



POLICY INDEX REVIEW

Commonwealth Transportation Board

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October 22, 2024

Background

- **A Commonwealth Transportation Board (CTB) Policy Notebook was created in 2005 at the direction of then-Secretary of Transportation, Whittington Clement.**
- **Objective was to document in one location all CTB guidelines, policies, and regulations:**
 - **to assist the CTB in meeting its statutory obligation to make regulations and review and approve policies related to transportation in the Commonwealth;**
 - **to facilitate the examination of CTB actions for possible updating, rescission, or disposal; and**
 - **to provide a historical compilation of CTB actions since 1906, when the State Highway Commission – the CTB’s predecessor – was created.**
- **In a resolution dated March 17, 2005, the CTB directed VDOT to:**
 - **maintain the Commonwealth Transportation Board Policy Notebook in either printed or electronic form; and**
 - **update the Commonwealth Transportation Board Policy Notebook as necessary to reflect statutory, regulatory, and Board policy changes.**

Background

- **Due to increasing content over time resulting from regular updates, the Policy Notebook has been:**
 - made available electronically on the CTB website;
 - divided into a Policy Index and a CTB Orientation Guide;
 - rearranged so that policies are categorized by hyperlinked subject rather than chronologically; and
 - expanded to include a chapter on delegations from the CTB.
- **From 2017-2022, the Policy Index was reevaluated to identify obsolete or redundant policies and actions to be repealed.**
 - Policies/actions were identified as obsolete due to passage of time, statutory transfer of responsibilities or explicit CTB repeal/rescission and were removed from the Policy Index and archived.
 - Other policies/actions identified as still relevant and valid were retained/affirmed.

2024 Review

The initial Policy Index review is complete--policies are being reviewed on an ongoing basis to identify those that are outdated or obsolete.

Proposed Action:

- **Repeal/archive 6 policies**

VDOT Policies Proposed for Repeal

Resolution	Passage Date	Why Repeal?
Rules and Regulations for the Administration of Parking Lots and Environs	July 18, 1974	Subsequent amendments are reflected in a more recent/retained policy dated 6/20/2018.
Waysides and Rest Areas	July 18, 1974	Subsequent amendments are reflected in a more recent/retained policy dated 2/19/1987.
Adoption of Rules and Regulations Governing the Prequalification of Prospective Bidders, January 1, 1983 Edition	March 17, 1983	Rules and Regulations were repealed in 2021 at the direction of the Board. Applicable Code section provides independent authority for VDOT to serve as the responsible entity for establishing the prequalification process. Procedures documenting the process do not rise to the level of warranting a CTB policy.
Policy on Placing Utility Facilities Underground	May 9, 1996	The statutory authority and corresponding regulation were repealed.

VDOT Policies Proposed for Repeal

Resolution	Passage Date	Why Repeal?
Repeal of Existing <i>State Noise Abatement Policy</i> (24VAC 30-80) and Approval of Updated <i>State Noise Abatement Policy</i>	June 15, 2011	VDOT will continue to follow the Highway Traffic Noise Guidance Manual as approved by FHWA and which is consistent with federal law. Substantive provisions of the Policy are redundant with the Code of Virginia. The related procedures/process set out in the Manual do not rise to the level of warranting a CTB policy.
High Volume Unpaved Road Program Policy Modification	March 21, 2018	The Program no longer exists as the applicable Code section was amended to remove the relevant/authorizing provisions.

Delegations Proposed for Removal and Archiving

- **The Delegations Chapter of the Policy Index contains delegations of authority and authorizations from the CTB to individual CTB members or VDOT or DRPT staff.**
- **Occasionally, the CTB will delegate authority to the Commissioner of Highways, Director of DRPT, or a member of their respective staff to implement a resolution or execute contracts on the CTB's behalf.**
- **The Delegations Chapter of the Policy Index has never undergone a formal review.**
- **In an initial review, VDOT staff have identified many delegations which represent authorizations or actions which are fully completed or are obsolete.**

Delegations Proposed for Removal and Archiving

Example:

- **VDOT has identified 53 delegations related to *outdated versions* of the Six-Year Improvement Program (SYIP) that are currently contained in the Delegations Chapter**
- **These generally represent one-time monthly transfers or the addition of projects to the SYIP.**

Delegations Proposed for Removal and Archiving

- **Delegations of authority are Board actions—thus, the Board will be requested to authorize VDOT and DRPT staff, on an ongoing basis, to remove and archive delegations in the Policy Index that have been determined to be fully satisfied.**
- **These delegations will remain accessible on the public-facing CTB website and will be added to GALA's internal digital archive.**
- **Staff will exercise due care in documenting the reason for removing and archiving the delegation.**

Next Steps

- **In the coming months, the CTB will be requested to:**
 - **formally approve, by resolution, recommendations to repeal those policies reflected herein that are obsolete or unnecessary**
 - **authorize VDOT and DRPT to, on an ongoing basis, remove delegations from the Policy Index that have been fully satisfied or are obsolete and maintain an archive of those delegations**
- **The Policy Index will continue to be systematically reviewed and CTB action will be sought to ensure the Index contains only those policies that are current or relevant.**