

Win-Fred MPO
Policy Committee Agenda Minutes
Wednesday, February 26, 2003

Since this was the first meeting of the MPO Policy Committee and there was no chairman, Steve Kerr from the Northern Shenandoah Valley Regional Commission called the meeting to order at 10:15 a.m. The attendance for the meeting was as follows:

Policy Committee Members	Present	Absent	Alternate Present	Alternate Name
City of Winchester				
Ed Daley	X			
Glenn Burke	X			
Jeff Buettner	X			
Frederick County				
John Riley	X			
Richard Shickle	X			
Lynda Tyler	X			
Town of Stephens City				
Michael Kehoe	X			
VDOT				
Dennis Morrison	X			
VDRPT				
Darrel Feasel	X			
FHWA - VA Div.				
Ivan Rucker		X		
FTA				
Patricia Kampf		X		

Others Present:

Jack Apostolides, Planning Programs and Contracting Manager, VDRPT
 Kris Tierney, Assistant County Administrator, Frederick County
 Ben Mannell, Senior Transportation Engineer, Transportation & Mobility Planning Division, VDOT
 Michael Gray, District Planner, Staunton District, VDOT
 Jerry Copp, Resident Engineer, Edinburg Residency, VDOT

Tim Allen, The Winchester Star

Staff present: Steve Kerr, Executive Director, Northern Shenandoah Valley Regional Commission

1. Administrative Items

Since no officers had been elected, the Committee decided to take up agenda item 1 b, Appoint Officers, first.

b. Appoint Officers

Mr. Kerr opened the floor for nominations. The committee decided to nominate and vote on the Chairman, Vice-Chairman, and Secretary -Treasurer as one slate. A motion was made by Lynda Tyler, seconded by Ed Daley to nominate Richard Shickle from Frederick County as Chairman. Motion carried unanimously. Ed Daley moved to close the nominations, motion carried unanimously. A motion was made by John Riley, seconded by Ed Daley to nominate Jeff Buettner from the City of Winchester as Vice-Chairman. Motion carried unanimously. Ed Daley moved to close the nominations, motion carried unanimously. The committee decided that the Executive Director of the Northern Shenandoah Valley Regional Commission should serve as Secretary-Treasurer. Once the slate of officers was finalized, the vote was taken and the nominated officers were approved unanimously. After the vote, Mr. Kerr turned over the Chair to Mr. Shickle, who resumed chairing the meeting.

a. Designation of Official Study Area Name

After a brief discussion, a motion was made by John Riley, seconded by Ed Daley, to use "Win-Fred MPO" as the official MPO name. Motion passed unanimously.

c. Designation of MPO Staff

Mr. Kerr noted that both the City of Winchester and Frederick County had already passed a joint resolution designating the Northern Shenandoah Valley Regional Commission as staff for the MPO. However, VDOT indicated that they still needed a motion from the MPO to make the staff appointment official. A motion was made by Ed Daley, seconded by Glenn Burke, to officially designate the Northern Shenandoah Valley Regional Commission staff as staff for the MPO. Motion carried unanimously.

d. Formation of Technical Advisory Committee (TAC)

A discussion was held to determine who would be the best representatives to be appointed to the Technical Committee. As a result of this discussion, a motion was made by Lynda Tyler, seconded by Glenn Burke, to appoint a core committee with the following representatives:

City/County Planning Directors (2)

City/County Public Works Directors (2)

City Engineer/Deputy County Administrator (2)

Director of the Winchester-Frederick County EDC and the City Redevelopment Office (2)

Town of Stephens City Planner or Public Works Director (1)

VDRPT (1)

Airport Authority (1)

Transit System (1)

VDOT Edinburg Resident Engineer (1)

Staunton District Planner, VDOT (1)

Total of 14

It was also noted that the staff could come back with additional nominations at a later date to supplement the 14 representatives appointed at this meeting. The motion carried unanimously. The Committee also discussed how they citizen participation requirements for the MPO would be addressed and agreed upon the need to have a Citizens Advisory Committee created. A motion was made by John Riley, seconded by Linda Tyler, to create a Citizens Advisory Committee to the MPO and to have staff begin working on its formation. Motion carried unanimously.

2. Review and Discussion on Memorandum of Understanding (MOU)

Mr. Kerr noted that the draft MOU prepared for the MPO was based on a "boilerplate" prepared by VDOT. Mr. Feasel recommended that instead of using the term "STATE," it would be better to use the Secretary of Transportation since all transportation related agencies fall under the Secretary and they could appoint the representatives they felt most appropriate. VDOT also noted that some elaboration on the 3-C Planning Process may be necessary since some of the U.S. Code citations may have changed. After the discussion, a motion was made by John Riley, seconded by Linda Tyler, to forward the MOU to the local jurisdictions for adoption with the changes as noted. The motion carried unanimously.

3. Review and Discussion on By Laws

The committee reviewed examples of by laws adopted in other MPOs. Committee members indicated that they liked the Roanoke MPO format but felt that the Charlottesville MPO language was more suited to the Win-Fred MPO. After the discussion, a motion was made by Ed Daley, seconded by Linda Tyler, requesting staff to prepare a draft set of bylaws using the Roanoke format with the Charlottesville language for next meeting. Committee members could also send in other comments and recommendations to the staff by Friday, March 7, 2003. The motion carried unanimously.

4. Designation of Study Area Boundary

Mr. Kerr reviewed a map prepared by VDOT that outlined the urbanized area designated by the Census Bureau and also showed the original Winchester Area Transportation Study (WATS) study area boundary. According to the federal regulations, the study area boundary for the MPO must encompass the Census Urbanized Area plus the area that is projected to become urbanized in the next 20 years. Based on this information, the Committee decided to use the WATS study area boundary with some modifications to account for the urbanized area. They also made it clear that no portion of Clarke County should be included in the study area. It was also noted that the boundary lines needed to follow census track/block lines in order for the future transportation zones to be able to use census data easily. Staff agreed to bring a draft study area boundary map back to the committee at the next meeting for review.

5. Review and Discussion on FY 2003-2004 Unified Planning Work Program (UPWP)

Mr. Kerr noted that a draft UPWP based on VDOT "boilerplate" language was included in the committee's meeting package along with some examples from other MPOs. He noted that the committee will need to adopt the UPWP in May in order for the MPO to be eligible to receive federal funding. A motion was made by John Riley, seconded by Linda Tyler, to use the Technical Committee to prepare the draft UPWP and come back to the Policy Committee for review and approval. The motion carried unanimously.

Mr. Kerr also indicated that there was a need for "start-up" funding for the Regional Commission to cover the costs of working on the MPO prior to July 1, 2003. This included staff costs associated with preparing the meeting notices and agendas, staffing the meetings, preparing minutes, preparing the UPWP, and working with the committees. Mr. Kerr also indicated that he thought he would have to hire a transportation planner and probably a clerical person to handle the additional work. He noted that VDOT had indicated that there is a limited amount of start-up funding available for the Regional Commission to apply for and that a written scope of work and request must be submitted to the Transportation Planning & Mobility Division in VDOT for review and approval. Additional discussion ensued with both Mr. Shickle and Mr. Riley asking whether the new staff would be hired through the Regional Commission or the MPO. Mr. Kerr indicated that he felt that the staff would be hired through the Commission and that it would need to be done in the next several months in order for staff to be ready to work on the UPWP in July. After additional discussion, the Committee decided to request that a copy of the start-up funding request be circulated to the MPO prior to it being submitted to VDOT by the Regional Commission.

6. Establish Meeting Dates, Location and Time for Future Policy Committee Meetings

After a brief discussion, the Policy Committee decided to hold their meetings on the third Wednesday of the month. Frederick County indicated that the 1st floor conference room should be available for future meetings so it was decided to continue to hold the meetings in that conference room. Upcoming meetings will be held by the Policy Committee on March 19, 2003 at 10:00 a.m. and April 16, 2003 at 10:00 a.m.

7. Adjournment

There being no further business, the Chairman declared the meeting adjourned at approximately 11:40 a.m.

Stephen W. Kerr
Secretary-Treasurer

Win-Fred MPO
Policy Committee Minutes
Wednesday, March 19, 2003

Chairman Shickle called the meeting to order at 10:00 a.m. The attendance for the meeting was as follows: Mr. Ed Daley, Mr. Glen Burke, Mr. Jeff Buettner, Mr. John Riley, Ms. Lynda Tyler, Mr. Mike Kehoe, Mr. Dennis Morrison, Mr. Darrel Feasel, Mr. Ivan Rucker.

Absent: Ms. Patricia Kampf

Others Present: Mr. Kris Tierney, Mr. Ben Mannell, Mr. Michael Gray, Mr. Jerry Copp, Media Representatives from the Winchester Star, the Northern Virginia Daily, and WINC FM Radio

Staff present: Mr. Steve Kerr, Marie Weaver

1. Administrative Items:

- a) Review and Approval of February 26, 2003 Policy Committee Minutes

A motion was made by Ms. Lynda Tyler to approve the minutes of February 26, 2003 as presented. Motion was seconded by Mr. Ed Daley.

Motion carried.

- b) Approval of Policy on Notification of Appointment of Technical Advisory Committee Members by the MPO

The Committee instructed Mr. Kerr to send out the Notification of Appointment to the Technical Committee Members.

- c) Review and Discussion on Proposed MPO Letterhead

Mr. Kerr presented two alternative MPO Letterhead styles for the Policy Committee's review.

A motion was made by Mr. John Riley to approve the second version of the MPO Letterhead as presented by staff.

Motion was seconded by Mr. Mike Kehoe.

Motion carried.

2. Review and Approval of Proposed Revisions to the Memorandum of Understanding (MOU) by VDOT

A motion was made by Ms. Lynda Tyler to approve the Memorandum of Understanding as amended.

Motion was seconded by Mr. Glenn Burke.

Motion carried.

3. Review and Approval of MPO Policy Committee By Laws

Mr. Kerr asked for clarification on the number of Citizen Representatives that would be appointed to the Citizen Advisory Committee.

Discussion followed

A motion was made by Mr. John Riley to appoint Citizen Representatives to the Citizen Advisory Committee based on the number of representatives on the MPO Policy Committee (3 City, 3 County, 1 Town).

Motion was seconded by Mr. Ed Daley.

Motion carried.

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A motion was made by Mr. Glenn Burke to approve the MPO Policy Committee By Laws as amended and revised.

Motion was seconded by Mr. Jeff Buttner.

Motion carried.

4. Approval of the City of Winchester as Designated Recipient of Federal Transit Administration Funds

A motion was made by Mr. Jeff Buettner authorizing staff to send a letter of authorization designating the City of Winchester as the recipient of the Federal Transit Administration Funds for the Transit System.

Motion was seconded by Ms. Lynda Tyler

Motion carried.

5. Review of Proposed Study Area Boundary

Mr. Kerr presented a proposed Study Area Boundary Map based on discussion and recommendations from the February 26th Policy Committee Meeting.

Discussion followed with the Committee recommending that staff work closely with the Frederick County Planning Staff to identify agricultural/forestral districts, the Urban Development Area Boundary line and the sewer and water service area boundary line. Based upon that information, the Committee recommended staff to modify the MPO Study Area Boundary Line by deleting land area to the South and West contained in agricultural/forestral districts and add land area to the North contained in the sewer and water service area. Staff indicated that they will revise the Study Area Boundary Line and present a revised map at the April meeting.

6. Other Business

Mr. Kerr presented a draft of the MPO Staff Support Start-up Funding Proposal. The funding proposal is an estimate of the cost to complete work from now to June 30th. This includes staff support for MPO Meetings, preparing the UPWP, creating the Study Area Map, recruiting new staff, and related costs. The Committee indicated that action would not be taken until VDOT had an opportunity to review and comment on the proposal.

Ms. Lynda Tyler asked if anyone was familiar with a program sponsored by AMPO and EPA to develop a pilot project that would support Smart Growth Principles as part of a Transportation Planning Program. Mr. Gray and Mr. Mannell from VDOT indicated that this is a program that can be looked into.

Mr. Riley handed out a copy of a letter he received from Star Solutions asking for local government support for their proposed I81 Improvement Project.

7. Meeting was adjourned at 11:00 a.m.

Steve Kerr

Secretary/Treasurer

**Winchester -Frederick County MPO
Policy Committee Minutes
Wednesday April 16, 2003**

Chairman Shickle called the meeting to order at 10:00 a.m. The attendance for the meeting was as follows: Mr. Ed Daley, Mr. Glen Burke, Mr. John Riley, Ms. Lynda Tyler, Mr. Mike Kehoe, Mr. Michael Gray alternate for Mr. Dennis Morrison, Mr. Jack Apostolides replaced Mr. Darrell Feasel .

Others Present: Mr. Ben Mannell, Mr. Tim Youmans, Mr. Jerry Copp, Mr. Don Well, Mr. Jim Lawrence, Media Representatives from the Winchester Star, the Northern Virginia Daily, and WINC FM Radio.

Staff present: Steve Kerr, Marie Weaver

1. Administrative Items:

- a. Review and Approval of the Minutes of the March 19, 2003 Policy Committee Meeting

A motion was made by Ms. Lynda Tyler to approve the minutes of March 19, 2003 as presented.

Motion was seconded by Mr. Mike Kehoe.

Motion carried.

2. Review and Approval of Start-up Funding Request to VDOT for MPO Staff

In response to the Policy Committee's request for feedback from VDOT on the start-up funding request, Mr. Kerr indicated that VDOT had responded and said that no changes were required to submit the request.

A motion was made by Ms. Lynda Tyler to approve the Start-up Funding Request to VDOT for MPO Staff.

Motion was seconded by Mr. Mike Gray.

Motion carried.

3. Review and Approval of the FY 2003-2004 Unified Planning Work Program

The Policy Committee reviewed the FY 2003-2004 Unified Planning Work Program

The Technical Committee reviewed the UPWP at their April 7th meeting and recommended approval subject to some revisions to Work Task 2: Long Range Transportation Plan Development. The proposed revised text was distributed to committee members at the meeting. The proposed changes do not affect the budget. Discussion followed on the proposed Rt. 522 Corridor Study and it was agreed that the entire corridor should be studied at one time when funding is available for the entire project.

A motion was made by Mr. John Riley to approve Task 1-4 of the UPWP.

Motion was seconded by Mr. Ed Daley.

A motion was made by Mr. John Riley to amend the previous motion to approve changes in Task 2 as recommended by the Technical Committee.

Motion was seconded by Mr. Glen Burke.

Motion carried.

The previous motion was further amended by Mr. Ed Daley to include the provision that the work on the Rt.522

Corridor not be addressed unless funding is available for the entire corridor study.

Motion was seconded by _____(unintelligible).

Motion carried.

4. Review and Approval of Resolution Authorizing the Filing of a Federal Transit Administration Sect. 5303 Grant (Planning Funds) With the Virginia Department of Rail & Public Transportation

A motion was made by Mr. Ed Daley to approve Resolution Authorizing the Filing of a Federal Transit Administration Sect. 5303 Grant (Planning Funds) with the Virginia Department of Rail & Public Transportation.

Motion was seconded by Ms. Lynda Tyler.

Motion carried.

5. Review and Approval of MPO Study Area Boundary

Mr. Kerr presented two Alternate maps to the Committee that was recommended by the Technical Committee. Alternate 1 includes the area recommended by the Policy Committee and Alternate 2 includes the area in Alternate 1 plus additional area south of Stephens City down the I-81/Rt. 11 Corridor to Middletown. Discussion followed and the Committee agreed that Alternate 2 was not feasible at this time. Mr. Kerr noted that there was a shading problem with Alternate 1 where several split Ag-Forrest Districts did not have the portion shaded that was included in the study area. Mr. Kehoe, representing Stephens City, recommended that Alternate 1 include additional area south of Stephens City down the I-81/Rt. 11 Corridor to Double Church Rd.

A motion was made by Mr. Ed Daley to adopt Alternate 1 with the additional area recommended by Stephens City subject to the boundary following census block lines.

Motion was seconded by Mr. John Riley.

Motion carried.

6. Other Business

Mr. Kerr reported that Mr. Tim Youmans was voted as chairman for the MPO Technical Committee and Mr. Eric Lawrence as Vice Chairman.

The chairman asked for the status of the adoption of the revised Memorandum of Understanding (MOU) by the member jurisdictions. Mr. Kehoe indicated that it was adopted by Stephens City, Mr. Daley indicated that the City of Winchester had just adopted the MOU on Tuesday April 15th, and Mr. Riley indicated that Frederick County would be taking up the matter at their evening meeting of April 16th.

Mr. Riley passed out a copy of a letter he received from Rockbridge County regarding a resolution adopted requesting VDOT to consider alternatives to address the traffic problems on I-81 without the use of tolls.

7. Meeting was adjourned at 11:00 a.m.

Steve Kerr
Secretary/Treasurer

MEMORANDUM

Date: June 19, 2003

To: Policy Committee - See Distribution
Win-Fred Metropolitan Planning Organization (MPO)

From: Stephen W. Kerr, Secretary-Treasurer

Subject: Meeting Notice and Agenda

The purpose of this memorandum is to announce that a meeting of the MPO Policy Committee is scheduled for **Thursday, June 26, 2003 at 10:00 a.m.** in the 1st Floor Conference Room (opposite Data Processing Office), Frederick County Offices, 107 North Kent Street, Winchester, VA. The Agenda for this meeting is attached. Upon review of this information, if you have any questions or desire additional information, please do not hesitate to contact me.

Enclosures

Distribution List:

City of Winchester:

Ed Daley, City Manager
Glenn Burke, Councilman
Jeff Buettner, Councilman

Fredrick County:

John Riley, County Administrator
Richard Shickle, Chairman, Board of Supervisors
Lynda Tyler, Supervisor

Town of Stephens City:

Mike Kehoe, Town Manager/Engineer

Virginia Department of Transportation:

Dennis Morrison, District Administrator, Staunton District

Virginia Department of Rail and Public Transportation:

Jack Apostolides, Planning Programs and Contracting Manager

Federal Highway Administration - Virginia Division:

Ivan Rucker, Community Planner

Federal Transit Administration:

Patricia A. Kampf, Transportation Program Specialist

cc: Tim Youmans, Chairman, Win-Fred MPO Technical Committee
R. Ben Mannell, Transportation and Mobility Planning Division, VDOT
Michael W. Gray, District Planner, Staunton District, VDOT
Jerry A. Copp, Resident Engineer, VDOT Edinburg Residency
Kris C. Tierney, Assistant County Administrator, Frederick County

**Winchester -Frederick County MPO
Policy Committee Meeting
June 26, 2003 - 10:00 a.m.**

AGENDA

1. Administrative Items:
 - a. Review and Approval of the Minutes of the May 21, 2003 Policy Committee Meeting (Distributed via E-mail)
2. Review and Endorsement of Proposed FY 2003-2004 Enhancement Projects Within the MPO Study Area (See Blue Attachment):
 - a. Winchester Department of Parks and Recreation - Request for Continuation of Funding for the Winchester Green Circle Project
 - b. Town of Stephens City - Request for Continuation of Funding for the Stephens City Community Services and Transportation Museum Facility
3. Review and Approval of Draft List of Projects to be Included in the FY 2003-2005 Transportation Improvement Program (TIP) (See Yellow Attachment)
4. Other Business
5. Adjournment

**Winchester-Frederick County MPO
Policy Committee Minutes
Wednesday May 21, 2003**

Chairman Shickle called the meeting to order at 10:00 a.m. The attendance for the meeting was as follows: Mr. Ed Daley Mr. Jeff Buettner, Mr. Glen Burke, Mr. Mike Kehoe, Mr. Dennis Morrison, Mr. John Riley, Ms. Lynda Tyler, Mr. Ivan Rucker.

Absent: Mr. Jack Apostolides, Ms. Patricia Kampf.

Others present: Mr. Ben Mannell, Mr. Mike Gray, Mr. Jerry Copp, Mr. Kris Tierney, Mr. Jim Lawrence, Media Representatives from the Winchester Star, WINC FM Radio.

Staff present: Steve Kerr, Marie Weaver.

1. Administrative Items:

- a. Review and Approval of the Minutes of the April 16, 2003 Policy Committee Meeting

A motion was made by Ms. Tyler to approve the minutes of April 16, 2003 as amended.

Motion was seconded by Mr. Kehoe.

Motion carried.

- b. Status of Recruitment for New MPO Staff

Mr. Kerr reported on the status of recruitment for New MPO Staff.

Discussion followed

The recommendation was that Mr. Kerr keeps the Committee informed of the recruitment for new MPO Staff.

2. Review and Approval of Resolution Requesting VDOT to Develop a Travel Demand Model for the Win-Fred MPO Study Area

Mr. Kerr reported that the resolution requesting VDOT to Develop a Travel Demand Model for the Win-Fred MPO Study area was recommended by the Technical Committee using the wording based on a similar request made by the Blacksburg MPO. The Technical Committee felt that if VDOT is going to be responsible for the modeling of the long-range transportation plan, there should be some definition of expectations. Mr. Kerr said it is assumed that VDOT would be utilizing consultant services to develop the Travel Demand Model. Mr. Mannell explained how VDOT would use the consultant in greater detail and answered questions from the Committee.

A motion was made by Mr. Daley to adopt the resolution including a provision that the consultant meets on a bi-monthly basis with the Policy Committee in addition to the Technical Committee.

Motion was seconded by Ms. Tyler.

Motion carried.

Mr. Daley requested that the minutes state that the development of the Travel Demand Model for the Win-Fred MPO by the VDOT consultant will be at no cost to the MPO.

3. Review of Proposed VDOT Process to Prepare the MPO Transportation Improvement Program (TIP) and the Statewide Transportation Improvement Program (STIP) for FY 2003-2005 and FY 2005-2007

Mr. Kerr reviewed the proposed Timeline For Processing MPO FY2003 Transportation Improvement Programs (TIP's) prepared by VDOT. Mr. Kerr pointed out to the Committee that the Win-Fred MPO will be preparing

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May 21, 2003

their first TIP and the process to prepare the document and conduct public review must be completed in September 2003.

Discussion followed and Mr. Mannell answered questions from Committee members.

4. Other Business

Mr. Kerr asked about the status of the appointments of the Citizen Representatives from each jurisdiction to the Citizens Advisory Committee. Mr. Kerr indicated that the jurisdictions should get their appointments finalized soon.

Mr. Jim Lawrence indicated that he was working with the City on a TEA-21 Enhancement Project and it requires an endorsement from the MPO. He inquired as to what the procedure would be to get the endorsement letter. Mr. Kerr responded by stating that any proposal needed to be submitted to the MPO Staff so it could be placed on the next meeting agenda. He also indicated that any proposed project within the MPO Study Area requires an endorsement from the MPO.

Meeting was adjourned at 11:20 a.m.

Steve Kerr
Secretary/Treasurer

**Winchester-Frederick County MPO
Policy Committee Minutes
Wednesday June 26, 2003**

Chairman Shickle called the meeting to order at 10:00 a.m. The attendance for the meeting was as follows: Mr. Jeff Buettner, Mr. Glen Burke, Mr. Mike Gray for Mr. Dennis Morrison, Mr. Mike Kehoe, Mr. Kris Tierney for Mr. John Riley, Ms. Lynda Tyler.

Absent: Mr. Ed Daley, Ms. Patricia Kampf.

Others present: Mr. Jack Apostolides, Mr. Don Wells, Mr. Jim Lawrence, Media Representatives from the Winchester Star, WINC FM Radio.

Staff present: Steve Kerr, Marie Weaver.

1. Administrative Items:

- a. Review and Approval of the Minutes of May 21, 2003 Policy Committee Meeting.

A motion was made by Mr. Buettner to approve the Policy Committee Meeting Minutes of May 21, 2003 as presented.

Motion was seconded by Mr. Kehoe.

Motion carried.

2. Review and Endorsement of Proposed FY 2003-2004 Enhancement Projects Within the MPO Study Area.

- a. Winchester Department of Parks and Recreation – Request for Continuation of Funding for the Winchester Green Circle Project.

A motion was made by Mr. Burke to endorse the Department of Parks and Recreation – Request for Continuation of Funding for the Winchester Green Circle Project.

Motion was seconded by Mr. Kehoe.

Motion carried.

- b. Town of Stephens City – Request for Continuation of Funding for the Stephens City Community Services and Transportation Museum Facility.

A motion was made by Mr. Kehoe to endorse the Town of Stephens City – Request for Continuation of Funding for the Stephens City Community Services and Transportation Museum Facility.

Motion was seconded by Mr. Buettner.

Motion carried.

3. Review and Approval of Draft List of Projects to be Included in the FY2003-2004 Transportation Improvement Program (TIP).

Discussion followed

The Policy Committee would like to see a better process for reviewing the Transportation Improvement Program (TIP) next year.

A motion was made by Mr. Burke to approve the Draft List of Projects to be Included in the FY 2003-2004 Transportation Improvement Program.

Motion was seconded by Ms. Tyler.

Motion was carried.

A motion was made by Ms. Tyler to forward the FY2003-2004 Transportation Improvement Program for public input.

Motion was seconded by Mr. Kehoe.

Motion carried.

4. Other Business

Ms. Tyler notified the Policy Committee that Mr. Tim Stowe has agreed to serve on the Citizens Advisory Committee representing Frederick County.

As Chairman of the Frederick County Board of Supervisors Mr. Shickle appointed Mr. Tim Stowe to the Citizens Advisory Committee.

A presentation was made by Mr. Homer Coffman, Equal Opportunity Manager, VDOT Mr.Coffman offered his assistance to the Policy Committee in preparing the Public Involvement Plan.

Meeting was adjourned at 10:50 a.m.

Steve Kerr
Secretary/Treasurer

**Winchester -Frederick County MPO
Policy Committee Minutes
August 20, 2003**

Chairman Shickle called the meeting to order at 10:00 a.m. The attendance for the meeting was as follows: Mr. Glen Burke, Mr. Dennis Morrison, Mr. Mike Kehoe, Mr. John Riley, Ms. Lynda Tyler.

Absent: Mr. Ed Daley, Mr. Jeff Buettner.

Others present: Mr. Jack Apostolides, Mr. Don Wells, Mr. Jim Lawrence, Mr. Kris Tierney, Mr. Jerry Copp, Mr. Tim Stowe, Mr. Oscar Gray, Mr. Darrell Johnson, Mr. Jim Deskin, Mr. Ivan Rucker, Mr. Mike Gray, Ms. Patricia Kampf, Media Representatives from the Winchester Star, Northern Virginia Daily.

Staff present: Steve Kerr, Marie Weaver.

1. Administrative Items:

- a. Review and Approval of the Minutes of the June 26, 2003 Policy Committee Meeting

A Motion was made by Ms. Tyler to approve the Minutes of the June 26, Policy Committee Meeting as amended.

Motion was seconded by Mr. Kehoe.

Motion carried.

- b. Executive Session – Review of Top Candidates for the Senior Transportation Position

Policy Committee recommended that this agenda item be moved to last item on agenda.

2. Review and Public Comment on the Draft Federal FY 2003-2005 Win-Fred Transportation Improvement Program (TIP)

Discussion followed

The committee recommended that the Fiscal Years include FY 2003 – FY 2006, rather than FY 2005 to accommodate the differences between the highway portion and the transit portion of the TIP.

A motion was made by Mr. Riley to add the Frederick County Secondary System Construction Program to Appendix B

Motion was seconded by Ms. Tyler.

Motion carried.

A motion was made by Mr. Kehoe to approve FY 2003 – FY 2006 TIP subject to changes made by the Committee.

Motion was seconded by Ms. Tyler.

Motion carried.

3. Review of Draft Scope of Work and Milestones for VDOT Consultant Working on Transportation Demand Model

Discussion followed

Committee members had questions about details in the Draft Scope of Work and since all of the questions could not be addressed at the meeting, they did not feel comfortable approving the document. The policy committee recommended that discussions on the document should continue, with more input being incorporated from the technical committee and the consultants. It was also recommended that the VDOT Consultants attend the next MPO Policy Committee Meeting to be available to answer questions. In addition, the committee requested staff to provide a copy of the Draft Scope of Work with all the recommended changes made by the technical committee at their August 5th and September 2nd meetings.

A motion was made by Mr. Riley to table action on the Draft Scope of Work for 30 days to permit additional review by the technical committee and the consultants.

Motion was seconded by Ms. Tyler.

Motion carried.

Executive Session – Review of Top Candidates for the Senior Transportation Position

A motion was made by Mr. Riley to go into Executive Session in accordance with the Code of Virginia Section 2.1-344, sub-paragraph 1. To discuss personnel matters.

Motion seconded by Ms. Tyler.

Motion carried.

A motion was made by Mr. Riley to reconvene in regular session.

Motion seconded by Ms. Tyler.

Motion carried.

All present certified that the only item discussed was personnel matters.

A motion was made by Mr. Riley authorizing the MPO Staff (NSVRC) to make the final decision and hire the Transportation Planner

Motion was seconded by Ms. Tyler.

Motion carried.

Meeting adjourned at 11:30 a.m.

Steve Kerr
Secretary/Treasurer

**Winchester -Frederick County MPO
Policy Committee Minutes
September 17, 2003**

Chairman Dick Shickle called the meeting to order at 10:00 a.m. with the following members present: Mr. Mr. Jack Apostolides, Mr. Glenn Burke, Mr. Ed Daley, Mr. Mike Gray alternate for Mr. Dennis Morrison, Mr. Mike Kehoe, Mr. John Riley.

Absent: Mr. Jeff Buettner, Ms. Patricia Kampf, Mr. Ivan Rucker, Ms. Lynda Tyler.

Staff present: Steve Kerr, Marie Weaver

Others present: Mr. Steve Aldrich, Mr. Craig Eddy, Vanasse Hangen Brustlin, Media Representatives from the Winchester Star, WINC FM Radio, Northern Virginia Daily.

1. Administrative Items:

- a. Review and Approval of the Minutes of the August 20, 2003 Policy Committee Meeting

A motion was made by Mr. Riley to approve the Policy Committee Meeting Minutes of August 20, 2003 as presented.

Motion was seconded by Mr. Daley.

Motion carried.

- b. Update on MPO Staff Positions

Mr. Kerr, presented an update on the MPO Staff Positions.

2. Review of Draft Scope of Work and Milestones for VDOT Consultant Working on Transportation Demand Model

The Policy Committee reviewed the Revised Draft Scope of Work.

Discussion followed between the Policy Committee and representatives from Vanasse Hangen Brustlin, Mr. Craig Eddy, Mr. Steve Aldrich.

A motion was made by Mr. Riley to approve the Revised Scope of Work.

Motion was seconded by Mr. Burke.

Motion carried.

3. Review and Approval of Urban Area Boundary to be Utilized for Highway Functional Classification System

Mr. Mike Gray gave an overview of the Functional Classification System and proposed modification to the Urbanized Area Boundary in the Win-Fred MPO Study Area. The purpose of the modifications is to "smooth" the boundary and make it more logical. The purpose of the functional Classification map is to provide guidance on whether a highway is funded and constructed to urban standards or rural standards.

A motion was made by Mr. Daley to approve the Functional Classification System as presented.

Motion was seconded by Mr. Kehoe.

Motion carried.

4. Proposed MPO Participation at VDOT FY 2005-2010 Six-Year Improvement Program (SYIP) Update Public Hearing for Staunton District on October 9, 2003

Discussion followed with the recommendation that the Technical Committee submit written comments to the Policy Committee for the the FY2005-2010 Six-Year Improvement Program Update Hearings at their Sept 30th meeting.

Meeting was adjourned at 11:00 a.m.

Steve Kerr
Secretary/Treasurer

Winchester -Frederick County MPO
Joint Policy-Technical Committee Minutes
December 17, 2003 - 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. Jack Apostolides, Mr. Jeff Buettner, Mr. Glenn Burke, Mr. Ed Daley, Mr. Mike Gray for Mr. Dennis Morrison, Mr. Mike Kehoe, Mr. John Riley, and Ms. Lynda Tyler.

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

MPO Technical Committee members present: Mr. Jack Apostolides, Mr. Jerry Copp, Mr. Eric Lawrence, Mr. Gary Lofton, Mr. Ed Strawsnyder, Mr. Kris Tierney, Mr. Evan Wyatt, Mr. Tim Youmans and Mr. Patrick Barker.

MPO Technical Committee members absent: Mr. Jim Deskins, Ms. Dale Lehnig, Ms. Serena Manuel, and Ms. Renee Wells.

MPO Citizens Advisory Committee members present: Mr. R. William Bayliss, Mr. Walt Cunningham, Ms. Alice Schaaf, Mr. Alson Smith, Mr. Tim Stowe, and Mr. Alan Toxopeus.

MPO Citizens Advisory Committee members absent: Mr. Harry Smith

Staff present: Steve Kerr, Karen Taylor

Others present: Ms. Janet Bixby, Mr. Lewis Parsley, Mr. Jim Lawrence, Mr. Ken Jones, Media Representatives from the Winchester Star, WINC FM Radio.

Chairman Dick Shickle called the meeting to order at 10:00 a.m. with the following

1. Administrative Items:

- a. Welcome and Introductions – Special Welcome to Chairman of Citizens Advisory Committee

Mr. Kerr introduced Chairman Mr. R. William Bayliss of the Citizens Advisory Committee. Chairman R. William Bayliss introduced the members of the Citizens Advisory Committee.

- b. Review and Approval of the Minutes of the September 17, 2003 Policy Committee Meeting

A motion was made by Mr. Daley to approve the Policy Committee Meeting Minutes of September 17, 2003 as presented.

Motion was seconded by Mike Gray.

Motion carried.

- c. Review and Approval of the Minutes of the September 30, 2003 Technical Committee Meeting

A motion was made by Mr. Youmans to approve the Technical Committee Meeting Minutes of September 30, 2003 as presented.

Motion was seconded by Mr. Lofton.

Motion carried.

Mr. Kerr presented the following information to the Committees for information only:

- d. Reorganization of VDOT Transportation and Mobility Planning Division
 - e. Approved Revisions to the PL Fund (Highway Planning funds) allocation formula for Virginia
 - f. VDOT Announcement on Environmental Review Process for proposed I-81 improvements
 - g. Proposed amendments to the Win-Fred MPO FY 2003-2004 TIP and STIP
2. Review of Scope of Work and Milestones by VDOT Consultant Working on Transportation Demand Model – Steve Aldrich, P.E, 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 Committees.
3. Presentation by Homer Coffman, Equal Opportunity Manager, VDOT, Staunton District, on Transportation and Environmental Justice (Title VI) Issues
The presentation was cancelled due to Mr. Coffman being ill.
4. Other Business
None

Meeting was adjourned at 11:00 a.m.

Steve Kerr
Secretary/Treasurer