

**Winchester -Frederick County MPO
Frederick County Administrative Offices
First Floor Conference Room
Policy Board Meeting
March 17, 2010 - 10:00 a.m.**

1. ADMINISTRATIVE ITEMS:

- a. Welcome and Introductions
- b. Review and Approval of the Minutes of the February 24, 2010 Policy Board Meeting
(Ivory Attachment)
- c. Financial Report (Will be emailed prior to meeting)
- d. Committee Meeting Status Report (Yellow Attachment)
- e. Review and Approval of a resolution authorizing the Secretary-Treasurer to file a FY2011 Section 5303 grant application (Transit Planning Funds) with the Virginia Department of Rail and Public Transportation
(Blue Attachment)

2. Public Comment Period

3. Draft FY2011 Unified Planning Work Program (UPWP) (*White Attachment*) – Chris Price

Enclosed in your packet is the DRAFT FY2011 UPWP. The Technical and Citizens Advisory Committees have reviewed the document at their March meetings. Both committees have forwarded a recommendation of approval for the 20 day public comment and review period.

Staff requests that Policy Board approve the 20 day public comment and review period.

4. Route 7 Multimodal Corridor Study Final Report (*Previously Mailed*) – Karen Taylor

The Technical Advisory Committee has forwarded a recommendation of approval for the Route 7 Multimodal Corridor Study. The City of Winchester previously requested that an alternative reverse frontage roadway be considered for inclusion in the Study. The Technical Advisory Committee reviewed and discussed the alternative at their March meeting. The committee agreed to add the alternative for further analysis under Work Task 5 – Local Technical Assistance in the FY2011UPWP.

Staff requests that the Policy Board approve the Final Report.

5. Shady Elm Access Management Study Phase II Update – Karen Taylor

The Policy Board directed the MPO Project Steering Committee to schedule and coordinate a public information and input meeting for the Study. The Project Steering Committee met on March 2nd. Staff will update the Board on the outcome of the meeting.

6. Long Range Transportation Plan (LRTP) Update – Chris Price

Staff will discuss the next steps for the LRTP update.

7. Transportation Modeling – Chris Price

VDOT is currently responsible for the Long Range Transportation Plan modeling for the MPO. Staff is requesting discussion in regards to what the Policy Board prefers to do in the future.

8. April Meeting Schedule

Project Steering Committee – TBA - Frederick County Administrative Offices
Tuesday, April 6 – Technical Advisory Committee @ 10:00 a.m. – Frederick County Administrative Offices
Citizens Advisory Committee - TBA
Wednesday, April 21 – Policy Board @ 10 a.m. – Frederick County Administrative Offices

9. Other Business

10. Adjournment

Glossary of Acronyms Attached

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.

**Winchester -Frederick County MPO
Frederick County Administrative Offices
First Floor Conference Room
Policy Board Meeting Minutes
February 24, 2010 - 10:00 a.m.**

Vice-Chairman John Willingham called the meeting to order with the following members present: Mr. Chuck DeHaven, Mr. Jim O'Connor representing the City of Winchester, Mr. Mike Kehoe, Mr. Jerry Copp representing VDOT, Mr. John Simkins and Mr. John Riley. Chairman Shickle arrived to the meeting at 10:35 a.m. and chaired the remainder of the meeting.

Others present: Mr. John Bishop, Mr. Tim Youmans, Mr. Chris Price, Ms. Tiffany Tran, Ms. Karen Taylor and Mr. Terry Jackson with VDOT.

1. ADMINISTRATIVE ITEMS:

- a. Welcome and Introductions – Vice-Chairman John Willingham welcomed everyone to the meeting. A roundtable of introductions was made.
- b. Review and Approval of the Minutes of the January 20, 2010 Policy Board Meeting - **A motion was made by Mr. DeHaven approving the minutes. Motion seconded by Mr. Riley. Motion carried.**
- c. Financial Report – The Board briefly reviewed the report with no questions; no action required.
- d. Committee Meeting and Project Status Report – Ms. Taylor reviewed the report with the Board; no action required.

2. Public Comment Period

Mr. Terry Jackson with VDOT made a presentation to the Board in regards to VDOT's Six Year Improvement Program. Contact MPO staff to receive a copy of the presentation.

3. Long Range Transportation Plan (LRTP) Update

Mr. Price reviewed and discussed the Draft Vision Plan List of Projects and Map. Mr. DeHaven requested a project map similar to the one in the 2030 LRTP with functional classification. Mr. Price stated that the next step is for the Policy Board to endorse the Draft Vision List. He stated that once the Board endorses the Vision List we will move onto the Constrained Project List. Following discussion, **a motion was made by Mr. O'Connor endorsing the Draft Vision List of Projects. Motion seconded by Mr. Riley. Motion approved.**

4. Route 7 Multimodal Corridor Study

Mr. Price stated that the Final Report for the Route 7 Study is complete and included in the agenda packet. Mr. Price stated that the City of Winchester has requested that an alternative reverse road frontage roadway be considered for inclusion in the Study. Staff handed out a copy of the alternative. The Board agreed that the proposed alternative should be reviewed by the Technical Advisory Committee and a recommendation made to the Policy Board on how to proceed. The Board requested that TAC look specifically as to how the alternative relates to the current upgrades to I-81.

5. Shady Elm Access Management Study Phase II

Mr. Price gave an update on the progress of the study. He stated that the Final Report of the Study has been completed by the Consultant. Mr. Price discussed the comments that have been received by the Frederick County Transportation Committee and public. He stated that the public comments received do express concern in regards to the alternative that is being recommended. He stated that there is also concern in regards to the proposed roundabout. Mr. Price asked the Board on how they would like to proceed. The Board agreed that before contracting additional consultant services that the Frederick County Transportation Committee and the MPO Project Steering Committee should work together to hold an additional public information and input meeting.

6. Review and Discussion of TAC Meeting Quorum

Ms. Taylor stated that the Technical Advisory Committee is recommending to the Policy Board that the quorum for the committee (TAC) be changed to the following:

Recommended: Six persons would constitute a quorum regardless of which jurisdiction they represent.

Current: A meeting quorum shall be established by two (2) members of the CITY and two members of the COUNTY, one (1) member of the STATE, and one (1) member of the TOWN being present. The TOWN shall be permitted to designate an alternate member for a Technical Advisory Committee meeting.

She stated that in accordance with the WinFred MPO Bylaws any change to the quorum is required to be reviewed and approved by the Policy Board.

The Policy Board agreed not to approve the change and suggested that TAC should take a look at recommending a revised quorum, possibly making some members non-voting.

7. March Meeting Schedule

Ms. Taylor reviewed the following meeting schedule:

- Tuesday, March 2 – Project Steering Committee @ 9:00 a.m. – Frederick County
- Tuesday, March 2 – Technical Advisory Committee @ 10:00 a.m. – Frederick County
- Tuesday, March 9 – Citizens Advisory Committee @ 8:00 a.m. – First Bank
- Wednesday, March 17 – Policy Board @ 10 a.m. – Frederick County Administrative Offices

8. Other Business

Mr. Price discussed the possibility of dissolving the Citizens Advisory Committee and appointing citizen appointees to the Technical Advisory Committee. He stated that this is an item for the Policy Board to think about and discuss at a later meeting.

Mr. Willingham announced that the City appointed Dr. John Crandell as a representative on the Citizens Advisory Committee.

A motion was made by Mr. O’Connor to adjourn the meeting. Seconded by Mr. Riley. Motion carried. Adjourned at 10:55 a.m.

Glossary of Acronyms on Reverse

Agenda Item 1d

WIN-FRED MPO Meeting Status Report

The following MPO committee meetings were held since the last Policy Board meeting on February 24, 2010:

Project Steering Committee

March 2, 2010

Next meeting: TBA

- As directed by the Policy Board in March the Project Steering Committee began planning the public information and input meeting for the Shady Elm Access Management Study Phase II. The Committee agreed upon the following:
 - ✓ Meeting will be held in April on a Monday evening.
 - ✓ Directed staff to do a target mailing announcing the meeting with a fact sheet included.
 - ✓ Meeting will be held at the Frederick County Government Center, Board of Supervisors Meeting Room.
 - ✓ Agreed to have HNTB present the study at the public meeting and requested the presentation to be less technical than the presentation in December.
 - ✓ Requested that HNTB do a “dry-run” of the presentation prior to the public meeting.
 - ✓ Agreed to give the public additional input by providing a work session with the consultant and staff following the presentation.

- Next Steps:
 - Present proposal to Policy Board and request permission to proceed.

Technical Advisory Committee (TAC):

March 2, 2010

Next meeting: Tuesday, April 6 at 10:00 a.m.

- Approved February 2, 2010 meeting minutes.
- Reviewed Draft FY2011 UPWP and recommended approval of the 20 public comment and review period to the Policy Board.
 - ✓ Added an additional work task – Millwood Avenue Study
- Recommend approval of the Final Route 7 Multimodal Corridor Study to the Policy Board.

- Forwarded a recommendation of approval for the Route 7 Multimodal Corridor Study. The City of Winchester previously requested that an alternative reverse frontage roadway be considered for inclusion in the Study. The Committee reviewed and discussed the alternative and agreed to add the alternative for further analysis under Work Task 5 – Local Technical Assistance in the FY2011UPWP.
- Agreed not to change the current quorum as outlined in the WinFred MPO Bylaws.
- Staff gave an update on the LRTP update and the Shady Elm Access Management Study.

Citizens Advisory Committee (CAC):

March 9, 2010

Next meeting: TBA

- Approved the minutes of the September 8, 2009 meeting.
- Reviewed Draft FY2011 UPWP and recommended approval of the 20 public comment and review period to the Policy Board.
- Staff gave an update on the LRTP update and the Shady Elm Access Management Study.

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Website: www.winfredmpo.org

Policy Board

Chair:

Richard C. Shickle
Frederick County

Vice-Chair:

John A. Willingham
City of Winchester

Secretary/ Treasurer:

Christopher M. Price
NSVRC

City of Winchester:

***Michael L. Butler**

Council Member

***John W. Hill**

Council Member

***John A. Willingham**

Council Member

Frederick County:

***Richard C. Shickle**

Board of Supervisors

***John R. Riley, Jr.**

County Administrator

***Charles S. DeHaven, Jr.**

Board of Supervisors

Stephens City:

***Michael K. Kehoe**

Town Administrator/ Engineer

VDOT:

***Garrett Moore**

District Administrator

Va. Dept. of Rail & Public Trans.:

Kenneth Pollock

Rural Program Specialist

Federal Highway Administration:

John Simkins

Environmental Protection Specialist

Federal Transit Administration:

Tony Cho

Transportation Program Specialist

* Denotes Voting Members



March 17, 2010

Resolution

By The

Win-Fred Metropolitan Planning Organization

**Authorizing the Filing of an FTA Section 5303 Grant (Planning Funds)
With the Virginia Department of Rail and Public Transportation**

Resolution authorizing the filing of an application with the Virginia Department of Rail and Public Transportation for grants of federal funds under the Federal Transit Administration Section 5303 Program and state matching funds.

WHEREAS, the contract for financial assistance will impose certain obligations upon this Body, including the provision of the local funds to support project costs; and

WHEREAS, a recipient of Federal Transit Administration Funding is required to provide certifications and assurances that all pertinent Federal statutes, regulations, executive orders and directives will be obeyed and it is the intent of this Body to comply fully with all required certifications and assurances; and

WHEREAS, it is the goal of this Body that minority business enterprises (disadvantaged business enterprise and Women business enterprise) be utilized to the fullest extent possible in connection with this project, and that definitive procedures shall be established and administered to ensure that minority businesses shall have the maximum feasible opportunity to compete for contracts and purchase orders when procuring construction contracts, supplies, equipment contracts, or consultant and other services:

NOW, THEREFORE, BE IT RESOLVED BY THE WIN-FRED MPO

1. That Christopher M. Price, Secretary-Treasurer, is authorized to prepare and file an application on behalf of Winchester-Frederick County MPO with the Virginia Department of Rail and Public Transportation for federal and state financial assistance under the Federal Transit Administration Section 5303 Program and State Aid Program.
2. That Christopher M. Price, Secretary-Treasurer, is authorized to execute and file with such application all necessary certifications and assurances or any other documents or information required by Virginia Department of Rail and Public Transportation in connection with the application or the project.
3. That Christopher M. Price, Secretary-Treasurer, is authorized to set forth and execute Minority business enterprise (disadvantaged enterprise business and woman enterprise) policies and procedures in connection with procurements under this project.

4. That Christopher M. Price, Secretary-Treasurer, is authorized to execute a grant agreement on behalf of the Winchester-Frederick County MPO with the Virginia Department of Rail and Public Transportation to aid in the financing of the project.

5. That Winchester-Frederick County MPO hereby certifies that the local share of the project costs identified in the application shall be made available to the project from resources available to this Body.

The undersigned duly qualified and acting as Chairman of the Winchester-Frederick County MPO certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Winchester-Frederick County MPO held on March 17, 2010.

Signed: _____
Richard C. Shickle
Chairman

Signed _____
Christopher M. Price
Secretary-Treasurer

UNIFIED PLANNING WORK PROGRAM (UPWP)

FOR THE

**WINCHESTER – FREDERICK COUNTY (“WIN-FRED”)
METROPOLITAN PLANNING ORGANIZATION (MPO)**



FY 2011

(July 1, 2010 - June 30, 2011)

Preparation Statement

Prepared on behalf of the Win-Fred Metropolitan Planning Organization by the Northern Shenandoah Valley Regional Commission staff through a cooperative process involving the City of Winchester, County of Frederick, Town of Stephens City, Virginia Department of Transportation, Virginia Department of Rail and Public Transportation, Federal Highway Administration, and the Federal Transit Administration.

The preparation of this program was financially aided through grants from the Federal Highway Administration, Federal Transit Administration, Virginia Department of Transportation and the Virginia Department of Rail and Public Transportation.

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RESOLUTION

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INTRODUCTION

The Unified Planning Work Program (UPWP) for transportation planning identifies all activities to be undertaken in the Win-Fred Metropolitan Planning Organization study area for Fiscal Year 2011 (July 1, 2010 - June 30, 2011). The UPWP provides a mechanism for the coordination of transportation planning activities in the region, and is required as a basis and condition for all federal funding assistance for transportation planning by the joint metropolitan planning regulations of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

The work tasks within this UPWP are reflective of issues and concerns originating from transportation agencies at the federal, state and local levels. The descriptions of the tasks to be accomplished and the budgets for these tasks are based on a best estimate of what can be accomplished within the confines of available federal, state and local resources.

The Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) created a number of planning requirements. In October 1993, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) issued final regulations regarding metropolitan planning.

The Transportation Equity Act of the 21st Century (TEA-21), which became law in June 1998, reaffirmed the structure of the metropolitan planning process. Most of the modifications to the process were aimed at streamlining and strengthening the provisions included in ISTEA. On August 10, 2005, the latest federal legislation known as the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) was signed into law. A new set of federal regulations for transportation planning were issued by FHWA in February 2007. The Win-Fred Metropolitan Planning Organization has developed this work program to address the final metropolitan planning regulations and the new requirements in SAFETEA-LU.

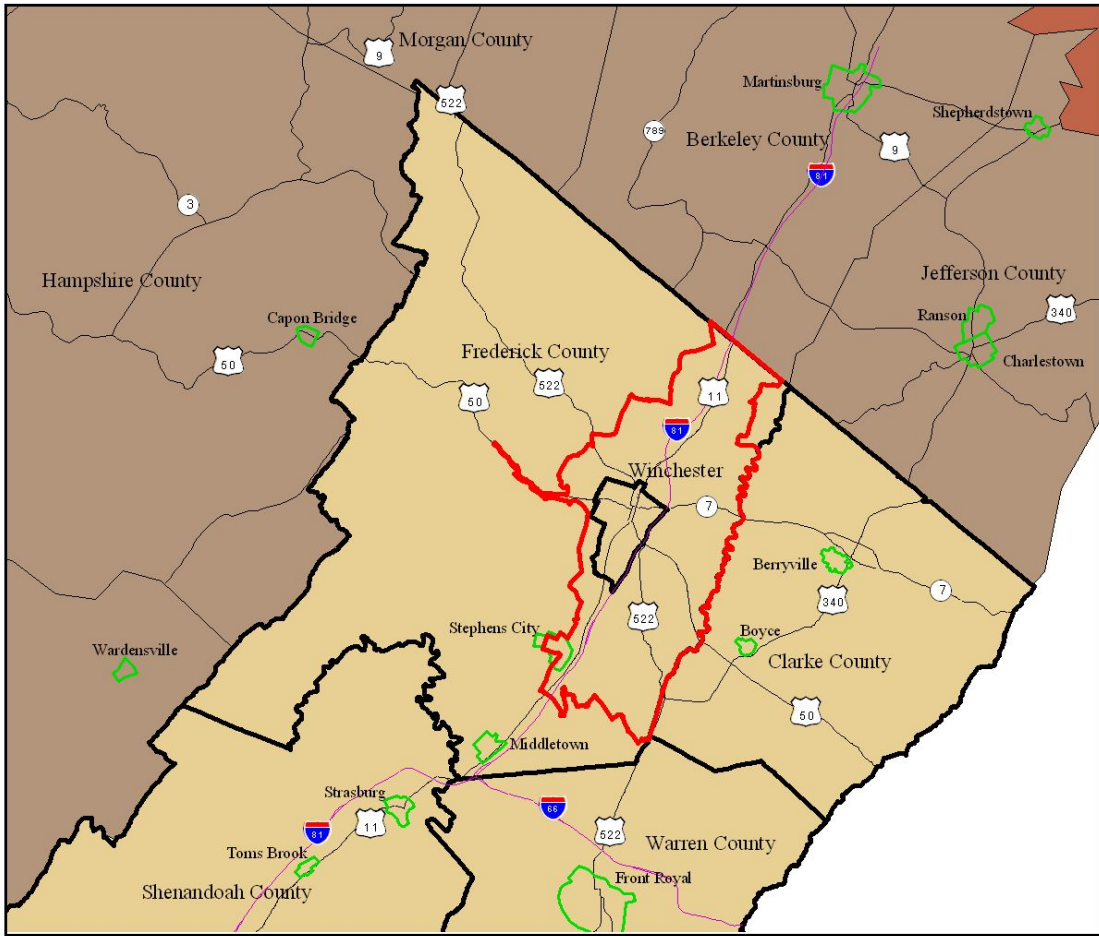
Metropolitan Planning Area

The Win-Fred MPO study area consists of the City of Winchester, the Town of Stephens City, the Urbanized Area of Frederick County, and the area of Frederick County projected to be urbanized by the year 2020. See Figure 1 for an illustration of the region.

Based on the 2000 Census, the Win-Fred MPO Urbanized Area population was 53,559 and it encompasses a land area of approximately 103 sq. miles.

Figure 1

Win-Fred MPO



Responsibilities for Transportation Planning

The Win-Fred Metropolitan Planning Organization is the organization responsible for conducting the continuing, comprehensive, and coordinated (3-C) planning process for the Winchester-Frederick County Urbanized Area in accordance with requirements of Section 134 (Title 23 U.S.C.) of the Federal Highway Act of 1962, and Section 5303 of the Federal Transit Act. The Win-Fred MPO is the official Metropolitan Planning Organization for the urbanized area, designated by the Governor of Virginia, under Section 134 of the Federal Aid Highway Act, and the joint metropolitan planning regulations of FHWA and FTA.

The policy making body of the Win-Fred MPO is the Policy Board that consists of 8 voting members. These include 3 representatives from the City of Winchester, 3 representatives from Frederick County, 1 representative from the Town of Stephens City, and 1 representative from VDOT. Other agencies with non-voting membership on the Win-Fred MPO Policy Board include the Virginia Department of Rail and Public Transportation, Virginia Department of Aviation, Federal Highway Administration and Federal Transit Administration.

The Northern Shenandoah Valley Regional Commission (NSVRC) staffs the Win-Fred MPO. The staff, in conjunction with the MPO's member agencies, collect, analyze and evaluate demographic, land use, and transportation data to gain a better understanding of the transportation system requirements of the area. Special studies, research, and other work tasks requested by the MPO are the staff's responsibility as well. Consultant assistance will be sought when required by the staff to complete work tasks. Staff also prepares materials for use at the Policy Board, Technical Advisory and Citizens Advisory Committee meetings as well as any existing sub-committee meetings.

NSVRC staff will participate in all Win-Fred MPO meetings and provide required staff support and administration of the transportation planning program. In addition, staff members will represent the MPO at other meetings with federal, state, and local organizations.

Total Proposed Funding by Federal Source for FY 2011

The primary funding source for transportation planning activities included in this work program are the FHWA Section 112 (PL), FTA Section 5303, and FHWA State Planning and Research (SPR). The proposed funding amounts (including state and local matching funds) for the Win-Fred MPO work program to be utilized by the NSVRC staff are shown in Figure 3.

WORK TASK 1: Program Management & Administration

Objective and Description: This task includes ongoing activities that ensure proper management and operation of a continuing, comprehensive, and coordinated (3-C) planning process as described in the Memorandum of Understanding. The primary objectives of this task are as follows:

Public Participation Plan (PPP): The encouragement of meaningful participation of local citizens in metropolitan transportation planning is one of the most important goals of the “3C” process and the Public Involvement Process. The Final Rule on Metropolitan Planning issued by U.S. DOT in October 1993 reemphasizes this goal by requiring that each MPO maintain:

“...a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans, TIPs...”

Under this task, the Win-Fred MPO will continue to maintain a Public Participation Process and monitor its effectiveness. The Public Participation Plan outlines the public outreach procedures to be followed by the MPO in developing and amending the Region’s UPWP, Long-range Transportation Plan, Transportation Improvement Program (TIP) and other major studies. The PPP will also address Title VI and ADA issues as well.

The Citizens Advisory Committee meets on a periodic basis to review and provide feedback to the Win-Fred MPO Technical Advisory Committee and Policy Board. The Citizens Advisory Committee will also conduct outreach activities such as public meetings and forums, neighborhood and association meetings, and other means to seek input from other agencies, organizations, and individuals interested in the transportation planning process, plans being prepared, or other transportation concerns. The MPO staff supports the work of the Citizens Advisory Committee.

The concept of Environmental Justice has raised questions regarding equity and the inclusion of all individuals in the decision making process. The PPP will include procedures developed by the Win-Fred MPO to address environmental justice. Efforts will be made to better identify organizations and individuals not normally included in the transportation planning process on a continuing basis.

This task will provide a continuing public involvement process that increases participation by community members in transportation plans, with a particular focus on improving participation by groups not previously involved in the transportation planning process.

UPWP Preparation and Management: Implement the FY 2011 UPWP throughout the fiscal year and provide all required administrative functions including all accounting functions, personnel administration, office management, financial reporting, and contract administration.

To meet the requirements of 23 CFR Part 420 and 23 CFR Part 450, the Win-Fred MPO, in cooperation with the Virginia Department of Transportation and the Virginia Department of Rail and Public Transportation, is responsible for the development of a Unified Planning Work

Program (UPWP). The UPWP describes all regional transportation planning activities anticipated in the Win-Fred MPO study area for the following fiscal year that will utilize federal funding, including Title I Section 134 metropolitan planning funds, and Title III Section 8 metropolitan planning funds. The UPWP also identifies state and local matching dollars for these federal planning programs.

This task provides for management of the FY 2011 UPWP including the following activities:

- Maintain all required financial records and conduct annual independent audit
- Hire and train staff
- Maintain required files and records of MPO activities (i.e. minutes, meeting notices, etc.)
- Preparation of quarterly progress reports and invoices
- Preparation of required legal notices and advertisements
- Preparation of resolutions adopted by MPO
- Preparation of required grant applications and execution of contracts

If during FY 2011, an amendment to the UPWP is deemed necessary, due to changes in planning priorities and/or the inclusion of new planning projects, staff will identify and detail such amendments for consideration by the MPO.

This task also provides for the development of the upcoming UPWP for FY 2012. The document will incorporate suggestions from federal funding agencies, state transportation agencies, transit operating agencies, local governments participating in Win-Fred MPO, and the public through the MPO's public involvement process.

General Administration: Support the activities of the Win-Fred MPO through the preparation of reports, presentations, agendas, minutes and mailings for all Policy Board, Technical and Citizens Advisory Committee meetings, as well as attendance at those meetings

- Meeting arrangements for committees: Policy Board – 3rd Wednesday of Month, Technical Advisory Committee – 1st Tuesday of Month, Citizens Advisory Committee – 2nd Tuesday of Month
- Preparation and transmittal of meeting agenda packages
- Transcribe and publish minutes
- Staff attendance at MPO committee meetings and regional meetings as directed
- Provide on-going training and development of staff and Board/Committee members
- Attend training seminars and conferences
- Coordination meetings with state and federal agencies
- Circulate training opportunities to committee members
- Prepare grant applications and administer grant funds
- Prepare consultant requests for proposals and manage consultant activities

Products: MPO staff support, detailed records documenting activities of the MPO including minutes for all committee meetings, preparation and submission of required progress reports and invoices to all federal and state agencies, detailed financial records, and a well-trained and informed MPO staff, Policy Board and Technical and Citizens Advisory Committee members.

Estimated Budget: \$125,000

WORK TASK 2: Transportation Improvement Program

Objective and Description: As required by new SAFETEA-LU federal planning regulations, the Transportation Improvement Program (TIP) for the Win-Fred MPO must become a four-year program of highway, transit, bicycle, pedestrian, safety, and transportation enhancement projects receiving federal funds. State and locally funded projects are also included in the TIP for coordination purposes.

The TIP is updated each year and must be approved by the MPO Policy Board and the Governor of Virginia. The TIP is required as a condition for all federal funding assistance for transportation improvements within the Win-Fred MPO study area.

The general public and all other interested parties will be given an opportunity to review and comment on the proposed TIP as described under the Win-Fred MPO's adopted Public Participation Plan. To facilitate public review, MPO staff will provide visualization of TIP projects, post the TIP on our MPO website, and make the TIP accessible at public libraries, government offices, and upon request.

This task provides for the development and maintenance of a regional Transportation Improvement Program and will require active support of all Win-Fred MPO committees and coordination with member agencies.

Some of the major activities that will be undertaken as part of this task include preparation of the Win-Fred MPO Self-Certification Statement and activities to assure that the Statement is being followed, and the posting of the annual listing of projects for which federal funds have been obligated in the previous year.

Products: Processing of requested amendments and administrative modifications to the adopted TIP; visualization of TIP projects, Annual Listing of Projects for the next fiscal year, development and adoption of the next TIP.

Estimated Budget: \$5,000

WORK TASK 3: Federal or State Requested Planning Work Program Items

Objective and Description: The MPO staff will work with federal and state agencies in support of projects and programs designed to coordinate transportation planning activities within the region.

Products: Staff will prepare studies and reports as necessary for the completion of this work program item and as directed by the appropriate federal and/or state agencies.

Estimated Budget: \$10,000

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WORK TASK 4: Public Mobility Program

Objective and Description: As a result of the adoption and continued development of the City and Countywide Transit Study, MPO staff will continue to coordinate with the Policy Board, Technical and Citizens Advisory Committees to further advance the study. In addition, MPO staff will study the need for intra regional and long distance Park and Ride Lot locations within the WinFred MPO study area.

Products: Continued coordination with the Policy Board, Technical and Citizens Advisory Committees to implement the City and Countywide Transit Study. Study of the need for Park and Ride locations.

Estimated Budget: \$45,000

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Figure 1: Work Task 5 - Local Technical Assistance – Estimated Budget \$200,000 (MPO Staff, Local Government, and/or Consultant)

Objective and Description: This task is carried over from FY10. Technical staff from each locality and VDOT has compiled a list of potential projects that need attention throughout the region. This list is shown below. This task will cover staff or consultant completion of whichever of these projects the TAC and Policy Board determine to fund for completion in FY 2011. Projects not selected for completion for FY 2011 may be carried forward onto future UPWP's or may be removed from the list as determined by Policy Board action.

* If blank no priority has been assigned.

	Project Specific Name\Location	Type of Study	Status	Comments
	Highway Projects			
	Route 11 from Bellview Ave to Salem Church Road	Access Management/Corridor Plan	Currently underway	Project being completed by VDOT staff in Richmond. Expected Completion 06/2010
	Route 522 from Rivendell Ct to Apple Pie Ridge Rd	Signalization/Safety Improvements Plan	not underway	Top crash location from 2030 Long Range Plan
	Route 11 from North Avenue to the West Virginia line	Access Management/Corridor Plan	not underway	
	Route 277 from MPO boundary to Route 522	Access Management/Corridor Plan	not underway	
	Route 522 from Cameron St. to Burnt Church Road	Access Management/Corridor Plan	not underway	
	Route 17/50 at I-81 to Clarke Co. Line	Access Management/Corridor Plan	not underway	
	Intersection of Route 522 and Papermill Rd	Intersection improvements plan	not underway	
	Route 7 Multimodal Corridor Study	Further Analysis of Final Study (Feb 2010)	not underway	
	Transit Projects			
	Bicycle Level of Service Inventory and Map	Alternative modes of Transportation	not underway	
	Sidewalk Deficiency Inventory	Alternative modes of Transportation	not underway	
	Complete Streets	Alternative modes of Transportation	not underway	
	Transit Planning			
	General Planning			
	Technical Support			
	Transportation Planning Grant			
	Program Support and Administration			
	Roundabout Training			
	Transportation Analysis and Modeling			
	Airport Planning Projects			

Products: Technical reports and recommendations on selected projects

WORK TASK 6: Long Range Transportation Plan Update

Objective and Description: This task is carried over from FY10. The Long Range Transportation Plan is a long-term capital improvement strategy used to guide the effective investment of public funds in multi-modal transportation facilities. Federal transportation legislation requires that all Metropolitan Planning Organizations (MPO) develop and maintain a Long Range Transportation Plan in order to guide policy makers in the expenditure of transportation funds. This Plan, which identifies and prioritizes transportation projects and programs over a given planning time horizon, must be fiscally constrained (i.e. the Plan can only contain those projects which can reasonably be planned, designed, and constructed within the projected limits of fiscal constraint). Projects must be identified within the Long Range Transportation Plan in order to be advanced onto the Transportation Improvement Program (TIP), the MPO's short-range capital improvement program. Long Range Transportation Plan projects typically include the construction and/or improvement of highway, transit, and bicycle/pedestrian facilities.

The Long Range Transportation Plan should be developed consistent with regional land use planning policies in order to integrate land use and transportation planning initiatives to the greatest practical extent. As such, the Plan should include an evaluation of existing and proposed development trends, the preparation and analysis of population and employment forecasts, and the identification of alternative development scenarios. The project development process will include traffic analyses, an evaluation of existing and projected levels of service, and analysis of existing and proposed transportation infrastructure, and an evaluation recommended alternatives. Consistent with federal transportation planning legislation, the Long Range Transportation Plan development process will include a comprehensive public input and review process.

Work Program items in the coming fiscal year will include working with the jurisdictions to receive updated information on various data for the MPO such as demographics, land use, transit routes, and priorities for the region. Utilize comprehensive plans to coordinate goals and objectives for each jurisdiction and work with VDOT on getting traffic data and multi-modal volume. Based on the data, new population and employment forecasts are to be made and GIS maps updated including TAZs. Identify key stakeholders and facilitate input workshops.

Products:

- A comprehensive, continuing and coordinated process for updating the region's long range transportation plan (LRTP), while maintaining consistency with required federal requirements as necessary.
- Land Use/Transportation Report, Population and Employment Forecasts, and Community Input Report.
- Summary of stakeholder input.
- Evaluation of the LRTP by WinFred MPO Policy Board as necessary.
- Draft and Final Report for the Plan.

Estimated Budget: \$75,000

WORK TASK 7: Shady Elm Access Management Study Alternative Analysis

Objective and Description: This task is carried over from FY10. This Phase II study is intended to build upon the results of the Route 37 Access Management Study. Using the modeling and base scenarios created in Phase I, additional analysis, scenario modification will be done, and public input will be solicited to create a conceptual design that is federally approvable and reasonably implemented. This effort is also looking to create a Plan B scenario that suggests alternative courses of action should an ideal solution not present itself. Staff would anticipate use of a consultant in partnership with local staff, VDOT, and FHWA officials.

Products: Access Management Study with implementation recommendations

Estimated Budget: \$100,000

DRAFT

WORK TASK 8: Route 522 S. Corridor Study

Objective and Description: This task is carried over from FY10. The purpose of this study is to analyze existing and planned development along the Route 522 S. corridor (S. Pleasant Valley Rd. to Double Tollgate) to identify potential impacts and develop a plan to mitigate those impacts. Recommendations will include transportation improvements and access management standards. Highway performance measures will be collected to determine the efficiency of the corridor. Freight movement via trucks from I-81, Route 340, and Route 277 to the Virginia Inland Port will be studied to determine signage and routing improvements. Access to the Winchester Regional Airport and will also be considered.

This project will coordinate land use, access management, land use controls, and transportation improvements along this important corridor in the City of Winchester, Frederick Co., and Clarke Co. In addition, this study will allow for an analysis of the multi-modal nature of the corridor (including an existing transit route operates on this corridor and recommended improvements) and will include the identification of opportunities for bicycle and pedestrian facility integration along the corridor as well as potential linkages to the Winchester Green Circle. Potential routes along Routes 277 and 340 will also be examined. Bicycle and pedestrian access improvements to Armel Elementary, Evendale Elementary, Admiral Byrd Middle, and Shenandoah University will also be identified, as will the location of potential park and ride lots.

This project will be coordinated with the concurrent Route 340/522 Study from Double Tollgate south to Front Royal. MPO staff support will include general administration, data collection and analysis, mapping, steering committee coordination, and coordination of public input.

Products: Corridor study plan with proposed improvements and access management/land use control recommendations

Grant Award: \$106,650 (VDOT multi-modal grant)

Match: \$11,850 (in-kind services)

Estimated Carryover from FY 2010: \$82,150

WORK TASK 9: Millwood Avenue Study

Objective and Description: Millwood Avenue (Route 50) in the City of Winchester, Virginia is a major corridor in the City that provides access to I-81 and serves as the primary entrance to Shenandoah University. Due to the anticipated increase in student population, to improve pedestrian and vehicular access, and address safety concerns due to heavy vehicular traffic in this corridor, Shenandoah University is considering requesting the closure of Millwood Avenue to vehicular traffic near the university from Apple Blossom Drive and Jubal Early Drive.

Products: A study plan to determine the short and near-term traffic impacts associated with the closure of Millwood Avenue for vehicular traffic near the University, and to provide for:

- Alternate access locations to the Shenandoah University for vehicular traffic;
- Additional improvements to address the impacts of the street closure;
- Improved pedestrian and bicycle attractiveness/ viability to and thru the University.

Estimated Budget: \$75,000

Figure 2: FY-2011 Unified Planning Work Program VDOT Staunton District Input

State Planning and Research (SPR) Funds Available \$50,000

VDOT Staunton District Work Tasks:

- MPO Policy Board meetings
- MPO Technical and Citizens Advisory Committee meetings
- PL funding agreements and addenda
- Quarterly invoices and progress reports
- Amendments to FY-2011 UPWP
- Development of FY-2012 UPWP
- Development of new FY09-12 TIP and input for TIP Amendments
- Development of FFY-2011 TIP
- Technical support for highway projects and environmental assessments
- Review contracts, monitor progress and participate in consultant projects
- Review projects and road/site plans for conformance with Long Range Plan
- Review projects for conformance with TIP
- Coordinate multi-modal and freight activities
- Evaluate special traffic generators, elderly/handicapped needs, paratransit projects
- Review enhancement projects
- Participate in local and regional transportation planning activities
- Assist with SAFETEA-LU compliance activities
- Review Long Range Plan Update work elements
- Participate in public involvement process

FY11 VDOT SPR Funds to provide Statewide Support for MPO Process - \$500,000

VDOT's Transportation and Mobility Planning Division (TMPD), located in the Central Office, will provide statewide oversight, guidance and support for the federally mandated Metropolitan Transportation Planning & Programming Process. TMPD will provide technical assistance to VDOT District Planning Managers, local jurisdictions, regional agencies and various divisions with VDOT, in the development of transportation planning documents for the MPO areas. TMPD will participate in special studies as requested.

Figure 3: Win-Fred MPO FY 2011 Proposed Revenues and Expenditures by Funding Source

Proposed Revenues	Grant Funds (2)	Highway Funding			Transit Funding			Total MPO Revenues
		FHWA Planning 80%	State Match 10%	Local Match 10%	FTA 5303 80%	State Match 10%	Local Match 10%	
FY 2011 New PL & Transit 5303 Revenues (1)		\$125,181	\$15,648	\$15,647	\$70,254	\$8,782	\$8,782	\$244,294
FY 2010 Carryover Grant Funding (2)	\$82,150							\$82,150
FY 2009 Carryover PL 112 Funds available in FY 2011 (3)		\$194,595	\$24,325	\$24,324				\$243,244
FY 2010 Carryover Request for PL 112 Funds into FY2011								\$0
FY 2008 5303 Funds (4)					\$14,400	\$1,800	\$1,800	\$18,000
FY 2009 5303 Funds (5)					\$66,204	\$8,276	\$8,276	\$82,756
FY 2010 5303 Funds (6)					\$70,254	\$8,782	\$8,782	\$87,818
Subtotal: FY11 Revenues	\$82,150	\$319,776	\$39,973	\$39,971	\$221,112	\$27,640	\$27,640	\$758,262
Total FY11 Revenues								\$758,262
Proposed Expenditures	Grant Funds	FHWA Planning 80%	State Match 10%	Local Match 10%	FTA 5303 80%	State Match 10%	Local Match 10%	Total MPO Expenditures
Task 1: Program Management and Administration		\$70,000	\$8,750	\$8,750	\$30,000	\$3,750	\$3,750	\$125,000
Task 2: Transportation Improvement Program (TIP)		\$2,800	\$350	\$350	\$1,200	\$150	\$150	\$5,000
Task 3: State/Federal Requested Work Tasks		\$4,000	\$500	\$500	\$4,000	\$500	\$500	\$10,000
Task 4: Public Mobility Program		\$0	\$0	\$0	\$36,000	\$4,500	\$4,500	\$45,000
Task 5: Local Technical Assistance		\$80,000	\$10,000	\$10,000	\$80,000	\$10,000	\$10,000	\$200,000
Task 6: Long Range Transportation Plan Update		\$36,000	\$4,500	\$4,500	\$24,000	\$3,000	\$3,000	\$75,000
Task 7: Shady Elm Access Management Study		\$64,000	\$8,000	\$8,000	\$16,000	\$2,000	\$2,000	\$100,000
Task 8: Route 522 Corridor Study	\$82,150							\$82,150
Task 9: Millwood Avenue Study		\$36,000	\$4,500	\$4,500	\$24,000	\$3,000	\$3,000	\$75,000
Subtotal: FY11 Expenditures	\$82,150	\$292,800	\$36,600	\$36,600	\$215,200	\$26,900	\$26,900	\$717,150
Estimated Contingency/Reserve Funds for Project Support		\$26,976	\$3,373	\$3,371	\$5,912	\$740	\$740	\$41,112
Total FY11 Proposed Expenditures								\$758,262

(1) FY11 funding estimates from VDOT for Highway and VDRPT for 5303 Funds

(2) FY10 Carryover Transportation and Mobility Planning Division (TMPD): grant funding not expended

(3) FY09 Carryover VDOT: not expended in prior years

(4) FY08 Carryover FTA 5303 Funds: not expended in FY08

(5) FY09 Carryover FTA 5303 Funds: not expended in FY09

(6) FY10 Carryover FTA 5303 Funds: not expended in FY10