



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 March 19, 2025**

**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 Fox	Amy Garbarini, DRPT	✓ Mike Ruddy, Winchester
✓ Daniel Hoffman	Rusty Harrington, FAA	V Shane McCabe, VDOT
✓ Richard Bell	Alternates	V Bob Haas, Seniors First
Stephens City	Perry Eisenach (Winchester)	V Tony Wilson, Grafton
Mike Majher	✓ Ed Carter, (VDOT)	
	✓ Wyatt Pearson (Frederick)	
	Brad Reed (VDOT)	
	✓ Matt Smith (VDOT)	

WinFred MPO Policy Board Meeting Minutes

107 N. Kent St., Winchester, VA 22601

1st Floor Conference Room

Wednesday, March 18, 2025 – 10:00 a.m.

1. Administrative Items

Welcome and Virtual Attendance Introductions – The Chair welcomed everyone, followed by a roundtable of introductions.

Adoption of Agenda – Motion to adopt the agenda was made by Mr. Ruddy, seconded by Mr. Pearson. Motion carried unanimously.

Review and Approval of the Draft Minutes of the December 18, 2024 Policy Board Meeting – Motion to approve the minutes was made by Mr. Pearson, seconded by Mr. Ruddy. Motion carried.

Financial Report – Provided for information only.

MPO Staff Project Status Report – Provided for information only.

VDOT/DRPT Reports – Provided for information only.

Review and Endorsement of FTA Section 5310 Grant Assistance Requests – The Board reviewed requests from DRPT on behalf of Shenandoah Area on Aging (SAAA)/Seniors First and Grafton School. Motion to endorse both grant applications was made by Mr. Hoffman, seconded by Mr. Ruddy. Motion carried.

2. Public Comment Period

No public comments were received.

3. Presentation of the Draft FY26 Unified Planning Work Program (UPWP)

Presented by Karen Taylor and Taryn Logan, NSVRC

Ms. Taylor and Ms. Logan provided an overview of the Draft FY26 UPWP for Board consideration. Following the presentation:

Motion to approve the 20-day public comment period for the Draft FY26 UPWP (with final approval pending comments received) was made by Mr. Hoffman, seconded by Mr. Pearson. Motion carried.

4. Upcoming Meeting Schedule

All meetings at Frederick County Administrative Offices, 107 N. Kent St., Winchester, VA, 1st Floor Conference Room, unless otherwise noted.

Meeting/Event | Date | Time

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Apple Blossom Mall Study – Public Input Meeting | March 19, 2025 | 4:00 PM – 6:00 PM
(Shenandoah University – Hazel Pruitt Armory)

Technical Advisory Committee | April 1, 2025 | 10:00 AM

Bicycle and Pedestrian Advisory Committee (BPAC) | April 14, 2025 | 1:00 PM

Policy Board | April 16, 2025 | 10:00 AM

Note: Meeting dates and times are subject to change.

5. Other Business

No additional business was reported.

Adjournment

There being no further business, the meeting adjourned at 10:20 a.m.



Frederick County ♦ City of Winchester ♦ Town of Stephens City

400 Kendrick Lane, Suite E, Front Royal, Virginia 22630
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**Chair Judith McCann-Slaughter
Policy Board Meeting Minutes April 16, 2025**

**WinFred MPO Policy Board
Member Jurisdiction Representatives**

	Frederick County		VDOT		Staff
V	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
V	John Fox		Amy Garbarini, DRPT	✓	Mike Ruddy, Winchester
V	Daniel Hoffman		Rusty Harrington, FAA		
✓	Richard Bell		Alternates		
	Stephens City		Perry Eisenach (Winchester)		
	Mike Majher	✓	Ed Carter (VDOT)		
		✓	Wyatt Pearson (Frederick)		
		V	Brad Reed (VDOT)		
			Matt Smith (VDOT)		
			Adam Campbell, VDOT		

WinFred MPO Policy Board Meeting Minutes

107 N. Kent St., Winchester, VA 22601
1st Floor Conference Room
Wednesday, April 16, 2025 at 10:00 a.m.

1. Administrative Items

- Welcome and Virtual Attendance Introductions
Chair McCann-Slaughter welcomed attendees, followed by a roundtable of introductions.
- Adoption of Agenda
Motion made by Mr. Pearson to adopt the agenda; seconded by Mr. Bollhoefer. Motion carried.
- Review and Approval of Draft Minutes from March 19, 2025
Motion made by Mr. Ruddy to approve the draft minutes; seconded by Mr. Pearson. Motion carried.
- Financial Report
Provided for information.
- MPO Staff Project Status Report
Provided for information.
- VDOT/DRPT Reports
Provided for information.

2. Public Comment Period

None reported.

3. WinFred MPO Metropolitan Planning Area Boundary Adjustment

Presenters: Taryn Logan (NSVRC) and Brad Reed (VDOT)
Ms. Logan and Mr. Reed presented the updated MPO Metropolitan Planning Area Boundary Adjustment map. Following a brief discussion, a motion was made by Mr. Pearson to approve the adjustment; seconded by Mr. Bollhoefer. Motion carried.

4. 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., unless otherwise noted.
BPAC meets at 1 p.m.)

- Technical Advisory Committee: May 6, 2025 (Potentially Canceled)
- Policy Board: May 21, 2025 (Potentially Canceled)
- BPAC: May 12, 2025

5. Other Business

Mr. Stevens announced that the VDOT Six-Year Improvement Plan public hearing will be held at Blue Ridge Community College on May 15, 2025.

6. Adjournment

The meeting was adjourned at 10:12 a.m.



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400 Kendrick Lane, Suite E, Front Royal, Virginia 22630
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Chair Judith McCann-Slaughter
Policy Board Meeting Minutes August 20, 2025
Meeting held via Teams – no in-person

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 Fox		Amy Garbarini, DRPT	✓	Kelly Henshaw, Winchester
✓	Daniel Hoffman		Rusty Harrington, FAA	✓	John Bishop, Fred Co
✓	Richard Bell		Alternates		
	Stephens City		Perry Eisenach (Winchester)		
✓	Mike Majher		Ed Carter (VDOT)		
			Wyatt Pearson (Frederick)		
		✓	Brad Reed (VDOT)		
		✓	Matt Smith (VDOT)		
		✓	Adam Campbell, VDOT		



WinFred MPO Policy Board Meeting Minutes

Meeting held via Teams

Wednesday, August 20, 2025 at 10 a.m.

[Teams Meeting Link](#)

1. Administrative Items

- **Adoption of Agenda**

The agenda was presented for adoption.

Motion: Mr. Majher moved to adopt the agenda.

Second: Mr. Hoffman.

Vote: Motion carried unanimously.

- **FY26 Election: Chair and Vice-Chair**

Nominations were received for Chair and Vice-Chair.

Chair: Mr. Bell was elected.

Vice-Chair: Mr. Ludwig was elected.

- **Review and Approval of Draft Minutes – June 18, 2025, Policy Board Meeting**

The draft minutes of the June 18, 2025, meeting were reviewed.

Motion: Mr. Majher moved to approve the minutes.

Second: Mr. Bollhoefer.

Vote: Motion carried unanimously.

- **Financial Report**

Staff presented the attached financial report. No questions or concerns were raised.

- **MPO Staff Project Status Report**

Staff provided an update on current MPO projects.

- **VDOT/DRPT Reports**

Updates were provided by VDOT and DRPT representatives.

2. Public Comment Period

No public comments were received.

3. Resolution of Support – TAP Applications for Winchester and TAP/Revenue Sharing Applications for Frederick County

Ms. Logan presented the resolution of support for the City of Winchester's TAP applications and Frederick County's TAP/Revenue Sharing applications.

Motion: Mr. Hoffman moved to approve the resolution of support.

Second: Mr. Majher.

Vote: Motion carried unanimously.

4. Upcoming Meeting Schedule

- **Technical Advisory Committee:** September 2, 2025 @ 10:00 a.m.
- **Policy Board:** September meeting canceled.
- **BPAC – Bicycle Friendly Community Workshop:**
 - September 17, 2025 @ 9:00 a.m.
 - September 18, 2025 @ 8:30 a.m.
 - Location: Shenandoah University, Brandt Student Center

5. Other Business – None presented.

6. Adjournment

There being no further business, the meeting was adjourned at 10:25 a.m.

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



Frederick County ♦ City of Winchester ♦ Town of Stephens City

400 Kendrick Lane, Suite E, Front Royal, Virginia 22630
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Chair Judith McCann-Slaughter
Policy Board Meeting Minutes October 15, 2025
Meeting held via Teams

WinFred MPO Policy Board
Member Jurisdiction Representatives

	Frederick County	VDOT		Staff
✓	John Jewell	Todd Stevens	✓	Brandon Davis
✓	Judith McCann-Slaughter	Non-Voting Members	✓	Karen Taylor
✓	Michael Bollhoefer	Steven Minor, FHWA	✓	Taryn Logan
		Laura Keeley, FTA		
	Winchester	Amy Garbarini, DRPT		Others
✓	John Fox	Rusty Harrington, FAA	✓	Mike Ruddy, Winchester
	Daniel Hoffman		✓	John Bishop, Fred Co
✓	Richard Bell	Alternates		
	Stephens City	Perry Eisenach (Winchester)		
	Mike Majher	✓ Ed Carter (VDOT)		
		Wyatt Pearson (Frederick)		
		✓ Brad Reed (VDOT)		
		Matt Smith (VDOT)		
		✓ Adam Campbell, VDOT		

WinFred Metropolitan Planning Organization (MPO)

Policy Board Meeting Minutes

Date: Wednesday, October 15, 2025

Time: 10:00 a.m.

Location: Held via Microsoft Teams

1. Administrative Items

- **Adoption of Agenda:**
Motion made by Ms. McCann-Slaughter, seconded by Mr. Bollhoefer, to adopt the agenda as presented. Motion carried unanimously.
- **Approval of Draft Minutes (August 20, 2025):**
Motion made by Ms. McCann-Slaughter, seconded by Mr. Bollhoefer, to approve the minutes of the August 20, 2025, Policy Board Meeting. Motion carried unanimously.
- **Financial Report:**
Ms. Taylor presented the financial report. There were no questions or comments.
- **MPO Staff Project Status Report:**
Ms. Taylor and Ms. Logan provided updates on ongoing MPO projects.
- **VDOT/DRPT Reports:**
Representatives from VDOT and DRPT provided updates on current activities and funding programs.

2. Public Comment Period

No public comments were received.

3. Smart Scale Project Modifications – DDI Improvements at Exit 317

Presenters: Brad Reed (VDOT) and Taryn Logan (NSVRC) reviewed the proposed Smart Scale project modifications for the DDI Improvements at Exit 317.

Action:

Motion made by Ms. McCann-Slaughter, seconded by Mr. Jewell, to concur with the proposed Smart Scale project modifications. Motion carried unanimously.

4. Highway TIP Amendment

Presenters: Karen Taylor (NSVRC) and Adam Campbell (VDOT) discussed the proposed Highway TIP amendment.

Action:

Motion made by Ms. McCann-Slaughter, seconded by Mr. Bollhoefer, to forward the TIP amendment to the required 20-day public comment period and, pending any public comments received, grant final approval. Motion carried unanimously.

5. Upcoming Meeting Schedule

- **Technical Advisory Committee:** *Canceled* – November 4, 2025 @ 10 a.m. (State Holiday)
- **Policy Board:** November 19, 2025 @ 10 a.m. (via Teams)

6. Other Business

Motion made by Ms. McCann-Slaughter to nominate Mr. Jewell to replace Mr. Ludwig as Vice Chair of the MPO Policy Board. Motion seconded by Mr. Bollhoefer. Motion carried unanimously.

Mr. Bell announced that Mr. Dan Hoffman's last day is this Friday, as he took a position as Town Manager in Herndon, VA.

Mr. Reed announced a series of I-81 public meetings scheduled.

7. Adjournment

There being no further business, the meeting was adjourned at 10:26 a.m.

DRAFT

WinFred MPO Policy Board

Meeting Minutes

Meeting Held via Microsoft Teams

Wednesday, December 17, 2025 | 10:00 a.m.

1. Administrative Items

Adoption of Agenda

Motion: Mr. Fox

Second: Mr. Bollhoefer

The agenda was approved as presented.

Review and Approval of Draft Minutes – October 15, 2025, Policy Board Meeting

The Board reviewed the draft minutes of the October 15, 2025, meeting.

Motion: Mr. Fox

Second: Mr. Jewell

Outcome: Approved, with John Bishop abstaining.

Draft Minutes – December 2, 2025, Technical Advisory Committee Meeting

The Board reviewed the draft minutes from the December 2, 2025, TAC meeting.

Financial Report

MPO staff presented the financial report and provided an overview of current expenditures and balances.

MPO Staff Project Status Report

MPO staff reviewed the status of ongoing and upcoming projects.

VDOT/DRPT Reports

Representatives from VDOT and DRPT provided updates on current activities and initiatives.

2. Public Comment Period

No public comments were received.

3. Presentation: Draft FY27–30 Transit Transportation Improvement Program (TIP)

Amy Garbarini, DRPT, presented the Draft FY27–30 Transit Transportation Improvement Program (TIP) and reviewed key elements of the document.

Action:

Motion: Mr. Fox

Second: Mr. Jewell

To forward the Draft FY27–30 Transit TIP to a 20-day public comment period; pending comments received, final approval.

Outcome: Approved

4. VDOT Highway Safety Performance Targets for 2026

Taryn Logan, NSVRC, presented the VDOT Highway Safety Performance Targets for 2026 and provided an overview of the proposed targets.

Action:

Motion: Mr. Fox

Second: Mr. Jewell

That the MPO adopt the VDOT Highway Safety Performance Targets for 2026.

Outcome: Approved

5. Upcoming Meeting Schedule

- **Technical Advisory Committee:** February 3, 2026, at 10:00 a.m.
- **Policy Board:** February 18, 2026, at 10:00 a.m.

6. Other Business

There was no other business.

7. Adjournment

The meeting was adjourned at **10:17 a.m.**
