



**Central Virginia Transportation Planning Organization**  
**March 16, 2023, 4:00 p.m. Meeting**  
CVPDC Office, 828 Main St., 12<sup>th</sup> Floor Lynchburg, VA

**~ DRAFT MINUTES~**

**MEMBERS PRESENT (In-Person)**

Frank Rogers, Vice-Chair .....	Campbell County
Jeremy Bryant .....	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
Chris Winstead.....	VDOT Lynchburg District
John Sharp.....	Bedford County
Drew Wade .....	Amherst County
Kenny Craig.....	Liberty University
Marty Misjuns.....	City of Lynchburg

**MEMBERS ABSENT**

Charlie Watts .....	Campbell County
Sara McGuffin .....	Town of Amherst

**OTHERS PRESENT**

David Cook .....	VDOT-Lynchburg District
Rick Youngblood (virtual).....	VDOT-Lynchburg District
Alec Brebner .....	CVPDC/CVTPO
Kirsten Trautman .....	CVPDC
Kelly Hitchcock .....	CVPDC/CVTPO

**1. Call to Order**

Frank Rogers called the meeting to order, welcomed everyone and confirmed a quorum.

**2. Approval of Minutes: December 15, 2022**

It was noted that a correction showing Frank Rogers was from Campbell County was needed.

MOTION: Wynter Benda, motioned with the correction of Frank Rogers representing Campbell County, that the December 15, 2022 minutes be approved. Dwayne Tuggle seconded the motion. With unanimous approval, the motion carried.

**3. Draft FFY 2024- 2027 CVTIP**

Kelly Hitchcock explained that the Transportation Improvement Program is updated every four years and includes all of the Federal and State funded VDOT and DRPT projects within the project area. Hitchcock noted that inclusion in the TIP signifies agreement on the prioritization of the project and establishes funding eligibility.

Hitchcock noted that the Draft provided included the VDOT and DRPT projects but did not include the GLTC project in this draft version. She did note that the draft did include both VDOT and DRPT performance measures. Finally, Hitchcock noted with CVTPO approval the completed document will move to a 30-day public comment period, set to begin April 14<sup>th</sup>. The final Draft will be taken to the TTC and then back to the CVTPO at the May 18<sup>th</sup> meeting for a Public Hearing and CVTPO adoption consideration.

Frank Rogers confirmed consensus for staff to move forward with the FY2024-2027 CVTIP through the public comment period.

#### **4. Draft CVPDC Title VI Plan**

Hitchcock noted that a Title VI Plan is required for any agency receiving federal funding. The CVTPO has an approved Title VI Plan (2018), however adjustments in the document are required to account for Environmental Justice accountability. In the past the CVPDC has not had a unique Title VI Plan, but rather operated under the CVTPO. However, the CVPDC with a range of federal funding programs needs a Title VI Plan.

Key changes in the Draft Title VI Plan include showing the CVPDC as the lead agency and being overall shorter document, not including demographic tables. Rather, the document outlines the programmatic actions which staff will employ to ensure Title VI compliance.

Hitchcock noted with CVTPO approval of the draft, staff can move forward with the 30-day comment period. Proving for a Public Hearing and TPO adoption consideration May 18<sup>th</sup>.

Robert Hiss recommended consensus of CVTPO for the Title VI Plan be written as the CVPDC the lead agency and that staff advance the 30-day comment period. Rogers confirmed consensus and approval for staff to move forward in advancing the public comment period.

#### **5. US DOT Safe Streets and Roads for all Program**

Hitchcock reminded the TPO that a Safe Streets and Roads for All (SS4A) application was submitted and that the CVPDC was awarded a \$280,000 grant with a \$70,000 match, to create a Comprehensive Safety Action Plan, which with completion and locality adoption provides foundation to access federal Infrastructure Bill funding.

The Draft agreement with U.S. DOT was provided to Alec Brebner, Executive Director, March 14, 2023. The TTC, similar to the LRTP, will serve committee to oversee the Scope Development and consultant procurement process. Final award consideration to the policy board. Staff seeking CVTPO support and authorization for the Executive Director to execute project contract agreements with U.S. DOT.

MOTION: Robert Hiss motioned that CVPDC staff be provided authority to entire into the Safe Streets and Roads for All project contract with U.S. DOT. The motion was seconded by Josh Moore and with unanimous approval, confirmed passed by Frank Rogers.

#### **6. FY2024 Urban Work Program**

Hitchcock referenced the funding allocation budget provided in the staff report, noting a larger budget, given staff resources, than in past years. Hitchcock noted that she is in communication with locality staff is reviewing potential FY24 projects. The final FY24 Urban Work Program

(UPWP) will be brought back to the CVTPO at the May 18<sup>th</sup> meeting for approval consideration. Hitchcock noted that locality planners and the TTC will vet the work program prior to the May meeting.

**7. Approval consideration DRPT 5303 Program Application**

Hitchcock provided a review of the yearly DRPT 5303 Program Application. Kelly noted CVTPO authorization for the FTA/DRPT application, which is done yearly, to provide transit/multimodal planning services. The application is due May 1<sup>st</sup>.

MOTION: Wynter Benda motioned approval of the CVTPO Resolution to submit the CVPDC FTA 5303 application. Dwayne Tuggle seconded the motion and with unanimous approval the motion passed.

**8. CVTPO Travel Demand Update**

Hitchcock provided a brief update and overview of the Travel Demand Model update that is being executed by VDOT Central Office and their consultants, Cambridge Systematics. Hitchcock noted the Travel Demand Model update is required every five years by FHWA and VDOT and provides the data foundation for the next CVTPO Long-Range Transportation Plan update. Kelly noted that she and David Cook had met with each locality's planning staff and economic development staff to update the 2020 Census Data to reflect the 2022 data baseline year, thus reflecting adjustments in population, employment and land use changes. There are 275 Traffic Analysis Zones that make up the CVTPO area which will go into the transportation modeling effort. Hitchcock confirmed that the TTC will be informed through the data development process and that information will be presented to the TPO as well through the process.

Jeremy Bryant asked if the modeling that will be presented, and the information on it can be used during the Smart Scale process. Kelly noted the data will be provided and can assist in projecting where they are having safety challenges or current projects in the Long-Range Transportation Plan. It was noted, the effort does take place as a requirement to Long Range Transportation Plan.

**9. Other Matters from Board and/or Staff**

**a. VDOT and/or DRPT Updates**

Chris Winstead noted that David Cook will be moving into a different position and no longer be in the local area. He mentioned that April 17<sup>th</sup> appears to be the date of Lynchburg District CTB meeting. The Secretary of Transportation and his staff will be at this public hearing; however, they have not confirmed where the public hearing will be at this time. Winstead will be certain to provide the confirmed dates and encouraged participation.

**b. Other**

Frank reminded everyone that Smart Scale information is available and that their next meeting would be on May 18<sup>th</sup>, 2023, at 4:00 p.m.

**10. Adjournment**

MOTION: Wynter Benda motioned, seconded by Dwayne Tuggle, to adjourn. With unanimous approval, Frank Rogers adjourned the meeting at 4:21 p.m.