

WIN-FRED METROPOLITAN PLANNING ORGANIZATION

Frederick County ❖ City of Winchester ❖ Town of Stephens City



103 East 6th Street, Front Royal, Virginia 22630
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www.winfredmpo.org

**Win-Fred Metropolitan Planning Organization
 Policy Board Meeting Minutes
 September 15, 2010 at 10:00 a.m.**

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

Win-Fred MPO Policy Board Member Jurisdiction Representatives					
	Frederick County		VDOT		Staff
✓	Charles DeHaven, Jr.	✓	Garrett Moore	✓	Chris Price
✓	John R. Riley, Jr.			✓	Karen Taylor
✓	Richard C. Shickle				Tiffany Tran
	Winchester		Non-Voting Members		Others
✓	John Hill		John Simkins, FHWA	✓	Kris Tierney
✓	James O'Connor		Tony Cho, FTA	✓	John Bishop
	John Willingham		Kenneth Pollock, VDRPT	✓	Tim Youmans
				✓	Eric Lawrence
				✓	Martha Shickle
				✓	Jon Masinick, Baker
	Stephens City		Alternates		Media
✓	Michael Kehoe		Jerry Copp (VDOT)	✓	Winchester Star
			Randy Kiser (VDOT)		
		✓	Terry Short (VDOT)		
			Brian Henshaw (Stephens City)		
		✓	Les Veach (Winchester)		

**Winchester -Frederick County MPO
Frederick County Administrative Offices
First Floor Conference Room
Policy Board Meeting Minutes
September 15, 2010 - 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 July 21, 2010 Policy Board Meeting – **A motion was made by Mr. Riley approving the minutes. Motion seconded by Mr. O’Connor. Motion carried.**
- c. Financial Report – The Board reviewed the report with no questions; no action required.
- d. Committee Meeting Status Report – The Board reviewed the report with no questions; no action required.

2. Public Comment Period – None reported.

3. Route 522 Multimodal Corridor Draft Report Presentation

Mr. Jon Masinick with the consulting firm Baker, Inc. presented the DRAFT Route 522 Multimodal Corridor Report to the Policy Board. The Board members made comments during the presentation and Baker will incorporate those comments into the final report. Final steps for the draft report are as follows: jurisdiction review, Baker to incorporate comments and a public input meeting scheduled.

A copy of the presentation can be requested through the Northern Shenandoah Valley Regional Commission.

4. Exit 310 Interchange Status

Mr. Short provided an overview of the current Exit 310 Interchange Project. A copy of Mr. Short’s overview is attached to the minutes.

5. Presentation on VDOT Revenue Forecasts

Mr. Moore stated this information will be presented at the November Policy Board meeting.

6. Millwood Avenue Study Update

Mr. Price provided an update to the Policy Board regarding the status of the Millwood Avenue Study. He reported on the September 20th public input meeting and stakeholder interviews.

7. September-October Meeting Schedule

Ms. Taylor reviewed the following meeting schedule:

- Monday, September 20 – Millwood Avenue Study Public Input Meeting @ 6:00 p.m. – Lord Fairfax Room of the War Memorial Building in Jim Barnett Park
- Monday, September 20 - Project Steering Committee @ 10:30 a.m. – War Memorial Building, Jim Barnett Park
- Monday, September 20 - Citizens Advisory Committee @ 6 p.m. – War Memorial Building, Jim Barnett Park
- Tuesday, October 5- Technical Advisory Committee @ 10:00 a.m. – Frederick County Administrative Offices
- Wednesday, October 20 – Policy Board @ 10 a.m. – Frederick County Administrative Offices

8. Other Business

Chairman Shickle requested a letter from VDOT appointing an alternate. Mr. Moore stated that he will send a letter to MPO staff.

Meeting adjourned at 11:30 a.m.

**Winchester -Frederick County MPO
Frederick County Administrative Offices
First Floor Conference Room
Policy Board Meeting Minutes
June 16, 2010 - 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 May 19, 2010 Policy Board Meeting – **A motion was made by Mr. DeHaven approving the minutes. Motion seconded by Mr. Riley. Motion carried.**
- c. Financial Report – The Board reviewed the report with no questions; no action required.
- d. Committee Meeting Status Report – The Board reviewed the report with no questions; no action required.

2. Public Comment Period – None reported.

3. Long Range Transportation Plan (LRTP) Update

Mr. Price stated that the Project Steering Committee is currently working on the project cost spreadsheet. Once they have reviewed and made final changes, the spreadsheet will be forwarded to the TAC and Policy Board. Mr. Price stated that final adoption will be this fall.

4. VAMPO Bylaws Update

Mr. Price stated that draft copies of the VAMPO bylaws are included in the agenda packet. He briefly reviewed them with the Policy Board. The board made several suggestions in reference to changes to the bylaws. Section 4.2 Member Qualifications: *Designate an Alternate*. Section 8.1 Dues: *Large MPO's pay majority of dues*.

5. Federal Transportation Stimulus Program Update

Mr. Chris Price provided an update regarding grant opportunities under the Federal Transportation Stimulus Program. He stated that an upcoming opportunity is the Tiger II Grants Program. Discussion continued reference to which projects to submit. The Board agreed to submit Route 37 and I-81 Exit 313 bridge redecking. **A motion was made by Mr. Riley approving submittal of those projects. Motion seconded by Mr. Henshaw. Motion carried.**

6. July Meeting Schedule

Ms. Taylor reviewed the following meeting schedule:

Tuesday, June 30 and July 6-**Project Steering Committee** –Frederick County Administrative Offices
Tuesday, July 6- Technical Advisory Committee @ 10:00 a.m.–Frederick County Administrative Offices
Citizens Advisory Committee - Canceled
Wednesday, July 21 – Policy Board @ 10 a.m. – Frederick County Administrative Offices

7. Other Business

Mr. Price gave an update on the Millwood Avenue Study. He stated that thirteen proposals have been received. He stated that the Project Steering Committee will meet on June 30th to review the proposals and will make a decision on which consultants to interview.

Mr. Price stated that the WinFred MPO's presentation to the CTB is scheduled for Wednesday, July 14th. He stated this is our opportunity to update the CTB. Mr. Shickle requested bullet points of the presentation.

Meeting adjourned at 10:40 a.m.

**Winchester -Frederick County MPO
Frederick County Administrative Offices
First Floor Conference Room
Policy Board Meeting Minutes
March 17, 2010 - 10:00 a.m.**

Chairman Shickle called the meeting to order with the following members present: Mr. Chuck DeHaven, Mr. Jim O'Connor representing the City of Winchester, Mr. Mike Kehoe, Mr. Garrett Moore, Mr. John Riley and Mr. John Willingham.

Others present: Mr. John Bishop, Mr. Jerry Copp, Mr. Terry Short, Mr. Eric Lawrence, Mr. Tim Youmans, Mr. Chris Price, Ms. Tiffany Tran, Ms. Karen Taylor, Mr. Donald Price (Access Independence), Ms. Ana DeWitt (Access Independence) , Mr. Tony Williams (City of Winchester) and Dr. John Crandell (CAC Rep).

1. ADMINISTRATIVE ITEMS:

- a. Welcome and Introductions – Chairman Shickle welcomed everyone to the meeting.
- b. Review and Approval of the Minutes of the February 24, 2010 Policy Board Meeting – Chairman Shickle noted that he did not chair the meeting when he arrived, Vice-Chairman Willingham chaired the meeting. **A motion was made by Mr. Willingham approving the minutes as amended. Motion seconded by Mr. DeHaven. Motion carried.**
- c. Financial Report – The Board briefly reviewed the report with no questions; no action required.
- d. Committee Meeting Status Report – The Board briefly reviewed the report with no questions; no action required.
- e. Review and Approval of a resolution authorizing the Secretary-Treasurer to file a FY2011 Section 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. Motion seconded by Mr. O'Connor. Motion carried.**

2. Public Comment Period – None reported.

3. Draft FY2011 Unified Planning Work Program (UPWP)

Mr. Price discussed and reviewed each of the work tasks in the DRAFT FY2011 UPWP. He stated that the Technical and Citizens Advisory Committees have reviewed the document at their March meetings. Mr. Price stated that both committees have forwarded a recommendation of approval for the 20 day public comment and review period. Chairman Shickle requested that a description be added to projects under Work Task 5: Local Technical Assistance.

Mr. Donald Price with Access Independence spoke in regards to the draft UPWP. He asked if the Mobility Plan was included in the draft document. Mr. Price stated that there is a work task for public mobility in the FY2011 UPWP.

Following discussion, **a motion was made by Mr. Riley approving the 20 day public comment and review period. Motion seconded by Mr. O'Connor. Motion carried.**

4. **Route 7 Multimodal Corridor Study Final Report**

Ms. Taylor stated that the Technical Advisory Committee has forwarded a recommendation of approval for the Route 7 Multimodal Corridor Study. Ms. Taylor stated that the City of Winchester previously requested that an alternative reverse frontage roadway be considered for inclusion in the Study. Ms. Taylor stated that the Technical Advisory Committee reviewed and discussed the alternative at their March meeting. She stated that the committee agreed to add the alternative for further analysis under Work Task 5 – Local Technical Assistance in the FY2011 Unifed Planning Work Program. Following discussion, **a motion was made by Mr. Riley approving the Route 7 Multimodal Corridor Study Final Report. Motion seconded by Mr. Kehoe. Motion carried.**

5. **Shady Elm Access Management Study Phase II Update**

Ms. Taylor stated that the Policy Board directed the MPO Project Steering Committee to schedule and coordinate a public information and input meeting for the Study. She stated that the Project Steering Committee met on March 2nd to discuss the meeting. Ms. Taylor gave a brief report as to what the committee is recommending to the Policy Board:

- ✓ Meeting will be held in April on a Monday evening.
- ✓ Directed staff to do a target mailing announcing the meeting with a fact sheet included.
- ✓ Meeting will be held at the Frederick County Government Center, Board of Supervisors Meeting Room.
- ✓ Agreed to have HNTB present the study at the public meeting and requested the presentation to be less technical than the presentation in December.
- ✓ Requested that HNTB do a “dry-run” of the presentation prior to the public meeting.
- ✓ Agreed to give the public additional input by providing a work session with the consultant and staff following the presentation.

Discussion continued in regards to how the Policy Board prefers to proceed. Ms. Taylor stated that she contacted HNTB for additional services required for the public meeting. She stated that HNTB estimated \$8,000 for the request. The Policy Board agreed that the consultant’s participation level should be minimal and that MPO staff should be the lead on facilitation. Following discussion, **a motion was made by Mr. Riley approving MPO staff to secure consultant services from HNTB not to exceed \$3500. Motion seconded by Mr. Moore. Motion carried.**

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

Mr. Price gave a status report on the LRTP. He stated that the next step for the update is the CLRP modeling. He stated that staff will have the project list available at the April or May meeting for prioritization.

7. **Transportation Modeling**

Mr. Price stated that VDOT has recently turned over modeling responsibilities to the Planning District Commissions. He stated that VDOT is responsible for the Long Range Transportation Plan modeling for the MPO. Mr. Price stated, as such, the NSVRC now has the responsibility to provide transportation modeling services to the Win-Fred MPO and to its member jurisdictions. He stated that the Win-Fred MPO and the NSVRC will need to decide how best to provide those

services, either in-house staff or consultant contract. Discussion followed in regards to the best approach. The Board agreed that there is not a need for in-house staffing at this time.

8. April Meeting Schedule

Ms. Taylor reviewed the upcoming meeting schedule.

Project Steering Committee – TBA - Frederick County Administrative Offices

Tuesday, April 6 – Technical Advisory Committee @ 10:00 a.m. – Frederick County Administrative Offices

Citizens Advisory Committee - TBA

Wednesday, April 21 – Policy Board @ 10 a.m. – Frederick County Administrative Offices

9. Other Business – None reported.

Meeting adjourned at 11:30 a.m.

Glossary of Acronyms

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.

TIP - Transportation Improvement Program - Developed and approved by the Transportation Planning Board, the TIP 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.

CLRP - Long Range Transportation Plan - Developed and approved by the Win-Fred MPO, the LRTP is a regional plan that includes all transportation projects and programs that the Win-Fred MPO realistically anticipates can be implemented over the next 25 years. In order to receive federal funding, transportation projects must be included in the LRTP and the TIP.

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.

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UPWP – Unified Planning Work Program

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Frederick County Administrative Offices
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	John Hill		Tony Cho, FTA	✓	Terry Short, VDOT
✓	John Willingham		Kenneth Pollock, VDRPT	✓	Jim O'Connor
	Stephens City		Media	✓	John Bishop (Frederick)
✓	Michael Kehoe	✓	No. VA Daily	✓	Tim Youmans (Winchester)
		✓	Winchester Star	✓	Chuck McWilliams
		✓	TV3	✓	Richard DeBergh
				✓	Allen Stevens (Sheetz)
				✓	Al Maddigan (Sheetz)

1. ADMINISTRATIVE ITEMS:

- a. Welcome and Introductions – Vice Chairman John Willingham welcomed everyone to the meeting with a roundtable of introductions.
- b. Review and Approval of the Minutes of the April 21, 2010 Policy Board Meeting – **A motion was made by Mr. DeHaven approving the minutes. Motion seconded by Mr. Moore. Motion carried.**
- c. Financial Report – The Board reviewed the report with no questions; no action required.
- d. Committee Meeting Status Report – The Board reviewed the report with no questions; no action required.

2. Public Comment Period – Mr. Richard DeBergh spoke in reference to the Millwood Avenue Study. Vice Chairman Willingham noted that the Study is on the agenda as item #5 for discussion. Mr. DeBergh stated he would pursue the discussion under the appropriate agenda item.

3. Long Range Transportation Plan (LRTP) Update

Mr. Price stated that staff is working on the project cost spreadsheet. He stated that at the next meeting, staff will have the project cost estimates for the Vision Plan list.

4. Shady Elm Access Management Study Phase II

Ms. Taylor stated that the Policy Board directed the MPO Project Steering Committee to schedule and coordinate a public information and input meeting for the Study. She stated that a public input meeting was held Monday, April 26, 2010 at 6 p.m. in the Frederick County BOS meeting room. Ms. Taylor gave a staff report on the meeting. Mr. Moore stated that VDOT has an additional option at the interchange which will be presented at a later date. Mr. DeHaven stated that he would prefer that the option be presented to the Project Steering Committee prior to TAC and the Policy Board.

5. Millwood Avenue Study Request for Proposals (RFP)

Mr. Price stated, that enclosed in the agenda packet for review and discussion is the Millwood Avenue Study request for proposals. He stated that the Technical Advisory Committee has reviewed and recommended approval to the Policy Board. Vice Chairman Willingham asked Mr. Price to outline next steps once a consultant has been selected. Mr. Price stated that a kick-off meeting with stakeholders will follow consultant selection to discuss the scope of work.

Mr. Moore referred to works task 2, second bullet Millwood Avenue Closure Scenario. He requested staff to strike “and the construction of a right-turn lane on E. Jubal Early Drive westbound approaching the intersection of Apple Blossom Drive”. Mr. DeHaven requested that the Project Steering Committee lead the Study.

Mr. Richard DeBergh asked how the project will be funded. Mr. Price referred to the MPO's FY2011 Unified Planning Work Program (UPWP). He stated that the study is a work task in the UPWP with a budget of \$75,000.

6. June Meeting Schedule

Ms. Taylor reviewed the following meeting schedule:

- Tuesday, June 1 - Project Steering Committee – Frederick County Administrative Offices
- Tuesday, June 1- Technical Advisory Committee @ 10:00 a.m. – Frederick County Administrative Offices
- Citizens Advisory Committee - TBA
- Wednesday, June 16 – Policy Board @ 10 a.m. – Frederick County Administrative Offices
- **Roundabout Workshop – Lord Fairfax Community College – Choose from two sessions – June 17th or June 18th**

7. Other Business

Mr. Price gave a brief update on VAMPO. He stated that the MPO's throughout the State have agreed to participate in VAMPO. He stated that the next step is creating a set of Bylaws for VAMPO which is under discussion and review.

Meeting adjourned at 10:23 a.m.

Glossary of Acronyms on Reverse

Glossary of Acronyms

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CLRP - Long Range Transportation Plan - Developed and approved by the Win-Fred MPO, the LRTP is a regional plan that includes all transportation projects and programs that the Win-Fred MPO realistically anticipates can be implemented over the next 25 years. In order to receive federal funding, transportation projects must be included in the LRTP and the TIP.

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**Winchester -Frederick County MPO
Frederick County Administrative Offices
First Floor Conference Room
Policy Board Meeting Minutes
January 20, 2010 - 10:00 a.m.**

Chairman Shickle called the meeting to order at 10:00 am. with the following members present: Mr. Chuck DeHaven, Mr. Jim O'Connor representing the City of Winchester, Mr. Mike Kehoe, Mr. Garrett Moore and Mr. John Riley.

Others present: Mr. Jerry Copp, Mr. Tim Youmans, Mr. Chris Price, Ms. Tiffany Tran and Ms. Karen Taylor.

1. ADMINISTRATIVE ITEMS:

A motion was made by Mr. Riley amending the agenda to add a request from the Shenandoah Area Agency on Aging. Motion seconded by Mr. Kehoe. Motion carried.

- a. Welcome and Introductions – Chairman Shickle welcomed everyone to the meeting.
- b. Review and Approval of the Minutes of the October 21, 2009 and December 14, 2009 Policy Board Meetings – **A motion was made by Mr. Riley approving the minutes of October 21, 2009. Motion seconded by Mr. DeHaven. Chairman Shickle abstained. Motion carried.**

A motion was made by Mr. DeHaven approving the minutes of December 14, 2009. Motion seconded by Mr. Kehoe. Motion carried.

- c. Financial Report – The Board briefly reviewed the report with no questions; no action required.
- d. Committee Meeting and Project Status Report – Ms. Taylor reviewed and discussed the report with the Board. No action required.
- e. Request from SAAA to endorse FTA Section 5310 Grant Application – The Board discussed the grant application. Chairman Shickle requested that SAAA present to the Policy Board information on past grant applications and the success of receiving the grant funds. After discussion, **a motion was made by Mr. Kehoe approving endorsement of the grant application. Motion seconded by Mr. Moore. Mr. Riley abstained. Motion carried.**

2. Public Comment Period – None reported.

3. Review and Approval of TIP Amendment for Stimulus Projects

Ms. Taylor stated that attached is a TIP Amendment to include American Recovery & Reinvestment Act (ARRA) projects for the City of Winchester Transit to the current FY09-13 Transportation Improvement Program. She stated that Winchester Transit has been awarded ARRA funding for the purchase of bus stop signs and Stop Announcement software totaling \$150,000. She stated that the amendment was under the 20 day public comment period through January 17th. She stated that no comments have been received.

Ms. Taylor stated that staff requests that the Policy Board approve the TIP Amendment and authorization for the Chairman to execute the resolution.

A motion was made by Mr. O'Connor approving the TIP Amendment and authorization for the Chairman to execute the resolution. Motion seconded by Mr. Riley. Motion carried.

4. Long Range Transportation Plan (LRTP) Update

Staff handed out the Vision Plan list of projects for review and discussion. Mr. Price reviewed the list with the Board members. The Board requested more of a description for each of the projects and a map to show the location of projects. Mr. Price requested that comments be emailed directly to Ms. Taylor.

5. February Meeting Schedule

Ms. Taylor reviewed the following meeting schedule:

Project Steering Committee - TBA

Tuesday, February 2 – Technical Advisory Committee @ 10:00 a.m. – Frederick County Administrative Offices

Tuesday, February 9 – Citizens Advisory Committee @ 8:00 a.m. – First Bank

Wednesday, February 17 – Policy Board @ 10 a.m. – Frederick County Administrative Offices

6. Other Business

Mr. Price handed out and reviewed information from DEQ in reference to air quality and possible upcoming nonattainment areas. Mr. Price stated that a meeting will be held on February 2nd for DEQ to receive comments on the possible new regulations. **A motion was made by Mr. Riley authorizing Mr. Price to submit comments on behalf of the MPO. Motion seconded by Mr. DeHaven. Motion carried.**

7. Adjournment at 11:07 a.m.

Glossary of Acronyms on Reverse

Glossary of Acronyms

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CLRP - Financially Constrained Long Range Transportation Plan - Developed and approved by the Win-Fred MPO, the CLRP is a regional plan that includes all transportation projects and programs that the Win-Fred MPO realistically anticipates can be implemented over the next 25 years. In order to receive federal funding, transportation projects must be included in the CLRP and the TIP.

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ARRA – American Recovery & Reinvestment Act - On Feb. 13, 2009, Congress passed the American Recovery and Reinvestment Act of 2009 at the urging of President Obama, who signed it into law four days later. A direct response to the economic crisis, the Recovery Act has three immediate goals: Create new jobs as well as save existing ones, spur economic activity and invest in long-term economic growth and foster unprecedented levels of accountability and transparency in government spending.

**Winchester -Frederick County MPO
Frederick County Administrative Offices
First Floor Conference Room
Policy Board Meeting Minutes
February 24, 2010 - 10:00 a.m.**

Vice-Chairman John Willingham called the meeting to order with the following members present: Mr. Chuck DeHaven, Mr. Jim O'Connor representing the City of Winchester, Mr. Mike Kehoe, Mr. Jerry Copp representing VDOT, Mr. John Simkins and Mr. John Riley. Chairman Shickle arrived to the meeting at 10:35 a.m. and chaired the remainder of the meeting.

Others present: Mr. John Bishop, Mr. Tim Youmans, Mr. Chris Price, Ms. Tiffany Tran, Ms. Karen Taylor and Mr. Terry Jackson with VDOT.

1. ADMINISTRATIVE ITEMS:

- a. Welcome and Introductions – Vice-Chairman John Willingham welcomed everyone to the meeting. A roundtable of introductions was made.
- b. Review and Approval of the Minutes of the January 20, 2010 Policy Board Meeting - **A motion was made by Mr. DeHaven approving the minutes. Motion seconded by Mr. Riley. Motion carried.**
- c. Financial Report – The Board briefly reviewed the report with no questions; no action required.
- d. Committee Meeting and Project Status Report – Ms. Taylor reviewed the report with the Board; no action required.

2. Public Comment Period

Mr. Terry Jackson with VDOT made a presentation to the Board in regards to VDOT's Six Year Improvement Program. Contact MPO staff to receive a copy of the presentation.

3. Long Range Transportation Plan (LRTP) Update

Mr. Price reviewed and discussed the Draft Vision Plan List of Projects and Map. Mr. DeHaven requested a project map similar to the one in the 2030 LRTP with functional classification. Mr. Price stated that the next step is for the Policy Board to endorse the Draft Vision List. He stated that once the Board endorses the Vision List we will move onto the Constrained Project List. Following discussion, **a motion was made by Mr. O'Connor endorsing the Draft Vision List of Projects. Motion seconded by Mr. Riley. Motion approved.**

4. Route 7 Multimodal Corridor Study

Mr. Price stated that the Final Report for the Route 7 Study is complete and included in the agenda packet. Mr. Price stated that the City of Winchester has requested that an alternative reverse road frontage roadway be considered for inclusion in the Study. Staff handed out a copy of the alternative. The Board agreed that the proposed alternative should be reviewed by the Technical Advisory Committee and a recommendation made to the Policy Board on how to proceed. The Board requested that TAC look specifically as to how the alternative relates to the current upgrades to I-81.

5. Shady Elm Access Management Study Phase II

Mr. Price gave an update on the progress of the study. He stated that the Final Report of the Study has been completed by the Consultant. Mr. Price discussed the comments that have been received by the Frederick County Transportation Committee and public. He stated that the public comments received do express concern in regards to the alternative that is being recommended. He stated that there is also concern in regards to the proposed roundabout. Mr. Price asked the Board on how they would like to proceed. The Board agreed that before contracting additional consultant services that the Frederick County Transportation Committee and the MPO Project Steering Committee should work together to hold an additional public information and input meeting.

6. Review and Discussion of TAC Meeting Quorum

Ms. Taylor stated that the Technical Advisory Committee is recommending to the Policy Board that the quorum for the committee (TAC) be changed to the following:

Recommended: Six persons would constitute a quorum regardless of which jurisdiction they represent.

Current: A meeting quorum shall be established by two (2) members of the CITY and two members of the COUNTY, one (1) member of the STATE, and one (1) member of the TOWN being present. The TOWN shall be permitted to designate an alternate member for a Technical Advisory Committee meeting.

She stated that in accordance with the WinFred MPO Bylaws any change to the quorum is required to be reviewed and approved by the Policy Board.

The Policy Board agreed not to approve the change and suggested that TAC should take a look at recommending a revised quorum, possibly making some members non-voting.

7. March Meeting Schedule

Ms. Taylor reviewed the following meeting schedule:

- Tuesday, March 2 – Project Steering Committee @ 9:00 a.m. – Frederick County
- Tuesday, March 2 – Technical Advisory Committee @ 10:00 a.m. – Frederick County
- Tuesday, March 9 – Citizens Advisory Committee @ 8:00 a.m. – First Bank
- Wednesday, March 17 – Policy Board @ 10 a.m. – Frederick County Administrative Offices

8. Other Business

Mr. Price discussed the possibility of dissolving the Citizens Advisory Committee and appointing citizen appointees to the Technical Advisory Committee. He stated that this is an item for the Policy Board to think about and discuss at a later meeting.

Mr. Willingham announced that the City appointed Dr. John Crandell as a representative on the Citizens Advisory Committee.

A motion was made by Mr. O'Connor to adjourn the meeting. Seconded by Mr. Riley. Motion carried. Adjourned at 10:55 a.m.

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UPWP – Unified Planning Work Program

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**Winchester -Frederick County MPO
Frederick County Administrative Offices
First Floor Conference Room
Policy Board Meeting Minutes
March 17, 2010 - 10:00 a.m.**

Chairman Shickle called the meeting to order with the following members present: Mr. Chuck DeHaven, Mr. Jim O'Connor representing the City of Winchester, Mr. Mike Kehoe, Mr. Garrett Moore, Mr. John Riley and Mr. John Willingham.

Others present: Mr. John Bishop, Mr. Jerry Copp, Mr. Terry Short, Mr. Eric Lawrence, Mr. Tim Youmans, Mr. Chris Price, Ms. Tiffany Tran, Ms. Karen Taylor, Mr. Donald Price (Access Independence), Ms. Ana DeWitt (Access Independence) , Mr. Tony Williams (City of Winchester) and Dr. John Crandell (CAC Rep).

1. ADMINISTRATIVE ITEMS:

- a. Welcome and Introductions – Chairman Shickle welcomed everyone to the meeting.
- b. Review and Approval of the Minutes of the February 24, 2010 Policy Board Meeting – Chairman Shickle noted that he did not chair the meeting when he arrived, Vice-Chairman Willingham chaired the meeting. **A motion was made by Mr. Willingham approving the minutes as amended. Motion seconded by Mr. DeHaven. Motion carried.**
- c. Financial Report – The Board briefly reviewed the report with no questions; no action required.
- d. Committee Meeting Status Report – The Board briefly reviewed the report with no questions; no action required.
- e. Review and Approval of a resolution authorizing the Secretary-Treasurer to file a FY2011 Section 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. Motion seconded by Mr. O'Connor. Motion carried.**

2. Public Comment Period – None reported.

3. Draft FY2011 Unified Planning Work Program (UPWP)

Mr. Price discussed and reviewed each of the work tasks in the DRAFT FY2011 UPWP. He stated that the Technical and Citizens Advisory Committees have reviewed the document at their March meetings. Mr. Price stated that both committees have forwarded a recommendation of approval for the 20 day public comment and review period. Chairman Shickle requested that a description be added to projects under Work Task 5: Local Technical Assistance.

Mr. Donald Price with Access Independence spoke in regards to the draft UPWP. He asked if the Mobility Plan was included in the draft document. Mr. Price stated that there is a work task for public mobility in the FY2011 UPWP.

Following discussion, **a motion was made by Mr. Riley approving the 20 day public comment and review period. Motion seconded by Mr. O'Connor. Motion carried.**

4. **Route 7 Multimodal Corridor Study Final Report**

Ms. Taylor stated that the Technical Advisory Committee has forwarded a recommendation of approval for the Route 7 Multimodal Corridor Study. Ms. Taylor stated that the City of Winchester previously requested that an alternative reverse frontage roadway be considered for inclusion in the Study. Ms. Taylor stated that the Technical Advisory Committee reviewed and discussed the alternative at their March meeting. She stated that the committee agreed to add the alternative for further analysis under Work Task 5 – Local Technical Assistance in the FY2011 Unifed Planning Work Program. Following discussion, **a motion was made by Mr. Riley approving the Route 7 Multimodal Corridor Study Final Report. Motion seconded by Mr. Kehoe. Motion carried.**

5. **Shady Elm Access Management Study Phase II Update**

Ms. Taylor stated that the Policy Board directed the MPO Project Steering Committee to schedule and coordinate a public information and input meeting for the Study. She stated that the Project Steering Committee met on March 2nd to discuss the meeting. Ms. Taylor gave a brief report as to what the committee is recommending to the Policy Board:

- ✓ Meeting will be held in April on a Monday evening.
- ✓ Directed staff to do a target mailing announcing the meeting with a fact sheet included.
- ✓ Meeting will be held at the Frederick County Government Center, Board of Supervisors Meeting Room.
- ✓ Agreed to have HNTB present the study at the public meeting and requested the presentation to be less technical than the presentation in December.
- ✓ Requested that HNTB do a “dry-run” of the presentation prior to the public meeting.
- ✓ Agreed to give the public additional input by providing a work session with the consultant and staff following the presentation.

Discussion continued in regards to how the Policy Board prefers to proceed. Ms. Taylor stated that she contacted HNTB for additional services required for the public meeting. She stated that HNTB estimated \$8,000 for the request. The Policy Board agreed that the consultant’s participation level should be minimal and that MPO staff should be the lead on facilitation. Following discussion, **a motion was made by Mr. Riley approving MPO staff to secure consultant services from HNTB not to exceed \$3500. Motion seconded by Mr. Moore. Motion carried.**

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

Mr. Price gave a status report on the LRTP. He stated that the next step for the update is the CLRP modeling. He stated that staff will have the project list available at the April or May meeting for prioritization.

7. **Transportation Modeling**

Mr. Price stated that VDOT has recently turned over modeling responsibilities to the Planning District Commissions. He stated that VDOT is responsible for the Long Range Transportation Plan modeling for the MPO. Mr. Price stated, as such, the NSVRC now has the responsibility to provide transportation modeling services to the Win-Fred MPO and to its member jurisdictions. He stated that the Win-Fred MPO and the NSVRC will need to decide how best to provide those

services, either in-house staff or consultant contract. Discussion followed in regards to the best approach. The Board agreed that there is not a need for in-house staffing at this time.

8. April Meeting Schedule

Ms. Taylor reviewed the upcoming meeting schedule.

Project Steering Committee – TBA - Frederick County Administrative Offices

Tuesday, April 6 – Technical Advisory Committee @ 10:00 a.m. – Frederick County Administrative Offices

Citizens Advisory Committee - TBA

Wednesday, April 21 – Policy Board @ 10 a.m. – Frederick County Administrative Offices

9. Other Business – None reported.

Meeting adjourned at 11:30 a.m.

Glossary of Acronyms

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CLRP - Long Range Transportation Plan - Developed and approved by the Win-Fred MPO, the LRTP is a regional plan that includes all transportation projects and programs that the Win-Fred MPO realistically anticipates can be implemented over the next 25 years. In order to receive federal funding, transportation projects must be included in the LRTP and the TIP.

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**Winchester -Frederick County MPO
Frederick County Administrative Offices
First Floor Conference Room
Policy Board Meeting Minutes
April 21, 2010 - 10:00 a.m.**

Vice-Chairman Willingham called the meeting to order with the following members present: Mr. Chuck DeHaven, Mr. Garrett Moore, Mr. John Riley, Mr. Jim O'Connor representing the City of Winchester, Mr. John Hill and Mr. Mike Kehoe.

Others present: Mr. Chris Price, Ms. Karen Taylor, Mr. John Bishop, Mr. Terry Short, Mr. Jerry Copp, Mr. Tim Youmans, Mr. Bob Haas with Shenandoah Area Agency on Aging, Mr. John DeHaven with Access Independence, Mr. Jim Deskins, Ms. Tiffany Tran and Dr. Crandell.

1. ADMINISTRATIVE ITEMS:

- a. Welcome and Introductions – Vice-Chairman Willingham welcomed everyone to the meeting with a roundtable of introductions.
- b. Review and Approval of the Minutes of the March 17, 2010 Policy Board Meeting – **A motion was made by Mr. DeHaven approving the minutes. Motion seconded by Mr. O'Connor. Motion carried.**
- c. Financial Report – The Board reviewed the report with no questions; no action required.
- d. Committee Meeting Status Report – The Board reviewed the report with no questions; no action required.

2. Public Comment Period – None reported.

3. Draft FY2011 Unified Planning Work Program (UPWP)

Mr. Price reviewed the enclosed DRAFT FY2011 UPWP with the Board. Mr. Price stated that the Technical and Citizens Advisory Committees have forwarded a recommendation approving the document. Mr. Price stated that the document has undergone the 20 day public comment period and no comments were received. Following discussion, **a motion was made by Mr. O'Connor approving the FY2011 Unified Planning Work Program. Motion seconded by Mr. Kehoe. Motion carried.**

4. Presentation by Shenandoah Area Agency on Aging (SAAA) – Bob Haas

Mr. Bob Haas, Director of Transportation for SAAA presented information on services provided by the agency. A copy of the presentation can be requested from the Regional Commission.

5. Shady Elm Access Management Study Phase II Update

Ms. Taylor stated that the Policy Board has directed the MPO Project Steering Committee to schedule and coordinate a public information and input meeting for the Study. Ms. Taylor stated that a public input meeting has been scheduled for Monday, April 26, 2010 at 6 p.m. in the Frederick County BOS meeting room.

6. Long Range Transportation Plan (LRTP) Update

Mr. Price stated that staff is currently working on the project planning level cost of estimates. He stated that next steps will include prioritizing Vision Plan projects for advancement, which will be discussed at the May meeting.

7. Millwood Avenue Study Request for Proposals (RFP)

Mr. Price discussed the Millwood Avenue Study request for proposals. Mr. Price stated that the RFP has not been formally reviewed by the Technical Advisory Committee. Discussion continued in reference to the formal review of RFP's. Mr. Price stated that normally RFP's are reviewed by the TAC and a recommendation forwarded to the Policy Board. Following discussion, **a motion was made by Mr. Moore to have the Technical Advisory Committee review the RFP and forward a recommendation to the Policy Board in May. Motion seconded by Mr. DeHaven. Motion carried.**

8. May Meeting Schedule

Ms. Taylor reviewed the following meeting schedule:

Project Steering Committee – TBA - Frederick County Administrative Offices
Tuesday, May 11 (Please note change in date) – Technical Advisory Committee @ 10:00 a.m. –
Frederick County Administrative Offices
Citizens Advisory Committee - TBA
Wednesday, May 19 – Policy Board @ 10 a.m. – Frederick County Administrative Offices

9. Other Business

Mr. Price discussed the upcoming Roundabout Workshop. Mr. Price stated that this a work task in the FY10 UPWP. He requested direction from the Board in regards to funding the workshop. The Board unanimously agreed that the MPO would pay for one half of the workshop cost and charge a registration fee of \$50 a person regardless of private or public sectors.

Meeting adjourned at 10:46 a.m.

Glossary of Acronyms

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WIN-FRED METROPOLITAN PLANNING ORGANIZATION

Frederick County ❖ City of Winchester ❖ Town of Stephens City



103 East 6th Street, Front Royal, Virginia 22630

Phone: 540-636-8800 ❖ Fax: 540-635-4147

www.winfredmpo.org

Win-Fred Metropolitan Planning Organization Policy Board Minutes

Frederick County Administrative Offices
First Floor Conference Room – 10 AM

Win-Fred MPO Policy Board Member Jurisdiction Representatives					
	Frederick County		VDOT		Staff
✓	Charles DeHaven, Jr.	✓	Garrett Moore	✓	Chris Price
✓	John R. Riley, Jr.			✓	Karen Taylor
	Richard C. Shickle			✓	Tiffany Tran
	Winchester		Non-Voting Members		Others
	Michael Butler		John Simkins, FHWA	✓	Jerry Copp, VDOT
	John Hill		Tony Cho, FTA	✓	Terry Short, VDOT
✓	John Willingham		Kenneth Pollock, VDRPT	✓	Jim O'Connor
	Stephens City		Media	✓	John Bishop (Frederick)
✓	Michael Kehoe	✓	No. VA Daily	✓	Tim Youmans (Winchester)
		✓	Winchester Star	✓	Chuck McWilliams
		✓	TV3	✓	Richard DeBergh
				✓	Allen Stevens (Sheetz)
				✓	Al Maddigan (Sheetz)

1. ADMINISTRATIVE ITEMS:

- a. Welcome and Introductions – Vice Chairman John Willingham welcomed everyone to the meeting with a roundtable of introductions.
- b. Review and Approval of the Minutes of the April 21, 2010 Policy Board Meeting – **A motion was made by Mr. DeHaven approving the minutes. Motion seconded by Mr. Moore. Motion carried.**
- c. Financial Report – The Board reviewed the report with no questions; no action required.
- d. Committee Meeting Status Report – The Board reviewed the report with no questions; no action required.

2. Public Comment Period – Mr. Richard DeBergh spoke in reference to the Millwood Avenue Study. Vice Chairman Willingham noted that the Study is on the agenda as item #5 for discussion. Mr. DeBergh stated he would pursue the discussion under the appropriate agenda item.

3. Long Range Transportation Plan (LRTP) Update

Mr. Price stated that staff is working on the project cost spreadsheet. He stated that at the next meeting, staff will have the project cost estimates for the Vision Plan list.

4. Shady Elm Access Management Study Phase II

Ms. Taylor stated that the Policy Board directed the MPO Project Steering Committee to schedule and coordinate a public information and input meeting for the Study. She stated that a public input meeting was held Monday, April 26, 2010 at 6 p.m. in the Frederick County BOS meeting room. Ms. Taylor gave a staff report on the meeting. Mr. Moore stated that VDOT has an additional option at the interchange which will be presented at a later date. Mr. DeHaven stated that he would prefer that the option be presented to the Project Steering Committee prior to TAC and the Policy Board.

5. Millwood Avenue Study Request for Proposals (RFP)

Mr. Price stated, that enclosed in the agenda packet for review and discussion is the Millwood Avenue Study request for proposals. He stated that the Technical Advisory Committee has reviewed and recommended approval to the Policy Board. Vice Chairman Willingham asked Mr. Price to outline next steps once a consultant has been selected. Mr. Price stated that a kick-off meeting with stakeholders will follow consultant selection to discuss the scope of work.

Mr. Moore referred to works task 2, second bullet Millwood Avenue Closure Scenario. He requested staff to strike “and the construction of a right-turn lane on E. Jubal Early Drive westbound approaching the intersection of Apple Blossom Drive”. Mr. DeHaven requested that the Project Steering Committee lead the Study.

Mr. Richard DeBergh asked how the project will be funded. Mr. Price referred to the MPO's FY2011 Unified Planning Work Program (UPWP). He stated that the study is a work task in the UPWP with a budget of \$75,000.

6. June Meeting Schedule

Ms. Taylor reviewed the following meeting schedule:

- Tuesday, June 1 - Project Steering Committee – Frederick County Administrative Offices
- Tuesday, June 1- Technical Advisory Committee @ 10:00 a.m. – Frederick County Administrative Offices
- Citizens Advisory Committee - TBA
- Wednesday, June 16 – Policy Board @ 10 a.m. – Frederick County Administrative Offices
- **Roundabout Workshop – Lord Fairfax Community College – Choose from two sessions – June 17th or June 18th**

7. Other Business

Mr. Price gave a brief update on VAMPO. He stated that the MPO's throughout the State have agreed to participate in VAMPO. He stated that the next step is creating a set of Bylaws for VAMPO which is under discussion and review.

Meeting adjourned at 10:23 a.m.

Glossary of Acronyms on Reverse

Glossary of Acronyms

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**Winchester -Frederick County MPO
Frederick County Administrative Offices
First Floor Conference Room
Policy Board Meeting Minutes
June 16, 2010 - 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 May 19, 2010 Policy Board Meeting – **A motion was made by Mr. DeHaven approving the minutes. Motion seconded by Mr. Riley. Motion carried.**
- c. Financial Report – The Board reviewed the report with no questions; no action required.
- d. Committee Meeting Status Report – The Board reviewed the report with no questions; no action required.

2. Public Comment Period – None reported.

3. Long Range Transportation Plan (LRTP) Update

Mr. Price stated that the Project Steering Committee is currently working on the project cost spreadsheet. Once they have reviewed and made final changes, the spreadsheet will be forwarded to the TAC and Policy Board. Mr. Price stated that final adoption will be this fall.

4. VAMPO Bylaws Update

Mr. Price stated that draft copies of the VAMPO bylaws are included in the agenda packet. He briefly reviewed them with the Policy Board. The board made several suggestions in reference to changes to the bylaws. Section 4.2 Member Qualifications: *Designate an Alternate*. Section 8.1 Dues: *Large MPO's pay majority of dues*.

5. Federal Transportation Stimulus Program Update

Mr. Chris Price provided an update regarding grant opportunities under the Federal Transportation Stimulus Program. He stated that an upcoming opportunity is the Tiger II Grants Program. Discussion continued reference to which projects to submit. The Board agreed to submit Route 37 and I-81 Exit 313 bridge redecking. **A motion was made by Mr. Riley approving submittal of those projects. Motion seconded by Mr. Henshaw. Motion carried.**

6. July Meeting Schedule

Ms. Taylor reviewed the following meeting schedule:

Tuesday, June 30 and July 6-**Project Steering Committee** –Frederick County Administrative Offices
Tuesday, July 6- Technical Advisory Committee @ 10:00 a.m.–Frederick County Administrative Offices
Citizens Advisory Committee - Canceled
Wednesday, July 21 – Policy Board @ 10 a.m. – Frederick County Administrative Offices

7. Other Business

Mr. Price gave an update on the Millwood Avenue Study. He stated that thirteen proposals have been received. He stated that the Project Steering Committee will meet on June 30th to review the proposals and will make a decision on which consultants to interview.

Mr. Price stated that the WinFred MPO's presentation to the CTB is scheduled for Wednesday, July 14th. He stated this is our opportunity to update the CTB. Mr. Shickle requested bullet points of the presentation.

Meeting adjourned at 10:40 a.m.

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103 East 6th Street, Front Royal, Virginia 22630
 Phone: 540-636-8800 ❖ Fax: 540-635-4147
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**Win-Fred Metropolitan Planning Organization
 Policy Board Meeting Minutes
 July 21, 2010 at 10:00 a.m.**

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

Win-Fred MPO Policy Board Member Jurisdiction Representatives					
	Frederick County		VDOT		Staff
	Charles DeHaven, Jr.		Garrett Moore	✓	Chris Price
✓	John R. Riley, Jr.			✓	Karen Taylor
✓	Richard C. Shickle			✓	Tiffany Tran
	Winchester		Non-Voting Members		Others
	Michael Butler		John Simkins, FHWA	✓	Jerry Copp, VDOT
✓	John Hill		Tony Cho, FTA	✓	John Bishop
✓	John Willingham		Kenneth Pollock, VDRPT	✓	Tim Youmans
				✓	Kris Tierney
	Stephens City		Alternates		Media
	Michael Kehoe	✓	Jim O'Connor	✓	No. VA Daily
		✓	Brian Henshaw	✓	Winchester Star
		✓	Terry Short		TV3

**Winchester -Frederick County MPO
Frederick County Administrative Offices
First Floor Conference Room
Policy Board Meeting Minutes
July 21, 2010 - 10:00 a.m.**

1. ADMINISTRATIVE ITEMS:

- a. Welcome and Introductions – Chairman Shickle welcomed everyone to the meeting.
- b. Election of FY 2011 Officers

A motion was made by Mr. Willingham nominating Mr. Shickle as Chairman of the WinFred MPO. Motion seconded by Mr. O'Connor. Mr. Shickle abstained. Motion carried.

A motion was made by Mr. Riley nominating Mr. Willingham as Vice-Chairman. Motion seconded by Mr. O'Connor. Motion carried.

A motion was made by Mr. Riley for the Executive Director of the Northern Shenandoah Valley Regional Commission continue to serve as Secretary/Treasurer of the WinFred MPO as stated in the by-laws. Motion seconded Mr. Willingham. Motion carried.

- c. Review and Approval of the Minutes of the June 16, 2010 Policy Board Meeting – Chairman Shickle stated that the WinFred Bylaws state that regular representatives of the Policy Board, in their absence must submit alternate names to the Chairman of the MPO. Discussion continued in regards to which locality has submitted alternatives. Chairman Shickle requested that each locality represented on the Policy Board submit a selected alternative in the absence of their representative.
- d. Financial Report – The Board reviewed the report with no questions; no action required.
- e. Committee Meeting Status Report – The Board reviewed the report with no questions; no action required.

2. Public Comment Period – None reported.

3. Millwood Avenue Study

Mr. Price gave an overview of the consultant selection process for the Study. Staff handed out copies of the overview process to the Board which is attached to the minutes.

Following Mr. Price's overview, the Board discussed the consultant selection process. Mr. Riley asked if the lowest bidder was interviewed and how many of the proposals came from local firms. Mr. Price stated that four of the proposals were submitted by local firms. Mr. Price stated that the lowest cost proposal was not interviewed due to errors and the scope of work did not conform to the request. Mr. Willingham stated he would like the Board to use local firms as often as possible, but the recommended firm was the leading selection. Chairman Shickle expressed his concern in regards to the consultant selection process.

Following the discussion, Mr. Price stated that **Staff recommends that the Policy Board select Gorove/Slade Associates, Inc. as the consultant for the Millwood Avenue Study and authorize the MPO Secretary to negotiate and execute a contract consistent with the proposed scope of work and including the recommended multimodal analysis (bicycle and pedestrian level of service and quality of service analysis).**

A motion was made by Mr. O'Connor approving Staff's recommendation. Motion seconded by Mr. Willingham.

ROLL CALL: Chairman Shickle, NO; Mr. Riley, NO; Mr. Short, YES; Mr. Henshaw, YES; Mr. O'Connor, YES; Mr. Willingham, YES; Mr. Hill, YES. MOTION CARRIED.

4. Transit TIP Adjustments and Amendments for FY2011 SYIP

Ms. Taylor briefly reviewed the enclosed transit TIP adjustments (highlighted in blue) and amendments (highlighted in red) to the STIP. She stated that these were received from the Virginia Department of Rail and Public Transportation. She stated that these changes reflect projects from the FY2011 Six Year Improvement Program and also included in the file, for informational purposes, are Winchester and Shenandoah AAA's portions of the SYIP. Ms. Taylor stated that Winchester Transit is aware of the adjustments and amendments and TAC is recommending approval. Chairman Shickle requested that Staff contact Winchester Transit in the future to request written approval of any TIP adjustments and/or amendments.

Following discussion, **a motion was made by Mr. Riley approving the Transit TIP adjustments and amendments. Motion seconded by Mr. Willingham. Motion carried.**

5. August Meeting Schedule

Ms. Taylor reviewed the upcoming meeting schedule:

- Tuesday, August 3 - Project Steering Committee @ 9:00 a.m. – Frederick County Administrative Offices
- Tuesday, August 3- Technical Advisory Committee @ 10:00 a.m.–Frederick County Administrative Offices
- Tuesday, August 10 - Citizens Advisory Committee @ 8 a.m. – First Bank Offices, Winchester, VA
- Wednesday, August 18 – Policy Board @ 10 a.m. – Frederick County Administrative Offices

6. Other Business

Mr. Copp brought up for discussion, the MPO's presentation at the July 14th meeting of the Commonwealth Transportation Board (CTB). He complimented Chairman Shickle's introduction and Mr. Price's presentation to the CTB.

Meeting adjourned at 10:55 a.m.

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Millwood Avenue Study Consultant Selection Process

The Request for Proposals described Millwood Ave. as a major corridor providing access to and from I-81 and serving as the primary entrance to Shenandoah University, and noted that the University has considered future development alternatives that would require the closure of Millwood Avenue to public vehicular traffic. In addition, the RFP expressed the need to address safety concerns due to heavy and moderately high speed vehicular traffic and the anticipated increase in student population, as well as the need to improve pedestrian, bicycle, and vehicular access. Specifically, the RFP stated that the purpose of the study is to determine the short and long-term traffic impacts associated with the closure of Millwood Avenue to vehicular traffic between E. Jubal Early Dr. and Apple Blossom Drive, provide for alternate vehicular access locations to Shenandoah University, provide for improvements necessary to address impacts of the street closure, and provide improved pedestrian and bicycle attractiveness/viability to and through the University. Consultant evaluation criteria included qualifications of the firm, project manager, and project team, relevant experience with similar projects, and experience with HCM/Synchro. As with all MPO projects, the Millwood Avenue Study requires a public participation process to allow for stakeholder input. Based on a review of the responses and input from the University, the Project Steering Committee selected four consultants for interview. During the interviews, each firm was given an opportunity to discuss their qualifications and project approach, and the Project Steering Committee was given the opportunity to ask questions.

Following the interviews, the Project Steering Committee discussed the presentations and it was the consensus of the Committee that the Gorove/Slade Associates, Inc. had the most relevant experience with similar projects (particularly the integration of University development objectives into high traffic regional transportation networks), the most qualified overall project team, the best concept for evaluating pedestrian and bicycle improvements, and the strongest stakeholder involvement process. As such, the Committee recommended that the MPO select Gorove/Slade Associates, Inc. as the project consultant. A request was made to include the consultant's recommended multimodal service analysis in order to evaluate bicycle and pedestrian levels of service and quality of service. The Committee concurred. The Committee also discussed the selection of a second choice should contract negotiations with the recommended consultant fail. No clear consensus was reached. Before adjourning, the Committee requested that the MPO staff contact Gorove/Slade's references prior to the Technical Advisory Committee meeting. Each of the references provided positive feedback and confirmed the opinions of the Project Steering Committee. In particular, the references noted significant experience with similar projects and an outstanding stakeholder input process.

The Technical Advisory committee met on July 13th and discussed the Project Steering Committee's recommendations. Several members asked about the selection process. City staff noted that this study has a unique set of circumstances as described in the RFP (i.e. traffic diversion study impacting a University and major commercial centers within a short distance from a major interchange) and that the recommended consultant clearly has the most relevant experience with similar projects. Several members discussed the

importance of the University as a major stakeholder. City staff responded that representatives from Shenandoah University had been consulted throughout the selection process. VDOT staff discussed how the scope of work and project budget estimates were developed, expressed concern that the lower cost proposals may not have a thorough understanding of the project, and expressed support for the Project Steering Committee's recommendations. MPO staff noted that the cost estimates are non-binding and that once a consultant was selected by the Policy Board, staff would negotiate a reasonable project price and execute a contract consistent with the proposed scope of work. After further discussion, the Technical Advisory Committee forwarded the Project Steering Committee's recommendation to the Policy Board.

As such, staff's recommends that the Policy Board select Gorove/Slade Associates, Inc. as the consultant for the Millwood Avenue Study and authorize the MPO Secretary to negotiate and execute a contract consistent with the proposed scope of work and including the recommended multimodal analysis (bicycle and pedestrian level of service and quality of service analysis).

**Winchester -Frederick County MPO
Frederick County Administrative Offices
First Floor Conference Room
Policy Board Meeting Minutes
April 21, 2010 - 10:00 a.m.**

Vice-Chairman Willingham called the meeting to order with the following members present: Mr. Chuck DeHaven, Mr. Garrett Moore, Mr. John Riley, Mr. Jim O'Connor representing the City of Winchester, Mr. John Hill and Mr. Mike Kehoe.

Others present: Mr. Chris Price, Ms. Karen Taylor, Mr. John Bishop, Mr. Terry Short, Mr. Jerry Copp, Mr. Tim Youmans, Mr. Bob Haas with Shenandoah Area Agency on Aging, Mr. John DeHaven with Access Independence, Mr. Jim Deskins, Ms. Tiffany Tran and Dr. Crandell.

1. ADMINISTRATIVE ITEMS:

- a. Welcome and Introductions – Vice-Chairman Willingham welcomed everyone to the meeting with a roundtable of introductions.
- b. Review and Approval of the Minutes of the March 17, 2010 Policy Board Meeting – **A motion was made by Mr. DeHaven approving the minutes. Motion seconded by Mr. O'Connor. Motion carried.**
- c. Financial Report – The Board reviewed the report with no questions; no action required.
- d. Committee Meeting Status Report – The Board reviewed the report with no questions; no action required.

2. Public Comment Period – None reported.

3. Draft FY2011 Unified Planning Work Program (UPWP)

Mr. Price reviewed the enclosed DRAFT FY2011 UPWP with the Board. Mr. Price stated that the Technical and Citizens Advisory Committees have forwarded a recommendation approving the document. Mr. Price stated that the document has undergone the 20 day public comment period and no comments were received. Following discussion, **a motion was made by Mr. O'Connor approving the FY2011 Unified Planning Work Program. Motion seconded by Mr. Kehoe. Motion carried.**

4. Presentation by Shenandoah Area Agency on Aging (SAAA) – Bob Haas

Mr. Bob Haas, Director of Transportation for SAAA presented information on services provided by the agency. A copy of the presentation can be requested from the Regional Commission.

5. Shady Elm Access Management Study Phase II Update

Ms. Taylor stated that the Policy Board has directed the MPO Project Steering Committee to schedule and coordinate a public information and input meeting for the Study. Ms. Taylor stated that a public input meeting has been scheduled for Monday, April 26, 2010 at 6 p.m. in the Frederick County BOS meeting room.

6. Long Range Transportation Plan (LRTP) Update

Mr. Price stated that staff is currently working on the project planning level cost of estimates. He stated that next steps will include prioritizing Vision Plan projects for advancement, which will be discussed at the May meeting.

7. Millwood Avenue Study Request for Proposals (RFP)

Mr. Price discussed the Millwood Avenue Study request for proposals. Mr. Price stated that the RFP has not been formally reviewed by the Technical Advisory Committee. Discussion continued in reference to the formal review of RFP's. Mr. Price stated that normally RFP's are reviewed by the TAC and a recommendation forwarded to the Policy Board. Following discussion, **a motion was made by Mr. Moore to have the Technical Advisory Committee review the RFP and forward a recommendation to the Policy Board in May. Motion seconded by Mr. DeHaven. Motion carried.**

8. May Meeting Schedule

Ms. Taylor reviewed the following meeting schedule:

Project Steering Committee – TBA - Frederick County Administrative Offices
Tuesday, May 11 (Please note change in date) – Technical Advisory Committee @ 10:00 a.m. –
Frederick County Administrative Offices
Citizens Advisory Committee - TBA
Wednesday, May 19 – Policy Board @ 10 a.m. – Frederick County Administrative Offices

9. Other Business

Mr. Price discussed the upcoming Roundabout Workshop. Mr. Price stated that this a work task in the FY10 UPWP. He requested direction from the Board in regards to funding the workshop. The Board unanimously agreed that the MPO would pay for one half of the workshop cost and charge a registration fee of \$50 a person regardless of private or public sectors.

Meeting adjourned at 10:46 a.m.

Glossary of Acronyms

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.

TIP - Transportation Improvement Program - Developed and approved by the Transportation Planning Board, the TIP 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.

CLRP - Long Range Transportation Plan - Developed and approved by the Win-Fred MPO, the LRTP is a regional plan that includes all transportation projects and programs that the Win-Fred MPO realistically anticipates can be implemented over the next 25 years. In order to receive federal funding, transportation projects must be included in the LRTP and the TIP.

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.

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.

**Winchester -Frederick County MPO
Frederick County Administrative Offices
First Floor Conference Room
Policy Board Meeting Minutes
February 24, 2010 - 10:00 a.m.**

Vice-Chairman John Willingham called the meeting to order with the following members present: Mr. Chuck DeHaven, Mr. Jim O'Connor representing the City of Winchester, Mr. Mike Kehoe, Mr. Jerry Copp representing VDOT, Mr. John Simkins and Mr. John Riley. Chairman Shickle arrived to the meeting at 10:35 a.m. and chaired the remainder of the meeting.

Others present: Mr. John Bishop, Mr. Tim Youmans, Mr. Chris Price, Ms. Tiffany Tran, Ms. Karen Taylor and Mr. Terry Jackson with VDOT.

1. ADMINISTRATIVE ITEMS:

- a. Welcome and Introductions – Vice-Chairman John Willingham welcomed everyone to the meeting. A roundtable of introductions was made.
- b. Review and Approval of the Minutes of the January 20, 2010 Policy Board Meeting - **A motion was made by Mr. DeHaven approving the minutes. Motion seconded by Mr. Riley. Motion carried.**
- c. Financial Report – The Board briefly reviewed the report with no questions; no action required.
- d. Committee Meeting and Project Status Report – Ms. Taylor reviewed the report with the Board; no action required.

2. Public Comment Period

Mr. Terry Jackson with VDOT made a presentation to the Board in regards to VDOT's Six Year Improvement Program. Contact MPO staff to receive a copy of the presentation.

3. Long Range Transportation Plan (LRTP) Update

Mr. Price reviewed and discussed the Draft Vision Plan List of Projects and Map. Mr. DeHaven requested a project map similar to the one in the 2030 LRTP with functional classification. Mr. Price stated that the next step is for the Policy Board to endorse the Draft Vision List. He stated that once the Board endorses the Vision List we will move onto the Constrained Project List. Following discussion, **a motion was made by Mr. O'Connor endorsing the Draft Vision List of Projects. Motion seconded by Mr. Riley. Motion approved.**

4. Route 7 Multimodal Corridor Study

Mr. Price stated that the Final Report for the Route 7 Study is complete and included in the agenda packet. Mr. Price stated that the City of Winchester has requested that an alternative reverse road frontage roadway be considered for inclusion in the Study. Staff handed out a copy of the alternative. The Board agreed that the proposed alternative should be reviewed by the Technical Advisory Committee and a recommendation made to the Policy Board on how to proceed. The Board requested that TAC look specifically as to how the alternative relates to the current upgrades to I-81.

5. Shady Elm Access Management Study Phase II

Mr. Price gave an update on the progress of the study. He stated that the Final Report of the Study has been completed by the Consultant. Mr. Price discussed the comments that have been received by the Frederick County Transportation Committee and public. He stated that the public comments received do express concern in regards to the alternative that is being recommended. He stated that there is also concern in regards to the proposed roundabout. Mr. Price asked the Board on how they would like to proceed. The Board agreed that before contracting additional consultant services that the Frederick County Transportation Committee and the MPO Project Steering Committee should work together to hold an additional public information and input meeting.

6. Review and Discussion of TAC Meeting Quorum

Ms. Taylor stated that the Technical Advisory Committee is recommending to the Policy Board that the quorum for the committee (TAC) be changed to the following:

Recommended: Six persons would constitute a quorum regardless of which jurisdiction they represent.

Current: A meeting quorum shall be established by two (2) members of the CITY and two members of the COUNTY, one (1) member of the STATE, and one (1) member of the TOWN being present. The TOWN shall be permitted to designate an alternate member for a Technical Advisory Committee meeting.

She stated that in accordance with the WinFred MPO Bylaws any change to the quorum is required to be reviewed and approved by the Policy Board.

The Policy Board agreed not to approve the change and suggested that TAC should take a look at recommending a revised quorum, possibly making some members non-voting.

7. March Meeting Schedule

Ms. Taylor reviewed the following meeting schedule:

- Tuesday, March 2 – Project Steering Committee @ 9:00 a.m. – Frederick County
- Tuesday, March 2 – Technical Advisory Committee @ 10:00 a.m. – Frederick County
- Tuesday, March 9 – Citizens Advisory Committee @ 8:00 a.m. – First Bank
- Wednesday, March 17 – Policy Board @ 10 a.m. – Frederick County Administrative Offices

8. Other Business

Mr. Price discussed the possibility of dissolving the Citizens Advisory Committee and appointing citizen appointees to the Technical Advisory Committee. He stated that this is an item for the Policy Board to think about and discuss at a later meeting.

Mr. Willingham announced that the City appointed Dr. John Crandell as a representative on the Citizens Advisory Committee.

A motion was made by Mr. O’Connor to adjourn the meeting. Seconded by Mr. Riley. Motion carried. Adjourned at 10:55 a.m.

Glossary of Acronyms on Reverse

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