

**RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE (TAC)**

ZOOM MEETING MINUTES

March 14, 2023, 9:15 a.m. (following the ICG meeting)

MEMBERS and ALTERNATES (A) PRESENT:

Town of Ashland		Charles City County		Chesterfield County	
Nora D. Amos	X	Gary Mitchell	X	Barbara K. Smith	X
Vacant (A)		Rhonda Russell (A)		Chessa Walker (A)	X
Goochland County		Hanover County		Henrico County	
Austin Goyne	X	Joseph E. Vidunas, FY23 Vice Chair	X	Sharon Smidler, FY23 Chair	X
Thomas M. Coleman (A)	X	J. Michael Flagg (A)		Todd Eure (A)	
New Kent County		Powhatan County		City of Richmond	
Amy Inman	X	Bret Schardein		Dironna Moore Clarke	X
Kelli Le Duc (A)		Vacant (A)		Vacant (A)	
Capital Region Airport Commission		DRPT		GRTC	
John B. Rutledge		Tiffany T. Dubinsky	X	Sam Sink	
		Daniel Wagner (A)		Corey Robinson (A)	X
				Patricia Robinson (A)	X
PlanRVA		RideFinders		RMTA	
Chet Parsons	X	Von S. Tisdale		Theresa Simmons	
Sulabh Aryal (A)	X	John O'Keefe (A)	X		
VDOT					
Liz McAdory					
Nicole Mueller (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 of 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

The Richmond Regional Transportation Planning Organization (RRTPO) Technical Advisory Committee (TAC) Chair, Sharon Smidler, presided and called the March 14, 2023, TAC meeting to order at 9:14 a.m.

2. Roll Call & Certification of a Quorum

Janice Firestone, Program Manager, took attendance by roll call and certified that a quorum was present.

3. Consideration of Amendments to the Meeting Agenda

Chair Smidler announced two changes to the agenda: 1. Item 10. Project Cost Estimating and Overruns will be changed to an action item and Item 12. FY24-FY29 STBG/CMAQ Allocations will be changed to an information item.

On motion by Sharon Smidler, seconded by Gary Mitchell, the RRTPO Technical Advisory Committee approved meeting agenda as amended (voice vote).

4. Approval of February 14, 2023, Meeting Minutes

On motion by Sharon Smidler, the RRTPO Technical Advisory Committee approved the meeting minutes as presented (voice vote; Austin Goynes abstained).

5. Open Public Comment Period

There were no requests to address the committee.

6. TAC Chairman's Report

Chair Smidler announced two events:

- [RVA Engage Webinar – Transportation – why it matters and what you can do](#) – Wednesday, March 15th from 6-7:30pm
- [RRTPO Transportation Forum](#) - Friday, March 17th from 8-10am at Main Street Station.

7. RRTPO Update

Chet Parsons did not have a formal update but reminded everyone that both of the events Chair Smidler mentioned require registration.

8. 2050 Socioeconomic Data Workgroup - Update

Sulabh Aryal, PlanRVA, provided this update and offered to answer any questions. The update is posted with the [meeting documents](#).

9. Competitive Funding Opportunities

Barbara Jacocks, PlanRVA, provided this presentation, which is posted with the [meeting documents](#). Following the presentation, TAC members had questions and Ms. Jacocks clarified that transit information is also welcome. TAC members expressed their appreciation for the work done and stressed the importance of this being a living document that is regularly updated. Staff reported that the plan is for it to be readily accessible and easy to use for members as well as the larger community.

10. Project Cost Estimating & Overruns

Myles Busching, PlanRVA, provided an overview of the recent work done on this matter. The presentation is posted with the [meeting documents](#). The policy board has referred this question of how to address cost estimating and overruns to TAC with the following requests:

1. Provide an explanation for the cost increases in all cases where an active or recently completed project has exceeded its original budget (requested last month); and,
2. Determine what policy changes are needed (if any) to reduce cost overruns and their impacts on regional funding programs. Some options to consider include:
 - a. Using more conservative estimate assumptions (like Smart Scale)

- b. Increasing project definition before selection (e.g., requiring 30% design)
- c. Reducing TPO exposure to overruns by awarding funds for a single phase or fixed dollar amounts
- d. Improving time to delivery

Committee members discussed the using the VDOT cost estimating workbook to ensure consistency/accuracy. It was noted that using that workbook might result in estimates being higher, but it will level the playing field between locally and VDOT administered projects. There was a discussion about the need to address projects that take long periods of time. Committee members also discussed the pros and cons of the option of increasing project definition before selection. It was suggested that localities agree to fund any overage on locally administered projects. It was noted that locality requests to locally administer projects are heavily vetted by VDOT prior to approval.

On motion of Austin Goynes, seconded by Joseph Vidunas, the RRTPO Technical Advisory Committee voted to recommend the Policy Board approve using the VDOT cost estimating workbook for all projects; if locality chooses not to use the workbook, that project will not be eligible for additional RRTPO funding; additionally the cost estimating workbook performance will be reviewed periodically (roll call vote).

Jurisdiction/Agency	Member	Aye	Nay	Abstain	Absent
Town of Ashland	Nora D. Amos	X			
Charles City County	Gary Mitchell			X	
Chesterfield County	Barbara K. Smith	X			
Goochland County	Austin Goynes	X			
Hanover County	Joseph E. Vidunas, Vice Chair	X			
Henrico County	Sharon Smidler, Chair	X			
New Kent County	Amy Inman	X			
Powhatan County	Bret Schardein				X
City of Richmond	Dironna Moore Clarke	X			
Capital Region Airport Commission	John B. Rutledge				X
DRPT	Tiffany Dubinsky	X			
GRTC Transit System	Patricia Robinson	X			
PlanRVA	Chet Parsons	X			
RideFinders	John O'Keeffe (A)	X			
RIC Metropolitan Transp. Authority	Theresa Simmons				X
VDOT	Nicole Mueller	X			
Totals		12	0	1	3

11. Draft FY24 – FY27 TIP & Regional Conformity Assessment

Mr. Busching presented this request and provided an overview of the information on the website (www.rrtpotip.org) and how to use the site. He noted there are two non-federal, locally submitted projects that have not yet been added to the TIP; they will be added to the document prior to the opening of the public comment period.

On motion of Austin Goyne, seconded by Dironna Moore Clarke, the RRTPO Technical Advisory Committee voted recommend RRTPO Policy Board approval of the following resolution (roll call vote):

RESOLVED, that the Richmond Regional Transportation Planning Organization (RRTPO) Technical Advisory Committee authorizes staff to open a 30-day public review period on the draft FY24 – FY27 Transportation Improvement Program (TIP) and Regional Conformity Assessment pursuant to the RRTPO’s Public Engagement Plan.

Jurisdiction/Agency	Member	Aye	Nay	Abstain	Absent
Town of Ashland	Nora D. Amos	X			
Charles City County	Gary Mitchell			x	
Chesterfield County	Barbara K. Smith	X			
Goochland County	Austin Goyne	X			
Hanover County	Joseph E. Vidunas, Vice Chair	X			
Henrico County	Sharon Smidler, Chair	X			
New Kent County	Amy Inman	X			
Powhatan County	Bret Schardein				X
City of Richmond	Dironna Moore Clarke	X			
Capital Region Airport Commission	John B. Rutledge				X
DRPT	Tiffany Dubinsky	X			
GRTC Transit System	Patricia Robinson	X			
PlanRVA	Chet Parsons	X			
RideFinders	John O’Keeffe (A)				X
RIC Metropolitan Transp. Authority	Theresa Simmons				X
VDOT	Nicole Mueller	X			
Totals		11	0	1	4

12. FY24 – FY29 STBG/CMAQ Allocations

Mr. Busching presented this matter and explained the new information that was received after the agenda packet went out. Staff is requesting additional time to review the changes this will make to the project selection. He noted that the matter will be brought back to TAC at the April 11th meeting with a recommendation for approval. He asked for TAC member input on the process.

13. Transportation Agency Updates

a. DRPT

Tiffany Dubinsky provided an update on DRPT’s recent and upcoming activities, which is posted with the [meeting documents](#)..

b. GRTC

Corey Robinson provided an update on recent and upcoming GRTC activity. A double shelter was installed in Henrico County; the third for the year. Friday is Transit Driver Appreciation Day. Testing, training and emergency drills will be done on the downtown

transfer station operations at the end of March or beginning of April with an anticipated opening in May.

c. RideFinders

John O’Keeffe, RideFinders, provided an update (following the meeting) on the following RideFinders’ activities:

- Started 2 new vanpools Newport News to Richmond and Colonial Heights to Fort Pickett both 7 passenger vanpools.
- Submitted 3 grant applications to DRPT
- Promoted the 2nd Annual Caring Commutes Challenge – a month-long challenge encouraging commuters to show love for the environment by logging their “green” commute trips during the month and participating in our social media daily prompts the week prior to Valentine’s Day.
- Shared multiple partner notices/announcements on Twitter, Instagram and Facebook from-Chesterfield County, Henrico County, Colonial Heights, VDOT, RVAGreen 2050, PlanRVA and the City of Richmond.
- RideFinders along with other TDM agencies in the state will be presenting at the Virginia Transit Association Conference in May.

d. VDOT

Nicole Mueller provided an update on VDOT’s recent and upcoming activities, which is posted with the [meeting documents](#).

16. Future Meeting Topics

Chair Smidler reviewed the future meeting topics. Mr. Parsons noted there are two BRT feasibility studies are underway; TAC may be interested in a presentation on these. Members expressed an interest in having it on the next meeting agenda; the north-south BRT corridor study in particular.

17. TAC Member Comments

Nora Amos commented that Ashland is moving forward with the microtransit project. There were no other member comments.

18. Next Meeting: November

Chair Smidler noted the next meeting will be held on April 11, 2023.

19. Adjournment

Chair Smidler adjourned the meeting at 11:06 a.m.