

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/81885643203?pwd=T0pHYIkdzR2lQRXQvYmNneVlxdW5qQT09>

Meeting ID: 818 8564 3203

Passcode: 252920

Dial in: 1-646-558-8656

Item	Time†	Description
1	4:00 – 4:05	Call to Order: Read the notice of electronic meeting
2	4:05-4:10	Matters from the Public: limit of 3 minutes per speaker Public are welcome to provide comment on any transportation-related topic, including the items listed on this agenda, and/or comment <u>during items</u> marked with an *
3	4:10-4:15	General Administration * - Sandy Shackelford, TJPDC <ul style="list-style-type: none"> • Jaunt Staff Update – Karen Davis • Return to in-person meetings (TBD) • Review and Acceptance of the Agenda * • Approval of September 22, 2021 Meeting Minutes *
4	4:15-4:25	Appointment of Officer Nomination Committee – Sandy Shackelford, CA-MPO <ul style="list-style-type: none"> • The CA-MPO by-laws state that the Chair shall appoint a nominating committee of three voting and/or non-voting members of the MPO no later than twenty-five days prior to the regular MPO meeting at which time the election of MPO officers is held. The election of officers shall be held at the MPO’s first meeting after January 1st of each year.
5	4:25-4:40	Budget and Work Program Update – Sandy Shackelford, CA-MPO <ul style="list-style-type: none"> • UPWP and Budget Update Memo
6	4:40-5:20	Round 5 SMART SCALE Project Scoring Changes – Chuck Proctor, VDOT <ul style="list-style-type: none"> • Presentation and Discussion
7	5:20-5:30	Staff updates <ul style="list-style-type: none"> • VDOT Project Pipeline – Chuck Proctor, VDOT • CA-MPO SMART SCALE Project Status – Sandy Shackelford, CA-MPO • TIP Adjustments – Sandy Shackelford, CA-MPO • Try Transit Month/Afton Express – Sara Pennington, RideShare
8	5:30-5:50	Roundtable Discussion
9	5:50-5:55	Items Added to the Agenda
10	5:55-6:00	Additional Matters from the Public Members of the Public are welcome to provide comment (limit of 3 minutes per speaker)
11	6:00pm	Adjourn

† Times are approximate * Requires a vote of the Board

Upcoming Meeting Date: **December 7th, 4:00 p.m.**

NOTICE OF ELECTRONIC MEETING

DUE TO COVID-19 STATE OF EMERGENCY

This meeting of the Charlottesville-Albemarle Metropolitan Planning Organizations is being held pursuant to *Code of Virginia* § [2.2-3708.2](#), which allows a public body to hold electronic meetings when the locality in which it is located has declared a local state of emergency, and the catastrophic nature of the emergency makes it impracticable or unsafe to assemble a quorum in a single location, and the purpose of the meeting is to provide for the discharge of its lawful purposes, duties, and responsibilities.

This meeting is being held via electronic video and audio means through Zoom online meetings and is accessible to the public; there will be an opportunity for public comment during that portion of the agenda.

Notice has been provided to the public through notice at the TJPDC offices, to the media, web site posting and agenda.

The meeting minutes will reflect the nature of the emergency, the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held.

A recording of the meeting will be posted at www.tjpd.org within 10 days of the meeting.

VOTING MEMBERS
Ann Mallek, Albemarle
Ned Gallaway, Albemarle
Michael Payne, Charlottesville
Lloyd Snook, Charlottesville
Stacy Londrey, VDOT
NON-VOTING MEMBERS
Ted Rieck, Jaunt
Julia Monteith, UVA
Garland Williams, CAT
Wood Hudson, DRPT
<i>Vacant</i> , FHWA
Ryan Long, FTA
Tristan Fessell, CTAC
Sandy Shackelford, TJPDC

MPO Policy Board Meeting
 Minutes, September 22, 2021

DRAFT

Video of the meeting can be found here:

<https://www.youtube.com/watch?v=oY58Q42Cf9k>

VOTING MEMBERS & ALTERNATES		STAFF	
Ann Mallek, Albemarle	x	Lucinda Shannon, TJPDC	x
Ned Gallaway, Albemarle	x	Gretchen Thomas, TJPDC	x
Michael Payne, Charlottesville	x	Christine Jacobs, TJPDC	x
Lloyd Snook, Charlottesville	x	Sara Pennington, Rideshare	x
Michelle Shropshire, VDOT	x	CHUCK PROCTOR, VDOT	
Stacy Londrey, VDOT (alternate)	x		
NON-VOTING MEMBERS			
Chuck Proctor, VDOT	x		
Karen Davis, Jaunt		GUESTS/PUBLIC	
Julia Monteith, UVA	x	Jeanette Janiczek, City of Charlottesville	x
Garland Williams, CAT	x	Sean Tubbs	x
Wood Hudson, DRPT	x	Peter Krebs, PEC	x
Richard Duran, FHWA		Kevin McDermott, Albemarle	x
Ryan Long, FTA		Jessica Hersh-Ballering, Albemarle	x
Tristan Fessell, CTAC			
Sandy Shackelford, TJPDC	x		

Note: The Governor has declared a state of emergency due to the COVID-19 pandemic and the nature of this declared emergency makes it impracticable or unsafe for the Thomas Jefferson Planning District Commission to assemble in a single location. This meeting was held utilizing electronic virtual communication with the Zoom software application, and in accordance with virtual meeting procedures and policies as outlined in Item 4.0-01 of the Virginia state budget (HB29), as effective September 23, 2020. A recording of the meeting was made available to the public on July 2, 2021 at <https://www.youtube.com/watch?v=oY58Q42Cf9k>.

1. CALL TO ORDER:

The MPO Policy Board Committee Vice Chair, Ann Mallek, presided and called the meeting to order at 4:00 p.m. Sandy Shackelford read the Notice of Electronic Meeting and Commissioner and Public Protocol and then took attendance.

2. MATTERS FROM THE PUBLIC (MINUTE 1:21)

- a. **Comments by the Public:** Peter Krebs from the Piedmont Environmental Council, congratulated Christine Jacobs on her appointment as the new Executive Director of the TJPDC. Regarding the Rivanna River Pedestrian Bridge, said there is history, environmental, and economic



development that need to be considered. He suggested getting a major employer involved in the stakeholders list and also said there should be someone who works closely with the land owners who may be impacted. He sent a detailed recommended list to Sandy Shackelford. He volunteered to be involved in some way, either to be on the committee or to help manage the committee, and wants to contribute in any way that he can.

b. Comments provided via email, online, web site, etc.: None

3. GENERAL ADMINISTRATION: (MINUTE 6:04)

Sandy Shackelford made the official announcement that Christine Jacobs has accepted the position of Executive Director of the TJPDC.

Return to In-Person Meetings

Ms. Shackelford explained the new policy for in-person meetings should the City not extend the emergency.

Review and Acceptance of the Agenda: (Minute 8:03)

Ms. Mallek requested to add to consider and vote on a resolution.

Motion/Action: Mr. Gallaway made a motion to accept the agenda as corrected, Stacy Londrey seconded the motion and it passed unanimously.

Approval of the July 28, 2021 Meeting Minutes: (Minute 8:38)

Mr. Gallaway noted that there was a change to the minutes with an addition from a CTAC member, Lee Condor.

Motion/Action: Mr. Gallaway made a motion to approve the amended minutes. Stacy Londrey seconded the motion and it passed unanimously.

Michael Payne joined the meeting at 4:10 p.m.

4. NORTH 29 CORRIDOR UPDATE (MINUTE 10:11)

Ms. Shannon described the study and updated the committee with the progress. There was a public meeting with 60 members of the public and there is a survey online for additional comments.

<https://www.virginiadot.org/projects/culpeper/rt29corridorstudy.asp>

Ms. Shannon addressed the concern about the stoplight at Frays Mill Road and Route 29.

5. APPOINTMENT OF RIVANNA RIVER BIKE AND PEDESTRIAN CROSSING SMART SCALE STAKEHOLDER COMMITTEE (MINUTE 19:13)

Ms. Shackelford described the project and timeline of the project and the current status. There will be an appointed stakeholder committee, but there will be opportunity for the public to be engaged. She presented the factors to be considered and the suggested member organizations of the Stakeholder Advisory Committee.

Mr. Gallaway said there should be a citizen representative on the west side of the river.

Ms. Mallek said transit should include Transit Agencies and the Regional Transit Partnership.

Motion/Action: Mr. Gallaway made a motion to accept the list as amended with the option to add to the list as needed. Michael Payne seconded the motion and it passed unanimously.

6. MPO STRATEGIC PLAN (MINUTE 31:38)

Ms. Shackelford said that there were monies reserved in the UPWP for a strategic plan. The MPO drafted an RFP to hire a consultant. There also needs to be a selection committee to choose from those who bid on the RFP.

Motion/Action: Mr. Gallaway made a motion to approve the RFP for a consultant, Mr. Payne seconded and the motion was approved unanimously.

Motion/Action: Mr. Gallaway made a motion to approve the selection committee as presented by Staff, Mr. Payne seconded the motion and it was approved unanimously.

6. STAFF UPDATES

MPO Project Pipeline (Minute 37:32)

Chuck Proctor said there was a kick-off meeting for the current projects with the stakeholders. Crash and count data is being collected now and the information will be brought to the stakeholders in October with suggestions for resolving those issues. There will be a website that goes live on September 28 available for public consumption, in addition to a media push to make the public aware of the process. There will be public outreach later in the year to get input.

Joint Meeting with SAW-MPO (Minute 43:18)

Ms. Shackelford said there will be a joint in-person MPO meeting with the Staunton Augusta Waynesboro MPO on November 9. Ms. Mallek expressed her concern that the meeting would be indoors and would prefer an outdoor alternative. The regular MPO meeting will be on December 7th.

7. ROUNDTABLE DISCUSSION (MINUTE 47:45)

Garland Williams had no updates.

Wood Hudson shared that the Transit Equity and Modernization Study is wrapping up the data collection phase. The data will be presented to the General Assembly in December. Would like to get on the November MPO Technical Committee's agenda to discuss the results.

Smart Scale: If you are considering a project with a transit element or if it is going to be transit-specific, please contact him.

Transit Ridership Incentive Program (TRIP): Shared info on a new statewide program that their team is looking at applicants. If interested, there is additional info on the DRPT website.

Virginia Breeze: The bus service is being expanded. There are now five Routes with the additional of the Highlands Rhythm route that runs from Bristol to Northern Virginia via I-81.

Inner City Bus: There is a one-time FDA grant opportunity open right now for inner city bus companies to receive financial assistance for the impact of Covid-19. Edibility and criteria data are on the FTA website.

The VA Passenger Rail Authority is hosting a meeting on September 28. It will be an in-person meeting but also broadcast on www.VPRA.Virginia.gov. There is additional info on the website.

The Freight Rail Enhancement to Increase Goods and Highway Throughput (FREIGHT) grant program is being reviewed by the CTB Extension of Train routes. It should be adopted by CTB at their December meeting. Look for additional information on their website.

Mr. Hudson is working on the Virginia state rail plan currently and there has been a great deal of engagement on it.

Lastly, he said the DRPT is monitoring a lot of the performance measures and it will need to demonstrate a number of variables for grant funding in the future.

Christine Jacobs said Garland Williams is having problems with his power at the moment. He asked her to share that CAT has applied for the TRIP grant to help keep CAT fare-free for three additional years. She had nothing more to share from TJPDC.

Stacy Londrey shared that VDOT is in the cycle for revenue sharing and transportation alternatives applications. Applications are due October 1. She also reported that the CTB approved the policy for the new interstate operations enhancement program and noted that I-64 will be considered in about four years, but not this round.

Mr. Proctor has been pushing the localities to submit Smart Scale ideas and to get their lists refined.

Mr. Gallaway added that they are in the process of receiving comments on the North 29 corridor study.

8. RESOLUTION FOR GRANT (MINUTE 1:00:04)

Sandy Shackelford explained the Growth and Accessibility Planning Technical Assistance Grant and the need for a resolution of support from the Policy Board to move forward with the application.

Motion/Action: Mr. Gallaway made a motion to submit a resolution of support, Michael Payne seconded and the motion passed unanimously.

7. ADDITIONAL MATTERS FROM THE PUBLIC: None

ADJOURNMENT: Ms. Mallek adjourned the meeting at 5:05 p.m.

**Committee materials and meeting recording may be found at
<https://campo.tjpd.org/committees/policy-board/>**

Memorandum

To: Policy Board
From: Sandy Shackelford, Director of Planning & Transportation
Date: November 18, 2021
Reference: Unified Planning Work Program and Budget Update

Purpose:

Due to a staffing shortage, staff available to support the MPO FY22 Unified Planning Work Program has been very limited. As a result, we have had to prioritize the work tasks that staff has focused on, and believe it is important to make sure the MPO committees are aware of the current status of the work that is being undertaken and the status of projects identified in the work program.

Background:

The table below shows what was budgeted for the FY22 UPWP activities and our current program budget spent through the first quarter. The goal would be for the total program budget to be spent down by 25% each quarter, so the low percent expenditures for the first quarter demonstrates that we are currently unable to support all of the activities we had planned to undertake at this time. This translates to a gap of more than \$42,000 of what we would have liked to have spent and what we actually spent for the first quarter.

In the meantime, staff has worked to prioritize activities based on time sensitivity and available opportunities to leverage additional resources. We are continuing to provide staff support for the Route 29 North Corridor Study, although in a more limited capacity than originally envisioned when we began the project, have applied for a technical assistance grant through the Office of Intermodal Planning and Investment that will help support the development of a Scope of Work for our Long Range Transportation Plan, and have focused on continuing to support the development of SMART SCALE project applications for Round 5 and participating in the VDOT Project Pipeline processes, which will also identify projects eligible for SMART SCALE awards.

We planned to utilize a consultant to develop the MPO Strategic Plan but were not successful during our first round of procurement. After seeking some initial feedback from consultants we reached out to, we believe that we did not allocate enough money to attract consultants to respond given the limited staffing capacity being experienced across all sectors. Therefore, we are proposing that we allocate the \$25,684 that was set-aside for on-call services towards the MPO Strategic Plan. Given our unexpended balance to date, we believe we can easily support this additional consultant expense, which will allow us to complete a high priority task on this year's work plan.

The TJPDC is actively working to hire additional staff, with a Planner I scheduled to begin on November 22. We are still recruiting for an experienced transportation planner. We will continue to focus on highest priority activities in the short-run, and will be evaluating additional utilization of consultant services to provide agency support if needed.

We will also consider actively rolling funds over into FY23 if our spending continues to be below target. We will begin our update to the Long Range Transportation Plan next fiscal year, so rollover revenue could be used for additional consultant support in the development of that plan.

	PL	FTA	Total	% PL Spent Q1	% FTA Spent Q1
Task 1: Administration	\$37,500	\$21,500	\$59,000	19.6%	19.1%
Reporting and Compliance with Regulations	\$14,000	\$8,000	\$22,000		
Staffing Committees	\$14,000	\$8,000	\$22,000		
Information Sharing	\$9,500	\$5,500	\$15,000		
Task 2: Long Range Transportation Planning	\$102,684	\$42,600	\$145,284	12.1%	12.4%
Rt. 29 North Corridor Study	\$33,000	\$18,000	\$51,000		
2050 LRTP Scope Development	\$7,000	\$3,000	\$10,000		
MPO Strategic Plan	\$17,000	\$11,600	\$28,600		
Climate Action Initiatives	\$20,000	\$10,000	\$30,000		
On-call Services	\$25,684		\$25,684		
Task 3: Short Range Transportation Planning	\$71,000	\$45,508	\$116,508	7.3%	7.9%
TIP	\$5,000	\$2,000	\$7,000		
SMART SCALE	\$43,000	\$18,400	\$61,400		
RTP, TDM, and Bike/Ped Support	\$4,000	\$8,500	\$12,500		
Performance Targets	\$2,000	\$1,000	\$3,000		
Regional Transit & Rail Planning		\$5,000	\$5,000		
CTAC/Public Outreach	\$17,000	\$10,608	\$27,608		
TOTAL	\$211,184	\$109,608	\$320,792	11.8%	11.9%

Recommendation:

Staff is requesting general feedback on putting the \$25,684 in on-call services towards the Strategic Plan. If the Policy Board is generally supportive, we will schedule a public hearing to amend the FY22 UPWP in January.

If there are any questions or comments, please contact Sandy Shackelford at sshackelford@tjpd.org.

Memorandum

To: CA-MPO-Committees
From: Lucinda Shannon, Senior Regional Planner
Date: November 3, 2021
Subject: Adjustments to the Transportation Improvement Program (TIP) FY21-24

Purpose: To inform CA-MPO Committees about adjustments made to the TIP.

Summary: The following four adjustments were made to the TIP in October and November 2021.

1. Grouping Maintenance Traffic & Safety- Move \$500,000 (STP/STBG) FFY22 to MN: Preventive Maintenance and System Preservation FFY21
2. Grouping Preventive Maintenance and System Preservation- Add an additional \$500,000 (STP/STBG) FFY21 moved from MN: Traffic & Safety FFY22
3. Grouping Maintenance- Bridges. FFY22-01 STIP MOD - move \$1,016,242 (STP/STBG) FFY21 MN Traffic & Safety to FFY22; move \$93,000 (STP/STBG) from MN for Bridges to MN Traffic & Safety FFY22
4. Grouping Maintenance- Traffic and Safety Operations. FFY22-01 STIP MOD - move \$1,016,242 (STP/STBG) FFY21 MN Traffic & Safety to FFY22; move \$93,000 (STP/STBG) from MN for Bridges to MN Traffic & Safety FFY22

If there are any questions or comments, please contact Lucinda Shannon at lshannon@tjpd.org or (434) 979-7310 Ext.113.