

WIN-FRED METROPOLITAN PLANNING ORGANIZATION

Frederick County ❖ City of Winchester ❖ Town of Stephens City
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**WinFred Metropolitan Planning Organization
 Chairman Charles DeHaven, Jr.
 Policy Board Meeting Minutes - 5/20/20**

**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	✓	Richard Duran, FHWA	✓	Karen Taylor
	Winchester		Tony Cho, FTA		Others
✓	John Hill	✓	Ciara Williams, DRPT	✓	John Bishop, Frederick Co
✓	Mary Beth Price		Rusty Harrington, FAA		
✓	Bill Wiley		Alternates		
			John Willingham (Winchester)		
	Stephens City		Perry Eisenach (Winchester)		
	Mike Majher	✓	Tim Youmans (Winchester)		
			Mike Ruddy (Frederick)		
		✓	Terry Short (VDOT)		
		✓	Matt Smith (VDOT)		
		✓	Ed Carter (VDOT)		
			Brad Reed (VDOT)		



WinFred MPO Policy Board Meeting Minutes
Wed, May 20, 2020 10:00 AM - 11:30 AM (EDT)
Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/853900397>

1. ADMINISTRATIVE ITEMS

- A. Adoption of Agenda – Motion made by Mr. Tierney adopting the agenda; seconded by Mr. Hill. Motion carried.
- B. Welcome and Introductions – Chairman DeHaven welcomed everyone to the meeting.
- C. Review and approval of the Draft Minutes of the January 15 and April 15, 2020 Policy Board Meetings – Motion to adopt minutes made by Mr. Wiley; seconded by Mr. Tierney. Motion carried.
- D. Financial Report – Provided for information only; no action requested.
- E. Draft March 3, 2020 Technical Advisory Committee Meeting Minutes – Provided for information only; no action requested.

2. Public Comment Period – None reported.

3. Draft FY2021 Unified Planning Work Program (UPWP)

Ms. Taylor stated that the MPO Technical Advisory Committee (TAC) reviewed and made edits to the draft UPWP at the March 3rd meeting. Staff made the requested updates; a copy is included in the agenda packet for review. TAC forwarded to the Policy Board a recommendation approving the 20 day public comment period, pending comments received, final approval.

Ms. Taylor and Mr. Madera reviewed the document with the Board. Following review, a motion was made by Ms. McCann-Slaughter approving to forward the draft FY21 UPWP to the 20 day public comment period, pending comments received, final approval; seconded by Mr. Hill. Motion carried.

4. Draft FY21-24 Highway and Transit Transportation Improvement Programs (TIPs)

Ms. Taylor and Mr. Madera reviewed the draft FY21-24 Highway and Transit TIPs with the Board. Following review, a motion was made by Ms. McCann-Slaughter approving to forward to the 20 day public comment period, pending comments received, final approval; seconded by Mr. Tierney. Motion carried.

5. System Planning Update

Mr. Madera and Mr. Short provided an update on the following studies:

- North Winchester Area Study Phase II; Millwood Avenue/Mall Blvd.; Route 50/522 Realignment Study; STARS: Pleasant Valley Avenue and Route 7

6. Upcoming Meeting Schedule

- A. Project Steering Committee: TBD
- B. Technical Advisory Committee: June 2, 2020
- C. Policy Board: June 17, 2020

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

8. Other Business – None reported.

Meeting adjourned at 10:55 a.m.

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

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 help 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.