



## Richmond Regional Transportation Planning Organization (RRTPO) Executive 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](mailto: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](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.

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# AGENDA

## RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION EXECUTIVE COMMITTEE MEETING

Thursday, April 3, 2025, 8:00 a.m.  
PlanRVA Boardroom, 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:  
[https://planrva-org.zoom.us/webinar/register/WN\\_phph-s-NTzapYEHyl\\_MS2Q](https://planrva-org.zoom.us/webinar/register/WN_phph-s-NTzapYEHyl_MS2Q)

**Call to Order** (*Chair Newbille*)

**Welcome and Introductions** (*Chair Newbille*)

**Certification of a Physical Quorum** (*Janice Scott*)

**1. Confirmation of Member Participation from a Remote Location**

(*as needed*) (*Chair Newbille*)

**Action requested (if there are member requests to participate remotely): motion to confirm that the Chair's decision to approve or disapprove the member(s) request to participate from a remote location was in conformance with the RRTPO Policy for Remote Participation of Members; and, the voice of the remotely participating member(s) can be heard by all persons at the primary or central meeting location (voice vote).**

**2. Consideration of Amendments to the Meeting Agenda** (*Chair Newbille*)

**3. Open Public Comment Period** (*Chair Newbille*)

**4. Approval of March 6, 2025, Meeting Minutes** - page 3 (*Chair Newbille*)

**Action requested: accept the meeting minutes into the record as presented.**

**5. Secretary's Report** (*Martha Shickle/15 minutes*)

- a. **FY26 Work Program Priorities**
- b. **FY26 Officer Rotation**
- c. **FY26 Meeting Schedule**
- d. **Bylaws Update**

**6. Adjournment** (*Chair Newbille*)

Next Meeting: August 7, 2025, 8:30 a.m., PlanRVA Boardroom, 424 Hull Street, Suite 300, Richmond, VA 23224 and via Zoom

**RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION  
EXECUTIVE COMMITTEE**

**MINUTES OF MEETING  
PlanRVA James River Boardroom and via Zoom  
Thursday, March 6, 2025 - 8:30 a.m.**

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

<b>Town of Ashland</b>		<b>Charles City County</b>		<b>Chesterfield County</b>	
John H. Hodges		Byron Adkins, Sr.		James M. Holland	
<b>Goochland County</b>		<b>Hanover County</b>		<b>Henrico County</b>	
Jonathan Lyle	X	Sean M. Davis	X	Jody K. Rogish	X
<b>New Kent County</b>		<b>Powhatan County</b>		<b>City of Richmond</b>	
John P. Moyer	X	Mark Kinney		Cynthia I. Newbille	X

The technology used for the RRTPO Executive 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](#).

**Call to Order**

The Richmond Regional Transportation Planning Organization (RRTPO) Policy Board Chair, Cynthia Newbille, presided and called the RRTPO Executive Committee meeting to order at 8:30 a.m.

**Attendance Roll Call & Certification of Meeting Quorum**

Janice Scott, Board Relations Manager, took the roll call for attendance and certified that a quorum was present.

**1. Confirmation of Member Participation from a Remote Location**

There were no members participating remotely.

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

Martha Shickle explained that the October 31, 2024, meeting minutes were not approved at the last meeting due to a lack of quorum. She asked that they be added to this agenda for approval.

On motion by Jody Rogish, seconded by Sean Davis, the members of the RRTPO Executive Committee voted to amend the agenda to include the October 31, 2024, meeting minutes (voice vote).

**3. Open Public Comment Period**

There were no requests to offer public comment either in-person or online.

#### **4. Approval of October 31, 2024, and February 6, 2025, RRTPO Executive Committee Meeting Minutes**

On motion by Jody Rogish, seconded by John Moyer, the members of the RRTPO Executive Committee voted to approve the meeting minutes as presented (voice vote).

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

##### **a. FY26 Work Program Priorities**

Ms. Shickle provided an overview of the work program priorities and reported on recent recognitions on the agency's scenario planning efforts.

The FY26 Uniform Planning Work Program (UPWP) will be presented to the Policy Board in May for approval. The Technical Advisory Committee will be reviewing the specific tasks and budget amounts between now and April. The Executive Committee will be asked to review the UPWP draft in April.

Ms. Shickle reviewed the planning focus and emphasis areas that will be used to develop the UPWP.

Committee members had questions and Ms. Shickle clarified that the items she listed were based on the compliance requirements rather than in a priority order. Feedback on prioritization from the Executive Committee members will be sought.

There was a discussion about federal funding sources; guidance on potential funding changes is being sought from the Departments of Commerce, Defense and Transportation.

##### **b. Equity Working Group Update**

Ms. Shickle reported that the group has been meeting to evaluate a possible compensation policy for public participation and to evaluate and make recommendations to update the agency's Title VI plan.

##### **c. Upcoming Program Topics**

Ms. Shickle reported that Laura Farmer, VDOT, will be presenting at the Policy Board meeting on Highway 895.

April Executive Committee topics:

- Discussion on potential nominating committee.
- Review of the draft FY26 UPWP.
- The Port of Virginia tour has been tentatively scheduled for September 4<sup>th</sup>.

#### **6. Adjournment**

Chair Newbille reported that the April meeting may run longer than usual. There was a consensus to start that meeting at 8:00 a.m.

The meeting was adjourned at 9:01 a.m.

The next meeting is scheduled for April 3, 2025, 8:00 a.m., in the PlanRVA Boardroom, 424 Hull Street, Suite 300, Richmond, VA 23224 and via Zoom