

**RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION
COMMUNITY TRANSPORTATION ADVISORY COMMITTEE (CTAC)**

**Minutes of Meeting – December 12, 2024, 12:00 p.m.
PlanRVA James River Boardroom,
424 Hull Street, Suite 300, Richmond, VA 23224 and via Zoom**

MEMBERS and ALTERNATES (A) PRESENT (X), VIRTUAL (V):

Town of Ashland		Charles City County		Chesterfield County	
Upton S. Martin, Vice Chair	X	Bill Walton	X	Philip Plymale	X
Don Root (A)		Hanover County		Herbert A. Richwine	
Goochland County		H. Charles Rasnick		Gonzalo Aida (A)	V
Robert L. Basham Jr.		Powhatan County		Erin Phelan (A)	X
New Kent County		Vacant		Henrico County	
Lisa M. Guthrie	X	League of Women Voters		Gordon Dixon	X
Chamber RVA		Sarah Weisiger	X	Michael Wiebe (A)	
John Easter	X	Karen Rosenblum (A)		City of Richmond	
RIC Area Bicycling Assoc.		Equitable Transit & Mobility		Andrew Bunn, Chair	X
Champe M. Burnley	V	Kelli N. Rowan		Sera Erickson	X
John Hamilton		Ernest, Moore, Jr. (A)	X	Alex Brackman (A)	
Senior Connections		VA Conservation Network (VCN)		Clinton Smith (A)	
Tony Williams	X	Victoria Higgins		NAACP, Richmond Branch	
Virginia Commonwealth University (VCU)		Richard Hankins	X	Walter Johnson	
John D. Leonard		RVA Rapid Transit		Charles Willis (A)	
Jordan Cole (A)	X	Faith Walker		Virginians for High Speed Rail	
		Stephanie Power (A)	X	Michael Testerman	X

The technology used for the RRTPO CTAC 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](#).

CALL TO ORDER

The Richmond Regional Transportation Planning Organization (RRTPO) Community Transportation Advisory Committee Chair, Andrew Bunn, presided and called the RRTPO CTAC meeting to order at 12:05 p.m.

WELCOME AND INTRODUCTIONS

Chair Bunn welcomed all attendees and asked new members, Gonzala Aida, Erin Phelan and Jordan Cole, to introduce themselves.

ROLL CALL & CERTIFICATION OF A QUORUM

Janice Scott, PlanRVA, certified that a quorum was present.

A. ADMINISTRATION

1. Approval of the September 18, 2024, CTAC Meeting Minutes

On motion by Lisa Guthrie, seconded by John Leonard, the members of the Community Transportation Advisory Committee voted unanimously to approve the meeting minutes as presented.

2. Consideration of Amendments to the Agenda

There were no requested amendments to the agenda.

3. Open Public Comment

There were no members of the public present wishing to offer public comment.

4. CTAC Chair's Report

Chair Bunn did not have a formal report.

5. Committee Leadership (Vice Chair Appointment)

Chair Bunn explained that Upton Martin has agreed to serve as Vice Chair of the committee for the remainder of FY25.

John Easter nominated Upton Martin as Vice Chair.

On motion by John Easter, seconded by Bill Walton, the members of the Community Transportation Advisory Committee voted unanimously to elect Upton Martin as CTAC Vice Chair through June 30, 2025.

B. NEW BUSINESS

1. LRTP Stakeholders and Outreach

Holly Gordon provided an overview of progress for the outreach strategy for the LRTP and noted that it is done every five years for the transportation needs of the entire region for a 20-year horizon. She described past and planned future efforts to engage different communities, such as the business community and the over-55 population.

She asked members to provide suggestions for other groups that could be contacted for participation.

2. CTAC Transportation Equity Workgroup: Compensation Policy

Chair Bunn explained that this is a workgroup that is being formed. The purpose is to address equity and the needs of the transportation disadvantaged and advise the MPO, through CTAC, on issues, plans, studies, and other matters concerning the MPO's "3-C" urban transportation planning process that affects transportation disadvantaged populations.

As the bylaws provide for "flexible membership," staff is asking for 2-3 members of the Commission's Public Outreach and Engagement Committee to join this working group as well.

The working group will convene for its first meeting the week of January to review the initial assignments for the work group:

1. Evaluate the merits of establishing a policy for compensation for community engagement and make recommendations to the CTAC and Public Outreach and Engagement Committee for consideration and recommendation to the RRTPO Policy Board and PlanRVA Commission, respectively.
2. Review and recommend updates and revisions to PlanRVA's (and, by adoption, RRTPO's) Title VI Plan.

The volunteers who came forward and indicated a desire to be a part of the working group are Andrew Bunn, Ernest Moore, Stephanie Power, Richard Hankins and Tony Williams.

C. OTHER BUSINESS

1. CTAC Outreach Template

Ms. Gordon reviewed the [Outreach Template](#) and explained that it is intended to help CTAC members initiate conversations with individuals and/or groups about CTAC as well as various public participation opportunities.

There was discussion about adding this to the PlanRVA Board and Committee page. A link to that page will be sent out once the updates are made.

2. Agency Updates – PlanRVA, CVTA and RRTPO

These reports were included in the meeting agenda packet.

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

3. CTAC Member Comments

Committee members asked for clarification on the following:

- The upcoming symposium. This will be in March and the location and program are still being determined.
- The Port of Virginia tour. This is being rescheduled for next summer. A date should be set sometime in the spring.
- Upcoming in-plan bike paths. Members discussed various paths. Staff will collect some information and send out to CTAC members.

Stephanie Power commented on a report her agency has compiled and offered to share it with members.

4. Next Meeting: January 16, 2025, at 12:00 p.m.

D. ADJOURNMENT

Chair Bunn adjourned the meeting at 1:05 p.m.