

Winchester -Frederick County MPO
Citizens Advisory Committee Meeting
January 13, 2004 - 8:00 a.m.

Chairman Bill Bayliss called the meeting to order at 8:00 a.m. The attendance for the meeting was as follows: Mr. Cunningham, Ms. Schaaf, Mr. Alson Smith, Mr. Harry Smith and Mr. Toxopeus

Absent: Mr. Stowe

Others present: Mr. Mike Gray, VDOT-Staunton Residency, Mr. Homer Coffman, VDOT-Staunton Residency, Winchester Star and WINC

Staff present: Mr. Stephen Kerr, Ms. Karen Taylor

1. Administrative Matters

- a. Review and Approval of the Minutes of the November 13, 2003 Meeting

A motion was made by Mr. Toxopeus to approve the minutes of November 13, 2003 as presented. Motion was seconded by Chairman Bayliss.

Motion Carried.

b. Recap of December 17, 2003 Joint Policy/Technical Meeting

Mr. Kerr gave a brief overview of the Joint Policy/Technical Committee Meeting. He also made everyone aware of the Public Presentation on February 12, 2004 from 4 p.m. to 7 p.m. Mr. Kerr recommended that all members of the Citizens Advisory Committee should try to attend the public presentation on February 12.

2. Review of the Transportation Improvement Program (TIP)

Mr. Kerr handed out the TIP for review and discussion.

3. Discussion of Preparation of a Public Involvement Plan (PIP)

Mr. Homer Coffman presented information and gave handouts to the Committee in reference to the public involvement plan (PIP). Mr. Coffman discussed different methods of getting the word out to citizens, such as creating brochures about the process to be placed on city buses or providing information at schools and churches. Mr. Coffman stressed getting the word out to the Hispanic population. Mr. Coffman also spoke about environmental justice and made the Committee aware that he could set up a presentation in reference to environmental justice. Mr. Kerr suggested he would set up a joint meeting with the Policy, Technical and Citizens Advisory Committees for the presentation.

4. Other Business

Mr. Kerr reminded everyone that the MPO Policy Committee scheduled for January 21 has been cancelled; the next meeting will be February 18. The Technical Committee meeting is scheduled for Tuesday, January 27, 2004 at 10 a.m. The meeting will be held at the Timbrook Public Safety Center. Mr. Kerr reminded everyone the Annual Work Program will be coming up in a few months.

Meeting Adjourned at 9:10 A.M.

Steve Kerr
Secretary/Treasurer

**Winchester -Frederick County MPO
Citizens Advisory Committee Meeting Minutes
March 9, 2004 - 8:00 a.m.**

Vice Chairman Alice Schaaf called the meeting to order at 8:00 a.m. The attendance for the meeting was as follows: Mr. Harry Smith, Mr. Tim Stowe, and Mr. Alan Toxopeus.

Absent: Mr. Bill Bayliss, Mr. Alson Smith and Mr. Walt Cunningham.

Others present: Mr. Homer Coffman, VDOT-Staunton District, Mr. Steve Aldrich, VHB, Inc. and representatives from the news media.

Staff present: Mr. Stephen Kerr, Ms. Karen Taylor.

1. Administrative Matters – Alice Schaaf, Vice Chairman

- a. Review and Approval of the Minutes of the January 13, 2004 Meeting

A motion was made by Mr. Toxopeus to approve the minutes of January 13, 2004 as presented.

Motion was seconded by Mr. Harry Smith.

Motion Carried.

- b. Recap of February 12, 2004 Citizen Input Meeting for the 2030 Long-Range Transportation Plan – Steve Aldrich, VHB, Inc.

Mr. Steve Aldrich presented an overview of the Win-Fred MPO Long-Range Transportation Plan and the process being followed to develop the Plan to the Committee. Mr. Aldrich explained the process of gathering traffic pattern information. There were a total of thirty-five cameras strategically placed around the City of Winchester and Frederick County. These cameras recorded license plates for six hours during a 24-hour period. There were also 100 machine counts during a several day period. Information gathered from the traffic study resulted in a Transportation Study survey being mailed to 19,000 citizens; there has been a 20% return rate on the surveys.

The Committee members were able to pinpoint on a map supplied by the Consultant which intersections and roads they feel are problem areas within the MPO. The Consultant will compile the information and put into a spreadsheet for the Committee's review at the next meeting scheduled for April 13, 2004.

Environmental Justice and public outreach programs were brought up for discussion. The Committee discussed how to distribute information to the citizens via brochures at DMV, VEC, city buses and churches. Mr. Homer Coffman suggested looking at the community leaders to encourage public outreach. Mr. Stephen Kerr stated that he has spoken with several local and county government officials pertaining to what type of public outreach programs they have used; he will have the information for the Committee before the next CAC meeting. The staff will email the Committee members with information in reference to public outreach programs. The list of outreach programs will be presented to the MPO Policy Committee for suggestions and recommendations.

2. Review of Win-Fred MPO 2030 Transportation Plan MPO Coordination Document

The Committee along with Mr. Aldrich reviewed the Coordination Document. Mr. Aldrich made note that any updates or changes to the Coordination Document will be sent to all MPO Committees. The Committee noted that there will be a Citizens Advisory meeting on April 13, 2004. The June 22, 2004 Technical Committee meeting with a summary/presentation of consultant analysis may be moved to July.

3. Discussion on FY 2004-2005 Unified Planning Work Program

The Committee discussed Work Task 3: Public Involvement Process; this process will be done through the Citizens Advisory Committee. The deadline is the end of June.

4. Other Business

Mr. Stephen Kerr made the Committee aware of a resolution adopted by the Win-Fred MPO on February 18, 2004 urging VDOT to consider a rail alternative as part of the proposed I-81 improvement project. Discussion followed.

5. Adjournment

Meeting was adjourned at 10:15 a.m.

**Winchester -Frederick County MPO
Citizens Advisory Committee Meeting Minutes
April 13, 2004 - 8:00 a.m.**

Chairman Bill Bayliss called the meeting to order shortly after 8:00 A.M. The attendance for the meeting was as follows: Mr. Walt Cunningham, Ms. Alice Schaaf, Mr. Tim Stowe and Mr. Alan Toxopeus.

Absent: Mr. Alson Smith and Mr. Harry Smith.

Others Present: Mr. Homer Coffman, VDOT-Staunton District and Mr. Jim Lawrence.

Staff Present: Mr. Steve Kerr and Karen Taylor.

1. Administrative Matters:

a. Review and Approval of the Minutes of the January 13, 2004 Meeting

A motion was made by Mr. Walt Cunningham to approve the minutes of the March 9, 2004 Meeting as presented.

Motion was seconded by Ms. Alice Schaaf.

Motion carried.

2. Review and Recommendations on Draft FY 2005 Unified Planning Work Program

Mr. Kerr reviewed and discussed the Unified Planning Work Program. Mr. Kerr made the Committee aware that the Work Program outlines the work that will be done next fiscal year that will begin on July 1, 2004. Mr. Kerr gave an overview of each Work Task included in the Work Program and outlined the possibility of the City of Winchester and Frederick County forming a Transportation District, which was described in Task 6.

3. Review of Transportation Analysis Zones and Socio Economic Data Prepared by Consultants for 2030 Transportation Plan

Mr. Kerr reviewed and gave an overview of the Transportation Analysis Zones and Socio Economic Data. He stated that the information has been drawn from sources such as the US Census and The Virginia Employment Commission. Mr. Kerr stated that Mr. Steve Aldrich will be attending future Citizens Advisory Committee meetings to update them on the progress of the model and the data that is going into the model.

Mr. Kerr also mentioned to the Committee the recent telephone survey; 500 residents in the County and the City were contacted. The survey asked questions in reference to what trip making patterns individuals did on a particular day. The survey was constructed to show what errands or what stops someone made during a day.

4. Discussion on Outreach to Other Citizen Groups and Organizations

Mr. Jim Lawrence from the Community Consensus Coalition gave an overview to the Committee of what the Coalition provides to the communities in the City of Winchester and Frederick County. He stated that the CCC is a broad based organization which has several member associations and organizations. An outline of members is listed in the handout provided by Mr. Lawrence. The CCC represents nearly 3,300 people in and around Winchester-Frederick County. The CCC covers all aspects of living, working and owning businesses in this area. The mission of the CCC is to provide educational forums on issues impacting our region and to encourage regional community-based planning through stakeholder involvement and cooperation of local governments.

The Committee discussed how they could partner with the CCC to do public outreach programs. Mr. Kerr stated that by June 30, 2004 the Committee needs to have a public participation plan adopted. Mr. Kerr stated that the draft public outreach plan should be available by May 2004.

Mr. Homer Coffman encouraged the Committee to take the responsibility over and beyond the CCC for public outreach. He stated that the CCC is a great program but the Committee needs to extend beyond the program. Mr. Coffman also gave an overview of Title VI which explains that no one group be adversely affected by a transportation project.

The Committee discussed different ways of public outreach. The Committee discussed contacting community leaders and regional agencies for public input and awareness.

Meeting was adjourned at 9:20 A.M.

**Winchester -Frederick County MPO
Citizens Advisory Committee Meeting Minutes
May 11, 2004 - 8:00 a.m.**

Chairman Bill Bayliss called the meeting to order at 8:00 A.M. The attendance for the meeting was as follows: Mr. Walt Cunningham, Ms. Alice Schaaf and Mr. Al Smith.

Absent: Mr. Harry Smith, Mr. Tim Stowe and Mr. Alan Toxopeus.

Others Present: Mr. Steve Aldrich, VHB, Inc., Mr. Homer Coffman, VDOT-Staunton District and Mr. Jim Lawrence.

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

1. Administrative Matters:

a. Review and Approval of the Minutes of the April 13, 2004 Meeting

A motion was made by Mr. Al Smith to approve the minutes of the April 13, 2004 meeting as presented.

Motion was seconded by Mr. Walt Cunningham.

Motion carried.

2. Review of Draft Public Involvement Plan

Mr. Kerr reviewed and passed out copies of the Draft Public Involvement Plan to the Committee. Mr. Kerr explained that this plan is specific with recommendations as to how ongoing public involvement in the transportation process should be accomplished. Mr. Kerr stated that the MPO Policy and Technical Committees will be reviewing the Plan. Mr. Kerr would like to have the plan approved by June 2004. Mr. Kerr explained that the plan outlines the steps that the MPO is going to take to notify the public about what is going on with the transportation planning process. Mr. Kerr asked the Committee Members to review the plan and if anyone has any suggested changes please let him know.

3. Update on 2030 Transportation Plan Activities

Mr. Aldrich passed out and reviewed with the Committee, copies of traffic volumes that were collected over a two month period. The information was summarized during three peak hours on a weekday. Mr. Aldrich explained to the Committee, level services a, b, c, d, e and f. Mr. Aldrich asked the Committee to review the traffic information before he presents to the Technical and Policy Committees.

4. Finalize Outreach Activities to Other Citizen Groups and Organizations for 2030
Transportation Plan

Mr. Kerr updated the Committee on planned outreach sessions. Outreach meetings have been scheduled with Access Independence: day meeting, first week of June, CDBG Input Sessions: evening meeting, no date set and Community Consensus Coalition: early July.

Mr. Lawrence suggested another group possibly to contact would be stakeholders involved in bike and pedestrian issues. There are several organizations in Winchester, such as the Winchester Police Department, Winchester Wheelman and persons within the public schools.

Meeting was adjourned at 9:10 A.M.

**Winchester-Frederick County MPO
Citizens Advisory Committee Meeting Minutes
June 8, 2004 – 8:00 a.m.**

Chairman Bill Bayliss called the meeting to order at 8:00 A.M. The attendance for the meeting was as follows: Mr. Walt Cunningham, Mr. Harry Smith and Mr. Alan Toxopeus.

Absent: Ms. Alice Schaaf, Mr. Alson Smith and Mr. Tim Stowe.

Others Present: Media Representative from the Northern Virginia Daily.

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

1. Administrative Matters:

- a. Review and Approval of the Minutes of the May 11, 2004 Meeting

A motion was made by Mr. Toxopeus to approve the minutes of the May 11, 2004 meeting as presented.

Motion was seconded by Mr. Walt Cunningham.

Motion carried.

2. Review and Approval of Draft Public Involvement Plan

Mr. Kerr gave a brief overview of the Public Involvement Plan. He stated that the plan lists ways information on future meetings and actions will get out to the public – from advertisement and press releases to community forums and public hearings. The Citizens Advisory Committee members requested that staff keep them updated on all Public Outreach meetings. Mr. Kerr assured the members that they would be made aware of all meetings.

A motion was made by Mr. Cunningham to approve the Public Involvement Plan.

Motion was seconded by Mr. Toxopeus.

Motion carried.

3. Additional Discussion on Outreach Activities to Other Citizen Groups and Organizations for 2030 Transportation Plan

Mr. Kerr reviewed with the Committee a memo dated May 26, 2004 which highlights the Community Meeting for the Win-Fred MPO 2030 Transportation Plan. The location of the meeting was at the Highland Presbyterian Church.

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Mr. Kerr made the Committee aware of the outreach meeting held at Shawnee Fire Hall on Sunday, June 6, 2004. Mr. Kerr reported that eight citizens attended the meeting and he mailed a follow up package to those that attended. The names of the citizens that attended the meeting have been added to a database.

Mr. Kerr made everyone aware of upcoming meetings. Mr. Kerr reported that the Consultants, Jim Lawrence and himself will be meeting with the Steering Committee for the CCC group and their Executive Board on June 18th to put together a Community Transportation forum which will be co-sponsored by the CCC and the MPO. There will be significant advertising done for this forum. The Staff will make the CAC aware of the date of this meeting.

Mr. Kerr stated that the Transportation Improvement Program public input process will be starting soon. He stated that we will advertise that the TIP is coming up for review and note locations where the public can inspect the TIP. There are five standard locations where the public can inspect documents, which are the Handley Library, Bowman Library, City of Winchester Planning Office, the County of Frederick Planning Office and the Town of Stephens City Municipal Office. The public input period is a minimum of thirty days. A date has not been established when the TIP will be ready for public input and review.

Mr. Smith stated he felt that that the CAC should get input from the Chamber of Commerce and school bus drivers on transportation needs. The CAC members felt that the transportation needs of mail carriers and pedestrians should be addressed also. The members of the Committee brought up traffic and transit issues affecting bicyclists, emergency workers and other user of area roads. Mr. Cunningham stated that the emergency vehicles traveling to Winchester Medical Center can get stuck in a bottleneck and ambulances and fire equipment have a tough time because cars have no room to move aside and give right of way. Mr. Cunningham stated that he will bring back to the Committee comments from the Frederick County Fire & Rescue in reference to their transportation issues. The Committee also discussed safety concerns for bicyclists.

4. Other Business

Mr. Kerr handed out and discussed median family income and major minority population group maps with the Committee. He stated that the maps will give the CAC members guidance as to which areas to target for specific outreach activities.

The Committee agreed to cancel the July meeting. The next CAC meeting is scheduled for the second Tuesday in August.

Meeting adjourned at 8:45 a.m.

**Winchester-Frederick County MPO
Citizens Advisory Committee Meeting Minutes
August 10, 2004 – 8:00 a.m.**

Chairman Bill Bayliss called the meeting to order at 8:00 A.M. The attendance for the meeting was as follows: Mr. Walt Cunningham, Ms. Alice Schaaf and Mr. Tim Stowe.

Absent: Mr. Alson Smith, Mr. Harry Smith and Mr. Alan Toxopeus.

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

1. Administrative Matters:

- a. Review and Approval of the Minutes of the June 8, 2004 Meeting

A motion was made by Mr. Cunningham to approve the minutes of the June 8, 2004 meeting as presented.

Motion was seconded by Mr. Stowe.

Motion carried.

2. Review and Recommendations on Draft MPO Transportation Goals

Mr. Kerr stated that the Draft MPO Transportation Goals have been edited by the Technical Committee and the edits are noted in red. He stated that this is the most current version of the goals and the Policy Committee is looking for a recommendation from the Technical Committee and the Citizens Advisory Committee. Mr. Kerr and the members of the committee reviewed and discussed the goals.

Mr. Stowe commented on transportation goal No. 3 which references building on the Winchester area's historical role as a crossroads and marketplace by improving the regional transportation system to service both local and through traffic. Mr. Stowe stated that the projects that are listed do not pertain to the historic role of Winchester. Mr. Stowe stated he is concerned with certain projects that are not listed such as improvements to Route 277 and the interchange in Stephens City. Mr. Kerr stated that this list is not an all inclusive list of projects and the Long Range Plan will list specific projects.

Mr. Stowe recommended adding a statement to item No. 3 that documented the need for additional east-west bridge crossings over I-81 (the proposed Tevis St. extended bridge over I-81, for example) to improve traffic movements and relieve congestion on U.S. Route 50 and other routes.

Mr. Kerr stated that the recommendations will be passed on to the Policy Committee meeting on August 18, 2004.

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3. Review and Recommendations on Draft FY 2005-2007 Transportation Improvement Program (TIP)

Mr. Kerr stated that the Transportation Improvement Program (TIP) is required on an annual basis. The TIP includes a three year list of the top priority projects in the region that require Federal funding obligations. Mr. Kerr stated that the project list is based on the VDOT Six-Year Highway Transportation Improvement Program and the projects require obligation of Federal monies. Mr. Kerr reviewed and discussed with the committee the projects listed in the Draft FY 2005-2007 TIP.

Mr. Kerr stated that the Technical Committee has reviewed the Draft FY 2005-2007 TIP. Mr. Kerr explained the process of the TIP and stated that when the Policy Committee has adopted the TIP it will be forwarded to the State and will be incorporated into the Statewide Transportation Improvement Program. The Statewide TIP has to be submitted to the Federal Government by the beginning of September 2004.

Mr. Kerr stated that the Draft FY 2005-2007 TIP has been available for public review and comment for a thirty day period at the City of Winchester Planning Department, Frederick County Planning Department, Bowman and Handley Libraries, Town of Stephens City Municipal Office and the NSVRC Office. Mr. Kerr stated that all public notifications have been met.

Mr. Kerr updated the committee in reference to the public input meetings that have been going on in the City of Winchester and Frederick County. Mr. Kerr stated that there will be Citizens meeting this fall to review the results of the transportation model.

4. Review and Comment on Recommendations to Address MPO Organizational Issues

Mr. Kerr reviewed with the committee the memorandum included in the packet referencing recommendations to address MPO organizational issues. The memorandum summarized a response to the letter from VHB that expressed concerns of the MPO organization. Mr. Kerr stated that the Chairmen from the Technical and Citizens Advisory Committees may have to give an oral status report to the Policy Committee which will be decided at the Policy Committee meeting on August 18.

Mr. Kerr updated the committee on the progress of the MPO website. The website should be up by the week of August 16, 2004.

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5. Other Business

Mr. Kerr reported that FHWA requested that the MPO review proposed improvements to the Kernstown Interchange on Interstate 81 as part of the proposed Crosspointe development. Mr. Kerr stated that the developer is proposing interchange improvements at the Kernstown Interchange as a result of the Crosspointe development. Mr. Kerr stated that the developer will relocate Tasker Road and extend Route 37 into development. There are two optional improvements for interchange improvements and it involves the traffic turning left off of Route 37 onto Interstate 81 southbound. Mr. Kerr stated that the two options the developer is looking at include widening the I-81 bridge or using the Rt. 11 interchange. Mr. Kerr and the committee discussed the two options in more detail.

The next scheduled Citizens Advisory Committee meeting is scheduled for Tuesday, September 14, 2004 at 8:00 A.M.

Meeting adjourned at 8:55 A.M.

**Winchester -Frederick County MPO
Citizens Advisory Committee Meeting Minutes
September 14, 2004 - 8:00 a.m.**

Chairman Bill Bayliss called the meeting to order at 8:00 A.M. The attendance for the meeting was as follows: Mr. Walt Cunningham, Ms. Alice Schaaf and Mr. Tim Stowe.

Absent: Mr. Alson Smith, Mr. Harry Smith and Mr. Alan Toxopeus.

Others Present: Mr. Fred Bixby, Mr. Homer Coffman, Staunton District VDOT and a media representative from 92.5 WINC FM Radio.

Staff Present: Steve Kerr and Karen Taylor.

1. Administrative Matters – Bill Bayliss, Chairman
 - a. Review and Approval of the Minutes of the August 10, 2004 Meeting

A motion was made by Ms. Schaaf to approve the minutes of the August 10, 2004 meeting as presented.

Motion was seconded by Mr. Bayliss.

Motion carried.

2. Update on the Win-Fred MPO website (www.winfredmpo.org)

Mr. Kerr updated the Committee on the progress of the Win-Fred MPO website. He stated that the site should be made public on Wednesday, September 15, 2004 and Staff will send an email alerting everyone when the site is made public.

3. Update on Public Comments Received from Summer Workshops

Mr. Kerr reviewed with the Committee the memorandum from VHB, Inc. in reference to public comments received from Summer Workshops.

Mr. Kerr stated that the next Citizen Meeting is tentatively scheduled for Thursday, October 28, 2004 from 4 P.M. to 7 P.M at Our Health in Winchester. Staff will send an email making the Committee aware of final arrangements for the meeting.

Mr. Bixby announced that there will be a Transportation Access meeting on Thursday, September 23, 2004 from 3:00 P.M. to 4:30 P.M. at the Winchester Medical Center in the Garden Room.

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4. Revisions to 2030 Transportation Plan Work Schedule

Mr. Kerr reviewed the revised schedule with the Committee and discussed the revisions with the members.

5. Discussion/Recommendations on MPO Transportation Priorities to Policy Committee for September 22, 2004 Commonwealth Transportation Board (CTB) Public Forum

The members recommended to the Policy Committee to include Route 37, Route 277 and the Interchange at Stephens City into the MPO Transportation Priorities for the September 22, 2004 Commonwealth Transportation Board Public Forum.

6. Other Business

Mr. Stowe suggested moving the Citizens Advisory Committee meeting to midday. Mr. Bayliss suggested having that as an agenda item in October for further discussion.

Mr. Kerr stated that the next Citizens Advisory Committee is scheduled for Tuesday, October 12, 2004 at 8 A.M.

Meeting adjourned at 8:40 A.M.

**Winchester -Frederick County MPO
Citizens Advisory Committee Meeting Minutes
November 9, 2004 - 11:00 a.m.**

Chairman Bill Bayliss called the meeting to order at 11:00 A.M. The attendance for the meeting was as follows: Mr. Alson Smith and Mr. Harry Smith.

Absent: Mr. Walt Cunningham, Ms. Alice Schaaf, Mr. Alson Smith, Mr. Tim Stowe and Mr. Alan Toxopeus.

Others Present: Mr. Homer Coffman, Staunton District VDOT and a media representative from 92.5 WINC FM Radio.

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

1. Administrative Matters – Bill Bayliss, Chairman
 - a. Review and Approval of the Minutes of the September 14, 2004 Meeting

**A motion was made by Mr. Alson Smith to approve the minutes of the September 14, 2004 meeting as presented.
Motion was seconded by Mr. Harry Smith.
Motion Carried.**

2. Review of Presentation Materials from Citizen Public Meeting held on October 28, 2004.

Mr. Kerr reviewed the information that was presented at the October 28, 2004 Citizen Public Information Meeting with the Committee. He reviewed, in detail, the handout that was prepared by VHB for the public meeting and explained that the next step for the MPO is to assess citizen transportation needs.

Mr. Kerr also explained and reviewed the MPO schedule for the next six months and how that schedule will affect the Citizens Advisory Committee.

Mr. Kerr made the Committee aware of the Joint Policy-Technical Committee meeting on Wednesday, November 17, 2004 at 10 a.m. He stated that the Consultant will have a work session with the two Committees in reference to the Vision Plan process.

3. Discussion on Additional Outreach Activities

Mr. Bayliss stated he felt that the vision for the Citizens Advisory Committee should be input, or at least documented effort to get input from a broad cross section of citizens. He stated that he felt that this Committee will be scrutinized more than the other two MPO Committees in reference to meeting Federal Regulations.

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He stated that he would like to form a subcommittee to work with some of the citizens who may not have contact with an organization such as Access Independence or C-CAP. He stated that he feels the subcommittee will derive ways to contact these groups of citizens and also be able to document that this has been done.

Mr. Harry Smith suggested that city buses could be staffed and citizens would then be surveyed in reference to their transportation needs. He also suggested scoping out five or six key places to get information from citizens with special transportation needs.

Mr. Bayliss suggested forming a subcommittee to reach individuals with special transportation needs. He suggested that the following individuals serve on the subcommittee: Tim Stowe, Alice Schaaf, Jim Lawrence, Donald Finley and Silvio Alvarez. Mr. Harry Smith suggested that Sharon Harris serve on the committee if Donald Finley is not available.

4. Other Business

Mr. Homer Coffman handed out Frederick County and the City of Winchester US Census Bureau information to the Committee. This is for information purposes only.

Meeting adjourned at 11:55 A.M.