

ITEM #16: APPROVAL OF CONSENT ITEMS

A. MINUTES

Minutes of the HRTPO Board meeting held on January 21, 2016 are attached.

Attachment 16-A

RECOMMENDED ACTION:

Approve the minutes.

Hampton Roads Transportation Planning Organization (TPO) Board Summary Minutes of January 21, 2016

The Hampton Roads TPO Board Meeting was called to order at 10:40 a.m. in the Regional Board Room, 723 Woodlake Drive, Chesapeake, Virginia, with the following in attendance:

HRTPO Voting Members in Attendance:

Linda T. Johnson, Chair (SU)
George Wallace, Vice-Chair (HA)
Alan P. Krasnoff (CH)
Ella Ward (Alternate, CH)
Phillip Bazzani (GL)
Rex Alphin (Alternate, IW)
Michael Hipple (JC)
McKinley Price (NN)
Paul D. Fraim (NO)*
Herbert Green (Alternate, PQ)

Barry Porter (SH)
William D. Sessoms (VB)
Clyde Haulman (WM)
Thomas Shepperd (YK)
Cheryl Openshaw (Alternate, DRPT)
William E. Harrell (HRT)
James Utterback (VDOT)
Cathie France (Alternate, VPA)
Jamie Jackson (Alternate, WATA)

HRTPO Nonvoting Members in Attendance:

James E. Baker (CH)
Randy Martin (FR)
J. Brent Fedors (GL)
Brian DeProfio (Alternate, HA)
Don Robertson (IW)
Bryan Hill (JC)
James Bourey (NN)
J. Randall Wheeler (PQ)
Michael Johnson (SH)

Patrick Roberts (SU)
Doug Smith (VB)
Marvin Collins (WM)
Neil Morgan (YK)
Wayne Fedora (FHWA)
Ivan Rucker (FHWA)
Lt. Col. David Norton (Alternate, Langley-Eustis)
Captain Robert Geis (U.S. Navy)

HRTPO Executive Director:

Robert A. Crum, Jr.

CTB Participant:

John Malbon

Other Participants:

Grindly Johnson (Commonwealth of Virginia)
Charles Kilpatrick (VDOT)
Aubrey L. Layne, Jr. (Secretary of Transportation)

HRTPO Voting Members Absent:

Barry Cheatham (FR)
W. Eugene Hunt (PQ)
Kenneth I. Wright (PO)
Jennifer Mitchell (DRPT)
Senator Mamie Locke (GA)**

Delegate Chris Stolle (GA)**
Senator Frank Wagner (GA)**
Delegate David Yancey (GA)**
John Reinhart (VPA)
William C. Porter, Jr. (WATA)

HRTPO Nonvoting Members Absent:

Mary Bunting (HA)

Marcus Jones (NO)

Lydia Pettis Patton (PO)

Greg Edwards (CTAC)

Jeffrey Breeden (FAA)

Ryan Long (FTA)

Terry Garcia-Crews (FTA)

Arthur Moye (FTAC)

Col. William Galbraith (Langley-Eustis)

Wayne Shank (NAA)

Ken Spirito (PAC)

Randall P. Burdette (VDOA)

HRTPO Staff:

Camelia Ravanbakht

Sam Belfield

Rob Case

Kathlene Grauberger

Michael Kimbrel

John Mihaly

Kendall Miller

Keith Nichols

Joe Paulus

David Pritchard

Dale Stith

* Late arrival or early departure

** Absent due to the 2016 General Assembly Session

Others Recorded Attending:

Sandy Wanner (Citizen); Earl Sorey (CH); Lynn Allsbrook (HA); Jamie Oliver (IW); Britta Ayers, Bryan Stillely (NN); Jeff Raliski (NO); Bob Baldwin (PO); Dallas O. Jones (SH); Eric Nielsen (SU); Brian Solis (VB); Jeff Wassmer (YK); Michael King, Rhonda Murray (U.S. Navy); Karen McPherson (McPherson Consulting); Frank Papcin (CTAC); Ken Yarberry (RK&K); Mark Geduldig-Yatrofsky (Porsmouthcitywatch.org); Tracy Baynard (McGuire Woods Consulting); Will Christopher (HRPTA); Ellis W. James (Sierra Club and NEC Observer); John Goodwin, Eric Kane, Janet Roach (WVEC ABC 13); Jordan Pascale (Virginian-Pilot); Sam Blevins (McLean Contracting Company); Bert Ramsay (Lane Construction); John Hendrickson, Scott Lovell (WSP/Parsons Brinckerhoff); Kirsten Tynch (VHB); Bill Cashman (AECOM); Nick Antonucci, Anil Sharma (HNTB); Chuck Eastman (Michael Baker); Kevin White (Kaufman & Canoles); Kevin Page (HRTAC); Neal Crawford (HRTAC FSAC); Rick Correa, Tony Gibson, Jim Long, Dawn Odom, Eric Stringfield (VDOT); Cathy Aiello (Aiello Enterprises); Kelli Arledge, Jennifer Coleman, Nancy Collins, Randy Keaton, Mike Long, Joe Turner, Chris Vaigneur (HRPDC Staff)

Introductions

Chair Linda Johnson welcomed The Honorable Aubrey L. Layne, Jr., Secretary of Transportation, as well as Mr. Charles Kilpatrick, VDOT Commissioner, and Mr. Wayne Fedora, FHWA Acting Administrator of the Virginia Division. She then introduced several new HRTPO Board members.

Approval of Agenda

Chair Johnson asked for any additions or deletions to the agenda. Hearing none, Mayor William Sessoms Moved to approve the agenda as written; seconded by Mayor George Wallace. The Motion Carried.

Executive Director Report

Mr. Robert Crum, HRTPO Executive Director, expressed his appreciation to both Secretary Layne and CTB Member John Malbon for their assistance during the HB2 process. He commented that Hampton Roads is anticipated to receive over \$335 million in combined statewide and district funding with the I-64 Peninsula Widening Project receiving almost \$145 million of that money. Mr. Crum noted that several localities and Hampton Roads Transit should also be receiving HB2 funding for local projects.

Mr. Crum stated that both the HRPDC and the HRTPO Board adopted their 2016 Regional Legislative Priorities and plans are to present these priorities to the Hampton Roads Caucus in Richmond on January 28, 2016. He encouraged Board members to attend this meeting.

Mayor Alan Krasnoff thanked Chair Johnson, HRTAC Chair Sessoms, and Delegate Chris Jones for their correspondence to Secretary Layne clarifying pertinent funding information regarding the I-64 Peninsula Widening Project.

Workshop Agenda

Commonwealth Transportation Board Member (CTB) Comments and Updates

Mr. John Malbon, CTB member, deferred his remarks to Secretary Layne.

Virginia Department of Transportation

Mr. James Utterback of VDOT reported that he will provide presentations on both the I-64 High Occupancy Vehicle (HOV) to High Occupancy Toll (HOT) Southside Conversion Study and the I-64/High-Rise Bridge Project Concept later in the meeting.

Virginia Department of Rail and Public Transportation

Ms. Cheryl Openshaw, DRPT Deputy Director, reported that DRPT is in the midst of its grant application season and all applications, with the exception of refunds are due by February 1, 2016. She noted that 5303 program refund applications will be accepted until May 1, 2016.

Military Liaisons Comments and Updates

Captain Robert Geis of the U.S. Navy had no comments.

Lt. Col. David Norton of Langley-Eustis had no comments.

FY 2015 Audited Financial Report

Ms. Leslie Roberts of Dixon Hughes Goodman LLP reported that their annual review of the FY 2015 financial statements of the HRPDC is complete and their Independent Auditors' Report states that they present fairly, in all material respects, the basic financial statements of the HRPDC (fiscal agent for the HRTPO). There were no material weaknesses or deficiencies in any of the internal controls or processes of the HRPDC financial activity, and all information was free of any material misstatements.

Hampton Roads Transportation Accountability Commission (HRTAC) Update

Mr. Kevin Page, HRTAC Executive Director, reported that the HB2 results were favorable for HRTAC and stated it is a great opportunity to move forward with the regional projects. He noted that the HRTAC Funding Strategy Advisory Chair will speak at the HRTAC meeting later today to seek additional direction from the HRTAC Board members.

He indicated that HRTAC has approximately \$500 million in the bank that are available to obligate to projects, and with the HB2 funding for Segment 3 of the I-64 Peninsula Widening project, another \$300 million will also be obligated this calendar year.

Secretary of Transportation

Secretary of Transportation Aubrey Layne congratulated the HRTPO Board for its efforts in obtaining HB2 funding for projects in Hampton Roads, noting that it is still subject to a final vote by the Commonwealth Transportation Board (CTB) in June. He thanked the Board for clarifying its position regarding the allocation of regional money to the I-64 Peninsula Widening project and stated that had the Board requested the total project cost in its application, Hampton Roads would have received zero dollars of state funding for this project.

He commented that the HB2 process has dramatically changed the statewide funding process, noting that it is now transparent, objectively driven, and produces a fiscally-constrained Six Year Improvement Plan (SYIP) in an earlier timeframe.

Secretary Layne remarked that the Administration is working with Delegate Chris Jones on developing a tolling policy bill for the Commonwealth. He remarked that bad policy decisions have been made in Hampton Roads regarding the introduction of tolls and a smarter policy is needed. He stated the Commonwealth's Transportation Construction Plan cannot be delivered without the use of tolls. He noted that tolls should be used as policy and traffic management and indicated there will be parameters in this regard. The new bill will state that in order to toll, there must be a free alternative, no pre-tolling without additional capacity, and no tolls on existing lanes without General Assembly approval. Only new capacity or new opportunities can be approved for tolling, which has led the Administration to review how better to utilize tolling across the Commonwealth, including the HOV conversion to HOT Lanes opportunity.

He indicated the best way for Hampton Roads to receive additional monies is to develop a plan to use current funds, including bonding and any additional resources, and then identify to the State the region's unmet needs.

Secretary Layne explained that the Supplemental Environmental Impact Statement (SEIS) process being conducted for the Hampton Roads Crossing is currently underway. He reminded the Board that the project which comprised the Third Crossing from the original EIS was composed of a multitude of projects, including what is now referred to as the Patriots Crossing. Although he believes the Patriots Crossing to be a good project, he cautioned the Board with regards to labeling any of these segments as the preferred alternative until the SEIS is complete.

Lastly, he encouraged the Board to review how to better utilize scarce dollars and to promote projects that will score well under HB2.

I-64 High Occupancy Vehicle (HOV) to High Occupancy Toll (HOT) Southside Conversion Study

Mr. Charles Kilpatrick, VDOT Commissioner, remarked that scores for all HB2 project applications were distributed to the CTB this week. He noted the State intends to fully award projects in terms of design, right of way, and construction, and move away from the previous pattern where thousands of projects were only partially funded. He indicated that the CTB will have its final vote on these projects in June.

He reminded the Board to consider submitting projects for HB2 funds that will address the problems in Hampton Roads; projects that are solution oriented. He noted that submitted projects must have good cost control; otherwise, a project can be re-scored if the estimates change by more than 10 percent.

He encouraged the Board to research HB2, including project spreadsheets, by googling "Virginia House Bill 2" on the internet. He then introduced Mr. Jim Utterback, VDOT Hampton Roads Administrator, to provide the presentation regarding the I-64 HOV to HOT Southside Conversion Study.

Mr. Utterback reported the objectives of the I-64 HOV to HOT Southside Conversion Study are to:

- Study the conversion of existing HOV lanes to HOT lanes
- Identify the potential to provide low-cost solutions that can quickly provide benefits to the region

He stated there are 32 miles of HOV lanes in Hampton Roads that are underutilized and by potentially converting these lanes to HOT lanes, it could improve reliability and reduce congestion in all travel lanes for Hampton Roads commuters.

He noted the study will evaluate the I-64 HOV lanes on the Southside from I-564 to I-264 consisting of two segments:

- I-564 to I-264 – 7 miles of two-lane reversible HOV lanes
- I-264 to Battlefield Boulevard – 6.5 miles of dual direction one-lane HOV (diamond) lanes

Mr. Utterback described the methodology that will be used to conduct the study and indicated that planning level cost estimates and construction schedules will be identified from the study.

He stated the study will be conducted as a team with representatives from the Office of Intermodal Planning and Investment, the HRTPO, HRTAC, ODU, VDOT, and FHWA. Final reports for both segments of the study are slated to be released in May 2016.

This item is for HRTPO Board consideration under Agenda Item #17.

I-64/High Rise Bridge Project Concept

Mr. Jim Utterback, VDOT Hampton Roads Administrator, reported that the I-64/High-Rise Bridge Project is on the list of Regional Priority Projects endorsed by the HRTPO Board in October 2013. He noted that HRTAC is currently working on a financing plan for all of the regional projects including the I-64/High-Rise Bridge project.

He stated VDOT has completed the Environmental Assessment (EA) and is currently evaluating cost and schedule risks with the phased construction approach that would enable construction to begin on the I-64 High-Rise Bridge.

He summarized the status of the project as follows:

- Preferred Alternative Build from the EA – 8 lanes managed
- Bridge height not resolved in the EA – waiting on the Corps of Engineers
- Survey/Mapping near completion
- Geotechnical Investigation underway

He explained that the potential phased construction concept would:

- Consist of 6 lanes (2 lanes plus 1 managed lane in each direction)
- Provide incremental congestion relief
- Provide operational benefit
- Evaluate cost versus benefit

Mr. Utterback stated the analysis should be complete with a VDOT recommendation by mid-February 2016.

This item is for HRTPO Board consideration under Agenda Item #18.

2034 LRTP/Craney Island Connector Update:

Dr. Camelia Ravanbakht, HRTPO Deputy Executive Director, reported that the Craney Island Connector (CIC) is part of the Patriots Crossing component of the Hampton Roads Third Crossing Project and is listed in the 2034 fiscally-constrained Long-Range Transportation Plan (LRTP). She stated the CIC is also included in the list of Regional Priority Projects endorsed by the HRTPO Board in October 2013. She noted that per Virginia Port Authority's past commitment, the project carried a footnote in the 2034 LRTP stating "Craney Island Connector will be constructed and funded as part of the Port Expansion project, and therefore, will not use HRTF revenues". She indicated the VPA has changed its position on this financial commitment and is no longer in a position to fund this project.

Dr. Ravanbakht requested the HRTPO Board provide guidance regarding the CIC project to determine whether to keep the CIC in the fiscally-constrained 2034 LRTP as a study, rather than a construction project.

Ms. Cathie France, VPA Chief Public Affairs Officer, stated that although the project has many benefits, VPA's commitment was made during a previous administration, and with no written documentation, funding of this project is not VPA's responsibility. She indicated that VPA is willing to collaborate with the HRTPO to pursue federal funds related to freight in order to assist the funding process.

(Mayor Paul Fraim arrives)

Mr. Ivan Rucker of FHWA stated that unless the HRTPO Board plans to amend the 2034 LRTP before adopting the 2040 LRTP, his recommendation would be to continue to move forward with the 2040 LRTP and address the issue at that time.

This item is for HRTPO Board consideration under Agenda Item #19.

HRTPO 2040 LRTP Status Report

This item was deferred until the next HRTPO Board meeting due to time constraints.

Meeting Agenda

Public Comment Period

Mr. Will Christopher, representing the Hampton Roads Public Transportation Alliance (HRPTA) addressed the HRTPO Board regarding the HRPTA's trip to Richmond on January 25, 2016 for Legislative Transit Day.

Mr. Frank Papcin, Virginia Beach Citizen, addressed the HRTPO Board regarding his opposition of converting HOV lanes to HOT lanes on the Southside.

A transcription of the public comments made orally during HRTPO Board meetings will be included in the HRTPO Agenda each month. The transcript will also be posted on the HRTPO website when available.

Submitted Public Comments

Chair Johnson reported there were no submitted public comments in the Agenda packet.

I-64 High Occupancy Vehicle (HOV) to High Occupancy Toll (HOT) Southside Conversion Study

Mayor Wallace Moved to endorse the I-64 HOV to HOT Southside Conversion Study and designate HRTPO staff to work on the study; seconded by Mayor Sessoms. The Motion Carried.

I-64/High-Rise Bridge Project Concept

Mayor Krasnoff Moved to endorse the construction phasing strategy for the I-64 High-Rise Bridge project; seconded by Mr. William Harrell. The Motion Carried.

2034 LRTP/Craney Island Connector (CIC)

Mr. Herbert Green Moved to table this item with the intent to address the CIC within the fiscally-constrained 2040 LRTP; seconded by Mr. Tom Shepperd. The Motion Carried.

Consent Agenda

The Consent Agenda, as listed in the Agenda Packet, is as follows:

- Minutes
- HRTPO Financial Statement
- HRTPO FY 2015 Audited Financial Report
- FY 2015-2018 TIP Amendment: VDOT
- FY 2015-2018 TIP Amendment: HRTAC
- Identifying Promising Intersections for High-Congestion-Benefit/Low-Cost Improvements Report
- HRTPO 2015 CMAQ/RSTP Project Selection Process Report
- HRTPO Citizen Transportation Advisory Committee (CTAC): Membership

Mayor McKinley Price Moved to approve the Consent Agenda as written; seconded by Mayor Sessoms. The Motion Carried.

HRTPO Draft Reports for Public Review and Comment

Chair Johnson stated there was one HRTPO draft report for public review and comment noted in the Agenda Packet.

HRTPO Board Three-Month Tentative Schedule

Chair Johnson outlined the HRTPO Board three-month tentative schedule in the Agenda Packet, including the possibility of convening a February HRTPO Board meeting, normally cancelled due to the HRPDC Retreat. Chair Johnson indicated that Board members would be notified by email regarding the next meeting.

Correspondence of Interest

Chair Johnson highlighted the Correspondence of Interest section in the Agenda Packet.

Minutes of HRTPO Committee Meetings

Chair Johnson noted there were summary minutes from the Freight Transportation Advisory Committee (FTAC), the HRTPO Citizen Transportation Advisory Committee, and the Transportation Technical Advisory Committee (TTAC) in the Agenda packet.

For Your Information

Chair Johnson summarized the items in the For Your Information section of the Agenda packet.

Old/New Business

Mr. Robert Crum, HRTPO Executive Director, announced that HRTAC will convene at 1:00 p.m. and requested the room be cleared in order to allow HRTPO staff to reset the boardroom.

Adjournment

With no further business to come before the Hampton Roads TPO, the meeting adjourned at 12:44 p.m.

Mayor Linda Johnson
Chair

Robert A. Crum, Jr.
Executive Director/Secretary

B. HRTPO FINANCIAL STATEMENT

The Statement of Revenues and Expenditures for the activities of December 2015 is attached. This statement reflects the financial status of the HRTPO as a whole.

Attachment 16-B

RECOMMENDED ACTION:

Accept the HRTPO Financial Statement.

HRTPO
FISCAL YEAR 2016
12/31/2015
STATEMENT OF REVENUES AND EXPENDITURES
50% OF FISCAL YEAR COMPLETE

REVENUES	Annual Budget	Previous YTD	Current Month	YTD	% Received /Expended
VDOT-PL SEC 112 FEDERAL	\$ 1,962,404	\$ 380,080	\$ -	\$ 380,080	19%
VDOT-PL SEC 112 STATE	245,301	47,510	-	47,510	19%
VDOT-PL SEC 112 LOCAL	245,301	47,511	-	47,511	19%
HRT MATCH	32,016	-	-	-	0%
WAT MATCH	24,706	-	-	-	0%
STATE PASS-THROUGH	56,722	7,332	-	7,332	13%
FEDERAL PASS-THROUGH	453,781	58,659	-	58,659	13%
HRTAC	95,000	30,961	-	30,961	33%
VDRPT 5303 FEDERAL	365,201	78,870	-	78,870	22%
VDRPT 5303 STATE	45,650	9,859	-	9,859	22%
VDRPT 5303 LOCAL	45,650	9,859	-	9,859	22%
SP&R	72,500	18,899	-	18,899	26%
RSTP	10,000	3,746	-	3,746	37%
Total Revenue	\$ 3,654,232	\$ 693,286	\$ -	\$ 693,286	19%
EXPENSES					
PERSONNEL	\$ 1,766,653	\$ 699,309	\$ 138,226	\$ 837,535	47%
CONTRACTUAL	30,000	3,539	501	4,040	13%
SPECIAL CONTRACTS	408,488	4,001	1,500	5,501	1%
OFFICE SERVICES	126,936	34,693	1,357	36,050	28%
PASS THROUGH EXPEND	567,225	137,260	123,320	260,580	46%
INDIRECT COSTS	754,930	254,988	63,079	318,066	42%
Total Expenses	\$ 3,654,232	\$ 1,133,789	\$ 327,983	\$ 1,461,772	40%
AGENCY BALANCE	\$ -	\$ (440,504)	\$ (327,983)	\$ (768,487)	

C. AUDIT CONTRACT FOR FINANCIAL SERVICES

Goodman & Co., and its successor, Dixon Hughes Goodman, have prepared the year-end financial statements for the HRPDC/HRTPO since FY 2000. The HRPDC/HRTPO staff released a Request for Proposals (RFP) for Audit Services in the Fall of 2015 with three audit firms submitting proposals. An Evaluation Committee, comprised of the Executive Director, HRPDC Deputy Executive Director, Chief Financial Officer, Senior Accounting Manager, and Accounting Manager, reviewed all three proposals and determined that PB Mares best met the organizations' future needs. Negotiations were completed to the satisfaction of all parties and we propose to award PB Mares with a one-year contract in the amount of \$28,850, renewable for up to four more one year periods, for audit services to begin with the Fiscal Year ending June 30, 2016. This represents a savings of \$11,480 over the current contract.

RECOMMENDED ACTION:

Approve the Audit Firm Selection.