

**Winchester -Frederick County MPO  
First Floor Conference Room  
Policy Board Meeting Minutes  
February 20, 2008 - 10:00 a.m.**

Chairman Richard Shickle called the meeting to order at 10:00 a.m. with the following MPO Policy Board members present: Mr. Chuck DeHaven, Mr. Brannon Godfrey, Mr. Mike Kehoe, Mr. Garrett Moore, Mr. John Riley and Mr. John Simkins.

MPO Policy Board members absent: Mr. Darrell Feasel, Mr. Art Major, Mr. Stewart Masters and Mr. Tony Cho.

Others present: Mr. Bob Ball, Mr. John Bishop, Mr. Jerry Copp, Mr. Chris Price, Mr. Donald Price representing Access Independence, Ms. Karen Taylor and Mr. Tim Youmans.

**A motion was made by Mr. DeHaven to amend the agenda with the addition of agenda item “other business”. Motion seconded by Mr. Riley. Motion carried.**

**1. ADMINISTRATIVE ITEMS:**

- a. Welcome and Introductions – Mr. Shickle welcomed everyone to the meeting. Mr. Riley introduced the new City Manager, Mr. Brannon Godfrey.
- b. Review and Approval of the Minutes of the December 12, 2007 Policy Board Meeting – **A motion was made by Mr. Riley to approve the minutes. Motion seconded by Mr. Moore. Motion carried.**
- c. Review of the FY2007-2008 3<sup>rd</sup> Quarter Progress Report – **This item was for information only.**
- d. Committee Meeting Status Report – **This item was for information only.**
- e. Review and Endorsement of request for FTA Section 5310 Program assistance from Grafton School – Request for 2 replacement modified-minivans with wheel chair ramps – **A motion was made by Mr. Riley to approve the request for FTA Section 5310 Program Assistance from Grafton School. Motion seconded by Mr. Kehoe. Motion carried.**
- f. Appointment of Mr. Christopher Price, Executive Director of the NSVRC to serve as Secretary-Treasurer to the Win-Fred MPO – **A motion was made by Mr. Riley to appoint Mr. Christopher Price, Executive Director of the NSVRC to serve as Secretary-Treasurer to the Win-Fred MPO. Motion seconded by Mr. DeHaven. Motion carried.**

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

**3. Updated 2030 Constrained Long Range Plan Project List**

Mr. Ball stated that the Technical Advisory Committee has reviewed the updated revenue forecasts, updated project costs and the current Six Year Improvement Plan (SYIP), and they are recommending approval of the 20 day public comment and review period. He stated that the

Technical Advisory Committee added two projects under the urban projects: Shawnee Drive and Battaile Drive.

Mr. Ball stated that if the Policy Board approves, the next step is for the list to go under the 20 day public review and comment period. **A motion was made by Mr. Riley to approve the Updated 2030 Constrained Long Range Plan Project list for the 20 day public comment and review period. Motion seconded by Mr. Moore. Motion approved.**

#### **4. STIP Streamlining and Project Grouping**

Mr. Bob Ball reviewed several documents related to the current TIP / STIP Streamlining and Project Grouping measures proposed by the Commonwealth of Virginia. He stated that these proposed measures would take effect when the new FY09-12 TIP is developed and approved in Summer/ Fall of 2008. Mr. Ball provided a sample TIP Report from Tri-Cities and he briefly reviewed with the board members.

Mr. Ball stated that the Commonwealth has requested that all MPOs comment on the proposed DRAFT STIP Memorandum of Agreement (MOA) between Federal and State agencies representing highway and transit funding. He stated that the Commonwealth is also requesting that our MPO approve and execute a Resolution stating our MPO's concurrence with these proposed TIP/STIP grouping and streamlining measures by the end of March, 2008.

Mr. Ball explained that under this proposal, all projects will be grouped in the TIP except those that require an Environmental Impact Statement (EIS) or Environmental Assessment (EA). He stated that also, the TIP will only include project information required under federal code. He stated that a complete list of projects included in project groupings and additional project information can be included in an appendix of the MPO TIP "for information only", but this appendix information would not be subject to TIP amendment or adjustment. Mr. Ball stated that staff is requesting that the Policy Board review and comment on these proposed TIP / STIP Streamlining and Grouping measures and the related MOA.

The board requested that the following comments be included in the resolution:

- WinFred MPO requests that the new TIP format include information for each individual project that comprise grouped projects for informational purposes only, similar to Appendix A in the sample TIP Report for Tri-Cities that was provided by VDOT Programming Division (dated Feb 5, 2008);
- WinFred MPO requests that VDOT and VDRPT provide to our MPO, on a regular (monthly or bimonthly) basis, an updated complete TIP document that highlights all changes since the previous regular TIP update; this regular updated TIP should include all specific projects that are not grouped, all grouped projects, and (for information purposes only) each individual project that comprise grouped projects;
- WinFred MPO recognizes that these proposed TIP changes will reduce the level of formal MPO review and federal obligation approval for most projects in our MPO area; WinFred MPO requests that VDOT and VDRPT coordinate during project development to ensure that the MPO and member localities are in agreement with new projects and major project changes.

Staff will attach the Policy Board comments to the resolution and bring to the March Policy Board meeting for review.

## 5. Memorandum of Understanding (MOU)

Mr. Ball explained that SAFETEA-LU regulations required that additional items be added to the Memorandum of Understanding (MOU) between our MPO and the STATE. He stated that the current MOU was executed April 30, 2003, when our MPO was initially established. He stated that MPO staff worked with VDOT staff to develop this updated MOU. He stated that Policy Board reviewed this document at several MPO meetings during the past year, and approved this version at our August, 2007 meeting.

He stated that the Attorney General's office has approved the attached final version of the MOU, with only minor edits to the signature page. Mr. Ball requested that the Policy Board approve this new MOU and staff will distribute three (3) original copies to each member locality to execute by obtaining the signature of the appropriate local representative and a witness.

He stated that after all member localities have signed this MOU, the three original copies will be forwarded to the Commonwealth for signature. The STATE, MPO and Transit Provider (City of Winchester) will each receive an original signed copy.

**A motion was made by Mr. Riley approving staff to distribute the three original copies to each member locality to execute by obtaining the signature of the appropriate local representatives and a witness. Motion seconded by Mr. Moore. Motion carried.**

## 6. FY 2009 Unified Planning Work Program (UPWP)

Mr. Price reviewed and summarized the updates to the Draft UPWP with the Policy Board. Mr. Price stated that staff and the Management Team have reviewed and worked on the Draft FY2009 Unified Planning Work (UPWP) and the recommendations will be forwarded to the Policy Board in March. He stated that the draft FY 2009 UPWP will be forwarded to the Technical Advisory Committee for their review and feedback at their March meeting.

Mr. Price stated that the MPO has tentatively been approved for the Route 522 multi-modal planning grant. He stated that this project is from Double Tollgate North into the City on Route 522. He stated that there is a companion project to the south of Double Tollgate into Front Royal, also tentatively awarded funding. He stated that VDOT has expressed preference that the two projects be coordinated or consolidated into one project. He stated that this is not a requirement of the WinFred MPO. Mr. Price stated that staff could work on a recommendation for a consolidated proposal.

Mr. Price reviewed a financial worksheet with the Policy Board showing new MPO funding and carryover amounts from previous years.

He stated that staff will request that the Technical Advisory Committee review and forward a recommendation to the Policy Board authorizing a public review period for the draft FY2009 UPWP.

Mr. Price stated that this item is for information purposes only; no action required by Policy Board.

**7. City and Countywide Transit Study: Request for Proposals**

Mr. Bishop and Mr. Price reviewed the City and Countywide Transit Study Request for Proposals (RFP) with the Policy Board. Mr. Bishop stated that the Transit Director and the Technical Advisory Committee have reviewed the RFP and they are recommending that Policy Board authorize staff to advertise. The board discussed whether they should leave the funding amount in the RFP. Consensus of the board was to remove the funding amount from the RFP.

**During discussion, a motion was made by Mr. DeHaven to authorize staff to advertise the City and Countywide RFP and to delete the funding amount as stated in the RFP. Motion seconded by Mr. Kehoe. Motion carried.**

**8. Other Business**

The Board discussed the Route 37 Access Management Study and establishing a timeline to conclude the matter. Mr. Price stated that there is not a set timeframe to conclude the study but the draft 2009 UPWP does include a Phase II for the Study which the Management Team will work on. Discussion continued in reference to the alternatives suggested from HNTB.

**A motion was made by Mr. Riley to receive input back from the City, County and the Town in reference to the Route 37/Route 11 Access Management Study by the March MPO Policy Board meeting. Motion seconded by Mr. DeHaven. Motion carried.**

**Meeting adjourned at 11:15 a.m.**

**Winchester -Frederick County MPO  
First Floor Conference Room  
Policy Board Meeting Minutes  
March 19, 2008 - 10:00 a.m.**

Chairman Richard Shickle called the meeting to order at 10:00 a.m. with the following MPO Policy Board members present: Mr. Chuck DeHaven, Mr. Brannon Godfrey, Mr. Mike Kehoe, Mr. Art Major, Mr. Stewart Masters, Mr. Garrett Moore and Mr. John Riley.

MPO Policy Board members absent: Mr. Tony Cho, Mr. Darrell Feasel and Mr. John Simkins.

Others Present: Mr. Bob Ball, Mr. John Bishop, Mr. Chris Price, Mr. Donald Price, Ms. Karen Taylor and Mr. Tim Youmans.

**A motion was made by Mr. DeHaven to approve the agenda. Motion seconded by Mr. Riley. Motion carried.**

**1. ADMINISTRATIVE ITEMS:**

- a. Welcome and Introductions – Chairman Shickle welcomed everyone to the meeting.
- b. Review and Approval of the Minutes of the February 20, 2008 Policy Board Meeting – **A motion was made by Mr. DeHaven to approve the minutes of the February 20, 2008 meeting as amended. Motion seconded by Mr. Moore. Motion carried.**
- c. Financial Report – Report for information only, no action required.
- d. Committee Meeting Status Report – Report for information only, no action required.

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

**3. Updated 2030 Constrained Long Range Plan Project List**

Mr. Ball stated that the Policy Board reviewed and approved the 20 day public comment period at their February meeting. Mr. Price stated that no comments have been received.

Mr. Ball stated that the Technical and Citizens Advisory Committees reviewed the Project List at their March meetings. Chairman Shickle requested Mr. Ball’s response to the Citizens Advisory Committee comments that the project list is unclear, redundant and difficult for citizens to understand. Mr. Ball stated that a map visualizing each project would make it easier for the public to understand. Mr. Price stated that we will do that in the future and include a narrative.

**A motion was made by Mr. Riley to approve the Updated 2030 CLRP Project List and authorization for Chairman Shickle to sign the Resolution. Motion seconded by Mr. Kehoe. Motion carried.**

**4. STIP Streamlining and Project Grouping**

Mr. Ball stated that this has been discussed and reviewed at several Policy and Technical Advisory Committee meetings. He stated that enclosed in the packet is the DRAFT resolution language with comments incorporated from the February Policy Board meeting.

He stated that the Technical Advisory Committee reviewed the DRAFT resolution and Policy Board comments at their March meeting and they are forwarding a recommendation of approval to the Policy Board.

**A motion was made by Mr. DeHaven to approve the resolution with comments along with authorization for Chairman Shickle to sign the resolution. Motion seconded by Mr. Masters. Motion carried.**

**5. Route 37 Access Management Study**

Mr. Price stated that enclosed in the packet are comment letters from the City, County and Town in reference to the Route 37 Access Management Study. Chairman Shickle requested comments from the Policy Board in reference to next steps for the study.

Mr. Price stated that the Technical Advisory Committee has reviewed the comments and the general recommendation is to add further study of Route 37 to the next year's Unified Planning Work Program. He stated that the focus on Phase II of the study will be improvements on levels of service. Chairman Shickle stated that in his opinion this is Frederick County's number one priority. Mr. Price suggested further discussing this item under the FY2009 Unified Planning Work Program since the Phase II portion of the study is a work task. The committee agreed to further discuss this item under agenda item 7.

**6. Amendment to the FY 2007-2008 Unified Planning Work Program (UPWP)**

Mr. Price stated that the current FY2007-2008 Unified Planning Work Program requires an amendment in order to carry Local Technical Assistance Project Funding (\$180,000) forward into the next fiscal year. He stated that this amendment does not require a public comment and review period.

Mr. Price requested that the Policy Board amend the FY 2007-2008 UPWP to deprogram \$180,000 from Work Task 5 (Local Technical Assistance), and that the Policy Board authorize staff to request VDOT to carry over \$180,000 from FY2007-2008 into FY2008-2009.

**A motion was made by Mr. Kehoe to amend the FY2007-2008 UPWP to deprogram \$180,000 from Work Task 5 (Local Technical Assistance), and Policy Board authorizes staff to request VDOT to carry over \$180,000 from FY2007-2008 into FY2008-2009. Motion seconded by Mr. Riley. Motion carried.**

**7. DRAFT FY2009 Unified Planning Work Program (UPWP)**

Mr. Price stated that enclosed in the packet is the DRAFT FY2009 UPWP.

He stated that the Technical and Citizens Advisory Committees have reviewed the document at their March meetings. He stated that both committees are forwarding a recommendation of approval for the 20 day public comment and review period.

Mr. Price reviewed and discussed each work task in the FY2009 UPWP with the board. Mr. Price stated that the budget amount has been reduced for Work Task 2 – Transportation Improvement Program.

Mr. Price stated that on Work Task 3 VDOT requested to include this as a place holder just in case planning work is requested from them.

Mr. Price stated that Work Task 4 and 4B are a very large part of this work program, particularly the City and Countywide Transit Study. Mr. Price stated that the request for proposals has been advertised in several publications and on the WinFred MPO website; the deadline is March 21, 2008. He stated that this study has a very significant public participation component which is included in the general administration line item. He stated that the Citizens Advisory Committee will convene several public meetings.

Mr. Price with Access Independence expressed his concern in reference to the amount of time it has taken to get the process of the transit study moving.

Mr. Price stated that the Transit Study will be on the April Policy Agenda meeting with an update.

Mr. Price reviewed Work Task 5: Local Technical Assistance. He stated that several projects have been removed from this list because they will be actual work tasks in this work program. Mr. Moore stated that Access Management Funds are available through VDOT for the tasks on the list.

In reference to Work Task 6: Route 7 Corridor Study Project, the board requested the addition of an eastern and western terminus for the project.

Mr. Price reviewed Work Task 8: Route 37 Access Management Study – Phase II. The Technical Advisory Committee's recommendation was to proceed with Phase II in FY2009. Consensus of the Policy Board is that this work task's estimated budget reflects FY09 money which is \$120,000. Mr. Kehoe requested that Route 11 be added under the title for this task.

A motion was made by Mr. Riley to forward the DRAFT FY2009 Unified Planning Work Program to public comment and review. Motion seconded by Mr. Moore. Motion carried.

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

**Meeting adjourned at 11:15 a.m.**

**Winchester -Frederick County MPO  
First Floor Conference Room  
Policy Board Meeting Minutes  
April 16, 2008 - 10:00 a.m.**

Chairman Richard Shickle called the meeting to order at 10:00 a.m. with the following MPO Policy Board members present: Mr. Christopher Arabia, Mr. Chuck DeHaven, Mr. Brannon Godfrey, Mr. Stewart Masters, Mr. Garrett Moore and Mr. John Riley.

MPO Policy Board members absent: Mr. Tony Cho, Mr. Mike Kehoe, Mr. Art Major and Mr. John Simkins.

Others present: Mr. Bob Ball, Mr. John Bishop, Mr. Jerry Copp, Mr. Randy Kiser, Mr. Eric Lawrence, Mr. Chris Price, Ms. Karen Taylor, Mr. Tim Youmans and a media rep from the Winchester Star.

**1. ADMINISTRATIVE ITEMS:**

- a. Welcome and Introductions – Mr. Price introduced Mr. Randy Kiser with VDOT and Mr. Christopher Arabia representing VDRPT.
- b. Review and Approval of the Minutes of the March 19, 2008 Policy Board Meeting – **A motion was made by Mr. Riley to approve the minutes of the March 19, 2008. Motion seconded by Mr. Masters. Motion carried.**
- c. 3<sup>rd</sup> Quarter Progress Report & Invoice – **A motion was made by Mr. Riley to approve the 3<sup>rd</sup> Quarter Progress Report & Invoice. Motion seconded by Mr. DeHaven. Motion carried.**
- d. Committee Meeting Status Report – This report for information only; no action required.
- e. Review and Approval of a resolution authorizing the Secretary-Treasurer to file a FY 2008-2009 Sect. 5303 grant application (Transit Planning Funds) with the Virginia Department of Rail and Public Transportation – **A motion was made by Mr. Riley approving the resolution and authorization for the Chairman and Secretary to sign. Motion seconded by Mr. DeHaven. Motion carried.**
- f. Staff will give a report on the Project Steering Committee Meeting scheduled for April 11<sup>th</sup>. Mr. Price reported on the April 11<sup>th</sup> meeting.

The committee drafted a draft application for funding to VDOT's Transportation and Mobility Planning Division for Phase II of the Route 37 Access Management Study.

The committee reviewed the Final Scope of Work for the Route 7 Corridor Study and made recommendations to the consultant.

The committee is recommending to the Policy Board pursuing a joint project with the Transportation Planning Technical Committee (Regional Committee) on the Route 522 South Corridor Study.

The committee agreed to have regularly scheduled monthly meetings on the first Tuesday of each month at 9AM at the Timbrook Public Safety Center.

**A motion was made by Mr. Riley to rename the committee to *Project Steering Committee*. Motion seconded by Mr. DeHaven. Motion carried.**

2. **Public Comment Period** – Mr. Price with Access Independence handed out and discussed a flier explaining upcoming training on “*Money follows the person*”.

3. **Draft FY2009 Unified Planning Work Program (UPWP)**

Mr. Price stated that the Technical and Citizens Advisory Committees have reviewed the Draft FY2009 Unified Planning Work Program and both committees at their April meetings have recommended approval of the FY 2009 UPWP. He stated that the Technical Advisory Committee had two minor changes. Mr. Barker updated the Air Quality Language and the committee requested that the map showing the MPO boundary be updated. Mr. Price stated that staff did make the updates.

**A motion was made by Mr. Riley approving the FY2009 Unified Planning Work Program and authorization for the Chairman and the Secretary to sign. Motion seconded by Mr. Masters. Motion carried.**

4. **City and Countywide Transit Study**

Mr. Price stated that in response to the RFP four proposals were received. He stated that the Management Team met on April 1<sup>st</sup> to review and discuss the proposals. They agreed to interview three out of the four consultants. Mr. Price stated that the consultant interviews were held on April 15<sup>th</sup>. He stated that all of the proposals came in under our funding level. Next steps will be to contact the references of the consultants and further refine a scope of work. Mr. Price stated that next month, the Policy Board will be presented with a recommendation in reference to securing a consultant contract.

5. **Draft Route 11 Corridor Management Study Report**

A copy of the DRAFT Route 11 Corridor Management Study Report was handed out. Mr. Price stated that this is for information and to forward any comments to him. He stated that the Project Steering and Technical Advisory Committees have reviewed the report. He stated that the Technical Advisory Committee will comment on the report at their May meeting. This is for information only, no action required.

Chairman Shickle requested that staff maintain a schedule of MPO projects.

Mr. Moore requested that all comments received on the draft report be forwarded to Mr. Price and in return he will forward to VDOT.

6. **Route 522 South Corridor Study**

Mr. Price stated that the Transportation Planning Technical Committee (Regional Planning Committee) unanimously approved working with the WinFred MPO on the Route 522 South Corridor Project.

Mr. Price stated that the Policy Board briefly discussed this item at the February meeting. He stated that this project is a multi-modal grant funded project through VDOT from Pleasant Valley to Double Tollgate. He stated that there is similar study on Route 522 in the rural part of the region through portions of Clarke, Frederick and Warren Counties from Double Tollgate southward into Front Royal. VDOT requested combining the two projects to more efficiently use VDOT services. Mr. Price stated that the Project Steering Committee recommended pursuing a joint project and they could take on the project.

The committee agreed to invite a representative from Clarke and Warren Counties to serve on the committee for this study.

Mr. Price stated that staff is requesting Policy Board's approval to move forward with a coordinated effort between the WinFred MPO and the Rural Planning area.

**A motion was made by Mr. DeHaven to approve a coordinated effort between the WinFred MPO and the Rural Planning area on the Route 522 South Corridor Study. Motion seconded by Mr. Riley. Motion carried.**

## **7. Other Business**

Mr. Price reported that a hearing of VDOT's Six Year Plan will be held at the end of April in Rockingham County. Mr. Price will forward details on the hearing. The committee agreed that Mr. Price would present the WinFred MPO priorities at the hearing.

**Meeting adjourned at 10:40 a.m.**

**Winchester -Frederick County MPO  
First Floor Conference Room  
Policy Board Meeting Minutes  
May 21, 2008 - 10:00 a.m.**

Chairman Richard Shickle called the meeting to order at 10:00 a.m. with the following MPO Policy Board members present: Mr. Chris Arabia, Mr. Chuck DeHaven, Mr. Brannon Godfrey, Mr. Mike Kehoe, Mr. Art Major, Mr. Stewart Masters, Mr. Garrett Moore and Mr. John Riley.

MPO Policy Board members absent: Mr. Tony Cho and Mr. John Simkins.

Others present: Mr. Bob Ball, Mr. John Bishop, Mr. Jerry Copp, Mr. Jim Deskins, Mr. Randy Kiser, Mr. Donald Price, Mr. Tim Youmans and a media representative from the Winchester Star.

**1. ADMINISTRATIVE ITEMS:**

- a. Welcome and Introductions – There were no introductions.
- b. Review and Approval of the Minutes of the April 16, 2008 Policy Board Meeting – **A motion was made by Mr. DeHaven to approve the minutes. Motion seconded by Mr. Riley. Motion carried.**
- c. Financial Reports – This report for information only; no action required.
- d. Committee Meeting Status Report – This report for information only; no action required.

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

**3. City and Countywide Transit Study**

Mr. Price stated that the Management Team selected an interview panel for consultant interviews and that the interviews were held on April 15<sup>th</sup>. The panel recommended that the Policy Board contract with KFH Group, Inc. Mr. Price contacted the consultant's references which were outstanding. He stated that the procurement process was investigated with VDRPT and FTA and that we have followed protocol.

**A motion was made by Mr. Riley authorizing staff to draft a scope of work and begin contract negotiations with KFH Group, Inc. Motion seconded by Mr. DeHaven. Motion carried.**

**4. Proposed 2030 Constrained Long Range (CLRP) Amendment**

Mr. Ball stated that VDOT is requesting a proposed TIP Amendment to obligate federal funds for Preliminary Engineering and Right of Way phases on an interchange modification project at I-81 exit 310 – Route 37 south. He stated that before our MPO can approve this proposed TIP Amendment, it will be necessary to amend the 2030 CLRP Interstate project list by adding Right of Way and Construction project phases to the current Preliminary Engineering phase that is already present. Mr. Ball briefly reviewed the current approved 2030 CLRP Interstate Project list, and a draft copy of proposed revisions to the CLRP. He stated that the proposed draft CLRP has a required 20 day public comment and review period.

Mr. Masters referenced the April 16, 2008 Policy Board minutes that referenced Project Steering Committee drafting an application for funding to VDOT's Transportation and Mobility Planning Division for Phase II of the Route 37 Access Management Study. He stated he felt it would be wise to wait on the Phase II Study before moving forward with Right Of Way and construction project phases.

Mr. Moore stated currently the project is largely funded in VDOT's Six Year Plan. He stated that in the area of the project, VDOT is acquiring Right Of Way. Mr. Moore stated that the MPO is in a good position to move forward. Mr. Moore stated that his recommendation to the MPO would be to move forward. Mr. Moore stated that by approving this amendment, it helps VDOT commit its federal dollars.

Mr. Moore stated that if the City is uncomfortable moving forward, VDOT will arrange a meeting with them to further discuss the project.

Mr. Major expressed his concern with moving this amendment to the 20 day public comment and review period.

Discussion continued in reference to how not approving the public comment period would delay the obligation of federal funds.

The board discussed the design of the interchange.

After discussion, Mr. Major stated that he is comfortable sending the amendment to the 20 day public comment and review period.

Staff made the Board aware that the Technical Advisory Committee has forwarded a recommendation of approval for this proposed 2030 CLRP amendment for public comment concurrently with the proposed TIP amendment in the next agenda item.

**A motion was made by Mr. Riley to forward the 2030 Constrained Long Range Plan (CLRP) amendment and the Transportation Improvement Plan (TIP) amendment to the 20 day public comment and review period. Motion seconded by Mr. Kehoe. Motion carried.**

**5. Proposed 2030 Transportation Improvement Program (TIP) Amendment**

The Policy Board discussed this under agenda item #4.

**6. Other Business – None reported.**

**Meeting adjourned at 10:35 a.m.**

**Winchester -Frederick County MPO  
First Floor Conference Room  
Policy Board Meeting Minutes  
June 18, 2008 - 10:00 a.m.**

Chairman Richard Shickle called the meeting to order at 10:00 a.m. with the following MPO Policy Board members present: Mr. Brian Henshaw representing Mr. Mike Kehoe, Mr. Chuck DeHaven, Mr. Art Major, Mr. Stewart Masters, Mr. Garrett Moore and Mr. John Riley.

MPO Policy Board members absent: Mr. Chris Arabia, Mr. Tony Cho, Mr. Brannon Godfrey and Mr. John Simkins.

Others present: Mr. Bob Ball, Mr. John Bishop, Mr. Jerry Copp, Ms. Karen Taylor, Mr. Tim Youmans and a media representative from the Winchester Star and a representative from Access Independence.

**1. ADMINISTRATIVE ITEMS:**

- a. Welcome and Introductions – Chairman Shickle welcomed everyone to the meeting.
- b. Review and Approval of the Minutes of the May 21, 2008 Policy Board Meeting - **A motion was made by Mr. Masters to approve the minutes. Second by Mr. DeHaven. Motion carried.**
- c. Financial Reports – This report for information only; no action.
- d. Committee Meeting Status Report – This report for information only; no action.

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

**3. Proposed 2030 Constrained Long Range (CLRP) Amendment**

Ms. Taylor stated that the amendment to the 2030 Constrained Long Range Plan (CLRP) is currently under the 20 day public comment and review period. She stated that no comments have been received.

Ms. Taylor stated that following the May Policy Board meeting, City and VDOT officials met in reference to this amendment. She stated that the City recommended that the Technical Advisory Committee amend the 2030 CLRP to reflect only PE/ROW. Ms. Taylor stated that VDOT concurs that this is adequate for current TIP amendment to obligate ROW funding.

Ms. Taylor stated that at their meeting on June 3<sup>rd</sup>, the Technical Advisory Committee forwarded a recommendation of approval for the original version of the 2030 Constrained Long Range Plan Interstate project list which obligates federal funds for the addition of the Right of Way and Construction Phases to the current Preliminary Engineering phase that is already present. Ms. Taylor stated that the motion carried with opposition.

Ms. Taylor stated that the Citizens Advisory Committee at their June meeting forwarded a recommendation of approval to the proposed amended 2030 Constrained Long Range Plan reflecting the addition of Right of Way and Construction project phases to the current Preliminary Engineering phase that is already present with one member opposing. The Committee requested that staff relay to the Policy Board that they are uncomfortable with the process of obligating funding for a project that is currently being studied.

During discussion, a motion was made by Mr. Riley to approve the 2030 Constrained Long Range Plan Amendment Interstate project list reflecting the addition of right of way and construction phases. Motion seconded by Mr. DeHaven. Discussion continued.

A motion was made by Mr. Major to amend the original motion to remove the construction phase. Motion seconded by Mr. Masters. Discussion continued. Motion not passed.

Chairman Shickle reinstated the original motion made by Mr. Riley to approve the 2030 Constrained Long Range Plan Amendment Interstate project list reflecting the addition of right of way and construction phases. Motion seconded by Mr. DeHaven. Motion passed.

**4. Proposed 2030 Transportation Improvement Program (TIP) Amendment**

Ms. Taylor stated that the amendment to the 2030 Transportation Improvement Program (TIP) is currently under the 20 day public comment and review period, which closes on June 16, 2008. Ms. Taylor stated that she has received no comments.

Ms. Taylor stated that the Technical and Citizens Advisory Committees at their June meetings forwarded a recommendation of final approval to the Policy Board.

**A motion was made by Mr. DeHaven to approve the 2030 Transportation Improvement Program amendment. Motion seconded by Mr. Henshaw. Motion carried.**

**5. FY 2009-2012 Transportation Improvement Program (TIP)**

Mr. Ball briefly reviewed the FY2009-2012 TIP with the committee. He stated that staff is requesting authorization from Policy Board to forward to the 20 day public comment period. Discussion continued in reference to funding allocation.

The Technical and Citizens Advisory Committees reviewed this item at their June meetings. Both committees have forwarded a recommendation to the Policy Board approving the 20 day public comment and review period.

**A motion was made by Mr. DeHaven to forward the FY2009-2012 TIP to the 20 day public comment and review period. Motion seconded by Mr. Masters. Motion carried.**

**6. City and Countywide Transit Study Update**

Ms. Taylor briefly discussed the scope of work and the contract received from KFH Group. Ms. Taylor stated that several committees have reviewed the scope of work and have recommended approval to the Policy Board. The committee continued discussion in reference to the scope of work and contract.

**A motion was made by Mr. Riley to approve the scope of work and to authorize Mr. Chris Price to execute the contract. Motion seconded by Mr. Henshaw. Motion carried.**

**7. Route 522 South Corridor Study Update**

Ms. Taylor stated that the kick-off meeting for the Route 522 South Corridor Study was held on June 12<sup>th</sup> with the Transportation Planning Technical Committee. Mr. Ken Mobley with the consulting firm Michael Baker, Jr. hosted the kick-off meeting. Ms. Taylor stated that staff will provide updates throughout the study.

**8. Draft Route 11 Corridor Management Study Update**

Ms. Taylor stated that staff has received comments from members of the Technical Advisory Committee and forwarded them to Mr. Walter Pribble with VDOT. She stated that Mr. Pribble has begun making revisions to the report and will possibly have all comments addressed by the July TAC meeting. Mr. Pribble will coordinate this study with the Environmental Division in a new effort to link planning with the NEPA process. Ms. Taylor stated that staff will continue coordination with Mr. Pribble.

**9. Other Business**

Mr. Riley handed out copies of a letter from VDOT referencing the Commonwealth Transportation Board voting on Virginia's 2009-2014 Six-Year Transportation Improvement Plan. The board discussed the letter at length. After discussion, **a motion was made by Mr. Riley that staff create a resolution based on discussions for Mr. Price's signature. Motion seconded by Mr. Masters. Mr. Moore abstained. Motion carried.**

**10. July MPO Meeting schedule**

July 1 – Project Steering Committee @ 9 a.m.  
Technical Advisory Committee @ 10 a.m. – Timbrook Public Safety Center

July 8 - Citizens Advisory Committee @ 8 a.m. – First Bank, 1835 Valley Avenue

July 16 – Policy Board @ 10 a.m. – Frederick County Offices, 107 N. Kent St.

**Meeting adjourned at 10:45 a.m.**

**Winchester -Frederick County MPO  
First Floor Conference Room  
Policy Board Meeting Minutes  
July 16, 2008 - 10:00 a.m.**

Vice-Chairman Stewart Masters called the meeting to order at 10:00 a.m. with the following members present: Mr. Brannon Godfrey, Mr. Chuck DeHaven, Mr. John Riley, Mr. Mike Kehoe, Mr. Garrett Moore, Mr. Chris Arabia and Mr. John Simkins.

Members Absent: Chairman Richard Shickle and Mr. Tony Cho.

Others present: Mr. Bob Ball, Mr. Jerry Copp, Mr. John Bishop, Mr. Tim Youmans, Representative from Access Independence and media representative from the Northern Virginia Daily.

**1. ADMINISTRATIVE ITEMS:**

- a. Welcome and Introductions – Vice Chairman Masters welcomed everyone to the meeting.
- b. Review and Approval of the Minutes of the June 18, 2008 Policy Board Meeting – **A motion was made by Mr. Dehaven to approve the minutes as amended. Second by Mr. Moore. Motion carried.**
- c. FY 07-08 4<sup>th</sup> Quarter Progress Report – Report for information; no action.
- d. Committee Meeting Status Report – Report for information; no action.

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

**3. FY 2009-2012 Transportation Improvement Program (TIP)**

Mr. Ball briefly reviewed DRAFT FFY09-12 TIP Report and MPO Funding Summary (Table C) for WinFred MPO. He stated that VDOT requests that this new TIP be approved by July if possible. He stated that the TIP has been under the 20 day public comment period and no comments have been received. The Technical and Citizens Advisory Committees reviewed this item at their July meetings. Both committees have forwarded a recommendation of approval to the Policy Board. After review of the document, **a motion was made by Mr. Riley approving the FY09-12 Transportation Improvement Program and authorization for the vice chairman to sign the resolution. Motion seconded by Mr. Kehoe. Motion carried.**

**4. Long Range Transportation Plan Update (LRTP)**

Mr. Price stated that MPO is required to review their LRTP every five years. Mr. Price reviewed the position paper outlining the steps in reference to updating the Long Range Transportation Plan per the direction of the Technical Advisory Committee. Mr. Price stated that the Plan needs to be updated by 2010 and this will be a general update to the Plan. He stated that the Plan will be updated to the year 2035. He stated that the intent of the position paper is to layout a general framework for data collection and analysis. He stated that the proposal assumes that Commission Staff working with jurisdiction staff would be responsible for updating data, facilitating public meetings and working with VDOT. After review of the document **a motion was made by Mr. Riley to approve the proposed process from the Commission staff to update the Win-Fred MPO Long Range Transportation Plan. Motion seconded by Mr. Moore.** Discussion followed in reference to gathering data for the plan and where the updated data will come from. **Motion carried.** A copy of the proposed process has been attached to the minutes for reference.

**5. TIP Amendment – Smart Travel & Traffic Management System**

Mr. Ball explained the proposed TIP amendment for Smart Travel & Travel Management along the I-81 corridor. He stated that this SAFETEA-LU earmark is a new funding source, so this project must be approved as a TIP amendment with public comment period and formal MPO approval. He stated that this project funding will purchase and install ITS Cameras along the I-81 corridor. He stated that some of these cameras may be installed within the Winchester MPO area. After review, **a motion was made by Mr. DeHaven approving the 20 day public comment and review period. Motion seconded by Mr. Riley. Motion carried.**

**6. Other Business**

Mr. Moore stated that the fall transportation meetings will be held in October or November. He will get those dates out to everyone four to five days in advance. Mr. Moore recommended that localities have a representative at the meetings.

Mr. Moore made everyone aware that there is a State Rail Plan public meeting on July 23<sup>rd</sup>.

Mr. Price updated the committee on the City and Countywide Transit Plan.

**7. August MPO Meeting schedule**

Ms. Taylor stated that the MPO meetings for August have been cancelled.

**Adjournment at 10:20 a.m.**

**Winchester -Frederick County MPO  
First Floor Conference Room  
Policy Board Meeting Minutes  
September 24, 2008 - 10:00 a.m.**

Chairman Shickle called the meeting to order at 10:05 a.m. with the following members present: Mr. Brannon Godfrey, Mr. Art Major, Mr. Chuck DeHaven, Mr. John Riley, Mr. Mike Kehoe, Mr. Garrett Moore and Mr. John Simkins.

Members absent: Mr. Stewart Masters, Mr. Chris Arabia and Mr. Tony Cho.

Others present: Mr. Tim Youmans, Mr. Bob Ball, Mr. Jerry Copp, Mr. Donald Price representing Access Independence and Mr. John Bishop.

**1. ADMINISTRATIVE ITEMS:**

- a. Welcome and Introductions – Chairman Shickle welcomed everyone to the meeting.
- b. Election of FY 2009 Officers – **A motion was made by Mr. Riley to have Mr. Shickle remain as Chairman of the Win-Fred MPO. Motion seconded by Mr. Kehoe. Motion carried.**

**A motion was made by Mr. Godfrey to elect Mr. Majors as Vice-Chairman of the Win-Fred MPO. Motion seconded by Mr. DeHaven. Motion carried.**

**Motion made by Mr. DeHaven to close session. Motion seconded by Mr. Major. Motion carried.**

- c. Review and Approval of the Minutes of the July 16, 2008 Policy Board Meeting  
**A motion was made by Mr. Riley to approve the minutes. Motion seconded by Mr. Godfrey. Motion carried.**
- d. Financial Report – Report for information only; no action.
- e. Committee Meeting Status Report – Report for information; no action.
- f. Review and endorsement of proposed Enhancement Program grant application:
  - Town of Stephens City – Application for enhancements to North Main Street for bicycle and pedestrian improvements – **A motion was made by Mr. Major that the WinFred MPO endorses the enhancement grant submitted by the Town of Stephens City. Motion seconded by Mr. Kehoe. Motion carried.**

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

**3. Transit Section of the FY 2009-2012 Transportation Improvement Program (TIP)**

Mr. Price briefly reviewed the Transit Section of the FY 2009-2012 TIP. He stated that this section has undergone the public review and comment period. He stated that Staff received no comments. The TAC and CAC reviewed the document during their September meetings and both committees have forwarded a recommendation of approval to the Policy Board. After review and a brief discussion, **a motion was made by Mr. DeHaven to approve the Transit Section of the FY 2009-2012 Transportation Improvement Program and authorization for the Chairman to sign the resolution. Motion seconded by Mr. Major. Motion carried.**

**4. TIP Amendment – Smart Travel & Traffic Management System**

Mr. Ball briefly reviewed the TIP amendment for Smart Travel & Travel Management along the I-81 corridor. He stated that this SAFETEA-LU earmark is a new funding source. He stated that this project funding will purchase and install ITS Cameras along the I-81 corridor. He stated that some of these cameras may be installed within the Winchester MPO area. He stated that the TIP Amendment has undergone the public comment and review period. MPO staff received no comments.

Following the discussion, **a motion was made by Mr. Riley approving the Smart Travel & Traffic Management System TIP Amendment and authorization for the Chairman to sign the resolution. Motion seconded by Mr. Major. Motion carried.**

**5. Other Business**

Mr. Price updated the committee in reference to the City and Countywide Transit Study. He stated that a Public Information Meeting is scheduled for September 24<sup>th</sup> at Our Health from 4p.m. to 7p.m.

Mr. Price reported that he received an email referencing that the FY2010 MPO Administration and Planning budget could be cut by 10%.

**6. October MPO Meeting schedule**

Tuesday, October 7<sup>th</sup> – Technical Advisory Committee @ 10 a.m. – Timbrook Building

Tuesday, October 14<sup>th</sup> – Citizens Advisory Committee @ 8 a.m. – First Bank

Wednesday, October 15<sup>th</sup> – Policy Board @ 10 a.m. – Frederick County Admin. Building

**Meeting adjourned at 10:30 a.m.**

**Winchester -Frederick County MPO  
First Floor Conference Room – Winchester, VA  
Policy Board Meeting Minutes  
December 17, 2008 - 10:00 a.m.**

Chairman Shickle called the meeting to order at 10:10 a.m. with the following members present: Mr. Chris Arabia, Mr. Chuck DeHaven, Mr. Brannon Godfrey, Mr. Mike Kehoe, Mr. Art Major, Mr. John Riley and Mr. Terry Short for Mr. Garrett Moore.

Members absent: Mr. Tony Cho, Mr. Stewart Masters and Mr. John Simkins.

Others present: Mr. Chris Price, Ms. Karen Taylor, Mr. Tim Youmans, Mr. John Bishop, Mr. Kris Tierney, Ms. Ann Lewis with the City of Winchester, Mr. Donald Price with Access Independence, Ms. Lib Fetting and Mr. Dan Dalton with KFH Group and Mr. Alex Bridges with the Northern Virginia Daily.

**1. ADMINISTRATIVE ITEMS:**

- a. Welcome and Introductions – Chairman Shickle welcomed everyone to the meeting and a roundtable of introductions were made.
- b. Review and Approval of the Minutes of the September 24, 2008 Policy Board Meeting – **A motion was made by Mr. Riley to approve the minutes. Motion seconded by Kehoe. Motion carried.**
- c. Financial Report – The committee briefly reviewed the report; no action required.
- d. Committee Meeting Status Report – The committee briefly reviewed the report; no action required.
- e. Amended Memorandum of Understanding – **A motion was made by Mr. DeHaven to approve the Memorandum of Understanding. Motion seconded by Mr. Godfrey. Motion carried.**

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

**3. City and Countywide Transit Study - Presentation by KFH Group**

The consultant KFH Group presented Technical Memorandum #3: Service Alternatives, Organizational Alternatives, and Funding Mechanisms to the Board. The purpose of the memorandum is to provide a series of service and organizational alternatives that could be implemented to meet the needs. A copy of the memorandum can be downloaded at [www.winfredmpo.org](http://www.winfredmpo.org).

The Board discussed next steps in reference to the study. A unanimous decision was made by the Board that the City and County would have a joint meeting of their transportation committees to review and comment on the study. The Board agreed on a timetable of 30-60 days to receive comments back from the City and County.

**4. Other Business**

Mr. Moore announced that there is a public hearing on VDOT's Draft Six Year Improvement Plan on January 6, 2009 in Culpepper.

Mr. Price gave an overview of the Route 7 Public Meeting on December 4<sup>th</sup>. He stated that the meeting was well attended. He stated that several of citizens commented on safety issues and no park and ride lots along the corridor.

**5. January MPO Meeting schedule**

Tuesday, January 6th – Technical Advisory Committee @ 10 a.m. – Timbrook Building

Wednesday, January 21st – Policy Board @ 10 a.m. – Frederick County Administration Building

**Meeting adjourned at 11:30 a.m.**