



Central Virginia Planning District Commission Offices
828 Main Street, 12th Floor, Lynchburg, VA 24504
Thursday, April 18, 2019 at 4:00 p.m.

Agenda

1. **Call to Order**.....John Sharp, *Chair*
2. **Approval of Minutes: October 18, 2018** (Attachment #2).....John Sharp, *Chair*
3. **Opportunity for Public Comment**..... John Sharp, *Chair*
4. **Adoption of FY 2019-2020 Unified Planning Work Program (UPWP)**
(Attachments #4a, 4b)Scott Smith, *Transportation Planning Director*
5. **Report from Bylaws Subcommittee** (Attachments #5a, 5b)..... Turner Perrow, *Board Member*
6. **Adoption of Resolution of Support for Potomac River Long Bridge Expansion Project**
(Attachment #6)..... Scott Smith, *Transportation Planning Director*
7. **Election of FY 2018-2019 Officers**..... John Sharp, *Chair*
8. **Presentation on VTrans 2045 Update**
.....Chris Wichman, *Office of Intermodal Planning & Investment*
9. **Matters from the Members**..... John Sharp, *Chair*
10. **Adjournment**.....John Sharp, *Chair*

11. **Informational Items**

The next scheduled meeting of the CVMPO will be at 4:00 p.m. on Thursday, July 18, 2019 at the Central Virginia Planning District Commission 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 19, 2019

Staff Report

1. Call to Order

2. Approval of Minutes: October 18, 2018 Meeting (Attachment 2)

The minutes of the October 18, 2018 meeting of the CVMPO are attached for your review and approval.

Recommendation: Staff recommends approval.

3. Opportunity for Public Comment

4. Adoption of FY 2018-2019 Unified Planning Work Program (UPWP) (Attachments #4a, 4b)

The CVMPO's Work Program and Budget for FY 20 (attached as 4a) 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 the bulk of the 2045 update to the Central Virginia Long Range Transportation Plan. This is a major 18-month process that will end in the late summer of 2020. Other activities include working with localities on the SMART SCALE project submittal process, providing technical assistance to area localities, continued support for the Lynchburg Regional Connectivity Study and continuing efforts related to alternative transportation (bicycle and pedestrian opportunities). CVMPO staff also provide support to several local committees, including the LRBA's Lynchburg Regional Transportation Advocacy Group (LRTAG) and the Lynchburg Pedestrian Advisory Committee.

Additionally, planning assistance is provided to the GLTC, including providing support in implementing the 2018 Transit Development Plan (TDP), providing support for the pilot program involving the creation of a strategic plan for GLTC, prioritizing ADA improvements at bus stops, and working with GLTC to consolidate bus stops and make route adjustments, as needed.

The regional van pool study that was authorized for FY 19 has been delayed due to DRPT's development of a statewide van pool plan. Our region's study will be created in FY 20.

The Transportation Technical Committee (TTC) has reviewed and recommends the UPWP be adopted. Two resolutions of support (attached as a part of 4a and as 4b) are needed for approval of this document: one resolution (5a) is for the Virginia Department of Transportation and the Federal Highway Administration; the

second resolution (5b) is for the Virginia Department of Rails and Public Transportation and the Federal Transit Administration.

Recommendation: Staff recommends adoption of the resolutions.

5. Report from Bylaws Subcommittee – Recommended Changes to the Bylaws (Attachments #5a, 5b)

In early 2018, the CVMPO Policy Board appointed a subcommittee consisting of Turner Perrow and Frank Rogers of the Policy Board and Paul Harvey of the Technical Committee to work with staff to perform a comprehensive review of the organization’s bylaws, which had not been updated since 1999.

The subcommittee has met several times since then, and staff has communicated with VDOT, Federal Highway Administration, and a number of MPOs from Virginia and beyond in order to obtain guidance and current best practices,

The proposed changes in attachments 5a and 5b have been recommended by the subcommittee. In addition, the changes regarding the organization’s name and committees were reviewed and recommended for approval by the Transportation Technical Committee at its March 14, 2019 meeting.

Attachment 5a shows the current bylaws with markup and comments (words that are ~~struckthrough~~ are proposed to be deleted, and words that are underlined are proposed to be added), while attachment 5b shows a “clean” version of the bylaws with all proposed changes incorporated. Many of the proposed changes are simply intended to clarify the mission and purpose of the organization or to update language. Some proposed changes, however, are substantive. Those are outlined below.

- **Article I, Section 1 – Name:** To reduce confusion and better reflect the specific mission of MPOs, some organizations around the country are re-designating themselves as *Transportation Planning Organizations*, or TPOs. Three of the larger Virginia MPOs (Roanoke, Richmond, and Hampton Roads) took the opportunity to change their name when they were recently classified as Transportation Management Areas (TMAs). Examples of TPOs that are not classified as TMAs (having an urbanized area population of greater than 50,000 but under 200,000) include Kingsport, TN, Gainesville, FL, and Sebring, FL. Staff has communicated with FHWA and VDOT Lynchburg District staff who are supportive of the change. A review of the federal regulations has found no prohibitions to an MPO of our size calling itself something other than an MPO. We would still function as the MPO for the Lynchburg urbanized area in the eyes of the federal regulations and state code but would be outwardly known as a TPO.
- **Article III, Section 1 – Voting Members:** By acknowledging as a voting member the appointee of the Secretary of Transportation, we are putting into writing what has been practiced for years and are bringing the bylaws language in line with the MOU between the MPO, GLTC, and the Secretary of Transportation (the current MOU is dated 6/1/18 and is located in tab 2 of your MPO notebook). In the recent past, the Secretary’s appointee has been the VDOT Lynchburg District Administrator.
- **Article III, Section 2 – Non-Voting Members:** This adds a representative of the Planning District Commission to the board (this supports existing language in Article V, Section 1 that names the executive director (or designee) of the PDC as the secretary of the board). Additionally, this change officially adds a representative of Liberty University to the board as a non-voting member. This has been normal practice for a number of years but was not added to the bylaws.
- **Article III, Section 3 – Alternate Members:** Deleted. See Article IV, Section 4 below.

- **Article IV, Section 4 – Proxy Votes:** In the past, proxy voting was not allowed, but alternate members could be officially designated by the members' respective boards or councils (this required a vote at a meeting of the governing body). By discontinuing the alternate member policy and instead allowing proxies, the process is streamlined and now agrees with the bylaws of the CVPDC.
- **Article V, Section 2 – Terms of Office:** The chair and vice chair may now only serve two consecutive terms.
- **Article VIII, Section 1 – Transportation Technical Committee:** Proposed changes in this section 1) remove the shared vote between Lynchburg City Planning and Engineering representatives (they would each now have a vote), 2) allows a representative from each town, 3) allows up to one citizen representative from each locality, but does not require that one be appointed, 4) adds a Liberty University representative, 5) reduces the quorum from a simple majority to 25% of the seated members (the large membership makes it very difficult for a quorum to currently be achieved), 6) establishes the annual election of a committee chair.
- **Article VIII, Section 2 – Community Transportation Advisory Committee:** A committee consisting of representatives of various community organizations has been included in the bylaws since the beginning but has not been seated in at least 15 years. With increased ability to gather public input through technology and the existence of groups like the Lynchburg Region Transportation Advocacy Group (LRTAG) (a program of the Lynchburg Regional Business Alliance), it is likely that this committee is no longer necessary. Relevant organizations will continue to be engaged for specific projects, especially updates to the LRTP. These include the LRTAG and GLTC's customer and ADA committees. Removing the Community Advisory Committee will in no way hamper the organization's efforts or ability to interface with the general public through meetings and workshops, surveys, and other methods.
- **Article VIII, Section 1 – Regular Meetings.** This changes the meeting schedule from monthly to quarterly, as has been the usual practice. Special meetings may still be called if needed.
- **Article VIII, Section 5 – Quorum.** This reduces the quorum from a simple majority of voting members (6) to 5 in order to increase the likelihood that business can be conducted if attendance is lower than usual. While the number required for the quorum is different, the idea of a quorum that is less than a majority is in keeping with the PDC's bylaws.

If agreeable to the Policy Board, the proposed amendments will be placed on the agenda for approval at the July 18, 2019. All bylaw amendments would take effect on that day, except possibly for the name change, which may require that a new "cooperative agreement" be approved by the five member localities following the Policy Board's vote. This question has been submitted to counsel and the answer will be known prior to the July meeting.

Any further proposed changes to the bylaws will need to be made prior to June 12, 2019 so that the final version can be distributed at least 30 days in advance of the meeting (as currently required).

Recommendation: Participate in the Discussion.

6. Adoption of Resolution Supporting the Potomac Long Bridge Expansion Project

The Washington, DC District Department of Transportation (DDOT), in coordination with the Federal Railroad Administration (FRA), is completing a comprehensive study for the rehabilitation or replacement of the Long Bridge over the Potomac River. The existing two-track railroad bridge, owned by CSX Transportation (CSXT),

serves freight (CSXT), intercity passenger (Amtrak) and commuter rail (Virginia Railway Express [VRE]). Built in 1904, the ancient bridge is operating at 98% capacity. Virginia transportation officials have stated that there can be no further additions of passenger rail service until Long Bridge's capacity is expanded. This includes a second Northeast Regional Amtrak train as called for in the Lynchburg Regional Connectivity Study along with any further expansions to the New River Valley or further southwest.

The Charlottesville-Albemarle MPO adopted a similar resolution in January. These resolutions will be presented to Secretary of Transportation Shannon Valentine in order to aide the Commonwealth's efforts to allocate or advocate for funding for this critical project.

Recommendation: Staff recommends adoption of the resolution.

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. Presentation on VTrans 2045 Update

VTrans is Virginia's multimodal transportation plan developed by the Commonwealth Transportation Board (CTB) every four years. VTrans lays out the overarching Vision and Goals for transportation in the Commonwealth, identifies transportation investment priorities, and provides direction on implementation strategies and programs to the CTB and to transportation agencies such as Virginia Department of Transportation (VDOT) and Virginia Department of Rail and Public Transportation (DRPT), as well as regional MPOs.

OIPI (Office of Intermodal Planning & Investment) staff will give a presentation to look back on the accomplishments of VTrans2040 and to highlight new opportunities for our region as we participate in the VTrans 2045 update.

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 18, 2019
- October 17, 2019
- January 16, 2020



Central Virginia Metropolitan Planning Organization

Academy Center for the Arts

~DRAFT MINUTES~

October 18, 2018, 4:00 pm

MEMBERS PRESENT

Carl Boggess Bedford County
 Brian Booth Greater Lynchburg Transit Company
 Sara Carter Town of Amherst
 Kenny Craig Liberty University
 William Mays, *Vice-Chair* Amherst County
 Turner Perrow City of Lynchburg
 Dean Rodgers Amherst County
 Frank Rogers Campbell County
 John Sharp, Chair Bedford County
 Bonnie Svrcek City of Lynchburg
 Dwayne Tuggle Town of Amherst
 Chris Winstead VDOT Lynchburg District

MEMBERS ABSENT

Charlie Watts Campbell County

OTHERS PRESENT

Gary Christie Local Government Council
 Don DeBerry City of Lynchburg
 Susan Cook Local Government Council
 Bert Dodson Commonwealth Transportation Board
 Tiffany Dubinsky Dept. of Rail and Public Transportation
 Philipp Gabathuler Local Government Council
 Heather Kennedy Cella Molnar & Associates
 W. Scott Smith Local Government Council/CVMPO

1. Call to Order

John Sharp, Chair, called the meeting to order at 4:00 pm.

2. Approval of Minutes – July 19, 2018 Meeting

Upon a motion by Frank Rogers to approve the minutes of the July 19, 2018 meeting, seconded by Carl Boggess, the motion carried by unanimous vote.

3. Opportunity for Public Comment – There were none.

4. Adoption of Resolution Supporting Highway Safety Improvement Program (HSIP) Application for Projects within MPO Boundaries

Scott Smith explained that the City of Lynchburg is applying for highway safety funds for six projects. A resolution from the MPO is not required for HSIP funding, but is traditionally offered to the localities and was requested by Lynchburg.

Sara Carter made a motion to adopt a resolution of support for Lynchburg’s application for HSIP funding. The motion was seconded by Frank Rogers and unanimously approved by those present.

5. Adoption of Pavement & Bridge Condition and System Reliability Performance Targets

The current federal transportation funding bill requires states and localities to set performance targets to measure the success of projects that are done. The performance targets serve as a baseline to help determine the success of certain projects and programs. The three measures that are currently presented for adoption are Pavement Condition, Bridge Condition, and System Performance. For these three measures, MPO staff recommends adopting the statewide targets.

The motion was made by Frank Rogers, and seconded by Bonnie Svrcek, to adopt these statewide targets, and the motion was unanimously approved.

6. Update on 10/4/18 Public Meeting for Proposed US 221/501 Intersection Improvements

Don DeBerry and Heather Kennedy reported on the public meeting held on October 4 regarding the NEPA (National Environmental Protection Act) review and design process for proposed improvements to the intersection of US 501 (Lynchburg Expressway/Old Forest Road) and US 221 (Lakeside Drive/Forest Road). Over 100 people were in attendance for this meeting.

Heather Kennedy also reported that 25 written comments have been received from citizens. Project overview was discussed, specifically describing the project and the purpose. A schedule and cost estimate were posted so that attendees could ask specific

questions. The purpose and needs for the improvements were also discussed, including commercial and population growth that have increased traffic volumes.

Don DeBerry also explained that VDOT has developed a tool for evaluating intersections. This tool was used to come up with alternatives given the traffic conditions. Four of these alternatives were:

- 1) Split-Pair
- 2) Median U-Turn
- 3) Partial Median U-Turn
- 4) Quadrant Intersection

Mr. DeBerry advised that of the four alternatives, the split-pair is the only one that doesn't have significant commercial relocations of businesses required, involving a tremendous amount of right-of-way dollars. They have proposed to the Federal Highway Administration that the other three alternatives be screened out, and the split-pair alternative be evaluated.

Heather Kennedy further advised that the City of Lynchburg is preparing an environmental assessment in coordination with Federal Highways and VDOT. Some of the resources that were assessed as part of the environmental assessment are traffic noise, air quality, natural, cultural and historical resources, parks and public lands.

Another public meeting is planned for spring 2019.

Bert Dodson asked Chris Winstead to give an update on the Smart Scale application for this project. Mr. Winstead advised that Smart Scale is currently in Round 3 assessments and projects are being evaluated. He feels confident that the project will be approved. Scott Smith also added that this project is the top-rated project on the Central Virginia Long-Range Plan that has not yet been funded and is a priority for the MPO.

7. Presentation on I-81 Corridor Improvement Plan

Scott Smith reported that the Office of Intermodal Planning and Investment, the Virginia Department of Transportation and the Department of Rails and Public Transportation are developing a plan to study the entire length of the Interstate 81 corridor in the Commonwealth of Virginia. Because a number of businesses and industries in the region rely on I-81, this group may be asked to support recommendations related to this plan.

Scott explained that ½ of the delays on I-81 are caused by crashes, making the delay times unpredictable. The current plan is to improve operations on I-81 without doing

construction. The total estimate for making improvements on I-81, physical improvements with construction, as well as operational, is a little over \$3 billion. The only way the study has found to pay for improvements is to fund a bond. If there was another funding source to pay for these improvements, it could make Smart Scale money available for other projects.

Other funding options that the study is looking at and will present to the Commonwealth Transportation Board when they meet in a couple of weeks, would be tolling for heavy commercial vehicles. The estimated revenue per year for tolling of trucks would be \$50m to \$200m. A regional motor fuels tax would bring in \$60m to \$70m per year. This would apply to only counties that touch I-81. The same would apply to retail and sales tax, \$90m to \$100m per year.

Chris Winstead advised that next steps would include:

- 1) VDOT will be presenting a draft plan to the Commonwealth Transportation Board later in the month.
- 2) A final presentation will be presented to the Commonwealth Transportation Board at its December meeting.
- 3) The plan would be submitted to the General Assembly no later than the first day of the 2019 session.

8. Matters from the Members

Chris Winstead reminded the group that VDOT will hold a public meeting at the Lynchburg District office on November 19, from 4:00 to 6:00 p.m., with Secretary Valentine present.

Tiffany Dubinsky, with the Dept. of Rails and Public Transportation, advised the group that Nick Britton is no longer with DRPT.

She also advised that the draft policy for transit capital prioritization, as well as their operating allocation formulas, has been out for public comment, and the CTB will be reviewing the policy at their meeting at the end of the month.

The DRPT will be hosting their fall grants workshop and MPOs will be grouped with Urban Transit grantees.

9. Adjournment - There being no further business, the meeting adjourned at 5:00 p.m.

10. Informational Items – There were none.

UNIFIED PLANNING WORK PROGRAM (UPWP)

Fiscal Year (FY) 2019-2020



CENTRAL VIRGINIA METROPOLITAN PLANNING ORGANIZATION (CVMPO)

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

Transportation Technical Committee (TTC) Recommendation: 11 April 2019

CVMPO Policy Board Adoption: 18 April 2019

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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RESOLUTION APPROVING THE FISCAL YEAR 2020 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 2020; 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 2020 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 18th day of April 2019 by the Central Virginia Metropolitan Planning Organization.

ATTESTED BY:

CERTIFIED BY:

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

John Sharp, *Chair*
Central Virginia Metropolitan
Planning Organization

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) 2020 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

Completion Date: June 30, 2020

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 2021 and amendments to the FY 2020 UPWP.

Budget: \$12,000

Completion Date: June 30, 2020

2.0 LONG RANGE TRANSPORTATION PLANNING

2.01 Long Range Transportation Plan Update (Horizon Year 2045)

Description:

This transportation plan development effort is being undertaken to fully update the existing Central Virginia Long Range Transportation Plan to the new horizon year 2045. This plan must fulfill Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) planning requirements and the performance measures and management provisions of Moving Ahead for Progress in the 21st Century (MAP-21) and of 23 CFR 450.322.

Study Approach:

The scope of work shown below identifies the key tasks to be undertaken by this planning effort. The Lynchburg Regional Connectivity Study and Region 2000 Comprehensive Economic Development Strategy (CEDS) are considered to be foundational documents for this effort. As such these documents should be integrated into the conduct of this update, including development of goals, objectives, improvements, strategies, performance measures, and prioritization efforts. The Virginia Department of Transportation (VDOT) has developed the transportation demand forecasting model base layer for this area.

Scope of Work:

Task I: Data Collection

- Become familiar with the localities' comprehensive planning and related efforts to ensure an understanding of their vision, goals, and objectives as they may relate to this planning process;
- Identify existing safety needs within the study area, including obtaining motor vehicle crash data from VDOT and the City of Lynchburg for a three-year period, and analyze to

identify potential safety conscious improvements or make safety conscious planning recommendations;

- Identify existing and future needs for the highway system as well as other modes of transportation, including collecting and summarizing data on existing conditions for freight, transit, air travel, passenger and freight rail, intercity bus, taxi, public service providers, and bicycle and pedestrian modes;
- Develop data for analysis of key problem locations within the study area, as suggested by the Transportation Technical Committee (TTC). Up to twenty machine counts may be requested, as needed;
- Perform preliminary consultation with Federal, State, and Tribal land management, wildlife, and regulatory agencies which shall develop the discussion for the draft plan on the types of potential environmental mitigation activities and potential areas to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the metropolitan transportation plan. The discussion may focus on policies, programs, or strategies, rather than at the project level. The Central Virginia Metropolitan Planning Organization (MPO) may establish reasonable timeframes for performing this consultation;
- Receive and review internally and externally produced planning documents that need to be integrated into the updated plan in an appropriate manner. These documents include, but are not limited to, the following:
 - Central Virginia Long Range Transportation Plan Year 2040
 - Lynchburg Regional Connectivity Study
 - Region 2000 Comprehensive Economic Development Strategy
 - The most recent environmental consultation discussion materials
 - State Highway Safety Plan Summary
 - As appropriate, emergency relief and disaster preparedness plans and strategies and policies that support homeland security
 - Coordinated Human Services Mobility Plan
 - Statewide Freight Study Plan
 - Central Virginia's Regional Action Plan for Coordinated Land Use and Transportation Planning
 - Region 2000 Greenways/Blueways/Trails Plan
 - Central Virginia Metropolitan Planning Organization Bike Plan
 - Region 2000 Rural Long-Range Transportation Plan
 - Greater Lynchburg Transit Company planning documents
 - Rideshare, Commuter Services Study, and Central Virginia Park and Ride Lot Location Study, and related documents
- Establish regional MAP-21 performance targets no later than 180 days after the date on which the relevant State or provider of public transportation establishes their performance targets or as target data are modified by FHWA. Integrate into the

metropolitan transportation planning process, directly or by reference, of the goals, objectives, performance measures, and targets described in other State transportation plans and transportation processes, as well as any plans developed under chapter 53 of title 49 USC by providers of public transportation, required as part of a performance-based program. To ensure consistency to the maximum extent practicable, selection of performance targets by an MPO shall be coordinated with the State as well as the providers of public transportation involved in transit asset management of 49 USC 5326(c) and/or transit safety plans of 49 USC 5329(d). The regional performance targets shall address those for the highway system described in section 23 USC 150(c), where applicable. The regional performance measures shall be used in tracking progress towards achieving critical outcomes for the metropolitan region.

- Ensure that an update to the long-range transportation plan shall describe the applicable performance measures and targets, and include a system performance report that assesses and evaluates the condition and performance of the regional transportation system per 23 USC 134(i)(2)(B) and (C). Nonperformance might trigger federal corrective actions, funding program penalties or withholdings.
- Bring forward the coordinated land use and transportation planning efforts previously undertaken by the MPO through past efforts such as the Central Virginia's Regional Action Plan for Coordinated Land Use and Transportation Planning, Central Virginia Long Range Transportation Plan Year 2040, and various corridor studies;
- Bring forward the MPO's (and its localities, as appropriate) multimodal planning efforts into the Update.
- Fulfill the MPO's planning responsibilities of Code of Virginia 33.1-223.2:25 and coordinate with the state to ensure consistency of the MPO constrained transportation long range plan with the state transportation plan and six-year improvement program. An inconsistency might trigger the corrective provisions of Code of Virginia 33.1-12(f).

Task II: Public Involvement

- Create a public involvement approach to accomplishing this planning effort, to include, but not limited to compliance with the Public Participation Plan for the Central Virginia Metropolitan Planning Organization, as well as Federal Title VI/Environmental Justice requirements;
- Consult with agencies and officials responsible for other planning activities within the MPO planning area that are affected by transportation (including state and local planned growth, economic development, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. The metropolitan transportation plans and TIPs shall be developed with due consideration of these other related planning activities within the metropolitan area, and the process shall provide for the design and

delivery of transportation services within the area that are provided by others in the region.

- Prepare presentation materials to support the public involvement process. These materials should be available to the MPO staff for use throughout the planning process. The materials can include, but are not limited to, handouts, presentations boards, power point presentations, and web-based materials.
- The public involvement process and its documentation are considered key elements of this planning process. Compliance with the Public Participation Plan for the Central Virginia Metropolitan Planning Organization, compliance with Title VI as it relates to the MPO and its planning process, and compliance with Environmental Justice is essential. Detailed documentation of the public involvement process and its compliance to requisite requirements shall be included in the Update document.

Task III: Goals and Objectives

- Create an approach to developing/refining goals and objectives or guiding principles for this planning effort.

Task IV: Constrained and Vision Transportation Plan Development

- Undertake a long-range plan alternatives development and analysis effort. A set of transportation improvements will be developed using an analysis of the no-build network, projects in the current Year 2040 plan, and projects identified through the public involvement process. These will be organized into a discreet set of alternatives to be tested using the 2045 transportation model preparatory to the development of the review draft for the CLRP update. A volume-to-capacity ratio analysis will be completed.
- Develop a vision plan. Projects that meet identified transportation goals and objectives will be included in the vision plan. Planning level cost estimates of the costs for implementing these projects will be developed in accordance with current VDOT cost estimating methodology.
- Identify the transportation funding stream in cooperation with the CVMPO and VDOT. Based on historic trends in transportation funding, current funding outlooks, and anticipated changes in funding, a year-by-year year-of- expenditure estimate of transportation funding will be developed. Funding projections will be provided to the FHWA for review in draft form. The financial planning for the vision and the constrained long-range transportation plan shall include and reflect system-level estimates of costs and of the revenue sources that are reasonably expected to be available to adequately support operation and maintenance to highways and public transportation. The SMART SCALE methodology should be fully integrated into the plan. (This is in addition to

considerations of the MAP-21 financial estimates for the national highway system asset management plan and the transit asset management plan).

- Accomplish an environmental planning review. Projects in the vision and the constrained plan will be assessed in terms of potential environmental impacts. These impacts will be assessed at a broad level only to identify (red flag) potential fatal flaws or mitigation needs affecting project selection. The environmental overview should include potential locations of threatened and endangered species, socio/cultural/historic/public interests/resources, wetlands, land management areas, hazardous materials sites, and environmental justice communities.
- Develop a review draft and a final vision and financially constrained plan to that extent funds are or shall be reasonably available. In cooperation with the TTC, a prioritization methodology will be developed to assist in prioritizing transportation projects. Such a methodology could include, but is not limited to, the current VDOT prioritization matrix, due consideration of the Region 2000 Comprehensive Economic Development Strategy, consideration of cost estimates and cost benefit analysis, potential impacts, conformity with local and state plans or transportation policies, and performance targets.

The prioritization effort must be well documented and understandable.

The current vision plan projects should be reviewed as part of the effort to determine, which, if any, can be removed from the plan.

- Additionally, the Plan shall address the multimodal nature of the Central Virginia transportation system.
- Further, the Plan shall address operational and management strategies, especially access management as a means of extending the life cycle of the Central Virginia region's transportation system, including identification of corridors that will benefit from this management approach and suggested policies or guiding principles.
- As an add-on to the 2045 plan update, CVPDC staff would like to explore the viability of integrating the region's existing Rural Long-Range Plan with the MPO LRTP. Because of the geographic makeup of the region, only Appomattox County has no portion of its territory in the MPO area. Thus, the stakeholder groups for the urban and rural plans are largely the same, and there is some confusion about having two separate long-range plans. The Fredericksburg Area MPO / George Washington Regional Commission's combined plans may be a potential model.

Task VI: Document Production

- Prepare a review draft and a final long-range transportation plan document.

- Prepare a technical report documenting working procedures and information, public involvement, analysis, decisions, and project results, with associated text, graphics, tables, and figures. The technical reports should be printed in 8 ½ "x11" format, with 11"x17" fold out graphics as necessary. Twenty (20) copies of the report are required.
- Prepare a bound executive summary (150 copies) is required in 8 ½"x11" format. Maps showing the recommended year 2045 improvements shall be shown on 22"x17" sheets.
- Prepare a graphic representation of the final plan/map will be reproduced in a blue lined format for review and comment.
- Upon approval, the final plan will be printed on a wall-map style format. The plan will include the selected improvements as adopted and will be displayed in a maximum of five colors. The reverse side of the map will contain a summary of information extracted from the technical documentation. It shall include the recommendations list.
- All final products will also be presented in electronic format as determined by the MPO.

Task VII: Project Management

- The MPO is required by FHWA to update the current transportation plan by October 2020. It is the desire of the MPO to accomplish the update, including the adoption process, by August 2020.
- Collaboration with TTC and MPO: The project management plan should include significant involvement of the TTC throughout the course of the planning process, as well as the MPO Policy Board.
- Integration with VDOT: The project management plan should clearly indicate how this plan development process will be consistent with VDOT's latest VTM policy and procedures manual and coordinated with VDOT's transportation model update development process.
- Reporting: The project management plan should include reporting procedures.
- Understandable, meaningful communication: The transportation planning process often is confusing to non-transportation planning professionals. The proposer should suggest means to communicate the planning process and the pertinent information, analysis, decision-making, conclusions, and recommendations in an understandable, meaningful manner.

The anticipated audiences for this effort will include the MPO, TTC, public officials, economic development officials, and general public. Graphics, mapping, GIS techniques, and web-based approaches are some possible communication avenues to be considered.

Budget: \$125,000

Completion Date: ongoing through June 30, 2020

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

Completion Date: June 30, 2020

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.
- 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: \$49,534

Completion Date: June 30, 2020

3.02 Central Virginia Alternative Transportation Initiative

The following is a continuation of CVMPO staff efforts to continue expansion of alternative transportation planning and implementation activities in the region.

Bike/Ped component of CVMPO/CVPDC website

Description: Staff will, as necessary, update and contribute to this dedicated section within the CVMPO/CVPDC website devoted to bicycle, pedestrian, and transit activity. Staff will manage and maintain the CVMPO/CVPDC website and social media channels.

Product: User friendly, maintained, updated component of the new CVMPO/CVPDC website and social media channels.

Grant Application Assistance

Description: Assist locality/organization partners in grant projects seeking funds towards alternative transportation initiatives including technical assistance, planning, or facility implementation. Grants such as Transportation Alternatives Program, DCR Recreational Trails, HSIP, and private or public foundation programs – where the creation of an alternative transportation corridor/facility are the focus – represent eligible grant assistance activity.

Product: 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. CVMPO/CVPDC and RIDE Solutions serve as the hosting entities, however, staff is expanding partnerships, activities, and events.

Product: 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

Activities include leading the development of temporary pedestrian/bicycle facility projects to guide design and community support. This also includes staffing the Lynchburg Pedestrian Advisory Committee.

Continue Development of a Pedestrian and Bicycle Data Program for the 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 may serve to assist in the organized data development area.

Staff will also to endeavor to establish an electronic data development program within the region 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.

Product: 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.

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 the region is represented and abreast of key bicycling and pedestrian programs within Virginia.

Product: 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.

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

Budget: \$30,000

Completion Date: June 30, 2020

3.03 Consultant Support

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: \$5,000

Completion Date: June 30, 2020

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 continue its 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: \$4,000

Completion Date: June 30, 2020

SECTION II

FTA, VDRPT, CVMPO FUNDED ACTIVITES

44.21.00 Program Support and Administration

Description: CVMPO 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 2020 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 2021 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 2021 UPWP.

Budget: \$35,000

Completion Date: June 30, 2020

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. Implementation of GLTC's Transit Development Plan (FY2019-2028): Activities include supporting GLTC with any examinations of existing transit services, current funding sources and implementation of the plan's recommendations as well as continuing to engage stakeholders to implement the future vision for the GLTC's transit services. Activities may also include transit route analysis for modified or expanded transit services, changes in the route schedule or other assistance needed to implement the TDP recommendations.
2. The Department of Rail and Public Transportation has chosen the Greater Lynchburg Transit Company as a pilot program for new Strategic Plans required for the Commonwealth's 16 largest transit agencies. The purpose of the state-mandated plan is to enhance transit services by identifying needs and resources required to meet those demands. The Strategic Plan will also examine fixed route service into underserved areas and how to address those issues. CVMPO staff will assist this effort by identifying, mapping, and providing additional information on underserved areas and assist with making recommendations on how to address identified concerns.
3. Further the ADA (Americans with Disabilities Act) Bus Stop Accessibility Survey by proposing short-term, cost-effective solutions for making heavily used bus

stops ADA accessible. CVMPO staff will work closely with bus stop boarding/alighting data to determine the most used stops that aren't fully ADA accessible.

4. 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.
5. General Transit Planning: As needed, staff will incorporate transit components into other studies and plans identified in this Work Program and support any coordination of urban transit service planning with the rural area or other intercity transit services.
6. The regional van pool study that was scheduled for FY 18-19 will instead be completed in FY 19-20 in order to facilitate synergy and coordination with the statewide van pool study that is being conducted by DRPT.

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 short-term recommendation for making the most heavily used stops in the GLTC System into ADA accessible stops.
- Produce short-range planning reports for GLTC as requested.
- Completed regional van pool study

Budget: \$106,341

Completion Date: June 30, 2020

44.23.01 Long Range Transportation Plan Update

Description: CVMPO Staff will oversee the development of the 2045 Long Range Transportation Plan, which will be completed in late 2020.

Products:

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

Budget: \$6,250

Completion Date: June 30, 2020

44.25.00 Transportation Improvement Program

Description: CVMPO 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: \$1,597

Completion Date: June 30, 2020

CVMPO PROPOSED EXPENDITURES FY '20

CVMPO PROPOSED EXPENDITURES FY '20							
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)				\$100,000.00	\$12,500.00	\$12,500.00	\$125,000.00
2.02 Transportation Improvement Program (CVTIP)				\$ 4,800.00	\$ 600.00	\$ 600.00	\$ 6,000.00
SUBTOTAL				\$104,800.00	\$13,100.00	\$13,100.00	\$131,000.00
3.00 Technical Assistance							
3.01 General Technical Assistance				\$ 39,627.20	\$ 4,953.40	\$ 4,953.40	\$ 49,534.00
3.02 Alternative Transportation				\$ 24,000.00	\$ 3,000.00	\$ 3,000.00	\$ 30,000.00
3.03 Consultant Support				\$ 4,000.00	\$ 500.00	\$ 500.00	\$ 5,000.00
3.04 Environmental Justice				\$ 3,200.00	\$ 400.00	\$ 400.00	\$ 4,000.00
SUBTOTAL				\$ 70,827.20	\$ 8,853.40	\$ 8,853.40	\$ 88,534.00
SECTION I TOTAL				\$229,227.20	\$28,653.40	\$28,653.40	\$286,534.00
SECTION II - FTA, DRPT, & CVMPO ACTIVITIES				FTA 5303	State	Local	Total
44.21.00 Program Support & Administration				\$ 28,000.00	\$ 3,500.00	\$ 3,500.00	\$ 35,000.00
44.22.00 General Dev. & Comprehensive Planning				\$ 85,072.80	\$10,634.10	\$10,634.10	\$106,341.00
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)				\$ 1,277.60	\$ 159.70	\$ 159.70	\$ 1,597.00
SECTION II TOTAL				\$119,350.40	\$14,918.80	\$14,918.80	\$149,188.00
GRAND TOTAL				\$348,577.60	\$43,572.20	\$43,572.20	\$435,722.00

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 Central Virginia Planning District Commission, 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 Central Virginia 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 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 18 April 2019.

ATTESTED BY:

CERTIFIED BY:

Gary F. Christie, Secretary
Central Virginia Metropolitan
Planning Organization

John Sharp, Chair
Central Virginia Metropolitan
Planning Organization



MPO-CVTPO Policy Board Bylaws

These bylaws were officially adopted by the Central Virginia Transportation Planning Council (~~now~~formerly Central Virginia Metropolitan Planning Organization and now Central Virginia Transportation Planning Organization) on October 25, 1979; amended on January 24, 1980; amended on January 28, 1982; amended on March 18, 1999; ~~and~~ amended on November 18, 1999, and amended on DATE, 2019.

Commented [WSS1]: Possible name change was discussed by the TTC at its 3/14/19 meeting and those present were in agreement. See staff report for additional details.

ARTICLE I - NAME AND AUTHORITY

Section 1 - Name. The name of the organization shall be the Central Virginia ~~Metropolitan Transportation~~ Planning Organization (hereinafter referred to as the ~~Metropolitan Transportation~~ Planning Organization, or ~~TMPO~~).

Section 2 - Authority. Originally known as the Central Virginia Transportation Planning Council and subsequently as the Central Virginia Metropolitan Planning Organization, ~~The~~ ~~TMPO~~ was established pursuant to a cooperative agreement executed on September 13, 1979 and as amended or updated, by the City of Lynchburg and the Counties of Amherst, Bedford and Campbell, as authorized under ~~Section 15-1-24~~ Title 33.2, Subtitle IV, Chapter 32 of the Code of the Commonwealth of Virginia. ~~The MPO,~~ On November 27, 1979, the organization was designated by the Governor of the Commonwealth of Virginia as the Metropolitan Planning Organization (MPO) for the Greater Lynchburg Area Transportation Study (~~hereinafter referred to as "GLATS"~~), also known as the Central Virginia TPO Urbanized Area (hereinafter also referred to as the "urbanized area" or "study area").

The TPO shall have such authority as prescribed in a "Memorandum of Understanding on Metropolitan Transportation Planning Responsibilities for the Central Virginia Metropolitan Planning Area" dated June 1, 2018, (as amended or updated) between the TPO, the Commonwealth of Virginia (hereinafter referred to as the COMMONWEALTH), the Greater Lynchburg Transit Company (the primary local transit provider, hereinafter referred to as GLTC), and the Central Virginia Planning District Commission (formerly Region 2000 Local Government Council (hereinafter referred to as the PDC), acting as a regional clearinghouse responsible for carrying out Executive Order 12372, Intergovernmental Review of Federal Programs.

ARTICLE II - PURPOSE AND POWERS

Section 1 - Purpose. The ~~TMPO~~ shall be the policy decision-making body ~~for the GLATS~~ for the purpose of carrying out the continuing, cooperative, comprehensive (3-C*) transportation planning and programming process as defined in the United States Code Title 23, Section 134

and Title 49 Section 1607 ~~current law and regulations of the U. S. Department of Transportation regarding the transportation planning process for metropolitan areas~~; and in accordance with the constitution and statutes of the Commonwealth of Virginia, particularly Title 33, Chapter 32 of the Code of Virginia. In carrying out its responsibilities, the TMPO shall:

- a. Establish policy for the continuing, comprehensive and cooperative ~~(3-C)~~ transportation planning process;
- ~~a-b.~~ Develop the long-range transportation plan (LRTP) for the study area known as the Central Virginia TPO Urbanized Area;
- ~~b-c.~~ Review the ~~transportation plan~~ LRTP for the GLATS study area on an annual basis;
- ~~e-d.~~ Determine when a re-evaluation of the transportation plan for the GLATS area is necessary in coordination with U.S. Department of Transportation requirements Update the LRTP no less frequently than every five years or as required by the COMMONWEALTH;
- ~~d.~~ Review the results of the re-evaluation;
- e. Recommend action by other appropriate agencies;
- f. Coordinate and conduct transportation planning and conceptual design studies with local
- ~~e-g.~~ Governments, GLTC, and the COMMONWEALTH;
- h. Revise the GLATS-Central Virginia TPO Urbanized Area, defined by the "cordon boundary," as required, and in conjunction with the Virginia Department of Transportation – Transportation Planning Division (hereinafter referred to as VDOT-TPD) COMMONWEALTH;
- ~~f-i.~~ Develop, in coordination with local governments and the COMMONWEALTH, socio-economic data for the regional traffic model;
- ~~e-j.~~ Review systems and proposals required by federal and state agencies;
- ~~h-k.~~ Review-Develop and approve the annual planning and programming requirements documents as described in the U.S. Department of Transportation regulations, as amended; and
- ~~i-l.~~ Perform other studies, reviews, evaluations, and tasks that may be required.

Section 2 - Powers. The TMPO shall have the power to enter into or assign ~~contracts,~~ and contracts and receive and disperse funds necessary to carry out its purpose, as defined in Article II, Section 1.

ARTICLE III - MEMBERSHIP

Section 1 - Voting Members. The voting membership of the TMPO shall be composed of two (2) representatives from each ~~participating jurisdiction~~ local government wholly or partially within the Central Virginia TPO Urbanized Area, ~~and one (1) representative from VDOT-TPD.~~ One of the representatives from each local jurisdiction shall be an elected member from the appointing local jurisdiction's governing body, and the other representative shall be either an elected member of the governing body or an appointed representative designated by the governing body, and who is a qualified voter and resident of the appointing jurisdiction. If the governing body is a member of the Central Virginia Planning District Commission (hereinafter referred to as PDC), at least one of the two appointees shall be one of the governing body's

representative on the PDC. ~~The voting membership shall also include one (1) designated by the Secretary of Transportation of the COMMONWEALTH.~~

Commented [WSS2]: This is currently Chris Winstead. The language now matches our MOU between the MPO/GLTC/and Secretary of Transportation.

Section 2 - Non-Voting Members. Non-voting members of the TMPO shall include one (1) representative each designated by and representing the following agencies or organizations: the PDC, from Federal Highway Administration, a representative from Federal Transit Administration, a representative from Federal Aviation Administration, Virginia Department of Transportation (hereinafter referred to as VDOT), a representative from Virginia Department of Rail & Public Transportation (hereinafter referred to as VDRPT), and a representative from Greater Lynchburg Transit Company, and Liberty University. Upon two-thirds vote, the TMPO may designate other appropriate non-voting members.

Commented [WSS3]: This is new and acknowledges the MPO Secretary as a board member

Commented [WSS4]: An LU rep was added years ago, but the bylaws were never adjusted to reflect it

~~**Section 3 - Alternate Members.** The appointing authority may provide an alternate for its representative(s) on a like for like manner (i.e., an elected official for an elected official, non-elected person for a non-elected person), provided the name of the alternate is submitted in writing to the secretary of the MPO prior to the alternate participating in MPO activities. An alternate shall not vote except in the absence of the member.~~

Commented [WSS5]: See "proxy voting" below

Section 4- Vacancies. If for any reason an appointing authority's position on the TMPO becomes vacant, the affected appointing authority shall appoint a replacement in a like-for-like manner.

ARTICLE IV - TERMS OF OFFICE AND VOTING

Section 1-Terms of Office. The terms of office of TMPO members shall be as follows:

- a. TMPO members who are specifically appointed as members of the PDC shall serve coincident with their terms of office on said PDC.
- b. TMPO members who are also members of the local governing body shall serve coincident with their elected terms of office or such shorter terms, as their governing bodies shall determine.
- c. TMPO members who are not members of local governing bodies or the PDC, as described in Article IV, Section 1 (a) herein, shall serve for a three (3) year term on a fiscal year basis.
- d. The TMPO member appointed by Secretary of Transportation of the COMMONWEALTH, VDOT, TPD, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, VDOT, VDRPT, T and Greater Lynchburg Transit Company, and Liberty University shall serve continuously at the respective pleasure of each appointing authority.

Section 2 -Voting Rights. Each TMPO member with voting rights shall have one (1) equal vote in all matters before the TMPO.

Section 3 - Recorded Vote. The vote of each TMPO member, including affirmative, negative or absentia votes, shall be recorded in the official minute book of the TMPO.

~~**Section 4 - Proxy Votes.** Voting by proxy at regular or special meetings shall not be permitted shall be permitted only by the designated representative of the voting member. The~~

Commented [WSS6]: This language now agrees with the PDC bylaws.

proxy shall be designated in a like-for-like manner (i.e., an elected official for an elected official, a non-elected person for a non-elected person).

Section 5- Voting in Lieu of a Meeting. Any action required or permitted to be taken by the TMPO may be taken in emergency situations without a meeting if seventy-five percent of the full TMPO voting membership consent via a written or electronic ballot authorizing the action. Said action shall be ratified at the next meeting of the TMPO.

ARTICLE V- OFFICERS

Section 1 - Types of Officers. Officers of the TMPO shall consist of a chair~~man~~, vice-chair~~man~~ and secretary. The secretary shall be a non-voting officer and shall be the executive director of the PDC, or his/her official designee.

Section 2 - Terms of Office. The chair~~man~~ and vice-chair~~man~~ shall be elected by and from the membership of the TMPO, shall serve for one year or until ~~there~~their successors are elected, ~~and shall be eligible for reelection.~~ The chair and vice chair may serve no more than two consecutive terms.

Section 3 - Election of Officers. The election of officers shall be held at the TMPO's last regular meeting of the fiscal year and the members elected to office shall assume their duties at the first convened meeting of the next fiscal year. A majority vote of the full TMPO voting membership shall be required for election to any office. The chair and vice chair must be voting members.

Section 4 - Vacancies. If for any reason any office becomes vacant during the year, an election to fill the office shall be held at the next regular meeting of the TMPO, and the new officer so elected shall complete the unexpired term of the ~~vacated office~~succeeded officer.

Section 5 - Powers and Duties of the Officers. The powers and duties of the officers of the TMPO shall be as follows:

- a. The chair~~man~~ shall have the recognized and inherent duties and powers of the office of the chair~~man~~, including the following. The chair shall:
 - i. ~~shall~~ preside over all meetings of the TMPO;
 - ii. ~~shall~~ be eligible to vote on all issues;
 - iii. ~~shall~~ appoint all committees necessary to the TMPO;
 - iv. ~~shall~~ have the authority to delegate any routine function to the secretary or an official designee; and
 - v. ~~shall~~ perform such other duties as may from time to time be required to carry out the duties of the MPO chair~~man~~.
- b. The vice-chair~~man~~ shall, in the absence or inability of the chair~~man~~, perform all the duties and exercise all the powers of the chair~~man~~ and such other duties assigned by the TMPO.
- c. The secretary shall keep a record of all resolutions, proceedings, and actions of the TMPO and give notice of all meetings and perform such other duties as the TMPO may direct.

Section 6 - Line of Succession. At any given meeting when the chairman and the vice-chairman are absent, the first order of business at the meeting shall be the election of a temporary chairman for that meeting.

ARTICLE VI- STAFF SUPPORT AND FINANCIAL RESPONSIBILITIES

Section 1 - General Staff Support. The staff of the TMPO shall be the staff of the PDC with the assistance of the staffs of VDOT-~~TPD~~ and VDRPT.

Section 2 - Allocation of Funds. The TMPO shall prepare the required annual Unified Transportation Planning Work Program (UTPWP) which allocates available transportation planning funds for the metropolitan area.

Section 3 - Financial Records. The PDC shall maintain the financial records of the TMPO at the direction of the TMPO.

Section 4 - Fiscal Year. The fiscal year of the TMPO shall be July 1- June 30.

Section 5 - TMPO Member Liability. Individual TMPO members, acting- as members of the TMPO, shall not be personally liable for any loss of funds as a result of acts performed in good faith while conducting ~~official~~the usual business of the TMPO.

ARTICLE VII - COMMITTEES

Section 1 - ~~Urban~~ Transportation Technical Committee. ~~The TPO shall create a Transportation Technical Committee composed of individuals with technical knowledge in transportation and land use matters to provide technical review, comment, and recommendations on transportation plans, programs, studies and other appropriate documents, and on regional transportation issues. The Committee shall integrate land use and environmental considerations into all of its activities in order to forge a stronger link between transportation, land use and the environment. The MPO shall create an Urban Transportation Technical Committee to provide technical review and comment of the MPO's multi-modal urban transportation plans and programs.~~ The committee shall be composed of members with technical knowledge in multi-modal transportation matter(s) and shall include one (1) representative each of the following jurisdictions, agencies, and organizations:

- the Planning Division (Community Development Department) and Engineering Division (Public Works Department) of the City of Lynchburg;
- One staff representative from the Community Development Department of each member county comprising Planning District Commission Eleven (11);
- A planning or management staff representative of each town within Planning District Commission Eleven (11);
- ~~One staff representative each from the Planning and Public Works Departments of the City of Lynchburg with one combined vote;~~
- Up to oOne (1) citizen with technical knowledge in transportation matters from each member jurisdiction (preferably a member of the local planning commission) appointed by the local governing body;

Commented [WSS7]: All changes to this section were discussed with the TTC at its 3/14/19 meeting and those in attendance were in agreement.

- ~~One representative from~~ VDOT's Transportation Planning Division;
- ~~One representative from~~ VDOT's Lynchburg and Salem Construction Districts;
- ~~One representative from~~ VDRPT;
- ~~One representative from~~ the Greater Lynchburg Transit Company; and
- ~~One representative from~~ the Lynchburg Regional Airport;
- One representative from Liberty University;

The TMPO may request any additional appropriate agency or organization to appoint a ~~representative, or representative or~~ may directly appoint a specific individual to serve on the committee as an advisory (non-voting) member. The Federal Highway Administration (FHWA), Federal Transit Administration (FTA), VDOT resident engineers for each member county, and the Virginia Department of Aviation, ~~and a representative from the Community Transportation Advisory Committee~~ each shall have a non-voting representative on the committee. The committee shall meet as frequently as necessary to fulfill its responsibility to the TMPO. ~~A simple majority,~~ Twenty Five Percent (25%) of the currently seated voting members shall constitute a quorum of the committee for official action to be taken. The election of a chair shall be held at the committee's last regular meeting of the fiscal year and chair shall assume his/her duties at the first convened meeting of the next fiscal year, and shall be eligible for reelection.

Commented [WSS8]: Because of the size of the TTC, it is currently almost impossible to achieve a quorum.

~~**Section 2 - Community Transportation Advisory Committee.** The MPO shall create a Community Transportation Advisory Committee to identify new issues and provide feedback to the MPO on current issues relative multi-modal transportation plans and programs. The committee shall be composed of transportation users represented and appointed by the following organizations, or their successors:~~

Commented [WSS9]: This committee has not been constituted in over 15 years. The LRBA's Lynchburg Regional Transportation Advocacy Group, GLTC's customer advisory and ADA committees, and other organizations can be used for citizen input when needed. Existing practices of involving the general public through meetings and workshops, surveys, and other means during the development of the long-range plan or other studies will not be affected by this change.

- ~~Builders and Associates of Central Virginia;~~
- ~~Central Virginia Area Agency on Aging;~~
- ~~Central Virginia Disabilities Services Board;~~
- ~~Chamber of Commerce from each participating jurisdiction;~~
- ~~Friends of the Lynchburg Stream Valleys;~~
- ~~Lynchburg Community Action Group;~~
- ~~Lynchburg League of Women Voters;~~
- ~~Local Chapter of National Railroad Historical Society;~~
- ~~Local Workforce Investment Agency;~~
- ~~NAACP Chapter from each participating jurisdiction;~~
- ~~Redevelopment & Housing Authority from each participating jurisdiction;~~
- ~~Virginia's Region 2000; and~~
- ~~United Way of Central Virginia.~~

~~Additional appropriate agencies as determined by the MPO and/or any individual specifically appointed by the MPO may serve on the committee (e.g. biking community, trucking organizations). The committee shall meet on call, but at least twice each year.~~

Section 3 - Special Committees. The MPO chair may from time to time establish such special committees as deemed desirable for the effective promulgation of TMPO affairs and shall appoint the members thereto with concurrence of the TPO.

Section 4 - Nominating Committee. The chair~~man~~ shall appoint a nominating committee of three members of the TMPO no later than ~~thirty-twenty-five (3025)~~ days prior to the regular TMPO meeting at which time the election of TMPO officers is held.

ARTICLE VIII - MEETINGS

Section 1 - Regular Meetings. Regular meetings of the TMPO shall be held ~~the third Thursday of each month during the first month of each quarter~~ -and shall be held at the offices of the PDC unless otherwise designated by the chair~~man~~. The chair~~man~~ shall have the right to cancel any regular monthly meeting when no action items are required.

Section 2 - Special Meetings. Special meetings may be called by the chair~~man~~ or must be called by the chair~~man~~ on petition of one-third of the TMPO voting members.

Section 3 - Public Hearings. The TMPO shall conduct public hearings as determined to be in the public interest or as required by law or regulation.

Section 4 - Meetings Open to the Public. Meetings of the TMPO shall be open to the public. The TMPO, however, may hold executive sessions in accordance with the Virginia Freedom of Information Act. At least one period will be set aside during each meeting for general comments from the public. Public hearings will be held and other public involvement efforts will be made prior to major decisions in accordance with the TPO Public Participation Plan. At the discretion of the Chair, the floor may be opened during a meeting for additional public comments; for example, the Chair may ask for public comments prior to calling for a vote on a significant issue.

Section 5 - Quorum. ~~A majority~~Five of the voting members of the full TMPO shall be required in order to constitute a quorum for regular and special meetings. Vacancies shall not be considered in the establishment of a quorum.

Commented [WSS10]: In principal, this now matches the PDC bylaws

Section 6 - TMPO Minutes. The secretary of the TMPO shall assist the chair~~man~~ and vice-chair~~man~~ in preparing the agenda, conducting the meeting and preparing the minutes of each meeting. The minutes shall be presented at the next TMPO meeting for approval. After the minutes have been duly approved, said minutes shall be distributed to all members of any transportation-related and other appropriate organizations, agencies, or individuals, and shall be recorded in an official minute book of the TMPO.

ARTICLE IX - COORDINATION RESPONSIBILITIES

Section 1- Coordination. The TPO shall be responsible for the coordination of all transportation planning activities of the various transportation-related agencies that have both a direct and indirect impact on the LRTP and the Central Virginia TPO Urbanized Area. This can include the coordination, conduction, and participation by TPO staff in any related transportation planning and conceptual design studies. The MPO shall be responsible for the coordination of all '3-C's transportation planning activities of the various transportation related agencies that have both a direct and indirect impact on GLATS area.

Section 2 - Intergovernmental Regional Review Agent. ~~The TPO shall act as the agent for those agencies applying for federal and state funds through the Unified Transportation Planning Work Program and Transportation Improvement Program, except when a funding agency otherwise directs, and shall submit the notice of intent application to the area-wide clearinghouse. When required the MPO shall review and comment on federal and state transportation planning and programming applications as required by Federal and State laws and regulations.~~

Section 3- Citizen Complaint Process. The ~~T~~MPO is to be responsive to all citizens served by the ~~T~~MPO. ~~Policies and procedures for public participation and inclusion, along with complaint procedures, may be found in the TPO's Public Participation Plan and Title VI Plan, which are made publicly available. Citizens have a right to file a complaint with the MPO subject to local, state, and federal laws and regulations, including but not limited to Executive Order 12357, Civil Rights Title VI, EEOC, and the Virginia Area Development Cooperation Act. The administrative procedure for coordinating citizen complaints shall be maintained by the MPO staff, and will be periodically reviewed by the MPO and made available for public distribution.~~

ARTICLE X - PARLIAMENTARY PROCEDURE

Except as herein provided, all matters of procedure shall be governed by Roberts Rules of Order, latest revised edition.

ARTICLE XI -AMENDMENTS

Proposed amendments to these bylaws shall be presented in writing to the members at a regular ~~T~~MPO meeting. The members of the ~~T~~MPO shall have at least ~~thirty-two~~ thirty ~~five~~ (2530) days to review the proposed amendments. At a regular meeting of the MPO thereafter, a majority vote of the full ~~T~~MPO voting membership shall be required to adopt any proposed amendment to the bylaws.

ARTICLE XII - EFFECTIVE DATE

These bylaws, and any amendments thereto, shall become effective immediately upon adoption by the ~~T~~MPO.



CVTPO Policy Board Bylaws

These bylaws were officially adopted by the Central Virginia Transportation Planning Council (formerly Central Virginia Metropolitan Planning Organization and now Central Virginia Transportation Planning Organization) on October 25, 1979; amended on January 24, 1980; amended on January 28, 1982; amended on March 18, 1999; amended on November 18, 1999, and amended on DATE, 2019.

ARTICLE I - NAME AND AUTHORITY

Section 1 - Name. The name of the organization shall be the Central Virginia Transportation Planning Organization (hereinafter referred to as the Transportation Planning Organization, or TPO).

Section 2 - Authority. Originally known as the Central Virginia Transportation Planning Council and subsequently as the Central Virginia Metropolitan Planning Organization, the TPO was established pursuant to a cooperative agreement executed on September 13, 1979 and as amended or updated, by the City of Lynchburg and the Counties of Amherst, Bedford and Campbell, as authorized under Title 33.2, Subtitle IV, Chapter 32 of the Code of the Commonwealth of Virginia. On November 27, 1979, the organization was designated by the Governor of the Commonwealth of Virginia as the Metropolitan Planning Organization (MPO) for the Greater Lynchburg Area Transportation Study, also known as the Central Virginia TPO Urbanized Area (hereinafter also referred to as the “urbanized area” or “study area”).

The TPO shall have such authority as prescribed in a “Memorandum of Understanding on Metropolitan Transportation Planning Responsibilities for the Central Virginia Metropolitan Planning Area” dated June 1, 2018, (as amended or updated) between the TPO, the Commonwealth of Virginia (hereinafter referred to as the COMMONWEALTH), the Greater Lynchburg Transit Company (the primary local transit provider, hereinafter referred to as GLTC), and the Central Virginia Planning District Commission (formerly Region 2000 Local Government Council (hereinafter referred to as the PDC), acting as a regional clearinghouse responsible for carrying out Executive Order 12372, Intergovernmental Review of Federal Programs.

ARTICLE II - PURPOSE AND POWERS

Section 1 - Purpose. The TPO shall be the policy decision-making body for the purpose of carrying out the continuing, cooperative, comprehensive (3-C) transportation planning and programming process as defined in the United States Code Title 23, Section 134 and Title 49

Section 1607; and in accordance with the constitution and statutes of the Commonwealth of Virginia, particularly Title 33, Chapter 32 of the Code of Virginia. In carrying out its responsibilities, the TPO shall:

- a. Establish policy for the continuing, comprehensive and cooperative (3-C) transportation planning process;
- b. Develop the long-range transportation plan (LRTP) for the study area known as the Central Virginia TPO Urbanized Area;
- c. Review the LRTP for the study area on an annual basis;
- d. Update the LRTP no less frequently than every five years or as required by the COMMONWEALTH;
- e. Recommend action by other appropriate agencies;
- f. Coordinate and conduct transportation planning and conceptual design studies with local
- g. Governments, GLTC, and the COMMONWEALTH;
- h. Revise the Central Virginia TPO Urbanized Area, defined by the "cordon boundary," as required, and in conjunction with the COMMONWEALTH;
- i. Develop, in coordination with local governments and the COMMONWEALTH, socio-economic data for the regional traffic model;
- j. Review systems and proposals required by federal and state agencies;
- k. Develop and approve the annual planning and programming documents as described in the U.S. Department of Transportation regulations, as amended; and
- l. Perform other studies, reviews, evaluations, and tasks that may be required.

Section 2 - Powers. The TPO shall have the power to enter into or assign contracts and receive and disperse funds necessary to carry out its purpose, as defined in Article II, Section 1.

ARTICLE III - MEMBERSHIP

Section 1 - Voting Members. The voting membership of the TPO shall be composed of two (2) representatives from each local government wholly or partially within the Central Virginia TPO Urbanized Area. One of the representatives from each local jurisdiction shall be an elected member from the appointing local jurisdiction's governing body, and the other representative shall be either an elected member of the governing body or an appointed representative designated by the governing body, and who is a qualified voter and resident of the appointing jurisdiction. If the governing body is a member of the Central Virginia Planning District Commission (hereinafter referred to as PDC), at least one of the two appointees shall be one of the governing body's representative on the PDC. The voting membership shall also include one (1) designated by the Secretary of Transportation of the COMMONWEALTH.

Section 2 - Non-Voting Members. Non-voting members of the TPO shall include one (1) representative each designated by and representing the following agencies or organizations: the PDC, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, Virginia Department of Transportation (hereinafter referred to as VDOT), Virginia Department of Rail & Public Transportation (hereinafter referred to as

VDRPT), Greater Lynchburg Transit Company, and Liberty University. Upon two-thirds vote, the TPO may designate other appropriate non-voting members.

Section 4- Vacancies. If for any reason an appointing authority's position on the TPO becomes vacant, the affected appointing authority shall appoint a replacement in a like-for-like manner.

ARTICLE IV - TERMS OF OFFICE AND VOTING

Section 1-Terms of Office. The terms of office of TPO members shall be as follows:

- a. TPO members who are specifically appointed as members of the PDC shall serve coincident with their terms of office on said PDC.
- b. TPO members who are also members of the local governing body shall serve coincident with their elected terms of office or such shorter terms, as their governing bodies shall determine.
- c. TPO members who are not members of local governing bodies or the PDC, as described in Article IV, Section 1 (a) herein, shall serve for a three (3) year term on a fiscal year basis.
- d. The TPO member appointed by Secretary of Transportation of the COMMONWEALTH, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, VDOT, VDRPT, Greater Lynchburg Transit Company, and Liberty University shall serve continuously at the respective pleasure of each appointing authority.

Section 2 -Voting Rights. Each TPO member with voting rights shall have one (1) equal vote in all matters before the TPO.

Section 3 - Recorded Vote. The vote of each TPO member, including affirmative, negative or absentia votes, shall be recorded in the official minute book of the TPO.

Section 4 - Proxy Votes. Voting by proxy shall be permitted only by the designated representative of the voting member. The proxy shall be designated in a like-for-like manner (i.e., an elected official for an elected official, a non-elected person for a non-elected person).

Section 5- Voting in Lieu of a Meeting. Any action required or permitted to be taken by the TPO may be taken in emergency situations without a meeting if seventy-five percent of the full TPO voting membership consent via a written or electronic ballot authorizing the action. Said action shall be ratified at the next meeting of the TPO.

ARTICLE V- OFFICERS

Section 1 - Types of Officers. Officers of the TPO shall consist of a chair, vice-chair and secretary. The secretary shall be a non-voting officer and shall be the executive director of the PDC, or his/her official designee.

Section 2 - Terms of Office. The chair and vice-chair shall be elected by and from the membership of the TPO, shall serve for one year or until their successors are elected. The chair and vice chair may serve no more than two consecutive terms.

Section 3 - Election of Officers. The election of officers shall be held at the TPO's last regular meeting of the fiscal year and the members elected to office shall assume their duties at the first convened meeting of the next fiscal year. A majority vote of the full TPO voting membership shall be required for election to any office. The chair and vice chair must be voting members.

Section 4 - Vacancies. If for any reason any office becomes vacant during the year, an election to fill the office shall be held at the next regular meeting of the TPO, and the new officer so elected shall complete the unexpired term of the succeeded officer.

Section 5 - Powers and Duties of the Officers. The powers and duties of the officers of the TPO shall be as follows:

- a. The chair shall have the recognized and inherent duties and powers of the office of the chair, including the following. The chair shall:
 - i. preside over all meetings of the TPO;
 - ii. be eligible to vote on all issues;
 - iii. appoint all committees necessary to the TPO;
 - iv. have the authority to delegate any routine function to the secretary or an official designee; and
 - v. perform such other duties as may from time to time be required to carry out the duties of the MPO chair.
- b. The vice-chair shall, in the absence or inability of the chair, perform all the duties and exercise all the powers of the chair and such other duties assigned by the TPO.
- c. The secretary shall keep a record of all resolutions, proceedings, and actions of the TPO and give notice of all meetings and perform such other duties as the TPO may direct.

Section 6 - Line of Succession. At any given meeting when the chairman and the vice-chairman are absent, the first order of business at the meeting shall be the election of a temporary chairman for that meeting.

ARTICLE VI- STAFF SUPPORT AND FINANCIAL RESPONSIBILITIES

Section 1 - General Staff Support. The staff of the TPO shall be the staff of the PDC with the assistance of the staffs of VDOT and VDRPT.

Section 2 - Allocation of Funds. The TPO shall prepare the required annual Unified Transportation Planning Work Program (UTPWP) which allocates available transportation planning funds for the metropolitan area.

Section 3 - Financial Records. The PDC shall maintain the financial records of the TPO at the direction of the TPO.

Section 4 - Fiscal Year. The fiscal year of the TPO shall be July 1- June 30.

Section 5 - TPO Member Liability. Individual TPO members, acting as members of the TPO, shall not be personally liable for any loss of funds as a result of acts performed in good faith while conducting the usual business of the TPO.

ARTICLE VII - COMMITTEES

Section 1 - Transportation Technical Committee. The TPO shall create a Transportation Technical Committee composed of individuals with technical knowledge in transportation and land use matters to provide technical review, comment, and recommendations on transportation plans, programs, studies and other appropriate documents, and on regional transportation issues. The Committee shall integrate land use and environmental considerations into all of its activities in order to forge a stronger link between transportation, land use and the environment. The committee shall be composed of members with technical knowledge in multi-modal transportation matter(s) and shall include one (1) representative each of the following jurisdictions, agencies, and organizations:

- the Planning Division (Community Development Department) and Engineering Division (Public Works Department) of the City of Lynchburg;
- the Community Development Department of each county comprising Planning District Commission Eleven (11);
- A planning or management staff representative of each town within Planning District Commission Eleven (11);
- Up to one (1) citizen with technical knowledge in transportation matters from each member jurisdiction (preferably a member of the local planning commission) appointed by the local governing body;
- VDOT's Transportation Planning Division;
- VDOT's Lynchburg and Salem Construction Districts;
- VDRPT;
- the Greater Lynchburg Transit Company;
- the Lynchburg Regional Airport;
- One representative from Liberty University;

The TPO may request any additional appropriate agency or organization to appoint a representative or may directly appoint a specific individual to serve on the committee as an advisory (non-voting) member. The Federal Highway Administration (FHWA), Federal Transit Administration (FTA), VDOT resident engineers for each member county, and the Virginia Department of Aviation each shall have a non-voting representative on the committee. The committee shall meet as frequently as necessary to fulfill its responsibility to the TPO. Twenty Five Percent (25%) of the currently seated voting members shall constitute a quorum of the committee for official action to be taken. The election of a chair shall be held at the committee's last regular meeting of the fiscal year and chair shall assume his/her duties at the first convened meeting of the next fiscal year and shall be eligible for reelection.

Section 3 - Special Committees. The chair may from time to time establish such special committees as deemed desirable for the effective promulgation of TPO affairs and shall appoint the members thereto with concurrence of the TPO.

Section 4 - Nominating Committee. The chair shall appoint a nominating committee of three members of the TPO no later than twenty-five (25) days prior to the regular TPO meeting at which time the election of TPO officers is held.

ARTICLE VIII - MEETINGS

Section 1 - Regular Meetings. Regular meetings of the TPO shall be held during the first month of each quarter and shall be held at the offices of the PDC unless otherwise designated by the chair. The chair shall have the right to cancel any regular monthly meeting when no action items are required.

Section 2 - Special Meetings. Special meetings may be called by the chair or must be called by the chair on petition of one-third of the TPO voting members.

Section 3 - Public Hearings. The TPO shall conduct public hearings as determined to be in the public interest or as required by law or regulation.

Section 4 - Meetings Open to the Public. Meetings of the TPO shall be open to the public. The TPO, however, may hold executive sessions in accordance with the Virginia Freedom of Information Act. At least one period will be set aside during each meeting for general comments from the public. Public hearings will be held and other public involvement efforts will be made prior to major decisions in accordance with the TPO Public Participation Plan. At the discretion of the Chair, the floor may be opened during a meeting for additional public comments; for example, the Chair may ask for public comments prior to calling for a vote on a significant issue.

Section 5 - Quorum. Five of the voting members of the full TPO shall be required in order to constitute a quorum for regular and special meetings. Vacancies shall not be considered in the establishment of a quorum.

Section 6 - TPO Minutes. The secretary of the TPO shall assist the chair and vice-chair in preparing the agenda, conducting the meeting and preparing the minutes of each meeting. The minutes shall be presented at the next TPO meeting for approval. After the minutes have been duly approved, said minutes shall be distributed to all members of any transportation-related and other appropriate organizations, agencies, or individuals, and shall be recorded in an official minute book of the TPO.

ARTICLE IX - COORDINATION RESPONSIBILITIES

Section 1 - Coordination. The TPO shall be responsible for the coordination of all transportation planning activities of the various transportation-related agencies that have both a direct and indirect impact on the LRTP and the Central Virginia TPO Urbanized Area. This can include the coordination, conduction, and participation by TPO staff in any related transportation planning and conceptual design studies.

Section 2 - Intergovernmental Regional Review Agent. The TPO shall act as the agent for those agencies applying for federal and state funds through the Unified Transportation Planning Work Program and Transportation Improvement Program, except when a funding agency otherwise directs, and shall submit the notice of intent application to the area-wide clearinghouse.

Section 3- Citizen Complaint Process. The TPO is to be responsive to all citizens served by the TPO. Policies and procedures for public participation and inclusion, along with complaint procedures, may be found in the TPO's Public Participation Plan and Title VI Plan, which are made publicly available.

ARTICLE X - PARLIAMENTARY PROCEDURE

Except as herein provided, all matters of procedure shall be governed by Roberts Rules of Order, latest revised edition.

ARTICLE XI -AMENDMENTS

Proposed amendments to these bylaws shall be presented in writing to the members at a regular TPO meeting. The members of the TPO shall have at least twenty-five (25) days to review the proposed amendments. At a regular meeting of the MPO thereafter, a majority vote of the full TPO voting membership shall be required to adopt any proposed amendment to the bylaws.

ARTICLE XII - EFFECTIVE DATE

These bylaws, and any amendments thereto, shall become effective immediately upon adoption by the TPO.



Resolution of Support for the Long Bridge Expansion Project

WHEREAS, the Central Virginia Metropolitan Planning Organization (CVMPO) is the policy decision-making body for the purpose of carrying out the continuing, cooperative and comprehensive (“3-C”) transportation planning and programming process as defined in United States Code Title 23, Section 134 and Title 49 Section 1607; and in accordance with the constitution and statutes of the Commonwealth; and

WHEREAS, the CVMPO provides a forum for conducting a continuing, comprehensive, and coordinated (3-C) transportation decision-making process among the City of Lynchburg, Amherst County, Bedford County, Campbell County, Liberty University, Greater Lynchburg Transit Company, Virginia Department of Rail and Public Transit and Virginia Department of Transportation officials; and

WHEREAS, the Virginia Commonwealth Transportation Board on June 18, 2014 approved in the FY2015-2020 Virginia Six Year Improvement Plan” fully funding second train to Lynchburg” from Washington, D.C. within the Route 29 Solutions transportation projects; and

WHEREAS, the implementation of this second train service is delayed due to a lack of available rail access between Lynchburg and Washington, D.C.; and

WHEREAS, the Long Bridge across the Potomac River connecting Virginia with Washington, D.C. is currently at 98% capacity with freight and passenger volume, thereby contributing heavily to the lack of available rail access for passenger rail use; and

WHEREAS, the volume of freight and passenger service across the Long Bridge is expected to increase by 150 percent by the year 2040, a projection established before the recent announcement of the Amazon headquarters to be located in Crystal City, VA and the 25,000+ plus accompanying jobs; and

WHEREAS, the Federal Railroad Administration is expected to consider a final environmental impact assessment in 2020 with design services occurring from 2020-2022 and possible construction beginning in 2022 based upon available federal and state funding; and

WHEREAS, the Lynchburg Regional Connectivity Study supports the expansion of passenger rail service in the region; and

WHEREAS, the Central Virginia Metropolitan Planning Organization advocates for the maintaining of the current Long Bridge and construction of two additional rail tracks to create a four-track crossing over the Potomac River to increase capacity for passenger, inter-city and freight rail service and that such funding and approvals take place as quickly as possible to accommodate the escalating demand; and

NOW, THEREFORE BE IT RESOLVED that the Central Virginia Metropolitan Planning Organization (CVMPO) supports the expansion of the Long Bridge to add two more tracks for freight and passenger use across the Potomac River and to make this support known to Governor Northam, the Virginia Commonwealth Transportation Board, the Virginia Congressional delegation and the local delegation of the Virginia General Assembly.

Adopted this 18th day of April 2019 by the Central Virginia Metropolitan Planning Organization.

ATTESTED BY:

CERTIFIED BY:

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

John Sharp, *Chair*
Central Virginia Metropolitan
Planning Organization