



**Staunton Augusta Waynesboro Metropolitan Planning Organization  
Technical Advisory Committee Meeting Agenda  
January 7, 2026, at 2:00 P.M.**

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

- 1. Call to Order**
- 2. Approval of Minutes of the November 5, 2025, Meeting\***
- 3. Public Comment**
- 4. Public Participation Plan (PPP) Release for Public Comment (TAC AF #26-01)\***
- 5. Virtual Meeting Policy Approval (TAC AF #26-02)\***
- 6. 2026 Presentation Prioritization Poll and Discussion**
- 7. Agency Updates**
  - a. VDOT**
  - b. DRPT**
  - c. BRITE**
  - d. Localities**
- 8. Other Business**
- 9. Upcoming Meetings**
  - a. January 21, 2026 – SAWMPO Policy Board Meeting, 10:00 a.m., CSPDC**
  - b. February 4, 2026 – SAWMPO TAC Meeting, 2:00 p.m., held Virtually via Teams**
- 10. Adjourn**

\* Action needed

**Staunton-Augusta-Waynesboro Metropolitan Planning Organization**  
**Technical Advisory Committee (TAC)**  
**Regular Meeting Minutes**  
**November 5, 2025, 2:00 p.m.**

Meeting held at Central Shenandoah Planning District Commission Office at 112 MacTanly Place,  
Staunton, VA 24401 and virtually via Zoom

Voting Members			Others		
City of Staunton		VDOT		Staff (CSPDC)	
	Rodney Rhodes (Chair)	✓	Don Komara	✓	Zach Beard
✓	Meggie Taylor (Alt)	✓	Brad Reed (Alt)	✓	Garrett Bartholomew
	Lyle Hartt (Alt)	✓	Shane McCabe (Alt)		Devon Thompson
✓*	Susan Wilson	✓	Cody Huffman (Alt)	✓	Paula Melester
		VA DRPT			
Augusta County		✓*	Grace Stankus		
	Doug Wolfe (Vice Chair)				
✓	Julia Hensley	Non-Voting Members			
✓	Garret Shultz (Alt)			Other attendees	
		VRT			
City of Waynesboro		✓*	Steve Wilson		
✓	Leslie Tate		Phil Thompson (Alt)		
✓	Alisande Tombarge	Federal Highway Admin.			
✓	Scott Kesecker (Alt)		Kevin Jones		
✓*	Jeff Oswald (Alt)	Federal Transit Admin.			
		Lora Grady			
		VA Dept. of Aviation			
			Rusty Harrington		

\*Virtual attendance

**Call to Order**

In the absence of Chair Rodney Rhodes and Vice Chair Doug Wolfe, the Technical Advisory Committee (TAC) elected an acting chair in accordance with the SAWMPO Bylaws.

*Mr. Don Komara nominated Ms. Leslie Tate to serve as Acting Chair; seconded by Ms. Julia Hensley. The motion carried unanimously.*



Acting Chair Tate called the meeting of the TAC to order at 2:03 p.m.

### **Approval of Minutes**

Acting Chair Tate presented the minutes from the September 3, 2025, TAC Meeting.

*Ms. Julia Hensley moved to approve the minutes; seconded by Mr. Don Komara. The TAC approved the motion by unanimous vote.*

### **Public Comment**

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

### **2026 Safety Performance Targets (TAC Action Form #25-04)**

Mr. Gareth Bartholomew presented the 2026-2027 safety performance targets for TAC consideration. Mr. Bartholomew explained that since 2016, the Federal Highway Administration (FHWA) has required MPOs to adopt safety targets as part of a data-driven approach to reducing fatalities and serious injuries on public roadways. The SAWMPO has consistently adopted statewide targets, and there is no penalty for not meeting them; they serve as planning benchmarks rather than mandates.

Mr. Bartholomew reviewed the five safety performance measures: number of fatalities, fatality rate per 100 million vehicle miles traveled (VMT), number of serious injuries, serious injury rate per 100 million VMT, and non-motorized fatalities and serious injuries. The Commonwealth Transportation Board (CTB) approved the statewide methodology and targets in July 2025 using five-year trend models from 2020 to 2024. Mr. Bartholomew presented statewide trends showing fatalities reached a low of 703 in 2014 but have increased since, peaking at approximately 1,000 statewide fatalities post-COVID. Serious injuries have plateaued. For 2026, the statewide methodology applies a 1.31% decrease for fatalities and serious injuries, a 0.96% decrease for non-motorized fatalities and serious injuries, and a 2.51% increase in projected VMT.

For the SAWMPO region, the 2026 targets translate to 9 fatalities (rate of 0.812), 103 serious injuries (rate of 8.851), and 8 non-motorized fatalities and serious injuries. Mr. Bartholomew noted that the MPO recorded 18 fatalities in 2022, which substantially exceeded targets, and as of October 30, 2025, the region has already recorded 11 fatalities, exceeding the 2025 target of 9. Nine of the 11 fatalities in 2025 occurred in Augusta County, with five of those crashes occurring on the interstate.

Mr. Scott Kesecker shared that the City of Waynesboro participated in a Safety Circuit Rider call that morning, which revealed that in 2024, the total crash costs in Waynesboro exceeded \$70 million based on VDOT's cost methodology, emphasizing the real financial impact of crashes.

Mr. Komara noted that VDOT investigates all fatalities and looks for correctable factors such as signage or shoulder improvements. Mr. Komara observed that many fatalities still involve preventable factors like unbelted occupants and emphasized the value of Virginia's motorcycle helmet law compared to states like Ohio. Ms. Paula Melester stated that staff are exploring ways to present safety data more meaningfully throughout the year, not just during annual target adoption. She noted that VDOT data has limitations due to reporting thresholds and invited members to submit suggestions for additional data sources or analyses.



Ms. Julia Hensley suggested analyzing crash patterns by roadway characteristics such as width, speed limits, and external factors like alcohol involvement and weather. Mr. Brad Reed noted that the interstate is built to higher design standards and that primary roads often lack shoulders and optimal alignment.

*Ms. Julia Hensley moved to recommend approval of the 2026 CTB safety performance targets to the Policy Board; seconded by Ms. Alisande Tombarge. The motion carried unanimously.*

#### **SAWMPO Bylaws Amendment Update (TAC Memo #25-08)**

Mr. Gareth Bartholomew presented proposed amendments to the SAWMPO Policy Board Bylaws resulting from the internal review process and stakeholder consultations conducted over the summer. The goal is to address outdated terminology, streamline meeting functions, clarify procedures, and align with federal and state requirements as well as the HRMPO bylaws.

Mr. Bartholomew outlined 17 grouped changes organized into four categories.

##### *Terminology Standardization*

Changes include replacing references to "the Department" with "VDOT" throughout the document, adding a formal definition of the Department of Rail and Public Transportation (DRPT) in Article I, and updating and standardizing other language.

##### *Alternate Member Provisions*

Mr. Bartholomew explained that the current process assigns one alternate to a specific voting member, which creates complications when multiple members are absent. The recommended modification assigns alternates to localities rather than specific individuals and increases the number of permitted alternates to equal the number of voting representatives, while ensuring total votes cannot exceed the allocated number.

##### *Membership and Representation*

The amendments clarify that adding voting members requires a bylaws amendment rather than just a majority vote, clarify DRPT as a voting member of the TAC, and clarifying BRITE as a non-voting TAC member.

##### *Procedural and Governance*

Changes include updating officer election timing to even years, modifying the nominating committee requirement from 25 days prior to one meeting prior, restricting public comment to designated agenda periods, and other updates.

Mr. Brad Reed commented that the changes were well thought out and logical. Mr. Bartholomew noted that no TAC action is required. The Policy Board will have a 25-day review period before voting on adoption, and amendments will take effect immediately upon approval with no public comment required.



### **Transportation Improvement Program (TIP) Amendment Process Update (TAC Memo #25-09)**

Ms. Paula Melester presented proposed changes to the TIP amendment process. Ms. Melester explained that the current process requires two separate board meetings to process a TIP amendment, one to approve release for 21-day public comment and another to approve the amendment which can take up to two months.

Ms. Melester noted that neither federal nor state requirements mandate board approval to release a TIP amendment for public comment, and the SAWMPO Public Participation Plan does not require this approval. The proposed change would allow staff to administratively release TIP amendments for public comment upon receipt from requesting agencies, notify the TAC and Policy Board via email, and then bring the amendment to the board for one vote at the following meeting. This change would reduce processing time and administrative burden while maintaining the same review period for members.

Ms. Melester noted that no TAC action was required, and the change will be presented to the Policy Board.

### **2026 Meeting Calendar (TAC Memo #25-10)**

Mr. Zach Beard presented the 2026 meeting calendar. The TAC will continue meeting on the first Wednesday of each month at 2:00 p.m., and the Policy Board will meet on the third Wednesday at 10:00 a.m. No holiday conflicts require date changes for 2026.

Mr. Beard noted that rather than designating February as an all-virtual meeting, both permitted virtual meetings will be kept floating to provide flexibility for weather or other circumstances. Mr. Don Komara expressed support for this approach, noting it would be useful for inclement weather situations.

Mr. Zach Beard indicated that upcoming changes to the Public Participation Plan would address public notice requirements for virtual meeting changes. Mr. Garrett Bartholomew announced that starting in 2026, virtual meeting components will transition from Zoom to Microsoft Teams.

### **Agency Updates**

#### *VDOT*

Mr. Brad Reed provided the following update:

- The I-81 Corridor Improvement Plan (CIP) public meetings were held the previous week. The public comment period closes November 9, 2025. The CTB will make a decision on the final project selection in January 2026.

Mr. Don Komara provided the following updates:

- The I-81 widening project from mile markers 221 to 225 through Staunton is approximately 55% complete with significant earthwork activity. The Weyers Cave project is also progressing well with Kokosing and Branch Civil contractors. Staff have observed increased crashes in the work zone, primarily rear-end collisions due to speed differentials, and encourage drivers to maintain their lane through the construction area. Beam installation is

underway, and traffic will eventually be shifted to inside lanes when the middle bridge section is constructed. Both projects are ahead of schedule.

- Speed enforcement cameras on I-81 through the Staunton work zone are still planned for implementation.
- The Mill Place project pre-construction conference has been held. Sign relocations and water line relocations are underway. The project includes dual left turn lanes and expanded parking on the north side near the antique mall.
- Surface treatment and plant mix paving schedules were released earlier this year, allowing contractors to complete work in subdivisions outside Waynesboro and Augusta County ahead of typical schedules.
- Crews are preparing for snow removal season by signing up contractors and conducting fence-to-fence mowing to reduce wildlife-vehicle collisions.

#### *DRPT*

Ms. Grace Stankus provided the following update:

- DRPT has scheduled FY27 grant application workshops for transit and commuter assistance programs: Human Services Transportation on November 18, Transit Workshop on November 19, and Commuter Assistance on November 20. Registration information will be distributed to the TAC.

#### *BRITE and Afton Express*

Mr. Bartholomew provided the following updates on behalf of Ms. Devon Thompson:

- BRITE offered free rides on all routes (excluding Afton Express) or Election Day on November 4, serving many voting locations in Staunton, Waynesboro, and Augusta County.
- Staunton trolley winter hours went into effect November 1, with the downtown trolley ending at 6:00 p.m. instead of 9:00 p.m. and the night trolley ending at 9:00 p.m. instead of 10:00 p.m.
- CSPDC staff will attend the 5310 and 5311 Subrecipient Workshop and Procurement Training hosted by DRPT from November 5-7, 2025.
- The CSPDC is soliciting proposals for turnkey management, operations, and maintenance for BRITE Bus Services. The request for proposal (RFP) went live on September 8th with proposals due October 31. The current contract with Virginia Regional Transit (VRT) expires June 30, 2026.
- The revised Afton Express schedule has been finalized following public comment. The schedule was drafted based on public requests, employer schedules, and ridership trends, and will go into effect in December.

#### *Augusta County*

Ms. Hensley provided the following updates:

- The Augusta County Comprehensive Plan was adopted on October 22. Ms. Hensley thanked VDOT for their work on the approval letter.



### *City of Staunton*

Ms. Meggie Taylor provided the following update:

- The City's final community meeting for the comprehensive plan update is scheduled for Monday, November 10, at Bessie Weller Elementary from 5:30 to 7:00 p.m. Transportation will be among the topics covered.

### *City of Waynesboro*

Acting Chair Tate and Mr. Scott Kesecker provided the following updates:

- The City is updating its comprehensive plan, with the second public outreach meeting scheduled for November 19 at Waynesboro High School from 5:00 to 7:30 p.m. Stakeholder group meetings, including transportation-focused sessions, continued the previous week.
- City staff have been working with VDOT on the Project Pipeline study for Rosser Avenue.
- The City reviewed a Safety Circuit Rider presentation that morning, analyzing crash rates across various roadway segments, with Rosser Avenue rising to the top for multiple reasons.

### **Upcoming Meetings**

Mr. Gareth Bartholomew announced that CSPDC staff are partnering with the Shenandoah Valley Bike Coalition to host the Central Shenandoah Valley Bike Walk Summit on November 14 at The Loft on Liberty Street in Harrisonburg from 8:30 a.m. to 2:00 p.m. The event will feature a keynote from Dr. Melicent Miller from the Virginia Walkability Action Institute, local case studies, networking, and a showcase of regional trail and greenway plans.

Mr. Bartholomew reminded members that the SAWMPO 2050 Long Range Transportation Plan (LRTP) public comment period closes December 4.

### **Upcoming Meetings**

Acting Chair Tate announced the upcoming meetings on November 19 for the SAWMPO Policy Board Meeting at 10:00 a.m. and December 3 for the next SAWMPO TAC Meeting at 2:00 p.m.

### **Meeting Adjourned**

Acting Chair Tate adjourned the meeting at 3:03 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Zach Beard'.

Zach Beard, Program Manager



**TO:** Staunton-Augusta-Waynesboro MPO TAC  
**FROM:** Zach Beard, Program Manager  
**MEETING DATE:** January 7, 2026  
**RE:** **TAC Action Form #26-01: SAWMPO Public Participation Plan (PPP)  
Release for Public Comment**

## **RECOMMENDATION**

Staff recommends the TAC advise the Policy Board to release the Public Participation Plan for a 45-day public comment period.

## **BACKGROUND**

Federal regulation [23 CFR 450.316](#) requires that the SAWMPO maintain a Public Participation Plan (PPP) that documents how the MPO engages with the public in metropolitan transportation planning activities. As part of an internal review of MPO policies and procedures, Staff determined the existing PPP is unnecessarily burdensome and is proposing updates that align with current best practices. This memo summarizes the substantive content-related changes between the 2019 PPP Amendment and the 2026 Draft PPP for TAC review. Pending TAC recommendation, staff will request the Policy Board release the document for a 45-day public comment period.

### **Existing PPP Document and Changes**

The PPP establishes the SAWMPO's responsibilities, goals, and strategies for public involvement, including how the public is notified of MPO meetings and activities and updates to the Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), and Unified Planning Work Program (UPWP). The PPP was originally approved in November 2012 and amended in May 2019.

The existing PPP includes unrealistic accessibility request timeframes for individuals with disabilities and language barriers, restrictive public-information request and public notice requirements, and technical jargon. The 2026 draft PPP is a comprehensive update that streamlines procedures and consolidates content from seven sections to four sections. The **memo attachment** includes a full list of substantial content-related changes.

### **Public Comment Periods for Major Documents**

The most substantial changes impact public comment periods and publication requirements (see **Table 1**). Staff reduced most public comment periods to align with peer MPO timelines in the state, streamline the processing and approval of routine procedures, and allow more flexibility for approval and amendment timelines. These recommended timelines reflect the minimum number of days a document shall be available to the public for comment. The SAWMPO can extend public notice on individual activities as needed.

Additionally, the Draft 2026 PPP removes the requirement that all plan approvals and amendments be published in print newspaper. The revised PPP allows public notices for most approvals and documents to be posted digitally on the SAWMPO website only. Under the revised PPP, the SAWMPO reserves the right to publish elsewhere as needed. The SAWMPO will continue to publish

the annual meeting calendar for Policy Board and TAC meetings in local print media as well as on the website.

**Table 1: Summary of Changes for Document Approval and Amendment Public Release**

Activity	2019 PPP Public Comment Period	2026 PPP Public Comment Period	Public Comment Change
<b>Approval</b>			
LRTP Approval	21 days minimum	14 days minimum	-7 days
TIP Approval	21 days minimum	14 days minimum	-7 days
UPWP Approval	21 days minimum	14 days minimum	-7 days
Title VI Plan Approval	21 days minimum	14 days minimum	-7 days
PPP Approval	45 days minimum	45 days minimum	No change
All other major plans or programs	21 days minimum	14 days minimum	-7 days
<b>Amendments</b>			
LRTP Amendments	21 days minimum	14 days minimum	-7 days
TIP Amendments	21 days minimum	7 days minimum	-14 days
UPWP Amendments	21 days minimum	14 days minimum	-7 days
Title VI Plan Amendment	21 days minimum	14 days minimum	-7 days
PPP Amendments	45 days	45 days minimum	No change
All other major plans or programs	21 days minimum	14 days minimum	-7 days

## **NEXT STEPS**

Pending TAC recommendation, staff will present the Draft 2026 PPP changes at the January 21, 2025, Policy Board meeting and request that the Board release the document for a 45-day public comment period.

## **ATTACHMENTS**

- [SAWMPO Public Participation Plan 2026 Draft Content Changes Summary Tables](#)
- [SAWMPO Public Participation Plan 2019](#)

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**Public Participation Plan 2026 Change Summary**  
**Comparison of 2019 PPP and 2026 Draft PPP**

**1. Public Comment Periods for Major Plans**

Activity	2019 Version	2026 Draft	Change
<b>Plan Approvals</b>			
LRTP Approval	21 days	14 days	7 days
TIP Approval	21 days	14 days	7 days
UPWP Approval	21 days	14 days	7 days
Title VI Plan Approval	21 days	14 days	7 days
PPP Approval	45 days	45 days	No change
Other Major Plans Approval	21 days	14 days	7 days
<b>Plan Amendments</b>			
LRTP Amendments	21 days	14 days	7 days
TIP Amendments	21 days	7 days	14 days
UPWP Amendments	21 days	21 days	No change
Title VI Plan Amendments	21 days	14 days	7 days
PPP Amendments	45 days	45 days	No change
Other Major Plan Amendments	21 days	14 days	7 days

**2. Accessibility Service Request Timeframes**

Activity	2019 Version	2026 Draft	Change
Sign Language Interpreters	7 working days	3 business days	4 days
LEP/Language Interpreters	7 working days	3 business days	4 days
Accessible Formats (Braille, Large Print, Audio)	7 working days	3 business days	4 days

**3. Staff Response Time to General Questions and Comments**

Activity	2019 Version	2026 Draft	Change
Advertised Plans Information	3 working days	Not specified	Removed
General Information Requests	5 working days	Not specified	Removed

**4. Publication Requirements**

Activity	2019 Version	2026 Draft	Status
<b>Still Require Newspaper</b>			
Regular Meeting Schedule	Newspaper + Website	Newspaper + Website	No change
Special/Rescheduled Meetings	Newspaper + Website	Newspaper + Website	No change
PPP Approval/Amendments	Newspaper + Website	Newspaper + Website	No change
<b>Website Only</b>			
LRTP Approval	Newspaper + Website	Website only	Changed
TIP Approval	Newspaper + Website	Website only	Changed
UPWP Approval	Newspaper + Website	Website only	Changed
Title VI Plan Approval	Newspaper + Website	Website only	Changed
All Plan Amendments (except PPP)	Newspaper + Website	Website only	Changed

**5. Major Content Sections Removed**

Content Area	2019 Version	2026 Draft	Impact
Stakeholder List (Section 2.1)	8 specific categories listed: <ul style="list-style-type: none"> <li>• Citizens</li> <li>• Affected public agencies</li> <li>• Transit providers</li> </ul>	Generalize to include all people and not list specific groups	More broad, comprehensive language
Performance Measures	13 specific measurable targets	4 general categories	Consolidated similar targets into more specific categories
Property Owner Notification	30-day advance notice Direct mailings required	Not included	No longer required to notify property owners
Bi-annual Review	Required "bi-annual basis"	Changed to "as needed"	Less prescriptive schedule to provide flexibility

Document Availability	4 physical locations (Staunton, Waynesboro, Augusta County, and CSPDC)	1 location (CSPDC only)	Reduced public access points
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#### 6. Goals Consolidation

2019 Version (9 Individual Goals)	2026 Draft (4 Consolidated Goals)	Type	Impact
3.1.1 - Provide complete information	Goal 1: Transparency and Regulatory Compliance	Consolidated	More streamlined
3.1.2 - Provide adequate notice	Goal 3: Responsiveness to Public Input	Consolidated	More streamlined
3.1.3 - Multiple means of notice	Goal 2: Comprehensive and Accessible Engagement	Consolidated	More streamlined
3.1.4 - Convenient meetings	Goal 3: Responsiveness to Public Input	Consolidated	More streamlined
3.1.5 - Seek underserved populations	Goal 2: Comprehensive and Accessible Engagement	Consolidated	More streamlined
3.1.6 - Environmental justice/LEP	Goal 3: Responsiveness to Public Input	Removal	Changed to underserved populations throughout document
3.1.7 - Use visualization techniques	Goal 3: Responsiveness to Public Input	Consolidated	Specific commitments embedded in broader goals
3.1.8 - Consider public input	Goal 3: Responsiveness to Public Input	Consolidated	More streamlined
3.1.9 - Review effectiveness	Goal 4: Continuous Improvement	Consolidated	More streamlined

#### 7. Document Structure and Formatting

Change Category	2019 Version	2026 Draft	Description
Number of Sections	6 main sections	4 main sections	Consolidation and reorganization
Presentation Format	Numbered paragraph outline	6 comprehensive tables	More visual, scannable format
Goals Format	Numbered list (3.1.1-3.1.9)	Table format	Reduces citation specificity
New Content Added	N/A	3-C process explanation APA/AICP Code of Ethics Expanded LRTP/TIP/UPWP	Enhanced educational context



**TO:** Staunton-Augusta-Waynesboro MPO TAC  
**FROM:** Gareth Bartholomew, Transportation Planner  
**MEETING DATE:** January 7, 2026  
**RE:** **TAC Action Form #26-02: SAWMPO Virtual Meeting Policy**

## **RECOMMENDATION**

Staff is requesting that the TAC recommend that the Policy Board approve the Virtual Meeting and Virtual Participation Policy for 2026.

## **EXECUTIVE SUMMARY**

The Virginia Freedom of Information Act ([subsection B of § 2.2-3708.3](#)) requires that boards like the SAWMPO Policy Board have a Virtual Meeting and Virtual Participation policy that is reviewed and readopted annually.

This policy has two purposes:

- 1) To allow SAWMPO members to participate in a Policy Board or TAC meeting through electronic communication means from a remote location, and
- 2) To allow the SAWMPO to conduct all-virtual meetings based on the Virginia Freedom of Information Act (FOIA) and this policy.

## **BACKGROUND**

Virginia's General Assembly amended the state's FOIA law in 2024 to limit how often public bodies can hold all-virtual meetings. The new rule allows public bodies to convene all-virtual meetings no more than two times per calendar year or 50 percent of their total meetings rounded up to the next whole number.

The amendment changes how a quorum is calculated when members participate remotely. When determining if enough members are physically present to meet quorum requirements, individual members who are persons with disabilities or caregivers and who use remote participation count toward the quorum as if they were physically present at the meeting location.

Additionally, the amendment addresses voting rights for remote participants. Public bodies are required under FOIA to adopt participation policies governing remote attendance. These policies cannot prohibit or restrict any individual member from voting on matters before the public body, whether that member is participating in an all-virtual meeting or using remote participation in an otherwise in-person meeting.

## **2026 Virtual Meetings**

The SAWMPO Policy Board and TAC are both eligible to hold up to two virtual meetings each year. Staff recommends the use of the allotted virtual meetings on an as needed basis. The TAC or Board Chair would make this decision and direct staff to publicly notify the change at least one week prior

to the meeting based on the SAWMPO Public Participation Plan, which requires public notice of meeting venue changes.

## **NEXT STEPS**

Pending TAC concurrence, the SAWMPO Policy Board will consider approving the Virtual Meeting and Virtual Participation Policy at the January 21, 2026, meeting.

## **ATTACHMENTS**

- [SAWMPO Public Participation Plan](#)
- [FOIA Electronic Meetings Guide](#)

