

WIN-FRED METROPOLITAN PLANNING ORGANIZATION

Frederick County ❖ City of Winchester ❖ Town of Stephens City



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Win-Fred Metropolitan Planning Organization Technical Committee Minutes – October 4, 2011 – 10 a.m.

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

Win-Fred MPO Technical Committee Member Jurisdiction Representatives					
	Frederick County		VDRPT		Staff
✓	Patrick Barker		Anthony Foster		Karen Taylor
✓	John Bishop	✓	Mark Ledford	✓	John Thomas
✓	Eric Lawrence		Winchester Airport		
	Kris Tierney		Serena 'Renny' Manuel		
			Winchester Transit		Others
	Stephens City		Renee Wells		
	Brian Henshaw		Winchester		
	VDOT		Jim Deskins		Alternates
✓	Terry Short	✓	Perry Eisenach		Tim Stowe (Stephens City)
			Tom Hoy		
		✓	Tim Youmans		

**Winchester -Frederick County ("Win-Fred") MPO
TECHNICAL ADVISORY COMMITTEE Meeting Minutes
October 4, 2011 - 10:00 a.m.
Frederick County Administrative Offices
First Floor Conference Room
107 N. Kent Street, Winchester, VA**

1. Administrative Items:

- a) Welcome and Introductions – Chairman Youmans welcomed everyone to the meeting and suggested a roundtable of introductions since Mr. Ledford was new.
- b) Review and approval of the August & September, 2011 Technical Advisory Committee Meeting Minutes
Minutes were not reviewed due to lack of quorum.

2. Public Comment Period – None reported.

**3. WinFred MPO UPWP WORK TASK 6: Pedestrian and Bicycle Facilities Inventory and Analysis
Draft Scope of Work (*Attachment*) – John Thomas**

Mr. Thomas reviewed the draft scope of work and deliverables for UPWP Work Task 6. He asked for input on revisions to draft scope of work tasks and feedback on whether or not to use consultant for tasks. Discussion of a bicycle user map included sharing of sample maps from surrounding jurisdictions including Lancaster County, PA and Hagerstown MD. The Lancaster Map was noted by committee as a good model. It is expected that budget could be available to use consultant technical assistance for completion of this task.

Mr. Bishop noted that the work task should be expanded to include additional promotion and education of bicycling and walking including web-site based outreach, media releases and coordination with on-going tourism programs.

Mr. Youmans commented that work tasks 3 & 4 identification of network routing and determination of weak network links could be combined. He also noted that the public outreach mapping and outreach task #1 would be best accomplished after suitability analysis and route assessment tasks.

Mr. Short noted that the City of Philadelphia Bicycle Map is another example of incorporating historical resources and tourism into a public user map. Mr. Short requested that level of effort and costs associated with each task be clarified. He also requested that neighborhood bikeability and walkability analysis be clarified to note level of detail requested be clarified for each of the potential deliverables. Mr. Short and Mr. Ledford noted that LOS and suitability analysis should follow those models discussed in the 2010 HCM Multimodal LOS manuals. Mr. Short noted that the VDOT bicycle and pedestrian design guidance can be found in the VDOT road design manual not in a stand-alone VDOT bicycle and pedestrian design guide.

Mr. Short noted that the follow items be added to the draft scope of work: Public Involvement; report preparation deliverables by task; presentations to MPO TAC and MPO PB; and estimated time-frame for project.

TAC comments on this UPWP item will be incorporated into a revised Scope of Work by MPO staff.

**3. WinFred MPO UPWP WORK TASK 4: Public Mobility Program Draft Scope of Work
(*Attachment*) – John Thomas**

Mr. Thomas reviewed a draft scope of work for UPWP work task 4 including potential deliverables, stakeholder lists, and associated outreach efforts. Discussion of tasks included the assessment of need for a stand-alone MPO public mobility plan and the varying types of public mobility planning options that

existed. The committee reviewed options for use of consultant vs. not and it was suggested that consultant assistance may not be needed at this time.

Mr. Barker suggested that priority work items be review and prioritization of funded and unfunded action work items previously identified in the 2009 City County Transit Services Plan and 2010 NSVRC Public mobility plan.

There was general consensus from committee members that a separate public mobility steering committee did not need to be established but rather the existing TAC and Policy Board could satisfactorily lead implementation of tasks. This included quarterly review of public mobility work program items by the TAC and Policy Board.

Mr. Youmans suggested that NW Works be added to the stakeholder outreach list.

TAC comments on this UPWP item will be incorporated into a revised Scope of Work by MPO staff.

4. Regional Complete Streets Policy Status Update – John Thomas

Mr. Thomas briefly advised of the intent to present an overview of the complete streets concept and potential MPO policy options to the Policy Board in October.

Mr. Youmans suggested that the other UPWP work items such as the Bike/Ped and Public Mobility tasks, CLRP completion and Discretionary grant application development are of a higher priority for implementation and the presentation should be deferred from the October, 2011 Policy Board agenda. Mr. Short concurred with this suggestion.

5. WINFRED MPO FY2013-FY2018 Transportation Priorities (*Attachment*) – John Thomas

Mr. Thomas presented a draft of a letter from the MPO to the Virginia Secretary of Transportation / Commonwealth Transportation Board outlining MPO regional Transportation Priorities.

The following items were noted: Mr. Lawrence noted the date needed to be updated. Mr. Bishop noted that Phases II & III of the I-81 exit 310 project should be added to the Interstate Highways project listing. The committee noted that the text should note that top priorities are not listed in specific priority order. Mr. Barker noted that park and ride improvements should be clarified as intra-regional improvements and not to benefit travel outside of the region. Mr. Ledford noted that there were benefits to local residents travelling outside of the region by provision of park and rides. Mr. Youmans noted that freight rail support could be strengthened by noting its benefits to the diversion of truck traffic from I-81. The committee noted that freight rail benefits could be stand alone and did not need to have the truck diversion language added.

Mr. Short reminded staff of MPO participation in the CTB public outreach meeting on November 2, 2011 in Broadway. Mr. Bishop requested that any mapping or presentations included referenced the Route 37 project.

6. Development of an On-Call Consultant List – John Thomas

Mr. Thomas opened a discussion on the development of a RFP for on-call consultant list for use by the MPO and Regional Commission for future priority work program items. Benefits include increased readiness and promptness in initiating various consultant led projects since pre-qualified consultants will

have already been vetted by TAC and Policy Board and subject to VDOT pre-award audits. Mr. Short noted that a good variety of firms should be included in the list to allow for a wide variety of tasks to be accomplished and that any specialized firms could potentially be sub-contractors to pre-qualified firms. Staff was directed to prepare a draft RFP for MPO approval.

8. Route 522 Multi-modal Corridor Study Update – Terry Short

This item was deferred

7. Other Business –

Mr. Thomas noted that USDOT TIGER 3 applications had been submitted and then full application development would continue. Draft applications for review will be supplied to TAC for review in Mid-October. Committee members were reminded that draft applications noted local match requirements of 20% on each project if funds were awarded.

Mr. Bishop requested that the Chair make outreach to the Town of Stephens City TAC representative inquiring as to the need to address their ongoing participation in the TAC in order to maintain a quorum for TAC meetings.

9. October-November Meeting Schedule

- Wednesday, October 19th: Policy Board Meeting @ 10 a.m. – Fred. Co. Admin. Offices
- Tuesday, November 1st: Project Steering Committee @ 9 a.m. – Fred. Co. Admin. Offices
- Tuesday, November 1st: Technical Advisory Committee @ 10 a.m. – Fred. Co. Admin. Offices
- Tuesday, November 8th: Citizens Advisory Committee @ 8 a.m. - 117 N. Braddock Street, Suite 100, Winchester
- Wednesday, November 16th: Policy Board Meeting @ 10 a.m. – Fred. Co. Admin. Offices

Adjourned at 11 a.m.

Definition 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).