AGENDA

Rural Transportation Advisory Committee

Tuesday, March 16th, 2021
1:00 PM Virtual Meeting via Zoom

This Meeting will be conducted using video and phone conferencing. Please use the link below to access the meeting.

https://us02web.zoom.us/j/82912756174?pwd=ZEhEb1AwL3lLTFp3azIzOWwwWkl0QT09

Meeting Password: 384894
Telephone Dial-in Number: 1 (646) 558-8656

Item	Time †	Description
1.	1:00-1:05	**Matters from the Public: Limit of 3-minutes per speaker** • *Members of the Public are welcome to provide comment on any public-interest, transportation-related topic, including the items listed on this agenda.*
2.	1:05-1:10	**Approval of Draft Minutes from January 19th Meeting*;** *click here for a copy*
3.	1:10-1:45	**Staff Updates & Discussion- Sandy Shackelford** • FY 22 Rural Work Program Review; *click here for a copy of the Work Program* • Smart Scale Discussion
4.	1:45-1:55	**Round Table Discussion & Identification of Future Topics** • Committee members are invited to share updates and topics of interest with the group.
5.	1:55-2:00	**Additional Matters from the Public** • *Members of the Public are welcome to provide comment (limit of 3 minutes per speaker)* Adjourn

† Times are approximate ** Requires a vote of the Board*

Upcoming Meeting Dates:

- Rural Technical Advisory Committee: May 18th

Rural Transportation Advisory Committee
1:00 PM Tuesday March 16th, 2020

The Governor has declared a state of emergency due to the COVID-19 pandemic and the nature of this declared emergency makes it impracticable or unsafe for the Rural Transportation Advisory Committee Committee to assemble in a single location. This meeting and the required public hearings will be held utilizing electronic virtual communication with the Zoom software application. In accordance with virtual meeting procedures and policies as outlined in Item 4.0-01 of the Virginia state budget (HB 29), as effective April 24, 2020. The meeting will be recorded and made available to the public at www.tjpdc.org.

Thomas Jefferson Planning District Commission
Regional Vision • Collaborative Leadership • Professional Service

Rural Transportation Advisory Committee

Minutes, January 19th, 2021

Committee Members Present	Staff Present
Dylan Bishop, *Nelson County*	Jessica Hersh-Ballering
Dan Butch, *Albemarle County*	Nick Morrison
Tom Egeland, *Louisa County*	Sandy Shackelford
Jim Frydl, *Greene County*	
David Cook, *VDOT Lynchburg District*	
Rick Youngblood, *VDOT Lynchburg District*	
Chuck Proctor, *VDOT Culpeper District*	
Stephen Johnson, *JAUNT*	
Sara Pennington, *RideShare*	

***Note**: The Governor has declared a state of emergency due to the COVID-19 pandemic and the nature of this declared emergency makes it impracticable or unsafe for the Thomas Jefferson Planning District Commission to assemble in a single location. This meeting was held utilizing electronic virtual communication with the Zoom software application, and in accordance with virtual meeting procedures and policies as outlined in Item 4.0-01 of the Virginia state budget (HB29), as effective April 24, 2020.*

1. Call to Order:

The Rural Technical Advisory Committee Chair, Tom Egeland, presided and called the meeting to order at 1:00 pm. Nick Morrison read the Notice of Electronic Meeting and Commissioner and Public Protocol, took attendance by roll call, and certified that a quorum was present.

2. Matters from the Public:

a. **Comments by the Public:** None
b. **Comments provided via email, online, web site, etc.:** None

3. Approval of Draft Minutes from November 17th 2020:

Tom Egeland asked for a motion to approve the draft minutes from the November 17th meeting. Jim Frydl provided a motion to approve, Dylan Bishop provided a second, and the minutes were passed unanimously.

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4. STAFF UPDATES & DISCUSSION:

a. **Rural Bicycle & Pedestrian Infrastructure Assessment Update:** Jessica Hersh-Ballering gave a presentation to the committee on the status of the infrastructure assessment. The presentation highlighted

b. **Rural 29 N. Corridor Study Update:** Sandy Shackelford provided an update on the Route 29 N. Corridor Study. TJPDC staff met with VDOT, Greene County, and Albemarle County staff to discuss potential project boundaries, an initial scope of work, and data needs in December. The project is anticipated to kick-off in the early spring of 2021.

c. **Zion Crossroads Small Area Plan:** Sandy Shackelford provided an update to the committee regarding the Zion Crossroads Small Area Plan. The consultant team was working to complete the public survey and was preparing to present initial technical findings to the working group in mid-February.

5. ROUND TABLE DISCUSSION:

a. Roundtable Discussion by Jurisdiction/Organization: Each committee member was invited to share updates from their jurisdictions/organizations

b. Next Meeting: March, 16th 2021

ADJOURNMENT:

Motion/Action: On a motion by Tom Egeland, the Rural Transportation Advisory Committee unanimously voted to adjourn the January 19th, 2021 meeting at 2:45 pm.

Thomas Jefferson Planning District Commission

FY-2021 Rural Transportation Planning Work Program

July 01, 2021 – June 30, 2022

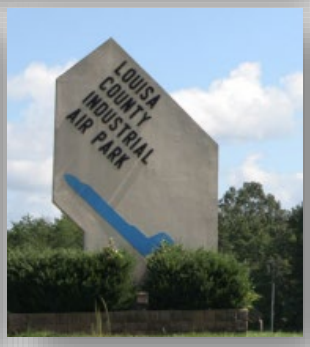
DRAFT











Thomas Jefferson Planning District Commission

VDOT Virginia Department of Transportation

Preface

Prepared on behalf of the Thomas Jefferson Planning District Commission, through a cooperative process involving Region 10's counties (Albemarle, Fluvanna, Greene, Louisa and Nelson), JAUNT, RideShare, and the Virginia Department of Transportation.

This scope of work is required to include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work also includes activities or studies addressing other transportation planning related issues that are of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.

The Rural Transportation Advisory Committee (RTAC) reviewed this work program at their March 16th, 2021 meeting, sending a recommendation of approval to the Planning District Commission. The Commission first reviewed these recommendations at their March 4, 2021 meeting and approved the final FY22 Rural Transportation Planning Work Program on April 1, 2021.

The preparation of this program was financially aided through administrative funds from the FY21 Rural Transportation Planning Work Program.

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Introduction

Purpose and Objective

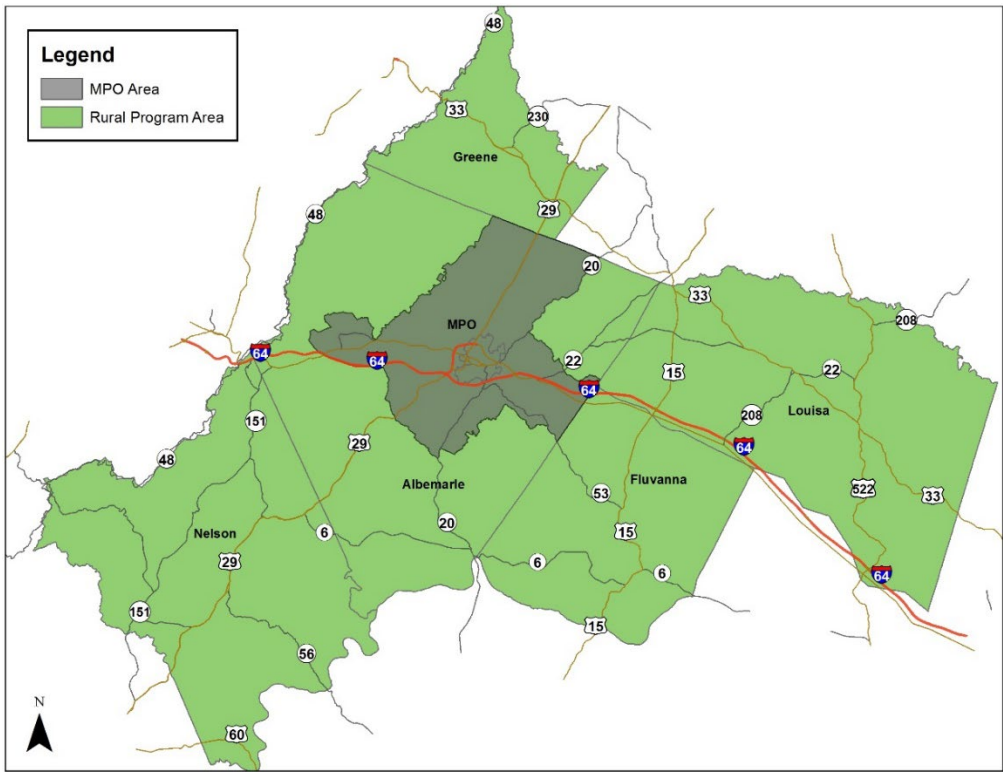
The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling the requirements of the State Planning Process to address the transportation needs of non-metropolitan areas. Funds appropriated under 23 U.S.C. 307(c) (SPR funds) are used in cooperation with the Department of Transportation, Commonwealth of Virginia for transportation planning as required by Section 135, Title 23, U.S. Code. These Federal funds provide 80 percent funding and require a 20 percent local match.

In FY-2022each planning district commission / regional commission that has rural area will receive $58,000 from VDOT's Rural Transportation Planning Assistance Program. The corresponding planning district commission / regional commission will provide a local match of $14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds. The arrangement of all such funds involves the development of a scope of work, approval and other coordination in the Transportation & Mobility Planning Division's (TMPD) administrative work programs.

The scope of work shall include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work may also include activities or studies addressing other transportation planning related issues that may be of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.

Rural Transportation Program

The scope of work includes specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work also includes activities or studies addressing other transportation planning related issues that are of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.



Highlights of FY21

In FY21, the Rural Transportation Program focused on a variety of outcomes. The program dedicated time to the Smart Scale prioritization process, which requires substantially more resources from the VDOT district offices, Planning District and localities. While TJPDC staff conducted its regular administration of the program and provided a variety of other services to the region and its members, the following highlights the more substantive efforts.



ZION CROSSROADS GATEWAY PLAN – Work continued in FY21 on a joint, collaborative planning project across two of the PDC's localities, Fluvanna and Louisa County. The plan will help the two localities develop a vision for growth and investment in the Zion Crossroads U.S. Highway 15 corridor off of Interstate 64.

SMART SCALE – In FY16, the Commonwealth implemented its new process for funding transportation projects. While the process helps to minimize political influence and maximize data-driven decisions, it also demands greater resources from the VDOT districts, PDCs and localities. The TJPDC continues to support its localities with Smart Scale submittal assistance. The TJPDC assisted Nelson County in submitting three projects and submitted three on behalf of Albemarle County.

TOWN BICYCLE AND PEDESTRIAN INFRASTRUCTURE ASSESSMENT– This study assessed the existing bicycle and pedestrian infrastructure in the incorporated towns and developed recommendations for future bicycle and pedestrian infrastructure supporting the broader goals of the localities.

Fiscal Year 2022 Budget

Task	Description	SPR Funds (80%)	PDC (20%)	Total
TASK 1.0	PROGRAM ADMINISTRATION	$12,800	$3,200	$16,000
TASK 2.0	PLANNING & TECHNICAL ASSISTANCE	$45,200	$11,300	$56,500
TOTAL	RURAL PLANNING PROGRAM	$58,000	$14,500	$72,500

FY2022 Scope of Work: This section of the Scope of Work details the administrative and technical tasks, staff responsibilities, and expected end products. The purpose of this work element is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated (3-C) planning process.

Fiscal Year 2022 Activities by Task

FY 2022 – 1.0 Program Administration - $16,000

The purpose of this task is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive and coordinated planning process *(the 3 C's approach)*. The PDC's Rural Transportation Advisory Committee (RTAC) is the technical committee of the Rural Transportation Program, and is composed of professional staff from local governments, the Virginia Department of Transportation (VDOT), JAUNT, and the PDC's RideShare program. The Planning District Commission functions as the policy board of the Rural Transportation Program.

Task 1.1- Reporting and Compliance with Regulations - $5,500

DESCRIPTION OF ACTIVITIES:

Coordinate rural transportation planning activities (committees, community workshops, studies) and prepare quarterly progress reports and invoices. TJPDC staff will coordinate activities, develop reports to VDOT, and prepare monthly progress reports and invoices. VDOT staff will process invoices and handle reimbursements.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Submit 12 monthly reports and invoices.
- Submit an annual report for FY22.
- Maintain the FY22Rural Work Program
- Prepare the FY23 Rural Work Program

Task 1.2 - Staff committee meetings - $5,500

DESCRIPTION OF ACTIVITIES:

The TJPDC will staff committee meetings, by: preparing materials; writing minutes; handling public participation; updating committee websites; and, coordinating with the Charlottesville-Albemarle MPO.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Staff the Rural Technical Transportation Committee – meeting 6 times per year.
- Conduct presentations to the Thomas Jefferson Planning District Commission (Rural Transportation Program Policy Board).

Task 1.3 - Share information with agencies and public - $5,000

DESCRIPTION OF ACTIVITIES:

TJPDC staff will work to share transportation-related information with state agencies, local officials, other PDCs, and the general public. Staff will also attend relevant training sessions that will better inform rural transportation planning efforts.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Continue to update the Rural Program website, to better share information with VDOT and stakeholders.
- Participate in outreach meetings and provide/review data as requested by VDOT.
- Participate with the MPOs and VDOT on setting performance measure goals.
- Assist VDOT with local and regional input to annual statewide transportation improvement programs.
- Conduct intergovernmental discussion and coordination of transportation projects and developments.
- Provide informational updates in TJPDC news distribution channels (newsletters, Quarterly Reports, etc.).
- The RTAC and Commission will continue to include public comment periods in its meeting agendas.
- Provide social media informational articles through TJPDC social media pages.
- Attend transportation sessions at statewide conferences.
- Attend trainings from state agencies.
- Host VDOT work sessions at the TJPDC Water Street Center or virtually.

Administration Budget	
SPR Funds (80%)	$12,800
PDC Funds (20%)	$ 3,200
Total Budgeted Expenditure for Program Administration	$16,000

FY 2022 - 2.0 Planning & Local Technical Assistance - $56,500

The following tasks highlight the planning and technical services that the TJPDC will provide to its member localities in Fiscal Year 2022. The TJPDC will provide general technical assistance to its member localities, as well as undertake specific endeavors on projects throughout the region to move towards the goals established in the Rural Long Range Transportation Plan.

Task 2.1 – Route 29 North Corridor Study with Urban Component - $30,000

DESCRIPTION OF ACTIVITIES:

Roadway improvements are complete or scheduled for construction along US Highway 29 North in Albemarle County and in Greene County. Traffic concerns continue in areas that are both urban and rural north of Airport Road in Albemarle County to the Ruckersville area of Greene County. The MPO working with the TJPDC Rural Transportation will initiate a study for safety & congestion along the unimproved areas of US 29. This project will also be funded in MPO's 2022 Unified Planning Work Program.

TASKS TO BE UNDERTAKEN:

- Work with VDOT contracted consultant to assess transportation performance through the corridor.
- Identify transportation system improvement priorities based on public feedback and system performance analysis.
- Coordinate with other planning efforts along this corridor to incorporate recommendations and findings.
- Develop alternative solutions for consideration.

- Develop recommended solutions based on public feedback.

Task 2.2 – Prepare transportation infrastructure grant applications - $5,000

DESCRIPTION OF ACTIVITIES:

The TJPDC staff supports its regional members in the identification and submission of Smart Scale and other transportation grant applications at their request.

CURRENT/PLANNED PROJECTS:

- Pursue grants related to the Regional Bicycle / Pedestrian Plan.
- Assist the region's counties, towns, and villages with grant applications related to transportation improvements.
- Pursue grants for implementation of RLRP projects.
- Provide Assistance for Smart Scale grant applications upon request.

Task 2.3 – Provide assistance to local and state partners as requested - $5,000

DESCRIPTION OF ACTIVITIES:

Unanticipated rural transportation planning needs and issues arise during the fiscal year and the Rural Transportation Planning Program of the Planning District should be a resource for addressing these issues.

TASKS TO BE UNDERTAKEN:

- Provide support and technical assistance with plan reviews, rural transportation and corridor studies, strategic planning efforts, bikeway plans and studies.
- Develop and provide GIS information, as requested.

Task 2.4 – Regional Transit Partnership, Travel Demand Management, and Bicycle and Pedestrian Activities - $10,000

DESCRIPTION OF ACTIVITIES:

There are a number of regional efforts to promote and support alternative transportation modes that will need to coordinate with the Rural Transportation Work Program.

TASKS TO BE UNDERTAKEN:

- Coordinate with the Regional Transit Partnership to ensure that rural interests are represented in regional transit planning efforts.
- Support the development of studies, plans, and initiatives that will promote access to safe infrastructure for rural users.
- Support efforts to develop the Three Notch'd Trail, an inter-regional multi-use trail that will provide an extension from the Virginia Capital Trail from Richmond through the TJPDC region west of Charlottesville.
- Collaborate with Rideshare to support programming that will improve participation in the regional Travel Demand Management activities and initiatives.

Task 2.5 – Rural Work Program Strategic Plan - $6,500

DESCRIPTION OF ACTIVITIES:

Staff will work with the Rural Transportation Technical Committee, Thomas Jefferson Planning District Commissioners, and local officials to develop a strategic plan to determine project and programming priorities. This will establish a framework to develop future work programs and more efficiently utilize rural transportation program resources. It will also provide an opportunity to discuss potential changes to the MPO boundary that may impact the rural areas.

TASKS TO BE UNDERTAKEN:

- Develop a list of stakeholders that need to be engaged in the strategic planning process.
- Develop topics/programs of interest to the rural areas for discussion.
- Conduct surveys and/or stakeholder interviews to prioritize project selection.
- Review the Rural Work Programs in other regional planning organizations to provide benchmarking and determine best practices.
- Identify opportunities for collaboration with the MPO, transit providers, Rideshare, and other regional planning organizations.
- Develop a strategic plan that will guide future work plan development.

Planning & Technical Assistance Activities Budget	
SPR Funds (80%)	$45,200
PDC Funds (20%)	$ 11,300
Total Budgeted Expenditure for Program Activities	$56,500

FY23 Anticipated Work Tasks

To provide a longer-view of the Rural Transportation Program, staff began to anticipate work tasks for the next fiscal year. By presenting the FY21, FY22 and FY23 descriptions, staff hopes to create better continuity between fiscal years and manage commitments to member localities.

In FY23, continued work on developing a coordinated regional strategy for Smart Scale funding application projects that prioritize projects by both need and by likelihood of funding. The TJPDC will once again assist local governments in application preparation. Staff will begin to discuss the Rural Long Range Transportation Plan 5-year update.

The Charlottesville Albemarle MPO is anticipating a boundary increase after the 2020 Census. The TJPDC, IN FY23 will continue to assess the impact of any movement of current rural boundaries into the MPO area.

Appendices

Appendix A: FY-2022 Budget Summary

Appendix A: FY-2022 Budget Summary

Tasks	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
Program Administration			
Task 1.1- Reporting and Compliance with Regulations	$4,400.00	$1,100.00	$5,500.00
Task 1.2 – Staffing Committees	$4,400.00	$1,100.00	$5,500.00
Task 1.3 - Information Sharing	$4,000.00	$1,000.00	$5,000.00
Total Budgeted Expenditure for Program Administration	**$12,800.00**	**$3,200.00**	**$16,000.00**
Program Activities			
Task 2.1 – Route 29 North Corridor Study	$24,000.00	$6,000.00	$30,000.00
Task 2.2 – SMART SCALE	$4,000.00	$1,000.00	$5,000.00
Task 2.3 – Support Local and State requests for assistance as needed	$4,000.00	$1,000.00	$5,000.00
Task 2.4 – Regional Transit Partnership, Travel Demand Management, and Bicycle/Pedestrian Activities	$8,000.00	$2,000.00	$10,000.00
Task 2.5 – Strategic Plan	$5,200.00	$1,300.00	$6,500.00
Total Budgeted Expenditure for Program Activities	**$45,200.00**	**$11,300.00**	**$56,500.00**
Total Budgeted Expenditure for Program Administration and Program Activities	**$58,000.00**	**$14,500.00**	**$72,500.00**