Photo: park in Chesterfield County

Richmond Regional Transportation Planning Organization (RRTPO) Technical Advisory Committee (TAC)

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.

Richmond Regional
Transportation
Planning Organization

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AGENDA

RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE
Tuesday, December 10, 2024, 9:00 a.m.
Zoom Meeting

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_Yv0YoQKHQj2yrFYvJzTYdA

1. **Welcome and Introductions**
   (*Chair Clarke*)

2. **Roll Call & Certification of a Quorum**
   (*Janice Scott*)

3. **Consideration of Amendments to the Meeting Agenda**
   (*Chair Clarke*)

4. **Approval of November 12, 2024, TAC Meeting Minutes** – page 4
   (*Chair Clarke*)
   Action requested: approval of minutes as presented (voice vote).

5. **Open Public Comment Period**
   (*Chair Clarke /5 minutes*)

6. **TAC Chairman's Report**
   (*Chair Clarke /10 minutes*)

7. **FY26 Regional Public Transportation Plan**
   (*GRTC/30 minutes*)
   Discussion Item.

8. **Regional Funding Framework Review** – page 7
   (*Myles Busching/30 minutes*)
   Discussion Item.

9. **Existing Project Progress Reports and Funding Applications**
   (*Myles Busching/5 minutes*)
   Discussion Item.

10. **Transportation Agency Updates**
    (*10 minutes*)
    a. **DRPT** – *Dubinsky*
    b. **GRTC** – *Robinson*
    c. **RideFinders** – *O'Keeffe*
    d. **VDOT** – *Rhodes*

11. **[PlanRVA Newsletter: The Better Together Connector (linked)](#)**
    Information item.

12. **TAC Member Comments**
    (Chair Clarke /5 minutes)

13. **Next Meeting: Tuesday, January 14, 2025, at 9:00 a.m.**
    (Chair Clarke)

14. **Adjournment**
    (Chair Clarke)

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RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE (TAC)
Zoom Meeting

November 12, 2024 - 9:00 a.m.

MEMBERS and ALTERNATES (A) PRESENT:

Town of Ashland		Charles City County		Chesterfield County	
Nora D. Amos	X	Sheri Adams, Vice Chair	X	Barbara K. Smith	X
		Gary Mitchell (A)		J.J. Banuelos (A)	X
Goochland County		**Hanover County**		**Henrico County**	
Vacant		Joseph E. Vidunas	X	Sharon Smidler	X
New Kent County		Randy Hardman (A)		Todd Eure (A)	
Amy Inman	X	**Powhatan County**		**City of Richmond**	
Capital Region Airport Commission (CRAC)		Bret Schardein (A)		Dironna Moore Clarke, Chair	X
John B. Rutledge				**GRTC**	
PlanRVA		**DRPT**		Patricia Robertson	X
Myles Busching	X	Tiffany T. Dubinsky		Corey Robinson (A)	
Sulabh Aryal (A)	X	Wood Hudson (A)		**VDOT**	
RideFinders		**RMTA**		Sarah Rhodes	X
John O'Keeffe (A)	X	Theresa Simmons		Nicole Mueller (A)	

The technology used for the RRTPO Technical Advisory Committee 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.

1. **Welcome and Introductions**
    Vice Chair Adams opened the meeting at 9:01 a.m. and welcomed attendees.

2. **Roll Call & Certification of a Quorum**
    Janice Scott, PlanRVA, took attendance by roll call and certified that a quorum was present.

3. **Consideration of Amendments to the Meeting Agenda**
    There were no requested changes

4. **Approval of October 8, 2024, Meeting Minutes**
    On motion by Barbara Smith, seconded by Sharon Smidler, the members of the RRTPO Technical Advisory Committee voted to approve the meeting minutes as presented (voice vote).

5. **Open Public Comment Period**
    There were no requests to address the committee.

6. **TAC Chairman's Report**
   Neither Chair Clarke nor Vice Chair Adams had a formal report.

7. **FY26 Regional Public Transportation Plan Introduction**
   Patricia Robinson, GRTC, provided an overview of the plan and the process for it's approval. She reported that this will be on the December and February TAC agendas and offered to answer any TAC member questions on the plan. She clarified that the paratransit study contract has not yet been awarded.

   There was discussion about whether the discussion on the plan would be held under the Public Transportation Working Group or the full TAC. Myles Busching reported that it is at the Policy Board's discretion which group will handle the matter.

8. **Regional Funding Framework Review**
   Mr. Busching reviewed the framework and the issues that have been identified and need to be addressed. He reminded committee members that the Regional Framework covers the process, limits, scoring, allocations, existing projects and leveraging.

   The TAC will be asked over the next several months to review each issue. For this meeting, three items will be discussed: time commitment, existing project priority and regional priorities. Committee members discussed each of the three areas.

9. **Transportation Agency Updates**

   a. **DRPT**
      There was no DRPT update provided.

   b. **GRTC**
      Patricia Robinson provided an update on recent and upcoming GRTC activities including increased service/stops and increased ridership statistics.

   c. **RideFinders**
      John O'Keefe provided an update on recent and upcoming RideFinders activities, including the following:
      - Completed the upload of GRTC and RideFinders program information for the ACT TDM accreditation pilot program. We will find out in January if RideFinders and GRTC were selected.
      - Met with employer training specialist for Hanover County and provided them with information about RideFinders services and the Microtransit Link expansion.
      - Attended events for: Walk to School Day at Cool Springs Elementary School in Hanover County; Bike and Roll to School Day at Westover Hills Elementary School in Richmond, and the Route 1 and Link Ashland Microtransit expansion ribbon cutting event.
      - Attended ChamberRVA's Mission Tomorrow event with a GRTC operator. Students visited the bus onsite and learned about careers in transit and transportation.
      - Hosted GRTC's Rider Advisory Council quarterly meeting in RideFinders conference room.
      - Participated in an interview with the U.S. Government Accountability Office (U.S. GAO) discussing how increases in telework have affected transportation, housing, and other issues in response to a Congressional request.

- Submitted RideFinders' Commuter Assistance Program Strategic Plan (CAPSP) for board approval. The Governing Board approved the CAPSP with a signed resolution that the Board of Directors approves RideFinders' Commuter Assistance Program Strategic Plan (CAPSP) to serve as a strategic roadmap that will enable the organization to evaluate and adjust its programs and services in response to the changes of mobility and transportation needs throughout its service area.

   d. VDOT
Sarah Rhodes provided an update on VDOT's recent and upcoming activities. The update is posted with the [meeting documents](#).

10. PlanRVA Newsletter: The Better Together Connector
This was an information item.

11. TAC Member Comments
There were no member comments.

12. Next Meeting
Vice Chair Adams noted the next meeting will be held on December 10, 2024.

13. Adjournment
Vice Chair Adams adjourned the meeting at 9:53 a.m.

Existing Project Priority

| Survey	Possible Solution	Explanation
2.5	**Limit awards to fixed amount/fixed additional amount**	By limiting the dollar or phases of involvement, the RRTPO limits potential exposure to cost increases
1.8	**Limit funding to phase(s) of projects**	
1.6	**Make existing projects compete for funding through cost/benefit process**	Reevaluating the project against other new projects provides rationale for which increase to cover and allows RRTPO to reevaluate scope of project

Existing Project Priority

Survey	Possible Solution	Explanation
2.5	**Require locality cost share on projects**	Requiring local investments provides locality to match increases, providing opportunity for additional scrutiny and oversight; could be applied only to overruns

Recommendation - Soft Cap

Request	Staff Review	TAC Review	TPO Review	Note
Initial Selection	✓	✓	✓	
≤ 10% Increase Normal Review	✓	✓		
≤ 50% Increase Normal Review	✓	✓	✓	
> 50% Increase Waiver Process	✓	✓	✓	**Limited Eligibility**

Rationale for Threshold
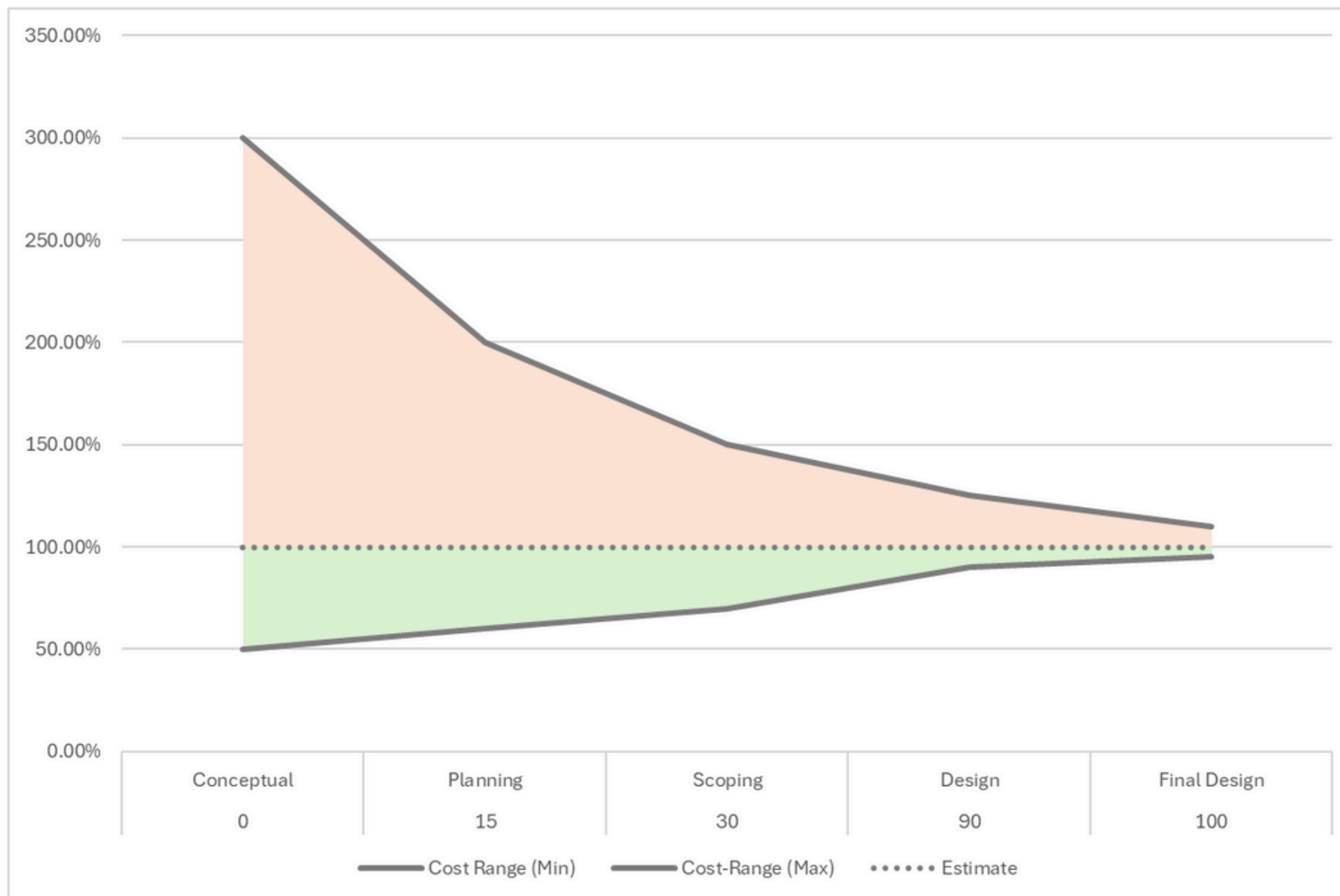
- Consistent with scoping level of design (10% - 30%) in AASHTO estimate ranges

- Last comprehensive regional project review found median allocation increase of **19%**

- Balance Entry policy reserves **~20%** of funding

Proposed Waiver Categories

Legacy Hardship

Projects in RRTPO program and under development for at least a decade which have already exceeded the threshold

Macroeconomy Hardship

Economy-wide impacts which push individual projects over the 50% threshold

Locality Hardship

Unique circumstances where a deficit exceeds local transportation revenues and the TPO is the sole funding source

In general, cost overruns should be addressed through other funding sources available to the locality. Where outside funding is unavailable, the sponsor can submit a request for additional funding to the TPO during the normal applications window. Any request for additional funding must include documentation of the reason for the cost increase and an explanation of why local or other transportation funds cannot be used to cover the increase.

If the request results in a cumulative allocation increase of up to 10% relative to the initial TPO approved allocation for the phase, TAC may approve additional allocations. TAC may only approve the use of balance entry funds.

If the request results in a cumulative allocation increase of more than 10% relative to the initial TPO approved allocation for the phase, or if sufficient funding is not available in the balance entry fund, TAC will review the request and recommend to the policy board any combination of the following options for their approval:
- Scale back the project
- Use local or other non-RRTPO funds
- Use balance entry funds
- Deselect and deallocate the project

If the request results in a cumulative allocation increase of more than 50% relative to the initial TPO approved allocation for the phase, the request will only be considered if the project request meets one of the following definitions of hardship.

- **Legacy Hardship**- Projects which have been in the RRTPO funding program and under development for more than a decade which have already exceeded the 50% threshold relative to the initial award.
- **Macroeconomic Hardship** - Economy-wide impacts which push individual projects over the 50% threshold (e.g. inflation during the COVID-19 pandemic)
- **Locality Hardship** - Unique circumstance where a deficit exceeds locally controlled transportation revenues and the RRTPO is the sole source of funding on the project.

Project Readiness

Survey	Possible Solution	Explanation
1.5	**Require more readiness documentation** *(like Smart Scale)*	Demonstrates readiness, adequate level of development
1.8	**Include readiness in scores**	Points can be added to overall cost/benefit score to encourage studies, warrants, etc. before submission
0.6	**Deductive points for past peformance** *(like VDOT TAP Scores)*	Deduct points from cost/benefit score based on previous project on-time, on-budget delivery

Project Readiness

Survey	Possible Solution	Explanation
1.5	**Require locality cost share on projects**	Requiring local investments provides locality to match increases, providing opportunity for additional scrutiny and oversight

Recommendation - Bonus Points

ID	Title	Sponsor	Safety	Mobility	Access Equity	Econ. Dev	Env. & Land Use	Benefit	Request ($)	Cost Benefit	Rank	Readiness Factors	Adjusted Score	Adjusted Rank
FY26-01	Project B	Locality	1.50	2.00	6.20	3.80	2.50	**16.00**	$2M	**80.00**	1	0	**80.00**	2
FY26-02	Project A	Locality	10.00	10.00	20.00	10.00	10.00	**60.00**	$7.5M	**80.00**	2	6	**86.00**	1

Add "readiness" factor as bonus after cost/benefit scores
Maximum 10 points

Readiness Factors

Item	Value
30% Design	10
NEPA Complete	10
Draft IAR/OSAR Complete	7
Study w/ Operational Analysis Complete	5

Item	Value
Feasibility Study Complete (Transit)	5
Turn Movement Counts	3
Signal Justification Report Complete	3
LRTP Inclusion	3