



**CENTRAL VIRGINIA METROPOLITAN
PLANNING ORGANIZATION**

January 15, 2004

Ramada Inn
Lynchburg, VA
4:00 p.m.

AGENDA

1. Call to Order Dr. Robert L. Bashore, Chairman
2. Approval of the October 16, 2003 Minutes Dr. Robert L. Bashore, Chairman
3. Discussion and Approval of the Amendment to the Unified Planning
Work Program..... Bob White, Staff
4. Discussion and Approval of the Central Virginia Transportation Improvement Program
for Fiscal Years 2003-2004-2005, Amended Bob White, Staff
5. Status Report on the Long Range Transportation Plan Update Bob White, Staff
6. Status Report on the U.S. Route 29 Bypass around
Charlottesville Bill Gillespie, Executive Director
7. Matters from the Board Dr. Robert L. Bashore, Chairman
8. Next meeting of the CVMPO-April 15, 2004
9. Adjournment

CENTRAL VIRGINIA METROPOLITAN PLANNING ORGANIZATION
EXECUTIVE DIRECTOR'S REPORT

January 15, 2004

4:00 p.m.

1. CALL TO ORDER

2. APPROVAL OF THE OCTOBER 16, 2003 MEETING MINUTES *(see attachment no. 2)*

Recommendation: The staff recommends the October 16, 2003 minutes be approved.

3. DISCUSSION AND APPROVAL OF THE AMENDMENT TO THE UNIFIED PLANNING WORK PROGRAM *(see attachments 3a and 3b)*

The CVMPO has initiated the update of the long range transportation plan. In conjunction with this update VDOT is funding and updating the MPO area's transportation demand forecasting model. The cost of the model update is \$208,030. This cost is being borne by VDOT planning funds, not MPO designated funding. VDOT has requested that the Unified Planning Work Program (UPWP) be amended to acknowledge these additional funds in support of the long range transportation plan update.

The amended UPWP is attached with changes indicated in red. Additionally, a resolution amending the UPWP is attached for the members' consideration.

Recommendation: The staff recommends the MPO pass the resolution amending the UPWP to reflect the additional \$208,030 in funding to support the long range transportation plan update.

4. DISCUSSION AND APPROVAL OF THE CENTRAL VIRGINIA TRANSPORTATION IMPROVEMENT PROGRAM FOR FISCAL YEARS 2003-2004-2005, AMENDED *(see attachments 4a and 4b)*

The Central Virginia Transportation Improvement Program for Fiscal Years 2003-2004-2005, amended, is submitted for approval. This is not a new program approval, but rather an amendment to the current program. Project funding has been adjusted by the Commonwealth Transportation Board to reflect its current funding situation. This amendment primarily addresses secondary roads, rail safety projects, and enhancement grants.

The program has been available for public review the last thirty days. Additionally, a public hearing was held January 14 to illicit public comments. Mr. White will provide a summary of comments received during the public review.

Recommendation: The staff recommends the MPO pass the resolution to approve the Central Virginia Transportation Improvement Program for Fiscal Years 2003-2004-2005, as amended.

5. STATUS REPORT ON THE LONG RANGE TRANSPORTATION PLAN UPDATE

Mr. White will provide a brief update on the status of the long range transportation plan update.

Recommendation: Receive the report.

6. STATUS REPORT ON THE U.S. ROUTE 29 BYPASS AROUND CHARLOTTESVILLE

Mr. Gillespie will provide an update on recent conversations regarding the status of the U.S. Route 29 Bypass around Charlottesville.

Recommendation: Receive the report.

7. MATTERS FROM THE BOARD

8. NEXT MEETING OF THE CVMPO – APRIL 15, 2004

9. ADJOURNMENT

MINUTES

**CENTRAL VIRGINIA
METROPOLITAN PLANNING ORGANIZATION**

Spring House Dining & Reception Hall
Concord, VA

**October 16, 2003
4:00 pm**

MEMBERS PRESENT

R. Bryan David	Amherst County
Will Mays.....	Amherst County
William C. Rolfe.....	Bedford County
Hugh Pendleton.....	Campbell County
R. David Laurrell	Campbell County
Don Wells	VDOT

MEMBERS ABSENT

Dr. Robert L. Bashore.....	Bedford County
Robert Garber.....	City of Lynchburg
L. Kimball Payne	City of Lynchburg
Leo Rutledge.....	VDOT

OTHERS PRESENT

Jack Hobbs.....	Town of Amherst
Gerry Harter.....	City of Lynchburg
Lisa Dibble.....	Lyn-Cag
Susan Cook	Region 2000 Regional Commission
C. W. (Bill) Gillespie, Jr.	Region 2000 Regional Commission
Bob White.....	Region 2000 Regional Commission
Jeff Kessler.....	VDOT
Bill Guiher	VDOT

1. CALL TO ORDER

Mr. Hugh Pendleton, Vice-Chairman, called the meeting to order at 4:04 p.m.

2. APPROVAL OF THE JULY 17, 2003 MEETING MINUTES

Mr. Pendleton asked if there were any additions or corrections to the July 17, 2003 minutes. There being none, Mr. Laurrell made the motion that the minutes of the July 17, 2003 meeting be approved as presented. The motion passed unanimously by all members present.

3. DISCUSSION AND APPROVAL OF THE CENTRAL VIRGINIA TRANSPORTATION IMPROVEMENT PROGRAM FOR FISCAL YEARS 2003-2004-2005, AMENDED, AS WELL AS THE ANNUAL FEDERAL SELF CERTIFICATION

Mr. White presented the amended Central Virginia Transportation Improvement Program and the Annual Federal Self Certification for approval. He explained that the amended TIP reflects adjustments to the dollar amounts for some of the projects. Mr. White also stated that the program had been available for public review the last thirty days, and a public hearing was also held October 15, for public comment. No comment was received.

Mr. Laurrell made the motion, with a second by Mr. David, to approve the amended Central Virginia Transportation Improvement Program. The motion passed unanimously by all members present.

4. REVIEW OF RECENT TRANSPORTATION PROJECT ACTIVITY

Mr. White presented a summary of recent transportation planning activities. These activities include:

- 1) CVMPO Long Range Transportation Plan Update
- 2) Transportation Improvement Program and Amendments
- 3) Region 2000 Greenway and Blueway Plan
- 4) Livable Communities Standards
- 5) Access Management Training Seminar
- 6) MPO Training Sessions
- 7) LMI/Minority Area Mapping
- 8) US29 Bypass Charlottesville Meetings
- 9) GIS Development
- 10) CVMPO Signage Study Phase II
- 11) MPO Boundary Adjustments

5. STATUS REPORT ON THE CENTRAL VIRGINIA LONG RANGE TRANSPORTATION PLAN UPDATE AND RELATED MATTERS

Mr. White reported that the required completion date for the update is January, 2006. However, the goal is to have it completed by July, 2005, which will provide a six month buffer period.

A main concern in updating the plan has been the funding. VDOT has agreed to update the Transportation Demand Model, which will provide an additional \$150,000.00 to \$200,000.00 in funding to the MPO. Mr. White also emphasized the importance of public involvement in the update process.

It was also noted that the state has approved the adjusted MPO boundary, and this new boundary will be used for the Long Range Transportation Plan Update.

Mr. Guiher distributed a map to those present, showing proposed changes to the urbanized boundary. A motion was made by Mr. David, and seconded by Mr. Laurell, to approve the new boundaries. The motion passed unanimously by all members present.

Mr. White reported that the formula has been changed for figuring the Urban Planning funds. VDOT is trying to provide additional funds to air quality non-attainment areas. As a result, we anticipate receiving approximately \$1500.00 in funding less than we received this year.

6. MATTERS FROM THE BOARD

Mr. Wells announced that there has been some reorganization in Richmond, and he has been moved out of the Lynchburg area to the western part of the state. Mr. Pendleton thanked Mr. Wells for his work with the MPO.

Mr. Mays stated that there have been three people very actively supporting the 29 Bypass. He advised that a coalition needs to be reinitiated, to meet before the end of the year, and that the support of the MPO is needed. It was decided that no action is needed at this time.

Mr. Mays was recognized for his leadership with the MPO for the past year, and was presented a plaque in recognition of his service.

Mr. Laurell asked for an update on the Greenway and Blueway Plan. Mr. White informed him that the plan is scheduled to be presented to each of the localities for adoption.

Mr. David and Mr. Rolf each praised the work the MPO is getting done in their localities.

7. ADJOURNMENT

Mr. Rolf made the motion, seconded by Mr. David, to adjourn the meeting. The motion was passed unanimously by all members present, and the meeting was adjourned at 4:45 p.m.

CENTRAL VIRGINIA METROPOLITAN PLANNING ORGANIZATION

915 Main Street, Suite 202
P.O. Box 817
Lynchburg, VA 24505
434-845-3491

UNIFIED PLANNING WORK PROGRAM

FY 2004
(JULY 1, 2003 – JUNE 30, 2004)

APPROVED: April 17, 2003
AMENDED:

Funding provided by the Federal Highway Administration, the Federal Transit Administration, the Virginia Department of Transportation, and Central Virginia Department of Rail and Public Transportation and Central Virginia Metropolitan Planning Organization Local Funds

TABLE OF CONTENTS

RESOLUTION

SECTION I: FHWA, VDOT, CVMPO FUNDED ACTIVITIES

1.00 Administration

1.01	General Administration & Operations	1
1.02	Work Program Administration	1

2.00 Long Range Planning

2.01	Long Range Transportation Plan Updates	1-2
2.02	Transportation Improvement Program.....	2

3.00 Short Range Planning

3.01	General Development and Comprehensive Planning	2
3.02	Implementation of the Regional Greenway Oversight Committee.....	2-3
3.03	Environmental Justice.....	3
3.04	General Technical Assistance.....	3

SECTION II: FTA, VDRPT, CVMPO FUNDED ACTIVITIES

44.21.00	Program Support and Administration	4
44.22.00	General Development and Comprehensive Planning	4
44.23.01	Long Range Transportation Plan Update.....	4
44.25.00	Transportation Improvement Program.....	5
44.26.04	Environmental Justice.....	5

PROPOSED EXPENDITURES

SECTION I

FHWA, VDOT, CVMPO FUNDED ACTIVITIES

1.00 ADMINISTRATION

1.01 General Administration & Operations

Description: This task includes ongoing activities that ensure proper management and operation of the continuing, comprehensive, and coordinated (3-C) planning process. The objectives of this task are to implement the FY 2004 UPWP throughout the fiscal year; provide all required administrative functions including all accounting, personnel, contract, and office administration; and to support the activities of the CVMPO through preparation of agendas, attendance, and scheduling meetings, reports, minutes, and other duties as needed for the MPO board and subcommittees.

Products: Efficient office operation, accurate financial information, preparation of quarterly reports and billing, as well as the various direct and indirect supporting roles to the MPO.

Estimated Budget: \$36,289 (included for planning purposes only; not intended to be restrictive)

1.02 Work Program Administration

Description: To meet the requirements of 23 CFR Part 420 and 23 CFR Part 450, the CVMPO, in cooperation with the Virginia Department of Transportation and the Virginia Department of Rail and Public Transportation, is responsible for the development of a Unified Planning Work Program (UPWP). This UPWP describes all regional transportation planning activities anticipated in the CVMPO area between July 1, 2003 and June 30, 2004, which will utilize Federal funding. The UPWP also identifies state and local matching dollars for these Federal planning programs.

Products: UPWP for FY 2005 and amendments to the FY 2004 UPWP.

Estimated Budget: \$7,000 (included for planning purposes only; not intended to be restrictive)

2.00 LONG RANGE PLANNING

2.01 Long Range Transportation Plan Updates

Description: This task allows for the review, explanation, and update to any projects on the Greater Lynchburg Area Transportation Plan for the year 2025 in the event that a project needs to be updated before the five year update. This task will also provide for explanations of the plan to interested parties such as MPO Board members or citizens. This task will also allow for finalizing the possible expansion of the GLATS Boundary. Furthermore, this task will allow for the

development of a request for proposals for upgrading the GLATS plan for the year 2030 by the Transportation Technical Committee, and its initiation.

Additionally, in conjunction with this task, VDOT will update the transportation demand forecasting model for the MPO area.

Products: Public assistance and information, as well as preparation for any updates that are necessary; finalized GLATS boundary; a request for proposal and initiation of the GLATS update. VDOT's initiation of the transportation demand forecasting model process. (This model update will cost \$208,030.)

Estimated Budget: \$60,000 (Intended for planning purposes only; not intended to be restrictive)

2.02 Transportation Improvement Program

Description: Preparation of the FY 2005 Transportation Improvement Program (TIP), preparation of TIP amendments, and intergovernmental review of transportation projects.

Products: Approved TIP, TIP amendments, and intergovernmental review of transportation projects

Estimated Budget: \$7,000 (Intended for planning purposes, not expected to be restrictive)

3.00 SHORT RANGE PLANNING

3.01 General Development and Comprehensive Planning

Description: Development of GIS transportation layers for use with transportation projects and future long-range plans. Collecting transportation data and growth patterns for planning purposes. This task also will allow for the development and printing of transportation related maps for localities as requested and an MPO website.

Products: Updated GIS capabilities, as well as assistance to localities on transportation mapping. An inventory report will be created at the end of the year to show current capacities and will be distributed. This task will also update a transportation website that will be used in order to inform the public and to display transportation plans and maps.

Estimated Budget: \$25,000 (Intended for planning purposes only; not intended to be restrictive)

3.02 Implementation of the Regional Greenway Oversight Committee

Description: Continued organizing and staffing of the regional greenway oversight committee to include public outreach efforts, staying abreast of alternate transportation opportunities, and identifying and initiating project specific efforts
Products: An effective and ongoing regional greenway oversight committee with implementation of a specific project (s). An annual report of activities will be prepared.

Estimated Budget: \$7,000 (Intended for planning purposes only; not intended to be restrictive.)

3.03 Environmental Justice

Description: In order to ensure compliance and enhancement of Environmental Justice and Title VI regulations the CVMPO will keep track of all Environmental Justice and Title VI issues for all projects in the UPWP.

Products: Documented Environmental Justice and Title.

Estimated Budget: \$2,000 (Intended for planning purposes only; not intended to be restrictive)

3.05 General Technical Assistance

Description: This task includes staff support for specific transportation planning activities and grant writing as requested by member jurisdictions. This provides for flexible staff time to deal with issues that arise during the fiscal year, as well as short term projects where a locality may require assistance.

Products: Transportation grant writing and review, as well as assistance on short term projects and issues that require immediate attention.

Estimated Budget: \$13,380 (Intended for planning purposes only; not intended to be restrictive)

SECTION II

FTA, VDRPT, CVMPO FUNDED ACTIVITES

44.21.00 Program Support and Administration

Description: This task includes ongoing activities that ensure proper management and operation of a continuing, comprehensive, and coordinated (3-C) planning process. The primary objectives of this task are to implement the FY 2004 UPWP throughout the fiscal year; provide all required administrative functions, including all accounting, personnel, contract, and office administration; and to support the activities of the CVMPO through preparation of agendas, attendance and scheduling meetings, reports, minutes, and other duties as needed for the MPO board and subcommittees. This task allows for amendments to the current UPWP and preparation of the FY 2005 UPWP.

Products: Efficient office operation, accurate financial information, preparation of quarterly reports and billing, as well as the various direct and indirect supporting roles to the MPO; amendments to the UPWP; and preparation of the FY 2005 UPWP.

Estimated Budget: \$14,580 (Intended for planning purposes only; not intended to be restrictive)

44.22.00 General Development and Comprehensive Planning

Description: Development of Transit mapping and routes for GLTC. Specifically, this task will update fixed routes, including mapping of two locations; delineation of ADA Paratransit Service areas (within 1.5 miles of fixed corridor); and a data layer to include all bus stop locations, inventory of equipment, ADA compliance and digital photo of bus stops.

Products: Updated fixed routes map, mapping of ADA Paratransit Service areas, and inventory of equipment, ADA compliance, and digital photo of bus stops.

Estimated Budget: \$18,000 (Intended for planning purposes only; not intended to be restrictive)

44.23.01 Long Range Transportation Plan Update

Description: This task allows for the review, explanation, and update to any projects on the Greater Lynchburg Transportation Plan for the year 2025 in the event that a project needs to be updated before the five year update. This task will also provide for explanations of the plan to interested parties such as MPO Board members and citizens. This task will also allow for finalizing the possible expansion of the GLATS boundary. Furthermore, this task will also allow for the development of a request for proposals for upgrading the GLATS plan for the year 2030, and its initiation.

Products: Public Assistance and information, as well as preparation for any updates that are necessary; finalized GLATS boundary; and a request for proposal and initiation of the GLATS update.

Estimated Budget: \$18,000 (Intended for planning purposes only; not intended to be restrictive.)

44.25.00 Transportation Improvement Program

Description: Preparation of the FY 2005 Transportation Improvement Program (TIP), preparation of TIP amendments, and intergovernmental reviews of transportation projects.

Products: Approved TIP, TIP amendments, and intergovernmental review of transportation projects.

Estimated Budget: \$5,500 (Intended for planning purposes only; not intended to be restrictive)

44.26.04 Environmental Justice

Description: In order to ensure compliance and enhancement of Environmental Justice and Title VI regulations, the CVMPO will keep track of all Environmental Justice and Title VI issues for all projects in the UPWP. Staff will also create a GIS map layer identifying minority and low to moderate income census tracts for the region.

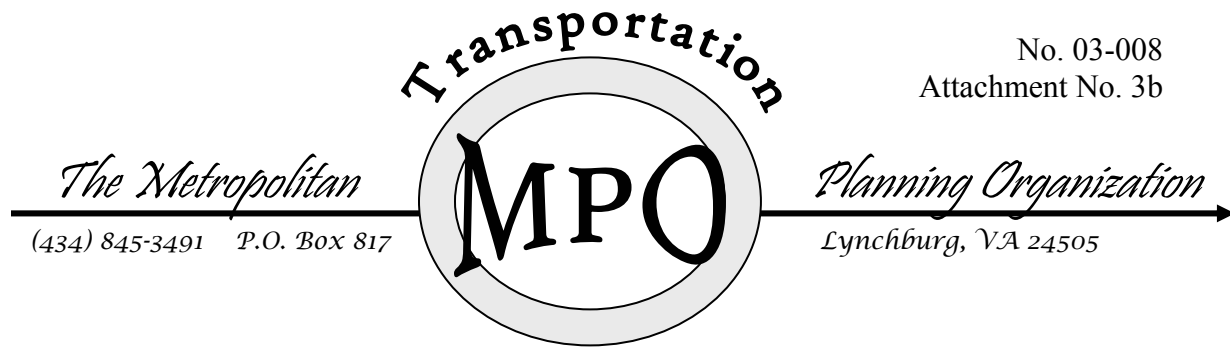
Products: Documented Environmental Justice and Title VI compliance and training; GIS map layer identifying minority and low to moderate income census tracts for the region.

Estimated Budget: \$1,330 (Intended for planning purposes only; not intended to be restrictive)

Proposed Expenditures	FHWA	State	Local	Total	FTA5303	State	Local	Total
1.00 Administration								
1.01 General Admin. & Oper.	\$ 29,031	\$ 3,629	\$ 3,629	\$ 36,289				
1.02 Work Prog. Admin.	\$ 5,600	\$ 700	\$ 700	\$ 7,000				
<i>Sub-Subtotal</i>	\$ 34,631	\$ 4,329	\$ 4,329	\$ 43,289	\$ 11,664	\$ 1,458	\$ 1,458	\$ 14,580
2.00 Long Range Planning								
2.01 Long Range Trans. Plan	\$ 48,000	\$ 6,000	\$ 6,000	\$ 60,000	\$ 14,400	\$ 1,800	\$ 1,800	\$ 18,000
2.02 Transportation Imp. Prog.	\$ 5,600	\$ 700	\$ 700	\$ 7,000	\$ 4,400	\$ 550	\$ 550	\$ 5,500
<i>Sub-Subtotal</i>	\$ 53,600	\$ 6,700	\$ 6,700	\$ 67,000	\$ 18,800	\$ 2,350	\$ 2,350	\$ 23,500
3.00 Short Range Planning								
3.01 General Dev. & Comp. Pl.	\$ 20,000	\$ 2,500	\$ 2,500	\$ 25,000	\$ 14,400	\$ 1,800	\$ 1,800	\$ 18,000
3.02 Impl.of Reg. Greenways	\$ 5,600	\$ 700	\$ 700	\$ 7,000				
3.03 Environmental Justice	\$ 1,600	\$ 200	\$ 200	\$ 2,000	\$ 1,064	\$ 133	\$ 133	\$ 1,330
3.04 General Tech. Ass.	\$ 10,704	\$ 1,338	\$ 1,338	\$ 13,380				
<i>Sub-Subtotal</i>	\$ 37,904	\$ 4,738	\$ 4,738	\$ 47,380	\$ 15,464	\$ 1,933	\$ 1,933	\$ 19,330
Subtotal	\$ 126,135	\$ 15,767	\$ 15,767	\$ 157,669	\$ 45,928	\$ 5,741	\$ 5,741	\$ 57,410
Total UPWP Funding				\$ 157,669				\$ 57,410 \$ 215,079

SPR FUNDING FOR VDOT STAFF SUPPORT

ACTIVITY	AGENCY	TOTAL	FEDERAL	STATE
1.00 Administration	MPO	\$ 20,000	\$ 16,000	\$ 4,000
2.00 Long Range Planning	MPO	\$ 50,000	\$ 40,000	\$ 10,000
2.01 Model Development	MPO	\$ 208,030	\$ 166,424	\$ 41,606
3.00 Short Range Planning	MPO	\$ 30,000	\$ 24,000	\$ 6,000
Total SPR Funds		\$ 308,030	\$ 246,424	\$ 61,606



No. 03-008
Attachment No. 3b

RESOLUTION OF THE METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION TO APPROVE THE AMENDMENT TO THE UNIFIED PLANNING WORK PROGRAM

WHEREAS, the Central Virginia Metropolitan Planning Organization (MPO) has adopted a Unified Planning Work Program for FY 04, and

WHEREAS, VDOT requires approval of the MPO to change work program activities or funding allocations for work plan activities, and

WHEREAS, in order to update the transportation demand forecasting model to support the MPO's long range transportation plan update, VDOT will expend \$208,030 for this model update, and

WHEREAS, this amendment does not affect the overall MPO budget, but indicates additional VDOT funding in support of the MPO's planning activities,

NOW THEREFORE, BE IT RESOLVED THAT, the CVMPO does approve the amendment of the FY 04 UPWP that allocates an additional \$208,030 to complete the update of the MPO's travel demand forecasting model.

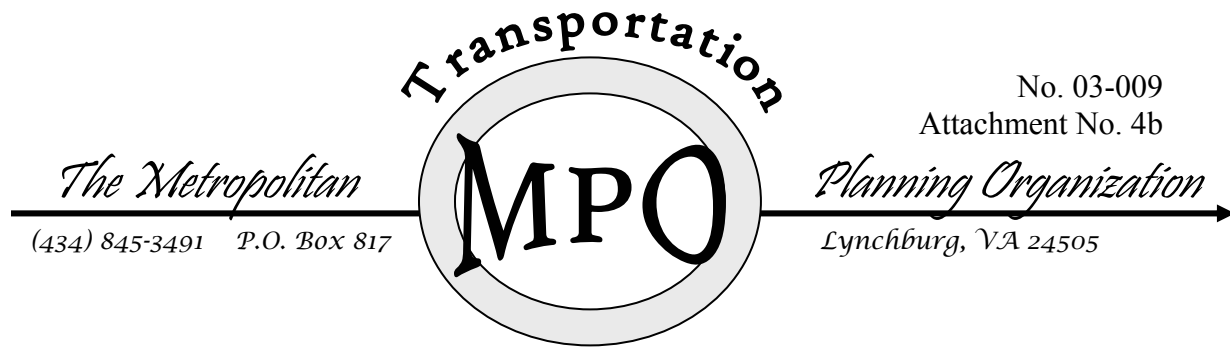
Upon motion by Councilman _____, duly seconded by Councilman _____, adopted this _____ day of _____, 2004, with _____ of the _____ members of the MPO in attendance.

CERTIFIED BY:

Dr. Robert Bashore, Chairman
Central Virginia Metropolitan Planning
Organization

ATTESTED BY:

C.W. Gillespie, Jr., Secretary
Central Virginia Metropolitan Planning
Organization



RESOLUTION OF THE CENTRAL VIRGINIA METROPOLITAN PLANNING ORGANIZATION TO APPROVE THE CENTRAL VIRGINIA TRANSPORTATION IMPROVEMENT PROGRAM FISCAL YEARS 2003-2004-2005, AMENDED

WHEREAS, the Central Virginia Metropolitan Planning Organization adopted the Central Virginia Transportation Improvement Program Fiscal Years 2003-2004-2005 on October 17, 2002, and

WHEREAS, project funding continues to be adjusted by the Commonwealth Transportation Board to reflect the current funding situation, and

WHEREAS, VDOT is requesting the Transportation Improvement Program be amended primarily to reflect changes in secondary road funding, rail safety projects and enhancement projects, based on the adjusted project funding,

NOW THEREFORE, BE IT RESOLVED that the Central Virginia Metropolitan Planning Organization does hereby approve the Central Virginia Transportation Improvement Program Fiscal Years 2003-2004-2005, amended.

Upon motion by Councilman _____, duly seconded by Councilman _____, adopted this _____ day of _____, 2004, with _____ of the _____ members of the MPO in attendance.

CERTIFIED BY:

 Dr. Robert L. Bashore, Chairman
 Central Virginia Metropolitan Planning
 Organization

ATTESTED BY:

 C.W. Gillespie, Jr., Secretary
 Central Virginia Metropolitan Planning
 Organization