
**TPB TECHNICAL COMMITTEE
MEETING MINUTES**

March 6, 2020

1. APPROVAL OF THE FEBRUARY 7, 2020 TECHNICAL COMMITTEE MEETING MINUTES

The February 7, 2020 Technical Committee meeting minutes were approved.

2. BRIEFING ON AN AMENDMENT TO THE FY 2020 UPWP, FY 2020 CARRYOVER FUNDING TO FY 2021, AND THE DRAFT FY 2021 UPWP

Ms. Erickson reminded the Technical Committee that both they and the TPB received a detailed presentation in February on the Draft FY 2021 UPWP. Staff is now on the last stage of development of the budgeting process, where the “Carry Over” funding (one of three “buckets” of funding) is identified from the current FY 2020 UPWP. Ms. Erickson described the three buckets of funding that make up the entire FY 2021 UPWP budget again: 1) new federal funding, 2) prior year unexpended funding (funding that was not spent in FY 2019), and “Carry Over” funding. Carry Over funding is funding and projects from the current FY 2020 UPWP that will not be spent/completed by June 30, 2020. These projects and funding are amended and removed from the FY 2020 UPWP and “carried over” into the new draft FY 2021 UPWP. Ms. Erickson described the FY 2020 carry over details from the memo. Staff recommends that the FY 2020 UPWP budget be reduced by \$2.859 million.

Since the projects/activities that were not going to be completed were identified in February, the new FY 2021 document had already been updated to include this information, so there are no changes to the draft FY 2021 UPWP, with the exception of the funding totals. The budget process requires that the TPB take 3 actions: Amend the FY 2020 UPWP to remove the projects/funding; “Carry Over” the funding/projects into the FY 2021 UPWP; and Approve the FY 2021 UPWP.

Gary Erenrich suggested that carrying over \$2.8 million seems like a higher percentage than usual. Staff replied that about 8-10% is the usual carry over amount, however, this year, the travel demand model is in the process of a 3 year update and \$1.1 million is being carried over to support this 3-year project.

3. BRIEFING ON THE DRAFT FY 2021 CCWP

Mr. Ramfos referred to the handout that was in the agenda packet and reviewed the information that was released at the TPB on the draft FY 2021 CCWP at the February 19, 2020 meeting and released for public comment. He stated that the current draft document had one small change made to the Bike to Work Day project that showed an added task which would provide event orientation training to both new pitstop managers and existing pitstops with newly assigned managers. This year there will be 120 pitstops as part of the event and there are many challenges in keeping all the pit stop locations throughout the region on the same page; therefore, the training will help provide a unified structure and answers to the new pitstop managers. A new put stop manager orientation training was held earlier this year and several veteran pitstop managers that have been with the event since the beginning were on hand to share best practices and answer questions.

There were no additional comments received or significant changes made to the draft document.

4. BRIEFING ON COMMENTS RECEIVED ON THE FY 2021-2024 TIP AND 2020 AMENDMENT TO THE VISUALIZE 2045 PLAN AND AIR QUALITY CONFORMITY ANALYSIS

Ms. Erickson listed the series of actions that that the TPB will be taking at the March Board meeting: 1) approval of response to comments; 2) approval of the conformity analysis; 3) approval of the 2020 amendment to Visualize 2045 and the FY 2021-2024 TIP; and 4) approval of the self-certification that indicates that we follow the required metropolitan planning processes. She noted that she would go

through everything as one presentation for the TPB. She reminded the group that the public comment period had been between January 31st and March 1st, and that materials were posted on the web, in newspapers, and tweeted out. She stated that the only comment received was from the Metropolitan Washington Air Quality Committee (MWAQC). She noted that there have been some technical corrections to the TIP, and that the TIP will be as up-to-date as possible when it is approved by the TPB.

Ms. Posey told the group that the MWAQC comment letter and a recommended response was included on the back table. She summarized the MWAQC comments and read the recommended response. She indicated that the summary of the comment letter and the response would be included in the summary conformity report.

Mr. Erenrich recommended including information about the percentage of funding for each type of investment in the Plan (transit, highway, etc.). Ms. Posey agreed that that was a good idea.

5. CERTIFICATION OF THE METROPOLITAN TRANSPORTATION PLANNING PROCESS FOR THE NATIONAL CAPITAL REGION

Ms. Erickson stated that every time a TIP is approved, the MPO must self-certify that the federal metropolitan transportation planning process is being followed. TPB and the states sign a statement that lists all of the federal laws that must be adhered to, both to conduct the process and to spend federal dollars. In addition to the TPB Chair's signature, TPB demonstrates that the process is followed by providing documentation and a description for each element of the process. Ms. Erickson described the process and the steps that TPB would be taking to self-certify the process.

6. TRANSIT-ORIENTED COMMUNITIES: HIGH-CAPACITY TRANSIT STATION AREA INTERACTIVE MAP

Tim Canan, TPB Planning Data and Research Program Director, briefed the Committee on the Transit-Oriented Communities (TOCs) focus of the TPB and demonstrated one of the work products developed as part of this focus, an interactive GIS map that identifies and classifies high-capacity transit (HCT) in the region. The presentation was based on the memorandum from him to the Committee and included with the meeting materials provided in advance. During his presentation, he reviewed prior and related initiatives, including the regional housing targets and the "Bring Jobs and Housing Closer Together" aspirational initiative contained within Visualize 2045, the region's long-range transportation plan. Building on these past efforts, he explained that both the chairman of the COG Board of Directors and the chair of the TPB have both identified TOCs as a focus during 2020. To support this, staff identified a series of TOC-supportive work activities and products that can be undertaken by COG and TPB staff to help member jurisdictions' efforts to enhance housing and transportation connectivity in areas served by transit. These activities would support efforts to reach adopted regional housing targets, support the development of TOCs, and advance the aspirational initiatives of Visualize 2045. The three activities would entail 1) identifying and classifying HCT Station Areas anticipated in the region by 2030, 2) summarizing current and projected population, households, and employment in these areas, and 3) examining the connectivity in these areas by alternative modes through a series of analyses on walksheds, "micromobility" sheds, and "micro-transit" sheds. The first of these activities, identifying and classifying HCT Station Areas anticipated in the region by 2030, has been completed through the development of an interactive GIS map hosted on COG's public website. This planning tool can support local planning agencies' efforts to identify opportunities for projects, programs, and policies that support the development of transit-oriented communities in the region, and it can be accessed on the COG website with the following link: <https://www.mwcog.org/maps/map-listing/hct-map-tool/>.

Following his presentation, Mr. Canan demonstrated the interactive map to the Committee. This included instructions on accessing the map, understanding and navigating the various controls, and demonstrating how users can select various geographic and transit service criteria to narrow list of the HCT Station Areas based on these criteria. Such criteria included Activity Centers, Equity Emphasis

Areas, jurisdictions, subregions, and type of transit offered, among others. Mr. Canan then walked the Committee through several examples of how the user can select different criteria to refine the map view and list of HCT Station Areas.

Mr. Weissberg suggested it would be helpful if the interactive planning tool could indicate underutilization of transit areas and therefore opportunities for transit-oriented development by examining development capacity as well as considering the relationship of jobs with affordable housing in these areas.

Mr. Canan explained that this functionality for very localized analysis does not currently exist; however, the map is scalable and could be expanded to include additional functions, or the map could be used by interested parties to conduct supplemental spatial analyses such as this.

Mr. Nembhard asked if the map only considers current and planned transit or whether it considers past development as well.

Mr. Canan responded that this map in its current form only considers current and future transit areas anticipated by 2030.

Mr. DesJardin, in response to Mr. Weissberg's comment, indicated that the Planning Directors Technical Advisory Committee, as part of its effort to develop regional housing targets, did examine development capacity at Activity Centers and HCT Station Areas and determined that these areas could collectively accommodate 75 percent of future housing growth called for in the regional targets.

Ms. Soneji recommended that the map also depict commuter rail and Bus Rapid Transit (BRT) lines similar to how Metrorail lines are already depicted. Ms. Soneji also suggested that when the shed analyses are performed that trails be considered as part of the network analysis; she also suggested, and Mr. Nembhard indicated his support, that the mode of access information at each station area be made included with the data.

Mr. Brown suggested that since this tool was a TPB meeting item for March that clearer descriptions of the concepts like Activity Centers and Equity Emphasis Areas be provided in the presentation. He called upon his fellow Committee members to brief their respective TPB members on these items, especially since many members are new to the TPB.

Mr. Srikanth indicated that Mr. Canan will provide clearer descriptions of these items in his memorandum to the TPB and edit the map to more clearly indicate the station areas displayed are those anticipated to be in place by 2030.

Mr. Erenrich indicated that several BRT stations in Montgomery County were not appearing on the map. Staff indicated it will research this and make any necessary corrections before the TPB meeting. This may be the result of a typographical error discovered in the search criteria or a possible completion year for these stations after 2030. He underscored the need to confirm the correctness of the data before the map is demonstrated to the TPB.

INFORMATION ITEMS

7. UPDATE ON TRANSIT ACCESS FOCUS AREAS

Mr. Swanson briefed the committee on staff work to develop a prioritized list of transit station areas that have significant need and opportunity for better pedestrian and bicycle connections to transit. He described the project's purpose, origin, and underlying principles, and the methodology for developing the list. He said that staff had conducted outreach in November and December with the jurisdictions that have large numbers of station areas. During this outreach, staff presented a draft list of priority station areas. He said that staff was working to determine how to address comments that were received in those meetings. He said that over the next six weeks, staff would revise the draft list and reach back out to the affected member jurisdictions. He said a new draft list of Transit Access Focus Areas would

be presented to the Technical Committee in May.

Mr. Brown asked when TPB staff would reach out to Loudoun County. Mr. Swanson said it would happen within the next few weeks.

8. TRANSPORTATION CLIMATE INITIATIVE

Ms. Morrow briefed the committee on the work of the Transportation and Climate Initiative (TCI), a group of 12 Northeast and Mid-Atlantic states and the District of Columbia that is working to reduce greenhouse gas emissions from the transportation sector. TCI recently released a draft proposal for a cap-and-invest program. There were three handouts for this item: the presentation slides, a blog post from COG Connections, and a comment letter to TCI from a group of regional planning entities.

Ms. Morrow began her presentation by highlighting work activities undertaken by COG and TPB over the past 12 years since COG adopted the National Capital Region Climate Change Report and goals for greenhouse gas reductions. There is no federal requirement to model or report greenhouse gas emissions.

She provided background information on the history of TCI and its proposed cap-and-invest program, which was outlined in a draft Memorandum of Understanding (MOU) released by TCI in December, to reduce carbon dioxide emissions from transportation. Members received a copy of the draft MOU at the January meeting. The TCI proposal is for a program similar to the Regional Greenhouse Gas Initiative (RGGI) and would regulate motor vehicle gasoline and on-road diesel fuel for sale or consumption in participating jurisdictions. There would be a process for auctioning emissions allowances to fuel distributors and the proceeds of the auction would be available for jurisdictions to invest in projects or programs to further reduce carbon dioxide emissions.

Ms. Morrow presented thirteen slides that were taken from a TCI presentation that gave an overview of the preliminary modeling results. She encouraged members who are interested in learning more to view a webinar recording on the modeling results and provided a link at the end of her presentation. The modeling looked at different investment scenarios and different program outcomes including economic, public health, and avoided climate impacts of three different cap scenarios. The final MOU and program details are expected to be released in the spring.

At its February meeting, the COG Board approved a resolution applauding the Governors of Maryland and Virginia and the Mayor of the District of Columbia for their participation in TCI and endorsed TCI's proposal as a positive path forward for reducing greenhouse gas emissions.

TPB staff are participating with a group of COGs and MPOs in the TCI region which have convened on the phone and in-person to learn more about TCI. COG hosted the group's second in-person convening in January. A comment letter on the draft MOU based on the group discussion was submitted to TCI during the public comment period. The letter was signed by eight executive directors of regional planning entities including COG Executive Director Chuck Bean.

Mr. Orleans noted that the current transportation investments being made by some states, such as investments in roadway widening, seem to contradict the mission of TCI. He asked Ms. Morrow if she had any insight into conflicts on the topic within TCI work groups. Ms. Morrow responded that TCI is state-driven and TPB staff are only following TCI's work. She noted that the comment letter signed by Chuck Bean encouraged TCI to work with regional planning entities on investment priorities.

9. PUBLIC PARTICIPATION PLAN UPDATE

Mr. Hayes briefed the committee on the status of the Participation Plan update. The 2020 Participation Plan update builds on previous updates from 2007 and 2014. The update will reflect the more robust

participation and engagement work staff have led in recent years. Staff have reviewed other MPO plans and met with stakeholders including the Tech committee, CAC, and AFA. The update also draws upon the evaluation of participation activities that was conducted in 2019.

Mr. Hayes described the changes to the Participation Plan 2020 update. He said that the plan will: 1) clarify the purpose of public participation at the TPB, 2) clarify the purpose of the participation plan, 3) use simple and descriptive language to identify the TPB's public constituencies, 4) enhance evaluation component, 5) update appendix on advisory committees later in 2020, 6) make sure that Title VI is full reflected in the update, and 7) make it easy for regulators to see that the TPB meets and exceeds requirements.

Staff plan to meet with team leaders in March to discuss ways that the plan can be useful for their staff. They will also consult with the CAC and AFA in March and April. A draft plan is expected in April. The final draft will go out for a 45-day public comment period in May and is expected to be approved by the board in July.

Mr. Srikanth clarified that that the plan update thoughtfully acknowledges that different work activities require different participation activities.

Mr. Erenrich asked about metrics for evaluating successful engagement.

Mr. Hayes explained that staff have discussed the value of setting metrics for success at the beginning of each participation activity, so that the metrics can effectively evaluate the work.

10. VISUALIZE 2045 (2022 UPDATE) PERFORMANCE ANALYSIS UPDATE

Mr. Ritacco provided an overview of a staff activity to review and update measures used to conduct the performance analysis for the financially constrained element of the Visualize 2045 long-range plan. Staff has engaged consultant support to review existing measures used to evaluate system performance and identify and develop methodologies for a new set of performance measures that will be used to conduct the performance analysis for the financially constrained element of the 2022 long-range plan. One of the primary drivers of conducting this work is to ensure all priorities in the TPB policy framework are represented in what the TPB measures and reports on. TPB staff expects to finalize this work by June 2020 and begin internal testing through September 2020. The performance analysis for 2022 Visualize 2045 update will be conducted in Summer 2020. Mr. Ritacco then asked the committee to provide suggestions or comments on potential criteria and measures to consider?

Mr. Erenrich noted and suggested including data and measures associated with pavement and bridge conditions, which are required through performance-based planning and programming federal reporting requirements. Mr. Srikanth noted the challenges of reporting these requirements across the TPB planning area and the various reporting standards of each state and the District of Columbia.

11. MARCH 31 CONNECTED AND AUTONOMOUS VEHICLES FORUM

Note: the planned March 31 forum discussed herein was later postponed to a date to be determined due to COVID-19 precautions.

Mr. Meese presented, referring to a memorandum and a flyer that were in the mailout. Three upcoming connected and autonomous vehicles (CAVs) events were planned: a technical workshop/forum scheduled for March 31; a second technical forum scheduled for May 14; and a TPB work session scheduled for June 17. Mr. Meese noted that staff was monitoring the situation regarding COVID-19 for any action that might be necessary. A webinar option was already planned for March 31. Staff was also considering rescheduling alternatives if needed.

The workshops will focus on TPB's needs and activities. The March 31 forum intends to establish a common baseline of CAV concepts, terms, and issues, inform participants of activities at federal and state level, and review and discuss potential impacts of CAV in next 5 to 10 years. With this input, the second forum on May 14 will examine how CAV will impact MPO and local jurisdiction responsibilities, discuss what TPB (in its role as an MPO) and its members need to prepare or plan, and recommend next steps.

At the same time, TPB's on-call consultant team will be asked to develop a technical memorandum and white paper with information and recommendations from their subject matter expert perspective. Both forums and the consultant products, in turn, will advise the TPB work session on June 17.

The March 31 agenda was expected to be available soon, and feature a mix of panel speakers and a breakout group. Anticipated speakers included national expert Paul Lewis of the Eno Transportation Center; FHWA DC Division Administrator Christopher Lawson to provide a federal perspective; VDOT's Emerging Technologies Deployment Director Hari Sripathi for a particularly relevant implementation perspective; and freight expert Nicole Katsikides of the Texas A&M Transportation Institute. Other speakers will have perspectives on CAVs regarding safety, bicycle and pedestrian planning, and traffic engineering/Manual of Uniform Traffic Control Devices changes. Members of the TPB's CAV Forum Planning Advisory Group will also have roles during the forum.

Staff was engaging with the TPB's Access for All Advisory Committee and Citizens Advisory Committee. Representatives of those committees are invited to participate in the forums, and staff will also participate in those committees' upcoming meetings to gather their input.

Mr. Meese noted the save-the-date flyer that was in the mailout, including that target forum participants are TPB member agency and committee personnel involved in or with an interest in the topic. Members of the public are welcome, but this will be oriented as a "practitioner" event, with Board member engagement and public outreach anticipated for future events and activities. The flyer included the registration link at www.mwco.org/cavforum; registration was free but pre-event registration was required.

Additionally, Mr. Meese announced that members of the TPB Technical Committee were about to receive an email request to fill out a pre-event survey (hard copies also were handed out at the meeting), to help staff gauge topic priorities. This informal quick turn-around survey was intended for Technical Committee members familiar with the TPB and its processes. Multiple responses from the same agency were welcome. The survey could be filled out via a SurveyMonkey link provided, or by email to Andrew Burke of TPB staff. In response to a question from Ms. Moore, a survey return deadline of March 13 was recommended.

OTHER ITEMS

12. OTHER BUSINESS

FAMPO MOU UPDATE

The updated memorandum of understanding with the Fredericksburg MPO is under development. Staff turn-over at FAMPO has delayed progress. A draft has been written and reviewed with federal partners. Some comments have been received. FAMPO has created a technical advisory group to review the MOU.

SAFETY UPDATE

A memo was distributed to committee members that includes: 1) a schedule for presenting the safety study with the board and technical committee, 2) notice that the contract for Cambridge Systematics, the consultant, has been extended until November, and 3) a safety activities fact sheet to provide information for media outlets and others.

TLC REMINDER

The TLC application deadline is Monday, March 9. After the application was released an extra \$100,000 was made available for transit projects. Staff is coordinating with WMATA for bicycle and pedestrian station access improvements.

13. ADJOURN

No other business was brought before the committee.

**TPB TECHNICAL COMMITTEE MEMBERS AND ALTERNATES
ATTENDANCE – March 6, 2020**

DISTRICT OF COLUMBIA

DDOT Mark Rawlings

DCOP Kristin Calkins

MARYLAND

Charles County -----

Frederick County -----

City of Frederick David Edmondson

Gaithersburg -----

Montgomery County Gary Erenrich

Prince George’s County Victor Weissberg
Anthony Foster (phone)

Rockville -----

M-NCPPC -----

MDOT Kari Snyder

David Rodgers

Takoma Park -----

VIRGINIA

Alexandria Jim Maslanka

Arlington County Dan Malouff

City of Fairfax -----

Fairfax County Malcolm Watson

Falls Church -----

Fauquier County -----

Loudoun County Robert Brown

Manassas -----

NVTA Sree Nampoothiri

NVTC Dan Goldfarb (phone)

Prince William County Meagan Landis

PRTC Betsy Massie (phone)

VRE Sonali Soneji

VDOT Norman Whitaker

Regina Moore

VDRPT Ciara Williams

Xavier Harmony (phone)

NVPDC -----

VDOA -----

WMATA

Mark Phillips (phone)

FEDERAL/REGIONAL

FHWA-DC -----

FHWA-VA -----

FTA -----

NCPC -----

NPS Laurel Hammig (phone)

MWAQC -----

MWAA -----

COG STAFF

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Lyn Erickson, DTP

Tim Canan, DTP

Andrew Meese, DTP

Mark Moran, DTP

Karen Armendariz, DTP

Andrew Austin, DTP

Andrew Burke, DTP

Stacy Cook, DTP

Michael Farrell, DTP

Matther Gaskin, DTP

Bryan Hayes, DTP

Charlene Howard, DTP

Arianna Koudounas, DTP

James Li, DTP (phone)

Nicole McCall, DTP (phone)

Erin Morrow, DTP

Jane Posey, DTP

Eric Randall, DTP

Sergio Ritacco, DTP

Jon Schermann, DTP

John Swanson, DTP

Dusan Vuksan, DTP

Feng Xie, DTP

Abigail Zenner, DTP

Paul DesJardin, DCPS

Sunil Kumar, DEP (phone)

OTHER

Alex Brun, MDDOE (phone)

Chloe Delhomme

Winstina Hughes, MDOT/SHA