Agenda

Rural Transportation Advisory Committee
Tuesday March 21, 2023
1:00 PM
Location: Water Street Center, 407 East Water St, Charlottesville, VA

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*** • January 17th meeting
3.	1:10-1:20	**FY-24 Rural Work Program*** (Sandy Shackelford, TJPDC) • Draft Work Program
4.	1:20-1:40	**Bicycle and Pedestrian Priorities** (Curtis Scarpignato, TJPDC) • Jefferson Area Bicycle and Pedestrian Plan (2019)
5.	1:40-2:00	**Safe Streets and Roads for all grant** (Sandy Shackelford, TJPDC) • Update on the grant award • Update on safety analysis with VDOT
6.	2:00-2:10	**Update from VDOT** • Change in Lynchburg VDOT District staffing • Discuss Culpeper District project selection process
7.	2:10-2:25	**Round Table Discussion & Identification of Future Topics** • Committee members are invited to share updates and topics of interest with the group
8.	2:25-2:30	**Additional Matters from the Public** • *Members of the Public are welcome to provide comment (limit of 3 minutes per speaker)*
9.	2:30	**Adjourn**

* Items requiring committee action.

Upcoming Meetings:
May 16, 2023

Guests and the public can join the meeting using Zoom:
Zoom Meeting link:
https://us02web.zoom.us/j/89994649412?pwd=MGJMNDNiT25PS1A2WUlyQUdDamdOUT09
Meeting ID: 899 9464 9412
Passcode: 292628
One tap mobile
+13126266799,,89994649412#,,,,*292628# US (Chicago)
Dial by your location
312 626 6799 US (Chicago)

Thomas Jefferson Planning District Commission

Regional Vision ▪ Collaborative Leadership ▪ Professional Service

Rural Transportation Advisory Committee

DRAFT Minutes, January 17, 2023

The video of the meeting can be viewed at https://www.youtube.com/watch?v=ELvn52QZC8U

VOTING MEMBERS		STAFF	
Tom Egeland, Louisa County*	x	Sandy Shackelford, TJPDC	x
Jim Frydl, Greene County *	x	Lucinda Shannon, TJPDC	x
Douglas Miles, Fluvanna County		Gretchen Thomas, TJPDC	x
Dylan Bishop, Nelson County *	x	Christine Jacobs, TJPDC	x
Michael Barnes, VDOT, Culpeper	x	Ryan Mickles, TJPDC	x
David Cook, VDOT, Lynchburg	x		
Ted Reick, Jaunt	x		
Sara Pennington, Rideshare *			
Kevin McDermott, Albemarle			
Chuck Proctor, VDOT *	x		
ALTERNATES		**GUESTS/PUBLIC**	
Rick Youngblood, VDOT		Alberic Karina-Plun, Albemarle County	x
JM Whalen, Fluvanna County	x	Matt Lawless, town of Scottsville *	x
David Benish, Albemarle County		Ben Chambers, City of Charlottesville	x
Stephanie Golon, Greene County			
Cindy King, Louisa County			
Zadie Lacy, Jaunt			
Carrie Shepherd, VDOT			

**** attended online via Zoom.***

1. CALL TO ORDER:

Dylan Bishop made a motion to allow Jim Frydl and Tom Egeland to join the meeting virtually. The Rural Technical Advisory Committee Chair, Tom Egeland, presided and called the meeting to order at 1:02 pm. Dylan Bishop made a motion to allow Jim Frydl and Tom Egeland to join the meeting virtually.

2. MATTERS FROM THE PUBLIC (:017):

a. **Comments by the Public:** None

b. **Comments provided via email, online, web site, etc.:** None

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Telephone (434) 979-7310 ▪ **Fax** (434) 979 1597 ▪ **Virginia Relay Users:** 711 (TDD) ▪ **email:** info@tjpdc.org ▪ **web:** www.tjpdc.org

3. APPROVAL OF DRAFT MINUTES FROM JULY 26, 2022 (MINUTE :33):

Motion/Action: Tom Egeland gave changes to Lucinda Shannon. Tom made a motion to approve the minutes with the changes given previously. Jim Frydl seconded the motion and the motion passed unanimously.

4. CULPEPER AND LYNCHBURG TRANSPORTATION UPDATE (MINUTE :55):

David Cook presented the committee with an update on the long-term performance of the Culpeper district on their project development goals and delivery. He noted they are under their goal for the secondary pavement conditions, but everything else on their list is on track.

Mr. Cook reported that 27% of VDOT employees are eligible to retire in 5 years, so there will be an increase in need of employees in the relatively near future.

Michael Barnes reviewed the 2022 Culpeper District Transportation Update, a report that was recently distributed throughout the district. In addition to the general update, there is a listing of all the projects in the Charlottesville and Albemarle area and also other localities.

There was a short discussion about the Smart Scale "recommended for funding" projects that were being discussed by the CTB at a concurrent meeting.

5. GOVERNANCE STUDY UPDATE (MINUTE 19:54):

Due to a technical issue, this item was moved up on the agenda. Ms. Shannon had a handout from AECOM with suggestions for the Governance Study currently under way. There are suggestions in the memo that will help with building a set up objectives for consideration and how to move forward well. Ms. Shannon said she would email the handout to the committee for review.

6. JAUNT UPDATE (MINUTE 23:24):

Ted Reick, Director of Jaunt, presented the committee with an overview of the organization, including stockholders and the areas it serves. He noted that Jaunt supports independent living/aging in place issues, contributing to healthy outcomes, and is an "investment with great returns," and helps to promote equity.

Mr. Reick reported on some of their previous challenges and current initiatives. He reviewed the use of funds and the organizations with which it contracts. He presented the use of rural funds and the capital funding challenges that come with it.

He went on to discuss the vehicle capital needs. He noted the average age of the fleet is 4.2 years, but they are only replacing them every 5 years. There are more mechanical issues as the vehicles age.

Mr. Reick continued by presenting Jaunt's challenges due to shifts in funding.

He continued to discuss their alternative fuel study and micro-transit opportunities. He noted they are currently wrapping up their Transit Development Plan (TDP).

There is a commercial that is currently being showed on TV and Ms. Shannon said she would link it on the website after the meeting.

7. ROUNDTABLE DISCUSSION & IDENTIFICATION OF FUTURE TOPICS (MINUTE 51:45):

David Cook did not have any major updates. He said VDOT is still working on the 151 study. They are looking at the safety analysis in the field. He noted that the last study that was done 10 years ago had 100 comments. He expects that there will be at least that many for this new study.

Alberic Karina-Plun said Albemarle County is working on their six-year updates. He noted that there is a study on either a one-way or a promenade from Darden to Pantops.

JM Whelan said Fluvanna County is working on their comp plan and many solar projects.

Dylan Bishop noted Nelson County is still working on their comp plan and have a meeting tomorrow night about it.

Ben Chambers did not have anything to share re: rural transportation, but did say that CAT is working on the micro-transit with Jaunt.

Michael Barnes said VDOT is working on a project selection process and mentioned that it will take some time to make it more precise, but it is being continually improved.

Sandy Shackelford shared a little more info on the "recommended for funding" projects from Smart Scale. She noted that these projects will probably not be started for about 5 years. She also reported there is a new transportation planner starting at the TJPDC on Monday, January 23.

Ms. Shackelford also said the Safe Streets for All grant decision will be made in the next month or two. If selected, Staff will work with VDOT on gathering crash data.

Jim Frydl thanked the Culpeper VDOT engineering staff for their help on an intersection concern in Greene. They are working with the local board to help create a safer solution.

Tom Egeland said the Lake Anna project will go in front of the Board tonight.

Matt Lawless did not have any updates to share.

Topics for the next meeting:
Lucinda Shannon suggested discussing the Project Selection Process from VDOT. David Cook suggested presenting on the changes in the urbanized boundaries.

8. ADJOURNMENT:

Motion/Action: On a motion by Tom Egeland, and seconded by Dylan Bishop, the Rural Transportation Advisory Committee unanimously voted to adjourn the January 17, 2023 meeting at 2:13 p.m.

Thomas Jefferson Planning District Commission

FY-2024 Rural Transportation Planning Work Program

July 01, 2023 – June 30, 2024











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 21, 2023 meeting. The Commission reviewed the draft of the Rural Transportation Advisory Committee Work Program at their March 2, 2023, meeting and approved the work program at their April 6, 2023 meeting.

The preparation of this program was financially aided through administrative funds from the FY23 Rural Transportation Planning Work Program.

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Introduction

Purpose and Objective

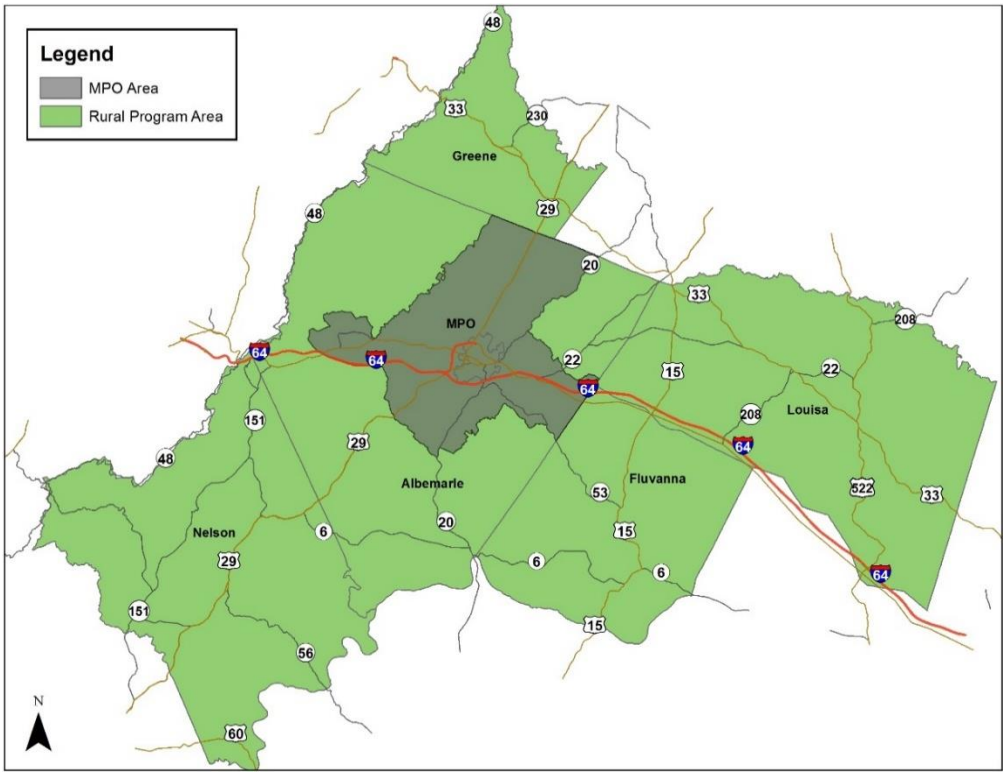
The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling 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-2024 each planning district commission / regional commission that has rural areas 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. The map below shows the rural program areas in light green.



Highlights of FY23



In FY23, the Rural Transportation Program focused on a variety of outcomes. The program dedicated significant time to continued work on regional transit planning. 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.

REGIONAL TRANSIT PLANNING – TJPDC staff worked with consultants through two Department of Rail and Public Transportation (DRPT) technical assistance grants to continue work on regional transit planning efforts. The Regional Transit Vision Plan was completed in November of 2022, and work on the Regional Transit Governance Study began in the fall of 2022. While the technical assistance grant covered the costs of the consultants completing the work, the costs for the TJPDC staff administration and engagement with the program has been supplemented through the Rural Work Program and the Charlottesville-Albemarle Metropolitan Planning Organization's (CA-MPO) Unified Planning Work Program.

BICYCLE AND PEDESTRIAN PROJECT PRIORITIZATION – In FY23, TJPDC staff worked to develop a process for prioritizing regional bicycle and pedestrian improvement projects identified in the 2019 Jefferson Area Bicycle and Pedestrian Plan.

ZION CROSSROADS GATEWAY PLAN – Staff completed the final report for the Zion Crossroads Gateway Plan, which has been provided as a resource to Louisa County and Fluvanna County for consideration in the development of Zion Crossroads Small Area Plans.

Fiscal Year 2023 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

FY2024 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 2023 Activities by Task

FY 2024 – 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
- Maintain the FY24 Rural Work Program
- Prepare the FY25 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, stakeholders, 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 2024 - 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 2024. 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 – Comprehensive Safety Action Plan - $30,000

DESCRIPTION OF ACTIVITIES:

- The TJPDC was awarded a federal Safe Streets and Roads for All Discretionary Grant to develop Comprehensive Safety Action Plans for each of the six jurisdictions. To effectively leverage the funding, the TJPDC is committing additional staff support for the development of the safety action plans through both the Rural Work Program and the CA-MPO's Unified Planning Work Program. Once funding is released, there is a two-year performance period for the development of the Comprehensive Safety Action Plan, which will identify strategies for each locality to reduce the number of fatalities and serious injuries occurring along their roadways. TJPDC will partner with VDOT to complete an analysis of crashes throughout the region to determine the priority corridors outside of the federal grant in order to maximize the use of the grant resources.

TASKS TO BE UNDERTAKEN:

- Conduct crash analysis and identify high-priority corridors in collaboration with VDOT staff.
- Attend meetings related to the release of the Safe Streets and Roads for All grant funding, and prepare the agency to receive the funding.
- Provide ongoing administration and coordination of the grant activities in addition to what is supported with the grant funding.

Task 2.2 – Prepare transportation infrastructure grant applications - $6,500

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:

- 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 - $10,000

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
- Participate on VDOT studies as part of the project development pipeline process
- Develop and provide GIS information, as requested
- Support the development of local Comprehensive Plan chapters and recommendations, as requested

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

DESCRIPTION OF ACTIVITIES:

There are several regional efforts to promote and support alternative transportation modes that will need to coordinate with the Rural Transportation Work Program, including regional transit planning initiatives and commuter assistance program initiatives.

One significant effort that will be underway in FY24 is the development of a Strategic Plan for TJPDC's commuter assistance program, RideShare. The TJPDC has applied for a technical assistance grant to retain a consultant, and the TJPDC will provide staffing support to develop elements of the Strategic Plan through the Rural Work Program and the CA-MPO's Unified Planning Work Program. Other efforts that will be programmed in this task include ongoing coordination with the Regional Transit Partnership and coordination of bike/ped projects with state funding applications.

TASKS TO BE UNDERTAKEN:

- Coordinate with the Regional Transit Partnership to ensure that rural interests are represented in regional transit planning efforts
- Provide ongoing support for transit initiatives to complete the Regional Transit Governance Study and pursue appropriate next steps
- Support the development of studies, plans, and initiatives that will promote access to safe infrastructure for rural users
- Collaborate with Rideshare to support programming that will improve participation in the regional Travel Demand Management activities and initiatives

Planning & Technical Assistance Activities Budget

SPR Funds (80%)	$45,200
PDC Funds (20%)	$ 11,300

Total Budgeted Expenditure for Program Activities	$56,500

FY25 Anticipated Work Tasks

To provide a longer-view of the Rural Transportation Program, staff anticipates work tasks for the next fiscal year to create better continuity between fiscal years and manage commitments to member localities.

In FY25, 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 continue work that will begin in FY24 to complete the Comprehensive Safety Action Plan, and will determine the level of support for any implementation activities that are identified as part of that plan development.

Appendices

Appendix A: FY-2023 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 – Comprehensive Safety Action Plan	$24,000.00	$6,000.00	$30,000.00
Task 2.2 – Prepare transportation infrastructure grant applications	$5,200.00	$1,300.00	$6,500.00
Task 2.3 – Support Local and State requests for assistance as needed	$8,000.00	$2,000.00	$10,000.00
Task 2.4 – Regional Transit Partnership, Travel Demand Management, and Bicycle/Pedestrian Activities	$8,000.00	$2,000.00	$10,000.00
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**