



**WinFred MPO Policy Board Meeting**  
**Wed, September 16, 2020 10:00 AM - 11:00 AM**

<https://zoom.us/j/92173375480?pwd=WjFJRy9MU21uTnhyTW0zWnJ1NkhXdz09>

**Meeting ID: 921 7337 5480**

**Passcode: 984853**

**1. ADMINISTRATIVE ITEMS**

- A. Adoption of Agenda
- B. Annual election of FY21 Policy Board Chair and Vice-Chair
- C. Welcome and Roll Call
  - City of Winchester; Frederick County; Stephens City; VDOT/DRPT; FHWA/FTA; NSVRC Staff; Others
- D. Review and approval of the Draft Minutes of the July 15, 2020 Policy Board Meetings  
**(Attached)**
- E. Financial Report **(Attached)**
- F. Draft September 1, 2020 Technical Advisory Committee Meeting Minutes **(Will be emailed)**

**2. Public Comment Period**

**3. Support for SMART SCALE applications (Resolution Attached) – John Madera, WinFred MPO**

Eight (8) final applications for highway projects located within the Metropolitan Planning Area were submitted through SMART SCALE by the extended August 17 deadline. These applications require a resolution of support from the MPO Policy Board submitted no later than October 30 to qualify for consideration.

**Action: Motion approving the attached resolution and permission for the Chair to sign.**

**4. System Planning Update – John Madera & Karen Taylor, NSVRC/Terry Short, VDOT**

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

**5. Upcoming Meeting Schedule – All meetings begin at 10 a.m.**

- A. Project Steering Committee: TBD
- B. Technical Advisory Committee: October 6, 2020
- C. Policy Board: October 21, 2020

**6. VDOT/DRPT/Staff Updates**

**7. Other Business**

**8. Adjournment**

**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.

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**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.

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# 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  
 www.winfredmpo.org

## WinFred Metropolitan Planning Organization

**Chairman Charles DeHaven, Jr.**  
**DRAFT Policy Board Meeting Minutes**  
**July 15, 2020**

Meeting held via Zoom due to the COVID-19 Pandemic

WinFred MPO Policy Board Member Jurisdiction Representatives					
	<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	✓	Richard Duran, FHWA	✓	Amanda Kerns
	<b>Winchester</b>		Tony Cho, FTA		<b>Others</b>
	John Hill	✓	Ciara Williams, DRPT		
	Mary Beth Price		Rusty Harrington, FAA		
✓	Bill Wiley		<b>Alternates</b>		
			John Willingham (Winchester)		
	<b>Stephens City</b>		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  
Wed, July 15, 2020 10:00 AM - 11:00 AM**

<https://global.gotomeeting.com/join/455349053>

United States: +1 (646) 749-3122

Access Code: 455-349-053

- 1. ADMINISTRATIVE ITEMS – Chair DeHaven was unable to attend the meeting, the Vice-Chair Mr. Wiley conducted the meeting.**
  - A. Adoption of Agenda – Motion made by Ms. McCann-Slaughter to adopt the agenda as presented; motion seconded by Mr. Kiser. Motion carried.
  - B. Annual election of FY21 Policy Board Chair and Vice-Chair  
Mr. Wiley opened the floor up for Chair and Vice-Chair nominations. Ms. McCann-Slaughter made a motion nominating Mr. Charles DeHaven for Chair and Mr. Bill Wiley for Vice-Chair. There was no second to the motion.
  - C. Welcome and Roll Call  
Attendees have been marked present on the attendance cover sheet (page 1 of minutes)
  - D. Financial Report – This report is provided for information only. Ms. McCann-Slaughter had a question in reference to Work Task 5 and the funding split among FHWA, VDOT and localities. Mr. Davis and Mr. Short explained this item.
  - E. Draft July 7, 2020 Technical Advisory Committee Meeting Minutes – Minutes were presented for information only.
- 2. Public Comment Period** – Ms. McCann-Slaughter asked if the FY21-24 TIP had been updated in regards to what she asked about at an earlier Policy Board meeting. Ms. Kerns stated that the document has been updated.
- 3. Support for SMART SCALE applications – John Madera, WinFred MPO**

Mr. Madera presented a slide show in regards to four pre-applications that were submitted for Smart Scale, all of which have conditionally screened in. He stated that the final applications, due August 3, require a resolution of support from the MPO Policy Board.

Following Mr. Madera’s presentation, a discussion followed in regards to the City transportation projects at the Wingate Inn and the Shenandoah University Pedestrian Bridge. Mr. Wiley gave an update on the City Council meeting where these items were discussed.

Following discussion, a motion was made by Ms. McCann-Slaughter approving the attached resolution and permission for the Chair to sign. Motion seconded by Mr. Youmans. Motion carried.
- 4. System Planning Update – John Madera, NSVRC and Terry Short, VDOT**

**North Winchester Area Study Phase II**

The consulting team has submitted its final report, which has been attached to the SMART SCALE application for a diverging diamond interchange at Exit 317 and other improvements along Route 11.

### **Millwood Avenue/Mall Blvd**

Work is proceeding on the development of 30 percent design plans following City staff discussions with city council and property owners over the summer.

### **Route 522 Realignment Study**

A virtual project steering committee was held one week ago. Results from the public survey were discussed; only 7 responses. Agreement was reached on a preferred alignment: connecting with Millwood Pike via Price Frederick Drive. The consultants are working on the final report, and will prepare a scope of work for phase 2: refining the alignment, estimating real estate impacts, recommending a preferred cross-section, and developing a phasing strategy.

### **City Bikeshare Study**

The Draft Final Plan has been prepared and will be presented to Winchester City Council at the end of July.

Following Mr. Madera's update, Ms. McCann-Slaughter expressed concern in regards to the cost of the diverging diamond interchange at the North Winchester area study location. Mr. Short stated that new mechanisms have been put into place to generate more revenue which is in the SYIP 22-27. He stated that theoretically there will additional funding made available. Mr. Madera stated, that within three miles of the project, there is 2.1 million square feet of approved development.

## **5. Upcoming Meeting Schedule**

- A. Project Steering Committee: TBD
- B. Technical Advisory Committee: August 4, 2020
- C. Policy Board: August 19, 2020

**6. VDOT/DRPT/Staff Updates** – Mr. Short stated that Smart Scale application deadline may be extended to August 17, 2020.

**7. Other Business** – None reported.

**Meeting adjourned at 10:40 a.m.**

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**WIN-FRED MPO FYE 2021 UPWP  
Revenues & Fiscal Year to Date Expenses Summary by Task  
July 1, 2020 through August 29, 2020 (FY 2021)**

UPWP Tasks	% Split VDOT/ DRPT	Highway Funding				Transit Funding				Total 100% MPO Expenditures	UPWP Funding Remaining
		FHWA Planning 80%	State Match 10%	Local Match 10%	Subtotal Highway VDOT	FTA 5303 80%	State Match 10%	Local Match 10%	Subtotal Transit DRPT		
<b>Task 1: Program Management and Administration Revenue</b>	<b>50/50</b>	\$ 28,000.00	\$ 3,500.00	\$ 3,500.00	\$ 35,000.00	\$ 28,000.00	\$ 3,500.00	\$ 3,500.00	\$ 35,000.00	\$ 70,000.00	
NSVRC Administrative Expenses & Direct Costs		\$ (3,403.60)	\$ (425.45)	\$ (425.45)	\$ (4,254.50)	\$ (3,403.60)	\$ (425.45)	\$ (425.45)	\$ (4,254.50)	\$ (8,509.00)	
T1 Revenue Balance Remaining		\$ 24,596.40	\$ 3,074.55	\$ 3,074.55	\$ 30,745.50	\$ 24,596.40	\$ 3,074.55	\$ 3,074.55	\$ 30,745.50	\$ 61,491.00	87.8%
<b>Task 2: Transportation Improvement Program (TIP)</b>	<b>50/50</b>	\$ 600.00	\$ 75.00	\$ 75.00	\$ 750.00	\$ 600.00	\$ 75.00	\$ 75.00	\$ 750.00	\$ 1,500.00	
NSVRC Administrative Expenses & Direct Costs		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
T2 Revenue Balance Remaining		\$ 600.00	\$ 75.00	\$ 75.00	\$ 750.00	\$ 600.00	\$ 75.00	\$ 75.00	\$ 750.00	\$ 1,500.00	100.0%
<b>Task 3: State/Federal Requested Work Tasks</b>	<b>70/30</b>	\$ 2,800.00	\$ 350.00	\$ 350.00	\$ 3,500.00	\$ 1,200.00	\$ 150.00	\$ 150.00	\$ 1,500.00	\$ 5,000.00	
NSVRC Administrative Expenses & Direct Costs		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
T3 Revenue Balance Remaining		\$ 2,800.00	\$ 350.00	\$ 350.00	\$ 3,500.00	\$ 1,200.00	\$ 150.00	\$ 150.00	\$ 1,500.00	\$ 5,000.00	100.0%
<b>Task 4: Public Mobility</b>	<b>0/100</b>					\$ 7,196.00	\$ 900.00	\$ 900.00	\$ 8,996.00	\$ 8,996.00	
NSVRC Administrative Expenses & Direct Costs						\$ (378.73)	\$ (47.34)	\$ (47.34)	\$ (473.41)	\$ (473.41)	
Consultant Expenses						\$ -	\$ -	\$ -	\$ -	\$ -	
T4 Revenue Balance Remaining						\$ 6,817.27	\$ 852.66	\$ 852.66	\$ 8,522.59	\$ 8,522.59	94.7%
<b>Task 5: Local Technical Assistance</b>	<b>90/10</b>	\$ 72,000.00	\$ 9,000.00	\$ 9,000.00	\$ 90,000.00	\$ 8,000.00	\$ 1,000.00	\$ 1,000.00	\$ 10,000.00	\$ 100,000.00	
NSVRC Administrative Expenses & Direct Costs		\$ (445.72)	\$ (55.72)	\$ (55.72)	\$ (557.15)	\$ (495.25)	\$ (6.19)	\$ 439.53	\$ (61.91)	\$ (619.06)	
Consultant Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
T5 Revenue Balance Remaining		\$ 71,554.28	\$ 8,944.28	\$ 8,944.28	\$ 89,442.85	\$ 7,504.75	\$ 993.81	\$ 1,439.53	\$ 9,938.09	\$ 99,380.94	99.4%
<b>Task 6: Bicycle &amp; Pedestrian Plan Development</b>	<b>0/100</b>					\$ 28,600.00	\$ 3,575.00	\$ 3,575.00	\$ 35,750.00	\$ 35,750.00	
NSVRC Administrative Expenses & Direct Costs						\$ (772.42)	\$ (96.55)	\$ (96.55)	\$ (965.52)	\$ (965.52)	
Consultant Expenses						\$ -	\$ -	\$ -	\$ -	\$ -	
T6 Revenue Balance Remaining						\$ 27,827.58	\$ 3,478.45	\$ 3,478.45	\$ 34,784.48	\$ 34,784.48	97.3%
<b>Task 7: System Planning</b>	<b>85/15</b>	\$ 200,600.00	\$ 25,075.00	\$ 25,075.00	\$ 250,750.00	\$ 35,400.00	\$ 4,425.00	\$ 4,425.00	\$ 44,250.00	\$ 295,000.00	
NSVRC Administrative Expenses & Direct Costs		\$ (5,620.54)	\$ (702.57)	\$ (702.57)	\$ (7,025.68)	\$ (991.86)	\$ (123.98)	\$ (123.98)	\$ (1,239.83)	\$ (8,265.50)	
Consultant Expenses		\$ (22,132.33)	\$ (2,766.54)	\$ (2,766.54)	\$ (27,665.42)	\$ (3,905.71)	\$ (488.21)	\$ (488.21)	\$ (4,882.13)	\$ (32,547.55)	
T7 Revenue Balance Remaining		\$ 172,847.13	\$ 21,605.89	\$ 21,605.89	\$ 216,058.91	\$ 30,502.43	\$ 3,812.80	\$ 3,812.80	\$ 38,128.04	\$ 254,186.95	86.2%
<b>Task 8: Long Range Planning, Modeling, GIS and Data</b>	<b>70/30</b>	\$ 56,000.00	\$ 7,000.00	\$ 7,000.00	\$ 70,000.00	\$ 24,000.00	\$ 3,000.00	\$ 3,000.00	\$ 30,000.00	\$ 100,000.00	
NSVRC Administrative Expenses & Direct Costs		\$ (1,457.99)	\$ (182.25)	\$ (182.25)	\$ (1,822.49)	\$ (624.85)	\$ (78.11)	\$ (78.11)	\$ (781.07)	\$ (2,603.56)	
T8 Revenue Balance Remaining		\$ 54,542.01	\$ 6,817.75	\$ 6,817.75	\$ 68,177.51	\$ 23,375.15	\$ 2,921.89	\$ 2,921.89	\$ 29,218.93	\$ 97,396.44	97.4%
<b>TOTAL FY2021 BUDGETED REVENUES</b>		\$ 360,000.00	\$ 45,000.00	\$ 45,000.00	\$ 450,000.00	\$ 132,996.00	\$ 16,625.00	\$ 16,625.00	\$ 166,246.00	\$ 616,246.00	
<b>TOTAL FY2021 EXPENSES FISCAL YEAR TO DATE</b>		\$ (33,060.19)	\$ (4,132.52)	\$ (4,132.52)	\$ (41,325.24)	\$ (10,572.41)	\$ (1,265.84)	\$ (820.11)	\$ (12,658.36)	\$ (53,983.60)	
<b>TOTAL FY2021 BUDGETED REVENUES REMAINING</b>		\$ 326,939.81	\$ 40,867.48	\$ 40,867.48	\$ 408,674.76	\$ 122,423.59	\$ 15,359.16	\$ 15,804.89	\$ 153,587.64	\$ 562,262.40	

<u>Fiscal Year to Date Staff Hours: July 1, 2020 - Aug. 29, 2020</u>	<u>TASK #1</u>	<u>TASK #2</u>	<u>TASK #3</u>	<u>TASK #4</u>	<u>TASK #5</u>	<u>TASK #6</u>	<u>TASK #7</u>	<u>TASK #8</u>	<u>TOTAL HOURS</u>
Executive Assistant	15.75								
Executive Director						1.00	100.00	31.50	
Principal Planner									
Director of Finance & Administration	11.25								
Fiscal & Admin. Asst.									
Regional Planner I	1.00					1.00			
Program Coordinator									
Sr. Project & Operations Manager	61.00			6.50	8.50	11.50			
GIS/Regional Planner II									
<b>TOTAL HOURS FYTD</b>	<b>89.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6.50</b>	<b>8.50</b>	<b>13.50</b>	<b>100.00</b>	<b>31.50</b>	<b>249.00</b>

