

**Winchester -Frederick County MPO
Policy Committee Meeting Minutes
February 24, 2005 - 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. Glenn Burke, Mr. Ed Daley, Mr. Mike Kehoe, Mr. Garrett Moore, Mr. John Riley and Ms. Lynda Tyler.

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

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

Others present: Mr. Steve Aldrich, Mr. Bob Ball, Mr. Jerry Copp, Mr. Mike Hite, Mr. Eric Lawrence, Mr. Tim Youmans and a Media Representative from the Winchester Star.

1. Administrative Items:

a. Welcome and Introductions

Mr. Copp introduced Mr. Garrett Moore as the new District Administrator for the VDOT Staunton District to the Committee.

b. Review and Approval of the Minutes of the November 17, 2004 Joint Policy/Technical Committee Meeting

A motion was made by Ms. Tyler to approve the minutes of the November 17, 2004 Joint Policy/Technical Committee Meeting.

Motion was seconded by Mr. Burke.

Motion carried.

c. Monthly Financial Summary Report

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

d. Committee Meeting Status Report

Mr. Kerr reviewed the Status Report with the Committee; this is for information purposes only.

e. Role of Senior Transportation Planner

Mr. Kerr reviewed with the Committee. No action required.

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- f. Review and Endorsement of FTA Sect. 5310 Program Applications for the Following Agencies (Purple Attachment):
- 1) Northwestern Community Services – Four (4) Proposed New Vehicles
 - 2) Shenandoah Area on Aging – Three (3) Proposed New Vehicles
 - 3) Grafton School - Three (3) Proposed New Vehicles

Mr. Kerr and Mr. Hite gave an overview of the FTA Sect. 5310 Program Application process to the Committee. After a brief discussion, **Ms. Tyler made a motion to approve the FTA Sect. 5310 Program Applications for Northwestern Community Services, Shenandoah Area on Aging and Grafton School. Motion was seconded by Mr. Kehoe. Motion carried.**

2. Transportation Improvement Program (TIP) Amendments (Blue Attachment) – Bob Ball, District Transportation Planner, VDOT

After a brief discussion, **Ms. Tyler made a motion to amend the Win-Fred MPO Transportation Improvement Program (TIP) to include project numbers 67915 and 67534 from the State Transportation Improvement Program (STIP). Motion was seconded by Mr. Burke. Motion carried.**

3. Review and Endorsement of Proposed Projects for Submittal to VDOT under the State Transportation Planning Grant Program (Peach Attachment)

Mr. Kerr stated that this is a new planning grant program that was announced by the State and 1.6 million dollars is available statewide for transportation planning projects and it is available to the Planning District Commissions and the MPO's. Mr. Kerr stated that information has been circulated to the local governments and agencies and input has been requested. He stated that there is one project within the MPO area that is being proposed. The proposal is to do additional work with the Public Mobility Program. He stated that the project will compete statewide for the money. Mr. Hite with the Public Mobility Program provided additional information in reference to the project. He stated that the project coincides with local and regional activities to maximize the supply of transportation whether specialized or public. He stated that it is in line with the Federal initiatives in which the FTA would like to try and develop a transportation operation center that is as seamless as possible by 2008.

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He stated that the Public Mobility Program is one of eleven projects funded nationally that would be in competition for the funds. He stated that the transportation operation center would probably be located within the MPO area and would be in Winchester. A brief discussion with the Committee followed. March 11th is the deadline for the application. **Mr. Kehoe made a motion to endorse the Rural Public Mobility Coordinated Operations Study.**

Motion was seconded by Mr. Riley.

Motion carried.

Mr. Daley made a motion that the MPO Staff submit an application on behalf of the City of Winchester and Frederick County as a joint project to apply for funds to plan for pedestrian facilities that would connect between the City and the County.

Motion was seconded by Mr. Burke.

Motion carried.

4. Update on 2030 Transportation Plan – John Bishop, Senior Transportation Planner

Mr. Kerr handed out and reviewed an outline that was prepared by Mr. Bishop to update the Committee on the activities from November to the present. He stated that this is for information purposes only, no action required. A copy of the outline has been attached to the minutes.

5. Presentation of Vision Plan Modeling Results – Steve Aldrich, VHB, Inc.

Mr. Aldrich briefly reviewed the five alternatives with the Committee. Mr. Kerr stated that there is a comprehensive list of all the projects that the Technical Committee and the Management Team have reviewed in detail and have decided what should be included in the Vision Plan. Mr. Aldrich stated that the first three pages of the list are existing roads, second two pages are new roads and the last page is referred to as other. After a brief discussion, **Mr. Riley made a motion to approve the Master Vision Plan Project Description List of existing and new roads as dated 2-16-05. Motion was seconded by Ms. Tyler. Motion carried.**

The Committee requested that Mr. Aldrich give an overview of the five alternatives. Mr. Aldrich stated that each alternative was attempting to evaluate one or more major actions. He stated that in general the five alternatives include several projects that are in common between the five alternatives. He stated that each of the alternatives has a couple of twists and the purpose of them is to evaluate the impacts of major projects on their own merit. Mr. Aldrich stated that on the five page summary sheet there is one page given to each alternative and it highlights major projects that are included and excluded.

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Mr. Aldrich reviewed each of the five alternatives in detail with the Committee. Ms. Tyler asked if there were any planned improvements on Route 7. Mr. Aldrich stated that there are no planned improvements besides safety projects that could develop through the normal planning process. He stated that the only project that is on the list of Vision Plan Projects is the recommendation for an access management study. Ms. Tyler stated that she would like improvements made to the Woods Mill Road area, including Route 7. Mr. Aldrich asked if there would be a value to having one alternative to focus on Route 7 or add Route 7 to an existing alternative. Mr. Youmans suggested that the Committee could amend the list of Vision Plan Projects. **A motion was made by Mr. Riley to add Project #59A to read the widening of Route 7 to six lanes which will be added to Alternative 1B and revise Warrior Drive Project ID #'s 70 and 71 from four lanes to six lanes to be added to Alternative 3. Motion was seconded by Ms. Tyler. Motion carried.**

6. Other Business

Mr. Kerr handed out the Win-Fred MPO 2030 Transportation Plan Detailed Project Schedule to the Committee. He also handed out funding projections and reviewed with the Committee. He stated that the funding assumptions are only the highway funding assumptions that were prepared by VDOT. He stated that the transit assumptions are currently being prepared. Mr. Kerr noted on the funding assumptions that additional information has been attached that came from the VTRANS 2025 Report which is the State Long-Range Transportation Plan that notes severe problems with long range funding of new construction projects. Mr. Kerr stated that the State is projected to run out of new construction money by 2019. He stated that this is for information purposes only.

Mr. Youmans stated that he felt clarification was needed in reference to the Vision Plan Project List. He stated that if approval was given for the projects on the left side of the spreadsheet but not what is represented on the right side in terms of distribution of those projects. He stated that, in terms of keeping on schedule, if there is any interest in the Policy Board to approve the distribution of the projects among the five alternatives as a starting point but recognizing that it is not the end of the modeling. Mr. Aldrich stated that he did want feedback from the Policy Board in reference to the alternatives and if the Policy Board wants to approve the projects that would make him feel comfortable. He stated that if the Policy Board did not want to approve today, that is fine with him because he did receive sufficient feedback from today's meeting and he can proceed knowing that he has everything that is needed to recommend a final Vision Plan. A brief discussion continued.

Meeting adjourned at 12:15 p.m.

**Winchester -Frederick County MPO
Policy Committee Meeting Minutes
March 16, 2005 - 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. Garrett Moore, Mr. John Riley and Ms. Lynda Tyler.

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

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

Others present: Mr. Bob Ball, Mr. Jerry Copp, Mr. Eric Lawrence, Mr. Lewis Parsley, Mr. Tim Stowe, Mr. Kris Tierney, Mr. Tim Youmans and Media Representatives from the Winchester Star and 92.5 WINC FM Radio.

1. Administrative Items:

a. Welcome and Introductions

Mr. Kerr formally introduced Mr. Bishop as the new Senior Transportation Planner for the Northern Shenandoah Valley Regional Commission.

b. Review and Approval of the Minutes of the February 24, 2005 Policy Committee Meeting

A motion was made by Ms. Tyler to approve the minutes of the February 24, 2005 Policy Committee meeting.

Motion was seconded by Mr. Kehoe.

Motion carried.

c. Monthly Financial Summary Report

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

d. Committee Meeting Status Report

Mr. Kerr reviewed the Status Report with the Committee and also gave an extended report of the March 3 Technical Committee meeting.

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2. Vision Plan

2a: Technical Advisory Committee Recommended Final Project List

Mr. Bishop handed out the updated final project list. He stated that there was not a formal Technical Committee approval but consensus was reached in reference to the final project list. Mr. Bishop reviewed the changes and updates made to the final project list by the Technical Committee and the Management Team since both committees last met. He stated that the major change made to the list was the addition of the Route 7 expansion which was made by the Policy Committee at their last meeting. The committee discussed the Route 37 North project along with the Route 7 project. After a brief discussion, **Mr. Riley made a motion to add Route 37 from Route 7 to I-81 exit 318 to the final project list. Motion was seconded by Mr. Daley. Motion carried. Ms. Tyler voted against.**

Discussion continued in reference to the widening of Featherbed Lane. Mr. Daley stated that he is concerned about the area and stated that the current configuration does not work. He stated that he is concerned that it is currently not in the vision plan. After a brief discussion, **Mr. Daley made a motion that the Featherbed Lane widening project #44 from South Loudoun to Pleasant Valley be added to the vision plan. Motion was seconded by Ms. Tyler. Motion carried.**

Mr. Youmans explained in more detail project #21, the I-81 ramp to Apple Blossom Drive and the Jubal Early Drive Bridge over relocated Millwood Avenue. Mr. Bishop expressed his concerns in reference to this project because it was not checked on the final project list. He stated that on the TAC level, the project is included and he wanted clarification from the Policy Committee stating if they wanted to include the project. The committee reviewed the final project list in more detail and reviewed the projects that were not checked. The committee agreed to keep project #21 in the final project list. The committee requested an expanded description of project #21. The committee agreed to assign #44 to the Featherbed Lane project. After reviewing the project list in more detail, Mr. Shickle requested presentations of particular controversial components that go into more depth. Mr. Kerr suggested compiling a list of the projects for the consultant to provide analysis details and clarification. Discussion continued in reference to the Winchester Medical Center and the two breaks in Route 37.

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After a brief discussion, **Mr. Riley made a motion for the approval of the vision plan as amended in previous discussion with the caveat that the Committee will receive more information on the four projects as discussed. Motion was seconded by Ms. Tyler. Motion Carried.**

2b: Additional Projects to consider adding to the other projects section

After a brief discussion, **Mr. Daley made a motion to include the projects in the vision plan. Motion was seconded by Mr. Burke. Motion Carried.**

3. Regional Priority Setting

The purpose of this exercise is to choose approximately 5 key projects which are vital to the future transportation movement in the region.

After a brief discussion, Mr. Riley suggested tabling this item until the next Policy Committee meeting. Mr. Shickle requested that the summary of TAC recommendations be forwarded via email to the members of the Policy and Citizens Advisory Committees. Mr. Daley suggested resending the TAC recommendations to the TAC Committee since not all of the members participated.

4. Other Business – None reported.

Meeting adjourned at 11:30 a.m.

**Winchester -Frederick County MPO
Policy Committee Meeting Minutes
April 20, 2005 - 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, Ms. Carolyn Griffin alternate for Mr. Ed Daley, Mr. Mike Kehoe, Mr. Stewart Masters, Mr. Garrett Moore, Mr. John Riley, Mr. Ivan Rucker and Ms. Lynda Tyler.

MPO Policy Committee members absent: Ms. Patricia Kampf.

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

Others present: Mr. Steve Aldrich, Mr. Bob Ball, Mr. Jerry Copp, Mr. Jim Deskins, Mr. Eric Lawrence, Mr. Kris Tierney, Mr. Evan Wyatt, Mr. Tim Youmans and Media Representatives from the Winchester Star and 92.5 WINC FM Radio.

Citizens present: Mr. Rick Brown, Ms. Jill Halseth, Mr. Mike Halseth, Ms. Martha Hardy, Mr. Don Louque, Ms. Pat Louque, Ms. Carol Rittelmeyer, Mr. C. Douglas Rosen and Ms. Carolyn Woodrum.

The Policy Committee reached consensus to amend the agenda to include public comments. Chairman Shickle opened the meeting for public comments.

Three citizens addressed the Policy Committee requesting to keep the Jubal Early Drive Extension Project in the Vision Plan.

Chairman Shickle closed the public comment period.

1. Administrative Items:

a. Welcome and Introductions

Chairman Shickle welcomed everyone to the meeting.

b. Review and Approval of the Minutes of the March 16, 2005 Policy Committee Meeting

A motion was made by Ms. Tyler to approve the minutes of the March 16, 2005 Policy Committee meeting as amended.

Motion was seconded by Mr. Burke.

Motion carried.

c. Monthly Financial Summary Report

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

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d. Committee Meeting Status Report

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

e. Review and Approval of a Resolution Authorizing the Secretary-Treasurer to File a FTA Sect. 5303 Grant with the Virginia Department of Rail & Public Transportation

Mr. Kerr reviewed the Resolution with the Committee, after a brief discussion **a motion was made by Mr. Burke to approve the Resolution Authorizing the Secretary-Treasurer to File a FTA Sect. 5303 Grant with the Virginia Department of Rail & Public Transportation.**

Motion was seconded by Ms. Griffin.

Motion carried.

2. Review and Approval of the FY 2005-2006 Unified Planning Work Program (UPWP)

Mr. Kerr reviewed the updates and changes to the current Unified Planning Work Program. After a brief discussion, **a motion was made by Ms. Tyler to approve the FY 2005-2006 Unified Planning Work Program. Motion was seconded by Mr. Kehoe. Motion carried.**

3. Report on Citizens Information Meeting Held on April 14, 2005

Mr. Bishop gave a brief overview of the Citizens Information Meeting on April 14, 2005. He handed out the sign-in sheet of citizens that attended the meeting and attached their comment sheets for the committee's review. This is for information purposes only, no action required.

4. Presentation of 4 Projects as Requested

Mr. Aldrich gave a presentation on four projects from the Draft Vision Plan per the Policy Committee's request at the March meeting. A copy of the presentation has been attached to the minutes.

The following four projects were outlined in Mr. Aldrich's presentation:

- Jubal Early Drive extension and Interchange with Route 37
- Jubal Early/Millwood Avenue Flyover
- Route 37 segment between Route 7 and I-81 at MP 318

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- Completion of the Route 37/Medical Center Interchange to allow access to the west

Per the committee's request, Mr. Youmans explained in more detail, the Jubal Early/Millwood Avenue Flyover. Mr. Copp gave a brief overview of the completion of the Route 37/Medical Center Interchange.

Mr. Riley commented on the completion of the Route 37/Medical Center Interchange. He stated that it is not a full Interchange. Chairman Shickle requested that Mr. Aldrich change the wording in reference to that project to make it clear that it is not a full Interchange.

Chairman Shickle requested comments and questions from the committee members in reference to the four projects.

Mr. Kehoe and Ms. Tyler commented on the Jubal Early Drive extension.

Chairman Shickle commented on the Jubal Early/Millwood Avenue Flyover project. He stated that he feels that the project will not work, but it should remain for now to demonstrate the need for improvements in that area.

Ms. Tyler commented on the Route 37 segment between Route 7 and I-81 at MP 318. She stated that she would like to have this project, as it is proposed, removed from the Vision Plan. She stated that she would like to get back to looking at a plan working with development for, not a limited access road but perhaps a road that could move traffic conveniently. A brief discussion continued in reference to this project. **Ms. Tyler made a motion to remove the Route 37 segment between Route and I-81 at MP 318 from the Vision Plan. Motion seconded by Mr. Masters.** Discussion continued in reference to alternatives for this area to match land use. **A roll call vote was requested by Chairman Shickle:**

- **Chairman Shickle** **Nay**
- **Mr. Moore** **Abstained**
- **Ms. Tyler** **Aye**
- **Mr. Riley** **Nay**
- **Mr. Kehoe** **Aye**
- **Ms. Griffin** **Aye**
- **Mr. Burke** **Aye**
- **Mr. Masters** **Aye**

Motion carried.

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The committee continued discussion with the completion of the Route 37/Medical Center Interchange to allow access to the west. Mr. Riley stated that since this project is privately funded and there are no issues with prioritizing it within the Vision Plan, can the MPO endorse the Medical Center's issue and let them move forward. Chairman Shickle asked what happens to a privately funded project that ends up facing a fiscally constrained plan.

Mr. Bishop stated that the private funds can be dedicated to the project. He stated that since it is privately funded, it automatically jumps through the hoops of fiscal constraint because the dollars are already attached to it. Mr. Aldrich stated that because the Technical Committee was not aware of the project, they will have to review the Vision Plan and make sure the future expansion of the Winchester Medical Center is planned to cross back over to the other side. No action taken on this project by the Policy Committee.

5. Report on Top 5 Regional Priorities

Mr. Bishop addressed the committee in reference to the top 5 regional priorities. He handed out and reviewed the recommendations from the TAC, CAC and Policy Committees. Mr. Bishop explained to the committee the voting process and how the results were tallied.

Chairman Shickle stated that he felt that this exercise would have been more productive if each governing body had been asked to submit their top 5, then the MPO could have selected from that list to prioritize. Chairman Shickle expressed his concerns in reference to the Policy Committee endorsing the priorities. Mr. Bishop explained the goal of this exercise to the Committee. No action was taken by the Policy Committee regarding this agenda item.

6. Review and Approval of the Draft Constrained Long Range Plan

Mr. Bishop handed out and briefly reviewed the draft constrained long range plan. After reviewing the plan, Chairman Shickle stated he felt that the committee was not prepared to vote on the plan. He stated that the plan and the citizens comments needs to be reviewed by the Technical Advisory Committee. After a brief discussion, **a motion was made by Mr. Riley to postpone this agenda item until the next regularly scheduled Policy Committee. Motion seconded by Mr. Burke. Motion carried.**

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Chairman Shickle expressed his concerns in reference to the MPO's public input process. He feels that the process needs to be improved. Discussion continued in reference to improving the public input process.

7. Other Business

Mr. Kerr announced that the Commonwealth Transportation Board held a Public Hearing regarding the Six-Year Program for transportation scheduled on Tuesday, April 19th. He stated that he and Mr. Bishop attended the hearing. Mr. Kerr stated that they spoke in reference to the Route 37 east project and additional construction funding.

Meeting adjourned at 12:10PM

**Winchester -Frederick County MPO
Policy Committee Meeting Minutes
May 18, 2005 - 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. Stewart Masters, Mr. Garrett Moore, Mr. John Riley and Ms. Lynda Tyler.

MPO Policy Committee members absent: Mr. Jack Apostolides, Mr. Ed Daley, Ms. Patricia Kampf and Mr. Ivan Rucker.

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

Others present: Mr. Bob Ball, Mr. Jerry Copp, Mr. Eric Lawrence, Mr. Kris Tierney, Mr. Tim Youmans and Media Representatives from the Northern Virginia Daily, The Winchester Star and 92.5 WINC FM Radio.

1. Administrative Items:

a. Welcome and Introductions

Chairman Shickle welcomed everyone to the meeting. Mr. Ball introduced Terry Short, the new Assistant Planner with VDOT.

b. Review and Approval of the Minutes of the April 20, 2005 Policy Committee Meeting

A motion was made by Ms. Tyler to approve the minutes of the April 20, 2005 Policy Committee meeting.

Motion was seconded by Mr. Kehoe.

Motion carried.

c. Monthly Financial Summary Report

Mr. Kerr reviewed the April Financial Status Report with the Committee. Ms. Tyler requested that Mr. Kerr provide additional information when there is a significant change in expenses from the previous month. This report is for information purposes only, no action required.

d. Committee Meeting Status Report

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

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2. Draft Vision Plan Updates

Mr. Bishop reviewed the following draft vision plan updates with the committee members. The TAC has reviewed and approved the changes. The changes are as follows:

1. Addition of projects 13a and 13b. These projects are improvements to the interchanges at MP 321 and 323 that were not included in the original Draft Vision Plan, but are part of the planned I-81 improvements and should be added to the Draft Vision Plan.
2. Projects 14 and 73 were broken down into 14/14a and 73/73a with no change to original project scope.

After a brief discussion, **a motion was made by Mr. Riley to approve the changes made to the Draft Vision Plan. Motion was seconded by Mr. Masters. Motion carried.**

- B. Mr. Bishop updated the committee on the Route 37 segment from Route 7 Northwest to I-81. He stated that on April 26, 2005, the Frederick County board of supervisors adopted a resolution (attached) that the MPO Policy Committee reinstate the segment of Route 37 from Route 7 northwest to I-81 be reinstated in the Vision Plan.

Following that, on May 2, 2005 the Technical Advisory Committee addressed the issue and made the following motion: "To have Route 37, between Route 7 and I-81 as a 4-lane divided controlled managed access highway". The motion passed unanimously.

Finally, on May 10, 2005, the Citizens Advisory Committee unanimously passed a motion recommending that the segment be reinstated.

After a brief discussion, **a motion was made by Mr. Burke to have Route 37, between Route 7 and I-81 as a 4-lane divided controlled managed access highway. Motion was seconded by Mr. Kehoe. Motion carried.**

3. Vision Plan Cost Estimates

Mr. Bishop reviewed the estimates with the committee and explained how the consultant formulated the estimates. He stated that all projects in the vision plan had preliminary cost estimates done using the VDOT Transportation and Mobility Planning Division's statewide plan

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cost estimates. These initial estimates were further refined when the MPO Senior Transportation Planner met individually with the Planning Directors for the City and County, and with the VDOT Resident Engineer. TAC has reviewed the estimates.

This is for information purposes only, no action required.

4. Constrained Long Range Plan (CLRP)

Mr. Bishop stated that prior to the April 20, 2005 Policy Committee meeting the Management Team formulated a preliminary recommendation for the CLRP. At the Policy Committee meeting the committee requested that the entire TAC review the recommendation. TAC has reviewed and adopted the recommendation. After the TAC meeting it came to staff's attention that Frederick County had funding on projects on Greenwood Rd and Sulphur Springs Rd, the recommendation was amended to reflect this funding and incorporate it into the plan. Mr. Bishop briefly reviewed the CLRP recommendation with the committee. Discussion continued in reference to preliminary engineering funds.

A motion was made by Mr. Riley to approve the Constrained Long Range Plan with the amended typographical corrections. Motion was seconded by Mr. Burke. Motion carried.

5. Public Involvement Plan update

Mr. Bishop reviewed the changes and updates made to the Public Involvement Plan with the committee. He stated that he has researched other public involvement plans of MPO's throughout the state and country and made modifications to the existing plan. He stated that the TAC and CAC have reviewed and approved the changes. After a brief discussion, **a motion was made by Ms. Tyler to adopt the Public Involvement Plan. Motion was seconded by Mr. Riley. Motion carried.**

6. TIP Reconciliation Process

Mr. Ball reviewed the TIP reconciliation process and briefed the committee on the process and the changes for this year's reconciliation. He stated that the six projects in the top portion on the front page is projects that have been in the STIP (Statewide Transportation Improvement Program) and he will add those projects to the Win-Fred MPO TIP (Transportation Improvement Program). He stated that the remainder of the page is district wide projects for maintenance and/or operational work and they are all federally funded. After a brief discussion, **a motion was made by Ms. Tyler to approve the FY2005-2007 TIP Amendments/Reconciliation for the public comment period. Motion was seconded by Mr. Riley. Motion carried.**

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7. Other Business

The committee agreed to have the next Policy Committee meeting on Wednesday, June 22, 2005.

Mr. Kerr announced that the Regional Commission was granted \$85,000.00 from the Transportation Planning Grant to create an MPO Bike Plan.

Mr. Moore stated that the draft projections from the I-81 NEPA Study will be ready this fall 2005.

Meeting adjourned at 10:50AM

**Winchester -Frederick County MPO
Policy Committee Meeting Minutes
June 29, 2005 - 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. Bob Ball for Mr. Garrett Moore, Mr. Ed Daley, Mr. Mike Kehoe, Mr. Stewart Masters, Mr. John Riley and Ms. Lynda Tyler.

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

Staff present: Mr. John Bishop and Ms. Karen Taylor.

Others present: Mr. Jerry Copp, Mr. Tim Youmans and a media representative from the Winchester Star.

1. Administrative Items:

a. Welcome and Introductions

Chairman Shickle welcomed everyone to the meeting.

b. Review and Approval of the Minutes of the May 18, 2005 Policy Committee Meeting

A motion was made by Ms. Tyler to approve the minutes of the May 18, 2005 Policy Committee meeting.

Motion was seconded by Mr. Kehoe.

Motion carried.

c. Monthly Financial Summary Report

Mr. Bishop reviewed the May Financial Status Report with the committee. He handed out a report showing labor and non-labor costs for each NSVRC employee for the MPO. The committee reviewed and discussed the report.

The committee requested that Mr. Bishop present the MPO budget for Fiscal Year 2005-2006 to the July Policy Committee meeting for their review.

d. Committee Meeting Status Report

Mr. Bishop reviewed the Status Report with the Committee. This report is for information purposes only, no action required.

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2. Final Approval of Items for Public Input

Mr. Bishop stated that the committee had asked staff to forward comments received to date with this packet, however there has not been any public input to date on the items below.

A. TIP Reconciliation

After a brief discussion, **a motion was made by Ms. Tyler to approve the TIP Reconciliation. Motion was seconded by Mr. Daley. Motion carried.**

B. Public Involvement Plan

Mr. Bishop stated that the TAC has recommended an additional change to the PIP. That change is to reduce the public comment period on all but major plans and projects to 20 days to better fit in with the MPO meetings schedules.

A motion was made by Mr. Daley to approve the Public Involvement Plan (PIP) with the change to reduce the public comment period on all projects to 20 days. Motion was seconded by Mr. Kehoe. Motion carried.

3. Chapters 1-4 of the Draft 2030 Long Range Plan

Mr. Bishop stated that Chapters 1-5 of the Draft 2030 Long Range Plan is for the committee's review and comments. He stated that Chapters 6 and 7 will be available on July 7. Mr. Bishop will forward via email, those chapters to the TAC and Policy Committee for review and comment. This item is for review and comment only, no action necessary.

4. Document Review Schedule

Mr. Bishop discussed and reviewed the tentative Public Review and Approval Schedule with the committee. After reviewing the schedule, the committee made several changes. **A motion was made by Mr. Daley to approve the amended Public Review and Approval Schedule. Motion was seconded by Ms. Tyler. Motion carried.** An updated schedule has been attached to the minutes.

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5. Public Information Meetings

Mr. Bishop stated that the TAC recommended at their last meeting that once the plan enters public comment period that there be additional public information meetings to allow the public additional opportunities to review and comment on plan materials. After a brief discussion, the committee agreed that Mr. Bishop should attend and present information to local governments on the Draft 2030 Long Range Plan. Following is the schedule:

- August 23 - Winchester presentation
- August 24 - Frederick County presentation
- August 25 - CCC transportation forum presentation
- September 6 - Stephens City presentation

6. Other Business

Ms. Tyler stated that she will be on vacation the week of the next Policy Committee meeting and will be unable to attend.

Meeting adjourned at 11:00AM

**DRAFT 2030 LONG RANGE PLAN
TENTATIVE PUBLIC REVIEW AND APPROVAL SCHEDULE**

- Current – Chapters 1-5 being finalized**
- July 7 – Final Chapters 6 and 7 released for TAC and Policy Committee Review**
- July 13 - Deadline for TAC and Policy Committee Comments to Senior Transportation Planner**
- July 18 - Distribution of amended plan**
- July 20 - Policy Committee Meeting to approve Draft Plan for public review**
- July 22 thru September 6 - Public Comment Period and presentations to local governments**
- August 23 – Winchester presentation**
 - August 24 – Frederick County presentation**
 - August 25 - CCC transportation forum presentation**
 - September 6 – Stephens City presentation**
- August 22 - Policy Committee Meeting and Public Hearing (Comments received through August 5 will be submitted to the Policy Committee along with the agenda packet with additional comments that come in from August 6 thru August 12 will be presented at the meeting. All further comments received from August 13 – September 6 will be distributed to the committee by September 8.**
- September 21 – Policy Committee Meeting - Final Approval of 2030 Long Range Plan**
- October 1 - FHWA Submittal Deadline**

**Winchester -Frederick County MPO
Policy Committee Meeting and Public Hearing Minutes
August 22, 2005 - 7:00 p.m.**

Chairman Dick Shickle called the meeting to order at 7:00 p.m. with the following MPO Policy Committee members present: Mr. Glen Burke, Mr. Ed Daley, Mr. Mike Kehoe, Mr. Stewart Masters, Mr. Garrett Moore, Mr. John Riley and Ms. Lynda Tyler.

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

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

Others present: Mr. Steve Aldrich, Mr. Bob Ball, Mr. Greg Bokan, Mr. Jerry Copp, Mr. Eric Lawrence, Mr. Tim Youmans and Media Representatives from The Northern Virginia Daily, The Winchester Star and 92.5 WINC FM Radio.

Citizens present: Kaye Baglin, Delmar Baglin, Ron Hodgson, Chuck Maddox, John Miller, John Miller, Jr., Nick Nerangis, Nick Nerangis, Jr., Stephen Nerangis, George Orrison, Randy Perry and Ken Tenney.

1. Administrative Items:

a. Welcome and Introductions

Mr. Bishop welcomed Mr. Aldrich with VHB and members of the public for the hearing portion of the agenda.

Chairman Shickle welcomed everyone to the meeting.

b. Review and Approval of the Minutes of the June 29, 2005 Policy Committee Meeting

A motion was made by Ms. Tyler to approve the minutes of the June 29, 2005 Policy Committee meeting.

Motion was seconded by Mr. Kehoe.

Motion carried.

c. Monthly Financial Summary Report

A motion was made by Mr. Daley to approve the July Monthly Financial Summary Report.

Motion was seconded by Mr. Kehoe.

Motion carried.

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d. Allocation of NSVRC Staff Hours to MPO

Mr. Kerr reviewed and explained the allocation of NSVRC staff hours to MPO with the committee. Mr. Shickle questioned Mr. Kerr in reference to the indirect costs. Mr. Shickle requested that the NSVRC Executive Committee review the indirect costs of staff hours to MPO.

e. Committee Meeting Status Report

Mr. Bishop reviewed the June/July Meeting Status Report with the committee. This report is for information purposes only, no action needed.

2. Public Hearing

Mr. Bishop presented to the public an introductory presentation to help inform the public of the structure of the Win-Fred MPO, the Federal requirements and the process of the MPO.

Chairman Shickle opened the public comment period.

Mr. Chuck Maddox with Patton, Harris and Rust addressed the Policy Committee in reference to the closing of the Route 11 South Interchange with Route 37. He stated that once a document like the Vision Plan has been prepared and a project like #24 which reads abandon US Route 11 Interchange, he stated that a number of things happen, it becomes an item that is a due diligence point for every business that is locating in the City of Winchester or Frederick County. If they see a project like #24 it is "red flagged" and automatically it becomes a major issue to deal with. He stated that he would like to point out that Patton, Harris and Rust has prepared a document called the Transportation Impact Analysis for the Crosspoint Project. He stated that in accordance with the proffers within Frederick County for that project, a complete 2032 Transportation Impact Analysis needed to be prepared and submitted along with a proposal for interchange improvements in order to meet the requirements of that project for the 2012 design year. He stated that this is a process that has been ongoing for some time and will be ongoing for a while longer; however, a major element for that has been prepared which is the Transportation Impact Analysis. He stated that there are five scenarios for improvement of the I-81 and Route 37 Interchange to meet the 2032 design traffic year. He added that the assumptions made for the traffic generation in this document far exceed what the MPO has designated traffic generation is shown from VHB, recently released two to three months ago. Mr. Maddox stated that his purpose at this evening's meeting is to state that there are scenarios that will work. He stated that the transportation plans show geometric designs that have the ability to meet safe levels of service.

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He stated that there are alternatives and the hardship created by a straight statement to close the interchange is substantial and we urge you to change the Vision Plan to allow for the Route 11 Interchange to exist in the planning process at least to the point where it is confirmed that it will not work. He stated that he thinks there are options that are possible.

Mr. John Miller with Miller Honda located on Route 11 South addressed the Policy Committee in reference to the closing of the Route 11 South Interchange with Route 37. He stated that if the road is closed, his business is closed. He stated because of how we sell our cars is for cars to come by his business. He stated that his business has been at that location for twenty years working and servicing the community. He stated this he has been in the area his entire life and basically working in the car business. He stated if the road is closed not only are you hurting Miller Honda and its employees, but other businesses located in that area.

Mr. Ron Hodgson who owns a sportsplex located on Route 11 addressed the Policy Committee. He stated that he agrees with Mr. Maddox and Mr. Miller about the hardship that would be entailed in the area could be substantial. He stated that he has not had a chance to review the options and how the road is going to funnel from the west end of town, but will be glad to do that. He stated that he feels that the committee needs to take a long hard look at the interchange. He stated closing the interchange has a huge bearing on what is going to go on in that area.

Mr. Nick Nerangis representing Kernstown Commons addressed the Policy Committee. He stated that Mr. Miller's comment is right to the point. He feels there are other ways to look at the closing of Route 37 and Route 11 Interchange. He stated if it closed, we are to the point of reactivating our engineers and moving more dirt in that area. He stated, if the closure is going to stay on the Vision Plan he would really have to think about it because it would take effectively 75% to 80% of the convenience traffic away from that site. He stated that since that site serves Winchester, Stephens City and the southern end of the county, he feels it would be a bad idea to close that interchange.

Mr. Dave Holliday a concerned citizen addressed the Policy Committee in reference to the closing of the Route 11 South Interchange with Route 37. He briefed the committee on a project he worked on in the area several years ago, which is at the end of Route 37 and the corner of I-81. He stated the area is 100 acres, sewer/water available and is in the center of demographics. He stated he had several national chains interested in that site. He stated that VDOT told the chains that the road was going to be moved. He stated that he built an \$800,000.00 building to jump start the site for the Federal Government and that did not work. He stated that a statement like the closing of the Route 37 and Route 11 Interchange closes all of the zoning on Route 11. He asked the committee to please read the fine print and be very careful these things how these plans are written.

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Mr. Jim Longerbeam addressed the Policy Committee in reference to the closing of the Route 11 South Interchange with Route 37. He stated that he can site three interchanges on I-81 that are currently failing. He stated that Route 37 and Route 11 is not one of them. He stated it is unfair to close the interchange when you have Mr. Maddox stating that there is a way to make the interchange work. He stated it does not make sense to put the project in the Vision Plan when it impacts so many people.

Chairman Shickle closed the public comment period.

After the closure of the Public Hearing, Mr. Shickle requested that Mr. Bishop review the upcoming MPO schedule. A copy of the schedule has been attached to the minutes.

After a brief discussion in reference to the public comments presented at this evening's meeting, **Mr. Riley made a motion that the Technical Committee review and make recommendations to the Policy Committee addressing the public comments by the September 21st Policy Committee meeting. Motion was seconded by Mr. Daley.** Mr. Kehoe requested to see the projected models for the proposed closing and without the closing for the Route 37 and Route 11 Interchange. Mr. Bishop stated that the No-Build has the Interchange modeled without the closing for Mr. Kehoe's review. Mr. Aldrich addressed the committee in reference to the model showing that the Interchange should be closed and the affect it would have on the Vision Plan if the Interchange is not closed. Mr. Aldrich stated that the Vision Plan would go forward if this change were made. Ms. Tyler encouraged the citizens who spoke in reference to the Route 37 and Route 11 Interchange, to stay after the meeting to speak in more detail. **Motion carried.**

Mr. Bishop stated that the only other public comment received thus far, is from Mr. Mark Brewer which was included in the Policy Committee meeting packet.

3. CAC Activities

Mr. Bishop stated that at the last Citizen Advisory Committee meeting the members discussed inviting permanent liaisons from community groups in order to further extend the committee's reach to the citizens of the MPO. He stated that examples of some of the groups they would like to invite are the Frederick County Transportation Committee, Shenandoah Valley Area Agency on Aging and Access Independence. Mr. Bishop stated that the liaisons would have no voting power but the liaisons are a good way to get comments from groups at large that are not always able to attend the Citizens Advisory Committee meetings.

The Policy Committee reached consensus to allow permanent liaisons to the Citizens Advisory Committee.

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4. TIP Amendment Procedure

Mr. Bishop stated that this procedure is a housekeeping process that in the current format has been needed to be reviewed by all of the MPO committees. He stated that the agreement is a new way of handling the TIP adjustments that has been adopted by some of the larger Virginia Metropolitan Planning Organizations in the state. He stated that this new procedure will streamline the process.

Mr. Ball reviewed the process with the committee. He stated that this process does not add new TIP items, it modifies existing TIP items. He stated that most of the changes will be fiscal changes. He stated that currently any change of any magnitude requires a TIP Amendment. He stated that districtwide projects could be done administratively by the NSVRC. He stated that if the procedure can be done administratively perhaps construction could move up one year, compared to what was originally scheduled or in the TIP. He passed out and reviewed the FY2005-2007 Potential TIP Amendments and Adjustments with the committee. Discussion continued in reference to handling the TIP Amendment Procedure. **A motion was made by Mr. Daley that the Policy Committee retains the review of the amendments and they will review the amendments during regular meetings or call a special meeting if needed. Motion was seconded by Mr. Riley. Motion Carried.**

5. MPO Logo

Mr. Bishop stated that he has contacted Hart Graphics, creators of the NSVRC and Valley Commuter Assistance Program Logos, to work logo concepts for the MPO. Staff handed out the examples to the committee for their review. After a brief discussion, there was consensus by the committee for logo #3.

6. UPWP Request

A. Mr. Bishop stated as a housekeeping measure the Policy Committee needs to officially add the WinFred MPO Bicycle & Pedestrian Mobility Plan to the current UPWP. **A motion was made by Ms. Tyler to officially add the WinFred MPO Bicycle & Pedestrian Mobility Plan to the current UPWP. Motion was seconded by Mr. Burke. Motion carried.**

B. Mr. Bishop stated that a motion is needed to officially request the carryover of PL funds from FY 2005 to FY 2006 for the Transit District Feasibility Study. Mr. Bishop stated that as part of the same work program there were carryover funds from last year's work program of just over \$12,000.00 for the Transit District Feasibility Study. He stated that a portion of that program is FTA dollars and the other portion is FHWA.

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He stated that for the Transit Administration there is not an official request needed. He stated that there is an official request needed to carryover the Federal Highway dollars.

A motion was made Mr. Riley to request the carryover of PL funds from FY 2005 to FY 2006 for the Transit District Feasibility Study. Motion seconded by Mr. Kehoe. Motion carried.

7. Other Business – None reported.

Meeting adjourned at 8:45PM

**DRAFT 2030 LONG RANGE PLAN
TENTATIVE PUBLIC REVIEW AND APPROVAL SCHEDULE**

- Current – Chapters 1-5 being finalized**
- July 7 – Final Chapters 6 and 7 released for TAC and Policy Committee Review**
- July 13 - Deadline for TAC and Policy Committee Comments to Senior Transportation Planner**
- July 18 - Distribution of amended plan**
- July 20 - Policy Committee Meeting to approve Draft Plan for public review**
- July 22 thru
September 6 - Public Comment Period and presentations to local governments**
August 23 – Winchester presentation
August 24 – Frederick County presentation
August 25 - CCC transportation forum presentation
September 6 – Stephens City presentation
- August 22 - Policy Committee Meeting and Public Hearing (Comments received through August 5 will be submitted to the Policy Committee along with the agenda packet with additional comments that come in from August 6 thru August 12 will be presented at the meeting. All further comments received from August 13 – September 6 will be distributed to the committee by September 8.**
- September 21 – Policy Committee Meeting - Final Approval of 2030 Long Range Plan**
- October 1 - FHWA Submittal Deadline**

**Winchester -Frederick County MPO
Policy Committee Meeting Minutes
September 21, 2005 - 10:00 a.m.**

Chairman Dick Shickle called the meeting to order at 10:15 a.m. with the following MPO Policy Committee members present: Mr. Glenn Burke, Mr. Ed Daley, Mr. Mike Kehoe, Mr. Stewart Masters, Mr. Garrett Moore, Mr. John Riley and Ms. Lynda Tyler.

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

Staff present: Mr. John Bishop and Ms. Karen Taylor.

Others present: Mr. Steve Aldrich, Mr. Bob Ball, Mr. Eric Lawrence, Mr. Kris Tierney, Mr. Tim Youmans and Media Representatives from The Northern Virginia Daily, The Winchester Star and 92.5 WINC FM Radio.

1. Administrative Items:

a. Welcome and Introductions

Chairman Shickle welcomed everyone to the meeting.

b. Review and Approval of the Minutes of the August 22, 2005 Policy Committee Meeting

A motion was made by Ms. Tyler to approve the minutes of the August 22, 2005 Policy Committee meeting.

Motion was seconded by Mr. Burke.

Motion carried.

c. Monthly Financial Summary Report

The committee reviewed the report. Mr. Daley stated that at the most recent Regional Commission Meeting, the Executive Committee requested that Mr. Kerr review the allocation of MPO hours other than the hours for the Senior Transportation Planner and Administrative Assistant positions.

Mr. Moore stated that VDOT is reviewing costs in reference to the Win-Fred MPO. He stated that the Harrisonburg- Rockingham MPO is a comparison and there are differences between the two MPO's. He stated that this issue has been discussed with the Regional Commission in reference to expenditures for the Win-Fred MPO.

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d. Committee Meeting Status Report

The committee reviewed the report. This report is for information only, no action required.

e. Updated Unified Planning Work Program reflecting changes made at the August 22 meeting.

Mr. Bishop reviewed the changes made to the UPWP. Work Task 6: MPO Bicycle & Pedestrian Mobility Plan has been added which are rollover grant funds received for the Bicycle and Pedestrian Plan. The FY 2004 MPO Carryover Funds have been added to the table (Figure 2, Page 12).

The committee discussed the ShenAir funding that the Regional Commission receives. The committee requested that Mr. Bishop review how the funds are allocated for Work Task 5 – Air Quality Planning.

A motion was made by Mr. Daley to request Mr. Bishop to review how Task 5 – Air Quality Planning coordinates with the ShenAir funds to determine if the Air Quality Funds can be reallocated to another MPO Project. Motion was seconded by Ms. Tyler. Motion carried.

2. Public Input Period – No citizen comments reported.
3. 2030 Long Range Plan - review and action on Public Input

Mr. Bishop handed out the citizen feedback that was received at the August 22nd, 2005 Policy meeting. He also handed out written statements from the citizens who spoke at the August 22nd meeting. Mr. Bishop also reported that at the August 24th Frederick County Board of Supervisors' Meeting, the Board passed a unanimous motion to support keeping the Route 11/Route 37 Interchange open.

Ms. Tyler asked if the MPO has sufficiently addressed, through the Long Range Transportation Plan Pedestrian and Bicycle Facilities. Mr. Bishop stated that those facilities have been analyzed. He stated that the Regional Commission is doing a larger bike study which is a bit more general. He stated that the MPO is beginning an MPO Bike Plan which is more detailed than existing work.

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Mr. Bishop stated that per the directive of the Policy Committee at the last meeting, the TAC (Technical Advisory Committee) has formulated a recommendation for the Route 11/Route 37 interchange.

Mr. Bishop reviewed the motion that was made by the TAC. Following is the motion recommended by TAC:

To study the feasibility of maintaining future direct access to Route 11 by modeling alternative designs to I-81, Route 11, Route 37/Stephens City Western Bypass (Shady Elm Interchange) to determine the most desirable design in light of the anticipated 2030 traffic volume.

Chairman Shickle asked if there were any questions in reference to the Frederick County Board of Supervisors' meeting or the TAC's recommendation for the Route 11/Route 37 interchange. Ms. Tyler requested that Mr. Tierney give an overview of the discussion at the TAC meeting in reference to the motion. Mr. Tierney stated that the TAC felt that the motion, as presented to the Policy Committee allows flexibility on any future decisions.

Ms. Tyler suggested the following changes to the original TAC motion from the September 16th TAC meeting (changes are in italics):

To study the feasibility of maintaining future direct access to Route 11 by modeling alternative designs to I-81, Route 11, Route 37/Stephens City Western Bypass (Shady Elm Interchange) to determine the most desirable *modification which maintains transportation service to the Route 11 corridor* in light of the anticipated 2030 traffic volume.

4. 2030 Long Range Plan – Adoption of Final Plan

After a brief discussion in reference to Ms. Tyler's recommendation for the Route 11/Route 37 Interchange, **A motion was made by Mr. Riley to adopt the 2030 Long Range Plan as modified by Ms. Tyler's recommendation. Motion seconded by Mr. Burke.**

Mr. Burke asked what would be in place of the wording "Remove Interchange" (Line Item 24, Page 6.6). Mr. Bishop stated that it would read "Reserved for future study".

Mr. Kehoe stated that he feels that nothing else can be done except to study the interchange because the I-81 widening will determine what happens to the interchange.

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Mr. Aldrich stated that the map that will be distributed to the Policy Committee at the next meeting for approval will summarize what is in the 2030 Long Range Plan.

Motion carried.

5. Other Business

Mr. Bishop stated that at the last TAC meeting there was a motion made to recommend that the Policy Committee consider initiating a dialogue with other MPO's along the I-81 corridor to determine areas of common interest related to the proposed I-81 widening. (*The motion has been attached to the minutes)

Mr. Moore concurred with the motion made by the TAC.

Mr. Shickle stated that he does not have any interest in having the TAC contact other Technical Advisory Committees. Mr. Shickle stated that he has concerns in reference to the motion.

After a brief discussion **a motion was made by Mr. Riley to request Mr. Bishop to obtain input from other Transportation Planners along the I-81 corridor. Motion seconded by Mr. Daley. Motion carried.**

The committee also reached consensus to show the Vision Plan and Constrained Plan in the public documents.

Mr. Bishop reported that there will be an October 6th VDOT – CTB meeting at the Rockingham County Government Center. Ms. Tyler will serve as the Win-Fred MPO representative for this meeting.

Mr. Moore reported that the I-81 Tier I Study will be complete by November and a public comment period will follow.

Mr. Moore also reported that the I-81 legislation has passed an I-81 Safety Committee, which will include local elected officials. The Frederick County/City of Winchester District will be required to have two representatives.

Meeting adjourned at 11:50AM

**Technical Committee Meeting
September 16, 2005**

***A motion was made by Mr. Tierney that the Technical Advisory Committee recommend to the Policy Committee that they consider initiating a dialogue with other MPO's along the I-81 corridor to determine areas of common interest related to the proposed I-81 widening. Motion seconded by Mr. Deskins. Motion carried.**