

**RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION
POLICY BOARD MEETING MINUTES**
PlanRVA James River Boardroom and via Zoom
Thursday, April 4, 2024 - 9:30 a.m.

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

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

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, James Holland, called the April 4, 2024, RRTPO Policy Board meeting to order at 9:31 a.m.

Pledge of Allegiance

The Pledge of Allegiance was led by Chair Holland

Welcome and Introductions

Chair Holland 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

There were no members participating remotely.

2. Consideration of Amendments to the Meeting Agenda

There were no requested amendments to the agenda.

3. RRTPO Chair's Report

Chair Holland reported that the next meeting will be rescheduled for May 9th at 9:30 a.m.

4. Open Public Comment Period

Public comment was received from Mr. Carl Schwendeman on February 4, 2024, regarding the Powhatan Village sidewalks and the Tidewater and Western Railroad.

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

5. Approval of March 7, 2024, RRTPO Policy Board Meeting Minutes

On motion by John H. Hodges, seconded by Byron Adkins, the members of the RRTPO Policy Board voted to approve the meeting minutes as presented (voice vote).

6. RRTPO Secretary's Report

Myles Busching, Director of Transportation, thanked everyone who attended the Transportation Forum on March 15th. The event was the kick-off for the Long-range Transportation Plan.

Two new Planners with PlanRVA were introduced, Dorian Allen and Ansley Heller.

B. NEW BUSINESS

1. Human Services Grant Program (FTA 5310) Project Endorsements

Mr. Busching presented this request and explained that the program is managed by DRPT and promotes mobility for older adults and people with disabilities.

On motion by Roscoe Cooper, seconded by Kevin Carroll, the members of the RRTPO Policy Board voted to adopt the following resolution (voice vote):

WHEREAS, the Virginia Department of Rail and Public Transportation awards Federal Transit Administration Section 5310 funding for the enhanced mobility of seniors (ages 65 and older) and individuals with disabilities; and

WHEREAS, project sponsors are required to provide notice to the Richmond Regional Transportation Planning Organization (RRTPO) prior to submission; and

WHEREAS, the RRTPO may need to revise the Transportation Improvement Program (TIP) to include the funds awarded to successful applications;

NOW, THEREFORE, BE IT RESOLVED, that the Richmond Regional Transportation Planning Organization (RRTPO) policy board endorses the Human Services Grant Program (FTA 5310) applications from the following sponsors:

- Chesterfield County Community Engagement and Resources, Mobility Services
- Chesterfield Community Services Board
- GRTC
- Hanover DASH
- Heart Havens
- Powhatan Department of Social Services
- Senior Connections
- SOAR 365

FURTHER RESOLVED, that the RRTPO commits to revising the FY24 – FY27 Transportation Improvement Program (TIP) as needed to reflect the funds awarded to implement these projects and programs.

2. FY24 – FY27 Transportation Improvement Program Amendment – I-64 Gap Segment B (UPC 123831)

Mr. Busching presented this request and explained that the estimate has increased from \$244M to \$272M; funding is already available for the project through the state budget.

On motion by Kevin Carroll, seconded by Jessica Schneider, 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 estimate and planned obligations for the #SMART24 – I-64 Gap Widening – Segment B project (UPC 123831) project in the FY24 – FY27 Transportation Improvement Program (TIP); and

WHEREAS, this project is already included in the FY24 – FY27 TIP and does not impact the regional conformity assessment; 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 update the #SMART24 – I-64 Gap Widening – Segment B project (UPC 123831) project as requested by VDOT.

3. FY24 Unified Planning Work Program (UPWP) Amendment

Mr. Busching presented this request and explained the midyear review that was conducted by staff. He reviewed each of the significant changes that are proposed for each task (Program Support & Administration, Equity, Outreach and Comprehensive Planning, Long-Range Transportation Planning

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

WHEREAS, the Richmond Regional Transportation Planning Organization (RRTPO) has conducted a review of the Unified Planning Work Program (UPWP) and budget; and

WHEREAS, this review suggests a rebalancing of the budget is necessary to ensure agency and partner priorities can be met and to make full use of available staff time for the balance of the fiscal year; 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 Unified Planning Work Program (UPWP) as shown.

FY 2024 RRTPO Budget					
Work Task	PL	5303	5303 CO ⁽¹⁾	STBG ⁽²⁾	
	Total	Total	Total		GRAND TOTAL
7110 MPO Prog Mgmt	\$284,000	\$71,000			\$355,000
7120 UPWP Budget & Contracts	\$62,400	\$15,600			\$78,000
7210 Public Outreach/ Equity Analysis	\$198,800	\$49,700			\$248,500

7220 Special Planning Efforts	\$260,000	\$65,000			\$325,000
7230 Contingency Funding	\$0	\$0			\$0
7310 Long Range Transp Pln	\$166,500	\$0			\$166,500
7315 Scenario Planning	\$252,991	\$63,009		\$400,000	\$716,000
7320 Travel Demand Model	\$51,039	\$23,948	\$342,411		\$417,398
7330 Transit	\$0	\$258,000	\$100,000		\$358,000
7340 Act Transp-Bike/Ped	\$205,000	\$0			\$205,000
7350 System Resiliency	\$260,000	\$0			\$260,000
7410 Perf Based Transp Plng	\$40,000	\$40,000			\$80,000
7420 Financial Prog/TIP	\$140,631	\$63,369			\$204,000
7430 Rail & Freight	\$9,500	\$9,500			\$19,000
TOTAL (\$)	\$1,930,861	\$659,126	\$442,411	\$400,000	\$3,432,398

(1) FY23 5303 Carryover funds

(2) Expected STBG fund awards

4. Public Engagement Plan Update

Mr. Busching presented this request and explained the expanded role the Community Transportation Advisory Committee will play in the plan. The group assisted in drafting the proposed changes to the plan and is helping to develop public engagement strategies.

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

WHEREAS, the Public Engagement Plan (PEP) is the guiding document that establishes consistent procedures to ensure people have reasonable opportunities to be involved in the planning process and provides the framework for developing outreach strategies for individual plans and projects; and

WHEREAS, the Richmond Regional Transportation Planning Organization (RRTPO) has committed to reviewing and updating the PEP before starting updates to the long-range transportation plan; and

WHEREAS, the Community Transportation Advisory Committee (CTAC) has reviewed and recommends approval of the proposed changes;

WHEREAS, the draft PEP has undergone a 45-day public review period;

NOW, THEREFORE, BE IT RESOLVED, that the Richmond Regional Transportation Planning Organization (RRTPO) policy board adopts this update to the Public Engagement Plan (PEP) as proposed.

C. AGENCY AND COMMITTEE REPORTS

1. Transportation Agency Updates

- a. **CVTA** – Chet Parsons, Executive Director, CVTA, provided this update which was included in the meeting agenda packet.
- b. **PlanRVA** – Mr. Busching provided this update which was included in the meeting agenda packet.
- c. **GRTC** – Adrienne Torres reported on current and upcoming GRTC activity including the Link microtransit launches in Chesterfield, Powhatan and Ashland.
- d. **RMTA** – This update was not given.
- e. **DRPT** – Daniel Sonenklar provided this update. He reported the 6-year improvement plan for DRPT will be presented to the Commonwealth Transportation board later this month. There are two grant funding opportunities available: Low and No Emissions and Bus and Bus Facilities grant programs. The Connecting Commuters program was recently launched by DRPT.
- f. **VDOT** – Mark Riblett provided this update, which is posted on the [meeting webpage](#).
- g. **FWHA** – Ivan Rucker reported on current FWHA activity. He reported that Mr. Nelson has accepted another position. The agency is seeking a new Director. He commented on the importance of regional accessibility options with respect to transit. He commended GRTC on the microtransit programs in the region.

D. OTHER BUSINESS

1. PlanRVA Newsletter: The Better Together Connector (linked)

The link to the newsletter was provided in the meeting agenda as an Information item for members.

2. RRTPO Member Comments

There were no member comments.

3. Next Meeting: May 9, 2024, 9:30 a.m., PlanRVA Boardroom, 424 Hull Street, Suite 300, Richmond, VA 23224 and via Zoom

E. ADJOURNMENT:

Chair Holland adjourned the meeting at approximately 10:18 a.m.