

**DRAFT MINUTES**  
**TRI-CITIES AREA METROPOLITAN PLANNING ORGANIZATION**  
**TECHNICAL ADVISORY COMMITTEE**

Colonial Heights Public Library (1000 Yacht Basin Drive Colonial Heights, VA)

February 14, 2020  
10:00 AM

Meeting Type:       Annual  
                          Regular  
 Special (Called)

Members and Others Present:

<b>Agency</b>	<b>Name</b>
Chesterfield County	Ms. Barb Smith
City of Colonial Heights	Mr. Todd Flippen (alternate)
Dinwiddie County	Mr. Mark Bassett
City of Hopewell	Mr. Johnnie Butler (Vice-Chair)
City of Petersburg	Ms. Michelle Peters (alternate)
Prince George County	Mr. Horace Wade (Chair)
Virginia Department of Transportation (VDOT)	Mr. Larry Hagin (alternate)
Petersburg Area Transit	Mr. Charles Koonce
Virginia Department of Rail and Public Transportation (VDR&PT)	Ms. Tiffany Dubinsky
RideFinders	Brigitte Tanner Carter
Crater Planning District Commission	Mr. Ron Svejksky (Secretary)
Fort Lee	Mr. Fritz Brandt
Crater Planning District Commission	Mr. Jay Ruffa
VDOT	Mr. Dan Grinnell
City of Petersburg	Mr. Andrew Barnes
FOLAR	Mr. Samuel Hayes
FOLAR	Ms. Wendy Austin

**1. Call to order**

The meeting was called to order at 10:10 a.m. by TAC Chair Wade. It was noted that a quorum was present.

**2. Public Comment Period**

No one spoke

**ACTION ITEMS:**

**3. Approval of Agenda**

**Approved as Amended**

Mr. Svejkovsky requested that Agenda Item #5a be added to discuss the priorities for the FY21-26 SYIP round of the MPO's RSTP/CMAQ allocations. Ms. Smith moved, and Ms. Dubinsky seconded the motion to approve the agenda with this change. The motion was approved unanimously

**4. Approval of minutes from January 3 meeting – Attachment 1**

**Approved**

Ms. Smith moved, and Mr. Flippen seconded the motion to approve the minutes. The motion was approved unanimously.

**5. FY21-22 MPO TAP Allocations – Attachment 2**

**Approved**

Mr. Svejkovsky noted that on January 6, 2020, VDOT informed MPO staff via email that \$331,480 of TAP funding has been allocated to the MPO (total for FY21 and FY22). Attachment 2 includes 1) the latest schedule that VDOT staff presented to the CTB on January 14, and 2) VDOT's summaries of the two City of Colonial Heights applications within our MPO area (with their scores). Note: TAP funding is the 80% share of the total cost of the results; 20% is funded by the locality.

Mr. Svejkovsky added that prior to the February 14 TAC meeting, MPO staff learned from the CTB Member that his preliminary FY21-22 TAP allocations include fully funding the Appomattox River Greenway Trail Phase 5 application (requested \$295,339 of TAP funding with a \$73,835 City match). We also learned from VDOT that there is a \$100,000 TAP funding balance in the Enhancement Balance Entry Account (UPC T4969).

Mr. Svejkovsky noted that after receiving this good news, after discussion, TAC recommended that the other TAP Application submitted in the Tri-Cities MPO area (Colonial Heights High School Sidewalks, TAP funding request \$568,000) be selected for TAP funding by the MPO. This involves allocating the \$331,480 of FY21-22 TAP funding allocated to the MPO to the Sidewalks project.

Mr. Svejkovsky also asked TAC to recommend how to allocate the \$100,000 TAP funding in the Enhancement Balance Entry Account (UPC T4969), either to the Sidewalks Project or for future cost overruns.

After some discussion, Ms. Smith moved, and Mr. Flippen seconded the motion that TAC recommend the Policy Committee approve by resolution to allocate the \$331,480 of MPO-

designated FY21-22 TAP funding for the Colonial Heights High School Sidewalks project application and retain the \$100,000 Balance Entry TAP funding for future cost overruns. The motion was approved unanimously

**5a. MPO RSTP/CMAQ Allocation Priorities for the FY21-26 SYIP** **Approved**

Mr. Svejkovsky noted that the MPO has ranked its RSTP/CMAQ projects, but he wanted the TAC to discuss and recommend to VDOT in more detail how the TAC would like to see the allocations exercise done by VDOT once they receive the FY21-26 SYIP RSTP/CMAQ allocations from VDOT's CO.

Mr. Svejkovsky distributed out a draft MPO Staff recommendation sheet, which noted the overall rankings by the MPO and also included that projects further along have priority over those not as far along (under construction first, about to go under construction next, the RW, then PE, all the way back to "not started").

TAC members also noted that the presumption is that projects are fully funded in the SYIP, and if a project is not fully funded it is the exception and is noted how it will be fully funded.

Mr. Hagin noted that this guidance will be helpful as VDOT does the Draft allocation exercise. The Draft RSTP/CMAQ tables will be sent to the MPO staff once completed.

Mr. Svejkovsky noted that as in previous years, TAC will review and approve for the Draft RSTP/CMAQ tables for public review (and GENMOD inclusion in the VDOT Draft FY21-26 SYIP). Mr. Svejkovsky also noted that it is anticipated the final approval by TAC and the Policy Committee would be in April or May.

By consensus, the TAC approved the above priorities.

**6. DRAFT Conformity Report for Public Review – Attachment 3** **Approved as Amended**

Mr. Svejkovsky noted that at its January 9, 2020 meeting, the Policy Committee authorized the TAC to release the *Draft Conformity Report* for public review. The *Draft Conformity Report (Attachment 3)* was reviewed and voted upon by the Interagency Coordination Group (ICG) at its February 11, 2020 meeting (some members of the Tri-Cities TAC are ICG members).

Mr. Svejkovsky added that the 30-day public review of the *FFY 2021-24 Draft MTIP* and *Draft Conformity Report* will run from February 17 to March 18, 2020 with Policy Committee approval of the *FINAL FFY 2021-24 MTIP* and *Conformity Report* expected at its April 9, 2020 meeting (if there are no substantial comments to the *DRAFT FFY 2021-24 MTIP* or the *Draft Conformity Report*). A Public Information Meeting will be held on February 26, 2020, at the Petersburg Public Library from 5-7 p.m.

Mr. Grinnell noted that a few changes are needed to the list of projects in the report (in the RRTPO area), and he asked TAC to release the Draft Report as amended and that the amended report will be sent to the MPOs later today.

Mr. Flippen moved, and Ms. Smith seconded the motion to release the amended *Draft Conformity Report* for public review at the same time as the *Draft MTIP* (February 17 – March 18). The motion was approved unanimously.

## 7. Updated TAC Bylaws – *Attachment 4*

## Approved as Amended

Mr. Svejkovsky noted that this is a Federal Certification corrective action. Prior to the meeting, we need your review and comments so we can discuss any updated revisions at this TAC meeting. Previous suggestions by TAC members and Policy Committee members included:

- Simplifying the By-laws
- Possibly rotating chairs (like RRTPO)

Mr. Svejkovsky added that **Attachment 4** includes the MPO staff-suggested simpler version, which is based on the approved Bylaws of RRTPO (as last amended in 2018) and is tailored to Tri-Cities Area MPO. As noted in January, the major differences between the RRTPO Bylaws and the current Tri-Cities Area MPO bylaws are:

- RRTPO uses one set of bylaws to cover the policy board and TAC, and Tri-Cities currently has two sets of bylaws
- RRTPO uses weighted voting, and Tri-Cities does not
- RRTPO has a CTAC, and Tri-Cities does not

Mr. Svejkovsky reminded the TAC and Policy Committee members that no change is proposed to the voting membership of the Policy Committee in the MPO staff-suggested simpler version.

Mr. Svejkovsky also noted that at their January meetings, the TAC and the Policy Committee both supported the MPO staff bringing the MPO staff-suggested simpler version forward for review and action. Topics brought up in January to be discussed at this meeting included:

- Adding TAC members, such as VSU
- Making all TAC members voting members
- Rotating chairs

Mr. Svejkovsky reminded members that the Updated Bylaws will come back for TAC and Policy Committee approval after the PDC attorney has completed its review and approval.

After some discussion, a few slight changes to the Draft Updated Bylaws were made.

Ms. Smith moved, and Mr. Butler seconded the motion that TAC recommend MPO approval (with the few slight changes) to the MPO staff-suggested simpler version for forwarding to the Crater PDC's attorney for review. The motion was approved unanimously.

**8. MPO SMART SCALE Round 4 Applications – Attachment 5** **Action**

Mr. Svejkovsky noted the revised changes to SMART SCALE will be formally approved at the February 20, 2020 CTB Action meeting. The link to the January 14 presentation to the CTB is below:

[http://www.ctb.virginia.gov/resources/2020/jan/pres/9\\_smartscale.pdf](http://www.ctb.virginia.gov/resources/2020/jan/pres/9_smartscale.pdf)

Mr. Svejkovsky noted that **Attachment 5** includes *Preparing for Round 4* as provided by OIPI, and he took the TAC through the prioritized list with the latest statuses of the 6 candidates brought up so far.

Mr. Svejkovsky recommended that TAC make the final recommendation of the top four MPO SMART SCALE applications to the Policy Committee for February 27, 2020 Policy Committee final action.

Mr. Svejkovsky also reminded TAC members that pre-applications must be submitted into the SMART Portal by April 2, 2020 and full applications must be submitted by August 3, 2020.

Ms. Smith moved, and Ms. Peters seconded the motion that TAC recommend the top four MPO SMART SCALE applications to the Policy Committee for February 27, 2020 Policy Committee final action. The motion was approved unanimously.

**INFORMATION ITEMS:**

**9. I-95 Corridor Improvement Plan** **Information**

Mr. Svejkovsky noted that the Final (Third) Public Meeting regarding the *Interim Plan* was held January 30 at the Hilton Garden Inn Richmond South/Southpark. MPO staff attended the meeting. The CTB is moving forward with the Operations recommendations. The capital, transit, and rail solutions will be further studied through 2020.

Mr. Svejkovsky noted the link to the *Interim Plan* (approved January 15 by the CTB) is below:

[http://www.ctb.virginia.gov/projects/major\\_projects/easset\\_upload\\_file65013\\_141080\\_e.pdf](http://www.ctb.virginia.gov/projects/major_projects/easset_upload_file65013_141080_e.pdf)

Mr. Svejkovsky lastly noted the CTB resolution approving the *Interim Plan* is below:

<http://www.ctb.virginia.gov/resources/2020/jan/res/18.pdf>

## 10. VTrans Draft Mid-Term Needs

## Information

Mr. Svejkovsky noted the CTB approved the Mid-Term Needs at the January 15, 2020 CTB Action meeting. The link to the January 15 presentation to the CTB is below:

[http://www.ctb.virginia.gov/resources/2020/jan/pres/10\\_vtrans.pdf](http://www.ctb.virginia.gov/resources/2020/jan/pres/10_vtrans.pdf)

The January 15 CTB resolution approving the Mid-Term Needs Report is below:

<http://www.ctb.virginia.gov/resources/2020/jan/res/19.pdf>

The January 2020 *Executive Summary* (by District) and *Methodology* came online on January 28 (after the January 15 CTB meeting) at:

<http://vtrans.org/mid-term-planning/mid-term-needs>.

The InteractVtrans map is also online at:

<http://vtrans.org/mid-term-planning/InteractVTrans>

Mr. Svejkovsky also noted that MPO/PDC staff are creating an updated ArcGIS VTrans Mid-Term Needs online map, which will be sent by separate email.

## 11. DRPT Report

## Information

Ms. Dubinsky noted the following:

- DRPT sent an email to MPOs and PDCs that DRPT's TAMP target for 2020 were sent to the National Transit Database
- Grant applications closed Feb. 3

## 12. VDOT Report

## Information

Mr. Hagin noted the following:

- The CTB is meeting Feb. 19-20, which includes approving changes to SMART SCALE
- The SMART Portal opens March 5 and closes April 2 for the SMART SCALE pre-applications and the Full Application deadline is August 3

## 13. Other Upcoming Items:

## Information

Mr. Svejkovsky noted these upcoming items:

- MTP Schedule – in progress, plan to begin in Late Spring/Early Summer 2020 with Public Outreach Kickoff regarding vision, policies, existing conditions, and trends

- Next month there will be an action item to approve transfers for UPC 105109 (Colonial Heights Bridges)

#### **14. Other Business**

Mr. Butler noted that there will be a Route 36 STARS Public meeting on Feb. 27 from 6-7 p.m.

#### **15. Adjournment**

Mr. Wade noted that the next meeting will be Friday, March 6 at the Colonial Heights Public Library. The main topic will be the Draft FY21-26 RSTP/CMAQ allocations (if ready from VDOT).

Ms. Smith moved, and Ms. Dubinsky seconded the motion to adjourn. The motion as approved unanimously.