



WinFred MPO Policy Board Meeting Agenda
107 N Kent St., Winchester, VA 22601
1st Floor Conference Room
Wednesday, September 18, 2024 at 10 a.m.
[Virtual Meeting Link](#)

1. ADMINISTRATIVE ITEMS

- Welcome and Virtual Attendance Introductions
- Adoption of Agenda
- Review and approval of the Draft Minutes of the August 21, 2024 Policy Board Meeting (Attached)
- Financial Report (Attached)
- MPO Staff Project Status Report (Attached)
- VDOT/DRPT Reports (Attached)

2. Public Comment Period

3. Discussion on Updated Travel Demand Model – Ying Su, VDOT/Adam Campbell, VDOT/Taryn Logan, NSVRC

Action: Motion to approve the use of the updated travel demand model

4. Highway TIP Amendment – Karen Taylor, NSVRC/Adam Campbell, VDOT

Action: Motion to approve forwarding the amendment to the 20-day public comment period, pending comments received, final approval.

5. Update on WinReady Microtransit Service – Kenny Johnson, Director of WinTran

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

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)

- Policy Board: October 16, 2024 Potentially Canceled; November Potentially Canceled; December 18, 2024
- Technical Advisory Committee: October 1, 2024, Canceled; November meeting canceled due to State Holiday; December 3, 2024 (Virtual)
- BPAC: October 7, 2024, 1:00 PM

8. Other Business

9. Adjournment

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

DRAFT

AGENDA



Frederick County ❖ City of Winchester ❖ Town of Stephens City

400 Kendrick Lane, Suite E, Front Royal, Virginia 22630

www.winfredmpo.org

**Chair Judith McCann-Slaughter
Policy Board Meeting Minutes August 21, 2024**

**WinFred MPO Policy Board
Member Jurisdiction Representatives**

	Frederick County		VDOT		Staff
✓	Josh Ludwig	✓	Todd Stevens	✓	Brandon Davis
✓	Judith McCann-Slaughter		Non-Voting Members	✓	Karen Taylor
	Michael Bollhoefer		Steven Minor, FHWA	✓	Taryn Logan
			Kevin Jones, FHWA		
	Winchester		Chelsea Beyas, FTA		Others
✓	John Hill		Amy Garbarini, DRPT	✓	Mike Ruddy, Winchester
			Matthew Bewley, DRPT		
	Daniel Hoffman	V	Rusty Harrington, FAA	V	Adam Campbell, VDOT
✓	Phil Milstead		Alternates	✓	John Bishop, FC
	Stephens City	V	Perry Eisenach (Winchester)		
V	Mike Majher		Ed Carter, (VDOT)		
		✓	Wyatt Pearson (Frederick)		
			Brad Reed (VDOT)		
		✓	Matt Smith (VDOT)		

V= Denotes virtual attendance



WinFred MPO Policy Board Meeting Minutes
107 N Kent St., Winchester, VA 22601
1st Floor Conference Room
Wednesday, August 21, 2024 at 10 a.m.

1. ADMINISTRATIVE ITEMS

- Adoption of Agenda – Mr. Hill made a motion to adopt the agenda, seconded by Mr. Milstead, motion carried.
- Review and approval of the Draft Minutes of the May 15, 2024 Policy Board Meeting – Mr. Milstead made a motion to approve the minutes, seconded by Mr. Hill, motion carried.
- Financial Report – Presented for information only.
- Draft Minutes of the August 6, 2024 Technical Advisory Committee Minutes – Presented for information only.
- MPO Staff Project Status Report – Presented for information only.
- VDOT/DRPT Reports - Presented for information only.

2. Public Comment Period – none reported.

3. Federal Functional Classification Review – Taryn Logan, NSVRC/Adam Campbell, VDOT
Ms. Logan and Mr. Campbell gave a brief background on the review. Mr. Campbell stated that the review is done every ten years, following each census. Ms. Logan presented a resolution for the Board’s consideration. Mr. Pearson made a motion approving the resolution along with permission for the Chair to execute, seconded by Mr. Hill, motion carried.

4. Transit TIP Amendment – Perry Eisenach, City of Winchester

Mr. Eisenach presented the TIP amendment for the Board’s consideration. Mr. Hill made a motion to forward the amendment to the 20-day public comment period, pending comments received, final approval, seconded by Mr. Pearson, motion carried.

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

- **Policy Board:** September 18, 2024; October 16, 2024; November Potentially Canceled; December 18, 2024; **Technical Advisory Committee:** September 3, 2024 (All Virtual); October 1, 2024 (Canceled); November meeting canceled due to State Holiday; December 3, 2024; **BPAC:** September 9, 2024; **[Governor’s Transportation Conference: October 23-25, 2024, Norfolk, VA](#)**

6. Other Business – None reported.

7. Meeting adjourned at 10:15 a.m.

[Click here for a glossary of acronyms](#)

**WIN-FRED MPO FYE 2025 UPWP
Revenues & Fiscal Year to Date Expenses Summary by Task
July 1, 2024 through PPE 8/24/2024**

UPWP Tasks	% Split VDOT/ DRPT	Highway Funding				Transit Funding				Total 100% MPO Expenditures	UPWP Funding Remaining
		FHWA Planning 80%	State Match 10%	Local Match 10%	Subtotal Highway VDOT	FTA 5303 80%	State Match 10%	Local Match 10%	Subtotal Transit DRPT		
Task 1: Program Management and Administration Revenue	50/50	\$ 40,000.00	\$ 5,000.00	\$ 5,000.00	\$ 50,000.00	\$ 40,000.00	\$ 5,000.00	\$ 5,000.00	\$ 50,000.00	\$ 100,000.00	
NSVRC Administrative Expenses & Direct Costs		\$ (5,361.88)	\$ (670.24)	\$ (670.23)	\$ (6,702.35)	\$ (5,361.88)	\$ (670.24)	\$ (670.23)	\$ (6,702.35)	\$ (13,404.70)	
Consultant Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
T1 Revenue Balance Remaining		\$ 34,638.12	\$ 4,329.77	\$ 4,329.77	\$ 43,297.65	\$ 34,638.12	\$ 4,329.77	\$ 4,329.77	\$ 43,297.65	\$ 86,595.30	86.6%
Task 2: Transportation Improvement Program (TIP)	95/5	\$ 760.00	\$ 95.00	\$ 95.00	\$ 950.00	\$ 40.00	\$ 5.00	\$ 5.00	\$ 50.00	\$ 1,000.00	
NSVRC Administrative Expenses & Direct Costs		\$ (275.47)	\$ (34.43)	\$ (34.43)	\$ (344.34)	\$ (14.50)	\$ (1.81)	\$ (1.81)	\$ (18.12)	\$ (362.46)	
T2 Revenue Balance Remaining		\$ 484.53	\$ 60.57	\$ 60.57	\$ 605.66	\$ 25.50	\$ 3.19	\$ 3.19	\$ 31.88	\$ 637.54	63.8%
Task 3: State/Federal Requested Work Tasks	90/10	\$ 7,200.00	\$ 900.00	\$ 900.00	\$ 9,000.00	\$ 800.00	\$ 100.00	\$ 100.00	\$ 1,000.00	\$ 10,000.00	
NSVRC Administrative Expenses & Direct Costs		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
T3 Revenue Balance Remaining		\$ 7,200.00	\$ 900.00	\$ 900.00	\$ 9,000.00	\$ 800.00	\$ 100.00	\$ 100.00	\$ 1,000.00	\$ 10,000.00	100.0%
Task 4: Transit Planning	0/100					\$ 4,000.00	\$ 500.00	\$ 500.00	\$ 5,000.00	\$ 5,000.00	
NSVRC Administrative Expenses & Direct Costs						\$ (158.46)	\$ (19.81)	\$ (19.81)	\$ (198.07)	\$ (198.07)	
Consultant Expenses						\$ -	\$ -	\$ -	\$ -	\$ -	
T4 Revenue Balance Remaining						\$ 3,841.54	\$ 480.19	\$ 480.19	\$ 4,801.93	\$ 4,801.93	96.0%
Task 5: Local Technical Assistance	70/30	\$ 8,400.00	\$ 1,050.00	\$ 1,050.00	\$ 10,500.00	\$ 3,600.00	\$ 450.00	\$ 450.00	\$ 4,500.00	\$ 15,000.00	
NSVRC Administrative Expenses & Direct Costs		\$ (277.30)	\$ (34.66)	\$ (34.66)	\$ (346.63)	\$ (118.84)	\$ (14.86)	\$ (14.86)	\$ (148.55)	\$ (495.18)	
Consultant Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
T5 Revenue Balance Remaining		\$ 8,122.70	\$ 1,015.34	\$ 1,015.34	\$ 10,153.37	\$ 3,481.16	\$ 435.14	\$ 435.14	\$ 4,351.45	\$ 14,504.82	96.7%
Task 6: Bicycle & Pedestrian Plan Development	0/100					\$ 16,617.00	\$ 2,077.00	\$ 2,077.00	\$ 20,771.00	\$ 20,771.00	
NSVRC Administrative Expenses & Direct Costs						\$ (911.16)	\$ (113.90)	\$ (113.90)	\$ (1,138.95)	\$ (1,138.95)	
Consultant Expenses						\$ -	\$ -	\$ -	\$ -	\$ -	
T6 Revenue Balance Remaining						\$ 15,705.84	\$ 1,963.11	\$ 1,963.11	\$ 19,632.05	\$ 19,632.05	94.5%
Task 7: System Planning	90/10	\$ 230,400.00	\$ 28,800.00	\$ 28,800.00	\$ 288,000.00	\$ 25,600.00	\$ 3,200.00	\$ 3,200.00	\$ 32,000.00	\$ 320,000.00	
NSVRC Administrative Expenses & Direct Costs		\$ (5,811.60)	\$ (726.45)	\$ (726.45)	\$ (7,264.50)	\$ (645.73)	\$ (80.72)	\$ (80.72)	\$ (807.17)	\$ (8,071.67)	
Consultant Expenses		\$ (7,119.29)	\$ (889.91)	\$ (889.91)	\$ (8,899.11)	\$ (71.91)	\$ (8.99)	\$ (8.99)	\$ (89.89)	\$ (8,989.00)	
T7 Revenue Balance Remaining		\$ 217,469.11	\$ 27,183.64	\$ 27,183.64	\$ 271,836.39	\$ 24,954.27	\$ 3,119.28	\$ 3,119.28	\$ 31,192.83	\$ 302,939.33	94.7%
Task 8: Long Range Planning, Modeling, GIS and Data	40/60	\$ 3,387.00	\$ 423.00	\$ 424.00	\$ 4,234.00	\$ 5,080.00	\$ 635.00	\$ 635.00	\$ 6,350.00	\$ 10,584.00	
NSVRC Administrative Expenses & Direct Costs		\$ (519.85)	\$ (64.98)	\$ (64.98)	\$ (649.81)	\$ (519.85)	\$ (64.98)	\$ (64.98)	\$ (649.81)	\$ (1,299.62)	
Consultant Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
T8 Revenue Balance Remaining		\$ 2,867.15	\$ 358.02	\$ 359.02	\$ 3,584.19	\$ 4,560.15	\$ 570.02	\$ 570.02	\$ 5,700.19	\$ 9,284.38	87.7%
TOTAL BUDGETED REVENUES		\$ 290,147.00	\$ 36,268.00	\$ 36,269.00	\$ 362,684.00	\$ 95,737.00	\$ 11,967.00	\$ 11,967.00	\$ 119,671.00	\$ 482,355.00	
TOTAL EXPENSES FISCAL YEAR TO DATE		\$ (19,365.39)	\$ (2,420.67)	\$ (2,420.67)	\$ (24,206.74)	\$ (7,802.33)	\$ (975.29)	\$ (975.29)	\$ (9,752.91)	\$ (33,959.65)	
TOTAL BUDGETED REVENUES REMAINING		\$ 270,781.61	\$ 33,847.33	\$ 33,848.33	\$ 338,477.26	\$ 87,934.67	\$ 10,991.71	\$ 10,991.71	\$ 109,918.09	\$ 448,395.35	

FYTD Staff Hours: July 1, 2023 - August 24, 2024	TASK #1	TASK #2	TASK #3	TASK #4	TASK #5	TASK #6	TASK #7	TASK #8	TOTAL HOURS
Executive Director BD	16.00								16.00
Principal Planner TL	2.00			2.00	5.00	11.50	81.50	13.00	115.00
Director of Finance & Administration SO	4.00	2.75							6.75
Fiscal & Admin. Asst. TA	1.50							0.25	1.75
Regional Planner I AK									0.00
Program Coordinator BS									0.00
Sr. Project & Operations Manager KT	112.00								112.00
Fiscal Officer GH	0.50								0.50
TOTAL HOURS FYTD	136.00	2.75	0.00	2.00	5.00	11.50	81.50	13.25	252.00

WinFred MPO Staff Report

AGENDA

For background information on studies and projects, please visit the individual project pages on the [WinFred MPO website](#). As always, please feel free to contact MPO staff with any questions.

Task 1: Program Administration

- Prepared agenda packet for the September Policy Board meeting.
- Weekly updates and maintenance of the MPO website.
- Management of the FY25 Unified Planning Work Program (UPWP).
- Managed the financial aspects of the program.

Task 1.1: Public Participation and Outreach

- Staff continuously manages and maintains the Title VI and Public Participation Plans.
- Staff ensures that the WinFred MPO website is constantly updated with the latest meeting information and that notices of public documents are posted.
- Staff maintains the social media Facebook page for the WinFred MPO with several weekly posts.

Task 2: Transportation Improvement Program (TIP)

Each metropolitan planning organization (MPO) is required, under 49 U.S.C. 5303(j) , to develop a Transportation Improvement Program (TIP)—a list of upcoming transportation projects—covering four years. The TIP must be developed in cooperation with the state and public transit providers. The TIP should include capital and non-capital surface transportation projects, bicycle and pedestrian facilities and other transportation enhancements, Federal Lands Highway projects, and safety projects included in the State’s Strategic Highway Safety Plan. The TIP should consist of all regionally significant projects receiving FHWA or FTA funds or for which FHWA or FTA approval and non-federally funded projects consistent with the Metropolitan Transportation Plan (MTP) are required. Furthermore, the TIP must be fiscally constrained.

- A transit TIP Amendment for WinReady was processed in August.

Task 4: Transit Planning

- Staff contacted WinTran regarding an update on the Microtransit service. This update will be presented to the Policy Board in September.

Task 5: Local Technical Assistance

- Staff prepared and submitted three Smart-Scale final applications for Frederick County, which included meetings with VDOT and County staff before submittal.

Task 6: Bicycle & Pedestrian Planning

- Staff wrote a Request for Proposals, including a detailed scope of services, for the proposed Winchester Bikeshare Program. Met with City Staff to review the program goals and submitted the draft RFP for review.
- The Committee will be reviewing the current bike and pedestrian plan to determine what has been accomplished and what priorities remain to be completed during FY25.
- Winchester Public School staff presented design options to the City for implementing new bike racks.

Task 7: System Planning

- Exits 321- 323 Improvements Study -- Frederick County- Staff is meeting with VDOT and Frederick County on September 11th to finalize the scope for this project to go out to bid.
- Apple Blossom Mall Study- Staff has consulted with Pennoni and Associates for this study. The project team meets monthly. Stakeholder interviews are currently being completed. The team finalized the review of existing conditions and potential future land uses in the study area. The project is on schedule for completion in early 2025.

Task 8: Long Range Planning, GIS, and Data

Socioeconomic Data Development, WinFred Travel Demand Model Update

- MPO staff participates in monthly meetings with VDOT as they develop the travel demand model. They continue to review the data for the model, including the traffic zones, socioeconomic data, and roadway and transit networks. Completion of the model and related documentation is scheduled for the end of September. Staff training will be scheduled with VDOT at the end of October.

DRPT Report to WinFred MPO Policy Board

September 18, 2024

Railroad Crossing Elimination Program NOFO

The FRA has announced a notice of funding opportunity (NOFO) for the next round of railroad crossing elimination program. Applications are due by **September 23rd** to FRA. DRPT is available for technical assistance for interested applicants and can contact their DRPT planner for more information. More details on the NOFO can be found [\[here\]](#).

Reconnecting Communities Pilot (RCP) Program NOFO

USDOT announces a notice of funding opportunity on July 3rd for more than \$600 million available for capital construction and community planning grants. Applications are due by September 30th. Potential applicants who are interested but are not prepared to submit funding requests within 90 days can submit a technical assistance request through the [Reconnecting Communities Institute](#).

Interested applicants can register for an upcoming webinar [\[HERE\]](#).

As well as:

- **Grant Writing Clinics:** August 16 (12:00-5:00 p.m. ET; [register here](#)) and September 13 (12:00pm-5:00 p.m. ET; [register here](#))
- **Office Hours:** July 25 (12:00pm-6:00 p.m. ET; [register here](#)), August 22 (11:00 a.m.-6:00 p.m. ET. [register here](#)), and September 16 (11:00 a.m.-6:00 p.m. ET; [register here](#))

For more information, please view the [RCI Resource Library](#) or contact RCI at RCI@dot.gov.

VDOT District Planning Report to WinFred MPO Policy Board September 2024

SMART SCALE: Smart Scale application validation is well underway by OIPI, VDOT, and DRPT. Please keep an eye out for emails requesting action in the Smart Portal. OIPI will present the 'Staff Recommended Scenario' at the January CTB meeting, after which the CTB will make final project selections for inclusion in the SYIP in June.

Planning Study on US-50: Study complete. Smart Scale applications are being pursued for the following study recommendations: conversion of the US-50 & Rt 37 interchange to a diverging diamond (DDI) with crossover closure at the Livestock Exchange in the county; McDonald's directional median with capacity and safety improvements at the intersections of Campus Blvd and Meadow Branch Ave in the city.

Background: In coordination with VDOT, ATCS, the City of Winchester, Frederick County and the MPO, a [STARS](#) study is being conducted along the section of US 50 from Keating Drive in the city to the entrance of the VDOT Area Headquarters in the county to address safety and peak hour congestion issues.

Project Pipeline: Study efforts are complete at three locations, each of which produced Smart Scale applications in the county.

1. **Frederick-Stephens City Rt 277 at I-81 Exit 307** – Perform an interchange alternatives analysis to address congestion and safety issues.
2. **Frederick US-50 West safety enhancements** - Identify safety improvements to reduce crashes on the segment from Gore Rd to Wardensville Gr.
3. **Frederick US-50/US-522 at I-81 Exit 313** - Advance previous project pipeline recommendation (Partial Median U-Turn) through the formal FHWA Operations and Safety Analysis process to confirm the project alternative and reduce estimated costs, particularly those associated with potential right-of-way impacts.

Background: Led by the Office of Intermodal Planning and Investment, [Project Pipeline](#) is a performance-based planning program to identify cost-effective solutions to multimodal transportation needs in Virginia. The objective of the program is to focus on the Commonwealth Transportation Board-adopted VTrans priority locations and corridors. This study program has been successfully used to help refine project scopes and enhance competitiveness in grant programs for several locations in WinFred, including I-81 Exit 317, I-81 Exit 313, US-522 at Costello Dr, and US-11/Valley Ave.