



Citizen Transportation Advisory Committee (CTAC) Member Orientation

Today we are here to talk about CTAC. But first, to understand CTAC, I think we need to first piece the HRTPO puzzle together. You see, CTAC is but one of the many puzzle pieces that make up the puzzle. I hope that by going into the other pieces and seeing how everything fits together, we as a collective body can figure out how to piece the puzzle together. So today, that's just what we are going to talk about.....piecing the puzzle together.

Today I want to talk about several pieces. The first piece is the organizational structure of the HRTPO.

The next piece that we will discuss is the planning partners or groups that the HRTPO work with.

The next piece deals with the work program or "what the TPO does."

And finally, Kendall Miller, our Title VI and Public Involvement Administrator will dive in depth into how CTAC and you fit into the puzzle and what you should be doing with your piece.

So first let's start off with the Hampton Roads Transportation Planning Organization. What is the HRTPO?

The HRTPO is a Metropolitan Planning Organization or MPO. According to the federal government, MPO's are to "carry out a continuing, cooperative, and comprehensive multimodal transportation planning process, including the development of a metropolitan transportation plan and a transportation improvement program (TIP), that encourages and promotes the safe and efficient development, management, and operation of surface transportation systems to serve the mobility needs of people and freight (including accessible pedestrian walkways and bicycle transportation facilities) and foster economic growth and development, while minimizing transportation-related fuel consumption and air pollution and encourage continued development and improvement of metropolitan transportation planning processes

The Commonwealth of Virginia states that MPOs shall be authorized to issue contracts for studies and to develop and approve transportation plans and improvement programs to the full extent permitted by federal law.

Our MPO covers a geographic area that consists of 13 jurisdictions (Chesapeake, Gloucester County, Hampton, Isle of Wight County, James City County, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, Williamsburg and York County.)

The HRTPO is made up of the HRTPO Board, HRTPO staff, Standing committees, subcommittees, ad hoc committees

The first component I would like to speak about is the HRTPO staff. Most of our staff is made up of transportation planners, engineers and administrative staff. We are called to support, advise, provide analysis and provide recommendations to the board and other committees. You will see us help administer meetings, provide presentations, coordinate with other agencies, produce technical reports and studies, maintain websites, host public meetings and many other duties.

The next piece I'd like to talk about is the HRTPO Board. As you can see in our diagram, the board is at the center of all we do. The HRTPO Board is made up of Voting Members from Chesapeake, Gloucester County, Hampton, Isle of Wight County, James City County, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, Williamsburg, York County, Williamsburg Area Transit Authority, Transportation District Commission of Hampton Roads, Virginia Department of Transportation, Virginia Department of Rail and Public Transportation, Virginia Port Authority, 4 General Assembly representatives (Two Senators, Two Delegates). On top of our voting members we have *Non-Voting Members* from the Virginia Department of Aviation, Federal Transit Administration, Federal Highway Administration, Federal Aviation Administration, Chief Administrative Officers for all Member Localities, Chair of the Citizens Transportation Advisory Committee, Chair of the Freight Transportation Advisory Committee, Peninsula Airport Commission and Norfolk Airport Authority.

The HRTPO board is supported by not only the HRTPO staff, but also standing committees, ad hoc committees and subcommittees. The four standing committees are the Transportation Technical Advisory Committee, the Transportation Advisory Committee, the Freight Transportation Advisory Committee and the Citizen's Transportation Advisory Committee. You will notice that all of these committees center around the HRTPO board.

Transportation Technical Advisory Committee.

The Transportation Technical Advisory Committee is an advisory committee to the TPO Board and provides technical advice and support to the TPO staff. Its comprised of three members of each locality in the MPA, three members from the Virginia Department of Transportation, one member from the Virginia Department of Rail and Public Transportation, one member from the Virginia Port Authority, and one member from each public transit agency. Representatives from the Federal Highway Administration, Federal Transit Administration, and liaisons of the branches of the military are non-voting members.

Transportation Advisory Committee.

The Transportation Advisory Committee (TAC) is comprised of the Chief Administrative Officer of each TPO member locality, the Williamsburg Area Transit Authority, the Transportation District Commission of Hampton Roads, and the Virginia Port Authority. The committee also includes the VDOT Hampton Roads District Administrator, and an Executive Staff Representative from the Virginia Department of Rail and Public Transportation. A representative of the Federal Highway Administration and of the Federal Transit Administration are non-voting members. The committee meets from time to time as circumstances require to act upon matters referred to it by the TPO Board.

Citizen Transportation Advisory Committee.

The Citizen Transportation Advisory Committee (CTAC) is an advisory committee to the TPO Board and provides public input to the TPO Board on transportation issues. The CTAC consists of up to thirty

members, each of whom are residents of a TPO- member locality, and fairly reflect the geographic diversity of the TPO membership.

Freight Transportation Advisory Committee.

The Freight Transportation Advisory Committee (FTAC) advises the TPO Board on regional freight transportation requirements. The FTAC conducts public outreach activities that help TPO efforts to explain and help raise awareness of the importance of freight transportation to the region and to collect region-wide public input on these matters. The FTAC consists of nine members. The TPO Chair appoints two members of the FTAC to serve as co-chairs of the FTAC for three-year terms; one is a private sector freight expert, and one is a voting member from the TPO Board. The private sector co-chair is a non-voting member of the TPO Board.

Let's return to TTAC for a moment. TTAC also has four subcommittees that assist and advise the TTAC in its core mission. They are as follows:

Hampton Roads Transportation Operations Subcommittee (HRTO).

Serves as an advisory subcommittee to TTAC on operational issues, a forum for discussion of methods members can use to improve traffic operations in their localities and agencies and assists in the development of the regional Intelligent Transportation Systems (ITS) Strategic Plan and the regional ITS architecture.

Long Range Transportation Plan Subcommittee (LRTP).

The Long-Range Transportation Plan (LRTP) Subcommittee is a subcommittee of the HRTPO Board Transportation Technical Advisory Committee (TTAC) responsible for guiding the development of the regional long-range transportation plan for Hampton Roads. The Subcommittee is comprised of representatives from localities, transit agencies, state and federal transportation agencies, and other regional stakeholders including representatives from the Military and the Port. Recommendations made by the LRTP Subcommittee are forwarded to TTAC for review and approval; major planning milestones and documents are then forwarded to the HRTPO Board for review and approval.

TRAFFIX Oversight Subcommittee (TOS).

The Traffic Oversight Subcommittee (TOS) of TTAC is dedicated to providing commuters with all the services and information they need to choose alternatives to driving alone thereby saving gas and money, preventing air and water pollution, reducing traffic congestion, and improving the overall quality of life for those living, working or vacationing in Hampton Roads.

Transportation Programming Subcommittee (TPS).

The primary focus of the Transportation Programming Subcommittee (TPS) of the TTAC is project selection and funding related to the following federal programs:

- Congestion Mitigation and Air Quality Improvement Program (CMAQ)
- Regional Surface Transportation Program (RSTP)
- Transportation Alternatives Program (TAP)

The TPS also provides a forum, at the request of the TTAC, for in-depth discussions related to transportation funding issues and programs.

HRTPO Planning Priorities

Let's now turn to the work of the HRTPO. Each year the HRTPO develops a Unified Planning Work Program which describes the transportation planning work and associated funding for the Hampton Roads MPA. This document details the work that HRTPO staff accomplish in that year. There are four core functions and many other functions that staff complete.

Core Functions

Long-Range Transportation Plan

A financial constrained 20-year regional plan developed based on a collaborative process involving many regional stakeholders and the public to identify, prioritize, and seek transportation funding for needed investments.

Transportation Improvement Program

Is a four-year program for the implementation of surface transportation projects within the Hampton Roads MPA containing all federally-funded projects and/or regionally significant projects that require an action by the Federal Highway Administration (FHWA) or the Federal Transit Administration (FTA). Before any federally-funded and/or regionally significant surface transportation project can be built in the Hampton Roads MPA, it must be included in the current TIP that has been approved by the HRTPO.

Congestion Management Process

The Congestion Management Process – which is a federal requirement for urbanized areas over 200,000 in population – is an ongoing program in which congestion in the multi-modal, regional transportation system is evaluated and for which improvements are recommended. The main goals of the CMP are to reduce congestion/travel time delays, encourage the use of alternative modes of transportation, and improve air quality through the promotion and coordination of congestion mitigation strategies.

Public Participation

The HRTPO is fully committed to involving and collaborating with Hampton Roads citizens in a public involvement process that is grounded in mutual problem solving and understanding. In other words, a process whereby citizens walk away satisfied in knowing their voice has been legitimately heard and their thoughts, ideas, and opinions have the potential to impact future HRTPO decisions. This principle has been at the core of all recent HRTPO public involvement activities, including the formation of a Citizen Transportation Advisory Committee (CTAC), School Outreach Program and Environmental Justice Roundtable. All of our public participation is done with Title VI of the Civil Rights Act of 1964 in mind. Title VI states “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” As a federally funded program, Title VI is behind everything we do. In addition to Title VI we also adhere to the principle of Environmental Justice. Environmental Justice “is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.”

Other Functions

- Unified Planning Work Program (UPWP)
- Regional Freight Planning

- Safety and Security Planning
- Multimodal Mobility
- Technical Support, Research and Special Studies
- HRTPO Administration
- Planning by Transit Agencies
- VDOT Regional Planning
- Rural Transportation Planning
- HRTAC Administration and Support

Planning Partners

The HRTPO actively cooperates with many other agencies (both local and federal). We call these organizations planning partners.

Hampton Roads Transportation Accountability Commission (HRTAC)

The General Assembly adopted HB1253/SB513, which provides for the creation of the Hampton Roads Transportation Accountability Commission (HRTAC) in order to manage the Hampton Roads Transportation Fund (HRTF) revenues for the Hampton Roads region. Comprised of locally elected officials, the commission has the organizational structure and leadership in place to determine how new regional money, approximately \$200 million annually, will be invested in transportation projects. The new funding is part of the transportation funding package passed by the General Assembly in 2013. The 23-member commission consists of mayors from local governments, state legislators from the region and area Commonwealth Transportation Board members. Although the HRTPO is sometimes confused with the HRTAC, these are two separate organizations. HRTAC is temporarily staffed by some of the HRTPO staff, with Camelia Ravenbakht of the HRTPO serving as interim Executive Director, but efforts are underway to hire an independent staff. The locality membership for HRTAC includes all localities from the HRTPO with the addition of Southampton County and the City of Franklin.

United States Department of Transportation (USDOT)

Federal cabinet department of the United States government concerned with transportation and oversees federal highway, air, railroad, and maritime and other transportation administration functions. The USDOT is led by Anthony Foxx who serves as the U.S. Secretary of Transportation.

Hampton Roads Transit (HRT)

Provide public transportation services to Chesapeake, Hampton, Newport News, Norfolk, Portsmouth and Virginia Beach. Services include bus routes, the Tide, Elizabeth River Ferry, TRAFFIX and Paratransit. Although HRT and the HRTPO collaborate on many studies and programs, these are two separate organizations. William Harrell is currently the President and CEO of HRT.

Federal Transit Administration

An agency within the USDOT that provides financial and technical assistance to communities for planning, development and improvement of public or mass transportation systems. The FTA is interested in easing traffic congestion, reducing pollution from automobile emissions, shortening travel times and making communities more liveable. The FTA is led by Acting Administrator Therese McMillan. Virginia is in region 3 which is under the direction of Reggie Lovelace.

Federal Railroad Administration

An agency within the USDOT with the purpose to promulgate and enforce rail safety regulations, administer railroad assistance programs, conduct research and development in support of improved railroad safety and national rail transportation policy, provide for the rehabilitation of Northeast Corridor rail passenger service, and consolidate government support of rail transportation activities. Sarah Feinberg is the Acting Administrator of the FRA.

Federal Highway Administration (FHWA)

The Federal Highway Administration (FHWA) is an agency within the U.S. Department of Transportation that supports State and local governments in the design, construction, and maintenance of the Nation's highway system (Federal Aid Highway Program) and various federally and tribal owned lands (Federal Lands Highway Program). Through financial and technical assistance to State and local governments, the Federal Highway Administration is responsible for ensuring that America's roads and highways continue to be among the safest and most technologically sound in the world. The FHWA is under the leadership of Deputy Administrator Gregory Nadeau and Executive Director Jeffrey Paniati. Ivan Rucker, Jose Granado and Mack Frost make up the Hampton Roads District FHWA contacts.

Virginia Port Authority

An autonomous agency (political subdivision) of the Commonwealth of Virginia that owns the The Port of Virginia; a group of facilities with their activity centered on the harbor of Hampton Roads, Virginia. The principal facilities of the Port of Virginia are four marine terminals and one intermodal container transfer facility: Norfolk International Terminals (NIT), Portsmouth Marine Terminal (PMT), Newport News Marine Terminal (NNMT), Virginia International Gateway (VIG) at Portsmouth, all on the harbor of Hampton Roads, and the Virginia Inland Port (VIP) at Front Royal, Virginia. The CEO and Executive Director for the port is John Reinhart.

Commonwealth Transportation Board (CTB)

18-member Commonwealth Transportation Board (CTB) establishes the administrative policies for Virginia's transportation system. The CTB allocates highway funding to specific projects, locates routes and provides funding for airports, seaports and public transportation. Our local representative for the CTB is John Malbon.

Virginia Department of Transportation (VDOT)

Responsible for building, maintaining and operating the state's roads, bridges and tunnels. And, through the Commonwealth Transportation Board, it provides funding for airports, seaports, rail and public transportation. James S. Utterback is the District Administrator for the Hampton Roads region while Charles A. Kilpatrick serves as Commissioner for the Central Office.

Williamsburg Area Transit Authority (WATA)

Provides a transportation system to citizens of James City County, the City of Williamsburg, and the Bruton District of York County. WATA is under the direction of Executive Director Kevan Danker.

Department of Rail and Public Transportation (DRPT)

The mission of DRPT is to improve the mobility of people and goods while expanding transportation choices in the Commonwealth. To accomplish this mission, they support programs that:
Assist in managing the growth in congestion on Virginia's highways, Improve access for the general public and businesses to transportation choices (public transportation, carpools, vanpools, human service transportation, passenger rail, freight rail and telecommuting), Provide access and

improvements to Virginia's railways to encourage economic development and reduce traffic on Virginia's highways. DRPT is under the direction of Director Jennifer Mitchell.

Hampton Roads Planning District Commission (HRPDC)

One of 21 Planning District Commissions in the Commonwealth of Virginia, is a regional organization representing this area's seventeen local governments. Planning District Commissions are voluntary associations and were created in 1969 pursuant to the Virginia Area Development Act and a regionally executed Charter Agreement. The HRPDC was formed in 1990 by the merger of the Southeastern Virginia Planning District Commission and the Peninsula Planning District Commission. Its purpose is to encourage and facilitate local government cooperation and state-local cooperation in addressing on a regional basis problems of greater than local significance. It provides assistance on local and regional issues pertaining to Economics, Emergency Management, Housing, Planning, and Water Resources, and provides a robust education and outreach program through its Communications department. The HRPDC and the HRTPO are both housed here at the regional building.

CTAC

So now you know many of the puzzle pieces that construct the HRTPO. But, the most important piece of the day and the subject of our conversation today is the CTAC piece. Without further adieu, I will turn the presentation over to Kendall Miller, Principal Administrator of Public Involvement and Title VI who will go in depth into what the CTAC piece of the puzzle looks like.