

**AGENDA ITEM #5: MINUTES**

**SUBJECT:**

Minutes of the previous TTAC meeting.

**BACKGROUND:**

Minutes of the TTAC meeting held on February 6, 2013.

Attachment 5

**RECOMMENDED ACTION:**

Approve the minutes.

**Summary Minutes of the  
HRTPO Transportation Technical  
Advisory Committee (TTAC) Meeting  
February 6, 2013**

The HRTPO Transportation Technical Advisory Committee (TTAC) Meeting was called to order at 9:32 a.m. in the Regional Boardroom, 723 Woodlake Drive, Chesapeake, Virginia, with the following in attendance:

**TTAC Voting Members in Attendance:**

Michael King (Chair, NN)	Tammy Rosario (JC)	Phil Pullen (VB)
Robert Gey (Vice Chair, VB)	Jackie Kassel (NN)	Mark Schnauffer (VB)
Steve Froncillo (Alternate, CH)	Tom Slaughter (NN)	Reed Nester (WM)
Mark Shea (CH)	Robert Brown (NO)	Tim Cross (YK)
Earl Sorey (CH)	Jeff Raliski (NO)	Emily Stock (DRPT)
Anne Ducey-Ortiz (GL)	Susan Wilson (PO)	Keisha Branch (HRT)
Lynn Allsbrook (HA)	James Wright (PO)	Stephen Rowan (VDOT)
Keith Cannady (HA)	Kevin Wyne (PQ)	Eric Stringfield (VDOT)
John Yorks (HA)	Sherry Earley (SU)	Kevin Abt (VPA)
Jamie Oliver (IW)	Robert Lewis (SU)	Kevan Danker (WATA)
Michael Stallings (IW)	Scott Mills (SU)	

**TTAC Voting Members Absent:**

Gary Walton (CH)	Allen J. Murphy, Jr. (JC)	Steve Martin (WM)
Emily Gibson (GL)	Ellen Roberts (PQ)	J. Mark Carter (YK)
Christopher Perez (GL)	Debbie Vest (PQ)	Al Maddalena (YK)
Peter Stephenson (IW)	Daniel Clayton (WM)	Jim Ponticello (VDOT)
Paul Holt (JC)		

**TTAC Nonvoting Members In Attendance:**

Ivan Rucker (FHWA)	Wendy Vachet (Navy)
--------------------	---------------------

**TTAC Nonvoting Members Absent:**

Tony Cho (FTA)	Clifford Burnette (VDOA)
----------------	--------------------------

**HRTPO Staff:**

Sam Belfield	Mike Kimbrel	Pavithra Parthasarathi
Rob Case	Kendall Miller	Joe Paulus
Brian Chenault	Keith Nichols	Camelia Ravanbakht
Kathlene Grauberger		

**Others Recorded Attending:**

Alexis Baker (CH); Ed Tombain (NN); Dale Castellow (NO); Franklin Hickman (VB); Rich Clifton (RK&K); Karen McPherson (Kimley-Horn); Frank Azzalina (HRTI); Steve Hetrick (Albeck Gerken); Mack Frost (FHWA); Ron Hodges (TRAFFIX/HRT); Dave Forster (Virginian-Pilot); Angela Biney, Mark Cole, Mitzi Crystal, Sonya Hallums-Ponton, Adam Jack, Carl Jackson, Darryll Lewis, Bryant Porter, Stephen Read, (VDOT); Rick Case, Chris Vaigneur (HRPDC Staff)

## **Introductions**

Ms. Camelia Ravanbakht, HRTPO Deputy Executive Director, introduced Mr. Stephen Read, VDOT's Highway Safety Improvement Program Manager, presenter at today's meeting.

## **Public Comment Period**

There was no public comment.

## **Submitted Public Comments**

There were no submitted public comments in the agenda packet.

## **Approval of Agenda**

Chair Michael King asked for additions or deletions to the TTAC Agenda. Hearing none, Mr. Earl Sorey Moved to approve the agenda as written; seconded by Mr. Lynn Allsbrook. The Motion Carried.

## **Summary Minutes**

Chair King indicated the TTAC Summary Minutes of January 2, 2013 were included in the February TTAC Agenda. He asked for corrections or amendments to the minutes. Hearing none, Mr. Allsbrook Moved to approve the minutes as written; seconded by Mr. Mark Shea. The Motion Carried.

## **Transportation Programming Subcommittee Report**

Mr. Mike Kimbrel, HRTPO Principal Transportation Engineer, reported the Transportation Programming Subcommittee (TPS) met on January 11, 2013 to discuss the following agenda items:

1. Update on Available CMAQ/RSTP Funds
  2. Out of Cycle CMAQ Request: James City County
  3. Federal Certification Review Recommendations: Status Report
  4. Discussion on "Stalled" CMAQ/RSTP Projects
  5. Discussion on Signal Timing Improvement Projects
1. The TPS discussed the need to allocate a total of \$1,000,187 in older CMAQ funds that were returned by York County during the January TTAC meeting. After considering five projects, the TPS unanimously approved a motion to allocate the funds as follows:
    - \$875,187 to UPC 102734, Amtrak Station Relocation in Newport News
    - \$50,000 to UPC 99108, ATMS Citywide Traffic Signal Upgrade in Norfolk
    - \$75,000 to UPC 99107, ATMS Citywide Communication Upgrade in Norfolk
  2. The TPS unanimously approved a request by James City County to make the current RSTP Project (UPC #102980) Pocahontas Trail (Route 60) Multimodal Corridor eligible to receive CMAQ allocations.

3. HRTPO staff briefed the TPS on the status of addressing eight programmatic recommendations associated with transportation programming that were included in the most recent federal certification review of the HRTPO.
4. The TPS discussed projects identified in the TIP quarterly reviews as appearing to be stalled. VDOT staff stated that the updating of expenditure information in the VDOT database is based on reimbursement requests and that it can take 60 – 90 days for such updates to be recorded. HRTPO staff will continue to coordinate with VDOT and locality/agency staffs on projects that show up on the list of possibly stalled projects to determine the actual status of the projects.
5. The TPS discussed issues associated with signal timing improvement projects. Items of note mentioned during the discussion included:
  - The life of such projects is approximately 3 – 5 years.
  - Localities may need to change their “business model” for operations and maintenance of traffic signal equipment.
  - A recent FHWA review recommended the development of locality signal timing coordination plans, which identify the locality’s philosophy regarding signal timing. Such plans are useful for explaining the locality’s goals to citizens and City Council.

Mr. Kimbrel noted there was consensus amongst the TPS members that this topic should be included on the agenda of the next Hampton Roads Transportation Operations (HRTO) Subcommittee and that the HRTO should provide recommendations for consideration by the TTAC.

Mr. Tom Slaughter Moved to approve the CMAQ allocation as recommended by the TPS; seconded by Mr. Rob Brown. The Motion Carried.

Mr. Tim Cross Moved to approve UPC #102980 as eligible to receive CMAQ allocations; seconded by Ms. Jackie Kassel. The Motion Carried.

### **Historical Analysis of Census Transportation Data: Draft**

Mr. Rob Case, HRTPO Principal Transportation Engineer, reported HRTPO Staff has prepared a report analyzing transportation data from the U.S. Censuses of 1970 through 2010 for Hampton Roads and area localities.

The data is presented individually by locality and collectively for the region. Regional data is offered for both the Hampton Roads Metropolitan Planning Area (MPA) and the 2010 Metropolitan Statistical Area (MSA). Using 2010 MSA data, Hampton Roads is compared to other MSAs of similar size. Locality data is provided for each of the 18 localities that fall into at least one of the Hampton Roads regional definitions.

Mr. Case indicated that certain trends emerged from the past four decades in Hampton Roads, including:

- Population Annual Growth Rate has slowed
- Number of children is approximately the same as it was in 1970
- Number of elderly persons has quadrupled
- Households with vehicles has increased

When compared to similar MSAs, Hampton Roads has:

- A fairly low travel time to work
- A low public transit rate
- A fairly low carpool rate
- A typical “drive alone” rate

Mr. Case noted the draft report will be available for review on the HRTPO website after the TTAC meeting. He requested TTAC members provide comments to him by COB February 20, 2013.

Ms. Wendy Vachet asked whether HRTPO staff compared data from San Diego since its military presence is similar to Hampton Roads. Mr. Case replied the report did not contain information regarding San Diego; however, such data would be included in the HRTPO State of Transportation Report to be published in a few months.

### **Revising Functional Class Designations**

Mr. Rob Case, HRTPO Principal Transportation Engineer, reported that MAP-21, the federal surface transportation legislation, includes the expansion of the National Highway System (NHS), the bulk of which is the inclusion of all Principal Arterials in the NHS. Only those highways which are part of the NHS are eligible for National Highway Performance Program (NHPP) funds.

In September 2012, VDOT submitted Principal Arterial (PA) system changes to the FHWA. HRTPO staff prepared recommended additions to the region’s PA system and presented them to TTAC at the October meeting. VDOT then submitted draft changes to all functional class systems to HRTPO staff, and finally, staff compiled comments from TTAC members in January 2013.

Mr. Case summarized several Cross-Border proposed functional classification changes and discussed the recommendations with the affected locality TTAC members.

Mr. Case provided an update to VDOT’s proposal of partially restoring Virginia Beach Boulevard/Laskin Road and Military Highway to PA status, stating that HRTPO staff continues to recommend fully restoring these routes to principal arterials.

Mr. Ivan Rucker stated it was important to realize that in addition to design criteria for the projects on the NHS, there are also performance standards introduced by MAP-21. He stressed that once the HRTPO Board approves the spreadsheet of functional class designations, already conditionally approved by the FHWA, the changes will take effect.

Ms. Ravanbakht inquired whether FHWA will automatically implement changes approved by the TTAC and the HRTPO Board. Mr. Rucker replied affirmatively for non-issue changes; however, for those changes that have associated concerns, FHWA will review and submit to its headquarters for approval.

Mr. Rucker asked whether HRTPO staff could illustrate the Functional Class System approved for the region in 2007 versus the proposed 2013 changes. Mr. Case replied a map illustrating the comparisons could be presented at the March TTAC meeting.

Chair King asked for procedural guidance with regards to functional class changes that prompt concern. Mr. Rucker replied that in most cases, the proposed changes will be approved if agreed upon by both the HRTPO and VDOT.

Ms. Ravanbakht noted that VDOT, as a voting member of the HRTPO Board, would endorse the recommendations if it voted for approval at the Board meeting. Mr. Eric Stringfield stated VDOT will probably vote for consensus at the TTAC level; however, all changes will be submitted to the VDOT Central Office for review.

Ms. Ravanbakht asked whether VDOT will vet any issues with HRTPO staff before the HRTPO Board meeting. Mr. Stringfield replied affirmatively.

Mr. Stringfield inquired if FHWA would require a bridge analysis study to ensure that the area's bridges meet FHWA standards. Mr. Rucker replied he believed VDOT was in fine standing and a study was not necessary.

Mr. Jeff Raliski suggested deferring the vote until the March TTAC meeting in order to view HRTPO staff's comparison of the previous data versus the current proposed changes and to review any other comments by VDOT. After further discussion, Mr. Raliski Moved to defer the subject to the March TTAC meeting; seconded by Mr. Mark Schnauffer. The Motion Carried.

### **TRAFFIX Annual Report: HRT**

Mr. Ron Hodges, Director of TRAFFIX, explained its mission as a Transportation Demand Management (TDM) Program is to assist in the continued efforts to decrease traffic congestion in Southeastern Virginia by reducing the number of Single Occupancy Vehicles (SOVs) commuting to work. It encourages the use of HOV lanes through ridesharing and through the use of driving alternatives such as public transportation and bicycling.

TRAFFIX, a service of Hampton Roads Transit (HRT), serves all HRPDC localities, the Eastern Shore, Accomack and Northampton Counties, and Currituck County, NC. It is funded with regional Congestion Mitigation and Air Quality Improvement Program (CMAQ) dollars and is monitored by the TRAFFIX Oversight Subcommittee (TOS), which is composed of representatives from Hampton Roads localities, the HRTPO, VDOT, FHWA, and DRPT.

Mr. Hodges explained that FY 2012 required a reboot of the program and three areas of outreach were of primary focus:

- Type A – Feet on Street, Knocking on Doors, Cold Calling
- Type B – NuRide, Commuter Computer, Telework Activities
- Type C – Park and Rides, Regional Transit, Light Rail, GoPass365

To inform the public about the TRAFFIX program, an outreach effort was embarked upon that involved visiting 333 new business, 111 military commands, and distributing 4,000 newsletters and 27,500 brochures.

TRAFFIX will be moving towards a 100% NuRide platform, closing its Commuter Computer in May 2013. Businesses receive credits for walking, biking, telecommuting, carpools, vanpools, and public transit usage. In FY 2012, NuRide, a commuter incentive program, increased its overall statistics in every category.

The GoPass365 program makes transit more attractive to young employees and students. TRAFFIX is educating businesses, employers, employees, and higher learning institutions regarding the program.

Mr. Hodges stated the ridership figures for The Tide are better than expected, with over 4,500 riders per weekday and 4,900 riders on Saturdays.

Mr. Hodges expressed his appreciation to TTAC for its continued support of the TRAFFIX program for the last 17 years. He indicated the TRAFFIX Annual Report is forthcoming.

Ms. Ravanbakht stated that at the last CTAC meeting, a CTAC member inquired as to how TRAFFIX planned to increase its awareness in the community. Mr. Hodges replied that there will be a marketing campaign which will include billboard, television, and radio ads.

### **Virginia's Strategic Highway Safety Plan**

Mr. Stephen Read of VDOT reported that federal transportation funding for the Highway Safety Improvement Program (HSIP), promulgated by MAP-21, requires each State update its Strategic Highway Safety Plan (SHSP). He indicated Virginia published its first SHSP in 2006.

The purpose of the HSIP is to achieve significant reductions in transportation fatalities and severe injuries. The SHSP is a component of the HSIP, along with other HSIP projects, strategies, and activities.

The SHSP must be comprehensive in its approach, with emphasis on engineering, education, enforcement, and emergency response. It is data-driven and contains strategies to improve safety on all roadways. It is important to note that if projects are not in the SHSP, they will not be funded within the HSIP.

Mr. Read stated the vision of Virginia's 2016 SHSP is "Toward Zero Deaths"; all roadway users arriving safely at their destinations. The long-term goal, reducing deaths and severe injuries by half, has a target date of 2030. The short-term goal is to reduce deaths and severe injuries by three percent each year until 2016. Emphasis areas in the plan will consist of roadway departure, intersections, and speed.

Mr. Read indicated the State plans to collaborate more efficiently with the urban localities regarding safety planning and identifying corridors that require additional safety measures.

Mr. Kevan Danker asked whether the performance measures will be tied to funding. Mr. Read replied if the State is not meeting its targets a much more specific annual plan must be implemented.

Mr. Robert Gey commented that the yearly three percent reduction in deaths and severe injuries was an ambitious target and asked if the State had any guidance for the localities to assist in obtaining this goal and inquired how the new highway safety manual played a role. Mr. Read replied the safety manual contains methodologies for project planning and development which will enable the localities to spend their resources more wisely. In terms of outreach, he foresees more meetings with the HRTPO in order to identify ways to achieve this goal by sharing program data as well as the new HSIP requirements.

Ms. Ravanbakht stated MAP-21 encourages Metropolitan Planning Organizations (MPOs) to identify programming and planning based on performance measures. Currently, FHWA is in the process of drafting a guidebook for the MPOs and state Department of Transportations (DOTs). She indicated performance measures are not only for safety issues, but will also be utilized in the 2040 Long-Range Transportation Plan (LRTP).

Chair King inquired as to the publication date of the updated Virginia SHSP. Mr. Read replied it is with FHWA awaiting approval. Once approved, it will be available on VDOT's website.

### **Three-Month Tentative Schedule**

Chair King outlined the Three-Month Tentative Schedule for TTAC.

### **For Your Information**

Chair King highlighted the items in the For Your Information section of the agenda packet.

Ms. Ravanbakht stated the 2034 LRTP Marketing Brochure was located at each member's seat and encouraged TTAC members to request copies to distribute as necessary.



## **Announcements**

Chair King acknowledged the written announcements in the agenda packet and indicated the TRAFFIX Oversight Subcommittee will meet immediately following the TTAC meeting in Conference Room D.

Mr. Sorey stated the new HRT Bus Shelter is currently being constructed on Woodlake Drive in front of the Regional Building.

## **Old/New Business**

There was no Old/New Business.

## **Adjournment**

With no further business to come before the Hampton Roads Transportation Technical Advisory Committee, the meeting adjourned at 11:14 a.m.