



## **Policy Board Meeting Agenda December 2, 2020, 10:00 a.m.**

Via ZOOM Video Conference Call

Web Link: <https://zoom.us/j/92098450779?pwd=SVpFbDVjcTVqTkRtbjR6Sk5sQW9yZz09>

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

Meeting ID: 920 9845 0779

Password: 783188

1. Call to Order
2. Public Comment
3. Approval of Minutes of the November 4, 2020 Policy Board Meeting\*
4. Consideration of the SAWMPO 2021 Meeting Schedule (Action Form #20-09)\*
5. Consideration of the 2045 Long Range Transportation Plan (LRTP) (Action Form #20-10)\*
6. FY 2021 UPWP Budget Update (PB Memo #20-25)
7. Presentation: Interstate-81 Corridor Improvement Plan Updates – Dave Covington, P.E., I-81 Program Delivery Director, VDOT
8. Agency Updates
  - VDOT
  - DRPT
  - BRITE
9. Other Business
10. Upcoming Meetings
  - December 16, 2020 – Technical Advisory Committee Meeting, via teleconference, 2:00 p.m.
  - January 6, 2021 – Policy Board Meeting, via teleconference, 10:00 a.m.
11. Adjournment

\* Action Required



**Policy Board  
Regular Meeting Minutes  
November 4, 2020, 10:00 a.m.**

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

**Present (18):**

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

**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.

**Approval of Minutes**

Chairperson Henderson presented the minutes from the September 2, 2020 Policy Board meeting.



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***Mr. Shaw moved, seconded by Ms. Dull, to approve the minutes as presented. Motion carried unanimously (7-0).***

### **2045 Long Range Transportation Plan (LRTP) Release to Public Comment (BAF #20-08)**

Chairperson Henderson presented the LRTP Release to Public Comment. Mr. Beard stated that the LRTP process, which began in March of 2019, is almost completed. He stated that the document must be adopted by December 15<sup>th</sup> in order to continue to receive federal transportation funding. Mr. Beard stated that the draft document was reviewed in September with the Policy Board and TAC; this version of the draft document incorporates comments received from the SAWMPO, agencies, and the public regarding the projects included in the plan. He stated that, as a part of phase 2 of the public engagement process, the proposed projects included in the draft document were available for public comment on an online map platform during the month of October.

Mr. Beard stated that the final draft includes the public comments received, plus some additional edits within the document, an Executive Summary, and appendices. He stated that the final draft document needs to be released for the 21-day public comment period before final approval in December. Mr. Beard stated that any additional comments received in this next and final comment period will be included in the final document.

Mr. Beard stated that staff is requesting that the Board release the final draft for the 21-day public comment period, after which the final draft will be presented for approval at the December Board meeting.

***Mr. Seaton moved, seconded by Mr. Kiser, to release the final draft LRTP for the public comment period. Motion carried unanimously (7-0).***

### **2045 LRTP Public Engagement Summary (PB Memo #20-21)**

Chairperson Henderson presented the LRTP Public Engagement Summary. Mr. Beard stated that the second LRTP public engagement phase was to review the Constrained Long Range Plan and Vision List projects. He stated that input was sought from the public and also from resource agencies. Mr. Beard stated that among the resource agency responses were the Shenandoah Valley Airport and Blue Ridge Community College, both of whom identified concerns at Exit 235 and along Route 256 in Weyers Cave. He stated that Phase 2 of the public engagement plan was conducted entirely online due to the COVID-19 pandemic. Mr. Beard stated that an interactive map was available from October 1-31, and that those responses received are included in Appendix E of the LRTP document. He summarized Phase 1 of the public engagement plan and the five themes that emerged from that feedback.

Mr. Beard stated that staff will continue to document public and resource agency input through November and the 21-day public comment period for inclusion in the final draft.



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## **FY21 Unified Planning Work Program (UPWP) Administrative Modification (PB Memo #20-22)**

Chairperson Henderson presented the UPWP Administrative Modification. Ms. Cundy stated that the UPWP, the budget for the MPO, is updated each year. She stated that the UPWP includes the amount of any funds that are not used in one fiscal year and are carried over into the next. Ms. Cundy stated that an administrative modification was submitted to VDOT and DRPT in October to reflect the actual amount of carryover (5303) funds from FY20 to FY21. She stated that an additional \$28,840 over the originally estimated amount was carried over and added to this year's Work Program. Ms. Cundy stated that these funds will be added to the Transit Planning Work Element to begin the BRITE Transit Development Plan update, which is a consultant-led process.

## **FY21-24 Transportation Improvement Program (TIP) Administrative Modification (PB Memo #20-23)**

Chairperson Henderson presented the TIP Administrative Modification. Ms. Cundy stated that the TIP is the short-range planning document for the MPO. She stated that since the plan's update earlier in 2020 for fiscal years 2021-2024, DRPT has completed the statewide Public Transit Agency Safety Plan (PTASP), a federally required plan for smaller transit agencies (including BRITE). Ms. Cundy stated that this comprehensive plan requires documentation in the MPO's TIP of the PTASP and its targets. She stated that this administrative modification was made to the TIP in Appendix H.

Ms. Cundy stated that adjustments were also made to the Transit Financial Plan based on adjustments to agency applications for FY21. She stated that the transit portion of the TIP's financial plan reflects adjusted funding amounts for BRITE (as a result of CARES ACT funds) and Valley Program for Aging Services. Ms. Cundy stated that these administrative modifications to the TIP are documented on pages 24 and 25.

## **FY2020 UPWP Budget Update (PB Memo #20-24)**

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 September 30<sup>th</sup>. She stated that remaining funds are approximately 81% so far, which is appropriate for this point in the fiscal year. Ms. Cundy stated that the additional carryover funds discussed earlier will be reflected beginning in October in the Transit Planning category.

## **Agency Updates**

### Virginia Department of Transportation (VDOT)

Mr. Campbell shared the following updates:

- The SMART SCALE district validation phase for submitted applications is almost complete and will move to the project scoring phase next. Final scores and the funding scenario are expected in January.
- STARS study updates:
  - Rt250 in Augusta County and Waynesboro; both localities submitted project applications from that study. The study closed last week as did the final online public comment survey which had 178 participants and 100 comments. More detail will be presented to the TAC at their November 18<sup>th</sup> meeting.



- Staunton Downtown Intersection study team met for their kick-off meeting last week. The study focus is select intersections in downtown and additional three intersections west on Beverly Street. Count data will be collected this week.
- VTRANS is working on their prioritization process; they will hold a series of workshops and are currently in a public comment period. Visit OIPI's website to see how the prioritization impacts our area.

Mr. Komara gave the following updates:

- The I-81 corridor improvements website – [Improve81.org](http://Improve81.org) shows projects planned, in progress and completed on the corridor.
- Three I-81 projects are underway with consultants identified; public hearings are expected in summer 2021.
- Rt 254 shoulder widening and installation of rumble strips in the Buffalo Gap area is complete.
- Bell Creek (at Jake's Store) bridge project is progressing well and is on-schedule.
- Waynesboro Park & Ride Lot is under advertisement; construction is expected to begin in Spring 2021.
- 703 bridge replacement is going to construction in 2022.
- Other maintenance in the district is underway; i.e. paving, grading of dirt roads, and snow removal contracts.
- Rt 612/Laurel Hill Rd sidewalk work (TAP grant) is moving forward.

Mr. Kiser gave the following updates:

- Mr. Whitworth is still serving on the CTB until a replacement is appointed.
- The CTB met in October and announced that the General Assembly granted flexibility in the budget to move funding around as needed to keep construction projects on-schedule.
- The CTB will meet in November
- A virtual Six-Year plan public hearing will be held in November
- TAP State of Good Repair paving dollars were approved at the October CTB meeting.
- First I-81 Advisory Committee meeting of 2020 was held in October; Gwendolyn Gooditis was selected as the Committee Chair.

In response to a question, Mr. Kiser stated that the Secretary's office is working on the secondary Six-Year Plan. Mr. Dana confirmed that they have not received any information about this yet. Mr. Kiser stated that we should hear something by the end of the month.

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

Mr. Hudson gave the following update:

- The draft FY21 SYIP has been posted on DRPT's website and should go to the CTB in December.
- FY22 MERIT grant cycle for transit capital operating and special programs opening on December 1<sup>st</sup>, with applicant webinars being offered on December 1<sup>st</sup>. The presentations will be available online.
- VA Breeze ridership data is not available; Virginia Flyer route is continuing to perform well given the current pandemic situation.



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- DRPT is reviewing the transit components of SMART SCALE applications and is moving into the scoring phase.

### BRITE Transit

On behalf of the Board, Chairperson Henderson congratulated Ms. Thompson for her new position of Transit Planner with the CSPDC. Ms. Thompson gave the following update:

- BRITE continues its COVID operations which include fare-free rides, social distancing on the buses and other safety measures.
- Recent news coverage of BRITE featured fare-free rides and using the bus for transportation to the polls.
- BRITE's four SMART SCALE applications have been screened in.
- Afton Express and the Intelligent Transportation Systems (ITS) Phase I were included in the draft SYIP, which Mr. Hudson mentioned is out for public review and comment.
- Update on Afton Express –
  - Grant funding for Afton Express operations has been included in the draft SYIP. The demonstration grant will provide 80 percent of the cost of providing the transit service and will be matched at 20 percent by local funds.
  - Two buses are planned to operate the service Monday through Friday with four morning and four evening trips.
  - Virginia Regional Transit (VRT) will operate the service under contract to the CSPDC. The contract addendum for the delivery of Afton Express service will include the provision of two buses for operations plus a spare bus.
  - Work on the website and marketing have been ongoing. Standalone webpages dedicated to the Afton Express service will be part of the BRITE website. Staff has worked closely with Estland Design, the same company that designed the BRITE website, to develop these informational webpages that are ready and will go live closer to the operation of the service.
  - Branding designs have been created and will be used to brand the buses, bus stop signs, web pages, an advertising campaign and marketing tools.
  - CSPDC staff will work closely with DRPT and the Afton Express Stakeholder group to identify the right time for startup of Afton Express operations. Currently, many commuters are choosing to telework and there continue to be safety concerns related to riding public transportation.

### **Other Business**

Chairperson Henderson presented other business. Ms. Cundy introduced Mr. Nathan Garrison, who was started on Monday with the CSPDC as a Planner. She stated that Mr. Garrison came to us from the Town of Grottoes where he served as Town Manager. Mr. Garrison stated that he went to BRCC and JMU, grew up in Rockingham County and was Town Manager for Grottoes for the past three years. Ms. Cundy stated that one of Mr. Garrison's first projects will be to work on the Shenandoah Valley Airport's hangar expansion funded by EDA grant funds.



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### **Upcoming Meetings**

Chairperson Henderson mentioned the upcoming TAC meeting on November 18<sup>th</sup> and the next Board meeting scheduled to be held on December 2<sup>nd</sup> at 10:00 a.m. Both meeting 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 10:48 a.m.

Respectfully submitted,

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

Ann W. Cundy  
Director of Transportation



**Stanton Augusta  
Waynesboro**  
Metropolitan Planning  
Organization

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**TO:** Staunton-Augusta-Waynesboro MPO Policy Board  
**FROM:** Ann Cundy, SAWMPO Director of Transportation  
**MEETING DATE:** December 2, 2020  
**RE:** **Board Action Form #20-09: Approval of the 2021 SAWMPO Meeting Schedule**

#### RECOMMENDATION

Recommend approval of the Calendar Year 2021 meeting schedule.

#### EXECUTIVE SUMMARY

The SAWMPO publishes its annual meeting schedule each December. The 2021 SAWMPO Policy Board and Technical Advisory Committee (TAC) meeting schedules are on page 2 of this memo. A public notice for the 2021 meeting schedules will be published in local newspapers and posted on [www.sawmpo.org](http://www.sawmpo.org) in accordance with the SAWMPO Public Participation Plan (PPP).

In response to COVID-19, all scheduled meetings will be held via video conference format until further notice. Changes to the 2021 meeting schedule or format will be posted on the website, and publicly noticed in local papers as required by the PPP.

TAC and Policy Board members will be notified of meeting schedule changes via email at least one week in advance of the scheduled meeting date.

#### 2021 SAWMPO MEETING SCHEDULE

The proposed meeting schedules for the Policy Board and TAC are on **page 2**.

### 2021 Policy Board Meeting Schedule

January 6, 2021	July 7, 2021
February 3, 2021	August 4, 2021
March 3, 2021	September 1, 2021
April 7, 2021	October 6, 2021
May 5, 2021	November 3, 2021
June 2, 2021	December 1, 2021
<p>First Wednesday of each month</p> <p>Meeting time: 10:00 a.m. to 12:00* p.m. (*for internal planning purposes; meetings are typically less than 2 hours in length)</p> <p>Location*: Due to the COVID-19 pandemic, meetings will be held via video conference call until further notice.</p> <p>* Once in-person meetings resume, the regular location (unless otherwise noted) will be Central Shenandoah Planning District Commission, 112 MacTanly Place, Staunton</p>	

### 2021 Technical Advisory Committee (TAC) Meeting Schedule

January 20, 2021	July 21, 2021
February 17, 2021	August 18, 2021
March 17, 2021	September 15, 2021
April 21, 2021	October 20, 2021
May 19, 2021	November 17, 2021
June 16, 2021	December 15, 2021
<p>Third Wednesday of each month</p> <p>Meeting time: 2:00 p.m. to 4:00* p.m. (*for internal planning purposes; meetings are typically less than 2 hours in length)</p> <p>Location*: Due to the COVID-19 pandemic, meetings will be held via video conference call until further notice.</p> <p>* Once in-person meetings resume, the regular location (unless otherwise noted) will be Central Shenandoah Planning District Commission, 112 MacTanly Place, Staunton</p>	





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**TO:** Staunton-Augusta-Waynesboro MPO Policy Board  
**FROM:** Zach Beard, SAWMPO Transportation Planner  
**MEETING DATE:** December 2, 2020  
**RE:** **Board Action Form #20-10: Approval of the 2045 Long Range Transportation Plan (LRTP)**

#### RECOMMENDATION

Recommend approval of the 2045 Long Range Transportation Plan (LRTP).

#### EXECUTIVE SUMMARY

The 2045 LRTP update began in [March 2019](#), and Staff has completed each of the nine tasks outlined in the [Scope of Work](#). The LRTP, which is required to be updated every five years, must be adopted by December 15, 2020 for the region to continue receiving federal transportation construction funding.

The final draft document was reviewed with the Policy Board at the November 4, 2020 meeting, and the TAC reviewed the final draft and recommended that the Policy Board approve the document at their November 18, 2020 meeting. The version of the document in this memo incorporates all comments received from the Policy Board, TAC, reviewing agencies, and the public prior to the date of this mailing on November 20, 2020.

#### PUBLIC COMMENT PERIOD

The Board approved release of the document to a 21-day public comment period at the November 4, 2020 meeting. The MPO has not received any public or resource agency comments as of November 20, 2020. Any comments received between November 20, 2020 and the December 2, 2020 Board meeting will be shared directly with the Board during the meeting, and incorporated into the final plan document.

#### NEXT STEPS

Following approval of the 2045 LRTP, the document will be shared with state and federal agencies: VDOT, DRPT, FHWA and FTA, and posted on the SAWMPO website.

#### ATTACHMENT

See **Table 1: 2045 LRTP Final Draft** on the next page to view each chapter.

**Table 1: 2045 Final Draft**

<b>LRTP Chapter</b>	<b>Description</b>
<a href="#">Cover Page, Table of Contents, and Glossary</a>	The introduction to the document
<a href="#">Executive Summary</a>	A summary of the key sections of each chapter
<a href="#">Chapter 1 – Planning Context and Requirements</a>	Outlines of the federal planning requirements and compliance
<a href="#">Chapter 2 – Public Outreach</a>	Documents the two phases of public engagement, to include meetings with the public and stakeholders, needs identification, and public survey results
<a href="#">Chapter 3 – Existing Conditions</a>	Reviews the existing socioeconomic characteristics of the region
<a href="#">Chapter 4 – Socio-Economic Trends and Transportation Demand Model</a>	Reviews statewide and regional trends for future growth, and how the 2040 LRTP Scenario Planning Process has been updated to reflect changing regional trends
<a href="#">Chapter 5 – Multi-Modal Transportation Needs</a>	Overview of the transportation needs and deficiencies to address over 25 years
<a href="#">Chapter 6 – Performance-based Programming and Project Evaluation</a>	Outlines federal planning requirements in relation to the Plan’s goals and the project evaluation methodology
<a href="#">Chapter 7 – Revenue and Cost</a>	Reviews the 2045 revenue projections for highway and transit
<a href="#">Chapter 8 – Constrained Long Range Plan</a>	List of CLRP projects, and the location of projects in relation to disadvantaged populations (burden and benefits analysis)
<a href="#">Appendices A - G</a>	Appendix A – Vision List; Appendix B – Funding; Appendix C – Project Evaluation; Appendix D – Public Engagement; Appendix E – Resource Agencies; Appendix F – Performance Based Planning; Appendix G – Port of Virginia



**TO:** Staunton-Augusta-Waynesboro MPO Policy Board  
**FROM:** Bonnie Riedesel, SAWMPO Secretary/Treasurer  
**MEETING DATE:** December 2, 2020  
**RE:** **Board Memo #20-25: 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 October 31, 2020. Spending is shown by task and by VDOT and DRPT funding.

EXPENSE SUMMARY BY TASK	UPWP	10/31/20	BALANCE	%
		YTD		
710.1 Program Support & Administration	57,000	16,625	40,375	71%
710.2 Public Participation & Outreach	22,500	6,839	15,661	70%
711 Long Range Transportation Planning	59,000	23,753	35,247	60%
712 Short Range Transportation Planning	74,000	5,436	68,564	93%
713 Local, State, and Federal Assistance	27,500	11,903	15,597	57%
714 Transit Planning	43,924	368	43,556	99%
Contingency - Highway	60,268	-	60,268	100%
<b>TOTAL</b>	<b>\$ 344,192</b>	<b>\$ 64,924</b>	<b>\$ 279,268</b>	<b>81%</b>
TOTAL EXCLUDING CONTEGENCY	\$ 283,924	\$ 64,924	\$ 219,000	77%

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	58%	42%	100%
711 Long Range Transportation Planning	72%	28%	100%
712 Short Range Transportation Planning	60%	40%	100%
713 Local, State, and Federal Assistance	67%	33%	100%
714 Transit Planning	0%	100%	100%
Contingency - Highway	100%	0%	100%