



Policy Board Meeting Agenda April 7, 2021, 10:00 a.m.

Via ZOOM Video Conference

Web Link: <https://zoom.us/j/95304069040?pwd=UTdiQngvL2hMUWJPWXNoSGh0O3Aydz09>

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 March 3, 2021 Policy Board Meeting*
4. Title VI Amendment Approval (Board Action Form #21-04)*
5. FY2021 UPWP Budget Update (Board Memo #21-05)
6. Presentation: “Safety Performance Planning and Programming” – Stephen Read, Highway Safety Improvement Program (HSIP) Manager, VDOT
7. Agency Updates
 - VDOT
 - DRPT
 - BRITE
8. Other Business
9. Upcoming Meetings
 - April 21, 2021 – Technical Advisory Committee Meeting, via video conference, 2:00 p.m.
 - May 5, 2021 – Policy Board Meeting, via video conference, 10:00 a.m.
10. Adjournment

* Action Required



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

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

Present (21):

Voting Members		Non-Voting Members		Others	
	City of Staunton		VA DRPT		Others
✓	Carolyn Dull	✓	Wood Hudson	✓	Brad Reed, VDOT
✓	Steve Rosenberg		Grant Sparks	✓	Jeff Johnston, Staunton
	Leslie Beauregard (Alt)		VRT	✓	Bill Bushman, Hurt & Proffitt
	Augusta County		Steve Wilson	✓	Unidentified Caller
✓	Scott Seaton, Vice Chair		Phil Thompson (Alt)		Staff (CSPDC)
✓	Tim Fitzgerald		FHWA	✓	Bonnie Riedesel
	Pam Carter (Alt)		Mack Frost	✓	Ann Cundy
	City of Waynesboro		FTA	✓	Zach Beard
✓	Bobby Henderson, Chair		Michele DeAngelis	✓	Devon Thompson
✓	Jim Shaw		VA DOA	✓	Kimberly Miller
	Michael Hamp (Alt)		Rusty Harrington		
	VDOT		CTB		
✓	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 March 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 10:04 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 February 3, 2021 Policy Board meeting.

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

Consideration of the Title VI Amendment for Release to Public Comment (Board Action Form #21-03)

Chairperson Henderson presented the Title VI Amendment. Ms. Cundy stated that the SAWMPO has a Title VI Plan (Title VI is part of the Civil Rights Act of 1964) that lays out a plan for non-discrimination in MPO activities. She stated that every three years VDOT reviews the Plan to ensure compliance. Upon a review of the plan in the fall of 2020, Ms. Cundy stated that VDOT sent a letter in January noting some updates that are needed for the Plan. She stated that none of the findings were substantive and the Plan had been approved previously, but due to FHWA policy changes, the plan's complaint procedure needs to be updated. Ms. Cundy stated that in the current Plan, complaints are reviewed by the MPO; this creates a conflict of interest. She stated that this has changed to complaints being sent to and reviewed by FHWA.

Ms. Cundy stated that the Plan has been amended; the amended Plan needs to be released to the public for 21 days for review and comment.

Dr. Seaton moved, seconded by Mr. Shaw, to endorse the Title VI Amendment to be released to public comment. Motion carried unanimously (7-0).

Discussion of the FY2022 Unified Planning Work Program (UPWP) (Board Memo #21-03)

Chairperson Henderson presented the FY 2022 UPWP. Mr. Beard stated that each year the MPO budget and activities for the upcoming fiscal year are reviewed. He stated that this plan, the UPWP, shows funding allocations from two main funding partners – FHWA and VDOT provide Highway funds and FTA and DRPT provide Transit funds. Mr. Beard stated that the fiscal year runs from July 1st to June 30th. The Board Memo includes a table which shows the SAWMPO's funding for the past two fiscal years. Mr. Beard stated that the FY 2022 allocation is pending but expected to be similar to the previous years. Mr. Beard stated that focus in FY 2021 was on long-range planning and the LRTP update; FY 2022 will be focused on small area studies, such as the I-81 Exit 235 study.

Mr. Beard stated that staff is requesting input from the Board and TAC prior to drafting the document. He stated a draft will be presented to the Board in April for release to the 21-day public comment period. Mr. Beard stated that the final document will be considered for adoption at the Board meeting in May.



FY2021 Unified Planning Work Program (UPWP) Budget Update (Board Memo #21-04)

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 January 31st, 2021. She stated that approximately 70% 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.

Remarks from Commonwealth Transportation Board (CTB) Member Mark Merrill, and Presentations from MPO Members

Chairperson Henderson asked Mr. Kiser to introduce our new CTB member, Mr. Mark Merrill. Mr. Kiser introduced Mr. Merrill stating that he was highly recommended for the position by our previous Staunton District CTB representative, Mr. Whitworth. He stated that Mr. Merrill recently retired from Valley Health, as President and CEO. Valley Health has over 6,000 employees and over \$1 Billion in revenue and Mr. Merrill will bring financial and management experience that Mr. Kiser stated will be very valuable to the CTB. He stated that Mr. Merrill holds bachelor's and master's degrees from the University of North Carolina. Mr. Kiser welcomed Mr. Merrill to the SAWMPO and passed the floor to him.

Mr. Merrill thanked the MPO members for their service to the Commonwealth. He stated that he was officially appointed to the CTB in November; his first meeting in his new capacity was December. The CTB has been meeting monthly by video conferencing. He stated that \$2 Billion of investment in I-81 is planned and that capital projects are proceeding modestly due to a bond issue that will be addressed this year. Mr. Merrill discussed several major projects and funding across the Commonwealth. Slides attached to file minutes.

Chairperson Henderson thanked Mr. Merrill for his presentation and remarks. He presented the localities to discuss their priority projects with Mr. Merrill. On behalf of Waynesboro, Mr. Shaw presented the US 250 (West Main Street) Corridor Improvements with a value of approximately \$12.6 million. Mr. Rosenberg introduced Mr. Jeff Johnston to present on behalf of the City of Staunton the three SMART SCALE projects that are included in the recommended funding scenario. Augusta County's WWRC Long-Term Improvements were presented by Mr. Fitzgerald, who stated the total cost is approximately \$20 million. Ms. Thompson presented an overview of BRITE Transit and the Afton Express project. Slides attached to file minutes.

Agency Updates

Virginia Department of Transportation (VDOT)

Mr. Campbell reported that the current STARS study of the downtown Staunton intersections for potential safety improvements is in progress; the study team has reviewed existing conditions and at their next meeting will review alternatives to mitigate the issues.

Mr. Komara reported the bridge construction projects in the region, the Waynesboro Park & Ride Lot improvements, Rt 340 safety improvement project and the Barter Brook Road bridge over I-81, noting that bridge will need to be replaced to extend the lanes underneath for the I-81 acceleration/deceleration lanes extension project.



Department of Rail and Public Transportation (DRPT)

Mr. Hudson gave the following update:

- FTA 5303 grant applications are due May 14th.
- DRPT received a federal COVID-19 FTA Research grant of approximately \$250,000 to create a comprehensive set of resources to assist transit agencies in protecting riders and operators.
- DRPT is developing scopes around House Joint Resolution 542 Transit Modernization and Equity Study.

BRITE Transit

Ms. Thompson did not have any additional updates the presentation made earlier in the meeting.

Upcoming Meetings

Chairperson Henderson mentioned the upcoming TAC meeting on March 17th and the next Board meeting scheduled for April 7th 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 11:28 a.m.

Respectfully submitted,

Ann W. Cundy
Director of Transportation



**Staunton Augusta
Waynesboro**
Metropolitan Planning
Organization

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TO: Staunton-Augusta-Waynesboro MPO Policy Board
FROM: Ann Cundy, Director of Transportation
MEETING DATE: April 7, 2021
RE: **Board Action Form #21-04: Approval of the Title VI Amendment**

RECOMMENDATION

Recommend that the Policy Board approve the 2021 Title VI Plan Amendment.

BACKGROUND

Title VI of the Civil Rights Act of 1964 states, “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.

VDOT TITLE VI REVIEW AND PLAN AMENDMENT

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 addressed the deficiencies listed in the letter by amending the MPO’s Title VI Plan. Deficiencies related to consultant procurement will be addressed in our procurement of CSPDC on-call consultants later this year.

The Title VI amendment addresses Findings 1 and 6 in VDOT’s letter. The amended plan added Title VI Certifications and Assurances in Appendix C, and revised the Discrimination Complaint Procedures to ensure compliance with FHWA’s new requirement that all complaints made against a subrecipient of federal funds like the MPO be routed directly to FHWA for review (Appendix D).

RELEASE TO PUBLIC COMMENT

The Policy Board approved the release of the 2021 Title VI Plan Amendment for a 21-day public comment period at the March 3, 2021 meeting. The TAC reviewed the document at their March 17 meeting without comment. The MPO did not received any public comments during the comment period.

ATTACHMENTS

[2021 Title VI Plan Amendment](#)

[2021 Title VI Plan Resolution](#)



TO: Staunton-Augusta-Waynesboro MPO Policy Board
FROM: Bonnie Riedesel, SAWMPO Secretary/Treasurer
MEETING DATE: April 7, 2021
RE: **Board Memo #21-05: 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 February 28, 2021. Spending is shown by task and by VDOT and DRPT funding.

EXPENSE SUMMARY BY TASK	UPWP	02/28/21	BALANCE	%
		YTD		
710.1 Program Support & Administration	57,000	30,119	26,881	47%
710.2 Public Participation & Outreach	22,500	11,250	11,250	50%
711 Long Range Transportation Planning	59,000	40,798	18,202	31%
712 Short Range Transportation Planning	74,000	12,429	61,571	83%
713 Local, State, and Federal Assistance	27,500	23,427	4,073	15%
714 Transit Planning	43,924	368	43,556	99%
Contingency - Highway	60,268	-	60,268	100%
TOTAL	\$ 344,192	\$ 118,392	\$ 225,800	66%
TOTAL EXCLUDING CONTEGENCY	\$ 283,924	\$ 118,392	\$ 165,532	58%

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%