



**Central Virginia Transportation Planning Organization**  
**April 18, 2024, 4:00 p.m. Meeting**  
 CVPDC Office, 828 Main St., 12<sup>th</sup> Floor Lynchburg, VA

~ **FINAL MINUTES** ~

**MEMBERS PRESENT**

Frank Rogers, Chair .....Campbell County  
 Chris Winstead ..... VDOT Lynchburg District  
 Wynter Benda..... City of Lynchburg  
 Robert Hiss ..... Bedford County  
 Josh Moore .....Greater Lynchburg Transit Company  
 Jeremy Bryant ..... Amherst County  
 Tom Lawton .....Campbell County  
 Kenny Craig ..... Liberty University  
 Mitch Huber (virtual) ..... Virginia Department of Rail & Public Transit  
 Kathryn Benedict (virtual)..... FHWA-Virginia

**MEMBERS ABSENT**

Kenny Craig ..... Liberty University  
 Dwayne Tuggle ..... Town of Amherst  
 Sara McGuffin..... Town of Amherst  
 Marty Misjuns ..... City of Lynchburg  
 Drew Wade..... Amherst County  
 John Sharp ..... Bedford County

**OTHERS PRESENT**

Alec Brebner ..... CVPDC/CVTPO  
 Kelly Hitchcock ..... CVPDC/CVTPO

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

Frank Rogers called the meeting to order at 4:00 p.m. Attendance confirmation confirmed quorum to proceed with CVTPO approval consideration actions.

**2. Approval of Minutes: January 18, 2024**

**MOTION:** Tom Lawton made the motion to approve the January 18, 2024 meeting minutes.  
 Rober Hiss seconded the motion. With unanimous approval the motion carried.

**3. Proposed FY2024 – 2027 CVTIP Amendment (Public Hearing)**

Frank Rogers, at 4:01 p.m., opened the Public Hearing to provide comments or receive questions from the public about the proposed Amendment to the FY24-27 CVTIP. No public comments were received. Rogers closed the Public Hearing at 4:02 p.m.

Kelly Hitchcock confirmed that no previous written or verbal comments were received during the March 15 to April 15, 2024 30-day comment period. VDOT requested the Amendment to reflect funding phase changes regrading the Route 221/501 Intersection project with the changes advance funding from Right-of-Way to PE and release some advanced Right-of-Way funding.

**MOTION:** Wynter Benda made a motion, seconded by Chris Winstead, to approve FY24-27 CVTIP amendment. All were in favor; the motion passed unanimously.

#### 4. **FY2024 Unified Work Program (UPWP)**

Hitchcock provided an overview of the proposed FY2025 Unified Work Program, the document that will guide staff and consultant project activity for CVPDC/CVTPO VDOT/FHWA Urban Allocation funding and DRPT/FTA 5303 Program funding. Hitchcock noted the following organizational document changes, developed by Mariel Fowler, Senior Planner, to more clearly tie the UPWP to the CVTPO and Transportation Technical Committee (TTC) roles/responsibility; more clearly articulate the relationship of the UPWP to our federal, state, and local stakeholders; reflect the UPWP in executing project/programs connect to the past and future Long Range Transportation Plan (LRTP); highlight the UPWP connection and project execution to the CVTPO Public Participation Plan and the CVPC Title VI implementation Plan; and finally, reflect that projects reflect LRTP project priorities and connect to the FHWA Planning Emphasis Areas.

Hitchcock then summarized key elements of the UPWP:

Section 1: VDOT/FHWA Funded projects (document page 9) with the key activities being:

- Continued execution of the FY24 approved USDOT Safe Streets and Roads For All – Comprehensive Safety Action Plan project (a combined CVTPO and CVPDC area effort).
- Incorporates staff to support the USDOT Thriving Communities Program, which Hitchcock confirmed was awarded to the CVPDC in an April 15<sup>th</sup> announcement, that will focus on Transit-Oriented Development Planning effort along 12<sup>th</sup> Street (Church to Kemper) and Kemper (12<sup>th</sup> to Kemper Station).
- Includes beginning the CVTPO Long Range Transportation Plan (LRTP) – 2050 Horizon update.
- Includes staff leading an effort to research the VDOT right-of-way use for community improvement projects. This is a combined urban/rural effort.
- There is no specific locality corridor study - rather the larger projects, a standard approach during LRPT update years.
- Includes a budgeted \$82,833 rollover to allow for funding for future planning efforts, with some projects anticipated from the SS4A and LRTP efforts.

Section 2: DRPT/FTA 5303 Funded projects (document page 18):

- Lynchburg City Multimodal Plan. Hitchcock noted that with the FY24 coordinated funded this effort had been increased to a \$150,000 policy, roadway/sidewalk, bike/pedestrian/transit connectivity effort will be consultant led.
- Assist GLTC with data maintenance.
- Route data analysis assistance.
- Rider and system technology user surveys.

Lastly, a review of the FY25 UPWP total \$800,316 budget (document page 22) was presented.

Frank Rogers entertained questions from the CVTPO and consideration of approval of staff and program activities as presented.

**MOTION:** Wynter Benda made a motion, seconded by Jeremy Bryant, to adopt the resolution approving the 2025 Unified Planning Work Program. With unanimous approval Rogers confirmed the motion carried.

## **5. DRPT 5303 Program Application**

Hitchcock noted that the FTA 5303 program is that program that advances the FY2025 Section 2 program activities.

**MOTION:** Tom Lawton made a motion to adopt the resolution authorizing the filing of the application to the Virginia Department of Rail and Public Transportation for grants of federal funds under Federal Transit Administration Section 5303 program. Wynter Benda seconded the motion. With unanimous approval the motion carried.

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

### **a. Intersection Safety Study**

Hitchcock noted continuing to advance the study at five intersection areas within Amherst and Bedford Counties.

### **b. Route 221 Study**

Hitchcock noted study underway with an April 9<sup>th</sup> meeting to gather data on background growth and other know/anticipated growth in the study area for traffic volume determination. EPR presented data showing a growth rate along the main segment of Route 221 (Perrowville to Graves Mill) at 2%. Data collection is currently being vetted by the localities, with ERP then moving to analysis and recommendation development.

### **c. USDOT Safe Streets and Comprehensive Safety Action Plan**

Hitchcock noted that it has been determined to advance the project with ERP/Kimley-Horn to lead the Community Safety Action Plan project. It was noted that Kimley-Horn was the VDOT Central Office sub on the Safety Data Analysis (SDA) effort that was funded by VDOT. The SDA is presenting locality, and corridor-specific safety data that will serve as the foundation for the pending study effort.

### **d. Thriving Communities**

Hitchcock noted mentioned earlier, confirming Lynchburg City and GLTC are project partners.

## **7. Matter from the Board and/or Staff**

### **a. Riverfront Park**

Wynter noted the groundbreaking for the Riverfront Park and snacks and beverages afterwards at the Glass House and invited all members to join the festivities after the CVTPO meeting.

b. State and Federal Partner Updates

VDOT: Chirs Winstead noted the CTB would be at the Lynchburg District office beginning at 4:00 p.m. to receive comments on the Six Year Improvement Program (SYIP). Secretary Sheppard “Shep” Miller, and Commissioner Steve Bridge will be in attendance for the event to hear SYIP comments. Winstead noted a non-SMART SCALE year, some items of note, total Lynchburg District is \$609 million. Winstead checked and saw Salem TPO footprint, without pavement/signal projects, total at \$190 million. No active VDOT project right now, with Candler’s coming later. Winstead confirmed the SMART SCALE Round 6 application process is underway with 15 pre-applications submitted within the Lynchburg District, with 5 from CVPDC footprint. Lastly, Winstead noted that it was National Work Zone Awareness Week with the theme of “Work Zones are temporary Actions Behind the Wheel Last Forever” and encouraged safety and recognition of the good work and safety of roadway workers.

GLTC: Josh Moore, GLTC, was moving forward with the microtransit project that will be along Enterprise Drive, 221, and Timberlake areas. Moore noted there will be a pending public meetings in May.

FHWA: Kateryn Benedict recognized and noted excitement for the pending Thriving Communities award. Confirmed that the Safe Streets and Roads for All discretionary grant program is open and that in FY24 there are three (3) deadlines to provide an expanded opportunity for localities to consider application, with the last round being in late August. Benedict noted there are multiple discretionary grants open/available and confirmed her availability to assist in evaluating program considerations.

DRPT: Mitch Huber also noted congratulations for the Thriving Communities award. Noted DRPT also hosting a SYIP open house, May 16<sup>th</sup>, at the DRPT office, with a hybrid/on-line participation also available. Huber also noted that DRPT is leading its Connecting Commuters Campaign which is promoting the DRPT ConnectingVA app and can earn rewards. DRPT is promoting the Clean Connections for the Long Haul freight program highlighting the importance and economic/business benefit of the Commonwealth’s short-line track program. Also the Clean Bus Award Program with planning and execution of clean buses for schools and transit operators is open. FTA with two NOFOs for competitive bus programs; noted the FTA 5303 applications are due May 1<sup>st</sup>. Lastly, VA and NC awarded \$200,000 for continued Richmond to Raleigh rail corridor study.

c. Other

- Electric Charging Stations and Program Development

Robert Hiss noted he had received information about grant funds later for electric vehicle charging stations. Questioned the TPO members had information. Hiss noted that he feels it will be valuable for this body to have information regarding this issue.

Chris Winstead noted that VDOT did a presentation to the CTB on the phasing and Winstead noted in VA first phase with focus on Interstates. Winstead confirmed he will share the presentation.

Kathryn Benedict noted that State DOTs are direct receipts of federal program funding. However, she confirmed she will look for additional information on some direct receipt

opportunities. She did note there was some award to a few localities that received direct awards.

Rogers confirmed a request that CVTPO staff learn more about the electric charging station funding and programming and bring back to the CVTPO.

- **USDOT Active Transportation Infrastructure Investment Program (ATIIP)**  
Hitchcock noted the program has a noted \$45 million for planning (at least \$3 million, with \$100,000 minimum project costs) and construction (no cost minimum) to advance trails. A standard 80% Fed/20% local match break, unless in a high vulnerable/LMI area where up to 100% of Federal funding may be available. Hitchcock noted that information about the program has been provided to the locality staff.
- **Commuter Survey**  
It was noted that Ada Hunsberger is leading the Commuter Study to guide future activity for the CVPDC Commuter Assistance Program. The on-line survey is available and noted appreciation for the outreach and survey posting on local websites. Encouraged participation.

**8. Adjournment**

Frank Rogers noted the next scheduled meeting is May 16, 2024 and entertained a motion to adjourn.

**MOTION:** Chris Winstead, seconded by [unintelligible] made a motion to adjourn the meeting. All were in favor of the motion. The meeting adjourned at 4:34 p.m.

By:   
CVTPO Chair

Date: 5/14/24