

RICHMOND METROPOLITAN TRANSPORTATION AUTHORITY
MINUTES OF THE REGIONAL PROJECTS AND OUTREACH COMMITTEE
DECEMBER 2, 2015

A meeting of the Regional Projects and Outreach Committee of the Board of Directors of the Richmond Metropolitan Transportation Authority was held on December 2, 2015 at the RMTA Central Office, 919 East Main Street, Richmond VA at 2:00pm. Mr. Bryan Kornblau, Mr. William Woodfin, Mr. Dale Cannady, Mr. Pierce Homer, Mr. Darius Johnson, and Mr. Virgil Hazlett (via telephone) were present from the Regional Projects and Outreach Committee. Also in attendance were Ms. Angela Gray, and Mr. Gonzalo Aida.

Meeting was called to order at 2:00pm by the Chairman Mr. Hazlett.

Mr. Hazlett went over the agenda with the committee members highlighting the action items listed:

- Selection of Presentation Team or Teams for Locality Presentations
- Presenter of Information for each Locality
- Develop Presentation to be used with each Locality
- Establish Timeline and Schedule for Presentations
- Updates to RMTA Board
- Develop a Process for reviewing Project Requests
- Presentation of an Assessment of Regional Transportation Needs for Review with our Regional Partners

Mr. Hazlett begins with the first action item on the agenda. The committee then discusses the types of presentations that could come about and how to do it. Mr. Kornblau believes it is important that the RMTA staff and CEO do the presentations so that the jurisdictions can become familiar with the staff during the entire process.

Mr. Johnson suggests that a committee member from each region be present at each of the presentations with RMTA staff as a sign of regional cohesion. Mr. Hazlett adds that the entire committee should be present at all of the presentations possibly even the entire Board of Directors.

Mr. Hazlett begins discussing necessary preparation for the presentation. Mr. Hazlett stresses the importance of timing with regards to the presentations. Mr. Hazlett suggests a specific timeline for the committee, with a start time in early 2016, and in correlation with the days that the elected officials of each jurisdiction meet during the week. Mr. Homer asks about state elected officials and their potential inclusion. Mr. Hazlett wants to brief them after General Assembly session has ended in 2016. Mr. Homer suggests inviting the local state electeds to the presentations. Mr. Hazlett concurs.

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Mr. Woodfin inquires about “top items” to be left with the jurisdictions from these presentations. Mr. Hazlett puts forward a draft message for the localities for the committee to consider.

Mr. Kornblau expresses his approval of the initial outline and inquires about next steps. Mr. Cannady believes the CEO should be leading the presentations before all jurisdictions. Mr. Johnson expresses the need for RMTA to keep its own notes during these presentations to keep track of information and requests.

Mr. Hazlett believes the staff and committee should make initial inquires for meetings as early as February and give the localities advance notice of at least 45-60 days. Specifically Mr. Hazlett suggests that RMTA does their request to the jurisdictions before mid-June.

Ms. Gray asks the City representatives of the RMTA for their suggestions on how and when is best to move forward with our presentation and issues given the timing of upcoming elections for both the Mayor and City Council members. Mr. Johnson says he will do his best to seek information from the city on timing and input.

Ms. Gray and committee discuss specifics on the length of the presentation. Mr. Homer suggests that Ms. Gray and staff meet as a working group with finance staff from the localities to research more important information. Mr. Hazlett agrees with the suggestions and believes the committee should give the full RMTA board monthly updates on the progress of this initiative and emphasizes that this has to be a full united effort from the RMTA and the Board of Directors.

Mr. Kornblau believes the committee should brief the full board as soon as possible. The committee agrees on having an initial item to present to the board by the January meeting. Ms. Gray adds that it wouldn't be an issue to have something prepared for the committee in time for the January board meeting. Mr. Hazlett says the committee can give the board an initial brief at the December board meeting and give them monthly updates from there on out.

The committee agreed to focus on the first five action items listed on the agenda and follow up on the last two items in the near future.

Mr. Kornblau moves to approve the minutes, Mr. Johnson seconds them. The committee approves the minutes from the September 30, 2015 committee meeting.

The committee adjourned at 3:12pm

APPROVED:

Chairman

Secretary