

Win-Fred MPO
Technical Committee Minutes
Tuesday, January 27, 2004

Chairman Tim Youmans called the meeting to order shortly after 10:00 a.m. The attendance for the meeting was as follows: Mr. Gray, Mr. Ben Lineberry for Mr. Copp, Ms. Lehnig, Mr. Lawrence, Mr. Tierney, and Mr. Youmans.

Absent: Ms. Manuel, Mr. Apostolides, Mr. Barker, Mr. Deskins, Mr. Lofton, Mr. Strawsnyder, Ms. Wells and Mr. Wyatt.

Others present: Mr. Allen Toxepeus and Mr. Tim Stowe, Citizens Advisory Committee; Mr. Ted Lockwood and Mr. Steve Aldrich, VHB, Inc.; and a representative from WINC FM radio.

Staff present: Mr. Stephen Kerr

1. Administrative Items:

a) Welcome and Introductions

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

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

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

Motion was seconded by Mr. Eric Lawrence.

Motion Carried.

2. Review and Recommendations on Proposed Amendments to the FY 2004-2006 Win-Fred MPO Transportation Improvement Program

Mr. Kerr outlined the process being followed to approve proposed amendments to the adopted TIP. The amendments were advertised in the Winchester Star and placed in five (5) public locations (government offices and libraries) around the city and county plus the Regional Commission office for public inspection. Citizens could comment at the Technical Committee meeting or at the upcoming Policy Committee meeting on February 18, 2004. No citizens were present at the Technical Committee meeting to present comments.

The proposed amendments to the TIP consist of the Green Circles Enhancement Project in the City of Winchester plus several rail crossing improvement projects located in the City and the County. Upon the review of the TIP by the Technical Committee, they indicated their concurrence and did not proposed any changes for Policy Committee action.

3. Review of Inputs Into the Transportation Demand Model: Proposed Transportation Zones and Tentative Highway Network – Steve Aldrich, P.E., VHB, Inc.

Mr. Aldrich gave an overview of how the transportation demand model would function and the data required to go into the model. He indicated that this model is a peak hour model and is different from the model used in the original WATS study. He also indicate that this model has approximately 157 internal transportation analysis zones and over 30 external zones – double the number in the original WATS study. He answered questions from the committee and indicated that more information would be available later.

Maps were handed out to the committee members illustrating the proposed transportation analysis zones along with the proposed centroid connectors. Mr. Aldrich requested that committee members review the maps and get back to him with any proposed comments and recommendations.

4. Other Business

Mr. Kerr mentioned that the first 2030 Long-Range Transportation Plan public meeting to kick off the process will be held on February 12th at the Timbrook Public Safety Center from 4:00 – 7:00 p.m. In addition, an I-81 Scoping Session Public Meeting for the Environmental Review Process has been scheduled by VDOT to be held in Winchester at the Travelodge Motel on February 17th from 4:00-8:00 p.m.

5. Adjournment

Meeting was adjourned shortly before 12:00 noon.

**Winchester -Frederick County ("Win-Fred") MPO
TECHNICAL Committee Meeting Minutes
February 24, 2004 - 10:00 a.m.**

Chairman Tim Youmans called the meeting to order shortly after 10:00 a.m. The attendance for the meeting was as follows: Mr. Jack Apostolides, Mr. Michael Gray, Mr. Eric Lawrence, Ms. Dale Lehnig, Mr. Ben Lineberry for Mr. Jerry Copp, Mr. Lewis Parsley, Mr. Kris Tierney, Ms. Renee Wells and Mr. Evan Wyatt.

Absent: Mr. Patrick Barker, Mr. Jim Deskins, Mr. Gary Lofton, Mr. Ed Strawsnyder and Ms. Renny Manuel.

Others Present: Representatives from the Winchester Star and WINC FM Radio.

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

1. Administrative Items:

a) Welcome and Introductions

Chairman Tim Youmans welcomed everyone to the meeting.

b) Review and Approval of the Minutes of the January 27, 2004 Technical Committee Meeting

Mr. Kris Tierney stated that he would like the minutes to reflect more detail such as a timeline on projects and deadlines being documented. Mr. Tim Youmans stated, if a controversial subject should arise, then the Committee may ask for an expansion of the minutes. Mr. Stephen Kerr explained that the taped meetings are kept in the NSVRC office and if there are any questions, we can refer back to the tape. Mr. Mike Gray stated that he felt that the progress of the Consultant should be noted in the minutes. Mr. Tim Youmans stated he felt delays in projects should be noted in the minutes. Mr. Kerr indicated that staff would try to address these concerns in future minutes.

Amendment to the minutes of January 27, 2004 meeting – Mr. Kris Tierney suggested that the minutes reflect the date of Thursday, February 12, 2004 requesting that the Committee members review the maps and get back to Mr. Aldrich with any comments and recommendations.

A motion was made by Mr. Michael Gray to approve the minutes of the January 27, 2004 Technical Committee Meeting as amended.

Motion was seconded by Mr. Eric Lawrence.

Motion Carried.

2. Review of Win-Fred MPO 2030 Transportation Plan MPO Coordination Document

The Committee reviewed and discussed the MPO Coordination Document prepared by the Consultant. The Consultant requested that the Coordination Document go to all three MPO Committees. The purpose of the Coordination Document is to list key topics which the Committees will be involved in. The Coordination Document was requested by the Policy Committee so they could track committee involvement. The Consultants are looking for feedback in reference to the schedule; such as any details that need to be added or any questions or concerns. Mr. Kris Tierney suggested a name change for the Coordination Document referencing interaction with the Consultant.

The Technical Committee discussed the socio-economic and land use data. It was also noted that the internal review has been pushed back, and no date was noted. The Committee agreed that the MPO Policy Committee should be involved in the March 23, 2004 Technical Committee meeting with the following items on the agenda: Validation of Base Year Socio-Economic Data and Identification of Draft Programmed Improvements/Website Information.

Mr. Tim Youmans referenced the scope of work task 4 – current planning coordination was to be completed this month before the socio-economic data. The Consultant will have the socio-economic data completed by the next meeting scheduled for March 23, 2004. Mr. Mike Gray stated VHB should be contacting everyone in reference to the socio-economic data.

Mr. Mike Gray reported on the results of the survey that VDOT and the Consultant mailed out and there has been a 20% response.

3. Discussion and Recommendations on FY 2004-2005 Unified Planning Work Program – Requested by Policy Committee

Mr. Stephen Kerr stated that the Unified Planning Work Program has to be prepared and adopted in April 2004. The Policy Committee would like to see a draft document by their next meeting on March 17th to review.

Mr. Stephen Kerr reported that the Policy Committee discussed the feasibility of creating a transportation district to address mass transit issues and the potential of extending into the county and public mobility issues. The Technical Committee added a task to support the feasibility of a transportation district study and also modified work task 3, Public Involvement Process to cover advertising costs. The amendments to the Work Program need to be approved by the Policy Committee.

Mr. Stephen Kerr made the Committee aware that the Public Information Plan needs to be prepared and completed by the end of this fiscal year.

The Committee discussed the Transportation Planner position. Mr. Tim Youmans suggested contracting a consultant. Mr. Stephen Kerr indicated that the Regional Commission could possibly use the NSVRC's on-call transportation consultant database.

4. Other Business

Mr. Steve Kerr handed out a draft Resolution Urging the Virginia Department of Transportation to Support Rail Alternatives to Complement Planned Improvements to I-81 that was discussed by the Policy Committee. Mr. Kerr stated that the information was obtained from the Reebie Study which was prepared for the Virginia Department of Rail and Public Transportation. The Committee requested that Staff obtain Resolutions from other MPO's such as Roanoke, Blacksburg and Bristol; preferably electronic versions. The Committee commented and suggested a few changes to the Resolution. Mr. Michael Gray suggested generalizing statements. The Committee will respond back with comments to the staff no later than Friday, March 5, 2004.

Mr. Steve Kerr discussed and updated the Committee on the Public Meeting which was held on Thursday, February 12, 2004. Mr. Michael Gray reported that five or six citizens attended the meeting.

5. Adjournment

Meeting was adjourned at 11:25 A.M.

**Winchester -Frederick County ("Win-Fred") MPO
TECHNICAL Committee Meeting Minutes
March 30, 2004 - 10:00 a.m.**

Chairman Tim Youmans called the meeting to order shortly after 10:00 a.m. The attendance for the meeting was as follows: Mr. Jack Apostolides, Mr. Patrick Barker, Mr. Michael Gray, Mr. Ben Lineberry for Mr. Jerry Copp, Mr. Gary Lofton, Mr. Lewis Parsley, Mr. Kris Tierney and Mr. Evan Wyatt.

Absent: Mr. Jim Deskins, Mr. Eric Lawrence, Ms. Dale Lehnig, Ms. Renny Manual, Mr. Ed Strawsnyder and Ms. Renee Wells.

Others Present: Mr. Steve Aldrich, Ms. Lynda Tyler and Representatives from the Media.

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

1. Administrative Items:

a) Welcome and Introductions

Chairman Tim Youmans welcomed everyone to the meeting.

b) Review and Approval of the Minutes of the February 24, 2004 Technical Committee Meeting

A motion was made by Mr. Kris Tierney to approve the minutes of the February 24, 2004 Technical Committee Meeting as presented.

Motion was seconded by Mr. Evan Wyatt.

Motion carried.

2. Review of 2030 Long-Range Plan Data by Transportation Consultant

Mr. Steve Aldrich passed out a packet which included the Long-Range Plan Data and explained how the data was compiled. Mr. Aldrich stated that the packet includes the most up-to-date graphics which summarizes the projections of existing employment, population and households within Frederick County and the City of Winchester. The information has been drawn from sources such as the US Census and The Virginia Employment Commission. The memo included in the packet explains in detail how the Consultant compiled the information. Mr. Aldrich stated that the information may not be entirely accurate; it is a living set of data and he encourages the Committee's help in identifying improvements to the data. Mr. Aldrich spoke about compiling employment information and stated that he looked at several different sources to try and match an employer and a set of employees to a geographic location. Mr. Aldrich stated that if any member of the Technical Committee should find errors in the employment data it may be because the company may have been geo-coded incorrectly. He explained that the errors may be very subtle. Mr. Aldrich will be emailing a list of employers by name and location to Mr. Stephen Kerr, Mr. Tim Youmans, Mr. Eric Lawrence and Mr. Evan Wyatt. He cannot share the information with everyone because the study team has agreed to a confidentiality agreement with the Virginia Employment Commission. Mr. Aldrich stated that they were able to match 92.5% of employees to a specific workplace.

Mr. Aldrich will review the employers list and identify which companies that have distribution functions with a large amount of trucks and companies with unusual trip patterns. Mr. Aldrich will meet with Mr. Barker with the Economic Development Agency in reference to the employment data.

Mr. Aldrich reviewed and discussed with the Committee the recent telephone survey; 500 residents in the County and the City were contacted. The survey asked questions in reference to what trip making patterns individuals did on a particular day. The survey was constructed to show what errands or what stops someone made during a day. Mr. Tierney asked how it was determined who was called; Mr. Aldrich stated it was a random sampling form, from a research firm in Richmond, VA. Mr. Aldrich will email the finalized survey to the Committee.

Mr. Aldrich and the Committee reviewed and discussed the MPO Coordination document. Mr. Aldrich stated that this document was put together specifically for Mr. Dick Shickle to have a better understanding of what would be required of the Policy Committee. The document has been modified a couple of times and it is Mr. Aldrich's intention that as it is modified he will highlight where the document has been modified and will forward a copy to members of the Policy, Technical and Citizens Advisory Committees. Mr. Aldrich stated that if the schedule changes there will be an explanation of why it is changing. The Committee expressed concerns in reference to deadlines on projects; they want to make sure that everything is on track.

Mr. Aldrich stated that he has initiated the Transit Component of this study and he will be meeting with Winchester Transit on Thursday, April 1, 2004 to discuss transit uses and ridership. Also, he will be doing some type of data collection to catalog the ridership. He will be forming workshops to try and reach people who do not normally get involved in transportation and try to get their input of how the transit system works or does not work for them and what we can do to improve the system. The results of the workshops will be summarized and sent to each of the MPO Committees. Mr. Aldrich stated that a workshop information packet will be mailed to the MPO Committees.

3. Review and Recommendations on FY 2004-2005 Unified Planning Work Program – Requested by Policy Committee

Mr. Kerr reviewed and discussed with the Committee the Draft FY 2004-2005 Unified Planning Work Program. Mr. Kerr stated that the Policy Committee made some additional recommendations for changes and they are requesting a copy go back to them on the April 21, 2004 meeting so they can see the final changes that have been made prior to adoption. Mr. Kerr asked if there were any changes the Technical Committee recommends. He stated that the Policy Committee would like to see more detail on the Work Task regarding milestones and when specific end products will be completed.

Mr. Kerr stated that there is a recommendation from VDOT to shift some money into the Long Range Transportation Plan. Mr. Kerr stated that when he received the information from VDOT in reference to the Work Program he would email the final draft to everyone prior to the Policy Committee on April 21. Several members of the Committee stated that they felt uncomfortable commenting or making recommendations to the Work Program without seeing the changes and recommendations that the Policy Committee has made. Mr. Apostolides and Mr. Gray offered suggestions and comments to the Committee in reference to the development of the Work Program. The Committee recommended that Mr. Kerr email the Committee the revised Work Program by April 9th or April 12th so that they can make recommendations.

5. Adjournment

Meeting was adjourned at 12:00 noon

**Winchester -Frederick County ("Win-Fred") MPO
TECHNICAL Committee Meeting Minutes
April 27, 2004 - 10:00 a.m.**

Vice-Chair Eric Lawrence called the meeting to order at 10:00 a.m. The attendance for the meeting was as follows: Mr. Jack Apostolides, Mr. Greg Bokan for Mr. Tim Youmans, Mr. Patrick Barker, Mr. Jim Deskins, Ms. Dale Lehnig, Mr. Michael Gray, Mr. Ben Lineberry for Mr. Jerry Copp, Mr. Gary Lofton, Ms. Renny Manual, Mr. Lewis Parsley, Mr. Kris Tierney and Ms. Renee Wells.

Absent: Mr. Ed Strawsnyder and Mr. Evan Wyatt.

Others Present: Mr. Steve Aldrich and Ms. Lynda Tyler.

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

1. Administrative Items:

a) Welcome and Introductions

In the absence of Chairman Tim Youmans, Vice-Chair Eric Lawrence welcomed everyone to the meeting.

b) Review and Approval of the Minutes of the March 30, 2004 Technical Committee Meeting

A motion was made by Mr. Gary Lofton to approve the minutes of the March 30, 2004 Technical Committee Meeting as presented.

Motion was seconded by Mr. Mike Gray.

Motion Carried.

2. Review of 2030 Long-Range Plan Data by Transportation Consultant

Mr. Aldrich reported that he is working with Mr. Youmans, Mr. Lawrence and Mr. Barker in reference to obtaining more detailed information on the different employment uses. They are in the process of analyzing the non-manufacturing employment to break out medical services. Mr. Aldrich stated that he has been validating the employment data that was previously collected. Mr. Aldrich stated that he began with employers who have 100 or more employees and that recently, this has been expanded to 50 or more employees. During the next week he will be looking at the data in more detail and will email the list to Mr. Youmans, Mr. Lawrence and Mr. Barker. A revised package of the employment data will be mailed to the Technical Committee Members prior to the May meeting for review and approval.

3. Review of Revised MPO Coordination Schedule and Plan Preparation Schedule

Mr. Aldrich reviewed and discussed the MPO Coordination Schedule and Plan Preparation Schedule. He stated that the MPO Coordination Schedule was requested by Mr. Dick Shickle.

The purpose of the MPO Coordination Schedule and the Plan Preparation Schedule is to keep each MPO Committee up to date. When a change is made to the schedules, each Committee will receive an updated schedule and the changes will be highlighted in bold. Mr. Tierney suggested that Staff notify the Policy Committee members of upcoming Technical Committee meetings when the Consultant is scheduled to attend. The Staff assured the Technical Committee that Policy Committee Members will be notified when the Consultant will be attending a Technical meeting.

Mr. Aldrich explained the process of Outreach Meetings to the Committee. The meetings are a requirement for a MPO Transportation Plan with the primary focus being Environmental Justice. Mr. Aldrich explained the process of Environmental Justice. Mr. Deskins offered his assistance to Mr. Aldrich in setting up Outreach Meetings in the City of Winchester.

4. Review of Draft VDOT Six-Year Improvement Program Projects

Mr. Kerr stated that the Draft VDOT Six-Year Improvement Program Projects was recently posted on the VDOT website. Mr. Kerr stated that the MPO is required to develop programmed improvements as part of the model input. Mr. Aldrich stated that the list contains programs on VDOT's six-year plan but does not contain all of VDOT's funded projects. Mr. Eric Lawrence requested that the City and County compile a list of planned roads, proffered roads and roads that are planned to be built in the next twenty years and email the list to Mr. Kerr. Mr. Kerr will email the list of roads to the Committee members for review and discussion at the Technical Committee meeting scheduled for May 18th, 2004.

5. Other Business

Mr. Aldrich handed out the results from the license plate survey and reviewed the results with the Committee members. He explained that video cameras were set up at 35 locations throughout the City of Winchester and Frederick County for a 2-3 week time period. The survey was focused on inbound travel. The results from the video cameras were sent to DMV to get addresses from the license plates and then a survey was mailed. Mr. Aldrich stated that there were some difficulties with DMV getting the addresses which resulted in a 30 day delay from the time the survey was mailed and when the license plates were videotaped. Mr. Aldrich stated that the overall response from the survey is 16 percent. Mr. Aldrich stated that the results were for information purposes only, no action was needed. Mr. Kris Tierney asked if the 16 percent is a typical range for response for this type of survey.

Mr. Aldrich stated that based on surveys he did in Winchester three years ago and in Front Royal five years ago, 16 percent is low for this region. The return rate on those surveys was 24 percent. Mr. Tierney expressed concerns about the return rate being low and felt that this may affect the model. Mr. Aldrich stated that considering the delay in mailing the surveys, the response was very good and he stated that he felt that the survey is a vital piece of information that can help us look at travel patterns within the region.

Mr. Aldrich reviewed the Winchester/Frederick Household Travel Patterns research report with the Committee members. Mr. Aldrich stated that a telephone research firm from Richmond, Virginia was hired to sample 500 households in the Frederick County region. The sample included representation from the City of Winchester, the MPO boundary area and rural Frederick County.

Mr. Kerr made the Committee aware that Staff will be out of town May 25th -27th for the State Rideshare Conference in Virginia Beach which will conflict with the May 25th Technical Committee Meeting. The Committee agreed to reschedule the meeting to Tuesday, May 18th, 2004.

Meeting Adjourned at 11:25 a.m.

Winchester -Frederick County ("Win-Fred") MPO
TECHNICAL Committee Meeting Minutes
May 18, 2004 - 10:00 a.m.

Chairman Tim Youmans called the meeting to order at 10:00 a.m. The attendance for the meeting was as follows: Mr. Patrick Barker, Mr. Jerry Copp, Mr. Eric Lawrence, Ms. Dale Lehnig and Mr. Lewis Parsley.

Absent: Mr. Jack Apostolides, Mr. Jim Deskins, Mr. Michael Gray, Mr. Gary Lofton, Ms. Renny Manual, Mr. Kris Tierney and Ms. Renee Wells.

Others Present: Mr. Steve Aldrich, Ms. Lynda Tyler and a Representative from WINC FM Radio.

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

1. Administrative Items:

a) Welcome and Introductions

Chairman Tim Youmans welcomed everyone to the meeting.

b) Review and Approval of the Minutes of the April 27, 2004 Technical Committee Meeting
A motion was made by Mr. Barker to approve the minutes of the April 27, 2004 Technical Committee Meeting as presented.
Motion was seconded by Mr. Eric Lawrence.
Motion Carried.

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

After a brief discussion on employment data, Mr. Aldrich handed out to the Committee a summary of traffic counts that have been conducted as part of the Winchester Frederick County Transportation Plan. The summary includes 89 machine count locations, some of which involve multiple machines at 32 intersections. Mr. Aldrich reported that the traffic count for the intersection of Jubal Early Drive and Pleasant Valley Road is not included in the summary, but will be added. Mr. Aldrich reviewed peak hour traffic volumes included in the handout with the Committee. Mr. Aldrich stated that there is no action requested, this is for information purposes only. Mr. Aldrich stated that if anyone has comments, please email him, Mr. Youmans or Mr. Kerr.

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Mr. Aldrich handed out the transit analysis to the Committee. He stated that there is a sub-consultant working with him on this project. The sub-consultant met with representatives from Winchester Transit in April. During the past month they have completed surveys on the six transit lines and the information is in the process of being summarized to get a better understanding of citizens transit needs. Mr. Aldrich explained that the transit graphic he handed out, shows the transit routes and in addition he provided a walking distance bubble. He explained that the bubble is the market area that is served by the transit routes and that 84% of city residents are within a quarter mile of a bus stop. Mr. Aldrich requested Chairman Youmans to review the pedestrian paths and provide any comments, especially in the areas where there are gaps, so that he may be able to fill in where citizens can cut through. Mr. Aldrich reported that the next step is to research citizens who are transit dependent and destinations people want to take on transit. Mr. Kerr reported that the human service agencies that participate in the Public Mobility Program have identified a large number of transit dependent citizens. Mr. Aldrich reported that the Transit Analysis will come back to the Technical Committee over the next several months to present more information. He stated that he is in the process of developing a methodology for forecasting future transit trips and at this point he feels they will be estimating transit trip growth within sub regions and then making adjustments to the travel demand model to account for the projected number of transit trips. Mr. Aldrich stated that he would like for the Technical Committee members to be comfortable with this information before he passes it onto the Policy Committee.

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

Mr. Aldrich handed out copies of the Proposed Programmed Improvements for 2030 Transportation Plan. He explained that this list was compiled with the assistance of VDOT, Frederick County and the City of Winchester to identify other projects that were anticipated to be constructed. Mr. Aldrich stated that the initial charge was that we were going to pick things that had some type of funding and then try and figure what had more certainty and that we were confident would be constructed within the next six years. The idea is that these projects would be used for the 2030 "no build" analysis. The reason this approach was taken was given transportation funding variability, if it is not funded today, we are not certain exactly what could happen. Mr. Aldrich stated what we wanted to do was to have a "no build" condition that took into account the improvements that are actively moving forward. Discussion occurred as to whether various projects should be included in the "no build" or "build" options. The Technical Committee members reviewed, made corrections and additions to the Proposed Programmed Improvements list and the updated list will be forwarded to the Policy Committee members at the May 18, 2004 meeting for approval.

**A motion was made by Mr. Lawrence that the Technical Committee endorse the improvement projects with the revisions as discussed.
Motion was seconded by Mr. Barker.
Motion Carried.**

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

Mr. Kerr reviewed the Public Involvement Plan with the Technical Committee members. He stated that the PIP is the description of proposed actions that would be taken to notify the public about what is going on and it would vary depending on the project type. The PIP describes the different types of public notification that are anticipated to be done and then which types of plans and programs would get which type of treatment. The CAC will be working with this Plan in more detail. The Plan will be reviewed by all three MPO Committees and Mr. Kerr hopes it will be adopted in June. Mr. Kerr stated if anyone has any comments, changes or additions please let him know.

Meeting adjourned at 11:55 a.m.

**Winchester-Frederick County (“Win-Fred”) MPO
Technical Committee Meeting Minutes
June 22, 2004 – 10:00 a.m.**

Chairman Tim Youmans called the meeting to order at 10:00 a.m. The attendance for the meeting was as follows: Mr. Jack Apostolides, Mr. Patrick Barker, Mr. Michael Gray, Mr. Eric Lawrence, Ms. Dale Lehnig, Mr. Gary Lofton, Mr. Lewis Parsley, Ms. Renee Wells and Mr. Evan Wyatt.

Absent: Mr. Jerry Copp, Mr. Jim Deskins, Ms. Renny Manual and Mr. Kris Tierney.

Others Present: Representatives from WINC FM Radio and the Winchester Star.

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

1. Administrative Items:

a) Welcome and Introductions

Chairman Tim Youmans welcomed everyone to the meeting.

b) Review and Approval of the Minutes of the May 18, 2004 Technical Committee Meeting

The members of the Technical Committee agreed to review the minutes of the May 18, 2004 meeting at the next scheduled meeting due to additional items that will be added to the minutes.

2. Review of Draft MPO Transportation Goals

The Committee reviewed and discussed the draft MPO Transportation Goals and made changes, corrections and additions. The Committee agreed to finalize draft set of MPO Transportation Goals by July 7, 2004 so they could be forwarded to the Policy Committee for their review and comments.

3. Review of Draft Transit Evaluation Study

Mr. Gray reported that Mr. Aldrich planned to have BMI-SG, a subcontractor to VHB, Inc. that prepared the draft Transit Evaluation Study, review the report with the Committee, but they were not available for this meeting. Mr. Aldrich will schedule BMI-SG to attend and review the document at a later meeting. Mr. Gray stated that this document is for review and information purposes only. Mr. Gray requested that the Committee members email comments to Mr. Aldrich and copy Mr. Kerr or Mr. Gray. The Committee further discussed and made comments in reference to the Study.

4. Progress Update on Base Year Model Development/Validation

The Committee reviewed and discussed; no changes were made. No action required.

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5. Other Business

Mr. Kerr made the Committee aware that the Policy Committee adopted the Public Involvement Plan (PIP).

Mr. Kerr reported that the Commission has executed the agreement with the State in reference to fund the work for this upcoming fiscal year's highway planning funding portion of the Work Program. Mr. Kerr reported that the Commission is waiting to receive the letter of authorization from the state in reference to the transit portion so that work can proceed July 1, 2004.

Mr. Gray reviewed the TIP schedule with the Committee. He stated that we are looking at two dates that dominate our schedule for the development of the TIP, which is the recent approval of the six year program by the CTB and the Federal requirement that we turn it into them as a STIP document. Mr. Kerr stated that there is a timeline to operate under and the staff is waiting to receive the draft information from the state. Mr. Kerr stated as soon as we get the draft list of projects, the list will be circulated to all three MPO Committees immediately. Also, we will advertise for a 30 day citizen review and comment period which needs to be done by July 16, 2004. Mr. Kerr stated that we can have our 30 day review period and the Policy Committee can take action by August 18, 2004. The five locations for the citizens to inspect the documents are the Handley and Bowman Libraries, City and County Planning Offices, NSVRC Office and the Town of Stephens City Municipal Building. Mr. Kerr reported that there will be a citizen comment period at the next scheduled Technical Committee meeting.

Mr. Gray explained and reviewed the process for preparing and adopting the TIP document and he also reported that he will be putting together a document outlining the cycle of the TIP for all three MPO Committees' review.

Mr. Kerr briefly discussed the letter from VHB in reference to the MPO with recommendations on improving the communication between the Committees. Mr. Kerr reported that Chairman Dick Shickle requested that he review the memo and indicate items that can be implemented. Mr. Kerr will email the letter to all MPO Committees.

Mr. Kerr updated the Committee members in reference to the Transportation Planner position. The selected candidate for the position responded to the employment offer by requesting to have until mid July to make a decision. The Commission's Personnel Committee decided to set a deadline of June 25, 2004 for the candidate to respond to the offer. Mr. Kerr stated that if the candidate does not accept the offer, we will start recruiting for the position.

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Mr. Gray reported that he has begun his work in Roanoke and he will be attending the Win-Fred MPO meetings through August 2004.

Mr. Kerr reported that the meeting for the Statewide Multi Modal Plan (VTrans2025) is scheduled for July 27, 2004 at Harrisonburg High School from 4 to 8 p.m. Mr. Kerr reported that there will be more information to come in reference to the meeting. Mr. Gray encouraged the Technical members to attend the meeting because the process of VTrans2025 feeds into the six year transportation plan development.

Mr. Kerr reported that the next scheduled Technical Committee is scheduled for Tuesday, July 27, 2004.

Meeting adjourned at 11:15 a.m.

**Winchester-Frederick County (“Win-Fred”) MPO
TECHNICAL Committee Meeting Minutes
July 27, 2004 – 10:00 a.m.**

Chairman Tim Youmans called the meeting to order at 10:00 a.m. The attendance for the meeting was as follows: Mr. Patrick Barker, Mr. Michael Gray, Mr. Eric Lawrence, Ms. Dale Lehnig, Mr. Gary Lofton, Mr. Kris Tierney, Mr. Don Wells for Mr. Lewis Parsley and Mr. Evan Wyatt.

Absent: Mr. Jack Apostolides, Mr. Jerry Copp, Mr. Jim Deskins, Ms. Renny Manual and Ms. Renee Wells.

Others present: Mr. Steve Aldrich, Mr. Greg Bokan, Mr. Tim Stowe and Mr. Chuck Maddox.

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

1. Administrative Items:

a) Welcome and Introductions

Chairman Tim Youmans welcomed everyone to the meeting.

b) Review and Approval of the Minutes of the May 18, 2004 and June 22, 2004
Technical Committee Meeting

A motion was made by Mr. Barker to approve the minutes of the May 18, 2004 Technical Committee meeting as amended and for the future attachment of notes by Ms. Tyler.

Motion was seconded by Mr. Lawrence.

Motion Carried.

A motion was made by Mr. Lawrence to approve the minutes of the June 22, 2004 Technical Committee meeting as amended.

Motion was seconded by Mr. Wyatt.

Motion Carried.

2. Review and Recommendations on Draft MPO Transportation Goals

Chairman Youmans reported that each member should have received a copy of the edited draft goals in their agenda packet. Chairman Youmans asked if any member had any additional changes to the draft goals before forwarding to the Policy Committee. Mr. Kerr stated that Patricia Kampf with the FTA had a comment in reference to breaking out transit recommendations separately to give additional weight. Mr. Kerr referenced draft goal 7(d) and stated that Ms. Kampf would like that as a separate goal. The Committee felt the goal was addressed as currently stated and agreed not to make revisions to the edited version of the draft goals.

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A motion was made by Mr. Barker to make a recommendation to the Policy Committee for them to adopt the Proposed Transportation Goals/Vision for the Winchester-Frederick County MPO for the development of the 2030 Transportation Plan on the August 18, 2004 MPO Policy meeting.

Motion was seconded by Mr. Wyatt.

Motion Carried.

3. Review and Recommendations on Draft FY 2005-2007 Transportation Improvement Program (TIP)

Mr. Kerr reported that included in the agenda packet is the Draft FY 2005-2007 Transportation Improvement Program (TIP) that is also available for public inspection from July 16 through August 18, 2004. The packet has been available for public inspection at the City of Winchester Planning Department, County of Frederick Planning Department, Bowman and Handley Libraries, Town of Stephens City and the Northern Shenandoah Valley Regional Commission office. Mr. Kerr also reported that there was an ad in the Winchester Star making the public aware of where they could inspect the documents and the dates the documents were available to the public. Mr. Kerr noted that the public could attend the July 27 Technical meeting and the August 18 Policy meeting.

Mr. Kerr reported that when the Policy Committee takes action on the Draft TIP some of the information will be reformatted into the specific format suited to each State agency. Mr. Tierney asked if there was any additional text with the Draft TIP giving an explanation of each of the projects. Mr. Kerr reported that there is additional text included in the final TIP. Mr. Tierney expressed concerns in reference to the Draft TIP stating that he felt each project in the Draft TIP should have a description and an explanation. Chairman Youmans expressed his concerns in reference to the projects not having a description and explanation. They felt that it would not be clear to the public. Mr. Gray stated that a further description would have to be done through VDOT's Central Office. Mr. Kerr stated that staff would include a map and a description of each of the projects for the Policy Committee. Mr. Kerr stated that the Policy Committee would like a recommendation from the Technical Committee in reference to the Draft TIP. The Committee members reviewed the Draft TIP for changes, updates and errors. Mr. Gray reviewed information that Mr. Copp submitted in which he requested an explanation on why particular projects were not included in the Draft TIP. The projects are I-81 at Route 7, Interstate Interchange Safety Improvement; this project is in the six year and showing that it is underway.

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Mr. Gray stated he would check with programming to make sure that anything related to this project has been obligated. Mr. Gray reported that the other project is Route 50, install left turn lane east and west bound lanes at Route 654; this is an open container safety project which does not need to show an obligation. The Technical Committee members agreed to move this project into the Draft TIP to show consistency.

Route 50, install traffic signal at Route 655, hazard elimination safety. Mr. Gray will verify if there is any obligation on this project. Route 277 widen to five lanes PE only, this is State funded, which will not be included. Route 277, install traffic signal at Route 636, Mr. Gray will verify to make sure that there is no obligation on this project. Chairman Youmans asked if there were any other comments, none reported.

A motion was made by Mr. Wyatt to review the revisions and verification of Jerry Copp's questions on the four Frederick County projects and having text and mapping available in the final document for the public and having a map available for the Policy Committee.

Motion was seconded by Mr. Tierney.

Motion Carried.

4. Update on Travel Demand Modeling Process and Calibration of Existing Conditions

Mr. Aldrich updated the Committee on the Travel Demand Modeling Process. He stated that one of the major efforts VHB had to coordinate with is the I-81 Study and as part of the I-81 Study, there has been coordination with VDOT and VHB is looking very carefully at existing traffic numbers and future projections for that entire corridor. He stated that since the I-81 Study impacts the Winchester area directly, they have looked very carefully at the data. Mr. Aldrich stated that it is more important for the I-81 Study because it is an environmental impact study and that those numbers are solid. Essentially, the MPO's numbers have to follow from the I-81 numbers. He stated what they found, especially in the Winchester area, is that there were three sets of data and all of the numbers were different, depending on the day of the week and month and trying to come up with a typical condition. VHB has been looking at the collected data and making adjustments and annualizing the traffic to come up with an average annual traffic condition. Mr. Aldrich stated, they have looked at the I-81 Study, permanent count stations which is where VDOT counts traffic every day, and have looked at the data in a tremendous amount of detail and have used that data as the basis for doing existing and future traffic volumes. VHB is now at the point of the I-81 Study where they have finalized existing and future traffic numbers, which for the I-81 Study is 2035. He stated that this has held up the modeling effort because they did not know which numbers were being calibrated to and, as part of the I-81 Study, a problem occurred with the Route 7 interchange, which had to be counted twice.

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The numbers varied widely and historical data had to be reviewed to figure out exactly what the design hour condition is at that interchange. The finding was that there is a wide fluctuation at that interchange. Mr. Aldrich stated that he had hoped to present the validation of the existing traffic data, but right now they are two-thirds of the way through that process. Mr. Aldrich stated the model has been calibrated in terms of trip generation based on the household survey information and the trip generation equations in the model of the trips that are generated per household and per person are consistent with the U.S. Census data.

Mr. Aldrich stated that they have the right number of trips, they now have to perform fine tuning because right now the ratio of trip purposes has been adjusted. Mr. Aldrich stated that it will be another three weeks before he can present information on the modeling process. He stated that this will require an adjustment in the meeting schedule. The purpose of the public meeting in September was to talk about existing and future conditions and identify needs. The public meeting will be rescheduled to October. Mr. Aldrich stated that the modeling process has become compressed and next month he will be reporting back to the Technical Committee with more information.

5. Review and Recommendations on Recommendations to Address MPO Organizational Issues

Mr. Kerr spoke in reference to the memorandum from the MPO referencing recommendations to address MPO organizational issues. Mr. Kerr stated that he feels there is a need to have a meeting with the Consultant, the Management Team and the MPO Staff to review the recommendations in more detail. Mr. Kerr stated that many of the issues stated in the memorandum are being addressed. Mr. Kerr reported that the following items are being addressed:

#2 Goals and Objectives for the 2030 Transportation Plan

#3 Development of Identity and Focal Point

Mr. Kerr stated that the Committee needs to address and discuss in further detail the following items:

#5 Any Other MPO Transportation-Related Products/Efforts that may be Relevant to Either the Development of the Transportation Plan or the Conduct of MPO Meetings

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#6 Coordination between City/County CAC/TAC Representatives and their Respective Policy Committee Representatives – What Are their Responsibilities as opposed to the MPO Staff or the Consultant.

Chairman Youmans stated that he was curious as to how item #6 is worded in terms of what the thought was or how other MPO's handle the coordination between the Advisory and Policy Committees. Mr. Kerr stated that the issue is that the representatives from all three MPO Committees lack communication. Mr. Gray stated that there needs to be a function where the CAC (Citizens Advisory Committee) and the TAC (Technical Advisory Committee) discuss issues with the Policy Committee members before the Policy Committee meetings so they will have an idea as to what happened at those earlier meetings.

Mr. Kris Tierney stated that he felt that it is the Staff's role to give some background and explanation rather than presenting documents before the Policy Committee members with no explanation of those documents. Mr. Kerr stated that for the last two Policy Committee meetings Staff has included a cover memorandum explaining each of the agenda items and the recommendations from each of the MPO Committees. Mr. Kerr stated that another item that was proposed is to have a status report item which will give more detail on what the CAC and TAC are working on. Chairman Youmans stated that he felt that Mr. Shickle did not want a report from the CAC and TAC. Mr. Gray stated that if there is an issue that is not clear it may be beneficial to include a status report. Mr. Tierney stated that he and Chairman Youmans are present at the Policy meetings to report information from the TAC meetings.

Mr. Aldrich stated that he feels that during the Policy Committee meetings representatives from the CAC and TAC should affirm that they were on board or involved in the activities of the Technical Committee. Mr. Aldrich feels that as a group everyone is involved in trying to get information moving forward. Mr. Aldrich stated that he had hoped that the Chairmen from the TAC and CAC Committees would attend the Policy Committee meeting and give an oral status report. Chairman Youmans and Mr. Tierney feel, that should be a directive from the Policy Committee members and stated that they felt it is the Staff's role to keep the Policy Committee members updated on current issues.

Mr. Aldrich gave the Committee an update on the Win-Fred MPO website and reviewed the general contents of the website. Mr. Aldrich stated that the website for the Win-Fred MPO should be completed the week of August 13th. The Committee members agreed on the website address of WinFredMPO.org.

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6. Other Business

Mr. Chuck Maddox with Patton Harris Russ & Associates, P.C. presented an overview of the I-81/Route 37 Improvement Project at the interchange in the Kernstown area of Frederick County, and requested the members to provide comments regarding the proposal. In order to apply for the intersection modification approvals from FHWA, comments must be requested and received from the Winchester-Frederick County MPO.

A motion was made by Mr. Lawrence that the MPO Technical Committee make a recommendation that this proposal is consistent with the current long range plan with a reference to the WATS Plan and general planning documents that we have at our disposal at this point.

Motion was seconded by Mr. Barker.

Motion Carried.

Mr. Kerr made the committee members aware that the public hearing for the six-year plan is in September 2004.

Meeting adjourned at 11:55 a.m.

Winchester -Frederick County ("Win-Fred") MPO
TECHNICAL Committee Meeting Minutes
September 2, 2004 - 10:00 a.m.

Chairman Tim Youmans called the meeting to order at 10:00 a.m. The attendance for the meeting was as follows: Mr. Jack Apostolides, Mr. Patrick Barker, Mr. Bob Ball, Mr. Jerry Copp, Mr. Eric Lawrence, Mr. Gary Lofton, Mr. Lewis Parsley, Mr. Kris Tierney and Mr. Evan Wyatt.

Absent: Mr. Jim Deskins, Ms. Dale Lehnig, Ms. Renny Manual and Ms. Renee Wells.

Others present: Mr. Steve Aldrich, Mr. Craig Eddy and a representative from the Winchester Star.

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

1. Administrative Items:

a) Welcome and Introductions

Chairman Tim Youmans welcomed everyone to the meeting. Mr. Aldrich introduced Mr. Eddy from VHB.

b) Review and Approval of the Minutes of the July 27, 2004 Technical Committee Meeting

A motion was made by Mr. Wyatt to approve the minutes of the July 27, 2004 Technical Committee meeting as amended.

Motion was seconded by Mr. Lawrence.

Motion Carried.

2. Review/Discussion on the Win-Fred MPO website

Mr. Aldrich reviewed the contents and the layout of the Win-Fred MPO website with the committee members. Mr. Aldrich stated that he would like to get as much written comments as possible in reference to the website. Mr. Aldrich opened the floor up for comments, changes or corrections. Mr. Wyatt commented that he liked the layout of the website. Mr. Kerr stated that he has updated information for the website such as the PIP (Public Involvement Plan), TIP (Transportation Improvement Plan), UPWP (Unified Planning Work Program) and the updated version of the Bylaws. Mr. Wyatt suggested having an adopted date for the documents in parenthesis beside of the hyperlink. Mr. Youmans asked how often the website will updated. Mr. Aldrich stated the original intention was to update the website monthly because the front page identifies upcoming and recent meetings. Mr. Aldrich stated that he does not have a date as to what time of the month the website will be updated. Mr. Kerr suggested adding the Air Quality link and also posting the citizens meeting that was held on June 6, 2004 at the Grace Community Church on the website. Mr. Copp suggested having a glossary of terms related to transportation posted on the website. Mr. Aldrich stated that the glossary will be added as a link on the homepage.

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Discussion followed in reference to the logo for the Win-Fred MPO. Mr. Kerr stated that he would send the rough draft version of the Win-Fred MPO logo to the graphic design company that works with the Northern Shenandoah Valley Regional Commission for additional ideas.

3. Roadway Safety Analysis – 2001 through 2003

Mr. Aldrich handed out and reviewed the Summary of Reported Crashes attachment with the committee. Mr. Aldrich stated that the City of Winchester Police Department and VDOT provided data. Mr. Aldrich stated that in Frederick County the data is limited to the primary roadway system and it is the most recent three years information. The information provided for the City of Winchester is totals and no details of what types of crashes. Mr. Aldrich reviewed the graph which references a summary of intersection crashes from 2001-2003. He stated that the intersection of Rt. 50/Rt. 81 stands out above all others. He stated that there were fifty-two accidents over a three year period and it has been consistent. He stated that the graphic shows any location where there were more than three crashes in a three year period. Mr. Kerr asked Mr. Copp if VDOT had a standard for a certain number of crashes within a specific period of time that would send a red flag for that specified area. Mr. Copp responded that he is not aware of what it is.

Mr. Aldrich stated that VHB was going to pick the top eight to ten locations (noted in yellow and red on the graphic) and review the data in more detail. He stated that for some of the locations they will have to go back to the City of Winchester Police Department and do more research. Mr. Aldrich stated what we want to do is address concerns about safety. Mr. Kerr suggested contacting the State Police area office and get an overview from them on what areas they feel are not safe. Mr. Aldrich asked Mr. Kerr to get a contact name for that office and Mr. Copp suggested that he contact Officer Hawkins with the State Police.

Mr. Aldrich stated that accidents or crashes that occurred on I-81 are not shown on the graphic. He stated that he will be adding a second graphic that shows the crash data on I-81.

Mr. Youmans stated that there are errors in reference to road names on the Summary of Reported Crashes. Mr. Youmans requested that Mr. Aldrich send him a spreadsheet view of the summary and he would make the corrections.

4. Presentation on Existing Travel Demand Model Calibration

Mr. Aldrich presented two graphics, which one represents the AM peak hour screenline analysis and the other represents the PM peak hour screenline analysis. He stated that different areas of the model have been reviewed to see how the traffic volume in the Win-Fred MPO travel demand model compare to existing traffic counts. He stated there are four different screenlines. The first is called a cordon line, which is the boundaries of the City of Winchester and parts of Frederick County as surrounded by Rt. 37 and I-81. He stated that is a very logical area to check traffic flowing in and out and to compare with model volumes versus actual traffic counts.

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He stated that the graphics show a summary for each screenline that identifies three numbers: 1) model volume, 2) existing traffic count, and 3) the ratio between the model count and the traffic count. He stated that the Route 37/I-81 cordon is five to seven percent higher than the existing traffic counts. He stated that the goal was to get the screenline volumes within the five to ten percent range and that all of those locations are in that range.

Mr. Aldrich reviewed the additional screenlines. He stated that screenline one is the east side of town and the model projected slightly over the existing counts within two to five percent. He stated that the western screenline, which is Rt. 50 and Rt. 522, was four to five percent lower than the actual counts. He stated that the third screenline cut through the City south of Rt. 50 and Jubal Early Drive and this was within two to eight percent. He stated that from this information, the existing travel demand model is accurately modeling overall traffic flows. Minor adjustments are still needed to fine-tune the existing network for east-west travel patterns with downtown travel projecting too high and Route 37 travel projecting too low. Modifications to the model will be made to correct this.

Mr. Aldrich discussed and reviewed the Model Validation handout which gives an overview of the technical statistics in reference to the model. The model is currently operating within targeted model validation parameters. He stated that if anyone has any questions or needs further explanation on any of the items in the handout please email him. Discussion followed in reference to the Model Validation handout.

Mr. Aldrich stated that he would prepare an executive summary and a more concise model output for presentation to the Policy Committee.

5. 2030 Programmed Improvements – Graphic

Mr. Aldrich handed out the summary of the programmed improvements that were approved by the Policy Committee. He stated that roadway improvements were identified with a yellow line and new roads were identified with a blue line. He said there were interchange improvements which were red circles and new traffic signals.

Comments were made requesting a tie-in between the 2030 programmed improvements table (already approved by the Policy Committee) and this graphic. He stated that a revision would be prepared and sent to the TAC.

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6. Presentation/Discussion on the 2030 Population, Household and Employment Projections

Mr. Aldrich handed out graphics in reference to the 2030 Population, Household and Employment Projections. He stated the graphics represent the projected change in population, household and employment between 2003 and 2020. He stated there are six graphics, three show the zoomed in version of the model and three show the entire model area. He stated two of the graphics show the projected population increases, two graphics show projected employments increases and two show projected household increases. He stated that VHB projected the future changes based on a fair amount of information including current projections from the Virginia Employment Commission and their 2030 forecast. Other information that was used was the VDOT Statewide Model, which helped VHB with employment projections. He stated information provided by Mr. Barker was used in determining where residential and industrial growth was likely to occur. He stated that the numbers were summarized by traffic analysis zone. He stated this would be the starting point to get from existing conditions to 2030 conditions would be to take the projected population, household and employment increases and add these numbers into the model. Mr. Youmans stated that he noticed significant disconnects on the zoomed in population graphic for the City. He stated that the area around Glen Burnie, James Wood Middle School and the Catholic Church is a zone that was created because as shown on the population graphic it shows zero increase in population but on the household graphic it is showing 202 new households. Mr. Youmans stated that he noticed also on the population and household map, the area of the Whit and Marshall property, is only showing a population increase of three and a household increase of two and he stated that he thought that Mr. Wyatt, as a consultant to the developer, had a lot more planned for that area.

Mr. Aldrich explained in detail to the committee as to how he arrived at the numbers on the graphics. He stated that some of the information that was used may need to be scaled back and increased in other areas. Mr. Barker suggested that he and Mr. Lawrence get together and discuss some of these projections. Mr. Aldrich, Mr. Ball, Mr. Youmans, and Mr. Lawrence will meet on Thursday, September 9th in reference to make adjustments to the population, household and employment projections.

Mr. Aldrich handed out a memo which explains the basis for the forecast. He stated the memo identifies five major sources of information. First being population projections from the VEC (Virginia Employment Commission), second is population and employment projections from the VDOT Statewide Model, 2050 population and household projections prepared by the NSVRC, population and growth trends from the Frederick County Comprehensive Plan and Annual Report and supplemental population in residential and employment in both areas as identified by the VEC.

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He stated that this information has been looked at to try and get a sense for not only what the control numbers were going to be but how the numbers were going to be divvied out into different areas of the County. Mr. Aldrich stated that the six graphics were forwarded to the Management Committee several weeks ago requesting comments. He stated the overall control totals are solid, in reference to population they are consistent with previous projections. He stated that between now and the second public meeting, which is scheduled for October 28th, there are many technical issues to work through. He stated he would be available to meet as needed to keep the process moving.

7. Update on Public Comments Received from Summer Workshops

Mr. Aldrich handed out a summary of comments received at three outreach meetings; a fourth meeting was held by NSVRC staff, and comments from that meeting will be incorporated in this summary. He stated at each of the meetings a comment sheet was provided and the comment sheet asked a series of questions referencing transportation issues and concerns. He stated that in general many of the comments received were related to transit and bicycle pedestrian issues. He stated that the workshops that have been held are a part of the Environmental Justice component of this project. He stated that there were consistent comments about expanding transit service outside of the current boundaries and into the County. He stated there were good comments about transit accommodations for the sight disabled, intersection improvements, and the need for better pedestrian and bicycle accommodations.

Mr. Aldrich reviewed the memo and explained in further detail to the committee members.

8. Schedule update

Mr. Aldrich reviewed the updated schedule with the committee members. The revised schedule will be forwarded to all three MPO Committees. The committee agreed that there will be joint Policy and Technical Committee meeting on November 17, 2004 at 10 A.M.

9. Other Business

None Reported.

Meeting adjourned at 12:30 p.m.

**Winchester-Frederick County (“Win-Fred”) MPO
Technical Committee Meeting Minutes
September 28, 2004 – 10 a.m.**

Chairman Tim Youmans called the meeting to order at 10:00 a.m. The attendance for the meeting was as follows: Mr. Patrick Barker, Mr. Bob Ball, Mr. Eric Lawrence, Ms. Dale Lehnig, Mr. Ben Lineberry for Mr. Jerry Copp, Mr. Gary Lofton, Mr. Lewis Parsley, Mr. Kris Tierney and Mr. Evan Wyatt.

Absent: Mr. Jack Apostolides, Mr. Jim Deskins, Ms. Renny Manual and Ms. Renee Wells.

Others present: Mr. Steve Aldrich, Mr. Greg Bokan, Mr. Craig Eddy and a representative from WINC FM Radio.

Staff present: Ms. Karen Taylor.

1. Administrative Items:

a) Welcome and Introductions

Chairman Tim Youmans welcomed everyone to the meeting.

b) Review and approval of the Minutes of the September 2, 2004 Technical Committee Meeting

A motion was made by Mr. Barker to approve the minutes of the September 2, 2004 Technical Committee meeting as amended.

Motion was seconded by Mr. Lofton.

Motion Carried.

2. Revised 2030 Population, Household and Employment Projections

a) Attachment 1 – Meeting notes from 9/9 meeting

Mr. Aldrich reviewed the changes made to the future population, household and employment projections.

b) Attachments 2 & 3 – Revised Population Increases (2003-2030)

c) Attachments 4 & 5 – Revised Household Increases (2003-2030)

d) Attachments 6 & 7 – Revised Employment Increases (2003-2030)

e) Attachment 8 – Revised 2030 Land Use Summary, dated 9/15/04

Mr. Aldrich reviewed the revised population, household, employment increases and the revised 2030 Land Use Summary with the Committee. Mr. Youmans noted that the heading on the graphics references 2004 to 2030. Mr. Aldrich stated he would make the correction to read 2003-2030. He also gave an overview of how they arrived at the projections and stated he would send by email, an outline of how the projections were calculated.

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3. 2030 No-Build Traffic Volumes and Traffic Operations

Mr. Aldrich handed out a spreadsheet of the Roadway Link Peak Hour Traffic Volume Summary and graphics referencing the 2030 AM and PM Roadway Conditions. He stated that using the land use changes that were previously presented and the Travel Demand Model, a 2030 forecast of traffic volume and conditions in the MPO Region was developed. He stated that for current and 2030 conditions, we are looking at a V/C Ratio, which he explained is the volume to capacity ratio. He stated that any links that have a V/C ratio of 0.8 or higher are congested links. He explained that a severe congestion category has been identified as a V/C Ratio of 1.0 or higher. Mr. Aldrich stated that the worst location through the entire study area is Route 277. Mr. Aldrich and the Committee reviewed the graphics, spreadsheet and levels of service in more detail.

Mr. Tierney stated that he would like to see a graphic showing current (2004) roadway conditions. He expressed his concerns in reference to the graphics showing congestion and severe congestion on certain roads in 2030 and he feels that those roads are currently congested. Mr. Aldrich stated he would forward the existing condition analysis to the members of the Committee. Mr. Aldrich stated that the graphics reflect the congestion on the roadways (links) not at intersections.

Mr. Lineberry suggested that Mr. Aldrich could provide the Committee with an outline of what is considered congestion and severe congestion.

Mr. Aldrich stated he would review and make the noted corrections to the 2030 AM/PM Peak Hour Roadway Conditions graphics.

A follow-up meeting in reference to the 2030 AM/PM Peak Hour Roadway Conditions and to prepare for the Public Meeting on October 28, 2004 is scheduled for Thursday, October 7, 2004 at Eric Lawrence's office, Frederick County Planning Department.

4. Discussion on Public Information Meeting – 10/28/04

Mr. Aldrich stated that he would like to set up meetings with Mr. Daley, Mr. Riley and Mr. Shickle in reference to what will be presented at the October Public Information meeting. He stated that these meetings would allow them to express their comments.

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Mr. Aldrich stated the he would be mailing public meeting notices in conjunction with the website announcement to citizens who have attended previous public meetings. Mr. Youmans suggested announcing the public meeting on the City and County public television stations.

The Public Information Meeting is scheduled for Thursday, October 28, 2004 from 4PM to 7PM tentatively at Our Health.

5. Other Business – None Reported.

Meeting adjourned at 11:30 A.M.

Winchester -Frederick County ("Win-Fred") MPO
TECHNICAL Committee Meeting Minutes
December 21, 2004 - 10:00 a.m.

Chairman Tim Youmans called the meeting to order at 10:00 a.m. The attendance for the meeting was as follows: Mr. Bob Ball, Mr. Jerry Copp, Mr. Eric Lawrence, Ms. Dale Lehnig, Mr. Gary Lofton and Mr. Evan Wyatt.

Absent: Mr. Jack Apostolides, Mr. Patrick Barker, Mr. Jim Deskins, Ms. Renny Manual, Mr. Lewis Parsley, Mr. Kris Tierney and Ms. Renee Wells.

Others present: Mr. Steve Aldrich.

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

1. Administrative Items:

a) Welcome and Introductions

Chairman Tim Youmans welcomed everyone to the meeting.

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

A motion was made by Mr. Lawrence to approve the minutes of the November 17, 2004 Joint Technical Policy/Technical Committee meeting.

Motion was seconded by Mr. Lofton.

Motion Carried.

2. Review/Approval of Vision Plan Projects

Mr. Aldrich passed out copies of the Initial Vision Plan List and the Committee reviewed and updated. Mr. Aldrich stated that once the Vision Plan List has been refined, it will then be put into graphical format for the Policy Committee. Mr. Aldrich explained the format of the list and the alternatives shown on the graphic. He explained that the tables identify areas that VHB identified as deficiencies during their study and included locations that deficiencies were identified in the WATS Plan and there are some differences.

The Committee discussed and reviewed I-81 and Mr. Aldrich stated that it is assumed that I-81 will be eight lanes. This is for all alternatives and that is based on not just the MPO's work, but the I-81 Tier One Environmental Impact Study identified the need for eight lanes to meet level of service standards in the future.

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The Committee modified MP 312 to read MP 310 to 318 for the Battaille Drive Interchange with Collector-Distributor Roads. The Committee also agreed to modify the Interchange at MP 317 versus closing it.

Mr. Youmans questioned the I-81 deficiencies in reference to rail freight and passenger service along the I-81 Corridor. Mr. Aldrich stated that there is a significant amount of rail investment that is now being studied for the I-81 Study and that he does not have any information on that, but that can be taken into account.

Mr. Aldrich discussed Route 7 and he stated that congestion was identified. He stated that the congestion could be Level of Service D, E or F. He stated that he did not have a recommendation, but once Route 37 is reviewed, some of the existing problems could correct themselves and also access management could help the corridor and maintain its viability in the future. He stated that he plans to model Route 7 with and without Route 37. The Committee discussed alternatives for Woodstock Lane and Pleasant Valley Road.

Mr. Aldrich discussed the deficiencies with Route 11. He stated some of the deficiencies could be worked out through access management and minor widening. The Committee modified Route 652 (Apple Valley Road) to Weems Lane/Cedar Greek Grade to read, Widen to 5-lane undivided cross section. Route 37 to Route 651 was corrected to read Route 37 to Route 652 (Apple Valley Road).

Mr. Aldrich discussed Route 17/50 and stated that between Carpers Valley Road and Sulphur Spring Road there are no plans in the current WATS Plan, but when the Route 37 loop is connected there will be enough volume to widen. Mr. Aldrich stated that congestion is showing on Route 522 from Airport Road into Route 17/50. Mr. Aldrich stated that the WATS Plan showed a relocated Route 522 and he stated that the current plan concurs. He stated in order to make significant interchange improvements to I-81 Route 522 needs to be relocated.

Mr. Aldrich and the Committee discussed the Apple Blossom Drive to Pleasant Valley Road project. He referenced City of Winchester Resolution 2002-68 which realigns Apple Blossom Drive to tie into Millwood at University at a new traffic signal. Discussion continued in reference to new traffic pattern for this area.

Mr. Aldrich and the Committee members agreed to schedule a Management Team Meeting on Tuesday, January 4, 2005 at the Frederick County Planning Conference Room to complete the Initial Vision Plan List of projects.

The Committee continued discussion with the Route 17/50 project. The Committee discussed Pleasant Valley Road to Kent Street and agreed it should read To Be Determined under the 2030 No-Build Analysis Preliminary Recommendations.

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3. Review/Approval of Model Alternatives for Vision Plan
Meeting adjourned with no discussion on this agenda item.

Meeting adjourned at 12:10 p.m.