

Central Virginia Transportation Technical Committee

Region 2000 Local Government Council Office

Large Conference Room

828 Main Street, 12th Floor

Lynchburg, Virginia 24504

Thursday, March 8, 2018 – 10:30 a.m.

Agenda

1. **Call to Order**.....Paul Harvey, *Chair*
2. **Approval of Minutes: January 11, 2018**
(See Attachment 1)
3. **Recommendation to Local Government Council of FY 2019 Rural Work Program**
(see Attachment 2)..... Scott Smith, *CVMPO*
4. **Updates on Graves Mill Road Corridor Study and 221/Graves Mill Road Improvement Project**..... Scott Smith, *CVMPO*
5. **SMART SCALE Updates**..... VDOT or *CVMPO* Staff
6. **Discussion of MPO Policy Board’s Interest in Supporting Lynchburg Regional Airport**..... All
7. **Appointment of TTC Participant on MPO Bylaw Review Committee**..... Scott Smith, *CVMPO*
8. **CVMPO/LGC RFP for On-Call Consulting Services**..... Scott Smith, *CVMPO*
9. **Matters from the Committee**.....All
10. **Adjournment** - Next meeting: **April 12, 2018 at 10:30 a.m.**

General Information

- Transportation Technical Committee Statement of Purpose (See Attachment G1)

Central Virginia Transportation Technical Committee

828 Main Street, 12th Floor, January 11, 2018 at 10:30 a.m.

DRAFT MINUTES

PRESENT

Lee Beaumont (U) Liberty University
Brian Booth (U) Greater Lynchburg Transit Company
Nick Britton (U/R) Virginia Dept. of Rail and Public Transportation
Don DeBerry (U) City of Lynchburg
Mariel Fowler (UR) Bedford County
Paul Harvey (U/R) Campbell County
Kevin Jones (U/R) Federal Highway Administration
Johnnie Roark (R) Appomattox County
Russell Thurston (R) Town of Brookneal

ABSENT

Doyle Allen (U/R) Bedford County Citizen Representative
Jeremy Bryant (U/R) Amherst County
Mark Courtney (U) Lynchburg Regional Airport
Peter Huber (U) Town of Amherst
Tom Martin (U) City of Lynchburg
Richard Metz (U/R) Campbell County Citizen Representative
Gary Shanaberger (R) Town of Appomattox
Bart Warner (R) Town of Bedford
Dan Witt (R) Town of Altavista
Rick Youngblood (U/R) VDOT – Lynchburg District

U- Members representing the urbanized area of the region

R- Members representing the rural area of the region

OTHERS PRESENT

Dylan Bishop Amherst County
David Cook VDOT – Lynchburg District
Susan Cook Region 2000 LGC/CVMPO
Drew Draper EPR, PC
Philipp Gabathuler Region 2000 LGC/CVMPO
Kelly Hitchcock Region 2000 LGC/CVMPO
Anne Nygaard City of Lynchburg
Scott Smith Region 2000 LGC/CVMPO
Bill Wuensch EPR, PC

1. Call to Order

Paul Harvey called the meeting to order at 10:30 a.m.

2. Approval of the December 14, 2017 Meeting Minutes

Upon a motion by Don DeBerry to approve the minutes of December 14, 2017 as presented, and seconded by Mariel Fowler, this motion was passed unanimously.

3. Recommendation to CVMPO Policy Board of MAP 21 Safety & Transit

Scott Smith explained that current federal legislation for transportation governance requires all of the states and MPOs to set safety performance targets, such as pavement condition and bridge condition. The first two that the MPO is doing deal with transit and safety. Scott distributed a list of MAP 21 performance targets, and asked for a recommendation to the MPO for adoption. The targets are in two categories:

- 1) GLTC Rolling Stock
- 2) Highway Safety Improvement

The motion was made by Russell Thurston, and seconded by Don DeBerry, to recommend adoption of the MAP 21 Performance Targets by the MPO. The motion was unanimously approved.

4. Discussion on Local Planner Input for Region 2000 LGC Strategic Plan

Kelly Hitchcock explained that the Local Government Council has a contractual agreement with the Dept. of Housing and Community Development, which requires a Strategic Plan. She asked if it would be possible to stay after a future TTC meeting to discuss what some of the key topics or concerns are. The decision was made to meet after the next TTC meeting.

5. Update on Changes to Route & Schedule of ‘The Hopper’ Downtown Circulator Bus

Brian Booth explained that GLTC has been operating the downtown circulator since August. In early December, GLTC reviewed the ridership of the first three months, and found that it was not sustainable. Therefore, the hours of operation will be changed to Monday through Wednesday, 6 p.m. to 9 p.m., and Thursday through Saturday, 6:00 p.m. to 11:00 p.m. The route has been slightly condensed, with Church Street eliminated from the route. Frequency has been reduced to less than 10 minutes.

6. Presentation on Graves Mill Road Corridor Study Progress

Bill Wuensch and Drew Draper, of EP&R, gave a presentation on progress of the Graves Mill Road Corridor Study. Mr. Wuensch advised that they have conducted the first public meeting and are now putting together staff recommendations.

7. DRPT Van Pool Programs

Scott Smith explained that in the present work program there is an item for continuing exploration of the possibility of a Lynchburg to Charlottesville bus connector. However, at a van pool meeting yesterday, he realized that van pool options may be a good way to ease into getting people to Charlottesville. It may be more efficient and less expensive, and a better demonstration of what the need and demand is going to be. Scott said that there was a

little over \$23,000 rolled over from last year's budget that can be used this fiscal year. He asked if the TTC would consider modifying the work program line about the Lynchburg to Charlottesville bus to make it more general, to talk also about van pool options in the region, and to modify the budget to spend the \$23,000 in this fiscal year.

The committee agreed by consensus to put the \$23,000 into this year's budget for studying the van pool options. It will be presented to the MPO for adoption.

9. Adjournment - Next meeting: February 8, 2018

There being no further business, the meeting adjourned at 11:20 a.m.

Region 2000 Local Government Council

**FY-2019 Rural Transportation Planning Work Program
July 01, 2018 – June 30, 2019**

**Transportation Technical Committee Approval: March 8, 2018
Region 2000 Local Government Council Approval: March 15, 2018**

Purpose and Objective

The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling the requirements of the State Planning Process to address the transportation needs of non-metropolitan areas. Funds appropriated under 23 U.S.C. 307(c) (SPR funds) are used in cooperation with the Department of Transportation, Commonwealth of Virginia for transportation planning as required by Section 135, Title 23, U.S. Code. These Federal funds provide 80 percent funding and require a 20 percent local match.

In FY-2019 each planning district commission / regional commission that has rural area will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program. The corresponding planning district commission / regional commission will provide a local match of \$14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds. The arrangement of all such funds involves the development of a scope of work, approval and other coordination in the Transportation & Mobility Planning Division's (TMPD) administrative work programs.

The scope of work shall include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work may also include activities or studies addressing other transportation planning related issues that may be of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.

FY 2019 - Program Administration (\$25,000.00)

Background and Objective: The purpose of this work element is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated planning process.

1. Rural Transportation Planning Management - \$20,800.00

Description: This activity includes all program management and administrative responsibilities not directly attributable to specific program activities. There are two defined objectives of this task: (1) the administration of transportation planning work program activities; and (2) the completion of necessary contracts, invoices, progress reports, correspondence, and grant applications in support of the work program.

Deliverable Products: The primary result of this task should be a well-functioning transportation program, including:

- Preparation of quarterly financial progress reports
- Provide oversight and administration of specific projects awarded under the Rural Transportation Grant Program
- Prepare meeting agenda minutes, resolutions, arrange for and/or attend meetings, conferences, and training
- Preparation for and attendance at Project Management Team (Technical Committee) meetings, including any work for special committees
- Review proposed enhancement projects as requested
- Prepare and execute funding agreements and contracts, including contract extensions or supplements, as needed
- Respond to requests for intergovernmental reviews, coordination
- Review, as necessary, consultant contracts or supplements and monitor consultant contracts, negotiations, and work progress on corridor studies and plans employing consultants
- Undertake staff training to enhance the rural transportation planning process, such as attendance at VDOT meetings and training sessions, VAPDC conferences, VAPA conferences and other opportunities as identified
- Provide Year End Summary List of accomplishments under the Rural Transportation Planning Assistance Program

2. Rural Transportation Planning Assistance Program-Scope of Work - \$4,200.00

Description: This task provides for the annual preparation of the Rural Transportation Planning Assistance Program – Scope of Work for the upcoming fiscal year. Any amendments or revisions to the existing scope of work are also a part of this element.

Deliverable Products: The FY 2020 Rural Transportation Planning Assistance Program –

Scope of Work, which documents the activities to be accomplished by the Region 2000 Local Government Council staff in the upcoming fiscal year. It will also include any amendments or revisions to the existing scope of work.

SPR Funds (80%)	\$20,000.00
PDC Funds (20%)	\$5,000.00
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Total Budgeted Expenditure for Program Administration	\$25,000.00

FY 2019 - Program Activities (\$47,500.00)

Background and Objective: Address regionalized transportation issues that are identified by the Transportation Technical Advisory Committee and the Planning District Commission. Individual projects and work elements are described below:

1. General Technical Assistance- \$18,000.00

Description: This task allows for the assistance to localities and VDOT on transportation related activities on an individual or regional basis as needed.

This task includes, but is not limited to:

- Providing transportation technical input and resources to the Council's localities outside of the MPO area to improve the overall effectiveness and efficiency of the transportation network
- Reviewing and assisting in the updating of local comprehensive plans to ensure that land use and other elements are consistent with transportation planning elements and the statewide transportation plan; this item includes assisting in the development of comprehensive plan's transportation element.
- Other duties as required by VDOT, FHWA, and the Council
- Development and provision of GIS information for use with transportation projects and planning efforts
- Enhancement and maintenance of a website
- Education, information, and referral assistance to localities on local transportation planning committees such as the 501 Coalition, Lynchburg Regional Transportation Advisory Group (Lynchburg Regional Business Alliance), and local chamber of commerce transportation committees
- Writing transportation planning grants, including enhancement and safe routes to school grants. This task includes any research and plan development necessary to support grant application efforts
- Evaluation and review of special situations such as major traffic generators, site plans, elderly and handicapped needs, and para-transit projects, as needed
- GIS training activities
- Complete any outstanding items from the FY 2018 Scope of Work.
- Assist the District Planner in the update/review of the Small Urban Area Plans in Region 2000
- Compile all available current and future land use GIS layers / attribute data from local comprehensive plans within the Planning District Commission boundaries. Use the GIS tool to be provided by VDOT-TMPD to geo-reference local transportation plan recommendations. VDOT-TMPD will provide technical assistance on an as needed basis in accomplishing this task. Information gathered will be used to update existing land use data within the Statewide Planning System and will be used to augment data for the Statewide Travel Demand Model that is currently under development. For localities that do not have GIS layers / attribute data for the current and future land use plans, develop a schedule and identify resources needed that would allow this data to be captured via GIS.

VDOT-TMPD will provide detail instructions and templates to be used to provide consistency across the state

- Participate in the Fall Transportation Meeting held in the region and provide a display to serve as outreach to the region's citizens.
- Participate in meetings and trainings conducted by the Virginia Rural Caucus, Virginia Chapter of the American Planning Association, American Planning Association, National Association of Development Organizations, Virginia Association of Planning District Commissions, and other similar organizations.
- Participate in outreach meetings and review data as requested by VDOT throughout the fiscal year pertaining to VTrans and other appropriate efforts
- Participate in VTrans webinars regarding Needs Consolidation / Recommendations and Smart Scale Regional Meetings
- Participate in meetings with VDOT staff regarding Title VI and Environmental Justice compliance
- Participate with the MPOs and VDOT on meeting performance measure goals.
- Assist localities with development and/or review of transportation chapters or elements of comprehensive plans.
- Provide VDOT's Transportation Mobility and Planning Division – Central Office with updated Travel Demand Management Plans when submitted to DRPT.

Deliverable Products:

- Assistance as enumerated above;
- Enhance and maintain the Council's website transportation component;

2. Rural Long-Range Transportation (RLRTP) Activities - \$15,500.00

Description: Continue to build competency in corridor and intersection safety analysis using guidance documents from VDOT and other best practices. Attend training related to components of the VDOT TOSAM Manual and other common elements of corridor/intersection studies. Conduct a corridor study or analysis of a roadway segment or intersection and identify potential improvements (including access management) to the corridor for safety and/or congestion. This task will involve coordinating location selection with the transportation technical committee, localities, and VDOT.

Deliverable Product: Draft report documenting activities accomplished.

3. Alternative Transportation Planning Activities - \$14,000.00

Description: The following items will be accomplished in support of alternative transportation planning efforts. These items coordinate with the CVMPO Alternative Transportation project activities. Activities include:

- Website updates
- Grant assistance

- Bike Month development and execution
- Area Bicycle and Pedestrian Advisory Committee
- Bike/Pedestrian Annual Report
- Alternative Transportation Webinar Series
- Locality assistance as appropriate.
- Assist the Town of Bedford with the creation of a bicycle and pedestrian plan.

Deliverable Product: A summary report of above referenced activities.

SPR Funds (80%)	\$38,000.00
PDC Funds (20%)	\$9,500.00
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Total Budgeted Expenditure for Program Activities	\$47,500.00

<u>FY-2019 Budget Summary</u>	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
<u>Program Administration</u>			
1. Rural Transportation Planning Management	\$16,640	\$4,160	\$20,800
2. Rural Transportation Planning Assistance Program – Scope of Work	\$3,360	\$840	\$4,200
Total Budgeted Expenditure for Program Administration	\$20,000	\$5,000	\$25,000
<u>Program Activities</u>			
1. General Technical Assistance	\$14,400	\$3,600	\$18,000
2. Rural Long-Range Transportation Plan (RLRTP) Activities	\$12,400	\$3,100	\$15,500
3. Alternative Transportation Planning Activities	\$11,200	\$2,800	\$14,000
4.			
Total Budgeted Expenditure for Program Activities	\$38,000	\$9,500	\$47,500
Total Budgeted Expenditure for Program Administration and Program Activities	\$58,000	\$14,500	\$72,500

Signed PDC Resolution

STATEMENT OF PURPOSE
Approved September 5, 2002

The Central Virginia Transportation Technical Committee (Committee) is responsible for supporting the Central Virginia Metropolitan Planning Organization's (CVMPO) and Region 2000 Regional Commission's transportation policy decision-making efforts.

The Committee provides technical advice in coordinating the federally-mandated "3-C" or continuing, comprehensive, and cooperative, transportation planning and programming process.

The Committee's three principal work efforts are updating the long range transportation plan, updating the transportation improvement program (TIP), and developing the annual unified planning work program. The Committee, in conjunction with its rural colleagues, also develops the annual Rural Transportation Planning Assistance Program Scope of Work. The Committee's intent is to review and comment on TIP projects and work program products.

The Committee acknowledges that the long range transportation plan update is the primary planning document for transportation issues in the Central Virginia region. This planning initiative drives the formulation of the transportation improvement program, as well as the annual work programs.

The Committee further realizes that the long range transportation planning process must identify regional priorities in order to fully influence project funding decisions ultimately exercised by the Commonwealth Transportation Board. The Committee's intent is to recommend priorities and encourage the CVMPO to set these priorities at the regional level.

Because of its importance, the Committee is fully committed to actively being involved in the long range transportation planning process.

In carrying out its responsibilities, the Committee will:

1. Coordinate with local planning departments to ensure an understanding of pertinent local development issues and their impact on the region;
2. Coordinate with nearby MPOs and develop an ongoing dialogue with them;
3. Strive to integrate land use and economic development, as well as transportation considerations, in its planning process;
4. Strive to be proactive as opposed to reactive in problem solving.