

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
 August 17, 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			✓	John Thomas
	Winchester		Non-Voting Members		Others
✓	John Hill		John Simkins, FHWA	✓	John Bishop
✓	Craig Gerhart		Tony Cho, FTA	✓	Winchester Star
✓	John Willingham		Mark Ledford, VDRPT		
	Stephens City		Alternates		
	Michael Kehoe				
		✓	Terry Short (VDOT)		
		✓	Brian Henshaw (Stephens City)		
			Les Veach (Winchester)		
		✓	Tim Youmans (Winchester)		
			Perry Eisenach (Winchester)		

**Winchester -Frederick County MPO
Policy Board Meeting Minutes
Frederick County Administrative Offices - First Floor Conference Room
August 17, 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. Election of Fiscal Year 2012 Officers

Secretary/Treasurer, Martha Shickle requested nominations for the Chairman of the WinFred MPO.

A motion was made by Mr. Riley nominating Mr. Shickle as Chairman of the WinFred MPO. Motion seconded by Mr. Hill. Mr. Shickle abstained. Motion carried.

A motion was made by Mr. DeHaven closing nominations for the WinFred MPO Chairman. Motion seconded by Mr. Riley. Motion carried.

Chairman Shickle requested nominations for the Vice-Chairman of the WinFred MPO.

A motion was made by Mr. Riley nominating Mr. Willingham as Vice-Chairman. Motion seconded by Mr. Hill. Motion carried.

A motion was made by Mr. DeHaven closing nominations for the WinFred MPO Vice-Chairman. Motion seconded by Mr. Riley. Motion carried.

c. Review and Approval of the Minutes of the June 29, 2011 Policy Board Meeting – **A motion was made by Mr. DeHaven approving the minutes. Motion seconded by Mr. Youmans. Motion carried.**

d. Financial Report – The Board reviewed the report; Chairman Shickle requested a FY11 YTD financial report.

e. Committee Meeting Status Report – The Board reviewed the report; for information only.

f. Draft minutes of the July 12, 2011 MPO Technical Advisory Committee Meeting – The minutes were included in the packet for information only. Staff will also include notes from the Project Steering Committee meetings.

2. Public Comment Period – None reported.

3. Draft FY12-15 Transit Section of the WinFred MPO TIP

Ms. Taylor stated that enclosed is the Draft FY12-15 Transit Section of the WinFred MPO TIP. She stated that the document was under the 20 day public comment period from July 7th through July 26th; staff received no comments. She stated that the Technical Advisory Committee reviewed the Transit TIP on July 12th and consensus was reached to forward a recommendation of approval to the Policy Board. Ms. Taylor stated that staff is requesting that the Policy Board approve the FY12-15 Transit Section of the WinFred MPO TIP. **A motion was made by Mr. Willingham approving the FY12-15 Transit Section of the WinFred MPO TIP. Motion seconded by Mr. DeHaven. Motion carried.**

4. WinFred MPO Constrained Long Range Transportation Plan Update

Ms. Taylor stated that enclosed are the Draft Vision List of Projects and candidate CLRP projects selected by the Project Steering Committee and currently under review by the Technical and Citizens Advisory Committees. The Board reviewed and discussed the documents. They requested that staff add two columns to the Vision List: document changes made to the list since June, 2010 and specify which map quadrant the project is located. Staff will make those changes.

Ms. Taylor stated that staff is requesting a review by the Policy Board and an approval at the September 21, 2011 meeting. Chairman Shickle requested a presentation of the CLRP list of projects at the September 21st Policy Board meeting. Staff will give a formal presentation.

5. USDOT Transportation Investments Generating Economic Recovery (TIGER) Competitive Grant Program

Ms. Taylor provided information on the TIGER competitive grant program. Ms. Taylor stated that this is a stimulus project passed by the U.S. Congress to create construction jobs and build infrastructure across the nation. She stated that the Project Steering Committee met on August 2nd to discuss potential projects for submittal. The Project Steering Committee is recommending the following two projects to the Policy Board for consideration:

- 1) Tevis Street/Hope Drive re-alignment and extension from Pleasant Valley Road over I-81 to US 522 including re-decking of the US 17/US 50 bridge over I-81.
- 2) Route 37 / Crosspointe Boulevard extension from I-81 / Tasker Road to US 522

Discussion continued regarding the projects. Ms. Taylor stated that the Project Steering Committee is also recommending securing consultant services to write the grant.

Following discussion, **a motion was made by Mr. Riley approving staff to move forward with an RFP to secure consultant services with a \$15,000 maximum and Project Steering Committee oversight of the project. Motion seconded by Mr. Willingham. Motion carried.**

A motion was made by Mr. DeHaven approving the following projects for TIGER submittal:

- 1) Tevis Street/Hope Drive re-alignment and extension from Pleasant Valley Road over I-81 to US 522 including re-decking of the US 17/US 50 bridge over I-81.
- 2) Route 37 / Crosspointe Boulevard extension from I-81 / Tasker Road to US 522

Motion seconded by Mr. Henshaw. Motion carried.

6. September Meeting Schedule

Ms. Taylor reviewed the following meeting schedule:

- Project Steering Committee – TBD
- Tuesday, September 6th – Technical Advisory Committee @ 10:00 a.m. – Frederick County Admin. Offices, First Floor Conference Room
- Tuesday, September 13th - Citizens Advisory Committee @ 8:00 a.m.- 117 N. Braddock Street, Winchester
- Wednesday, September 21st – Policy Board @ 10:00 a.m. – Frederick County First Floor Conference Room

7. Other Business – None reported.

Meeting adjourned at 11 a.m.

Glossary of Acronyms on Reverse

Glossary of Acronyms

CAC- Citizen Advisory Committee- Serves as an advisory committee to the MPO Policy Board to solicit public input and provide citizen perspective on MPO projects. Conducts public hearings and public input sessions on selected projects at the direction of the Policy Board.

CLRP – Constrained Long Range Plan – A fiscally-constrained list of projects drawn from the Vision Plan element of the LRTP. All CLRP projects must have an estimated cost and a revenue source identified.

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.

FTA Section 5303 Funds - This program supports transit planning expenses to support cooperative, continuous, and comprehensive planning for making transportation investment decisions in metropolitan planning areas.

FTA Section 5310 - Transportation for Elderly Persons and Persons with Disabilities - The goal of the Section 5310 Program is to provide assistance in meeting the special transportation needs of elderly persons and persons with disabilities. The program is designed to supplement other FTA or assistance programs by funding transportation projects for elderly person and persons with disabilities in all areas – urbanized, small urban, and rural.

LRTP- Long Range Transportation Plan- Developed and approved by the MPO, the LRTP is a regional plan that includes all transportation projects and programs that the MPO realistically anticipates can be implemented over the next 25 years. LRTP's may include a VISION PLAN, which is a list of all projects (a "wish list"), but must also include a CLRP. In order to receive federal funding, transportation projects must be included in the LRTP and the TIP.

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.

SAFETEA-LU - On August 10, 2005, the President signed into law the **Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users** (SAFETEA-LU). With guaranteed funding for highways, highway safety, and public transportation totaling \$244.1 billion, SAFETEA-LU represents the largest surface transportation investment in our Nation's history. The two landmark bills that brought surface transportation into the 21st century—the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) and the Transportation Equity Act for the 21st Century (TEA-21)—shaped the highway program to meet the Nation's changing transportation needs. SAFETEA-LU builds on this firm foundation, supplying the funds and refining the programmatic framework for investments needed to maintain and grow our vital transportation infrastructure.

STP Funds - STP funds are Federal Funds disbursed through State DOT's for Surface Transportation projects.

TAC- Technical Advisory Committee- Serves in an advisory capacity to the Policy Board of the MPO. The TAC works with MPO staff to formulate the UPWP, the LRTP, and provides technical review and assistance on numerous MPO projects undertaken as called out in the UPWP.

TIP - Transportation Improvement Program - Approved by the MPO Policy Board, it 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.

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.

VDOT - Virginia Department of Transportation - Agency responsible for statewide transportation facility planning, construction, and maintenance. VDOT is separate from the Virginia Department of Rail and Public Transportation (VDRPT).

VDRPT - Virginia Department of Rail and Public Transportation - Agency under the Virginia Secretary of Transportation (as is VDOT) provides technical and financial assistance to Virginia's public transit.