

**RICHMOND REGIONAL
TRANSPORTATION PLANNING ORGANIZATION**

**MINUTES OF MEETING
December 7, 2017**

MEMBERS PRESENT

Cynthia I. Newbille, **Chairman** City of Richmond
Patricia S. O'Bannon, **Vice Chairman** Henrico County
Manuel Alvarez, Jr. Goochland County
Nick Britton (Alternate) DRPT
Joi Taylor Dean RMTA
Steve A. Elswick Chesterfield County
David Green GRTC Transit System
James M. Holland Chesterfield County
Angela Kelly-Wiecek Hanover County
Amber B. Lancaster (Nonvoting) CTAC
Floyd H. Miles, Sr. Charles City County
Larry J. Nordvig Powhatan County
Patricia A. Paige New Kent County
W. Canova Peterson, IV Hanover County
Ivan Rucker (Nonvoting) FHWA
Frank J. Thornton Henrico County
Barton A. Thrasher Secretary of Transportation Designee, VDOT
Von S. Tisdale (Nonvoting) RideFinders
David T. Williams Powhatan County

MEMBERS ABSENT

Kathy Abbott Town of Ashland
Andreas D. Addison City of Richmond
Parker C. Agelasto City of Richmond
Cliff Burnette (Nonvoting) VDA
Kimberly B. Gray City of Richmond
Susan F. Lascolette Goochland County
Melissa McGill (Nonvoting) FTA
Brian Montgomery (Nonvoting) EDAC
Jitender Ramchandani (Nonvoting) DRPT
John B. Rutledge CRAC
C. Thomas Tiller, Jr. New Kent County
Christopher Winslow Chesterfield County

ALTERNATE MEMBERS PRESENT, NOT VOTING

Mark Riblett (Alternate) Secretary of Transportation Designee, VDOT
Wayne Hazzard (Alternate) Hanover County

CALL TO ORDER

Richmond Regional Transportation Planning Organization (RRTPO) Chairman Cynthia I. Newbille called the December 7, 2017 RRTPO meeting to order at 9:30 a.m. in the Richmond Regional Planning District Commission board room.

CERTIFICATION OF MEETING QUORUM

RRTPO Secretary Barbara S. Nelson reported that a quorum was present.

PLEDGE OF ALLEGIANCE

Chairman Newbille led the RRTPO in the Pledge of Allegiance to the flag.

I. ADMINISTRATION

A. Approval of RRTPO Agenda

Chairman Newbille reported a request to correct the agenda to remove the sixth bulleted item on the Consent Agenda, Route 711 Intersection Improvements – Powhatan. On motion by Manuel Alvarez, Jr., seconded by W. Canova Peterson, IV, the RRTPO voted unanimously to approve the December 7, 2017 RRTPO meeting agenda as amended.

B. Approval of November 2, 2017 RRTPO Meeting Minutes

Chairman Newbille called for changes to the minutes and none were offered. On motion of Patricia S. O'Bannon, seconded by Angela Kelly-Wiecek, the RRTPO approved the minutes as presented with all voting in favor except two votes in abstention.

C. Open Public Comment Period

There were no requests to address the RRTPO.

D. Consent Action Items

On motion of Floyd H. Miles, Sr., seconded by Manuel Alvarez, Jr., the RRTPO unanimously approved the following resolutions:

1. FY18 – FY21 Transportation Improvement Program (TIP) Amendments:

VDOT Request

RESOLVED, that the Richmond Regional Transportation Planning Organization amends the *FY18 – FY21 Transportation Improvement Program (TIP)* adding the following projects:

- UPC 111105: Stratton Park Bike and Pedestrian Improvements: adds this project to the TIP and fully obligates all phase of the project – Chesterfield
- UPC 110968: Four Mile Creek Park Facilities Improvements: adds this project to the TIP and fully obligates all phase of the project – Henrico
- STIP ID CAA0002: New Freedom Mobility Management, obligating \$205,000 in FTA Section 5310 funds, state match and local match – Senior Connections
- STIP ID CAP0001: Paratransit vehicles, obligating \$130,000 in FTA Section 5310 funds, state match and local match – CAPUP
- STIP ID GRTC047: Purchase of eight (8) sedan vehicles for paratransit, obligating \$216,000 in FTA Section 5307 funds, FTA Section 5339 funds, state match and local match – GRTC Transit Systems

2. 2017 Transportation Performance Measures Report

RESOLVED, that the Richmond Regional Transportation Planning Organization authorizes the RRTPO Secretary to submit the attached letter to VDOT fulfilling the requirements of the March 2016 FHWA final rulemaking (23 CFR 490) for National Performance Measures for the Highway Safety Improvement Program (HSIP) target setting.

E. RRTPO Chairman's Report

Chairman Newbille called for a round of applause for Barbara Nelson, RRTPO staff and all collaborative partners, and the RRTPO for their attendance creating a timely and informative forum at Main Street Station. Ms. Nelson responded that this was truly a

team effort with Henrico County providing the sound system, the City providing delicious refreshments, and RMTA working behind the scenes to secure the venue. The region has participated in helping Main Street Station achieve its current status, and seeing trains coming and going was rewarding.

F. RRTPO Secretary's Report

Barbara Nelson, RRTPO Secretary, noted the RRTPO October Work Status Report included under tab three of the agenda package. No questions or comments were offered.

II. NEW BUSINESS

A. SMART SCALE: Initial Review of FY20 – FY25 Candidate Project Pool

Sarah Rhodes, RRTPO Transportation Planner, reviewed development of the SMART SCALE regional candidate project pool which began in June 2016. Many of these projects have potential as candidate projects in upcoming rounds of SMART SCALE. In October 2017, the RRTPO approved regional needs categories to guide the development of regional applications in the FY20 – FY25 SMART SCALE application cycle. Ms. Rhodes noted the list of potential projects included in the staff report under agenda tab four. Many of the projects listed come from recommendations in recently completed transportation studies and others emanated from the RRTPO Technical Advisory Committee (TAC). Following preliminary RRTPO discussion, TAC will develop a prioritized project recommendation for regional FY20 – FY25 SMART SCALE applications, with due consideration given to recent revisions to the SMART SCALE Technical Guide. The TAC recommendation will be presented for RRTPO action in March.

B. FY18 Unified Planning Work Program (UPWP) Budget: Mid-Year Review

Barbara Nelson noted information presented under agenda tab five and reviewed that the Fiscal Year 2018 Unified Planning Work Program is the RRTPO budget. In development of the FY18 UPWP, it was noted that there would be some carryover in FY17 Federal Transit Administration (FTA) Section 5303 funds; the exact amount would be determined after the annual audit of funds. RRTPO action at that time approved four likely work program areas to receive these funds. Ms. Nelson said RRTPO action is requested to allocate the FY17 FTA 5303 funds to the four work tasks listed on page two of the staff report and she reviewed each work task and the amount of funds to be allocated for each. A resolution was included on page two of the staff report for RRTPO consideration. Questions and discussion focused on the following points:

- When the FY18 work program was developed, the amount to be carried over was uncertain, so tasks were identified in the work program to receive these funds. TAC approved these work efforts to receive FTA Carryover funds in April 2017; however, due to the timing of the confirmation of the amount of FTA 5303 Carryover funds, TAC did not review this budget amendment.
- Ms. Nelson provided an overview of how the funds would be used for each work task identified to receive FTA Carryover funds.
- Funds for tasks 2.2 Performance Planning and 2.4 Richmond Rail will be used to provide for staff efforts; funds for Task 2.3 Transit will be used largely for consultant efforts; and funds for 2.6 Active Transportation [Bike and Pedestrian] are targeted for staff, but potentially may be used for consultant work.

- Programming these funds to these particular work efforts at this time, avoids repeated requests to the board for funding particular work tasks.

On motion of James M. Holland, seconded by Patricia S. O'Bannon, the Richmond Regional Transportation Planning Organization unanimously approved the following resolution:

RESOLVED, that the Richmond Regional Transportation Planning Organization (RRTPO) amends the Fiscal Year 2018 Unified Planning Work Program to program \$392,065 in Fiscal Year 2017 Federal Transit Administration 5303 Carryover funds to work tasks 2.2 Performance Planning, 2.3 Transit, 2.4 Richmond Rail, and 2.6 Active Transportation.

BE IT FURTHER RESOLVED, that the RRTPO action to amend the UPWP as submitted meets all requirements noted in the VDOT/RRPDC Agreement for the Utilization of Federal and State Funds to Support Metropolitan Planning in the Richmond Area as provided in Article III, Statement of Work, which includes VDOT and FHWA approval of this RRTPO action and amending the FY 2018 UPWP.

C. FY19 Unified Planning Work Program Priorities

Barbara Nelson, RRTPO Secretary, reviewed the phases of development of the FY19 Unified Planning Work Program, which covers the July 1, 2018 through June 30, 2019 time frame. The process begins with concurrence on priorities, descriptions of work tasks, and corresponding budgets for the work efforts, including reviews by TAC, CTAC and EDAC; RRTPO approval of the FY19 UPWP on May 3, 2018; submission of the UPWP and application to VDOT and DRPT for FHWA and FTA funds and state match; and submission of the FY19 UPWP to FHWA and FTA for comment and approval. The UPWP addresses federal and state planning and programming requirements, regional transportation planning issues and needs, and federal and state planning and programming requirements which are required as a condition for the state and region to remain eligible for federal-aid highway and transit funds. The FY19 UPWP will continue to be organized with four core program areas: Program Management, Transportation Planning, Modeling and Data Applications, and Financial Programs. Program objectives, work elements, responsibilities, budgets, products and schedules will be included within each core program area. There will continue to be work tasks included primarily as project monitoring.

Ms. Nelson discussed funding sources which are anticipated to be confirmed in February 2018. She recommended that the FY19 UPWP focus on the following areas: fully addressing the recommendations included from the August 2017 federal certification report, completing existing work tasks that span from FY18 into FY19, as well as advancing a limited number of new initiatives. Recommended focal areas for the new initiatives are 1) transportation investments to capitalize on regional commerce, workforce mobility and accessibility, and 2) expanding access to transit through multimodal connectivity and park and ride facilities. Ms. Nelson said these proposed priorities will be taken to TAC, CTAC and EDAC for their approval and will be brought back to the RRTPO for action at the February 1, 2018 meeting.

Canova Peterson inquired as to when the final federal certification report is expected and Ivan Rucker, Federal Highway Administration (FHWA), noted that he had promised the report within 90 to 120 days. The draft certification report is complete; however, because it is a joint report, both FHWA and the Federal Transit Administration (FTA) must sign off on the report. A new FTA process requires the completed draft report be sent to FTA

headquarters in Washington for review and comment; those comments will be considered and the final report will be provided to the RRTPO staff for a conference to discuss the report findings. The report will then be issued to the RRTPO through the Chairman and it should be provided to the RRTPO for the February 1, 2018 meeting. Mr. Rucker said based on some of the things in the report will require the leadership of the RRTPO.

III. AGENCY AND COMMITTEE REPORTS

A. Transportation Agency Updates

Bart Thrasher, designee for the Virginia Secretary of Transportation, reported as follows:

VDOT

- Commonwealth Transportation Board (CTB) Meeting Update
 - The Statewide Rail Plan was approved at the December 6 meeting; CTB action on the Statewide Station Policy guide is expected in January.
 - DC2RVA Preferred Alternative approved; resolution for “3-2-3” alternative for Ashland/Hanover and full service for Main Street and Staples Mill stations.
 - VTrans Tier I recommendations were tabled for January action.
 - The CTB will meet January 17 and 18; VDOT Central Office auditorium
- SMART SCALE Round 3
 - The revised SMART SCALE Policy and Technical Guide is available online.
 - The application period opens March 1; begin application preparation work now.
 - VDOT District staff and residencies will meet with localities in December and January to discuss future applications.
- Upcoming Public Hearings/Citizen Information Meeting
 - December 7, City of Richmond – I-195/Laburnum Ave. Intersection Improvements
 - December 12, City of Richmond – I-95/Maury Street Intersection Improvements

DRPT

- Staples Mill Amtrak Station Parking Lot Expansion
 - Completion of parking lot expansion construction is expected in fall 2018.
 - DRPT is conducting public outreach in various media to Amtrak customers.

There was discussion of the DC2RVA preferred alternative, possible technologies that may mitigate concerns about a bottleneck in Ashland, reductions in property values, and other related matters.

B. Citizens Transportation Advisory Committee (CTAC) Meeting Report

Amber Lancaster, CTAC Chairman, reported that in November, CTAC continued with complete streets discussion to create a vision of what CTAC will recommend in 2018 for complete streets in the region. CTAC also received a presentation from attendees of an international bike conference in the Netherlands who shared lessons learned and best practices that could be integrated into a complete streets vision for the region. The next CTAC meeting will be January 18. Questions and discussion resulted in the following major points:

- CTAC recommendations will be broad with recommendations from a holistic perspective.
- A link to a video which shows the Hovenring, an elevated roundabout for bicyclists and pedestrians; a link to the full presentation can be sent to the RRTPO.
- In the Netherlands, once bike paths are built, bicycles are restricted from use of the roadway and are expected to use the designated infrastructure.

C. Elderly and Disability Advisory Committee (EDAC) Meeting Report

In the absence of the EDAC Chairman, Barbara Nelson noted the meeting report included in tab eight of the agenda package and offered to answer questions. No questions were voiced.

IV. OTHER BUSINESS

A. Future Meeting Topics

Chairman Newbille reminded members that the January 4 RRTPO meeting is cancelled. She noted future meeting topics included under agenda tab 9 and asked RRTPO members to review these topics and make any recommendations for other future meeting topics may be shared at meetings or directed to Barbara Nelson. There was a request for a presentation on UZURV and Ms. Nelson said that will be scheduled early next year.

B. Upcoming Meeting: February 1

Chairman Newbille announced that the next meeting is scheduled for February 1, 2018.

VI. ADJOURNMENT

Chairman Newbille adjourned the meeting at 10:15 a.m.

BSN/sr