

**RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION
POLICY BOARD MEETING MINUTES
PlanRVA James River Boardroom and via Zoom
Thursday, July 6, 2023 - 9:30 a.m.**

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

VOTING MEMBERS					
Town of Ashland		Charles City County		Chesterfield County	
John H. Hodges	X	Byron M. Adkins, Sr.	X	Kevin P. Carroll	X
Anita Barnhart (A)		William Coada (A)		James M. Holland	X
				Christopher Winslow, Chair	X
Goochland County		Hanover County		Mark S. Miller (A)	
Susan F. Lascolette		Sean M. Davis	X		
John L. Lumpkins Jr.	X	W. Canova Peterson IV, Vice Chair	X	Henrico County	
Vacant (A)		Faye O. Prichard (A)		Patricia S. O'Bannon	
Vacant (A)		Vacant (A)		Frank J. Thornton	
				Thomas Branin (A)	
New Kent County		Powhatan County		Vacant (A)	
Patricia A. Paige	X	David T. Williams	X		
C. Thomas Tiller Jr.		Karen Carmack		City of Richmond	
Thomas W. Evelyn (A)		Vacant (A)		Andreas D. Addison	
Vacant (A)		Vacant (A)		Katherine L. Jordan	
				Stephanie A. Lynch	
Capital Region Airport Commission		GRTC Transit System		Cynthia I. Newbille	
John B. Rutledge		Sheryl Adams		Michael J. Jones (A)	
Vacant (A)		Adrienne Torres (A)	X	Kristen Nye (A)	
				Ellen F. Robertson (A)	
RIC Metropolitan Transp. Authority (RMTA)		Secretary of Trans. Designee			
Joi Taylor Dean	X	VDOT, Dale Totten	X		
Vacant (A)		VDOT, Mark E. Riblett (A)			
NON-VOTING MEMBERS					
CTAC		DRPT		Federal Highway Administration (FHWA)	
Sera Erickson (A)	V	Tiffany T. Dubinsky		Thomas L. Nelson Jr.	
		Grant Sparks (A)	V	Ivan Rucker (A)	
Federal Transit Administration (FTA)		RideFinders		VA Dept. of Aviation (DOAV)	
Daniel Koenig (Liaison)		Von S. Tisdale	V	Rusty Harrington)	
Vacant (A)		Cherika N. Ruffin (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, W. Canova Peterson., presided and called the July 6, 2023, RRTPO Policy Board meeting to order at 9:34 a.m.

Pledge of Allegiance

The Pledge of Allegiance was led by Frank J. Thornton.

Welcome and Introductions

Chair Peterson welcomed all the attendees.

Certification of a Quorum

Janice Firestone, Program Manager, took attendance and certified that a quorum was present in-person.

A. ADMINISTRATION

1. Confirmation of Member Participation from a Remote Location

Chair Peterson announced his approval of the requests of Von Tisdale and Grant Sparks to participate remotely in the meeting.

On motion by David Williams, seconded by Cynthia I. Newbille, the RRTPO Policy Board voted unanimously to confirm that the Chair's decision to approve the members' requests 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 member could be heard by all persons at the primary or central meeting location. (voice vote).

The quorum was updated to show the following: Von Tisdale and Grant Sparks were present remotely Reason: a personal matter, specifically a scheduling conflict that prevents in-person attendance at PlanRVA.

2. Consideration of Amendments to the Meeting Agenda

There were no requested amendments to the meeting agenda.

3. RRTPO Chair's Report

Chair Peterson did not have a formal report.

a. Locality Highlight – Town of Ashland

Nora Amos, Town of Ashland, gave a presentation on the town. She reported on current and upcoming projects, growth and economic development. John H. Hodges provided further information regarding rail-related projects. The presentation is posted on the [meeting webpage](#)

4. Open Public Comment Period

There were no requests to address the RRTPO Policy Board.

5. Approval of May 18 and June 1, 2023, RRTPO Policy Board Meeting Minutes

On motion by James Holland, seconded by Cynthia I. Newbille, the members of the RRTPO Policy Board voted to approve the minutes as presented (voice vote).

6. Election of FY24 Chair and Vice-Chair

Chair Peterson reported that his term on the RRTPO will end December 31, 2023. In order to ensure continuity, he is resigning as Chair of the Policy Board effective today. The FY24 Chair is proposed to be changed to Christopher Winslow with Chesterfield County and Mr. Peterson has agreed to serve as Vice-chair.

On motion by Sean M. Davis, seconded by Cynthia I. Newbille, the members of the RRTPO Policy Board voted to accept W. Canova Peterson's resignation as FY24 Chair, elect Christopher Winslow as FY24 Chair and elect W. Canova Peterson as FY24 Vice Chair (roll call vote; see Appendix A).

7. Revision to FY24 Meeting Schedule

On motion by John H. Hodges, seconded by David Williams, the members of the RRTPO Policy Board voted to amend the FY24 meeting schedule to remove October 5, 2023 (voice vote).

8. Consent Agenda

M Parsons reviewed the items in the consent agenda.

On motion by W. Canova Peterson, seconded by John H. Hodges, the members of the RRTPO Policy Board voted to approve the following consent agenda items (voice vote).

a. RRTPO Work Status and Financial Reports – March and May 2023

b. FY21 – FY24 TIP Amendment: VDOT Request - #SMART18 - Richmond-Henrico Turnpike - South Segment

Resolved, that the Richmond Regional Transportation Planning Organization (RRTPO) amends the #SMART18 - Richmond-Henrico Turnpike - South Segment project (UPC 111716) as follows:

- Update project estimate from \$18,642,000 to \$29,678,850.
- Move \$165,826 (STP/STBG) from FFY23 to FFY22, add \$92,100 (AC-STP/STBG) FFY23 PE, add \$92,100 (ACC- STP/STBG) FFY24 (PE phase).
- Release \$4,484,000 (AC-Other) FFY21, add \$2,756,642 (STP/STBG), release \$1,866,522 (ACC-STP/STBG) FFY22, add \$1,732,358 (AC-STP/STBG) FFY23, add \$1,732,358 (ACC-STP/STBG) FFY24 (RW phase).
- Release \$12,513,000 (AC-Other) FFY23 (CN phase).

B. NEW BUSINESS

1. SE Data Approval

Sulabh Aryal, PlanRVA, provided this report and offered to answer any questions. He clarified that the numbers used were from 2017. Board members expressed concern with the use of 2017 numbers. Mr. Aryal reported that these numbers will be used to evaluate projects for the next long-range transportation plan.

On motion by W. Canova Peterson, seconded by James Holland, the members of the RRTPO Policy Board voted to approve the following resolution (voice vote):

RESOLVED, that the Richmond Regional Transportation Planning Organization (RRTPO) policy board approves the 2050 Future Year Socioeconomic Data at the Traffic Analysis Zone (TAZ), Jurisdictional and Regional levels as presented by RRTPO staff.

FURTHER RESOLVED, that the RRTPO Policy Board authorizes staff to use the 2050 Future Year Socioeconomic Data in the RTC model update process.

Mr. Aryal's presentation is posted on the [meeting webpage](#)

2. West Broad Street BRT Corridor Analysis

Dan Motta, PlanRVA, provided this report and offered to answer any questions. He clarified that the focus was transit riders. Surveys were posted at 47 stops in the area. The survey went from November to December of 2022. It was advertised in local papers and most responses were received online. In-person surveys were done at various bus stops. Private transportation responses were submitted online.

Board members shared comments on connecting on-site and off-site ADA facilities.

Adrienne Torres, GRTC, commended PlanRVA staff on the work done on the survey.

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

RESOLVED, that the Richmond Regional Transportation Planning Organization (RRTPO) policy board adopts the West Broad Street BRT Corridor Analysis as presented.

Mr. Motta's presentation is posted on the [meeting webpage](#)

3. FY 2024 UPWP Amendment

Mr. Parsons explained the proposed amendment to the UPWP and offered to answer any questions. On motion by David Williams, seconded by James Holland, the members of the RRTPO Policy Board voted to approve the following resolution (voice vote):

RESOLVED, that the Richmond Regional Transportation Planning Organization Policy Board approves these amendments to the FY 2024 Unified Planning Work Program:

1. Revision to Work Task 7330, adding new detail regarding direct funding of GRTC Essential Infrastructure Plan
2. Inclusion of Administrative Modification language in the UPWP

4. Agreement with GRTC for the Utilization of Pass-through FTA and Commonwealth Transit Funds in the Richmond Regional Transportation Planning Organization area for FY24

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

On motion by Cynthia I. Newbille, seconded by David Williams the members of the RRTPO Policy Board voted to approve the agreement as presented (voice vote).

5. FY21 – FY24 TIP Amendment: City of Richmond Request – Main Street Station Improvements

Myles Busching, PlanRVA, provided this report and offered to answer any questions.

On motion by Cynthia I. Newbille, seconded by David Williams, the members of the RRTPO Policy Board voted to approve the following resolution (voice vote):

Resolved, that the Richmond Regional Transportation Planning Organization (RRTPO) amends the FY21 – FY24 Transportation Improvement Program (TIP) to add the COR001 – Main Street Station Improvements project.

Further Resolved, that this project is exempt from transportation conformity determination pursuant to 40 CFR § 93.126 under the following exemption:

- Mass Transit - Reconstruction or renovation of transit buildings and structures (e.g., rail or bus buildings, storage and maintenance facilities, stations, terminals, and ancillary structures).

6. FY21 – FY24 TIP Amendment: City of Richmond Request – North-South Bus Rapid Transit Line

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

On motion by Cynthia I. Newbille, seconded by James Holland, the members of the RRTPO Policy Board voted to approve the following resolution (voice vote):

Resolved, that the Richmond Regional Transportation Planning Organization (RRTPO) amends the FY21 – FY24 Transportation Improvement Program (TIP) to add the COR002 - North South Bus Rapid Transit Line project.

Further Resolved, that this project is exempt from transportation conformity determination pursuant to 40 CFR § 93.126 under the following exemptions:

- Safety - Traffic control devices and operating assistance other than signalization projects
- Mass Transit - Construction or renovation of power, signal, and communications systems

Mr. Busching's presentations are posted on the [meeting webpage](#)

Grant Sparks left the meeting at approximately 11:10 a.m.

C. AGENCY AND COMMITTEE REPORTS

1. Transportation Agency Updates

- a. **CVTA** – Mr. Parsons provided this update which was included in the meeting agenda packet.
- b. **GRTC** – Adrienne Torres reported that GRTC just approved the transportation plan and the North South BRT study is set for completion in August.
- c. **RMVA** – Joi Taylor Dean reported that the RMVA board voted to do a toll adjustment in September. A social media campaign and other measures are underway to inform customers. This will be the first since 2008. More information will be shared at a later date.
- d. **DRPT** – there was no formal report provided by DRPT.
- e. **VDOT** – Dale Totten provided this update, which is posted on the [meeting webpage](#).

D. OTHER BUSINESS

1. Future Meeting Topics

The future meeting topics list was included in the meeting packet.

2. RRTPO Member Comments

There were no member comments.

3. Next Meeting: September 7, 2023, 9:30 a.m., PlanRVA Boardroom, 424 Hull Street, Suite 300, Richmond, VA 23224 and via Zoom

E. ADJOURNMENT:

Chair Winslow adjourned the meeting at approximately 11:24 a.m.

Election of Officers - FY24

Yays

Vote Totals 20 0 0 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
William Coada (A)				Absent	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
Mark Miller (A)				Absent	0	0	0
Vacant (A)				Vacant	0	0	0
Vacant (A)				Vacant	0	0	0
Goochland (2)							
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	X			Present	1	0	0
W. Canova Peterson	X			Present	2	0	0
Faye O. Prichard (A)				Absent	0	0	0
Vacant (A)				Vacant	0	0	0
Henrico (4)							
Patricia S. O'Bannon				Absent	0	0	0
Frank J. Thornton	X			Present	2	0	0
Thomas M. Branin (A)				Absent	0	0	0
Vacant (A)				Vacant	0	0	0
New Kent (2)							

Patricia A. Paige	X			Present	2	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	1	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				Absent	0	0	0
Stephanie A. Lynch				Absent	0	0	0
Cynthia I. Newbille	X			Present	1	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				Absent	0	0	0
Adrienne Torres (A)	X			Present	0	0	0
RMTA (1)							
Joi Taylor Dean	X			Present	1	0	0
Vacant (A)				Vacant	0	0	0
VDOT (1)							
Dale Totten	X			Present	1	0	0
Mark Riblett (A)				Absent	0	0	0