

**RICHMOND REGIONAL
TRANSPORTATION PLANNING ORGANIZATION**

**MINUTES OF MEETING
May 3, 2018**

MEMBERS PRESENT

Cynthia I. Newbille, **Chairman** City of Richmond
Patricia S. O’Bannon, **Vice Chairman** Henrico County
Andreas D. Addison..... City of Richmond
Parker C. Agelasto City of Richmond
Manuel Alvarez, Jr..... Goochland County
Joi Taylor Dean..... RMTA
Steve A. Elswick Chesterfield County
Kimberly B. Gray..... City of Richmond
James M. Holland Chesterfield County
Angela Kelly-Wiecek..... Hanover County
Floyd H. Miles, Sr..... Charles City County
Patricia A. Paige..... New Kent County
W. Canova Peterson, IV..... Hanover County
Mark Riblett (Alternate) Secretary of Transportation Designee
Ivan Rucker (Nonvoting) FHWA
Frank J. Thornton..... Henrico County
Von S. Tisdale (Nonvoting) RideFinders
David T. Williams..... Powhatan County
Christopher Winslow Chesterfield County

MEMBERS ABSENT

Kathy Abbott..... Town of Ashland
Cliff Burnette (Nonvoting) VDA
Jennifer B. DeBruhl (Nonvoting)..... DRPT
David Green GRTC Transit System
Amber B. Lancaster (Nonvoting)..... CTAC
Susan F. Lascolette Goochland County
Melissa McGill (Nonvoting)..... FTA
William E. Melton Powhatan County
Brian Montgomery (Nonvoting) EDAC
John B. Rutledge..... CRAC
Barton A. Thrasher..... Secretary of Transportation Designee
C. Thomas Tiller, Jr. New Kent County

CALL TO ORDER

Richmond Regional Transportation Planning Organization (RRTPO) Chairman Cynthia I. Newbille called the May 3, 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 Barbara Nelson reported agenda tabs five and six were revised and were reprinted and distributed at the table. On motion of David T. Williams, seconded by Frank J. Thornton, the agenda was approved as revised.

B. Approval of April 5, 2018 RRTPO Meeting Minutes

Chairman Newbille called for changes to the minutes and there were none. On motion of Angela Kelly-Wiecek, seconded by Manuel Alvarez, Jr., the RRTPO approved the minutes as presented.

C. Open Public Comment Period

There were no requests to address the RRTPO.

D. RRTPO Chairman's Report

Chairman Newbille reported that the Executive Committee decided that there should be a presentation on Equity at the June 28 RRTPO meeting.

E. RRTPO Secretary's Report

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

- The RRTPO Work Status Report for March was included in tab three of the agenda package.
- Chairman Newbille signed the letter to the Secretary of Transportation regarding transportation funding which was approved at the April RRTPO meeting; the signed letter will be posted on the website under RRTPO presentations.

II. NEW BUSINESS

A. RRTPO Metropolitan Planning Area Boundary Expansion

Sulabh Aryal, RRTPO Planner, reviewed the development of this boundary expansion request which began with a request from Goochland County to review the boundary expansion process at the October 5, 2017 RRTPO Executive Committee meeting. In November 2017, the RRTPO referred review of the Metropolitan Planning Area (MPA) boundary to the Technical Advisory Committee (TAC) for a recommendation including development of a process policy for when the MPA boundary should be reviewed. As a preliminary step in preparation for developing socioeconomic data for the 2045 long-range transportation plan, Charles City, Goochland, New Kent and Powhatan counties were asked to submit requests for adjustments to the current MPA boundary by February 1, 2018. Requests for boundary expansion were received from Goochland and Powhatan counties and referred to TAC for review and recommendation. Mr. Aryal reviewed the specifics of each request noting that Goochland County requested a boundary expansion of around 22 square miles and that Powhatan County requested an expansion of about 21 square miles with an overall 3.7 percent increase in the size of the MPA. TAC reviewed and recommended approval of the MPA boundary expansion requests and provided a draft MPA review policy for RRTPO consideration.

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

WHEREAS, the Code of Federal Regulation, 23 CFR §450.312 Metropolitan Planning Area (MPA) boundaries, allows Metropolitan Planning Organizations to consider additional boundary adjustments to reflect the most comprehensive boundary to foster an effective planning process that ensures connectivity between modes, improves access to modal systems, and promotes efficient overall transportation investment strategies; and

WHEREAS, the Richmond Regional Transportation Planning Organization is initiating an update to the regional long-range transportation plan with a planning horizon year of 2045, and as part of that process has undertaken an evaluation of the transportation planning area for base year and forecast year needs; and

WHEREAS, Goochland County has requested the addition of three transportation analysis zones which are adjacent to the current MPA boundary (TAZ 659, 660, and 663), and Powhatan County has requested the addition of two transportation analysis zones which are adjacent to the current MPA boundary (TAZ 687 and 688); and

WHEREAS, the Richmond Regional Transportation Planning Organization has considered these requests and finds that the addition of the area will reflect a more comprehensive boundary fostering effective planning, connectivity and promote efficient overall transportation investment strategies;

NOW, THEREFORE, BE IT RESOLVED, that the Richmond Regional Transportation Planning Organization requests the Governor or his designee to consider and approve this Metropolitan Planning Area adjustment adding five transportation analysis zones to the Richmond Area Metropolitan Planning Organization Metropolitan Planning Area.

and

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

RESOLVED, that Richmond Regional Transportation Planning Organization will undertake a review of the Metropolitan Planning Area (MPA) boundary following the release of the decennial census data and prior to convening the Socioeconomic Data Work Group in developing the constrained regional long-range transportation plan.

B. MPO Bylaws: First Reading and Initial Action

Barbara Nelson, RRTPO Secretary, reviewed the background on MPO Bylaws revision noting recommendations for changes in the 2013 and 2017 federal certification review report. Several changes were made in 2014, but a comprehensive review was not conducted. The proposed Bylaws revisions include document reorganization, changes recommended for clarity and consistency, definition of roles and responsibilities of the Executive Committee, the removal of the delegation of certain authorities relating to the Transportation Improvement Program to the RRTPO Technical Advisory Committee, and the re-incorporation of the Elderly and Disability Advisory Committee into the Citizens Transportation Advisory Committee as a standing work group. Additionally, as part of the Bylaws review, it was recommended that an MPO policy guidance document be established to improve the management of the MPO process. The draft guidance document includes the following elements: a rotation schedule for the Chair and Vice Chair of the MPO, TAC, and CTAC; a meeting attendance policy; a sample resolution for optional use to standardize appointments of policy board members; and a meeting cancelation policy. A list of clerical

edits was provided by Henrico County and deletions were proposed on pages three and four of the draft guidance document. Brief discussion followed.

On motion of W. Canova Peterson, IV, seconded by Parker C. Agelasto, 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, takes first action to approve the proposed comprehensive amendments with changes to all articles of the Bylaws through document reorganization; changes for clarity, consistency and transparency; definition of roles and responsibilities of the Executive Committee; the removal of the delegation of action authority relating to the Transportation Improvement Program to the RRTPO Technical Advisory Committee; changing the name of the Transportation Advisory Committee from Citizens to Community; and re-incorporation of the Elderly and Disability Advisory Committee into the Community Transportation Advisory Committee.

and

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 Area Metropolitan Planning Organization (MPO), generally referred to as the Richmond Regional Transportation Planning Organization or RRTPO, establishes the MPO Non-Binding Governance Guidance Documents record and approves the six Guidance Documents for MPO Policy Board, Technical Advisory Committee and Community Transportation Advisory Committee Leadership Rotation; Meeting Attendance; Membership Appointment Resolution Template; and Meeting Cancellation as submitted.

BE IT FURTHER RESOLVED, that the RRTPO authorizes the addition or modification of Guidance Documents to the MPO Non-Binding Governance Guidance Document record at its discretion following a simple majority vote of those present at any scheduled meeting with a quorum present.

C. FY19 Unified Planning Work Program

Barbara Nelson, RRTPO Secretary, reviewed the draft FY19 Unified Planning Work Program (UPWP). The FY19 UPWP is organized into four core program areas: Program Management, Transportation Planning, Modeling and Data Applications, and Financial Programs. The work program focuses on fully addressing the recommendations included from the August 2017 federal certification report, completing existing work tasks that span from FY18 into FY19, as well as advancing a limited number of new initiatives. New initiative focal areas will be transportation investments to support regional commerce, workforce mobility and accessibility, and expanding access to transit through multimodal connectivity and park and ride facilities. There are two primary funding sources supporting the work program: FHWA/PL funds and FTA Section 5303 funds. These funds are matched by state and local sources on an 80% federal (FHWA and FTA), 10% state (VDOT and DRPT), and 10% local (RRPDC) basis. Additional funding includes FHWA/RSTP to provide an on-

call consultant to support RRTPO Regional Travel Demand Model development and analysis; these funds also require state and local matches at the same rate. These combined fund sources have been used to develop a proposed budget included in the agenda package. Ms. Nelson also introduced a draft four-page summary of the 100-page UPWP document which will be used for public meetings and outreach opportunities. The summary includes a QR (quick response) code for scanning and details the internet path to reach the full document on the website. Discussion brought forward several major points.

- Under task 2.1 in the UPWP Summary additional language should be added regarding equity analysis. Several additional edits were suggested for this document.
- Transit and rail are the two work program tasks identified to receive FY18 Carryover Funds (CO) once the final amount is determined after the end of the fiscal year.
- Equity in planning is more than just action or a study; it requires a robust analysis of projects and an integrated conversation across the work program applying the Environmental Justice Analysis tool to develop a framework for determining the equity impact of project selection.
- Federal Highway's intent in reviewing and making recommendations on the draft work program is to work as a partner to help define attention needed in a particular area, which may require additional federal funds to accomplish.

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

RESOLVED, that the Richmond Regional Transportation Planning Organization adopts the *Fiscal Year 2019 Unified Planning Work Program (UPWP)* and directs the submission of this work program to FHWA and FTA for final comment and approval.

D. SMART SCALE: Regional Project Applications

Barbara Nelson, RRTPO Secretary, explained that the RRTPO was requested to authorize the development and submission of 10 regional SMART SCALE funding applications for projects identified in the agenda package. Through discussion, the RRTPO also agreed to development of additional fallback pre-applications should any of the 10 recommended regional applications be screened out in this SMART SCALE process. Projects must be entered into the SMART SCALE portal by June 1 with full applications to be developed and prioritized ahead of the final submission due date on August 1. A recommended prioritization will be brought to the TAC at the June meeting and a final recommendation for prioritization will be brought to the RRTPO at the meeting on June 28.

On motion of Steve A. Elswick, 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 authorizes:

- 1) the development and submission of the projects identified on the attached table under the heading "Recommended Regional Applications"; and
- 2) recommends the development of additional fallback pre-applications should any of the ten Recommended Regional Applications screen out.

E. RSTP Transfer Request: Hanover County, Studley/Rural Point Roads

Sarah Rhodes, RRTPO planner, said the RRTPO was requested to authorize the transfer of \$250,000 in Regional Surface Transportation Program (RSTP) funds from Regionwide funding to the roundabout project at Studley Road and Rural Point Road in Hanover County. This funding would close a shortfall between available and needed funds due to higher than anticipated bids. Hanover County identified \$301,000 in secondary funding that is eligible for transfer to the project and RSTP close-out allocations from Regionwide funds were requested to fund the remaining shortfall.

On motion of W. Canova Peterson, IV, 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 \$250,000 in RSTP funds from UPC 101492: Regionwide, to UPC 104875: Roundabout at Studley Road and Rural Point Road in Hanover County.

F. FHWA Title VI Executive Briefing

Barbara Nelson introduced Mohamed Dumbuya, Federal Highway Administration (FHWA) Virginia Division Civil Rights Manager and Resource Center Title VI Specialist, who provided an executive overview briefing on Title VI. The briefing included a video “Civil Rights, Title VI/Nondiscrimination: Background and Purpose,” and a PowerPoint presentation, “Title VI: Nondiscrimination in the Federal-Aid Program.” Mr. Dumbuya reviewed Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities; explained the roles of state departments of transportation and subrecipients of federal funds including planning organizations; and identified potential Title VI considerations in planning. He emphasized how Title VI is an opportunity rather than a threat and explained how Title VI is relevant to the Federal Highway Administration (FHWA) mission of “Improving mobility on our Nation’s Highways through national leadership, Innovation, and Program Delivery.”

III. AGENCY AND COMMITTEE REPORTS

Transportation Agency Updates

In the interest of time and in light of the absence of both Bart Thrasher, designee for the Virginia Secretary of Transportation, and Jennifer DeBruhl, DRPT Chief of Public Transportation, Mark Riblett provided a brief report on their behalf.

IV. OTHER BUSINESS

A. Future Meeting Topics

Chairman Newbille noted future meeting topics included under agenda tab nine.

B. Upcoming Meeting: June 28

Chairman Newbille announced that the next meeting is scheduled for June 28, 2018.

V. ADJOURNMENT

On motion of David T. Williams, seconded by Manuel Alvarez, Jr., Chairman Newbille adjourned the meeting at 11:10 a.m.