



Local Government Council Offices, 828 Main Street, 12th Floor, Lynchburg, VA 24504

Thursday, April 26, 2018 at 4:00 p.m.

Agenda

- 1. **Call to Order**.....Turner Perrow, *Chair*
- 2. **Approval of Minutes: February 21, 2018**
(Attachment #2).....Turner Perrow, *Chair*
- 3. **Opportunity for Public Comment**..... Turner Perrow, *Chair*
- 4. **Acknowledgement of Bedford County’s Appointment of Reid Wodicka as Alternate MPO Board Member** (Attachment #4)..... Turner Perrow, *Chair*
- 5. **Adoption of FY 2018-2019 Unified Planning Work Program (UPWP)**
(Attachments #5a, 5b, 5c)Scott Smith, *Transportation Planning Director*
- 6. **Update on Graves Mill Road Corridor Study & US 29 Arterial Preservation Program**
.....Scott Smith, *Transportation Planning Director*
- 7. **Election of FY 2018-2019 Officers**..... Turner Perrow, *Chair*
- 8. **Update and Discussion on Air Service at Lynchburg Regional Airport**
.....Mark Courtney, *Lynchburg Regional Airport*
- 9. **Matters from the Members**..... Turner Perrow, *Chair*
- 10. **Adjournment**.....Turner Perrow, *Chair*

11. Informational Items

The next scheduled meeting of the CVMPO will be at 4:00 p.m. on Thursday, July 19, 2018 at the Region 2000 Local Government Council Offices, 828 Main Street, 12th Floor, Lynchburg, Virginia, 24504.

The CVMPO ensures nondiscrimination and equal employment in all programs and activities in accordance with Title VI and Title VII of the Civil Rights Act of 1964. If you have questions or concerns about your civil rights in regards to this project or need special assistance for persons with disabilities or limited English proficiency, please contact the CVMPO. Sign language or non-English language interpreters will be provided if needed and requested in advance of this meeting.

Please contact the CVMPO at 434-845-3491 to request an interpreter.



Central Virginia Metropolitan Planning Organization (CVMPO)

April 26, 2018

Staff Report

1. Call to Order
2. Approval of Minutes: February 21, 2018 Meeting
(Attachment 2)

The minutes of the February 21, 2018 meeting of the CVMPO are attached for your review and approval.

Recommendation: Staff recommends approval.

3. Opportunity for Public Comment
4. Acknowledgement of Bedford County's Appointment of Reid Wodicka as Alternate MPO Board Member
(Attachment #4)

The Bedford County Board of Supervisors has appointed Deputy County Administrator Reid Wodicka as an alternate voting member in case of the absence at any MPO meeting of County Administrator Carl Boggess.

Recommendation: No action necessary.

5. Adoption of FY 2018-2019 Unified Planning Work Program (UPWP) (Attachments #5a, 5b, 5c)

The CVMPO's Work Program and Budget for FY 18 (attached as 5a) is presented for the members' consideration and approval. The UPWP is the document that will guide the staff activities for the coming year. Projects of note in the UPWP include beginning the 2045 update to the Central Virginia Long Range Transportation Plan. This is an 18-month process that will end in the summer of 2020. Other activities include working with localities on the SMART SCALE project submittal process, undertaking a corridor study on Forest Brook Road in Lynchburg, assisting the County of Amherst with planning for a potential wayfinding signage system, and continuing our efforts related to alternative transportation promotion (bicycle and pedestrian opportunities).

Additionally, planning assistance is provided to the GLTC, including maintaining its bus stop database, continuing efforts to consolidate bus stops, evaluating the current routing system, and providing support in implementing the 2018 Transit Development Plan (TDP).

The Transportation Technical Committee (TTC) has reviewed and recommends the UPWP be adopted. Two resolutions of support (attached as 5b and 5c) are needed for approval of this document: one resolution (5b) is for the Virginia Department of Transportation and the Federal Highway Administration; the second resolution (5c) is for the Virginia Department of Rails and Public Transportation and the Federal Transit Administration.

Recommendation: Staff recommends adoption of the resolutions.

6. Update on Graves Mill Road Corridor Study & US 29 Arterial Preservation Plan

MPO and (possibly) VDOT staff will provide brief reports on the progress of the Graves Mill Road Corridor Study (including outcomes from the April 23rd public meeting) and the US 29 Arterial Preservation Plan, which aims to help protect throughput on US 29 (a Corridor of Statewide Significance) via innovative improvements at several key intersections between Danville and Lynchburg.

Recommendation: Participate in the Discussion.

7. Election of FY 2018-2019 Officers

The CVMPO Bylaws call for election of a Chair and Vice Chair at the last scheduled meeting of the fiscal year (in this case, the April meeting). Officers serve for one-year terms beginning on July 1, and may be re-elected.

Recommendation: Participate in the process.

8. Update on Air Service and the Lynchburg Regional Airport

At the February meeting, MPO Board members discussed the possibility of providing assistance to the Lynchburg Regional Airport. Mark Courtney has agreed to talk with the board about the airport's current activities, needs, and opportunities.

Recommendation: Participate in the discussion.

9. Matters from the Members

10. Adjournment

11. Informational Items

The CVMPO will be meeting at 4:00 p.m. on the following dates, unless otherwise noted or notified.

- July 19, 2018
- October 18, 2018
- January 17, 2019



Central Virginia Metropolitan Planning Organization

Region 2000 Conference Room, Lynchburg, VA 24504

~DRAFT MINUTES~

February 21, 2018, 4:00 pm

MEMBERS PRESENT

- Lee Beaumont..... Liberty University
- Brian Booth..... Greater Lynchburg Transit Company
- Nick Britton Virginia Department of Rail and Public Transportation
- Sara Carter Town of Amherst
- William Mays, *Vice Chair*.....Amherst County
- Turner Perrow, *Chair*..... City of Lynchburg
- Dean Rodgers..... Amherst County
- Frank Rogers..... Campbell County
- John Sharp..... Bedford County
- Bonnie Svrcek..... City of Lynchburg
- Dwayne Tuggle..... Town of Amherst
- Chris Winstead..... VDOT Lynchburg District

MEMBERS ABSENT

- Carl Boggess.....Bedford County
- Charlie Watts Campbell County

OTHERS PRESENT

- Margaret Carmel.....*News & Advance*
- Susan CookLocal Government Council
- Mariel Fowler.....Bedford County
- Philipp Gabathuler Local Government Council/CVMPO
- Jennifer Martin..... Lynchburg Area Center for Independent Living
- W. Scott Smith..... Local Government Council/CVMPO

1. Call to Order

Turner Perrow, Chair, called the meeting to order at 4:00 pm.

2. Approval of Minutes – October 19, 2017 Meeting

Upon a motion by Will Mays to approve the minutes of the July 27, 2017 meeting, seconded by Bonnie Svrcek, this motion carried by unanimous vote.

3. Opportunity for Public Comment – There were none.

4. CVMPO Hand Books

Scott Smith handed out CVMPO handbooks that he put together for each of the CVMPO members, to use for policy guidance.

5. Adoption of MAP21 Targets for Highway Safety & Transit Rolling Stock Condition

Scott explained that several years ago Congress passed MAP21, which is the new federal highway funding package. As part of that, the states and the MPOs are required to develop metrics for measuring the success of certain components of the transportation process. The first two components are:

- 1) Transit rolling stock
- 2) Safety targets

The MPO was given the option of developing our own targets, or using the state-wide targets. As most of the small MPOs around the state, this MPO will be using the state-wide targets.

The motion to adopt MAP21 targets for highway safety and transit rolling stock was made by Will Mays and seconded by Frank Rogers. The motion was unanimously approved.

6. Amendment of CVMPO Title VI Plan

Staff recommended that the plan be amended to designate the Region 2000 Local Government Council Transportation Planning Director as the current Title VI Coordinator.

Sara Carter made the motion to amend the plan with this. Bonnie Svrcek seconded the motion, and it was unanimously approved.

7. Amendment to FY 2017-18 CVMPO Unified Planning Work Program (UPWP)

Scott advised that the region would like to have a van pool study done, by having a consultant who is familiar with this business advise if we are looking at the right areas and viable routes.

There is \$23,000 left from last fiscal year in the DRPT (public transit) funding that rolled over into this year that has not been allocated. In order to use this money for a van pool study, DRPT has advised that this has to be stated in the UPWP.

Frank Rogers made a motion to edit the text from studying the viability of inter-city bus service between Lynchburg and Charlottesville and/or Lynchburg and Roanoke to talk more about van pools. The motion was seconded by Dean Rodgers and approved unanimously.

8. Update on Graves Mill Road Corridor Study

Scott Smith presented the Graves Mill Corridor website (gravesmillplan.com), and showed the group documents that have been uploaded to the site that they can look at, at their convenience. He explained that projections show that Graves Mill Road, particularly the interchange with the expressway, will reach capacity in the next 15 to 20 years. The goal is to make recommendations to be sure that this connector between the expressway and US 221 stays viable. The first public meeting was in December, with a good turnout. Staff and consultants took all the data collected, along with public comments, and posted some of that on the documents portion of the website. A second public hearing will be held in March to share proposed solutions.

Information and suggestions will be presented to the Bedford County Board of Supervisors and the City of Lynchburg and/or Planning Commission. The report will also help guide and develop Smart Scale and other funding applications.

9. Update on Route and Schedule Changes to The Hopper (Downtown Circulator Bus)

Brian Booth, from the Greater Lynchburg Transit Company, explained that as of January 22 redesigned routes and operating hours of The Hopper went into effect. Church Street was eliminated from the route and service was incorporated down to Jefferson Street. Operating hours are Monday through Wednesday, 6:00 p.m. to 9:00 p.m., and Thursday through Saturday 6:00 p.m. to 11:00 p.m. Frequency was reduced from 20 minutes to 10 minutes.

10. Matters from the Members

- Scott Smith advised that the MPO by-laws have not been updated since 1999, and were originally written in 1982. He asked for volunteers to meet as an ad hoc committee to look at the by-laws and come back in April with proposed amendments. Turner Perrow offered to serve on the committee. Scott will contact others by phone.
- Chris Winstead announced that March 1 is the date for opening the Smart Scale portal for the pre-application process to begin. The pre-application deadline is June 1, and the deadline for the full application is August 1. Localities are limited to four applications each. He also advised that the Commonwealth Transportation Board has initiated some changes in regard to Smart Scale. A

maximum number of applications is being provided, in Tier 1 and Tier 2. These are stratified by population. He further explained that this is the third round of Smart Scale, and is for the 2024-2025 time frame.

- Turner Perrow advised that at a recent Economic Development meeting it was stated that the #1 concern with economic development was the ability to fly into and out of Lynchburg. He suggested that the MPO sponsor a project to improve air traffic for the region.

Bonnie Svrcek suggested that Mark Courtney be asked to attend the next MPO meeting.

- Nick Britton advised that DRPT started inter-city bus service between Washington D.C. and Blacksburg on December 1, and it is doing very well. In response to this, DRPT has decided to re-visit the plan, which was done in 2013. One of the corridors considered in 2013 was Rt. 29, and they will probably look at Washington D.C. to Danville or somewhere in Northern Virginia to Danville.
- Chris Winstead reported that in the Lynchburg District over the last five years over ½ of the fatalities have not been wearing seatbelts, and over 60% of these have been road departures. Throughout the district they are working on placing rumble strips which are fairly effective reducing these crashes by 30 to 40%.

11. Adjournment – There being no further business, the meeting adjourned at 4:50 p.m.

12. Informational Items - There were none.



At a regular meeting of the Board of Supervisors of the County of Bedford, Virginia held at the Bedford County Administration Building on the 9th day of April 2018, beginning at 7:00 pm.:

CENTRAL VIRGINIA METROPOLITAN PLANNING ORGANIZATION:

Supervisor Sharp made a motion to appoint Deputy County Administrator Reid Wodicka as the Alternate County Representative on the Central Virginia Metropolitan Planning Organization.

Voting yes: Mr. Thomasson, Mr. Tuck, Mrs. Bansley, Mr. Sharp, Mr. Scott, Mr. Dooley and Mr. Willis

Voting no: None

Motion passed.

A Copy-Teste:

A handwritten signature in black ink, appearing to read 'G. Carl Boggess', is written over a horizontal line.

G. Carl Boggess
County Administrator



CENTRAL VIRGINIA METROPOLITAN PLANNING ORGANIZATION (CVMPO)

828 Main Street, 12th Floor
Lynchburg, VA 24504
434-845-3491
www.cvmppo.org

UNIFIED PLANNING WORK PROGRAM (UPWP)

Fiscal Year (FY) 2019

Transportation Technical Committee (TTC) Recommendation: April 12, 2018

CVMPO Policy Board Adoption: April 26, 2018

Funding provided by the Federal Highway Administration (FHWA) the Federal Transit Administration (FTA), the Virginia Department of Transportation (VDOT), the Virginia Department of Rail and Public Transportation (DRPT) and Central Virginia Metropolitan Planning Organization (CVMPO) Local Funds

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SECTION I

FHWA, VDOT, CVMPO FUNDED ACTIVITIES

1.00 ADMINISTRATION

1.01 General Administration & Operations

Description: This task includes ongoing activities that ensure proper management and operation of the continuing, comprehensive, and coordinated (3-C) planning process. The objectives of this task are to implement the Fiscal Year (FY) 2019 Unified Planning Work Program (UPWP) throughout the fiscal year; provide all required administrative functions, including all accounting, personnel, contract, and office administration; and to support the activities of the Central Virginia Metropolitan Planning Organization (CVMPO) through preparation of agendas, attendance, and scheduling meetings, reports, minutes, and other duties as needed for the CVMPO board and subcommittees. Additionally, staff training is a component of this task.

Products: Efficient office operation, accurate financial information, preparation of quarterly reports and billings, as well as the various direct and indirect supporting roles to the CVMPO. A year end work summary will also be provided.

Additionally, this activity provides for staff training to enhance the transportation planning process, such as attendance at American Planning Association (APA) AND Virginia Chapter of the American Planning Association (APA VA) conferences, geographic information system (GIS) conferences, bicycle and pedestrian seminars, and other opportunities as identified. Funding for membership in the Virginia Association of Metropolitan Planning Organizations is also included in this item.

Budget: \$55,000 staff

Completion Date: June 30, 2019

1.02 Work Program Administration

Description: To meet the requirements of 23 CFR Part 420 and 23 CFR Part 450, the CVMPO, in cooperation with the Virginia Department of Transportation (VDOT) and the Virginia Department of Rail and Public Transportation (DRPT), is responsible for the development of a UPWP. This UPWP describes all regional transportation planning activities anticipated in the CVMPO area, which will utilize Federal funding. The UPWP also identifies state and local matching dollars for these Federal planning programs.

Products: UPWP for FY 2020 and amendments to the FY 2019 UPWP.

Budget: \$12,000 staff

Completion Date: June 30, 2019

2.0 LONG RANGE TRANSPORTATION PLANNING

2.01 Long Range Transportation Plan Updates

Description: This task allows for the update to Central Virginia Long Range Transportation Plan (Plan) as well as its review and explanation. Additionally, this task allows for banking of funds to support the update.

Further, this task allows for the response to FAST Act requirements along with SMART SCALE and its prioritization efforts.

Products:

- Contract management for the update
- Staff support to the update, FAST Act compliance, and SMART SCALE prioritization efforts
- Plan amendments, as necessary
- Banking of funds for the update
- Providing continuing support for the update of Transportation Analysis Zones (TAZ) and the CVMPO transportation model.

The 2045 CVLRP will be completed by late 2020. Development of the scope, consultant procurement, and preliminary activities will occur in FY 18-19.

Budget: \$109,993.75

\$19,993.75 staff; \$45,000 consultant; \$45,000 consultant carryover to FY 19-20.

Completion Date: ongoing through June 30, 2019

2.02 Transportation Improvement Program

Description: Maintenance of the Central Virginia Transportation Improvement Program (TIP), preparation of TIP amendments, and intergovernmental review of transportation projects.

Products: Approved TIP, TIP amendments, and intergovernmental review of transportation projects

Budget: \$6,000 staff
Completion Date: June 30, 2019

3.0 TECHNICAL ASSISTANCE

3.01 General Technical Assistance (General Development and Comprehensive Planning)

Description: This task allows for assistance to localities on transportation related activities on an individual basis or CVMPO basis, as needed. This task includes, but is not limited to, providing transportation technical input and resources to the CVMPO's localities to improve the overall effectiveness and efficiency of the transportation network; promoting improved integration of the land use and transportation planning processes; assisting with the update of local comprehensive plans to address the transportation elements and ensure land use and other elements are consistent with the statewide transportation plan and other planning documents; and other duties as requested by VDOT, FHWA, and the CVMPO.

This task allows for the development and provision of Geographic Information System (GIS) information for use with transportation projects and planning efforts. This task also provides for the enhancement and maintenance of the CVMPO transportation component of the Local Government Council's website.

This task will provide staff support for transportation related grant writing by member jurisdictions, such as transportation enhancement program and safe routes to school program grants, and multimodal applications

And, finally, this task will provide for flexible staff time to assist with issues that arise during the fiscal year, as well as short term projects where a locality may need assistance.

Products:

- Development and submittal of transportation related grant applications, as needed;
- Enhanced and maintained transportation component of the Council website to include the annual work program, Long Range Transportation Plan, Transportation Improvement Program, project data, transportation studies, meeting information, public participation plan, and related information in compliance with FAST Act;
- Assistance to localities in the development of transportation priorities for the CVMPO and region;

- Creation of GIS data and maps for transportation planning activities and grants;
- Assistance on comprehensive plan transportation elements;
- Assistance on other transportation related matters.
- Continued assistance to Amherst County in development of a gateway and/or wayfinding signage system following guidance set for in VDOT's "Community Wayfinding Sign Program Manual."
- Provide leadership or support, as appropriate, to regional initiatives including the Lynchburg Area Connectivity Study, which serves as the transportation element of the regional Comprehensive Economic Development Strategy (CEDS). The MPO is the lead agency on the Local Bottlenecks and Access on Key Highway Corridors chapters of the Connectivity Study. The MPO may provide support, as requested, to other initiatives including Placemaking, Transit and Transportation Demand, Intercity Passenger Rail, Air Service Development, and Cargo-Oriented Development initiatives.

Budget: \$31,250 staff

Completion Date: June 30, 2019

3.02 Region 2000 Alternative Transportation Initiative

The following is a continuation of LGC staff efforts to continue expansion of alternative transportation planning and implementation activities in Region 2000.

LGC Bike/Ped component of LGC website

Description: Staff will, as necessary, update and contribute to this dedicated section within the LGC website devoted to bicycle, pedestrian, and transit activity. Staff will support LGC Administrative Program Coordinator in his role of managing and maintain the LGC website and pending social media outlets.

Deliverable Product: User friendly, maintained, updated component of the new Region 2000 LGC website and social media resources.

Grant Submittal

Description: Assist locality/organization partners in grant projects seeking funds towards alternative transportation initiatives including technical assistance, planning, or facility implementation. Grants such as past TAP application, DCR Recreational Trails), HSIP, and foundation applications – where the creation of an alternative transportation corridor/facility (where TAP funds would be eligible) are the focus – represent eligible grant assistance activity.

Deliverable: Copy of application or summary of contribution/partnership efforts and full summary of results.

Bike Week

Description: Activities to host the annual Greater Lynchburg Bike Month and Clean Commute Challenge. Region 2000 and RIDE Solutions serve as the hosting entities, however, staff is expanding partnerships, activities, and events.

Deliverable: Summary of Bike Month/Clean Commute Challenge which will include details on events, participants, sponsors, donated hours, volunteers, etc.

Continue Efforts to Coordinate the Work Healthy Sustainable Community Team

LGC will staff the development of a public/private/organization program- created from an off-shoot of Work Healthy Coalition – that will implement specific items developed as a result of the Mark Fenton – Economics of Place: How Quality of Place Impacts Corporate and Economic Strategy. Activities could include leading the development of temporary pedestrian/bicycle facility projects to guide design and community support.

Continue Development of a Pedestrian and Bicycle Data Program for the Region 2000 Area

One of the greatest challenges facing the advancement to pedestrian and bicycle facility implementation is the lack of documentation on usage and demand. The lack of accurate demand and usage measurements, especially in contrast with traditional transportation data, it can be difficult to quantify the positive benefits and need for multimodal investments. The value of establishing baseline and measurable data is recognized by the Institute of Transportation Engineers (ITE) as vital step in program advancement and one of the challenge categories from the Mayor's Challenge for Safer People, Safer Streets.

Staff will lead a series of first pedestrian and bicycle data collection efforts that will specifically target areas within City of Lynchburg, and possibly additional MPO-targeted areas. Staff will undertake this effort utilizing the National Bicycle & Pedestrian Documentation Project methodology. Lynchburg College and Randolph College students will serve to assist in the organized data development area.

Staff will also to endeavor to establish an electronic data development program within the Region 2000 through the utilization of mobile detection counters. Mobile counter devices will allow data collection at multiple locations to develop trend data, partner with multiple partners, and ultimately, guide facility type and installation location decisions.

Deliverable: A pedestrian and bicycle data foundation that will be permanently maintained and updated, as a result of mobile counting devices and a bi-annual National Bicycle and Pedestrian Documentation Project implementation.

Town of Amherst – Sweet Briar College Pedestrian Connection

Staff will continue to coordinate efforts to develop a pedestrian connection between the campus of Sweet Briar College and the Town of Amherst.

VDOT Bicycle Advisory Committee

Description:

Serve as the liaison and participant to 1) the VDOT Bicycle Advisory Committee; and 2) VA Bicycle Federation. Participation in these statewide bike/pedestrian committees ensures that Region 2000 is represented and abreast of key bicycling and pedestrian programs within Virginia.

Deliverable: Summary of participation activities, results, liaison activities as presented to TTC, CVMPO, Greenway Alliance, etc. as requested.

Alternative Transportation Webinar Series

Continue to host webinar series from bike/pedestrian leaders - such as APBP (Association of Pedestrian and Bicycle Professionals), League of American Bicyclists, PBIC (Pedestrian and Bicycle Information Center), and America Walks – to serve as a learning and information tool to local planners, locality staff, and general public.

Deliverable: Summary of participation activities, results, liaison activities presented to TTC, CVMPO, Greenway Alliance, etc. as requested.

Budget: \$20,000: staff

Completion Date: June 30, 2019

3.03 Consultant Support

Forest Brook Road Corridor Study

Description: Just under one mile in length, Forest Brook Road is located in the City of Lynchburg and serves as a primary connector between Lakeside Drive and Old Forest Road. Uses on the Lakeside Drive end of the corridor include retail, medical, and light industrial. The Old Forest Road end of the corridor is home a large “big box” store, retail, fast food, casual dining, and offices, including a facility operated by one of the Lynchburg area’s largest employers. Along Forest Brook Road itself, there are two clusters of light industrial: one is in the center of the corridor along a Norfolk Southern

spur line. The second is at the southern end of the corridor. Throughout the corridor is a mix of single-family homes and apartment complexes, with most residential uses being located along and adjacent to the northern portion of Forest Brook Road.

Issues along the corridor include bicycle and pedestrian safety, sight distances, roadway geometry, and increasing traffic volumes. The corridor study will explore solutions to these and other issues identified through a research and public input process.

Product: Draft report summarizing the above.

Response to MAP-21 and SMART SCALE and its Project Prioritization Initiative

Description: Consultant support may be needed to support CVMPO response to FAST Act along with SMART SCALE and its requirement to prioritize projects within the Commonwealth. This item allows for this support, if needed.

Product: Summary of support provided, if any.

Budget: \$42,500 consultant

Completion Date: June 30, 2019

3.04 Environmental Justice

Description: Ongoing public consultation and public participation to provide guidance in transportation planning. Our planning process should be inclusive and work to fairly allocate benefits to concentrations of poverty, minority, disability, limited English proficiency or any other federally protected groups.

In order to ensure compliance and enhancement of Environmental Justice and Title VI regulations the CVMPO will report as required to VDOT's Civil Rights Division regarding the CVMPO's activities and practices.

Products: Documented Environmental Justice and Title VI response to VDOT's Civil Rights Division, as requested.

This fiscal year, MPO staff will conduct a comprehensive review of its Title VI and Public Participation Plans and make changes based on the findings of the review and guidance from state and federal partners.

Budget: \$3,185 staff

Completion Date: June 30, 2019

SECTION II

FTA, VDRPT, CVMPO FUNDED ACTIVITIES

44.21.00 Program Support and Administration

Description: Region 2000 Staff will assist in ongoing activities that ensure proper management and operation of a continuing, comprehensive, and coordinated (3-C) planning process. The primary objectives of this task are to implement the FY 2019 UPWP throughout the fiscal year; provide all required administrative functions, including all accounting, personnel, contract, and office administration; and to support the activities of the CVMPO through preparation of agendas, attendance and scheduling meetings, reports, minutes, and other duties as needed for the CVMPO board and subcommittees. This task allows for amendments to the current UPWP and preparation of the FY 2020 UPWP. Additionally, this task will allow for participation in the Community Health Action and Response Team, promoting alternative transportation that can access transit.

Product: Efficient office operation, accurate financial information, preparation of quarterly reports and billing, as well as the various direct and indirect supporting roles to the CVMPO; amendments to the UPWP; and preparation of the FY 2020 UPWP. Participation in the Community Health Action and Response Team.

Budget: \$34,325 staff

Completion Date: June 30, 2019

44.22.00 General Development and Comprehensive Planning

Description: This item allows for ongoing transportation planning support services for GLTC and the CVMPO. The CVMPO will provide data gathering and analysis resources as requested and will be available to assist any regional transit agency in their planning efforts. The items in this section are geared toward increasing the safety, security, and accessibility of the transportation system to motorized and non-motorized users. The items are also meant to enhance the integration and connectivity of the transportation system. Lastly, all objectives are geared toward promoting an efficient system operation and management.

Tasks:

1. Provide the major public transit agency in our area—GLTC—with the planning assistance associated with keeping the bus stop and route database current. Keeping a current inventory of bus stops with their corresponding attributes will promote the overall efficiency of system operations and management. The overall objective of this planning effort is to provide a current list of the bus stops in the Geographical Information System to improve overall transit efficiency. This data and associated attributes will periodically be uploaded to Google Transit to reflect current conditions. The data will also be transmitted and used by the City of Lynchburg’s GIS department on a bi-annual basis.

2. CVMPO Staff will use the methodology from the “Bus Stop Consolidation Study” which was updated in FY2017 to determine if stops along time constrained routes could be consolidated. The overall objective of this planning effort is to provide a list of bus stops that could be consolidated on time constrained routes in order to improve overall transit efficiency. CVMPO staff will work with the newly formed Route Committee—made up of GLTC bus operators and operations staff—to determine routes that could benefit most from the process. All users of the transit system—motorized, non-motorized, and ADA users—will be considered in the planning and implementation of this task.

3. CVMPO Staff will work directly with the GLTC Route Advisory committee to recommend route adjustments and realignments that will improve the overall efficiency of the route system. The overall objective of this planning effort is to provide scenarios showing route alternatives based on input from the committee, GLTC operations staff, and CVMPO staff. All users of the transit system—motorized, non-motorized, and ADA users—will be considered in the planning and implementation of this task.

4. CVMPO Staff will continue to work with GLTC and other stakeholders to explore the viability of intercity bus service between Lynchburg and Charlottesville and/or Lynchburg and Roanoke. This item will also include the continuation of efforts to study the viability of vanpool programs throughout the region, including the development of a vanpool implementation plan.

5. Send 1-2 staff members to the 2019 National Planning Conference to learn best practices in public transit and related issues in order to develop effective programming for future UPWPs.

Products:

- A current database of GLTC stops will be sent to the City of Lynchburg’s GIS department on a bi-annual basis (March/September).

- Quarterly reports to GLTC showing accurate fixed route system data that can be sent to Google Transit.
- An up to date bus stop database to be maintained by CVMPO staff.
- A document with a proposed list of consolidated bus stops for time constrained routes.
- A document showing route alternative scenarios.
- Produce short-range planning reports for GLTC as requested.
- Support GLTC in implementing its 2018 Transit Development Plan (TDP).

Budget Total: \$77,500 staff

Completion Date: June 30, 2019

44.23.01 Long Range Transportation Plan Update

Description: Region 2000 Staff will oversee the review, explanation, and update to any projects on the Central Virginia Long Range Transportation Plan, Year 2040 in the event that a project needs to be updated before the five year update. This task will also provide for explanations of the plan to interested parties such as CVMPO Board members and citizens. The section of the LRTP depicting transit will also be monitored and updated as needed in order to give a current assessment of transit in the area.

This task also includes preliminary work relating to the upcoming 2045 update to the CVLRP.

Products:

- Public Assistance and information, as well as preparation for any updates that are necessary

Budget: \$6,250

Completion Date: June 30, 2019

44.25.00 Transportation Improvement Program

Description: Region 2000 Staff will oversee the maintenance of the Central Virginia Transportation Improvement Program (TIP), preparation of TIP amendments, and intergovernmental reviews of transportation projects. This task is justified because it keeps the TIP up to date. Any TIP project that is transit related—including bicycle and pedestrian facilities leading to public transit—will be updated as needed. The TIP program supports the economic vitality of the metropolitan area by enabling productivity and efficiency.

Products: Approved TIP, updated TIP maps, TIP amendments, and intergovernmental review of transportation projects.

Budget: \$1,875

Completion Date: June 30, 2019

CVMPO PROPOSED EXPENDITURES FY '19

CVMPO PROPOSED EXPENDITURES FY '19							
SECTION I - FHWA, VDOT, & CVMPO ACTIVITIES				FHWA PL	State	Local	Total
1.00 Administration							
1.01 General Admin & Operations				\$ 44,000.00	\$ 5,500.00	\$ 5,500.00	\$ 55,000.00
1.02 Work Program Administration				\$ 9,600.00	\$ 1,200.00	\$ 1,200.00	\$ 12,000.00
SUBTOTAL				\$ 53,600.00	\$ 6,700.00	\$ 6,700.00	\$ 67,000.00
2.00 Long Range Planning							
2.01 Long Range Transportation Plan (CVLRP)				\$ 87,995.00	\$10,999.38	\$10,999.38	\$109,993.75
2.02 Transportation Improvement Program (CVTIP)				\$ 4,800.00	\$ 600.00	\$ 600.00	\$ 6,000.00
SUBTOTAL				\$ 92,795.00	\$11,599.38	\$11,599.38	\$115,993.75
3.00 Technical Assistance							
3.01 General Technical Assistance				\$ 25,000.00	\$ 3,125.00	\$ 3,125.00	\$ 31,250.00
3.02 Alternative Transportation				\$ 16,000.00	\$ 2,000.00	\$ 2,000.00	\$ 20,000.00
3.03 Consultant Support				\$ 34,000.00	\$ 4,250.00	\$ 4,250.00	\$ 42,500.00
3.04 Environmental Justice				\$ 2,548.00	\$ 318.50	\$ 318.50	\$ 3,185.00
SUBTOTAL				\$ 77,548.00	\$ 9,693.50	\$ 9,693.50	\$ 96,935.00
SECTION I TOTAL				\$223,943.00	\$27,992.88	\$27,992.88	\$279,928.75
SECTION II - FTA, DRPT, & CVMPO ACTIVITIES				FTA 5303	State	Local	Total
44.21.00 Program Support & Administration				\$ 27,460.00	\$ 3,432.50	\$ 3,432.50	\$ 34,325.00
44.22.00 General Dev. & Comprehensive Planning				\$ 62,000.00	\$ 7,750.00	\$ 7,750.00	\$ 77,500.00
44.23.01 Long Range Transportation Plan (CVLRP)				\$ 5,000.00	\$ 625.00	\$ 625.00	\$ 6,250.00
44.25.00 Transportation Improvement Program (CVTIP)				\$ 1,500.00	\$ 187.50	\$ 187.50	\$ 1,875.00
SECTION II TOTAL				\$ 95,960.00	\$11,995.00	\$11,995.00	\$119,950.00
GRAND TOTAL				\$319,903.00	\$39,987.88	\$39,987.88	\$399,878.75

EXPLANATORY NOTE REGARDING USDOT PLANNING EMPHASIS AREAS

The USDOT has identified three planning emphasis areas: FAST Act Implementation, Regional Models of Cooperation, and Ladders of Opportunities. The CVMPO's UPWP FY 2018 addresses these areas as follows.

FAST Act Implementation: The CVMPO is maintain its Central Virginia Long Range Transportation Plan Year 2040 (Plan). This plan prepares for FAST Act and its performance measures, i.e. making the Plan 'FAST Act' ready is a key element to this effort.

Regional Models of Cooperation: The CVMPO coordinates its planning efforts with the Greater Lynchburg Transit Company as well as the Region 2000 Local Government Council, the body responsible for rural transportation planning. GLTC operating practices are a factor in the development of the Plan's project prioritization efforts. Further, GLTC staff sit on the Transportation Technical Committee, ensuring coordination of activities. Additionally, the Region 2000 Long Range Transportation Plan (Rural Plan) is a background document used in the Plan's development, ensuring coordination between the two geographic areas.

Ladders of Opportunity: The CVMPO's UPWP directs significant resources to alternative transportation. This targeted effort promotes improving safe bicycle and pedestrian access throughout our community. Additionally, the UPWP directs funding to GLTC planning efforts (undertaken by CVMPO staff). All users of the transit system—motorized, non-motorized, and ADA users—are considered in the planning and implementation efforts.



**RESOLUTION APPROVING THE FISCAL YEAR 2018
UNIFIED PLANNING WORK PROGRAM (UPWP)**

WHEREAS, the staff of the Central Virginia Metropolitan Planning Organization (CVMPO) has prepared the annual Unified Planning Work Program (UPWP) for fiscal year 2019; and,

WHEREAS, the UPWP has been reviewed and recommended for approval by the Transportation Technical Committee; and,

WHEREAS, this UPWP is now before the CVMPO for approval.

NOW, THEREFORE, BE IT RESOLVED THAT that the Central Virginia Metropolitan Planning Organization does hereby approve the UPWP for Fiscal Year 2019 and authorizes it to be submitted to the Virginia Department of Transportation, the Federal Highway Administration, the Virginia Department of Rails and Public Transportation, and the Federal Transit Administration.

ADOPTED this 26th day of April, 2018 on a motion by _____, duly seconded by _____.

ATTESTED BY:

CERTIFIED BY:

Gary F. Christie, *Secretary*
Central Virginia Metropolitan
Planning Organization

Edgar J. T. Perrow, Jr., *Chair*
Central Virginia Metropolitan
Planning Organization



**RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION
WITH THE VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION
FOR GRANTS OF FEDERAL FUNDS UNDER
FEDERAL TRANSIT ADMINISTRATION SECTION 5303 PROGRAM
AND STATE MATCHING FUNDS**

WHEREAS, the contract for financial assistance will impose certain obligations upon this Body, including the provisions of the local funds to support project costs; and,

WHEREAS, a recipient of Federal Transit Administration Funding is required to provide certifications and assurances that all pertinent Federal statutes, regulations, executive orders and directives will be obeyed and it is the intent of this Body to comply fully with all required certifications and assurances; and,

WHEREAS, it is the goal of this Body that minority business enterprises (disadvantaged business enterprise and women business enterprise) be utilized to the fullest extent possible in connection with this project, and that definitive procedures shall be established and administered to ensure that minority businesses shall have the maximum feasible opportunity to compete for contracts and purchase orders when procuring construction contracts, supplies, equipment contracts, or consultant and other services;

NOW, THEREFORE, BE IT RESOLVED BY THE CENTRAL VIRGINIA METROPOLITAN PLANNING ORGANIZATION:

1. That **Gary F. Christie, Secretary** is authorized to prepare and file an application on behalf of **Central Virginia Metropolitan Planning Organization** with the **Virginia Department of Rail and Public Transportation** for federal and state financial assistance under the Federal Transit Administration Section 5303 Program and State Aid Program.
2. That **Gary F. Christie, Secretary** is authorized to execute and file with such application all necessary certifications and assurances or any other documents or information required by **Virginia Department of Rail and Public Transportation** in connection with the application or the project.
3. That **Gary F. Christie, Secretary** is authorized to set forth and execute Minority business enterprise (disadvantaged enterprise business and woman enterprise) policies and procedures in connection with procurements under this project.

4. That **Gary F. Christie, Secretary** is authorized to execute a grant agreement on behalf of **Central Virginia Metropolitan Planning Organization** with the **Virginia Department of Rail and Public Transportation** to aid in the financing of the project.
5. That **Central Virginia Metropolitan Planning Organization** hereby certifies that the local share of the project costs identified in the application shall be made available to the project from resources available to this body.

The undersigned, **Gary F. Christie, Secretary**, certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the **Central Virginia Metropolitan Planning Organization** held on April 26, 2018.

ATTESTED BY:

CERTIFIED BY:

Gary F. Christie, Secretary
Central Virginia Metropolitan
Planning Organization

Edgar J. T. Perrow, Jr., Chair
Central Virginia Metropolitan
Planning Organization