

ITEM #21: MINUTES OF HRTPO ADVISORY COMMITTEE MEETINGS

A. COMMUNITY TRANSPORTATION ADVISORY COMMITTEE (CTAC)

The summary minutes of the October 12, 2017 meeting of the Community Transportation Advisory Committee are attached.

Attachment 21-A

B. TRANSPORTATION TECHNICAL ADVISORY COMMITTEE (TTAC)

The summary minutes of the November 1, 2017 meeting of the Transportation Technical Advisory Committee are attached.

Attachment 21-B

C. RAIL AND PUBLIC TRANSPORTATION TASK FORCE (RPTTF)

The summary minutes of the December 7, 2017 meeting of the Rail and Public Transportation Task Force are attached.

Attachment 21-C

**Summary Minutes of the HRTPO Citizen Transportation
Advisory Committee (CTAC) Meeting
October 12, 2017**

The HRTPO Citizen Transportation Advisory Committee (CTAC) Meeting was called to order at 12:00 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)	Mark Perreault (NO)
Susan Archer (CH)	Christian Strange (NO)
John Kish (CH)	Elvira Johnson (PO)
Bernie Whitlock (CH)	Alvin Sledd (PQ)
Clayton Rogers (GL)	Ron Broughton (VB)
Jim Bowie (HA)	Jay Leach (VB)
Lamont Curtis (NN)	Scott MacFarlane (VB)
Carlton Hardy (NN)	

HRTPO CTAC Members Absent:

Cecil Jenkins (CH)	Brenda Johnson (NN)
Cynthia Taylor (IW)	Delceno Miles (VB)
Greg Edwards (VB)	Ron Fowler (YK)
Dianna Howard (VB)	Henry Branscome (JCC)
James Openshaw (NO)	Delceno Miles (VB)

OTHER PARTICIPANTS:

Dylan Lloyd (VB)

HRTPO Staff:

Camelia Ravanbakht
Kendall Miller
Dale Stith
Sam Braden
Rob Cofield
Shirley Core

Public Comment Period

Mr. Clayton Rogers announced he really enjoyed the MMMBT tour and would like to have more tours to other traffic infrastructures in the area. Chair Danaher also stated they did a fantastic job and she would be sending a thank you on behalf of the committee. Ms. Kendall Miller, HRTPO Public Involvement and Title VI Administrator stated TPO staff is working on a tour of the Traffic Management Center (TMC).

Submitted Public Comments

There were no submitted public comments.

Approval of Agenda

Chair Terry Danaher asked for any additions or deletions to the agenda. Hearing none, Mr. Jim Bowie Moved to approve the agenda as written; seconded by Mr. Clayton Rogers. The Motion Carried.

Summary Minutes of the July 13, 2017 CTAC Meeting

Chair Danaher asked for any additions or corrections to the July 12, 2017 minutes. Hearing none, Mr. Christian Strange Moved to approve the minutes as written; seconded by Mr. Ron Broughton. The Motion Carried.

Introductions of new CTAC Members

Chair Danaher introduced Mr. Dylan Lloyd of Virginia Beach as CTAC's newest member. She noted that Mr. Lloyd will be approved by the HRTPO Board at its October 19, 2107 meeting.

CTAC Membership Update and Election of New CTAC Vice-Chair

Chair Danaher asked for nominations for Vice - Chair. Ms. Delceno Miles and Mr. Ron Broughton were nominated. Mr. Broughton was unanimously elected to serve as CTAC Vice-Chair.

2045 Long-Range Transportation Plan (LRTP) Update

Ms. Dale Stith, HRTPO Principal Transportation Planner, provided an update on the 2045 Long-Range Transportation Plan (LRTP). She stated the HRTPO as the Metropolitan Planning Organization (MPO) for the region, must adhere to core functions. She noted that the LRTP is focused on a 20 year planning horizon. The plan is fiscally constrained so projects can be funded within that 20 year horizon. The LRTP is the regional transportation blueprint. She stated that per federal regulations, any transportation project that receives federal funds and is categorized as "regionally significant" must be included in the LRTP before FHWA/FTA issues a Record of Decision. The 2040 LRTP was adopted in

June 2016 and amended in January 2017, and will be effective until June 2021. The LRTP is updated to reflect regional priorities, population and employment projections, economic changes, and anticipated travel demand. She reported that the HRTPO Board approved the 2045 Socioeconomic Forecast at the July 20, 2017 meeting.

HRTPO Draft Public Participation Plan and Title VI/Limited English Proficiency Plan

Mr. Sam Braden IV, HRTPO Community and Outreach Planner, briefed the committee on the purpose of the public participation plan, which is to detail the HRTPO strategy for meeting federal requirements pertaining to public involvement and Title VI of the Civil Rights Act of 1964. He stated the plan informs, increases awareness, and engages the public. The Plan also outlines the HRTPO's public involvement and outreach activities. The plan specifically outlines public involvement regarding core programs such as the Long-Range Transportation Plan, Transportation Improvement Program, and Congestion Management Process. He outlined next steps that include a formal comment period from October 4, 2017 through November 17, 2017. The final plan will be presented to the HRTPO Board for approval at the January 18, 2018 meeting. He requested all comments be submitted to Ms. Kendall Miller, HRTPO Public Involvement and Title VI Administrator at kmiller@hrtpo.org by November 17, 2017.

For Your Information

Dr. Camelia Ravanbakht, HRTPO Deputy Executive Director, announced her retirement effective February 1, 2018. She then thanked the committee for their commitment to transportation issues in Hampton Roads. She also advised the committee that a CTAC committee member suggested staff share status updates of regional projects. Dr. Ravanbakht and Ms. Miller indicated that the VDOT report would be distributed via email prior to the January meeting.

Ms. Miller, advised the committee that during a Civil Rights audit, the Federal Highway Administration (FHWA) recommended CTAC change the name of the committee from Citizens Transportation Advisory Committee to Community Transportation Advisory Committee. The committee unanimously supported the name change. This item will be voted on at the October 19, 2017 HRTPO board meeting.

Old/New Business

Reminded the committee the next meeting will be held January 11, 2018.

Adjournment

With no further business to come before the HRTPO Citizen Transportation Advisory Committee, the meeting adjourned at 1:23 p.m.

**Summary Minutes of the HRTPO Transportation
Technical Advisory Committee (TTAC) Meeting
November 1, 2017**

The HRTPO Transportation Technical Advisory Committee (TTAC) Meeting was called to order at 9:35 a.m. in the Regional Building Boardroom, 723 Woodlake Drive, Chesapeake, Virginia, with the following in attendance:

TTAC Voting Members in Attendance:

Paul Holt (Chair, JC)	Jackie Kassel (NN)	Brian Solis (VB)
Sherry Earley (Vice Chair, SU)	Bryan Stilley (NN)	Tim Cross (YK)
Benjamin Camras (CH)	Susan Wilson (PO)	Jitender Ramchandani (DRPT)
Lynn Allsbrook (HA)	Dannan O'Connell (PQ)	Jamie Jackson (HRT)
Angela Rico (HA)	Beth Lewis (SH)	Dawn Odom (VDOT)
John Yorks (HA)	LJ Hansen (SU)	Eric Stringfield (VDOT)
Jamie Oliver (IW)	Robert Lewis (SU)	Jeff Florin (VPA)
Jeff Raliski (NO)	Phil Pullen (VB)	Josh Moore (WATA)

TTAC Voting Members Absent:

Earl Sorey (CH)	Britta Ayers (NN)
Steve Froncillo (CH)	Claudia Cotton (Alternate, NN)
Donald Goodwin (FR)	Ellen Roberts (PQ)
Garrey Curry (GL)	Debbie Vest (PQ)
Anne Ducey-Ortiz (GL)	James Wright (PO)
Mike Hayes (HA)	Robert Grey (VB)
Dennis Carney (IW)	Carolyn Murphy (WM)
Richard Rudnicki (IW)	Dan Clayton III (WM)
Tammy Rosario (JC)	Aaron Small (WM)
Thelma Drake (NO)	J. Mark Carter (YK)
Robert Brown (NO)	Sonya Hallums-Ponton (VDOT)

TTAC Nonvoting Members in Attendance:

TTAC Nonvoting Members Absent:

Melissa McGill (FTA)	Ivan Rucker (FHWA)	Rhonda Murray (NAVY)
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HRTPO Staff:

Sam Belfield	Kathlene Grauberger	Joe Paulus
Sam Braden	Mike Kimbrel	Leonardo Pineda
Theresa Brooks	John Mihaly	Camelia Ravanbakht
Rob Case	Kendall Miller	Dale Stith
Shirley Core	Keith Nichols	

Others Recorded Attending:

Garrett Feagans (POQ); Ray Hunt, Carl Jackson (VDOT), Sam Sink, Jamie Jackson (HRT); Eric Burks (Moffatt & Nichol); Stephen Rowan (Rowan Consulting Services); Bob Matthais (VB); Chad Tucker (OIPi); Karen McPherson (McPherson Consulting); Carleen Muncy (HRT); Derek Piper (WSP); Ron Hodges (TRAFFIX); Kevin Page (HRTAC); Mike Long, Chris Vaigneur (HRPDC Staff).

Introductions

There were no introductions.

Public Comment Period

There were no public comments.

Submitted Public Comments

There were no submitted public comments in the agenda packet.

Comments and Updates from State and Federal Agencies and the Military

There were no representatives present from the Federal Highway Administration.

Ms. Odom, reminded committee members that applications for various programs being submitted via SMART Portal were due by 11:59pm tonight. Mr. Stringfield, announced VDOT would host a State of Good Repair webinar on November 8th at 1pm.

Mr. Ramchandani, reminded the committee the date for the DRPT Fall Grant Management Workshop - November 9, 2017 in Williamsburg. He also stated DRPT provides technological assistance grants of up to fifty percent state match for projects such as first mile/ last mile connectivity projects that can improve pedestrian and bike connectivity to transit services.

There were no comments from the Virginia Port Authority.

There were representatives present from the Navy.

Approval of Agenda*

*Chair Holt called for approval of the agenda however, a quorum was not established. The Chair moved to Agenda Item 10. After the presentation, a quorum was established and the agenda and minutes were approved at that time.

Chair Holt asked for additions or deletions to the TTAC Agenda. Hearing none, Mr. Stringfield Moved to approve the Agenda as written; seconded by Mr. Solis. The Motion Carried.

Summary Minutes

Chair Holt reported that the TTAC summary minutes from the October 4, 2017 meeting were included in the November 1, 2017 TTAC Agenda Packet. Chair Holt asked for any additions or corrections to the minutes. Hearing none, Mr. Cross Moved to approve the minutes; seconded by Mr. Allsbrook. The Motion Carried.

FY 2018-2021 TIP AMENDMENT: PAA0003

Mr. Jitender Ramchandani, DRPT Transit Planning and Project Development Manager, requested to amend the FY 2018-2021 Transportation Improvement Program (TIP) to remove the project described below:

- Peninsula Agency on Aging – New Freedom Operating (PAA0003)
 - Remove all obligations as follows:
 - \$1,036,000 – FTA 5310 funding
 - \$827,000 – State funding
 - \$206,000 – Local funding
 - Remove project from TIP

This request has been made available for public review and comment. The public review period began on October 25, 2017 and runs through November 8, 2017.

Mr. Hansen MOVED to recommend HRTPO approval of the TIP Amendment; seconded by Mr. Stringfield. The Motion Carried.

FY 2018-2021 TIP AMENDMENT: HRT

Ms. Jamie Jackson, HRT Director of Transit Development requested to add one project to the FY 2018-2021 TIP and to transfer funding from one existing project to the new project. The specifics of the request are described below:

- Rehab/Rebuild LRT Vehicles (HRT0106)
 - Add project to TIP
 - Add FY 2018 obligation of \$411,450 FTA 5337 funds
 - Add FY 2018 obligation of \$999,237 State funds
 - Add FY 2018 obligation of \$58,779 Local funds
- Preventative Maintenance (HRT0054)
 - Decrease FY 2018 obligation by \$411,450 FTA 5337 funds
 - Remove FY 2018 obligation of \$999,237 State funds
 - Decrease FY 2018 obligation by \$58,779 Local funds

This request has been made available for public review and comment from October 25, 2017 through November 8, 2017.

Mr. Hansen MOVED to recommend HRTPO approval of the TIP Amendment; seconded by Mr. Ramchandani. The Motion Carried.

2040 Long-Range Transportation Plan Recommended Amendment

Ms. Dale Stith, HRTPO Principal Transportation Planner, directed the committee to a handout placed at their seats. She noted the current 2040 Long-Range Transportation Plan was adopted in July 2016. The plan requires amendments to reflect cost estimates and opening year information for Regional Priority Projects. This proposed amendment reflects updated revenue assumptions received from both VDOT and HRTAC. In September 2017, VDOT updated the long-range forecast and projected a decrease in HRTF funds from the previous estimate of \$6 billion to \$5 billion. This amendment reflects the updated revenue forecast from HRTAC funding of \$8.48 billion, less than the previous HRTAC revenue forecast of \$8.56 billion.

Peninsula Bus Rapid Transit Study

Ms. Sam Sink, HRT Principal Transit Planner, briefed the committee on the Peninsula Corridor Study. The study was an eighteen-month process and used a two-tier evaluation process to look at alternatives that the public and stakeholders brought forward to HRT. The study identifies high capacity transit improvements that connect key destinations, support local land use plans, reduce travel time, provide user friendly routes, boost economic development and provide equitable, inclusive and cost effective service. She thanked the Cities of Hampton and Newport News for their cooperation and great show of regionalism. She explained the evaluation criteria yielded eighteen Tier 1 alternatives, those eighteen were then narrowed down to six Tier 2 alternatives. Through detailed analysis, the six alternatives were narrowed to the three retained alternatives that would be most competitive for Federal Funding. She noted Alternative 2 lies next to the CSX right of way, is approximately thirteen miles long and would serve the Patrick Henry area down to the Southeast community. Alternative 3, the Jefferson Avenue Alternative, runs within the Jefferson Avenue right off way. The route would service the same area as the Patrick Henry alternative, the shipyard, and southeast community. Alternative 6, Mercury Blvd, is twelve miles long and runs from downtown Hampton area to the Peninsula Town Center. She noted the bus rapid transit option is the front-runner from cost benefit perspective. Analyses show the three routes with dedicated right of way are within ten percent of auto travel times within these corridors. HRT has received a resolution of support from the City of Newport News and next week will be presenting to the City of Hampton. Early next year HRT hopes to put out to bid a RFP for the environmental review work. She noted the FTA would classify this project as a categorical exclusion (CE) since it is within existing transportation right of way and RSTP funds are already allocated.

SMART SCALE Changes for Round 3

Mr. Chad Tucker, Office of Intermodal Planning and Investment (OIPI) SMART SCALE Program Manager, announced the technical guide was being finalized to include last minute minor changes and would be posted next week. He also mentioned additional training opportunities, technical training later this year and SMART portal training next year. He detailed Round 3 changes regarding the application process and timeline. The beginning of the application intake period has been moved to March 2018. He

stated the portal would be open for three months for applicants to create applications. Starting June 1, no new applications can be created. The pre-screening process will provide immediate feedback and the applicant will be able to make adjustments before the deadline. He reminded the committee that the CTB could also submit up to two applications collectively as a board.

VDOT Arterial Preservation Program

Mr. Chad Tucker, Office of Intermodal Planning and Investment (OIPI) SMART SCALE Program Manager, stated this program is part of a broader performance based planning philosophy where data is leveraged to understand where problems are and the level of those existing problems. The VDOT Arterial Preservation Program is a streamlined process aimed at understanding problems, their cause and engaging stakeholders to test alternatives to solve, alleviate or reduce the size of a problem. The program initiatives are to preserve and improve mainline through traffic, design traffic controls to minimize crashes and maximize mobility, improve corridor safety, and support local and regional economic development.

New HRTPO TIP Website

Mr. John Mihaly, HRTPO Transportation Analyst II, provided an overview and demonstration of the new HRTPO TIP website. He noted Federal regulations encourage the use of visualization techniques to describe the TIP. The original TIP website was launched in 2011 in conjunction with the FY 2012-2015 TIP and was revised and updated in July 2014 in conjunction with the FY 2015-2018 TIP. In January 2016 staff converted the interactive regional map to a different mapping platform and, with assistance from a development firm, created a robust project information search tool. The 2017 web updates include the following:

- Enhanced project search tool
- Mobile device responsive (smart phone, tablet, ipad etc.)
- Links to Hampton Roads regional websites
- New button for users who are “New to the TIP”
- Links to Hampton Roads local government websites
- Ability to adjust webpage font size
- ADA compliance for color palette and screen motion
- Expanded language translate tool from appx. 30 to 104
- New “back of the house” tool to upload project information in a more time and cost saving platform
- It is HRTPO's policy to provide equal access for individuals with disabilities, which includes this website. Popular screen readers can be used effectively by the visually impaired on this website.

Next steps include continued review for future enhancements of other TIP visualization and presentation tools, November 2017 going live with the project uploader, and continued monitoring for bugs/glitches.

Three-Month Tentative Schedule

Chair Holt outlined the Three-Month Tentative Schedule in the Agenda Packet.

For Your Information

Chair Holt reviewed the items in the For Your Information section of the Agenda Packet.

Announcements

None

Old/New Business

None

Adjournment

With no further business to come before the Hampton Roads Transportation Technical Advisory Committee, the meeting adjourned at 11:09 a.m.

**Summary Minutes of the
HRTPO Rail and Public Transportation Task Force Meeting
December 7, 2017**

The HRTPO Passenger Rail Task Force Meeting was called to order at 9:00 a.m. in Rooms D/E at The Regional Building, 723 Woodlake Drive, Chesapeake, Virginia, with the following in attendance:

Members:

Benjamin Camras (CH)
Porter Stevens (HA)
Paul Holt (JC)
Jackie Kassel (NN)
Thelma Drake (NO)
Jeffrey Raliski (NO)
Leroy Hansen (SU)

Brian Solis (VB)
Carolyn Murphy (WM)
Tom Shepperd (YK)
Tim Cross (YK)
Jamie Jackson (HRT)
Brian Smith (HRT)
Josh Moore (WATA)

Members Absent:

Rick West (CH)
C. Earl Sorey, Jr. (CH)
Garrey W. Curry, Jr. (GL)
Jamie Oliver (IW)
McKinley Price (NN)
James Wright (PO)
Mark Shea (VB)
Susan Wilson (PO)
Marvin Collins (WM)

Andrew Trivette (WM)
Jay McArthur (Amtrak)
Randy Marcus (CSX)
Ray Amoruso (HRT)
William Harrell (HRT)
John Edwards (Norfolk Southern)
John Friedmann (Norfolk Southern)
Jennifer Mitchell (DRPT)
Cheryl Openshaw (DRPT)

HRTPO Executive Director

Robert A. Crum, Jr.

HRTPO Staff:

Camelia Ravanbakht
Rob Case
Steve Lambert

John Mihaly
Leonardo Pineda, II

Other Participants:

Steve Froncillo (CH)
Paul Filion (NO)
Maria Ptakowski (SU)
Tara Reel (VB)
Lee Cochran (Norfolk Southern)

Ben Goodill (WATA)
Zach Trogdon (WATA)
Jitender Ramchandani (DRPT)
Emily Stock (DRPT)

Public Comment Period

There were no public comments.

Submitted Public Comments

There were no submitted public comments.

Approval of Agenda

Mr. Robert Crum, HRTPO Executive Director, asked for additions or deletions to the agenda. There were no objections to the agenda. Mr. Brian Solis Moved to approve the agenda; seconded by Mr. Leroy Hansen. The Motion Carried.

Approval of Minutes

Mr. Robert Crum, HRTPO Executive Director, reported that the summary minutes of the September 26, 2017 meeting of the HRTPO Passenger Rail Task Force were included in the agenda. He asked for corrections or amendments to the minutes.

Ms. Thelma Drake Moved to approve the minutes as is; seconded by Mr. Brian Solis. The Motion Carried.

Suffolk Transit Operations Overview

Mr. Leroy Hansen provided the group with an overview of Suffolk's Transit Operations. Mr. Hansen went over Suffolk Transit's routes, services, and funding sources. He also informed the group of opportunities and projects in the future, and that Suffolk has begun the process of applying for federal transit assistance.

Williamsburg Area Transit Authority (WATA) Operations Overview

Mr. Zach Trogdon and Josh Moore provided the group with an overview of WATA's Transit Operations. This covered the infrastructure they currently have in place and the services they provide. They also shared their methodologies for deciding stops and amenities, recommended changes, and system-wide guidelines. They concluded their presentation by informing the group of their upcoming activities.

Hampton Roads Regional Transit Concept (Group Discussion)

The group discussed the idea of updating the Hampton Roads Regional Transit Vision Plan, which was adopted February 2011. It was suggested by the group to explore that option and create a working group to begin that process. Mr. Jitender Ramchandani, DRPT, reminded the group that the time to apply for grant funding is between December and February. Mr. Robert Crum proposed that the working group bring back ideas to the RPTTF to begin outlining a path forward.

Old/New Business

No old/new business was discussed.

Adjournment

There being no more business before the Rail and Public Transportation Task Force, the meeting was adjourned at 11:15 am.