

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. 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.



Photo: Historic Courthouse, Powhatan County

RRTPO Community Transportation Advisory Committee (CTAC)

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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 Collective and Don't Trash Central Virginia.

AGENDA

RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION COMMUNITY TRANSPORTATION ADVISORY COMMITTEE

Thursday, November 9, 2023, 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_qN3o5QdCT8yHRMdtvDqw0Q

Welcome and Introductions

(Erickson)

Roll Call & Certification of a Quorum

(Firestone)

A. ADMINISTRATION

1. **Approval of the September 28, 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. **RRTPO Update** – page 7
(Information item; no presentation)
6. **CVTA Update** – page 8
(Information item; no presentation)

B. NEW BUSINESS

1. **Overview of the MPO transportation planning process**
(Busching/20 minutes)

2. Development of PlanRVA Public Engagement Plan

(Gordon/10 minutes)

3. Appointment of a CTAC Workgroup

(Erickson/Lantz/10 minutes)

C. OTHER BUSINESS

1. Off-site Meeting Location List (follow up from last meeting) – page 10

(Busching/5 minutes)

2. Future Meeting Topics - page 12

(Erickson/5 minutes)

3. CTAC Member Comments

(Erickson/10 minutes)

4. Next Meeting: January 18, 2024

(Erickson)

D. ADJOURNMENT

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

**Minutes of Meeting – September 28, 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):

Town of Ashland		Charles City County		Chesterfield County	
Upton S. Martin		Vacant		Philip Plymale	X
Don Root (A)		Hanover County		Herbert A. Richwine (A)	X
Goochland County		H. Charles Rasnick	V	Henrico County	
Robert L. Basham Jr.		Powhatan County		Vacant	
Austin Goynes (A)		Robert W. Powers		City of Richmond	
New Kent County		Mike Ciriello (A)		Andrew Bunn	V
Lisa M. Guthrie	X	Chamber RVA		Sera Erickson, Chair	X
John P. Moyer (A)	X	John Easter		Shelley Allmond (A)	
League of Women Voters		NAACP, Richmond Branch		Clinton Smith (A)	
Sarah Weisiger	X	Walter Johnson		RIC Area Bicycling Assoc.	
Karen Rosenblum (A)		Charles Willis (A)		Champe M. Burnley	V
Richmond Office of Equitable Transit and Mobility		RVA Rapid Transit		John Hamilton	
Kelli N. Rowan	X	Faith Walker		Senior Connections	
VA Conservation Network (VCN)		Richard Hankins (A)	X	Tony Williams	V
Wyatt Gordon		Virginians for High Speed Rail		Virginia Commonwealth University (VCU)	
Victoria Higgins (A)		Michael Testerman	X	John D. Leonard	
				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 September 28, 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 July 20, 2023, CTAC Meeting Minutes

On motion by Victoria Higgins, seconded by John Leonard, the CTAC 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

Barbara Jacocks, PlanRVA, provided the RRTPO update and announced that the Public Transportation Workgroup is being reconvened.

6. CVTA Update

Mr. Lantz provided an update on recent and upcoming activity by the CVTA, Finance Committee, Fall Line Working Group and Technical Advisory Committee (TAC).

B. NEW BUSINESS

1. Introduction of Holly Gordon, Community Engagement Manager, and discussion of CTAC's public engagement roles and responsibilities

Ms. Gordon outlined the changes approved by the Policy Board for the CTAC. Members shared their backgrounds, expressed their views on what representation and/or practices are missing on the committee AND identified what they feel needs to be done to increase awareness of the committee.

Members shared suggestions, including:

- Members provide updates to their locality or organization and participate in listening sessions.
- Offer stipends to CTAC members for attending meetings.
- Identify ways to demystify transit.
- Members engage with members of the public to gather feedback and share those comments at committee meetings.
- Set participation guidelines for members.
- Identify improved ways to deliver information to members of the public, particularly individuals without access to internet/email.

2. RVA Rapid Transit: "2023 State of Transit"

Richard Hankins, RVA Rapid Transit, gave this presentation and reported on the 2040 transit vision and GRTC's essential infrastructure plan. He explained that RVA Rapid Transit is independent of GRTC and is a 501C3 non-profit organization.

3. Rotation of meeting sites

There was a discussion about the possibility of having the meetings at rotating locations and the impediments to holding public meetings at alternate locations. It was suggested that PlanRVA continue being the site for committee meetings but members participate in the proposed listening sessions at committee member organizations.

Kelli Rowan made a motion, seconded by Andrew Bunn, to have staff provide a list of the locations that are available and have been confirmed as viable for alternate meeting sites. The motion passed.

It was noted that a list will be prepared for meeting sites as well as potential sites for listening sessions.

C. OTHER BUSINESS

1. Future Meeting Topics

The future meeting topics were reviewed. There was further discussion about the committee's expanded role.

2. CTAC Member Comments

There were no member comments. Mr. Lantz commented on the North-South BRT information on the GRTC website.

3. Next Meeting: November 16, 2023

D. ADJOURNMENT

Chair Erickson adjourned the meeting at 1:40 p.m.

RRTPO AGENCY UPDATE

CTAC Meeting – November 9, 2023

October 10th Technical Advisory Committee Meetings

The committee met and recommended Policy Board approval of the actions listed under the Policy Board's November 2, 2023, meeting

October 25th Public Transportation Workgroup

This group was reconvened following the Policy Board directed the TPO Technical Advisory Committee (TAC) "to work with DRPT to review the program options for rural public transportation and bring a recommendation to the Policy Board as to the best use of those programs in the region for sustainability and fiscal responsibility."

The group met and started its initial review of the rural transportation needs of the region.

November 2nd Policy Board Meeting

The Policy Board voted to approve the following items:

- UPWP Amendment – Reconnect Jackson Ward Planning Grant
- ConnectRVA 2045 Amendment – New Kent County Request – Exit 211 Interchange Improvements
- RRTPO/Tri-Cities Area MPO Boundary Adjustment
- RRTPO Letter regarding SMART SCALE Program Updates letter to the Commonwealth Transportation Board to convey that the Board is opposed to the proposed application limit change to the Smart Scale program and express its opinion that all other proposed changes except for "Eliminate "Step 2" of Fund Distribution Process" be deferred until MPOs and Planning District Commissions around the state can further vet the changes and offer comments
- FY24 – FY27 Transportation Improvement Program - Illustrative Projects List
- FY24 – FY27 Transportation Improvement Program Amendments – GRTC Annual Updates
- FY24 – FY27 Transportation Improvement Program Amendments – DRPT Annual FTA 5310 Program Updates
- FY24 – FY27 Transportation Improvement Program Amendments – VPRA Request – State-Supported Amtrak Operations
- FY24 – FY27 Transportation Improvement Program Amendments – VPRA Request – Hanover Third Track – page 71
- *(Busching/5 minutes)*
- Action requested: motion to approve proposed TIP amendment (roll call vote).

Upcoming Meetings:

- Technical Advisory Committee:
 - November 14
 - December 11
 - January 9
- Policy Board and Executive Committee
 - December 7
 - January 4

NOTE: agendas, minutes and all presentation are posted on the [meeting webpage](#)

CVTA AGENCY UPDATE
CTAC Meeting – November 9, 2023

September 7th CVTA Finance Committee Meeting

The committee elected Patricia Paige as FY24 Chair and Kevin Carroll as FY24 Vice Chair.

September 29th CVTA Meeting

The Authority took action on the following items:

- Authorized issuance of Bond Counsel RFP.
- Authorized the Executive Director to work directly with proposers to secure a contract verifying cost estimates for Round 3 Regional Project applications following the close of the application window
- Approved projects for execution and administration between Central Virginia Transportation Authority and Virginia Department of Transportation for the following projects:
 - CVTA Project 0016: I-64 at Ashland Rd (Rte 623) Interchange – DDI
 - CVTA Project 0017: I-64 at Oilville Rd (Rte 617) Interchange
 - CVTA Project 0018: Bottoms Bridge Park and Ride
 - CVTA Project 0020: Rte 288 NB Hard Shoulder Running
 - CVTA Project 0023: Mayo Bridge Replacement
 - CVTA Project 0024: POV Richmond Marine Terminal Access Improvements at I-95/Bells Road
 - CVTA Project 0026: Short Pump Area Transportation Improvements
 - CVTA Project 0033: W Broad Street Improvements - Short Pump
 - CVTA Project 0039: Staples Mill Road Improvements
 - CVTA Project 0045: I-64 Widening
- Authorized the Chairman to execute the modified Standard Project Agreement, as agreed to with VDOT, and authorizes CVTA staff to take all actions necessary and prudent to fulfill its terms, subject to approval by legal counsel.
- Approved the transfer of \$25 million from Design Build 3 to Design Build 2 and allow VDOT to bring the SPA agreement to CVTA TAC for recommendation.
- Approved the FY23 Annual Certifications and FY24 Local Allocation Plan .
- Approved the CVTA Regional Projects Cycle (Round 3).

October 4th CVTA Fall Line Trail Working Group Meeting

- Reviewed the Fall Line Trail Wayfinding Plan, including:
 - Reached a consensus to move forward with the color selections presented by AB Design.
 - Reviewed options and distance preferences for mileage markers
 - Discussed the need to identify sources of funding for wayfinding.
- Heard an update from VDOT on Design Build Phases two and three.

September 20th and October 16th Technical Advisory Committee Meeting

The committee reviewed and/or took action on the following:

- Continued review of the VDOT-CVTA Standard Project Agreement
 - Convened a subcommittee together to go over the to further review and revised the language prior to Authority approval.
- Continued review of the Candidate Project Database and reached consensus to have locality staff submit list of additional projects they would like to use CVTA funding for prior to the next meeting
- Voted to refer the existing projects spend down plans to CVTA Finance Committee for consideration (voice vote).

Upcoming Meetings:

- November 8th CVTA Finance Committee
- November 13th CVTA Technical Advisory Committee
- December 1st CVTA
- December 6th Fall Line Trail Working Group

Off-site Meeting Locations

Location	Availability	Their Staff Requirements	PlanRVA Staff Requirements	Issues Found	Parking
Chesterfield County Administration Building , Room 502, 9901 Lori Road, Chesterfield, VA	K. Carroll, CVTA Chair, authorized use of room for Authority meeting. Unknown if Chesterfield would allow other groups to meet there.	4 county staff members (1 from Admin., 1 from Board of Supervisor's office and 2 IT staff)	Janice/Sidd – 3 trips (initial visit, day before meeting for set-up/testing and 2 hours prior to meeting for final testing)	<ul style="list-style-type: none"> • Coffee/other beverages had to be brought in (lunches were delivered). • They use different software/equipment for livestream. Required their IT staff to be present throughout meeting. • Area normally restricted to employees only. Required county staff person wait at elevator to bring each person upstairs. 	Paved lot – no fee.
Capital Region Airport Commission , Booty Armstrong Boardroom, 1 Richard E. Byrd Terminal Dr., Richmond International Airport	Perry Miller, CEO and CVTA Member, authorized use of room for Authority meeting. Unknown if CRAC would allow other groups to meet there.	3 CRAC staff members (1 from Admin to coordinate arrangements and 2 IT staff)	Janice/Sidd – 3 trips (initial visit, day before meeting for set-up/testing and 2 hours prior to meeting for final testing)	<ul style="list-style-type: none"> • Coffee/other beverages had to be brought in (lunches were delivered). • They use different software/equipment for livestream. Required their IT staff to be present throughout meeting. • Internet connection not reliable inside boardroom. 	Airport Parking Hourly Fees Apply.
Creative Office Environments , 11798 North Lakeridge Parkway, Ashland	Creative was the vendor for the PlanRVA offices at The Current. Allowed use of room as favor because we were a current customer. Unsure if they would allow future use.	3 Creative staff members (2 from Admin to coordinate arrangements and 1 IT staff)	Janice/Sidd – 3 trips (initial visit, day before meeting for set-up/testing and 2 hours prior to meeting for final testing)	<ul style="list-style-type: none"> • Coffee/other beverages had to be brought in (lunches were delivered). • They use different software/equipment for livestream. Required their IT staff to be present throughout meeting. 	Paved lot – no fee.
VDOT District Office , 2430 Pine Forest Dr, Colonial Heights	Mark Riblett, Policy Board member, authorized use of room for board meeting. Unknown if VDOT would allow other groups to meet there.	3 VDOT staff members (2 from Admin to coordinate arrangements and 1 IT staff member). Also required security officers to check each attendee in.	Janice/Sidd – 3 trips (initial visit, day before meeting for set-up/testing and 2 hours prior to meeting for final testing)	<ul style="list-style-type: none"> • Coffee/other beverages had to be brought in (lunches were delivered). • They use different software/equipment for livestream. Required their IT staff to be present throughout meeting. 	Paved lot – no fee.

Location	Availability	Their Staff Requirements	PlanRVA Staff Requirements	Issues Found	Parking
Randolph Macon College Birdsong Hall, 106 E. Patrick Street, Ashland	Must request permission through Events Management. First come, first served	2RMC staff members (2 from Admin to coordinate arrangements and 1 IT staff member). Also required security officers to check each attendee in.	Janice/Sidd – 3 trips (initial visit, day before meeting for set-up/testing and 2 hours prior to meeting for final testing)	<ul style="list-style-type: none"> • They use different software/equipment for livestream. • No IT staff are available to be present throughout meeting. • Require Certificate of Insurance for \$1,000,000 general liability insurance coverage naming the college as additionally insured. 	Paved lot for student parking – no fee. Very limited.
Community Foundation, 3409 Moore St., Richmond	PlanRVA Executive Director is a member of CF committees and arranged permission to use space; not sure if they allow for other uses.	2 CF staff members (1 from Admin to coordinate arrangements and 1 IT staff)	Janice/Sidd – 3 trips (initial visit, day before meeting for set-up/testing and 1 hour prior to meeting for final testing)	None.	Paved lot – no fee.

Upcoming Proposed CTAC Topics

- Affordable housing and transportation needs (Jovan Burton, Partnership for Housing Affordability)
- Chesterfield Rt 360 superstreet study (Chessa Walker)
- Impact of the Inflation Reduction Act on transportation
- School bus routing
- VDOT connected and automated use case study
- DRPT TRIP Program
- Pedestrian and bicycle safety-countermeasures, Vision Zero, advocacy
- Richmond Marine Terminal tour
- Regional structure and bridge inventory
- Capital to Capital Trail/Fall Line Trail
- Richmond Rides to Work
- Briefing on Planning for SE High Speed Rail Service
- Safety concerns and mitigation measures (i.e., speed and red-light cameras)
- Safety advocacy*
- Regional vehicle accident trends*
- Vision Zero*