

#### 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. Please through the Q&A/Chat functions on Zoom if you would like to comment. When acknowledged by the Chairman, please clearly state your name so that it may be recorded in the meeting minutes.



*Image: Downtown Ashland*

## **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 18, 2024, 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:*  
[https://planrva-org.zoom.us/webinar/register/WN\\_D3Vkv-adTgK37mshsWL7kg](https://planrva-org.zoom.us/webinar/register/WN_D3Vkv-adTgK37mshsWL7kg)

### Welcome and Introductions (Erickson)

### Roll Call & Certification of a Quorum (Scott)

#### A. ADMINISTRATION

1. **Approval of the November 9, 2023, CTAC Meeting Minutes** – page 4  
(Erickson)  
**Action Requested:** a motion to approve the meeting minutes as presented.
2. **Consideration of Amendments to the Agenda**  
(Erickson)
3. **Open Public Comment**  
(Erickson)
4. **CTAC Chair's Report**  
(Erickson)
5. **CTAC Staff Report** – page 7  
Information item.
6. **Agency Updates – PlanRVA, CVTA and RRTPO** – page 8  
(Busching)

## **B. NEW BUSINESS**

- 1. Review of the draft Public Engagement Plan**  
*(Gordon/30 minutes)*
- 2. Update on CTAC member engagement opportunities**  
*(Gordon/30 minutes)*
  - a. 2024 Public Engagement Calendar**
  - b. Media Toolkit**
  - c. Who's in My Community**

## **C. OTHER BUSINESS**

- 1. [PlanRVA Newsletter: The Better Together Connector \(linked\)](#)**  
*Information item.*
- 2. CTAC Member Comments**  
*(Erickson/10 minutes)*
- 3. Next Meeting: March 21, 2024**  
*(Erickson)*

## **D. ADJOURNMENT**

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

**Minutes of Meeting – November 9, 2023, 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	X	Vacant		Philip Plymale	X
Don Root (A)	V	<b>Hanover County</b>		Herbert A. Richwine (A)	
<b>Goochland County</b>		H. Charles Rasnick		<b>Henrico County</b>	
Robert L. Basham Jr.		<b>Powhatan County</b>		Gordon Dixon	X
Austin Goynes (A)		Robert W. Powers		<b>City of Richmond</b>	
<b>New Kent County</b>		Mike Ciriello (A)		Andrew Bunn	X
Lisa M. Guthrie	X	<b>Chamber RVA</b>		Sera Erickson, <b>Chair</b>	X
John P. Moyer (A)	X	John Easter		Shelley Allmond (A)	
<b>League of Women Voters</b>		<b>NAACP, Richmond Branch</b>		Clinton Smith (A)	
Sarah Weisiger	X	Walter Johnson		<b>RIC Area Bicycling Assoc.</b>	
Karen Rosenblum (A)		Charles Willis (A)		Champe M. Burnley	X
<b>Richmond Office of Equitable Transit and Mobility</b>		<b>RVA Rapid Transit</b>		John Hamilton	
Kelli N. Rowan	V	Faith Walker	X	<b>Senior Connections</b>	
<b>VA Conservation Network (VCN)</b>		Richard Hankins (A)		Tony Williams	X
Wyatt Gordon		<b>Virginians for High Speed Rail</b>		<b>Virginia Commonwealth University (VCU)</b>	
Victoria Higgins (A)		Michael Testerman	X	John D. Leonard	X
				Jesse MacLelland (A)	

*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](#).*

*Virtual participation of this meeting by members of the committee is authorized under the City of Richmond Res. No. 2020-R025, - declaration of a local emergency due to the potential spread of COVID-19, adopted March 16, 2020. The resolution is available [here](#).*

**CALL TO ORDER**

The Richmond Regional Transportation Planning Organization (RRTPO) Community Transportation Advisory Committee Chair, Sera Erickson, presided and called the November 9, 2023, RRTPO CTAC meeting to order at 12:03 p.m.

**WELCOME AND INTRODUCTIONS**

Chair Erickson welcomed all attendees.

## **ROLL CALL & CERTIFICATION OF A QUORUM**

Janice Firestone, Program Manager, certified that a quorum was present.

### **A. ADMINISTRATION**

#### **1. Approval of the September 28, 2023, CTAC Meeting Minutes**

On motion by Lisa Guthrie, seconded by Faith Walker, 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 Erickson did not have a formal report.

#### **5. RRTPO Update**

Ken Lantz, PlanRVA, provided the RRTPO update.

#### **6. CVTA Update**

Mr. Lantz provided the CVTA update.

### **B. NEW BUSINESS**

#### **1. Overview of the MPO transportation planning process**

Myles Busching, PlanRVA, gave this presentation and explained what the MPO is and does. He also reviewed each step of the transportation planning process.

#### **2. Development of PlanRVA Public Engagement Plan**

Holly Gordon, PlanRVA, gave a presentation on public engagement and the committee's expanded role. She explained the timeline for updating the public engagement plan.

Following the presentation, committee members discussed ways to initiate public engagement and potential obstacles to increasing community involvement.

#### **3. Appointment of a CTAC Work Group**

The group discussed creating a work group to review the public engagement plan.

On motion by Faith Walker, seconded by Upton Martin, the members of the Community Transportation Advisory Committee voted unanimously to form the work group.

A poll will be sent out for members to indicate their interest in serving on the work group.

## **C. OTHER BUSINESS**

### **1. Off-site Meeting Location List**

Myles Busching, PlanRVA, explained that off-site meetings are not practical for the committee. A list was provided that might be used for other meetings.

### **2. Future Meeting Topics**

The future meeting topics were reviewed. There was discussion about the purpose of some of the proposed topics.

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

There were no member comments.

### **4. Next Meeting: January 18, 2024.**

## **D. ADJOURNMENT**

Chair Erickson adjourned the meeting at 1:45 p.m.



## MEMORANDUM

**To:** Richmond Regional Transportation Planning Organization (RRTPO) Policy Board  
RRTPO Technical Advisory Committee

**From:** Kenneth Lantz, Jr., RRTPO Mobility Manager

**Date:** November 13, 2023

**Subj:** RRTPO Community Transportation Advisory Committee (CTAC) Meeting Report

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The following is a brief report on discussion items from the November 9, 2023, CTAC meeting:

### **Overview of the MPO Transportation Planning Process**

Information was presented concerning the transportation planning process and the roles of the Transportation Planning Organization Policy Board, Technical Advisory Committee, and Community Transportation Advisory Committee. Also presented were ideas about how each of the six steps in the planning process are accomplished and the public's role in each step. For example, under the "Fund Solutions" step it was noted that in addition to approximately \$35 million that the RRTPO invests annually in projects, VDOT has several competitive funding programs, including SMART SCALE, and the Central Virginia Transportation Authority makes funding available for regional priorities. The public's role in this step is to review the draft priorities and investments and weigh in on changes to the project selection process.

### **Development of a Public Engagement Plan**

Also discussed was the RRTPO's Public Engagement Plan. Information was provided on meaningful public engagement, the RRTPO's approach to public engagement, and the goals of the public engagement plan. The roles of the members of CTAC in the public engagement process were discussed, as well as a timeline for the update to the Public Engagement Plan. Members of CTAC were asked to volunteer to serve on a workgroup to assist with the update to the Public Engagement Plan.

### **Other Business**

In response to a suggestion to consider rotating the regular CTAC meetings among various alternate locations, a staff report was presented and reviewed. The report presented six potential sites, their availability, staffing requirements, and issues found. It was noted that due to the logistical requirement associated with the regular meetings it would not be practical to move the regularly scheduled meetings to alternate sites. However, consideration will be given to using the sites as locations for any special meetings or listening sessions.

### **Next CTAC Meeting**

The next CTAC meeting is scheduled for Thursday, January 18, 2024.

## PlanRVA AGENCY UPDATE

### RRTPO CTAC Meeting – January 18, 2024

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](#).



#### New Board Member Orientation

PlanRVA will hold orientation for new members at its February 8, 2024, meeting. The orientation will be open to new and current members of the Commission as well as members of the Richmond Regional Transportation Policy Board and the Central Virginia Transportation Authority.

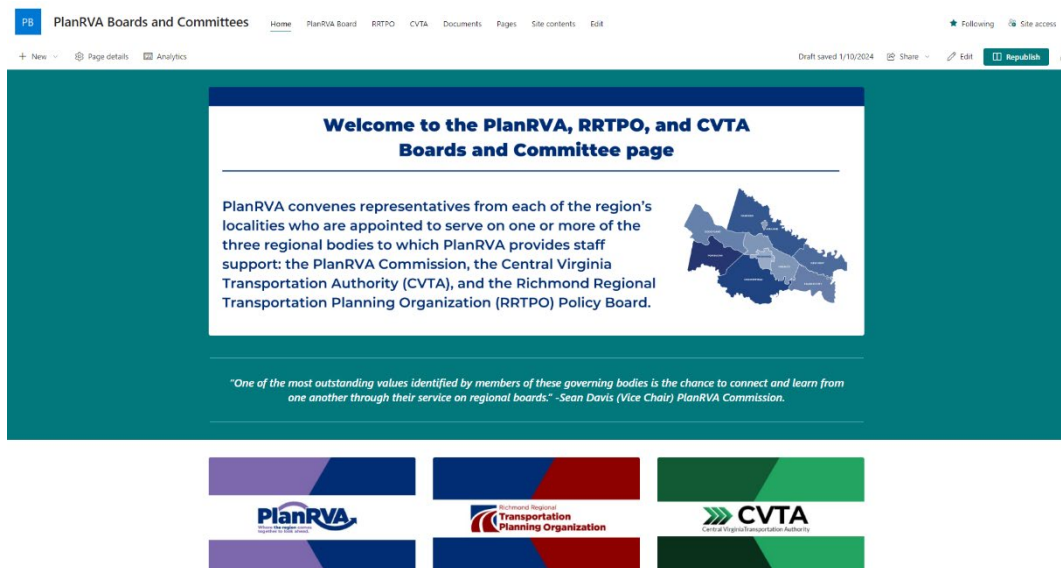
The meeting, including the orientation, will be livestreamed and can be viewed on the [PlanRVA YouTube Channel](#).

#### New SharePoint Site for Boards and Committees

A new SharePoint site is being finalized for use by members of the PlanRVA Commission, the CVTA and the RRTPO as well as members of the committees for the three organizations. It's intended to be a one-stop shop for information about the three boards and committees. Information that will be available on the site include:

- Orientation files
- Organizational history and information
- Committee descriptions and member listings
- Bylaws, policies and procedures
- Links to meeting information

Access to the site will be shared in February with board and committee members and locality staff.





## CVTA AGENCY UPDATE RRTPO CTAC Meeting – January 18, 2024

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

### CVTA Regional Projects Cycle

- **Cost estimate verification**

The application period ended in September; all applications were submitted from Round 3. Those applications have been vetted. A third-party cost estimate verification contract has been issued.

At its January meeting, TAC reviewed a spreadsheet detailing the outcome of the work that has been done with the third-party reviewer and the revised estimates for each project.

This item is on the February 1<sup>st</sup> Authority agenda with a recommendation that the Authority approve the cost estimates for consideration in development of draft 6-year project list and funding scenario.

- **Updated CVTA Revenue Estimates (annual projections from VDOT)**

At its January meeting, TAC reviewed the revenue estimates and the revenue forecast, which has been updated based on the newest forecast.

This item is on the February 1<sup>st</sup> Authority agenda with a recommendation that the Authority accept 2023 CVTA revenue estimates from VDOT and incorporate them into the Round 3 Regional Funding Scenario.

### Fall Line Trail



- **Wayfinding**

The Fall Line Working Group and the TAC have reached consensus on a number of wayfinding aspects along the trail. These include signage types, fonts, colors and local destinations that will be highlighted along the trail.

Discussions are on going with the Finance Committee about funding for the wayfinding and long-term plans for wayfinding maintenance.

### Capital Region Airport Commission (CRAC) Update



Perry Miller, CEO, of the Capital Region Airport Commission, will give a presentation on recent and upcoming activity at the CRAC and Richmond International Airport at the January 26, 2024, Authority meeting. The meeting, including Mr. Miller's presentation will be livestreamed and can be viewed on the [PlanRVA YouTube Channel](#).

## RRTPO AGENCY UPDATE

### CTAC Meeting – January 18, 2024

***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](#).***

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**SMART  
SCALE**

*Funding the Right  
Transportation Projects  
in Virginia*

### SMART SCALE Round 6 – Regional Project Recommendations

At its January 2024 meeting the RRTPO TAC reviewed the list of recommended projects for round 6. Twenty-six requests were received for candidate projects. There are 17 preapplications slots between RRTPO and PlanRVA (12 for the RRTPO and 5 for PlanRVA). Committee members discussed the projects and reached consensus on changes. The following projects will be removed: the two Rt 288 projects, the 1-64/105 project and the 195/54 project. The Short Pump project will be added to the RRTPO list: The Route 60/US-522 Intersection Improvement project in Powhatan will be moved from PlanRVA to RRTPO.

This will be on the February 1, 2024, Policy Board agenda with a recommendation to approve the candidate project list as revised by the TAC.

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### 2024 Safety Performance Targets



The RRTPO is required to [track and set targets for five performance measures](#) for roadway safety. VDOT, in coordination with DMV, sets statewide targets annually for each of these measures. State performance is assessed against these targets by FHWA, and the Commonwealth is required to meet or make significant progress toward meeting these targets. The statewide performance targets are developed using an analytical model which factors in vehicle miles traveled, demographics and employment, weather, liquor sales, VDOT maintenance and operations programs spending, DMV.

MPOs are required to adopt targets each year. The RRTPO has the option to follow the statewide target or set a separate target for any or all of the performance measures. In general, FHWA has identified three approaches used by states in setting performance targets (data-driven, goal-driven and hybrid). The members of the committee reached a consensus at the last meeting to move forward with the hybrid targets.

TAC has reviewed and recommends Policy Board approval of the five performance measures at the February 1, 2024 Policy Board meeting.

## Work Group Studies Public Transportation Services for Rural Areas

Following a presentation from the Department of Rail and Public Transportation (DRPT) on funding opportunities which could create a pipeline to new public transportation services in rural areas, the Policy Board directed the TPO Technical Advisory Committee (TAC) to work with DRPT to develop a recommendation on the best use of the programs covered in the DRPT presentation. A Public Transportation Work Group was convened to study rural transportation needs and provide a recommendation to the full TAC.

The work group met and discussed needs, what the target audience is and what needs the smaller jurisdictions want to serve. The following comments were offered concerning existing conditions and needs:

- **New Kent** is served by Bay Transit, which offers service from 6:00 a.m. to 6:00 p.m. for the general public. There are a number of 55+ communities in the county, and with no primary care physicians located in the county residents must travel outside of New Kent for health care. With several major employers coming to the county, workforce transportation will be needed. There is also a need to expand the existing park and ride lot so it might accommodate buses, and also provide a passenger shelter at the lot.
- **Powhatan** is experiencing small clusters of development along its major corridors, but due to the size of this development it is believed that a paratransit service would best meet the county's needs. Going forward, consideration should be given to changes in land use rules, expectations and development patterns in order to better support public transportation.
- **Hanover** has been identified as a candidate location for GRTC's Link microtransit service.
- **Goochland** has not undertaken an analysis of its public transportation needs.

The group is working on a scope that will be finalized in January. The deadline for DRPT's grant application assistance is February 1<sup>st</sup>.