

AGENDA NOTE – HAMPTON ROADS METROPOLITAN PLANNING ORGANIZATION

ITEM #1: SUMMARY MINUTES

Minutes of the November 19, 2008 meeting are attached.

Attachment

RECOMMENDED ACTION:

Approve the summary minutes.

Hampton Roads Metropolitan Planning Organization

Meeting Minutes of November 19, 2008

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

MPO VOTING MEMBERS:

Bruce C. Goodson, Chairman (JC)	Alan P. Krasnoff (CH)
Selena Cuffee-Glenn (SU)	Douglas L. Smith (PO)
Paul D. Fraim, (NO)	Jeanne Zeidler (WM)
Joe S. Frank (NN)	Eric Stringfield (VDOT)
Brenda G. Garton (GL)*	Michael S. Townes (HRT)
Randall L. Gilliland (HA)	Mark D. Rickards (WATA)*
Louis R. Jones (VB)	Dwight L. Farmer (HRMPO)

MPO NONVOTING MEMBERS:

Jeffrey A. Florin (VPA)	Daniel Rudge (VDRPT)
	Ivan P. Rucker (FHWA)*

*Late arrival or early departure

OTHERS RECORDED ATTENDING:

Clifton Hayes, Earl Sorey (CH); Keith Cannady (HA); Douglas Caskey (IW); Randy Hildebrandt (NN); Brian Pennington, Jeff Raliski (NO); George Brisbin, Sherri Neil (PO); Eric Nielsen, Patrick Roberts (SU); Roderick Ingram, Les Lilley, Jim Spore, Mark Schnaufer, Marty Moynihan (VB); Betsy McBride, Jim Oliver - HRCCE; Dana Dickens - HRP; Terri Boothe, Chuck Cayton, John Gergely - citizens; Ricardo Correa, Jim Ponticello - VDOT; W. Dewey Hurley - Branscome, Inc.; Ron Hodges - HRT/Traffix; Peter Huber - Willcox & Savage; Ray Taylor, Vince Thomas - FHR; Ellis James - Sierra Club Observer; Tyson Rosser - VHB, Inc.; Mike Miller - Kimley-Horn & Associates; Stan Banach - EDI; Kimball Payne - Daily Press; Germaine Fleet - Biggs & Fleet; Staff: Jessica Banks, Sam Belfield, John Carlock, Rick Case, Nancy Collins, Marla Frye, Kathlene Grauberger, Greg Grootendorst, Frances Hughey, Jim Hummer, Rob Jacobs, Brett Kerns, Mike Kimbrel, Keith Nichols, Joe Paulus, Kelli Peterson, Andy Pickard, Camelia Ravanbakht, Laura Surface, Joe Turner, Chris Vaigneur and Eric Walberg.

PUBLIC COMMENT PERIOD

Chairman Goodson noted there were no citizens to address the MPO members.

CONSENT AGENDA

The Consent Agenda consisted of the following items:

- Summary Minutes of October 15, 2008
- FY 2009-12 Transportation Improvement Program Amendment – Chesapeake/Hampton Roads Transit (Final Approval)

Chairman Goodson asked for a motion to approve the Minutes of October 15, 2008. Mr. Townes Moved to approve the Minutes; seconded by Mr. Gilliland. The Motion Carried.

Mr. Farmer stated the MPO has already seen the amendment with this being the final approval. Mr. Townes Moved to approve the FY 2009-12 TIP amendment; seconded by Mr. Gilliland. The Motion Carried.

FY 2009-12 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENT: VDOT (INITIAL APPROVAL)

Mr. Farmer explained the initial and final review processes for the TIP Amendments. An amendment must go through a 30-day public review and only if there are no public comments and the members of the board do not have any objections, the final review will then be presented as a consent item in the agenda. This request is in the initial phase and must go to the public for review and comment. VDOT has requested a rail relocation along the Western Freeway Corridor in Portsmouth. It was inadvertently omitted from the current TIP and if there are no comments in the 30-day period, it will be in the consent agenda next month for final approval. Mayor Krasnoff Moved to approve the initial phase of this amendment and Mayor Fraim seconded the motion. The Motion Carried.

FY 2009-12 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENT: VDOT (INITIAL APPROVAL)

Mr. Farmer stated this amendment is also from VDOT and it is marked as a debt reimbursement for the Norfolk Light Rail project. He commented there were obligations in the amendment for the preliminary engineering phase and asked Mr. Stringfield to further explain. Mr. Stringfield explained this particular UPC# was not necessarily a project but more of a tracking tool to allow the City to look at expenditures and how they were being reimbursed. Mr. Jones Moved to approve the amendment, which was seconded by Mayor Fraim. The Motion Carried.

FY 2009-12 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENT: REQUEST TO TRANSFER CMAQ ALLOCATIONS – NEWPORT NEWS

Mr. Farmer stated the City of Newport News would like to transfer \$1.5 million in Congestion Mitigation and Air Quality (CMAQ) funds from the Newport News Shuttle Phase 2 to a new project, Patrick Henry Mall Transfer Center. The Newport News shuttle project was discontinued in March 2007 and the Technical Transportation Committee (TTC) has recommended approval. Mayor Frank added building this transfer station at Patrick Henry Mall would be a significant opportunity for the city to provide better service in the area. Mayor Frank Moved to approve the amendment; seconded by Mr. Townes. The Motion Carried.

(Mr. Rucker arrived.)

TRANSIT VISION PLAN: MID-PROJECT REPORT

Chairman Goodson introduced Mr. Matthew Huston, a consultant with HNTB Corporation to provide an overview of the mid-project report.

Mr. Huston explained the presentation would be an update for the MPO Board regarding the transit vision plan. HNTB was charged with producing a transit vision plan, a financially unconstrained plan that will be produced by February 2009 and will then transpire into a statewide transit plan and the statewide transportation plan. By April 2009, HNTB will be projecting cost and a ridership estimation process which will feed into a ridership and cost report that will go to MPO staff in order to be included in the 2034 Long-Range Plan. As part of this process, early action projects and near term transit projects will be identified that could be implemented by the region.

As of mid-October, one public informational meeting has been held with a video link to the HRT site in Hampton in order to increase participation. A total of 65 people attended and were very supportive of the plan. There is a project website that details more information.

The first task assigned to HNTB was to look at past studies and to make sure there was an understanding of what the guidelines were for both the Federal Government and the State in terms of providing transit service and the types of development patterns that were being looked at to be supportive of transit. Comprehensive plans were also reviewed to understand how transit was addressed. Finally, past transportation and transit plans were reviewed in order to build on those plans instead of beginning from scratch.

A few ideas that have evolved from that research are development ideas that are supportive of rail transit and supportive of fixed rail bus transit. These are guidelines adopted by the Department of Rail and Public Transportation (DRPT), and were sent down from the Federal Transit Administration (FTA) as well as the Institute for Transportation Engineers. The analysis that was done looked at the transit supportive portions of the region and those areas that met the guidelines from both a residential perspective and an employment perspective. An analysis was also completed

examining underserved areas. A number of techniques including non-driver studies from the MPO, existing bus route systems, and what is planned in the current Long-Range plan were used to see if there are any transit supported areas not being covered. As a result of that analysis, a list was developed of candidate corridors that are being reviewed from a feasibility perspective.

Mr. Huston presented a map of the transit supportive areas that were identified. The darker colors of reds and purple are those areas that are more supportive of higher capacity transit so one can see certain centers in the region that are supportive of rail according to current forecasts of land use. Based on that, the region can go through a process to really build on those areas to look for other areas that can connect with them and develop and increase the transit supportiveness.

There are 16 candidate corridors being reviewed. It needs to be emphasized that these are candidates at this point and are being evaluated for feasibility and by jurisdictional staff to determine whether the study is going in the right direction and if any changes should to be made. Mr. Huston informed the MPO of the list of candidate corridors and invited them to look at them on their own and to have HNTB answer any questions at a later time. He stated not all locations and corridors are ready for high capacity transit. However, there are things that can be done now and others that can be done well into the future.

One tool used to identify these corridors is the location of activity centers. As shown on the map, regional activity centers have been identified, with the darker color outlining the more intensive activity centers from the perspective of the number of employees in that area. And with this, it is the intention to try to connect these dots with a transit system. Some of the high capacity transit corridors being defined are commuter rail, light rail, bus rapid transit, and also express buses. Although the express buses may not carry many riders, it does connect the whole region and there is more of a regional perspective.

Local bus enhancements are being examined with eight corridors being reviewed. Some of these do overlap with higher capacity transit corridors so it is expected that one or the other would come out of the plan, but not both. These are areas that were found to be particularly underserved with the existing bus network where there are non-driver households not being served close enough to transit. Also being considered is coordinating this project with a comprehensive operational analysis that HRT is undertaking. These local bus enhancements will be fed into that process to be evaluated and perhaps implemented on a very short range.

(Ms. Garton arrived.)

(Mr. Rickards arrived.)

The next steps to be taken will be to receive feedback from the MPO and the TTC to make sure these corridors are going in the right direction and make any refinements necessary. In December, service implementation will be reviewed and the corridors will be sequenced and it will determine the sequence the projects will be implemented, the projects are more feasible now, as well as the projects with more advanced planning.

There is also a TDM component, park and rides, and a telework component. HNTB will be going in front of the Traffic Oversight Committee in early December for a second review on strategic priorities to hear their feedback. To finish the transit vision plan, HNTB plans to return to the TTC in early February, the MPO in mid-February, and then continue with a public information meeting after the MPO has had an opportunity to review the plan and is comfortable with going to the public. At the end of February, this process will roll into the statewide transit plan process. Therefore, this report is turned over to DRPT and it will wrap it up with the other regions. Mr. Huston concluded his presentation and asked if there were any questions or comments.

Mr. Goodson thanked Mr. Huston for his remarks and stated that many of James City County's constituents who attended the public participation meeting had a favorable response to the plan. He also stated James City County is undergoing a comprehensive plan update at the moment and wondered if the corridor of the CSX corridor study was going to go all the way to the edge of James City County.

Mr. Huston replied the corridor does go to the edge of the region and different modes are being examined in that corridor. One mode is Amtrak, and that planning is being done by the state to increase Amtrak service in that corridor and extend to a new station in Newport News. Commuter rail is also being reviewed and that would sit on the same track as Amtrak. It may not go all the way to the northern border of James City County, but input on a feasible northern terminus of that project would be helpful. Finally, light rail is also being considered in that corridor. Again, it would be along much the same limits - north of Williamsburg to the southern tip of Newport News - and if the Third Crossing is built, the connection could be established to the Southside as well.

Mr. Rickards commented that Richmond Road (Route 60 in Williamsburg, James City County, and even in parts of York County) was perhaps missing from the high-capacity corridors or bus enhancements. For instance, on the transit part of the multimodal issue of that corridor this past summer, the line haul was so much over capacity that it was necessary to look at articulated bus transit. This is an area of extreme variances of land use, high-capacity residential, and growth in that corridor needs to be addressed. The area is on the north side of Williamsburg, from the bypass north to the Stonehouse area.

Mr. Townes commented it was great to work with Mr. Huston and that HNTB was doing a good job. He also stated he had previously expressed to him some concerns about the amount of public participation that has been included in this process, and that only one public meeting had been held at the beginning and only one to be held at the end of the process. There is not much input from that point on. To address that, HRT has proposed the Comprehensive Operational Analysis (COA) public process which can be intense, but if that is accepted, it will tend to encourage comment about the visioning process.

Mr. Townes also stated that Mr. Huston was very gracious in coming to a recent retreat of the Transportation District Commission of Hampton Roads, and at that meeting the Board expressed concern that this process would lead to too constrained of a vision. The HRT Board believed it was time for Hampton Roads to have an expansive transit vision and would like to see this process enhanced, but reasonable in terms of funding

constraint and vision. Furthermore, he expressed concerns about not seeing sufficient analysis or connections between Williamsburg Area Transit and Hampton Roads Transit service areas. There needs to be perhaps a little more analysis in the northern part of the region because there is significant growth. It might be seasonally related, but it is there and it needs to be addressed and transit is one of the elements for helping to address that. He concluded by stressing the need to take this opportunity to develop a vision for Hampton Roads that has never existed before, an expansive one so the region can have a guiding light for moving in that direction.

Chairman Goodson stated no action was required on this issue but the MPO is looking forward to the final report early next year.

ITEM 7A – GILMERTON BRIDGE TRAFFIC MITIGATION

Chairman Goodson introduced Mr. Rick Correa, Design Project Manager from VDOT, Hampton Roads District, who would be discussing traffic management during the construction of the Gilmerton Bridge Replacement Project. Mr. Correa stated the project will go to advertisement in February, and through most of the project duration, traffic will be reduced from four to two lanes. He outlined that during the presentation, discussion would include four topics and the MPO would be given a brief overview of the project. The sequence of construction, maintenance of traffic and the traffic conditions existing now and also during construction will be explained. He also planned to present some traffic mitigation strategies that are being contemplated.

A map was presented showing the existing Gilmerton Bridge. The main span is a double leaf bascule span and is 70 years old, desperately needing replacement. It carries four lanes of traffic from South Military Highway, Route 13, over the Southern Branch of the Elizabeth River. He then showed a slide of an isometric section of the project. The existing four lanes will be replaced with four lanes, however, the bridge will be built wide enough to accommodate a third lane of traffic in each direction whenever Military Highway is widened in the future.

Next, a slide showing an elevation view of the lift span of the proposed bridge was displayed. During the study phase of this project, several different alternatives were evaluated. It was determined that the existing bridge would have to be replaced on the existing alignment. Another requirement was that at least two lanes of traffic be maintained throughout the duration of the construction. With those two constraints in mind, the concept of a lift span was developed. The lift span is a 250 foot long bridge with towers of 215 feet in height. The foundations for these towers are on either side straddling the foundations of the existing bascule bridge. This would be done to allow the existing bridge to stay in operation during the construction of the towers.

The next slide shows how traffic will be maintained on the existing bridge with the deck of the existing bridge represented in green and the deck of the proposed bridge in red. The foundations of the proposed towers will straddle the existing bridge. Therefore, traffic will be maintained on the existing roadway as the towers are being built overhead.

Another one of the constraints that is worth noting is the Norfolk Southern Railroad Bridge. The center line of this railroad is only 80 feet from the proposed center line of the bridge.

Mr. Correa displayed a schematic drawing depicting the sequence of construction in more detail. The drawing illustrates stage one and how traffic will be maintained during construction. He noted that during construction, the speed limit will be reduced from 50 miles an hour to 35 miles an hour. Construction duration is 44 months total with an anticipated start date of July 2009 and completion date of February 2013. In stage one, traffic is reduced from four lanes to two lanes. Two lanes of traffic will be shifted as far northward on the existing bridge as possible as a 30 foot width of the proposed approach bridge is built. The towers will also be built during stage one along with 30 feet of roadway that can accommodate two lanes of traffic.

Stage two is a 14 day period where the roadway is closed entirely and the moveable spans will be changed out. The existing bascule spans will be floated out and then the new lift spans floated in. This is going to have to take place in that 14 day period. During the road closure, an 8 mile long detour will take traffic from the west side of the bridge going to the east side down George Washington Highway back up north on I-464.

Mr. Correa then presented a slide showing the change out of the movable spans. This shows the existing condition after stage one construction with the entire towers built and 30 feet of the approach bridges. In steps two and three, the existing bascule is removed by barges and in step four, the lift span is floated in and connected to the towers making it fully operational within that 14 day closure period similar to what was done at the Coleman Bridge. The entire lift span is now fully operational in stage 3 of the construction. There will then be two lanes of traffic shifted onto the new 30 foot width of the approach bridge and building of the rest of the approach bridges will then take place. Finally, during stage four of construction, which will be a 6 month period, there will be three lanes open, two westbound and one eastbound, while finishing of roadway approach work occurs in the medians.

This is a very heavily travelled corridor so there are going to be some challenges during that time. The question that needs to be answered is what will happen when traffic is reduced down to two lanes. VDOT evaluated traffic based on the HRPDC diversion analysis completed in May and then last September when the plans were finished they were approved by FHWA. The MPO did another diversion analysis after it found out the Jordan Bridge was going to be closed. Based on all that, it was determined that there was going to be significant backups on Military Highway during the construction period. Also, the diversion of traffic from the Gilmerton Bridge onto I-64 is going to lower the level of service of that facility from the current E to a level of service F. This has been evaluated and it was determined that most of the traffic will be diverted to either the Downtown Tunnel or the Highrise Bridge.

VDOT's main goal is to repeat the success that has been accomplished on the I-64/Battlefield Boulevard project. In order to do this, there are several strategies that must be implemented. The first four items on the list shown are items that are on

VDOT's traffic management plan. These are things VDOT does for every project to maintain traffic through construction zones. First of all, there is a detailed sequence of construction plans on the roadway and bridge plans. Then, a detailed maintenance of traffic which goes along with the roadway sequence of construction plans. There will be a proactive public information plan and motorists will also be notified of any changes in traffic patterns. There will be an evolving transportation operations plan where VDOT will continuously analyze, evaluate, and manage traffic throughout the construction duration, in the work zone, and also the adjacent network of roads. VDOT has construction incentives and disincentives in the construction specifications. For example, during the stage two 14-day period, there is a \$57,000 incentive if the contractor can complete stage two in less than 14 days. If it takes him more than 14 days, he will be penalized \$57,000 a day. An on-site wrecker service will be available throughout the construction duration. There will be a construction oversight consultant to manage the construction engineering and inspection activities. That consultant will have traffic experts who will manage the day-to-day operations of all these strategies that will be implemented. VDOT has specifications that include a partnership agreement with all the stakeholders including city, state, businesses, and contractors to try and manage as efficiently as possibly the traffic during construction. One last thing VDOT is planning is to request modifications to the bridge opening schedule. Currently, the Gilmerton Bridge is opened on demand except during peak hour periods where only commercial traffic that has given a two hour notice can pass through. The current restrictions are 6:30 to 8:30 in morning and 3:30 to 5:30 in the afternoon. VDOT will request the Coast Guard extend those periods by an hour from 6:30 to 9:30 in morning and 3:30 to 6:30 in the afternoon. That extra hour will allow traffic to clear after the rush hour winds down. The City of Chesapeake is submitting a formal request to the Coast Guard and is hoping to have written endorsements by VDOT and the MPO. Mr. Correa concluded his presentation regarding the Gilmerton Bridge Traffic Mitigation and stated he would answer any questions or concerns from the MPO.

Chairman Goodson thanked Mr. Correa and asked if the MPO Board had any questions.

Mayor Fraim suggested asking the Coast Guard to also restrict the bridge openings for the Berkley Bridge. Mr. Stringfield stated VDOT will try and coordinate with the Coast Guard the most ideal conditions during the construction period. Mayor Fraim noted his concern regarding excessive traffic in the Downtown and Midtown Tunnels when the traffic lanes are reduced at the Gilmerton Bridge. Also, with the closing of the Jordan Bridge, the situation will be more compounded. He stressed that a real effort be made to coordinate with the Coast Guard to help with the issue.

Mayor Fraim also asked how many hours a day the contractor would work. Mr. Correa replied the contractor can operate around the clock if he so chooses. However, VDOT does not anticipate this because it would be more costly. Mayor Fraim believed the construction time period was quite long and perhaps it would help if the contractor works a longer day in order to move the project forward. Mr. Stringfield stated some of the work may not be feasible to do at night, but it is something that can be

investigated. Longer work hours, Mr. Correa commented, were not addressed in the contract because it would increase construction costs. He further stated there were other incentives and disincentives besides those listed for the complete 14-day closure. There is also an incentive/disincentive for substantial completion. VDOT is expecting the four lanes of traffic to be reopened by November 2012. If the contractor is able to accomplish this earlier, he will receive \$25,000 a day. If he opens four lanes of traffic beyond that substantial completion date, he will be penalized \$25,000 a day. So there are incentives and disincentives for the contractor to meet the different milestones to encourage efficiency during construction.

Mayor Frank stated there should be clear details in the request for proposal regarding work hours. Chairman Goodson agreed suggesting there should be a requirement for when VDOT expects the job to be completed. VDOT engineers would know how long it will take to do the project if the contractor works eight hour days, twelve hour days, or weekends.

Mr. Correa explained VDOT does have a schedule in the contract documents and it is based on 8 hour workdays. VDOT is not requesting nor requiring the contractor to speed up the construction by working more than a typical eight hour day. The contract is set up for a 44 month total duration based on an 8 hour workday. VDOT recognizes that when the constructability review of the project was done, requiring the contractor to work nights or weekends would increase the cost of the project so it was elected not to put it in the contract.

Mayor Frank believed the issue is whether VDOT is willing to accept a different approach. He stated if the contractor is required to work more than eight hours a day, at night and on weekends then there will be a cost premium and the project becomes more expensive. Newport News contracted Warwick Boulevard in this manner and had to control what times of day the contractor could work in order to keep traffic flowing and it did increase the costs substantially. However, the question is what kind of impact that has on the flow of traffic and how long the project takes to build out. Mayor Fraim asked if it was too late in the process to have an impact on what VDOT was planning and whether VDOT would accept the MPO's input.

Chairman Goodson stated he thought VDOT would have to keep its engineers on-site while work was being done and therefore, if the contractor chose to work weekends the VDOT engineers would also have to work weekends. Mr. Stringfield confirmed Chairman Goodson's statement.

Mr. Smith stated he wanted to make sure the MPO Board realized what an enormous issue it is and the City of Portsmouth has a tremendous amount of angst about this project. It is almost a perfect storm of where the region has lost the Jordan Bridge and there is a very real scenario of the Midtown Tunnel construction beginning before this project is completed. The Jordan Bridge closed during a holiday week so it is hard to tell what happened, but if there is one accident, there will be a four and half mile back up trying to get into Portsmouth. The cost of this project versus the cost to the region's economy and citizens trying to get in and out of Portsmouth, Chesapeake and Norfolk will be horrible. He added the MPO Board and staff should work very closely with the

VDOT staff to inform the public. The changes will have to be clearly explained to the public and alternatives must be offered.

Mayor Frank suggested perhaps it would be appropriate to ask VDOT to come back to the MPO in December to outline the cost of expanding the hour and weekend requirements to expedite the construction process, what costs would be associated with that, and what benefits/detriments might accrue from that so the MPO could have a better understanding of what this requirement would entail. This project is a disaster waiting to happen no matter how it is done and the sooner it is completed the better off the region will be. The costs are going to be significant. Mr. Stringfield commented it was uncertain whether this was doable but would take the request back to VDOT but also added that this project is similar to the Coleman Bridge project a few years ago and VDOT hopes to have the same success with the Gilmerton Bridge as it did with both the Coleman and the current Battlefield Boulevard project. Mayor Fraim believed the magnitude of this project was different along with the number of people using it, so the implications for connectivity between alternate routes was more significant. Chairman Goodson also stated the big difference between the Gilmerton and Coleman projects is the Coleman Bridge was already two lanes so two lanes were maintained for the two week closure. The Gilmerton project is a four lane facility reduced to two lanes for three and half years. The MPO is asking VDOT to see if there is a way to speed up construction time and if it can be done. It obviously can be done but at what costs. The MPO would look at that cost and then determine if it is worth considering. Mr. Stringfield stated he would take the request back to VDOT.

Mayor Fraim stated that in Mr. Correa's presentation, Military Highway will go to an F ranking when some members of the MPO Board already thought it held the F ranking. He hoped in the bid documents VDOT would ask the contractor what the additional costs would be if it was required to work on Saturdays. It will have a significant impact on the economy in the area and the disruption is going to be such that maybe it is worth paying more for it. He then deferred to Mr. Farmer regarding traffic backup models. Mr. Farmer stated the impacts that will ripple to the Hampton Roads Bridge Tunnel would be a three to four mile back-up during this three year period. A three mile plus back-up would occur at the Downtown and the Midtown Tunnels, a two to three mile backup at the Gilmerton Bridge, and conservatively a mile or two at the Highrise Bridge but perhaps as far back as Bowers Hill.

Ms. Cuffee-Glenn asked if the MPO should expect a regional communication plan from VDOT. Mr. Farmer responded that VDOT had not conveyed a communication plan. However, to its credit, VDOT had an excellent model for Military Highway just north of the Regional Building and the Coleman Bridge. VDOT has the know-how and the institutional knowledge and the MPO must assume it has a firm hold on this project too.

Mr. Correa stated this concern was one of the bullets displayed during the presentation. The first four bullets on that slide are items VDOT typically does in all projects. The proactive public information plan and the transportation operations plan are plans that are put in place for all projects. The public is notified of all changes in traffic patterns through news, newspapers, web sites, and radio. VDOT will also notify

Traffic Incident Management whenever there is an incident and also will require the contractor to have close and continuous communication with the department anytime there is an activity approaching that will change traffic. This, in turn, allows VDOT to notify the public in a timely manner. All of those objectives were implemented on the Battlefield Boulevard project and there has been much success with that and VDOT plans to build on that with this project to make it as efficient as possible. It is going to be hard to go from four to two lanes on Military Highway and it will cause some challenges but the systems in place have proven successful in the past. Obviously, the partnering among all the stakeholders is very important including partnering with the MPO to do what is necessary to mitigate these concerns.

Mr. Gilliland commented that this is clearly a critical project and important to South Hampton Roads and the entire region. The MPO has no information yet regarding the funding source for this project and apparently that information was not available at the time of the TTC meeting. He requested staff research how the project will be funded and if it will require reprioritization of the TIP. Chairman Goodson replied that information will be discussed in a few minutes in Item 7B of the agenda.

Mr. Smith added the MPO or perhaps the TTC needs to address the issue looking at all aspects of the project. He suggested there be on-site wrecker service, not just at the Gilmerton Bridge, but also at the Downtown Tunnel and High-Rise Bridge. He questioned who was responsible for understanding that the impact will hit as Mr. Farmer articulated and what solutions can be achieved with the other traffic arteries. The MPO cannot underestimate how terrible this is going to be and perhaps the TTC has a responsibility to see what can be done to mitigate the impact away from the Gilmerton Bridge. Mr. Stringfield stated the High Rise Bridge handles its own facilities but the James River Bridge has 24 hour wrecker service available.

Chairman Goodson thanked Mr. Correa for his presentation.

ITEM 7B – GILMERTON BRIDGE MITIGATION

Chairman Goodson stated the City of Chesapeake had asked at the October 15, 2008 MPO Meeting to move \$15,500,000 in RSTP funds to close the funding gap for the Gilmerton Bridge. It was deferred until today's meeting and at this time, Chairman Goodson yielded the floor to Mayor Krasnoff.

Mayor Krasnoff reported that when the City of Chesapeake had the opportunity to speak with State Secretary of Transportation Pierce Homer, he mentioned it was not absolutely necessary to have the complete sum of money at the time of going forward with the project. He also added that with the state of the economy, there is the possibility that bids for the project might actually be lower than expected. With that being said, the City of Chesapeake is asking that the Gilmerton Bridge project be continued until the bids for the bridge replacement are received and the actual deficit is known. The project is scheduled to be advertised for construction in February 2009. Additionally, given the regional impact of the recent closure of the Jordan Bridge and the loss of capacity on the Gilmerton Bridge, during construction, the City of Chesapeake will be requesting the United States Coast Guard, in compliance with

what has already been mentioned today, to approve the revised drawbridge opening schedules that minimize bridge openings during peak commute times. Mayor Krasnoff Moved that the MPO and VDOT, at the request of the City of Chesapeake, provide a letter of support for this initiative. Mayor Fraim also asked for the Berkley Bridge to be included in the motion. The motion was seconded by Mr. Gilliland. The Motion Carried.

MPO COMMITTEE STATUS REPORT

Mayor Frank acknowledged the excellent work done by the MPO Committee which was appointed by the MPO to revisit how the HRMPO operates. As a result of numerous meetings, there are a number of suggestions and recommendations the Committee brings to the MPO this morning. A copy of the Metropolitan Planning Agreement (MPA) was sent to MPO members with the agenda package. The MPA is an agreement in the Hampton Roads area with the Commonwealth of Virginia. Basically, VDOT created the document to have it be consistent on a statewide basis. The changes the Committee has recommended fundamentally deal with the committee structure that it has put in place through the new bylaws which can be adopted today if the MPO Board approves them after review. The MPA is the document that deals with the statewide issues from VDOT conforming to federal law and is the document that gives the MPO standing to do its planning. The MPA also outlines the Transportation Technical Committee (TTC), the Transportation Advisory Committee (TAC), and other regular meetings conforming to the Freedom of Information Act (FOIA) requirements. The Committee recommends that staff be authorized to forward the MPA to VDOT for its approval. If VDOT approves it, it would be returned to the MPO, the MPO would vote on it, and then the Chairman would sign it. Mayor Frank believed the MPO has preliminarily sent it through VDOT, but now a formal step needs to be taken.

Mayor Frank reported the Committee has recommended separate chairs for the MPO and PDC, and those chairs would be one from the Southside and one from the Peninsula. For example, if the MPO Chair is from the Southside, then the PDC Chair would be from the Peninsula and vice versa. In the bylaws, there is a provision for a Nominating Committee and the MPO would follow that process.

The Committee also discussed a legislative liaison position and several options were discussed. One was that the MPO hire someone to represent the MPO at the state legislature and with members of the state legislature on an ongoing basis throughout the year so the members of the legislature would be informed of the MPO's work. The other was that the MPO use the existing legislative liaison persons that the local communities have already engaged and have MPO staff meet with them on a regular basis and the liaisons would address the MPO issues along with the issues normally addressed on behalf of the local jurisdictions. The Committee's recommendation is to do the latter for this session of the legislature in January. It would give the MPO an opportunity to go through a session of the legislature with that arrangement, determine how effective it is, and decide if this arrangement works for the MPO. More than likely, the legislature will probably not make any decisive decisions regarding transportation this year. In any event, the Committee thought it would reevaluate it after the General

Assembly adjourns and then decide whether it should be continued as an approach or whether a permanent staff person should be hired. The recommendation of the Committee is to work with the local existing legislative liaisons for now.

The Committee also recommended the MPO hire a staff person to be a community outreach coordinator. This staff person would reach out to the community to set up meetings, brief organizations, communicate to the public, including the elected jurisdictional body, the City Councils and the County Boards of Supervisors on an ongoing basis to determine what the decision paths are and what the issues are that are being raised. The consensus of the Committee was to recommend to the MPO this consideration.

Mayor Frank then outlined the issue of weighted voting within the MPO. In the agenda package, there is a copy of the staff analysis that shows the 3 alternatives the Committee discussed. He explained each scenario of one vote for every 50,000 population, one vote for every 75,000 population, and one vote for every 100,000 population. The Committee recommended one vote for every 75,000 population. It seemed to be fair and gives the larger communities more vote without overwhelming the smaller communities. Even with the weighted voting, the larger communities do not get 50% of the vote, so there is always the opportunity for the smaller communities to prevail. The MPO would work out arrangements on critical issues. Mayor Frank stated in the 20 years on the MPO it has never been a meaningful issue, but the consensus was that weighted voting addresses the concerns of the larger communities without diverting the costs or becoming overwhelmed by the smaller communities who may not have as much vested in the project. It protects the smaller communities because they will not be overwhelmed by the larger communities. Therefore, the Committee recommended the one vote for every 75,000 population.

Mayor Frank referenced the MPO bylaws as the next item. A copy of the bylaws was in the agenda package that was forwarded to MPO members. He pointed out a language error in Section 8.03, Financial Transactions. On Page 9, the language says that in addition to receiving transportation funding, "...the PDC shall serve as fiscal contracting agency and will allow its staff..." Mayor Frank believed the language should be changed to "...shall serve its staff..." That is consistent with the other language in paragraph 8.01 and 8.02 and it was probably a wording error. He commented that the goal today was to briefly go through and detail the substantive issues. The bylaws begin with the preamble which states what the MPO is and it refers to the federal and state law that gives effect to an MPO. Article 2 outlines various definitions which are mostly derived from federal regulation.

MPO membership was discussed extensively and in Article 3, Section 3.01, the cities and counties are voting members together with the Williamsburg Area Transit Authority (WATA), Transportation District Hampton Roads (HRT), the Virginia Department of Transportation (VDOT), and the Department of Rail and Public Transportation (VRPT). The MPO added the Virginia Port Authority (VPA) which was discussed at this body previously. The nonvoting members, also outlined in Section 3.01, consists of the Chief Administrative Officers (CAOs), who will be present at the table but will not be voting members to avoid conflict. There will also be two General

Assembly Representatives, one senator and one delegate, and again if the Senator is from the Southside then the Delegate is from the Peninsula. The Committee created a Citizens Transportation Advisory Committee (CTAC) and the chair would be a nonvoting member. The CXS Railroad, Norfolk Southern Railroad, the Peninsula Airport Commission and the Norfolk Airport Authority would also be nonvoting members. There is an insert on Page 3, Section 3.03 that creates a requirement that each voting member designate an alternate authorized in absence of the voting member. In the case of the localities, the alternate needs to be an elected official and regarding public transit members, the alternate has to be an official of the agency's management team authorized to act in the absence of the director. The Secretary of Transportation will designate alternates for state agency members. The reasoning behind this requirement is to make sure the alternate has the authority to make decisions.

The weighted voted section is in Article 4 and it outlines the one in 75,000 vote formula. The data would be based on the July 1 calculations from the Weldon Cooper Center for Public Service, and would recalculate every two years based on the theory that the population does not change all that much on an annual basis.

There is also a section in the bylaws on reconsideration. If a person is on the prevailing side on a motion, and wants to move to reconsider it, this section of the bylaws sets forth how that person might bring up a motion to reconsider. The motion must be made, in writing, within 5 business days of the original vote to the MPO Chair and the Executive Director. It would then go to the MPO and has to be voted on at the next ensuing meeting.

In Article 5, the meeting schedules are set out and it is very clear about public notices in compliance with the FOIA. It requires all meetings be open to the public in accordance with the Freedom of Information Act (FOIA) and provide a public comment period at every meeting. It also requires the minutes and materials be furnished to the members. This is set forth in order to comply with both federal and state law. This section also defines the responsibilities and positions of the officers, chairs, vice chairs, and office term limitations and elections. It describes the standing committees of the MPO, one of which is the Transportation Technical Committee (TTC). The TTC is the staff professionals that have already been established as a group but the bylaws will now make it a public body. Under the FOIA, the TTC will now be required to publish notice of its meetings, to have open meetings, and be required to have public comments.

The bylaws indicate the Nominating Committee is an ad-hoc committee of the board and the MPO chair or the board may establish additional ad-hoc committees from time to time advise the board. The responsibilities of the TTC are outlined in Section 7.04. Also outlined is the Transportation Advisory Committee (TAC). Mayor Frank commented he was going through this section rather quickly because the MPO has already discussed these committees. However, if there are any questions, please ask.

The Committee created a Citizen Transportation Advisory Committee (CTAC) and the bylaws state how it is selected. It will have 30 members, each of whom has to be a

resident of an MPO member locality and are appointed to 3 year terms. There is also a Hampton Roads Air Quality Committee (HRAQC), which is required, and a Nominating Committee and the bylaws explain how each of those work. Article 8 details staff and their duties, including the language change mentioned earlier. Roberts Rules of Order will govern all proceedings. It defines the MPO as a governmental agency and public body in connection with the FOIA. It requires the MPO to develop a documented public participation plan. Mayor Frank concluded his overview of the bylaws and asked for questions and comments.

Chairman Goodson commented that since the MPO does not have a set of bylaws at this point, there is no need for a second reading requirement and the MPO can vote on the bylaws whenever the MPO is comfortable with it and the bylaws will go into effect immediately.

Mayor Frank Moved to approve the bylaws. He also stated he received a memo from Mr. Smith requesting to add a provision to create a freight advisory committee in the bylaws. Mayor Frank suggested that request be addressed at the next MPO Committee meeting but the MPO should move forward with approving the bylaws today.

Mr. Smith stated there had been some discussion at the committee level regarding a freight committee but not a significant amount, and after talking with Jeff Florin of the VPA, felt more dialogue was needed. This is the second busiest port on the east coast and maybe the fifth largest in the country. The APM terminal opened, but it is not presently at capacity but will be in the future. There are two Class 1 railroads in the area and the Craney Island Expansion will open in about ten years. Freight has and will continue to have an enormous impact on this community and the VPA feels strongly that there should be a freight committee as part of the MPO.

Mayor Frank noted his appreciation of Mr. Smith's comments and acknowledged that it made sense. However, he expressed concern about whether staff could support another committee and if it became a formal committee, it would have to have its own notices, bylaws, and public meetings. He did not know if the freight group in the region would want to go through that process. However, he suggested that the group may be interested in having a representative on the MPO Board as a nonvoting member. Mayor Frank asked if this conversation could be deferred to the MPO Committee at its next meeting so the details could be discussed further.

Ms. Cuffee-Glenn asked if there was any thought of giving this information to the elected bodies before the MPO takes action or whether the MPO wanted action today. Mayor Frank replied he saw no need to do this and that the MPO could adopt the bylaws today. He stated the Committee had worked out most of the details and the MPO members have had the opportunity to address these issues with their elected officials. It is necessary to accomplish these steps because the MPO needs to confirm with the FHWA that this region's MPO has progressed in the areas the FHWA required. Mayor Frank once again Moved to adopt the MPO Bylaws, with Ms. Zeidler seconding the motion.

Chairman Goodson stated there is a motion to second and asked if there was any further discussion on the subject.

Mr. Stringfield commented that at the MPO Committee meeting a discussion took place regarding whether the new weighted voting structure in the bylaws would require redesignation of the MPO. He stated the Secretary of Transportation may have to provide a resolution if the weighted voting is approved and asked if Mr. Rucker could provide some insight.

Mr. Rucker acknowledged the FHWA was currently looking at that issue, but has yet to reach a conclusion. Looking at the current designation agreement between the MPO and the Governor, the voting scheme as it exists right now is one jurisdiction, one vote. There have been some significant changes to the MPO's voting scheme, voting structure, and the voting partners that have been invited into the process. The question is whether this is going to trigger a redesignation of the MPO. One step the MPO may want to take, just to be ahead of the ball game, is to determine if all members at the table agree with the new weighted voting scheme in the bylaws before adopting them. It puts the MPO ahead of the ball game if redesignation is required.

Chairman Goodson addressed the board with Mr. Rucker's recommendation that the MPO vote on the designation first.

Mayor Frank commented he was not sure he understood Mr. Rucker's statements, but felt that a vote was not necessary because he did not think the FHWA would require a redesignation of the MPO. He stated the MPO should adopt the bylaws now, and if the FHWA then requires a redesignation because of the new voting scheme, perhaps the MPO would then decide to reconsider and revert back to the one jurisdiction, one vote.

Mr. Stringfield asked what the steps would be if it were determined that a redesignation was necessary.

Mr. Rucker replied there would need to be an agreement between the Governor and the MPO. In order for redesignation to occur, the MPO must have consensus from at least 75% of the jurisdictions present at the table, representing 75% of the population, including the largest city. He commented that he did not think the Governor would have any issues if that is something that the MPO wants to agree upon. It is basically a straightforward process.

Mr. Krasnoff apologized for not fully understanding the term redesignation and asked for it to be explained.

Mayor Frank stated that the federal and the state staff would look at the HRMPO and determine if it needed to be redesignated as an MPO under the current guidelines. He commented that it was a mechanical issue.

Chairman Goodson also commented that the MPO is officially recognized by the FHWA as the designated body to make funding decisions. Mayor Frank explained the

MPO is recognized by the Governor for that purpose and if the Governor is comfortable with the MPO changes and the underlying concepts have not been changed, that is the end of the conversation. Mayor Krasnoff asked if the MPO voted on the designation today, would it then go to public comment or review. Mayor Frank indicated that it would not, because there was already a public comment opportunity at today's meeting and there were no comments.

Mayor Krasnoff referenced the 2007 population figures, indicating that Chesapeake's population was at 230,000. He asked if the population figures would be readdressed in 2009 because if the new voting scheme of one for every 75,000 is adopted, Chesapeake would have two votes. However, under the one vote for every 50,000 or 100,000, Chesapeake would receive one more vote. He stressed the need to use the truest, accountable population that is presently available.

Mayor Frank stated there is an independent organization that creates these studies and reports. If the MPO accepted the data from each of the individual jurisdictions regarding population figures, it would not be a fair process. The MPO Committee wanted a standard used for the figures and it can be revisited in a year. However, the populations, statistically and historically, have not changed that much in a two-year period and the 2007 figures are the most current data provided by Weldon Cooper. Mayor Krasnoff then asked if the next estimate from Weldon Cooper would be in January 2009, assuming the 2007 figures were also from January. Mayor Frank indicated he was not sure but the bylaws refer to a population recalculation effective July 1st every two years. Mr. Farmer asked Mr. Grootendorst when the new figures would be out and he replied the figures are provisionally released in April for July populations.

Mr. Rucker declared he wanted to know whether all the jurisdictions under the current voting scheme were present today to vote in favor of the bylaws that are now requesting the weighted voting scheme. Chairman Goodson stated that to apply for redesignation the MPO will have to have two-thirds, or have a majority of the population, 75%, including all of the largest communities. In attendance are Virginia Beach, Norfolk, Newport News, and Chesapeake. He believed the vote could be taken today and then if the criteria are not met, the MPO could vote again next month. Mayor Frank believed the MPO could sort through it all and the FHWA would not require a redesignation because there have not been substantial changes.

Mr. Gilliland addressed the Board and stated the MPO Committee has made unbelievable progress. No one would have expected to have achieved as much as the Committee has achieved in such a short amount of time. He further stated the credit for that goes to Mr. Farmer, his staff, and Mayor Frank in particular for leading the charge. He also indicated bylaws are like a Constitution and the MPO needs to take them very seriously. He believed the MPO members did understand the seriousness of the bylaws but was hesitant to vote to pass bylaws that have already had discussions about being amended. The MPO hired a consultant who just came on board. The first opportunity the MPO Consultant was able to educate and inform the MPO Committee was on November 10th. That meeting was a date change from the previous date of Election Day and it was agreed by a majority vote that the date would

need to be changed. As a result, some MPO Committee members were not able to attend on the 10th and the Committee by its nature is a subcommittee and is smaller than this group. He believed that before the Committee make any recommendation for new bylaws the consultancy process should be completed. This MPO is not well versed as to the practices of other MPOs around the country and the peer groups chosen by the consultant. To take a vote on the bylaws today, and in particular, various elements of those bylaws including weighted voting, would not be correct. He stated he was not able to attend on Nov. 10th and has not seen the best practices study handout. Mr. Gilliland would like to share the proposed bylaws and status report from the consultant to Hampton's governing body. To wait another month, or even into the first part of next year is not unreasonable, and with respect to the bylaws and in particular the weighted voting, he stated each MPO member should share this information with its governing bodies. It is a very important issue, that of adding members to the MPO who are not elected officials and are not part of a governing organization. The mayors, city councils, and city attorneys of each locality should be informed and have the opportunity to provide input. Mr. Gilliland then Moved to defer the vote to adopt the bylaws until at least the December meeting. The MPO consultant process needs to be completed, whether that is January or February. Mr. Gilliland concluded by stating he believed the Hampton Mayor and City Manager shared the same position.

Chairman Goodson stated Mr. Gilliland has made a formal motion to defer. Ms. Cuffee-Glenn seconded the motion.

Mayor Fraim agreed the adoption of bylaws is serious. The Committee spent a long time bringing this to the MPO. The documents were printed and distributed and the City of Norfolk has had it to review for some time. It is the opinion of Mayor Frank that those who came today, acting surprised, are those not taking the issue seriously. This planning process has been in the works for a while. He further commented the review of the material with counsel should have already taken place, and with all due respect, the MPO has been moving for months to vote on this matter. He reiterated the vote should take place today, and that there was currently a motion and a second on the table to adopt the bylaws. However he did indicate that it needed to be the decision of the entire MPO.

Chairman Goodson asked if there was any more discussion regarding the deferral.

Mr. Smith asked what is lost in waiting 30 days. The Committee has already debated this and at the time, so much progress had been achieved that Mr. Smith believed the bylaws could be adopted today. However, he stated he would be inclined to wait 30 days if all the members were not comfortable today. He asked Mr. Farmer and Mr. Rucker if the MPO could wait another 30 days before adopting the bylaws.

Mr. Farmer stated that from staff's perspective, it was intended the bylaws be passed by the close of the business meeting of the MPO in December. It was also staff's intent to have heard best practices and given direction so the MPO could then respond post December, officially meeting its deadline. He indicated that was the only restriction he was aware of, but by the same token, December in his mind, has been

the date that has been the official date. As Mayor Fraim indicated, staff has been working hard so the consultant could be on board within 45 days in September and there have been some delays as Mr. Gilliland as stated because of conflicts, but December has always been the date.

Mayor Fraim asked if 30 days was suitable. Mayor Frank declared that the whole issue was more significant than that. The Committee has worked hard on the bylaws and circulated them and people have had the opportunity to review and discuss them. There will obviously not be 100% consensus; however, every decision in the Committee was a consensus decision. The Committee has worked hard on building consensus. The fact is if the MPO does not have bylaws now, it cannot have a nominating committee. The MPO cannot elect a chairman because there is no process for doing that. The certification of the MPA with the Commonwealth needs to be approved so that the MPO can be in compliance with the requirements of the FHWA review. All of those things have to happen within time frames that have deadlines. He further stated it was his view that the MPO should adopt the bylaws today as recommended. By doing so, the Interim MPO Chairman could appoint a nominating committee pursuant to the bylaws. In December, the MPO could vote for a Chairman and there would be someone in the MPO who has the authority to act in accordance with the bylaws. If there are issues that come up later, the bylaws can be amended. The Committee has not identified a formal group that represents the freight industry, so that group will either need to be created or the freight industry would have to create the group itself.

Mr. Gilliland declared the MPO Committee has indeed worked hard and has worked to reach consensus and on many respects that has been accomplished. The reality is the MPO agreed to hire a consultant to advise and share best practices from around the country from MPOs that were peer to Hampton Roads. He stated he had not yet met the MPO consultant. The MPO Committee has not been educated by the consultant that this body voted to hire and spend money to educate the MPO members. He believed if the MPO consultant walked into the room, that no one would recognize him.

Mr. Rucker stated the FHWA shares that same concern. The FHWA is going to be flexible with this body. There is additional time if needed. The FHWA is a member of this organization and is going to work with the MPO to make sure it is done right the first time. He added the concern is shared internally at both the FHWA and the FTA. That is, the accomplishing of corrective actions prior to receiving the study that was paid for by public taxpayer dollars. Those recommendations will be considered as part of the recommendations that the MPO Committee develops.

Mayor Frank stated Mr. Rucker should know better. The Committee already agreed that the MPO consultant is going to meet with the Committee at the next meeting on December 15th. The consultant will brief the Committee and then it is going to make recommendations to the MPO at its meeting on December 17th. Mayor Frank pointed out that Mr. Rucker was at the last MPO Committee meeting.

Mr. Rucker stated that Mayor Frank was asking the MPO to approve bylaws that identifies a citizen advisory committee, identifies a different voting scheme than what is in the current designation, and identifies other state agencies as voting members. Mayor Frank stated Mr. Rucker agreed to all that at the MPO Committee meeting. Mr. Rucker declared he had no problem with that.

Mayor Frank interjected and asked what the problem was today.

Chairman Goodson indicated that the issue at hand was to defer the vote until a later date.

Mr. Rucker stated the MPO agreed to complete a best practices review with a cost of around \$100,000. This is the taxpayer's dollars and at least, the opportunity should be given to the consultant developing the best practice study to give the MPO recommendations to consider. He commented that the FHWA has not even been interviewed by the consultant.

Chairman Goodson asked if anybody else would like to discuss the deferral because that is what is in front of the MPO at the moment.

Mr. Townes stated that from a practical level, if a redesignation was triggered, it would require 75% of the population represented by the cities to be in agreement, or the MPO would not be redesignated and that does not appear to be represented at the table. Chairman Goodson noted he was prepared to support the bylaws today, but would like to grant a courtesy to an MPO member who may not be ready to vote. It would be a shame if Hampton voted against the bylaws today and have the new MPO begin with some of the localities voting against it. Ms. Cuffee-Glenn reminded the Board that Suffolk seconded the motion because of the same concerns. Chairman Goodson stated there might not be the necessary 75% at the table today, so therefore, a roll call vote is needed.

Mayor Fraim asked if the motion on the table is the deferral. And Chairman Goodson indicated that was true. Mayor Fraim asked how long the deferral would be. Mr. Gilliland commented his motion would be to defer until the MPO consultant best practices study process has been completed and the MPO Committee is prepared to make a comprehensive set of recommendations to the MPO. Chairman Goodson asked Mr. Gilliland to set a date on the deferral motion. Mr. Gilliland sought input from Mr. Farmer on the length of the best practices study, who indicated the consultant is scheduled to meet with the MPO Committee on December 15th. It is the staff's understanding that the consultant will have a draft final report of the best practices study one week in advance of the MPO meeting on December 17th. The MPO members should receive it on the Thursday or Friday before the meeting on the 17th. Mayor Frank, as Chair of the MPO Committee, will be making a report along with Lewis Grimm from PBS&J to the MPO at the December 17th meeting.

Chairman Goodson asked Mr. Gilliland if this met with approval and Mr. Gilliland answered that it did. Chairman Goodson then declared that the motion in front of the board was to defer the vote of the bylaws until the December meeting.

Mr. Farmer called the following vote: Mayor Krasnoff - yes; Ms. Garton - yes; Mr. Gilliland - yes; Mr. Clark - absent; Chairman Goodson - yes; Mayor Frank - no; Mayor Fraim - no; Mr. Smith - yes; Mr. Burgess - absent; Ms. Cuffee-Glenn - yes; Mr. Townes - yes; Mr. Jones - no; Mr. Stringfield - yes; Mr. Rickards - yes; Mayor Zeidler - no; Mr. McReynolds - absent.

The Motion Carried to defer the vote. Chairman Goodson stated that per discussion, the bylaw vote will be deferred until the December MPO meeting.

FOR YOUR INFORMATION

Mr. Farmer pointed out to the MPO members that in the FYI section of the packet is a letter from Chairman Goodson to Secretary of Transportation Pierce Homer regarding the Gilmerton Bridge. The MPO directed staff to send a letter with Chairman Goodson's signature asking the state, through the Secretary's office, find funds that would not jeopardize other major regional projects. He stated that although it was not required, he wanted the members of the MPO to view it before it was mailed.

ADJOURNMENT

With no further business to come before the Hampton Roads MPO, the meeting adjourned at 11:19 p.m.

Dwight L. Farmer
Executive Director/Secretary

Bruce C. Goodson
Chairman

AGENDA NOTE – HAMPTON ROADS METROPOLITAN PLANNING ORGANIZATION

ITEM #2: FY 2009-2012 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENT: VDOT (FINAL APPROVAL)

This item was included in the November 2008 MPO agenda and was approved for public review and comment. The public comment period ran from November 20 through December 5, 2008. No comments were received.

The request from VDOT was to amend the FY 2009-2012 TIP to add one new project as follows:

- UPC# 80478, Rail relocation along the Route 164 corridor in Portsmouth

This project was included in the previous (FY 2006-2009) TIP, but was inadvertently omitted when the current TIP was developed.

RECOMMENDED ACTION:

Approve the TIP Amendment.

AGENDA NOTE – HAMPTON ROADS METROPOLITAN PLANNING ORGANIZATION

ITEM #3: FY 2009-2012 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENT: VDOT (FINAL APPROVAL)

This item was included in the November 2008 MPO agenda and was approved for public review and comment. The public comment period ran from November 20 through December 5, 2008. No comments were received.

The request from VDOT was to amend the FY 2009-2012 TIP to add one new project as follows:

- UPC# 90101, Debt reimbursement for the Norfolk Light Rail Project

This project will allow for tracking the reimbursement of local funds associated with the project with federal funds.

RECOMMENDED ACTION:

Approve the TIP Amendment.

AGENDA NOTE – HAMPTON ROADS METROPOLITAN PLANNING ORGANIZATION

**ITEM #4: FY 2009-2012 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)
AMENDMENT: NEWPORT NEWS (FINAL APPROVAL)**

This item was included in the November 2008 MPO agenda and was approved for public review and comment. The public comment period ran from November 20 through December 5, 2008. No comments were received.

The request from the City of Newport News was to transfer \$1.5 million in Congestion Mitigation and Air Quality Improvement (CMAQ) program funds from project UPC# T4200, Newport News Shuttle Phase 2, to a new project entitled “Patrick Henry Mall Transfer Center.”

RECOMMENDED ACTION:

Approve the TIP Amendment.

AGENDA NOTE – HAMPTON ROADS METROPOLITAN PLANNING ORGANIZATION

**ITEM #5: FY 2009-2012 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)
AMENDMENT: VDOT (INITIAL APPROVAL)**

Attached is a request from VDOT to revise the FY 2009-2012 TIP to add one new project as follows:

- UPC# 90963, High Speed Video Access for Eastern Region First Responders

This project will upgrade the existing video distribution infrastructure at the Hampton Roads Transportation Operations Center (TOC) (formerly known as the Smart Traffic Center). The upgrade will apply to VDOT's 300+ video feeds and will allow for the delivery of high-speed video streams to first responders, the media, and other key partners. The upgraded video feeds will be of higher resolution and a speed of 15 frames per second, versus the current speed of one frame every two seconds.

The Transportation Technical Committee has recommended approval of this request. Should the MPO Board approve this request, the TIP amendment will go out for public review during December in anticipation of final approval by the Board in January 2009.

Attachment

RECOMMENDED ACTION:

Approve for public review and comment.



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION

1700 North Main Street
Suffolk, VA 23434
VirginiaDOT.org

DAVID S. EKERN, P. E.
COMMISSIONER

December 3, 2008

Ms. Camelia Ravanbakht, Ph.D., Deputy Executive Director
Hampton Roads Metropolitan Planning Organization
723 Woodlake Drive
Chesapeake, VA 23320

RE: Hampton Roads FY 09-12 TIP Amendment

Dear Camelia:

In a recent review of Hampton Roads FY 2009-2012 Transportation Improvement Program (TIP) it has been determined that the following project should be added. The amendment of the TIP in the noted request reflects the addition of the referenced project, including estimate and obligations. To that end, I request that the respective TIP be amended to include the following UPC number :

- **UPC #90963 (High Speed Video Access for Eastern Region 1st responders)
Virginia Beach, TIP pg N/A TIP Amendment PE phase obligation of
\$160,000(NH) in FFY09.**

I am requesting that the Hampton Roads Transportation Technical Committee approve the TIP amendment during their December meeting and the Metropolitan Planning Organization to approve the TIP amendment during their January meeting. Attached you will find a copy of the STIP page reflecting the requested changes.

Thank you for your support in this effort.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Stringfield".

Eric Stringfield
Hampton Roads District Planning Engineer

Ravanbakht – Hampton Roads FY 09-12 TIP Amendment

December 3, 2008

Page Two

Enclosure

ES

CC: Ms. Diane Mitchell, Programming Division
Mr. Adam Jack, PE, Preliminary Engineering
Mr. William Guiher, TMPD
Mr. Steve Rowan, Urban
File

Hampton Roads MPO

Interstate Projects

UPC NO	90963	SCOPE	SAFETY/TRAFFIC OPERS/TSM			
SYSTEM	Interstate	JURISDICTION	Virginia Beach	OVERSIGHT	NFO	
PROJECT	High Speed Video Access for Eastern Region 1st responders			ADMIN BY	VDOT	
DESCRIPTION	FROM: Hampton Roads Transportation Operations Center TO: Hampton Roads Transportation Operations Center					
PROGRAM NOTE	TIP Amendment adding PE phase obligation of \$160,000(NH) in FFY09. (11/10/09 sab)					
ROUTE/STREET	9999			TOTAL COST	\$200,000	
	FUND SOURCE	MATCH	FY09	FY10	FY11	FY12
PE	NH	\$40,000	\$160,000	\$0	\$0	\$0

AGENDA NOTE – HAMPTON ROADS METROPOLITAN PLANNING ORGANIZATION

ITEM #6: FY 2009-2012 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENT: HRT & NEWPORT NEWS (INITIAL APPROVAL)

For several years now, the City of Newport News and Hampton Roads Transit have pursued the goal of establishing a light rail transit (LRT) system on the Peninsula. Rigorous analysis has indicated that, at this time, such a LRT project would most likely not qualify for federal funding under the *New Starts* program of the Federal Transit Administration. It is the intent of the City and HRT to continue working to achieve a rapid transit option to support future development with a balanced transportation system. However, at this time, the City and HRT believe some of the funds currently allocated to this project could be better used on other projects.

Attached is a request from Hampton Roads Transit and the City of Newport News to revise the FY 2009-2012 TIP as follows:

Transfer \$9.0 million in RSTP funds from project UPC# T1821, Peninsula Light Rail Transit, to the following three projects:

1. A new project to conduct a study of fixed guide way alternatives between Virginia Beach and Naval Station Norfolk. This project, requested in response to legislation passed during the 2008 session of the Virginia General Assembly, would include the production of a Draft Environmental Impact Statement. Allocation: \$1.5 million.
2. Construction of a Park and Ride lot adjacent to Military Highway. This lot is included in project UPC# T1822, Norfolk Light Rail Transit, but the location had to be shifted due to development on the previously identified site. Allocation: \$3.0 million.
3. Project UPC# 11816, Middle Ground Boulevard in Newport News. This project is to construct a four-lane divided roadway between Jefferson Avenue and Warwick Boulevard. Allocation: \$4.5 million.

The Transportation Technical Committee has recommended approval of this request. Should the MPO Board approve this request, the TIP amendment will go out for public review during December in anticipation of final approval by the Board in January 2009.

Attachment

RECOMMENDED ACTION:

Approve for public review and comment.



3400 Victoria Boulevard, Hampton, Virginia 23661
Phone: 757-222-6000 ~ Southside Fax: 757-222-6103
Peninsula Fax: 757-222-6195 ~ www.hrtransit.org

December 2, 2008

Ms. Camelia Ravanbakht, Ph.D.
Deputy Executive Director
Hampton Roads Metropolitan Planning Organization
723 Woodlake Drive
Chesapeake, VA 23320

SUBJECT: Hampton Roads FY 09-12 Transportation Improvement Program (TIP) Amendment
Reprogramming of RSTP Peninsula Rapid Transit Project (PRTP) funds - UPC No.
T1821

Dear Ms. Ravanbakht:

In conjunction with the City of Newport News, HRT has pursued the analysis for a Light Rail Transit (LRT) System that includes service to the City Center/Oyster Point area. The rigorous analysis has indicated that, at this time, it is almost certain that a LRT project would not qualify for federal funding under the Federal Transit Administration's New Starts program. However, it is the city's objective to plan for and achieve this option to support the city's future development with a balanced transportation system. HRT is working with the city to provide requested information towards meeting this objective.

In collaboration with the City of Newport News, this is to request that \$9 million in RSTP funds previously programmed for the PRTP be reprogrammed and the FY 09-12 TIP amended to support advancement of three projects in the following manner:

1. Initiation of Virginia Beach and Naval Station Norfolk Fixed Guideway Alternatives Analysis/Draft Environmental Impact Statement; \$.8 million in FY 05 RSTP funds plus \$.7 million in FY 06 RSTP funds. This request is in response to legislation passed during the 2008 Virginia General Assembly. Total funds reprogrammed: \$1.5 million
2. Military Highway Park and Ride lot; \$2.6 million in FY 06 RSTP funds plus \$.4 million in FY 07 RSTP funds to support bus and light rail service. Total funds reprogrammed: \$3 million.
3. Middle Ground Boulevard; \$3.0 million in FY 07 RSTP funds plus \$1.5 million in FY 10 RSTP funds. Total programmed: \$4.5 million.

Favorable consideration of this request by the Transportation Technical Committee and the MPO is requested and appreciated.

Sincerely,



Jayne B. Whitney
Sr. Vice President for Development

Cc: Michael S. Townes, President/CEO, Hampton Roads Transit
The Honorable Joe S. Frank, Mayor of Newport News
Randy Hildebrandt, City Manager, Newport News
Al Riutort, Planning Director, City of Newport News

Document control: EX381 CA300

AGENDA NOTE – HAMPTON ROADS METROPOLITAN PLANNING ORGANIZATION

ITEM #7: MPO BEST PRACTICES STUDY: DRAFT FINAL REPORT

During the May 2008 MPO Board meeting, the Board recommended that a consultant be engaged to research and document best practices of MPOs throughout the United States and to provide recommendations to the MPO Board on issues including, but not limited to:

1. MPO Mission
2. MPO Membership
3. MPO Bylaws
4. MPO-Related Committees
5. Public Involvement
6. Other MPO Practices

The consultant team conducted a series of face-to-face meetings and telephone interviews with various segments of the HRMPO (MPO Committee members, MPO staff, and other selected stakeholders). In addition, the consultant team conducted a series of approximately 40 case studies of organizations similar to the HRMPO.

Mr. Lewis Grimm, Project Manager from PBS&J, will brief the Board on the results of the consultant team's research. The draft final report on the Best Practices Study of Metropolitan Planning Organizations is enclosed.

Separate Enclosure

RECOMMENDED ACTION:

Approve the Draft Final Report for distribution

AGENDA NOTE – HAMPTON ROADS METROPOLITAN PLANNING ORGANIZATION

ITEM #8: MPO COMMITTEE STATUS REPORT

The latest meeting of the MPO Committee was held on Monday, December 15, 2008. MPO Committee Chairman Joe Frank will brief the MPO Board on the Committee's most recent activities and the Committee's recommendations. The following items were on the Committee's agenda:

- A. Discussion of issues related to the attached proposed MPO Bylaws include:
1. Separate MPO and PDC Chairs
 2. Weighted Voting at MPO Board Meetings (Attachment)
 3. Establishment of a Freight Advisory Committee (FAC) (Attachment)

Attachment A

RECOMMENDED ACTION:

Approve MPO Bylaws.

- B. Discussion on the requirements associated with MPO Redesignation. The applicable section from the federal regulations is attached.

Attachment B

RECOMMENDED ACTION:

None required.

- C. Proposed update of the Metropolitan Planning Agreement (attached).

Attachment C

RECOMMENDED ACTION:

Approve the Metropolitan Planning Agreement.

- D. Discussion on Legislative Liaison Options. The MPO Committee has recommended utilizing the existing legislative liaisons already serving several localities and HRT for one year and then evaluating the effectiveness of that option.

RECOMMENDED ACTION:

Approve the utilization of existing legislative liaisons.

- E. Discussion regarding a new MPO staff position to focus on public communications and community outreach. A proposed job description for the position of Public Communications and Community Outreach Manager is attached.

Attachment E

RECOMMENDED ACTION:

Approve the establishment of the new staff position.

Bylaws of the Hampton Roads Metropolitan Planning Organization

ARTICLE I

Preamble

1.01 The Bylaws of the Hampton Roads Metropolitan Planning Organization (MPO) shall serve to guide the proper functioning of the metropolitan transportation planning process by the Metropolitan Planning Organization for Hampton Roads, Virginia. These bylaws provide general procedures and policies for the MPO Board for fulfilling the requirements of the Metropolitan Planning Agreement for the Hampton Roads area; 23 CFR 450.300 *et seq.* and other applicable provisions of federal law; Governor L. Douglas Wilder's Designation Letter of July 1, 1991; and Virginia Code § 33.1-23.03:01 (or, if recodified or otherwise relocated, the successor provisions).

ARTICLE II

Definitions

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 process is carried out.

Metropolitan Planning Organization (MPO) – The policy board of an organization created and designated to carry out the metropolitan transportation planning process.

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 process.

Metropolitan Transportation Planning Process – The federally-mandated continuing, cooperative, and comprehensive transportation planning 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 MPO Planning Area consists of 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. Voting Membership in the MPO Board is as follows:

City of Chesapeake
Gloucester County
City of Hampton
Isle of Wight County
James City County
City of Newport News
City of Norfolk
City of Poquoson
City of Portsmouth
City of Suffolk

City of Virginia Beach
City of 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

Non-Voting Members:

Virginia Department of Aviation
Federal Transit Administration
Federal Highway Administration
Federal Aviation Administration
Chief Administrative Officers for all Member Localities
2 General Assembly representatives (One Senator, One Delegate)
Chair of the Citizens Transportation Advisory Committee
Railroads (CSX and Norfolk Southern)
Peninsula Airport Commission and Norfolk Airport Authority

3.02 **Voting Representation.** The representative of each voting locality shall be an elected official appointed by the governing body of the locality. Each public transit organization shall be represented by its Executive Director, and each state agency shall be represented by an official designated by the State Secretary of Transportation.

3.03 Alternates. Each voting member shall designate an alternate authorized to act in the absence of the voting member's representative. In the case of localities, the alternate shall be an elected official. For public transit members, the alternate should be an official of the agency's management team authorized to act in the absence of the Director. The State Secretary of Transportation shall designate alternates for state agency members.

3.04 Non-Voting Members. In addition to those non-voting members listed in 3.01, the MPO Board may extend an invitation to any additional parties deemed necessary and appropriate to become a non-voting member of the MPO Board. The Director of an agency invited as a non-voting member shall appoint the agency's representative to the MPO Board and shall notify the Chair and Executive Director/Secretary of the appointment. The General Assembly representatives shall be appointed by the Hampton Roads Legislative Caucus and shall consist of one senator and one delegate, one of whom resides in a Southside locality and the other of whom resides in a Peninsula locality. The appointed senator and delegate shall continue to serve as a MPO Board member until his or her current term of elected office concludes.

ARTICLE IV

Voting

4.01 General. Voting shall be weighted with respect to locality members based on one (1) vote per 75,000 inhabitants. Voting weight shall be recalculated effective July 1 every two (2) years in accordance with the most current data from the Weldon Cooper Center for Public Service. In accordance with the Weldon Cooper Center's 2007 Population Estimates, the following members shall have one (1) vote: the counties of Gloucester, Isle of Wight, James City, and York, and the cities of Hampton, Poquoson, Portsmouth, Suffolk, and Williamsburg. The cities of Chesapeake and Newport News shall have two (2) votes, the City of Norfolk shall have three (3) votes, and the City of Virginia Beach shall have five (5) votes. The Williamsburg Area Transit Authority, the Transportation District Commission of Hampton Roads, the Virginia Department of Transportation, the Virginia Department of Rail and Public Transportation, and the Virginia Port Authority shall each have one (1) vote.

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. 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 five business days of the original vote, 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 MPO Board 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.

4.03 Alternate Voting Members

4.03.01 Voting. At any given meeting, if an MPO Board voting member is absent, the MPO Board member's alternate may vote in place of the absent member.

4.03.02 Notice. Each MPO Board voting member shall provide the Executive Director with the name and contact information for the member's alternate.

ARTICLE V

Meetings

5.01 Regular Meetings. Regular meetings of the MPO Board shall be held at 9:30 a.m. on the 3rd Wednesday of each month at a place to be determined by the MPO Chair. The MPO Board may change the date and fix the time and place of any regular meeting at any prior meeting and may adjourn any meeting from time-to-time or to another place. The October meeting shall be the Annual Meeting of the MPO Board.

5.02 Special Meetings. Special meetings of the MPO Board may be called by the Chair at the Chair's discretion or by any five (5) voting members of the MPO Board 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 members of the MPO Board (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 voting members of the MPO Board shall constitute a quorum for the transaction of business.

5.04 Notices. Public notice of each regular MPO Board, committee, or subcommittee meeting shall be given not less than three working 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 MPO Web site and, if feasible, in MPO 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 involvement.

5.05 Meetings Open to the Public. In accordance with the provisions of the Virginia Freedom of Information Act, all meetings of the MPO Board or any committees or subcommittees established by the MPO Board 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 -3712). No meeting during which MPO 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 MPO Board or any MPO-appointed committee or subcommittee (unless the committee or subcommittee has only three members, in which case the gathering of two members shall constitute a "meeting") (ref.: Va. Code § 2.2-3701). In accordance with the Act, any person may photograph, film, record or otherwise reproduce any portion of an open meeting (ref.:

Va. Code § 2.2-3707(H).

5.06 Public Comment. Time shall be allotted for public comment at MPO Board meetings. Any person desiring to address the MPO Board shall register with the staff of the Executive Director prior to the opening of the meeting. The time limit for speakers is three minutes per person. The Executive Director of the MPO 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 MPO Board.

5.07 Minutes and Materials Furnished to Members. In accordance with the provisions of the Virginia Freedom of Information Act, minutes shall be recorded at all open meetings, and at least one copy of all agenda packets and, unless exempt under the Act, all materials furnished to members of the MPO Board shall be made available for public inspection at the same time such documents are furnished to members of the MPO Board, and, when feasible, shall be posted on the MPO Web site prior to the meeting (ref.: Va. Code § 2.2-3707). Minutes shall include a record of any votes taken and shall be in conformance with the requirements of the Freedom of Information Act (ref.: Va. Code § 2.2-3707(I)).

ARTICLE VI

Officers and Duties

6.01 Officers. The officers of the MPO Board shall consist of a Chair, Vice-Chair, Secretary, and such subordinate officers as may from time-to-time be elected or appointed by the MPO Board. The MPO Board shall hold an annual organizational meeting for the purpose of electing officers at the first meeting after October 1 of each year. The officers shall be elected by a majority of those present and voting.

6.02 Chair. The Chair shall be a voting MPO Board member and preside at all meetings of the MPO Board at which the Chair is present, and shall vote as any other voting MPO Board member. The Chair shall be responsible for the implementation of the policies established and the actions taken by the MPO Board; shall have all of the powers and duties customarily pertaining to the office of Chair of the MPO Board; and shall sign official documents of the MPO Board and perform such further duties as may be assigned to the Chair by the MPO Board.

6.03 Vice-Chair. The Vice-Chair shall be a voting MPO Board member and, in the event of the death, resignation or 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, perform such duties and possess such powers as are conferred upon the Chair including without limitation the power to call meetings as provided in Article IV hereof; shall sign official documents of the MPO Board; and shall perform such other duties as may from time-to-time be assigned to the Vice-Chair by the Chair or by the MPO Board.

6.04 Secretary. The Secretary shall cause MPO Board members to be given notice of all regular and special meetings of the MPO Board, and shall attend all such meetings and

cause to be kept a record of their proceedings, which shall be a public record, and copies of which shall be provided to MPO Board members with the notice of the next succeeding regular meeting of the MPO Board. The Secretary shall perform all of the duties incident to the office of the Secretary and such other duties as may from time-to-time be assigned to the Secretary by the Chair or by the MPO Board.

6.04 Terms of Office. All officers shall be elected at the Annual Meeting of the MPO Board to serve for a term of one (1) year, or until their successors are elected or until they resign or are removed from office by the MPO Board. Any vacancy occurring in an office shall be filled for the unexpired term by the MPO Board at the next regular meeting following the occurrence of such vacancy, or at a special meeting called for that purpose.

6.05 Term Limitations. The Chair and Vice-Chair may serve not more than two (2) consecutive one (1) year terms in succession, provided however that each such officer may serve for a third or fourth consecutive term if an extension is approved by a majority of the voting members of the MPO Board. Any Chair or Vice-Chair who serves a partial term shall not be considered as serving a full term for purposes of this limitation. No person shall simultaneously serve as the Chair of both the MPO Board and the Hampton Roads Planning District Commission. Additionally, if the Chair of the Hampton Roads Planning District Commission is a member who represents a Southside locality, then the Chair of the MPO Board shall be a member who represents a Peninsula locality. If the Chair of the Hampton Roads Planning District Commission represents a Peninsula locality, then the Chair of the MPO Board shall be a representative of a Southside locality.

6.06 Election. At least ninety (90) days prior to the Annual Meeting at which officers will be elected, the Chair shall appoint a Nominating Committee, consisting of a representative of each MPO member locality. At the annual meeting, the Nominating Committee shall submit the names of one or more persons who are willing to serve for each office to be filled. Further nominations may be made by any voting MPO Board member at the meeting at which the election is held. Election of officers shall be by recorded vote.

ARTICLE VII

Committees

7.01 Standing Committees. The standing committees of the MPO Board shall be: the Transportation Technical Committee, the Transportation Advisory Committee, and the Citizen Transportation Advisory Committee. Each standing committee shall establish bylaws to guide its function and the functions of its subcommittees. The bylaws of each committee must be submitted to the MPO Board and approved prior to the effective date thereof.

7.02 Ad Hoc Committees. The Nominating Committee shall be an ad hoc committee of the MPO Board. The MPO Chair or the MPO Board may establish additional ad hoc committees from time to time to advise the MPO Board.

7.03 Committee Meetings. The meetings of any standing or ad hoc committee (or subcommittee thereof) 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.

7.04 Transportation Technical Committee. The Transportation Technical Committee (TTC) shall be an advisory committee to the MPO Board. Its voting membership shall be comprised of three members of each locality in the MPO, two 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. The Federal Highway Administration and the Federal Transit Administration shall be non-voting members. The representatives of each locality shall be appointed by the Chief Administrative Officer of the locality, the members from the state agencies shall be appointed by the State Secretary of Transportation and the members from each public transit agency shall be appointed by the respective executive director. On an as-needed basis, the MPO Chair may invite additional persons to participate in committee meetings in a non-voting capacity. The committee shall maintain a regular meeting schedule.

7.04.1 Duties. The TTC shall provide technical review and assistance in transportation planning and transportation-related air quality planning. Members are responsible for providing, obtaining, and validating the required latest official travel and social-economic planning data and assumptions for the regional study area. Members are to ensure proper use of the data and assumptions by the MPO with appropriate travel forecast related models. Additional and specific responsibilities may be defined from time to time by the MPO Board.

7.05 Transportation Advisory Committee. The Transportation Advisory Committee (TAC) shall be comprised of the Chief Administrative Officer of each MPO member locality, the Williamsburg Area Transport, the Transportation District Commission of Hampton Roads, the Virginia Department of Rail and Public Transportation, and the Virginia Port Authority. The committee shall also include the VDOT Hampton Roads District Administrator, and a VDOT Executive Staff Representative. A representative of the Federal Highway Administration and of the Federal Transit Administration shall be non-voting members. MPO Board voting members shall inform the Chair and Executive Director of the names of the designated members. The committee shall be a standing advisory committee of the MPO Board and shall meet from time to time as circumstances require to act upon matters referred to it by the MPO Board.

7.06 Citizen Transportation Advisory Committee. The Citizen Transportation Advisory Committee (CTAC) shall serve as an advisory committee to the MPO Board and shall provide public input to the MPO Board on transportation issues. The CTAC shall consist of thirty members, each of whom shall be a resident of an MPO-member locality. Members shall be appointed by the MPO Board based on recommendations from the Nominating Committee. Initial terms shall be staggered: ten members shall be appointed for one-year terms; ten members shall be appointed for two-year terms; and ten members shall be appointed for three-year terms. Thereafter, all members shall be appointed to three-year

terms. In the event that an appointed member does not complete his or her term, then the Nominating Committee shall recommend a replacement for appointment by the MPO 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). The MPO Chair shall appoint one of the members of the CTAC as Chair of the CTAC for a three-year term. Staff assistance shall be provided to the CTAC as set forth in Article VIII.

7.07 Nominating Committee. The Nominating Committee shall be an ad hoc committee of the MPO Board. It shall be composed of a representative of each MPO member locality, and the Chair shall be appointed by the MPO Chair. The committee shall nominate candidates for MPO Board officer positions as well as candidates for the Citizen Transportation Advisory Committee. The Nominating Committee may convene a closed meeting to discuss potential nominees if it does so in accordance with the Freedom of Information Act. (ref.: Va. Code § 2.2-3712). No votes may be taken during any closed meeting. (ref.: Va. Code § 2.2-3712(G)). At the conclusion of the closed meeting, the committee shall immediately reconvene in an open meeting and take a roll call or other recorded voted to certify the meeting, in accordance with the Act. (ref.: Va. Code § 2.2-3712(D)). Following certification of the closed meeting, the Chair may entertain a vote on one or more candidates for nomination. The Chair shall promptly provide to the MPO Chair and Executive Director a report of any nominations approved by the committee for consideration by the MPO Board.

ARTICLE VIII

Staff

8.01 Executive Director/Secretary. The Executive Director of the MPO shall be the Executive Director of the Hampton Roads Planning District Commission. The Executive Director shall perform the duties of the Secretary, as set forth in Article V, Section 5.04. The Executive Director shall provide staff support to the MPO Board and its committees and shall plan, organize and direct the activities of the staff in support of the mission and the directions of the MPO Board. The Executive Director/Secretary shall work in coordination with the Chair to prepare the agendas for the MPO Board meetings and the meetings of any committee established by the MPO Board.

8.02 Additional Duties. The Executive Director and his staff, in addition to the duties set forth in 8.01, shall provide professional support and advice to the MPO Board and its committees, and shall prepare reports and analyses as required by state and federal regulations.

8.03 Financial Transactions. All financial transactions by or on behalf of the MPO Board shall be coordinated and managed by the Executive Director/Secretary. All revenues and expenditures shall be received and disbursed by and through the established financial system of the Planning District Commission (PDC), subject to approval of the MPO Board, in accordance with PDC financial procedures. In addition to receiving transportation funding, the PDC shall serve as the fiscal and contracting agency and will allow its staff to serve as

staff to the MPO Board. Financial transactions shall be in accordance with the UPWP.

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 MPO and its committees.

9.02 **Governmental Agency and Public Body.** The MPO Board is a “governmental 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, MPO Board members and committee and subcommittee members shall be subject to the state laws and regulations that govern governmental 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

Public Participation Plan

The MPO shall develop and use a documented Public Participation Plan, as approved by the MPO Board, that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process in accordance with 23 CFR 450.316.

ARTICLE XI

Amendments

Any MPO Board voting member may propose amendments to these bylaws by placing such proposed amendments in writing before the MPO Board at a MPO Board 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 MPO Board. The public shall be provided access to inspect the proposed amendments. Approval of amendments shall require an affirmative vote of 2/3 of the voting membership of the MPO Board.

MPO ANALYSIS: WEIGHTED VOTING SCENARIOS



Prepared By:
Hampton Roads MPO staff
October 7, 2008

MPO ANALYSIS: WEIGHTED VOTING SCENARIOS

The Hampton Roads MPO Committee requested that staff prepare tables of three different scenarios of weighted voting:

- Section I: 1 vote per 50,000 population
- Section II: 1 vote per 75,000 population
- Section III: 1 vote per 100,000 population

MPO Voting Members

1 vote per 50,000 population

	Juridictions	Total Population 2007*	POP/50K	No. of Votes/50K	Percent of Total Votes	Percent of Total Population
1	Gloucester County	36,489	0.7	1	2.9%	2.3%
2	Isle of Wight County	33,612	0.7	1	2.9%	2.1%
3	James City County	61,739	1.2	1	2.9%	3.8%
4	York County	63,184	1.3	1	2.9%	3.9%
5	Chesapeake city	216,568	4.3	4	11.4%	13.4%
6	Hampton city	145,862	2.9	2	5.7%	9.0%
7	Newport News city	182,478	3.6	3	8.6%	11.3%
8	Norfolk city	235,987	4.7	4	11.4%	14.6%
9	Poquoson city	11,948	0.2	1	2.9%	0.7%
10	Portsmouth city	98,543	2.0	2	5.7%	6.1%
11	Suffolk city	81,209	1.6	1	2.9%	5.0%
12	Virginia Beach city	433,033	8.7	8	22.9%	26.8%
13	Williamsburg city	13,245	0.3	1	2.9%	0.8%
TOTAL		1,613,895		30	85.7%	100%

Other Voting Stakeholders				5	14.3%	
14	HRT			1	2.9%	
15	VDOT			1	2.9%	
16	VDRPT			1	2.9%	
17	VPA			1	2.9%	
18	WAT			1	2.9%	
TOTAL VOTES				35	100%	

*Population Source: Weldon Cooper Center for Public Service. Demographics and Workforce Section, 2007 Population Estimates.

Output
1 vote per 50,000 population

- Out of a total of 35 votes, 30 represent member jurisdictions and 5 are from other stakeholders.
- 86% of the 35 votes are represented by jurisdictions.
- 14% of the 35 votes are represented by other stakeholders.
- There are 6 jurisdictions with more than 1 vote.
- These 6 jurisdictions carry a total of 23 votes or 66%.

MPO Voting Members

1 vote per 75,000 population

Juridictions		Total Population 2007*	POP/75K	No. of Votes/75K	Percent of Total Votes	Percent of Total Population
1	Gloucester County	36,489	0.5	1	3.8%	2.3%
2	Isle of Wight County	33,612	0.4	1	3.8%	2.1%
3	James City County	61,739	0.8	1	3.8%	3.8%
4	York County	63,184	0.8	1	3.8%	3.9%
5	Chesapeake city	216,568	2.9	2	7.7%	13.4%
6	Hampton city	145,862	1.9	1	3.8%	9.0%
7	Newport News city	182,478	2.4	2	7.7%	11.3%
8	Norfolk city	235,987	3.1	3	11.5%	14.6%
9	Poquoson city	11,948	0.2	1	3.8%	0.7%
10	Portsmouth city	98,543	1.3	1	3.8%	6.1%
11	Suffolk city	81,209	1.1	1	3.8%	5.0%
12	Virginia Beach city	433,033	5.8	5	19.2%	26.8%
13	Williamsburg city	13,245	0.2	1	3.8%	0.8%
TOTAL		1,613,895		21	80.8%	100%

Other Voting Stakeholders				5	19.2%	
14	HRT			1	3.8%	
15	VDOT			1	3.8%	
16	VDRPT			1	3.8%	
17	VPA			1	3.8%	
18	WAT			1	3.8%	
TOTAL VOTES				26	100%	

*Population Source: Weldon Cooper Center for Public Service. Demographics and Workforce Section, 2007 Population Estimates.

Output
1 vote per 75,000 population

- Out of a total of 26 votes, 21 represent member jurisdictions and 5 are from other stakeholders.
- 81% of the 26 votes are represented by jurisdictions.
- 19% of the 26 votes are represented by other stakeholders.
- There are 4 jurisdictions with more than 1 vote.
- These 4 jurisdictions carry a total of 12 votes or 46%.

MPO Voting Members

1 vote per 100,000 population

Juridictions		Total Population 2007*	POP/100K	No. of Votes/100K	Percent of Total Votes	Percent of Total Population
1	Gloucester County	36,489	0.4	1	4.3%	2.3%
2	Isle of Wight County	33,612	0.3	1	4.3%	2.1%
3	James City County	61,739	0.6	1	4.3%	3.8%
4	York County	63,184	0.6	1	4.3%	3.9%
5	Chesapeake city	216,568	2.2	2	8.7%	13.4%
6	Hampton city	145,862	1.5	1	4.3%	9.0%
7	Newport News city	182,478	1.8	1	4.3%	11.3%
8	Norfolk city	235,987	2.4	2	8.7%	14.6%
9	Poquoson city	11,948	0.1	1	4.3%	0.7%
10	Portsmouth city	98,543	1.0	1	4.3%	6.1%
11	Suffolk city	81,209	0.8	1	4.3%	5.0%
12	Virginia Beach city	433,033	4.3	4	17.4%	26.8%
13	Williamsburg city	13,245	0.1	1	4.3%	0.8%
TOTAL		1,613,895		18	78.3%	100%

Other Voting Stakeholders				5	21.7%	
14	HRT			1	4.3%	
15	VDOT			1	4.3%	
16	VDRPT			1	4.3%	
17	VPA			1	4.3%	
18	WAT			1	4.3%	
TOTAL VOTES				23	100%	

*Population Source: Weldon Cooper Center for Public Service. Demographics and Workforce Section, 2007 Population Estimates.

Output
1 vote per 100,000 population

- Out of a total of 23 votes, 18 represent member jurisdictions and 5 are from other stakeholders.
- 78% of the 23 votes are represented by jurisdictions.
- 22% of the 23 votes are represented by other stakeholders.
- There are 3 jurisdictions with more than 1 vote.
- These 3 jurisdictions carry a total of 8 votes or 35%.

Freight Advisory Committee

The Freight Advisory Committee (FAC) shall serve as an advisory committee to the MPO Board and shall provide input to the MPO Board on freight-related transportation issues as well as raise the awareness of the importance of freight transportation. The FAC shall consist of nine members. Members shall be appointed to three year terms by the MPO Board based on recommendations from the Nominating Committee. Initial terms shall be staggered: three members shall be appointed for one-year terms; three members shall be appointed for two-year terms; and three members shall be appointed for three-year terms. Thereafter, all members shall be appointed to three-year terms. In the event that an appointed member does not complete his or her term, then the Nominating Committee shall recommend a replacement for appointment by the MPO 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). The MPO Chair shall appoint two members of the FAC to serve as co-chairs of the FAC for three-year terms, one shall be a private sector freight expert and one shall be a voting member from the MPO Board. The private sector co-chair shall be a non-voting member of the MPO Board. Staff assistance shall be provided to the FAC as set forth in Article VIII.

§ 450.308 Funding for transportation planning and unified planning work programs.

(a) Funds provided under 23 U.S.C. 104(f), 49 U.S.C. 5305(d), 49 U.S.C. 5307, and 49 U.S.C. 5339 are available to MPOs to accomplish activities in this subpart. At the State's option, funds provided under 23 U.S.C. 104(b)(1) and (b)(3) and 23 U.S.C. 105 may also be provided to MPOs for metropolitan transportation planning. In addition, an MPO serving an urbanized area with a population over 200,000, as designated by the Bureau of the Census, may at its discretion use funds sub-allocated under 23 U.S.C. 133(d)(3)(E) for metropolitan transportation planning activities.

(b) Metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 shall be documented in a unified planning work program (UPWP) or simplified statement of work in accordance with the provisions of this section and 23 CFR part 420.

(c) Except as provided in paragraph (d) of this section, each MPO, in cooperation with the State(s) and public transportation operator(s), shall develop a UPWP that includes a discussion of the planning priorities facing the MPA. The UPWP shall identify work proposed for the next one- or two-year period by major activity and task (including activities that address the planning factors in § 450.306(a)), in sufficient detail to indicate who (e.g., MPO, State, public transportation operator, local government, or consultant) will perform the work, the schedule for completing the work, the resulting products, the proposed funding by activity/task, and a summary of the total amounts and sources of Federal and matching funds.

(d) With the prior approval of the State and the FHWA and the FTA, an MPO in an area not designated as a TMA may prepare a simplified statement of work, in cooperation with the State(s) and the public transportation operator(s), in lieu of a UPWP. A simplified statement of work would include a description of the major activities to be performed during the next one- or two-year period, who (e.g., State, MPO, public transportation operator, local government, or consultant) will perform the work, the resulting products, and a summary of the total amounts and sources of Federal and matching funds. If a simplified statement of work is used, it may be submitted as part of the State's planning work program, in accordance with 23 CFR part 420.

(e) Arrangements may be made with the FHWA and the FTA to combine the UPWP or simplified statement of work with the work program(s) for other Federal planning funds.

(f) Administrative requirements for UPWPs and simplified statements of work are contained in 23 CFR part 420 and FTA Circular C8100.1B (Program Guidance and Application Instructions for Metropolitan Planning Grants).

§ 450.310 Metropolitan planning organization designation and redesignation.

(a) To carry out the metropolitan transportation planning process under this subpart, a metropolitan planning organization (MPO) shall be designated for each urbanized area with a population of more than 50,000 individuals (as determined by the Bureau of the Census).

(b) MPO designation shall be made by agreement between the Governor and units of general purpose local government that together represent at least 75 percent of the affected population (including the largest incorporated city, based on population, as named by the Bureau of the Census) or in accordance with procedures established by applicable State or local law.

(c) Each Governor with responsibility for a portion of a multistate metropolitan area and the appropriate MPOs shall, to the extent practicable, provide coordinated transportation planning for the entire MPA. The consent of Congress is granted to any two or more States to:

(1) Enter into agreements or compacts, not in conflict with any law of the United States, for cooperative efforts and mutual assistance in support of activities authorized under 23 U.S.C. 134 and 49 U.S.C. 5303 as the activities pertain to interstate areas and localities within the States; and

(2) Establish such agencies, joint or otherwise, as the States may determine desirable for making the agreements and compacts effective.

(d) Each MPO that serves a TMA, when designated or redesignated under this section, shall consist of local elected officials, officials of public agencies that administer or operate major modes of transportation in the metropolitan planning area, and appropriate State transportation officials. Where appropriate, MPOs may increase the representation of local elected officials, public transportation agencies, or appropriate State officials on their policy boards and other committees as a means for encouraging greater involvement in the metropolitan transportation planning process, subject

to the requirements of paragraph (k) of this section.

(e) To the extent possible, only one MPO shall be designated for each urbanized area or group of contiguous urbanized areas. More than one MPO may be designated to serve an urbanized area only if the Governor(s) and the existing MPO, if applicable, determine that the size and complexity of the urbanized area make designation of more than one MPO appropriate. In those cases where two or more MPOs serve the same urbanized area, the MPOs shall establish official, written agreements that clearly identify areas of coordination and the division of transportation planning responsibilities among the MPOs.

(f) Nothing in this subpart shall be deemed to prohibit an MPO from using the staff resources of other agencies, non-profit organizations, or contractors to carry out selected elements of the metropolitan transportation planning process.

(g) An MPO designation shall remain in effect until an official redesignation has been made in accordance with this section.

(h) An existing MPO may be redesignated only by agreement between the Governor and units of general purpose local government that together represent at least 75 percent of the existing metropolitan planning area population (including the largest incorporated city, based on population, as named by the Bureau of the Census).

(i) Redesignation of an MPO serving a multistate metropolitan planning area requires agreement between the Governors of each State served by the existing MPO and units of general purpose local government that together represent at least 75 percent of the existing metropolitan planning area population (including the largest incorporated city, based on population, as named by the Bureau of the Census).

(j) For the purposes of redesignation, units of general purpose local government may be defined as elected officials from each unit of general purpose local government located within the metropolitan planning area served by the existing MPO.

(k) Redesignation of an MPO (in accordance with the provisions of this section) is required whenever the existing MPO proposes to make:

(1) A substantial change in the proportion of voting members on the existing MPO representing the largest incorporated city, other units of general purpose local government served by the MPO, and the State(s); or

(2) A substantial change in the decisionmaking authority or

responsibility of the MPO, or in decisionmaking procedures established under MPO by-laws.

(l) The following changes to an MPO do not require a redesignation (as long as they do not trigger a substantial change as described in paragraph (k) of the section):

(1) The identification of a new urbanized area (as determined by the Bureau of the Census) within an existing metropolitan planning area;

(2) Adding members to the MPO that represent new units of general purpose local government resulting from expansion of the metropolitan planning area;

(3) Adding members to satisfy the specific membership requirements for an MPO that serves a TMA; or

(4) Periodic rotation of members representing units of general-purpose local government, as established under MPO by-laws.

§ 450.312 Metropolitan planning area boundaries.

(a) The boundaries of a metropolitan planning area (MPA) shall be determined by agreement between the MPO and the Governor. At a minimum, the MPA boundaries shall encompass the entire existing urbanized area (as defined by the Bureau of the Census) plus the contiguous area expected to become urbanized within a 20-year forecast period for the metropolitan transportation plan. The MPA boundaries may be further expanded to encompass the entire metropolitan statistical area or combined statistical area, as defined by the Office of Management and Budget.

(b) An MPO that serves an urbanized area designated as a nonattainment area for ozone or carbon monoxide under the Clean Air Act (42 U.S.C. 7401 *et seq.*) as of August 10, 2005, shall retain the MPA boundary that existed on August 10, 2005. The MPA boundaries for such MPOs may only be adjusted by agreement of the Governor and the affected MPO in accordance with the redesignation procedures described in § 450.310(h). The MPA boundary for an MPO that serves an urbanized area designated as a nonattainment area for ozone or carbon monoxide under the Clean Air Act (42 U.S.C. 7401 *et seq.*) after August 10, 2005 may be established to coincide with the designated boundaries of the ozone and/or carbon monoxide nonattainment area, in accordance with the requirements in § 450.310(b).

(c) An MPA boundary may encompass more than one urbanized area.

(d) MPA boundaries may be established to coincide with the

geography of regional economic development and growth forecasting areas.

(e) Identification of new urbanized areas within an existing metropolitan planning area by the Bureau of the Census shall not require redesignation of the existing MPO.

(f) Where the boundaries of the urbanized area or MPA extend across two or more States, the Governors with responsibility for a portion of the multistate area, MPO(s), and the public transportation operator(s) are strongly encouraged to coordinate transportation planning for the entire multistate area.

(g) The MPA boundaries shall not overlap with each other.

(h) Where part of an urbanized area served by one MPO extends into an adjacent MPA, the MPOs shall, at a minimum, establish written agreements that clearly identify areas of coordination and the division of transportation planning responsibilities among and between the MPOs. Alternatively, the MPOs may adjust their existing boundaries so that the entire urbanized area lies within only one MPA. Boundary adjustments that change the composition of the MPO may require redesignation of one or more such MPOs.

(i) The MPA boundaries shall be reviewed after each Census by the MPO (in cooperation with the State and public transportation operator(s)) to determine if existing MPA boundaries meet the minimum statutory requirements for new and updated urbanized area(s), and shall be adjusted as necessary. As appropriate, additional adjustments should be made to reflect the most comprehensive boundary to foster an effective planning process that ensures connectivity between modes, reduces access disadvantages experienced by modal systems, and promotes efficient overall transportation investment strategies.

(j) Following MPA boundary approval by the MPO and the Governor, the MPA boundary descriptions shall be provided for informational purposes to the FHWA and the FTA. The MPA boundary descriptions shall be submitted either as a geo-spatial database or described in sufficient detail to enable the boundaries to be accurately delineated on a map.

§ 450.314 Metropolitan planning agreements.

(a) The MPO, the State(s), and the public transportation operator(s) shall cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation planning process. These responsibilities shall be

clearly identified in written agreements among the MPO, the State(s), and the public transportation operator(s) serving the MPA. To the extent possible, a single agreement between all responsible parties should be developed. The written agreement(s) shall include specific provisions for cooperatively developing and sharing information related to the development of financial plans that support the metropolitan transportation plan (see § 450.322) and the metropolitan TIP (see § 450.324) and development of the annual listing of obligated projects (see § 450.332).

(b) If the MPA does not include the entire nonattainment or maintenance area, there shall be a written agreement among the State department of transportation, State air quality agency, affected local agencies, and the MPO describing the process for cooperative planning and analysis of all projects outside the MPA within the nonattainment or maintenance area. The agreement must also indicate how the total transportation-related emissions for the nonattainment or maintenance area, including areas outside the MPA, will be treated for the purposes of determining conformity in accordance with the EPA's transportation conformity rule (40 CFR part 93). The agreement shall address policy mechanisms for resolving conflicts concerning transportation-related emissions that may arise between the MPA and the portion of the nonattainment or maintenance area outside the MPA.

(c) In nonattainment or maintenance areas, if the MPO is not the designated agency for air quality planning under section 174 of the Clean Air Act (42 U.S.C. 7504), there shall be a written agreement between the MPO and the designated air quality planning agency describing their respective roles and responsibilities for air quality related transportation planning.

(d) If more than one MPO has been designated to serve an urbanized area, there shall be a written agreement among the MPOs, the State(s), and the public transportation operator(s) describing how the metropolitan transportation planning processes will be coordinated to assure the development of consistent metropolitan transportation plans and TIPs across the MPA boundaries, particularly in cases in which a proposed transportation investment extends across the boundaries of more than one MPA. If any part of the urbanized area is a nonattainment or maintenance area, the agreement also shall include State and local air quality agencies. The

METROPOLITAN PLANNING AGREEMENT FOR THE HAMPTON ROADS AREA

This agreement is made and entered into as of _____2008 by and between the Commonwealth of Virginia hereinafter referred to as the State, the Hampton Roads Area Metropolitan Planning Organization, hereinafter referred to as the MPO, the Transportation District Commission of Hampton Roads and Williamsburg Area Transport hereinafter referred to as the Public Transit Operators, the Virginia Department of Environmental Quality (VDEQ, also referred to as the State Air Quality Agency), the Hampton Roads Air Quality Committee (HRAQC), and the Hampton Roads Planning District Commission (HRPDC) serving as planning and administrative staff to the MPO, hereinafter referred to as the Staff.

WHEREAS, joint responsibilities must be met for establishing and maintaining a cooperative, comprehensive and continuing (3-C) metropolitan transportation planning and programming process as defined and required by the United States Department of Transportation in regulations at [23 CFR 450 Subpart C](#);

WHEREAS, the regulations at [23 CFR 450.314](#)(a) direct that the MPO, State, and Public Transit Operator(s) responsibilities for carrying out the 3-C process shall be cooperatively determined and clearly identified in a written agreement;

WHEREAS, the regulations at [23 CFR 450.314](#)(b) additionally direct that the State (the responsible authority for Virginia public roads, thus "affected local agencies" are not included), State Air Quality Agency (VDEQ), and MPO shall have a written agreement that describes the process for cooperative planning and analysis of projects that are in nonattainment or maintenance areas that extend beyond a metropolitan area's boundary;

WHEREAS, the regulations at [23 CFR 450.314](#)(c) additionally direct that, in nonattainment and maintenance areas, if the MPO is not the designated agency for air quality planning under section 174 of the Clean Air Act (42 U.S.C. 7504), there shall be a written agreement between the MPO and the designated air quality planning agency describing their respective roles and responsibilities for air quality related transportation planning;

WHEREAS, pursuant to the federal transportation conformity regulation at 40 CFR Parts 51 and 93, state transportation conformity regulations, to be made effective at [9 VAC 5-151](#), define the Lead Planning Organization (LPO) as the organization certified by the State as being responsible for the preparation of control strategy implementation plan revisions for non-attainment areas under §174 of the federal Clean Air Act and, accordingly, the HRAQC has been duly designated as the LPO for the Hampton Roads area, and is recognized herein as

the locally designated air quality planning agency as referenced in [23 CFR 450.314\(c\)](#); and

WHEREAS, the regulations at [23 CFR 450.314\(f\)](#) additionally direct that those MPOs with planning boundaries that include a portion of the same Transportation Management Area (TMA) shall establish a written agreement that clearly identifies the roles and responsibilities of each MPO in meeting specific TMA requirements.

NOW, THEREFORE, it is recognized and agreed that, as the regional transportation planning and programming authority in cooperation with the Staff, the State, the Public Transit Operators, the LPO (HRAQC) and the State Air Quality Agency (VDEQ), the MPO shall serve as the forum for cooperative development of the transportation planning and programming activities and products for the Hampton Roads area. It is also agreed that the following articles will guide the 3-C process.

Article 1

Planning and Modeling Boundaries

The MPO is responsible as the lead for coordinating transportation planning and programming in the Hampton Roads metropolitan transportation planning area (MPA) that includes the Cities of Chesapeake, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach and Williamsburg; the Counties of Isle of Wight, James City, and York; and the urbanized area of Gloucester County. A map providing a visual and itemized description of the current MPA will be included on the HRPDC website. It is recognized that the scope of the regional study area used with the transportation demand model may extend beyond the MPA. The boundaries of the MPA shall be subject to approval of the MPO and the Governor.

Article 2

MPO Board & Related MPO Committees

(A) The MPO Board is the chief regional authority responsible for cooperative development and approval of the core transportation planning activities and products for the urbanized region including:

- the MPO budget and Unified Planning Work Program (UPWP);
- the Constrained Long Range Transportation Plan (CLRP);
- the Transportation Improvement Program (TIP) including all regionally significant projects regardless of their funding source;
- the Congestion Management Process (CMP) in TMAs;
- the Public Participation Plan; and
- ensuring all planning and programming documents are developed in accordance with the federal requirements (including consultation with

relevant land use management, environmental and planning agencies, coordination and consistency of plans and programs with related transportation elements of applicable federal laws and regulations, and, if applicable, planning and transportation conformity findings)

The MPO Board will consider, analyze as appropriate, and reflect in the planning and programming process the metropolitan planning factors and requirements for MPO and state certifications as required by sections [23 CFR 450.306](#), and [450.334](#), respectively.

The MPO Board shall establish and follow rules of order and record and shall be responsible for electing a chairman and other officers as deemed appropriate. Voting membership of the MPO Board shall consist of the following representatives, designated by and representing their respective governments and agencies:

- Locally elected officials representing each County, independent City, or other appropriate representation within the metropolitan transportation planning area
- One representative of each of the Public Transit Operators
- One representative participating on behalf of the Virginia Department of Transportation (VDOT) appointed by the Commonwealth of Virginia Secretary of Transportation
- One representative participating on behalf of the Virginia Department of Rail and Public Transportation (VDRPT) appointed by the Commonwealth of Virginia Secretary of Transportation
- One representative of the Virginia Port Authority (VPA) appointed by the Commonwealth of Virginia Secretary of Transportation

The individual voting representatives may be revised from time to time as designated by the respective government or agency. State elected officials may also serve on the MPO Board. Voting and nonvoting members may be added or deleted by the MPO Board by a majority of all voting members in accordance with non-substantial voting membership changes as allowed in [23 CFR 450.310](#). MPO Board members will be identified on the MPO website.

(B) The Transportation Technical Committee (TTC) is comprised of the designated technical staff of each MPO member locality and transit agency, representatives from VDOT, VDRPT, VPA, the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA), plus other interests deemed necessary and approved by the MPO Board. The TTC provides technical review and assistance in transportation planning and transportation-related air quality planning. Members are responsible for providing, obtaining, and validating the required latest official travel and socio-economic planning data and assumptions for the regional study area. Members are to ensure proper use of the data and assumptions by the MPO Board with appropriate travel forecast

related models. Additional and specific responsibilities may be defined from time to time by the MPO Board. TTC members will be identified on the MPO website.

(C) The Transportation Advisory Committee (TAC) is comprised of the chief administrative officers of each MPO member locality and transit agency, representatives from VDOT, VDRPT, FHWA, and FTA, plus other interests deemed necessary and approved by the MPO Board. The TAC meets as needed for special projects and by request of the MPO Board. TAC members will be identified on the MPO website.

(D) Regular Meetings- The MPO Board and TTC shall each be responsible for establishing and maintaining a regular meeting schedule to carry out respective responsibilities and to conduct official business. The TAC shall meet as requested by the MPO Board. Meeting policies and procedures shall follow regulations set forth in applicable federal laws and regulations. The regular meeting schedules of the MPO Board and all related MPO committees shall be posted online and all meetings shall be open to the public. Any meeting consisting of 3 or more members of the MPO Board or of a related MPO committee, such as the TTC or TAC, discussing the business of the MPO must be publicly advertised and open to the public in accordance with the Freedom of Information Act.

Article 3

Unified Planning Work Program

Transportation planning activities anticipated within the region during the next year, regardless of funding sources, shall be documented and prepared annually by the Staff and TTC and reviewed and endorsed by the MPO Board. Prior to the expenditure of any funds, such UPWP shall be subject to the approval of the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the State for funding the activities. Any changes in transportation planning and related activities, regardless of funding source, shall be accomplished by amendments to the UPWP and adoption by the MPO Board according to the same, full procedure as the initial UPWP.

Article 4

Public Participation Plan

The MPO Board shall adopt and maintain a formal, written Public Participation Plan. The Public Participation Plan shall provide reasonable opportunity for involvement by all interested parties in carrying out the metropolitan area's transportation planning and programming process, providing reasonable opportunities for preliminary review and comment especially at key decision points. The initial or revised Public Participation Plan shall undergo a minimum 45 day public review and comment period. The Public Participation Plan will be published and available online. The State shall assist, upon request of the MPO,

to provide documents in alternative formats to facilitate the participation of persons with limited English proficiency or visual impairment.

The MPO also shall, to the extent practicable, develop and follow documented process(es) that at least outline the roles, responsibilities and key points for consulting with adjoining MPOs, other governments and agencies regarding other planning activities, and Indian Tribal or federal public lands and thereby ensure compliance with all sections of [23 CFR 450.316](#). The process(es) shall identify procedures for circulating (or providing ready access to) draft documents with supporting materials that reference, summarize or detail key assumptions and facilitate agency consultations, and public review and comment before formal adoption of a transportation plan or program.

Article 5 Congestion Management Process

Each MPO, in cooperation with the State, shall develop and adopt performance goals and measures for the regional transportation network. The Hampton Roads Metropolitan Planning Area is a Transportation Management Area (TMA) and shall be responsible for developing an ongoing congestion management process for monitoring, operating and maintaining the regional transportation network as required by [23 CFR 450.320](#).

Article 6 Air Quality Planning

Areas of the country designated by the US Environmental Protection Agency as non-attainment or maintenance for one or more of the national ambient air quality standards (NAAQS) are subject to various federal and state air quality regulatory requirements, which include demonstrations of “transportation conformity” as a means to ensure that regional transportation plans and programs conform with applicable state implementation plans (SIP). Both the designations and the associated air quality planning requirements are subject to change over time.

Accordingly, the State will lead the development of regional conformity analyses and associated conformity consultation procedures to meet all applicable federal, state and local conformity requirements for transportation plans and/or improvement programs, and any updates, revisions or amendments thereto. Federal conformity regulations are currently specified in 40 CFR Parts 51 and 93, with corresponding state conformity requirements identified in [9 VAC 5-151](#). Conformity consultation activities will be coordinated as appropriate with procedures outlined in the Public Participation Plan developed by the MPO and updated as appropriate following any relevant and material updates to applicable federal and state requirements. The State will also coordinate with the US Department of Transportation to obtain approvals for all conformity analyses.

In response to requirements of [23 CFR 450.314\(b\)](#), the regional conformity analyses to be prepared by the State will be conducted for the entire nonattainment or maintenance area or areas contained within MPA boundaries. Where such areas extend outside the MPA, reasonable estimates will be made for traffic and associated emissions for the extended area to be applied as appropriate in the required conformity emission tests for the entire nonattainment or maintenance area. Should the Hampton Roads nonattainment or maintenance area be re-designated in the future to extend beyond current boundaries, this agreement may need to be modified to include the additional jurisdiction(s).

Additionally, in response to the requirements of Section 174 of the Clean Air Act as amended and [23 CFR 450.314\(c\)](#), roles and responsibilities for the LPO (HRAQC) and the State Air Quality Agency (VDEQ) are as defined in the state conformity regulations. In general, the LPO is the forum for cooperative air quality planning while the State Air Agency retains responsibility for obtaining final approval at state levels for SIP revisions including maintenance plans. In this context, HRAQC will work with the VDEQ in the development as appropriate of any SIP revisions affecting the Hampton Roads area. In particular, HRAQC and the VDEQ will consult and coordinate extensively with the MPO and the State whenever transportation conformity is involved directly or indirectly, including, for example, but not limited to, the development of motor vehicle emission budgets for transportation conformity as well as the development and implementation of Transportation Control Measures (TCMs) or other motor vehicle control measures to be included in a SIP or otherwise required by law. Similarly, HRAQC and the VDEQ will consult and coordinate with the MPO, the State and other agencies and stakeholders as appropriate in the development of any other regional air quality-related transportation planning documents that may be required under federal or state law.

Finally, if a conflict regarding transportation conformity arises among state agencies or between state agencies and the MPO, this conflict shall be taken to the Governor for resolution consistent with applicable federal and state conformity regulations for resolving conflicts.

Article 7

Inclusion and Selection of Project Recommendations

Selection of projects for inclusion into CLRP

Recommended transportation investments and strategies to be included in the CLRP shall be determined cooperatively by the MPO, the State, and the public transit operators. Prior to the formal adoption of a final CLRP, the MPO shall provide the public and other interested stakeholders with reasonable opportunities for involvement and comment as specified in 23 CFR §450.316 and in accordance with the procedures outlined in the Public Participation Plan. The

MPO shall demonstrate explicit consideration and response to public input received during the development of the CLRP.

Development of the Transportation Improvement Program (TIP)

To the extent that funds are reasonably available, the projects to be included in the TIP shall be cooperatively determined by the MPO, the State and the public transit operators. Projects may be included and programmed in the TIP only if they are consistent with the recommendations in the CLRP. The State shall provide the MPO a list of project, program, or grouped obligations by year and phase for all Virginia Department of Transportation funded projects to facilitate the development of the TIP document. The format of the STIP will be based on the executed agreement between FHWA, FTA, and the State. The MPO may include additional detail or supporting information as an appendix to the TIP document. The MPO shall add locally funded projects. Once the TIP is compiled and adopted by the MPO Board, the MPO shall forward the TIP to the State. The State shall incorporate the TIP into the STIP. Once complete, the STIP will be forwarded to FHWA for review and approval.

The MPO shall develop a prioritized list of projects eligible for funding with federal Congestion Mitigation and Air Quality (CMAQ) funds. The list shall show the allocations approved by the MPO for each eligible CMAQ project. Virginia law requires that projects funded, in whole or part, from federal CMAQ funds shall be selected and obligated in accordance with Virginia Acts of Assembly item 427 C 3.

The MPO shall provide the State with a list of the proposed Transportation Enhancement (TE) grant projects for which the MPO has provided its endorsement. Selected TE projects shall be reported by the State to the appropriate MPO for inclusion in the TIP.

Article 8

Financial Planning and Programming, and Obligations

The State, the MPO and the transit operators are responsible for financial planning that demonstrates how CLRPs and TIPs can be implemented consistent with principles for financial constraint. Federal requirements direct that specific provisions be agreed on for cooperatively developing and sharing information for development of financial plans to support the CLRP (23 CFR 450.322(f)(10)) and TIP (23 CFR 450.324(h) & (i)), as well as the development of the annual listing of obligated projects (23 CFR 450.332).

Fiscal Constraint and Financial Forecasts

The CLRP and TIP shall be fiscally constrained pursuant to 23 CFR §450.322 and §450.324, respectively, with project costs inflated to reflect the expected year of expenditure. To support the development of the financial plan for the

CLRP, the Virginia Department of Transportation shall provide the MPO with a long-range forecast of expected state and federal transportation revenues for the metropolitan planning area. The MPO shall review the forecast and add any local or private funding sources reasonably expected to be available during the planning horizon. Recommendations on any alternative financing strategies to fund the projects and programs in the transportation plan shall be identified and included in the plan. In the case of new funding sources, strategies for ensuring their availability shall be identified and documented. If a revenue source is subsequently removed or substantially reduced (i.e., by legislative or administrative actions) the MPO will not act on a full update or amended CLRP and/or TIP that does not reflect the changed revenue situation. Updates or amendments to a TIP, or the STIP are acceptable as long as the changes don't involve the removed or reduced sources of funding.

Annual Obligation Report

Within 90 days after the close of a federal fiscal year the Virginia Department of Transportation and the Virginia Department of Rail and Public Transportation shall provide the MPO with Annual Obligation Report information. To the extent possible, this report (s) will contain the projects (including investments in pedestrian walkways and bicycle transportation facilities) for which federal highway or transit funds were obligated in the preceding program year. It shall include all federally funded projects authorized including those revised to increase obligations in the preceding program year, at a minimum include TIP project description and implementing agency information and identify, for each project, the amount of Federal funds requested in the TIP, the Federal funding that was obligated during the preceding year, and the Federal funding remaining and available for subsequent years. The MPO shall publish the Annual Obligation Report on the Web and in accordance with any other procedures outlined in the Public Participation Plan to ensure adequate access by the public and other interested stakeholders.

IN WITNESS WHEREOF, the parties have executed this agreement on the day and year first written above.

Bruce C. Goodson
Chairman
Hampton Roads
Metropolitan Planning Organization/
Hampton Roads Air Quality Committee

WITNESS BY _____

Pierce R. Homer
Secretary of Transportation
Commonwealth of Virginia

WITNESS BY _____

Michael S. Townes
Executive Director
Transportation District Commission
Of Hampton Roads

WITNESS BY _____

Mark D. Rickards
Executive Director
Williamsburg Area Transport

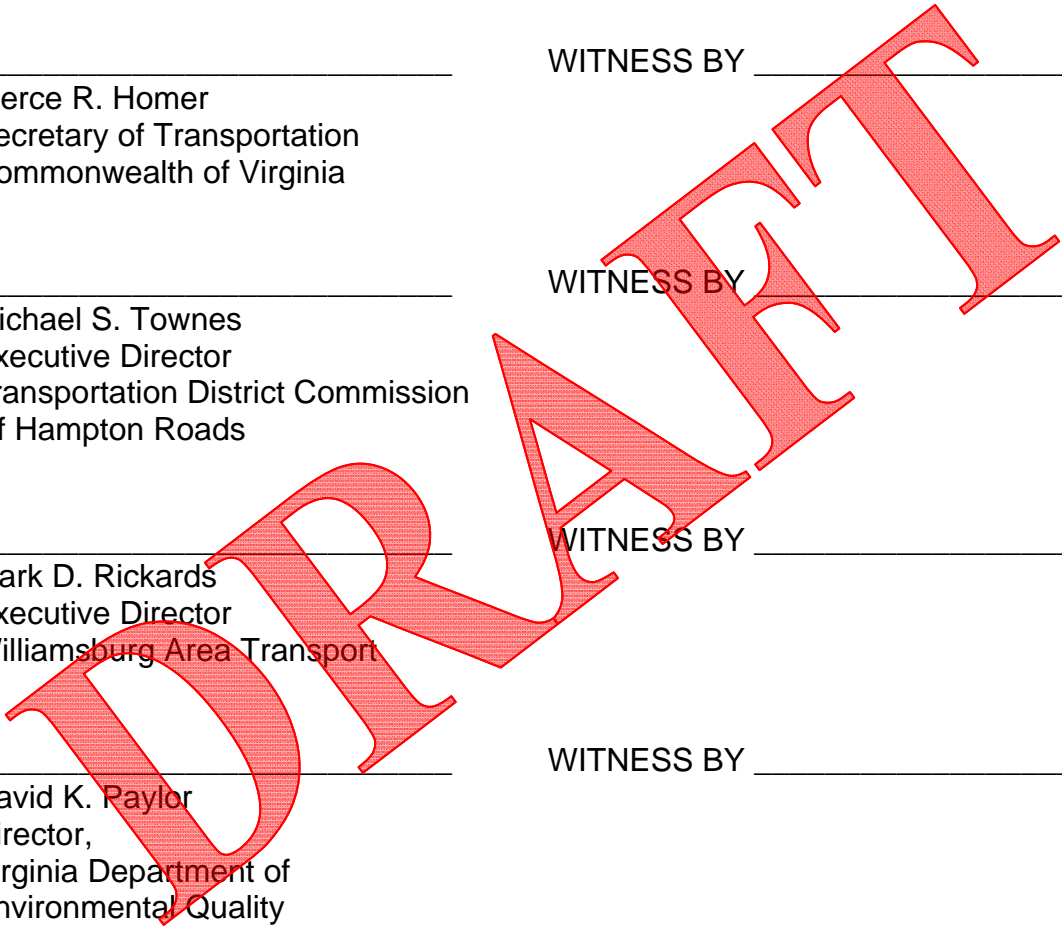
WITNESS BY _____

David K. Paylor
Director,
Virginia Department of
Environmental Quality

WITNESS BY _____

Dwight L. Farmer
Executive Director/Secretary
Hampton Roads
Planning District Commission/
Hampton Roads
Metropolitan Planning Organization

WITNESS BY _____



Public Communications and Community Outreach Manager

The Public Communications and Community Outreach Manager coordinates and implements public outreach activities to engage the general public and key business stakeholders to enhance and improve the work of the Hampton Roads Metropolitan Planning Organization (HRMPO). Primary responsibilities include the design and development of a civic engagement process, programs, projects and activities to support the mission of the HRMPO.

TASKS INCLUDE:

- Cultivate and maintain a broad range of working relationships with local government and transit agency staffs, civic leagues, other community-related organizations, and organizations that serve traditionally underserved populations.
- Develop and implement specific outreach processes that are tailored to maximize the involvement of unique Hampton Roads populations.
- Monitor, evaluate, and revise programs to maximize civic engagement and public involvement.
- Develop and facilitate civic engagement activities for the HRMPO. Make demonstrated efforts to target and engage traditionally underserved populations
- Research the latest and best practices in civic engagement.
- Provide staff support for citizen transportation advisory committee.

EDUCATION AND EXPERIENCE

A Bachelor/Masters degree in a Communications discipline (Public Relations, Journalism, or related field), or Public Administration, Political Science or Government with demonstrated communications skills. Experience in civic engagement and/or leadership and management skills in community building. A minimum of three (3) years of progressively responsible experience in civic engagement and communications, preferably with a public service agency.

Salary Range: \$42,000 - \$65,000

AGENDA NOTE – HAMPTON ROADS METROPOLITAN PLANNING ORGANIZATION

ITEM #9: HAMPTON ROADS REGIONAL TRAVEL DELAY STUDY: FINAL REPORT

The Regional Travel Delay Study analyzes changes in travel delay throughout Hampton Roads using the regional travel time data that is regularly collected by the HRMPO, and further examines delay on the regional freeway system using data specifically collected by the HRMPO staff for this study.

The Transportation Technical Committee has recommended approval of the final report as meeting the scope of the study as identified in the Unified Planning Work Programs for fiscal years 2008 and 2009.

Dr. Camelia Ravanbakht, Deputy Executive Director, will brief the MPO Board on the findings of the study.

Separate Enclosure

RECOMMENDED ACTION:

Approve Final Report for distribution.

AGENDA NOTE – HAMPTON ROADS METROPOLITAN PLANNING ORGANIZATION

ITEM #10: GILMERTON BRIDGE TRAFFIC MITIGATION

- A. During the November MPO Board meeting, the Board received a presentation from Mr. Ricardo Correa, VDOT Project Manager for the Gilmerton Bridge replacement project. The brief presentation included information on the project's schedule and duration and particulars on construction elements of the project that will allow two lanes of traffic to continue using the river crossing for all but 14 days of the 44 month project.

During the discussion following the presentation, the MPO Board asked questions concerning work-hours and work-days associated with the construction project. VDOT staff replied that the requirements they plan to use when the project is put out for bid call for 8-hour work days and 5-day work weeks.

The MPO Board expressed concerns about the expected impacts of the lane reduction at the Gilmerton Bridge from four lanes to two lanes for the duration of the project on the adjacent roadway network, noting that the recent closure of the Jordan Bridge will compound the problem. In the interest of reducing the impacts of the project on the public, the Board asked that VDOT provide a briefing at the December Board meeting on the additional costs associated with extending the work hours/days.

Mr. Adam Jack, VDOT Hampton Roads District Preliminary Engineer, will address the MPO Board's request regarding the cost and benefit of extending the work hours/days on the Gilmerton Bridge replacement project.

RECOMMENDED ACTION:

Per discussion.

- B. During the November MPO Board meeting, the City of Chesapeake noted that given the regional impact of the recent closure of the Jordan Bridge and the loss of capacity on the Gilmerton Bridge during construction, the City will be requesting the U.S. Coast Guard approve revised drawbridge opening schedules that minimize bridge openings during peak commute times.

In addition, the City requested that the MPO Board provide a letter of support (attached) for this initiative.

Attachment

RECOMMENDED ACTION:

Approve attached MPO letter of support.

December 17, 2008

Mr. Waverly Gregory
Bridge Administrator
Fifth Coast Guard District
Federal Building, 4th Floor
431 Crawford Street
Portsmouth, Virginia 23704

RE: Support of Request for Changes to Bridge Opening Schedules

Dear Mr. Gregory:

The Hampton Roads Metropolitan Planning Organization (MPO), comprised of representatives from local, state, and federal governments, transit agencies, and other stakeholders, is the federally-mandated transportation policy board responsible for metropolitan transportation planning for the Hampton Roads area. Given the recent closure of the Jordan Bridge and the plan to reduce the capacity of the Gilmerton Bridge from four to two lanes for most of the duration of the 44-month bridge replacement project, the MPO Board is very concerned about the impacts of diverted traffic to other river crossings as well as surface streets in the Cities of Chesapeake, Norfolk, and Portsmouth.

Although some congestion resulting from the Gilmerton Bridge project is to be expected, anything that can be done to help alleviate the additional stress on the roadway network in the area would be beneficial to and appreciated by the thousands of commuters that use those facilities daily. For this reason, the MPO Board strongly supports the request by the City of Chesapeake to temporarily change the opening schedules at the Gilmerton Bridge, Steel Bridge, Deep Creek Bridge, and Berkley Bridge to restrict openings at those facilities during peak traffic periods.

Should you have any questions, please contact me or Mr. Dwight Farmer, Executive Director/Secretary, at (757) 420-8300.

Sincerely,

Bruce C. Goodson
Chairman

MK/mkf

AGENDA NOTE – HAMPTON ROADS METROPOLITAN PLANNING ORGANIZATION

ITEM #11: PROPOSED JOINT MEETING TO DISCUSS THE EXPANSION OF THE HAMPTON ROADS BRIDGE-TUNNEL

In June 2008, VDOT engaged a consultant to do an independent study of alternatives to increase capacity at the Hampton Roads Bridge-Tunnel. The draft report for the study was completed on October 17, 2008, and VDOT held two citizen information meetings during the month of December to outline the draft report.

At the same time, the Commonwealth of Virginia General Assembly Hampton Roads delegation requested that the Virginia Modeling, Analysis and Simulation Center (VMASC) model and simulate the impacts of expanding the Hampton Roads Bridge-Tunnel. The draft report of the VMASC study was completed in November 2008.

In order to facilitate discussion on this important topic, it is recommended that a joint meeting consisting of the HRMPO Board and the General Assembly Hampton Roads delegation be scheduled to discuss the results of the two studies described above.

RECOMMENDED ACTION:

Authorize the Executive Director to coordinate scheduling of the Joint Meeting.

AGENDA NOTE – HAMPTON ROADS METROPOLITAN PLANNING ORGANIZATION

ITEM #12: FOR YOUR INFORMATION

- A. The minutes of the December 3, 2008, Transportation Technical Committee meeting are attached.

Attachment A

- B. HRMPO Treasurer's Report

Attachment B

- C. VDOT FY 2009-2014 Six-Year Improvement Program (SYIP) Update

The October 2008 estimate of state transportation revenues for fiscal years (FY) 2009-2014 is \$1.6 billion less than what was anticipated in June 2008. All of VDOT's programs will be impacted by the revenue reductions. In December, the Commonwealth Transportation Board (CTB) will balance FY 2009 and FY 2010 budgets to final revenue reductions, review service level reductions, and finalize the SYIP reductions. The CTB is scheduled to adopt the revised FY 2009-2014 SYIP in January 2009.

Attachment C

- D. Annual Performance Report – FY-08 PL and SPR Funds

VDOT provides FHWA each year with a report (attached) on the expenditure of federal planning (PL) and State Planning and Research (SPR) funds by: 1) the MPO and VDOT (PL funds) and 2) the HRPDC and VDOT (SPR funds).

Attachment D

- E. Matthew Tucker, Director of VDRPT, Leaving for position in California – Letter to the Governor

Attachment E

- F. Additional Items of Interest

The Hampton Roads Chapter of the Conference of Minority Transportation Officials (COMTO) held its first annual Historically Underutilized Business (HUB) Conference on November 6-7, 2008, in Virginia Beach. Dr. Camelia Ravanbakht, Deputy Executive Director, was invited to make a presentation on regional transportation projects at the conference.

Attachment F

SUMMARY MINUTES

HAMPTON ROADS TRANSPORTATION TECHNICAL COMMITTEE

Meeting of December 3, 2008

Chairman Jeff Raliski called the Hampton Roads Transportation Technical Committee meeting to order at 9:35 A.M. in the HRPDC Board Room with the following in attendance:

MEMBERS:

Amanda Christon (NO)
Kristin Mazur (IW)
Eric Stringfield (VDOT)
Tom Slaughter (NN)
Richard Hartman (POR)
Tony Gibson (VDOT)
Gary Walton (CH)
Jeff Raliski (NO)
Joe Swartz (VDRPT)
Reed Nester (W)
Joseph Carter (POQ)
Michael King (NN)
Earl Sorey (CH)
Scott Mills (SU)
Guzin Akan (NO)
Anne Ducey-Ortiz (GC)
Peter Stephenson (IW)

Tim Cross (YC)
Jayne Whitney (HRT)
Lynn Allsbrook (H)
Robert Lewis (SU)
Mark Schnauer (VB)
Mark Yehlen (POR)
John Yorks (H)
George Brisbin (POR)
Al Riutort (NN)
Mark Shea (CH)
Keith Cannady (H)
Jeff Florin (VPA)
Sherry Earley (SU)
Phil Pullen (VB)
Richard Drumwright (WATA)
Michael Stallings (IW)

OTHERS:

Stephen Rowan (VDOT)
Irene Shuman (VDOT)
David Wilkinson (NN)
Karen Waterman (HRT)
Adam Jack (VDOT)
Carl Jackson (NN)
Jaesup Lee (VDOT)
Bob Matthias (VB)
Stephen Brich (VDOT)
Terrie Boothe (CITIZEN)

Ray Taylor (FHR)
Ray Hunt (VDOT)
Ron Hodges (TRAFFIX)
Kamal Munawar (VDOT)
Vince Thomas (FHR)
Jim Ponticello (VDOT)
Jeremy Raw (VDOT)
Ricardo Correa (VDOT)
Jane Hill (IW)

STAFF:

Keith Nichols
Mike Kimbrel
Dale Stith
Joe Paulus
Sam Belfield
Andy Pickard

Camelia Ravanbakht
Jessica Banks
Rob Case
Dwight Farmer
Laura Surface
Eric Walberg

Mr. Raliski opened the public comment period and noted that no one had requested to speak. He asked if anyone from the public wished to speak and there were none.

Mr. Raliski read a Resolution of Appreciation for Fred Whitley in recognition of his impending retirement after thirteen years of service to the communities of Hampton Roads through his participation on the Transportation Technical Committee. Mr. Hartman moved that the Resolution of Appreciation be approved. Mr. Allsbrook seconded the motion and it was approved. Mr. Allsbrook then accepted the plaque on behalf of Mr. Whitley.

Mr. Raliski asked for any introduction of new members or visitors. Mr. Stringfield introduced Mr. Kamal Munawar who is a guest from the VDOT central office. Ms. Whitney introduced Ms. Karen Waterman, a new planner with HRT.

1. SUMMARY MINUTES OF NOVEMBER 5, 2008

Mr. Raliski noted the minutes of November 5, 2008 and asked for any corrections. There being none, Mr. Raliski declared the minutes approved as submitted.

2. GOVERNOR'S COMMISSION ON CLIMATE CHANGE

Mr. Eric Walberg, HRPDC Principal and Environmental Planner, presented an overview and the draft recommendations from the Governor's Commission on Climate Change draft final report that identifies the additional steps that must be taken to achieve the goal of reducing greenhouse gas emissions by 30 percent by 2025. Mr. Walberg described the components of the Climate Change Action Plan called for in Executive Order 59 and reviewed the CCC Work Plan for developing the Action Plan. He then reviewed various recommendations from the draft final report that related to or impacted transportation, including recommendations for reductions through increasing energy research and development, reductions in vehicle miles traveled, and reductions in greenhouse gas emissions associated with vehicle usage. Mr. Walberg summarized that the majority of the transportation related recommendations are contained in three sections of the draft final report: Section III.A.3; Section III.A.4; and Section III.C.14. He concluded his remarks by stating that the final report of Commission on Climate Change is due by December 15, 2008 and that the HRPDC has obtained a grant from the Virginia Coastal Zone Management Program to begin the process of addressing mitigation and adaptation to climate change in Hampton Roads. During discussion, Mr. Riutort asked if there is any correlation between this study and the Transit Vision Plan, particularly as related to transportation and land use planning. Ms. Ravanbakht responded that there is certainly a correlation between the two efforts. Following a general discussion, no action was taken.

3. HAMPTON ROADS REGIONAL TRAVEL DELAY STUDY: FINAL APPROVAL

Mr. Raliski noted that the Regional Travel Delay Study has undergone a 30 day

review and the final report incorporating comments received during the review is ready for approval. Mr. Allsbrook moved that the Hampton Roads Regional Travel Delay Study be approved. Mr. Shea seconded the motion and it was approved.

4. NORTH MAIN STREET CORRIDOR STUDY: DRAFT REPORT

Mr. Sam Belfield made a detailed presentation on the results of the study to identify roadway, traffic signal and access management improvements that will be necessary along North Main Street in Suffolk within the next ten years. He stated that a traffic analysis was performed for five scenarios to determine the extent of improvements needed to maintain traffic flow. Mr. Belfield then discussed the safety analysis that was conducted to identify conditions within the corridor that contribute to the frequency of crashes and remedies to reduce their incidence. Finally, Mr. Belfield described the results of an access management evaluation of the corridor and the methodologies proposed to better manage access associated with future development. Mr. Belfield concluded by stating that the draft report is ready for 30 day review and will be placed on the January 2009 agenda for final approval. Mr. Lewis then moved that the North Main Street Corridor Study be approved for 30 day review. Ms. Earley seconded the motion and it was approved.

5. OVERVIEW OF REGIONAL TRAVEL DEMAND MODEL

Mr. Jeremy Raw, VDOT Senior Modeling Systems Analyst, gave a presentation on the role and status of travel demand forecasting models in Virginia in general and for Hampton Roads in particular. He discussed the resources Virginia has in place to support the modeling effort, including a \$3 million investment in statewide data collection initiatives. Mr. Raw then discussed the enhancements being made to the Hampton Roads Model. He explained that a comprehensive update of the Hampton Roads Model is underway, including an updated model platform and a new truck model that will provide separate models for port trucks and truck traffic within the region. Mr. Raw stated that other improvements include enhanced mode choice for transit, HOV and toll effects to make the Hampton Roads Model consistent with both the Hampton Roads Transit Model and current modeling practice in Richmond and Northern Virginia. He stated that the Hampton Roads Model will also allow for Time-of-Day modeling to better model daily travel patterns such as peak spreading and secondary peaks. The Time-of-Day model will also allow for dynamic assignment modeling to study how congestion builds and resolves and be able to examine short-term dynamic toll variations. Mr. Raw concluded by stating that some components of the update are currently in testing while others are still in design and will not be complete until late 2010. He then asked for feedback on the model enhancements that VDOT is making in cooperation with the MPOs. Following a brief discussion, no action was taken.

6. CMAQ AND SAFTEY PROJECTS STATUS REPORT

Mr. Stephen Brich stated that his report is in response to the request made during his September TTC presentation for expenditures of the active CMAQ and Safety projects by phase and fiscal year. He noted that the list of active projects has been updated to remove several projects that have been identified as being complete and to remove the transit oriented projects. Mr. Brich then presented the updated status of the active CMAQ and Safety projects, including information reflecting expenditures by project phase and fiscal year for each jurisdiction's projects. Mr. Brich concluded his remarks by asking again that each jurisdiction review the CMAQ project lists that were submitted last spring to identify CMAQ projects that are finished and ready to close to determine any residual CMAQ funds that could be put back into the CMAQ pool for reallocation. Following a brief discussion, no action was taken.

7. FY 2010 UNIFIED PLANNING WORK PROGRAM (UPWP)

Ms. Ravanbakht discussed the schedule for developing the FY 2010 UPWP, noting that in keeping with the spirit of increased public involvement, the intent is to present a draft UPWP for TTC review in January, followed by MPO approval in March. She stated that due to the work undertaken in response to the quadrennial review, some activities in the current UPWP will not be completed as originally scheduled and therefore staff will not be able to take any new requests for major special studies for 2010. Ms. Ravanbakht reminded the TTC, however, that the UPWP will continue to contain a "critical issues" task which will allow HRMPO staff to address any critical special needs that may arise during the year. During discussion, Ms. Mazur asked if this means that jurisdictions can submit requests for studies in FY 2011. Ms. Ravanbakht responded that HRMPO staff has programmed studies in the past that have overlapped fiscal years and that it would be okay to submit a multi-year request. Following further discussion, no action was taken.

8. GILMERTON BRIDGE TRAFFIC MITIGATION

Mr. Adam Jack gave a presentation on the effects the construction schedule has on construction cost regarding the Gilmerton Bridge replacement project in response to questions raised by the MPO Board in November. He reviewed the schedule for when the traffic will be reduced to two lanes, noting that it will be two lanes for 35 months of the project's total duration of 47 months. Mr. Jack then discussed how the schedule was established stating that it was developed by an independent consultant, reviewed, verified and found acceptable by VDOT and major stakeholders. He stated that the schedule is predicated on several parameters, one of which is to maximize use of normal construction personnel and equipment by operating a five day work week with one shift per day. He noted that alternatives considered were complete closure of the roadway, which would save 6-12 months, and a six day work week, which would save about eight months. Mr. Jack, in response to the MPO question about reducing the construction schedule to minimize the duration of the two lane closure, such as

working 24 hour days and weekends, stated that the schedule could be reduced but the cost is unknown at this time. He then reviewed the types of increased costs and risks that would enter into a schedule reduction. Mr. Jack concluded his remarks by reviewing again the contractor incentives/disincentives that currently exist in the bid package and noted that the contractor will be allowed to present alternative Maintenance of Traffic and/or Schedule of Construction schedules to VDOT for approval. During discussion, Mr. Sorey noted that the MPO did not suggest a 24 hour work day, but inquired about the reduction that would occur by extending to a 10 or 12 hour work day. Mr. Brisbin expressed concern for the congestion on Portsmouth's east-west streets resulting from increased traffic through the Downtown Tunnel that has occurred since the Jordan Bridge closed and will get worse during the Gilmerton Bridge reconstruction. He stated that the MPO needs to look at a regional solution to the congestion that will occur during the Gilmerton reconstruction. Following further discussion, no action was taken.

9. FOR YOUR INFORMATION

Mr. Raliski noted the various items, referring particularly to Item 9A, MPO Best Practices Study, and Item 9B, VDOT FY 2009-2014 Six-Year Improvement Program (SYIP) Update.

Ms. Ravanbakht reported on Item 9.E.1, MPO Staff Reorganization. She stated that as of December 1st, Mr. Case has taken over management of the CMP, ITS and Safety programs previously managed by Ms. Ravanbakht and that Mr. Andy Pickard has been promoted to Principal Transportation Engineer and is responsible for the Long Range Planning program. She added that in addition to his current duties, Mr. Mike Kimbrel will also assume full management of the CMAQ and RSTP Project Selection Process.

No action was taken on any of the FYI items.

10. OLD/NEW BUSINESS

A. Mr. Case announced that the TRAFFIX Oversight committee would meet immediately following the TTC meeting in the SPSA Training Room. No action was taken.

B. Mr. Stringfield presented a request to add a new project, UPC #90963, High Speed Video Access for Eastern Region 1st responders, to the FY 2009-2012 TIP. He explained that this project will upgrade the existing video distribution infrastructure at the Hampton Roads Transportation Operations Center to deliver high-speed MPEG-4 video streams to the media, first responders and other key agency partners. Mr. Stringfield then moved that the FY 2009 -2012 TIP be amended to add this new project. Mr. Allsbrook seconded the motion and it was approved.

C. Ms. Whitney presented a request to amend the FY 2009-2012 TIP to

reprogram \$9 million of RSTP funds associated with UPC #T1821, Peninsula Rapid Transit Project, to three other projects. She explained that HRT and the City of Newport News have pursued a rigorous analysis for a Light Rail Transit (LRT) System that includes service to the City Center/Oyster Point area, but this analysis indicates that at this time a LRT project would almost certainly not qualify for federal funding under the Federal Transit Administration's New Starts program. Ms. Whitney stated that it is the city's objective to plan for and achieve this option to support the city's future development with a balanced transportation system and HRT is working to provide requested information towards meeting this objective. She then stated that in collaboration with the City of Newport News, HRT requests that \$9 million of RSTP funds previously allocated to the Peninsula LRT project, UPC #T1821, be reallocated to support the advancement of three projects: 1. Initiation of Virginia Beach and Naval Station Norfolk Fixed Guideway Alternatives Analysis/Draft Environmental Impact Statement, a planning study in response to legislation passed during the 2008 General Assembly, total funds reallocated: \$1.5 million; 2. Construction of a Park and Ride lot adjacent to Military Highway, a project included as part of UPC #T1822, Norfolk Light Rail Transit but the location of which had to be shifted due to development on the previously identified site, total funds reallocated: \$3.0 million; 3. Middle Ground Boulevard, UPC #11816, an RSTP funded project to construct a four lane divided roadway between Jefferson Avenue and Warwick Boulevard, total funds reallocated: \$4.5 million. Ms. Whitney then made her request in the form of a motion. Mr. Schnauffer seconded the motion. During discussion, Mr. Riutort stated that it is important to note that the Peninsula Light Rail Transit project is not being cancelled, but rather is being placed on hold until the right-of-way can be established and appropriate ridership densities can be demonstrated through land use patterns along the light rail corridor. Following further brief discussion, the motion was approved.

There being no further business, the meeting adjourned at 11:45 a.m.

HRMPO TREASURER'S REPORT

Fiscal Year 2009
NOVEMBER 30, 2008

STATEMENT OF REVENUES AND EXPENDITURES

REVENUES	Annual Budget	Current Month	YTD
Sec 112 PL Revenue	1,896,751	-	338,779
VDRPT 5303 Revenue	190,290	-	61,766
State Revenue	260,880	-	50,068
HRPDC Match	260,880	-	50,068
Pass Through Revenue	318,818	-	62,370
HRT Match Revenue	29,852	-	4,570
WAT Match Revenue	10,000	-	2,359
Total Revenue	<u>2,967,471</u>	<u>-</u>	<u>569,980</u>
EXPENDITURES			
Personnel	1,604,373	124,739	581,966
Contractual	700	-	-
Special Contracts	35,000	-	-
Operations	217,375	11,716	44,702
Pass Through Expenditures	398,523	-	69,299
Indirect Costs	711,500	44,650	220,106
Total Expenses	<u>2,967,471</u>	<u>181,105</u>	<u>916,073</u>
Agency Balance	<u>0</u>	<u>(181,105)</u>	<u>(346,093)</u>



FY 2009 - 2014
Six-Year Improvement Plan Update

Reta R. Busher, CFO
November 19, 2008

Revenue Outlook

- **The October estimate of state transportation revenues for FY 2009 – 2014 is \$1.6 billion less than what was anticipated in June 2008.**
- **The final official revenue forecast will be provided by the State Department of Taxation in December.**

Revenue Outlook

The federal revenue outlook is uncertain:

- **In addition to the impacts of the economic downturn, SAFETEA-LU will expire at the end of federal fiscal year 2009**
- **Current forecasts for the Federal Highway Trust Fund indicate it will be out of cash at that time**

Revenue Outlook

- **The structure and funding levels of the next federal transportation authorizing legislation is unknown.**
- **We are continuing to forecast federal revenue growth based on Virginia's estimated fuel consumption growth.**
- **To protect from over programming, federal funds are being held in reserve in the amount of \$424.4 million.**

Revised SYIP

All of VDOT's programs will be impacted by the revenue reductions:

- **The revised SYIP will reflect the impact of the revised revenues to the construction and maintenance programs.**
- **Reductions will be seen in the state formula distributions and in other dedicated and statewide construction amounts.**

Estimated Construction Impacts

- **The Interstate program is expected to be reduced by 5 to 10% in the current year and up to 25% in years FY 2010-2014.**
- **State Formula construction funds for Primary, Secondary and Urban will be reduced by 15 to 20% in the current year and up to 45% in years FY 2010-2014.**
- **The total construction program, including Dedicated and Statewide construction funds, will see reductions of 5 to 10% in the current year and up to 20% in years FY 2010-2014.**

Next Steps

December CTB Meeting:

- **Balancing FY 2009 and FY 2010 budgets to final revenue reductions.**
- **Reviewing Service Level reductions.**
- **Finalizing the Program reductions.**

Month of January: (Tentative)

- **Program Public Hearings (5)**
- **Adopt revised FY 2009-2014 Six-Year Improvement Program.**



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION

1700 North Main Street
Suffolk, VA 23434
VirginiaDOT.org

DAVID S. EKERN, P. E.
COMMISSIONER

November 3, 2008

Mr. Roberto Fonseca
Division Administrator
Federal Highway Administration
P.O. Box 10249
Richmond, VA 23240-0249

RE: Hampton Roads Urbanized Area
FY-08 Performance Report
PL and SPR Funds

Dear Mr. Fonseca:

The Department annually provides PL and SPR funds for transportation planning in the Hampton Roads urban area. The Department is also required to provide an annual performance report of these spent by the MPO and VDOT. The following is the report on the expenditure of these funds and accomplishments made during the 2008 fiscal year:

PL FUNDS (Federal & State)

PL funds expended by the Hampton Roads MPO staff during FY-08 and their major accomplishments are listed below:

Funds Budgeted	\$ 2,527,551
Funds Expended	\$ 2,042,282

- Maintenance of the Continuing Transportation Planning Process
- Technical support and coordination with local jurisdictions
- Congestion Management System and Inter-modal Management System
- Participate in Air Quality Conformity of TIP and LRP
- Development of the 2030 Long Range Transportation Plan

- Transportation database activities
- Participate in development of Hampton Roads ITS
- Citizen Participation Information
- Development of Unified Planning Work Program
- Development of Transportation Improvement Program
- Transportation Demand Management
- Preparation of special studies for local governments

The Hampton Roads Planning District Commission's progress narrative by UPWP task through the fourth quarter of FY-08 and distribution of expenditure report is attached.

The HRPDC staff has performed very competently in carrying out their responsibilities as identified in the FY-08 UPWP. Mr. Dwight Farmer and his staff are commended for maintaining an excellent planning process and for the high quality products that they produce. Their cooperation with the Department in the transportation planning process is greatly appreciated.

Based on our review, their FY-08 expenditures have been approved for reimbursement.

STATE PLANNING and RESEARCH FUNDS (including State match)

SPR funds expended by the VDOT Hampton Roads District and Central Office staff and major activities during FY-08 to meet federal transportation planning requirements are listed below:

Funds Budgeted \$ 560,000
Funds Expended \$ 248,200¹

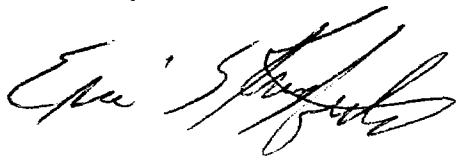
- Attendance of Technical Committee and MPO meetings, and special meetings with HRPDC and local governments
- Administration of PL funds
- Preparation of input to the FY-09 UPWP
- Preparation of input to the revision of the FY 2009-2012 TIP.
- Attendance of citizen information meetings held regarding transportation planning progress

- Collection of traffic volumes and vehicle occupancy counts for monitoring and planning HOV and rideshare programs, and for use in measuring the effectiveness of Regional Transportation Demand Management
- Assisted HRPDC staff with Congestion Management System and Intermodal Management System
- Review of the various reports prepared by HRPDC staff
- Participation on the Hampton Roads TRAFFIC / HOV Steering Committee
- Participation in the Hampton Roads Bicycle and Pedestrian Advisory Committee
- Review of highway projects for intermodal conflicts, pedestrian and bikeway needs, and conformity with LRP
- Serve on the Hampton Roads ITS Committee
- Continued assistance, review, support and coordination of transportation planning activities with localities.

(1- Funding under expenditure is mostly attributable to current vacancies and staffing restrictions.)

If you have any questions or need additional information, please let me know.

Sincerely,



Eric L. Stringfield
District Planning Manager

Attachments



COMMONWEALTH of VIRGINIA

MATTHEW O. TUCKER
DIRECTOR

DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION
1313 EAST MAIN STREET, SUITE 300
RICHMOND, VA 23219

(804) 786-4440
FAX: (804) 786-7286
VIRGINIA RELAY CENTER
1-800-828-1120 (TDD)

November 20, 2008

The Honorable Timothy Kaine
Governor of Virginia
Patrick Henry Building, Third Floor
1111 East Broad Street
Richmond, Virginia 23219

Dear Governor Kaine:

As you are aware, I have been offered and accepted the position of General Manager and Chief Executive Officer for North County Transit District in Oceanside, California effective December 12, 2008.

The decision to accept this position was not easy from either a professional or personal perspective. I want to thank you for giving me the opportunity to serve as the Director of DRPT. I have learned much from your steadfast and visionary approach to solving problems and advancing initiatives that will support continued prosperity within the Commonwealth. The clear direction, focus, and support from you and the General Assembly for improving accountability, increasing investments in rail and public transportation, and improving land use has strengthened the agency and the programs that we administer. I'd like to share some examples of the progress that has been made since 2006.

Accountability

The expectations for DRPT have changed significantly since 1986 when our budget was approximately \$75 million to support primarily formula grant applications. Today, based on your efforts along with the General Assembly, our budget exceeds \$600 million and we have transitioned to an agency that is focused on achieving public benefits through the investment of public funds. The Commonwealth, through the Rail Enhancement Fund program, has been consistently highlighted as a national leader in evaluating the public benefits of making investments in rail and negotiating performance outcomes such as cars or trucks removed from highways, gallons of fuel saved and pavement management cost savings. DRPT is expanding the use of public benefit evaluation criteria across all of our programs to support achieving the highest return on public funds invested in projects.

The Smartest Distance Between Two Points

www.drpt.virginia.gov

ATTACHMENT E

The Honorable Timothy Kaine
November 20, 2008
Page Two

The use of public benefit models in reviewing funding requests is just one example of our efforts to improve accountability. We are also implementing an asset management system that will enable DRPT to more accurately manage and forecast capital needs over the next 25 years, a Dashboard to report on our performance across all programs, and an improved project management program for projects and agreements to ensure that the public benefits that were promised are delivered. We have been successful in improving accountability largely based on your support for a reorganization of the agency, which allowed us to increase our expertise by partnering with the private sector. Even with these enhancements, DRPT has kept the cost of administering our programs to less than four percent of the agency's total budget.

Increasing Investment in Rail and Public Transportation

In 2007, we achieved new funding sources for rail and transit, with a record 42 percent increase in transit operating funds and an additional 20 percent from bond proceeds for transit capital projects. The bond program also provided an additional \$12.9 million each year for rail capital projects.

This year, we brought two major transit initiatives closer to the finish line in Northern Virginia and Hampton Roads as the Dulles Corridor Metrorail Project entered the final phase of project development and Norfolk Light Rail began construction.

Today, we're on the edge of a new frontier with the possibility of state participation in new intercity passenger rail service for the first time in Virginia history. We've also changed the way that our localities and regions think about transportation. From September 2007 to September 2008, transit ridership increased by 13 percent and in the past year seven localities from across the state have come to DRPT for assistance to implement new transit service.

We have also executed major agreements with the railroads and the Port of Virginia that will support the increased movement of freight by rail to reduce congestion on our roads and provide economic benefits through jobs and local investment. Very soon, we will be releasing the Statewide Rail Resource Allocation Plan that will position the Commonwealth to advance the latest freight and passenger rail projects over the next six years.

Land Use

There is no doubt that your emphasis on improving land use has fundamentally changed the transportation paradigm for the Commonwealth. Emphasizing land use directly supports improved freight and passenger rail service and the use of public transportation. DRPT is incorporating the consideration of land use impacts as part of our review of funding requests. In the development of our Statewide Rail Plan, we are emphasizing the

The Honorable Timothy Kaine
November 20, 2008
Page Three

economic benefits and transportation cost savings associated with improved land use as a result of the investment of public funds for passenger rail stations and multimodal transportation facilities.

None of these accomplishments would have been possible without your leadership and the support of the General Assembly. I am deeply honored to have had the opportunity to work with you, the General Assembly, and Secretary Homer to advance transit, rail and transportation demand management as integral components of our transportation system.

I am confident in the future direction and the strategic approach that you have set for the Commonwealth. I wish you and your family continued success, health, and prosperity. Take care and may God bless you.

Sincerely,

A handwritten signature in black ink that reads "Matt O. Tucker". The signature is written in a cursive style with a long, sweeping horizontal line extending to the right.

Matthew O. Tucker

c: The Honorable Pierce Homer, Secretary of Transportation

Chapter Executive

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*Wesley K. Jones
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*Outreach-
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*DBE/HUB-
David James*

*Legislative
James Toscano
Bruce Williams*

*Fundraising
Curtis Hopkins*

November 11, 2008

Camelia Ravanbakht, Ph.D.
Deputy Executive Director
Hampton Roads MPO

Dear Camelia:

On behalf of the COMTO Hampton Roads Chapter, we thank you for sharing your time and expertise at our first annual HUB Conference. The event was a huge success thanks to supporters like you investing in our efforts.

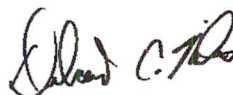
We had well over 120 attendees from across the country participate. The HUB initiative is among the top priorities in the national COMTO strategic plan to ensure that HUB businesses are at the table and fully engaged in contracting opportunities. With educational and outreach programs like the HUB Conference, we are able to progress towards meeting that objective.

Again, heartfelt thanks and we look forward to continuing our partnership with you.

With gratitude,



Prescott Sherrod
President
COMTO Hampton Roads



Delceno C. Miles
Program Committee Chair
COMTO Hampton Roads

AGENDA NOTE – HAMPTON ROADS METROPOLITAN PLANNING ORGANIZATION

ITEM #13: OLD/NEW BUSINESS