



## MEMORANDUM

**To:** RRTPO Policy Board and RRTPO Executive Committee  
**From:** Chet Parsons, RRTPO Secretary  
**Date:** March 23, 2020  
**Subj:** April RRTPO Policy Board and Executive Committee Meeting Cancellation

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Because of ongoing and expanding threats related to COVID-19 (coronavirus), PlanRVA/RRTPO has altered our [meeting calendar](#) to help protect the health, well-being, and safety of our staff, and those in the community we serve. We will continue to evaluate our meeting schedule in consideration of the changing health dynamics of our region as well as policy guidance from our local, state and federal partners.

**The RRTPO Executive Committee meeting scheduled for Thursday, April 2, has been cancelled. Please contact Chet Parsons at [cparsons@planrva.org](mailto:cparsons@planrva.org) for more information.**

An information packet can be found on the PlanRVA website at the following address:  
[RRTPO Policy Board Meeting Information \(Agenda\)](#): Click on the April 2, 2020 Agenda Packet link to download the information.

Guidance and recommendations about COVID-19 as well as updated reports are available at [Virginia Department of Health: CORONAVIRUS DISEASE 2019 \(COVID-19\)](#)

CAP/nm

# AGENDA

**RICHMOND REGIONAL  
TRANSPORTATION PLANNING ORGANIZATION  
EXECUTIVE COMMITTEE**

**Thursday, April 2, 2020  
8:30 a.m.**

**PlanRVA James River Board Room**

**MEETING QUORUM (Certification by RRTPO Secretary)**

	<u>Pages</u>
<b>1. Approval of Meeting Agenda</b> (Hodges) .....	-
<b>ACTION REQUESTED</b>	
<b>2. Minutes of March 5, 2020 RRTPO Executive Committee Meeting</b> (Hodges) .....	1-2
<b>ACTION REQUESTED</b>	
<b>3. Open Public Comment Period</b> (Hodges/5 minutes).....	-
<b>4. Chairman's Report</b> (Hodges/10 minutes).....	-
a. Election of an RRTPO policy board Vice Chairman	
<b>5. RRTPO Secretary's Report</b> (Parsons/10 minutes).....	-
a. Legislative Update	
<b>6. Review of Selected RRTPO Agenda Topics</b> (Parsons/5 minutes) .....	-
<b>7. Other Business</b>	
<b>8. Next Meeting: May 7, 2020</b>	
<b>9. Adjournment: Targeted for 9:00 a.m.</b>	

pc: Richard Duran, FHWA  
Daniel Koenig, FTA Liaison  
Jennifer DeBruhl, DRPT

Martha Heeter, PlanRVA  
Eric Gregory, RRPDC Legal Counsel  
Richmond Area News Media

**RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION  
EXECUTIVE COMMITTEE  
Minutes of Meeting  
March 5, 2019**

**MEMBERS PRESENT**

John H. Hodges, **Chairman** ..... Town of Ashland  
William G. Coada ..... Charles City County  
James M. Holland ..... Chesterfield County  
Neil Spoonhower (Alternate) ..... Goochland County  
Sean Davis (Alternate) ..... Hanover County  
Patricia S. O'Bannon ..... Henrico County  
Patricia A. Paige ..... New Kent County  
David T. Williams ..... Powhatan County  
Cynthia Newbille ..... City of Richmond

**MEETING QUORUM**

Chet Parsons, RRTPO Secretary, reported that a quorum was present.

**CALL TO ORDER**

Richmond Regional Transportation Planning Organization (RRTPO) Chairman John H. Hodges called the March 5, 2020 RRTPO Executive Committee meeting to order at approximately 8:30 a.m. in the PlanRVA James River Board Room.

Chairman Hodges welcomed Mr. William G. Coada as a new member representing Charles City County, along with Charles City's County Administrator Michelle Williams.

**1. Approval of Meeting Agenda**

Chairman Hodges called for changes to the agenda and there were none. On motion by David T. Williams, seconded by Patricia Paige, the Richmond Regional Transportation Planning Organization (RRTPO) Executive Committee approved the March 5, 2020 agenda by consensus.

**2. Minutes of the February 6, 2019 RRTPO Executive Committee Meeting**

No changes were requested to the minutes and on motion by Patricia Paige, seconded by David T. Williams, the RRTPO Executive Committee voted unanimously to approve the minutes of the February 6, 2020 meeting as presented.

**3. Open Public Comment Period**

There were no requests to address the RRTPO Executive Committee.

**4. Chairman's Report**

John Hodges, RRTPO Chairman provided information on the policy board representation of Charles City County. Mr. William Coada represents Charles City County as the member on the policy board and is designated as the Vice Chair until the end of this fiscal year. Mr. Coada is new to the RRTPO policy board, and should he elect not to serve as Vice Chair, the office of Vice Chair shall be rotated among the member local governments and would go to New Kent County next. Mr. Coada will consider accepting the office of Vice Chair, and the Executive Committee will revisit the policy board representation of Charles City County again next month.

**5. RRTPO Secretary's Report**

Chet Parsons, RRTPO Secretary, reported on legislative updates:

- a. As of March 4<sup>th</sup> , [HB 1541](#) was signed by the Speaker of the House and by the President of the Senate. Next, the bill goes to Governor Ralph Northam's desk. The bill does not reference the RRTPO, and at the moment, it is unclear of what the role and responsibilities of the RRTPO might be in the future. However, the RRTPO is interested in having a role on the Central Virginia Transportation Authority.
- b. The [HB 1414](#) and [SB 890](#) omnibus transportation bill amends numerous laws related to funds, safety programs, revenue sources, etc. A conference committee has been established with conferees appointed by the respective bodies to consider and report upon the disagreeing vote on House Bill No. 1414. RRTPO is not identified in this legislation. A brief discussion took place and the committee will be updated on further development of the bill at the next meeting.

## **6. Review of Selected RRTPO Agenda Topics**

Chet Parsons, RRTPO Secretary, reviewed RRTPO policy board agenda topics as follows:

- Item A.3. Consent Agenda: action will be requested on the VDOT TIP amendments. However, a recommended action was not included for the work status and financial report. The request is not to approve them but to accept the work status and financial report.
- Item A.7. Secretary's Report - Mr. Parsons will review current work efforts, update on the Vision Zero Work Group and the General Assembly, and Vtrans mid-term needs.
- Item B.1.a. Chet Parsons presents on SMART SCALE pre-app projects. There are 12 TAC recommended and regionally significant projects to be considered. Action will be requested.
- B.2. Ken Lantz presents on FTA Section 5310 Projects Endorsement. TAC endorsed the list of TA projects. Action will be requested.
- Item B.3. Transportation Alternatives Set-Aside Project Selection – This will be an update by Myles Busching and action will be requested. TAC recommended a set of projects that the RRTPO supports for transportation set-aside funding.
- Item B.4. Mr. Busching presents on the draft Public Engagement Plan. Action will be requested.
- Item C. 1. Agency and Committee Reports – These will be presented by VDOT and DRPT representatives.
- Item D.1. – Time will be allotted for comments and questions.
- Item D.2 –RRTPO members have an opportunity to suggest topics for consideration at future RRTPO policy board meetings.

## **7. Other Business**

No other business was brought forward.

## **8. Next RRTPO Executive Committee Meeting**

Chairman Hodges noted that the next RRTPO Executive Committee meeting is scheduled for April 2, 2020.

## **10. Adjournment: Targeted for 9:10 a.m.**

Chairman Hodges adjourned the meeting at approximately 8:45 a.m.

CAP/nm