

TPB TECHNICAL COMMITTEE ITEM #1



National Capital Region
Transportation Planning Board

Technical Committee Minutes

**For meeting of
June 3, 2016**

TRANSPORTATION PLANNING BOARD
Technical Committee Meeting

Minutes

1. Welcome and Approval of Minutes from the May 6 Technical Committee Meeting

Meeting attendees introduced themselves. A motion was made to approve the minutes from the previous meeting. The motion was seconded and was approved unanimously.

In honor of Bob Griffiths' forthcoming retirement, Chairman Roseboom asked Mr. Griffiths to serve as honorary chair of the meeting.

2. Briefing on a Framework for Communicating Regional Actions in Support of the WMATA Safetrack Safety Surge Plan

Mr. Srikanth began by discussing a joint memo that was in the agenda packet issued on May 11 to both the COG Board and the TPB from both Mr. Srikanth and Stuart Freudberg. The memo outlines the type of support and coordination activities provided by COG to WMATA and the local jurisdictions for SafeTrack. It outlines the various committees and Subcommittees at COG/TPB that will be focused on the plan and he also reported that staff will not be developing mitigation action plans due to the lack of expertise and resources. This function will reside with WMATA and the local jurisdictions.

There have been a number of discussions during this past week between WMATA and the local jurisdictions' technical staffs which have been encouraging with regards to mitigation information being developed. SafeTrack is not a onetime event and just the beginning of a 12-month process. There are many options that will be available and many stakeholders will need to work together including employers, employees, and service providers. This will be an evolving project and there will be lessons learned that will inform subsequent surges. An awareness of what activities taking place will be key. The groups outlined in the memo can be used as a forum to share information and seek assistance to make the plan work for the region. Mr. Srikanth stated that the TPB discussed this issue last month and asked for a monthly briefing. A staff memo will be issued each month to the TPB which will be a compilation of activities occurring on SafeTrack in the region including those activities occurring in local jurisdictions. Time will also be offered to WMATA and those jurisdictions impacted by SafeTrack during that month in order to share lessons learned and upcoming plans and options on the response to upcoming safety surges.

Ms. Davis stated that SafeTrack surges will affect all of the lines whether it's single-tracking or complete shutdowns. The actual work zone may not be in your jurisdiction, but service levels will impact other jurisdictions with regards to travel time. Mr. Srikanth stated that COG/TPB staff will be taking the lead on this project and Jeanne Saddler with COG Office of Communications will be taking a lead in coordinating the Public Information Officers in the region. Mr. Brown stated that WMATA's General Manager, Paul Wiedefeld, would be briefing the Loudoun County Board of Supervisors next Tuesday. Mr. Srikanth also stated that there would be a press briefing today at East Falls Church Metro with WMATA Board members.

Mr. Ramfos then presented information on SafeTrack and stated that the project was very fluid. There about a half-dozen or so committees examining the situation and will be reporting back to the TPB on a regular basis. In terms of Commuter Connections, a

SafeTrack Work Group was set-up and the first meeting occurred last week. The group is comprised of state funding agencies and local jurisdictions impacted by SafeTrack as well as WMATA. It's also an opportunity for the group to coordinate activities and messaging as well as share lessons learned and make necessary adjustments to TDM program activities. The

work group will be meeting at least one week prior to each of the Safety Surges. COG/TPB staff has set up a web-hub on the Commuter Connections home page where the public will be able to access the information on WANTA's SafeTrack plan as well as links to alternative options and is also sharing the maps developed by WMATA along with links to jurisdictional web pages as they are made available. Mr. Ramfos reported that geo-targeted messages have been sent to both employees that live or work near the impacted SafeTrack Surge stations and employers. Public Service Announcements have been developed and will be distributed by COG's Office of Communications and paid media has been developed and will be placed. A radio ad has been developed which went live this week. Social media will also be used.

The Regional Public Transportation Subcommittee will be focusing on actions that each of the transit agencies take during SafeTrack as well as lessons learned and the information will be shared with the TPB. Mr. Randall stated that transit ridership data will be collected and analyzed for each of the Surges. The Bicycle and Pedestrian Subcommittee will be working to encourage bicycle and walking during the project. Commuter Connections has been coordinating with WABA and a link to bicycling has been placed on the Commuter Connections web-hub page. Mr. Meese stated that there has been discussions and publicity on what Capital Bikeshare can do and there are places where bicycling and walking will be a viable option. Mr. Ramfos stated that Arlington is setting up "Bike Trains" where bicyclists will be meeting up with WABA volunteers who will be guiding the group on "bicycle convoys" into the District of Columbia.

Next, Mr. Ramfos discussed activities that will be undertaken by the MOITS Subcommittee which will include compiling information on each of the jurisdictions' traffic management plans. There will be an analysis of speed, the review of vehicle probe data before, during, and after the project and the important aspect on this is that this will be limited to roads where data is available. Mr. Meese stated that information will be compiled on traffic strategies and there isn't a regular process by which the committee gets into turn by turn traffic engineering of local streets and COG/TPB staff will be dependent on agencies to share information along with data and lessons learned. The early corridors will have experience that can inform the later corridors of what worked and didn't work. The goal will be to foster lessons learned through the sharing of information.

Mr. Ramfos then discussed the Emergency Transportation Committee (RESF-1) which handles emergency preparedness issues that may come up. One of the areas of focus has been on transit which will continue through the SafeTrack program particularly on public safety. Mr. Meese stated that the committee focuses on all modes, including transit. Emergency managers will be considering what happens if there is a big emergency. MATOC will be monitoring roadway conditions. A Transit Task Force is in place along with a Bus Operators Committee and coordination on real time responses to incidents will be a focus. Mr. Meese stated that COG/TPB participates in MATOC which involves real-time operations. There is the ability to send out messages and convene on short notice. There is a standard operating procedure for freeways and can be a forum for discussion but not a replacement for local jurisdictional activities. The data provided through MATOC can be mined and shared with jurisdictions particularly with incidents and construction projects. The Transit Task Force can get on a conference or share emails as an incident unfolds which will help with responses and any adjustments needed.

Mr. Ramfos stated that the monthly memo in the TPB agenda packet will summarize actions and results of SafeTrack activities and impacted jurisdictions will also have an opportunity to address the TPB.

Mr. Whitaker stated that VODT has met with WMATA on SafeTrack and also issued a press release noting fifteen key routes where vehicular traffic will be affected by SafeTrack and encouraging the public to use alternate routes, telework, alternative work hours and alternative modes, and to be prepared for extended rush hours. Mr. Malouff stated that Arlington County has been re-programming longer buses, adding buses, and reviewing the potential of adding bus lanes. Converting or re-purposing some road lanes to HOV restricted lanes is also being examined. It will be a good opportunity to pilot some ideas at a low cost. Mr. Lake stated that there would be an expectation of increased ridership on VRE, although there are capacity limitations. Extra shuttles will also be available to the Pentagon from Vienna, Reston and the Saratoga Springs Park and Ride lot. Ms. Massie asked whether or not anyone has reached out to the slugging community with regards to a new slugging mobile app that has been developed. Mr. Ramfos stated that it would be difficult to capture any data from the use of the mobile app but if the information was available it would be good to capture the use. It would be helpful to know if there is more use of the mobile app during SafeTrack.

Mr. Ramfos stated that COG's Office of Communications has been convening a regional Public Information Officers call to coordinate messaging and outreach activities and there have been a number of press events being hosted by WMATA and the Greater Washington Board of Trade. Mr. Roseboom stated that NVTC has been coordinating on SafeTrack with the Northern Virginia bus systems and VDRPT and NVTC has asked the transit systems to submit the added costs being incurred which will be brought to the CTB for a presentation on June 14th in the hopes of obtaining funding to cover the added costs. Bill Orleans asked about bus schedules being changed as a result of SafeTrack. He also stated that publicly licensed taxi cabs can be directed without surge pricing to compliment the need for mobility. Mr. Ramfos stated that Arlington is looking at shared taxi use which will include TNC's. Anthony Foster stated that Prince George's County is planning to educate the public through Street Teams at affected stations and the public will be encouraged to use local bus service. Jeanne Saddler stated that both Arlington and Fairfax County has been doing an excellent job with disseminating information to the public. The PIO conference call will be held regularly with each surge event. If there is a need for public information, any of the jurisdictions' public information officers can be contacted as well as Jeanne directly at jsaddler@mwcog.org.

3. Briefing on the Draft National Capital Region Freight Plan

Mr. Schermann briefed the Committee on the draft 2016 National Capital Region Freight Plan. The TPB will be briefed on the draft plan at its June 15 meeting and will be asked to approve the plan at its July 20 meeting. There are two versions on the Plan – a full document and a separate executive summary.

Mr. Schermann noted that each year hundreds of millions of tons of freight, valued in the billions of dollars, move over our region's multimodal transportation system. This freight is vital to our economy and contributes to the quality of life of the region's residents. Anticipated growth in employment, population, and wealth of our region will drive increasing demand for freight in the future.

This Plan builds on the 2010 edition and is intended as a technical reference. It also includes a policy section that the TPB was instrumental in developing and provides a set of recommendations to guide future TPB freight planning efforts.

Mr. Schermann shared the following facts from the draft Plan:

- Gravel and crushed stone is the top commodity in the Region by weight;
- Electronic and electrical equipment is the top commodity in the Region by value;
- In terms of both weight and value inbound freight is approximately 2 ½ times greater than outbound freight; and
- The majority of freight in the Region moves by truck.

The draft Plan includes a first ever policy section with 17 policy statements, five of which emphasize freight rail and hazardous materials issues. Collectively, these draft freight policies address all of the RTPP goals and all of the National Freight Goals and are intended to express the TPB's collective position on freight planning in the region. The draft Plan concludes with a set of recommendations that are intended to guide future TPB planning activities.

Mr. Holloman commented on the importance of Integrated Corridor Management (ICM) technologies and wanted to know if they were included in the draft Freight Plan. Staff indicated that while ICM was not called out directly in the Plan, TPB staff are participating in VDOT's East-West Corridor ICM study. Furthermore, keeping abreast of this technologies like ICM is addressed in the Plan recommendations. In response to a comment from Mr. Brown on the importance of multimodal connections to Dulles airport, Mr. Schermann agreed and noted that the draft Freight Plan covers the importance of airport ground access as well as air cargo in general and Dulles Airport in particular. He also noted that text for these sections were developed in collaboration with MWAA. Mr. Davenport commented on the importance of rail grade separations and Mr. Schermann agreed noting that grade separation projects were included in the draft Plan. Mr. Griffiths requested that the presentation should be shortened for the June TPB meeting.

4. Briefing on Activities to Promote Transit-Oriented Development Near Metro Stations

Mr. Scott, Senior Real Estate Advisor, WMATA's Office of Real Estate and Station Planning provided an overview of ways that the TPB and local governments can work with Metro to implement Transit Oriented Development. The presentation described approaches to collaborate, including supporting growth and access in station areas, as well as development of Metro property.

Mr. Scott described the Metrorail Station Access Investment Strategy Project, a project aimed at studying walksheds, identifying bike/ped projects to improve the walkshed, and to prioritize projects. Currently the project is identifying measures and criteria to prioritize possible projects. Future action includes including prioritized projects in capital improvement programs and other funding opportunities, as well as coordinating with TPB's unfunded capital projects.

The Project Development Program looks at physical development opportunities at station properties. Activities include development studies, where WMATA clarifies the areas within the property available for developers' proposals, and, when there is limited availability within

the station itself, connect with nearby development. Opportunities include aligning with local development priorities and local government input into the program.

The Joint Development Program redevelops station properties as transit-oriented development. An active program dating back to the founding of Metro, it currently has around 15 active projects. Local governments can assist in prioritizing joint development projects.

Mr. Brown asked about new stations within Loudoun County and outreach efforts between WMATA and Loudoun County government. Mr. Scott welcomes working together. Mr. Randall noted WMATA's JCC meetings have connected representatives with Loudoun County and WMATA's Office of Real Estate and Station Planning.

Mr. Holloman asked of lessons learned from previous projects, has there been any feedback from local governments. Mr. Scott noted there are always lessons learned and working better with local planning offices.

Mr. Srikanth noted possible enhancements for June TPB meeting.

5. Update on the Development of MAP-21 Performance Measures

Mr. Randall briefed the committee on updates to the US DOT regulations on performance measures under MAP-21, speaking to a presentation. He opened the presentation with the announcement that the final Statewide and Metropolitan Planning rule was published the previous Friday, May 27. Review was still in progress, but he would provide highlights of the new regulations, which replace those from 2007 under SAFETEA-LU.

Mr. Randall presented the schedule for publication of the proposed and/or final rulemakings for the five categories of performance rules. The draft rule for highway System Performance was published in April. The next anticipated rulemaking is the transit asset management final rule in July. However, with the looming presidential election, publication of the final rules could be accelerated or delayed until after a new administration takes office. Mr. Randall then spoke to highlights of the new planning rule, which updates federal surface transportation regulations with changes adopted in the Moving Ahead for Progress in the 21st Century Act (MAP-21) and the Fixing America's Surface Transportation (FAST) Act. Four issues he noted included 1) changes in the requirements for MPO board composition to include representation by providers of public transportation; 2) two new federal planning factors: a) improve resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts; and b) enhance travel and tourism; 3) need to add intermodal facilities and inclusion of intercity bus and commuter vanpool providers to the metropolitan planning process; and 4) use of planning products in the NEPA environmental review process.

Mr. Randall then covered the performance measurement rules in more detail: how they will affect project selection through performance based planning and programming. He emphasized that performance measurement will become an integral part of the TIP and long-range transportation plan. MPOs, States, and the providers of public transportation must jointly agree upon and document in writing the coordinated processes for conducting the performance measurement process. He then spoke to a nominal calendar of upcoming actions. The final transit asset rule is expected in July, which would lead to the transit agencies adopting targets within 90 days, followed by the TPB adopting targets for transit asset around the end of the year. More final rules will come out, and then the planning rules would become effective in May 2018, coinciding with the 2018 CLRP.

He then spoke concluded the presentation to the five areas of performance measures with a slide on each: Highway Safety, Highway Asset: Pavement and Bridge Condition, System Performance (National Highway System, Freight, CMAQ), Transit Safety, and Transit Asset Management. He emphasized the immediacy of the transit asset management rule, expected in July, and how each of the current FTA recipients in the region will need to report on their asset data, including almost all local jurisdictions.

Mr. Srikanth then stated that the TPB will receive a briefing on the performance provisions at the June meeting. It has been two years since they were last briefed on the rules in light of the MAP-21 changes for MPO board representation, but they have not been updated since then. The board will receive a high-level briefing similar to the day's presentation, as the performance provisions will significantly change the way in which the MPO does business, including target-setting for all of these performance areas. State DOTs have been very involved and there are almost weekly webinars by federal agencies and other organizations. This message needs to be put across to the board members. He requested that attendees takeaway the immediacy of the transit asset rules, with target setting required within six months after the final rule is published. The board will need to discuss how the targets are set, based on the targets adopted by each transit agency and/or jurisdiction that operates or manages transit.

Mr. Srikanth went on to state that TPB will be sending out two letters to develop the formal coordination process for the performance provisions. The first letter will be on the transit asset rule, to ask the jurisdictions with local transit systems their plans for responding to the rule. The second letter will be to request involvement in a memorandum of understanding (MOU) on the performance process, including data collection and reporting. The five areas and 39 performance measures will need targets set by the board, which is only the first step. Each agency will need to collect data and report on performance. A conversation will have to take place on the MOU and roles and responsibilities. Regarding the timeline for the MOU, no requirement is specified in the rulemaking, but that as the 2018 CLRP will have to be in accordance with the new rule, a goal would be to finalize the MOU by July 2017 to coincide with the 2018 CLRP Call for Projects.

Mr. Brown noted that Loudoun County is not on the list of FTA recipients in the distributed memo, but it would be helpful for every jurisdiction to get the letters from the TPB so that everyone knows what is going on and when they need or in future may need to do. Mr. Srikanth noted that the list of FTA recipients is not formal or comprehensive; it is up to each jurisdiction to know if they are a recipient or sub-recipient of FTA funds and need to respond to these rules.

Mr. Lake asked for the necessary staff in each jurisdiction to be briefed on the requirements for the performance provisions, and specifically the transit asset rule. Mr. Randall responded by reiterating that the final transit asset rule has not come out, and there may well be some changes in reporting requirements versus the proposed rule. Right now folks should be aware of the rule and thinking about it now, but the final rule will really determine what needs to be done. He noted the FTA has put out a draft asset inventory module to the National Transit Database, which is how each transit provider's data would be reported. The MPO would need to receive this data as well.

M. Srikanth noted that TPB staff have a staff team with designated contacts for each area of the performance provisions, such as Eric for the transit info, and are reaching out to counterparts in the State DOTs. As the rules are finalized, TPB staff contacts are available

and can discuss with like persons in each agency or jurisdiction; just let us know. He encouraged all agencies to be prepared for the rules to come out in the next few months.

Mr. Griffiths asked if the regional public transportation subcommittee has been involved in the review of these rulemakings. Mr. Randall responded that that was correct, and that the rulemakings are discussed every meeting. However, he noted that while the planners participating in the subcommittee are aware of the performance provisions, the staff collecting and reporting the data are often different persons, engineers or budget people, who will need to be involved in the future. Mr. Griffiths also asked how far these targets are in the future; Mr. Randall responded that the rulemakings have been changing these, but it appears most targets are set one or four years in the future.

Mr. Bill Orleans asked if COG had a list of all FTA subrecipients in the region. Mr. Randall responded that COG knows its FTA subrecipients which includes the 5310 sub-recipients such as non-profits for which COG buys vans. However, COG does not routinely get information on FTA grants made by MTA or VDRPT, and that the list of subrecipients would change frequently as new grants are made and old grants closed. Ms. Klancher added that COG tracks the mileage reports from its subrecipients.

Mr. Griffiths asked what happens to sub-recipients that get a new van, for instance, but then drop off the list of active subrecipients for several years. Mr. Randall responded that federal funds come with strings attached, one of which is that an asset purchased in part with federal funds has to be tracked through its lifetime. Mr. Srikanth noted that any sub-recipient is thereby acknowledging that it has to have an asset management plan and report on the asset's performance. Mr. Randall noted that this data collection and reporting work isn't hard; there's just more of it.

Mr. Griffiths asked what would happen to a van if a sub-recipient went out of business. Ms. Klancher noted that custody of the van is part of the agreement with a sub-recipient and the van would have to be returned. Mr. Ramfos added that COG would likely re-purpose the van for another sub-recipient or dispose of it in accordance with FTA guidance.

Mr. Ramfos asked if FTA funds are not used for the vans, but an organization receives FTA funds for other purposes, would the vans still have to be reported on. Mr. Randall stated the proposed rulemaking discussed even management of non-federally funded assets by a FTA recipient as requiring reporting. However, the final rule may change this. Ms. Massie noted that PRTC submitted this comment, as did many other agencies, and does not anticipate reporting on the vanpools it currently supports.

6. Update on the TPB's Long-Range Plan Task Force

Mr. Srikanth briefed the committee. He said the task force met in May before the TPB meeting. He said the main purpose of that meeting was to reaffirm the work scope for the task force, which he said occurred. He said that staff had distributed draft project selection criteria at the meeting and had recently sent out an email seeking comments.

Mr. Srikanth said that the next task force meeting would be on June 15 before the TPB meeting. He said that prior to that meeting, staff would create a synthesis document summarizing the comments on the criteria that had been received. He said that he expected the next meeting would focus on the criteria. He reminded the Technical Committee that it was important to keep these activities on schedule in order for the TPB to meet the goal of

developing a list of unfunded priority projects in the summer of 2017 and including them in the quadrennial long-range plan update that will be finalized in 2018.

7. Briefing on a TLC-Funded Study on Parking Utilization in the District of Columbia

Dan Emerine, the scheduled presenter, was ill and therefore this item was postponed.

8. Briefing on a Proposed Process for and Evaluation of the TPB's Pubic Participation Activities

Mr. Hayes described the TPB staff approach to evaluating the participation activities carried out by the TPB from January 1, 2015 to June 30, 2016. He said that there are three reasons to conduct an evaluation: 1) the 2014 update to the TPB's Participation Plan says that staff will evaluate participation activities, 2) the 2014 federal certification review provided guidance on an evaluation, and 3) an evaluation can help staff improve future participation activities. He said that the evaluation framework takes five steps. In the first step, staff will identify participation activities, state the policy goals that relate to each activity, and list objectives for each activity. Second, staff will use quantitative and qualitative data to document the activities conducted from January 2015 to June 2016. Third, a staff assessment will evaluate participation activities against the stated objectives. The fourth step is collecting external feedback from stakeholders that gives an outside perspective on the effectiveness of the participation activities. The final step is to utilize the staff assessment and external feedback to evaluate overall performance of participation activities and to develop recommendations for how to improve future activities. Referring to his presentation, he described how those five steps correspond with an evaluation matrix.

There were no questions.

9. Adjourn

At the conclusion of the meeting, committee members individually expressed their well wishes to Bob Griffiths about his upcoming retirement.

The meeting was adjourned at 11:50 a.m.

**TPB TECHNICAL COMMITTEE MEMBERS AND ALTERNATES
ATTENDANCE – June 3, 2016**

DISTRICT OF COLUMBIA

DDOT Mark Rawlings
DCOP -----

MARYLAND

Charles County Ben Yeckley
Frederick County -----
City of Frederick Timothy Davis
Gaithersburg -----
Montgomery County -----
Prince George’s County Anthony Foster
Rockville -----
M-NCPPC
Montgomery County -----
Prince George’s County -----
MDOT Lyn Erickson
Kari Snyder
Samantha Biddle
Takoma Park -----

VIRGINIA

Alexandria Pierre Holloman
Arlington County Dan Malouff
City of Fairfax -----
Fairfax County Mike Lake
Malcolm Watson
Falls Church -----
Fauquier County -----
Loudoun County Robert Brown
Manassas -----
NVTA Sree Nampoothiri
NVTC Dan Goldfarb
Patricia Happ
Prince William County James Davenport
PRTC Betsy Massie
VRE Sonali Soneji
VDOT Norman Whitaker
Andy Beacher
VDRPT Tim Roseboom
NVPDC -----
VDOA -----

WMATA

Allison Davis

FEDERAL/REGIONAL

FHWA-DC -----
FHWA-VA -----
FTA -----
NCPC -----
NPS -----
MWAQC -----
MWAA -----

COG STAFF

Kanti Srikanth, DTP
Robert Griffiths, DTP
Ron Milone, DTP
Andrew Meese, DTP
Nicholas Ramfos, DTP
Andrew Austin, DTP
Bill Bacon, DTP
Lamont Cobb, DTP
Michael Farrell, DTP
Bryan Hayes, DTP
Charlene Howard, DTP
Wendy Klancher, DTP
Mark Moran, DTP
Eric Randall, DTP
Sergio Ritacco, DTP
Rich Roisman, DTP
Jon Schermann, DTP
Daivamani Sivasailam, DTP
John Swanson, DTP
Feng Xie, DTP
Lori Zeller, DTP
Abigail Zenner, DTP
Jeanne Saddler, OC
John Kent, DCPS

OTHER

Alexandra Brun
Bill Orleans
Rich Rybek, Just Economics
Andrew Scott, WMATA