

**RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION  
POLICY BOARD MEETING MINUTES  
PlanRVA James River Boardroom and via Zoom  
Thursday, September 7, 2023 - 9:30 a.m.**

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

<b>VOTING MEMBERS</b>					
<b>Town of Ashland</b>		<b>Charles City County</b>		<b>Chesterfield County</b>	
John H. Hodges	X	Byron M. Adkins, Sr.	X	Kevin P. Carroll	X
Anita Barnhart (A)		William Coada (A)		James M. Holland	
				Christopher Winslow, <b>Chair</b>	X
<b>Goochland County</b>		<b>Hanover County</b>		Mark S. Miller (A)	
Susan F. Lascolette		Sean M. Davis			
John L. Lumpkins Jr.	X	W. Canova Peterson IV, <b>Vice Chair</b>		<b>Henrico County</b>	
Vacant (A)		Faye O. Prichard (A)		Patricia S. O'Bannon	X
Vacant (A)		Vacant (A)		Frank J. Thornton	X
				Thomas Branin (A)	
<b>New Kent County</b>		<b>Powhatan County</b>		Vacant (A)	
Patricia A. Paige		David T. Williams	X		
C. Thomas Tiller Jr.		Karen Carmack		<b>City of Richmond</b>	
Thomas W. Evelyn (A)		Vacant (A)		Andreas D. Addison	
Vacant (A)		Vacant (A)		Katherine L. Jordan	V
				Stephanie A. Lynch	
<b>Capital Region Airport Commission</b>		<b>GRTC Transit System</b>		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)	
<b>RIC Metropolitan Transp. Authority (RMTA)</b>		<b>Secretary of Trans. Designee</b>			
Joi Taylor Dean	X	VDOT, Dale Totten	X		
Vacant (A)		VDOT, Mark E. Riblett (A)	X		
<b>NON-VOTING MEMBERS</b>					
<b>CTAC</b>		<b>DRPT</b>		<b>Federal Highway Administration (FHWA)</b>	
Sera Erickson (A)	X	Tiffany T. Dubinsky	X	Thomas L. Nelson Jr.	
		Grant Sparks (A)		Ivan Rucker (A)	X
<b>Federal Transit Administration (FTA)</b>		<b>RideFinders</b>		<b>VA Dept. of Aviation (DOAV)</b>	
Daniel Koenig (Liaison)		Von S. Tisdale	V	Rusty Harrington)	X
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, Christopher Winslow, presided and called the September 7, 2023, RRTPO Policy Board meeting to order at 9:30 a.m.

## **Pledge of Allegiance**

The Pledge of Allegiance was led by Byron Adkins.

## **Welcome and Introductions**

Chair Winslow 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 Winslow announced his approval of the requests of Von Tisdale and Katherine Jordan to participate remotely in the meeting.

On motion by Patricia O'Bannon, seconded by John Hodges, 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 Katherine Jordan were present remotely. Reason: personal matters, specifically scheduling conflicts that prevent 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 Winslow did not have a formal report.

### **4. Open Public Comment Period**

There were no requests to address the RRTPO Policy Board.

### **5. Approval of July 6, 2023, RRTPO Policy Board Meeting Minutes**

On motion by John Lumpkins, seconded by David Williams, the members of the RRTPO Policy Board voted to approve the minutes as presented (voice vote).

### **6. RRTPO Secretary's Report**

Mr. Parsons reviewed the items in the secretary's report.

**a. RRTPO Work Status and Financial Reports – June and July 2023**

**b. RRTPO UPWP Annual Report – FY2023**

**c. Designation of RRTPO Secretary**

Mr. Parsons explained that it is requested that Myles Busching be appointed as Secretary. Members congratulated Mr. Parsons on his new role as Executive Director of the CVTA.

On motion by David T. Williams, seconded by Byron Adkins, the members of the RRTPO Policy Board voted to recognize Chet Parsons for his contributions to the RRTPO and to designate Myles Busching as RRTPO Secretary effective September 8, 2023, with duties and powers as outlined in the RRTPO Bylaws (voice vote).

**d. RRTPO Member Contact Update**

A handout was distributed for members to provide updated contact information.

**e. YouTube Channel Improvements**

Sidd Kumar, PlanRVA, provided a brief overview of the recent improvements to the PlanRVA YouTube channel and explained where the videos of meetings for PlanRVA, RRTPO and CVTA are on the page.

Kevin Carroll and Frank Thornton arrived at approximately 9:43 a.m.

Mr. Parsons introduced Holly Gordon, Community Engagement Manager, and welcomed her to PlanRVA, RRTPO and the CVTA.

**B. NEW BUSINESS**

**1. Rural Public Transportation Options Overview**

Tiffany Dubinsky, DRPT, provided an overview of rural public transportation options. She explained that there has been increased interest in and requests for additional opportunities for public transportation programs in the rural localities in the region. Ms. Dubinsky described the current programs available as well as other potential options that could be explored.

Joi Taylor Dean arrived at approximately 10:15 a.m.

Ms. Dubinsky noted that more information can be found in the [Rural Microtransit Case Study and Report](#). The presentation given during the meeting can be found on the [meeting webpage](#).

Board members discussed the history leading up to this request and the importance of identifying options for the citizens of the rural localities. There was discussion about what specifically the TAC should be tasked with looking into. It was suggested that in-depth studies be done for each of the rural localities. It was also suggested that the TAC consider sustainability when looking at potential programs.

Dale Totten left the meeting at 10:35 a.m.

On motion by John Hodges, seconded by John Lumpkins, the members of the RRTPO Policy Board voted to direct TAC to work with DRPT to review the program options for rural public transportation and bring a recommendation to the Policy Board as to the best use of those programs in the region for sustainability and fiscal responsibility (voice vote).

## 2. Carbon Reduction Program (CRP) Guidelines

Myles Busching, PlanRVA, presented this matter and offered to answer any questions. He explained that no projects have been funded yet, but examples are bicycle/pedestrian, electric construction equipment, charging infrastructure, sidewalk programs. The federal guidance on the types of projects is included in the meeting presentation, which is posted on the [meeting webpage](#).

On motion by John Lumpkins, seconded by David Williams, the members of the RRTPO Policy Board voted to adopt the following resolution (voice vote):

**RESOLVED**, that the Richmond Regional Transportation Planning Organization (RRTPO) adopts the updates to the Regional Funding Framework to include the Carbon Reduction Program (CRP) as presented.

## 3. Transportation Alternatives (TA) Project Endorsements

Mr. Busching presented this matter and offered to answer any questions. He clarified that the Nuckols Road project is the only one considered regional.

On motion by Patricia O'Bannon, seconded by John Lumpkins, the members of the RRTPO Policy Board voted to adopt the following resolution (voice vote):

**WHEREAS** the Transportation Alternatives (TA) Set-Aside Guidance requires all applications located within the boundaries of a Metropolitan Planning Organization to obtain a resolution of endorsement from the appropriate MPO; and

**WHEREAS** Chesterfield, Hanover and Henrico counties and the City of Richmond have indicated their intent to submit FY25 – FY26 Transportation Alternatives applications for the following projects:

### Chesterfield County

- Forest Hill (Choctaw - Anwell) Sidewalk
- Beach Rd/Rt 10 Pedestrian Crossing
- Sturbridge Dr/Rt 60 Pedestrian Crossing
- Genito/Hull Street Pedestrian Crossing
- RT 1/Bermuda/Breckenridge Ped Crossing

### Hanover County

- Rt 301/Hanover Courthouse Sidewalk

### Henrico County

- Messer Road Trail Connector
- Nuckols Trail, Phase 2

Goochland County

- Courthouse Village Sidewalk

City of Richmond

- Richmond City Safe Routes to School
- J Cary Street Sidewalk Improvement
- A Patterson Avenue Bike Lanes
- I Maymont Area Sidewalk Phase III
- D Carnation Street Sidewalks Phase II
- B US Route 1 Pedestrian Hybrid Beacons
- C Downtown Core Protected Bike Lanes
- E Gillies Creek Greenway Phase IV
- F Scott's Addition Greenway
- H Forest Hill Ave Crossing Improvements
- K Patterson at Libbie Streetscape

**NOW, THEREFORE, BE IT RESOLVED**, that the Richmond Regional Transportation Planning Organization (RRTPO) policy board endorses these projects as applications for the FY25 – FY26 Transportation Set-Aside process.

**4. TAP Project Deficit – Bon Air Pedestrian Improvements (UPC 113439)**

Mr. Busching presented this matter and offered to answer any questions. He clarified that the project is comprised of sidewalk, trail sections and signage.

On motion by Patricia O'Bannon, seconded by John Lumpkins, the members of the RRTPO Policy Board voted to adopt the following resolution (roll call vote; see Appendix A):

**RESOLVED**, that the Richmond Regional Transportation Planning Organization (RRTPO) policy board approves the transfer of \$600,000 in FY24 Carbon Reduction Program (CRP) funds from the CRP Balance Entry (UPC T27907) to the Bon Air Pedestrian Improvements (UPC 113439) project.

Board members shared comments on the ongoing need for more information and clarification on project cost increases.

**5. CMAQ Project Deficit - Rte 1 – Intersection Improvements at Hopkins Rd. & Harwood St. (UPC 15955)**

Mr. Busching presented this matter and offered to answer any questions. He clarified that the projects deemed “legacy” programs usually date back to the 90s.

On motion by John Lumpkins, seconded by Frank Thornton, the members of the RRTPO Policy Board voted to adopt the following resolution (roll call vote; see Appendix A):

**Resolved**, that the Richmond Regional Transportation Planning Organization (RRTPO) approves the transfer of \$1,587,314 in CMAQ funding from the I-64 Express Barge Service Expansion (UPC 115815) project to the Rte 1 - Intersection Improvements at Hopkins Rd & Harwood St (UPC 15955) project.

## **6. Urban Boundary Smoothing**

Mr. Parsons presented this request and offered to answer any questions.

On motion by David Williams, seconded by Byron Adkins, the members of the RRTPO Policy Board voted to adopt the following resolution (voice vote):

**Resolved**, that the Richmond Regional Transportation Planning Organization (RRTPO) approves the proposed Smoothed Urban Area Boundary (UAB)

## **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 provided a report on current GRTC activity.
- c. **RMTA** – Joi Taylor Dean reported on current RMTA activity.
- d. **DRPT** – Ms. Dubinsky reported on recent DRPT activity.
- e. **VDOT** – Mark Riblett provided this update, which is posted on the [meeting webpage](#).
- f. **FWHA** – Ivan Rucker reported on recent FWHA activity.

## **D. OTHER BUSINESS**

### **1. Community Transportation Advisory Committee (CTAC) Activity Follow-up –**

Mr. Busching provided an overview of the CTAC's request to refine and expand their role and the recommended tasks and assignments for the committee. He clarified that the bylaws allow for CTAC to make recommendations to the Policy Board on specific projects, but the meeting schedule does not always allow for them to review and vote on recommendations in the necessary timeframe for Policy Board action.

On motion by Patricia O'Bannon, seconded by John Hodges, the members of the RRTPO Policy Board voted unanimously to approve the proposed CTAC tasks/assignments (voice vote).

### **2. Future Meeting Topics**

The future meeting topics list was reviewed by Chair Winslow.

### **3. RRTPO Member Comments**

There were no member comments.

### **4. Next Meeting: November 2, 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 11:23 a.m.

TAP Project Deficit – Bon Air Pedestrian  
Improvements (UPC 113439)

Yays

Vote Totals 18 0 0 Over 2/3

Jurisdiction	Voting			Status	Weighted Vote		
	Yay	Nay	Abstain		Yay	Nay	Abstain
<b>Ashland (1)</b>							
John H. Hodges	X			Present	1	0	0
Anita Barnhart (A)				Absent	0	0	0
<b>Charles City (1)</b>							
Byron Adkins	X			Present	1	0	0
William Coada (A)				Absent	0	0	0
<b>Chesterfield (4)</b>							
Kevin P. Carroll	X			Present	2	0	0
James M. Holland				Absent	0	0	0
Christopher Winslow	X			Present	2	0	0
Mark Miller (A)				Absent	0	0	0
Vacant (A)				Vacant	0	0	0
Vacant (A)				Vacant	0	0	0
<b>Goochland (2)</b>							
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
<b>Hanover (3)</b>							
Sean M. Davis				Absent	0	0	0
W. Canova Peterson				Absent	0	0	0
Faye O. Prichard (A)				Absent	0	0	0
Vacant (A)				Vacant	0	0	0
<b>Henrico (4)</b>							
Patricia S. O'Bannon	X			Present	2	0	0
Frank J. Thornton	X			Present	2	0	0
Thomas M. Branin (A)				Absent	0	0	0
Vacant (A)				Vacant	0	0	0
<b>New Kent (2)</b>							
Patricia A. Paige				Absent	0	0	0
C. Thomas Tiller Jr.				Absent	0	0	0
Thomas W. Evelyn (A)				Absent	0	0	0

Vacant (A)				Vacant	0	0	0
<b>Powhatan (2)</b>							
David T. Williams	X			Present	2	0	0
Karin M. Carmack				Absent	0	0	0
Vacant (A)				Vacant	0	0	0
Vacant (A)				Vacant	0	0	0
<b>Richmond (4)</b>							
Andreas D. Addison				Absent	0	0	0
Katherine L. Jordan	X			Present	1	0	0
Stephanie A. Lynch				Absent	0	0	0
Cynthia I. Newbille				Absent	0	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
<b>CRAC (1)</b>							
John B. Rutledge				Absent	0	0	0
Vacant (A)				Vacant	0	0	0
<b>GRTC (1)</b>							
Sheryl Adams				Absent	0	0	0
Adrienne Torres (A)	X			Present	1	0	0
<b>RMTA (1)</b>							
Joi Taylor Dean	X			Present	1	0	0
Vacant (A)				Vacant	0	0	0
<b>VDOT (1)</b>							
Dale Totten				Absent	0	0	0
Mark Riblett (A)	X			Present	1	0	0



CMAQ Project Deficit - RTE 1 - INTERSECTION  
IMPROVEMENTS AT HOPKINS RD & HARWOOD ST  
(UPC 15955)

Vote Totals				Under	Weighted Vote		
	18	0	0	2/3	Yay	Nay	Abstain
Jurisdiction	Voting			Status	Weighted Vote		
	Yay	Nay	Abstain		Yay	Nay	Abstain
<b>Ashland (1)</b>							
John H. Hodges	X			Present	1	0	0
Anita Barnhart (A)				Absent	0	0	0
<b>Charles City (1)</b>							
Byron Adkins	X			Present	1	0	0
William Coada (A)				Absent	0	0	0
<b>Chesterfield (4)</b>							
Kevin P. Carroll	X			Present	2	0	0
James M. Holland				Absent	0	0	0
Christopher Winslow	X			Present	2	0	0
Mark Miller (A)				Absent	0	0	0
Vacant (A)				Vacant	0	0	0
Vacant (A)				Vacant	0	0	0
<b>Goochland (2)</b>							
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
<b>Hanover (3)</b>							
Sean M. Davis				Absent	0	0	0
W. Canova Peterson				Absent	0	0	0
Faye O. Prichard (A)				Absent	0	0	0
Vacant (A)				Vacant	0	0	0
<b>Henrico (4)</b>							
Patricia S. O'Bannon	X			Present	2	0	0
Frank J. Thornton	X			Present	2	0	0
Thomas M. Branin (A)				Absent	0	0	0
Vacant (A)				Vacant	0	0	0
<b>New Kent (2)</b>							
Patricia A. Paige				Absent	0	0	0
C. Thomas Tiller Jr.				Absent	0	0	0
Thomas W. Evelyn (A)				Absent	0	0	0

Vacant (A)				Vacant	0	0	0
<b>Powhatan (2)</b>							
David T. Williams	X			Present	2	0	0
Karin M. Carmack				Absent	0	0	0
Vacant (A)				Vacant	0	0	0
Vacant (A)				Vacant	0	0	0
<b>Richmond (4)</b>							
Andreas D. Addison				Absent	1	0	0
Katherine L. Jordan	X			Present	1	0	0
Stephanie A. Lynch				Absent	0	0	0
Cynthia I. Newbille				Absent	0	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
<b>CRAC (1)</b>							
John B. Rutledge				Absent	0	0	0
Vacant (A)				Vacant	0	0	0
<b>GRTC (1)</b>							
Sheryl Adams				Absent	0	0	0
Adrienne Torres (A)	X			Present	1	0	0
<b>RMTA (1)</b>							
Joi Taylor Dean	X			Present	1	0	0
Vacant (A)				Vacant	0	0	0
<b>VDOT (1)</b>							
Dale Totten				Absent	0	0	0
Mark Riblett (A)	X			Present	1	0	0