

**RICHMOND REGIONAL  
TRANSPORTATION PLANNING ORGANIZATION**

**MINUTES OF MEETING  
May 4, 2017**

**MEMBERS PRESENT**

Steve A. Elswick, **Chairman** ..... Chesterfield County  
Cynthia I. Newbille, **Vice Chairman** ..... City of Richmond  
Kathy Abbott..... Town of Ashland  
Andreas D. Addison..... City of Richmond  
Parker C. Agelasto ..... City of Richmond  
Manuel Alvarez, Jr..... Goochland County  
Kimberly B. Gray..... City of Richmond  
David Green ..... GRTC Transit System  
James M. Holland ..... Chesterfield County  
Angela Kelly-Wiecek..... Hanover County  
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  
Barton A. Thrasher..... Secretary of Transportation Designee, VDOT  
Von S. Tisdale (Nonvoting)..... RideFinders  
David T. Williams..... Powhatan County

**MEMBERS ABSENT**

Cliff Burnette (Nonvoting) ..... VDA  
Susan F. Lascolette ..... Goochland County  
Brian Montgomery (Nonvoting) ..... EDAC  
Ivan Rucker (Nonvoting) ..... FHWA  
John B. Rutledge..... CRAC  
Frank J. Thornton..... Henrico County  
C. Thomas Tiller, Jr. .... New Kent County  
Christopher Winslow ..... Chesterfield County

**ALTERNATE MEMBERS PRESENT, NOT VOTING**

Wayne Hazzard (Alternate) ..... Hanover County  
Michael J. Jones (Alternate)..... City of Richmond  
Amber B. Lancaster (Alternate)..... CTAC

**CALL TO ORDER**

Richmond Regional Transportation Planning Organization (RRTPO) Chairman Steve A. Elswick called the May 4, 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 Elswick led the RRTPO in the Pledge of Allegiance to the flag.

## **INTRODUCTION**

Chairman Elswick introduced and welcomed Barton A. Thrasher, Richmond District Engineer and Secretary of Transportation Designee to the RRTPO. He also announced notice of the appointment of Joi Taylor Dean as the Interim CEO of the Richmond Metropolitan Transportation Authority and new RRTPO member noting that she will attend the next meeting.

### **I. ADMINISTRATION**

#### **A. Approval of RRTPO Agenda**

On motion by Larry J. Nordvig, seconded by David T. Williams, the RRTPO voted unanimously to approve the May 4, 2017 RRTPO meeting agenda as presented.

#### **B. Approval of April 6, 2017 RRTPO Meeting Minutes**

Chairman Elswick called for changes to the minutes and David Williams said the minutes need to be corrected to show him as in attendance at the April 6 meeting. There was clarification on a question regarding allocations for the City of Richmond Employee Trip Reduction Program that only the FY19 and FY20 funds were not approved as reflected in the minutes; FY18 funds had already been allocated. There being no further corrections, the minutes were approved as corrected.

#### **C. Open Public Comment Period**

There were no requests to address the RRTPO.

#### **D. Consent Action Items**

Barbara Nelson reviewed the list of consent agenda items included under agenda tab two; there were no requests for additional discussion.

On motion of Patricia S. O'Bannon, seconded by Larry J. Nordvig, the Richmond Regional Transportation Planning Organization unanimously approved the following resolutions:

##### **1. FY18 – FY23 CMAQ Allocation Table Revision**

**RESOLVED**, that the Richmond Regional Transportation Planning Organization approves the revisions for Fiscal Year 2018 – Fiscal Year 2023 Congestion Mitigation and Air Quality (CMAQ) allocations and authorizes submission of these revised tables to the Commonwealth Transportation Board (CTB) for inclusion in the Fiscal Year 2018 – 2023 Six-Year Improvement Program.

##### **2. FY15 – FY18 TIP Amendment Request: GRTC Bus Storage Lot**

**RESOLVED**, that the Richmond Regional Transportation Planning Organization (RRTPO) amends the *FY15 – FY 18 Transportation Improvement Program (TIP)* adding the following new project:

- STIP ID GRTC046: Acquisition of Property for use as Bus Storage Lot obligating \$2,000,000 FTA Section 5307 funds in fiscal year 2017.

##### **3. VDOT TIP Amendment Requests**

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

- UPC 108978: Spring Run Road Sidewalk obligating \$124,402 in Transportation Alternatives funding and local match, fully obligates the project – Chesterfield

- UPC 107535: Dorey Park Shared Use Path obligating \$284,425 in Transportation Alternatives funding and local match, fully obligates the project – Henrico
- UPC 107532: Bank Street Sidewalk and Bike Lane obligating \$380,000 in Transportation Alternatives funding and local match, fully obligates the project – Richmond

#### **4. FY17 UPWP Budget Amendment**

**RESOLVED**, that the Richmond Regional Transportation Planning Organization (RRTPO) amends the FY17 Unified Planning Work Program (UPWP), originally approved on May 5, 2016, to add \$135,853 to work task 2.3, Transit, with \$108,681 in FTA Section 5303 funds, \$13,586 in state match funds, and \$13,586 in local match funds.

### **E. RRTPO Chairman's Report**

#### **1. Bylaws Update**

Chairman Elswick dispensed with this item as there was nothing to report at this time.

#### **2. Virginia Association of MPOs Member and Alternate**

Chairman Elswick reported that the Executive Committee appointed Barbara Nelson as the VAMPO member and the incoming RRTPO chair as the alternate.

#### **3. Report of the Nominating Committee; Election of FY18 Officers**

Nominating Committee Chairman Canova Peterson reported that the committee had contacted candidates and that Cynthia Newbille agreed to serve as FY18 Chairman and Pat O'Bannon agreed to serve as FY18 Vice Chairman.

On motion of W. Canova Peterson, IV, seconded by Parker C. Agelasto, the RRTPO unanimously approved the slate of officers and elected Cynthia I. Newbille, City of Richmond, as the RRTPO FY18 Chairman, and Patricia S. O'Bannon, Henrico County, as the RRTPO FY18 Vice Chairman, both to serve July 1, 2017 through June 30, 2018.

#### **4. Establish Ad Hoc Committee on Regional Transportation Funding Challenges**

Chairman Elswick reported that the Executive Committee discussed established an ad hoc committee to work on regional transportation funding challenges, which is a big issue for the region and for the state. The Secretary of Transportation commented at the Spring CTB Public Meeting that the state had \$1 billion available for \$9 billion in applications. Chairman Elswick announced members of the Ad Hoc Committee on Regional Transportation Funding Challenges as follows: Patricia S. O'Bannon, Manuel Alvarez, Jr., W. Canova Peterson, IV, and Steve A. Elswick with Cynthia I. Newbille, incoming RRTPO Chairman, appointed as an ex-officio member. There was discussion of a timeframe for the work of this committee and the hope is to have some thoughts ready for General Assembly consideration, possibly in the next session. On advice from legal counsel, the RRTPO took formal action to establish the ad hoc committee on Regional Transportation Funding Challenges.

On motion of W. Canova Peterson, IV, seconded by James M. Holland, the Richmond Regional Transportation Planning Organization took action to establish the RRTPO Ad Hoc Committee on Regional Transportation Funding Challenges.

### **F. RRTPO Secretary's Report**

#### **1. FY18 – FY23 RSTP and CMAQ Projects Draft Report**

Barbara Nelson, RRTPO Secretary, noted the RSTP and CMAQ book, distributed at the table, which reflects April 6 RRTPO action to approve the \$164 million in

RSTP and CMAQ allocations for the region. The action taken on the consent agenda to correct the omitted project will be addressed in the final report.

**2. Richmond District Spring Meeting**

This meeting was held on Monday, May 1, at the Richmond District Office and both Barbara Nelson and Chairman Elswick spoke on behalf of the RRTPO focusing the region's priorities and preparation for the third round of SMART SCALE. Comments related to undertaking a re-evaluation of needs established in 2014 and published in VTrans2040, which serve as the screen-in for project eligibility for SMART SCALE funding, will be submitted in writing along with comments provided at the meeting. Written comments may be submitted through May 16. The Secretary of Transportation indicated there would be an opportunity to comment on SMART SCALE in the fall and staff will work with local government and agency staffs to develop comments for submission.

**3. Upcoming Federal Certification Review**

The Federal Highway Administration has advised that the RRTPO quadrennial certification review will be held in either August or September. RRTPO participation will be needed for the two-day audit of planning efforts and programs undertaken over the past four years. Staff believes the program is in good shape and that corrective actions and recommendations from the 2013 certification review are well under way or have been addressed. The RRTPO has taken on new initiatives that the federal team should be pleased with. The federal team has committed to providing their report in a much shorter time frame than for the 2013 certification review report. The review process requires a public meeting and the public, RRTPO members and standing committees will be invited to participate. The RRTPO program is a significant work effort for the region and the RRPDC. The review process considers the RRTPO in partnership with DRPT and VDOT and their joint work to advance federal programs and priorities. There was discussion of the need for RRTPO members to attend the public meeting and of efforts to inform citizens of the opportunity to comment.

**4. DC2RVA Ashland/Hanover Community Advisory Committee**

This committee has been established and will meet monthly for six months with the first meeting scheduled for May 22 providing an opportunity for further review of the recommendations of the DC2RVA project and their impact in the Ashland and Hanover communities. The committee includes representatives from Ashland, Hanover, the state, the Federal Railroad Administration and Randolph-Macon College. Barbara Nelson will represent the RRTPO as a technical advisor.

**5. Transportation Highlight**

Ms. Nelson noted the Transportation Highlight topic, the Commerce Corridor Study, begins on page four of tab four. The study is a comprehensive analysis of existing and future transportation needs and prioritization of those needs in a 13-mile corridor from the James River to Route 10 in Chesterfield County. Funding was provided by the Office of Intermodal Planning and Investment. Scenario planning tools using the regional travel demand model and an economic development modeling approach were applied to evaluate and test the transportation system looking at possible economic growth in the region that focuses on the port as a catalyst. The study and draft report will conclude by the end of June with several presentations to the RRTPO prior to approval action requested in the fall. This corridor is phase one of a multi-phase planning effort to conduct this same type of study in other corridors. The FY 18 UPWP includes a work task to

determine the feasibility for conducting a corridor study for I-295 from Chesterfield through Hanover County. Funding efforts are being pursued for FY18 or FY19.

**6. March RRTPO Work Status Report**

The work status report details many of the work efforts being undertaken to advance the RRTPO program. Innovations and technology in automated transportation are elevated and coming faster. The RRTPO work program efforts on this are for awareness of how this technology may develop and influence future work efforts. There is an opportunity that autonomous vehicles can provide on-demand flexibility to support paratransit needs. The work effort reported in the quarterly work status report, page nine, was to confirm and define what the need would be and determine what the benefit of autonomous vehicles would be for transportation disadvantaged populations.

**7. Quarterly Financial Report**

This financial report covers January, February and March 2017.

**8. Notice of Proposed Rulemaking (NPRM) on MPO Area Reform**

Information on the NPRM came following agenda mailout indicating this measure, previously rejected by the Senate, was rejected by the House and has gone to the president for action. The RRTPO provided comments to the federal docket on this proposed rule voicing concerns and disagreement with the mandatory consolidation of multiple MPOs in a single urbanized area or the requirement to develop combined planning documents. It appears this legislation will not move forward.

**II. OLD BUSINESS**

**CMAQ Allocation and Program Impact: City of Richmond Employee Trip Reduction Program**

Barbara Nelson said the Richmond Urbanized Area is in attainment status in compliance with the Federal Clean Air Act. The region works with EPA and the Department of Environmental Quality to meet the National Ambient Air Quality Standards and to monitor, maintain and improve air quality. The RRTPO has the lead in developing Transportation Demand Management (TDM) processes and strategies and coordinating with regional partners on efforts included in the work program. Ms. Nelson reviewed the purpose of TDM strategies noting that an employee trip reduction program (ETRP) is one of many types of TDM measures that can be deployed to benefit air quality. There is a variety of elements that can go into an ETRP program including funding available to support the start-up of TDM efforts. The City of Richmond has had an ETRP since 2004. In February, the RRTPO requested that staff look at developing a region-wide framework in FY18 to provide additional opportunities to reduce air pollution, encourage mode shift from single occupancy vehicles and reduce transportation costs for all commuters across the region. A work task included in the draft FY18 work program is to bring a report and recommendation to the RRTPO by the September meeting that will provide an assessment as well as an outline for what that regional framework could look like, including a recommendation that would incentivize the start-up of employee trip reduction programs to the benefit of all jurisdictions in the region. Following the discussion on RSTP and CMAQ allocations at the April RRTPO meeting, there was a request to pull the funding for FY19 and FY20 from the City's ETRP for reasons discussed at the meeting and included in the minutes. Discussions have continued since that meeting and Cynthia Newbille provided an update.

Dr. Newbille thanked both Canova Peterson, Hanover County, and Von Tisdale, RideFinders, for meeting with her and her colleague with the City relative to region-wide strategies such as RideFinders. She reported that based on discussions in those meetings, the City rescinds its

request for funding at this time and will retain funds that are already allocated and to transition the City's ETRP program to one that has sustainability driven by the City. She said the City very much looks forward to being a part of the region-wide strategy and RideFinders. She said the City concurs in the nature and scope of this kind of effort being more regional in the funding. Kimberly Gray also expressed appreciation to Mr. Peterson and Ms. Tisdale for their efforts to enhance the City's perspective on this matter. There was discussion of the positive air quality impacts of such programs and the need to reduce automobile emissions by removing vehicles from the highway with transit programs. There was also discussion of the Arlington County regional TDM program.

### **III. NEW BUSINESS**

#### **A. FY18 – FY21 Transportation Improvement Program**

Sarah Rhodes noted the staff report and attachments included in agenda tab five and reviewed the requested action which included adoption of the FY18 – FY21 Transportation Improvement Program (TIP) and approval of the required self-certification statement that the metropolitan transportation planning process is being carried out in accordance with all applicable requirements. The TIP is a fiscally constrained planned obligations document with a prioritized list of projects spanning four years, consistent with *plan2040*, prepared in cooperation with the state and public transit operators which is used to inform the statewide TIP. Ms. Rhodes reviewed the development schedule which spanned August 2016 through May 2017, reviewed TIP statistics, and detailed next steps in the process that would lead to the FY18-FY21 TIP being in place by October 1, 2017. Ms. Rhodes introduced the TIP Interactive Projects Map, available on the website, and discussed some of the features. Ms. Rhodes responded to questions with the following major points brought forward:

- Federal requirements state that the TIP must be included in the STIP without change.
- There is an annual call for projects for RSTP and CMAQ funds and Transportation Alternatives (TA) Set-Aside funds as well as opportunities with SMART SCALE when new projects can be brought forward for consideration.
- In response to concerns expressed regarding a particular safety project need, Ms. Nelson said RRTPO staff would work with Richmond staff to develop a recommendation for how to move a particular project of concern forward.

On motion of David T. Williams, seconded by Manuel Alvarez, Jr., the Richmond Regional Transportation Planning Organization unanimously approved the following resolution:

**RESOLVED**, that the Richmond Regional Transportation Planning Organization (RRTPO) hereby adopts the *FY 2018 – FY 2021 Transportation Improvement Program (TIP)* and the Metropolitan Transportation Planning Process Self-Certification Statement as presented.

The interactive map technology is a GIS online mapping tool; staff can send the link to the interactive map for local sharing of this user-friendly way of looking at projects.

#### **B. FY18 Unified Planning Work Program**

Barbara Nelson noted agenda materials in tab seven on the FY18 UPWP which is the RRTPO budget and work program. Following approval action, the UPWP will be submitted to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) for their final comments and approval and then to DRPT and VDOT for reimbursement of federal funds through FHWA and FTA. The UPWP includes work tasks and efforts that address federal and state planning and programming requirements that maintain the region's eligibility for federal and state

funds. There are two primary fund sources that make up the nearly \$2 million budget: FHWA Planning (PL) funds totaling approximately \$1.4 million, and FTA Section 5303 funds totaling approximately \$435,000. There is another \$100,000 in Regional Surface Transportation Program (RSTP) funds supporting regional travel demand management planning efforts. The RRTPO approved work program priorities in February and the focus of the program is continued efforts to fully address all of the federal certification review requirements, continuing to improve outreach efforts, and completion of existing work tasks. New initiatives will center around two themes: 1) how the region can make transportation investments to capitalize on regional commerce, work force mobility and accessibility, and 2) expand access to transit through multimodal connectivity and park and ride facilities. The RRTPO Technical Advisory Committee took action at its April 11 meeting to recommend the work element and budget presented in the draft document and CTAC and EDAC were both provided presentations at their March meetings. No questions were voiced.

On motion of David T. Williams, seconded by Parker C. Agelasto, the Richmond Regional Transportation Planning Organization unanimously approved the following resolution:

**RESOLVED**, that the Richmond Regional Transportation Planning Organization (RRTPO) adopts the *Fiscal Year 2018 Unified Planning Work Program (UPWP)* and directs the submission of this work program to FHWA and FTA for final comment and approval.

#### **IV. AGENCY AND COMMITTEE REPORTS**

##### **VDOT Richmond District Update**

Bart Thrasher, Secretary of Transportation designee to the RRPTO, thanked all who attended the Six-Year Improvement Plan meeting saying it was a very productive meeting and he noted the comment period will close on May 16. He said the Richmond District will hold a citizen information meeting on the intersection project of Parham and Patterson on Monday, May 8, from 5:00 to 7:00 p.m. at the Tuckahoe Library and the inclement weather date will be May 15. GRTC Bus Rapid Transit project continues to move forward and Mr. Thrasher reported several specifics on this construction saying the goal is to have operational functions beginning in October of 2017 with a fixed completion date of June 2018. The I-64 widening project remains on an accelerated schedule with a construction completion date of August 2019. The May CTB meeting will be held in Salem District and the draft agenda should be out in the next two days.

#### **V. OTHER BUSINESS**

##### **A. Future Meeting Topics**

Chairman Elswick cancelled the June meeting and noted the future meeting topics included under agenda tab 8.

##### **B. Next RRTPO Meeting**

Chairman Elswick said the June 1 meeting is cancelled and the next meeting is scheduled for July 6, 2017.

#### **VI. ADJOURNMENT**

Chairman Elswick adjourned the meeting at 10:45 a.m.