

**Harrisonburg-Rockingham Metropolitan Planning Organization
Technical Advisory Committee Meeting Agenda
November 6, 2025, 2:00 p.m.**

**Rockingham County Administration Center
20 East Gay Street, Harrisonburg, VA 22802**

1. Call to Order
2. Approval of Minutes of the September 4, 2025, Meeting*
3. Public Comment
4. 2026-2027 Safety Performance Targets (TAC Action Form #25-07)*
5. HRMPO Bylaws Amendment Update (TAC Memo #25-08)
6. Transportation Improvement Program (TIP) Amendment Process Review (TAC Memo #25-09)
7. 2026 Meeting Calendar (TAC Memo #25-10)
8. Agency Updates
 - a. VDOT
 - b. DRPT
 - c. HDPT
 - d. Localities
9. Other Business
10. Upcoming Meetings
 - a. November 20, 2025 – HRMPO Policy Board Meeting, 3:00 p.m.
 - b. December 4, 2025 – HRMPO TAC Meeting, 2:00 p.m.
11. Adjourn

* Action needed

Harrisonburg-Rockingham Metropolitan Planning Organization Technical Advisory Committee (TAC) Minutes September 4, 2025, 2:00 p.m.

Meeting conducted at Rockingham County Administration Center and virtually via Zoom

	City of Harrisonburg		VDOT		Staff
✓	Tom Hartman, Chair	✓	Adam Campbell	✓	Paula Melester
✓	Kyle Lawrence	✓	Don Komara	✓	Garreth Bartholomew
✓	Thanh Dang	✓	Jeremy Mason	✓	Zach Beard
✓	Cheryl Spain				Others
✓	Jakob zumFelde		DPRT	✓	Kim Sandum
	James Polhamus	✓*	Grace Stankus	✓*	Sam Steyers
	Rockingham County			✓*	Weston Marcus
	Rachel Salatin		Non-Voting Members		
✓	Dylan Nicely, Vice Chair		Kevin Jones, FHWA		
	Julia Cottrell		Bill Yates, JMU		
	Town of Bridgewater		Rusty Harrington, DOAV		
✓	Alex Wilmer	✓	Valerie Kramer, JMU		
	Town of Dayton				
✓	Gary Corder				
	Town of Mt. Crawford				
	Libby Clark				

***Virtual attendance**

Call to Order

The Harrisonburg-Rockingham Metropolitan Planning Organization (HRMPO) Technical Advisory Committee (TAC) convened at the Rockingham County Administration Center on September 4, 2025. The meeting was called to order at 2:00 p.m. by Chair Tom Hartman.

Minutes

Chair Hartman presented the minutes from the August 7, 2025, TAC meeting.

Mr. Dylan Nicely motioned to approve the minutes; seconded by Ms. Thanh Dang. Motion carried unanimously.

Public Comment

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

HRMPO Internal Process Review Stakeholder Consultation Update and Discussion (TAC Memo #25-07)

Ms. Paula Melester presented an update on the HRMPO internal process review stakeholder consultations. Ms. Melester explained that between July and August 2025, staff conducted individual meetings with all MPO member localities and agency partners to discuss local transportation priorities, regional needs, the role of the MPO, and administrative improvements.

Local Priorities

Key themes from locality priorities included managing growth and economic development impacts on transportation networks, improving safety and accessibility for bicycle and pedestrian infrastructure and transit access, maintaining and improving existing infrastructure, and finding fundable projects that meet local needs. Localities identified challenges with small-scale intersection changes, bicycle and pedestrian infrastructure, and uniquely for the region, buggy lanes and alleyway systems that struggle to align with existing grant program criteria.

Regional Priorities

Ms. Melester noted that as part of the regional priorities, localities emphasized I-81 as the most significant transportation need, including filling funding gaps and addressing impacts on parallel roadways throughout the Valley. Localities requested MPO support for region-wide master planning including bicycle and pedestrian connectivity across jurisdictions, management of major regional corridors like Routes 11 and 42 that serve dual roles as local community roads and commercial corridors, and expanded transit connectivity and partnerships between HDPT, BRITE, and Virginia Breeze.

Role of the MPO

Regarding the MPO's role, Ms. Melester stated that stakeholders emphasized the value of serving as a regional convener, providing capacity support for local transportation planning activities, transit planning coordination, and serving as an information and knowledge resource hub. Ms. Melester noted that state partners commended the HRMPO's approach to integrating HDPT's transit planning with broader regional MPO planning through UPWP budget structure.

Administrative Improvements

For administrative improvements, Ms. Melester stated that stakeholders expressed strong preference for monthly in-person meetings, with meeting frequency well-received. Stakeholders also suggested improvements to meeting mail-outs and materials to enhance accessibility.

Next Steps

Ms. Melester outlined next steps including updating core governing documents and developing the FY27 UPWP to align with stakeholder input. Staff will conduct follow-up meetings with localities in spring 2026 before developing the annual work program, with implementation targeted for completion in Spring 2026.

Presentation: HRMPO Regional VDOT Crash Analysis Overview and Data Gaps – HRMPO and City of Harrisonburg Staff

Mr. Garreth Bartholomew presented an overview of regional safety trends and crash data collection processes. Mr. Bartholomew reviewed statewide safety trends with the TAC and HRMPO's approved 2025 safety targets compared to actual performance data through April 2025.

Overview

Mr. Bartholomew explained that Virginia Code requires police reports for crashes involving injury, death, or property damage equal to or exceeding \$3,000. When crashes occur, law enforcement reports are submitted to DMV's Traffic Records Electronic Data System (TREDS) and subsequently transmitted to VDOT. Reports must be filed within 24 hours of investigation, with the system capturing over 170 data elements per crash incident. Data has approximately three-month lag time before appearing in planning databases.

Mr. Bartholomew identified data gaps including crashes below the \$3,000 property damage threshold that are not required to be reported and subject to investigating officer discretion, near-miss incidents not captured, private property crashes that may not be reported, and limitations in holistic context that investigating officers can provide beyond quantitative data elements. Mr. Bartholomew stated that beyond annual safety target approvals, the MPO will conduct more frequent safety performance updates to provide timely data and trend analysis.

Harrisonburg Data

Mr. Jakob zumFelde presented the City of Harrisonburg's crash data analysis approach. Mr. zumFelde explained that the City's Transportation Safety Advisory Commission includes five resident members plus representation from Public Works, Police Department, Fire Department, and JMU. The commission addresses safety-related projects and concerns, locations where residents express concerns, locations where safety studies are completed, and proposed capital projects. A Bicycle and Pedestrian Subcommittee was created in 2010, which receives annual presentations on crash data.

Mr. zumFelde detailed that Harrisonburg Public Works and Police Departments review crash data using two primary VDOT public data sources created from Virginia DMV TREDS data: the Crash Analysis Tool and Crash Map, both containing only reportable crashes. Mr. zumFelde displayed a pedestrian crash map covering 2017 through March 2025 and pedestrian count data from April 2025 collected by Miovision detection cameras, noting accuracy has not been verified by City staff. Mr. zumFelde reported the City is establishing twice-yearly meetings between Public Works and Police Department to review crash numbers and observations including non-reportable crashes and discuss trends.

Discussion

Discussion ensued regarding data collection capabilities and police department coordination. Mr. Kyle Lawrence inquired whether other localities within the MPO have ability to conduct pedestrian counts at intersections using cameras. Mr. zumFelde confirmed the City has intersection count cameras and individual pedestrian counters, with camera counts covering entire intersections and plans to expand to additional intersections as budget allows. Mr. Hartman noted accuracy concerns particularly for

pedestrian and bicycle counts in locations with pedestrian scrambles and high-volume crossings near JMU, estimating vehicle count accuracy sufficient for Traffic Impact Analyses (TIAs).

Mr. Alex Wilmer reported that approximately five years ago, the Bridgewater Police Department upgraded computer systems, now integrated with the County. The system enables Mr. Wilmer to request at least five years of crash data from the police department for traffic studies, replacing previous reliance on paper files. Mr. Wilmer noted that the town has access to local crash data and plans to upgrade intersections and eventually conduct pedestrian counts.

Mr. Hartman described benefits of establishing ongoing police department coordination, citing discovery that the Police Chief mentioned 19 pedestrian crashes by May or June, with significant portion occurring in parking lots and shopping centers that would not be reportable but warrant planning awareness. Mr. zumFelde noted the coordination provides connection between planning staff and police department, establishing communication pathways and enabling analysis of shorter time periods rather than standard five-year aggregations.

Ms. Melester noted that while VDOT reportable crash data serves as the metric for determining safety improvement criteria in funding programs, local police data can bolster project narratives and support projects not seeking federal funding or funding through systems requiring only reportable data. Ms. Melester offered MPO staff assistance to localities unfamiliar with VDOT tools, including dashboard walkthroughs and quick statistical support for council or board presentations.

Agency Updates

Virginia Department of Transportation (VDOT)

Mr. Adam Campbell provided the following updates:

- The full application submission deadline of September 15, 2025, for Transportation Alternatives and Revenue Sharing programs is approaching.
- The Route 42 Project Pipeline study in the City of Harrisonburg from 8th Street to the northern city limits completed Phase 1 covering existing conditions and preliminary alternatives consideration. Phase 2 will conduct deeper analysis of alternatives under consideration. The Executive Summary from Phase 1 providing high-level overview of identified corridor issues and recommendations under consideration is available on the Project Pipeline website.
- The Vine Street STARS study held a study team meeting two weeks ago for further alternatives review, identifying options to advance for second round of public input. An online survey is anticipated to launch in early October, with coordination for concurrent in-person meeting with city staff.
- The Route 259 Mainland Road STARS study from the interstate to Broadway, located just north of the MPO in Rockingham County, is launching its second public outreach for feedback on alternatives under consideration September 9 - 23, 2025.
- The I-81 2025 Corridor Improvement Program update is incorporating public feedback from July meetings. Third round of public meetings are planned for late October, presenting

projects prioritized through a process similar to SMART Scale scoring criteria and divided by cost to identify top priorities within available funding.

Mr. Don Komara and Mr. Jeremy Mason provided the following updates:

- The I-81 improvements through Staunton represent a three-year contract that is approximately 50% complete after one year. Mr. Komara noted contractor incentive to complete work ahead of schedule, as extended timelines reduce profitability.
- On safety improvements, VDOT receives approximately \$300,000 to \$400,000 annually in safety improvement funding to address small-scale improvements identified by area superintendents and community feedback, including turn lanes and outcropping removal. This discretionary funding covers projects in Rockingham, Augusta, and Page counties.
- The East Market Street (Route 33) bridge project is setting beams and installing stay-in-place forms for the final section. Crews will tie steel and pour concrete by end of September. The concrete pour requires a small traffic closure window due to settling and stiffening requirements and vibration sensitivity. The project remains on schedule, on budget, slightly under budget, and significantly lower cost than other bidders.
- The Fairgrounds project continues progressing despite challenges including business sales. The project is anticipated to reach construction phase next year.
- Speed enforcement cameras on I-81 through the Staunton widening project are expected to begin operation next month or the following month, administered by Virginia State Police. Mr. Komara reiterated that VDOT cannot assist drivers who receive tickets for exceeding 60 mph in the work zone.
- Current VDOT activities include asphalt patching, signing up snow removal equipment, and filling salt domes throughout the district.
- The Harrisonburg project remains on schedule for next year, with contract award anticipated in December 2025. The project has generated strong contractor interest, with companies inquiring about working in the region. Mr. Komara noted Kokosing is located far from the region, potentially generating competitive bids.
- Mr. Mason noted that federal speed enforcement cameras have already been implemented on Route 64 east of Richmond on construction projects. Current plans call for cameras only on the Staunton I-81 project, not on climbing lanes. Discussion addressed potential for drivers to exit the interstate to avoid camera enforcement.

Department of Rail and Public Transportation (DRPT)

Ms. Grace Stankus provided no updates.

City of Harrisonburg Department of Public Transportation (HDPT)

Ms. Cheryl Spain provided the following updates:

- HDPT is preparing for JMU's return with successful driver recruitment, though expansion plans depend on available drivers.

- The microtransit project completed 1,000 trips. Staff will evaluate whether to restart the program next summer, as year-round operation is not feasible due to driver availability constraints.
- HDPT is prepared for FY27 grant cycles. A request for proposals (RFP) will be issued this week to replace the transit system software in a \$3 million project, with hopes for competitive bids to upgrade the system.

Localities and Stakeholders

Town of Dayton

Mr. Gary Corder thanked staff for the presentation and indicated he will investigate whether the Dayton Police Department tracks crash data, noting the department operates relatively independently from community development. Mr. Corder expressed interest in pursuing conversations about local crash data coordination.

Town of Bridgewater

Mr. Wilmer provided no updates.

James Madison University

Ms. Valerie Kramer provided the following update:

- The Duke's Ride campaign, which is in the second year, encourages students to ride buses instead of driving. Despite distributing 2,000 welcome packets to apartment complexes with bus information, challenges remain with low ridership except for the Green Line. New tactics include reaching out to parents to emphasize the free service and inability to receive parking tickets while on the bus. HDPT has provided statistics to track ridership trends.

Rockingham County

Mr. Nicely provided the following updates:

- The County is working extensively with VDOT to prepare revenue sharing project applications for the September 15, 2025, deadline, including requesting another allocation for the Route 253-276 Cross Keys and Port Republic Road project due to increased cost estimates, shoulder widening on Airport Road as a continuation of previous bridge work, and a project to lower vertical curve sight distance on Friedens Church and Oak Ridge to address visibility concerns when looking left over a hill, completing work deferred during previous church curb project due to funding shortfall.

City of Harrisonburg

Chair Hartman provided the following updates:

- University Boulevard construction continues with contractors progressing on the new road alignment, though rock was discovered in a pond area requiring removal.

- Country Club Road sidewalk construction between the trailer park and Linda Lane is underway, missing the back-to-school deadline but targeting completion for Bike Walk and Roll to School Day at month's end.
- The Erickson Avenue study public meeting is scheduled September 18, 2025, from 4:00 to 6:00 p.m., presenting future land use analysis for the corridor between Main Street and Route 42 (east-west) and Pleasant Hill Road and Mosby Road (north-south), including projected development, new roadway connections, and intersection improvements to mitigate development impacts. An online survey will launch after the public meeting, with final report presented to the TAC at a future meeting to share results and potential grant opportunities.
- The Liberty Street raised cycle track project completed 30% plans, with environmental documents in progress. The City is planning a Citizen Information Meeting for early December to re-engage the public, present concepts, and identify concerns or opportunities before advancing to next plan phase leading to right-of-way and utility relocation.
- Bike Walk and Roll to School Day is scheduled for October 8, 2025. The City has a TAP grant for a Safe Routes to School Coordinator position.
- The City submitted one revenue sharing application to supplement a funding shortfall on the Route 243 project, where low cost estimates and inflation created budget gaps. Special funds are available as construction dollars rather than right-of-way dollars.
- Pedestrian crossing volumes remained consistent. The public survey remains open through the end of the month for feedback on the demonstration configuration.

Other Business

There was no other business discussed.

Upcoming Meetings

The Policy Board will meet September 18, 2025, at 3:00 p.m. The next Technical Advisory Committee meeting is scheduled for Wednesday, October 2, 2025, at 2:00 p.m. Both meetings will be at the Rockingham County Administration Center.

Adjournment

There being no further business, the meeting was adjourned at 3:13 p.m.

Respectfully submitted,



Zach Beard, Program Manager

TO: Harrisonburg-Rockingham MPO Technical Advisory Committee
FROM: Garreth Bartholomew, Transportation Planner
MEETING DATE: November 6, 2025
RE: **TAC Action Form #25-07: HRMPO 2026 Safety Performance Targets**

RECOMMENDATION

Staff is requesting that the TAC recommend that the Policy Board approve the 2026 Commonwealth Transportation Board (CTB) safety performance targets.

BACKGROUND

In 2016, the Federal Highway Administration (FHWA) established National Performance Measures for Safety Performance for the Highway Safety Improvement Program (HSIP) to assess fatalities and serious injuries on public roads. The FHWA requires that state DOTs and MPOs set annual safety percentage targets for reducing the number and rate of fatalities and serious injuries.

The HRMPO must concur with VDOT's safety targets or set MPO-specific targets by February 28, 2025. The HRMPO has concurred with VDOT safety targets every year, and there is no penalty for not meeting the targets.

STATEWIDE TARGETS

In July 2025, the CTB approved OIPI's proposed methodology and statewide targets for calendar year 2026. OIPI's methodology establishes targets from statistical models that project future safety performance based on expected crash reductions from completed projects and five-year trends of the annual number of fatalities, serious injuries, non-motorized fatalities and serious injuries, and vehicle miles traveled (VMT). **Table 1** summarizes the CTB's 2026 statewide safety targets.

Table 1: 2026 Approved CTB Statewide Safety Targets

Safety Measure	Statewide Safety Targets
Number of Fatalities	882
Rate of Fatalities per 100 million VMT	1.000
Number of Serious Injuries	6,424
Rate of Serious Injuries per 100 million VMT	7.286
Number of Non-Motorized Fatalities and Serious Injuries	604

The CTB established a 2026 target of a 1.31% percentage reduction in statewide fatalities and serious injuries, a 0.96% reduction in non-motorized injuries, and total statewide VMT increase of 2.51% based on projected five-year averages.

HRMPO TARGETS AND CRASH TRENDS

The HRMPO recorded 7 fatalities in 2021, which for the first time since 2018 exceeded the annual safety target. In 2022, the region recorded 11 fatalities, substantially exceeding the annual safety target of 4. In 2023, the MPO recorded 8 fatalities, which exceeded the target of 4. However, in

2024, the HRMPO recorded 5 fatalities, falling below the annual target of 6 for the first time since 2020. In 2025, according to unofficial data from January 1 to October 30, 2025, the region has already recorded 6 fatalities, which is near the target of 7.

Serious injuries have consistently exceeded MPO targets from 2021 through 2024. In 2021, the region recorded 50 serious injuries against a target of 41. This pattern continued with 58 serious injuries in 2022 (target: 37), 55 in 2023 (target: 38), and 66 in 2024 (target: 47). In 2025, unofficial data through October 30, 2025, shows 43 serious injuries, which is currently below the 2025 target of 51.

Historically, non-motorized fatalities and serious injuries have remained at or below targets throughout the five-year period. The region recorded zero non-motorized fatalities in 2021, 2022, and 2024. In 2023, there were 2 fatal non-motorized incidents out of 6 total non-motorized crashes. However, unofficial 2025 data shows 4 total non-motorized incidents with 3 fatalities.

Table 2: Safety Targets and Actual Numbers, 2021 – 2026

	2021 Target	2021 Actual	2022 Target	2022 Actual	2023 Target	2023 Actual	2024 Target	2024 Actual	2025 Target	2025 Actual	2026 Target^
Fatalities	4	7	4	11	4	8	6	5*	7	6**	8
Rate of Fatalities per 100 million VMT	1.05	1.05	0.59	1.43	0.63	1.13	.93	NA	1.013	NA	1.061
Serious Injuries	41	50	37	58	38	55	47	66*	51	43**	55
Rate Serious Injury Per 100 Million VMT	6.18	10.50	6.121	7.53	5.58	7.75	7.17	NA	7.232	NA	7.583
Non- motorized Fatalities and Serious Injuries	6	5 (0 fatal)	6	6 (0 fatal)	6	6 (2 fatal)	6	4* (0 fatal)	6	4** (3 fatal)	7

*Unofficial data from VDOT PowerBI

** Unofficial data from Virginia Traffic Records Electronic Data System (TREDS); VDOT Power BI from January 1 through October 30, 2025

^ Proposed HRMPO 2026 Safety Performance Targets

NEXT STEPS

Pending TAC concurrence, the HRMPO Policy Board will consider approving the safety targets. HRMPO Staff will send a concurrence letter to VDOT by the February 28, 2026, deadline.

ATTACHMENTS

- [Draft VDOT Safety Targets Letter](#)
- [CTB OIPI Safety Performance Targets Presentation, June 2025](#)
- [CTB Safety Performance Targets Resolution, July 2025](#)

TO: Harrisonburg-Rockingham MPO Technical Advisory Committee
FROM: Garreth Bartholomew, Transportation Planner
MEETING DATE: November 5, 2025
RE: **TAC Memo #25-08: HRMPO Bylaws Amendment Update**

EXECUTIVE SUMMARY

HRMPO staff has completed a comprehensive internal review of the HRMPO Policy Board Bylaws, incorporating stakeholder feedback gathered through locality and agency consultations conducted between July and August 2025. The proposed amendments update administrative language, clarify membership structures, streamline meeting procedures, and align the HRMPO bylaws with current federal and state requirements. The updates improve operational efficiency and reduce administrative burden for MPO staff and members.

BACKGROUND AND PURPOSE

The HRMPO initiated an internal review process in response to evolving federal transportation policy, changing state priorities, and the need to standardize administrative procedures. As part of this review, staff conducted an internal review of the MPO bylaws documents with the goal of improving clarity and meeting function. The bylaws review identified outdated terminology, inconsistent procedural language, and opportunities to clarify membership and alternate provisions. The proposed amendment addresses internal noted revisions and stakeholder feedback regarding meeting efficiency, transparency, and administrative clarity while ensuring compliance with current federal and state regulations.

PROPOSED CHANGES

The proposed amendments include 19 distinct changes organized into four categories:

Terminology Standardization

Staff conducted the following updates to standardize inconsistent terminology:

- Updated references from "the DEPARTMENT" to "VDOT" throughout the document for clarity and consistency.
- Added formal definition of the Virginia Department of Rail and Public Transportation (DRPT) in Article I.
- Corrected the Unified Planning Work Program (UPWP) terminology.
- Revised Plan study area from defined as a "cordon boundary" to "MPO planning boundary."
- Standardized references of "Chairman" to "Chair" to ensure document consistency.

Alternate Member Provisions

Staff conducted the following updates to clarify membership alternates:

- Restructured alternate member allocation so that localities receive a number of alternates equal to their voting representatives rather than a fixed single alternate, with total votes not to exceed the members allocated.
- One-to-one assignment of alternates to regular members was removed with alternates now assigned to specific voting members (localities and VDOT), providing members with greater flexibility in representation.
- Added explicit alternate provisions for the TAC localities, and clarified that VDOT is allowed to designate three specified alternates to address geographic distance and scheduling challenges.

Membership and Representation

Staff conducted the following updates to clarify membership:

- Eliminated three-year fixed terms for non-elected appointees, replacing them with continuous terms at the pleasure of the appointing body to provide localities with greater flexibility in board composition.
- Clarified DRPT as a voting member of the Technical Advisory Committee, formalizing their existing active participation.

Procedural and Governance Updates

Staff conducted the following updates to clarify procedures:

- Removed the Long Range Plan Citizen Advisory Committee (Article VII, Section 2) as this committee has never been utilized and is redundant with the Special Committees provision. This resulted in renumbering subsequent sections (Section 3 became Section 2, Section 4 became Section 3).
- Added explicit language that the TAC shall operate under the provisions described in the appropriate Articles of the HRMPO Policy Board Bylaws.
- Clarified that the public comment period is the only opportunity for public participation during the meeting.
- Updated officer election timing language by removing outdated 2003 and 2004 reference dates and calendar-year-specific language. The election cycle now clearly specifies every two years prior to June 30th of odd-numbered years.
- Modified the nominating committee convening requirements from “twenty-five days prior” to “one meeting before” the election to provide greater scheduling flexibility.
- Revised attendance policy by changing the chair “shall seek” to “may seek” when addressing member absences and added provisions allowing the MPO to notify a locality’s appointing authority if continued absence impacts quorum.
- Added procedure allowing replacement representatives to assume officer roles, if elected, for the remainder of a term if appointed before the next regular election.
- Updated minutes distribution requirements from physical distribution to posting on the MPO website.

- Revised the amendment consideration time requirements from a “twenty-five day” period to review the proposed amendment to the consideration of any proposed amendment(s) to come at the regularly scheduled meeting following the presentation and reading of the amendment(s).

NEXT STEPS

Staff will summarize the proposed changes during the TAC meeting. Staff will present the proposed bylaws amendment to the HRMPO Policy Board at the next Board meeting. Consistent with current bylaws requirements, the Policy Board will have a 25-day review period before voting on approval. Pending Policy Board approval, the amended bylaws will take effect immediately upon adoption; no public comment period is required for bylaws according to the HRMPO Public Participation Plan (PPP). Staff will consider any TAC and Policy Board input received during the review period.

ATTACHMENTS

- [Draft HRMPO Bylaws document \(redlined version\)](#)
- [Draft HRMPO Bylaws document](#)

TO: Harrisonburg-Rockingham MPO Technical Advisory Committee
FROM: Zach Beard, Program Manager
MEETING DATE: November 6, 2025
RE: **TAC Memo #25-09: Transportation Improvement Program (TIP)
Amendment Process Update**

EXECUTIVE SUMMARY

HRMPO staff is recommending a change to the TIP amendment approval process to increase efficiency and reduce the amendment approval duration. The current process is administratively burdensome and includes staff presenting TIP amendments to the TAC and Board at two separate meetings before the amendment can be processed and released for a 21-day public comment period and then approved. Depending on the timing of the TIP amendment request, amendments take two months for the MPO to complete.

The new process would allow MPO staff to administratively release future TIP amendments for a public comment period without Board approval, which will reduce the time for TIP amendment approval, reduce administrative TAC and Board agenda items, and provide a timelier response to the requesting agency. The new recommended process does not conflict with any existing federal, state, or MPO requirements.

BACKGROUND

The HRMPO began reevaluating TIP amendment process as part of the MPO's internal review process, which began in July 2025 in response to evolving federal transportation policy, changing state priorities toward performance-based planning, increased competitiveness of statewide and federal grant programs, and shifting transportation needs across the region.

Federal (FHWA, FTA) and state (VDOT, DRPT) agencies do not require MPO Policy Board approval for releasing a TIP amendment for public comment, and the HRMPO Public Participation Plan (PPP) does not require approval for public release.

Current Process

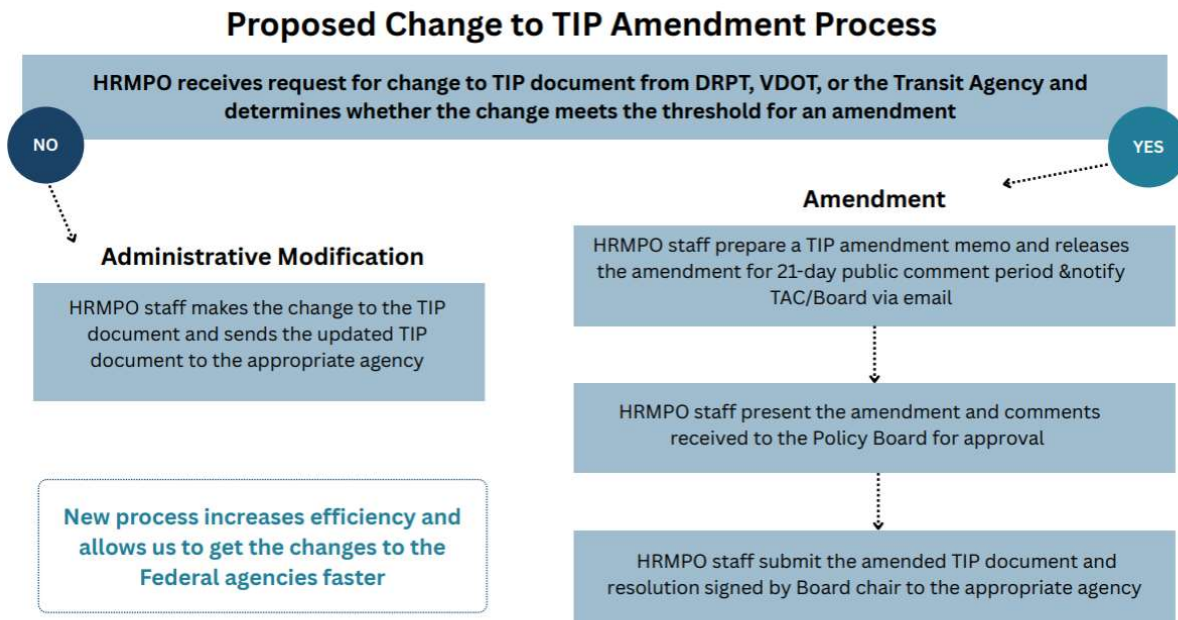
Currently, MPO staff present TIP amendments to the TAC and Policy Board and request that the Board vote to release the amendment for a 21-day public comment period. Pending no public comments, the Policy Board then approves the amendment at the following Board meeting. HRMPO staff then submit the amendment, along with the signed resolution from the Board Chair to the appropriate state agency (DRPT, VDOT) for processing. The state agency then reviews and submits the amendment to the appropriate Federal agency (FHWA/FTA). As a result, the full HRMPO TIP approval process takes one to two months before submission to state agencies.

New Process

Instead of requesting that the Policy Board approve public comment release, the new process (see **Figure 1**) involves staff administratively releasing future TIP amendments for public comment upon receiving the requesting agency (VDOT, DRPT, transit agency), and then notifying both the Policy

Board and TAC of the TIP amendment change and public release via an email memo attachment and summary. The change will reduce the time to process HRMPO TIP amendments and also administrative MPO agenda items.

Figure 1. Proposed Change to the HRMPO TIP Amendment Process



NEXT STEPS

Staff will summarize the proposed TIP amendment process change with the Policy Board at the next Board meeting. Pending no TAC or Board concerns, staff will begin implementing the new TIP amendment process.

TO: Harrisonburg-Rockingham MPO TAC
FROM: Garreth Bartholomew, Transportation Planner
MEETING DATE: November 5, 2025
RE: **TAC Memo #25-10: HRMPO 2025 Meeting Calendar**

BACKGROUND

Staff developed the 2026 HRMPO Policy Board and TAC meeting schedules to provide the public, board members, and staff with advance planning for meeting dates. The 2026 HRMPO meeting schedules will be presented to the Policy Board for approval at their next meeting. This memo provides the TAC with the proposed 2026 meeting schedules for informational purposes.

Staff will publish a public notice for the 2026 meeting schedules in local newspapers and on www.hrvampo.org in accordance with the [HRMPO Public Participation Plan \(PPP\)](#).

Changes to the date, time, or location of all meetings will be posted on the website and publicly noticed in local papers as required by the PPP. TAC and Policy Board members will be notified of meeting cancellations via email at least one week in advance of the scheduled meeting date.

2025 HRMPO MEETING SCHEDULE

The proposed meeting schedules for the Policy Board and TAC are on **Page Two** of this memo. The Board meets on every third Thursday of the month at 3:00 p.m., and the TAC meets every first Thursday of the month at 2:00 p.m. The 2022 Virginia FOIA law allows the HRMPO to hold up to two virtual meetings each year. HRMPO will continue to provide a virtual participation option for all in-person meetings. Note that the January and October 2026 TAC meetings are scheduled for the second Thursday of the month (January 8 and October 8) rather than the first Thursday. This scheduling adjustment ensures that the SAWMPO and HRMPO TAC meetings occur back-to-back on consecutive days (Wednesday and Thursday) within the same week, while avoiding conflicts with the subsequent Policy Board meetings.

2025 HRMPO TAC Meeting Schedule	
January 8, 2026	July 2, 2026
February 5, 2026	August 6, 2026
March 5, 2026	September 3, 2026
April 2, 2026	October 8, 2026
May 7, 2026	November 5, 2026
June 4, 2026	December 3, 2026
First Thursday of each month at 2:00 p.m. Location: Rockingham County Administration Center, 20 East Gay Street, Harrisonburg unless otherwise noted.	

2025 HRMPO Policy Board Meeting Schedule	
January 22, 2026	July 16, 2026
February 19, 2026	August 20, 2026
March 19, 2026	September 17, 2026
April 16, 2026	October 22, 2026
May 21, 2026	November 19, 2026
June 18, 2026	December 17, 2026
Third Thursday of each month at 3:00 p.m. Location: Rockingham County Administration Center, 20 East Gay Street, Harrisonburg unless otherwise noted.	

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