

# 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

**WinFred Metropolitan Planning Organization  
 Chairman John Willingham  
 Policy Board Meeting Minutes June 20, 2018**

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

<b>WinFred MPO Policy Board Member Jurisdiction Representatives</b>					
	<b>Frederick County</b>		<b>VDOT</b>		<b>Staff</b>
✓	Charles DeHaven, Jr.		Randy Kiser	✓	Brandon Davis
✓	Judith McCann-Slaughter		<b>Non-Voting Members</b>	✓	John Madera
	Kris Tierney		Mack Frost, FHWA	✓	Karen Taylor
	<b>Winchester</b>		Tony Cho, FTA		<b>Others</b>
✓	John Hill		Todd Horsley, DRPT	✓	John Bishop, Frederick County
	Eden Freeman		Rusty Harrington, FAA	✓	Josh Janney – Winchester Star
	John Willingham		<b>Alternates</b>		
		✓	Bill Wiley (Winchester)		
	<b>Stephens City</b>		Perry Eisenach (Winchester)		
	Mike Majher	✓	Tim Youmans (Winchester)		
		✓	Mike Ruddy (Frederick)		
		✓	Terry Short (VDOT)		
			Terry Jackson (VDOT)		
			Ed Carter (VDOT)		
			Brad Reed (VDOT)		

**Winchester-Frederick County MPO**  
**Policy Board Meeting Minutes**  
**Frederick County Administrative Offices - First Floor Conference Room**  
**107 N. Kent Street, Winchester, VA**  
**June 20, 2018 - 10:00 a.m.**

**1. ADMINISTRATIVE ITEMS**

- A. Adoption of Agenda – Motion to adopt made by Ms. McCann-Slaughter, seconded by Mr. Wiley. Motion carried.
- B. Welcome and Introductions – Vice-Chair DeHaven welcomed everyone to the meeting.
- C. Review and approval of the Draft Minutes of the May 16, 2018 Policy Board Meeting – Motion to adopt made by Ms. McCann-Slaughter, seconded by Mr. Ruddy. Motion carried.
- D. Financial Report – Report provided for information only.
- E. Draft June 5, 2018 Technical Advisory Committee Meeting Minutes – Provided for information only.

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

**3. SmartScale Applications Resolution of Support**

Mr. Madera stated that the Technical Advisory Committee reviewed the list of SmartScale project applications for submittal during their May meeting. The Committee is recommending approval of the project list (attached to the minutes) to the Policy Board. Following a brief discussion, a motion was made by Ms. McCann-Slaughter approving the Resolution of Support and authorization for the Chairman to sign; motion seconded by Mr. Hill. Motion carried.

**4. Review and approval of the most recently revised Memorandum of Understanding**

Mr. Short gave a brief overview of the revised MOU. Following the overview, a motion was made by Mr. Wiley approving the revised Memorandum of Understanding and authorization for the Chairman to sign; motion seconded by Ms. McCann-Slaughter. Motion carried.

**5. Update on Performance Based Planning & Programming – Safety Performance Measures**

Mr. Short gave an overview of the updated safety performance measures. FHWA is requiring MPOs to incorporate this into their TIPs. Item presented for information only – action required at a later date.

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

- Project Steering Committee: TBD
- *Technical Advisory Committee: July meeting cancelled*
- *Policy Meeting: July meeting potentially cancelled*

**7. VDOT/DRPT/Staff Updates** – Mr. Short gave an update on SmartScale pre-application period, Route 11 North Study, STARS Valley Pike Study, I-81 public meetings, Exit 313/Millwood bridge replacement and the Tevis crossover.

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

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

**Glossary of Acronyms on Next Page**

### 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. Conduct 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- With in 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.

**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 1<sup>st</sup> and ends the following June 30th.

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

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**Policy Board**

**Chair:**

**John A. Willingham**  
*City of Winchester*

**Vice-Chair:**

**Charles S. DeHaven, Jr.**  
*Frederick County*

**Secretary/ Treasurer:**

**Brandon Davis**  
*NSVRC*

**City of Winchester:**

\*Eden Freeman

*City Manager*

\*John W. Hill

*Council Member*

\*John A. Willingham

*Council Member*

**Frederick County:**

\*Judith McCann-Slaughter

*Board of Supervisors*

\*Kris Tierney

*County Administrator*

\*Charles S. DeHaven, Jr.

*Board of Supervisors*

**Stephens City:**

\*Michael Majher

*Town Administrator/ Engineer*

**VDOT:**

\*Randy Kiser

*District Administrator*

**Va. Dept. of Rail & Public Trans.:**

Ciara Williams

*Transit Planning Manager*

**Federal Highway Administration:**

Mack Frost

*Planning and Environmental Specialist*

**Federal Transit Administration:**

Tony Cho

*Transportation Program Specialist*

\* Denotes Voting Members

**MPO RESOLUTION 18-02**

**6/20/18**

RESOLVED, that the WinFred Metropolitan Planning Organization supports the following FY2019 SMART SCALE applications:

City of Winchester

- Millwood Avenue Traffic Improvements between Mall Blvd and Jubal Early Drive
- Jubal Early Traffic Improvements at Pleasant Valley
- Pleasant Valley Traffic Improvements at Cork Street
- Traffic Signal Synchronization on Valley Avenue Corridor and Gerrard Street Corridor

Frederick County

- Exit 317 NB Ramp Realignment/Redbud Road Intersection Improvements
- Rt. 11 North Corridor Improvements
- Route 522/Costello Drive Turn Lane and Intersection Operations Improvements
- Route 11/Shawnee Drive/Opequon Church Lane Intersection Improvements

WinFred MPO

- I-81 Exit 317 Accel/Decel Lane Extensions
- I-81 Exit 307 Roundabouts
- I-81 Exit 313 Bridge Capacity Improvement
- I-81 Winchester Hard Running Shoulders

NSVRC

- Route 11 South Corridor Enhancements

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This is to certify that the WinFred Metropolitan Planning Organization approved the above resolution at its meeting held June 20, 2018.

WITNESS:

BY:

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Brandon Davis  
Secretary-Treasurer WinFred MPO

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John Willingham  
Chairman WinFred MPO