

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

**Minutes of Meeting – September 18, 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		Hanover County		Henrico County	
Upton S. Martin	X	H. Charles Rasnick		Gordon Dixon	
Don Root (A)	X	Powhatan County		Michael Wiebe (A)	X
Goochland County		Vacant		City of Richmond	
Robert L. Basham Jr.	X	Chamber RVA		Andrew Bunn, Chair	X
Austin Goynes (A)		John Easter		Sera Erickson	
New Kent County		NAACP, Richmond Branch		Alex Brackman (A)	X
Lisa M. Guthrie	X	Walter Johnson		Clinton Smith (A)	
League of Women Voters		Charles Willis (A)		RIC Area Bicycling Assoc.	
Sarah Weisiger	X	RVA Rapid Transit		Champe M. Burnley	X
Karen Rosenblum (A)		Faith Walker		John Hamilton	
Richmond Office of Equitable Transit & Mobility		Stephanie Power (A)		Senior Connections	
Kelli N. Rowan		Virginians for High Speed Rail		Tony Williams	
Ernest, Moore, Jr. (A)	X	Michael Testerman	X	Virginia Commonwealth University (VCU)	
VA Conservation Network (VCN)		Chesterfield County		John D. Leonard	X
Victoria Higgins		Philip Plymale	X	Mr. Jordan Cole (A)	
Charles City County		Herbert A. Richwine (A)	X		
Bill Walton	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. He asked new members, Bill Walton and Alex Brackman, to introduce themselves.

ROLL CALL & CERTIFICATION OF A QUORUM

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

A. ADMINISTRATION

1. Committee Leadership

Martha Shickle, Executive Director, explained that, because the former Chair of the committee, Sera Erickson, was unable to continue serving, the RRTPO bylaws dictate that the committee leadership is to be appointed by the RRTPO Policy Board Chair, Cynthia Newbille. Chair Newbille has approved the appointment of Andrew Bunn as the FY25 Chair.

2. Approval of the July 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.

3. Consideration of Amendments to the Agenda

There were no requested amendments to the agenda.

4. Open Public Comment

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

5. CTAC Chair's Report

Chair Bunn did not have a formal report. He expressed his appreciation for the opportunity to serve as Chair of the committee.

6. Committee Membership (heard prior to approval of minutes)

Ms. Shickle reported that the committee has up to 12 at-large positions that can be appointed to the committee. Staff is attempting to identify organizations to fill some of the vacant at-large positions. Staff is also reaching out to current members who have not attended a meeting recently to determine if those members are still interested in and/or able to continue serving on the committee.

7. CTAC Transportation Equity Workgroup

Ms. Shickle reported that the workgroup would be formed with the intent of working to ensure that disadvantaged individuals and communities have the opportunity to play a role in the transportation planning process. The workgroup could either be comprised of the entire CTAC membership, a number of the committee members, or a mix of committee members and individuals from other organizations.

Committee members discussed possible organizations and groups that might be a good fit for the committee and possibly the workgroup. There was a consensus to have staff reach out to possible members to fill the at-large positions and to have the workgroup be comprised of the entire CTAC and address workgroup issues as part of CTAC members.

B. NEW BUSINESS

1. Public Engagement Plan Annual Report

Holly Gordon, Community Engagement Manager, reported that the annual report is an accounting of what engagement was planned for the past year and what was achieved.

2. Rural Public Transportation Engagement

Ms. Gordon reported that this is a separate, more focused endeavor, related to the LRTP that will be going on through October. It will attempt to engage citizens from the rural jurisdictions: Charles City, Goochland, Hanover, New Kent and Powhatan. Those localities have less access to public transportation than the other jurisdictions in the region. She shared sample talking points and a survey members could share with individuals or groups to get the word out about the program.

Committee members expressed an interest in including the rural areas of the other localities, such as Chesterfield County.

3. LRTP Outreach Strategy

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

Committee members had the following suggestions and requests:

- The names and contacts for organizations that staff have been previously identified as good sources of public input.
- An overview be prepared to explain the various transportation funding mechanisms to new committee members.
- Creating a “Stories of the LRTP” document that members can share to give context to the LRTP; i.e. this is something that was in a previous LRTP and this is what happened as a result of it being included in the plan. Photos of important past projects should be included.

On motion by Champe Burnley, seconded by Bill Walton, the members of the Community Transportation Advisory Committee voted to recommend the LRTP Advisory Workgroup move forward with the strategy and incorporate the CTAC suggestions.

4. Pathways to the Future: Regional Symposium 2025

Ms. Gordon reported that the event formally called PlanRVA Day has been renamed to the Pathways of the Future Regional Symposium. The idea is to combine that event with the annual transportation forum and have separate modules throughout the course of the day. Modules will cover the different areas of focus for PlanRVA, including transportation.

The event will be held March 14, 2024. More information to follow, including ways CTAC members can get involved.

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.

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 requested an update on the Port of Virginia Richmond facility.

Bill Walton commented that Charles City County has a large senior population and many transportation improvement needs.

4. Next Meeting: November 21, 2024, at 12:00 p.m.

D. ADJOURNMENT

Chair Bunn adjourned the meeting at 1:59 p.m.