



**Citizens Transportation Advisory Group (CTAG) Meeting Minutes
April 11, 2018**

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Committee Members Present:

Mr. Dave Swan, Chair, Stafford County
Mr. Dave McLaughlin, City of Fredericksburg
Mr. Anthony Brooks, Stafford County
Mr. Morgan Burch, Stafford County

Others in Attendance:

None

George Washington Regional Commission (GWRC) Staff:

Ms. Marti Donley, FAMPO
Mr. Nick Quint, FAMPO
Ms. JoAnna Roberson, GWRC

CALL TO ORDER

Mr. Swan called the meeting to order at 6:00 p.m.

APPROVAL OF AGENDA

Upon motion by Mr. McLaughlin and seconded by Mr. Brooks, with all concurring, the April CTAC agenda was approved as submitted.

APPROVAL OF CTAG MEETING SUMMARY OF MARCH 14, 2018

Mr. Dave McLaughlin requested amendments be made in re-wording structure to comments he had made during last month's meeting. The amendments were received and noted.

Upon motion by Mr. Brooks and seconded by Mr. Dave McLaughlin, with all others concurring, the March CTAC committee minutes were accepted, with the requested revisions to be made accordingly after the conclusion of tonight's meeting.

REVIEW OF FAMPO POLICY COMMITTEE MEETING OF MARCH 19, 2018

Mr. Quint advised the Policy Committee adopted its amended bylaws at the March meeting. Mr. Quint stated he would discuss how this affects CTAC's bylaws when we get to that item.

PUBLIC COMMENT

None



NEW BUSINESS

None

DISCUSSION/ACTION ITEMS

- a.) **Resolution No. 18-21, Endorsing a City of Fredericksburg Grant Application to the Virginia Department of Transportation Alternatives Program (TAP) Funding – Mr. Nick Quint**

Mr. Quint advised that the project has a total cost of \$1.25 million, \$250,000 of which is a local match. The project will be used for enhancements to downtown Fredericksburg and will provide street lights, sidewalk reconstruction, crosswalk upgrades, and curb bump-outs at various sites. Mr. Quint relayed the project has been reviewed and endorsed by the City Council.

Upon motion by Mr. Dave McLaughlin and seconded by Mr. Burch, with all concurring, Resolution No. 18-21 was endorsed by CTAC with a request that it be adopted by the Policy Committee.

- b.) **Resolution No. 18-22, Authorizing Regional Support for the Transportation Improvements Needed to Support the Planned U.S. Department of Veterans Affairs Out Patient Clinic in the FAMPO Region – Mr. Nick Quint**

Mr. Quint advised that discussion is underway for construction of an out-patient veteran's clinic. Mr. Quint stated that to date, no specific site has been finalized; however, sites are being explored within the City of Fredericksburg and the Counties of Spotsylvania and Stafford. Mr. Quint relayed Resolution No. 18-22, is authorizing support for any needed transportation improvements that will coincide with the project, regardless of where it will be located.

Upon motion by Mr. Burch and seconded by Mr. Brooks, with all concurring, Resolution No. 18-22 was endorsed by CTAC with a request that it be adopted by the Policy Committee.

- c.) **Resolution No. 18-23, Adoption of the 2045 Long Range Transportation Plan (LRTP) for the George Washington Region – Mr. Nick Quint**

Mr. Quint advised Resolution No. 18-23, is requesting adoption of FAMPO's 2045 LRTP. Mr. Quint relayed that the LRTP link on the FAMPO website has been updated since last month. Mr. Quint advised there is a new feature that provides a "story map" that will walk you through the LRTP. It is an interactive feature as well. Mr. Quint stated this is the first time FAMPO has created something like this, so comments/feedback would be appreciated.

Mr. Dave McLaughlin asked if the public comment period has ended. Ms. Donley stated the public comment period ends tonight and there will be a public hearing held prior to the FAMPO Policy Committee meeting on Monday, April 16. Mr. Dave McLaughlin stated he had concerns about being asked to adopt a plan when the public comment period is still ongoing.

Mr. Quint advised that to date, staff has received minimal comments. Comments have been received from Fort A.P. Hill, the Virginia Department of Recreation & Conservation, and one property owner on Mudd Tavern Road in Thornburg. Mr. Quint stated that no feedback has been submitted from localities, supervisors, or other citizens. Ms. Donley relayed that should adverse comments be received at Monday's public hearing, then this would result in the Policy Committee deferring adoption until the following month. Ms. Donley advised that this has happened occasionally in the past; however, it does not occur regularly.

Upon motion by Mr. Burch and seconded by Mr. Brooks, with all concurring; Resolution No. 18-23 was endorsed by CTAC, barring any adverse comments, with a request that it be adopted by the Policy Committee.

d.) Resolution No. 18-24, Directing that a Public Comment Period and Public Hearing be Held Prior to the Adoption of the Fiscal Year 2019 Unified Planning Work Program (UPWP) – Mr. Nick Quint

Mr. Quint advised that the UPWP outlines the work FAMPO is planning to undertake during the next fiscal year. Mr. Quint stated that due to FAMPO needing to comply with new federal performance measures in FY2019, staff will complete a minor update to the LRTP in FY2019. Mr. Quint advised that a listing of FY2019 activities is on page 4 of the UPWP and should be of interest to the committee. Also, beginning on page 10, is a listing of studies being conducted throughout the FAMPO Region. Mr. Quint relayed that not all of the studies are FAMPO studies; some are being conducted by localities, VDOT, FRED, etc.

Mr. Burch asked for clarification, to ensure it was not a typo, on page 11 of the handout where it mentions Stafford County is updating the bike/pedestrian plan that was last completed in 1996. Mr. Quint concurred this date is correct.

Mr. Dave McLaughlin asked for clarification on page 5, number 4, that discusses the air quality conformity procedures for the region. Mr. Dave McLaughlin stated he was under the impression the region was already in conformity. Ms. Donley stated that previously we were; however, recent information from DEQ from the last several days advised the region again may not be in conformity and possibly this could result in additional measures needing to be implemented.

Mr. Swan asked if the budget amounts listed for study costs include the contractual bidding process. Mr. Quint advised that FAMPO has two on-call consultants, and the task order is submitted to both firms. Mr. Swan stated so "if a study has been calculated to cost \$200,000, then it is then up to the consulting firms to ensure their bid for completing the study comes in lower than \$200,000 if they want to be considered." Ms. Donley confirmed this was the process FAMPO adheres to.

Mr. Quint stated Resolution No. 18-24 is requesting that a public comment period be held from April 16 to May 21 with a public hearing to be held before the May Policy Committee meeting. Mr. Quint stated that if no adverse comments are receiving during the public comment period, then the UPWP will be brought to the FAMPO committees for approval in June.

Upon motion by Mr. Dave McLaughlin and seconded by Mr. Burch, with all concurring, Resolution No. 18-24 was endorsed by CTAC with a request that it be adopted by the Policy Committee.

e.) Fiscal Years 2019-2025 Congestion Mitigation and Air Quality (CMAQ) and Regional Surface Transportation Program (RSTP) Funds – Mr. Nick Quint

Mr. Quint advised that updated CMAQ/RSTP budgets have been forwarded to FAMPO from VDOT. Mr. Quint stated that the budgets did not decrease, which is good news. Mr. Quint stated the money comes from the Federal Government through the State and requires a 20% state match. Mr. Quint stated the funding is lost if not used, and there are limitations on how it can be spent. Mr. Quint stated the total increase in CMAQ is only \$655; however, RSTP has increased by a total of \$195,691.

Mr. Quint advised that included in tonight's handout is a list of projects receiving allocations. Mr. Quint stated that projects 21, 23 and 24 are the new projects submitted for this round.

Mr. Dave McLaughlin asked where the list of recommended projects comes from. Mr. Quint stated that staff worked with locality staff members and each project is scored based on the methodology adopted by the Policy Committee. Mr. Quint stated that one factor that is considered is the project's effect on congestion.

i. Resolution No. 18-25, Allocating Fiscal Years 2019-2025 Congestion Mitigation and Air Quality (CMAQ) and Regional Surface Transportation Program (RSTP) Funds

Upon motion by Mr. Brooks and seconded by Mr. Burch, with all concurring, Resolution No. 18-25 was endorsed by CTAC with a request that it be adopted by the Policy Committee.

Mr. Dave McLaughlin asked if more questions arise regarding CMAQ/RSTP projects and the process, to whom should he address his questions. Mr. Quint stated that he would be the first point of contact.

f.) Resolution No. 18-26, Amending the FY2018-2021 Transportation Improvement Program (TIP) to Update the Potomac Creek Drive Turn Lane Project – Mr. Nick Quint

Mr. Quint advised that Resolution No. 18-26 is a TIP amendment for a project that VDOT has selected for a pilot program to advance projects through the construction process quicker. Mr. Quint relayed that nothing has changed regarding the project scope or cost; the amendment simply involves advancing funding.

Upon motion by Mr. Dave McLaughlin and seconded by Mr. Burch, with all concurring, Resolution No. 18-26 was endorsed by CTAC with a request that it be approved by the Policy Committee.

g.) CTAC Bylaws – Mr. Nick Quint

Mr. Quint advised that amended bylaws have been adopted by both the Policy Committee and the Technical Advisory Committee.

Mr. Quint advised that the Policy Committee's amended bylaws included the establishment of two-year terms of service for future at-large CTAC members. Similar language has been added to the CTAC bylaws so that they are consistent. Mr. Quint stated that the two current at-large members, Mr. Farley and Mr. Gross, will be grandfathered in.

There was considerable discussion from members on additional revisions, rewordings, clarifications, etc., so there was unanimous consent from the members present to defer action on adopting revised bylaws until the May meeting. Some of the items/sections that need revision are:

Article II – Membership – Section 2 – Mr. Swan requested the appointing organizations be listed in alphabetical order as follows: City of Fredericksburg; Caroline County; King George County; Spotsylvania County; Stafford County; and Policy Committee.

Article II – Membership – Mr. Swan requested a new section be added that discusses exit language for members no longer serving on CTAC – Mr. Swan is going to compose exit language and forward to CTAC members for review and then forward to FAMPO staff for inclusion into the bylaws.

Article III – Officers – Section 1 – request to add a statement that says Chair/Vice-Chair will serve a one-year term to be consistent with the Policy and Technical committees and add language that at-large members are not to be considered for election to office.

Article III – Officers – Section 2 – Include new revision on one-year terms of office for Chair & Vice-Chair; keep in that Chair & Vice-Chair cannot be from the same locality; & add language that states that either/or Chair/Vice-Chair can serve an additional year in positions if approved by a majority of CTAC members present at the June meeting.

Article V – Meetings – Section 4 – Removal of Members – request that FAMPO staff advise locality staff of CTAC members who have missed three consecutive meetings, with no notification to FAMPO staff for non-attendance.

(Until bylaws are adopted by CTAC, Mr. Swan advised that he is going to email both Mr. Davis & Mr. Ek who represent Caroline County, attended regularly in the past, but have not attended over the last several months, to inquire of their continued interest).

h.) Smart Scale Updated Matrix of Regional Projects – Mr. Nick Quint

Mr. Quint advised that the Smart Scale matrix of regional projects has been presented over the last several months. To date, City of Fredericksburg staff have received approval to submit 4 projects; Caroline County is still considering its options; King George County has approval to submit 3 projects with the potential to add a fourth after the US 301/Rt 207 Study is completed; Spotsylvania County is still considering its options but will likely submit 4 projects; Stafford County staff has received approval to submit 4 projects; and FRED has approval to submit 4 projects.

Mr. Quint advised the matrix of Smart Scale projects included in tonight's agenda packet is the list that has been reviewed in months past; however, there are a couple of updates. The I-95 SB widening to 4 lanes between Mpt 128.7 and Exit 126 has received a significant cost estimate decrease and now is estimated to cost \$15 million. This is due to the fact that the Harrison Road Bridge does not need to be replaced as part of the project.

Mr. Burch asked if a new access point is still being considered in Spotsylvania County at Mpt 124. Mr. Quint stated that an Interstate Justification Report (IJR) would need to be completed prior to moving forward with this interchange, and at this time there is no funding allocated for an IJR.

Mr. Quint advised that on May 14 from 6-8:00 p.m. FAMPO is hosting a regional Smart Scale forum to discuss candidate projects. Mr. Quint advised this meeting will be held at the VDOT Fredericksburg District Auditorium located at 86 Deacon Road. Mr. Quint stated staff would be forwarding a “save the date” and encouraged everyone to attend if schedules allow.

CORRESPONDENCE

In packet & self-explanatory

STAFF REPORT

Mr. Quint advised that FAMPO’s intern has been hired as a part-time planner. Mr. Quint stated Mr. Colin Cate is the new FAMPO employee.

Mr. Quint relayed that VDOT’s public hearing on the Six-Year Improvement Program for the Fredericksburg District will be held on May 8th at the Fredericksburg Germanna Community College site. Ms. Donley stated information regarding this meeting is listed on FAMPO’s website.

Ms. Donley asked for CTAC members to provide her with phone numbers. Ms. Donley stated this is needed for staff should an emergency arise on the day of the CTAC meeting that results in it being cancelled.

CTAC inquired as to position posting for Ms. Donley’s job. Ms. Donley advised the posting date has ended; however, staff is still accepting applications should anymore be received. Ms. Donley relayed that to date, 33 applications have been submitted and 6 will be selected for an interview.

MEMBER REPORT

Mr. Swan: Mr. Swan stated he thinks it is important to send an appreciation letter to CTAC members once they leave the committee. Mr. Swan stated the members who serve on CTAC are all volunteers and he thinks it is important that their time and service be recognized. Mr. Swan stated he is recommending to the committee that a letter be written and possibly a token gift presented. Mr. Swan recommended exploring the cost of getting “FAMPO” coins made which could be given to a member with an appreciation letter. Mr. Swan stated that if the committee concurs, he will write letters to the six members who are no longer serving on CTAC that have left since he has been a member. Mr. Swan relayed he would send a copy of the letter to all members, so they can review it before it is mailed.

There was discussion on who should sign the letter. It was committee consent that the letter should be signed by both the CTAC Chair and FAMPO Administrator. Ms. Donley stated the letter should also be sent out on FAMPO stationary. Ms. Donley advised, once the letter is approved and ready to be mailed, that it be forwarded to FAMPO and it will then be transferred to the FAMPO letterhead. Ms. Donley also suggested a copy of the appreciation letter be sent to the Policy Committee.

ADJOURN

The April 11th meeting concluded at 7:37 p.m. The next CTAG meeting will be held on May 9, 2018 at 6:00 p.m.

Meeting Minutes completed by Joanna Roberson