Virginia tour. This is being rescheduled for next summer. A date should be set sometime in the spring.
- Upcoming in-plan bike paths. Members discussed various paths. Staff will collect some information and send out to CTAC members.

Stephanie Power commented on a report her agency has compiled and offered to share it with members.

### **4. Next Meeting: January 16, 2025, at 12:00 p.m.**

## **D. ADJOURNMENT**

Chair Bunn adjourned the meeting at 1:05 p.m.