



**MINUTES**

The January meeting of the Transportation Technical Committee was held virtually on Thursday, January 14, 2021 at 1:30 p.m. via Zoom.

**VOTING MEMBERS PRESENT**

Mariel Fowler	County of Bedford
Peter Volosin	County of Botetourt
Cody Sexton	County of Botetourt
Dan Brugh	County of Montgomery
Megan Cronise	County of Roanoke
Will Crawford	County of Roanoke
Chris Chittum	City of Roanoke
Mark Jamison, <i>Vice Chair</i>	City of Roanoke
Ben Tripp, <i>Chair</i>	City of Salem
Anita McMillan	Town of Vinton
Nathan McClung	Town of Vinton
Dorian Allen	Greater Roanoke Transit Company (Valley Metro)
Liz Belcher	Roanoke Valley Greenway Commission
Nathan Sanford	Unified Human Services Transp. System (RADAR)
Daniel Sonenklar	Virginia Dept. of Rail & Public Transportation
Michael Gray	Virginia Dept. of Transportation

*Note: Peter Volosin, Cody Sexton and Dorian Allen joined later.*

**NON-VOTING MEMBERS PRESENT**

Kevin Jones	Federal Highway Administration
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**Others Present:** Isaac Henry, Roanoke County; Wayne Leftwich, City of Roanoke.

**RVARC Staff Present:** Cristina Finch, Bryan Hill, Rachel Ruhlen, Jeremy Holmes, and Virginia Mullen.

**1. WELCOME, CALL TO ORDER, ROLL CALL**

Chair Tripp called the meeting to order at 1:30 p.m. A quorum was present.

Chair Tripp read the following opening statement..." Pursuant to the City of Roanoke Emergency Ordinance adopted by the RVTPO Policy Board on April 23, 2020 and 2020 Virginia General Assembly legislation H29 enacted April 24, 2020, the January meeting of the Transportation Technical Committee (TTC) will be held virtually on Thursday, January 14, 2021 at 1:30 p.m. via Zoom. Under the current State of Emergency, and until further notice, it has been deemed unsafe to assemble a quorum of a public body in one place. Any members of the public may view and participate in the meeting through electronic means. Meeting details

are listed on the second page of the agenda. All materials made available to the Members will be made available to the public at the same time by posting on the RVARC website.”

## **2. APPROVAL OF CONSENT AGENDA ITEMS**

The following consent agenda items were distributed earlier:

- A. January 14, 2021 Transportation Technical Committee Meeting Agenda.
- B. November 12, 2020 Transportation Technical Committee Minutes.
- C. December 10, 2020 RVTPO/TTC Work Session Minutes.
- D. 2021 Safety Performance Measures Targets.
- E. Public Transportation Safety Plan Performance Measure Targets.

Anita McMillan proposed the following changes to the December 10, 2020 RVTPO/TTC Work Session Minutes:

Page 7 (page 2 of 4 of the minutes) – “Introduction” to be replaced with “Introduction.”

Page 8 (page 3 of 4 of the minutes) – last paragraph: change “to completed” to “to complete.”

**Motion:** by Anita McMillan to approve items A, B, C, D & E, as amended with the proposed corrections to item C; seconded by Mark Jamison.

**Transportation Technical Committee Action:** Roll call vote – Ayes 13 (Fowler, Brugh, Cronise, Crawford, Chittum, Jamison, Tripp, McMillan, McClung, Allen, Belcher, Sanford, Gray); Nays 0; and Abstentions 0. Motion carried unanimously.

## **3. CHAIRMAN'S REMARKS**

Chairman Tripp commented that the reports, provided with the agenda for item #4 Development of the FY22-27 Surface Transportation Block Grant (STBG) Financial Plan, are for discussion purposes.

Cristina Finch announced staff is in the process of developing the FY22 Unified Planning Work Program (UPWP). Letters have been sent to chief administrative officials of the member jurisdictions requesting two suggestions for inclusion in the work program to be submitted by February 5, 2021.

## **4. DEVELOPMENT OF THE FY22-27 SURFACE TRANSPORTATION BLOCK GRANT (STBG) FINANCIAL PLAN**

Cristina Finch announced the beginning of the annual adjustment period for the RVTPO's STBG program. Ms. Finch noted the status of currently funded STBG projects were provided in the staff report and reviewed the proposed funding changes for several projects. She noted a correction to the staff report was noted – the draft financial plan should have reflected a return of \$750,000 from Roanoke River Greenway – City of Salem to Bridge Street not from the Roanoke River Greenway – Water Pollution Control Plant to the Blue Ridge Parkway section.

New information shared included the Gus Nicks Boulevard Crossing project additional funding request has now increased to \$234,622, and the City of Roanoke is requesting \$750,000 to go towards the Roanoke River Greenway -East project.

Ms. Finch stated the FY22-27 STBG Financial Plan's development would also depend on the results of SMART SCALE Round 4 which would be released in draft form the following week and the updated funding amounts from VDOT which staff have not yet received. The TTC decided to not make any recommendations at this time pending the receipt of more information.

**5. OTHER BUSINESS**

**A. Update on FTA 5310 Funding and the RVTPO's Program of Projects**

Bryan Hill provided an update to the Committee on FTA Section 5310 funding and the FY22 application cycle. Mr. Hill summarized the following facts about the 5310 Program:

- Supports capital (including vehicles and equipment and mobility management) and operating costs of transportation services and transportation alternatives.
- Includes three types of funding:
  - Capital
  - Operating
  - Mobility
- Capital Projects for vehicles follow a specific purchasing process by DRPT.
- Projects are paid on a reimbursement basis for eligible expenses.
- Applications are not officially approved until the CTB approves DRPT's SYIP.
- Funding for all approved programs and projects is available on October 1 and has 12-month demonstration period.
- Any funds not used as of September 30 of the demonstration period will be deobligated.

Additionally, Mr. Hill presented the FY22 schedule for Section 5310 applicants and grantees, and reviewed the FY21 grantees in the Rural and Large Urban categories for Program Vehicles, Program Operating, and Mobility Management Grants.

Mr. Hill will provide future updates, as information becomes available from DRPT on FY22 application submissions.

(The PowerPoint presentation is included with the Minutes.)

**6. COMMENTS BY MEMBERS AND / OR CITIZENS**

Liz Belcher asked when more SMART SCALE information will be available. Ms. Finch replied that at the last CTB meeting it was announced that the scores will be released at their January meeting. Michael Gray confirmed that the CTB scores should be released and posted online within the next week. After the scores are released, there will be a process of deliberation by the CTB, culminating with the final approval of the new six-year program in June 2021.


Cristina Finch stated that the Long-Range Plan's Need Assessment Meetings with the TTC members have been initiated. She thanked the TTC members for their participation in the discussions. Ms. Finch added that the Cambridge Systematics was hired to help with the next task of the Long-Range Process.

**Adjournment**

The meeting was adjourned at 2:18 p.m.



Cristina D. Finch, AICP, LEED AP, Secretary,  
Transportation Technical Committee




**Roanoke Valley Transportation  
PLANNING ORGANIZATION**  
Established by the  
REGIONAL commission

**Update on FTA 5310 Funding and the  
RVTPO's Program of Projects**

TTC Meeting, Thursday, January 14, 2021

[www.RVTPO.org](http://www.RVTPO.org)



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### FTA 5310 Program at a Glance

- Supports capital (including vehicles and equipment and mobility management) and operating costs of transportation services and transportation alternatives
- Includes three types of funding:
  - Capital
  - Operating
  - Mobility Management.
- Capital projects for vehicles follow a specific purchasing process administered by DRPT.
- Operating, mobility management, and other capital projects are paid on a reimbursement basis for eligible expenses.
- Applications for funding are not officially approved until the CTB approves DRPT's SYIP, (typically in June).
- Funding for approved programs and projects is available on October 1.
- All Section 5310 projects have a 12-month demonstration period; any funds not used as of September 30 of the demonstration period will be de-obligated.

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### Grant Application, Award, and Project Management Schedule

**Schedule of required activities by the grant applicant/grantee:**

Requirement	FY22 Schedule
Human Service and Mobility Providers Coordination Meetings	November 2020
TransAM Data Update	January 15, 2021
Five-Year Capital Budgets Due	February 1, 2021
TransAM Data Update	July 15, 2021
Capital Applicants – Customize Vehicle Orders	August – October 2021
Monthly Reimbursement Requests	November 2021 – October 2022
Capital Applicants: Local Match Due	September 2021 – February 2022
Project Closeout	September 30, 2022

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### FY21 FTA Section 5310 Program Vehicles

**Rural**

Recipient	Equipment Description	Cost Each	Local Funds	Federal Funds	Total Cost
Lutheran Family Services of Virginia	Replacement Paratransit Vehicle	\$50,000	\$10,000	\$40,000	\$50,000
Southern Area Agency on Aging	Replacement Paratransit Vehicle	\$65,000	\$13,000	\$52,000	\$65,000

**Large Urban**

Recipient	Equipment Description	Cost Each	Local Funds	Federal Funds	Total Cost
RADAR	Replacement Paratransit Vehicle	\$65,000	\$26,000	\$104,000	\$130,000

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FY21 FTA Section 5310 Program Operating and Mobility Management Grants						
Rural						
Recipient	Project Cost	State Paratransit Funds	Local Funds Required	Rural 5310 Operating Funds	Rural 5310 Mobility Mgmt. Funds	Total Rural 5310 Funds
Southern Area Agency on Aging	\$56,250	\$22,500	\$5,625	\$28,125	-	\$28,125
Southern Area Agency on Aging	\$83,440	\$13,350	\$3,338	-	\$66,752	\$66,752
Large Urban						
Recipient	Project Cost	State Paratransit Funds	Local Funds Required	Rural 5310 Operating Funds	Rural 5310 Mobility Mgmt. Funds	Total Rural 5310 Funds
RADAR	\$207,700	\$83,080	\$20,770	\$103,950	-	\$103,950

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