

**RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION
POLICY BOARD MEETING MINUTES
Thursday, November 3, 2022 - 9:30 a.m.**

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

Town of Ashland		Charles City County		Chesterfield County	
John H. Hodges	X	Byron M. Adkins, Sr.	X	Kevin P. Carroll	X
Anita Barnhart (A)		Rhonda Russell (A)		James M. Holland	X
				Christopher Winslow	V
				Tara Carroll	
Goochland County		Hanover County		Henrico County	
Susan F. Lascolette		Sean M. Davis		Patricia S. O'Bannon	X
John L. Lumpkins Jr., FY23 Chair	X	W. Canova Peterson IV, FY23 Vice Chair	X	Frank J. Thornton	
Vacant (A)		Faye O. Prichard (A)		Thomas Branin (A)	
Vacant (A)		Vacant (A)		Vacant (A)	
New Kent County		Powhatan County		City of Richmond	
Patricia A. Paige		David T. Williams	X	Andreas D. Addison	X
C. Thomas Tiller Jr.		Karin M. Carmack (virtual)		Katherine L. Jordan	X
Thomas W. Evelyn (A)		Vacant (A)		Stephanie A. Lynch	
Vacant (A)		Vacant (A)		Cynthia I. Newbille	
				Michael J. Jones (A)	
				Kristen Nye (A)	
				Ellen F. Robertson (A)	
Capital Region Airport Commission		GRTC Transit System		RIC Metropolitan Transp. Authority (RMTA)	
John B. Rutledge		Sheryl Adams	X	Joi Taylor Dean	
Vacant (A)		Adrienne Torres (A)	X	Vacant (A)	
Secretary of Trans. Designee		CTAC		DRPT	
VDOT, Mark E. Riblett	X	Lisa M. Guthrie (non-voting)	V	Tiffany T. Dubinsky (non- voting)	V
		Sera Erickson (A) (non- voting)		Grant Sparks (A) (non- voting)	V
Federal Highway Administration (FHWA)		Federal Transit Administration (FTA)		RideFinders	
Thomas L. Nelson Jr. (non-voting)		Daniel Koenig (Liaison)		Von S. Tisdale (non-voting)	X
Ivan Rucker (A) (non-voting)	V	Vacant (A)		Cherika N. Ruffin (A) (non-voting)	
VA Dept. of Aviation (DOAV)					
Rusty Harrington) (non- voting)					

The technology used for the RRTPO Policy Board 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 RRTPO Policy Board 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](#).

Call to Order

The Richmond Regional Transportation Planning Organization (RRTPO) Policy Board Chair, John L. Lumpkins, Jr., presided and called the RRTPO Policy Board meeting to order at 9:32 a.m. at Creative Office Environments, 11798 North Lakeridge Parkway, Ashland, VA 23005.

Pledge of Allegiance

The Pledge of Allegiance was led by Kevin P. Carroll.

Welcome and Introductions

Chair Lumpkins welcomed all the attendees.

Certification of a Quorum

Janice Firestone, Chief Clerk, certified that a quorum was present in-person.

Five members and alternates were present remotely and requested the Chair's approval:

Tiffany Dubinsky, DRPT, from her home in Richmond, Virginia. Reason: a family member's medical condition that requires the member to provide care for such family member.

Lisa Guthrie, CTAC, from her office in Richmond, Virginia. Reason: a personal matter, specifically a scheduling conflict that prevents in-person attendance in Ashland.

Ivan Rucker, FHWA, from his home in Hanover, Virginia. Reason: a personal matter, specifically a scheduling conflict that prevents in-person attendance in Ashland.

Grant Sparks, DRPT, from his office in Richmond, Virginia. Reason: a personal matter, specifically a scheduling conflict that prevents in-person attendance in Ashland.

Christopher Winslow, Chesterfield County, from his home in Chesterfield, Virginia. Reason: a personal matter, specifically a scheduling conflict that prevents in-person attendance in Ashland.

A. ADMINISTRATION

1. Confirmation of Member Participation from a Remote Location

Chair Lumpkin announced his approval of the requests from members and alternates to participate remotely.

On motion by W. Canova Peterson, seconded by Katherine L. Jordan, the Richmond Regional Transportation Planning Organization (RRTPO) Policy Board voted to confirm that the Chair's decision to approve the members' request to participate from a remote location was in conformance with the RRTPO Policy for Remote Participation of Members; and, the voice of the remotely participating members could be heard by all persons at the primary or central meeting location (voice vote).

2. Consideration of Amendments to the Meeting Agenda

On motion by David T. Williams, seconded by W. Canova Peterson, the Richmond Regional Transportation Planning Organization (RRTPO) Policy Board voted to amend the agenda to include Item B.-5. – Update on Project Cost Overruns (voice vote).

3. Approval of October 6, 2022, RRTPO Policy Board Meeting Minutes

On motion by James M. Holland, seconded by David T. Williams, the Richmond Regional Transportation Planning Organization (RRTPO) Policy Board voted to approve the minutes of the October 6, 2022, meeting as presented (voice vote) (W. Canova Peterson abstaining).

4. Open Public Comment Period

There were no requests to address the RRTPO Policy Board.

5. RRTPO Chair's Report

Chairman Lumpkins provided a recap of the Executive Committee's discussion on Transportation Forum planning.

He announced that this month's highlighted locality is the Town of Ashland.

a. Town of Ashland Highlight

John H. Hodges gave a presentation on the Town of Ashland and described some of the key projects and economic development strides in the town.

6. RRTPO Secretary's Report

a. RRTPO Work Status and Financial Report for September 2022

Mr. Parsons provided a recap of the report and offered to answer any questions.

B. NEW BUSINESS

1. FY21 – FY24 Transportation Improvement Program – VDOT Request

Myles Busching, PlanRVA, provided an overview of the request and offered to answer any questions. Board members had questions and Mr. Busching, Mark Riblett and Kevin P. Carroll provided clarification on a number of aspects of the request.

On motion by James M. Holland, seconded by David T. Williams, the Richmond Regional Transportation Planning Organization (RRTPO) Policy Board voted to approve the following resolution (roll call vote; see Appendix A):

RESOLVED, that the Richmond Regional Transportation Planning Organization Policy Board amends the *FY21 – FY24 Transportation Improvement Program (TIP)* adding the following new projects:

- UPC T27491: I-64 GAP IMPROVEMENTS - SEGMENT A
- UPC T24493: I-64 GAP IMPROVEMENTS - SEGMENT B; and, be it

FINALLY RESOLVED, that these projects are located outside of the former 8-Hour Ozone Maintenance Area and do not require an updated Air Quality Conformity Analysis.

2. Proposed Policy for All-Virtual Public Meetings

Eric Gregory, legal counsel provided a recap of the proposed policy that resulted from the latest FOIA requirements. Board members had questions and Mr. Gregory provided clarification on the bodies the policy applies to, the reasons allowed for holding a virtual meeting.

After discussion it was noted that “Board of Supervisors” will be changed to “local governing body” in section 1.-a. and section 3.-a. will be changed to “the local governing body where the meeting is being held”.

Mr. Winslow and Mr. Sparks left the meeting at approximately 10:30 a.m.

There was a recommendation to change the definition of “notify or notifies” to include “email, with a read receipt request”.

On motion by Patricia S. O’Bannon, seconded by W. Canova Peterson, the Richmond Regional Transportation Planning Organization (RRTPO) Policy Board voted to amend the proposed the Policy for Remote Participation of Members (voice vote).

On motion by Patricia S. O’Bannon, seconded by Kevin P. Carroll, the Richmond Regional Transportation Planning Organization (RRTPO) Policy Board voted to adopt the Policy for Remote Participation of Members (roll call vote; see Appendix A).

3. GRTC Microtransit Study

Adrienne Torres, GRTC, introduced Nick Britton, Michael Baker International, who gave an overview of microtransit and presented aspects of the plan, such as the identified zones and possible future zones.

Alanna McKeeman, Foursquare ITP, provided an explanation of how the technical approach that was taken to determine where the service will be of most use.

Members discussed the need to identify what people need the services and exactly where they are and why the smaller localities shouldn't devote their percentage of funds to transportation programs in their counties rather than to GRTC for programs that do not benefit the citizens of that locality. Ms. Torres explained that a full traffic analysis was done and gave further clarification on the efforts done to determine where the needs are. Board members had other questions and Mr. Torres provided clarification on those aspects of the plan.

Mr. Peterson left the meeting at approximately 11:15 a.m.

The presentation can be found on the TPO meeting webpage.

4. Scenario Planning Update

Mr. Parsons presented this update and offered to answer any questions.

5. Update by Staff on Project Cost Overruns (added to agenda)

Mr. Parsons provided this update. Mr. Busching reported that staff has compiled a history of all estimates and where they ended up. Staff can provide those tracking records to the board at the December meeting. Staff has started requiring the cost estimating workbooks to attempt to reduce cost overruns. They continue to work with VDOT and VDOT is the third-party reviewer for all estimates. Staff is also meeting with representatives from each locality. Mr. Riblett noted that inflation impacts have greatly affected recent projects and described the efforts being made by VDOT

to address inflation-based increases.

C. AGENCY AND COMMITTEE REPORTS

1. Transportation Agency Updates

a. CVTA

Mr. Parsons provided this update and reported that on November 2, 2022, the Fall Line Working Group met and discussed the remaining sections of the trail. The group discussed prioritizing projects for the remaining committed CVTA funding.

b. GRTC

There was no formal update from GRTC.

c. RMTA

There was no formal update from RMTA.

d. DRPT

There was no DRPT representative present to provide the update verbally. A copy of the update that was submitted is available on the TPO meeting web page.

e. VDOT

Mark Riblett, VDOT, provided an update on VDOT agency activity.

D. OTHER BUSINESS

1. Future Meeting Topics

The future meeting topics were reviewed.

2. RRTPO Member Comments

Patricia O'Bannon commented that the December meeting is at the same time as the Valor awards. There was discussion about changing the meeting date and possibly cancelling the January meeting.

There were no other comments from members.

3. Next RRTPO Policy Board Meeting

The next meeting is currently scheduled for Thursday, December 1, 2022, but will likely be changed. The location will be the VDOT District Office, 2430 Pine Forest Drive, Colonial Heights, VA.

D. ADJOURNMENT:

Chair Lumpkins adjourned the meeting at approximately 11:40 a.m.

Motion to approve resolution amending the FY21 –
FY24 Transportation Improvement Program (TIP)

				Yays Over			
Vote Totals				21	0	0	2/3
Jurisdiction	Voting			Status	Weighted Vote		
	Yay	Nay	Abstain		Yay	Nay	Abstain
Ashland (1)							
John H. Hodges	x			Present	1	0	0
Anita Barnhart (A)				Absent	0	0	0
Charles City (1)							
Byron Adkins	x			Present	1	0	0
Vacant (A)				Vacant	0	0	0
Chesterfield (4)							
Kevin P. Carroll	x			Present	1	0	0
James M. Holland	x			Present	2	0	0
Christopher Winslow	x			Present	1	0	0
Tara Carroll				Absent	0	0	0
Vacant (A)				Vacant	0	0	0
Vacant (A)				Vacant	0	0	0
Goochland (2)							
Chair John L. Lumpkins Jr.	x			Present	2	0	0
Susan F. Lascolette				Absent	0	0	0
Vacant (A)				Vacant	0	0	0
Vacant (A)				Vacant	0	0	0
Hanover (3)							
Sean M. Davis				Absent	0	0	0
Vice Chair W. Canova Peterson	x			Present	3	0	0
Faye O. Prichard (A)				Absent	0	0	0
Vacant (A)				Vacant	0	0	0
Henrico (4)							
Patricia S. O'Bannon	x			Present	4	0	0
Frank J. Thornton				Absent	0	0	0
Thomas M. Branin (A)				Absent	0	0	0
Vacant (A)				Vacant	0	0	0
New Kent (2)							
Patricia A. Paige				Absent	0	0	0
C. Thomas Tiller Jr.				Absent	0	0	0
Thomas W. Evelyn (A)				Absent	0	0	0
Vacant (A)				Vacant	0	0	0
Powhatan (2)							
David T. Williams	x			Present	2	0	0
Karin M. Carmack				Absent	0	0	0
Vacant (A)				Vacant	0	0	0
Vacant (A)				Vacant	0	0	0
Richmond (4)							

Andreas D. Addison	x	Present	1	0	0
Katherine L. Jordan	x	Present	1	0	0
Stephanie A. Lynch		Absent	0	0	0
Cynthia I. Newbille		Absent	0	0	0
Michael J. Jones (A)		Absent	0	0	0
Kristen Nye (A)		Absent	0	0	0
Ellen F. Robertson (A)		Absent	0	0	0
Vacant (A)		Vacant	0	0	0
CRAC (1)					
John B. Rutledge		Absent	0	0	0
Vacant (A)		Vacant	0	0	0
GRTC (1)					
Sheryl Adams	x	Present	1	0	0
		Non Voting Alt	0	0	0
RMTA (1)					
Joi Taylor Dean		Absent	0	0	0
Vacant (A)		Vacant	0	0	0
VDOT (1)					
Mark E, Riblett	x	Present	1	0	0
		Non Voting Alt	0	0	0

Motion to adopt the Policy for Remote Participation of Members as amended.

Yays

Vote Totals

20

0

1

Over 2/3

Jurisdiction	Voting			Status	Weighted Vote		
	Yay	Nay	Abstain		Yay	Nay	Abstain
Ashland (1)							
John H. Hodges	x			Present	1	0	0
Anita Barnhart (A)				Absent	0	0	0
Charles City (1)							
Byron Adkins	x			Present	1	0	0
Vacant (A)				Vacant	0	0	0
Chesterfield (4)							
Kevin P. Carroll	x			Present	1	0	0
James M. Holland	x			Present	2	0	0
Christopher Winslow			x	Present	0	0	1
Tara Carroll				Absent	0	0	0
Vacant (A)				Vacant	0	0	0
Vacant (A)				Vacant	0	0	0
Goochland (2)							
Chair John L. Lumpkins Jr.	x			Present	2	0	0
Susan F. Lascolette				Absent	0	0	0
Vacant (A)				Vacant	0	0	0
Vacant (A)				Vacant	0	0	0
Hanover (3)							
Sean M. Davis				Absent	0	0	0
Vice Chair W. Canova Peterson	x			Present	3	0	0
Faye O. Prichard (A)				Absent	0	0	0
Vacant (A)				Vacant	0	0	0
Henrico (4)							
Patricia S. O'Bannon	x			Present	4	0	0
Frank J. Thornton				Absent	0	0	0
Thomas M. Branin (A)				Absent	0	0	0
Vacant (A)				Vacant	0	0	0
New Kent (2)							
Patricia A. Paige				Absent	0	0	0
C. Thomas Tiller Jr.				Absent	0	0	0
Thomas W. Evelyn (A)				Absent	0	0	0
Vacant (A)				Vacant	0	0	0
Powhatan (2)							
David T. Williams	x			Present	2	0	0
Karin M. Carmack				Absent	0	0	0
Vacant (A)				Vacant	0	0	0
Vacant (A)				Vacant	0	0	0
Richmond (4)							

Andreas D. Addison	x	Present	1	0	0
Katherine L. Jordan	x	Present	1	0	0
Stephanie A. Lynch		Absent	0	0	0
Cynthia I. Newbille		Absent	0	0	0
Michael J. Jones (A)		Absent	0	0	0
Kristen Nye (A)		Absent	0	0	0
Ellen F. Robertson (A)		Absent	0	0	0
Vacant (A)		Vacant	0	0	0
CRAC (1)					
John B. Rutledge		Absent	0	0	0
Vacant (A)		Vacant	0	0	0
GRTC (1)					
Sheryl Adams	x	Present	1	0	0
		Non Voting			
		Alt	0	0	0
RMTA (1)					
Joi Taylor Dean		Absent	0	0	0
Vacant (A)		Vacant	0	0	0
VDOT (1)					
Mark E, Riblett	x	Present	1	0	0
		Non Voting			
		Alt	0	0	0