



**Staunton Augusta
Waynesboro**
Metropolitan Planning
Organization

112 MacTanly Place
Staunton, VA 24401

Phone (540) 885-5174
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Policy Board Meeting Agenda May 1, 2024, at 10:00 a.m.

Central Shenandoah Planning District Commission
112 MacTanly Place, Staunton, VA 24401

OR

Zoom Video Conference

Dial In (Audio Only): 1-301-715-8592 • Meeting ID: 849 8242 3114 • Passcode: 976960

1. Call to Order
2. Public Comment
3. Approval of Minutes of the April 3, 2024, Policy Board Meeting*
4. Approval of FY25 Unified Planning Work Program (UPWP) (Board Action Form #24-04)*
5. Election of Officers Nominating Committee (Board Memo #24-05)
6. Presentation: Afton Mountain Transportation Study Summary and Recommendations – Thomas Ruff, Senior Project Manager, Timmons Group
7. Agency Updates
 - VDOT
 - DRPT
 - BRITE & Afton Express
 - Localities
8. Other Business
9. Upcoming Meetings
 - May 15, 2024 – Technical Advisory Committee Meeting, CSPDC Office, 2:00 p.m.
 - June 5, 2024 – Policy Board Meeting, CSPDC Office, 10:00 a.m.
10. Adjournment

*Action Required





**Policy Board
Regular Meeting Minutes
April 3, 2024, 10:00 a.m.**

Central Shenandoah Planning District Commission*
112 MacTanly Place, Staunton, Virginia

Voting Members		Non-Voting Members		Others	
	City of Staunton		Shane McCabe (Alt)		Staff (CSPDC)
✓	Brad Arrowood, Vice Chair		Cody Huffman (Alt)	✓	Ann Cundy
✓	Amanda Kaufman		VA DRPT	✓	Zach Beard
	John Blair (Alt)	✓*	Grace Stankus	✓	Devon Thompson
	Augusta County		VRT	✓	Paula Melester
✓	Tim Fitzgerald	✓*	Steve Wilson		Allyson Finchum
✓	Carolyn Bragg (Chair)	✓	Phil Thompson (Alt)		Others
	Jennifer Whetzel (Alt)		Kevin Jones		
	Pam Carter (Alt)		FTA		
	City of Waynesboro		Chelsea Beytas		
✓	Jim Wood		VA DOA		
✓	Todd Wood	✓	Rusty Harrington		
	Michael Hamp (Alt)		CTB		
	VDOT		Mark Merrill		
	Todd Stevens				
✓	Brad Reed (Alt)				
✓	Don Komara (Alt)				
	Matt Dana (Alt)				
✓* Indicates Zoom Participants					

Call to Order

The SAWMPO Policy Board meeting was called to order at 10:00 a.m. by Ms. Carolyn Bragg, Chair. Pursuant to §2.2-3708.2 of the Code of Virginia, SAWMPO Policy Board members may participate in meetings of the SAWMPO or its committees through electronic communication means. Those who attended virtually were indicated by an asterisk; all others attended in-person.

Public Comment

Chair Bragg opened the floor for public comment. There were no public comments.

Approval of Minutes

Chair Bragg presented the minutes from the March 1, 2024, Policy Board meeting. Mr. Jim Wood moved, seconded by Mr. Tim Fitzgerald, to approve the minutes as presented. The motion was carried by unanimous vote.

FY25 Unified Planning Work Program (UPWP) Release for Public Comment (Board Action Form #24-02)

Mr. Zach Beard explained that the Unified Planning Work Program (UPWP) is the MPO's annual work plan and budget. VDOT and DRPT provide the MPO with funding every year. Staff shared the revenues for FY25 with the Board last month. Mr. Beard noted that the table in the memo compares last year's revenues to this upcoming fiscal year, and the MPO will receive about \$10,000 more in FY25.

Mr. Beard said the draft UPWP has four main work tasks: admin and public outreach, long range planning, short range planning; local, state, and federal assistance; and transit assistance, and that the focus for the upcoming fiscal year will be updating the 2050 LRTP. Mr. Beard requested that the Board release the FY25 UPWP to a 21-day public comment period, and that pending release approval, the Board can approve the full plan at the May meeting.

Chair Bragg called for a motion to approve the release of the document for a 21-day public comment period. Mr. Arrowood moved to approve, and the motion was seconded by Mr. Jim Wood. The motion was carried by unanimous vote.

Approval of the 2050 Long Range Transportation Plan (LRTP) Scope of Work (Board Action Form #24-03)

Mr. Beard stated that the MPO's work focus in FY 25 will be updating the long range transportation plan (LRTP). The last LRTP was approved in December 2020. MPO staff reviewed the draft LRTP Scope of Work with the TAC and Board in March. The Federal Highway Administration (FHWA) requires that MPOs update long range plans every five years, and the SAWMPO must update the new LRTP by December 2025.

Mr. Beard said the MPO will be incorporating consultant assistance on two tasks that typically require the most time and effort, which are the public engagement phase and project scoring phases. Staff are currently reviewing two consultant scope and fee proposals and will finalize both contracts before the May project kick-off meeting. Mr. Beard requested the board approve the 2050 LRTP Scope of Work.



Chair Bragg called for a motion to approve the document. Mr. Arrowood moved to approve, and the motion was seconded by Mr. Jim Wood. The motion was carried by unanimous vote.

Presentation: Stanton Lewis Street Hub

Ms. Paula Melester, CSPDC planner, presented on the BRITE Bus downtown parking hub in Stanton. The CSPDC purchased the lot in 2021, which was in disrepair. BRITE applied for federal funds secured through a FTA grant in 2021, and contracted with Kimley-Horn to develop the architectural engineering. Improvements include colored concrete, new lighting, shelter areas, a dedicated bus lane, ADA-compliant sidewalks, landscaping, and EV charging conduit. Virginia Infrastructure won the construction bidding process in March.

The project is scheduled to begin on May 15, and last for four months. BRITE coordinated with the City to identify temporary bus stop parking downtown along N. Augusta Street. VRT rerouted buses during construction, ensuring on-time schedules. Letters were distributed to notify residents and businesses of temporary changes.

Agency Updates

Virginia Department of Transportation (VDOT)

Mr. Don Komara shared the following VDOT updates:

- Stanton Crossing is on schedule and will conclude this spring.
- Route 635 Barterbrook Road bridge project for bridge replacement is ahead of schedule.
- The Six Year Improvement Plan (SYIP) meeting is scheduled for late April.

DRPT

Ms. Grace Stankus had no updates.

BRITE Transit

Ms. Devon Thompson gave the following BRITE Transit update:

- Implementation for BRITE's mobile data collection system (MDCS) is progressing. All mobile data terminals have been installed on the buses, and on-site training has been conducted with Passio.



Afton Express

Ms. Melester gave the following Afton Express updates:

- Ridership has increased 18% in January, and 36% in February compared to last year during the same time.
- March was transit rider appreciation day, and to Afton Express drivers were featured on a DPRT Facebook post.

Localities

City of Waynesboro

- No updates provided.

City of Staunton

- No updates provided.

Augusta County

Mr. Tim Fitzgerald gave the following update:

- The Comprehensive Plan update is ongoing. The Board appointed a Steering Committee and will work with a transportation focus group.

Other Business

Ms. Ann Cundy mentioned that the Harrisonburg-Rockingham MPO (HRMPO) is assisting with the 2024 Bike-Walk Summit in Harrisonburg, featuring a speaker from Arkansas discussing trail development in rural areas.

Upcoming Meetings

Ms. Bragg announced that the next TAC meeting is scheduled for March 20, 2024, at 2:00 p.m., and the next Policy Board meeting is scheduled for April 3, 2024, at 10:00 a.m.



Meeting Adjournment

There being no further business to come before the Policy Board, Chair Bragg asked for a motion to adjourn the meeting. The motion was made by Mr. Arrowood and seconded by Mr. Jim Wood. The meeting was adjourned at 10:45 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Ann W. Cundy".

Ann W. Cundy
Executive Director/Director of Transportation



TO: Staubton-Augusta-Waynesboro Policy Board
FROM: Zach Beard, Senior Planner
MEETING DATE: May 1, 2024
RE: **Board Action Form #24-04: Approval of the FY 2025 Unified Planning Work Program (UPWP)**

RECOMMENDATION

Recommend that the Policy Board approve the FY25 UPWP document.

FY25 DOCUMENT

The UPWP is the annual MPO work program and budget based on annual VDOT and DRPT planning fund allocations. The Policy Board released the draft FY25 UPWP for the 21-day public comment period at the April 3, 2024 meeting following review by the TAC and the Board. Staff did not received any public comments during the comment period.

US DOT Federal Transit Administration (FTA) Region III Community Planning, which provides federal oversight for SAWMPO activities, provided comments regarding copy editing and in-text changes referencing MPO planning goals, and those changes will be incorporated into the final draft.

The budgets for the current and upcoming fiscal years are below:

Revenues	FY 2024	FY 2025
FHWA PL	\$182,112	\$209,049
FHWA PL Carryover	\$118,197	\$115,184
FTA 5303	\$103,287	106,914
FTA 5303 Carryover	\$63,519	\$50,000*
Total	\$467,116	\$481,147

*Estimate

In FY25, the MPO’s programmatic focus will be developing the 2050 LRTP update. The LRTP kick-off meeting is scheduled in May, and the process will last the entire fiscal year.

ATTACHMENT

[FY25 UPWP](#)





Fiscal Year 2025 Unified Planning Work Program

DRAFT: ___ 2024



**Staunton Augusta
Waynesboro**
Metropolitan Planning
Organization

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FY25 Unified Planning Work Program

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SAWMPO.org

Signed Resolution Placeholder Page

Draft FY25 Unified Planning Work Program

Contact Information:

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Virginia Relay for Hearing & Voice Impaired: Within Virginia 7-1-1

Outside Virginia Voice 800-828-1140 | Hearing 800-828-1120

Website: www.sawmpo.org

Title:

SAWMPO Fiscal Year 2025 (FY25) Unified Planning Work Program

Authors:

Ann Cundy, Director of Transportation

Zach Beard, Senior Planner

Report Date: May 1, 2024

This Report is prepared on behalf of the Staunton-Augusta-Waynesboro Metropolitan Planning Organization (SAWMPO) through a cooperative process involving the Cities of Staunton and Waynesboro, County of Augusta, Virginia Department of Transportation, Virginia Department of Rail and Public Transportation, Federal Highway Administration, and the Federal Transit Administration.

The preparation of this work program is financially aided through grants from the Federal Highway Administration, Federal Transit Administration, Virginia Department of Transportation, Virginia Department of Rail and Public Transportation, and the three localities comprising the SAWMPO. Administrative support and technical assistance is provided by the Central Shenandoah Planning District Commission.

Draft FY25 Unified Planning Work Program

Policy Board

Officers

Chair, Carolyn Bragg - Augusta County

Vice Chair, Brad Arrowood - City of Staunton

Secretary/Treasurer, Bonnie Riedesel - Central Shenandoah Planning District Commission (non-voting)

Members

Tim Fitzgerald - Augusta County

Amanda Kaufman - City of Staunton

Jim Wood - City of Waynesboro

Todd Wood - City of Waynesboro

Todd Stevens - Virginia Department of Transportation

Chelsea Beytas - Federal Transit Administration (non-voting)

Kevin Jones - Federal Highway Administration (non-voting)

Rusty Harrington - Virginia Department of Aviation (non-voting)

Grace Stankus - Virginia Department of Rail and Public Transportation (non-voting)

Steve Wilson - Virginia Regional Transit (non-voting)

Technical Advisory Committee

Officers

Chair, Leslie Tate - City of Waynesboro

Vice Chair, Rodney Rhodes - City of Staunton

Members

Julia Hensley - Augusta County

Doug Wolfe - Augusta County

Alisande Tombarge - City of Waynesboro

Don Komara - Virginia Department of Transportation

Grace Stankus - Virginia Department of Rail and Public Transportation

Kevin Jones - Federal Highway Administration (non-voting)

Devon Thompson - Central Shenandoah Planning District Commission (non-voting)

Phil Thompson - Virginia Regional Transit (non-voting)

Steve Wilson - Virginia Regional Transit (non-voting)

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INTRODUCTION

Basis for Work Program

The Unified Planning Work Program (UPWP) for transportation planning identifies all activities to be undertaken by the Staunton-Augusta-Waynesboro Metropolitan Planning Organization (SAWMPO) within the Metropolitan Planning Area (MPA) for Fiscal Year (FY) 2025 (July 1, 2024 to June 30, 2025). The UPWP provides a mechanism for the coordination of transportation planning activities in the region and is required as a basis and condition for all federal transportation funding and transportation planning assistance by the joint metropolitan planning regulations of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

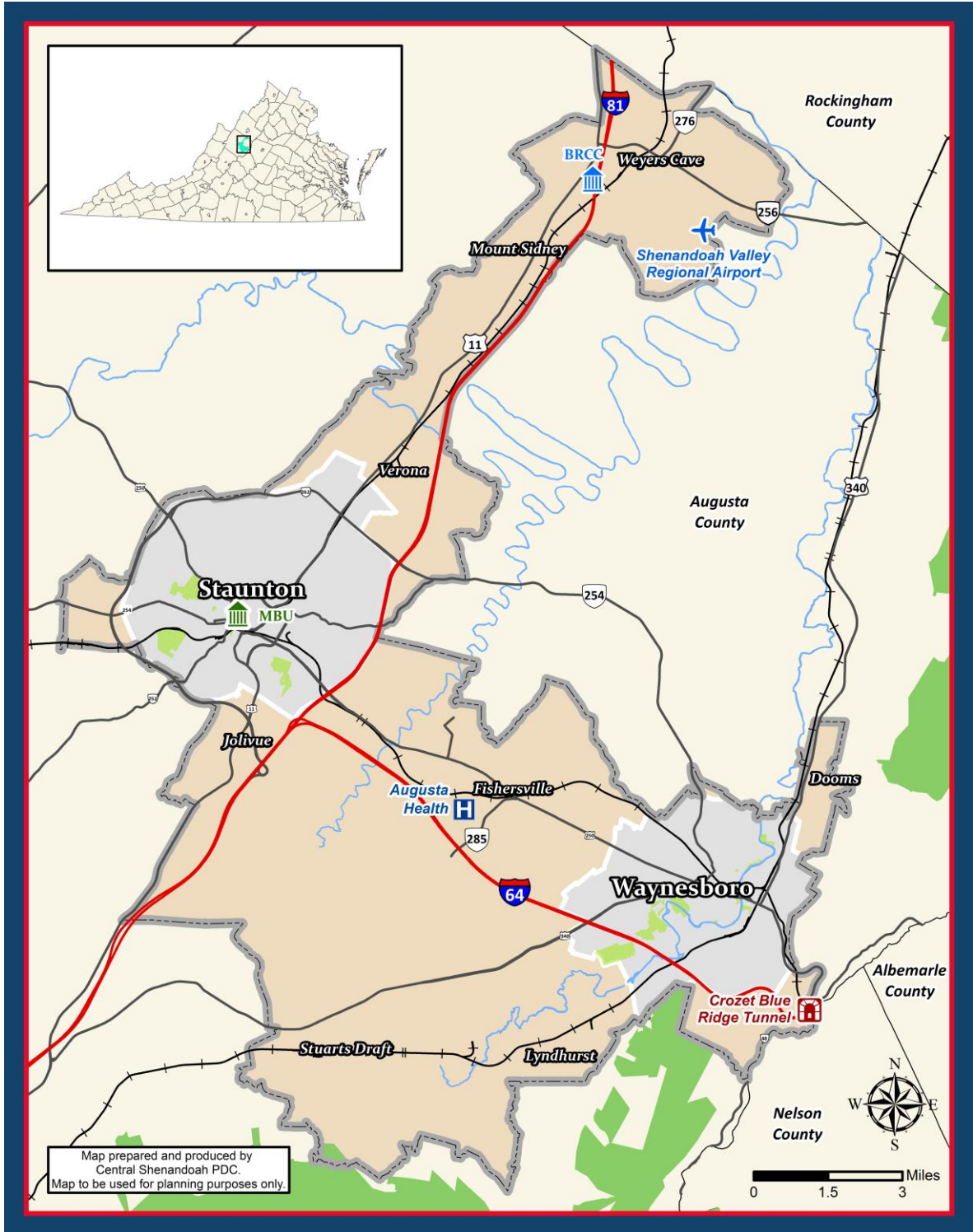
The work tasks within this UPWP are reflective of issues and concerns originating from transportation agencies at the federal, state, regional and local levels. The descriptions of the tasks to be accomplished and the budgets for these tasks are based on a best estimate of what can be accomplished within the confines of available federal, state and local resources.

Metropolitan Planning Area

The SAWMPO planning area consists of the Cities of Staunton and Waynesboro, and a portion of Augusta County surrounding these jurisdictions. A map of the MPO is provided on the next page (Figure 1).

The SAWMPO has a land area of 142.7 square miles, and had a population of 87,307 according to the 2020 U.S. Census.

Figure 1: SAWMPO Planning Area



Map prepared and produced by
Central Shenandoah PDC.
Map to be used for planning purposes only.

Responsibilities for Transportation Planning

The SAWMPO is the organization responsible for conducting the continuing, comprehensive, and coordinated (3-C) planning process for the Staunton-Augusta-Waynesboro urbanized area in accordance with requirements of Section 134 (Title 23 U.S.C.) of the Federal Highway Act of 1962, and Section 8 of the Federal Transit Act. The SAWMPO is the official Metropolitan Planning Organization for the Staunton-Augusta-Waynesboro urbanized area, designated by the Governor of Virginia, under Section 134 of the Federal Aid Highway Act, and the joint metropolitan planning regulations of FHWA and FTA. The policy making body of the SAWMPO is its Board which consists of seven (7) voting members. The voting membership of the Policy Board consists of two (2) members from the City of Staunton; two (2) members from Augusta County; two (2) members from the City of Waynesboro; and one (1) member from the Virginia Department of Transportation (VDOT). Member jurisdictions have also provided for alternate voting members.

Other agencies with non-voting membership on the SAWMPO Policy Board include: the Virginia Department of Rail and Public Transportation (DRPT), BRITE Transit contracted service provider, Virginia Regional Transit (VRT), FHWA and FTA, and the Virginia Department of Aviation.

Organization of the SAWMPO

The Central Shenandoah Planning District Commission (CSPDC) administers the MPO. Staff, in conjunction with the SAWMPO member agencies, collects, analyzes, and evaluates demographic, land use, and transportation data to gain a better understanding of the transportation system requirements of the area. Staff prepares materials for use at Policy Board and Technical Advisory Committee (TAC) meetings, and any other sub-committee meetings. Staff also administers the public involvement and Title VI processes.

Staff members participate in all SAWMPO meetings, provide expertise, and administer the transportation planning program. In addition, CSPDC staff represent the SAWMPO at other meetings of importance to regional planning activities.

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Total FY25 Budget Revenues

The primary funding sources for transportation planning activities are the FHWA Section 112 (PL) (referred to as highway funds) and FTA Section 5303 (referred to as transit funds) programs. The proposed funding amounts, including state and local matching funds, for the FY25 SAWMPO UPWP are shown below.

FY25 UPWP Budget Revenue Summary				
Revenue Category	Total	Federal	State	Local
<i>Highway</i>				
FY 2025 New Highway Revenues	\$209,049	\$167,239	\$20,905	\$20,905
Carryover from FY 2023 Highway Funds	\$115,184	\$92,147	\$11,518	\$11,518
Subtotal	\$324,233	\$259,386	\$32,423	\$32,423
<i>Transit</i>				
FY 2025 New Transit Revenues	\$106,914	\$85,531	\$10,691	\$10,691
Spendout from FY 2024 Transit Funds	\$50,000	\$40,000	\$5,000	\$5,000
Subtotal	\$156,914	\$125,531	\$15,691	\$15,691
Total FY25 Revenues	\$481,147	\$384,918	\$48,115	\$48,115

WORK TASK 1.0: PROGRAM ADMINISTRATION AND PUBLIC OUTREACH

Program Administration:

This task includes ongoing activities of a continuing, comprehensive, and coordinated (3-C) planning process that ensures proper management and operation as described in the SAWMPO Memorandum of Understanding. Coordination includes providing opportunities for cross-jurisdictional communication among VDOT and DRPT, the member jurisdictions, and other regional partners through the MPO planning process.

This task includes maintenance of the FY25 UPWP and development of the FY26 UPWP. To meet the requirements of 23 CFR Part 420 and 23 CFR Part 450, the SAWMPO, in cooperation with VDOT and DRPT, is responsible for the development of a UPWP.

The UPWP describes all regional transportation planning activities anticipated in the MPO for the following fiscal year that will utilize federal funding (e.g., Title I Section 134 and Title III Section 8 metropolitan planning funds). The UPWP also identifies state and local matching dollars for these federal planning programs. These transportation planning activities are designed to address highway, transit, and non-motorized modes of travel for the SAWMPO. The UPWP will incorporate suggestions from federal funding agencies, state transportation agencies, transit operating agencies, local governments participating in the SAWMPO, and the public through the public involvement process.

The primary objectives of program administration are:

- To provide all required administrative functions including UPWP maintenance, accounting, financial reporting, personnel administration, meeting organization, preparation of meeting materials and minutes or summaries, presentation preparation and follow-up, office management, contract administration, and necessary purchases such as of office equipment and software, etc.
- To coordinate with VDOT and DRPT staff, SAWMPO TAC and Policy Board members, etc., to review and amend plans and policies to ensure that all program elements are compliant with applicable state and federal regulations and guidance.
- To support the activities of the SAWMPO through the organization of regular meetings among stakeholders, preparation of reports, presentations, agendas, minutes, and mailings for all Policy Board, TAC and other meetings, as well as attendance at those meetings. Attendance at meetings and timekeeping are included in this task.
- To provide on-going training and development of staff and Board/Committee members to make certain that they are familiar with new and updated federal and state transportation regulations/guidelines, and are prepared to respond to the challenges and demands of this region.
- To represent the SAWMPO on the Virginia Association of Metropolitan Planning Organizations (VAMPO).

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- To manage the on-call consultant programs for the use of the SAWMPO and its member localities and assist with contract administration and project management services.
- To incorporate the 2021 FHWA and FTA Planning Emphasis Areas (PEAs) into MPO work activities related to clean energy, equity, complete streets, public involvement, planning and environmental linkages, and transportation planning data sharing to address national transportation planning goals and priorities that meet regional and local needs.

Public Participation and Outreach:

This task includes ongoing activities that maintain and encourage meaningful public participation and outreach to citizens in the MPO region. Public participation is an integral component to MPO activities and therefore this work task is integrated with program support.

Staff will update the SAWMPO website in compliance with the Public Participation Plan (PPP). The MPO will regularly review and update the website to list public notices, provide updates on planning processes, feature upcoming events and receive public input.

The primary public participation objectives are:

- Maintain Title VI compliance and ensure environmental justice in all work plans and activities for travel modes, including consultation with appropriate groups, committees and community representatives.
- Manage the SAWMPO website and develop new content to inform the public on the activities of the SAWMPO and provide updates relative to transportation in the region. Updates may contain information required by federal and state regulations and guidance.
- Continue a proactive public participation process that provides complete information, timely public notice, and full public access to key decisions, and supports early and continuing involvement of the public, including disadvantaged populations, in developing plans, TIPS, and other documents in accordance with the approved Public Participation Plan (PPP).
- Integrate Virtual Public Involvement (VPI) tools into the overall public engagement approach, and advance outreach to underserved and disadvantaged communities.

Activities and Products:

- Efficient office operation, accurate financial information, preparation of quarterly reports and other information in support of MPO activities, writing and administration of transportation-related grants; transportation planning services; and a well-trained and informed MPO staff, Policy Board, and TAC.
- Coordination between VDOT and DRPT staff, SAWMPO staff, TAC, and Policy Board through regular MPO meetings to share knowledge, strategize on long-term planning issues, review and amend plans and policies, and remain compliant with relevant federal and state regulations and guidelines.
- Support of the administrative activities of the SAWMPO including the Policy Board, TAC and other meetings, as well as attendance at those meetings.

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- Coordinate and co-host annual joint MPO meeting with the Charlottesville-Albemarle MPO.
- Management of on-call consultants to provide technical support and project development for the SAWMPO and its member localities.
- Development of the FY26 UPWP and management of the FY25 UPWP.
- Process UPWP amendments as needed for the appropriate sections of funding (i.e. FHWA PL 112, FTA Section 5303, VDOT State match, DRPT State match, or any local matching funds).
- Facilitate data sharing between the MPO, VDOT, and public transportation providers to advance the efficient use of resources and inform state, regional, and local decision-making.
- Increased participation by community members in the development of the various SAWMPO transportation plans, with a particular focus on improving public participation by groups not previously involved in the transportation planning process.
- Environmental justice and Title VI compliance in all work plans and activities, including the identification of underserved communities.
- Maintain the SAWMPO.org website with timely information regarding the MPO's ongoing activities, scheduled events and planning documents.
- Evaluation of the effectiveness of the PPP and Title VI Plan for engaging transportation disadvantaged communities in the decision-making process.
- Supplement face-to-face information sharing with VPI technology while ensuring continued public participation by individuals without access to computers and mobile devices.

1.0 Program Administration and Public Outreach				
FY 25	Total	Federal	State	Local
Highway	\$60,000	\$48,000	\$6,000	\$6,000
Transit	\$43,192	\$34,554	\$4,319	\$4,319
Total	\$103,192	\$82,554	\$10,319	\$10,319

WORK TASK 2.0: PROGRAM ACTIVITIES

Work Task 2.01: Long-Range Transportation Planning

Objective & Description:

The primary objective of this task is to provide for long-range planning activities. This includes updating and implementing the Long-Range Transportation Plan (LRTP), and other long-range planning documents.

Federal law requires that the SAWMPO develop and approve a LRTP every five years, and that the Plan must have at least a 20-year horizon at the time of adoption. The 2045 LRTP was adopted on December 3, 2020. FY25 work will focus on updating the 2050 LRTP document. The 2050 update will include community engagement, and performance-based planning, which will utilize transportation performance measures and targets to achieve performance outcomes.

This work task is also intended to support planning work for non-motorized forms of transportation, including activities to expand development of the regional bicycle/pedestrian safety and education program and website, Bike the Valley. These activities may include production and dissemination of marketing literature, participation in community outreach events that promote bicycle and pedestrian safety like the SAW Walk Bike Summit, and work to continue to identify bicycle and pedestrian improvements within the MPO.

Through these activities, SAWMPO will meet the BIL requirement that each MPO use at least 2.5% of its annual funds on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities.

The following are activities that may be accomplished under this task.

Activities & Products:

- Maintain the existing 2045 LRTP for an integrated multi-modal transportation system. Maintain consistency with the 3-C process, which identifies the regional context and needs, involves the public appropriately, examines the existing conditions relevant to transportation planning, and results in both a constrained and vision list of project recommendations.
- Develop and update the 2050 LRTP document to identify collaborative transportation planning goals for the Staunton-Augusta-Waynesboro region over a 25-year timeframe. The report will involve public and stakeholder outreach and involvement, examine regional data, identify transportation needs, evaluate transportation projects based on objective performance criteria, and project revenues.
- Emphasize developing a comprehensive community engagement process to assist with gaining a better understanding of how transportation needs and improvements overlap and impact other topical, priority issues in the region such as housing, workforce attraction, retention, and economic development, and changing demographics.
- Prioritize future transportation projects in the 2050 LRTP by updating the fiscally constrained project list that prioritizes transportation investments based upon anticipated funding. This component, known

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 FY25 Unified Planning Work Program

as the Constrained Long Range Plan (CLRP), identifies top priority projects that can reasonably be expected to be constructed during the 25-year planning period.

- Consider the environmental factors impacting transportation needs and projects, including: identifying the barriers to and opportunities for deployment of alternative fueling and charging infrastructure; evaluating opportunities to reduce greenhouse gas emissions by reducing single-occupancy vehicle trips and increasing access to public transportation, shift to lower emission modes of transportation; and identifying transportation system vulnerabilities to climate change impacts and evaluating potential solutions.
- Continue to conduct an on-going Performance-Based Planning Program.
- Organize and attend community outreach events to promote all modes of travel.
- Seek state and federal funds to further bicycle/pedestrian programs in the region (e.g., Safe Routes to School program, Transportation Alternatives Program, and Highway Safety Improvement Program).
- Maintain and enhance the bicycle/pedestrian program webpage on the SAWMPO website, and the Bike the Valley website for posting information and soliciting feedback.
- Staffing the annual Staunton-Augusta-Waynesboro region Walk Bike Summit to facilitate efforts between key stakeholders to make the area more bicycle and pedestrian friendly.

2.01 Long-Range Transportation Planning				
FY 25	Total	Federal	State	Local
Highway	\$110,000	\$88,000	\$11,000	\$11,000
Transit	\$30,000	\$24,000	\$3,000	\$3,000
Total	\$140,000	\$112,000	\$14,000	\$14,000

Work Task 2.02: Short-Range Transportation Planning

Objective & Description:

Short range planning activities for the MPO include maintenance of the Transportation Improvement Program (TIP), and small area or corridor studies to advance projects to the project application and programming stage.

The TIP is a four-year program of highway, transit, bicycle, pedestrian, safety, and enhancement projects receiving federal, state, and local funds. The TIP must be approved by the SAWMPO Policy Board and the Governor of Virginia, and is required as a condition for all federal funding assistance for transportation improvements within the MPO.

This task allows SAWMPO staff or consultants to perform corridor, interchange, or intersection planning studies to prepare projects for advancement to the SYIP and TIP, or towards construction funded by other means. These are multi-modal studies addressing safety and operations for all users of personal vehicles,

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 FY25 Unified Planning Work Program

pedestrians, bicyclists, and transit. These studies may include opportunities to examine the potential for economic development and show commitment to infrastructure improvements that would enable it.

MPO studies may also include opportunities to reduce greenhouse gas emissions by reducing single-occupancy vehicle trips and increasing access to public transportation, advance alternative fueling and charging infrastructure, identify transportation system vulnerabilities to climate change impacts and evaluate potential solutions, increase public transportation service in underserved communities, and encourage interagency relationships to minimize impacts on human and natural resources.

Activities & Products:

- A current SAWMPO TIP document, listing all highway, transit, and non-motorized projects with obligated federal funding for the published STIP, and complying with all federal and state regulations and guidance.
- Review and process highway, transit, and non-motorized TIP adjustments and amendments.
- The TIP will be posted on the SAWMPO website. The public and all other interested parties will be given an opportunity to review and comment on the proposed TIP as described under the SAWMPO’s PPP. The TIP will be accessible for public review electronically through the internet and at other locations specified in the PPP.
- Evaluate site-specific needs identified during the 2050 LRTP to determine a list of potential Small Area Studies for selection and scoping in the future.

2.02 Short Range Transportation Planning				
FY 25	Total	Federal	State	Local
Highway	\$30,000	\$24,000	\$3,000	\$3,000
Transit	\$18,722	\$14,978	\$1,872	\$1,872
Total	\$48,722	\$38,978	\$4,872	\$4,872

Work Task 2.03: Local, State and Federal Agency Assistance

Objective & Description:

This program element is designed to provide planning assistance for the SAWMPO member jurisdictions, state and federal agencies. Assistance can include but is not limited to, development or administration of transportation-related grants, and assistance with other transportation planning requested.

Work will also include assistance with VTrans, the statewide transportation plan, multimodal and freight planning, coordinated human service planning for transit, ADA, Title VI/ Environmental Justice review, compliance with state and federal planning regulations, and review or development of MPO/regional transportation performance measures. Also included in this task will be time for staff to monitor legislative activity related to transportation issues, provide comment and feedback to policy-making boards, and



Draft FY25 Unified Planning Work Program

inform local administrators on the implications of this legislative activity, especially with regards to the I-81 Corridor Improvement Program and Committee.

Activities and Products:

- Identify, develop, or administer transportation-related grants for SAWMPO member localities, including the SMART SCALE, Transportation Alternatives/Safe Routes to School, and Highway Safety Improvement Program grants.
- Assist localities with updates to Comprehensive Plans or other planning documents related to transportation.
- Assist in the completion of any special transportation-related study or project for any transportation mode for the SAWMPO localities as requested, including the I-81 and I-64 Corridor Improvement Programs.
- Provide information related to specific planning work items as requested by FTA, FHWA, DRPT and VDOT including, but not limited to, multi-modal planning, human services transportation planning, freight planning, and assistance with components of the statewide transportation plan.
- Attend state or federal agency or non-governmental organization sponsored training, workshops, seminars, and conferences relative to transportation planning.
- Provide updates and legislative reports to the Policy Board, TAC and other regional stakeholders and feedback regarding legislative activities will be returned to the appropriate agencies.
- Provide general transportation related planning services, projects, and activities (e.g., map production, data analysis, reports, etc.), as requested by SAWMPO localities or the SAWMPO Policy Board/TAC for all modes of travel.
- Provide updates to member localities on opportunities to expand electric and other alternative fuel infrastructure in the region.

2.03 Local, State and Federal Assistance				
FY 25	Total	Federal	State	Local
Highway	\$45,000	\$36,000	\$4,500	\$4,500
Transit	\$20,000	\$16,000	\$2,000	\$2,000
Total	\$65,000	\$52,000	\$6,500	\$6,500

Draft

FY25 Unified Planning Work Program

Work Task 2.04: Transit Planning

Objective and Description:

The SAWMPO will coordinate with BRITE and other regional transit providers to conduct transit planning in the MPO region. Transit planning activities include route planning, analysis, and performance evaluations, and identification of gaps in the connectivity of the transit system, evaluation of workforce mobility needs, provision of Park and Ride lots, and other transportation demand management (TDM) needs region-wide.

MPO studies will consider infrastructure for non-motorized travel, public transportation access, and increased public transportation service in underserved communities, and review policies, rules, and procedures to determine their impact on safety for all users.

Activities and Products:

The SAWMPO may assist in the production of the following items:

- Transit Development Plan monitoring.
- Transit plans for existing or new services throughout the SAWMPO region, especially the Afton Express service between the SAW region and Charlottesville.
- Transit system connectivity gap analysis and potential solutions to provide all populations with adequate access to essential services.
- Transit route planning: On-going route review, planning and analysis.
- Providing assistance with National Transit Database (NTD) Planning related to development of the annual NTD report.
- Assist with transit marketing activities, both for BRITE and Afton Express services.
- Coordinate human service planning for transit.
- Contract with consultant to conduct a micro-transit study for the BRITE transit system.

2.04 Transit Planning				
FY 25	Total	Federal	State	Local
Highway	\$0	\$0	\$0	\$0
Transit	\$45,000	\$36,000	\$4,500	\$4,500
Total	\$45,000	\$36,000	\$4,500	\$4,500

Draft
FY25 Unified Planning Work Program

WORK TASK 3.0: CONTINGENCY – HIGHWAY

Objective & Description:

This category reflects the balance of funds not identified for Program Support, Administration, and Work Program Activities at this time for the highway funding side of the matrix (transit funds are fully drawn down each year).

3.0 Contingency--Highway				
FY 25	Total	Federal	State	Local
Highway	\$79,233	\$63,386	\$7,923	\$7,923
Transit	\$0	(\$0)	\$0	\$0
Total	\$79,233	\$63,386	\$7,924	\$7,923

Draft
FY25 Unified Planning Work Program

TOTAL BUDGET FOR FY25

The total revenues and expenditures for FY25 are \$477,773. New federal revenues on which the member localities are assessed for their local contribution are \$312,588. Below is the breakdown of the FY25 member assessment to the localities within the MPO area. The detailed FY25 budget is on the following page.

FY25 Assessment		
MPO Member	# Members	
Augusta County	2	\$10,532
Staunton	2	\$10,532
Waynesboro	2	\$10,532
Total**	6	\$31,596
FY24 Highway Local Match		\$20,905
FY24 Transit Local Match		\$10,691
Total**		\$31,596
Assessment per Member		\$5,266

**Values are rounded to the nearest dollar; some state and local match amounts will appear off by up to \$1.

FY 2025 UPWP Revenues and Expenditures by Federal, State, and Local Sources: Period of July 1, 2024 to June 30, 2025												
Revenues		Total Highway	FHWA Section 112 (PL) (80%)	State Match (10%)	Local Match (10%)			Total Transit	FTA Section 5303 (80%)	State Match (10%)	Local Match (10%)	Total Highway & Transit
FY 2025 New Highway Revenues		\$209,049	\$167,239	\$20,905	\$20,905							\$209,049
FY 2025 New Transit Revenues								\$106,914	\$85,531	\$10,691	\$10,691	\$106,914
Deobligated Highway Funds from FY 24		\$0	\$0	\$0	\$0							\$0
Carryover from FY 2023 Highway Funds		\$115,184	\$92,147	\$11,518	\$11,518							\$115,184
Spendout from FY 2024 Transit Funds								\$50,000	\$40,000	\$5,000	\$5,000	\$50,000
TOTAL FY 2025 Revenues		\$324,233	\$259,386	\$32,423	\$32,423			\$156,914	\$125,531	\$15,691	\$15,691	\$481,147
Expenditures	Budget Code					Transit Technical Classification	Budget Code					
0												
1.0 Program Administration and Public Outreach	710.1	\$60,000	\$48,000	\$6,000	\$6,000	44.21.00	710	\$43,192	\$34,554	\$4,319	\$4,319	\$103,192
2.0 Program Activities												
2.01 Long-Range Transportation Planning	711	\$110,000	\$88,000	\$11,000	\$11,000	44.23.01	711	\$30,000	\$24,000	\$3,000	\$3,000	\$140,000
2.02 Short Range Transportation Planning	712	\$30,000	\$24,000	\$3,000	\$3,000	44.25.00	712	\$15,348	\$12,278	\$1,535	\$1,535	\$45,348
2.03 Local, State and Federal Assistance	713	\$45,000	\$36,000	\$4,500	\$4,500	44.24.00	713	\$20,000	\$16,000	\$2,000	\$2,000	\$65,000
2.04 Transit Planning	714	\$0	\$0	\$0	\$0	44.21.00	714	\$45,000	\$36,000	\$4,500	\$4,500	\$45,000
3.0 Contingency--Highway	720	\$79,233	\$63,386	\$7,923	\$7,923			\$3,374	\$2,700	\$337	\$337	\$82,607
TOTAL FY 2025 Expenditures		\$324,233	\$259,386	\$32,423	\$32,423			\$156,914	\$125,531	\$15,691	\$15,691	\$481,147





**Staunton Augusta
Waynesboro**
Metropolitan Planning
Organization

112 MacTanly Place,
Staunton, VA 24401

Phone (540) 885-5174
Fax (540) 885-2687

TO: SAWMPO Policy Board
FROM: Ann Cundy, Executive Director
MEETING DATE: May 1, 2024
RE: **Board Memo #24-05: Board Officer Nominating Committee**

RECOMMENDATION

Request that the Chair form a Nominating Committee for the positions of Chair and Vice-Chair to hold elections at the June 5, 2024 meeting.

BACKGROUND

The terms of the current Chair and Vice Chair expire on June 30, 2024. The Chair must appoint a Nominating Committee to elect officers. The Nominating Committee shall report its recommendations for the positions of Chair and Vice-Chair at the June 5, 2024 meeting, with elections immediately following during the same meeting. Elected officers assume duties beginning on July 1, 2024 for two-year terms.

A Staunton, Waynesboro, or Augusta County publicly-elected representative shall serve as Chair or Vice Chair; however, both offices cannot be filled with representatives from the same locality at the same time. The Secretary-Treasurer shall be the CSPDC Executive Director.

ATTACHMENTS

[SAWMPO Bylaws](#)
