

**RICHMOND REGIONAL  
TRANSPORTATION PLANNING ORGANIZATION**

**MINUTES OF MEETING  
March 1, 2018**

**MEMBERS PRESENT**

Patricia S. O'Bannon, **Vice Chairman** ..... Henrico County  
Andreas D. Addison ..... City of Richmond  
Manuel Alvarez, Jr. .... Goochland County  
Parker C. Agelasto ..... City of Richmond  
Joi Taylor Dean ..... RMTA  
Jennifer B. DeBruhl (Nonvoting)..... DRPT  
Steve A. Elswick ..... Chesterfield County  
Kimberly B. Gray ..... City of Richmond  
David Green ..... GRTC Transit System  
James M. Holland ..... Chesterfield County  
Angela Kelly-Wiecek ..... Hanover County  
William E. Melton ..... Powhatan County  
Floyd H. Miles, Sr. .... Charles City 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  
Christopher Winslow ..... Chesterfield County

**MEMBERS ABSENT**

Cynthia I. Newbille, **Chairman** ..... City of Richmond  
Kathy Abbott ..... Town of Ashland  
Cliff Burnette (Nonvoting) ..... VDA  
Amber B. Lancaster (Nonvoting) ..... CTAC  
Susan F. Lascolette ..... Goochland County  
Melissa McGill (Nonvoting) ..... FTA  
Brian Montgomery (Nonvoting) ..... EDAC  
John B. Rutledge ..... CRAC  
C. Thomas Tiller, Jr. .... New Kent County

**CALL TO ORDER**

In the absence of the chairman, Richmond Regional Transportation Planning Organization (RRTPO) Vice Chairman Patricia S. O'Bannon, acting as Chairman, called the March 1, 2018 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 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.

### **B. Approval of February 1, 2018 RRTPO Meeting Minutes**

Chairman O'Bannon called for changes to the minutes and Von Tisdale requested that the last sentence of the RideFinders report under item II.A. on page three of the minutes be changed to read "...and localities and other partners; income received through sales in the Commuter Store is pass-through revenue and is income neutral." On motion of Steve A. Elswick, seconded by David T. Williams, the RRTPO approved the minutes as corrected with all voting in favor except two votes in abstention.

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

There were no requests to address the RRTPO.

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

Chairman O'Bannon reported that the July 5 meeting, coming one day after the July 4 holiday, may make it difficult to achieve a quorum and said the Executive Committee recommends that the RRTPO combine the June 7 and July 5 meetings into one meeting on Thursday, June 28. Following brief discussion, the RRTPO agreed by consensus to combine the June and July meetings into one meeting on June 28 at the regularly scheduled meeting time.

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

Barbara Nelson, RRTPO Secretary, reported on the following items:

#### 1. Transportation Highlights:

- a. chamberRVA Richmond Marine Terminal Task Force – a briefing on the Task Force progress. In 2016 a 40-year lease through 2056 was executed by the City of Richmond and the Port of Virginia allowing for long-term strategic planning. The Chamber created a task force to develop short- and long-term recommendations on how to capitalize on this opportunity. The RRTPO took a lead role in advancing the transportation component of the task force white paper, which was approved by the Chamber in January 2017.
- b. *plan2045* Overview and Socioeconomic Data Development – an overview of the opportunity to develop an investment prioritization to help the RRTPO to move forward with advancing performance based planning in transportation investments. First steps include updating the regional transportation model so that it may be used as a planning tool for scenario planning in development of *plan2045*. Updating the data for the 2017 baseline year and the 2045 forecast year are the first work efforts. A Socioeconomic Data Work Group will convene as a sub-group of the RRTPO Technical Advisory Committee to develop the data necessary for loading the model.

2. January Work Status Report – Details of the January work status report are included under agenda package tab two.

## **II. NEW BUSINESS**

### **A. FY18 – FY21 Transportation Improvement Program (TIP) Amendment: VDOT Request, City of Richmond**

Barbara Nelson, RRTPO Secretary, said this is a request by the City of Richmond to amend the FY18 – FY21 Transportation Improvement Program (TIP) to add a new

project, Central Business District - Retiming Signals, obligating \$800,000 in CMAQ funds for the preliminary engineering phase. Concurrence was received from the City of Richmond and TAC recommended RRTPO approval of the TIP amendment.

On motion of Andreas D. Addison, seconded by Angela Kelly-Wiecek, the Richmond Regional Transportation Planning Organization unanimously approved the following resolution:

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

- UPC 112373: Central Business District-Retiming Signals: adds this project to the TIP and obligates the preliminary engineering phase – Richmond.

#### **B. FTA Section 5310 Resolutions of Support**

Barbara Nelson provided background on the FTA Section 5310 program, Enhanced Mobility for Seniors and Individuals with Disabilities, which expands mobility options by helping to meet transportation needs of persons who are elderly or who have disabilities. The Department of Rail and Public Transportation is the designated recipient for administration of these funds. Seven applications totaling \$980,000 in funding requests were received and forwarded to DRPT for review and selection; \$1.32 million is anticipated to be available from FY17 Section 5310 Carryover and federal FY18 Section 5310 funds. These funds are available to support projects and programs in the Richmond Urbanized Area which includes portions of the Richmond and Crater Planning Districts. All requests are compliant with the Coordinated Human Services Mobility Plan. The RRTPO Technical Advisory Committee was provided information on the applications. Staff recommended approval of the resolution of endorsement for all seven projects. Henrico County had explored providing more prompt paratransit service than the CARE program is able to provide; however, UZURV, a private provider, is providing one-hour paratransit service so that 5310 funds were not required to fill that transportation gap. Ms. Nelson and Jennifer DeBruhl, DRPT, responded to questions regarding deadlines and processes, and the bulk purchase process of vans, which is conducted through the state procurement process.

On motion of David T. Williams, seconded by Steve A. Elswick, 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 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): serving Powhatan, Goochland and Hanover, to purchase one 19-passenger van with lift, \$65,000.
- Chesterfield Community Service Board: purchase one 19-passenger raised roof van with wheelchair lift and Mobility Management trip planning software, \$305,000.
- ElderHomes Corporation, dba project HOMES (EHC): purchase two 14-passenger vans with lifts and one 19-passenger raised roof van with lift, \$185,000.
- Heart Havens: purchase two 5-passenger minivans with handicap accessible ramps, \$80,000.

- Senior Connections, The Capital Area Agency on Aging: operating assistance to provide services through Ride Connections with public and private transportation providers and filling the role of a regional transportation coordination entity, \$250,000.
- Beth Sholom – A Lifecare Community: purchase one minivan with a ramp, \$40,000.
- Friends 4 Recovery Whole Health Center in Richmond: purchase one 9-passenger van with a wheelchair lift, \$55,000.

**C. FY18 Unified Planning Work Program (UPWP) Budget Amendment**

Barbara Nelson, RRTPO Secretary, provided background on the development, purpose, function, and funding of the annual UPWP noting that it must meet federal and state requirements and address regional transportation planning issues and needs with funding provided by the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA). The FY18 UPWP is the first work program to include a line item for Contingency, established to provide a financial buffer in the event of unanticipated reductions in funding, to preserve an opportunity for adding new work tasks, or to rebalance existing work task budgets following mid-year review of expenditures. Ms. Nelson said that due to work in the areas of freight, environment and financial programming, funds need to be shifted from the Contingency Funding line item, (task 2.9) to three work tasks where additional work that is consistent with the UPWP has been undertaken. A total of \$95,000 would be transferred to three work tasks as follows: \$25,000 to task 2.5, Freight and Intermodal; \$20,000 to task 2.7 Air Quality and Environment; and \$50,000 to Task 4.0 Financial Programming. Ms. Nelson noted that on the table included on page three of tab six, \$37,496 highlighted in blue was misidentified and should be labeled “Remaining Balance” instead of “Reductions”.

On motion of David T. Williams, seconded by W. Canova Peterson, IV, 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 shift Federal Highway Administration (FHWA) PL funds from Task 2.9 Contingency Funding to the following tasks: 2.5 Freight and Intermodal, 2.7 Air Quality and Environment, and 4.0 Financial Programming as presented in the attached table “FY18 UPWP Agency Summary Budget Sheet,” dated March 1, 2018; and

**BE IT FURTHER RESOLVED**, that the RRTPO action to amend the FY18 Unified Planning Work Program work task budgets and to transfer FHWA/PL funds 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 approval by the RRTPO, the Virginia Department of Transportation (VDOT) and FHWA for the reallocation of funds between UPWP work tasks.

**D. Intercity Passenger Rail Operating and Capital Fund: Ashland**

Barbara Nelson, RRTPO Secretary, provided background on the IPROC Fund established by the Virginia General Assembly in 2011 to provide a mechanism to fund continued operations of Amtrak’s Virginia-sponsored regional trains, invest directly in projects related to growth and enhancement of intercity passenger rail service in the

Commonwealth and to match federal transportation grants to improve intercity passenger rail and fund high-speed rail. The Virginia Department of Rail and Public Transportation administers the funds subject to Commonwealth Transportation Board (CTB) approval. This resolution would support the Town of Ashland's application for funds for the installation of a Passenger Information Display system (PIDS) at the Ashland train station with audible notifications to notify riders with real-time information of train arrival times and platform information. This project will provide benefits for both safety and Americans with Disabilities Act accessibility.

Demonstration of support for the application is a component of project evaluation and the resolution will be submitted to the Town of Ashland for submission to DRPT.

On motion of Angela Kelly-Wiecek, seconded by Kimberly B. Gray, the Richmond Regional Transportation Planning Organization unanimously approved the following resolution:

**WHEREAS**, the Town of Ashland has filed an application with the Virginia Department of Rail and Public Transportation for funding assistance for the Ashland Station Passenger Information Display System project, to install a Passenger Information Display System (PIDS) at the Ashland Train Station to allow passengers to determine which side of the tracks to board the train; and

**WHEREAS**, the installation of a PIDS will greatly improve passenger safety, particularly for passengers with disabilities; and

**WHEREAS**, the Town of Ashland estimates that this project will cost \$400,000, including engineering; and

**WHEREAS**, the General Assembly, through enactment of the Intercity Passenger Rail Operating and Capital (IPROC) Fund, provides for funding for certain improvements and operation of intercity passenger rail in the Commonwealth of Virginia; and

**WHEREAS**, the Ashland Train Station is an important element of the Town of Ashland, as well as the regional transportation system; and

**WHEREAS**, the Ashland Train Station is instrumental to economic development for the Town of Ashland and provides relief to the highway system by providing an alternate means of transporting commuters and visitors; and

**WHEREAS**, the Richmond Regional Transportation Planning Organization supports the safe operation of rail service and the related benefits of this project; and

**WHEREAS**, the Commonwealth Transportation Board has established procedures for all allocation and distribution of the IPROC funds;

**NOW, THEREFORE, BE IT RESOLVED**, that the Richmond Regional Transportation Planning Organization, at its regular meeting on March 1, 2018, supports the application by the Town of Ashland and encourages the Virginia Department of Rail and Public Transportation to give priority consideration to the Ashland Station Passenger Information Display System project in the projects funded in the Intercity Passenger Rail Operating and Capital Fund.

**E. FY20 – FY25 SMART SCALE Update**

Barbara Nelson, RRTPO Secretary, provided a brief update on progress in developing a recommendation for the 10 regional project applications for SMART SCALE as discussed

at an RRTPO meeting last fall. The original intent was for TAC to provide a recommendation at the March 1 meeting; however, this task is taking more time than anticipated and the recommendation will likely be provided to the RRTPO at the May 3 meeting. Ms. Paige asked to go on record, on behalf of citizens of New Kent County and the peninsula area, to have the six-mile stretch of I-64 widening from exit 205 to 211 be given consideration as a SMART SCALE regional application noting the increased congestion which has become more than just a seasonal and weekend hazard for New Kent residents. She expressed appreciation to VDOT for their work for extending widening to exit 205, but expressed hope that the I-64 widening project from exit 205 to 211 will be among the TAC regional SMART SCALE project recommendations. Ms. Nelson said what a year ago the cost of this project was estimated to be a \$100,000 million; however, based on lessons learned and opportunities from the design-build process, efficiencies have been identified to reduce the cost of that project. The project is still being considered by TAC. Ms. Paige thanked VDOT for their prompt start on the widening project up to exit 205 and for trying to make the region's roads safer.

#### **F. Federal Certification Review Report**

Ivan Rucker, Federal Highway Administration (FHWA), reported that the final certification report was fairly consistent with the preliminary report provided at the September 7 RRTPO meeting. He noted the many commendations and a number of recommendations included in the report. He also reviewed two items listed as corrective actions in the preliminary report that did not carry forward into the final report: 1) DRPT being a voting member of the RRTPO and 2) the role and responsibilities of the RRTPO Executive Committee being defined in the bylaws. Mr. Rucker reported that after extended discussion and review, the federal team decided to make those two items recommendations.

Mr. Rucker then reviewed two corrective actions in the final report, one of which was resolved prior to the release of the final report. He noted the corrective action regarding Title VI/Non-discrimination Assurance was a statewide finding and through actions with DRPT and VDOT, this matter had been addressed. The one remaining corrective action regarding an updated written agreement among the Richmond TPO, Tri-Cities MPO, GRTC, Petersburg Area Transit (PAT), and the State that describes how the planning process will be coordinated to assure development of consistent metropolitan transportation plans and TIPs across the MPA boundaries is required to be addressed within six months.

Mr. Rucker expressed concern about regional accessibility, transit/transportation mobility, and access to economic opportunities as a regional issue which was noted by CTAC and EDAC at the public review meeting. There were questions and discussion about the role and responsibilities and the membership of the Executive Committee. There was also discussion about equity and impacts of transportation investments on various populations in the region. Ms. Nelson indicated staff will need to take some time to evaluate the report and incorporate the recommendations into FY19 and future work programs. Chairman O'Bannon thanked Mr. Rucker for his comments saying this is an ongoing discussion and she encouraged RRTPO members to take the time to read the report in its entirety.

### **III. AGENCY AND COMMITTEE REPORTS**

#### **Transportation Agency Updates**

Bart Thrasher, designee for the Virginia Secretary of Transportation, was called out of the meeting on an emergency matter and Jennifer DeBruhl, DRPT Chief of Public Transportation, reported as follows:

### VDOT

- Commonwealth Transportation Board (CTB) Meeting Update
  - The preliminary FY19 – 24 Commonwealth Transportation Fund December 2017 Revenue Forecast update indicated an increase of \$134 million (0.6%).
  - TAP applications and project scores were provided to MPOs and the CTB in February; MPO project selections are due to VDOT by April 11.
  - The next CTB meeting is March 20 and 21 at the VDOT Central Office auditorium.
- SMART SCALE Round 3 Pre-application Training was held February 13 and 27 and was well attended; pre-application portal opens today [March 1]; VDOT District staff is available to assist with application development.
- Construction on the I-64 widening began in February; a groundbreaking ceremony for this project is tentatively scheduled for March 23.

### DRPT

- Legislation is pending that would restructure the transit capital fund adding \$154 million; establish a separate fund for WMATA operating and capital of \$105 million in additional funds, and require implementation of several reforms of the transit program. Those bills carved Metro into a separate program and insulates the rest of the state's funding from the ups and downs of Metro funding; however, there is no additional funding for the rest of the state at this time, though there is still a chance for an increase in statewide transit capital funding.
- The Transit Service Delivery Advisory Committee and DRPT will be working on the development of the prioritization program and other reforms and will begin next year looking at project by project funding of grant applications for funding transit capital.
- Transit agencies serving MPO and urbanized areas of the state greater than 50,000 will be required to do a strategic plan looking at asset management and operations.
- There are changes to the operating formula to have it based solely on performance; the language is still being drafted.
- Virginia Telework Week is March 5 – 9 and employers are encouraged to try a pilot employee telework program; more information is available at [TeleworkVA.org](http://TeleworkVA.org).

## **IV. OTHER BUSINESS**

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

Chairman O'Bannon noted future meeting topics included under agenda tab seven.

Frank Thornton said he found Mr. Rucker's comments very helpful. He said he hopes that the RRTPO looks at some of the items he underlined as an opportunity. He said the RRTPO must devise other ways to bring the public into the process and suggested subcommittees to work on specific areas to bring back suggestions to the RRPTO.

### **B. Upcoming Meeting: April 5**

Chairman O'Bannon announced that the next meeting is scheduled for April 5, 2018.

## **VI. ADJOURNMENT**

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