

Agenda

Rural Transportation Advisory Committee

Tuesday – August 20, 2024

1:00 PM

Location: Water Street Center



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 comments on any public-interest, transportation-related topic, including the items listed on this agenda
2.	1:05-1:10	Election of Officers* Elect Chair and Vice Chair for FY25
3.	1:10-1:15	Approval of Draft Minutes* May 21st meeting
4.	1:15-1:20	Review of RTAC Members and Alternates List of members/alternates provided. Committee members are asked to inform of any changes they would like to make to members/alternates for RTAC
5.	1:15-1:45	Smart Scale Applications Update (Sandy Shackelford, VDOT) Final cost estimates and project updates
6.	1:45-1:50	New Remote Participation Policy Memo and Policy documents
7.	1:50-2:15	Safe Streets and Roads For All Update (Sarah Simba and Gorjan Gjorgjieviski, TJPDC)
8.	2:15-2:45	Round Table Discussion & Identification of Future Topics Committee members are invited to share updates and topics of interest with the group
9.	2:45-2:50	Additional Matters from the Public Members of the Public are welcome to provide comments (limit of 3 minutes per speaker)
10.	2:50	Adjourn

* Items requiring committee action.

Upcoming Meetings:

October 15, 2024

Guests and the public can join the meeting using Teams:

Teams Meeting link:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_OWVjNWNlOTMtOTgxYS00NTRiLWFmOGUtNTlINzUyNDk3ZDFk%40thread.v2/0?context=%7b%22Tid%22%3a%22e99c13bb-4cc3-44f5-8795-3f6b1e8a52a7%22%2c%22Oid%22%3a%22f99e4b41-6c19-4ac3-b33a-701e6efe8365%22%7d

Meeting ID: 232 264 252 932

Passcode: gXpk9o

Rural Transportation Advisory Committee

DRAFT Minutes May 21, 2024

The video of the meeting can be viewed at <https://www.youtube.com/watch?v=zbbk3q72US8>

VOTING MEMBERS		STAFF	
Tom Egeland, Louisa County	x	Gretchen Thomas, TJPDC	x
Jim Frydl, Greene County	x	Christine Jacobs, TJPDC	x
Todd Fortune, Fluvanna County	x		
Dylan Bishop, Nelson County	x		
Sandy Shackelford, VDOT, Culpeper	x		
David Cook, VDOT, Lynchburg			
Vacant, Jaunt			
Sara Pennington, Rideshare	x		
Alberic Karina-Plun, Albemarle County	x		
ALTERNATES		GUESTS/PUBLIC	
Rick Youngblood, VDOT		Ernie Reed, Nelson County	x
JM Whalen, Fluvanna County		Carson Eckhardt, VDOT *	x
Stephanie Golon, Greene County			
Cindy King, Louisa County			
Carrie Shepherd, VDOT			
Jason Overstreet, Fluvanna County			

* *attended online via Zoom.*

1. CALL TO ORDER:

The Rural Technical Advisory Committee Chair, Tom Egeland, presided and called the meeting to order at 1:011 p.m. Sara Pennington called roll.

2. MATTERS FROM THE PUBLIC (MINUTE 1:30):

- a. **Comments by the Public:** Ernie Reed, Nelson County, said he saw that localities may have the ability to lower speed limits. He said it is something the county may be looking at several places in Nelson. There was discussion about this issue in both Louisa and Greene Counties. At some discussion, it was recommended that this be a topic that VDOT covers at a future meeting.
- b. **Comments provided via email, online, web site, etc.:** None

Tom Egeland asked members to introduce themselves.

3. APPROVAL OF DRAFT MINUTES FROM NOVEMBER 28, 2023, NOTES FROM JANUARY 16, 2024 AND MARCH 19, 2024 (MINUTE 8:30)



Motion/Action: Tom Egeland made a motion to approve November and January meeting notes. Dylan Bishop seconded, and the motion passed unanimously.

Motion/Action: Tom Egeland made a motion to approve the March minutes with a correction to the David Cook paragraph. Jim Frydl seconded, and the motion passed with Dylan Bishop abstaining.

4. SMART SCALE APPLICATIONS (MINUTE 10:23)

Tom Egeland presented the committee with the Smart Scale applications they will be submitting, including Route 15 and US 250. He noted that there is another application for a roundabout at Route 15 and Route 22. Mr. Egeland noted that Smart Scale rounds 3, 4, and 5 have seen an application for a roundabout at Route 250 and Route 208. They are submitting it again in Smart Scale Round 6.

Ms. Shackelford said the Route 250 and US 250 roundabout have scored fairly well in the past and made a suggestion on some improvements to make it more competitive.

Todd Fortune noted that there are plans to build a Wawa near that intersection and wanted to make Louisa aware of those plans. Mr. Fortune remarked that there is another development planned in Louisa near this interchange as well.

Dylan Bishop presented Nelson’s applications. She said they took their application data from the VDOT Route 15 corridor improvement study and Nelson’s 2042 Comprehensive plan to create their applications.

Ms. Bishop said the first application is for Rockfish School Lane and Route 151 turn lane and will include dedicated right turn lanes in the southbound and eastbound legs.

Ms. Bishop continued with the second application for the intersection of Route 151 at Tanbark Drive for a roundabout, and she presented the benefits of this project. She presented the differences between turn lanes/sight distance improvements vs roundabout (Route 151 at Tanbark).

Jim Frydl presented the Greene County application that was submitted in rounds 3, 4, and 5 with good results, but not granted funds. They are applying for an RCUT at an intersection on Route 29 and Carpenters Mill again for Round 6. He noted that there will be other U-turn improvements included in a Route 33 project.

Alberic Karina-Plun reported on the applications for Albemarle County. The first application he presented was the US250 at Old Trail and the Western Albemarle High School intersection. The second application is for Rio Road-Hillsdale/ Old Brook Road “peanut” roundabout intersection improvements. The third application, being submitted through the MPO, is the Barracks Road Corridor improvements. The fourth application is for US29 and Plank Road intersection improvement. He noted that the other applications through MPO are the 5th Street and I64 intersection and the Improvements at Pantops.

5. ROUNDTABLE DISCUSSION & IDENTIFICATION OF FUTURE TOPICS (MINUTE 42:49)

Nelson County

Dylan Bishop said Nelson’s comp plan has been adopted. She said the next phase is zoning and subdivision planning in July.

Louisa County

Tom Egeland said they should have an update on changes in staffing at the next meeting. They are looking at

adjusting the solar overlay cap. He said he will have more planning-related news in July. If you have questions about financials or solar, please reach out to him.

VDOT

Sandy Shackelford reminded that there is full-application training on June 4. She noted that the screenings of pre-applications will be done by that date. She also said the CTB will be approving the 6-year improvement program, which includes new funding awards. Tom Egeland asked for an update on the new funding that will begin on July 1.

Christine Jacobs reported the General Assembly agreed that meetings can now be online for up to 50% of the time. There will be more information on this and an update to the committee regulations in July.

Albemarle County

Alberic Karina-Plun reported they are still working on their comp plan. He said they have adopted their secondary 6-year plan. He said they are also working on finishing up their Smart Scale applications.

Greene County

Jim Frydl said they are working on their comp plan and working through small updates. They don't have a clear requirement for water and sewer connections, so that needs to be reviewed. He said they reviewed temporary events and reviewed performance standards for new roads and public improvements. Mr. Egeland said he would be interested in Greene County's process for temporary events. It was suggested that he present to the committee at the next meeting about that topic.

Fluvanna County

Todd Fortune said they are working on their comp plan amendment and then will be going into a full update. He noted that solar policy is a big issue. He noted that they are considering allowing solar only where the transmission lines are located. The planning commission has not signed off on it yet, but that is what is being proposed.

Tom Egeland said the proposed plan is for only 3% of the total acreage of Louisa County will be allowed to have solar. There were additional details provided on this proposal. He noted that the Board of Supervisors will have to make the final recommendation. He will have an update on this topic at the next meeting.

Jim Frydl noted that Tom Egeland has given many presentations on the solar topic.

TJPD

Sara Pennington said Rideshare is finishing up their Commuter Assistance Program. She said Rideshare also assisted VDOT with the annual Park and Ride inventory.

She also noted that in the July meeting, there will be a discussion about the virtual meeting policy and there will be elections for new officers.

Ms. Pennington said if anyone thinks of anything to discuss in future meetings, please contact her directly.

Ms. Jacobs recommended a there be a presentation on the passenger rail plans in Virginia.

Tom Egeland asked if there has been use of AI on counting parking spots. Ms. Shackelford said that probably happens at commercial truck stop centers. He asked VDOT for info on the rest stops on I-64 and whether there is a desire to increase the capacity at those rest stops.

Dylan Bishop shared that the Rural Planning Caucus will be having a conference on October 16-18. Registration will be open soon. Tom Egeland asked for a presentation on the topics covered at that conference.

8. Additional Matters from the Public (MINUTE 1:09:26)

None.

Adjourn

Tom Egeland adjourned the meeting at 2:20 p.m.

The next meeting is in person July 16, 2024 from 1:00 – 2:30 p.m. at the Water Street Center, 407 E Water Street, Charlottesville, VA.

FY25 RTAC Membership

First Name	Last Name	Organization	Email Address	Voting
Tom	Egeland	Louisa County	tegeland@louisa.org	YES
Alberic	Karina-Plun	Albemarle County	akplun@albemarle.org	YES
Jim	Frydl	Greene County	jfrydl@gcva.us	YES
Dylan	Bishop	Nelson County	dbishop@nelsoncounty.org	YES
Sandy	Shackelford	VDOT, Culpepper District	Sandy.Shackelford@vdot.virginia.gov	YES
Sara	Pennington	RideShare	spennington@tjpd.org	YES
Todd	Fortune	Fluvanna County	tfortune@fluvannacounty.org	YES
Rick	Youngblood	VDOT, Lynchburg District	Rick.youngblood@vdot.virginia.gov	YES
Carson	Eckhardt	VDOT, Lynchburg District	carson.eckhardt@vdot.virginia.gov	ALT
Jessica	Hersh-Ballering	Albemarle County	jhballering@albemarle.org	ALT
Stephanie	Golon	Greene County	sgolon@gcva.us	ALT
Charles	Proctor	VDOT, Culpepper District	Charles.Proctor@VDOT.Virginia.gov	ALT
Josh	Gillespie	Louisa County	JGillespie@louisa.org	ALT
Emily	Hjulstrom	Nelson County	ehjulstrom@nelsoncounty.org	ALT
Jason	Overstreet	Fluvanna County	joverstreet@fluvannacounty.org	ALT

Chair
Vice-Chair

Memorandum

To: Rural Transportation Advisory Committee (RTAC)
From: Christine Jacobs, Executive Director, TJPDC
Date: August 13, 2024
Reference: Remote Electronic Participation and All-Virtual Meeting Policy Update

Purpose:

The Thomas Jefferson Planning District Commission (TJPDC) adopted a Remote Electronic Participation and All-Virtual Meeting Policy (July 2024) that also applies to the RTAC and all other advisory committees of the commission. Legislation adopted by the 2024 General Assembly ([HB 894/SB 734](#)) and signed into law necessitated several changes to the previous version that are now included in the attached adopted policy.

The following three changes were incorporated:

1. increase from 25% to 50% the maximum number of all virtual meetings that RTAC can hold per year;
2. expand provisions concerning member use of audio and visual technology during all-virtual meetings; and
3. require an annual adoption of the policy.

Recommendations:

RTAC Committee: Informational item only. No action needed.

If there are any questions or comments, please contact Christine Jacobs at cjacobs@tjpd.org.

REMOTE ELECTRONIC PARTICIPATION and ALL-VIRTUAL MEETING POLICY

DRAFT

This policy has two purposes. The first is to provide for the Thomas Jefferson Planning District Commission (TJPDC) to permit a member to participate in a Commission meeting through electronic communication means from a remote location, and the second is to allow the Commission to conduct of all-virtual meetings, in the manner allowed by the Virginia Freedom of Information Act (FOIA) and as set out in this policy.

POLICY:

It is the policy of Thomas Jefferson Planning District Commission (TJPDC) that individual members of the TJPDC may participate in TJPDC meetings by electronic communication as permitted by subsection B of § 2.2-3708.3 of the *Code of Virginia*. This policy shall apply to the entire membership without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

In order for an individual member to participate from a remote location as authorized by § 2.2-3708.3 B, a quorum of the Commission must be physically assembled at the primary or central meeting location. When such individual participation is due to a personal matter, set out in section A.4, below, such participation is limited to 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.

Further, it is the policy of the TJPDC that the Commission may hold all-virtual public meetings pursuant to subsection C of § 2.2-3708.3 of the *Code of Virginia*. Such all-virtual public meetings are limited to two meetings per calendar year or ~~25~~ 50 percent of the meetings held per calendar year, rounded up to the next whole number, whichever is greater. An all-virtual public meeting may not be held consecutively with another all-virtual public meeting.

This policy shall apply to the Commission and to all committees created by or under the authority of the Commission.

REMOTE ELECTRONIC PARTICIPATION BY COMMISSION MEMBERS:

"Remote participation" means participation by an individual member of a public body by electronic communication means in a public meeting where a quorum of the public body is otherwise physically assembled.

"Electronic communication" means the use of technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities to transmit or receive information.

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

In advance of the meeting at which remote participation is requested, the member shall notify the Chair or Executive Director that he or she is unable to attend the meeting

- 1) due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance;
- 2) because a family member's medical condition requires the member to provide care for such family member;
- 3) because such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or
- 4) due to a personal matter. The member must identify with specificity the nature of the personal matter and 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.

B. Quorum Physically Assembled; Approval of Remote Electronic Participation

A quorum of the Commission must be physically assembled at the primary or central meeting location. The Commissioners present must approve of the remote electronic participation in order for the member to participate remotely; 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 Commission shall record in its minutes the remote location from which a member participated. The minutes also 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. If the absent member's remote participation is disapproved because participation would violate this policy, the disapproval shall be recorded in the Commission's minutes with specificity.

ALL-VIRTUAL MEETINGS:

"All-virtual public meeting" means a public meeting (i) conducted by a public body, the TJPDC or its committees (hereinafter public body) other than those excepted pursuant to subsection C of § 2-2-3708.3, using electronic

communication means, (ii) during which all members of the public body who participate do so remotely rather than being assembled in one physical location, and (iii) to which public access is provided through electronic communication means.

When holding an ~~The TJPDC may hold~~ all-virtual public meetings, *the TJPDC or committee shall* ~~provided that it~~ follows the requirements of this policy, other meeting requirements under FOIA, and the following statutory requirements:

- 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. *When any member of the TJPDC or any of its committees has audio-visual technology available, and electronic communication is being used to establish a quorum, that member shall be considered absent from any portion of a meeting during which visual communication with the member is voluntarily disconnected or otherwise fails or during which audio communication involuntarily fails;*
- 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~~ 50 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.

The policy replaces the Remote Electronic Participation and All-Virtual Meeting Policy adopted on September 1, 2022. Updates to and readoption of this policy shall occur at least once annually.

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