

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 ❖ Fax: 540-635-4147
 www.winfredmpo.org

**WinFred Metropolitan Planning Organization
 Chairman John Willingham
 Policy Board Meeting Minutes
 April 18, 2018**

**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		Mack Frost, FHWA	✓	Karen Taylor
	Winchester		Tony Cho, FTA		Others
✓	John Hill	✓	Todd Horsley, DRPT	✓	John Bishop
✓	Eden Freeman		Rusty Harrington, FAA	✓	Bob Haas - SAAA
	John Willingham		Alternates	✓	Renee Wells - WinTran
			Bill Wiley (Winchester)	✓	NWCS Representatives
	Stephens City	✓	Perry Eisenach (Winchester)		
	Mike Majher	✓	Tim Youmans (Winchester)		
		✓	Mike Ruddy (Frederick)		
		✓	Terry Short (VDOT)		
			Terry Jackson (VDOT)		
		✓	Ed Carter (VDOT)		
		✓	Cliff Balderson (VDOT)		
			Brad Reed (VDOT)		

Winchester-Frederick County MPO
Policy Board Meeting Minutes
Frederick County Administrative Offices - First Floor Conference Room
107 N. Kent Street, Winchester, VA
April 18, 2018 - 10:00 a.m.

1. ADMINISTRATIVE ITEMS

- A. Adoption of Agenda – Request to amend agenda to add an item for Northwestern Community Services under 1F. Motion to approve amended agenda made by Mr. Kiser; motion seconded by Ms. Freeman. Motion carried.
- B. Welcome and Introductions – Vice-Chairman DeHaven welcomed everyone to the meeting.
- C. Review and approval of the Draft Minutes of the December 20, 2017 Policy Board Meeting Motion made by Mr. Tierney approving the minutes; motion seconded by Mr. Hill. Motion carried.
- D. Financial Report – Report provided for information only.
- E. Draft March 6 and April 3, 2018 Technical Advisory Committee Meeting Minutes – Provided for information only
- F. Review and endorsement of a request for FTA Section 5310 and 5317 Grant assistance from the Shenandoah Area Agency on Aging (SAAA) and Northwestern Community Services- Motion made by Mr. Tierney approving the request for grant endorsement for both agencies; motion seconded by Ms. Freeman. Motion carried.

2. Public Comment Period – None reported.

3. Presentation of the Draft WinTran Transit Development Plan

VHB presented a PowerPoint of the Draft WinTran Transit Development Plan (attached). Following the presentation a brief Q&A followed. A motion was made by Mr. Youmans in support that VHB has completed the project scope of work; seconded by Mr. Tierney. Motion carried.

4. Draft FY19 Unified Planning Work Program (UPWP) Items

Ms. Taylor and Mr. Madera reviewed the proposed work tasks for the draft FY19 UPWP. Ms. Taylor stated that the document is currently being reviewed and vetted by the Technical Advisory Committee. Ms. Taylor stated that no action is required at this point from the Board.

Ms. Taylor stated that TAC is requesting a redesign of the WinFred MPO website in FY19. She stated that the MPO has those funds available now and suggested beginning this project during FY18. The Board approved the request and appointed Ms. Taylor as the project manager.

5. Upcoming Meeting Schedule (all meetings held at Frederick County Administrative Offices)
Project Steering Committee: TBD; TAC: May 1, 2018; Policy Meeting: May 16, 2018

6. VDOT/DRPT/Staff Updates

Mr. Short provided the following updates:

- Route 11 north Study – a subtask has been added to the existing contract. Kimley Horn prepared a detailed scope which should be done by today
- Update on SB 971 - I81
- Six year improvement plan meeting will be held on May 3 in Staunton
- May 10 Land Use and Transportation Summit in Richmond

- Staunton District will host the CTB in Winchester during the month of September
- Mr. Davis provided an additional update on the I81 legislation.

7. Other Business – None reported.

Meeting adjourned at 10:55 a.m.

Glossary of Acronyms on Next Page

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.



WinTran Transit Development Plan Update

April 2018

What is a Transit Development Plan (TDP)?

- Required every six years by DRPT to be eligible to receive state funding
- Assists DRPT with identifying funding needs across the Commonwealth
- Also serves as a planning tool for local transit agencies:
 - Identifies planning priorities
 - Assesses current and future public transit need
 - Evaluates current transit system performance
 - Identifies strategies and resources to meet public transit need

TDP Timeline



Data Evaluation

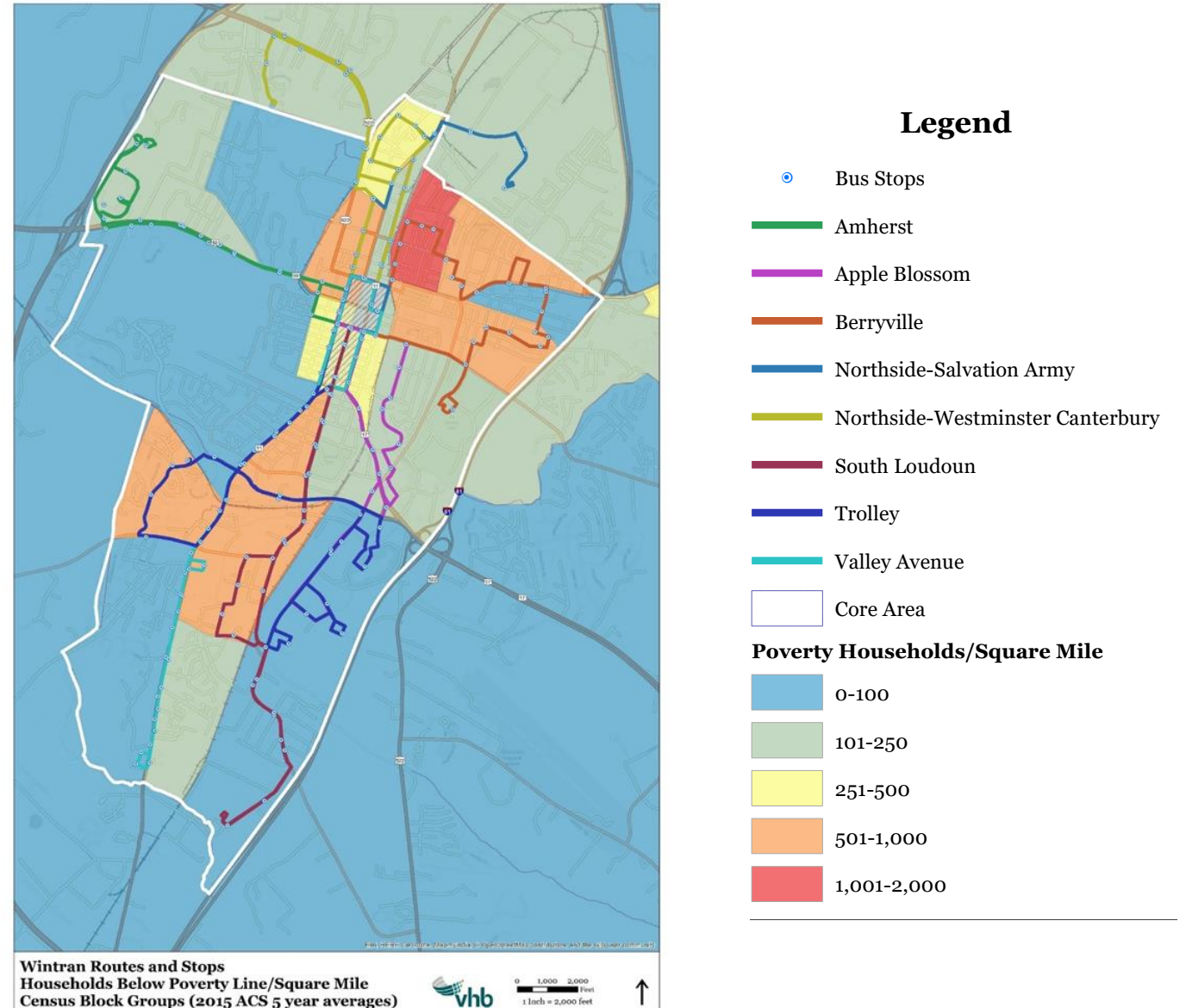


Data Evaluation

- Review of performance data from WinTran and peer systems
- Analysis of current demographic information and future population and employment trends (2015-2040)
- Engagement of community to gain insight into system needs
 - Focus Group Meeting – November 9, 2016
 - Stakeholder Interviews – Fall 2016
 - On-Board Ridership Survey – November 10, 12, and 14, 2016

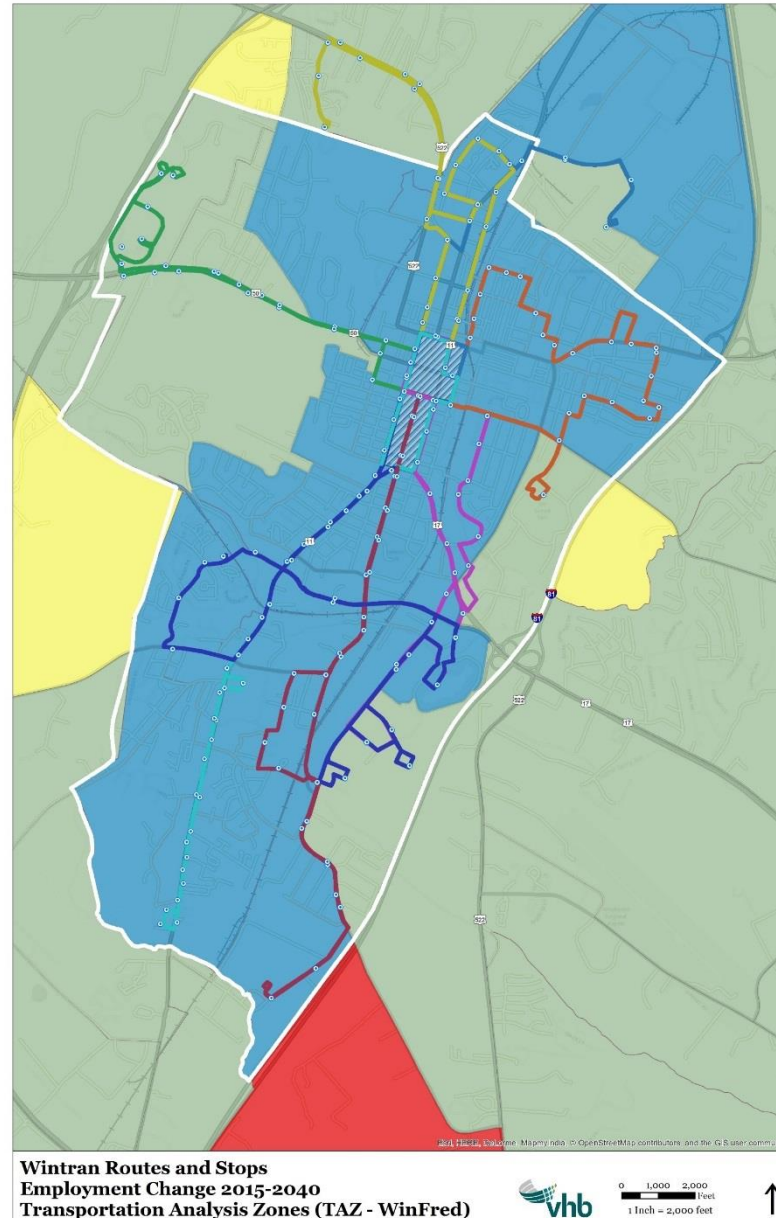
Data Analysis - What We Learned

- WinTran's service area adequately supports all areas of City with low-income or elderly population.
- Low-income residents along National Avenue could benefit from a bus stop.



Data Analysis – What We Learned

- Between 2015-2040, population density in City of Winchester will remain mostly the same
- Employment growth is forecasted to occur outside of City limits
- Underscores growing need for regional transit

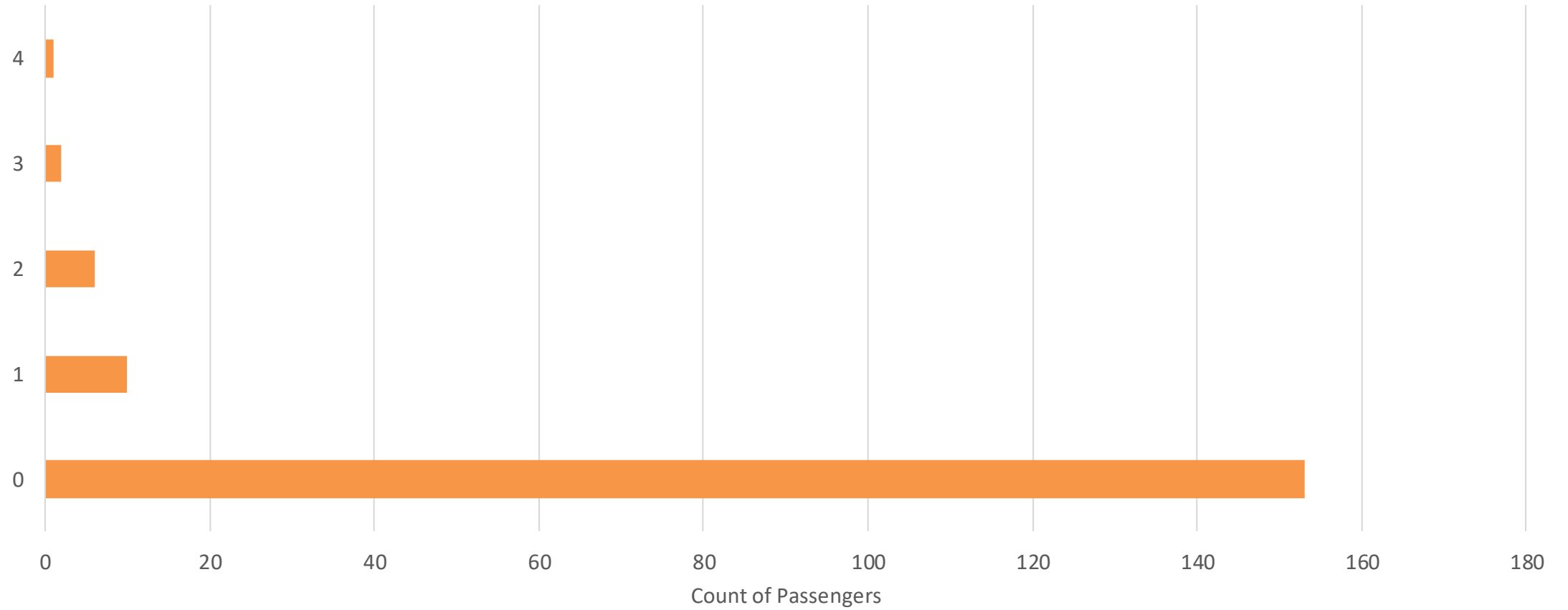


Community Outreach – What We Learned

- **WinTran is supported by the community.**
 - In general, community views system as important to economic sustainability and achieving high quality of life.
- **Current ridership depends on WinTran service.**
 - The majority of passengers live in a household without a car.
 - Most use WinTran to commute to work. Shopping is second most popular trip purpose.
 - Passengers rated all categories of service positively.
- **Improvements most supported by passengers and community**
 - Extending Saturday service
 - More frequent service
 - Sunday service
 - Extending coverage area to Frederick County

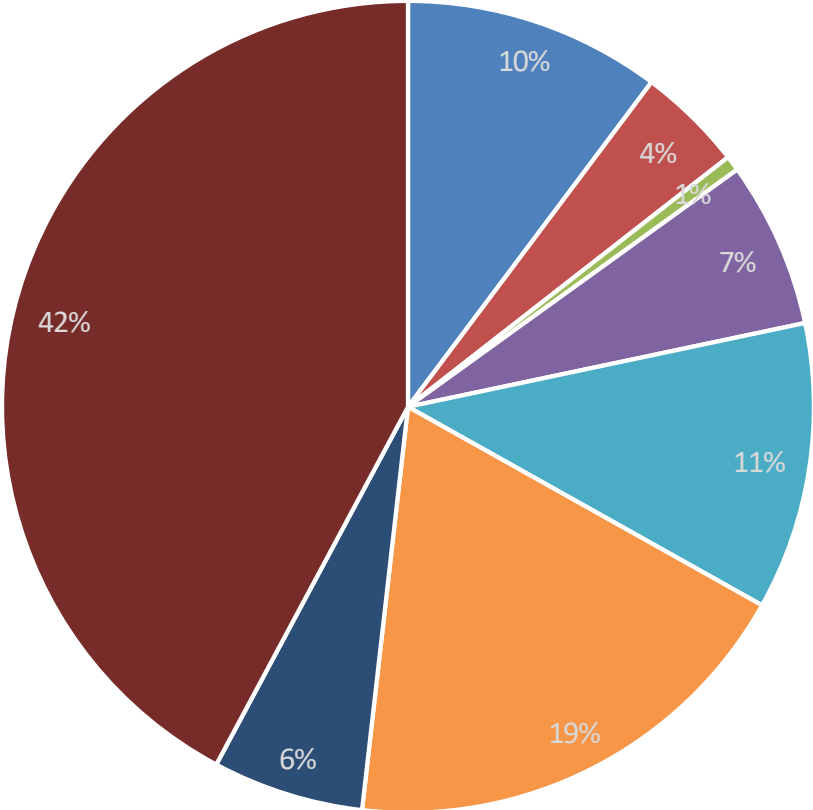
Passenger Survey - Demographics

Number of Cars in Household



Community Outreach – What We Learned

Trip Purpose



- Medical Appointment
- Other
- Recreation
- Returning Home
- Running Errands
- Shopping
- Social
- Work

Passenger Survey – Service Improvements

- **Riders had positive attitudes about service improvements**
- **Improvements most supported by passengers**
 - Extending Saturday service (supported by 82% of respondents)
 - More frequent service (supported by 76% of respondents)
 - Sunday service (supported by 75% of respondents)
- **Improvements less supported by passengers**
 - Earlier weekday service (supported by 60% of respondents)
 - Service to LFCC (supported by 60% of respondents)
 - Improved real-time information (supported by 65% of respondents)

Passenger Survey – Service Satisfaction

- **All categories of service received “satisfied” or “very satisfied” ratings**
- **Most highly rated areas**
 - Personal safety and security (95% positive rating)
 - Seat availability (94% positive rating)
 - Reliability (93% positive rating)
 - Real-time information (93% positive rating)
- **Least highly rated areas**
 - Hours of operation (83% positive rating)
 - Service area (83% positive rating)
 - Service frequency (83% positive rating)

Recommendations



Proposed Alternatives - Objectives

- **Improvements focused on improvement areas identified and supported by community**
 - Service frequency
 - Hours of operation
 - Service Area
- **Developed improvements that maximize use of existing resources**
 - Short and mid-term changes (1-6 years of TDP) do not require additional capital investment in fleet
 - Advantageous given unclear State funding picture

Proposed Alternatives

Short-term

Improve on-time arrival

eliminate under performing stops
reconfigure circulation through Downtown
end trolley route and re-assign to Apple Blossom

Mid-term

More frequent service

eliminate service to Westminster Canterbury
launch circulators

Long-term

Expand Service Span

extend Saturday hours
launch Sunday hours

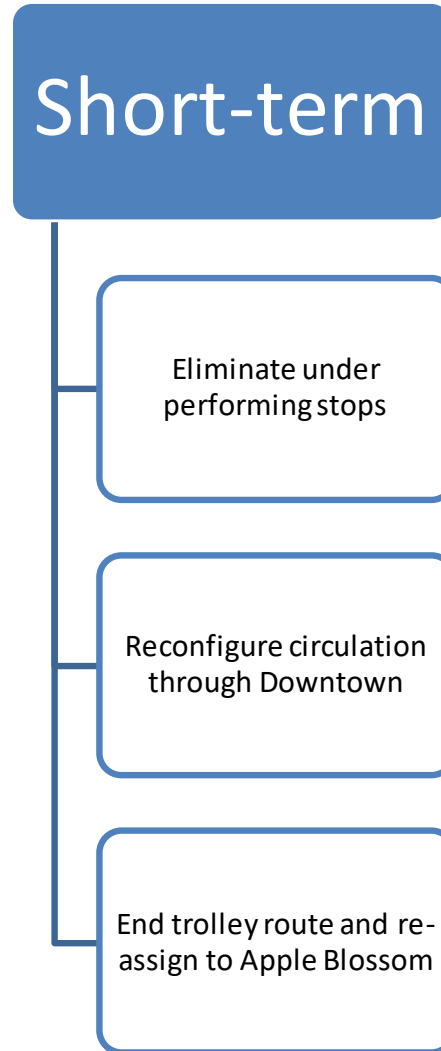
More frequent service

double number of buses in service

Expand Service Area

dedicate a new route for Frederick County service
dedicate a shuttle for LFCC service

Proposed Alternatives – Short Term (1-3 years)



Improve On-time Arrival and Downtown Circulation

- Eliminate off-street stops
 - Ward's Plaza
 - Creekside Station
 - Only serve Winchester Med Center main buildings; others by request
- Reconfigure downtown circulation pattern to promote more direct travel through Downtown
- Implement bus stops on both sides of Boscawen Street

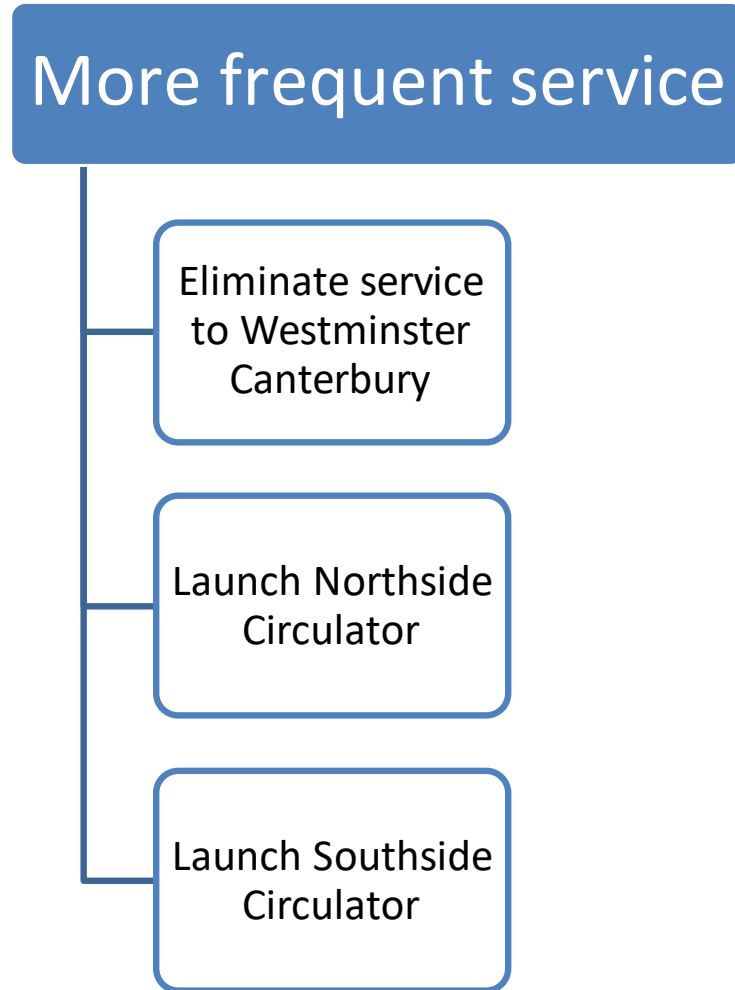
Implementation Date	2020
<i>Service Area</i>	
<i>Frequency</i>	
<i>Hours of Operation</i>	
Estimated Cost	Negligible

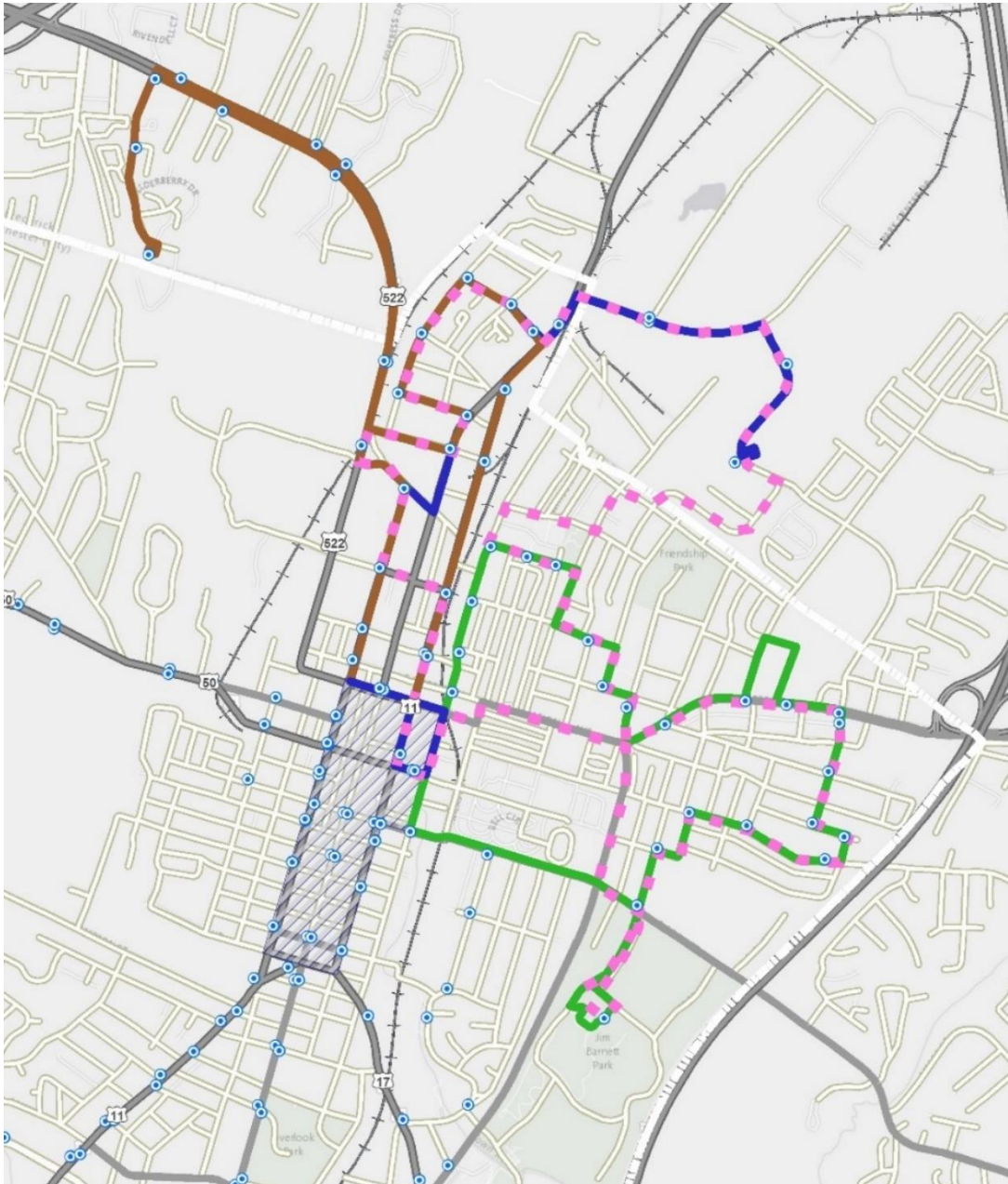
End Trolley Route and Re-assign to Apple Blossom/Amherst Routes

- End Trolley Route, which has lowest ridership in system
- Separate Apple Blossom and Amherst Routes, which are inter-lined
- Streamline routes so that each runs approximately 30 minutes.
- Re-assign trolley to Apple Blossom or Amherst.
 - Each route would have a dedicated vehicle, providing 30-minute service.

Implementation Date	2020
<i>Service Area</i>	<i>Remains the same</i>
Frequency	30 minutes
<i>Hours of Operation</i>	<i>Remains the same</i>
Estimated Cost	Approximately \$130,000 annually (net cost)

Proposed Alternatives – Mid-term (4-6 years)

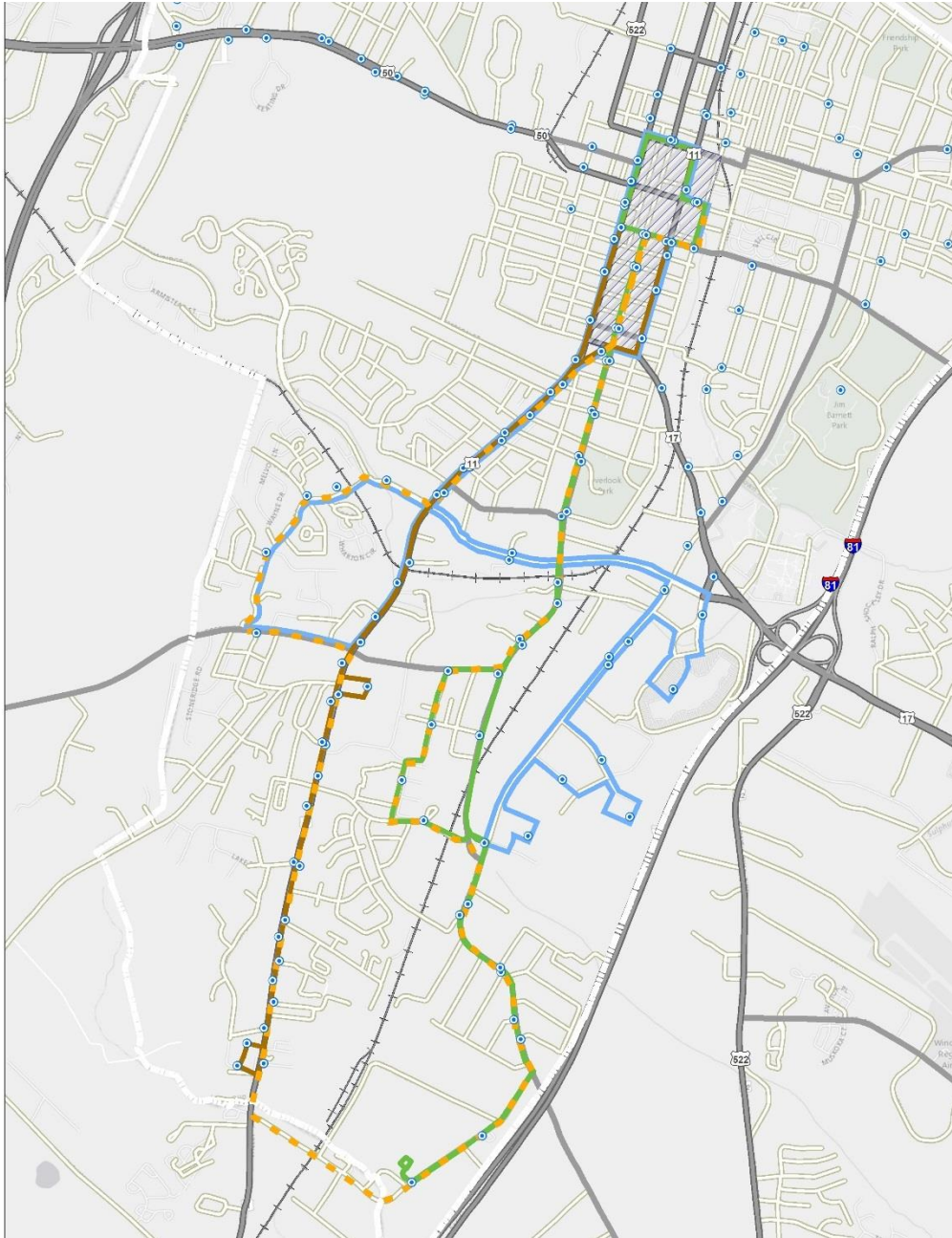




Northside Circulator

- Replaces Northside and Berryville routes by merging portions of routes together
- Stops would be serviced every 60 minutes

Implementation Date	2022
<i>Service Area</i>	<i>Remains the same</i>
Frequency	60 minutes
<i>Hours of Operation</i>	<i>Remains the same</i>
Estimated Cost	Approximately \$20,000 annually (net cost)

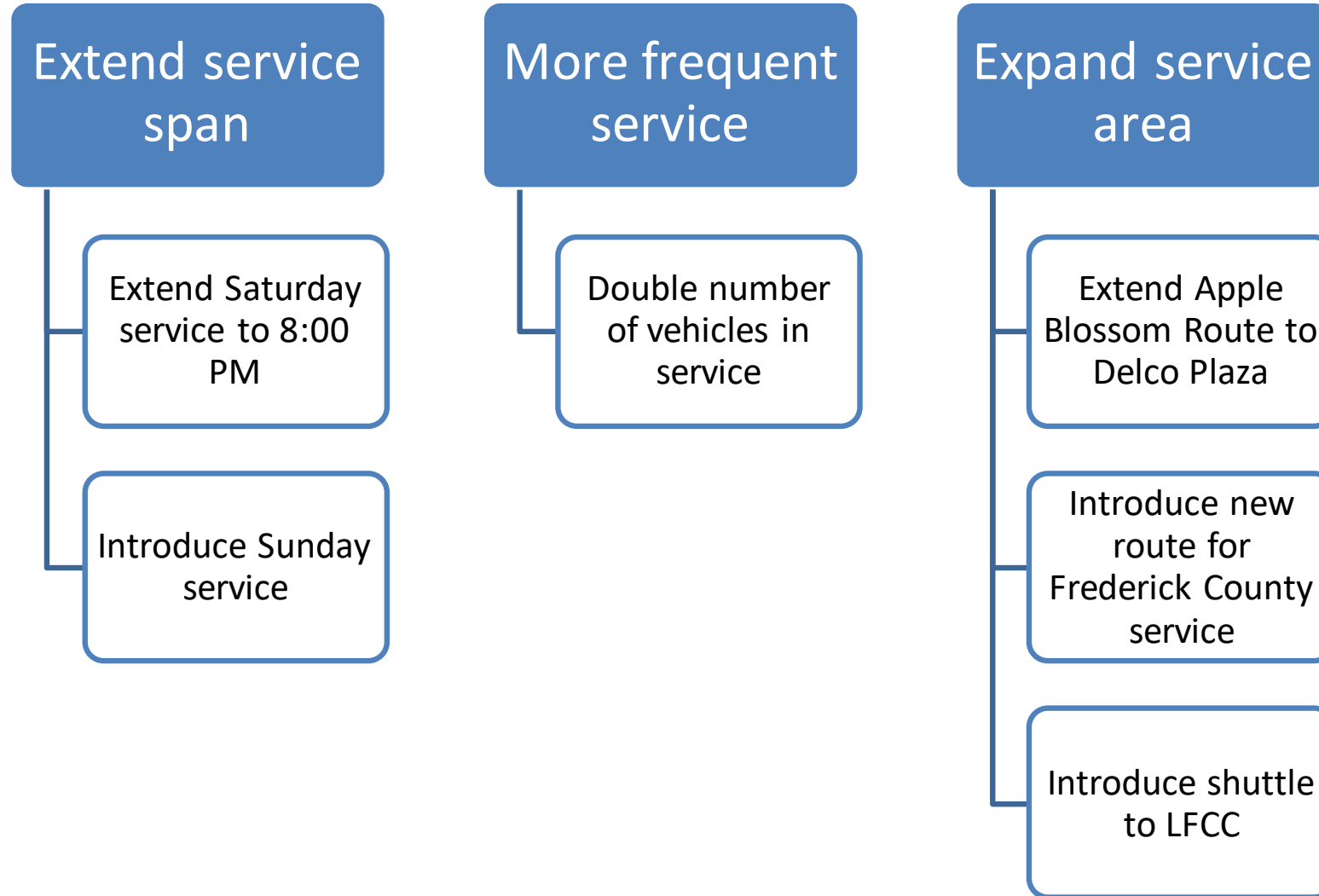


Southside Circulator

- Replaces Valley and South Loudoun routes by merging portions of routes together
- Stops would be serviced every 60 minutes

Implementation Date	2022
<i>Service Area</i>	<i>Remains the same</i>
Frequency	60 minutes
<i>Hours of Operation</i>	<i>Remains the same</i>
Estimated Cost	Approximately -\$40,000 annually (net cost)

Proposed Alternatives – Long-term (7-11+ years)



Extended operational hours

- Saturday service extends by three (3) hours to approximately 8:00 PM.
- Sunday service would be offered from approximately 9:00 AM to 5:00 PM.

Implementation Date	2025
<i>Service Area</i>	<i>Remains the same</i>
<i>Frequency</i>	<i>Remains at 60 minutes</i>
Hours of Operation	Weekday: 6:00 AM – 7:58 PM Saturday: 8:50 AM – 7:58 PM Sunday: 8:50 AM – 4:58 PM
Estimated Cost	Approximately \$150,000 annually (\$30,000 Saturday extension, \$120,000 Sunday extension)

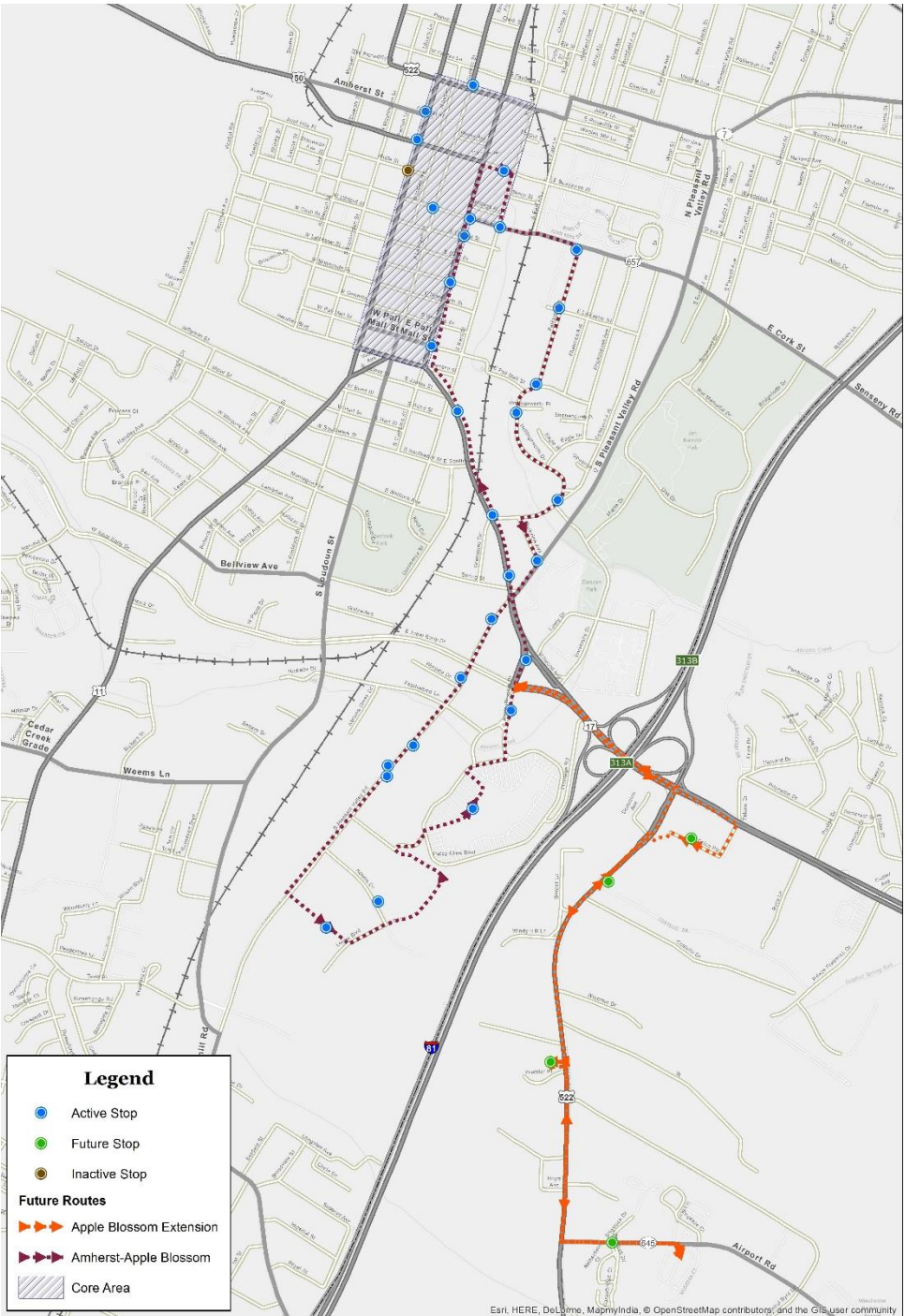
More Frequent Service

- Place one additional vehicle on each of the Circulator routes (total of 2 new vehicles)
- Enables stops to be served every 30 minutes.

Implementation Date	2027
<i>Service Area</i>	<i>Remains the same</i>
Frequency	30 minutes
Hours of Operation	Weekday: 6:00 AM – 7:58 PM Saturday: 8:50 AM – 7:58 PM Sunday: 8:50 AM – 4:58 PM
Estimated Cost	\$340,000 for two new vehicles Approximately \$390,000 annually

Apple Blossom Route Extension to Delco Plaza

- New stops in Frederick County
- Contingent on establishing an agreement with Frederick County to fund service

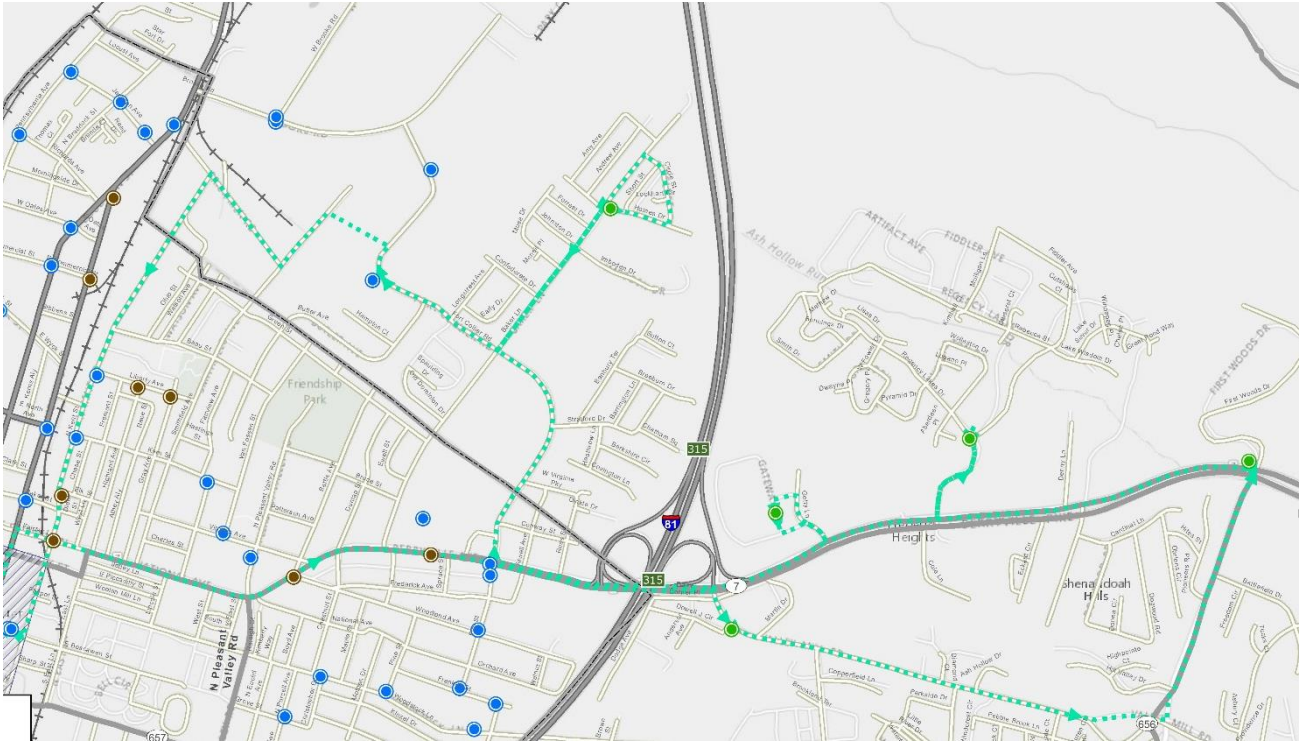


Implementation Date	2028
Service Area	New stops: Delco Plaza, Probation Parole Office, Preston Apartments
Frequency	30 minutes (requires additional vehicle on route)
Hours of Operation	Weekday: 6:00 AM – 7:58 PM Saturday: 8:50 AM – 7:58 PM Sunday: 8:50 AM – 4:58 PM
Estimated Cost	\$170,000 for one new vehicle Approximately \$190,000 annually

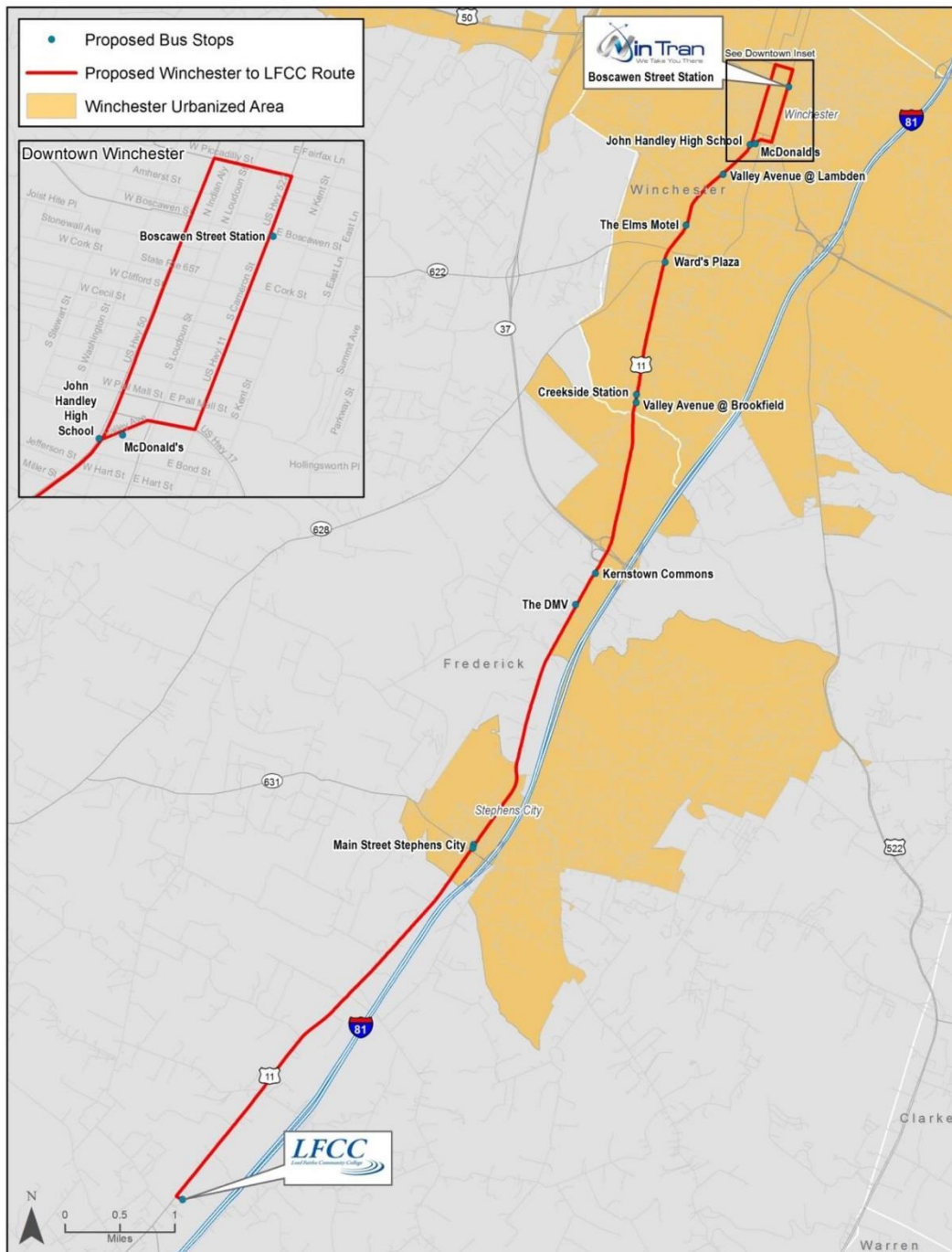
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Introduce Frederick County Route

- Dedicate route for Frederick County
- Contingent on establishing an agreement with Frederick County to fund services.



Implementation Date	2028
Service Area	Transfer Station, Valley Mill Road, Regency Lakes housing, Winchester Gateway, Circle Court housing
Frequency	60 minutes
Hours of Operation	Weekday: 6:00 AM – 7:58 PM Saturday: 8:50 AM – 7:58 PM Sunday: 8:50 AM – 4:58 PM
Estimated Cost	\$170,000 for one new vehicle Approximately \$200,000 annually



Shuttle to LFCC

- Based on Feasibility Study findings
- Contingent on establishing an agreement with partners to fund services
- TDP will also recommend alternative models to serve LFCC students

Implementation Date	2028
Service Area	Transfer Station, DMV, Kernstown, Stephens City, LFCC
Frequency	60 minutes
Hours of Operation	Mon-Thu: 7:00 AM – 7:00 PM
Estimated Cost	\$340,000 for two new vehicles Approximately \$360,000 annually

Implementation Plan



Timeline

2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
		Eliminate Trolley route Re-assign trolley to Apple Blossom/Amherst Minor Route modifications to improve on-time arrival		Eliminate Berryville Avenue, Valley Avenue, S. Loudoun, Northside routes Launch Circulators			Expand Saturday Hours Add Sunday Hours		Improve bus frequency with additional vehicles	Service to Frederick County and LFCC

Operating Costs

<i>Baseline Operating Expenses</i>	\$	1,321,000.00
End Trolley Route & re-assign to Apple Blossom/Amherst	\$	210,000.00
End Berryville and Northside routes; replace with Northside Circulator	\$	10,000.00
End Valley and South Loudoun routes; replace with Southside Circulator	\$	(40,000.00)
Extend Saturday service; Add Sunday service	\$	200,000.00
Place additional vehicles on Circulator routes	\$	380,000.00
Extend service into Frederick County	\$	460,000.00
Introduce LFCC-Winchester Shuttle + ADA service	\$	370,000.00
Total Projected Expenses	\$	3,690,000.00

Projected Capital Costs

FY	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Replace - Fixed	1	0	0	0	2	1	2	0	1	1	0	3
Expand - Fixed	0	0	0	0	0	0	0	0	0	0	2	4
Replace - Paratransit	1	0	1	0	0	0	0	0	0	0	2	0
Estimated Cost (FY17 dollars)	\$ 320,000	\$ 0	\$ 150,000	\$ 0	\$340,000	\$ 170,000	\$340,000	\$ 0	\$ 170,000	\$ 170,000	\$ 490,000	\$1,340,000
APCs, Bus stop amenities					\$ 100,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 25,000
TOTAL (FY17)	\$ 320,000	\$ 0	\$ 150,000	\$ 0	\$440,000	\$190,000	\$360,000	\$20,000	\$190,000	\$190,000	\$510,000	\$1,365,000

Funding Resources – Operating Expenses

- Federal match
 - Has historically accounted for 44% of operating expenses
- State match
 - Has historically accounted for 19% of operating expenses
- Local contribution
 - City of Winchester General Fund
 - Fare revenue and advertising
 - Ridership is projected to continue to increase. We recommend a 50-cent (50%) increase on base fare in 2020 to maintain current fare recovery rate (8%).
 - Explore partnerships with Frederick County, LFCC, and others to fund service outside of City limits

Funding Resources – Capital Costs

- Federal match – 80% of costs
- State match – 16% of costs
- Local contribution – 4%
- Per DRPT, ratios may differ for major capital projects (\$2M+ projects or purchases of 5 new vehicles in a year).

Questions

The background features a decorative pattern of light blue lines. On the right side, there are several overlapping, curved shapes that resemble stylized leaves or petals, arranged in a fan-like pattern. These shapes are composed of multiple parallel lines, creating a sense of depth and movement. The overall aesthetic is clean and modern.

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1. ADMINISTRATIVE ITEMS

- A. Adoption of Agenda – A motion was made by Ms. McCann-Slaughter approving the agenda, seconded by Mr. Kiser. Motion carried.
- B. Welcome and Introductions – Vice-chairman DeHaven welcomed everyone to the meeting.
- C. Review and approval of the Draft Minutes of the April 18, 2018 Policy Board Meeting -- A motion was made by Mr. Wiley approving the minutes; seconded by Mr. Tierney. Motion carried.
- D. Financial Report – Report provided for information only.
- E. Draft May 1, 2018 Technical Advisory Committee Meeting Minutes – Provided for information only.

2. Public Comment Period – No comments were made.

3. Draft FY19 Unified Planning Work Program (UPWP)

Mr. Davis briefed the Board on the process by which the UPWP was drafted. The Technical Advisory Committee reviewed the document during their May meeting. The Committee has forwarded a recommendation approving the 20-day public comment period, pending any public comments received, final approval of the FY19 UPWP.

Mr Tierney motioned to forward the FY19 UPWP to the 20-day public comment period, and, pending any public comments received, approve the FY19 UPWP. Seconded by Mr. Kiser. Motion carried.

4. Review and approval of the FY19 Transit TIP

Ms. McCann-Slaughter motioned to forward the FY19 Transit TIP to the 20-day public comment period, and, pending any public comments received, approve the FY19 Transit TIP. Seconded by Ms. Freeman. Motion carried.

5. Review and approval of the revised Memorandum of Understanding

Following a brief by Mr. Short, Ms. McCann-Slaughter motioned for approval of the revised Memorandum of Understanding and authorization for the Chairman to sign. Seconded by Mr. Wiley. Motion carried.

6. Upcoming Meeting Schedule

- Project Steering Committee: TBD
- Technical Advisory Committee: June 5, 2018
- Policy Meeting: June 20, 2018

7. VDOT/DRPT/Staff Updates

Mr Short gave an overview of the implementation of Senate Bill 971, signed by the Governor, which calls for the CTB to develop an I-81 Corridor Improvement Plan. VDOT will conduct a series of public meetings along the corridor, one of which will be held on June 12 at Strasburg High School. A briefing for local officials will start at 4 p.m., followed by an open public meeting from 5 to 7 p.m.

Mr. Short also listed the projects which are currently being considered for SMART SCALE applications by the MPO:

- Teardrop roundabouts on Route 277 at the I-81 ramp intersections (Exit 307);

- Bridge replacement with additional capacity, Routes 17/50/522 over I-81 (Exit 313), supplemented with State of Good Repair funds;
- I-81 Exit 317 ramp extensions;
- Intersection improvements, Route 11 at Shawnee Drive and Opequon Church Lane; and
- Hard-running shoulder, I-81 northbound between mileposts 314 and 316.9.

8. Other Business – none reported.

9. Adjournment – motioned by Ms. Freeman, seconded by Mr. Tierney, so moved.

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- A. Adoption of Agenda – Motion to adopt made by Ms. McCann-Slaughter, seconded by Mr. Wiley. Motion carried.
- B. Welcome and Introductions – Vice-Chair DeHaven welcomed everyone to the meeting.
- C. Review and approval of the Draft Minutes of the May 16, 2018 Policy Board Meeting – Motion to adopt made by Ms. McCann-Slaughter, seconded by Mr. Ruddy. Motion carried.
- D. Financial Report – Report provided for information only.
- E. Draft June 5, 2018 Technical Advisory Committee Meeting Minutes – Provided for information only.

2. Public Comment Period – None reported.

3. SmartScale Applications Resolution of Support

Mr. Madera stated that the Technical Advisory Committee reviewed the list of SmartScale project applications for submittal during their May meeting. The Committee is recommending approval of the project list (attached to the minutes) to the Policy Board. Following a brief discussion, a motion was made by Ms. McCann-Slaughter approving the Resolution of Support and authorization for the Chairman to sign; motion seconded by Mr. Hill. Motion carried.

4. Review and approval of the most recently revised Memorandum of Understanding

Mr. Short gave a brief overview of the revised MOU. Following the overview, a motion was made by Mr. Wiley approving the revised Memorandum of Understanding and authorization for the Chairman to sign; motion seconded by Ms. McCann-Slaughter. Motion carried.

5. Update on Performance Based Planning & Programming – Safety Performance Measures

Mr. Short gave an overview of the updated safety performance measures. FHWA is requiring MPOs to incorporate this into their TIPs. Item presented for information only – action required at a later date.

6. Upcoming Meeting Schedule (all meetings held at Frederick County Administrative Offices)

- Project Steering Committee: TBD
- *Technical Advisory Committee: July meeting cancelled*
- *Policy Meeting: July meeting potentially cancelled*

7. VDOT/DRPT/Staff Updates – Mr. Short gave an update on SmartScale pre-application period, Route 11 North Study, STARS Valley Pike Study, I-81 public meetings, Exit 313/Millwood bridge replacement and the Tevis crossover.

8. Other Business – None reported.

Meeting adjourned at 10:35 a.m.

Glossary of Acronyms on Next Page

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**WinFred Metropolitan
Planning Organization**
400 Kendrick Lane, Suite E
Front Royal, Virginia 22630
Phone: 540-636-8800
Website: www.winfredmpo.org



Policy Board

Chair:

John A. Willingham
City of Winchester

Vice-Chair:

Charles S. DeHaven, Jr.
Frederick County

Secretary/ Treasurer:

Brandon Davis
NSVRC

City of Winchester:

*Eden Freeman

City Manager

*John W. Hill

Council Member

*John A. Willingham

Council Member

Frederick County:

*Judith McCann-Slaughter

Board of Supervisors

*Kris Tierney

County Administrator

*Charles S. DeHaven, Jr.

Board of Supervisors

Stephens City:

*Michael Majher

Town Administrator/ Engineer

VDOT:

*Randy Kiser

District Administrator

Va. Dept. of Rail & Public Trans.:

Ciara Williams

Transit Planning Manager

Federal Highway Administration:

Mack Frost

Planning and Environmental Specialist

Federal Transit Administration:

Tony Cho

Transportation Program Specialist

* Denotes Voting Members

MPO RESOLUTION 18-02

6/20/18

RESOLVED, that the WinFred Metropolitan Planning Organization supports the following FY2019 SMART SCALE applications:

City of Winchester

- Millwood Avenue Traffic Improvements between Mall Blvd and Jubal Early Drive
- Jubal Early Traffic Improvements at Pleasant Valley
- Pleasant Valley Traffic Improvements at Cork Street
- Traffic Signal Synchronization on Valley Avenue Corridor and Gerrard Street Corridor

Frederick County

- Exit 317 NB Ramp Realignment/Redbud Road Intersection Improvements
- Rt. 11 North Corridor Improvements
- Route 522/Costello Drive Turn Lane and Intersection Operations Improvements
- Route 11/Shawnee Drive/Opequon Church Lane Intersection Improvements

WinFred MPO

- I-81 Exit 317 Accel/Decel Lane Extensions
- I-81 Exit 307 Roundabouts
- I-81 Exit 313 Bridge Capacity Improvement
- I-81 Winchester Hard Running Shoulders

NSVRC

- Route 11 South Corridor Enhancements

This is to certify that the WinFred Metropolitan Planning Organization approved the above resolution at its meeting held June 20, 2018.

WITNESS:

BY:

Brandon Davis
Secretary-Treasurer WinFred MPO

John Willingham
Chairman WinFred MPO

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 ❖ Fax: 540-635-4147
 www.winfredmpo.org

**WinFred Metropolitan Planning Organization
 Chairman Charles DeHaven, Jr.
 Policy Board Meeting Minutes**

September 19, 2018

**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		Mack Frost, FHWA	✓	Karen Taylor
	Winchester		Tony Cho, FTA		Others
✓	John Hill		Todd Horsley, DRPT	✓	Tyler Klein, Frederick County
✓	Eden Freeman		Rusty Harrington, FAA	✓	Josh Janney – Winchester Star
✓	John Willingham		Alternates	✓	Scott Alexander, VDOT
		✓	Bill Wiley (Winchester)		
	Stephens City		Perry Eisenach (Winchester)		
	Mike Majher	✓	Tim Youmans (Winchester)		
			Mike Ruddy (Frederick)		
		✓	Terry Short (VDOT)		
			Terry Jackson (VDOT)		
		✓	Ed Carter (VDOT)		
			Brad Reed (VDOT)		

**Winchester-Frederick County MPO
Policy Board Meeting Minutes
Frederick County Administrative Offices - First Floor Conference Room
107 N. Kent Street, Winchester, VA
September 19, 2018 - 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. Election of FY19 Chair and Vice-Chair – Mr. Davis called the meeting to order and opened the floor to nominations for Chair. Mr. Willingham nominated Mr. DeHaven, seconded by Mr. Wiley. Motion carried. Mr. DeHaven opened the floor to nominations for Vice-Chair. Ms. McCann-Slaughter nominated Mr. Wiley, seconded by Mr. Tierney. Motion carried. Ms. McCann-Slaughter made a motion to close the election, seconded by Mr. Tierney. Motion carried.
- C. Welcome and Introductions – Chairman DeHaven welcomed everyone to the meeting.
- D. Review and approval of the Draft Minutes of the June 20, 2018 Policy Board Meeting – Motion made by Ms. McCann-Slaughter approving the minutes, seconded by Mr. Hill. Motion carried.
- E. Financial Report- Report provided for information; no action.
- F. Draft September 4, 2018 Technical Advisory Committee Meeting Minutes – Report provided for information only; no action.

2. Public Comment Period – None reported.

3. Update on the North Winchester Area Plan

Mr. Madera gave a background report on the Plan. He stated that the initial planning phase was to replace the bridges but VDOT regulations have changed since. The study has been broken in two phases. Mr. Short gave a presentation on Phase I and II (presentation attached to the minutes). Following the presentation, discussion ensued. Mr. Short stated that the next step is for the Project Steering Committee to reconvene and finalize the scope of work and expected outcomes. The goal is to have this Plan done in the current fiscal year and under contract by December. No action was requested on this agenda item.

4. I-81 Study MPO Comments and Letter to CTB

Mr. Davis handed out the draft letter which includes MPO comments. He stated that the goal is to make sure the County and City comments align with MPO comments. Mr. Davis requested that the Policy Board endorse the draft letter. Discussion ensued. The Board agreed that the MPO go a step further and recommend widening I-81 north of 37 to the WV line, due to Proctor & Gamble. Staff will amend the draft letter with the MPO recommendations. Prior to submitting to VDOT, staff will send the final draft to the MPO Chair and Vice-Chair for approval. A motion was made by Mr. Tierney authorizing the MPO Chair and Vice-Chair to execute the letter as amended with noted recommendations and the addition of City comments. A brief discussion ensued. CTB Member Dixon stated he met with the Deputy Secretary requesting that further study be made in future development plans on Route 11 and north I-81 in regards to the Proctor and Gamble site – Deputy Secretary stated this is being done. Motion seconded by Ms. McCann-Slaughter. Motion carried.

5. Commonwealth Transportation Board (CTB) Report – Mr. Dixon Whitworth, Jr. CTB Staunton District, Vice Chairman

Mr. Dixon Whitworth, Jr. CTB Staunton District Vice-Chairman reported on the following CTB activities: September meetings held in Winchester, SmartScale, Natural Bridge Presentation to the CTB, Hampton Roads Tunnel, Economic Development Access Funds, Rail Access Funds, Route 7 in Northern Virginia and I-81 Corridor. The Board thanked Mr. Whitworth for his continued support.

6. TIP Amendment and Resolution Adopting Performance Based Planning & Programming Safety Performance Measures

Mr. Short introduced the TIP amendment and resolution for adopting Performance Based Planning & Safety Performance Measures. A motion was made by Mr. Freeman to amend the WinFred MPO TIP and authorization for the Chair to sign the resolution, seconded by Ms. McCann-Slaughter. Motion carried.

7. Review of the redesigned WinFred MPO website www.winfredmpo.org

Ms. Taylor presented the redesigned WinFred MPO website.

8. Upcoming Meeting Schedule (all meetings held at Frederick County Administrative Offices)

- Project Steering Committee: TBD
- Technical Advisory Committee: October 2, 2018 @ 10 a.m.
- Policy Meeting: October 17, 2018 @ 10 a.m.

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

10. Other business – None reported.

Meeting Adjourned at 11:30 a.m.

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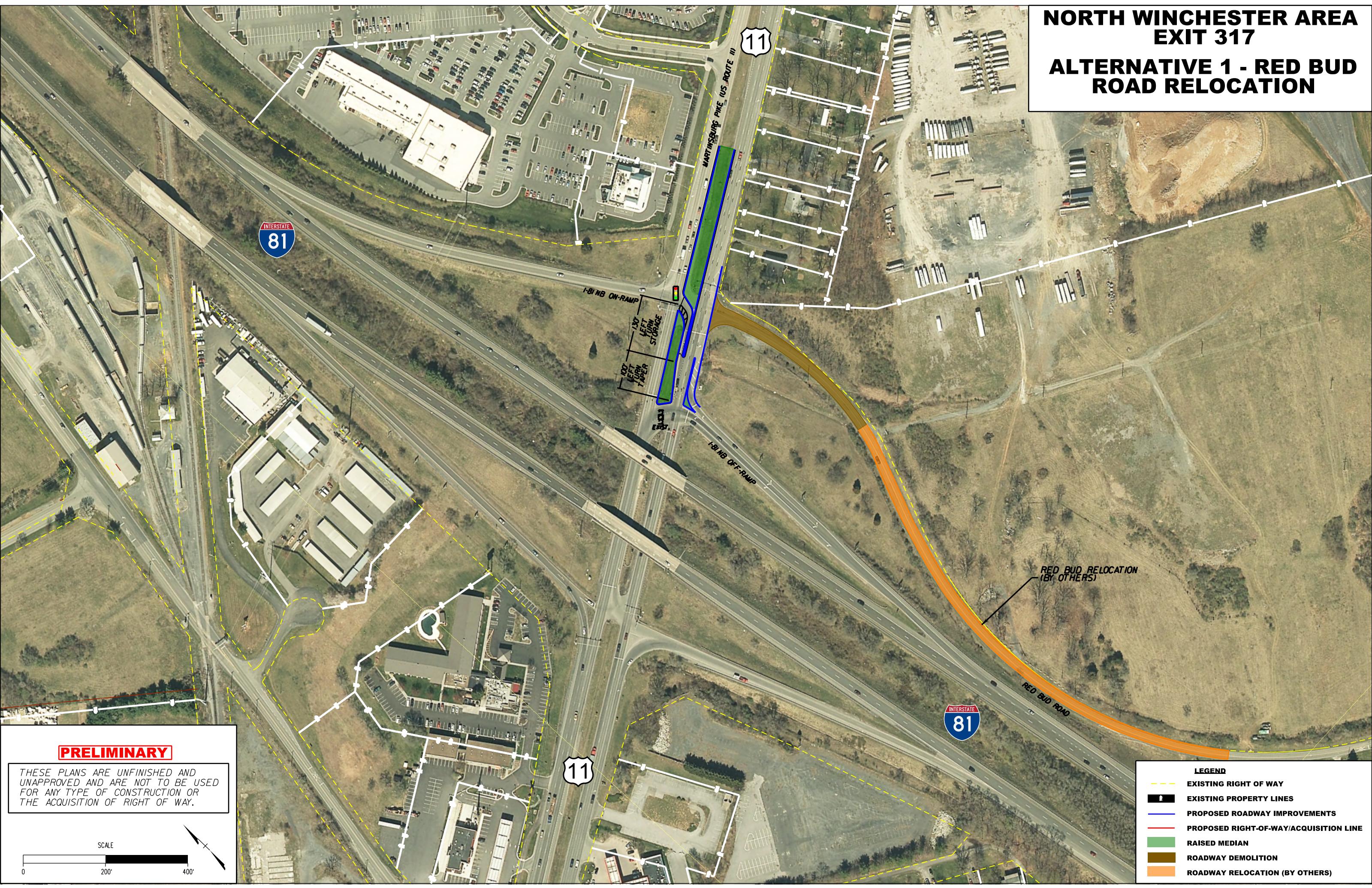
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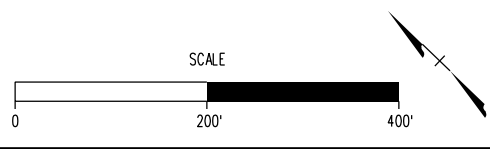
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**NORTH WINCHESTER AREA
EXIT 317
ALTERNATIVE 1 - RED BUD
ROAD RELOCATION**



PRELIMINARY

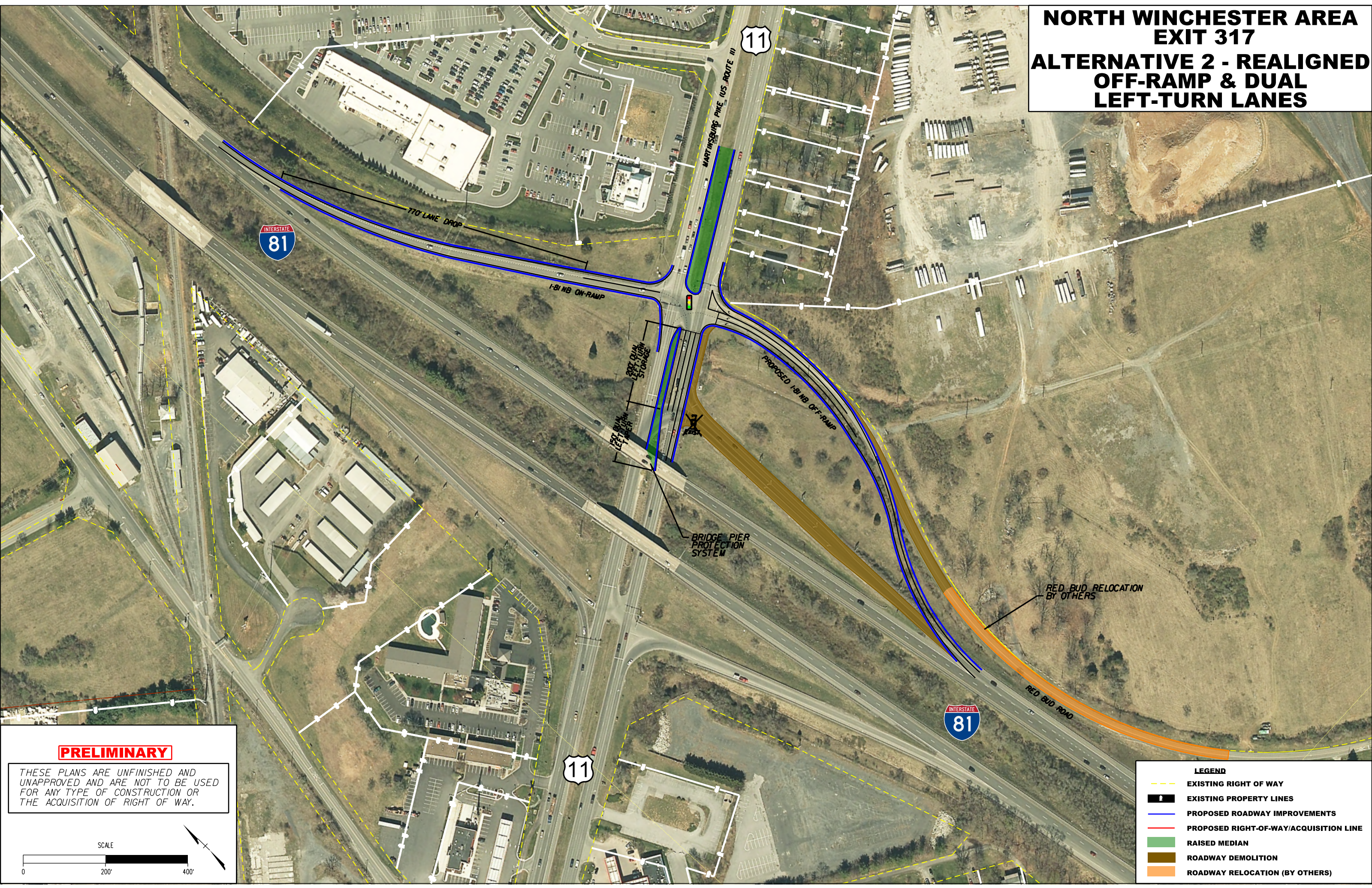
THESE PLANS ARE UNFINISHED AND UNAPPROVED AND ARE NOT TO BE USED FOR ANY TYPE OF CONSTRUCTION OR THE ACQUISITION OF RIGHT OF WAY.



LEGEND

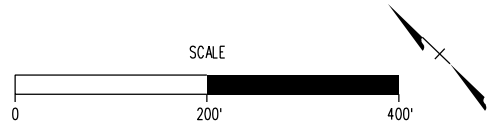
- EXISTING RIGHT OF WAY
- EXISTING PROPERTY LINES
- PROPOSED ROADWAY IMPROVEMENTS
- PROPOSED RIGHT-OF-WAY/ACQUISITION LINE
- RAISED MEDIAN
- ROADWAY DEMOLITION
- ROADWAY RELOCATION (BY OTHERS)

**NORTH WINCHESTER AREA
EXIT 317
ALTERNATIVE 2 - REALIGNED
OFF-RAMP & DUAL
LEFT-TURN LANES**



PRELIMINARY

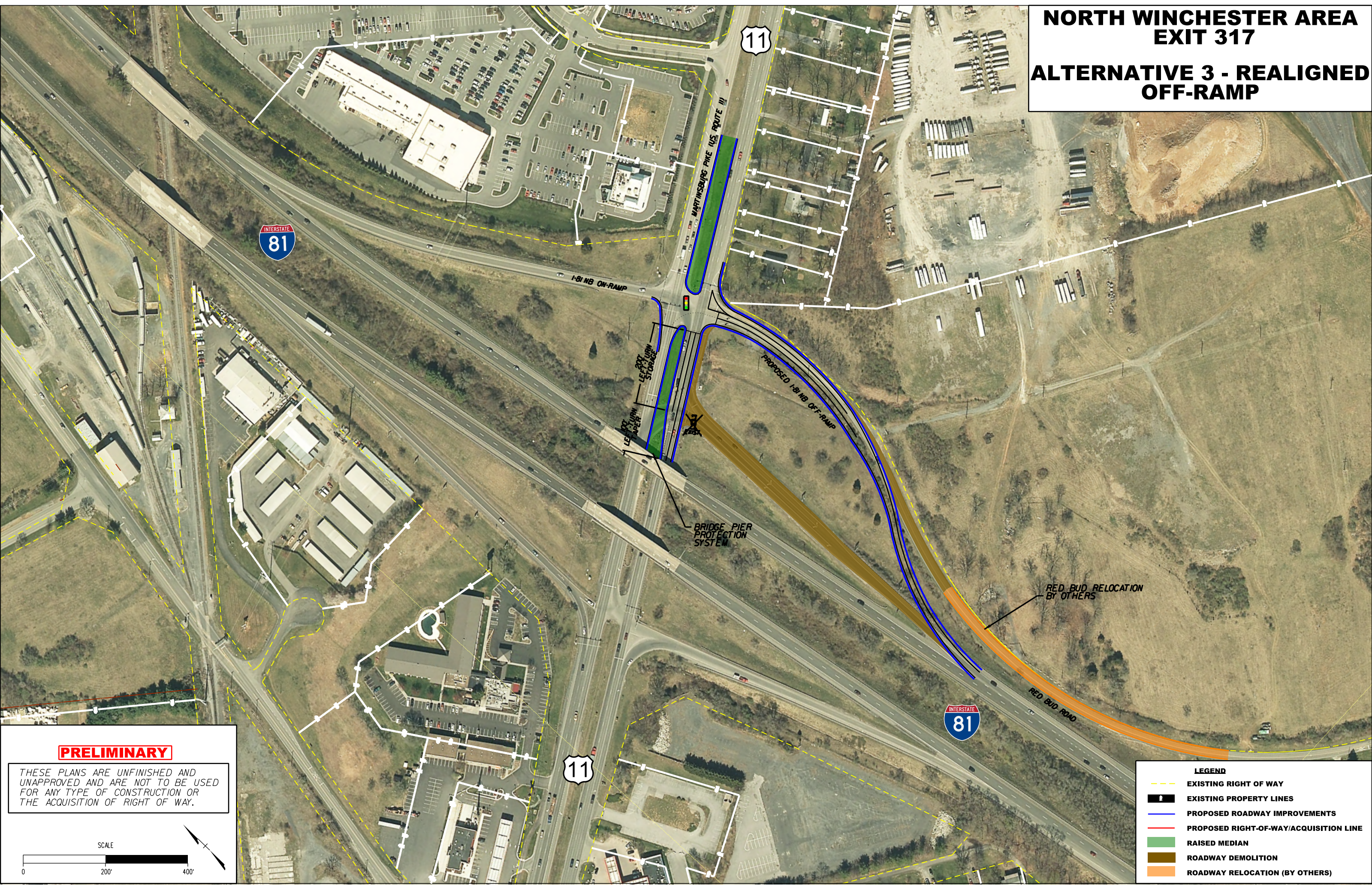
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LEGEND

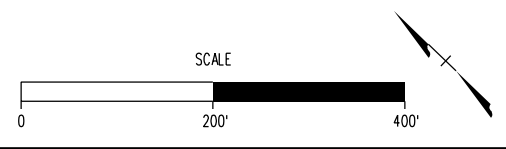
- EXISTING RIGHT OF WAY
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- PROPOSED RIGHT-OF-WAY/ACQUISITION LINE
- RAISED MEDIAN
- ROADWAY DEMOLITION
- ROADWAY RELOCATION (BY OTHERS)

**NORTH WINCHESTER AREA
EXIT 317
ALTERNATIVE 3 - REALIGNED
OFF-RAMP**



PRELIMINARY

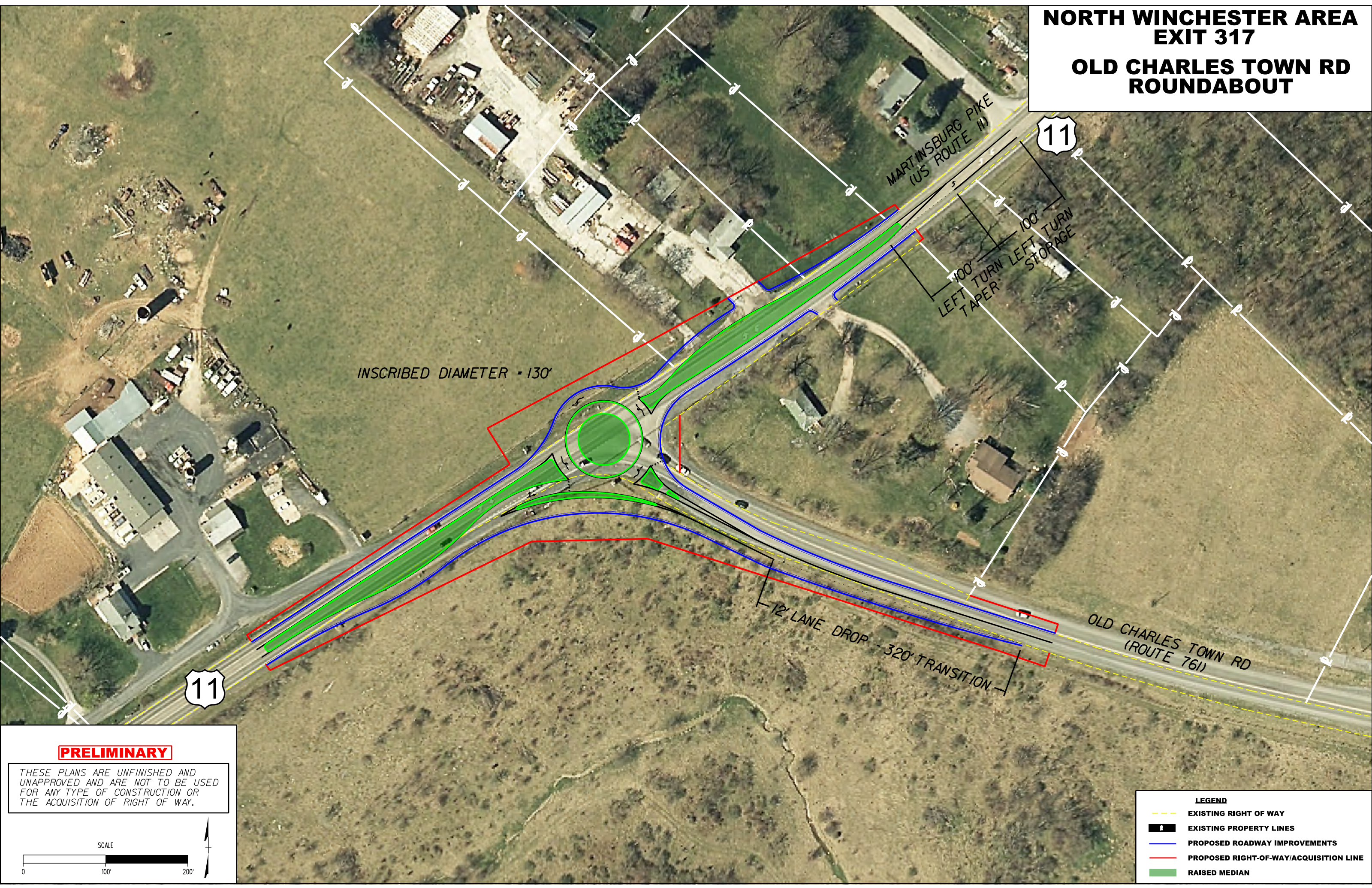
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LEGEND

- EXISTING RIGHT OF WAY
- EXISTING PROPERTY LINES
- PROPOSED ROADWAY IMPROVEMENTS
- PROPOSED RIGHT-OF-WAY/ACQUISITION LINE
- RAISED MEDIAN
- ROADWAY DEMOLITION
- ROADWAY RELOCATION (BY OTHERS)

**NORTH WINCHESTER AREA
EXIT 317
OLD CHARLES TOWN RD
ROUNDBABOUT**



INSCRIBED DIAMETER = 130'

MARTINSBURG PIKE
(US ROUTE 11)

11

100' LEFT TURN TAPER
100' LEFT TURN STORAGE

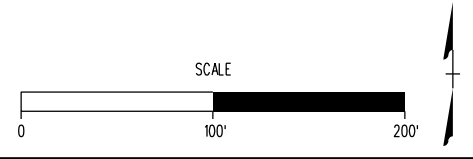
12' LANE DROP - 320' TRANSITION

OLD CHARLES TOWN RD
(ROUTE 761)

11

PRELIMINARY

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LEGEND

	EXISTING RIGHT OF WAY
	EXISTING PROPERTY LINES
	PROPOSED ROADWAY IMPROVEMENTS
	PROPOSED RIGHT-OF-WAY/ACQUISITION LINE
	RAISED MEDIAN

Exit 317 Interchange



Study Area Intersection

1. US 11 at Crown Lane/Pactiv Way (signalized)
2. US 11 at Welltown Road/Amoco Lane (signalized)
3. US 11 at Southbound I-81 Ramps (signalized)
4. US 11 at Northbound I-81 Exit Ramp (signalized)
5. US 11 at Redbud Road/Northbound I-81 Entrance Ramp (signalized)
6. US 11 at Snowden Bridge Boulevard (signalized)

**Winchester-Frederick County MPO
Policy Board Meeting Minutes
Frederick County Administrative Offices - First Floor Conference Room
107 N. Kent Street, Winchester, VA
October 17, 2018 - 10:00 a.m.**

1. ADMINISTRATIVE ITEMS

- A. Adoption of Agenda – Motion to adopt made by Mr. Short, seconded by Ms. Freeman. Motion carried.
- B. Welcome and Introductions – Vice Chair Wiley welcomed everyone to the meeting.
- C. Review and approval of the Draft Minutes of the September 19, 2018 Policy Board Meeting – Motion made by Ms. McCann-Slaughter approving the minutes, seconded by Mr. Short. Motion carried.
- D. Financial Report – Report provided for information; no action.
- E. Draft October 2, 2018 Technical Advisory Committee Meeting Minutes – Minutes provided for information only; no action.

2. Public Comment Period – None reported.

3. Performance targets for asset condition and system performance

Mr. Madera stated that VDOT established targets for asset condition and system performance on May 18, 2018, starting the 180-day clock for establishment of non-safety targets by each of the State’s MPOs. MPOs must establish targets by November 14, 2018. Mr. Madera gave an overview of the established targets. Following a brief discussion, a motion was made by Mr. Tierney to adopt the State’s targets for asset condition and system performance and authorization for the Chairman to execute the resolution. Seconded by Mr. Hill. Motion carried.

4. Presentation of DRPT Group Transit Asset Management (TAM) Plan

Ms. Ciara Williams with DRPT gave a presentation on the group TAM plan required for WinTran (Attached). Following the presentation, a motion was made by Mr. Tierney to approve a TIP amendment to incorporate the required language “The WinFred MPOs planning process will integrate, either directly or by reference, the goals, objectives, performance measures, and targets described in the applicable Tier II group plan.” Seconded by Ms. Freeman. Motion carried.

5. Upcoming Meeting Schedule (all meetings held at Frederick County Administrative Offices)

- Project Steering Committee: TBD
- Technical Advisory Committee: Tuesday, November 6, 2018
- Policy Meeting: *November meeting potentially cancelled*

6. VDOT/DRPT/Staff Updates

- **VDOT:** Mr. Short reported that OIPI will be updating VTRANS 2045 over the next year. There will be opportunities for the MPO to become engaged in the updated. OIPI will present information on the update to the TAC on November 6th. Mr. Short reported that Staunton District received 71 SmartScale applications and all are moving into scoring. Mr. Short gave an update on STARS Route 11 Study: staff has recommended some clarifications – all will be corrected in the Final Draft. Winchester Area Study: Proposal with fee estimate will be delivered by the end of October with a contract to follow.

- **DRPT:** Ms. Williams announced upcoming FY2020 grantee workshops.

7. Other Business – None reported.

Meeting adjourned at 11 a.m.

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Virginia Department of Rail and Public Transportation

Transit Asset Management

October 17, 2018

WinFred Policy Board

Ciara Williams
Northern Virginia
Transit Planning
Manager



FTA's TAM Rulemaking: The MPOs' Role



- Establishing performance targets for transit asset management
- Clarifying roles and responsibilities and formalizing agreement to:
 - Share performance data
 - Set performance targets
 - Track progress
- Establishing investment priorities to meeting targets in the TIP and LRTP



FTA's TAM Rulemaking



- Asset management plan for
 - Vehicles (revenue and non-revenue)
 - Facilities
 - Equipment
- **Tier I agencies** are ones that
 - Operate fixed guideway rail, or
 - Have more than 100 fixed route revenue vehicles at peak operation
- **Tier II agencies** are ones that
 - Have 100 vehicles or fewer fixed route revenue vehicles at peak operation, or
 - Are rural area program providers



Individual Plans and Group Plans

- **Tier I** agencies prepare and implement their individual TAM plans
- **Tier II** agencies may join in a group plan or develop their own plans
 - DRPT has opted to sponsor a group TAM plan for Tier II providers.





TAM Plan Submittal

- October 1, 2018 deadline
 - Provider completed their initial TAM Plan that covers four (4) years
 - TAM Plans can be amended at any time
 - A TAM Plan update is required at least every four (4) years





Next Steps

- After October 1:
 - MPOs update their TIPs and Long Range Transportation Plans (when update is needed or due) with new language
 - Must include a description of the performance measures and targets used to assess the performance and condition of the transportation system

