

**ITEM #1: CALL TO ORDER**

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

**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.

**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".

**ITEM #4: MINUTES**

The minutes of the previous TPS meeting, held on July 20, 2018, are attached.

Attachment 4

**RECOMMENDED ACTION:**

Approve the minutes.

**Summary Minutes of the  
Hampton Roads Transportation Programming Subcommittee (TPS) Meeting  
July 20, 2018**

The Hampton Roads Transportation Programming Subcommittee (TPS) Meeting was called to order at 9:32 a.m. in the Regional Building, Conference Room D/E, 723 Woodlake Drive, Chesapeake, Virginia, with the following in attendance:

**TPS Members Present:**

Paul Holt (Chair, JC)	Carl Jackson (PO)
Earl Sorey (CH)	Robert Lewis (SU)
Carol Rizzio (GL)	Phil Pullen (VB)
Angela Rico (HA)	Katie Shannon (VB)
John Yorks (HA)	Carolyn Murphy (WM)
Alex Baruch (JC)	Keisha Branch (HRT)
Jamie Oliver (IW)	Jamie Jackson (HRT)
Tammy Rosario (JC)	Darryll Lewis (VDOT)
Jackie Kassel (NN)	Eric Stringfield (VDOT)
Bridjette Parker(NN)	Susan Wilson (VDOT)
Rob Brown (NO)	Barbara Creel (WATA)

**TPS Members Absent:**

Randy Martin (FR)	Timothy C. Cross (YK)
Dannan O'Connell (PQ)	Ivan P. Rucker (FHWA)
Michael Johnson (SH)	

**HRTPO Staff:**

John Mihaly  
Kathlene Grauberger

**Others Recorded Attending:**

Karen McPherson (McPherson Consulting)

**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. Earl Sorey Moved to approve the agenda as written; seconded by Mr. Robert Lewis. The Motion Carried.

## Minutes

Chair Holt indicated the TPS Summary Minutes of March 16, 2018 were included in the July 20, 2018 TPS Agenda. He asked for corrections or amendments to the minutes. Hearing none, Mr. Robert Lewis Moved to approve the minutes as written; seconded by Ms. Jackie Kassel. The Motion Carried.

## HRTPO CMAQ and RSTP Funding Policies

Mr. John Mihaly, Senior Transportation Planner, reported that during the June 6, 2018 TTAC meeting, HRTPO staff provided information on the amount of funds currently available in the CMAQ and RSTP reserve accounts through FY 2024 and encouraged TTAC members to review their CMAQ and RSTP projects and identify any with cost overruns and/or RSTP projects that may move forward if funding is advanced. The deadline to submit that information to HRTPO staff was June 20, 2018.

Mr. Mihaly stated that the amount of CMAQ and RSTP reserve account funds available through FY 2024 is shown in the following table.

	FY-Previous	FY-19	FY-20	FY-21	FY-22	FY-23	FY-24	Total
<b>CMAQ</b>	(FY 17) * \$257,184	\$3,855	\$0	\$0	\$406,379	\$1,331,620	\$1,670,814	\$3,669,852
<b>RSTP</b>	(FY 11) \$1,000,000	\$2,262,132	\$1,610,937	\$67,293	\$68,435	\$924,616	\$3,079,990	\$9,013,403

\* \$56,184 contingent upon HRTPO Board approval at the July 19, 2018 meeting.

He noted that the \$56,184 in CMAQ funds would be removed from the table since the TIP Amendment, which was on the July HRTPO Board Agenda, was deferred until a future date. The updated CMAQ and RSTP Reserves through FY 2024 are shown below.

### CMAQ and RSTP Reserves through FY 2024

	FY-Previous	FY-19	FY-20	FY-21	FY-22	FY-23	FY-24	Total
<b>CMAQ</b>	(FY 17) \$201,0004	\$3,855	\$0	\$0	\$406,379	\$1,331,620	\$1,670,814	\$3,669,852
<b>RSTP</b>	(FY 11) \$1,000,000	\$2,262,132	\$1,610,937	\$67,293	\$68,435	\$924,616	\$3,079,990	\$9,013,403

HRTPO staff received requests for CMAQ/RSTP reserve funds from the following localities/agencies:

- Chesapeake – UPC 18591 – Portsmouth Boulevard Widening
  - \$600,000 in FY 2019 RSTP
  - Increased costs due to unforeseen geotechnical conditions and fuel adjustments
- James City County – UPC 102980 – Pocahontas Trail Multimodal Corridor
  - \$1,750,000 in FY 2019 CMAQ and/or RSTP
  - \$2,000,000 in FY 2024 CMAQ and/or RSTP
  - Cost estimate increase from \$18,000,000 to \$28,000,000
- Newport News – UPC 4483 – Atkinson Boulevard
  - \$2,262,132 in FY 2019 RSTP
  - \$722,340 in FY 2020 RSTP
  - Fund cost overrun

Following discussion, Mr. Earl Sorey Moved to recommend TTAC approval of the following CMAQ/RSTP allocations from the HRTPO CMAQ/RSTP Reserve Accounts:

- Chesapeake – UPC 18591 – Portsmouth Boulevard Widening
  - \$600,000 FY Previous RSTP, including State match, from the HRTPO RSTP Reserve Account
  
- James City County – UPC 102980 – Pocahontas Trail Multimodal Corridor
  - \$201,000 FY Previous CMAQ, including State match, from the HRTPO CMAQ Reserve Account
  - \$3,855 FY 2019 CMAQ, including State match, from the HRTPO CMAQ Reserve Account
  - \$750,000 FY 2023 CMAQ, including State match, from the HRTPO CMAQ Reserve Account
  - \$750,000 FY 2024 CMAQ, including State match, from the HRTPO CMAQ Reserve Account
  - \$2,045,145 FY 2024 RSTP, including State match, from the HRTPO RSTP Reserve Account
  
- Newport News – UPC 4483 – Atkinson Boulevard
  - \$400,000 FY Previous RSTP, including State match, from the HRTPO RSTP Reserve Account
  - \$2,262,132 FY 2019 RSTP, including State match, from the HRTPO RSTP Reserve Account
  - \$322,340 FY 2020 RSTP, including State match, from the HRTPO RSTP Reserve Account

The Motion was seconded by Ms. Tammy Rosario. The Motion Carried.

### **CMAQ and RSTP Project Selection Process – 2018**

Mr. John Mihaly, HRTPO Senior Transportation Planner, reported that the selection process for projects proposed to be funded under the Congestion Mitigation and Air Quality (CMAQ) Improvement Program and Regional Surface Transportation Program (RSTP) is conducted annually. He stated that updated project application forms, the *Guide to the HRTPO CMAQ/RSTP Project Selection Process*, and other resources may be accessed on the HRTPO website.

He noted that next steps for the CMAQ/RSTP Project Selection Process included the following:

- 7/31/2018 – Deadline for the Public to submit projects to be considered for CMAQ/RSTP funding.
- 8/15/2018 – Deadline for applications for project proposals from localities, transit agencies, and state transportation agencies.
- 10/19/2018 – TPS meeting to review proposed projects and recommend funding allocations.

- 11/7/2018 – TTAC meeting to consider recommendations of the TPS and propose a recommendation for consideration by the HRTPO Board.
- 11/15/2018 – HRTPO Board meeting to consider TTAC recommendations regarding CMAQ/RSTP projects and funding allocations for final approval.

### **Update of the *Guide to the HRTPO CMAQ/RSTP Project Selection Process***

Mr. John Mihaly, HRTPO Senior Transportation Planner, reported that the Colonial National Historical Park had contacted the HRTPO staff regarding significant roadway, bridge, and drainage needs that currently exist on the Colonial Parkway. He noted that Federal Code (23 USC 132) state that the Parkway, a National Park Service facility, is eligible for and may receive sub-allocated CMAQ and RSTP funds.

He stated that according to the Federal Highway Administration (FHWA), an FHWA Transfer Order identifies the requirements to transfer funds. There must be an agreement between the Virginia Department of Transportation (VDOT) and the National Park Service (NPS) in order for the transfer to occur, and FHWA must be in possession of a copy of the agreement in order to make an informed decision that the work is eligible and the Title 23 requirements, as applicable, are acknowledged. Once FHWA Virginia Division processes the transfer, it is sent to FHWA Headquarters where it is processed and sent to the NPS. The Guide to the HRTPO CMAQ/RSTP Project Selection Process has been updated to clarify the eligibility of the National Park Service (NPS) as an applicant for CMAQ and RSTP funding.

After discussion by the TPS, Mr. Phil Pullen Moved to recommend TTAC approval of an updated *Guide to the HRTPO CMAQ/RSTP Project Selection Process* to include the National Park Service as an eligible recipient for CMAQ and RSTP funding; seconded by Ms. Jackie Kassel. The Motion Carried.

### **TTAC Quorum**

Mr. John Mihaly, HRTPO Senior Transportation Planner, reported that due to the size of the voting membership of the TTAC and the way a quorum is currently determined in accordance with the TTAC Bylaws, it has been perceived that, on occasion, obtaining a quorum has been a challenge.

He stated that HRTPO staff briefed the TTAC at its July 11, 2018 meeting and the general consensus of TTAC members was for the Transportation Programming Subcommittee (TPS) to discuss the issue at its July 20, 2018 meeting and to provide a recommendation to the TTAC.

Mr. Mihaly presented the current method of obtaining a TTAC quorum, along with several other methods suggest by HRTPO staff. After some discussion, Mr. Phil Pullen Moved to recommend TTAC approval of the following method to achieve a TTAC Quorum: 11 out of the 15 localities and 3 out of the 5 agencies must be present for a total of 70% representation, along with a minimum of 20 total TTAC members in attendance; seconded by Mr. Earl Sorey. The Motion Carried with Ms. Jamie Jackson abstaining from the vote.

### **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 10:25 a.m.