



Frederick County ❖ City of Winchester ❖ Town of Stephens City
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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
January 18, 2023

WinFred MPO Policy Board Member Jurisdiction Representatives Meeting held via Zoom					
	Frederick County		VDOT		Staff
✓	Charles DeHaven, Jr.	✓	Todd Stevens	✓	Brandon Davis
✓	Judith McCann-Slaughter		Non-Voting Members	✓	Amanda Kerns
✓	Michael Bollhoefer	✓	Steven Minor, FHWA	✓	Karen Taylor
		✓	Kevin Jones, FHWA	✓	John Madera
	Winchester				Others
✓	John Hill		Tony Cho, FTA	✓	John Bishop, Fred Co
✓	Daniel Hoffman		Amy Garbarini, DRPT	✓	Kayla Peloquin, Fred Co
	Mayor John David Smith		Rusty Harrington, FAA	✓	Mike Ruddy, Winchester
	Stephens City	✓	Alternates	✓	Mike Ruddy, Winchester
✓	Mike Majher	✓	Perry Eisenach (Winchester)	✓	Mark Merrill, CTB
		✓	Tim Youmans (Winchester)	✓	Shane McCabe, VDOT
		✓	Wyatt Pearson (Frederick)	✓	Bob Haas, SAAA
		✓	Brad Reed (VDOT)	✓	Carlos Correa
			Matt Smith (VDOT)		
			Ed Carter (VDOT)		
			Adam Campbell, VDOT		



WinFred MPO Policy Board Meeting Minutes
Meeting held via Zoom
Wednesday, January 18, 2023 at 10 a.m.

1. ADMINISTRATIVE ITEMS

- A. Adoption of Agenda – Motion to adopt agenda as presented made by Mr. Hoffman; seconded by Mr. Hill. Motion carried.
- B. Review and approval of the Draft Minutes of the November 16, 2022 Policy Board Meeting – Motion to approve minutes as presented made by Mr. Hoffman; seconded by Mr. Bollhoefer. Motion carried.
- C. Financial Report – Provided for information.
- D. Bike Ped Advisory Committee Minutes - Provided for information.
- E. Project Status Report - Provided for information.
- F. Review and endorsement of a request for FTA Section 5310 Grant assistance from Shenandoah Area on Ageing (SAAA) and Grafton – Motion for the MPO to endorse made by Mr. Pearson; seconded by Mr. Hill. Motion carried.

2. Public Comment Period – None reported.

3. VDOT Travel Demand Model/UPWP Budget Amendment – John Madera, NSVRC

Action requested: Transfer \$40,000 from Task 7: System Planning Work Program to Work Task 8: Long Range Planning, Modeling, GIS & Data to cover consultant fees and staff administration for developing the socio-economic inputs as requested by VDOT to update the metropolitan travel demand model.

Motion to approve the budget amendment request made by Mr. Bollhoefer; seconded by Mr. Hoffman. Motion carried.

4. VDOT Safety Performance Targets – John Madera

Mr. Madera presented the VDOT Safety Performance Targets. Following the presentation discussed ensued. Ms. McCann-Slaughter suggested to endorse the targets as presented with a caveat in the letter to the CTB requesting to work with VDOT regarding safety on Back Mountain Road in hopes of reducing fatalities. Following discussion, a motion was made by Mr. Bollhoefer for the MPO to accept the VDOT safety performance targets as presented with the caveat regarding working with VDOT on the safety and fatalities on Back Mountain Road; seconded by Mr. Hill. Motion carried.

5. VDOT/DRPT Reports – reports are attached to the minutes for reference.

6. Upcoming Meeting Schedule (All meetings are held at the Frederick County Administrative Offices, 107 N. Kent St., Winchester, VA in the First Floor Conference Room at 10 a.m.)

- A. Project Steering Committee: TBD; Technical Advisory Committee: February 7, 2023; Policy Board: February 15, 2023; BPAC: February 13, 2023

7. Other Business – None reported.

Meeting adjourned at 11:04 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.

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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.

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

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WinFred Metropolitan Planning Organization

**Chair Judith McCann-Slaughter
 Policy Board
 Meeting Minutes
 March 15, 2023**

V:Virtual Attendance

WinFred MPO Policy Board Member Jurisdiction Representatives Meeting held via Zoom					
	Frederick County		VDOT		Staff
V	Charles DeHaven, Jr.	✓	Todd Stevens	✓	Brandon Davis
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✓	Michael Bollhoefer		Steven Minor, FHWA	✓	Karen Taylor
		V	Kevin Jones, FHWA	V	John Madera
	Winchester		Tony Cho, FTA		Others
✓	John Hill	V	Amy Garbarini, DRPT	✓	John Bishop, Fred Co
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		✓	Wyatt Pearson (Frederick)		
			Brad Reed (VDOT)		
			Matt Smith (VDOT)		
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WinFred MPO Policy Board Meeting Minutes
Wednesday, March 15, 2023 at 10 a.m.
Frederick County Administrative Offices, 107 N. Kent St., Winchester, VA
1st Floor Conference Room

1. ADMINISTRATIVE ITEMS

- A. Adoption of Agenda – Motion to adopt agenda as presented made by Mr. Carter; seconded by Mr. Boellhoefer. Motion carried.
- B. Review and approval of the Draft Minutes of the January 18, 2023 Policy Board Meeting – Motion to approve minutes as presented made by Mr. Boellhoefer; seconded by Mr. Carter. Motion carried.
- C. Financial Report – Provided for information.
- D. Bike Ped Advisory Committee Minutes – Provided for information.
- E. Draft March Technical Advisory Committee Minutes - Provided for information.
- F. Project Status Report – Provided for information.

2. Public Comment Period – None reported.

3. Statewide Targets for Asset Condition and System Performance – John Madera, NSVRC

Mr. Madera presented the Statewide Targets for Asset Condition and System Performance to the Board. He stated that the Technical Advisory Committee is recommending that the MPO adopt the Statewide Targets. Following a brief conversation, a motion was made by Mr. Bollhoeffer that the WinFred MPO adopt the Statewide Targets for Asset Condition and System Performance; motion seconded by Mr. Hill. Motion carried.

4. Transportation Improvement Program (TIP) Presentation – Adam Campbell, VDOT

Mr. Campbell presented a PowerPoint on VDOT's Transportation Improvement Program. A brief discussion followed the presentation. Mr. Campbell stated that the FY24_27 TIP will be presented at the April meeting.

5. VDOT/DRPT Reports – Reports attached to minutes. Mr. Campbell noted that the VDOT Spring meeting will be held on May 3, 2023, at BRCC.

6. Upcoming Meeting Schedule (All meetings are held at the Frederick County Administrative Offices, 107 N. Kent St., Winchester, VA in the First Floor Conference Room at 10 a.m.)

- A. Project Steering Committee: TBA
- B. Technical Advisory Committee: April 4, 2023
- C. Policy Board: April 19, 2023
- D. BPAC: March 13, 2023, and April 10, 2023

7. Other Business

Meeting adjourned at 10:55 a.m.

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

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WinFred MPO Staff Report to the Policy Board

March 15, 2023

For background information on studies and projects please visit the individual project pages on the WinFred MPO website. As always, please feel free to reach out to MPO staff with any questions.

Task 1.1 Public Participation and Outreach

Title VI and Public Participation Plan Update

Title VI applies to the WinFred MPO because it is a federally mandated agency funded primarily through federal tax dollars. This Title VI/Environmental Justice Plan will discuss how the WinFred MPO mitigates against and avoids inadvertently excluding low-income, minority, limited-English-speaking, disabled, and elderly populations in the planning process and the development of numerous planning documents. This plan will also include a procedure for receiving grievances regarding perceived discriminatory actions.

Phase II: Public Involvement Plan

The purpose of the Win-Fred MPO Public Involvement Plan (PIP) is to provide a process that ensures opportunities for the public to be involved in all phases of the MPO area urban transportation planning process. The Plan is important because:

- The public has the right to have a strong voice in all matters of public policy, including planning.
- Planning staff, consultants, and local officials need comments from those who know the community best: the people who live and work there.
- Involvement informs and educates the public about transportation planning and creates an informed community, leading to better planning.
- Participation gives the public a sense of ownership of the plan. It fosters cooperation among the public and between them and the Win-Fred MPO.

The kick-off meeting was held on October 12, 2022. The plans are expected to be wrapped up in six months. Draft final plans will be presented to Policy Board and TAC.

Task 4: Transit Planning

WinTran Micro-Transit Study

Winchester Transit is designing and implementing micro transit as a new approach to better serve its customers, better understand the potential role that demand-responsive technology might play in a primarily fixed-route transit network and to learn how it could be best leveraged to improve the user experience of current and future Winchester Transit customers. The overall goal of implementing micro transit transportation service is to reduce waiting times, walking distances, reduce route headways, and improve communication with passengers; providing a more flexible transit option to enable coverage where service is not currently available.

A kick-off meeting was held in July 2022; the study is expected to wrap up in May 2023. The draft report will be presented to the MPO Policy Board, TAC and Winchester City Council in March/April 2023.

Task 6: Bicycle & Pedestrian Planning

A BPAC meeting was held on February 13th. Winchester City Manager Dan Hoffman attended the meeting to discuss the City's support of implementing a bikeshare program. Mr. Hoffman provided information on the City's goals for the program and the role and responsibilities of the BPAC committee in program implementation. Committee Chair and Frederick County Planner, Kayla Peloquin, shared that the County will be submitting grant applications for the Transportation Alternatives Program and requested the Committee discuss locations for future potential projects. The next meeting will be held on March 13th.

Task 7: System Planning

US 522 Relocation Study Phase II

The objective of this study is to determine the feasibility and scope of relocating the junction of US 522 Front Royal Pike with US 17/50 Millwood Pike to improve traffic operation. Phase I identified a preferred alignment. Phase II, included conceptual design, traffic impact, and refined alignment. The consultant submitted a final draft report on December 22nd, which has been reviewed by project stakeholders. The final draft report will be presented to TAC and Policy Board in April/May 2023.

Valley Mill Road Relocation Study

This study advances a concept for relocation of the junction of Valley Mill Road with Route 7 at the northbound I-81 ramps, to align with Gateway Drive, to improve traffic flow and reduce the frequency of crashes on westbound Route 7. A contract has been executed with Pennoni with completion scheduled by July 1, 2023. The third project team meeting, held on February 28th, covered a review of the results of alternatives testing across four intersections on Berryville Pike. The City of Winchester TAC members have been invited to join the project steering committee and will be briefed on the project on March 28th. Estimated project completion is fall 2023.

Task 8: Long Range Planning, GIS and Data

WinFred 2045 Metropolitan Transportation Plan

The MTP was adopted by the Policy Board on November 16th and is posted on the MPO website.

Socioeconomic Data Development, WinFred Travel Demand Model Update

The MPO has contracted with Kittelson Associates to develop base and horizon year socioeconomic inputs needed by VDOT to perform its 5-year update of the model beginning this spring. The City and County are assisting in this project, providing data on recent and planned developments. Estimated project completion is May 2023.



WinFred MPO Policy Board Meeting Minutes
Wednesday, April 19, 2023 at 10 a.m.
Frederick County Administrative Offices, 107 N. Kent St., Winchester, VA
1st Floor Conference Room

1. ADMINISTRATIVE ITEMS

- A. Adoption of Agenda – Motion to adopt agenda made by Mr. Hill, seconded by Mr. Milstead. Motion carried.
- B. Review and approval of the Draft Minutes of the March 15, 2023 Policy Board Meeting – Motion to approve made by Mr. Milstead, seconded by Mr. Stevens. Motion carried.
- C. Financial Report – provided for information.
- D. Bike Ped Advisory Committee Minutes - provided for information.
- E. Draft April 4, 2023 Technical Advisory Committee Minutes - provided for information.
- F. MPO Project Status Report - provided for information.
- G. VDOT/DRPT Reports - provided for information.

2. Public Comment Period – none reported.

3. Draft FY24 Unified Planning Work Program (UPWP) – Karen Taylor, NSVRC

Ms. Taylor presented the draft FY24 UPWP for consideration of approval. Following the presentation, a motion was made by Mr. Pearson to forward the Draft FY24 UPWP to the 20-day public comment period, pending public comments received, final approval, seconded by Mr. Bollhoefer. Motion carried.

4. FY21-24 Highway TIP Amendments – Karen Taylor, NSVRC

Ms. Taylor presented amendments to the FY21-24 highway TIP for consideration of approval. Ms. McCann-Slaughter requested sample projects be included in the public review documents. Following review and discussion, a motion was made by Mr. Milstead to forward the TIP amendments to the 20-day public comment period, motion seconded by Mr. Bollhoefer. Motion carried.

5. Draft FY24-27 Highway and Transit TIP – Karen Taylor, NSVRC

Ms. Taylor presented the draft FY24-27 Highway and Transit TIP for consideration of approval. Following a brief discussion, a motion was made by Mr. Milstead to forward the Draft FY24-27 Highway and Transit TIP to the 20-day public comment period, pending public comments received, final approval, motion seconded by Mr. Bollhoefer. Motion carried.

6. Upcoming Meeting Schedule (All meetings are held at the Frederick County Administrative Offices, 107 N. Kent St., Winchester, VA in the First Floor Conference Room at 10 a.m.)

Ms. Taylor noted that July and August TAC and Policy Board meetings may be cancelled.

- A. Project Steering Committee: TBA
- B. Technical Advisory Committee: May 2, 2023
- C. Policy Board: May 17, 2023
- D. BPAC: May 8, 2023 at **1 p.m.**

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

Meeting adjourned at 10:55 a.m.

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WinFred Metropolitan Planning Organization

Chair Judith McCann-Slaughter
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Meeting Minutes
May 17, 2023

V:Virtual Attendance

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✓	Judith McCann-Slaughter		Non-Voting Members	✓	Amanda Kerns
✓	Michael Bollhoefer		Steven Minor, FHWA	✓	Karen Taylor
			Kevin Jones, FHWA		
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✓	John Hill		Amy Garbarini, DRPT	✓	Mike Ruddy, Winchester
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✓	Phil Milstead		Alternates	V	Kenny Johnson, WinTran
	Stephens City		Perry Eisenach (Winchester)		
✓	Mike Majher	✓	Tim Youmans (Winchester)		
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Wednesday, May 17, 2023 at 10 a.m.
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1st Floor Conference Room

1. ADMINISTRATIVE ITEMS

- A. Adoption of Agenda- Motion to adopt agenda as presented made by Mr. DeHaven, seconded by Mr. Hill. Motion carried.
- B. Review and approval of the Draft Minutes of the April 19, 2023 Policy Board Meeting – Motion to adopt made by Mr. Bollhoefer, seconded by Mr. Milstead. Motion carried.
- C. Financial Report – provided for information.
- D. Bike Ped Advisory Committee Minutes - provided for information.
- E. Technical Advisory Committee Minutes - provided for information.
- F. Project Status Report - provided for information.
- G. VDOT/DRPT Reports - provided for information.

2. Public Comment Period – none reported.

3. FY21-24 Highway TIP Amendment System Preservation Project Groupings – Karen Taylor, NSVRC

Ms. Taylor stated that the amendment has undergone the 20-day public comment review period with no comments received. Following a brief discussion, a motion was made by Mr. DeHaven approving the FY21-24 Highway TIP amendment as presented, seconded by Mr. Hill. Motion carried. A copy of the amendment is attached to the minutes.

4. Draft Report Exit 313/Route 50/Route 522 South Area Study Phase 2 Presentation – Nat Grier, VHB

Mr. Grier presented a PowerPoint on the draft report for Exit 313/Rt. 50/Rt. 522 South Area Study Phase 2. Following the presentation and a brief discussion, a motion was made by Mr. DeHaven to confirm that the project scope of work has been satisfied, seconded by Mr. Bollhoefer. Motion carried.

5. Bike Ped Advisory Committee (BPAC) Update – Amanda Kerns, NSVRC

Ms. Kerns gave a brief update on what the committee has been working on.

6. Upcoming Meeting Schedule (All meetings are held at the Frederick County Administrative Offices, 107 N. Kent St., Winchester, VA in the First Floor Conference Room at 10 a.m.; BPAC meets at 1 p.m.)

- A. Project Steering Committee: TBA
- B. Technical Advisory Committee: June 6, 2023 all virtual; July meeting canceled
- C. Policy Board: June 21, 2023; July meeting canceled
- D. BPAC: June 12, 2023

7. Other Business – None reported.



WinFred MPO Policy Board Meeting Minutes
Wednesday, June 21, 2023 at 10 a.m.
Frederick County Administrative Offices, 107 N. Kent St., Winchester, VA
1st Floor Conference Room
[Virtual Meeting Link](#)

1. ADMINISTRATIVE ITEMS

- Adoption of Agenda – Motion to adopt agenda made by Mr. DeHaven; seconded by Mr. Milstead. Motion carried.
- Review and approval of the Draft Minutes of the May 17, 2023 Policy Board Meeting – Motion to approve the minutes as presented made by Mr. DeHaven; seconded by Mr. Bollhoefer. Motion carried.
- Financial Report – report provided for information.
- Bike Ped Advisory Committee Minutes – minutes provided for information.
- Technical Advisory Committee Draft Minutes June 6, 2023 - minutes provided for information.
- MPO Staff Project Status Report – report provided for information.
- VDOT/DRPT Reports – reports provided for information.

2. Public Comment Period – None reported.

3. Presentation on the Draft City of Winchester Microtransit Study – Perry Eisenach, City of Winchester and Lucas Miller, Kimley-Horn

A presentation of the draft study was presented by Kimley-Horn. Following the presentation, a motion was made by Mr. Bollhoefer confirming that the project scope of work has been satisfied; motion seconded by Mr. Hoffman. Motion carried.

4. Presentation on the Draft Title VI and Public Participation Plans (PPP) –Amanda Kerns, NSVRC/Alan Simpson, EPR

Ms. Kerns gave background information on the project and introduced Mr. Simpson with EPR. A presentation of the plans was given by Mr. Simpson. Following the presentation, a motion was made by Mr. Reed approving the 20-day public comment period; pending comments received, final approval; seconded by Mr. DeHaven. Motion carried.

5. Presentation on 2020 Census Urban Areas – Karen Taylor, NSVRC/ Rush White, US Census Bureau

Ms. Taylor gave background information on the item and introduced Mr. White with the US Census. Mr. White presented information on the 2020 census urban areas. Following the presentation, Chair McCann-Slaughter requested the item be placed on a future agenda as the County would like their attorney to review the MOU prior to signing. Staff will place the item on a future meeting agenda.

6. Bike Ped Advisory Committee (BPAC) Update – Amanda Kerns, NSVRC

Ms. Kerns gave a brief update.

7. Upcoming Meeting Schedule (All meetings are held at the Frederick County Administrative Offices, 107 N. Kent St., Winchester, VA in the First Floor Conference Room at 10 a.m.; BPAC meets at 1 p.m. Subject to change)

- Project Steering Committee: Scheduled As Needed
- Technical Advisory Committee and Policy Board: July and August meetings canceled
- BPAC: July 10 at 1 p.m.

8. Other Business – None reported.

Meeting adjourned at 11:40 a.m.

Glossary of Acronyms

CLRP – Constrained Long-Range Plan – A fiscally-constrained list of projects drawn from the Vision Plan element of the MTP. 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.

MTP- Metropolitan Transportation Plan- Developed and approved by the MPO, the MTP is a regional plan that includes all transportation projects and programs that the MPO realistically anticipates can be implemented over the next 25 years. MTP’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 MTP 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 MTP, and provides technical review and assistance on 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 Virtual Meeting Minutes
Wednesday, August 16, 2023 at 10 a.m.
[Virtual Meeting Link](#)

1. ADMINISTRATIVE ITEMS

- Adoption of Agenda- Motion made by Mr. Pearson approving the agenda, seconded by Mr. Bollhoefer. Motion carried.
- Review and approval of the Draft Minutes of the June 21, 2023 Policy Board Meeting – Motion made by Mr. Youmans approving the minutes as presented, seconded by Mr. Bollhoefer. Motion carried.
- Financial Report - Report provided for information.
- MPO Staff Project Status Report – Report provided for information.
- VDOT/DRPT Reports – Reports provided for information.

2. Public Comment Period – None reported.

3. Consideration of FY21-24 TIP *Adjustment* – Karen Taylor, NSVRC/Adam Campbell, VDOT

Ms. Taylor stated that VDOT is requesting an adjustment to the FY21-24 TIP for consideration by the WinFred MPO Policy Board. She stated that the requested action will move funds between fiscal years for three maintenance groupings that were included in the agenda packet for review. Following Ms. Taylor’s presentation, a motion was made by Mr. Bollhoefer approving the FY21-24 TIP adjustment as presented, seconded by Mr. Hoffman. Motion carried.

4. Consideration of FY21-24 TIP *Amendment* – Karen Taylor, NSVRC/Adam Campbell, VDOT

Ms. Taylor stated that VDOT is requesting an amendment to the FY21-24 TIP for consideration by the WinFred MPO Policy Board. She stated that the requested action would add funds to the Preventive Maintenance and System Preservation Grouping that was included in the agenda packet for review. Following Ms. Taylor’s presentation, a motion was made by Mr. Pearson approving the FY21-24 TIP amendment as presented, seconded by Mr. Bollhoefer. Motion carried.

5. SmartScale Update – Brad Reed, VDOT – Mr. Reed provided a report that outlined potential updates to SmartScale as recommended by the CTB.

6. Bike Ped Advisory Committee (BPAC) Update – Amanda Kerns, NSVRC – Ms. Kerns provided an update on the City Bikeshare project.

7. Upcoming Meeting Schedule (All meetings are held at the Frederick County Administrative Offices, 107 N. Kent St., Winchester, VA in the First Floor Conference Room at 10 a.m.; BPAC meets at 1 p.m. Meeting dates and times are subject to change)

- Project Steering Committee: Scheduled as Needed
- Technical Advisory Committee and Policy Board: September 5 (TAC); September 20 (Policy)
- BPAC: September 11, 2023, at 1 p.m.

8. Other Business – None reported.

Meeting adjourned at 10:45 a.m.



Frederick County ❖ City of Winchester ❖ Town of Stephens City
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WinFred Metropolitan Planning Organization (MPO)

Chair Judith McCann-Slaughter
 Policy Board Meeting Minutes September 20, 2023

**WinFred MPO Policy Board
 Member Jurisdiction Representatives**

	Frederick County		VDOT		Staff
	Charles DeHaven, Jr.		Todd Stevens	✓	Brandon Davis
✓	Judith McCann-Slaughter		Non-Voting Members		Amanda Kerns
✓	Michael Bollhoefer	V	Steven Minor, FHWA	✓	Karen Taylor
			Kevin Jones, FHWA	✓	Taryn Logan
	Winchester		Tony Cho, FTA		Others
✓	John Hill		Amy Garbarini, DRPT	✓	Doug Kennedy, Pennoni
V	Daniel Hoffman		Rusty Harrington, FAA		Shane McCabe, VDOT
✓	Phil Milstead		Alternates	✓	John Bishop, Fred Co
	Stephens City	V	Perry Eisenach (Winchester)	V	Kayla Peloquin, Fred Co
✓	Mike Majher	V	Tim Youmans (Winchester)	V	Adam Campbell, VDOT
		✓	Wyatt Pearson (Frederick)	✓	Ed Carter, VDOT
		V	Brad Reed (VDOT)	✓	Mike Ruddy, Winchester
			Matt Smith (VDOT)	✓	W. Chong, Pennoni



WinFred MPO Policy Board Meeting Minutes
107 N Kent St., Winchester, VA 22601
1st Floor Conference Room
Wednesday, September 20, 2023, at 10 a.m.
[Virtual Meeting Link](#)

1. ADMINISTRATIVE ITEMS

- Adoption of Agenda – Motion to adopt made by Mr. Bollhoefer; seconded by Mr. Milstead. Motion carried.
- Annual Election of FY24 MPO Policy Board Chair and Vice Chair – Motion nominating Ms. McCann-Slaughter for FY24 Chair made by Mr. Bollhoefer; seconded by Mr. Carter. Motion carried. Motion nominating Mr. Milstead for FY24 Vice Chair made by Ms. McCann-Slaughter; seconded by Mr. Pearson. Motion carried.
- Review and approval of the Draft Minutes of the August 16, 2023 Policy Board Meeting – Motion approving the minutes made by Mr. Carter; seconded by Mr. Pearson. Motion carried.
- Financial Report – Report provided for information.
- Draft Minutes of the September 5, 2023 Technical Advisory Committee (TAC) – Minutes provided for information.
- MPO Staff Project Status Report – Provided for information.
- VDOT/DRPT Reports – Provided for information.
- Request from the City of Winchester for an MPO Letter of Support for a Transportation Alternatives Funding Application to VDOT for the Arboretum Nature Trail – Perry Eisenach, Public Services Director – Motion made by Mr. Milstead approving the letter of support; seconded by Mr. Hill. Motion carried.

2. Public Comment Period – None reported.

3. Valley Mill Road/Berryville Ave Study Presentation – Karen Taylor, NSVRC/ Douglas Kennedy, Pennoni & Associates

Mr. Kennedy with the consulting firm Pennoni and Associates presented the alternatives for the Valley Mill Road/Berryville Avenue study. A brief question and answer followed the presentation. No action was requested; provided for information.

4. WinFred MPO/HEPMPO MOU (Attached) – Karen Taylor, NSVRC

Ms. Taylor presented the MOU for consideration of approval by the Policy Board. Motion made by Mr. Carter approving the WinFred MPO/HEPMPO resolution for approval and authorization for the MPO Chair to execute; seconded by Mr. Hill. Motion carried.

5. Bike Ped Advisory Committee (BPAC) Update – Taryn Logan, NSVRC

Ms. Logan provided a brief update on the City Bikeshare project.

6. Upcoming Meeting Schedule (All meetings are held at the Frederick County Administrative Offices, 107 N. Kent St., Winchester, VA in the First Floor Conference Room at 10 a.m.; BPAC meets at 1 p.m. Meeting dates and times are subject to change)

- Project Steering Committee: Scheduled as Needed
- Technical Advisory Committee: *October 3, 2023 - All Virtual; November meeting canceled due to State Holiday*
- Policy Board: October 18, 2023; November meeting potentially canceled
- BPAC: October 16th, 2023, at 1 p.m. - *All Virtual*

7. Other Business – None reported.

Meeting adjourned at 10:30 a.m.

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



Frederick County ❖ City of Winchester ❖ Town of Stephens City
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WinFred Metropolitan Planning Organization (MPO)

Chair Judith McCann-Slaughter
 Policy Board Meeting Minutes October 18, 2023

**WinFred MPO Policy Board
 Member Jurisdiction Representatives**

	Frederick County		VDOT		Staff
	Charles DeHaven, Jr.		Todd Stevens	✓	Brandon Davis
✓	Judith McCann-Slaughter		Non-Voting Members	✓	Amanda Kerns
✓	Michael Bollhoefer	V	Steven Minor, FHWA	✓	Karen Taylor
			Kevin Jones, FHWA	✓	Taryn Logan
	Winchester		Tony Cho, FTA		Others
✓	John Hill		Amy Garbarini, DRPT		
V	Daniel Hoffman		Rusty Harrington, FAA	V	Shane McCabe, VDOT
✓	Phil Milstead		Alternates		
	Stephens City	V	Perry Eisenach (Winchester)		
✓	Mike Majher	V	Tim Youmans (Winchester)	V	Adam Campbell, VDOT
		✓	Wyatt Pearson (Frederick)	✓	Ed Carter, VDOT
		✓	Brad Reed (VDOT)	✓	Mike Ruddy, Winchester
		V	Matt Smith (VDOT)		



WinFred MPO Policy Board Meeting Minutes
107 N Kent St., Winchester, VA 22601, 1st Floor Conference Room
Wednesday, October 18, 2023 at 10 a.m.
[Virtual Meeting Link](#)

1. ADMINISTRATIVE ITEMS

- Adoption of Agenda – Motion to adopt made by Mr. Hill; seconded by Mr. Milstead. Motion carried.
- Review and approval of the Draft Minutes of the September 20, 2023 Policy Board Meeting – Motion to adopt made by Mr. Bollhoefer; seconded by Mr. Carter. Motion carried.
- Financial Report – Report provided for information.
- Draft Minutes of the October 3, 2023 Technical Advisory Committee Minutes – Minutes provided for information.
- Draft Minutes of the September 11, 2023 Bike Ped Advisory Committee Minutes – Minutes provided for information.
- MPO Staff Project Status Report – provided for information.
- VDOT/DRPT Reports - provided for information.

2. Public Comment Period – None reported.

3. Consideration of FY24-27 Transportation Improvement Program (TIP) Amendment (Memo attached) - Karen Taylor, NSVRC/Adam Campbell, VDOT

Ms. Taylor stated that VDOT is requesting a TIP amendment to add the Smart Scale Round 5 Exit 317 Interchange Improvements to the MPO FY24-27 TIP to begin the P.E. phase.

Motion made by Mr. Carter to forward the TIP amendment to the 20-day public comment period, pending public comments received, final approval of the amendment with inclusion in the FY24-27 STIP; motion seconded by Mr. Bollhoefer. Motion carried.

4. Presentation on VDOT STARS US-50 Study and Project Pipeline Studies: Exit 307 and 313 – Brad Reed, VDOT

Mr. Reed presented an update on the US-50 and Exit 307 and 313 studies.

5. Bike Ped Advisory Committee (BPAC) Update – Ms. Kerns gave a brief update.

6. Upcoming Meeting Schedule (All meetings are held at the Frederick County Administrative Offices, 107 N. Kent St., Winchester, VA in the First Floor Conference Room at 10 a.m.; BPAC meets at 1 p.m. Meeting dates and times are subject to change)

- Project Steering Committee: Scheduled as Needed
- Policy Board: November meeting potentially canceled; December 20, 2023
- Technical Advisory Committee: December 5, 2023
- BPAC: November 13, 2023 @ 1 p.m.

7. Other Business – None reported.

Meeting adjourned at 10:53 a.m.