

WIN-FRED METROPOLITAN PLANNING ORGANIZATION

Frederick County ❖ City of Winchester ❖ Town of Stephens City



400 Kendrick Lane, Suite E, Front Royal, Virginia 22630
 Phone: 540-636-8800 ❖ Fax: 540-635-4147
 www.winfredmpo.org

**WinFred Metropolitan Planning Organization
 Chairman John Willingham
 Policy Board Meeting Minutes
 January 18, 2017**

**Frederick County Administrative Offices First
 Floor Conference Room
 107 North Kent Street, Winchester, Virginia**

| WinFred MPO Policy Board Member Jurisdiction Representatives | | | | | |
|---|-------------------------|---|--------------------------------|---|--------------------|
| | Frederick County | | VDOT | | Staff |
| ✓ | Charles DeHaven, Jr. | ✓ | Randy Kiser | ✓ | Brandon Davis |
| ✓ | Judith McCann-Slaughter | | Non-Voting Members | ✓ | John Madera |
| ✓ | Brenda Garton | | Mack Frost, FHWA | ✓ | Karen Taylor |
| | Winchester | | Tony Cho, FTA | | Others |
| ✓ | John Hill | | Tim Roseboom, DRPT | ✓ | Lloyd Ingram, VDOT |
| ✓ | Eden Freeman | | Rusty Harrington, FAA | ✓ | Bill Wiley |
| ✓ | John Willingham | | Alternates | | |
| | | | Terry Short (VDOT) | | |
| | Stephens City | ✓ | Brad Reed (VDOT) | | |
| | Mike Majher | ✓ | Tim Youmans (Winchester) | | |
| | | ✓ | Kris Tierney(Frederick Co) | | |
| | | | Perry Eisenach (Winchester) | | |

**Winchester-Frederick County MPO
Policy Board Meeting Minutes
Frederick County Administrative Offices - First Floor Conference Room
107 N. Kent Street, Winchester, VA
January 18, 2017 - 10:00 a.m.**

1. ADMINISTRATIVE ITEMS

- A. Adoption of Agenda – Chairman Willingham stated that VDOT has requested to remove agenda item #4. A motion was made by Mr. DeHaven approving the amended agenda; seconded by Ms. McCann-Slaughter. Motion carried.
- B. Welcome and Introductions – Chairman Willingham welcomed everyone to the meeting.
- C. Review and approval of the Minutes of the November 16, 2016 Policy Board Meeting – A motion was made by Mr. DeHaven approving the minutes; seconded by Mr. Hill. Motion carried.
- D. Financial Report – Report provided for information.

2. Public Comment Period – None reported.

3. Review and Consideration of Approval for TIP Amendment UPC No. 110396 Route 277

Brad Reed with VDOT introduced this item to the group. He gave an overview of the amendment and stated that it has gone through the 20 day public comment period with no comments received. Following review, **a motion was made by Mr. DeHaven approving TIP Amendment UPC No. 110396 Route 277 and resolution; seconded by Mr. Kiser. Motion carried.**

4. Presentation of a Constrained Long Range Plan (CLRP) Amendment - Item removed from the agenda at the request of VDOT.

5. Fiscal Year 2017 UPWP Budget Transfer of Funds Request

Ms. Taylor presented the FY2017 UPWP Budget Transfer of funds request for the Board's consideration and approval. Following Ms. Taylor's presentation, **a motion was made by Mr. DeHaven approving the request; seconded by Ms. Freeman. Motion carried.**

6. Discussion in Regards to the Citizens Advisory Committee – Ms. Taylor gave an update on the status of the CAC. She stated that the committee has not had a reason to meet in many months. She gave a background on why the committee had been created, the role it has played and if there is a future need. The group discussed how to proceed with the committee. Following discussion, the group decided to table the item.

7. VDOT/DRPT Updates – Brad Reed gave an update on SmartScale. He stated 43 projects were selected in the Staunton District with five in the MPO area. The group requested to have a SmartScale update at a later meeting.

8. Staff Updates – Mr. Madera gave an update on the Frederick County Residential Cut-Through Study (Raven and Oakdale Crossing Subdivisions). He stated the project has begun since the days are a bit longer. Mr. Madera gave an update on the Travel Demand Model. He stated that there was a minor flaw in the jobs data which has been corrected and delivered to the consultant. He stated that a project team conference call is scheduled for this afternoon.

9. Upcoming Meeting Schedule (all meetings held at Frederick County Administrative Offices)

- Project Steering Committee: TBD; Technical Advisory Committee: Tuesday, February 7, 2017; Policy Meeting: Wednesday, February 15, 2017

10. Other Business – None reported.

Meeting adjourned at 10:25 a.m.

Glossary of Acronyms

CAC- Citizen Advisory Committee- Serves as an advisory committee to the MPO Policy Board to solicit public input and provide citizen perspective on MPO projects. Conduct public hearings and public input sessions on selected projects at the direction of the Policy Board.

CLRP – Constrained Long Range Plan – A fiscally-constrained list of projects drawn from the Vision Plan element of the LRTP. All CLRP projects must have an estimated cost and a revenue source identified.

FHWA - Federal Highway Administration - Within the US Department of Transportation, FHWA is responsible for highway issues, including federal laws and regulations related to metropolitan transportation planning.

FTA - Federal Transit Administration- With in the US Department of Transportation, FTA is responsible for public transit issues, including federal laws and regulations related to metropolitan transportation planning.

FTA Section 5303 Funds - This program supports transit planning expenses to support cooperative, continuous, and comprehensive planning for making transportation investment decisions in metropolitan planning areas.

FTA Section 5310 - Transportation for Elderly Persons and Persons with Disabilities - The goal of the Section 5310 Program is to provide assistance in meeting the special transportation needs of elderly persons and persons with disabilities. The program is designed to supplement other FTA or assistance programs by funding transportation projects for elderly person and persons with disabilities in all areas – urbanized, small urban, and rural.

LRTP- Long Range Transportation Plan- Developed and approved by the MPO, the LRTP is a regional plan that includes all transportation projects and programs that the MPO realistically anticipates can be implemented over the next 25 years. LRTP's may include a VISION PLAN, which is a list of all projects (a “wish list”), but must also include a CLRP. In order to receive federal funding, transportation projects must be included in the LRTP and the TIP.

MAP-21 - Transportation Reauthorization Bill, Moving Ahead For Progress In The 21st Century Act (MAP-21).

MPO - Metropolitan Planning Organization - Federal transportation laws and regulations require the establishment of an MPO in every urbanized area of the U.S. with a population over 50,000. MPOs are responsible for meeting the federal metropolitan planning regulations for transportation.

STP Funds - STP funds are Federal Funds disbursed through State DOT's for Surface Transportation projects.

TAC- Technical Advisory Committee- Serves in an advisory capacity to the Policy Board of the MPO. The TAC works with MPO staff to formulate the UPWP, the LRTP, and provides technical review and assistance on numerous MPO projects undertaken as called out in the UPWP.

TIP - Transportation Improvement Program - Approved by the MPO Policy Board, it is a list of projects and programs that will be implemented over the next six years. In order to receive federal funding, transportation projects must be included in the Constrained Long Range Plan and the TIP. Amendments are major changes to a project included in the CLRP, TIP or STIP that are not Administrative Modifications.

UPWP – Unified Planning Work Program- MPOs must adopt and implement an annual work program and budget known as the Unified Planning Work Program (UPWP). The UPWP identifies all activities to be undertaken by the MPO during the fiscal year which begins July 1st and ends the following June 30th.

VDOT - Virginia Department of Transportation – The Agency responsible for statewide transportation facility planning, construction, and maintenance. VDOT is separate from the Virginia Department of Rail and Public Transportation (VDRPT).

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| ✓ | Eden Freeman | | Rusty Harrington, FAA | ✓ | Bob Haas (SAAA) |
| ✓ | John Willingham | | Alternates | | |
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| | | | Perry Eisenach (Winchester) | | |
| | | | Terry Jackson (VDOT) | | |
| | | | Ed Carter (VDOT) | | |
| | | | Cliff Balderson (VDOT) | | |

Winchester-Frederick County MPO
Policy Board Meeting Minutes
Frederick County Administrative Offices - First Floor Conference Room
107 N. Kent Street, Winchester, VA - March 15, 2017 - 10:00 a.m.

1. ADMINISTRATIVE ITEMS

- A. Adoption of Agenda – A motion was made by Mr. DeHaven approving the agenda; motion seconded by Ms. McCann-Slaughter. Motion carried.
- B. Welcome and Introductions – Chairman Willingham welcomed everyone to the meeting.
- C. Review and approval of the Draft Minutes of the January 18, 2017 Policy Board Meeting – A motion was made by Mr. DeHaven approving the minutes; seconded by Ms. McCann-Slaughter. Motion carried.
- D. Financial Report – Report provided for information only.
- E. Review and endorsement of a request for FTA Section 5310 and 5317 Grant assistance from the Shenandoah Area Agency on Aging (SAAA) - A representative from SAAA gave a brief presentation on the request. A motion was made by Mr. DeHaven approving the endorsement; motion seconded by Ms. Freeman. Motion carried.
- F. Draft March 7, 2017 Technical Advisory Committee Meeting Minutes – Minutes provided for information only.

2. Public Comment Period – Mr. Art Christjohn spoke in regards to a transit route from the City of Winchester to LFCC. Mr. Christjohn stated he rode the original route and spoke in favor of seeing it return.

3. Overview of the Draft FY2018 Unified Planning Work Program

Ms. Taylor and Mr. Madera presented the Draft FY2018 Unified Planning Work Program for the Board's consideration. Mr. Madera and Mr. Short provided an update on the scope of work for the North Winchester Area Study. Mr. Short spoke in regards to the Valley Pike Corridor Study; following a discussion the Board agreed to deobligate \$60,000 from the FY17 (current) UPWP and obligate those funds to the Study.

A motion was made by Mr. DeHaven approving, with the discussed changes, sending the document to the 20 day public comment period and final approval pending public comments received; motion seconded by Ms. Freeman. Motion carried.

4. Review of the Highway and Transit TIPs

Ms. Taylor and Mr. Short reviewed both TIPs with the Board. Following discussion, a motion was made by Mr. DeHaven approving sending the documents to the 20 day public comment period and final approval, pending public comments received; motion seconded by Ms. Freeman. Motion carried.

5. VDOT/DRPT Updates- Mr. Short stated that the VDOT Draft SYIP public meeting will be held on April 27 at BRCC at 5:30 p.m.

6. Staff Updates - Travel Demand Model Update, Long-Range Transportation Plan Update, and Frederick County Technical Assistance Project – Mr. Madera stated that Brad Reid with VDOT found an issue with a segment of Route 522 in the Model which will be corrected. Mr. Madera announced a public open house for the Draft LRP will be held in April or May.

7. Upcoming Meeting Schedule (all meetings held at Frederick County Administrative Offices)

- Project Steering Committee: Wednesday, March 15, 2017, immediately following Policy Board
- Technical Advisory Committee: Tuesday, April 4, 2017; Policy Meeting: Wednesday, April 19, 2017

8. Other Business – None reported.

9. Meeting adjourned at 10:50 a.m.

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