



Policy Board Meeting Agenda March 3, 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 February 3, 2021 Policy Board Meeting*
4. Title VI Amendment Release to Public Comment (Board Action Form #21-03)*
5. FY 2022 Unified Planning Work Program (UPWP) (Board Memo #21-03)
6. FY 2021 UPWP Budget Update (Board Memo #21-04)
7. Remarks from Commonwealth Transportation Board (CTB) Member Mark Merrill, and Presentations from MPO Members
8. Agency Updates
 - VDOT
 - DRPT
 - BRITE
9. Other Business
10. Upcoming Meetings
 - April 7, 2021 – Policy Board Meeting, via video conference, 10:00 a.m.
 - March 17, 2021 – Technical Advisory Committee Meeting, via video conference, 2:00 p.m.
11. Adjournment

* Action Required



**Policy Board
Regular Meeting Minutes
February 3, 2021, 10:00 a.m.**

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

Present (20):

Voting Members		Non-Voting Members		Others	
	City of Staunton		VA DRPT		Others
✓	Carolyn Dull	✓	Wood Hudson	✓	Josh Dunlap, VDOT
✓	Steve Rosenberg		Grant Sparks	✓	Bill Bushman, Hurt & Proffitt
	Leslie Beauregard (Alt)		VRT	✓	Todd Wood
	Augusta County	✓	Steve Wilson		Staff (CSPDC)
✓	Scott Seaton, Vice Chair		Phil Thompson (Alt)	✓	Bonnie Riedesel
✓	Tim Fitzgerald		FHWA	✓	Ann Cundy
	Pam Carter (Alt)		Mack Frost	✓	Zach Beard
	City of Waynesboro		FTA	✓	Devon Thompson
✓	Bobby Henderson, Chair		Michele DeAngelis	✓	Kimberly Miller
	Jim Shaw		VA DOA		
✓	Michael Hamp (Alt)		Rusty Harrington		
	VDOT				
✓	Randy Kiser				
✓	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 February 3rd, 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.



Approval of Minutes

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

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

Consideration of the FY2022 FTA 5310 Application (Board Action Form #21-01)

Chairperson Henderson presented the FTA 5310 Application. Ms. Cundy stated that each year human services agencies make application to DRPT for funding of capital items to serve their clients. She stated that they must notify the MPO that they are applying for funds by a letter, and if funded, the funds are added to the SAWMPO's TIP. Ms. Cundy stated that the Policy Board takes action to endorse the applications each year.

Ms. Cundy stated that there was only one notification received from Heart Havens, a provider of transportation for adults with disabilities, who has requested funds from DRPT (letter attached to Memo). She stated that this is an 80/20 match program with no financial obligation from the MPO.

Ms. Cundy stated that the Board is requested to endorse the application.

Dr. Seaton moved, seconded by Mr. Rosenberg, to endorse the Heart Havens application. Motion carried unanimously (7-0).

Consideration of the FY21 Small Area Study Overview (Board Action Form #21-02)

Chairperson Henderson presented the Small Area Study Overview. Mr. Beard stated that when not involved in Long-Range Transportation planning, the MPO conducts small area studies annually throughout the region. He stated that the studies focus on studying specific corridors in the MPO and recommending projects for grant funding.

Mr. Beard noted that the first small area study was completed at the WWRC entrance and US250 corridor (2017), the second was the Rosser Avenue corridor in Waynesboro, and the third was the Richmond Road corridor in Staunton.

Mr. Beard stated that this year (FY21) staff proposes to study VA 256 (Weyers Cave Road) in the vicinity of I-81 Exit 235, between US 11 and VA 276 (Keezletown Road) in Weyers Cave. He stated that the regional significance and designated growth of this area plus the potential projects in this area provide the basis of need for this study. Mr. Beard stated that the study will evaluate the existing and future needs of the .04 mile segment and that both mid- and long-term recommendations will be made. He stated that a draft statement of need and purpose, which was developed in conjunction with VDOT and Augusta County, is included in the meeting materials. Mr. Beard stated that a consultant from the on-call consultant program will be hired to conduct the bulk of the study including scope, tasks and deliverables with the goals of reducing vehicle delays, increasing throughput, and identifying funding opportunities.



Discussion ensued about the needs of this area and the possible replacement of or improvements to the bridge over I-81. Mr. Beard stated that the plan specifically includes studying the bridge and including it in the analysis. He stated that staff requests approval of the study and the statement of need and purpose which will allow the study process to begin.

Dr. Seaton moved, seconded by Mr. Hamp, to approve the Small Area Study in the Weyers Cave area as outlined. Motion carried unanimously (7-0).

Discussion of the FY2021 Safety Performance Targets (Board Memo #21-01)

Chairperson Henderson presented the Safety Performance Targets. Mr. Beard stated that staff recommends concurrence with MAP-21 safety performance targets. He stated that the targets for Fatalities, Serious Injuries, and Non-Motorized Crashes are reviewed every year. Mr. Beard stated that the second target set, Bridge Deck Condition, is also presented this year due to a change proposed by VDOT; this target is typically reviewed every four years. He stated that there is no penalty for not meeting the targets.

Mr. Beard stated that the SAWMPO's 2015-2019 five-year rolling average fatality and severe injury rates are lower than the statewide targets, with rates for both targets decreasing since 2017. He noted that the number of non-motorized fatal and severe injuries are slightly higher than the target. He stated that since the MPO began setting targets in 2018, the MPO has been below each target, with the exception of the non-motorized category, which was slightly higher in 2019, and is projected to again surpass the target in 2020 (see Table 1 in Memo).

Mr. Beard stated that in September the CTB approved an adjustment to Virginia's 4-year target for one federal performance measure - percentage of bridge deck area in good condition for the bridges statewide that are on the National Bridge Inventory (NBI) and on the National Highway System (NHS). He stated that this adjustment changes the previously established statewide target from 33% to 30.5% of deck area of bridges in good condition. In response to a question, Ms. Cundy explained that this metric is a statewide total and only refers to the bridge deck condition. Mr. Kiser stated that bridge decking is just one component of bridge condition. He stated that a bridge deck may not be considered to be in "good" condition if there are some potholes, but that safety is not negatively impacted. He stated that VDOT has a proactive program to apply bridge deck overlays that bring them back to good condition. Mr. Kiser noted that VDOT has to use the funding efficiently and effectively to ensure all aspects of bridge condition are maintained, especially structural deficiencies and that there are no bridges on the interstate system within the Staunton district that are structurally deficient. Mr. Campbell stated that the targets fluctuate based on what can be realistically accomplished. Discussion also followed about the fatality targets and the national and statewide trends.

FY2021 Unified Planning Work Program (UPWP) Budget Update (Board Memo #21-02)

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 December 31st, 2020. She stated that half of the fiscal year has passed and 68% of the budget is unspent.



Agency Updates

Virginia Department of Transportation (VDOT)

Mr. Campbell shared the following updates:

- At the January CTB meeting, VDOT staff presented SMART SCALE Round 4 scoring and the staff recommended funding scenario. The Staunton District was awarded \$80.3 million of District Grant Program funds and High Priority Project funds. The SAWMPO area is expected to receive \$44.4 million in funding for the nine projects that were included in the Recommended Funding Scenario. Six of the nine projects have an associated MPO or VDOT STARS study. Slides attached to file minutes.
- At the January CTB meeting, OIPI provided an update to the VTRANS Needs Prioritization process focused on the public comments received in the fall. Included in the comments were ones made by the CSPDC on behalf of the region. The CTB is expected to approve the process at its next meeting later this month.
- STARS study updates – the Staunton Downtown Intersection study is underway. The study focus is to recommend safety improvements at select intersections in the downtown area and on West Beverley Street. The Committee will review existing safety and operational conditions on Friday, February 12th.

Mr. Kiser recommended that the MPO invite the new CTB member, Mr. Mark Merrill, to an MPO meeting to discuss the MPO's SMART SCALE projects before the CTB hears the Recommended Funding Scenario in the Spring. He stated it will be advantageous to familiarize Mr. Merrill with our projects.

Mr. Komara gave the following updates:

- Bell Creek (at Jake's Store) bridge project is progressing well and is on-schedule to be completed this summer.
- Waynesboro Park & Ride Lot pre-construction conference with Plecker Construction Company to be held next Tuesday.
- Rt 340 safety improvement project had three bidders and will move forward this summer.
- Barter Brook Road bridge over I-81 will need to be replaced to extend the lanes underneath for the I-81 project. Details about how this will be done and what the final result will be are to be determined.
- Snow removal crews have been active and prepared, and more winter weather is anticipated.

Department of Rail and Public Transportation (DRPT)

Mr. Hudson gave the following update:

- DRPT received a federal COVID-19 Research and Demonstration Program award from the Federal Transit Administration. This \$247,000 award will allow DRPT to create a comprehensive collection of resources to help transit providers adapt and strengthen public confidence in transit services. And create a toolkit to help transit providers to safely restore ridership.
- CARES Act Part 2 - \$50 million in 5310 funding for enhanced mobility for seniors and disabled. Funds are apportioned by census area with no local match.
- On the rail side, the CTB awarded a \$20.8 contract for preliminary engineering for the long bridge over the Potomac river from Arlington into Washington DC.



- Virginia Passenger Rail Authority will hold its next meeting on February 22nd; details are on the DRPT website.
- Several pieces of legislation are being watched which could impact transit and DRPT operations, including House Joint Resolution 542 Transit Modernization and Equity Study, and budget amendments.

BRITE Transit

Ms. Thompson gave the following update:

- The CTB's approval of the FY21 Six Year Improvement Plan (SYIP) in December included funding for Afton Express. Current plans call for the startup of Afton Express service in July 2021 contingent on the rollout of COVID vaccine and recovery of public transit use. Many tasks have been completed or are well underway, such as brand creation and webpage development.
- The following FY22 grant applications were submitted on February 1st to DRPT:
 - Operating and Capital – Urban (5307)
 - Operating and Capital – Rural (5311)
 - Commuter Assistance Program Operating Funds
 - Technical Assistance – Transit Development Plan (TDP) – A TDP is a 10-year planning, management, and policy document for transit operators required by DRPT.

Other Business

Chairperson Henderson presented other business. Ms. Riedesel gave the following update on the UVA Telework Survey:

- The CSPDC is working with UVA and the Thomas Jefferson PDC to develop and release a telework survey to determine the need for a coworking space in the Fishersville area. Since the COVID-19 pandemic, research estimates that 25-30% of the workforce will work at least some time from home through 2021. Working from home may present challenges, such as lack of reliable and strong internet coverage in some areas, and lack of dedicated office space within the home.
- The survey will gauge the interest of remote workers in a shared workspace on this side of Afton. There is 8,000 square feet of office space in the Fishersville BRITE transit facility that would be ideal for a co-working space, which has excellent and fast internet, free parking and good office space.
- The survey opened on Friday and will close on February 22nd. As of yesterday, 350 responses have been received. UVA will be analyzing the data and the results will be reported back to the MPO. A press release about the survey is included in the mailout packet.

Upcoming Meetings

Chairperson Henderson mentioned the upcoming TAC meeting on February 17th and the next Board meeting scheduled for March 3rd 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 10:57 a.m.

Respectfully submitted,

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

Ann W. Cundy
Director of Transportation

DRAFT



**Stanton Augusta
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Phone (540) 885-5174
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TO: Stanton-Augusta-Waynesboro MPO Policy Board
FROM: Ann Cundy, Director of Transportation
MEETING DATE: March 3, 2021
RE: **Board Action Form #21-03: Draft Title VI Amendment Release to Public Comment**

RECOMMENDATION

Recommend that the Policy Board release the draft amended Title VI Plan to a 21-day public comment period.

EXECUTIVE SUMMARY

Title VI of the Civil Rights Act of 1964 states that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

As a recipient of federal funds, the SAWMPO adheres to the law, and documents this in the Title VI Plan, ensuring non-discrimination on the basis of race, color, or national origin, in all our activities, with a particular focus on public participation, and procurement.

In the fall of 2020, VDOT conducted a triennial review of the MPO’s Title VI Plan and program. VDOT delivered its Letter of Findings on January 19, 2021. Staff is working to address the deficiencies listed in the letter. Those related to consultant procurement will be addressed in our procurement for a new set of CSPDC on-call consultants later this year.

Staff is amending the MPO’s Title VI Plan to address Findings 1 and 6, adding our Title VI Certifications and Assurances in Appendix C, and revising our Discrimination Complaint Procedures to ensure compliance with FHWA’s new requirement that all complaints made against a subrecipient of federal funds—i.e. the MPO and its subrecipients—be routed directly to FHWA for review (Appendix D).

NEXT STEPS

Following the 21-day public comment period, staff will incorporate any additional edits and public comment into the amended document. Staff will present the final 2021 Title IV amendment to the Policy Board for approval at the April 7, 2021 meeting.

ATTACHMENTS

- [Draft Title VI Plan Amendment](#)
- [VDOT Letter of Findings](#)



TO: Staunton-Augusta-Waynesboro MPO Policy Board
FROM: Zach Beard, SAWMPO Transportation Planner
MEETING DATE: March 3, 2021
RE: **Board Memo #21-03: FY 2022 Unified Planning Work Program (UPWP) Overview**

BACKGROUND

The 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 Policy Board can make recommendations to MPO staff on the activities and funding levels in the UPWP during the annual process of developing the Plan. VDOT and DRPT provide the MPO with annual allocation of planning funds in the spring, and the final numbers are not yet available. Budgets from the previous two fiscal years are below.

Revenues	FY 2020	FY 2021	FY 2022
FHWA PL	\$149,789	\$151,973	Pending
PL Carryover	\$79,148	\$69,295	Pending
FTA 5303	\$90,577	\$94,084	Pending
FTA 5303 Carryover	\$ 1,733	\$28,840	Pending
Totals	\$321,247	\$344,192	Pending

The FY21 budget focused on the 2045 Long Range Transportation Plan (LRTP) update process, the 2045 VTRANS update, and SMART SCALE applications. In FY22, the MPO’s programmatic focus and budget returns to focusing on small area studies and project development, in addition to other activities requested by our local and state partners.

NEXT STEPS

- March 17 – TAC recommends release of the Draft FY 2022 UPWP to public comment
- April 7 – Policy Board releases the Draft FY 2022 UPWP to public comment
- May 5 – Policy Board approves the FY 2022 UPWP

REFERENCE

[Current \(FY21\) UPWP](#)



TO: Staunton-Augusta-Waynesboro MPO Policy Board
FROM: Bonnie Riedesel, SAWMPO Secretary/Treasurer
MEETING DATE: March 3, 2021
RE: **Board Memo #21-04: 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 January 31, 2021. Spending is shown by task and by VDOT and DRPT funding.

EXPENSE SUMMARY BY TASK	UPWP	01/31/20	BALANCE	%
		YTD		
710.1 Program Support & Administration	57,000	26,479	30,521	54%
710.2 Public Participation & Outreach	22,500	10,071	12,429	55%
711 Long Range Transportation Planning	59,000	37,277	21,723	37%
712 Short Range Transportation Planning	74,000	10,098	63,902	86%
713 Local, State, and Federal Assistance	27,500	21,479	6,021	22%
714 Transit Planning	43,924	368	43,556	99%
Contingency - Highway	60,268	-	60,268	100%
TOTAL	\$ 344,192	\$ 105,771	\$ 238,421	69%
TOTAL EXCLUDING CONTEGENCY	\$ 283,924	\$ 105,771	\$ 178,153	63%

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%