



**Staunton Augusta  
Waynesboro**  
Metropolitan Planning  
Organization

112 MacTanly Place  
Staunton, VA 24401

Phone (540) 885-5174  
Fax (540) 885-2687

## **Policy Board Meeting Agenda August 4, 2021, 10:00 a.m.**

Central Shenandoah Planning District Commission  
112 MacTanly Place  
Staunton, VA 24401

1. Call to Order
2. Public Comment
3. Approval of Minutes of the June 2, 2021 Policy Board Meeting\*
4. Consideration of Resolution Authorizing Electronic Participation in SAWMPO Meetings (BAF #21-10)\*
5. Consideration of the FY21-24 Transportation Improvement Program (TIP) Transit Amendment Release to Public Comment (BAF #21-11)\*
6. FY21 Small Area Study – Exit 235 and Route 256 Update (Board Memo #21-11)
7. FY 2021 UPWP Budget Update (Board Memo #21-12)
8. Presentation: Afton Express Service Launch - Devon Thompson, Transit Planner
9. Agency Updates
  - VDOT
  - DRPT
  - BRITE
10. Other Business
  - [Tentative] Joint SAWMPO-CAMPO Meeting
11. Upcoming Meetings
  - August 18, 2021 – Technical Advisory Committee Meeting, CSPDC Offices, 2:00 p.m.
  - September 1, 2021 – Policy Board Meeting, CSPDC Offices, 10:00 a.m.
12. Adjournment

\* Action Required





**Policy Board  
Regular Meeting Minutes  
June 2, 2021, 10:00 a.m.**

Via Zoom Video Conference Call  
[Audio Recording of Call Click Here](#)

**Present (17):**

Voting Members		Non-Voting Members		Others	
	<b>City of Staunton</b>		<b>VA DRPT</b>		<b>Others</b>
✓	Carolyn Dull	✓	Wood Hudson	✓	Brad Reed, VDOT
	Steve Rosenberg		Grant Sparks	✓	Philip Koloski, Public
✓	Leslie Beauregard (Alt)		<b>VRT</b>		<b>Staff (CSPDC)</b>
	<b>Augusta County</b>	✓	Steve Wilson		Bonnie Riedesel
✓	Scott Seaton, Vice Chair		Phil Thompson (Alt)	✓	Ann Cundy
✓	Tim Fitzgerald		<b>FHWA</b>	✓	Zach Beard
	Pam Carter (Alt)		Mack Frost	✓	Devon Thompson
	<b>City of Waynesboro</b>		<b>FTA</b>	✓	Kimberly Miller
✓	Bobby Henderson, Chair		Michele DeAngelis	✓	Manas Ranjan
✓	Jim Shaw		<b>VA DOA</b>		
	Michael Hamp (Alt)		Rusty Harrington		
	<b>VDOT</b>		<b>CTB</b>		
✓	Randy Kiser		Mark Merrill		
	Adam Campbell (Alt)				
✓	Don Komara (Alt)				
	Matt Dana (Alt)				

Governor Ralph Northam declared a state of emergency in Virginia on March 12, 2020, in response to COVID-19. In light of this emergency, the June 2<sup>nd</sup>, 2021, SAWMPO Policy Board meeting was conducted via video conferencing using Zoom.

**Call to Order**

The meeting of the Policy Board of the Staunton-Augusta-Waynesboro Metropolitan Planning Organization (SAWMPO) was called to order at 10:00 a.m. by Mr. Bobby Henderson, Chairperson.



---

## **Public Comment**

Chairperson Henderson opened the floor for public comment. There were no public comments.

## **Approval of Minutes**

Chairperson Henderson presented the minutes from the May 5, 2021 Policy Board meeting.

***Dr. Seaton moved, seconded by Mr. Shaw, to approve the minutes as presented. Motion carried unanimously (6-0).***

## **Consideration of the FY2022 Unified Planning Work Program (UPWP) (Board Action Form #21-07)**

Chairperson Henderson presented the UPWP. Ms. Cundy stated that the Policy Board released the draft UPWP for the 21-day public comment at the May meeting. She stated that staff has not received any comments. Ms. Cundy stated that the document is presented today for approval. She stated that upon approval, staff will send the UPWP to VDOT and DRPT to share with the federal agencies.

***Dr. Seaton moved, seconded by Mr. Fitzgerald, to approve the UPWP. Motion carried unanimously (7-0).***

## **Consideration of the 2020 Census Proposed Criteria for Urban Areas Letter (Board Action Form #21-08)**

Chairperson Henderson presented the Census Bureau Proposed Criteria for Urban Areas. Ms. Cundy stated that staff has reviewed a proposal by the Census Bureau to use a new methodology to define urban areas. She stated that this methodology could dramatically shrink the MPO's urbanized area and cause it to fall below the population threshold. Ms. Cundy stated that the deadline for comment was May 20<sup>th</sup>. She stated that staff sent a letter to the Census Bureau on behalf of the SAWMPO (attached to the memo). At the recommendation of the Association of MPOs (AMPO), the Policy Board is advised to send the letter to the Virginia congressional delegation linked in the Action Form.

***Dr. Seaton moved, seconded by Mr. Fitzgerald, to approve the letter to the Congressional delegation. Motion carried unanimously (7-0).***

## **FY 2022 Small Area Study Request for Assistance Letter (Board Action Form #21-09)**

Chairperson Henderson presented the Regional Highway Safety Plan Request for Assistance Letter. Mr. Beard stated that last month he briefed the Board on the potential for developing a regional highway safety plan with VDOT's assistance. He stated that the Board expressed support for the plan, which would highlight regional safety trends, crash data, and develop countermeasures and implementation strategies that address not only infrastructure improvements, but also behavioral safety issues such as speeding, distracted driving, impaired



---

driving, unbelted driving. Mr. Beard stated that the results may inform future grant applications, as well as local policies and investments related to transportation safety.

He stated that in response to Board's questions about whether the plan would be updated periodically, and if VDOT would assist with the updates, staff received confirmation that the MPO may request additional VDOT assistance in updating the Plan every four-to-five years to reflect changes in regional transportation safety trends and crash data, and also specific site locations as needed to advance regional safety planning efforts.

Mr. Beard stated that staff requests Board approval of the letter to be submitted to VDOT requesting assistance with the plan. He stated that staff will coordinate with VDOT to develop a project outline and schedule and that a VDOT consultant will develop the Scope of Work detailing the study tasks and deliverables.

***Dr. Seaton moved, seconded by Mr. Shaw, to approve the request to VDOT for assistance in developing a Regional Highway Safety Plan. Motion carried unanimously (7-0).***

#### **Discussion of the FY21 Small Area Study – Exit 235 and Route 256 Update (Board Memo #21-08)**

Chairperson Henderson presented the Small Area Study Update. Mr. Beard stated that the I-81 Weyers Cave Small Area Study seeks to evaluate mid- and long-term corridor needs to accommodate future growth. He stated that several possible alternatives will be considered to improve facility traffic flow. Mr. Beard stated that staff held a kick-off meeting with the consultant, Michael Baker, and included key stakeholders, BRCC and the Shenandoah Valley Regional Airport. Slides from the kick-off meeting are available (linked to Memo). He stated that the consultant will host the next meeting in July to review existing conditions and expected growth; expected project completion is the end of 2021.

#### **FY 2021 UPWP Budget Update (Board Memo #21-09)**

Chairperson Henderson presented the UPWP Budget Update. Ms. Cundy stated that the memo summarizes spending activities as compared to budget for the fiscal year 2021 as of the end of April. She stated that spending is on track for the fiscal year. Ms. Cundy stated that the balance is high due to carryover of almost all the funds in 714 to begin updating the Transit Development Plan (TDP) in July. She stated that DRPT funds carryover from one year to the next and that those funds were saved to hire a consultant to assist with the TDP update. Ms. Cundy stated that in the task 712, short range planning, funds will be drawn down in May/June to pay consultant Michael Baker for their work on the I-81 Exit 235 study. She stated that any unspent monies on the VDOT side will be carried over and will become available in FY23 (there is a one-year wait for these carryover funds to be available).

#### **Presentation: "COVID-19 Impacts on Regional Transportation" Manas Ranjan, Transportation Planner, CSPDC (Board Memo #21-10)**

Chairperson Henderson presented the COVID-19 Impacts on Regional Transportation Presentation. Ms. Cundy stated that national trends indicated an impact in traffic volumes and crash volumes. She stated that staff used those study methodologies to study the impacts in the SAWMPO region. Ms. Cundy stated that



---

Mr. Manas Ranjan joined the CSPDC in February and was soon tasked with studying the trends on a national and regional basis.

Mr. Ranjan gave a PowerPoint presentation on the COVID-19 impacts on transportation in the SAWMPO and CSPDC region. He noted that staff wanted to explore how the COVID-19 pandemic has impacted the transportation networks and requirements in the region, and study the findings in comparison to national trends. He stated that the comparative study found interesting variances and region-specific insights that contrast with national trends, and raised valuable questions regarding transportation characteristics and needs particular to the region. Mr. Ranjan noted that based on the studies conducted nationally and in Northern Virginia, staff conducted a study focused on the CSPDC region to explore if the region also followed the national trend or, if it differed, in what ways. He stated that the study used crash data from VDOT to develop models to explore the nature of crashes, increase in fatal crashes, and the reason behind the increase specific to the rural nature of our region. Mr. Ranjan noted that the study found that, unlike the trends noticed in urban areas and Northern Virginia, the region did not face the same effects of COVID-19 pandemic on transportation. He reported on overall crashes in the region, the number of fatal and major injury crashes as compared to previous years, and the different ways the pandemic may have impacted urban and rural regions. (Presentation attached to file minutes.)

## **Agency Updates**

### Virginia Department of Transportation (VDOT)

Mr. Reed gave the following update:

- Revenue Sharing and Transportation Alternatives – the SMART PORTAL is open for pre-applications (a mandatory step) which are due on July 1<sup>st</sup>. The portal will be open for full applications from August 16 to October 1<sup>st</sup> at 5 pm.
- The STARS study of the downtown Staunton intersections for potential safety improvements is in progress. The consultant will present study recommendations to Staunton City Council at their work session on June 10<sup>th</sup> prior to kicking off the formal public outreach stage of the study.
- In response to a question, Mr. Reed stated that there are many options of types of projects that can be submitted to the Revenue Sharing program; in particular capital projects that are included in the CIP (and is a VTRANS need). Mr. Kiser stated that maintenance projects (i.e. paving) are the lowest priority and there is usually not enough money to fund maintenance projects. Mr. Reed mentioned the State of Good Repair program that opens in October.

Mr. Komara gave the following update:

- Improve81.org website contains updates on the projects that are coming up.
- The Residency will hold a public hearing on June 23<sup>rd</sup>, from 4-7pm at the Frontier Culture Museum regarding I-81 Exit 220-222 auxiliary lane project.
- Bridge construction project at Bell Creek is complete.
- Safety, maintenance and bridge projects in the region were discussed.



---

### Department of Rail and Public Transportation (DRPT)

Mr. Hudson gave the following update:

- DRPT is finalizing contracts for FY22 grant applications; reviewing section 5303 applications (transit-related work).
- DRPT staff is available to provide technical assistance for transit-only or partial transit applications.
- Emails and surveys went out to MPOs regarding feedback for the state rail planning efforts.

### BRITE Transit

Ms. Thompson gave the following update:

- The Afton Express transit service has a planned start date of September 1<sup>st</sup>. Staff continues to outline and plan the logistics of starting up the service by that date. Two buses have been purchased and one bus has been delivered and has been branded. This bus was used in a photo shoot yesterday; the photos will be used for the marketing materials for promotional campaigns, which will begin in July and August.
- Staff is moving forward with the procurement of ITS Phase I, which involves assistance from Kimley-Horn with the procurement and implementation of the system.
- DRPT approved the Transit Development Plan (TDP) technical assistance grant and that process will kick-off in July. The BRITE Transit Advisory Committee (BTAC) will serve as the advisory committee for developing this plan, and KFH Group will be the consultant leading the process.
- BRITE will resume fare collection on all routes beginning on July 5. Those previously eligible for fare-free rides will continue to be able to ride fare-free.
- The Transportation Security Administration (TSA) extended the face mask requirement for individuals across all transportation networks through the US, including public transportation, through September 13. BRITE will continue to adhere to the requirement until lifted.

### **Other Business**

Chairperson Henderson opened the floor for other business. Ms. Cundy stated that we will be returning to in-person meetings when the Governor lifts the emergency declaration and restrictions. She stated that the CSPDC is working on installing video conferencing equipment in the large conference room. The CSPDC will be working on a Remote Attendance Policy in conjunction with its legal counsel.

### **Upcoming Meetings**

Chairperson Henderson mentioned the upcoming TAC meeting on June 16<sup>th</sup> by video conference and the next Board meeting is scheduled for July 7<sup>th</sup> at 10:00 a.m.



---

## Meeting Adjournment

There being no further business to come before the Policy Board, Chairperson Henderson adjourned the meeting at 10:54 a.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Ann W. Cundy".

Ann W. Cundy  
Director of Transportation



112 MacTanly Place  
Staunton, VA 24401

Phone (540) 885-5174  
Fax (540) 885-2687

**TO:** Staunton-Augusta-Waynesboro MPO Policy Board

**FROM:** Ann Cundy, Director of Transportation

**MEETING DATE:** August 4, 2021

**RE:** **Board Action Form #21-10: Consideration of Resolution Authorizing Electronic Participation in SAWMPO Meetings**

## RECOMMENDATION

Recommend approval authorizing electronic participation in SAWMPO meetings.

## EXECUTIVE SUMMARY

The Governor of Virginia's Executive Order allowing public bodies to meet by electronic communications in response to the COVID-19 pandemic expired on June 30, 2021. The SAWMPO is resuming in-person Policy Board and TAC meetings at the CSPDC office in August 2021. The revised Virginia State Code allows for members to participate electronically based on several restrictions and conditions.

## BACKGROUND

Governor Ralph Northam declared a state of emergency in Virginia on March 12, 2020, in response to COVID-19. The General Assembly authorized public bodies to meet via electronic means without a physical quorum during the COVID-19 global pandemic, which expired on June 30, 2021.

Absent a declared state of emergency, the Virginia Freedom of Information Act authorizes certain limited electronic participation. The SAWMPO must approve a policy based on Code of Virginia § 2.2-3708.2 to enable its members and committees to participate remotely in meetings.

The Code allows members to participate electronically if a member notifies the Chair or other presiding officer on or before the date of the meeting that the member is unable to attend due to 1) a specified personal matter; 2) a temporary or permanent disability or other medical condition that prevents physical attendance; or 3) the member's principal residence is more than 60 miles from the meeting location.

Remote participation due to a personal matter is limited to two meetings per year.

## ATTACHMENTS

- [SAWMPO Remote Attendance Resolution](#)
- [Code of Virginia: § 2.2-3708.2. Meetings held through electronic communication means](#)





112 MacTanly Place  
Staunton, VA 24401

Phone (540) 885-5174  
Fax (540) 885-2687

**TO:** Staunton-Augusta-Waynesboro MPO Policy Board

**FROM:** Ann Cundy, Director of Transportation

**MEETING DATE:** August 4, 2021

**RE:** **Board Action Form #21-11: Consideration of the FY21-24 Transportation Improvement Program (TIP) Amendment Release to Public Comment**

## RECOMMENDATION

Staff recommends that the Policy Board release the FY21-24 TIP Transit Amendment to public comment for the required 21-day comment period.

## EXECUTIVE SUMMARY

In order to make application for federal transit funds to cover a portion of the cost of rehabilitating the BRITE Transit Hub on Lewis Street in Staunton, the MPO must add the project to the FY21-24 TIP.

## BACKGROUND

The CSPDC purchased the BRITE Transit Hub in 2021. The two-acre property is essential to public transportation service delivery, and provides a safe and secure location where four buses and the Downtown Trolley meet each hour. The Hub anchors the 250 Connector Route on the western end, the Blue Ridge Community College Shuttle Route on the southern end, and the Staunton bus routes.

Draper Aden and Associates took core samples to assess the depth and quality of the pavement, and provided the PDC with a preliminary cost estimate for rehabilitating the parking lot. The project will include constructing a concrete bus lane to prolong the life of the lot where buses pull through and park.

## NEXT STEPS

The draft FY21-24 TIP Transit Amendment will be released for the 21-day public comment period. The Policy Board will review any comments received, and approve the amendment at the September 1, 2021 meeting.

## ATTACHMENT

[Draft FY21–24 TIP Transit Amendment](#)



**Stanton Augusta  
Waynesboro**  
Metropolitan Planning  
Organization

112 MacTanly Place  
Stanton, VA 24401

Phone (540) 885-5174  
Fax (540) 885-2687

**TO:** Stanton-Augusta-Waynesboro MPO Policy Board  
**FROM:** Zach Beard, Transportation Planner  
**MEETING DATE:** August 4, 2021  
**RE:** **Board Memo #21-11: FY 2021 Exit 235 Small Area Study Update**

## BACKGROUND

The FY21 SAWMPO Area Study at Interstate 81 Exit 235 in Weyers Cave is evaluating mid-term solutions to periodic congestion, and long-term corridor needs and intersection configurations to accommodate future growth along Weyers Cave Road (VA 256) between US 11 and Triangle Drive.

The consultant Michael Baker held a kick-off meeting on March 21, 2021, which included the MPO, Augusta County, VDOT, BRITE, Blue Ridge Community College, and the Shenandoah Valley Regional Airport to review the scope of work. In May 2021, Baker, the MPO, VDOT, and County staff conducted a site visit to review the site conditions and future development growth areas to inform the mid- and long-term improvements.

## SECOND MEETING AND PUBLIC ENGAGEMENT

The next scheduled meeting on August 6, 2021 will review existing conditions data and preliminary mid- and long-term concepts for addressing concerns identified in the existing conditions and future no-build analyses.

After the study group reviews the preliminary alternatives, the consultant will begin developing detailed concepts and recommendations for specific improvements, as well as right-of-way impacts and cost estimates.

The consultant will present the detailed concepts to the Augusta County Board of Supervisors in September 2021. After receiving Board input, MPO staff will develop and release an online survey in late September or early October to collect public input on the proposed alternatives. An in-person public meeting is anticipated to be held in November 2021 to summarize the report findings, and the final report will be complete in December 2021.

## ATTACHMENTS

- [March 31, 2021 Small Area Study Kick-off Meeting](#)
- [Small Area Study Statement of Need](#)



**TO:** Staunton-Augusta-Waynesboro MPO Policy Board  
**FROM:** Bonnie Riedesel, SAWMPO Secretary/Treasurer  
**MEETING DATE:** August 4, 2021  
**RE:** **Board Memo #21-12: FY 2021 Unified Planning Work Program (UPWP) Budget Update**

**EXECUTIVE SUMMARY**

The UPWP is the spending plan for the MPO for the fiscal year (July 1 – June 30). Below is an update on spending by the MPO as of June 30, 2021. Spending is shown by task and by VDOT and DRPT funding.

EXPENSE SUMMARY BY TASK	UPWP	06/30/21	BALANCE	%
		YTD		
710.1 Program Support & Administration	57,000	44,314	12,686	22%
710.2 Public Participation & Outreach	22,500	15,787	6,713	30%
711 Long Range Transportation Planning	59,000	55,045	3,955	7%
712 Short Range Transportation Planning	74,000	37,717	36,284	49%
713 Local, State, and Federal Assistance	27,500	27,597	(97)	0%
714 Transit Planning	43,924	-	43,924	100%
Contingency - Highway	60,268	-	60,268	100%
<b>TOTAL</b>	<b>\$ 344,192</b>	<b>\$ 180,461</b>	<b>\$ 163,731</b>	<b>48%</b>
TOTAL EXCLUDING CONTEGENCY	\$ 283,924	\$ 180,461	\$ 103,463	36%

All expenses are allocated according to the UPWP allocation percentages:

FUNDING BY TASK AND SOURCE	VDOT	DRPT	TOTAL
710.1 Program Support & Administration	70%	30%	100%
710.2 Public Participation & Outreach	62%	38%	100%
711 Long Range Transportation Planning	71%	29%	100%
712 Short Range Transportation Planning	68%	32%	100%
713 Local, State, and Federal Assistance	55%	45%	100%
714 Transit Planning	0%	100%	100%
Contingency - Highway	100%	0%	100%