

TRI-CITIES AREA METROPOLITAN PLANNING ORGANIZATION
POLICY COMMITTEE
Meeting Agenda

Petersburg Multi-Modal Station
100 West Washington Street
Petersburg, Virginia
April 11, 2024
4:30 PM

Meeting Type: ☐ Annual
X Regular
☐ Special (Called)

Microsoft Teams Link:

Microsoft Teams meeting

Join on your computer, mobile app or room device
[Click here to join the meeting](#)

Meeting ID: 228 694 002 877
Passcode: D2n5Xe
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Voting and Non-Voting Members invited:

Chesterfield County	Kevin Carroll
City of Colonial Heights	John Wood
Dinwiddie County	William Chavis
City of Hopewell	Janice Denton
City of Petersburg	Samuel Parham (Chair)
Prince George County	T.J. Webb (Vice Chair)
For the Secretary of Transportation	Dale Totten, P.E.
Petersburg Area Transit	Darius Mason
Crater Planning District Commission	Jay Ellington
FHWA	Steven Minor (non-voting)
FTA	Chelsea Beytas (non-voting)

Staff & Guests Invited:

Crater Planning District Commission	Ron Svejkovsky, MPO Secretary
VDOT	Mark Riblett

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 the March 14 2024 mtg. - Att. 1 Approval

ACTION ITEMS:

7. FY25-30 STBG/CMAQ/CRP Allocations – Att. 2 Approval

STBG: As noted in earlier meetings, the STBG allocations table this year reflects updates to existing projects and allows us to discuss the possibility of leveraging funds for SMART SCALE Round 6.

CMAQ/CRP: as noted in earlier meetings, the CMAQ and CRP allocation tables reflect updates to the estimates and schedules for the existing projects. Also, MPO Staff and TAC recommends (based on the scores) adding these two new projects (**Attachment 2**):

- Rt 36 Oaklawn Signal Upgrades (Hopewell); \$616,792
- Bus Shelters, Benches, etc. (Petersburg); \$420,000

The Final STBG/CMAQ/CRP tables will be approved in the May round of TAC/Policy Committee meetings.

Action requested: *Policy Committee approval of adding the Rt 36 Oaklawn Signal project and the Bus Shelters, Benches, etc. project to the FY25-30 CMAQ/CRP allocation tables.*

8. Draft FY25 UPWP

Approval

As occurs each year, the MPO staff develops the upcoming UPWP based on the approved priorities. An initial Draft FY25 UPWP was sent to VDOT, DRPT, FHWA, and FTA in mid-March. Below is the link to the Draft FY25 UPWP:

[Mar2024DraftTCAMPOFY25UPWP.pdf \(craterpdc.org\)](#)

Of note, regarding this Draft FY25 UPWP:

- Its approaches and assumptions for FY25 were discussed with our Crater PDC Executive Director and our Finance Director
- Includes the increased annual PL and Sec 5303 allocations (thank you VDOT and DRPT!)
- Includes the \$150,000 FY24 to FY25 Direct Carryover approved by the Policy Committee last month.
- Includes the majority of Task 5's Multimodal Plan taking place in FY25 (and completed in FY25) with the FHWA-approved local share waiver for PL for this Plan
- Includes major *Plan2050* efforts (which will carry into adoption in FY26)
- Includes adding a full-time Transportation Planner (we are in the interview stage right now) and using some Crater PDC planning staff and consultants.

TAC recommends Policy Committee approval of the Draft FY25 UPWP for public review.

Action requested: *Policy Committee approval of the Draft FY25 UPWP for public review.*

9. All-Virtual Public Meetings Policy – Attachment 3

Approval by Resolution

At recent Policy Committee meetings, we have discussed the possibility of holding virtual public meetings (ex: when there are very few action items resulting in a very short meeting).

On March 8, 2024, Governor Youngkin signed HB 894, which increased the allowed numbers of all-virtual meetings from 25% to 50% (**Attachment 3**). HB 894 also requires an all-virtual meeting policy to be adopted annually.

Attachment 3 includes a draft all-virtual public meetings policy, which is patterned after the policy adopted by RRTPO 11/23/22, and then updated to reflect the new HB 894 provisions.

TAC recommends Policy Committee approval.

Action requested: *Policy Committee approval of the All-Virtual Public Meetings Policy by resolution.*

INFORMATION ITEMS:

10. SMART SCALE Round 6 TCAMPO Pre-Applications

Information

TCAMPO Staff submitted these pre-applications for Round 6:

- I-85/I-95 Interchange Improvements (from the STARS Study)
- Washington/Wythe Conversion to 2-Way and SPUI @I-95
- Winston Churchill Drive Corridor Improvements
- I-95 @Rives Rd Exit Roundabouts

Please keep in mind that the new rules as approved by the CTB limits the types of projects MPOs and PDCs can apply for under HPP (Table 2.5; link to the new [Technical Guide](#)) and the readiness rules are stricter.

As noted earlier, this is also an opportunity to begin discussing what projects the MPO may consider for leveraging in this Round of SMART SCALE using surplus STBG funds.

11. DRPT Report

Information

12. VDOT Report

Information

13. Upcoming

Information

May 9, 2024:

- Adoption of FY25 UPWP
- STBG leveraging for SMART SCALE Round 6

June 13, 2024:

- Draft Title VI Plan Update and Public Participation Plan Update out for public review (June 13, 2024 Policy Committee meeting and June 27, 2024 PDC meeting)
- Resolution Re: Final TCAMPO SMART SCALE Round 6 Applications
- Election of Chair and Vice Chair

August 8, 2024:

- Resolution of Support for Members' SMART SCALE Round 6 Applications
- Approve Title VI Plan Update and Public Participation Plan

14. Other Business

15. Next meeting

Thursday, May 9, 4:30 p.m. at the PAT Multimodal Center

16. Adjournment

ACRONYMS FOR THE APRIL 11, 2024 POLICY COMMITTEE MEETING

STBG (formerly RSTP) – Surface Transportation Block Grant, federal program for Census urban areas (RRTPO and TCAMPO share these funds for the Richmond Urbanized Area).

CMAQ – Congestion Mitigation and Air Quality program, federal program allocated by population for areas currently or formerly air quality non-attainment (RRTPO and TCAMPO share these funds for the Richmond Urbanized Area).

CRP – Carbon Reduction Program – a new federal funding program allocated by population, similar to CMAQ (RRTPO and TCAMPO share these funds for the Richmond Urbanized Area).

OIPI – State Office of Intermodal Planning and Investment (is housed in the Secretary of Transportation's Office) – manages "Pipeline" studies, SMART SCALE, VTrans, and Performance measures and targets for Virginia.

CTB – Commonwealth transportation Board, appointed by the Governor, determines Virginia's transportation funding, policy, and programs.

SMART SCALE – CTB's data-driven project funding and prioritization system, applications are made every 2 years.

VTrans – Virginia's Transportation Plan, adopted every 4 years.

UPWP – Unified Planning Work Program, the planning tasks and budgets over the State Fiscal Year. Before preparation of the UPWP document, MPO staff develops an Accomplishments and Priorities List for public review then MPO approval.

Title VI Plan – A Title VI Plan (last adopted by the TCAMPO in 2015) is developed to ensure the Crater PDC and Tri-Cities Area MPO is in compliance with nondiscrimination requirements as outlined in Title 23 CFR and 49 CFR and related laws and to provide specific information on how to file a nondiscrimination complaint. It also provides an overview of Environmental Justice Assessment and Limited English Proficiency (LEP) concepts, definitions of Title VI concepts and associated nondiscrimination acts, and how Title VI and LEP requirements are addressed in the metropolitan transportation planning process.

Public Participation Plan – a Public Participation Plan (PPP) notes how an MPO will work to engage the public in its plans and programs, including with underrepresented groups. A PPP also gives the time frames for public comments for various MPO documents and actions (ex: UPWP, MTIP, and MTP). The last PPP was adopted by the TCAMPO in 2015.

ATTACHMENT 1
TRI-CITIES AREA METROPOLITAN PLANNING ORGANIZATION
POLICY COMMITTEE
DRAFT Meeting Minutes

Petersburg Multi-Modal Station
100 West Washington Street
Petersburg, Virginia
March 14, 2024
4:30 PM

Meeting Type: ☐ Annual
X Regular
☐ Special (Called)

Microsoft Teams Link:

Voting and Non-Voting Members Present:

City of Colonial Heights	John Wood
City of Hopewell	Janice Denton
Prince George County	T.J. Webb (Vice Chair)
For the Secretary of Transportation	Dale Totten, P.E.
Petersburg Area Transit	Darius Mason
Crater Planning District Comm.	Jay Ellington

Members Absent :

Chesterfield County	Kevin Carroll
Dinwiddie County	William Chavis
City of Petersburg	Samuel Parham (Chair)
FHWA	Steven Minor (non-voting)
FTA	Chelsea Beytas (non-voting)

Staff & Guests Present:

Crater Planning District Commission	Ron Svejkovsky, MPO Secretary
VDOT	Mark Riblett (online)
VDOT	Nicole Mueller (online)
VDOT	Sarah Rhodes (online)
PlanRVA	Ken Lantz
FOLAR	Wendy Austin
Prince George County	Jeff Stoke
Chesterfield County	Barb Smith

1. Call to Order/Certification of Quorum

The meeting was called to order at 4:35 by Vice-Chair Webb. A quorum was present.

2. Welcome

Mr. Webb welcomed members and guests

3. Chair's Report

There were no comments by the Vice-Chair

4. Public Comment Period

There were no public comments.

ADMINISTRATIVE ITEMS:

5. Approval of Agenda

Approved

Mr. Wood moved, and Mr. Ellington seconded the motion to approve the agenda. The motion was approved unanimously.

6. Approval of minutes from the Feb. 22, 2024 mtg. – *Att. 1*

Approved

Ms. Denton moved, and Mr. Wood seconded the motion to approve the minutes of the February 22, 2024 meeting. The motion was approved unanimously.

ACTION ITEMS:

7. Draft FY25-30 STBG/CMAQ/CRP Allocations – *Attachment 2*

Approved

Mr. Svejksky noted that for STBG, the Draft STBG allocations table this year reflects updates to existing projects and allow us to discuss the possibility of leveraging for SMART SCALE Round 6 (Attachment 2).

Mr. Svejksky added that for CMAQ/CRP, Attachment 2 also includes the Draft CMAQ/CRP allocation tables reflecting updates to the estimates and schedules for the existing projects.

Mr. Svejkovsky added that these five new CMQ/CRP applications were submitted:

- Woodpecker and Bradley Bridge Roundabout (Chesterfield)
- CHART Phase V Supplement (Colonial Heights)
- Ferndale and River Rd Roundabout Supplement (Dinwiddie, CRP?)
- Rt 36 Oaklawn Signal Upgrades (Hopewell)
- Bus Shelters, Benches, etc. (Petersburg)

Mr. Svejkovsky added that fortunately, it appears the supplemental funding requests for covering the CHART Phase V and the Ferndale/River Road Roundabout projects shortfalls will be covered by other means. We are finalizing the new project scores and MPO Staff recommendations this month for the other three projects.

Mr. Svejkovsky noted that we plan on taking the Draft tables out for public review then having final approval in April, and that TAC recommends approval for public review.

Mr. Ellington moved, and Ms. Denton seconded the motion that the Policy Committee approve the Draft STBG and CMAQ/CRP tables for public review. The motion was approved unanimously.

8. FY25-26 Transportation Alternatives – Attachment 3

Approved by Resolution

Mr. Svejkovsky noted that for this round, only one TA application was submitted in the TCAMPO area (Woods Edge/Route 1 Pedestrian Crossings project by Chesterfield County; Attachment 3).

Mr. Svejkovsky added that MPO staff met with RRTPO, VDOT staff and the CTB member on January 31, 2024, to go over the TA program, funding, and application selection strategies.

Mr. Svejkovsky noted that since the request was for \$592,628 of TA funds (the 80% share) and we have been allocated \$682,213 of FY-26 TA funds (the 80% share), MPO staff recommends that we select this project for funding.

TAC recommends approval.

Mr. Wood moved, and Mr. Ellington seconded the motion that the Policy Committee approve the TCAMPO's FY25-26 TA funding for the Woods Edge/Route 1 Pedestrian Crossings project by resolution. The motion was approved unanimously.

9. SMART SCALE Round 6 TCAMPO Applications

Approved

Mr. Svejkovsky noted that at this point, TCAMPO Staff are proposing to apply for the I-85/I-95 project (either Alternative 1 or 2) from the ongoing STARS Study. This is an opportunity to discuss if the MPO or PDC should apply for any additional projects. Please keep in mind that the new rules as approved by the CTB limits the types of projects MPOs and PDCs can apply for under HPP (Table 2.5; link to the new [Technical Guide](#)) and the readiness rules are stricter.

Mr. Svejkovsky also noted that this is also an opportunity to begin discussing what projects the MPO may consider for leveraging in this Round of SMART SCALE using surplus STBG funds.

The Policy Committee discussed the I-85 interchange project (historically the MPO's most important project). Mr. Svejkovsky noted that this project narrowly missed being funded in Rounds 1 and 2, and that the STARS Study is yielding a much lower cost solution, and that the TAC and Policy Committee should seriously consider using surplus STBG funds as leverage.

Mr. Svejkovsky noted that TAC recommends the MPO apply for the I-85/95 interchange project plus may apply for any HPP-eligible project that may come from the Pipeline and/or STARS studies.

Mr. Wood moved, and Ms. Denton seconded the motion that the Policy Committee approve of TCAMPO applying for the I-85/95 interchange project plus any HPP-eligible project that may come from the Pipeline and/or STARS studies for SMART SCALE Round 6. The motion was approved unanimously.

10. FY24 UPWP Amendment – Attachment 4

Approved by Resolution

Mr. Svejkovsky noted that as a follow up to the UPWP amendment in January for the Multimodal Plan, it is necessary to amend the FY24 UPWP to reflect the reduced need for PL funding for Task 5 (Multimodal Plan) and more funds needed for Task 2 (Short- and Long-Range Planning). **Attachment 4** shows the proposed shift in PL funding.

Mr. Svejkovsky added that TAC recommends approval.

Mr. Ellington moved, and Ms. Denton seconded the motion that the Policy Committee approve the FY24 UPWP Amendment by resolution. The motion was approved unanimously.

11. FY24 to FY25 PL Carryover Request – Attachment 5

Approved by resolution

Mr. Svejkovsky noted that based on the PL expenses so far for FY24 and the expected expenditures for the rest of FY24, it appears we will have substantial PL funds available to carryover to FY25. TCAMPO/Crater PDC staff is working with VDOT, DRPT, FHWA, and FTA to develop the DRAFT FY25 UPWP which will show how these additional funds will be budgeted.

Mr. Svejkovsky added that in order to carryover these funds, VDOT requires the MPOs to make the request by March 31, 2024.

Mr. Svejkovsky noted that TAC recommends that up to \$150,000 be carried over from FY24 to FY25. Attachment 5 is the approval resolution.

Mr. Ellington moved, and Mr. Wood seconded the motion that the Policy Committee approve up to \$150,000 of FY24 PL funds be carried over from FY24 to FY25 by resolution. The motion was approved unanimously.

INFORMATION ITEMS:

12. DRPT Report

Information

The hard copy of the DRPT report was shared with the Committee (copy attached to the minutes).

13. VDOT Report

Information

Mr. Totten shared the VDOT report (copy attached to the minutes).

14. Upcoming

Information

Mr. Svejkovsky noted the upcoming meetings and action items:

April 11, 2024:

- Approval of Final FY25-29 STBG, CMAQ/CRP Allocations
- Approve the Draft FY25 UPWP for public review

May 9, 2024:

- Adopt the final FY25 UPWP

- Approve the Draft Title VI Plan Update and Public Participation Plan Update out for 45-day public review

June 13, 2024:

- Adopt the Title VI Plan Update and Public Participation Plan Update

15. Other Business

16. Next meeting

Mr. Webb noted that the next meeting will be held Thursday, April 11, 2024, 4:30 pm. at the PAT Multimodal Center

17. Adjournment

Ms. Denton moved, and Mr. Ellington seconded the motion to adjourn. The motion was approved, and the meeting was adjourned at 5:05 p.m.

ACRONYMS FOR THE MARCH 14, 2024 POLICY COMMITTEE MEETING

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DRPT Agency Update – March 2024

DRPT Connects Businesses Campaign

Launching on Monday, January 22, the inaugural DRPT Connects Business marketing campaign is set to run through February. Virginia-based businesses will discover the benefits of providing a variety of commuting options for employees and learn more about services provided by our Commuter Assistance Programs. As employees continue to return to the office, many businesses need assistance implementing employee commuter benefit programs and creating sustainable hybrid work plans. By raising awareness of the free resources available through DRPT and our partners throughout the state, this marketing campaign benefits regional economic development and raises awareness of employee transit benefit options.

Resources, including a campaign partner media toolkit can be found at <https://connectingva.drpt.virginia.gov/capartner toolkit> and Employers can learn more about available benefits for their employees at the Employee Commuter Benefits page at <https://connectingva.drpt.virginia.gov/employee-commuter-benefits/>.

DRPT Launches New SMART SCALE Dashboard

DRPT has launched an interactive SMART SCALE dashboard using ArcGIS for grantees and the public to view project information around past and current transit projects that have received SMART SCALE funding. Access the dashboard here: [SMART SCALE Dashboard \(arcgis.com\)](https://arcgis.com)

FRA Amtrak Long Distance Study

FRA has released the draft document for its Amtrak Long Distance Study for public comment through March 8, 2024. Of significance for Virginia is a proposed route of a New York City to Houston route with travel through Roanoke and Bristol. A copy of the [FRA presentation is available here for review](#).

Federal Transit Administration announces two NOFOs

FTA has announced the opportunity to apply for \$1,103,963,762 in competitive grants under the Low or No Emission Grant Program (Low-No Program) and \$390,045,823 under the Grants for Buses and Bus Facilities Competitive Program (Buses and Bus Facilities Program). [View the NOFOs here](#).

The purpose of the Low-No Program is to support the transition of the nation's transit fleet to the lowest polluting and most energy efficient transit vehicles. The Low-No Program provides funding to state and local governmental authorities for the purchase or lease of zero-emission and low-emission transit buses, including acquisition, construction, and leasing of required supporting facilities.

The purpose of the Buses and Bus Facilities Competitive Program is to assist in the financing of buses and bus facilities capital projects, including replacing, rehabilitating, purchasing or leasing buses or related equipment, and rehabilitating, purchasing, constructing or leasing bus-related facilities.

Review [DRPT's 2023 FTA discretionary grant writing workshop](#) on our YouTube page.

Clean Bus Planning Awards

The \$5 million [Clean Bus Planning Awards \(CBPA\) program](#), managed by the National Renewable Energy Laboratory (NREL) and funded by the Joint Office, [launched last week](#). The CBPA program provides free technical assistance from NREL to create comprehensive and customized bus electrification plans for fleets across the United States. Both public transit agencies and school bus fleet operators are eligible to apply.

Tri-Cities MPO Policy Committee Meeting

March 14, 2024

VDOT Richmond District Updates

Commonwealth Transportation Board (CTB)

- [February 2024 Draft Workshop Minutes](#)
 - Policy Index Review – Six-Year Improvement Program Development Policy
 - SMART SCALE Project Cancellation: Lower Appomattox River Trail (UPC 115402)
- [February 2024 Draft Action Meeting Minutes](#)
 - VTrans Vision, Guiding Principles, Goals, Objectives, and Measures; discussed and deferred to the March meeting.
 - Approved the FY24-29 Six-Year Improvement Program Transfers for December 9, 2023, through January 19, 2024 ([SYIP Allocation Transfer Threshold Report](#))
 - Approved the Addition of Projects to the Revised Six-Year Improvement Program for FY24-29 ([Amendments to the Revised FY24-29 SYIP](#))
- [CTB – Next Meeting](#) (VDOT Auditorium)
 - Workshop Meeting on March 19 at 10:00 am
 - Action Meeting on March 19 at 12:30 pm or upon adjournment of the Workshop meeting

*Funding & Programming Activities**

- [SMART SCALE – Round 6 \(FY26 – FY31 SYIP\)](#)
 - Pre-application opened on March 1, 2024, and will close on April 1, 2024.
 - Full applications will open on June 1, 2024, and close on August 1, 2024.
 - All supporting documentation will be required by July 15, 2024.
- [Transportation Alternatives Program \(TAP\)](#)
 - FY 2025 – 2026 Application Cycle: Scorecards have been released to CTB District Members/TMAs for use in selections.
- [Revenue Sharing Program](#)
 - Revenue Sharing selections will be presented in the Spring of 2024.
- [Six-Year Improvement Program \(SYIP\) Development](#)
 - Development of the FY 2025-2030 SYIP is underway.
 - A draft SYIP is anticipated to be presented to the CTB in April.
 - We anticipate holding spring meetings in each District in the April timeframe.
 - Richmond District Public meeting is scheduled for Thursday, April 18, 2024.
 - A final SYIP will be provided for CTB action at the June Board meeting.

Please reach out to Sarah Rhodes (srhodes@VDOT.Virginia.gov) for assistance.

(*[Summary of Various VDOT Transportation Funding Programs](#) & [Biennial Programming Schedule](#))

Key Projects / Announcements

- Fall Line
 - VDOT Design-Build Packages
 - DB#1 (Holly Hill Rd to Walder Ln; includes Chickahominy River crossing, UPC 121374)
 - Construction is anticipated to begin in Spring 2024.
 - DB#2 (Patton Park to W Hundred Rd/Chester Linear Park, UPC 121511)
 - Good progress is being made on the alignment at the southern terminus.
 - Advertisement date will be determined once the alignment is finalized and approved (anticipated to be in 2024).

Upcoming Public Hearings/Citizen Information Meetings (Calendar)

- There are currently no Public Hearings or Willingness to Hold Public* Hearings scheduled in the Tri-Cities MPO study area.
- Design Public Hearing on Thursday, March 14, 2024, at 5:00 p.m. - I-64 GAP Widening Segment B in New Kent County.

*Willingness to Hold a Public Hearing: A public hearing is held if a written request is made and contact by VDOT cannot resolve the questions and concerns.

ATTACHMENT 2

FY 25-30 TCAMPO CMAQ PROJECT AQB's

				Emissions Benefit (kg/day)		Emissions Benefit (ton/year)		Project Life (PL) Time	Cost Benefit (\$/ton/yr*PL)	Request Cost/benefit		Cost Benefit (\$/ton/yr *PL)	Request Cost/Benefit			
Locality	Project	Cost	Request \$	NOx	VOC	NOx	VOC		NOx		Rank1	VOC		Rank2	Rank1 + 2	Priority
Chesterfield	Woodpecker and Bradley Bridge Roundabout	\$9,210,970	\$2,500,000	0.065	0.068	0.026	0.027	20	\$7,044,161,996	\$1,911,894,729	3	\$6,733,390,143	\$1,827,546,432	3	6	3
Hopewell	Rt 36 Oaklawn Signal Upgrades	\$616,972	\$616,972	0.823	0.318	0.331	0.128	20	\$37,265,156	\$37,265,156	1	\$96,444,099	\$96,444,099	1	2	1
Petersburg	Bus Shelters	\$420,000	\$420,000	0.008	0.004	0.003	0.002	2	\$260,973,630	\$260,973,630	2	\$521,947,261	\$521,947,261	2	4	2

Excerpted from RRPDC CMAQ project selection process

Project Ranking

CMAQ projects are ranked based on their cost-effectiveness ratios for VOC and NOx reduction. Each project is analyzed to estimate the impact of the project on VOC and NOx emissions. The cost per reduction of emissions is computed using the total cost of each project and annualizing the cost over the effective life of the project. Once all of the projects are analyzed, they are ranked on the basis of their cost-effectiveness ratios. In the cost-effectiveness analysis, the amount of emissions reduction per dollar spent is computed for VOC and NOx. A rank is then applied for each of these emission types, with a lower rank number indicating greater cost effectiveness. Finally, the two ranks are combined and these composite ranks are scored with the lower composite rank number indicating greater cost effectiveness.

Draft STBG - FY25

Sponsor	UPC	Title	VDOT Project Pool Status	Admin	PE Est	PE 12	RW Est	RW 52	CN Est	CN 80	CN End	Total Current Est	Previous FY23 Plan Estimate	Previous Funds (all sources)	No Post Funds in SYIP Budget	FY25	FY26	FY27	FY28	FY29	FY30	STBG FY25 - FY30	Other FY25 - FY30	Total	Balance	Notes
Dinwiddie County	109230	ROUTE 670 (DUNCAN ROAD) CURVE REALIGNMENT	NO DATES SET YET	VDOT	\$ 914,056	9/27/2027	\$ 576,917	1/22/2031	\$ 3,510,207	6/8/2032	8/15/2033	\$ 5,001,180	\$ 3,945,343	\$ -	\$ -		\$ -	\$ 2,295,517	\$ 2,031,450	\$ 674,213		\$ 5,001,180	\$ -	\$ 5,001,180	\$ -	Rebaseline schedule to funding to show project start in FY27
Chesterfield County	112660	RTE 746 (N. Enon Ch Rd, Rt 10-Meadowville Tech Pk) WIDENING	TO BE CANCELLED	Locally	\$ -		\$ -		\$ -			\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	Project to be cancelled. Funds to moved to other projects.
Petersburg	123581	#SMART24 - FLT/ART TRAILHEAD/PARKING LOT	NO DATES SET YET	VDOT	\$ 698,647	8/22/2025	\$ 1,406,519	10/15/2027	\$ 1,858,873	7/1/2028	6/27/2029	\$ 3,964,039		\$ 423,101	\$ -	\$ 134,349						\$ 134,349	\$ 3,406,589	\$ 3,964,039	\$ -	
Colonial Heights	124601	BOULEVARD MODERNIZATION (TEMPLE AVE TO ESSEX ROAD)	NO DATES SET YET	Locally	\$ 644,903	3/27/2026	\$ 385,210	12/17/2027	\$ 2,888,532	9/8/2028	8/27/2029	\$ 3,918,645		\$ -	\$ -		\$ 344,903	\$ 300,000	\$ 1,000,000	\$ 2,273,742		\$ 3,918,645	\$ -	\$ 3,918,645	\$ -	Fully funded. Start project in FY26.
Hopewell City	109265	ASHLAND STREET IMPROVEMENTS - PHASE I	NO DATES SET YET-PE OPEN	VDOT	\$ 808,325	9/16/2019	\$ 1,513,120	1/14/2026	\$ 1,633,024	8/10/2027	7/6/2028	\$ 3,954,469	\$14,933,369	\$ 1,182,281	\$ -	\$ 956,934	\$ 1,062,628	\$ 752,626				\$ 2,772,188	\$ -	\$ 3,954,469	\$ -	Significant scope reduction to focus on intersection improvement at Ashland St and Courthouse Rd vs roadway extension.
Prince George County	111704	ROUNDBOUT AT MIDDLE RD & JEFFERSON PARK RD	NO DATES SET YET-PE OPEN	VDOT	\$ 1,116,000	10/6/2023	\$ 1,565,788	3/21/2025	\$ 6,483,033	6/9/2026	2/10/2028	\$ 9,164,821		\$ 7,397,480	\$ 1,920,903	\$ 525,244	\$ -					\$ 525,244	\$ 653,120	\$ 8,575,844	\$ 588,977	Add project to FY24-FY29 allocation plan. Earmark funded: \$3,540,806 (fed) \$885,201 (20% local match). Telecommunications funded: \$2,114,135. Pending RS application (Priority II) that should provide funding to resolve \$588K deficit.
Chesterfield County	109229	LAKEVIEW RD AND BRANDERS BRIDGE RD INTERSECTION IMPROVEMENTS	ACTIVITY DATES SET	Locally	\$ 340,203	12/26/2019	\$ 676,705	9/19/2021	\$ 4,370,505	4/12/2024	12/3/2025	\$ 5,387,413	\$ 4,603,702	\$ 4,248,921	\$ -	\$ 1,138,492						\$ 1,138,492	\$ -	\$ 5,387,413	\$ -	\$426,895 HIP funds. HIP funds need to be fully obligated by 9/1/2024.
Colonial Heights	109264	TEMPLE AVE AND ROUTE 1 SIGNAL REPLACEMENT	ACTIVITY DATES SET	Locally	\$ 340,000	9/17/2020	\$ 783,028	1/27/2023	\$ 2,395,996	9/25/2024	10/28/2026	\$ 3,519,024		\$ 1,644,944	\$ -		\$ 1,874,080					\$ 1,874,080	\$ -	\$ 3,519,024	\$ -	Originally CMAQ funded and plan to use RSTP to cover deficit. 1-11-24: TCAMPO Policy Board earmarked \$1,874,080 RSTP from UPC 112660 (\$1,156,712) and UPC 109230 (\$918,877). Colonial Heights has had some recent advancement in RW. A new estimate is being developed, which may come down from the current system estimate. New estimate will be provided mid-March.
Chesterfield County	115783	Rivermont Road Sidewalk	ACTIVITY DATES SET	Locally	\$ 159,000	10/18/2022	\$ 351,000	5/1/2025	\$ 750,000	3/15/2027	3/13/2029	\$ 1,260,000	\$ 1,152,000	\$ 510,000	\$ -	\$ 750,000	\$ -					\$ 750,000	\$ -	\$ 1,260,000	\$ -	
Prince George County	104697	RTE 36 - IMPROVEMENTS AT FT. LEE ENTRANCE	AWARDED	Other	\$ 600,000	5/20/2014						\$ 600,000	\$ 600,000	\$ 600,000	\$ -							\$ -	\$ -	\$ 600,000	\$ -	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. UPC 104697 covers the \$600K estimate and \$600K allocations for VDOT's PE work.
Prince George County	107926	RTE 36 - IMPROVEMENT AT FT LEE ENTRANCE	AWARDED	Other	\$ 108,000	5/2/2016	\$ 321,459	8/22/2018	\$ 2,770,541	12/7/2018	12/31/2020	\$ 3,200,000	\$ 3,714,363	\$ 3,614,363	\$ -							\$ -	\$ -	\$ 3,614,363	\$ (414,363)	UPC 104697 and 107926 are for the same Ft. Lee project. Still under construction and taking charges so not ready to close out. UPC 107926 covers the \$3.2M estimate and \$3.6M allocations for EFL's administration of the CN phase.
Hopewell City	1436	CEDAR LEVEL ROAD WIDENING	CONSTRUCTION COMPLETED	VDOT	\$ 1,382,222	1/1/1990	\$ 4,257,017	3/22/2000				\$ 5,639,239	\$ 5,639,239	\$ 6,584,228	\$ -							\$ -	\$ -	\$ 6,584,228	\$ (944,989)	Linked to 90018. Ready to be closed out. Expenditures match estimate. Surplus legacy urban formula funds (\$944K) 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.
Hopewell City	90018	CEDAR LEVEL RD - WIDENING	CONSTRUCTION COMPLETED	VDOT	\$ 1,362,568	9/9/2011			\$ 8,149,435	7/10/2018	9/24/2020	\$ 9,512,003	\$ 9,581,246	\$ 9,512,003	\$ -							\$ -	\$ -	\$ 9,512,003	\$ -	Linked to 1436. Ready to be closed out. Expenditures match estimate and allocations.
Colonial Heights	101287	DUPUY AVE - MINOR WIDENING	CONSTRUCTION COMPLETED	Locally	\$ 516,686	9/9/2011	\$ 616,918	1/14/2014	\$ 4,174,000	1/25/2019	12/11/2020	\$ 5,307,604	\$ 5,307,604	\$ 5,307,604	\$ 113,443							\$ -	\$ -	\$ 5,307,604	\$ -	Ready to be closed out. Estimate matches expenditures.
Colonial Heights	101288	LAKEVIEW AVE - MINOR WIDENING	CONSTRUCTION COMPLETED	Locally	\$ 675,249	9/9/2011	\$ 356,749	12/16/2014	\$ 7,131,001	10/23/2020	1/11/2024	\$ 8,162,999	\$ 8,162,999	\$ 8,162,999	\$ 750,492							\$ -	\$ -	\$ 8,162,999	\$ -	Advance funding: transfer \$137,521 in previous funds from Balance Entry to resolve Appropriations Act sunset of funding and reduce FY25 allocation by the same amount.
Chesterfield County	108887	#SMART18 - HARROWGATE ROAD/COUGAR TRAIL - PEDESTRIAN IMPROVE	CONSTRUCTION COMPLETED	Locally	\$ 154,328	11/29/2018	\$ 17,000	6/22/2020	\$ 2,354,464	8/30/2021	1/17/2023	\$ 2,525,792	\$ 2,525,792	\$ 2,525,792	\$ 499,999							\$ -	\$ -	\$ 2,525,792	\$ -	
Chesterfield County	115208	Harrowgate Road Sidewalk, Dogwood Ave to South St	CONSTRUCTION COMPLETED	Locally	\$ 102,946	8/14/2019	\$ 13,324	6/26/2020	\$ 940,993	8/30/2021	1/17/2023	\$ 1,057,263	\$ 1,068,792	\$ 1,068,788	\$ -							\$ -	\$ -	\$ 1,068,788	\$ (11,525)	
Tri-Cities MPO	117866	RSTP SUPPLEMENT FOR MPO PLANNING STAFF SALARIES -- FY24	MONITORING FUNDS	Locally	\$ 45,000	1/9/2024						\$ 45,000	\$ 45,000	\$ 45,000	\$ -							\$ -	\$ -	\$ 45,000	\$ -	FY24 funds not needed. Cancel project and transfer funds to BE.
Tri-Cities MPO	117867	RSTP SUPPLEMENT FOR MPO PLANNING STAFF SALARIES -- FY25 & FY26	MONITORING FUNDS	Locally	\$ 45,000	1/14/2025						\$ 45,000	\$ 45,000	\$ -	\$ -	\$ 45,000						\$ 45,000	\$ -	\$ 45,000	\$ -	Revise title to FY25 & FY26 Staff Supplement. Add FY26 funds from 122859.
Tri-Cities MPO	122859	RSTP SUPPLEMENT FOR MPO PLANNING STAFF SALARIES -- FY26	MONITORING FUNDS	Locally	\$ 45,000	7/1/2025						\$ 45,000	\$ 45,000	\$ -	\$ -		\$ 45,000					\$ 45,000	\$ -	\$ 45,000	\$ -	Cancel project and transfer funds to UPC 117867.
Tri-Cities MPO	122860	RSTP SUPPLEMENT FOR MPO PLANNING STAFF SALARIES -- FY27 & FY28	MONITORING FUNDS	Locally	\$ 90,000	7/1/2026						\$ 90,000	\$ 45,000	\$ -	\$ -			\$ 45,000	\$ 45,000			\$ 90,000	\$ -	\$ 90,000	\$ -	Add FY28 \$45K from BE
Tri-Cities MPO	70725	RICHMOND TRI-CITIES REGIONAL STP (RSTP) BALANCE ENTRY	MONITORING FUNDS	VDOT										\$ 432,934	\$ -	\$ -	\$ 369,623	\$ 377,016	\$ 769,113	\$ 784,495	\$ 800,185	\$ 3,100,432	\$ -	\$ 3,533,366	\$ (3,533,366)	Transfer FY29 \$500,179 to UPC 112660. Transfer \$499,821 in previous funds to UPC 111704.
																Available	\$ 3,550,019	\$ 3,696,234	\$ 3,770,159	\$ 3,845,563	\$ 3,922,474	\$ 4,000,924				
																Reserve	\$ -	\$ 369,623	\$ 377,016	\$ 769,113	\$ 784,495	\$ 800,185				
																Remaining	\$ -	\$ -	\$ -	\$ -	\$ 190,024	\$ 3,200,739				
																								Deficit		
																								Surplus		

Draft CMAQ - FY25

Sponsor	UPC	Title	VDOT Project Pool Status	Admin	PE Est	PE 12	RW Est	RW 52	CN Est	CN 80	CN End	Total Current Est	Previous FY23 Plan Estimate	Previous (all sources)	No Post Funds in SYIP Budget	FY25	FY26	FY27	FY28	FY29	FY30	CMAQ FY25 - FY30	Other FY25 - FY30	Total	Balance	Notes
Petersburg City	118949	Appomattox River Trail (ART) - Western Extension	NO DATES SET YET	Locally	\$ 300,000	1/22/2025			\$ 382,000	6/9/2027	5/25/2028	\$ 682,000	\$ 682,000	\$ 140,599	\$ -	\$ 648,667						\$ 648,667	\$ -	\$ 789,266	\$ (107,266)	Apparent surplus; do not adjust allocations until award.
Chesterfield County	118966	#FLT - Dupuy Road to Westover Avenue	NO DATES SET YET	VDOT	\$ 193,805	10/18/2023	\$ 22,297	5/14/2024	\$ 507,673	5/16/2024	9/23/2026	\$ 723,775	\$ 1,416,444	\$ 495,607	\$ -	\$ 400,266	\$ 520,571					\$ 920,837	\$ -	\$ 1,416,444	\$ (692,669)	Current project surplus is subject to change due to an in-process estimate update that may increase the estimate and result in a deficit.
Chesterfield County	124274	ENON CHURCH RD (DODD PARK- RIVERVIEW DR) BIKE/PED IMPROVEMENT	NO DATES SET YET	Locally	\$ 236,000	2/26/2027	\$ 400,000	11/17/2028	\$ 914,000	8/10/2029	7/29/2030	\$ 1,550,000		\$ -	\$ -		\$ -	\$ 418,117				\$ 418,117	\$ 1,131,883	\$ 1,550,000	\$ -	\$369,848 FY28 CRP, \$377,245 FY29 CRP, \$384,790 FY30 CRP, FY27 CMAQ \$418,117.
Chesterfield County	124337	RIVER ROAD (BRICKHOUSE DR - LIBRARY) TRAIL	NO DATES SET YET	Locally	\$ 310,000	2/26/2027	\$ 600,000	11/17/2028	\$ 1,300,000	8/10/2029	7/29/2030	\$ 2,210,000		\$ -	\$ -			\$ 310,000	\$ 600,000	\$ 650,000	\$ 650,000	\$ 2,210,000	\$ -	\$ 2,210,000	\$ -	
Chesterfield County	124340	RTE 1 (WHITEHOUSE RD - HARROWGATE RD)SIDEWALK/PED CROSSING	NO DATES SET YET	Locally	\$ 225,000	2/27/2026	\$ 480,000	11/19/2027	\$ 700,000	8/11/2028	7/30/2029	\$ 1,405,000		\$ -	\$ -	\$ -	\$ 321,688	\$ 365,230				\$ 686,918	\$ 718,082	\$ 1,405,000	\$ -	\$355,486 FY26 CRP; \$606,588 FY25 CMAQ; \$75,761 FY26 CMAQ; \$362,596 FY27 CRP.
Chesterfield County	118951	Enon Church Road at Bermuda Orchard Road - Ped Improvements	NO DATES SET YET-PE OPEN	Locally	\$ 360,000	1/4/2024	\$ 119,100	11/13/2025	\$ 497,000	8/6/2026	7/23/2027	\$ 976,100	\$ 976,000	\$ 530,180	\$ -	\$ 95,187						\$ 95,187	\$ 352,276	\$ 977,643	\$ (1,543)	Advance funding via \$186,324 Previous CRP funds, \$343,856 FY24 CRP funds, \$352,276 FY25 CRP funds, \$95,187 FY25 CMAQ funds. Review schedule and adjust to advance funding.
Colonial Heights	109264	TEMPLE AVE AND ROUTE 1 SIGNAL REPLACEMENT	ACTIVITY DATES SET	Locally	\$ 340,000	9/17/2020	\$ 783,028	1/27/2023	\$ 2,395,996	9/25/2024	10/28/2026	\$ 3,519,024	\$ 1,644,944	\$ 1,644,944	\$ -							\$ -	\$ 1,874,080	\$ 3,519,024	\$ -	Originally CMAQ funded and plan to use RSTP to cover deficit. 1-11-24: TCAMPO Policy Board earmarked \$1,874,080 RSTP from UPC 112660 (\$1,156,712) and UPC 109230 (\$918,877) to resolve deficit.
Petersburg City	101039	SOUTH CRATER ROAD AREA - SIGNAL COORDINATION	ADVERTISED	Locally	\$ 350,500	9/27/2013	\$ 95,605	9/23/2020	\$ 1,583,150	7/31/2023	12/12/2025	\$ 2,029,255	\$ 2,029,255	\$ 2,029,255	\$ -							\$ -	\$ -	\$ 2,029,255	\$ -	
Colonial Heights	100501	Route 1 and Westover Avenue intersection	CONSTRUCTION STARTED	Locally	\$ 137,374	12/17/2018	\$ 211,725	6/7/2021	\$ 1,027,182	3/6/2023	6/20/2025	\$ 1,376,281		\$ 1,376,281	\$ 39,313							\$ -	\$ -	\$ 1,376,281	\$ -	Receive \$232,892 previous CMAQ funds from 70722. Locality to provide matching funds: \$39,313.
Colonial Heights	99194	Branders Bridge Road and Route 1 - intersection improvement	CONSTRUCTION COMPLETED	Locally	\$ 125,847	8/11/2020	\$ 93,130	8/25/2021	\$ 602,433	11/10/2022	8/22/2023	\$ 821,410		\$ 824,308	\$ -							\$ -	\$ -	\$ 824,308	\$ (2,898)	Construction complete. Still incurring charges so not ready for close out yet.
Hopewell	New	Rte 36 Oaklawn Signal Upgrades	New	Locally					\$ 617,000			\$ 617,000	N/A	\$ -	\$ -	\$ 617,000						\$ 617,000	\$ -	\$ 617,000	\$ -	
Petersburg City	New	Bus Shelters	New	Locally					\$ 420,000			\$ 420,000	N/A	\$ -	\$ -	\$ -	\$ 420,000					\$ 420,000	\$ -	\$ 420,000	\$ -	
RideFinders	-204	TRI-CITIES MPO RIDEFINDERS PROGRAM	MONITORING FUNDS	DRPT	\$ 785,000	2/1/2008						\$ 785,000		\$ 610,000	\$ -	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000		\$ 175,000	\$ -	\$ 785,000	\$ -	Need to update system estimate to match allocations.
Tri-Cities MPO	70722	RICHMOND TRI-CITIES CMAQ BALANCE ENTRY	MONITORING FUNDS	VDOT										\$ 342,798	\$ -	\$ -	\$ 144,140	\$ 147,023	\$ 299,926	\$ 305,925	\$ 312,043	\$ 1,209,057	\$ -	\$ 1,551,855	\$ -	

Available	\$ 1,796,120	\$ 1,441,399	\$ 1,470,226	\$ 1,499,631	\$ 1,529,624	\$ 1,560,216
Reserve	\$ -	\$ 144,140	\$ 147,023	\$ 299,926	\$ 305,925	\$ 312,043
Remaining	\$ -	\$ -	\$ 194,856	\$ 564,705	\$ 538,699	\$ 598,173

Deficit

Surplus

Draft CRP - FY25

Sponsor	UPC	Title	VDOT Project Pool Status	Admin	PE Est	PE 12	RW Est	RW 52	CN Est	CN 80	CN End	otal Current E	Previous FY23 Plan Estimate	Previous (all sources)	No Post Funds in SYIP Budget	FY25	FY26	FY27	FY28	FY29	FY30	CRP FY25 - FY30	Other FY25 - FY30	Total	Balance	Notes
Petersburg City	124075	RIDEFINDERS - CARPOOL AND VANPOOL ENCOURAGEMENT PROGRAM	NO DATES SET YET	DRPT	\$ 250,000	9/6/2023						\$ 250,000		\$ 250,000	\$ -							\$ -	\$ -	\$ 250,000	\$ -	Fully fund with previous CRP funding.
Chesterfield County	124340	RTE 1 (WHITEHOUSE RD - HARROWGATE RD)SIDEWALK/PED CROSSING	NO DATES SET YET	Locally	\$ 225,000	2/27/2026	\$ 480,000	11/19/2027	\$ 700,000	8/11/2028	7/30/2029	\$ 1,405,000		\$ -	\$ -		\$ 355,486	\$ 362,596				\$ 718,082	\$ 686,918	\$ 1,405,000	\$ -	\$355,486 FY26 CRP; \$365,230 FY27 CMAQ; \$321,688 FY26 CMAQ; \$362,956 FY27 CRP.
Chesterfield County	124274	ENON CHURCH RD (DODD PARK- RIVERVIEW DR) BIKE/PED IMPROVEMENT	NO DATES SET YET-PE OPEN	Locally	\$ 236,000	2/26/2027	\$ 400,000	11/17/2028	\$ 914,000	8/10/2029	7/29/2030	\$ 1,550,000		\$ -	\$ -				\$ 369,848	\$ 377,245	\$ 384,790	\$ 1,131,883	\$ 418,117	\$ 1,550,000	\$ -	\$369,848 FY28 CRP, \$377,245 FY29 CRP, \$384,790 FY30 CRP, FY27 CMAQ \$418,117.
Chesterfield County	118951	Enon Church Road at Bermuda Orchard Road - Ped Improvements	MONITORING FUNDS	Locally	\$ 360,000	1/4/2024	\$ 119,100	11/13/2025	\$ 497,000	8/6/2026	7/23/2027	\$ 976,100		\$ 530,180	\$ -	\$ 352,276						\$ 352,276	\$ 95,187	\$ 977,643	\$ (1,543)	
Tri-Cities MPO	-27908	CARBON REDUCTION PROGRAM BALANCE ENTRY TRI-CITIES	MONITORING FUNDS	VDOT										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	FY22 total = \$396,605, FY23 total = \$339,825. Transfer FY22 \$300,106 to UPC 106188 which is a TA project in need of funds to cover a deficit at award. Transfer \$186,324 FY22/FY23 funds to UPC 118951. Transfer \$250,000 FY22/FY23 funds to new carpool/vanpool project. Previous total reflects transfers.

Available	\$ 352,276	\$ 355,486	\$ 362,596	\$ 369,848	\$ 377,245	\$ 384,790
Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Remaining	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Deficit

Surplus

THE TRI-CITIES AREA METROPOLITAN PLANNING ORGANIZATION
POLICY FOR ALL-VIRTUAL PUBLIC MEETINGS

Adopted: _____

1. **AUTHORITY AND SCOPE**

- a. This policy is adopted pursuant to the authorization of Va. Code § 2.2-3708.3 and is to be strictly construed in conformance with the Virginia Freedom of Information Act (VFOIA), Va. Code §§ 2.2-3700-3715 and is in effect for one year after adoption.
- b. This policy shall not govern an electronic meeting conducted to address a state of emergency declared by the Governor or a local governing body. Any meeting conducted by electronic communication means under such circumstances shall be governed by the provisions of Va. Code § 2.2-3708.2.

2. **DEFINITIONS**

- a. "**TCAMPO**" means the Tri-Cities Area Metropolitan Planning Organization or any committee, subcommittee, or other entity of the Tri-Cities Area Metropolitan Planning Organization.
- b. "**Member**" means any member of the TCAMPO.
- c. "**All-virtual public meeting**", means a public meeting conducted by the TCAMPO using electronic communication means during which all members of the public body who participate do so remotely rather than being assembled in one physical location, and to which public access is provided through electronic communication means, as defined by Va. Code § 2.2-3701.
- d. "**Meeting**" means a meeting as defined by Va. Code § 2.2-3701.
- e. "**Notify**" or "**notifies**," for purposes of this policy, means written notice, including, but not limited to, email, with read-receipt request, or letter, but does not include text messages or messages exchanged on social media.

3. **WHEN AN ALL-VIRTUAL PUBLIC MEETING MAY BE AUTHORIZED**

An all-virtual public meeting may be held under the following circumstances:

- a. It is impracticable or unsafe to assemble a quorum of the TCAMPO in a single location, but a state of emergency has not been declared by the Governor or the local governing body where the meeting is being held; or
- b. Other circumstances warrant the holding of an all-virtual public meeting, including, but not limited to, the convenience of an all-virtual meeting; and
- c. The TCAMPO has not had more than two all-virtual public meetings, or more than 50 percent of its meetings rounded up to the next whole number, whichever is greater, during the calendar year; and
- d. The TCAMPO's last meeting was not an all-virtual public meeting.

4. **PROCESS TO AUTHORIZE AN ALL-VIRTUAL PUBLIC MEETING**

- a. The TCAMPO may schedule its all-virtual public meetings at the same time and using the same procedures used by the TCAMPO to set its meetings calendar for the calendar year; or
- b. If the TCAMPO wishes to have an all-virtual public meeting on a date not scheduled in advance on its meetings calendar, and an all-virtual public meeting is authorized under Section 3 above, the TCAMPO Chair may schedule an all-virtual public meeting provided that any such meeting comports with VFOIA notice requirements.

5. **ALL-VIRTUAL PUBLIC MEETING REQUIREMENTS**

The following applies to any all-virtual public meeting of the TCAMPO that is scheduled in conformance with this Policy:

- a. The meeting notice indicates that the public meeting will be all-virtual and the TCAMPO will not change the method by which the TCAMPO

chooses to meet without providing a new meeting notice that comports with VFOIA;

- b. Public access is provided by electronic communication means that allows the public to hear all participating members of the TCAMPO;
- c. Audio-visual technology, if available, is used to allow the public to see the members of the TCAMPO;
- d. A phone number, email address, or other live contact information is provided to the public to alert the TCAMPO if electronic transmission of the meeting fails for the public, and if such transmission fails, the TCAMPO takes a recess until public access is restored;
- e. A copy of the proposed agenda and all agenda packets (unless exempt) are made available to the public electronically at the same time such materials are provided to the TCAMPO;
- f. The public is afforded the opportunity to comment through electronic means, including written comments, at meetings where public comment is customarily received; and
- g. When audio-visual technology is available, a member of a public body shall, for purposes of a quorum, be considered absent from any portion of the meeting during which visual communication with the member is voluntarily disconnected or otherwise fails or during which audio communication involuntarily fails;
- h. There are no more than two members of the TCAMPO together in one physical location.

6. **RECORDING IN MINUTES**

Minutes are taken as required by VFOIA and must include the fact that the meeting was held by electronic communication means and the type of electronic communication means used.

7. **CLOSED SESSION**

If the TCAMPO goes into closed session, transmission of the meeting will be suspended until the public body resumes to certify the closed meeting in open session.

8. **STRICT AND UNIFORM APPLICATION OF THIS POLICY**

This Policy shall be applied strictly and uniformly, without exception, to the entire membership, and without regard to the matters that will be considered or voted on at the meeting.

VIRGINIA ACTS OF ASSEMBLY — CHAPTER

An Act to amend and reenact § 2.2-3708.3 of the Code of Virginia, relating to the Virginia Freedom of Information Act; electronic meetings.

[H 894]

Approved

Be it enacted by the General Assembly of Virginia:

1. That § 2.2-3708.3 of the Code of Virginia is amended and reenacted as follows:

§ 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. *When audio-visual technology is available, a member of a public body shall, for purposes of a quorum, be considered absent from any portion of the meeting*

57 *during which visual communication with the member is voluntarily disconnected or otherwise fails or*
58 *during which audio communication involuntarily fails;*

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

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

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

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

70 8. If a closed session is held during an all-virtual public meeting, transmission of the meeting to the
71 public resumes before the public body votes to certify the closed meeting as required by subsection D of
72 § 2.2-3712;

73 9. The public body does not convene an all-virtual public meeting (i) more than two times per
74 calendar year or 25 50 percent of the meetings held per calendar year rounded up to the next whole
75 number, whichever is greater, or (ii) consecutively with another all-virtual public meeting; and

76 10. Minutes of all-virtual public meetings held by electronic communication means are taken as
77 required by § 2.2-3707 and include the fact that the meeting was held by electronic communication
78 means and the type of electronic communication means by which the meeting was held. If a member's
79 participation from a remote location pursuant to this subsection is disapproved because such participation
80 would violate the policy adopted pursuant to subsection D, such disapproval shall be recorded in the
81 minutes with specificity.

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

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

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

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

TRI-CITIES AREA METROPOLITAN PLANNING ORGANIZATION ADOPTING THE ALL-VIRTUAL MEETINGS POLICY

WHEREAS, the U.S. Department of Transportation provides financial assistance to public agencies for transportation technical studies; and

WHEREAS, the U.S. Department of Transportation requires approval of regional transportation plans and programs by the Metropolitan Planning Organization (MPO) in accordance with 23 U.S. C. Part 450; and

WHEREAS, the Tri-Cities Area Transportation Policy Committee is the duly designated Metropolitan Planning Organization for the Tri-Cities Area; and

WHEREAS, it is necessary to adopt an all-virtual meetings policy for the Tri-Cities Area MPO.

NOW, THEREFORE BE IT RESOLVED, the Policy Committee of the Tri-Cities Area Metropolitan Planning Organization hereby approves the all-virtual meetings policy for the Tri-Cities Area MPO.

Upon a motion by _____() with a second by _____ () and carried by a voice vote a motion was adopted on April 11, 2024 with ___ members voting aye, ___ members voting nay, and ___ members abstaining.

The Honorable Samuel Parham, Chair
Tri-Cities Area Metropolitan Planning Organization

April 11, 2024

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