

**Winchester -Frederick County MPO
Frederick County Administrative Offices
First Floor Conference Room
Policy Board Meeting Minutes
May 18, 2011 - 10:00 a.m.**

1. ADMINISTRATIVE ITEMS:

- a. Welcome and Introductions – Chairman Shickle welcomed everyone to the meeting; a roundtable of introductions followed.
- b. Review and Approval of the Minutes of the April 27, 2011 Policy Board Meeting – **A motion was made by Mr. DeHaven approving the minutes. Motion seconded by Mr. Hill. Motion carried.**
- c. Financial Report – The Board reviewed the report; no action required.

2. Public Comment Period – None reported.

3. Draft FY2012 Unified Planning Work Program

Ms. Taylor reviewed the DRAFT FY2012 UPWP. She stated that the Technical and Citizens Advisory Committees reviewed the document and have forwarded a recommendation of approval pending public comment. The public comment period concluded on May 17, 2011. Ms. Taylor stated that no comments were received.

Ms. Taylor stated that Work Task 9: Constrained Long Range Transportation Plan Update has been added to the Draft UPWP. She stated that the Policy Board would need to approve a 20 day public comment period. The Frederick County Transportation Committee will review and provide input on the draft document during the June 13th, 2011 Transportation meeting.

Following review and discussion, **a motion was made by Mr. Riley approving the 20 day public comment period. Motion seconded by Mr. Kehoe. Motion carried.**

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

Mr. Terry Short reviewed the FFY12-15 WinFred MPO TIP with the Board. He stated that the document has been under a 20 day public comment period; Ms. Taylor stated that no comments were received.

Mr. Short stated that he will have a presentation at the June 29th Policy Board meeting regarding the current TIP. He stated that he will provided quarterly TIP updates.

Following review and discussion, **a motion was made by Mr. DeHaven approving the FF12-15 WinFred MPO Transporation Improvement Program and Appendix. Motion seconded by Mr. Eisenach. Motion carried.**

5. Appointment of VAMPO Representative and Alternate

Ms. Taylor stated that MPO staff has been contacted by the Virginia Association of MPO's regarding the WinFred MPO appointing a representative and an alternate. Ms. Taylor stated that the VAMPO by-laws are enclosed in the packet for reference. Ms. Taylor recommended that the Board appoint herself as the representative and NSVRC's Executive Director as the alternate.

Ms. Taylor stated that it not mandatory for MPO's to join. She stated that the first conference of VAMPO will be held on May 24, 2011. Following discussion, **a motion was made to table this item until the next Policy Board meeting and that Ms. Taylor could attend the VAMPO conference on May 24, 2011. Motion seconded by Mr. Youmans. Motion carried.**

6. WinFred MPO Long Range Transportation Plan (LRTP) Update

Mr. Short stated that the current MPO Long Range Transportation Plan does not expire until July 2012. He stated that FHWA is recognizing the SAFETEA-LU update that was adopted in July of 2007 as an update of the Plan. Mr. Short will forward the official letter from FHWA to MPO staff.

Ms. Taylor introduced and reviewed a CLRP Project Schedule created by MPO Staff. The Board reviewed and discussed the document. The Board and MPO staff agreed to continue to work on the order of the schedule and make changes as necessary. Following discussion, **a motion was made by Mr. Riley for staff to continue to work on the project timeline. Motion seconded by Mr. Hill. Motion carried.**

7. June Meeting Schedule

Ms. Taylor reviewed the following upcoming meeting schedule:

- Project Steering Committee: TBA
- Tuesday, June 7th – Technical Advisory Committee @ 10:00 a.m. – Frederick County First Floor Conference Room
- Tuesday, June 14th – Citizens Advisory Committee @ 8:00 a.m. – Wells Fargo Advisors Conference Room, 117 N. Braddock Street, Winchester, VA
- Wednesday, June 15th – Policy Board @ 10:00 a.m. – Frederick County First Floor Conference Room

Following Ms. Taylor's review, **a motion was made by Mr. DeHaven to postpone the June 15th Policy Board meeting to June 29th. Motion seconded by Mr. Youmans. Motion carried.**

8. Other Business – None reported.

9. Meeting adjourned at 11:10 a.m.

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.