



Policy Board Meeting Agenda May 5, 2021, 10:00 a.m.

Via ZOOM Video Conference

Web Link: <https://zoom.us/j/95304069040?pwd=UTdiQngvL2hMUWJPWXNoSGhOO3Aydz09>

Dial In (Audio Only): 1-301-715-8592

Meeting ID: 953 0406 9040

Password: 558464

1. Call to Order
 2. Public Comment
 3. Approval of Minutes of the April 7, 2021 Policy Board Meeting*
 4. Draft FY 2022 UPWP Release to Public Comment (Board Action Form #21-05)*
 5. FY 2022 Small Area Study (Board Action Form #21-06)*
 6. 2020 Census Bureau Proposed Criteria for Urban Areas (Board Memo #21-06)
 7. FY 2021 UPWP Budget Update (Board Memo #21-07)
 8. Agency Updates
 - VDOT
 - DRPT
 - BRITE
 9. Other Business
 10. Upcoming Meetings
 - May 19, 2021 – Technical Advisory Committee Meeting, via video conference, 2:00 p.m.
 - June 2, 2021 – Policy Board Meeting, via video conference, 10:00 a.m.
 11. Adjournment
- * Action Required



**Policy Board
Regular Meeting Minutes
April 7, 2021, 10:00 a.m.**

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

Present (22):

Voting Members		Non-Voting Members		Others	
	City of Staunton		VA DRPT		Others
✓	Carolyn Dull	✓	Wood Hudson	✓	Stephen Read, VDOT
✓	Steve Rosenberg		Grant Sparks	✓	Brad Reed, VDOT
	Leslie Beauregard (Alt)		VRT	✓	Bill Bushman, Hurt & Proffitt
	Augusta County	✓	Steve Wilson	✓	Philip Koloski, Public
✓	Scott Seaton, Vice Chair		Phil Thompson (Alt)	✓	Joel Javier, Public
✓	Tim Fitzgerald		FHWA	✓	Unidentified Caller
	Pam Carter (Alt)		Mack Frost		Staff (CSPDC)
	City of Waynesboro		FTA	✓	Bonnie Riedesel
✓	Bobby Henderson, Chair		Michele DeAngelis	✓	Ann Cundy
✓	Jim Shaw		VA DOA	✓	Zach Beard
	Michael Hamp (Alt)		Rusty Harrington	✓	Devon Thompson
	VDOT		CTB	✓	Kimberly Miller
✓	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 April 7th, 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 March 3, 2021 Policy Board meeting.

Dr. Seaton moved, seconded by Mr. Rosenberg, to approve the minutes as presented. Motion carried unanimously (7-0).

Consideration of the Title VI Amendment (Board Action Form #21-04)

Chairperson Henderson presented the Title VI Amendment. Ms. Cundy stated that last month the Board approved releasing the amended Title VI Plan to the public for 21 days for review and comment; no public comments were received. She stated that the Plan was amended to rewrite the complaint procedures to forward complaints directly to FHWA. Ms. Cundy stated that upon approval of the Plan by the Board, response will be made to VDOT and FHWA documenting how the MPO has addressed the findings identified.

Mr. Shaw moved, seconded by Dr. Seaton, to approve the Title VI Amendment. Motion carried unanimously (7-0).

FY2021 Unified Planning Work Program (UPWP) Budget Update (Board Memo #21-05)

Chairperson Henderson presented the UPWP Budget Update. Ms. Riedesel stated that the memo summarizes spending activities as compared to budget for the fiscal year 2021 as of February 28th, 2021. She stated that approximately 68% of the budget remains unspent and that any unspent monies at the end of the fiscal year will be carried over to the next fiscal year.

Presentation: Safety Performance Planning and Programing - Stephen Read, Highway Safety Improvement Program (HSIP) Manager, VDOT

Chairperson Henderson presented the Safety Performance Presentation. Ms. Cundy welcomed Mr. Stephen Read, from VDOT Central Office, who oversees the traffic safety target development each year. She stated that each year the statewide targets are brought to the MPO and Mr. Read will provide a broader understanding of the targets.

Mr. Read discussed the data-driven safety targets and opportunities to partner with local and regional stakeholders. He explained that federal law requires the DOT to submit five safety performance targets each year, three of which overlap with their DMV partners. The process includes coordination with the MPOs and TPOs to get resolutions on those targets. He discussed the performance measures and how the measures tracked are defined and showed the five-year average trends. Although the numbers remain very low, fatalities are increasing and serious injuries are decreasing. Mr. Read discussed the key steps used for 2020, 2021 and 2022 safety targets: external factors analysis, baseline prediction models, assessment of possible new factors, determination of anticipated benefits of soon to be completed infrastructure projects, etc. He stated that the



baseline predictions are combined with expected project reductions to establish annual targets. Mr. Read answered some questions and Ms. Cundy stated that she will send the slides to the Board members. She stated that this could be an opportunity for the MPO to develop a regional safety plan as part of the Unified Planning Work Program for FY22. Slides attached to file minutes.

Agency Updates

Virginia Department of Transportation (VDOT)

Mr. Kiser reported that the virtual public hearing on the Six-Year Plan and SMART SCALE Recommended Funding Scenario is planned for April 29th at 6:00p.m.

Mr. Campbell gave the following update:

- VTRANS 2045 Needs Assessment was completed in January 2020 and includes SMART SCALE eligibility. Since that time, OIPI has been working on prioritizing the Needs into four levels of importance using a set of performance measures. Last month, the CTB adopted by resolution the prioritization process, creating a project pipeline process. VDOT is awaiting policy and direction on how this will influence VDOT planning efforts.
- The current STARS study of the downtown Staunton intersections for potential safety improvements is in progress; the consultant is currently developing and evaluating improvement alternatives to address the identified needs. The study team will review these alternatives at their next meeting on May 13th, after which the initial public input will be solicited.

Mr. Dunlap gave the following update:

- The I-81 Exit 220-222 auxiliary lane project will be ready for public comment soon; whether virtual or in-person is to be determined.
- Bridge construction project at Bell Creek will be finished in May.
- Waynesboro Park & Ride Lot improvements project is underway; completion expected in the fall.
- HSIP (safety improvement) projects are underway.

Department of Rail and Public Transportation (DRPT)

Mr. Hudson gave the following update:

- The four-year Virginia State Rail Plan initiative will be kicked off in May; a rail team consultant will begin to engage stakeholders.
- The Virginia rail investment of \$3.7billion affects the SAWMPO region because of the acquisition of Buckingham Branch railroad; the segment could possibly be made available for passenger rail in the future.
- Spring public hearing is upcoming, and the SYIP will be released soon, which details DRPT grant awards for FY2022.

BRITE Transit

Ms. Thompson gave the following update:



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- American Rescue Plan Act FTA apportionment tables have been released and BRITE received additional operating funds. These funds help public transit agencies continue to provide essential services and cover COVID-19 related expenses. BRITE staff will continue to follow any additional news regarding these funds as it is released.
 - The Afton Express transit service has a planned start date of September 1st. Staff has started and will continue to outline and plan the logistics of starting up the service by that date. In response to a question, Ms. Riedesel stated that a pre-launch campaign is planned and is pending the receipt of the new buses; anticipated launch date is September 1st.

Upcoming Meetings

Chairperson Henderson mentioned the upcoming TAC meeting on April 21st and the next Board meeting is scheduled for May 5th at 10:00 a.m. Both meetings will be held via video conference.

Meeting Adjournment

There being no further business to come before the Policy Board, Chairperson Henderson adjourned the meeting at 10:53 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Ann W. Cundy".

Ann W. Cundy
Director of Transportation



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TO: Staunton-Augusta-Waynesboro MPO Policy Board
FROM: Zach Beard, Transportation Planner
MEETING DATE: May 5, 2021
RE: **Board Action Form #21-05: FY 2022 Unified Planning Work Program (UPWP) Release for Public Comment**

RECOMMENDATION

Recommend that the Policy Board release the draft FY 2022 UPWP for a 21-day public comment period.

EXECUTIVE SUMMARY

The Unified Planning Work Program (UPWP) is the annual work program and budget for the MPO. It details the administrative and planning activities to be undertaken during the fiscal year, and the federal, state, and local funds used for these activities.

The FY21 UPWP allocated most funding to the 18-month 2045 LRTP update, the 2045 VTrans update, and SMART SCALE applications. The FY22 UPWP focuses on small area studies and safety planning.

Revenues	FY 2021	FY 2022
FHWA PL	\$151,973	\$153,635
PL Carryover	\$69,295	\$109,102
FTA 5303	\$94,084	\$91,376
FTA 5303 Carryover	\$28,840	\$65,500*
Totals	\$344,192	\$419,613

*estimate

In FY22, the larger PL (highway) carryover from FY20 is due to working on the LRTP rather than engaging a consultant for a Small Area Study. The FTA 5303 carryover increase reflects funds set aside for the BRITE Transit Development Plan, which begins in FY22 with a 50/50 Technical Assistance grant from DRPT.

Staff reviewed the draft document with the Policy Board at the March 3, 2021 Board meeting. The TAC reviewed the draft at the April 21, 2021 Committee meeting, and recommended the Policy Board release the document for public comment.

NEXT STEPS

- May 5 – Policy Board releases the Draft FY 2022 UPWP to 21-day public comment
- June 2 – Policy Board approves the FY 2022 UPWP

ATTACHMENT

[Draft FY 2022 UPWP](#)





TO: Staunton-Augusta-Waynesboro MPO Policy Board
FROM: Zach Beard, Transportation Planner
MEETING DATE: May 5, 2021
RE: **Board Action Form #21-06: FY 2022 Study Recommendation**

RECOMMENDATION

Recommend that the Policy Board endorse developing a Regional Highway Safety Plan in partnership with VDOT.

EXECUTIVE SUMMARY

The TAC reviewed two potential FY22 study options to pursue when the Exit 235 Study concludes in December 2021. The TAC recommended that the Policy Board consider a SAWMPO Transportation Safety Plan study in partnership with the VDOT Highway Safety Program in the Traffic Engineering Division of Central Office.

HSIP REGIONAL TRANSPORTATION SAFETY PLAN

VDOT's Highway Safety Program is working with MPOs to develop region-specific Transportation Safety Plans. The plans are based on the state-level [Virginia 2017 – 2021 Highway Safety Plan](#), and are entirely federally-funded.

The first regional Transportation Safety Plan was completed for the [Roanoke Valley Transportation Planning Organization \(RVTPO\) in 2019](#). The report highlights regional safety trends, crash data, and countermeasures and implementation options that address not only infrastructure improvements, but also behavioral safety issues such as speeding, distracted driving, impaired driving, unbelted driving, and other issues.

The SAWMPO has an opportunity to develop a similar plan, which would provide in-depth safety data and analysis on issues in the region. The results may inform future grant applications, and also local policy related to transportation safety.

NEXT STEPS

Pending Policy Board approval of the FY22 Study, staff will draft a letter requesting VDOT assistance with the Safety Plan, and request that the Board approve the letter at the June 2, 2021 meeting.

After the request letter is submitted and approved by VDOT, staff will coordinate with VDOT to develop a project outline and schedule. A VDOT consultant will develop the Scope of Work detailing the study tasks and deliverables.

ATTACHMENTS

- [Virginia 2017 – 2021 Highway Safety Plan](#)
- [RVTPO Transportation Safety Plan, 2019](#)



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TO: Staunton-Augusta-Waynesboro MPO Policy Board

FROM: Ann Cundy, Director of Transportation

MEETING DATE: May 5, 2021

RE: **Board Memo #21-06: 2020 Census Bureau Proposed Criteria for Urban Areas**

EXECUTIVE SUMMARY

The U.S. Census Bureau is proposing a new methodology for defining urban areas. The proposed changes would change the size of the SAWMPO urban area, and could affect Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) designations of MPOs and small urban transit systems.

In response, staff is developing a letter to the Census Bureau regarding the proposed new urban area criteria methodology, and a letter to state elected officials in reference to the federal code implications.

BACKGROUND

On February 19, 2021, the U.S. Census Bureau [proposed seven new criteria](#) for defining urban areas based on the 2020 Census results. The Census Bureau revises urban areas after each decennial census as necessary based on newly available data. Public comment on the new criteria is due May 20, 2021

Currently, the Census Bureau urban designations are based on population density. The seven new criteria defining an urban are based on using housing units per square mile instead of population density, and combining all current urban designations under one single definition of “urban area.”

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) use the Census Bureau's current population density urban area classifications for defining MPO and transit planning activities and boundaries through FHWA [Title 23](#) and FTA [Circular 9030.1E](#) federal codes.

The proposed urban criteria changes would not only create difficulty in aligning demographic data from the Census with the SAWMPO's regional planning processes, but also have implications for the FHWA and FTA federal code standards.

COMMENT TO U.S. CENSUS AND FEDERAL AGENCIES

In response, staff is developing two letters addressing the potential impacts of the urban criteria changes. The first letter to the Census Bureau will outline the concerns with the urban criteria methodology, and encourage the Census Bureau to simplify the criteria for planning purposes. The second letter to state senators and congressmen will outline the FHWA and FTA code implications.

NEXT STEPS

Staff will submit a letter on behalf of MPO staff to the U.S. Census Bureau by May 20, 2021. Staff will draft a letter regarding the federal code implications to state elected officials on behalf of the Policy Board, and request the Board approve the letter at the June 2, 2021 Board meeting.



TO: Staunton-Augusta-Waynesboro MPO Policy Board
FROM: Bonnie Riedesel, SAWMPO Secretary/Treasurer
MEETING DATE: May 5, 2021
RE: **Board Memo #21-07: 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 March 31, 2021. Spending is shown by task and by VDOT and DRPT funding.

EXPENSE SUMMARY BY TASK	UPWP	03/31/21	BALANCE	%
		YTD		
710.1 Program Support & Administration	57,000	34,395	22,605	40%
710.2 Public Participation & Outreach	22,500	12,675	9,825	44%
711 Long Range Transportation Planning	59,000	44,774	14,226	24%
712 Short Range Transportation Planning	74,000	14,730	59,270	80%
713 Local, State, and Federal Assistance	27,500	25,805	1,695	6%
714 Transit Planning	43,924	368	43,556	99%
Contingency - Highway	60,268	-	60,268	100%
TOTAL	\$ 344,192	\$ 132,747	\$ 211,445	61%
TOTAL EXCLUDING CONTEGENCY	\$ 283,924	\$ 132,747	\$ 151,177	53%

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%