

**RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION
POLICY BOARD**

MEETING MINTUES
Thursday, March 3, 2022
9:30 a.m.

MEMBERS and ALTERNATES (A) PRESENT:

Town of Ashland		Charles City County		Chesterfield County	
John H. Hodges	X	William G. Coad (virtual)	X	Kevin P. Carroll	X
Anita Barnhart (A)		Vacant (A)		James M. Holland	X
				Christopher Winslow	X
				Leslie Haley (A)	
Goochland County		Hanover County		Henrico County	
Vice Chair Susan F. Lascolette	X	Sean M. Davis		Patricia S. O'Bannon	X
John L. Lumpkins Jr. (virtual)	X	W. Canova Peterson IV	X	Frank J. Thornton	X
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	X	Chair David T. Williams	X	Andreas D. Addison	
C. Thomas Tiller Jr.		Karin M. Carmack		Katherine L. Jordan	X
Thomas W. Evelyn (A)		Vacant (A)		Stephanie A. Lynch	
Vacant (A)		Vacant (A)		Cynthia I. Newbille	X
				Michael J. Jones (A)	
				Kristen Nye Larson (A)	
				Ellen F. Robertson (A)	
				Vacant (A)	
Capital Region Airport Commission		GRTC Transit System		RIC Metropolitan Transp. Authority (RMTA)	
John B. Rutledge		Julie E. Timm	X	Joi Taylor Dean	X
Vacant (A)		Sheryl Adams (A)		Vacant (A)	
Secretary of Trans. or Designee		CTAC		DRPT	
VDOT, R. Shane Mann	X	Upton S. Martin (non-voting) (virtual)	X	Jennifer B. DeBruhl (non-voting)	X
VDOT, Mark E. Riblett (A) (virtual)	X	Lisa M. Guthrie (A) (non-voting)		Tiffany T. Dubinsky (A) (non-voting) (virtual)	X
Federal Highway Administration (FHWA)		Federal Transit Administration (FTA)		RideFinders	
Thomas L. Nelson Jr. (non-voting)		Daniel Koenig (Liason)		Von S. Tisdale (non-voting) (virtual)	X
Richard Duran (A) (non-voting)		Vacant (A)		Cherika N. Ruffin (A) (non-voting)	
VA Dept. of Aviation (DOAV)					
P. Clifford Burnette Jr. (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](#).

CALL TO ORDER

The Richmond Regional Transportation Planning Organization (RRTPO) Policy Board Chair, David T. Williams, presided and called the March 3, 2022, RRTPO Policy Board action meeting to order at 9:30 a.m. in PlanRVA's James River Board Room.

WELCOME AND INTRODUCTIONS

Chair Williams welcomed all the attendees.

Patricia Paige announced that New Kent County will be the location for a new AutoZone East Coast Distribution Center and Direct Import Facility.

ATTENDANCE, ROLL CALL & CERTIFICATION OF MEETING QUORUM

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

A. ADMINISTRATION

1. Consideration of Amendments to the Action Meeting Agenda

Staff distributed an additional agenda item (B.5.) to address an amendment to the Unified Planning Work Program (UPWP) and an amendment to Item B.3. to address additional Smart Scale applications.

On motion by David T. Williams, seconded by Cynthia I. Newbille, the RRTPO Policy Board approved the March 3, 2022, amended agenda by roll call vote; (see Appendix A).

2. Approval of February 3, 2022, RRTPO Policy Board Action Meeting Minutes

On motion by W. Canova Peterson, seconded by Susan F. Lascolette, the RRTPO Policy Board approved the minutes of the February 3, 2022, meeting as presented by roll call vote; (see Appendix A).

3. Open Public Comment Period

There were no requests to address the RRTPO Policy Board.

4. RRTPO Chair's Report

There was no formal report by the Chair.

5. RRTPO Secretary's Report

a. Voting Tool Overview

Greta Ryan, PlanRVA, provided an overview of the voting tool.

b. FAQ – Commonly Used Terms

Chet Parsons, RRTPO Secretary, provided this report and offered to answer any questions.

c. Current Work Efforts

Mr. Parsons provided this report and offered to answer any questions.

d. RRTPO Work Status and Financial Reports for January 2022

Mr. Parsons provided these reports and offered to answer any questions.

B. NEW BUSINESS

1. Proposed Amendment to Bylaws and Policy- Richmond Area Metropolitan Planning Organization

Eric Gregory, Hefty Wiley, and Gore, explained the proposed amendments to the bylaws and the policy document. There was a discussion about the need to have a two-thirds majority present for action on a bylaws change. Board members discussed the reasons by which a member could participate virtually. The matter will be brought to the first of two votes at the April meeting.

Kevin P. Carroll arrived at 9:26 a.m.

2. TA Set-Aside recommendations

Myles Busching, PlanRVA, presented this request and explained that the recommended resolution has been amended but the projects will still be done in the order of priority. Board members had questions and Mr. Busching offered clarification on the change in the recommended resolution.

On motion by Patricia S. O’Bannon, seconded by Katherine L. Jordan, the Richmond Regional Transportation Planning Organization (RRTPO) Policy Board approved the following resolution by roll call vote; (see Appendix A).

Resolved, that the Richmond Regional Transportation Planning Organization (RRTPO) prioritizes the FY23 – FY24 Transportation Alternatives (TA) program applications for funding as shown:

Priority	Project Title	Jurisdiction	Request
1	7981 Safe Routes to School Program	Richmond	\$ 159,796
2	7851 US 360 (Hull Street) PHB	Richmond	\$ 197,127
3	7979 Cool Spring ES Safe Routes to School	Hanover	\$ 202,928
4	8088 RT 360 at Courthouse Ped Improvements	Chesterfield	\$ 359,688
5	8094 FLT (Shop - Chester Linear Park)	Chesterfield	\$ 459,700
6	7923 Lakeside Community Trail Phase 1	Henrico	\$ 548,543
7	8000 Courthouse (RT 10 - Fallow) Trail	Chesterfield	\$ 438,928
8	7849 SR 147 (Main St) Ped Safety (Ph I)	Richmond	\$ 387,221
9	7850 SR 147 (Cary St) Ped Safety (Ph II)	Richmond	\$ 402,487
10	7857 Forest Hill Ave Bike/Ped Improvements	Richmond	\$ 443,769
11	7924 Lakeside Community Trail Phase 2	Henrico	\$ 816,049
12	7855 Patterson Avenue Bike Lanes	Richmond	\$ 400,250
13	7854 Downtown Core Protected Bike Lanes	Richmond	\$ 441,305
14	7856 US Route 1 PHBs	Richmond	\$ 419,318

15	7858	Jefferson Ave Phase II Clay St to 23rd	Richmond	\$ 514,846
16	7922	Lakeside Community Trail Phase 3	Henrico	\$2,000,000
17	7848	A Carnation St Phase II	Richmond	\$ 400,000
18	8048	Commonwealth Cntr Bike/Ped Trail	Chesterfield	\$ 1,474,631
19	7852	Gillies Creek Greenway Phase IV	Richmond	\$ 440,000
20	7843	Nuckols Rd Corridor Shared Use Path	Henrico	\$2,000,000
21	7853	Scott's Addition Greenway	Richmond	\$ 480,000

Further resolved, that the RRTPO authorizes staff to coordinate with VDOT to finalize the project selections based on the approved priority order, CTB member selections, and available budget

3. Regional Smart Scale Applications

Mr. Busching presented this request. Staff has gotten confirmation from VDOT Richmond District and OIPI that PlanRVA has an additional 4 applications and 5 pre-applications for this round of Smart Scale. Building off the discussion held at the special TAC meeting on February 22nd and the recommendation included in the March 3, 2022, agenda, staff is prepared to make the following additional smart scale recommendation. These projects are the four remaining projects from the TAC project list plus a previous smart scale project, NB HSR project on SR 288 from Powhatan to Goochland.

PlanRVA pre-applications:

- NB 288 Continuous HSR Lane - Route 711 (Huguenot Springs Rd.) to Route 6 (Patterson Ave.) - Powhatan/ Goochland (\$19M)
- Woodlake Village Pkwy@ 360 Triple Lefts - Chesterfield (\$3M)
- 360/Mechanicsville Turnpike Improvements - Henrico (TBD)
- Parham Project Pipeline- Henrico (TBD)
- I-95/Willis Road Interchange - Chesterfield (\$67.5M)

Mr. Parsons provided an explanation about the additional applications that can be submitted by PlanRVA. The TPO started with 40 potential projects. TAC has narrowed that down to 12. Now, an additional 5 projects can be added back using the PlanRVA applications. Staff is requesting the TPO to provide support (through staff) to PlanRVA for the preparation of these 5 pre-applications and to prepare the full applications for those projects PlanRVA wishes to advance.

Mr. Hodges asked that the Vaughan Road Overpass project needs to be clarified to show that it goes over two tracks so that it is clear the project meets the 3-2-3 guidelines.

On motion by W. Canova Peterson, seconded by Christopher Winslow, the Richmond Regional Transportation Planning Organization (RRTPO) Policy Board approved providing support to PlanRVA for the preparation of these 5 pre-applications and to prepare the full applications for those projects PlanRVA wishes to advance:

1. NB 288 Continuous HSR Lane - Route 711 (Huguenot Springs Rd.) to Route 6 (Patterson Ave.) - Powhatan/ Goochland (\$19M)
2. Woodlake Village Pkwy@ 360 Triple Lefts - Chesterfield (\$3M)

3. 360/Mechanicsville Turnpike Improvements - Henrico (TBD)
4. Parham Project Pipeline- Henrico (TBD)
5. I-95/Willis Road Interchange - Chesterfield (\$67.5M)

The motion also approves the following resolution by roll call vote; (see Appendix A).

RESOLVED, that the Richmond Regional Transportation Planning Organization (TPO) approves the following projects as Smart Scale Round 5 pre-applications:

1. 288/360: Rt. 360 at Brad McNeer Pkwy. Continuous Green T
2. Broad Street Streetscape (US250) with Pulse Expansion Phase III
3. Commerce Road - FLT Phase II
4. Courthouse Rd/360 RCUT
5. I-64 Widening – Exit 205 to Exit 211
6. I-95 & Rt 10 Interchange Improvement – Phase II
7. Nine Mile Road Improvements
8. SB 288 Auxiliary Lane - US 250 to Tuckahoe Creek Pkwy
9. SB 288 Continuous HSR Lane - West Creek Pkwy to Route 711
10. Vaughan Road Overpass
11. W Broad St Intersection Improvements at Parham Road
12. Williamsburg Road Improvements

4. Fall Forum Work Group report

Dr. Cynthia Newbille, Chair, provided this report and explained the efforts by the group to assess and recommend actions that might help to improve RRTPO exposure and improve the impact of the annual transportation forum. The group was also tasked with investigating a communications methodology to systematically disseminate information regarding RRTPO activities to the broader community. The committee held two work sessions and developed recommendations for future forums and communication as well as a recommendation to hold a joint, annual meeting.

Transportation Forum recommendations:

- Affirm the Forum as a viable opportunity to provide a broader audience with information on transportation planning issues that we face in our region and to promote the work of the RRTPO and its local and regional partners in meeting our region's transportation needs.
- Schedule the next regional transportation forum in Spring, 2023. Staff will work with the FY 22 Vice Chair (rising FY2023 Chair) to review the meeting schedule for the RRTPO to determine the date and covered topics.
- Identify primary factors for determining location to assure accessibility and opportunity to highlight projects around the region

Communication Strategies

- Local Public Information Officers' participation and involvement should be sought in communicating what the organizations do

as well as in boosting the promotion and communication about the forums.

- The FY 2023 Work Program should reflect use of the PlanRVA on-call bench to support planning and implementation of the annual transportation forum and provide gap support for ongoing communications and outreach support.
- Member organizations should participate fully in helping to share news of RRTPO/PlanRVA/CVTA activity.

Annual Meeting Recommendations:

- Hold an annual joint meeting between PlanRVA, RRTPO, and CVTA to highlights regional planning and collaboration, starting in FY 2022.
- Direct staff to coordinate between the three boards to determine scheduling and content.

Following the report, Mr. Parsons clarified that the on-call bench is an approved list of consultants whose services can be utilized. There was discussion about how to implement the recommendations. Staff will start with planning the annual meeting. A formal policy will be put in place.

On motion by Christopher Winslow, seconded by Frank J. Thornton, the Richmond Regional Transportation Planning Organization (RRTPO) Policy Board approved the following resolution by roll call vote; (see Appendix A).

Whereas the regional nature of the Richmond Regional Transportation Planning Organization impacts all nine-member jurisdictions; and

Whereas the nine member jurisdictions collaborate and cooperate on many critical projects that impact the entire region: and

Whereas the nature of the work is challenging to communicate and celebrate on a regional scale; now, therefore, be it

Resolved, that the Richmond Regional Transportation Planning Organization (RRTPO) endorses the recommendations contained in the Forum and Communications Work Group report and supports the implementation of these recommendations moving forward.

5. Proposed Amendment to the Unified Planning Work Program (UPWP)

Mr. Parsons explained the draft amendment to the UPWP.

Dr. Newbille, Mr. Peterson and Mr. Winslow left the meeting at approximately 11:10 a.m.

On motion by Frank J. Thornton, seconded by Christopher Winslow, the Richmond Regional Transportation Planning Organization (RRTPO) Policy Board approved the following resolution by roll call vote; (see Appendix A).

RESOLVED, that the Richmond Regional Transportation Planning Organization (RRTPO) amends the Fiscal Year 2022 Unified Planning Work

Program to shift Federal Highway Administration (FHWA) PL funds from Task 7230 Contingency Funding to the following tasks: 7210 Outreach & Equity, 7310 LRTP, 7340 Active Transportation, and 7420 Financial Programming as presented in the attached table “FY22 UPWP Agency Summary Budget Sheet,” dated March 3, 2021; and

BE IT FURTHER RESOLVED, that the RRTPO amends the Fiscal Year 2022 Unified Planning Work Program to include an award for specific RSTBG funding for a new task item, 7315 Scenario Planning; and

BE IT FURTHER RESOLVED, that the RRTPO action to amend the FY22 Unified Planning Work Program work task budgets and to transfer funds meets all requirements noted in the VDOT/RRPDC Agreement for the Utilization of Federal and State Funds to Support Metropolitan Planning in the Richmond Area as provided in Article III – Statement of Work, which includes approval for the reallocation of funds between UPWP work tasks.

B. AGENCY AND COMMITTEE REPORTS

1. Transportation Agency Updates

- a. A copy of the Virginia Department of Rail and Public Transportation update provided by Shane Mann, VDOT is available at: [VDOT Update](#).
- b. A copy of the Virginia Department of Rail and Public Transportation update provided by Jennifer DeBruhl, DRPT, is available at: [DRPT Update](#).

C. OTHER BUSINESS

1. Future Meeting Topics

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

John Hodges asked that a presentation by the Virginia Passenger Rail Authority be scheduled.

Katherine Jordan asked that an infrastructure presentation be given on a program for state and federal funding.

2. RRTPO Member Comments

There were no comments from Board members.

3. Next RRTPO Policy Board Meeting

The next action meeting will be held on Thursday, April 7, 2022, beginning at 9:30 a.m., in the James River Board Room at PlanRVA, Richmond, Virginia.

D. ADJOURNMENT:

Chair Williams adjourned the meeting at approximately 11:19 a.m.