



Photo: Train in City of Richmond

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



### 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.

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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.*

# AGENDA

## RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION COMMUNITY TRANSPORTATION ADVISORY COMMITTEE

Wednesday, September 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\\_7iaiTPQURmSzs3UyCjxaQ](https://planrva-org.zoom.us/webinar/register/WN_7iaiTPQURmSzs3UyCjxaQ)

### Welcome and Introductions

*(Chair Andrew Bunn)*

### Roll Call & Certification of a Quorum

*(Janice Scott)*

### A. ADMINISTRATION

#### 1. Committee Leadership

*(Martha Shickle/5 minutes)*

#### 2. [Approval of the July 18, 2024, CTAC Meeting Minutes](#) – page 4

*(Chair Andrew Bunn)*

**Action Requested: a motion to approve the meeting minutes as presented.**

#### 3. Consideration of Amendments to the Agenda

*(Chair Andrew Bunn)*

#### 4. Open Public Comment

*(Chair Andrew Bunn)*

#### 5. CTAC Chair's Report

*(Chair Andrew Bunn)*

#### 6. Committee Membership

*(Martha Shickle/5 minutes)*

#### 7. CTAC Transportation Equity Workgroup

*(Martha Shickle /10 minutes)*

## B. NEW BUSINESS

1. [Public Engagement Plan Annual Report \(linked\)](#)  
(Holly Gordon/5 minutes)
2. [Rural Public Transportation Engagement \(Hanover, Charles City, Powhatan, New Kent, Goochland \(linked\)](#)  
(Holly Gordon/10 minutes)  
Discussion item: online survey and mapper and in-person engagements in the five counties will be ongoing from now until the end of October.
3. **Long Range Transportation Plan (LRTP) Outreach Strategies** (to be distributed at meeting)  
(Holly Gordon/20 minutes)  
Action requested: motion to make a recommendation to the LRTP Advisory Work Group on outreach strategies for the LRTP.
4. **Pathways to the Future: Regional Symposium 2025**  
(Holly Gordon/5 minutes)

## OTHER BUSINESS

1. [CTAC Outreach Template \(linked\)](#)  
(Holly Gordon/5 minutes)
2. **Agency Updates – PlanRVA, CVTA and RRTPO** – page 8  
(Martha Shickle)
  - a. [PlanRVA Newsletter: The Better Together Connector \(linked\)](#)
3. **CTAC Member Comments**  
(Chair Andrew Bunn/5 minutes)
4. **Next Meeting: November 21, 2024, at 12:00 p.m.**  
(Chair Andrew Bunn)

## C. ADJOURNMENT

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

**Minutes of Meeting – July 18, 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	X	Vacant		Philip Plymale	X
Don Root (A)	X	<b>Hanover County</b>		Herbert A. Richwine (A)	X
<b>Goochland County</b>		H. Charles Rasnick		<b>Henrico County</b>	
Robert L. Basham Jr.	V	<b>Powhatan County</b>		Gordon Dixon	X
Austin Goynes (A)		Vacant		Michael Wiebe	
<b>New Kent County</b>		<b>Chamber RVA</b>		<b>City of Richmond</b>	
Lisa M. Guthrie		John Easter		Andrew Bunn	X
<b>League of Women Voters</b>		<b>NAACP, Richmond Branch</b>		Sera Erickson, <b>Chair</b>	X
Sarah Weisiger	X	Walter Johnson		Shelley Allmond (A)	
Karen Rosenblum (A)		Charles Willis (A)		Clinton Smith (A)	
<b>Richmond Equitable Transit and Mobility</b>		<b>RVA Rapid Transit</b>		<b>RIC Area Bicycling Assoc.</b>	
Kelli N. Rowan		Faith Walker		Champe M. Burnley	X
Ernest, Moore, Jr. (A)		Stephanie Power (A)	X	John Hamilton	
<b>VA Conservation Network (VCN)</b>		<b>Virginians for High Speed Rail</b>		<b>Senior Connections</b>	
Wyatt Gordon		Michael Testerman	X	Tony Williams	X
Victoria Higgins (A)		<b>Virginia Commonwealth University (VCU)</b>			
		John D. Leonard			

*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, Sera Erickson, presided and called the 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 Scott, PlanRVA, certified that a quorum was present.

## A. ADMINISTRATION

### 1. Approval of the May 16, 2024, CTAC Meeting Minutes

On motion by Upton Martin, seconded by Andrew Bunn, 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.

## B. NEW BUSINESS

### 1. Focus on Regional Transportation: GRTC Microtransit Program

Ken Lantz, PlanRVA, explained that there are five new microtransit programs operating in the area. Patricia Robinson with GRTC gave a presentation on the program. She reported on usage and ridership statistics and shared GRTC's plans for planned future microtransit endeavors.

### 2. FY25 Work Program Priorities for Public Input

#### a. 2050 Long-Range Transportation Plan and Naming

#### b. Regional Safety Work Group

#### c. Title VI Review

Myles Busching, PlanRVA gave an overview of the work program and planning priorities.

- Completing federal certification recommendations
- Making progress on federal planning emphasis areas
- Continuing CVTA, BRT, & Fall Line support, public engagement efforts
- FY25 emphasis areas:
  - **Renewed Safety Focus** – update and implement Safety Plan; reestablish Vision Zero/Regional Safety work group; define regional role in safety
  - **2050 Long-Range Transportation Plan** – next LRTP development; building on scenario planning and 2045 plan
  - **Rural Public Transportation** – identifying opportunities to provide or enhance public transportation service(s) in rural localities integrate with GRTC service

He reviewed the public outreach and engagement planned deliverables:

- General engagement and outreach
- Update Title VI plan
- Publish Annual Public Engagement report
- Support for Green Infrastructure Plan update
- Support for economic development, housing work

He reported that the plan is to bring each stage of the LRTP public engagement strategy back to the CTAC for input and participation.

Holly Gordon, PlanRVA, shared information on a survey aimed at identifying a name for the LRTP. Committee members were invited to take the survey.

### **3. Engagement Planning & Coordination**

#### **a. Community Outreach Report Back**

Ms. Gordon opened a discussion about the recent community outreach assignments. Committee members shared their experiences and discussed possible groups/organizations they might attempt to reach out to in the future.

#### **b. Committee Membership**

Ms. Gordon reported that there are currently two at-large organization membership openings. The RRTPO Policy Board would need to approve any suggested new organizational appointments

#### **c. Next Steps**

Staff will prepare a summary/description of the criteria or basis for the at-large positions and bring that to the committee so that members can work to identify potential new organizations for inclusion on CTAC.

### **4. CTAC Governance**

#### **a. Leadership Succession**

Martha Shickle, PlanRVA, reported on recent RRTPO action to appoint her as Executive Director of the RRTPO.

She reported that normally CTAC would elect new leadership at the July meeting. The bylaws and guidance documents prescribe a locality rotation for Chair and Vice Chair. Because the member positions for those localities are currently vacant, the Policy Board can appoint the committee leadership. She asked for feedback on the idea of Chair Erickson continuing to serve as Chair until other interested parties can be identified and suggested to the Policy Board. There was a consensus to have Sera Erickson continue as Chair.

#### **b. CTAC Transportation Equity Work Group**

Ms. Shickle explained that the bylaws state the CTAC will be supported by a subcommittee known as the CTAC Transportation Equity Work Group. She explained the purpose and parameters of the group, and indicated this is an opportunity to have a group formed to explore issues around equity for the transportation disadvantaged. She noted that the work group's membership could include participants from organizations outside the current CTAC membership. She asked for members to share their thoughts over the next two months and noted it will be on the next agenda for discussion.

### **C. OTHER BUSINESS**

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

Ms. Shickle reported on a planned tour of the Port of Virginia facilities scheduled for October 3, 2024. CTAC members will be invited along with Policy Board, CVTA, PlanRVA Commission and the RRTPO TAC members. She noted that more information will be sent out once the details are finalized.

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

This was an information item.

**2. CTAC Member Comments**

There were no member comments.

**3. Next Meeting:**

Ms. Shickle reported there is a conflict with the September 19<sup>th</sup> meeting date, and it will need to be rescheduled. A Doodle poll will be sent to members.

**D. ADJOURNMENT**

Chair Erickson adjourned the meeting at 2:03 p.m.

## CVTA AGENCY UPDATE

### RRTPO CTAC Meeting – September 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](#).

#### **Authority Meeting - August 9<sup>th</sup>:**

- Sean Davis was elected as FY25 Chair and Tyrone Nelson as FY25 Vice Chair.
- Kaufman & Canoles, P.C., provided a presentation on the bond finance validation process (implementing a legal structure for future bond financing). [The presentation can be viewed here](#).
- The Authority voted to direct the CVTA Executive Director to draft a letter to the Commonwealth Transportation Board outlining CVTA recommendations for allocation of the \$7.5 million in Fall Line funds from the 2024 Virginia General Assembly. The funding should be allocated to the Fall Line: Kanawha Plaza (5A-R) project in the amount of \$4.5 million and the Fall Line Trail: Route 1 (Food Lion – Falling Creek Wayside) UPC 115415 project in the amount of \$3 million.
- The Authority voted to approve the Fall Line Trail Wayfinding Plan, which includes a comprehensive signage/wayfinding package.

#### **Technical Advisory Committee (TAC) Meeting– August 12<sup>th</sup> and September 9<sup>th</sup>**

- Barbara Smith was elected FY25 Chair and Austin Goynes FY25 Vice Chair.
- The committee voted to recommend full Authority approval of the following:
  - Five draft Standard Project Agreements for projects in Henrico County, the City of Richmond and the Fall Line Trail design-build #2
  - FY25 Local Allocation Plan
- The Committee reviewed the CVTA Regional Project Selection and Allocation Framework document and the remaining parking lot items that will need resolution.
- The committee made a recommendation for use of CVTA interest earnings.

#### **Finance Committee Meeting – August 14<sup>th</sup> and September 11<sup>th</sup>**

- Neil Spoonhower was elected FY25 Chair and John Moyer FY25 Vice Chair.
- Voted to recommend the following to the full Authority:
  - Approve revisions to a Fall Line Trail Standard Project Agreement to shift CVTA Regional funds between several of the previously funded Fall Line Trail segments.
  - Dedicate \$1.5 million of CVTA interest income to fund the Fall Line Trail Wayfinding Plan design and construction, dedicate one half of the CVTA interest income for Working Capital Reserve for reinvestment, and dedicate one half of the remaining CVTA interest income earnings fund regional projects; and instruct the Technical Advisory Committee the Technical Advisory Committee to develop recommendations on those regional projects.
  - Approve for the Executive Director to proceed with the bond finance validation process.

#### **Upcoming Meetings**

- Authority – September 27<sup>th</sup> – 9:00 a.m.
- TAC – October 7<sup>th</sup> – 1:00 p.m.
- Finance Committee – October 9<sup>th</sup> – 9:00 a.m.





## PlanRVA AGENCY UPDATE

### RRTPO CTAC Meeting – September 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](#).

#### **The PlanRVA Commission will meet September 12<sup>th</sup>**

**Commissioners will have a special program: [One Small Step](#)** (linked)

StoryCorps launched the One Small Step program in 2021. Richmond was chosen as one of three One Small Step "model communities" because of our proven record for building bridges across physical or social divides. One Small Step and Plan RVA are partnering to help raise awareness about the One Small Step program and to encourage participation from members of your communities.

#### **Other Upcoming Meetings\***

- Executive Committee – September 12<sup>th</sup> – 8:30 a.m.
- Public Outreach and Engagement Committee – October 10<sup>th</sup> – 9:00 a.m.
- Audit, Finance and Facilities Committee – October 28<sup>th</sup> – 9:30 a.m.
- Executive Committee – November 14<sup>th</sup> – 8:30 a.m.
- Commission – November 14<sup>th</sup> – 9:30 a.m.

#### **New Staff**

PlanRVA recently welcomed **Kristin Hott, Engagement Coordinator**. Please join us in welcoming Kristin to the team!

**[Don't forget to check out our newsletter:  
The Better Together Connector \(linked\)](#)**

## RRTPO AGENCY UPDATE

### CTAC Meeting – September 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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**The Policy Board met on September 5<sup>th</sup>.** The Board took the following actions:

- Adoption of the 2050 Long-Range Transportation Plan (LRTP) general scope of work and schedule and to authorize staff to establish the LRTP Advisory Working Group to provide input and oversight in the development of the plan.
- Adoption of the *Pathways to the Future (P2F)* - scenario planning process.
- Approval of four FY24 - FY27 Transportation Improvement Program Amendments:
  - FY25 FTA 5310 Projects
  - Richmond Safe Streets 4 All Traffic Safety and Operations (T29775)
  - Maintenance: Traffic and Safety Operations Grouping
  - Arthur Ashe Blvd. Bridge Replacement over CSX Railroad (UPC T29776)
- Approval of a CMAQ Funding Request - Rte 1 - Intersection Improvements at Hopkins Rd & Harwood St (UPC 15955).
- Approval of proposed updates to the roadway functional classifications.

**The TAC met on September 10<sup>th</sup>.** The committee heard updates on the Rural Transportation Analysis and the Comprehensive Climate Action Plan. They recommended Policy Board approval of three FY24 - FY27 Transportation Improvement Program Amendments:

- FY25 FTA 5310 Existing Projects
- GRTC Existing Projects
- GRTC New Projects

#### **Upcoming Meetings:**

- Policy Board – October 3<sup>rd</sup> – 8:00 a.m. – Port of Virginia Facilities Tour. [REGISTER HERE!](#)
- TAC – October 10<sup>th</sup> – 9:00 a.m.
- Executive Committee – October 31<sup>st</sup> – 8:30 a.m.
- Policy Board – October 31<sup>st</sup> – 9:30 a.m.
- TAC – November 12<sup>th</sup> – 9:00 a.m.
- CTAC – November 21<sup>st</sup> – 12:00 p.m.