

AGENDA NOTE - HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #1: MINUTES OF JANUARY 16, 2008

Minutes of the January 16, 2008, meeting are attached.

Attachment

RECOMMENDED ACTION:

Approval.

HAMPTON ROADS PLANNING DISTRICT COMMISSION
QUARTERLY COMMISSION MEETING – JANUARY 16, 2008

The Quarterly Commission Meeting of the Hampton Roads Planning District Commission was called to order at 9:32 a.m. at The Hampton Roads Convention Center, 1610 Coliseum Drive, Hampton, Virginia, with the following in attendance:

COMMISSIONERS:

Paul D. Fraim, Chairman (NO)	Randy W. Hildebrandt (NN)
Bruce Goodson, Vice Chairman (JC)	Charles W. Burgess, Jr. (PQ)
James O. McReynolds, Treasurer (YK)	Gordon C. Helsel, Jr. (PQ)
Amar Dwarkanath (CH)	Kenneth L. Chandler (PO)
Ella P. Ward (CH)	Douglas L. Smith (PO)
Rowland L. Taylor (FR)	Michael W. Johnson (SH)
Lacy R. Smith (GL)*	James G. Vacalis (SU)*
Randall A. Gilliland (HA)	Tyrone W. Franklin (SY)
Ross A. Kearney II (HA)	Judy S. Lyttle (SY)
Jesse T. Wallace, Jr. (HA)	Robert M. Dyer (VB)*
W. Douglas Caskey (IW)	Louis R. Jones (VB)
Stan D. Clark (IW)*	Jackson C. Tuttle II (WM)
Sanford B. Wanner (JC)	Jeanne Zeidler (WM)

*Late arrival or early departure.

OTHERS RECORDED ATTENDING:

Earl Sorey - Chesapeake; Keith Cannady - Hampton; Charles Sapp - HRTA/Hampton City Council; Anne Odell, Bryan Pennington, Jeff Raliski, Keisha Whitley - Norfolk; Selena Cuffee-Glenn - Suffolk; Chuck Cayton, Jack Gergely, Tom Best, Charles Flynn, Linda Wright, Robert Wright - Private Citizens; W. Dewey Hurley - Branscome, Inc.; Dennis Heuer, Irene Shuman - VDOT; Ivan Rucker - FHWA; Peter Huber - Wilcox Savage; Ray Taylor, Vince Thomas - FHR; Jayne Whitney - HRT; Richard Drumwright - WAT; Dana Dickens - HRP; Jerry Bridges - VPA; Ellis W. James - Sierra Club Observer; Tom Holden - The Virginian-Pilot; Matt Sabo - Daily Press; Germaine Fleet - Biggs & Fleet; Staff: Arthur Collins, John Carlock, Robert Case, James Clary, Nancy Collins, Dwight Farmer, Marla Frye, Greg Grootendorst, Frances Hughey, Jim Hummer, Rob Jacobs, Brett Kerns, Mike Kimbrel, Joe Paulus, Kelli Peterson, Joe Turner and Chris Vaigneur.

CONSENT AGENDA

Chairman Fraim asked for additions or corrections to the Minutes of December 19, 2007. There were none.

The Consent Agenda contained the following items:

Minutes of December 19, 2007

Ratification of Executive Committee Actions

Treasurer's Report

Regional Reviews

A. PNRS Items (Initial Review)

There were no outstanding issues or problems to be resolved.

B. Environmental Impact Assessment/Statement Review

Adult Mental Health Treatment Center at Eastern State - Phase II, Dept. of Mental Health, Retardation, Substance Abuse; James City County

Executive Director Search Update

Hampton Roads Transportation Modeling and Simulation

Multimodal Grant Application Isle of Wight and Suffolk: Letter of Endorsement

Mayor Kearney Moved to approve the Consent Agenda; seconded by Comr. Caskey. The Motion Carried.

2008 ECONOMIC FORECAST

Greg Grootendorst, Deputy Executive Director of Economics, was asked to present the forecast.

Mr. Grootendorst commented that since Hampton Roads tracks closely with the nation, he would provide a quick review of the 2007 national economy. The national economy grew at a rate of 2.2 percent in 2007, relatively slow when compared with the historic rate of 3.3 percent. Numerous factors contributed to the slow growth such as construction decline in response to an overpriced real estate market. High risk loans brought about foreclosures that will impact financial markets. Increasing energy and food prices pushed up inflation in the latter half of the year. The Federal Reserve began a series of rate cuts in an attempt to prevent further economic turmoil. Year-end employment figures were down. The national economy grew 18,000 jobs in December, much less than the 120,000 jobs required to maintain the status quo.

He reviewed the 2007 Hampton Roads economy and stated that despite the Ford Plant closure and slow population growth, the region was able to grow the employment base in 2007. Employment declines in manufacturing and information sectors were more than offset by increases in retail, leisure and hospitality, professional business services and education and health services. Initial unemployment claims decreased for 2007, an indication of stability in the region's employment base. The region has historically had a low unemployment rate due to the large military presence and industry mix. The current unemployment rate is about 3.2 percent compared to the national average of 5 percent.

Growth in retail sales has been declining with internet sales having an increased impact on regional and statewide receipts. Increased fuel and food prices have decreased expendable income, putting additional pressure on retail sales. A shift from high-end retailers to cost-conscious retailers like Wal-Mart and Target indicate consumers are attempting to stretch their dollar. Large ticket items are often a reflection of consumer sentiment. Families who are unsure of what the future holds are less likely to purchase expensive items. Decreased sales occurred following 2004 and 2005 when large financing incentives and discounts boosted sales in the region. Residential construction declined drastically in 2007. The number of new homes under construction and value of buildings permits have declined for the second straight year.

The 400th Anniversary in Jamestown helped increase hotel revenues in 2007. Parity with the Canadian dollar also helped the region's tourist industry growth. The port experienced continued growth through 2007. The cheaper American dollar also increased exports.

A combination of military pay increases, changes in defense housing policy, expansive credit opportunities and low mortgage rates fueled the region's housing boom. The number of home sales has declined and the average number of days to sell a house has increased. Low mortgage rates, restricted supply and optimistic sellers have helped to maintain the region's housing prices. Sellers are opting for large concessions rather than lowering their selling prices in hopes of enticing buyers which is keeping prices steady.

(Comr. Vacalis arrived.)

Mr. Grootendorst stated that Moody's has estimated the probability of a national recession at 50 percent, Global Insight says 40 percent, and Greenspan has also suggested there might be a recession. Although there are some prominent forecasts of a recession, the consensus is a little more optimistic. The blue chip consensus forecast made up of a group of highly skilled and historically accurate economists forecasted a national growth rate of 2.2 percent for 2008, still notably less than the 3.3 percent historic average. The consensus is this year will start slow and slowly improve with the biggest risk of recession taking place during the first two quarters of 2008.

The consensus is that short-term interest rates will move along with economic growth. Already high inflationary pressures have increased due in part to decreasing interest rates. As inflationary pressures continue to mount, the Federal Reserve will be forced to increase interest rates.

Mr. Grootendorst reviewed strengths and weaknesses for the year ahead. Strengths include growth in earnings and an expected decline in oil prices. Weaknesses include the real estate market posing some continued threats and falling consumer demand. People are carrying more credit card debt and energy and food prices are high. Low interest rates and the falling dollar are all adding to inflationary pressures.

Consumer confidence is the key in 2008 with consumer spending accounting for as much as 70 percent of gross daily product. If consumption continues at the current rate, there is a good chance the economy will follow along. If consumer confidence is shaken, there could be a domino effect that would cause a recession for both the nation and the region.

The confidence survey has been sliding for four months. There was a slight bump up in December but the index is still below the average.

Another unknown is the dollar. There have undoubtedly been some benefits to the decreased dollar including narrowing the trade deficit and increased exports that have helped manufacturers. The costs associated with the decreasing dollar carries with it substantial inflationary pressures and could lead to higher interest rates and reduced productivity.

There are several other international threats: political instability throughout the world of which we have little control, changes in the demand and supply of energy, and potential turmoil for markets all pose very real threats to our economy.

Mr. Grootendorst reviewed the HRPDC 2008 forecast for Hampton Roads, stating he believed the region's favorable industry mix will help to slightly outpace the national growth rate in the coming year with Hampton Roads' rate growing at 2.3 percent versus the national rate of 2.2. Civilian employment will continue its slow and steady growth by going a small amount higher than last year's 1.8 percent. The unemployment rate in the region will stay virtually the same at 3.2 percent with a slight decline in the growth rate of retail sales to 3.6 percent. Auto and truck sales will decline for the first part of the year, picking up at the end of the year for a net growth rate of 1.2 percent. The housing market will continue to shrink. The decline in 2007 was 16 percent. It is believed it will drop to about 8 percent. Hotel revenues will increase but not at the same rate as last year, going from 8.5 percent in 2007 to 4.3 percent in 2008.

He concluded the forecast by offering to answer questions.

(Comr. Dyer arrived.)

Comr. Hildebrandt asked when it is believed that the recession will begin.

Mr. Grootendorst answered that the consensus among forecasters is there will not be a recession, but if there is it will take place in the first half of 2008.

(Comr. L. Smith arrived.)

MODELING AND SIMULATION CONTRACT

Mr. Collins reported this contract was approved at the December meeting dependent upon additional review by PDC legal counsel to ensure appropriate procurement procedures. All procedures have been followed and he recommended that the sole source determination be approved and the contract with BreakAway be reapproved.

Comr. Gilliland asked if there was funding for this contract.

Mr. Collins replied it would come from the PDC's surplus funds.

Mayor Kearney Moved to approve the sole source determination and reapprove the contract with BreakAway; seconded by Comr. Jones. The Motion Carried.

PROJECT STATUS REPORT

Chairman Fraim asked for questions or comments regarding the Project Status Report. None were noted.

FOR YOUR INFORMATION

The Chairman asked for questions or comments regarding the informational items.

Mr. Collins noted that due to a printing error, Item A, an item from several months before, was inadvertently included in the packet.

Comr. Gilliland asked what type of information would be received in advance for the February Retreat.

Mr. Collins answered that the Commissioners would receive a package the week before the Retreat with the information required for deliberations. It would include staff and technical committee recommendations for the work program for next year as well as the budget considerations and options. If members would like to bring up work program elements or other priorities, the Retreat is the opportunity to do that.

HAMPTON ROADS METROPOLITAN PLANNING ORGANIZATION

Chairman Fraim called for a recess of the Hampton Roads Planning District Commission, while the Hampton Roads Metropolitan Planning Organization was called into session.

(Comr. Clark arrived during the meeting of the Metropolitan Planning Organization.)

RATIFY MPO ACTIONS

Comr. Hildebrandt Moved to ratify the actions of the Hampton Roads Metropolitan Planning Organization; seconded by Comr. D. Smith. The Motion Carried.

OLD/NEW BUSINESS

The Chairman asked for old or new business. None was discussed.

ADJOURNMENT

With no further business to come before the Hampton Roads Planning District Commission, the meeting adjourned at 10:09 a.m.

Arthur L. Collins
Executive Director/Secretary

Paul D. Fraim
Chairman

AGENDA NOTE - HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #2: TREASURER'S NOTES

January 2008

Expenditure activity for January 2008, totaled \$765,495. Grant and Contract expenditures exclusive of HRMMRS totaled \$574,599 (or 75%). HRMMRS grant and contract activity totaled \$56,973 (7%). Locally funded Water Programs totaled \$60,696 (8%) and all other local activity totaled \$73,227 (10%).

February 2008

Expenditure activity for February 2008, totaled \$917,596. Grant and Contract expenditures exclusive of HRMMRS totaled \$417,398 (or 45%). HRMMRS grant and contract activity totaled \$223,096 (24%). Locally funded Water Programs totaled \$29,181 (3%) and all other local activity totaled \$247,921 (27%).

RECOMMENDED ACTION:

Accept the Treasurer's Report

MONTHLY FINANCIAL REPORTS

FISCAL YEAR 2008

January 31, 2008

BANKING TRANSACTIONS

	<u>Beginning Balance</u>	<u>Deposits</u>	<u>Withdrawals</u>	<u>Ending Balance</u>
Checking	\$196,345	\$910,744	(\$883,671)	\$223,418
Invest/Savings	\$2,406,889	\$214,222	(\$111,000)	\$2,510,111
Flex Benefit	\$11,642	<u>\$5,953</u>	<u>(\$8,293)</u>	<u>\$9,302</u>
TOTAL	\$2,614,876	\$1,130,919	(\$1,002,964)	\$2,742,831

CONTRIBUTIONS

	<u>Fiscal Year Budget</u>	<u>Received YTD</u>
VDHCD Grant	\$279,295	\$142,098
Local Jurisdictions	<u>\$1,338,740</u>	<u>\$580,410</u>
TOTAL	\$1,618,035	\$722,508

BUDGET SUMMARY

	<u>Annual Budget</u>	<u>Budgeted YTD</u>	<u>Expenses YTD</u>
Personnel	\$4,065,667	\$2,371,639	\$2,062,991
Contractual	\$196,015	\$114,342	\$99,419
Spec. Contracts	\$5,991,720	\$3,495,170	\$1,272,877
Operations	\$827,990	\$482,994	\$242,603
Capital Assets	<u>\$254,500</u>	<u>\$148,458</u>	<u>\$4,791</u>
TOTAL	\$11,335,892	\$6,612,604	\$3,682,681

GRANT REVENUE

<u>Anticipated Grant Revenues</u>	<u>Earned Revenues</u>	<u>Revenues Received</u>	<u>Receivables</u>
\$3,256,691	\$1,303,492	\$563,147	\$740,345

MONTHLY FINANCIAL REPORTS

FISCAL YEAR 2008

February 29, 2008

BANKING TRANSACTIONS

	<u>Beginning Balance</u>	<u>Deposits</u>	<u>Withdrawals</u>	<u>Ending Balance</u>
Checking	\$223,418	\$1,408,963	(\$1,308,509)	\$323,871
Invest/Savings	\$2,510,111	\$410,866	\$0	\$2,920,977
Flex Benefit	\$9,302	<u>\$5,993</u>	<u>(\$3,516)</u>	<u>\$11,779</u>
TOTAL	\$2,742,831	\$1,825,822	(\$1,312,025)	\$3,256,627

CONTRIBUTIONS

	<u>Fiscal Year Budget</u>	<u>Received YTD</u>
VDHCD Grant	\$279,295	\$187,830
Local Jurisdictions	<u>\$1,338,740</u>	<u>\$580,410</u>
TOTAL	\$1,618,035	\$768,240

BUDGET SUMMARY

	<u>Annual Budget</u>	<u>Budgeted YTD</u>	<u>Expenses YTD</u>
Personnel	\$4,065,667	\$2,710,445	\$2,374,362
Contractual	\$196,015	\$130,677	\$122,359
Spec. Contracts	\$5,991,720	\$3,994,480	\$1,812,055
Operations	\$827,990	\$551,993	\$27,745
Capital Assets	<u>\$254,500</u>	<u>\$169,667</u>	<u>\$4,791</u>
TOTAL	\$11,335,892	\$7,557,261	\$4,341,312

GRANT REVENUE

<u>Anticipated Grant Revenues</u>	<u>Earned Revenues</u>	<u>Revenues Received</u>	<u>Receivables</u>
\$3,256,691	\$1,545,461	\$576,936	\$968,525

AGENDA NOTE - HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #3: AFFIRMATIVE ACTION PLAN / EQUAL EMPLOYMENT POLICY

In the past, HRPDC used the local newspapers, almost exclusively, to advertise for vacant employment positions. As this medium has become increasingly more expensive, and the response has been dropping proportionately, the HRPDC has turned to utilizing the internet for these openings. The response from both our own website, as well as the national career sites, has been overwhelming.

Currently, both the HRPDC's Affirmative Action Plan and Equal Employment Opportunity Policy states that the HRPDC will in recruit local newspapers. The following revises both of these areas, thus giving the HRPDC more flexibility in using either newspapers, the internet, or both. The language involved has been reviewed and approved by the HRPDC legal representative.

Strikethroughs indicate text that will be deleted. **Bold** indicates added text.

Attachment

RECOMMENDED ACTION:

Approve the attached revisions to both the Affirmative Action Plan and the Equal Employment Opportunity policy of the HRPDC.

AFFIRMATIVE ACTION PLAN

GOALS

In compliance with Title VI of the Civil Rights Act of 1964, it is the policy of the Hampton Roads Planning District Commission (hereinafter referred to as the Commission):

- To provide equality of opportunity in employment with the Commission for all persons;
- To carry out all planning, programs, and activities in compliance with Title VI of the Civil Rights Act of 1964;
- To the fullest extent practicable, provide that the composition of the technical advisory committees shall reflect the composition and interest of the population in the area.

To effectuate its non-discrimination policy, the Commission adopts this Affirmative Action Plan.

EMPLOYMENT AND PERSONNEL PRACTICES

Hampton Roads Planning District Commission is an equal opportunity employer. The Commission bases employment decisions on an individual's qualifications to perform the functions of the job without regard to race, color, religion, sex, age, national origin, veteran status, disability, or other protected classification. Recruiting, hiring, training, promotion, wage determinations, discipline, benefits, and other employment matters are based on these principles of nondiscrimination.

Hampton Roads Planning District Commission is dedicated to maintaining a work environment that is free of unlawful discrimination. The Commission does not tolerate unlawful discrimination by or toward any employee or applicant. Employees have a comprehensive complaint procedure available to them to redress any concerns relating to discrimination or unlawful harassment.

AFFIRMATIVE ACTION PROGRAM

The Executive Director of the Commission shall direct the implementation of this affirmative action program to promote equal opportunity in every aspect of employment policy and practice, including but not limited to: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; lay-off or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

HRPDC is fully committed to providing equal opportunity for all employees and applicants for employment on the basis of their demonstrated ability and competence, without discrimination on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or other protected classification. HRPDC will strive to recruit and retain a diverse and talented workforce by encouraging applications through a variety of sources.

This implementation should include, but not be limited to, the following actions:

- A notice of the Commission's Policy on non-discrimination in employment shall be included in the employee's handbook and posted in a conspicuous place.
- **Advertisements for all positions, depending on type of placement required (professional, support, clerical) would be made using a variety of recruitment tools including, but not limited to: posting through various websites including career placement sites, professional organization sites, college placement offices; advertising in local or national newspapers; posting on our own website; or a combination of any or all of the above.**
- ~~Advertisements for professional staff shall be placed in local, and national papers as well as professional journals, and on the HRPDC's website.~~
- ~~Advertisements for support staff (graphics, secretarial, clerical) shall be placed in local newspapers of general circulation with the Virginia Employment Commission, and on the HRPDC's website.~~
- All advertisement and notices of employment opportunities shall state that the Commission is an equal opportunity employer.
- Any staff member, whether professional or support, who enrolls in course-work relevant to his/her work at the Commission, sponsored by a local educational institution, and concurrent with his/her employment at the Commission, shall be reimbursed for the course-work upon his/her successful completion of same, if funding is available in the approved HRPDC budget. All employees and applicants shall be advised of the availability of this program.
- The Commission will continue to be an active participant in the Department of Housing and Urban Development (DHUD) Work/Study program as long as it remains funded by DHUD.
- When required, the Commission will conduct an assessment to be sure the Commission and staff are well represented and include this assessment in the Commission's Overall Program Design (OPD). This assessment may be part of the Equal Opportunity Strategy and may be comprised of the following:
 - An evaluation of the Commission's past planning efforts.

- A statistical analysis of the Planning District's minority population.
- A demographic analysis of the Commission and staff.
- A description of specific actions undertaken by the Commission to maintain or improve the Commission's present situation as regards minorities.
- Meetings with supervisory and personnel employees shall be conducted within 30 days following the start of work, at which time all major aspects of HRPDC's equal employment opportunity obligations will be discussed. Follow-up meetings will be conducted to review these issues.
- HRPDC shall conduct systematic and direct recruitment through public and private employee referral sources likely to yield qualified minority group applications, including, but not limited to, the Virginia Employment Commission, schools, colleges, and minority group organizations.
- All employees engaged in the direct recruitment of employees shall be instructed regarding HRPDC's Equal Employment Opportunity Policy and the methods followed by HRPDC in locating and hiring minority group employees.
- HRPDC shall encourage present employees to refer minority group applicants for employment by posting appropriate notices or bulletins in areas accessible to all employees. In addition, information and procedures with regard to referring minority group applicants shall be provided to employees.
- Periodic inspections shall be conducted to insure that working conditions and employee facilities do not indicate discriminatory treatment of personnel.
- The spread of wages paid within each classification shall be periodically evaluated to determine any evidence of discriminatory wage practices.
- Selected personnel actions shall be periodically reviewed in depth to determine whether there is evidence of discrimination. Where such evidence is found, HRPDC shall promptly take corrective action.

VI. EQUAL EMPLOYMENT OPPORTUNITY

A. HRPDC Equal Employment Opportunity Policy

Hampton Roads Planning District Commission is an equal opportunity employer. The Commission bases employment decisions on an individual's qualifications to perform the functions of the job without regard to race, color, religion, sex, age, national origin, veteran status, disability, or other protected classification. Recruiting, hiring, training, promotion, wage determinations, discipline, benefits, and other employment matters are based on these principles of nondiscrimination.

Hampton Roads Planning District Commission is dedicated to maintaining a work environment that is free of unlawful discrimination. The Commission does not tolerate unlawful discrimination by or toward any employee or applicant. Employees have a comprehensive complaint procedure available to them to redress any concerns relating to discrimination or unlawful harassment, as described below.

B. Prohibition against Sexual Harassment and Other Forms of Discrimination

1. Policy Statement

A productive and cooperative work environment is in the best interests of all employees and of Hampton Roads Planning District Commission. An important supplement to the Commission's equal employment opportunity policy is its philosophy that employees are entitled to a work environment free from any form of harassment, including sexual harassment. To assist employees in maintaining the required professional environment, HRPDC provides the following guidance on prohibited conduct.

2. Definition of Prohibited Behavior

Hampton Roads Planning District Commission prohibits sexual harassment and other offensive sexual conduct in its workplace. Generally, sexual harassment involves unwelcome conduct including sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Sexual harassment or other inappropriate sexual conduct occurs:

- a. When submission to such conduct is made a condition of employment, explicitly or implicitly, or
- b. When an individual's submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual, or
- c. When such conduct has the purpose or effect of creating an unreasonable interference with an individual's work performance or otherwise creates an intimidating, hostile, or offensive work environment.

The prohibition against sexual harassment and sexually offensive behavior applies to men and women equally. Prohibited behavior can include, but is not limited to, unwelcome propositions, physical contact of a sexual nature, or sexual jokes, remarks, innuendo, pictures, or gestures. Unwelcome verbal or physical

conduct that shows hostility toward an employee because of the employee's gender is also inappropriate. While not all offensive sexual behavior constitutes a violation of state or federal law, Hampton Roads Planning District Commission -- in order to maintain a professional and respectful work environment -- reserves the right to discipline any employee who engages in offensive sexual behavior toward an employee, agent, or customer of the Commission. Employees should promptly report offensive behavior to appropriate personnel as designated in the Complaint Procedure below.

3. Other Forms of Harassment or Discrimination

In addition to prohibiting sexual harassment and other offensive sexual behavior, HRPDC also prohibits harassment or discrimination on the basis of race, religion, national origin, age, disability, or any other classification protected by applicable state or federal law. Conduct that shows hostility toward an employee because of the employee's race, religion, national origin, age, disability, or other protected classification is impermissible. Any employee who feels that he or she has been subjected to such harassment or discrimination should promptly bring his or her complaint to the attention of the Commission through the Complaint Procedure described below.

4. Maintaining a Professional and Productive Work Environment

While HRPDC does not intend to regulate private conversations and personal interactions among its employees and agents, we expect all employees and others associated with the Commission to conduct themselves in a professional manner, respectful of the rights and interests of others. Acts or references of a sexually or otherwise harassing nature are serious misconduct, and the Commission will not tolerate such behavior from any of its employees, regardless of job position. This policy applies to all persons with whom employees come into contact within the course of employment, including co-workers, superiors, vendors, customers, and independent contractors or agents. HRPDC has developed a comprehensive complaint procedure for its employees to help the Commission maintain a productive work environment that is free from unlawful harassment, discrimination, or other prohibited behavior.

5. Complaints and Investigations

a. Complaint Procedure

A complaint of sexual harassment, discrimination, or other impermissible behavior should be reported to your immediate supervisor or other appropriate personnel as directed below. If possible, you should notify the person committing the conduct that it is offensive and request that he or she stop the behavior. However, if you are not comfortable confronting the offender, then you should report the situation to other appropriate personnel identified below. Similarly, if you notify the offender but are unsuccessful in stopping the offensive behavior, you should report the offensive behavior to the persons listed below.

This policy is intended to encourage prompt reports of any behavior that is offensive, so that the Commission can maintain a work environment that is free from harassment and discrimination. If you are uncomfortable reporting the behavior to your immediate supervisor or if your prior reports have been unsuccessful in getting the behavior to stop, you should report the behavior to your Section Director, or to the Deputy Executive Director of Administration, or to the Executive Director of HRPDC. Employees may also utilize HRPDC's Grievance Policy and Procedure as described in this manual. If a person or agency external to the Commission wishes to file a complaint involving discrimination, the complaint should be filed with the Executive Director of HRPDC.

b. Investigations

HRPDC will investigate complaints of sexual harassment, discrimination, or other prohibited behavior and will conduct the investigation with appropriate confidentiality and discretion. Employees are expected to provide truthful information in connection with any such investigation and to maintain appropriate confidentiality. Management will take corrective action, up to and including discharge, as warranted by the results of the investigation.

c. Non-Retaliation

An employee who makes a complaint based on a legitimate perception that he or she has been subjected to impermissible harassment or discrimination is protected

against any form of reprisal or retaliation. Similarly, any employee providing truthful information in connection with the investigation of any such complaint is also protected against retaliation. You should report any perceived act of retaliation in violation of this policy in the same manner as the initial complaint. Anyone found to have acted in a retaliatory manner toward an individual because the individual made a complaint or participated in an investigation is subject to discipline, up to and including discharge.

Any questions about the application of this policy should be presented to the Deputy Executive Director of Administration or Executive Director for proper clarification. Ultimately, we expect our employees to be respectful of the rights and interests of others and to strive to maintain a professional and productive work environment at all times.

C. Affirmative Action Plan

The purpose of the HRPDC Affirmative Action Plan is: 1) To support the doctrine of equal employment opportunity; and 2) To convey to employees, applicants and employers associated with HRPDC its intent to maintain equal employment opportunity practices and to comply with any applicable affirmative action requirements.

The HRPDC Affirmative Action Plan attached as Appendix C applies to all employees of HRPDC and all subcontractors. It is intended to promote equal opportunity for selection and promotion. All subcontracts will contain an equal opportunity clause and certification that the subcontractors support the policies and practices of Equal Employment Opportunity.

~~HRPDC will attempt to attract applicants by using the Virginia Employment Commission, local newspapers, local consortium personnel offices, community-based organizations, and local high schools and colleges. Information will be given to these institutions and organizations as to professional and non-professional needs and career opportunities within HRPDC.~~

HRPDC will attempt at attract applicants using a variety of recruitment tools including, but not limited to: posting through various websites, including career placement sites, professional organization sites, college placement offices; advertising in local or national newspapers; posting on our own website; or a combination of any or all of the above, depending on the type of placement required.

D. Contractors and Grantees

Contractors and grantees of the Commission shall comply with Title VI of the Civil Rights Act of 1964.

E. Program Practices

It is the policy of the Commission to provide equal access to all potential grantees, recipients, and beneficiaries of programs and potential grantees from, and contractors with, the Commission, regardless of race, color, religion, sex, creed, disability, or national origin, to all aspects of all its programs, including planning, organization and administration.

The Commission shall prepare and submit reports to the DHCD Unified Planning Work Program as required.

F. Access to Records

Local, state, and federal funding agencies or their representatives and any persons directly involved in Equal Opportunity proceedings that relate to HRPDC shall be allowed access to the records of the Commission, and the Commission shall submit such records and information as may be required, to assure compliance with the Affirmative Action Plan.

AGENDA NOTE - HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #4: REGIONAL REVIEWS

A. PNRS Items (Initial Review)

As of March 11, 2008, there were no outstanding issues or problems to be resolved.

RECOMMENDED ACTION:

Approval.

B. Environmental Impact Assessment/Statement Review

The HRPDC staff is routinely involved in the review of environmental impact assessments and statements for projects involving federal funding or permits as well as state development projects. To ensure that all Commissioners are aware of projects being reviewed, brief summaries of these projects and anticipated review schedules are included in the Agenda. The HRPDC staff will continue to request comments directly from staff in localities that appear to be directly affected by a project. Attached is a listing and summary of projects that are presently under review.

Attachments

RECOMMENDED ACTION:

None required.

HRPDC REVIEWS

Commission Action: March 2008

Title: Sale of a Variety of Products and Services for Quilting (ECD:96)

Applicant: Center for Community Development, Inc. (CCDI)

CH#: VA080218-1223740 St./Fed. Program: USDA – Intermediary Relending Program

Staff Contact: Claire Jones Type of Impact: City of Franklin

Funding:	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	Federal	Applicant	State	Local	Other	Program Income	Total

Project Description: The CCDI is requesting a loan from the USDA on behalf of Stacia's Stitches & More, Inc., located in Franklin, VA. The applicant proposes to use this funding to offer high quality fabrics, notions, supplies, and classes to the public.

HRPDC REVIEWS

Commission Action: March 2008

Title: Regional Approach to Increasing Recycling in the Mid-Atlantic States (POL:198)

Applicant: Institute for Local Self-Reliance (ILSR)

CH#: VA080220-1323XXX St./Fed. Program: Fund EPA – Solid Waste Management Assistance

Staff Contact: Claire Jones Type of Impact: Statewide

Funding:	<u>\$86,514</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$86,514</u>
	Federal	Applicant	State	Local	Other	Program Income	Total

Project Description: This grant will help ILSR and its partners implement a comprehensive program to support EPA Region III's efforts to increase recycling in the Mid-Atlantic states. The proposal supports the Mid-Atlantic Consortium of Recycling and Economic Development Officials in improving recycling and recycling market development in the region and will focus on paper and food waste recovery.

Environmental Impact Reviews

Date Received

Number

Name

Sponsor

Description

The U.S. Navy at Naval Station Norfolk proposes to replace the log camel fendering system at Pier 7 at the confluence of the James and Elizabeth Rivers. A log camel structure consists of a large-diameter single log secured horizontally to two or more pilings with chains or u-bolts. The log then floats with the tide to provide a rubbing surface for ships when moored to the pier. At Pier 7, log camels would be installed in sequence along both sides of the pier and along the pier head to provide uniform protection for larger vessels. The log camels would be secured to new plastic pilings driven in the river bottom with a pile driver, possibly augmented by jetting when necessary. The Navy has submitted a Federal Consistency Determination for the proposal which finds it consistent to the maximum extent practicable with the enforceable policies of the Virginia Coastal Resources Management Program.

Affected Localities

Finding

Comments Sent

Final State Comments Received

Date Received

Number

Name

Sponsor

Description

NASA proposes to continue preparations for and to implement the Constellation Program, a coordinated effort to provide the necessary flight systems and Earth-based ground infrastructure required to enable continued access to space and to enable future crewed missions to the International Space Station, the Moon, Mars, and beyond.

Affected Localities

Finding

Comments Sent

Final State Comments Received

Date Received 1/24/2008

Number 08-009S

Name Fine Arts Center Loop Road Phase 2

Sponsor Christopher Newport University

Description

Christopher Newport University proposes to construct Phase II of the Fine Arts Center Loop Road in order to ease and direct traffic around the new Fine Arts Center. An area adjacent to Warwick Boulevard has been selected as a possible location for this project. Presently, this site is vacant, containing open fields, an abandoned parking lot, and an abandoned roadway. The new Loop Road will consist of a two lane asphalt road running from Loop Road Phase I north to Prince Drew Road. Phase II is approximately 1100 feet long and has a total area of approximately 8 acres.

Affected Localities Newport News

Finding

Based on this review, the proposal is generally consistent with local and regional plans and policies. However, archaeological records from the Virginia Department of Historic Resources indicate that there is a late nineteenth/early twentieth century domestic site on the adjacent property that was not identified in this report. A letter from Koontz-Bryant, P.C. dated January 17, 2008, indicates that additional documents addressing this and other topics will be provided. We would appreciate an opportunity to review this additional documentation when it is available.

Comments Sent 2/19/2008

Final State Comments Received

Date Received 1/28/2008

Number 08-012F

Name Special Operations Force Operations Facility at Naval Air Station Oceana

Sponsor DOD/Navy

Description

The Navy proposes to construct and operate a Special Operations Force Operations Facility for Naval Special Warfare Development Group at Naval Air Station Oceana, Dam Neck Annex. The preferred alternative covers 132 acres of undeveloped land located south of Redwing Lake and north of Dam Neck Road along the western boundary of the installation. Development of the proposed facility would disturb approximately 26 acres of land.

Affected Localities Virginia Beach

Finding

The City of Virginia Beach has reviewed the documentation submitted by the Navy for the two alternative sites being considered for the Special Operations Force Operations Facility (P-899) and strongly recommends Alternative Site 2 as the preferred alternative for this operation, contrary to the Navy's preferred alternative, inasmuch as the cumulative adverse environmental impacts associated with this location appear to be far less than those that would be anticipated with Alternative Site 1. HRPDC staff has reviewed the proposed alternatives and concurs with the recommendation of city staff.

The City further notes that permits for disturbance of coastal primary sand dunes or tidal wetlands as defined in Section 28.2-1301 thru Section 28.2-1320 of the Code of Virginia are regulated primarily by the Virginia Beach Wetlands Board and not the Virginia Marine Resources Commission, and any disturbance of these areas will require a permit from this body. Should wetlands impacts require the construction of new wetlands areas off-site, the purchase of wetlands credits, or payment to the Virginia Aquatic Resources Trust Fund, the City requests that the specifics of such action be communicated to the City Department of Planning in writing so that consistency with the City's Comprehensive Plan and other long-range plans may be ensured to the greatest extent possible. We encourage the applicant to coordinate with city staff to ensure consistency with local plans and policies.

Comments Sent 2/22/2008

Final State Comments Received

Date Received 2/1/2008

Number 08-013S

Name Craney Island Eastward Expansion

Sponsor Virginia Port Authority

Description

This project was previously reviewed as DEQ #s 05-244F and 06-105F. The Corps of Engineers and the Virginia Port Authority (the non-federal project sponsor) propose a 580-acre eastward expansion of the Craney Island Dredged Material Management Area and development of a container terminal thereon. The proposed expansion is located in the Port of Hampton Roads between Portsmouth and Norfolk. The Corps and the Port Authority propose to use the 580-acre expansion for a new dredged material placement cell, including a main dike and perimeter dikes, and then the Port Authority would construct a container terminal complex.

Affected Localities Portsmouth

Finding

This project was previously reviewed by this agency in October 2005 as a draft Environmental Impact Statement and in June 2006 as a federal consistency determination (DEQ #05-105F). The current report relies on the previously reviewed federal Environmental Impact Statement.

After reviewing this project, we feel that the comments we provided in response to earlier requests for review remain valid (copy attached). In addition, we offer the following comments.

Since the last review of the report, the General Assembly approved the creation of the Hampton Roads Transportation Authority during its 2007 session. Phase II of the Third Crossing is included in the list of HRTA projects and will incorporate a 4-lane highway connection between the Western Freeway and a 4-lanes plus two transit lanes connector between the Monitor Merrimac Memorial Bridge Tunnel and I-564. The HRPDC staff now understands that the Virginia Port Authority has proposed that it would move forward in the interim with a 2-lane connection between the Western Freeway and the proposed 4th Marine Terminal at Craney Island. These changes should be addressed by the report.

Additionally, the HRPDC staff has become aware that there are some differences between the submitted Environmental Impact Report and the information submitted as part of the draft Joint Permit Application for this project. We would appreciate an opportunity to review the new information contained in the JPA, when it is available, to determine whether project changes are significant enough to warrant modifications to our earlier comments.

Comments Sent 2/13/2008

Final State Comments Received

Date Received

Number

Name

Sponsor

Description

The Department of Conservation and Recreation proposes to replace the Visitors Center at False Cape State Park located in southern part of the City of Virginia Beach, Virginia. The new Visitors Center would be less than 2,500 square feet and would be located in the same area as the current Visitors Center. The facility would be used as administrative offices, a contact station, restrooms and an exhibit area. Additional upgrades include gravel surface parking and new wooden walkways around the Center. Two trailers would be established during construction to serve as temporary office space.

Affected Localities

Finding

Comments Sent

Final State Comments Received

Date Received

Number

Name

Sponsor

Description

The Franklin Municipal Airport proposes to remove the existing lighting system along runway 9-27 and replace it with a new system in the same location. The new lighting system will have 24 more fixtures than the old system. A new electrical vault and new controls within the terminal building will also be installed. The FAA has submitted a Federal Consistency Certification which finds the proposed action consistent with the enforceable policies of the Virginia Coastal Resources Management Program.

Affected Localities

Finding

Comments Sent

Final State Comments Received

Date Received 2/19/2008

Number 08-032F

Name The River House

Sponsor US Dept of Housing and Urban Development

Description

The U.S. Department of Housing and Urban Development is processing an application for mortgage insurance to finance construction of The River House, a HUD Section 221(d)(4), Multifamily Rental Housing for Moderate-Income Families, project in the City of Norfolk. The River House is a proposed 194-unit up-scale market-rate general occupancy apartment complex situated on a 7.5-acre site with frontage on the Lafayette River and Haven Creek. Common area amenities would include a security gate, a pool with a cabana and grill, a 349-space paved parking lot, and a clubhouse with a great room, leasing office, fitness center, and business center.

Affected Localities Norfolk

Finding

Comments Sent

Final State Comments Received

Date Received 2/22/2008

Number 08-037S

Name Hawk's Nest Golf Course

Sponsor Department of General Services

Description

Hawk's Nest is a planned 18-hole public golf course, located on the site formerly known as the Virginia Emergency Fuel Storage Facility. The site covers approximately 400 acres and contains 23 two-million gallon underground storage tanks and several miles of underground fuel lines. The property is classified as a Brownfield by the EPA, which limits the type of development that can be constructed.

Affected Localities York County

Finding

Comments Sent

Final State Comments Received

Date Received

Number

Name

Sponsor

Description

Old Dominion University proposes to renovate Hughes Hall, construct an addition to the southeast entrance, and upgrade the pedestrian connection between the Visual Arts Building and the existing structure.

Affected Localities

Finding

Comments Sent

Final State Comments Received

Date Received

Number

Name

Sponsor

Description

The US Army proposes to implement the recommendations of the BRAC Commission, 2005. Activities include relocation of the US Army Installation Management Command Southeast and Northeast Region Headquarters, the Network Enterprise Technology Command Southeast and Northeast Region Headquarters, and the Training and Doctrine Command Headquarters to Fort Eustis. Other activities -- the Transportation Center and School, Army Surface Deployment and Distribution Command, all mobilization processing and installation management functions -- will be relocated to other bases. In addition, the inpatient mission will be disestablished and the hospital will be converted to a clinic.

Affected Localities

Finding

Comments Sent

Final State Comments Received

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #5: 2008 COMMUNITY DEVELOPMENT BLOCK GRANT REGIONAL PRIORITIES

Each year, the Virginia Department of Housing and Community Development asks Planning District Commissions to rank regional priorities for the Virginia Community Development Block Grant (CDBG) Program and provide a list of anticipated CDBG project proposals from non-entitlement localities.

The attached CDBG priorities and project list was coordinated with the planning staffs of the Cities of Franklin, Poquoson and Williamsburg and the Counties of Isle of Wight, James City, Southampton and York. Since the deadline for submission of this information to Virginia Department of Housing and Community Development was March 17, 2008, letter ballots were sent to the non-entitlement localities for approval.

Attachment

RECOMMENDED ACTION:

Transmit the approved recommendations to the Virginia Department of Housing and Community Development.

DRAFT

**VIRGINIA COMMUNITY DEVELOPMENT BLOCK GRANT
2008 REGIONAL PRIORITIES**

HAMPTON ROADS PLANNING DISTRICT COMMISSION

Priority #1 (highest)	Comprehensive Community Development Housing - Housing Production Assistance Housing - Housing Rehabilitation
Priority # 2 Enhancement	Economic Development - Economic Environment Economic Development - Job Creation and Retention Community Facilities
Priority # 3 (lowest)	Economic Development - Development Readiness Economic Development - Entrepreneurship Development Community Service Facilities

Anticipated CIG Proposals for 2008

Locality	Project Name	Project Type
N/A		

AGENDA NOTE - HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #6: ENVIRONMENTAL PROGRAM GRANTS & CONTRACTS

A. Coastal Zone Management Technical Assistance Program

In October 1986, Virginia received its first grant from the National Oceanic and Atmospheric Administration for the State's Coastal Zone Management Program. Since that time, the HRPDC and its predecessors have received over \$2,200,000 through this program to provide technical assistance on environmental issues to the local governments and to complete a variety of technical studies.

The process for distributing funds for FY 2008-2009 is now underway. As in the past few years, there will be no competitive grant program for state agencies or localities. Under the formula grants for PDCs, the HRPDC is eligible to receive \$60,000 in funding to support the ongoing Technical Assistance Program. The required match is \$60,000. The proposal for the Technical Assistance grant is to be submitted to DEQ on March 21, 2008. It is included in the UPWP for FY 2008-2009, considered as a separate item on the March 19, 2008, Executive Committee Meeting Agenda, and in the draft FY 2008-2009 Budget, which will be considered at the April Commission Meeting.

The HRPDC staff recommends that the Executive Director be authorized to submit the grant proposal to the DEQ and to accept a grant offer when it is made.

RECOMMENDED ACTION:

Concur with staff recommendation.

B. Coastal Zone Management Special Grant Programs

The Virginia Coastal Zone Management Program also includes two other grant elements – the Section 309 Enhancements Program and a new Focal Area effort. Planning District Commissions are eligible for funding through these programs, as are state agencies. The HRPDC has previously received funds through these programs for the Southern Watershed Special Area Management Program (SWAMP) and the Hampton Roads Conservation Corridor Study. Funding is included in the state CZM Programs to support both of these elements for the coming fiscal year. In both cases, proposals will be due in early April 2008.

For FY 2008-2009, the Section 309 Enhancements Program includes funding for PDC work on Conservation Corridors, including refinement of previous technical work, new initiatives to support local government or state and federal agency consideration of regional corridor projects, and development of Memoranda of

Agreement among localities, private entities and state and federal agencies to support program implementation.

The Focal Area component of the CZM Program involves targeted funding over a three year period to a specific program or geographic area. Funds have previously been used to support the Virginia Oyster Heritage Program, and for the past six years, to support the Seaside Heritage Program on the Eastern Shore. The Focal Area for FY 2008-2009 and beyond is "Sustainable Community Planning," including consideration of climate change, energy issues, low impact development and related topics.

The HRPDC staff believes that these programs offer an opportunity to further a number of important local and regional issues. The programs were discussed with the Joint Environmental Committee at its meeting on March 6, 2008. The staff is working in cooperation with the Committee to structure regional projects that can take advantage of this funding. In light of grant deadlines, the HRPDC staff recommends that the Executive Director be authorized to submit grant proposals to the DEQ and to accept grant offers when they are made.

RECOMMENDED ACTION:

Concur with staff recommendation.

AGENDA NOTE - HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #7: HAMPTON ROADS WATERSHED ROUNDTABLE

The HRPDC staff has completed the enclosed report, Hampton Roads Watershed Roundtable: Fiscal Year 2007-2008 Final Report. The report describes the development of the Hampton Roads Watershed Roundtable and its activities during the period from July 2007-January 2008. As discussed earlier with the Commission, the Hampton Roads Watershed Roundtable has evolved from the former Lower James River (Hampton Roads) Watershed Roundtable and now includes nongovernmental representatives from areas throughout the Hampton Roads region. Participants in the two Roundtable meetings held during the grant period included representatives from business and industry, agriculture, development, civic groups and the environmental community. The report documents the deliberations of the Roundtable and the consensus reached on continuing to work together to address important environmental issues facing the region. The Roundtable intends to continue addressing regional water quality issues, including the TMDL and Chesapeake Bay Programs, and green building/green infrastructure. As the Roundtable considers these issues, reports and recommendations will be brought to the HRPDC for consideration.

Funding to support this effort was provided, in part, by the Virginia Department of Conservation and Recreation. As the Commissioners are aware, state funding to support this initiative has been reduced significantly for the coming year. The HRPDC staff is continuing to work with DCR staff to find ways to increase state support for the Roundtable initiative. This work, however, will continue through HRPDC funds and is included in the FY 2008-2009 UPWP.

The HRPDC Joint Environmental Committee has received regular briefings on the study. The HRPDC staff and Committee recommend that the Commission approve the report as meeting the requirements of the grant and Work Program.

Enclosure – Separate – Commissioners Only

RECOMMENDED ACTION:

Concur with HRPDC staff and Committee recommendation.

AGENDA NOTE - HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #8: FY 2009 UNIFIED PLANNING WORK PROGRAM

Enclosed separately is the proposed HRPDC Work Program for FY 2009, starting July 1, 2008. It is the result of input from the sixteen local governments served by the HRPDC and various state and federal planning requirements. The vast majority of the work elements evolved from local advisory and technical committees. It also includes ideas, comments and suggestions generated at the February Retreat of the HRPDC Executive Committee and Chief Administrative Officers.

The Budget to support the Work Program was discussed at the Retreat in February, and a recommendation for approval made to the full Commission at the Quarterly meeting in April.

The HRPDC staff will be available to answer any questions.

Enclosure – Separate – Commissioners and MPO Voting Members

RECOMMENDED ACTION:

Approve the FY 2009 HRPDC Unified Planning Work Program.

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #9: REGIONAL STORMWATER PROGRAM MEMORANDUM OF AGREEMENT

Over the past decade, the region's localities through the Regional Stormwater Management Committee have developed a comprehensive, cooperative approach to stormwater management to enhance compliance with state and federal regulatory programs. As the HRPDC staff has previously advised the Commission, this program includes technical studies, participation in the state and federal regulatory processes and educational components. Certain HRPDC projects have become integral to local government compliance with the Permits.

Phase I localities that presently have Stormwater Permits are Chesapeake, Hampton, Newport News, Norfolk, Portsmouth and Virginia Beach. Localities participating in the Phase II Program include Isle of Wight, James City, Poquoson, Suffolk, Williamsburg and York. Franklin, Gloucester, Smithfield and Southampton have participated in the regional program for several years. Beginning with the 2007 reevaluation, Surry County and the Town of Windsor have joined the regional program.

In September 2003, a Memorandum of Agreement, establishing the Hampton Roads Regional Stormwater Management Program, was executed by the HRPDC and fifteen of the member localities. As required by the Memorandum of Agreement, the Regional Stormwater Management Committee and HRPDC reevaluated the MOA. A number of minor modifications were made to reflect experience, changes to state legislative authority, and expectations about the HRPDC role under the new MS4 Permits, which are expected to be issued in 2008. At its November 2007 Executive Committee Meeting, the HRPDC approved the revised Stormwater Memorandum of Agreement and referred it to the localities for approval.

The revised Memorandum of Agreement became effective on March 7, 2008, with completion of the local government approval process. It has now been executed by the sixteen member local governments, the Towns of Smithfield and Windsor and the HRPDC. A copy of the executed Memorandum of Agreement for the Hampton Roads Stormwater Management Program is enclosed.

HRPDC Deputy Executive Director John Carlock will be available to answer any questions that the Commission may have.

Enclosure

RECOMMENDED ACTION:

None required.

AGENDA NOTE - HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #10: PROJECT STATUS REPORT

A. Joint Environmental Committees

The Regional Stormwater Management Committee (RSMC) and Hampton Roads Chesapeake Bay Committee (HRCBC) met on February 7 and March 6, 2008.

At its February meeting, the Committee received briefings on the following issues:

- DCR, CBLA – CBPA Phase III Program
- HRPDC staff – Chesapeake Bay 2030 Model Review
- HRPDC staff – Hampton Roads Watershed Roundtable

The Committee also discussed new training activities related to environmental regulations, climate change and professional certification maintenance issues related to the American Planning Association. The first two issues will be addressed through the ongoing Joint Environmental Committee process. At the request of the Committee, the HRPDC staff is exploring cost-effective approaches to meet the new professional certification requirements on a regional basis.

The Committee received an intensive briefing on the Chesapeake Bay 2030 Model Review at its March meeting. This briefing serves as the kickoff for a sixty day local government review of the population and employment, land use and best management practice information which serves as input to the Chesapeake Bay Watershed Model. This effort is particularly important in light of a number of pending regulatory requirements, which will affect stormwater management and land use throughout the region. The Committee also discussed new initiatives being undertaken through the Virginia Coastal Zone Management Program and received a status report on the ongoing CBPA implementation process.

The HRPDC staff is continuing to work with the Regional Stormwater Management Committee on a number of activities including:

- The Department of Conservation and Recreation staff has not yet submitted the draft MS4 Stormwater Permits for the region's six Phase I localities to EPA. These localities include the Cities of Chesapeake, Hampton, Newport News, Norfolk, Portsmouth and Virginia Beach. The Board of Soil and Water Conservation approved these Permits for submittal to EPA in November.
- The Notice of Intended Regulatory Action (NOIRA) for revising the state's Stormwater Management Regulations was reissued in February. The Technical Advisory Committee, established by DCR to assist it in developing the new Stormwater Management Program Regulations that will govern development activities and the Construction General Permit, is expected to

reconvene later this Spring. The Technical Advisory Committee last met in August 2007. The region has had two representatives on this Committee. It is expected that the TAC will be expanded when it reconvenes. It is not known when the Regulations will be ready for formal public review. At the recommendation of the Committee, the HRPDC staff is preparing technical comments on the NOIRA and will be recommending additional regional representation on the Committee.

- On December 7, 2007, the region's six Phase II localities submitted their applications for renewal of their Phase II MS4 Permits. These permits apply to the cities of Poquoson, Suffolk and Williamsburg and the counties of Isle of Wight, James City and York. Using a template and common provisions developed by the HRPDC staff, in cooperation with the affected localities, the six localities submitted regionally consistent permit applications by the deadline. Once DCR finalizes the Phase II Permit Regulations, additional modifications may be required.
- DCR is also finalizing revisions to the regulations governing the Phase II MS4 Permits. The Technical Advisory Committee, established by DCR to assist in this effort, met three times. The region had two representatives on this Committee. The public review process for these regulations concluded in December. It is not presently known when DCR will finalize these regulations.

B. Directors of Utilities Committee

The Directors of Utilities Committee met on February 6 and March 5, 2008. These meetings involved extensive discussion of water resource issues, including the ongoing cooperative ground water program with USGS, wastewater reuse, water conservation and a regional proposal on behalf of the Committee for funding under the UASI Program. The Capacity Team Subcommittee continues to meet weekly. The Legal Team, supporting the Sanitary Sewer Overflow (SSO) Consent Order process, continues to meet as necessary, generally through conference calls. The expanded Legal Team, which now includes staff from all local government attorneys' offices as well as the group of outside counsel, met in January.

All participants in the Regional SSO Consent Order continue to meet all deadlines under the Order. In addition, the localities continue to support HRSD in its efforts to comply with the EPA Administrative Order, which was issued by EPA in August 2007.

The enhanced version of the Sanitary Sewer Overflow Reporting System (SSORS) went operational in mid-February. Commissioners may recall that this is a regional web-based system of providing required reports to DEQ when an overflow occurs.

Work continues on various aspects of the Regional Water Supply Plan. Work on the grit and grease-drying facilities for the Peninsula and the Southside is continuing. The Peninsula Subcommittee has finalized a contract governing design, construction and operation of a facility as well as the formula for allocating

costs among the participating localities. Contract approval by the participating localities is expected to occur during the next month. Work on the design of the Southside facility is continuing through an HRSD contract.

C. Elizabeth River Studies

The Steering Committee for the Corps of Engineers Elizabeth River Restoration Program met on January 10 and February 1, 2008. The Committee received status briefings from the COE on various aspects of the Elizabeth River Restoration Program. It also finalized a white paper addressing an expanded role for the Committee in the areas of TMDL Planning and integration of policy and regulatory issues. Based on this, the Chief Administrative Officers of the four watershed cities have been requested to appoint additional staff representatives to the Committee. The Committee has begun its consideration of policy and regulatory issues. At its March 7, 2008, meeting, it will receive an update from the COE on the design of the sediment remediation in Scuffletown Creek and will discuss the various wetlands and Elizabeth River-specific mitigation trust funds. It is scheduled to address the permitting process as it relates to local government, state and federal review and approvals for development projects involving wetlands.

D. Local Government Studies

The HRPDC staff is assisting the region's local governments on several projects. They include:

- The Southampton Parks and Recreation Plan is an outgrowth of the Comprehensive Plan completed by HRPDC staff in 2007. The HRPDC staff is working with county staff and the Southampton Parks and Recreation Task Force to create a plan that includes an assessment of current programs and facilities, a needs assessments, and recommendations for future programs and facilities. A phone survey will be completed in March and used as a basis for determining future needs and financing of parks and recreation in the county. Completion is expected by June 30, 2008.
- The Windsor Comprehensive Plan is an update of the Town's 2003 plan. The HRPDC staff is providing demographic research, housing and transportation information, and economic analysis and forecasting. The HRPDC staff is working with Town Management and Planning staff, the Windsor Planning Commission and the Windsor Town Council to develop and refine this plan update. Completion is expected by June 30, 2008.
- Windsor Stormwater Management Program. The HRPDC staff is developing a Stormwater Management Program for the Town of Windsor. The Windsor program will be modeled after the Phase II stormwater regulatory requirements. Staff has begun to review town ordinances and policies and make comparisons to state regulatory requirements. Recommendations will be made on how town policies and ordinances can be adjusted to enhance regulatory compliance.

E. Regional Historic Resources Study

HRPDC staff continues to work with the Virginia Department of Historic Resources (DHR) to complete redigitization of the region's archaeological resources in GIS. At this time, archaeology is complete for all Peninsula localities except for James City County. Completion of the GIS work is expected by April 4, 2008; completion of this phase of the project is expected by May 1, 2008.

Work with DHR staff on a contract for the next phase of the project is continuing. Staff from the two agencies are also continuing to work on a Memorandum of Understanding which will guide long-term cooperative efforts on behalf of the region's localities.

F. Compatible Land Use Planning Workshop

A workshop on Compatible Land Use Planning was held at the HRPDC on February 29, 2008. The workshop focused on opportunities for linking regional open space planning and the buffering of military facilities to protect them from encroachment by new development. The agenda included a presentation on the Department of Defense Readiness and Environmental Protection Initiative, Green Infrastructure in Hampton Roads, the North Carolina Onslow Bight Conservation Forum, the Hampton Roads Joint Land Use Study and the pending Langley Air Force Base Joint Land Use Study. Participants in the Workshop included representatives from the various military facilities in Hampton Roads, local government planning department staff and local government parks and recreation staff. The workshop provided an excellent opportunity for the sharing of strategies to simultaneously protect critical natural resources and maintain the viability of the military facilities in Hampton Roads.

G. TMDL Program

Work under the TMDL (Total Maximum Daily Load) Partnership between the HRPDC and the Virginia Department of Environmental Quality is continuing. This work consists of two primary components:

- **TMDL Coordination.** The HRPDC staff continues to work with DEQ and the region's localities to coordinate information exchange and public involvement for upcoming TMDLs. Current projects include the Lower Nansemond Shellfish TMDL in Suffolk, Chuckatuck Creek Shellfish TMDL (Suffolk and Isle of Wight), and Mill and Powhatan Creeks Bacteria TMDL for Recreation impairment (James City County). The Final Public Meeting for the Mill and Powhatan Creek study is March 18, 2008, at 7:00 pm in the James City County Community Center.
- **TMDL IP Development.** The HRPDC staff is working under contracts with DEQ and several localities to develop Implementation Plans for recently completed

TMDLs. Current projects include the Back and Poquoson Rivers Watersheds in Hampton, Poquoson and York County and the Southern Rivers Watershed in Virginia Beach (Nawney Creek, Milldam Creek, and West Neck Creek). Planned projects for next year include Gloucester Shellfish TMDLs, Upper and Lower Nansemond River, Pagan River, and James and Warwick River. The HRPDC staff is working with staff from DEQ and the affected localities to work out the details of the FY 2008-2009 schedule.

AGENDA NOTE - HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #11: FOR YOUR INFORMATION



PAUL D. FRAIM, CHAIRMAN • BRUCE C. GOODSON, VICE CHAIRMAN • JAMES O. McREYNOLDS, TREASURER
ARTHUR L. COLLINS, EXECUTIVE DIRECTOR/SECRETARY

CHESAPEAKE

Rebecca C.W. Adams, *Council Member*
Amar Dwarkanath, *Deputy City Manager*
Clifton E. Hayes, *Council Member*
William E. Harrell, *City Manager*
Ella P. Ward, *Council Member*

FRANKLIN

Joseph J. Soslowicz, *Council Member*
Rowland L. Taylor, *City Manager*

GLOUCESTER COUNTY

Robert A. Crewe, *Board Member*
Vacant, *County Administrator*

HAMPTON

Randall A. Gilliland, *Vice Mayor*
Ross A. Kearney, II, *Mayor*
Jesse T. Wallace, Jr., *City Manager*

ISLE OF WIGHT COUNTY

W. Douglas Caskey, *County Administrator*
Stan D. Clark, *Chairman*

JAMES CITY COUNTY

Bruce C. Goodson, *Chairman*
Sanford B. Wanner, *County Administrator*

NEWPORT NEWS

Charles C. Allen, *Vice Mayor*
Joe S. Frank, *Mayor*
Randy W. Hildebrandt, *City Manager*

NORFOLK

Anthony L. Burfoot, *Vice Mayor*
Paul D. Fraim, *Mayor*
Dr. Theresa W. Whibley, *Council Member*
Regina V.K. Williams, *City Manager*
Barclay C. Winn, *Council Member*

POQUOSON

Charles W. Burgess, Jr., *City Manager*
Gordon C. Helsei, Jr., *Mayor*

PORTSMOUTH

Kenneth L. Chandler, *City Manager*
Douglas L. Smith, *Council Member*

SOUTHAMPTON COUNTY

Anita T. Felts, *Board Member*
Michael W. Johnson, *County Administrator*

SUFFOLK

Linda T. Johnson, *Mayor*
James G. Vacalis, *City Manager*

SURRY COUNTY

Tyrone W. Franklin, *County Administrator*
Judy S. Lytle, *Board Member*

VIRGINIA BEACH

Harry E. Diezel, *Council Member*
Robert M. Dyer, *Council Member*
Barbara M. Henley, *Council Member*
Louis R. Jones, *Vice Mayor*
Meyera E. Oberndorf, *Mayor*
James K. Spore, *City Manager*
John E. Uhrin, *Council Member*

WILLIAMSBURG

Jackson C. Tuttle, II, *City Manager*
Jeanne Zeidler, *Mayor*

YORK COUNTY

James O. McReynolds, *County Administrator*
Thomas G. Shepperd, Jr., *Chairman*

January 16, 2008

The Honorable John Warner
United States Senate
225 Russell Senate Office Bldg.
Washington, DC 20510

The Honorable Thelma Drake
U.S. House of Representatives
1208 Longworth House Office Bldg.
Washington, DC 20515

The Honorable Robert Wittman
U.S. House of Representatives
1123 Longworth House Office Bldg.
Washington, DC 20515

The Honorable Jim Webb
United States Senate
140 Russell Senate Office Bldg.
Washington, DC 20510

The Honorable Randy Forbes
U.S. House of Representatives
307 Canon House Office Bldg.
Washington, DC 20515

The Honorable Robert Scott
U.S. House of Representatives
1201 Longworth House Office Bldg.
Washington, DC 20515

RE: Homeland Security Grant Programs in the FY 2009 Budget

Dear Senator Warner, Senator Webb, Congresswoman Drake,
Congressman Forbes, Congressman Wittman and Congressman Scott:

On November 26, 2007, a document originating from the Office of Management and Budget (OMB) indicated that the FY 2009 budget will significantly reduce the funds for domestic homeland security and eliminate grant programs that benefit port security, transit security and emergency management. We are writing to convey our concern about the reported cuts to key homeland security grant programs in the FY 2009 Budget.

The OMB document indicates that important funding will be cut for grant programs that are crucial to assisting state and local first responders. Administration efforts to eliminate DHS funding for port security, transit security and emergency management would be devastating to local security efforts. In addition, the President intends to eliminate grants to assist firefighters and law enforcement prevention grants, which would significantly impact our region's ability to be prepared in the event of a terrorist attack.

The Hampton Roads region is home to the largest concentration of military facilities and bases in any metropolitan area worldwide and consequently, the security implications of the region are great. Further, our region is highly susceptible to natural disasters as well. On behalf of the 16 locality members

MAILED

JAN 16 2008

HRPDC

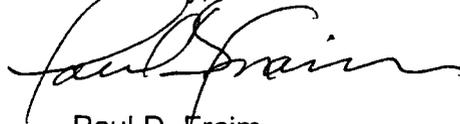
The Honorable John Warner
The Honorable Jim Web
The Honorable Thelma Drake
January 16, 2008
Page 2

The Honorable Randy Forbes
The Honorable Robert Wittman
The Honorable Robert Scott

of the Hampton Roads Planning District Commission (HRPDC), we are writing to communicate our hopefulness that you will work to increase this critical funding through the Department of Homeland Security (DHS). By maintaining or increasing this type of funding for our region and the nation, local responders can be better prepared for all types of disasters.

The HRPDC members urge Congress to continue to support this crucial homeland security funding as it did in the FY 2008 Omnibus Appropriations measure by increasing the funding that the President has proposed in the Budget. These Department of Homeland Security grant funds are critical to the ability of local governments to work to protect our national security and we greatly appreciate your efforts to protect these important programs.

Sincerely,

A handwritten signature in cursive script, appearing to read "Paul D. Frain".

Paul D. Frain
Chairman

TNK/ALC/kp



PAUL D. FRAM, CHAIRMAN • BRUCE C. GOODSON, VICE CHAIRMAN • JAMES O. McREYNOLDS, TREASURER
ARTHUR L. COLLINS, EXECUTIVE DIRECTOR/SECRETARY

CHESAPEAKE

Rebecca C.W. Adams, *Council Member*
Amar Dwarkanath, *Deputy City Manager*
Clifton E. Hayes, *Council Member*
William E. Harrell, *City Manager*
Ella P. Ward, *Council Member*

FRANKLIN

Joseph J. Scislowitz, *Council Member*
Rowland L. Taylor, *City Manager*

GLOUCESTER COUNTY

John J. Adams, Sr., *Board Member*
Williams H. Whitley, *County Administrator*

HAMPTON

Randall A. Gilliland, *Vice Mayor*
Ross A. Kearney, II, *Mayor*
Jesse T. Wallace, Jr., *City Manager*

ISLE OF WIGHT COUNTY

W. Douglas Caskey, *County Administrator*
Stan D. Clark, *Vice Chairman*

JAMES CITY COUNTY

Bruce C. Goodson, *Chairman*
Sanford B. Wannier, *County Administrator*

NEWPORT NEWS

Charles C. Allen, *Vice Mayor*
Joe S. Frank, *Mayor*
Randy W. Hiidebrandt, *City Manager*

NORFOLK

Anthony L. Burfoot, *Vice Mayor*
Paul D. Fram, *Mayor*
Dr. Theresa W. Whibley, *Council Member*
Regina V.K. Williams, *City Manager*
Barclay C. Winn, *Council Member*

POQUOSON

Charles W. Burgess, Jr., *City Manager*
Gordon C. Heisel, Jr., *Mayor*

PORTSMOUTH

Kenneth L. Chandler, *City Manager*
Douglas L. Smith, *Council Member*

SOUTHAMPTON COUNTY

Anita T. Felts, *Board Member*
Michael W. Johnson, *County Administrator*

SUFFOLK

Linda T. Johnson, *Mayor*
James G. Vacalis, *City Manager*

SURRY COUNTY

Tyrone W. Franklin, *County Administrator*
Judy S. Lyttle, *Board Member*

VIRGINIA BEACH

Harry E. Diezel, *Council Member*
Robert M. Dyer, *Council Member*
Barbara M. Henley, *Council Member*
Louis R. Jones, *Vice Mayor*
Meyera E. Oberndorf, *Mayor*
James K. Spore, *City Manager*
John E. Uhrin, *Council Member*

WILLIAMSBURG

Jackson C. Tuttle, II, *City Manager*
Jeanne Zeidler, *Mayor*

YORK COUNTY

James O. McReynolds, *County Administrator*
Thomas G. Shepperc, Jr., *Board Member*

January 16, 2008

The Honorable Phillip A. Hamilton
Delegate
General Assembly Building
P.O. Box 406
Richmond, VA 23218

The Honorable S. Chris Jones
Delegate
General Assembly Building
P.O. Box 406
Richmond, VA 23218

Re: Hampton Roads Transportation Modeling and Simulation
(THY: HRTA)

Dear Delegates Hamilton and Jones:

The Hampton Roads Transportation Authority has now moved forward to implement the six regional transportation projects authorized during the 2007 session of the General Assembly. This initiative has enormous implications on the future of the region from transportation, economic and quality of life perspectives. The HRPDC is extremely interested in enhancing its understanding of the impacts on the region's transportation system and having this information in a format that will be clearly understood by the citizens of Hampton Roads.

The HRPDC would therefore like to request a modeling and simulation study to examine the impact of the HRTA projects on the region's major thoroughfare system. Specifically, the HRPDC would suggest this analysis cover time frames of five, ten and 20 years with and without the HRTA projects. This analysis would also incorporate the implications of tolls on the Monitor Merrimac Memorial Bridge Tunnel, Midtown Tunnel and the Downtown Tunnel without tolls on the Hampton Roads Bridge Tunnel and James River Bridge.

During the past six months, the HRPDC staff requested cost estimates to perform this task from Old Dominion University/Virginia Modeling Analysis and Simulation Center, Oak Ridge National Laboratories and Virginia Tech. The cost estimates ranged from \$200,000 to \$500,000 and could take up to twelve months to complete. Financial support to perform this study is critical as we move forward to implement the HRTA program of projects.

Delegate Phillip A. Hamilton
Delegate S. Chris Jones
January 16, 2008
Page 2

We look forward to working with your office on this very important effort. If you have any questions or need any additional information, please let us know at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul D. Frain". The signature is written in a cursive style with a large initial "P" and "F".

Paul D. Frain
Chairman

PDF/kp



CITY OF SUFFOLK

441 MARKET STREET
PHONE: (757) 514-4018

P. O. BOX 1858,

SUFFOLK, VA 23439
FAX: (757) 538-1527

February 7, 2008

OFFICE OF THE CITY CLERK

Ms. Selena Cuffee-Glenn
City Manager
City of Suffolk
P.O. Box 1858
Suffolk, Virginia 23439

Dear Ms. Cuffee-Glenn:

On behalf of City Council of the City of Suffolk, it is my pleasure to officially notify you that, at its meeting held February 6, 2008, City Council appointed you to serve on the Hampton Roads Planning District Commission for a term effective immediately and expiring on June 30, 2008.

Enclosed for your information is a current copy of the Virginia Freedom of Information Act and the State and Local Government Conflict of Interests Act.

As required by State law, you must take the Oath of Office prior to taking your voting position on the Hampton Roads Planning District Commission. Failure to be sworn in before taking your seat could result in nullification of Commission actions in which you participate. The oath is administered by Mr. W. Randolph Carter, Jr. Clerk of the Circuit Court. Please contact Mr. Carter's office at 757-923-2251 to arrange to take your oath.

City Council greatly appreciates your service as a member of the Hampton Roads Planning District Commission. By copy of this letter, I am notifying Arthur Collins, Executive Director of the Hampton Roads Planning District Commission, of your appointment. Mr. Collins' office will be in contact with you in the near future with information regarding the next meeting of the Commission. In the meantime, should you have questions or concerns regarding your appointment, please do not hesitate to contact me at 757-514-4018.

Sincerely,

Erika S. Dawley, CMC
City Clerk

Enclosures

pc: W. Randolph Carter, Jr., Clerk of the Circuit Court
Art Collins, Executive Director, HRPDC ✓

RECEIVED
FEB 11 2008
HRPDC

AGENDA

HAMPTON ROADS METROPOLITAN PLANNING ORGANIZATION

MARCH 19, 2008

CONSENT AGENDA

1. Summary Minutes of January 16, 2008
2. FY 06-09 Transportation Improvement Program Amendment: VDOT (Final Approval)
3. FY 06-09 Transportation Improvement Program Amendment: Williamsburg
4. FY 06-09 Transportation Improvement Program Amendment: Chesapeake
5. FY 08 Unified Planning Work Program Amendment: HRT
6. FY 2009 Unified Planning Work Program
7. Regional Transit Plan
8. Mid Atlantic Diesel Collaborative Port Sector Demonstration Project



9. FY 06-09 Transportation Improvement Program Revision: CMAQ Allocation Request - *TRAFFIX*
10. Statewide Transportation Improvement Program (STIP) Procedures Memorandum of Agreement
11. 2030 Long Range Transportation Plan (LRP) Amendment: Kings Highway Bridge
12. For Your Information
13. Old/New Business

AGENDA NOTE - HAMPTON ROADS METROPOLITAN PLANNING ORGANIZATION

ITEM #1: SUMMARY MINUTES

Minutes of the January 16, 2008, meeting are attached.

Attachment

RECOMMENDED ACTION:

Approval.

HAMPTON ROADS METROPOLITAN PLANNING ORGANIZATION

MEETING – JANUARY 16, 2008

The Hampton Roads MPO Meeting was called to order at 9:51 a.m. at The Hampton Roads Convention Center, 1610 Coliseum Drive, Hampton, Virginia, with the following in attendance:

Paul D. Fraim , Chairman (NO)	Charles W. Burgess, Jr.
Bruce Goodson, Vice Chairman (JC)	James G. Vacalis (SU)
James O. McReynolds, Treasurer (YK)	Louis R. Jones (VB)
Ella P. Ward (CH)	Jackson C. Tuttle II (WM)
Lacy R. Smith (GL)	Jayne Whitney (HRT)
Randall A. Gilliland (HA)	Dennis Heuer (VDOT)
Stan D. Clark (IW)*	Jerry Bridges (VPA)
Randy W. Hildebrandt (NN)	Richard Drumwright (WAT)
Douglas L. Smith (PO)	Arthur L. Collins (HRPDC)

*Late arrival or early departure.

OTHERS RECORDED ATTENDING:

Amar Dwarkanath (CH); Rowland L. Taylor (FR); Ross A. Kearney II, Jesse T. Wallace, Jr. (HA); W. Douglas Caskey (IW); Sanford B. Wanner (JC); Randy W. Hildebrandt (NN); Gordon C. Helsel, Jr. (PQ); Kenneth L. Chandler (PO); Michael W. Johnson (SH); Tyrone W. Franklin, Judy S. Lyttle (SY); Jeanne Zeidler (WM); Earl Sorey - Chesapeake; Keith Cannady - Hampton; Charles Sapp - HRTA/Hampton City Council; Anne Odell, Bryan Pennington, Jeff Raliski, Keisha Whitley - Norfolk; Selena Cuffee-Glenn - Suffolk; Chuck Cayton, Jack Gergely - Private Citizen; Tom Best - Chesapeake Citizen; Charles Flynn - Poquoson Citizen; Linda Wright, Robert Wright - Suffolk Citizens; W. Dewey Hurley - Branscome, Inc.; Irene Shuman - VDOT; Ivan Rucker - FHWA; Peter Huber - Wilcox Savage; Ray Taylor, Vince Thomas - FHR; Dana Dickens - HRP; Ellis W. James - Sierra Club Observer; Tom Holden - The Virginian-Pilot; Matt Sabo - Daily Press; Germaine Fleet - Biggs & Fleet; Staff: John Carlock, Robert Case, James Clary, Nancy Collins, Dwight Farmer, Marla Frye, Greg Grootendorst, Frances Hughey, Jim Hummer, Rob Jacobs, Brett Kerns, Mike Kimbrel, Joe Paulus, Kelli Peterson, Joe Turner and Chris Vaigneur.

CONSENT AGENDA

The Consent Agenda contained the following items:

Summary Minutes of December 19, 2007

FY 06-09 Transportation Improvement Program Amendments: VDOT (Final Approval)

FY 06-09 Transportation Improvement Program Amendment: Chesapeake

FY 06-09 Transportation Improvement Program Revision: RSTP Allocation Transfers - HRT

Hampton Roads 2030 Long Range Transportation Plan

(Mr. Clark arrived.)

Mr. Goodson Moved to approve the Consent Agenda; seconded by Caskey. The Motion Carried.

STATEWIDE SAFETY INITIATIVE

Mr. Mike Sawyer, VDOT State Highway Safety Engineer, was introduced to present the Statewide Safety Initiative information.

Mr. Sawyer indicated he would cover the areas of the public health impact of crashes and the idea of partnering to save lives and prevent injuries. He stated that motor vehicle crashes are one of the top public health issues in the Commonwealth with 1 citizen in 91 injured, 1 in 200 sent to the hospital, 1 in 300 incapacitated and 1 in 7,850 killed on an annual basis. He displayed a graph showing the number of deaths by age group, with the highest numbers within the groups of 15-19 years and 20-24 years. Crashes are the leading cause of death for ages 1- 29, with 521 deaths of kids between 15 and 18.

Mayor Kearney asked if the 15-18 year olds were drivers or passengers.

Mr. Sawyer replied that the statistics covered both.

Mayor Kearney then asked if he could receive those figures separated to show drivers versus passengers.

Mr. Sawyer stated the largest football stadium in Virginia could not seat the number of people injured each year although it has lowered from 80,000 to 69,000 people. The numbers are decreasing, but it is still a huge number. He added that VDOT is focusing their efforts to save lives on the interstate and primary system. He noted that 56 percent of the deaths and 40 percent of the injuries occur on 19 percent of the lane mileage that comprise the interstate and primary system. Help is needed from partners on the 37 percent of injuries that occur on 16 percent of the lane miles. A map was displayed to depict the heaviest concentration of injury and death from vehicle crashes with 50 percent occurring in the top 13 jurisdictions.

Mayor Kearney asked how the numbers in Northern Virginia and Maryland compare with those in Hampton Roads.

Mr. Sawyer answered that the Metro Washington Council of Government are aggregating their own numbers and it will probably come from their MPO. He added that Fairfax is at the top with 9,300.

Mayor Kearney stated he would like to know the comparison between the Northern Virginia/Maryland/DC areas and the Hampton Roads area.

Mr. Sawyer displayed a table showing the actual number of injuries and deaths for the top 20 jurisdictions in Virginia and added that VDOT has created the Strategic Highway Safety Plan. It has been approved by the Secretary of Transportation and will be implemented through 2010. The goal is to save 100 lives and prevent 4,000 injuries. It focuses on creating a safe driving culture in Virginia.

VDOT focuses on the key engineering plan elements such as roadway departures, intersection safety, incorporating safety transportation planning into all levels of government and improving traffic records to be more accurate and timely. The rest of the plan covers the education, enforcement, emergency response, incident management, etc. The Commissioner's four focus areas include program investment, public awareness, legislative proposals and accountability.

Mr. Sawyer discussed two of the areas of focus and stated there are a wide variety of initiatives under program investment. They include wider and brighter signs and stripes, shoulder and center rumble strip implementation, narrow median guardrail retrofit, shoulder retrofit, expansion of the safety service patrol to all interstate and primary roads, traffic signal retrofit, truck safety rest areas, safe routes to school program and traffic management centers.

He then displayed a graph outlining the breakdown of the \$20 million highway safety improvement money among the top 20 jurisdictions, 7 of which are in the Hampton Roads area. VDOT is working to identify and plot the "hot spots" in order to determine where specific elements of the program should be implemented. The criteria for these locations is low cost, quick implementation, no right of way involved and can be improved within a year or two.

VDOT has partnered with Virginia State Police and DMV to commence a joint communications campaign launched in October 2007. This campaign involves five key behaviors: buckle up, avoid distractions, share the road, drive drug and alcohol free and obey speed limits.

Mr. Sawyer concluded by providing the web address to safevirginiahighways.org and stated it contains a great deal of resources. He offered to answer questions.

Mr. Heuer asked if there was a breakdown of the fatalities by the percentage of belted versus unbelted.

Mr. Sawyer stated that about 48-50 percent of them are unbelted.

Mr. Heuer added that Senator Ticer introduced House Bill 649 to make mandatory seatbelts a primary violation.

Mr. Hildebrandt stated that he noticed that PhotoRed was one area of emphasis and asked if VDOT is ready to respond to all local requests for intersections and if that process is currently underway.

Mr. Sawyer replied that the guidance has been approved and they are ready for action.

FOR YOUR INFORMATION

The Chairman asked for questions or comments regarding the informational items. None were noted.

OLD/NEW BUSINESS

Chairman Fraim asked for any old or new business. None was discussed.

ADJOURNMENT

With no further business to come before the Hampton Roads MPO, the meeting adjourned at 10:09 a.m.

AGENDA NOTE - HAMPTON ROADS METROPOLITAN PLANNING ORGANIZATION

**ITEM #2: FY 06-09 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)
AMENDMENT: VDOT (FINAL APPROVAL)**

This item was included in the February 2008 MPO letter ballot and was approved for public review and comment. The public comment period ran from February 21 through March 5, 2008. No comments were received.

The request from VDOT to amend the FY06-09 TIP to revise the cost estimates and obligations for project UPC# 19011, Route 460 – Pedestrian and Bike Path in Suffolk, was attached to the February MPO letter ballot.

The Transportation Technical Committee has recommended approval.

RECOMMENDED ACTION:

Approval.

AGENDA NOTE - HAMPTON ROADS METROPOLITAN PLANNING ORGANIZATION

ITEM #3: FY 06-09 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENT: WILLIAMSBURG

Attached is a request from the City of Williamsburg to revise the FY 06-09 TIP to add a corridor study for Ironbound Road (Route 615) between Richmond Road and the Longhill Connector, a distance of approximately 0.61 miles. VDOT has assigned the UPC# 89059 for the project. The estimated cost for the study is \$40,000, which will be expended under the PE phase of the project. The study will be funded using the City's Urban allocation.

This amendment request will go out for public review during March in anticipation of final approval by the MPO in April. A copy of the revised TIP page reflecting the proposed revision is attached.

The Transportation Technical Committee has recommended approval subject to receipt of no adverse public comments.

Attachment

RECOMMENDED ACTION:

Approval for public review and comment.



CITY OF WILLIAMSBURG

Planning and Codes Compliance Department

February 19, 2008

Dwight L. Farmer, P.E.
Deputy Executive Director, Transportation
Hampton Roads Planning District Commission
The Regional Building
723 Woodlake Drive
Chesapeake, Virginia 23320

RE: Ironbound Road Corridor Study

Dear Dwight:

On behalf of the City of Williamsburg, I am requesting an amendment, subject to MPO approval, of the current FY06-09 Hampton Roads Transportation Improvement Program (TIP) for a corridor study for Ironbound Road (Route 615), which is an Urban Minor Arterial. The anticipated cost for the corridor study is estimated to be approximately \$40,000, which will be expended under the PE phase. The study limits will be from the intersection with Richmond Road (Route 60) to the intersection with the Longhill Connector (Route 615), which is approximately 0.61 miles.

This study is fully funded using the City of Williamsburg's FY09 Urban Allocation (80% federal, 18% state, 2% local). The VDOT UPC Number is 89059 and the Project Number is U000-137-135.

This project is listed in Williamsburg's 2006 Comprehensive Plan, and the study will be included in the City's Capital Improvement Program for FY09-FY13.

Please add this item to the Transportation Technical Committee agenda for March 5, 2008. If you have any questions, please call me at 890-3496.

Sincerely,

Reed T. Nester, AICP
Planning Director

cc: Eric Stringfield, Virginia Department of Transportation
Todd Halacy, Virginia Department of Transportation

Urban

FY2006-2009 TIP

HAMPTON ROADS

<i>ROUTE:</i>	<i>U000</i>	<i>PROJECT</i>						<i>PROGRAM/SYSTEM</i>	<i>Urban</i>	<i>MPO Area</i>	Hampton Roads
<i>UPC NO.:</i>	84906	2ND STREET - INSTALL TRAFFIC SIGNAL AT PARKWAY DR									
STREET NAME:	2ND ST								EST.	SCHEDULE	
JURISDICTION:	Williamsburg							PE	40	FY2008	
DESCRIPTION:	INTERSECTION W/ PARKWAY DR							RW	0	N/A	
								CN	200	FY2008	
								TO	240		
SCOPE OF WORK:	SAFETY/TRAFFIC OPERS/TSM										
PROJECT LENGTH:											
PRINCIPAL FUND SOURCE:	STP										
REVISED:	11/21/07 - <i>Add new project to TIP.</i>										
REQUIRED ALLOCATIONS (000's)										REQ'D AFTER	
<i>Fund Sources</i>	<i>Prev. Alloc</i>	<i>FY2007</i>	<i>FY2008</i>	<i>FY2009</i>	<i>FY2010</i>	<i>FY2011</i>	<i>FY2012</i>	<i>2010</i>			
Urban Formula: Federal	0	0	32	77	52	0	0				
Urban Formula: State Match	0	0	7	17	12	0	0				
Urban Formula: State	0	0	0	38	0	0	0				
Local Project Contributions	0	0	1	3	1	0	0				
Total	0	0	40	135	65	0	0				
OBLIGATIONS (000's)											
<i>Fund Sources</i>		<i>Match</i>	<i>Previous</i>	<i>FY2006</i>	<i>FY2007</i>	<i>FY2008</i>	<i>FY2009</i>	<i>FY2010</i>			
Federal - STP	PE	8	0	0	0	32	0	0			
	RW	0	0	0	0	0	0	0			
	CN	0	0	0	0	0	0	0			

<i>ROUTE:</i>	<i>U000</i>	<i>PROJECT</i>						<i>PROGRAM/SYSTEM</i>	<i>Urban</i>	<i>MPO Area</i>	Hampton Roads
<i>UPC NO.:</i>	89059	IRONBOUND ROAD CORRIDOR STUDY									
STREET NAME:	IRONBOUND RD								EST.	SCHEDULE	
JURISDICTION:	Williamsburg							PE	40	FY2009	
DESCRIPTION:	FR: RICHMOND RD							RW	0	N/A	
								CN	0	N/A	
								TO	40		
SCOPE OF WORK:	STUDY										
PROJECT LENGTH:	0.61 MI										
PRINCIPAL FUND SOURCE:	STP										
REVISED:	4/16/08 - <i>Add new project to TIP.</i>										
REQUIRED ALLOCATIONS (000's)										REQ'D AFTER	
<i>Fund Sources</i>	<i>Prev. Alloc</i>	<i>FY2007</i>	<i>FY2008</i>	<i>FY2009</i>	<i>FY2010</i>	<i>FY2011</i>	<i>FY2012</i>	<i>2010</i>			
Urban Formula: Federal	0	0	0	32	0	0	0				
Urban Formula: State Match	0	0	0	7	0	0	0				
Urban Formula: State	0	0	0	0	0	0	0				
Local Project Contributions	0	0	0	1	0	0	0				
Total	0	0	0	40	0	0	0				

AGENDA NOTE - HAMPTON ROADS METROPOLITAN PLANNING ORGANIZATION

ITEM #4: FY 06-09 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENT: CHESAPEAKE

Attached is a request from the City of Chesapeake to revise the FY 06-09 TIP to transfer RSTP funds from one project to two other projects. City funds will be used to construct the project from which the funds are being transferred.

The affected projects are as follows:

- a. UPC# 83509, Replace Long Bridge. Transfer \$3,378,000 RSTP funds to the projects UPC# 52151 and UPC# 18591. Use City funds to cover the work on this project.
- b. UPC# 52151, Add Left Turn Lane from Mount Pleasant Road onto Fentress Airfield Road. Add \$758,000 RSTP funds transferred from project UPC# 83509.
- c. UPC# 18591, Widen Portsmouth Boulevard from Jolliff Road to the Chesapeake/Suffolk city line. Add \$2,620,000 RSTP funds transferred from project UPC# 83509.

This amendment request will go out for public review during March in anticipation of final approval by the MPO in April. Copies of the revised TIP pages reflecting the proposed revisions are attached.

The Transportation Technical Committee has recommended approval subject to receipt of no adverse public comments.

Attachment

RECOMMENDED ACTION:

Approval for public review and comment.

Department of Public Works
Post Office Box 15225
Chesapeake, Virginia 23328
(757) 382-6101
(757) 382-6310 FAX
(757) 382-8537 FAX

February 27, 2008

Mr. Dwight Farmer, P.E.
Deputy Director, Transportation
Hampton Roads Planning District Commission
723 Woodlake Drive
Chesapeake, VA 23320

**RE: TIP AMENDMENTS FOR LONG BRIDGE REPLACEMENT (83509), RT.
165 LEFT TURN LANE (52151), AND PORTSMOUTH BLVD (18591)**

Dear Mr. Farmer:

The City of Chesapeake is requesting a TIP amendment to Transfer \$3,378,000 in RSTP funds, including State matching funds, from the Long Bridge Replacement Project, UPC #83509, as follows:

\$758,000 to the Rt. 165 Left Turn Lane, UPC#52151
\$2,620,000 to Portsmouth Boulevard, UPC#18591

All of the above projects are currently under funded. Rather than supplementing each project with City funds, we have fully funded the Long Bridge Replacement with City funds in the amount of \$3,553,000 and are proposing to transfer RSTP funds to the other projects as identified above.

It is requested that this item be placed on the agendas for the March Transportation Technical Committee and MPO meetings. Mr. Earl Sorey, City Transportation Engineer, will be available to answer any questions the Technical Committee may have.

Thank you in advance for your consideration.

Sincerely,



Eric J. Martin, P.E.
City Engineer

c: Patricia C. Biegler, P.E., Director of Public Works
Earl Sorey Jr., P.E., City Transportation Engineer

Urban

FY2006-2009 TIP

HAMPTON ROADS

ROUTE:	U000	PROJECT	NFO		PROGRAM/SYSTEM	MPO Area		
UPC NO.:	83509	REPLACE LONG BRIDGE WITH NEW 4-LANE BRIDGE W/ SIDEWALKS ON BOTH SIDES			Urban	Hampton Roads		
REPORT NOTE:	MPO Project - Complete estimate and schedule required.							
STREET NAME:	GEORGE WASHINGTON HWY				EST.	SCHEDULE		
JURISDICTION:	Chesapeake				PE	489	N/A	
DESCRIPTION:	OVER DEEP CREEK				RW	414	N/A	
					CN	2,650	N/A	
					TO	3,553		
SCOPE OF WORK:	BRIDGE REPLACEMENT							
PROJECT LENGTH:								
PRINCIPAL FUND SOURCE:	STP							
REVISED:	1/17/07 - <i>Add new project to TIP. Initial UPC in SYIP was T4154.</i> 4/16/08 - <i>Transfer FY07 Allocation of \$850,000 RSTP (including Match) to UPC# 18591; Transfer FY08 Allocation of \$758,000 RSTP (including Match) to UPC# 52151; Transfer FY08 Allocation of \$1,770,000 RSTP to UPC# 18591. Add Previous Allocation of \$1,989,284 City funds; Add FY08 Allocation of \$1,563,716 City funds.</i>							
REQUIRED ALLOCATIONS (000's)								REQ'D AFTER
Fund Sources	Prev. Alloc	FY2007	FY2008	FY2009	FY2010	FY2011	FY2012	2010
RSTP (STP Regional)	0	0	0	0	0	0	0	
State Match - Non-Formula	0	0	0	0	0	0	0	
Local Project Contributions	1,989	0	1,564	0	0	0	0	
Total	1,989	0	1,564	0	0	0	0	

Urban

FY2006-2009 TIP

HAMPTON ROADS

ROUTE:	0165	PROJECT	NFO	PROGRAM/SYSTEM	MPO Area			
UPC NO.:	52151	RTE 165 - MOUNT PLEASANT ROAD - LEFT TURN LANE		Urban	Hampton Roads			
REPORT NOTE:	Additional funds by City							
STREET NAME:	MOUNT PLEASANT RD			EST.	SCHEDULE			
JURISDICTION:	Chesapeake			PE 483	Underway			
DESCRIPTION:	AT FENTRESS AIRFIELD ROAD			RW 197	Underway			
				CN 1,584	FY2007			
				TO 2,264				
SCOPE OF WORK:	SAFETY/TRAFFIC OPERS/TSM							
PROJECT LENGTH:								
PRINCIPAL FUND SOURCE:	STP							
REVISED:	<p>9/19/06 - <i>TIP Adjustment to revise the Previous Allocations to reflect the MPO approved figures and to add \$1,202,000 RSTP (including Match) to the allocations for FY06. Funds transferred from RSTP Reserve Account - approved by MPO on 6/21/06.</i></p> <p>11/15/06 - <i>Revised cost estimates; Added FY07 RW Phase Obligation of \$157,680 RSTP; Added FY07 CN Phase Obligation of \$975,520 RSTP; Decreased FY06 & FY07 RW Obligations by \$100,000 Other per year; Added FY07 CN Phase Obligation of \$364,000 Other.</i></p> <p>4/16/08 - <i>Transfer FY08 Allocation of \$758,000 RSTP (including Match) from UPC# 83509.</i></p>							
REQUIRED ALLOCATIONS (000's)					REQ'D AFTER			
Fund Sources	Prev. Alloc	FY2007	FY2008	FY2009	FY2010	FY2011	FY2012	2010
RSTP (STP Regional)	1,794	0	606	0	0	0	0	
State Match - Non-Formula	448	0	152	0	0	0	0	
Local Project Contributions	195	100	0	0	0	0	0	
Total	2,437	100	758	0	0	0	0	
OBLIGATIONS (000's)								
Fund Sources		Match	Previous	FY2006	FY2007	FY2008		
Federal - RSTP	PE	100	398	0	0	0		
	RW	39	0	0	158	0		
	CN	244	0	0	976	0		
Other	PE	0	4	0	0	0		
	RW	0	0	0	0	0		
	CN	0	0	0	364	0		
Federal Total	PE		100	398	0	0		
	RW		39	0	0	158		
	CN		244	0	0	976		

Urban

FY2006-2009 TIP

HAMPTON ROADS

ROUTE:	0337	PROJECT	NFO		PROGRAM/SYSTEM	MPO Area		
UPC NO.:	18591	ROUTE 337 - WIDEN TO 4 LANES			Urban	Hampton Roads		
REPORT NOTE:	MPO Project - Contract administration by City. Complete schedule to be established at project scoping							
STREET NAME:	PORTSMOUTH BLVD					EST.	SCHEDULE	
JURISDICTION:	Chesapeake					PE	1,266	Underway
DESCRIPTION:	FROM: WCL CHESAPEAKE					RW	4,242	N/A
	TO: JOLLIFF RD					CN	7,979	N/A
						TO	13,487	
SCOPE OF WORK:	MAJOR WIDENING							
PROJECT LENGTH:								
PRINCIPAL FUND SOURCE:	STP							
REVISED:	9/19/06 - <i>TIP Adjustment to add \$2,000,000 RSTP (including Match) to the allocations for FY06. Funds transferred from RSTP Reserve Account - approved by MPO on 6/21/06.</i> 4/16/08 - <i>Transfer FY07 Allocation of \$850,000 RSTP (including Match) and FY08 Allocation of \$1,770,000 RSTP (including Match) from UPC# 83509.</i>							
REQUIRED ALLOCATIONS (000's)								REQ'D AFTER
Fund Sources	Prev. Alloc	FY2007	FY2008	FY2009	FY2010	FY2011	FY2012	2010
RSTP (STP Regional)	4,800	3,080	1,416	0	0	0	0	
General Fund	2	0	0	0	0	0	0	
State Match - Non-Formula	1,200	770	354	0	0	0	0	
Formula - Urban	10	0	0	0	0	0	0	
Local Project Contributions	0	0	0	0	0	0	0	
Total	6,012	3,850	1,770	0	0	0	0	
OBLIGATIONS (000's)								
Fund Sources		Match	Previous	FY2006	FY2007	FY2008		
Federal - RSTP	PE	252	939	70	0	0		
	RW	0	0	0	0	0		
	CN	0	0	0	0	0		
Other	PE	0	4	0	0	0		
	RW	0	0	0	0	0		
	CN	0	0	0	0	0		
Federal Total	PE	252	939	70	0	0		
	RW	0	0	0	0	0		
	CN	0	0	0	0	0		

AGENDA NOTE - HAMPTON ROADS METROPOLITAN PLANNING ORGANIZATION

**ITEM #5: FY 2008 UNIFIED PLANNING WORK PROGRAM (UPWP) AMENDMENT:
HRT**

Hampton Roads Transit (HRT) has requested to amend the FY 2008 UPWP to make the following changes:

- a. Revise the funding section of Task 4960, Regional TDM Program (TRAFFIX) to reflect the carryover of \$215,934 of FY-07 RSTP funds.
- b. Add a task entitled Comprehensive Fare Study. The result of this task will be a Strategic Fare Policy Business Plan that will address fare collection practices, policies, and pricing for all transit services operated by HRT, including the impending light rail transit system scheduled for opening in early 2010.

The Transportation Technical Committee has recommended approval.

Attachment

RECOMMENDED ACTION:

Approval.



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

February 26, 2008

Dwight Farmer
Deputy Executive Director
Transportation
Hampton Roads Planning District Commission
723 Woodlake Drive
Chesapeake, VA 23320

RE: TDM (TRAFFIX) FY07 Carryover Funding

Dear Mr. Farmer:

Hampton Roads Transit is requesting an amendment to the FY08 Unified Planning Work Program and the FY08 Transportation Improvement Program to reflect the carry over of FY07 funds, in the amount of \$215,934. Attached is the revised FY08 budget, reflecting the addition of the FY07 carryover.

The carryover funding reflects in the revised budget as increases to the following budget lines:

Material and Supplies	\$ 750
Advertising	131,208
Professional Fees	71,015
Travel and meetings	7,000
Indirect Cost	5,961
Total	<u>\$ 215,934</u>

HRT staff will be attending the March TTC meeting should further explanation be warranted.

Sincerely,

Keisha Branch
Chief Grants and Budget Officer

Cc: Rick Clawson, VDRPT
Jayne Whitney, Senior Vice President for Development, HRT
Ron Hodges, TRAFFIX Program Manager

Hampton Roads Unified Planning Work Program

Fiscal Year 2008

Regional TDM Program (TRAFFIX)

Introduction

The transportation demand management program for Southeastern Virginia (TRAFFIX) is a coordinated regional approach to reducing traffic and traffic congestion to maintain or improve the quality of life for residents by encouraging ridesharing, transit usage, telecommuting, and working with city/regional comprehensive planning agencies for incorporation of TDM alternatives in land use in policy decisions.

This program covers an extensive geographic area to include Hampton Roads, James City County, Eastern Shore, Isle of Wight and the northern counties of North Carolina. TRAFFIX has been functionally organized as follows:

- Program Management**
- Planning, Evaluation and Analysis**
- Administration**
- Sales**
- Marketing**

The Transportation District Commission of Hampton Roads administers TRAFFIX. It receives and administers program grants. A TDM Advisory Task Force comprised of staff members of HRT, VDOT, VDRPT, HRPDC, and Cities will provide policy guidance regarding program management. TRAFFIX Program management includes organizational development, strategic planning, program budget/funding, program development, program implementation, coordination and supervision.

- The Advisory Task Force will review the annual work program, provide input, monitor budgets and implementation progress, evaluate program results and suggest changes for more efficient and/or effective operation.**

- The Advisory Task Force will continue to meet quarterly in FY08.**

- A management oversight committee consisting of representation from VDOT, DRPT, FHWA and the MPO will oversee the administration of the TRAFFIX contract, which will be issued through DRPT.**

Programs

TRAFFIX includes the following on-going programs and activities:

- **Provision of on-line computerized matching services to employer-based rideshare programs and the public in general; to include NuRide, a program who rewards those who share a ride**
- **Regional telephone number, 1-800-700-RIDE. Printing and mailing of applicant match and renewal letters. Follow-up telephone calls. Rideshare database management**
- **Establishment of joint-use park intermodal park and ride lots**
- **Promotion of high occupancy vehicle (HOV) lanes**
- **Guaranteed Ride Program**
- **Employer Programs**
 - Development of Transportation Alternatives**
 - Relocation Commuter Assistance**
- **Construction Mitigation and Congestion Management Programs – participation in**
 - Naval Shuttle Service**
 - Norfolk Electric Bus (Employee shuttle)**
 - VB Wave – trolley program**
 - Commuter Fixed Route Service**
 - I-64 Battlefield Boulevard**
- **Van lease program available to area employers/employees.**
- **Promotion of the Commuter Check Program (Navy's Transportation Incentive Program – TIP)**
- **Implementation of TeleWork!VA Program**
- **GIS Mapping Program – for the development of transportation and employer programs**

- **Promoting the planning, development, promotion and use of facilities and programs that facilitates the use of high occupancy transportation modes through active involvement in local activities relating to:**

- **Public/private park-and-ride locations**
- **HOV highway lanes**
- **Land use planning**
- **Site design**
- **Clean Air Act compliance**

- **Advising and participating in the development of regulatory actions, including:**

- **Transportation Demand Management and Congestion Management**
- **Local transportation proffers**
- **Zoning for transportation related services**
- **Air Quality Programs**

Annual Work Program

In general, the TRAFFIX Program will be held responsible and accountable for activities and programs designed to provide resources, opportunities, special programs and/or information for commuters to engage in non-single occupant vehicles commute options such as Telework!VA; engage in programs that promote clean air; partner in programs that mitigate congestion during large construction projects; provide business outreach for the purpose of reducing employee commute trips; and promote the use of multi-modal support facilities including park and ride lots and HOV lanes.

Defined activities for the year include:

- 1. The development of detailed Goals and Objectives including a description of work activities, associated staff requirements, budget and evaluation criteria for each activity.**
 - a. The Goals and Objectives must be approved by the Advisory Task Force Committee**
 - b. The Goals and Objectives must be presented and approved by the MPO Technical Committee**
 - c. The Goals and Objectives must be presented and approved by HRT's Commissioners**

2. Updates will be provided at each Advisory Committee meeting. The report will include the following:

- Activity Description, Progress Update, Budget, Expenses-to-date; balance and percent complete
- Periodic reports and program updates will be made to stakeholder groups, including:
 - The TRAFFIX Program Manager will make a program update to the MPO Technical Committee twice a year to present the annual work program, provide a progress update and a final evaluation of the previous year's program.

Sales (Outreach)

The identification of employers and activity centers and origins will rely significantly on analysis through the Congestion Management System for Hampton Roads coordinated by the Hampton Roads Planning District Commission. Employers located in corridors having level of service D&E will be prioritized and contacted to establish employer-based rideshare programs.

The Action Plan for an employer consists of four major elements: Initial Contact Phase, Organizational Phase, Promotion/Publicity Phase and Implementation Phase. The Initial Contact Phase is initiated when a TRAFFIX Commuter Transportation Coordinator meets with management of a major activity center. The coordinator outlines the goals and objectives of getting more people into fewer cars and providing an alternative to the automobile by getting the employer to find out where its employees live. The employer is then informed how to perform a survey to determine employees' residences and ultimately how to match individuals to establish shared rides. If the employer does not wish to survey his employees, density plotting can be an alternative. The employer would provide the Coordinator the street address, city, zip and work schedule of all employees in an Excel or Access format. The Coordinator would then use ARCview software program to perform density plotting for "instant" identification of car and vanpools. Potential transit service and area park and ride locations could also be identified. Alternative strategies are based upon the employer's specific needs.

During the Organizational Phase, top management will usually designate an individual in middle management to act as an Employee Transportation Coordinator (ETC) for the employer. This individual is often in the personnel or data processing department.

Before providing rideshare publicity, the TRAFFIX Coordinator will ask the employer what type of publicity is desired. Publicity can take the form of Power Point presentations, posters, fliers and vehicle displays. TRAFFIX staff may assist the employer in developing advertisements and articles for employee newsletters.

During the Implementation Phase a survey or density plotting is performed by the ETC and a TRAFFIX Coordinator. The results can be computerized or "instant" depending on the choice of whether to survey or density plot. If a survey is performed, individuals who show interest in ridesharing are contacted by a computer generated match letter. Follow-up telephone calls are made by TRAFFIX personnel to see if the match letter was received, if they were able to join or form a car or vanpool, ride the bus and were knowledgeable of the Guaranteed Ride Program or additional programs available to them that were adopted by their employer (telecommuting, staggered or flexible work hours, etc.).

If interest is shown in becoming a vanpool driver, potential lessees are sent information on eligibility requirements, pricing and an application. Follow-up telephone calls are made by TRAFFIX Commuter Transportation Coordinators to encourage the formation of a vanpool program.

The TRAFFIX Coordinator will maintain contact with the ETC to provide program updates, literature, etc., to company employees.

Marketing

A comprehensive program of advertising, public relations and information is needed to induce and maintain use of TDM programs and services.

Management, Planning and Evaluation

Considerable organizational development will continue to be required for TRAFFIX. This will include staff recruitment, extensive training, and development of support materials. Coordination within HRT and other agencies; cross-fertilization of ideas; feedback from on-the-job learning will present management challenges.

As there are a variety of programs, there will be a variety of effectiveness measures and techniques. TRAFFIX staff have developed a tracking report that reflects the various transportation alternatives used by employees (employer outreach program). Benchmark evaluations will be performed every 2 years to evaluate the strengths and weaknesses of the TRAFFIX Program.

End Products/Anticipated Results

The TRAFFIX TDM program compliments CMS, IMS, or MIS analysis and recommendations. This involves major congested corridors, major corridors under construction, etc. The TRAFFIX staff economically provides outreach, marketing research, conclusions and recommendations to commuters, employers, activity centers located in a congested area and HRT's Planning Department. The program budget will be used for specific projects, awareness (speaking engagements, brochures, advertising, premiums), and incentives (Commuter Check,, Guaranteed Ride Program), HOV enforcement at the Midtown Tunnel, employer recognition, benchmarking, staff, overhead and to purchase vans to replace and expand the vanpool program.

TDM BUDGET

Salaries and Benefits	\$ 450,000
Materials and Supplies	70,000
Brochures	
Letterhead/envelopes	
Advertising	444,208
Professional Fees	226,015
Ad Agency	
Benchmarking	
Bd Systems for rideshare software	
Program maintenance	
Travel and Meetings	15,000
Guaranteed Ride Program	25,000
Computer Hardware/software	
Upgrades	7,000
Overhead	20,720
Silverleaf Commuter Station Water	
And Cox Cable phone line	
Williamsburg Transportation Center	
Indirect Costs (4.61%)	57,991
Total	\$1,315,934



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

February 26, 2008

Dwight Farmer
Deputy Executive Director
Transportation
Hampton Roads Planning District Commission
723 Woodlake Drive
Chesapeake, VA 23320

RE: Amendment to FY08 UPWP

Dear Mr. Farmer:

Hampton Roads Transit is requesting an amendment to the FY08 Unified Planning Work Program and the FY08 Transportation Improvement Program to add a task for "Comprehensive Fare Study and Strategic Fare Policy Business Plan." I have attached a copy of the task to be added to the work plan.

HRT staff will be attending the March TTC meeting should further explanation be warranted.

Sincerely,

A handwritten signature in black ink that reads "Keisha L. Branch". The signature is written in a cursive, flowing style.

Keisha L. Branch
Chief Grants and Budget Officer

Cc: Jayne Whitney, Senior Vice President for Development, HRT
Larry Davenport, Senior Vice President for Finance, HRT

HAMPTON ROADS UNIFIED PLANNING WORK PROGRAM

FISCAL YEAR 2008

Comprehensive Fare Study and Strategic Fare Policy Business Plan

Hampton Roads Transit (HRT) is seeking to conduct a comprehensive fare study and prepare a fare policy document (Strategic Fare Policy Business Plan) for all transit services operated by HRT: bus, ferry, paratransit, vanpool, and an impending light rail system scheduled for opening early in 2010. The fare study and the resulting fare policy document should address the agency's fare collection practices, policies, and pricing.

Base Tasks and Deliverables

- Review of Current Fare Policy
- Participation in Fare Policy Committee (FPC) meetings, including preparation of meeting materials
- Draft fare structure and pricing for Rapid Bus
- Participation in operator focus group meetings
- Conduct fare peer review
- Completion of Draft Fare Policy
- Participation in HRT Committee meetings, includes preparation of meeting materials

Optional Tasks and Deliverables

- Fare technologies vision paper
- Participation in focus group meetings involving ferry, fixed route bus and demand response riders, including preparation of meeting materials
- Participating in public hearings, including preparation of hearing materials
- Revision if needed for Final Fare Policy

TASK NUMBER	FUNDING SOURCE	AMOUNT	REVISION DATE/AMOUNT	FUNDED AGENCY
	Section 5307	\$ 147,735		TDCHR

AGENDA NOTE - HAMPTON ROADS METROPOLITAN PLANNING ORGANIZATION

ITEM #6: FY 2009 UNIFIED PLANNING WORK PROGRAM (UPWP)

The Hampton Roads Metropolitan Planning Organization Unified Planning Work Program (UPWP) describes transportation planning work to be performed for the Hampton Roads metropolitan planning area by the MPO, Hampton Roads Transit, Williamsburg Area Transport, and the Virginia Department of Transportation for the next fiscal year. The UPWP has been completely reformatted and reorganized to make it easier to understand and use. The goal of this effort was to significantly improve the document as well as address all applicable SAFETEA-LU regulations.

The Transportation Technical Committee has recommended approval.

Separate Enclosure

RECOMMENDED ACTION:

Approval.

AGENDA NOTE - HAMPTON ROADS METROPOLITAN PLANNING ORGANIZATION

ITEM #7: REGIONAL TRANSIT PLAN

Attached is a letter from the Virginia Department of Rail and Public Transportation (VDRPT) regarding preparations underway for developing the next Hampton Roads Long Range Transportation Plan (LRP). In the letter, VDRPT requests that the Hampton Roads MPO conduct a Regional Transit Plan as part of the preparations for the LRP update.

Attachment

RECOMMENDED ACTION:

Approval.



COMMONWEALTH of VIRGINIA

MATTHEW O. TUCKER
Director

DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION
1313 EAST MAIN STREET, SUITE 300
P.O. BOX 596
RICHMOND, VA 23218-0590

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

February 25, 2008

Mr. Arthur L. Collins
Hampton Roads Planning District Commission
The Regional Building
723 Woodlake Drive
Chesapeake, VA 23320

Dear Mr. Collins:

The Department of Rail and Public Transportation (DRPT) is aware that the Hampton Roads Metropolitan Planning Organization is currently taking steps to prepare for the next update of the region's Constrained Long Range Plan. DRPT believes that one of the critical steps that should be taken as part of these preparations is an update of Hampton Roads Transit's Comprehensive Operations Analysis and the development of a Regional Transit Plan.

DRPT has spoken with Hampton Roads Transit and they have agreed to undertake the update of their most recent Comprehensive Operations Analysis. By this letter, I am requesting that the Hampton Roads Metropolitan Planning Organization conduct the Regional Transit Plan. DRPT is willing to provide funding for this effort and will also provide technical assistance. DRPT also suggests that policy guidance be provided by the Metropolitan Planning Organization and technical guidance be provided through a technical committee made up of representatives from the jurisdictions, state agencies and transit providers in the region. A list of suggested representatives for the technical committee is attached.

Thank you for your consideration of this request. If you have any questions, please contact Mr. Corey Hill of my staff at 804-786-4443. I look forward to your response.

Sincerely,

Matthew O. Tucker, Director

c: The Honorable Pierce Homer, Secretary of Transportation
The Honorable Paul Fraim, Chair, HRPDC
Dana Dickens, Member, Commonwealth Transportation Board
Dwight Farmer, HRPDC

Technical Advisory Committee

Mr. Dana Dickens	President and CEO	Hampton Roads Partnership
Mr. George Brisbin	Transportation Planner	City of Portsmouth
Mr. Timothy Cross	Principal Planner	York County
Mr. Richard Drumwright	Director of Planning and Development	Williamsburg Area Transport
Ms. Sherry Earley	Engineering Manager	City of Suffolk
Mr. Robert Gey	Traffic Engineer	City of Virginia Beach
Mr. Daniel Rudge	Manager of Strategic Planning	Virginia Department of Rail & Public Transportation
Mr. Robert Lewis	Traffic Engineer	City of Suffolk
Ms. Kristin Mazur	Engineer	Isle of Wight County
Mr. Reed Nester	Director	City of Williamsburg
Mr. Jeffrey Raliski	Transportation Planning Manager	City of Norfolk
Mr. Orlando Riutort	Director	City of Newport News
Mr. C. Earl Sorey Jr.	Traffic and Transportation Engineer	City of Chesapeake
Mr. O. Marvin Sowers Jr.	Director	James City County
Mr. Eric Stringfield	District Planning Engineer	VDOT
Mr. Fred Whitley	Deputy Director/City Engineer	City of Hampton
Ms. Jayne Whitney	Vice President	Hampton Roads Transit
Mr. Jason Widstrom	Civil Engineer	City of Poquoson
Mr. Dwight Farmer	Deputy Executive Director, Transportation	HRPDC

AGENDA NOTE - HAMPTON ROADS METROPOLITAN PLANNING ORGANIZATION

**ITEM #8: MID ATLANTIC DIESEL COLLABORATIVE PORT SECTOR
DEMONSTRATION PROJECT**

Attached is a request from the Virginia Port Authority (VPA) to support their grant application to EPA to test the use of two 2,000 HP ultra-low emission "GenSet" multi-purpose locomotives and a 2,000 HP Hybrid yard switching locomotive at Norfolk International Terminals.

It is important to note that the Port of Virginia has made significant strides in recent years reducing emissions from cargo handling equipment by 33%.

The HRPDC staff is requesting approval to send a letter of support to VPA.

Attachment

RECOMMENDED ACTION:

Approval.



COMMONWEALTH of VIRGINIA

BOARD OF COMMISSIONERS

John G. Milliken, Chairman
Robert C. Barclay, IV, Vice Chairman
Martin J. Barrington
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Mark B. Goodwin
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Michael J. Quillen
Ranjit K. Sen
Deborah K. Stearns
Thomas M. Wolf
J. Braxton Powell, *State Treasurer*

Virginia Port Authority
600 World Trade Center
Norfolk, Virginia 23510-1679
Telephone (757) 683-8000
Fax (757) 683-8500

Jerry A. Bridges
Executive Director

March 7, 2008

Mr. Dwight L. Farmer, PE
Deputy Executive Director, Transportation and Emergency Management
Hampton Roads Planning District Commission
The Regional Building
723 Woodlake Drive
Chesapeake, VA 23320

Re: Mid Atlantic Diesel Collaborative Port Sector Demonstration Project
EPA Region 3, Demonstration of Emission Reductions from Hybrid Locomotives,
Virginia Port Authority, Grant Application

Dear Mr. Farmer,

The Virginia Port Authority has applied for a grant from the Environmental Protection Agency (EPA) to test the use of two 2,000 HP ultra-low emission "GenSet" multi-purpose locomotives and a 2,000 HP Hybrid yard switching locomotive at Norfolk International Terminals. The EPA has asked that we submit the enclosed copy of our proposal to the Hampton Roads Planning District Commission for review and comment.

As you may know, the Port of Virginia has made significant strides in recent years reducing emissions from cargo handling equipment by 33%. In July 2007, we voluntarily began using ultra-low sulfur diesel fuel throughout our marine terminals. This has resulted in a 36% reduction in particulate matter pollutants and a 99% reduction in sulfur oxide pollutants for our cargo handling equipment including locomotives.

In keeping with the Commonwealth of Virginia's State Implementation Plan for Hampton Roads, we wish to specifically target NOx emissions from our locomotive fleet. We hope to demonstrate that the hybrid locomotive is a better economic and environmental alternative to rebuilding or retrofitting the engines on existing locomotives. We hope that EPA will support us in this effort with a grant of \$750,000. The Port of Virginia will make a matching contribution of approximately \$3,000,000 in labor and materials costs towards this demonstration project.

RECEIVED

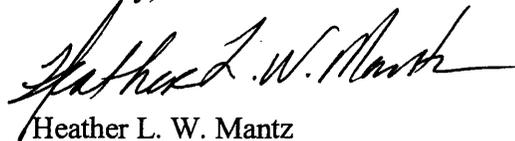
MAR 10 2008

HRPDC

We understand that the EPA could make this award as early as April 15, 2008. However, EPA has asked us to solicit comments from the HRPDC and submit them as part of our final proposal. Accordingly, we respectfully ask for a written response from your office in support of this project. It is my understanding that an e-mail response is acceptable to the EPA.

Thank you for the opportunity to share this proposal with the Commission and for your continued support of emissions reduction programs in the maritime industry. Should you have any questions, please feel free to contact me at (757) 683-2152 or at hmantz@portofvirginia.com.

Sincerely,



Heather L. W. Mantz
Director, Environmental Affairs

cc: J. J. Keever, Deputy Executive Director
Michael S. Kimbrel, P.E., HRPDC

1. Cover Page

a. Project Title: Demonstration of Emission Reductions from Hybrid & Genset Locomotives at the Port of Virginia

**b. Project managers: Heather L. W. Mantz, Director, Environmental Affairs,
Phone: (757) 683-2152, E-mail: hmantz@portofvirginia.com
Virginia Port Authority, 600 World Trade Center
Norfolk, Virginia 23510**

**Tony Simkus, P.E. , Director Engineering and Maintenance
Virginia International Terminals, Inc.
Phone (757) 440-2878, Email: tsimkus@vit.org**

c. Total Project Cost:

EPA: \$750,000

VPA Matching Funds: \$3,047,800

d. Project Period: March 1, 2008 – November 30, 2011

e. Summary Statement: The proposed project will demonstrate two 2,000 HP ultra low emitting GenSet locomotives and one 2,000 HP hybrid yard switching locomotive. The proposed project will be conducted at the Norfolk International Terminals (NIT), Norfolk, Virginia. The project will model the baseline (i.e. benchmark) emissions from the hybrid locomotive that will operate at the port and will collect the information during normal duty cycles and over different seasons.

The results of this work will enable the Virginia Port Authority (VPA) to quantify changes in combustion by-product emissions associated with use of different ultra low emitting locomotive engines. The key output will demonstrate the substantial reduction in emissions (e.g., NO_x, CO, HC, and PM) when switching from petroleum diesel switch locomotive engines, fueled with ultra-low sulfur (15ppm) diesel to GenSet multi purpose and hybrid locomotive engines.

2. Narrative Workplan

a. Project Description

(i) Project Objectives

The Virginia Port Authority, and Virginia International Terminals, Inc, terminal operators for the VPA propose to carry out a demonstration project that will compare reductions in combustion by-product emissions between conventional short-haul and switcher diesel locomotives, fueled with ultra low sulfur diesel (15ppm), and GenSet and hybrid locomotives. The demonstration will be conducted at Norfolk International Terminals (NIT), Norfolk, Virginia.

The objectives of the proposed project are to:

- **Demonstrate the environmental effectiveness of GenSet and hybrid locomotives in reducing emissions;**
- Model and compare the baseline (i.e. benchmark) emissions from the existing diesel locomotive, fueled with ultra low sulfur diesel (15ppm), and the hybrid locomotive that would operate at the port during normal duty.
- Develop relationships between operational conditions and emissions;
- Determine the impact on air emissions and regional air quality of using GenSet and hybrid locomotives as an alternative control technology;
- **Promote international sister port relationships through the exchange of emission reduction opportunities by using hybrid locomotives.**
- **Reduce air pollution in rail yards associated with sea ports.**

The Virginia Port Authority (VPA) is the primary state agency in charge of international transportation and commerce and is responsible for the operations and marketing within the terminal facilities where market exchange transpires. It is located in the Hampton Roads area in the mid-Atlantic region which provides easy access for nearly two thirds of the nation's shipping industry. The port has natural deep waters and has been dredged further to provide easy access to large equipment and vessels required for business. Because of these advantages, and rising international commerce, transport of goods through the Port has increased dramatically in recent years and is forecast to increase 63% between 2002 and 2007¹. Attendant with the increase in activity would be an increase in emissions without any efforts to change operational conditions or equipment.

Port operations in Hampton Roads are divided among three marine terminals: Norfolk International Terminal (NIT), Portsmouth Marine Terminal (PMT), and Newport News Marine Terminal (NNMT). The port aids in the transportation of goods through six direct rail routes and many motor transportation options are offered. Operations on these terminals result in the emission of air pollutants mainly from internal combustion engines from mobile vehicles and equipment. These sources include marine vessels, motor vehicles, rail car movers, trains, and nonroad container handling vehicles and equipment.

The VPA has implemented several strategies to reduce air emission including an equipment replacement program that requires manufacturers to provide "on-road" tiered engines in "off-road" classified cargo handling equipment purchased by the VPA and its terminal operator. Between 1999 and 2005, this strategy effectively reduced emission of pollutants (NOx, CO, PM, and VOC) from VPA's cargo handling equipment by 33 percent despite a 55 percent increase in cargo volume at the Port. In July 2007, the VPA furthered its efforts to reduce emissions by becoming the first East Coast Port to voluntarily convert its diesel fuel supply to ultra-low sulfur (15ppm) diesel fuel. All cargo handling equipment of VPA's marine terminals, including locomotives and switchers, operate on ultra-low sulfur diesel resulting in a 36 percent

¹ Capozzi, T., 2006. Warehousing & Distribution Growth and Demand. At AASHTO: Standing Committee on Water Transportation.

reduction in PM and 99 percent reduction in SO_x from the VPA's 2005 baseline inventory. The VPA would like to specifically address PM and NO_x emissions with this demonstration project.

(ii) Problem Definition

EPA's National Clean Diesel campaign calls for strict requirements for reducing pollution from diesel engines used in different industries as well as reducing the sulfur content of diesel fuel. The rule is designed to reduce emissions from nearly every type of diesel vehicle and equipment. Most locomotives are powered by diesel engines. Therefore, locomotives have significant contributions to NO_x, PM_{2.5} and hydrocarbon (HC) emissions. Diesel locomotives released nearly 900,000 tons of NO_x in 2002, about 8 percent of mobile source NO_x emissions and contributed about 5 percent of the PM_{2.5} mobile source emissions in 2002².

U.S. EPA estimates that by 2030, without new emission controls, locomotive and marine diesel engines would contribute about 35 percent of the national mobile source NO_x emissions and more than 65 percent of the national mobile source fine diesel particulate matter, PM_{2.5} emissions³. Therefore, the reduction of diesel emissions from locomotive engines has the potential to significantly improve air quality for those who live or work in or adjacent to ports and railyards.

Virginia International Terminals, Inc. (VIT), the VPA's non-profit operating affiliate, is currently leasing two model year 1976-1980 diesel locomotives (MP-15-DC) from Norfolk Southern Corporation that are primary switch engines. They also have three Shuttle Wagons of which only one is being used. For this demonstration project, VIT will lease-to-own two two-engine ultra-low emission yard switchers manufactured by RailPower Hybrid Technologies Corporation Model RP20BH which is also called "Genset Locomotive".

A third 2,000 HP hybrid yard switcher, Model GG20B "Green Goat" will also be leased and ultimately purchased for use at NIT. The funding currently used to lease the two diesel locomotives will be redirected towards the 3-year lease/purchase of the "Green Goat" hybrid yard switcher.

The 2,000 HP genset locomotives and hybrid locomotive have been designated as "Ultra Low Emitting Locomotives" by California Air Resources Board (CARB). The Genset locomotive uses a single bus control of the power source that allows for efficient power delivery based on demand. For example, on start of a heavy train, the locomotive would use all 3 Gensets developing 2,000 HP. Once inertia is overcome and power demand is reduced, the control system is designed to take engines off accordingly. In a typical switch duty, one or two engines are in use. The hybrid yard switcher is Tier II certified using off-road and Tier III certified as industrial diesel engine. The manufacturer claims that hybrid locomotives reduce diesel fuel consumption in the order of 30 to 70 percent and NO_x and particulate (PM) emissions 80-90 percent when compared to conventional yard switchers. With digital electronics, they can also be operated remotely. The RailPower genset locomotive will be referred to as Eco_Motive in this study and the specifications are summarized in Attachment for vehicle information.

Affected Communities: NIT is located on the Elizabeth River which is the dominant natural feature of the urban cities of Norfolk, Portsmouth and Chesapeake, all three of which are

² EPA, "1970 - 2002 Average annual emissions, all criteria pollutants." See <http://www.epa.gov/ttn/chief/trends/> and

<http://www.epa.gov/ttn/chief/trends/trends02/trendsreportallpollutants010505.xls>.

³ EPA, "Regulatory Announcement: EPA Proposal for More Stringent Emission Standards for Locomotive and Marine Compression-Ignition Engines", March 2007. See <http://www.epa.gov/otaq/regs/nonroad/420f07015.htm>

more than 25 percent African American with significant percentages of low and middle income residents. The 200 square mile watershed is 90 percent developed and harbors the world's largest naval base, the world's largest coal exporting facility and one of the world's oldest and largest naval shipyards, as well as the 5th largest Port in the U.S. All these enterprises are located in low and middle income neighborhoods.

The watershed population totals 534,152 (US Census Bureau, November 2000). This project will promote reduction of air emissions in the City of Portsmouth (100,565 population, 51 percent African American); the City of Norfolk (234,403 population, 44 percent African American), and the City of Chesapeake (199,184 population, 29 percent African American) The emissions contributing to air pollution near port facilities in Hampton Roads are concentrated in minority and low and middle income neighborhoods therefore, the improvement in air quality expected through this study effort and future operational changes will have the largest benefit to the residents in these areas.

The Hampton Roads area, which had previously violated the ozone health standard, has been formally redesignated to attainment for EPA's 8-hour ozone standard. While the VPA has had success in reducing NOx from its cargo handling operations, the locomotive and switcher fleet has not been specifically addressed. In addition, EPA is also proposing after-treatment based emission standards for locomotives and this would result in PM emission reductions of about 90 percent and NO_x reductions of about 80 percent from engines meeting these standards³. This demonstration project will determine the emissions reductions and fuel savings when switched from traditional diesel engines to the advanced hybrid technology.

(iii) Project Timeline/Schedule of Events

TASKS	02/ 08	04/ 08	06/ 08	08/ 08	10/ 08	12/ 08	01/ 09	03/ 09	05/ 09	07/ 09	09/ 09	11/ 09	12/ 09
Project Startup	X												
Organizational/ Advisory meetings with VIT /VPA	X	X		X		X		X		X		X	
Site visits and lease of Eco_Motive	X												
Eco_Motive Duty cycle determination	X	X	X										
Emission modeling for existing diesel locomotives			X	X	X	X	X	X	X	X	X		
Emission modeling for Eco_Motives			X	X	X	X	X	X	X	X	X		
Interim reports to EPA			X		X			X			X		
Final EPA Report													X

**(iv) Tasks and Activities to be conducted to accomplish the Objectives:
Methodology for Measuring Emissions from Nonroad Vehicles**

The VPA will use an Integrated Terminal Model, developed by Moffatt & Nichol Engineers was used to forecast cargo handling equipment based on each terminal's layout, equipment, operating mode, etc. The model was calibrated to the baseline actual and then used to forecast future year cargo handling hours (along with the ship call schedule, truck trips, rail switching and line haul activity in one integrated terminal model). The resulting equipment hours were used to calculate emissions. Each individual piece of cargo handling equipment, including the locomotives, has its own emissions calculation based on EPA's non-road model. Running locomotive emission factors are based on 1998 Locomotive Emission standards Regulatory Support Document. Idling Emission factors are taken from EPA guidance document EPA 420-B-04-2002 (Jan 2004).

a. Specific Tasks for Modeling

The field testing will be developed in close coordination with the NIT equipment control unit. The study will attempt to determine the following:

- The baseline (i.e. benchmark) emissions from the existing locomotive fueled with ultra low sulfur diesel (15 ppm) during actual operation under typical duty cycles and over different seasons;
- The baseline emissions from the Eco-Motive during actual operation under typical duty cycles and over different seasons;
- The factors that contribute the most to occurrences of high emissions and/or fuel use;
- Comparison of emissions for the two different type of locomotives;

b. Specific Environmental Outputs

The primary output of this project will be a database, analysis, comparison, and recommendations regarding actual (i.e. a baseline that can serve as a benchmark) and anticipated emissions for PM_{2.5}, NO_x, CO and VOCs generated from conventional diesel locomotives and hybrid locomotives. The output data will be based upon normal duty cycle, in-use measurements of fuel economy and emissions. A NO_x reduction of 11.2 tons per year and a 30% reduction greenhouse gases is expected as reported by the manufacturer. Current NO_x emission estimates from the VPA switcher fleet is 24 tons per year.

The results of this work will enable the VPA and the Virginia Department of Environmental Quality to quantify changes in combustion by-product emissions associated with use of Genset and hybrid locomotives. The key output will demonstrate the substantial reduction in emissions (e.g., NO_x, CO, HC, and PM) when switching to hybrid and Genset locomotives from conventional switch locomotives.

This study will also evaluate the factors that contribute to variability in emissions during the locomotive operation at normal duty cycles. Some of the key questions that will be addressed include differences in emissions at different operating modes/conditions, and different fuel use of the locomotives.

c. Desired Environmental Outputs

This project will contribute to emission reduction initiatives at The Port of Virginia and in the Hampton Roads area and support the goals of EPA's Nonroad Diesel Rule. In addition, it will complement Virginia DEQ's efforts in acquiring air quality and source emissions data to track air quality and regulatory attainment in the region.

The results of this work will enable the VPA to quantify changes in emissions from hybrid and GenSet locomotives when compared to conventional locomotives. The results of this project will give an understanding of what can be done to improve fuel economy and reduce emissions based upon changes to locomotive operating practices. In addition, this work will further the VPA's efforts to encourage its terminal operators, supply chain partners, and sister ports to employ emission reduction technologies in their operations.

The emission data generated at NIT will be used by the VPA to lower emissions from the rail component of its cargo handling activities. There is a need for information regarding quantification and comparison of emissions and fuel economy for conventional and hybrid locomotives. The results of this project will benefit other port facilities outside the region by addressing key questions such as what factors contribute to episodes of high emissions when using conventional short haul, switcher locomotives and hybrid locomotives. It will also enable other facilities to see changes in emissions associated with the use of hybrid technology instead of conventional diesel fuel.

d. Collaboration and Partnerships:

The proposed partnerships in this project are:

- **Virginia Port Authority**, owner of Norfolk International Terminals, will oversee the monitoring, data collection, and report preparation and distribution for the project. The port will share the results and any recommendations with other ports, industry partners, and the Port of Xiamen in the Peoples Republic of China, The Port of Virginia's sister port.
- **Virginia International Terminals, Inc.**, the terminal operating company for the Virginia Port Authority (VPA), who will provide all the descriptions and specifications regarding existing locomotives and switchers and the RailPower hybrid locomotive, and will provide logistic support in setting up the equipment to be tested. They will provide guidance in all aspects of port facility operations and help identify within-class and temporal duty cycle variations to be used in the modeling.
- **RailPower Hybrid Technologies Corporation**, manufacturer and technical adviser

e. Environmental Results Past Performance

An EPA project concerning treatment for the removal of tributyl tin from shipyard waters was completed in 2003 by the proposal Co-PI, Dr. Gary Schafran. The project involved studies to identify a treatment process capable of meeting VA Pollution Discharge Elimination System permit limits for tributyl tin. A full-scale treatment process train including UV reactors was developed and found to meet the requirements of the VPDES permit. The UV system developed under this project is still utilized by Hampton Roads shipyards for tributyl tin treatment.

The Virginia Port Authority has not received a Federal grant from or entered into a cooperative agreement with the EPA in the last three years.

f. Programmatic Capability

The Virginia Port Authority is the Commonwealth of Virginia's leading agency for international transportation and maritime commerce. Virginia International Terminals, Inc., is the VPA's non-stock, non-profit operating company. The Port of Virginia consists of four state-owned facilities and ranks consistently as the second largest port on the U.S. East Coast. In 2006, the port handled 2.046 million tons of containerized cargo and 16.5 million tons of general cargo with a combined value of over \$5 billion.

Heather Mantz is the VPA's Director of Environmental Affairs and is responsible for the Port of Virginia's environmental programs and regulatory affairs related to the operation and

development of marine terminal facilities. Mrs. Mantz has 10 years of government affairs and project management experience related to the maritime industry and the environment.

Tony Simkus, P.E., is the Director of Engineering and Maintenance for Virginia International Terminals, Inc. As Director of Engineering and Maintenance, Mr Simkus manages a work force of some 200 equipment and facility technicians and has directed the procurement of the Port's cargo handling equipment. He has over 20 years of project development and management experience related to equipment design and operation.

AGENDA NOTE - HAMPTON ROADS METROPOLITAN PLANNING ORGANIZATION

**ITEM #9: FY 06-09 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) REVISION:
CMAQ ALLOCATION REQUEST - TRAFFIX**

At the December MPO meeting, the MPO deferred approving the request for CMAQ funds and requested an update report on the TRAFFIX program, including performance data. Mr. Ron Hodges of TRAFFIX will be present to provide the MPO with an update on the TRAFFIX program.

Should the MPO approve the request for CMAQ funds in the amount of \$1,290,128, a TIP amendment request regarding this action will go out for public review during March in anticipation of final approval by the MPO in April.

The Transportation Technical Committee has recommended approval subject to receipt of no adverse public comments.

RECOMMENDED ACTION:

Approval for public review and comment.

AGENDA NOTE - HAMPTON ROADS METROPOLITAN PLANNING ORGANIZATION

ITEM #10: STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) PROCEDURES MEMORANDUM OF AGREEMENT

Attached is a memorandum from VDOT Commissioner Ekern on measures to streamline the development and management of the Statewide Transportation Improvement Program (STIP). In the letter, the Commissioner states that the first steps towards making the programming process more efficient include grouping projects in the STIP and executing an updated memorandum of agreement with the federal transportation agencies.

Enclosed is a draft memorandum of agreement (MOA) to be signed by VDOT, VDRPT, FHWA, and FTA. The MOA describes a revised methodology for developing and managing the STIP. The revised methodology provides VDOT the flexibility to move obligations on certain projects within a "group" to more efficiently use federal obligation authority without the requirement of amendments or administrative modifications. Since the Hampton Roads Transportation Improvement Program (TIP) is closely tied to the STIP, VDOT has asked for MPO endorsement of the MOA.

Mr. Dennis Heuer, Administrator, VDOT Hampton Roads District, will be present to brief the MPO on the draft MOA.

Attachments

RECOMMENDED ACTION:

Endorsement.



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION
1401 EAST BROAD STREET
RICHMOND, VIRGINIA 23219-2000

David S. Ekern, P.E.
COMMISSIONER

December 4, 2007

Memorandum

To: Metropolitan Planning Organizations/Planning District Commissions

From: David S. Ekern, P.E.
Commissioner *dse*

Subject: Statewide Transportation Improvement Program (STIP)

In June, I shared with you an initiative included in our FY08 Business Plan to improve the programming process and consolidate the STIP, and SYIP's into one entity. I want to take this opportunity to provide you an update on that initiative and seek your assistance with our shared processes.

Through extensive coordination with the Federal Highway Administration and with input from you, we have identified measures to streamline the development and management of the Statewide Transportation Improvement Program (STIP). The first steps towards making our programming process more efficient include grouping projects in the STIP and executing an updated memorandum of agreement with the federal transportation agencies. These measures will change the look and feel of the STIP and our Six Year Improvement Program, and are just a starting point for making more significant improvements to our process.

These simple modifications will greatly reduce the number of amendments and program adjustments that will be required, allowing us to collectively place greater focus on program delivery. In the coming weeks, your District Planner will be briefing you in detail on the proposed changes.

I am excited about the opportunities we have to partner to improve our business processes and look forward to continuing to work together to pursue changes to meet these goals. If you need additional information, please contact Ms. Jennifer DeBruhl at (804) 786-0334 or by email at Jennifer.DeBruhl@VDOT.virginia.gov.

c: Pierce Homer, Secretary of Transportation
Barbara W. Reese, Deputy Secretary of Transportation
Roberto Fonseca-Martinez, FHWA Division Administrator

**VIRGINIA DEPARTMENT OF TRANSPORTATION
VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION-VIRGINIA DIVISION OFFICE
FEDERAL TRANSIT ADMINISTRATION-REGION III OFFICE**

**Statewide Transportation Improvement Program (STIP) Procedures
Memorandum of Agreement**

INTRODUCTION/BACKGROUND

This document demonstrates agreement between the Federal and State agencies involved in the management of the STIP process on procedures established to streamline and effectively manage the Virginia STIP. The development of the Virginia STIP will be in accordance with 23 CFR 450.210, 450.216 and 450.220 (See Appendix B).

SUMMARY OF REQUIREMENTS AND AGREEMENTS

Development and Approval of the STIP:

Included Projects – Only projects included in the Federally approved STIP shall be eligible for funds administered by the FHWA or the FTA. The initial approval is a joint FHWA/FTA action; subsequent amendments only require joint approval if both FHWA and FTA are involved. Otherwise, the funding agency makes the approval action. Each MPO has developed a long-range transportation plan from which projects are drawn.

- Prior to inclusion of a project in the STIP, projects must be consistent with the long-range (20 year) transportation plans.
- In MPO areas, project selection and TIP approval is done by both the MPO and the State. TIP projects are then included into the STIP without change.
- Outside MPO areas, project selection is done by the State in consultation with appropriate local officials.
- The first year of the STIP is viewed as the “agreed to” list of projects selected for implementation based on the obligation limitation. If projects in the first year are delayed, projects in the subsequent three years may be advanced.

Project Information – The following information will be included for each individual project identified in the STIP to meet the minimum requirements outlined in 23 CFR 450.216:

- Project description – UPC, type of work, termini, and length
- Estimated Total Project Cost
- Amount of Federal funds proposed to be obligated during each program year, including proposed category of Federal funds and source of non-Federal funds
- Identification of the agency responsible for carrying out the project or phase
- Federal Oversight/Non-Federal Oversight Designation

Financial Constraint – The STIP must be financially constrained by year based on the anticipated obligation limitation. It must contain all projects proposed for FHWA or FTA funding.

Grouped Projects – Grouping of projects allows flexibility and reduces paperwork for programming minor projects. Projects eligible for a Categorical Exclusion (CE) may be grouped by function, work type, and/or geographic area. For air quality non-attainment/maintenance areas, only those projects that are exempt from conformity requirements may be grouped. If a project cannot qualify for a CE or be considered exempt from air quality conformity, then it must be individually listed.

For projects administered through the Federal Highway Administration: Projects qualifying under the above description will be grouped in the following categories for STIP programming purposes:

- *Transportation Enhancement/Byway/Other Non-traditional Transportation Projects (CN)* - Includes projects with scopes of work eligible for funding under the transportation enhancement program national scenic byway programs, regardless of funding source. Examples include: construction of interpretive pull-offs and overlooks; rehabilitation/restoration/reconstruction of historic buildings; tourist and welcome centers; transportation museums; pedestrian/bicycle facilities; parking facilities; wildflower plantings.
- *Rail (CN)* - Includes projects for rail/highway grade crossing improvements, regardless of funding source. Examples include: improvements to warning devices, crossing surfaces, construction of grade separation to replace existing at-grade railroad crossings at the same location.
- *Preventive Maintenance and System Preservation (MT)* - Includes the following examples of eligible work: Area wide programs for cleaning of drainage facilities, corrosion protection activities, and highway sign face cleaning; Any corrective, restorative, resurfacing, or rehabilitative/reconstruction of highway pavement which extends the service life of the pavement; Retrofitting of dowel bars; and Shoulder pulling and wedging for pavement edge drop-off mitigation.
- *Preventive Maintenance for Bridges (MT)* - Includes the eligible bridge activities outlined in the December 20, 2005 memorandum (i.e. seal/replace/reconstruction of joints, deck overlays, painting, cathodic protection, debris removal, retrofit of fracture critical members and fatigue prone details, and some concrete repairs). Includes bridge safety inspections.
- *Traffic and Safety Operations (MT)* - Includes signs, traffic signals, pavement markings and markers, guardrail, replacement/preventive maintenance of roadway lighting, maintenance/replacement/upgrade of traffic calming devices, etc.
- *Safety/ITS/Operational Improvements (CN)* - Group would include safety improvement projects such as: those qualifying for HES/HSIP funding, shoulder improvements, increasing sight distance, traffic control devices, guardrails, median barriers, pavement resurfacing/rehabilitation, pavement marking, fencing, lighting improvements, intersection channelization/signalization/reconfiguration projects, traffic calming, improvements to crossovers or clear zones,

addition/extension of turn lanes, extension of acceleration/deceleration lanes, drainage improvements, etc. Group would also include reconstruction or minor widening on or adjacent to same alignment (no increase in capacity), improvements to and modernization of rest areas, toll facilities, and weigh stations; ITS activities; or traffic operations improvement projects; etc.

- *Bridge Rehabilitation/Replacement/Reconstruction (CN)* - Includes bridge construction projects such as: bridge or drainage structure rehabilitation, reconstruction or replacement when said work is on or adjacent to the same alignment.
- *Federal Lands Highway (CN)* - Includes projects funded and/or administered by the Federal Lands Highway Division
- *Forest Highway (CN)* - Includes projects funded and advanced as part of the Forest Highway program.
- *Recreational Trails (DCR)* - Includes projects funded and advanced as part of the recreational trails program through the Department of Conservation and Recreation.

For projects administered through the Federal Transit Administration: Regardless if a project is located in an air quality non-attainment/maintenance area or an attainment area, projects that are eligible for a CE and are in accordance with projects eligible under the “exempt” project classification in EPA’s transportation conformity regulation (40 CFR part 93), may be grouped in the following categories for STIP programming purposes:

- *Transit System Preservation* - Operating assistance to transit agencies and the purchase of office, shop, and operating equipment for existing facilities. Includes preventative maintenance and non-fixed route ADA paratransit service
- *Transit Rail ROW Improvements* - Construction or renovation of power, signal, and communications systems, the rehabilitation of track structures, track, and trackbed in existing rights-of-way, and railroad/highway crossing projects.
- *Transit Vehicles* - Purchase/lease of new buses and rail cars to replace existing vehicles or for minor expansions of the fleet; rehabilitation of transit vehicles; and the purchase of support vehicles. Also includes the purchase of operating equipment for vehicles (e.g. radios, fareboxes, lifts, etc.).
- *Transit Amenities* - Construction of small passenger shelters and information kiosks; plantings, landscaping, fencing, lighting improvements, sign removal, etc.
- *Transit Ridesharing* - Continuation of ride-sharing and van-pooling promotion activities at current levels
- *Transit Access* - Bicycle and pedestrian facilities
- *Transit Engineering* - Engineering to assess social, economic, and environmental effects of proposed action or alternatives to that action

Certain types of projects that are eligible under the “exempt” category may not be grouped, and must be listed individually, thus requiring an amendment for any additions/deletions. These projects include:

- Reconstruction or renovation of transit buildings and structures (e.g., rail or bus buildings, storage and maintenance facilities, stations, terminals, and ancillary structures)

- Construction of new bus or rail storage/maintenance facilities
- Advance land acquisitions

The following information will be provided for each project group:

- Definition of project group
- Total obligation of funds by fund type, per group, per year, total group cost

Additional project groupings can be established by agreement between the state and Federal agencies.

Illustrative Projects – SAFETEA-LU provides language regarding unfunded projects. Such projects may be listed in the STIP. They are considered as information only and an approval of a separate STIP amendment is necessary to advance them as funded Federal-aid projects.

Public Involvement – Each MPO has adopted its own public involvement procedures for various planning activities. The State has adopted a process for those projects outside of MPO’s. The appropriate procedures for the project’s geographic area are used when an activity triggers public involvement, such as the inclusion of a new individual project into the STIP.

Processing Program Amendments and Administrative Modifications

As permitted by 23 CFR 450.216(g), this agreement establishes procedures to streamline amendments to the STIP. The following parameters will be applied to define actions to be taken on various types of program modifications. The STIP may be amended at any time under procedures agreed to by the cooperating parties considering basic STIP requirements listed previously.

For projects administered through the Federal Highway Administration: The STIP sliding scale establishes limits where STIP amendments will be required. The requested amount for authorization must be within the total estimated cost identified for the project for the specific phase being authorized. The STIP sliding scale is also applicable to the total estimate for grouped line items.

The current sliding scale is:

STIP Estimate Amount (millions)	Limit Requiring Amendment
Up to \$2	100%
> \$2 to \$10	50%
> \$10 to 20	25%
>\$20 to \$35	15%

>\$35	10% not to exceed \$10 million
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For projects administered through the Federal Transit Administration: A STIP amendment will be required for any project added/deleted to/from the STIP that exceeds \$1 million in rural areas or small MPOs, \$2 million in Transportation Management Areas (MPOs with populations greater than 200,000 – Hampton Roads, Richmond, Northern and Virginia). If added/deleted projects fall under the \$1 million/\$2 million threshold they may be grouped by category and additions/deletions to the STIP may be processed as STIP adjustments. Although projects may be grouped in categories for the purposes of STIP adjustment processing, each added project must be listed individually in the STIP, with each following the project information criteria.

Amendment – Amendments include, but are not limited to: addition or deletion of a project from the approved STIP, change in project phasing, funding changes greater than allowable under the sliding scale, advancement of a project from beyond the four required years of the STIP, significant change in project description or scope (i.e. number of lanes, typical section, termini), or any change which is not air quality neutral. Amendments will require Federal approval before project authorization. Amendment documentation shall demonstrate impact on financial constraint of the STIP/TIP in the amendment request. An amendment consisting of a new individual project for inclusion into the TIP/STIP by the MPO and/or State is subject to fiscal constraint, public involvement, and FHWA/FTA approval. In non-attainment or maintenance areas, non-exempt project amendments trigger a new conformity finding.

Administrative Modifications (also known as Adjustments) – Administrative modifications include, but are not limited to: minor changes in project description, advancement of activities from year two, three, or four of the STIP, funding changes less than the thresholds established in the sliding scale, minor changes within project phase (i.e. from environmental document to preliminary design). Adjustments may be made by the State without Federal approval. The State shall provide documentation of adjustments to the appropriate Federal agency. If the State is uncertain whether a proposed change qualifies as an administrative modification, the appropriate Federal agency should be consulted prior to taking the action.

This agreement does not relieve the State from the responsibility to involve affected MPOs in the STIP amendment and modification processes.

IMPLEMENTATION

The procedures established in the Memorandum of Agreement will be implemented on the date of execution of this agreement. This agreement does not impact project phases authorized based on previous approved STIP documents.

AGREEMENT MODIFICATIONS

It may be necessary to amend this agreement at any time should essential modifications become apparent to any party. The parties agree that there will be periodic reviews of this agreement to reflect changes in Federal and State laws, regulations, and requirements.

Secretary of Transportation

Federal Highway Administration
Division Administrator

Date: _____

Date: _____

Federal Transit Administration
Regional Administrator

Date: _____

APPENDIX A – Definitions and Glossary
APPENDIX B -23CFR 450.210, 450.216 and 450.220

APPENDIX A

DEFINITIONS

TIP

The Transportation Improvement Program (TIP) is a staged, multi-year, intermodal program of all FHWA/FTA-funded transportation projects which is consistent with each Metropolitan Planning Organization's (MPO) metropolitan transportation plan

STIP

The Statewide Transportation Improvement Program (STIP) is a complete list and description of all FHWA/FTA-funded transportation projects that are to be advanced by year for the next four year period. Projects contained in the STIP should be consistent with the Statewide transportation plan and planning processes and metropolitan plans, TIPs and processes. The State must submit the entire proposed STIP to FHWA and FTA for joint approval at least every four years and amendments can be submitted at any time.

The TIPs and STIP shall include all capital and non-capital projects (i.e. transit operations) or phases of project development which are targeted to use FHWA and/or FTA funding. The STIP also includes all regionally-significant transportation projects requiring Federal approval or permits even if no FHWA or FTA funds are to be used in their construction. A regionally-significant project is generally defined as a project on a facility which serves regional transportation needs. The public must be provided ample opportunity for involvement in the development of the TIPs and STIP.

GLOSSARY

SAFETEA-LU:	Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users
MPO:	Metropolitan Planning Organization
STIP:	Statewide Transportation Improvement Program
TIP:	Transportation Improvement Program
FHWA:	Federal Highway Administration
FTA:	Federal Transit Administration
CFR:	Code of Federal Regulations
CE:	Categorical Exclusion
MT:	Maintenance Program
CN:	Construction Program
DCR:	Department of Conservation & Recreation

APPENDIX B

23 CFR 450.212 Interested parties, public involvement, and consultation

(a) In carrying out the statewide transportation planning process, including development of the long-range statewide transportation plan and the STIP, the State shall develop and use a documented public involvement process that provides opportunities for public review and comment at key decision points.

(1) The State's public involvement process at a minimum shall:

(i) Establish early and continuous public involvement opportunities that provide timely information about transportation issues and decisionmaking processes to citizens, affected public agencies, representatives of public transportation employees, freight shippers, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, providers of freight transportation services, and other interested parties;

(ii) Provide reasonable public access to technical and policy information used in the development of the long-range statewide transportation plan and the STIP;

(iii) Provide adequate public notice of public involvement activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed long-range statewide transportation plan and STIP;

(iv) To the maximum extent practicable, ensure that public meetings are held at convenient and accessible locations and times;

(v) To the maximum extent practicable, use visualization techniques to describe the proposed long-range statewide transportation plan and supporting studies;

(vi) To the maximum extent practicable, make public information available in electronically accessible format and means, such as the World Wide Web, as appropriate to afford reasonable opportunity for consideration of public information;

(vii) Demonstrate explicit consideration and response to public input during the development of the long-range statewide transportation plan and STIP;

(viii) Include a process for seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services; and

(ix) Provide for the periodic review of the effectiveness of the public involvement process to ensure that the process provides full and open access to all interested parties and revise the process, as appropriate.

(2) The State shall provide for public comment on existing and proposed processes for public involvement in the development of the long-range statewide transportation plan and the STIP. At a minimum, the State shall allow 45 calendar days for public review and written comment before the procedures and any major revisions to existing procedures are adopted. The State shall provide copies of the approved public involvement process document(s) to the FHWA and the FTA for informational purposes.

(b) The State shall provide for non-metropolitan local official participation in the development of the long-range statewide transportation plan and the STIP. The State shall have a documented process(es) for consulting with non-metropolitan local officials representing units of general purpose local government and/or local officials with responsibility for transportation that is separate and discrete from the public involvement process and provides an opportunity for their participation in the development of the long-range statewide transportation plan and the STIP. Although the FHWA and the FTA shall not review or approve this consultation process(es), copies of the process document(s) shall be provided to the FHWA and the FTA for informational purposes.

(1) At least once every five years (as of February 24, 2006), the State shall review and solicit comments from non-metropolitan local officials and other interested parties for a period of not less than 60 calendar days regarding the effectiveness of the consultation process and any proposed changes. A specific request for comments shall be directed to the State association of counties, State municipal league, regional planning agencies, or directly to non-metropolitan local officials.

(2) The State, at its discretion, shall be responsible for determining whether to adopt any proposed changes. If a proposed change is not adopted, the State shall make publicly available its reasons for not accepting the proposed change, including notification to non-metropolitan local officials or their associations.

(c) For each area of the State under the jurisdiction of an Indian Tribal government, the State shall develop the long-range statewide transportation plan and STIP in consultation with the Tribal government and the Secretary of Interior. States shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with Indian Tribal governments and Federal land management agencies in the development of the long-range statewide transportation plan and the STIP.

23 CFR 450.216 – Development and content of statewide transportation improvement programs (STIP)

(a) The State shall develop a statewide transportation improvement program (STIP) for all areas of the State. The STIP shall cover a period

of no less than four years and be updated at least every four years, or more frequently if the Governor elects a more frequent update cycle. However, if the STIP covers more than four years, the FHWA and the FTA will consider the projects in the additional years as informational. In case of difficulties developing a portion of the STIP for a particular area (e.g., metropolitan planning area, nonattainment or maintenance area, or Indian Tribal lands), a partial STIP covering the rest of the State may be developed.

(b) For each metropolitan area in the State, the STIP shall be developed in cooperation with the MPO designated for the metropolitan area. Each metropolitan transportation improvement program (TIP) shall be included without change in the STIP, directly or by reference, after approval of the TIP by the MPO and the Governor. A metropolitan TIP in a nonattainment or maintenance area is subject to a FHWA/FTA conformity finding before inclusion in the STIP. In areas outside a metropolitan planning area but within an air quality nonattainment or maintenance area containing any part of a metropolitan area, projects must be included in the regional emissions analysis that supported the conformity determination of the associated metropolitan TIP before they are added to the STIP.

(c) For each non-metropolitan area in the State, the STIP shall be developed in consultation with affected non-metropolitan local officials with responsibility for transportation using the State's consultation process(es) established under Sec. 450.210.

(d) For each area of the State under the jurisdiction of an Indian Tribal government, the STIP shall be developed in consultation with the Tribal government and the Secretary of the Interior.

(e) Federal Lands Highway program TIPs shall be included without change in the STIP, directly or by reference, once approved by the FHWA pursuant to 23 U.S.C. 204(a) or (j).

(f) The Governor shall provide all interested parties with a reasonable opportunity to comment on the proposed STIP as required by Sec. 450.210(a).

(g) The STIP shall include capital and non-capital surface transportation projects (or phases of projects) within the boundaries of the State proposed for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53 (including transportation enhancements; Federal Lands Highway program projects; safety projects included in the State's Strategic Highway Safety Plan; trails projects; pedestrian walkways; and bicycle facilities), except the following that may (but are not required to) be included:

- (1) Safety projects funded under 23 U.S.C. 402 and 49 U.S.C. 31102;
- (2) Metropolitan planning projects funded under 23 U.S.C. 104(f), 49 U.S.C. 5305(d), and 49 U.S.C. 5339;
- (3) State planning and research projects funded under 23 U.S.C. 505 and 49 U.S.C. 5305(e);

(4) At the State's discretion, State planning and research projects funded with National Highway System, Surface Transportation Program, and/or Equity Bonus funds;

(5) Emergency relief projects (except those involving substantial functional, locational, or capacity changes);

(6) National planning and research projects funded under 49 U.S.C. 5314; and

(7) Project management oversight projects funded under 49 U.S.C. 5327.

(h) The STIP shall contain all regionally significant projects requiring an action by the FHWA or the FTA whether or not the projects are to be funded with 23 U.S.C. Chapters 1 and 2 or title 49 U.S.C. Chapter 53 funds (e.g., addition of an interchange to the Interstate System with State, local, and/or private funds, and congressionally designated projects not funded under title 23 U.S.C. or title 49 U.S.C. Chapter 53). For informational and conformity purposes, the STIP shall include (if appropriate and included in any TIPs) all regionally significant projects proposed to be funded with Federal funds other than those administered by the FHWA or the FTA, as well as all regionally significant projects to be funded with non-Federal funds.

(i) The STIP shall include for each project or phase (e.g., preliminary engineering, environment/NEPA, right-of-way, design, or construction) the following:

(1) Sufficient descriptive material (i.e., type of work, termini, and length) to identify the project or phase;

(2) Estimated total project cost, or a project cost range, which may extend beyond the four years of the STIP;

(3) The amount of Federal funds proposed to be obligated during each program year (for the first year, this includes the proposed category of Federal funds and source(s) of non-Federal funds. For the second, third, and fourth years, this includes the likely category or possible categories of Federal funds and sources of non-Federal funds); and

(4) Identification of the agencies responsible for carrying out the project or phase.

(j) Projects that are not considered to be of appropriate scale for individual identification in a given program year may be grouped by function, work type, and/or geographic area using the applicable classifications under 23 CFR 771.117(c) and (d) and/or 40 CFR part 93. In nonattainment and maintenance areas, project classifications must be consistent with the "exempt project" classifications contained in the EPA's transportation conformity regulation (40 CFR part 93). In addition, projects proposed for funding under title 23 U.S.C. Chapter 2 that are not regionally significant may be grouped in one line item or identified individually in the STIP.

(k) Each project or project phase included in the STIP shall be consistent with the long-range statewide transportation plan developed under Sec. 450.214 and, in metropolitan planning areas, consistent with

an approved metropolitan transportation plan developed under Sec. 450.322.

(l) The STIP may include a financial plan that demonstrates how the approved STIP can be implemented, indicates resources from public and private sources that are reasonably expected to be made available to carry out the STIP, and recommends any additional financing strategies for needed projects and programs. In addition, for illustrative purposes, the financial plan may (but is not required to) include additional projects that would be included in the adopted STIP if reasonable additional resources beyond those identified in the financial plan were to become available. The State is not required to select any project from the illustrative list for implementation, and projects on the illustrative list cannot be advanced to implementation without an action by the FHWA and the FTA on the STIP. Starting December 11, 2007, revenue and cost estimates for the STIP must use an inflation rate(s) to reflect "year of expenditure dollars," based on reasonable financial principles and information, developed cooperatively by the State, MPOs, and public transportation operators.

(m) The STIP shall include a project, or an identified phase of a project, only if full funding can reasonably be anticipated to be available for the project within the time period contemplated for completion of the project. In nonattainment and maintenance areas, projects included in the first two years of the STIP shall be limited to those for which funds are available or committed. Financial constraint of the STIP shall be demonstrated and maintained by year and shall include sufficient financial information to demonstrate which projects are to be implemented using current and/or reasonably available revenues, while Federally-supported facilities are being adequately operated and maintained. In the case of proposed funding sources, strategies for ensuring their availability shall be identified in the financial plan consistent with paragraph (l) of this section. For purposes of transportation operations and maintenance, the STIP shall include financial information containing system-level estimates of costs and revenue sources that are reasonably expected to be available to adequately operate and maintain Federal-aid highways (as defined by 23 U.S.C. 101(a)(5)) and public transportation (as defined by title 49 U.S.C. Chapter 53).

(n) Projects in any of the first four years of the STIP may be advanced in place of another project in the first four years of the STIP, subject to the project selection requirements of Sec. 450.220. In addition, the STIP may be revised at any time under procedures agreed to by the State, MPO(s), and public transportation operator(s) consistent with the STIP development procedures established in this section, as well as the procedures for participation by interested parties (see Sec. 450.210(a)), subject to FHWA/FTA approval (see Sec. 450.218). Changes that affect fiscal constraint must take place by amendment of the STIP.

(o) In cases that the FHWA and the FTA find a STIP to be fiscally constrained and a revenue source is subsequently removed or substantially reduced (i.e., by legislative or administrative actions), the FHWA and the FTA will not withdraw the original determination of fiscal constraint. However, in such cases, the FHWA and the FTA will not act on an updated or amended STIP that does not reflect the changed revenue situation.

AGENDA NOTE - HAMPTON ROADS METROPOLITAN PLANNING ORGANIZATION

ITEM #11: 2030 LONG RANGE TRANSPORTATION PLAN (LRP) AMENDMENT: KINGS HIGHWAY BRIDGE

Attached is a letter from the City of Suffolk requesting that the MPO add the Kings Highway Bridge to the 2030 LRP. In February, the TTC reviewed this request and recommended that a PE/RW only (preliminary engineering, right-of-way acquisition) line item for the bridge be added to the 2030 Plan, contingent upon Suffolk passing a resolution committing \$29 million in its Capital Improvement Program.

It should be noted that the MPO adopted the following policy on April 20, 2005:

“In order to focus transportation dollars on the construction of transportation projects, it is the goal of the MPO to exclude “development-only” line items from its 2030 Regional Transportation Plan. Under special circumstances, however, the inclusion of a particular development-only line item will be considered.”

Following the March TTC meeting and Virginia Supreme Court decision re: HB3202, Ken Myers of FHWA wrote a letter to Marsha Fiol of VDOT (attached) which states that “federal action will not be taken on an updated or amended plan that does not reflect the changed [HRTA] revenue situation.”

Because of the content of the attached letter, staff recommends not revising the 2030 LRP at this time.

Attachments

RECOMMENDED ACTION:

Per discussion.



CITY MANAGER

CITY OF SUFFOLK

P. O. BOX 1858, SUFFOLK, VIRGINIA 23439-1858 PHONE: (757) 514-4012

March 3, 2008

Mr. Arthur L. Collins, Executive Director
Hampton Roads Planning District Commission
The Regional Building
723 Woodlake Dr.
Chesapeake, VA 23320

RE: Kings Highway Bridge

Dear Mr. Collins:

On February 6, 2008, the Suffolk City Council adopted a resolution requesting the Hampton Roads Metropolitan Planning Organization (MPO) to include the Kings Highway Bridge project in the Hampton Roads 2030 Long Range Transportation Plan. It was noted in this resolution that the Transportation Technical Committee adopted a motion supporting this request.

The purpose of this letter is to request that you have this item included in the March 19, 2008 MOP agenda. A copy of the aforementioned resolution is attached for your reference.

Should you need additional information, please feel free to contact me.

Sincerely,

Selena Cuffee-Glenn
City Manager

Attachment

Cc: The Honorable Council
C. Edward Roettger, Jr., City Attorney
Erika S. Dawley, City Clerk
Scott Mills, Acting Deputy City Manager
Eric T. Nielsen, Jr., P.E., Director of Public Works

RESOLUTION NUMBER 08-R-013

A RESOLUTION REQUESTING THE HAMPTON ROADS METROPOLITAN PLANNING ORGANIZATION TO REVISE THE 2030 LONG-RANGE TRANSPORTATION PLAN TO INCLUDE THE KINGS HIGHWAY BRIDGE PROJECT

WHEREAS, the Kings Highway Bridge was constructed by private citizens in 1928, and operated as a toll bridge until September 1963, when the Virginia Department of Transportation purchased it for \$1 Million; and,

WHEREAS, the Virginia Department of Transportation has previously classified the Kings Highway and the associated Kings Highway Bridge as a Primary Roadway; and,

WHEREAS, the Suffolk City Council has previously adopted several resolutions identifying the Kings Highway Bridge as one of the City's top priorities for funding in accordance with the annual Commonwealth Transportation Board Pre-allocation process; and,

WHEREAS, the Kings Highway Bridge was allowed to deteriorate to a condition where the sufficiency rating was determined by the Virginia Department of Transportation to be rated at zero; and,

WHEREAS, after being a critical component of the City of Suffolk's transportation system for more than 76 years, the Kings Highway Bridge was closed by the Virginia Department of Transportation on March 18, 2005, due to structural deficiencies; and,

WHEREAS, the Virginia Department of Transportation is currently in the process of demolishing the Kings Highway Bridge; and,

WHEREAS, the closing of the Kings Highway Bridge has substantially negatively impacted a significant number of residents who have depended upon the use of Kings Highway Bridge as a means to conduct business and maintain a healthy and prosperous lifestyle; and,

WHEREAS, the Kings Highway Bridge project would provide a critical and much needed major evacuation link between Interstate 664, Route 10 and Route 460; and

WHEREAS, the City of Suffolk's proposed Capital Improvement Plan, for fiscal years 2009-2018, identifies funding in the amount of \$29 Million dollars towards the Kings Highway Bridge Project; and,

WHEREAS, the Virginia Department of Transportation fiscal year 2008-2013 Six Year Improvement Program has previously allocated \$6,285,000 towards the Kings Highway Bridge replacement project; and,

WHEREAS, the Virginia Department of Transportation has advised the City of Suffolk that the Kings Highway Bridge project will be deleted from the fiscal year 2009-2014 Six Year Transportation Program and all monies re-allocated to other projects, unless the project is included in the Hampton Roads 2030 Long-Range Transportation Plan; and,

WHEREAS, on February 6, 2008, all members present of the Hampton Roads Transportation Technical Committee, except for the Virginia Department of Transportation member, voted to approved a motion to recommend that the Kings Highway Bridge project be added to the Hampton Roads Metropolitan Planning Organization 2030-Long Range plan; and,

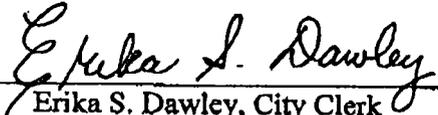
WHEREAS, the motion of the Hampton Roads Transportation Technical Committee was predicated on the City of Suffolk contributing \$29 Million towards the project as indicated in the draft City of Suffolk Capital Improvement Plan for fiscal years 2009 – 2018.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Suffolk Virginia, that the Hampton Roads Metropolitan Planning Organization is hereby requested to include the Kings Highway Bridge project in the Hampton Roads 2030 Long-Range Transportation Plan.

This resolution shall become effective upon adoption and shall not be published.

READ AND ADOPTED: FEBRUARY 6, 2008

TESTE:


Erika S. Dawley, City Clerk



U. S. Department
of Transportation

Virginia Division
(804) 775-3320

400 N. 8th Street, Rm. 750
Richmond, VA 23219

**Federal Highway
Administration**

March 6, 2008

Marsha Fiol, Division Administrator
Transportation and Mobility Planning Division
Virginia Department of Transportation
1401 East Broad Street
Richmond, Virginia 23219

Dear Ms. Fiol,

On Friday, February 29, 2008 the Virginia Supreme Court declared that the taxing ability granted to the regional transportation authorities in the Hampton Roads and Northern Virginia regions of the Commonwealth of Virginia during the 2007 Virginia General Assembly is unconstitutional. The Virginia Division of the Federal Highway Administration wishes to clarify the impact that this ruling may have on the transportation plans and programs in these regions.

As you know, federal transportation planning regulations require that metropolitan transportation plans, metropolitan transportation improvement programs (TIPs), and the statewide transportation improvement program (STIP) demonstrate fiscal constraint as to how projects therein will be implemented using funding sources that are reasonably expected to be available. The recent court ruling regarding the regional authorities established in Hampton Roads and Northern Virginia calls into question the availability of future revenues from these entities that may have been used to fiscally constrain metropolitan transportation plans, TIPs, and subsequently, the STIP.

In cases in which the FHWA and the FTA have found a metropolitan transportation plan, TIP, or the STIP to be fiscally constrained and a revenue source is subsequently removed or substantially reduced, the FHWA and the FTA will not withdraw the original determination of fiscal constraint on these planning documents. However, in such cases, federal action will not be taken on an updated or amended plan that does not reflect the changed revenue situation. Updates or amendments to a TIP, or the STIP would be acceptable as long as they do not include the removed or reduced sources of funding.

Federal actions include planning and conformity findings on plans and programs and approval of amendments to the STIP. If a plan, TIP or STIP lists revenues from these authorities as funding sources for projects therein, federal action will not be taken on these documents or projects therein until an alternative funding source is identified or the project is removed from the plan or program. Until federal action is deemed necessary on these documents, the fiscal constraint determination previously made is still considered valid.

An amendment is a revision to a long-range statewide or metropolitan transportation plan, TIP, or STIP that involves a major change to a project included in a metropolitan transportation plan, TIP, or STIP, including the addition or deletion of a project or a major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes). An amendment requires public review and comment, redemonstration of fiscal constraint, or a conformity determination.

In summary, any amendments to the plans or programs must reflect the current revenue situation in order to meet Federal fiscal constraint requirements.

FHWA is committed to working cooperatively with the state and the MPOs to implement the statewide and metropolitan planning processes in Virginia. If you have additional questions please contact Kenneth Myers of my staff at (804) 775-3353.

Sincerely,



for Roberto Fonseca-Martinez
Division Administrator

CC: Ms. Diane Mitchell, VDOT Programming Division
Mr. Dennis Heuer, VDOT Hampton Roads District
Mr. Morteza Salehi, VDOT Northern Virginia District
Mr. Author Collins, Hampton Roads Planning District Commission
Mr. Ronald Kirby, Metropolitan Washington Council of Governments

AGENDA NOTE - HAMPTON ROADS METROPOLITAN PLANNING ORGANIZATION

ITEM #12: FOR YOUR INFORMATION

- A. The minutes of the February 6 and March 5, 2008, Transportation Technical Committee meetings are attached.

Attachment 11a

- B. Enclosed for your information is the entire USDOT certification review report. Attached is a copy of the HRPDC staff's response to the final draft report.

Attachment 11b

Separate Enclosure

- C. Attached is a letter from FHWA and FTA regarding the Air Quality Conformity finding for the Hampton Roads 2030 Long Range Transportation Plan and the Hampton Roads FY 06-09 Transportation Improvement Program.

Attachment 11c

SUMMARY MINUTES

HAMPTON ROADS TRANSPORTATION TECHNICAL COMMITTEE

Meeting of February 6, 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:

Fred Whitley (H)	Tim Cross (YC)
Sherry Early (SU)	Earl Sorey (CH)
Eric Stringfield (VDOT)	Mark Woodward (CH)
Tom Slaughter (NN)	Robert Lewis (SU)
Richard Hartman (POR)	Travis Campbell (VB)
Tony Gibson (VDOT)	Robert Gey (VB)
Guzin Akan (NO)	Al Riutort (NN)
Richard Drumwright (WAT)	Ray Hunt (VDOT)
Jayne Whitney (HRT)	Michael King (NN)
Reed Nester (W)	Kristin Mazur (IW)
Jeff Raliski (NO)	George Brisbin (POR)
Brian Swets (POR)	Amanda Christon (NO)
Eric Nielsen (SU)	Ivan Rucker (FHWA)
Luke Vinciguerra (JC)	Jason Widstrom (POQ)
Tabitha Crowder (VB)	

OTHERS:

Chris Voigt (VDOT)	Todd Halacy (VDOT)
Irene Shuman (VDOT)	Mitzi Crystal (VDOT)
Stephen Brich (VDOT)	Bruce Duvall (VDOT)
Steve Rowan (VDOT)	Ron Hodges (TRAFFIX)
Mike Fontaine (VTRC)	David Wilkinson (NN)

STAFF:

Keith Nichols	Camelia Ravanbakht
Mike Kimbrel	Art Collins
Dale Stith	Rob Case
Joe Paulus	Laura Surface
Sam Belfield	Andy Pickard
Dwight Farmer	

Mr. Raliski called for any introductions and Mr. Slaughter introduced Mr. David Wilkinson, Engineer III with the City of Newport News Department of Engineering. Ms. Early introduced Mr. Eric Nielsen, Director of Suffolk Department of Public Works. Mr. Gey introduced Ms. Tabitha Crowder, Transportation Management Engineer with Virginia Beach Department of Public Works.

1. SUMMARY MINUTES OF JANUARY 2, 2008

Mr. Raliski noted the minutes of January 2, 2008 and asked for any corrections.

There being none, Mr. Gey moved the minutes be approved as submitted. Mr. Brisbin seconded the motion and it was approved.

2. DRAFT FY-09 UNIFIED PLANNING WORK PORGRAM

Mr. Kimbrel explained that the enclosed FY 2009 UPWP is a rough draft intended to show the work activities proposed to be carried out next year. He stated that the final draft will be modified as to its layout to comply with SAFTEEA-LU requirements, but the task content will be comparable to that contained in this rough draft. Mr. Kimbrel also noted that the final draft will contain the budget information associated with each task. He then requested that anyone having comments or a request for a special study to send those comments to him by February 15, 2008. During discussion, Mr. Slaughter asked for an explanation of Task 4001. Mr. Farmer gave a brief explanation of the background and purpose of Task 4001. No action was taken.

3. STIP PROCEDURES MEMORANDUM OF AGREEMENT

Mr. Stringfield made a presentation on the draft STIP Procedures Memorandum of Agreement (MOA) to be executed by VDOT, FHWA, and FTA. He explained that the purpose of the MOA is to describe the methodology to streamline the STIP related processes and work toward the goal of developing a more direct link between the Six Year Improvement Program and the STIP. Mr. Stringfield then described the process for development and approval of the STIP and how the Hampton Roads TIP is related to the STIP. He reviewed the proposed format for the STIP, noting that obligations only will be shown along with the other items of information to be included in a project's listing. Mr. Stringfield continued, noting that for ease of management of the STIP several project categories will be shown in the STIP as a grouped line item representing all projects in that category, and that these project types will appear in a similar manner in the TIP. He added that the MOA provides for an appendix to the TIP to identify the individual projects that comprise a grouped item. Following his presentation, Mr. Stringfield stated that VDOT would like to receive an endorsement of the MOA from the TTC and the MPO. Discussion then ensued, including a request for confirmation that projects that are accumulating funds in the SYIP, but not enough to start a phase in the six year window of the SYIP would not appear in the STIP/TIP. Mr. Stringfield concurred. Discussion then took place regarding the MPO being asked to endorse the MOA, but not being a party to the document. Following further discussion, Mr. Brisbin asked that VDOT come back with a flow chart showing how a project moves through the process now and how it would move under the proposed new process. He then made his request in the form of a motion. Ms. Whitney seconded the motion and it was approved. Mr. Farmer concluded the discussion by stating that at the next meeting VDOT, in addition to responding to the motion, needs to resolve the MPO signatory issue and needs to consider having a regular progress report on the status of obligations, be it monthly, quarterly, etc. No other action was taken.

4. STATUS REPORT – FY 09-12 TRANSPORTATION IMPROVEMENT PROGRAM

Mr. Kimbrel stated that the list of projects to be included in the FY 09-12 TIP was received and distributed last Friday. He added that he has received some comments and will be meeting with VDOT after the TTC meeting to discuss them. Mr. Kimbrel stated that it is important that the list include all projects that need to be in the conformity analysis and asked that the TTC approve the list with the understanding that individual concerns will be worked out with VDOT. The TTC agreed that comments be in by February 8th. Further discussion centered on being certain that all projects that the TTC wants in the conformity analysis be included. Mr. Whitley then moved that the FY 09-12 TIP project list be approved subject to any changes that occur by February 8th. Mr. Hartman seconded the motion and it was approved.

5. 2030 LONG RANGE TRANSPORTATION PLAN AMENDMENT: KINGS HIGHWAY BRIDGE

Mr. Eric Nielsen asked for an exception to the MPO policy of not including PE only projects in the LRP. He explained that the Kings Highway Bridge is not currently in the 2030 LRP, but has \$6 million in previous allocations in the SYIP. Mr. Nielsen also stated that Suffolk is getting ready to allocate \$29 million in its Capital Improvement Program over five years to this project. He stated that if the Kings Highway Bridge is not included in the 2030 LRP, the \$6 million allocated to it will be removed and reallocated to other projects. During discussion, it was determined that the current and proposed allocations would provide sufficient funding to complete the PE and ROW phases but not provide enough funding to complete construction. Mr. Lewis then moved that the Kings Highway Bridge be added to the 2030 LRP due to its unique nature. Mr. Slaughter seconded the motion. Mr. Slaughter then asked that the motion be amended to make adding the Kings Highway Bridge to the LRP for PE and ROW be contingent upon Suffolk passing a resolution committing \$29 million in its Capital Improvement Program. Mr. Lewis, as maker of the original motion, accepted the proposed amendment. The motion, as amended, was then approved with two VDOT members voting against.

6. MILITARY HIGHWAY AND NORTHAMPTON BOULEVARD INTERSECTION: TRADITIONAL VS. CONTINUOUS FLOW INTERSECTION ANALYSIS

Ms. Akan stated that the City of Norfolk has been working to develop a series of alternative improvements to the Military Highway/Northampton Boulevard intersection project. She reviewed the background and history of the project and explained that Norfolk has been working with VDOT and the Virginia Transportation Research Council (VRTC) to evaluate use of a continuous flow intersection (CFI) design versus traditional improvements for this intersection. Ms. Akan stated that the VRTC has recently completed a series of model simulations of the area around the intersection. She then introduced Dr. Michael Fontaine (VRTC) who presented a summary of the simulation results quantifying the operational performance of a continuous flow concept versus traditional improvements for this intersection. Dr. Fontaine noted that the CFI yields significant delay reductions versus making traditional intersection improvements.

Following Dr. Fontaine's presentation, a general discussion took place, after which no action was taken.

7. STATUS REPORT – EXISTING CMAQ PROJECTS

Mr. Halacy stated that he has distributed an updated list of CMAQ projects showing their status. He noted that the list has been enhanced based on input from the TTC and the MPO staff at the last meeting. Mr. Halacy reviewed briefly the enhanced layout of the report information and indicated that much progress has been made in resolving discrepancies in the status of the CMAQ projects but more help is needed, particularly with the transit related projects. Mr. Raliski thanked VDOT staff for their efforts in reconciling the status of the Hampton Roads CMAQ projects. No action was taken.

8. FYI

Mr. Raliski noted the letter in the agenda package regarding the Joint FHWA and FTA Conformity Finding for the Hampton Roads 8-Hour Ozone Maintenance Area. No action was taken.

9. OLD/NEW BUSINESS

A. Mr. Stringfield asked that a TIP amendment be considered on behalf of Suffolk. Mr. Stephen Brich, Assistant District Program Manager, then explained that the Route 460 Pedestrian and Bike Path project in Suffolk, UPC #19011, is ready for construction advertisement but does not have the necessary FFY-08 obligations required to advertise the project. He then requested that Project UPC #19011 be amended to move \$136,000 of projected FFY07 CN Phase CMAQ obligations to FFY08 and to increase FFY08 CN Phase CMAQ obligations by an additional \$361,986. Mr. Brisbin moved that the TIP amendment as presented by Mr. Brich be approved. Mr. Sorey seconded the motion and it was approved.

B. Ms Ravanbakht handed out a memorandum requesting input from the localities for potential study locations for consideration in the STARS program. Ms. Ravanbakht explained briefly the criteria for selecting potential candidates and established February 22nd as the deadline for submitting proposed study locations to be considered by the STARS study team. No action was taken.

C. Mr. Rucker stated that FHWA and FTA are preparing the certification report for Hampton Roads, which is due to be submitted in late February. He noted that one concern is that of missing information in the UPWP. He noted that SAFETEA-LU requires certain information be included in the UPWP and he handed out the section from the Federal regulations pertaining to the required elements of a UPWP. Mr. Rucker noted that the federal agencies will not be able to approve a FY 2009 UPWP until the required information is included. Following a brief discussion, no action was taken.

D. Mr. Case announced that additional copies of the Hampton Roads 2030 Long Range Transportation Plan are available if anyone needs one. No action was taken.

E. Mr. Brisbin noted that yesterday's newspaper stated that the Hampton Roads Bridge tunnel is the most heavily traveled tunnel in Hampton Roads. He noted that the Downtown Tunnel in fact has consistently higher volumes than the HRBT. No action was taken.

There being no further business, the meeting adjourned at 12:01 p.m.

SUMMARY MINUTES

HAMPTON ROADS TRANSPORTATION TECHNICAL COMMITTEE

Meeting of March 5, 2008

Chairman Jeff Raliski called the Hampton Roads Transportation Technical Committee meeting to order at 9:55 A.M. in the HRPDC Board Room with the following in attendance:

MEMBERS:

Lynn Allsbrook (H)	Tim Cross (YC)
Sherry Early (SU)	Earl Sorey (CH)
Eric Stringfield (VDOT)	Eric Martin (CH)
Tom Slaughter (NN)	Robert Lewis (SU)
Richard Hartman (POR)	Travis Campbell (VB)
Tony Gibson (VDOT)	Robert Gey (VB)
Guzin Akan (NO)	Al Riutort (NN)
Richard Drumwright (WAT)	Ray Hunt (VDOT)
Jayne Whitney (HRT)	Michael King (NN)
Reed Nester (W)	Keith Cannady (H)
Jeff Raliski (NO)	Mark Shea (CH)
Brian Swets (POR)	Rob Brown (NO)
Tabitha Crowder (VB)	Ivan Rucker (FHWA)
Marvin Sowers (JC)	Rick Clawson (VDRPT)

OTHERS:

Chris Voigt (VDOT)	Todd Halacy (VDOT)
Irene Shuman (VDOT)	Mitzi Crystal (VDOT)
Stephen Brich (VDOT)	Bruce Duvall (VDOT)
Steve Rowan (VDOT)	Ron Hodges (TRAFFIX)
Amanda Christon (NO)	Carl Jackson (NN)
Amber Rhodes (TRAFFIX)	Adam Jack (VDOT)
Vince Jackson (HRT)	Sony Lewis-Cheatham (VDEQ)
Jim Ponticello (VDOT)	Jeremy Raw (VDOT)
Judy Swystun (B&W CABS)	Mike Knott (VDRPT)
Patrisha Piras (HRT)	Diane Mitchell (VDOT)
Jaesup Lee (VDOT)	Candice Gay (NAVY)

STAFF:

Keith Nichols	Camelia Ravanbakht
Mike Kimbrel	Art Collins
Dale Stith	Rob Case
Joe Paulus	Laura Surface
Sam Belfield	Andy Pickard
Dwight Farmer	Nicole Fox

Mr. Raliski called for any introductions and Mr. Riutort introduced Mr. Carl Jackson, transportation liaison for the City of Newport News Department of Planning. The following individuals introduced themselves: Ms. Diane Mitchell, VDOT Programming Division Administrator; Mr. Jaesup Lee, VDOT Transportation Planning and Mobility

Division; Mr. Mike Knott, Virginia Department of Rail and Public Transportation; Ms. Candice Ray, Navy Facilities Engineering Command, Mid-Atlantic Region.

1. SUMMARY MINUTES OF FEBRUARY 6, 2008

Mr. Raliski noted the minutes of February 6, 2008 and asked for any corrections. There being none, the minutes were declared to be approved as submitted.

2. FY 2008 UNIFIED PLANNING WORK PORGRAM AMENDMENT: HRT

Ms. Whitney noted two requests in the agenda to amend the FY 2008 UPWP. She explained the request to revise the funding section of Task 4960, Regional TDM Program, TRAFFIX, to reflect the carryover of \$215,934 of FY-07 RSTP funds. Ms. Whitney also explained the request to add a new task to the FY 2008 UPWP entitled Comprehensive Fare Study, to be funded with Section 5307 funds. Ms. Whitney moved that the two requests by HRT to amend the FY 2008 UPWP be approved. Mr. Sorey seconded the motion and it was approved.

3. DRAFT FY 2009 UNIFIED PLANNING WORK PROGRAM

Mr. Kimbrel stated that the FY 2009 UPWP has been reorganized and reformatted to make it easier to understand and use. He added that the previous numbering system has been changed to group similar tasks within their activity areas using a simplified numbering system. Mr. Kimbrel explained that in compliance with SAFETEA-LU requirements, each task has been formatted to provide a background discussion, a list of specific work elements, end products, schedules, participants, and the funding associated with that task. He also noted that the UPWP contains two summary tables that summarize the budget for each task by the funded participant and indicate the federal and matching funding sources associated with each task. During discussion, Mr. Riutort asked if the UPWP could be amended during the year if new project requests came about. Mr. Kimbrel responded that new tasks can be added during the year and also that the UPWP contains a Critical Issues task that may be used to address certain types of requests for assistance. Mr. Slaughter then moved that the Draft FY 2009 UPWP be approved. Mr. Allsbrook seconded the motion and it was approved.

4. FY 06-09 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENT: WILLIAMSBURG

Mr. Nester presented a request to amend the FY 06-09 TIP to add a corridor study for Ironbound Road between Richmond Road and the Longhill Connector, Project UPC #89059. He added that the estimated cost of \$40,000 will be expended under the PE phase of the project and will be funded using Williamsburg's Urban allocation. There being no questions, Mr. Nester moved the above noted TIP amendment request be approved. Mr. Sowers seconded the motion and it was approved.

5. FY 06-09 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENT: CHESAPEAKE

Mr. Sorey presented a request to revise the FY 06-09 TIP to transfer RSTP funds from the Long Bridge Road project, UPC #83509, to project UPC # 52151, Add Left Turn Lane from Mount Pleasant Road onto Fentress Airfield Road, and project UPC #18591, Widen Portsmouth Boulevard from Jolliff Road to the Chesapeake/Suffolk City Line. He noted that City funds would be used to cover the work on the Long Bridge Road project. Mr. Sorey then moved that the above noted TIP amendment request be approved. Mr. Lewis seconded the motion and it was approved.

6. RICHMOND RAIL STUDY

Mr. Mike Knott gave a detailed presentation on the status of the Statewide Rail Plan and current rail initiatives. He stated that the update to the 2004 Statewide Rail Plan will be comprised of three components with each component containing a six-year short term action plan and a 25-year long term vision plan. The three components are a Passenger Rail Plan, Shortline Railroad Improvement Program and Class 1 Railroad Improvement Program. Mr. Knott then discussed each of the Statewide Rail Plan components, giving particular attention to the status of the Richmond Area Improvement Passenger Rail Study, the Raleigh to Richmond High Speed Rail Project Update and the Richmond/Hampton Roads Passenger Rail Study. Following Mr. Knott's presentation and a brief discussion period, no action was taken.

7. FY 06-09 TRANSPORTATION IMPROVEMENT PROGRAM REVISION: CMAQ ALLOCATION REQUEST - TRAFFIX

Mr. Ron Hodges noted the request made in December for \$1.29 million of FY-07 CMAQ related funds to carry out the TRAFFIX program through FY 2009 and the request by the MPO for additional information on TRAFFIX. He then gave an update to the TRAFFIX program presentation made to the TTC in August, 2007. Mr. Hodges reviewed the mission of TRAFFIX, described the TRAFFIX organization and the products and services offered as well as the management and success of TRAFFIX and the performance measures accomplished during the last year. He concluded by stating that he appreciated the TTC endorsement in December of the TRAFFIX TIP funding request and that he would be making this presentation to the MPO on March 19th. During discussion, Mr. Sowers thanked Mr. Hodges for his comprehensive presentation and asked if it could be made available to the TTC members. Ms. Ravanbakht replied that it will be placed on the TTC page of the web site so that TTC members can access it. Mr. King then moved to reaffirm the December, 2007 TTC approval the request by HRT to allocate \$1,290,128 of FY-07 CMAQ-related funds to provide funding for the FY 2009 TRAFFIX program. Ms. Guzin seconded the motion and it was approved.

8. OYSTER POINT TRANSPORTATION STUDY DRAFT REPORT

Mr. Belfield presented the findings and recommendations of traffic management study of the Oyster Point area requested by the City of Newport News. He

stated that the purpose of the study was to assess the existing transportation system in the study area and identify ways to maintain or improve traffic flow in the future. Mr. Belfield that the study recommendations were based on a traffic analysis of 14 intersections for both the existing AM and PM level of service and year 2030 AM and PM LOS. He then reviewed various intersection geometric and channelization recommendation, congestion mitigation strategies and bike/pedestrian facilities recommendations resulting from the study analysis. Mr. Belfield concluded by stating that the draft report is ready for review and is anticipated to be presented to the MPO for approval in April. During discussion, Mr. Riutort thanked Mr. Belfield and Ms. Ravanbakht for their efforts in carrying out this study and asked when the report could be presented to their planning commission and council. Ms. Ravanbakht replied that the report will be released after the MPO approval in April. Mr. Riutort then moved that the Oyster Point Transportation Study be approved for 30 day review. Ms. Akan seconded the motion and it was approved.

9. COORDINATED PUBLIC TRANSIT – HUMAN SERVICES TRANSPORTATION PLAN

Ms. Pat Piras, with HRT, stated that in accordance with SAFETEA-LU, transportation projects proposed to receive funding from three specific FTA programs must be derived from a locally developed, coordinated public transit human services transportation plan. She added that the draft Hampton Roads Area Public Transit-Human Services Transportation Coordinated Plan has been handed out for review by the TTC. Ms. Piras continued that HRT, as the designated recipient for two of the three funding programs has agreed to lead in the development of the Coordinated Plan, along with HRPDC and WAT. She then described what the plan must include, the funding available for the three programs and the key strategies, types of projects identified as implementation priorities, and potential evaluation criteria for selecting projects. Ms. Piras stated that based on the need to obligate the FY-06 funds for the programs covered by the Coordinated Plan by September 30, 2008, approval of the Coordinated Plan is needed in April. She concluded by stating that endorsement of the Coordinated Plan by the MPO is requested on April 16, with endorsement by WAT and approval by HRT also occurring in April. During discussion, it was noted that the draft Coordinated Plan would be on the agenda for both TTC and MPO approval in April. No other action was taken.

10. STIP PROCEDURES MEMORANDUM OF AGREEMENT

Mr. Stringfield reviewed the questions concerning the Memorandum of Agreement, or MOA, that were raised during the February TTC meeting. He described how projects would move forward under the concept of grouped projects in the STIP and TIP as opposed to the current method. Ms. Mitchell added that new TIPs that have been drafted under the new concept show the project grouping as an item in the TIP and then the individual projects that make

up that group are shown for information only in an appendix. Following the presentation by Mr. Stringfield and Ms. Mitchell, a general discussion ensued regarding how projects within a group that are ready to move forward can do so within the constraints of the obligation for that group. Following further discussion, Mr. Stringfield moved that the TTC recommend that the MPO send a letter of endorsement of the Memorandum of Understanding between VDOT and FHWA. Mr. Drumwright seconded the motion. Mr. Slaughter asked that the motion be amended to include that the individual projects be included in an appendix. The motion, as amended, was approved by the TTC.

11. FYI

Mr. Raliski noted the resolution from Suffolk that was requested as follow up to Kings Highway Bridge discussion at the February TTC meeting. Mr. Farmer stated that given the discussion during the ICG meeting, a strong message needs to go back to Mr. Nielsen that in light of the information learned from the Federal representatives and the dilemma with the Supreme Court ruling and the implications of being able to continue with the current long range plan, the TTC is put in a different position on whether or not it recommends the MPO move forward with adding the Kings Highway Bridge to the LRP. He requested that the Suffolk representatives apprise Mr. Nielsen of this new dialog and let the staff know whether or not Suffolk wants to move forward with its LRP amendment request before the MPO agenda is put out next week. Following further discussion on the issue of regionally significant projects, no action was taken.

12. OLD/NEW BUSINESS

A. Mr. Rucker encouraged everyone, in light of the previous discussion on the status of the 2030 LRP, to review the Federal regulations as well as the Public Participation Plan regarding the provisions for amending the LRP. No action was taken.

B. Mr. Sorey announced that the TRAFFIX Oversight Committee would meet immediately following the TTC meeting. No action was taken.

C. Mr. Stringfield announced that VDOT will be holding two meetings to introduce the highlights and concepts of Chapter 527. He stated that the meetings would be on March 17th in Newport News and on March 18th at the HRPDC, noting that meeting agenda will be the same for both locations. Mr. Stringfield added that these meetings are being referred to as Session One to introduce the concept of Chapter 527, and there will be Session Two meetings before the end of the fiscal year to address training for Chapter 527. No action was taken.

D. Mr. Stringfield stated that there has been some discussion about adding

VDRPT as a voting member to the TTC and noted that the TTC Voting Member list contained in the last TTC agenda indicates that VDRPT has a voting member on the TTC. He added that this appears to be a non-issue and that VDOT continues to have its three voting members. Mr. Stringfield continued on to state that he will be sending a letter designating Ms Mitzi Crystal in place of Mr. Ray Hunt as one of VDOT's three voting members. No action was taken.

There being no further business, the meeting adjourned at 12:30 p.m.



PAUL D. FRAIM, CHAIRMAN • BRUCE C. GOODSON, VICE CHAIRMAN • JAMES O. McREYNOLDS, TREASURER
ARTHUR L. COLLINS, EXECUTIVE DIRECTOR/SECRETARY

CHESAPEAKE

Rebecca C.W. Adams, *Council Member*
Amar Dwarkanath, *Deputy City Manager*
Clifton E. Hayes, *Council Member*
William E. Harrell, *City Manager*
Ella P. Ward, *Council Member*

FRANKLIN

Joseph J. Scsiowicz, *Council Member*
Rowland L. Taylor, *City Manager*

GLOUCESTER COUNTY

Robert A. Crewe, *Board Member*
Vacant, *County Administrator*

HAMPTON

Randall A. Gilliland, *Vice Mayor*
Ross A. Kearney, II, *Mayor*
Jesse T. Wallace, Jr., *City Manager*

ISLE OF WIGHT COUNTY

W. Douglas Caskey, *County Administrator*
Stan D. Clark, *Chairman*

JAMES CITY COUNTY

Bruce C. Goodson, *Chairman*
Sanford B. Wanner, *County Administrator*

NEWPORT NEWS

Charles C. Allen, *Vice Mayor*
Joe S. Frank, *Mayor*
Randy W. Hildebrandt, *City Manager*

NORFOLK

Anthony L. Burfoot, *Vice Mayor*
Paul D. Fraim, *Mayor*
Dr. Theresa W. Whibley, *Council Member*
Regina V.K. Williams, *City Manager*
Barclay C. Winn, *Council Member*

POQUOSON

Charles W. Burgess, Jr., *City Manager*
Gordon C. Hesel, Jr., *Mayor*

PORTSMOUTH

Kenneth L. Chandler, *City Manager*
Douglas L. Smith, *Council Member*

SOUTHAMPTON COUNTY

Anita T. Felts, *Board Member*
Michael W. Johnson, *County Administrator*

SUFFOLK

Linda T. Johnson, *Mayor*
Selena Cuffee-Glenn, *City Manager*

SURRY COUNTY

Tyrone W. Franklin, *County Administrator*
Judy S. Lyttle, *Board Member*

VIRGINIA BEACH

Harry E. Diezel, *Council Member*
Robert M. Dyer, *Council Member*
Barbara M. Henley, *Council Member*
Louis R. Jones, *Vice Mayor*
Meyera E. Oberndorf, *Mayor*
James K. Spore, *City Manager*
John E. Uhrin, *Council Member*

WILLIAMSBURG

Jackson C. Tuttle, II, *City Manager*
Jeanne Zeidler, *Mayor*

YORK COUNTY

James O. McReynolds, *County Administrator*
Thomas G. Shepperd, Jr., *Chairman*

February 26, 2008

Ivan Rucker
Community Planner
Federal Highway Administration
PO Box 10249
Richmond, VA 23420-0249

RE: Quadrennial Review Certification Report (THY:Certification)

Dear Mr. Rucker:

I would like to take this opportunity to respond to your email dated February 20, 2008, regarding the draft Quadrennial Review Certification report. The attached comments reflect a summary of the staff's response to the "corrective actions."

Please review the responses and let us know if you have any comments or additional guidance.

Sincerely,

Arthur L. Collins
Executive Director/Secretary

DLF/ALC/kp

Attachment

MAILED

FEB 26 2008

HRPDC

ATTACHMENT 11b

MPO Designation, Structure, and Agreements

1. *Corrective action:* The federal team is requesting the MPO (including VDOT, HRT, WAT) provide clarification on why the CAO Advisory Committee to the MPO meets in private (versus a public setting) with HRPDC staff to deliberate and provide recommendations to the MPO on publicly funded transportation infrastructure projects for inclusion in the MPO Long Range Plan, whether this is a formally established MPO advisory committee, and whether these meetings were/are held in compliance with the state FOIA statute. Please submit a letter of clarification to the federal team. The compliance deadline for this request is May 2008.
 - a. The Chief Administrative Officers (CAO) meeting is an informal monthly luncheon. The CAO is not an advisory committee to the MPO.
 - b. Art Collins will draft a letter to that effect and submit it to the federal team by May 1, 2008.

Transportation Improvement Program (TIP)

2. *Corrective Action:* The federal team requests that the MPO in cooperation with the state and transit operators make available a financial plan for the TIP. Please submit a financial plan to FHWA and FTA. The compliance deadline for this request will be within 1 year following MPO's receipt of the certification review or before the MPO takes approval action on the next TIP update (whichever comes first).
 - a. The next TIP (FY 2009-2012) will include a Financial Plan.
 - b. It is expected that the FY 2009-2012 TIP will be finalized and released by September/October 2008.

Public Participation

3. *Corrective Action:* The federal team requests that the MPO (including VDOT and the transit operator) come into full compliance with federal regulations and state law as it pertains to open meeting and notification requirements for public meetings. The compliance deadline for this request is May 2008. After May 1, 2008, the FHWA and FTA will not be able to act on any approvals or amendments to the UPWP, Plan, and TIP until the MPO's public meetings come into full compliance with federal regulations and state law (FOIA). Please submit a letter of assurance to the federal team identifying a consensus among the MPO, VDOT, HRT, and WAT that federal regulations and state law (FOIA) regarding open meeting and notification requirements have been met for the MPO and its committees/subcommittees.
 - a. A legal review is underway to determine whether TTC meetings are considered public meetings under FOIA.
 - b. Beginning in July 2008, there will be an opportunity for public comment at the beginning of each MPO meeting. In order to provide all interested parties with a reasonable opportunity to address the MPO, each individual

will be limited to three minutes for remarks.

- c. Art Collins will draft the requested letter for delivery to the federal team prior to May 1, 2008 providing the results of a legal review regarding open meeting and notification requirements for MPO and TTC meetings.

Public Participation (Continued)

4. *Corrective Action:* The federal team requests that the MPO, state, and transit operators cooperatively reevaluate the effectiveness, openness, and fullness of the Hampton Roads MPO's transportation planning and programming process as it pertains to the intent of federal public participation requirements, and in consideration of the State's FOIA law. Please include a task in the UPWP to address this corrective action and submit an evaluation report to FHWA and FTA once completed. The compliance deadline for this request is August 2008.
 - a. This issue will be included as a Work Element under Task 2.1, Public Participation, of the FY 2009 UPWP. The evaluation report will be included as a specific End Product. The Schedule section of Task 2.1 will indicate the schedule for completing this work.
 - b. MPO staff will begin work on this issue now and continue into the next UPWP. The evaluation report will be submitted to the federal team in August 2008.
5. *Corrective Action:* The federal team requests that the MPO (in cooperation with the state and transit operators) update their participation plan to clearly describe the explicit procedures, strategies, and desired outcomes for seeking out and considering the needs of those traditionally underserved by existing transportation systems such as low income and minority households, who may face challenges accessing employments and other services. The compliance deadline for this request will be August 2008. Please submit an updated participation plan to the federal team.
 - a. Given the clear relationship between Title VI, EJ, and LEP issues discussed in the next section and the Participation Plan, it is respectfully requested that the deadline for this Corrective Action be extended to allow for completion of the Title VI Corrective Actions first.
 - b. In addition, it is respectfully requested that the federal team take into account the consultation period plus the 45-day public review and comment period that are associated with revisions to the Participation Plan.
 - c. This issue will be included as a Work Element under Task 2.1 of the FY 2009 UPWP. The End Product will be an updated Participation Plan.

Title VI, Environmental Justice (EJ), Limited English Proficiency (LEP)

6. *Corrective Action:* The federal team is requesting the Hampton Roads MPO (in cooperation with HRT and WAT) establish procedures for applying Environmental Justice; develop measures to test the achievement of Environmental Justice; assess both highway and transit investments; and undertake outreach activities to low-income and minority communities to solicit input. This request includes the completion of the LEP four factor analyses. The purpose of this corrective action is to ensure that the MPO addresses Environmental Justice as part of the development of the Regional Transportation Plan and Transportation Improvement Program. The compliance deadline for this request will be March 2009. Please submit the final report to the federal team.
 - a. In addition to working with HRT and WAT, MPO staff will seek assistance from the VDOT Title VI office and conduct a literature search.
 - b. This issue will be included as a Work Element under Task 2.1, Public Participation, of the FY 2009 UPWP. The requested report will be included as a specific End Product. The Schedule section of Task 2.1 will indicate the schedule for completing this work.
 - c. The requested report will be submitted to the federal team by March 2009.

7. *Corrective Action:* The federal team is requesting that the VDOT, MPO, and transit operators work together to develop a Title VI Plan for the Hampton Roads MPO. The compliance deadline for this request will be March 2009. Please submit the plan to the federal team.
 - a. In addition to working with HRT and WAT, MPO staff will seek assistance from the VDOT Title VI office and conduct a literature search.
 - b. This issue will be included as a Work Element under Task 2.1, Public Participation, of the FY 2009 UPWP. The requested report will be included as a specific End Product. The Schedule section of Task 2.1 will indicate the schedule for completing this work.
 - c. The Title VI Plan will be submitted to the federal team by March 2009.

Title VI, Environmental Justice (EJ), Limited English Proficiency (LEP) (Cont)

8. *Corrective Action:* The federal team requests that within 1 year following the approval of the MPO Title VI Plan, the VDOT (per 23 CFR 200.9 (B)(7)) conduct a comprehensive Title VI review of the Hampton Roads MPO and submit a findings report to FHWA and FTA. The compliance deadline is within 1 year following the approval of the MPO Title VI Plan.
 - a. VDOT item.

9. *Corrective Action:* The federal team request the VDOT and MPO cooperate to establish procedural guidance for verifying the process and implementation of self-certification with respect to Title VI of the Civil Rights Act of 1964 and ADA. The compliance deadline for this request is August 2008. Please submit the final guidance report to the federal team.
 - a. This issue will be included as a Work Element under Task 1.1, Metropolitan Planning Organization (MPO) Administration, of the FY 2009 UPWP. The requested report will be included as a specific End Product. The Schedule section of Task 1.1 will indicate the schedule for completing this work.
 - b. In addition to working with VDOT staff on this issue, MPO staff will conduct a literature search of best practices.
 - c. The requested report will be submitted to the federal team by August 2008.

Unified Planning Work Program (UPWP)

10. *Corrective Action:* The federal team requests the MPO to clearly identify in the UPWP the end product for each task, schedule for completing each task, and include a summary budget table that includes the federal, state, and local match for each task or activity. The compliance deadline for this request will be prior to the submittal of the MPO's FY 2009 UPWP to FHWA and FTA for approval.
 - a. The FY 2009 UPWP has been reformatted and reorganized to make the document easier to understand and use. The goal of this major effort has been to significantly improve the document and address all of the items listed in this Corrective Action.
 - b. The Hampton Roads MPO UPWP for FY 2009 will be submitted to the TTC and MPO for approval during the March 2008 meetings.



U.S. Department
of Transportation

Federal Transit Administration
Region III
1760 Market Street, Suite 500
Philadelphia, PA 19103
215-656-7100
215-656-7260 (fax)

Federal Highway Administration
VA Division
400 North 8th Street, Room 750
Richmond, VA 23240
804-775-3320
804-775-3356 (fax)

January 22, 2008

In Reply Refer To:

**Joint Federal Highway Administration
and Federal Transit Administration
Conformity Finding for the Hampton
Roads 8-Hour Ozone Maintenance Area**

Mr. David Ekern
Commissioner
Virginia Department of Transportation
1401 East Broad Street
Richmond, Virginia 23219-2000

Dear Mr. Ekern:

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) are responsible for ensuring that transportation plans, programs and projects meet the requirements of the Clean Air Act (CAA). With passage of the 1990 Clean Air Act Amendments, transportation plans, programs and projects developed, funded or proposed under 23 U.S.C. or the Federal Transit Act must demonstrate conformity in accordance with Section 176(c) of the CAA as amended.

On November 28, 2007, FHWA transmitted a copy of the final report of the Transportation Conformity Analysis for the Fiscal Year (FY) 2006-2009 Transportation Improvement Program (TIP) and FY 2030 Constrained Long Range Plan (CLRP) prepared by the Hampton Roads Metropolitan Planning Organization (MPO) for the Hampton Roads 8-hour Ozone Maintenance Area to the Environmental Protection Agency (EPA) for their formal review. The conformity analysis was prepared in accordance with the November 24, 1993, Final Rule of Criteria and Procedures for Determining Conformity promulgated by EPA and subsequent amendments dated August 7th and November 14, 1995; August 15, 1997; and July 1, 2004. In addition, the conformity analysis is consistent with guidance issued by the EPA on May 14, 1999, and guidance issued by FHWA and FTA on June 14, 1999, and June 2, 2002, intended to clarify recent court decisions involving conformity. EPA has completed their formal review and by letter dated December 26, 2007, EPA informed FHWA and FTA that they concur that the conformity analysis demonstrates that the TIP and CLRP prepared for the Hampton Roads 8-Hour Ozone Maintenance Area satisfy the requirements of the transportation conformity rule. Namely, the analysis demonstrates that regional emissions in each milestone year will be below the mobile vehicle emissions budgets included in the approved Maintenance Plan.

Mr. David Ekern, Commissioner

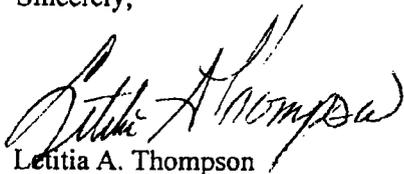
Page 2

RE: Joint Federal Highway Administration and Federal Transit Administration Conformity Finding for the Hampton Roads 8-Hour Ozone Maintenance Area

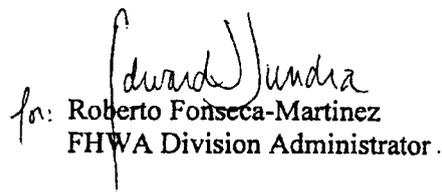
Based on the foregoing, FHWA and FTA find that the transportation conformity analysis for the FY 2006-2009 TIP and FY 2030 CLRP for the Hampton Roads 8-hour Ozone Maintenance Area demonstrates conformity as prescribed by EPA's Transportation Conformity Rule and subsequent amendments and guidance. This letter represents that conformity finding. Normally, a conformity finding for a TIP and CLRP would remain valid up to a period of four years provided no amendments involving regionally significant projects are made to the TIP or CLRP. As you are aware, FHWA and FTA recently completed a review of the metropolitan transportation planning process for the Hampton Roads Transportation Management Area in accordance with 23 CFR Section 450.334 and reported the preliminary findings from that certification review to the Hampton Roads MPO on December 19, 2007. Based on the results of that review, it is FHWA and FTA's intent to certify the Hampton Roads transportation planning process subject to certain specified corrective actions being taken. One of the corrective actions identified included the need for the MPO, in cooperation with the State and transit operators, to develop a financial plan for the TIP. The deadline for addressing this corrective action has been established to be "within one year of the completed certification report or before the MPO takes approval action on the next TIP." Therefore, the conformity finding for the FY 2006-2009 TIP will remain valid for a period of time consistent with the deadline established as part of the corrective action for the MPO's TIP.

If you have any questions or need additional information, please contact Edward Sundra of FHWA at (804) 775-3338 or Tony Cho of FTA at (215) 656-7100.

Sincerely,



Letitia A. Thompson
FTA Regional Administrator



for: Roberto Fonseca-Martinez
FHWA Division Administrator

cc: Art Collins and Dwight Farmer, Hampton Roads Regional PDC
Rick Walton, Marsha Fiol, James Ponticello, VDOT

AGENDA NOTE - HAMPTON ROADS METROPOLITAN PLANNING ORGANIZATION

ITEM #13: OLD/NEW BUSINESS

AGENDA NOTE - HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #12: RATIFY MPO ACTIONS

In accordance with usual procedures, the Commission should ratify the actions of the TTC/MPO in order to assure proper authorization for fiscal and personnel activities serving the Hampton Roads MPO.

RECOMMENDED ACTION:

Ratify all actions of the TTC/MPO.

AGENDA NOTE - HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #13: OLD/NEW BUSINESS