



National Capital Region
Transportation Planning Board

MEMORANDUM

TO: TPB Technical Committee
FROM: Kanti Srikanth, TPB Staff Director
SUBJECT: Update on Long-Range Plan Task Force Activities
DATE: November 22, 2017

At its July 19 meeting the TPB approved a set of ten initiatives for further analysis as recommended by the Long-Range Plan Task Force. The initiatives consist of projects, programs and policies that go above and beyond what is contained in the currently adopted 2040 Constrained Long-Range Plan.

At the TPB meeting on November 15, staff and consultants presented the draft results of the sketch planning analysis. The full presentation of the draft results can be found [here](#). Additionally, staff has prepared a [large table](#) that shows the results for all different aspects of the initiatives in one place – it brings together the assessments of the initiatives according to the challenges, quantitative MOEs, and other factors (such as user cost, right-of-way needs, etc.). This was created in order to allow task force members to see all the evaluations in one place, making it easier to compare between initiatives.

On December 6 the Long-Range Plan Task Force will hold their final meeting at which they will decide upon a set of initiatives to recommend to the TPB for endorsement. The task force will follow a process to help their decision-making, which is outlined below. This process was previously agreed upon by the task force, and was shared with the TPB and Technical Committee in [past memos](#).

Task Force Process for Selection

1. The task force will begin with a straw poll in which each member votes for the initiatives he/she wishes to advance. Each member would not be limited to voting for a specific number of initiatives, but could choose to support as many as he/she believes would be valuable to advance (from zero to all ten).
2. As part of the voting for initiatives, the members would assign a priority to each initiative based on their assessment of the MOEs and other factors. For instance, a member who votes to advance initiatives 10, 9 and 4 would mark which of the three initiatives would be his/her first, second and third priority. This supplemental information will be used later when determining the degree of support for the initiative to be part of the package recommended to the TPB. Voting would occur by putting numbered votes in “buckets” for each initiative, rather than a “hands up” or visible recorded vote for each member.
3. The TPB staff will tabulate the votes to determine: a) the overall level of support to advance each initiative and identify how many of them reach a 2/3 votes threshold. Additionally, TPB staff will develop an overall score for each initiative which will be calculated by assigning 10 points for 1st priority, 9 points for 2nd priority, etc. This overall score totals will not be used as a threshold but simply to provide supplemental information for how members have prioritized the initiatives.

4. The task force will then engage in a discussion to debate the pros and cons of the various initiatives, starting with the set that reached the 2/3 threshold to determine whether all of these should be advanced, should it be whittled down, or if there may be others to add. Significant time will be provided for discussion, in which there can be a robust exchange of ideas on the perspectives and priorities of members.
5. Members can then make a motion to remove initiatives from those passing the 2/3 threshold or adding initiatives from those that did not pass the 2/3 threshold. These motions will be debated and discussed in order to come to agreement on a final set that is moved forward to the TPB as the task force's consensus recommendation.
6. The task force then may choose to hold a second round of voting to support the final list of initiatives recommended for TPB endorsement as a way to formalize the results (this could also offer an opportunity for a member to abstain or be on record against the consensus, if that is desired).

Summary Of Remaining Activities

| Meeting Date | Focus of Meeting |
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| December 6 – Task Force 2:00–4:00 P.M. | Select a set of improvement initiatives from amongst the ten initiatives analyzed to recommend the TPB endorse, as called for in resolution establishing the task force. |
| December 20 – TPB 12:00–2:00 P.M. | Receive task force's recommendation. Discuss and act on proposed resolution endorsing selected initiatives for future concerted effort by TPB. |