

**RICHMOND AREA
METROPOLITAN PLANNING ORGANIZATION**

MINUTES OF MEETING

April 8, 2004

MEMBERS PRESENT

REPRESENTING

Stran L. Trout, Chairman	County of New Kent
Russell E. Holland, Vice Chairman	County of Powhatan
Jack E. Apostolides (Non-voting).....	VDRPT
Richard W. Ayers.....	County of Powhatan
Edward Barber	County of Chesterfield
Robert Berry.....	RMA
Malvern R. Butler	County of Goochland
Rebecca Draper	County of Hanover
Paul E. Fisher	RRPDC
Robert Hodder (Alternate).....	GRTC Transit System
Michael Holmes	County of Charles City
R. M. "Dickie" King	County of Chesterfield
Joseph T. Lacy	County of Goochland
Diane Linderman	City of Richmond
Sherman W. Litton.....	County of Chesterfield
John R. Marlles (Alternate).....	County of Henrico
Patricia O'Bannon.....	County of Henrico
Faye O. Prichard (Alternate).....	Town of Ashland
Ivan Rucker (Non-voting).....	FHWA
Barbara K. Smith (Alternate).....	County of Chesterfield
Randall R. Silber	County of Henrico
D. M. "Marty" Sparks.....	County of New Kent
Frank Thornton	County of Henrico
Von Tisdale (Non-voting).....	RideFinders
Mohammad A. Zaid	City of Richmond

MEMBERS ABSENT

REPRESENTING

Rollo Axton.....	GRTC Transit System
Cliff Burnette (Non-voting)	VDA
E. Todd Eure	County of Henrico
John Gordon.....	County of Hanover
Peter R. Grimm	City of Richmond
Thomas A. Hawthorne	VDOT
Pat Kampf (Non-voting)	FTA
Angela LaCombe	Town of Ashland
Jon Mathiasen	CRAC
John McCracken	County of Chesterfield

Barbara Nelson.....CTAC
William Pantele.....City of Richmond
Robert R. Setliff.....County of Hanover

OTHERS PRESENT

REPRESENTING

Dan Lysy, **Secretary** RRPDC
Mike Davis.....Town of Ashland
Marleen K. Dunfee..... Task Force for Responsible Growth
Gary A. DuVal.....City of Richmond
Douglas Landwehr..... VDOT
Ron Mustain..... VDOT
Diane Parker..... Virginia Chapter of Sierra Club/TIGR
Brandon Stidham (Alternate).....County of Powhatan
David T. Williams..... County of Powhatan Planning Commission
John J. Zeugner..... CTAC
Mike Clements..... RRPDC
Larry Hagin..... RRPDC
Dee Jones..... RRPDC
Jin Lee..... RRPDC
Sharon Robeson..... RRPDC

CALL TO ORDER

MPO Chairman Stran Trout called the April meeting of the Richmond Area Metropolitan Planning Organization (MPO) to order at 2:15 P.M. He noted changes to the agenda that Dan Lysy would review. Mr. Lysy said staff had received a request from the Town of Ashland to amend the Transportation Improvement Program (TIP) which would be added as item III.A.3. In addition, Mr. Lysy said staff had received a change in the Henrico County TIP amendment request included as agenda item III.A.1 and so that item would be pulled from the consent agenda for discussion with the revised item. On motion of Rudy Butler, seconded by Pat O’Bannon, the agenda was amended as requested.

I. ADMINISTRATION

A. Minutes of the February 12, 2004 MPO Agenda –

Dan Lysy advised Chairman Trout of a request received from Rebecca Draper of Hanover County to revise page 14, paragraph one, beginning with line seven of the minutes to include substitute language and said copies of the proposed change were being passed out. Mr. Lysy read the proposed changes which included additional information and some wording changes as follows:

Rebecca Draper requested permission of the chairman to ask questions of Mr. Clements during his presentation, in “workshop”

format, and Chairman Trout approved this. Ms. Draper stated that on the stamped page 13 of the 11 x 17 packet, there are a total of \$1.4 Billion of RSTP Proposed Projects, Previous Funding total of \$1.7 Million, and that the Balance to Complete” column has hard-keyed RSTP allocations totaling only \$194 Million. Ms. Draper said she felt the “Balance to Complete” column is not labeled correctly – it is actually the anticipated total RSTP funding to be allocated to each project, with a true Balance to Complete of \$1.3 Billion. She asked why these projects do not have to meet the test of financial constraint...”

After brief discussion regarding the substance of and need for this amendment, Mr. Lysy said the proposed amendment provides additional information and clarification and that it would be good to have this additional clarification provided to the comfort of the MPO member. On motion by Richard Ayers, seconded by Russell Holland, the February 12, 2004 MPO minutes were unanimously approved as amended.

B. Open Public Comment Period –

Chairman Trout opened the public comment section of the meeting and recognized Diane Parker representing the Virginia Chapter of the Sierra Club and TIGR (Transportation Initiatives for a Greater Richmond). Ms. Parker said she would speak about two things, one, that an article in the Richmond Times-Dispatch indicated the GRTC Chesterfield Link program would end if not properly funded by the various jurisdictions. She said Chesterfield needs to step up to the plate to continue this service which will help clean up our air. Two, Ms. Parker said that planning for bike and pedestrian paths and continuing transit services would be beneficial in bringing down costs of MPO projects and make more money available for the rest of the needed services.

Chairman Trout thanked Ms. Parker for her comments and recognized John Zeugner, member of the MPO’s Citizens Transportation Advisory Committee (CTAC), certified planner and environmental consultant, who expressed concern about the proposed limited access break along Rt. 895 (Pocahontas Parkway) between the toll plaza and the bridge over the James River to accommodate a new development. He said that the CTB’s approval of this direct appeal circumvents the public participation process and the continuous, comprehensive and coordinated transportation planning process in the region eliminating public comment and appropriate debate of the pros and cons of the proposed interchange. Mr. Zeugner requested that the MPO give serious consideration to commenting to the CTB in advance of its April 15 hearing.

Chairman Trout thanked Mr. Zeugner for his comments and asked if there were any additional comments. Seeing none, Chairman Trout closed the public comment period of the meeting.

C. MPO Chairman's Report –

1. Presentation of Resolutions of Appreciation to Outgoing Members

Chairman Trout presented outgoing MPO Chairman Rebecca Ringley with a framed certificate of appreciation for her service as MPO chairman noting that Ms. Ringley was no longer the New Kent County elected representative to the MPO since she had not run for reelection last fall. Chairman Trout read the resolution and wished Ms. Ringley well noting that new MPO member Marty Sparks was her replacement. Ms. Ringley thanked the MPO for their honor and consideration saying it had been her pleasure to serve on the MPO.

Chairman Trout noted that there were framed resolutions of appreciation for former MPO members Ray Davis, Jack McHale, Kelley Miller, Roy Harrison, James Taylor and Jack Ward who were not present and asked if convenient, that members from the appropriate jurisdictions deliver these certificates to those who were absent from today's meeting.

2. Other Business –

Chairman Trout had no other business to report.

D. RRPDC Transportation Director's Report –

Dan Lysy passed out a flyer from Dick Beadles of the Virginia High Speed Rail Development Committee about a Transportation Connectivity Symposium sponsored by the Virginia Rail Policy Institute on Friday, June 4, at the Farmington Country Club in Charlottesville.

E. FY 05 MPO Officers –

It was noted in the MPO agenda attachments that for fiscal year (FY) 2005, Powhatan County is in line for chairman while Goochland County is in line for vice chairman. Chairman Trout requested that the MPO take separate actions to elect the chairman and vice chairman.

1. Election of FY 05 MPO Chairman

On motion of Ed Barber, seconded by Michael Holmes, Russell Holland was nominated for MPO chairman. Nominations were closed

at the MPO voted unanimously to elect Mr. Holland as MPO chairman for the FY 05 term of office.

2. FY 05 MPO Vice Chairman Nominating Committee

On motion of Richard Ayers, seconded by Michael Holmes, Rudy Butler was nominated for MPO vice chairman. Nominations were closed and the MPO voted unanimously to elect Mr. Butler as MPO vice chairman for the FY 05 term of office.

II. OLD BUSINESS

No old business was brought forward for consideration.

III. NEW BUSINESS

A. Consent Action Items –

As noted at the beginning of the meeting, Item III.A.1 was requested to be revised by Henrico County and would be discussed and considered separately leaving Item III.A.2, FY 04 UWP Budget Amendments, as the only consent agenda item. Mr. Lysy asked if there was any discussion on this item and there was none.

2. FY 04 UWP Budget Amendments –

On motion of Richard Ayers, seconded by Ed Barber, the MPO unanimously approved the following resolution:

RESOLVED, that the Richmond Area Metropolitan Planning Organization (MPO) amends the FY 04 Unified Work Program (UWP) to shift PL and Section 5303 funds among various RRPDC staff work tasks as shown in staff's FY 04 UWP RRPDC Staff Work Tasks, Proposed Staff Work Tasks Budget.

1. Henrico County TIP Amendment Request --

At Dan Lysy's request, Larry Hagin explained that seven projects were originally requested by Henrico County to have changes to their allocations in preliminary engineering (PE), right-of-way, and construction and that an eighth project, Creighton Rd. project, had been added to this list for similar changes. Chairman Trout asked if there were questions on the Henrico County requested change and there were none.

On motion by Pat O'Bannon, seconded by Rudy Butler, the MPO unanimously approved the following resolution:

RESOLVED, that the Richmond Area Metropolitan Planning Organization (MPO) amends the Secondary System section of the AMENDED FY 02/03 – FY 04/05 Transportation Improvement Program (TIP) to update estimated costs and allocations for eight projects as requested by Henrico County.

3. Town of Ashland TIP Amendment Request –

Mike Davis with the Town of Ashland explained the request is to transfer \$150,000 from a project that was originally approved in 1997-1998 which had no subsequent action on it to a project that the Town considers to be more important, the Route 1/Route 54 intersection. He said the project has other funding and nearly \$66,000 in CMAQ funds and they would like to combine the \$150,000 with that so they can move forward with the engineering on the intersection improvements on Route 1 and Route 54. Mr. Davis offered to answer questions and there were none.

On motion of Faye Prichard, seconded by Pat O'Bannon, the MPO unanimously approved the following resolution:

RESOLVED, that the Richmond Area Metropolitan Planning Organization amends the Urban System section of the AMENDED FY 02/03 – FY 04/05 Transportation Improvement Program (TIP) to reflect the transfer of \$150,000 in FY 97/98 RSTP funds from the Northeast Collector new roadway construction project (UPC #17772) to the Route 1/Route 54 intersection improvement project (UPC #13463), as requested by the Town of Ashland.

B. MPO Citizens Transportation Advisory Committee (CTAC) Meeting Report and Draft Revised MPO Guidelines For Public Participation –

Mr. Lysy noted that CTAC Chairman Barbara Nelson was not able to be present and he reported that CTAC had met on February 24 with the major agenda item being the revised "Guidelines for Public Participation." Mr. Lysy said the revised Guidelines were included in the agenda package under tab four, pages one through three, for MPO review and authorization to proceed with the required 45-day public review period before formal adoption can be considered. Mr. Lysy said work on the revised Guidelines began shortly after the last federal certification review about three years ago. He said a consultant had prepared a best practices report which had been presented to the MPO and CTAC had developed

the revised guidelines as a result of that effort. He said pages four through six under tab four of the agenda package show the changes from the old guidelines.

Chairman Trout recognized Ed Barber who noted staff's recommended change in paragraph five adding the word "significant," and the TAC recommendation in paragraph 11 to add more information regarding use of the web site to post draft documents for the public review process and for soliciting public input on draft plans and programs. Mr. Lysy expanded on each of these recommended changes and said that the TAC recommendation regarding use of the web site is simply a matter of taking credit for something we are already doing. Ed Barber then recommended that the original language in item 20 be restored omitting reference to specific groups that would hold membership on joint technical/citizen committees. Mr. Barber said that on item number 20, the second sentence, he would recommend taking out the words "shall include members of CTAC and TAC and..." Mr. Barber then made a motion to accept the recommendations for the "Guidelines for Public Participation" incorporating the changes recommended for items 5 and 11 and restoring original language for paragraph 20. Sherman Litton seconded the motion and Chairman Trout asked for further discussion.

Ivan Rucker asked that staff help him understand what "significant" means under item five. Mr. Lysy said that the word "all" implies that you must record almost verbatim and provide a detailed listing and staff responses for all public comments received during formal public review periods including phone calls, et cetera. He said he believes the word "all" is overly restrictive and the word significant, though open to some interpretation, would include written comments received at public meetings, in the mail, through e-mail, and at public meetings, especially those that would require changes in projects and programs that are being considered. Mr. Lysy referred to the detailed procedures and activities on pages seven through 10 of tab four which are used to implement the Guidelines for the TIP and the LRTP. He said these procedures, while not included in the Guidelines, are based on the guidelines and cover federal requirements in providing opportunities for citizens to come forward and to say they feel that something is significant and that staff has not responded to it. Mr. Rucker asked if 20 out of 30 public citizens were saying the same thing, would that be something that would be considered significant and Mr. Lysy said yes, it would. Mr. Rucker then asked if staff would categorize significant by the weight of the question that's being asked as it pertains to the people that provide it and Mr. Lysy responded yes, in both instances it would be fairly significant. Mr. Lysy said that the way it is practiced by requiring written comments, by doing surveys and providing opportunities for other written information, the opportunity is provided for citizens to provide input and comments and then provide

comments on staff's response to those comments. Mr. Rucker thanked Mr. Lysy for his comments. Chairman Trout concurred that the word "all" is too open-ended and using the word "significant" provides some leeway.

Chairman Trout asked if there were any other comments and there were none. Mr. Lysy clarified that the action would modify items five, 11 and 20 as read by Mr. Barber and would authorize the 45-day public review period. He said following the review period, staff would come back with the comments received for MPO consideration and final action.

On motion of Ed Barber, seconded by Sherman Litton, the MPO unanimously adopted the following resolution:

RESOLVED, that the Richmond Area Metropolitan Planning Organization (MPO) authorizes submission of the draft Revised MPO Guidelines for Public Participation for a 45-day public review and comment period as recommended by the MPO Citizens Transportation Advisory Committee with revisions to items five and eleven as recommended by the MPO Technical Advisory Committee (item eleven) and by staff (item five), and to revise item 20 to delete that portion of the second sentence which reads "shall include members of CTAC and TAC and."

C. FY 05 Unified Work Program (UWP) –

Mr. Lysy noted that the Fiscal Year 2005 Unified Work Program (UWP) runs from July 1, 2004 through June 30, 2005 and said this work program contains many of the same activities as in the past, such as MPO Maintenance, Citizen Participation, Unified Work Program, Transportation Improvement Program, Long-Range Plan, et cetera. He said one new study, task 5.9 Public Transportation Needs Assessment for Transportation Disadvantaged Groups, is something that needs to be conducted for Title VI and Environmental Justice requirements and is something that the Elderly and Disabled Advisory Committee (EDAC) has been requesting for several years. He said the study would provide for an assessment of transportation needs, means, numbers, and location of the elderly, disabled and low income who are the transportation disadvantaged population groups in the region. The study would then develop recommendations on how best to serve those populations. Mr. Lysy said the MPO's Technical Advisory Committee reviewed the UWP summary of the proposed work tasks, budget, and staff time allocations and unanimously recommended the proposed FY 05 UWP for MPO consideration.

On motion of Ed Barber, seconded by Marty Sparks, the MPO unanimously approved the following resolution:

RESOLVED, that the Richmond Area Metropolitan Planning Organization adopts the FY 05 Unified Work Program (UWP) as presented.

D. 2026 Long-Range Transportation Plan (LRTP) –

Mr. Lysy said Mike Clements and Larry Hagin would provide a brief presentation on the *Draft 2026 Long-Range Transportation Plan*. Mr. Clements, LRTP project manager, said he would present an outline of what is in the Long-Range Plan and that Larry Hagin, project manager for the Congestion Management System, would present information on that portion of the LRTP. He said staff began work last May with the Long-Range Plan Advisory Task Force holding 13 meetings over the past 10 months to develop the plan. Mr. Clements reviewed Task Force membership and federal requirements for the plan and began his PowerPoint presentation featuring the following slides:

- The Draft 2026 Long-Range Transportation Plan (cover photo)
- Plan Requirements
- Map 1-1, Richmond Are MPO Study Area Boundary
- LRTP Update Process (flow chart)
- Goals, Objectives & Strategies
- Citizen Participation
- Data Collection
- Population Totals for the MPO Study Area by Jurisdiction (chart)

Mr. Hagin stepped in to provide a presentation on the Congestion Management System (CMS) addressing three components: background, example of data analysis, and discussion of on-going requirements for work between CMS updates. He said the CMS is an MPO requirement as is the LRTP and that it must be updated every three years and requires MPO adoption. He said the CMS is intended to be a tool that's the data analysis machine for MPO activities providing an understanding of how our transportation network is performing at the regional level over time with particular focus on where congestion is located, its causes, and how it could be alleviated. Mr. Hagin proceeded with the PowerPoint presentation featuring the following slides:

- Congestion Management System; CMS Components
- Figure 8-1 Average Annual Growth Rate in Vehicle Registrations and Population: 1992-2001 (graph)
- Figure 8-2 Average Annual Growth Rates in Vehicle-Miles of Travel: 1994-2001; Figure 8-3 Daily VMT per Capita in Southeastern Urban Areas: 2001 (graphs)

- Figure 8-10 Transit Passenger Miles per Capita in Southeastern Urban Areas, 2001 (graph)
- CMS Next Steps

During his presentation, Mr. Hagin responded to questions regarding how the figures were derived for transit passenger miles per capita presented in Figure 8-10. Mr. Hagin clarified that those figures included the full round of public transportation options offered including bus, electric trolley, and rail. For Richmond, that would include fixed route transit, on-demand transit and the figures indicate how many miles people actually used public transportation.

Mr. Clements continued with the PowerPoint presentation on the LRTP with the following slides:

- Financial Constraint
- Richmond Area MPO 2026 Long-Range Transportation Plan Estimated Funds and Project costs (\$1,000's) (chart)
- Financially Constrained Projects (circle chart)
- Environmental Justice
- Map 14-1 Minority and Low-Income Population versus Automobile Ownership
- Environmental Justice
- Air Quality Conformity
- The *Draft 2026 Long-Range Transportation Plans* for the Richmond and Tri-Cities MPOs meet the conformity requirements for both VOC and NO_x (map and chart)
- Next Steps
- Questions?

Mr. Clements concluded his presentation and asked if there were any questions and none were asked. Chairman Trout asked if members were ready to vote on the Plan. Dan Lysy pointed out the final public review period comments that were included in the agenda package with staff responses to those comments. Mr. Lysy also reiterated that the air quality conformity analysis was conducted and the Plan passed that conformity requirement. He said the current plan will lapse May 15, 2004 and that there is barely enough time to get the Plan in to VDOT, Federal Highway Administration, and EPA for their review period and approval, so he said it is important that the MPO take action on the Plan today.

Ed Barber provided copies of a proposed paragraph to add on page 13-2, 5.b of the LRTP and read the proposed change as follows:

The MPO recognizes that the method used by the task force for developing the RSTP/CMAQ project list was one of many

methods that could be used to determine projects. The MPO strongly encourages an alternate process for determining RSTP/CMAQ projects in future TIPs and LRTPs. The final decision for transportation improvements will remain primarily the responsibility of the locality.”

Chairman Trout clarified that this would be added and the end of paragraph 5.b on page 13-2 and Mr. Barber confirmed that is correct. Chairman Trout asked if there were any questions or comments regarding this proposed addition. Dan Lysy noted that the process the LRTP Advisory Task Force went through was primarily for Regional Surface Transportation Projects (RSTP). Congestion Mitigation Air Quality (CMAQ) projects are mostly small projects and the Task Force left those largely unfunded with a couple of exceptions that were specified in the Plan. He said \$113 million in CMAQ funds were projected and after deducting \$34 million for projects accounted for in the Six Year Plan and \$29 million designated for known CMAQ projects, \$50 million in CMAQ funds was left uncommitted to specific projects. By contrast, Mr. Lysy said the Task Force set up guidelines for RSTP funds so that it could come up with major significant projects to include in the plan trying to get as many projects into the plan as possible and still have funds left over for other smaller RSTP projects, which Hanover included with local safety projects and other projects. He said major regionally significant projects must be included in the plan if they are to proceed forward while smaller projects such as turn lanes and traffic signalization do not have to be in there providing some discretion for those smaller projects as to whether they are included in the Plan.

Robert Hodder noted that during the long-range planning process it became evident that FHWA was not comfortable with the process used for the distribution of funds in the TIP and the TAC chairman has appointed a working group of himself, Barbara Smith, and Allyson Finchum to look at an alternative distribution method that would come from TAC to the MPO for consideration in the near future. Barbara Smith said she felt Mr. Hodder’s comment was consistent with the motion on the floor. Mr. Lysy noted that current discussion is about the LRTP and said he didn’t feel it was necessary to include anything about the TIP here since that is something that TAC is working on and the MPO acknowledged by resolution at it’s February meeting that is something that needs to be worked on, but not in the context of the Long-Range Plan. He said he would recommend at a minimum striking mention of the TIP and CMAQ projects in the proposed addition to the Plan. Mr. Barber advised Chairman Trout that he would be agreeable to eliminating mention of the TIP and CMAQ funds from the motion. Chairman Trout read the motion as modified deleting mention of the TIP and CMAQ funds and Sherman Litton seconded the revised motion. Dan Lysy noted the full text of the

resolution included under tab six of the agenda package and Chairman Trout read the full resolution including Mr. Barber's proposed addition to the Plan.

On motion of Ed Barber, seconded by Sherman Litton, the MPO unanimously approved the following resolution:

RESOLVED, that the Richmond Area Metropolitan Planning Organization (MPO) finds the *2026 Long-Range Transportation Plan* (LRTP) to be in conformance with all applicable federal requirements for air quality conformity analysis and accepts the conformity analysis findings as presented; and

BE IT FURTHER RESOLVED, that the MPO adopts the 2026 LRTP and *Congestion Management System (CMS)* as presented and amended subject to incorporation of staff response comments noted in the final public review documentation, and edit and format corrections.

RRPDC Executive Director Paul Fisher recognized the staff effort that went into LRTP document saying he appreciated all the extra hours that Dan, Mike, Larry, and the GIS staff put into producing the document and congratulated them on a long and arduous job well done. His comment was followed by applause from the MPO. Chairman Trout said that to have something this complicated be relatively understandable is a remarkable accomplishment in itself and he said the MPO does appreciate all their efforts.

IV. ADJOURNMENT

Chairman Trout adjourned the meeting at approximately 3:35 P.M.