

# AGENDA

RICHMOND REGIONAL  
TRANSPORTATION PLANNING ORGANIZATION  
EXECUTIVE COMMITTEE

Thursday, July 2, 2020  
8:30 a.m.

Please join my meeting from your computer, tablet or smartphone.  
<https://www.gotomeet.me/ChetParsons/rrtpo-policy-board-executive-committee>

You can also dial in using your phone.  
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**WELCOME AND INTRODUCTIONS (Paige)**

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- 4. RRTPO Chairman’s Report**  
(Paige/10 minutes) ..... –
  - a. RRTPO Meeting Schedule for August 2020
  - b. Recognition of Mr. Hodges as Outgoing Chair
  
- 5. RRTPO Secretary’s Report**  
(Parsons/10 minutes) ..... –
  - a. CVTA Update
  
- 6. Review of Selected RRTPO Agenda Topics**  
(Parsons/5 minutes) ..... –
  
- 7. Other Business**  
(Paige/10 minutes) ..... –
  - a. Public Comment Period – Open
  - b. RRTPO Member Comments
  
- 8. Next Meeting: August 6, 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.

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.

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.

### **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 22<sup>nd</sup>, 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.

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 June 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](mailto: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 ACTION MEETING  
GoToMeeting Virtual Meeting  
June 4, 2020  
8:30 a.m.**

**MEMBERS and ALTERNATES (A) PRESENT:**

<b>Charles City County</b>		<b>Chesterfield County</b>		<b>City of Richmond</b>	
William G. Coad		James M. Holland		Cynthia I. Newbille	
		Leslie Haley (A)		Andreas D. Addison (A)	
<b>Goochland County</b>		<b>Hanover County</b>		<b>Henrico County</b>	
Neil Spoonhower	x	W. Canova Peterson IV	x	Patricia S. O'Bannon	x
John L Lumpkins Jr. (A)		Sean M. Davis (A)	x	Frank J. Thornton (A)	
<b>New Kent County</b>		<b>Powhatan County</b>		<b>Town of Ashland</b>	
Patricia A. Paige	x	David T. Williams	x	John H. Hodges	x
C. Thomas Tiller Jr. (A)		Larry J. Nordvig (A)		George F. Spagna (A)	

The RRTPO Executive Committee meeting was held by electronic communication means as set forth by the April 22, 2020 actions of the General Assembly in response to the continued spread of novel coronavirus, or COVID-19. The technology used for this meeting was a web-hosted service created by GoToMeeting and was open and accessible for participation by members of the public. Voting record tables are included in Appendix A. A recording of this meeting is available on our [Plan RVA YouTube Channel](#).

**CALL TO ORDER**

The Richmond Regional Transportation Planning Organization (RRTPO) policy board Chair, John H. Hodges, presided and called the June 4, 2020 RRTPO Executive Committee action meeting to order at 8:30 a.m.

**ATTENDANCE ROLL CALL & CERTIFICATION OF MEETING QUORUM**

Nicole Mueller, Program Coordinator, took attendance by roll call. Chet Parsons, RRTPO Secretary, certified that a quorum was present.

**1. Approval of RRTPO Executive Committee Meeting Agenda**

On motion of Patricia A. Paige, seconded by W. Canova Peterson IV, the RRTPO Executive Committee unanimously approved the June 4, 2020 meeting agenda as presented (see Appendix A).

**2. Approval of March 5, 2020 RRTPO Executive Committee Meeting Minutes**

On motion of Patricia A. Paige, seconded by W. Canova Peterson IV, the RRTPO policy board unanimously approved the minutes of the March 5, 2020 meeting as presented (see Appendix A).



### **3. Public Comment Period – June 4, 2020 Agenda**

There were no requests to address the RRTPO Executive Committee.

### **4. RRTPO Chairman’s Report**

#### **a. RRTPO Meeting Schedule for July and August 2020**

The Executive Committee recommended to continue meeting electronically in July pursuant to the existing state of emergency and the actions taken by the body and the General Assembly.

Additionally, the Chair opened the floor for discussion on the upcoming election of FY21 RRTPO officers. The RRTPO (MPO) bylaws establish the rotation order for the RRTPO Chair. Established RRTPO policy in the bylaws’ [Non-Binding Governance document](#) stipulates that the RRTPO Vice Chair be from the jurisdiction next in line to serve as RRTPO Chair. For FY 2021, the order has been altered so that the proposed Chair for FY 2021 will be New Kent County and proposed Vice Chair will be Charles City County.

### **5. RRTPO Secretary’s Report**

Chet Parsons, RRTPO Secretary, provided an update on the following:

#### **a. CVTA Update**

At the request of the CAOs, an organizing committee/work group has been tasked to develop bylaws, a meeting schedule for the upcoming year, and define CVTA membership.

#### **b. TIP/RSTP/CMAQ Update**

The Draft FFY21-24 TIP is on the RRTPO Policy Board agenda to be approved and adopted on June 4<sup>th</sup>, 2020.

The development of the Six-Year Improvement Program (SYIP) is currently suspended. Impacts to Revenue Projections are currently being analyzed. Central Office is developing an FAQ regarding changes/updates to the FY22-27 SYIP schedule. Potential for the update of SYIP to occur toward the end of 2020 calendar year. VDOT will provide updates as available.

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

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

- Item B.1. TIP Amendment: VDOT Request – Action Requested
- Item B.2. Draft FFY21-24 Transportation Improvement Program – Action Requested
- Item B.3. FY20 Unified Planning Work Program (UPWP) Budget Amendment – Action Requested
- Item B.4. FY 21 Unified Planning Work Program (UPWP) – Action Requested
- Item B.5. Election of FY21 RRTPO Officers - Requested
- Item B.6. 2045 Long Range Growth Forecast Analysis
- Item B.7. ConnectRVA 2045 Update
- Item B.8. Transit Work Group (addendum) – Action Requested
- Agency Committee Reports by VDOT and DRPT

**7. Other Business**

a. Public Comment Period – Open

b. RRTPO Member Comments

No other comments or business was brought forward.

**8. Next RRTPO Executive Committee Meeting**

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

**9. Adjournment:**

Chairman Hodges adjourned the meeting at 9:01 a.m. on June 4, 2020.

CAP/nm

## APPENDIX A

### RRTPO Executive Committee – Voting Record Tables

#### Item A.1. Approval of RRTPO Executive Committee Meeting Agenda

Jurisdiction/Agency	Member	Aye	Nay	Abstain	Notes
<b>Goochland County</b>	Neil Spoonhower	x			
<b>Hanover County</b>	W. Canova Peterson	x			
<b>Henrico County</b>	Patricia S. O'Bannon				Present but was unable to cast her vote due to technical difficulties.
<b>New Kent County</b>	Patricia A. Paige	x			
<b>Powhatan County</b>	David T. Williams	x			
<b>Town of Ashland</b>	John H. Hodges	x			
<b>TOTAL</b>		5			

#### Item A.2. Approval of March 5, 2020 RRTPO Executive Committee Meeting Minutes

Jurisdiction/Agency	Member	Aye	Nay	Abstain	Notes
<b>Goochland County</b>	Neil Spoonhower	x			
<b>Hanover County</b>	W. Canova Peterson	x			
<b>Henrico County</b>	Patricia S. O'Bannon				Present but was unable to cast her vote due to technical difficulties.
<b>New Kent County</b>	Patricia A. Paige	x			
<b>Powhatan County</b>	David T. Williams	x			
<b>Town of Ashland</b>	John H. Hodges	x			
<b>TOTAL</b>		5			