

AGENDA ITEM #7: MINUTES

Summary minutes of the TTAC meeting held on April 5, 2017 are attached.

Attachment 7

RECOMMENDED ACTION:

Approve the minutes.

**Summary Minutes of the HRTPO Transportation
Technical Advisory Committee (TTAC) Meeting
April 5, 2017**

The HRTPO Transportation Technical Advisory Committee (TTAC) Meeting was called to order at 9:31 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)	Mark Shea (Alternate, VB)
Sherry Earley (Vice Chair, SU)	Bryan Stilley (NN)	Carolyn Murphy (WM)
Steve Froncillo (CH)	Robert Brown (NO)	Tim Cross (YK)
Garrey Curry (GL)	Jeff Raliski (NO)	Jitender Ramchandani (DRPT)
Lynn Allsbrook (HA)	Susan Wilson (PO)	Jamie Jackson (HRT)
John Yorks (HA)	LJ Hansen (SU)	Dawn Odom (VDOT)
Angela Rico (Alternate, HA)	Robert Lewis (SU)	Eric Stringfield (VDOT)
Richard Rudnicki (IW)	Robert Gey (VB)	Jeff Florin (VPA)
Jamie Oliver (IW)	Phil Pullen (VB)	James Wright (PO)
		Brian Solis (VB)

TTAC Voting Members Absent:

Anne Ducey-Ortiz (GL)	Ellen Roberts (PQ)	Dan Clayton III (WM)
Dennis Carney (IW)	Debbie Vest (PQ)	Aaron Small (WM)
Tammy Mayer Rosario (JC)	Thelma Drake (NO)	J. Mark Carter (YK)
Britta Ayers (NN)	Earl Sorey (CH)	Josh Moore (WATA)

TTAC Nonvoting Members in Attendance:

Rhonda Murray (NAVY)
Ivan Rucker (FHWA)

TTAC Nonvoting Members Absent:

Melissa McGill (FTA)

HRTPO Staff:

Sam Belfield	Mike Kimbrel	Joe Paulus
Sam Braden	Steve Lambert	Leonardo Pineda
Robert Cofield	John Mihaly	Camelia Ravanbakht
Kathlene Grauberger	Kendall Miller	Dale Stith
Theresa Jones	Keith Nichols	Shirley Core

Others Recorded Attending:

Katie Shannon (VB); Benjamin Camras (CH); Emily Archer (VB); Bryant Porter (VDOT); Ken Yarberry (RK&K); Keisha Branch (HRT); Nathan Milaszewski (VDOT); Carl Jackson (VDOT); Ray Hunt (VDOT); Timothy Barry (RS&H); Jennifer Quigley (RS&H); Anne Payne (PQ); Karen McPherson (McPherson Consulting); Dannan O'Connell (PQ).

Introductions

Dr. Camelia Ravanbakht, HRTPO Deputy Executive Director, introduced new TPO staff member, Ms. Shirley Core. Mr. Dannan O'Connell announced he would be replacing Ellen Roberts as the member representing Poquoson.

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

Mr. Ivan Rucker, with the Federal Highway Administration, advised the Final Rule on performance measures has been extended to May. He also reported the current Federal hiring freeze has left the office short staffed in planning and finance for the time being.

There were no comments from the Department of Rail and Public Transportation (DRPT).

There were no comments from the Virginia Port Authority (VPA).

There were no comments from the Navy.

Approval of Agenda

Chair Holt asked for additions or deletions to the TTAC Agenda. Dr. Rob Case stated he had an item and would brief the TTAC under Agenda Item 24: Old/New Business regarding the State Evacuation Plan. In addition, Ms. Jamie Jackson, stated she had a substitute TIP amendment request letter she wished to submit for Agenda Item #8. Mr. Allsbrook MOVED to approve the agenda; seconded by Mr. Solis. The Motion Carried.

Summary Minutes

Chair Holt reported the TTAC summary minutes from March 1, 2017 meeting were included in the April 5, 2017 TTAC Agenda Packet. Chair Holt asked for any additions or corrections to the minutes. Mr. Stillely Moved to approve the minutes; seconded by Mr. Stringfield. The Motion Carried.

FY 2015-2018 TIP AMENDMENT - HRT

Ms. Jamie Jackson, Hampton Roads Transit (HRT) Director of Transit Development, referring to a substitute letter from Hampton Roads Transit (HRT), requested to amend the FY 2015-2018 Transportation Improvement Program (TIP) to revise the funding associated with the following eleven projects to make the information consistent with the HRT Capital Improvement Plan.

- UPC HRT0026: Replacement Rolling Stock
 - Increase FY17 5307 funding by \$256,898
 - Increase FY17 5339 funding by \$268,044
 - Increase FY17 State funding by \$1,273,574
 - Increase FY17 Local funding by \$74,563

- UPC HRT0032: ADP Software
 - Increase FY17 5307 funding by \$651,557
 - Increase FY17 State funding by \$125,638
 - Increase FY17 Local funding by \$38,841

- UPC HRT0033: ADP Hardware
 - Add \$146,900 FY17 5307 funding
 - Add \$30,700 FY17 State funding
 - Add \$7,400 FY17 Local funding

- UPC HRT0054: Preventative Maintenance
 - Increase FY17 5307 funding by \$171,267
 - Increase FY17 5337 funding by \$85,956
 - Increase FY17 Local funding by \$64,307

- UPC HRT0079: Debt Service for Bus Equipment or Facilities
 - Increase FY17 5307 funding by \$32,341
 - Increase FY17 5339 funding by \$553,449
 - Increase FY17 State funding by \$1,422,346
 - Increase FY17 Local funding by \$83,255
 - Delete all federal, state, and local funding in FY18

- UPC HRT0081: Transit Asset Management System
 - Move all federal, state, and local funding in FY15 to FY17
 - Delete \$272,000 in FY17 FTA 5339 funding
 - Add \$272,000 in FY17 Flexible STP funding

- UPC HRT 0082: Rehabilitate/Renovate Administration/Maintenance Facility
 - Increase FY17 Local funding by \$1,394,681
 - Move all federal, state, and local funding in FY15 to FY17UPC HRT 0089

- Transit Bus Rebuild/Refurbishment
 - Move all state and local funding in FY17 to FY18
 - Delete all federal, state, and local funding in FY16
 - Add \$803,269 in FY17 5339 funding
 - Add \$3,725,985 in FY17 State funding
 - Add \$219,176 in FY17 Local funding

- UPC HRT0090: Transit Bus Mid-Life Overhaul/Repower
 - Add \$308,000 FY17 5339 funding
 - Increase FY17 State funding by \$748,312
 - Increase FY17 Local funding by \$44,371

- UPC HRT 0095: ADA Bus Stop Access Upgrades
 - Delete all federal, state, and local funding in FY15
 - Delete \$280,000 in FY16 FHWA TAP funding
 - Decrease FY16 State funding by \$60,000
 - Decrease FY16 Local funding by \$11,000
 - Increase FY17 FHWA TAP funding by \$280,000
 - Increase FY17 State funding by \$153,548
 - Increase FY17 Local funding by \$18,065

- UPC HRT0101: Bus Technology Upgrade
 - Move all federal, state, and local funding in FY16 to FY17

This request has been made available for public review and comment from April 3, 2017 through April 17, 2017. The Transportation Technical Advisory Committee has recommended approval of the TIP amendment.

Mr. Solis Moved to recommend HRTPO Board approval of the TIP Amendment; seconded by Ms. Odom. The Motion Carried.

FY 2015-2018 TIP AMENDMENT – UPC 106689: VDOT

Ms. Dawn Odom, VDOT Hampton Roads District Planning and Investment Manager, requested to amend the FY 2015-2018 Transportation Improvement Program (TIP) to revise the funding information associated with one project, as follows:

- I-64 Peninsula Widening – Segment 3 (UPC 106689)
 - Revise phase cost estimates as follows:
 - Preliminary Engineering (PE): \$10,000,000
 - Right-of-Way (RW): \$12,000,001
 - Construction (CN): \$289,303,819
 - Total: \$311,303,820

- Revise Allocations to reflect the following:
 - FFY 16 Allocation High Priority Projects (HPP)-State \$10,000,000
 - Delete FFY 17 Allocation HPP-Fed \$10,000,000
 - FFY 18 Allocation HPP-State \$19,210,469
 - FFY 19 Allocation HPP-State \$32,000,000
 - FFY 20 Allocation HPP-State \$25,858,850
 - FFY 21 Allocation HPP-State \$57,858,434

- Add Obligations as follows:
 - FFY 16 PE Phase Obligation \$200,000 Advance Construction (AC) Other
 - FFY 17 PE Phase Obligation \$2,600,000 AC Other
 - FFY 18 PE Phase Obligation \$7,200,000 AC Other
 - FFY 17 RW Phase Obligation \$12,000,001 AC Other
 - FFY 17 CN Phase Obligation \$289,303,819 AC Other

Mr. Cross Moved to recommend HRTPO Board approval of the TIP Amendment; seconded by Mr. Florin. The Motion Carried.

FY 2015-2018 TIP REVISION – RSTP TRANSFER REQUEST – UPC 52148: NORFOLK

Mr. Rob Brown, Norfolk City Transportation Engineer, requested to transfer a total of \$964,010 in Regional Surface Transportation Program (RSTP) funds from one completed project to the HRTPO RSTP Reserve Account to make the funds available for other RSTP projects. The specifics of the request are described below:

- Transfer a total of \$964,010 in FY 2012 RSTP funds, including State Match, from the Wesleyan Drive Widening project in Norfolk and Virginia Beach (UPC 52148) to the HRTPO RSTP Reserve Account.

Mr. Brown Moved to recommend HRTPO Board approval of the RSTP Fund Transfer and the Associated TIP Amendment; seconded by Ms. Kassel. The Motion Carried.

FY 2015-2018 TIP REVISION – RSTP TRANSFER REQUEST – (UPC 58297): VDOT

Ms. Dawn Odom, VDOT Hampton Roads District Planning and Investment Manager, briefed the TTAC on a request to transfer a total of \$289,354 in Regional Surface Transportation Program (RSTP) funds from the HRTPO RSTP Reserve Account to a project in Isle of Wight County to cover a funding shortfall. The specifics of the request are described below:

- Courthouse Highway/Foursquare Road Intersection Project in Isle of Wight County (UPC 58297)
 - Update phase cost estimates as follows:
 - Preliminary Engineering (PE): \$670,499
 - Right-of-Way (RW): \$593,722
 - Construction (CN): \$1,665,005
 - Total: \$2,929,226

- Transfer a total of \$289,354 in RSTP funds, including State Match, from the FY 2012 HRTPO RSTP Reserve Account.

Mr. Florin Moved to recommend HRTPO Board approval of the RSTP Fund Transfer and the Associated TIP Amendment; seconded by Mr. Stringfield. The Motion Carried.

FY 2018 CMAQ and RSTP Funding Shortfalls:

Mr. Mike Kimbrel, HRTPO Principal Transportation Engineer, reported that HRTPO staff developed a strategy to address the FY18 funding shortfalls by affecting only one CMAQ project and one RSTP project and coordinated with the administrators of those two projects. The strategy (shown in the tables below) includes reducing the FY18 allocation as necessary to resolve the over-allocation in that year and replacing the funding with available funding from later years.

Strategy for Reconciliation of Over-Allocation of CMAQ and RSTP in FY 2018

CMAQ Over-Allocation = \$250,690

CMAQ RESERVES	FY-18	FY-19	FY-20	FY-21	FY-22	FY-23
Before Revision	\$0	\$0	\$47,540	\$82,540	\$526,989	\$0
After Revision	\$0	\$0	\$0	\$0	\$406,379	\$0

Jurisdiction	UPC	Project Name	Funding Strategy	FY-18	FY-19	FY-20	FY-21	FY-22	FY-23	Total (FY 18-23)
VPA	103928	Green Operator (GO) Truck Replacement Program	Current Allocations	\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$1,000,000
			Revised Allocations	\$249,310	\$500,000	\$47,540	\$82,540	\$120,610	\$0	\$1,000,000

RSTP Over-Allocation = \$579,545

RSTP RESERVES	FY-18	FY-19	FY-20	FY-21	FY-22	FY-23
Before Revision	\$0	\$0	\$0	\$0	\$0	\$1,434,582
After Revision	\$0	\$0	\$0	\$0	\$0	\$855,037

Jurisdiction	UPC	Project Name	Funding Strategy	FY-18	FY-19	FY-20	FY-21	FY-22	FY-23	Total (FY 18-23)
James City Co	100200	Skiffes Creek Connector	Current Allocations	\$5,366,235	\$7,273,942	\$9,859,208	\$10,026,102	\$6,433,447	\$1,544,066	\$40,503,000
			Revised Allocations	\$4,786,690	\$7,273,942	\$9,859,208	\$10,026,102	\$6,433,447	\$2,123,611	\$40,503,000

Mr. Lewis Moved to recommend HRTPO Board approval of the CMAQ and RSTP fund transfers as shown in the tables above as well as a TIP Amendment to account for the revisions; seconded by Ms. Kassel. The Motion Carried.

FY 2018 Transportation Alternatives Set-Aside Program: Project Selection

Mr. Mike Kimbrel, HRTPO Principal Transportation Engineer, described the TAP Set-Aside Eligible Project Categories and project selection process, stating HRTPO and VDOT staffs coordinate the application process and scoring of proposed projects. He noted that HRTPO staff coordinates with the Hampton Roads District CTB member on his selections and allocations and then the TPS reviews the proposed projects and scores and recommends a set of projects and allocations for consideration by the TTAC. The TTAC reviews the recommendations of the TPS and recommends a set of projects and allocations for approval by the HRTPO board. Recommended action for the HRTPO board is approval of the four selected TA Set-Aside projects and funding allocations as follows:

1. TAP# 17054 Salem Road Sidewalk – Virginia Beach \$334,527

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|---|-----------|
| 2. TAP# 17076 Granby St Bike Lanes – Ocean View Norfolk | \$456,000 |
| 3. TAP# 17061 Foxfire Pedestrian Trail – Virginia Beach | \$775,235 |
| 4. TAP# 17087 Bypass Rd Sidewalk Rehabilitation – York County | \$241,868 |

Mr. Cross Moved to recommend HRTPO Board approval of the FY 2018 Transportation Alternatives Set-Aside Program; seconded by Mr. Pullen. The Motion Carried.

FY 2018 Unified Planning Work Program: Final

Dr. Camelia Ravanbakht, HRTPO Deputy Executive Director, outlined the Unified Planning Work Program for FY 2018, noting that the UPWP describes transportation planning work and associated funding for the Hampton Roads MPA for the period from July 1, 2017 to June 30, 2018.

Mr. Allsbrook Moved to recommend HRTPO Board approval of the FY 2018 Unified Planning Work Program; seconded by Mr. Florin. The Motion Carried.

HRTPO CMAQ/RSTP Project Selection Process 2016 Report

Dr. Camelia Ravanbakht, HRTPO Deputy Executive Director, stated that the CMAQ/RSTP Project Selection Process Report summarizes the work of selecting CMAQ and RSTP projects during the 2016 CMAQ/RSTP Project Selection Process. Selected projects received allocations of CMAQ or RSTP funds for Fiscal Year 2023.

Mr. Gey Moved to recommend HRTPO Board approval of the HRTPO CMAQ/RSTP Project Selection Process 2016 Report; seconded by Ms. Kassel. The Motion Carried.

FY 2018 -2021 Transportation Improvement Program: Final

Mr. Mike Kimbrel, HRTPO Principal Transportation Engineer, noted that the draft TIP was presented to the TTAC during its February meeting and underwent public review from February 8, 2017 through March 10, 2017. He then provided some statistics from the final TIP and noted a special public outreach for the draft TIP.

Ms. Kendall Miller, Public Involvement and Title VI Administrator, briefed the committee on the public outreach associated with the draft TIP. She reported that a “Did you Know” informational landing page was created. She also stated that an ad created on Facebook was viewed over 54,000 times and of those views, over 46,000 visited the TIP page.

Mr. Rucker asked if the Self-Certification was part of the approval. Mr. Kimbrel replied that the self-certification document would be included in the HRTPO board agenda for approval.

Mr. Florin Moved to recommend HRTPO Board approval of the HRTPO FY 2018-2021 Transportation Improvement Program; seconded by Mr. Allsbrook. The Motion Carried.

Hampton Roads Freight Study: Draft

Mr. Keith Nichols, HRTPO Principal Transportation Engineer, and Mr. Sam Belfield, HRTPO Senior Transportation Engineer, updated the committee on the Hampton Roads Freight Study. The overall

purpose of the study is to analyze the impact of freight movement on regional and statewide employment, income, and economic growth in order to guide and prioritize transportation projects. Next steps are to incorporate the latest freight data and performance measures, continue to engage FTAC and provide input to HRTPO, work with VDOT and Office of Intermodal Planning and Investment (OIP) on statewide freight planning initiatives, and continue public outreach efforts.

Mr. Florin congratulated staff and called the study a great resource, stating the document is packed with information to retain and attract new business.

Making Streets More Complete for Placemaking : ViBe Creative District

Mr. Brian Solis, Virginia Beach Transportation/Transit Planning Manager, and Ms. Emily Archer, Virginia Beach Urban Designer, presented an overview of the Virginia Beach Complete Streets and ViBe Creative District initiative in Virginia Beach.

Mr. Solis stated the purpose of the Virginia Beach Complete Streets program is to improve Virginia Beach's transportation system by providing safe, attractive travel for all users, through a prioritized system of connected transportation choices designed in harmony with existing land uses. The goals are to consider all aspect of development while maintaining balance with street functions. Another goal is to develop public rights of way in harmony with adjacent land uses and to develop a sustainable transportation system.

Ms. Archer described the ViBe Creative District, noting Place-Making efforts including parklet improvements and regularly scheduled events, as well as banners and street art. She provided a tentative schedule and priority corridors, stating they have received over \$4 million in funding. She emphasized 19th Street needs stronger avenues to support pedestrian traffic from the Convention Center to the Oceanfront.

Virginia Department of Rail and Public Transportation Technology Initiatives

Mr. Jitender Ramchandani, DRPT Transit Planning and Project Development Manager, briefed the committee on DRPT technology initiatives at the Federal and State level. He also outlined DRPT's role in transit in Virginia. He discussed DRPT's current initiatives modeled after a program in Washington State as well as Commonwealth Transportation Board data warehousing efforts. He concluded by inviting committee members to contact DRPT with their ideas.

Revenue Sharing Program Update

Ms. Dawn Odom, VDOT Hampton Roads District Planning and Investment Manager reported that the Revenue Sharing Program provides additional funding for use by a county, city, or town to construct, reconstruct, improve or maintain the highway systems within such county, city, or town and for eligible rural additions in certain counties of the Commonwealth. Locality funds are matched, dollar for dollar, with state funds, with statutory limitations on the amount of state funds authorized per locality. The CTB allocates by tiers and funds existing projects first. She detailed the programmatic allocation changes under consideration as follows:

- Limit annual allocation to \$5 million per locality

- Limit maximum allocation per project to \$10 million
- Limit maximum allocation per project to \$5 million
- Require local funds (over 50/50 match) previously committed on Revenue Sharing application to be spent before additional allocation are provided
- Any combinations of above options, including a sliding scale.

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

Chair Holt reviewed the items in the Announcements section of the Agenda Packet.

Old/New Business

Dr. Rob Case, HRTPO Principal Transportation Engineer, briefed the committee on the State's plans to change the hurricane evacuation plan. The new plan would no longer include reversing lanes on I-64. Representatives from the State have been invited to discuss the new evacuation plan at the Hampton Roads Transportation Operations Subcommittee meeting on Tuesday, April 11, 2017. TTAC members were invited to attend.

Adjournment

With no further business to come before the Hampton Roads Transportation Technical Advisory Committee, the meeting adjourned at 11:22 a.m.