

# AGENDA

## RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION

### VISION ZERO WORK GROUP

Thursday, August 13, 2020  
 3:00 p.m.

**Please join the meeting from your computer, tablet or smartphone.**  
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**NEW BUSINESS**

- 4. **Adoption of Vision Statement**  
(Clarke)..... –  
**Action Requested**
  
- 5. **Adoption of Mission Statement**  
(Clarke)..... –  
**Action Requested**
  
- 6. **Formation of Local Jurisdiction Commissions – Status Update from Each Locality**
  - a. **Training or Resource Needs**  
(Sawyer/City of Richmond)..... –
  
  - b. **Safety Messaging**  
(Sawyer/City of Richmond)..... –
  
  - c. **Analysis of Serious Crash Outcomes – Regional Approach 2017 to 2019**  
(Read/VDOT)..... –

**OTHER BUSINESS**

- 7. **Vision Zero Work Group Announcements and Open Public Comment Period**  
(Clarke)..... –
  
- 8. **Vision Zero Work Group Member Comments**  
(Clarke) ..... –
  
- 9. **Next Vision Zero Work Group Meeting: October 15, 2020**  
(Clarke) ..... –
  
- 10. **Adjournment**  
(Clarke)..... –

CAP/nm  
Attachments

## **Opening Statement for Electronic Meetings**

### **I. STATEMENT REGARDING VIRTUAL MEETINGS**

We ask that everyone identify themselves first when speaking so we can more accurately record the activities of the meeting. All lines have been muted by the administrator to minimize additional noise and feedback. You may unmute your line at any time to request acknowledgement from the chair. Staff will be monitoring the chat throughout the meeting to assure we do not overlook anyone wishing to participate in the discussion.

Since the Governor declared the state of emergency on March 12, 2020, in response to the COVID-19 pandemic, state and local governmental bodies have been providing for the continuity of government by meeting remotely by telephonic or electronic means in compliance with the Virginia Freedom of Information Act, the Commonwealth's emergency and other applicable laws, guidance provided by the Attorney General, and their respective legal counsel.

On April 22<sup>nd</sup>, the General Assembly approved a budget amendment to authorize all public bodies, including regional bodies, such as PlanRVA and the Richmond Regional Transportation Planning Organization, likewise to meet by electronic means, without a physical quorum assembled together, during a Governor-declared state of emergency, as long as certain conditions are met, so as to provide for the continuity of governmental operations. This new authority is effective immediately.

The bylaws of the RRTPO define a quorum of the body to be a majority of the Committee's current membership. The 2020 COVID-19 virus makes it impractical and unsafe, even potentially life-threatening, for a quorum of this size to physically assemble in one location, pursuant to Va. Code § 2.2-3708.2(A)(3). Further, the virus makes it impractical and unsafe for the public, and the agency's staff, to gather in the same location to participate in this meeting. The health, safety, and welfare of our community is of paramount importance.

Therefore, we have determined the appropriateness and eligibility to conduct today's meeting of the RRTPO electronically, pursuant to the provisions of Virginia Code § 2.2-3708.2 and related legislation approved by the General Assembly of Virginia, and in light of the Governor's State of Emergency Declaration for COVID-19.

The convening of the Richmond Regional Transportation Planning Organization (RRTPO) CTAC has been determined necessary in order to continue the necessary business of the organization. The matters included on the agenda address important/essential matters of continuing the work of government and therefore it is appropriate to convene during this time.

## Closing

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 advisable to return to in person meetings.

RRTPO staff have provided notice of this meeting and the means by which we are virtually gathered to members of the public. Notice was provided on August 6<sup>th</sup>, 2020 through posting on the PlanRVA website and distribution of email notification to members, alternates, and known interested parties, including the media.

In order to comply with the provisions of Virginia law and to improve accessibility to the discussions intended for today, this meeting will be recorded. Audio (visual) recordings of the meeting will be posted on the PlanRVA website within 48 hours of this meeting.

Any members of the public wishing to address the RRTPO Community Transportation Advisory Committee (CTAC) were invited to submit comments via email until the close of business one day prior to the meeting, in order to be reviewed and addressed during this meeting, if necessary. Anyone participating as an observer during the meeting today may submit comments or questions at any time during the meeting via email at [rtrtpoinput@planrva.org](mailto:rtrtpoinput@planrva.org) or by using the online chat functions of the meeting platform. Those individuals who are observing by phone may be called upon to address the RRTPO CTAC with their questions or comments. All comments and questions submitted during the meeting will be reviewed following the meeting and to the extent practical, responses may be provided or posted on the PlanRVA website.

## Questions

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



## **Procedures for Electronic Meetings**

### **Notice of Meetings**

Notice of meetings of public bodies supported by PlanRVA will be given in accordance with applicable law and the bodies' Bylaws. In general, notice will be provided at least 10 days prior to the scheduled meeting and include the proposed agenda and meeting materials, as well as confirmation of the date and time and instructions to access the meeting. This notice will be posted on the PlanRVA website, links to which will be distributed to all members, alternates, interested parties, and our media contact lists, assuring that members of the body and the public are notified concurrently.

Contents of the Notice will include:

- a. Date and time of the meeting
- b. Electronic means by which the meeting will be held and instructions for joining the meeting as a participant or observer
- c. Method by which the meeting agenda and materials can be accessed
- d. Public participation process for meetings including the method(s) by which comments may be provided by members of the public before, during and after the meeting

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### **Public Participation**

Members of the public are invited to participate in public meetings of PlanRVA, the RRTPO, and their respective committees. The following are new ways members of the public can participate in and follow the business of PlanRVA and the RRTPO during this time:

Anyone wishing to participate as an observer in a public meeting may do so. They should register with PlanRVA staff to get access to the meeting instructions and may sign on online or dial in by phone. Anyone wishing to submit comments prior to the meeting may do so by email. Comments received by 5 pm the business day preceding the meeting will be provided to members of the public body and included in the administrative record.

Members of the public may use the chat feature in the online platform to submit questions or comments during the meeting. These will be recorded and included in the administrative record.

Finally, agendas will be modified to offer two opportunities for members to address the bodies during the meeting: at the beginning to address members regarding agenda items and at the end to raise any other issues not included in the day's meeting agenda, as is customary.

### **Agenda Format**

In order to clearly communicate the electronic means by which the meeting will occur, the Agenda itself will include the following information, in addition to the regular order of business and discussion/action items:



- a. Notification of the electronic means for hosting the meeting including access information
  - i. *The meeting scheduled for [Month Day, Year] of the [Public Body] will be held via [Online Platform] pursuant to provisions of Virginia Code Section [§2.2-3708.2](#) and in light of the Governor's March 12, 2020 State of Emergency Declaration for COVID-19.*
- b. Public Announcement made by the presiding officer, administrator or clerk/secretary at the beginning of the meeting (template script enclosed)
- c. Certification that the procedures were followed to adequately notify the public (following certification of quorum agenda item)
- d. Roll call of those participating as a member of the body in the call and invitation to others to identify themselves
- e. Statement concerning public comments submitted via e-mail or via online meeting platforms will be shared with members of the public body and included in the agency's administrative record.
- f. Open the floor for any member of the public to address the body regarding any matter included on the agenda for the meeting
- g. *All planned agenda items*
- h. Open the floor for any member of the public to address the body regarding any matter germane to the body but not specifically included in the agenda

### **Voting**

At the appropriate time, the Chair will call upon members of the body to introduce a motion addressing the action item. Following a motion and a second, discussion may ensue, ultimately resulting in a call for a vote. Each vote taken during an electronic meeting must be a roll call vote, with each member's name and vote recorded in the minutes of the meeting.

### **Minutes**

Minutes of each meeting shall conform to the normal standards of minutes recorded for the body. Additional documentation should include:

- a. The fact that the meeting was held as an electronic meeting pursuant to the authority and reference the specific disaster Declaration;
- b. The type of electronic means by which the meeting was held; and



- c. Each member of the public body who participated in the meeting. Other participants in the meeting as observers may identify themselves and if so, will be included in the record.

In addition to written record of the meeting, audio/video recording will be posted within 48 hours of the meeting's conclusion on the PlanRVA website (along with the written records, once approved).

The body may approve the minutes of an electronic meeting at a subsequent electronic meeting or one that is held in person.

**Expiration**

Procedures shall only take effect in the event of a State of Emergency Declaration pursuant to VA Code whereby electronic means of hosting meetings of the public body is the only practicable way to continue the conduct of the organization and achieve other objectives to protect the health, safety and welfare of the community and the body's members and staff.

**RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION  
VISION ZERO WORK GROUP**

**MEETING SUMMARY  
GoToMeeting Virtual Meeting  
June 4, 2020  
3:00 p.m.**

**MEMBERS PRESENT:**

<b>Chesterfield County</b>		<b>City of Richmond</b>		<b>Goochland County</b>	
Barbara K. Smith	x	Dironna Moore Clarke Chair	x	Thomas M. Coleman	x
<b>Henrico County</b>		<b>Town of Ashland</b>		<b>VDOT</b>	
Sharon Smidler Vice Chair	x	Nora D. Amos	x	Liz McAdory	

The RRTPO Vision Zero 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 June 4, 2020 RRTPO Vision Zero Work Group meeting to order at 3:00 p.m.

**1. Welcome and Background of Vision Zero Work Group**

Chet Parsons, RRTPO Secretary, welcomed all present to the first meeting of the Richmond Regional Transportation Planning Organization (RRTPO) Vision Zero Work Group. City of Richmond staff led a discussion of the Vision Zero movement and how it relates to regional planning. Topics included data and definition of the issue, background on current efforts, and an introduction to establishing vision and mission statements as well as implementation and evaluation metrics.

**Background:**

**February 6<sup>th</sup>, 2020: RRTPO Policy Board Meeting**

RRTPO Chairman's Report: The RRTPO policy board was requested to authorize TAC assistance in establishing a Vision Zero Work Group. The RRTPO Vision Zero Work Group would establish regional goals and gather support and coordination at the regional level. Additionally, it would support local transportation safety organizations to improve safety around the region. The City of Richmond volunteered to chair the work group.

**March 10<sup>th</sup>, 2020 Technical Advisory Committee Meeting**

The RRTPO Technical Advisory Committee (TAC) was requested to select members to serve on the Vision Zero Work Group. The following TAC members volunteered to serve on this sub-committee:



- Nora D. Amos, TAC Vice Chairman (Alternate)
- Dironna Moore Clarke
- Thomas Coleman
- Liz McAdory
- Sharon Smidler
- Barbara K. Smith, TAC Chairman

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

- Chesterfield County
- City of Richmond
- Goochland County
- Henrico County
- Town of Ashland
- VDOT

## **2. Vision Zero in the Richmond Region**

Michael B. Sawyer, PE, City Transportation Engineer, introduced the agenda for the Vision Zero Work Group kickoff meeting.

\*\*A copy of the presentation given by Michael Sawyer is available at [Vision Zero Work Group Kickoff Meeting](#)

## **3. Leadership: Recommendations for Committee Chair and Vice Chair**

Mr. Parsons invited the members of the work group to consider stepping into a leadership role on this committee. The City of Richmond and Henrico County were selected as Chair and Vice Chair, respectively. Dironna Moore Clarke volunteered to be the Chair, and Sharon Smidler volunteered to be the Vice Chair. Michael Sawyer agreed to support the work group regarding resources and meeting organization. Staff from the TPO will help to administer to the needs of the committee.

## **4. Defining the Issue**

Vision Zero is a concept to eliminate traffic-related crashes that cause death or serious injury fatalities for all travel modes.

- Traffic deaths and serious injurious are acknowledged to be preventable.
- Human life and health are prioritized within all aspects of transportation Systems.
- Transportation systems are created to account for human error.
- Our work in transportation safety begins with system-level changes and follow with influencing individual behaviors.
- Speed is recognized and prioritized as the fundamental factor in crash severity.
- Mr. Sawyer introduced data analysis tools like the [VDOT Crash Analysis Tool](#), the [VDOT Dashboard](#), the [DMV Safety Office Interactive TREDS Report](#), and the [Real-Time 911 Dispatch for Traffic Crashes](#).

## 5. **Proposed Organizational Structure**

Michael Sawyer presented the general charge and the functional parameters of the committee.

- The committee functions independently and reports to the Technical Advisory Committee (TAC).
- Meetings are scheduled bi-monthly. The schedule may be adjusted as needed.
- As an advisory committee, the Vision Zero Work Group will not conduct formal voting. Decisions will be made by consensus.
- Members from all involved jurisdictions serve as the point of contact for:
  - Communication
  - Coordination
  - Collaboration

## 6. **Proposed Vision Statement**

“The Richmond Region is committed to a strong and effective Vision Zero Action Plan with political commitment collaborating with multi-disciplinary leadership and using a system-based approach. Our plan is transparent, data driven, and engages our diverse communities, in an equitable manner.”

The proposed vision statement was discussed, and the Vision Zero Work Group decided to adopt a vision statement that will best articulate what matters to the Richmond region at the next meeting in August.

## 7. **Proposed Mission Statement**

“To eliminate traffic-related deaths and serious injuries in the Richmond Region by 2030.”

A decision will be made concerning the adoption of a mission statement for the Vision Zero Work Group at the next meeting in August.

## 8. **Proposed Implementation Plan**

- Encourage formation and activity from local jurisdiction commissions like the City of Richmond's Safe and Healthy Streets Commission
- Identify and encourage training and funding resources
- Coordinate safety messaging and outreach (for example a safety calendar which mirrors the national and state calendars and includes different topics and leadership talking points each month)
- Provide supporting resolutions for engineering and behavior-oriented federal safety grants
- Track deaths and serious injuries and develop a regional Vision Zero plan.

Instead of developing a regional Vision Zero plan, it was suggested that the committee introduce concepts and performance measures (highway safety metrics, bike/ped safety metrics) to start developing the language into the regional planning efforts.

## **9. Proposed Evaluation Plan**

Metrics:

- Number of jurisdictions with active Safe and Healthy Streets Commissions
  - Routinely advises local elected officials on all transportation safety matters
  - Comprised of multi-disciplined leaders with professionals from the health, engineering, education, enforcement, emergency response, and roadway owners' perspectives.
  - Meets at least quarterly
- Creation of local Vision Zero Action Plan with a defined high injury street network, local safety goals, resources required, and key action plan priorities funded by fiscal year
- Reports deaths and serious injuries within region to TAC on a quarterly basis.
- Reports successes and barriers to TAC on a quarterly basis.

In preparation for the next meeting, each member jurisdiction will focus on promoting the creation of Safe and Healthy Streets Commissions, using the data analysis tools (see item 4.), and identifying high injury networks within each member's locality.

## **10. Next Vision Zero Work Group Meeting: August 13, 2020**

Chet Parsons noted that meetings are bi-monthly, and the next meeting will be held by electronic means on August 13, 2020 beginning at 3:00 p.m. in Richmond, Virginia.

## **11. Adjournment**

The meeting was adjourned at 3:57 p.m. on June 4, 2020.

CAP/nm