COMMONWEALTH of VIRGINIA

Commonwealth Transportation Board

Shannon Valentine
Chairperson

1401 East Broad Street
Richmond, Virginia 23219

(804) 786-2701
Fax: (804) 786-2940

AGENDA
MEETING OF THE COMMONWEALTH TRANSPORTATION BOARD

Norfolk Waterside Marriott
HamptonV1-V11 Ballroom
235 East Main Street
Norfolk, VA 23510
October 30, 2018
9:00 a.m.

9:00 a.m. or upon adjournment of the October 29, 2018 Workshop Meeting.

Public Comments:

Approval of Minutes September 18, 2018

LOCATION AND DESIGN DIVISION: ***Presenting: Susan Keen, Division Administrator***

1. Action on Limited Access Control Changes (LACCs) I-64 Capacity Improvements Segment III, York County Located in the Hampton Roads District.

2. Action on I-264 Permanent Break in Access.

INFRASTRUCTURE INVESTMENT DIVISION: ***Presenting: Kimberly Pryor, Division Director***

3. Action on Addition of Projects to the Six-Year Improvement Program for Fiscal Years 2019-2024.

4. Action on FY19-24 Six-Year Improvement Program Transfers for August 23, 2018 through September 19, 2018.

LOCAL ASSISTANCE DIVISION:

Presenting: Julie Brown
Division Director

5. Action on Revenue Sharing Allocation, Ashby Station Road, Warren County Located in the Staunton District.

6. Action on Revenue Sharing Allocation, Rocky Lane, Warren County Located in the Staunton District.

7. Action on Recreational Access Project, McIntire Park, Charlottesville Located in the Culpeper District.

8. Action on Recreational Access Project, Crystal Springs, Wythville County Located in the Bristol District.

VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION:

Jennifer DeBruhl
Chief of Public Transportation

9. Action on Transit Capital Prioritization Policy.

10. Action on Strategic Plan Policy.

Presenting: Mike McLaughlin
Chief of Rail Transportation

11. Action on Rail Industrial Access Policy.

OFFICE OF THE SECRETARY OF TRANSPORTATION:

Presenting: Nick Donohue
Deputy Secretary

12. Action on SMART SCALE Cost Overrun Policy.

VIRGINIA DEPARTMENT OF TRANSPORTATION:

Presenting: Stephen Brich
Commissioner

13. Action on SMART SCALE Project Budget Increase for Laskin Road Widening (UPC 12546) and Laskin Road Phase 1-A (UPC 111711).

14. Action on SMART SCALE Project Budget Increase for I-81 at State Route 75 (Exit 17) Interchange Modification (UPC 109419)

ASSET MANAGEMENT DIVISION: ***Presenting: Stephen Brich, Commissioner***

15. Action on Annual (Biennial) Reports by the Commissioner of Highways and the Office of Intermodal Planning and Investment.

SCHEDULING AND CONTRACT: ***Presenting: Harold Caples, Assistant State Construction Engineer***

16. Bids.

NEW BUSINESS:

ADJOURNMENT:

# # #

COMMONWEALTH of VIRGINIA

Commonwealth Transportation Board

Shannon Valentine
Chairperson

1401 East Broad Street
Richmond, Virginia 23219

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Agenda item # 1

RESOLUTION
OF THE
COMMONWEALTH TRANSPORTATION BOARD

October 30, 2018

MOTION

Made By: **Seconded By:** **Action:**

Title: Limited Access Control Changes (LACCs) I-64 Capacity Improvements Segment III, York County

WHEREAS, on October 4, 1956, the State Highway Commission, predecessor to the Commonwealth Transportation Board (CTB), designated the Interstate Highway System to be Limited Access Highways and in accordance with § 33-38 of the *Code of Virginia*, the predecessor statute to §33.2-401, established that the limited access line locations and limits shall be as shown on the final engineering plans for the original highway project construction on the interstates, including I-64; and

WHEREAS, a Design Public Hearing was held at Bruton High School, 185 East Rochambeau Drive, Williamsburg, VA 23188 on Thursday May 18, 2017, between 4:00 pm and 7:00 pm for the purpose of considering the proposed State Highway Project 0064-965-229, P101, R201, C501, B638, B639, B640, B641, B642, B643, D609, D610, D611 UPC 106689/109790 ("I-64 Capacity Improvements Segment III" or "Project"); and

WHEREAS, the proposed Project involves design and construction of one additional lane and full shoulder in each direction, with the widening occurring in the median of the existing Interstate 64 from 1.05 miles west of Route 199 (Exit 242, Humelsine Parkway/Marquis Center Parkway) to 1.15 miles west of Route 199, Lightfoot (Exit 234); and

WHEREAS, the proposed Project involves the widening occurring in the median of the existing Interstate 64 which will require acquisition of right of way for drainage and storm water management facilities, thus requiring changes to the Limited Access Control Line along Interstate 64 as shown on the Limited Access Exhibits and noted on the Limited Access Control Point Tables; and

WHEREAS, proper notice of the Design Public Hearing was given in advance, and all those present were given a full opportunity to express their opinions and recommendations for or against the proposed project as presented, their statements being duly recorded; and

WHEREAS, plans presented at the Design Public Hearing indicated that the changes in the limited access control lines as shown could be adjusted to accommodate the final location of all facilities shown on the plans as built; and

WHEREAS, the economic, social and environmental effects of the proposed Project have been duly examined and given proper consideration and this evidence, along with all other, has been carefully reviewed; and

WHEREAS, the traffic analysis for the project was completed and approved in December 2016 by VDOT; and

WHEREAS, this project is in compliance with the National Environmental Policy Act (NEPA) requirements and an Environmental Impact Statement has been developed in cooperation with the Federal Highway Administration (FHWA) and in accordance with federal guidelines and the Record of Decision (ROD) provided by FHWA on August 8, 2016; and

WHEREAS, the County of York County Administrator has, by letter dated August 27, 2018, endorsed the project and the proposed LACCs as presented by the Design-Build Team; and

WHEREAS, the Hampton Roads Transportation Planning Organization has endorsed this Project by resolution dated March 17, 2016; and

WHEREAS, the FHWA has provided by letter dated September 27, 2018 the approval for State Highway Project 0064-965-229, P101, R201, C501, B638, B639, B640, B641, B642, B643, D609, D610, D611, UPC 106689/109790 and the proposed LACCs; and

WHEREAS, the Chief Engineer has determined that the proposed change will not adversely affect the safety or operation of the highways; and

WHEREAS, this project is located in an area designated as an attainment area for air quality and conformity requirements do not apply; and

WHEREAS, the Department has reviewed the requested change and determined that all requirements of 24 VAC 30-401-20 have been met; and

WHEREAS, VDOT recommends approval of the modification of the Limited Access Control along I-64 and the additional right of way needed for drainage and storm water management facilities as shown on the Design-Build Team plans, Limited Access Line Adjustment Exhibit and the Limited Access Control Point table.

NOW, THEREFORE, BE IT RESOLVED, in accordance with the statutes of the Commonwealth of Virginia and policies of the CTB, that the CTB hereby finds and concurs in the determinations and recommendations of VDOT made herein and directs that the I-64 corridor continue to be designated as a Limited Access Highway with the limited access control being modified and/or established as shown on the attached exhibits and the limited access control point table.

BE IT FURTHER RESOLVED, the Commissioner of Highways is authorized to execute any and all documents necessary to implement such changes.

####

CTB Decision Brief
Proposed Limited Access Control Changes
I-64 Capacity Improvements Segment III
Project 0064-965-229, P101, R201, C501, B638, B639, B640, B641, B642, B643, D609, D610, D611; UPC 106689
York County

Issues: Interstate 64 in the York County area is congested. This project will improve capacity.

The proposed project, consisting of State Highway Project 0064-965-229, P101, R201, C501, B638, B639, B640, B641, B642, B643, D609, D610, D611; UPC 106689/109790 ("I-64 Capacity Improvements Segment III" or "Project") will include the addition of one lane and full shoulder in each direction, with widening occurring in the median of the existing Interstate. Existing bridges within the corridor will be widened to the inside.

Additional right of way for drainage and storm water management facilities will need to be acquired to construct the project. Consequently, the project will require modification to the Limited Access Control Line along I-64, (Limited Access Control Change or LACC) in York County, as proposed and noted in the attachments. Pursuant to §33.2-401, the Commonwealth Transportation Board (CTB) must approve this LACC and the Virginia Department of Transportation (VDOT) recommends that the CTB do so.

Facts:

- This change is not covered by the General Rules and Regulations of the CTB or by the Land Use Permit Regulations, thus requiring action by the CTB.
- The written determination of the Chief Engineer regarding this proposed project is attached for your consideration.
- A Design Public Hearing was held on Thursday May 18, 2017, between 4:00 pm and 7:00 pm at the Bruton High School, 185 East Rochambeau Drive, Williamsburg, VA 23188.
- Proper notice was given in advance, and all those present were given a full opportunity to express their opinions and recommendations for or against the proposed Project as presented, their statements being duly recorded in emails and comment sheets.
- The economic social and environmental effects of the proposed Project have been duly examined and given proper consideration and this evidence, along with all other, has been carefully reviewed.
- The traffic analysis for the project was completed and approved in December 2016 by VDOT.
- In cooperation with the Federal Highway Administration (FHWA) VDOT has evaluated the I-64 corridor from the City of Richmond to the City of Hampton through the Interstate 64 Peninsula Study Environmental Impact Statement.
- This Project is in compliance with the National Environmental Policy Act (NEPA) requirements and an Environmental Impact Statement has been developed in cooperation with the Federal Highway Administration (FHWA) and in accordance with federal guidelines and the Record of Decision (ROD) provided by FHWA on August 8, 2016.

- The County of York County Administrator has, by letter dated August 27, 2018, endorsed the Project and the proposed limited access control changes as presented by the Design Build Team.
- The Hampton Roads Transportation Planning Organization has endorsed this Project by resolution dated March 17, 2016.
- The FHWA has provided the requisite approval dated September 27, 2018, for the proposed LACCs.
- The Chief Engineer has determined that the proposed change will not adversely affect the safety or operation of the highways.
- This project is located in an area designated as attainment for air quality.
- The proposed LACC is in compliance with the polices and requirements of the CTB contained in Title 24, Agency 30, Chapter 401 of the *Virginia Administrative Code.*

Recommendations: It is recommended that, pursuant to §33.2-401 of the *Code of Virginia*, and policies of the CTB, that the I-64 corridor continue to be designated as a Limited Access Highway as described in the resolution and that the CTB approve, by resolution, the limited access right of way as modified by the LACC, developed by the Design Build Team. This action will modify the limited access line and right of way previously approved by the CTB's predecessor, the State Highway Commission, on October 4, 1956.

Action Required by CTB: Virginia Code § 33.2-401 requires a majority vote of the CTB to approve the recommended LACC. The CTB will be presented with a resolution for a formal vote to approve the limited access right of way modification and to provide the Commissioner of Highways the requisite authority to execute all documents necessary to implement the LACC.

Result, if Approved: The Commissioner of Highways will be authorized to execute any and all documents needed to comply with the resolution, and the I-64 Capacity Improvement Project will move forward.

Options: Approve, Deny, or Defer.

Public Comments/Reactions: Three hundred twenty-six (326) citizens attended the hearing. There were one hundred fifty-eight (158) written comment sheets and thirty-three (33) oral comments received for the record. Eighty-three (83) supported the project as proposed, forty – one (41) supported the project with changes, twenty-seven (27) opposed the project and forty (40) did not express an opinion regarding support. In addition, three hundred forty-six (346) comments were received via U.S. Mail or e-mail. The total number of comments received was five hundred thirty-seven (537). The majority of the comments were focused on the need for noise barriers and stormwater management.

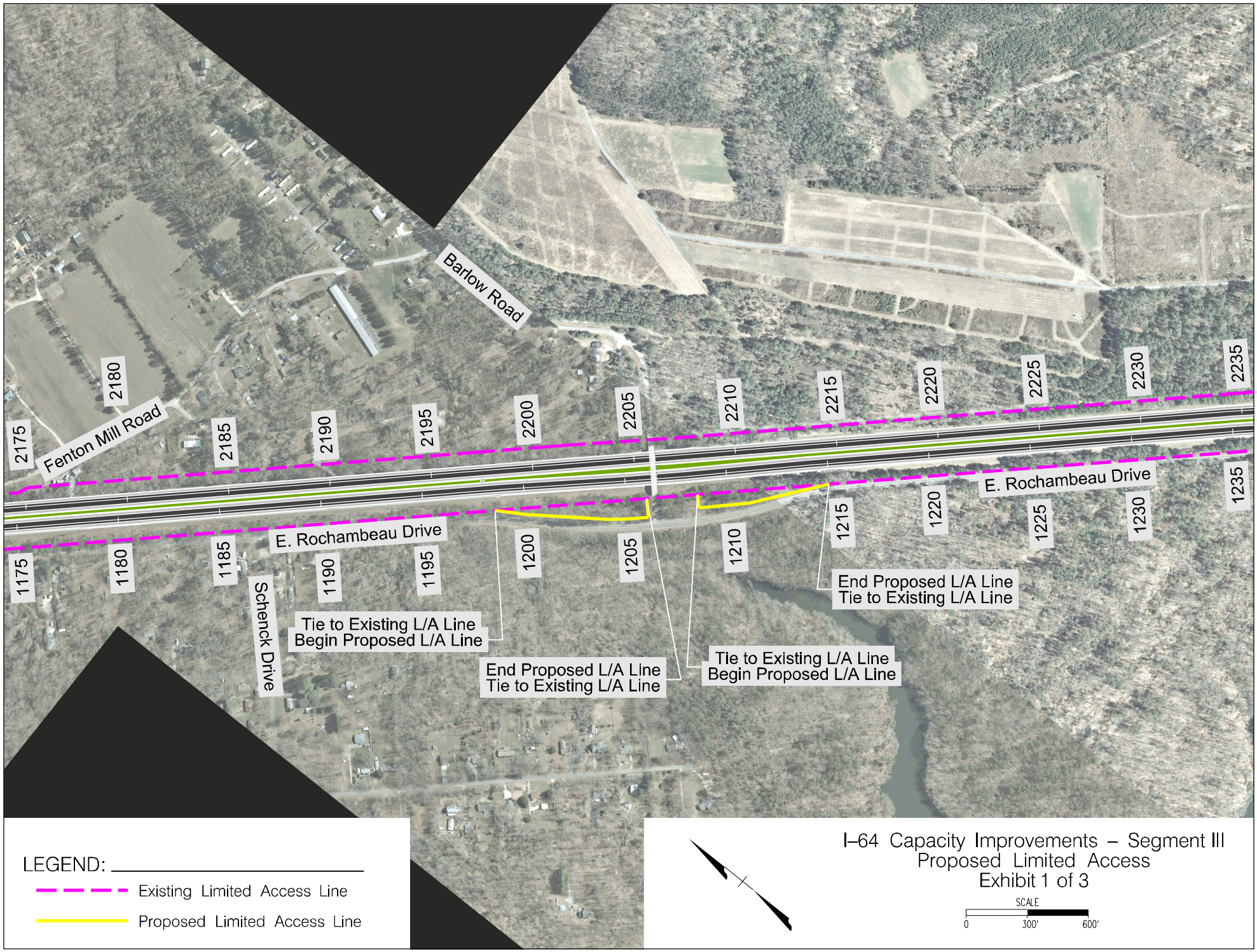
Moved by Mr. Flythe, seconded by Senator Nelson, that, Whereas, under authority of Section 33-115.2 of the 1950 Code of Virginia, as amended, request is made by City of Warwick for payment at the base rate of $500 per Mile annually on additional streets meeting the required standards; Now, Therefore, be it resolved, that quarterly payments at the base rate of $500 Per Mile annually be made to the City of Warwick on additional streets totaling 11.20 miles, effective beginning the second quarter, October 1, 1956. Motion carried.

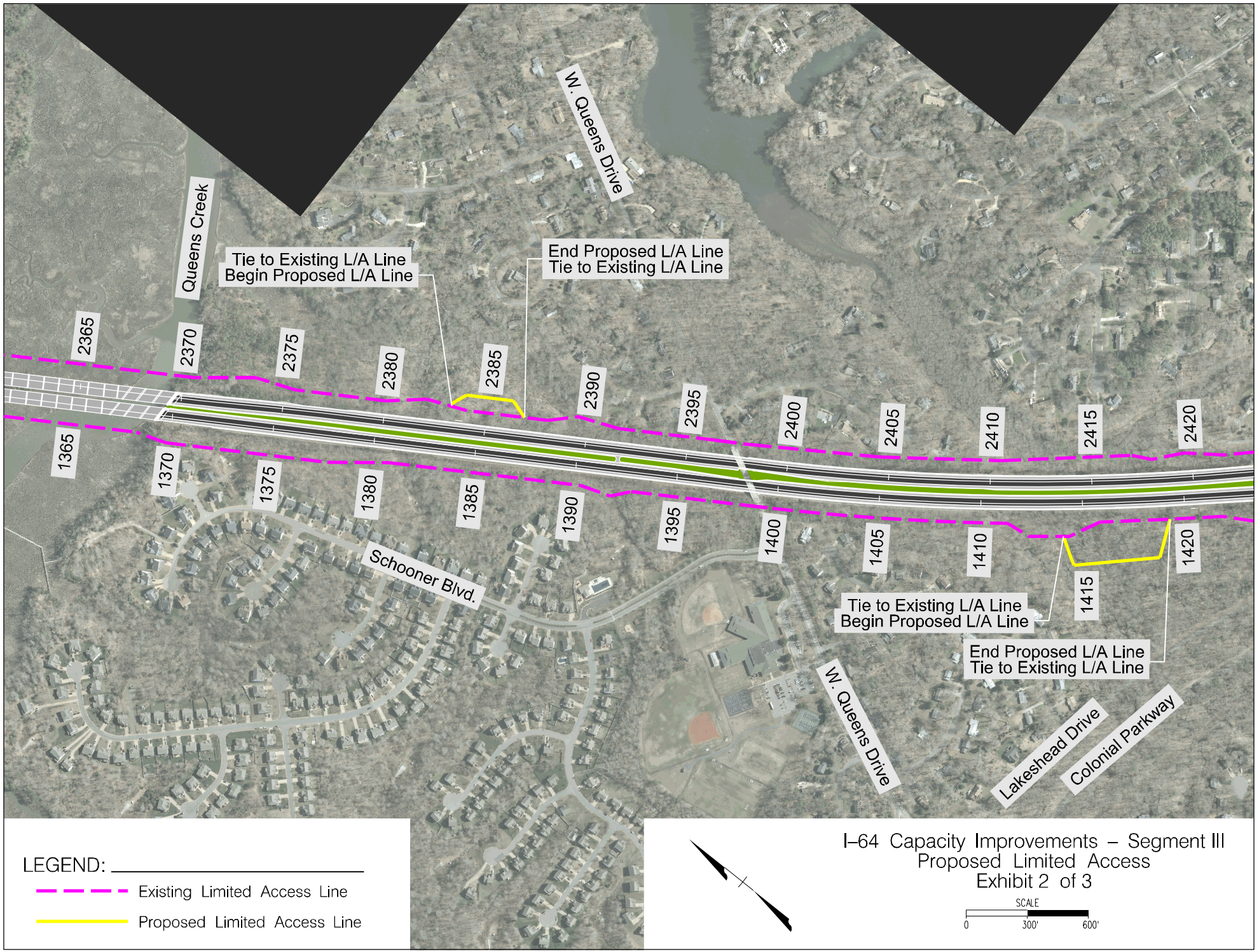
Moved by Mr. Flythe, seconded by Senator Nelson, that, Whereas, under authority of Section 33-115.2 of the 1950 Code of Virginia, as amended, request is made by City of Waynesboro for payment at the base rate of $500 per Mile annually on additional streets meeting the required standards; Now, Therefore, be it resolved, that quarterly payments at the base rate of $500 Per Mile annually be made to the City of Waynesboro on additional streets totaling 10.512 miles, effective beginning the second quarter, October 1, 1956. Motion carried.

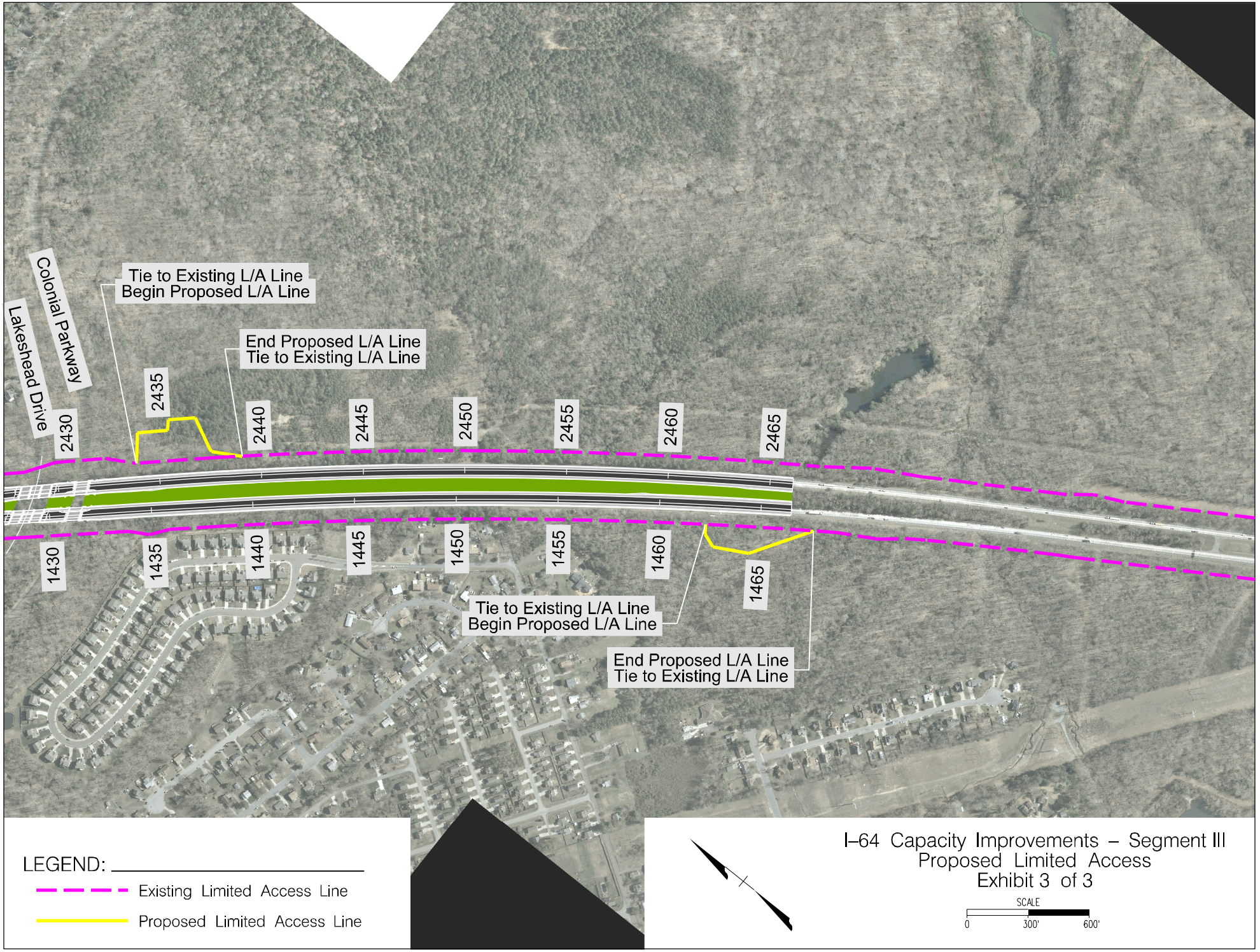
Moved by Mr. Flythe, seconded by Senator Nelson, that, Whereas, under authority of Section 33-115.2 of the 1950 Code of Virginia, as amended, request is made by the Town of Wytheville for payment at the base rate of $500 Per Mile annually on additional streets meeting the required standards; Now, Therefore, be it resolved, that quarterly payments at the base rate of $500 Per Mile annually be made to the Town of Wytheville on additional streets totaling 0.984 Mile, effective beginning the second quarter, October 1, 1956. Motion carried.

Moved by Mr. Flythe, seconded by Senator Nelson, that, it so be declared that, Whereas, by action of the Congress of the United States, whereby all routes on the National System of Interstate and Defense Highways are to be constructed to interstate standards and Whereas, one of the requirements of interstate standards is the control of access to these routes; Therefore, be it resolved that all routes on the National System of Interstate and Defense Highways within the confines of the Commonwealth of Virginia, upon determining the final location of said routes, including all necessary grade separations, interchanges, ramps, etc., are here and now designated Limited Access Highways, pursuant to Article 8, Chapter 1, Title 33, of the Code of Virginia of 1950, as amended. Motion carried.

On motion made by Senator Nelson, seconded by Mr. Barrow, the Chairman was instructed to report to the Bureau of Public Roads, at a meeting called for October 9, that the Virginia Department of Highways will undertake one-third of the cost of operation and maintenance of the proposed bridge over the Potomac River at Jones Point, with the thought that the other two-thirds shall be borne by the State of Maryland and the District of Columbia. This could be handled by written agreement looking to appropriate Federal legislation.


Barlow Road
Fenton Mill Road
E. Rochambeau Drive
E. Rochambeau Drive
Schenck Drive
2175
2180
2185
2190
2195
2200
2205
2210
2215
2220
2225
2230
2235
1175
1180
1185
1190
1195
1200
1205
1210
1215
1220
1225
1230
1235
Tie to Existing L/A Line
Begin Proposed L/A Line
End Proposed L/A Line
Tie to Existing L/A Line
End Proposed L/A Line
Tie to Existing L/A Line
Begin Proposed L/A Line
LEGEND:
Existing Limited Access Line
Proposed Limited Access Line
I–64 Capacity Improvements – Segment III
Proposed Limited Access
Exhibit 1 of 3
SCALE
0
300'
600'


W. Queens Drive
Queens Creek
Tie to Existing L/A Line
Begin Proposed L/A Line
End Proposed L/A Line
Tie to Existing L/A Line
2365
2370
2375
2380
2385
2390
2395
2400
2405
2410
2415
2420
1365
1370
1375
1380
1385
1390
1395
1400
1405
1410
1415
1420
Schooner Blvd.
Tie to Existing L/A Line
Begin Proposed L/A Line
End Proposed L/A Line
Tie to Existing L/A Line
W. Queens Drive
Lakeshead Drive
Colonial Parkway
LEGEND:
Existing Limited Access Line
Proposed Limited Access Line
I–64 Capacity Improvements – Segment III
Proposed Limited Access
Exhibit 2 of 3
SCALE
0
300'
600'


Colonial Parkway
Lakeshead Drive
Tie to Existing L/A Line
Begin Proposed L/A Line
End Proposed L/A Line
Tie to Existing L/A Line
2430
2435
2440
2445
2450
2455
2460
2465
1430
1435
1440
1445
1450
1455
1460
1465
Tie to Existing L/A Line
Begin Proposed L/A Line
End Proposed L/A Line
Tie to Existing L/A Line
LEGEND:
Existing Limited Access Line
Proposed Limited Access Line
I–64 Capacity Improvements – Segment III
Proposed Limited Access
Exhibit 3 of 3
SCALE
0
300'
600'

Dewberry

PROJECT MANAGER Janet Hedrick, P.E. - VDOT Hampton Roads District - (757)494-5478
SURVEYED BY, Dewberry Engineers Inc., 2/18
DESIGNED BY Dewberry Engineers Inc. - (703) 289-4796
SUBSURFACE UTILITY BY, Accumark, Inc., 3/18

LOCATION MAP

REVISED	STATE	STATE ROUTE	STATE PROJECT	SHEET NO.
.	VA.	64	0064-965-229 C-501 .	IA

DESIGN FEATURES RELATING TO CONSTRUCTION OR TO REGULATION AND CONTROL OF TRAFFIC MAY BE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE DEPARTMENT

PROJECT 0064-965-229, P-101, R-201, C-501,
B-638, B-639, B-640, B-641, B-642, B-643,
D-609, D-610, D-611

SCALE	PROJECT	SHEET NO.
0 5000' 10000'	0064-965-229	IA

Proposed Limited Access Modification Locations			
Alignment	**Station**	**Offset (feet)**	**Description**
Westbound I-64			
Westbound I-64	2383+25.64	107.74 (Left)	Tie to Existing Limited Access / Begin Proposed Limited Access
Westbound I-64	2386+87.67	95.91 (Left)	End Proposed Limited Access / Tie to Existing Limited Access
Westbound I-64	2433+89.15	95.03 (Left)	Tie to Existing Limited Access/Begin Proposed Limited Access
Westbound I-64	2439+10.57	96.27 (Left)	End Proposed Limited Access / Tie to Existing Limited Access
Eastbound I-64			
Eastbound I-64	1198+50.00	100.49 (Right)	Tie to Existing Limited Acces / Begin Proposed Limited Access
Eastbound I-64	1206+00.00	92.54 (Right)	End Proposed Limited Access / Tie to Existing Limited Access
Eastbound I-64	1208+50.00	93.23 (Right)	Tie to Existing Limited Access/Begin Proposed Limited Access
Eastbound I-64	1215+00.00	100.60 (Right)	End Proposed Limited Access / Tie to Existing Limited Access
Eastbound I-64	1414+05.31	160.58 (Right)	Tie to Existing Limited Access / Begin Proposed Limited Access
Eastbound I-64	1419+26.89	95.31 (Right)	End Proposed Limited Access / Tie to Existing Limited Access
Eastbound I-64	1462+31.17	96.14 (Right)	Tie to Existing Limited Access/Begin Proposed Limited Access
Eastbound I-64	1467+64.29	96.05 (Right)	End Proposed Limited Access / Tie to Existing Limited Access

COMMONWEALTH of VIRGINIA

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

Stephen Brich
Commissioner

September 5, 2018

Ms. Jessie Yung, P.E.
Division Administrator
Federal Highway Administration
P.O. Box 10249
400 N. 8th Street Room 750
Richmond, Virginia 23240-0249

Attention Ms. Janice L. Williams

Interstate I-64
Segment 3 Widening
Projects: 0064-965-229, P101, R201, C501, B638-643, D609-611
Federal Project Number NHPP-064-3(498)
York County
Request for Modified Limited Access Line

Dear Mr. Yung,

As you are aware, The Virginia Department of Transportation (VDOT) is administering a Design Build Contract developing plans for the widening of Segment 3 of Interstate I-64 (1-64) in York County. This project constructs a new 12' lane and 12' paved shoulder in the median of I-64 and reconstructs the existing lanes for a length of 8.25 miles. I-64 was designated as a Limited Access Highway by the State Highway Commission, predecessor to the Commonwealth Transportation Board (CTB), on October 4, 1956. The CTB approved the location of the project on April 17, 2014. The Federal Highway Administration (FHWA) provided the Record of Decision, concluding the National Environmental Policy Act process, for this project on April 21, 2014.

As a result of the design of the new lanes and the associated Stormwater Management Basins, the Limited Access Line along I-64 needs to be modified to encompass the required stormwater management facilities in six locations along the corridor. The amount of revised limited access is significantly less than that shown at the Design Public Hearing held on April 30, 2015.

Therefore, VDOT is requesting your concurrence in modifications to the existing limited access line along I-64 as shown on the attached exhibits and the control point table.

Attached please find a copy of the Title Sheet, a Location Map, exhibits showing each of the individual areas of LACC, the Limited Access Point Table, and letters of support from York County.

VDOT approves of the Limited Access Control Changes as shown on the plan sheets and point control table. We are requesting a quick review and approval of these limited access changes so that the Commonwealth Transportation Board can approve the changes at their meeting on October 30, 2018.

If additional information is needed, please contact Mr. Richard C. Worssam, P.E. at 804.786.2501.

Sincerely,

Susan H. Keen, P.E.
State Location and Design Engineer

Approved: Jamie Williams Date 9-27-18

Enclosure
Exhibits

the heartbeat of HAMPTON ROADS TPO
TRANSPORTATION PLANNING ORGANIZATION

LINDA T. JOHNSON, CHAIR, GEORGE WALLACE, VICE CHAIR
ROBERT A. CRUM JR., EXECUTIVE DIRECTOR

March 17, 2016

Mr. James S. Utterback, PMP
Hampton Roads District Administrator
Virginia Department of Transportation
1700 North Main Street
Suffolk, VA 23434

Re: Hampton Roads FY 2015-2018 TIP Amendment – UPC# 106689

Dear Mr. Utterback:

This is to certify that the Hampton Roads TPO, at its meeting on March 17, 2016, approved an amendment to the HRTPO FY 2015-2018 Transportation Improvement Program (TIP) to add one new project to the TIP. This amendment was made available for public review and comment from March 2, 2016 through March 16, 2016. The specific details are described below:

- **I-64 Peninsula Widening – Segment 3 in York County, UPC #106689**
  - Add project to TIP.
  - Add FY 2016 allocation of $200,000 HRTF.
  - Add FY 2017 allocation of $2,600,000 HRTF.
  - Add FY 2018 allocation of $7,200,000 HRTF.

Attached is a copy of the page that has been revised in the FY 2015-2018 Transportation Improvement Program (TIP) to reflect this amendment. The complete TIP, as revised, may be accessed at www.hrtpotip.org.

Please advise me of any additional information you may need in regard to the foregoing.

Sincerely,

Robert A. Crum, Jr.
Executive Director

HRTPO
MAR 18 2016
MAILED

JDP/kg

Attachment

Copy: Kevin B. Page, HRTAC Executive Director
Neil Morgan, York County Administrator

I-64 Peninsula Widening - Segment 3
UPC # 106689

OVERVIEW

Description: Extend the 3 lane section of I-64 from Rt 199 West of Williamsburg (Exit 234) to Rt 199 East of Williamsburg (Exit 242). Work to include one additional EB and WB 12' wide travel lane and 12' wide shoulder lane within the existing median space.

Street (Route): I-64 (64)

Length (mi): 8.23

Jurisdiction/Agency: Hampton Roads

System: Interstate

Scope: Reconstr. With Added Capacity

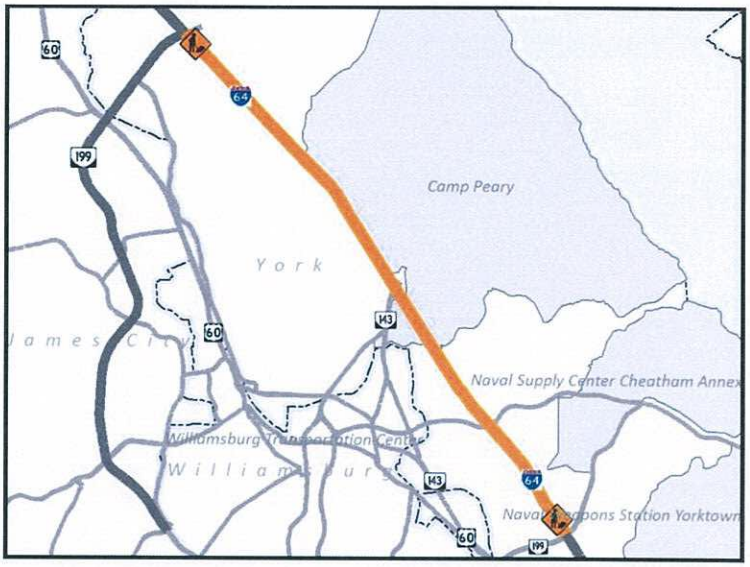
Oversight: Federal Oversight

Administered By: VDOT

Regionally Significant for Air Quality: Yes

CMAQ: No

RSTP: No



HRTPO Notes

Revised 3/17/2016: Amendment to add new project to TIP including $200,000 FY 2016 HRTF, $2,600,000 FY 2017 HRTF, and $7,200,000 FY 2018 HRTF allocations.

SCHEDULE

	Start	End	Status
Preliminary Engineering	1/18/2017	1/8/2021	FFY 2017
Right of Way	1/8/2021	12/21/2022	FFY 2021
Construction	12/21/2022	12/6/2023	FFY 2023

COSTS AND EXPENDITURES

	Cost Estimates	Total Expenditures	Percent Expended
Preliminary Engineering	$10,000,000	$0	0%
Right of Way	$12,000,000	$0	0%
Construction	$289,303,820	$0	0%
TOTAL	**$311,303,820**	**$0**	**0%**

Recent Expenditures

Latest Quarter	Previous 3 Quarters 3	2	1
	-	-	-
	-	-	-

ALLOCATIONS

Fund Source(s)	Previous	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
HRTF	$0	$0	$200,000	$2,600,000	$7,200,000	$10,000,000
TOTAL	**$0**	**$0**	**$200,000**	**$2,600,000**	**$7,200,000**	**$10,000,000**

SCHEDULED OBLIGATIONS

Phase	Fund Source(s)	Previous	FY 2015	FY 2016	FY 2017	FY 2018	Match
	Subtotal						
	TOTAL						

Source of Project Data: Virginia Department of Transportation.

COMMONWEALTH of VIRGINIA

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

Stephen Brich
Commissioner

October 1, 2018

The Honorable Shannon Valentine
The Honorable Stephen C. Brich, P.E.
The Honorable Jennifer Mitchell
The Honorable Jerry L. Stinson II
The Honorable Henry "Hap" Conners, Jr.
The Honorable Mary Hughes Hynes
The Honorable Alison DeTuncq
The Honorable Bert Dodson, Jr.
The Honorable W. Sheppard Miller III
The Honorable Carlos M. Brown
The Honorable Stephen A. Johnsen
The Honorable F. Dixon Whitworth, Jr.
The Honorable E. Scott Kasprowicz
The Honorable Raymond Smoot
The Honorable Marty Williams
The Honorable John Malbon
The Honorable Greg Yates

Subject: Approval of Limited Access Control Change (LACC) for I-64 Capacity Improvements Segment III in York County

Dear Commonwealth Transportation Board Members:

The Department has initiated the above request for a limited access control change (LACC) for your consideration. The proposed limited access control changes on State Highway Project 0064-965-229, P101, R201, C501, B638, B639, B640, B641, B642, B643, D609, D610, D611 have been determined as a necessary design feature and recommended for approval by the Department's staff.

I have reviewed the staff's recommendations and determined that approving these limited access control changes will not adversely affect the safety or operation of the affected highway network. I have determined that this request should be considered by the Board.

Sincerely,

Garrett W. Moore, P.E.
Chief Engineer

COMMONWEALTH of VIRGINIA

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

Stephen Brich
Commissioner

October 1, 2018

The Honorable Shannon Valentine
The Honorable Stephen C. Brich, P.E.
The Honorable Jennifer Mitchell
The Honorable Jerry L. Stinson II
The Honorable Henry "Hap" Conners, Jr.
The Honorable Mary Hughes Hynes
The Honorable Alison DeTuncq
The Honorable Bert Dodson, Jr.
The Honorable W. Sheppard Miller III
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The Honorable F. Dixon Whitworth, Jr.
The Honorable E. Scott Kasprowicz
The Honorable Raymond Smoot
The Honorable Marty Williams
The Honorable John Malbon
The Honorable Greg Yates

Subject: Approval of Limited Access Control Change (LACC) for I-64 Capacity Improvements Segment III in York County

Dear Commonwealth Transportation Board Members:

The Department has initiated the above request for a limited access control change (LACC) for your consideration. The proposed limited access control changes on State Highway Project 0064-965-229, P101, R201, C501, B638, B639, B640, B641, B642, B643, D609, D610, D611 have been determined as a necessary design feature and recommended for approval by the Department's staff.

I have reviewed the staff's recommendations and determined that approving these limited access control changes will not adversely affect the safety or operation of the affected highway network. I have determined that this request should be considered by the Board.

Sincerely,

Garrett W. Moore, P.E.
Chief Engineer

County Administrator
Neil A. Morgan

Deputy County Administrator
Mark L. Bellamy, Jr.

Deputy County Administrator
Vivian A. Calkins-McGettigan

August 27, 2018

Janet M. Hedrick, P.E.
Senior Project Manager
VDOT-Hampton Roads District
7511 Burbage Drive
Suffolk, Virginia 23435

Dear Ms. Hedrick:

I am writing to confirm that York County enthusiastically supports the I-64 Segment III project being undertaken by VDOT. The project will widen I-64 between the western end of the Segment II project (1.05 miles west of Route 199/Marquis Center Parkway, Exit 242) and (1.15 miles west of Route 199/Lightfoot, Exit 234). We understand that the improvements will include reconstruction of the existing lanes and construction of an additional twelve-foot (12') wide travel lane and a twelve-foot (12') wide shoulder in each direction. Likewise, the County understands that Limited Access Right-of-Way will be acquired in York County in various locations along the project corridor.

York County looks forward to the successful completion of Segment III and appreciates VDOT's outreach and coordination efforts.

Should you need additional input or comments from the County at this time, please let me know.

Sincerely,

Neil A. Morgan
County Administrator

Copy to: Mark L. Bellamy, Jr., Deputy County Administrator
Timothy C. Cross, AICP, Deputy Director of Planning and Development Services

COMMONWEALTH of VIRGINIA

Commonwealth Transportation Board

Shannon Valentine
Chairperson

1401 East Broad Street
Richmond, Virginia 23219

(804) 786-2701
Fax: (804) 786-2940

Agenda item # 2

RESOLUTION
OF THE
COMMONWEALTH TRANSPORTATION BOARD

October 30, 2018

MOTION

Made By: Seconded By: Action:

Title: Right of Way and Limited Access Control Changes: Interstate 264 in Norfolk, VA

WHEREAS, the Department of Rail and Public Transportation (DRPT), the Virginia Department of Transportation (VDOT), the City of Norfolk (Norfolk), and Norfolk Southern Railway Company (NS) cooperated and participated in the development and construction of the Extension of Amtrak Service to Norfolk, Virginia Project (Project) in 2011; and,

WHEREAS, On June 15, 2011 the Commonwealth Transportation Board (CTB) approved a temporary break in limited access in the I-264 Right of Way, which allowed VDOT to issue NS a temporary Land Use Permit for design and construction of a segment of the Project consisting of the realignment of the existing double track and the addition of an additional siding track and signals at the crossing of the tracks under I-264 near Holt Street; and,

WHEREAS, the June 15, 2011 CTB Resolution for a temporary break in access required NS to come back to the CTB once construction was completed for a permanent break in access between westbound I-264 Station 94+79 and Station 95+72 on the northern side of I-264 Right of Way, and eastbound between Station 94+08 and Station 95+26 on the southern side of I-264 Right of Way as depicted in the attached Exhibit A: Request for Permanent Easement.

WHEREAS, NS has requested a permanent Land Use Permit for the Project to accommodate operation and maintenance of the constructed track shifts and facilities, including a crash wall and railway signal and communication equipment located within the right of way and limited access control of I-264; and,

WHEREAS, VDOT has rendered a determination that the said proposed shifts and changes in the right of way and limited access control are appropriate from a design, safety and traffic control standpoint and were subject to review and approval by VDOT upon completion of construction in 2012; and,

WHEREAS, NS will provide any studies and reports needed to ensure compliance with Title 24, Section 30, Chapter 401 of the Virginia Administrative Code, relating to limited access control changes; and,

WHEREAS, all right of way, engineering, construction, and necessary safety improvements meet all VDOT standards and requirements; and,

NOW, THEREFORE, BE IT RESOLVED, in accordance with the provisions of Sections 33.2-310 and 33.2-401 of the *Code of Virginia* (1950), as amended, the Commonwealth Transportation Board hereby finds and concurs with the determinations set forth herein and approves the shifts and changes in the said limited access control and restricted use rights of way solely for the purpose of NS's operation and maintenance of the Project, subject to Federal Highway Administration concurrence with the conditions and restrictions of the Land Use Permit issued by the Commissioner. The Commonwealth Transportation Commissioner is hereby authorized to execute any and all documents needed to comply with this resolution.

CTB Decision Brief

Right of Way and Limited Access Control Changes:

Interstate 264, City of Norfolk

Department of Rail and Public Transportation

Summary: On June 15, 2011, the Commonwealth Transportation Board approved a temporary change in the limited access control and restricted use rights of way of Interstate 264 in Norfolk for construction of railroad tracks and railway facilities necessary to accommodate the extension of intercity passenger rail service to Norfolk, Virginia (the Project). With approval of a temporary break in limited access, VDOT issued a temporary Land Use Permit allowing Norfolk Southern Railway (NS) mainline track to relocate from NS property onto VDOT Right of Way underneath Interstate 264 in Norfolk. This also allowed NS to construct additional passenger and freight infrastructure, including a crash wall and railway signal and communication facilities.

In September 2018, NS, DRPT, FHWA, and VDOT met to discuss steps to replace the temporary Land Use Permit with a permanent Land Use Permit to ensure NS's ability to operate and maintain the tracks for freight and passenger rail service. In order for VDOT to issue a permanent Land Use Permit to Norfolk Southern Railway, the CTB must first approve a permanent break in limited access control and restricted use for the portions of I-264 Right of Way occupied by NS railroad track, crash wall, signals, and communication facilities.

- If CTB approves a permanent break in limited access, VDOT, with FHWA concurrence, will work with NS on the terms and conditions of a permanent Land Use Permit
- With a permanent Land Use Permit, NS will continue to accommodate passenger service over the tracks in accordance with their Agreement with the Department of Rail and Public Transportation.

Source of State Funds: Rail Enhancement Fund

Recommendation: DRPT and VDOT recommend approval of this resolution.

Options: Approve, Deny, or Defer

EXHIBIT A: REQUEST FOR PERMANENT EASEMENT

LIMITED ACCESS HIGHWAY By resolution of Highway Commission dated OCT. 4, 1956

PUB ROAD REGION	STATE	FEDERAL AID ROUTE	FEDERAL AID PROJECT	STATE ROUTE	STATE PROJECT	SHEET NO.	TOTAL SHEETS
2	VA.	264	I-264-6(3)278	264	0264-122-101 R/W-201	501-7	

REVISED 2-1-67, 9-26-67, 11-14-67, 11-27-67

REVISED DATE 1-5-68, 2-7-68, 2-27-68, 11-7-68

DESIGN FEATURES RELATING TO CONSTRUCTION OR TO REGULATION AND CONTROL OF TRAFFIC MAY BE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE DEPARTMENT.

Power Poles Property of VE&PCo
Telephone Poles Property of C&P Tel Co.

FOR R/W ONLY

STA 94+79 WBL

STA 95+72 WBL

STA 95+26 EBL

STA 94+08 EBL

HOLT ST.

CANAL

TERMINAL AVE.

NORFOLK & WESTERN RWY.

NORFOLK & SOUTHERN RWY.

WILLOUGHBY AVE.

RESERVOIR AVE.

LOVITT AVE

B-605

B-604

B-606

WEST BOUND LANE

EAST BOUND LANE

RELOCATED LOVITT AVE.

RELOCATED HOLT ST.

PARK AVE.

BROWN AVE.

20' LANE

CLAY AVE.

MAHONEY'S CANAL

Prop R/W & Limited Access Line

Prop Limited Access Line

Limits of Grading

Prop 5' Temporary Const Easement

Prop. 10' Temporary Const Easement

Prop. 60' Easement for Drainage

Railroad Crossing
All work within 2' of outside rail of the track at the relocation of the existing short Arm Gates, from Lovitt Avenue at Reservoir Avenue, to this relocation to be executed by the Norfolk and Western Railway

Prop Pipe Culvert

Prop Fence

Conc Loading Platform

Asphalt (Parking Lot)

2-Sty Brick & Cmd Blk

1-Sty Brick

Shed

Ref. Point - Sta. 94+91.92 R/R ℄

Ref. Point - Sta. 99+97.90 R/P ℄

R/W Referenced to ℄ Relocated Lovitt Ave. Sta. 99+97.90 R/P ℄ N. 194,190.390 E. 2,651,129.635

R/W Referenced to ℄ E.B.L. Rte. 264

N.J.C. 3' Above Ground on N.E. Side of P. Pole

N.J.C. 3' Above Ground on N.W. Side of P. Pole #3538

N 87°11'45"E

N 69°16'00"E

Norfolk Southern R/R ℄

Rock Reservoir

Sta 37+51.84 Relocated Lovitt Ave
Sta 29+54.78 Relocated Holt St

N. 193,500

E. 2,650,500

E. 2,651,000

E. 2,651,500

SEE SHEET NO. 5

SEE SHEET NO. 8

Commonwealth of Virginia Residue Parcel S.U 519

CURVE DATA

W.B.L. CURVE NO 3

Δ = 15°51'33" Lt.
D = 2.01264°
T = 396.52'
L = 787.98'
R = 2846.79
SE = 3.0%

E.B.L. CURVE NO 3

Δ = 10°00'00" Lt.
D = 2.000000°
T = 250.64
L = 500.00'
R = 2864.79'
SE = 3.0%

RELOCATED LOVITT AVE

CURVE NO 3
Δ = 90°00'00" Lt.
D = 57.295778°
T = 100.00'
L = 157.08'
R = 100.00'

SCALE 0 50' 100'

A 8143 39-11-8 (14)

0143 A

COMMONWEALTH of VIRGINIA

Commonwealth Transportation Board

Shannon Valentine
Chairperson

1401 East Broad Street
Richmond, Virginia 23219

(804) 786-2701
Fax: (804) 786-2940

Agenda item # 3

RESOLUTION
OF THE
COMMONWEALTH TRANSPORTATION BOARD

October 30, 2018

MOTION

Made By: _____ **Seconded By:** _____

Action: _____

Title: Addition of Projects to the Six-Year Improvement Program for Fiscal Years 2019-2024

WHEREAS, Section 33.2-214(B) of the *Code of Virginia* requires the Commonwealth Transportation Board (Board) to adopt by July 1st of each year a Six-Year Improvement Program (Program) of anticipated projects and programs and that the Program shall be based on the most recent official revenue forecasts and a debt management policy; and

WHEREAS, after due consideration the Board adopted a Final Fiscal Years 2019-2024 Program on June 20, 2018; and

WHEREAS, the Board is required by §§ 33.2-214(B) and 33.2-221(C) of the *Code of Virginia* to administer and allocate funds in the Transportation Trust Fund; and

WHEREAS, § 33.2-214(B) of the *Code of Virginia* provides that the Board is to coordinate the planning for financing of transportation needs, including needs for highways, railways, seaports, airports, and public transportation and is to allocate funds for these needs pursuant to §§ 33.2-358 and 58.1-638 of the *Code of Virginia*, by adopting a Program; and

WHEREAS, § 58.1-638 authorizes allocations to local governing bodies, transportation district commissions, or public service corporations for, among other things, capital project costs for public transportation and ridesharing equipment, facilities, and associated costs; and

WHEREAS, the projects shown in Appendix A were not included in the FY 2019-2024 Program adopted by the Board on June 20, 2018; and

WHEREAS, the Board recognizes that the projects are appropriate for the efficient movement of people and freight and, therefore, for the common good of the Commonwealth.

NOW THEREFORE, BE IT RESOLVED, by the Commonwealth Transportation Board, that the projects shown in Appendix A are added to the Six-Year Improvement Program of projects and programs for Fiscal Years 2019 through 2024 and are approved.

####

CTB Decision Brief

Addition of Projects to the Six-Year Improvement Program for Fiscal Years 2019 - 2024

Issue: Each year the Commonwealth Transportation Board (CTB) must adopt a Six-Year Improvement Program (Program) and allocations in accordance with the statutory formula.

Facts: The CTB must adopt a Program of anticipated projects and programs by July 1st of each year in accordance with § 33.2-214(B) of the *Code of Virginia*. On June 20, 2018, after due consideration, the CTB adopted a Final FY 2019-2024 Program. The projects shown in Appendix A were not in the Final FY 2019-2024 Program adopted by the CTB.

Recommendations: The Virginia Department of Transportation (VDOT) recommends the addition of the projects in Appendix A to the Program for FY 2019–2024.

Action Required by CTB: The CTB will be presented with a resolution for a formal vote to add the projects listed in Appendix A to the Program for FY 2019–2024 to meet the CTB's statutory requirements.

Result, if Approved: If the resolution is approved, the projects listed in Appendix A will be added to the Program for FY 2019-2024.

Options: Approve, Deny, or Defer.

Public Comments/Reactions: None

Appendix A
Amendments to the FY2019-2024 SYIP

Row	UPC	District	Jurisdiction	Route	Project Description	Total Cost	Total Allocation	Balance	Major Fund Source	Fully Funded
3	114190	Culpeper	Orange County	3	Shoulder Widening and Rumble Strips	$513,600	$513,600	$0	Safety	Yes
4	114287	Culpeper	Districtwide	-	Culpeper Districtwide Rumble Strips	$3,567,461	$3,567,461	$0	Safety	Yes
10	113371	Richmond	New Kent County	60	Replace Superstructure Over Toe Ink Swamp	$1,500,000	$1,500,000	$0	Bridge	Yes
11	113373	Richmond	Districtwide	-	Replace Multiple Small Bridges	$2,175,000	$2,175,000	$0	Bridge	Yes
N/A	114326	Northern Virginia	Prince William County	643	Spriggs Rd. and Riverside Dr. Install New Signal	$600,000	$600,000	$0	Safety	Yes
N/A	114452	Northern Virginia	Fairfax County	7414	Town Center Parkway Underpass - Study Only	$1,000,000	$1,000,000	$0	Local	Yes
						$9,356,061	**$9,356,061**	**$0**		

COMMONWEALTH of VIRGINIA

Commonwealth Transportation Board

Shannon Valentine
Chairperson

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(804) 786-2701
Fax: (804) 786-2940

Agenda item # 4

RESOLUTION
OF THE
COMMONWEALTH TRANSPORTATION BOARD

October 30, 2018

MOTION

Made By: Seconded By:

Action:

Title: FY19-24 Six-Year Improvement Program Transfers for August 23, 2018 through September 19, 2018

WHEREAS, Section 33.2-214(B) of the *Code of Virginia* requires the Commonwealth Transportation Board (Board) to adopt by July 1st of each year a Six-Year Improvement Program (Program) of anticipated projects and programs. On June 20, 2018, a resolution was approved to allocate funds for the Fiscal Years 2019 through 2024 Program; and

WHEREAS, the Board authorized the Commissioner, or his designee, to make transfers of allocations programmed to projects in the approved Six-Year Improvement Program of projects and programs for Fiscal Years 2019 through 2024 to release funds no longer needed for the delivery of the projects and to provide additional allocations to support the delivery of eligible projects in the approved Six-Year Improvement Program of projects and programs for Fiscal Years 2019 through 2024 consistent with Commonwealth Transportation Board priorities for programming funds, federal/state eligibility requirements, and according to the following thresholds based on the recipient project; and

Total Cost Estimate	Threshold
<$5 million	up to a 20% increase in total allocations
$5 million to $10 million	up to a $1 million increase in total allocations
>$10 million	up to a 10% increase in total allocations up to a maximum of $5 million increase in total allocations

WHEREAS, the Board directed that (a) the Commissioner shall notify the Board on a monthly basis should such transfers or allocations be made; and (b) the Commissioner shall bring requests for transfers of allocations exceeding the established thresholds to the Board on a monthly basis for its approval prior to taking any action to record or award such action; and

WHEREAS, the Board is being presented a list of the transfers exceeding the established thresholds attached to this resolution and agrees that the transfers are appropriate.

NOW THEREFORE, BE IT RESOLVED, by the Commonwealth Transportation Board, that the attached list of transfer requests exceeding the established thresholds is approved and the specified funds shall be transferred to the recipient project(s) as set forth in the attached list to meet the Board's statutory requirements and policy goals.

####

CTB Decision Brief

FY2019-2024 Six-Year Improvement Program Transfers
for August 23, 2018 through September 19, 2018

Issue: Each year the Commonwealth Transportation Board (CTB) must adopt a Six-Year Improvement Program (Program) in accordance with statutes and federal regulations. Throughout the year, it may become necessary to transfer funds between projects to have allocations available to continue and/or initiate projects and programs adopted in the Program.

Facts: On June 20, 2018, the CTB granted authority to the Commissioner of Highways (Commissioner), or his designee, to make transfers of allocations programmed to projects in the approved Six-Year Improvement Program of projects and programs for Fiscal Years 2019 through 2024 to release funds no longer needed for the delivery of the projects and to provide additional allocations to support the delivery of eligible projects in the approved Six-Year Improvement Program of projects and programs for Fiscal Years 2019 through 2024 consistent with Commonwealth Transportation Board priorities for programming funds, federal/state eligibility requirements, and according to the following thresholds based on the recipient project:

Total Cost Estimate	Threshold
<$5 million	up to a 20% increase in total allocations
$5 million to $10 million	up to a $1 million increase in total allocations
>$10 million	up to a 10% increase in total allocations up to a maximum of $5 million increase in total allocations

In addition, the CTB resolved that the Commissioner should bring requests for transfers of allocations exceeding the established thresholds to the CTB on a monthly basis for its approval prior to taking any action to record or award such action.

The CTB will be presented with a resolution for formal vote to approve the transfer of funds exceeding the established thresholds. The list of transfers from August 23, 2018 through September 19, 2018 is attached.

Recommendations: VDOT recommends the approval of the transfers exceeding the established thresholds from donor projects to projects that meet the CTB's statutory requirements and policy goals.

Action Required by CTB: The CTB will be presented with a resolution for a formal vote to adopt changes to the Program for Fiscal Years 2019 – 2024 that include transfers of allocated funds exceeding the established thresholds from donor projects to projects that meet the CTB's statutory requirements and policy goals.

Result, if Approved: If approved, the funds will be transferred from the donor projects to projects that meet the CTB's statutory requirements and policy goals.

Options: Approve, Deny, or Defer.

Public Comments/Reactions: None

Six-Year Improvement Program Allocation Transfer Threshold Report

New	Row	Donor District	Donor Description	Donor UPC	Recipient District	Recipient Description	Recipient UPC	Fund Source	Transfer Amount	Total Allocation	Total Estimate	Transfer Percent	Comments
	1	Statewide	STATEWIDE RAIL SAFETY BALANCE ENTRY	70704	Culpeper	Rt.669-Improve approaches and install concrete surface	109595	Rail Highway Crossings (CF4100), Rail Highway Crossings Soft Match (CF4101)	$37,799	$157,799	$157,799	24.0%	Transfer of surplus funds recommended by District and Traffic Engineering Division from the Statewide Rail Safety Balance Entry line item to an underway project.
	2	Culpeper	DISTRICT WIDE CENTERLINE RUMBLE STRIPS	106957	Culpeper	SHOULDER WIDENING AND RUMBLE STRIPS - FAUQUIER COUNTY	114188	Safety (statewide) (CF3100), Safety Soft Match (statewide) (CF3101)	$78,000	$328,000	$328,000	23.8%	Transfer of surplus funds recommended by District and Traffic Engineering Division from a cancelled project to fund a scheduled project.
New	3	Culpeper	OPEN CONTAINER - DISTRICTWIDE PRIMARY SHOULDER RUMBLE STRIPS, OPEN CONTAINER - ROAD COUNTERMEASURES, ROUTE 29 / ROUTE 600 J-CUT & ROUTE 29/VINT HILL RD M-UTURN	106978, 106980, 111728	Culpeper	SHOULDER WIDENING AND RUMBLE STRIPS - ORANGE COUNTY	114190	Safety (statewide) (CF3100), Safety Soft Match (statewide) (CF3101)	$513,600	$513,600	$513,600	100.0%	Transfer of surplus funds recommended by District and Traffic Engineering Division from an underway project, cancelled project and scheduled project o fund a scheduled project.
New	4	Culpeper	DISTRICT WIDE CENTERLINE RUMBLE STRIPS, OPEN CONTAINER - DISTRICTWIDE PRIMARY SHOULDER RUMBLE STRIPS, OPEN CONTAINER - ROAD COUNTERMEASURES	106957, 106978, 106980	Culpeper	CULPEPER DIST FUTURE YR FUNDS DISTRICT-WIDE RUMBLE STRIPS	114287	Safety (statewide) (CF3100), Safety Soft Match (statewide) (CF3101)	$3,567,461	$3,567,461	$3,567,461	100.0%	Transfer of surplus funds recommended by District and Traffic Engineering Division from cancelled projects to fund a scheduled project.
	5	Northern Virginia, Statewide	NoVA District STP Safety/HES Balance Entry, STATEWIDE HIGHWAY SAFETY BALANCE ENTRY	T16915, 70700	Northern Virginia	Jefferson Street (Rte 625) Pedestrian Improvements	97735	Hazard Elimination (CNF227), HSIP - Bike & Pedestrian (CNF053), HSIP - State Match (CNS251)	$135,346	$686,854	$686,854	20.0%	Transfer of surplus funds recommended by District and Traffic Engineering Division from the District Safety Balance Entry line item and Statewide Safety Balance Entry line item to fund a scheduled project.
	6	Northern Virginia	ITS INTEGRATION - including King/Braddock/Quaker inter, ITS INTEGRATION - PHASEIII, PEDESTRIAN AND BICYCLE IMPROVEMENT STUDY	70580, 106563, 105134	Northern Virginia	Holmes Run Trail Connector	111401	CMAQ : Northern Virginia (CF5M10), CMAQ Match : Northern Virginia (CS5M11), Federal STP Regional - Alexandria (CNF273), Local Funds - Urban (NPL224), Local Project Contributions - Access (NOP023), Northern Virginia (CNF214), RSTP : Northern Virginia (CF2M10), RSTP Match : Northern Virginia (CS2M11), State Match Non-Formula - Alexandria (CNS273)	$745,945	$1,286,218	$1,286,218	58.0%	Transfer of surplus funds recommended by District and MPO from a completed project, scheduled project and a cancelled project to fund a scheduled project.
	7	Northern Virginia	NOVA REGIONAL SIGNAL UPGRADES PROGRAM - FY17 , OLD CENTREVILLE RD & OLD MILL RD TRAFFIC SIGNAL & TURN LANE, RICHMOND HWY AND RUSSELL ROAD TRAFFIC SIGNAL REBUILD	106990, 109620, 110265	Northern Virginia	COLUMBIA PIKE & JOHN MARR DR /CHATELAIN RD TRAFFIC SIGNAL	112481	Safety (statewide) (CF3100), Safety Match (statewide) (CS3101), Safety Soft Match (statewide) (CF3101)	$563,391	$925,000	$925,000	60.9%	Transfer of surplus funds recommended by District and Traffic Engineering Division from a cancelled project and completed projects to fund a scheduled project.
	8	Northern Virginia	LOCKHEED BLVD AND FORDSON RD SIGNAL	112483	Northern Virginia	FRANCONIA RD AND ROSE HILL DR SIGNAL	112484	Safety (statewide) (CF3100), Safety Soft Match (statewide) (CF3101)	$95,000	$475,000	$475,000	20.0%	Transfer of surplus funds recommended by District and Traffic Engineering Division from a cancelled project to a scheduled project.
	9	Northern Virginia	LOCKHEED BLVD AND FORDSON RD SIGNAL	112483	Northern Virginia	UPGRADE EXISTING SIGNAL BURKE LAKE RD AND SHIPLET BLVD	112492	Safety (statewide) (CF3100), Safety Soft Match (statewide) (CF3101)	$345,000	$713,941	$713,941	48.3%	Transfer of surplus funds recommended by District and Traffic Engineering Division from a cancelled project to a scheduled project.

Six-Year Improvement Program Allocation Transfer Threshold Report

New	Row	Donor District	Donor Description	Donor UPC	Recipient District	Recipient Description	Recipient UPC	Fund Source	Transfer Amount	Total Allocation	Total Estimate	Transfer Percent	Comments
New	10	Richmond	RICHMOND DISTRICT BRIDGE BALANCE ENTRY	T16985	Richmond	REPLACE SUPERSTRUCTURE RTE 60	113371	CTB Formula - Bridge State (CS0110), NHPP Bridge (CF1200), NHPP Bridge Soft Match (CF1201), STP Bridge (CF2200), STP Bridge Soft Match (CF2201)	$1,500,000	$1,500,000	$1,500,000	100.0%	Transfer of surplus funds recommended by District and Structure and Bridge Division from the District Bridge Balance Entry line item to fund a scheduled project.
New	11	Richmond	RICHMOND DISTRICT BRIDGE BALANCE ENTRY	T16985	Richmond	Replace Multiple Small Bridges	113373	CTB Formula - Bridge State (CS0110)	$2,175,000	$2,175,000	$2,175,000	100.0%	Transfer of surplus funds recommended by District and Structure and Bridge Division from the District Bridge Balance Entry line item to fund a scheduled project.
	12	Staunton	RTE 211(WBL) BRIDGE OVER SF SHEN. RIVER , STAUNTON DISTRICT BRIDGE BALANCE ENTRY	105190; T16990	Staunton	#SGR Br. Repl. Route 723 over Opequon Creek Va struc 6904	86316	CTB Formula - Bridge State (CS0110)	$809,017	$2,697,622	$2,697,622	30.0%	Transfer of surplus funds recommended by District and Structure and Bridge Division from a scheduled project and District Bridge Balance Entry line item to fund a scheduled project.

Six-Year Improvement Program Allocation Transfer Threshold Report

New	Row	Donor District	Donor Description	Donor UPC	Recipient District	Recipient Description	Recipient UPC	Fund Source	Transfer Amount	Total Allocation	Total Estimate	Transfer Percent	Comments
	A	Bristol	Bridge Repl-Skydusky Rd over Big Walker Crk (Fed ID 3071), Bridge Repl-Watauga Rd over Fifteen Mile Creek(Fed ID 19098), BRISTOL DISTRICT BRIDGE BALANCE ENTRY	104901, 104831, T16982	Bristol	#SGR I-81 STRUCTURES 17470 & 17472 OVER RTE. 686	107117	CTB Formula - Bridge State (CS0110), STP Bridge (CF2200), STP Bridge Soft Match (CF2201)	$1,064,757	$15,264,757	$12,783,860	7.0%	Transfer of surplus funds recommended by the District and Structure and Bridge Division and Asset Management Division from an underway project, scheduled project and the District Bridge Balance Entry line item to fund an underway project.
	B	Fredericksburg	RECONSTRUCTION - ENON ROAD	105722	Fredericksburg	RTE 3 - COMMUTER PARKING LOT STUDY	104923	CMAQ : Fredericksburg (CF5MA0), CMAQ Match : Fredericksburg (CS5MA1)	$100,000	$1,400,000	$500,000	7.1%	Transfer of surplus funds recommended by District and MPO from a scheduled project to fund an underway project.
	C	Hampton Roads	#SGR Hampton Roads-Local SGR Paving-Balance Entry	T9587	Hampton Roads	#SGR Primary Extension - Rte 58 EB Bus	109493	SGR - State (SS0100)	$45,392	$337,684	$337,684	13.4%	Transfer of surplus funds recommended by District and Asset Management Division from the District SGR Balance Entry line item to fund a completed project.
	D	Richmond	RICHMOND DISTRICT BRIDGE BALANCE ENTRY	T16985	Richmond	RTE 609 - REPLACE BRIDGE (FED ID 3658)	105490	STP Bridge (CF2200), STP Bridge Soft Match (CF2201)	$300,000	$2,390,000	$2,390,000	12.6%	Transfer of surplus funds recommended by District and Structure and Bridge Division from the District Bridge Balance Entry line item to fund a scheduled project.
	E	Richmond	I95/85 SB INTERCHANGE SAFETY IMPROVEMENTS (PE ONLY); RTE 95 - INSTALL SIGNAL	104956; 107150	Richmond	RTE 36 - IMPROVEMENTS AT FT. LEE ENTRANCE	107926	RSTP: Tri-Cities (CF2MB1); RSTP Match: Tri-Cities (CS2MB1)	$245,000	$3,300,000	$500,000	7.4%	Transfer of surplus funds recommended by District and MPO from scheduled projects to fund a scheduled project.
	F	Staunton	STAUNTON DISTRICT BRIDGE BALANCE ENTRY	T16990	Staunton	Br. Replacement Rte 921 over N.F. Shenand Fed ID 16239	98960	CTB Formula - Bridge State (CS0110), STP BROS (CF2210), STP BROS Soft Match (CF2211)	$112,848	$2,518,000	$2,518,000	4.5%	Transfer of surplus funds recommended by District and Structure and Bridge Division from the District Bridge Balance Entry line item to fund a scheduled project.

COMMONWEALTH of VIRGINIA

Commonwealth Transportation Board

Shannon Valentine
Chairperson

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(804) 786-2701
Fax: (804) 786-2940

Agenda item # 5

RESOLUTION
OF THE
COMMONWEALTH TRANSPORTATION BOARD

Date: October 30, 2018

MOTION

Made By: Seconded By:

Action:

Title: Revenue Sharing Reallocation
County of Warren – Ashby Station Road

WHEREAS, §33.2-357 of the *Code of Virginia* (1950), as amended ("*Va. Code*") prescribes that from funds made available by the General Assembly, the Commonwealth Transportation Board (CTB) may make an equivalent matching allocation to any locality for the improvement, construction, reconstruction or maintenance of the highway systems within such locality; and

WHEREAS, the governing body of the County of Warren elected to participate in this program in fiscal years 2012 and 2013 and, with the Virginia Department of Transportation (VDOT), identified specific eligible project work to be financed from the special fund account; and

WHEREAS, the governing body of the County of Warren has, by appropriate resolution, requested the Ashby Station Road (UPC 104623) project to be established as a revenue sharing project; and

WHEREAS, the Ashby Station Road (UPC 104623) project meets the criteria for eligibility to receive such funds; and

WHEREAS, funds previously allocated to the County of Warren for the Fellows Drive Extension (UPC 101214) project remain unexpended after completion of that project, and may be reallocated by the CTB in accordance with the CTB's Policy and Guidelines; and

WHEREAS, the governing body of the County of Warren has, by appropriate resolution, requested that the funds set forth herein be transferred from the Fellows Drive Extension (UPC 101214) project to the Ashby Station Road (UPC 104623) project for eligible work, as indicated herein; and

WHEREAS, this project work falls within the intent of § 33.2-357 of the *Va. Code*, and complies with the CTB's Policy and Guidelines for the use of such funds.

NOW, THEREFORE, BE IT RESOLVED, that the Commonwealth Transportation Board hereby establishes the Ashby Station Road (UPC 104623) project as a revenue sharing project and approves the transfer of these funds as indicated herein.

Reallocation of Funds Pursuant to
§33.2-357 of the *Code of Virginia*

Fiscal Year of Revenue Sharing Allocation	Locality Match	State Match	Original Project Number (UPC)	New Project Number (UPC)	Scope of Eligible Work for New Project
County of Warren					
2011-12	$51,681	$51,681	101214	104623	Rural Rustic Reconstruction
2012-13	$80,819	$80,819	101214	104623	Rural Rustic Reconstruction

####

CTB Decision Brief

Revenue Sharing Reallocation – County of Warren
Ashby Station Road

Issue: The County of Warren has requested that an existing Six-Year Improvement Program project be approved as a revenue sharing project and that revenue sharing funds be reallocated to that project.

Facts: § 33.2-357 of the *Code of Virginia* authorizes the Commonwealth Transportation Board (CTB) to make matching allocations to any city, town or county for highway projects. The CTB approves each project and scope of work, and the program funds are distributed and administered in accordance with guidelines established by the CTB.

The revenue sharing program guidelines stipulate that surplus funds may be transferred from a completed revenue sharing project to an existing project in the Six-Year Improvement Program if approved by the CTB. In addition, the guidelines require that, as a condition of such transfer, the recipient project to go to advertisement or award within the next twelve months. The current advertisement date for the recipient project is April 2021 and will be accelerated to April 2019 after the requested funds are reallocated, thereby meeting the prescribed requirement. The transfer request must also include a resolution from the locality establishing the project as a revenue sharing project.

The County of Warren requests that the Virginia Department of Transportation (VDOT) reallocate funds from an existing revenue sharing project, Fellows Drive Extension (UPC 101214), to Ashby Station Road (UPC 104623), a project in the Six-Year Improvement Program but not currently funded with revenue sharing funds. The Ashby Station Road (UPC 104623) project will be accelerated to an advertisement date of April 2019 with these funds. The unpaved road funds currently on this project in future years will be transferred to other projects in the locality's secondary six-year plan, based on their previously established unpaved road fund priority list. The County of Warren, by resolution, has established the Ashby Station Road (UPC 104623) project as a revenue sharing project and has requested, by resolution, to have revenue sharing funds transferred from the Fellows Drive Extension (UPC 101214) project, which has been completed by the county and has a surplus of funding. This transfer will allow the Ashby Station Road project (UPC 104623) advertisement to be advanced. The transfer will not affect the overall allocation of the revenue sharing program. The VDOT Staunton District Office has obtained concurrence for this transfer from Mr. F. Dixon Whitworth, Jr., Staunton District CTB Representative.

Recommendations: VDOT recommends that the Ashby Station Road (UPC 104623) project in the Six-Year Improvement Program be established as a revenue sharing project and the proposed reallocation be approved.

Action Required by CTB: A resolution is presented for CTB approval to establish the Ashby Station Road (UPC 104623) project as a revenue sharing project and document CTB approval of the reallocation.

Result, if Approved: Revenue Sharing Program funding will be reallocated in accordance with the Board of Supervisor's request to the CTB. VDOT will be able to advertise the Ashby Station Road project ahead of the current schedule.

Options: Approve, Deny, or Defer.

Public Comments/Reactions: N/A

RESOLUTION

of the Board of Supervisors of Warren County to Designate the Route 607 (Rocky Lane – UPC#104624) and Route 639 (Ashby Station Road – UPC#104623) Rural Rustic Projects as Revenue Sharing Projects and Transfer Existing Revenue Sharing Funds to Accelerate the Construction of these Projects

At a regularly scheduled meeting of the Board of Supervisors of Warren County held on April 3, 2018, on a motion by Murray, seconded by Glavis, the following resolution was adopted by a vote 5 to 0.

WHEREAS, Warren County is moving forward with projects to construct a hard surface roadway on Route 607 (Rocky Lane) and Route 639 (Ashby Station Road) to improve the capacity and safety on these roadways in Warren County; and

WHEREAS, Warren County is a participant in the Virginia Department of Transportation Revenue Sharing Program in FY2017-18; and

WHEREAS, Warren County would like to utilize Revenue Sharing Funds for these projects to construct a hard surface roadway on Route 607 (Rocky Lane) and Route 639 (Ashby Station Road); and

WHEREAS, the Virginia Department of Transportation intends to administer the projects, on behalf of Warren County, to construct a hard surface roadway on Route 607 (Rocky Lane) and Route 639 (Ashby Station Road) and complete construction of the projects by the end of 2018.

NOW, THEREFORE, BE IT RESOLVED: that the Board of Supervisors of Warren County hereby requests:

1. Designation of the Route 607 (Rocky Lane) and Route 639 (Ashby Station Road) projects as a Revenue Sharing projects.
2. Transfer $540,438 in Revenue Sharing funds from the attached list to construct a hard surface roadway on Route 607 (Rocky Lane – UPC#104624) and Route 639 (Ashby Station Road – UPC#104623) projects as Revenue Sharing projects.

BE IT FURTHER RESOLVED that the Board of Supervisors of Warren County hereby grants authority for the County Administrator, Mr. Douglas P. Stanley, to execute project administration agreements for any approved revenue sharing project.

Tony F. Carter, Chairman
Board of Supervisors
County of Warren, Virginia

ATTEST:

Douglas P. Stanley, ~~ICMA-~~CM AICP, Clerk
Board of Supervisors
County of Warren, Virginia

VDOT Revenue Sharing Funding Transfers

Donor Projects					Recipient Projects		
Project	Project #	UPC	Allocation Type	Amount	Project	Project #	UPC
Fellows Drive, Phase II	9999-093-R40	101214	6030202	$152,500	Ashby Station Road	0639-093-767	104623
Fellows Drive, Phase II	9999-093-R40	101214	9030201	$152,500	Ashby Station Road	0639-093-767	104623
Fellows Drive, Phase II	9999-093-R40	101214	6030202	$2,206	Rocky Lane	0607-093-766	104624
Fellows Drive, Phase II	9999-093-R40	101214	9030201	$2,206	Rocky Lane	0607-093-766	104624
340/522/I66 Turn Lane	0340-093-R49	103011	6031202	$14,421	Rocky Lane	0607-093-766	104624
340/522/I66 Turn Lane	0340-093-R49	103011	6031201	$14,421	Rocky Lane	0607-093-766	104624
Old Oak Lane, Phase I	RS14-093-R64	104264	6030202	$45,761	Rocky Lane	0607-093-766	104624
Old Oak Lane, Phase I	RS14-093-R64	104264	9030201	$45,761	Rocky Lane	0607-093-766	104624
Homestead Drive	RS14-093-R65	104265	6030202	$22,974	Rocky Lane	0607-093-766	104624
Homestead Drive	RS14-093-R65	104265	9030201	$22,974	Rocky Lane	0607-093-766	104624
Success Road	0675-093-R10	106400	6030202	$21,112	Rocky Lane	0607-093-766	104624
Success Road	0675-093-R10	106400	6030201	$21,112	Rocky Lane	0607-093-766	104624
Oregon Hollow Road, Phase I	0603-093-P58	2620	6030202	$11,245	Rocky Lane	0607-093-766	104624
Oregon Hollow Road, Phase I	0603-093-P58	2620	6030201	$11,245	Rocky Lane	0607-093-766	104624
			Total	$540,438			

COMMONWEALTH of VIRGINIA

Commonwealth Transportation Board

Shannon Valentine
Chairperson

1401 East Broad Street
Richmond, Virginia 23219

(804) 786-2701
Fax: (804) 786-2940

Agenda item # 6

RESOLUTION
OF THE
COMMONWEALTH TRANSPORTATION BOARD

Date: October 30, 2018

MOTION

Made By: Seconded By: Action:

Title: Revenue Sharing Reallocation
County of Warren – Rocky Lane

WHEREAS, §33.2-357 of the *Code of Virginia* (1950), as amended ("*Va. Code*") prescribes that from funds made available by the General Assembly, the Commonwealth Transportation Board (CTB) may make an equivalent matching allocation to any locality for the improvement, construction, reconstruction or maintenance of the highway systems within such locality; and

WHEREAS, the governing body of the County of Warren elected to participate in this program in fiscal years 2010, 2013, and 2014 and, with the Virginia Department of Transportation (VDOT), identified specific eligible project work to be financed from the special fund account; and

WHEREAS, the governing body of the County of Warren has, by appropriate resolution, requested the Rocky Lane (UPC 104624) project to be established as a revenue sharing project; and

WHEREAS, the Rocky Lane (UPC 104624) project meets the criteria for eligibility to receive such funds; and

WHEREAS, funds previously allocated to the County of Warren for the Fellows Drive Extension (UPC 101214), 340/522/I66 Turn Lane (UPC 103011), Old Oak Lane (UPC 104264), Homestead Drive (UPC104265), Success Road (UPC 106400) and Oregon Hollow Road (UPC 2620) projects remain unexpended after completion of these projects, and may be reallocated by the CTB in accordance with the CTB's Policy and Guidelines; and

WHEREAS, the governing body of the County of Warren has, by appropriate resolution, requested that the funds set forth herein be transferred from the Fellows Drive Extension (UPC 101214), 340/522/I66 Turn Lane (UPC103011), Old Oak Lane (UPC 104264), Homestead Drive (UPC 104265), Success Road (UPC 106400), and Oregon Hollow Road (UPC 2620) projects to the Rocky Lane (UPC 104624) project for eligible work, as indicated herein; and

WHEREAS, this project work falls within the intent of §33.2-357 of the *Va. Code*, and comply with the CTB's Policy and Guidelines for the use of such funds.

NOW, THEREFORE, BE IT RESOLVED, that the Commonwealth Transportation Board hereby establishes the Rocky Lane (UPC 104624) project as a revenue sharing project and approves the transfer of these funds as indicated herein.

Reallocation of Funds Pursuant to §33.2-357 of the *Code of Virginia*

Fiscal Year of Revenue Sharing Allocation	Locality Match	State Match	Original Project Number (UPC)	New Project Number (UPC)	Scope of Eligible Work for New Project
County of Warren					
2012-13	$2,206	$2,206	101214	104624	Rural Rustic Reconstruction
2012-13	$14,421	$14,421	103011	104624	Rural Rustic Reconstruction
2013-14	$45,751	$45,751	104264	104624	Rural Rustic Reconstruction
2013-14	$22,974	$22,974	104265	104624	Rural Rustic Reconstruction
2012-13	$21,112	$21,112	106400	104624	Rural Rustic Reconstruction
2009-10	$11,245	$11,245	2620	104624	Rural Rustic Reconstruction

####

CTB Decision Brief

Revenue Sharing Reallocation – County of Warren
Rocky Lane

Issue: The County of Warren has requested that an existing Six-Year Improvement Program project be approved as a revenue sharing project and that revenue sharing funds be reallocated to that project.

Facts: § 33.2-357 of the *Code of Virginia* authorizes the Commonwealth Transportation Board (CTB) to make matching allocations to any city, town or county for highway projects. The CTB approves each project and scope of work, and the program funds are distributed and administered in accordance with guidelines established by the CTB.

The revenue sharing program guidelines stipulate that surplus funds may be transferred from a completed revenue sharing project to an existing project in the Six-Year Improvement Program if approved by the CTB. In addition, the guidelines require that, as a condition of such transfer, the recipient project go to advertisement or award within the next twelve months. Receipt of the requested transfer of funds will enable the recipient project to meet the planned April 2019 advertisement date, thereby fulfilling this prescribed guidelines requirement. The transfer request must also include a resolution from the locality establishing the project as a revenue sharing project.

The County of Warren requests that the Virginia Department of Transportation (VDOT) reallocate funds from six existing revenue sharing projects to Rocky Lane (UPC 104624), a project in the Six-Year Improvement Program but not currently funded with revenue sharing funds. The six donor projects are: Fellows Drive Extension (UPC 101214); Rt 340/Rt 522/I66 Turn Lane (UPC 103011); Old Oak Lane (UPC 104264); Homestead Drive (UPC 104265); Success Road (UPC 106400); and Oregon Hollow Road (UPC 2620). Each of these projects have been completed by the county and each has a surplus of funding available for transfer. Receipt of these funds will enable the Rocky Lane (UPC 104624) project to meet the current advertisement date of April 2019. Unpaved road funds programmed on this project in future years will be transferred to other projects in the locality's secondary six-year plan, based on their previously established unpaved road fund priority list. The County of Warren, by resolution, has established the Rocky Lane (UPC 104624) project as a revenue sharing project and has requested, by resolution, to have revenue sharing funds transferred from the six aforementioned projects. This transfer will allow the Rocky Lane project (UPC 104624) advertisement to be met. The transfer will not affect the overall allocation of the revenue sharing program. The VDOT Staunton District Office has obtained concurrence for this transfer from Mr. F. Dixon Whitworth, Jr., Staunton District CTB Representative.

Recommendations: VDOT recommends that the Rocky Lane (UPC 104624) project in the Six-Year Improvement Program be established as a revenue sharing project and the proposed reallocation be approved.

Action Required by CTB: A resolution is presented for CTB approval to establish the Rocky Lane (UPC 104624) project as a revenue sharing project and document CTB approval of the reallocation.

Result, if Approved: Revenue Sharing Program funding will be reallocated in accordance with the Board of Supervisor's request to the CTB. VDOT will be able to advertise the Rocky Lane project ahead on time.

Options: Approve, Deny, or Defer.

Public Comments/Reactions: N/A

RESOLUTION

of the Board of Supervisors of Warren County to Designate the Route 607 (Rocky Lane – UPC#104624) and Route 639 (Ashby Station Road – UPC#104623) Rural Rustic Projects as Revenue Sharing Projects and Transfer Existing Revenue Sharing Funds to Accelerate the Construction of these Projects

At a regularly scheduled meeting of the Board of Supervisors of Warren County held on April 3, 2018, on a motion by Murray, seconded by Glavis, the following resolution was adopted by a vote 5 to 0.

WHEREAS, Warren County is moving forward with projects to construct a hard surface roadway on Route 607 (Rocky Lane) and Route 639 (Ashby Station Road) to improve the capacity and safety on these roadways in Warren County; and

WHEREAS, Warren County is a participant in the Virginia Department of Transportation Revenue Sharing Program in FY2017-18; and

WHEREAS, Warren County would like to utilize Revenue Sharing Funds for these projects to construct a hard surface roadway on Route 607 (Rocky Lane) and Route 639 (Ashby Station Road); and

WHEREAS, the Virginia Department of Transportation intends to administer the projects, on behalf of Warren County, to construct a hard surface roadway on Route 607 (Rocky Lane) and Route 639 (Ashby Station Road) and complete construction of the projects by the end of 2018.

NOW, THEREFORE, BE IT RESOLVED: that the Board of Supervisors of Warren County hereby requests:

1. Designation of the Route 607 (Rocky Lane) and Route 639 (Ashby Station Road) projects as a Revenue Sharing projects.
2. Transfer $540,438 in Revenue Sharing funds from the attached list to construct a hard surface roadway on Route 607 (Rocky Lane – UPC#104624) and Route 639 (Ashby Station Road – UPC#104623) projects as Revenue Sharing projects.

BE IT FURTHER RESOLVED that the Board of Supervisors of Warren County hereby grants authority for the County Administrator, Mr. Douglas P. Stanley, to execute project administration agreements for any approved revenue sharing project.

Tony F. Carter, Chairman
Board of Supervisors
County of Warren, Virginia

ATTEST:

Douglas P. Stanley, ~~ICMA-~~CM AICP, Clerk
Board of Supervisors
County of Warren, Virginia

COMMONWEALTH of VIRGINIA

Commonwealth Transportation Board

Shannon Valentine
Chairperson

1401 East Broad Street
Richmond, Virginia 23219

(804) 786-2701
Fax: (804) 786-2940

Agenda item # 7

RESOLUTION
OF THE
COMMONWEALTH TRANSPORTATION BOARD

October 30, 2018

MOTION

Made By: _____ Seconded By: _____

Action: _____

Title: Recreational Access to East McIntire Park
Project RECR-104-354, City of Charlottesville

WHEREAS, § 33.2-1510 of the *Code of Virginia* sets forth that the General Assembly of Virginia has found and declared that it is "... in the public interest that access roads and bikeways to public recreational areas and historical sites be provided..." and sets aside highway funds for such purpose, "… [w]hen the Director of the Department of Conservation and Recreation has designated a public recreational area as such … and recommends to the [Commonwealth Transportation] Board that an access road or bikeway be provided or maintained to that area"; and

WHEREAS, the Director of the Department of Conservation and Recreation (DCR) and the Commonwealth Transportation Board (CTB) have adopted a joint policy to govern the use of the Recreational Access Fund pursuant to § 33.2-1510 of the *Code of Virginia*; and

WHEREAS, the Charlottesville City Council has, by appropriate resolution, requested Recreational Access funds to provide bikeway access to adequately serve recreational facilities located off of Melbourne Road and said bikeway access is estimated to cost $225,000; and

WHEREAS, this request is under consideration by the Director of DCR for full compliance with the provisions of § 33.2-1510 of the *Code of Virginia*; and

WHEREAS, it is anticipated that the Director of DCR will recommend the construction of the aforementioned access; and

NOW, **THEREFORE**, **BE IT RESOLVED,** that from the Recreational Access Fund $75,000 ($60,000 unmatched and $15,000 matched) for bikeway construction be allocated to provide adequate access to existing and proposed facilities within East McIntire Park off of Melbourne Road in the City of Charlottesville, Project RECR-104-354, contingent upon:

1. The Director of DCR recommending the use of the Recreational Access Fund for the construction of the access roadway to the proposed new facilities within McIntire Park; and

2. All right of way, environmental assessments and remediation, and utility adjustments being provided at no cost to the Commonwealth; and

3. Execution of an appropriate contractual agreement between the City of Charlottesville (LOCALITY) and the Virginia Department of Transportation (VDOT) to provide for the:

    a. design, administration, construction and maintenance of this project; and

    b. payment of all ineligible project costs, and of any eligible project costs in excess of the respective allocation amount for the roadway access project from sources other than those administered by VDOT, and

    c. provision of the required matching funds, up to $15,000, by the LOCALITY for appropriately documented eligible project costs.

####

CTB Decision Brief

Recreational Access – City of Charlottesville
East McIntire Park

Issue: Pursuant to § 33.2-1510 of the *Code of Virginia*, the City of Charlottesville's City Council has requested funds from the Recreational Access Program to provide adequate bikeway access to proposed new facilities within the City of Charlottesville's East McIntire Park.

Facts: § 33.2-1510 of the *Code of Virginia* provides that the Commonwealth Transportation Board (CTB) shall expend from funds set aside for the construction of access roads and bikeways to public recreational areas and historical sites under this section of the *Code of Virginia*. Further, this section of the *Code of Virginia* grants the CTB the authority to construct access roads and bikeways to public recreational areas and historical sites when the governing body of the county in which the access road is to be provided passes a resolution requesting the road and when the Director of the Department of Conservation and Recreation (DCR) has designated the public recreational area as such and recommends to the CTB that an access road be provided to that area.

The City of Charlottesville owns and operates East McIntire Park and plans to develop new facilities within the 75-acre recreational area off of Melbourne Road. The proposed facilities include a new skate park, network of trails, botanical garden and conversion of a golf course to a passive use recreation area. The locality will administer the design and construction of the proposed bikeway project.

Local Assistance Division has coordinated with DCR staff to confirm support for the project. It is anticipated that the Director of DCR will designate East McIntire Park as a public recreational area and will recommend utilization of Recreational Access funds to provide adequate access to new facilities within the recreational area.

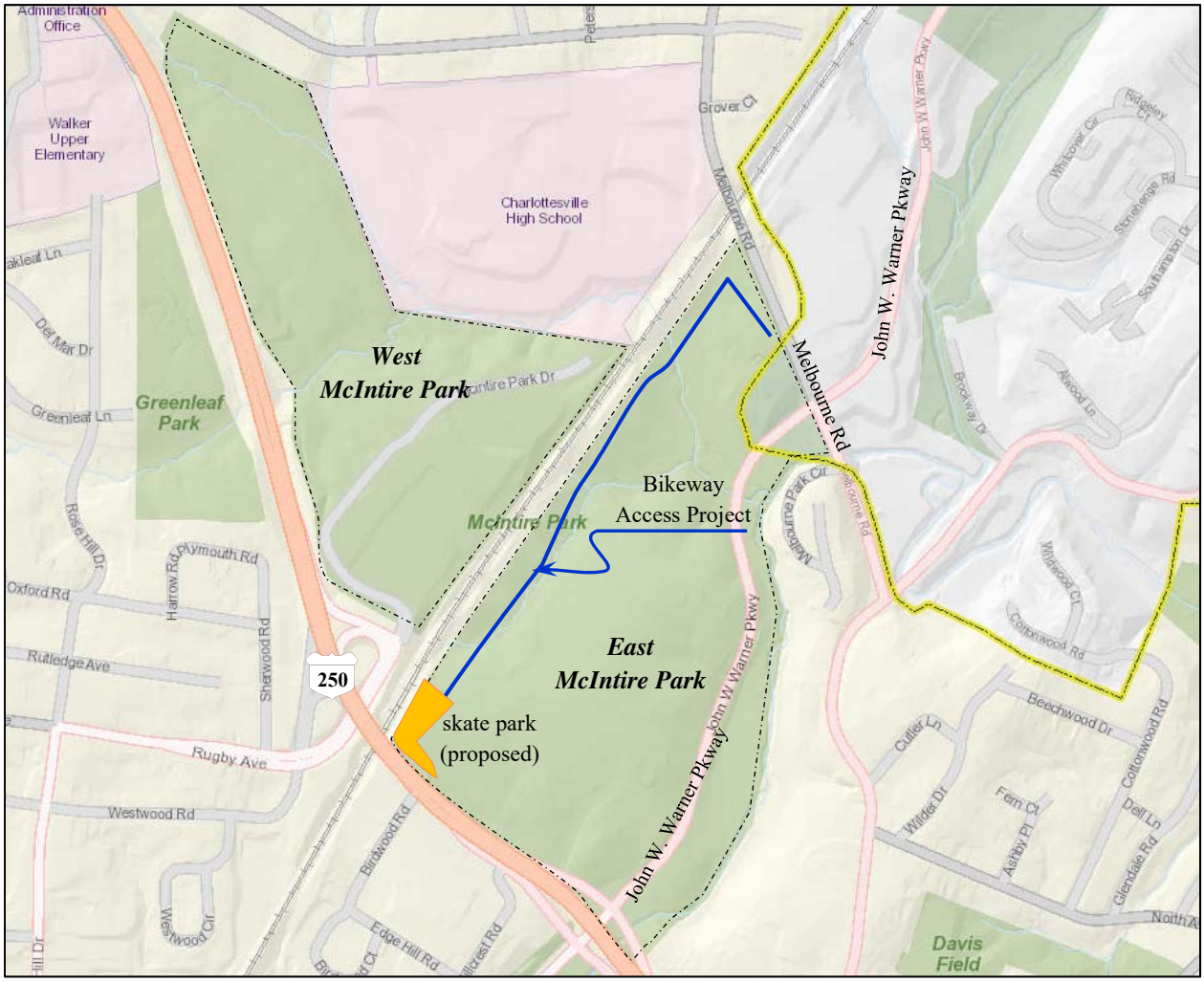
Recommendations: The bikeway access project recommended by staff as adequate to serve existing and proposed facilities within East McIntire Park involves construction of a 10-foot wide asphalt bikeway from Melbourne Road and continuing south, approximately 0.5 mile to the proposed skate park area. Culpeper District staff has estimated the cost of the bikeway access project to be $225,000. The City of Charlottesville will be responsible for financial arrangements to provide for the required Recreational Access Program matching funds, as appropriate, and all project costs exceeding the state Recreational Access Program allocation to fully fund the project. VDOT recommends that Recreational Access Program funding in the maximum amount of $75,000 ($60,000 unmatched and $15,000 matched) for the construction of bikeway access be approved, subject to certain contingencies.

Action Required by the CTB: Prior to expending funds set aside for access roads to public recreational areas and historical sites, the *Code of Virginia* specifies that the CTB shall declare by resolution that the access road project be provided. A resolution is provided for formal vote.

Result, if Approved: VDOT and the City of Charlottesville will proceed with the recreational access bikeway project.

Options: Approve, Deny, or Defer.

Public Comments/Reaction: None



PROPOSED RECREATIONAL ACCESS PROJECT
East McIntire Park
Project RECR-104-354
City of Charlottesville

Recreational Facility/Site

Proposed facilities within the approximate 75-acre recreational area include a skate park, trail network, botanical garden and conversion of golf course to a passive use recreation area.

Estimated Traffic: 30 (bicycle) trips per day

Access Facility

Bikeway Length: 0.5 mile

Pavement Width: 10 feet

Estimated Cost: $225,000

Proposed Allocation: $75,000
($60,000 unmatched, $15,000 matched)

City of Charlottesville
RESOLUTION
VDOT Recreational Access Project Endorsement

At a regularly scheduled meeting of the Charlottesville City Council held on June 4, 2018, on a motion by Ms. Hill seconded by Mr. Bellamy, the following resolution was adopted by a vote of 5 to 0.

Whereas, East McIntire Park is owned and is to be developed by the City of Charlottesville as a recreational facility serving the residents of Charlottesville and adjoining localities; and

Whereas, the facility is in need of adequate bicycle access; and

Whereas, the procedure governing the allocation of recreational access funds as set forth in Section 33.2-1510 of the *Code of Virginia* requires joint action by the Director of the Department of Conservation and Recreation and the Commonwealth Transportation Board; and

Whereas, a statement of policy agreed upon between the said Director and Board approves the use of such funds for the construction of access facilities to publicly-owned recreational or historical areas; and

Whereas, the Council has duly adopted a zoning ordinance pursuant to Article 7 (Section 15.2-2280 et seq), Chapter 22, Title 15.2 of the *Code of Virginia*; and

Whereas, it appears to this Council that all requirements of the law have been met to permit the Director of the Department of Conservation and Recreation to designate McIntire Park as a public recreation area and further permit the Commonwealth Transportation Board to provide funds for access to this public recreation area in accordance with Section 33.2-1510 of the *Code of Virginia*; and

Whereas, the right of way of the proposed bicycle access is provided by the City of Charlottesville at no cost to the Virginia Department of Transportation; and

Whereas, the City of Charlottesville hereby guarantees that the necessary environmental analysis, mitigation, and fee simple right of way for this bikeway access project, and utility relocations or adjustments, if necessary, will be provided at no costs to the Virginia Department of Transportation, and

Whereas, this Council acknowledges that, pursuant to the provisions of Section 33.2-1510 of the *Code of Virginia*, this bikeway, once constructed, shall be regulated and maintained by the City of Charlottesville Department of Parks and Recreation; and

Whereas, the City of Charlottesville acknowledges that no land disturbance activities may occur within the limits of the proposed access project without the consent of the Department of Transportation as a condition of the use of the Recreational Access Fund.

Whereas, the City of Charlottesville hereby guarantees that financing of all ineligible project costs, project costs exceeding the Recreational Access Program project allocation, Recreational Access Program required locality matching funds, if applicable, and all costs exceeding the Recreational

Access Program allocation will be provided from sources other than those administered by the Virginia Department of Transportation.

Whereas, the City of Charlottesville hereby acknowledges that the Virginia Department of Transportation's Recreational Access Program may provide up to a maximum of $60,000 for a bikeway access project and requires matching funding up to $15,000 provided by the City of Charlottesville for estimated eligible project costs over $75,000.

Now, **Therefore, Be It Resolved**, that the City Council of Charlottesville hereby requests the Director of the Department of Conservation and Recreation to designate McIntire Park as a public recreational area and to recommend to the Commonwealth Transportation Board that recreational access funds be allocated for a bikeway to serve said recreational area; and

Be It Further Resolved, that the Commonwealth Transportation Board is hereby requested to allocate the necessary Recreational Access Program funds to provide a suitable bikeway as hereinbefore described.

Be It Further Resolved, that the City Manager and/or his designee(s) be authorized to act on behalf of the City Council to execute any and all documents necessary to secure the maximum amount of funding eligible under the Recreational Access Program.

Adopted this 4th day of June, 2018
Charlottesville, Virginia

Approved by Council
June 4, 2018

Paige Rice

Clerk of Council

COMMONWEALTH of VIRGINIA

Commonwealth Transportation Board

Shannon Valentine
Chairperson

1401 East Broad Street
Richmond, Virginia 23219

(804) 786-2701
Fax: (804) 786-2940

Agenda item # 8

RESOLUTION
OF THE
COMMONWEALTH TRANSPORTATION BOARD

October 30, 2018

MOTION

Made By: _____ Seconded By: _____

Action: _____

Title: Recreational Access to Crystal Springs Recreational Area
Project RECR-098-839, Wythe County

WHEREAS, § 33.2-1510 of the *Code of Virginia* sets forth that the General Assembly of Virginia has found and declared that it is "... in the public interest that access roads and bikeways to public recreational areas and historical sites be provided..." and sets aside highway funds for such purpose, "… [w]hen the Director of the Department of Conservation and Recreation has designated a public recreational area as such … and recommends to the [Commonwealth Transportation] Board that an access road or bikeway be provided or maintained to that area"; and

WHEREAS, the Director of the Department of Conservation and Recreation (DCR) and the Commonwealth Transportation Board (CTB) have adopted a joint policy to govern the use of the Recreational Access Fund pursuant to § 33.2-1510 of the *Code of Virginia*; and

WHEREAS, the Wythe County Board of Supervisors has, by appropriate resolution, requested Recreational Access funds to provide roadway access to adequately serve recreational facilities located off of Pump Hollow Road (Route 684) and said roadway access is estimated to cost $250,000; and

WHEREAS, this request is under consideration by the Director of DCR for full compliance with the provisions of § 33.2-1510 of the *Code of Virginia*; and

WHEREAS, it is anticipated that the Director of DCR will recommend the construction of the aforementioned access; and

NOW, **THEREFORE**, **BE IT RESOLVED,** that from the Recreational Access Fund $250,000 (unmatched) for road construction be allocated to provide adequate access to existing and proposed facilities within Crystal Springs Recreational Area off of Pump Hollow Road (Route 684) in the Wythe County, Project RECR-098-839, contingent upon:

1. The Director of DCR recommending the use of the Recreational Access Fund for the construction of the access roadway improvement to the proposed new facilities within Crystal Springs Recreational Area; and

2. All right of way, environmental assessments and remediation, and utility adjustments being provided at no cost to the Commonwealth; and

3. Execution of an appropriate contractual agreement between the Wythe County (LOCALITY) and the Virginia Department of Transportation (VDOT) to provide for the:

    a. design, administration, construction and maintenance of this project; and

    b. payment of all ineligible project costs, and of any eligible project costs in excess of the respective allocation amount for the roadway access project from sources other than those administered by VDOT.

####

CTB Decision Brief

Recreation Access – Wythe County
Crystal Springs Recreational Area

Issue: Pursuant to § 33.2-1510 of the *Code of Virginia*, Wythe County Board of Supervisors has requested funds from the Recreational Access Program to provide adequate roadway access to existing and proposed new facilities within the Town of Wytheville's property, Crystal Springs Recreational Area.

Facts: § 33.2-1510 of the *Code of Virginia* provides that the Commonwealth Transportation Board (CTB) shall expend from funds set aside for the construction of access roads and bikeways to public recreational areas and historical sites under this section of the *Code of Virginia*. Further, this section of the *Code of Virginia* grants the CTB the authority to construct access roads and bikeways to public recreational areas and historical sites when the governing body of the county in which the access road is to be provided passes a resolution requesting the road and when the Director of the Department of Conservation and Recreation (DCR) has designated the public recreational area as such and recommends to the CTB that an access road be provided to that area.

The Town of Wytheville owns and operates Crystal Springs Recreational Area (which is located within the County) and plans to develop new facilities within the 1,800-acre recreational area off of Pump Hollow Road (Route 684). The proposed facilities include additional beginner and intermediate trails, primitive camping areas and expanded parking facilities. VDOT will administer the design and construction of the proposed road improvement project.

Local Assistance Division has coordinated with DCR staff to confirm support for the project. It is anticipated that the Director of DCR will designate Crystal Springs Recreational Area as a public recreational area and will recommend utilization of Recreational Access funds to provide adequate access to the park.

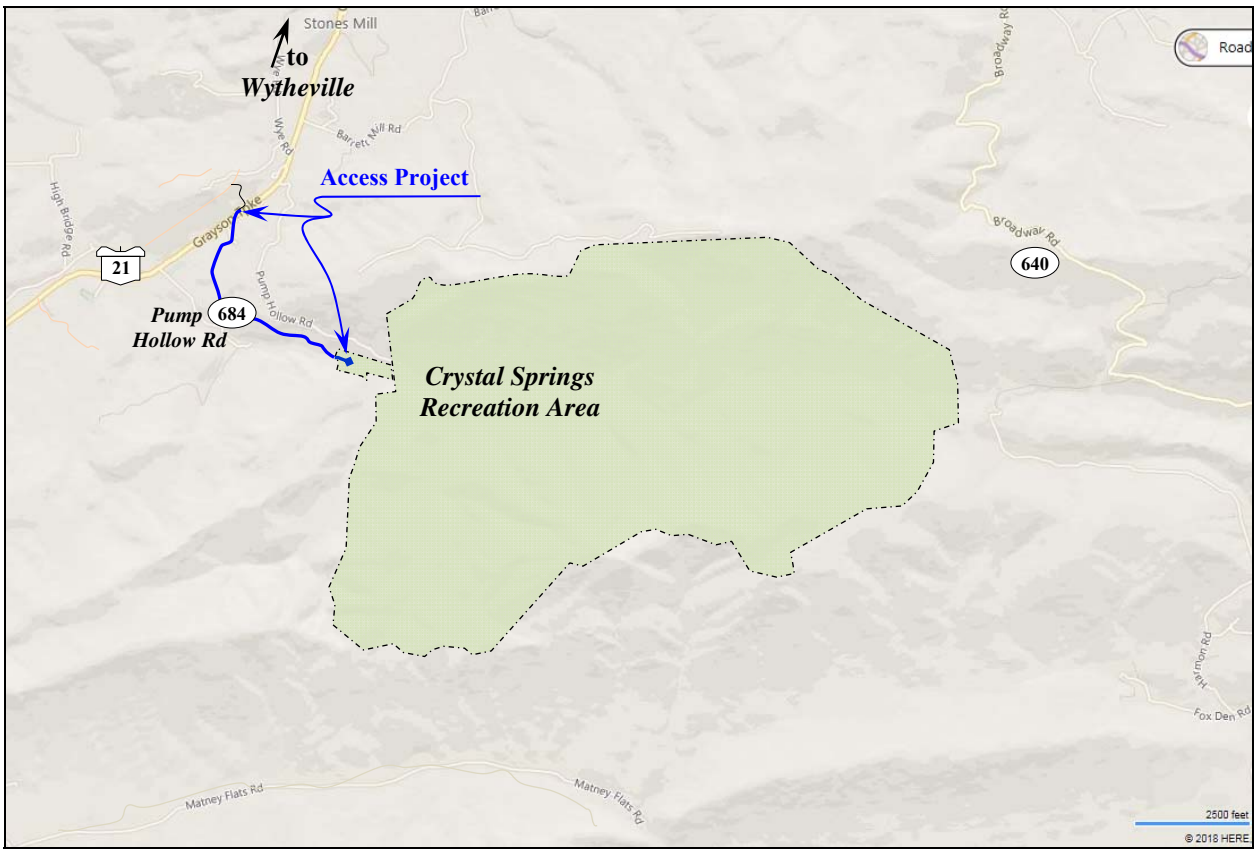
Recommendations: The road access project recommended by staff as adequate to serve existing and proposed facilities within Crystal Springs Recreation Area involves construction of an 18-foot wide asphalt roadway with appropriate ditches and shoulders, within the existing 32 to 47-foot variable right of way, extending from approximately 0.2 mile south of Route 21 and continuing south, approximately 1.03 mile to the parking lot for the Crystal Springs Recreation Area. Bristol District staff has estimated the cost of the road access project to be $250,000. VDOT recommends that Recreational Access Program funding in the maximum amount of $250,000 for the construction of roadway access be approved, subject to certain contingencies.

Action Required by the CTB: Prior to expending funds set aside for access roads to public recreational areas and historical sites, the *Code of Virginia* specifies that the CTB shall declare by resolution that the access road project be provided. A resolution is provided for formal vote.

Result, if Approved: VDOT and the County of Wythe will proceed with the recreational access roadway project.

Options: Approve, Deny, or Defer.

Public Comments/Reaction: None



PROPOSED RECREATIONAL ACCESS PROJECT
Crystal Springs Recreation Area
Project RECR-098-839
Wythe County

Recreational Facility / Site

Proposed facilities within 1,800-acre recreation area include additional beginner and intermediate trails, primitive camping areas and expanded parking facilities.

Estimated traffic: 100 vpd

Access Project

Length: 1.04 mile

Pavement Width: 18 Feet

R/W Width: 32-47 feet

Estimated Cost: $250,000

Proposed Allocation: $250,000

WYTHE COUNTY RESOLUTION 2018-11

REQUESTING PUBLIC RECREATION STATUS AND RECREATIONAL ACCESS ROAD FOR CRYSTAL SPRINGS

WHEREAS, Crystal Springs Recreation Area is owned and is to be developed by the Town of Wytheville as a recreational area serving the residents of Wythe County and adjoining localities; and

WHEREAS, the existing public road network does not provide for adequate access to this facility and it is deemed necessary that improvements be made to Route 684 (Pump Hollow Road); and

WHEREAS, the procedure governing the allocation of recreational access funds as set forth in section 33.2-1510 of the *Code of Virginia* requires action by the Director of the Department of Conservation and Recreation and the Commonwealth Transportation Board; and

WHEREAS, a statement of policy agreed upon between the said Director and Board approves the use of such funds for the construction of access roads to publicly-owned recreational or historical areas; and

WHEREAS, it appears to the Board that all requirements of the law have been met to permit the Director of the Department of Conservation and Recreation to designate the Crystal Springs Recreation Area as a public recreational area and further permit the Commonwealth Transportation Board to provide funds for appropriate access to this public recreational area in accordance with section 33.2-1510 of the *Code of Virginia*; and

WHEREAS, the Board agrees, in keeping with the intent of section 33.2-406 of the *Code of Virginia*, to use its good offices to reasonably protect the aesthetic or cultural value of this access leading to or within areas of historical, natural or recreational significance; and

WHEREAS, the County of Wythe acknowledges that no land disturbance activities may occur within the limits of the proposed access project without the consent of the Department of Transportation as a condition of the use of the Recreational Access Fund.

WHEREAS, the County of Wythe hereby guarantees that the necessary environmental analysis, mitigation, and fee simple right of way for this improvement, and utility relocations or adjustments, if necessary, will be provided at no cost to the Virginia Department of Transportation; and

WHEREAS, the County of Wythe hereby acknowledges that the Virginia Department of Transportation's Recreational Access Program may provide up to a maximum of $250,000

(unmatched) and $100,000 (matched) for a project and, if necessary, requires matching funding, up to $100,000, from the County, for estimated eligible project costs over $250,000, up to $450,000; and

WHEREAS, the County of Wythe hereby guarantees that financing of all ineligible project costs, project costs exceeding the project allocation under the Recreational Access Program, any Program-required locality matching funds, if applicable, and all costs exceeding this Program allocation will be provided by the County of Wythe; and,

NOW, THEREFORE BE IT RESOLVED, that the Wythe County Board of Supervisors hereby requests the Director of the Department of Conservation and Recreation to designate Crystal Springs Recreational Area as a public recreational area and to recommend to the Commonwealth Transportation Board that recreational access funds be allocated for an adequate access road to serve said recreational area; and

BE IT FURTHER RESOLVED, that the Commonwealth Transportation Board is hereby requested to allocate the necessary recreational access funds to provide a suitable access road as hereinbefore described.

BE IT FURTHER RESOLVED, that the County Administrator and/or his designee(s) be authorized to act on behalf of the Board of Supervisors to execute any and all documents necessary to secure the maximum amount of funding eligible under the Recreational Access Program.

BE IT FURTHER RESOLVED THAT: The County Board of Supervisors hereby agrees that the new roadway so constructed will be added to and become a part of the secondary system of highways.

Date: May 22, 2018

COUNTY OF WYTHE

Timothy A. Reeves Sr.

Timothy A. Reeves, Sr., Chair

Attest:

Martha G. Collins

Martha G. Collins, Clerk of the Board of Supervisors

RESOLUTION OF THE TOWN OF WYTHEVILLE, VIRGINIA, SUPPORTING ACCESS ROAD IMPROVEMENTS TO THE CRYSTAL SPRINGS RECREATION AREA

WHEREAS, *the Crystal Springs Recreation Area is owned and is to be developed by the Town of Wytheville as a recreational facility serving the residents of Wythe County and the adjoining localities; and,*

WHEREAS, *the existing public road network does not provide for adequate access to this facility, and it is deemed necessary that improvements be made to Pump Hollow Road (Route 684); and,*

WHEREAS, *the Town of Wytheville acknowledges that no land disturbance activities may occur within the proposed access project on the Crystal Springs Recreation Area property without the consent of the Department of Transportation as a condition of the use of the Recreational Access Fund; and,*

WHEREAS, *the Town of Wytheville, Virginia, hereby guarantees that the necessary environmental analysis, mitigation and fee simple right of way for this improvement within the Crystal Springs Recreation Area property and utility relocations or adjustments, if necessary, will be provided at no cost to the Virginia Department of Transportation.*

NOW, THEREFORE, BE IT RESOLVED *that the Town Council supports the continued development of the Crystal Springs Recreation Area and the Wythe County Board of Supervisors' resolution of request for Recreation Access Program funding to assist in providing adequate access to the Crystal Springs Recreation Area.*

BE IT FURTHER RESOLVED *that the Town Council of Wytheville hereby acknowledges that the roadway improvements so constructed will be added to, and become a part of, the secondary road system pursuant to Section 33.2-1510, paragraph C., of the Code of Virginia.*

Adopted this 11th day of June, 2018.

Trenton G. Crewe, Jr., Mayor

ATTEST:

Sharon G. Corvin, CMC, Clerk of Council

COMMONWEALTH of VIRGINIA

Commonwealth Transportation Board

Shannon Valentine
Chairperson

1401 East Broad Street
Richmond, Virginia 23219

(804) 786-2701
Fax: (804) 786-2940

Agenda Item # 9

RESOLUTION
OF THE
COMMONWEALTH TRANSPORTATION BOARD

October 30, 2018

MOTION
Made By: Seconded By: Action:

Title: Policy for the Implementation of State Transit Capital Prioritization

WHEREAS, Section 33.2-214.4 of the *Code of Virginia* provides that the Commonwealth Transportation Board shall develop a prioritization process for projects capital projects funded pursuant to subdivision C of 33.2-1526.1 of the *Code of Virginia*; and

WHEREAS, the Department of Rail and Public Transportation has consulted with the Transit Service Delivery Advisory Committee in the development of this prioritization process; and

WHEREAS, the Department of Rail and Public Transportation has solicited input from localities, metropolitan planning organizations, transit authorities, and other stakeholders in the development of the prioritization process; and

WHEREAS, the Board's priority for transit capital investment is to allocate funds in order to attain and maintain a state of good repair for transit assets, while also supporting needs beyond state of good repair that would enhance transit utilization, efficiency, and reduce congestion; and

NOW THEREFORE BE IT RESOLVED, the Commonwealth Transportation Board hereby adopts the following policy and process to govern the structure, scoring, and prioritization of projects for capital funding pursuant to subdivision C of 33.2-1526.1 of the *Code of Virginia*:

1. For the purposes of review and prioritization, transit capital projects will be classified into three categories:

- State of Good Repair: refers to capital projects or programs to replace or rehabilitate an existing asset;
- Minor Enhancement: refers to capital projects or programs to add capacity, new technology, or customer enhancements meeting the following criteria: total cost of less than $2 million or, for expansion vehicles, an increase of less than five vehicles or less than 5% of the fleet size, whichever is greater. Increases in paratransit fleets to meet increasing service demands will be evaluated in the same manner as Minor Enhancements.
- Major Expansion: refers to capital projects or programs to add, expand, or improve service with a cost exceeding $2 million or for expansion vehicles, an increase of greater than 5 vehicles or 5% of fleet size, whichever is greater.

2. The Transit Capital Program will be structured to provide a minimum of 80% of the annual allocation to State of Good Repair and Minor Enhancement projects with a maximum of 20% available for Major Expansion projects. This structure reflects program trends and the availability of other funding sources to support major expansion projects. The Board retains the discretion to shift funding from Major Expansion to State of Good Repair, based on program needs. The Board also retains the discretion to direct any carryover balances appropriated prior to FY2020, based on program needs.

3. In order to provide predictability and to ensure projects are funded at a level sufficient to move forward, State of Good Repair and Minor Enhancement projects will be matched at a maximum state match rate of 68% of total project cost. Major expansion projects will be funded at a maximum state match rate of 50% of total project cost, providing applicants with funding that can be leveraged against other state and federal funding programs. Local matching funds, at a minimum of 4% of total project cost, are required for all transit capital projects.

4. State of Good Repair projects will be evaluated considering asset condition (up to 60 points) and service impact (up to 40 points). The asset condition score depends upon the asset's age at the time of application. For vehicles, the asset condition score is the average of the age and mileage-based scoring tables. For non-vehicle assets, only the age score is used.

Age of Asset Relative to Expected Service Life (ESL)	Points	Mileage of Vehicle Relative to Expected Service Life (ESL)	Points
< 95% of ESL Age	0	< 95% of ESL Mileage	0
+/- 5% ESL Age	30	+/- 5% ESL Mileage	30
5-10% > ESL Age	35	5-10% > ESL Mileage	35
10-20% > ESL Age	40	10-20% > ESL Mileage	40
20-30% > ESL Age	45	20-30% > ESL Mileage	45
30-40%> ESL Age	50	30-40%> ESL Mileage	50
40-50%> ESL Age	55	40-50%> ESL Mileage	55
>50% ESL Age	60	>50% ESL Mileage	60

Service impact considers the asset impact on service (direct or indirect), and to what extent an asset affects the rider experience and system efficiency. Points for service impact will be awarded in four categories, with up to 10 points awarded per category:

- Service Frequency, Travel Time and/or Reliability – Speeds up transit routes or allows for increased frequency. Significant impact on reliability either through preventing breakdowns or removing vehicles from mixed traffic.
- Operating Efficiency – Provides for a significantly more cost-effective service.
- Service Accessibility and/or Customer Experience – Implements a significant improvement in a customer's ability to access the system or a significant improvement in the ease of use of the system.
- Safety and Security – Provides a significant improvement in safety or security.

Service impact scoring is primarily qualitative based on project type and takes into consideration specific project features and characteristics. Projects will automatically receive the minimum score for the criteria based on the default values with high = 8, medium = 5, and low =2. In order to differentiate and quantify based on specific characteristics of a project, the additional considerations will be utilized to adjust the default score. The maximum score for each category cannot exceed 10 points, with a maximum of 40 total points available for service impact.

Primary Project Types	Secondary Project Types	Operating Efficiency	Travel Time and Reliability	Accessibility and Customer Experience	Safety and Security
Admin/Maintenance Facilities	All	Medium Impact	Medium Impact	Low Impact	Medium Impact
Customer Facilities	Bus Stop/ Shelter Improvements	Low Impact	No Impact	High Impact	Medium Impact
Customer Facilities	Transit Centers/Stations	Medium Impact	Medium Impact	High Impact	Medium Impact
Maintenance Equipment & Parts	All	Medium Impact	Medium Impact	Medium Impact	High Impact
System Infrastructure	All	High Impact	Medium Impact	Medium Impact	Medium Impact
Technology/Equipment	Administrative	Low Impact	Low Impact	Low Impact	Low Impact
Technology/Equipment	Operations Support	Medium Impact	Medium Impact	Medium Impact	Medium Impact
Technology/Equipment	On-Board Systems - ITS/Communications	Medium Impact	Medium Impact	High Impact	Medium Impact
Technology/Equipment	On-Board Systems - Safety	No Impact	No Impact	Medium Impact	High Impact
Vehicles	Revenue Vehicles	High Impact	High Impact	High Impact	High Impact
Vehicles	Support Vehicles	Medium Impact	Medium Impact	Low Impact	Low Impact
Vehicles	Overhaul/Engine Replacement	High Impact	High Impact	Medium Impact	High Impact

Project Type	Additional Considerations in Scoring
Operating Efficiency	• LEED certification (reduced facility operating costs). • Electric or Hybrid Technology • Expansion buses, if the agency spare ratio is below 15%
Travel Time & Reliability	• Agency on-time performance (OTP) is greater than 80% • Agency Mean Distance between Failures > 10,000 miles
Accessibility and Customer Experience	• Investments that add new stops or expand service coverage • Software/hardware to provide real-time arrival information • Improvement in bicycle or pedestrian access to transit facilities
Safety and Security	• On-board technology to enhance passenger safety.

- Improved lighting or other crime prevention features.
- Pedestrian safety improvements.

5. Minor Enhancement projects will be evaluated considering the same service impact methodology that is applied to State of Good Repair projects.

6. Major Expansion projects will be evaluated based upon the following factor areas identified in 33.2-214.4 of the *Code of Virginia*: congestion mitigation, economic development, accessibility, safety, environmental quality, and land use.

7. The factors specified in 33.2-214.4 of the *Code of Virginia* will be measured and weighted according to the following metrics:

Category	Measure	Measure Weight
Congestion Mitigation	Change in peak period transit system ridership attributed to the project	100%
Economic Development	Project consistency with regional and local economic development plans and policies, and support for local development activity	100%
Accessibility	Project improvement in accessibility to jobs, workforce development, and select non-work destinations	50%
	Disadvantaged population (low-income, minority, or limited English proficiency) within walking distance of project	50%
Safety	Project contribution to improving safety and security, reducing risk of fatalities or injuries	100%
Environmental Quality	Reduction in daily vehicle miles traveled resulting from project	100%
Land Use	Transit supportive land use served by the project	100%

8. The factors will initially be evaluated according to the following typology categories and weighting frameworks within existing MPO and PDC boundaries adopted by the Commonwealth Transportation Board as part of the SMART SCALE process. MPOs or PDCs may, in consultation with Transportation District Commissions (where applicable), examine the weighting framework applicable to its area and determine its appropriateness for the purpose of Transit Capital prioritization andmay request that the Board approve a different typology for the purpose of Transit Capital prioritization, by resolution of their policy board.

Weighting Frameworks:

Factor	Congestion Mitigation	Economic Development	Accessibility	Safety	Environmental Quality	Land Use
Category A	45%	5%	15%	5%	10%	20%
Category B	15%	20%	25%	20%	10%	10%
Category C	15%	25%	25%	25%	10%	0%
Category D	10%	35%	15%	30%	10%	0%

Region in which the Project is Located	Typology
Accomack-Northampton PDC	Category D
Bristol MPO	Category D
Central Shenandoah PDC	Category D
Central Virginia MPO	Category C
Charlottesville-Albemarle MPO	Category B
Commonwealth Regional Council	Category D
Crater PDC	Category D
Cumberland Plateau PDC	Category D
Danville MPO	Category D
Fredericksburg Area MPO (FAMPO)	Category A
George Washington Regional Commission	Category D
Hampton Roads PDC	Category D
Hampton Roads TPO	Category A
Harrisonburg-Rockingham MPO	Category C
Kingsport MPO	Category D
Lenowisco PDC	Category D
Middle Peninsula PDC	Category D
Mount Rogers PDC	Category D
New River Valley MPO	Category C
New River Valley PDC	Category C
Northern Neck PDC	Category D
Northern Shenandoah Valley RC	Category D
Northern Virginia Transportation Authority (NVTA)/Transportation Planning Board (TPB)	Category A
Rappahannock-Rapidan RC	Category D
Region 2000 LGC	Category D
Richmond Regional PDC	Category D
Richmond Regional TPO (RRTPO)	Category B
Roanoke Valley TPO (RVTPO)	Category B
Southside PDC	Category D

Staunton-Augusta-Waynesboro MPO	Category C
Thomas Jefferson MPO	Category C
Tri-Cities MPO	Category C
West Piedmont MPO	Category D
WinFred MPO	Category C

Note: PDC is defined as the remainder of the region outside an MPO boundary. In many cases, these regions include partial counties (e.g. Goochland County is partially within RRTPO and the Richmond Regional PDC). If a project is within the MPO boundary, the project shall use the weighting associated with the MPO. For projects that cross multiple typology boundaries, the project shall use the weighting associated with the typology for which the majority of the project is located.

9. Candidate Major Expansion projects will be scored based on the factors and weights identified above, the cost of the project, and based on the information included in the project application.

10. The final score for Major Expansion projects will be determined by calculating the anticipated benefits relative to the amount of funding requested pursuant to 33.2-1526.1 of the *Code of Virginia*.

11. A project that has been selected for transit capital funding (state of good repair, minor enhancement, or major expansion) must be rescored and the funding decision reevaluated if there are significant changes to either the scope or cost of the project.

BE IT FURTHER RESOLVED, the methodology may continue to evolve and improve based upon advances in technology, data collection, and reporting tools, and to the extent that any such improvements modify or affect the policy and process set forth herein, they shall be brought to the Board for review and approval.

BE IT FURTHER RESOLVED, the Board hereby directs the Director of the Department of Rail and Public Transportation to take all actions necessary to implement and administer this policy and process, including, but not limited to preparation of program guidance and outreach consistent with this resolution.

BE IT FURTHER RESOLVED, the Board hereby directs the Director of the Department of Rail and Public Transportation analyze the outcomes of this process on an annual basis and to revisit the process at least every three years, in consultation with the Transit Service Delivery Advisory Committee, transit agencies, metropolitan planning organizations, and local government prior to making recommendations to the Commonwealth Transportation Board.

# # #

CTB Decision Brief

Policy for the Implementation of State Transit Capital Prioritization

Issue:

HB 1539 was passed during the 2018 General Assembly Session. This legislation provided dedicated funding for WMATA Capital, restructured the Mass Transit Trust Fund, and enacted a slate of reforms for the statewide transit program. The Policy for the Implementation of State Transit Capital Prioritization provides the policy framework for the implementation of a formal prioritization process in the FY2020 grant application cycle.

Facts:

Section 33.2-214.4 of the *Code of Virginia* provides that the Commonwealth Transportation Board shall develop a prioritization process for projects capital projects funded pursuant to subdivision C of 33.2-1526.1 of the *Code of Virginia* and such a process shall be utilized for the allocation of such funding beginning in FY2020.

The prioritization process was developed based on the principles outlined by the Transit Capital Project Revenue Advisory Board and adopted by the CTB in July 2017. Since that time, DRPT has worked in consultation with the Transit Service Delivery Advisory Committee (TSDAC) and other stakeholders to develop the necessary policies and process to implement transit capital prioritization. The CTB was briefed on this effort in April, July, and September of 2018 and the attached policy has been open for public comment for a period of 45 days.

Recommendation: DRPT recommends that the CTB approve the Policy for the Implementation of State Transit Capital Prioritization.

Action Required by CTB: Approve the Policy for the Implementation of State Transit Capital Prioritization.

Options: Approve, Deny, or Defer.

COMMONWEALTH of VIRGINIA

Commonwealth Transportation Board

Shannon Valentine
Chairperson

1401 East Broad Street
Richmond, Virginia 23219

(804) 786-2701
Fax: (804) 786-2940

Agenda Item #10

RESOLUTION
OF THE
COMMONWEALTH TRANSPORTATION BOARD

October 30, 2018

MOTION
Made By: Seconded By: Action:

Title: Guidelines for Urban Transit Agency Strategic Plans

WHEREAS, § 33.2-286 of the *Code of Virginia* stipulates that the Department of Rail and Public Transportation shall develop guidelines, subject to the approval of this Board, for the development of strategic plans for transit agencies that serve an urbanized area with a population of 50,000 or more and have a bus fleet of at least 20 buses; and

WHEREAS, § 33.2-286 of the *Code of Virginia* stipulates that such plans are required to be updated at least every five years, as a condition of receiving funds from the Commonwealth Mass Transit Fund; and

WHEREAS, the Department of Rail and Public Transportation has developed draft program guidelines, in consultation with industry stakeholders, that fulfill the requirements of § 33.2-286 of the *Code of Virginia*; and

WHEREAS, the enactment clauses of Chapter 854 of the 2018 Virginia Acts of Assembly require the Commonwealth Transportation Board adopt the guidelines required by § 33.2-286 of the *Code of Virginia* by December 1, 2018; and

WHEREAS, the enactment clauses of Chapter 854 of the 2018 Virginia Acts of Assembly require the Commonwealth Transportation Board to develop and adopt a plan for the phased implementation of these requirements over a period of five years; and

WHEREAS, the enactment clauses of Chapter 854 of the 2018 Virginia Acts of Assembly stipulate that no agency subject to § 33.2-286 of the *Code of Virginia* shall be penalized for not submitting a strategic plan, provided that the agency is in compliance with the phased implementation schedule; and

WHEREAS, the guidelines and implementation plan have been made available for public comment for a period of 45 days;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby adopts the Guidelines for Urban Transit Agency Strategic Plans and the plan for phased implementation as attached hereto.

BE IT FURTHER RESOLVED, the methodology may continue to evolve and improve based upon advances in technology, data collection, and results of the pilot projects, and to the extent that any such improvements modify or affect the guidance set forth, they shall be brought to the Board for review and approval.

BE IT FURTHER RESOLVED, the Board hereby directs the Director of the Department of Rail and Public Transportation to take all actions necessary to implement and administer this policy and process, including, but not limited to preparation of technical guidance and outreach consistent with this resolution.

BE IT FURTHER RESOLVED, the Board hereby directs the Director of the Department of Rail and Public Transportation revisit the process following completion of the pilot projects, in consultation with the Transit Service Delivery Advisory Committee, transit agencies, metropolitan planning organizations, and local governments prior to making recommendations to the Commonwealth Transportation Board.

# # #

CTB Decision Brief

Guidelines for Urban Transit Agency Strategic Plans

Issue:

HB 1539 was passed during the 2018 General Assembly Session. This legislation provided dedicated funding for WMATA Capital, restructured the Mass Transit Trust Fund, and enacted a slate of reforms for the statewide transit program. The Guidelines for Urban Transit Agency Strategic Plans provides the framework for the implementation of the strategic planning process including approval of guidelines and a phased implementation plan.

Facts:

Section 33.2-286 of the *Code of Virginia* stipulates that the Department of Rail and Public Transportation shall develop guidelines, subject to the approval of this Board, for the development of strategic plans for transit agencies that serve an urbanized area with a population of 50,000 or more and have a bus fleet of at least 20 buses. The enactment clauses of Chapter 854 of the 2018 Virginia Acts of Assembly require the Commonwealth Transportation Board adopt such guidelines by December 1, 2018 and adopt a plan for the phased implementation of these requirements over a period of five years.

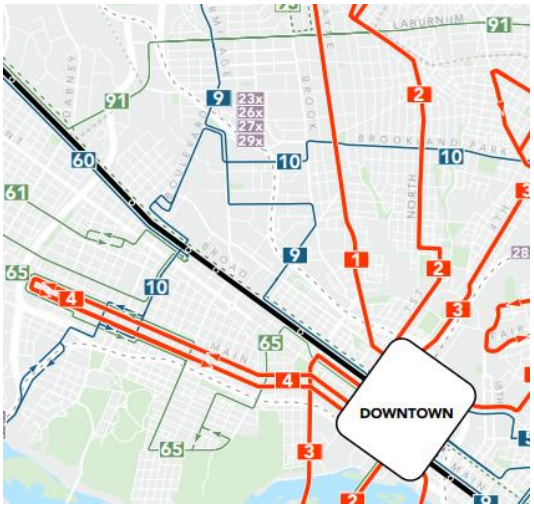
The guidelines were developed in consultation with the Transit Service Delivery Advisory Committee (TSDAC) and other stakeholders to develop the necessary policies and process to implement the strategic planning requirements. The CTB was briefed on this effort in April, July, and September of 2018 and the attached guidelines and implementation plan have been open for public comment for a period of 45 days.

Recommendation: DRPT recommends that the CTB approve the Guidelines for Urban Transit Agency Strategic Plans and the phased implementation plan.

Action Required by CTB: Approve the Guidelines for Urban Transit Agency Strategic Plans.

Options: Approve, Deny, or Defer.







Transit Strategic Plan (TSP)

Guidelines

Virginia Department of Rail and Public Transportation

October 2018


DRPT
Virginia Department of Rail and Public Transportation

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I. Transit Strategic Plans for Urban Areas

Urban areas throughout the Commonwealth of Virginia have been changing rapidly over the past 30 years, resulting in new settlement and commute patterns. The transit systems and networks that serve these areas, however, have not always kept up with these changes. Many transit routes and networks still follow decades-old travel patterns designed for a different era. In many areas, bus ridership has been declining as new modes of travel are introduced. This requires strategic focus to assess how transit service should be restructured in an era of new mobility.

To address this issue, the Virginia General Assembly passed legislation in 2018 that requires transit agencies operating in urbanized areas to develop a Transit Strategic Plan (TSP) to ensure that transit services are planned in a way that better meets the mobility needs of their communities. This gives those agencies an opportunity to evaluate and update their services and networks to respond to changes in demand.

The main goal of a TSP is to create a strategic blueprint outlining desired changes that will improve the provision of transit services throughout each agency's service area within existing funding structures. This is an opportunity for each agency to look at their system as a blank slate, re-examine the priorities of stakeholders and riders, and make difficult choices concerning where and how to provide services in an efficient and cost-effective manner.

A TSP is intended to replace the previously required Transit Development Plan (TDP) for agencies that are required to complete one. With this in mind, the TSP must also provide a foundation for future funding requests, directly advising each agency's programming process in the years that follow its adoption. Smaller agencies that do not require a TSP must still develop a TDP under Virginia Department of Rail and Public Transportation guidelines.

This document details the frequency and format for developing a TSP, and provides guidance for each of the required elements of the plan. DRPT will continue offering financial and technical resources to assist in meeting the requirements herein.

II. Detailed Purposes of a Transit Strategic Plan

The purposes of a TSP are as follows:

1. To serve as a strategic planning, management, and policy document for transit operators in urbanized areas;
2. To identify areas for improved operational efficiency;
3. To assess the type of operating services for different service areas and needs;
4. To review and assess the performance of routes, route design standards, and schedule standards;
5. To examine transit needs in order to identify ways to improve access for underserved areas;
6. To inform DRPT of transit operators' capital, operating and maintenance needs;
7. To provide the basis for inclusion of an operator's capital and operating programs in planning and programming documents such as: the Six Year Improvement Program (SYIP), Statewide Transportation Improvement Program (STIP), Transportation Improvement Program (TIP) and Constrained Long Range Plan (CLRP);
8. To provide a clear understanding of unmet or unfunded needs;
9. To develop and track the progress of short-, mid- and long-term goals for transit in the region;
10. To continually aim to improve efficiency and effectiveness of public transportation services.

III. TSP Parameters

Agency Size Requirements

TSPs are required for agencies that satisfy both of the following size requirements:

1. The agency must serve an urbanized area with 50,000 or more people; and
2. The agency must operate a fleet of 20 or more buses.

This includes the agencies throughout the Commonwealth of Virginia that are listed in Table 1.

Table 1: Agencies in Virginia that Require a Transit Strategic Plan as of 2018

Agencies in Virginia that Require a TSP	
DASH - Alexandria	Arlington Transit (ART)
Fairfax Connector	Loudoun Transit
Potomac and Rappahannock Transportation Commission (PRTC)	Blacksburg Transit (BT)
Charlottesville Area Transit (CAT)	Fredericksburg Transit
Greater Lynchburg Transit Company (GLTC)	Greater Richmond Transit Company (GRTC)
Greater Roanoke Transit Company (Valley Metro)	Harrisonburg Transit
Hampton Roads Transit (HRT)	Petersburg Area Transit (PAT)
Radford Transit	Williamsburg Area Transit Authority (WATA)

All other transit agencies are not required to complete a TSP, however, they must still develop a TDP under Virginia Department of Rail and Public Transportation guidelines.

Large Urban Areas – Additional Regional Transit Planning Requirements

In planning districts with transit systems collectively serving population areas between 1.5 million and 2 million, transit systems shall develop a regional transit planning process coordinated by the federally designated Metropolitan Planning Organization (MPO). These regional transit planning requirements are separate from and in addition to individual agency Transit Strategic Plans, which should be developed in accordance with these guidelines.

This regional planning process coordinated by the MPO should include:

- The identification and prioritization of projects;
- The establishment of performance benchmarks that incorporate state and federal requirements;
- The development and implementation of a regional subsidy allocation model;
- The distribution of funds, solely designated for transit and rail and that are administered by a regional body for the operation and maintenance of transit and rail facilities;

All other transit systems that do not satisfy this population size requirement are encouraged to work with their MPOs when developing the TSP to ensure coordination with the metropolitan transportation planning process.

Planning Horizon

The planning horizon for a TSP is 10 years; this includes the fiscal year for which funds are being sought and the subsequent nine (9) years. The minimum 10-year planning horizon will provide a clearer understanding of any unmet or unfunded needs.

A longer planning horizon allows for agencies to better prepare for SMART SCALE and other discretionary grant programs. A longer planning horizon also reflects significant capital replacement/rehabilitation needs, or the capital and operating budget implications of significant service expansion.

Update Frequency

Major Update:

A major update to each TSP must occur once every 5 years. The major update will include the completion of a new TSP and must include each of the chapters highlighted by this guideline document with a high level of detail. The major update must be adopted by the operator's governing body (i.e. Operations Board, City Council, or County Board) and endorsed by the designated MPO in the Region. A resolution of approval shall be provided to DRPT with the submittal of the TSP document.

Minor Updates

A TSP is a living document, and the planning process must provide flexibility to address major changes in areas such as: organizational/governance changes, fare changes, new services/facilities, available funding, economic conditions, demographic and employment patterns, and changes in federal and state laws and regulations. To reflect and address these changes, the plan must be amended each year if the conditions change. These minor updates serve as intermediate corrections in accounting for unexpected changes.

The minor TSP update must replace any language that is no longer accurate or conflicts with updated language. If there are no major changes or inaccuracies in the language, the only update required is a financial plan that removes the previous year and adds a new tenth year (on a rolling basis). Using this format, the TSP covers the present ten-year period beginning with the current year.

Table 2: Update Frequency and Requirements

Update Type	Time Frame/ Format	Requirements
Major	Every 5 years/ New Document	Complete update of all chapters and sections outlined in this guideline document: • Chapter 1: Overview and Strategic Vision • Chapter 2: Performance and Operations Analysis • Chapter 3: Improvements and Modifications • Chapter 4: Implementation Plan • Chapter 5: Financial Plan
Minor	Annually/ Letter to DRPT and the Designated MPO	Address changes in areas such as: • Organizational/governance changes • Fare changes • New services/facilities • Unforeseen fluctuations with operation, maintenance, and capital expenses or revenues • Status updates on ongoing projects and grants (smart scale, etc.) • Available funding • Economic conditions

Plan Deliverables

Major Update Deliverables

For each **major update** (every 5 years), the following deliverables must be submitted to DRPT and the designated MPO in each region:

- An electronic, editable version of the TSP including all appendices and related documents;
- Proof of adoption of the TSP by the applicable board or commission;
- **Data Requirement 1**: Assets and their conditions must be listed and updated in the TransAM, online asset management portal (See Chapter 4 guidelines for more details).
- **Data Requirement 2**: GIS data created or obtained in a geodatabase and system-wide GTFS feed where applicable.

Minor Update Deliverables

For each **minor update**, the following deliverables must be submitted to DRPT and the designated MPO in each region:

- An electronic, editable version of the TSP replacing any language that is no longer accurate or conflicts with updated language. If there are no changes to the document, this deliverable is not required;
- An updated financial plan that removes the previous year, and adds a new tenth year (on a rolling basis);
- Proof of approval of the TSP annual update by the Accountable Executive;
- **Data Requirement 1**: All assets and their conditions must be listed and updated in the TransAM, online asset management portal.
- **Data Requirement 2**: Any updates to GIS data created or obtained in a geodatabase and system-wide GTFS feed where applicable

Implementation Plan

TSPs must be submitted to the Virginia Department of Rail and Public Transportation (DRPT) to qualify for allocated funding no later than fiscal year 2024 (FY 2024). The following implementation schedule has been developed to provide an opportunity to pilot the new guidance with two agencies, and to allow for phased implementation for the remaining agencies based on the status of their current Transit Development Plans.

In accordance with the enactment clauses of Chapter 854 of the 2018 Virginia Acts of Assembly, no agency shall be penalized for not submitting a strategic plan, provided such agency is in compliance with the following implementation schedule.

Table 3: TSP Implementation Timeline

Agency	Phase	Fiscal Year
Greater Lynchburg Transit Company (GLTC)	1	FY20/21
Hampton Roads Transit (HRT)	1	FY20/21
Potomac and Rappahannock Transportation Commission (PRTC)	2	FY21/22
Blacksburg Transit (BT)	2	FY21/22
Charlottesville Area Transit (CAT)	2	FY21/22
Fredericksburg Transit	2	FY21/22
Greater Richmond Transit Company (GRTC)	2	FY21/22
Petersburg Area Transit (PAT)	2	FY21/22
Radford Transit	2	FY21/22
Greater Roanoke Transit Company (Valley Metro)	2	FY21/22
DASH - Alexandria	3	FY22/23
Arlington Transit (ART)	3	FY22/23
Fairfax County Connector	3	FY22/23
Loudoun Transit	3	FY22/23
Harrisonburg Transit	3	FY22/23
Williamsburg Area Transit Authority (WATA)	3	FY22/23

IV. Plan Requirements

Each TSP must address all plan requirements and follow the chapter structure specified below. Transit agencies may go above and beyond the plan requirements to examine specific issues that are pertinent to their services or areas. However, for DRPT funded TSPs, DRPT must be informed of the budget impacts and any additional funding needs prior to examining any issues outside of the plan requirements.

In addition to the written documentation of the plan, "Data Requirements" are highlighted in text boxes in various sections and are listed again in the Plan Deliverables section.

The Commonwealth Transportation Board (CTB) may periodically modify the guidance document requirements below to reflect changes in legislative mandates, other legislative changes, new organizational needs, or federal or state trends. It is not anticipated that these changes will be significant in nature but the breadth and focus of analysis may be different between an agency's successive TSPs.

Title page

The TSP title page must include the words **"Transit Strategic Plan"**, the fiscal years covered by the plan, the official name of the transit operator, and the date approved by the governing board.

Chapter 1: System Overview and Strategic Vision

This chapter should provide a high-level overview the subject transit agency and provide an overview of each agency's strategic priorities.

1.1 System Overview

This section should include the following basic overview information:

1.1.1 Services Provided and Areas Served:
Describe all fixed route, demand response and connecting services for each transit mode provided (i.e., commuter rail, heavy rail, light rail, bus rapid transit, express bus, local bus, ferry service). Include a limited number of system and service area maps to illustrate this information.

1.1.2 Current/Recent Initiatives:
Describe any ongoing initiatives that your agency is currently undertaking that affect the provision of transit services in your area. This can include the introduction of new infrastructure or guideway (e.g. light rail or bus rapid transit systems), systematically reconfiguring the bus transit network, the introduction of new technology and/or propulsion systems (such as hybrid or electric vehicles), upgrading stops and station, etc.

Appendix A contains more detailed information on the agency profile.

1.2 Strategic Vision

This section will set the stage for the chapters that follow by determining the overall vision for transit services adopted by the agency, as well as its goals, objectives, and service standards. Since the Strategic Vision will impact other aspects of the TSP, it is recommended that the vision, and any goals, objectives, and strategies included in it, be developed in consultation with the transit agency's governing body and/or approved by that body prior to completing other elements of the plan.

This should include discussion of tradeoffs in the provision of transit service, included topics such as:

- Frequency vs. Coverage – describe the agency's priorities for striking a balance between services designed for high ridership and services designed for high geographic coverage;

- Walking vs. Waiting – how the agency balances service quantity (i.e. the number of routes accessible from any given location) and service frequency (i.e. minimizing wait times on a few select routes);
- Boardings vs. Distance Travelled – discuss whether the number of passenger boardings or the total number of passenger miles are better determinates of ridership success;
- Peak Hour vs. All-Day Service – discuss how the agency values service during different time periods, and whether frequent, peak-hour service or less frequent, all-day service is a priority;
- Serving Specific Population Groups – discuss whether certain population groups are targeted and how best to reach them.

NOTE: Depending on each agency's on-going public engagement process and whether previous planning studies have been completed, it is likely that a public outreach phase will be necessary to gather input on the priorities of the community to address these issues and determine Goals, Objectives, and Service Standards.

1.2.1 Goals and Objectives

Taking into account the topic areas mentioned above, each agency should review and update their service goals and objectives, as well as the process for establishing and reviewing them. These should reference agency specific goals and objectives, as well as statewide funding and capital goals.

Goals and objectives should be based **SMART** principles, that is - **Specific, Measurable, Agreed, Realistic, and Time-bound**. It is recommended that each goal and objective have an associated performance measure to track progress.

The following guidelines should also be taken into account:

- The goals and objectives should reflect the basis under which new service would be deployed and existing service evaluated and modified;
- The goals and objectives should be comprehensive and address all major areas of concern and activity for public transit operators;

1.2.2 Service Design Standards

This section should present service design standards for all modes and service types (i.e. rail, local bus, commuter bus, demand response, etc.) based on the newly defined strategic vision, goals, and objectives. The service design standards should address all facets of transit such as scheduling and route planning; service reliability; system efficiency; safety and security; customer service; multimodal connectivity; and regulatory compliance.

1.2.3. Performance Standards

Develop performance standards based on the adopted strategic vision, goals, and objectives for both fixed-route and demand response services. At a minimum, this must include the following elements, using narrative, tables, and other graphic formats as warranted:

- System-wide and route-level performance standards for each mode and/or type of service (e.g. local, express, or commuter service) for fixed route and demand response service.
    - Performance standards should include specific measures, determined by the agency, that quantify the following aspects of transit service, at a minimum: **ridership** (i.e. passengers per mile, passengers per hour, total passenger miles, etc.), **cost efficiency** (i.e. cost per mile, cost per hour, cost per trip, farebox recovery, etc.), **safety** (i.e. accidents, injuries, etc.), and **system accessibility** (i.e. how many people can access the system, how many jobs are accessible, etc.). Additional measures can be included that address other goals and objectives, such as: customer satisfaction, vehicle maintenance, accessibility for people with disabilities, travel information, or affordability.

Chapter 2: System Performance and Operations Analysis

This chapter is the centerpiece of the TSP and should be designed to provide an in-depth evaluation of the existing transit system and how it performs when compared to the Strategic Vision. This analysis should identify strengths and areas for improvements that will be addressed by specific improvements or modifications listed in the following chapter. This also presents the opportunity for agencies to rethink the design of their existing transit network in order to identify ways to improve operational efficiency.

Transit needs that are identified through this analysis should be addressed by "opportunities for improvement" in each step listed below. Each of the "opportunities for improvement" should be focused on maximizing system performance, efficiency, or coverage within existing funding structures. Emphasis should be placed on technological and other innovative solutions, as appropriate.

2.1 System and Service Data

Present an overall snapshot of the existing transit system and service standards, including results from intercept surveys, and documentation of local support for public transit. This must include the following items:

- Current fiscal year data on the system, including: service area population and density, service area square mileage, operating costs, number of vehicles in peak service, number of vehicles available for peak service, ridership, revenue hours, total hours, revenue miles, level of service (days of the week operated, trips per day and average headway) and directional route mileage;
- Description of existing route design standards;
- Description of existing schedule standards;
- Survey Results: (To be completed at least once within each 5 year TSP update cycle) Includes information on customer demographics, customer satisfaction, Title VI compliance related information, and origin-destination data;
- Support for transit: If necessary, consult with key regional stakeholders (e.g. MPO/PDC staff, local elected officials and other stakeholders) and the public to determine the level of support for transit within the community and to identify transit needs.

2.2 Evaluation of Transit Market Demand and Underserved Areas

2.2.1 Transit Demand and Underserved Area Evaluation

This section should provide an overview of factors influencing demand for transit within and outside of the existing service areas. This should include the following elements:

- An analysis of existing land use, employment, population, and demographics (e.g. the location and prevalence of population groups including: minority groups, older adults, low-income earners, those with limited English proficiency, and persons with disabilities), and discussion of how these groups effect transit demand and/or the propensity to utilize public transit services;
- Projected employment and population growth over the next 10 years, and a discussion of how this may be change transit needs in and around the existing service area;
- An analysis of opportunities to expand service to underserved areas, including:
  - An analysis of areas within the existing service area; and
  - An analysis of areas outside of the existing service areas.

2.2.2 Transit Demand and Underserved Area Opportunities for Improvement

Based on the evaluation of transit demand and underserved areas provide "**Opportunities for Improvement**" which include the following:

- A description of areas with high transit demand and underserved areas that would benefit from additional service and a description of areas with low transit demand that may have too much service;
- A description of specific solutions to any gaps or service deficiencies for fixed-route and demand response services, which will be incorporated into Chapter 3.

2.3 Performance Evaluation

2.3.1 Performance Evaluation

Existing performance should be measured against the performance standards defined in Chapter 1. At a minimum, this must include the following elements, using narrative, tables, and other graphic formats as warranted:

- System-wide and route-level performance for each mode and/or type of service (e.g. local, express, or commuter service) for fixed route and demand response service.
    - The performance evaluation should include specific measures, determined by the agency, that quantify the following aspects of transit service, at a minimum: **ridership** (i.e. passengers per mile, passengers per hour, total passenger miles, etc.), **cost efficiency** (i.e. cost per mile, cost per hour, cost per trip, farebox recovery, etc.), **safety** (i.e. accidents, injuries, etc.), and **system accessibility** (i.e. how many people can access the system, how many jobs are accessible, etc.). Additional measures can be included that address other goals and objectives, such as: customer satisfaction, vehicle maintenance, accessibility for people with disabilities, travel information, or affordability.
    - In addition to agency specific performance measures, the TSP should include specific performance measures as identified by state policy. Where available, a three-year retrospective analysis of performance including trend analysis for the performance measures defined by statewide policy for state operating assistance.

2.3.2 Performance Based Opportunities for Improvement

Based on the performance evaluation, provide "**Opportunities for Improvement**" focused on maximizing ridership within existing funding structures which includes the following:

- A description of deviations from adopted service standards and describe proposed remedies, including service expansion and/or contraction;
- A description of specific solutions to any gaps or service deficiencies for fixed-route and demand response services, which will be incorporated into Chapter 3.

Note: When developing solutions, emphasis should be placed on technological and other innovative approaches, as appropriate.

2.4 Operating and Network Efficiency Evaluation

2.4.1 Efficiency Evaluation

Provide a comprehensive analysis of operating efficiency, including an assessment of the existing transit network. At a minimum, this must include a discussion of the following elements of the existing system, using narrative, tables, and other graphic formats as warranted:

- An analysis of the **frequency**, **span**, and **ridership during different time periods** for fixed route service;
- An analysis of **recorded speeds** of fixed route service;
- An analysis of the **reliability** and **on-time performance** of fixed route service;
- An analysis of **reliability**, **on-time performance**, and **ridership during different time periods** for demand response service;
- An analysis of the transit network design and network connectivity as it relates to these measures of operating efficiency and the Strategic Vision presented in Chapter 2.

2.4.2 Efficiency Based Opportunities for Improvement

Based on the operating and network efficiency evaluation, provide "**Opportunities for Improvement**" focused on maximizing efficiency within existing funding structures, which include the following:

- A description of deviations from adopted service standards and describe proposed remedies, including service expansion and/or contraction;

- A description of specific solutions to any gaps or service deficiencies for fixed-route and demand response services, which will be incorporated into "Chapter 3: Strategic Plan."

Note: For agencies in need of a comprehensive review and update of their existing transit network, this section presents the opportunity to propose an overhaul or redesign of fixed-route services. In addition, when developing solutions, emphasis should be placed on technological and other innovative approaches to improve efficiency, as appropriate.

2.5 Analysis of Opportunities to Collaborate with Other Transit Providers

2.5.1 Collaboration Analysis

This section must include a discussion of opportunities to further coordinate and collaborate with other transit providers operating services in the vicinity, including:

- A description of other service providers with nearby or overlapping service areas;
- The identification of additional coordination and collaboration activities that could improve efficiency in the provision of transit services (e.g. mergers, transfers, or deduplication of services; providing a regional fare media and/or payment system; providing joint training to personal; developing joint procurement agreements; providing shared customer service and/or administrative functions; etc.).

2.5.2 Collaboration Based Opportunities for Improvement

If specific opportunities are identified, provide "**Opportunities for Improvement**" which include the following:

- A description of each opportunity for collaboration, the parties that would need to be involved, and the processes that would need to take place to implement such changes, which will be incorporated into Chapter 3;
- Demonstration of buy-in from all of the transit agencies involved.

Chapter 3: Planned Improvements and Modifications

This chapter must contain a prioritized list of improvements and modifications to existing services that each agency plans to make over the following ten (10) years. The improvements outlined here should directly address the "opportunities for improvement" identified in the previous chapter, along with other known needs that address agency goals and regulatory requirements. In addition, the TSP improvements outlined here must be financially constrained, meaning that funding for them must be reasonably expected to be available over the timeframe of the plan. Agencies may choose to develop unconstrained scenarios based on funding that is not reasonably expected to available at the time of adoption, but these must be included as an appendix to the plan.

3.1 Planned Service Improvements

Describe fixed route and demand response services the operator intends to provide over the next 10 years, and identify necessary improvements to service. In addition, this section can contain information on how new mobility options, such as demand-response services and other options, such as bike-share, can be integrated with fixed route service.

- Transit service improvements should address transit needs identified by:
  - Adopted goals, objectives, and standards
  - "Opportunities for Improvement" identified in Chapter 2, and
  - State and Federal legal and regulatory requirements
- Each planned service improvement must include a separate description showing how it will support an identified need from one of sources listed above;
- An estimate of future ridership based on these improvements should be provided using either of the following approaches:
  - A model for any proposed fixed route or demand response services for other similar type and size systems in Virginia; or
  - By applying one or more generally employed ridership proxies, such as the number of riders per bus-hour that is based on actual transit agency ridership characteristics.

3.2 Prioritization of Planned Service Improvements

Assign a desired time-frame for implementation of each project and estimate capital and operations costs. Focus should be placed on projects that can be funded under existing funding structures. If a desired project will require additional funds, the source of additional funds (SMART SCALE, Discretionary Grant Programs, etc.) should be noted.

- Time-frames should be organized into the following categories
  - Short-term transit improvements (1 to 3 years)
  - Mid-term transit improvements (3 to 7 years)
  - Long-term transit improvements (7 to 10 years)
- Capital and operating cost estimates associated with any potential service expansions or modifications should be prepared using standard vehicle acquisition and operating cost information for systems of a similar type and size;
- Describe any planned facility improvements or capital projects to improve operations;
- Discuss whether or not the planned or proposed capital and/or service project(s) are currently contained in the CLRP, STIP, and/or SYIP If the project is not included in any of these documents, discuss when it will be submitted for inclusion in the CLRP, and/or when funding for the project will be sought so it may be submitted for inclusion in the STIP and SYIP.
- Mid- and long-term projects should be considered part of the agency's long term vision. Inclusion of these projects is primarily for agency use to provide a clearer understanding of unmet or unfunded needs, and to focus staff efforts on pursuing those projects to meet the needs;

3.3 Service Development

Describe the levels of service planned using a table to show service hours and service miles.

- Separately identify fixed route service (by mode and type of service), demand responsive service (by type of service), and expansion services (by mode and type of service):
  - The table must clearly identify service expansion and/or reduction by the year of planned deployment and/or elimination;
  - There must be a rational relationship between the information portrayed and Chapter 2 of the TSP.
- Where reductions in service levels are required to achieve a balanced operating budget, describe the reductions and assess their impact on the affected service areas and communities in order to prepare for any eventual Title VI issues that will arise at the time of implementation;
- Describe any planned service changes in response to the most recent federal Title VI report and/or FTA Triennial Review;
- Discuss any additional, current, or anticipated policy, planning, funding, or operating issues that may affect the operations of the existing or planned transit system;
- Provide current schedule for projects, showing completed and anticipated milestone dates.
- Describe any new programs to coordinate with TNCs, and discuss any policy changes, funding or capital projects needed for implementation.

Chapter 4: Implementation Plan

The Implementation Plan lists steps required by an agency to carry out the operations and services described in Chapter 4. The implementation plan also should reference the approved Transit Asset Management plan to guide the schedule for replacing and/or increasing rolling stock and facilities to maintain a State of Good Repair (SGR).

4.1 Asset Management

Transit agencies that receive federal funding from the Federal Transit Administration (FTA) must create and maintain a Transit Asset Management (TAM) plan for their rolling stock, non-revenue vehicles, and facilities, and other equipment. These plans are divided into two types: Tier I and Tier II. The tiers are determined upon the size of the agency's fleet and/or presence of rail service. DRPT developed and maintains the Tier II plans for all Tier II-eligible agencies in Virginia. The remaining agencies are either Tier I agencies and responsible for their own TAM plans, Tier II agencies that did not opt in to the Tier II group plan, or agencies that do not receive federal funding. Such information should be used to identify capital needs associated with attaining and maintaining a state of good repair for all assets.

Describe the policies set forth in the applicable TAM plan for the agency, including the following:

- Policies for replacement, rehabilitation, retrofitting, expansion and reduction of the revenue and non-revenue fleet to carry out the implementation plan above.
- Policies for maintenance or replacement of the vehicle maintenance and operations facilities.
- Policies for passenger facilities, infrastructure, or amenities such as bus stops, shelters, or stations.
- Policies for updating technology and ITS such as CAD/AVL systems, APCs, scheduling software, fare processing equipment, and data processing hardware or software.

This can be a detailed summary of the TAM plan developed by DRPT or internally. If items are not included in the TAM plan, they should be added to meet these requirements.

4.2 Capital Implementation Plan

Provide a detailed implementation plan for meeting the capital needs of the agency. This plan should take into account the current asset plan detailed above and the planned service developments outlined in Chapter 3. Other than state of good repair or replacement bus purchases, which should also be detailed within the implementation plan, each implementation step should be tied directly to a planned service improvement or development and identified fund source.

Chapter 5: Financial Plan

In the financial plan, service costs are projected and financial resources are identified. Consequently, it is through the development of the TSP's financial plan that transit agencies determine which service improvements can be realistically achieved and when those service improvements should be implemented. In developing a financial plan, agencies throughout the commonwealth are encouraged to explore entrepreneurial strategies at attracting novel sources of funds, such as corporate or institutional support for specific routes and services.

The financial plan should include:

- "Baseline" level of service at the time of the TSP preparation. Committed service changes must also be defined, with their expenses and revenue separately identified in the operating and capital financial plan tables;
- Capital and operating budget forecasts; federal, state, regional, and local revenue projections; fare policies, labor or service agreements, competitive demands on funding, and regional priorities and policies;
    - Show projected cash flow needs, including any anticipated difficulties, and approved or anticipated decisions on bond financing.
    - Identify funds that have been programmed, allocated or received, and funds that have not been secured;
    - Include the source of funds and amount from each source for the last five years;
    - Use the recently approved Six Year Improvement Program (SYIP) to help with current and future estimates.
- The capital and the operations budget must be sustainable and generally balanced each year over the period of the TSP, using currently available or reasonably projected revenues;
- All capital and operations expenses and revenues stated in year of expenditure dollars, with the assumed escalation factor of at least three percent per year;
    - All sources of revenue shown in the operations and capital plans should be identified individually;
    - All assumptions that relate to expenditure and revenue estimates must also be documented;
- A narrative explaining any major changes in service hours and miles due to deployment of new service or major service reductions; changes in fare revenue due to changes in the level of service; changes in expenses due to changes in the level of service, and changes in expenses due to a labor or service contract changes;
- Where increases in revenues (e.g., fares, sales taxes, general fund revenues) are required in order to sustain service levels, the steps and timelines needed to achieve the revenue increases, and the policies and actions that will be taken if the proposed revenues do not materialize;
- Planned fare increases and decreases, and/or changes in fare policies, including the years these changes are planned to take effect. Also describe planned changes in inter-operator transfer agreements and/or regional policy on fare coordination;
- Significant service expansion or reduction, and the introduction of new service;
- Reserves available for operations and changes to reserves over the period of the TSP, including anticipated unallocated reserves;
- In addition to future year forecasts, the Appendix should include a three-year retrospective of operating and capital expenses and revenues (provide audited budgets if available).

Appendix A: Agency Profile and System Overview

This appendix will provide a detailed overview of the transit agency and system. This should including the following elements:

A.1 History

Provide a brief history of the transit system (e.g., year of formation, facilities and fleet development, changes in service focus areas, key milestones and events).

A.2 Governance

Provide an overview of the governance process, governing body, and decision makers involved in the transit system. This should include:

- Type of governance (e.g., city, joint powers authority, transit district);
- The composition and nature of representation of the governing body (including the number of members). Indicate if members are elected or appointed and if appointed, how; what agencies and/or groups do members represent (e.g., cities, county, general public);
- A list of current members and their terms; and
- A description of any advisory committees that provide direct input to the governing body.

A.3 Organizational Structure

Provide a brief description of the organizational structure and staffing including:

- An organizational chart that identifies departments and reporting relationships. The names of key management personnel should be provided in the organizational chart;
- Identification of all contracted transportation services (including the name of contractors and length of current contracts); and
- Identification of the labor unions representing agency employees (including the length of current contracts).

A.4 Services Provided and Areas Served

Describe all fixed route, demand response and connecting services for each transit mode provided (i.e., commuter rail, heavy rail, light rail, bus rapid transit, express bus, local bus, ferry service) including:

- The areas served and the peak vehicle requirement for each type of service provided (i.e. any express bus, radial, circulator services);
- Details of any services provided with funding and/or oversight partnerships with other agencies or organizations;
- An description of infrastructure used to access the transit system, including safe, accessible pathways to stops and stations as well as any other bicycle or pedestrian accommodations provided;
- How the service is deployed to meet the Americans with Disabilities Act (ADA) requirements;
- Any bus stop and shelter placement guidelines;
- A description of any existing travel training programs for students, seniors, or persons with disabilities; and
- Additional transportation services in the area that may impact transit and its connections.

> **Data Requirement 2:** Provide GIS shapefiles of each transit route or service area and submit shapefiles to DRPT. In the GIS data, include origins and destinations, trip generators, and transit facilities and, if the agency has existing GTFS data, check the accuracy of the data and make corrections.

A.5 Fare Structures, payments, and purchasing

Describe the fare structure and payment methods for each mode of transit provided for both fixed route and demand responsive services. Describe how and where customers can purchase fare media. Include information on the following:

- Single fare (e.g., adults, seniors, student/youth);
- Discounted or multi-ride fares/passes (e.g., adults, seniors, student/youth);
- Changes in fares since the last TDP (include the date instituted) and the reason the fare structure was changed;
- Transfer agreements if applicable;
- Customer payment methods (Cash, magnetic strip paper fare cards, smartcards, credit cards, mobile apps, etc.); and
- Fare media purchase locations (website, mobile app, ticket vending machines, commuter store, etc.).

A.6 Transit Asset Management – Existing Fleet and Facilities

On July 26, 2016, FTA published a Final Rule for Transit Asset Management in Federal Register Volume 81, Number 143. The rule requires FTA grantees to develop asset management plans for their public transportation assets, including vehicles, facilities, equipment, and other infrastructure. Transit providers have the option to develop their own plans or, depending on their characteristics, use DRPT's Transit Asset Management group plan.

In this subsection, provide status of provider's Transit Asset Management plan or, if applicable, reference the use of the state Transit Asset Management Plan as the chosen alternative.

Provide a high level overview of existing fleet and facilities, including:

- Type number of vehicles used;
- The location of maintenance, storage, and parking facilities;
- The presence of guideways and their location;
- The location fueling stations.

A.7 Transit Security Program

Describe all security plans and programs that are in place to protect riders, employees and general public, including:

- System security and emergency preparedness plan(s);
- Fare inspection;
- Security features on vehicles;
- Security features at transit stations and facilities;
- Security training programs and drills or exercises; and
- Public Awareness programs and campaigns.

A.8 Intelligent Transportation Systems (ITS) Programs

Describe any intelligent transportation systems (ITS) programs for the agency and any technology projects to improve efficiency and operations and provide information to customers.

Include information on:

- Computer aided dispatch (CAD) or automatic vehicle locator (AVL) systems;
- Automatic passenger counters (APC);
- Traffic signal priority (TSP) system;
- On-board cameras;
- Trip planners;
- Scheduling and run cutting software;
- Maintenance, operations and yard management systems;
- Information displays;

- Real time arrival; and
- Information to mobile devices or applications.

A.9 Data Collection and Ridership/Revenue Reporting Method

Describe the agency policies for collecting, processing, verifying, storing and reporting ridership and revenue service data. Include information on:

- Electronic registering fireboxes (ERF);
- Cash fare boxes (rural systems only);
- Automatic passenger counters (APC) and status of any APC calibration/validation efforts made for NTD reporting;
- Manual count including free fares;
- Scheduling software;
- Accounting/payroll systems;
- Mobile data terminals (MDT) for demand response service;
- Automatic vehicle locator (AVL) system;
- Odometer readings or driver logs if used for mileage and hours;
- Operating expense and revenue data including fares and revenue from leases, advertising, contract service and other sources;
- Agency accountability policy;
- On-Line Grant Administration (OLGA) performance data submission;
- Executive director or board certification of adherence to standards and accuracy of data submitted to OLGA;
- National Transit Database (NTD) data submission practices (or explanation of why agency does not submit data to the NTD); and
- Financial audit review of verification method.

A.10 Coordination with Other Transportation Service Providers

Describe any coordination with transit service providers in adjacent jurisdictions, Transportation Network Companies (TNC), taxi companies, human service providers, bikeshare systems, carshare companies, etc. including designating pickup and drop off at stations or transit centers, schedule coordination, fare agreements, programs to subsidize fares, programs to utilize TNCs for senior or disabled service, or other initiatives.

A.11 Public outreach/ engagement/ involvement

Describe your agency's public outreach and involvement process including outreach relative to service schedule or fare changes, service expansion, and reduction.

A.12 Current Initiatives

Describe any ongoing initiatives that your agency is currently undertaking that affect the provision of transit services in your area. This can include the introduction of new infrastructure or guideway (e.g. light rail or bus rapid transit systems), systematically reconfiguring the bus transit network, the introduction of new technology and/or propulsion systems (such as hybrid or electric vehicles), upgrading stops and station, etc.



Virginia Department of Rail and Public Transportation

600 East Main Street, Suite 2102
Richmond, VA 23219
(804) 786-4440

ATTACHMENT B

PHASED IMPLEMENTATION PLAN
URBAN TRANSIT STRATEGIC PLANS

Section 33.2-286 of the *Code of Virginia* requires that the Department of Rail and Public Transportation, with approval of the Commonwealth Transportation Board, promulgate guidance for Urban Transit Strategic Plans. The enactment clauses of Chapter 854 of the 2018 Virginia Acts of Assembly require the Commonwealth Transportation Board adopt a plan for the phased implementation of these requirements over a period of five years.

The following implementation schedule has been developed to provide an opportunity to pilot the new guidance with two agencies, and to allow for phased implementation for the remaining agencies based on the status of their current Transit Development Plans.

In accordance with the enactment clauses of Chapter 854 of the 2018 Virginia Acts of Assembly, no agency shall be penalized for not submitting a strategic plan, provided such agency is in compliance with the following implementation schedule.

Agency	Phase	Fiscal Year
Greater Lynchburg Transit	1	FY20/21
Hampton Roads Transit	1	FY20/21
PRTC	2	FY21/22
Blacksburg Transit	2	FY21/22
Charlottesville Transit	2	FY21/22
Fredericksburg Transit	2	FY21/22
GRTC - Richmond	2	FY21/22
Petersburg Area Transit	2	FY21/22
Radford Transit	2	FY21/22
GRTC – Roanoke	2	FY21/22
Alexandria (DASH)	3	FY22/23
Arlington Transit	3	FY22/23
Fairfax Connector	3	FY22/23
Loudoun Transit	3	FY22/23
Harrisonburg	3	FY22/23
Williamsburg Area Transit	3	FY22/23

COMMONWEALTH of VIRGINIA

Commonwealth Transportation Board

Shannon Valentine
Chairperson

1401 East Broad Street
Richmond, Virginia 23219

(804) 786-2701
Fax: (804) 786-2940

Agenda item # 11

RESOLUTION
OF THE
COMMONWEALTH TRANSPORTATION BOARD

October 30, 2018

MOTION

Made By: Seconded By: Action:

Title: Rail Industrial Access Policy Update

WHEREAS, the General Assembly declares it to be in the public interest that access railroad tracks and facilities be constructed to certain industrial commercial sites where rail freight service is or may be needed by new or substantially expanded industry as described in Section 33.2-1600 of the Code of Virginia, and;

WHEREAS, Section 33.2-1600 E. sets forth considerations for the Commonwealth Transportation Board (the Board) when evaluating whether to construct access tracks, and further instructs the Board to adopt procedures to encourage widespread use of the funds, and;

WHEREAS, the Board desires to update its policies regarding projects which qualify for application of industrial access railroad track funds, and;

WHEREAS, the Board intends to retain, by incorporating it into an updated policy relating to industrial access railroad track funds, the current Performance Policy adopted April 15, 2015, which was the result of the Board's reevaluation of the Rail Industrial Access Program Performance Policy based on repayment by 11 grantees after an economic downturn.

NOW, THEREFORE, BE IT RESOLVED, that effective January 1, 2019, the previous policies and/or policy changes adopted November 16, 1995 and April 15, 2015 are rescinded, and the attached policy to govern the use of industrial access railroad track funds administered by the Director of the Department of Rail and Public Transportation is adopted.

BE IT FURTHER RESOLVED, that the Director shall develop procedural guidelines for the implementation of this policy and that the attached policy as well as the procedural guidelines shall become effective on January 1, 2019.

BE IT FURTHER RESOLVED, that any actions prior to January 1, 2019 taken by the Director in conformity and compliance with the policies adopted by the Commonwealth Transportation Board on November 16, 1995 and April 15, 2015, shall remain valid and shall not be rendered invalid by this action.

####

2018 Commonwealth Transportation Board

Industrial Access Railroad Track Program Policy

1. The Industrial Access Railroad Track Program will be administered by the Director of the Department of Rail and Public Transportation (Director) in accordance with decisions of the Commonwealth Transportation Board. Pursuant to §33.2-1600 C of the Code of Virginia, the Director may consult with the Commissioner of Agriculture and Consumer Services, and the Director of the Virginia Economic Development Partnership (or their designated representatives) concerning applications for funds in accordance with the *Code of Virginia*. The Department of Rail and Public Transportation will act as staff to receive and process applications, to make recommendations and to supervise the program and approve the costs incurred.
2. Funding for the program will be provided from funds appropriated by the General Assembly in accordance with §33.2-1600 B of the Code of Virginia.
3. All applications for industrial access railroad track funds shall be discussed with the appropriate local government. Each application shall be accompanied by a resolution from the local governing body requesting that such funds be allocated to the proposed project. Applications shall require the grantee to estimate the rail and truck utilization ratio of the proposed facility.
4. All applications shall be submitted to the Department of Rail and Public Transportation in accordance with the procedures outlined by the Department's Rail Industrial Access Program Guidelines. The Department will process the applications, including making recommendations, and transmit same to the Director for review and concurrence prior to submittal to the Board.
5. Funds for the construction of industrial access railroad tracks may be provided if the construction will have a positive impact upon the economic development of the Commonwealth or a region of the Commonwealth. Financial assistance will be limited to certain industrial or commercial sites where rail freight service is or may be needed by new or expanding industry for the construction and/or rehabilitation of railroad track facilities between the normal limits of existing or proposed common carrier railroad tracks and facilities and the actual site of existing or proposed commercial or industrial buildings or facilities.
6. Funds may be used to construct, reconstruct, or improve part or all of the necessary tracks and related facilities on public or private property currently used or being developed for single industries or industrial subdivisions under firm contract or already constructed, including those subdivisions owned and promoted by railroad companies and others. No funds shall be reimbursed until all agreements are executed and certifications are provided as set forth in Items 9, 10, and 14 of the Policy.
7. Industrial access railroad track funds shall not be used for the acquisition of right of way or adjustment of utilities. If the total project costs exceed the available fund for a specific project, the expenditures will be approved in the following priority order: 1) track materials, including mainline switches, 2) installation, 3) engineering, 4) drainage, 5) grading, and 6) environmental mitigation. Eligible items of construction shall be limited to those necessary to provide adequate and safe rail service and shall include the mainline switch to the industry being served. Construction shall not include siding tracks. A siding track is defined as a track secondary to a main track for a meeting or passing trains.

8. Plans and construction of all projects utilizing industrial access railroad track funds shall be subject to approval by the serving railroad prior to transmittal to the Director.
9. All facilities constructed and improved with industrial access railroad track funds shall be made available for use by all common carriers using the railway system to which they connect. The railroad company owning the main track to which an industrial access track will also have unrestricted access to the industrial track.
10. Industrial access railroad track funds shall be paid as reimbursement for approved project activities only after certification that the manufacturing, industrial, or commercial establishment is constructed and operating.
11. No more than $450,000 of the funds shall be allocated to any one county, town, or city in any fiscal year, unless authorized by the Board.
12. No more than $450,000 of the funds shall be allocated to any project by the Board, unless, pursuant to Section 33.2-1600 E. of the Code of Virginia, sufficient funds remain in the Access Program.
13. Funds shall be matched with a minimum 30% local or private match.
14. The Board shall, in the evaluation of projects, consider the cost of construction of an access track in relation to the prospective volume of rail traffic, capital investment, potential employment, or other economic and public benefits.
15. Committed industrial access railroad track funds are those funds which have been allocated to a project but not necessarily spent in the year of allocation. Committed but unexpended industrial access railroad track funds will be allowed to accumulate and be carried forward from one year to another. Committed funds shall be expended within 24 months. Any funds allocated but unused, returned funds, and uncommitted funds will be allowed to accumulate and carried forward from one year to another in the access fund.
16. The applicant shall be contractually committed to providing the Commonwealth with a contingent interest in that portion of tracks and facilities constructed or improved with the use of industrial access railroad track funds. Maintenance and liability of such facilities shall be the responsibility of the grantee. Any cost involved in any subsequent relocation or removal of industrial access railroad track facilities shall be borne by the grantee. Following relocation, the Commonwealth's interest will be redefined. In case of removal, the Director shall recoup the value of the facilities in which the Commonwealth has any remaining interest.
17. The Director may allow the grantee, business tenant, or others, to purchase the Commonwealth's interest in an industrial access railroad track facility at a value determined by the Director.
18. In the event the grantee desires to sell the property or interest on which access tracks have been constructed with funds from this program, the sale will be subject to the Commonwealth's vested interest and Director's written approval.
19. Relocations within Virginia will be considered on a case by case basis. Funding will generally not be recommended in cases where an industry is simply relocating within Virginia, unless there is a significant business expansion, excluding the value of transferred capital assets. The business capital investment value used to evaluate applications for industrial access funds will be calculated on a net basis. The value of existing business capital assets sold or transferred to the new location will be subtracted from the gross capital investment by the business to determine the figure to be utilized for qualifying matching funds for a rail industrial access grant.

20. Performance shall be based on achieving a minimum threshold for rail cars, with the following criteria:
    1. The performance evaluation period shall last three years.
    2. The minimum threshold is defined as the minimum number of rail cars required to achieve 50 of 100 application points as further described in the Rail Industrial Access Program Staff Manual.
    3. The minimum threshold must be met in at least one of three years of performance.
21. The Director may grant one (1) three-year extension to the performance period, subject to the following:
    1. Determination of the extension shall consider the actual mode split between rail and truck carloads compared to the forecasted mode split in the original application.
    2. If an extension is granted, the grantee must meet the target threshold at least once during the total six-year performance period.
    3. Determination of the extension shall also include evaluation of the grantee's progress toward its performance targets.
22. Repayment shall be based on the percentage of performance target achieved. The percentage for partial repayment of the grant amount shall be determined by the difference between the highest actual carload count reported and the minimum threshold necessary to achieve 50 of 100 application points.

CTB Decision Brief

Rail Industrial Access Program Policy Update

Department of Rail and Public Transportation

Summary: When the CTB began a policy review and clean-up effort in 2017, the last policy resolution to address the entire Rail Industrial Access Program was from 1995. The CTB did update the Performance Policy for the program in 2015, and that policy is retained as part of the policy update.

Since March 2018, the CTB Rail Committee has reviewed existing policies, received input from staff and stakeholders, and recommended updates which are intended to encourage widespread use of the funds, per §33.2-1600. The following is a summary of the updates to the Rail Industrial Access Policy Resolution, which will be presented for action in September:

- Eliminate the capital expenditure as a qualifier for the grant amount.
    - Update: Maximum grant amount set at $450,000, with a required 30% grantee match.
- Allow mainline switches as eligible project expenses.
    - Previously this was not allowed, but stakeholder feedback indicated this made the program challenging, especially for smaller projects.
- Retain the 2015 Performance Policy.
    - Performance is based on achieving a minimum threshold for rail cars.
        - The performance evaluation period shall last three years
        - The minimum threshold is defined as the minimum number of rail cars required to achieve 50 application points.
        - The minimum threshold must be met in at least one of three years of performance.
    - The Director may grant one (1) three-year extension to the performance period, subject to the following:
        - Determination of the extension shall include an evaluation of the actual mode split between rail and truck carloads compared to the forecasted mode split.
        - If an extension is granted, the grantee must meet the target threshold at least once during the total six-year performance period.

        - Determination of the extension shall also include evaluation of the grantee's progress toward its performance targets, including a review of the actual mode split of rail and truck loads.

    - Repayment shall be based on the percentage of performance target achieved. The percentage for partial repayment of the grant amount shall be determined by the difference between the highest actual carload count reported and the minimum threshold necessary to achieve 50 application points.

- Applications for grant funds for businesses relocating within Virginia will be handled on a case-by-case basis. Funding will not be recommended unless there is an expansion, excluding the value of transferred capital assets.

Source of State Funds: Industrial, Airport, and Rail Access Fund

Recommendation: DRPT recommends the approval of this resolution.

Options: Approve, Deny, or Defer

COMMONWEALTH of VIRGINIA

Commonwealth Transportation Board

Shannon Valentine
Chairperson

1401 East Broad Street
Richmond, Virginia 23219

(804) 786-2701
Fax: (804) 786-2940

Agenda item # 12

RESOLUTION
OF THE
COMMONWEALTH TRANSPORTATION BOARD

October 30, 2018

MOTION

Made By: **Seconded By:**

Action:

Title: SMART SCALE Cost Overrun Policy

WHEREAS, section 33.2-214.1 of the *Code of Virginia*, provides that the Commonwealth Transportation Board (Board) shall develop a statewide prioritization process for certain projects funded by the Board, including those projects allocated funds pursuant to sections 33.2-358, 33.2-370 and 33.2-371 of the *Code of Virginia*, and

WHEREAS, on June 17, 2015 the Board adopted a statewide prioritization policy and process pursuant to section 33.2-214.1 and directed the Commissioner of Highways, the Department of Rail and Public Transportation and the Office of Intermodal Planning and Investment to take all actions necessary to implement and administer the policy and process adopted on June 17, 2015 (collectively the HB2 Prioritization Policy and Process), including but not limited to issuance of a Policy Guide consistent with the intent of the policy and process; and

WHEREAS, on July 28, 2016, the Board rescinded the HB2 Prioritization Policy and Process previously adopted on June 17, 2015 and adopted a revised policy and process to govern screening, scoring and selecting projects for funding pursuant to section 33.2-214.1 (SMART SCALE Prioritization Process); and

WHEREAS, on October 24, 2017, the Board rescinded the SMART SCALE Prioritization Process previously adopted on July 28, 2016 and adopted a revised SMART SCALE Prioritization Process to govern screening, scoring and selecting projects for funding pursuant to section 33.2-214.1; and

WHEREAS, a revised Policy Guide consistent with the SMART SCALE Prioritization Process was issued and posted at SmartScale.org; and

WHEREAS, Item 10 of the Board's SMART SCALE Prioritization Process provides that a project that has been selected for funding must be re-scored and the funding decision re-evaluated if there are significant changes to either the scope or cost of the project, such that the anticipated benefits relative to funding requested would have substantially changed; and

WHEREAS, Item 10.a. of the Board's SMART SCALE Prioritization Process further provides that if an estimate increases prior to project advertisement or contract award that exceeds the following thresholds, and the applicant is not covering the increased cost with other funds, Board action is required to approve the budget increase:

i. Total Cost Estimate <$5 million: 20% increase in funding requested
ii. Total Cost Estimate $5 million to $10 million: $1 million or greater increase in funding requested
iii. Total Cost Estimate > $10 million: 10% increase in funding requested; $5 million maximum increase in funding requested; and

WHEREAS, the Board finds that it is prudent to ensure adequate review and monitoring of SMART SCALE project cost estimates.

NOW THEREFORE BE RESOLVED, by the Commonwealth Transportation Board, that the Virginia Department of Transportation (VDOT) and the Department of Rail and Public Transportation (DRPT) shall establish procedures to ensure the proper review of SMART SCALE project estimates during the validation phase of the SMART SCALE process, prior to the release of project scores.

BE IT FURTHER RESOLVED, that the procedures established by VDOT and DRPT shall, at a minimum require additional review of any project with a SMART SCALE cost in excess of $50 million and require additional review of any project with a cost determined by VDOT or DRPT to be outside the traditional thresholds for similar projects.

BE IT FURTHER RESOLVED, that VDOT and DRPT shall report quarterly to the Board any projects that have potential risks that could cause cost overruns in excess of the allocation thresholds established in the Board's SMART SCALE policy and the applicant is not funding the increase.

BE IT FURTHER RESOLVED, that in the event that the increase in SMART SCALE cost for a selected SMART SCALE project is determined to be in excess of the allocation thresholds established in Item 10.a. of the Board's SMART SCALE policy, VDOT and DRPT, in consultation with the Office of Intermodal Planning and Investment (OIPI) shall provide the following information for the project and the round of SMART SCALE in which the project was selected to the Board as it considers whether to (i) allocate the additional funds necessary for the project, (ii) cancel the project due the cost increase, or (iii) request additional action (e.g., re-scope the project within the existing budget and re-evaluate):

a) Revised SMART SCALE score;
b) List of any SMART SCALE projects in the district that were funded with a lower score;
c) A revised recommended funding scenario based on the project's new score, including a list of SMART SCALE projects that would have either (i) been funded or (ii) not been funded due to the changes in the project's score and any other information considered when selecting the project for funding;
d) The amount of unprogrammed and deallocated High Priority Projects Program and Construction District Grant Program funds available;
e) Expenditures to date;
f) A list of other SMART SCALE projects known to be at-risk for a SMART SCALE budget increase; and
g) Any other information deemed appropriate for the Board's consideration by OIPI.

BE IT FURTHER RESOLVED, that in the event that a SMART SCALE budget increase is presented to the Board for consideration, VDOT and DRPT shall provide the Board with an After Action Report, regardless of the decision made by the Board on the project. The report shall be a comprehensive review that, at a minimum, includes the following:

a) The components of the project to which significant deviation between the project's estimate at selection and the final estimate were attributed;
b) An analysis as to the potential reasons for such deviation; and,
c) Recommendations, if deemed appropriate, for potential policy changes to reduce the likelihood of such deviations between estimates at selection and the final estimate in the future.

###

CTB Decision Brief
SMART SCALE Cost Overrun Policy

Issue: Section 33.2-214.1 of the *Code of Virginia*, provides that the Commonwealth Transportation Board (Board) shall develop a statewide prioritization process for certain projects funded by the Board, including those projects allocated funds pursuant to sections 33.2-358, 33.2-370 and 33.2-371 of the *Code of Virginia*. At the Board's request, a draft policy setting forth a process and requirements for reviewing and monitoring SMART SCALE project cost estimates has been developed and Board approval of said policy is requested.

Facts: Item 10 of the Board's SMART SCALE Prioritization Process provides that a project that has been selected for funding must be re-scored and the funding decision re-evaluated if there are significant changes to either the scope or cost of the project, such that the anticipated benefits relative to funding requested would have substantially changed.

Item 10.a. of the Board's SMART SCALE Prioritization Process further provides that if an estimate increases prior to project advertisement or contract award that exceeds the following thresholds, and the applicant is not covering the increased cost with other funds, Board action is required to approve the budget increase:

> i. Total Cost Estimate <$5 million: 20% increase in funding requested
> ii. Total Cost Estimate $5 million to $10 million: $1 million or greater increase in funding requested
> iii. Total Cost Estimate > $10 million: 10% increase in funding requested; $5 million maximum increase in funding requested.

Recently, one or more projects funded in the Six-Year Improvement Program have experienced unanticipated cost increases that required additional funding consideration and action by the Board. As a result, the Board requested that a draft policy setting forth a process and requirements for reviewing and monitoring SMART SCALE project cost estimates be developed to ensure that unanticipated project cost increases are identified earlier and addressed by means of a consistent policy.

In response, the Virginia Department of Transportation (VDOT) and Office of Intermodal Planning and Investment (OIPI) have developed a draft policy for the Board's consideration (SMART SCALE Cost Overrun Policy), the provisions of which are set out below:

1. VDOT and DRPT shall establish procedures to ensure the proper review of SMART SCALE project estimates during the validation phase of the SMART SCALE process, prior to the release of project scores.

2. The procedures established by VDOT and DRPT shall, at a minimum require additional review of any project with a SMART SCALE cost in excess of $50 million and require additional review of any project with a cost determined by VDOT or DRPT to be outside the traditional thresholds for similar projects.

3. VDOT and DRPT shall report quarterly to the Board any projects that have potential risks that could cause cost overruns in excess of the allocation thresholds established in the Board's SMART SCALE policy and the applicant is not funding the increase.

4. In the event that the estimate for a selected SMART SCALE project is determined to be in excess of the allocation thresholds established in the Board's SMART SCALE policy, VDOT and DRPT, in consultation with the Office of Intermodal Planning and Investment (OIPI), shall provide the following information for the project and the round of SMART SCALE in which the project was selected to the Board as it considers whether to either (i) allocate the additional funds necessary for the project, (ii) cancel the project due the cost increase, (iii) or request additional action (e.g., re-scope the project within the existing budget and re-evaluate):
   a) Revised SMART SCALE score;
   b) List of any projects in the district that were funded with a lower score;
   c) A revised recommended funding scenario based on the project's new score, including a list of projects that would have either (i) been funded or (ii) not been funded due to the changes in the project's score and any other information considered when selecting the project for funding;
   d) The amount of unprogrammed and deallocated High Priority Projects Program and Construction District Grant Program funds available;
e) Expenditures to date
f) A list of other SMART SCALE projects known to be at-risk for a budget increase
   g) Any other information deemed appropriate for the Board's consideration by the Office.

5. In the event that a SMART SCALE budget increase is presented to the Board for consideration, VDOT and DRPT shall provide the Board with an After Action Report, regardless of the decision made by the Board on the project. The report shall be a comprehensive review that, at a minimum, includes the following:
   a) The components of the project to which significant deviation between the project's estimate at selection and the final estimate was attributed;
   b) An analysis as to the potential reasons for such deviation; and,
   c) Recommendations, if deemed appropriate, for potential policy changes to reduce the likelihood of such deviations between estimates at selection and the final estimate in the future.

Recommendation: VDOT and OIPI recommend that the Board approve and adopt the draft SMART SCALE Cost Overrun Policy.

Action Required by CTB: *The Code of Virginia* requires the Board to adopt any such policy relating to SMART SCALE. A resolution is provided for formal vote.

Result, if Approved: VDOT, DRPT and OIPI will implement and administer the SMART SCALE Cost Overrun Policy in accord with the responsibilities assigned therein.

Options: Approve, Deny, or Defer.

Public Comments/Reactions: None

COMMONWEALTH of VIRGINIA

Commonwealth Transportation Board

Shannon Valentine
Chairperson

1401 East Broad Street
Richmond, Virginia 23219

(804) 786-2701
Fax: (804) 786-2940

Agenda item # 13

RESOLUTION
OF THE
COMMONWEALTH TRANSPORTATION BOARD

October 30, 2018

MOTION

Made By: **Seconded By:**

Action:

Title: SMART SCALE Project Budget Increase for Laskin Road Widening (UPC 12546) and Laskin Road Phase 1-A (UPC 111711) Projects

WHEREAS, section 33.2-214.1 of the *Code of Virginia*, provides that the Commonwealth Transportation Board (Board) shall develop a statewide prioritization process for certain projects funded by the Board, including those projects allocated funds pursuant to sections 33.2-358, 33.2-370 and 33.2-371 of the *Code of Virginia*, and

WHEREAS, on June 17, 2015 the Board adopted a statewide prioritization policy and process pursuant to section 33.2-214.1 and directed the Commissioner of Highways, the Department of Rail and Public Transportation and the Office of Intermodal Planning and Investment to take all actions necessary to implement and administer the policy and process adopted on June 17, 2015 (collectively the HB2 Prioritization Policy and Process), including but not limited to issuance of a Policy Guide consistent with the intent of the policy and process; and

WHEREAS, on July 28, 2016, the Board rescinded the HB2 Prioritization Policy and Process previously adopted on June 17, 2015 and adopted a revised policy and process to govern screening, scoring and selecting projects for funding pursuant to Section 33.2-214.1 (SMART SCALE Prioritization Process); and

WHEREAS, on October 24, 2017, the Board rescinded the SMART SCALE Prioritization Process previously adopted on July 28, 2016 and adopted a revised SMART SCALE Prioritization Process to govern screening, scoring and selecting projects for funding pursuant to section 33.2-214.1 ; and

WHEREAS, a revised Policy Guide consistent with the SMART SCALE Prioritization Process was issued and posted at SmartScale.org; and

WHEREAS, Item 10 of the Board's SMART SCALE Prioritization Process provides that a project that has been selected for funding must be re-scored and the funding decision re-evaluated if there are significant changes to either the scope or cost of the project, such that the anticipated benefits relative to funding requested would have substantially changed; and

WHEREAS, Item 10.a. of the Board's SMART SCALE Prioritization Process further provides that if an estimate increases prior to project advertisement or contract award that exceeds the following thresholds, and the applicant is not covering the increased cost with other funds, Board action is required to approve the budget increase:

i. Total Cost Estimate <$5 million: 20% increase in funding requested
ii. Total Cost Estimate $5 million to $10 million: $1 million or greater increase in funding requested
iii. Total Cost Estimate > $10 million: 10% increase in funding requested; $5 million maximum increase in funding requested; and

WHEREAS, on December 7, 2016, the Board adopted the Six-Year Improvement Program Development Policy that states that any project added to the SYIP with funding from the State of Good Repair Program, High Priority Projects Program, or Construction District Grants Program shall be fully funded; and

WHEREAS, section 33.2-214 of the *Code of Virginia*, provides that "the Board shall only include a project or program wholly or partially funded with funds from the State of Good Repair Program pursuant to § 33.2-369, the High Priority Projects Program pursuant to § 33.2-370, or the Highway Construction District Grant Programs pursuant to § 33.2-371 in the Six-Year Improvement Program if the allocation of funds from those programs and other funding committed to such project or program within the six-year horizon of the Six-Year Improvement Program is sufficient to complete the project or program"; and

WHEREAS, the Laskin Road Widening Project (Round 1 Project) was submitted for consideration and selected for $10.0 million in funding through the Construction District Grant Program in the first round of the prioritization process pursuant to section 33.2-214.1 and the Laskin Road Phase 1-A Project (Round 2 Project) was submitted for consideration and selected for $15.0 million in funding through the Construction District Grant Program in the second round of the prioritization process pursuant to section 33.2-214.1; and

WHEREAS, it was determined that the Round 1 Project and the Round 2 Project should be advanced and delivered together; and

WHEREAS, the Round 1 Project was ranked 11 out of 21 projects selected for funding with a score of 2.109; and

WHEREAS, the Round 2 Project was ranked 20 out of 25 projects selected for funding with a score of 6.30; and

WHEREAS, the Round 1 Project is ready to advance in the right of way phase and the current estimated cost for completion of the Project exceeds the current budget by approximately 2.42 million; and

WHEREAS, the Round 2 Project is ready to advance to the right of way phase and the current estimated cost for completion of the Project exceeds the current budget by approximately $16.59 million; and

WHEREAS, the Virginia Department of Transportation (VDOT) has reviewed the Projects' scopes to identify opportunities to remain within the original budget while maintaining substantially the same project benefits and has determined that the Projects' scopes cannot be reduced and maintain substantially the same benefits; and

WHEREAS, the City of Virginia Beach has identified $9.2 million to support the collective cost increase for the Round 1 Project and Round 2 Project; and

WHEREAS, VDOT recommends Board approval of a SMART SCALE budget increase for the Projects in the amount of up to $1.25 million for the Round 1 Project and up to $8.56 million for the Round 2 Project using undistributed balances of Hampton Roads Construction District Grant funds.

NOW THEREFORE BE IT FURTHER RESOLVED, by the Commonwealth Transportation Board, that the SMART SCALE budget increase in the amount of up to $1.25 million for the Round 1 Project and up to $8.56 million for the Round 2 Project using undistributed balances of Hampton Roads Construction District Grant funds, is approved provided that the additional SMART SCALE funding approved herein is matched by $9.2 million in funding from the City of Virginia Beach and is necessary to award and fund the Projects.

###

CTB Decision Brief
SMART SCALE Project Budget Increase for Laskin Road Widening (UPC 12546) and Laskin Road Phase 1-A (UPC 111711) Projects

Issue: The Laskin Road Widening (UPC 12546) and Laskin Road Phase 1-A (UPC 111711) Projects were selected for funding under the Commonwealth Transportation Board's (Board) SMART SCALE Prioritization Policy/Process and the current estimated cost for completion of the Project exceeds the approved budget by approximately $19.0 million. The City of Virginia Beach has identified $9.2 million to support the cost increase. VDOT recommends Board approval of a SMART SCALE budget increase in the amount of up to $9.8 million using cost savings from awarded Construction District Grant Projects in the Hampton Roads District and undistributed balances of Hampton Roads Construction District Grant Program funds. Board approval of the budget increase is required.

Facts: Item 10 of the Board's SMART SCALE Prioritization Policy/Process, adopted October 24, 2017, provides that a project that has been selected for funding must be re-scored and the funding decision reevaluated if there are significant changes to either the scope or cost of the project, such that the anticipated benefits relative to funding requested would have substantially changed.

Item 10.a. of the Board's SMART SCALE Prioritization Process states that if an estimate increases prior to project advertisement or contract award that exceeds the following thresholds, and the applicant is not covering the increased cost with other funds, Board action is required to approve the budget increase:

i. Total Cost Estimate <$5 million: 20% increase in funding requested
ii. Total Cost Estimate $5 million to $10 million: $1 million or greater increase in funding requested
iii. Total Cost Estimate > $10 million: 10% increase in funding requested; $5 million maximum increase in funding requested

The Laskin Road Widening Project (Round 1 Project) was submitted for consideration and selected for $10.0 million in funding through the Construction District Grant Program in the first round of the prioritization process. The Laskin Road Phase 1-A Project (Round 2 Project) was submitted for consideration and selected for $15.0 million in funding through the Construction District Grant Program in the second round of the prioritization process. It was determined that the Round 1 Project and the Round 2 Project should be advanced and delivered together.

The Round 1 Project was ranked 11 out of 21 projects selected for funding with a score of 2.109; and the Round 2 Project was ranked 20 out of 25 projects selected for funding with a score of 6.30.

The Round 1 Project is ready to advance in the right of way phase and the current estimated cost for completion of the Project exceeds the current budget by approximately 2.42 million. The Round 2 Project is ready to advance to the right of way phase and the current estimated cost for completion of the Project exceeds the current budget by approximately $16.59 million.

VDOT) has reviewed the Projects' scopes to identify opportunities to remain within the original budget while maintaining substantially the same project benefits and has determined that the Projects' scopes cannot be reduced and maintain substantially the same benefits; and

The City of Virginia Beach has identified $9.2 million to support the collective cost increase for the Round 1 Project and Round 2 Project.

VDOT recommends Board approval of a SMART SCALE budget increase in the amount of up to $9.8 million using cost savings from awarded Construction District Grant Projects in the Hampton Roads District and undistributed balances of Hampton Roads Construction District Grant Program funds.

Recommendation: Approval of a SMART SCALE budget increase in the amount of up to $9.8 million using cost savings from awarded Construction District Grant Projects in the Hampton Roads District and undistributed balances of Hampton Roads Construction District Grant Program funds.

Action Required by CTB: The CTB will be presented with a resolution for a formal vote to approve the SMART SCALE budget increase.

Result, if Approved: If approved, funds will be transferred so that the project can advance.

Options: Approve, Deny, or Defer.

Public Comments/Reactions: None

COMMONWEALTH of VIRGINIA

Commonwealth Transportation Board

Shannon Valentine
Chairperson

1401 East Broad Street
Richmond, Virginia 23219

(804) 786-2701
Fax: (804) 786-2940

Agenda item # 14

RESOLUTION
OF THE
COMMONWEALTH TRANSPORTATION BOARD

October 30, 2018

MOTION

Made By: **Seconded By:**

Action:

Title: SMART SCALE Project Budget Increase for I-81 at State Route 75 (Exit 17) Interchange Modification (UPC 109419)

WHEREAS, section 33.2-214.1 of the *Code of Virginia*, provides that the Commonwealth Transportation Board (Board) shall develop a statewide prioritization process for certain projects funded by the Board, including those projects allocated funds pursuant to sections 33.2-358, 33.2-370 and 33.2-371 of the *Code of Virginia*, and

WHEREAS, on June 17, 2015 the Board adopted a statewide prioritization policy and process pursuant to section 33.2-214.1 and directed the Commissioner of Highways, the Department of Rail and Public Transportation and the Office of Intermodal Planning and Investment to take all actions necessary to implement and administer the policy and process adopted on June 17, 2015 (collectively the HB2 Prioritization Policy and Process), including but not limited to issuance of a Policy Guide consistent with the intent of the policy and process; and

WHEREAS, on July 28, 2016, the Board rescinded the HB2 Prioritization Policy and Process previously adopted on June 17, 2015 and adopted a revised policy and process to govern screening, scoring and selecting projects for funding pursuant to Section 33.2-214.1 (SMART SCALE Prioritization Process); and

WHEREAS, on October 24, 2017, the Board rescinded the SMART SCALE Prioritization Process previously adopted on July 28, 2016 and adopted a revised SMART SCALE Prioritization Process to govern screening, scoring and selecting projects for funding pursuant to section 33.2-214.1 ; and

WHEREAS, a revised Policy Guide consistent with the SMART SCALE Prioritization Process was issued and posted at SmartScale.org; and

WHEREAS, Item 10 of the Board's SMART SCALE Prioritization Process provides that a project that has been selected for funding must be re-scored and the funding decision re-evaluated if there are significant changes to either the scope or cost of the project, such that the anticipated benefits relative to funding requested would have substantially changed; and

WHEREAS, Item 10.a. of the Board's SMART SCALE Prioritization Process further provides that if an estimate increases prior to project advertisement or contract award that exceeds the following thresholds, and the applicant is not covering the increased cost with other funds, Board action is required to approve the budget increase:

i. Total Cost Estimate <$5 million: 20% increase in funding requested
ii. Total Cost Estimate $5 million to $10 million: $1 million or greater increase in funding requested
iii. Total Cost Estimate > $10 million: 10% increase in funding requested; $5 million maximum increase in funding requested; and

WHEREAS, on December 7, 2016, the Board adopted the Six-Year Improvement Program Development Policy that states that any project added to the SYIP with funding from the State of Good Repair Program, High Priority Projects Program, or Construction District Grants Program shall be fully funded; and

WHEREAS, section 33.2-214 of the *Code of Virginia*, provides that "the Board shall only include a project or program wholly or partially funded with funds from the State of Good Repair Program pursuant to § 33.2-369, the High Priority Projects Program pursuant to § 33.2-370, or the Highway Construction District Grant Programs pursuant to § 33.2-371 in the Six-Year Improvement Program if the allocation of funds from those programs and other funding committed to such project or program within the six-year horizon of the Six-Year Improvement Program is sufficient to complete the project or program"; and

WHEREAS, the I-81 at State Route 75 (Exit 17) Interchange Modification, (Project), was submitted for consideration and selected for $12.3 million in funding through the District Grant Program and $8.9 million in funding through the High Priority Projects Program for a total of $21.2 million in funding in the first round of the prioritization process pursuant to section 33.2-214.1; and

WHEREAS, the Project was the lowest ranked funded project in Round 1 in the Bristol District with a score of 1.484; and

WHEREAS, the Project is in the right of way phase and the current estimated cost for completion of the Project exceeds the approved budget by approximately $10.6 million; and

WHEREAS, the Virginia Department of Transportation (VDOT) has reviewed the Project scope to identify opportunities to remain within the original budget while maintaining substantially the same project benefits and has determined that the project scope cannot be reduced and maintain substantially the same benefits; and

WHEREAS, VDOT recommends Board approval of a SMART SCALE budget increase in the amount of up to $10.6 million using cost savings from awarded High Priority Projects statewide and awarded Construction District Grant Projects in the Bristol District, and surplus Construction District Grant Program funds on I-81 Exit 19 (UPC 109440) in the Bristol District.

NOW THEREFORE BE IT RESOLVED, by the Commonwealth Transportation Board, that the SMART SCALE budget increase of up to $10.6 million for the Project, using cost savings from awarded High Priority Projects statewide and awarded Construction District Grant Projects in the Bristol District, and surplus Construction District Grant Funds on the I-81 Exit 19 project, is approved provided that the additional SMART SCALE funding is necessary to award and fund the Project.

###

CTB Decision Brief
SMART SCALE Project Budget Increase for I-81 at State Route 75 (Exit 17) Interchange Modification (UPC 109419)

Issue: The I-81 at State Route 75 (Exit 17) Interchange Modification (Project) was selected for funding under the Commonwealth Transportation Board's (Board) SMART SCALE Prioritization Policy/Process and the current estimated cost for completion of the Project exceeds the approved budget by approximately $10.6 million. VDOT recommends Board approval of a SMART SCALE budget increase in the amount of up to $10.6 million using cost savings from awarded High Priority Projects statewide and awarded Construction District Grant Projects in the Bristol District, and surplus Construction District Grant Program funds on I-81 Exit 19 (UPC 109440) in the Bristol District. Board approval of the budget increase is required.

Facts: Item 10 of the Board's SMART SCALE Prioritization Policy/Process, adopted October 24, 2017, provides that a project that has been selected for funding must be re-scored and the funding decision reevaluated if there are significant changes to either the scope or cost of the project, such that the anticipated benefits relative to funding requested would have substantially changed.

Item 10.a. of the Board's SMART SCALE Prioritization Process states that if an estimate increases prior to project advertisement or contract award that exceeds the following thresholds, and the applicant is not covering the increased cost with other funds, Board action is required to approve the budget increase:

i. Total Cost Estimate <$5 million: 20% increase in funding requested
ii. Total Cost Estimate $5 million to $10 million: $1 million or greater increase in funding requested
iii. Total Cost Estimate > $10 million: 10% increase in funding requested; $5 million maximum increase in funding requested

The I-81 at State Route 75 (Exit 17) Interchange Modification (UPC 109419) was submitted for consideration and selected for $12.3 million in funding through the District Grant Program and $8.9 million in funding through the High Priority Projects Program for a total of $21.2 million in funding in the first round of the prioritization process. The Project was the lowest ranked funded project in Round 1 in the Bristol District with a score of 1.484.

The Project is in the right of way phase and the current estimated cost for completion of the Project exceeds the approved budget by approximately $10.6 million due to higher than estimated costs for right of way total takes, the need to acquire additional parcels, and identification of additional impacts. VDOT has reviewed the Project scope to identify opportunities to remain within the original budget while maintaining substantially the same project benefits and has determined that the project scope cannot be reduced and maintain substantially the same benefits.

VDOT recommends Board approval of a SMART SCALE budget increase in the amount of up to $10.6 million using cost savings from awarded High Priority Projects statewide and awarded

Construction District Grant Projects in the Bristol District, and surplus Construction District Grant Program funds on I-81 Exit 19 (UPC 109440) in the Bristol District.

Recommendation: Approval of a SMART SCALE budget increase in the amount of up to $10.6 million using cost savings from awarded High Priority Projects statewide and awarded Construction District Grant Projects in the Bristol District, and surplus Construction District Grant Program funds on I-81 Exit 19 (UPC 109440) in the Bristol District.

Action Required by CTB: The CTB will be presented with a resolution for a formal vote to approve the SMART SCALE budget increase.

Result, if Approved: If approved, funds will be transferred so that the project can advance.

Options: Approve, Deny, or Defer.

Public Comments/Reactions: None

COMMONWEALTH of VIRGINIA

Commonwealth Transportation Board

Shannon Valentine
Chairperson

1401 East Broad Street
Richmond, Virginia 23219

(804) 786-2701
Fax: (804) 786-2940

Agenda item # 15

RESOLUTION
OF THE
COMMONWEALTH TRANSPORTATION BOARD

October 30, 2018

MOTION

Made By: _____ **Seconded By:** _____

Action: _____

Title: Annual (Biennial) Reports by the Commissioner of Highways and the Office of Intermodal Planning and Investment

WHEREAS, Section 33.2-232 of the *Code of Virginia* which, prior to 2018, set forth requirements relating to the annual report of the Commissioner of Highways (Commissioner's Annual Report), was amended pursuant to Chapter 828 of the 2018 Session of the Virginia General Assembly (Chapter 828); and

WHEREAS, § 33.2-232, as amended by Chapter 828, now requires the Commissioner of Highways to provide a written report (the Commissioner's Biennial Report) to the Governor, the General Assembly and the Commonwealth Transportation Board (Board) no later than November 1 of each even-numbered year; and

WHEREAS, § 33.2-232 further provides that the Board shall specify the content of the Commissioner's Biennial Report, which shall contain, at a minimum, the information set forth in § 33.2-232(B); and

WHEREAS, § 33.2-232, as amended by Chapter 828, also requires the Office of Intermodal Planning and Investment to provide a written report (OIPI's Biennial Report) to the Governor, the General Assembly and the Board no later than November 1 of each odd-numbered year; and

WHEREAS, § 33.2-232 further provides that the Board shall specify the content of OIPI's Biennial Report, which shall contain, at a minimum, the information set forth in § 33.2-232(C).

NOW, THEREFORE, BE IT RESOLVED, by the Commonwealth Transportation Board, that the Commissioner's Biennial Report shall contain, at a minimum, the information required by § 33.2-232(B) of the *Code of Virginia*.

BE IT FURTHER RESOLVED, that OIPI's Biennial Report shall contain, at a minimum, the information required by § 33.2-232(C) *of the Code of Virginia*.

BE IT FURTHER RESOLVED, that the Board's resolution, dated September 16, 2015, specifying the content of the Commissioner's Annual Report is hereby rescinded.

####

CTB Decision Brief

Annual (Biennial) Reports by the Commissioner of Highways and the Office of Intermodal Planning and Investment

Issue: Section 33.2-232 of the *Code of Virginia* which, prior to 2018, set forth requirements relating to the annual report of the Commissioner of Highways, was amended pursuant to Chapter 828 of the 2018 Session of the Virginia General Assembly. As a result, §33.2-232 now requires the Commissioner of Highways (Commissioner) to produce a report in even-numbered years and the Office of Intermodal Planning and Investment (OIPI) to produce a report in odd-numbered years the contents of which are to be established by the Commonwealth Transportation Board (the Board) and must, at a minimum, contain information set forth in the statute. To meet the statutory requirements, the Board is being requested to specify the contents of the reports that must be produced by the Commissioner and OIPI.

Facts: Prior to the 2018 session of the General Assembly, § 33.2-232 required the Commissioner to provide an annual report (Commissioner's Annual Report) to the Governor, the General Assembly, the Joint Legislative Audit and Review Commission, and the Board no later than November 30 each year, with the contents to be specified by the Board and to contain certain minimum information set forth in the statute. On September 16, 2015, in compliance with the law, the Board passed a resolution specifying that the "Annual Report shall contain the information required by § 33.2-232."

Section 33.2-232 now directs the Commissioner to provide a report to the Governor, the General Assembly, and the Commonwealth Transportation Board by November 1 of each even-numbered year (Commissioner's Biennial Report). The statute directs the Board to specify the contents of the Commissioner's Biennial Report, which shall contain, at a minimum, the following information, set forth in § 33.2-232(B):

1. The methodology used to determine maintenance needs, including an explanation of the transparent methodology used for the allocation of funds from the Highway Maintenance and Operating Fund pursuant to subsection A of § 33.2-352;

2. The methodology approved by the Board for the allocation of funds for state of good repair purposes as defined in § 33.2-369 and, if necessary, an explanation and rationale for any waiver of the cap provided for in subsection B of § 33.2-369;

3. The expenditures from the Highway Maintenance and Operating Program for the past fiscal year by asset class or activity and by construction district as well as the planned expenditure for the current fiscal year;

4. A description of transportation systems management and operations in the Commonwealth and the operating condition of primary and secondary state highways, including location and average duration of incidents;

5. A listing of prioritized pavement and bridge needs based on the priority ranking system developed by the Board pursuant to § 33.2-369 and a description of the priority ranking system;

6. A description of actions taken to improve highway operations within the Commonwealth, including the use of funds in the Innovation and Technology Transportation Fund established pursuant to § 33.2-1531; and

7. A review of the Department's collaboration with the private sector in delivering services.

In addition, § 33.2-232 directs OIPI to provide a report to the Governor, the General Assembly and the Board by November 1 of each odd-numbered year (OIPI's Biennial Report) and requires the Board to specify the contents of the OIPI Biennial Report, which shall contain, at a minimum, the following information set forth in § 33.2-232(C):

1. A list of transportation projects approved or modified during the prior fiscal year, including whether each such project was evaluated pursuant to § 33.2-214.1 and the program from which each such project received funding;

2. The results of the most recent project evaluations pursuant to § 33.2-214.1, including a comparison of (i) projects selected for funding with projects not selected for funding, (ii) funding allocated by district and by mode of transportation, and (iii) the size of projects selected for funding;

3. The current performance of the Commonwealth's surface transportation system, the targets for future performance, and the progress toward such targets based on the measures developed pursuant to § 2.2-229;

4. The status of the Virginia Transportation Infrastructure Bank, including the balance in the Bank, funding commitments made over the prior fiscal year, and performance of the current loan portfolio;

5. The status of the Toll Facilities Revolving Account, including the balance in the account, project commitments from the account, repayment schedules, and the performance of the current loan portfolio; and

6. Progress made toward achieving the performance targets established by the Commonwealth Transportation Board.

Recommendations: It is recommended that the Board specify the contents of both the Commissioner's Biennial Report and OIPI's Biennial Report as set forth in the Code of Virginia §§ 33.2-232 (B) and (C), respectively and further, that the resolution dated September 16, 2015, specifying contents of the Commissioner's Annual Report, be rescinded.

Action Required by CTB: A resolution to specify the report contents as indicated in the Recommendations will be presented to the Board.

Result, if Approved: The statutory requirement that the Board specify the contents of the Commissioner's Biennial Report and OIPI's Biennial Report will be satisfied.

Options: N/A.

Public Comments/Reactions: N/A

Bid Amount: Greater Than 5 Million

Letting Date: 9/26/2018

CTB BALLOT

Report created on : 10/1/18

AWARD

INTERSTATE

Order No.	UPC No. Project No.	Location and Work Type	Vendor Name	No Of Bidders	Bid Amount	Estimated Construction Cost.
948	112175	LOCATION: VARIOUS	FORT MYER CONSTRUCTION CORPORATION	2	$9,865,814.19	$10,372,923.66
	(NFO)PM9I-029-F18, N501		WASHINGTON			
	PM09356	FAIRFAX	DC			
	Maintenance Funds	NORTHERN VIRGINIA DISTRICT				
		2018 PLANT MIX				
N27	104936	FROM: 0.952 MI. NORTH OF I-77	ORDERS CONSTRUCTION COMPANY, INC.	5	$19,785,170.08	$16,804,769.77
	(NFO) 0081-098-778,B650-51,C501	TO: 0.920 MI. SOUTH OF RTE. 619	ST. ALBANS			
	NHFP-081-1(346)	WYTHE	WV			
	Construction Funds	BRISTOL DISTRICT				
		SGR - REPLACE BRIDGE STRUCTURES OVER REED CREEK				

2 Recommended for AWARD $29,650,984.27

October 2018 CTB Meeting

N27
(NFO)0081-098-778,B650-51,C501 **Wythe County**

The purpose of this project is to replace structures 19596 (NBL) and 19597 (SBL) including the reconstruction of approaches on Interstate 81 over Reed Creek and Formato Lane in Wythe County. The existing 300' long bridges carry I-81 over Reed Creek using six steel rolled beam simple spans. The existing bridge is currently striped for approximately two 12' lanes with 3'-11" shoulders on both sides of traffic. The original safety curb and bridge railing has been replaced by 1'-8" bridge parapets on both sides of the bridge. The existing bridge approach roadway is a four-lane divided interstate through rolling rural terrain and has a posted speed limit of 70 MPH. The VDOT Structure Inspection Reports for the existing bridges show them to have a minimum condition rating of 4 (Poor) for the deck and 5 (Fair) for the superstructure and substructure. VDOT has determined that the bridges are structurally deficient but are currently not posted for reduced legal loads. On I-81, two lanes of traffic in each direction will be maintained during construction. This project will be constructed with-in existing right-of-way and no additional right-of-way will be required.

Fixed Completion Date September 9, 2021