

**RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE (TAC)
PlanRVA James River Boardroom,
424 Hull Street, Suite 300, Richmond, VA 23224 and via Zoom
February 13, 2024 - 9:00 a.m.**

MEMBERS and ALTERNATES (A) PRESENT:

Town of Ashland		Charles City County		Chesterfield County	
Nora D. Amos	X	Gary Mitchell, Vice Chair	X	Barbara K. Smith	X
Kerri Ragland					
Goochland County		Rhonda Russell (A)		Chessa Walker (A)	X
Austin Goyne	X	Hanover County		Henrico County	
Thomas Coleman (A)		Joseph E. Vidunas, Chair	X	Sharon Smidler	X
New Kent County		Randy Hardman (A)		Todd Eure (A)	
Amy Inman	X	Powhatan County		City of Richmond	
Kelli Le Duc (A)		Bret Schardein (A)		Dironna Moore Clarke	X
Capital Region Airport Commission (CRAC)				GRTC	
John B. Rutledge		DRPT		Patricia Robinson	X
PlanRVA		Tiffany T. Dubinsky	X	Corey Robinson (A)	X
Myles Busching	X	Daniel Wagner (A)	X	VDOT	
Sulabh Aryal (A)	X	RMTA		Sarah Rhodes	X
RideFinders		Theresa Simmons		Nicole Mueller (A)	
John O'Keeffe (A)	X				

The technology used for the RRTPO Technical Advisory Committee meeting was a web-hosted service created by Zoom and YouTube Live Streaming and was open and accessible for participation by members of the public. A recording of this meeting is available on our [Plan RVA YouTube Channel](#).

Virtual participation in this meeting by members of the committee is authorized under the City of Richmond Res. No. 2020-R025, - declaration of a local emergency due to the potential spread of COVID-19, adopted March 16, 2020. The resolution is available [here](#).

1. Welcome and Introductions

Chair Vidunas opened the meeting at 9:05 a.m. and welcomed attendees.

2. Roll Call & Certification of a Quorum

Janice Scott, PlanRVA, took attendance by roll call and certified that a quorum was present.

3. Consideration of Amendments to the Meeting Agenda

Myles Busching noted that a new item 12 needs to be added to the agenda for SmartScale. The members of the RRTPO Technical Advisory Committee voted unanimously to approve the meeting agenda as amended (voice vote).

4. Approval of January 9, 2024, Meeting Minutes

On motion by Gary Mitchell, seconded by Barbara Smith, the members of the RRTPO Technical Advisory Committee voted to approve the meeting minutes as presented (voice vote).

5. Open Public Comment Period

There were no requests to address the committee.

6. TAC Chairman's Report

Chair Vidunas reported that Hanover County is currently recruiting for a Capital Projects Specialist (Traffic). The information can be found on the [County website](#).

7. Rural Public Transportation Study Recommendation

Mr. Busching presented this item. The Unified Planning Work Program (UPWP) is a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source of funds. The UPWP also serves as the RRTPO budget and work program for the current fiscal year.

The two primary funding sources supporting the UPWP work program are FHWA Planning funds (PL) and FTA Section 5303 funds. These two federal fund sources are generally matched by state and local sources on an 80% federal (FHWA and FTA) 10% state (VDOT and DRPT), and 10% local (RRPDC member dues and RRTPO special assessment) basis.

The RRTPO has heard concerns from several localities about the need for expanded public transportation options in rural areas. At the September Policy Board meeting, DRPT presented on funding opportunities which can create a pipeline to new public transportation (Technical Assistance for Planning > Demonstration Project > Transit Ridership Incentive Program (TRIP) service > Permanent Service with transit operator). The Workforce Development Grant Program was also reviewed as a funding source available to train staff to support public transportation. The Policy Board has directed the TAC to work with DRPT to develop a recommendation on the best use of the programs covered in the presentation to provide sustainable and fiscally constrained public transportation service in the entire Richmond region.

At its September meeting, the Technical Advisory Committee voted to reconvene the public transportation workgroup to study the concerns of the rural member localities.

Public Transportation Workgroup: The reconvened workgroup met in October and December to look at the needs of rural localities and the next steps toward enhancing public transportation service. The workgroup agreed on a regional study with emphasis on engagement with local governments and residents of the rural localities to develop costed recommendations. The workgroup recommended this effort be undertaken as part of the FY25 UPWP using 5303 funding. This recommendation comes from the [recent FTA announcement of an increased federal share](#) (90 – 100%) for planning that supports urban or rural areas with lower density or a lower average income than the surrounding areas.

Major Scope Elements: The draft scope was prepared to address the major recommendations of the public transportation workgroup. The following are the major expected deliverables of the study:

1. Existing Conditions Report including needs analysis, public outreach
2. Review of national best practices and regionally feasible alternatives
3. Analysis of operational challenges and opportunities for alternatives
4. Recommendations including capital and operating costs, implementation strategy, and sufficient detail to support DRPT planning and demonstration grants

There was discussion about ensuring this information is communicated with the Tri-Cities MPO.

On motion by Dironna Moore Clarke, seconded by Amy Inman, the members of the RRTPO Technical Advisory Committee voted to recommend the study be incorporated into the FY25 Unified Planning Work Program (UPWP) (roll call vote; see below).

Jurisdiction/Agency	Member	Aye	Nay	Abstain	Absent
Town of Ashland	Nora D. Amos	X			
Charles City County	Gary Mitchell	X			
Chesterfield County	Barbara Smith	X			
Goochland County	Austin Goyne	X			
Hanover County	Joseph E. Vidunas	X			
Henrico County	Sharon Smidler	X			
New Kent County	Amy Inman	X			
Powhatan County	Bret Schardein				X
City of Richmond	Dironna Moore Clarke	X			
CRAC	John B. Rutledge				X
DRPT	Tiffany Dubinsky	X			
GRTC	Patricia Robinson	X			
PlanRVA	Myles Busching	X			
RideFinders	John O’Keeffe (A)	X			
RMTA	Theresa Simmons				X
VDOT	Sarah Rhodes	X			

8. FY24 – FY27 Transportation Improvement Program Amendment – Pole Green Road Widening (UPC 109260) –

Mr. Busching presented this request. VDOT submitted a request to amend the Transportation Improvement Program (TIP) to update the planned obligations and estimated cost for the Pole Green Road Widening (UPC 109260). This project is already included in the TIP and has been previously included in the regional air quality conformity analysis. The proposed changes are consistent with project allocations and the six-year improvement program (SYIP). This TIP amendment is required due to the increase in the total estimate from \$20.5M to \$39.8M.

The proposed amendment requested by VDOT has been reviewed by staff and found consistent with the requirements for RRTPO approval.

On motion by Joesph Vidunas, seconded by Austin Goyne, the members of the RRTPO Technical Advisory Committee voted to recommend RRTPO Policy Board approval of the proposed TIP amendments as requested by VDOT (roll call vote; see below).

Jurisdiction/Agency	Member	Aye	Nay	Abstain	Absent
Town of Ashland	Nora D. Amos	X			
Charles City County	Gary Mitchell	X			
Chesterfield County	Barbara Smith	X			
Goochland County	Austin Goyne	X			
Hanover County	Joseph E. Vidunas	X			
Henrico County	Sharon Smidler	X			
New Kent County	Amy Inman	X			
Powhatan County	Bret Schardein				X
City of Richmond	Dironna Moore Clarke	X			
CRAC	John B. Rutledge				X
DRPT	Tiffany Dubinsky	X			
GRTC	Patricia Robinson	X			
PlanRVA	Myles Busching	X			
RideFinders	John O’Keeffe (A)	X			
RMTA	Theresa Simmons				X
VDOT	Sarah Rhodes	X			

9. FY24 – FY27 Transportation Improvement Program Amendment – Short Pump Area Transportation Improvements NEPA Study (UPC 124222) –

Mr. Busching presented this request. VDOT submitted a request to amend the Transportation Improvement Program (TIP) to add the Short Pump Area Transportation Improvements NEPA Study (124222) project. As a study, this project is exempt from the regional air quality conformity analysis and is considered local/programmatic and not required to be specifically listed in ConnectRVA 2045. The proposed changes are consistent with project allocations and the six-year improvement program (SYIP).

Sarah Rhodes, VDOT, explained that this was designated a project of division interest by FHWA so it has additional oversight from the Virginia division of FHWA. VDOT is seeing a push to have the NEPA study be included in the TIP as if it is part of the project on projects that are adding significant infrastructure.

On motion by Sharon Smidler, seconded by Gary Mitchell, the members of the RRTPO Technical Advisory Committee voted to recommend RRTPO Policy Board approval of the proposed TIP amendment as requested by VDOT (roll call vote; see below).

Jurisdiction/Agency	Member	Aye	Nay	Abstain	Absent
Town of Ashland	Nora D. Amos	X			
Charles City County	Gary Mitchell	X			
Chesterfield County	Barbara Smith	X			
Goochland County	Austin Goyne	X			
Hanover County	Joseph E. Vidunas	X			
Henrico County	Sharon Smidler	X			
New Kent County	Amy Inman	X			
Powhatan County	Bret Schardein				X
City of Richmond	Dironna Moore Clarke	X			
CRAC	John B. Rutledge				X
DRPT	Tiffany Dubinsky	X			
GRTC	Patricia Robinson	X			
PlanRVA	Myles Busching	X			
RideFinders	John O’Keeffe (A)	X			
RMTA	Theresa Simmons				X
VDOT	Sarah Rhodes	X			

10. FY25 – FY26 Transportation Alternatives – Draft Project Rankings

Mr. Busching presented this request. The Transportation Alternatives (TA) Set Aside program is dedicated to bicycle and pedestrian projects and programs. Applications for the TA program are administered through a statewide program and the RRTPO and the Commonwealth Transportation Board (CTB) have shared responsibility for selecting projects for funding. The RRTPO has a defined methodology for project prioritization which incorporates both the statewide merit score prepared by VDOT and region-specific factors including proximity to equity emphasis areas (EEA) and inclusion in BikePedRVA 2045, the regional active transportation plan.

Under Federal law and agreements with state agencies, the Richmond Regional Transportation Planning Organization (RRTPO) has authority to select projects and program regional Carbon Reduction Program (CRP), Congestion Mitigation and Air Quality (CMAQ), and Surface Transportation Block Grant (STBG) funds, including the Transportation Alternatives (TA) set-aside.

The Transportation Alternatives (TA) Set-Aside program provides capital grant assistance for projects defined as “transportation alternatives” in federal code. The RRTPO TA allocations are directed towards on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving bike and pedestrian access to public transportation, trails that serve a transportation purpose, and Safe Routes to School projects.

The fiscal year 2025 – 2026 project applications were submitted in October. The RRTPO previously reviewed and endorsed all candidate projects. The statewide merit scores were released in January. The RRTPO coordinates with VDOT Richmond District, the Tri-Cities MPO, and our Commonwealth Transportation Board (CTB) member to select projects for TA funding. The RRTPO has approximately **\$7.6M to allocate** in this round.

ConnectRVA 2045 Consistency: ConnectRVA 2045 establishes categories of projects which are regional in nature and must be included in the constrained long-range plan (CLRP) prior to inclusion in the TIP. Conversely, other project types are considered either local or programmatic in nature and can advance without being specifically listed. The project types under each category can be reviewed in Chapter 5 of ConnectRVA 2045. Figure 1 graphically shows the consistency review process.

Most bicycle and pedestrian projects are considered local or programmatic as either safety improvements or facilities within or adjacent to the existing right-of-way. All the proposed projects were reviewed against the ConnectRVA 2045 criteria as part of the endorsement process this fall.

Statewide Merit Score Evaluation: VDOT evaluates each project to assist the CTB review and project selection. Projects are scored based on four criteria using qualitative and quantitative measures.

1. Project Delivery and Funding
2. Project Concept & Benefit
3. Readiness to Proceed
4. Deductive Measure

The deductive measure is a newly adopted policy and was not included in the statewide merit score process at the time the RRTPO adopted the TA prioritization guidelines. The deductions reflect previously cancelled TA projects, prior TA projects that have exceeded the four (4) years to construction limit, and performance management based on the Locality Sustained

Performance Program (LSPP) rules. Deductive measures were applied to the City of Richmond (-45) and Goochland County (-25) projects. As this measure was not part of the program when the RRTPO's methodology was approved, staff have prepared draft rankings including (Attachment A) and removing the deductive measures.

Safe Routes to Schools (SRTS), a subset of TA that focus on getting students to school using active transportation modes, projects and programs are evaluated differently with focus on student travel patterns, percent of budget spent on students, and the involvements of school and community representatives on the project team.

RRTPO Prioritization Process: The RRTPO process uses the statewide merit score as the starting point. Statewide merit scores are normalized (with SRTS adjusted to a 250-point basis for equal comparison with other projects) and worth 80% of the benefit score. The remaining 20% of the benefit is calculated based on the estimated people in equity emphasis areas (EEA) served by the project using a half-mile buffer and the project's inclusion and classification in BikePedRVA 2045 (regional spine, spur, local, not included). Project benefits are then divided based on cost in hundreds of thousands of dollars to give a cost-benefit score for prioritization.

Committee members discussed the pros and cons of the two measures. It was noted that the intent is to maximize the funding on all the projects. There are three other projects that the CTB could be considering other than those on the list reviewed today. All CTB members have equal amounts (pots) this year, including the at-large members. There is about \$12 million available; the total requests for the TPO is about \$19 million.

On motion by Dironna Moore Clarke, seconded by Austin Goyne, the members of the RRTPO Technical Advisory Committee voted to recommend use of the non-deductive measure (roll call vote; see below).

Jurisdiction/Agency	Member	Aye	Nay	Abstain	Absent
Town of Ashland	Nora D. Amos	X			
Charles City County	Gary Mitchell	X			
Chesterfield County	Barbara Smith		X		
Goochland County	Austin Goyne	X			
Hanover County	Joseph E. Vidunas		X		
Henrico County	Sharon Smidler	X			
New Kent County	Amy Inman	X			
Powhatan County	Bret Schardein				X
City of Richmond	Dironna Moore Clarke	X			
CRAC	John B. Rutledge				X
DRPT	Tiffany Dubinsky			X	
GRTC	Patricia Robinson			X	
PlanRVA	Myles Busching			X	
RideFinders	John O'Keeffe (A)			X	
RMTA	Theresa Simmons				X
VDOT	Sarah Rhodes			X	

11. FY25 – FY30 Flexible Regional Funding

Mr. Busching presented this request. The Flexible Regional Funding program provides funding to support regional transportation improvements using Carbon Reduction Program (CRP), Congestion Mitigation and Air Quality (CMAQ), and Surface Transportation Block Grant (STBG) program funds. The RRTPO received 35 applications for funding in

October and staff have reviewed and prioritized the projects consistent with the regional funding framework. Approximately \$21M in CMAQ and CPR funds are expected to be available for new projects for the FY25 – FY30 allocation cycle.

Under Federal law and agreements with state agencies, the Richmond Regional Transportation Planning Organization (RRTPO) has authority to select projects and program regional Carbon Reduction Program (CRP), Congestion Mitigation and Air Quality (CMAQ), and Surface Transportation Block Grant (STBG) funds, including the Transportation Alternatives (TA) set-aside.

The RRTPO adopted a new [Regional Project Selection and Allocation Framework](#) in July of 2021. This framework, as amended, establishes a single prioritization process for flexible regional funding for projects requesting RRTPO administered funds. This process establishes a four-step process for project submission, screening, scoring, and funding. The RRTPO held a call for projects in October of 2023. In total, 35 projects were submitted by seven (7) different sponsoring agencies and advanced through project screening and scoring.

Project Screening: Every project submitted for flexible regional funding was evaluated for completeness, including all required supplemental materials. As part of the screening, projects were assessed for eligibility for federal funding and a well-defined scope, schedule, and estimate.

Projects were also evaluated for consistency with ConnectRVA 2045, the region's long-range transportation plan. ConnectRVA 2045 establishes categories of projects which are regional in nature and must be included in the constrained long-range plan (CLRP) prior to inclusion in the TIP. Conversely, other project types are considered either local or programmatic in nature and can advance without being specifically listed. The project types under each category can be reviewed in Chapter 5 of ConnectRVA 2045. Figure 1 graphically shows the consistency review process.

Estimate Reviews: Following established practice, the project estimates were reviewed by VDOT Richmond District to ensure VDOT administered projects are adequately funded and to provide a baseline against which to compare locally administered project estimates. Following the VDOT review, sponsoring agencies were provided the estimates to review where there was a difference. If a candidate project is expected to be locally administered if awarded, the sponsoring agency was able to approve the VDOT estimate, stick to the original estimate, or provide an updated estimate based on the VDOT review.

Project Prioritization: Projects are prioritized using the methodology first established in ConnectRVA 2045. This methodology focuses on five goal areas, consistent with Federal regulations and the statewide SMART SCALE prioritization process. These goals are measured using 15 performance measures that capture the expected benefits of individual projects to the regional transportation system. The table on the following page summarizes the goals, performance measures, and relative weights used in project assessments. The benefit of each project is then compared with the funding request in tens of millions of dollars to calculate an overall project score and ranking. Projects which request leveraging funds are scored on the cost of the preliminary engineering (PE) phase only and can only be awarded funding up to the cost of the PE phase.

Draft Allocation & Transfer Plans: Using the project ranks, project funding is programmed based on funding program eligibility and available years for allocations. After accounting for

the \$26M in existing project requests recommended by the TAC at the January meeting, approximately \$21M are expected to be available for new project selection, all in the CMAQ and CRP programs.

Myles Busching presented this matter and explained that Flexible Regional Funding covers STBG, CMAQ and CRP funds now. Thirty-five applications were received; staff screened and scored based on the regional funding framework. The prioritization process is as follows: 25 points - safety, 15 points - mobility, 25 points - access, 15 points – economic development and 20 points - land use/env. TAC members reviewed the project rankings in coordination with other regional funding considerations and recommend any changes to the priority list. Staff will develop an allocations plan for RRTPO Policy Board approval based on TAC’s recommendations.

Committee members discussed the process and the list of projects. It was clarified that the primary projects for the overlap with CVTA were the two fall line trail projects. There was discussion about possible revisions to the framework over the summer. It was noted that all projects were evaluated for CMAQ funding.

On motion by Barbara Smith, seconded by Dironna Moore Clarke, the members of the RRTPO Technical Advisory Committee voted to recommend the list as presented (roll call vote; see below):

Jurisdiction/Agency	Member	Aye	Nay	Abstain	Absent
Town of Ashland	Nora D. Amos	X			
Charles City County	Gary Mitchell	X			
Chesterfield County	Barbara Smith	X			
Goochland County	Austin Goyne	X			
Hanover County	Joseph E. Vidunas	X			
Henrico County	Sharon Smidler	X			
New Kent County	Amy Inman	X			
Powhatan County	Bret Schardein				X
City of Richmond	Dironna Moore Clarke	X			
CRAC	John B. Rutledge				X
DRPT	Tiffany Dubinsky	X			
GRTC	Patricia Robinson	X			
PlanRVA	Myles Busching	X			
RideFinders	John O’Keeffe (A)	X			
RMTA	Theresa Simmons				X
VDOT	Sarah Rhodes	X			

12. SmartScale (added to agenda)

Myles Busching presented this matter and explained that, based on a review of the candidate projects, TAC only recommended 10 projects to advance for the RRTPO. There were no other projects that appear to meet screening and readiness requirements. Staff plans to advance only nine applications due to the removal of one of the 10 that were received.

13. Transportation Agency Updates

a. DRPT

Tiffany Dubinsky provided an update on recent and upcoming DRPT activities:

- The DRPT Connects marketing campaign has been launched.

- A new SmartScale dashboard has been launched.
- There are two new notices of funding from FTA.

b. GRTC

Corey Robinson provided an update on recent and upcoming GRTC activities:

- GRTC launched the 1-A extension on Midlothian Turnpike.
- Goochland received transit service for the first time.
- Routes that were phased out were reviewed.
- Hosted a public meeting regarding location a permanent downtown hub. Another meeting will be held in March.
- Patricia Robinson was promoted to Assistant Director of Planning and Scheduling.

c. RideFinders

John O'Keefe provided an update on recent and upcoming RideFinders activities, including the following:

- Attended the Crater Regional Job Fair at Virginia State University, Tri-Cities Outreach (19 total businesses reached), Virginia Transit Association's Big BBQ Bash at Main Street Station, Virginia Hispanic Chamber of Commerce Member Mixer.
- Met with employers to discuss the Kick\$tart your carpool pilot program.
- 11 new carpoolers registered in January; 61 engagements from the dynamic campaign QR code.
- Created, edited, and posted 2023 Year in Review recap to include some of the successes and highlights from the year.
- Continued ongoing biweekly meetings with **Foursquare ITP** – the consultants for the CAPSP.
- 4 new vanpools started in January with 3 of them departing from the Richmond area going to Ft. Belvoir and the 4th going to the Defense Supply Center in Chesterfield from Newport News.

d. VDOT

Sarah Rhodes provided an update on VDOT's recent and upcoming activities. The update is posted with the [meeting documents](#).

14. [PlanRVA Newsletter: The Better Together Connector \(linked\)](#)

This was an information item.

15. TAC Member Comments

There were no member comments.

16. Next Meeting

Chair Vidunas noted the next meeting will be held on March 12, 2024.

17. Adjournment

Chair Vidunas adjourned the meeting at 10:38 a.m.