

WIN-FRED METROPOLITAN PLANNING ORGANIZATION

Frederick County ❖ City of Winchester ❖ Town of Stephens City



400 Kendrick Lane, Suite E, Front Royal, Virginia 22630
 Phone: 540-636-8800 ❖ Fax: 540-635-4147
 www.winfredmpo.org

**Win-Fred Metropolitan Planning Organization
 Chairman Richard Shickle
 Policy Board Meeting Minutes
 May 15, 2013**

**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.	✓	Randy Kiser	✓	Martha Shickle
✓	John R. Riley, Jr.		Non-Voting Members	✓	Karen Taylor
✓	Richard C. Shickle		John Simkins, FHWA	✓	John Madera
	Winchester		Tony Cho, FTA		Others
	John Hill	✓	Lisa DuMetz-Rosier, DRPT	✓	Winchester Star
	Dale Iman		Rusty Harrington, Aviation	✓	Ed Carter, VDOT
✓	John Willingham		Alternates	✓	John Bishop
		✓	Terry Short (VDOT)		
	Stephens City		Tim Stowe (Stephens City)		
✓	Michael Kehoe	✓	Tim Youmans (Winchester)		
			Kris Tierney (Frederick County)		
			Perry Eisenach (Winchester)		

**Winchester -Frederick County MPO
Policy Board Meeting Minutes
Frederick County Administrative Offices - First Floor Conference Room
107 N. Kent Street, Winchester, VA
May 15, 2013 - 10:00 a.m.**

1. ADMINISTRATIVE ITEMS

- a. Welcome and Introductions – Chairman Shickle welcomed everyone to the meeting.
- b. Adoption of Agenda – **A motion was made by Mr. DeHaven approving the agenda. Seconded by Mr. Kehoe. Motion carried.**
- c. Review and Approval of the Minutes of the April 17, 2013 Policy Board Meeting - **A motion was made by Mr. DeHaven approving the minutes. Seconded by Mr. Youmans. Motion carried.**
- d. Financial Report – Report for information only.
- e. Committee Meeting Status Report – Report for information only.
- f. Draft minutes of the May 7, 2013 MPO Technical Advisory Committee Meeting – Minutes for information only.

2. Public Comment Period – None reported.

3. Final Adoption of the FY2014 Unified Planning Work Program

Ms. Shickle stated that the draft document has undergone the 20 day public comment period; no comments were received. Ms. Shickle stated that the Technical Advisory Committee reviewed the document on May 7, 2013 and has forwarded a recommendation approving the document.

A motion was made by Mr. Riley that the Policy Board adopt the FY2014 Unified Planning Work Program. Motion seconded by Mr. Kiser. Motion carried.

4. Presentation on the Draft Functional Classification Modifications

Mr. Short presented an overview of the modifications. Following the presentation, Chairman Shickle noted that the MPO should comment that more rules are placed on the localities and in return less funding is being received.

This agenda item was presented for information only at this meeting. The TAC will review again and forward a recommendation to the Policy Board on how to proceed.

5. VDOT/DRPT Updates – Terry Short/Lisa DuMetz

VDOT update: The Six Year Improvement Program public meeting will be held on June 4, 2013 in Roanoke. **A motion was made by Mr. Riley that the MPO should be represented at this meeting. Motion seconded by Mr. Youmans. Motion carried.**

A citizens meeting will be held on May 23, 2013 from 4-7p.m. at Aylor Middle School regarding 277.

Exit 313: Counts are complete; next steps will be survey review and model development.

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

- Project Steering Committee: Tuesday, June 4 @ 9 a.m.
- Technical Advisory Committee: Tuesday, June 4 @ 10 a.m.
- Policy Board: Wednesday, June 19 @ 10 a.m.

7. Other Business

Mr. Kehoe announced that Tim Stowe is replacing Brian Henshaw on the Technical Advisory Committee.

Motion made by Mr. Kehoe to adjourn at 10:35 a.m. Seconded by Mr. Youmans. Motion carried.

Glossary of Acronyms on Reverse

Glossary of Acronyms

CAC- Citizen Advisory Committee- Serves as an advisory committee to the MPO Policy Board to solicit public input and provide citizen perspective on MPO projects. Conducts public hearings and public input sessions on selected projects at the direction of the Policy Board.

CLRP – Constrained Long Range Plan – A fiscally-constrained list of projects drawn from the Vision Plan element of the LRTP. All CLRP projects must have an estimated cost and a revenue source identified.

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FTA Section 5310 - Transportation for Elderly Persons and Persons with Disabilities - The goal of the Section 5310 Program is to provide assistance in meeting the special transportation needs of elderly persons and persons with disabilities. The program is designed to supplement other FTA or assistance programs by funding transportation projects for elderly person and persons with disabilities in all areas – urbanized, small urban, and rural.

LRTP- Long Range Transportation Plan- Developed and approved by the MPO, the LRTP is a regional plan that includes all transportation projects and programs that the MPO realistically anticipates can be implemented over the next 25 years. LRTP's may include a VISION PLAN, which is a list of all projects (a “wish list”), but must also include a CLRP. In order to receive federal funding, transportation projects must be included in the LRTP and the TIP.

MAP-21 - Transportation Reauthorization Bill, Moving Ahead For Progress In The 21st Century Act (MAP-21).

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1. ADMINISTRATIVE ITEMS

Agenda amended to remove items #3 & #6; Addition of a request by Heart Havens and a staff update on the Governor's Transportation Plan. A motion was made to approve the amended by Mr. DeHaven agenda with a second by Mr. Willingham. Motion carried.

- a. Welcome and Introductions – Chairman Shickle welcomed everyone to the meeting.
- b. Review and Approval of the Minutes of the November 28, 2012 Policy Board Meeting- **A motion was made by Mr. Kehoe to approve the minutes with a second by Mr. Kiser. Motion carried.**
- c. Financial Report – Report for information only.
- d. Committee Meeting Status Report – Report for information only.
- e. Draft minutes of the December 4, 2012 MPO Technical Advisory Committee Meeting – Minutes provided for information only.
- f. Review and Endorsement of a request for FTA Section 5310 Grant Program assistance from Heart Havens – A representative from Heart Havens gave an overview of services provided by the agency. **Following the presentation, consensus was to table the item and request that staff perform an intergovernmental review.**

2. Public Comment Period – None reported.

3. Overview of the WinFred MPO Ten Year Report

Agenda item removed.

4. Presentation on MAP-21

Mr. Frost provided a PowerPoint presentation on MAP-21 (Transportation Reauthorization Bill). The presentation is attached to the minutes.

5. FY2013 UPWP Work Task Amendments

Ms. Shickle stated that the FY2013 UPWP work task amendments have undergone the 20 day public comment period and no comments were received. She stated that staff is requesting final approval of the amended FY2013 UPWP.

A motion was made by Mr. DeHaven approving the amendment; motion seconded by Mr. Willingham. Motion carried.

6. Executive Overview of Metropolitan Transportation Planning

Agenda item removed.

7. VDOT Updates – Mr. Short stated that the State's Surface Transportation Plan is currently under public comment and review through February 8, 2013.

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

- Technical Advisory Committee: Tuesday, February 5 @ 10 a.m.
- Policy Board: Wednesday, February 20 @ 10 a.m. – **Meeting cancelled by consensus.**

9. Other Business

- Ms. Shickle discussed the Governor's Transportation Bill. She asked if the localities within the MPO would like for staff to track this bill; consensus was not to have staff track but to report the specifics when the final bill is passed.
- Schedule for developing the FY 2014 UPWP and Budget – Ms. Shickle reviewed the upcoming schedule to review, comment and adoption of the FY14 UPWP. Ms. Shickle stated that a draft document may come before the Policy Board in March.
- Update on distribution of funding for MPOs – Ms. Shickle provided an update on this item. She stated that there are negotiations between State agencies and VA MPOs regarding the distribution of PL and 5303 funds. Staff will keep the Board abreast of this item.

Motion to adjourn by Mr. DeHaven; motion seconded by Mr. Willingham. Motion carried.

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MAP-21

Moving Ahead for Progress in the 21st Century

Winchester-Frederick County MPO
Policy Board Meeting
January 16, 2013



U.S. Department of Transportation
Federal Highway Administration

MAP-21 Overview

- * President signed into law July 6, 2012
- * Program authorized through FY 2014
- * Provisions go into effect October 1st, 2012
- * Funding Surface Transportation Programs at over \$105 billion for FY 2013 and 2014
- * Program Restructuring:
 - * National Highway Performance Program (NHPP)
 - * Surface Transportation Program (STP)
 - * Congestion Mitigation and Air Quality Program (CMAQ)
 - * Highway Safety Improvement Program (HSIP)
 - * Railway-Highway Crossings (set-aside from HSIP)
 - * Metropolitan Planning
 - * Transportation Alternatives



Major Planning Themes

- * Accelerates project delivery and promotes innovation
- * Establishes a performance-based Federal Program
- * Encourages corridor planning with planning-environmental linkages provisions
- * Explicitly requires representatives of public transportation providers to become voting members of MPO Boards in Transportation Management Areas



Changes to Transportation Plan

- * Metropolitan Transportation Plan (MTP):
 - * “Shall include identification of transportation facilities (including major roadways, transit, multimodal and intermodal facilities, **non-motorized transportation facilities**, and intermodal connectors) that should function as an integrated metropolitan transportation system, giving emphasis to those facilities that serve important national and regional transportation functions.”

23 USC 134 (i)(2)(A)(i)



Metropolitan Transportation Plan

- * **MTP** shall include:
 - * A description of the transportation system performance measures and respective performance targets. **23 USC 134 (i)(2)(B)**
 - * A **system performance report** and subsequent updates evaluating the condition and performance of the transportation system including (23 USC 134(i)(2)(C)):
 - * Progress achieved by the MPO in meeting the performance targets in comparison with performance recorded in previous reports.
 - * MPO's that voluntarily elect to develop multiple scenarios; report must include an analysis of how the preferred scenario has improved the transportation system condition and performance



Transportation Improvement Program

- * TIP will include to the maximum extent practicable, a description of the anticipated effect of the TIP toward achieving the performance targets established in the Plan
- * The goal being to link investment priorities to those performance targets



State Planning and Research Funds

- * **New formula:** Takedown of 2% of the core programs (NHPP, STP, CMAQ, and HSIP)
- * Statewide and non-metropolitan planning and metropolitan planning **are eligible** for Surface Transportation Program (STP) funds
- * Statewide and nonmetropolitan planning and metropolitan planning **are not eligible** for National Highway Performance Program (NHPP) funds



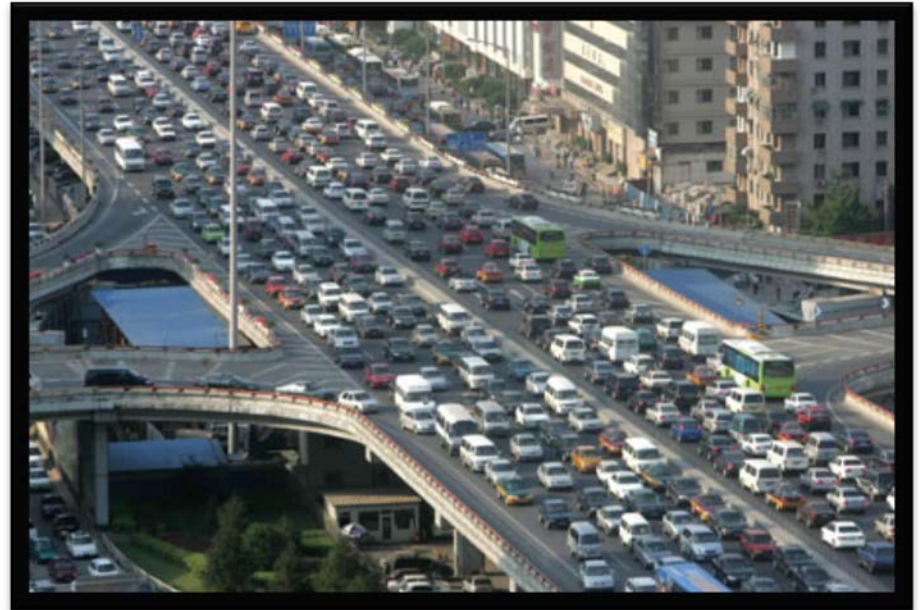
Performance Management

- * Identifies seven national goals (23 USC 150 (b))
 - * Safety
 - * Infrastructure Conditions
 - * Congestion Reduction
 - * System Reliability
 - * Freight Movement and Economic Vitality
 - * Environmental Sustainability
 - * Reduced Project Delivery Delays



Performance Management

- * Authorizes **performance measures** and standards for 13 highway performance areas and 2 transit performance areas (23 USC 150 (c))



Performance Management

- * MPO's to establish performance targets to address USDOT established surface transportation system performance measures
- * States, MPO's and public transportation agencies will set targets for established **performance measures**
- * Selection of performance targets by the MPO shall be coordinated with relevant State and providers of public transportation to ensure consistency to the maximum extent practicable
- * **MPO's** are required to integrate performance management into the metropolitan transportation planning process, as well as other performance based transportation plans or processes
- * States to report to USDOT on progress toward targets within 4 years of enactment; biennially thereafter



Planning and Environmental Linkages

- * MAP-21 reinforces use of planning products in the environmental process by codifying the PEL provisions of SAFETEA-LU.
- * Section 1310: Integration of Planning and Environmental Review
 - * Establishes authorities that will facilitate the use of planning decisions and documents, that meet specific conditions, in the environmental review process
 - * **Applies to:**
 - * **Planning Decisions** (modal choice, environmental setting, programmatic level mitigation, etc...) and **Planning Analyses** (travel demands, local land use, population and employment, etc...)
 - * Section 168 (d) establishes ten conditions for the adoption of the planning products



Planning and Environmental Linkages

- * **Examples of Conditions:** subject to determination of lead Federal agency, with concurrence of participating agencies and an opportunity for public notice and comment
 - * Planning product was developed planning process conducted pursuant to applicable Federal law.
 - * Planning product was developed by engaging in active consultation with Federal and State resource agencies and Indian tribes
 - * Planning process included broad multidisciplinary consideration of corridor-wide transportation needs and potential effects
 - * After initiation of the environmental review process, but prior to determining whether to rely on and use the planning product, the lead Federal agency has made documentation relating to the planning product available to Federal, State, local, and tribal governments that may have an interest in the proposed action, and to members of the general public, and has considered any resulting comments



Planning and Environmental Linkages

FHWA Virginia Division Planning and Environment Team Responsibilities Effective October 1, 2012

Metropolitan Planning Organization Point of Contact

VDOT District Environment Point of Contact

MPO	Contact
National Capital Region	Ivan Rucker
Fredericksburg Area	Ivan Rucker
Richmond Area	Tammye Davis
Tri-Cities Area	Tammye Davis
Hampton Roads	Ivan Rucker
Charlottesville-Albemarle	Ivan Rucker
Roanoke Valley Area	Tammye Davis
Blacksburg/Christiansburg/Montgomery Area	Tammye Davis
Harrisonburg-Rockingham	Marisel Lopez-Cruz
Winchester-Frederick County	Mack Frost/Ivan Rucker
Staunton-Augusta-Waynesboro	Mack Frost/Ivan Rucker
Lynchburg	Ivan Rucker
Danville	Ivan Rucker
Bristol	Tammye Davis
Kingsport	Tammye Davis

VDOT District	Contact
Northern Virginia	John Simkins
Fredericksburg	Mack Frost
Richmond	Mack Frost/Tammye Davis
Hampton Roads	Marisel Lopez-Cruz
Culpeper	Mack Frost
Salem	Marisel Lopez-Cruz
Staunton	Mack Frost
Lynchburg	Ivan Rucker
Bristol	Marisel Lopez-Cruz



What Has Not Changed

- * FTA and FHWA to continue to jointly administer state and metropolitan planning programs
- * Population thresholds for MPO's and TMA's unchanged
- * TIP to be updated at least once every 4 years
- * MTP updated at least once every 4 years in nonattainment and maintenance areas, and every 5 years in attainment areas
- * Eight planning factors unchanged



What Has Not Changed

- * Within two years of enactment; MPO's serving TMA's shall consist of:
 - * Local elected officials
 - * Officials of public agencies that operate major modes of transportation including representation by providers of public transportation
 - * Appropriate State officials
 - * MPO does not need to re-designate to meet this provision

23 USC 134(d)



Questions



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April 17, 2013 - 10:00 a.m.**

- 1. ADMINISTRATIVE ITEMS (10 minutes)**
Agenda amended to remove item #5; Motion to approve made by Mr. DeHaven. Motion seconded by Mr. Short. Motion carried.
 - a. Welcome and Introductions – Vice Chairman Willingham welcomed everyone to the meeting.
 - b. Review and Approval of the Minutes of the January 16, 2013 Policy Board Meeting – **A motion was made by Mr. DeHaven approving the minutes. Motion seconded by Mr. Short. Motion carried.**
 - c. Financial Report – Report for information only.
 - d. Committee Meeting Status Report – Report for information only.
 - e. Draft minutes of the February 5 and March 5, 2013 MPO Technical Advisory Committee Meeting – Minutes provided for information only.
- 2. Public Comment Period** – None reported.
- 3. Presentation of the FTA 5310 (*Transportation for Elderly Persons and Persons with Disabilities*) Grant Program**

Mr. Mahoney presented a PowerPoint on the Section FTA 5310 grant program; a question and answer session will follow. A copy of the presentation is attached to the minutes.
- 4. Overview of the Draft FY2014 Unified Planning Work Program**
A motion was made by Mr. Riley approving the 20 day public comment period. Motion seconded by Mr. Short. Motion carried.
- 5. Overview of the Draft Title VI Plan**

Ms. Taylor gave a PowerPoint presentation of the document. Following the presentation Ms. Taylor stated that the Technical Advisory Committee has reviewed the Plan with no comments.

A motion was made by Mr. DeHaven approving the Title VI Plan. Motion seconded by Mr. Hill. Motion carried.
- 6. Request from DRPT to Amend the FY2012 Unified Planning Work Program**

Agenda item removed.
- 7. Request from Frederick County to Access MPO Local Technical Assistance Funds**

Ms. Taylor stated that Frederick County has submitted a request to the WinFred MPO to access the MPO's Local Technical Assistance funds to conduct a transportation impact analysis study. Mr. DeHaven gave a brief overview of the project.

Ms. Taylor stated that Mr. Bishop presented this item to the Technical Advisory Committee on February 5, 2013 and forwarded a recommendation of approval to the Policy Board.

A motion was made by Mr. Short approving the request. Motion seconded by Mr. Hill. Motion carried.

8. VDOT Updates

Mr. Short gave an update on the following projects:

- Exit 313 Project: Counts are being finalized; Mr. Short will send out project schedule.
- Route 277 Project: Currently there is an environmental analysis being conducted.

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

- Technical Advisory Committee: Tuesday, May 7 @ 10 a.m.
- Policy Board: Wednesday, May 15 @ 10 a.m.

10. Other Business – None reported.

Meeting adjourned at 10:55 a.m.

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	Winchester		Tony Cho, FTA		Others
✓	John Hill	✓	Lisa DuMetz-Rosier, DRPT	✓	Winchester Star
✓	Dale Iman		Rusty Harrington, Aviation	✓	Reps from A.I.
✓	John Willingham		Alternates	✓	Cliff Balderson, VDOT
		✓	Terry Short (VDOT)		
	Stephens City		Tim Stowe (Stephens City)		
✓	Michael Kehoe	✓	Tim Youmans (Winchester)		
		✓	Kris Tierney (Frederick County)		
			Perry Eisenach (Winchester)		

**Winchester-Frederick County MPO
Policy Board Meeting Minutes
Frederick County Administrative Offices - First Floor Conference Room
107 N. Kent Street, Winchester, VA
September 18, 2013 - 10:00 a.m.**

1. ADMINISTRATIVE ITEMS

- a. Welcome and Introductions – Vice Chair Willingham called the meeting to order.
- b. Adoption of Agenda – **A motion was made by Mr. Riley adopting the agenda. Seconded by Mr. Youmans. Motion carried.**
- c. Review and Approval of the Minutes of the August 21, 2013 Policy Board Meeting – **A motion was made by Mr. Riley approving the minutes; seconded by Mr. Kiser. Motion carried.**
- d. Financial Report – For information only.
- e. Committee Meeting Status Report – For information only.
- f. Draft minutes of the September 3, 2013 MPO Technical Advisory Committee Meeting – For information only.

2. Public Comment Period – None reported.

3. Draft Functional Classification Modifications Resolution

A motion was made by Mr. Riley approving the amended Functional Classification Modifications resolution. Motion seconded by Mr. Youmans. Motion carried.

4. MPO Boundary Adjustment Resolution

Staff explained that the US Census Bureau has adjusted the Winchester urbanized area (UZA) boundary to reflect the 2010 US Census data and current land cover. FHWA regulations stipulate that the Metropolitan Planning Area (MPA) boundary be adjusted to include the most recent Census-designated UZA. Vice Chairman Willingham asked about the mileage of the boundary area. Mr. Youmans asked if the item had been before TAC. Following discussion, **a motion was made by Mr. Riley approving the Boundary Adjustment Resolution; seconded by Mr. Kehoe. Motion carried.**

5. Presentation on I-81 Exit 313 Project

Mr. Short gave a PowerPoint Presentation on the I-81 Exit 313 project. A copy of the presentation is attached to the minutes.

6. Status of FY2014 UPWP Projects - Item tabled.

7. VDOT/DRPT Updates (5 minutes) – Terry Short/Lisa DuMetz

VDOT fall SYIP public meeting will be held on November 14th at the Holiday Inn (Exit 225) in Augusta County at 6p.m. Ms. DuMetz asked about the transit TIP Amendment- staff is working on getting it signed.

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

- Project Steering and Citizens Advisory meetings: Combined with the October 1, 2013 TAC
- Technical Advisory Committee: Tuesday, October 1, 2013 @ 10 a.m.
- Policy Board: Wednesday, October 16, 2013 @ 10 a.m.

9. Other Business – None reported.

Meeting adjourned at 10:30 a.m.

Glossary of Acronyms on Reverse

Glossary of Acronyms

CAC- Citizen Advisory Committee- Serves as an advisory committee to the MPO Policy Board to solicit public input and provide citizen perspective on MPO projects. Conducts public hearings and public input sessions on selected projects at the direction of the Policy Board.

CLRP – Constrained Long Range Plan – A fiscally-constrained list of projects drawn from the Vision Plan element of the LRTP. All CLRP projects must have an estimated cost and a revenue source identified.

FHWA - Federal Highway Administration - Within the US Department of Transportation, FHWA is responsible for highway issues, including federal laws and regulations related to metropolitan transportation planning.

FTA - Federal Transit Administration- Within the US Department of Transportation, FTA is responsible for public transit issues, including federal laws and regulations related to metropolitan transportation planning.

FTA Section 5303 Funds - This program supports transit planning expenses to support cooperative, continuous, and comprehensive planning for making transportation investment decisions in metropolitan planning areas.

FTA Section 5310 - Transportation for Elderly Persons and Persons with Disabilities - The goal of the Section 5310 Program is to provide assistance in meeting the special transportation needs of elderly persons and persons with disabilities. The program is designed to supplement other FTA or assistance programs by funding transportation projects for elderly person and persons with disabilities in all areas – urbanized, small urban, and rural.

LRTP- Long Range Transportation Plan- Developed and approved by the MPO, the LRTP is a regional plan that includes all transportation projects and programs that the MPO realistically anticipates can be implemented over the next 25 years. LRTP's may include a VISION PLAN, which is a list of all projects (a "wish list"), but must also include a CLRP. In order to receive federal funding, transportation projects must be included in the LRTP and the TIP.

MAP-21 - Transportation Reauthorization Bill, Moving Ahead For Progress In The 21st Century Act (MAP-21).

MPO - Metropolitan Planning Organization - Federal transportation laws and regulations require the establishment of an MPO in every urbanized area of the U.S. with a population over 50,000. MPOs are responsible for meeting the federal metropolitan planning regulations for transportation.

STP Funds - STP funds are Federal Funds disbursed through State DOT's for Surface Transportation projects.

TAC- Technical Advisory Committee- Serves in an advisory capacity to the Policy Board of the MPO. The TAC works with MPO staff to formulate the UPWP, the LRTP, and provides technical review and assistance on numerous MPO projects undertaken as called out in the UPWP.

TIP - Transportation Improvement Program - Approved by the MPO Policy Board, it is a list of projects and programs that will be implemented over the next six years. In order to receive federal funding, transportation projects must be included in the Constrained Long Range Plan and the TIP. Amendments are major changes to a project included in the CLRP, TIP or STIP that are not Administrative Modifications.

UPWP – Unified Planning Work Program- MPOs must adopt and implement an annual work program and budget known as the Unified Planning Work Program (UPWP). The UPWP identifies all activities to be undertaken by the MPO during the fiscal year which begins July 1st and ends the following June 30th.

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

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

WIN-FRED METROPOLITAN PLANNING ORGANIZATION

Frederick County ❖ City of Winchester ❖ Town of Stephens City



400 Kendrick Lane, Suite E, Front Royal, Virginia 22630
 Phone: 540-636-8800 ❖ Fax: 540-635-4147
 www.winfredmpo.org

**Win-Fred Metropolitan Planning Organization
 Chairman Richard Shickle
 Policy Board Meeting Minutes
 November 20, 2013**

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

WinFred MPO Policy Board Member Jurisdiction Representatives					
	Frederick County		VDOT		Staff
✓	Charles DeHaven, Jr.	✓	Randy Kiser	✓	Martha Shickle
✓	John R. Riley, Jr.		Non-Voting Members	✓	Karen Taylor
✓	Richard C. Shickle		John Simkins, FHWA	✓	John Madera
	Winchester		Tony Cho, FTA		Others
✓	John Hill	✓	Lisa DuMetz-Rosier, DRPT	✓	Winchester Star
✓	Dale Iman		Rusty Harrington, Aviation	✓	Ed Carter, VDOT
✓	John Willingham		Alternates	✓	Cliff Balderson, VDOT
		✓	Terry Short (VDOT)		
	Stephens City		Tim Stowe (Stephens City)		
	Michael Kehoe	✓	Tim Youmans (Winchester)		
			Kris Tierney (Frederick County)		
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**Winchester-Frederick County MPO
Policy Board Meeting Minutes
Frederick County Administrative Offices - First Floor Conference Room
107 N. Kent Street, Winchester, VA
November 20, 2013 - 10:00 a.m.**

1. ADMINISTRATIVE ITEMS

- a. Adoption of Agenda – A motion was made by Mr. DeHaven approving the agenda. Motion seconded by Mr. Willingham. Motion carried.
- b. Welcome and Introductions – Chairman Shickle called the meeting to order.
- c. Review and Approval of the Minutes of the October 16, 2013 Policy Board Meeting – A motion was made by Mr. DeHaven approving the minutes. Motion seconded by Mr. Kiser. Motion carried.
- d. Financial Report – Information only.
- e. Committee Meeting Status Report – Information only.
- f. Draft minutes of the November 5, 2013 MPO Technical Advisory Committee Meeting – Information only.

2. Public Comment Period – None reported.

3. Report on necessary work to make revisions to the current WinFred Travel Demand Model to address identified output discrepancies

The Board agreed to combine agenda items 3 and 4.

Ms. Shickle discussed the memorandum (attached) outlining the necessary work to the WinFred Travel Demand Model to address identified output discrepancies. She also provided the background information, current situation and a recommendation from the Technical Advisory Committee. Ms. Shickle explained that funds from the MPO reserve fund will need to be transferred to Task 8: Long Range Planning, Modeling and GIS to cover the cost for the necessary updates. Ms. Shickle gave an overview of the FY14 UPWP requested budget updates.

Chairman Shickle expressed a concern in regards to using the reserve funds. Ms. Shickle explained that the reserve fund will not be exhausted and the funds are there for projects that may need additional funding.

Chairman Shickle requested a breakdown of the budget updates. Staff will forward this information to the Board following the meeting.

Mr. Short stated that the VDOT modeling team is committed to assist in this project.

Following the discussion, **a motion was made by Mr. DeHaven approving the transfer of MPO reserve funds to Task 8: Long Range Planning, Modeling, GIS and Data to cover the cost for necessary updates to the model and approval of the FY14 UPWP budget adjustments with a caveat that there will be an attempt to replenish the MPO Reserve Fund. Motion seconded by Mr. Willingham. Motion carried.**

4. FY 2014 Unified Planning Work Program Budget Updates

This item was covered under agenda item 3.

5. Report on the November 14th CTB Meeting

Mr. Madera gave an update on the meeting. He stated it went well and he presented the MPO's priorities to the CTB.

6. VDOT/DRPT Updates – None reported.

7. December-January Meeting Schedule (5 minutes) (all meetings held at Frederick County Administrative Offices)

- Project Steering Committee: TBD
- Technical Advisory Committee: December meeting cancelled; Tuesday, January 7, 2014 @ 10 a.m.
- Policy Board: December meeting cancelled; Wednesday, January 15, 2014 @ 10 a.m.

8. Other Business – None reported.

Meeting adjourned at 10:25 a.m.

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