

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 OCTOBER 12, 2017 CTAC MEETING

SUBJECT:

Summary Minutes of the October 12, 2017 CTAC meeting.

BACKGROUND:

Summary Minutes of the Citizen Transportation Advisory Committee meeting held on October 12, 2017.

Attachment 5

RECOMMENDED ACTION:

Approve the minutes.

**Summary Minutes of the HRTPO Citizen Transportation
Advisory Committee (CTAC) Meeting
October 12, 2017**

The HRTPO Citizen Transportation Advisory Committee (CTAC) Meeting was called to order at 12:00 p.m. in the Regional Building Board Room, 723 Woodlake Drive, Chesapeake, Virginia, with the following in attendance:

HRTPO CTAC Members in Attendance:

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|---------------------------|------------------------|
| Terry Danaher, Chair (PO) | Mark Perreault (NO) |
| Susan Archer (CH) | Christian Strange (NO) |
| John Kish (CH) | Elvira Johnson (PO) |
| Bernie Whitlock (CH) | Alvin Sledd (PQ) |
| Clayton Rogers (GL) | Ron Broughton (VB) |
| Jim Bowie (HA) | Jay Leach (VB) |
| Lamont Curtis (NN) | Scott MacFarlane (VB) |
| Carlton Hardy (NN) | |

HRTPO CTAC Members Absent:

| | |
|---------------------|-----------------------|
| Cecil Jenkins (CH) | Brenda Johnson (NN) |
| Cynthia Taylor (IW) | Delceno Miles (VB) |
| Greg Edwards (VB) | Ron Fowler (YK) |
| Dianna Howard (VB) | Henry Branscome (JCC) |
| James Openshaw (NO) | Delceno Miles (VB) |

OTHER PARTICIPANTS:

Dylan Lloyd (VB)

HRTPO Staff:

Camelia Ravanbakht
Kendall Miller
Dale Stith
Sam Braden
Rob Cofield
Shirley Core

Public Comment Period

Mr. Clayton Rogers announced he really enjoyed the MMMBT tour and would like to have more tours to other traffic infrastructures in the area. Chair Danaher also stated they did a fantastic job and she would be sending a thank you on behalf of the committee. Ms. Kendall Miller, HRTPO Public Involvement and Title VI Administrator stated TPO staff is working on a tour of the Traffic Management Center (TMC).

Submitted Public Comments

There were no submitted public comments.

Approval of Agenda

Chair Terry Danaher asked for any additions or deletions to the agenda. Hearing none, Mr. Jim Bowie Moved to approve the agenda as written; seconded by Mr. Clayton Rogers. The Motion Carried.

Summary Minutes of the July 13, 2017 CTAC Meeting

Chair Danaher asked for any additions or corrections to the July 12, 2017 minutes. Hearing none, Mr. Christian Strange Moved to approve the minutes as written; seconded by Mr. Ron Broughton. The Motion Carried.

Introductions of new CTAC Members

Chair Danaher introduced Mr. Dylan Lloyd of Virginia Beach as CTAC's newest member. She noted that Mr. Lloyd will be approved by the HRTPO Board at its October 19, 2107 meeting.

CTAC Membership Update and Election of New CTAC Vice-Chair

Chair Danaher asked for nominations for Vice - Chair. Ms. Delceno Miles and Mr. Ron Broughton were nominated. Mr. Broughton was unanimously elected to serve as CTAC Vice-Chair.

2045 Long-Range Transportation Plan (LRTP) Update

Ms. Dale Stith, HRTPO Principal Transportation Planner, provided an update on the 2045 Long-Range Transportation Plan (LRTP). She stated the HRTPO as the Metropolitan Planning Organization (MPO) for the region, must adhere to core functions. She noted that the LRTP is focused on a 20 year planning horizon. The plan is fiscally constrained so projects can be funded within that 20 year horizon. The LRTP is the regional transportation blueprint. She stated that per federal regulations, any transportation project that receives federal funds and is categorized as "regionally significant" must be included in

the LRTP before FHWA/FTA issues a Record of Decision. The 2040 LRTP was adopted in June 2016 and amended in January 2017, and will be effective until June 2021. The LRTP is updated to reflect regional priorities, population and employment projections, economic changes, and anticipated travel demand. She reported that the HRTPO Board approved the 2045 Socioeconomic Forecast at the July 20, 2017 meeting.

HRTPO Draft Public Participation Plan and Title VI/Limited English Proficiency Plan

Mr. Sam Braden IV, HRTPO Community and Outreach Planner, briefed the committee on the purpose of the public participation plan, which is to detail the HRTPO strategy for meeting federal requirements pertaining to public involvement and Title VI of the Civil Rights Act of 1964. He stated the plan informs, increases awareness, and engages the public. The Plan also outlines the HRTPO's public involvement and outreach activities. The plan specifically outlines public involvement regarding core programs such as the Long-Range Transportation Plan, Transportation Improvement Program, and Congestion Management Process. He outlined next steps that include a formal comment period from October 4, 2017 through November 17, 2017. The final plan will be presented to the HRTPO Board for approval at the January 18, 2018 meeting. He requested all comments be submitted to Ms. Kendall Miller, HRTPO Public Involvement and Title VI Administrator at kmiller@hrtpo.org by November 17, 2017.

For Your Information

Dr. Camelia Ravanbakht, HRTPO Deputy Executive Director, announced her retirement effective February 1, 2018. She then thanked the committee for their commitment to transportation issues in Hampton Roads. She also advised the committee that a CTAC committee member suggested staff share status updates of regional projects. Dr. Ravanbakht and Ms. Miller indicated that the VDOT report would be distributed via email prior to the January meeting.

Ms. Miller, advised the committee that during a Civil Rights audit, the Federal Highway Administration (FHWA) recommended CTAC change the name of the committee from Citizens Transportation Advisory Committee to Community Transportation Advisory Committee. The committee unanimously supported the name change. This item will be voted on at the October 19, 2017 HRTPO board meeting.

Old/New Business

Reminded the committee the next meeting will be held January 11, 2018.

Adjournment

With no further business to come before the HRTPO Citizen Transportation Advisory Committee, the meeting adjourned at 1:23 p.m.