

AGENDA

RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION COMMUNITY TRANSPORTATION ADVISORY COMMITTEE

Thursday, July 16, 2020
12:00 p.m.

Please join the meeting from your computer, tablet or smartphone.

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KEL/nm
Attachments

pc: Patricia A. Paige, RRTPO Policy Board Chair	Liz McAdory, VDOT
Jennifer DeBruhl, DRPT	Ron Svejksky, Tri-Cities MPO
Richard Duran, FHWA	CTAC Interested Parties
Martha Heeter, RRPDC	Area News Media
Daniel Koenig, FTA	

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 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 define a quorum of the body to be a majority of the Committee’s current membership. 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) CTAC 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 July 9th, 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 Community Transportation Advisory Committee (CTAC) 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 CTAC 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
COMMUNITY TRANSPORTATION ADVISORY COMMITTEE (CTAC)**

**MINUTES OF MEETING
GoToMeeting Virtual Meeting
May 21, 2020
12:00 p.m.**

MEMBERS and ALTERNATES (A) PRESENT:

Charles City County		Chesterfield County		City of Richmond	
Vacant		Jonathan H. Jackson		Sera Erickson	
		Herbert A. Richwine FY20 Chair		William Steele	
		Billie Robinson (A)		Devon Barnhart (A)	
				Hwan Hill (A)	
Goochland County		Hanover County		Henrico County	
Robert L. Basham Jr. FY20 Vice Chair	x	H. Charles Rasnick	x	James R. Barrett	x
				Amber B. Lancaster	x
New Kent County		Powhatan County		Town of Ashland	
Lisa M. Guthrie	x	Thomas A. Fletcher		Upton S. Martin	x
John P. Moyer (A)		Adam W. Sadler (A)			
Virginia Conservation Network (VCN)		League of Women Voters (LWV)		Chamber RVA	
Wyatt Gordon	x	Virginia P. Cowles	x	John Easter	x
Frederick S. Fisher (A)		Mary Crutchfield (A)		Sam Mayman (A)	
Natl. Assoc. for the Advancement of Colored People (NAACP), Richmond Virginia Branch		RIC Area Bicycling Assoc. (RABA)		VA Assoc. of Railway Patrons (VARP)	
James J. Minor III		Lloyd Vye		Michael Testerman	x
Walter L. Johnson Jr. (A)	x	Champe M. Burnley (A)	x		
Virginia Commonwealth University (VCU)					
John D. Leonard	x				

The RRTPO Community Transportation Advisory Committee (CTAC) 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

In the absence of Chairman Herbert A. Richwine, the Richmond Regional Transportation Planning Organization (RRTPO) Community Transportation Advisory Committee Vice Chair, Robert L. Basham Jr., presided and called the May 21, 2020 RRTPO CTAC action meeting to order at 12:00 p.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.

A. ADMINISTRATION

1. Approval of RRTPO CTAC Meeting Agenda

On motion of Lisa M. Guthrie, seconded by John Easter, the Community Transportation Advisory Committee unanimously approved the May 21, 2020 meeting agenda as presented (see Appendix A).

2. Approval of January 16, 2020 RRTPO CTAC Meeting Minutes

On motion of Virginia Cowles, seconded by John D. Leonard, the Community Transportation Advisory Committee unanimously approved the minutes of the January 16, 2020 meeting as amended (see Appendix A).

3. Public Comment Period – May 21, 2020 Agenda

There were no requests to address the Community Transportation Advisory Committee.

4. CTAC Chairman’s Report – Vice Chairman Basham had nothing to report.

5. RRTPO Updates – Chet Parsons, RRTPO Secretary, reported as follows:

a. RRTPO policy board and TAC Meetings Report for March and April

Both, the RRTPO policy board meeting on April 2, 2020 and the Technical Advisory Committee (TAC) meeting on April 14, 2020, were cancelled.

The following major business and action items from the March 5 Richmond Regional Transportation Planning Organization (RRTPO) policy board meeting and the March 10 RRTPO Technical Advisory Committee (TAC) meeting were included:

- SMART SCALE Regional Pre-Application Projects
- FTA Section 5310 Projects Endorsement
- Transportation Alternatives Set-Aside Project Selections
- Public Engagement Plan
- Vision Zero Work Group
- TIP Amendment GRTC00000 Expansion – Articulated Vehicles
- FY21 – 26 RSTP/CMAQ New Project Prioritization

**A copy of the report given by Chet Parsons is available at [RRTPO Policy Board and TAC Meetings Report Page 10](#)

b. Current Work Efforts – Highlighted several work efforts including:

- ConnectRVA 2045 Long-Range Transportation Plan
- Greater RVA Transit Vision Plan: Near-Term Strategic Technical Analysis
- Ashland Trolley Line Trail Study
- Regional Bicycle and Pedestrian Plan Update
- Ashland Complete Streets Pilot Project
- Active Transportation Work Group (ATWG)
- American Planning Association-Virginia Chapter Annual Conference
- SMART SCALE Round 4
- FY21 Unified Planning Work Program

**A copy of the report given by Chet Parsons is available at

[Current Work Efforts Page 13](#)

B. PRIMARY MEETING TOPICS

- 1. General Assembly 2020 Session Legislative Update** – John Easter of ChamberRVA and Lisa Guthrie of the Virginia Transit Association provided an update of the major transportation measures that were approved by the 2020 session of the Virginia General Assembly.

Mr. John Easter noted that the Central Virginia Transportation Authority (CVTA) will be funded by increases in gas, diesel fuel and sales taxes. The funds raised by the CVTA will be apportioned between the localities (50%), the Authority (35%) and GRTC (15%). The regional revenue projections originally ranged from \$193.1 million in FY21 to \$226.8 million in FY26 but will be reduced due to delay of regional sales tax increase for technical reasons and COVID-19 effects. The Authority will be comprised of 12 voting members, with voting weighted proportional to population. Regarding planning, the CVTA must develop a prioritization process that considers cost-benefit analysis, and GRTC must develop a regional public transportation plan.

**A copy of the presentation given by John Easter, ChamberRVA, is available at [Legislative Update ChamberRVA](#)

Ms. Lisa Guthrie noted that among the measures passed were bills raising the state gas tax by five cents per year for two years; a highway use fee on fuel efficient, alternative fuel and electric vehicles; a mileage-based user fee program; and establishment of a Virginia Passenger Rail Authority and a Central Virginia Transportation Authority.

** A copy of the presentation given by Lisa Guthrie, VTA, is available at [Legislative Update Virginia Transit Association](#)

- 2. ConnectRVA 2045 Update** – Sulabh Aral, Transportation Planning Manager, provided an update of the work related to the development of the long-range transportation plan, ConnectRVA 2045. He noted that staff has created a list of transportation issues based on regional and local transportation studies, comments provided by members of the Long-Range Transportation Plan Advisory Committee, public comments submitted via the plan website and community outreach meetings, and issues identified by the travel demand model. A draft Transportation Needs Inventory and online interactive map

have been created and made available for public review and comment. Mr. Aryal also reported that the plan will be developed using a public engagement strategy consisting of the following steps: (1) visioning and needs identification; (2) development of a strategic direction, including goals and performance measures; (3) development of projects and cost estimates; (4) project evaluation and prioritization; and (5) plan adoption by the TPO.

**A copy of the presentation given by Sulabh Aryal is available at [ConnectRVA 2045 Update](#)

3. FY21 Unified Planning Work Program (UPWP) Budget – Chet Parsons, RRTPO Secretary, provided information on the FY21 Unified Planning Work Program (UPWP) and budget for the period from July 1, 2020 to June 30, 2021. Activities programmed in the UPWP address federal and state requirements, regional planning issues and needs, as well as the federal-aid highway and transit funding eligibility requirements.

4. RSTBG and CMAQ Project Prioritization Endorsement – Myles Busching, Transportation Planner, presented the list of proposed projects for funding under the federal Surface Transportation Block Grant (RSTBG) and Congestion Mitigation and Air Quality (CMAQ) programs. For the RSTBG Program for FY21, member governments and agencies have submitted 24 applications for new projects and requests for two existing projects. The new projects include 10 highway projects, eight bicycle and pedestrian projects, and six planning studies. For the CMAQ-funded projects, applications were submitted for 17 new projects and three existing projects. The new projects include eight highway projects, eight bicycle and pedestrian projects, and one transit project. For project specific details, please email Myles Busching at mbusching@PlanRVA.org

**A copy of the presentation given by Myles Busching is available at [RSTBG and CMAQ Project Prioritization Endorsement](#)

C. OTHER BUSINESS

1. CTAC Announcements and Open Public Comment Period – There were no requests to address the Community Transportation Advisory Committee.

2. Future Meeting Topics – Vice Chair Robert L. Basham Jr. noted Future Meeting Topics included in the agenda package.

3. CTAC Member Comments

Vice Chair Basham mentioned the election of officers will be on July 16, 2020.

4. Next CTAC Meeting: July 16, 2020

Vice Chair Basham noted the next meeting will be held on July 16, 2020, beginning at 12:00 p.m. in Richmond, Virginia.

D. ADJOURNMENT

Vice Chairman Basham adjourned the meeting at 1:30 p.m. on May 21, 2020.

APPENDIX A

RRTPO Community Transportation Advisory Committee (CTAC) – Voting Record Tables

Item A.1. Approval of RRTPO CTAC Meeting Agenda

Jurisdiction/Agency (No. of Votes)	Member/Alternate (A)	Aye	Nay	Abstain
Goochland County (1)	Robert L. Basham	x		
Henrico County (2)	James R. Barrett	x		
	Amber B. Lancaster	x		
New Kent County (1)	Lisa M. Guthrie	x		
Town of Ashland (1)	Upton S. Martin	x		
VCN (1)	Wyatt Gordon	x		
LWV (1)	Virginia P. Cowles	x		
Chamber RVA (1)	John Easter	x		
NAACP (1)	Walter L. Johnson (A)	x		
RABA (1)	Champe M. Burnley (A)	x		
VARP (1)	Michael Testerman	x		
VCU (1)	John D. Leonard	x		
TOTAL		12		

A quorum shall consist of a majority of the Committee's current membership (as per Article VII, Section 4 of the bylaws).

Item A.2. Approval of January 16, 2020 CTAC Meeting Minutes as Amended

Jurisdiction/Agency (No. of Votes)	Member/Alternate (A)	Aye	Nay	Abstain
Goochland County (1)	Robert L. Basham	x		
Henrico County (2)	James R. Barrett	x		
	Amber B. Lancaster	x		
New Kent County (1)	Lisa M. Guthrie	x		
Town of Ashland (1)	Upton S. Martin	x		
VCN (1)	Wyatt Gordon	x		
LWV (1)	Virginia P. Cowles	x		
Chamber RVA (1)	John Easter	x		
NAACP (1)	Walter L. Johnson (A)	x		
RABA (1)	Champe M. Burnley (A)	x		
VARP (1)	Michael Testerman	x		
VCU (1)	John D. Leonard	x		
TOTAL		12		

A quorum shall consist of a majority of the Committee's current membership (as per Article VII, Section 4 of the bylaws).

MEMORANDUM

To: RRTPO Community Transportation Advisory Committee (CTAC)

From: Chet Parsons, RRTPO Secretary

Date: July 16, 2020

Subj: RRTPO Policy Board and TAC Meetings Report

The following presents a report on major business and action items from the May 12 and June 9 RRTPO Technical Advisory Committee (TAC) meetings and June 4 and July 2 Richmond Regional Transportation Planning Organization (RRTPO) policy board.

TIP Amendment: VDOT Request

The RRTPO policy board has received requests from VDOT to amend the TIP to add 12 new projects and to revise one existing project and one project grouping.

The proposed amendments were posted on the RRTPO website for a 15-day public review, as required by the Public Engagement Plan. This comment period ran from May 12 to May 27.

The RRTPO Policy Board amended the TIP to add the 12 new projects and amended one existing project and one project grouping.

Draft FFY21-24 Transportation Improvement Program (TIP)

BACKGROUND: The Transportation Improvement Program (TIP) is a federally mandated requirement (49 U.S.C. § 5303(j)) for all metropolitan planning organizations (MPOs). The TIP, also known as a short-range plan, lists all transportation projects in an MPO's metropolitan planning area that seek federal transportation funding within a four-year planning horizon. Staff has worked with VDOT, DRPT, GRTC, and human services providers to develop the project list and planned obligations for the TIP.

The draft TIP largely follows the organization of the current adopted TIP. The financial plan has been moved toward the front of the plan to better reflect the fiscal constraints on project selection. The ungrouped projects have been reorganized by system rather than jurisdiction to emphasize the regional, systems-approach to transportation planning.

PUBLIC PARTICIPATION: Consistent with the former Public Participation Plan, the RRTPO conducted a public comment period from February 18 through April 3, 2020. The comment period was advertised in the Richmond Free Press and Richmond Times Dispatch. The draft document was provided to local governments and transit agencies and made available online.

Due to the outbreak of COVID-19 and the social distancing guidance from the Virginia Department of Health and federal government, the scheduled open house on March 17th was cancelled. Project maps and comment forms were

made available on the website and shared via social media and email to interested parties. No comments were received during the comment period.

The RRTPO Policy Board adopted the FY21-FY24 Transportation Improvement Program and the self-certification to be submitted to FHWA and FTA concurrently with the TIP.

FY21 Unified Planning Work Program (UPWP)

BACKGROUND: The FY21 Unified Planning Work Program (UPWP) is the RRTPO budget and work program for the current fiscal year that runs from July 1, 2020 through June 30, 2021. Activities programmed in the UPWP address federal and state requirements and address regional transportation planning issues and needs. Additionally, the UPWP addresses the requirements that are required as a condition for the state and region to remain eligible for federal-aid highway and transit funds.

Program Development and Work Priorities

As part of the UPWP development process, a summary of work tasks is prepared based on anticipated needs for the upcoming year with estimates of staff time required for each effort. These work activities are translated into corresponding budgets which are included in each section of the work program. The programmed budget includes the fund sources and the match sources.

The RRTPO Policy Board approved the FY21 Unified Planning Work Program during their June 4th, 2020 meeting.

Attachment as digital link: [Draft FY21 Unified Planning Work Program \(UPWP\)](#)

2045 Long Range Growth Forecast Analysis

BACKGROUND: The 2045 Long Range Growth Forecast Analysis Report (previously called Socioeconomic Data Analysis Report) is an important component of ConnectRVA 2045, the Richmond region's Long-Range Transportation Plan. To better anticipate the future transportation needs in the Richmond region, it is essential to predict the demands on the system and understand how population and employment growth dynamics influence the region over time. The long-range planning process relies on current residential patterns and projections of future population and employment trends to identify the magnitude of anticipated travel demand. This report examines the socioeconomic characteristics of the Richmond region including population, household characteristics, automobile ownership and employment.

ConnectRVA 2045 also requires identification of concentrated areas of traditionally disadvantaged groups in the Richmond region. Title VI of the Civil Rights Act of 1964 and Executive Order 12898 on Environmental Justice direct every recipient of federal funds to identify and address the effects of all programs, policies, and activities on populations protected from discrimination and those of traditionally disadvantaged groups. These areas of concentration have been identified in this report using data from the American Community Survey. These identified areas will serve as the baseline to investigate ways to better include

underserved populations in the region through identification of transportation priorities and funding opportunities.

Attachment by digital link: [Draft 2045 Long Range Growth Forecast Analysis Report](#)

Election of FY21 RRTPO Officers

The [RRTPO \(MPO\) bylaws](#) establish the rotation order for the RRTPO Chair. 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 and Vice Chair will be representatives of New Kent and Charles City County, respectively.

The RRTPO Policy Board elected Patricia A. Paige as FY21 Chair and William G. Coad as FY21 Vice Chair.

Election of FY21 RRTPO Technical Advisory Committee (TAC) Officers

The RRTPO (MPO) [Non-Binding Governance Guidance Document](#) establishes the rotation order for the TAC Chair and Vice-Chair. As the outgoing Chair is a representative from Chesterfield County, a representative of the Town of Ashland is next in line to serve as TAC Chair. The Guidance Document further stipulates that the Vice Chair may be elected by the TAC from the jurisdiction following that of the TAC Chairman, which would be a representative of New Kent County.

The election of the FY21 RRTPO TAC will take place on July 14, 2020.

Transit Work Group

The Central Virginia Transportation Authority was established by the 2020 General Assembly and given the responsibility to develop transportation priorities and administer funds generated through fuel and sales/use taxes to projects in the Richmond Region. As part of that legislation, the CVTA is called to utilize GRTC and RRTPO to develop a plan for regional public transportation within Planning District 15.

The current RRTPO structure does not include a committee specifically tasked with addressing transit in the region. In its efforts to support more equitable transportation services in the Richmond region, this work group would provide a forum for more transparent regional conversations about mobility and accessibility for all residents.

The RRTPO Technical Advisory Committee will establish a Transit Work Group at their July meeting to begin immediate work towards development of a regional public transportation plan.

SMART SCALE Round 4 Regional Project Selection

In addition to individual local SMART SCALE applications, RRTPO has the ability to apply for ten regionally-significant projects that would benefit the TPO region. RRTPO staff worked with VDOT Richmond District to develop a recommended candidate pool of projects for pre-application. The TPO approved twelve (12)

projects for pre-application submission as allowed by the SMART SCALE program. These twelve candidate projects were submitted on April 27, 2020. VDOT released screening comments for project pre-applications on June 19, 2020. These screening comments revealed that two of the twelve pre-application were fully screened in and the remaining ten projects were conditionally screened in.

The RRTPO TAC held a special called meeting on June 25, 2020 to discuss a recommendation for the RRTPO Policy Board to finalize a slate of ten projects for full application in Round 4 of the Smart Scale program.

TAC made a recommendation to the policy board that included contingencies for project application of two I-64 projects by New Kent County.

The RRTPO Policy Board met on July 2, 2020 and made their selection for the ten projects to be moved forward with full applications for Round 4 of Smart Scale. New Kent County requested that RRTPO continue with the applications for both I-64 capacity expansion projects, so the initial TAC recommendation moved forward without alteration.

FY21 – FY26 Draft RSTP/CMAQ Allocations

Selecting and prioritizing projects for funding is one of the primary roles of the RRTPO in developing the regional transportation system. Projects selected by the TPO to receive funding are included in the Six-Year Improvement Program (SYIP) for adoption by the Commonwealth Transportation Board (CTB). As the SYIP has been suspended, staff has worked with VDOT to undertake a comprehensive review of the existing allocations.

Previously selected projects were reviewed for consistency with proposed schedules. Existing allocations were found to be largely front-loaded, meaning funding was allocated early in the project timeline and not matched to the project schedule. The VDOT Richmond District staff helped to rebalance the funding to match the current schedule. In a few cases project allocations were maintained as the VDOT schedule did not match the local schedule provided to the TPO.

At the March meeting, TAC voted on a prioritization of new RSTP and CMAQ projects. TPO staff has worked with VDOT Richmond District staff to develop a draft allocation program following the priorities recommended by TAC. The draft allocations take a new approach to programming funds which is more consistent with the approach taken by VDOT and draws on the practices of Hampton Roads TPO and Fredericksburg Area MPO.

For newly selected projects, funds are allocated to directly match the project schedule. In the case of more expensive phases or phases which last more than four (4) years, the funding may be split over two years. This approach to allocating funds is consistent with state requirements that RSTP and CMAQ funds be obligated within 12 months of allocation and expended within 36 months of obligation.

At the program level, allocations cover all six (6) years of the six-year program. In the past, allocations generally only covered the first outyear or two with significant balances of 20%-40% remaining for the later outyears. Under the new approach, a minimum of five percent (5%) balance is maintained for all six years to ensure funding is available should a project overrun the budget and to hedge against reductions in funding.

Beyond the six-year program, a table of future commitments has also been developed. Many projects have schedules which last more than a few years. To ensure funding is available for these projects, the needed allocations for future project phases by year is also documented.

RSTP/CMAQ Selection Guidelines Update

The Richmond Regional Transportation Planning Organization (RRTPO) adopted the Richmond Area MPO RSTP and CMAQ Project Review, Selection, and Funds Allocation Process in 2004 to comply with changes in federal law surrounding allocation of regional funding. Since the initial adoption, the guidelines have been amended several times to address changes to the period covered by allocations from three to four years (2008), from four years to six years (2013), and changes to Ridefinders off-the-top allocations (2014).

Given the limited nature of the updates, a more comprehensive review of the guidelines is advisable.

To oversee the update, staff is recommending that a group of no more than five (5) TAC members serve as a drafting subcommittee.

The subcommittee includes a representative from each of the following organizations:

- | | |
|--|-----------------------------|
| 1. Jurisdiction: <u>City of Richmond</u> | 5. <u>GRTC</u> |
| 2. Jurisdiction: <u>Goochland County</u> | 6. <u>VDOT</u> (non-voting) |
| 3. Jurisdiction: <u>Hanover County</u> | 7. <u>DRPT</u> (non-voting) |
| 4. Jurisdiction: <u>Henrico County</u> | |

CAP/nm

Current Work Efforts Update – Item 5.b.

ConnectRVA 2045 Long-Range Transportation Plan

Staff have been working on creating a list of existing transportation issues in the Richmond region based on regional and local transportation studies, additional recommendations provided by LRTP-AC members, future transportation highway issues captured by Richmond/Tri-Cities Travel Demand and public inputs received through the ConnectRVA 2045 website and the community outreach meetings.

The draft transportation needs list and online interactive maps were available for a 15-day public review and comment period, on the [project website](#). The comment period was open until May 20, 2020. 11 comments were received through the website. Comments directly related to the issue inventory were addressed. Other comments will be addressed during the course of the plan development. In their May 28 meeting, the LRTP Advisory Committee approved the Transportation Needs Inventory as presented by RRTPO staff.

**A video of the presentation given by Sulabh Aryal is available on our PlanRVA YouTube channel: [RRTPO Policy Board - Connect RVA 2045 Update: June 4, 2020](#)

Greater RVA Transit Vision Plan: Near-Term Strategic Technical Analysis

Five corridors or corridor segments have been identified for further analysis of service alternatives with varying capital and operating costs to lay the groundwork for determining a return on investment. The GRTC board was briefed on the cost analysis at their June 16th meeting. This same presentation is on the CTAC agenda today for your review and comment. Technical Memo 2 has been sent out to the steering committee for review. A story map is being prepared for the project which will help decision makers and the public better understand the proposed transit enhancements. The TAC will be asked to review and consider action on approval of the final plan at their August 11 meeting. Upon their approval, TAC will request TPO policy board action in September.

Ashland Trolley Line Trail Study

The Ashland Trolley Line Trail advisory group is working in concert with the VDOT Ashland to Petersburg Trail Study. The localities along the corridor continue to identify segments of independent utility along the conceptual 14-mile route from Ashland to the City of Richmond. Several of these segments are the subject of funding applications either through the Transportation Alternatives (TA) program or SMART Scale. The steering committee met with the National Park Service, Rivers, Trails, and Conservation Assistance program on May 14 to discuss developing a trail design sketchbook and the scope of work for the upcoming FY21. Additional design assistance is being planned with the NPS help to engage the Virginia Chapter of the American Society of Landscape Architects and Virginia Tech through studio projects in the Fall semester.

Regional Bicycle and Pedestrian Plan Update

This [story map](#) of existing infrastructure, bike/ped features and statistics on bike/ped injuries and fatalities in the region will be shared with the CTAC at their July meeting. Much of the existing inventory data collection has been completed and continues to

be updated and refined. The second steering committee meeting was held on June 23 to further review local priorities and future plans as a foundation for depicting a regional network supported by clear goals, objectives and measures of performance that define regional impact and establish a strategy for implementation.

Ashland Complete Streets Pilot Project

Complete streets guidelines ([Complete Streets Story Map](#)), or a “tool-box” of resources, depicted through graphic and photographic examples are being prepared to serve as implementation support for the regional bike/ped plan. These images are intended to show specific locations where good standards have been implemented and where infrastructure improvements could incorporate complete streets elements for better solutions throughout the region. Staff is preparing an illustrated story map to accompany this effort.

Active Transportation Work Group (ATWG)

Staff chose to cancel the quarterly meeting of the ATWG, looking now toward a fall meeting. Staff continues to work with Henrico County’s Active Transportation work group, which is designed to advise the planning for a bicycle and pedestrian chapter of the county comprehensive plan.

Vision Zero Work Group

The kickoff meeting for the newly created Vision Zero Work Group was held on June 4, 2020 as a virtual meeting. The City of Richmond and Henrico County were selected as Chair and Vice Chair, respectively. City of Richmond staff led a discussion of the Vision Zero movement and how it relates to regional planning. Topics included data and definition of the issue, background on current efforts, and an introduction to establishing vision and mission statements as well as implementation and evaluation metrics.

American Planning Association-Virginia Chapter Annual Conference

Themed “We’ll Get You Moving” representing the focus on multi-modal transportation, the [annual APA Virginia Chapter conference](#) will be in Richmond September 13-16, 2020. Staff continues to work with the conference planning committee now focusing on how best to safely host the conference due to COVID 19 restrictions.

SMART SCALE Round 4

Following a special meeting called for June 25, 2020 to address Smart Scale project selection, TAC recommended a list of ten projects for final application. The Policy Board approved the TAC recommendation on July 2, 2020 and directed staff to continue with full applications for Round Four of Smart Scale. Staff will work with local government staff and VDOT to complete applications in time for the application deadline. The full application window runs from June until August 3, 2020.

CTAC AGENDA 7/16/20; ITEM B.4.

ELECTION OF FISCAL YEAR 2021 CTAC OFFICERS

Richmond Regional Transportation Planning Organization

REQUESTED ACTION: Action is requested of CTAC to elect an FY21 Chair and Vice Chair to serve from July 1, 2020 through June 30, 2021.

BACKGROUND: The RRTPO (MPO) [Non-Binding Governance Guidance Document](#) establishes the rotation order for the CTAC Chair and Vice-Chair. As the outgoing Chair is a representative from Chesterfield County, a representative of Goochland County is next in line to serve as CTAC Chair. The Guidance Document further stipulates that the Vice Chair may be elected by the CTAC from the jurisdiction following that of the CTAC Chairman, which under the order of rotation of leadership established by the Guidance Document would be a representative of the Town of Ashland.

ACTION REQUESTED: CTAC is requested to elect an FY21 Chair and Vice Chair to serve from July 1, 2020 through June30, 2021.

RESOLVED, that the RRTPO Community Transportation Advisory Committee elects _____ as FY21 Chair and _____ as FY21 Vice Chair.

KEL

CTAC FUTURE MEETING TOPICS*; ITEM C.2.

17 September 2020

- Central Virginia Transportation Authority (CVTA)
- Performance Measures
- VDOT Richmond District Traffic Management Center Tour

19 November 2020

- Autonomous and Connected Vehicles
- RIC Ground Transportation and Parking
- School Bus Routing

21 January 2021

- Port of Richmond
- High Speed Passenger Rail

March 2021

- GRTC
- Trucks and traffic safety
- General Assembly Update

20 May 2021

- Telework and its implications on commercial office space

15 July 2021

Revised 7-2-20

*Draft: This is not a comprehensive list of considerations and is subject to change.