

MPO COMMITTEE REPORT



By

Mayor Joe S. Frank

Chairman

July 25, 2008

MPO COMMITTEE MEMBERS

Stan D. Clark, Isle of Wight County

Joe S. Frank, Newport News, Chairman

Randall A. Gilliland, Hampton

Clifton E. Hayes, Jr., Chesapeake

Dennis W. Heuer, Virginia Department of Transportation

James O. McReynolds, York County

Mark D. Rickards, Williamsburg Area Transport

Ivan P. Rucker, Federal Highway Administration (FHWA)*

Douglas L. Smith, Portsmouth

James K. Spore, Virginia Beach

Michael S. Townes, Transportation District Commission of Hampton Roads

** FHWA staff has indicated federal representatives will have non-voting status on the MPO board and MPO committees.*

BACKGROUND

The MPO Committee met on Tuesday, July 22, 2008, to discuss the following topics:

1. **Work Plan for Addressing the Quadrennial Certification Review** – During the June MPO Committee meeting, staff was asked to provide a Work Plan to assist in organizing the efforts to address the findings of the Certification Review. The Committee reviewed the Work Plan and discussed related issues not specifically addressed in the Work Plan. An executive summary of the Work Plan is attached.

Attachment 1

2. **Remarks to the MPO Committee by Chairman Frank** – Chairman Frank distributed a document (attached) outlining his thoughts regarding the work with which the MPO Committee has been charged.

Attachment 2

3. **Draft MPO Bylaws** – The MPO Attorneys presented an initial draft of MPO bylaws. The Committee reviewed the draft and provided input for revisions that will be reviewed at the next meeting of the MPO Committee.
4. **Draft VDOT/MPO “Master Agreement”** – The MPO Committee deferred discussion on the **Memorandum of Understanding on Metropolitan Transportation Planning Responsibilities for the Hampton Roads Area** until the next MPO Committee meeting.
5. **Regular Meeting Schedule for MPO Committee** – Recognizing that the MPO Committee will need to have monthly meetings, at least in the near term, members discussed setting a regular meeting schedule.
6. **Action Items** – Summary of items that MPO staff has been tasked with, plus lists of items to be included on the August 19 MPO Committee agenda and the September 17 MPO agenda.

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1. **WORK PLAN FOR ADDRESSING THE QUADRENNIAL CERTIFICATION REVIEW**

MPO Staff briefed the Committee on the Work Plan, noting corrective actions (CAs) and programmatic recommendations (PRs) that had been addressed to date and staff recommendations on the order in which to address the remaining

CAs and PRs. Chairman Frank expressed his desire that the Committee commit to showing progress on addressing the CAs and PRs rather than wait for the findings of the Best Practices study, noting that much of this effort will be a work in progress and subject to change. Other issues discussed under this agenda item included:

- a. Civic Engagement Staffer – MPO Committee recommends that the MPO approve the staffing of this position. The Committee further recommends that the title for this position connote the importance of the job. Mr. Spore suggested the title – “Director of Communications and Community Outreach”. The Committee reviewed the position description that had been distributed to the MPO with the July agenda packet and Chairman Frank recommended that another bullet be added to the position description stating that this individual will also be responsible for briefing local governments on a regular, as needed, bases. Chairman Frank also reiterated the recommendation he made at the July MPO meeting that this position be funded out of HRPDC reserve funds for the first year only.
- b. Legislative Liaison Staffer – MPO Committee discussed whether this position should be an employee or a consultant. It was also discussed whether one individual could effectively handle the duties of both civic engagement and legislative liaison. The Committee requested that the Executive Director speak with staff that do similar work for the localities and transit agencies and provide the Committee with the insight gleaned from those discussions.
- c. Legislators on the MPO – The Committee discussed inviting legislators to participate as ex-officio members of the MPO. Chairman Frank recommended that the Chairman of the MPO be asked to write a letter to the Chair of the Hampton Roads Caucus and ask that two members (one from the House, one from the Senate) of the Caucus be selected to participate in HRMPO meetings. MPO staff was asked to review how other MPOs select and enlist legislators to be ex-officio representatives on their policy boards.
- d. Corrective Action 4 – Chairman Frank stated that he had met with the Transportation Technical Committee (TTC) to discuss the proposal to change the organizational structure of the committees associated with the MPO and how those committees would operate with respect to federal public meeting requirements as well as requirements of the Virginia Freedom of Information Act (FOIA). He stated that he would like to discuss the proposed organizational structure with the Chief Administrative Officers (CAOs) at their meeting on August 20, 2008. Mr. Rucker noted that he had sent questions to MPO staff regarding the proposed organizational structure of the committees and how the various tasks handled by the current committees would be handled under the new structure. Mr. Farmer assured

Mr. Rucker that he would receive a staff response soon, reiterating that the proposal is a work in progress that is subject to change.

- e. Best Practices Study – The Committee recommended that the RFP for the Best Practices study include requirements that the consultant provide for a robust public involvement element over the course of the study. Chairman Frank stated that such language should be included in any future RFP executed by the MPO in the future.

2. REMARKS TO THE MPO COMMITTEE BY CHAIRMAN FRANK

Chairman Frank distributed a document outlining his thoughts regarding the work with which the MPO Committee has been charged. The document noted:

- a. Corrective Action 4 is the most important item to address in the near term and has the earliest deadline of any of the CAs.
- b. Proposed changes to the organizational structure of MPO committees – in particular, the establishment of a Transportation Advisory Committee (TAC) and a change in how the current Transportation Technical Committee (TTC) operates. In addition, the Chairman's remarks include the recommendation of the establishment of a Citizen Advisory Committee (CAC).

MPO staff was asked to develop a diagram depicting the proposed committee structure as well as supporting text describing the roles and responsibilities of the committees and how the committees would interact with the MPO.

- c. The work underway related to public involvement.

3. DRAFT MPO BYLAWS

Mr. Rod Ingram of the Virginia Beach City Attorney's Office presented the MPO Committee with an initial draft of MPO bylaws. There was considerable discussion regarding MPO membership, including the following major points:

- a. There was consensus among Committee members that the MPO voting members from the localities be elected officials and that CAOs be ex-officio members. In addition, there was consensus that the Executive Director should not be a voting member of the MPO.
- b. The Committee discussed weighted voting and asked MPO staff to review the bylaws of other MPOs in Virginia and elsewhere with regard to weighted voting.

- c. MPO staff was asked to review how other MPOs determine or select representatives (ex-officio members) from groups representing freight, railroads, commercial airports, etc.
- d. There was some discussion regarding how members are selected and appointed to advisory committees, such as Citizen Advisory Committees.
- e. There was discussion regarding including information on MPO standing committees, such as the TAC and CAC, to Article VI, Section 6.01 of the draft bylaws.
- f. There was discussion on addition of a Budget and Financing section to the draft bylaws.
- g. Mr. Rucker noted that the bylaws referenced Virginia's Freedom of Information Act with regard to public meetings and notices. He recommended that appropriate references to federal regulations on public involvement be added.

4. DRAFT VDOT/MPO "MASTER AGREEMENT"

Due to time constraints, discussion on the **Memorandum of Understanding on Metropolitan Transportation Planning Responsibilities for the Hampton Roads Area** was deferred until the next MPO Committee meeting.

5. REGULAR MEETING SCHEDULE FOR MPO COMMITTEE

Recognizing that the MPO Committee will need to have monthly meetings, at least in the near term, members discussed setting a regular meeting schedule. The next MPO Committee meeting will be in the HRPDC Boardroom on Tuesday, August 19, 2008 at 9:30 AM. Starting in September, MPO Committee meetings will take place at 9:30 AM on the first Tuesday of each month. The location of each meeting will be included in the public notice for the meeting.

6. ACTION ITEMS

- a. The MPO Committee has tasked the MPO staff with the following items:
 1. Develop a diagram depicting the proposed committee structure as well as supporting text describing the roles and responsibilities of the committees and how the committees would interact with the MPO.
 2. Regarding the proposed “legislative liaison” position, the Executive Director has been asked to meet with staff that do similar work for the localities and transit agencies and provide the MPO Committee with insight gleaned from those discussions.
 3. Coordinate with the MPO Attorneys on revisions to the draft MPO bylaws.
 4. Research standard practices regarding voting at MPO meetings.
 5. Research standard practices for soliciting participation by legislators at MPO meetings.
 6. Research standard practices for soliciting and/or appointing members to represent stakeholders such as freight and railroads.
 7. Research standard practices for soliciting, selecting, and/or appointing members for advisory committees, such as Citizen Advisory Committees.

- b. The following items will be included on the August 19 MPO Committee agenda:
 1. Draft “Master Agreement”
 2. Draft MPO Bylaws
 3. Diagram and accompanying text describing proposed committee structure and responsibilities

- c. The following items will be included on the September 17 MPO agenda:
 1. Recommendation by the MPO Committee for approval of a new Community Outreach position
 2. Recommendation by the MPO Committee that the MPO Chair send a letter to the Hampton Roads Caucus requesting the appointment of a Caucus member to participate as an ex-officio member of the HRMPO.
 3. Diagram and accompanying text describing the proposed committee structure and responsibilities.