

**Win-Fred MPO**  
Technical Committee Minutes  
Monday, April 7, 2003

Since this was the first meeting of the MPO Technical Committee and there was no chairman, Steve Kerr from the Northern Shenandoah Valley Regional Commission called the meeting to order at 10:15 a.m. The attendance for the meeting was as follows: Mr. Lawrence, Mr. Barker, Mr. Strawsnyder, Mr. Gray, Mr. Deskins, Mr. Youmans, Mr. Lofton, Ms. Lehnig, Ms. Wells, Ms. Manuel, and Mr. Feasel.

Absent: Mr. Tierney and Mr. Copp

Others Present: Ms. Lynda Tyler, Supervisor, Frederick County Board of Supervisors, Ben Mannell, Senior Transportation Engineer, Transportation & Mobility Planning Division, VDOT

Staff present: Mr. Steve Kerr

**1. Administrative Items:**

a) Welcome and Introductions

Mr. Kerr welcomed the committee members and asked everyone to go around the table and introduce himself or herself.

b) Role of the Technical Committee

Mr. Kerr briefly explained why the technical committee members were appointed and what they are being asked to do by the Policy Committee.

c) Appoint Chairman and Vice-Chairman

Mr. Kerr opened the floor for nominations for the position of Chairman and Vice-Chairman.

**A motion was made by Mr. Jim Deskins to nominate Mr. Tim Youmans as Chairman of the Technical Committee.**

**Motion was seconded by Mr. Eric Lawrence.**

**Motion carried.**

**A motion was made by Mr. Youmans to nominate Mr. Eric Lawrence as Vice-Chairman of the Technical Committee.**

**Motion was seconded by Mr. Jim Deskins.**

**Motion carried.**

**2. Review and Recommendations on FY 2003-2004 Unified Planning Work Program**

Mr. Kerr briefly reviewed the work tasks contained in the proposed UPWP and the budget. The committee felt that Work Task 2, Long Range Transportation Plan Development, needed to be revised to spell out more details and to clearly define the work that would be accomplished during the first year.

**A motion was made by Mr. Eric Lawrence to recommend approval of the FY 2003-2004 Unified Planning Work Program, as revised to the Policy Committee.**

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

**Motion carried.**

**3. Designation of Study Area Boundary - Discussion and Recommendations**

Mr. Kerr reviewed a proposed study area boundary map with the committee and outlined the area where the Policy Committee recommended some changes. The committee members made suggestions as to where the boundary could be drawn to address the concerns of the Policy Committee.

**The Technical Committee recommended two alternate study area boundaries: Alternate 1 addressed the Policy Committee recommendations and Alternate 2, which was identical to Alternate 1 with the addition of land area to the south of Stephens City down the I-81/Rt. 11 Corridor to the Town of Middletown.**

4. Establish Meeting Dates, Location and Time for Future Technical Committee Meetings

Discussion followed as to the appropriate day of the week and location to hold future meetings. It was determined that the current location in the Frederick County offices would be too difficult a location to continue to have meetings in so other options were explored. Two possible locations were proposed: The meeting room at the Winchester Regional Airport and the Timbrook Public Safety Center. **The Technical Committee decided to meet on the first Tuesday of the month at 10:00 a.m. at the Timbrook Public Safety Center if it was available. When this location is not available, then the Winchester Regional Airport meeting room will be used. Mr. Tim Youmans volunteered to check on the availability of the Timbrook Public Safety Center for the next meeting.**

5. Other Business

None.

6. Adjournment

**Meeting was adjourned at approximately 11:30 a.m.**

Steve Kerr  
Secretary/Treasurer

**Win-Fred MPO**  
Technical Committee Minutes  
Tuesday, May 6, 2003

Chairman Tim Youmans called the meeting to order at 10:15 a.m. The attendance for the meeting was as follows: Mr. Copp, Mr. Lawrence, Mr. Barker, Mr. Strawsnyder, Mr. Tierney, Mr. Youmans, Ms. Wells, and Mr. Apostolides.

Absent: Mr. Deskins, Mr. Lofton, Ms. Lehnig, Mr. Gray and Ms. Manuel

Others Present: Ben Mannell, Senior Transportation Engineer, Transportation & Mobility Planning Division, VDOT

Staff present: Mr. Steve Kerr

**1. Administrative Items:**

a) Welcome and Introductions

Mr. Youmans welcomed the committee members to the meeting and noted that the Timbrook Public Safety Center will serve as the meeting location for the majority of Technical Committee meetings.

b) Review and Approval of the Minutes of the April 7, 2003 Technical Committee Meeting

**A motion was made by Mr. Patrick Barker to approve the minutes as distributed.**

**Motion was seconded by Mr. Eric Lawrence.**

**Motion carried.**

c) Discussion of Technical Committee By-laws

After review of a set of by-laws from another MPO technical committee in the state, the Technical Committee suggested that staff prepare a very simple set of basic by-laws for use by the Committee and bring them back for review.

**2. Review of Study Area Boundary Map Adopted by the Policy Committee**

Mr. Kerr briefly reviewed the final map boundaries with the Committee. He indicated that the Alternate 2 boundary map that extended the Win-Fred Study Area to Middletown was not accepted by the Policy Committee and that the Policy Committee felt that transportation issues in this area could be addressed by the Regional Commission's rural transportation planning program. Upon review of the map, the Technical Committee requested that the map's adoption date be added to the map key in order for everyone to know the final version of the map adopted by the Policy Committee.

**3. Creation of Transportation Zones and Socio-Economic Data for Study Area**

Mr. Kerr indicated that the Technical Committee needs to start thinking about the data that will be required to prepare the transportation modeling and how many transportation zones will be required. Discussion followed. Mr. Mannell indicated that in all likelihood, VDOT would be utilizing a consultant to create the transportation demand model and run the projections. Therefore, he suggested that the Technical Committee follow what Blacksburg did and request the Policy Committee to adopt a resolution that specifically outlines milestones, deliverables, and other information about how the transportation demand model will be prepared and used. Mr. Mannell indicated that he would forward a copy of the Blacksburg letter to Mr. Kerr for use in preparing a draft resolution. As a result of the discussion, the Technical Committee requested staff to prepare a draft resolution for the Policy Committee recommending that VDOT be responsible for the transportation modeling work and outlining the expectations, timeframe, and who would be in charge of the study.

**4. Other Business**

Mr. Kerr checked with the Technical Committee members regarding advertising and public notification for MPO meetings. It was decided that the Policy Committee meetings would be advertised in the Winchester Star and that the Technical Committee meetings should be outlined in the weekly government meeting section of the Winchester Star.

**5. Adjournment**

**Meeting was adjourned at approximately 11:30 a.m.**

Steve Kerr  
Secretary/Treasurer

**Win-Fred MPO**  
Technical Committee Minutes  
Tuesday, June 3, 2003

Chairman Tim Youmans called the meeting to order at 10:00 a.m. The attendance for the meeting was as follows: Mr. Copp, Mr. Gray, Mr. Lawrence, Ms. Lehnig, Mr. Strawsnyder, Mr. Tierney, Mr. Youmans, Ms. Wells, and Mr. Apostolides.

Absent: Mr. Barker, Mr. Deskins, Mr. Lofton, and Ms. Manuel

Others Present: Ben Mannell, Senior Transportation Engineer, Transportation & Mobility Planning Division, VDOT, Tim Allen, Winchester Star

Staff present: Mr. Steve Kerr

**1. Administrative Items:**

a) Welcome and Introductions

Mr. Youmans welcomed the committee members to the meeting.

b) Review and Approval of the Minutes of the May 6, 2003 Technical Committee Meeting

Mr. Kerr handed out the minutes for review by the Technical Committee. Mr. Tierney requested that the minutes be distributed prior to the meeting if at all possible. Mr. Kerr indicated that hopefully this instance was an exception and that the staff would do their best to get the minutes to the Committee.

**A motion was made by Mr. Kris Tierney to approve the minutes as distributed.**

**Motion was seconded by Mr. Michael Gray.**

**Motion carried.**

**2. Review and Recommendations on Draft FY 2003-2005 Transportation Improvement Program (TIP) Projects from the VDOT 6-Year Improvement Program and Other Sources**

Mr. Kerr handed out copies of the VDOT 6-Year Improvement Program, the Draft 6-Year Capital Improvement Program for the Winchester Regional Airport, and the FY 2004 Public Transportation Improvement Program. The intent was to use these documents for reference when putting together the draft TIP document. A discussion was held concerning whether the TIP document should contain all of the major projects in the study area or just the projects requiring federal funding should be included. Pros and cons of each proposal were discussed and the Technical Committee concluded that, at least for this first year, it would be more feasible to only include those projects requiring federal funding in the TIP.

Regarding public comment and input on the draft TIP, Mr. Kerr indicated that the Regional Commission was planning on placing copies of the draft document at several public locations such as libraries and government offices to make it available for inspection. A public meeting or some other way of getting citizen input would also be scheduled. Since the Policy Committee must adopt the TIP by early September, the Technical Committee decided that the public input period should occur during the month of July. Information would then be available for the Technical Committee and Policy Committee at their regularly scheduled August meetings.

**A motion was made by Mr. Michael Gray to prepare the Draft TIP document as discussed by the Technical Committee.**

**Motion was seconded by Mr. Kris Tierney.**

**Motion carried.**

### **3. Review and Recommendations on Draft Work Schedule and Milestones for VDOT Consultant Working on Transportation Demand Model**

In response to the Policy Committee's request for a work schedule and milestones to provide direction to the VDOT consultant working on the transportation demand model, the Technical Committee reviewed the resolution passed by the Policy Committee and discussed the matter. Based on the discussion, Mr. Ben Mannell from VDOT indicated that preparing a work schedule would be premature since VDOT has not formally entered into an agreement with a consultant to do the work. He indicated that, at this time, it appeared that the Parsons Transportation Group would be lead consultant on the project. Mr. Mannell volunteered to prepare a generic form that could be used to show the Policy Committee how a schedule could track the milestones. The Technical Committee agreed that for now this was probably the best approach to responding to the Policy Committee's request.

### **4. Other Business**

It was noted that due to the public comment period for the TIP occurring during July, there would be no meeting scheduled that month and the next meeting of the Technical Committee would be scheduled on August 5, 2003.

### **5. Adjournment**

**Mr. Kris Tierney made a motion to adjourn the meeting**  
**Meeting was adjourned at approximately 11:15 a.m.**

Steve Kerr  
Secretary/Treasurer

**Win-Fred MPO**  
Technical Committee Minutes  
Tuesday, August 5, 2003

Chairman Tim Youmans called the meeting to order at 10:00 a.m. The attendance for the meeting was as follows: Mr. Barker, Mr. Copp, Mr. Gray, Mr. Lawrence, Ms. Lehnig, Mr. Strawsnyder, Mr. Tierney, Mr. Youmans, Ms. Wells, and Mr. Evan Wyatt.

Absent: Mr. Apostolides, Mr. Deskins, Mr. Lofton, and Ms. Manuel

Others Present: Mr. Oscar Gray, VDOT, Mr. Darrel Johnson, VDOT, Mr. Ben Lineberry, VDOT, Mr. Scott Silsdorf, Parsons Brinckerhoff, Inc., Mr. Chris Lloyd, Parsons Brinckerhoff, Inc., and members of the news media.

Staff present: Mr. Steve Kerr

**1. Administrative Items:**

- a) Welcome and Introductions

Mr. Youmans welcomed the committee members to the meeting.

- b) Review and Approval of the Minutes of the June 3, 2003 Technical Committee Meeting

**A motion was made by Mr. Evan Wyatt to approve the minutes as distributed.**

**Motion was seconded by Mr. Jerry Copp.**

**Motion carried.**

**2. Review and Public Comment on Draft FY 2004-2006 Win-Fred Transportation Improvement Program (TIP)**

The Committee reviewed the draft TIP document and noted that additional projects should be included. It was also noted by committee members that additional detail explaining what the document included and definitions of all of the terms used should be included in the TIP. Mr. Gray indicated that he would work with Mr. Kerr to expand the projects and include additional detail prior to the document being submitted to the Policy Committee for action.

**3. Preparation of Draft Work Schedule and Milestones for VDOT Consultant Working on Transportation Demand Model**

Mr. Oscar Gray from VDOT indicated that a consultant is coming on board through a contract amendment to work on the transportation demand model. The consultants were introduced to the committee. Mr. Scott Silsdorf from Parsons Brinckerhoff, Inc. is serving as the project manager and Mr. Chris Lloyd is working with him. Mr. Silsdorf reviewed some of the activities contained in the draft scope of work that has been prepared. It was decided by the committee that comments from committee members would need to be submitted back to the NSVRC by August 7<sup>th</sup> so they could be forwarded to the consultants by August 8<sup>th</sup>. The consultants would then incorporate the comments into a revised draft that would be forwarded back to Mr. Kerr in time to be mailed in the meeting package for the August 20<sup>th</sup> Policy Committee meeting.

#### **4. Other Business**

It was noted by VDOT central office staff that Mr. J. Lewis Parsley will be assigned from the Transportation & Mobility Planning Division to work with the Regional Commission and the Win-Fred MPO on transportation planning matters and that he will be replacing Mr. Don Wells, who was filling in temporarily.

#### **5. Adjournment**

**The Chairman adjourned the meeting at approximately 11:45 a.m.**

Steve Kerr  
Secretary/Treasurer

**Win-Fred MPO**  
Technical Committee Minutes  
Tuesday, September 2, 2003

Chairman Tim Youmans called the meeting to order at 10:00 a.m. The attendance for the meeting was as follows: Mr. Apostolides, Mr. Copp, Mr. Gray, Mr. Lawrence, Ms. Lehnig, Mr. Lofton, Mr. Tierney, Mr. Youmans, Ms. Wells, and Mr. Evan Wyatt.

Absent: Mr. Barker, Mr. Deskins, Mr. Strawsnyder, and Ms. Manuel

Others Present: Mr. Lewis Parsley, VDOT, Ms. Lynda Tyler, Win-Fred MPO Policy Committee/Frederick County Board of Supervisors, and Mr. Craig Eddy, Vanasse, Hangen, Brustlin, Inc.

Staff present: Mr. Steve Kerr

**1. Administrative Items:**

a) Welcome and Introductions

Mr. Youmans welcomed the committee members to the meeting and everyone introduced themselves.

b) Review and Approval of the Minutes of the August 5, 2003 Technical Committee Meeting

Mr. Kerr apologized to the Committee members and indicated that the minutes could not be prepared in time for review at the meeting. This problem was due to other more pressing deadlines that staff had to address and the break-down of the Regional Commission copying machine. Mr. Kerr indicated that the minutes would be distributed as soon as possible to Committee members for review.

c) Possible Change of Regular Meeting Date for Technical Committee Meetings to Permit Additional Time Before Policy Committee Meeting

**After discussion by the Committee it was decided to move the regularly scheduled Technical Committee meeting from the first Tuesday of the month to the 4<sup>th</sup> Tuesday of the month.**

**2. Continued Review and Revisions to the Draft Work Schedule and Milestones for VDOT Consultant Working on Transportation Demand Model**

Mr. Michael Gray from VDOT indicated that VDOT has a new consultant to work on the transportation demand model and he introduced Mr. Craig Eddy from Vanasse, Hangen, Brustlin, Inc. (VHB). Due to contractual issues, Parsons Brinckerhoff, Inc. will not be involved with the project. The Committee then proceeded to review the draft Scope of Work with VHB to develop a final version of the document that highlighted all of the changes made to the original August 5<sup>th</sup> draft.

One of the main concerns that was raised by Mr. Tierney was how the MPO Manager would be able to ensure that more communication would occur between the affected municipalities and that they would have a say on what was going on with the project. After some discussion, a consensus was reached that a subcommittee of the Technical Committee should be formed to review and manage the scope of work with the consultant. This working group would be comprised of the following persons:

Mr. Michael Gray, Staunton District Transportation Planner, VDOT

Mr. Eric Lawrence, Frederick County Planning Director

Mr. Tim Youmans, City of Winchester Planning Director and Technical Committee Chairman

A representative from the Town of Stephens City

MPO Staff

VHB, Inc.

After creating the subcommittee, Chairman Youmans then went through the draft scope of work section by section to permit comments by Committee members. Mr. Gray indicated that he and Mr. Kerr would compile the comments and prepare the document to indicate all of the proposed revisions that were made to the original August 5<sup>th</sup> version. The document would have strikeouts and underlining to clearly indicate where revisions occurred. The draft document with all of the revisions would then be sent to the Policy Committee in the meeting package for their September 17<sup>th</sup> meeting.

### **3. Highway Functional Classification System in the Urbanized Area**

Mr. Gray handed out a document to all of the Committee members that explained what the highway functional classification system is and referenced a map posted on the meeting room wall. He explained that when the Winchester Urbanized Area was designated by the Bureau of the Census, this changed the functional classification map. Therefore, the MPO has to approve the functional classification map with the new urbanized area boundary on it. He proposed that the map should also include some boundary adjustments to illustrate the boundary more clearly and “smooth out” some of the areas on the map. The Technical Committee is being asked to make a recommendation to the Policy Committee on what the Urbanized Area Boundary should look like on the Highway Functional Classification Map.

**A motion was made by Mr. Kris Tierney that the proposed Urbanized Area Boundary on the Highway Functional Classification map be presented to the Policy Committee as presented by VDOT.**

**Motion Carried.**

### **4. Other Business**

A recommendation was made by Mr. Copp that the draft minutes from the Technical Committee be included in the Policy Committee meeting package to provide information as to what occurred at the Technical Committee meeting. After a brief discussion, the Committee Secretary was directed to begin this practice.

### **5. Adjournment**

**The Chairman adjourned the meeting at approximately 12:00 noon**

Steve Kerr  
Secretary/Treasurer

**Win-Fred MPO**  
Technical Committee Minutes  
Tuesday, September 30, 2003

Chairman Tim Youmans called the meeting to order at 10:00 a.m. The attendance for the meeting was as follows: Mr. Apostolides, Mr. Barker, Mr. Lawrence, Mr. Lofton, Mr. Strawsnyder, Mr. Tierney, Mr. Youmans, Ms. Wells and Mr. Wyatt.

Absent: Ms. Manuel, Mr. Copp, Mr. Deskins, and Mr. Gray

Others present: Ms. Lynda Tyler, Win-Fred MPO Policy Committee/Frederick County Board of Supervisors, Mr. Ben Lineberry, VDOT-Edinburg Residency

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

**1. Administrative Items:**

a) Welcome and Introductions

Mr. Youmans welcomed the committee members to the meeting. Mr. Kerr introduced Karen Taylor, Administrative Assistant for the NSVRC and everyone introduced themselves.

b) Review and Approval of the Minutes of the September 2, 2003 Technical Committee Meeting

Mr. Youmans noted one correction to the attendance at the meeting.

**A motion was made by Mr. Kris Tierney to approve the minutes as corrected.**

**Motion was seconded by Mr. Eric Lawrence.**

**Motion Carried.**

**2. Preparation of Outline on Key Milestones for Transportation Demand Model Documenting Policy Committee Involvement (Requested by Policy Committee)**

Mr. Kerr outlined what the request was from the Policy Committee. Essentially, the Chairman of the Policy Committee is requesting the Technical Committee to prepare a general outline of the work activities in the Scope of Work for the Transportation Demand Model where the Policy Committee will be involved. Discussion ensued. As a result of the discussion, the Technical Committee members agreed to the following:

- Mr. Mike Gray from VDOT will be asked to prepare an outline identifying key meetings for the Policy Committee and joint meetings between the Technical Committee and the Policy Committee.
- Liaison between the Policy and Technical Committees will be accomplished by having representatives from each committee attend the other committee's meetings.

### **3. Preparation of Draft Comments and Recommendations for VDOT FY 2005-2010 Six Year Improvement Program (SYIP) for Policy Committee (Requested by Policy Committee)**

Mr. Kerr indicated that the Policy Committee had decided not to participate in person at the public hearing scheduled on October 9, 2003 at Broadway High School. Instead, the Policy Committee was requesting that the Technical Committee prepare draft written testimony for Policy Committee review at their October 15<sup>th</sup> meeting to be submitted to VDOT by October 19<sup>th</sup>. After some discussion, the Technical Committee decided that it would be beneficial for the MPO to participate in the public hearing. Discussion ensued about what subjects the MPO would present testimony on and whether the MPO would present comments and recommendations on the I-81 proposals.

Discussion was held on which topics the MPO would make comments and recommendations on at the October 9<sup>th</sup> public hearing. The Technical Committee members decided that some testimony should be presented on the amount of funding allocated to the region by VDOT. A comparison of Interstate and Primary construction funds between Winchester, Harrisonburg, and Staunton was suggested as a means of illustrating the difference in the amount of construction funds that were allocated during the past five years. The VDOT Edinburg office is being requested to provide information on the construction funds allocated to the different regions for the past five years. Also, it was suggested by the Virginia Department of Rail and Public Transportation that some recommendations should be presented on increasing financial support for the Winchester Transit System and the Regional Rideshare Program.

Following the discussion, it was decided that the Policy Committee members should be emailed by the Secretary (NSVRC Staff) to determine whether they would like to have the Technical Committee prepare testimony for them to review prior to the October 9<sup>th</sup> public hearing. Since there was only about a week to prepare draft testimony, the Technical Committee members decided that a draft of the testimony would have to be prepared by Friday, October 3<sup>rd</sup> for the committee members to review and then it would be sent to the Policy Committee members on Monday, October 6<sup>th</sup> for review. A subcommittee comprised of the Winchester City Planning Director, Frederick County Planning Director, and the Stephens City Representative was formed to meet and prepare the draft testimony by Friday, October 3<sup>rd</sup>.

### **4. Other Business**

Mr. Youmans brought up the subject of presenting testimony on the I-81 proposals as part of the Technical Committee's draft recommendations to go to the Policy Committee. After discussion about what recommendations the Technical Committee could make, it was decided that the comments would focus on requesting that the contractors preparing the I-81 proposals ensure that they review and incorporate local level plans into their construction plans. In addition, the I-81 proposals should also consider analyzing the proper conceptual design that would be appropriate for the Winchester area (i.e. use of Collector – Distributor Lanes, etc.). The subcommittee preparing the public hearing testimony will also prepare draft testimony for the I-81 proposals to be reviewed by the Technical and Policy Committees.

### **5. Adjournment**

**Meeting was adjourned at approximately 11:30 a.m.**

