

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
 September 21, 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	✓	No. VA Daily
	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
September 21, 2011 - 10:00 a.m.**

1. ADMINISTRATIVE ITEMS:

- a. Welcome and Introductions – Chairman Shickle welcomed everyone to the meeting.
- b. Review and Approval of the Minutes of the August 17, 2011 Policy Board Meeting - **A motion was made by Mr. DeHaven approving the minutes. Motion seconded by Mr. Kiser. Motion carried.**
- c. Financial Report – The Board reviewed the report. Mr. DeHaven asked what tasks the Marketing Specialist performed for the MPO. Ms. Shickle explained that the position normally takes care of press releases and public notices. Ms. Taylor stated that would email Mr. DeHaven an explanation.
- d. Committee Meeting Status Report – The Board reviewed the report. Chairman Shickle inquired about the Project Steering Committee’s suggestion to have him forward a courtesy letter to Congressman Frank Wolf providing notification of the MPO’s TIGER grant submittals. Ms. Taylor stated that staff would discuss this item under agenda item 4.
- e. Draft minutes of the September 6, 2011 MPO Technical Advisory Committee Meeting – This item was for informational purposes only. The Board took no action on this item.
- f. Draft minutes of the September 6, 2011 Project Steering Committee Meeting - This item was for informational purposes only. The Board took no action on this item.

2. Public Comment Period – None reported.

3. Presentation of the WinFred MPO Constrained Long Range Transportation Plan

Mr. Thomas gave a PowerPoint presentation on the Constrained Long Range Plan and 2035 Transportation Plan update. A cope of the presentation is attached to the minutes.

Following Mr. Thomas’ presentation, the board discussed and reviewed the CLRP candidate projects. Chairman Shickle requested that the construction costs for project #43: widening of Route 277 be shown on the CLRP spreadsheet.

Ms. Taylor stated that the Technical and Citizens Advisory Committees have reviewed the candidate projects and are recommending approval to the Policy Board. She stated that the localities have had an opportunity for review and comment.

Mr. Thomas stated that staff is requesting a motion from the Policy Board approving the candidate CLRP list of projects be forwarded to VDOT for modeling and analysis.

A motion was made by Mr. Riley approving the candidate CLRP list of projects for modeling and analysis. Motion seconded by Mr. Willingham. Motion carried.

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

Mr. Thomas provided an update on the TIGER grant submittals. He stated that a request for proposals was released on September 7th. The RFP was advertised on the EVA website and 37 firms were targeted. The deadline was September 20th; no proposals were received.

Mr. Thomas stated that staff will pursue the grant applications but stressed he will need data assistance from the City, County and VDOT staff.

Chairman Shickle requested that Mr. Riley contact Congressman Wolf's office regarding a contact for a letter of support for the grant submittals.

Pre-applications are due October 3, 2011 and the final grant submittal is October 31, 2011.

5. October Meeting Schedule

Ms. Taylor reviewed the following meeting schedule:

- Tuesday, October 4th - Project Steering Committee @ 9:00 a.m. – Frederick County Admin. Offices, First Floor Conference Room
- Tuesday, October 4th – Technical Advisory Committee @ 10:00 a.m. – Frederick County Admin. Offices, First Floor Conference Room
- Citizens Advisory Committee: TBA
- Wednesday, October 19th – Policy Board @ 10:00 a.m. – Frederick County Admin. Offices, First Floor Conference Room

Mr. Thomas noted that the following agenda items will be on the agenda in October for the Policy Board: Complete Streets, TIGER draft applications and two UPWP work tasks: Bike/Pedestrian Analysis Study and Public Mobility.

6. Other Business

Mr. Thomas stated that the Commonwealth Transportation Board will be hosting public meetings this fall. He asked the Board for direction regarding presenting the MPO's priorities.

Ms. Shickle stated that the next meeting of the Regional Commission is scheduled for Thursday, September 29th at 5 p.m. VDOT will be presenting the Rural Long Range Transportation Plan and Mr. Petit with the Town of Stanley will give an overview of the town's current enhancement projects.

Ms. Taylor stated that Mr. Kevin Page with the VA Department of Rail and Public Transportation will give a presentation on the Freight to Rail Study.

Chairman Shickle brought up two items for discussion:

- 1) Tolls on I-95 and the effect on I-81
- 2) VDOT turning over local road maintenance to counties

Meeting adjourned at 11:15 a.m.

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.