



**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: Staunton Lewis Street Hub

Ms. Paula Melester, CSPDC planner, presented on the BRITE Bus downtown parking hub in Staunton. 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:

- Staunton 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