



Policy Board Meeting Agenda September 5, 2018, 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 August 1, 2018 Policy Board Meeting *
4. Election of Officers (Board Action Form #18-7) *
5. FY 2019 UPWP Budget Update (Board Memo #18-13)
6. Presentation: *Shenandoah Valley Airport Update*, Mr. Greg Campbell, Executive Director
7. Presentation: *US 340 (Rosser Avenue) Corridor Study*, Mr. Kyle Williams, Kimley- Horn
8. Agency Updates
 - VDOT
 - DRPT
 - Transit
9. Other Business
 - Joint CA-MPO/SAWMPO Policy Board Meeting
 - SMART SCALE Update
10. Upcoming Meetings
 - September 19 - SAWMPO TAC Meeting, 2:00 PM at CSPDC Office
 - October 10 - Joint CA-MPO/SAWMPO Policy Board Meeting, 10:00 AM—12:30 PM at Basic City Brewery, Waynesboro (in lieu of regularly-scheduled October 3, 2018 meeting)
 - October 30 - November 1 - Governor's Transportation Conference, Norfolk
11. Adjournment



* Action Required

**Policy Board
Regular Meeting Minutes
August 1, 2018, 10:00 a.m.**

Central Shenandoah Planning District Commission
112 MacTanly Place, Staunton Virginia

Present (20):

Voting Members		Non-Voting Members		Others	
	City of Staunton		Va DRPT	✓	Josh Dunlap, VDOT
✓	James Harrington, Chairperson	✓	Dan Sonenklar	✓	William Bushman, H&P
✓	Steve Rosenberg	✓	Nick Britton (Alt)	✓	Terry Rodgers, SVSS
	Steve Owen (Alt)		VRT		Staff (CSPDC)
	Augusta County	✓	Susan Newbrough	✓	Bonnie Riedesel
✓	Wendell Coleman		Phil Thompson (Alt)		Ann Cundy
✓	Tim Fitzgerald		FHWA	✓	Nancy Gourley
	Pam Carter (Alt)		Mack Frost	✓	Scott Philips
	City of Waynesboro		FTA	✓	Kimberly Miller
✓	Bobby Henderson		Michele DeAngelis	✓	Cindi Johnson
	Jim Shaw		Va DOA		
✓	Michael Hamp (Alt)		Rusty Harrington		
	VDOT		CTB		
✓	Randy Kiser		F. Dixon Whitworth		
✓	Adam Campbell (Alt)				
✓	Don Komara (Alt)				
	Terry Jackson (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. James Harrington, Chairperson.

Public Comment

Chairperson Harrington opened the floor for public comment. Mr. Hamp introduced Mr. Bobby Henderson who was recently elected to the Waynesboro City Council. Mr. Henderson will be the Waynesboro representative to the SAWMPO Policy Board in place of Mr. Allen. Chairperson Harrington welcomed Mr. Henderson. He expressed appreciation on behalf of the SAWMPO to Mr. Allen for his years of service on the Board since the MPO's inception and asked Mr. Hamp to pass along the Board's gratitude to Mr. Allen.

Approval of Minutes

Chairperson Harrington presented the minutes from the June 6, 2018, Policy Board meeting.

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

FY 2018 UPWP Budget Update (PB Memo #18-11)

Chairperson Harrington presented the FY 2018 UPWP Update. Ms. Riedesel gave an update on the UPWP as of June 30, 2018. She stated that this is a statement of financial standing for the fiscal year. Ms. Riedesel stated that there was over \$87,000 remaining for this fiscal year most of which was in the Contingency fund. She stated that the funds not used by the end of this fiscal year can be carried over into the subsequent fiscal year. She asked if there were any questions; there were none.

Small Area Study Program Update (PB Memo #18-12)

Chairperson Harrington presented the FY18 Small Area Study Program Update.

FY 18 US 340/Rosser Avenue Signal Timing Study

Mr. Philips stated that the current Small Area Study on Rosser Avenue in Waynesboro is on-time and on-budget. He stated that the consultant has completed their initial study and the project team provided comments to them. Mr. Philips stated that they are developing improvement recommendations for the corridor and they are expected to be completed by the end of the month. He stated that Kimley-Horn will be at the Board meeting on September 5th to present the final report.

FY 19 Study

Ms. Riedesel stated that the next Small Area Study will begin this fall. She stated that each year, one project is selected to study with the purpose of gathering enough information to advance the project to a SMART SCALE application. Ms. Riedesel stated that an example is the two WWRC SMART SCALE applications that were able to be submitted due to the Small Area Study completed last fiscal year. She stated that for the Fiscal Year 2019, the Small Area Study will focus on the area in Staunton around Staunton Crossing and Frontier Center where there is currently a lot of development. She stated that this study will be a multi-modal study, including pedestrian, biking and transit recommendations.

Ms. Gourley stated that the Route 250 Connector bus route is the back-bone of the BRITE system, connecting Waynesboro and Staunton and to the other BRITE routes at the Staunton and Waynesboro hubs. She stated that this route currently takes an hour in each direction and that with all the development in the

corridor, it is becoming increasingly difficult to keep the buses on-time. Ms. Gourley stated that it was suggested in the Transit Development Plan (TDP) that the route be evaluated to find solutions to relieve the stress and be able to better serve the new development occurring at Myers Crossing and in Staunton. She stated that the Small Area Study and the Route 250 Connector Route Study will be completed together as they will share data, and address both the transit planning and the Richmond Road development multi-modal needs. Mr. Fitzgerald stated that a previous study was done on Richmond Road in that same location; Ms. Riedesel stated that the previous plan will be reviewed and considered in this current study. Mr. Campbell stated that the previous study was instrumental in the road diet work that was done on Richmond Road.

Presentation: BRITE State of Transit Update – Cindi Johnson, CSPDC Fiscal Officer

Chairperson Harrington presented the BRITE State of Transit Presentation. Ms. Gourley stated that the CSPDC is the designated recipient of the federal and state funding for the region's transit system (BRITE). She stated that the CSPDC is responsible to plan and manage the transit service, for meeting federal and state mandates for transit, and for all reporting. Ms. Gourley stated that in the first quarter of 2017, a competitive procurement was completed that resulted in a "turn-key" contract for operating the BRITE service and that the service contract was awarded to Virginia Regional Transit, a transit provider, with the contract beginning on July 1, 2017. Ms. Gourley stated that under the contract, Virginia Regional Transit is responsible for providing buses, maintaining the buses, hiring, training and supervision of drivers, and customer service. She introduced Ms. Cindi Johnson, CSPDC Fiscal Officer, who maintains the finances of the transit system and the CSPDC. Ms. Gourley stated that Ms. Johnson previously made this presentation to the SAWMPO Technical Advisory Committee and the BRITE Transit Advisory Committee (BTAC).

Ms. Johnson explained how the transit system is funded by a combination of urban and rural funds that come from FTA, DRPT and local funding partners. She stated that the CSPDC owned BRITE Transit Facility in Fishersville which houses the transit contractor's offices and maintenance facility, provides income through the second-floor office rental; this income must go back into the transit system. Ms. Johnson discussed what services are offered by the BRITE system, the ownership of the facility, ridership of the Paratransit, Urban and Rural systems, and how expenses are determined. She discussed the five-year plan and enhancements that are planned for the service.

Presentation attached to file minutes.

Presentation: Transit Funding Reforms – Nick Britton, DRPT Statewide Manager of Transit Planning

Chairperson Harrington presented the Transit Funding Reforms presentation. Mr. Britton stated that the General Assembly reviewed transit funding in light of the expiration of bonds that currently are used to fund transit capital projects (fiscal cliff). He stated that in reviewing funding sources for transit throughout the state, the state legislature decided to take WMATA (Washington DC metro area transit system) out of the formula that is being developed for the other Virginia transit agencies. Mr. Britton stated that the program is being restructured to allow for consistency in grant funding year over year. He stated that based on averages for the

past few years, the total funding will be allocated as follows: WMATA Operating & Capital 53.5%, Statewide Operating 31%, Statewide Capital 12.5%, and Special Projects 3%. Mr. Britton stated that for Statewide Capital, separate funding will be made available for state of good repair, minor enhancement, and major expansion; major expansion decision-making will be made using the same criteria as SMART SCALE. He stated that for State Operating funds, awards will be allocated on the basis of service delivery factors and will be made available for public comment at least one year before application process opens. Mr. Britton stated that Regional Transit Planning will also be required for transit systems serving population areas between 1.5 million and 2.0 million and will be coordinated by the local MPO.

Presentation attached to file minutes.

Agency Updates

Virginia Department of Transportation (VDOT)

- Mr. Kiser stated that the second round of public meetings to discuss I-81 improvements and funding opportunities will be held on August 23rd at BRCC at 4pm and one at Lord Fairfax Community College in Middletown, on August 22nd. He stated that the public meeting will begin with a formal presentation then be followed with an informal time to listen to feedback from the public.

The Staunton District will host a CTB meeting in Winchester on September 17-18; the meeting is open to the public. The Secretary of Transportation will hold a Fall Transportation Meeting with a Town Hall October 17th the time and location are TBD.

- Mr. Komara stated that the Rt. 610 project and the ramp extension projects are going well; repaving of the Interstate southbound between Weyers Cave and Staunton is currently underway. Six-year secondary gravel road plan is August 8, at 6:30 p.m. with public hearing at 7:00 p.m.
- Mr. Campbell reported that the SMART SCALE Round 3 application deadline was originally today, but has been extended to next Wednesday, August 8th at 5pm. New this year is a requirement that localities have a separate Resolution of Support in a public setting and was to be uploaded with the application but all Resolutions of Support are now due at the end of August.

Ms. Riedesel stated that there are 3 applications for Staunton, 4 for Waynesboro, 3 for Augusta County inside the MPO and one outside the MPO for a total of 10 in the MPO boundary.

Department of Rail and Public Transportation (DRPT)

Mr. Britton stated that Virginia Breeze bus service provides once daily trips both southbound and northbound from Virginia Tech to Union Station with several stops along the way, including one in Staunton and one in Harrisonburg. Ridership numbers in May were 1700; numbers dropped off in June to 1367, and the final July numbers will be around 1300. August will probably pick up again when students head back to school.

DRPT plans to add another line somewhere in the state and is able to do so due to the success of this line. The Virginia Breeze line has exceeded expectations; 7500 riders were expected for the entire first year of operation; that goal was met in May.

Mr. Britton introduced Mr. Daniel Sonenklar, who is a new statewide transit planner and will be the SAWMPO's new DRPT representative.

Transit

Ms. Gourley stated that a Risk Assessment was done 2 weeks ago at the BRITE transit facility. This is required by FTA. The final report made some minor recommendations, but overall the facility scored well. She also reported that the stand-alone BRITE website is in the final phase of development and is expected to go live by the end of this month. Ms. Gourley also reported that a new bus stop is being added to Frontier Center to serve the development there; it should be ready in the next 30 days. The Stuarts Draft Link lunch break will be closed effective September 1; allowing for continuous service throughout the service day.

Other Business

BUILD Grant Application for the Crozet Blue Ridge Tunnel (Fact Sheet attached)

Ms. Riedesel stated that at the last Board meeting, the body approved the use of MPO Local Assistance funds to hire The Timmons Group to conduct a Benefit Cost Analysis that is a requirement for the application. The City of Waynesboro made the application which is to build a trail from the western portal of the tunnel down to the city of Waynesboro with parking and amenities. This is a \$5 million grant application; it is costly due to requiring a tunnel to be built under the live train tracks. Nelson County has been working on this project for approximately a decade; they finally have the funding to restore the inside of the tunnel. Mr. Luke Juday, Waynesboro Planner, did an excellent job on the application. Ms. Riedesel stated this is a great project that would benefit the entire SAWMPO region and that 20% of the BUILD funding must go to rural areas, which this is. She stated that a strong letter of support was given by Mr. Dixon Whitworth, who sent his letter directly to U. S. Secretary of Transportation, Elaine Chow, and that letters of support from Congressman Goodlatte, Senators Kaine and Warner and others were also received. Ms. Riedesel stated that a copy of the application is available for anyone to review.

Mr. Hamp expressed gratitude for the support of the MPO and assistance provided and stated that the project will not only be good for Waynesboro but also for the region.

Annual Joint SAWMPO/CAMPO Meeting

Ms. Riedesel stated that for the past three years, the SAWMPO and the Charlottesville-Albemarle MPO hold a joint meeting to discuss regional projects. The date of the fourth meeting is October 10th; location is to be determined; the SAWMPO is the host of this year's meeting. The joint meeting will likely take the place of the regular October SAWMPO Board meeting.

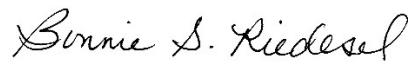
Upcoming Meetings

Chairperson Harrington referred the group to the meeting schedule which states that the next TAC meeting is scheduled for August 15th, at 2:00 p.m., the VDOT I-81 Corridor Study Meeting will be held on August 23rd at BRCC Plecker Center from 4-7pm, and the next Policy Board meeting is scheduled for September 5th at 10:00 a.m., at the CSPDC Office.

Meeting Adjournment

There being no further business to come before the Policy Board, Chairperson Harrington adjourned the meeting at 11:06 a.m.

Respectfully submitted,



Bonnie Riedesel
SAWMPO Administrator



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TO: Staunton-Augusta-Waynesboro MPO Policy Board
FROM: Bonnie Riedesel, SAWMPO Secretary/Treasurer
MEETING DATE: September 5, 2018
RE: **Board Action Form #18-7: Election of SAWMPO Policy Board Officers**

RECOMMENDATION:

Recommend that the SAWMPO Policy Board elect a Vice Chair at the September 5, 2018 meeting and hold elections for the positions of Chair and Vice Chair at the September 4, 2019 meeting.

EXECUTIVE SUMMARY:

With the departure of Policy Board Vice Chair Bruce Allen, it is necessary to hold an election for this position.

The Chair and Vice Chair positions must be held by elected representatives from the three member jurisdictions, Augusta County, and the cities of Staunton and Waynesboro, but cannot be held by two representatives from the same jurisdiction at the same time. The term of office for both positions is three years and takes effect the month following the elections.

BACKGROUND:

Current Policy Board Chair Jim Harrington was elected at the March 2, 2016 meeting to finish Jeff Moore's term, which expired in September 2017. No elections were held in 2017, and Mr. Harrington and Mr. Allen continued to serve.

SAWMPO Bylaws state that the Chair shall appoint a Nominating Committee not less than 25 days before the regular Policy Board meeting at which the election of offices is to be held, and not later than September 30th of the calendar year. In order to maintain the elections schedule in the Bylaws, and to maintain consistency with the Board Officers for the October 10th Joint Board meeting with the Charlottesville-Albemarle MPO, staff recommends filling the vacant role of Vice Chair on September 5, 2018, and holding regular elections for the positions of Chair and Vice Chair next year at the September 4, 2019 meeting.

Past SAWMPO Officers:

2012- February 2016:

Chair, Jeffrey Moore, Augusta County
Vice Chair, Bruce Allen, City of Waynesboro

March 2016—Present:

Chair, Jim Harrington, City of Staunton
Vice-Chair, Bruce Allen, City of Waynesboro



TO: Staunton-Augusta-Waynesboro MPO Policy Board
FROM: Bonnie Riedesel, SAWMPO Secretary/Treasurer
MEETING DATE: September 5, 2018
RE: **Board Memo #18-13: FY 2019 Unified Planning Work Program (UPWP) 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 July 31, 2018. Spending is shown by Task and by VDOT and DRPT funding.

TASK	UPWP \$	YTD \$	Remaining \$	Remaining %
710.1 Program Support & Admin.	60,000	3,549	56,451	94%
710.2 Public Participation & Outreach	20,000	827	19,173	96%
711 Long Range Transportation Planning	37,500	2,938	34,562	92%
712 Short Range Transportation Planning	75,813	2,874	72,939	96%
713 Local, State and Federal Assistance	34,500	6,299	28,201	82%
714 Transit Planning	28,304	1,584	26,720	94%
Contingency - Highway	68,265	-	68,265	100%
	<u>\$ 324,382</u>	<u>\$ 18,071</u>	<u>\$ 306,311</u>	<u>94%</u>

Remaining Percentage EXCLUDING CONTINGENCY 93%

All expenses are allocated according to the UPWP allocation percentages:

TASK	Allocation Percentages	
	VDOT	DRPT
710.1 Program Support & Admin.	70%	30%
710.2 Public Participation & Outreach	60%	40%
711 Long Range Transportation Planning	67%	33%
712 Short Range Transportation Planning	79%	21%
713 Local, State and Federal Assistance	72%	28%
714 Transit Planning	0%	100%
Contingency - Highway	<u>100%</u>	<u>0%</u>