

AGENDA

RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION EXECUTIVE COMMITTEE

Thursday, June 4, 2020
8:30 a.m.

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WELCOME AND INTRODUCTIONS (Hodges)

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a. RRTPO Meeting Schedule for July and August 2020	

5. RRTPO Secretary’s Report

(Parsons/10 minutes) –

- a. CVTA Update
- b. TIP/RSTP/CMAQ Update

6. Review of Selected RRTPO Agenda Topics

(Parsons/5 minutes) –

7. Other Business

8. Next Meeting: July 2, 2020

9. Adjournment

CAP/nm
Attachments

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

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

Opening Statement for Electronic Meetings

I. ROLL CALL & CERTIFICATION OF A QUORUM

We ask that everyone identify themselves first when speaking so we can more accurately record the activities of the meeting. All lines have been muted by the administrator to minimize additional noise and feedback. You may unmute your line at any time to request acknowledgement from the chair. Staff will be monitoring the chat throughout the meeting to assure we do not overlook anyone wishing to participate in the discussion.

I will now ask our clerk to certify we have followed the approved procedures for appropriate notice of this meeting and the means by which we are convening.

Please indicate your presence by saying “AYE” when your name is called during a roll call. Anyone who wishes to identify themselves following the roll call of members will be invited to do so.

II. STATEMENT REGARDING VIRTUAL MEETINGS

Since the Governor declared the state of emergency on March 12, 2020, in response to the COVID-19 pandemic, state and local governmental bodies have been providing for the continuity of government by meeting remotely by telephonic or electronic means in compliance with the Virginia Freedom of Information Act, the Commonwealth’s emergency and other applicable laws, guidance provided by the Attorney General, and their respective legal counsel.

On April 22nd, the General Assembly approved a budget amendment to authorize all public bodies, including regional bodies, such as PlanRVA and the Richmond Regional Transportation Planning Organization, likewise to meet by electronic means, without a physical quorum assembled together, during a Governor-declared state of emergency, as long as certain conditions are met, so as to provide for the continuity of governmental operations. This new authority is effective immediately.

The bylaws of the RRTPO policy board define a quorum of the Executive Committee to be a simple majority of total Executive Committee membership (5). The 2020 COVID-19 virus makes it impractical and unsafe, even potentially life-threatening, for a quorum of this size to physically assemble in one location, pursuant to Va. Code § 2.2-3708.2(A)(3). Further, the virus makes it impractical and unsafe for the public, and the agency’s staff, to gather in the same location to participate in this meeting. The health, safety, and welfare of our community is of paramount importance.

Therefore, we have determined the appropriateness and eligibility to conduct today’s meeting of the RRTPO electronically, pursuant to the provisions of Virginia Code § 2.2-

3708.2 and related legislation approved by the General Assembly of Virginia, and in light of the Governor's State of Emergency Declaration for COVID-19.

The convening of the Richmond Regional Transportation Planning Organization (RRTPO) has been determined necessary in order to continue the necessary business of the organization. The matters included on the agenda address important/essential matters of continuing the work of government and therefore it is appropriate to convene during this time.

Closing

While we do not know the exact duration of the current practice of electronic meetings, we will continue to function in this manner until such time as it is deemed advisable to return to in person meetings. At this time, we expect meetings to occur in electronic format through the current Declaration, or June 10, 2020.

RRTPO staff have provided notice of this meeting and the means by which we are virtually gathered to members of the public. Notice was provided on May 22, 2020 through posting on the PlanRVA website and distribution of email notification to members, alternates, and known interested parties, including the media.

In order to comply with the provisions of Virginia law and to improve accessibility to the discussions intended for today, this meeting will be recorded. Audio (visual) recordings of the meeting will be posted on the PlanRVA website within 48 hours of this meeting.

Any members of the public wishing to address the RRTPO were invited to submit comments via email until the close of business one day prior to the meeting, in order to be reviewed and addressed during this meeting, if necessary. Anyone participating as an observer during the meeting today may submit comments or questions at any time during the meeting via email at rtpoinput@planrva.org or by using the online chat functions of the meeting platform. Those individuals who are observing by phone may be called upon to address the RRTPO with their questions or comments. All comments and questions submitted during the meeting will be reviewed following the meeting and to the extent practical, responses may be provided or posted on the PlanRVA website.

Questions

Does anyone have any questions regarding the process for assuring effective facilitation of this meeting or for how members of the public may participate?



Procedures for Electronic Meetings

Notice of Meetings

Notice of meetings of public bodies supported by PlanRVA will be given in accordance with applicable law and the bodies' Bylaws. In general, notice will be provided at least 10 days prior to the scheduled meeting and include the proposed agenda and meeting materials, as well as confirmation of the date and time and instructions to access the meeting. This notice will be posted on the PlanRVA website, links to which will be distributed to all members, alternates, interested parties, and our media contact lists, assuring that members of the body and the public are notified concurrently.

Contents of the Notice will include:

- a. Date and time of the meeting
- b. Electronic means by which the meeting will be held and instructions for joining the meeting as a participant or observer
- c. Method by which the meeting agenda and materials can be accessed
- d. Public participation process for meetings including the method(s) by which comments may be provided by members of the public before, during and after the meeting

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Public Participation

Members of the public are invited to participate in public meetings of PlanRVA, the RRTPO, and their respective committees. The following are new ways members of the public can participate in and follow the business of PlanRVA and the RRTPO during this time:

Anyone wishing to participate as an observer in a public meeting may do so. They should register with PlanRVA staff to get access to the meeting instructions and may sign on online or dial in by phone. Anyone wishing to submit comments prior to the meeting may do so by email. Comments received by 5 pm the business day preceding the meeting will be provided to members of the public body and included in the administrative record.

Members of the public may use the chat feature in the online platform to submit questions or comments during the meeting. These will be recorded and included in the administrative record.

Finally, agendas will be modified to offer two opportunities for members to address the bodies during the meeting: at the beginning to address members regarding agenda items and at the end to raise any other issues not included in the day's meeting agenda, as is customary.

Agenda Format

In order to clearly communicate the electronic means by which the meeting will occur, the Agenda itself will include the following information, in addition to the regular order of business and discussion/action items:



- a. Notification of the electronic means for hosting the meeting including access information
 - i. *The meeting scheduled for [Month Day, Year] of the [Public Body] will be held via [Online Platform] pursuant to provisions of Virginia Code Section [§2.2-3708.2](#) and in light of the Governor's March 12, 2020 State of Emergency Declaration for COVID-19.*
- b. Public Announcement made by the presiding officer, administrator or clerk/secretary at the beginning of the meeting (template script enclosed)
- c. Certification that the procedures were followed to adequately notify the public (following certification of quorum agenda item)
- d. Roll call of those participating as a member of the body in the call and invitation to others to identify themselves
- e. Statement concerning public comments submitted via e-mail or via online meeting platforms will be shared with members of the public body and included in the agency's administrative record.
- f. Open the floor for any member of the public to address the body regarding any matter included on the agenda for the meeting
- g. *All planned agenda items*
- h. Open the floor for any member of the public to address the body regarding any matter germane to the body but not specifically included in the agenda

Voting

At the appropriate time, the Chair will call upon members of the body to introduce a motion addressing the action item. Following a motion and a second, discussion may ensue, ultimately resulting in a call for a vote. Each vote taken during an electronic meeting must be a roll call vote, with each member's name and vote recorded in the minutes of the meeting.

Minutes

Minutes of each meeting shall conform to the normal standards of minutes recorded for the body. Additional documentation should include:

- a. The fact that the meeting was held as an electronic meeting pursuant to the authority and reference the specific disaster Declaration;
- b. The type of electronic means by which the meeting was held; and



- c. Each member of the public body who participated in the meeting. Other participants in the meeting as observers may identify themselves and if so, will be included in the record.

In addition to written record of the meeting, audio/video recording will be posted within 48 hours of the meeting's conclusion on the PlanRVA website (along with the written records, once approved).

The body may approve the minutes of an electronic meeting at a subsequent electronic meeting or one that is held in person.

Expiration

Procedures shall only take effect in the event of a State of Emergency Declaration pursuant to VA Code whereby electronic means of hosting meetings of the public body is the only practicable way to continue the conduct of the organization and achieve other objectives to protect the health, safety and welfare of the community and the body's members and staff.

**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 4th , [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