

**RICHMOND REGIONAL
TRANSPORTATION PLANNING ORGANIZATION**

**MINUTES OF MEETING
March 2, 2017**

MEMBERS PRESENT

Cynthia I. Newbille, **Vice Chairman** City of Richmond
Kathy Abbott..... Town of Ashland
Andreas D. Addison..... City of Richmond
Manuel Alvarez, Jr..... Goochland County
Robert H. Cary Secretary of Transportation Designee, VDOT
Angela L. Gray..... RMTA
Kimberly B. Gray..... City of Richmond
David Green GRTC Transit System
James M. Holland Chesterfield County
Angela Kelly-Wiecek..... Hanover County
Amber B. Lancaster (Alternate)..... CTAC
Kristen Nye Larson (Alternate) City of Richmond
Floyd H. Miles, Sr..... Charles City County
Robert P. Morris (Nonvoting)..... CTAC
Larry J. Nordvig..... Powhatan County
Patricia S. O'Bannon Henrico County
Patricia A. Paige..... New Kent County
W. Canova Peterson, IV..... Hanover County
Jitender Ramchandani (Nonvoting) DRPT
Mark Riblett (Alternate) Secretary of Transportation Designee, VDOT
Ivan Rucker (Nonvoting) FHWA
Frank J. Thornton..... Henrico County
Von Tisdale (Nonvoting) RideFinders
Christopher Winslow Chesterfield County

MEMBERS ABSENT

Steve A. Elswick, **Chairman** Chesterfield County
Parker C. Agelasto City of Richmond
Cliff Burnette (Nonvoting) VDA
Susan F. Lascolette Goochland County
Brian Montgomery (Nonvoting) EDAC
John B. Rutledge..... CRAC
C. Thomas Tiller, Jr. New Kent County

ALTERNATE MEMBERS PRESENT, NOT VOTING

J. Michael Jones (Alternate)..... City of Richmond
Cherika N. Ruffin (Alternate)..... RideFinders

CALL TO ORDER

In the absence of the Chairman, Richmond Regional Transportation Planning Organization (RRTPO) Vice Chairman Cynthia I. Newbille, acting as Chairman called the March 2, 2017 RRTPO meeting to order at approximately 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

There was a request to amend the agenda to add comments from Ivan Rucker, FHWA, regarding the RRTPO Bylaws revision, to be added under agenda item IV. Other Business. On motion by W. Canova Peterson, IV, seconded by Kathy Abbott, the RRTPO voted unanimously to approve the March 2, 2017 RRTPO meeting agenda as amended.

B. Approval of RRTPO Meeting Minutes

On motion by Patricia S. O'Bannon, seconded by Larry J. Nordvig, the RRTPO unanimously approved the minutes of the February 2, 2017 RRTPO meeting as presented.

C. Open Public Comment Period

There were no requests to address the RRTPO and Chairman Newbille closed the public comment period.

D. RRTPO Chairman's Report

Chairman Newbille noted that Chairman Elswick was away and she had nothing to report.

E. RRTPO Secretary's Report

1. FY18 PL Funds Transfer

Barbara Nelson explained that a routine annual review at this time of year, as part of the budget process, evaluates the work program to determine the amount of FY17 funds available for transfer to the FY18 work program budget. The exact amount has not been determined, but the RRTPO will be asked to take action to transfer funds as described at the April 6 meeting. If no transfer action is taken, the funds will not be available for programming until FY19.

2. January Work Status Report

Ms. Nelson noted the report included under agenda tab two. Responding to a question, Ms. Nelson said Ken Lantz could provide information on a January 12 meeting in Hanover County referenced in the January Work Status Report following today's meeting.

II. NEW BUSINESS

A. *plan2040* Amendment

Barbara Nelson provided an overview of this item which has been brought to the RRTPO Technical Advisory Committee (TAC) and the RRTPO over the last couple of months. She noted that Tiffany Dubinsky, who worked on the plan for about two years, is available to respond to questions as needed. An amendment was requested by the Federal Highway Administration (FHWA) after correction of a formatting error made to *plan2040* following October 6, 2016 RRTPO approval of the document. In consultation with FHWA, the determination was made that this discrepancy would be

best addressed by an amendment to the plan rather than an administration modification. The amendment will align the revenue projections with the timebands in the plan. It does not materially impact the plan with the exception of moving two projects to the unconstrained project list. Ms. Nelson noted the staff report under agenda tab three that provides details on this correction and which has been reviewed by TAC. The proposed amendment has gone through public review and no comments were received. A resolution is included in the staff report and restated on the tab three cover page.

In response to a question, Ms. Nelson explained that the Henpeck Road and North Gayton Interchange projects were selected to be moved to the unconstrained list through a process described on page two of the staff report under agenda tab three. The criteria and evaluation process reviews, ranks and scores projects. Considering the projects' scores and the ability to fund the projects, these two projects were selected to move to the unconstrained project list. However, Ms. Nelson said staff will continue to work with the jurisdictions for those and all projects on the unconstrained list to identify any available funding sources.

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

RESOLVED, that the Richmond Regional Transportation Planning Organization (RRTPO) approves the *plan2040* amendment to align the timebands in the revenue projections and allocations guidelines to the timebands in the constrained project list with two projects moving from the constrained project list to the unconstrained project list.

BE IT FURTHER RESOLVED, that the RRTPO authorizes the transmittal of this plan to the Federal Highway Administration and the Federal Transit Administration.

B. FY15 – FY18 Transportation Improvement Program (TIP) Amendment Request

Barbara Nelson reviewed two TIP amendment requests that will allow the obligation of Grant Anticipated Revenue Vehicle (GARVEE) bond funds on two existing projects in the current TIP. She noted action taken by the RRTPO at the February meeting to approve two TIP amendments created to allow reimbursement requests from VDOT and FHWA for the debt service on these bonds. The requested action will allow the Route 10 widening project and the widening of I-64 from I-295 to Bottoms Bridge project to move forward. Page two of the staff report under agenda tab four indicated the amount of GARVEE principal obligated to move the construction phases of these projects forward. The proposed resolution was included in the staff report and on the tab four cover page.

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

RESOLVED, that the Richmond Regional Transportation Planning Organization (RRTPO) amends the *FY15 – FY18 Transportation Improvement Program (TIP)* adding the following new projects:

- UPC 101020: Route 10 Widening; Bermuda Triangle to Meadowville Road, obligates \$2.4 million for the preliminary engineering phase and \$9.3 million for the right-of-way phase, and revises the existing obligations for the preliminary engineering and right-of-way phases to identify funding as GARVEE; and

- UPC 107458: I-64 Widening; I-295 to Bottoms Bridge, obligates \$6.1 million for the preliminary engineering phase, \$3.7 million for the right-of-way phase; revises the existing obligations for the preliminary engineering and right-of-way phases to identify funding as GARVEE; and allows the authorization of funding expenditures for the construction phase obligating \$50.3 million.

C. FTA Section 5310 Grant Application Endorsement

Barbara Nelson noted the request for approval of the resolution of endorsement for Federal Transit Administration (FTA) Section 5310 grant applications. Section 5310 funds focus on providing transportation services that enhance mobility of seniors and individuals with disabilities. Ms. Nelson said that as a Transportation Management Area TPO with a population of 200,000 or more, funding of between \$800,000 to \$900,000 is available annually for distribution in the Richmond Urbanized Area (RUA), which includes Tri-Cities MPO, to support capital or operational investments for eligible activities. Grant applications are due to the Department of Rail and Public Transportation by February 1 of each year. For FY18 funds, the RUA has about \$1.1 million available for allocation to projects. Applications are required to have TPO endorsement to be considered for funding. All projects included in the resolution on the tab four cover have been reviewed and identified as being consistent with the Coordinated Human Services Mobility Plan. The RRTPO is requested to endorse these projects to move forward to compete for the available funding. The project requests total approximately \$970,000; however, there are also applications from Tri-Cities MPO, so that all projects submitted may not be selected for funding.

A determination will be made in the next couple of months as to which projects will receive funding. The RRTPO will be requested to take action to include selected projects in the Transportation Improvement Program (TIP). Ms. Nelson noted that in late 2016 blanket resolutions supporting all applications submitted were discontinued. DRPT goes through a deliberative evaluation process to determine which applications fulfill the Coordinated Human Services Plan and which will receive funding. Funds not allocated to projects will be carried over and be available for allocation in the next funding cycle. Ms. Nelson discussed the challenges that many small organizations have with obtaining the 20 percent local match and noted staff efforts to help synch the timing for match requests with the local government budget process. A recent change allows operational programs to be funded with 50 percent federal funds, 40 percent DRPT state funds and a 10 percent local match instead of having to provide 50 percent local matching funds. The Senior Connections request for funds to develop the regional coordination entity resulted from the RRTPO planning process which identified a need for such an entity.

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) endorses the following applications for Federal Transit Administration (FTA) Section 5310 funds which were submitted prior to the February 1, 2017 submission deadline, and found by the Virginia Department of Rail and Public Transportation (DRPT) to be eligible for FTA Section 5310 Program funds:

- Capital Area Partnership Uplifting People (CAPUP), Powhatan, Goochland and Hanover, to purchase one 15-passenger van with lift and one 19-passenger van with lift, \$130,000;
- Chesterfield County Department of Mental Health Services, to purchase one 15-passenger body on chassis with wheelchair and one 9-passenger raised roof van with lift, \$120,000;
- Senior Connections, the Capital Area Agency on Aging, Coordinate Ride Connection services with transportation providers and anticipating serving as the District's first official Human Service Transportation Coordination Entity, \$250,000;
- Greater Richmond Association for Retarded Citizens (ARC), Chesterfield, Henrico and Richmond, to purchase two 9-passenger vans with wheelchair lifts and four 5-passenger mini-vans with ramps, \$270,000; and
- Van Go Transportation, Richmond Metro Area, to provide new transportation services beyond ADA required areas, \$200,000.

D. RSTP Funds Shift: Route 711 Widening, Powhatan County

Barbara Nelson briefly reviewed past efforts to fund this project noting that January 25 bids came in high. It was determined that re-advertising the project would not likely produce a more favorable bid. Use of surplus funds from the closeout of other RSTP projects was recommended to fill the gap to complete funding for this project so that it can move forward. The TAC reviewed and recommended this project and a proposed resolution was included on the tab six cover page in the agenda package.

On motion of Larry J. Nordvig, seconded by Christopher Winslow, the Richmond Regional Transportation Planning Organization unanimously approved the following resolution:

RESOLVED, that the Richmond Regional Transportation Planning Organization authorizes the transfer of \$1,223,276 in RSTP funds from UPC 101492 – Region-wide to UPC 86442 – Route 711 (Huguenot Trail) Widening project in Powhatan County.

III. AGENCY AND COMMITTEE REPORTS

VDOT Richmond District Update

Rob Cary, Secretary of Transportation designee to the RRPTO and VDOT Richmond District Engineer, announced that he has accepted the position of Chief of Innovation, a newly created position at VDOT Central Office, and anticipates leaving his post at the Richmond District in early to mid-April when a new person is hired. Mr. Cary reviewed a substantial list of significant accomplishments by the VDOT Richmond District over the last two and a half years which he credited to the dedicated work of the 880 VDOT Richmond District employees. Mr. Cary received a hearty round of applause and Chairman Newbille congratulated Mr. Cary on behalf of the board on his new position, thanked him for all of his hard work, and wished him great success.

IV. OTHER BUSINESS

A. FHWA Comments on RRTPO Bylaws Revision

Ivan Rucker said he had the opportunity to hear the Executive Committee discussion on the bylaws and he expressed appreciation and encouraged questions related to the changes and definitions contained in the bylaws. He said Federal Highway is a partner

in the process and it was important that he share with the RRTPO some of FHWA's internal discussion. Mr. Rucker referenced the "Duties and Powers of MPO Officers" in the initial draft revisions which were provided only to the TPO Executive Committee as a starting point for considering revisions. Chairman Newbille asked for clarification as to which page Mr. Rucker was referencing, since three versions of the bylaws were provided to the Executive Committee, and he said it was numbered page 15 in the Executive Committee agenda package. Ms. Nelson noted that only Executive Committee members would have this material to reference since the RRTPO was not yet asked to consider bylaws revisions and the material was not yet provided to them. Mr. Rucker expressed concern that the Bylaws allow the Chairman to authorize the Technical Advisory Committee and, as proposed, the Executive Committee to review and take action on behalf of the MPO for various administrative items including, but not limited to, amendments to the MPO's adopted Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), and possibly to the long-range transportation plan. The MPO Chairman is allowed unlimited power to authorize a public body other than the MPO to take significant actions FHWA requires from the MPO, and he questioned whether that is consistent with federal law. Mr. Rucker also questioned whether any organization on the RRTPO could be disenfranchised by delegating investment decisions to the Executive Committee since not all RRTPO voting member organizations, which should all have the same rights and privileges, are represented on that body. He said he felt it was important to share FHWA's internal discussion with the RRTPO.

Chairman Newbille thanked Mr. Rucker and asked if he would capture his comments in writing providing them to Ms. Nelson so that as the Executive Committee considers the bylaws revisions and brings the revisions to the full RRTPO, they can be mindful of those items. Questions and discussion brought forward the following major points:

- The former RRPDC attorney provided a ruling within the last two years that the RRTPO Chairman does not have the authority to delegate action on behalf of the RRTPO to the Technical Advisory Committee. The RRTPO has not used that practice since the opinion was issued. However, the bylaws were not amended to reflect that ruling, so the Executive Committee discussion was that the section of the bylaws authorizing delegation of authority to the Technical Advisory Committee needs to be removed.
- The Executive Committee considered whether the RRTPO wants to identify what, if any, roles and responsibilities the RRTPO Executive Committee has since the current bylaws make no mention of the Executive Committee.
- The bylaws need to be revised more frequently than every 27 years.

Kimberly Gray posed the question as to whether an immediate bylaws amendment was needed to reflect that action on behalf of the RRTPO may not be delegated to the Technical Advisory Committee, ahead of other revisions of the bylaws. Discussion determined that the Executive Committee may need to make special meeting provisions so that a more aggressive timeline could bring earlier RRTPO consideration and action to the entire document, but that separate action on this matter is not necessary.

There was a request that a link to the initial bylaws revisions be sent to members of the RRTPO. The Executive Committee is the working committee and reporting out to the RRTPO at this point would be premature since this is the first look at revisions and guidance for additional revisions by the Executive Committee. Ms. Nelson noted that

the Executive Committee is in the process of cleaning up the bylaws and said that current wording will likely be changed.

B. Future Meeting Topics

Ms. Nelson reminded that there would be an RRTPO Orientation following adjournment of the meeting and all are welcome.

Frank Thornton said the region needs to be more progressive and aggressive regarding informing the public so that they are able to understand the work of the RRTPO and provide their support. He suggested the possibility of holding meetings at different times of day, possibly evenings. Discussion ensued and Ms. Nelson noted staff is available to participate in local meetings to provide information to citizens on the overall mission of the RRTPO and is also available to provide information tailored to specific items of interest to particular groups.

Manuel Alvarez suggested having a future meeting topic providing an update on General Assembly actions that impact transportation. Chairman Newbille suggested also adding any changes at the national level that may have implications for the RRTPO. Ms. Nelson suggested that May would be a good time for that following the early April veto session.

C. Next RRTPO Meeting

Chairman Newbille said the next meeting is scheduled for April 6, 2017.

VI. ADJOURNMENT

Chairman Newbille adjourned the meeting at 10:35 a.m.

BSN/sr