



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 February 21, 2024**

**WinFred MPO Policy Board
Member Jurisdiction Representatives**

	Frederick County		VDOT		Staff
✓	Josh Ludwig	✓	Todd Stevens	V	Brandon Davis
✓	Judith McCann-Slaughter		Non-Voting Members	V	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	Bob Haas, SAAA
V	Daniel Hoffman		Rusty Harrington, FAA	V	Elizabeth Colon, Grafton
✓	Phil Milstead		Alternates		
	Stephens City		Perry Eisenach (Winchester)		
V	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)		

V= Denotes virtual attendance



WinFred MPO Policy Board Meeting Minutes
107 N Kent St., Winchester, VA 22601
1st Floor Conference Room
Wednesday, February 21, 2024 at 10 a.m.
[Virtual Meeting Link](#)

1. ADMINISTRATIVE ITEMS

- Adoption of Agenda – Motion to adopt made by Mr. Milstead, seconded by Mr. Hill. Motion carried.
- Review and approval of the Draft Minutes of the December 20, 2023 Policy Board Meeting – Motion to adopt made by Mr. Milstead, seconded by Mr. Hill. Motion carried.
- Financial Report – Provided for information.
- Draft Minutes of the February 6, 2024 Technical Advisory Committee Minutes - Provided for information.
- MPO Staff Project Status Report - Provided for information.
- VDOT/DRPT Reports - Provided for information.
- Review and endorsement of a request for FTA Section 5310 Grant assistance from DRPT to Shenandoah Area on Aging (SAAA)/Seniors First and Grafton School—Mr. Stevens made a motion endorsing the grant applications from SAAA/Seniors First and Grafton School, seconded by Mr. Hoffman. The motion carried.

2. Public Comment Period – None reported.

3. Presentations for US-50 STARS study and Project Pipeline studies – Brad Reed, VDOT

Mr. Reed updated the board on the studies. Following Mr. Reed’s update, the board requested that the PPT presentation, additional information on a Diverging Diamond Interchange, and the upcoming public meeting schedule for the studies be emailed to them.

4. Update on SmartScale – Brad Reed, VDOT

Mr. Reed gave a brief update on SmartScale and stated that pre-applications are due by April 1, 2024. Ms. Logan will be submitting applications on behalf of the MPO.

5. VDOT Highway Safety Performance Targets for 2024 – Taryn Logan, NSVRC

Ms. Logan presented the performance targets for the board’s consideration. Mr. Milstead made a motion that the MPO accept VDOT’s Highway Safety Performance Targets for 2024 as presented, seconded by Mr. Hill. Motion carried.

6. Development of the FY25 Unified Planning Work Program (UPWP) – Karen Taylor, NSVRC

Ms. Taylor stated that staff is developing the draft FY25 UPWP and will present it at the April meeting. The board requested that the current UPWP be emailed to them before the April meeting for reference.

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

Ms. Logan gave a brief update on the committee business.

8. 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: March 20, 2024 (Potentially Canceled)
- Technical Advisory Committee: March 5, 2024 (Potentially Canceled)
- BPAC: March 11, 2024 @ 1 p.m.

9. Other Business – Mr. Reed announced that the VDOT SYIP meeting will be held this Spring. More details to come at a future meeting.

Meeting adjourned at 11:02 a.m.

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

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



Frederick County ❖ City of Winchester ❖ Town of Stephens City

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**Chair Judith McCann-Slaughter
Policy Board Meeting Minutes April 17, 2024**

**WinFred MPO Policy Board
Member Jurisdiction Representatives**

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

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WinFred MPO Policy Board Meeting Minutes
107 N Kent St., Winchester, VA 22601
1st Floor Conference Room
Wednesday, April 17, 2024, at 10 a.m.

1. ADMINISTRATIVE ITEMS

- Adoption of Agenda – Motion to adopt agenda made by Mr. Milstead, 2nd by Mr. Carter. Motion carried.
- Review and approval of the Draft Minutes of the February 21, 2024 Policy Board Meeting – Motion to approve minutes made by Mr. Milstead, 2nd by Mr. Carter. Motion carried.
- Financial Report – Provided for information.
- Draft Minutes of the April 2, 2024 Technical Advisory Committee 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. Presentation - Draft FY25 Unified Planning Work Program (UPWP) – Karen Taylor/Taryn Logan, NSVRC

Ms. Taylor and Ms. Logan presented the Draft FY25 UPWP for the Board's consideration. Following the presentation, Mr. Ludwig made a motion to forward the Draft FY25 UPWP to the 20-day public comment period, pending public comments received, final approval of the document, 2nd by Mr. Hill. Motion carried.

4. Presentation – Safe Streets for All Action Plan – Alexandra Castrechini, McCormick Taylor / Taryn Logan, NSVRC

Ms. Castrechini and Ms. Logan presented the Safe Streets for All Action Plan for the Board's consideration. Following the presentation, Mr. Ludwig made a motion for the MPO Policy Board to approve the Safe Streets for All Action Plan, 2nd by Mr. Milstead. Motion carried.

Chair McCann-Slaughter requested that Ms. Logan email the crash map and the remedies offered to the Policy Board members.

5. Resolution – Acceptance of the Department of Transportation's Vision Zero Goal for the Safe Streets for All Action Plan – Taryn Logan, NSVRC

Ms. Logan presented the DOT's Vision Zero Goal for the Safe Streets for All Action Plan resolution for the Board's consideration. Mr. Hill made a motion for the MPO Policy Board to accept the resolution, 2nd, by Mr. Milstead. Motion carried.

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

Ms. Logan provided a brief update. She stated that high school students have been working on a bike rack design for the City. Recommendations will be presented at a public meeting at a later date.

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
- Policy Board: May 15, 2024
- Technical Advisory Committee: May 7, 2024
- BPAC: May 13, 2024 @ 1 p.m.
- **VDOT 2024 Spring Draft Six-Year Improvement Plan (SYIP) Meeting: April 24, 2024, at Laurel Ridge Community College from 4 p.m. – 6 p.m.**

8. Other Business – Mr. Carter reported that this is Work Zone Awareness Week.

Adjournment at 10:40 a.m.

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



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**Chair Judith McCann-Slaughter
Policy Board Meeting Minutes May 15, 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	V	Steven Minor, FHWA	✓	Taryn Logan
			Kevin Jones, FHWA		
	Winchester		Tony Cho, FTA		Others
✓	John Hill		Amy Garbarini, DRPT	V	Kayla Peloquin, FC
	Daniel Hoffman		Rusty Harrington, FAA	V	Lib Rood, KFH
✓	Phil Milstead		Alternates	V	John Bishop, FC
	Stephens City	✓	Perry Eisenach (Winchester)		
	Mike Majher	✓	Tim Youmans (Winchester)	V	Adam Campbell, VDOT
			Wyatt Pearson (Frederick)		
		V	Brad Reed (VDOT)		
			Matt Smith (VDOT)		
			Ed Carter (VDOT)		

V= Denotes virtual attendance



WinFred MPO Policy Board Meeting Minutes
107 N Kent St., Winchester, VA 22601
1st Floor Conference Room
Wednesday, May 15, 2024 at 10 a.m.

1. ADMINISTRATIVE ITEMS

- Adoption of Agenda – Mr. Milstead motioned to adopt and seconded by Mr. Ludwig. Motion carried.
- Review and approve the Draft Minutes of the April 17, 2024, Policy Board Meeting – Mr. Milstead motioned to adopt as presented and seconded by Mr. Bollhoefer. Motion carried.
- Financial Report – Presented for information.
- Draft Minutes of the May 7, 2024 Technical Advisory Committee Minutes – Presented for information.
- MPO Staff Project Status Report – Presented for information.
- VDOT/DRPT Reports - Presented for information.

2. Public Comment Period – None reported.

3. Presentation: Final Draft Report MPO Transit Feasibility Study – Lib Rood, KFH/Karen Taylor, NSVRC

Ms. Taylor introduced Ms. Rood with KFH. Ms. Rood presented the final draft report of the MPO Transit Feasibility Study. Following a brief discussion, Mr. Bollhoefer motioned that the project scope of work has been fulfilled by KFH Group and seconded by Mr. Milstead. Motion carried.

4. TIP Amendment: Additional Funding for Preventative Maintenance for Bridges Districtwide – Karen Taylor, NSVRC

Ms. Taylor reviewed the Highway TIP Amendment requested from VDOT. Following Ms. Taylor's review, Mr. Bollhoefer motioned to forward the TIP Amendment to the 20-day public comment period, pending public comments received, final approval, and seconded by Mr. Hill. Motion carried.

5. Support for FY26 SMART SCALE applications (Resolution Attached) – Taryn Logan, NSVRC

Ms. Logan introduced the FY26 SMART SCALE application resolution for the Board's consideration. Mr. Hill motioned to approve the resolution and seconded by Mr. Bollhoefer. Motion carried.

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

Ms. Logan provided 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. Meeting dates and times are subject to change)**
 - Policy Board: *June meeting potentially canceled*; Technical Advisory Committee: *June meeting potentially canceled*; BPAC: July 8, 2024 @ 1 p.m.

8. **Other Business** – VDOT announced that the July CTB meeting will be held in Winchester at the George Washington Hotel.

Meeting adjourned at 10:40 a.m.



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**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.

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Frederick County ❖ City of Winchester ❖ Town of Stephens City

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**Chair Judith McCann-Slaughter
Policy Board Meeting Minutes September 18, 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		Tony Cho, FTA		Others
✓	John Hill	V	Amy Garbarini, DRPT	✓	Kenny Johnson, WinTran
V	Daniel Hoffman	V	Rusty Harrington, FAA	✓	Justin Hall, Winchester
✓	Phil Milstead		Alternates	V	Becky Sandretzky, NSVRC
	Stephens City		Perry Eisenach (Winchester)		
V	Mike Majher	✓	Ed Carter, (VDOT)	V	Adam Campbell, VDOT
		✓	Wyatt Pearson (Frederick)	V	Shane McCabe, VDOT
			Brad Reed (VDOT)	V	Mike Ruddy, Winchester
			Matt Smith (VDOT)	V	Feng Liu, VDOT Consultant

V= Denotes virtual attendance



WinFred MPO Policy Board Meeting Minutes

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 – Virtual attendees introduced themselves.
- Adoption of Agenda – Motion to adopt was made by Mr. Milstead and seconded by Mr. Hill. Motion carried.
- Review and approval of the Draft Minutes of the August 21, 2024, Policy Board Meeting – Motion to approve made by Mr. Milstead and seconded by Mr. Hill. Motion carried.
- Financial Report – Report for information only; no action required.
- MPO Staff Project Status Report – Report for information only; no action required.
- VDOT/DRPT Reports - Report for information only; no action required.

2. Public Comment Period – None reported.

3. Discussion on Updated Travel Demand Model – Feng Liu, Consultant/Adam Campbell, VDOT/Taryn Logan, NSVRC

Mr. Liu gave an overview of the Travel Demand Model update. Following the overview, Mr. Pearson made a motion to approve using the updated MPO Travel Demand Model, which was seconded by Mr. Hill. The motion carried.

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

Mr. Stevens with VDOT gave an overview of the TIP amendment projects. Following the overview, Mr. Milstead made a motion to approve forwarding the amendment to the 20-day public comment period, pending comments received, final approval, and Mr. Hill seconded the motion. The motion carried.

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

Mr. Johnson gave an update on WinReady Microtransit. The service is going very well, and ridership is high.

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

Ms. Logan gave an update. She said she would begin looking into the Bicycle Friendly Workshop UPWP initiative.

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 – None reported.

Meeting adjourned at 10:35 a.m.