

AGENDA ITEM #7: MINUTES

Summary minutes of the TTAC meeting held on July 11, 2018 are attached.

Attachment 7

RECOMMENDED ACTION:

Approve the minutes.

Summary Minutes of the HRTPO Transportation Technical Advisory Committee (TTAC) Meeting July 11, 2018

The HRTPO Transportation Technical Advisory Committee (TTAC) Meeting was called to order at 9:34 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)	Jeff Raliski (NO)	Tara Reel (VB)
Sherry Earley (Vice Chair, SU)	Jackie Kassel (NN)	Phil Pullen (VB)
Benjamin Camras (CH)	Bridjette Parker (NN)	Carolyn Murphy (WM)
Earl Sorey (CH)	Bryan Stilley (NN)	Tim Cross (YK)
John Yorks (HA)	Frank Brown (PO)	Tiffany Dubinsky (DRPT)
Mike Hayes (HA)	Carl Jackson (PO)	Jamie Jackson (HRT)
Angela Rico (HA)	Dannan O'Connell (PQ)	Sonya Hallums-Ponton (VDOT)
Richard Rudnicki (IW)	Robert Lewis (SU)	Dawn Odom (VDOT)
Robert Brown (NO)	LJ Hansen (SU)	Eric Stringfield (VDOT)
Thelma Drake (NO)	Robert Gey (VB)	Josh Moore (WATA)

TTAC Voting Members Absent:

Donald Goodwin (FR)	Ellen Roberts (PQ)	Aaron Small (WM)
Carol Rizzio (GL)	Debbie Vest (PQ)	J. Mark Carter (YK)
Anne Ducey-Ortiz (GL)	James Wright (PO)	Jeff Florin (VPA)
Jamie Oliver (IW)	Beth Lewis (SH)	Bryant Porter (VDOT)
Tammy Rosario (JC)	Jason Souders (SU)	
Britta Ayers (NN)	Brian Solis (VB)	
Claudia Cotton (Alternate, NN)	Dan Clayton III (WM)	

TTAC Nonvoting Members in Attendance:

TTAC Nonvoting Members Absent:

Melissa McGill (FTA)	Ivan Rucker (FHWA)
Rhonda Murray (NAVY)	Chris Arabia (DRPT)

HRTPO Staff:

Sam Belfield	Uros Jovanovic	Leonardo Pineda
Theresa Brooks	Steve Lambert	Joe Paulus
Shirley Core	John Mihaly	Dale Stith
Kathlene Grauberger	Kendall Miller	
Mike Kimbrel	Keith Nichols	

Others Recorded Attending:

Olivia Holt (JCC); Bob Scott (MJ Synergy); Karen McPherson (McPherson Consulting); Trey Eisenberger (CH); Katie Shannon (VB); Jim Long (RK&K); Kevin Page (HRTAC) Mike Long, Chris Vaigneur (HRPDC Staff).

Introductions

Mr. Earl Sorey, City of Chesapeake introduced Mr. Troy Eisenberger and noted he would be replacing Mr. Steve Froncilo on the TTAC Subcommittee.

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 comments from the Federal Highway Administration.

Mr. Eric Stringfield reminded members to continue to work on SMART Scale applications. He noted if members had trouble submitting information please email or call and utilize CTV.virginia.gov for assistance with questions.

There were no representatives present from the Virginia Port Authority.

There were no representatives present from the US Navy.

Ms. Tiffany Dubinsky, provided a brief update that DRPT is finalizing the Transit Asset Management Plan, a group plan that covers the TIER II transit agencies in the state. She reminded the TTAC that Tier I agencies including HRT are reporting their own TAM targets to FTA and the HRTPO will need to coordinate with HRT to get those targets to adopt into their own planning documents by October.

Approval of Agenda

Chair Holt asked for additions or deletions to the TTAC Agenda. Mr. Mike Kimbrel, HRTPO Deputy Executive Director noted a handout was placed at each seat with updated information for Agenda Item 8. Ms. Kassel Moved to approve the amended Agenda; seconded by Ms. Drake. The Motion Carried.

Summary Minutes

Chair Holt reported that the TTAC summary minutes from June 6, 2018 meeting were included in the July 11, 2018 TTAC Agenda Packet. Chair Holt asked for any additions or corrections to the

minutes. Mr. Carl Jackson had one correction noting himself and Mr. Frank Brown will serve on the committee as voting members for the City of Portsmouth not as alternates. Ms. Murphy Moved to approve the minutes; seconded by Mr. Moore. The Motion Carried.

Nominating Subcommittee

Chair Holt advised the committee in accordance with the TTAC Bylaws, at least 60 days prior to the annual organizational meeting in October, the chair shall appoint a Nominating Subcommittee composed of seven voting TTAC members, each representing a different locality or agency. Chair Holt appointed Mr. Robert Brown, City of Norfolk to the subcommittee. Chair Holt announced Mr. Robert Lewis, City of Suffolk, would serve as the Chair. Chair Holt asked the nominating subcommittee to bring back nominations for a Chair and Vice Chair at the October 2018 TTAC meeting.

FY 2018-2021 TIP REVISION REQUEST: REQUEST TO TRANSFER CMAQ FUNDING: UPC 103059 – NEWPORT NEWS

Mr. Bryan Stilley, City of Newport News Chief of Civil Design, Engineering, requested to amend the FY 2018-2021 Transportation Improvement Program (TIP) to transfer a total of \$257,015 in Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds from one completed project to another CMAQ eligible project in the City. The specifics of the request are described below:

UPC 103059 – Citywide Pedestrian Improvements

- Receive \$257,015 of FY 2010 CMAQ funds, including State match, from J. Clyde Morris Boulevard Sidewalk – Phase 5 (UPC 83435)

Should the HRTPO Board approve the CMAQ fund transfer described above, the FY 2018-2021 TIP will be amended as applicable.

Ms. Kassel Moved to recommend HRTPO approval of the transfer of CMAQ Funding; seconded by Ms. Drake. The Motion Carried.

FY 2018-2021 TIP AMENDMENT: UPC 112923

Ms. Dawn Odom, VDOT Hampton Roads District Planning and Investment Manager, requested to amend the FY 2018-2021 Transportation Improvement Program (TIP) to add one project as described below:

- UPC 112923 – I-64 Express Lanes – Segment II (PE Only)
 - Add project to TIP
 - Description: Extend I-64 HOT lanes – 2 lanes from I-264 to I-664/I-264 Interchange at Bowers Hill.
 - Cost Estimate as follows:

- Preliminary Engineering (PE): \$3,500,000
 - Total: \$3,500,000
- Project Phase Schedule as follows:
 - PE: Start 7/16/2018; End 5/12/2019
- Allocations as follows:
 - FY Previous of \$10,000,000 Other-Toll
- Obligations as follows:
 - FY18 PE Phase obligation of \$3,500,000 Other-Toll

This request is being made available for public review and comment from July 3, 2018 through July 17, 2018.

Mr. Sorey Moved to recommend HRTPO approval of the TIP Amendment; seconded by Mr. Lewis. The Motion Carried.

Hampton Roads 2015 Transportation Analysis Zones & Boundary Modifications: Final

Mr. Mike Kimbrel, HRTPO Deputy Executive Director, stated HRTPO staff, in coordination with localities updated the socioeconomic data by Transportation Analysis Zone (TAZ) for the regional travel demand model from 2009 to 2015. Staff has also reviewed current TAZ boundaries and updated those TAZs using VDOT’s guidelines and locality input.

The public review period will run through July 24, 2018 and will be presented to the HRTPO Board for approval at the July 19, 2018 meeting subject to receiving no adverse comments.

Mr. Gey Moved to recommend HRTPO Board approval of the 2015 Socioeconomic Data by TAZ, the 2015 TAZ boundaries and the Hampton Roads 2015 Socioeconomic Data by Transportation Analysis Zones report; seconded by Mr. Moore. The Motion Carried.

Hampton Roads Military Transportation Needs Study: Final

Mr. Mike Kimbrel, HRTPO Deputy Executive Director, noted the draft report was presented to the TTAC at the May meeting. The report was made available for public review from May 2, 2018 through May 23, 2018. Comments received were incorporated into the final report.

Mr. Cross Moved to recommend HRTPO Board approval of the final report; seconded by Ms. Kassel. The Motion Carried.

HRTPO Annual Roadway Performance Report

Mr. Mike Kimbrel, HRTPO Deputy Executive Director, explained this report is updated annually and was presented at the June TTAC meeting. He noted comments that were received were incorporated into the final document.

Mr. Moore Moved to recommend HRTPO Board approval of the final report; seconded by Ms. Drake. The Motion Carried.

FY 2019 Unified Planning Work Program Amendment

Mr. Mike Kimbrel, HRTPO Deputy Executive Director, reported that the FY 2019 UPWP was amended to reflect additional FY 2019 FTA Section 5303 funding totaling \$112,763. He noted the increased funding will be allocated to five tasks as reflected in the attachment to Agenda Item 14.

Mr. Moore Moved to recommend HRTPO Board approval of the UPWP amendment; seconded by Ms. Murphy. The Motion Carried.

FY 2019-2024 Six-Year Improvement Program: Final

Ms. Dawn Odom, VDOT Hampton Roads District Planning and Investment Manager, delivered a brief overview of the FY 2019-2024 Six-Year Improvement Program (SYIP). The Commonwealth Transportation Board (CTB) approved the final FY 2019-2024 SYIP on June 20, 2018. She provided a statewide summary noting Hampton Roads will receive approximately 32.5 percent, of the statewide total SYIP Funding, which includes the \$4.3 billion contribution from the Hampton Roads Transportation Accountability Commission (HRTAC) through the Hampton Roads Transportation Fund (HRTF). Without the contribution from HRTAC the percentage would drop to 6.5 percent of the statewide total.

VDOT final FY 2019-2024 SYIP highlights include:

- Maintains key program amounts as outlined in March 2018
- Allocates \$107.3 million to Innovation and Technology Transportation Fund From High Priority Projects Program
- Allocates \$80 million to the Unpaved Roads Program from District Grant Program in FY2021-FY2024
- Maintains Revenue Sharing Program at \$100 million (state share) annually
- Optional CTB Formula remains the same as previous SYIP and sunsets in FY2020
- Federal fund sources not subject to formula distribution (e.g., Dedicated Bridge funds) through FY 2020 remain the same as previous SYIP

Ms. Odom also provided a link to the SYIP Database:

<http://syip.virginiadot.org/Pages/allProjects.aspx>

Members can search for projects, funds, district recaps and projects by State of Good Repair.

Ms. Odom stressed the importance of Dashboard 4.0 which launched on July 1, 2018. She stated that the new site will help maintain focus, deliver transportation improvements to citizens efficiently and without delay, and provide equal focus on VDOT and locally administered projects.

Map-21/FAST ACT Performance Measure and Targets

Mr. Keith Nichols, HRTPO Principal Transportation Engineer, and Ms. Dale Stith, HRTPO Principal Transportation Planner, reminded the TTAC that MAP-21 requires States and Metropolitan Planning Organizations (MPOs) prepare and use a set of federally established performance measures. States and MPOs must also set targets and monitor progress for each of these performance measures. HRTPO staff, in cooperation with the TTAC, is working to produce these targets. At the September 2017 TTAC meeting, the committee formed a Performance Measure Target Working Group which will reconvene to make recommendations on the remaining targets. These targets must be incorporated in the Long Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP). The TIP was amended to include information on the safety performance measures at the May 2018 HRTPO Board meeting.

Ms. Stith stated the HRTPO Board will be considering an amendment to the 2040 LRTP at the July Board meeting. In addition to the amendment, the regional performance measures will be included. HRTPO staff has updated the Hampton Roads 2040 Long-Range Transportation Plan: Plan Performance Report (one of the compendium of reports documenting the 2040 LRTP planning process) based on these requirements.

Virginia E-Z Pass Deactivation Policies and Procedures

Mr. Mike Kimbrel, HRTPO Deputy Executive Director, indicated at the June 2018 TTAC meeting a member noted an article from the Virginian-Pilot regarding the deactivation of E-Z Pass accounts due to inactivity and suggested the HRTPO consider sending a letter to VDOT requesting the practice not be applied in Hampton Roads. HRTPO staff coordinated with the VDOT Tolling Division Administrator for clarification on Virginia's E-Z Pass deactivation policies and procedures.

Mr. Kimbrel stated that, according to the E-Z Pass policies and procedures, if an account has been inactive for twelve months, the E-Z Pass customer will receive a notification via email or US Mail asking the user to contact E-Z Pass within thirty days to advise E-Z pass if they wish to close the account.

- If the user requests the account be kept open, the counter is reset for another twelve months.
- If the user requests the account be closed and returns the responder, any account balance is refunded to the user.
- If the transponder is not returned, the cost of the unit is deducted from the refunded amount.
- If the user does not contact E-Z Pass within thirty days of receiving notice, the account will closed and any account balance minus the cost of the transponder, is refunded via:
 - the credit card on file, or
 - a check refund will be sent to the mailing address on the account
 - if the account balance cannot be returned by credit or check, it is forwarded the Virginia Treasury as Unclaimed Property if the refund check is returned as undeliverable.

Given this clarification, the HRTPO Staff recommendation was not to recommend that the HRTPO Board send a letter to VDOT requesting that such policies and procedures not be applied in Hampton Roads. Following additional discussion, Mr. Earl Sorey said he would discuss this issue with the Virginia Toll Facility User Group and report back to the TTAC.

TTAC Quorum

Mr. Mike Kimbrel, HRTPO Deputy Executive Director, explained at the June TTAC meeting a member asked whether the August 2018 TTAC meeting could be conducted electronically to help ensure a quorum. According to Virginia Freedom of Information Act (FOIA) "As a general rule, local or regional public bodies are NOT authorized to hold meetings by electronic means." There are two exceptions: electronic participation by individual members and states of emergency declared by the Governor. The public body must adopt a policy on such participation before any member may participate from a remote location under these provisions. It is important to note that a physical assembled quorum is still required.

Currently the TTAC bylaws state "A majority of the voting members of the TTAC (or their alternates) shall constitute a quorum for the transaction of business". TTAC Voting membership includes three members/two alternates per locality (Fifteen localities) three members from VDOT, one member each from HRT, WATA, DRPT, VPA. Total voting members equals fifty-two with a quorum reached at twenty-seven.

Mr. Kimbrel presented some sample TTAC quorum options. Following a discussion, the recommendation was made that the TPS add this item to the July 20, 2018 agenda and bring back a recommendation to the TTAC.

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 reminded the committee the next Transportation Programming Subcommittee (TPS) meeting will be held on Friday, July 20, 2018 at 9:30am.

Mr. Phil Pullen announced Mr. Robert Gey would be retiring after thirty years of service with the City of Virginia Beach.

Mr. Robert Brown announced Ms. Thelma Drake will be leaving the City of Norfolk and Mr. Jeff Raliski will be retiring from the City of Norfolk and joining the HRTPO staff August 1, 2018.

Mr. Eric Stringfield announced VDOT sent out a notice regarding the Highway Safety Program. A

meeting has been scheduled to review the Virginia Pedestrian Safety Action Plan. The meeting will be held on Tuesday, August 17, 2018 from 1:00pm to 4:30 pm. He noted the meeting location has been changed to Sandy Bottom.

Ms. Dale Stith reminded the committee the Air Quality Conformity results will be presented at the August 1, 2018 TTAC meeting and that it is essential for a quorum to approve draft results and put it out for public review to make sure the conformity timeline stays on schedule.

Mr. Carl Jackson reminded the committee TRAFFIX would be meeting at 11:30 am following the TTAC meeting.

Mr. Mike Kimbrel reminded the localities seeking to submit an application for a BUILD Grant, request for letters of support from the HRTPO are due on July 11, 2018. He also noted the HRTPO would be submitting an application for \$25 million for the Hampton Roads Bridge Tunnel (HRBT) Project.

Mr. Eric Stringfield asked HRTPO staff if they were checking the SMART SCALE portal for applications that require a Resolution of Support. Mr. Mike Kimbrel stated TPO staff have been checking the portal and found one application that needed a resolution and coordinated with that locality.

Old/New Business

There was no old or new business.

Adjournment

With no further business to come before the Hampton Roads Transportation Technical Advisory Committee, the meeting adjourned at 10:58 a.m.