



**Central Virginia Transportation Planning Organization  
~ DRAFT MINUTES~**

**May 18, 2023 4:00 pm  
828 Main St, Lynchburg & Virtual**

**MEMBERS PRESENT**

Frank Rogers, Chair .....City of Lynchburg  
Winter Benda (virtual) .....City of Lynchburg  
Jeremy Bryant .....Amherst County  
Kenny Criag (virtual) .....Liberty University  
Robert Hiss (virtual) ..... Bedford County  
Sara McGuffin ..... Town of Amherst  
Marty Misjuns .....City of Lynchburg  
John Sharp..... Bedford County  
Dwayne Tuggle..... Town of Amherst  
Drew Wade ..... Amherst County  
Chris Winstead..... VDOT Lynchburg District  
Natalie Wilkins (for Josh Moore) ..... Greater Lynchburg Transit Company

**MEMBERS ABSENT**

Charlie Watts ..... Campbell County

**OTHERS PRESENT**

Rick Youngblood (virtual) ..... VDOT Lynchburg District  
Alec Brebner ..... Executive Director, Crater PDC  
Kirsten Trautman ..... CVPDC  
Kelly Hitchcock ..... CVPDC/CVTPO

**1. Call to order & Establishment of Quorum**

Frank Rogers called the meeting to order at 4:00 and welcomed everyone. To allow members to participate virtually, Frank entertained a motion to allow for virtual participation.

MOTION: Sara McGuffin motioned, duly seconded by Drew Wade, to adopt the electronic meeting policy to allow for virtual meeting participation. The motion was unanimously approved.

**2. Approval of Minutes: March 16<sup>th</sup>, 2023**

MOTION: Sara McGuffin made the motion to approve the March 16, 2023 meeting minutes as presented. Drew Wade seconded. All in favor, the motion carried.

**3. Proposed FY 2021-2024 TIP Amendment Consideration (Public Hearing)**

Frank Rogers, at 4:02 p.m., opened the Public Hearing to consider an amendment to the FY21-24 CVTIP. No public comments were received. Rogers closed the Public Hearing at 4:03 p.m.

Kelly Hitchcock provided a brief overview of the proposed amendment noting that GLTC and VDOT are requesting an amendment to the TIP. This amendment supports VDOT preventative maintenance on bridges, system preservation, and traffic/safety operations district wide. It will also support GLTC spare parts and support vehicle funding adjustments. Hitchcock noted that during the April 15<sup>th</sup> to May 16<sup>th</sup> 30-day public comment period, no were received and that the TTCs May 11<sup>th</sup> meeting approved and recommended CVTPO adoption.

MOTION: Sara McGuffin made the motion to approve the FY 2021-2024 TIP Amendment. John Sharp seconded the motion and with unanimous approval, the motion carried.

**4. FY 2024-2027 TIP Adoption Consideration (Public Hearing)**

Frank Rogers, at 4:04 p.m., opened the Public Hearing to consider the adoption of the FY24 – 27 TIP. There was no one to speak on the subject. Rogers closed the Public Hearing at 4:05 p.m.

Hitchcock noted that the 24-27 TIP presents current and anticipated state/federal funding and articulates project prioritization. The TIP includes surface and non-surface transportation projects, bicycle & pedestrian facilities, and other transportation enhancements. The State’s Strategic Highway Safety Plan is also included. Hitchcock confirmed that a 30-day comment period from 4/15/2023 – 5/16/2023 was held; no comments were received. The TTC on 5/11 recommended the CVTPO adoption.

MOTION: John Sharp made the motion, duly seconded by Dwayne Tuggle, that the CVTPO adopt the FY2024-2027 TIP . All were in favor.

**5. CVTPO Public Participation Plan (Public Hearing)**

Frank Rogers, at 4:07 p.m., opened the Public Hearing to provide comment or ask questions regarding the CVTPO Public Participation Plan. There was no one to provide comment, Rogers closed the Public Hearing at 4:07 p.m.

Hitchcock explained that federal regulations require Metropolitan Planning Organizations (MPOs) establish and utilize a documented plan to provide information and instruction by which interested parties are provided with reasonable opportunities to engage, be involved, and provide comment to transportation planning programs and projects. The *CVTPO Public Participation Plan* (PPP) outlines the procedures that will be employed by CVTPO staff and its consultants to support effective participation, communication, and consultation with area stakeholders. Hitchcock noted the CVTPO is required to review and update the plan every three years. Hitchcock highlighted the main adjustments from the past plan including: providing more detail in procedures used for public input, reduction from the past plans nine (9) goals to the current three (3) goals and included what had been goals as strategies employed; and finally the new PPP outlines the evaluation metrics that will be used to gauge public outreach strategies. It was noted there had been an April 15 – May 16, 2023 public comment period and that the TTC had approved and recommended CVTPO adoption.

John Sharp asked what they are going to be different than what had been done in the past. Hitchcock noted that the actual work from staff would not be much different rather, the past PPP had not fully articulated the processes, procedures, and metrics utilized where the new PPP does. provides clear been happening.

**Hearing no more comments or questions, Frank closed the public hearing.**

MOTION: Jeremy Bryant made the motion to approve the *CVTPO Public Participation Plan*. Drew Wade seconded the motion and with unanimous approval the motion carried.

**6. FY2024 Unified Planning Work Program (UPWP)**

Hitchcock noted the FY24 was developed in coordination with the localities, VDOT and DRPT and noted articulates the projects that staff and/or consultants propose to undertake and how the funding spent in the next fiscal year. Hitchcock highlighted some key initiatives which includes the Route 221 Perrowville- Graves Mill study, which will be completed by EPR on-call consultants, the staff support to the pending US DOT Safe Streets and Roads for All (SS4A) project, the Long Range Transportation Plan Travel Demand Model Update, an action led by VDOT Central Office.

Hitchcock noted that the Draft FY24 UPWP, given that the FY24 budget is higher than past years given staffing and previous year funding rollover, does include the inclusion of a \$34,058 FY25 rollover and an additional \$10,000 Long Range Transportation Plan (LRTP) banking. Hitchcock noted that with the pending SS4A and multimodal planning projects, there can be value in having the banked funds for potential match funding or implementation funding for identified future efforts. Rogers opened the floor for questions.

MOTION: Drew Wade made the motion, duly seconded by Dwayne Tuggle, to approve the

**7. CVTPO FY23 UPWP Project Update**

a. CVPDC Title VI Plan

The Draft Title VI Plan was presented at the TPO March 16<sup>th</sup> meeting. Hitchcock noted only visual changes were made and reminded the TPO that the CVPDC was now the leading Title VI agency thus, the plan would be presented to the CVPTO at their 5/18/23 meeting and brought back to the CVTPO for consideration in June. It was noted that there was a 30-day comment period.

b. Safe Street and Roads for all VDOT Safety Data Assistance

Steven Read, VDOT Highway Safety Planning Manager, contacted Hitchcock and has offered safety data analysis assistance in advance of the US DOT pending Safe Streets and Roads for All (SS4A) project. Hitchcock noted this is extremely valuable as the project allows a head start on the SS4A project, provides additional monetary value to the project and reduces those elements that would have been in the future consultant's scope. Kimley-Horn, VDOT on-call consultant, will be leading the regional safety data analysis effort over the summer.

c. CVTPO Travel Demand Update

Hitchcock reminded the Board of the March LRTP Travel Demand Update that David Cook, VDOT, had presented noting the travel demand project will be the foundation for the LRTP

2050 update. VDOT Central Office, and their consultants Cambridge Systematics are leading the modeling effort using 2022 as a base year to the 2050 horizon. Hitchcock will come back to the CVTPO to provide an overview of the data foundations that are proposed for the 275 Transportation Area Zones (TAZs). The consultants have recommended some TAZ boundary adjustments. Hitchcock noted that the CVTPO will need to consider the CVTPO TAZ Boundary for adoption and to support the project schedule will need to meet in June.

d. Intersection Safety Study

Kelly said that six intersections are included in this consultant-led safety study. There will be four in Amherst and two in Bedford.

e. On-call Consultant Procurement

Brebner and Hitchcock were to attend a VAMPO procurement training May 19<sup>th</sup> and will then work towards executing the next round of on-call consultants with anticipation to be back with award considerations in late summer.

**8. Matter from the Board and/or Staff**

Frank opened the floor to any member or staff that they wanted to address. Hearing none, he moved on to the next item on the agenda.

**9. Board 2023-2024 Elections**

Frank noted chair and vice-chair rotated, with the next year being Campbell as the chair and Amherst vice-chair.

MOTION: Drew Wade elected and motioned for Jeremy Bryant to serve as CVTPO vice chair. John Sharp seconded the motion. With unanimous approval, the next year's board chair and vice-chair were approved.

**10. Adjournment**

John Sharp noted that he had a scheduling conflict on the 15<sup>th</sup> and to accommodate schedules the CVTPO elected to move the June 15, 2023 start time to 5:00 p.m.

MOTION: Marty Misjuns made the motion to move the start time of the June 15<sup>th</sup> CVTPO meeting to 5:00 p.m. John Sharp seconded. All were in favor.

MOTION: Drew Wade made a motion, seconded by Dwayne Tuggle, to adjourn. With all in favor, the meeting ended at 4.25 p.m.