

**RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION
POLICY BOARD MEETING MINUTES**
PlanRVA James River Boardroom and via Zoom
Thursday, May 9, 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		John B. Rutledge
Anita Barnhart (A)		Jody Rogish	X	
		Dan Schmidtt (A)		GRTC Transit System
Charles City County				Adrienne Torres
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)
Goochland County		Robert Powers (A)		
Jonathan Lyle	X			
Charlie Vaughters (A)		City of Richmond		
		Andreas D. Addison	X	
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)		Ivan Rucker (A)
Dept. of Aviation (DOAV)		Federal Transit Administration (FTA)		RideFinders
Rusty Harrington	X	Daniel Koenig (Liaison)		Cherika Ruffin
				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 May 9, 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 did not have a formal report, but welcomed all attendees to the meeting.

4. Open Public Comment Period

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

5. Approval of April 4, 2024, RRTPO Policy Board Meeting Minutes

On motion by Andreas Addison, seconded by Jessica Schneider, the members of the RRTPO Policy Board voted to approve the meeting minutes as presented (voice vote).

6. RRTPO Secretary's Report

Myles Busching, Secretary, reported that Martha Shickle has been named Interim Director of the RRTPO.

a. Work Status Report – Third Quarter FY25

On motion by John Hodges, seconded by Jody Rogish, the members of the RRTPO Policy Board voted to accept the work status report as presented (voice vote).

B. NEW BUSINESS

1. GRTC Regional Public Transportation Plan

Adrienne Torres, GRTC, presented this item and provided an overview of the changes to the plan. The primary updates for FY24 are:

- Maintain transit operations (23M)
- Capital - state of good repair and rider experience (500K)
- Planning studies for micromobility needs (250K)
- Implement expansion (Non CVTA Funds)

GRTC recommends using FY24 CVTA dollars to fund the FY25 plan. The total estimated FY2024 CVTA transit funding to have accrued by June 30, 2024, is \$30.8M. GRTC recommends restricting the remaining estimated fund balance of \$5.3M CVTA into a reserve. The total estimated FY2025 CVTA transit funding to have accrued by June 30, 2025, is \$32.2M (December 2023 VDOT Projections). GRTC recommends restricting the FY2025 funds into a reserve for future use in next year's plan (FY2026).

Following the presentation, board members had comments and questions. Ms. Torres offered clarification on some of the terms in the report, anticipated dates for certain expansions and ridership numbers for certain routes. She also reported on the success of the microtransit zones.

On motion by Kevin Carroll, seconded by Jessica Schneider, the members of the RRTPO Policy Board voted to accept the 2024 GRTC Regional Public Transportation Plan as presented (voice vote).

2. FY25 Unified Planning Work Program (UPWP)

Mr. Busching presented the proposed FY25 UPWP and explained that it is a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source of funds. The UPWP also serves as the RRTPO budget and work program for the current fiscal year.

The two primary funding sources supporting the UPWP work program are FHWA Planning funds (PL) and FTA Section 5303 funds. These two federal fund sources are generally matched by state and local sources on an 80% federal (FHWA and FTA) 10% state (VDOT and DRPT), and 10% local (PlanRVA member dues and RRTPO special assessment) basis.

Program Development and Work Priorities: As part of the UPWP development process, a summary of work tasks is prepared based on anticipated needs for the upcoming year with estimates of staff time required for each effort. These work activities are translated into corresponding budgets which are included in each section of the work program. The programmed budget includes the fund sources and the match sources.

Major priorities for this UPWP include continued efforts to complete the recommendations from the federal certification review, work on the federal planning emphasis areas, and continuing efforts to update the travel demand model, plan and implement multimodal projects, and advance efforts to involve the public in planning for the region. Major emphasis areas for this fiscal year include:

- **Renewed Safety Emphasis.** This work effort builds on the RRTPO's strengthened commitment to reducing roadway fatalities and serious injuries in the 2024 target setting and will include reestablishing the regional safety work group and looking for opportunities to implement and refine the Regional Transportation Safety Plan.

- **Long-Range Transportation Planning.** This work effort will begin the planning process for the 2050 regional long-range transportation plan. This builds on intentions from the ConnectRVA 2045 plan and the scenario planning effort, Pathways to the Future, and will include comprehensive data development, public engagement, and public-facing reporting and visualization.
- **Rural Public Transportation.** This work effort will focus on identifying options to provide or enhance public transportation services in the less densely populated localities in the region that can be fully compatible and integrated with existing and planned GRTC service. This effort includes data development, public engagement, and development of implementation strategies for recommended improvements and services.

Several major deliverables are expected this fiscal year. Most of these projects will inform the on-going development of the 2050 long-range transportation plan. The deliverables include:

- Title IV plan review and updates
- Support Regional Green Infrastructure Plan to provide foundation for environmental analysis
- Rural Public Transportation Study
- Biennial updates to BikePedRVA including a refinement of the spur trail definition
- Analysis and prioritization report of gaps in sidewalk and bike networks for people to bike, walk or roll to bus stops
- Development of freight corridor profiles and commodity flow data
- Analysis and cataloguing at-grade rail crossings with emphasis on freight and safety impacts
- Update of the Congestion Management Process to reflect current conditions
- Updates to the Regional Project Prioritization and Allocation Framework.

Following the presentation, board members had questions and Mr. Busching clarified that NEPA is the National Environmental Policy Act. Staff was directed to spell out this and other acronyms in the document.

It was noted that the document will be updated to include a correction noted by Mr. Busching as well as the acronym clarifications.

On motion by Kevin Carroll, seconded by Jessica Schneider, the members of the RRTPO Policy Board voted to approve the following resolution (voice vote):

WHEREAS, the purpose of the Unified Planning Work Program (UPWP) is to promote a unified regional approach to transportation planning to achieve regional goals and objectives; and

WHEREAS, the FY25 UPWP has been developed in consultation with the Virginia Department of Transportation, Virginia Department of Rail and Public Transportation, and member agencies; and

WHEREAS, the Technical Advisory Committee (TAC) has reviewed and recommends approval of the proposed work and focus areas for FY25 UPWP;

NOW, THEREFORE, BE IT RESOLVED, that the Richmond Regional Transportation Planning Organization (RRTPO) policy board approves the FY25 Unified Planning Work Program.

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. He also provided information on wayfinding for the Fall Line Trail.
- b. PlanRVA** – Ms. Shickle provided this update which was included in the meeting agenda packet. She also provided information about the joint annual meeting and PlanRVA Day scheduled for June 13th.
- c. GRTC** – Adrienne Torres reported on current and upcoming GRTC activity and reported that GRTC is closing out the Transit Strategic Plan. It will go before their board in June and will be made available once approved.
- d. RMTA** – Joi Taylor Dean reported on a current scam involving text messages requesting toll payments. She also reported that The International Bridge, Tunnel and Turnpike Association (IBTTA) is launching a road safety campaign; materials are being produced to market the campaign.
- e. DRPT** – As there was no representative present from DRPT, this update was not given.
- f. VDOT** – Mark Riblett provided this update, which is posted on the [meeting webpage](#).
- g. FWHA** – As there was no representative present from the FWHA, this update was not given.

D. OTHER BUSINESS

1. RRTPO Member Comments

John Moyer commented on the great turnout at the Patricia Paige Memorial Highway dedication that was held on May 7th.

There was a discussion about Virginia Route 895. Staff was asked to look into and provide information about the status of the road's financial status, tolls, etc.

Andreas Addison commented on GRTC's report on the route from the city to Richmond International Airport and noted that, as a region, improving transportation to and from the airport should be a priority. Ms. Torres noted that airport transportation is a priority in GRTC's plan.

Kevin Carroll also expressed interest in further discussion on Virginia Route 895.

Rusty Harrington commented on the public-use airports in the region and the work that the DOAV does. An air transportation systems plan was recently completed and should be released soon.

Cherika Ruffin commented on outreach efforts in Powhatan regarding microtransit.

Jessica Schneider commented on efforts to increase advertising in Chesterfield about GRTC and RideFinders programs.

Joi Taylor Dean commented that it is RMTA's goal to work as efficiently as possible and be good stewards of the funds they received. She welcomed further discussion about Virginia Route 895.

Jody Rogish also expressed interest in further discussion on Virginia Route 895.

Jonathan Lyle commented that he would like to visit each of the other localities in the region over the coming months.

2. Next Meeting: Joint Annual Meeting of the CVTA, PlanRVA and the RRTPO, June 13, 2024, 8:00 a.m., PlanRVA Boardroom, 424 Hull Street, Suite 300, Richmond, VA 23224 and via Zoom

E. ADJOURNMENT:

Chair Holland adjourned the meeting at approximately 11:04 a.m.