



WinFred MPO Policy Board Meeting
Wed, November 18, 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 October 21, 2020 Policy Board Meetings
(Attached)**

D. Financial Report (Attached)

2. Public Comment Period

3. North Winchester Area Study Presentation – Amanda Harmon & Andy Nagle, Kimley-Horn

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

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

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

A. Project Steering Committee: TBD

B. Technical Advisory Committee: December 1, 2020

C. Policy Board: December 16, 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.

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).

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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
October 21, 2020

Meeting held via Zoom due to the COVID-19 Pandemic

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, Fred. Co.
	Daniel Hoffman		Rusty Harrington, FAA	✓	Amanda Kerns, NSVRC
	Bill Wiley		Alternates	✓	Wood Hudson, DRPT
			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)		



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Meeting ID: 921 7337 5480

Passcode: 984853

1. ADMINISTRATIVE ITEMS

- A. Adoption of Agenda – Motion to adopt agenda made by Ms. McCann-Slaughter; seconded by Mr. Hill. Motion carried.
- B. Welcome and Roll Call – Attendance sheet attached to the minutes (page 1).
- C. Review and approval of the Draft Minutes of the September 16, 2020 Policy Board Meetings – Motion to approve the minutes made by Ms. McCann-Slaughter; seconded by Mr. Kiser. Motion carried.
- D. Financial Report – Information only.
- E. Draft October 6, 2020 Technical Advisory Committee Meeting Minutes – Information only.

2. Public Comment Period – None reported.

3. Winchester Bikeshare Study Presentation – Danny Yoder, EPR

Mr. Yoder with EPR presented the Final Winchester Bikeshare Study. He stated that Phase II of the study will kick off in a few weeks. No action required by the Policy Board.

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

Mr. Hudson with DRPT presented information on the Safety Plan Performance Measures. Following the presentation Ms. Taylor stated that the TIP will need to be updated reflecting these measures. She stated that this can be done through an administrative TIP adjustment. No action required by the Policy Board.

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

Updates were reported on the following projects:

- 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. Upcoming 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 – Reported under other business.

8. Other Business

Mr. Short reported that SmartScale applications are being finalized and all looks good. Mr. Short reported on the VTRANS update: Mid-term needs are being prioritized and virtual workshops will be held over the next few weeks; he encouraged everyone to participate. He reported that Mr. Whitworth is still serving on the CTB until a replacement is selected. Mr. Kiser reported that the CTB will hold virtual SYIP public hearings in November.

In regard to the North Winchester Area Study, Ms. McCann-Slaughter asked if Crown Lane connectivity to Stonewall Industrial Park is included in the Study – Mr. Short stated that it is and also part of the SmartScale application. Ms. McCann-Slaughter asked about the SYIP secondary road plan funding; Mr. Kiser stated that as soon as the General Assembly approves the State budget, VDOT will be able to move funds for that plan.

9. Adjournment at 10:50 a.m.

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Glossary of acronyms on the following page

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**WIN-FRED MPO FYE 2021 UPWP
Revenues & Fiscal Year to Date Expenses Summary by Task
July 1, 2020 through October 31, 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		\$ (11,586.78)	\$ (1,448.35)	\$ (1,448.35)	\$ (14,483.48)	\$ (11,586.78)	\$ (1,448.35)	\$ (1,448.35)	\$ (14,483.48)	\$ (28,966.95)	
T1 Revenue Balance Remaining		\$ 16,413.22	\$ 2,051.65	\$ 2,051.65	\$ 20,516.53	\$ 16,413.22	\$ 2,051.65	\$ 2,051.65	\$ 20,516.53	\$ 41,033.05	58.6%
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		\$ (574.36)	\$ (71.80)	\$ (71.80)	\$ (717.96)	\$ (246.16)	\$ (30.77)	\$ (30.77)	\$ (307.70)	\$ (1,025.65)	
T3 Revenue Balance Remaining		\$ 2,225.64	\$ 278.20	\$ 278.20	\$ 2,782.05	\$ 953.84	\$ 119.23	\$ 119.23	\$ 1,192.31	\$ 3,974.35	79.5%
Task 4: Public Mobility	0/100					\$ 7,196.00	\$ 900.00	\$ 900.00	\$ 8,996.00	\$ 8,996.00	
NSVRC Administrative Expenses & Direct Costs						\$ (659.03)	\$ (82.38)	\$ (82.38)	\$ (823.79)	\$ (823.79)	
Consultant Expenses						\$ -	\$ -	\$ -	\$ -	\$ -	
T4 Revenue Balance Remaining						\$ 6,536.97	\$ 817.62	\$ 817.62	\$ 8,172.21	\$ 8,172.21	90.8%
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		\$ (438.40)	\$ (54.80)	\$ (54.80)	\$ (548.00)	\$ (487.11)	\$ (6.09)	\$ 432.31	\$ (60.89)	\$ (608.89)	
Consultant Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
T5 Revenue Balance Remaining		\$ 71,561.60	\$ 8,945.20	\$ 8,945.20	\$ 89,452.00	\$ 7,512.89	\$ 993.91	\$ 1,432.31	\$ 9,939.11	\$ 99,391.11	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						\$ (5,751.83)	\$ (718.98)	\$ (718.98)	\$ (7,189.79)	\$ (7,189.79)	
Consultant Expenses						\$ -	\$ -	\$ -	\$ -	\$ -	
T6 Revenue Balance Remaining						\$ 22,848.17	\$ 2,856.02	\$ 2,856.02	\$ 28,560.21	\$ 28,560.21	79.9%
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		\$ (11,871.74)	\$ (1,483.97)	\$ (1,483.97)	\$ (14,839.67)	\$ (2,095.01)	\$ (261.88)	\$ (261.88)	\$ (2,618.77)	\$ (17,458.44)	
Consultant Expenses		\$ (64,671.84)	\$ (8,083.98)	\$ (8,083.98)	\$ (80,839.80)	\$ (11,412.68)	\$ (1,426.58)	\$ (1,426.58)	\$ (14,265.85)	\$ (95,105.65)	
T7 Revenue Balance Remaining		\$ 124,056.42	\$ 15,507.05	\$ 15,507.05	\$ 155,070.52	\$ 21,892.31	\$ 2,736.54	\$ 2,736.54	\$ 27,365.39	\$ 182,435.91	61.8%
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		\$ (5,362.94)	\$ (670.37)	\$ (670.37)	\$ (6,703.67)	\$ (2,298.40)	\$ (287.30)	\$ (287.30)	\$ (2,873.00)	\$ (9,576.67)	
T8 Revenue Balance Remaining		\$ 50,637.06	\$ 6,329.63	\$ 6,329.63	\$ 63,296.33	\$ 21,701.60	\$ 2,712.70	\$ 2,712.70	\$ 27,127.00	\$ 90,423.33	90.4%
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		\$ (94,506.06)	\$ (11,813.26)	\$ (11,813.26)	\$ (118,132.58)	\$ (34,537.00)	\$ (4,262.33)	\$ (3,823.92)	\$ (42,623.25)	\$ (160,755.83)	
TOTAL FY2021 BUDGETED REVENUES REMAINING		\$ 265,493.94	\$ 33,186.74	\$ 33,186.74	\$ 331,867.42	\$ 98,459.00	\$ 12,362.67	\$ 12,801.08	\$ 123,622.75	\$ 455,490.17	

FYTD Staff Hours: July 1, 2020 - October 31, 2020

	TASK #1	TASK #2	TASK #3	TASK #4	TASK #5	TASK #6	TASK #7	TASK #8	TOTAL HOURS
Executive Assistant	51.00								
Executive Director						20.25	214.75	105.50	
Principal Planner									
Director of Finance & Administration	34.75								
Fiscal & Admin. Asst.	3.75								
Regional Planner I	10.00		23.00			9.50			
Program Coordinator									
Sr. Project & Operations Manager	232.00			11.50	8.50	27.50			
GIS/Regional Planner II									
TOTAL HOURS FYTD	331.50	0.00	23.00	11.50	8.50	57.25	214.75	105.50	752.00