

AGENDA

**RICHMOND REGIONAL
 TRANSPORTATION PLANNING ORGANIZATION
 PUBLIC TRANSPORTATION WORK GROUP**

Monday, October 5, 2020

3:00 p.m.

Members of the public may observe the meeting via YouTube Live Streaming on the [PlanRVA YouTube Channel](#). Opportunities for sharing comments are described in the [Public Participation](#) guide.

WELCOME AND INTRODUCTIONS (Parsons)

I. STATEMENT REGARDING VIRTUAL MEETINGS	
(Parsons)	1
1. Approval of RRTPO Public Transportation Work Group Agenda	
(Parsons)	
2. Approval of August 24, 2020 Meeting Summary	
(Parsons)	2-4
3. Project Update	
(Parsons).....	
a. Code Requirements	
b. CVTA, RRTPO, GRTC Roles	
4. Scope Discussion	
(Torres/GRTC).....	
• Revisions	
• Additions	
• Recommendations for TAC	
5. Next Steps	
(Parsons)	
6. Next Public Transportation Work Group Meeting – proposed Nov. 2 at 3pm	
(Parsons)	
7. Adjournment	
(Parsons).....	

CAP/nm

Opening Statement for Electronic Meetings

In light of the 2020 COVID-19 virus and current guidance regarding physical distancing to reduce the potential for spread, meetings of the Richmond Regional Planning District Commissions have transitioned to a virtual format. Regional Public Bodies were granted authority to conduct meetings electronically, pursuant to the provisions of Virginia Code § 2.2-3708.2 and related legislation approved by the General Assembly of Virginia during the period of the Governor's State of Emergency Declaration for COVID-19.

While we do not know the exact duration of the current practice of electronic meetings, we will continue to function in this manner until such time as it is deemed appropriate to return to in-person meetings.

Staff provided notice of this meeting and the means by which we are virtually gathered to members of the public on September 28th, 2020 through electronic posting on the PlanRVA website and email distribution of notice to members, alternates, and known interested parties, including the media.

This meeting will be recorded. Audio and visual recordings of the meeting and materials will be posted on the PlanRVA website within 48 hours of this meeting.

Any member of the public participating as an observer during the meeting today may submit comments or questions at any time prior to or during the meeting via email at rrtpoinput@PlanRVA.org. All comments and questions submitted at this time will be reviewed following the meeting and to the extent practical, responses will be provided or posted on the PlanRVA website.

We ask that members identify themselves first when speaking so we can more accurately record the activities of the meeting. All lines should be muted to minimize additional noise and feedback. You may unmute your line at any time to request acknowledgement from the Chair.

Does anyone have any questions regarding the process for assuring effective facilitation of this meeting or for how members of the public may participate?

I will now ask our clerk to certify we have followed the approved procedures for appropriate notice of this meeting and the means by which we are convening.

<Pause for Clerk's Response>

Please indicate your presence by saying "AYE" when your name is called during a roll call. Anyone who wishes to identify themselves following the roll call of members will be invited to do so.

<Pause for Roll Call>

**RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION
PUBLIC TRANSPORTATION WORK GROUP**

**MEETING SUMMARY
GoToMeeting Virtual Meeting
August 24, 2020
3:30 p.m.**

MEMBERS PRESENT:

Chesterfield County		City of Richmond		Henrico County	
Barbara K. Smith	x	Dironna Moore Clarke	x	Sharon Smidler	x
CTAC		DRPT		GRTC	
Lisa Guthrie		Tiffany Dubinsky	x	Adrienne Torres	x
PlanRVA		RideFinders			
Ken Lantz	x	John O'Keefe	x		

The RRTPO Public Transportation Work Group kickoff meeting was held by electronic communication means as set forth by the April 22, 2020 actions of the General Assembly in response to the continued spread of novel coronavirus, or COVID-19. The technology used for this meeting was a web-hosted service created by GoToMeeting. A recording of this meeting is available on our [Plan RVA YouTube Channel](#).

CALL TO ORDER

Chet Parsons, the Richmond Regional Transportation Planning Organization (RRTPO) Secretary, presided and called the August 24, 2020 RRTPO Public Transportation Work Group meeting to order at 3:34 p.m.

1. Introductions and Background of Public Transportation Work Group

Chet Parsons, RRTPO Secretary, welcomed all present to the first meeting of the Richmond Regional Transportation Planning Organization (RRTPO) Public Transportation Work Group. This group uses a decision-making process based on consensus and operates without a chair.

Background:

July 2nd, 2020: RRTPO Policy Board Meeting:

The Central Virginia Transportation Authority was established by the 2020 General Assembly and given the responsibility to develop transportation priorities and administer funds generated through fuel and sales/use taxes to projects in the Richmond Region. As part of that legislation, the CVTA is called to utilize GRTC and RRTPO to develop a plan for regional public transportation within Planning District 15.

The RRTPO Policy Board directed the RRTPO Technical Advisory Committee to establish a Public Transportation Work Group to begin immediate work towards development of a regional public transportation plan. The RRTPO Public Transportation Work Group would support more equitable transportation services in the Richmond region and provide a forum for more transparent regional conversations about mobility and accessibility for all residents.

July 14th, 2020 Technical Advisory Committee Meeting:

The RRTPO Technical Advisory Committee (TAC) was requested to select members to serve on the Public Transportation Work Group.

The Richmond Regional Transportation Planning Organization established the RRTPO Public Transportation Work Group, consisting of representatives of the following member organizations:

- Chesterfield County
- City of Richmond
- Henrico County
- CTAC
- DRPT
- GRTC
- PlanRVA

2. CVTA Code Section Requirements for Regional Transit Plan

Chet Parsons referenced the Virginia Code 33.2-3701. Section G. stating “the GRTC shall develop a plan for regional public transportation within Planning District 15 in collaboration with the Richmond Regional Transportation Planning Organization in conformance with the guidelines required by § 33.2-286. This plan is necessary to be in place so that the prioritization process follows the same prioritization as other projects in the region that the CVTA will be considering before allocating funds.

**A copy of the Virginia Code is available at [Virginia Code 33.2-3700, et seq. 2020](#)

3. Timeline

Considering the time constraints, the hope is that the first iteration of a regional public transportation plan be finished by early spring 2021.

4. Procurement Process

Tiffany Dubinsky, Statewide Transit Planner at VDRPT, provided insight into the procurement process and the potential development of the plan. DRPT contracts with various parties to provide specific services under a bench contract. The contract is available for use by all of DRPT’s MPO’s and transit partners. [More information and other contracts](#) are available on the DRPT website.

DRPT offered to assist in preparing a general RFP recommended for RRTPO Technical Advisory Committee (TAC) approval if the work group is comfortable with the scope, timeline, and details about how the regional public transportation plan comes into development. It is recommended that the lead agency follows a clear evaluation process for proposals followed by a notice of award. In the best circumstances, the procurement process can be done within a month.

5. Scope Review

Adrienne Torres, GRTC Director of Planning & Scheduling, provided a strategic overview of project roadmap questions and important pieces for the development of a plan for regional public transportation. Tasks of the work group

include categorizing and defining regional and local routes, identifying regional transit enhancements, and refining performance metrics. Consulting services will provide independent transit planning advice. The consultant can use their experience and expertise to plan the project appropriately. A draft scope of work recommended for RRTPO Technical Advisory Committee (TAC) consideration as the starting point for procurement with the DRPT bench could be considered at a RRTPO TAC meeting as soon as October 2020.

**A copy of the presentation given by Adrienne Torres is available at [Scope Review: Regional Transit Plan Intro](#)

6. Next Public Transportation Work Group Meeting: TBD

Chet Parsons noted that the next meeting will be scheduled after utilizing Doodle online polling to vote on the dates that best fit each member's schedule.

7. Adjournment

The meeting was adjourned at 4:48 p.m. on August 24, 2020.

CAP/nm