

ITEM #18: APPROVAL OF CONSENT ITEMS [*Action Requested*]

A. Minutes from the July 15, 2021 HRTPO Board Meeting

Minutes from the July 15, 2021 HRTPO Board meeting are attached.

Attachment 18A

RECOMMENDED ACTION:

Approve the minutes.

B. HRTPO Financial Statement

The Statement of Revenues and Expenditures for the activities of August 2021 is attached. This statement reflects the financial status of the HRTPO as a whole.

Attachment 18B

RECOMMENDED ACTION:

Accept the HRTPO Financial Statement.

C. Addendum to Executive Director's Contract

The HRPDC/HRTPO has traditionally reimbursed the Executive Director for the use of a cell phone in the execution of the position's duties. Upon the advice of the HRPDC/HRTPO auditors, it is recommended that this provision be formalized with an Addendum to the current Employment Agreement between the HRPDC/HRTPO and Robert A. Crum, Jr. This Addendum provides for a \$50 per month payment to the Executive Director to assist with maintaining a cell phone for his use in the performance of his duties as Executive Director. This addendum shall continue in effect until June 30, 2024.

Attachment 18C

RECOMMENDED ACTION:

Approve the addendum to the Executive Director's Contract.

**Hampton Roads Transportation Planning Organization
Board Meeting Minutes of July 15, 2021**

The July 15, 2021 meeting of the Hampton Roads Transportation Planning Organization (HRTPO) Board was called to order by the Chair at 10:30 a.m. in the Regional Board Room, 723 Woodlake Drive, Chesapeake, Virginia, with the following in attendance:

HRTPO Voting Members in Attendance:

Donnie Tuck, Chair (HA)	Douglas Pons (WM)
Rick West, Vice-Chair (CH)	Thomas Shepperd (YK)
Frank Rabil (FR)	Senator Mamie Locke (GA)
Jim Icenhour (JC)	Senator Lionell Spruill, Sr. (GA)
McKinley Price (NN)	Jennifer Mitchell (DRPT)
Kenneth Alexander (NO)	William Harrell (HRT)
William Gillette (SH)	Christopher Hall (VDOT)
Leroy Bennett (SU Alternate)	Barb Nelson (VPA Alternate)
Robert Dyer (VB)	Zach Trogdon (WATA)

HRTPO Nonvoting Members in Attendance:

Christopher Price (CH)	Michael Johnson (SH)
Amanda Jarratt (FR)	Albert Moor (SU)
Carol Steele (GL)*	Patrick Duhaney (VB)
Mary Bunting (HA)	Andrew Trivette (WM)
Randy Keaton (IW)	Neil Morgan (YK)
Brad Rinehimer (JC)	Terry Danaher (CAC)
Larry "Chip" Filer (NO)	Scott Denny (VDA)
J. Randall Wheeler (PQ)	

HRTPO Executive Director:

Robert A. Crum, Jr.

HRTPO Other Participants:

Ella Ward (CH)	CAPT Pat Dziekan (USN)
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HRTPO Voting Members Absent:

Phillip Bazzani (GL)	Gordon Helsel (PQ)
William McCarty (IW)	Delegate Stephen Heretick (GA)
Shannon Glover (PO)	Delegate Jeion Ward (GA)

HRTPO Nonvoting Members Absent:

Cynthia Rohlf (NN)	Terry Garcia-Crews (FTA)
Angel Jones (PO)	Larry Ewan (FTAC)
Jeffrey Breeden (FAA)	Robert Bowen (NAA)
Thomas Nelson, Jr. (FHWA)	Michael Giardino (PAA)

HRTPO Staff in Attendance:

Pavithra Parthasarathi
Robert Case

John Mihaly
Keith Nichols

**Denotes late arrival or early departure*

Others Recorded Attending:

David Westcott (Chesapeake); Brian DeProfio (Hampton); Angela Hopkins, David Jenkins, and Jerri Wilson (Newport News); Amy Inman (Norfolk); Robert Baldwin and Sherri Neil (Portsmouth); Debra Bryan (Virginia Beach); Jeremy Latimer (DRPT); David Sullivan (Elizabeth River Crossings); Ray Amoruso (HRT); Karen McPherson (McPherson Consulting); Thomas Cross (Port of Virginia); Jim Spore (Reinvent Hampton Roads); Michael King (US Navy); Todd Halacy (VDOT); Michael McLaughlin (Virginia Passenger Rail Authority); Jack Gergely (Citizen); and Keith Cannady, Kelli Arledge, Rob Cofield, Logan Grimm, John Harbin, Krista Lauro, Kendall Miller, Cynthia Mulkey, Joe Turner, Christopher Vaigneur; and Sheila Wilson (HRPDC Staff).

HRTPO staff indicated a quorum was present.

Approval of Agenda

Chair Donnie Tuck called for a motion to approve the July 15, 2021 HRTPO Board Meeting Agenda as presented.

Motion: Supervisor Thomas Shepperd Moved to approve the agenda as presented; seconded by Vice-Mayor Leroy Bennett. The Motion Carried.

Public Comments

Chair Tuck invited members of the public to address the HRTPO Board. There were no public speakers or submitted comments.

Executive Director Report

Mr. Robert Crum, HRTPO Executive Director, referenced his monthly report included in the agenda package and highlighted the following items:

- Mr. Crum provided an update on the Regional Transit Advisory Panel (RTAP), noting that it continues to meet, and has formed nine working groups, with each group recommending action items to be brought forth to the HRTPO Board at a future date.
- Mr. Crum provided an update on regional efforts to extend the Birthplace of America Trail (BoAT)/Virginia Capital Trail. HRTPO staff, along with the Peninsula Chief Administrative Officers (CAOs), have advanced efforts to extend the Virginia Capital Trail from Williamsburg to Fort Monroe in Hampton, and then eventually to the Oceanfront in Virginia Beach via the Surry Ferry and abandoned railroad right of way

on the Southside. HRTPO staff has submitted a RAISE Grant application in the amount of approximately \$20 million for specific segments of the trail on the Peninsula. The City of Virginia Beach has also submitted a RAISE application to extend the Trail from the TIDE Station on Newtown Road to the Virginia Beach Town Center. The Executive Director coordinated regional support letters for the City's application.

- The Executive Director has been invited to attend the Hampton Roads Caucus meeting on July 21, 2021 to be held in the City of Hampton. Mr. Crum and Ms. McClellan will provide a briefing on the Hampton Roads Planning District Commission. Mr. Crum, Chair Tuck, and Kevin Page, HRTAC Executive Director, will provide an update on regional transportation projects.

Commonwealth Transportation Board (CTB) Members Update

There was no CTB representative in attendance.

Virginia Department of Transportation Update

Mr. Christopher Hall provided a brief update on two projects. He stated that the I-64 Peninsula Widening – Segment III and the I-64/264 – Phase II projects are on schedule with a projected completion date before the end of the calendar year. These projects account for just under \$500 million worth of work.

Mr. Hall reported that the CTB approved the FY2022-2027 Six-Year Improvement Program (SYIP) and included in the SYIP are 24 projects in Hampton Roads that will receive SMART SCALE Round 4 funding. This accounts for approximately \$168 million.

Virginia Department of Rail and Public Transportation Update

Ms. Jennifer Mitchell stated that DRPT is working on a Transit and Equity Modernization Study, mandated by the General Assembly. The study is to identify deficiencies and determine how to improve technology and equity in the statewide systems. She noted that over the next several months, DRPT will implement several outreach initiatives for the study.

Virginia Port Authority (VPA) Update

Ms. Barbara Nelson stated the Port continues to experience record growth as cargo volumes continue to surge. In late May 2021, the Port received two of the largest ultra-large container vessels, the Marco Polo and the Theodore Roosevelt, working the berth simultaneously, illustrating the Port's capacity and that of its partners. Ms. Nelson introduced Thomas Cross, the new Director of State and Local Government Affairs.

HRT and WATA Updates

Mr. William Harrell reported that Mr. Ray Amoruso will brief the HRTPO Board later in the meeting on HRT's 757 Express program.

Mr. Zach Trogdon reported that WATA is concentrating on staffing positions with the goal to have WATA where it was before the COVID-19 pandemic. He noted WATA's facility projects, supported by the CMAQ and RSTP funding, are moving forward.

Community Advisory Committee (CAC) Update

Ms. Terry Danaher provided a brief report of the Committee's activities, noting that the Committee is focusing on how it brings agenda items to the Board and how Staff sets up items for its agendas. The Committee also discussed ways to continue meeting via electronic participation. Due to the Committee being a volunteer Committee, Ms. Danaher noted that there are difficulties with the distance of travel and with people with disabilities attending the meeting in person. Ms. Danaher stated that there could be some in-person meetings and some electronic meetings going forward. The Committee will be seeking action from the Board to bring this topic to the next governmental level to determine the appropriate manner in which to change the current FOIA requirements.

Military Liaison Updates

Captain Pat Dziekan, U.S. Navy, stated that the U.S. Navy continues to work with VDOT and the consultants with the HRBT on possible impacts that the HRBT Expansion may have on Naval Station Norfolk. The HRBT expansion slightly impacts Naval Station Norfolk's right of way, for example, fencing, drainage, and sound walls. Potential impacts have been mitigated to the U.S. Navy's satisfaction. VDOT has offered the U.S. Navy a tour of the HRBT project; the Navy plans on touring this Fall. Earlier this year Naval Station Norfolk opened Gate 6 that is part of the I-564 project. This gate should help relieve traffic congestion on and around Hampton Boulevard.

Captain Dziekan noted the Oceana Air Show will be held September 18-19, 2021 at Oceana Naval Air Station pending any COVID-19 issues.

**Ms. Carol Steele arrived*

Airport Updates

There were no Airport representatives in attendance.

Nominating Committee Meeting

Chair Donnie Tuck appointed Mayor Douglas Pons of the City of Williamsburg and Mayor Robert Dyer of the City of Virginia Beach to the HRTPO Nominating Committee. The Committee will report back to the HRTPO Board at the October 21, 2021 annual meeting with its nominations for HRTPO Chair, Vice-Chair, and Secretary.

Mr. Crum introduced Mr. Patrick Duhaney

Chair Tuck welcomed Mr. Al Moor and Ms. Carol Steele

Passenger Rail Planning Overview

Mr. DJ Stadtler, Virginia Passenger Rail Authority (VPRA) Executive Director, provided an update on the landmark agreement between the Commonwealth, Amtrak, CSX, and Virginia Railway Express (VRE) to expand and improve passenger, commuter, and freight rail within the state and create a vital connection from Virginia to other major metropolitan areas along the East Coast.

The finalization of this agreement launches a \$3.7 billion investment that will allow for the construction of critical rail infrastructure, expand Amtrak and VRE services, create a pathway for separation of freight and passenger rail, and preserve future rail corridors in the State. This agreement will also increase Amtrak's service to the Hampton Roads region.

Mr. Stadtler gave an update on marketing initiatives and how to increase ridership after losses during the COVID-19 pandemic. He noted the importance of having the trains as full as possible which would free up the highways. Mr. Stadtler stated that passenger rail needs to be multimodal so when passengers arrive at the train station there is a bus, rideshare, bike share, or some means of transit to reach the final destination.

In 2017, a fare analysis was done at the request of the Commonwealth Transportation Board. Amtrak is VPRA's operator, Amtrak runs the trains and provides service. Due to the COVID-19 pandemic, another analysis will likely need to be done. In response to the analysis, VPRA put together fare scenarios and assumptions. VPRA tries to be complementary to what Amtrak offers, so it will have the most impact on the passengers in the Commonwealth.

Routes were cut in response to the pandemic, and ridership in April 2020 was down ninety-five percent from April 2019. Restrictions were implemented without clear federal guidance, and services were canceled across the country. In May 2020, Amtrak canceled almost all long-distance service. Virginia acted on Amtrak's recommendation to reduce service as many people are still working remotely and not utilizing the train service.

The VPRA is looking to acquire new riders and maintain the current ridership. Currently, younger people are traveling by train, more than older people, as we are coming out of the pandemic. The younger generation can travel without being distracted; they can be on their phones and travel. A big challenge is change to the workweek, people are no longer working 9:00 to 5:00 five days a week. The VPRA needs different marketing strategies to address travel at different times and for different reasons.

Mr. Stadtler discussed plans for Phase I planned for 2026 and will provide 23 miles of new track. Phase II, planned for 2030, will provide 14 miles of new track along with the completion of the Long Bridge that connects Washington, D.C. to Arlington, Virginia over the Potomac River.

Mr. Stadtler displayed a Service Planning chart that shows all of the trains that are coming from the acquisition, and there is a new Roanoke service, there is a new Norfolk service

that should arrive in the next six months. There will be about 20 Virginia Railway Express (VRE) trains.

Mr. Stadtler displayed a map of the entire Virginia train service showing Union Station in Northern Virginia, Richmond, Newport News, Norfolk, and Roanoke. He discussed extending service to the New River Valley with three sites under consideration as part of the alternatives analysis to determine which of those sites is the best.

Mr. Crum thanked Mr. Stadtler for his overview and asked him to reference the Newport News and Norfolk train schedules. Mr. Crum asked if any of the HRTPO Board members had questions for Mr. Stadtler.

Supervisor Thomas Shepperd asked when the new Newport News station was going to be completed. Mayor McKinley Price responded that groundbreaking for the new station will be soon.

Mr. Crum inquired about marketing and having collaborative efforts between localities and the VPR. Mr. Stadtler stated that the VPR would be open and willing to partner with localities on marketing initiatives. Mr. Crum and Mr. Stadtler determined that connecting VPR with individual city marketing departments would be helpful.

Mr. Crum asked Mr. Stadtler to review the timing of the third train to Norfolk and also the train to Newport News. Mr. Stadtler noted that there will be a train leaving Norfolk to Union Station in D.C. and a train leaving Union Station in D.C. to travel to Norfolk at the same time. He also reported the second Roanoke train and the third Norfolk train will be starting by the spring of 2022.

HRT 757 Express Program

Mr. Ray Amoruso, HRT Chief Planning and Development Officer, provided an update on the HRT 757 Express program, a re-branding of the Hampton Roads Regional Transit program that is documented in HRT's 10-Year Transit Strategic Plan. Funding for the 757 Express is provided by the Hampton Roads Regional Transit Fund that is managed by the Hampton Roads Transportation Accountability Commission (HRTAC). Mr. Amoruso stated that the regional routes will begin operating as "757 Express" in FY 2022.

The 757 Express program includes a core network of 13 "Regional Backbone" bus routes in addition to 14 Limited/Express routes (nine Max routes and five Peninsula commuter routes) connecting areas of the highest density of people and jobs across the HRT Transportation District.

All 13 routes will have a consistent span of service. The routes in all locations will start at the same time in the morning and end at the same time in the evening. It delivers for the first time 15 minute service, some during the peak AM and PM periods. Based on the population served, several jobs are within easy access less than a quarter-mile walk to a stop that has a 15-minute service systemwide. The 757 Express will result in nearly 200,000 more revenue

hours and over \$2.4 million additional revenue miles of bus service annually which will provide better reliability, faster commute times, and new connections.

HRT needs to acquire 48 new buses to expand service. The current fleet is just short of 300 vehicles to run 73 routes. The average cost of a fully loaded bus is approximately \$500,000. This equals a \$24 million investment to expand the service. In addition, the program is going to deliver modern technology. This includes real time bus information that provides passenger information such as when that bus is arriving, if there is a delay, trip planning information, or how to connect to a different route to get to the final destination. There will be technology, systemwide, for mobile fare payment and mobile ticketing. The funding also provides for passenger amenities. There are approximately 2,800 bus stops in the six cities, and only 300 have some form of passenger amenity. HRT plans to deliver approximately 623 additional shelters, benches, solar lighting, and waste receptacles.

There will be new bus transfer facilities including dedicated bus pull-offs and operator restrooms. Two buses, the Evelyn Butts and Robert Hall, will come off street and onto private property with an off-street configuration in Wards Corner in Norfolk. There will be passenger restrooms, operator restrooms, covered shelter and waiting areas, information kiosk, and eventually the ability to buy a fare. The Net Center has been recently relocated and eventually will have amenities as well.

The 35-year-old Parks Avenue facility will be relocated and replaced. This will give the ability to have a second operating division on the eastern end of the service district. It will be located in the city of Virginia Beach and will house up to 100 buses. HRT is going to start relocating and deploying 67 buses from that facility on a daily basis. This will cut approximately 67,000 to 77,000 non-revenue miles annually.

HRT recently acquired six all-electric vehicles that require charging infrastructure. This utilizes aisle space that compresses how many buses can be stored overnight. Rearranging buses at the new facility will provide more space and also grow the all-electric fleet.

The buses will have a special unique identifier to let a customer know it is a frequent bus. The branding will be deployed in three groups:

- Group A (Implemented October 2022) – Implementation of service frequency improvements on routes 101, 112, 114, most MAX and PCS routes.
- Group B (Implemented October 2023) – Implementation of service frequency improvements on routes 1, 15, 20, 36, 45, and 47.
- Group C (Implemented October 2024) – Implementation of service frequency improvements on routes 2, 3, 8, and 21.

Buses have already been ordered as it takes 18 months from placement until testing. Bus stop signs and shelters will be rebranded. There will be a large marketing campaign and additional operators and mechanics will be needed.

Mr. Amoruso concluded with items that have been completed:

- Initial funding applications and Memorandum of Understanding unanimously approved by HRTAC (Dec. 2020 and June 2021).
- Regional routes to begin operating as “757 Express” in FY2022 (including access to new Amazon facilities).
- Ongoing workforce recruitment, improvements to facilities and customer amenities, and planning for Group A implementation in FY2023.

Approval of Consent Items

Chair Tuck asked Mr. Crum to review of the Consent Items, which included the following:

- A. Minutes from the May 20, 2021 and June 17, 2021 HRTPO Board Meetings
- B. HRTPO Financial Statement
- C. Executive Director’s Contract
- D. FY 2021 Budget Amendment
- E. FY 2022 Regional Meetings Schedule
- F. Regional Performance Measures: System Performance Report: Final
- G. Drive-Thru Queue Stacking Requirements in Virginia Cities: Final
- H. FY 2021-2024 Transportation Improvement Program (TIP): Update
- I. FY 2021-2024 Transportation Improvement Program (TIP) Amendment:
Chesapeake – UPC 115423: George Washington Highway Widening
- J. RSTP Funding Revision: Request to Transfer RSTP Funds to the HRTPO Reserve Account
SPSA – UPC 118375: SPSA Flyover – Phase 1

Chair Tuck highlighted the Personnel and Budget Committee’s recommended revisions to the Executive Director’s contract as follows:

- The effective date of the new contract shall be July 1, 2021
- The annual salary will be adjusted to \$200,000
- The contract is extended an additional three (3) years to June 30, 2024
- All other provisions in the contract remain unchanged

Motion: Mayor Robert Dyer Moved to approve the Consent Agenda as presented; seconded by Mr. William Harrell. The Motion Carried.

HRTPO Board Three-Month Tentative Schedule

Mr. Crum noted that there is no HRTPO Board Meeting in the month of August. The next HRPDC and HRTPO Board meetings will be in October

Minutes of HRTPO Advisory Committee Meetings

Mr. Crum indicated that the meeting minutes of the HRTPO Advisory Committees are available for HRTPO Board member information.

For Your Information

Various correspondence of interest was included for HRTPO Board member information.

Old/New Business

There was no old or new business.

Adjournment

With no further business to come before the Hampton Roads Transportation Planning Organization, the meeting adjourned at 11:43 a.m.

Donnie Tuck
Chair

Robert A. Crum, Jr.
Executive Director/ Secretary