

# 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: January 7, 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		<b>Winchester Airport</b>	✓	Karen Taylor
	Jay Tibbs	✓	Nick Sabo		
	<b>Stephens City</b>		<b>Winchester Transit</b>		<b>Others</b>
	Mike Majher	✓	Renee Wells		
	<b>VDOT</b>		<b>Winchester</b>		
✓	Terry Short	✓	Perry Eisenach		
			Justin Hall		
	<b>Non-Voting</b>	✓	Tim Youmans		
	Richard Duran, FHWA		Shawn Hershberger		
	Tony Cho, FTA				
	Rusty Harrington, VA Dept. of Aviation				

**Winchester Frederick County (WinFred) MPO  
TECHNICAL ADVISORY COMMITTEE (TAC) Meeting Minutes  
January 7, 2020 - 10:00 a.m.  
Frederick County Administrative Offices – First Floor Conference Room  
107 N. Kent Street, Winchester, VA**

**1. Administrative Items:**

- a) Adoption of Agenda – Motion to adopt agenda by Mr. Ruddy; seconded by Ms. Wells. Motion carried.
- b) Welcome and Introductions – Chairman Youmans welcomed everyone to the meeting.
- c) Review and approval of the December 3, 2019 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. Draft Long Range Transportation Plan – John Madera, WinFred MPO**

This item was tabled from last month; a few updates needed to be made. Mr. Madera emailed the updated list of projects to the TAC prior to the meeting for review. A motion was made by Mr. Bishop approving the vision list of projects; motion seconded by Mr. Ruddy. Motion carried.

Mr. Madera stated that next steps will be high level screening on the projects in regard to VTRANS.

**4. System Planning Update – John Madera; Terry Short, VDOT**

North Winchester Area Study – Consultant is working on cost estimates in preparation for a Smart Scale application.

Route 7 STARS – Mr. Short has received draft SOW and is working with consultant on price. Will be under contract in a few weeks. This is not an MPO funded study; funded through VDOT STARS.

Millwood Avenue/Mall Boulevard – The Consultant, Prime AE is under contract. A kick-off meeting will be held soon.

Route 50/522 Study – The Project Steering Committee met with the Consultant, VHB to review the draft SOW.

Pleasant Valley Road STARS – The existing conditions have been completed and alternatives are being developed. There will be an online survey to receive public comments. A public workshop will be scheduled. This is not an MPO funded study; funded through VDOT STARS.

Ms. Taylor stated that MPO staff has created new maps for the WinTran User Guide; Ms. Wells is reviewing. A consultant has been selected for the City BikeShare Study and a kickoff meeting will be held in February. This is a four month study.

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

Project Steering Meeting: January 7, 2020 (immediately following this meeting); Policy Board: January 15, 2020; Technical Advisory Committee: February 4, 2020

**6. VDOT/DRPT/Staff Updates – Mr. Short gave an update on new/updated Smart Scale categorization primarily in regard to economic development. Following discussion, the TAC directed staff to draft a letter to Mr. Whitworth stating concerns with this change.**

Meeting adjourned at 10:48 a.m.

## Glossary of Acronyms

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## Technical Advisory Committee Minutes: March 3, 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		<b>Winchester Airport</b>	✓	Karen Taylor
	Jay Tibbs	✓	Nick Sabo	✓	Amanda Kerns
	<b>Stephens City</b>		<b>Winchester Transit</b>		<b>Others</b>
	Mike Majher	✓	Renee Wells	✓	Matt Smith, VDOT
	<b>VDOT</b>		<b>Winchester</b>		
✓	Terry Short – Call In	✓	Perry Eisenach		
		✓	Justin Hall		
	<b>Non-Voting</b>	✓	Tim Youmans		
	Richard Duran, FHWA		Shawn Hershberger		
	Tony Cho, FTA				
	Rusty Harrington, VA Dept. of Aviation				

**Winchester Frederick County (WinFred) MPO  
TECHNICAL ADVISORY COMMITTEE (TAC) Meeting Minutes  
March 3, 2020 - 10:00 a.m.  
Frederick County Administrative Offices – First Floor Conference Room  
107 N. Kent Street, Winchester, VA**

**1. Administrative Items:**

- a) Adoption of Agenda – Motion to adopt agenda made by Mr. Bishop; seconded by Ms. Wells. Motion carried.
- b) Welcome and Introductions – Chairman Youmans welcomed everyone to the meeting.
- c) Review and approval of the January 7, 2020 Technical Advisory Committee Meeting Minutes – Motion made by Mr. Ruddy approving the minutes; seconded by Ms. Wells. Motion carried.

**2. Public Comment Period – None reported.**

**3. Draft FY21 Unified Planning Work Program (UPWP)– Karen Taylor/John Madera**

Ms. Taylor and Mr. Madera reviewed the document with the Committee. Following the review, the committee members discussed and agreed upon updates and edits to be made to the document primarily under System Planning. Following discussion, a motion was made by Mr. Ruddy recommending approval to the Policy Board to forward to the 20 day public comment period, pending comments received, final approval of the document; motion seconded by Ms. Wells. Motion carried.

**4. System Planning Update – John Madera; Terry Short, VDOT**

- North Winchester Area Study Phase II. Began February 2019. Last PSC meeting on 10/16/19: increasing capacity of NB 11 to NB 81 movement is key, but it won't be cheap. The Kimley-Horn team continues to refine alternatives. K-H contract addendum for IMR to be completed before SS deadline. \$30,000?
- Millwood Avenue/Mall Blvd. Project kickoff on January 24. Consultant: Prime Architects & Engineers. Includes direct outreach to university, affected commercial landowners, public information meeting. To be completed by mid-October.
- Route 50/522 Realignment Study. Project kickoff on February 10. Consultant: VHB. Two phases. This is the first phase and will yield an alignment suitable for the County's Comp Plan. It will focus on qualitative analysis and will not include traffic operations analysis or roadway design. Phase 2: Second phase will provide right-of-way requirements, cost estimates, evaluation of independent utility, and may include reports which could form the basis of a future Smart Scale application. Public input via MetroQuest survey. Airport represented on project steering committee. City will be invited to future steering committee meetings. Review alternatives in a week or two. Phase 1 to be completed before the end of the FY in June. Phase 2 to be included in FY '21 UPWP.
- STARS: Pleasant Valley Road. PSC met on February 6 to review draft alternatives. (Includes Millwood, Jubal Early intersections.) 500+ respondents to MetroQuest. Expect revisions with estimates late next week. 2nd survey to vet concepts; council, public meeting in April.
- STARS: Route 7. The firm Michael Baker has been assigned the study. work underway – 3/18 steering committee to review conditions, alternatives.

5. **SmartScale Round 4** – The Committee discussed potential applications.
6. **Upcoming Meeting Schedule (MPO Meetings are held at the Frederick County Administrative Offices but may be subject to change):**
  - Project Steering Meeting: March 18<sup>th</sup> immediately following the Policy Board Meeting
  - Policy Board: March 18, 2020
  - Technical Advisory Committee: April 7, 2020
7. **VDOT/DRPT/Staff Updates** – Covered under agenda items 4 and 5.
8. **Other Business** – None reported.

**Adjourned at 10:45 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**

**Definition of Acronyms on next page**

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**Winchester Frederick County (WinFred) MPO  
TECHNICAL ADVISORY COMMITTEE (TAC)  
Meeting Minutes July 7, 2020 - 10:00 a.m.**

**Please join my meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/201947549>

**You can also dial in using your phone.**

United States: [+1 \(571\) 317-3122](tel:+15713173122) Access Code: 201-947-549

**1. Administrative Items:**

- a) Adoption of Agenda – Motion made by Mr. Barker adopting the agenda; seconded by Mr. Bishop. Motion carried.
  
- b) Welcome and Roll Call – Ms. Taylor did the roll call:
  - City of Winchester
    - Mary Beth Price, Perry Eisenach, Tim Youmans and Justin Hall
  
  - Frederick County
    - Patrick Barker, John Bishop and Mike Ruddy
  
  - Stephens City
    - No representatives
  
  - VDOT and DRPT
    - No representatives
  
  - FHWA and FTA
    - No representatives
  
  - Staff
    - Brandon Davis, John Madera, Karen Taylor and Amanda Kerns
  
- c) Review and approval of the March 3, 2020 Technical Advisory Committee Meeting Minutes  
Motion made by Mr. Bishop approving the minutes; seconded by Mr. Barker. Motion carried.

**2. Public Comment Period – None reported.**

**3. Support for SMART SCALE applications**

Mr. Madera presented this item for approval. He stated that the MPO has submitted four pre-applications, all of which have conditionally screened in. The final applications, due August 3, require a resolution of support from the MPO Policy Board. Following Mr. Madera's presentation, Mr. Eisenach stated that there are few details with the Pleasant Valley project that need to be discussed. Mr. Madera stated that he and Mr. Short would contact him to discuss. Following a brief discussion, a motion was made by Mr. Eisenach to forward the attached resolution to the Policy Board for approval; motion seconded by Mr. Ruddy. Motion carried.



**4. System Planning Update –**

Mr. Madera and Ms. Taylor gave an update on the following studies:

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

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

- Project Steering Meeting: TBD
- Policy Board: July 15, 2020 (Annual election will be held)
- Technical Advisory Committee: August 4, 2020

**6. VDOT/DRPT/Staff Updates – None reported.**

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

**Meeting adjourned at 10:22 a.m.**

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## Technical Advisory Committee Minutes: September 1, 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		<b>Winchester Airport</b>	✓	Karen Taylor
	Jay Tibbs		Nick Sabo		Amanda Kerns
	<b>Stephens City</b>		<b>Winchester Transit</b>		<b>Others</b>
	Mike Majher	✓	Renee Wells	✓	Katie Schwing, OIPI
	<b>VDOT</b>		<b>Winchester</b>	✓	Sarah Rhodes, OIPI
✓	Terry Short		Perry Eisenach		
			Justin Hall		
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	Tony Cho, FTA				
	Rusty Harrington, VA Dept. of Aviation				



**Winchester Frederick County (WinFred) MPO TECHNICAL ADVISORY COMMITTEE (TAC) Meeting**

**September 1, 2020 - 10:00 a.m.**

<https://zoom.us/j/92708040085?pwd=Z3lGWVJvRi9aRS9pYzZ5MU1BRVhZUT09> Meeting ID: 927 0804 0085 Passcode: 202516

**1. Administrative Items:**

- a) Adoption of agenda – Motion made by Mr. Short approving the agenda; seconded by Mr. Bishop. Motion carried.
- b) Welcome and Roll Call – Marked on cover sheet
- c) Review and approval of the July 7, 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. Support for SMART SCALE applications (Action Requested) – John Madera, WinFred MPO**

Mr. Madera stated that the City of Winchester and Frederick County have submitted one and two applications, respectively, for funding consideration. Recommendation of a resolution of support from the MPO Policy Board is requested. Mr. Madera presented a PowerPoint highlighting the Smart Scale application projects. Following the presentation, the Committee agreed that the resolution should include the regional commission applications, remove the cost and only list project descriptions. A motion was made by Mr. Bishop forwarding a recommendation approving the resolution of support with above mentioned edits; motion seconded by Mr. Ruddy. Motion carried.

**4. VTrans Update – Katie Schwing, Office of Intermodal Planning and Investment**

Ms. Katie Schwing presented updates on the prioritization process for the VTrans Mid-term Transportation Needs.

**5. System Planning Update – John Madera, Karen Taylor, Terry Short**

- Staff 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 Meeting: TBD
- Policy Board: September 16, 2020
- Technical Advisory Committee: October 6, 2020

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

**8. Other Business – None reported**

**Meeting adjourned at 9:52 a.m.**

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

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	Frederick County		DRPT		Staff
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✓	Mike Majher	✓	Renee Wells	✓	Wood Hudson, DRPT
	<b>VDOT</b>		<b>Winchester</b>	✓	Will Cockrell, EPR
✓	Terry Short	✓	Perry Eisenach	✓	Danny Yoder, EPR
		✓	Justin Hall	✓	Chuck DeHaven
	<b>Non-Voting</b>	✓	Tim Youmans	✓	Brad Shelton, VDOT
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	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**

## 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. Conducts 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.

**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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**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.

**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.

**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.

**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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**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.

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# 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: December 1, 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		<b>Winchester Airport</b>	✓	Karen Taylor
	Jay Tibbs		Nick Sabo		
	<b>Stephens City</b>		<b>Winchester Transit</b>		<b>Others</b>
	Mike Majher		Renee Wells		
	<b>VDOT</b>		<b>Winchester</b>		
✓	Terry Short	✓	Perry Eisenach		
		✓	Tim Youmans		
	<b>Non-Voting</b>	✓	Shawn Hershberger		
✓	Richard Duran, FHWA		Justin Hall		
	Tony Cho, FTA				
	Rusty Harrington, VA Dept. of Aviation				





**Winchester Frederick County (WinFred) MPO  
TECHNICAL ADVISORY COMMITTEE (TAC) Meeting  
Minutes**

**December 1, 2020 - 10:00 a.m.**

**1. Administrative Items:**

- a) Adoption of agenda - Motion to approve made by Mr. Ruddy; seconded by Mr. Bishop. Motion carried.
- b) Welcome and Roll Call - Attendance recorded on page 1 of the minutes.
- c) Review and approval of the October 6, 2020 Technical Advisory Committee Meeting Minutes – Motion to approve made by Mr. Ruddy; seconded by Mr. Short. Motion carried.

**2. Public Comment Period - None reported.**

**3. Highway Safety and Bridge Deck Condition Performance Target Setting for 2021 – John Madera, WinFred MPO**

Mr. Madera presented a PowerPoint on Highway Safety and Bridge Deck Condition Performance Target setting for 2021. Following the presentation, Mr. Madera stated that MPOs may support the State's targets, develop their own targets, or use a combination of State and MPO targets. Safety targets are due February 27, 2021; bridge condition targets are due March 15. A motion was made by Mr. Bishop to forward a recommendation of approval supporting the State's targets to the Policy Board; seconded by Mr. Hershberger. Motion carried.

**4. System Planning Update – John Madera, Karen Taylor, Terry Short**

Staff provided a status update on the following projects:

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

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

- Project Steering Committee: December 3, 2021
- Policy Board: December 16, 2020
- Technical Advisory Committee: January 5, 2021

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

Mr. Short reported that Mark Merrill is the new CTB member for our area.

Ms. Taylor stated that planning for FY22 UPWP projects will soon begin. She will send out a survey to receive feedback for FY22 project ideas.

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

**Meeting adjourned at 10:30 a.m.**

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