

**RICHMOND REGIONAL
TRANSPORTATION PLANNING ORGANIZATION**

**MINUTES OF MEETING
September 6, 2018**

MEMBERS PRESENT

Patricia S. O'Bannon, **Chairman** Henrico County
Andreas D. Addison City of Richmond
Parker C. Agelasto 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
Herbert A. Richwine (Alternate) (Nonvoting) CTAC
Cynthia I. Newbille City of Richmond
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
Von S. Tisdale (Nonvoting) RideFinders
David T. Williams Powhatan County
Garland W. Williams (Alternate) GRTC Transit System
Christopher Winslow Chesterfield County

MEMBERS ABSENT

John H. Hodges, **Vice Chairman** Town of Ashland
Cliff Burnette (Nonvoting) VDA
Charles H. Carter (Nonvoting) CTAC
Susan F. Lascolette Goochland County
Melissa McGill (Nonvoting) FTA
William E. Melton Powhatan County
Floyd H. Miles, Sr. Charles City County
John B. Rutledge CRAC
C. Thomas Tiller, Jr. New Kent County

ALTERNATE MEMBERS PRESENT, NOT VOTING

Tiffany T. Dubinsky (Alternate) DRPT
Wayne Hazzard (Alternate) Hanover County
Mark Riblett (Alternate) Secretary of Transportation Designee

CALL TO ORDER

Richmond Regional Transportation Planning Organization (RRTPO) Chairman Patricia S. O'Bannon called the September 6, 2018 RRTPO meeting to order at 9:35 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.

INTRODUCTIONS

Chairman O'Bannon noted the appointment of John D. Hodges and George F. Spagna as the Town of Ashland's new RRTPO member and alternate, respectively. Both were unable to be present due to engagements arranged prior to appointment on the RRTPO.

I. ADMINISTRATION

A. Approval of RRTPO Agenda

Chairman O'Bannon called for changes to the agenda and noted a request from the Department of Rail and Public Transportation (DRPT) to add consideration of an RRTPO letter of support for an application for funds for improvements at the Staples Mill Road train station. On motion of Christopher Winslow, seconded by David T. Williams, the September 16 RRTPO meeting agenda was approved as amended adding Item II.E., Staples Mill Station Improvements Letter of Support.

B. Approval of June 28, 2018 RRTPO Meeting Minutes

Chairman O'Bannon called for changes to the minutes and there were none. On motion of Christopher Winslow, seconded by David T. Williams, the RRTPO unanimously approved the minutes of the June 28, 2018 RRTPO meeting as presented.

C. Open Public Comment Period

There were no requests to address the RRTPO.

D. Consent Action Items

On motion of W. Canova Peterson, IV, seconded by Manuel Alvarez, Jr., the Richmond Regional Transportation Planning Organization unanimously approved the following resolutions:

1. FY18 – FY20 TIP Amendments: VDOT Request

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

- UPC 113430: West Creek Trail: adds this project to the TIP and obligates the preliminary engineering and right-of-way phases – Goochland
- UPC 113476: Woodman Road Extended Multi-Use Path: adds this project to the TIP and obligates the preliminary engineering and construction phases – Henrico
- UPC 113833: Three Chopt Road Sidewalk: adds this project to the TIP and obligates the preliminary engineering, right-of-way, and construction phases – Henrico
- UPC 113844: I-64 Parham Road Interchange Modification Report: adds this project to the TIP and fully obligates the project – Henrico
- UPC 113835: Transit Stop Access and Sidewalk: adds this project to the TIP and obligates the preliminary engineering and construction phases – Richmond
- UPC 113832: Gate Improvements and Drop Lot: adds this project to the TIP and obligates the preliminary engineering, right-of-way, and construction phases – Port of Virginia

2. **FY18 – FY20 TIP Amendments: GRTC Request**

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

- STIP ID GRTC051: ADA Improvements at Transit Stops: adds project to the TIP and fully obligates the FY18 allocations,
- STIP ID GRTC052: Miscellaneous Support Equipment: adds project to the TIP and fully obligates the FY18 allocations,
- STIP ID GRTC053: Renovation of Yards and Shops: adds project to the TIP and fully obligates the FY18 allocations,
- STIP ID GRTC054: Employee Education/Training: adds project to the TIP and fully obligates the FY18 allocations,
- STIP ID GRTC055: Renovation of Administration/Maintenance Facility: adds project to the TIP and fully obligates the FY18 allocations,
- STIP ID GRTC056: Rehabilitation and Renovation of Surveillance: adds project to the TIP and fully obligates the FY18 allocations,
- STIP ID GRTC057: Southside Transfer Plaza: adds project to the TIP and fully obligates the FY18 allocations,
- STIP ID GRTC058: Non-Fixed Route ADA Paratransit Service: adds project to the TIP and fully obligates the FY18 allocations.

E. **Election of FY19 RRTPO Vice Chairman**

Chairman O'Bannon noted the staff report in tab three of the agenda package and noted according to the officer rotation order established in the Richmond Regional Transportation Planning Organization (RRTPO) Nonbinding Governance Guidance Documents, the Town of Ashland representative is to serve as the next RRTPO Vice Chairman. On motion of Angela Kelly-Wiecek, seconded by Frank J. Thornton, the RRTPO unanimously elected John H. Hodges as the FY19 RRTPO Vice Chairman.

F. **RRTPO Chairman's Report**

1. **Presentation to FY18 RRTPO Chairman** – Chairman O'Bannon presented Cynthia I. Newbille with a clock engraved with her dates of service as FY18 RRTPO Chairman and thanked her for her dedicated efforts on behalf of the region.
2. **Appointments to FY19 RRTPO Executive Committee** – Chairman O'Bannon announced the FY19 RRTPO Executive Committee membership as follows: Patricia S. O'Bannon, Henrico County, Chairman; John D. Hodges, Town of Ashland, Vice Chairman; Floyd H. Miles, Sr., Charles City County; Steve A. Elswick, Chesterfield County; Manuel Alvarez, Jr., Goochland County; W. Canova Peterson, IV, Hanover County; C. Thomas Tiller, Jr., New Kent County; David T. Williams, Powhatan County; and Cynthia I. Newbille, City of Richmond.
3. **Sixth Annual Transportation Forum** – November 1, Libbie Mill Library – Chairman O'Bannon noted the planned date for the Transportation Forum conflicts with the dates for the 2018 Governor's Transportation Conference. Alternative Forum dates are being considered including November 29, a fifth Thursday.

G. **Discussion of RRTPO Staffing and Transition**

1. **RRTPO Staffing and Transition** – Martha Shickle reviewed the need to fill the RRPDC position of Director of Transportation vacated by Barbara Nelson in August. This position manages staff coordination for the RRTPO. She outlined an action plan that would follow RRPDC action at the September 13 meeting.

- Release the announcement for the open position by Monday, September 17.
 - Ask jurisdictional human resource professionals and Technical Advisory Committee members to review the ad.
 - Begin inviting candidates to interview after four to six weeks.
 - Coordinate application review and initial candidate selection with the region's jurisdictional human resource professionals
 - It is anticipated that interviews would include representatives from VDOT and the RRTPO, a county administrator and others to be fully defined at the October 4 RRTPO meeting.
 - The position will remain open until filled.
 - The intent is to report the name of the individual selected at the December 6 RRTPO meeting.
2. **Appointment of RRTPO Secretary** – On motion by Steve A. Elswick, seconded by Angela Kelly-Wiecek, the RRTPO voted unanimously to appoint Martha Shickle as Interim RRTPO Secretary.

H. RRTPO Interim Secretary's Report

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

1. **Work Program Highlight: Freight System Analysis and Innovations in Travel Demand Modeling** – Sulabh Aryal was recognized for representing the Richmond region as a presenter at the Transportation Research Board (TRB) Innovations in Travel Modeling conference held in June in Atlanta. Mr. Aryal presented on his work to incorporate freight into the Richmond-Tri-Cities Travel Demand Model.
2. **RRTPO FY18 Fourth Quarter Financial and Work Status Reports** – Ms. Shickle noted the reports provided under agenda tab five.

There was extended discussion of numerous concerns focused on bicycle and pedestrian safety issues which netted the following major topics for future consideration, some of which are already incorporated in other work efforts.

- There have been several pedestrian deaths in several jurisdictions in the last year, some due to driver distraction, and more awareness needs to be brought to this issue.
- Safety issues are a big concern with a need for more crosswalks and other pedestrian accommodations. VDOT considers pedestrian incidents to be very high on their list of priorities and they are always looking for the path to yes to add safety accommodations to projects.
- Guidelines are needed for where motorized scooters may safely operate; they are dangerous on roadways and sidewalks.
- The City of Richmond's *Vision Zero Action Plan, Safer Roads for All Modes*, cites the need for technology and speed management.
- There are concerns about bicycle events planned in one locality which cross into local roadways in other localities without prior communication or planning for safety; these events should be confined to facilities built for bicycles.

II. NEW BUSINESS

A. Air Quality Conformity Analysis Report

Dan Grinnell, VDOT Environmental Division Environmental Engineer, presented the Richmond/Tri-Cities Regional Conformity Analysis results for the FY18 – 21 Transportation Improvement Program and the 2040 Long-Range Transportation Plan. He reviewed the court action and subsequent FHWA/FTA guidance on conformity that required the recent conformity analysis for the Richmond 8-Hour Ozone Maintenance

Area for the years 2018, 2028, 2030 and 2040. The TCMPO/RRTPO Interagency Consultation Group (ICG) was convened in June to determine the technical approach and the conformity project list. The RRTPO public review period for the analysis report was held August 15 to August 29 with one comment received from the Southern Environmental Law Center; copies of this comment and the response were distributed at the table. Mr. Grinnell reviewed the conformity process schedule which should result in receipt of a federal conformity determination on October 29. There was discussion of the need for action in light of the 2018 budget and the actual reading for NOx being so close; however, Mr. Grinnell advised that unless there is an exceedance of the limit for ozone, there is no penalty. Further, more fuel-efficient vehicles, decreasing vehicle miles traveled, and other environmental measures were shown to increase the gap between the actual and the pollutant budget in future years. There was a request for the RRTPO to convene the Metropolitan Richmond Air Quality Conformity Committee (MRAQC); however, the Department of Environmental Quality is the manager this committee.

[Staff Note: MRAQC is only convened when there are a certain number of exceedances within a certain period of time that are in violation of the 8-hour ambient air quality standard for ozone. The Department of Environmental Quality determines when it is necessary for MRAQC to meet.]

On motion of W. Canova Peterson, IV, seconded by David T. Williams, the Richmond Regional Transportation Planning Organization approved the following resolution with all voting in favor and one vote no:

RESOLVED, that the Richmond Regional Transportation Planning Organization approves the *Richmond, Virginia Former 8-Hour Ozone Maintenance Area Transportation Conformity Analysis* draft report for VDOT submission to the Federal Highway Administration.

B. Richmond and Tri-Cities Memorandum of Understanding

Consideration of this item was deferred to the October 6 meeting for additional review.

C. Multimodal Complete Streets: CTAC Recommendation

Liz McAdory, Transportation Planning Team Coordinator, reviewed what multimodal complete streets are, streets for all including pedestrians, bicyclists, motorists, freight, transit, and emergency response. She reviewed federal, state and regional priorities and the requirement for the RRTPO to align processes with federal and state partners and consider elements of complete streets. Ms. McAdory reviewed the nearly year-long process pursued by the RRTPO Community Transportation Advisory Committee which led to their development of seven areas for complete streets policy, a review of policy elements, development of a proposed vision, and a list of proposed guiding principles and strategies for complete streets policies. CTAC requested that the RRTPO refer their initial work to the Technical Advisory Committee (TAC) for use in considering and developing a regional Complete Streets policy or guidelines. There was discussion of the potential benefits of having such a policy or guidelines, the impacts and feasibility for rural areas, the complications of adding another layer of project development, and how such policies or guidelines would be managed. Following discussion, the RRTPO took action to refer this matter to TAC for consideration.

On motion of James M. Holland, seconded by Andreas D. Addison, the Richmond Regional Transportation Planning Organization (RRTPO) unanimously approved the following resolution:

RESOLVED, that the Richmond Regional Transportation Planning Organization refers to the Technical Advisory Committee (TAC) the consideration and development of a regional Complete Streets policy based on the Community Transportation Advisory Committee vision and guiding principles, with a report back from TAC within six months of referral.

D. CTAC and EDAC Transition

Liz McAdory, Transportation Planning Team Coordinator, reviewed changes that are recommended as a result of June 28 MPO Bylaws revisions.

- 1. Recommendation on CTAC Membership Additions** – CTAC membership includes 12 member appointments from nine jurisdictions and one member appointed from each of seven at-large member organizations. Through the MPO Bylaws, CTAC is authorized to have up to 12 at-large member organizations with one member each. The total number of CTAC voting members stands at 19; with expansion to include EDAC member organizations, there would be a total of 24 member organizations with an equal number of jurisdictional and organizational members, 12 each. Five EDAC organizations were recommended to fill the five vacant at-large seats on CTAC as follows: Senior Connections – The Capital Area Agency on Aging, AARP, Paralyzed Veterans of America, Resources for Independent Living, and Goodwill of Central Virginia. These organizations were selected for their regional footprint and their involvement from among the three areas of EDAC membership focus – elderly, disabilities, and low-income. CTAC actions are elevated directly to the RRTPO for consideration. There was RRTPO discussion of the size of the committee, which at-large organizations are already on CTAC and whether others ought to be considered. There was also discussion of what CTAC’s mission is and whether there is a mission statement.

On motion of Kimberly B. Gray, seconded by Christopher Winslow, the RRTPO voted unanimously to defer consideration of this item to the next meeting when they may consider the regional footprint of the CTAC and EDAC organizations, their missions, and participation.

- 2. Resolutions of Appreciation to EDAC Organizations** – A resolution of appreciation template was provided in tab nine of the agenda package thanking EDAC organizations for their participation in the RRTPO process. The resolution will be customized for each of the nine current active member organizations and provided to their member representatives at the September 19 EDAC appreciation luncheon.

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

RESOLVED, that the Richmond Area Metropolitan Planning Organization (MPO), authorizes preparation and transmittal of resolutions of appreciation to EDAC member organizations active as of June 28, 2018.

E. Letter of Support: CRISI Grant for Staples Mill Station Improvements

Chairman O’Bannon noted the proposed letter distributed at the table for RRTPO support of Amtrak and the Commonwealth of Virginia Federal Railroad Administration

Consolidated Rail Infrastructure and Safety Improvements (CRISI) grant application. The letter indicates that Amtrak and the Commonwealth are seeking \$2.5 million in CRISI funds as part of a \$5 million planning effort that will outline needed operational and structural improvements to the Staples Mill Amtrak Station, which is one of the top 30 busiest Amtrak stations in the country.

On motion of Frank J. Thornton, seconded by Manuel Alvarez, Jr., the Richmond Regional Transportation Planning Organization voted unanimously to support submission of this letter.

III. 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) July Meeting Update:
 - Annual Safety Performance Targets for Calendar Year 2019 were approved with pavement, bridge, and reliability targets anticipated to be on the September CTB agenda.
 - Guidelines/Criteria for the Transportation Partnership Opportunity Fund were approved.
- The next CTB meeting will be held in the Staunton District September 17 – 18.
- SMART SCALE Round 3:
 - The application period closed August 8 with 85 applications submitted in the Richmond District, 460 statewide and 65 in the RRTPO.
 - The Office of Intermodal Planning and Investment (OIPI) screening and District validation are underway with announcement of scores anticipated for the January 2018 CTB meeting.
- Upcoming Public Hearings/Citizen Information Meeting: Public hearings are scheduled for September 25 in the City of Richmond for a proposed widening of Jeff Davis Highway and October 2 for proposed intersection improvements at Huguenot Springs Road and Woodridge Road in Powhatan County.

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

- Transit Reforms:
 - The Transit Service and Delivery Advisory Committee will meet September 7 to review draft CTB policies for transit capital and strategic planning and the transit operating formula; draft policies and Strategic Planning Guidelines will post September 10 for a 45-day public comment period.
- Transit Asset Management:
 - DRPT will submit the Group Transit Asset Management (TAM) Plan for all Tier II transit agencies to FTA by the September 30 deadline.
 - MPOs should coordinate with transit providers to confirm established TAM targets to incorporate into MPO planning documents. Reference language regarding transit asset management targets must be included in the long-range plan and TIP for modifications after October 1, 2018 to comply with Federal Performance Based Planning requirements.
 - Due to the success of the Virginia Breeze intercity bus route, DRTP will begin exploring the feasibility of additional routes this fall.

- **Public Transportation Agency Safety Plans:**
 - New regulations by the Federal Transit Administration require the state and certain transit entities to adopt safety plans prior to July 1, 2020.

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 10.

IV. OTHER BUSINESS

A. Future Meeting Topics

Chairman O'Bannon noted the future meeting topics included in tab 11 of the agenda package.

B. Next Meeting: October 4

Chairman O'Bannon announced that the next RRTPO meeting is scheduled for Thursday, October 4, 2018.

V. ADJOURNMENT

Chairman O'Bannon adjourned the meeting at 11:05 a.m.

MS/sr