

May 6, 2010

Memorandum #2010-69

TO: Hampton Roads Citizen Transportation Advisory Committee (CTAC)

BY: Chair William W. Harrison, Jr.

RE: CTAC Meeting, May 13, 2010

Attached is the agenda and related materials for the next meeting of the **Hampton Roads Citizen Transportation Advisory Committee (CTAC)** scheduled for **Thursday, May 13, 2010 from 5:00 p.m. – 7:00 p.m. (dinner provided)**, in the **Regional Building Board Room, 723 Woodlake Drive, Chesapeake, Virginia.**

/kg

Citizen Transportation Advisory Committee:

William W. Harrison, Jr., Chair, VB	Randy Lougee, NO
Richard Bowie, VB	John Malbon, VB
Ricky Clifton, NN	Howard Manly, NN
Kathy Corley, CH	Delceno Miles, VB
Roberta Edwards, CH	Philip Olekszyk, GL
Jerry Flowers, VB	James Openshaw, NO
Sharyn Fox, NN	Prescott Sherrod, VB
Richard Green, SU	Albert Stetz, HA
Yukari Hughes, NN	Ray Taylor, VB
Dewey Hurley, WM	Kirsten Tynch, PO
Michael Jones, IW	Shepelle Watkins-White, CH
Randy Lassiter, NO	Kristen Wells, PO
Henry Lewis, YK	Archie Whitehill, NO

Cc: Dwight Farmer (HRTPO)
Camelia Ravanbakht (HRTPO)
Carlos Gonzalez (HRTPO)
Rod Ingram (City of Virginia Beach Attorney)
Senator Harry Blevins (US Senate)
Aubrey Layne (CTB)
TPO Voting Members
TPO Voting Alternates
TPO Nonvoting Members

Agenda
Hampton Roads
Citizen Transportation Advisory Committee (CTAC)
May 13, 2010

Call to Order: 5:00 p.m.

The Regional Board Room, 723 Woodlake Drive, Chesapeake, Virginia

5:00 p.m.

CALL TO ORDER

PUBLIC COMMENT PERIOD

APPROVAL OF AGENDA

AGENDA

1. Minutes of April 8, 2010 CTAC Meeting
2. CTAC Bylaws
3. Transportation Funding Panel
4. Next Meeting
5. For Your Information
6. Old/New Business

ADJOURN

Dinner and informal conversation

AGENDA ITEM #1: MINUTES

SUBJECT:

Minutes of the previous CTAC meeting.

BACKGROUND:

Minutes of the CTAC meeting held on April 8, 2010.

Attachment 1

RECOMMENDED ACTION:

Approve the minutes.

**Summary Minutes of the
Hampton Roads Citizen Transportation
Advisory Committee (CTAC) Meeting
April 8, 2010**

The Hampton Roads Citizen Transportation Advisory Committee (CTAC) Meeting was called to order at 5:03 p.m. in the Regional Boardroom, 723 Woodlake Drive, Chesapeake, Virginia, with the following in attendance:

Hampton Roads CTAC Members:

William Harrison, Chairman (VB)	Archie Whitehill (NO)
Kathy Corley (CH)	Kirsten Tynch (PO)
Roberta Edwards (CH)	Kristen Wells (PO)*
Shepelle Watkins-White (CH)	Richard Green (SU)
Michael Jones (IW)	Richard Bowie (VB)
Sharyn Fox (NN)	Jerry Flowers (VB)
Yukari Hughes (NN)	John Malbon (VB)
Randy Lassiter (NO)	Delceno Miles (VB)
Randy Lougee (NO)	Ray Taylor (VB)
James Openshaw (NO)	Dewey Hurley (WM)*
	Henry Lewis (YK)

Hampton Roads CTAC Members Absent:

Philip Olekszyk (GL)
Albert Stetz (HA)
Ricky Clifton (NN)
Howard Manly (NN)
Prescott Sherrod (VB)
Archie Whitehill (NO)

HRTPO Staff:

Dwight Farmer
Carlos Gonzalez
Kathlene Grauberger
Jim Hummer
Mike Kimbrel
Camelia Ravanbakht

Other Participants:

Rod Ingram (VB City Attorney)

*Late arrival or early departure

Others Recorded Attending:

Terri Boothe (VB Citizen); Bob Matthias (VB); Reid Greenmun (VB Taxpayer's Alliance)

Call to Order

Chairman Harrison welcomed everyone to the Hampton Roads Citizen Transportation Advisory Committee (CTAC).

Public Comment Period

One person requested to address CTAC. Chairman Harrison asked him to limit his comments to three minutes which was customary at the HRTPO Board Meetings since the CTAC bylaws were not yet established.

Reid Greenmun

Good afternoon, sorry I'm late. I did try and get here on time but it's difficult when you work and traveling around. I was unable to attend your bylaws committee meeting today because I work. This the earliest I could get here. The Virginia Beach Taxpayer's Alliance (VBTA) has reviewed the bylaws that were proposed and we have two pages of changes that we would like you to consider before you adopt them. These are not many changes, but the primary changes is about this: because we are a citizen advisory committee, it should be you and the citizens that decide who it is that represents you. So one of the changes will require a change to the TPO bylaws as well. I think you should consider not having your Chairman, the only person who is allowed to speak on your behalf at the TPO, appointed by the Chairman of that organization, but rather elected by you, that you should decide who your chairman should be to speak for you. Further, I am suggesting that you reduce the term from three years to one year so that more of you have an opportunity to serve as a chairman and sit on the TPO and it gives the TPO the opportunity to hear from more of you. So one of those changes is to have you elect your Chairman for a one year period and it details that. One of the other changes that is in there, and some are just technical, has to do with the appointment of subcommittees. The bylaws, as they are written today, preclude anyone who is not a member of the CTAC to be a member on a subcommittee. If you are the Committee Chair you should be able to go out to the public on the citizen committee and bring whoever you want into your committee to provide information on whatever it is you are doing to find the view of the citizens. So I'm recommending that you allow the Chairman to put together a list of who they want on their subcommittee, including citizens in the region, bring it to you and have you approve that list as a subcommittee. It's also prudent as a board to do a review on a periodic basis of your committees to make sure they are still needed, so I suggest every three years you require that you as a body review the committees you have and decide if you still need them and if not, dissolve them. So those are really the kind of the jest of the changes. You are also going to be dealing with the recommended mission statement and one of the things I did do in the beginning is I aligned the purpose statement in the bylaws to match the proposed mission statement so they say the same thing. So that was the first change that was in there. So basically the whole bottom line behind this is to get more citizens involved in your Committee and to have more of them helping you provide their view to the TPO. Lastly, on the notification side, it's passive. The current bylaws that you have only require that you put these things on the TPO website. It doesn't require that you send an email to people to let them know. So I've added that citizens can sign up for an email and just when you change meetings or have different subcommittee meetings, if they have signed up for an email you would send them a notification, and that makes it a requirement. Lastly, you guys are the citizen transportation committee. The Freedom of Information Act is a minimum requirement of time that's allowed – three business days, you know, between meetings. We can do better than that. So I'm

suggesting that you announce and decide when your next public meeting will be at the end of each of you meetings – that gives everyone the most amount of time to get ready and put you in charge of that, and secondly that you provide ten days, instead of three days, of notice of where meetings are going to be and where they are held to give people time to get it on their schedule. Three days is a minimum – you can do better. So those are the changes as I had them. If you have any questions I’ll stick around and you can feel free to ask me and I hope that you will consider these and again I apologize for not coming to the bylaws committee but I wasn’t able to get out of work today. Thank you.

Mr. Greenmun distributed copies of VBTA’s recommended CTAC bylaws revision.

Approval of Agenda

Ms. Miles Moved to approve the agenda; seconded by Ms. Corley. The Motion Carried.

Minutes of March 11, 2010 CTAC Meeting

Ms. Fox Moved to approve the minutes as written; seconded by Ms. Miles. The Motion Carried.

Revised Mission Statement

Chairman Harrison stated the revised CTAC Mission Statement was included in the agenda packet. Mr. Bowie Moved to approve the CTAC Mission Statement; seconded by Mr. Malbon.

Ms. Lougee asked if the Committee could have time to re-read the mission statement in case any changes were necessary. Chairman Harrison noted the CTAC Bylaws Subcommittee agreed to remove the “man” in “Chairman” in the last sentence of the mission statement so it would not be gender biased.

(Ms. Wells arrives)

Mr. Taylor stated the proposed mission statement was excellent; however, a question has been brought to CTAC’s attention regarding aligning the mission statement along with the bylaws. Chairman Harrison replied the CTAC Bylaws Subcommittee was concerned with that alignment, but without having an approved mission statement, the Subcommittee had to wait. He noted the approved mission statement would be incorporated into the first paragraph of the CTAC Bylaws.

Mr. Bowie amended his motion to approve the proposed CTAC Mission Statement with the removal of the “man” in “Chairman”; seconded by Mr. Malbon. The Motion Carried.

Draft CTAC Bylaws

Chair Harrison explained that Rod Ingram, Virginia Beach City Attorney, presented a draft set of bylaws to the CTAC Bylaws Subcommittee. The Subcommittee refined the draft bylaws and a set was emailed to each CTAC member. He noted the Subcommittee met again earlier in the day and meticulously reviewed the draft bylaws. Additional changes were made in order that the bylaws be “reader friendly.” At some point, a recommended version of the bylaws needs to be published on HRTPO’s website to gain public comment. Chair Harrison asked Ms. Watkins-White to detail the Subcommittee’s changes to the draft bylaws.

Ms. Watkins-White outlined the new revisions, with highlights given to the following:

- Article I – Inclusion of the CTAC Mission Statement
- Article V – Quarterly meetings of the CTAC in January, April, July, and October months
- Article V – Public comment allotted at CTAC meetings for transportation issues only
- Article VIII – The Executive Director of the HRTPO shall provide support staff

Ms. Miles asked if the Subcommittee had considered a requirement for CTAC member attendance. Chair Harrison replied it had, but the Subcommittee decided against a requirement since CTAC members are volunteers; therefore, it did not have the legal authority to remove any member. Ms. Miles stated her disagreement for the record. Chair Harrison stated he would contact any member that missed too many meetings. He also stated it was HRTPO staff’s recommendation to exclude such language in the bylaws; however, he also added the issue required more public comment.

Ms. Miles asked if the bylaws should contain language regarding cancellation of CTAC meetings. Chair Harrison explained it was discussed, but the Subcommittee believed it was more appropriate left out.

Ms. Miles concluded, asking if the bylaws contained any reference to CTAC member term limits. Chair Harrison replied it was not discussed; however, the CTAC Chair is appointed by the HRTPO Board and serves at the pleasure of the Board for a term of up to 3 years.

Mr. Farmer stated CTAC members are serving staggered terms for continuity. When the CTAC bylaws are approved, the members will be officially told who holds one, two, or three year terms.

(Mr. Hurley arrives)

Mr. Taylor Moved for the approval of the CTAC bylaws for recommendation to the HRTPO Board at the June 2010 meeting, seconded by Ms. Edwards. The Motion Carried.

Future Discussion Topics

Chair Harrison stated several CTAC members expressed concern regarding the fast pace of the Committee in regards to transportation discussion topics. He noted that the members did not all have the same level of transportation knowledge, and realized that an informational transportation class was warranted. He originally had the members submit three priority discussion topics in order to grasp a clear direction for the first discussion issue. Utilizing the members' submissions, HRTPO staff created a matrix and 68% felt transportation funding was the top priority. HRTPO staff will invite a panel of transportation authorities to the May 13th CTAC meeting to address the members and present a tutorial on transportation. He stated once CTAC attends to the issue of transportation funding, it will discuss how to assess its next priority.

Next Meeting Date, Time, and Location

Mr. Gonzales stated HRTPO staff researched four Peninsula locations for possible CTAC meetings:

- Christopher Newport University – Fee involved, No recording capabilities
- Hampton Roads Transit – No Fee – Accessible to public transit
- Hampton University – Room is available but no word on fees or recording capabilities
- Thomas Nelson Community College – Not responded yet

Chair Harrison indicated he would like to have a larger gallery of citizens attending the meetings. He suggested that perhaps HRTPO staff could advertise the meetings in the newspapers. He noted the May CTAC meeting will be held in the Regional Building Boardroom again since plans have not yet been finalized for meetings on the Peninsula.

Ms. Wells suggested HRTPO staff submit a press release regarding future CTAC meetings.

Correspondence of Interest

Ms. Ravanbakht outlined the items located in the Correspondence of Interest section of the CTAC agenda packet to the Committee.

Old/New Business

Chair Harrison stated Mr. Bob Matthias, Virginia Beach Assistant City Manager provided CTAC with an excellent DVD regarding a mechanized transportation tolling system in Canada. HRTPO staff will distribute the DVD to all CTAC members for viewing.

Adjournment

With no further business to come before the Citizen Transportation Advisory Committee, the meeting adjourned at 6:16 p.m.

AGENDA ITEM #2: CTAC BYLAWS

SUBJECT:

As prescribed by the HRTPO Board Bylaws, the CTAC is tasked to develop its bylaws.

BACKGROUND:

Article VII of the HRTPO Board Bylaws states that “*each standing committee shall establish bylaws to guide its function and the functions of its subcommittees.*” As such, during the March 11, 2010 CTAC meeting, the CTAC Chair formed the CTAC Bylaws Subcommittee to develop the bylaws. Ms. Sharyn Fox, Ms. Randy Lougee, Mr. Albert Stetz, and Ms. Shepelle Watkins-White agreed to serve on the Subcommittee along with Chair Harrison. Mr. Rod Ingram, Virginia Beach City Attorney, agreed to assist the group with this task.

The CTAC Bylaws Subcommittee, during its meeting on April 8, 2010, developed draft CTAC Bylaws for preliminary review and comment by CTAC members. On April 8, 2010, CTAC members reviewed and approved the final draft of the CTAC Bylaws, which were made available for a 21-day public review and comment period from April 14 to May 5, 2010. No additional public comments have been received.

Mr. William Harrison, CTAC Chair, will lead any further discussion.

Attachment 2

RECOMMENDED ACTION:

Recommend HRTPO Board approval of the draft CTAC Bylaws.

Bylaws of the HRTPO

Citizen Transportation Advisory Committee

ARTICLE I. PREAMBLE

The Citizen Transportation Advisory Committee (CTAC) serves as an advisory committee to the Hampton Roads Transportation Planning Organization (TPO). *The mission of the Hampton Roads Citizen Transportation Advisory Committee (CTAC) is to provide the Hampton Roads Transportation Planning Organization (HRTPO) with a citizen's viewpoint on regional transportation issues, strategies, funding, priorities, and the decision-making process of the HRTPO. The CTAC will serve as a strong advocate on behalf of citizens by listening to their viewpoints and helping to have their voices heard by the HRTPO leadership and decision makers. The CTAC Chair, as a nonvoting member of the HRTPO Board, will have the responsibility of communicating the work of the CTAC back to the HRTPO Board.*

In the event of any conflict between these bylaws and those of the TPO, the TPO bylaws shall prevail.

ARTICLE II. DEFINITIONS

Citizen Transportation Advisory Committee (CTAC) – The advisory committee appointed by the Hampton Roads Transportation Planning Organization (TPO) to serve in an advisory capacity to the TPO. The CTAC's purpose is to provide public input to the TPO Board on transportation issues.

Hampton Roads Transportation Planning Organization (TPO) – The MPO for the Hampton Roads MPA.

Metropolitan Planning Area (MPA) – The geographical area determined by agreement between the MPO for the area and the Governor and in which the metropolitan transportation planning and programming process is carried out.

Metropolitan Planning Organization (MPO) – The policy board of an organization created and designated to carry out the metropolitan transportation planning and programming process. The Hampton Roads TPO is the MPO for the Hampton Roads MPA.

Metropolitan Planning Agreement – A written agreement among the MPO, State, and public transportation operators serving the MPA that identifies the mutual responsibilities of those entities in carrying out the metropolitan transportation planning and programming process.

Metropolitan Transportation Planning and Programming Process – The federally-mandated continuing, cooperative, and comprehensive transportation planning and programming process that results in plans and programs that consider all surface transportation modes and supports metropolitan community goals.

Planning District Commission (PDC) – A political subdivision of the Commonwealth of Virginia chartered under the Regional Cooperation Act by the local governments of each planning district. The purpose of PDCs is to encourage and facilitate local government cooperation and state-local cooperation in addressing regional problems of greater than local significance.

Transportation Management Area (TMA) – An urbanized area with a population over 200,000, as defined by the Bureau of the Census and designated by the U.S. Secretary of Transportation, or any additional area where TMA designation is requested by the Governor and the MPO and designated by the U.S. Secretary of Transportation.

Urbanized Area (UZA) – A geographical area with a population of 50,000 or more, as designated by the Bureau of the Census.

Unified Planning Work Program (UPWP) – A statement of work identifying the planning priorities and activities to be carried out within the metropolitan planning area. A UPWP includes a description of the planning work and resulting products, and specifies who will perform the work, time frames for completing the work, and the source(s) of funds.

ARTICLE III. MEMBERSHIP

3.01 General. The CTAC shall consist of up to thirty (30) members, each of whom shall be a resident of a TPO-member locality. The TPO member localities are: the Cities of Chesapeake, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg, as well as the Counties of Gloucester, Isle of Wight, James City, and York. Members shall be appointed by the TPO Board based on recommendations from the TPO Nominating Committee.

3.02. Terms. Initial terms shall be staggered: one-third of the members shall be appointed for one-year terms; one-third of the members shall be appointed for two-year terms; and one-third shall be appointed for three-year terms. In the event that an appointed member does not complete his or her term, then the TPO Nominating Committee shall recommend a replacement for appointment by the TPO Board to serve the unexpired portion of the term. No member shall serve more than two successive terms (even if one of the terms was for less than three years).

ARTICLE IV. VOTING

4.01 General. A motion that has been made and seconded may be approved by a majority vote of the members present, provided, however, that a quorum of a majority of the appointed members is present for the vote. If a quorum is not present, then the vote must be delayed until such time as a quorum is present, or the vote may be held at a subsequent meeting at which a quorum is present.

4.02 Reconsideration. Any member who voted on the prevailing side may make a motion for reconsideration at the meeting during which the vote was taken. Alternatively, such a member may make a motion to reconsider at the next regularly scheduled meeting, but only if the member informed the Chair and the Executive Director, in writing, within three business days of the publication of the minutes, of the member's intention to make the motion to reconsider. The Executive Director shall provide a copy of any such written notice to all CTAC members. A motion to reconsider cannot be renewed if it has been voted on and defeated, except by unanimous consent of those present at the meeting.

ARTICLE V. MEETINGS

5.01 Regular Meetings. Regular meetings of the CTAC shall be held at 5:00 p.m. on the second Thursday of January, April, July and October of each year at a place to be determined by the CTAC Chair. The CTAC may change the date and the time of any regular meeting at any prior meeting and may adjourn any meeting from time-to-time.

5.02 Special Meetings. Special meetings of the CTAC may be called by the Chair at the Chair's discretion upon five (5) business days notice to all members, of the time, place and purpose of the special meeting. In accordance with the provisions of the Virginia Freedom of Information Act, public notice of special meetings shall be given contemporaneously with the notice provided to CTAC members (ref.: Va. Code § 2.2-3707). The contents of the notice and the locations for notice placement shall be as set forth below in subsection 5.04.

5.03 Quorum. A majority of the appointed members of the CTAC shall constitute a quorum for the transaction of business.

5.04 Notices. Public notice of each regular CTAC or subcommittee meeting shall be given not less than three (3) business days prior to the date of such meeting, in accordance with the provisions of the Virginia Freedom of Information Act (ref.: Va. Code § 2.2-3707). Such notice shall provide the date, time, and location of the meeting and shall be posted in both the reception area of the Regional Building in Chesapeake and the administrative offices of the Hampton Roads Planning District Commission. Notice also shall be posted on the TPO Web site and, if feasible, in TPO newsletters. Staff is also charged on an on-going basis with improving and further disseminating notice of meetings in order to encourage and facilitate public participation.

5.05 Meetings Open to the Public. In accordance with the provisions of the Virginia Freedom of Information Act (the "Act"), all meetings of the CTAC or any subcommittees established by the CTAC shall be open to the public unless lawfully convened into a closed session in accordance with the Act (ref.: Va. Code §§ 2.2-3707 and 2.2-3712). No meeting during which CTAC or TPO business is discussed shall be conducted through telephonic or electronic means where the members are not physically assembled. In accordance with the Act, a "meeting" is any gathering of three or more members of the CTAC or any CTAC-appointed subcommittee (unless the subcommittee has only three members, in which case the gathering of two members shall constitute a "meeting") (ref.: Va. Code § 2.2-3701).

5.06 Public Comment. Time shall be allotted for public comment regarding transportation issues at CTAC meetings. Any person desiring to address the CTAC shall register with the staff of the TPO Executive Director prior to the opening of the meeting. The time limit for speakers is three (3) minutes per person. The Executive Director of the TPO shall assign a staff member to keep time for each speaker. Time cannot be pooled or assigned to any person other than the person who registered to speak. A member of the public may submit written comments or other materials to the Executive Director for distribution to the CTAC.

5.07 Minutes and Materials Furnished to Members. Minutes shall be recorded at all open meetings, and at least one copy of all agenda packets and all materials furnished to members of the CTAC shall be made available for public inspection at the same time such documents are furnished to members of the CTAC, and, when feasible, shall be posted on the TPO Web site prior to the meeting (ref.: Va. Code § 2.2-3707). Minutes shall include a record of any votes taken.

ARTICLE VI. OFFICERS AND DUTIES

6.01 Officers. The officers of the CTAC shall consist of a Chair and Vice-Chair.

6.02 Chair. The TPO Chair shall appoint one of the members of the CTAC as Chair of the CTAC for a three-year term. The Chair shall preside at all meetings of the CTAC at which the Chair is present, and shall vote as any other CTAC member. The Chair shall have all of the powers and duties customarily pertaining to the office of Chair and shall sign official documents of the CTAC and perform such further duties as may be assigned to the Chair by the TPO Board.

6.03 Vice-Chair. The Vice-Chair shall be a CTAC member and, in the event of the absence of the Chair, or of the Chair's inability to perform any of the duties of the office of the Chair or to exercise any of the Chair's powers, shall perform such duties and possess such powers as are conferred upon the Chair until such time as the Chair's inability to perform has ceased or a new Chair is appointed by the TPO Chair. The Vice-Chair shall perform such other duties as may from time-to-time be assigned to the Vice-Chair by the CTAC Chair, the TPO Chair, or the TPO Board. The Vice-Chair shall be elected by the CTAC members, and the Vice-Chair's term of office shall coincide with that of the current Chair, provided the Vice-Chair's term shall end notwithstanding the foregoing on the expiration of the Vice-Chair's term as a member of the CTAC.

ARTICLE VII. SUBCOMMITTEES

7.01 Subcommittees. The CTAC Chair may create standing or ad hoc subcommittees from time to time as circumstances warrant. Only CTAC members may serve on subcommittees, and the CTAC Chair shall appoint the members who serve on the subcommittees.

7.02 Subcommittee Meetings. The meetings of any standing or ad hoc subcommittee shall be open to the public as described in subsection 5.05, and public notice of such meetings shall be provided as described in subsection 5.04.

ARTICLE VIII. STAFF

8.01 Executive Director/Secretary. The Executive Director of the TPO shall provide staff support to the CTAC and shall plan, organize and direct the activities of the staff in support of the mission and the directions of the TPO Board. As needed, the Executive Director/Secretary shall work in coordination with the CTAC Chair to prepare the agendas for CTAC meetings.

ARTICLE IX. PROCEDURES

9.01 Parliamentary Procedure. Except as otherwise provided in these rules, the most recent edition of *Roberts – Rules of Order*, shall be used to conduct all meetings of the TPO and its subcommittees.

9.02 Governmental Agency and Public Body. The CTAC is an “advisory agency,” as that term is used in the State and Local Government Conflict of Interests Act, and it is a “public body,” as that term is used in both the Virginia Freedom of Information Act and the Virginia Public Procurement Act (ref.: Va. Code §§ 2.2-3101, -3701, and -4301). Accordingly, CTAC members shall be subject to the state laws and regulations that govern governmental advisory agencies and public bodies in Virginia, including the Virginia Freedom of Information Act, the State and Local Government Conflict of Interests Act, and the Virginia Public Procurement Act, except where specifically exempted by act of the General Assembly.

ARTICLE X. SUBSEQUENT AMENDMENTS

Any CTAC member may propose amendments to these bylaws by placing such proposed amendments in writing before the CTAC at a CTAC meeting. No vote shall be taken on the proposed amendments until the meeting that follows the meeting at which the written amendments were provided to the CTAC. The public shall be provided access to inspect the proposed amendments. Approval of amendments shall require an affirmative vote of 2/3 of the members appointed to the CTAC, as well approval by the TPO Board prior to effective date thereof.

ARTICLE XI. EFFECTIVE DATE

The foregoing bylaws of the HRTPO Citizen Transportation Advisory Committee were adopted by a duly constituted meeting of the HRTPO Board on **[insert date]**.

AGENDA ITEM #3: TRANSPORTATION FUNDING PANEL

SUBJECT:

Discussion panel to learn more about transportation funding.

BACKGROUND:

A recent survey of CTAC members revealed the following four categories (in priority order) for future discussion topics:

1. Transportation Funding
2. Mobility Constraints and Growth Opportunities
3. Public Awareness/Involvement/Support
4. Other (safety, military, and minority procurement opportunities)

Mr. Harrison, during the April 8, 2010 meeting, requested the HRTPO staff to form a panel to brief CTAC members on transportation funding.

Mr. William Harrison, CTAC Chair, will lead the panel discussion.

A. PRESENTATIONS

The panel will consist of Mr. Dwight Farmer, HRTPO Executive Director, Mr. Aubrey Layne, Virginia Commonwealth Transportation Board Member, and Senator Harry Blevins, Virginia State Senate. Key discussion topics will include Federal, State, and local transportation funding.

B. QUESTIONS AND ANSWERS

Following the panelists, there will be two Question and Answer sessions with:

1. CTAC members
2. General Public

RECOMMENDED ACTION:

None required.

AGENDA ITEM #4: NEXT MEETING

SUBJECT:

Schedule the June CTAC meeting.

BACKGROUND:

HRTPO staff reserved the Hampton Roads Transit Board Room in Hampton for the CTAC meeting on June 10, 2010. The location is transit accessible and has audio/video/recording capabilities.

RECOMMENDED ACTION:

Approve the June 10, 2010 CTAC meeting to be held from 5:00 p.m. to 7:00 p.m. at the Hampton Roads Transit Board Room, 3400 Victoria Boulevard, Hampton, VA.

AGENDA ITEM #5: FOR YOUR INFORMATION

A. HRTPO BOARD MEETING

The HRTPO Board is scheduled to meet on May 19, 2010 at 10:30 a.m. in the Regional Board Room, 723 Woodlake Drive, Chesapeake.

B. PUBLIC COMMENTS

None received.

AGENDA ITEM #6: OLD/NEW BUSINESS