

**Winchester -Frederick County MPO  
Citizens Advisory Committee Meeting Minutes  
Frederick County Administrative Offices – First Floor Conference Room  
107 N. Kent Street, Winchester, VA  
April 8, 2014 at 8:00 AM**

**1. Administrative Matters:**

- a) Welcome and Introductions – Chairman Bayliss welcomed everyone to the meeting. Ms. Taylor introduced Ms. Schweiger with the NSVRC.
- b) Review and approval of the November 12, 2013 meeting minutes – **A motion was made by Mr. Cunningham approving the minutes; seconded by Dr. Crandell.**

**2. Citizen Comment Period - None reported.**

**3. Overview of the Draft FY2015 Unified Planning Work Program (UPWP)**

Ms. Taylor gave an overview of the Draft FY15 UPWP. Following the overview, a motion was made by Mr. Cunningham recommending the 20 day public comment period and final approval pending public comment received; motion seconded by Mr. Reid. Motion carried.

**4. Update on the Pedestrian and Bicycle Facilities Inventory and Analysis Study**

Ms. Taylor gave an update on the Study. She stated that the consultant is in the final stages of the plan and should go before the Policy Board for endorsement in June.

**5. Other Business**

Mr. Cunningham requested he would like the MPO to take a look at planning for GPS signs as needed in the MPO area. Ms. Taylor will forward this request to Senior Planner, John Madera.

**Meeting adjourned at 8:45 p.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. Conducts 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- Within 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.

**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.

**MAP-21** – Moving Ahead for Progress in the 21<sup>st</sup> Century Act, a two-year federal surface transportation bill signed into law in July 2012, and going into effect 10/1/12. MAP-21 authorizes transportation funding at roughly the same levels as its predecessor, SAFETEA-LU, with minor adjustments for inflation; and emphasizes a performance-based approach to transportation investments.

**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 1<sup>st</sup> and ends the following June 30th.

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

