

## Winchester-Frederick County MPO

Policy Committee Minutes

February 18, 2004 – 8:00 a.m.

Chairman Dick Shickle called the meeting to order at 8:00 a.m. with the following MPO Policy Committee members present: Mr. Glen Burke, Mr. Ed Daley, Mr. Mike Kehoe, Mr. Dennis Morrison, Mr. John Riley, Mr. John Schroth, alternate for Mr. Jeff Buettner and Ms. Lynda Tyler.

Absent: Ms. Carolyn Griffin, Ms. Patricia Kampf and Mr. Ivan Rucker.

Staff: Mr. Steve Kerr, Ms. Karen Taylor.

Others Present: Mr. Jack Apostolides, Mr. Jerry Copp, Mr. Gregory Cross, Mr. Mike Gray, Mr. Mike Hite, Mr. Gary Lofton, Mr. Tim Stowe, Mr. Kris Tierney, Mr. Tim Youmans and Media Representatives from the Winchester Star, WINC FM Radio, Northern Virginia Daily.

### 1. Administrative Items:

- a. Review and Approval of the Minutes of the December 17, 2003 Joint Policy-Technical Committee Meeting

**A motion was made by Ms. Lynda Tyler to approve the Joint Policy-Technical Committee Meeting Minutes of December 17, 2003 as presented.**

**Motion was seconded by Mr. Ed Daley.**

**Motion Carried.**

- b. Review and Endorsement of proposed FTA Sect. 5310 Grant Applications by the following agencies:

- Northwestern Community Services
- Grafton School

Discussion followed.

The MPO Policy Committee recommended that staff compile information in reference to the number of vehicles that have been approved under the FTA Sect. 5310 Program in the MPO area.

**A motion was made by Mr. Mike Kehoe to approve the letter of support for Northwestern Community Services and Grafton School seeking funding under the FTA Section 5310 program to purchase transportation equipment.**

**Motion was seconded by Mr. Glen Burke.**

**Motion Carried.**

### 2. Review and Approval of Proposed Amendments to the Adopted Federal FY 2003-2006 Win-Fred Transportation Improvement Program (TIP)

Committee reviewed and discussed the amendments to the TIP. Mr. Shickle asked if there were any public comments in reference to the proposed amendments. There were no public comments.

**A motion was made by Mr. John Riley to approve the Proposed Amendments to the Adopted Federal FY 2003-2006 Win-Fred Transportation Improvement Program (TIP).**

**Motion was seconded by Mr. Dennis Morrison.**

**Motion Carried.**

3. Review of Win-Fred MPO 2030 Transportation Plan MPO Coordination Document. The Committee reviewed and discussed the document; Mr. Kerr explained that the document was for information only. No action was needed.

4. Review of Proposed Winchester-Frederick County Integrated Public Transportation Initiative Submitted by the Northern Shenandoah Valley Public Mobility Program and Rural ITS Planning.

Mr. Mike Hite and Mr. Gregory Cross presented an overview of the Proposed Winchester-Frederick County Integrated Public Transportation Proposal. Discussion followed. Some members of the Committee had questions about creating a district, especially one integrating human services transit. Mr. John Schroth expressed his concerns about the added expense of expanding a bus system service into rural areas. However, the Policy Committee decided it would be beneficial to study the feasibility of creating a transportation district to focus on expansion of mass transit services.

**A motion was made by Mr. Ed Daley to create a working group to provide the City of Winchester and Frederick County recommendations and procedures for the implementation of the Winchester-Frederick County Transportation District. Mr. Daley proposed that the working group consist of one representative from the City and the County, a representative from Middletown-Stephens City, the newly created Transit Marketing Director position when it is filled, a representative from Clarke County and Mr. Jack Apostolides from the Virginia Department of Rail and Public Transportation and Mr. Mike Hite, Northern Shenandoah Valley Public Mobility Program Manager.**

**Motion was seconded by Mr. Glen Burke.  
Motion Carried.**

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

Mr. Kerr referenced the current Unified Planning Work Program and mentioned that next year's work program will need to be prepared and approved in April. Discussion followed. The Committee requested the Technical Committee forward their recommendations and comments. No action taken.

6. Other Business

Mr. Steve Kerr handed out a request to the Committee from the Town of Stephens City in reference to the Town seeking 2004 Enhancement funds to complete a project originally approved in 1999 in the amount of \$225,000.

**A motion was made by Mr. Ed Daley to approve the request from the Town of Stephens City in reference to the Town seeking 2004 Enhancement funds to complete the 1999 project in the amount of \$225,000.**

**Motion was seconded by Mr. John Schroth.  
Motion Carried.**

Mr. Steve Kerr gave an update on the Citizens Information Meeting held on February 12, 2004.

Mr. Mike Gray gave an update on the I-81 Corridor Study Meeting held on February 17, 2004. He said there were over 70 people in attendance. Mr. Gray handed out an I-81 update newsletter to the Committee.

Mr. Dick Shickle brought up for discussion the survey that VDOT and the consultants mailed out. Mr. Shickle questioned the validity and usefulness of the survey. Mr. Mike Gray reported that as of right now, the return rate for the survey is 20%.

Ms. Lynda Tyler presented the Win/Fred MPO a Resolution Urging the Virginia Department of Transportation to Support Rail Alternatives to Complement Planned Improvements to I-81. Discussion followed. Some concerns were expressed about the validity of some of the data contained in the resolution.

**Subject to the City, County and MPO Staff's review for any errors or corrections a motion was made by Ms. Lynda Tyler to approve the resolution. If significant changes were made to the resolution, it would come back to the Policy Committee for a second review.**

**Motion was seconded by Mr. John Schroth.**

**Motion Carried.**

Meeting Adjourned at 9:30 a.m.

**Winchester -Frederick County MPO  
Policy Committee Minutes  
March 17, 2004 - 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. Mike Kehoe, Mr. Dennis Morrison, Mr. John Riley, Mr. Ivan Rucker and Ms. Lynda Tyler.

Absent: Mr. Glen Burke, Mr. Ed Daley, and Ms. Patricia Kampf.

Staff: Mr. Steve Kerr, Ms. Karen Taylor.

Others Present: Mr. Jerry Copp, Mr. Mike Gray, Mr. Ivan Rucker, Mr. Kris Tierney, Mr. Tim Youmans and Media Representatives from the Winchester Star, WINC FM Radio and Northern Virginia Daily.

1. Administrative Items:

a. Review and Approval of the Minutes of the February 18, 2004 Policy Committee Meeting  
**A motion was made by Ms. Lynda Tyler to approve the Policy Committee Meeting Minutes of February 18, 2004 as presented.**

**Motion was seconded by Mr. Dennis Morrison.**

**Motion Carried.**

b. Status of Senior Transportation Planner Position and Policy Committee Recommendations.

The Committee reviewed and discussed the NSVRC's on-call engineering services list. Mr. Kerr stated that VDOT had concerns as to whether the Commission could use the on-call engineering services agreement for MPO planning services, since it was originally prepared to assist local jurisdictions in completing short-term specialized project. Mr. Mike Gray contacted the Federal Highway Administration to inquire about the MPO using the on-call engineering services list and the Federal Highway Administration stated that the MPO can use the list, as long as the Policy Committee does not request that the engineering firms do anything that was not in the original scope of work that they bid on with the NSVRC.

Mr. Kerr passed out a description of the Transportation Planner's position to the Committee. He stated that he thought that the description could serve as a guide as to what services the Committee would want the firms to perform.

Mr. Dennis Morrison brought up for discussion the cost of hiring a consultant versus an employee. Mr. Kerr stated that a consultant will be more expensive with rates being about \$80.00 to \$125.00 an hour and he also explained the difficulty of filling the Transportation Planner position. Mr. Kerr stated he felt that hiring a consultant could be done on an interim basis and the NSVRC would continue to pursue looking for a full-time Transportation Planner.

Mr. Riley stated that he thought the best option for the MPO would be to look at a short-term solution to this problem and at the same time look at what a long term relationship would cost. Mr. Riley stated that it is his understanding that the MPO needs to request the NSVRC's Executive Committee's approval to use the on-call engineering services list. Mr. Kerr stated that the contract is between the engineering firms and the NSVRC, so in order to do this, the Commission will have to approve the selection of the Consultant for the MPO using the list. Mr. Kerr suggested contacting the engineering firms and requesting a proposal describing what services they can perform and also have recommendations to the Commission and the Policy Committee. Mr. Kerr stated that the MPO cannot contract directly because the MPO did not do the original agreement.

**A motion was made by Mr. John Riley that the MPO request the Planning District Commission Executive Committee to approve the NSVRC entering into an agreement with a consulting firm from the on-call engineering services list on behalf of the MPO. Mr. Riley suggested an interim status of six months for contracting an engineering firm and a back-out clause if the Transportation Planner position is filled.**

**Motion was seconded by Ms. Lynda Tyler.**

**Motion Carried.**

Mr. Kerr will present this request to the NSVRC's Executive Committee at the April 1, 2004 meeting.

- c. Final Version of Resolution Urging VDOT to Consider Rail Improvements as Part of the Proposed I-81 Improvements.

Mr. Steve Kerr passed out copies of the Resolution to the Committee for information purposes only.

## 2. Review of Draft FY 2004-2005 Unified Planning Work Program and Related Resolutions

The Committee reviewed and discussed the Draft FY 2004-2005 Unified Planning Work Program. Mr. Kerr stated that the Draft Work Program outlines the work that will be done in the upcoming fiscal year by the MPO. The Draft Work Program was discussed at the February 24<sup>th</sup> MPO Technical Committee meeting. The Technical Committee recommended that the five work tasks that were in the current Work Program be continued and also recommended that a sixth work task be added, which would be one to support the Transportation District Feasibility study. The Work Program will need to be approved no later than April 2004. The Draft Work Program will also be reviewed again by the Technical Committee and Citizens Advisory Committee at their meetings prior to the April 21, 2004 MPO Policy Committee meeting.

Mr. Dick Shickle expressed his concerns in reference to upcoming deadlines for the MPO on the Long-Range Transportation Plan. Mr. Mike Gray explained to the Committee what the Technical and Citizens Advisory Committees are working on. Mr. Tim Youmans, Chairman of the MPO Technical Committee, expressed to Mr. Dick Shickle that reviews and work is being done on the Technical side. Mr. Dennis Morrison suggested that the Consultant meet with the Policy Committee and explain the modeling process. Mr. Mike Gray stated that he would set up a meeting between the Consultant and the Policy Committee.

Mr. Kerr stated that the recommendations and suggestions for the Draft Work Program need to be passed on to the Technical Committee. Lynda Tyler stated that she would like a markup copy of the Work Program showing what changes have occurred.

The Committee also requested that Mr. Kerr present a monthly MPO budget report to the Policy Committee.

### 3. Other Business

Mr. Kerr passed out a memo referencing possible tolling actions on Interstate 81. The Committee discussed and reviewed. The Committee agreed that Mr. Kerr will draft a letter on behalf of the Chairman thanking Mr. Fred Altizer, I-81 Program Manager, for commencing the process and that the Policy Committee anxiously awaits a meeting with him.

Mr. Ivan Rucker stated he would discuss the MPO's issues with his Assistant Division Administrator and perhaps arrange for her and the individual who is directly working with issues concerning I-81, meet with the Policy Committee for the next meeting scheduled for April 21<sup>st</sup>, 2004.

Meeting adjourned at 11:15 a.m.

**Winchester -Frederick County MPO  
Policy Committee Minutes  
April 21, 2004 - 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. Glen Burke, Mr. Ed Daley, Mr. Mike Kehoe, Mr. Dennis Morrison, Mr. John Riley and Ms. Lynda Tyler.

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

Others Present: Mr. Steve Aldrich, Mr. Fred Altizer, Mr. Jerry Copp, Mr. Jim Diamond, Mr. Dick Lockwood, Mr. Mike Gray, Mr. Tim Stowe, Mr. Kris Tierney, Mr. Tim Youmans and Media Representatives from the Northern Virginia Daily and WINC FM Radio.

1. Administrative Items:

- a. Review and Approval of the Minutes of the March 17, 2004 Policy Committee Meeting

**A motion was made by Ms. Lynda Tyler to approve the Policy Committee Meeting Minutes of March 17, 2004 as presented.**

**Motion was seconded by Mr. Glen Burke.**

**Motion Carried.**

- b. Status of On-Call Engineering Services Proposal for Senior Transportation Planner

Mr. Kerr passed out copies of the proposal submitted by Burgess & Niple in reference to Transportation Planning Assistance for the MPO. The Commission authorized the Staff to negotiate a final agreement with this firm. Mr. Kerr stated that there were issues that needed to be addressed with VDOT. Mr. Gray gave an overview of what steps needed to be taken in order for the MPO to execute the contract. He explained that VDOT will need to review the RFP, The Scope of Work, a pre-award audit process is required (which is a 30-day process), the Consultant will have to submit wage rates, overhead rates, labor rates and fees for VDOT's review. Mr. Gray stated if the Consultant is currently working for VDOT, the process will be quicker.

Mr. Riley asked Mr. Kerr if the Commission has had any success in filling the Transportation Planner position. Mr. Kerr stated that two applications have been received and that the Commission's Personnel Committee will be setting up interviews. The Personnel Committee hopes to interview the candidates by the end of April or early May. Ms. Tyler volunteered to sit in as an alternate for the Commission's Personnel Committee.

Mr. Daley expressed his concern of only one Transportation Planning Proposal being submitted and costs associated with hiring a consultant. **Mr. Daley made a motion that the Staff proceed to hire an employee for the Transportation Planner position as quickly as possible and in the interim, research the costs of hiring a consulting firm. The motion was seconded by Mr. John Riley. Mr. Daley amended the motion to read in the event a Transportation Planner cannot be hired, Staff should prepare a package of information for review and action by the Policy Committee outlining how a consultant can be hired. The motion was seconded by Mr. John Riley. Motion Carried.**

c. FY 2003-2004 Budget Status Report

Mr. Kerr reviewed and discussed the Budget Status Report with the Committee. This report was requested at the March 17, 2004 Policy Committee meeting. Mr. Kerr stated that the report is a summary of expenditures by Work Task for each month to date. The report follows the State fiscal year which is July 1, 2003 through June 30, 2004. Mr. Kerr stated that the funds for the Transportation Planner will get rolled over into the 2004-2005 fiscal year budget. Mr. Kerr reviewed and explained each work task in the report. Mr. Shickle asked Mr. Kerr to explain the dollars expended in Task 1, Administration. Mr. Kerr explained that it is administrative support for the MPO meetings, mailings, transcription of minutes and any work that has to do with administering the entire transportation planning work program. Mr. Riley asked how much of the administration expense is Frederick County, State and Federal. Mr. Kerr stated that it is 80% Federal, 10% State, 5% City of Winchester and 5% Frederick County. As of the end of March the City of Winchester and Frederick County responsibility has been \$4500.00. Mr. Daley and Mr. Riley felt that the City and County have paid more than \$4500.00. Mr. Riley and Mr. Daley requested that Mr. Kerr fax them the invoices that they have been billed for this fiscal year.

2. Review and Approval of FY 2004-2005 Unified Planning Work Program and Related Resolutions

Mr. Kerr reviewed and discussed with the Committee the changes that have been made to the Work Program. The changes are highlighted in red. The Work Program includes the proposed changes made by the Policy Committee at the March 17, 2004 meeting and changes that were proposed by the Technical Committee. The Work Program was presented to the Citizens Advisory Committee and they had no changes. Mr. Kerr will add the consultant funds to the VDOT section of the Work Program.

**Mr. Daley made a motion to approve the FY 2004-2005 Unified Planning Work Program and Related Resolutions.  
The motion was seconded by Ms. Lynda Tyler.  
Motion Carried.**

3. Discussion on I-81 Issues – Mr. Fred Altizer, P.E., I-81 Program Manager, VDOT  
Mr. Fred Altizer gave a brief presentation and a slide show on I-81 issues in Virginia. Mr. Altizer explained in his presentation the current conditions of I-81. He stated that there are 325 miles and 90 interchanges of I-81 in the State of Virginia. I-81 is one of the top eight truck routes in the U.S. Mr. Altizer explained ongoing improvements being made to I-81 by VDOT. He explained that there are several safety enhancements through the Roanoke and New River Valleys. There is also a new interchange and C/D roads at Christiansburg, 7 miles widened at Bristol and widening of bridges near Lexington. Mr. Altizer discussed tolling issues on I-81 and that VDOT is pursuing tolling as a funding source, regardless of PPTA. In March of 2003, VDOT applied to FHWA to be one of the three national pilots for tolling and FHWA granted “conditional provisional acceptance”. FHWA and VDOT are now working to identify actions needed prior to final approval. Mr. Altizer explained to the Committee the Corridor Improvement Study which is a Two-part EIS process which consists of Tier 1: corridor-wide issues and Tier 2: site-specific issues. The Tier 1 issues are concepts for highway and rail and approval to advance I-81 as a toll pilot. The Environmental study schedule is as follows: Draft Tier 1 EIS, late winter 2005, Public hearings in early spring 2005, CTB action in spring 2005, final Tier 1 EIS in the summer of 2005 and Tier 1 ROD fall 2005. Tier 2 consists of site-specific issues.

Mr. Altizer also explained the PPTA Proposal. Under PPTA of 1995, VDOT solicited proposals to design, build, maintain and/or operate all or parts of I-81. On March 5, 2004 the Commissioner directed VDOT to begin negotiations with STAR. The I-81 Corridor Improvement Study will help determine what can be built. The selection of STAR Solutions does not mean the VDOT has decided to build separate lanes for trucks. Mr. Altizer explained what the next step is with STAR Solutions. There will be a VDOT negotiating team being formed, and the Chief engineer heads the negotiating team and will be identifying potential items to be included in comprehensive agreement. Mr. Altizer also discussed I-81 Public Involvement which are public meetings and hearings and he also handed out a I-81 newsletter to the Committee.

4. Update on 2030 Regional Transportation Plan – Steve Aldrich, VHB, Inc.  
Mr. Aldrich handed an informational notebook to each Policy Committee member. The notebook outlines the work that Mr. Aldrich has done thus far, and the work that needs to be done. Mr. Aldrich reviewed and discussed what is included in the notebook and the purpose of the notebook. The first section of the notebook includes the Scope of Work and the MPO Coordination Schedule. The following sections of the notebook include a data section and future information will include a summary of traffic data that was collected in the field. Mr. Aldrich stated that within the next month he will be doing ridership counts on Winchester Transit and that information will be forwarded to the Policy Committee. Mr. Aldrich reported that the ongoing technical activities are developing the travel demand model and two major collection data efforts, which is the household telephone survey and a license plate origin destination study which included a follow up survey. A summary of both of those surveys is provided in the notebook under the travel demand model section. Mr. Aldrich stated that he hopes to meet with the Policy Committee several times over the upcoming months.

Mr. Aldrich stated that he met with the Citizens Advisory Committee in March and they were able to pinpoint on a map what the members of the Committee thought were problem intersections, locations and where they felt there were some issues. Mr. Aldrich gave the Policy Committee an overview of what role the Citizens Advisory Committee plays in the MPO.

Mr. Aldrich stated that in the next month he will be moving forward on the development of the Transportation Plan website which will provide information to citizens such as public meeting dates and locations. The website will provide links to the City of Winchester, Frederick County and the Commission's websites. Ms. Lynda Tyler suggested advertising public meetings on public access channels.

Mr. Aldrich reviewed the MPO Coordination Schedule with the Committee. The schedule will be updated as changes are made and forwarded to the Committee. Mr. Aldrich stated that we are still in the technical side of the project. He will be presenting to the Technical Committee on April 27, 2004 a summary of traffic counts and traffic analysis for the thirty intersections counted and 100 machine counts. The information has been summarized in graphics and tables. Mr. Aldrich stated that he has been working with the city and county planner and Mr. Patrick Barker to validate the employment data that was collected.

Mr. Aldrich stated that for the Policy Committee meeting scheduled for May 19, 2004 he will have draft goals and objectives. Many of these goals and objectives will be pulled from other MPO Transportation Plans. He feels that having the goals and objectives will help the Committee focus on what it is they are trying to accomplish.

Meeting adjourned at 12:25 p.m.

**Winchester-Frederick County MPO  
Policy Committee Minutes  
May 19, 2004 – 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. Glen Burke, Mr. Mike Kehoe, Mr. Dennis Morrison, Mr. John Riley, Mr. Ivan Rucker and Ms. Lynda Tyler.

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

Others Present: Mr. Steve Aldrich, Mr. Jerry Copp, Mr. Mike Gray, Mr. Eric Lawrence, Mr. Dick Lockwood, Mr. Kris Tierney, Mr. Tim Youmans and a Media Representative from WINC FM Radio.

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

1. Administrative Items:

- a. Review and Approval of the Minutes of the April 21, 2004 Policy Committee Meeting

**A motion was made by Ms. Lynda Tyler to approve the Policy Committee Meeting Minutes of April 21, 2004 as presented.**

**Motion was seconded by Mr. John Riley.**

**Motion Carried.**

- b. Status of Senior Transportation Planner Position

Mr. Kerr reported that the Commission conducted interviews and selected a candidate that they felt could fulfill the requirements of the position. Mr. Kerr stated that an offer was made to the candidate and that he is waiting for a reply from the candidate.

Mr. Morrison reported that Mr. Gray is leaving VDOT's Staunton Residency to work for the Salem District. Mr. Morrison reported that the candidate who applied for the Senior Transportation Planner position with the Commission has also applied for a position at the VDOT Staunton Residency.

2. Review and Approval of 2030 Transportation Plan Employment Data by Transportation Consultant

Mr. Kerr reported that the Employment Data has not been finalized and it needs to be reviewed and endorsed by the Technical Committee. Mr. Aldrich reported to the Committee that he presented the employment data to the Technical Committee two months ago. The Technical Committee reviewed the data and felt they needed to look at more detailed employment data. The information was updated and changes have been made to the data. Mr. Aldrich stated that he has received comments from the City and is waiting for comments from the County in reference to the revised employment data. That process will be wrapped up by the end of the week and the information will be

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finalized and resubmitted to the Technical Committee for their approval and presented to the Policy Committee.

**3. Review and Approval of Proposed Programmed Improvements for 2030  
Transportation Plan**

Mr. Aldrich handed out to the Committee a copy of the Proposed Programmed Improvements and a memorandum documenting the action of the Technical Committee. Mr. Aldrich stated that the Technical Committee reviewed the proposed improvements and made changes. Mr. Aldrich updated the list with the changes and the list was endorsed by the Technical Committee.

Mr. Aldrich reviewed the Proposed Programmed Improvements with the Committee. He stated that the list includes projects that are in the VDOT Six-Year Plan, projects that are in the revenue sharing program, secondary road projects, projects proffered by private developers and sole municipal funding projects. This list includes both projects that we anticipate to be constructed as well as projects that are not anticipated to be constructed. He stated that the list was scrutinized by the Technical Committee members. The Technical Committee is presenting this as the list of projects to include in the no build analysis. Mr. Shickle requested that Mr. Aldrich explain to the Committee “build” and “no build”. Mr. Aldrich stated that “no build” is a test of what you have already committed and have funded. A “build” analysis will test future improvement projects that are being proposed to alleviate identified deficiencies. Discussion continued with “build” and “no build” projects. Mr. Kehoe indicated that since Stephens City did not have a representative at the Technical Committee meeting, he would like some additional time to review the list.

**Mr. Riley made a motion to allow Mr. Kehoe time to review the Proposed Programmed Improvements for the 2030 Transportation Plan by the next scheduled Policy Committee meeting. The motion was seconded by Ms. Lynda Tyler. Motion Carried.**

**4. Review of Draft Win-Fred MPO Public Involvement Plan**

Mr. Kerr reviewed the Public Involvement with the Committee. He explained that this plan is the formal outline of all the public notification and input procedures that are being proposed to gather citizen input, public involvement and plan preparation. The Plan outlines all of the various ways we have identified to notify the public through advertising, circulation of information and contact with other organizations. It describes which parts of those things that have been identified would be used to get input on particular types of projects, plans or programs. Mr. Kerr reported that this draft plan has been circulated to all three MPO Committees to get review and input. Mr. Kerr stated that the Citizens Advisory Committee will be reviewing this plan in more detail over the next few months. Mr. Kerr reported that the Citizens Advisory Committee is working on

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outreach activities that are coming up in the near future for the Transportation Plan. There will be several workshops and meetings with certain organizations, such as Access Independence, the Community Consensus Coalition and piggybacking onto a few of the CDBG hearings that the City of Winchester is participating in. This document addresses the Title VI regulations which we have to demonstrate that we are doing outreach and we are addressing the needs of low income minorities and transportation disadvantaged individuals. Mr. Kerr stated that the Policy Committee does not need to take action on this Plan today. The Policy Committee will be receiving feedback and recommendations from the Citizens Advisory Committee at the next Policy meeting. Mr. Kerr stated that the Citizens Advisory Committee would like to have the Policy Committee adopt this plan at the next Policy Committee meeting.

5. Other Business

None reported.

Meeting adjourned at 10:55 a.m.

**Winchester -Frederick County MPO  
Policy Committee Meeting Minutes  
June 16, 2004 - 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. Glen Burke, Mr. Mike Kehoe, Mr. Dennis Morrison, Mr. John Riley and Ms. Lynda Tyler.

Absent: Mr. Jack Apostolides, Mr. Jeff Buettner, Mr. Ed Daley, Ms. Patricia Kampf and Mr. Ivan Rucker.

Others Present: Mr. Jerry Copp, Mr. Mike Gray, Mr. Jim Lawrence, Mr. Kris Tierney, Mr. Alan Toxopeus, Mr. Tim Youmans and Media Representatives from The Northern Virginia Daily and Winchester Star.

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

1. Administrative Items:

a. Review and Approval of the Minutes of the May 19, 2004 Policy Committee Meeting  
**Amendment to the Minutes of May 19, 2004 meeting** – Mr. Dennis Morrison noted a correction that the VDOT Staunton Residency should read VDOT Staunton District.

**A motion was made by Ms. Lynda Tyler to approve the Policy Committee Meeting Minutes of May 19, 2004 as amended.**

**Motion was seconded by Mr. Glen Burke.**

**Motion Carried.**

b. Status of Senior Transportation Planner Position

Mr. Kerr reported that there has been an offer made to a candidate and that he has been out of the country for several weeks. Mr. Kerr spoke with the candidate early June and the candidate made a request that the Commission consider waiting until the middle of July for a response. Mr. Kerr reported that the Commission's Personnel Committee will meet on May 20, 2004 to discuss. Ms. Tyler offered to send an email to the Policy Committee members updating them on what the Personnel Committee discussed.

c. Monthly Financial Summary Report

Mr. Kerr reviewed with the Committee the April – May financial status report. This is for information purposes only, no action requested.

d. FY 2005 Win-Fred MPO PL Agreement – Highway Planning Funds

Mr. Kerr reported that this is for information purposes only. He explained that we do have the contract from VDOT and that the contract is between the Regional Commission and VDOT. The contract will be executed at the Commission meeting on May 20, 2004 and the execution will ensure that the MPO receives the highway planning funds for the upcoming fiscal year.

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2. Approval of Proposed Programmed Improvements for 2030 Transportation Plan - Action Postponed From May 19<sup>th</sup> Meeting

Mr. Kehoe stated that he reviewed the Proposed Programmed Improvements and met with Mr. Evan Wyatt. Mr. Kehoe stated that if this document was not reviewed a second time by the Technical Committee, he would request an addendum to include the Stephens City Bypass. He stated that there are elements under design and he feels that the project should be included for modeling and it may be under construction within the 2011 time period. Mr. Gray responded to Mr. Kehoe stating that what should be included in the Proposed Programmed Improvements are projects that are certain to be under construction that are currently in the VDOT Six-Year Program or there are proffers for construction. Mr. Gray stated that this is for analysis purposes, if a project is not showing construction funds, there is a likelihood that it is not going to be built within the timeframe. Mr. Tierney offered suggestions as to what should be included in the Proposed Programmed Improvements.

**After a brief discussion, a motion was made by Mr. Riley to approve the Proposed Improvements for 2030 Transportation Plan.**

**Motion was seconded by Mr. Kehoe.**

**Motion carried.**

3. Review and Approval of Draft Win-Fred MPO Public Involvement Plan

Mr. Kerr stated that all three MPO committees have reviewed the draft Public Involvement Plan (PIP). Mr. Kerr stated that the Citizens Advisory Committee recommended the plan for approval to the Policy Committee. Mr. Kerr noted and reviewed minor changes that were made which are highlighted in bold. He updated the Policy Committee on the status of the MPO website and reported that VHB is developing the website. Mr. Shickle asked who will be maintaining the site and Mr. Kerr stated that staff would be maintaining the site.

**A motion was made by Mr. Riley to approve the Win-Fred MPO Public Involvement Plan.**

**Motion was seconded by Ms. Tyler.**

**Motion carried.**

4. Update of Adopted FY 2004-2006 Transportation Improvement Program (TIP)

Mr. Kerr reported that the MPO needs to complete the annual review and update for the Transportation Improvement Program. Mr. Kerr reviewed and discussed with the Committee the memo referencing the TIP. Mr. Kerr stated that the memo outlines the process by which the FY 2004-2006 Win-Fred MPO Transportation Improvement Program will be updated. Mr. Riley expressed that he did not have a clear understanding of the dates that were outlined in the memo and requested that the dates be clarified. Discussion followed in reference to the submittal dates. Mr. Kerr stated that the process that the TIP is following is for MPO review and approval and submission to the Federal Highway Administration. Mr. Gray stated the Six-Year Program feeds the TIP and the TIP is required by Federal Law of an MPO.

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Mr. Morrison and Mr. Copp gave a brief review of the VDOT Six-Year Transportation Improvement annual process to the Committee. Mr. Shickle expressed his concerns about changing dates and confusion in reference to the annual process. Mr. Shickle requested a timeline for the process of the Primary Interstate Six-Year Plan and Mr. Morrison stated that he would develop a timeline and an explanation of the six-year process. Mr. Gray and Mr. Kerr will work on a timeline and explanation of the TIP process which will tie into the six-year process. Mr. Gray stated that the timeline and explanation of the two processes will be emailed to Mr. Shickle.

**5. Other Business**

Mr. Kerr presented a memo to the Committee requesting that representatives from the City of Winchester, Frederick County and the Town of Stephens City be appointed in order to be able to initiate work in the upcoming fiscal year on the transportation district feasibility study. Mr. Shickle stated that a date needs to be established as to when the names need to be submitted. The Committee agreed that the names of representatives be submitted by the end of July.

Mr. Shickle brought up for discussion the memorandum from VHB, Inc. referencing suggestions and recommendations made to the MPO. Mr. Shickle requested that Mr. Kerr reproduce the letter and email to the membership.

Meeting adjourned at 10:50 a.m.

**Winchester -Frederick County MPO  
Policy Committee Meeting Minutes  
August 18, 2004 - 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. Glen Burke, Mr. Ed Daley, Mr. Mike Gray for Mr. Dennis Morrison, Mr. John Riley, Mr. Ivan Rucker and Ms. Lynda Tyler.

Absent: Mr. Jack Apostolides, Mr. Jeff Buettner, Ms. Patricia Kampf and Mr. Mike Kehoe.

Others Present: Mr. Jerry Copp, Mr. Kris Tierney, Mr. Tim Youmans and a representative from the news media.

1. Administrative Items:

a. Election of Chairman and Vice-Chairman for FY 2005

**Ms. Tyler nominated Mr. Shickle for Chairman. Mr. Daley seconded the motion. Motion Carried**

**Mr. Daley nominated Mr. Burke for Vice-Chairman. Mr. Riley seconded the motion. Motion Carried.**

b. Review and Approval of the Minutes of the June 16, 2004 Policy Committee Meeting

**A motion was made by Ms. Tyler to approve the Policy Committee Meeting Minutes of June 16, 2004.**

**Motion was seconded by Mr. Daley.**

**Motion Carried.**

c. Monthly Financial Summary Report

Mr. Kerr reviewed the monthly financial summary report with the committee members. Mr. Kerr stated that this is also the fiscal year totals. Mr. Kerr stated that this report is for information purposes only, no action required.

2. Review and Approval of the Draft FY 2005-2007 Transportation Improvement Program (TIP)

**After a brief discussion, a motion was made by Ms. Tyler to approve the FY 2005-2007 Transportation Improvement Program (TIP).**

**Motion was seconded by Mr. Burke.**

**Motion Carried.**

3. Review and Approval of Draft MPO Transportation Goals

**After a brief discussion, a motion was made by Mr. Riley to approve the MPO Transportation Goals.**

**Motion was seconded by Mr. Daley.**

**Motion Carried.**

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Policy Committee Minutes  
August 18, 2004  
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4. Review and Action on Recommendations to Address MPO Organizational Issues

Mr. Kerr stated that there were seven recommendations and suggestions from VHB in reference to addressing MPO organizational issues. Mr. Kerr reviewed item #1 and stated that the Staff has included a memorandum for each agenda item explaining the item and noting recommendations and if action is required. Mr. Kerr suggested that Staff could prepare a status report item that would summarize all activities from the meeting. The committee members agreed that Staff would include a status report under administration on the agenda giving an overview.

Mr. Kerr and the Committee members briefly discussed item #2.

Mr. Kerr addressed item #3 stating that the MPO website is under construction and the consultant will be contacting Staff making them aware when the website is finished. When the website is finished, Staff will distribute the website address to all MPO Committees for their review. Mr. Kerr reviewed with the Committee information that will be included on the Win-Fred MPO website. Mr. Ivan Rucker suggested that the Consultants should be made aware of the ADA regulations.

Mr. Kerr and the Committee reviewed and briefly discussed the remaining items #4 through #7. The staff will begin to implement the items that have not already been addressed or are underway.

5. Other Business

Mr. Kerr reported that the FHWA requested that the MPO review proposed improvements by Patton, Harris, Rust & Associates to the Kernstown Interchange on Interstate 81 as part of the proposed Crosspointe development. Mr. Kerr and Mr. Youmans gave the Committee members a brief overview of the two proposals submitted by Patton, Harris, Rust & Associates.

**A motion was made by Mr. Daley to approve the proposed improvements by Patton, Harris, Rust & Associates for the Interstate 81/Route 37 Improvement Project.**

**Motion was seconded by Ms. Tyler.**

**Motion Carried.**

**Meeting adjourned at 12:30 P.M.**

**Winchester -Frederick County MPO  
Policy Committee Meeting Minutes  
September 15, 2004 - 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. Glen Burke, Mr. Mike Kehoe, Mr. Ed Daley, Mr. John Riley and Ms. Lynda Tyler.

Absent: Mr. Jeff Buettner, Ms. Patricia Kampf, Mr. Dennis Morrison and Mr. Ivan Rucker.

Others Present: Mr. Bob Ball, Mr. Jerry Copp, Mr. Kris Tierney, Mr. Tim Youmans and representatives from the Winchester Star and Northern Virginia Daily.

Staff Present: Steve Kerr and Karen Taylor.

1. Administrative Items:

- a. Review and Approval of the Minutes of the August 18, 2004 Policy Committee Meeting

**A motion was made by Mr. Daley to approve the Policy Committee Meeting Minutes of August 18, 2004.**

**Motion was seconded by Ms. Tyler.**

**Motion Carried.**

- b. Monthly Financial Summary Report

Mr. Kerr reviewed the July-August Financial Status report with the Committee. He stated that this report is for information purposes only, no action required.

- c. Committee Meeting Status Report

- September 2, 2004 Technical Committee Meeting
- September 14, 2004 Citizens Advisory Committee Meeting

2. Update on the Win-Fred MPO website ([www.winfredmpo.org](http://www.winfredmpo.org) )

3. Update on Public Comments Received from Summer Workshops – (Blue Attachment)

4. Revisions to 2030 Transportation Plan Work Schedule (See Enclosed Revised Schedule)

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

6. Other Business

7. Adjournment



**Winchester -Frederick County MPO  
Policy Committee Meeting Minutes  
September 15, 2004 - 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. Glen Burke, Mr. Mike Kehoe, Mr. Ed Daley, Mr. John Riley and Ms. Lynda Tyler.

Absent: Mr. Jeff Buettner, Ms. Patricia Kampf, Mr. Dennis Morrison and Mr. Ivan Rucker.

Others Present: Mr. Bob Ball, Mr. Jerry Copp, Mr. Kris Tierney, Mr. Tim Youmans and representatives from the Winchester Star and Northern Virginia Daily.

Staff Present: Steve Kerr and Karen Taylor.

1. Administrative Items:

- a. Review and Approval of the Minutes of the August 18, 2004 Policy Committee Meeting

**A motion was made by Mr. Daley to approve the Policy Committee Meeting Minutes of August 18, 2004.**

**Motion was seconded by Ms. Tyler.**

**Motion Carried.**

- b. Monthly Financial Summary Report

Mr. Kerr reviewed the July-August Financial Status report with the Committee. He stated that this report is for information purposes only, no action required.

- c. Committee Meeting Status Report

Mr. Kerr reviewed the Committee Meeting Status Report with the Committee. Mr. Kerr stated that the CAC (Citizens Advisory Committee) commented on the Transportation Priorities and the Committee agreed to discuss those in more detail on Agenda Item #5.

2. Update on the Win-Fred MPO website ([www.winfredmpo.org](http://www.winfredmpo.org))

Mr. Kerr stated the projected date for the Web site to be made public is Wednesday, September 15, 2004. He stated that the Web site will meet ADA requirements.

3. Update on Public Comments Received from Summer Workshops

Mr. Kerr reviewed the summary of feedback, which was prepared by the Consultant, from the various Public and Outreach meetings that have been held thus far. He stated that the information summarizes forty-six responses that have been received. Mr. Kerr and the Committee reviewed the citizen comments in more detail. Ms. Tyler suggested having specific survey questions up on the MPO Web site. Mr. Kerr stated he would work on that with the Consultant.

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4. Revisions to 2030 Transportation Plan Work Schedule

Mr. Kerr reviewed the revisions to the 2030 Transportation Plan Work Schedule with the members. He noted that the most significant change was the Citizen Workshop which has been rescheduled to October 28, 2004 with a tentative location at Our Health from 4PM to 7PM. Mr. Kerr stated that there is a joint Policy and Technical Committee scheduled for November 17, 2004.

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

Mr. Kerr reviewed with the Committee the Northern Shenandoah Valley Regional Commission's Regional Transportation Priorities that will be presented at the CTB Public Forum on September 22, 2004.

Mr. Kerr stated that the Citizens Advisory Committee felt that the two top priorities for the MPO to consider were the Route 37 and Route 277 projects.

After much discussion, **a motion was made by Mr. Daley to endorse the priorities of the Regional Commission as they relate to the MPO jurisdictions.**

**Motion seconded by Ms. Tyler.**

**Motion Carried.**

6. Other Business

Mr. Kerr stated that the MPO has been requested to execute a certification statement for VDOT stating that the MPO is in compliance with all applicable Federal Regulations that apply to the transportation planning process. Please refer to page 3 for signed certification statement.

**A motion was made by Ms. Tyler to approve the certification statement and granted approval for Chairman Shickle's signature.**

**Motion seconded by Mr. Riley.**

**Motion Carried.**


**Meeting adjourned at 10:45 A.M.**

## METROPOLITAN TRANSPORTATION PLANNING PROCESS SELF-CERTIFICATION

The Virginia Department of Transportation and the Winchester-Frederick County Metropolitan Planning Organization for the Winchester urbanized area hereby certify that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

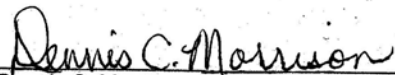
- I. 49 U.S.C. Section 5323(k) and 23 U.S.C. 134;
- II. Title VI of the Civil Rights Act of 1964 and the Title VI Assurance executed by each State under 23 U.S.C. 324 and 29 U.S.C. 794;
- III. Section 1101 of the Transportation Equity Act for the 21st Century (Pub. L. 105-178) regarding the involvement of disadvantaged business enterprises in the FHWA and the FTA funded project (Sec. 105(f), Pub. L. 97-424, 96 Stat. 2100, 49 CFR part 23);
- IV. The provision of the Americans With Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat. 327, as amended) and the U.S. DOT implementing regulation;
- V. The provision of 49 CFR part 20 regarding restrictions on influencing certain activities; and
- VI. Sections 174 and 176(c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506(c) and (d)). (Note -- only for Metropolitan Planning Organizations with non-attainment and/or maintenance areas within the metropolitan planning area boundary)

### Winchester-Frederick County Metropolitan Planning Organization

  
Richard C. Shickle  
Win-Fred MPO Chairman

9/15/04  
Date

### Virginia Department of Transportation - Staunton District

  
Dennis C. Morrison  
District Administrator

9/16/04  
Date

**Winchester -Frederick County MPO  
Joint Policy-Technical Committee Meeting Minutes  
November 17, 2004 - 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. Glenn Burke, Mr. Ed Daley, Mr. Mike Kehoe, Mr. John Riley and Ms. Lynda Tyler.

MPO Policy Committee members absent: Mr. Jack Apostolides, Mr. Jeff Buettner, Ms. Patricia Kampf, Mr. Randy Kiser and Mr. Ivan Rucker.

MPO Technical Committee members present: Mr. Bob Ball, Mr. Jerry Copp, Mr. Eric Lawrence, Ms. Dale Lehnig, Mr. Lewis Parsley, Mr. Kris Tierney, Ms. Renee Wells and Mr. Tim Youmans.

MPO Technical Committee members absent: Mr. Jack Apostolides, Mr. Jim Deskins, Mr. Gary Lofton, Ms. Renny Manual and Mr. Evan Wyatt.

Staff present: Mr. John Bishop, Mr. Steve Kerr and Ms. Karen Taylor.

Others present: Mr. Steve Aldrich and Media Representatives from the Northern Virginia Daily, Winchester Star and 92.5 WINC FM Radio.

1. Administrative Items:

a. Welcome and Introductions

Mr. Kerr introduced Mr. Bishop as the Commission's new Senior Transportation Planner and the Committee members introduced themselves to Mr. Bishop.

b. Review and Approval of the Minutes of the October 20, 2004 Joint Policy/Technical Committee Meeting

**A motion was made by Ms. Tyler to approve the minutes of the October 20, 2004 Joint Policy/Technical Committee Meeting.**

**Motion was seconded by Mr. Daley.**

**Motion carried.**

c. Monthly Financial Summary Report

Mr. Kerr reviewed the October Financial Status Report with the Committees. This report is for information purposes only, no action required.

d. Committee Meeting Status Report

Mr. Kerr reviewed the status report with the Committees; this is for information purposes only.

- November 9, 2004 Citizens Advisory Committee Meeting

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2. Development of Initial Win-Fred MPO Vision Plan – Work Session with Steve Aldrich, Senior Transportation Engineer, VHB, Inc.

Mr. Aldrich handed out the Initial Vision Plan List and the Summary of Public Comments Received on the 2030 MPO Transportation Plan: Traffic, Transit, BikePed and Policy. Mr. Aldrich stated that he would like to receive comments in reference to the Initial Vision Plan List by email. He stated that the goal is to fine tune the list down to the full Vision Plan and evaluate how the Vision Plan works in addressing existing and future transportation visions. He stated, that may mean technically how many times the model is run and how many different alternatives can be looked at because in some cases the projects stand alone and other projects will be reviewed several times. He stated that he hopes the finalized Vision Plan List will address the deficiencies identified on the Initial Vision Plan List.

Mr. Aldrich and the Committee members reviewed and discussed the Initial Vision Plan List. Mr. Youmans suggested specifying the CD roadways on I-81 from the West Virginia line to Mile Post 307. Mr. Aldrich stated that he is not sure if CD roadways are being considered, but that will be pursued during this study and also how to make I-81 operationally work for this region.

Discussion continued with the widening of Route 7 to four lanes at National Avenue to Kent Street. Mr. Daley stated he felt that widening Route 7 is not an option. Mr. Aldrich stated that during the study, congestion was identified on Route 7. He stated that currently it appears to be no planned improvements along Route 7 and he would like to know if that is a project that should be added. Mr. Daley asked what would be an alternative to widening National Avenue, such as making it one way in that section and making something else parallel the other direction.

Mr. Tierney asked Mr. Aldrich where the list of improvements originates from. Mr. Aldrich stated the list originates from the 2020 Plan with modifications as the comprehensive plan is reviewed. Mr. Tierney suggested that it may more efficient to work from the new model and review WATTS to find anything that has not been captured. The Committee members agreed with that approach.

Discussion followed with I-81. Mr. Aldrich stated the evening peak hour for I-81 is significantly worse than the morning peak hour and the deficiencies occurred between Mile Post 307 and 310 in the southbound direction and between Mile Post 313 and 321 in the northbound direction. He stated that future congestion will be local related traffic and as the region grows, the reliance on I-81 is going to create local traffic congestion.

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Joint Policy-Technical Committee Meeting Minutes  
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Discussion followed in reference to the Route 277 Interchange. Mr. Aldrich stated that Route 277 is an existing deficiency which means that it operates at a level of service D or worse during the morning or evening peak hours. Mr. Aldrich stated that he would recommend the widening of Route 277 and altering the interchange. Mr. Aldrich explained to the Committee alternatives for the interchange. Discussion continued in reference to Tasker Road and the Route 37 Interchange. Mr. Aldrich stated that congestion has been identified at several Route 37 Interchanges. He stated that the interchange at Route 522 stands out and immediate improvements could be made to make that work better. Mr. Aldrich discussed possible improvements to the Route 522 interchange. Discussion followed in reference to the Route 50 Interchange and possible improvements to the interchange. Discussion continued in reference to improvements to existing roads in the City of Winchester and Frederick County.

Mr. Ball suggested that the Management Team conference call in reference to the Initial Vision Plan List and make changes and/or updates. Mr. Aldrich stated that he will send a revised Vision Plan List to the Policy and Technical Committees after the Management Team reviews the list.

**3. Other Business**

Mr. Shickle requested that the Technical Committee define the role of the Senior Transportation Planner and the Consultant and report back to the Policy Committee at a later meeting.

Meeting adjourned at 11:45 a.m.