

**PLEASE RSVP BY COB TUESDAY, AUGUST 6, 2018**

August 2, 2018

**Memorandum #2018-94**

**TO: HRTPO Community Transportation Advisory Committee (CTAC)**

**BY: Chair Terry Danaher**

**RE: CTAC Meeting, August 9, 2018**

Attached is the **agenda with related materials** for the next meeting of the **HRTPO Community Transportation Advisory Committee (CTAC)** scheduled for **Thursday, August 9, 2018 from 12:00 p.m. – 2:00 p.m.** in the **Regional Building Board Rooms A&B, 723 Woodlake Drive, Chesapeake, VA.**

KM/sc

**Community Transportation Advisory Committee:**

Theresa Danaher, Chair (PO)  
Ron Broughton, Vice Chair (VB)  
Susan Archer (CH)  
Henry Branscome (JC)  
James Bowie (HA)  
Lamont Curtis (NN)  
Gregory Edwards (VB)  
Ron Fowler (YK)  
Carlton Hardy (NN)  
Dianna Howard (VB)  
Cecil Jenkins (CH)  
John Kish (CH)

Jay Leach (VB)  
Dylan Lloyd (VB)  
Scott MacFarlane (VB)  
Delceno Miles (VB)  
James Openshaw (NO)  
Mark Perreault (NO)  
R. Clayton Rogers (GL)  
Alvin Sledd (PQ)  
Garry Harris (PO)  
Christian Strange (NO)  
Cynthia Taylor (IW)  
Bernie Whitlock (CH)

**Copy:**

Robert Crum (HRTPO)  
Mike Kimbrel (HRTPO)  
Kendall Miller (HRTPO)  
Keith Nichols (HRTPO)  
Rob Cofield (HRTPO)  
Phil Fonner (VDOT)

Dawn Odom (VDOT)  
James Stanek (VDOT)  
Eric Stringfield (VDOT)  
TPO Voting Members  
TPO Voting Alternates  
TPO Nonvoting Members

**HAMPTON ROADS  
COMMUNITY TRANSPORTATION ADVISORY COMMITTEE  
August 9, 2018  
CALL TO ORDER 12:00 P.M.**

**The Regional Building Boardrooms D&E  
723 Woodlake Drive, Chesapeake, Virginia**

- |          |  |
|----------|--|
| 12:00 pm | 1. Call to Order   |
| 12:05 pm | 2. Public Comment Period (Limit: 5 minutes per individual) |
| 12:15 pm | 3. Submitted Public Comments                               |
| 12:20 pm | 4. Approval of Agenda                                      |
|          | 5. Summary Minutes of the June 11, 2017 CTAC Meeting       |
| 12:25 pm | 6. Introduction of New CTAC Member                         |
| 1:10 pm  | 7. Public Participation Plan                               |
| 1:35 pm  | 8. For Your Information                                    |
| 1:55 pm  | 9. Old/New Business  |

Adjournment

## **Preamble to the Bylaws of the HRTPO Community Transportation Advisory Committee**

The Community Transportation Advisory Committee (CTAC) serves as an advisory committee to the Hampton Roads Transportation Planning Organization (TPO). *The mission of the Hampton Roads Community Transportation Advisory Committee (CTAC) is to provide the Hampton Roads Transportation Planning Organization (HRTPO) with the community's viewpoint on regional transportation issues, strategies, funding, priorities, and the decision-making process of the HRTPO. The CTAC will serve as a strong advocate on behalf of the community by listening to community member's viewpoints and helping to have their voices heard by the HRTPO leadership and decision makers. The CTAC Chair, as a nonvoting member of the HRTPO Board, will have the responsibility of communicating the work of the CTAC back to the HRTPO Board.*

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

The meeting will be called to order by Ms. Terry Danaher, Chair, at approximately 12:00 p.m.

**AGENDA ITEM #2: PUBLIC COMMENT PERIOD**

Members of the public are invited to address the CTAC. Each speaker is limited to five minutes.

**AGENDA ITEM #3: SUBMITTED PUBLIC COMMENTS**

There are no written public comments.

**AGENDA ITEM #4: 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 CTAC should be submitted at this time, as opposed to under "Old/New Business".

**AGENDA ITEM #5: SUMMARY MINUTES OF THE JUNE 11, 2018 CTAC MEETING**

**SUBJECT:**

Summary Minutes of the June 11, 2018 CTAC meeting.

**BACKGROUND:**

Summary Minutes of the Community Transportation Advisory Committee meeting held on June 11, 2018.

Attachment 5

**RECOMMENDED ACTION:**

Approve the minutes.

**Summary Minutes of the HRTPO Community Transportation  
Advisory Committee (CTAC) Meeting  
June 11, 2018**

The HRTPO Community Transportation Advisory Committee (CTAC) Meeting was called to order at 12:01 p.m. in the Regional Building Board Room, 723 Woodlake Drive, Chesapeake, Virginia, with the following in attendance:

**HRTPO CTAC Members in Attendance:**

Terry Danaher, Chair (PO)	Carlton Hardy (NN)
Ron Broughton, Vice-Chair (VB)	Christian Strange (NO)
Cecil Jenkins (CH)	Alvin Sledd (PQ)
Bernie Whitlock (CH)	Dianna Howard (VB)
Scott MacFarlane (VB)	Delceno Miles (VB)
Susan Archer (CH)	

**HRTPO CTAC Members Absent:**

Greg Edwards (VB)	Cynthia Taylor (IW)
Lamont Curtis (NN)	Ron Fowler (YK)
James Openshaw (NO)	Henry Branscome (JCC)
Mark Perreault (NO)	Jay Leach (VB)
John Kish (CH)	Brenda Johnson (NN)
Clayton Rogers (GL)	
Jim Bowie (HA)	
Dylan Lloyd (VB)	

**OTHER PARTICIPANTS:**

Kevin Page, HRTAC  
Keith Cannady, HRPDC

**HRTPO Staff:**

Robert Crum  
Mike Kimbrel  
Kendall Miller  
Robert Cofield

## **Public Comment Period**

There were no public comments.

## **Submitted Public Comments**

There were no submitted public comments.

## **Approval of Agenda**

Chair Danaher asked for any additions or deletions to the agenda. Hearing none, Ms. Delceno Miles Moved to approve the agenda as written; seconded by Ms. Dianna Howard. The Motion Carried.

## **Summary Minutes of the April 12, 2018 CTAC Meeting**

Chair Danaher asked for any additions or corrections to the April 12, 2018 minutes. Hearing none, Mr. Cecil Jenkins Moved to approve the minutes as written; seconded by Ms. Cynthia Taylor. The Motion Carried.

## **Potential Expansion of CTAC Role and Function**

Mr. Robert Crum, HRTPO Executive Director, briefed the CTAC on the Hampton Roads Planning District Commission and the federal regulations pertaining to the HRPDC's Public Involvement and Title VI activities. He outlined the planning work performed by the HRPDC and informed the CTAC that the HRPDC is currently exploring the creation of a committee to provide community input on the HRPDC and its activities. He went on to say that the HRTPO Community Technical Advisory Committee had been a model of community input and that one avenue to the creation of a committee such as the HRTPO CTAC for the HRPDC, would be for the HRTPO CTAC to expand its role and provide community input to the HRPDC.

In his overview, Mr. Crum detailed the following HRPDC programs:

- Regional Broadband Initiative
- Economic Development Sites Inventory
- Joint Land Use Studies

Following the Mr. Crum's presentation, the CTAC discussed the possibility of expanding its role to include the HRPDC's planning activities. In general, the CTAC was open to expanding its role but brought up the following considerations that would need to be addressed in order for the CTAC to best support its new responsibilities:

- Current size of CTAC
- Current CTAC demographics (Age, Gender, Race of current CTAC members)

- CTAC meeting frequency
- Organizational staff ability to support a larger CTAC with more frequent meetings

CTAC Chair Terry Danaher, closed the meeting by saying that she would be scheduling a special CTAC meeting in August, during which time the CTAC would continue the discussion and explore the steps needed to be taken in order for CTAC to expand its role. Mr. Crum added that the decision to expand its role was strictly CTAC's and that it would be put to a vote of CTAC membership to determine whether or not this would occur.

### **For Your Information**

After serving six years as a member of CTAC and over a year as CTAC Vice-Chair, Mr. Ron Broughton has stepped down. He has moved back to the Midwest. As per CTAC Bylaws, *"the Vice-Chair shall be elected by the CTAC members, and the Vice-Chair's term of office shall coincide with that of the current Chair, provided the Vice-Chair's term shall end notwithstanding the foregoing on the expiration of the Vice-Chair's term as a member of the CTAC"*. The next CTAC Vice-Chair will be selected at the October 11, 2018 CTAC meeting.

### **Old/New Business**

There was no old or new business presented to the committee

### **Adjournment**

With no further business to come before the HRTPO Community Transportation Advisory Committee, the meeting adjourned at 1:44 p.m.

**AGENDA ITEM #6: INTRODUCTION OF NEW CTAC MEMBER**

**SUBJECT:**

HRTPO CTAC has one new member.

**Portsmouth – Mr. Garry Harris**

Mr. Harris is the President of the Center for Sustainable Communities, a nonprofit dedicated to making communities cleaner, greener, healthier, safer and more climate resilient. He is also the President of Sustainability Solutions Group. Mr. Harris has more than three decades of experience in the energy, environmental and sustainability fields,



**AGENDA ITEM #7: CTAC EXPANDED ROLE AND FUNCTION**

*Kendall Miller, HRTPO*

**SUBJECT:**

The HRTPO CTAC is exploring expanding its role to provide public input on HRPDC programs and planning activities.

**BACKGROUND:**

At its June 11, 2018 special meeting, the HRTPO CTAC discussed the possibility of expanding its role to include the HRPDC. Mr. Robert Crum, HRPDC Executive Director, and Mr. Keith Cannady, HRTPO Deputy Executive Director, presented an overview of the HRPDC to the CTAC and led a discussion on the steps needed in order to provide the HRPDC with a community view on planning. The HRTPO CTAC continues this discussion at the August 9, 2018 meeting.

**Ms. Kendall Miller, Principal Lead, HRPDC/HRTPO Office of Community Affairs and Civil Rights, will lead the CTAC on this item.**

**RECOMMENDED ACTION:**

For discussion purposes.

**AGENDA ITEM #8: FOR YOUR INFORMATION**

1. After six years of service to CTAC and one year as its Vice Chair, Ron Broughton has had to step down. As outlined in the CTAC bylaws:

*The Vice-Chair shall be elected by the CTAC members, and the Vice-Chair's term of office shall coincide with that of the current Chair, provided the Vice-Chair's term shall end notwithstanding the foregoing on the expiration of the Vice-Chair's term as a member of the CTAC.*

**AGENDA ITEM #9: OLD/NEW BUSINESS**

**ADJOURNMENT**