



**WinFred MPO Policy Board Meeting
Wed, October 21, 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. Welcome and Roll Call

-City of Winchester; Frederick County; Stephens City; VDOT/DRPT; FHWA/FTA;
NSVRC Staff; Others

**C. Review and approval of the Draft Minutes of the September 16, 2020 Policy Board Meetings
(Attached)**

D. Financial Report (Attached)

E. Draft October 6, 2020 Technical Advisory Committee Meeting Minutes (Attached)

2. Public Comment Period

3. Winchester Bikeshare Study Presentation – Danny Yoder, EPR

4. Public Transportation Agency Safety Plan Performance Measures – Wood Hudson, DRPT

5. 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

6. StudyUpcoming Meeting Schedule – All meetings begin at 10 a.m.

A. Project Steering Committee: TBD

B. Technical Advisory Committee: No meeting scheduled in November – State Holiday

C. Policy Board: November 18, 2020 (potentially cancelled)

7. VDOT/DRPT/Staff Updates

8. Other Business

9. 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.

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.

**WIN-FRED MPO FYE 2021 UPWP
Revenues & Fiscal Year to Date Expenses Summary by Task
July 1, 2020 through September 30, 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		
Task 1: Program Management and Administration Revenue	50/50	\$ 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		\$ (7,940.56)	\$ (992.57)	\$ (992.57)	\$ (9,925.70)	\$ (7,940.56)	\$ (992.57)	\$ (992.57)	\$ (9,925.70)	\$ (19,851.40)	
T1 Revenue Balance Remaining		\$ 20,059.44	\$ 2,507.43	\$ 2,507.43	\$ 25,074.30	\$ 20,059.44	\$ 2,507.43	\$ 2,507.43	\$ 25,074.30	\$ 50,148.60	71.6%
Task 2: Transportation Improvement Program (TIP)	50/50	\$ 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%
Task 3: State/Federal Requested Work Tasks	70/30	\$ 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		\$ (337.94)	\$ (42.24)	\$ (42.24)	\$ (422.42)	\$ (144.83)	\$ (18.10)	\$ (18.10)	\$ (181.04)	\$ (603.46)	
T3 Revenue Balance Remaining		\$ 2,462.06	\$ 307.76	\$ 307.76	\$ 3,077.58	\$ 1,055.17	\$ 131.90	\$ 131.90	\$ 1,318.96	\$ 4,396.54	87.9%
Task 4: Public Mobility	0/100					\$ 7,196.00	\$ 900.00	\$ 900.00	\$ 8,996.00	\$ 8,996.00	
NSVRC Administrative Expenses & Direct Costs						\$ (686.01)	\$ (85.75)	\$ (85.75)	\$ (857.51)	\$ (857.51)	
Consultant Expenses						\$ -	\$ -	\$ -	\$ -	\$ -	
T4 Revenue Balance Remaining						\$ 6,509.99	\$ 814.25	\$ 814.25	\$ 8,138.49	\$ 8,138.49	90.5%
Task 5: Local Technical Assistance	90/10	\$ 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		\$ (456.34)	\$ (57.04)	\$ (57.04)	\$ (570.43)	\$ (507.05)	\$ (6.34)	\$ 450.01	\$ (63.38)	\$ (633.81)	
Consultant Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
T5 Revenue Balance Remaining		\$ 71,543.66	\$ 8,942.96	\$ 8,942.96	\$ 89,429.57	\$ 7,492.95	\$ 993.66	\$ 1,450.01	\$ 9,936.62	\$ 99,366.19	99.4%
Task 6: Bicycle & Pedestrian Plan Development	0/100					\$ 28,600.00	\$ 3,575.00	\$ 3,575.00	\$ 35,750.00	\$ 35,750.00	
NSVRC Administrative Expenses & Direct Costs						\$ (5,470.52)	\$ (683.82)	\$ (683.81)	\$ (6,838.15)	\$ (6,838.15)	
Consultant Expenses						\$ -	\$ -	\$ -	\$ -	\$ -	
T6 Revenue Balance Remaining						\$ 23,129.48	\$ 2,891.19	\$ 2,891.19	\$ 28,911.85	\$ 28,911.85	80.9%
Task 7: System Planning	85/15	\$ 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		\$ (10,487.41)	\$ (1,310.93)	\$ (1,310.93)	\$ (13,109.26)	\$ (1,850.72)	\$ (231.34)	\$ (231.34)	\$ (2,313.40)	\$ (15,422.66)	
Consultant Expenses		\$ (59,509.01)	\$ (7,438.63)	\$ (7,438.63)	\$ (74,386.26)	\$ (10,501.59)	\$ (1,312.70)	\$ (1,312.70)	\$ (13,126.99)	\$ (87,513.25)	
T7 Revenue Balance Remaining		\$ 130,603.58	\$ 16,325.45	\$ 16,325.45	\$ 163,254.48	\$ 23,047.69	\$ 2,880.96	\$ 2,880.96	\$ 28,809.61	\$ 192,064.09	65.1%
Task 8: Long Range Planning, Modeling, GIS and Data	70/30	\$ 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		\$ (4,090.48)	\$ (511.31)	\$ (511.31)	\$ (5,113.10)	\$ (1,753.06)	\$ (219.13)	\$ (219.13)	\$ (2,191.33)	\$ (7,304.43)	
T8 Revenue Balance Remaining		\$ 51,909.52	\$ 6,488.69	\$ 6,488.69	\$ 64,886.90	\$ 22,246.94	\$ 2,780.87	\$ 2,780.87	\$ 27,808.67	\$ 92,695.57	92.7%
TOTAL FY2021 BUDGETED REVENUES		\$ 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	
TOTAL FY2021 EXPENSES FISCAL YEAR TO DATE		\$ (82,821.74)	\$ (10,352.72)	\$ (10,352.72)	\$ (103,527.18)	\$ (28,854.34)	\$ (3,549.75)	\$ (3,093.41)	\$ (35,497.49)	\$ (139,024.67)	
TOTAL FY2021 BUDGETED REVENUES REMAINING		\$ 277,178.26	\$ 34,647.28	\$ 34,647.28	\$ 346,472.82	\$ 104,141.66	\$ 13,075.25	\$ 13,531.59	\$ 130,748.51	\$ 477,221.33	

Fiscal Year to Date Staff Hours: July 1, 2020 - September 30, 2020	TASK #1	TASK #2	TASK #3	TASK #4	TASK #5	TASK #6	TASK #7	TASK #8	TOTAL HOURS
Executive Assistant									
Executive Director	37.50								
Principal Planner						17.00	182.25	74.50	
Director of Finance & Administration	15.50								
Fiscal & Admin. Asst.									
Regional Planner I	7.00		13.00			7.50			
Program Coordinator									
Sr. Project & Operations Manager	158.00			11.50	8.50	25.50			
GIS/Regional Planner II									
TOTAL HOURS FYTD	218.00	0.00	13.00	11.50	8.50	50.00	182.25	74.50	557.75

Win-Fred Metropolitan Planning Organization (MPO)

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

Technical Advisory Committee Minutes: October 6, 2020 @ 10 a.m.

Frederick County Administrative Offices
 107 N. Kent Street, Winchester, VA
 First Floor Conference Room

Member Jurisdiction Representatives					
	Frederick County		DRPT		Staff
✓	Patrick Barker	✓	Ciara Williams	✓	Brandon Davis
✓	John Bishop		Todd Horsley	✓	John Madera
✓	Mike Ruddy		Winchester Airport	✓	Karen Taylor
✓	Jay Tibbs	✓	Nick Sabo		Amanda Kerns
	Stephens City		Winchester Transit		Others
✓	Mike Majher	✓	Renee Wells	✓	Wood Hudson, DRPT
	VDOT		Winchester	✓	Will Cockrell, EPR
✓	Terry Short	✓	Perry Eisenach	✓	Danny Yoder, EPR
		✓	Justin Hall	✓	Chuck DeHaven
	Non-Voting	✓	Tim Youmans	✓	Brad Shelton, VDOT
✓	Richard Duran, FHWA	✓	Shawn Hershberger	✓	Matt Smith, VDOT
	Tony Cho, FTA			✓	Daniel Scolese
	Rusty Harrington, VA Dept. of Aviation				



**Winchester Frederick County (WinFred) MPO
TECHNICAL ADVISORY COMMITTEE (TAC) Minutes
October 6, 2020 - 10:00 a.m.**

1. Administrative Items:

- a) Adoption of agenda – Motion made by Mr. Bishop adopting the agenda, seconded by Mr. Ruddy. Motion carried.
- b) Welcome and Roll Call – Attendance recorded on cover sheet.
- c) Review and approval of the September 1, 2020 Technical Advisory Committee Meeting Minutes – Motion made by Mr. Ruddy approving the minutes, seconded by Mr. Short. Motion carried.

2. Public Comment Period – None reported.

3. Winchester Bikeshare Study Presentation – Danny Yoder, EPR

Mr. Yoder presented information on the Winchester Bikeshare Study draft report and Phase 2 of the study.

4. Public Transportation Agency Safety Plan Performance Measures – Wood Hudson, DRPT

Mr. Hudson presented information on the public transportation agency safety plan performance measures.

5. System Planning Update –

John Madera, Karen Taylor and Terry Short gave an update on the following projects:

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

6. Upcoming Meeting Schedule (MPO Meetings are held at the Frederick County Administrative Offices but may be subject to change):

- Project Steering Committee: October 6, 2020 (immediately following this TAC meeting)
- NSVRC Technical Committee (VTrans Mid-Term Needs presentation): October 8, 2020
- Policy Board: October 21, 2020
- Technical Advisory Committee: November 3, 2020

7. VDOT/DRPT/Staff Updates – VDOT and DRPT gave an update on SmartScale.

8. Other Business – None reported.

Meeting adjourned at 10:37 a.m.

**A meeting quorum shall be established by two (2) members of the CITY,
two (2) members of the COUNTY and one (1) member of the STATE**

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CMAQ- Congestion Mitigation and Air Quality Improvement (CMAQ) Program was implemented to support surface transportation projects and other related efforts that contribute air quality improvements and provide congestion relief.

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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HSIP - Highway Safety Improvement Program - The overall purpose of this program is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads through the implementation of infrastructure-related highway safety improvements.

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The FAST Act - On December 4, 2015, President Obama signed the Fixing America's Surface Transportation (FAST) Act (Pub. L. No. 114-94) into law—the first federal law in over a decade to provide long-term funding certainty for surface transportation infrastructure planning and investment. The FAST Act authorizes \$305 billion over fiscal years 2016 through 2020 for highway, highway and motor vehicle safety, public transportation, motor carrier safety, hazardous materials safety, rail, and research, technology, and statistics programs. The FAST Act maintains our focus on safety, keeps intact the established structure of the various highway-related programs we manage, continues efforts to streamline project delivery and, for the first time, provides a dedicated source of federal dollars for freight projects. With the enactment of the FAST Act, states and local governments are now moving forward with critical transportation projects with the confidence that they will have a federal partner over the long term.

NHPP- National Highway Performance Program - The NHPP provides support for the condition and performance of the National Highway System (NHS), for the construction of new facilities on the NHS, and to ensure that investments of Federal-aid funds in highway construction are directed to support progress toward the achievement of performance targets established in a State's asset management plan for the NHS.

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