

**Winchester -Frederick County MPO
Citizens Advisory Committee Meeting Minutes
First Bank, 1835 Valley Ave, Winchester, VA
April 8, 2008 at 8:00 AM**

Chairman Bill Bayliss called the meeting to order with the following members present: Mr. Walt Cunningham and Mr. Harry Smith.

Others present: Ms. Karen Taylor (Staff) and Mr. Donald Price (Access Independence).

1. Administrative Matters – Bill Bayliss, Chairman

- a. Review and Approval of the Minutes of the March 11, 2008 Meeting – **A motion was made by Mr. Cunningham to approve the minutes. Motion seconded by Mr. Smith. Motion carried.**
- b. City of Winchester Committee Representation - Chairman Bayliss requested that the minutes reflect the passing of Mr. Alson Smith and condolences and prayers for the family. Chairman Bayliss stated that the committee wants to show their thanks for his service on the Citizens Advisory Committee. He stated that this does leave a vacancy on the committee. The committee requested that Ms. Taylor contact the City Manager, Mr. Godfrey in reference to the vacancy and request that the City Council appoint a City Representative to the Committee.

2. Citizen Comment Period – Mr. Donald Price with Access Independence handed out an informational flyer announcing training they will be hosting on housing and transportation.

3. Draft FY 2009 Unified Planning Work Program

Ms. Taylor stated that the Technical Advisory Committee reviewed the DRAFT UPWP at their April meeting. She stated that they have forwarded a recommendation of approval to the Policy Board.

Ms. Taylor stated that staff is requesting that the Citizens Advisory Committee review the Draft FY 2009 UPWP and forward a recommendation of approval to the Policy Board.

The committee reviewed the document, after review, **a motion was made by Mr. Cunningham to forward a recommendation of approval to the Policy Board. Motion seconded by Mr. Smith. Motion carried.**

4. City and Countywide Transit Study Discussion

Ms. Taylor stated that four proposals have been received. She stated that the Management Team reviewed the proposals and agreed to interview three consultants based on the RFP criteria. They also selected an interview panel.

Ms. Taylor stated that the interviews are scheduled for Tuesday, April 15. Ms. Taylor stated that staff will continue to keep the committee updated on this study. The committee requested that Ms. Taylor forward them the scope of work.

5. Other Business

Ms. Taylor handed out to the committee the Draft Route 11 Corridor Management Study Report. She stated this is for review only and to forward any comments to her via email.

Meeting adjourned at 8:45 AM.

**Winchester -Frederick County MPO
Citizens Advisory Committee Meeting Minutes
First Bank, 1835 Valley Ave, Winchester, VA
March 11, 2008 at 8:00 AM**

Chairman Bill Bayliss called the meeting to order with the following members present: Mr. Walt Cunningham, Mr. Jeremiah Heller, Mr. Tim Stowe and Mr. Alan Toxopeus.

Members absent: Mr. Alson Smith and Mr. Harry Smith.

Staff present: Mr. Chris Price and Ms. Karen Taylor.

1. Administrative Matters – Bill Bayliss, Chairman

- a. Review and Approval of the Minutes of the October 9, 2007 Meeting – **A motion was made by Mr. Toxopeus to approve the minutes. Motion seconded by Mr. Heller. Motion carried.**

2. Citizen Comment Period – None reported.

3. Updated Constrained Long Range Plan Project List

Mr. Price stated that in order to satisfy new SAFETEA-LU regulations, WinFred MPO must update their 2030 Constrained Plan project list to ensure that revenues and costs are estimated using appropriate Year of Expenditure methodology. Mr. Ball with VDOT has indicated to us that FHWA may not approve TIP or CLRP amendments until the 2030 CLRP has been updated. Mr. Price stated that this project listing was reviewed by the Policy Board at their February meeting and the 20 day public comment period approved. Mr. Price stated that the Technical Advisory Committee reviewed and forwarded a recommendation of approval at their March 4, 2008 meeting

Mr. Price reviewed and discussed, at length the updated project list for each major funding source, based on updated revenue forecasts and updated project costs with the committee. He stated that as of this mailing no public comments have been received. After discussion, **a motion was made by Mr. Toxopeus to forward a recommendation of approval to the Policy Board with the following caveat that the project list is unclear, redundant and difficult for citizens to understand. Motion seconded by Mr. Stowe. Motion carried.**

4. Draft FY 2009 Unified Planning Work Program (UPWP)

Mr. Price stated that the Management Team has reviewed and updated the current Unified Planning Work Program (UPWP) in preparation for the upcoming FY2009 UPWP. He stated that this was given to the Policy Board at their February meeting for their review in preparation for approval of a 20 public comment period.

He stated that Staff has prepared the Draft FY2009 UPWP for review. He stated that the Technical Advisory Committee has reviewed and forwarded a recommendation approving the 20 day public comment period at their March 4, 2008 meeting. Mr. Price reviewed and discussed the DRAFT FY2009 UPWP with the committee.

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After discussion, a motion was made by Mr. Cunningham to forward a recommendation to the Policy Board approving the 20 day public comment and review period. Motion seconded by Mr. Heller. Motion carried.

5. Other Business – None reported.

Meeting adjourned at 9:20 AM

**Winchester -Frederick County MPO
Citizens Advisory Committee Meeting Minutes
First Bank, 1835 Valley Ave, Winchester, VA
June 10, 2008 at 8:00 AM**

Chairman Bill Bayliss called the meeting to order at 8:00 a.m. with the following members present: Mr. Walt Cunningham and Mr. Harry Smith.

Commission Staff: Ms. Karen Taylor.

1. Administrative Matters – Bill Bayliss, Chairman

a. Review and Approval of the Minutes of the April 8, 2008 Meeting
Motion by Mr. Cunningham to approve. Second by Mr. Smith. Motion carried.

2. Citizen Comment Period – None reported.

3. Proposed 2030 Constrained Long Range Plan (CLRP) Amendment (Blue Attachment)

Ms. Taylor stated that VDOT has requested a proposed TIP Amendment to obligate federal funds for Preliminary Engineering and Right of Way phases on an interchange modification project at I-81 exit 310 at Route 37 south. She stated that before the TIP Amendment can be approved, it will be necessary to amend the 2030 CLRP Interstate project list by adding Right of Way and Construction project phases to the current Preliminary Engineering phase that is already present.

Ms. Taylor stated that the Policy Board approved the 20 day public comment and review period at their May meeting.

Ms. Taylor stated that following the May Policy Board meeting, City and VDOT officials met in reference to the amendment. She stated that the City recommended that the TAC amend the CLRP to reflect on PE/ROW. She stated that VDOT concurs that this is adequate for current TIP amendment to obligate ROW funding.

Ms. Taylor stated that the amendment was forwarded to the Technical Advisory Committee at their June meeting for final recommendation to the Policy Board. She stated that TAC forwarded a recommendation of approval for the original version of the 2030 Constrained Long Range Plan Interstate project list which obligates federal funds for the addition of Right of Way and Construction phases to the current preliminary Engineering phase that is already present.

The committee further discussed the amendment. **A motion was made by Mr. Smith to recommend approval of the original version of the 2030 CLRP Interstate project list to the Policy Board with the caveat that the committee is uncomfortable with the process of obligating funding for a project that is currently being studied. Motion seconded by Mr. Cunningham. Chairman Bayliss abstained. Motion carried.**

4. Proposed 2030 Transportation Improvement Program (TIP) Amendment (Gray Attachment)

Ms. Taylor stated that VDOT has requested a proposed TIP amendment to obligate federal funds for Preliminary Engineering and Right of Way phases on an interchange modification project at I-81 exit 310 – Route 37 south (UPC 75881). Ms. Taylor stated that this project is currently in our TIP as a \$3 million safety project, but the project has been expanded to construct a spread diamond interchange. Ms. Taylor stated that due to this change in project scope and cost, it will also be necessary to amend the 2030 CLRP project list. Ms. Taylor stated that the proposed TIP amendment is currently under 20 day public comment and review.

Ms. Taylor stated that the Technical Advisory Committee at their June meeting forwarded a recommendation of approval to the Policy Board.

A motion was made by Mr. Smith to recommend approval of the TIP Amendment to the Policy Board. Motion seconded by Mr. Cunningham. Motion carried.

5. FY 2009-2012 Transportation Improvement Program (TIP)

Ms. Taylor briefly reviewed the DRAFT FFY09-12 TIP Report and MPO Funding Summary with the committee. If approved this FFY09-12 will replace our current FY07-10 TIP on October 1, 2008, which is the start of FFY09. **A motion was made by Mr. Cunningham to recommend approval of the FY 2009-2012 TIP to the Policy Board. Second by Mr. Smith. Motion carried.**

6. City and Countywide Transit Study Update

Ms. Taylor updated the committee on the progress of the study.

Meeting adjourned at 8:45 a.m.