

**Winchester -Frederick County ("Win-Fred") MPO
TECHNICAL ADVISORY COMMITTEE Meeting Minutes
January 15, 2008 - 9:00 a.m.
Timbrook Public Safety Building, 3rd Floor Community Meeting Room**

Chairman Tim Youmans called the meeting to order at 9:00 a.m. Attendance was as follows: Mr. Bob Ball, Mr. Patrick Barker, Mr. John Bishop, Mr. Jerry Copp, Mr. Perry Eisenach, Mr. Brian Henshaw, Mr. Eric Lawrence, Mr. Kris Tierney and Ms. Renee Wells.

Others Present: Mr. Ed Farrell.

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

1. Administrative Items:

- a) Welcome and Introductions – Mr. Youmans welcomed everyone to the meeting.
- b) Review and Approval of from the December 4, 2007 Technical Advisory Committee Meeting – **Mr. Henshaw made a motion to approve the minutes. Mr. Eisenach seconded. Motion carried.**
- c) 2nd Quarter Progress Report – October 1 – December 31, 2007 – Ms. Taylor briefly reviewed the report with the committee. This report is for information only, no action required.

2. Public Comment Period – None reported.

3. Route 7 Multi-Modal Grant Project Update

The committee reviewed the attached scope of work and budget cost proposal for the Route 7 Corridor Study (N. Cameron St. to Future Intersection of Haggerty Blvd. and Route 37 Interchange Ramp). The purpose of this study is to analyze existing and future planned development along the corridor to determine a plan to address future transportation impacts.

After review of the document the committee agreed on the following changes: the inclusion of an executive summary, consideration of the intersection of Route 7 and Future Haggerty Blvd, and increase draft copies to 25 and final copies to 30. Ms. Taylor will email the changes to the Policy Board for their review. **Mr. Bishop made a motion approving the changes to the scope of work and having Ms. Taylor email the Policy Board for any feedback. Mr. Lawrence seconded. Motion carried.**

4. Updated Constrained Long Range Plan Project List

Mr. Ball 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. He stated that FHWA has indicated that they may not approve TIP or CLRP amendments until the 2030 CLRP has been updated. This project listing was briefly reviewed at the December TAC meeting, at which it was agreed that we would revisit this at our January TAC meeting after localities had time for review.

The committee briefly reviewed the attached copies of updated project list for each major funding source, based on updated revenue forecasts and updated project costs. Mr. Ball stated that staff is requesting that the TAC review this updated CLRP project list; the Winchester Urban project list does not yet allocate all projected funding.

He stated that if the TAC can reach a consensus for a recommended CLRP project list, Staff requests that the TAC recommend that the Policy Board review and approve this DRAFT Updated 2030 CLRP project list for public comment at their next meeting. MPO meetings for final review and approval of this updated 2030 CLRP project list may be scheduled after completion of the minimum 20 day public comment period.

The committee briefly reviewed the project list. Winchester added two projects: Shawnee Drive and Battaile Drive – widen to four lanes. Mr. Ball will incorporate those changes and forward to staff for the February Policy Board meeting. **A motion was made by Mr. Ball to forward a recommendation of approval to the Policy Board. Motion seconded by Mr. Eisenach. Motion carried.**

5. STIP Streamlining and Project Grouping

The committee reviewed several documents that summarize current TIP / STIP Streamlining and Project Grouping measures proposed by the Commonwealth of Virginia. Mr. Ball stated that these proposed measures would take effect when the new FY09-12 TIP is developed in late 2008. The Commonwealth has requested that all MPOs comment on the proposed DRAFT STIP Memorandum of Agreement (MOA) that will be signed by Federal and State agencies representing highway and transit funding (but not formally signed by individual MPOs). Mr. Ball stated that in the near future it is anticipated that our MPO will be asked to review and comment on a DRAFT Resolution stating our MPO's concurrence with these proposed TIP / STIP grouping and streamlining measures, and formally approve and execute this Resolution of Concurrence by the end of March, 2008.

Staff will request comments from the Policy Board on this proposed DRAFT STIP MOA at the next Policy Board meeting. Mr. Ball stated that at this time this item is informational only. Staff will ask the TAC to make recommendations to the Policy Board on this item at our February TAC meeting.

A motion was made by Mr. Bishop that the Technical Advisory Committee has reviewed the materials and does not have any notable concerns at this time. Motion seconded by Mr. Barker. Motion carried.

6. Other Business

Mr. Price stated that he has received information from Mr. Herb Pegram in reference to the Multi Modal grant projects that the MPO submitted. He stated that we were selected to move forward with the Route 522 South Project. He stated that we will need new updated letters of support and the resubmission date is January 25, 2008.

Mr. Bishop stated that the RFP for the Transit Study will be presented to the Technical Advisory Committee in February.

Meeting adjourned 9:50 AM.

**Winchester -Frederick County ("Win-Fred") MPO
TECHNICAL ADVISORY COMMITTEE Meeting Minutes
March 4, 2008 - 10:00 a.m.
Timbrook Public Safety Building, 3rd Floor Community Meeting Room**

Chairman Tim Youmans called the meeting to order at 10AM. Attendance was as follows: Mr. Bob Ball, Mr. Patrick Barker, Mr. John Bishop, Mr. Jerry Copp, Mr. Jim Deskins, Mr. Brian Henshaw and Mr. Eric Lawrence.

Others present: Media Representative from the Winchester Star.

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

1. Administrative Items:

- a) Welcome and Introductions – Mr. Youmans welcomed everyone to the meeting.
- b) Review and Approval of the March 4, 2008 Technical Advisory Committee Meeting Minutes – Due to no quorum, the consensus of the committee was to approve the minutes.

2. Public Comment Period – None reported.

3. Updated Constrained Long Range Plan Project List

Mr. Ball stated that the list has been reviewed several times prior to this meeting and asked if anyone had any questions. The committee recommended that under proposed primary CLRP projects to add construct new Warrior Drive Extension. **A motion was made by Mr. Bishop to recommend approval of the Updated Constrained Long Range Plan Project List to the Policy Board. Motion seconded by Mr. Ball. Motion carried.**

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

Mr. Price reviewed and discussed the draft FY2009 UPWP with the committee. He stated that the Management Team has briefly reviewed the document and made changes and updates. 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.

The committee agreed that under Work Task 5 (Local Technical Assistance) that any projects that have their own Work Task in the FY2009 UPWP be removed from the project list.

Mr. Price reviewed the funding table. He stated that we have not received the FY2009 funding figures from the State. Mr. Copp suggested adding “proposed” to the expenditures page.

After review and discussion of the document, **a motion was made by Mr. Bishop to recommend approval of the 20 day public comment period to the Policy Board for the Draft FY2009 UPWP contingent upon receiving the needed financial figures. Motion seconded by Mr. Copp. Motion carried.**

5. City and Countywide Transit Study Update

Mr. Price stated that the RFP has been issued with a deadline of March 21, 2008. He stated that several calls have been received from agencies that have seen it in trade publications. This is for information only, no action requested.

6. Route 37 Access Management Study

Mr. Bishop stated that the Frederick County Transportation Committee reviewed the study and are recommending that alternatives 2 and 3 appear worthy of further study and recommend a phase II study.

Mr. Youmans handed out a draft of the City's response to the study. He stated that the Planning Development Committee and City Council reviewed the final report on February 27th. He stated that the Council preferred the modified version of Alternative 2 and they are also recommending further study be done. He stated that the Draft FY09 UPWP is consistent with the City's recommendation. Discussion continued in reference to the study.

Mr. Henshaw stated that Stephens City Town Council will act on the study at their meeting tonight.

7. TIP/STIP Streamlining and Project Grouping

Mr. Ball stated that enclosed in the packet is an example of the new TIP format and comments discussed at our February Policy Board meeting. He requested that the committee review and forward a recommendation to the Policy Board. After review of the comments, **a motion was made by Mr. Bishop to recommend approval of the resolution and comments to the Policy Board. Motion seconded by Mr. Barker. Motion carried.**

Meeting adjourned at 10:55 a.m.

**Winchester -Frederick County ("Win-Fred") MPO
TECHNICAL ADVISORY COMMITTEE Meeting Minutes
April 1, 2008 - 10:00 a.m.
Timbrook Public Safety Building, 3rd Floor Community Meeting Room**

Chairman Tim Youmans called the meeting to order at 10AM with the following members present: Mr. Bob Ball, Mr. Patrick Barker, Mr. John Bishop, Mr. Jerry Copp, Mr. Jim Deskins, Mr. Perry Eisenach, Mr. Eric Lawrence, Mr. Kris Tierney, Ms. Renee Wells and Mr. Evan Wyatt.

Others present: Media Rep from the Winchester Star.
Staff present: Mr. Chris Price and Ms. Karen Taylor.

1. Administrative Items:

- a) Welcome and Introductions – Chairman Youmans welcomed everyone to the meeting.
- b) Review and Approval of the March 4, 2008 Technical Advisory Committee Meeting Minutes – **A motion was made by Mr. Bishop to approve the minutes. Motion seconded by Mr. Ball. Motion carried.**
- c) 3rd Quarter Progress Report and Invoice – The committee reviewed the report. No action required; information only.

2. Public Comment Period – None Reported.

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

Mr. Price briefly reviewed the Draft FY2009 UPWP. He stated that it is currently under the 20 day public comment and review period through April 14th. He stated that no comments have been received.

He reviewed the changes made at the March Policy Board meeting. The Board requested the budget for Route 37 Access Management Study – Phase II be fully funded at \$120,000.

Mr. Price stated that we have received notification that there may be funding through TMPD on the Route 37 Phase II Study. Mr. Price stated that he would pursue this.

Mr. Price stated that we have received a notice to proceed from VDOT on Work Task 9: Route 522 South study. He stated that he will approach the Policy Board in reference to VDOT's request to team up with the Transportation Planning Technical Committee (Regional Planning). VDOT will be conducting a study from Double Tollgate to Front Royal for that Committee.

After discussion, **a motion was made by Mr. Tierney to recommend approval of the document to the Policy Board subject to modifications to the funding table. Motion seconded by Mr. Wyatt. Motion carried.**

4. City and Countywide Transit Study Update

Mr. Price stated that four proposals have been received. He met with Ms. Wells to review the RFP and the proposals received. He stated that the Management Team met prior to the TAC meeting to review and discuss the proposals received. He stated that they decided to interview consultants on Friday, April 11th. No further discussion.

5. Route 37 Access Management Study Phase II

Mr. Price stated that the Policy Board has directed staff to proceed with the Phase II Study with it being a high priority project. Mr. Price stated that staff will work with the Local Technical Assistance Steering Committee on this study. He stated that we may possibly receive funding through TMPD on this project. Mr. Ball stated that TMPD will require some level of a scope in the application. Mr. Copp requested that the concerns by each jurisdiction be incorporated into the scope of work. No further discussion.

6. Route 11 Access Management Study

Mr. Ball handed out the draft report to the committee. He suggested discussing next steps for this study. The committee agreed to give copies of the report to the Policy Board at their April meeting for their review and make them aware that Mr. Walter Pribble will formally present the study at May TAC and Policy Board meetings. No further discussion.

7. Route 7 Corridor Study Update

Mr. Price stated that the consultant is in the data collection phase. They have requested to have a “kick-off” meeting at the May TAC meeting. Mr. Copp requested that Spine Road be included in the study. Mr. Price stated that he will communicate that to the consultant. No further discussion.

8. Route 522 Study Update

Mr. Price stated that this item was covered under Agenda Item #3 – Draft FY09 Unified Planning Work Program.

Meeting adjourned at 10:35 A.M.

**Winchester -Frederick County ("Win-Fred") MPO
TECHNICAL ADVISORY COMMITTEE Meeting Minutes
May 6, 2008 - 10:00 a.m.
Timbrook Public Safety Building, 3rd Floor Community Meeting Room**

Chairman Tim Youmans called the meeting to order at 10AM with the following members present: Mr. Chris Arabia, Mr. Bob Ball, Mr. Patrick Barker, Mr. John Bishop, Mr. Jerry Copp, Mr. Jim Deskins, Mr. Brian Henshaw, Mr. Tom Hoy and Ms. Renee Wells.

Others present: Mr. Chuck DeHaven, Ms. Karen Taylor, Representatives from Michael Baker, Jr., Representative from Access Independence and Media Representative from the Winchester Star.

1. Administrative Items:

- a) Welcome and Introductions – Chairman Tim Youmans welcomed everyone to the meeting.
- b) Review and Approval of the April 1, 2008 Technical Advisory Committee Meeting Minutes – **A motion was made by Mr. Ball to approve the minutes. Motion seconded by Mr. Bishop. Motion carried.**

2. Public Comment Period – None reported.

3. Route 7 Corridor Study Kick-Off Meeting

Ken Mobley and Jon Masinick representing the consulting firm Michael Baker, Jr. Inc. were present for the kick-off meeting. They reviewed the Final Scope of Work with the committee. Mr. Mobley stated that there will be four meetings with the Project Steering Committee and two public meetings. He stated that the study should wrap up in 420 days. Staff will keep the committee updated on the progress of this study.

4. City and Countywide Transit Study Update

Ms. Taylor stated that four proposals were received in response to the RFP. The Management Team met and reviewed the proposals. Ms. Taylor stated that they reviewed and ranked the proposals based on the RFP criteria. She stated that they chose to interview three out of four consultants. The interview panel agreed to authorize Mr. Price to check references on their top candidate. Ms. Taylor stated that staff will research the procurement process.

5. DRAFT Route 11 Access Management Study

Ms. Taylor stated that the Draft report was given to the Policy Board at their April meeting for their review. The committee discussed next steps for the study. They agreed that if anyone had comments for Mr. Walter Pribble to forward them to staff and they would forward to Mr. Pribble. The committee agreed that they would review the comments received on the study at their June Meeting and possibly teleconference Mr. Pribble.

6. Route 522 South Corridor Study Update

Ms. Taylor stated that the Policy Board authorized a joint study with the Transportation Planning Technical Committee.

7. Other Business

Mr. Ball presented several Rail TIP Adjustments that were sent out to the committee via email for review and administrative approval. After a brief discussion and review **a motion was made by Mr. Deskins to approve the Rail TIP Adjustments but to ensure adequate pedestrian crossing at Featherbed Lane. Motion seconded by Mr. Barker. Motion carried.**

Mr. Ball stated that VDOT is requesting a proposed TIP Amendment to obligate federal funds for Preliminary Engineering and Right of Way phases on an interchange modification project at exit 310 – Route 37 south (UPC 75881). He stated that before the MPO can approve this proposed TIP amendment, it will be necessary to amend the 2030 Constrained Long Range Plan (CLRP) Interstate Project list by adding Right of Way and Construction project phases to the current Preliminary Engineering phase that is already present. Mr. Ball handed out a copy of the current approved 2030 CLRP Interstate Project list, draft copy of the proposed revisions and the proposed TIP Amendment.

Adjournment at 10:40 AM

**Winchester -Frederick County ("Win-Fred") MPO
TECHNICAL ADVISORY COMMITTEE Meeting Minutes
June 3, 2008 - 10:00 a.m.
Timbrook Public Safety Building, 3rd Floor Community Meeting Room**

Chairman Tim Youmans called the meeting to order at 10 a.m. with the following members present: Mr. Christopher Arabia, Mr. Bob Ball, Mr. Patrick Barker, Mr. John Bishop, Mr. Jerry Copp, Mr. Jim Deskins, Mr. Brian Henshaw, Mr. Perry Eisenach, Mr. Eric Lawrence, Mr. John Simkins, Mr. Kris Tierney and Ms. Renee Wells.

Others present: Mr. Chuck DeHaven, Mr. Stewart Masters, Ms. Amber Powers, Mr. Chris Price, Ms. Karen Taylor, Representative from Access Independence and a Media Representative from the Winchester Star.

1. Administrative Items:

- a) Welcome and Introductions – Chairman Tim Youmans welcomed everyone to the meeting.
- b) Review and Approval of the May 6, 2008 Technical Advisory Committee Meeting Minutes – **A motion was made by Mr. Tierney to approve the minutes subject to the addition of the 2030 Constrained Long Range Plan language. Motion seconded by Mr. Henshaw. Motion carried.**

- 2. Public Comment Period** – A representative from Access Independence announced that they will be forming a committee in reference to the program “Money Follows the Person”. This program focuses on transitioning individuals from long term care into community living. She stated if anyone is interested in serving on the committee, please contact the Director of Access Independence, Donald Price.

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

Mr. Ball stated that the Policy Board forwarded the 2030 CLRP and TIP (Transportation Improvement Plan) amendments to public comment at the May meeting. He stated that the TIP amendment is to obligate Preliminary Engineering (PE) and Right of Way (ROW) funding. He stated that the CLRP amendment is to add Preliminary Engineering, Right of Way and Construction. Mr. Ball stated that there have been discussions on whether the CLRP should include PE, ROW and Construction or PE and ROW only. Mr. Ball stated that Mr. Moore with VDOT met with City officials to further discuss this item. Mr. Ball stated that the City has proposed that the CLRP include PE and ROW only. Mr. Ball stated that VDOT did concur that this would be adequate for the TIP Amendment to proceed. Discussion continued in reference as to why the City does not want the addition of construction to the CLRP. Frederick County representatives expressed their concern in reference to not adding construction to the CLRP. Mr. Tierney asked Mr. Ball what is the significance of identifying construction funds in the CLRP versus not. Mr. Ball stated that in the CLRP, the significance is, if construction is not included in the CLRP there can be no federal dollars spent on the construction phase. Mr. Ball stated that if construction is included in the CLRP, federal dollars can be spent but construction will need to be added to the TIP. Discussion continued. **A motion was made by Mr. Tierney to forward a recommendation to the Policy Board to adopt the originally proposed amendment to the 2030 Constrained Long Range Plan which includes the construction allocation. Motion seconded by Mr. Bishop.**

John Bishop, Yea; Kris Tierney, Yea; Patrick Barker, Yea; Brian Henshaw, Yea; Eric Lawrence, Yea; Perry Eisenach, Nay; Jim Deskins, Nay; Renee Wells, Nay; Tim Youmans, Nay. Bob Ball, abstained; Jerry Copp, abstained.

Motion carried. Vote: 5; 4

**Winchester -Frederick County ("Win-Fred") MPO
TECHNICAL ADVISORY COMMITTEE Meeting Minutes
July 1, 2008 - 10:00 a.m.**

Timbrook Public Safety Building, 3rd Floor Community Meeting Room

Chairman Tim Youmans called the meeting to order at 10 a.m. with the following members present: Mr. Chris Arabia, Mr. Bob Ball, Mr. Patrick Barker, Mr. Jerry Copp, Mr. Perry Eisenach, Mr. Eric Lawrence, Mr. John Simkins, Mr. Tim Stowe representing Stephens City and Mr. Kris Tierney.

Others present: Mr. Chris Price, Ms. Karen Taylor and a representative from Access Independence.

1. Administrative Items:

- a) Welcome and Introductions
- b) Review and Approval of the June 3, 2008 Technical Advisory Committee Meeting Minutes – **A motion was made by Mr. Tierney to approve the minutes with corrections. Motion seconded by Mr. Lawrence. Motion carried.**
- c) Review of the FY 2007-2008 4th Quarter Progress Report and Invoice – The committee reviewed with no comments.

2. Public Comment Period - None reported.

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

The committee briefly reviewed the DRAFT FY09-12 TIP Report and MPO Funding Summary (Table C) for WinFred MPO. VDOT requests that this new TIP be approved by July if possible. Mr. Price stated that the MPO Policy Board approved the public comment and review period at their June meeting. Staff has received no public comments. If approved this FFY09-12 will replace our current FY07-10 TIP on October 1, 2008, which is the start of FFY09.

After review and discussion, **a motion was made by Mr. Tierney to forward a recommendation of approval to the Policy Board for the FY09-12 TIP. Motion seconded by Mr. Barker. Motion carried.**

4. Constrained Long Range Plan (CLRP) Update Discussion

Mr. Price stated that staff is requesting discussion on how the Technical Advisory Committee would like to proceed in reference to updating the Constrained Long Range Transportation Plan. The committee discussed who would be tasked with updating the plan and how to proceed in reference to updating the existing plan or producing a new plan.

Mr. Price stated that there is a budgeted timeframe of two years. He stated that it could be less time if it's just an update to the plan. Mr. Price stated that dependant on the scope of work, the update may not require significant consulting services. He stated that if it's a significant update or creation of a new plan, that would require significant consultant services. He stated VDOT will perform the modeling. Discussion continued in reference to next steps in updating plan and possible expansion of the MPO area. Mr. Price stated that the next census will determine the expansion of the MPO area.

Mr. Copp asked if the Regional Commission would have any interest in performing the tasks to update the plan. Mr. Price stated that the Commission can do a significant amount of the work in-house at a rate less than a consultant would charge. He stated there will be technical expertise that a consultant will need to be hired. Discussion continued in reference to next steps.

A motion was made by Eric Lawrence to have staff develop a Proposed Process to Update the Win-Fred MPO Long Range Transportation Plan and forward to the Policy Board for their review and approval. Motion seconded by Mr. Tierney. Motion carried.

5. Other Business

Mr. Ball presented a proposed amendment to the FY07-10 TIP. He stated that the amendment is a SAFETEA-LU Earmark that will be used along the I-81 corridor for smart travel and traffic management system.

Mr. Ball made a motion to forward a recommendation to the Policy Board approving the 20 day public comment period for the amendment and will provide clarification to the TAC prior to the July Policy Board meeting. Motion seconded by Mr. Tierney. Discussion continued. Mr. Tierney asked for additional explanation from Mr. Ball in reference to how the funds will be used. **Motion carried.**

6. July MPO Meeting Schedule

July 1 – Project Steering Committee @ 9 a.m. - **CANCELLED**
Technical Advisory Committee @ 10 a.m. – Timbrook Public Safety Center

July 8 - Citizens Advisory Committee @ 8 a.m. – First Bank, 1835 Valley Avenue

July 16 – Policy Board @ 10 a.m. – Frederick County Offices, 107 N. Kent S

Adjournment at 10:45 a.m.

**Winchester -Frederick County ("Win-Fred") MPO
TECHNICAL ADVISORY COMMITTEE Meeting Minutes
September 8, 2008 - 10:00 a.m.
Timbrook Public Safety Building, 3rd Floor Community Meeting Room**

Chairman Tim Youmans called the meeting to order at 10 a.m. with the following members present: Mr. John Bishop, Mr. Kris Tierney, Mr. Brian Henshaw, Mr. Jerry Copp, Mr. Perry Eisenach, Mr. Jim Deskins, Ms. Renee Wells and Mr. Bob Ball.

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

1. Administrative Items:

- a) Welcome and Introductions – Chairman Youmans welcomed everyone to the meeting.
- b) Review and Approval of the July 1, 2008 Technical Advisory Committee Meeting Minutes – **A motion was made by Mr. Ball approving the minutes. Motion seconded by Mr. Tierney. Motion carried.**
- c) Project Status Report - Ms. Taylor briefly reviewed the report. She reminded everyone of the Transit Study Public Input meeting on September 24th at Our Health from 4 p.m. to 7 p.m.

2. Public Comment Period – None reported.

3. Transit Section of FY 2009-2012 Transportation Improvement Program (TIP)

Ms. Taylor briefly reviewed the Transit Section of the FY 2009-2012 TIP. She stated that it is currently under public review and comment through September 13th. **A motion was made by Ms. Wells recommending approval to the Policy Board. Motion seconded by Mr. Bishop. Motion carried.**

4. TIP Amendment – Smart Travel & Traffic Management System

Mr. Ball briefly reviewed the proposed TIP amendment for Smart Travel & Travel Management along the I-81 corridor. He stated that the funding for this project will purchase and install ITS Cameras along the I-81 corridor. He stated that some of these cameras may be installed within the Winchester MPO area. Ms Taylor stated the TIP Amendment has undergone the public comment period and no comments were received.

A motion was made by Mr. Bishop recommending approval to the Policy Board. Motion seconded by Mr. Deskins. Motion carried.

5. Long Range Transportation Plan (LRTP) Update - Next Steps

Mr. Price stated that the Policy Board at their July meeting approved the proposed process of updating the Long Range Transportation Plan that he presented. Mr. Price asked how the TAC would like to proceed in reference to which committee will take the lead on the update. The committee agreed that the Project Steering Committee would be the lead. No further discussion.

6. September MPO Meeting Schedule - Ms. Taylor reviewed the upcoming meeting schedule.

ADJOURNMENT AT 10:20 A.M.

**Winchester -Frederick County ("Win-Fred") MPO
TECHNICAL ADVISORY COMMITTEE Meeting Minutes
November 4, 2008 - 9:30 a.m.
Frederick County Offices, First Floor Conference Room**

Chairman Tim Youmans called the meeting to order at 9:30 a.m. with the following members present: Mr. Patrick Barker, Mr. John Bishop, Mr. Jerry Copp, Mr. Brian Henshaw, Mr. Eric Lawrence, Mr. Terry Short, Mr. Kris Tierney and Ms. Renee Wells.

Others present: Mr. Brannon Godfrey – City of Winchester, Ms. Taryn Logan-Warren County, representatives from Baker Jr. Corporation Ken Mobley, Bill Wentz and John Masinick; Lib Fetting from KFH Group and a representative from Access Independence.

Staff present: Chris Price and Karen Taylor.

1. Administrative Items:

- a) Welcome and Introductions – Chairman Youmans welcomed everyone to the meeting.
- b) Review and Approval of the September 8, 2008 Technical Advisory Committee Meeting Minutes – **A motion was made by Mr. Short to approve the minutes. Motion seconded by Mr. Henshaw. Motion carried.**

2. Public Comment Period – A representative from Access Independence introduced herself and gave a brief explanation on their services.

3. Route 522/340 Corridor Study Kick-Off Meeting – Ken Mobley, Baker, Jr.

Representatives from Baker, Jr. were present and initiated the kick-off meeting. Mr. Mobley briefly reviewed the scope of work with the committee. Mr. Masinick received feedback from the committee on where he could retrieve data from the various localities.

4. City and Countywide Transit Study – Lib Fetting, KFH Group

Ms. Fetting and the committee members reviewed and discussed Technical Memorandums #1 and #2 with the committee. Ms. Fetting will present Technical Memorandum #3 to the TAC and Policy Board in December. She stated that the memorandum would compare transit needs relative to existing services and develop a series of potential service and organization alternatives.

5. Draft Route 11 Corridor Management Study

The committee briefly reviewed and discussed the draft study. The committee agreed to request that Mr. Pribble address how comments were addressed in a memorandum format. Ms. Taylor will contact Mr. Pribble.

6. Other Business

Mr. Price brought up for discussion the MPO's legislative priorities.

Ms. Taylor stated that a public meeting for the Route 7 corridor study has been scheduled for December 4th from 5 p.m. to 6:30 p.m. at Millbrook High School Library.

Mr. Price brought up for discussion the MPO's Transportation Legislative Priorities. He stated that in the past the priorities have been Route 37 East and the relocation of Exit 307 I-81 Southbound. The committee members agreed that the priorities remain unchanged.

7. November-December MPO Meeting Schedule

Ms. Taylor briefly reviewed the upcoming meeting schedule. She stated that the November Policy Board meeting may be cancelled.

November 19, 2008 - Policy Board @ 10 a.m. – Frederick County Offices, 107 N. Kent S

December 2 – Technical Advisory Committee @ 10 a.m. – Timbrook Public Safety Center

December 17, 2008 – Policy Board Meeting @ 10 a.m. – Frederick County Offices, 107 N. Kent Street

Adjournment at 10:30 a.m.

**Winchester -Frederick County ("Win-Fred") MPO
TECHNICAL ADVISORY COMMITTEE Meeting Minutes
December 2, 2008 - 10:00 a.m.
Timbrook Public Safety Center – Community Meeting Room 3rd Floor**

Chairman Tim Youmans called the meeting to order at 10:00 a.m. with the following members present: Mr. Chris Arabia, Mr. Patrick Barker, Mr. John Bishop, Mr. Jerry Copp, Mr. Jim Deskins, Mr. Perry Eisenach, Mr. Brian Henshaw, Mr. Eric Lawrence, Mr. Kris Tierney and Ms. Renee Wells.

Others present: Mr. Chris Price, Ms. Karen Taylor, Ms. Lib Fetting and Mr. Dan Dalton with KFH Group, and a representative from Access Independence.

1. Administrative Items:

- a) Welcome and Introductions – Chairman Youmans welcomed everyone to the meeting.
- b) Review and Approval of the November 4, 2008 Technical Advisory Committee Meeting Minutes – A motion was made by Mr. Henshaw to approve the minutes. Motion seconded by Mr. Copp. Motion carried.

2. Public Comment Period – None reported.

3. City and Countywide Transit Study – Lib Fetting, KFH Group

The consultant, KFH Group presented Technical Memorandum #3: Service Alternatives, Organization Alternatives, and Funding Mechanisms to the committee. A copy of the memorandum can be downloaded at www.winfredmpo.org. The committee agreed that KFH should present Technical Memorandum #3 to the Policy Board at their December meeting.

4. December-January MPO Meeting Schedule – The committee briefly reviewed the meeting schedule.

- Wednesday, December 17th Policy Board @ 10 a.m. – Frederick County Offices, 107 N. Kent S
- Tuesday, January 6th Technical Advisory Committee @ 10 a.m. – Timbrook Public Safety Center
- Wednesday, January 21st Policy Board Meeting @ 10 a.m. – Frederick County Offices, 107 N. Kent Street

5. Other Business – None reported.

Meeting adjourned at 11:25 a.m.