

WIN-FRED METROPOLITAN PLANNING ORGANIZATION

Frederick County ❖ City of Winchester ❖ Town of Stephens City



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**WinFred Metropolitan Planning Organization
 Chairman John Willingham
 DRAFT Policy Board Meeting Minutes
 September 19, 2018**

**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	✓	Brandon Davis
✓	Judith McCann-Slaughter		Non-Voting Members	✓	John Madera
✓	Kris Tierney		Mack Frost, FHWA	✓	Karen Taylor
	Winchester		Tony Cho, FTA		Others
✓	John Hill		Todd Horsley, DRPT	✓	Tyler Klein, Frederick County
✓	Eden Freeman		Rusty Harrington, FAA	✓	Josh Janney – Winchester Star
✓	John Willingham		Alternates	✓	Scott Alexander, VDOT
		✓	Bill Wiley (Winchester)		
	Stephens City		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
September 19, 2018 - 10:00 a.m.**

1. ADMINISTRATIVE ITEMS

- A. Adoption of Agenda – Motion to adopt made by Ms. McCann-Slaughter, seconded by Ms. Freeman. Motion carried.
- B. Election of FY19 Chair and Vice-Chair – Mr. Davis called the meeting to order and opened the floor to nominations for Chair. Mr. Willingham nominated Mr. DeHaven, seconded by Mr. Wiley. Motion carried. Mr. DeHaven opened the floor to nominations for Vice-Chair. Ms. McCann-Slaughter nominated Mr. Wiley, seconded by Mr. Tierney. Motion carried. Ms. McCann-Slaughter made a motion to close the election, seconded by Mr. Tierney. Motion carried.
- C. Welcome and Introductions – Chairman DeHaven welcomed everyone to the meeting.
- D. Review and approval of the Draft Minutes of the June 20, 2018 Policy Board Meeting – Motion made by Ms. McCann-Slaughter approving the minutes, seconded by Mr. Hill. Motion carried.
- E. Financial Report- Report provided for information; no action.
- F. Draft September 4, 2018 Technical Advisory Committee Meeting Minutes – Report provided for information only; no action.

2. Public Comment Period – None reported.

3. Update on the North Winchester Area Plan

Mr. Madera gave a background report on the Plan. He stated that the initial planning phase was to replace the bridges but VDOT regulations have changed since. The study has been broken in two phases. Mr. Short gave a presentation on Phase I and II (presentation attached to the minutes). Following the presentation, discussion ensued. Mr. Short stated that the next step is for the Project Steering Committee to reconvene and finalize the scope of work and expected outcomes. The goal is to have this Plan done in the current fiscal year and under contract by December. No action was requested on this agenda item.

4. I-81 Study MPO Comments and Letter to CTB

Mr. Davis handed out the draft letter which includes MPO comments. He stated that the goal is to make sure the County and City comments align with MPO comments. Mr. Davis requested that the Policy Board endorse the draft letter. Discussion ensued. The Board agreed that the MPO go a step further and recommend widening I-81 north of 37 to the WV line, due to Proctor & Gamble. Staff will amend the draft letter with the MPO recommendations. Prior to submitting to VDOT, staff will send the final draft to the MPO Chair and Vice-Chair for approval. A motion was made by Mr. Tierney authorizing the MPO Chair and Vice-Chair to execute the letter as amended with noted recommendations and the addition of City comments. A brief discussion ensued. CTB Member Dixon stated he met with the Deputy Secretary requesting that further study be made in future development plans on Route 11 and north I-81 in regards to the Proctor and Gamble site – Deputy Secretary stated this is being done. Motion seconded by Ms. McCann-Slaughter. Motion carried.

5. Commonwealth Transportation Board (CTB) Report – Mr. Dixon Whitworth, Jr. CTB Staunton District, Vice Chairman

Mr. Dixon Whitworth, Jr. CTB Staunton District Vice-Chairman reported on the following CTB activities: September meetings held in Winchester, SmartScale, Natural Bridge Presentation to the CTB, Hampton Roads Tunnel, Economic Development Access Funds, Rail Access Funds, Route 7 in Northern Virginia and I-81 Corridor. The Board thanked Mr. Whitworth for his continued support.

6. TIP Amendment and Resolution Adopting Performance Based Planning & Programming Safety Performance Measures

Mr. Short introduced the TIP amendment and resolution for adopting Performance Based Planning & Safety Performance Measures. A motion was made by Mr. Freeman to amend the WinFred MPO TIP and authorization for the Chair to sign the resolution, seconded by Ms. McCann-Slaughter. Motion carried.

7. Review of the redesigned WinFred MPO website www.winfredmpo.org

Ms. Taylor presented the redesigned WinFred MPO website.

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

- Project Steering Committee: TBD
- Technical Advisory Committee: October 2, 2018 @ 10 a.m.
- Policy Meeting: October 17, 2018 @ 10 a.m.

9. VDOT/DRPT/Staff Updates – None reported.

10. Other business – None reported.

Meeting Adjourned at 11:30 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 1st 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.