

**Winchester -Frederick County MPO
Frederick County Board of Supervisors' Meeting Room
Policy Committee Meeting Minutes
February 15, 2006 - 10:00 a.m.**

Vice-Chairman Glenn Burke called the meeting to order at 10:00 a.m. with the following MPO Policy Committee members present: Mr. Charles DeHaven, Jr., Mr. Mike Kehoe, Mr. Stewart Masters, Mr. Garrett Moore and Mr. John Riley.

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

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

Others present: Mr. Bob Ball, Mr. Jerry Copp, Mr. Mike Ruddy, Mr. Tim Youmans and media representatives from The Winchester Star and 92.5 WINC FM Radio.

1. Administrative Items:

- a. Welcome and Introductions – The committee welcomed Mr. Charles DeHaven. Mr. DeHaven is a newly appointed member of the Frederick County Board of Supervisors.
- b. Review and Approval of the Minutes of the November 9, 2005 Policy Committee Meeting

A motion was made by Mr. Riley to approve the minutes of the November 9, 2005 Policy Committee meeting.

Motion was seconded by Mr. Masters.

Motion carried.

- c. Monthly Financial Summary Report

Mr. Kerr gave an overview of the report. Mr. Riley requested that TASK 3 Long-Range Trans. Plan be zeroed out, which will leave a balance of \$3,000.00 in the account. Mr. Riley also requested an additional column be added to the Monthly Cost Summary report that shows reserve funds. He stated that showing the reserve funds will give the committee a better idea of carryover funds. Mr. Riley requested that staff look diligently at how they are allocating their time with reference to specific tasks in the UPWP. He feels that some of them are unnecessary and if there is any additional time necessary with reference to a particular task, he wants to see documentation from staff on those projects in reference on how the time was allocated. He stated that he feels the UPWP Progress Report is a bit sketchy on how staff participation is being shown on some of these issues. Mr. Riley stated that under finances he wants it made abundantly clear to

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staff that if funds are being allocated in reference to any particular project, that it is the Policy Committee that authorizes the allocation, rather than staff authorizing the expenditure of funds. Mr. Riley stated that he wants his requests made abundantly clear in the minutes.

A motion was made by Mr. Riley to keep \$3,000.00 in TASK 3 – Long Range Plan, create a new “reserve” column on the Monthly Cost Summary report, which will show reserve funds and any other uncommitted funds and what that balance is currently. Motion seconded by Mr. DeHaven. Motion carried.

d. Committee Meeting Status Report

Mr. Kerr reviewed the report with the committee. He stated that there are two vacant seats on the Citizens Advisory Committee which are representatives for Stephens City and the City of Winchester. The Policy Committee requested that Mr. Kehoe and Mr. Youmans reappoint new members.

e. NSVRC Staff update

Mr. Kerr reviewed the NSVRC Staff update handout with the committee. No action required. Report for information purposes only.

f. Endorsement Letters for FTA Sect. 5310 Grant Applications (Pink Attachment):

- Grafton – Request for two (2) modified mini-vans with wheel chair ramps
- Northwestern Community Services – Request for two (2) wheelchair accessible 15-passenger vans

A motion was made by Mr. Kehoe to endorse supporting the FTA Sect. 5310 Grant Applications for Grafton and Northwestern Community Services. Motion seconded by Mr. Masters. Motion carried.

2. Public Input Period – None reported.

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3. 2030 Long Range Plan Final Report

The 2030 Long Range Plan Final Report was handed out to the committee. Mr. Kerr stated that the final map is in the process of being printed by VHB. Mr. Riley requested extra copies of the plan for Board of Supervisors and City Council members. Mr. Kehoe requested an extra copy for Stephens City. Mr. Kerr stated that he will work on getting the extra copies.

4. Transportation Improvement Program (TIP) Amendments

The Technical Committee reviewed the proposed TIP amendments and has recommended approval to the Policy Committee. Mr. Moore reviewed the proposed FY 05-07 TIP Amendments with the committee. Mr. Riley requested that VDOT make the Policy Committee aware of any significant maintenance projects going on in the City of Winchester or Frederick County.

After a brief discussion, a motion was made by Mr. Riley to approve the proposed FY 05-07 TIP Amendments. Motion seconded by Mr. Masters. Motion carried.

5. Other Business

Mr. Youmans reviewed the I-81 Corridor Improvement Study – Tier 1 Draft Environmental Impact Statement – Executive Summary with the committee. He stated that the Technical Committee will draft a recommendation or a response in reference to the study for the Policy Committee to consider at their March meeting. Mr. Moore stated that public hearings have not been announced. Mr. DeHaven stated that he feels that it is very important to get a comprehensive response, both community wide and through the MPO. Mr. Kehoe concurred.

Mr. Moore brought up for discussion several budget issues in reference to the UPWP. He stated that VDOT has been and will be for awhile continue to pay the bills. He stated that VDOT's billing is very general. He suggested that if the Policy Committee would like another level of detail, they may want to task the Technical Committee with monitoring projects.

A motion was made by Mr. Riley to task the Technical Committee with reviewing projects and make recommendations to the Policy Committee as to the adequacy of funding. Motion was seconded by Mr. Moore. Mr. Moore suggested to have the recommendations from the Technical Committee so that it is tied into billing in a manner that VDOT can ensure that they are paying for the work that the Policy Committee is comfortable with.

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He stated that it is difficult for VDOT to determine if the level of review is being given that the Policy Committee is comfortable with.

Mr. Youmans asked the committee if they would like for the Technical Committee to give recommendations on budgeting for the MPO. He stated, currently that the Technical Committee is not involved in the budgeting. The Policy Committee feels that the Technical Committee should give recommendations on budgeting for the MPO. Mr. Moore stated that he feels that members of the Technical Committee have the best feel for the estimates and number of hours. **Motion carried.**

Meeting adjourned at 10:45 A.M.

**Winchester -Frederick County MPO
Frederick County Board of Supervisors' Meeting Room
Policy Committee Meeting Minutes
March 15, 2006 - 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. Charles DeHaven, Jr., Mr. Mike Kehoe, Mr. Stewart Masters, Mr. Garrett Moore, Mr. John Riley and Mr. Ivan Rucker.

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

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

1. Administrative Items:

a. Welcome and Introductions

Mr. Shickle welcomed everyone to the meeting.

b. Review and Approval of the Minutes of the February 15, 2006 Policy Committee Meeting

A motion was made by Mr. Riley to approve the minutes of the February 15, 2006 Policy Committee meeting.

Motion was seconded by Mr. DeHaven.

Motion carried.

c. Monthly Financial Summary Report

Mr. Kerr reviewed the report with the committee. He stated that the report has been revised to illustrate the FY 2006 Reserve Funds, FY 2004 Carryover Funds and FY 2005 Carryover Funds. The budget has been revised to reduce the Long-Range Planning Funds balance to \$3,000 with the remaining funds going into FY 2006 Reserve Fund.

d. Committee Meeting Status Report

Mr. Kerr gave an overview of the report. The committee discussed how new and old business should be handled through the three MPO committees. Mr. Kerr stated that issues are generally recommended for approval from the Citizens and Technical Committees and the Policy Committee has final approval. The chairman of the Technical Committee agreed that the Technical Committee would only take directives from the Policy Committee in reference to initiating a study or any other business.

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- e. Request by the Northern Shenandoah Valley Regional Commission for adoption of resolution

At a meeting of the Northern Shenandoah Valley Regional Commission Executive Committee held on February 23, 2006, a discussion was held with the Chairman of the MPO about the problems associated with an individual Policy Committee member requesting staff to make arrangements to have additional transportation modeling work performed by the consultant hired by VDOT to complete the MPO 2030 Transportation Plan. Staff was requested to prepare a work order with VHB, Inc. to enable the extra work to be performed which was to be paid by another private party.

As a result of the problems that arose when the staff made these arrangements without notifying the Policy Committee and obtaining prior authorization, the Northern Shenandoah Valley Regional Commission adopted the following motion at their February 23rd meeting:

“An individual member of a committee shall not authorize a staff person to engage in an agreement with a private entity without prior authorization by the full committee.”

After taking the above action, the Northern Shenandoah Valley Regional Commission also requested that the Win-Fred MPO pass the same motion at their next meeting.

After a brief discussion, **Mr. Riley made a motion adopting the following motion made by the Northern Shenandoah Valley Regional Commission at their February 23rd meeting:**

“An individual member of a committee shall not authorize a staff person to engage in an agreement with a private entity without prior authorization by the full committee.”

Motion seconded by Mr. DeHaven. Motion carried.

- 2. Public Input Period – None reported.

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3. Draft FY 2006-2007 Unified Planning Work Program (UPWP)

Mr. Kerr reviewed and discussed the Draft UPWP Work Tasks with the committee. He stated that the Draft UPWP has been reviewed by the Technical Committee at their meeting held on March 7, 2006 and the committee was recommending that the Policy Committee authorize the 30-day public comment period. Mr. Kerr stated that the final UPWP will be presented to the Policy Committee for adoption at the April Policy Committee meeting.

Mr. Shickle requested more information on Work Task 5: MPO Bicycle & Pedestrian Mobility Plan. Mr. Kerr stated that there was an amendment made to the FY 2006 UPWP in September 2005 to add Work Task 5 to make it part of the UPWP. Mr. Kerr briefly reviewed the background details and consultant selection process in reference to the Bicycle and Pedestrian Mobility Plan with the committee.

After a brief discussion, the Policy Committee requested that the Technical Committee to prepare recommendations on the project or projects to be funded for work under Task 6, Local Technical Assistance.

Mr. Moore requested additional information in reference to the Bicycle Plan. He would like a summary of the proposal that was submitted, deliverables and a payout schedule.

After discussion, **a motion was made by Mr. Kehoe to authorize the Draft FY 2007 Unified Planning Work Program for a 30-day public comment and review period. Motion seconded by Mr. Masters. Motion carried.**

4. FY 2006-2008 Transportation Improvement Program (TIP)

The draft highway and transit portions of the TIP were reviewed by the Technical Committee at their meeting on March 7, 2006. The Technical Committee is recommending that the Policy Committee authorize a public review period between the March and April meetings of the Policy Committee. The Technical Committee would finalize the TIP at their April meeting and make a recommendation to the Policy Committee. The Policy Committee would then review and adopt the TIP at their April meeting.

Mr. Kerr reviewed the information included in the agenda packet in reference to the FY 06-08 TIP. Included in the packet is a summary sheet of the projects and a map showing where the projects are located within the MPO area. Mr. Kerr stated that on the summary map the projects that are not numbered are district wide and state wide.

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Mr. Shickle requested that Mr. DeHaven have the Frederick County Transportation Committee review the FY 06-08 Transportation Improvement Program. Mr. DeHaven will follow up and get back to the Policy Committee.

After discussion, a motion was made by Mr. Riley to authorize the 30-day public review and comment period. Motion seconded by Mr. Kehoe. Motion carried.

5. I-81 Corridor Improvement Study Tier 1 Draft Environmental Impact Statement

Mr. Kerr stated that the Technical and Citizens Advisory Committees reviewed the document at their March meetings. Both committees have incorporated their comments into the statement. A draft statement with comments and recommendations has been prepared by the Technical Committee for the Policy Committee's review and action.

Mr. Kerr stated that the VDOT public hearing for Winchester is scheduled for April 18th. The committee requested staff to prepare a bulleted list of key talking points to be reviewed prior to the April 18th public hearing. Staff will present the approved talking points at the public hearing and the Policy Committee will then authorize detailed comments to be submitted to VDOT by the deadline for written comments after the public hearing (10 days).

6. Other Business

Mr. Kerr brought up for discussion the Win-Fred MPO Bicycle & Pedestrian Mobility Plan – Contract Authorization. The Plan was added into the currently approved FY 2005-2006 UPWP this past September. Mr. Kerr stated that no specific authorization to enter into an agreement was made since the consultant was not known at the time. Since then, a RFP was issued by the MPO staff and a consultant selection process was completed by a bikeway subcommittee of the Technical Committee. The bikeway committee selected Toole Design Group, LLC from Silver Spring, MD and negotiated a scope of work and an agreement.

VDOT required the consultant to submit pre-award audit information to be evaluated before the MPO could proceed to execution of an agreement and that process was recently completed. Therefore, the MPO staff needs authorization from the Policy Committee to execute the contract with Toole Design Group and initiate the study.

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The bikeway subcommittee of the Technical Committee and the MPO staff will work with Toole Design Group and report on progress of the study to the Citizens Advisory, Technical and Policy Committees.

The committee requested staff to prepare and distribute to all Policy Committee members a package of information documenting the selection process and contract details for the consultant selected to work on the MPO Bicycle and Pedestrian Mobility Plan.

After a brief discussion, **a motion was made by Mr. DeHaven to table this item until the next Policy Committee meeting. Motion seconded by Mr. Masters. Motion carried.**

Meeting adjourned at 11:30 AM.

**Winchester -Frederick County MPO
Frederick County Board of Supervisors' Meeting Room
Policy Committee Meeting Minutes
April 19, 2006 - 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. Charles DeHaven, Mr. Ed Daley, Mr. Mike Kehoe, Mr. Stewart Masters, Mr. Garrett Moore and Mr. John Riley.

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

Others present: Mr. Bob Ball, Mr. John Bishop, Mr. Jerry Copp, Mr. Eric Lawrence, Mr. Tim Youmans and media representatives from the Winchester Star, The Northern Virginia Daily and 92.5 WINC FM Radio.

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

1. Administrative Items:

a. Welcome and Introductions

Mr. Shickle welcomed everyone to the meeting.

b. Review and Approval of the Minutes of the March 15, 2006 Policy Committee Meeting

A motion was made by Mr. Riley to approve the minutes of the March 15, 2006 Policy Committee meeting.

Motion was seconded by Mr. Burke.

Motion carried.

c. Monthly Financial Summary Report

Mr. Kerr reviewed the Monthly Financial Summary report with the committee. The report is through March 2006 outlining MPO staff costs per month, total expenditures, budgeted funds and fund balances for each task in the FY 2005-2006 Unified Planning Work Program (UPWP). The costs are for the MPO staff only, they do not include VDOT staff costs. No action required, this report is for information purposes only.

d. Committee Meeting Status Report

Mr. Kerr reviewed the report with the committee. The report is a summary of the committee meetings that were held since the last Policy Committee meeting on March 15, 2006. After a brief discussion, **a motion was made by Mr. Daley that the Technical Advisory Committee should always be referred to as the Technical Advisory Committee not Technical Committee when being referenced in minutes. Motion seconded by Mr. Riley. Motion carried.**

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- e. Review and Approval of a resolution authorizing the Secretary-Treasurer to file a FY 2006-2007 Sect. 5303 grant application (Transit Planning Funds) with the Virginia Department of Rail and Public Transportation

Mr. Kerr stated that the Technical Advisory Committee reviewed the draft resolution at their meeting held on April 4, 2006 and recommended approval to the Policy Committee. After a brief review, **a motion was made by Mr. Daley to approve the resolution authorizing the Secretary-Treasurer to file a FY 2006-2007 Sect. 5303 grant application (Transit Planning Funds) with the Virginia Department of Rail and Public Transportation. Motion seconded by Mr. Moore. Motion carried.**

- f. Authorization for execution of agreement with Toole Design Group, Inc. to proceed with Bicycle and Pedestrian Mobility Plan

Mr. Kerr stated that an information package was previously distributed to the committee members in reference to the Bicycle and Pedestrian Mobility Plan. After a brief discussion, **a motion was made by Mr. Daley authorizing staff to execute an agreement with Toole Design Group, Inc. to proceed with the MPO Bicycle and Pedestrian Mobility Plan. Motion seconded by Mr. Kehoe. Motion carried.**

- g. Review and approval of 3rd Quarter Progress Report and Invoices to be submitted to VDOT, DRPT, City of Winchester, and Frederick County

The committee discussed and reviewed the 3rd Quarter Progress Report and Invoices. The committee discussed how Mr. Kerr could effectively report to the Policy Committee outlining how staff hours were worked. During discussion, **a motion was made by Mr. Daley for staff to resubmit the 3rd Quarter Progress Report and Invoices to the Technical Advisory Committee for review and approval at their next meeting and if there are any questions, they should be referred to the Policy Committee at their May meeting, for this quarter only. Motion seconded by Mr. Riley.**

Mr. Moore suggested that Mr. Kerr and the Technical Advisory Committee create a timeline and project milestones. He felt that having a timeline and project milestones would make the progress reports and invoices that are presented to the Policy Committee clearer and easier to understand. The Chairman of the Technical Advisory Committee stated that he may form a subcommittee to the Technical Advisory Committee to review the Quarterly Progress Reports and Invoices.
Motion carried.

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A motion was made by Mr. Daley that the Policy Committee requests a recommendation from the Technical Advisory Committee as to how the Technical Advisory Committee will review the Quarterly Progress Reports and Invoices for the Policy Committee. Motion seconded by Mr. DeHaven. Motion carried.

2. Public Input Period – None reported.
3. Review and Approval of the FY 2006-2007 Unified Planning Work Program (UPWP)

Mr. Kerr stated that a final review of the draft UPWP was completed by the Technical Advisory Committee and Citizens Advisory Committee at their April meetings. The Technical Advisory Committee and Citizens Advisory Committee is recommending approval of the UPWP to the Policy Committee.

Mr. Kerr stated that the Technical Advisory Committee prioritized the local technical assistance projects contained in Task 6 for the Policy Committee's consideration per the Policy Committee's request. Mr. Kerr handed out a revised Work Task 6: Local Technical Assistance – Access Management Studies, to include Route 277 West side of Stephens City to Double Tollgate project.

The Committee reviewed and discussed the prioritized list of local technical assistance projects. Mr. Daley asked what the Committee was going to do with the top three projects. Mr. Kerr stated that the Technical Advisory Committee recommended that the projects are what the money would be focused on to study. Discussion continued in reference to Work Task 6 and the prioritized projects. **A motion was made by Mr. Riley to add under Access Management Studies – Eastern 37 Location and Impact Study. Motion seconded by Mr. Daley.** Discussion continued in reference to adding this project under Access Management Studies. **Motion carried.**

A motion was made by Mr. DeHaven that the Policy Committee change the number one priority from Route 11 – Bellview Drive (Winchester) to South of Stephens City (Family Drive-In) to the Route 37 East Location and Impact Study project. Motion seconded by Mr. Riley. Discussion continued in reference to changing the top priority under Access Management Studies. Mr. DeHaven, Ya. Mr. Masters, Nay. Mr. Daley, Nay. Mr. Riley, Ya. Mr. Burke, Nay. Mr. Kehoe, Nay. Mr. Moore, Ya. Chairman Shickle, Ya. **Motion tied. Motion failed.**

A motion was made by Mr. Daley to add a new category “Location and Impact Studies” with Route 37 East Access and Impact Study added to the category and under Access Management Study - the Route 11 – Bellview Dr. (Winchester) to South of Stephens City (Family Drive-In) give equal prioritization (1A and 1B) to both projects and each will be worked on simultaneously. Motion seconded by Mr. Kehoe. Discussion continued in reference to giving equal prioritization to two projects. **Motion carried.**

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A motion was made by Mr. Kehoe that the Policy Committee accept the Technical Advisory Committee's recommendation of Project 24 – Route 37/Route11/Shady Elm Interchange as project priority #2. Motion seconded by Mr. Masters. Discussion continued in reference to this project. Motion carried.

Discussion continued in reference to staff and the Technical Advisory Committee preparing a timeline and milestones for the work program. During discussion **a motion was made by Mr. Daley to approve the FY 2006-2007 Unified Planning Work Program (UPWP) as amended. Motion seconded by Mr. Moore. Motion carried.**

A motion was made by Mr. Daley that the Policy Committee requests an implementation of a timeline and milestones for the projects outlined in the FY 2006-2007 Unified Planning Work Program and which staff member is working on the projects and requests this to be submitted to the Technical Advisory Committee in May and to the Policy Committee in June. Motion seconded by Mr. Moore. Motion carried.

4. FY 2006-2008 Transportation Improvement Program (TIP)

Mr. Kerr stated that a final review of the draft highway and transit portions of the TIP was completed by the Technical Advisory Committee at their meeting on April 4, 2006. The Technical Advisory Committee is recommending approval of the TIP to the Policy Committee.

Mr. Kerr stated that the DRPT made some minor corrections and changes to the Transit portion of the TIP. He reviewed and discussed the corrections and changes with the committee.

Mr. Kerr stated that staff did the 30 day public comment period, but we did not receive any citizen comments.

A motion was made by Mr. Daley to approve the FY 2006-2008 Transportation Improvement Program (TIP) and resolution. Motion seconded by Mr. Moore. Motion carried.

5. I-81 Corridor Improvement Study Tier 1 Draft Environmental Impact Statement

Mr. Kerr stated that the Technical Advisory Committee prepared a bulleted list of "talking points" in response to the Policy Committee's request and will staff presented these recommendations at the public hearing held on April 18th. He stated that the list was also circulated via e-mail to the Policy for any last minute comments prior to the public hearing.

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He stated that the Policy Committee will need to decide what detailed comments they want to submit to VDOT after the public hearing. He stated that the deadline for submission of written comments is ten (10) days after the public hearing date.

The committee discussed and reviewed the impact statement. The committee requested Mr. Moore's opinion on the current impact statement and if he felt anything should be added. Mr. Moore stated that he would like the record to reflect that he has not received any comments and if anything is voted on, he will abstain. Mr. Moore stated that the impact statement submitted was one of the more specific. He stated that the impact statement gives VDOT plenty of information to speak for Frederick County and the City of Winchester. Discussion continued in reference to the impact statement and if the committee should add more detail. During discussion **a motion was made by Mr. Daley authorizing staff to submit the I-81 Corridor Improvement Study Tier 1 Draft Environmental Statement beginning with the fifth paragraph: The Win-Fred MPO supports the recommendation in the Tier 1 Study. Motion seconded by Mr. Burke. Motion carried.**

Mr. Shickle requested that Mr. Kerr discuss with the Citizens Advisory Committee on how the MPO can get more public involvement.

6. Other Business

A motion was made by Mr. Riley requesting that the Regional Commission's Executive Committee look at the possibility of reevaluating the Senior Transportation Planner Position that is currently funded, staffed and assists the MPO. Mr. Riley suggested looking at an entry level planner position rather than a transportation planner position with a salary range from \$35,000- \$45,000 that assists the Regional Commission staff with administrative work with a lesser per hourly cost to the MPO. If there are technical issues that the MPO needs to deal with they could deal with them on an out source consultant basis. Motion seconded by Mr. Daley. Motion carried.

Meeting adjourned at 12:20PM

**Winchester -Frederick County MPO
Frederick County Board of Supervisors' Meeting Room
Policy Committee Meeting
June 21, 2006 - 10:00 a.m.**

AGENDA

1. Administrative Items:

- a. Welcome and Introductions
- b. Review and Approval of the Minutes of the April 19, 2006 Policy Committee Meeting (Yellow Attachment)
- c. Monthly Financial Summary Report (Green Attachment)
- d. Committee Meeting Status Report (Ivory Attachment)
- e. Authorization for Staff to Purchase Dream Weaver Computer Software to Maintain Website (Blue Attachment)

2. Public Input Period

3. Update on MPO Bicycle & Pedestrian Mobility Plan

The Committee held its kick-off meeting with the consultant, Toole Design Group, Inc., on May 8, 2006. Materials developed from this meeting include an organization chart, milestone chart, mission and goals & objectives, and a proposed stakeholders group. Copies were e-mailed to committee members for review and comment. This information was reviewed by the Technical Advisory Committee at their meeting held on June 6, 2006 and the Citizens Advisory Committee at their meeting on June 13, 2006. The enclosed documents are the final recommended versions for the Policy Committee's review and approval.

4. Development of Timeline and Milestones for the FY 2006-2007 UPWP

The Policy Committee requested the staff and the Technical Advisory Committee to prepare a recommended timeline with milestones for the FY 2007 UPWP and present recommendations to the Policy Committee at their June meeting. A copy of the proposed timeline and milestones chart is enclosed for the Policy Committee's review and approval.

5. Review and approval of Amendments to the Adopted FY 2006-2008
Transportation Improvement Program (TIP)

VDOT submitted a proposed revision to the Technical Advisory Committee for their review at their June 6, 2006 meeting. The amendment includes a statewide program for scenic byways that was not included on the original TIP adopted in April 2006. The TAC is recommending approval. A copy of the amendment is enclosed for the Policy Committee' review and approval. In addition, since the TAC meeting, additional amendments have been submitted by VDOT to be added to the adopted TIP. These include revised descriptions for three (3) statewide programs. Copies of the proposed changes have also been attached for the Policy Committee's review and approval.

6. Other Business

7. Adjournment

**Winchester -Frederick County MPO
Frederick County Board of Supervisors' Meeting Room
Policy Committee Meeting Minutes
June 21, 2006 - 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. Chuck DeHaven, Mr. Stuart Masters, Mr. Garrett Moore and Mr. John Riley.

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

Others present: Mr. Bob Ball, Mr. John Bishop, Mr. Jerry Copp and Mr. Tim Youmans.

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

1. Administrative Items:

a. Welcome and Introductions

Mr. Shickle welcomed everyone to the meeting.

b. Review and Approval of the Minutes of the April 19, 2006 Policy Committee Meeting

A motion was made by Mr. Riley to approve the minutes of the April 19, 2006 Policy Committee meeting.

Motion seconded by Mr. Moore.

Motion carried.

c. Monthly Financial Summary Report

Mr. Kerr gave the committee an overview of the report. This report is for information purposes only. No action required.

d. Committee Meeting Status Report

Mr. Kerr reviewed the report with the committee. He stated that the MPO Bicycle and Pedestrian Plan project is underway. A Steering Committee has been created to guide the process.

e. Authorization for Staff to Purchase Dream Weaver Computer Software to Maintain Website

A motion was made by Mr. DeHaven approving staff to purchase the Dreamweaver Computer Software. Motion was seconded by Mr. Masters. Motion carried.

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2. Public Input Period – None reported.
3. Update on MPO Bicycle & Pedestrian Mobility Plan

Mr. Kerr gave the Policy Committee an overview of recent activities in reference to the Plan. The Committee held its kick-off meeting with the consultant, Toole Design Group, Inc., on May 8, 2006. Materials developed from this meeting include an organization chart, milestone chart, mission and goals & objectives, and a proposed stakeholders group. Copies were e-mailed to committee members for review and comment. This information was reviewed by the Technical Advisory Committee at their meeting held on June 6, 2006 and the Citizens Advisory Committee at their meeting on June 13, 2006. The enclosed documents are the final recommended versions for the Policy Committee's review and approval.

He stated that a Steering Committee has been created which consists of representatives from VDOT, Frederick County, City of Winchester and several other organizations that worked on the RFP for the consultant selection. The committee reviewed the work schedule and key milestones with recommendations for Mr. Kerr. Mr. Kerr stated that there will be two public meetings and an online survey. The online survey will be posted on the WinFred MPO website. The first public meeting will be held in the fall and the second public meeting will be held when the plan has been drafted.

Mr. Kerr stated that a Stakeholders Group has been created. Mr. Kerr reviewed the draft list of groups with the committee. During discussion, **Mr. Riley made a motion for staff to continue with the MPO Bicycle & Pedestrian Plan based on staff's recommendations. Staff does not need the Policy Committee's approval to add a group to the Stakeholders Group. Motion seconded by Mr. Moore.**

Discussion continued. Mr. Masters suggested adding the Museum of the Shenandoah Valley to the Stakeholders Group. Mr. Burke suggested adding a component from the Public Safety sector. **Motion carried.**

4. Development of Timeline and Milestones for the FY 2006-2007 UPWP

Mr. Kerr reviewed the Timeline and Milestones for the FY 2006-2007 UPWP with the committee. Staff and the Technical Advisory Committee prepared the proposed Timeline and Milestones. Discussion continued in reference to how to better the Timeline and Milestones chart. Mr. Kerr stated that he will start using the Timeline and Milestones on July 1, 2006.

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During discussion, a motion was made by Mr. Riley to endorse the development of Timeline and Milestones for the FY 2006-2007 UPWP. Motion seconded by Mr. DeHaven. Motion carried.

5. Review and approval of Amendments to the Adopted FY 2006-2008 Transportation Improvement Program (TIP)

Mr. Kerr stated that VDOT submitted a proposed revision to the Technical Advisory Committee for their review at their June 6, 2006 meeting. The amendment includes a statewide program for scenic byways that was not included on the original TIP adopted in April 2006. The Technical Advisory Committee is recommending approval. In addition, since the Technical Advisory Committee meeting, additional amendments have been submitted by VDOT to be added to the adopted TIP. These include revised descriptions for three (3) statewide programs. During discussion, **a motion was made by Mr. Riley to adopt the Scenic Byway amendment as presented. Motion seconded by Mr. DeHaven. Motion carried, Chairman opposed the motion.**

A motion was made by Mr. Riley to approve the three (3) statewide programs as amended. Motion seconded by Mr. DeHaven. Motion carried.

6. Other Business

A motion was made by Mr. Riley to authorize staff to pay the 4th Quarter Invoices subject to review by the Technical Advisory Committee, if the Technical Advisory Committee raises any issues that the Policy Committee should review, then the Policy Committee will be required to meet in July. Otherwise staff will be authorized to submit the invoices but is subject to the Technical Advisory Committee's review and approval and report back in August. Motion seconded by Mr. Masters. Motion carried.

Chairman Shickle reported that the Frederick County Board of Supervisors would like the MPO to replace Mr. Ed Strawsnyder the Public Works Director on the Technical Advisory Committee with Mr. John Bishop the Transportation Planner with Frederick County. **A motion was made by Mr. Riley to approve the request. Motion seconded by Mr. DeHaven. Motion carried.**

Meeting adjourned at 10:50 A.M.

**Winchester -Frederick County MPO
Frederick County Board of Supervisors' Meeting Room
Policy Board Meeting Minutes
August 16, 2006 - 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. Chuck DeHaven, Mr. Ed Daley, Mr. Mike Kehoe, Mr. Stewart Masters, Mr. Garrett Moore and Mr. John Riley.

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

Others present: Mr. Bob Ball and Mr. Tim Youmans.

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

1. Administrative Items:

- a. Welcome and Introductions
Mr. Shickle welcomed everyone to the meeting.
- b. Election of FY 2006-2007 Officers

A motion was made by Mr. Daley to have Mr. Shickle continue as Chairman of the WinFred MPO. Motion seconded by Mr. Kehoe. Motion passed.

A motion was made by Mr. Riley to appoint Mr. Masters as Vice-Chairman of the WinFred MPO. Motion seconded by Mr. DeHaven. Motion passed.

- c. Review and Approval of the Minutes of the June 21, 2006 Policy Committee Meeting

A motion was made by Mr. Riley to approve the minutes of the June 21, 2006 Policy Committee meeting. Motion seconded by Mr. DeHaven. Motion carried.

- d. Approval of Requested Changes to Technical Advisory Committee Representatives by the City of Winchester

Mr. Kerr stated the MPO staff received a request from the City of Winchester for the Policy Committee to change several representatives on the Technical Advisory Committee. Mr. Kerr stated that the proposed changes involve Gary Lofton being replaced by Tom Hoy, Acting Director of Environmental Maintenance and Renee Wells being replaced by Jason Didawick, Superintendent of Operations, Environmental Maintenance.

Mr. Daley proposed that Craig Smith replace Ms. Renee Wells; this is in lieu of Jason Didawick.

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A motion was made by Mr. Riley to approve the requested changes to the Technical Advisory Committee Representatives by the City of Winchester. Motion seconded by Mr. Masters. Motion carried.

e. FY 2005-2006 Summary Financial Statement

Mr. Kerr reviewed the report with the committee members. Mr. Riley requested that in future reports, Mr. Kerr show the carryover funds combined. Discussion continued in reference to carryover funds. The Policy Committee requested that the Technical Advisory Committee review the report showing the breakdown of the carryover funds before coming to them for review. Report for information purposes only, no action required.

f. FY 2006-2007 Monthly Progress and Financial Summary Report

Mr. Kerr reviewed the report with the committee. Report for information purposes only, no action required.

g. Committee Meeting Status Report

Mr. Kerr reviewed the report with the committee. Report for information purposes only, no action required.

h. Review of FY 2005-2006 4th Quarter Invoice and Progress Report

Mr. Kerr reviewed the report with the committee. He explained that the Regional Commission's auditor uncovered some problems with the invoicing process and recommended adjustments. The recommended adjustments were presented to the Technical Advisory Committee at their July 25th meeting. Mr. Kerr reviewed the adjustments with the Policy Committee. The Technical Advisory Committee requested a letter from the auditor explaining the need for the adjustments. The invoices will be submitted to VDOT once the Regional Commission receives the letter of explanation from the auditor.

2. Public Input Period – None reported.

3. Review and Approval of Recommended Implementation Procedure for UPWP Task 6 – Local Technical Assistance Projects

The Technical Advisory Committee has prepared and recommended implementation procedure for issuing an RFP, obtaining consultant services, and preparing the studies for the two high priority local technical assistance projects outlined in Task 6 of the FY 2006-2007 UPWP.

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Mr. Kerr reviewed the recommended procedures with the committee. The committee discussed the recommended implementation procedure from the Technical Advisory Committee. During discussion, **a motion was made by Mr. Daley that the Policy Committee will appoint two City representatives, two County representatives, one VDOT representative to serve on the Steering Committee for the Local Technical Assistance Projects. Motion seconded by Mr. Riley. Motion approved.**

A motion was made by Mr. Riley to endorse Mr. DeHaven, Mr. Bishop and Mr. Copp to serve on the Steering Committee. Motion seconded by Mr. Masters. Motion approved.

The committee agreed that they will endorse the City representatives once they have been designated.

Mr. Moore will check with VDOT to find out if the MPO can use the Regional Commission's on-call list of engineers for these projects.

4. Other Business

The committee discussed moving the MPO meeting to another day. The committee agreed not to change the current meeting date and time.

Mr. Moore stated that the fall Six-Year Plan Interstate Primary public meeting is October 26th at the Augusta County Government Center.

Meeting adjourned at 11:15AM.

**Winchester -Frederick County MPO
Frederick County Board of Supervisors' Meeting Room
Policy Board Meeting Minutes
September 20, 2006 - 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. Chuck DeHaven, Mr. Ed Daley, Mr. Stewart Masters, Mr. Garrett Moore and Mr. John Riley.

MPO Policy Committee members absent: Ms. Patricia Kampf, Mr. Mike Kehoe, Mr. Ivan Rucker and Ms. Felicia Woodward.

Others present: Mr. Bob Ball, Mr. John Bishop, Mr. Jerry Copp, Mr. Tim Youmans and Media Representatives from the Winchester Star.

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

1. Administrative Items:

a. Welcome and Introductions

Chairman Shickle welcomed everyone to the meeting.

b. Review and Approval of the Minutes of the August 16, 2006 Policy Committee Meeting

A motion was made by Mr. Daley to approve the minutes as amended. Motion seconded by Mr. Burke. Motion carried.

c. FY 2006-2007 Monthly Progress and Financial Summary Report

Mr. Kerr reviewed the report with the committee. As requested by the Policy Committee, the report shows MPO staff costs per month, total expenditures, budgeted funds and fund balances for each task in the FY 2006-2007 Unified Planning Work Program (UPWP) and the percentage of work completed.

d. Committee Meeting Status Report

Mr. Kerr reviewed the report with the committee. Report for information purposes only, no action required.

e. Review and Comment on Proposed VDOT Semi-Annual Update Process for the Statewide Transportation Improvement Program (STIP) and Transportation Improvement Program (TIP) for MPOs

- f. Review and Comment on Proposed VDOT Strategy to Implement Transportation Planning Requirements Contained in New Federal Legislation (SAFETEA-LU) [See attached copy of August 23, 2006 state presentation to MPO staffs]
- g. Review of Revised FY 2006-2007 UPWP Funding Table (Blue Attachment)

2. Public Input Period

3. Review and Approval of Minor Amendment to the Transit Portion of the Adopted FY 2006-2008 Transportation Improvement Program (TIP)

The Department of Rail & Public Transportation (DRPT) has requested a minor amendment to the transit portion of the adopted TIP in order to move the funding for a portion of the proposed projects from FY 07 to FY 06. A copy of the request has been attached for your reference.

4. Local Technical Assistance Project Management Committee Meeting September 14, 2006

Staff will review the results of the meeting with the Policy Board.

5. MPO Bicycle and Pedestrian Mobility Plan Progress Report

Staff will update the Policy Board on the progress of the project and outline the results of the first Stakeholders Meeting held on September 18, 2006.

6. Other Business

7. Adjournment

**Winchester -Frederick County MPO
Frederick County Board of Supervisors' Meeting Room
Policy Board Meeting Minutes
September 20, 2006 - 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. Chuck DeHaven, Mr. Ed Daley, Mr. Stewart Masters, Mr. Garrett Moore and Mr. John Riley.

MPO Policy Committee members absent: Ms. Patricia Kampf, Mr. Mike Kehoe, Mr. Ivan Rucker and Ms. Felicia Woodruff.

Others present: Mr. Bob Ball, Mr. John Bishop, Mr. Jerry Copp, Mr. Tim Youmans and Media Representatives from the Winchester Star and the Northern Virginia Daily.

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

1. Administrative Items:

a. Welcome and Introductions

Chairman Shickle welcomed everyone to the meeting.

b. Review and Approval of the Minutes of the August 16, 2006 Policy Committee Meeting

A motion was made by Mr. Daley to approve the minutes as amended. Motion seconded by Mr. Burke. Motion carried.

c. FY 2006-2007 Monthly Progress and Financial Summary Report

Mr. Kerr reviewed the report with the committee. As requested by the Policy Committee, the report shows MPO staff costs per month, total expenditures, budgeted funds and fund balances for each task in the FY 2006-2007 Unified Planning Work Program (UPWP) and the percentage of work completed.

d. Committee Meeting Status Report

Mr. Kerr reviewed the report with the committee. Report for information purposes only, no action required.

e. Review and Comment on Proposed VDOT Semi-Annual Update Process for the Statewide Transportation Improvement Program (STIP) and Transportation Improvement Program (TIP) for MPOs

Mr. Kerr reviewed the proposed VDOT Semi-Annual Update Process with the committee. The committee agreed that this item should be reviewed by the

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Technical Advisory Committee at their next scheduled meeting with recommendations to the Policy Committee for their October meeting.

- f. Review and Comment on Proposed VDOT Strategy to Implement Transportation Planning Requirements Contained in New Federal Legislation (SAFETEA-LU)

Mr. Kerr reviewed the handout for SAFETEA-LU Strategy for Implementing New Requirements. The committee briefly discussed the new requirements. The committee agreed that this item should be reviewed by the Technical Advisory Committee at their next scheduled meeting with recommendations to the Policy Committee for their October meeting.

- g. Review of Revised FY 2006-2007 UPWP Funding Table

Mr. Kerr reviewed in detail the revised FY 2006-2007 UPWP Funding Table with the committee. He stated that the contingency and reserve funds will be used for the MPO Long-Range Plan Update; this will satisfy a request from the Federal Transit Administration to designate a use for the funds. Mr. Kerr will let the committee know when the Federal Transit Administration approves the revised table. The committee would like a confirmation from the Federal Transit Administration that the funding table has been approved.

2. Public Input Period – None reported.
3. Review and Approval of Minor Amendment to the Transit Portion of the Adopted FY 2006-2008 Transportation Improvement Program (TIP)

Mr. Kerr stated that the Department of Rail & Public Transportation (DRPT) has requested a minor amendment to the transit portion of the adopted TIP in order to move the funding for a portion of the proposed projects from FY 07 to FY 06. The committee reviewed and discussed the amendment.

During discussion a motion was made by Mr. Daley to approve the amendment to the transit portion of the adopted TIP in order to move the funding for a portion of the proposed projects from FY 07 to FY 06. Motion seconded by Mr. Masters. Motion carried.

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4. Local Technical Assistance Project Management Steering Meeting September 14, 2006

Mr. Kerr reviewed the results of the meeting with the Policy Board. He stated that the MPO can use VDOT's on-call process to accelerate obtaining the consultant services for the projects. The committee will prepare a draft scope of work to submit to VDOT and request their assistance through the on-call engineering services to accelerate selecting the consultant services. He stated that VDOT has an on-call Planning Services contract that the MPO can apply for to help with the funding of the local projects. Mr. Kerr reviewed the projects that will be submitted for the funding. The two projects that will be submitted are the U.S. Route 11 Corridor Access Management Study and Route 11/Route 37/Shady Elm Drive Interchange Study. Mr. Daley proposed changes to Route 11/Route 37/Shady Elm Drive Interchange Study Draft Scope of Work by adding a larger portion of the Rt. 11 Corridor to the study. The revised draft scopes of work for both projects have been attached to the minutes. **A motion was made by Mr. Moore to endorse Mr. Daley's recommended changes to the scope of work for the proposed Route 11/Route 37/Shady Elm Dr. Interchange Study as follows:**

- **Expand the project area to begin on Route 11 at Tevis St. and go south approximately ½ mile of the interchange**
- **Ensure that the methodology includes the need to address access management issues on Rt. 11**
- **The study should also address the economic development that is occurring in the area.**

Motion seconded by Mr. Daley. Motion carried.

During discussion, the Policy Committee recommended that the official name of the committee is the *Local Technical Assistance Projects Steering Committee*.

A motion was made by Mr. Daley that the Policy Committee endorse the appointment of Mr. Masters and Mr. Deskins to the Local Technical Assistance Projects Steering Committee. Motion seconded by Mr. DeHaven. Motion carried.

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5. MPO Bicycle and Pedestrian Mobility Plan Progress Report

Mr. Kerr updated the Policy Board on the progress of the project and outlined the results of the first Stakeholders Meeting held on September 18, 2006.

Mr. Kerr stated that the consultant developed a survey which allows citizens to give their input on bicycle and pedestrian issues. Mr. Kerr stated that as of September 18th 463 citizens had taken the survey.

Mr. Kerr stated that a 2nd Stakeholders Meeting will be scheduled in the near future. A public meeting will be held in the late fall or early winter.

6. Other Business

Mr. Kerr stated that the Six-Year Improvement Program public hearing will be held on October 26, 2006 at 6PM at the August County Government Center in Verona. Mr. Kerr will be available to speak on behalf of the WinFred MPO at the public hearing, if the Policy Committee so desires.

Mr. Daley stated that there is a proposed project that the County is considering concerning the extension of Jubal Early Drive. He stated that the City has been advised by a legal firm that the railroad is in the process of obtaining legal counsel to object to the crossing. **A motion was made by Mr. Daley asking the MPO to endorse the railroad crossing at Jubal Early Drive Extension. Motion seconded by Mr. Riley. Motion carried.**

Meeting adjourned at 12:15 P.M.

**Winchester -Frederick County MPO
Frederick County Board of Supervisors' Meeting Room
Policy Board Meeting Minutes
October 18, 2006 - 10:00 a.m.**

Vice-Chair Stewart Masters called the meeting to order at 10:00 a.m. with the following MPO Policy Committee members present: Mr. Glen Burke, Mr. Chuck DeHaven, Mr. Ed Daley, Mr. Mike Kehoe, Mr. Garrett Moore and Mr. John Riley.

MPO Policy Committee members absent: Ms. Patricia Kampf, Mr. Ivan Rucker, Mr. Dick Shickle and Ms. Felicia Woodruff.

Others present: Mr. Bob Ball, Mr. John Bishop, Mr. Jerry Copp and Mr. Tim Youmans.

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

1. Administrative Items:

a. Welcome and Introductions

Vice-Chair Masters welcomed everyone to the meeting.

b. Review and Approval of the Minutes of the September 20, 2006 Policy Committee Meeting

A motion was made by Mr. DeHaven to approve the minutes of the September 20th, 2006 Policy Board Meeting. Motion seconded by Mr. Riley. Motion carried.

c. FY 2006-2007 Monthly Progress and Financial Summary Report

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

d. Committee Meeting Status Report

Mr. Kerr reviewed the report with the members. Mr. Riley requested that the Technical Advisory Committee discuss quorum issues at their next meeting and come up with a resolution. He requested that the Technical Advisory Committee bring forth their resolution at the November Policy Board meeting so that it can be adopted. Report for information purposes only, no action required.

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- e. Review and Recommendations on Proposed VDOT Semi-Annual Update Process for the Statewide Transportation Improvement Program (STIP) and Transportation Improvement Program (TIP) for MPOs

The Technical Advisory Committee reviewed this item at their October meeting per the request of the Policy Board. After reviewing, the Technical Advisory Committee determined that the process was not unreasonable and concurred with the State and recommended that the Policy Board follow the procedure. Mr. Kerr stated that Staff compiled a list of amendments that were processed over the past two years. Mr. Kerr reviewed those amendments with the members.

A motion was made by Mr. Daley that the Policy Board follow the Proposed VDOT Semi-Annual Update Process for the Statewide Transportation Improvement Program (STIP) and Transportation Improvement Program (TIP). Motion seconded by Mr. Riley. Motion carried.

- f. Authorization for Staff to Work on Proposed VDOT Strategy to Implement Transportation Planning Requirements Contained in New Federal Legislation (SAFETEA-LU)

This information was presented to the Policy Board at the September 2006 meeting. The Policy Board requested that the Technical Advisory Committee review the requirements and make a recommendation to the Policy Board. Mr. Kerr stated that the final regulations have not been adopted by the Federal Government.

Following are the recommendations from the Technical Advisory Committee:

- Wait until the issuance of the final regulations before making significant changes to the currently adopted plans and programs. According to the FHWA, they are expected to be issued by the end of October 2006.
- Authorize staff to begin working on items that need to be updated anyway. There are several items that staff can work on before the final regulations are approved. Following are some of the items:

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- Additional information posted on the WinFred MPO Website.
- Begin the update of the Public Participation Plan.

Once the final regulations are issued, the Technical Advisory Committee would review them and report back to the Policy Board with additional recommendations.

A motion was made by Mr. Riley to authorize staff to proceed with the Technical Advisory Committee's recommendation for staff to begin work on the items that will need to be updated anyway. Motion seconded by Mr. DeHaven. Motion carried.

- g. Review and endorsement of proposed Enhancement Program grant applications:
 - Frederick County – Proposed Bicycle and Pedestrian Transportation Improvements in the vicinity of Senseny Elementary School
 - City of Winchester – Proposed Town Run Linear Park Project

Mr. Kerr stated that staff received a request from the City of Winchester and Frederick County for MPO endorsement of two proposed Enhancement Grant Projects. Mr. Kerr reviewed the projects with the members. During discussion, **a motion was made by Mr. Riley for the MPO to endorse the applications from the City of Winchester and Frederick County. Motion seconded by Mr. Daley. Motion carried.**

- 2. Public Input Period – None reported.
- 3. Review and Recommendations on VDOT Proposed FY 2008-2013 Six-Year Improvement Program (Staunton District Public Hearing October 26, 2006 – Augusta Co. Government Center)

The board discussed the testimony it wants to present at the public hearing scheduled on October 26th. Mr. Kerr stated that he will be present at the public hearing to present the Policy Board's comments and recommendations.

Following are the items that the Policy Board requested Mr. Kerr to present:

- Rt. 37 East Corridor
- I-81 Interchange Improvements/Relocation

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- Continued Support for Win-Fred MPO Local Technical Assistance Projects
- Park and Ride Lots

A summary of Mr. Kerr's presentation has been attached to the minutes.

4. Local Technical Assistance Project Status Report

Mr. Kerr updated the MPO Policy Board with the results of efforts to secure funding from VDOT for the proposed local technical assistance projects and a meeting held with the VDOT on-call consultants on October 16, 2006.

A Steering Committee meeting was held on October 3rd and at that meeting the committee discussed the process to follow to get the consultant on board and get the projects moving. On October 16th the committee met with the on-call consultant from VDOT to discuss scoping out the project in more detail. The consulting firm is HNTB based in Arlington.

The consultant is preparing a draft scope of work that outlines what the MPO is asking the consultant to address. Mr. Kerr stated that the draft scope of work should be completed for the November Policy Board meeting. The consultant should be on board by December.

Mr. Riley requested a written strategy on what the VDOT Central Office is proposing for the remainder of the project once the draft scope of work is completed.

The Steering Committee is looking for input from the Policy Board regarding VDOT's Central Office Staff as the consultant for the Route 11 Corridor Access Management Study. Mr. Moore suggested that if Central Office Staff is used, the following information should be included in the proposed draft of scope:

- Define Scope of Work
- Milestones and Commitment that this will not take a back burner
- Will go beyond technical traffic movement and include economic development, property owner input and land development.

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5. Other Business

Mr. Kerr will email the Quarterly Invoice and Progress Report packet to the board for their review. He stated that the Technical Advisory Committee reviewed and recommended approval.

A motion was made by Mr. Daley to request adding onto November's agenda, discussion in reference to quarterly Policy Board meetings. Motion seconded by Mr. Riley. Motion carried.

A motion was made by Mr. Daley to replace Ms. Dale Lehnig with Mr. Perry Eisenack to the Technical Advisory Committee. Motion seconded by Mr. Riley. Motion carried.

The board discussed the \$80,000 that has been budgeted for this fiscal year's Local Technical Assistance Projects; currently these funds are not being used. The board made no decision as to what to do with these funds.

Meeting adjourned at 10:45 A.M.

**Winchester -Frederick County MPO
Policy Committee Meeting Minutes
November 9, 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. Ed Daley, Mr. Kehoe, Mr. Stewart Masters, Mr. Garrett Moore, Mr. John Riley and Mr. Ivan Rucker.

MPO Policy Committee members absent: Mr. Glen Burke, Ms. Patricia Kampf and Ms. Lynda Tyler.

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

Others present: Mr. Bob Ball, Mr. Jerry Copp, Ms. Chelsea Jenkins (Valley AIRNow), Mr. Jim Lawrence, Ms. Kim Schick (Access Independence), Mr. Kris Tierney and Mr. Tim Youmans.

1. Administrative Items:

a. Welcome and Introductions

Mr. Bishop welcomed Ms. Chelsea Jenkins with Valley AIRNow. Ms. Jenkins presented information on Air Quality efforts in the valley.

Mr. Bishop welcomed Mr. Ivan Rucker with FHWA. Mr. Rucker briefed the committee on the new transportation legislation.

b. Review and Approval of the Minutes of the September 21, 2005 Policy Committee Meeting

A motion was made by Mr. Riley to approve the minutes of the September 21, 2005 Policy Committee meeting.

Motion was seconded by Mr. Daley.

Motion carried.

c. Monthly Financial Summary Report

The committee discussed the carryover funds for the MPO. Mr. Ball stated, if the MPO would like to carryover a certain amount of money and spend it during the next fiscal year, a letter would have to be submitted by March 31. If not, the money will be carried over to the following fiscal year. Discussion continued in reference to amending the UPWP in reference to carryover funds. Mr. Bishop stated that a Policy Committee action is required to amend the UPWP. Mr. Apostolides stated that the State would have to sign off on any amendments made to the UPWP.

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Mr. Bishop stated that the issue Mr. Daley is speaking of would be more of an MPO Policy Committee issue more than a UPWP issue.

After a brief discussion a motion was made by Mr. Daley to propose that Staff participation other than the Senior Transportation Planner (John Bishop) and the Administrative Assistant (Karen Taylor) assigned to MPO work be approved by the MPO Policy Committee or if unavailable the Technical Committee prior to implementation. Motion was seconded by Mr. Riley.

Mr. Daley referred the committee to Page 2 of the Financial Summary Report and reviewed staff participation for MPO Support. He stated that the Senior Planner and the Administrative Assistant's participation working for the MPO would not require any approval. He stated that approval would be needed for other people to work on tasks related to the MPO. Mr. Daley referred the committee to Page 4 of the Financial Summary – Task 5, Air Quality Planning. He stated that the Executive Director would need approval before attending an eight hour meeting for air quality.

Mr. Kehoe agreed with Mr. Daley but feels that details need to be worked out in reference to other staff at the NSVRC working on MPO tasks.

The committee agreed that Staff is encouraged to bring suggestions to the Policy Committee meeting in January in reference to the motion made by Mr. Daley.

During discussion Mr. Daley made an amendment to his motion to have November 15, 2005 as an implementation date.

Amendment to the Motion seconded by Mr. Riley.

Motion and amendment carried.

The committee discussed Task 5 Air Quality Planning. Mr. Daley stated that the NSVRC can participate in the Air Quality Task Force without charging it to the MPO. Mr. Daley stated that Mr. Bishop can attend the Air Quality Task Force meetings. Mr. Bishop stated that this action does not require an amendment to the UPWP.

A motion was made by Mr. Daley to close Task 5 Air Quality Planning until the Policy Committee decides to reallocate the funds.

Motion seconded by Mr. Riley.

Motion carried.

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d. Committee Meeting Status Report

Mr. Bishop reviewed the Status Report with the Committee. Report is for informational purposes only.

2. Public Input Period – None reported.

3. Transportation Improvement Program (TIP) Amendments

VDOT has forwarded several amendments for incorporation into the TIP. Mr. Ball briefly reviewed the amendments with the committee members. Following are the amendments:

- 1- Five interchange safety projects along I-81 within the MPO area.
- 2- Five pedestrian improvements.

The committee discussed the amendments in more detail. Mr. Moore stated that VDOT has safety briefs on I-81 and they would give a presentation if the committee requested.

A motion was made by Mr. Riley to approve the Transportation Improvement Program (TIP) Amendments contingent on no negative public input.

Motion seconded by Mr. Kehoe.

Motion carried.

4. Air Quality

Ms. Chelsea Jenkins, the Air Quality Outreach Coordinator of Winchester-Frederick County Valley AIRNow briefed the committee on the progress and activities in the past year on air quality efforts in the region, status of the Early Action Compact (EAC), and the future outlook. A copy of the report has been attached to the minutes.

5. SAFETEA – LU

Mr. Ivan Rucker of the Federal Highway Administration briefed the MPO on the new federal transportation bill SAFETEA-LU (Safe, Accountable, Flexible, Efficient Transportation Equity Act: Legacy for Users). The bill signed into law on August 10, 2005, represents the largest transportation investment in the United States history – more than \$286 billion for highways and roads through 2009. About \$24 billion of that allotment is already earmarked for specific projects nationwide. No earmarked funds, other than potential improvements to I-81, are in the Winchester-Frederick County area.

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Chairman Shickle questioned how the MPO could take advantage of the different funding sources. Mr. Bishop explained that currently projections are based on a formula through VDOT. Mr. Apostolides explained that there is a form to submit for requested earmarks. He stated that DRPT cannot lobby but can write to the Congressional Delegation money committees and to the State that the MPO fully supports this project and would like to see it completed. He stated that it is a matter of contacting your local congressman and finding out the submittal deadline to submit requests to them to get the projects included into the next appropriations bill for 2007. Discussion continued in reference to taking advantage of the different funding sources available.

Mr. Rucker continued his presentation in reference to the Safe Routes to School Program with the committee. The purpose of this program is to enable and encourage children, including those with disabilities, to walk and bicycle to school; to make walking and bicycling to school safe and more appealing; and to facilitate the planning, development and implementation of projects that will improve safety, and reduce traffic, fuel consumption, and air pollution in the vicinity of schools. Discussion continued in reference to the Safe Routes to School Program.

Mr. Rucker continued his presentation in reference to the Metropolitan Planning Provisions in SAFETEA-LU.

Mr. Rucker handed out a copy of his presentation to all committee members.

6. 2030 Long Range Plan map

A final copy of the map has not been received from the consultant. Mr. Bishop suggested tabling this item until the next Policy Committee meeting; the committee concurred. Chairman Shickle requested to receive the final version of the map in advance of the next Policy Committee meeting.

7. Transportation Enhancement Projects

The city of Winchester is applying for several enhancement project grants in the current grant cycle. The city is requesting MPO endorsement of their applications. The committee briefly reviewed the summary of the projects for which the city is applying for funding. Mr. Daley gave a brief overview of the enhancement projects. Mr. Lawrence gave a brief overview of the Green Circle Project.

After a brief discussion, **a motion was made by Mr. Riley to support the city of Winchester's application process for the Transportation Enhancement Projects. Motion seconded by Mr. Kehoe. Motion carried.**

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8. Other Business

Mr. Bishop reviewed the VDOT\Global Insight data offer which is a freight database produced by Global Insight and is being purchased by VDOT. He gave an overview on what type of information the database contains. The database will contain information such as, counts, tonnages and type of freight. The cost of the database will increase with a greater level of geographical detail. The cost of the database package is approximately \$1500.00. Mr. Moore stated that the database will be available for purchase at a later date. Mr. Bishop recommended not purchasing the database at this time and the committee concurred with Mr. Bishop's recommendation.

Mr. Moore stated that on November 18, 2006 the Tier 1 Draft Environmental Impact Statement (EIS) will be released for the Corridor Study for I-81. He stated that the Tier 1 Draft EIS will be made available to Government Representatives, General Assembly members and County Administrators a few days before the November 18th release date.

Following are meeting locations for the prior release date:

Staunton District – November 16th at 3PM – Hampton Inn, 1204 Berryville Ave, Winchester, VA.

August County Government Center - November 15th at 3PM.

Meeting adjourned at 12:25 p.m.

**Winchester -Frederick County MPO
Frederick County Board of Supervisors' Meeting Room
Policy Board Meeting Minutes
November 15, 2006 - 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. Ed Daley, Mr. Chuck DeHaven, Mr. Mike Kehoe, Mr. Stewart Masters, and Mr. John Riley.

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

Others present: Mr. Bob Ball, Mr. John Bishop, Ms. Carla Taylor, Ms. Dawn Ashbacker, and Mr. Tim Youmans.

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

1. Administrative Items:

a. Welcome and Introductions

Mr. Kerr introduced Ms. Ashbacker and Ms. Taylor from the City of Winchester. They will be speaking in reference to Winchester Transit Public Notification Coordination with the Win-Fred MPO.

Chairman Shickle welcomed everyone to the meeting.

b. Review and Approval of the Minutes of the October 18, 2006 Policy Committee Meeting

A motion was made by Mr. Riley to approve the minutes of the October 18, 2006 Policy Board Meeting. Motion seconded by Mr. Kehoe. Motion carried.

c. FY 2006-2007 Monthly Progress and Financial Summary Report

There was no discussion for this item. Report for information purposes only, no action required.

d. Committee Meeting Status Report

There was no discussion for this item. Report for information purposes only, no action required.

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- e. Review and Recommendations to Policy Board on Policy to Ensure TAC Meeting Quorum is Achieved for Each Meeting

As requested by the Policy Board, the Technical Advisory Committee, at their last meeting discussed options on the best way to ensure that a meeting quorum is consistently met. The following changes to the adopted MPO By-Laws governing the Technical Advisory Committee are recommended by the Technical Advisory Committee:

1. Amend Article VII, Committees, Sect. 1, to add Par. A to read as follows: **“A meeting quorum shall be established by two (2) members of the CITY and two (2) members of the COUNTY and one (1) member of the STATE, and one (1) member of the TOWN being present.”**
2. Amend Article VII, Committees, Sect. 1, to add Par. B to read as follows: **“The TOWN shall be permitted to designate an alternate member for a Technical Advisory Committee meeting.”**

A motion was made by Mr. Riley to schedule a vote on the recommended changes to the MPO By-Laws 30 days from November 15, 2006. Motion seconded by Mr. Kehoe. Motion carried.

- f. Winchester Transit Public Notification Coordination with Win-Fred MPO

Mr. Kerr discussed the Public Notification process that the Win-Fred MPO follows. He stated that Winchester Transit has similar requirements under some of their grants with the Federal Transit Administration. He stated that Winchester Transit is requesting that they and the Win-Fred MPO jointly advertise public notifications.

A motion was made by Mr. Daley to approve the Win-Fred MPO and Winchester Transit Public Notification Coordination. Motion seconded by Mr. Dehaven. Motion carried.

- g. Proposed MPO Policy Committee Quarterly Meeting Schedule

Mr. Kerr stated that the Technical Advisory Committee discussed this item at their last meeting. He stated that the committee is still doing work on this and will make a recommendation to the Policy Board after their next meeting.

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Mr. Kerr stated that staff is developing a meeting schedule of comparably sized MPO's to submit to the Technical Advisory Committee at their December meeting for review.

Discussion continued in reference as to how often other MPO's in the area meet. Mr. Ball stated that the Harrisonburg MPO is scheduled to meet bi-monthly or on an as-needed basis. Discussion continued.

Mr. Riley suggested that the committee wait for staff to bring back their findings in reference to how often other similarly sized MPO's meet and then make their decision.

Mr. Daley made a motion that the following be voted on at the next Policy Board meeting: The Policy Board has regularly quarterly scheduled meetings as needed with the explicit understanding that the Chairman can call a meeting as necessary. Motion seconded by Mr. Riley.

Mr. Dehaven stated that he would prefer to have a scheduled monthly meeting that gets cancelled unless there are items to be dealt with.

Mr. Daley withdrew his motion.

Mr. DeHaven made a motion that the following be voted on at the next Policy Board meeting: The Policy Board have scheduled monthly meetings that can be cancelled (at least 15 days prior to a scheduled meeting date) if there are no action items requiring immediate attention, with the goal being to move toward quarterly meetings as opposed to monthly meetings. Motion seconded by Mr. Kehoe. Motion carried.

A motion was made by Mr. Daley to amend the Win-Fred MPO By-Laws to create an Executive Committee consisting of the Policy Board's Chairman and Vice-Chairman, which would be authorized to act for the MPO, as necessary and to consider this amendment at the January Policy Board meeting. Motion seconded by Mr. Riley. Motion carried.

2. Public Input Period – None reported.

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3. Review and Approval of Draft Scopes of Work for Consultants Working on Local Technical Assistance Projects

Mr. Kerr stated that HNTB, a VDOT on-call consultant, has prepared a draft scope of work for the Rt. 11/Rt. 37/Shady Elm Dr. Interchange Study, and VDOT Central Office Staff has prepared a draft scope of work for the Rt. 11 Corridor Access Management Study. He stated that the Policy Board will need to review and approve both of these draft scopes of work in order to permit VDOT to issue a notice to proceed by December 1st. Both studies would be conducted simultaneously and are scheduled to be completed by August 30, 2007.

The board members discussed the cost of Route 37 and Route 11 Access Management Study in more detail. During discussion **a motion was made by Mr. Riley authorizing the Steering Committee to proceed and have access up to \$50,000 of MPO funding, if necessary. Motion seconded by Mr. Kehoe. Motion carried.**

4. Status Report on MPO Bicycle and Pedestrian Mobility Plan

Mr. Kerr stated that a public information meeting was held on November 13, 2006 at Our Health in Winchester. He stated that several meetings have been held with the stakeholders. There is an online survey that has been in place for three months and the consultant has received over 500 completed surveys. He stated that the consultant has prepared a map with a series of proposed facilities which was presented at the public meeting. The public had a chance to review, comment and make additional recommendations. He stated that approximately 25 citizens attended the public meeting.

The consultant has taken the information received from the public input meeting and will start preparing the draft plan. The draft plan should be available for review after January 1, 2007. Mr. Kerr stated that there will be an additional public meeting to review the draft plan. The draft plan will be circulated for the committees to review.

5. Other Business

Mr. Kerr stated that the MPO will be undergoing a Title VI review at the end of this Fiscal Year. This will be a comprehensive review of public notifications, equal opportunity and meeting notifications.

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He stated that staff and the Citizens Advisory Committee will be working with Mr. Homer Coffman who is the Civil Rights Manager for VDOT, to ensure the MPO is meeting all requirements.

The review needs to be completed by June 30, 2007. The final results will be presented to the Policy Board.

Meeting adjourned at 11:15 AM