

**RICHMOND REGIONAL
TRANSPORTATION PLANNING ORGANIZATION**

**MINUTES OF MEETING
December 6, 2018**

MEMBERS PRESENT

Patricia S. O'Bannon, **Chairman**..... Henrico County
John Hodges, **Vice Chairman**..... Town of Ashland
Andreas D. Addison..... City of Richmond
Manuel Alvarez, Jr..... Goochland County
Joi Taylor Dean..... RMTA
Jennifer B. DeBruhl DRPT
Steve A. Elswick..... Chesterfield County
Kimberly B. Gray..... City of Richmond
James M. Holland Chesterfield County
Angela Kelly-Wiecek..... Hanover County
John Lumpkins, Jr..... Goochland County
William E. Melton Powhatan County
Cynthia I. Newbille..... City of Richmond
Patricia A. Paige..... New Kent County
W. Canova Peterson, IV..... Hanover County
Mark Riblett (Alternate) Secretary of Transportation Designee
Herbert A. Richwine (Alternate) (Nonvoting)..... CTAC
Frank J. Thornton..... Henrico County
Von S. Tisdale (Nonvoting)..... RideFinders
David T. Williams..... Powhatan County
Garland W. Williams (Alternate)..... GRTC Transit System
Christopher Winslow Chesterfield County

MEMBERS ABSENT

Parker C. Agelasto City of Richmond
Cliff Burnette (Nonvoting) VDA
Charles H. Carter (Nonvoting)..... CTAC
Melissa McGill (Nonvoting)..... FTA
Floyd H. Miles, Sr..... Charles City County
Ivan Rucker (Nonvoting)..... FHWA
John B. Rutledge..... CRAC
Barton A. Thrasher..... Secretary of Transportation Designee
C. Thomas Tiller, Jr. New Kent County

ALTERNATE MEMBERS PRESENT, NOT VOTING

Tiffany T. Dubinsky (Alternate)..... DRPT

CALL TO ORDER

Richmond Regional Transportation Planning Organization (RRTPO) Chairman Patricia S. O'Bannon called the December 6, 2018 RRTPO meeting to order at 9:30 a.m. in the Richmond Regional Planning District Commission board room.

CERTIFICATION OF MEETING QUORUM

RRTPO Program Assistant Sharon Robeson reported that a quorum was present.

PLEDGE OF ALLEGIANCE

Chairman O'Bannon led the RRTPO in the Pledge of Allegiance to the flag.

I. ADMINISTRATION

A. Approval of RRTPO Agenda

Chairman O'Bannon called for changes to the agenda and there were none. On motion of David T. Williams, seconded by Patricia A. Paige, the December 6 RRTPO meeting agenda was approved as presented.

B. Approval of October 4, 2018 RRTPO Meeting Minutes

Chairman O'Bannon called for changes to the minutes and there were none. On motion of Manuel Alvarez, Jr., seconded by David T. Williams, the RRTPO unanimously approved the minutes of the October 4, 2018 RRTPO meeting minutes as presented.

C. Open Public Comment Period

There were no requests to address the RRTPO.

D. Consent Agenda

On motion of Patricia A. Paige, seconded by David T. Williams, the RRTPO unanimously approved the following resolutions:

1. Performance Based Planning and Programming: Target Setting

RESOLVED, that the Richmond Regional Transportation Planning Organization concurs with the asset condition and system performance targets set by the Virginia Department of Transportation and authorizes the RRTPO Interim Secretary to submit the asset condition and system performance targets submittal letter to the Office of Intermodal Planning and Investment fulfilling the requirements of the May 2017 FHWA final rulemaking (23 CFR 490) for National Performance Management Measures for Assessing Pavement Condition, for Assessing Bridge Condition, to Assess Performance of the National Highway System, and to Assess Freight Movement on the Interstate System target setting.

2. Transportation Performance Measures: Progress Report 2018

RESOLVED, that the Richmond Regional Transportation Planning Organization accepts the *Transportation Performance Measures – Progress Report 2018* as a Fiscal Year 2019 Unified Planning Work Program work task complete.

E. RRTPO Chairman's Report

Pat O'Bannon, RRTPO Chairman, reported on the following items.

- 1. Transportation Forum Follow-up Report** – Chairman O'Bannon thanked Todd Eure and other staff for their efforts on a well-attended sixth annual regional transportation forum held Thursday, November 29, at the Libbie Mill Library. Chairman O'Bannon highlighted several presentations, including one on self-driving vehicles, and noted how disheartening comments by Commonwealth Transportation Board (CTB) member Carlos Brown were regarding what the region cannot do because of a lack of funding. Patricia Paige commented on the impact of stopping I-64 widening at exit 205 on traffic through New Kent County with a 35 percent increase in traffic causing safety issues with school buses, bicycle races, teenagers and logging trucks. She noted the lack of funds and equipment to maintain secondary roads and Mark Riblett, VDOT advised that the I-64 widening from Route 205 to Route 211 is under consideration in Round 3 of SMART SCALE

with results to be announced in January; the VDOT residency should be able to assist with maintenance equipment.

There was significant discussion regarding how to begin to address the region's transportation funding issues, who bears the responsibility, who provides the leadership, who to communicate these concerns to at the state level and how to begin to consider creation of a transportation authority. Chairman O'Bannon said this is a good issue for the new transportation director and suggested forming a work group to look at this important issue.

2. **Recruitment for Director of Transportation** – Chairman O'Bannon reviewed the recruitment process and announced that the new Director Transportation would be Chet Parsons. Mr. Parsons worked for the RRPDC a number of years ago and is looking forward to returning to this region. Chairman O'Bannon commended Martha Shickle for taking on two full-time jobs.
3. **CTAC Membership Update** – In the June 28 MPO Bylaws revision, the Elderly and Disability Advisory Committee (EDAC) was reincorporated into the Community Transportation Advisory Committee (CTAC) and CTAC has concerns regarding the process and membership. At the November CTAC meeting, a work group was formed to meet with Chairman O'Bannon and to discuss CTAC membership and expectations of the RRTPO.
4. **CTAC Resolution on Cell Phone Use While Driving** – Chairman O'Bannon noted the materials under agenda package tab three and Martha Shickle reviewed the origins of the resolution. Chairman O'Bannon and others expressed concern that CTAC does not understand its mission and the RRTPO needs to help CTAC understand how they can best be of value.

On motion of W, Canova Peterson, IV, seconded by Christopher Winslow, the Richmond Regional Transportation Planning Organization voted unanimously to send the resolution back to the Community Transportation Advisory Committee.

F. Interim RRTPO Secretary's Report

Martha Shickle, Interim RRTPO Secretary, reported on the following items:

1. **Base Year SE Data Completed** – Interim RRTPO Secretary Martha Shickle reported that the base year socioeconomic data for *plan2045* has been completed and approved by the Socioeconomic Data Work Group. Work has begun on projections for 2045 data. The socioeconomic data will be brought to the RRTPO next summer for review and approval.
2. **RRTPO September/October Work Status and Financial Reports** – These reports were included under agenda package tab four; there were no questions.

II. NEW BUSINESS

A. Richmond and Tri-Cities Memorandum of Understanding (MOU)

Martha Shickle, Interim RRTPO Secretary, reviewed the background on the draft *Memorandum of Understanding for Coordination of Regional Transportation and Air Quality Planning in the Richmond and Tri-Cities MPOs* noting summaries of changes from the current MOU to the draft MOU prepared by Dan Lysy and included as enclosures with the agenda package. The only change since October was the addition of the Department of Rail and Public Transportation as a signatory to the MOU as a member of the State of Virginia. The RRTPO Technical Advisory Committee (TAC) reviewed the MOU and recommended approval. The staff recommended approval.

On motion of Angela Kelly-Wiecek, seconded by David T. Williams, the Richmond Regional Transportation Planning Organization unanimously approved the following resolution:

RESOLVED, that the Richmond Area Metropolitan Planning Organization (MPO), generally referred to as the Richmond Regional Transportation Planning Organization or RRTPO, approves the *Memorandum of Understanding (MOU) for Coordination of Regional Transportation and Air Quality Planning in the Richmond and Tri-Cities MPOs* and authorizes the RRTPO Chair, Patricia S. O'Bannon, to execute the MOU on behalf of the RRTPO.

B. RSTP Transfer Request: Intermodal Transfer Improvements, Port of Virginia

Sarah Rhodes, RRTPO Financial Programs Manager, reviewed a request from the Port of Virginia (POV) for an additional allocation of \$1,000,000 in RSTP closeout funds to address issues identified during project construction. Funded improvements included rail crossing repairs, wharf fender upgrades and north wharf repaving. The overall cost for the project was \$2,050,000 funded with FY17 RSTP funds. During preparations for north wharf repaving, a sinkhole was discovered and assessed as urgent with issues related to the overall bulkhead retaining structure which could have a significant environmental impact on the James River and would shut down Richmond Marine Terminal operations until completion of mitigation and repair. The RRTPO Technical Advisory Committee (TAC) and staff both recommend approval of this transfer request. Additionally, staff recommends approval to add this project to the FY18 – FY21 Transportation Improvement Program (TIP). There was brief RRTPO discussion and clarification of the funding source for this request.

On motion of Christopher Winslow, seconded by Kimberly B. Gray, the Richmond Regional Transportation Planning Organization unanimously approved the following resolution:

RESOLVED, that the Richmond Regional Transportation Planning Organization authorizes the following transfer:

- \$1,000,000 in RSTP closeout funds from UPC 101492 – Region-wide to UPC 114631 – Richmond Marine Terminal Emergency Bulkhead Repair.

BE IT FURTHER RESOLVED, that the Richmond Regional Transportation Planning Organization amends the FY18 – FY21 Transportation Improvement Program (TIP) adding the following new project and fully obligating all project phases:

- UPC 114631 – Richmond Marine Terminal – Emergency Bulkhead Repair.

C. RSTP Transfer Request: Trolley Line Trail, Town of Ashland

Sarah Rhodes, RRTPO Financial Programs Manager, reviewed the Town of Ashland request for \$258,536 for the Trolley Line Trail, a quarter-mile 10-foot wide multiuse path connecting the town to the Trolley Line Trail Park and contributes to continuing efforts to develop mod-separated facilities along the alignment of the East Coast Greenway. This project was funded for \$1,316,000 in the FY12 RSTP process; however, a bid shortfall, even after second bid left the project with a funding shortfall.

On motion of John H. Hodges, seconded by Angela Kelly-Wiecek, the Richmond Regional Transportation Planning Organization unanimously approved the following resolution:

RESOLVED, that the Richmond Regional Transportation Planning Organization authorizes the following transfer:

- \$258,536 in RSTP closeout from UPC 101492 – Region-wide to UPC 103393 – Trolley Line Trail in the Town of Ashland.

D. CMAQ Allocation Swap: Route 1 Sidewalk, Chesterfield County

Sarah Rhodes, RRTPO Financial Programs Manager, reviewed the Chesterfield County request for an allocation swap of \$1.2 million from CMAQ Regionwide funds that would advance FY 22 CMAQ allocations to match the schedule on an adjacent sidewalk improvement to take advantage of implementation efficiencies which would occur if the project schedules were synched. This swap would shift the allocation timing between projects but would not impact total project allocations.

On motion of James M. Holland, seconded by David T. Williams, the Richmond Regional Transportation Planning Organization unanimously approved the following resolution:

RESOLVED, that the Richmond Regional Transportation Planning Organization authorizes the following allocation swap:

- \$250,000 in CMAQ closeout from UPC 101492 – Region-wide to UPC 113843 – Route 1 (Merriewood Road to Elliham Avenue) Sidewalk project in Chesterfield County; and \$250,000 in FY22 CMAQ funds from UPC 113843 – Route 1 (Merriewood Road to Elliham Avenue) Sidewalk project in Chesterfield County to UPC 101492 – Region-wide.
- \$1,000,000 in FY22 CMAQ allocations from UPC 101492 – Region-wide to UPC 113843 – Route 1 (Merriewood Road to Elliham Avenue) Sidewalk project in Chesterfield County; and \$1,000,000 in FY24 CMAQ funds from UPC 113843 – Route 1 (Merriewood Road to Elliham Avenue) Sidewalk project in Chesterfield County to UPC 101492 – Region-wide.

E. FY19 Unified Planning Work Program (UPWP) Budget Amendment

Martha Shickle reviewed this request to amend the FY19 Unified Planning Work Program budget to reallocate the distribution of Federal Transit Administration (FTA) Section 5303 Carryover funds and FTA Section 5303 current year funds among staff and consultant work tasks. Over the course of the first two quarters of FY19, vacancies in two key staff positions with responsibility for carrying out activities associated with work tasks in transit and bicycle and pedestrian delayed work on these areas. To maintain compliance with DRPT rules for timely expenditure of funds, \$370,061 in Federal Transit Administration (FTA) Section 5303 Carryover funds from previous years would be reallocated to activities that have or were scheduled to occur in the first two quarters of the fiscal year. This reallocation of funds would be offset by a corresponding reallocation of funds in the same amount from FY19 5303 funds to activities previously scheduled for Carryover funding. There would be no net change to any work task budgets or the UPWP budget.

On motion of Cynthia I. Newbille, seconded by Patricia A. Paige, the Richmond Regional Transportation Planning Organization unanimously approved the following resolution:

RESOLVED, that the Richmond Regional Transportation Planning Organization (RRTPO) approves the amendments to the *RRTPO Fiscal Year 2019 Unified Planning Work Program* as presented.

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 FY19 UPWP.

F. FY20 Unified Planning Work Program (UPWP) Priorities

Martha Shickle, Interim RRTPO Secretary, reviewed the purpose of the UPWP, the sources of work program funding, and the need to meet state and federal requirements to receive that funding. The FY20 UPWP will continue to be organized with focus on four core program areas: Program Management, Transportation Planning, Modeling and Data Applications and Financial Programs. Program Management is the policy, management and operations platform that supports the remaining three program areas.

Work tasks in each section of the UPWP are correlated to RRTPO-approved goals in *plan2040*. Potential work program priorities were divided into three groups: 1) addressing federal certification review recommendations; maintaining commended work efforts; and continuing compliance with federal requirements; 2) continuation of existing work efforts; and 3) addressing FY20 focal areas.

Focal areas for FY20 were listed as follows:

- transportation investments to capitalize on regional commerce, workforce mobility and accessibility;
- expanding access to transit through multimodal connectivity and park and ride facilities;
- Increasing opportunity for residents of the region to engage in public planning processes; and
- identify strategies for improving identified performance measures including Safety and Security, Congestion Mitigation and System Reliability, Freight Mobility, Multimodal Connectivity and Access to Employment.

Funding allocations will not be available until mid- to late March and budgeting for work tasks will occur at that time. Specific work tasks will be developed for TAC consideration in March with final RRTPO action on the FY20 UPWP anticipated for May. Ms. Shickle advised that the priorities will be brought back before the RRTPO for consideration and action in February.

III. AGENCY AND COMMITTEE REPORTS

A. Transportation Agency Updates

1. VDOT – Mark Riblett, alternate designee for the Virginia Secretary of Transportation, reported as follows:

- Commonwealth Transportation Board (CTB) Meetings Update:
 - SMART SCALE applications have been scored with 64 of 65 Richmond region applications screening in and moving forward; 75 of 85 Richmond District applications moved forward for scoring.
 - The next CTB meeting will be held in January; scores and projects selected are expected to be announced at the January CTB meeting.

2. **DRPT** – Jennifer DeBruhl, DRPT Chief of Public Transportation, reported on the following:

- Transit Reforms:
 - DRPT has submitted a package to the General Assembly to replace Capital Prioritization Program. Guidelines were approved by the CTB in October.
 - DRPT will transition to 100 percent performance-based funding; CTB action is expected in February and this will become effective in July. Applications are due February 1.

B. Community Transportation Advisory Committee (CTAC) Meeting Report

The CTAC Chairman was not present and Chairman O'Bannon noted the meeting report included under agenda tab five.

IV. OTHER BUSINESS

A. Future Meeting Topics

Chairman O'Bannon noted the future meeting topics included in tab six of the agenda package. She said this is also an opportunity for open discussion of possible future topics.

There was brief discussion of voting membership for the Department of Rail and Public Transportation (DRPT) and the fact that if all modes, for example the Port and others, were made voting members they would outnumber the jurisdictional representation on the RRTPO. It was suggested that there be a review of how other MPOs handle membership for DRPT.

B. Next Meeting: December 6 (Nov. 1 meeting cancelled; Nov. 29 Forum)

Chairman O'Bannon announced that the next RRTPO meeting is scheduled for Thursday, February 7, 2019.

V. ADJOURNMENT

Chairman O'Bannon adjourned the meeting at 11:00 a.m.