Agenda

Rural Transportation Advisory Committee
Tuesday July 20, 2021
1:00 PM Location Zoom

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Item	Time	Description
1.	1:00-1:05	**Matters from the Public:** Limit of 3-minutes per speaker •*Members of the Public are welcome to provide comment on any public-interest, transportation-related topic, including the items listed on this agenda*
2.	1:05-1:07	**Approval of Draft Minutes*** •May 18th meeting
3.	1:07-1:10	**Remote Participation Policy*** •See memo
4.	1:10-1:35	**Jaunt Presentation**- Stephen Johnson
5.	1:35-1:45	**RTAC Strategic Plan**
6.	1:45-1:55	**Round Table Discussion & Identification of Future Topics** •Committee members are invited to share updates and topics of interest with the group •Next meeting location/format
7.	1:55-2:00	**Additional Matters from the Public** •*Members of the Public are welcome to provide comment (limit of 3 minutes per speaker)*
8.	2:00	**Adjourn**

* Items requiring committee action.

Upcoming Meetings:
September 21, 2021

NOTICE of ELECTRONIC MEETING:
This meeting of the Rural Transportation Advisory Committee is being held pursuant to *Code of Virginia* § **2.2-3708.2**, which allows a public body to hold electronic meetings when the locality in which it is located has declared a local state of emergency, and the catastrophic nature of the emergency makes it impracticable or unsafe to assemble a quorum in a single location, and the purpose of the meeting is to provide for the discharge of its lawful purposes, duties, and responsibilities.

This meeting is being held via electronic video and audio means through Zoom online meetings and is accessible to the public with close captioning and there will be an opportunity for public comment during that portion of the agenda.

Notice has been provided to the public through notice at the TJPDC offices, to the media, web site posting and agenda.

The meeting minutes will reflect the nature of the emergency, the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held.

A recording of the meeting will be posted at www.tjpdc.org within 10 days of the meeting.

Thomas Jefferson Planning District Commission
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Rural Transportation Advisory Committee
Minutes, May 18th, 2021

VOTING MEMBERS		STAFF	
Tom Egland, Louisa County	x	Nick Morrison, TJPDC	x
Dan Butch, Albemarle County	x	Lucinda Shannon, TJPDC	x
Jim Frydl, Greene County		David Blount, TJPDC	x
Douglas Miles, Fluvanna County	x	Sandy Shackelford, TJPDC	x
Dylan Bishop, Nelson County	x	GRETCHEN THOMAS, TJPDC	
Charles Proctor, VDOT, Culpeper	x		
David Cook, VDOT, Lynchburg	x		
Stephen Johnson, Jaunt	x		
Sarah Pennington, Rideshare	x		
ALTERNATES		**GUESTS/PUBLIC**	
Rick Youngblood, VDOT	x		
David Benish, Albemarle County			
Stephanie Golon, Greene County			

***Note**: The Governor has declared a state of emergency due to the COVID-19 pandemic and the nature of this declared emergency makes it impracticable or unsafe for the Thomas Jefferson Planning District Commission to assemble in a single location. This meeting was held utilizing electronic virtual communication with the Zoom software application, and in accordance with virtual meeting procedures and policies as outlined in Item 4.0-01 of the Virginia state budget (HB29), as effective April 24, 2020.*

1. CALL TO ORDER:

The Rural Technical Advisory Committee Chair, Tom Egeland, presided and called the meeting to order at 1:03 pm. Nick Morrison read the Notice of Electronic Meeting and Commissioner and Public Protocol, took attendance by roll call, and certified that a quorum was present.

2. MATTERS FROM THE PUBLIC:

a. **Comments by the Public:** None
b. **Comments provided via email, online, web site, etc.:** None

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3. APPROVAL OF DRAFT MINUTES FROM JANUARY 19TH, 2021 (MINUTE 2:05)

Tom Egeland noted two errors in the March meeting minutes. His last name was spelled incorrectly and Douglas' name was listed as Doug.

Pending those revisions, Tom Egeland provided a motion to approve the minutes, Dan Butch provided a second, and the minutes were passed unanimously.

4. STAFF UPDATES & DISCUSSION:

a. Legislative Update (Minute 2:50): David Blount provided the committee with an update on legislative initiatives including an overview of regional broadband.

b. VDOT Project Initiatives Update (Minute 18:00): Chuck Proctor provided an update on on-going studies- the Zion Crossroads Area Study and the North 29 Corridor Study. Preparations are underway for the next round of Smart Scale and applications will be due next spring. David Cook with the Lynchburg District provided an update on pending Nelson County study at Route 29 & Front Street.

5. ROUND TABLE DISCUSSION (MINUTE 25:00):

a. **Roundtable Discussion by Jurisdiction/Organization:** Each committee member was invited to share updates from their jurisdictions/organizations.

Mr. Egeland reported that Louisa County is busy, particularly with solar developments.

Ms. Bishop reported that $50,000 was approved for an update to Comprehensive Plan and that Nelson County will partner with the TJPDC for two upcoming TAP grant applications.

Mr. Miles said Fluvanna is busy with on-going projects. The County has been working with VDOT on two TAP process applications. He also noted that funding from Dominion will provide water upgrades.

Ms. Shannon told attendees that the Regional Housing Partnership will hold an upcoming webinar on affordable housing and its connection to transportation.

Ms. Shackelford reported Smart Scale discussions have begun with the MPO and noted that if localities need assistance from the PDC to please reach out as soon as possible. A draft of the Zion Crossroads Corridor Study is forthcoming.

Mr. Johnson did not have any major updates for JAUNT but was prepared to discuss rural transportation topics with the committee.

Mr. Butch said that the Albemarle County is preparing to submit an update to the functional classification of several roads for evaluation to be upgraded to arterial status. An upcoming public meeting will be held for an update of the Secondary Six Year Plan.

Ms. Pennington noted that May is Bike Month and has been marketing that. End of fiscal year work is wrapping up and one last park and ride inventory will occur next month.

Mr. Cook shared that for next meeting a discussion about economic development and Smart Scale would be a good future topic.

Committee members then shared specific ideas for upcoming meetings related to rural transportation/transit for Mr. Johnson to share at a future date.

b. Next Meeting: July 20, 2021

ADJOURNMENT:

Motion/Action: On a motion by Tom Egeland, the Rural Transportation Advisory Committee unanimously voted to adjourn the May 18th, 2021 meeting at 1:57 pm.

Thomas Jefferson Planning District Commission

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MEMO

To: TJPD Rural Transportation Advisory Committee

From: Lucinda Shannon, Senior Regional Planner

Date: July 20, 2021

Re: Remote Electronic Participation in Meetings Policy

Purpose:
To consider adoption of a Rural Transportation Advisory Committee policy allowing members to participate in meetings by electronic communication means.

Background:
The Virginia Freedom of Information Act, at § 2.2-3708.2 of the *Code of Virginia*, permits individual members of a public body to participate in a public meeting through electronic participation. Such participation is authorized only if the public body has adopted a written policy allowing for and governing participation of its members by electronic communication means, including an approval process for such participation. In May 2020, the TJPDC Commission adopted a Remote Meeting Policy to allow, consistent with state enabling provisions, its meetings to be held without the physical presence of members during a declared state of emergency. Once the state of emergency ends, public bodies will be required to meet in person unless they adopt a policy to authorize remote participation by individual members at meetings when a quorum is physically assembled.

Recommendation: Staff recommends that the Rural Transportation Advisory Committee adopt the attached policy, titled Remote Electronic Participation, as authorized by subsection C of § 2.2-3708.2 of the *Code of Virginia*.

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REMOTE ELECTRONIC PARTICIPATION

This purpose of this policy is to provide for the Thomas Jefferson Planning District Commission (TJPDC) Rural Transportation Advisory Committee (RTAC) to permit a member to participate in a RTAC meeting through electronic communication means from a remote location, provided that:

A. Notification of Inability to Attend Because of Personal Matter, Disability, Medical Condition or Location.

On or before the day of the meeting, the member shall notify the Chair that he or she is unable to attend the meeting due to a personal matter; a temporary or permanent disability or other medical condition that prevents physical attendance; that a family member's medical condition requires the member to provide care for such family member; or that that such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting. The member must identify the specificity the nature of the personal matter.

B. Quorum Physically Assembled; Approval of Remote Electronic Participation.

A quorum of RTAC must be physically assembled at the primary or central meeting location. The members present must approve of the remote electronic participation; however, the decision shall be based solely on the criteria in Section A, without regard to the identity of the member or items that will be considered or voted on during the meeting.

C. Record of Action.

The RTAC minutes shall reflect the specific nature of the personal matter; the disability or medical condition; the fact that a family member's medical condition that required the member to provide care for such family member, thereby preventing their physical attendance; or that that such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting, as well as the remote location from which the absent member participated. If the absent member's remote participation is disapproved because participation would violate this policy, the disapproval shall be recorded in the RTAC minutes with specificity.

D. Audibility of Absent Member.

RTAC shall make arrangements for the voice of the absent member to be heard by all persons in attendance at the meeting location. If, for any reason, the voice of the absent member cannot reasonably be heard, the meeting may continue without the participation of the absent member.

E. Limitation on Remote Electronic Participation in Calendar Year.

Electronic participation by the absent member as provided in this policy shall not exceed two, or 25% of the meetings rounded up the next whole number, whichever is greater, RTAC meetings in each calendar year.

(Authorized pursuant to *Code of Virginia* § 2.2-3708.2)