

**AGENDA ITEM #1: CALL TO ORDER**

The meeting will be called to order by the Chair at approximately 9:30 a.m.

**AGENDA ITEM #2: PUBLIC COMMENT PERIOD (Limit: 3 minutes per individual)**

Members of the public are invited to address the TPS. Each speaker is limited to three minutes.

**AGENDA ITEM #3: 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 TPS should be submitted at this time, as opposed to under "Old/New Business".

**AGENDA ITEM #4: MINUTES**

Minutes of the TPS meeting held on November 17, 2017.

Attachment 4

**RECOMMENDED ACTION:**

Approve the minutes.

**Summary Minutes of the  
Hampton Roads Transportation Programming Subcommittee (TPS) Meeting  
November 17, 2017**

The Hampton Roads Transportation Programming Subcommittee (TPS) Meeting was called to order at 9:33 a.m. in the Regional Boardroom, 723 Woodlake Drive, Chesapeake, Virginia, with the following in attendance:

**TPS Members Present:**

Paul Holt (Chair, JC)  
Steve Froncillo (CH)  
Garrey Curry (GL)  
Tammy Rosario (JC)  
Bryan Stilley (NN)  
Rob Brown (NO)  
Susan Brown (PO)

Phil Pullen (VB)  
Katie Shannon (VB)  
Carolyn Murphy (WM)  
Keisha Branch (HRT)  
Sibyl Pappas (HRT)  
Eric Stringfield (VDOT)  
Barbara Creel (WATA)

**TPS Members Absent:**

Randy Martin (FR)  
Angela Rico (HA)  
Dannan O'Connell (PQ)  
Michael Johnson (SH)

Timothy C. Cross (YK)  
Jitender Ramchandani (DRPT)  
Ivan P. Rucker (FHWA)

**HRTPO Staff:**

Mike Kimbrel  
John Mihaly  
Kathlene Grauberger

**Public Comment Period**

There were no public comments.

**Approval of Agenda**

Chair Paul Holt asked for additions or deletions to the agenda. Hearing none, Mr. Eric Stringfield Moved to approve the agenda as written; seconded by Ms. Susan Wilson. The Motion Carried.

**Minutes**

Chair Holt indicated the TPS Summary Minutes of July 28, 2017 were included in the November 17, 2017 TPS Agenda. He asked for corrections or amendments to the minutes. Hearing none, Mr. Bryan Stilley Moved to approve the minutes as written; seconded by Mr. Phil Pullen. The Motion Carried.

## HRTPO CMAQ/RSTP Project Selection Process – New Policy

Mr. Mike Kimbrel, HRTPO Principal Transportation Engineer, stated that given the various programs from which projects may receive funding – SMART SCALE, State of Good Repair, TA Set-Aside, CMAQ/RSTP, etc. – and the obvious benefit of sometimes applying for funding under multiple programs, HRTPO staff believes a new policy should be added to the HRTPO CMAQ/RSTP Project Selection Process to clearly document how CMAQ/RSTP allocations will be affected in situations in which a project receives duplicate funding from the HRTPO CMAQ/RSTP Project Selection Process and other funding sources.

Mr. Kimbrel stated that HRTPO staff drafted the following language for consideration by the TPS to include in the HRTPO CMAQ/RSTP Project Selection Process:

*Policy for handling surplus CMAQ and RSTP allocations on a project that occur as a result of an award of funding from other programs, such as SMART SCALE, State of Good Repair, TA Set-Aside, TIGER, INFRA, etc.:*

*If a project is overfunded due to receipt of funds from other programs resulting from duplicate funding requests, the surplus CMAQ and/or RSTP funds will be transferred to the CMAQ or RSTP reserve account.*

Chair Paul Holt advocated that instead of returning the money, the locality should have an opportunity to transfer the funds to another approved project.

Mr. Garrey Curry asked whether a locality or agency would be eligible to receive more CMAQ/RSTP funding on the project once any duplicate funding was returned to the reserve account. Mr. Kimbrel replied affirmatively.

Mr. Phil Pullen proposed treating such duplicate funding in a manner similar to the way other excess funding is addressed in the CMAQ/RSTP Project Selection Process, as noted below, but to also include a statement regarding the ability to fund any overages, as requested by Mr. Curry.

*While the handling of surplus CMAQ and/or RSTP allocations on completed or canceled projects may be determined by the TPS, TTAC, and HRTPO Board on a case by case basis, in general, if there are unused CMAQ and/or RSTP funds allocated to a project that has been completed or canceled, the transfer of the available funds will be handled as follows:*

*Within 180 days after a project has been completed (VDOT C5 form processed and final reimbursement received or equivalent from other agencies) or canceled:*

- a. The project sponsor (locality or agency) will request that the available funds be transferred to one or more of the sponsor's previously approved CMAQ or RSTP projects, depending upon the type of funds available; or*

- b. *The project sponsor (locality or agency) will request that the available funds be transferred to the CMAQ or RSTP reserve account.*

After further discussion, Mr. Pullen Moved for HRTPO staff to draft language similar to the current method of handling excess CMAQ/RSTP monies (above), in addition to language regarding the need to request more money due to fund overages; seconded by Mr. Curry. The Motion Carried. HRTPO staff would report back to the TPS at its next meeting.

### **Hampton Roads Transit Facilities Upgrade Project (UPC T9092) Cost Increase – HRT**

Ms. Keisha Branch of HRT explained that Hampton Roads Transit (HRT) requests to increase the cost estimate of UPC T9092 – Transit Facility Upgrades. She stated that the project is for upgrades to the HRT administration and maintenance facilities in Hampton and explained that the new cost estimate is to be funded with existing sources of money. She noted that HRT requests the transfer of \$2 million in RSTP funding from UPC T9093 – Regional Fixed Guideway Studies & ROW to UPC T9092 to help cover the cost increase.

Mr. Kimbrel stated that HRTPO and HRT staff agreed that if the cost estimate is to be increased again, HRT will submit a new, separate project to be evaluated through the CMAQ/RSTP selection process.

Ms. Branch Moved to recommend approval of the revised cost estimate for the project and the transfer of RSTP funds; seconded by Mr. Bryan Stilley. The Motion Carried.

### **Route 60 Relocated (UPC 13496) Project Re-Scoping – James City County**

Chair Holt explained that the Route 60 Relocation project is a \$99 million dollar project, yet James City County currently has only \$3 million set-aside for the project, including \$1.5 million of RSTP funding. He stated that James City County is requesting to re-scope the project to construct a two-lane extension of the existing Greenmount Parkway, a distance of approximately 0.30 miles with a cost estimate of \$3 million and transfer a total of \$1,675,336 in surplus RSTP funds from two County projects to the re-scoped Route 60 project.

He noted that the portion of the original project from the end of the Greenmount Parkway Extension to the Route 60/Fort Eustis Boulevard interchange will be pursued in the future with new applications for separate, stand-alone projects.

He stated that the Route 60 project has been in the County's master plan for 20 years; however, the project will die unless it is re-scoped.

After discussion, Ms. Tammy Rosario Moved to recommend approval of re-scoping the Route 60 project and the transfer of RSTP funds; seconded by Ms. Carolyn Murphy. The Motion Carried.

## **Elbow Road Widening and Extension (UPC 15828) Project Phasing and Cost Increase - Virginia Beach**

Ms. Katie Shannon of Virginia Beach explained that the Elbow Road Widening and Extension project has had a project cost increase of over 10 percent, and as required by the RSTP funding policy from the HRTPO Guide to CMAQ and RSTP Project Selection process, the City of Virginia Beach is informing the TPS of the significant cost increase. As such, the City of Virginia Beach is requesting approval to phase the project, update the cost estimate, and transfer RSTP funds.

Ms. Shannon indicated that during the design development, the total cost estimate for the project increased from \$75 million to \$92 million due to phasing the project and additional stormwater and acquisition costs. She noted that Virginia Beach is requesting to transfer RSTP funds from the original project to one of the new phases.

After the Subcommittee discussed the request, Mr. Phil Pullen Moved to recommend approval of the phasing of the project, cost increase, and transfer of RSTP funds; seconded by Mr. Steve Froncillo. The Motion Carried.

### **Old/New Business**

There was no old/new business

### **Adjournment**

There being no more business before the Hampton Roads Transportation Programming Subcommittee, the meeting was adjourned at 10:53 a.m.