

**RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION
POLICY BOARD MEETING MINUTES
PlanRVA James River Boardroom and via Zoom
Thursday, March 6, 2025 - 9:30 a.m.**

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

VOTING MEMBERS								
Town of Ashland			Henrico County			CRAC		
John H. Hodges	V	Roscoe Cooper	X	John B. Rutledge				
Anita Barnhart (A)		Jody Rogish, Vice Chair	X					
		Dan Schmitt (A)		GRTC Transit System				
Charles City County				Adrienne Torres			X	
Byron M. Adkins, Sr.		New Kent County		Sheryl Adams (A)				
Ryan Patterson (A)	X	John Moyer	X					
Chesterfield County			Jordan Stewart (A)	RIC Metropolitan Transp. Authority (RMTA)				
Kevin P. Carroll				Joi Taylor Dean			X	
James M. Holland	V	Powhatan County						
Jessica Schneider	X	Mark Kinney		Secretary of Trans. Des.				
Mark S. Miller (A)		Denise Morissette		VDOT, Dale Totten			X	
		Steve McClung (A)		VDOT, Mark E. Riblett (A)			X	
Goochland County			Robert Powers (A)					
Jonathan Lyle	X							
Charlie Vaughters (A)		City of Richmond						
		Andrew Breton	X					
Hanover County			Katherine L. Jordan	X				
Sean M. Davis	X	Cynthia I. Newbille, Chair	X					
Faye O. Prichard		Ellen Robertson (A)						
Ryan Hudson (A)								
NON-VOTING MEMBERS								
CTAC			Dept. of Rail & Public Transportation (DRPT)			Federal Highway Administration (FHWA)		
Andrew Bunn		Tiffany Dubinsky	X	Edward Ofori				
Upton Marton (A)		Wood Hudson (A)		Ivan Rucker (A)				
Dept. of Aviation (DOAV)			Federal Transit Administration (FTA)			RideFinders		
Rusty Harrington	X	Daniel Koenig (Liaison)		Cherika Ruffin				
Stephen Smiley (A)	X			John O'Keefe (A)			X	

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, Cynthia Newbille, called the RRTPO Policy Board meeting to order at 9:31 a.m.

Pledge of Allegiance

The Pledge of Allegiance was led by Chair Newbille.

Welcome and Introductions

Chair Newbille welcomed all attendees.

Certification of a Quorum

Janice Scott, Board Relations Manager, took attendance and certified that a quorum was present in-person

A. ADMINISTRATION

1. Confirmation of Member Participation from a Remote Location

Chair Newbille reported that two members requested approval to participate remotely: for the following reasons:

- James Holland, reason: a temporary or permanent disability or other medical condition that prevents the member's physical attendance.
- John Hodges, reason: a temporary or permanent disability or other medical condition that prevents the member's physical attendance.

Chair Newbille announced her approval of the requests to participate remotely.

On motion by Katherine Jordan, seconded by Jessica Schneider, the members of the RRTPO Policy Board voted unanimously to approve the members' requests to participate from a remote location were in conformance with the Policy for Remote Participation of member; and, the voice of the remotely participating members could be heard by all persons at the primary or central meeting location (voice vote).

The quorum was updated to show the presence of the remote members.

2. Consideration of Amendments to the Meeting Agenda

There were no requests to amend the meeting agenda.

3. Open Public Comment Period

There were no requests to offer public comment either in-person or online.

4. Consent Agenda

On motion by Jody Rogish, seconded by Jessica Schneider, the members of the RRTPO Policy Board voted to approve the following consent agenda items (voice vote):

a. Approval of Meeting Minutes – February 6, 2025

Consent action: accept the meeting minutes into the record as presented.

5. RRTPO Chair's Report

Chair Newbille reported that the Executive Committee will begin its April meeting at 8:00 instead of 8:30 a.m.

6. RRTPO Secretary's Report

Ms. Shickle reported on the following:

- **FY26 Work Program Priorities**

Ms. Shickle provided an overview of the work program priorities and reported on recent recognitions the agency's scenario planning efforts have received .

The FY26 Uniform Planning Work Program (UPWP) will be presented to the Policy Board in May for approval. The Technical Advisory Committee will be reviewing the specific tasks and budget amounts between now and April. The Executive Committee will be asked to review the UPWP draft in April.

Ms. Shickle reviewed the planning focus and emphasis areas that will be used to develop the UPWP and noted that board members have expressed an interest in ensuring safety is a priority.

- **Equity Working Group Update**

Ms. Shickle reported that the group has been meeting to evaluate a possible compensation policy for public participation and to evaluate and make recommendations to update the agency's Title VI plan.

B. REGIONAL PLANNING

No regional planning items on this meeting agenda.

C. REGIONAL FUNDING

1. FY24 – FY27 Transportation Improvement Program (TIP) – UPC 123761

#SMART24 – HILL CARTER PARKWAY EXTENSION

Ansley Heller, PlanRVA, presented this request and reported that Federal funding will be used to construct a new roadway and sidewalks connecting N. Hill Carter Parkway from Kitty Hamilton Lane to Quarles Road, make intersection improvements at the intersection of Hill Carter Parkway, Kitty Hamilton Lane, Kitty Hamilton Circle, and the intersection of Haley and Quarles Rd. The project aims to improve traffic flow and aims to support vehicular and pedestrian safety through the creation of sidewalks and new intersection design.

On motion by John Hodges, seconded by Sean Davis, the members of the RRTPO Policy Board voted to adopt the following resolution (voice vote):

WHEREAS, the Virginia Department of Transportation has requested a revision to the FY24 – FY27 Transportation Improvement Program (TIP) to add the Hill Carter Parkway Extension project (UPC 123761); and

WHEREAS, this project is fully funded through the SMART SCALE program; and,

WHEREAS, this project is not considered regionally significant and therefore does not require a new conformity determination in the Regional Conformity Assessment Report; and,

WHEREAS, the Technical Advisory Committee (TAC) has reviewed the proposed amendment and recommends approval of the request;

NOW, THEREFORE, BE IT RESOLVED, that the Richmond Regional Transportation Planning Organization (RRTPO) policy board amends the FY24 – FY27 Transportation Improvement Program (TIP) to include the Hill Carter Parkway Extension project (UPC 123761) as requested by VDOT.

**2. FY24 – FY27 Transportation Improvement Program (TIP) – UPC 123760
#SMART24 - Green Chimney TIP amendment as requested by VDOT.**

Ms. Heller presented this request and reported that Federal funding will be used to extend the existing Green Chimneys Court intersection with US 1 to connect to Hill Carter Parkway. This project creates a complete through connection with a 2-lane undivided road segment complete with 5 ft sidewalks on either side. The project aims to improve through put and decrease congestion while supporting vehicular and pedestrian safety through improved design.

On motion by John Hodges, seconded by Katherine Jordan, the members of the RRTPO Policy Board voted to adopt the following resolution (voice vote):

WHEREAS, the Virginia Department of Transportation has requested a revision to the FY24 – FY27 Transportation Improvement Program (TIP) to add the Green Chimney project (UPC 123760); and

WHEREAS, this project is fully funded through the SMART SCALE program; and,

WHEREAS, this project is not considered regionally significant and therefore does not require a new conformity determination in the Regional Conformity Assessment Report; and,

WHEREAS, the Technical Advisory Committee (TAC) has reviewed the proposed amendment and recommends approval of the request;

NOW, THEREFORE, BE IT RESOLVED, that the Richmond Regional Transportation Planning Organization (RRTPO) policy board amends the FY24 – FY27 Transportation Improvement Program (TIP) to include the Green Chimney project (UPC 123760) as requested by VDOT.

**3. FY24 – FY27 Transportation Improvement Program (TIP) – GRTC068 –
Permanent Downtown Transfer Hub NEPA as requested by GRTC.**

Ms. Heller presented this request and reported that this project will conduct a review of the proposed permanent downtown transfer hub in accordance with the requirements of the National Environmental Policy Act (NEPA), including preliminary design work. The purpose of a NEPA review is to understand the range of alternative solutions and assess the potential impacts to the natural and built environments from a proposed course of action. Ultimately, this study will help to avoid, minimize, and mitigate the potential impacts of the proposed project as it progresses to final design and construction.

On motion by Katherine Jordan, seconded by Jessica Schneider, the members of the RRTPO Policy Board voted to adopt the following resolution (voice vote):

WHEREAS, the Greater Richmond Transit Company has requested a revision to the FY24 – FY27 Transportation Improvement Program (TIP) to add the NEPA portion of GRTC’s permanent downtown transfer hub project (GRTC068); and

WHEREAS, the pre-construction activities of the project are fully funded by the Department of Rail and Public Transportation and GRTC; and,

WHEREAS, this project is exempt from regional conformity assessment under 40 CFR § 93.126 under Other: Specific activities which do not involve or lead directly to construction - Engineering to assess social, economic, and environmental effects of the proposed action or alternatives to that action; and,

WHEREAS, the Technical Advisory Committee (TAC) has reviewed the proposed amendment and recommends approval of the request;

NOW, THEREFORE, BE IT RESOLVED, that the Richmond Regional Transportation Planning Organization (RRTPO) policy board amends the FY24 – FY27 Transportation Improvement Program (TIP) to include the Permanent Downtown Transfer Hub project (GRTC068) as requested by GRTC.

D. PERFORMANCE MEASUREMENT

No performance measurement items on this meeting agenda.

E. MPO ADMINISTRATIVE RESPONSIBILITIES

No MPO administrative responsibility items on this meeting agenda.

F. AGENCY AND COMMITTEE REPORTS

1. Transportation Agency Updates

- a. FHWA** – There was no FHWA representative present to provide an update.
- b. VDOT** – Dale Totten provided this on update recent and upcoming VDOT activity, including updates on SmartScale and the I-64 Widening Project. The update is posted on the [meeting webpage](#).
- c. DRPT** – Tiffany Dubinsky reported on current and upcoming GRTC activity, including information about an upcoming webinar for MPOs. The update is posted on the [meeting webpage](#).
- d. GRTC** – Adrienne Torres reported on current and upcoming GRTC activity, including microtransit/Link.
- e. RMTA** – Joi Taylor Dean reported on current and upcoming RMTA activity and noted that there scam texts are being sent out; she reminded everyone that RMTA does not send texts regarding toll violations.
- f. CVTA** – Chet Parsons provided this update. The report was included in the meeting agenda packet.
- g. PlanRVA** – Ms. Shickle provided this update and reported on the upcoming symposium. The report was included in the meeting packet. Myles Busching provided an update on the operational analysis staff is conducting transit expansion and microtransit.

G. OTHER BUSINESS

1. 895 Presentation & Discussion

Laura Farmer, Chief Financial Officer, VDOT, came forward and gave this presentation on Pocohontas Parkway. Ms. Farmer reported that the parkway is approximately nine miles long and was built in accordance with the 1995 Public-Private Transportation Act (PPTA). She provided an overview of the parkway's management/operational history, VDOT's oversight and the factors that were considered in the toll rates.

Board members had questions and Ms. Farmer provided the following clarification:

- The operator has reported that tolls are currently covering expenses.
- There are no current plans to create an entrance from 95 South.
- The PPTA has several active projects currently underway.
- Under the terms of the agreement, if the operator defaults the terms of the agreement would be opened.

The presentation is posted on the [meeting webpage](#).

2. RRTPO Member Comments

There were no member comments.

H. ADJOURNMENT:

Chair Newbille adjourned the meeting at approximately 10:28 a.m.

The next meeting is scheduled for April 3, 2025, Richmond, VA 23224 and via Zoom.