

**Winchester -Frederick County ("Win-Fred") MPO  
TECHNICAL ADVISORY Committee Meeting Minutes  
January 10, 2007 - 10:00 a.m.  
Timbrook Public Safety Building, 3<sup>rd</sup> Floor Community Meeting Room**

Chairman Tim Youmans called the meeting to order at 10:00 a.m. The attendance for the meeting was as follows: Mr. Bob Ball, Mr. John Bishop, Mr. Jerry Copp, Mr. Jim Deskins, Mr. Perry Eisenach, Mr. Tom Hoy, Mr. Eric Lawrence, Mr. Ivan Rucker and Mr. Craig Smith.

Absent: Mr. Patrick Barker, Ms. Renny Manual, Mr. Kris Tierney, Ms. Felicia Woodruff and Mr. Evan Wyatt.

Other present: Ms. Carla Taylor.

Staff present: Mr. Steve Kerr and Ms. Karen Taylor.

1. Administrative Items:

- a) Welcome and Introductions – Chairman Tim Youmans welcomed everyone to the meeting.
- b) Review and Approval of the Minutes of the November 7, 2006 Technical Advisory Committee Meeting

**A motion was made by Mr. Eisenach to approve the minutes of the November 7, 2006 Technical Advisory Committee Meeting. Motion seconded by Mr. Smith. Motion carried.**

- c) Review and Recommendations on FY 2006-2007 2<sup>nd</sup> Quarter Progress Report and Invoice

Mr. Kerr reviewed the progress report and invoice with the committee. **A motion was made by Mr. Copp to recommend approval of the FY 2006-2007 2<sup>nd</sup> Quarter Progress Report and Invoice to the Policy Committee. Motion seconded by Mr. Ball. Motion carried.**

- d) Review and Comment on Proposed VDOT FY 2007 Multimodal Planning Grants

Mr. Kerr gave an overview of the VDOT FY 2007 Multimodal Planning Grant project to the committee. The committee reviewed Work Task 6: Local Technical Assistance and discussed which projects from that task to submit for the grant and recommend to the Policy Board. After reviewing, **a motion was made by Mr. Deskins to recommend to the Policy Board the Multi-Modal Land Use Study for Route 522 North and South and to include Route 7 and Route 11 as secondary recommendations to the Route 522 study. Motion seconded by Mr. Lawrence. Motion carried.**

2. Public Comment Period – None reported.

3. Review and Recommendations on Proposed Amendments to the Adopted FY 2006-2008 TIP to add District-wide Highway Safety Improvement Project (HSIP) Funding for Staunton District Projects

Mr. Kerr stated that VDOT has requested a review and approval of these proposed amendments since they are not currently included in the adopted TIP. Although the programs are district-wide in nature, it is possible that some projects will occur within the Win-Fred MPO study area.

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The committee reviewed the proposed amendments and during the review, **a motion was made by Mr. Bishop to recommend approval to the Policy Board on the proposed amendments to the Adopted FY 2006-2008 TIP to add District-wide Highway Safety Improvement Project (HSIP) Funding for Staunton District Projects and for Staff to research past actions in reference to approving proposed amendments to the TIP. Motion seconded by Mr. Lawrence. Motion carried.**

4. Local Technical Assistance Project Status Report

Mr. Kerr reviewed the results of the December 7 and 15, 2006 meetings of the Local Technical Assistance Project Steering Committee meeting with the committee. He stated that on December 7 the steering committee met with the VDOT on-call consultant, HNTB, and VDOT Central Office Staff to revise the scope of the proposed Rt. 11/Rt. 37/Shady Elm Dr. Interchange study and the Rt. 11 Corridor Access Management Study.

The steering committee met with VDOT Central Office staff and HNTB, Inc. on December 15 to review the final scope of the proposed Rt. 11 Corridor Access Management Study and the Rt. 11/Rt. 37/Shady Elm Dr. Interchange study. The goal is to have the projects start in early January 2007 and finish by September 30, 2007. The steering committee for these projects will continue to meet periodically.

The committee discussed how the remaining \$80,000 in Task 6, Local Technical Assistance Projects, in the FY2006-2007 UPWP could be utilized. Mr. Bishop suggested using the funds to study high accident locations. The proposed projects include Pleasant Valley Rd. from Millwood Ave. to Featherbed Ln. and Rt. 522 at the Rt. 37 Ramps. The committee agreed that the remaining funds in Task 6 are more appropriate for a quick study rather than utilizing them for Rt. 37. During discussion **a motion was made by Mr. Lawrence recommending that the Policy Board utilize the remaining funds to study Pleasant Valley Rd. from Millwood Ave., to Featherbed Ln. and Rt. 522 at the Rt. 37 Ramps. Motion seconded by Mr. Deskins. Motion carried.**

5. MPO Bicycle and Pedestrian Mobility Plan Progress Report

Mr. Kerr stated that the anticipated date for the draft plan is next month and there will be another public meeting to review the recommendations in the draft plan. He stated that the wrap up date is anticipated to be late spring.

6. Discussion on Obtaining Long-Range Plan Data from VHB, Inc.

Mr. Youmans contacted Craig Eddy with VHB in reference to the back-up data never received. Mr. Eddy requested that the Technical Advisory Committee forward him a list of the requested data. The Secretary-Treasurer will submit a letter to VHB with a specific list of required information.

7. Other Business – None reported.

**Meeting adjourned at 11:30 AM.**



**Winchester -Frederick County ("Win-Fred") MPO  
TECHNICAL ADVISORY Committee Meeting Minutes  
February 6, 2007 - 10:00 a.m.  
Timbrook Public Safety Building, 3<sup>rd</sup> Floor Community Meeting Room**

Chairman Tim Youmans called the meeting to order at 10:00 a.m. The attendance for the meeting was as follows: Mr. Bob Ball, Mr. Patrick Barker, Mr. John Bishop, Mr. Jerry Copp, Mr. Jim Deskins, Mr. Tom Hoy, Mr. Eric Lawrence, Mr. Ivan Rucker and Mr. Evan Wyatt.

Absent: Mr. Perry Eisenach, Ms. Renny Manual, Mr. Craig Smith, Mr. Kris Tierney and Ms. Felicia Woodruff.

Others present: Mr. Charles Dehaven, Mr. John Simkins and Ms. Carla Taylor.

Staff present: Mr. Steve Kerr and Ms. Karen Taylor.

1. Administrative Items:

- a) Welcome and Introductions – Chairman Tim Youmans welcomed everyone to the meeting. Mr. Ivan Rucker introduced Mr. John Simkins, Environmental Specialist with FHWA.
- b) Review and Approval of the Minutes of the January 10, 2007 Technical Advisory Committee Meeting

**A motion was motion was made by Mr. Copp to approve the minutes of the January 10, 2007 Technical Advisory Committee Meeting as amended. Motion seconded by Mr. Deskins. Motion carried.**

- c) Review and Recommendations on request for FTA Section 5310 Program assistance from Shenandoah Area Agency on Aging – Request for 3 replacement 14-passenger body on chassis vehicles

**A motion was made by Mr. Barker to recommend approval to the Policy Board on request for FTA Section 5310 Program assistance from Shenandoah Area Agency of Aging – Request for 3-replacement 14-passenger body on chassis vehicles. Motion seconded by Mr. Lawrence. Motion carried.**

2. Public Comment Period – None reported.

3. Review and Recommendations on Proposed VDOT Multi-Modal Planning Grant Projects:

Mr. Kerr stated that the draft applications will need to be finalized and forwarded to the Policy Board for review and approval at their February 21, 2007 meeting in order for them to be submitted to VDOT by the March 1, 2007 deadline.

The committee reviewed, discussed and made revisions to each of the project grant applications. Following are the projects submitted:

- U.S. Route 522 North Corridor – Vicinity of Commercial St. in the City of Winchester North to Vicinity of Burnt Church Rd. in Frederick County.
- U.S. Route 522 South Corridor – From Pleasant Valley Rd. South to its Intersection with Rt. 277 at Double Tollgate in Clarke Co.

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- Rt. 7 East – From Piccadilly St. in the City of Winchester East to the Clarke County Line.
- U.S. Rt. 11 North – From E. Boscawen St. in the City of Winchester North to the West Virginia Line.

The committee agreed to submit the projects without prioritization. During discussion, **a motion was made by Mr. Deskins to recommend that the Policy Committee authorize the four proposed VDOT FY 2007 Multimodal Planning Grant program applications. Motion seconded by Mr. Barker. Motion carried.**

Mr. Rucker discussed a new grant application opportunity to apply for Transportation, Community, and System Preservation Program (TCSP) funds. During discussion, **a motion was made by Mr. Deskins that the Technical Advisory Committee Management Team will review and develop proposed application(s) for the Environmental Study and P.E. (Preliminary Engineering) for Route 37 and submit to the Policy Committee for review and approval at their March meeting. Motion seconded by Mr. Lawrence. Motion carried.**

4. Cost Estimate for Proposed Pleasant Valley Road Safety Improvement Study

Mr. Kerr stated that the Policy Committee requested a cost estimate for the proposed project at their January meeting. The Technical Advisory Committee has been requested to provide a cost estimate for completing the study that covers intersections from Millwood Pike to Featherbed Lane for review at the Policy Committee meeting on February 21, 2007.

The committee agreed that Mr. Bishop will work with Mr. Perry Eisenach in reference to developing a scope of work and a cost estimate for this study. During discussion, **a motion was made by Mr. Lawrence recommending that the Policy Committee request that VDOT carryover the \$80,000 in Task 6, Local Technical Assistance Projects, in the FY 2006-2007 UPWP, to next fiscal year's UPWP. Motion seconded by Mr. Barker. Motion carried.**

5. Progress Report on MPO Local Technical Assistance Projects

Mr. Kerr updated the Technical Advisory Committee on the Steering Committee activities and the progress of the project. He stated that VDOT issued a notice to proceed to the consultant that is working for VDOT. The VDOT Central Office staff is working closely with the consultant.

The committee met with VDOT on-call consultant, HNTB and VDOT Central Office Staff to kick-off the Route 11/Route 37/Shady Elm Dr. Interchange and the Rt. 11 Corridor Access Management Study.

The next scheduled meeting for the committee is scheduled for February 26<sup>th</sup> with a back up date of February 27<sup>th</sup>.

6. Other Business

The committee discussed the status of the Northern Shenandoah Valley Public Mobility Program; currently the program is inactive. Ms. Carla Taylor stated that at a minimum, this project would require a dispatcher and a manager to manage the relationships and the customer service. She stated that Winchester is not able to operate the program.

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The committee agreed to request the Policy Committee to send a letter to the Northern Shenandoah Valley Regional Commission asking them to evaluate the level of support necessary to run the Public Mobility Program.

**Meeting adjourned 11:50 A.M.**

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**TECHNICAL ADVISORY Committee Meeting Minutes**  
**March 6, 2007 - 10:00 a.m.**  
**Timbrook Public Safety Building, 3<sup>rd</sup> Floor Community Meeting Room**

Chairman Tim Youmans called the meeting to order at 10:00 a.m. The attendance for the meeting was as follows: Mr. John Bishop, Mr. Jerry Copp, Mr. Jim Deskins, Mr. Tom Hoy, Mr. Eric Lawrence, Mr. Ivan Rucker, Mr. Craig Smith and Mr. Evan Wyatt.

Absent: Mr. Bob Ball, Mr. Patrick Barker, Mr. Perry Eisenach, Ms. Renny Manual, Mr. Kris Tierney and Ms. Felicia Woodruff.

Others present: Mr. Scott Alexander, Mr. Brian Henshaw, Mr. Donald Price, Mr. John Simkins, Ms. Carla Taylor and Mr. Walt Cunningham.

Staff present: Ms. Karen Taylor.

1. Administrative Items:

- a) Welcome and Introductions – Chairman Tim Youmans welcomed everyone to the meeting. Mr. Hoy introduced Mr. Donald Price with Access Independence. Mr. Walt Cunningham with the Citizens Advisory Committee introduced himself to the committee.
- b) Review and Approval of the Minutes of the February 6, 2007 Technical Advisory Committee Meeting

**A motion was made by Mr. Wyatt to approve the minutes of the February 6, 2007 Technical Advisory Committee Meeting. Motion seconded by Mr. Copp. Motion carried.**

- c) Review and Recommendations on request for FTA Section 5310 Program assistance from Grafton School – Request for 2 replacement modified minivans with wheel chair ramps

Mr. Bishop requested that staff contact Grafton School to have a representative explain the request to the Policy Board at their March 21<sup>st</sup> meeting. After reviewing the request, **a motion was made by Mr. Lawrence to recommend approval to the Policy Board on request for FTA Section 5310 Program assistance from Grafton School – Request for 2 replacement modified minivans with wheel chair ramps. Motion seconded by Mr. Bishop. Motion carried.**

- d) Chairman Tim Youmans reviewed the discussion from the Technical Advisory Committee Management Team meeting held on March 1, 2007. Following items were discussed:
  - Mr. Bishop will serve as Coordinator for the Local Technical Assistance Projects Steering Committee
  - Mr. Youmans announced that there will be a SAFETEA-LU video conference on Wednesday, March 28 at 10 a.m. at Winchester AHQ.
  - The next Bike Plan Steering Committee meeting will be held on Thursday, March 15<sup>th</sup> at 10 a.m. in the Frederick County Planning Conference Room.

2. Public Comment Period – None reported.

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3. Review and Recommendations on Proposed FY 2007-2008 Unified Planning Work Program (UPWP)

The Technical Advisory Committee reviewed in detail and made corrections/updates to the draft FY 2007-2008 UPWP document. Staff will work with the committee to make the corrections and updates. During review, **a motion was made by Mr. Deskins that the committee will review the updated draft UPWP at their April meeting and at that meeting make a recommendation to the Policy Board to authorize public review and notification. Motion seconded by Mr. Lawrence. Motion carried.**

4. Discussion and Recommendations on Review and Approval Process for the FY 2008-2011 Transportation Improvement Program (TIP)

The new transportation planning regulations under SAFETEA-LU now require a four (4) year TIP instead of the previously approved three (3) year program. VDOT, DRPT, and the TAC will need to discuss and determine how the document will be prepared and reviewed, what public notification process it will go through, and when it will be forwarded to the Policy Committee for review and approval.

**A motion was made by Mr. Deskins to table this agenda item until the committee members can participate in the SAFETEA-LU video conference. Motion seconded by Mr. Wyatt. Motion carried.**

5. Implementation of New Transportation Planning Regulations in Response to SAFETEA-LU

The new transportation planning regulations were issued on February 14, 2007. An overview of the final regulations versus the original proposed regulations has been prepared by the Association of Metropolitan Planning Organizations (AMPO) and is attached. VDOT has issued some guidance on proposed ways to address the regulations and copies of their material have also been attached. The TAC will need to review and determine where changes to existing documents and processes will have to be made to address the regulations and prepare proposed changes for review and approval by the Policy Committee.

**A motion was made by Mr. Deskins to table this agenda item until the committee members can participate in the SAFETEA-LU video conference. Motion seconded by Mr. Wyatt. Motion carried.**

6. Other Business

The committee discussed the need for a March Policy Committee meeting. Staff will contact and discuss with Chairman Shickle.

**Meeting adjourned at 11:20 A.M.**

**Winchester -Frederick County ("Win-Fred") MPO**  
**TECHNICAL ADVISORY Committee Meeting Minutes**  
**April 3, 2007 - 10:00 a.m.**  
**Timbrook Public Safety Building, 3<sup>rd</sup> Floor Community Meeting Room**

Chairman Tim Youmans called the meeting to order at 10:00 a.m. The attendance for the meeting was as follows: Mr. Bob Ball, Mr. Patrick Barker, Mr. John Bishop, Mr. Jerry Copp, Ms. Carla Taylor, Mr. Kris Tierney and Ms. Felicia Woodruff.

Absent: Mr. Jim Deskins, Mr. Perry Eisenach, Mr. Brian Henshaw, Mr. Tom Hoy, Mr. Eric Lawrence, Mr. Ivan Rucker, Ms. Renny Manual and Mr. Craig Smith.

Others present: Mr. Homer Coffman and Mr. Donald Price.

1. Administrative Items:

- a) Welcome and Introductions – Chairman Tim Youmans welcomed everyone to the meeting.
- b) Review and Approval of the Minutes of the March 6, 2007 Technical Advisory Committee Meeting  
**The Minutes of the 3/6/2007 Technical Advisory Committee meeting were not approved due to a lack of a quorum.**
- c) Review and Approval of FY 2006-2007 3<sup>rd</sup> Quarter Progress Report and Invoice  
Ms. Karen Taylor briefly reviewed the progress report with the committee. Mr. Ball with speak with the Commission's Finance Manager in reference to the increase in the overhead rate and if the Commission can bill the 1<sup>st</sup> and 2<sup>nd</sup> Quarters for the difference in the two overhead rates.

Due to lack of quorum, consensus was to recommend approval of the FY 2006-2007 3<sup>rd</sup> Quarter Progress Report and Invoice to the Policy Board.

2. Public Comment Period

Mr. Price asked if the SAFETEA-LU Videoconference Training will be offered in the future. Mr. Ball stated that the training has not been rescheduled.

Mr. Coffman discussed Title VI and stated that the MPO will need a representative to work with him on the Title VI Assessment. He stated that the main focus is public involvement. During discussion, the committee reached consensus recommending to the Policy Board that Ms. Karen Taylor work with the MPO and Mr. Coffman to compile information to complete the Title VI Assessment.

3. Draft FY 2007-2008 Unified Planning Work Program (UPWP)

The draft of the UPWP was reviewed by the Policy Board at their March meeting. After the Policy Board review, the Board approved the public review and comment period. The final draft of the UPWP will need to be reviewed and approved by the Citizens Advisory Committee, Technical Advisory Committee and the Policy Board at their April meetings.

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The committee discussed Work Task 4: Public Mobility Program. Ms. Woodruff asked if the "Alternative Modes" project from the 2007 UPWP has moved forward. Mr. Bishop stated that the project had not but the committee may want to consider adding it under Work Task 4 in the upcoming FY 2008 UPWP. If so, the estimated budget for Task 4 in the draft FY2008 UPWP will need to be increased. He stated that he felt that it would make sense to have a consultant perform the work for the project. Ms. Carla Taylor concurred with Mr. Bishop's suggestion. Discussion continued in reference to the cost of a transit study. Ms. Woodruff stated that she could help write the scope of work. The committee discussed amending the Draft FY2007-2008 UPWP in reference to Work Task 4 to reflect the discussed changes in the budget and the Work Task description.

Mr. Ball stated that he made some minor changes to the UPWP and also found an error in the FHWA Carryover Funds to FY2009. Mr. Ball stated that Mr. Kerr's estimate of the FHWA FY2007 Carryover Funds to FY 2009 of \$217,025 is incorrect and the correct estimate should be \$24,733.

The committee discussed whether they can make changes to the current work program during public comment and review or approve the current draft work program and amend after the Policy Board approval. Mr. Ball will contact Ivan Rucker and Ms. Woodruff will contact Patricia Kampf in reference to the correct procedure to update the FY 2008 UPWP.

The committee reached consensus that the changes discussed in reference to the Draft FY 2007-2008 will be included as part of the public comment period and forward to the Policy Board.

4. Discussion of SAFETEA-LU Requirements

Mr. Ball handed out and reviewed the preliminary outline of SAFETEA-LU requirements that WinFred MPO needs to address in order to be in compliance. The Technical Advisory Committee discussed how this work will be accomplished overall. The current Long Range Plan will need to be amended to incorporate the SAFETEA-LU requirements and hopefully this can be accomplished through adding an addendum to the Plan. Mr. Ball stated that this will need to be done by July 1<sup>st</sup> in order to continue with TIP amendments. Discussion continued. The committee agreed that they will forward this item to the Management Team for them to strategize how best to accomplish this project. Mr. Youmans suggested that Lynn Miller could assist with the security issues.

5. Discussion on Prioritization of Projects in Work Task 5: Local Technical Assistance

The committee discussed and reviewed the list of projects under Work Task 5. Mr. Bishop stated that the City is moving forward with priority #3 (Pleasant Valley Rd. int'ns from Featherbed Lane to Hollingsworth Drive) and does not make sense for the MPO to undertake the project. The committee agreed that the list of projects should be prioritized and an alternate priority #3 should be selected. Discussion continued in reference to the projects. The committee agreed that the list of projects will be emailed to all committee members to be prioritized along with an alternate priority #3. The prioritized list should be emailed back to Ms. Karen Taylor and she will tally the rankings.

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6. Local Technical Assistance Project Status Report and Update on the MultiModal Planning Grants

Mr. Bishop gave the committee a brief update on the grants. He stated that the Policy Board tasked him with creating the scope of work for the four MultiModal grants submitted and to present back to the Local Technical Assistance Steering Committee for review and finalization.

7. MPO Bicycle and Pedestrian Mobility Plan Progress Report

Mr. Youmans updated the committee on the progress. He stated that the consultant has completed the draft plan and is available for review. He stated that there will be an upcoming public comment period.

8. Other Business

Mr. Ball discussed and reviewed several TIP adjustments that need to be approved. Copies of the TIP adjustments were available at the meeting for review. This request would obligate federal funding for "construction" statewide, and this work may possibly occur within the MPO area. Following are the adjustments:

- UPC 77583 - Statewide Milling of Centerline Rumble Strips
- UPC 77584 - Statewide Upgrade of Font & Directional Sign Sheeting
- UPC 77585 - Statewide Milling of Shoulder Rumble Strips
- UPC 77586 - Statewide Upgrade of Pavement Markings to B6 Tape

He stated that the Policy Board does not need to approve the adjustments.

Ms. Woodruff brought up for discussion teleconferencing capabilities. She stated that it would be helpful to her. Staff will take care of setting up teleconferencing for the meetings.

Ms. Woodruff brought up for discussion staff costs reference the 70/30 standardized Highway and Transit split. She stated that in the future she would like to discuss staff time going to different work activities in a fresher way, instead of the standard way.

Mr. Bishop handed out information on a Bike and Pedestrian Planning Workshop on April 26-27. Consensus was that this item should be recommended to the Policy Board for a couple of representatives to attend.

Mr. Bishop asked about the City bringing forward a proposal in reference to dealing with the MPO Administration and asked when something will be coming forward. Mr. Youmans stated that he thinks that the City Manager and County Administrator have been communicating but had no further information.

Mr. Ball stated that FHWA changed the criteria for the TCSP grant. He stated that the grants are due by April 30<sup>th</sup>. Mr. Bishop will update the MPO's TCSP grant that was submitted.

**Meeting adjourned at 11:30AM**

**Winchester -Frederick County ("Win-Fred") MPO  
TECHNICAL ADVISORY Committee Meeting Minutes  
May 1, 2007 - 10:00 a.m.  
Timbrook Public Safety Building, 3<sup>rd</sup> Floor Community Meeting Room**

Chairman Tim Youmans called the meeting to order at 10:00 a.m. The attendance for the meeting was as follows: Mr. Bob Ball, Mr. John Bishop, Mr. Jerry Copp, Mr. Jim Deskins, Mr. Brian Henshaw, Mr. Eric Lawrence, Mr. Kris Tierney and Ms. Felicia Woodruff.

Absent: Mr. Patrick Barker, Mr. Perry Eisenach, Mr. Tom Hoy, Ms. Renny Manual, Mr. Craig Smith and Mr. Ivan Rucker.

Others present: Mr. Donald Price and Mr. John Simkins.

Staff present: Ms. Karen Taylor.

1. Administrative Items:

- a) Welcome and Introductions – Chairman Tim Youmans welcomed everyone to the meeting.
- b) Review and Approval of the Minutes of the March 6, 2007 Technical Advisory Committee Meeting

**A motion was made by Mr. Copp to approve the minutes of the March 6, 2007 Technical Advisory Committee Meeting. Motion seconded by Mr. Lawrence. Motion carried.**

- c) Review and Approval of the Minutes of the April 3, 2007 Technical Advisory Committee Meeting

**A motion was made by Mr. Copp to approve the minutes of the April 3, 2007 Technical Advisory Committee Meeting. Motion seconded by Mr. Ball. Motion carried.**

- d) Review and Recommendations on Resolution authorizing the Secretary-Treasurer to file a FTA Sec. 5303 grant application with DRPT

**A motion was made by Mr. Deskins to recommend approval to the Policy Board for the Resolution authorizing the Secretary-Treasurer to file a FTA Sec. 5303 grant application with DRPT as amended. Motion seconded by Ms. Woodruff. Motion carried.**

2. Public Comment Period – None reported.

3. Update and discussion regarding interim and long-term MPO staffing arrangements

At its April 18<sup>th</sup> 2007 meeting, the Policy Board added an item to their agenda regarding this matter. After discussion, the Policy Board unanimously decided to continue the current arrangement of contracting with the NSVRC to administer the MPO. The Policy Board also agreed that Mr. John Bishop would be available on a billable hourly basis.

The committee discussed the current MPO staffing arrangements and long term organizational operation of the MPO.

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Ms. Woodruff stated that with current Title VI issues, public participation and SAFETEA-LU that the MPO needs someone who is very strong in transportation planning. She stated that the Harrisonburg MPO is hiring a full-time transportation planner with a multimodal background. Ms. Woodruff feels that this MPO may be losing out on opportunities in reference to multimodal issues and transit if there is no one in the long term to perform these duties. She stated that Fredericksburg is hiring several additional transportation planners and they will be doing transportation planning in house versus hiring consultants. She feels that other MPO's and PDC's are going in a different direction.

Consensus was that the committee takes no further action on this matter unless directed by the Policy Board.

4. Update and discussion regarding SAFETEA-LU Requirements

At the April 3<sup>rd</sup> 2007 Technical Advisory Committee meeting, the committee agreed to forward the SAFETEA-LU requirements to the Management Team for them to strategize how best to accomplish this project. The Management Team met on April 12<sup>th</sup> and is scheduled to meet on May 1<sup>st</sup> 2007.

Mr. Ball drafted a revised Public Participation Plan (PPP) to be SAFETEA-LU compliant. The Management Team reviewed the Plan and made a few minor changes. He stated that the PPP is the only part of the SAFETEA-LU compliance that requires the full 45-day public comment period. The PPP will be on the May Policy Agenda for public comment approval and final approval in July. The Citizens Advisory Committee will review the PPP at their May meeting and recommend any changes to the Policy Board.

During discussion, **a motion was made by Mr. John Bishop to recommend approval to the Policy Board for a public comment and review period for the Public Participation Plan with the inclusion of the changes made at the May 1<sup>st</sup> Management Team meeting. Motion seconded by Mr. Tierney. Motion carried.**

5. Update and discussion reference MPO Bicycle and Pedestrian Mobility Plan

**A. Update on the Pedestrian & Bicycle Mobility Plan:**

**Case Studies:** The Steering Committee selected locations for the project case studies. The Consultant completed field work for the locations. Base data (orthophotography) was received last week, and work on the case studies has begun.

**Plan:** Comments on the draft plan have been received from many (but not all) members of the Steering Committee. The Consultant has compiled the comments into one document is currently revising the draft plan based on the comments.

The Technical Advisory Committee requested that staff contact Toole Design in reference to receiving a timeline for the Plan. Mr. Ball stated that Toole cannot bill after May 30, 2007. Once staff receives the timeline from Toole, it will be forwarded to the committee. Staff will also set up a Bike Plan Steering Committee meeting with Toole Design prior to the May Policy Board meeting.

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**B. Discussion reference forming a Bike and Pedestrian Committee:**

At the April 3<sup>rd</sup> 2007 Technical Advisory Committee meeting, the committee noted the recommendation from the Toole Report presented to the Bike/Ped Steering Committee that recommends forming either a formal or ad-hoc Bike and Pedestrian Committee.

The committee agreed at this point there is not a need for a formal Bike and Pedestrian Committee.

**6. Other Business**

Ms. Taylor stated that FHWA approved the FY 08 WinFred UPWP.

Mr. Ball presented and briefly discussed several TIP adjustments. The committee discussed and administratively approved TIP adjustments for UPCs 75882, 75884, 75885 and 81768, which are financial adjustments to three existing I-81 safety projects and a breakout enhancement project for Winchester's Green Circle.

Mr. Ball stated that Ivan Rucker has received the TCSP grants.

Mr. Ball stated that the multimodal grant awards may be announced this week.

Mr. Ball briefly discussed the SAFETEA-LU Gap Analysis tool. Ivan Rucker and John Simkins will meet with a few Management Team members. He stated that there will be a new MOU that the Management Team will need to review.

Mr. Bishop briefly discussed the Bike and Pedestrian Planning Conference that he and Mr. Henshaw attended.

**Meeting adjourned at 11:15 A.M.**

**Winchester -Frederick County ("Win-Fred") MPO  
TECHNICAL ADVISORY Committee Meeting  
June 5, 2007 - 10:00 a.m.  
Timbrook Public Safety Building, 3<sup>rd</sup> Floor Community Meeting Room**

Chairman Tim Youmans called the meeting to order at 10:00 a.m. The attendance for the meeting was as follows: Mr. Bob Ball, Mr. Patrick Barker, Mr. John Bishop, Mr. Jerry Copp, Mr. Brian Henshaw, Mr. Tom Hoy, Mr. Eric Lawrence, Mr. Craig Smith and Ms. Carla Taylor.

Absent: Mr. Jim Deskins, Mr. Perry Eisenach, Ms. Renny Manual, Mr. Ivan Rucker, Mr. Kris Tierney and Ms. Felicia Woodruff.

Others present: Mr. Donald Price.

Staff present: Ms. Karen Taylor

1. Administrative Items:

- a) Welcome and Introductions – Chairman Tim Youmans welcomed everyone to the meeting.
- b) Review and Approval of the Minutes of the May 1, 2007 Technical Advisory Committee Meeting – **A motion was made by Mr. Copp to approve the minutes of the May 1, 2007 Technical Advisory Committee Meeting. Motion seconded by Mr. Bishop. Motion carried.**

2. Public Comment Period – Mr. Price reported that he sent an email to Ms. Taylor with a comment on the Draft PPP. He requested that representatives of the disabled be referred to as representatives of the people with disabilities.

3. Review and recommendation regarding SAFETEA-LU documents for Gap Analysis meeting

The Management Team met on May 24<sup>th</sup> to finalize the requirements for SAFETEA-LU compliance. Mr. Ball, Ms. Taylor and Mr. Henshaw met with Mr. Ivan Rucker, Mr. John Simkins and representatives from TMPD on June 4<sup>th</sup> for a SAFETEA-LU GAP ANALYSIS meeting. Mr. Ball gave a brief update on the meeting and reported that FHWA and TMPD were in agreement with what had been done thus far for compliance. He stated that there was a correction made on page 3 of the amendment – Item 5 – 45-day corrected to 20 day public comment period. Mr. Ball stated that the MOU does not need to be completed by July 1<sup>st</sup>. Discussion continued in reference to the MOU.

**A motion was made by Mr. Lawrence to recommend to the Policy Board a 20 day public comment and review period for the Proposed Amendment to the WinFred MPO 2030 Long Range Plan with the correction on page 3 – Item 5. Motion seconded by Ms. Taylor. Motion carried.**

**A motion was made by Mr. Lawrence to recommend approval of the Draft Memorandum of Understanding (MOU) to the Policy Board. Motion seconded by Mr. Barker. Motion carried.**

4. Draft MPO Bicycle and Pedestrian Mobility Plan

The Technical Advisory Committee briefly discussed and reviewed the Draft Plan. Mr. Youmans requested that the committee members forward comments to the Consultant and carbon copy the other committee members.

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The committee discussed setting up a public meeting to present the draft plan. During discussion, **a motion was made by Mr. Bishop to recommend approval of a 20 day public comment period and a public meeting for the Draft Bicycle and Pedestrian Mobility Plan to the Policy Board. Motion seconded by Mr. Barker. Motion carried.**

5. Review and recommendation of TIP Amendment

The committee reviewed and discussed the following TIP Amendment: Route 522 – Construction of Left Turn Lane. During discussion, **a motion was made by Mr. Hoy to recommend approval of a 20 day public comment period and review of the Route 522 TIP Amendment to the Policy Board. Motion seconded by Mr. Smith. Motion carried.**

6. Other Business

Mr. Ball presented the following TIP Adjustments to the committee and Mr. Copp gave background information:

I-81 – Safety Improvements, Exit 315; I-81 – Safety Improvements, Extend SB Rest Area Acceleration Lane; I-81 – Safety Improvements, Exit 307.

Mr. Ball stated that he would like the committee to formally agree on a TIP Adjustment Procedure. Mr. Ball explained what has been done in the past. Mr. Ball would email the TIP adjustments to Mr. Kerr and he would forward them to the affected locality for comments. The committee discussed what additional information they would like to see explaining these projects. Mr. Ball and Mr. Copp will work together on more detailed project descriptions.

The committee agreed that Ms. Taylor will email TIP Adjustments to the Technical Advisory Committee and the TAC Management Team will have one week to respond back to Ms. Taylor. The Policy Board does not need to formally approve TIP Adjustments. The committee agreed to show TIP Adjustments under “Administrative Items” on the Policy Board agenda for an informational item.

Ms. Taylor handed out a letter from Mary Lynn Tischer with the Commonwealth’s Multimodal Transportation Planning Office stating that the WinFred MPO proposal for the Route 7 Corridor Study project was selected to receive a Multimodal Planning Grant.

**Meeting adjourned at 11 A.M.**

**Winchester -Frederick County ("Win-Fred") MPO  
TECHNICAL ADVISORY Committee Meeting Minutes  
July 11, 2007 - 8:30 a.m.  
Timbrook Public Safety Building, 3<sup>rd</sup> Floor Community Meeting Room**

Chairman Tim Youmans called the meeting to order at 10:00 a.m. The attendance for the meeting was as follows: Mr. Bob Ball, Mr. Patrick Barker, Mr. Jerry Copp, Mr. Jim Deskins, Mr. Brian Henshaw, Mr. Eric Lawrence, Mr. Craig Smith, Ms. Carla Taylor and Ms. Renee Wells.

Absent: Mr. John Bishop, Mr. Perry Eisenach, Mr. Tom Hoy, Ms. Renny Manual, Mr. Ivan Rucker, Mr. Kris Tierney and Mr. Chip Badger.

Staff present: Ms. Karen Taylor.

**1. Administrative Items:**

- a) Welcome and Introductions
- b) Review and Approval of the Minutes of the June 5, 2007 Technical Advisory Committee Meeting – **A motion was made by Mr. Barker to approve the minutes of the June 5, 2007 Technical Advisory Committee Meeting. Motion seconded by Mr. Henshaw. Motion carried.**
- c) Review and Approval of FY 2006-2007 4<sup>th</sup> Quarter Progress Report and Invoice – **A motion was made by Mr. Deskins to recommend approval of the FY 2006-2007 4<sup>th</sup> Quarter Progress Report and Invoice to the Policy Board. Motion seconded by Mr. Lawrence. Motion carried.**

**2. Public Comment Period – None reported.**

**3. Draft Amendment to the WinFred MPO Long Range Plan**

Ms. Taylor stated that the draft of the Amendment to the Long Range Plan was reviewed by the Policy Board at their June meeting. After Policy Board review, the Board approved the 20 day public review and comment period. The final draft of the Amendment will need to be reviewed and a recommendation forwarded to the Policy Board for their July meeting. Ms. Taylor stated that as of this mailing, no comments have been received from the public. The Citizens Advisory Committee reviewed the amendment at their July meeting and only had minor revisions.

The Technical Advisory Committee briefly reviewed the document, after reviewing **a motion was made by Mr. Ball to recommend approval of the Amendment to the WinFred MPO Long Range Plan to the Policy Board. Motion seconded by Mr. Barker. Motion carried.**

**4. Draft Public Participation Plan (PPP)**

Ms. Taylor stated that the draft Public Participation Plan was reviewed by the Policy Board at their May meeting. After Policy Board review, the Board approved the 45 day public review and comment period. Ms. Taylor is requesting the Technical Advisory Committee review the final draft of the Public Participation Plan and a recommendation forwarded to the Policy Board for their July meeting. She stated that the Draft Plan and comment(s) received thus far are enclosed in the packet for review. The Citizens Advisory Committee reviewed and forwarded a recommendation of approval to the Policy Board. Upon review, **a motion was made by Mr. Ball to recommend approval of the Public Participation Plan to the Policy Board. Motion seconded by Mr. Barker. Motion carried.**

**5. TIP Amendment Route 522 Construct Left Turn Lane**

Ms. Taylor stated that this TIP Amendment was reviewed by the Policy Board at their June meeting. After Policy Board review, the Board approved the 20 day public review and comment period. Ms. Taylor stated that the Technical Advisory Committee will need to review and forward a recommendation to the Policy Board for their July meeting. She stated that as of this meeting, no comments have been received from the public. After review, **a motion was made by Mr. Henshaw to recommend approval of the Amendment to the Policy Board. Motion seconded by Mr. Lawrence. Motion carried.**

**6. Review and recommendation of two TIP Amendments**

Ms. Taylor stated that enclosed in the packet are two TIP Amendments to be reviewed by this committee and a recommendation forwarded to the Policy Board approving a 20 day public comment period. These amendments include 2 Rail Crossing Safety projects to install gates, add/upgrade flashing lights, etc. One is in the City of Winchester on Fairmont Avenue and the other is in Frederick County near Branson Spring Road (Route 668). The committee discussed and reviewed both amendments. After reviewing, **a motion was made by Mr. Deskins to table the TIP Amendment for Fairmont Avenue until the committee receives more information on the project. Motion seconded by Mr. Smith. Motion carried.**

**A motion was made by Mr. Lawrence to recommend approval of a 20 day public comment period for the TIP Amendment on Branson Spring Road (Route 668) to the Policy Board. Motion seconded by Mr. Barker. Motion carried.**

**7. FY 2008 UPWP Amendment to reflect the Route 7 Corridor Study Project**

Ms. Taylor stated that the FY 2008 UPWP will need to be amended to reflect the Route 7 Corridor Study Project. She stated that enclosed in the packet is a DRAFT version of the Work Task which outlines the Objective, Description and Budget for the project. The committee reviewed the Draft Work Task. Ms. Taylor stated that at their June Policy Board meeting, the Policy Board requested that the Technical Advisory Committee forward a recommendation on how to proceed with the public comment and review period reference the amendment to the FY 2008 UPWP. The Board has two options in reference to advertising: *Proceed with a formal 20 day comment period or allow the public to comment at the August Policy Board meeting.* During discussion, **a motion was made by Mr. Deskins to recommend a formal 20 day public comment period for the Route 7 Draft Work Task to the Policy Board. Motion seconded by Mr. Barker. Motion carried.**

**8. Draft MPO Bicycle and Pedestrian Mobility Plan Update**

Ms. Taylor updated the committee on the Draft Plan. She stated that the Policy Board did not approve the public comment period for the Draft Plan at their June meeting. The Policy Board requested that staff and Policy Board comments be addressed and revisions made to the plan. The consultant (Toole Design) will present the revised draft plan to the Policy Board in August.

**9. Proposed Methodology to bring the 2030 CLRP Project Recommendation list into SAFETEA-LU Compliance**

Mr. Ball stated that SAFETEA-LU requires that 2030 Constrained Long Range Plan (CLRP) project recommendations be based on revenue forecasts and project costs in “Year of Expenditure” dollars by December 11, 2007.

This proposed methodology has been reviewed by FHWA staff. No formal TAC action or recommendation is required, but TAC discussion about this proposed methodology is requested. The committee briefly discussed this item. Mr. Ball stated that by the end of July we should be receiving revenue forecasts. Mr. Ball will be present this as an informational item at the August Policy Board meeting.

**10. Update on Development of 4 Year FY08-11 TIP for SAFETEA-LU compliance**

Mr. Ball briefed the committee on updating our current 3-year FY06-08 TIP to a 4 year FY08-11 TIP, in order to satisfy SAFETEA-LU regulations. This strategy includes the following steps:

- a) initial MPO approval with signed resolution “concurring” with the State’s proposed strategy to provide MPOs with a TIP Addendum that includes a project list with obligation information by project phase for the final two years (FY10-11)
- b) MPO updates TIP, following SAFETEA-LU Public Participation Plan, with this TIP Addendum

Mr. Ball briefly reviewed the attached suggested resolution language for MPO concurrence with this strategy. A project list with FY10-11 obligation information was distributed at the meeting. MPO staff requests TAC recommendation to Policy Board regarding MPO concurrence with this proposed strategy, and recommendations regarding the TIP addendum project list and TIP update process.

During discussion, the committee forwarded a recommendation to concur with this TIP strategy to the Policy Board.

**11. Other Business**

Mr. Ball stated that the Draft MOU has been forwarded to FHWA, FTA and DRPT. FHWA has responded and they are in agreement with the draft.

Mr. Copp stated that the home page of the WinFred MPO website needs to be updated.

Mr. Copp stated that he feels the Policy Board should choose the members they would like on the Local Technical Assistance Steering Committee.

Ms. Taylor brought up for discussion that she will be leaving at the end of October for maternity leave. She stated that the Regional Commission has no staff to take over her position while she is on leave. The Commission is looking for a recommendation from the Technical Advisory Committee. The committee recommended hiring a temporary clerical person to take over the administrative portion of the MPO. The Technical Advisory Committee recommended that Ms. Taylor bring this before the Policy Board to get their opinion.

**Meeting adjourned at 9:50 A.M.**

**Winchester -Frederick County ("Win-Fred") MPO  
TECHNICAL ADVISORY Committee Meeting Minutes  
August 7, 2007 - 10:00 a.m.  
Timbrook Public Safety Building, 3<sup>rd</sup> Floor Community Meeting Room**

Chairman Tim Youmans called the meeting to order at 10:00 a.m. The attendance for the meeting was as follows: Ms. Susan Anderson for Chip Badger, Mr. Bob Ball, Mr. Patrick Barker, Mr. John Bishop, Mr. Jerry Copp, Mr. Jim Deskins, Mr. Perry Eisenach, Mr. Brian Henshaw, Mr. Tom Hoy, Mr. Eric Lawrence and Ms. Renee Wells.

Absent: Mr. Chip Badger, Ms. Renny Manual, Mr. Ivan Rucker and Mr. Kris Tierney.

Others present: Mr. Donald Price.

Staff present: Ms. Karen Taylor.

**1. Administrative Items:**

- a) Welcome and Introductions – Chairman Youmans welcomed everyone to the meeting. Introductions were made to Ms. Susan Anderson who is filling in for Mr. Chip Badger with VDRPT.
- b) Review and Approval of the Minutes of the July 11, 2007 Technical Advisory Committee Meeting – **A motion was made by Mr. Lawrence to approve the minutes of the July 11, 2007 Technical Advisory Committee meeting. Motion seconded by Mr. Barker. Motion carried.**

**2. Public Comment Period – None reported**

**3. TIP Amendments - Branson Spring Road and Fairmont Avenue**

Ms. Taylor stated that the Branson Spring Road TIP Amendment (UPC 81102) was reviewed by the Policy Board at their July meeting. After Policy Board review, they approved the 20 day public review and comment period. The Technical Advisory Committee will need to review and a recommendation forwarded to the Policy Board for their August meeting. Ms. Taylor stated that no public comments have been received as of today's meeting. **A motion was made by Mr. Copp to forward a recommendation of approval to the Policy Board. Motion seconded by Mr. Deskins. Motion carried.**

Ms. Taylor stated that the Technical Advisory Committee last month tabled the Fairmont Avenue Amendment (UPC 81109) until more information was received on the project. Winchester & Western RR was the applicant who requested this project funding a few years ago. She stated that if the project does not move forward, this funding would move to the next approved project anywhere in the state, and not remain in the Winchester area. The committee discussed the amendment and how best to handle it. During discussion Mr. Deskins stated that he would contact Winchester Western Railroad and inquire if they were still interested in having the project done. During discussion, **a motion was made by Mr. Copp to defer action on the amendment until the September Technical Advisory Committee meeting. Motion seconded by Mr. Deskins. Motion carried.**

**4. FY 2008 UPWP Amendment to reflect the Route 7 Corridor Study Project**

Ms. Taylor stated that the draft work task for the Route 7 Corridor Study Project was reviewed by the Policy Board at their July meeting. After Policy Board review, they approved the 20 day public review and comment period. The Technical Advisory Committee will need to review and forward a recommendation to the Policy Board for their August meeting. Ms. Taylor stated that no comments have been received as of today's meeting. The committee reviewed the draft work task and funding table. During discussion, **a motion was made by Mr. Deskins to forward a recommendation of approval to the Policy Board. Motion seconded by Mr. Ball. Mr. Barker was not in support of this motion. Motion carried.**

**5. FY 2008 UPWP Update to Reflect Final Highway and Transit Carryover Figures**

Ms. Taylor briefly reviewed the updated FY2008 UPWP Funding Table with the Committee. She stated that the Carryover Highway and Transit figures needed to be updated to reflect the final figures. She stated that this is information purposes only, no action required.

**6. Draft Memorandum of Understanding**

Mr. Ball reviewed the slightly revised MOU based on comments received from FHWA and informal comments he received from TMPD. The committee briefly reviewed the changes. Ms. Taylor stated that staff is requesting the committee's recommendations for approval of this DRAFT MOU to the Policy Board, which would then be submitted for final State review (i.e. – Attorney General's office or Secretary's office). During discussion, **a motion was made by Mr. Copp to forward a recommendation of approval to the Policy Board. Motion seconded by Mr. Bishop. Motion carried.**

**7. Proposed FY09 and FY10 TIP Information**

Mr. Ball reviewed the proposed TIP Addendum for FY09-10. The committee reviewed and discussed the projects. Mr. Copp and Mr. Bishop stated that UPC 59261 may be removed from the Six Year Plan pending Frederick County Board of Supervisors Approval at their August meeting. The committee agreed to vote on this item at their September meeting since there is pending action on two of the projects: UPC 81102 & 59261.

**8. CLRP Project Recommendation List Update – SAFETEA-LU Information Item**

Mr. Ball stated that he has not received the updated information on this item. This is for information purposes only.

**9. Revised Draft MPO Bicycle and Pedestrian Mobility Plan**

Ms. Taylor stated that Toole Design has revised the draft MPO Bicycle and Pedestrian Mobility Plan. The plan needs to be reviewed by the Technical Advisory Committee and a recommendation forwarded to the Policy Board approving a 20 day public review and comment period. Ms. Taylor stated that the Consultant (Toole Design) will present the Draft Plan to the Policy Board at their August meeting. The committee discussed the changes to Draft Plan.

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During discussion, **a motion was made by Mr. Deskins to forward a recommendation of approval for the 20 day public review and comment period. Motion seconded by Mr. Henshaw. Motion carried.**

The committee discussed setting up a public meeting to present the draft plan and who will participate. The committee agreed to have the meeting at Our Health from 4PM-7PM. Ms. Taylor will set the meeting date. The committee agreed to have a city, county and a town representative attend the public meeting.

**10. Discussion on FY 2008 UPWP Work Task 4: Public Mobility Program**

Ms. Taylor stated that during the public comment for the FY 08 UPWP, the Technical Advisory Committee agreed to wait and amend the FY2008 UPWP after the public comment period reference Work Task 4: Public Mobility Program. Ms. Taylor stated that the committee will need to discuss the next steps on this work task. The committee discussed how to expand this task. The members agreed that an additional \$100,000 would need to be added to this task for a City and Countywide Transit Study. During discussion, **a motion was made by Mr. Bishop to forward a recommendation to the Policy Board to adjust the FY2008 UPWP in reference to expanding Work Task 4: Public Mobility and to request an additional \$100,000 in funding which will come from Transit Funding. Motion seconded by Mr. Barker. Motion carried.**

**11. Other Business – None reported.**

**Meeting adjourned at 10:45 A.M.**



**Winchester-Frederick County (“Win-Fred”) MPO  
Technical Advisory Committee Meeting Minutes  
December 4, 2007 – 10:00 a.m.  
Timbrook Public Safety Building, 3<sup>rd</sup> Floor Community Meeting Room**

Chairman Tim Youmans called the meeting to order at 10:00 a.m. Attendance was as follows: Mr. Eric Lawrence, Mr. John Bishop, Mr. Jerry Copp, Mr. Bob Ball, Mr. Perry Eisenach, Mr. Brian Henshaw, Ms. Renee Wells, Mr. Jim Deskins, and Mr. John Simkins.

Others Present: Mr. Don Price, Mr. Ed Farrell, Mr. Evan Wyatt

Staff Present: Mr. Chris Price

**1. Administrative Items**

- a) Welcome and Introductions – Mr. Youmans welcomed everyone to the meeting and introduced Mr. Chris Price, new Executive Director of the Northern Shenandoah Valley Regional Commission.
- b) Review and Approval of the Minutes of the October 2, 2007 Technical Advisory Committee Meeting – **Mr. Ball made a motion to approve the minutes. Mr. Henshaw seconded. Motion carried.**

**2. Public Comment Period**

Public Comments – Mr. Don Price, Access Independence Executive Director, asked for update on the mobility study. Chairman Youmans noted that this item would be covered under Old Business.

**3. Draft Report on the Route 37/81/11 Interchange Study**

Mr. Bishop distributed and discussed the report, gave an update on the Steering Committee discussions, and noted that the primary difference in the updated report is that it now includes a modified alternative 2 which incorporates a slip ramp to reduce weaving. Alternative 2 has the best level of service. The slip ramp may alleviate some weaving.

Mr. Ball noted that every alternative has a failing level of service at some point. Mr. Youmans asked whether or not we should send the report out for review if no alternative eliminates failing levels of service. Mr. Bishop responded that all of the alternatives are progress from where we are today and suggested that we should move forward with a formal review of the document. He further noted that while no perfect alternative has been identified, we don't necessarily need MPO endorsement of an alternative at this point and that we should still be using

the information. Mr. Youmans stated that we can make the report available for local municipal review without a recommendation of an alternative.

Mr. Copp believes that the consultant has done what we asked them to do, even though no perfect alternative was identified. Mr. Bishop agreed and noted that the contract doesn't call for a lot of back and forth and that unfortunately the alternatives we've selected, after modeling, aren't what we had hoped for.

**Mr. Deskins made a motion to recommend that the Policy Board authorize the release the final report to municipalities for review, and noted that if additional work is needed we will need a new contract. Mr. Bishop seconded.**

Mr. Henshaw clarified that this process is only for municipal review and Mr. Bishop stated that every municipality may use a different review process. Mr. Youmans asked that municipalities be aware of the consultant's recommendation on page 31, to advance Alternative 2 as the preferred alternative. Mr. Deskins stated that a new contract could explore how to get acceptable levels of service because ultimately we have to solve this problem.

Mr. Ball asked if the costs on page 29 were revised. Mr. Bishop responded that the consultant was to look at it based on previous comments, but they were not going to adjust the figures if they couldn't justify amendments based on their practices. He further noted that it does look like some costs have increased.

**Motion carried.**

#### **4. Report on the Route 11 Access Management Study**

Mr. Bishop stated that his principal concern was with the graphics. A draft is expected shortly. He noted that we had previously discussed having them come back to a Technical Advisory Committee meeting and suggested that we hold the January 15, 2008 TAC meeting at 9:00 followed by a Steering Committee meeting at 10:30. The TAC concurred.

#### **5. Proposed FY 09 and FY10 TIP Information**

Mr. Youmans noted that we're through the review period and recommended approval of the TIP addendum to the Policy Board. Mr. Ball asked if there were any public comments. Mr. Youmans responded that comments would have come through the Northern Shenandoah Valley Regional Commission and he hadn't heard of any being received.

Mr. Eisenach noted that the numbers associated with the Weems Lane project are not what he was previously given and that his understanding was that there shouldn't be any money going to Weems Lane until the Papermill project is completed (approximately 2011). Mr. Youmans asked why the project title

references Loudon St. and stated that the project name is misleading. Mr. Copp responded that VDOT will check it out. Mr. Ball will provide a current version with correct numbers. Mr. Copp asked if we can move the process forward, subject to the City's review and approval of project numbers. **Mr. Deskins made a motion to forward the draft with the condition that the numbers are to be reviewed by the City Directors of Planning and Public Services. Mr. Copp seconded. Motion carried.**

## **6. Updated Revenue Forecasts**

Mr. Ball reviewed the materials. The first page shows anticipated revenues by program from the constrained plan. The second page includes revised revenue forecasts. The first two columns anticipated revenues put towards maintenance, including interstate. Mr. Eisenach noted that the data shows the City's funds to increase substantially. Mr. Bishop cautioned against relying too heavily on the projections. Mr. Eisenach asked how the allocation can increase from \$2.4 million to \$4.7 million from 2011 to 2014 and noted that the state maintenance allocation is an even bigger increase. Mr. Ball will check on the information to see how the numbers were generated.

Mr. Ball continued to review the materials and noted that project costs must be estimated in the year of expenditure. The last three pages include the constrained plan numbers from the previous 2030 Plan.

Mr. Youmans stated that the point of this review is to determine if we want to reprioritize projects based on the new numbers.

Mr. Ball noted that the Route 277 project should be moved into the first time band and that we can advance it as long as it is on the Constrained Long Range Plan.

Mr. Bishop noted that Greenwood Road funding should be rolled into the Sulphur Springs project and that the Greenwood project should come off. Mr. Copp responded that we don't plan to build Greenwood, we plan to take that funding to Sulphur Springs.

The TAC concurred that it does not want Greenwood funded at all, and that we should move all funds to the Sulphur Springs project, including what is in the Six-Year Plan. Mr. Ball noted that, in effect, we are removing a project from the Constrained Long Range Plan. He further noted that we don't need to change the Vision Plan to change the Constrained Long Range Plan. Mr. Simkins stated that the FHWA doesn't even formally recognize the Vision Plan.

Mr. Eisenach commented that Papermill should be done first and that, once built, everything remaining should be moved to Weems Lane. Mr. Ball noted that we'll only be allocating approximately \$2 million to Weems Lane and that we need to find another project.

Mr. Eisenach asked when this process has to be finalized and noted that the City had to review the documents more carefully to give an updated priority and project list. Mr. Ball responded that we can wait a month and forward to the Policy Board in January.

**Mr. Lawrence made a motion to take the draft to the Management Team for blessing and to bring it back to the TAC in January. Mr. Copp seconded. Motion carried.**

**7. Route 7 Multi-Modal Grant Project Update**

Mr. Bishop stated that he received Committee comments regarding the Scope of Work and that, at this time, there is no new information.

Mr. Bishop noted that he submitted three grant applications for the current grant round including: Route 522 North, Route 522 South, and Route 11 North, all of which have been resubmitted from last year.

**8. Other Business**

Status of Mobility Study

Mr. Bishop commented that it went through the public hearing process and is now part of the Unified Planning Work Program. He further noted that the Policy Committee authorized a draft Request for Proposals. Mr. Youmans noted that Tom Christoffel from the Northern Shenandoah Valley Regional Commission may have some information from previous mobility study efforts that could be beneficial to this project. Mr. Price noted that he would ask Mr. Christoffel to supply any information that may be relevant and useful.

TIP amendment

Mr. Ball provided comments regarding the proposed TIP amendment for an enhancement project in the County (project on Senseny Road). Mr. Bishop stated that the award should be \$140,000 (VDOT funding), with the required local match (\$35,000) bringing the total to \$175,000. Mr. Ball noted that we are only obligating money for preliminary engineering in this TIP. Mr. Bishop stated that we are expecting to use donated rights-of-way, staff time, etc. as part of the match. This is an administrative item and no action is necessary.

Streamlining and Project Grouping

Mr. Ball provided some hand-out and noted that they will also be distributed to the Policy Board. Mr. Youmans commented that the sooner that they could be given to the Policy Board the better. He further noted that the information lists a

lot of pros and asked if there were any cons. The Committee concurred to review this information and discuss it further at the January meeting.

VDOT Secondary Street Regulations

Mr. Bishop stated that VDOT's draft Secondary Street Regulation is available and recommends review by everyone affected.

**Meeting adjourned.**