

**RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION
POLICY BOARD**

MEETING MINTUES
Thursday, January 6, 2022
9:30 a.m.

PlanRVA James River Board Room and Zoom

MEMBERS and ALTERNATES (A) PRESENT:

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|--|---|---|---|--|---|
| Town of Ashland | | Charles City County | | Chesterfield County | |
| John H. Hodges | X | William G. Coada | | Kevin P. Carroll | X |
| Anita Barnhart (A) | | Vacant (A) | | James M. Holland | X |
| | | | | Christopher Winslow | X |
| | | | | Leslie Haley (A) | |
| Goochland County | | Hanover County | | Henrico County | |
| John L. Lumpkins Jr. | | Sean M. Davis | | Patricia S. O'Bannon | |
| Vice Chair Susan F. Lascolette (virtual) | X | W. Canova Peterson | X | Frank J. Thornton | |
| Vacant (A) | | Faye O. Prichard (A) | | Thomas M. Branin (A) | |
| Vacant (A) | | Vacant (A) | | Vacant (A) | |
| New Kent County | | Powhatan County | | City of Richmond | |
| Patricia A. Paige | X | Chair, David T. Williams | X | Andreas D. Addison | X |
| C. Thomas Tiller Jr. | | Karin M. Carmack | X | Katherine L. Jordan (virtual) | X |
| Thomas W. Evelyn (A) | | Vacant (A) | | Stephanie A. Lynch | |
| Vacant (A) | | Vacant (A) | | Cynthia I. Newbille (virtual) | X |
| | | | | Michael J. Jones (A) | |
| | | | | Kristen Nye Larson (A) | |
| | | | | Ellen F. Robertson (A) | |
| | | | | Vacant (A) | |
| Capital Region Airport Commission | | GRTC Transit System | | RIC Metropolitan Transp. Authority (RMTA) | |
| John B. Rutledge | | Julie E. Timm (virtual) | X | Joi Taylor Dean (virtual) | X |
| | | Sheryl Adams (A) | | | |
| Secretary of Transportation or Designee | | CTAC | | DRPT | |
| R. Shane Mann | | Upton Martin. (non-voting) | | Jennifer B. DeBruhl (non-voting) (virtual) | X |
| Mark E. Riblett (A) (virtual) | X | Vacant (A) (non-voting) | | Tiffany T. Dubinsky (A) (non-voting) (virtual) | X |
| Federal Highway Administration (FHWA) | | Federal Transit Administration (FTA) | | RideFinders | |
| Thomas L. Nelson Jr. (non-voting) | | Daniel Koenig (Liaison) | | Von S. Tisdale (non-voting) (virtual) | X |
| Richard Duran (A) (non-voting) | | | | Cherika N. Ruffin (A) (non-voting) | |
| VA Dept. of Aviation (DOAV) | | | | | |
| P. Clifford Burnette Jr. (non-voting) | | | | | |

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, David T. Williams, presided and called the January 6, 2022, RRTPO Policy Board action meeting to order at 9:34 a.m. in PlanRVA's James River Board Room.

On motion by W. Canova Peterson, seconded by Christopher Winslow, the RRTPO Policy Board unanimously approved virtual participation by members for the January 6, 2022, RRTPO Policy Board meeting.

WELCOME AND INTRODUCTIONS

Chair Williams welcomed all the attendees.

ATTENDANCE, ROLL CALL & CERTIFICATION OF MEETING QUORUM

Janice Firestone, Program Coordinator, took attendance by roll call and certified that a quorum was present.

A. ADMINISTRATION

1. Consideration of Amendments to the Action Meeting Agenda

Staff distributed an amended agenda adding a presentation on Safety Performance Measures and a Work Status Report for September 2021. The RRTPO Policy Board unanimously approved the January 6, 2022, amended agenda by acclamation as presented.

2. Approval of October 4, 2021, RRTPO Policy Board Action Meeting Minutes

On motion by David T. Williams, seconded by Cynthia I. Newbille, the RRTPO Policy Board unanimously approved the minutes of the October 4, 2021, meeting as presented (voice vote).

3. Open Public Comment Period

There were no requests to address the RRTPO Policy Board.

4. RRTPO Chair's Report

Chair Williams opened a discussion concerning authorization for virtual meeting participation and asked Eric Gregory, legal counsel, to provide clarification. Mr. Gregory gave a history of the authorization to conduct virtual meetings due to COVID-19. He explained the current authorization under the City of Richmond that currently allows such participation. Members had a discussion about potentially changing the RRTPO Bylaws to allow for virtual participation.

On motion by W. Canova Peterson, seconded by Karin Carmack, the RRTPO Policy Board voted unanimously to direct staff to draft an amendment to the Bylaws of the Richmond Area Metropolitan Planning Organization to allow for meetings of the body to be conducted through telephonic or electronic means where the members are not physically assembled and a policy to allow for participation by members in meetings via electronic communication means in compliance with Section 2.2-3708.2 of the Virginia Freedom of Information Act. The amendment will be distributed to members prior to the next RRTPO Policy Board meeting to be acted on at that meeting and the following meeting, per the Bylaws amendment process provided for therein.

5. RRTPO Secretary's Report

a. Current Work Efforts

Chet Parsons, RRTPO Secretary, provided this report and offered to answer any questions.

b. RRTPO Work Status and Financial Reports for September, October and November 2021

Mr. Parsons provided these reports and offered to answer any questions.

c. CTAC Report

Upton Martin, CTAC Chair, provided this report and noted the group is working to fill current vacancies. There are plans to form an ad hoc committee to represent elderly citizens.

d. [Safety Performance Measures](#)

Greta Ryan, PlanRVA, provided this report and offered to answer any questions.

B. NEW BUSINESS

1. Safe Routes to Schools TA Endorsement

Mr. Parsons presented this request to the board.

On motion of Christopher Winslow, seconded by W. Canova Peterson, the Richmond Regional Transportation Planning Organization (RRTPO) Policy Board unanimously approved the following resolution:

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

Whereas, this is the first round where Safe Routes to Schools (SRTS) non-infrastructure programs were required to submit through the TA Set-Aside process; and

Whereas, the Richmond SRTS program has submitted an application for funding which was not included in the project list endorsed by the RRTPO; now, therefore, be it

Resolved, that the Richmond Regional Transportation Planning Organization (RRTPO) endorses the Richmond Safe Routes to Schools Program as an application for the FY23 – FY24 Transportation Set-Aside process.

2. Richmond STBG Funding Request – UPC 15958 Commerce Road Improvement project – page 25

Mr. Parsons presented this request to the board.

On motion of W. Canova Peterson, seconded by John H. Hodges, the Richmond Regional Transportation Planning Organization (RRTPO) Policy Board unanimously approved the following resolution:

Resolved, that the Richmond Regional Transportation Planning Organization (RRTPO) approves the transfer of \$1,015,359 in previous regional Surface Transportation Block Grant (STBG) and match funds from the balance entry (UPC 70721) to the Commerce Road Improvements project (UPC 15958).

Resolved, that the RRTPO approves the transfer of \$1,309,898 in FY23 regional STBG and match funds from the balance entry (UPC 70721) to the Commerce Road Improvements project (UPC 15958).

Resolved, that the RRTPO approves the transfer of \$927,861 in FY24 regional STBG and match funds from the balance entry (UPC 70721) to the Commerce Road Improvements project (UPC 15958).

3. Transportation Forum – review of November 2021 event and looking ahead to future forums

Chair Williams led a discussion about the history of the Transportation Forum. At the first forum the participants each discussed what was happening in transportation in their respective organizations. Chair Williams noted that he felt the last forum was mostly attended by Policy Board members and staff. He asked for feedback on what other members would like to see for future forums. There was discussion about several items, including:

- The difficulty in getting citizens interested in a forum devoted to transportation.
- The importance of highlighting important information for the public to be aware of.
- The importance of showing the connectivity of the various projects and RRTPO actions.
- Whether the target audience is the members and staff or the public at large.
- Having a central location for the forum, with access by public transportation.
- The importance of media coverage.
- Having a more coordinated effort from all member jurisdictions to participate, publicize the event (social media, etc.) and highlight projects in their areas (example: remote drone video from a locality showing a current project).
- Getting participation from area Chambers of Commerce, Economic Development agencies, Greater Richmond Partnership, etc.
- Covering topics that are important and are of interest to the public.

4. Public Outreach and Engagement Update

Mr. Parsons gave an update on the efforts by staff and the consultant firm, Brand Federation, to develop a strategy and framework to increase public awareness and engagement about the RRTPO, the CVTA and the PlanRVA Commission and what the three organizations do.

C. AGENCY AND COMMITTEE REPORTS

1. Transportation Agency Updates

a. VDOT Update

A copy of the report provided by Mark Riblett, VDOT, is available at [VDOT Update](#).

Mr. Riblett addressed issues raised with project estimate increases. He noted the following important factors:

- The importance of making sure project data is as current as it can be, regardless of the stage
- VDOT is focused on improving their estimating process during every state of project development; they anticipate hosting an estimating workshop in next few weeks.
- Funding opportunities are ever-changing; VDOT is always working to gather and share information on funding programs.

b. DRPT Update

A copy of the report provided by Tiffany Dubinsky, DRPT, is available at: [DRPT Update](#).

D. OTHER BUSINESS

1. Future Meeting Topics

Cynthia Newbille suggested having the topics discussed about the Transportation Forum brought back at a future meeting. After discussion, it was decided that a sub-committee would be convened to address the Transportation Forum. Chair Williams asked Dr. Newbille to Chair and Mr. Carroll, Ms. Paige and Mr. Peterson to serve on the sub-committee.

Kevin Carroll suggesting having an update from RMTA and/or VDOT on tolls.

2. RRTPO Member Comments

There were no comments from Board members.

3. Next RRTPO Policy Board Meeting: February 3, 2022

The next action meeting will be held on Thursday, February 3, 2022, beginning at 9:30 a.m., in Richmond, Virginia.

E. ADJOURNMENT:

Chair Williams adjourned the meeting at approximately 11:33 a.m.