

**RICHMOND REGIONAL
TRANSPORTATION PLANNING ORGANIZATION**

**MINUTES OF MEETING
April 5, 2018**

MEMBERS PRESENT

Cynthia I. Newbille, **Chairman** City of Richmond
Patricia S. O'Bannon, **Vice Chairman** Henrico County
Kathy Abbott..... Town of Ashland
Andreas D. Addison..... City of Richmond
Manuel Alvarez, Jr..... Goochland County
Parker C. Agelasto City of Richmond
Tiffany T. Dubinsky..... DRPT
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
Patricia A. Paige..... New Kent County
W. Canova Peterson, IV..... Hanover County
Mark Riblett (Alternate) Secretary of Transportation Designee, VDOT
Ivan Rucker (Nonvoting) FHWA
Cherika N. Ruffin (Alternate) (Nonvoting) RideFinders
Frank J. Thornton..... Henrico County
David T. Williams..... Powhatan County
Christopher Winslow Chesterfield County

MEMBERS ABSENT

Cliff Burnette (Nonvoting) VDA
Joi Taylor Dean..... RMTA
Jennifer B. DeBruhl (Nonvoting)..... DRPT
Kimberly B. Gray..... City of Richmond
Susan F. Lascolette Goochland County
Melissa McGill (Nonvoting)..... FTA
William E. Melton Powhatan County
Floyd H. Miles, Sr..... Charles City County
Brian Montgomery (Nonvoting)..... EDAC
John B. Rutledge..... CRAC
Barton A. Thrasher..... Secretary of Transportation Designee, VDOT
C. Thomas Tiller, Jr. New Kent County
Von S. Tisdale (Nonvoting)..... RideFinders

ALTERNATE MEMBERS PRESENT, NOT VOTING

J. Michael Flagg (Alternate) Hanover County
Bret Schardein (Alternate) Powhatan County

CALL TO ORDER

Richmond Regional Transportation Planning Organization (RRTPO) Chairman Cynthia I. Newbille called the April 5, 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 Newbille led the RRTPO in the Pledge of Allegiance to the flag.

I. ADMINISTRATION

A. Approval of RRTPO Agenda

Chairman Newbille called for changes to the agenda and there were none. On motion of W. Canova Peterson, IV, seconded by David T. Williams, the RRTPO unanimously approved the agenda as presented.

B. Approval of March 1, 2018 RRTPO Meeting Minutes

Chairman Newbille called for changes to the minutes and none were offered. On motion of Parker C. Agelasto, seconded by David T. Williams, the minutes of the March 1, 2018 RRTPO meeting were approved with all voting in favor and one abstention.

C. Open Public Comment Period

There were no requests to address the RRTPO.

D. RRTPO Chairman's Report

Chairman Newbille reported the need to establish an FY19 RRTPO Officers Nominating Committee and to appoint members to serve on such committee.

1. FY19 RRTPO Officers Nominating Committee

- a. RRTPO Action to Establish FY19 RRTPO Officers Nominating Committee:
On motion of W. Canova Peterson, IV, seconded by Manuel Alvarez, Jr., the RRTPO voted unanimously to establish an FY19 RRTPO Officers Nominating Committee.
- b. Chair Appoint Members to FY19 RRTPO Officers Nominating Committee:
Chairman Newbille appointed the two immediate past chairmen, Steve A. Elswick and W. Canova Peterson, IV, to serve as members of the FY19 RRTPO Officers Nominating Committee. On motion of Angela Kelly-Wiecek, seconded by Manuel Alvarez, Jr., the RRTPO unanimously affirmed these appointments.

2. Executive Committee Report

- a. Bylaws Revisions – Barbara Nelson noted the draft Bylaws reviewed by the Executive Committee included revisions as of March 2017 and incorporated changes from the 2013 certification review including improving the transparency and readability of the document. A comprehensive review had not been conducted since 1990; this review addresses outstanding items from the 2013 certification review and provides compliance with federal regulations. Two items from the August 2017 certification review also incorporated in this revision are providing defined roles and responsibilities of the Executive Committee and removing the delegation of authority to the Technical Advisory Committee to act on behalf of the MPO policy board. Changes since the March 2017 draft include providing a guidance policy document which removes the schedule of rotations from the bylaws, but preserves the intent of officer rotation while providing flexibility in the event of an unexpected need for change. Another guidance policy document provides a sample resolution of appointment of members for optional use by member jurisdictions, which provides a clear understanding of voting authority for that jurisdiction. Brendan Hefty reported that most of the changes are technical in nature trying to clarify

and update code references. The process for amending the bylaws requires a vote of two-thirds of the members at two consecutive meetings. There was discussion on this matter and Ivan Rucker reported that FHWA has been in contact with the Secretary of Transportation regarding the Secretary's representation on the board and they anticipate hearing something soon. Chairman Newbille indicated the RRTPO staff will contact the Secretary on this matter as well. Chairman Newbille said if there were no objections, the RRTPO would move forward with the first reading and vote at the May 3 meeting and with the second reading and final adoption action at the June 28 meeting.

b. Other

- At the request of David Williams, Chairman Newbille noted his suggestion to the Executive Committee that recordings of the meetings be posted on the website which would help communicate to the public what the RRTPO does. Chairman Newbille called for discussion of this item. There were questions about the cost implications of posting and storing these files, records retention policy, quality of the recordings with background noise and audible sidebar conversations, compatibility with different browsers and other related matters. On motion of W. Canova Peterson, IV, seconded by David T. Williams, the RRTPO voted unanimously to have staff study the matter and bring back a recommendation for RRTPO consideration. Concerns or special matters to be considered should be communicated to Barbara Nelson for consideration in developing a recommendation.
- Chairman Newbille noted she was not present at the March meeting to hear Ivan Rucker's comments but she expressed appreciation for staff's addressing corrective action items from the certification review which will soon be resolved. The RRTPO will address a certification review recommendation item by holding Title VI training at the May 3 meeting. Another item of importance is environmental justice analysis (EJ) and working more closely with localities on the outcomes of the EJ analysis making sure that the region's programs and projects are really addressing all groups. Ivan Rucker expressed concern about matters of disparate impact, environmental justice and equal access to opportunities noting there were several strong recommendations in the certification report which could become corrective actions in the next review if they are not addressed. Chairman Newbille assured Mr. Rucker that the RRTPO has heard these matters as strong recommendations, and that they are a priority. Both Mr. Rucker and Chairman Newbille acknowledged that FHWA and FTA are partners in the RRTPO process.

E. RRTPO Secretary's Report

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

1. FY19 – FY24 Draft SYIP Meeting: April 24, 4:00 p.m. – Information is included in the agenda package.
2. February Work Status Report – Details of the February work status report are included under agenda package tab two.
3. Staff changes – Liz McAdory joined staff on March 1 after 12 years at VDOT working in financial program, transportation demand management, park and ride and other connectivity related issues; Chris Wichman is leaving April 20 to join the Virginia Office of Intermodal Planning and Investment.

II. NEW BUSINESS

A. FY19 – FY24 RSTP and CMAQ Recommendation

Barbara Nelson, RRTPO Secretary, said the RRTPO is requested to review and approve project selections and allocations for FY19 – FY24 Regional Surface Transportation Program (RSTP) and Congestion Mitigation and Air Quality (CMAQ) funds. She noted a handout distributed at the table and she reviewed the contents of the agenda package and the process followed to develop the project funding recommendations. The goal of the six-month RSTP and CMAQ allocation process is to maximize available allocations to meet regional needs and to support VDOT's federal strategy. The selection and allocation process give priority consideration to funding existing projects which are underway or ready to advance. Consideration is then given to funding new projects meeting regional needs and based on the competitive project selection process. The new candidate projects were reviewed and scored by a work group including VDOT and RRTPO staff and the resulting ranking is one of the factors used to develop the allocation recommendations. Other factors include project schedule and the applicant's progress in moving projects forward to completion. Ms. Nelson reviewed the process timeline, project selection and allocation recommendation, allocation projections, and final allocation action for inclusion in the Commonwealth Transportation Board's draft FY19 – FY24 Six-Year Improvement Program. Ms. Nelson noted that this effort is a significant work effort for RRTPO and local government staff, VDOT Richmond District, VDOT Environmental, and DRPT and expressed appreciation for their efforts. She reviewed individual projects recommended for funding. The RSTP and CMAQ requests for 35 projects totaled approximately \$90,000 million. Recommended projects recommended are from across the region and across the modes, and were recommended for approval by the RRTPO Technical Advisory Committee at the March 20 meeting. Questions and discussion brought forward the following major points:

- Both RSTP and CMAQ funds were requested for some projects which were funded in only one category or the other.
- Some projects scoring lower than others were selected for funding; comments were provided as to why projects were not funded at this time.
- Rank/score is only one factor to be considered in determining which projects are funded; other factors are available allocations, the schedule of existing projects, the applicant's progress in advancing applications, and how allocations can maximize federal strategy.
- There may be a change in CSX real estate strategy that would impact the James River Branch Trail project.
- The allocations for the Pole Green widening from Bell Creek to Rural Point roads project in Hanover County are not included in the resolution because it is an existing project with a VDOT identifier.

On motion of W. Canova Peterson, IV, 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 authorizes the allocation of Regional Surface Transportation Program (RSTP) and Congestion Mitigation and Air Quality (CMAQ) funds in Fiscal Years 2019 – 2024 as shown in the tables "FY19 – FY24 Regional Surface Transportation Program (RSTP)

Allocations” and “FY19 – FY24 Congestion Mitigation and Air Quality Program (CMAQ) Allocations” and authorizes submission of these selected projects and allocations to the Commonwealth Transportation Board (CTB) for inclusion in the Fiscal Year 2019 – 2024 Six-Year Improvement Program as follows:

1. Transit Stop Access and Sidewalk Connections, City of Richmond, \$960,000;
2. Merriewood Road to Elliham Avenue Sidewalk, Chesterfield, \$1,250,000;
3. Early Settlers Road Sidewalk (Robious Road to Hospital/Park), Chesterfield, \$1,170,000;
4. Route 60 Sidewalk, Spring Rock to Stonebridge, Chesterfield, \$1,250,000;
5. Interchange Modification Report: I-64 at Parham Road, Henrico, \$600,000;
6. RMT Gate Improvements and Drop Lot, Port of Virginia, \$2,215,950; and
7. Three Chopt Road Sidewalk Improvements, Henrico, \$2,165,000.

B. FY19 Transportation Alternatives Set-Aside Recommendation

Barbara Nelson, RRTPO Secretary, said the RRTPO is requested to review and recommend the proposed project selections for the FY19 – FY20 Transportation Alternatives Set-Aside (TA) funds. She noted a handout distributed at the table. Since 2014, Transportation Management Area MPOs have lead authority in allocating TA funding to projects; CTB members also have the authority to select projects for funding. RRTPO action is requested to endorse one additional application submitted by GRTC Transit System for Federal Transit Administration (FTA) Section 5310 program grant funds. Action was taken on March 1 to approve seven applications; the GRTC request was received on March 14. Twelve projects were submitted for projects within the RRTPO planning area totaling \$5,625,600. Ms. Nelson reviewed the project solicitation and review process including project solicitation, proposal screening and ranking, application review and RRTPO and CTB action. The RRTPO recommendation would fully fund four trail projects with a total regional investment in TA funding of \$1,316,000. This recommendation is in keeping with the RRTPO policy adopted in 2014 to give priority to funding and selecting projects that enhance regional bike and pedestrian networks and advance regional long-distance trail connectivity. The balance of the funding will be used as a contingency should there be a reduction in federal funds or to fund TA applications in the FY21 – FY22 application cycle which closes on November 1, 2019. No questions asked of Ms. Nelson on this item.

On motion of Patricia S. O’Bannon, 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) approves the allocation of the Transportation Alternatives Set-Aside funds for the following projects and authorizes submission of these projects to the Commonwealth Transportation Board (CTB) for inclusion in the Fiscal Year 2019 – 2024 Six-Year Improvement Program as follows:

1. Gillies Creek Greenway, Phase 2: \$420,000 requested by the City of Richmond Design and construction of a 10-foot wide shared use path along Stony Run Road from Williamsburg Road to Government Road with crosswalks at both termini. This is the second phase of a multi-phased project, and first of two phases proposed to be funded by the TA program. When completed, the 2.5-mile Gillies Creek Greenway will extend from the Virginia Capital Trail adjacent to the James River to the Fulton and Oakwood communities.

2. Gillies Creek Greenway, Phase 3: \$420,000 requested by the City of Richmond Design and construction of a 10-foot wide shared use path along Stony Run Road from Government Road to Jennie Scher Road with crosswalks at both termini. This is the third phase of a multi-phased project, and the second of two phases proposed to be funded by the TA program. When completed, the 2.5-mile Gillies Creek Greenway will extend from the Virginia Capital Trail adjacent to the James River to the Fulton and Oakwood communities.
3. Woodman Road Extended Multi-Use Trail: \$276,000 requested by Henrico County Design and construction of a 0.6-mile long, 12-foot wide asphalt multi-use trail along the west side of Woodman Road Extended between Greenwood Road and the River Mill Development. This trail section has the potential to be designated as part of the Trolley Line Trail and the East Coast Greenway trail system.
4. West Creek Trail: \$200,000 requested by Goochland County Design and construction of a 10-foot wide multiuse path approximately 8,600-feet in length linking the Virginia Farm Bureau to the West Creek Emergency Center. This project will interconnect residential, office, and commercial uses. It is proposed to be located within an existing County utility easement.

C. FTA Section 5310 Resolution of Support: GRTC Travel Training Program

Barbara Nelson, RRTPO Secretary, noted the staff report under tab six of the agenda package. The RRTPO is requested to endorse one additional application submitted by GRTC Transit System for Federal Transit Administration (FTA) Section 5310 program grant funds. Action was taken on March 1 to approve seven applications; the GRTC request was received by the RRTPO on March 14; however, the request was submitted in a timely manner to DRPT. Ms. Nelson gave a brief overview of the travel training program noting it provides training mechanism for those unfamiliar with using the transit system and it also encourages those using the CARE paratransit system providing more flexibility to the rider and financial savings to the paratransit service.

On motion of Patricia S. O'Bannon, 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) endorses the following application 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:

- GRTC Transit System: Travel training program to teach customers skills, \$150,000.

III. AGENCY AND COMMITTEE REPORTS

A. Transportation Agency Updates

In the absence of Bart Thrasher, designee for the Virginia Secretary of Transportation, Mark Riblett, VDOT Richmond District and alternate designee for the Secretary, and Tiffany Dubinsky, DRPT, reported as follows:

VDOT

- Commonwealth Transportation Board (CTB) Meeting Update
 - A High Volume Unpaved Road Program Policy Modification was approved which requires up to 10 percent of the CTB formula be set aside for unpaved

roads and increased the maximum request per locality to \$500,000. Applications for funds under this program are due Friday, April 6.

- The next CTB meeting is April 17 and 18 in the Hampton Roads District.
- MPO TAP project selections are due to VDOT by April 11.
- The SMART SCALE Round 3 Pre-Application period is underway and closes June 1. VDOT District staff is assisting applicants with applications and applicants are encouraged to request assistance.
- Upcoming public hearings and citizen information meetings are scheduled in April for two projects: Route 288/Broad Street interchange improvements and Dundas Road (Route 641) bridge replacement.
- The spring Six-Year Improvement Program public meeting will be held April 24 at the Hilton Garden Inn in Colonial Heights.

DRPT

- Transit Capital Funding
 - Transit funding bill HB 1539/SB 856 secured legislative approval.
 - Transit Service Delivery Advisory Committee (TSDAC) is working to develop a transit capital prioritization process by fall 2018; next meeting is April 11.
 - Strategic plans will begin development this summer for urban transit agencies with populations greater than 50,000 including GRTC.

B. Citizens Transportation Advisory Committee (CTAC) Meeting Report

Amber Lancaster, CTAC Chairman, reported that at the March 15 meeting, CTAC received a presentation from GRTC on the CARE on Demand service addressing questions raised at a previous CTAC meeting. CTAC has been working on a Complete Streets recommendation with they will finalize in May with a recommendation for RRTPO consideration. The staff report is contained under agenda tab seven. There were no questions for Ms. Lancaster.

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

In the absence of the EDAC Chairman, Barbara Nelson noted the staff report in tab eight of the agenda package and offered to answer questions; there were no questions.

IV. OTHER BUSINESS

A. Future Meeting Topics

Chairman Newbille noted future meeting topics included under agenda tab nine. Corrections to the schedule move the Title VI presentation to the May 3 meeting and the last two items listed under the May 3 meeting are moved to the June 28 meeting.

Frank Thornton suggested having a future meeting topic on how the RRTPO might meet to share and exchange information collegially with other areas in the state on how to bring in needed transportation funding so that the region can grow. He spoke of fostering a progressive spirit including transportation to attract new residents and businesses. Chairman Newbille summarized Mr. Thornton's comments as looking at strategies for more progressive, aggressive and collaborative actions that allows us to bring more resources and development to the region and looking at best practices from around the country. Mr. Addison concurred the effort to examine how the RRTPO might be more strategic, forward thinking looking at other models from around the country. Chairman Newbille agreed that the strategy would also look at how all regions could benefit from this effort.

B. Upcoming Meeting: May 3

Chairman Newbille announced that the next meeting is scheduled for May 3, 2018.

V. ADJOURNMENT

Chairman Newbille adjourned the meeting at 10:50 a.m.

BSN/sr