

**Winchester -Frederick County ("Win-Fred") MPO
TECHNICAL ADVISORY COMMITTEE Meeting Minutes
February 3, 2009 - 10:00 a.m.
Timbrook Public Safety Center – Community Meeting Room 3rd Floor**

Chairman Tim Youmans called the meeting to order at 10:00 a.m. with the following member present: Mr. John Bishop, Mr. Jerry Copp, Mr. Eric Lawrence, Mr. Brian Henshaw, Mr. Jim Deskins, Mr. Patrick Barker and Mr. Terry Short.

Others present: Mr. Chris Price, Ms. Tiffany Tran, Ms. Karen Taylor and a representative with Access Independence.

1. Administrative Items:

- a) Welcome and Introductions – Chairman Youmans welcomed everyone to the meeting. Mr. Price introduced the Commission’s new Regional Planner, Ms. Tiffany Tran.
- b) Review and Approval of the December 2, 2008 Technical Advisory Committee Meeting Minutes – Mr. Lawrence made a motion to approve. Mr. Copp seconded. Motion carried.

2. Public Comment Period – None reported.

3. Long Range Transportation Plan (LRTP) Update

Mr. Price discussed the next steps in updating the LRTP. He stated that Ms. Tran will be working with the jurisdictions to receive updated information on various data for the MPO such as demographics, land use, transit routes, and priorities for the region. Ms. Tran will also be using their comprehensive plans to coordinate goals and objectives for each jurisdiction and working with VDOT on getting traffic data and multi-modal volume. He stated that based on the data, new population and employment forecasts are to be made and GIS maps updated including TAZs. Mr. Price stated that the deadline for the plan update is late fall 2010.

4. FY 2009 UPWP Project Status Update

Ms. Taylor provided the following project status update:

City and Countywide Transit Study

Technical Memoranda #3 presented to the Policy Board on December 17th

- Memo outlined a number of service and organizational alternatives that could potentially be implemented in the Region to improve public transportation services
- Policy Board agreed that they would meet with their respective Transportation Committees (County and City) to discuss the various alternatives
- County, City, MPO and KFH Group will meet in early 2009 to reach consensus with regard to recommendations for the plan.

Route 7 Corridor Study

- Public meeting held on December 4, 2008 at Millbrook High School

- The consultant's transit specialist spoke with the localities, visited the corridor and developed transit recommendations for the corridor.
- Next steps: Project Steering Committee will meet at 9AM on March 3 prior to the TAC meeting to discuss the recommendations and facilitate ideas the committee may have.

Route 522 S. Corridor Study (Joint Study with the Transportation Planning Technical Committee)

- Currently collecting data from the localities and VDOT
- Traffic counts scheduled for February and traffic analysis will follow
- Next Steering Committee Meeting: May or June

5. Draft VDOT Six Year Improvement Plan (SYIP) Update

Mr. Copp and Mr. Short discussed the draft VDOT SYIP with the committee. Discussion continued in reference to project in the SYIP and what type of effect the stimulus plan could possibly have on the SYIP.

6. Other Business – Mr. Price stated that the Regional Commission will host a workshop on the stimulus plan in early March.

Adjournment at 10:40 a.m.

**Winchester -Frederick County ("Win-Fred") MPO
TECHNICAL ADVISORY COMMITTEE Meeting Minutes
March 3, 2009 - 10:00 a.m.**

Timbrook Public Safety Center – Community Meeting Room 3rd Floor

Chairman Tim Youmans called the meeting to order at 10:00 a.m. with the following members present: Mr. John Bishop, Mr. Jerry Copp, Mr. Brian Henshaw, Mr. Eric Lawrence, Mr. Jim Deskins, Mr. Kris Tierney, Mr. Terry Short and Ms. Renee Wells.

Others present: Mr. Chris Price, Ms. Karen Taylor and Ms. Tiffany Tran.

1. Administrative Items:

- a) Welcome and Introductions – Chairman Youmans welcomed everyone to the meeting.
- b) Review and Approval of the February 3, 2009 Technical Advisory Committee Meeting Minutes – **A motion was made by Mr. Henshaw approving the minutes. Motion seconded by Mr. Copp. Motion carried.**

2. Public Comment Period – None reported.

3. Draft FY2010 Unified Planning Work Program (UPWP)

Mr. Price reviewed each of the tasks in the draft work program. Discussion followed. Mr. Bishop requested that roundabout training be added under Task 5: Local Technical Assistance. After discussion and review **a motion was made by Mr. Tierney to forward a recommendation to the Policy Board approving the 20 day public comment and review period. Motion seconded by Mr. Lawrence. Motion carried.**

4. City and Countywide Transit Study Update

Mr. Price updated the committee on the MPO work session held on Monday, March 2nd.

Ms. Wells brought up for discussion demand response service. She stated that she was not clear on the service and the ADA requirements. Mr. Price stated that staff will contact the consultant working on the study to clarify demand response service. The committee requested that the consultant highlight choice riders in the final plan.

Mr. Bishop requested that a representative from the Valley Connector give a presentation to the TAC in reference to the new commuter service from the Winchester area. Staff will schedule a presentation for April's meeting.

5. Other Business

Mr. Copp announced that there is a VDOT public hearing scheduled on March 12. He stated that one of the topics will be the consolidation of residencies.

Meeting adjourned at 10:45 a.m.

**Winchester -Frederick County ("Win-Fred") MPO
TECHNICAL ADVISORY COMMITTEE Meeting Minutes
April 7, 2009 - 10:00 a.m.**

Timbrook Public Safety Center – Community Meeting Room 3rd Floor

Chairman Tim Youmans called the meeting to order at 10:00 a.m. with the following members present: Mr. John Bishop, Mr. Patrick Barker, Mr. Perry Eisenach, Mr. Brian Henshaw, Mr. Kris Tierney, Mr. Terry Short and Ms. Renee Wells.

Others present: Mr. Chris Price, Ms. Tiffany Tran, Ms. Karen Taylor, Mr. Bruce Coulliette representing the Valley Connector, Ms. Marie Weaver representing Valley Commuter Assistance Program and a representative from Shenandoah Area Agency on Aging.

1. Administrative Items:

- a) Welcome and Introductions – Chairman Tim Youmans welcomed everyone to the meeting.
- b) Review and Approval of the March 3, 2009 Technical Advisory Committee Meeting Minutes – **A motion was made by Mr. Bishop approving the minutes. Motion seconded by Mr. Henshaw. Motion carried.**

2. Public Comment Period – None reported.

3. Draft FY2010 Unified Planning Work Program (UPWP)

Mr. Price briefly reviewed the work program with the committee. He stated that the work program has undergone the 20 day public comment and review period. He stated that the only comment received was from Mr. Bishop requesting the addition of modeling services under work task 5.

Mr. Barker commented in reference to Work Task 4: Public Mobility Program. He stated that the Park and Ride Lot study within the MPO area should not be a priority. Mr. Price stated that the study is not only for Park and Ride Lots for commuters going to work out of the area but for inter regional travel to serve the local population. Mr. Barker requested to have that noted in the work program.

Mr. Price stated that staff is requesting that the TAC review the Draft FY 2010 UPWP and forward a recommendation of final approval to the Policy Board. After review of the draft document, **a motion was made by Mr. Bishop to forward a recommendation final approval of the FY 2010 UPWP to the Policy Board. Motion seconded by Mr. Short. Motion carried.**

4. Presentation by Bruce Coulliette with the Valley Connector

Mr. Coulliette presented a PowerPoint presentation to the committee giving an update on the commuter buses traveling from the Winchester area into the Washington Metropolitan area. Mr. Coulliette included information in his presentation such as the history of the Valley Connector, ridership numbers on new routes from the Winchester area since October 2008 and benefits of the service provided to the area commuters.

5. Long Range Transportation Plan Data Collection Update

Ms. Tran stated that she has met with the jurisdictions to receive their feedback on the update of the plan. She stated that the next steps will be to update land use, demographics, projects on the vision plan, and to receive feedback on key intersections and routes of interest.

She stated that in reference to growth, each jurisdiction will have the opportunity to allocate appropriately where they think it is to be.

Ms. Tran spoke about the Environmental Justice section of the plan and said that we may want to expand to cover special needs and elderly. Mr. Price noted that at the time the Plan was being developed SAFETEA-LU had not been passed.

Mr. Price stated that the Citizens Advisory Committee will hold a public workshop in May allowing the public to comment on the update of the Long Range Transportation Plan. He stated that meeting will also be open to the TAC and Policy Board.

6. Review and approval of Public Comment Period for TIP Amendment

Mr. Short stated that the MPO has received stimulus funds (ARRA) for a bridge project on Senseny Road at the I-81 overpass. Mr. Short gave a brief overview of the project. A brief discussion followed in reference to the addition of bicycle and pedestrian paths on the bridge.

Mr. Price stated that staff is requesting that TAC forward a recommendation to the Policy Board approving the 20 day public comment and review period. **A motion was made by Mr. Henshaw to forward the recommendation to the Policy Board. Motion seconded by Mr. Tierney. Motion carried.**

7. Other Business

Mr. Short reminded everyone of the Secondary Street Acceptance Requirements meeting scheduled for April 29th at 10 a.m.

Mr. Short gave a brief update on the Shady Elm project. He stated that the application for funding has been advanced to TMPD and well received from staff. He stated that TMPD is requesting the following: A resolution from the Policy Board requesting the study, formation of a steering committee and VDOT's participation.

Mr. Eisenach gave a brief update on traffic signal upgrades throughout the City.

Adjournment at 10:45 a.m.

**Winchester -Frederick County ("Win-Fred") MPO
TECHNICAL ADVISORY COMMITTEE Meeting Minutes
July 7, 2009 - 10:00 a.m.
Frederick County Offices - First Floor Conference Room**

Vice-Chair Eric Lawrence called the meeting to order at 10:00 a.m. with the following members present: Mr. Mike Ruddy representing Frederick County, Mr. Terry Short, Mr. Ed Carter representing VDOT, Ms. Renee Wells, Mr. Tom Hoy, Mr. Perry Eisenach and Mr. Brian Henshaw.

Others present: Ms. Karen Taylor, Ms. Tiffany Tran, Mr. Chip Sirbaugh and Ms. Lib Fetting.

1. Administrative Items:

- a) Welcome and Introductions – Vice-Chair Eric Lawrence welcomed everyone to the meeting.
- b) Review and Approval of the April 7, 2009 Technical Advisory Committee Meeting Minutes – **A motion was made by Mr. Hoy approving the minutes. Motion seconded by Mr. Eisenach. Motion carried.**

2. Public Comment Period – None reported.

3. Presentation of the City and Countywide Transit Services Plan Draft Final Report

Ms. Lib Fetting with KFH Group briefly reviewed the draft transit services plan with the committee. She stated that a public input meeting is tentatively scheduled for Wednesday, August 12th at Our Health from 5:00 p.m. to 6:30 p.m. Ms. Fetting requested that the TAC send all comments in reference to the draft plan to Ms. Taylor.

4. Review and recommendation of 20 day public comment period for TIP Amendment

Mr. Short stated that enclosed in the packet is a TIP Amendment for Exit 310 Interchange Modification. He stated that this TIP Amendment is to add additional \$1,197,388 PE-NH funds to the FFY09 based on estimate increase. Staff is requesting that TAC forward a recommendation to the Policy Board approving the 20 day public comment period.

A motion was made by Mr. Eisenach recommending approval of the 20 day public comment period to the Policy Board. Motion seconded by Mr. Hoy. Motion carried.

5. Review and recommendation of approval for Transit TIP Amendments/Adjustments

Ms. Taylor stated that enclosed are Transit STIP adjustments (highlighted in blue) and STIP amendments (highlighted in red) received from DRPT that need to be added to the WinFred TIP. She stated these changes reflect projects from the FY2010 Six Year Improvement Program. Ms. Taylor stated that the attached amendment and adjustments are currently under the 20 day public comment and review period through July 7, 2009. She stated that as of this mailing, no comments have been received. She stated that staff is requesting that TAC forward a recommendation of approval to the Policy Board.

A motion was made by Mr. Short recommending approval of the Transit TIP amendment and adjustments. Motion seconded by Mr. Eisenach. Motion carried.

6. Route 7 Corridor Study Preliminary Draft Report

Ms. Taylor stated that the consultant will mail each of the TAC members a copy of the preliminary draft report for the Route 7 Corridor Study. Ms. Taylor stated that TAC will have two weeks to comment and that the consultant will present the draft study to the Policy Board in August.

7. Shady Elm Project Update

Mr. Terry Short gave an update on the Shady Elm Project scoping. He stated that the notice to proceed has been received and that HNTB will be hosting a kick-off meeting with the Project Steering Committee within a week or two.

8. Proposed 2030 Constrained Long Range (CLRP) Amendment

Mr. Short stated that VDOT has requested a proposed TIP Amendment to obligate federal funds for an Intersection Improvement Project at White Oak Road and Tasker Road to provide east and westbound left turning lanes from Tasker Road onto White Oak Road and north and southbound left turning lanes from White Oak Road onto Tasker Road. He stated that this is being constructed to prepare for future signalization at this intersection and increase safety for the traveling public. Mr. Short stated that before the MPO can approve this proposed TIP amendment, it will be necessary to amend the 2030 CLRP project list. Staff is requesting that TAC forward a recommendation to the Policy Board approving the 20 day public comment period.

A motion was made by Mr. Hoy recommending approval of the 20 day public comment and review period to the Policy Board. Motion seconded Mr. Eisenach. Motion carried.

9. Proposed TIP Amendment

Mr. Short reviewed a TIP Amendment to add an Intersection Improvement Project at White Oak Road and Tasker Road to the TIP. Mr. Short explained that the project purpose is to provide east and westbound left turning lanes from Tasker Road onto White Oak Road and north and southbound left turning lanes from White Oak Road onto Tasker Road. Mr. Short stated that this is being constructed to prepare for future signalization at this intersection and increase safety for the traveling public. Staff is requesting that TAC forward a recommendation to the Policy Board approving the 20 day public comment period.

A motion was made by Mr. Ruddy recommending approval of the 20 day public comment and review period to the Policy Board. Motion seconded by Ms. Wells. Motion carried.

10. Other Business – None reported.

Meeting adjourned at 10:17 a.m.

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 - 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.

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.

**Winchester -Frederick County ("Win-Fred") MPO
TECHNICAL ADVISORY COMMITTEE Meeting Minutes
August 4, 2009 - 10:00 a.m.
Timbrook Public Safety Center – 3rd Floor Community Meeting Room**

Chairman Tim Youmans called the meeting to order at 10:00 a.m. with the following members present: Mr. Jerry Copp, Mr. Terry Short, Mr. John Bishop, Mr. Perry Eisenach and Mr. Eric Lawrence.

Others present: Mr. Chris Price, Ms. Karen Taylor and Ms. Tiffany Tran.

1. Administrative Items:

- a) Welcome and Introductions – Chairman Youmans welcomed everyone to the meeting and noted that the Town of Stephens City representative was not present which did not meet the bylaws requirement for a quorum. The committee agreed that the meeting would proceed however no actions could be taken only a consensus of recommendations.
- b) Review and Approval of the July 7, 2009 Technical Advisory Committee Meeting Minutes – **Due to lack of a quorum, no action was taken on approval of the minutes.**

2. Public Comment Period – None reported.

3. Review and recommendation of TIP Amendment UPC #75881

Mr. Short briefly reviewed the TIP Amendment for Exit 310 Interchange Modification. He stated that this TIP Amendment is to add additional \$1,197,388 PE-NH funds to the FFY09 based on estimate increase. Staff stated that the amendment is currently under the 20 day public comment and review period through August 8th and no comments have been received thus far. Following discussion, **consensus of the committee was to recommend approval to the Policy Board.**

4. Proposed 2030 Constrained Long Range (CLRP) Amendment

Mr. Short briefly explained the proposed the TIP Amendment (agenda item 5) to obligate federal funds for an Intersection Improvement Project at White Oak Road and Tasker Road to provide east and westbound left turning lanes from Tasker Road onto White Oak Road and north and southbound left turning lanes from White Oak Road onto Tasker Road. He stated that this is being constructed to prepare for future signalization at this intersection and increase safety for the traveling public. He stated that before the MPO can approve this proposed TIP amendment, it will be necessary to amend the 2030 CLRP project list to reflect this project.

He stated that the proposed TIP Amendment (agenda item 5) to amend the WinFred MPO TIP and the 2030 CLRP project list is currently under the 20 day public comment and review period through August 8th and to date no comments have been received. Following discussion, **consensus of the committee was to recommend approval to the Policy Board.**

5. Review and recommendation of TIP Amendment UPC #90970

Mr. Short reviewed the TIP amendment with the committee. He stated that the amendment is to obligate federal funds for an Intersection Improvement Project at White Oak Road and Tasker. He stated that the improvement will provide east and westbound left turning lanes from Tasker Road onto White Oak Road. It will also provide north and southbound left turning lanes from White Oak onto Tasker.

Mr. Short stated that this project is being constructed to prepare for future signalization at the intersection and increase safety for the traveling public. He stated that the proposed TIP amendment is currently under the 20 day public comment and review period through August 8th and to date no comments have been received. Following discussion, **consensus of the committee was to recommend approval to the Policy Board.**

6. August Meeting Schedule

The committee reviewed the following meeting schedule:

Wednesday, August 12 – Draft Transit Plan Public Input Meeting 5:00p.m. to 6:00 p.m. – Our Health
Wednesday, August 19 – Policy Board @ 10 a.m. – Frederick County Administrative Offices

Ms. Taylor noted a correction in the transit public input meeting. Meeting time is 5:00 p.m. to 6:30 p.m.

7. Other Business

The committee directed staff to contact the Town of Stephens City representative on the TAC in reference to quorum requirements.

8. Adjournment @ 10:17 a.m.

**Winchester -Frederick County ("Win-Fred") MPO
TECHNICAL ADVISORY COMMITTEE Meeting Minutes
September 1, 2009 - 10:00 a.m.
Frederick County Administrative Offices
First Floor Conference Room**

Chairman Tim Youmans called the meeting to order at 10:00 a.m. with the following members present: Mr. John Bishop, Mr. Jerry Copp, Mr. Brian Henshaw, Mr. Tom Hoy, Mr. Eric Lawrence, Mr. Terry Short and Mr. Kris Tierney.

Others present: Mr. Chris Price, Ms Tiffany Tran and Ms. Karen Taylor.

1. Administrative Items:

- a) Welcome and Introductions – Chairman Tim Youmans welcomed everyone to the meeting.
- b) Review and Approval of the August 4, 2009 Technical Advisory Committee Meeting Minutes – **A motion was made Mr. Copp approving the minutes. Motion seconded by Mr. Hoy. Motion carried.**

2. Public Comment Period – None reported.

3. Draft Report of the City and Countywide Transit Plan

Ms. Taylor briefly reviewed the attached memo outlining the additions and corrections made to the draft plan since receiving the document in June. She briefly spoke about the public meeting held on August 12th introducing the draft plan. She stated that even though attendance was low, all of the comments received were positive and in support of the plan. Ms. Taylor stated that staff is requesting a recommendation of approval from TAC to the Policy Board. During discussion, **a motion was made by Mr. Tierney to forward a recommendation approving the draft report to the Policy Board. Motion seconded by Mr. Bishop. Motion carried.**

4. Project Status Report

Ms. Taylor briefly gave a project status report to the TAC on the following:

Ms. Taylor stated that the Shady Elm Phase II Study kick-off meeting was held on July 17, 2009. She stated that the group discussed Phase I results, scope/schedule, gathered ideas, new elements to be considered, issues and constraints for the Phase II Study. Ms. Taylor stated that the Project Steering Committee will meet on Thursday, September 3rd at 10 a.m. to review eight different roadway alternatives that HNTB has developed.

Ms. Taylor gave an update on the Route 7 Multi-Modal Corridor Study. She stated that the Project Steering Committee met on August 4th with the consultant via teleconference. The committee reviewed the draft report and submitted comments. She stated that the consultant along with representatives from the County and City will meet to conduct a field visit to look at specific locations to finalize access management recommendations. She stated following the field visit, the committee will review the 2nd draft of the report. The consultant will present the draft report to the Policy Board in October.

Ms. Taylor gave an update on the Route 522 Multi-Modal Corridor Study. She stated that this is a joint study with the MPO and the Rural Transportation Planning Technical Committee. She stated that on September 10th at the Rural Transportation Planning Technical Committee meeting, the consultant will present the following information as related to the study: Existing conditions, land use and future growth rates. She stated the next step will be to schedule a public input meeting sometime in early October.

5. September Meeting Schedule

Ms. Taylor reviewed the following schedule:

- Tuesday, September 1 – TAC @ 10 a.m. - Frederick County Administrative Offices
- Thursday, September 3 – Project Steering Committee @ 10 a.m. – Frederick County Planning Conference Room
- Tuesday, September 8 – Citizens Advisory Committee @ 8 a.m. – First Bank (2nd floor meeting room)
- Wednesday, September 16 - Policy Board @ 10 a.m. – Frederick County Administrative Offices

6. Other Business

Mr. Bishop stated that he will be submitting an Enhancement Grant on behalf of Frederick County for bicycle and pedestrian enhancements in the vicinity of Senseny Road. Mr. Bishop requested a motion from TAC to forward a recommendation of approval to the Policy Board. During discussion, **a motion was made by Mr. Copp to forward a recommendation of approval to the Policy Board. Motion seconded by Mr. Lawrence. Motion carried.**

Meeting adjourned at 10:15 a.m.

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.

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.

**Winchester -Frederick County ("Win-Fred") MPO
TECHNICAL ADVISORY COMMITTEE Meeting Minutes
December 1, 2009 - 10:00 a.m.**

Frederick County Administrative Offices – First Floor Conference Room

Chairman Tim Youmans called the meeting to order at 10:00 a.m. with the following members present: Mr. Patrick Barker, Mr. John Bishop, Mr. Jerry Copp, Mr. Brian Henshaw and Mr. Eric Lawrence.

Others present: Mr. Chris Price, Ms. Tiffany Tran, Ms. Rhonda Turman and Ms. Karen Taylor.

1. Administrative Items:

- a) Welcome and Introductions – Chairman Tim Youmans welcomed everyone to the meeting along with a roundtable of introductions.
- b) Review and Approval of the September 1, 2009 Technical Advisory Committee Meeting Minutes – The minutes were tabled due to no quorum.

2. Public Comment Period – None reported.

3. Long Range Transportation Plan Update

Mr. Price stated that Ms. Tran is currently working with the jurisdictions in updating the Constrained Long Range Plan and Vision Plan projects. Ms. Tran requested that she receive comments on the projects by December 11th. Mr. Lawrence suggested that Ms. Tran meet with members of the Steering Committee prior to the holidays to discuss comments received. A tentative meeting is scheduled for December 18th. Ms. Tran will compile information received between Christmas and New Year's and will meet with individuals before the January Technical Advisory Committee meeting.

4. Shady Elm Phase II Study Update

The committee discussed the upcoming Policy Board and Public Input meeting for Shady Elm Phase II Study. Mr. Price stated that HNTB will present the Shady Elm Phase II Draft Report. He stated that Mr. Masinick with Baker, Inc. will present Route 7 Corridor Study Draft Report. Discussion continued in reference to the logistics of the meeting.

5. Project Status Report

Ms. Taylor briefly reviewed the project status report. Mr. Youmans asked when the Route 522 Multi-Modal Corridor Study would conclude. Ms. Taylor stated late spring or early summer. Shady Elm and Route 7 studies were discussed under agenda item 4.

6. December Meeting Schedule

Ms. Taylor reviewed the following scheduled:

- Monday, December 14th – Policy Board and Public Input Meeting 5:00p.m. – Frederick County BOS Meeting Room

7. Other Business – None reported.

Meeting adjourned at 10:33 a.m.

