



WinFred MPO Policy Board Meeting Minutes

**Rouss City Hall, 15 N. Cameron St, Winchester, VA- Zuckerman Meeting Room – 2nd Floor
Wednesday, February 16 at 10 a.m.**

1. ADMINISTRATIVE ITEMS

- A.** Adoption of Agenda – Motion to adopt agenda made by Mr. Hill; seconded by Mr. Eisenach. Motion carried.
- B.** Review and approval of the Draft Minutes of the November 17, 2021 Policy Board Meeting – Motion to approve minutes made by Mr. Majher; seconded by Mr. Kiser. Motion carried.
- C.** Financial Report – report provided for information only.
- D.** Review and endorsement of a request for FTA Section 5310 Grant assistance from Shenandoah Area on Ageing (SAAA), Grafton and Northwestern Community Services Board
 - Motion to approve endorsement of NWCS grant application made by Mr. Eisenach; seconded by Mr. Hill. Motion carried.
 - Motion to approve endorsement of Grafton grant application made by Mr. Eisenach; seconded by Mr. Majher. Motion carried.
 - Motion to approve endorsement of SAAA grant application made by Mr. Eisenach; seconded by Mr. Hill. Motion carried.

2. Public Comment Period

Resident Kat Eaton spoke in opposition to the planned roundabout on Pleasant Valley Road at Hollingsworth Drive and Cork Street.

3. Highway Safety Performance Targets for 2022 – John Madera, WinFred MPO

Mr. Madera presented the highway safety performance targets for 2022 to the Board. Following the presentation a motion was made by Mr. Eisenach to support a resolution for the State’s targets for highway safety; seconded by Mr. Majher. Motion carried.

4. Transit TIP Amendment - Karen Taylor, WinFred MPO

Ms. Taylor presented the amendment and requested approval of 20-day public comment period, pending comments received, final approval. A motion was made by Ms. McCann-Slaughter approving the public comment period and pending public comments received, final approval; seconded by Mr. Hill. Motion carried.

5. System Planning Update

Staff gave an update on the following studies/projects: Valley Mill Relocation Study; Pleasant Valley Road/Wingate Drive/Featherbed Lane Design Study; Exit 313/Route 50/Route 522 South Area Study Phase 2; City Bikeshare Study Phase 2; 2045 Metropolitan Transportation Plan public involvement.

6. Upcoming Meeting Schedule (All meetings are held at the Rouss City Hall, 15 N. Cameron St., Exhibit Hall, 4th Floor)

- A. Project Steering Committee: TBD
- B. Technical Advisory Committee: March 1, 2022
- C. Policy Board: March 16, 2022

7. VDOT/DRPT Reports – both agencies presented their respective report.

8. Other Business – Ms. Taylor asked the Board if they would be open to staff presenting a policy for electronic meetings at the next meeting. Responses were favorable and staff will present a policy for approval at the next meeting.

Meeting adjourned at 10:55 a.m.

A majority of the MPO voting members shall constitute a quorum (5 voting members)

Glossary of acronyms on following 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 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- Also called the Metropolitan Transportation Plan (MTP). 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.

MTP – Metropolitan Transportation Plan – see **LRTP**.

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.



WinFred MPO Policy Board Meeting Minutes

**Rouss City Hall, 15 N. Cameron St, Winchester, VA- Zuckerman Meeting Room – 2nd Floor
Wednesday, April 20, 2022 at 10 a.m.**

1. ADMINISTRATIVE ITEMS

- A. Adoption of Agenda – Mr. Kiser made a motion to adopt the agenda; seconded by Mr. Eisenach. Motion carried.
- B. Review and approval of the Draft Minutes of the February 16, 2022 Policy Board Meeting – Mr. Hoffman made a motion to adopt the minutes as presented; seconded by Mr. Eisenach. Motion carried.
- C. Financial Report - Action: None; for information.

2. Public Comment Period – None reported.

3. Presentation of 2045 Metropolitan Transportation Plan Public Engagement Findings - Findings presented by Amanda Kerns, NSVRC

Ms. Kerns presented the findings to the Board. This is for information only; no action requested.

4. Presentation of the Draft FY23 Unified Planning Work Program (UPWP)- MPO Staff

Staff presented the Draft FY23 UPWP to the Board. Following the presentation, Mr. Eisenach made a motion to forward the document to the 20-day public comment period, pending comments received, final approval; seconded by Mr. Kiser. Motion carried.

5. Electronic Meeting Participation – Karen Taylor, NSVRC

Ms. Taylor presented the draft Electronic Meeting Participation policy. Following the presentation, Mr. Hoffman made a motion to adopt the electronic meeting policy; seconded by Mr. Eisenach. Motion carried.

6. Transit TIP Amendment – Karen Taylor/Perry Eisenach

Ms. Taylor and Mr. Eisenach presented the TIP amendment to the Board for approval. Following the presentation, Mr. Eisenach made a motion to approve a 20 day public comment period, pending comments received, final approval of the TIP amendment; seconded by Mr. Kiser. Motion carried.

7. System Planning Update – MPO Staff

Staff gave a status report on the following projects: Valley Mill Relocation Study; Pleasant Valley Road/Wingate Drive/Featherbed Lane Design Study; Exit 313/Route 50/Route 522 South Area Study Phase 2

8. VDOT/DRPT Reports – both agencies reviewed their respective report.

9. Upcoming Meeting Schedule (All meetings are held at 10 a.m. in Rouss City Hall, 15 N. Cameron St., Zuckerman Meeting Room, 2nd Floor)

- A. Project Steering Committee: TBD
- B. Technical Advisory Committee: May meeting potentially cancelled
- C. Policy Board: May meeting potentially cancelled

10. Other Business – None reported.

Meeting adjourned at 11 a.m.

A majority of the MPO voting members shall constitute a quorum (5 voting members)



WinFred MPO Policy Board Meeting Minutes

**Rouss City Hall, 15 N. Cameron St, Winchester, VA- Zuckerman Meeting Room – 2nd Floor
Wednesday, June 15, 2022 at 10 a.m.**

1. ADMINISTRATIVE ITEMS

- A.** Adoption of Agenda – Motion to adopt made by Ms. McCann-Slaughter; seconded by Mr. DeHaven. Motion carried.
- B.** Review and approval of the Draft Minutes of the April 20, 2022 Policy Board Meeting – Motion to approve made by Mr. DeHaven; seconded by Mr. Hill. Motion carried.
- C.** Financial Report - Action: None; for information only.
- D.** Draft Technical Advisory Committee Minutes from June 7, 2022 – provided for information only.

2. Public Comment Period – None reported.

3. Support for SMART SCALE applications – John Madera, WinFred MPO

Mr. Madera stated that the MPO, City and County have collectively submitted ten pre-applications, all of which have conditionally screened in. The final applications, due August 1st, require a resolution of support from the MPO Policy Board. Following Mr. Madera's review and update, a motion was made by Ms. McCann-Slaughter approving the resolution as presented and permission for the Chair to sign; seconded by Mr. DeHaven. Motion carried.

4. Establish Bike and Pedestrian Advisory Committee – Amanda Kerns, WinFred MPO

Ms. Kerns stated that a Bike and Pedestrian Advisory Committee should be established under the WinFred MPO in order to develop recommendations to decision-makers on bike and pedestrian matters, including but not limited to oversight of the Winchester Bikeshare Program and the Bicycle and Pedestrian Master Plan. Following an update from Ms. Kerns, Mr. DeHaven made a motion to establish the WinFred MPO Bike and Pedestrian Advisory Committee; seconded by Mr. Hill. Motion carried.

5. System Planning Update – Staff provided a status update on the following projects: 2045 Metropolitan Transportation Plan, Valley Mill Relocation Study; Pleasant Valley Road/Wingate Drive/Featherbed Lane Design Study; Exit 313/Route 50/Route 522 South Area Study Phase 2.

6. VDOT/DRPT Reports – reports provided for information only.

7. Upcoming Meeting Schedule (All meetings are held at 10 a.m. in Rouss City Hall, 15 N. Cameron St., Zuckerman Meeting Room, 2nd Floor)

- A.** Project Steering Committee: TBD
- B.** Technical Advisory Committee: July meeting cancelled
- C.** Policy Board: July meeting cancelled

8. Other Business – None reported.

9. Meeting adjourned at 10:16 a.m.

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- Also called the Metropolitan Transportation Plan (MTP). 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.

MTP – Metropolitan Transportation Plan – see **LRTP**.

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.



WinFred MPO Policy Board Meeting Minutes

**Rouss City Hall, 15 N. Cameron St, Winchester, VA- Zuckerman Meeting Room – 2nd Floor
Wednesday, October 19, 2022 at 10 a.m.**

1. ADMINISTRATIVE ITEMS

- A. Adoption of Agenda – Motion made by Ms. McCann-Slaughter; seconded by Mr. Hill. Motion carried.
- B. Annual Election for FY23 Chair and Vice Chair – Chair Smith opened the floor for FY23 Chair nominations. Motion made by Mayor Smith nominating Ms. McCann-Slaughter; seconded by Mr. Hill. Motion carried. Chair McCann-Slaughter opened the floor for FY23 Vice Chair nominations. Chair McCann-Slaughter made a motion nominating Mr. Hill; seconded by Mayor Smith. Motion carried.
- C. Review and approval of the Draft Minutes of the June 20, 2022 Policy Board Meeting – Motion to adopt made by Mr. Majher; seconded by Mayor Smith. Motion carried.
- D. Financial Report and Requested FY23 UPWP Adjustments – Motion made by Mr. Majher approving the FY23 UPWP requests as presented; seconded by Mr. Kiser. Motion carried.
- E. Draft Technical Advisory Committee Minutes from October 4, 2022 – Provided for information.
- F. Project Status Report - Provided for information.

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

3. [Draft 2045 Metropolitan Transportation Plan](#) – John Madera and Amanda Kerns, NSVRC

Mr. Madera and Ms. Kerns presented the Draft 2045 Metropolitan Transportation Plan to the Board. Following the presentation, a motion was made by Mayor Smith approving to forward the Plan to the 20 day public comment period; seconded by Mr. Majher. Motion carried.

4. **Transit TIP Amendment** – Karen Taylor, NSVRC/Perry Eisenach, City of Winchester

Ms. Taylor presented a transit TIP amendment that would add rolling stock to WinTran’s fleet. A motion was made by Mr. Majher approving the amendment for the 20 day public comment period, pending comments received, final approval; seconded by Mayor Smith. Motion carried.

5. **Virtual Meeting Policy Update** – Karen Taylor, NSVRC

Ms. Taylor presented the updated virtual meeting policy for the Board’s consideration. A motion was made by Mayor Smith approving the updated policy; seconded by Mr. Hill. Motion carried.

6. **VDOT/DRPT Reports** – reports attached to the minutes.

7. **Upcoming Meeting Schedule (All meetings are held at 10 a.m. in Rouss City Hall, 15 N. Cameron St., Zuckerman Meeting Room, 2nd Floor)**

- A. Project Steering Committee: TBD
- B. Technical Advisory Committee: November 1, 2022
- C. Policy Board: November 16, 2022

8. Other Business –

Ms. Kerns gave an update on the Bicycle Pedestrian Advisory Committee (BPAC). The next meeting will be held on October 24, 2022 in the first floor meeting room at Frederick County Administrative Offices.

Mr. Reed gave an update on the Route 50 and 37 STARS.

Mr. Harrington stated that currently there is an update to the Statewide System Planning for 66 airports. A new terminal will be built at the Winchester Regional Airport.

Mr. Kiser provided CTB membership updates. He stated that engineering work will begin next year at 313-317.

Mr. Davis suggested extending an invite to CTB member Mark Merrill for the November meeting.

9. Meeting adjourned at 10:50 a.m.

A majority of the MPO voting members shall constitute a quorum (5 voting members)

DRPT Report to WinFred MPO Policy Board

October 19, 2022

Chief of Public Transportation

- DRPT has selected Zach Trogdon as the new Chief of Public Transportation. He is set to join DRPT on October 25 and comes from the Williamsburg Area Transit Authority (WATA) where he has served as Executive Director since 2017. Grant Sparks will resume his role as Director of Transit Planning once Zach has started as Chief.

Virginia Statewide Rail Plan

- DRPT hosted a virtual public meeting on September 27, 2022 from 6-7PM for the Virginia Statewide Rail Plan. The public meeting included a draft plan for review through to the end of October.
- The draft plan can be viewed online and will be finalized by the end of the calendar year (<https://storymaps.arcgis.com/collections/f83c1618157b45388bc794dde93d0f81>).

DRPT Coordinated Human Services Mobility (CHSM) Plan Update

- The CHSM Plan identifies statewide and regional gaps as well as recommendations for meeting transportation needs and improving human services transportation in Virginia for older adults, people with disabilities, and individuals with low income. Other populations, including veterans and youth, are in the plan as well.
- DRPT is requesting input to develop an update to its CHSM Plan via a survey asking about transportation needs, preferences, and use. The survey is intended to gather general information about regular transportation experiences.
- The survey may be found at this link: <https://www.surveymonkey.com/r/CHSM2022-R>

FY24 FTA Section 5310

- Agencies intending to apply for FTA Section 5310 funding in FY24 must have at least one staff member attend one of the six regional CHSM meetings scheduled in October. These meetings will discuss the specifics of the planned FY24 application.
- Northern Region CHSM Meeting information/registration link:
 - Wednesday, October 19, 10-11:30 AM
 - <https://register.gotowebinar.com/register/242835261923402255>
- Please contact Brittany Voll (brittany.voll@drpt.virginia.gov) with any questions.

FTA Mobility for All - Virginia Transportation Navigator

- The WTS Central Virginia Chapter awarded the Innovative Transportation Solution Award to DRPT for its FTA Mobility for All - Virginia Transportation Navigator project at its 2022 Annual Reception and Recognition Awards on September 28, 2022

- rvatech/ awarded the Innovation in Public Sector Award to the Virginia Transportation Navigator project at its 2022 rvatech/Gala Awards on September 28, 2022

Transit Service and Delivery Advisory Committee (TSDAC)

- DRPT presented TSDAC recommendations for the MERIT Capital grant program and Transit Strategic Plan (TSP) guidelines to the Commonwealth Transportation Board at the September CTB meeting in Staunton. A recording of the meeting may be viewed online with the presentation starting at the 1:58 mark (<https://www.youtube.com/watch?v=y7b4AauIh8U&t=7454s>)
- On October 26, DRPT will seek CTB action on these policy and guideline changes. A formal public comment period was completed in August/September with only one comment received.

Transit Asset Management (TAM) Plan

- DRPT has completed the update to the 2022 Tier II Group TAM Plan, which went into effect on October 1, 2022. (<https://drpt.virginia.gov/guidelines-and-requirements/transit-asset-management-plan/>)
- MPOs will have 180 days to adopt new transit asset management performance targets into their TIP/CLRPs. DRPT will be providing the performance targets and template language for use.
- TAM-related data is now available on the DRPT Open Data Portal (<https://data.drpt.virginia.gov/stories/s/FY2022-2025-TAM-Plan/h9nh-b94p>) and allows for data filtering on both MPO areas and transit agencies.
- TAM Targets by Asset Class:

Performance Targets for Federal Fiscal Year 2022

Revenue Vehicle and Equipment/Service Vehicle Performance Targets

Asset Class	ULB	Target 2022
AB- Articulated Bus	14	5%
BU- Bus	14	15%
CU- Cutaway	10	10%
MV- Minivan	8	20%
BR- Over-the-Road-Bus	14	15%
VN- Van	8	20%
AO – Automobiles (non-revenue)	8	30%
TX – Trucks and other rubber tire vehicles (non-revenue)	14	30%

Age - % of vehicles that have met or exceeded their Useful Life Benchmark (ULB)

Facilities Performance Targets

Asset Class	TERM	Target 2022
Administrative/ Maintenance Facilities	<3.0	10%
Maintenance Facilities	<3.0	10%
Passenger Facilities	<3.0	15%
Parking Facilities	<3.0	10%

Percent of facilities with a condition rating below 3.0 on the FTA TERM Scale

Thank you,
Amy Garbarini

VDOT District Planning Report to WinFred MPO Policy Board October 2022

SMART SCALE: The SMART SCALE Round 5 application deadline was August 1, 2022. Within the VDOT Staunton District, 42 total applications were submitted with a total SMART SCALE funding request of \$336.4 million. Within the WinFred MPO region, there were 7 total applications submitted (3 within the City of Winchester and 4 within Frederick County) with a SMART SCALE funding request of \$77.2 million. The SMART SCALE applications are currently in VDOT District and Central Office Validation and Scoring. The scoring results and the draft recommended funding scenario are expected to be released in January 2023.

STARS Study: The VDOT Strategically Targeted Affordable Roadway Solutions (STARS) study program is returning this year. This study program focuses on safety and operational roadway and multi-modal needs and evaluates improvement alternatives that address the identified needs. The study deliverables for the STARS program include a funding application ready conceptual sketch and estimate. In coordination with the City of Winchester, Frederick County and the MPO, VDOT Staunton District Planning has submitted a STARS study application to VDOT Central Office for the section of US 50 from Keating Drive in the city to the entrance of the VDOT Area Headquarters in the county. The STARS study is anticipated to get underway by the end of the year.

HSIP Local Systemic: The application window for localities who maintain their own roadways to submit systemic safety improvements for funding consideration through the Highway Safety Improvement Program (HSIP) is currently open and closes November 1, 2022. For state maintained roadways, HSIP applications are submitted by the VDOT District. More information can be found here:
[VDOT HSIP Website](#)

OIPI GAP Technical Assistance Program: The application window for the Office of Intermodal Planning and Investment's Growth and Accessibility Planning (GAP) technical assistance program is currently open and closes October 31, 2022. This planning grant program is intended to assist localities while advancing the goals of VTrans, Virginia's Statewide Multimodal Transportation Plan. More information can be found here:
[OIPI GAP Program Website](#)

Fall Meeting Update: There are no VDOT Fall Transportation Public Meetings planned for this year.



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

**Chair Judith McCann-Slaughter
 Policy Board
 Meeting Minutes
 November 16, 2022**

V-Virtual Attendance

WinFred MPO Policy Board Member Jurisdiction Representatives					
	Frederick County		VDOT		Staff
✓	Charles DeHaven, Jr.	V	Randy Kiser	✓	Brandon Davis
✓	Judith McCann-Slaughter		Non-Voting Members	✓	Amanda Kerns
✓	Michael Bollhoefer				Karen Taylor
			Kevin Jones, FHWA	V	John Madera
	Winchester				Others
	John Hill		Tony Cho, FTA		
			Amy Garbarini, DRPT	✓	John Bishop
✓	Daniel Hoffman		Rusty Harrington, FAA	✓	Kayla Peloquin
	Mayor John David Smith		Alternates	✓	Mike Ruddy
	Stephens City			✓	Mark Merrill, CTB Member
✓	Mike Majher	V	Tim Youmans (Winchester)		
		✓	Wyatt Pearson (Frederick)		
			Brad Reed (VDOT)		
			Matt Smith (VDOT)		
		✓	Ed Carter (VDOT)		
		V	Adam Campbell, VDOT		



**WinFred MPO Policy Board Meeting Minutes
Frederick County Administrative Offices, First Floor Conference Room
Wednesday, November 16, 2022 at 10 a.m.**

1. ADMINISTRATIVE ITEMS

- A. Adoption of Agenda- Motion to adopt made by Mr. DeHaven; seconded by Mr. Carter. Motion carried.
- B. Adoption of Randy Kiser Resolution – Motion to adopt made by Mr. DeHaven; seconded by Mr. Carter. Motion carried.
- C. Review and approval of the Draft Minutes of the October 20, 2022 Policy Board Meeting – Motion to approve made by Mr. DeHaven; seconded by Mr. Carter. Motion carried.
- D. Financial Report – Provided for information, no action.
- E. Draft Technical Advisory Committee Minutes from November 1, 2022 - Provided for information.
- F. Bike Ped Advisory Committee Minutes from August and October 2022 – Provided for information.
- G. Project Status Report - Provided for information.

2. Public Comment Period – None reported.

3. [Draft 2045 Metropolitan Transportation Plan](#) – John Madera and Amanda Kerns, NSVRC

Action requested: Motion to approve the 2045 Metropolitan Transportation Plan. Motion made by Mr. Majher approving the 2045 Metropolitan Transportation Plan; seconded by Mr. Hoffman. Motion carried.

4. WinFred MPO FY21-24 Highway TIP Amendment for Regionally Significant Projects- Adam Campbell, VDOT

VDOT is requesting action to ungroup the Exit 313 capacity project in the Highway TIP. Action requested: Motion to approve the 20-day public comment period, pending public comments received, final approval of the FY21-24 Highway TIP Amendment. Motion made by Mr. DeHaven approving the public comment period and pending public comments received, final approval of the amendment; seconded by Mr. Majher. Motion carried.

5. VDOT Request for MPO Letter of Support for ATTAIN USDOT Grant Application – John Madera, NSVRC

Motion made by Mr. Carter to approve the letter of support; seconded by Mr. Majher. Motion carried.

6. VDOT/DRPT Reports – Report provided for information.

7. Upcoming Meeting Schedule

- A. Project Steering Committee: TBD; Technical Advisory Committee and Policy Board: December meeting cancelled.

8. Other Business – Recognition of Mr. Kiser for his work provided to the MPO.

Motion to adjourn made by Mr. DeHaven; seconded by Mr. Hoffman. Motion carried.

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- Also called the Metropolitan Transportation Plan (MTP). 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.

MTP – Metropolitan Transportation Plan – see **LRTP**.

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.