

**TRI-CITIES AREA METROPOLITAN PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE/PLAN2045 COMMITTEE**

Meeting Agenda

Colonial Heights Public Library

1000 Yacht Basin Dr., Colonial Heights, VA

August 5, 2022

10:00 AM

Meeting Type: Annual
 Regular
 Special (Called)

Zoom link:

<https://us02web.zoom.us/j/81517653266?pwd=N2VBQ2Y3MXRTa3F4T0RSWnlBVjlnUT09>

Voting and Non-Voting member Invitees:

Agency

Chesterfield County
City of Colonial Heights
Dinwiddie County
City of Hopewell
City of Petersburg
Prince George County
Virginia Department of Transportation (VDOT)
Petersburg Area Transit
Virginia Dept. of Rail and Public Transp. (DRPT)
Crater Planning District Commission
Fort Lee
Petersburg National Battlefield Park
RideFinders (A Division of GRTC)
Federal Highway Administration (FHWA)
Federal Transit Administration (FTA)

Name

Ms. Barb Smith
Mr. Todd Flippen, P.E.
Mr. Mark Bassett (Chair)
Mr. Austin Anderson (Vice Chair)
Mr. Reginald Tabor
Ms. Julie Walton
Ms. Liz McAdory
Mr. Charles Koonce
Mr. Daniel Wagner
Mr. Ron Svejkovsky (Secretary)
Mr. Fritz Brandt
Ms. Alexis Morris
Ms. Brigitte Tanner Carter
Mr. Ivan Rucker
Mr. Ryan Long

- 1. Call to Order/Certification of Quorum**
- 2. Welcome**
- 3. Chair's Report**

4. Public Comment Period

ADMINISTRATIVE ITEMS:

- 5. Approval of Agenda Approval
- 6. Approval of minutes from June 3 and June 15, 2022 mtgs – Att. 1 Approval

ACTION ITEMS:

- 7. MPO SMART SCALE Resolution of Support - Attachment 2 Recommendation

As required under SMART SCALE guidelines, applications for projects within an MPO area by other bodies not included or consistent with their long-range plans need a resolution of support from the MPO by September 1, 2022. **Attachment 2** is the Draft MPO resolution.

Action requested: MPO Staff requests TAC recommend Policy Committee approval of the resolution of support for the locality and PDC applications.

- 8. TCAMPO Bylaws Update – Attachment 3 Recommendation

HB444 (which took effect July 1, 2022) allows for remote participation by members and for fully virtual meetings. As per HB444, in order to allow for the TAC or Policy Committee members to fully participate remotely, 1) the by-laws need to be amended to remove the prohibition on attending remotely, and 2) a policy on remote participation needs to be adopted.

Attachment 3 is the proposed amended by-laws. The by-laws document is amended by removing the last sentence in Article V Section 6, which currently prohibits MPO business meetings being conducted by telephonic or electronic means. After consultation with the Crater PDC's Acting Executive Director, it was determined that this was a minor change that would not need legal review.

Our by-laws are patterned after the RRTPO by-laws, and this proposed amendment is the same change as was made and approved by the RRTPO Board in May 2022.

As per our by-laws, the Policy Committee needs to approve the by-laws amendment by at least 2/3 of all the votes (i.e., 6 in-person votes) in 2 consecutive meetings. It is hoped that the August 11 Policy Committee meeting will serve as the first meeting and the September 8 Policy Committee meeting will serve as the second meeting.

A companion *Draft Policy and Procedures* for remote participation with the associated copy of text from HB444 is also included in **Attachment 3**. The development of the TCAMPO Fully Virtual Meeting Policy will be an action item later in the year.

Action requested: MPO Staff requests TAC recommend Policy Committee approval of the amended by-laws and Policy and Procedures for Remote Participation.

9. RSTP Funds Transfers to Close Out UPC 1436/90018 – Att. 4 Recommendation

This overall project (UPC 1436 and UPC 90018) is completed and needs some minor RSTP funds transfers to close them both out. **Attachment 4** is the Funds Transfer Sheet and the RSTP Allocations Sheet as proposed by VDOT. MPO Staff and the City of Hopewell concur with the proposed transfers.

Action requested: MPO Staff requests TAC recommend Policy Committee approval of the RSTP funds transfer by resolution.

INFORMATION ITEMS:

10. Comprehensive Safety Action Plan Kickoff

Information

VDOT and the consultant will provide a kickoff to our Regional Safety Action Plan.

11. Fall Line Trail

Information

MPO Staff and VDOT will report on the progress of the project.

12. TCAMPO Plan2050 and RRTPO SE Data Workgroup **Information**

MPO Staff will report on the progress of the SE update for *Plan2050*

13. FFY 2024-2027 MTIP Development **Information**

MPO Staff will report on the process for the FFY 2024-2027 MTIP

14. RSTP/CMAQ Scoring **Information**

MPO Staff will report on the process for the scoring for the upcoming RSTP/CMAQ project applications for the FY24-29 SYIP. A TAC recommendation is expected at the September meeting.

15. DRPT Report **Information**

16. VDOT Report **Information**

17. Upcoming **Information**

September 2 – Recommend the RSTP/CMAQ procedures and scoring methodology.

18. Other Business

19. Next meeting

Friday, September 2, 2022, 10:00 a.m. at the Colonial Heights Public Library

20. Adjournment

ATTACHMENT 1

**TRI-CITIES AREA METROPOLITAN PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE/PLAN2045 COMMITTEE
DRAFT Meeting Minutes**

Colonial Heights Public Library

1000 Yacht Basin Dr., Colonial Heights, VA

June 3, 2022

10:00 AM

Meeting Type: Annual

Regular

Special (Called)

Zoom link:

<https://us02web.zoom.us/j/83174466554?pwd=eFdWVFJWYkEwb3ZjdXBVKy9UY084QT09>

Voting and Non-Voting Members Present:

Agency

Chesterfield County

City of Colonial Heights

Dinwiddie County

City of Hopewell

City of Petersburg

Virginia Department of Transportation (VDOT)

Petersburg Area Transit

Virginia Dept. of Rail and Public Transp. (DRPT)

Crater Planning District Commission

RideFinders (A Division of GRTC)

Name

Ms. Barb Smith

Mr. Todd Flippen, P.E. (Chair)

Mr. Mark Bassett (Vice Chair)

Mr. Austin Anderson

Mr. Reginald Tabor (via Zoom)

Ms. Liz McAdory (via Zoom)

Mr. Darius Mason (alt.)

Mr. Daniel Wagner (via Zoom)

Mr. Ron Svejksky (Secretary)

Ms. Brigitte Tanner Carter (via Zoom)

Members Absent:

Prince George County

Fort Lee

Federal Highway Administration (FHWA)

Federal Transit Administration (FTA)

Petersburg National Battlefield Park

Ms. Julie Walton

Mr. Fritz Brandt

Mr. Ivan Rucker

Mr. Ryan Long

Ms. Alexis Morris

Others Present:

VDOT

VDOT

DRPT

PlanRVA

Crater PDC

Chesterfield County

Ms. Nicole Mueller

Ms. Tiffany Dubinsky

Mr. Daniel Grinnell

Mr. Ken Lantz

Mr. Jay Ruffa

Mr. Noah Guild

FOLAR
FOLAR

Ms. Heather Barrar
Mr. Sam Hayes

1. Call to Order/Certification of Quorum

The meeting was called to order at 10:05 a.m. A quorum was present.

2. Welcome

The Chair welcomed members and guests

3. Chair's Report

The Chair had nothing to report.

ADMINISTRATIVE ITEMS:

4. Approval of Agenda

Approved

Ms. Smith moved, and Ms. Mueller seconded the motion to approve the agenda. The motion was approved unanimously.

5. Approval of minutes from May 6, 2022 meeting – Att. 1

Approved

Ms. Mueller moved, and Ms. Smith seconded the motion to approve the minutes of the May 6, 2022 TAC meeting. The motion was approved unanimously.

TAC ACTION ITEMS:

6. RSTP Funds Transfer for UPC 101288 – Attachment 2

Recommended

Mr. Svejkovsky noted that as the Final FY23-28 RSTP/CMAQ allocations were being finalized, VDOT suggested that after the Final FY23-28 RSTP/CMAQ allocations are approved by the CTB, that the MPO consider transferring \$441,878 from UPC 70725 (previous RSTP Balance Entry) and \$45,000 from UPC 117864 (FY22 Planning Supplement) to UPC 101288 (for a total of \$486,878), then transfer the \$486,878 of FY24 funds from UPC 101288 to UPC 70725 (RSTP Balance Entry).

Mr. Svejkovsky added that MPO Staff and Colonial Heights Staff support this proposed transfer.

Mr. Svejkovsky also noted that **Attachment 2** includes the updated RSTP allocations table and the Transfers Sheet.

Ms. Smith moved, and Mr. Bassett seconded the motion that TAC recommend Policy Committee approval of the balance transfers. The motion was approved unanimously.

7. FY23 UPWP

Recommended

Mr. Svejkovsky noted that during the April 15 – May 15 Draft FY23 UPWP Public Participation period, the only comments we received were a corrective action from the federal certification review, namely, to add a webpage development subtask in Task 1 (Administration). As noted in the Final UPWP document:

This subtask in this UPWP reflects a prioritized need to update and better manage the MPO’s website for the public consumption of information. The new Crater PDC and TCAMPO website was created in early 2021 and steps are being taken to improve the website since then. This is a Corrective Action, which the Federal Team will review the progress periodically throughout the next Federal fiscal year.

Mr. Svejkovsky also noted that in late April, a new federal safety funding initiative called Safe Streets and Roads for All (or [SS4A](#)) was announced, with funding for Comprehensive Safety Plans and projects/programs based on these Plans. As noted in the Draft FY23 UPWP, VDOT’s Traffic Engineering Division has already committed to assist the MPO and its localities with a Tri-Cities Safety Plan, and hopefully this Plan will be Comprehensive Safety Action Plan-compliant. More detail is provided in Task 3 (Short- and Long-Range Planning).

Mr. Svejkovsky noted that the final FY23 UPWP for final approval is on the Crater PDC webpage under [Other TAC Meeting Documents](#).

Mr. Svejkovsky also noted that as noted in last month’s meeting, VDOT and DRPT announced increased FY23 allocations, and they are included in the budget. Also, since FY22 is not yet over and it is unknown how much FY22 Section 5303 may carry over, once we know the final amount of FY23 Section 5303 expenditures, MPO staff recommends it be used for Task 3 for the Regional Comprehensive Safety Plan and the Multimodal Plan.

Ms. Smith moved, and Mr. Anderson seconded the motion that TAC recommend Policy Committee approval of the final FY23 UPWP. The motion was approved unanimously.

8. TCAMPO SMART SCALE Applications

Special Meeting Recommended

Mr. Svejkovsky noted that MPO staff met with VDOT staff April 19, and enlisted VDOT’s assistance with estimates and sketches. These five pre-applications were submitted:

- 1) A simplified I-85 NB to I-95 SB project (“Project 1”) – Petersburg
- 2) The Fall Line Trail (Patton Park through VSU to River Road) project – Petersburg, VSU, and Chesterfield County
- 3) FLT/ART trailhead/parking lot – Petersburg
- 4) ART Trail, Trailhead to Chesterfield County and Colonial Heights – Petersburg, Chesterfield County, Colonial Heights
- 5) Appomattox River Trail Cameron's Landing Connector – Hopewell

Mr. Svejkovsky noted that MPO staff was informed by VDOT that these projects were screened in conditionally.

Liz McAdory noted that VDOT and its consultant were assuming that the I-85/95 projects (by TCAMPO and Crater PDC) would not need an Interchange Access Report (IAR) VDOT later learned (and FHWA confirmed) that an IAR would be required by FHWA, and that the IAR would not be ready by August 1. VDOT did agree to ensure that this IAR is done before Round 6 of SMART SCALE. She also asked that although it appears the FLT (Patton Park through VSU to River Rd) project is fully funded as part of Project 1 of the Design-Build project segments, she asked that it stay in the full submission list for now.

Ms. McAdory also noted that her advice regarding the Fall Line Trail is to keep it in the list for notw as it is being developed with CTB etc. funding.

Ms. McAdory asked for a couple of weeks to confirm these two issues.

Based on the above, Ms. Smith moved, and Mr. Anderson seconded the motion that a special TAC meeting be held virtually in two weeks to make the recommendation based upon the results by VDOT of the two issues noted previously. The motion was approved unanimously.

9. Confirmation/Election of Officers

Election

Mr. Svejkovsky noted that as per the by-laws, the Chair and Vice Chair rotate alphabetically by locality. For FY23, the Chair would be the Dinwiddie TAC member (Mark Bassett) and the Vice Chair would be the Hopewell TAC member (Austin Anderson). Their terms would start July 1, 2022, and end June 30, 2023.

Ms. Smith moved, and Mr. Wagner seconded the motion to elect Mark Bassett as Chair and Austin Anderson as vice Chair for FY23, starting July 1. The motion was approved unanimously.

TAC/PLAN2045 COMMITTEE ACTION ITEMS:

10. Plan2045 – Attachment 3

Recommended

Mr. Svejkovsky presented the results of the Public Review process. **Attachment 3** includes the Public Participation Report for *Plan2045* (added to technical Appendix A) and the Comments (added to Technical Appendix R). The public comment period ended May 15. Almost 20,00 persons were reached via Facebook and Instagram, and 429 persons clicked from these two social media platforms to the Draft *Plan2045* website. A total of 659 persons connected to the *Plan2045* document during the comment period.

Mr. Svejkovsky noted that 2 minor changes were made to the *Plan2045* document and Technical Appendices:

- The I-85 and I-295 Technical Memorandum were added to Technical Appendix B and P
- References to projects not individually listed in the CLRP List include language that they “are consistent with the MTP.”

Mr. Svejkovsky noted that the Final *Plan2045* document and Technical Appendices is on the Crater PDC webpage under [Other TAC Meeting Documents](#).

Mr. Wagner moved, and Mr. Tabor seconded the motion that TAC recommend Policy Committee approval of the final Plan2045 and Technical Appendices. The motion was approved unanimously.

INFORMATION ITEMS:

11. Fall Line Trail

Information

Ms. McAdory noted that there were several hundred comments from the public meetings and website, and will get these back to the localities in two weeks.

12. TCAMPO Plan2050 and RRTPO SE Data Workgroup

Information

Mr. Svejkovsky noted that he has begun the QA/QC of the 2017 population and employment by TAZ (starting with Colonial Heights) in preparation for the 2017 and 2050 SE data update.

13. RSTP/CMAQ Scoring

Information

Mr. Svejkovsky noted that he and the GAP consultant are finishing the test scores and preparing for a virtual subcommittee meeting in July and a possible need for another virtual subcommittee meeting in August, with September approval of the updated RSTP/CMAQ procedures (with scoring)

14. DRPT Report

Information

Mr. Wagner gave the DRPT monthly report (attached to these minutes)

15. VDOT Report

Information

Ms. Mueller gave the VDOT monthly report (attached to these minutes)

16. Upcoming

Information

RSTP/CMAQ Subcommittee – scoring with consultant
July - No TAC or Policy Committee meetings

17. Other Business

Mr. Svejkovsky noted that there are CRISI grants recently announced regarding the SEHSR and the Ettrick Station.

18. Next meeting

Friday, August 5, 2022, 10:00 a.m. at the Colonial Heights Public Library

19. Adjournment

There being no more business, the meeting was adjourned at 11:45 a.m.

**TRI-CITIES AREA METROPOLITAN PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE/PLAN2045 COMMITTEE**

**DRAFT Meeting Minutes
Special Meeting Via Zoom**

June 15, 2022

10:00 AM

Meeting Type: Annual
 Regular
 Special (Called)

Zoom link:

<https://us02web.zoom.us/j/85645613364?pwd=b1lqcHorWnU3TEJpd3RCeElZb2pkZz09>

Voting and Non-Voting Members Present:

Agency

Chesterfield County
City of Colonial Heights
Dinwiddie County
City of Hopewell
City of Petersburg
Virginia Department of Transportation (VDOT)
Petersburg Area Transit
Crater Planning District Commission
RideFinders (A Division of GRTC)

Name

Ms. Chessa Walker (alt)
Mr. Todd Flippen, P.E. (Chair)
Mr. Mark Bassett (Vice Chair)
Mr. Austin Anderson
Mr. Reginald Tabor (via Zoom)
Ms. Liz McAdory (via Zoom)
Mr. Darius Mason (alt.)
Mr. Ron Svejksky (Secretary)
Ms. Brigitte Tanner Carter (via Zoom)

Members Absent:

Petersburg Area Transit
DRPT
Fort Lee
Federal Highway Administration (FHWA)
Federal Transit Administration (FTA)
Petersburg National Battlefield Park

Mr. Charles Koonce
Mr. Daniel Wagner
Mr. Fritz Brandt
Mr. Ivan Rucker
Mr. Ryan Long
Ms. Alexis Morris

Others Present:

VDOT
DRPT
City of Petersburg
PlanRVA
Crater PDC
Crater PDC
City of Colonial Heights

Ms. Nicole Mueller
Ms. Tiffany Dubinsky
Ms. Joanne Williams
Mr. Ken Lantz
Mr. Jay Ruffa
Dr. Lydia Patton
Mr. Ryan Matthews

TAC ACTION ITEM:**1. TCAMPO SMART SCALE Applications***Recommended*

As noted at the June 3 TAC meeting, on June 1, 2022, MPO staff was informed by VDOT that all five TCAMPO pre-applications were conditionally screened in:

- 1) A simplified I-85 NB to I-95 SB project (“Project 1”) – Petersburg
- 2) The Fall Line Trail (Patton Park through VSU to River Road) project – Petersburg, VSU, and Chesterfield County
- 3) FLT/ART trailhead/parking lot – Petersburg
- 4) ART Trail, Trailhead to Chesterfield County and Colonial Heights – Petersburg, Chesterfield County, Colonial Heights
- 5) Appomattox River Trail Cameron's Landing Connector – Hopewell

Since we need to reduce that number to a maximum of four full applications, TAC had decided to hold a special meeting on June 15 and give VDOT time to check on these issues before making a recommendation:

- Are additional analyses required by FHWA for the I-85 NB to I-95 SB Project 1 to meet readiness requirements (if so, we do not have enough time to get this done by August 1)
- If the Fall Line Trail (Patton Park through VSU to River Road) project needs to remain a SMART SCALE application.

Ms. McAdory reported that FHWA confirmed that an IAR (a full Interchange Access Report) is required for the I-85/95 applications by the MPO and the PDC. It was hoped by VDOT and its consultant that this level of analysis would not be required.

Ms. McAdory also advised the TAC to keep the Fall Line Trail Project on the list for now in case it does need to be submitted.

After some discussion, the TAC took the following action:

Ms. Walker moved, and Mr. Wagner seconded the motion to recommend the Policy Committee support (by resolution) these four SMART SCALE applications by the TCAMPO:

- 1) *The Fall Line Trail (Patton Park through VSU to River Road) project – Petersburg, VSU, and Chesterfield County*
- 2) *FLT/ART trailhead/parking lot – Petersburg*
- 3) *ART Trail, Trailhead to Chesterfield County and Colonial Heights – Petersburg, Chesterfield County, Colonial Heights*
- 4) *Appomattox River Trail Cameron's Landing Connector – Hopewell*

The motion was approved unanimously.

2. Next meeting

Friday, August 5, 2022, 10:00 a.m. at the Colonial Heights Public Library

3. Adjournment

There being no more business, the meeting was adjourned at 10:30 a.m.

Transit Service and Delivery Advisory Committee

- The Transit Service and Delivery Advisory Committee (TSDAC) has begun work on updates to the MERIT Capital and Operating programs and Transit Strategic Plan (TSP) guidelines.
- Next scheduled TSDAC meeting is June 10, 2022 at the DRPT Office at 600 East Main Street, Suite 2102, Richmond, VA. Registration for online viewing may be found at <https://www.drpt.virginia.gov/transit/tsdac/>.

HJ 542 Transit Equity and Modernization Study

- The Virginia Transit Equity and Modernization Study team is working to complete all remaining technical working group meetings and final review of the Draft Action Plan.
- More information may be found on the study website: www.vatransitmodernization.com

SMART SCALE Round 5

- Round 5 full application period opens on June 1, 2022.
- For technical assistance, please contact Taylor Jenkins (taylor.jenkins@drpt.virginia.gov) for transit applications and Randy Selleck (randy.selleck@drpt.virginia.gov) for rail applications.

Safe Streets and Roads for All (SS4A)

- Notice of Funding Opportunity released for the new Safe Streets and Roads for All (SS4A) discretionary program under two grant types - Action Plan Grants and Implementation Grants.
- Eligible activities include:
 - Develop or update a comprehensive safety action plan (Action Plan)
 - Conduct planning, design, and development activities in support of an Action Plan
 - Carry out projects and strategies identified in an Action Plan
- Eligible applicants include MPOs, local jurisdictions, federally recognized Tribal governments, and multijurisdictional groups composed of the previous entities.
- The deadline for applications is September 15, 2022. More information may be found at <https://www.transportation.gov/grants/SS4A>.
- Please reach out to your DRPT representative if you would like technical assistance or a letter of support by August 1, 2022.

CTB – May 2022 Meeting Update

- [Workshop Presentations](#)
 - Transportation Performance Management 2023 Safety Measure Targets
 - Inflationary Cost Drivers for FY 2023
- [Action Meeting](#)
 - Approved the Addition of Projects to the Six-Year Improvement Program for FY 2022 – 2027
 - Jeff Davis Highway Route 1 Replacement Signs – Name Change in Chesterfield County

CTB – Next Meeting (VDOT Auditorium)

- Workshop Meeting on June 21 at 10:00 am
- Action Meeting on June 22 at 9:00 am
 - While currently scheduled for 2 days, there is a potential for a [schedule change](#)

SMART SCALE – Round 5 (FY22 – FY27 SYIP)

- Pre-application screening is complete
- Richmond District had 106 pre-applications
 - 104 pre-screened in or conditionally pre-screened in
- District planning working with applicants on application refinement for final submission
 - Please direct any questions or application assistance requests to richmonddistsmartscale@VDOT.Virginia.gov
- Final application period is open and is anticipated to close August 1
- Full Application Training - Thursday, June 9, 2022 from 2:00 – 4:00 pm
 - Applicants received a SMART Portal invitation; you can register for this webinar [here](#)
 - If you cannot attend, the training will be recorded and posted to the [Apply/Resources](#) tab on the SMARTSCALE website after the training is complete

SYIP Development


- [Development of the FY 2023-2028 Six-Year Improvement Program](#) is underway
- The draft SYIP was presented to the CTB in April and a final SYIP is anticipated to be provided for CTB action at the June board meeting

The Fall Line

- VDOT Design-Build Packages
 - VDOT continues to develop the design-build package for the northern section; anticipate advertisement by the end of 2022
 - Development of the DB package for the southern section will immediately follow; anticipate advertisement by mid-2023
- Design Guidelines
 - The last Fall Line Trail Design Guide Working Group Meeting took place on May 18
 - Draft guidelines will be distributed to the group by the middle of June; comments can be submitted to Liz.McAdory@VDOT.Virginia.gov
 - Final draft of the Design Guidelines will be available by the end of June
- Project information is available at the VDOT Project website (<https://www.virginiadot.org/projects/richmond/fall-line-trail.asp>)

Upcoming Public Hearings/Citizen Information Meetings

- Design Public Hearing regarding the proposed roundabout construction at the intersection of Route 600 (Ferndale Road) and Route 601 (River Road) in Dinwiddie County
 - Tuesday, June 21, 2022
 - See attached:



**Route 600 (Ferndale Road)/
Route 601 (River Road) Roundabout
Dinwiddie County
Design Public Hearing**

Tuesday, June 14, 2022, 5:30 p.m. – 7:30 p.m.
Matoaca Elementary School
20300 Halloway Avenue
South Chesterfield, VA 23803
Inclement Weather Date:
Tuesday, June 21, 2022, 5:30 – 7:30 p.m.

Find out about the proposed roundabout construction at the intersection of Route 600 (Ferndale Road) and Route 601 (River Road) in Dinwiddie County.

The hearing will be held in an "open-house" format and VDOT representatives will be present to answer questions.

Review the project information and the National Environmental Policy Act documentation at VDOT's Richmond District Office located at 2430 Pine Forest Drive, Colonial Heights, VA 23834-9002, 804-524-6000, 1-800-367-7623 or TTY/TDD 711. Project information can also be found on the project website: <https://www.virginiadot.org/DinwiddieRt600601/>. Please call ahead to ensure the availability of appropriate personnel to answer your questions. Property impact information and tentative construction schedules are available for your review at the above addresses and will be available at the public hearing.

Give your written or oral comments at the meeting or submit them no later than **June 24, 2022** to Will Wheeler, project manager, Virginia Department of Transportation, 2430 Pine Forest Drive, Colonial Heights, VA 23834-9002. Complete the comment sheet: <https://bit.ly/DE115407Comments>. You may also email your comments to William.Wheeler@VDOT.Virginia.gov Please include "UPC 115407 Ferndale/River Road Roundabout" in the email subject line.

VDOT ensures nondiscrimination and equal employment in all programs and activities in accordance with Title VI and Title VII of the Civil Rights Act of 1964. If you need special assistance for persons with disabilities or limited English proficiency, contact the project manager listed above.

State Project: 0600-026-656; P101
Federal Project: STP-5A27(763); UPC: 115407

ATTACHMENT 2

Tri-Cities Area Metropolitan Planning Organization SMART SCALE Round 5 Support Resolution for Projects Submitted by MPO Members

WHEREAS, the Commonwealth Transportation Board requires a resolution of support from the governing body of any eligible organization submitting a SMART SCALE project application;

WHEREAS, the member jurisdictions of Tri-Cities Area Metropolitan Planning Organization have submitted projects to the Statewide High Priority Category and District Grant Category of SMART SCALE, and

WHEREAS, the projects in submitted by the member jurisdictions are either in the Constrained Long Range Transportation Plan or are consistent with the intent of the Constrained Long Range Transportation Plan,

NOW THEREFORE BE IT RESOLVED that the Tri-Cities Metropolitan Planning hereby supports the consideration of the following projects for Round 5 for SMART SCALE:

- 9435 - Appomattox River Greenway Trail Phase 6 (Colonial Heights)
- 9459 - Appomattox River Greenway Trail Boulevard Spur (Colonial Heights)
- 9467 - Lakeview Ave Modernization, Phase II (Colonial Heights)
- 9492 - Boulevard Modernization, Phase II (Colonial Heights)
- 9190 - Cedar Level Road Southern Segment (Hopewell)
- 9197 - Route 36 Oaklawn Blvd STARS Project (Hopewell)
- 9198 - Courthouse Road Improvements (Hopewell)
- 9462 - W Randolph Road Shared Use Path (Hopewell)
- 9245 - Roundabout at Middle Rd (Rt. 646) & Jefferson Park Rd (Rt. 630) (Prince George)
- 9246 - Roundabout at Middle Rd (Rt. 646) & Prince George Dr (Rt. 156) (Prince George)
- 9166 - Appomattox River Trail, Old Towne Petersburg, (Squaw Alley to Rt. 1) (Petersburg, Crater PDC)

Upon a motion by _____ (_____), seconded by _____ (_____) and carried by a voice vote a motion was adopted on August 11, 2022, with ___ members voting Aye, ___ members voting Nay, and ___ members Abstaining.

The Honorable Patience Bennett, Chair
Tri-Cities Metropolitan Planning Organization

Ronald Svejovsky
Secretary, Tri-Cities Metropolitan
Planning Organization

August 11, 2022

ATTACHMENT 3

To be amended XXXX

BYLAWS OF THE TRI-CITIES AREA METROPOLITAN PLANNING ORGANIZATION

Ratified June 11, 2020

ARTICLE I – Name and Authority

- Section 1.** The name of this organization shall be known as the Tri-Cities Area Metropolitan Planning Organization, hereinafter called the MPO.
- Section 2.** The MPO shall have the authority specified in the *Memorandum of Understanding for Transportation Planning Responsibilities*, the *Memorandum of Understanding Between Petersburg Area Transit and the Tri-Cities Metropolitan Planning Organization*, and the *Memorandum of Understanding for Coordination of Regional Transportation and Air Quality Planning in the Richmond Area MPO and the Tri-Cities Area MPO Study Areas and the Richmond Nonattainment/Maintenance area for Ozone Air Quality Standards* or their currently applicable successor agreements.

ARTICLE II - Purpose

- Section 1.** The purpose of the MPO is to perform policy and technical functions for the Tri-Cities Area MPO Study Area transportation planning reflecting a multimodal process founded upon coordination and cooperation between planning, transit, and service providers. The policy function is designed to make transportation policies to develop and implement the Tri-Cities Area Metropolitan Transportation Plan and related efforts.

The MPO shall:

- a. establish and maintain a fair, impartial setting for regional transportation decision-making;
- b. evaluate transportation alternatives, scaled to the size and complexity of the region, the nature of its transportation issues, and realistically available options
- c. develop and update a fiscally constrained long-range transportation plan for the Urbanized Area (UZA) covering a planning horizon of at least twenty years that fosters mobility and access for people and goods, efficient system performance and preservation, and quality of life;
- d. develop a fiscally constrained program based on the long-range transportation plan designed to meet the UZA's goals while using spending, regulating, operating, management, and financial tools;
- e. develop an annual Unified Planning Work Program (UPWP) describing its proposed activities;
- f. perform other duties and prepare other products as required by statute, regulation or agreement; and
- g. involve the public and significantly affected sub-groups in the essential functions listed above.

The technical function of the MPO is designed to establish, monitor and review the results of the technical process for urban transportation planning in the Tri-Cities Area. The MPO shall:

- a. establish the technical details of the continuing process through the Memorandum of Understanding (MOU) and pass-through agreements;
- b. establish detailed work activities through the Unified Planning Work Program process that fulfilled these agreements;
- c. review and certify the satisfactory completion of these activities; and
- d. in general, prepare the technical recommendations that the MPO needs to perform its policy functions in either ad hoc working groups, special or standing committees, or at MPO meetings.

ARTICLE III – Membership

Section 1. Membership

The MPO Policy Committee shall be composed of elected members of the governing bodies of member local governments, officials of public agencies that administer or operate major modes of transportation in the metropolitan planning area, providers of public transportation, and appropriate state transportation officials representing the voting member organizations. The membership includes both voting and nonvoting members.

Each member organization may designate one alternate member, hereinafter referred to as alternate, to serve in place of an absent member of that member organization. All alternates shall be vested with the same powers and responsibilities as the regular member they are replacing.

Section 2. Voting Membership

The MPO Policy Committee voting membership shall be composed of the following member organizations with total votes listed for each in the table below.

MEMBER	VOTES
Chesterfield County	1
City of Colonial Heights	1
Dinwiddie County	1
City of Hopewell	1
City of Petersburg	1
Prince George County	1
Petersburg Area Transit	1
Crater Planning District Commission	1
Commonwealth of Virginia Secretary of Transportation or Designee	1
TOTAL VOTES	9

Section 3. Nonvoting Membership

The nonvoting membership of the MPO Policy Committee shall be composed of one representative from each of the agencies or organizations listed below.

Federal Highway Administration
Federal Transit Administration
RideFinders, Inc.
Virginia Department of Rail and Public Transportation

Section 4 **Term of Appointment**

Member organizations shall have the authority to determine the length of the terms of its member(s) and alternate(s) and whether or not they serve at the pleasure of the appointing member organization, but it is recommended that members and alternates serve for a two-year term and be eligible to be reappointed for successive terms.

ARTICLE IV – Officers and Elections

Section 1. The officers of the MPO shall consist of a Chairman, a Vice Chairman, and a Secretary. The Chairman and Vice Chairman shall be elected by the voting membership of the MPO. The Chairman and Vice Chairman must be MPO jurisdictional voting members; MPO alternate members are not eligible to serve as MPO officers. The Secretary shall be the Crater Planning District Commission (CPDC) staff liaison to the MPO.

Section 2. The election of officers shall be held no later than June 30 of each year. The newly elected officers shall take office on July 1 and shall serve for a one-year term.

Section 3. The office of MPO Chairman shall be rotated among the member local governments and the MPO may consider an order of succession incorporated into a nonbinding guidance document approved by the MPO Policy Committee.

Section 4. Duties and Powers of MPO Officers:

a. Chairman

The Chairman shall preside over all meetings of the MPO when in attendance. The Chairman may address remarks to an issue before the MPO and may request appropriate actions. The Chairman may request an action; however, he or she will not be eligible to move or second any action for a vote. The Chairman shall be eligible to vote on all actions regardless of a tie vote. The Chairman will be responsible for appointing the Chairman for all MPO Committees except for the Technical Advisory Committee. The Chairman is responsible for appointing all committee members except as noted in Article VII of these bylaws.

b. Vice Chairman

The Vice Chairman shall serve as Acting Chairman of the MPO in the absence of the Chairman. When the Vice Chairman is serving as Acting Chairman, the Vice Chairman shall be vested with authority to perform all the duties and exercise all the powers of the Chairman, including those vested in or delegated to the Chairman in these Bylaws.

c. Secretary

The Secretary shall be responsible for the preparation and maintenance of a permanent written record of all MPO actions and proceedings, and shall transmit notices, agendas, monthly status reports, and the minutes of each MPO meeting to each member one week prior to the next regular meeting.

ARTICLE V - Meetings

- Section 1.** Regular meetings of the MPO Policy Committee shall be held monthly, as necessary, at a suitable meeting time and place, normally on the first Thursday of the month. Special meetings may be called by the Chairman. When a meeting falls on a holiday, the rescheduled meeting shall be determined by the Chairman. Members shall be notified in advance of a rescheduled meeting.
- Section 2.** A quorum shall exist when a majority of the votes allocated to voting member organizations are represented by members or alternates at the meeting. Vacancies shall not be considered in the establishment of a quorum.
- Section 3.** Meeting Agendas
- a. The agenda for each MPO Policy Committee meeting shall be prepared jointly by the Chairman and the MPO Secretary.
 - b. The agenda shall be transmitted at least six (6) days prior to the next meeting.
 - c. Additions to the agenda shall be made at the beginning of the meeting upon an affirmative vote of two-thirds of the votes represented at the meeting. An item may be added to the agenda for the next MPO meeting upon an affirmative vote of a majority of the votes represented at the current meeting.
 - d. At the discretion of the Chairman, the agenda may include items for consent action. Any voting member shall have the right to request and to have a consent action item removed from the agenda for consent action and placed on that day's MPO meeting agenda for review and discussion, with the Chairman having the right to determine where to consider the item on the meeting agenda.
- Section 4.** Parliamentary authority for MPO proceedings not otherwise specified by these bylaws shall be the most recently published edition of *Robert's Rules of Order*.
- Section 5.** Each voting member organization shall have the right to invite technical representatives to participate in meetings and discussions of the MPO as advisors on specific agenda topics.
- Section 6.** The MPO is a "public body" and subject to the Virginia Freedom of Information Act (§ 2.2-3700, et seq. of the Code of Virginia) (FOIA). In accordance with the provisions of FOIA, all meetings of the Policy Committee or any committees or subcommittees established by the Policy Committee shall be open to the public unless lawfully convened into a closed meeting in accordance with FOIA. ~~No meeting during which MPO business is discussed shall be conducted through telephonic or electronic means.~~

ARTICLE VI - Voting

- Section 1.** Voting member organizations shall designate a representative to cast its vote as listed in Article III, Section 2 of these bylaws.
- Section 2.** All members and alternates of voting member organizations are vested with the authority to speak for and act and vote on behalf of the appointing organization in matters concerning regional transportation planning activities.

Section 4. Each member organization shall notify the MPO Secretary of its authorized representative and alternate in writing prior to the first meeting of the MPO Policy Committee in which they will act in their official capacity.

Section 5. Voting on matters before the MPO Policy Committee shall generally be conducted by voice vote. Either before or immediately following a voice vote, any member may request that the vote be conducted (or conducted again) by either a show of hands or a roll call. In conducting such votes, those members or alternates who are present and voting shall, when called upon by the MPO Secretary, announce the vote they are casting. It shall be up to the Chairman to determine the order in which voting representatives and alternates are asked to show or announce their vote.

Section 6. No proxy voting shall be allowed.

ARTICLE VII – MPO Committees

Section 1. Standing Committees

The MPO is supported by Standing Committees as described below. These bylaws shall be applicable to all standing committees.

Section 2. Technical Advisory Committee

There shall be a Technical Advisory Committee (TAC) composed of one technical representative from each of the following local governments and organizations:

Voting Members:

Chesterfield County
City of Colonial Heights
Dinwiddie County
City of Hopewell
City of Petersburg
Prince George County
Petersburg Area Transit
Virginia Department of Transportation
Virginia Department of Rail and Public Transportation
Crater Planning District Commission

Non-Voting Members:

RideFinders, Inc.
Fort Lee
Petersburg National Battlefield Park

Each local government or organization shall be responsible for designating its member and alternate to TAC. A quorum shall consist of a majority of the TAC membership, which shall include, at a minimum, four of the local government representatives. Either TAC members or alternates will be considered in determining TAC meeting quorums and for voting on actions before TAC.

The purpose of the TAC is to serve as a technical advisory committee to the MPO, providing technical review, comments, and recommendations on specific transportation plans, programs, studies, and other appropriate documents and regional transportation issues. The TAC shall address other matters and concerns if directed by the MPO or the MPO Chairman.

TAC shall specifically be responsible for reviewing and providing technical comments and recommendations to the MPO on the following:

- a. Unified Planning Work Program
- b. Transportation Improvement Program
- c. Long-Range Transportation Plan
- d. Air Quality Planning

The TAC shall meet as required in the performance of its duties.

Section 3. Other Committees

The MPO may create other committees by a two-thirds vote of those present, assuming a quorum is present. These bylaws apply to the operation of any MPO committee.

ARTICLE VIII – Amendment

Section 1. These bylaws may be amended by an affirmative vote of two-thirds of all votes on the MPO Policy Committee at that time, at two consecutive meetings of the MPO Policy Committee. Proposed changes in the bylaws shall be transmitted to each voting member at least 10 days prior to the meeting when the voting will be conducted.

Section 2. These bylaws shall become effective immediately upon ratification by a vote of the MPO Policy Committee as described in Section 1 above. Each MPO member shall be given a copy.

AMENDMENT NOTES:

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TRI-CITIES AREA METROPOLITAN PLANNING ORGANIZATION

NON-BINDING GOVERNANCE GUIDANCE DOCUMENTS

Approved and Adopted June 11, 2020

MPO RESOLUTIONS: Establishing the Non-Binding Governance Guidance Documents

DOCUMENT 1:	MPO Policy Committee Leadership Rotation	page 1
DOCUMENT 2:	Meeting Attendance	page 2
DOCUMENT 3:	Technical Advisory Committee Leadership Rotation	page 3
DOCUMENT 4:	Member Appointment Resolution Template	page 4
DOCUMENT 5:	Meeting Cancellation	page 5

TRI-CITIES AREA METROPOLITAN PLANNING ORGANIZATION

NON-BINDING GOVERNANCE

GUIDANCE DOCUMENT #1

MPO Policy Committee Leadership Rotation

In order to facilitate a regular and orderly rotation of leadership of the MPO Policy Committee among the representatives of the member jurisdictions, the MPO Chairmanship may be rotated among the representatives from the respective jurisdictions in the order presented below. The MPO Vice Chairman may be from the jurisdiction on the list following that of the MPO Chairman.

Chesterfield County
City of Colonial Heights
Dinwiddie County
City of Hopewell
City of Petersburg
Prince George County

TRI-CITIES AREA METROPOLITAN PLANNING ORGANIZATION

NON-BINDING GOVERNANCE

GUIDANCE DOCUMENT #2

Meeting Attendance

Whenever any voting member fails to attend or send an alternate to three (3) consecutive MPO meetings without good reason, the Chairman or Secretary of the MPO shall inquire as to the cause of the absence and, if appropriate, inquire of the appointing authority if the delinquent member is to remain a representative on the MPO.

TRI-CITIES AREA METROPOLITAN PLANNING ORGANIZATION

NON-BINDING GOVERNANCE

GUIDANCE DOCUMENT #3

**Technical Advisory Committee Leadership
Rotation**

In order to facilitate a regular and orderly rotation of leadership of the Technical Advisory Committee (TAC) among the representatives of the member jurisdictions, the TAC Chairmanship may be elected pursuant to the order listed below. The TAC Vice Chairman may be elected by the TAC from the jurisdiction following that of the TAC Chairman. Terms of the Chairman and Vice Chairman shall be one year, from July 1 to June 30 of the following year.

Chesterfield County
City of Colonial Heights
Dinwiddie County
City of Hopewell
City of Petersburg
Prince George County

TRI-CITIES AREA METROPOLITAN PLANNING ORGANIZATION

NON-BINDING GOVERNANCE

GUIDANCE DOCUMENT #4

Membership Appointment Resolution Template

RESOLUTION OF THE [GOVERNING BODY] OF THE [TOWN/CITY/COUNTY]

WHEREAS, the [Town/City/County] is a member organization of the Tri-Cities Area Metropolitan Planning Organization (TCAMPO); and

WHEREAS, the TCAMPO Policy Committee is composed of local elected officials and officials of public agencies; and

WHEREAS, pursuant to Article III, Section 2 of the TCAMPO Bylaws, the [Town/City/County] is required to appoint local officials to serve as authorized representatives; and

WHEREAS, the [Governing Body] of the [Town/City/County] desires to appoint [name of individuals] to the TCAMPO for [term]; and

WHEREAS, pursuant to Article III, Section 1 of the Bylaws, the [Board/Council] also designates [name of individual] as an alternate to serve in place of an absent representative;

NOW, THEREFORE, BE IT RESOLVED, by the [Board/Council] of [Town/City/County] as follows:

1. The [Board, Council] hereby appoints [list names of appointee]
2. The [Board/Council] appoints [name of alternate] to serve as an alternate in place of the absent representative.

Adopted:

Chairman/Mayor

Attest:

County/City Manager

TRI-CITIES AREA METROPOLITAN PLANNING ORGANIZATION

MEETING CANCELATION POLICY

GUIDANCE DOCUMENT #5

Meeting Cancellation Policy

In the event of inclement weather or other event constituting an emergency, staff will contact the MPO Chairman to make a determination on cancellation of the MPO meeting. An MPO meeting may be canceled if:

- the meeting place is closed;
- utility failure at the meeting place;
- driving is likely to be hazardous;
- attendance is likely to be below the requirements for a quorum; or
- The Chairman determines that there is another appropriate cause

The Crater Planning District Commission follows the State of Virginia Employee emergency closing schedule for inclement weather for the Capital Region.

Notification of Cancellation

Every effort will be made to notify members and other potential attendees, as appropriate, of the determined MPO meeting cancellation. Notification methods may include the following, as possible:

- An e-mail notification will be sent to all MPO members and alternate members.
- Telephone calls will be made to persons without e-mail.
- The closing will be posted on the website (www.richmondregional.org).
- The Crater PDC recorded telephone answering message will include Crater PDC office closing or late opening information. •

TRI-CITIES AREA METROPOLITAN PLANNING ORGANIZATION (TCAMPO/MPO)

POLICY AND PROCEDURES

To allow participation in meetings of the Tri-Cities Area Metropolitan Planning Organization (TCAMPO/MPO) and its committees by a member of the commission from a remote location through electronic communication means

The Tri-Cities Area Metropolitan Planning Organization (TCAMPO/MPO) hereby approves and adopts the following policy and procedures to allow and facilitate participation in commission meetings by members of the commission from a remote location through electronic communication means, as authorized by § 2.2-3708.3 of the *Code of Virginia*:

Participation in Meetings by Electronic Communications from a Remote Location

Members of the Tri-Cities Area Metropolitan Planning Organization (TCAMPO/MPO) may participate in meetings of the TCAMPO/MPO by electronic communication means from a remote location that is not open to the public if, on or before the day of a meeting, a commission member notifies the commission chair that:

- a. Such member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance;
- b. Such member is unable to attend the meeting due to a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance; or,
- c. Such member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter.

In addition, (i) such member's remote participation by electronic communication means shall be approved by a majority vote of those participating in the meeting, (ii) a quorum of the public body is physically assembled at one primary or central meeting location, and (iii) the voice of the remote participant(s) must be able to be heard by all persons at the primary or central meeting location. Remote participation by a commission member pursuant to above paragraph (c) of this policy is limited to two meetings each calendar year or 25 percent of the meetings held per calendar year, rounded up to the next whole number, whichever is greater.

VIRGINIA FREEDOM OF INFORMATION ACT (as of July 1, 2022)

§2.2-3708.3. Meetings held through electronic communication means; situations other than declared states of emergency.

A. Public bodies are encouraged to (i) provide public access, both in person and through electronic communication means, to public meetings and (ii) provide avenues for public comment at public meetings when public comment is customarily received, which may include public comments made in person or by electronic communication means or other methods.

B. Individual members of a public body may use remote participation instead of attending a public meeting in person if, in advance of the public meeting, the public body has adopted a policy as described in subsection D and the member notifies the public body chair that:

1. The member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance;

2. A medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance;

3. The member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or

4. The member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. However, the member may not use remote participation due to personal matters more than two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

If participation by a member through electronic communication means is approved pursuant to this subsection, the public body holding the meeting shall record in its minutes the remote location from which the member participated; however, the remote location need not be open to the public and may be identified in the minutes by a general description. If participation is approved pursuant to subdivision 1 or 2, the public body shall also include in its minutes the fact that the member participated through electronic communication means due to a (i) temporary or permanent disability or other medical condition that prevented the member's physical attendance or (ii) family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance. If participation is approved pursuant to subdivision 3, the public body shall also include in its minutes the fact that the member participated through electronic communication means due to the distance between the member's principal residence and the meeting location. If participation is approved pursuant to subdivision 4, the public body shall also include in its minutes the specific nature of the personal matter cited by the member.

If a member's participation from a remote location pursuant to this subsection is disapproved because such participation would violate the policy adopted pursuant to subsection D, such disapproval shall be recorded in the minutes with specificity.

C. With the exception of local governing bodies, local school boards, planning commissions, architectural review boards, zoning appeals boards, and boards with the authority to deny, revoke, or suspend a professional or occupational license, any public body may hold all-virtual public meetings, provided that the public body follows the other requirements in this chapter for meetings, the public body has adopted a policy as described in subsection D, and:

1. An indication of whether the meeting will be an in-person or all-virtual public meeting is included in the required meeting notice along with a statement notifying the public that the method by which a public body chooses to meet shall not be changed unless the public body provides a new meeting notice in accordance with the provisions of §2.2-3707;

2. Public access to the all-virtual public meeting is provided via electronic communication means;

3. The electronic communication means used allows the public to hear all members of the public body participating in the all-virtual public meeting and, when audio-visual technology is available, to see the members of the public body as well;

4. A phone number or other live contact information is provided to alert the public body if the audio or video transmission of the meeting provided by the public body fails, the public body monitors such designated means of communication during the meeting, and the public body takes a recess until public access is restored if the transmission fails for the public;

5. A copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of a public body for a meeting is made available to the public in electronic format at the same time that such materials are provided to members of the public body;

6. The public is afforded the opportunity to comment through electronic means, including by way of written comments, at those public meetings when public comment is customarily received;

7. No more than two members of the public body are together in any one remote location unless that remote location is open to the public to physically access it;

8. If a closed session is held during an all-virtual public meeting, transmission of the meeting to the public resumes before the public body votes to certify the closed meeting as required by subsection D of § 2.2-3712;

9. The public body does not convene an all-virtual public meeting (i) more than two times per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater, or (ii) consecutively with another all-virtual public meeting; and

10. Minutes of all-virtual public meetings held by electronic communication means are taken as required by §2.2-3707 and include the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held. If a member's participation from a remote location pursuant to this subsection is disapproved because such participation would violate the policy

adopted pursuant to subsection D, such disapproval shall be recorded in the minutes with specificity.

D. Before a public body uses all-virtual public meetings as described in subsection C or allows members to use remote participation as described in subsection B, the public body shall first adopt a policy, by recorded vote at a public meeting, that shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting. The policy shall:

1. Describe the circumstances under which an all-virtual public meeting and remote participation will be allowed and the process the public body will use for making requests to use remote participation, approving or denying such requests, and creating a record of such requests; and

2. Fix the number of times remote participation for personal matters or all-virtual public meetings can be used per calendar year, not to exceed the limitations set forth in subdivisions B 4 and C 9.

Any public body that creates a committee, subcommittee, or other entity however designated of the public body to perform delegated functions of the public body or to advise the public body may also adopt a policy on behalf of its committee, subcommittee, or other entity that shall apply to the committee, subcommittee, or other entity's use of individual remote participation and all-virtual public m

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ATTACHMENT 4

UPCs 90018, 70725, and 1436 Proposed Transfers July 2022

Proposed Transfer #1	
Donor Project (From):	UPC 70725 – RICHMOND TRI-CITIES REGIONAL STP (RSTP) BALANCE ENTRY
Impact to Donor:	None; donor project is a balance entry for the MPO
Recipient Project (To):	UPC 90018 – CEDAR LEVEL RD – WIDENING (PE/CN Phases)
Impact to Recipient:	This transfer helps fund a deficit so the completed project can be closed out.
Amount:	Previous RSTP Funds = \$28,980 Total
Comments:	This transfer helps fund a deficit so the completed project can be closed out.
Recommendation:	This transfer is supported by Tri-Cities MPO staff, the locality (Hopewell), and VDOT Richmond District Programming/Planning staff.

Proposed Transfer #1a	
Donor Project (From):	UPC 1436 – CEDAR LEVEL ROAD WIDENING (PE/RW Phases)
Impact to Donor:	None – surplus funds available for transfer
Recipient Project (To):	UPC 90018 – CEDAR LEVEL RD – WIDENING (PE/CN Phases)
Impact to Recipient:	This transfer helps fund a deficit so the completed project can be closed out.
Amount:	Previous RSTP Funds = \$186,047 Total
Comments:	This transfer helps fund a deficit so the completed project can be closed out.
Recommendation:	This transfer is supported by Tri-Cities MPO staff, the locality (Hopewell) and VDOT Richmond District Programming/Planning staff.

Locality	MPO Priority #	Project UPC	Description	Pool_Status	VDOT/Locally Administered	Existing POOL Data			Total Current Estimate	Previous 2021 Estimate	Total Previous Funds (All Sources)	Planned FY23-FY28 Allocations						Total Future Funds FY23-28 (non-RSTP)	Balance to Complete	NOTES		
						12 PE	52 RW	80 CN				FY23	FY24	FY25	FY26	FY27	FY28					
N/A	1	117865	FY23 MPO Staff Supplement	MONITORING FUNDS	Locally	\$45,000	\$0	\$0	\$45,000	\$45,000	\$0	\$45,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
N/A	1	117866	FY24 MPO Staff Supplement	MONITORING FUNDS	Locally	\$45,000	\$0	\$0	\$45,000	\$45,000	\$0	\$0	\$45,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
N/A	1	117867	FY25 MPO Staff Supplement	MONITORING FUNDS	Locally	\$45,000	\$0	\$0	\$45,000	\$45,000	\$0	\$0	\$0	\$45,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
N/A	1	T25330	FY26 MPO Staff Supplement	MONITORING FUNDS	Locally	\$45,000	\$0	\$0	\$45,000	\$45,000	\$0	\$0	\$0	\$0	\$45,000	\$0	\$0	\$0	\$0	\$0	\$0	
N/A	1	T25331	FY27 MPO Staff Supplement	MONITORING FUNDS	Locally	\$45,000	\$0	\$0	\$45,000	\$45,000	\$0	\$0	\$0	\$0	\$0	\$45,000	\$0	\$0	\$0	\$0	\$0	
N/A	1	TBD	FY28 MPO Staff Supplement	MONITORING FUNDS	Locally	\$45,000	\$0	\$0	\$45,000	\$45,000	\$0	\$0	\$0	\$0	\$0	\$0	\$45,000	\$0	\$0	\$0	\$0	
Dinwiddie County		109230	Route 670 (Duncan Rd) Curve Realignment	NO DATES SET YET	VDOT	\$918,877	\$428,723	\$2,597,743	\$3,945,343	\$2,332,625	\$0	\$0	\$0	\$329,142	\$300,000	\$2,138,444		\$1,177,757		Balance to be funded in FY28 and FY29. Rebaseline schedule to funding.		
Chesterfield County	19	112660	Rt 746 (N. Enon Ch Rd, Rt 10-Meadowville Tech Pk) Widening	NO DATES SET YET	Locally	\$656,900	\$922,460	\$2,635,600	\$4,214,960	\$4,214,960	\$0	\$0	\$0	\$656,891	\$2,340,353	\$1,217,716		\$0		Balance to complete in FY28 and FY29. Rebaseline schedule to funding.		
Chesterfield County	22	115783	Rivermont Road Sidewalk	NO DATES SET YET	Locally	\$159,000	\$351,000	\$642,000	\$1,152,000	\$1,152,000	\$0	\$159,000	\$0	\$351,000	\$308,250	\$333,750	\$0	\$0		Project fully funded to current estimate and schedule.		
Hopewell	17	109265	Ashland St. Extension	CRITICAL DECISION NEEDED	VDOT	\$4,935,935	\$9,997,434	\$9,997,434	\$14,933,369	\$5,314,596	\$763,000	\$0	\$419,281	\$1,821,350	\$2,046,459	\$264,506	\$0	\$9,618,773		Project is in Critical Decision Needed status. Need to asses the future viability of this project with Hopewell.		
Chesterfield County	20	115785	Woodpecker Rd Safety Improvements Cattail Rd to Matoaca Rd	ACTIVITY DATES SET	VDOT	\$90,000	\$0	\$297,000	\$387,000	\$387,000	\$387,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Chesterfield County	16	109229	Lakeview Rd & Branders Bridge Rd Intersection Improvements	ACTIVITY DATES SET	Locally	\$330,203	\$676,705	\$3,002,966	\$4,009,874	\$4,009,990	\$1,215,648	\$1,000,000	\$1,376,068	\$418,158	\$0	\$0	\$0	\$0	\$0	\$0	apparent surplus; do not adjust allocations until award	
Chesterfield County	21	115208	Harrowgate Road Sidewalk, Dogwood Ave to South St	AWARDED	Locally	\$115,794	\$12,000	\$940,993	\$1,068,787	\$1,068,792	\$937,766	\$131,022	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$1)		
Chesterfield County		108887	#SMART18 - Harrowgate Road/Cougar Trail - Pedestrian Improve	AWARDED	Locally	\$151,822	\$17,000	\$2,356,970	\$2,525,792	\$2,525,792	\$1,850,999	\$674,793	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Colonial Heights	11	101288	Lakeview Ave - Minor Widening	AWARDED	Locally	\$673,056	\$356,749	\$7,133,194	\$8,162,999	\$8,162,999	\$5,742,723	\$1,501,070	\$919,206	\$0	\$0	\$0	\$0	\$0	\$0	\$0	City to contribute additional \$500,000 in local funds to this project. Receive transfer of \$441,878 in previous funds from Balance Entry to allow for advancement of funding. Receive transfer of \$45,000 in previous funds from UPC 117864 (FY22 MPO Staff Supplement) to allow for advancement of funding. FY24 funding to be reduced by \$486,878 via transfer to Balance Entry once previous funds transfer is approved.	
Prince George County	3	104697	Rte 36 - Improvements at Ft. Lee Entrance	STUDY ONLY	VDOT	\$600,000	N/A	N/A	\$600,000	\$600,000	\$600,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	UPC 104697 and 107926 are for the same Ft. Lee project in which VDOT did the design and FHWA Eastern Federal Lands (EFL) is responsible for advertisement and construction delivery.	
Prince George County	4	107926	Rte 36 - Improvements at Ft. Lee Entrance	AWARDED	FHWA Eastern Federal Lands	\$240,510	\$305,000	\$3,168,853	\$3,714,363	\$3,614,363	\$3,614,363	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	Need to verify if project actually needs additional funds.	
Hopewell	7	1436	RW for 90018	CONSTRUCTION COMPLETED	VDOT	\$1,382,222	\$4,257,017	\$0	\$5,639,239	\$6,320,995	\$6,805,772	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$1,166,533)		Linked to 90018. Surplus RSTP funds (\$186,047) to be transferred to 90018 to cover deficit at closeout. Surplus legacy urban formula funds (\$942,921) will be required to be swept in accordance with the 2016 Appropriation Act and cannot be transferred to other projects or used as leverage on any grant applications. Project ready to be closed out.	

**Tri-Cities Area Metropolitan Planning Organization
Resolution Approving Transfers for UPC 90018**

WHEREAS, the transportation priorities of the Tri-Cities Area MPO are consistent with those of the Commonwealth of Virginia;

WHEREAS, it is the intent of the Tri-Cities Area MPO to be consistent with the Commonwealth of Virginia's Six Year Improvement Program;

WHEREAS, UPC 1436 and UPC 90018 (Cedar Level Rd - Widening, Hopewell) are completed,;

WHEREAS, it is necessary to transfer RSTP funds from UPC 70725 (RSTP Balance Entry) and UPC 1436 (Cedar Level Rd - Widening) to UPC 90018 (Cedar Level Rd - Widening) to fully cover a funding shortfall for this project in order to fully fund and close out;

WHEREAS, the MPO wishes to transfer:

- \$28,980 of Previous RSTP from UPC 70725 to UPC 90018
- \$186,047 of Previous RSTP from UPC 1436 to UPC 90018

NOW THEREFORE BE IT RESOLVED that the Tri-Cities Area Metropolitan Planning Organization's RSTP allocations for the FY23-28 SYIP be amended to revise the allocations for these programs/projects.

Upon a motion by _____ () with a second by _____ () and carried by a voice vote the motion was adopted on August 11, 2022 with ___ voting aye, ___ voting nay, and ___ abstaining.

The Honorable Patience Bennett, Chair,
Tri-Cities Area Metropolitan Planning Organization

August 11, 2022

Ronald D. Svejksky
Secretary, Tri-Cities Area Metropolitan Planning
Organization