

**Winchester -Frederick County ("Win-Fred") MPO
TECHNICAL ADVISORY COMMITTEE Meeting Minutes**

January 5, 2010 - 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. Perry Eisenach, Mr. Brian Henshaw, Mr. Tom Hoy, Mr. Eric Lawrence, Mr. Ken Pollock, Mr. Terry Short and Ms. Renee Wells.

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

1. Administrative Items:

- a) Welcome and Introductions – Chairman Tim Youmans welcomed everyone to the meeting with a roundtable of introductions.
- b) Review and Approval of the September 1, 2009 and December 1, 2009 Technical Advisory Committee Meeting Minutes – **A motion was made by Mr. Copp approving the September 1, 2009 minutes. Motion seconded by Mr. Bishop. Motion carried. A motion was made by Mr. Barker approving the December 1, 2009 minutes. Motion seconded by Mr. Bishop. Motion carried.**

2. Public Comment Period – None reported.

3. Review and Recommendation of TIP Amendment for ARRA Projects

Ms. Taylor reviewed the TIP amendment with the committee. She stated that the City of Winchester Transit will be receiving a \$150,000 in stimulus funding to purchase bus stop signs and Stop Announcement Software. She stated that the projects need to be added to the current FY09-13 WinFred MPO Transportation Improvement Program. Ms. Taylor stated that the amendment is currently under the 20 day public review and comment period and no comments have been received. She stated that staff is requesting a recommendation of approval to the Policy Board.

A motion was made by Mr. Bishop to recommend approval of the TIP amendment to the Policy Board. Motion seconded by Mr. Copp. Motion carried.

4. Long Range Transportation Plan Update

Staff handed out the draft Vision Plan list of projects. Mr. Price reviewed and discussed the projects with the committee. Mr. Price opened the floor for comments. Mr. Eisenach requested that the Green Circle Trail project be added to the list. Ms. Wells stated that Winchester Transit will construct a new facility and purchase new vehicles in 2012. The committee briefly discussed possible new air quality standards and the effect on the long range plan. The committee agreed to add a line item for maintenance projects to the list. Mr. Price requested that the committee review the list and email projects that they wish to add to Ms. Tran by January 15, 2010.

5. Project Status Update

- Shady Elm Phase II Study
- Route 7 Multi-Modal Corridor Study

Ms. Taylor gave an update on the Shady Elm and Route 7 studies. She stated that both of the studies were presented at the joint Policy Board/Public Input meeting on December 14, 2009.

She stated that the meeting was held at the Frederick County Board of Supervisors Meeting Room at 5 p.m. She stated that 8-10 citizens were attendance along with staff from the local jurisdictions.

Ms. Taylor reviewed each of the public comments that were received. There were two citizens that submitted comments on the Route 7 Study and four comments on the Shady Elm Phase II Study.

Ms. Taylor stated that final reports for both studies should be complete prior to the February 2nd TAC meeting. She asked if the committee wanted the final reports reviewed by the Project Steering Committee prior to TAC's review and recommendation. The committee agreed that there was no need for the Project Steering Committee review.

- Route 11 South Study – Mr. Chad Tucker, Regional Planning Manager for VDOT presented a PowerPoint presentation on the Route 11 Corridor Study. Following the presentation, Mr. Hoy requested a copy of the Study upon completion.

6. Other Business

Mr. Price stated that there have been several occasions over the past year that TAC has not had a quorum. He stated that the Policy Board requires a simple majority. Mr. Price asked if the committee would like to move towards a simple majority quorum. Chairman Youmans agreed with Mr. Price's proposal. Staff will have a by-law amendment for review at the next TAC meeting.

Meeting adjourned at 10:52 a.m.

Definition of Acronyms

TIP - Transportation Improvement Program - Developed and approved by the Commonwealth Transportation 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.

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 ("Win-Fred") MPO
TECHNICAL ADVISORY COMMITTEE Meeting
February 2, 2010 - 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. Brian Henshaw, Mr. Jerry Copp, Mr. Tom Hoy, Mr. Eric Lawrence, Mr. Terry Short and Mr. Kris Tierney.

Others present: Ms. Tiffany Tran, Ms. Rhonda Turman and Mr. Ed Carter.

1. Administrative Items:

- a) Welcome and Introductions – Chairman Tim Youmans welcomed everyone to the meeting.
- b) Review and Approval of the January 5, 2010 Technical Advisory Committee Meeting Minutes – **A motion was made by Mr. Copp approving the minutes. Mr. Hoy stated that an item was omitted that he requested; he will touch base with Ms. Tran reference the change. Motion seconded by Mr. Bishop with corrections. Motion carried.**

2. Public Comment Period – None reported.

3. Review and Discussion of Draft Vision Plan List of Projects

Latest version revised by Ms. Tran. Mr. Bishop and Mr. Copp spent time with Tiffany on the latest version, re: corrections, changes. A discussion arose about the Tasker Rd. Flyover and some wording that a committee member found confusing.

A question was asked “What does the Vision Plan Function as?” Jerry Copp answered: It is a long range plan, a dream list of what would be done if money was no object.

Patrick Barker questioned the inclusion of a Telecommuting Feasibility Study as there is already a telework center in the area not fully utilized. Also the presence of Park & Ride lots in the plan as he thinks we shouldn't be exporting people.

John Bishop stated that the Transit Plan was included due to Federal Funding.

Chairman Youmans stated the Policy Board wants to see a map of where projects are located as text descriptions aren't sufficient for clarity. NSVRC staff will provide this.

The format of the Vision Plan was discussed briefly. Several felt it was easier for users if projects were listed in order by direction (using a hierarchy of North to South or East to West). They could be geo referenced into a mapped system vs. a spread sheet. Maps could be linked to text explanations of projects (on website). Comments will be relayed to Ms. Tran. Ms. Tran also explained that staff was working on assembling a map based off of geographic location or project type for the Policy Board to assist in the review of the Vision Plan.

4. Shady Elm Access Management Study Phase II

Chairman Youmans reported that the Project Steering Committee has concerns about the study and reactions to Greenway Engineering's “public meeting”. Mr. Bishop stated the committee is sending its questions back to the consultant. They want to address these and then convene another Public Meeting.

5. Route 7 Multimodal Corridor Study

Chairman Youmans called for questions or concerns. John Bishop stated the study was still making its way through the County Board but he had heard mostly positive comments, no serious concerns have been raised.

Chairman Youmans added the City has been doing some modeling for this area also. They are interested in constructing a service road behind some businesses on the south side of Route 7 near the I-81 exchange. This will come out as an alternative concept at a Public Hearing. Their intention is to divide the roadway along its full length and to have fewer signaled intersections.

Chairman Youmans asked if the committee was ready to make a motion to forward the study to the policy board. No one disagreed. **John Bishop made a motion and Jerry Copp seconded. All being in favor, the motion carried “to recommend approval of the study pending receipt of comments from localities.”**

6. Discussion and Review of the Current TAC Meeting Quorum

Per Chairman Youmans—the provisions for Quorum in TAC differ from those of the Policy Board. Should they consider revising?

Eric Lawrence asked if TAC needs to have 7 or 8 for quorum like the Policy Board. If so can this attendance number be achieved? Statements were made about committee members who never come (airport reps.) and the need to make sure the jurisdictions had sufficient input.

John Bishop questioned whether the focus should be on having all aspects of the committee represented or just on a number of members, regardless of who they represent. Could they fill a quorum with ½ of the jurisdiction appointees present?

Eric Lawrence said, the quorum should be defined as 6 persons, regardless of where they are from. A question was raised about taking actions affecting a jurisdiction with no representation present in the quorum.

With Stephens City being the entity affected by this (with one representative on the committee) John Bishop asked if Stephens City could be removed from the quorum so their absence does not prevent a meeting. Brian Henshaw said he sometimes has conflicts and his replacement is also not available, but that it's OK with him.

A motion was made that six persons would constitute a quorum regardless of which jurisdiction they represent, Motion seconded by Mr. Henshaw. Motion carried.

Chairman Youmans asked, can TAC approve the quorum changes or does the Policy Board have to approve it? The group determined that it should go through the Policy Board.

7. Other Business – None reported.

8. Adjournment at 10:46 a.m.

**Winchester -Frederick County ("Win-Fred") MPO
TECHNICAL ADVISORY COMMITTEE Meeting Minutes
March 2, 2010 - 10:00 a.m.**

Frederick County Administrative Offices – First Floor Conference Room

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

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

1. Administrative Items:

a) Welcome and Introductions – Chairman Tim Youmans welcomed everyone to the meeting.

b) Review and Approval of the February 2, 2010 Technical Advisory Committee Meeting Minutes – **A motion was made by Mr. Copp approving the minutes. Motion seconded by Mr. Hoy. Motion carried.**

2. Public Comment Period – None reported.

3. Draft FY 2011 Unified Planning Work Program (UPWP)

Mr. Price reviewed and discussed the Draft FY2011 Unified Planning Work Program with the Committee. The following changes and additions were made to the draft document by the Committee:

Work Task 4: Public Mobility – addition of the following language “staff will study the need of both intra regional and long distance park and ride lot locations”.

Work Task 5: Local Technical Assistance – Projects added: Complete Streets, Airport Planning Projects, Route 7 Multimodal Corridor Study (Further analysis of alternative submitted by the City of Winchester).

Figure 3: Proposed Revenue and Expenditures Table: Transfer a portion of the contingency funds into Work Task 5: Local Technical Assistance.

During discussion, Mr. Bishop stated that in regards to land use planning and comprehensive plans, the County is considering performing travel demand modeling in house and using the Regional Model. Mr. Bishop asked, if the County decided on that option, would they have access to MPO funds to purchase the software. Mr. Price stated that under work task 5 in the UPWP, there is a general planning item “transportation analysis and modeling” which would cover items related to the Regional Model and travel demand modeling.

Mr. Copp requested that discussion of the portion of Millwood Avenue located in front of Shenandoah University be discussed under this agenda item. He reported that he has attended several meetings with the University and the interim Winchester City Manager in regards to this item. He stated that the University is proposing relocating the Millwood Avenue entrance. Mr. Copp stated that he received a letter from the Winchester City Manager requesting VDOT to perform a study. Mr. Copp stated that the cost of the study would be in the range of \$75,000 and he has not been successful getting the approval from VDOT to perform the study.

Mr. Deskins stated that he feels that it would be appropriate to amend the current Route 522 Multimodal Corridor Study to include the analysis of that portion of Millwood Avenue. Mr. Short stated that since several of the count locations and turning movement count locations are beyond the current Route 522 Study area and outside of the scope of work, the request from Mr. Deskins is not feasible.

Discussion continued in regards to incorporating the Millwood Avenue study into the FY2010 and FY2011 Unified Planning Work Program. The committee discussed several different approaches.

VDOT has estimated this project to be an eight month study. Mr. Deskins stated that the City is concerned with safety issues in the area and several other critical issues, not just related to Shenandoah University. Discussion continued.

During discussion, a motion was made by Mr. Deskins to forward a recommendation to the Policy Board amending the FY2010 Unified Planning Work Program to reflect the addition of the Millwood Avenue Study. Motion seconded by Mr. Eisenach.

Discussion continued. Mr. Barker asked if there are any other projects that should be moved forward before the proposed Millwood Avenue Study. Mr. Price stated that there are several projects under the local technical assistance work task that can be pursued. Discussion continued in regards to adding the proposed study to the FY2010 UPWP. Mr. Bishop stated that he feels it is not necessary to amend the FY2010 UPWP because of the existing local technical assistance work task which includes transportation analysis and modeling.

Current motion rescinded by Mr. Deskins.

A motion was made by Mr. Deskins to forward a request to the Policy Board approving the use of local technical assistance funds under work task 5 in the current FY2010 UPWP to begin the RFP process for the Millwood Avenue Study. Motion seconded by Mr. Eisenach. Motion carried.

A motion was made by Mr. Deskins to forward the following request to the Policy Board: 1) forward a request to VDOT to carryover \$75,000 from FY2010 to FY2011 2) Recommend the Millwood Avenue Study in the Draft FY2011 UPWP with a \$75,000 budget 3) Request that a portion of the contingency fund in the Draft FY2011 UPWP funding table be transferred to work task 5: local technical assistance. 4) Separate Highway and Non-Highway projects under work task 5: local technical assistance. 5) Recommend the Draft FY2011 UPWP for the 20 day public comment and review period. Motion seconded by Mr. Eisenach. Motion carried.

4. Long Range Transportation Plan (LRTP) Update

Mr. Price stated that the Policy Board has endorsed the Vision Plan list. He stated that the TAC must now begin development of the draft fiscally constrained plan. He stated that staff will begin working with the TAC to identify available financial resources and prioritize projects by project type and funding source.

5. Shady Elm Access Management Study Phase II Update

Ms. Taylor gave an overview of the outcome of the Project Steering Committee meeting. She stated that the committee agreed upon the following as a recommendation 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 in the 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 perform 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.

Ms. Taylor will present the recommendations at the March Policy Board meeting.

6. Route 7 Multimodal Corridor Study

Chairman Youmans gave an overview of the reverse frontage roadway alternative submitted by the City of Winchester for inclusion in the Route 7 Study. He stated that this item was presented to the Policy Board in February and they requested that TAC review the alternative and report back to them in March. The Chairman opened the floor for discussion. The committee discussed how to best handle the alternative. The options discussed by the committee were to add it as an addendum to the current draft study or request additional analysis of the alternative. The committee also discussed possibly adding the project to the draft FY2011 Work Program. During discussion, **a motion was made by Mr. Tierney to forward a recommendation to the Policy Board approving the Final Route 7 Multimodal Corridor Study and to add the reverse frontage roadway alternative submitted by the City under work task 5: local technical assistance in the FY2011 UPWP for additional analysis. Motion seconded by Mr. Eisenach. Motion carried.**

7. Discussion and Review of the Current TAC Meeting Quorum

Ms. Taylor stated that staff presented the recommended updated TAC meeting quorum to the Policy Board in February. She reviewed the recommended TAC meeting quorum with six persons constituting a quorum regardless of which jurisdiction they represent. She stated that the Policy Board did not approve the change and that they suggested making some members of the committee non-voting. The committee discussed several options of a new quorum. Ms. Taylor stated that since the updated quorum in 2007 of two City, two County, 1 Town and 1 VDOT representative, there has only been one or two occasions that TAC has not had a quorum. During discussion, the committee agreed not to change the current meeting quorum.

8. March Meeting Schedule

Ms. Taylor reviewed the following meeting schedule:

Tuesday, March 2 - Project Steering Committee @ 9:00 a.m. – Frederick County Administrative Offices

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

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

9. **Other Business** – Mr. Copp requested discussion of the Millwood Avenue Study. The study was discussed under agenda item 3: Draft FY2011 Unified Planning Work Program.

Meeting adjourned at 11:33 a.m.

Definition of Acronyms Attached

Definition of Acronyms

TIP - Transportation Improvement Program - Developed and approved by the Commonwealth Transportation 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.

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 ("Win-Fred") MPO
TECHNICAL ADVISORY COMMITTEE Meeting Minutes**

April 6, 2010 - 10:00 a.m.

Frederick County Administrative Offices – First Floor Conference Room

Chairman Tim Youmans called the meeting to order at 10 a.m. with the following members present: Mr. Patrick Barker, Mr. John Bishop, Mr. Tom Hoy, Mr. Terry Short and Mr. Brian Henshaw.

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 March 2, 2010 Technical Advisory Committee Meeting Minutes – **A motion was made by Mr. Bishop approving the minutes. Motion seconded by Mr. Hoy. Motion carried.**

2. Public Comment Period – None reported.

3. Draft FY 2011 Unified Planning Work Program (UPWP)

Mr. Price stated that the Draft FY 2011 Unified Planning Work Program is currently under the 20 day public comment period through April 10, 2010. He stated that no comments have been received as of this mailing. Mr. Price stated that staff is requesting that TAC review the Draft FY 2011 UPWP and forward a recommendation of final approval to the Policy Board. After discussion, **a motion was made by Mr. Barker forwarding a recommendation of approval to the Policy Board. Motion seconded by Mr. Bishop. Motion carried.**

4. Long Range Transportation Plan (LRTP) Update

Staff handed out the draft Vision Plan list of projects and draft map for review and comments. The committee made several comments and staff will update. Mr. Price stated that TAC will have one week to review and forward comments to Ms. Taylor and Ms. Tran.

5. Shady Elm Access Management Study Phase II Update

Ms. Taylor stated that the public input meeting is scheduled for Monday, April 26th at 6 p.m. She stated that the meeting will be held in the Frederick County Board of Supervisors' meeting room. Ms. Taylor stated that the Policy Board requested that Mr. Price make a brief presentation on the study and that sufficient time is provided for public comment and input.

6. April Meeting Schedule

Ms. Taylor reviewed the following meeting schedule:

Tuesday, April 6 - Project Steering Committee @ 9:00 a.m. – Frederick County Administrative Offices
Tuesday, April 6 – Technical Advisory Committee @ 10:00 a.m. – Frederick County Administrative Offices
Citizens Advisory Committee @ 8:00 a.m. – First Bank – April Meeting Cancelled
Wednesday, April 21 – Policy Board @ 10 a.m. – Frederick County Administrative Offices

7. Other Business – None reported

Meeting adjourned at 10:35 a.m.

Definition of Acronyms on Reverse

Definition 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.

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.

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 ("Win-Fred") MPO
TECHNICAL ADVISORY COMMITTEE Meeting Minutes
May 11, 2010 - 10:00 a.m.
Frederick County Administrative Offices – Closed Session Board Room**

Chairman Tim Youmans called the meeting to order at 10 a.m. with the following members present: Mr. Patrick Barker, Mr. Tom Hoy, Mr. Eric Lawrence, Mr. Brian Henshaw, Mr. Ken Pollock, Mr. Terry Short and Ms. Renee Wells.

Others present: Mr. Chris Price, Ms. Karen Taylor, Dr. John Crandell, and Mr. Victor Bradshaw with the Winchester Star.

1. Administrative Items:

- a) Welcome and Introductions – **Chairman Youmans welcomed everyone to the meeting.**
- b) Review and Approval of the April 6, 2010 Technical Advisory Committee Meeting Minutes – **A motion was made by Mr. Henshaw approving the minutes. Motion seconded by Mr. Hoy. Motion carried.**

2. Public Comment Period – None reported.

3. Long Range Transportation Plan (LRTP) Update

Mr. Price gave a progress report on the LRTP update. He stated that the next step is to have the Policy Board review the corrected cost estimate spreadsheet then begin the process of project selection.

4. Shady Elm Access Management Study Phase II Update

Mr. Price stated that 25 citizens attended the public meeting on April 26. He stated that VDOT will present and additional concept in regards to the exit 310 project sometime after July. Mr. Price stated that in regards to the LRTP update a place holder could be added to the project stating further analysis of project.

5. Route 522 Multimodal Corridor Study Update

Ms. Taylor gave a progress on the study. Ms. Taylor stated that land use interviews are complete and that the consultant is converting a new growth factor to use in calculating volumes that include a more aggressive land use projection. The consultant will be meeting with the Virginia Inland Port this month. Ms. Taylor stated that the consultant is adding an element to the scope to perform additional safety and geometric work to bring the corridor north of Double Tollgate to a similar level of details as the area south of it; goal is to have more photos and analysis. Ms. Taylor stated that the draft report should be available at the end of May or beginning of June.

6. Millwood Avenue Study Request for Proposals (RFP)

Mr. Price stated the Policy Board requested that the TAC review the RFP and make a recommendation to them in May. Mr. Price stated that the deadline in the RFP will be changes. Following a brief review and discussion, **a motion was made by Mr. Hoy recommending the RFP for approval to the Policy Board. Motion seconded by Ms. Wells. Motion carried.**

7. May Meeting Schedule

Ms. Taylor reviewed the following meeting schedule:

TBA - Project Steering Committee – Frederick County Administrative Offices

Tuesday, May 11 – Technical Advisory Committee @ 10:00 a.m. – Frederick County Administrative Offices

Citizens Advisory Committee @ 8:00 a.m. – First Bank – May Meeting Cancelled

Wednesday, May 19 – Policy Board @ 10 a.m. – Frederick County Administrative Offices

8. Other Business

Ms. Taylor stated that a Roundabout Workshop has been scheduled for June 17th and June 18th. She stated that registrants have the option to choose from two sessions.

Chairman Youmans asked about the status of VAMPO. Mr. Price 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.

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

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
 Technical Committee Minutes
 June 1, 2010
 Frederick County Administrative Offices
 First Floor Conference Room**

Win-Fred MPO Technical Committee Member Jurisdiction Representatives					
	Frederick County		VDRPT		Staff
✓	Patrick Barker		Kenneth Pollock	✓	Chris Price
✓	John Bishop		Winchester Airport	✓	Karen Taylor
✓	Eric Lawrence		Serena 'Renny' Manuel	✓	Tiffany Tran
✓	Kris Tierney		Winchester Transit		Others
	Stephens City	✓	Renee Wells	✓	Charles DeHaven
✓	Brian Henshaw		Winchester		
	VDOT		Jim Deskins		
✓	Jerry Copp	✓	Perry Eisenach		
✓	Terry Short	✓	Tom Hoy		
		✓	Tim Youmans		

**Winchester -Frederick County ("Win-Fred") MPO
TECHNICAL ADVISORY COMMITTEE Meeting Minutes**

June 1, 2010 - 10:00 a.m.

Frederick County Administrative Offices – First Floor Conference Room

1. Administrative Items:

- a) Welcome and Introductions – Chairman Tim Youmans welcomed everyone to the meeting.
- b) Review and Approval of the May 11, 2010 Technical Advisory Committee Meeting Minutes – **A motion was made by Mr. Henshaw approving the minutes as amended. Motion seconded by Mr. Short. Mr. Bishop abstained. Motion carried.**

2. Public Comment Period – None reported.

3. Long Range Transportation Plan (LRTP) Update

Mr. Price stated that Mr. Short is currently working on the draft Vision Project Cost Spreadsheet. The draft spreadsheet will be emailed to the Project Steering Committee for review and comment by June 9th. The Project Steering Committee will meet prior to the Policy Board meeting on June 16th at 8:30 a.m. to review the spreadsheet prior to TAC and Policy Board submittal.

4. Route 522 Multimodal Corridor Study Update

Ms. Taylor stated that the consultant working on the study will present the draft report to the NSVRC's Transportation Planning Technical Committee on June 10th at 9 a.m. She stated that the meeting will be held at the Inland Port in the Second Floor Conference Room. Ms. Taylor stated that she will contact the consultant and schedule a presentation of the draft report to the TAC in July.

5. June Meeting Schedule

Ms. Taylor reviewed the following meeting schedule:

- Wednesday, June 16 - Project Steering Committee – Frederick County Administrative Offices (Review of Millwood Avenue Proposals)
- Tuesday, July 6 – Technical Advisory Committee @ 10:00 a.m. – Frederick County Administrative Offices
- TBA - Citizens Advisory Committee @ 8:00 a.m. – First Bank
- Wednesday, June 16 – Policy Board @ 10 a.m. – Frederick County Administrative Offices

6. Other Business

Ms. Taylor stated that the Roundabout Workshop scheduled for June 17th and 18th has been cancelled due to low attendance. The Committee offered several ideas in regards to scheduling another workshop in the future that may create more interest. Possibly having VDOT address roundabout concerns and using an existing MPO study such as Route 11 as a case study.

The Committee briefly discussed VAMPO in regards to dues, bylaws and meeting schedule.

The Committee briefly discussed two additional options submitted by Mr. Garrett Moore to be considered for the Shady Elm Study.

Meeting adjourned at 10:18 a.m.

Definition of Acronyms on Reverse

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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 Technical Committee Minutes – July 13, 2010 – 10 a.m.

Frederick County Administrative Offices
 First Floor Conference Room

Win-Fred MPO Technical Committee Member Jurisdiction Representatives					
	Frederick County		VDRPT		Staff
✓	Patrick Barker		Kenneth Pollock	✓	Chris Price
✓	John Bishop		Winchester Airport		Karen Taylor
✓	Eric Lawrence		Serena ‘Renny’ Manuel	✓	Tiffany Tran
✓	Kris Tierney		Winchester Transit		Others
	Stephens City		Renee Wells	✓	Winchester Star
✓	Brian Henshaw		Winchester	✓	TV-3 News
	VDOT	✓	Jim Deskins		
✓	Jerry Copp	✓	Perry Eisenach		
✓	Terry Short	✓	Tom Hoy		
✓	Ed Carter	✓	Tim Youmans		

**Winchester -Frederick County ("Win-Fred") MPO
TECHNICAL ADVISORY COMMITTEE Meeting Minutes**

July 13, 2010 - 10:00 a.m.

Frederick County Administrative Offices – Frederick County Planning Conference Room

1. Administrative Items:

- a) Welcome and Introductions – Chairman Youmans welcomed everyone to the meeting.
- b) Review and Approval of the June 1, 2010 and July 6, 2010 Technical Advisory Committee Meeting Minutes - **A motion was made by Mr. Lawrence approving the minutes. Motion seconded by Mr. Tierney. Motion carried.**

2. Public Comment Period – None reported.

3. Millwood Avenue Study

Mr. Price discussed the results of the consultant interviews that were conducted on July 7th. He stated that the Project Steering Committee had decided on a consensus for Gorove/Slade and had some contention over an alternate if negotiations with Gorove/Slade were to fall through. He asked TAC to recommend Gorove/Slade to the Policy Board at the meeting scheduled for July 21st with authorization for Mr. Chris Price to draft a contract and negotiate the price.

Chairman Youmans made a note that the proposal and scope of work for the project should include the multimodal analysis as it is an important aspect for the University and students. Mr. Lawrence and Mr. Bishop mentioned a bicycle and pedestrian study done by Toole Design Group. They suggested that the consultant should review if they include this analysis. Mr. Price reminded TAC that bicycle and pedestrian counts were conducted by Shenandoah University students as in-kind services to help abate some of the cost for the study.

Mr. Tierney asked what criteria did the Project Steering Committee choose Gorove/Slade. Mr. Price stated that their presentation had the strongest stakeholder participation process and they made a point to recognize the University as a unique animal and thus need to be treated as one. He stated that their relevant project experience with other university traffic studies also were in their favor with the reasonable quote they gave in the proposal.

Mr. Price stated that references were checked for the top two consultants and Gorove/Slade received very strong and positive reviews from an MPO, local jurisdiction, and university that they had done work for in the past.

Mr. Lawrence asked if the consultant will be required to also assist in the implementation of the plan and not leave it on the "shelf" like studies in the past. Mr. Price ensured that TAC and Project Steering Committee will provide quality checks to make sure there is some sort of implementation to the recommendations in the final plan

Mr. Tierney and Mr. Barker asked about the cost of the project and whether there was an explanation for not taking the lowest proposal. They both stated that it did not bother them whether one consultant cost more, but they felt that there needs to be some acknowledgement of the cost being more than what was proposed by some of the other proposals. Mr. Price explained that quotes were only asked in the proposal to make sure the budget was consistent with the \$75,000 allotted in the UPWP but that they can provide some justification to the Policy Board if necessary.

Mr. Short and Mr. Copp stated that VDOT had conducted their own cost proposal for the study with some departments in Richmond and they came up with the \$75,000 as well, feeling it was an adequate number as a high cap for the project but recognizing that the total cost may not reach that total.

Mr. Deskins commented that engineers should not be rated based on their price but based off State procurement laws. He also stated that discussion about the consultants have been consistent with Shenandoah University. Mr. Bishop felt that the University should be more involved since the study began between them and the City. Mr. Price mentioned that they would feel required to ask other business owners and stakeholders in the area for their input in the selection process as well. He stated that their exclusion provides a more impartial selection.

Mr. Barker and Mr. Lawrence mentioned that instead of a qualitative evaluation of consultants that there should be an evaluation matrix with scoring to provide some quantified justification for selection. Mr. Eisenach said that the City would be glad to provide a template matrix for future use.

Following discussion, **a motion was made by Mr. Eisenach to recommend Gorove/Slade to the Policy Board. Motion seconded by Mr. Deskins.**

Discussion continued.

The question of proposal cost was brought up for discussion by Mr. Tierney. It was noted that the reason for choosing Gorove/Slade despite other consultants quoting lower prices will be mentioned at the July 21st Policy Board meeting.

Mr. Bishop voted Nay. Motion carried.

4. Other Business

Mr. Deskins brought up for discussion, the current issues with the Route 522 Corridor Study. Mr. Price explained that Clarke County and Frederick County Transportation Committee found some errors in the design standards despite jurisdictions' input and the exclusion of the Tevis Street flyover and the I-81 bridge over Russell 150. The consultants are currently taking comments and revising the rough draft.

Mr. Deskins brought up for discussion the TIGER II projects and in particular asked why the I-81 bridge over Russell 150 project had not been recommended due to its poor condition. Mr. Copp stated that it had been submitted in TIGER I but was not approved and that they feel the two projects recommended (Exit 313 interchange and Route 37 extension) would help in the future when maintenance and repair work for that bridge would begin, providing traffic diversion from the bridge.

Meeting adjourned at 10:43 a.m.

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
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Win-Fred Metropolitan Planning Organization Technical Advisory Committee Meeting Minutes – August 10, 2010 at 10 a.m.

**Timbrook Public Safety Center
 3rd Floor Community Meeting Room**

Win-Fred MPO Technical Advisory Committee Member Jurisdiction Representatives					
	Frederick County		VDRPT		Staff
	Patrick Barker		Kenneth Pollock	✓	Chris Price
✓	John Bishop		Winchester Airport	✓	Karen Taylor
✓	Eric Lawrence		Serena ‘Renny’ Manuel	✓	Tiffany Tran
✓	Kris Tierney		Winchester Transit		
	Stephens City		Renee Wells		Media
	Brian Henshaw		Winchester	✓	Winchester Star
	VDOT		Jim Deskins		Alternates
✓	Jerry Copp	✓	Perry Eisenach	✓	Tim Stowe
✓	Terry Short	✓	Tom Hoy		Others
		✓	Tim Youmans	✓	Ed Carter
				✓	Dr. John Crandell
				✓	Jon Masinick
				✓	Ken Mobley
				✓	Heather Mackey
				✓	Chad Tucker

**Winchester -Frederick County ("Win-Fred") MPO
TECHNICAL ADVISORY COMMITTEE Meeting Minutes**

August 10, 2010 - 10:00 a.m.

Timbrook Public Safety Center – 3rd Floor Community Meeting Room

1. Administrative Items:

- a) Welcome and Introductions – Chairman Tim Youmans welcomed everyone to the meeting with a roundtable of introductions.
- b) Review and approval of the July 13, 2010 Technical Advisory Committee Meeting Minutes – **A motion was made by Mr. Tierney approving the minutes. Motion seconded by Mr. Short. Motion carried.**

2. Public Comment Period – None reported.

3. Route 522 Multimodal Corridor Draft Report Presentation

The consultants, Michael Baker and Renaissance Planning Group presented the Draft Report of the Route 522 Multimodal Corridor Study. MPO staff requested to receive comments on the report no later than August 17th. Contact MPO staff to receive a copy of the presentation.

4. Route 11 Access Management Study Draft Report Presentation – Chad Tucker (VDOT)

Mr. Chad Tucker with VDOT presented the Draft Report of the Route 11 Access Management Study. MPO staff requested to receive comments on the report no later than August 31st. Contact MPO staff to receive a copy of the presentation.

5. Long Range Transportation Plan (LRTP) Update

Mr. Price stated that, since the draft Vision Plan has been approved by the Policy Board, it is time to select projects for the fiscally Constrained Plan. Mr. Price noted that VDOT revenue forecasts show a significant decrease in funding over the plan time horizon, particularly in the Urban program. He stated that staff will be requesting that TAC members review the existing constrained plan project list and, given the decreased revenue projections, recommend which projects should still be included on the Constrained Plan. Mr. Price also noted that the current adopted Constrained Plan contains significantly more projects than the previous revenue forecasts should have allowed for, mostly due to the fact that many projects were included for preliminary engineering only. While this process serves to keep projects active, it is no longer the preferred strategy from FHWA and VDOT's perspective.

Mr. Short commented on the change in the long range revenue estimates and noted that you can transfer funding from some programs into others. He also noted that while certain line items had been significantly reduced or eliminated, others had increased. Mr. Short also concurred with Mr. Price that although several dozen projects were identified in the 2030 Constrained Plan, there will be a strong need to choose only a few in the updated plan in order to be fiscally constrained. Many of the members expressed concern about the reductions and differences in the projections than what they were told a couple months ago. Chad Tucker said that the projections are constantly changing and the ones given were developed in January so it could be different than what was told to Frederick County. Mr. Eisenach asked if there was even going to be an Urban program in the next five years and Mr. Short responded that it was not sure at this point but the funding is dwindling. Both Mr. Eisenach and Chairman Youmans said it was the first time they have heard of these reductions and were caught off guard by it. Mr. Bishop stated while the revenue estimates are of concern, the focus of this discussion should be on prioritizing projects for the CLRP as recommended by staff and not on the revenue forecasts.

Mr. Price stated that staff will prepare a list of all of the projects included in the 2030 Constrained Plan and will request that each jurisdiction prioritize, eliminate, or add projects for consideration in the 2035 CLRP within the limits of fiscal constrained provided by the new revenue forecasts.

Mr. Bishop requested that a VDOT representative speak about the revenue forecasts and explain how they are determined in order to make it easier for jurisdictions to complete long range plans and have a better idea on what kind of funding will be available. Mr. Short responded that he would have a VDOT representative attend a meeting in the future to provide more detail about the revenue forecasts.

6. Millwood Avenue Study Update

Mr. Price stated that the consultant Gorove/Slade was approved by the Policy Board at the July meeting. The next step will be a kick-off meeting with Gorove/Slade, MPO staff and committees.

7. August Meeting Schedule

Ms. Taylor reviewed the following schedule:

TBA - Project Steering Committee

Tuesday, August 10 – Technical Advisory Committee @ 10:00 a.m. – Timbrook Public Safety Center

TBA - Citizens Advisory Committee @ 8:00 a.m. – First Bank

Wednesday, August 18 – Policy Board @ 10 a.m. – Frederick County Administrative Offices

Other Business: Mr. Bishop stated that Mr. Barker is not in support of the Park and Ride lots. Mr. Bishop requested a license plate or flyer survey to help determine where people are commuting from.

Meeting adjourned at 12:15 p.m.

**Winchester -Frederick County ("Win-Fred") MPO
TECHNICAL ADVISORY COMMITTEE Meeting**

September 7, 2010 - 10:00 a.m.

Frederick County Administrative Offices – First Floor Conference Room

1. Administrative Items:

- a) Welcome and Introductions – Chairman Tim Youmans welcomed everyone to the meeting.
- b) Review and approval of the August 10, 2010 Technical Advisory Committee Meeting Minutes – The minutes were tabled due to no quorum.

2. Public Comment Period – None reported.

3. 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.

4. Millwood Avenue Study Update

Staff gave an update on the Millwood Avenue Study. Ms. Taylor reviewed the upcoming stakeholder and public input meetings. She stated that the meetings will be held on Monday, September 20th with the stakeholder interviews beginning at 9 a.m. The Project Steering Committee will meet at 10:30 a.m. with the MPO Staff and the Consultant. The public meeting will begin at 6:00 p.m. in the Lord Fairfax Room of the War Memorial Building, Jim Barnett Park. Ms. Taylor stated that she would email out a final meeting schedule one week prior to the set date.

5. September Meeting Schedule

Ms. Taylor reviewed the following meeting schedule:

Tuesday, September 7 – Technical Advisory Committee @ 10:00 a.m. – Frederick County Administrative Offices
Wednesday, September 15 – Policy Board @ 10 a.m. – Frederick County Administrative Offices
Monday, September 20 - Project Steering Committee @ 10:30 a.m. – War Memorial Building (Jim Barnett Park)
Monday, September 20 - Citizens Advisory Committee will host the Millwood Avenue Study Public Input Meeting at the War Memorial Building located in Jim Barnett Park @ 6:00 p.m.

6. Other Business

Mr. Price asked for a description and cost estimates for the new projects that Mr. Eisenach and Mr. Youmans requested for inclusion in the Long Range Transportation Plan Vision List. The City Council has not formally adopted the projects but City staff is waiting on resolutions.

Meeting adjourned at 10:54 a.m.

Definition of Acronyms on Reverse

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 ("Win-Fred") MPO
TECHNICAL ADVISORY COMMITTEE Meeting
November 2, 2010 - 10:00 a.m.**

Frederick County Administrative Offices – First Floor Conference Room

1. Administrative Items:

- a) Welcome and Introductions – Chairman Tim Youmans welcomed everyone to the meeting.
- b) Review and approval of the August 10 and September 7, 2010 Technical Advisory Committee Meeting Minutes – **A motion was made by Mr. Lawrence approving the August 10 minutes. Seconded by Mr. Eisenach. Motion carried. A motion was made by Mr. Eisenach approving the September 7 minutes. Seconded by Mr. Hoy. Motion carried.**

2. Public Comment Period – None reported.

3. Route 11 Corridor Study

Mr. Price reported that VDOT has completed the Route 11 Corridor Study. He stated that MPO Staff emailed the report to all TAC members for review and comment. Mr. Price stated that staff requests TAC's direction regarding moving forward on the Study. The committee discussed the next steps at length. Following discussion, **a motion was made by Mr. Tierney stating that committee members should email staff comments and an explanation of errors regarding the study, therefore staff can create a cover letter addressing the issues. Motion seconded by Mr. Lawrence. Motion carried.**

4. Millwood Avenue Study Update

Mr. Price updated the committee regarding the public input meeting that was held on October 19, 2010. He stated that there was an afternoon and evening public session held. There was an estimated forty participants that attended each session. Mr. Price stated that the consultant is currently working on a draft report which may be complete prior to the December holidays.

5. VAMPO Update

Mr. Price stated that the VAMPO bylaws have been adopted and the MPO must appoint a representative. Mr. Price will discuss this item with the Policy Board Chairman.

6. November Meeting Schedule

Ms. Taylor reviewed the meeting schedule with the committee:

Project Steering Committee - TBA

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

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

7. Other Business

Mr. Price stated that the Constrained Long Range Plan may be available to present in February or March.

Meeting adjourned at 10:25 a.m.

