

AGENDA ITEM #7: MINUTES

Summary minutes of the TTAC meeting held on October 3, 2018 are attached.

Attachment 7

RECOMMENDED ACTION:

Approve the minutes.

**Summary Minutes of the HRTPO Transportation
Technical Advisory Committee (TTAC) Meeting
October 3, 2018**

The HRTPO Transportation Technical Advisory Committee (TTAC) Meeting was called to order at 9:35 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)	Robert Brown (NO)	Brian Solis (VB)
Benjamin Camras (CH)	Christine Armstrong (NO)	Carolyn Murphy (WM)
Troy Eisenberger (CH)	John Stevenson (NO)	Aaron Small (WM)
Earl Sorey (CH)	Jackie Kassel (NN)	Tim Cross (YK)
Donald Goodwin (FR)	Bryan Stillely (NN)	Tiffany Dubinsky (DRPT)
Carol Rizzio (GL)	Carl Jackson (PO)	Jamie Jackson (HRT)
Mike Hayes (HA)	Dannan O'Connell (PQ)	Sonya Hallums-Ponton (VDOT)
Jason Mitchell (HA)	Beth Lewis (SH)	Dawn Odom (VDOT)
Angela Rico (Alternate, HA)	Robert Goumas (SU)	Eric Stringfield (VDOT)
Jamie Oliver (IW)	LJ Hansen (SU)	Josh Moore (WATA)
Richard Rudnicki (IW)	Jason Souders (SU)	Robert Lewis (SU)
Benjamin Sullivan (IW)	Phil Pullen (VB)	

TTAC Voting Members Absent:

Anne Ducey-Ortiz (GL)	Ellen Roberts (PQ)	Earl Anderson (YK)
Tammy Rosario (JC)	Debbie Vest (PQ)	J. Mark Carter (YK)
Britta Ayers (NN)	Michael Johnson (SH)	Tara Reel (VB)
Frank Brown (PO)	Lynette Lowe (SH)	
James Wright (PO)	Dan Clayton III (WM)	

TTAC Nonvoting Members in Attendance:

Rhonda Murray (NAVY)

TTAC Nonvoting Members Absent:

Melissa McGill (FTA)	Ivan Rucker (FHWA)
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HRTPO Staff:

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

Others Recorded Attending:

John Brady, Barbara Nelson, Zac Cannody (VPA); Emily Moser (Kimley-Horn); Susan Wilson, Andrew Griffey, Marci Thompson, Caleb Brooks, Jerry Pauly, Sharonda Hawkins, Robin Grier (VDOT); Keisha Branch (HRT); Kirsten Tynch (VBH); Ric Lowman (VB); Jim Long (RK&K); Mack Nolen (Citizen); Steve Hetrick (Albeck Gerken, Inc); Sandon Rogers (SU); Karen McPherson (McPherson); Robert Scott (MJ Synergy Group); Mike Long, Chris Vaigneur (HRPDC Staff).

Introductions

Mr. Mike Kimbrel, introduced Ms. Barbara Nelson, Vice President, Government Affairs and Transportation Policy for the Port of Virginia.

Ms. Jamie Oliver introduced Mr. Benjamin Sullivan, Planner, Town of Windsor.

Ms. Angela Rico introduced Mr. Jason Mitchell, Acting Director of Public Works, City of Hampton.

Mr. LJ Hansen announced Ms. Sherry Early, and Mr. Eric Neilson retired in September. He noted Mr. Robert Goumas and Mr. Jason Souders (TTAC alternates) would be participating in the meeting today. He introduced Mr. Sandon Rogers who will be assuming some responsibilities.

Ms. Dawn Odom introduced Ms. Robin Grier. Ms. Sonya Hallums-Ponton introduced Mr. Andrew Griffey.

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.

Ms. Dawn Odom reminded the committee that the VDOT Fall meeting will be held on Tuesday, November 13, 2018 at the VDOT District Office, 7511 Burbage Drive, Suffolk VA 23435.

There were no comments from the Virginia Port Authority.

There were no comments from the US Navy.

Ms. Tiffany Dubinsky, announced the Transit Service and Delivery Advisory Committee was meeting to discuss the transit operating formula and allocation performance metrics. She noted the draft strategic plan and prioritization plan are under public review slated for CTB action on October 30,

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Prepared by S. Core

2018. She also announced the DRPT fall grants workshops will be focusing on funding programs this year. The dates for the workshops are November 7, 2018 at the VDOT Northern Virginia office located in Fairfax and November 14, 2018 in the 12th floor conference room at the DRPT office.

Approval of Agenda

Chair Holt asked for additions or deletions to the TTAC Agenda. Mr. John Mihaly, noted Item #12 had a typo and the correct amount should be \$1,002, 147.00. Mr. Eric Stringfeild, also noted that for Item #9 the project scope was changed and a handout with those changes was provided to the committee.

Mr. Moore Moved to approve the Agenda as amended; seconded by Mr. Pullen. The Motion Carried.

Summary Minutes

Chair Holt reported that the TTAC summary minutes from the August 1, 2018 meeting were included in the October 3, 2018 TTAC Agenda Packet. Chair Holt asked for any additions or corrections to the minutes.

Hearing none, Mr. Cross Moved to approve the minutes; seconded by Mr. Moore. The Motion Carried.

Election of Officers

Mr. Phil Pullen, Acting Nominating Subcommittee Chair, reported that the Subcommittee has recommended Mr. Robert Lewis and Mr. Bryan Stilley for the positions of Chair and Vice-Chair, respectively.

Mr. Solis Moved to elect Mr. Lewis and Mr. Stilley to their respective positions; seconded by Mr. Sorey. The Motion Carried.

FY 2018-2021 TIP AMENDMENT REQUEST: 17633 - VDOT

Mr. Eric Stringfield, VDOT Hampton Roads District Transportation Planning Engineer, briefed the TTAC on a request from the Virginia Department of Transportation (VDOT) to amend the FY 2018-2021 Transportation Improvement Program (TIP) to update the cost estimate, schedule, and obligations of one project. The specifics of the request are described below:

- UPC 17633 – Richmond Road Multi-Use Trail
 - Revise Cost Estimate as follows:
 - Preliminary Engineering (PE): \$600,000
 - Right of Way (RW): \$440,261
 - Construction (CN): \$3,006,009
 - Total Cost Estimate: \$4,046,270
 - Revise Schedule as follows:
 - PE Start: 9/30/2007; End: 3/12/2020

- RW Start: 3/12/2020; End: 8/10/2021
- CN Start: 8/10/2021; End: 11/18/2022
- Obligations
 - Revise FY Previous PE Phase RSTP obligation to be \$63,520, plus \$15,880 state match
 - Add FY Previous PE Phase CM obligation of \$348,811, plus \$87,203 state match
 - Remove FY Previous RW Phase RSTP obligation of \$150,000
 - Remove FY Previous CN Phase RSTP obligation of \$25,314
 - Remove FY Previous CN Phase CM obligation of \$1,984,528
 - Add FY 2018 PE Phase RSTP obligation of \$67,669, plus \$16,917 state match
 - Revise FY 2019 RW Phase RSTP obligation to be \$103,276, plus \$25,819 state match
 - Add FY 2019 RW phase CMAQ obligation of \$248,932, plus \$62,233 state match
 - Remove FY 2021 CN Phase RSTP obligation of \$20,250, plus \$5,063 state match
 - Revise FY 2021 CN Phase CM obligation to be \$1,338,690, plus \$334,673 state match
 - Add FY 2021 CN Phase AC-Other obligation of \$1,332,646

This request was made available for public review and comment from September 26, 2018 through October 10, 2018.

Mr. Moore Moved to recommend HRTPO Board approval of the TIP Amendment; seconded by Mr. Small. The Motion Carried.

FY 2018-2021 TIP AMENDMENT REQUEST: 100608 AND 114388 – VDOT

Mr. Eric Stringfield, VDOT Hampton Roads District Transportation Planning Engineer, briefed the TTAC on a request from the Virginia Department of Transportation (VDOT) to amend the FY 2018-2021 Transportation Improvement Program (TIP) to update the cost estimate and schedule of one project and add one project as its child project. The specifics of the request are described below:

- UPC 100608 – Newport News Intelligent Transportation System Upgrades
 - Revise Cost Estimate as follows:
 - Preliminary Engineering (PE): \$744,575
 - Right of Way (RW): \$0
 - Construction (CN): \$0
 - Total Cost Estimate: \$744,575
 - Revise Schedule as follows:
 - PE Start: 11/7/2016; End: 2/14/2019

- UPC 114388 – Citywide Intelligent Transportation System Upgrades
 - Add project to TIP
 - Description: The design, analysis and purchase of equipment to upgrade the traffic communications infrastructure citywide – child project of UPC #100608
 - Cost Estimate as follows:
 - Preliminary Engineering (PE): \$0
 - Right of Way (RW): \$0
 - Construction (CN): \$2,291,162
 - Total Cost Estimate: \$2,291,162
 - Schedule as follows:
 - CN Start: 2/14/2019; End: 6/25/2020

This request was made available for public review and comment from September 26, 2018 through October 10, 2018.

Mr. Small Moved to recommend HRTPO Board approval of the TIP Amendment; seconded by Ms. Kassel. The Motion Carried.

FY 2018-2021 TIP AMENDMENT REQUEST: HRT0092 – HRT

Ms. Jamie Jackson, HRT Director of Transit Development briefed the TTAC on a request from Hampton Roads Transit (HRT) to amend the FY 2018-2021 Transportation Improvement Program (TIP) to add one project as described below:

- HRT0092 – Naval Station Norfolk Transit
 - Add project to TIP
 - Obligations as follows:
 - FY19 Flexible STP of \$233,000
 - FY 19 State of \$343,000
 - FY 19 Local of \$24,000
 - FY 20 State of \$1,344,000
 - FY 20 Local of \$56,000
 - FY 21 State of \$3,840,000
 - FY 21 Local of \$160,000

This request is being made available for public review and comment from September 26, 2018 through October 10, 2018.

Mr. Moore Moved to recommend HRTPO Board approval of the TIP Amendment; seconded by Mr. Hansen. The Motion Carried.

FY 2018-2021 TIP REVISION REQUEST: REQUEST TO TRANSFER CMAQ FUNDING: UPC 103025 – PORTSMOUTH

Mr. Carl Jackson, City of Portsmouth Manager of Transportation Planning, briefed the TTAC on a request from the City of Portsmouth to amend the FY 2018-2021 Transportation Improvement

Program (TIP) to transfer a total of \$1,002,147 in Congestion Mitigation and Air Quality improvement Program (CMAQ) funds from one cancelled project and two completed projects to one CMAQ project due to a cost increase, one CMAQ project to make it whole, and to return funds to the HRTPO CMAQ Reserve Account. The specifics of the request are described below:

- UPC 103025 – Portsmouth Traffic Signal Updates
 - Revise Cost Estimate as follows:
 - Preliminary Engineering (PE): \$720,000
 - Right of Way (RW): \$0
 - Construction (CN): \$4,216,344
 - Total Cost Estimate: \$4,936,344
 - Receive \$153,748 of FY 2009 CMAQ Residual State Matching Funds (RSMF), from Resignalization of Alexander’s Corner (UPC 83438)
 - Receive \$282,596 of FY 2008 CMAQ Residual State Matching Funds (RSMF), from Airline Blvd. Coordinated Signal Upgrade from Alexander’s Corner to WCLL (UPC 82858)
 - Receive \$500,000 of FY 2017 CMAQ funds, including State match, from Portsmouth Blvd/Elmhurst Lane Intersection Improvements (UPC 100602)
- UPC 12972 – Portsmouth Citywide Upgrade Signal System/Sign System
 - Receive \$12,619 of FY 2009 CMAQ Residual State Matching Funds (RSMF), from Resignalization of Alexander’s Corner (UPC 83438) in order to make the project whole
- HRTPO CMAQ Reserve Account
 - Receive \$53,184 of FY 2009 CMAQ Residual State Matching Funds (RSMF), from Resignalization of Alexander’s Corner (UPC 83438)

Should the HRTPO Board approve the CMAQ fund transfers described above, the FY 2018-2021 Transportation Improvement Program (TIP) will be amended to update the funding information associated with the affected projects. This request was made available for public review and comment from September 26, 2018 through October 10, 2018.

Mr. Hansen Moved to recommend HRTPO Board approval of the CMAQ Fund Transfers and Associated TIP Amendment; seconded by Mr. Moore. The Motion Carried.

Map-21/FAST ACT PERFORMANCE MEASURES AND TARGETS

Mr. Keith Nichols, HRTPO Principal Transportation Engineer, reported that in accordance with Federal regulations, MPOs establish performance measures for MPO plans and programs. He noted States and MPOs must also set targets and monitor progress for each of these measures. A performance measure working group was formed at the September 2017 TTAC meeting. HRTPO staff has worked in cooperation with the TTAC to produce these targets.

For target setting an MPO may adopt VDOT statewide targets, select unique MPO specific targets or use a combination of statewide and unique targets. There are no penalties for MPOs that do not meet performance targets, but performance can be addressed during the quadrennial certification

review to ensure adequate performance-based planning.

Tier I transit agencies such as HRT must be developed and carry out their own plans. Tier II agencies such as WATA and Suffolk Transit are eligible to participate in group Transit Asset Management (TAM) plans. WATA and Suffolk Transit chose to use DRPT statewide targets. Regional targets are based on a weighted average of HRT, WATA, and Suffolk Transit targets.

The working group recommended the following targets for TPO Board approval:

Area	Measures	Recommended Target	Basis of Target
Bridge Condition	National Highway System (NHS) bridge deck area in good condition	20%	Matches current regional value
	NHS bridge deck area in poor condition	< 3.0%	Matches CTB-approved statewide target
Pavement Condition	Interstate System pavement in good condition	45%	Matches CTB-approved statewide target
	Interstate System pavement in poor condition	< 3%	Matches CTB-approved statewide target
	Non-Interstate System NHS pavement in good condition	25%	Matches CTB-approved statewide target
	Non-Interstate System NHS pavement in poor condition	< 5%	Matches CTB-approved statewide target
Roadway Performance	Interstate Travel Time Reliability	82%	Matches CTB-approved statewide target
	Non-Interstate NHS Travel Time Reliability	82.5%	Matches CTB-approved statewide target
Freight	Truck Travel Time Reliability (TTTR) Index	2.13	Matches expected statewide growth rate in TTTR

Mr. Hansen Moved to recommend HRTPO Board approval of pavement condition, bridge condition, roadway performance, and freight targets; seconded by Mr. Jackson. The Motion Carried.

FY 2018-2021 TIP AMENDMENT: TRANSIT ASSET MANAGEMENT – PERFORMANCE MEASURES AND TARGETS

Mr. John Mihaly, HRTPO Senior Transportation Planner, briefed the TTAC on a request to amend the current FY 2018-2021 TIP document to include the current Transit Asset Management Performance Measures and Targets into the document.

The FAST Act also requires Transportation Improvement Programs (TIPs) include a description of the anticipated effect of the TIP toward achieving the performance targets identified by the MPO. The TIP must also link investment priorities in the TIP to the achievement of performance targets in the plans. HRTPO staff has prepared a website (<https://www.hrtpo.org/page/regional-performance-measures-and-targets/>) that describes these performance measures and targets. The transit asset management performance measures and targets are required to be addressed in the TIP prior to any amendments after October 1, 2018.

This request was made available for public review and comment from September 26, 2018 through October 10, 2018.

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

STATE OF TRANSPORTATION IN HAMPTON ROADS: FINAL

Mr. Keith Nichols, HRTPO Principal Transportation Engineer, explained that the *State of Transportation in Hampton Roads* report is produced annually and was presented at the September TTAC meeting. The report was made available for public review and comment from September 6, 2018 through September 22, 2018. He thanked the localities for their submitted comments and noted that the comments have been incorporated into the final document.

Mr. Jackson Moved to recommend HRTPO Board approval of The State of Transportation in Hampton Roads 2018: Final; seconded by Mr. Small. The Motion carried.

TTAC QUORUM

Mr. John Mihaly, HRTPO Senior Transportation Planner, stated that at the request of the TTAC, the Transportation Programming Subcommittee (TPS) discussed the quorum issue and recommended the following update to the TTAC Bylaws concerning quorum requirements:

To achieve a TTAC Quorum, representatives from 11 of the 15 localities and 3 of the 5 agencies must be present for a total of 70% representation, along with a minimum of 20 total TTAC members in attendance.

Based on the TPS recommendation, the TTAC introduced a proposed amendment at its August 1, 2018 meeting to change section 4.03 of the Bylaws to read as follows:

A minimum of 20 voting members of the TTAC (or their alternates), including representatives from 11 of the 15 member localities and 3 of the 5 agencies, shall constitute a quorum for the transaction of business.

Mr. Moore Moved to recommend HRTPO Board approval of the updated TTAC Bylaws concerning quorum requirements; seconded by Mr. Small. The Motion Carried.

A roll call vote was taken and 100% of the voting members in attendance voted for the amendment.

FY 2019 UNIFIED PLANNING WORK PROGRAM (UPWP) AMENDMENT

Mr. Michael Kimbrel, HRTPO Deputy Executive Director, explained the HRTPO FY 2019 Unified Planning Work Program (UPWP) is being amended to account for the following changes:

1. Final FTA Section 5303 Carryover Funding

The budgets for Task 10.2, TDCHR Performance Monitoring and Evaluation, and Task 10.9, Hampton Roads Transit (HRT) Transit Development Plan, have been increased by \$9,008 and \$10,605, respectively, to account for Federal Transit Administration (FTA) Section 5303 funds being carried over from FY 2017.

2. Adjustments to Task Budgets

While the total PL and FTA Section 5303 funds in the approved FY 2019 UPWP and the FY 2019 HRPDC operating budget agree, the budgets for the individual tasks do not, primarily due to rounding. Also, the final task budgets for two tasks funded with Department of Defense (DOD) and Hampton Roads Transportation Funds (HRTF) have been revised in the final HRTPO operating budget since the UPWP was approved. The attached table (Attachment 19) shows the original and revised PL, Section 5303, DOD, and HRTF budgets, and the differences between the two, for each affected task in the UPWP.

This request was made available for public review and comment from September 26, 2018 through October 10, 2018.

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

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

Ms. Dale Stith called attention to the handout placed at each seat. The handout provided updated interim guidance on conformity from FHWA and FTA. She noted the TPO will not be required to run conformity until February 2019.

Mr. Carl Jackson announced the City of Portsmouth would be hosting the VDOT PABAC and Active Transportation Subcommittee meeting on October 26, 2018 at 10:15am at the Churchland Library.

Chair Holt thanked the TTAC members and HRTPO staff for assistance and support during his tenure as TTAC Chair.

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 10:39 a.m.