

# 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](http://www.winfredmpo.org)

**Win-Fred Metropolitan Planning Organization  
 Chairman Richard Shickle  
 Policy Board Meeting Minutes March 18, 2015**

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

<b>WinFred MPO Policy Board Member Jurisdiction Representatives</b>					
	<b>Frederick County</b>		<b>VDOT</b>		<b>Staff</b>
✓	Charles DeHaven, Jr.	✓	Randy Kiser	✓	Martha Shickle
✓	Richard C. Shickle		<b>Non-Voting Members</b>	✓	Karen Taylor
	Rod Williams		Mack Frost, FHWA	✓	John Madera
	<b>Winchester</b>		Tony Cho, FTA		<b>Others</b>
	John Hill	✓	Lisa DuMetz-Rosier, DRPT	✓	Cliff Balderson, VDOT
	Eden Freeman		Rusty Harrington, FAA	✓	Ed Carter, VDOT
	John Willingham		<b>Alternates</b>	✓	Adam Campbell, VDOT
		✓	Terry Short (VDOT)	✓	Bob Haas, SAAA
	<b>Stephens City</b>		Tim Stowe (Stephens City)	✓	Walter Good, Grafton
✓	Michael Kehoe		Tim Youmans (Winchester)		
✓	Mike Majher	✓	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  
March 18, 2015 - 10:00 a.m.**

**1. ADMINISTRATIVE ITEMS (10 minutes)**

- a. Adoption of Agenda – A motion was made by Mr. DeHaven to remove item #3 from the agenda; motion seconded by Mr. Kehoe. Motion carried.
- b. Welcome and Introductions – Chairman Shickle welcomed everyone to the meeting.  
Review and approval of the Minutes of the November 19, 2014 Policy Board Meeting – A motion was made by Mr. Kiser approving the minutes; seconded by Mr. Eisenach. Motion carried.
- c. Financial Report – Report for information only.
- d. Committee Meeting Status Report – Report for information only.
- e. January 6, February 3, and draft March 3, 2015 Technical Advisory Committee Meeting Minutes – Minutes provided for information only.
- f. Review and endorsement of a request for FTA Section 5310 and 5317 Grant assistance from the Shenandoah Area Agency on Aging (SAAA) and Grafton. A representative from each agency will give a brief presentation on the request – A motion was made by Mr. DeHaven approving the endorsement; motion seconded by Mr. Eisenach. Motion carried.

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

**3. Review and Approval of the Project Steering Committee Draft Guidance**

**This item was removed from agenda.**

**4. Request regarding FY2015 UPWP Budget Amendment**

Attached is a memorandum explaining the FY2015 UPWP budget amendment request. Ms. Shickle explained the requested budget amendment and splits. A motion was made by Mr. Kehoe approving the request; motion seconded by Mr. Eisenach. Motion carried.

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

A motion was made by Mr. Eisenach endorsing that the consultant has satisfied the scope of work for this study; motion seconded by Mr. DeHaven. Motion carried.

**6. Approval of the Regional Commuter Survey Action Plan**

A motion was made by Mr. DeHaven approving the Regional Commuter Survey TDM Action Plan; motion seconded by Mr. Kehoe. Motion carried.

**7. Staff Project Updates** – Staff provided updates on the following:

- Valley Pike/Shawnee Drive Intersection Study
- Exit 317 Study
- House Bill 2
- WinTran Marketing Plan

**8. April Meeting Schedule** (all meetings held at Frederick County Administrative Offices)

- Project Steering Committee: TBA
- Technical Advisory Committee: Tuesday, April 7, 2015 @ 10 a.m.
- Policy Board: Wednesday, April 15, 2015 @ 10 a.m.

**9. Other Business**

Staff announced that VDOT will hold a Spring Transportation public hearing April 21 at Blue Ridge Community College.

The Board requested updates on the following projects at the next meeting: Stephens City (307), Kernstown (310) and Route 50 (313).

**Mr. Kiser made a motion to adjourn; seconded by Mr. Kehoe. Motion carried.**

**Glossary of Acronyms on Next Page**

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**Win-Fred Metropolitan Planning Organization  
 Chairman Richard Shickle  
 Policy Board Meeting Minutes  
 April 15, 2015**

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

<b>WinFred MPO Policy Board Member Jurisdiction Representatives</b>					
	<b>Frederick County</b>		<b>VDOT</b>		<b>Staff</b>
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	Rod Williams		Mack Frost, FHWA	✓	John Madera
	<b>Winchester</b>		Tony Cho, FTA		<b>Others</b>
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**Winchester-Frederick County MPO  
Policy Board Meeting Minutes  
Frederick County Administrative Offices - First Floor Conference Room  
107 N. Kent Street, Winchester, VA  
April 15, 2015 - 10:00 a.m.**

**1. ADMINISTRATIVE ITEMS**

- a. Adoption of Agenda – Motion made by Mr. DeHaven approving the agenda; seconded by Mr. Short; motion carried.
- b. Welcome and Introductions – Chairman Shickle welcomed everyone to the meeting.
- c. Review and approval of the Minutes of the March 18, 2015 Policy Board Meeting – Motion made by Mr. DeHaven approving the minutes; seconded by Mr. Youmans; motion carried.
- d. Financial Report – Report for information only.
- e. Committee Meeting Status Report – Report for information only.
- f. April 7, 2015 Draft Technical Advisory Committee Meeting Minutes – Minutes provided for information only.

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

**3. Review of the Draft FY2016 Unified Planning Work Program (UPWP)**

Ms. Shickle reviewed the draft FY2016 UPWP with the Board. Following review, she stated that the draft UPWP was presented to the Technical Advisory Committee and a recommendation was forwarded to initiate the 20 day public comment period. **Motion made by Mr. Freeman approving the 20 day public comment period; seconded by Mr. Tierney; motion carried.**

**4. WinFred MPO status under House Bill 2**

Mr. Madera stated that this topic was presented to the TAC during the May meeting. The Committee has recommended that the Policy Board formally request that the WinFred MPO be assigned to Category C under the regional typology created for the purpose of project evaluation and rating under House Bill 2. Discussion followed in regards to requesting that the MPO be assigned to Category C. Chairman Shickle stated that he would like to receive input from Mr. Dixon Whitworth in regards to the MPO requesting the status change. The Board agreed with the Chairman's request. Following discussion, **a motion was made by Mr. DeHaven that if Mr. Whitworth's input is supportive to the category change that the MPO issue a request to the CTB in regards to a status change to Category C under the House Bill 2 project evaluation and rating typology. Motion seconded by Mr. Youmans. Motion carried.**

**5. Project updates on Exits 307 (Stephens City), 310 (Kernstown) and 313 (Route 50)**

Mr. Short provided a PPT on the status of the above projects.

**6. VDOT/DRPT Updates – Ms. DuMetz stated that the Draft Six Year Improvement Program has been forwarded to the CTB.**

**7. Staff Project Updates – staff provided updates on the following projects:**

- WinFred MPO website update
- Valley Pike/Shawnee Drive Intersection Improvement Study
- VTrans 2040
- VDOT Spring Transportation Meeting

**8. May Meeting Schedule** (all meetings held at Frederick County Administrative Offices)

- Project Steering Committee: TBA
- Technical Advisory Committee: Tuesday, May 5, 2015 @ 10 a.m.
- Policy Board: Wednesday, May 20, 2015 @ 10 a.m.

**Upcoming VDOT Meetings:**

- 2016-2021 VDOT Spring Transportation Meeting: Tuesday, April 21, 2015

**9. Other Business** – None reported.

**Meeting adjourned at 11:40 a.m.**

**Glossary of Acronyms on Next Page**

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**Win-Fred Metropolitan Planning Organization  
 Chairman Richard Shickle  
 Policy Board Meeting Minutes  
 May 20, 2015**

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

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	<b>Frederick County</b>		<b>VDOT</b>		<b>Staff</b>
✓	Charles DeHaven, Jr.	✓	Randy Kiser	✓	Martha Shickle
✓	Richard C. Shickle		<b>Non-Voting Members</b>	✓	John Madera
✓	Brenda Garton		Mack Frost, FHWA		
	<b>Winchester</b>		Tony Cho, FTA		<b>Others</b>
	John Hill		Lisa DuMetz-Rosier, DRPT	✓	Cliff Balderson, VDOT
✓	Eden Freeman		Rusty Harrington, FAA	✓	John Bishop, Fred Co.
✓	John Willingham		<b>Alternates</b>	✓	Renee Wells, WinTran
		✓	Terry Short (VDOT)	✓	Lloyd
	<b>Stephens City</b>		Tim Stowe (Stephens City)	✓	Ed Carter, VDOT
		✓	Tim Youmans (Winchester)		
✓	Mike Majher	✓	Kris Tierney(Frederick Co)	✓	Raya, Winchester Star
		✓	Perry Eisenach (Winchester)	✓	Chris Fordney, Citizen

**Winchester-Frederick County MPO  
Policy Board Meeting Minutes  
Frederick County Administrative Offices - First Floor Conference Room  
107 N. Kent Street, Winchester, VA  
May 20, 2015 - 10:00 a.m.**

**1. ADMINISTRATIVE ITEMS**

- a. Welcome and Introductions – Chairman Shickle welcomed everyone to the meeting.
- b. Review and approval of the Minutes of the April 15, 2015 Policy Board Meeting – Motion made by Mr. DeHaven approving the minutes; seconded by Mr. Kiser; motion carried.
- c. Financial Report – Report for information only.
- d. Committee Meeting Status Report – Report for information only.
- e. May 5, 2015 Draft Technical Advisory Committee Meeting Minutes - Minutes provided for information.

**2. Public Comment Period** – Citizen Mr. Fordney stated that he had a suggestion that the old water plant property on Woodstock Lane (2- 10 acres parcels) would make a good pocket park in Frederick County. He feels that it would be nice tie in from Abram’s Creek Trail and would have good connectivity. Ms. Shickle will have staff connect with Frederick County Parks and Rec.

**3. Adoption of the FY2016 Unified Planning Work Program (UPWP) - Martha Shickle, NSVRC**

Ms. Shickle introduced the document for final adoption. **A motion was made by Mr. DeHaven approving the Final FY2016 UPWP. Seconded by Mr. Majher. Motion carried.**

**4. Presentation on VDOT’s Virginia Roads Website**

Mr. Short with VDOT gave an overview of the website.

**5. Review of the DRPT Transit TIP (*Attached*) (10 minutes) – John Madera, NSVRC**

Mr. Madera introduced the document for final adoption. **A motion was made by Mr. Youmans approving the DRPT Transit TIP. Seconded by Mr. Tierney. Motion carried.**

**6. VDOT/DRPT Updates – Terry Short/Lisa DuMetz – No update provided.**

**7. Staff Project Updates – Mr. John Madera and Ms. Martha Shickle provided updates:**

- VTrans 2040
- House Bill 2 implementation
- Valley Pike/Shawnee Drive Intersection Improvement Study

**8. June Meeting Schedule** (all meetings held at Frederick County Administrative Offices)

- Project Steering Committee: TBA; Technical Advisory Committee: June meeting cancelled; Policy Board: June meeting TBD
- **Upcoming VDOT Meetings:**
  - NSVRC Transportation Planning Technical Committee, May 21<sup>st</sup> @ 10 a.m. (NSVRC Offices)
  - NSVRC Spring Dinner, May 21<sup>st</sup> @ 5:30 p.m. ( LFCC)
  - VTrans Regional Forum, June 4<sup>th</sup> @ 1 p.m. (Harrisonburg, VA)

**9. Other Business – None reported.**

**10. Motion to adjourn at 10:55 a.m.; motion seconded; motion carried.**

**Winchester-Frederick County MPO  
Policy Board Meeting Minutes  
Frederick County Administrative Offices - First Floor Conference Room  
107 N. Kent Street, Winchester, VA  
September 16, 2015 - 10:00 a.m.**

**1. ADMINISTRATIVE ITEMS**

- a. Adoption of Agenda – Motion to adopt made by Mr. Dehaven; seconded by Mr. Kiser. Motion carried.
- b. Election of FY2016 Chairman and Vice-Chairman – Ms. Shickle opened up the floor for nominations for Chairman. Motion made by Mr. Dehaven nominating Mr. Willingham; seconded by Mr. Youmans. Motion carried. Chairman Willingham opened up the floor for nominations for Vice-Chairman. Motion made by Ms. Freeman nominating Mr. Dehaven; seconded by Ms. Garton. Motion carried.
- c. Welcome and Introductions – Chairman Willingham welcomed everyone to the meeting.
- d. Review and approval of the Minutes of the May 20, 2015 Policy Board Meeting – Motion made by Mr. Dehaven approving the minutes; seconded by Mr. Kiser. Motion carried.
- e. Financial Report – Report for information only.
- f. Committee Meeting Status Report – Report for information only.
- g. September 1, 2015 Draft Technical Advisory Committee Meeting Minutes - Minutes provided for information.

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

**3. Draft RideSmart Transportation Demand Management (TDM) FY2015-2021 Long Range Plan**

Staff presented a brief overview of the draft RideSmart TDM Long Range Plan. The plan will be presented to the NSVRC for adoption. TAC reviewed the draft document on September 1<sup>st</sup> and has forwarded a recommendation of endorsement.

A motion was made by Ms. Garton endorsing adoption of the RideSmart TDM Long Range Plan by NSVRC; motion seconded by Mr. Hill. Motion carried.

**4. House Bill 2 Application I-81 Exit 323 Ramp Improvements, Whitehall – Route 669/Rest Church Rd.**

Mr. Madera stated that VDOT is proposing to extend the southbound acceleration and northbound deceleration lanes at Exit 323 to enhance safety by improving weave conditions. He stated that currently northbound off-ramp queues back up to the Gore area. He stated that the interchange serves an existing truck travel center and potential development to the east. Preliminary Cost Estimate: \$6.1 million. Estimated Schedule: PE Initiation, Summer 2017; Advertisement, Summer 2020. Mr. Madera stated that TAC has forwarded a recommendation to support the project and staff is seeking a motion to adopt a resolution of support for the project. **A motion was made by Ms. Garton to adopt a resolution of support for the project. Motion seconded by Mr. Majher. Motion carried.**

**5. Draft I-81 Exit 317 Interchange Alternatives Analysis Scope of Work**

Mr Short presented a brief overview of the draft Exit 317 scope of work developed by MPO and VDOT staff. He stated that VDOT will manage the study. Mr. Short requested a motion to direct staff to initiate the study. **A motion was made by Mr. Shickle directing staff to initiate the study. Motion seconded by Mr. Kiser. Motion carried.**

**6. VDOT/DRPT Updates – Terry Short/Lisa DuMetz**

Mr. Short reported that the HB2 project submittal deadline is September 30. He also reported that there is a VTrans webinar on September 17<sup>th</sup> from 1-3p.m.

Ms. DuMetz thanked Chairman Shickle for his leadership while serving as Chairman.

**7. Staff Project Updates** – The project update report is attached to the minutes.

**8. October Meeting Schedule** (all meetings held at Frederick County Administrative Offices)

- Project Steering Committee: TBA
- Technical Advisory Committee: October 6, 2015
- Policy Board: October 21, 2015

**Upcoming NSVRC Meeting:**

- NSVRC Transportation Planning Technical Committee, October 8<sup>th</sup> @ 10 a.m. (NSVRC Offices)

**9. Other Business** – None reported.

**Meeting adjourned at 11:10 a.m.**

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- f. November 3, 2015 Draft Technical Advisory Committee Meeting Minutes – Minutes provided for information only.

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

**3. MPO support for Frederick County HB2 applications**

Mr. Madera stated that Frederick County has requested a resolution of support from the MPO Policy Board for five projects for which it has applied for inclusion in the FY '17-'21 Six Year Improvement Program. Mr. Madera requested a motion to approve a resolution of support.

A motion was made by Mr. DeHaven approving a resolution of support; seconded by Ms. Freeman. Motion carried.

**4. VDOT/DRPT Updates – None reported.**

**5. Staff Project Updates**

- Valley Pike/Shawnee Drive Intersection Improvement Study – Mr. Madera stated that Alternative 2B is the preferred alternative. This will go before TAC in March and a recommendation will be made to the Policy Board.
- North Winchester Interchange Alternatives Analysis – An RFP has been released with a December 4<sup>th</sup> deadline.
- Governor's Transportation Conference – Mr. Madera gave an update on the conference that he attended.
- LFCC Transit Services Feasibility Study – Ms. Taylor stated that the survey has been released to LFCC students, staff and the community. Next step will be the first Technical Memorandum from the consultant outlining the results of the survey and possible next steps.

**6. December-January Meeting Schedule** (all meetings held at Frederick County Administrative Offices)

- Project Steering Committee: TBA
- Technical Advisory Committee: No December Meeting; January 5, 2016 @ 10 a.m.
- December Policy Board Meeting: TBD

**7. Other Business – None reported.**

**Meeting adjourned at 10:25 a.m.**

**Glossary 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. 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 21<sup>st</sup> 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 1<sup>st</sup> 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).

**VDRPT - Virginia Department of Rail and Public Transportation** – The Agency under the Virginia Secretary of Transportation (as is VDOT) provides technical and financial assistance to Virginia's public transit.