

WIN-FRED METROPOLITAN PLANNING ORGANIZATION

Frederick County ❖ City of Winchester ❖ Town of Stephens City



103 East 6th Street, Front Royal, Virginia 22630
 Phone: 540-636-8800 ❖ Fax: 540-635-4147
 www.winfredmpo.org

**Win-Fred Metropolitan Planning Organization
 Policy Board Meeting Minutes
 January 19, 2011 at 10:00 a.m.**

**Frederick County Administrative Offices
 First Floor Conference Room
 107 North Kent Street, Winchester, Virginia**

Win-Fred MPO Policy Board Member Jurisdiction Representatives					
	Frederick County		VDOT		Staff
✓	Charles DeHaven, Jr.		Randy Kiser	✓	Chris Price
✓	John R. Riley, Jr.			✓	Karen Taylor
✓	Richard C. Shickle				
	Winchester		Non-Voting Members		Others
	John Hill		John Simkins, FHWA	✓	Jerry Copp
✓	James O'Connor		Tony Cho, FTA	✓	Evan Wyatt
✓	John Willingham		Kenneth Pollock, VDRPT	✓	Jim Deskins
				✓	Earl Brill (Citizen)
				✓	Kenneth Candell (Citizen)
	Stephens City		Alternates		Media
	Michael Kehoe	✓	Terry Short (VDOT)	✓	Winchester Star
		✓	Tim Youmans (Winchester)	✓	No VA Daily
			Les Veach (Winchester)		
			Brian Henshaw (Stephens City)		

**Winchester -Frederick County MPO
Frederick County Administrative Offices
First Floor Conference Room
Policy Board Meeting Minutes
January 19, 2011 - 10:00 a.m.**

1. ADMINISTRATIVE ITEMS:

- a. Welcome and Introductions – Chairman Shickle welcomed everyone to the meeting. Mr. Price introduced Gorove/Slade the consultancy firm for the Millwood Avenue Study.
- b. Review and Approval of the Minutes of the November 17, 2010 Policy Board Meeting – **A motion was made by Mr. Short approving the minutes. Motion seconded by Mr. DeHaven. Motion carried.**
- c. Financial Report – The Board reviewed the report with no questions; no action required.

2. Public Comment Period – None reported.

Chairman Shickle directed the meeting to Vice-Chairman Willingham.

**3. Presentation of the Draft Millwood Avenue Traffic Diversion Study
Presenter: Gorove/Slade**

Mr. Price introduced Gorove/Slade, the consultancy firm for the Millwood Study. Following introductions, Gorove/Slade presented the Draft Report. The report can be downloaded at www.winfredmpo.org.

Following the draft report presentation, Vice-Chairman Willingham directed the meeting to Chairman Shickle.

4. February Meeting Schedule

Ms. Taylor reviewed the following meeting schedule. She noted that the TAC and CAC may have a joint meeting on February 1st.

- Project Steering Committee: TBD
- Tuesday, February 1 - Technical Advisory Committee @ 10:00 a.m. – Frederick County Administrative Offices
- Wednesday, February 16 – Policy Board @ 10:00 a.m. – Frederick County Administrative Offices

5. Other Business

Mr. Price reported that he has been elected as Secretary/Treasurer to the Virginia Association of MPO's.

Chairman Shickle requested that VDOT report to the MPO regarding the I-81 Roundtable Discussion held in December. He requested that the report include how the MPO's input is handled.

Meeting adjourned at 10:24 a.m.

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**Win-Fred Metropolitan Planning Organization
 Policy Board Meeting Minutes
 April 27, 2011 at 10:00 a.m.**

**Frederick County Administrative Offices
 First Floor Conference Room
 107 North Kent Street, Winchester, Virginia**

Win-Fred MPO Policy Board Member Jurisdiction Representatives					
	Frederick County		VDOT		Staff
✓	Charles DeHaven, Jr.	✓	Randy Kiser	✓	Martha Shickle
✓	John R. Riley, Jr.			✓	Karen Taylor
✓	Richard C. Shickle				
	Winchester		Non-Voting Members		Others
✓	John Hill		John Simkins, FHWA	✓	Dr. Crandell
✓	James O'Connor		Tony Cho, FTA	✓	Evan Wyatt
✓	John Willingham		Kenneth Pollock, VDRPT	✓	Tim Youmans
				✓	Eric Lawrence
				✓	John Bishop
				✓	Jim Vickers
	Stephens City		Alternates		
✓	Michael Kehoe	✓	Jerry Copp (VDOT)	✓	Ken Candell
		✓	Terry Short (VDOT)	✓	Grafton School
			Brian Henshaw (Stephens City)	✓	Beltone Reps
			Les Veach (Winchester)	✓	Winchester Star
			Tim Youmans (Winchester)	✓	No. VA Daily
			Perry Eisenach (Winchester)		

**Winchester -Frederick County MPO
Frederick County Administrative Offices
First Floor Conference Room
Policy Board Meeting Minutes
April 27, 2011 - 10:00 a.m.**

1. ADMINISTRATIVE ITEMS:

- a. Welcome and Introductions – Chairman Shickle welcomed everyone to the meeting. Ms. Taylor gave a roundtable of introductions.
- b. Review and Approval of the Minutes of the January 19, 2011 Policy Board Meeting – **A motion was made by Mr. DeHaven approving the minutes. Motion seconded by Mr. O'Connor. Motion carried.**
- c. Financial Report – The Board reviewed the report; no action required.
- d. Committee Meeting Status Report – The Board reviewed the report; no action required.
- e. Review and Approval of a resolution authorizing MPO staff to file a FY2012 Section 5303 grant application (Transit Planning Funds) with the Virginia Department of Rail and Public Transportation - **A motion was made by Mr. Riley approving the resolution. Motion seconded by Mr. Willingham. Motion carried.**
- f. Review and endorsement of request for FTA Section 5310 Program assistance from Grafton School – Grafton school has requested funding through FTA Section 5310 to purchase one modified-minivan with a wheel chair ramp to replace an aging high-mileage vehicle. Total cost is estimated at approximately \$34,000. Federal grant will cover 80 percent and Grafton will be responsible for the remaining 20 percent. A representative from Grafton gave a brief overview of the grant. **A motion was made by Mr. Riley approving the endorsement. Motion seconded by Mr. O'Connor. Motion carried.**

Shenandoah Area Agency on Aging (SAAA) has requested funding through FTA Section 5310 to purchase two 15-passenger vans with wheelchair lifts to replace aging vehicles with high mileage and repair costs. SAAA has also requested funding to purchase two additional ADA Accessible Mini Vans with wheelchair ramps to meet the growing regional transportation needs. **A motion was made by Mr. Kehoe approving the endorsement. Motion seconded by Mr. Willingham. Mr. Riley abstained. Motion carried.**

2. Public Comment Period – None reported.

Following the public comment period, Chairman Shickle directed the meeting to Vice-Chairman Willingham.

3. Draft Report of the Millwood Avenue Study – Gorove/Slade

Mr. Dan VanPelt, a representative from Gorove/Slade, gave the Board a brief update on the draft study. He stated that a public input meeting was held on Monday, April 25th at 6:30 p.m. in the Social Hall of the War Memorial Building located in Jim Barnett Park. He stated an estimated 100 citizens attended the meeting. Mr. VanPelt stated that the Technical Advisory Committee met prior to the Policy Board meeting to discuss a recommendation.

Mr. VanPelt stated that the Committee voted to forward the Millwood Avenue Study to the Policy Board. Following Mr. VanPelt's update, **a motion was made by Mr. O'Connor to advance the Millwood Avenue Study to the Winchester City Council as presented to the Policy Board. Motion seconded by Mr. Hill.**

Nancy Lieberman, a representative from Beltone objected to the motion made by Mr. O'Connor. She stated that they have concerns regarding weaving, safety and traffic movement in and out of the business. Vice-Chairman Willingham explained that the Study is being forwarded to City Council and additional studies will need to be completed prior to a final decision.

Motion carried.

Vice-Chairman Willingham directed the meeting to Chairman Shickle.

4. Draft FY2012 Unified Planning Work Program (UPWP)

Ms. Taylor reviewed the DRAFT FY2012 UPWP with the Board. Chairman Shickle stated that he would like to be involved early in the Work Program's development and allow more input from the Policy Board as to what tasks will be included. Chairman Shickle stated that Frederick County will provide the MPO staff with direction and assistance on Work Task 7: Shady Elm Access Management Study Alternative Analysis. Mr. Riley requested that staff add VDOT as a voting member to the Policy Board and alternates to the Officers page.

Ms. Taylor stated that the Technical and Citizens Advisory Committees reviewed the document and have forwarded a recommendation of approval for the 20 day public comment and review period. She stated that pending public comment, both committees have forwarded a recommendation approving the document.

Following discussion, **a motion was made by Mr. O'Connor approving the 20 day public comment period with the understanding that the jurisdictions will have the opportunity for additional input. Motion seconded by Mr. DeHaven. Motion carried.**

5. WinFred MPO TIP Report and Appendix for FFY12-15

Mr. Short reviewed the FFY12-15 WinFred MPO TIP with the Board. Following Mr. Short's review of the TIP, Chairman Shickle questioned several of the projects and why they are included in the TIP. Mr. Short stated that he would provide a description and status of each item in the TIP for the May Policy Board meeting. Following discussion, **a motion was made by Mr. O'Connor approving the 20 public comment period and VDOT staff to clarify which projects are non-MPO. Motion seconded by Mr. Hill. Motion carried.**

6. May Meeting Schedule

Ms. Taylor reviewed the meeting schedule:

- Wednesday, April 27th – Technical Advisory Committee @ 8:00 a.m. – Frederick County First Floor Conference Room
- Wednesday, May 18th – Policy Board @ 10:00 a.m. – Frederick County First Floor Conference Room

Meeting adjourned at 11:05 a.m.

Glossary of Acronyms on Reverse

Glossary of Acronyms

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.

TIP - Transportation Improvement Program - Developed and approved by the Transportation Planning Board, the TIP 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.

CLRP - Long Range Transportation Plan - Developed and approved by the Win-Fred MPO, the LRTP is a regional plan that includes all transportation projects and programs that the Win-Fred MPO realistically anticipates can be implemented over the next 25 years. In order to receive federal funding, transportation projects must be included in the LRTP and the TIP.

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

Within the US Department of Transportation, FTA is responsible for public transit issues, including federal laws and regulations related to metropolitan transportation planning.

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.