

**RICHMOND REGIONAL
TRANSPORTATION PLANNING ORGANIZATION**

**MINUTES OF MEETING
June 28, 2018**

MEMBERS PRESENT

Cynthia I. Newbille, **Chairman** City of Richmond
Patricia S. O'Bannon, **Vice Chairman** Henrico County
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
Angela Kelly-Wiecek..... Hanover County
Amber B. Lancaster (Nonvoting)..... CTAC
William E. Melton Powhatan County
Floyd H. Miles, Sr..... Charles City County
Brian Montgomery (Nonvoting) EDAC
Patricia A. Paige..... New Kent County
W. Canova Peterson, IV..... Hanover County
Barton A. Thrasher..... Secretary of Transportation Designee
Von S. Tisdale (Nonvoting) RideFinders
David T. Williams..... Powhatan County
Garland W. Williams (Alternate)..... GRTC Transit System

MEMBERS ABSENT

Kathy Abbott..... Town of Ashland
Parker C. Agelasto City of Richmond
Cliff Burnette (Nonvoting) VDA
David Green GRTC Transit System
James M. Holland Chesterfield County
Susan F. Lascolette Goochland County
Melissa McGill (Nonvoting)..... FTA
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

Tiffany T. Dubinsky (Alternate)..... DRPT
Mark Riblett (Alternate) Secretary of Transportation Designee

CALL TO ORDER

Richmond Regional Transportation Planning Organization (RRTPO) Chairman Cynthia I. Newbille called the June 28, 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 David T. Williams, seconded by Manuel Alvarez, Jr., the agenda for the June 28, 2018 RRTPO meeting was approved as presented.

B. Approval of May 3, 2018 RRTPO Meeting Minutes

Chairman Newbille called for changes to the minutes and there were none. On motion of Patricia S. O'Bannon, seconded by David T. Williams, the RRTPO unanimously approved the minutes of the May 3, 2018 RRTPO meeting as presented.

C. Open Public Comment Period

Steven Story, president of James River Transportation, distributed lens cleaners to those around the table and reported that James River Transportation is celebrating their 90th anniversary of passenger transportation services in the region. He noted their great partnerships with Greyhound, Megabus, Amtrak, the airport and others offering a transportation services and thanked the RRTPO for being included in communications and transportation planning efforts. Chairman Newbille thanked Mr. Story for his comments and for James River Transportation's 90 years of service to the region.

D. Consent Action Items

Barbara Nelson, RRTPO Secretary, briefly reviewed the consent agenda, noted that any item may be pulled for discussion, and requested a motion for approval.

On motion of W. Canova Peterson, IV, seconded by David T. Williams, the Richmond Regional Transportation Planning Organization unanimously approved the consent agenda as presented.

E. RRTPO Chairman's Report

1. Report from the Executive Committee – There was nothing of note to report.
2. Establish an Equity in Transportation Ad Hoc Committee – Chairman Newbille reported that in follow-up to Ivan Rucker's comments and the certification review of the RRTPO's work, noting commendations and progress, she is looking forward to establishing an Equity in Transportation Ad Hoc Committee. They will look at ongoing Title VI Training and Environmental Justice analysis for evaluating projects going forward and for using an equity lens to look at the planning process.
3. Other – Chairman Newbille said it has been a pleasure serving as the RRTPO Chair and that she is looking forward to passing the gavel at the end of the meeting to incoming Chair Pat O'Bannon.

F. RRTPO Secretary's Report

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

1. Federal Approval of FY19 UPWP – Approval of the FY19 Unified Planning Work Program has been received from both the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA).

2. RRTPO April and May Work Status Reports – Ms. Nelson noted several good news items regarding a project being brought in under budget and ahead of schedule; the launch of the PULSE last Sunday; and today’s ribbon cutting at the Amtrak Staples Mill station new parking lot.
3. FY19 – FY24 RSTP and CMAQ Projects – Copies of the report were distributed at the table. The report reflects action taken at the April 2018 RRTPO meeting to approve approximately \$170 million in Regional Surface Transportation Program (RSTP) and Congestion Mitigation and Air Quality (CMAQ) funds to advance multimodal priorities across the region.
4. Other Items:
 - Ms. Nelson noted a flyer distributed at the table received yesterday, which provides information regarding an electric vehicle and charging station workshop sponsored by Virginia Clean Cities being held in the RRPDC board room on July 11 from 8:30 to noon.
 - Ms. Nelson introduced new staff interns, Jessica Turner, Michael Weaver, and Jesse Harris who has been employed for about a year.
 - Pat O’Bannon reviewed the history of signalization and the new parking lot at Staples Mill Station.

II. OLD BUSINESS

MPO BYLAWS: Second Reading and Final Action

Barbara Nelson noted that this is the second reading and final action to amend the MPO Bylaws. There are two resolutions, one to amend the Bylaws with changes resulting from a recent comprehensive review, and the other to approve the Nonbinding Governance Guidance Documents which remove such things as officer rotation, meeting attendance and meeting cancellation from the Bylaws document. Ms. Nelson reviewed the background of the development of these items, the changes incorporated, and the requirement for a two-thirds vote of the RRTPO membership, 19 votes, in favor for passage of the amended bylaws. The following resolutions were presented and passed as follows:

On motion of Angela Kelly-Wiecek, seconded by Manuel Alvarez, Jr., 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 second and final 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 Angela Kelly-Wiecek, seconded by Manuel Alvarez, Jr., 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.

III. NEW BUSINESS

A. Transit Funding and Reforms

Jennifer DeBruhl, Chief of Public Transportation, for the Department Rail and Public Transportation, discussed restructuring of the Commonwealth Mass Transit Capital Fund and steps taken to simplify the allocation of statewide capital and operating funds. The restructuring established prioritization principles and requires each urban transit agency to develop a five-year strategic plan addressing state of state of good repair needs, fixed route performance, evaluation of transit network operating efficiency, and opportunities to improve service in underserved areas. The restructuring also addressed funding and other requirements for transit in Northern Virginia for WAMATA (Washington Area Metropolitan Transit Authority), VRE (Virginia Railway Express) and PRTC (Potomac Rappahannock Transportation Commission). Ms. DeBruhl responded to a question regarding loss of revenue by reauthorizing bonds. The statewide capital transit program has lost about \$60 million through bonds that are beginning to sunset this year. Those funds were used for projects such as bus replacements, bus shelters, facilities and other transit capital projects.

Brian Montgomery, EDAC Chairman, inquired about a driver shortage for GRTC CARE van service. He said he was informed that they are 17 drivers short, plus there is no contract for the CARE van drivers with First Transit. Garland Williams, GRTC Director of Planning and Scheduling, indicated an agreement has been reached between the union and First Transit so that a contract should be in place in the next couple of days. Additionally, as a part of this agreement, First Transit was asked to address the driver shortage and they have agreed to do so.

B. Transit Development Plan: GRTC and Henrico

Garland Williams, GRTC Director of Planning and Scheduling, provided an overview of the recently completed Transit Development Plan (TDP) which develops and tracks the progress of mid-and long-range visions for transit in the region. The TDP is required by DRPT every six years and final approval is anticipated in July; the last TDP was completed in 2011. Mr. Williams discussed the purpose of the TDP, the nearly \$2.8 million cost, and associated work tasks. The TDP demonstrates the service area; identifies capital and service projects; documents changes; and details service improvements.

Todd Eure, Henrico County Transportation Development Director, provided a snapshot of Henrico County's current transit service with ridership for local and express routes totaling about 800,000 riders and 124,000 for CARE and CARE on Demand service in FY18 at a cost of about \$6.8 million in operating support. GRTC and DRPT incorporated analysis in the TDP process that assisted Henrico in evaluating their routes, schedules and service needs. Extensive stakeholder and community input was integrated into the development of a transit plan. Mr. Eure discussed route and schedule changes, connectivity to the Pulse, extension of transit service to Short Pump and the cost of these enhancements. If all TDP enhancements and recommendations for Henrico were implemented, the total cost of operating support would be about \$17 million and would require a dedicated funding source.

[The next two agenda items were considered out of agenda order at the request of the Chairman.]

D. VDOT 3-C Agreement

Barbara Nelson, RRTPO Secretary, noted information included in tab six and said the request of the RRTPO is to approve the Transportation Planning Agreement and to authorize the Chair to execute the agreement, on behalf of the RRTPO. It is a federal transportation planning process requirement to have this agreement between Virginia, the MPOs and the regional public transportation providers. This document has been developed by the VDOT Transportation Mobility and Planning Division and has been reviewed by the Office of the Virginia Attorney General. All parties must sign and execute this agreement. In September, the RRTPO will be asked to approve a more detailed agreement between the RRTPO and the Tri-Cities MPO; however, the VDOT 3-C Agreement is the master agreement which must be executed first.

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

RESOLVED, that the Richmond Regional Transportation Planning Organization (RRTPO) approves the attached VDOT 3-C Metropolitan Transportation Planning Agreement and authorizes the RRTPO Chair, Cynthia I. Newbille, to execute the agreement on behalf of the RRTPO.

C. Regional Air Quality Conformity Authorizations

Barbara Nelson, RRTPO Secretary, reviewed the background on this matter. The region is currently in attainment for ozone which would be a trigger for National Ambient Air Quality Standards. A recent court decision reinstated the 1997 8-hour ozone standard which impacts MPOs across the nation and several MPOs in Virginia including the RRTPO and Tri-Cities MPO in the Richmond Tri-Cities Urbanized Area. Details of the ruling are provided in the agenda package. The ruling requires that a regional conformity analysis must be conducted for the FY18 – FY21 Transportation Improvement Program and *plan2040*, the Long-Range Transportation Plan. Ms. Nelson reviewed the process for conducting the conformity analysis which include the convening an Interagency Consultation Group (ICG) to review the process for determining the air quality conformity analysis. The ICG met June 12 to review the process and determine which projects are subject to review. The draft report is being developed and is required to undergo public review. The schedule indicates the

RRTPO public review will be August 15 to August 29 and the request of the RRTPO is two-tiered.

The RRTPO is requested to authorize the RRTPO Technical Advisory Committee (TAC) to release the report for public review at its August 14 meeting. The RRTPO will review comments from the public review and approval at the September 6 meeting. The Tri-Cities public review period will end September 9, three days following the RRTPO meeting. Should there be any adverse comments during that three-day period, the RRTPO is requested to authorize the Executive Committee to convene on September 13, following the RRPDC meeting, to consider and address the adverse comments. RRTPO approval action will allow VDOT and state partners to move this forward for final federal approval in October 2018. There were several questions and clarifications. This effort is a mandatory administrative process rather than an air quality conformity concern. If the region doesn't do the conformity, then it will hold up federal funds for the region's transportation projects. As long as the region is below the air quality conformity budget, there is no impact. It is anticipated that the region will be below the budget due to measures that have already been taken in the region.

On motion of W. Canova Peterson, IV, 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) authorizes the RRTPO Technical Advisory Committee to finalize and submit the draft Conformity Report for public review on August 14, 2018; and

BE IT FURTHER RESOLVED, that in the event of any adverse comments being received between the September 6, 2018 RRTPO approval action and the close of the Tri-Cities public review period on September 9, 2018, the RRTPO authorizes the RRTPO Executive Committee to meet on September 13, 2018 to address those adverse comments and take appropriate action on the comments.

IV. AGENCY AND COMMITTEE REPORTS

A. Transportation Agency Updates

1. **VDOT** – Bart Thrasher, designee for the Virginia Secretary of Transportation, reported as follows:

- Commonwealth Transportation Board (CTB) Meeting Update:
 - Allocations were approved for FY19 – FY24 Six-Year Improvement Program Rail and Public Transportation Allocations; FY19 and FY20 Transportation Alternatives Allocations; and FY19 and FY20 Revenue Sharing Allocations.
 - The next CTB workshop and action meetings will be July 17 – 18 in the Northern Virginia District.
- Richmond District Highlights:
 - Interim guidance regarding air quality conformity on projects administered by FHWA and FTA requires a federal conformity determination. VDOT is working with MPOs and localities to ensure this process does not adversely affect MPO area project delivery.

- VDOT Richmond District will participate with Virginia State Police and Chesterfield Fire/EMS and AAA in a July 4 traffic safety news conference.
 - SMART SCALE Round 3:
 - Available funding statewide is \$256.4 million for Construction District Grant funds and \$225.7 million for High-Priority Projects Program.
 - A total of 554 applications were created statewide with 102 pre-applications submitted in the Richmond District, the most of any VDOT district.
 - The final application deadline is August 1, 2018.
 - Upcoming Public Hearings/Citizen Information Meeting: Public hearings are scheduled for July 11 for the Springfield Rd./Francistown Rd. roundabout and July 24 for the Broad Street Rd./Cross County Rd. roundabout.
2. **DRPT** – Tiffany Dubinsky, DRPT Statewide Transit Planner, provided a brief report on behalf of Jennifer DeBruhl. In addition to agenda items which covered the Staples Mill Amtrak Station Parking Lot ribbon cutting and transit reform, Ms. Dubinsky reported on the following:
- DRPT and Amtrak began a pilot bike program on May 18 for Bike Service at Main Street Station which had previously only been available at the Staples Mill Station, which will allow Virginia Capital Trail riders to return to downtown from Williamsburg.
 - Transit Asset Management Targets must be submitted to FTA by transit managers of Tier II transit providers by October 1 and DRPT is working with them to ensure these reports are complete and submitted by that date.

B. Citizens Transportation Advisory Committee (CTAC) Meeting Report

Amber Lancaster, CTAC Chair, reported that CTAC finalized the regional vision of a Complete Streets policy and took action to submit this matter to the RRTPO for review and consideration to send to TAC. There will be a presentation on the CTAC recommendation at the September 6 RRTPO meeting.

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

Brian Montgomery, EDAC Chairman, said he had nothing to report beyond the staff report included under agenda tab eight. There were no questions about the report.

V. OTHER BUSINESS

A. Future Meeting Topics

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

At the request of Chairman Newbille, Barbara Nelson gave an update on the BUILD (Better Utilizing Investments to Leverage Development) grant program, formerly known as the Tiger grant program. Applications for funding under the BUILD program are due July 19. Ms. Nelson suggested a presentation on BUILD at a future meeting to look at what the BUILD program is and how the RRTPO can take advantage of it refocusing on funding opportunities. BUILD has reintroduced planning money with about \$15 million in planning funds available. Being able to draw down some of those planning funds could help the region's projects be more competitive in the SMART SCALE process because not only will they have gone through the study process to develop support and merit for the project, but they will also have gone through the initial stages and possibly some of the associated preliminary engineering, the cost estimates and project details can be further refined and the project will be in a better position to compete.

B. Next Meeting: September 6 (August 2 meeting cancelled)

Chairman Newbille announced that the August 2 meeting is cancelled and the next RRTPO meeting is scheduled for Thursday, September 6, 2018.

VI. ADJOURNMENT

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

BSN/sr