WinFred 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 Tim Youmans
Technical Advisory Committee Minutes – February 3, 2015 – 10:00 a.m.

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

WinFred MPO Technical Advisory Committee
Member Jurisdiction Representatives

	Frederick County		**VDRPT**		**Staff**
✓	Patrick Barker	✓	Lisa DuMetz	✓	Martha Shickle
✓	John Bishop		**VDOT**	✓	John Madera
✓	Kris Tierney	✓	Terry Short	✓	Karen Taylor
✓	Eric Lawrence			✓	Nicholas Robb
			Winchester Airport		**Others**
			Serena 'Renny' Manuel	✓	Raya Zimmerman, The Star
	Stephens City		**Winchester Transit**		
	Tim Stowe	✓	Renee Wells		
	Winchester		**Non-Voting Members**		
✓	Tim Youmans		Mack Frost, FHWA		
	Tom Hoy		Tony Cho, FTA		
✓	Perry Eisenach		Rusty Harrington, Aviation		

DRAFT

Winchester Frederick County (WinFred) MPO
TECHNICAL ADVISORY COMMITTEE Meeting Minutes
February 3, 2015 - 10:00 a.m.
Frederick County Administrative Offices - First Floor Conference Room
107 N. Kent Street, Winchester, VA

1. **Administrative Items:**
   a) Welcome and Introductions – Mr. Youmans welcomed everyone to the meeting.

   b) Review and approval of the Draft January 6, 2015 Technical Advisory Committee Meeting Minutes – Minutes were tabled due to no quorum.

2. **Public Comment Period –** None reported.

3. **Discussion on Staff's Development of List of Actions Based on the SIR Commuter Research Study**

   Nicholas Robb with the NSVRC handed out and reviewed a list of actions based on the SIR Commuter Research Study. Following review and discussion, the committee requested that staff add an executive summary and a strategy to each of the action items. Consensus of the group was that this item be presented to the TAC at the March meeting.

4. **Request regarding MPO Line Item Budget Transfers and Highway/Transit Splits**

   Ms. Shickle reviewed the request and the updated financial table with the committee. Discussion ensued. Following discussion a consensus was reached to approve the $38,000 transfer from Task 7 to 8 but not to change the highway/transit splits.

5. **Program Updates – John Madera/Karen Taylor**

   Mr. Madera and Ms. Taylor gave program updates on the following studies (see attached report):
   - Valley Pike/Shawnee Drive Intersection Study; Exit 317 Study; House Bill 2; FY 2016 UPWP development; WinTran Marketing Plan

6. **February-March Meeting Schedule (Meetings are held at the Frederick County Administrative Offices):**
   - Project Steering Meeting: TBD
   - Policy Board: Wednesday, February 18, 2015 @ 10 a.m.
   - Technical Advisory Committee: Tuesday, March 3, 2015 @ 10 a.m.
   - Policy Board: Wednesday, March 18, 2015 @ 10 a.m.
   - Citizens Advisory Committee Meeting: Date: TBD

7. **VDOT/DRPT Updates- Terry Short/Lisa DuMetz**

   Mr. Short stated that an HB2 workshop will be scheduled in the coming weeks and he will announce the date once it has been confirmed. He stated that the 313 IMR and 37 E. Extension are both moving forward. He stated that he will forward the FY16 PL numbers to staff.

8. **Other Business –** None reported.

Meeting adjourned at 11:10 a.m.

Definition of Acronyms on next page

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.

CMAQ- Congestion Mitigation and Air Quality Improvement (CMAQ) Program was implemented to support surface transportation projects and other related efforts that contribute air quality improvements and provide congestion relief.

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.

HSIP - Highway Safety Improvement Program - The overall purpose of this program is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads through the implementation of infrastructure-related highway safety improvements.

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 21st 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.

NHPP- National Highway Performance Program - The NHPP provides support for the condition and performance of the National Highway System (NHS), for the construction of new facilities on the NHS, and to ensure that investments of Federal-aid funds in highway construction are directed to support progress toward the achievement of performance targets established in a State's asset management plan for the NHS.

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

WinFred 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 Tim Youmans
DRAFT Technical Advisory Committee Minutes – March 3, 2015 – 10:00 a.m.

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

WinFred MPO Technical Advisory Committee
Member Jurisdiction Representatives

	Frederick County		**VDRPT**		**Staff**
✓	Patrick Barker	✓	Lisa DuMetz	✓	Martha Shickle
✓	John Bishop		**VDOT**	✓	John Madera
✓	Kris Tierney	✓	Terry Short		Karen Taylor
✓	Eric Lawrence			✓	Nicholas Robb
			Winchester Airport		**Others**
			Serena 'Renny' Manuel		
	Stephens City		**Winchester Transit**		
✓	Tim Stowe	✓	Renee Wells		
	Winchester		**Non-Voting Members**		
✓	Tim Youmans		Mack Frost, FHWA		
✓	Tom Hoy		Tony Cho, FTA		
	Perry Eisenach		Rusty Harrington, Aviation		

Winchester Frederick County (WinFred) MPO
TECHNICAL ADVISORY COMMITTEE Meeting Minutes
March 3, 2015 - 10:00 a.m.
Frederick County Administrative Offices - First Floor Conference Room
107 N. Kent Street, Winchester, VA

1. **Administrative Items:**

   a) Welcome and Introductions – Mr. Youmans welcomed everyone to the meeting.

   b) Review and approval of the Draft February 3, 2015 Technical Advisory Committee Meeting Minutes **A motion was made by Mr. Lawrence to approve the minutes; motion seconded by Mr. Short. Motion carried.**

2. **Public Comment Period –** None reported.

3. **Regional Commuter Survey Action Plan Executive Summary**

   Mr. Robb reviewed an executive summary of the action plan on the principal findings of the Regional Commuter Survey, and strategies for each action item, produced at the request of TAC in February. Following review and discussion, **a motion to forward a recommendation to the Policy Board to approve the action plan was made by Mr. Tierney and seconded by Mr. Barker. Motion carried.**

4. **Request regarding MPO Line Item Budget Transfers and Highway/Transit Splits**

   Ms. Shickle reviewed the request and the updated financial table with the committee. Discussion followed. Following discussion a **motion was made by Mr. Lawrence to forward a recommendation to the Policy Board to amend the budget and highway/transit splits for the 3rd and 4th quarters of the current fiscal year. Seconded by Ms.Wells. Motion carried**.

5. **FY '16 UPWP Draft List of Projects and Timeline of Document Adoption**

   Mr. Madera reviewed a list of proposed projects developed from discussions he had with TAC members and other stakeholders; and a timeline for development, review and adoption of the FY '16 UPWP. Following discussion, consensus emerged that the area plan for I-81 Exit 317 should move forward as soon as possible. MPO staff agreed to arrange a meeting this month with principal stakeholders to scope the project, and to present a draft scope of work to the TAC in April.

6. **Endorsement of the WinTran Performance Review and Recommendations Study**

   Ms. Wells stated that the scope of work for this project has been satisfied. **Motion to endorse the satisfactory completion of the scope of work to the Policy Board was made by Mr. Hoy, seconded by Mr. Lawrence. Motion carried.**

7. **Program Updates**

   Mr. Madera gave program updates on the Valley Pike/Shawnee Drive Intersection Study and House Bill 2 implementation.

8. **March-April Meeting Schedule (Meetings are held at the Frederick County Administrative Offices):**
    - Project Steering Meeting: TBD
    - Policy Board: Wednesday, March 18, 2015 @ 10 a.m.
    - Technical Advisory Committee: Tuesday, April 7, 2015 @ 10 a.m.
    - Policy Board: Wednesday, April 15, 2015 @ 10 a.m.
    - Citizens Advisory Committee Meeting: Date: TBD

9. **VDOT/DRPT Updates**

    Mr. Short stated that an HB2 workshop will be held in Harrisonburg this afternoon, and explained the proposed weighting and scoring methodology to be presented and discussed at that meeting. Ms. DuMetz stated nothing to report for DRPT.

10. **Other Business –** None reported.

Motion to adjourn made by Mr. Tierney, seconded by Mr. Lawrence. Meeting adjourned at approximately 11:20 a.m.

Definition of Acronyms on next page

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.

CMAQ- Congestion Mitigation and Air Quality Improvement (CMAQ) Program was implemented to support surface transportation projects and other related efforts that contribute air quality improvements and provide congestion relief.

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.

HSIP - Highway Safety Improvement Program - The overall purpose of this program is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads through the implementation of infrastructure-related highway safety improvements.

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 21st 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.

NHPP- National Highway Performance Program - The NHPP provides support for the condition and performance of the National Highway System (NHS), for the construction of new facilities on the NHS, and to ensure that investments of Federal-aid funds in highway construction are directed to support progress toward the achievement of performance targets established in a State's asset management plan for the NHS.

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

WinFred 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 Tim Youmans
Technical Advisory Committee Minutes – April 7, 2015 – 10:00 a.m.

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

WinFred MPO Technical Advisory Committee
Member Jurisdiction Representatives

	Frederick County		**VDRPT**		**Staff**
	Patrick Barker		Lisa DuMetz		Martha Shickle
✓	John Bishop		**VDOT**	✓	John Madera
	Kris Tierney	✓	Terry Short	✓	Karen Taylor
✓	Eric Lawrence				
			Winchester Airport		**Others**
			Serena 'Renny' Manuel	✓	Raya Zimmerman, The Star
	Stephens City		**Winchester Transit**		
✓	Tim Stowe		Renee Wells		
	Winchester		**Non-Voting Members**		
✓	Tim Youmans		Mack Frost, FHWA		
✓	Tom Hoy		Tony Cho, FTA		
✓	Perry Eisenach		Rusty Harrington, Aviation		

DRAFT

Winchester Frederick County (WinFred) MPO
TECHNICAL ADVISORY COMMITTEE Meeting Minutes
April 7, 2015 - 10:00 a.m.
Frederick County Administrative Offices - First Floor Conference Room
107 N. Kent Street, Winchester, VA

1. **Administrative Items:**
   a) Welcome and Introductions – Chairman Youmans welcomed everyone to the meeting.
   b) Review and approval of the Draft March 3, 2015 Technical Advisory Committee Meeting Minutes – A motion was made by Mr. Hoy approving the minutes; motion seconded by Mr. Short. Motion carried.

2. **Public Comment Period –** None reported.

3. **Draft FY2016 Unified Planning Work Program**
   Staff reviewed the draft FY2016 UPWP with the committee. Mr. Short asked that staff add the FHWA/FTA Emphasis Areas under the "Introduction" section of the UPWP. The committee requested a Long Range Plan Update timeline from staff. Following review and discussion, a motion was made by Mr. Bishop recommending the 20 day public comment period with Mr. Short's edits to the Policy Board; motion seconded by Mr. Stowe. Motion carried.

4. **Update on Citizens Advisory Committee**
   Ms. Taylor stated that staff is proposing rolling the citizen outreach components currently held by the Citizens Advisory Group into the Project Steering Committee. She stated that this change will focus citizen outreach on a project level. Mr. Madera stated that staff is suggesting appointing a citizen representative to the Project Steering Committee. The committee discussed staff's proposal. Consensus was reached that the committee will decline to make a recommendation to the Policy Board regarding staff's proposal and a citizen representative should not be appointed to the Project Steering Committee.

5. **Mr. Madera & Ms. Taylor provided program updates on the following items:**
   - Valley Pike/Shawnee Drive Intersection Study – Mr. Madera stated that the study is moving along and on schedule.
   - House Bill 2 – A motion was made by Mr. Bishop to change the MPOs typology from B to C in regards to the weighting scale and encourages the NSVRC to be a regional voice. Motion seconded by Mr. Hoy. Motion carried.
   - VTrans 2040 – Mr. Madera will arrange a meeting prior to the May 5th TAC meeting regarding this item.
   - FY '16-'21 Six Year Improvement Program Public Hearing – Staff announced that the meeting will be held on Tuesday, April 21 at Blue Ridge Community College.
   - WinFred MPO website update – Ms. Taylor announced that staff has completed the new MPO website.

6. **April-May Meeting Schedule (MPO Meetings are held at the Frederick County Administrative Offices):**
   - Project Steering Meeting: TBD; Policy Board: Wednesday, April 15 and May 20, 2015 @ 10 a.m.; Technical Advisory Committee: Tuesday, May 5, 2015 @ 10 a.m.
     Upcoming VDOT Meetings:
   - 2016-2021 VDOT Spring Transportation Meetings: Tuesday, April 21, 2015

7. **VDOT/DRPT Updates –** Mr. Short provided an HB2 update; no DRPT report.

8. **Other Business –** None reported.

Meeting adjourned at 10:55 a.m.

Definition of Acronyms on next page

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.

CMAQ- Congestion Mitigation and Air Quality Improvement (CMAQ) Program was implemented to support surface transportation projects and other related efforts that contribute air quality improvements and provide congestion relief.

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.

HSIP - Highway Safety Improvement Program - The overall purpose of this program is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads through the implementation of infrastructure-related highway safety improvements.

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 21st 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.

NHPP- National Highway Performance Program - The NHPP provides support for the condition and performance of the National Highway System (NHS), for the construction of new facilities on the NHS, and to ensure that investments of Federal-aid funds in highway construction are directed to support progress toward the achievement of performance targets established in a State's asset management plan for the NHS.

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