



Policy Board Meeting Minutes
Frederick County Administrative Offices - First Floor Conference Room
107 N. Kent Street, Winchester, VA
January 15, 2020 - 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. Welcome and Introductions - Chairman DeHaven welcomed everyone to the meeting.
- C. Review and approval of the Draft Minutes of the September 18, 2019 Policy Board Meeting – Motion made by Ms. McCann-Slaughter approving the minutes; seconded by Mr. Kiser. Motion carried.
- D. Financial Report – Provided for information only.
- E. Draft January 7, 2020 Technical Advisory Committee Meeting Minutes – Provided for information only.
- F. Review and endorsement of a request for FTA Section 5310 Grant assistance from Shenandoah Area on Ageing (SAAA), Grafton and Northwestern Community Services Board – Motion made by Ms. McCann-Slaughter approving MPO endorsement of the grant requests; seconded by Ms. Freeman. Motion carried.

2. Public Comment Period – Arthur Christjohn spoke in regard to issues with people parking in front of City bus stops, he would like to have this corrected. Sidewalk in front of CiCi’s Pizza is not ADA compliant and the bus stop is not handicap accessible. Ms. Freeman stated that the bus shelter in front of Martin’s will be rebuilt. Mr. Christjohn stated he would like to see speed cameras on Fairmont Avenue.

3. MPO Safety Performance Trends and 2020 State Safety Targets – Brandon Davis, NSVRC

Mr. Davis gave an overview of the safety performance trends and state safety targets. The question was asked, what happens if we do not meet the five year projections, Mr. Davis replied that there are no repercussions. Following the brief discussion, a motion was made by Ms. McCann-Slaughter that the WinFred MPO support statewide 2020 safety performance targets as recommended by TAC; seconded by Mr. Wiley. Motion carried.

4. Long Range Transportation Plan Review and Prioritization Update – Brandon Davis, NSVRC

Mr. Davis updated the Board on this project. He stated that prioritization has been completed. Mr. Short added that Mr. Madera’s work on this project was intensive and extensive in developing the prioritization. No action required from the Board.

5. System Planning Update – Terry Short, VDOT and Karen Taylor, NSVRC

North Winchester Area Study: Kimley-Horn is underway on the project. Data from the study will inform a SmartScale application.

STARS Route 7: Scope revisions are complete, and the consultant is underway.

STARS Pleasant Valley Avenue: The online public survey is ready to go live next week.

Millwood Avenue and Mall Boulevard Study: Prime AE has been selected for this project. A kickoff meeting will be held in the next few days.

City Bikeshare study: Racey is the consultant for this study. A kickoff meeting will be held on February 4, 2020. This is a four month study.

6. Upcoming Meeting Schedule

- A. Project Steering Committee: TBD
- B. Technical Advisory Committee: February 4, 2020
- C. Policy Board: February 19, 2020
- D. City Bikeshare Kick-off meeting: February 4, 2020

7. VDOT/DRPT/Staff Updates

SmartScale portal opens on March 1st and up to five projects can be submitted. August is the opening date for applications.

Ms. Taylor stated that a survey to receive input for FY21 UPWP projects will be sent out next week.

8. Meeting adjourned at 11:15 a.m.

A majority of the MPO voting members shall constitute a quorum (5 voting members)

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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.