



Central Virginia Transportation Planning Organization
~ DRAFT MINUTES~

October 13, 2022 4:00 pm

MEMBERS PRESENT (In-Person)

- Beau Wright, Chair .....City of Lynchburg
Dean Rodgers..... Amherst County
Robert Hiss..... Bedford County
Wynter Benda .....City of Lynchburg
Dwayne Tuggle..... Town of Amherst
Sara McGuffin ..... Town of Amherst
Josh Moore..... Greater Lynchburg Transit Company
Frank Rogers..... Campbell County

MEMBERS PRESENT (Virtual)

- Christ Winstead..... VDOT Lynchburg District

MEMBERS ABSENT

- Drew Wade ..... Amherst County
John Sharp..... Bedford County
Charlie Watts ..... Campbell County

OTHERS PRESENT

- Alec Brebner ..... Executive Director, Crater PDC
Kirsten Trautman ..... CVPDC
Kelly Hitchcock ..... CVPDC/CVTPO

1. Call to Order & Establishment of Quorum

Beau Wright, welcomed everyone to the meeting.

MOTION: Wynter Benda motioned for electronic meeting policy to allow for Chris Winstead meeting participation. With a second by Frank Rogers and unanimous approval, the motion carried.

Wright confirmed a meeting CVTPO meeting Quorum. Wright noted the request to adjust the agenda to include consideration for a Highway Safety Improvement Program (HSIP) resolution for the City of Lynchburg and CVTPO Policy adjustment consideration.

MOTION: Wynter Benda motioned to adjust the CVTPO Agenda to permit additional item consideration. The motion was seconded by Frank Rodgers. With unanimous approval the motion carried.

2. **Approval of the July 21, 2022 Minutes**

Beau Wright, CVTPO Chair, requested consideration of July 21, 2022 CVTPO Meeting Minutes for approval.

Josh Moore motioned for approval of the July 21, 2023 Meeting Minutes as submitted. With a second by Dwayne Tuggle and unanimous approval, Wright confirmed the meeting minutes approved.

3. **Work Program Activity Reports**

Multimodal Plan

Hitchcock noted a primary UPWP project is the DRPT-funded Multimodal Plan. Hitchcock outlined two reasons why the activity has not yet begun and a suggestion for holding the consultant procurement until early 2023. 1) The CVPDC submitted the Safe Streets and Roads for All (SS4A) application, where awards will be announced in January 2023, if awarded provide an opportunity to coordinate within the procurement. 2) Each project will require a substantial public outreach, communication process. Starting the multimodal and the following with, from a public standpoint will be very similar, could confuse the public. Waiting for the opportunity to coordinate a unified public process would likely be beneficial. Finally, Hitchcock noted the value in the potential for a new staff, that would lead the project, to be on board.

Title VI and Public Communication update

The Work Program includes the action of updating the Title IV Plan and the CVTPO Public Outreach process. Hitchcock noted that the current Title IV Plan meets requirements but does not take an earnest approach in ensuring public participation. As this action is in the Work Program and is essential for all projects. Thus, the recommendation to, in near term, focus on the Title IV update and hold the other project actions to early 2023.

There were no questions and support for the suggested staff focus and project approach.

4. **Other Matters from the Board and/or Staff**

**a. Safe Streets and Roads for All (SS4A)**

Hitchcock thanked the Board for the SS4A application, which was submitted. The project costs of \$350,000 included the \$280,000 SS4A Federal dollar support, to be matched by \$70,000 CVPDC funds.

**b. VDOT Ready, Set Go!**

Hitchcock provided an overview of the VDOT technical assistance grant program, while for non-MPO areas, of potential value area localities.

**c. OIPI Growth & Accessibility Planning Technical Assistance Grant**

Hitchcock provided an overview of this open grant program. Hitchcock noted all of the planners/TTC members were aware, applications due end of October.

**d. US DOT Thriving Communities**

A brief overview of this US DOT technical assistance grant was provided. IT was noted no match is required and that the goal was to aid localities, with focus on distressed communities,

develop competitive grants for the range of federal programs. Hitchcock noted the first action is to provide a Letter of Interest by December 6<sup>th</sup>, with the full application due in early 2023.

Frank Rogers asked if the actual application was for technical support that would help to apply for actual projects. Hitchcock confirmed that was correct. Noting the program included assistance in generating cost and application development.

**e. CVTPO Staff Update**

Hitchcock noted still actively searching for a Transportation Director. Wynter Benda queried the type of feedback they were receiving and details on the who last held the position. Hitchcock noted last Transportation Director was Scott Smith, and that Gary Christie then split the position with two staff – Philipp Gabathuler managing DRPT and Ada Hunsberger leading VDOT and the CVTPO. Alec noted the goal to have a position that would manage both DRPT and VDOT, UPWP elements. Alec said he is optimistic they will find the right candidate and noted he is seeing very few MPO director positions open nationally. Brebner noted he has contacted Baker Tilly and can go with a firm to assist if need be. Josh Moore, GLTC, suggested utilizing Transit Talent for recruitment, which is a transit industry publication.

**f. Other Information Items for the Board**

HSIP Application Support Consideration

- Beau Wright proceeded to confirm the desire from the City of Lynchburg for support to the HSIP application, requesting Hitchcock to provide any detail. Hitchcock noted the HSIP application being submitted will advance safety by integrating Flashing Yellow Arrow at signal heads and adding High Visibility Backplates.

**MOTION:** Frank Rogers motioned for approval of the CVTPO Resolution of Support to the City of Lynchburg’s HSIP application. With a second by Wynter Benda and unanimous approval, Wright confirmed the motion passed.

CVTPO Virtual Meeting Policy Adjustment

Beau Wright noted the CVTPO Policy Adjustment wording that will allow for CVTPO virtual meetings. Hitchcock noted that the suggested was provided by Alec, who recognized the value in being able to hold virtual meetings, in the event a meeting much be held to process items such as TIP Amendments or application support actions. There was brief review and discussion and then Wright entertained a motion to adopt the CVTPO policy change.

**MOTION:** Frank Rogers motioned that the CVTPO adopt the CVTPO Policy for All-Virtual Meetings wording as presented to allow the CVTPO to hold virtual meetings when appropriate as determined by the Chair and staff. The motion was seconded by Wynter Benda. With unanimous approval the motion carried.

**5. Adjournment**

Dwayne Tuggle motioned, seconded by Josh Moore, to adjourn. With unanimous approval, Beau Wright adjourned the meeting at 4:20 p.m.