

**Winchester -Frederick County MPO  
Frederick County Board of Supervisors' Meeting Room  
Policy Board Meeting Minutes  
January 17, 2007 - 10:00 a.m.**

Chairman Dick Shickle called the meeting to order at 10:00 a.m. with the following MPO Policy Committee members present: Mr. Chuck Dehaven, Mr. Jim Deskins representing Mr. Ed Daley, Mr. Mike Kehoe, Mr. Stewart Masters, Mr. Garrett Moore, Mr. John Riley and Ms. Felicia Woodruff.

MPO Policy Committee members absent: Mr. Glenn Burke, Ms. Patricia Kamp and Mr. Ivan Rucker.

Others present: Mr. Bob Ball, Mr. John Bishop, Mr. Jerry Copp, Mr. Brian Henshaw, Ms. Carla Taylor, Mr. Tim Youmans and Media Representatives from the Winchester Star and The Northern Virginia Daily.

1. Administrative Items:

a. Welcome and Introductions

Mr. Shickle welcomed everyone to the meeting. Mr. Kehoe introduced Mr. Brian Henshaw, planner for Stephens City.

b. Review and Approval of the Minutes of the November 15, 2006 Policy Committee Meeting

**A motion was made by Mr. Riley to approve the minutes of the November 15, 2007 Policy Board Meeting. Motion seconded by Mr. Masters. Motion carried.**

c. Review and Approval of FY 2006-2007 2<sup>nd</sup> Quarter Progress Report and Invoice

**A motion was made by Mr. Riley to approve the FY 2006-2007 2<sup>nd</sup> Quarter Progress Report and Invoice. Motion seconded by Mr. Kehoe. Motion carried.**

d. Committee Meeting Status Report

No discussion for this item. Report for information purposes only, no action required.

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e. Review and Approval of Proposed Amendments to MPO By-Laws

The committee discussed this item. Mr. Kehoe requested that the minutes reflect that the TOWN shall be permitted to designate any alternate member for a Technical Advisory Committee meeting. During discussion, **a motion was made by Mr. Riley to approve the language in reference to the Technical Advisory Committee quorum #1 and #2. Motion seconded by Mr. Moore. Motion carried.**

The committee discussed the Proposed Executive Committee change to the MPO By-Laws. During discussion, **a motion was made by Mr. Riley to postpone action on the Proposed Executive Committee establishment and refer same to the Winchester City Manager, Frederick County Administrator and the Executive Director of the Regional Commission to further discuss and report back to this committee at its regularly scheduled meeting. Motion seconded by Mr. Moore. Motion carried.**

f. Status of the Northern Shenandoah Valley Public Mobility Program

Mr. Riley discussed this item with the committee. He gave the committee a history of the project. During discussion, **a motion was made by Mr. Riley to task the Technical Advisory Committee with the following items in reference to this program:**

- **Review program.**
- **Study possible options for program implementation.**
- **Find where funding is within the existing budget and which task would the program be assigned to.**

**Motion seconded by Mr. Kehoe.** Discussion continued in reference to the program. Ms. Carla Taylor spoke in reference to the program. She stated that the program is inactive. She will speak at the next Technical Advisory Committee in reference to the program. **Motion carried.**

2. Public Input Period – None reported.
3. Review and Approval of Proposed Amendments to the Adopted FY 2006-2008 TIP to add District-wide Highway Safety Improvement Project (HSIP) Funding for Staunton District Projects

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VDOT has requested 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. The Technical Advisory Committee has reviewed the proposed amendments and recommends approval to the Policy Committee.

Mr. Ball and Mr. Moore briefly reviewed and explained the reason for the amendments with the committee. Mr. Moore stated that the projects are program but at this point, they are not program for specific locations. During discussion, **a motion was made by Mr. DeHaven to add the District-wide Highway Safety Improvement Project (HSIP) Funding for Staunton District Projects for the Adopted FY 2006-2008 TIP. Motion seconded by Mr. Kehoe. Motion carried.**

4. Status Report on Local Technical Assistance Projects

Mr. Bishop gave a status report on the Rt. 11/Rt. 37/Shady Elm Dr. Interchange Study projects. He stated that the Steering Committee for the projects has approved the final Scope of Work for the projects.

He stated that the Technical Advisory Committee held a discussion regarding the recommended usage of the local technical assistance funds (Work Task 6) budgeted in the FY 2006-2007 UPWP at their meeting held on January 10<sup>th</sup>. The Technical Advisory Committee is recommending that the \$80,000 budgeted under Task 6, Local Technical Assistance, be used to fund studies of the high accident locations within the MPO. The proposed projects include Pleasant Valley Rd. from Millwood Ave. to Featherbed Ln. and Rt. 522 at the Rt. 37 Ramps, consistent with priority #3 in Task 6 of the UPWP. Discussion continued in reference to the recommendation from the Technical Advisory Committee. During discussion, **a motion was made by Mr. Riley that the Policy Board accept the Status Report on Local Technical Assistance Projects as presented by the Technical Advisory Committee and request that under Task 6, Priority #3 (Pleasant Valley Rd. from Millwood Ave. to Featherbed Ln.) that the Technical Advisory Committee obtain a cost estimate for the project. Motion seconded by Mr. Deskins. Motion carried.**

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5. Review and Action on Proposed VDOT FY 2007 Multimodal Planning Grants

Mr. Ball reviewed the proposed VDOT FY 2007 Multimodal Planning Grants with the Policy Board. He stated that VDOT announced a new grant program to fund multimodal studies and projects relating land use and transportation.

The MPO is eligible to apply for funding. The Technical Advisory Committee reviewed the proposed grant program at their meeting on January 10<sup>th</sup>. As a result of this review, the Technical Advisory Committee is recommending that the Policy Board authorize staff to prepare and submit Regional Corridor Planning Grant applications for the following projects in anticipation of the March 1 submission deadline:

- Rt. 522 – Vicinity of Commercial St. in the City of Winchester North to Vicinity of Burnt Church in Frederick County
- Rt. 522 – Vicinity of Rt. 50 South to the MPO boundary near Double Tollgate in Frederick County
- Rt. 7 – From Piccadilly St. in the City of Winchester East to the MPO boundary in Frederick County
- Rt. 11 – From Boscawen St. in the City of Winchester North to the MPO boundary in Frederick County

Mr. Youmans explained to the Policy Board the approach that the Technical Advisory Committee took in developing the list of projects to submit for the grant. The Policy Board discussed the projects and the grant application in more detail. During discussion, **a motion was made by Mr. Riley to authorize Staff to begin preparing the Multimodal Planning Grants application, task the Technical Advisory Committee with preparing a cost estimate for each project, submit a recommended priority between the four projects and present this information to the Policy Board at their February meeting. Motion seconded by Mr. Deskins. Motion carried.**

6. Other Business

Chairman Shickle made a clarification that the Policy Board is still on a monthly meeting schedule unless notified by staff 15 days prior to the scheduled meeting that there are no items to warrant a meeting.

**Meeting adjourned at 11:40 A.M.**



**Winchester -Frederick County MPO  
Frederick County Board of Supervisors' Meeting Room  
Policy Board Meeting Minutes  
February 21, 2007 - 10:00 a.m.**

Chairman Dick Shickle called the meeting to order at 10:00 a.m. with the following MPO Policy Committee members present: Mr. Chuck DeHaven, Mr. Jim Deskins representing Mr. Ed Daley, Mr. Mike Kehoe, Mr. Art Major, Mr. Stewart Masters, Mr. Garrett Moore and Mr. John Riley.

MPO Policy Committee members absent: Ms. Patricia Kampf, Mr. Ivan Rucker and Ms. Felicia Woodruff.

Others present: Mr. Bob Ball, Mr. John Bishop, Mr. Jerry Copp, Mr. Eric Lawrence, Ms. Carla Taylor, Mr. Tim Youmans, Mr. Donald Price with Access Independence and Media Representatives from the Winchester Star and The Northern Virginia Daily.

1. Administrative Items:

a. Welcome and Introductions

Chairman Shickle welcomed everyone to the meeting. The committee welcomed Mr. Art Major who replaced Mr. Glen Burke.

b. Review and Approval of the Minutes of the January 17, 2007 Policy Committee Meeting

**A motion was made by Mr. Riley to approve the minutes of the January 17, 2007 Policy Board Meeting. Motion seconded by Mr. DeHaven. Motion carried.**

c. Review of Financial Status Report

The committee discussed and reviewed the report. During discussion, **a motion was made by Mr. Riley that Mr. Bishop will serve as a short term Coordinator for the Local Technical Assistance Projects Steering Committee. Motion seconded by Mr. DeHaven. Motion carried.**

d. Committee Meeting Status Report

The committee reviewed the report. No discussion, report for information purposes only, no action required.

e. Review and Endorsement of request for FTA Section 5310 Program assistance from Shenandoah Area Agency on Aging for 3 replacement 14-passenger body on chassis vehicles

The committee reviewed and discussed the request. During discussion, **a motion was made by Mr. Kehoe to endorse the request for FTA Section 5310 Program assistance from Shenandoah Area Agency on Aging for 3 replacement 14-passenger body on chassis vehicles. Motion seconded by Mr. Masters. Mr. Riley Abstained. Motion carried.**

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- f. Authorization for Request to VDOT to Carry Over Local Technical Assistance Project Funds (\$80,000) and Include the Funds in the FY 2007-2008 UPWP

Mr. Kerr stated that the Technical Advisory Committee discussed the use of these funds and what potential projects could be funded with those funds. Mr. Kerr stated that there needs to be a request to VDOT to carry over the funds to be included in the FY 2007-2008 UPWP. During discussion, **a motion was made by Mr. Riley to approve the request from the Technical Advisory Committee for a request to VDOT to carry over Local Technical Assistance Project Funds (\$80,000) and include the funds in the FY 2007-2008 UPWP. Motion seconded by Mr. Deskins. Motion carried.**

2. Public Input Period – None reported.
3. Review and Approval of Proposed Applications to FHWA for Transportation, Community, and System Preservation Program (TCSP) Funds to Support Updating Environmental Work and PE for Rt. 37 East

Mr. Kerr stated that FHWA recently notified MPO staff that they were soliciting projects to be funded under this program. The Technical Advisory Committee reviewed the TCSP Program application requirements at their meeting on February 10, 2007 and recommended that the Policy Committee review and approve the submission of the following applications to VDOT for transmittal to FHWA by March 30, 2007:

- Rt. 37 East – Update Environmental Work and PE for Phase I (I-81 east to U.S Rt. 522 south of Winchester and I-81 west around two industrial parks to existing Rt. 37) – Requested Funding: \$1 million
- Rt. 37 East - Update Environmental Work and PE for Phase II (U.S. Rt. 522 around east side of Winchester to I-81 north of Winchester) – Requested Funding: \$2 million

Mr. Kerr reviewed and explained the TCSP program with the committee. During discussion, **a motion was made by Mr. Riley to forward the proposed applications for Transportation, Community and System Preservation (TCSP) funds to VDOT for review and consideration. Any recommendations and/or changes recommended by VDOT will go back to the Technical Advisory Committee's Management Team be reviewed, implemented and resubmitted to VDOT for approval by March 31, 2007. Motion seconded by Mr. Moore. Motion carried.**

4. Discussion on Proposed Administration of Public Mobility Program by MPO

Mr. Kerr stated that the Policy Board requested the Technical Advisory Committee review the program, study possible options for program implementation, and determine where funding could come from the FY 2006-2007 UPWP budget. He stated that the Technical Advisory Committee reviewed and discussed the Public Mobility Program at their meeting held on February 10, 2007. As a result of this meeting, the Technical Advisory Committee is recommending that the MPO send a letter to the Northern Shenandoah Valley Regional Commission asking them to evaluate the level of support necessary to coordinate the Public Mobility Program and respond back to the MPO.

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Due to the regional nature of the program, the Technical Advisory Committee felt that coordination between the Regional Commission, MPO, Winchester Transit and human service agencies providing transportation was required.

Mr. Riley suggested that Mr. Tom Christoffel with the Regional Commission, network with the City of Winchester to determine what it would take in order to implement this program and make a recommendation back to the Policy Board.

5. Review and Approval of Proposed VDOT FY 2007 Multimodal Planning Grants

Mr. Kerr stated that the Policy Board authorized staff to prepare and submit Regional Corridor Planning Grant applications for the following projects in anticipation of the March 1 submission deadline. The Technical Advisory Committee has reviewed the following grant applications and is recommending that the Policy Board approve the applications for submittal to VDOT with no priority assigned:

- Rt. 522 N. – Vicinity of Commercial St. in the City of Winchester North to Vicinity of Burnt Church Rd. in Frederick County
- Rt. 522 S. – From Pleasant Valley Rd. South to its Intersection with Rt. 277 at Double Tollgate in Clarke Co.
- Rt. 7 E. – From Piccadilly St. in the City of Winchester East to the Clarke County Line
- Rt. 11 N. – From E. Boscawen St. in the City of Winchester North to the West Virginia Line

Mr. DeHaven stated that there is an error on the Rt. 11 N. application in reference to the mileage. Mr. Kerr will make that correction. During discussion, **a motion was made by Mr. Kehoe to submit the applications, with corrections for submittal to VDOT with no priority assigned. Motion seconded by Mr. Masters. Motion carried.**

6. Other Business

Mr. Kerr stated that he resigned from the Regional Commission effective March 2, 2007. He will submit a rough draft of next year's UPWP to Bob Ball.

**Meeting adjourned at 10:50 A.M.**

**Winchester -Frederick County MPO  
Frederick County Board of Supervisors' Meeting Room  
Policy Board Meeting Minutes  
March 21, 2007 - 10:00 a.m.**

Chairman Dick Shickle called the meeting to order at 10:00 a.m. with the following MPO Policy Board members present: Mr. Ed Daley, Mr. Chuck DeHaven, Mr. Mike Kehoe, Mr. Art Major, Mr. Stewart Masters, Mr. Garrett Moore, Mr. John Riley, Mr. Ivan Rucker and Ms. Felicia Woodruff.

MPO Policy Board members absent: Ms. Patricia Kampf.

Others present: Mr. Bob Ball, Mr. John Bishop, Mr. Homer Coffman, Mr. Jerry Copp, Mr. Jim Deskins, Mr. Brian Henshaw, Mr. Eric Lawrence, Mr. Donald Price, Ms. Kim Schick, Mr. John Simkins, Ms. Carla Taylor, Mr. Kris Tierney and Media Representatives from the Winchester Star and The Northern Virginia Daily.

Staff present: Ms. Karen Taylor

1. Administrative Items:

a. Welcome and Introductions

Chairman Shickle welcomed everyone to the meeting. Mr. Donald Price and Ms. Kim Schick introduced themselves as representatives from Access Independence.

b. Review and Approval of the Minutes of the February 21, 2007 Policy Committee Meeting

**A motion was made by Mr. Riley to approve the minutes of the February 21, 2007 Policy Board Meeting. Motion seconded by Mr. Daley. Motion carried.**

c. Review of Financial Status Report

The board discussed and reviewed the report. Ms. Karen Taylor stated that with the absence of an Executive Director 60-70% of her time will be billed to MPO Work Task 1: Program Management and Administration.

d. Committee Meeting Status Report

The board reviewed and discussed the report. Report for informational purposes only, no action required.

e. Approval of Requested Changes to Technical Advisory Committee and Citizens Advisory Committee Representatives by the Town of Stephens City

**A motion was made by Mr. Kehoe to replace Mr. Evan Wyatt with Brian Henshaw, Town Planner on the Technical Advisory Committee and also have Mr. Henshaw as the representative for Stephens City on the Local Technical Assistance Projects Steering Committee. Have new citizen member Mr. Jeremiah Heller fill the vacancy on the Citizens Advisory Committee. Motion seconded by Mr. DeHaven. Motion carried.**

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**A motion was made by Mr. Daley to replace Mr. Tom Hoy with Ms. Carla Taylor on the Technical Advisory Committee. Motion seconded by Mr. DeHaven. Motion carried.**

- f. Review and Endorsement of request for FTA Section 5310 Program assistance from Grafton School – Request for 2 replacement modified minivans with wheel chair ramps

The committee reviewed the request. **A motion was made by Mr. Riley to endorse the request for FTA Section 5310 Program assistance from Grafton School for 2 replacement modified minivans with wheel chair ramps. Motion seconded by Mr. Kehoe. Motion carried.**

Ms. Woodruff will give the Policy Board a report of what the awards have been for the WinFred MPO area in reference to the FTA Section 5310 Program requests.

- g. Update on the submission of MultiModal Planning Grants

Mr. DeHaven updated the board on the submission of the MultiModal Planning Grants. Mr. Herb Pegram, who is working the MultiModal section and is helping review the MultiModal grant applications submitted comments and recommendations from the MultiModal Grant review committee. Mr. DeHaven reviewed the comments and recommendations with the board. He stated that all 4 applications that were submitted were reviewed and left in the mix for consideration. He stated that one of the recommendations was to rank the 4 projects that were submitted. Mr. DeHaven reviewed the comments and recommendations with the board members. During discussion, **a motion was made by Mr. Riley that the prioritization exists because of the merits of the applications - #1) Rte 7, #2) Rte 522S, #3) Rte 11N, #4) Rte 522N. Motion seconded by Mr. DeHaven. Motion carried.**

Discussion continued in reference to which projects to submit in a competitive state. The Board agreed that Mr. Bishop will submit the top 3 projects – Rte 7, Rte 522S, Rte 11N as competitive and Rte 522N as non-competitive.

**A motion was made by Mr. Riley to grant Mr. John Bishop in conjunction with the Local Technical Assistance Projects Steering Committee the flexibility to prepare an application that is consistent with the most logical termini. Motion seconded by Mr. Daley. Motion carried.**

- 2. Public Input Period

Mr. Rucker introduced Mr. John Simkins, Environmental Protection Specialist with FHWA. Mr. Simkins is also the Project Manager for I-81. Mr. Simkins will replace Mr. Rucker as the MPO contact.

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Ms. Kim Schick, Executive Director with Access Independence will be resigning effective April 30, 2007. Mr. Donald Price will serve as the Interim Director.

3. Presentation on Title VI – Mr. Homer Coffman, VDOT, Equal Opportunity Manager

Mr. Coffman gave a brief PowerPoint Presentation in reference to Title VI requirements and training. Mr. Coffman stated that he will perform the Title VI review in July 2007. The MPO will need to designate a Title VI Representative.

4. Review and Approval to Amend the FY 2006-2007 Unified Planning Work Program (UPWP) to Carry Over Local Technical Assistance Project Funds (\$80,000) and Include the Funds in the FY 2007-2008 UPWP

Mr. Ball stated that the current FY 2006-2007 Unified Planning Work Program will need to be amended in order to carry over the Local Technical Assistance Project Funds (\$80,000) and include the funds in the FY 2007-2008 UPWP. Mr. Kerr had written a letter to VDOT requesting the carryover, but the current UPWP has to be amended to reflect the carryover. During discussion, **a motion was made by Mr. Daley to amend the FY 2006-2007 Unified Planning Work Program (UPWP) to reflect the carry over of the Local Technical Assistance Project Funds (\$80,000) and include the funds in the FY 2007-2008 UPWP. Motion seconded by Mr. Masters. Motion carried.**

**A motion was made by Mr. Daley requesting Karen Taylor to work with Ms. Felicia Woodruff and Mr. John Bishop to prepare a letter for Chairman Shickle's signature in order to retain and carryover the FTA FY2006 funds in the amount of \$51,622. Motion seconded by Mr. Kehoe. Motion carried.**

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

The draft UPWP has been reviewed by the Technical Advisory Committee at their meeting held on March 6, 2007. The Technical Advisory Committee is recommending that the Policy Board authorize a public review period between the March and April meetings of the Policy Board. The Technical Advisory Committee and Citizens Advisory Committee would finalize the UPWP at their April meeting and make a recommendation to the Policy Board. The Policy Board would then review and adopt the UPWP at their April meeting.

Mr. Bishop and Mr. Ball briefly reviewed the Draft FY 2007-2008 Unified Planning Work Program with the board. After reviewing, **a motion was made by Mr. Riley to authorize a public review period between the March and April meetings of the Policy Board. Motion seconded by Mr. Daley. Motion carried.**

6. Discussion on MPO Staffing

The Policy Board briefly discussed who will sign as Secretary/Treasurer for the MPO since Mr. Kerr's resignation. During discussion, **a motion was made by Mr. Daley to appoint Ms. Shelley Owens, Business Manager/Interim Executive Director of the Regional Commission the**

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**Secretary/Treasurer for the WinFred MPO. Motion seconded by Mr. Kehoe. Motion carried.**

Chairman Shickle discussed the memorandum from Frederick County in reference to the MPO structure; the memo was mailed to all Policy Board members for their review. He stated that the memo is for information only.

Mr. Daley stated that the Regional Commission's Executive Committee will meet on Thursday, March 29<sup>th</sup> to discuss deciding where the committee wants to go with the Executive Director position. He stated that a Search Committee has been formed to assist the Executive Committee in reference to the Director's position. He stated that Ms. Shelley Owens is the Acting Director of the Regional Commission.

7. Other Business

Mr. Riley gave a status report on the Public Mobility Project. He stated that there has been minimum progress made. He stated the City of Winchester has returned the computer and any associated information that was with the program back to the Regional Commission. Mr. Riley has been in contact with Mr. Christoffel at the Regional Commission in reference to what it would take to resurrect this program. He stated that there is no further information to provide as of this date. He stated that the options would be an on demand system with Frederick County providing the resources in order to get the on demand system up and running. The effort for this project will be supplemented under Work Task 4: Public Mobility Program.

**Meeting adjourned at 11:45 A.M.**

**Winchester -Frederick County MPO  
Frederick County Board of Supervisors' Meeting Room  
Policy Board Meeting Minutes  
April 18, 2007 - 10:00 a.m.**

Chairman Dick Shickle called the meeting to order at 10:00 a.m. with the following MPO Policy Board members present: Mr. Chuck DeHaven, Mr. Mike Kehoe, Mr. Art Major, Mr. Stewart Masters, Mr. Garrett Moore and Mr. John Riley.

MPO Policy Board members absent: Mr. Ed Daley, Ms. Patricia Kampf, Mr. Ivan Rucker and Ms. Felicia Woodruff.

Others present: Mr. Bob Ball, Mr. John Bishop, Mr. Jerry Copp, Mr. Eric Lawrence, Mr. John Simkins, Mr. Tim Youmans and Media Representatives from the Winchester Star and The Northern Virginia Daily.

Staff present: Ms. Karen Taylor

**A motion was made by Mr. Riley to amend the agenda to add Fiscal Agent Status for the MPO under Other Business. Motion seconded by Mr. DeHaven. Motion carried.**

1. Administrative Items:

a. Welcome and Introductions

Chairman Shickle welcomed everyone to the meeting. There were no new introductions.

b. Review and Approval of the Minutes of the March 21, 2007 Policy Committee Meeting

**A motion was made by Mr. Riley to approve the minutes of the March 21, 2007 Policy Board Meeting. Motion seconded by Mr. Kehoe. Motion carried.**

c. Review and Approval of FY 2006-2007 3<sup>rd</sup> Quarter Progress Report and Invoice

**A motion was made by Mr. Kehoe to approve the FY 2006-2007 3<sup>rd</sup> Quarter Progress Report and Invoice. Motion seconded by Mr. Major. Motion carried.**

d. Committee Meeting Status Report

The board reviewed the report. Report for information purposes only, no action required.

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- e. Approval of Requested Changes to the Policy Board Alternate Voting Membership by VDOT

**A motion was made by Mr. DeHaven to approve Mr. Randy Kiser, Assistant District Administrator for Construction to serve as an alternate voting member of the Winchester-Frederick MPO Policy Board. Motion seconded by Mr. Masters. Motion carried.**

- f. Update on the Multimodal Planning Grant Re-submission and the TCSP (Transportation, Community, and System Preservation Program) Grant Application Submission

Mr. Bishop gave a status report on the grants. The four MultiModal Planning grants were updated with Scopes of Work. The Local Technical Assistance Steering Committee reviewed the grants and made minor changes, which have been implemented. The updated grants have been submitted.

Mr. Bishop reported that the TCSP grants are in the process of being updated to meet the recent changes in the criteria.

- 2. Public Input Period – None reported.
- 3. Review and Approval of the FY 2007-2008 Unified Planning Work Program (UPWP)

Ms. Taylor stated that a final review of the draft UPWP was completed by the Technical Advisory Committee at their meeting held on April 3, 2007 and the Citizens Advisory Committee at their meeting held on April 10, 2007. Ms. Taylor reviewed the following amendments made to the draft UPWP by the Technical Advisory Committee and the Citizens Advisory Committee. Both committees prioritized the local technical assistance projects contained in Task 5 for the Policy Board's consideration. The Technical Advisory Committee reached consensus that the description and budget for Work Task 4: Public Mobility Program will need to be updated. The committee agreed that once the Final Draft has been approved they will go back and update Work Task 4. Once that is complete, the FY2007-2008 UPWP will need to be amended. The funding table located on Page 11 in the UPWP has been revised and corrected. Mr. Kerr made an error in the Est. FHWA FY2007 Carryover Funds to FY2009; there was too much shown in the carryover. A final letter from the Department of Rail and Public Transportation showing the final numbers from FTA Section 5303 Allocations for FY 2008 has been received and the UPWP has been updated reflecting the final numbers. Due to lack of quorum, the Technical Advisory Committee took no action, but reached a consensus to recommend approval of the UPWP to the Policy Board. The Citizens Advisory Committee is recommending approval of the UPWP to the Policy Board.

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During discussion, **a motion was made by Mr. Riley to approve the FY 2007-2008 Unified Planning Work Program based on the amendments submitted by staff. Motion seconded by Mr. DeHaven. Motion carried.**

4. Update on SAFETEA-LU Requirements

Mr. Ball gave a brief overview of what the MPO needs to do to be SAFETEA-LU compliant. The SAFETEA-LU regulations were finalized in February 2007. The Management Team met on April 3, 2007 to discuss various tasks and updates that are needed to comply. The Management Team will meet on May 1, 2007 reference MPO compliance. It is anticipated that at the May or June Policy Board meeting, a package will be prepared for public comment in reference to updating the Long Range Planning Process. The following will need to be updated to be compliant: Constrained Long Range Plan (Addendum will be added to the Plan), Memorandum of Understanding, Public Involvement Plan and the TIP Process (4-year TIP instead of 3 year). There will also be a development of a Coordinated Human Services Transportation Plan. DRPT will be hiring a consultant who will be working with MPO's to assist in developing the plan.

The regulations state that the MPO must comply with the SAFETEA-LU by July 1, 2007. The goal is to have the updates at the May Policy Board meeting because there is a 45-day public comment period required after the Board meeting. If the MPO does not comply by July 1<sup>st</sup>, there will be no TIP amendments and no major plans or programs approved by FHWA.

5. Discussion and Update on Title VI

At their meeting held on April 3, 2007, the Technical Advisory Committee discussed along with Mr. Homer Coffman appointing a representative to work with him on the Title VI Assessment. After discussion, the Technical Advisory Committee reached a 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. The Citizens Advisory Committee at their meeting on April 10, 2007 concurred with the Technical Advisory Committee's recommendation.

During discussion, **a motion was made by Mr. DeHaven to appoint Ms. Karen Taylor to work with the MPO and Mr. Homer Coffman to compile information to complete the Title VI Assessment. Motion seconded by Mr. Riley. Motion carried.**

6. MPO Bicycle and Pedestrian Mobility Plan Progress Report

Representatives from the Bike and Pedestrian Steering Committee have provided comments on the first draft of the Bike and Pedestrian Mobility Plan back to Toole Design Group, the consultant preparing the Plan. The draft along with a map for a Bike Network and a separate map for Pedestrian Priorities was reviewed at the March 15<sup>th</sup>, 2007 Steering Committee meeting.

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The Policy Board will have two weeks to submit their comments on the Draft Plan to Ms. Taylor. During discussion, **a motion was made by Mr. Riley that the Policy Board will review the Final Bike and Pedestrian Mobility Plan as soon as the consultant completes the Draft Plan. Motion seconded by Mr. DeHaven. Motion carried.**

7. Other Business

**Discussion on Fiscal Agent Status for the MPO**

Mr. Riley led the discussion. He stated that Frederick County presented a proposal to the Policy Board at their March 2007 meeting. He stated that the City of Winchester had posed some concern with that option and during the City/County joint Finance Meeting the County had deferred to the City to provide a written proposal to the County assuming the Fiscal Agent relationship. **A motion was made by Mr. Riley that based on the current state of events with the City and them being in transition with a City Manager, he is recommending that at this point not to add any burden to the City but to let the fiscal agent status continue with the Northern Shenandoah Valley Regional Commission. Organized with Ms. Taylor being the lead contact and administrative support and when needed Mr. Bishop would provide any technical support under billable hours, if necessary. Mr. Riley stated that he is a member of the Regional Commission's Executive Committee and they have looked at tentative budgets and looked at the Commission's fiscal capability to manage and feels confident, if the Policy Board feels comfortable, that the Commission could continue in its current role in providing support to the MPO of a fiscal agent relationship. Motion seconded by Mr. DeHaven.**

Discussion continued. Mr. DeHaven expressed his concerns with the MPO staying with the Commission. Mr. Shickle stated the he supports Mr. Riley's motion. Mr. Masters proposed that the MPO move forward to maximize their mission, but take into consideration recent events.

**Motion carried.**

At the April 3, 2007 Technical Advisory Committee Mr. Bishop handed out information on a Bike and Pedestrian Conference in Falls Church on April 26 and 27. Consensus was that this item should be recommended to the Policy Board for a representative from the City, County and Town to attend on behalf of the MPO. The MPO is also requested to cover the cost of the conference. **A motion was made by Mr. Riley to approve the Technical Advisory Committee's request. Motion seconded by Mr. Kehoe. Motion carried.**

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

**Winchester -Frederick County MPO  
Frederick County Board of Supervisors' Meeting Room  
Policy Board Meeting Minutes  
May 16, 2007 - 10:00 a.m.**

Vice-Chair Mr. Masters called the meeting to order at 10:00 a.m. with the following MPO Policy Board members present: Mr. Jerry Copp for Mr. Garrett Moore, Mr. Chuck DeHaven, Mr. Charles Gaynor, Mr. Mike Kehoe, Mr. Art Major and Mr. John Riley.

MPO Policy Board members absent: Ms. Patricia Kampf, Mr. Ivan Rucker, Mr. Richard Shickle and Ms. Felicia Woodruff.

Others present: Mr. Bob Ball, Mr. John Bishop, Mr. Brian Henshaw, Mr. Eric Lawrence, Mr. Donald Price, Mr. John Simkins, Ms. Carla Taylor, Mr. Kris Tierney, Mr. Tim Youmans and Media Representatives from the Winchester Star and The Northern Virginia Daily.

Staff present: Ms. Karen Taylor.

1. ADMINISTRATIVE ITEMS:

- a. Welcome and Introductions – Mr. Masters welcomed new Policy Board member, Mr. Charlie Gaynor who replaced Mr. Ed Daley on the Policy Board.
- b. Review and Approval of the Minutes of the April 18, 2007 Policy Committee Meeting  
**A motion was made by Mr. Riley to approve the minutes of the April 18, 2007 Policy Board Meeting. Motion seconded by Mr. Kehoe. Motion carried.**
- c. Review of Financial Status Report  
The board briefly reviewed the report. Report for informational purposes only, no action required.
- d. Committee Meeting Status Report  
The board briefly reviewed the report. Report for information purposes only, no action required.
- e. Review and Approval of a resolution authorizing the Secretary-Treasurer to file a FY 2007-2008 Sect. 5303 grant application (Transit Planning Funds) with the Virginia Department of Rail and Public Transportation  
**A motion was made by Mr. Kehoe to approve a resolution authorizing the Secretary-Treasurer to file a FY 2007-2008 Sect. 5303 grant application (Transit Planning Funds) with the Virginia Department of Rail and Public Transportation. Motion seconded by Mr. Riley. Motion carried.**

2. PUBLIC INPUT PERIOD – None reported.

3. DRAFT UPDATED PUBLIC PARTICIPATION PLAN (PPP) – Mr. Bob Ball

A key component of WinFred MPO's effort to become SAFETEA-LU compliant are updates to the public participation process. Mr. Ball briefly reviewed the summary of changes in the DRAFT Public Participation Plan.

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A DRAFT updated Public Participation Plan (PPP) has been recommended by the Technical Advisory Committee and Citizens Advisory Committee to be made available for a 45 day public comment period.

Clarification of the participation process and inclusion of SAFETEA-LU regulation language constitute most changes in this Draft PPP. Once this public comment period ends around July 9, it may be possible for the Technical Advisory Committee and Citizens Advisory Committee to review and recommend approval of a final version at their July committee meetings. Review of this document, proposed improvements and revisions, and Policy Board approval to initiate the 45 day public comment period for this DRAFT PPP is being requested. After review, **a motion was made by Mr. DeHaven to approve a 45 day public comment and review period. Motion seconded by Mr. Gaynor. Motion carried.**

4. LIST OF INTERESTED PARTIES AND DRAFT LETTER SEEKING COMMENT ON DRAFT PPP

Ms. Taylor presented the list of interested parties and DRAFT letter seeking comment on the DRAFT PPP to the board. Ms. Taylor requested that the Policy Board review this list and DRAFT letter for suggestions and changes. She requested that the Policy Board designate a member to sign the letter and requested Policy Board approval to distribute the letter. Mr. Copp suggested that Ms. Taylor add Valley Health to the list of interested parties. Mr. Kehoe requested that Ms. Taylor add the Town of Middletown to the list of interested parties. After review, **a motion was made by Mr. Riley authorizing the Vice-Chair Mr. Masters to sign the letter seeking comment on the DRAFT Public Participation Plan and the list of interested parties as amended. Motion seconded by Mr. Gaynor. Motion carried.**

5. MPO BICYCLE AND PEDESTRIAN MOBILITY PLAN PROGRESS REPORT

Ms. Taylor stated that representatives from the Bike and Pedestrian Steering Committee met on May 7, 2006. She stated they provided additional comments on Chapter 6 of the Draft Plan. The Technical Advisory Committee will review the Draft Bike Plan at their meeting on June 5, 2007 and forward a recommendation to the Policy Board to approve a 20-day public comment period. The Policy Board will then have the opportunity to review and approve the public comment period at their meeting on June 20, 2007. The Final Bike and Pedestrian Plan should be complete and ready for final approval in August. No action required, informational purposes only.

Ms. Taylor stated that the contract between the MPO and Toole Design to complete the Bike and Pedestrian Plan expires on June 30, 2007. She stated that the consultant will not be completely finished with the Plan by this date. She stated that Toole Design presented two options to the MPO Policy Board, which are: either file for an extension to extend the contract with Toole Design or Toole Design agreed that if the MPO did not want to file an extension they (Toole Design) would absorb any costs associated to complete the Plan. During discussion, **a motion was made by Mr. Riley that the Policy Board not extend the contract and that Toole Design would absorb any costs associated to complete the Plan. Motion seconded by Mr. DeHaven. Motion carried.**

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6. SAFETEA-LU COMPLIANCE INFORMATION

Mr. Ball briefly reviewed the following items with the Policy Board:

- Memorandum of Understanding (MOU) will likely require some modifications. MPO staff would like Policy Board recommendation on which MPO representatives should work cooperatively with VDOT to develop language for updated MOU. The Policy Board agreed that Ms. Taylor and the Technical Advisory Committee will work with VDOT to develop language for updated MOU.
- Management Team is working on CLRP updates. MPO staff will request Policy Board approval to begin 20 day public comment period and review of these CLRP updates, hopefully at our June meeting.
- TMPD and FHWA would like to meet with WinFred MPO staff to review SAFETEA-LU compliance effort, possibly prior to June Policy Board meeting. The Policy Board agreed that Ms. Taylor and members of the Management Team will meet with FHWA along with Mr. Ball from VDOT.

7. Other Business

Ms. Taylor reported that FHWA has approved the WinFred MPO FY08 UPWP.

Ms. Taylor stated that the Bylaws do not need to be amended to add Mr. Randy Kiser as an alternate member to serve in the absence of Mr. Garrett Moore.

Mr. Riley requested that Mr. DeHaven present the WinFred MPO priorities at the VDOT Six Year Improvement Program Public Hearing on May 31, 2007 at 7:00 PM.

**Meeting adjourned at 10:30 A.M.**

**Winchester -Frederick County MPO  
Frederick County Board of Supervisors' Meeting Room  
Policy Board Meeting  
June 20, 2007 - 10:00 a.m.**

Chairman Dick Shickle called the meeting to order at 10:00 a.m. with the following MPO Policy Board members present: Mr. Chuck DeHaven, Mr. Charles Gaynor, Mr. Brian Henshaw for Mr. Mike Kehoe, Mr. Stewart Masters, Mr. Garrett Moore and Mr. John Riley.

MPO Policy Board members absent: Ms. Patricia Kampf, Mr. Art Major, Mr. Ivan Rucker and Ms. Felicia Woodruff.

Others present: Mr. Bob Ball, Mr. John Bishop, Mr. Jerry Copp, Mr. Don Price, Ms. Carla Taylor, Mr. Tim Youmans and a representative from the Winchester Star.

Staff present: Ms. Karen Taylor.

**1. ADMINISTRATIVE ITEMS:**

- a. Welcome and Introductions – Mr. Shickle welcomed everyone to the meeting.
- b. Review and Approval of the Minutes of the May 16, 2007 Policy Committee Meeting  
**A motion was made by Mr. Riley to approve the minutes of the May 16, 2007 Policy Board meeting. Motion seconded by Mr. Moore. Motion carried.**
- c. Review of Financial Status Report – The board briefly reviewed the report. Report for informational purposes only, no action required.
- d. Committee Meeting Status Report – The board briefly reviewed the report. Report for informational purposes only, no action required.

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

**3. Review of SAFETEA-LU draft documents**

Mr. Ball briefly reviewed the Draft Amendment to the 2030 Long Range Plan, Updated MOU and Updated Self-Certification documents with the Board members.

Mr. Ball stated that MPO Staff met with FHWA officials and VDOT-TMPD staff on June 4<sup>th</sup> to review the WinFred MPO planning process. Their comments are incorporated in the summary sheet included in the agenda packet.

Mr. Ball stated that the draft amendment to the 2030 Long Range Plan has been reviewed by the Citizen and Technical Advisory Committees and both committees have recommended approval for a 20 day public comment period. During discussion, **a motion was made by Mr. Riley for staff to initiate the 20 day public comment period for the Amendment to the 2030 Long Range Plan. Motion seconded by Mr. Gaynor. Motion carried.**

Mr. Ball stated that the Technical Advisory Committee reviewed and is recommending approval of the Draft Memorandum of Understanding (MOU) to the Policy Board. MPO staff requests Policy Board approval to forward this Draft Updated MOU to the STATE for their review and to FHWA and FTA for their concurrence that this agreement satisfies SAFETEA-LU regulations. During discussion, **a motion was made by Mr. DeHaven to forward the Draft Updated Memorandum of Understanding to the STATE for their review and to FHWA and FTA for their concurrence that this agreement satisfies SAFETEA-LU regulations. Motion seconded by Mr. Gaynor. Motion carried.**

Mr. Ball stated that the Updated Self-Certification is for information purposes only. This form, which is executed annually or with development of a new Transportation Improvement Program (TIP), has been updated with SAFETEA-LU regulation language. Mr. Shickle requested that this item be placed on the Policy Board Agenda before he signs as Chairman.

**4. List of resource agencies and DRAFT letters seeking environmental mitigation discussion from Federal, State and local resource agencies**

The board reviewed the list of resource agencies and DRAFT letters seeking environmental mitigation discussion and comparison of transportation plans from Federal, State and local resource agencies. Staff requested that the Policy Board review the list and draft letters for suggestions, changes and guidance on who should sign the letters and approval to distribute the letter.

**A motion was made by Mr. Riley approving the draft letters seeking environmental mitigation discussion from Federal, State and local resource agencies and authorizing Chairman Shickle to sign the letters. Motion seconded by Mr. DeHaven. Motion carried.**

**5. Draft MPO Bicycle and Pedestrian Mobility Plan review and approval for a 20 day public comment period and a public meeting to present the Draft Plan**

The Board reviewed and discussed the Draft MPO Bicycle and Pedestrian Mobility Plan. The Technical Advisory and Citizen Advisory Committees reviewed and have recommended a 20 day public comment period for Policy Board approval. Both committees have also recommended for Policy Board approval, setting up a public meeting to present the draft plan. The following dates are being proposed for the public meeting: Tuesday, July 10<sup>th</sup> or Thursday, July 12<sup>th</sup> at Our Health from 4PM – 7PM.

During discussion of the draft plan, Chairman Shickle expressed his concerns approving the document for public review and comment. He stated the verbiage was very redundant in portions of the plan. Several members expressed their concerns with the graphics included in the draft plan and not being able to decipher the black and white maps in the plan. Mr. Bishop, a member of the Bicycle and Pedestrian Steering Committee briefly reviewed the plan with the board members and offered suggestions on how to proceed with the plan. During discussion, **a motion was made by Mr. Riley to refer the Draft Bicycle and Pedestrian Mobility Plan back to staff to incorporate their comments through the consultant (Toole Design) into this document and**

to return the document back to the Policy Board for their July meeting with the comments included if possible and an updated set of graphics. At that point, if the Policy Board is satisfied with the content, they can set a date for the public comment period. Motion seconded by Mr. Gaynor. Motion carried.

**6. Review and approval of TIP Amendment**

Ms. Taylor briefly reviewed the TIP Amendment for Route 522 – Construct Left Turn Lane with the Board. She stated that the Technical Advisory Committee has reviewed the amendment and is recommending approval to the Policy Board to initiate a 20 day public comment period. Mr. Copp further explained the exact location of the project. During Discussion, **a motion was made by Mr. DeHaven for staff to initiate a 20 day public comment period for TIP Amendment (UPC No. 81246) Route 522 – Construct Left Turn Lane. Motion seconded by Mr. Riley. Motion carried.**

**7. Recommended TIP Adjustment Procedure from Technical Advisory Committee – Ivory Attachment**

Ms. Taylor stated that the Technical Advisory Committee is recommending to the Policy Board a formal TIP Adjustment Procedure for their review and approval. Following is the recommended procedure: **MPO staff will email proposed TIP Adjustment(s) to the Technical Advisory Committee and TAC Management Team members will have one week to respond back to staff with comments.**

During discussion, the Policy Board requested to have a descriptive narrative for any future TIP adjustments when they are presented to them. During discussion, **a motion was made by Mr. Riley to approve the following TIP Adjustment Procedure recommended by the Technical Advisory Committee: MPO staff will email proposed TIP Adjustment(s) to the Technical Advisory Committee and TAC Management Team members will have one week to respond back to staff with comments. Motion seconded by Mr. DeHaven. Motion carried.**

Ms. Taylor stated that the enclosed TIP Adjustments are for information purposes only. The Technical Advisory Committee approved the adjustments at their meeting on June 5, 2007.

**8. Multimodal Planning Grant Program**

Ms. Taylor reviewed a letter from the Commonwealth’s Multimodal Transportation Planning Office informing the WinFred MPO that the grant proposal for the Route 7 Corridor Study project was selected to receive a Multimodal Planning Grant.

Ms. Taylor stated that the FY08 UPWP will need to be amended in July reflecting the addition of this Work Task. She stated that the Policy Board will need to decide if they want to proceed with a formal 20 day public comment period or allow the public to comment at the August Policy Board meeting.

*Changes to the UPWP during the fiscal year will require MPO Policy Board review and approval at a public meeting; the need for and duration of any additional public comment period related to approving changes to the UPWP during the fiscal year will depend on the nature of these changes, and will be determined by Policy Board on a case by case basis.*

The Technical Advisory Committee will assist Ms. Taylor in writing a description for the Route 7 Corridor Study project to be incorporated in the UPWP. This item will be forwarded to the Policy Board for their recommendation at their July meeting.

**9. Other Business – None reported.**

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

**Winchester -Frederick County MPO  
Frederick County Board of Supervisors' Meeting Room  
Policy Board Meeting Minutes  
July 18, 2007 - 10:00 a.m.**

Chairman Dick Shickle called the meeting to order at 10:00 a.m. with the following MPO Policy Board members present: Mr. Chuck DeHaven, Mr. Charles Gaynor, Mr. Mike Kehoe, Mr. Art Major, Mr. Stewart Masters, Mr. Garrett Moore, Mr. John Riley and Mr. John Simkins.

MPO Policy Board members absent: Mr. Charles Badger and Mr. Tony Cho.

Others present: Mr. Bob Ball, Mr. John Bishop, Mr. Donald Price, Mr. Tim Youmans and media representatives from the Northern Virginia Daily and Winchester Star.

Staff present: Ms. Shelley Owens and Ms. Karen Taylor.

**1. ADMINISTRATIVE ITEMS:**

- a. Welcome and Introductions – Mr. Shickle welcomed everyone to the meeting. Ms. Taylor introduced Ms. Shelley Owens, Executive Director for the Regional Commission.
- b. Election of FY 2007-2008 Officers  
**A motion was made by Mr. Riley to have Mr. Shickle continue as Chairman and Mr. Masters continue as Vice-Chairman of the WinFred MPO. Motion seconded by Mr. Kehoe. Motion carried.**
- c. Review and Approval of the Minutes of the June 20, 2007 Policy Committee Meeting  
**A motion was made by Mr. DeHaven to approve the minutes of the June 20, 2007 Policy Board meeting. Motion seconded by Mr. Riley. Motion carried.**
- d. Review of Approval of FY 2006-2007 4<sup>th</sup> Quarter Progress Report and Invoice  
**A motion was made by Mr. Riley to approve the FY 2006-2007 4<sup>th</sup> Quarter Progress Report and Invoice. Motion seconded by Mr. Masters. Motion carried.**
- e. Committee Meeting Status Report  
The committee reviewed the report; this report is for information purposes only, no action required.

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

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

Chairman Shickle called a public comment period. Receiving no input from the public, the Board proceeded and the public comment period closed.

Ms. Taylor stated that the Draft Plan has undergone a 45 day public comment and review period until July 11, 2007 and letters to interested parties have been mailed. She stated a comment has been received from Access Independence and the comment has been incorporated into the Draft Plan. Ms. Taylor stated that the draft Public Participation Plan was reviewed by the Citizens and Technical Advisory Committees at their July meetings. Both committees have forwarded a recommendation of approval to the Policy Board.

After a brief review of the plan, **a motion was made by Mr. Riley to approve the Public Participation Plan along with authorization for Chairman Shickle to sign the resolution. Motion seconded by Mr. Kehoe. Motion carried.**

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

Chairman Shickle called a public comment period. Receiving no input from the public, the Board proceeded and the public comment period closed.

Ms. Taylor stated that the Draft Amendment to the Long Range Plan was reviewed by the Citizens and Technical Advisory Committees at their July meetings. She stated that the Citizens Advisory Committee made a few minor grammatical corrections to the document. Ms. Taylor reviewed the corrections with the Board. Ms. Taylor stated that the Technical Advisory Committee had no changes or corrections. She stated that both committees have forwarded a recommendation of approval to the Policy Board. She stated that the document is under public comment and review period until July 12, 2007 and letters to resource agencies seeking environmental mitigation discussion have been mailed. Ms. Taylor briefly reviewed comments received from the Virginia Department of Housing and Community Development, Department of Historic Resources and Department of Game and Inland Fisheries. She stated that these comments were received after the Citizen and Technical Advisory Committee meetings. The committee agreed not to respond to the comments, since these agencies will be contacted when the 2030 Long Range Plan is updated.

After a review of the amendment, **a motion was made by Mr. Riley to approve the Amendment to the WinFred MPO Long Range Plan. Motion seconded by Mr. Moore. Motion carried.**

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

Chairman Shickle called a public comment period. Receiving no input from the public, the Board proceeded and the public comment period closed.

Ms. Taylor stated that the amendment is under public comment and review period until July 12, 2007. She stated that no comments have been received. She stated that the amendment was reviewed by the Technical Advisory Committee at their July meeting and they have forwarded a recommendation of approval to the Policy Board.

After reviewing the amendment, **a motion was made by Mr. DeHaven to approve the Route 522 (UPC 81246) TIP Amendment and authorization for Chairman Shickle to sign the resolution. Motion seconded by Mr. Kehoe. Motion carried.**

**6. Review and approval of 20 day public comment period for TIP Amendment**

Ms. Taylor stated that enclosed in the packet, is a TIP Amendment which includes a rail crossing safety project located on Route 668 Branson Spring Road (.22 Mile Southeast of Rt. 11) in Frederick County to install gates and flashing lights. She stated that the total estimated cost of the project is \$195,000.

She stated that the Technical Advisory Committee reviewed the amendment at their July meeting and is recommending approval to the Policy Board to initiate a 20 day public comment period.

After reviewing the amendment, **a motion was made by Mr. Riley to approve the 20 day public comment period for Branson Spring Road TIP Amendment (UPC # 81099). Motion seconded by Mr. Masters. Motion carried.**

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

Ms. Taylor stated that enclosed in the packet is a Draft version of Work Task 6 – Route 7 Corridor Study Project which outlines the Objective, Description and Budget for the project. She handed out an updated copy of the UPWP funding table which reflects the budget amount for the project. She stated that the grant award amount is \$115,000 with an \$11,500 in-kind match by local staff.

Ms. Taylor stated that the Technical Advisory Committee reviewed this information at their July meeting and has forwarded a recommendation to proceed with a formal 20 day public comment period in reference to amending the FY 2008 UPWP. After reviewing the amendment, **a motion was made by Mr. DeHaven to approve the amendment to the FY08 UPWP for 20 day public comment and review period. Motion seconded by Mr. Moore. Motion carried.**

Ms. Taylor stated that the Technical Advisory Committee also forwarded a recommendation to Policy Board to refer this Study Project to the Local Technical Assistance Steering Committee. **A motion was made by Mr. Riley to refer the Route 7 Corridor Study Project to the Local Technical Assistance Steering Committee. Motion seconded by Mr. Major. Motion carried.**

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

Ms. Taylor stated that the Bicycle and Pedestrian Steering Committee met on July 5<sup>th</sup> to address Policy Board's concerns in reference to the Draft Plan. She stated that the Consultant (Toole Design) is addressing staff comments and Policy Board's comments, which will be addressed in the updated draft plan. Ms. Taylor stated that Toole Design will be presenting the updated draft plan to the Policy Board at their August meeting.

**9. Update on the Route 37 Access Management Study**

Mr. Bishop updated the Board on the Route 37 Access Management Study. He handed out a report from the consultant (HNTB) – Technical Memorandum #1, Draft Existing Conditions Report for Policy Board's review. He stated that the consultant has done the first run of modeling and is in the process of creating alternatives. He stated that the Local Technical Assistance Steering Committee has reviewed the first group of alternatives and just received a new group.

**10. Update on Development of 4 Year FY07-10 TIP for SAFETEA-LU compliance**

Mr. Ball will briefed the Policy Board on updating our current 3-year FY06-08 TIP to a 4 year FY07-10 TIP, in order to satisfy SAFETEA-LU regulations. He reviewed the following strategy which includes the following steps:

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- 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 (FY09-10),
- b) The MPO will update our current FY 2006-2008 TIP, adhering to our Public Participation Plan, adding this FY 2009-2010 TIP Addendum to create a 4 year 2007-2010 TIP by December 11, 2007,
- c) It is anticipated that VDOT and DRPT will develop a completely new 4 year FY 2008-2011 TIP for our MPO and the entire State by September 30, 2008. It is the State’s goal to combine the Six Year Improvement Plan (SYIP) with the Statewide Transportation Improvement Program (STIP) to create one programming document during this effort.

Mr. Ball briefly reviewed the suggested resolution language for MPO concurrence with this strategy, along with an example of a TIP Addendum project with FY 2009-2010 obligation information. He stated that the Federal Agencies and the State would like all MPO’s agree to this strategy. The Technical Advisory Committee reviewed this information at their July meeting and has forwarded a recommendation to concur with this TIP strategy. After review, **a motion was made by Mr. Riley to approve the suggested resolution language for MPO concurrence and authorization for Chairman Shickle to sign the resolution. Motion seconded by Mr. DeHaven. Motion carried.**

**11. Other Business**

Mr. Riley advised the MPO that Ms. Taylor will leaving at the end of October for Maternity Leave and will return mid January 2008. Mr. Riley stated that with consultation with Mr. Bishop and Ms. Owens, they are trying to determine the best way to staff Ms. Taylor’s position while she is on leave. He stated that discussions have been leaning toward using current Frederick County or City Staff. Mr. Riley stated that until Ms. Taylor returns, they will come up with a strategy that is satisfactory to the MPO and the Regional Commission. The strategy will be developed by the Regional Commission’s Executive Director and Frederick County’s Transportation Planner.

Chairman Shickle stated that he would like Frederick County and the City work together during this interim period. Mr. Kehoe stated that Stephens City has been briefed on this subject and they are ok with the concept that Mr. Riley just spoke about. Mr. Major stated that he is comfortable but would like to have further discussion in reference to what the City’s interest is.

Mr. Kehoe inquired about having quarterly MPO meetings and asked what was decided a few months ago. Chairman Shickle stated that he recalled that the decision was to have monthly meetings unless there was not a need. Ms. Taylor confirmed that was the decision.

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





**Winchester -Frederick County MPO  
Frederick County Board of Supervisors' Meeting Room  
Policy Board Meeting Minutes  
August 15, 2007 - 10:00 a.m.**

Chairman Dick Shickle called the meeting to order at 10:00 a.m. with the following MPO Policy Board members present: Ms. Susan Anderson for Mr. Chip Badger, Mr. Chuck DeHaven, Mr. Charles Gaynor, Mr. Mike Kehoe, Mr. Randy Kiser for Mr. Garrett Moore, Mr. Stewart Masters, Mr. John Riley and Mr. John Simkins.

MPO Policy Board members absent: Mr. Tony Cho and Mr. Art Major.

Others present: Mr. Bob Ball, Mr. John Bishop, Mr. Jerry Copp, Ms. Jennifer Hefferan, Mr. Donald Price, Ms. Jennifer Toole and media representatives from the Northern Virginia Daily and Winchester Star.

Staff present: Ms. Karen Taylor.

**1. ADMINISTRATIVE ITEMS:**

- a. Welcome and Introductions – Chairman Shickle welcomed everyone to the meeting. Ms. Taylor introduced Ms. Hefferan and Ms. Toole of Toole Design Group and Ms. Susan Anderson of DRPT.
- b. Review and Approval of the Minutes of the July 18, 2007 Policy Board Meeting – **A motion was made by Mr. Riley to approve the minutes of the July 18, 2007 Policy Board meeting. Motion seconded by Mr. DeHaven. Motion carried.**
- c. Review of Financial Status Report – The committee reviewed the report. No action required.
- d. Committee Meeting Status Report – The committee reviewed the report. No action required.
- e. Approval of Requested Changes to the Technical Advisory Committee Membership by City of Winchester – **A motion was made by Mr. Riley to approve the requested changes to the Technical Advisory Committee Membership and the Local Technical Assistance Steering Committee by the City of Winchester. Motion seconded by Mr. DeHaven. Motion carried.**

**A motion was made by Mr. Riley that the Local Technical Assistance Steering Committee membership shall be one elected and one appointed person from each jurisdiction and one VDOT representative. Motion seconded by Mr. DeHaven. Motion carried.**

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

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

Toole Design presented the Draft MPO Bicycle and Pedestrian Mobility Plan to the Policy Board members. A question and answer session followed the presentation. Chairman Shickle asked a question in reference to bicycle lanes and if it is addressed in the Plan. The Consultant stated that bicycle lanes are addressed in the Plan. Mr. DeHaven stated that the Plan states that 1/3 of the population does not have access to or use of an automobile and asked where that number was derived. The consultant stated that the data is from census data. Mr. DeHaven expressed his concerns in reference to the cost to fund facilities as outlined in the Plan. Discussion continued in reference to funding.

Ms. Taylor stated that the Technical Advisory Committee reviewed the Draft Plan at their August 7, 2007 meeting and forwarded a recommendation of approval for the 20 day public comment and review period to the Policy Board. The Technical Advisory Committee has also recommended for Policy Board approval, setting up a public meeting allowing the public additional opportunity to review and comment on the plan. MPO Staff, County and City representatives will attend the public meeting.

Ms. Taylor stated that the Citizens Advisory Committee reviewed the Draft Plan at their August meeting and forwarded a recommendation of approval for the 20 day public comments and review period. The Citizens Advisory Committee has also forwarded recommendations for consideration to the Policy Board members. Ms. Taylor handed out and reviewed the recommendations.

After discussion, **a motion was made by Mr. Riley to approve the 20 day public comment period for the Draft Bicycle & Pedestrian Mobility Plan with the noted concerns. Motion seconded by Mr. Kehoe. Motion carried.**

**4. TIP Amendment – Branson Spring Road**

Ms. Taylor stated that enclosed in the agenda packet, is a TIP Amendment which includes a rail crossing safety project located on Route 668 Branson Spring Road (.22 Mile Southeast of Rt. 11) in Frederick County to install gates and flashing lights. She stated that the amendment was under public comment and review period until August 11, 2007. Ms. Taylor stated that she has received no comments. She stated that the amendment was reviewed by the Technical Advisory Committee at their August meeting and they have forwarded a recommendation of approval to the Policy Board. Chairman Shickle called for any additional comments from the public. After receiving no additional public comments, **A motion was made by Mr. DeHaven to approve TIP Amendment UPC No. 81102 (Branson Spring Road) and authorization for Chairman Shickle to sign the accompanying resolution. Motion seconded by Masters. Motion carried.**

**5. Transit TIP Adjustment: FY07 Program Year**

Ms. Taylor stated that enclosed in the agenda packet, is a request from the City of Winchester's Transit Department requesting an adjustment to the WinFred MPO TIP regarding their FY07 Capital Budget.

She stated that DRPT did not approve the construction funds for a new administrative building; therefore, constituting an adjustment to the WinFred MPO TIP.

Ms. Taylor stated that per the TIP Adjustment procedure, she emailed the Technical Advisory Committee and received feedback from the Management Team. All members of the Management Team are in concurrence with the Transit Adjustment. She stated that this is for information purposes only, no action required by the Policy Board.

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

Ms. Taylor stated that enclosed in your packet is a Draft version of Work Task 6 – Route 7 Corridor Study Project which outlines the Objective, Description and Budget for the project. Also attached is the updated funding table which reflects the grant funds for this project. Ms. Taylor stated that the amendment was under a public comment and review period until August 11, 2007. Ms. Taylor stated that no comments have been received from the public. She stated that the amendment has been reviewed by the Technical Advisory Committee at their August meeting and they have forwarded a recommendation of approval to the Policy Board. After a brief review, **a motion was made by Mr. Riley approving the amendment to the FY 2008 UPWP reflecting the Route 7 Corridor Study Project. Motion seconded by Mr. Kehoe. Motion carried.**

**7. FY2008 UPWP Funding Table Update to Reflect Final Highway and Transit Carryover Figures**

Ms. Taylor stated that enclosed in the agenda packet, is a copy of the FY2008 UPWP Funding Table which has been updated to reflect final FY06 and FY07 Carryover funds for Highway and Transit. Ms. Taylor stated that since this is a minor financial adjustment, there is no need for an amendment to the FY08 UPWP. Ms. Taylor stated that the FY2006 Carryover Transit Funds to FY2008 will be lost as of June 30, 2008. She also stated that the Technical Advisory Committee may be requesting to use those funds for a City and Countywide Transit Study. She stated that the updated table is being presented for information purposes only; no action required.

**8. FY2008 UPWP Work Task 4: Public Mobility Program Revision**

Ms. Taylor stated that during the public comment period for the FY2008 UPWP, the Technical Advisory Committee agreed to postpone revising Work Task 4: Public Mobility Program. She stated that at their August meeting, the Technical Advisory took the first steps in updating this Work Task. Ms. Taylor stated that enclosed in the packet is a DRAFT version of the Task for Policy Board's review.

Ms. Taylor stated that the Technical Advisory Committee is recommending taking this course of action and an approval by the Policy Board will simply authorize the Technical Advisory Committee to move forward with the change which will take it back through the Technical Advisory Committee. She stated that once the full Technical Advisory Committee reviews the draft work task it will then go before the Policy Board for approval for public comment. After a brief discussion, **a motion was made by Mr. Riley authorizing the Technical Advisory Committee further revision to Work Task 4. Motion seconded by Mr. DeHaven. Motion carried.**

**9. Draft Memorandum of Understanding**

Mr. Ball briefly reviewed and discussed with the members the slightly revised MOU based on comments received from FHWA and informal comments received from TMPD. The Technical Advisory Committee reviewed the Draft MOU at their August meeting and has forwarded a recommendation of approval to the Policy Board. Ms. Taylor stated that staff is requesting the Policy Board's approval for the DRAFT MOU, which would then be submitted for final State review (i.e. – Attorney General's office or Secretary's Office). **After a brief review of the MOU, a motion was made by Mr. Riley authorizing staff to submit the Draft MOU to the State for final review. Motion seconded by Mr. DeHaven. Motion carried.**

**10. Other Business – None reported.**

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



**Winchester -Frederick County MPO  
Frederick County Board of Supervisors' Meeting Room  
Policy Board Meeting Minutes  
September 19, 2007 - 10:00 a.m.**

Chairman Dick Shickle called the meeting to order at 10:00 a.m. with the following MPO Policy Board members present: Ms. Susan Anderson for Chip Badger, Mr. Chuck DeHaven, Mr. Brian Henshaw for Mr. Mike Kehoe, Mr. Garrett Moore and Mr. John Riley.

MPO Policy Board members absent: Mr. Charles Gaynor, Mr. Art Major, Mr. Stewart Masters, Mr. John Simkins and Mr. Tony Cho.

Others present: Mr. Bob Ball, Mr. John Bishop, Mr. Jerry Copp, Mr. Randy Kiser, Mr. Eric Lawrence, Mr. Donald Price, Mr. Jay Tibbs and Mr. Kris Tierney.

Staff present: Ms. Karen Taylor.

**1. ADMINISTRATIVE ITEMS:**

- a. Welcome and Introductions – Chairman Shickle welcomed everyone to the meeting.
- b. Review and Approval of the Minutes of the August 15, 2007 Policy Board Meeting – **A motion was made by Mr. Riley to approve the minutes of the August 15, 2007 Policy Board meeting. Motion seconded by Mr. DeHaven. Motion carried.**
- c. Review of Financial Status Report – The committee reviewed the report. Chairman Shickle asked if the MPO budget is broken down to show categories for staff training, etc. Ms. Taylor will check with the Regional Commission's Finance Director and forward Chairman Shickle the Commission's budget which also reflects the MPO's budget. No action required.
- d. Committee Meeting Status Report – The committee reviewed the report. No action required.

**2. Public Comment Period** – Mr. Donald Price spoke on behalf of Access Independence in reference to the MPO Bicycle & Pedestrian Mobility Plan and ADA. Mr. Price submitted a letter to the MPO on August 22, 2007 outlining his concerns. The letter is included in this agenda packet.

**3. MPO Bicycle and Pedestrian Mobility Plan Public Meeting Update**

Ms. Taylor stated that enclosed in the packet is a compilation of comments received on the Bicycle and Pedestrian Mobility Plan. Ms. Taylor gave an overview of the comments received thus far and an update on the public meeting that was held on September 6, 2007. She stated that the public comment and review period began on August 18 and ended on September 6, 2007. Ms. Taylor stated that the Consultant is addressing the comments and concerns in the Plan and will have the Final Plan to staff by September 24, 2007. Ms. Taylor stated that the Final Plan will be up for adoption at the October 18 Policy Board meeting.

**4. TIP Amendment – Fairmont Avenue**

Ms. Taylor stated that enclosed in the packet, is a TIP Amendment which includes a rail crossing safety project located on Fairmont Avenue at the Intersection of Wyck Street in the City to install gates and flashing lights. She stated that Winchester & Western Railroad was the applicant who requested this project funding a few years ago. Ms. Taylor stated that Technical Advisory Committee member, Jim Deskins spoke with the President of Winchester & Western Railroad and they are not interested in pursuing the improvements to the crossing at Fairmont Avenue.

Ms. Taylor stated that the Technical Advisory Committee reviewed the amendment at their September meeting and forwarded a recommendation to the Policy Board, that based on discussions with Winchester & Western Railroad, that the Fairmont Avenue Amendment be withdrawn from the WinFred MPO TIP.

During discussion, **a motion was made by Mr. Riley to table this agenda item, if no city representatives are present at the conclusion of the meeting. Motion seconded by Mr. Moore. Motion carried.**

**5. Amendment to FY2008 UPWP Work Task 4: Public Mobility Program Revision**

Ms. Taylor stated that enclosed in the packet, is the revised Work Task 4: Public Mobility. She stated that the Policy Board approved the Technical Advisory Committee proceeding with revising this task at their August meeting.

Ms. Taylor stated that the revision to work task 4 was reviewed by the Technical Advisory Committee at their September meeting and they have forwarded a recommendation to amend the FY2008 UPWP to reflect the addition of the revised Work Task4B: City and Countywide Transit Study and to proceed with the 20 day public comment and review period.

Ms. Taylor stated that staff is requesting that the Policy Board approve the 20 day public comment and review period to amend the FY20008 UPWP.

**A motion was made by Mr. Riley to approve the 20 day public comment and review period to amend the FY 2008 UPWP. Motion seconded by Mr. Moore. Motion carried.**

**6. Route 37/81/11 Interchange Study**

Ms. Taylor stated that the public meeting on the Route 37/81/11 Interchange Study was held on September 10<sup>th</sup> at the Frederick County Board of Supervisors' meeting room to present information on the study. Ms. Taylor stated that enclosed in the agenda packet is a copy of the three alternatives presented at the meeting, an informational handout and a copy of the project timeline. Ms. Taylor stated that there were 51 attendees at the public hearing. She stated that this information is being presented for information purposes only, no action required.

**7. Plan Adoption Process**

Ms. Taylor stated that at their September meeting, the Technical Advisory Committee discussed the process by which plans are adopted per the request of Frederick County.

Ms. Taylor stated that the Technical Advisory Committee is forwarding the following recommendation to the Policy Board that prior to releasing Plan documents for public comment, that the individual jurisdictions have the opportunity to review the documents.

The Policy Board members reviewed the recommendation and agreed that the jurisdictions should review and **approve** Plan documents. During discussion, **a motion was made by Mr. Moore to table this agenda item, if no city representatives are present at the conclusion of the meeting. Motion seconded by Mr. Henshaw. Motion carried.**

**8. Training Opportunities through the UVA Center for Transportation Studies**

The committee briefly discussed the brochures on two training opportunities taking place in October through the UVA Center for Transportation Studies. Ms. Taylor stated that the topics are Site Impact Analysis and Roundabouts and the classes run back to back over a three day period in Chantilly, October 17-19. Total cost per person with registration and accommodations is approximately \$400 or less depending upon hotel cost.

Ms. Taylor stated that she has received a request from Frederick County that the MPO consider sending staff from member jurisdictions to these training opportunities. Mr. Youmans stated that he has spoken with Mr. Gaynor, Interim City Manager, and the City is receptive to the idea of sending a city representative to the training and to use MPO funds to pay for the training. During discussion, **a motion was made by Mr. Riley to approve sending staff from each locality within the MPO and using MPO funds for the proposed training opportunities. Motion seconded by Mr. Moore. Motion carried.**

**9. MPO Meeting Schedule for November and December**

Ms. Taylor requested the following MPO meeting schedule for November through January:

- November: All meetings cancelled
- December: Regularly scheduled TAC meeting; December 12 Policy Board Meeting
- January: January 15<sup>th</sup> TAC meeting; January 23<sup>rd</sup> Policy Board Meeting

**A motion was Mr. Riley to approve the proposed schedule. Motion seconded by Mr. Henshaw. Motion carried.**

**10. Other Business – None reported.**

**Meeting adjourned at 10:40 A.M.**



