

PLEASE RSVP BY COB TUESDAY, JANUARY 8, 2019

January 3, 2019

Memorandum #2019-03

TO: HRTPO Community Transportation Advisory Committee (CTAC)

BY: Chair Terry Danaher

RE: CTAC Meeting, January 10, 2019

Attached is the **agenda with related materials** for the next meeting of the **HRTPO Community Transportation Advisory Committee (CTAC)** scheduled for **Thursday, January 10, 2019 from 12:00 p.m. – 2:00 p.m.** in the **Chesapeake Public Safety Operations Center, 2130 S. Military Hwy, Chesapeake, VA.**

KM/sc

Community Transportation Advisory Committee:

Theresa Danaher, Chair (PO)
Susan Archer (CH)
Henry Branscome (JC)
James Bowie (HA)
Nina Britton (NN)
Lamont Curtis (NN)
Gregory Edwards (VB)
Carlton Hardy (NN)
Dianna Howard (VB)
Cecil Jenkins (CH)
John Kish (CH)
Jay Leach (VB)

Dylan Lloyd (VB)
Scott MacFarlane (VB)
Delceno Miles (VB)
James Openshaw (NO)
Mark Perreault (NO)
R. Clayton Rogers (GL)
Alvin Sledd (PQ)
Garry Harris (PO)
Christian Strange (NO)
Cynthia Taylor (IW)
Bernie Whitlock (CH)

Copy:

Robert Crum (HRTPO)
Mike Kimbrel (HRTPO)
Kendall Miller (HRTPO)
Keith Nichols (HRTPO)
Rob Cofield (HRTPO)
Phil Fonner (VDOT)

Dawn Odom (VDOT)
James Stanek (VDOT)
Eric Stringfield (VDOT)
TPO Voting Members
TPO Voting Alternates
TPO Nonvoting Members

**HAMPTON ROADS
COMMUNITY TRANSPORTATION ADVISORY COMMITTEE
January 10, 2019
CALL TO ORDER 12:00 P.M.**

**Chesapeake Public Safety Operations Center
2130 S Military Hwy, Chesapeake, VA 23320**

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|----------|--|
| 12:00 pm | 1. Call to Order |
| 12:05 pm | 2. Public Comment Period (Limit: 5 minutes per individual) |
| 12:15 pm | 3. Submitted Public Comments |
| 12:20 pm | 4. Approval of Agenda |
| | 5. Summary Minutes of the October 11, 2018 CTAC Meeting |
| 12:25 pm | 6. CTAC Expanded Role and Function |
| 1:30 pm | 7. CTAC Vice-Chair Nomination and Vote |
| 1:35 pm | 8. For Your Information |
| 1:55 pm | 9. Old/New Business |

The Chesapeake Public Safety Operations Center has offered to guide the CTAC on a tour of the facility. The tour will commence at the end of the CTAC meeting; 2:00 pm.

Preamble to the Bylaws of the HRTPO Community Transportation Advisory Committee

The Community Transportation Advisory Committee (CTAC) serves as an advisory committee to the Hampton Roads Transportation Planning Organization (TPO). *The mission of the Hampton Roads Community Transportation Advisory Committee (CTAC) is to provide the Hampton Roads Transportation Planning Organization (HRTPO) with the community's viewpoint on regional transportation issues, strategies, funding, priorities, and the decision-making process of the HRTPO. The CTAC will serve as a strong advocate on behalf of the community by listening to community member's viewpoints and helping to have their voices heard by the HRTPO leadership and decision makers. The CTAC Chair, as a nonvoting member of the HRTPO Board, will have the responsibility of communicating the work of the CTAC back to the HRTPO Board.*

AGENDA ITEM #1: CALL TO ORDER

The meeting will be called to order by Ms. Terry Danaher, Chair, at approximately 12:00 p.m.

AGENDA ITEM #2: PUBLIC COMMENT PERIOD

Members of the public are invited to address the CTAC. Each speaker is limited to five minutes.

AGENDA ITEM #3: SUBMITTED PUBLIC COMMENTS

There are no written public comments.

AGENDA ITEM #4: APPROVAL OF AGENDA

Members are provided an opportunity to add or delete items from the agenda. Any item for which a member desires an action from the CTAC should be submitted at this time, as opposed to under "Old/New Business".

AGENDA ITEM #5: SUMMARY MINUTES OF THE OCTOBER 11, 2018 CTAC MEETING

SUBJECT:

Summary Minutes of the October 11, 2018 CTAC meeting.

BACKGROUND:

Summary Minutes of the Community Transportation Advisory Committee meeting held on October 11, 2018.

Attachment 5

RECOMMENDED ACTION:

Approve the minutes.

AGENDA ITEM #6: CTAC EXPANDED ROLE AND FUNCTION

Kendall Miller, HRTPO

SUBJECT:

The HRTPO CTAC will be expanding its role and function to provide public input on HRPDC programs and planning activities.

BACKGROUND:

Since June of 2018, the HRTPO CTAC has discussed the possibility of expanding its role to include the HRPDC. At the October 11, 2018 CTAC meeting, the CTAC affirmatively voted to expand their role to include providing committee support to the HRPDC. CTAC requested that HRTPO research the issues needing to be addressed once this expansion occurred.

Ms. Kendall Miller, Principal Lead, HRPDC/HRTPO Office of Community Affairs and Civil Rights, will lead the discussion on this item.

RECOMMENDED ACTION:

For Informational Purposes

AGENDA ITEM #7: ELECTION OF NEW CTAC VICE CHAIR
Kendall Miller, HRTPO

SUBJECT:

Election of new CTAC Vice-Chair.

BACKGROUND:

CTAC Vice-Chair, Ron Broughton has stepped down from his position as CTAC Vice-Chair. As a result, CTAC now has an opening for Vice-Chair. As per CTAC Bylaws:

The Vice-Chair shall be a CTAC member and, in the event of the absence of the Chair, or of the Chair's inability to perform any of the duties of the office of the Chair or to exercise any of the Chair's powers, shall perform such duties and possess such powers as are conferred upon the Chair until such time as the Chair's inability to perform has ceased or a new Chair is appointed by the TPO Chair. The Vice-Chair shall perform such other duties as may from time-to-time be assigned to the Vice-Chair by the CTAC Chair, the TPO Chair, or the TPO Board. The Vice-Chair shall be elected by the CTAC members, and the Vice-Chair's term of office shall coincide with that of the current Chair, provided the Vice-Chair's term shall end notwithstanding the foregoing on the expiration of the Vice-Chair's term as a member of the CTAC.

Ms. Terry Danaher, CTAC Chair, will speak regarding this item.

AGENDA ITEM #8: FOR YOUR INFORMATION

AGENDA ITEM #9: OLD/NEW BUSINESS

ADJOURNMENT

**Summary Minutes of the HRTPO Community Transportation
Advisory Committee (CTAC) Meeting
October 11, 2018**

The HRTPO Community Transportation Advisory Committee (CTAC) Meeting was called to order at 12:02 p.m. in the Regional Building Board Room, 723 Woodlake Drive, Chesapeake, Virginia, with the following in attendance:

HRTPO CTAC Members in Attendance:

Terry Danaher, Chair (PO)	Carlton Hardy (NN)
Cecil Jenkins (CH)	Christian Strange (NO)
Scott MacFarlane (VB)	Alvin Sledd (PQ)
Susan Archer (CH)	Dianna Howard (VB)
Nina T. Britton (NN)	Delceno Miles (VB)
Jim Bowie (H)	John Kish (CH)
Garry Harris (PO)	Dylan Lloyd (VB)
Ron Fowler (YK)	Nina Britton

HRTPO CTAC Members Absent:

Lamont Curtis (NN)	
James Openshaw (NO)	Cynthia Taylor (IW)
Mark Perreault (NO)	Henry Branscome (JCC)
Clayton Rogers (GL)	Jay Leach (VB)
Jim Bowie (HA)	

OTHER PARTICIPANTS:

Kevin Page, HRTAC
Keith Cannady, HRPDC
Robin Grier, VDOT
Chris Vaigneur, HRPDC

HRTPO Staff:

Robert Crum
Kendall Miller
Robert Cofield
Sharon Lawrence
Joe Turner

Public Comment Period

There were no public comments.

Submitted Public Comments

There were no submitted public comments.

Approval of Agenda

Chair Danaher asked for any additions or deletions to the agenda. Hearing none, Mr. Gary Harris Moved to approve the agenda as written; seconded by Ms. Delceno Miles. The Motion Carried.

Summary Minutes of the October 11, 2018 CTAC Meeting

Chair Danaher asked for any additions or corrections to the June 11, 2018 minutes. Hearing none, Mr. Cecil Jenkins Moved to approve the minutes as written; seconded by Ms. Susan Archer. The Motion Carried.

Introduction of New CTAC Staff

Chair Danaher introduced Sharon Lawrence, who will be joining Kendall Miller's team in the capacity of Public Involvement Specialist. Sharon has been with the HRPDC for 10 years and will be joining Kendall's department early December, 2018.

Introduction of New CTAC Members

Mr. Garry Harris, (Portsmouth) and Ms. Nina Britton (Newport News) were introduced to CTAC.

Potential Expansion of CTAC Role and Function

Ms. Kendall Miller, HRTPO Principal Lead, Office of Community Affairs and Civil Rights, led the discussion on the expansion of CTAC's role and function in order to lend its purview to the Hampton Roads Planning District Commission. CTAC expressed concern about the increase in the Office of Community Affairs and Civil Rights work load and scope, with no increase in staff. Ms. Miller responded that staff has not increased but that the expansion was necessary. CTAC then inquired about the committee's composition, and asked why certain localities were never represented on the committee. Ms. Miller said this was a concern. Chair Danaher indicated that she would be raising this issue with the HRTPO Board, at the October 18, 2018 HRTPO board meeting. CTAC noted, that this was an ongoing cause for concern.

CTAC voted affirmatively to expanding its role to provide its committee oversight to the HRPDC and asked HRTPO staff to investigate the following items for further discussion to be had at the January 10, 2019 CTAC meeting:

- Possibility of More Frequent CTAC Meetings
- Expansion of CTAC to Cover New Topic Areas
- Change in CTAC Meeting Times and Location
- Permissibility of CTAC Members Calling in During Meetings vs. Attending CTAC Meetings
- What Constitutes a Quorum

Ms. Miller closed the meeting by saying that she would research the requested topic areas and present her findings to CTAC at the January 10, 2019 CTAC meeting, at which point CTAC could vote on officially expanding its purview to include HRPDC.

Old/New Business

CTAC was informed that at the January 10, 2019 meeting, there would be a vote held for a new CTAC Vice-Chair, given Ron Broughton's departure.

Adjournment

With no further business to come before the HRTPO Community Transportation Advisory Committee, the meeting adjourned at 2:04 p.m.