

## **AGENDA ITEM #11: TRANSPORTATION PROGRAMMING SUBCOMMITTEE**

### **SUBJECT:**

Summary of TPS meeting of October 18, 2013.

### **BACKGROUND:**

The most recent meeting of the Transportation Programming Subcommittee (TPS) was held on October 18, 2013. The TPS discussed the following items:

1. Out of Cycle CMAQ/RSTP requests from Virginia Beach, VDOT, and the Hampton Roads Transportation Operations (HRTPO) Subcommittee.
2. Development of a policy for the handling of CMAQ/RSTP allocations remaining on completed or canceled projects.
3. Allocation of available CMAQ/RSTP funds through FY 2020.

Regarding Item 1, the TPS requested that HRTPO staff evaluate each of the out of cycle requests and provide the results of the evaluation for consideration by the TPS in making its decision on whether to recommend each request for consideration by the TTAC. In addition, the Subcommittee requested that HRTPO staff review the current out of cycle policy and provide recommendations to clarify the policy at a future TPS meeting.

Regarding Item 2, HRTPO staff initiated discussion on the need to document a policy for the handling of CMAQ and RSTP allocations remaining on projects that have been completed or canceled. HRTPO staff suggested that, since allocations are made to projects (not to localities or agencies), any allocations remaining on a completed or canceled project should be returned to the reserve account and made available to other localities or agencies. VDOT staff suggested that surplus funds be returned to the reserve account if they cannot be re-allocated/expended within a certain time frame. Some members stated they preferred to continue with the way the TTAC has handled this issue in the past – that the locality/agency whose project has a surplus has first right of refusal on the surplus funds. The TPS requested that HRTPO staff draft proposed language for the policy to be discussed during a future TPS meeting.

Regarding Item 3, HRTPO staff briefed the TPS on the strategy used by staff to produce recommended allocations of CMAQ and RSTP funds through FY 2020. Due to possible effects of the approval of out of cycle requests discussed under Item 1, the TPS decided to defer recommending CMAQ/RSTP allocations through FY 2020 until the next TPS meeting.

During the discussion on Item 3, Virginia Beach staff stated that one of their projects on the RSTP table, UPC 14603 – Lynnhaven Parkway Reconstruction, Phase XI, had a cost overrun and requested the allocation of \$1.2 million in FY 2018 RSTP reserve funds to cover the cost overrun. The TPS recommended approval of this request.

A special TPS meeting has been scheduled for Friday, November 22, 2013 in the Regional Board Room to revisit Items 1 through 3 above. The meeting will begin at 9:30 a.m.

The minutes of the October 18, 2013 TPS meeting are attached.

Mr. Mike Kimbrel, Principal Transportation Engineer, will brief the TTAC on this item.

Attachment 11

**RECOMMENDED ACTION:**

Recommend HRTPO Board approval of the allocation of \$1.2 million in FY 2018 RSTP reserve funds to UPC 14603 to cover a cost overrun.

**Summary Minutes of the  
Hampton Roads Transportation Programming Subcommittee (TPS)  
Meeting  
October 18, 2013**

The Hampton Roads Transportation Programming Subcommittee (TPS) Meeting was called to order at 9:39 a.m. in the Regional Boardroom, 723 Woodlake Drive, Chesapeake, Virginia, with the following in attendance:

**TPS Voting Members:**

Kevin Abt, VPA

Robert R. Brown, NO

Paul Holt, JC

Jamie Jackson, WATA

Michael King, NN

Robert E. Lewis, SU

Reed T. Nester, WM

Jamie Oliver, IW

Phil Pullen, VB

Steve Rowan, VDOT

Eric Stringfield, VDOT

Julie Timm, HRT

John Yorks, HA

**TPS Voting Members Absent:**

Timothy C. Cross, YK

Anne Ducey-Ortiz, GL

Ivan P. Rucker, FHWA

C. Earl Sorey, Jr., CH

Emily Stock, DRPT

Susan Wilson, PO

Kevin Wyne, PQ

**HRTPO Staff:**

Mike Kimbrel

Jessica M. Nappi

Camelia Ravanbakht

Chris Wichman

**Other Participants:**

Toni Alger, VB

Sherry Earley, SU

Danny Graham, VDOT

Jacqueline Kassel, NN

Jason Robinson, VDOT Fredericksburg District

Daniel Rydzewski, NO

**1. CALL TO ORDER**

The meeting will be called to order by the Chair at 9:39 a.m.

**2. PUBLIC COMMENT PERIOD**

There were no public comments.

**3. APPROVAL OF AGENDA**

Chair King asked for additions or deletions to the agenda. Mr. Pullen Moved to approve the agenda, seconded by Mr. Stringfield. The Motion Carried.

#### **4. MINUTES**

Chair King indicated the TPS Summary Minutes of July 19, 2013 were included in the April TPS Agenda. He asked for corrections or amendments to the minutes. Hearing none, Mr. Lewis Moved to approve the minutes as written; seconded by Mr. Brown. The Motion Carried.

#### **5. OUT OF CYCLE RSTP REQUEST: VIRGINIA BEACH**

Mr. Pullen briefed the TPS on the City of Virginia Beach's request to consider to make two projects (UPC #15828 – Elbow Road Extended – Phase II, and UPC #15829 – Indian River Road – Phase VII) eligible to receive RSTP funds. Mr. Pullen stated that the City is requesting no RSTP allocations for these two projects at this time, but intends to pursue RSTP funding in the future.

The Chair and Mr. Kimbrel briefed the Subcommittee on the process of how out of cycle requests are handled and the role of the Subcommittee. They stated that the TPS is to consider the request, taking into account the available funding, policies and priorities of the HRTPO and CTB, the special circumstances associated with the request, and the regional significance of the projects associated with the request. The TPS is then to make a recommendation regarding the request for consideration by the TTAC and HRTPO Board.

Following a significant discussion on the out of cycle policy, Mr. Lewis recommended that the HRTPO staff review the existing out of cycle policy and provide recommendations to clarify the policy at a future TPS meeting. Dr. Ravanbakht requested the Subcommittee express its recommendations on what changes they'd like made to the out of cycle policy.

After a further discussion, there was a general consensus that out of cycle requests should be submitted to HRTPO staff six weeks in advance of a TPS meeting so that staff can evaluate the projects and provide the results to the TPS to help the Subcommittee determine whether to make a recommendation to the TTAC that the projects be made eligible to receive CMAQ and/or RSTP allocations.

Mr. Pullen Moved to approve the City of Virginia Beach's out of cycle request be advanced to the HRTPO staff to evaluate the merits of the projects and return to the Subcommittee at a future meeting to present their findings in order to allow the Subcommittee to determine whether to recommend to the TTAC that the projects specified above be made eligible to receive RSTP allocations; seconded by Mr. Lewis. The Motion Carried.

#### **6. OUT OF CYCLE CMAQ AND/OR RSTP REQUEST: VDOT**

Mr. Rowan and Mr. Graham briefed the Subcommittee on the Virginia Department of Transportation's request to make one new project (Engine and Drive System Replacement – Pocahontas Ferry Boat) eligible to receive CMAQ and/or RSTP funds.

Mr. Stringfield Moved to approve the VDOT out of cycle request be advanced to the HRTPO staff to evaluate the merits of the project and return to the Subcommittee at a future meeting to present their findings in order to allow the Subcommittee to determine whether to recommend to the TTAC that the project specified above be made eligible to receive RSTP allocations; seconded by Mr. Rowan. The Motion Carried.

#### **7. OUT OF CYCLE RSTP REQUEST: HRTO**

Mr. Rydzewski briefed the Subcommittee on the Hampton Roads Transportation Operations (HRTO) Subcommittee's request to consider making one new project (Hampton Roads Transportation Operations Strategic Plan) eligible to receive pre-FY 2014 RSTP reserve funds.

Mr. Lewis Moved to approve the HRTO out of cycle request be advanced to the HRTPO staff to evaluate the merits of the project and return to the Subcommittee at a future meeting to present their findings in order to allow the Subcommittee to determine whether to recommend to the TTAC that the project specified above be made eligible to receive RSTP allocations; seconded by Mr. Brown. The Motion Carried.

#### **8. POLICY FOR HANDLING OF SURPLUS CMAQ & RSTP ALLOCATIONS**

Mr. Kimbrel initiated the discussion on developing a policy for the handling of surplus CMAQ and RSTP allocations on completed or canceled projects as the current guide does not specifically address the issue.

Mr. Rowan suggested that after a project is completed that the surplus funds be returned to the Balance Entry if it cannot be allocated/expended within a certain time frame. Chair King stated he preferred the way the TTAC has handled this issue in the past – that the locality/agency whose project has a surplus has first right of refusal on the use of the surplus funds.

After a brief discussion, there was a general consensus that the policy should be written reflecting how surplus CMAQ and RSTP allocations are currently handled, and that the HRTPO staff should prepare proposed language as such and present the draft language to the Subcommittee at a future meeting. Mr. Brown Moved to add language to the guide reflecting the process remain as indicated above, seconded by Mr. Holt. The Motion Carried.

#### **9. REGIONAL PRIORITIES FOR FY 2015-2020 SIX-YEAR IMPROVEMENT PROGRAM**

Due to time constraints, this item was moved to next meeting of the Subcommittee. Mr. Kimbrel recommended that localities transmit priority projects for the FY 2015-2020 Six-Year Improvement Program in advance of the meeting.

#### **10. ALLOCATION OF AVAILABLE CMAQ & RSTP FUNDS THROUGH FY 2020**

Mr. Kimbrel briefed the Subcommittee on the HRTPO staff strategy for the allocation of the pre-2014 CMAQ and RSTP funds. Mr. Kimbrel indicated that there were \$2,007,434 (Federal) and \$496,860 (State Match) in CMAQ and \$436,090 in RSTP funds available

for years prior to FY 2014. The tables distributed as hand-outs reflected the staff's strategy to allocate these funds while affecting as few projects as possible. After a brief discussion, there was a general consensus to defer this item until the next Subcommittee meeting.

Mr. Pullen requested \$1.2 million of FY 2018 RSTP funds to cover a funding shortfall for the City of Virginia Beach's Lynnhaven Parkway Extension – Phase XI (UPC #14603).

Mr. Rowan Moved to allocate the \$1.2 million in FY 2018 RSTP funds for the UPC #14603, seconded by Mr. Pullen. The Motion Carried.

#### **11. OLD/NEW BUSINESS**

The Subcommittee requested that staff schedule a special meeting in late November/early December for the Subcommittee to revisit the deferred items.

#### **ADJOURNMENT**

There being no more business before the Hampton Roads Transportation Programming Subcommittee, the meeting was adjourned at 11:55 a.m