

AGENDA

RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION EXECUTIVE COMMITTEE

Thursday, May 6, 2021
8:30 a.m.

Zoom Meeting

Members of the public may observe the meeting via YouTube Live Streaming at www.youtube.com/c/PlanRVA. Opportunities for sharing comments are described in the [Public Participation](#) guide on the www.PlanRVA.org website.

WELCOME AND INTRODUCTIONS

(Paige).....

STATEMENT REGARDING VIRTUAL MEETINGS

(Parsons) page 1

ROLL CALL & CERTIFICATION OF A QUORUM

(Paige).....

1. Consideration of Amendments to the Action Meeting Agenda

(Paige).....

2. Approval of April 1, 2021 RRTPO Executive Committee Meeting Minutes

(Paige)..... page 2

ACTION REQUESTED

3. Open Public Comment Period

(Paige/5 minutes)

4. RRTPO Chair's Report

(Paige/10 minutes)

5. RRTPO Secretary's Report

(Parsons/10 minutes)

- a. Title VI Update
- b. Election of Officers – Nominating Committee
- c. FY 22 Unified Planning Work Program (UPWP)

6. Review of Selected RRTPO Agenda Topics

(Parsons/5 minutes)

7. Other Business

(Paige/10 minutes)

- a. RRTPO Member Comments

8. Next Meeting: June 3, 2021

(Paige)

9. Adjournment

(Paige)

CAP/nm
Attachments

pc: Richard Duran, FHWA
Daniel Koenig, FTA Liaison
Jennifer DeBruhl, DRPT

Martha Heeter, PlanRVA
Eric Gregory, RRPDC Legal Counsel
Richmond Area News Media

Opening Statement for Electronic Meetings

Due to 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 in accordance with 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 meet in a remote/virtual format, we remain committed to public accessibility and opportunity to participate. Staff provided notice of this meeting to members and the public on April 26, 2021 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.

Please let us know if you have any questions regarding the process for assuring effective facilitation of this meeting or for how members of the public may participate.

By providing this statement, staff certifies that we have followed the approved procedures for appropriate notice of this meeting and the means by which we are convening.

Please indicate your presence by saying "HERE" 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.

**RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION
EXECUTIVE COMMITTEE**

**MINUTES OF MEETING
Zoom Virtual Meeting
April 1, 2021
8:30 a.m.**

MEMBERS and ALTERNATES (A) PRESENT:

Town of Ashland		Charles City County		Chesterfield County	
John H. Hodges	x	William G. Coad		James M. Holland	x
Anita Barnhart (A)				Leslie Haley (A)	
Goochland County		Hanover County		Henrico County	
John L Lumpkins Jr.	x	W. Canova Peterson	x	Patricia S. O'Bannon	x
Susan Lascolette (A)		Sean M. Davis (A)		Frank J. Thornton (A)	
New Kent County		Powhatan County		City of Richmond	
Patricia A. Paige	x	David T. Williams	x	Cynthia I. Newbille	x
C. Thomas Tiller Jr. (A)				Andreas D. Addison (A)	

The RRTPO Executive Committee 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 Zoom and YouTube Live Streaming and was open and accessible for participation by members of the public. Voting record tables are included in Appendix A. 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, Patricia A. Paige, presided and called the April 1, 2021 RRTPO Executive Committee action meeting to order at 8:32 a.m.

ATTENDANCE ROLL CALL & CERTIFICATION OF MEETING QUORUM

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

1. Consideration of Amendments to the Action Meeting Agenda

There were no requested changes to the meeting agenda. Seeing and hearing no objections, the April 1, 2021 agenda was approved by acclamation as presented.

2. Approval of March 4, 2021 RRTPO Executive Committee Meeting Minutes

On motion of John H. Hodges, seconded by Patricia O'Bannon, the RRTPO Executive Committee unanimously approved the minutes of the March 4, 2021 meeting as presented (see Appendix A).

3. Open Public Comment Period

There were no requests to address the RRTPO Executive Committee.

4. RRTPO Chairwoman's Report

Chair Paige expressed her appreciation for everyone joining the meeting and reported on road problems in New Kent County due to flooding and standing water. Drainage concerns can be reported to VDOT's Customer Service Center.

5. RRTPO Secretary's Report

Chet Parsons, RRTPO Secretary, reported on the following items:

a. Title VI Update

The RRTPO is required to comply with Title VI of the Civil Rights Act of 1964 (Title VI) to assure nondiscrimination in all its programs and activities. As a result of the Title VI compliance review, VDOT has found two deficiencies in the implementation of the MPO's responsibilities under the Title VI Program. The RRTPO needs to update and submit their Title VI Plan for review and approval with a due date of June 11th. Additionally, the RRTPO did not insert the Title VI/nondiscrimination paragraph from the U.S. DOT Standard Title VI Assurances into RFP that was supplied for the purposes of this review. A task order contract will be issued to PlanRVA's bench to assist the RRTPO with updating the Title VI Plan.

b. Staffing Plan Discussion

An update on the staffing plan for the RRTPO was provided. A proposed organizational chart detailing current staffing needs was supplied and discussed by committee members. The budget is situated to absorb these changes in staffing and opportunities for review by the PlanRVA Commission as well as the RRTPO Policy Board will be provided prior to any staffing updates.

6. Review of Selected RRTPO Agenda Topics

Chet Parsons, RRTPO Secretary, reviewed RRTPO Policy Board agenda topics as follows:

- Current Work Efforts
- RRTPO Work Status and Financial Reports for February 2021
- CVTA Update
- CMAQ Program Update by:
 - The Port of Virginia
 - City of Richmond
 - RideFinders
- FY22 – FY27 RSTBG/CMAQ Draft Allocations

- FTA Section 5310 Program Grant Applications Endorsement
- Regional Bicycle and Pedestrian Plan Update & Complete Streets Toolbox
- ConnectRVA 2045 – Universe of Projects
- Agency Committee Reports by VDOT, DRPT, and CTAC

7. Other Business

a. RRTPO Member Comments

No other comments or business was brought forward.

8. Next RRTPO Executive Committee Meeting

Chair Paige noted that the next RRTPO Executive Committee meeting is scheduled for May 6, 2021.

9. Adjournment:

Chairwoman Paige adjourned the meeting at approximately 8:57 a.m. on April 1, 2021.

APPENDIX A

RRTPO Executive Committee – Voting Record Tables

Item 2. Approval of March 4, 2021 RRTPO Executive Committee Action Meeting Minutes

Jurisdiction/Agency	Member	Aye	Nay	Abstain	Absent
Town of Ashland	John H. Hodges	x			
Charles City County	Vice Chair William G. Coad				x
Chesterfield County	James M. Holland	x			
Goochland County	John L. Lumpkins	x			
Hanover County	W. Canova Peterson	x			
Henrico County	Patricia S. O'Bannon	x			
New Kent County	Chair Patricia A. Paige	x			
Powhatan County	David T. Williams	x			
City of Richmond	Cynthia I. Newbille	x			
TOTAL		8			1

Quorum is a simple majority of total Executive Committee membership (5).