

AGENDA

ConnectRVA2045 Advisory Committee
May 28, 2020
9:00 a.m.

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ROLL CALL & CERTIFICATION OF A QUORUM *(Pompei)*
ACTION REQUESTED

STATEMENT REGARDING VIRTUAL MEETINGS *(Pompei)*

PROCEDURES FOR ELECTRONIC MEETINGS *(Parsons)*

- 1. Approval of January 23, Meeting Summary** - *(Pompei/5 minutes)*
- 2. Public Comment Period** - *(Pompei/5 minutes)*
- 3. LRTP Process Update** - *(Aryal/5 minutes)*

Task 1.0: RTC Model Development

Task 1.1: 2045 Long Range Growth Forecast Analysis Report

[Link to the Report](#)

- 4. LRTP Process Update Task 1.2:** Needs Assessment - *(Aryal/15 minutes)*

ACTION REQUESTED: Approval of the Transportation Needs Inventory

Ashland | Charles City | Chesterfield | Goochland | Hanover | Henrico | New Kent | Powhatan | Richmond

Richmond Regional Transportation Planning Organization
9211 Forest Hill Avenue, Suite 200, Richmond, VA 23235

5. LRTP Process Update Task 2: Vision, Goals and Objectives: Introduction
(Aryal/10 minutes)

6. LRTP Process Update Task 3: Planning - (Aryal/10 minutes)

Discussion about Project Inclusion Guideline

ACTION REQUESTED: Approval of Project Inclusion Guideline

7. LRTP Community Outreach Meetings Report - (Parsons/10 minutes)

8. Next Meeting: June 25, 2020 – 9:00 AM - (Pompei/5 Minutes)

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 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.



Long-Range Transportation Plan Advisory Committee

**MEETING SUMMARY
PlanRVA James River Board Room
January 23, 2020
9:00 a.m.**

MEMBERS and ALTERNATES (A) PRESENT:

Charles City County		Chesterfield County		City of Richmond	
		Barbara K. Smith		Dironna Moore Clarke	X
		Kathryn Benedict (A)	X	Travis A. Bridewell (A)	X
				Sera Erickson (CTAC Rep)	
				Bill Steele (CTAC Rep)	X
Goochland County		Hanover County		Henrico County	
Thomas Coleman	X	Joseph E. Vidunas	X	Sharon Smidler	
Todd Kilduff		J. Michael Flagg (A)		Rosemary D. Deemer (A)	
New Kent County		Powhatan County		Town of Ashland	
Kelli Le Duc	X	Andrew Pompei	X	Nora Amos	X
		Ed A. Howland (A)		Will Tucker (A)	
Capital Region Airport Commission (CRAC)		GRTC Transit System		RMTA	
John B. Rutledge		Adrienne Torres	X	Theresa Simmons	
		Emily DelRoss (A)			
PlanRVA		RideFinders		DRPT	
Chet Parsons	X	Von S. Tisdale		Tiffany Dubinsky	X
Sulabh Aryal (A)	X	John O'Keefe (A)	X	Grant Sparks (A)	
VDOT		VCU		NAACP	
Liz McAdory		John Leonard (CTAC Rep)	X	Walter Johnson (CTAC Rep)	
Jacob Herrman (A)	X				
Richmond Area Bicycling Association (RABA)		VA Asian Chamber of Commerce		Senior Connections (CAAA)	
Champe Burnley (CTAC Rep)		My Lan Tran		Tony Williams	X
RVA Rapid Transit		Bike Walk RVA		Port of Virginia/RMT	
Ben Campbell	X	Louise Lockett Gordon	X	Barbara Nelson	X
				Dustin Rinehart (A)	
Southern Environmental Law Center		VA Center for Inclusive Communities		Virginians for High Speed Rail	
Trip Pollard		Nelson Reveley	X	Daniel Plaughner	
Federal Highway Administration					
Richard Duran	X				

Call to Order:

The LRTP Advisory Committee Chair, Andrew Pompei, presided and called the January 23, 2020 LRTP meeting to order at 9:05 a.m.

The meeting started with a round of introductions. There was a switch to the order of agenda items: Mr. Aryal presented the LRTP Process Update: Task 1: Issues Assessment as the third item followed by Mr. Parson's presentation on the Public Engagement Plan and Schedule, followed by the Public Issues Identification.

1. Approval of December 9, 2020 LRTP-AC Meeting Summary

There were no comments on the December 9, 2020 LRTP-AC meeting summary.

2. Public Comment Period

There were no requests to address the LRTP Advisory Committee.

3. LRTP Process Update: Task 1: Issues Assessment

Sulabh Aryal, 2045 LRTP Project Manager, provided an overview of multimodal transportation issues, needs, and deficiencies. These include congestion, safety issues, lack of interconnectivity, operational problems, inadequate roadway capacity, accessibility, in addition to other issues like travel demand management, transportation system resiliency, and economic development. Over the next few months, there will be a deep dive into regional needs and issues to address. Sulabh Aryal briefly explained the process flow of the six tasks to be completed for developing the ConnectRVA2045 Plan. They were explained in more detail during the December 9, 2019 meeting. We are currently in the "Transportation Needs Assessment" phase.

Sulabh Aryal provided a brief overview of the next steps to identify transportation issues. The ConnectRVA 2045 website is new and in progress of being built.

**A copy of the presentation given by Sulabh Aryal is available at [LRTP Process Update: Issues Assignment](#)

[All materials will be posted on the website after the meeting.](#) Feedback is appreciated within the next two weeks.

4. LRTP Public Issues Identification

Chet Parsons, RRTPO Secretary, provided information on the [Long-Range Transportation Public Engagement Plan](#): purpose, background, goals, organization structure, and how the public will be engaged. The plan will be developed systematically: included are website development, media coverage, email notifications, social media presence etc.

- Phase One incorporates the development of LRTP's mission and what the community feels are the current needs for transportation and their vision for future regional transportation. Part of the community engagement efforts are open houses and online tools.
- Phase Two strategic direction includes combining public feedback with ongoing research and data analysis to establish the vision, goals and objectives for the 2045 plan vision, goals.
- Phase Three identifies all the projects that could help to address the transportation needs and deficiencies.
- Phase Four is more of an internal process. Staff will develop data tools to collect feedback through online surveys.

- Phase Five will combine all the research, analysis, and evaluation conducted by PlanRVA staff and is expected to be completed by fall of 2021. One of the major public engagement component tools is “meeting in a box”. This is a staff driven plan so the community can be more engaged throughout the process.

5. L RTP Public Engagement Plan and Schedule

Chet Parsons presented on the Public Participation Plan. It has been updated to include best practices around the country with a goal of ensuring everyone has a chance to be involved in the planning process.

A discussion took place on the public participation presentation:

John Leonard asked for a set of best practices for the toolbox to provide guidelines and focus on transportation issues. Dironna Moore Clarke suggested that a list of issues be shared on a map as part of the presentation.

Mr. Parsons gives examples of [groups to be engaged](#) which provides a lot of opportunities for the community to get involved. Mr. Parsons also asked the committee for assistance to present the “Meeting in a Box” presentations.

Ben Campbell pointed out that only a small group of people might be able to understand and follow the presentation. He asked for the presentation to focus on the specific community needs. Mr. Leonard mentioned that a list of trigger questions might be helpful.

6. Next L RTP Advisory Committee Meeting: February 27, 2020

Chairman Andrew Pompei noted the next meeting will be held on February 27, 2020 beginning at 9:00 a.m.