

**Winchester -Frederick County ("Win-Fred") MPO
TECHNICAL Committee Meeting Minutes
Timbrook Center Community Room
February 7, 2006 – 10 a.m.**

Vice-Chairman Eric Lawrence called the meeting to order at 10:15 a.m. Chairman Tim Youmans arrived shortly thereafter and chaired the meeting from then on. The attendance for the meeting was as follows: Mr. Bob Ball, Mr. Patrick Barker, Mr. Jerry Copp, Ms. Dale Lehnig, Mr. Lewis Parsley, Mr. Ivan Rucker and Mr. Evan Wyatt.

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

Others present: Mr. Chuck DeHaven and a Media Representative from The Winchester Star.

Staff present: Ms. Karen Taylor. Mr. Steve Kerr was unable to attend due to a schedule conflict.

1. Administrative Items:

a) Welcome and Introductions

Mr. Lawrence introduced Mr. DeHaven. Mr. DeHaven is a member of the Frederick County Board of Supervisors and a former Chairman of the Frederick County Planning Commission and a member of the MPO Policy Committee.

b) Review and Approval of the Minutes of the October 25, 2005 Technical Committee Meeting

**A motion was made by Mr. Barker to approve the minutes of the October 25, 2005 Technical Committee meeting.
Motion was seconded by Mr. Copp
Motion carried.**

c) Staff report of Policy Committee meeting actions

Ms. Taylor handed out a Staff Report outlining the November 9, 2005 Policy Committee Meeting actions. The committee reviewed and discussed the report. Report is for informational purposes only.

d) NSVRC Staff update

Ms. Taylor reported that Mr. Bishop has resigned from the NSVRC and is currently employed by Frederick County Planning. She stated that the NSVRC has received several resumes for the Senior Transportation Planner position. A date has not been set for interviews.

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2. Public Comment Period – None reported.
3. Win-Fred MPO 2030 Transportation Plan Final Report and Map

Ms. Taylor reported that VHB Consultants is in the process of printing the final map. Jackets have been received to permit the map to be inserted into the back of the Plan document. The final map went to the printers on February 6th and should be completed and delivered within two weeks. Ms. Taylor handed out the 2030 Transportation Plan Final Report to the committee. Ms. Taylor reported that the report is available on the Win-Fred MPO website. The Committee noted a need to clarify who will be managing and updating the MPO website now that VHB's contract is done.

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

A draft document outlining tentative work tasks and staff costs was prepared by John Bishop. Please note that staff has not received any official allocation information for highway planning funds. Therefore a budget cannot be prepared at this time. Staff costs are subject to change once the budget is prepared.

Mr. Ball suggested that the committee discuss local projects. The committee agreed to discuss the UPWP in more detail once everyone had a chance to review it.

Mr. Rucker stated that staff for the Regional Commission, Frederick County and Winchester City can work on efforts related to regional/metropolitan planning. If the work is related to the regional transportation planning process, it can be jointly taken on through a local level initiative.

The committee discussed the UPWP budget. Mr. Ball stated that there is \$60,000.00 that is a carryover from two years ago. Discussion continued in reference to the budget. The committee agreed that Mr. Ball and Mr. Kerr should work together to finalize the UPWP budget.

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

Ms. Taylor handed out the I-81 Corridor Improvement Study Tier 1 Draft Environmental Impact Study Executive Summary report to the committee. Mr. Parsley stated that the public hearings have not been scheduled. The committee discussed how the MPO should respond to the study in reference to the number of lanes on I-81 and Interchange access issues. Mr. Parsley stated that he feels that the MPO needs to formally submit their issues. The committee agreed that Mr. Youmans will present this item to the Policy Committee at the February 15th meeting under "Other Business" of the agenda. He will report that TAC is doing an analysis and will report back at the March Policy meeting.

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During discussion, the committee scheduled a Management Team meeting to come up with a recommendation for the Technical Advisory Committee to forward to the Policy Committee prior to the next scheduled TAC meeting. The Management Team meeting is scheduled for Thursday, February 23rd at 10 a.m. in the Frederick County Planning Conference Room. Mr. Youmans requested that Mr. Bishop attend the Management Team meeting and noted concerns about the Tier 1 Study calling for different improvements than the MPO's 2030 Long Range Plan.

6. Transit District Feasibility Study – The committee tabled this item.
7. Other Business

Mr. Ball reviewed the proposed FY 05-07 TIP Amendments with the committee. After a brief discussion **a motion was made Mr. Lawrence to recommend approval of the proposed FY 05-07 TIP Amendments to the Policy Committee. Motion seconded by Mr. Wyatt. Motion carried.**

Mr. Ball handed out and reviewed the list of proposed New FY06-08 TIP projects with the committee. He stated that there are ten projects missing from the list. The missing projects are in reference to five Interstate breakout projects and five pedestrian projects. The committee reviewed and discussed the projects in more detail. The committee requested that the GIS Planner with the Regional Commission generate a map to supplement the list of new TIP projects to assist in illustrating to the Policy Committee. Mr. Ball will email the updated list of projects to the committee and present to the TAC and Policy Committee in March for formal recommendation and approval.

Mr. Wyatt recommended that the FY 2006-2007 UPWP reference Work Task 2: Transportation Improvement Program – Products line should be amended to read: Annual Listing of Projects and *illustrative maps* for FY 2006. The committee concurred with Mr. Wyatt's recommendation.

Meeting adjourned at 11:45 A.M.

**Winchester -Frederick County ("Win-Fred") MPO
Timbrook Center Community Room
TECHNICAL Committee Meeting Minutes
March 7, 2006 - 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. Patrick Barker, Mr. Jerry Copp, Mr. Jim Deskins, Mr. Eric Lawrence, Ms. Dale Lehnig, Mr. Lewis Parsley and Mr. Evan Wyatt.

Absent: Mr. Jack Apostolides, Mr. Gary Lofton, Ms. Renny Manual, Mr. Ivan Rucker, Mr. Kris Tierney and Ms. Renee Wells.

Others present: Media Representatives from The Winchester Star and 92.5 WINC FM Radio.

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

1. Administrative Items:

- a) Welcome and Introductions – Chairman Youmans welcomed everyone to the meeting.
- b) Review and Approval of the Minutes of the February 7, 2006 Technical Committee Meeting

A motion was made by Mr. Wyatt to approve the minutes of the February 7, 2006 Technical Committee meeting as amended.

Motion was seconded by Mr. Barker.

Motion carried.

- c) Staff report of Policy Committee meeting actions

Mr. Kerr reviewed the report with the committee. He stated that staff will need to provide to TAC, a proposed estimate of staff time and cost for projects per request of the Policy Committee. Mr. Youmans stated that TAC will need to review budget amendments. The committee agreed that clarification is required from the Policy Committee as to how this process should be handled.

- d) Review and Recommendation on a proposed maintenance agreement with VHB, Inc. to assist staff in maintaining the Win-Fred MPO web site

The committee discussed a variety of options in reference to maintaining the website. After a brief discussion, **a motion was made by Mr. Barker that staff maintain the Win-Fred MPO website. If maintenance becomes too labor intensive for staff, the Technical Committee will contract with another vendor to update the website. Motion seconded by Mr. Lawrence. Motion carried.**

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2. Public Comment Period – None reported.
3. I-81 Corridor Improvement Study Tier 1 Draft Environmental Impact Statement

Mr. Youmans handed out and the committee reviewed the draft statement prepared by the TAC Management Team meeting held on February 24th. He stated that the items that warrant most discussion are tolling options, impacts on Route 11 and the possibility of looking at Route 37 as a “Potential Corridor on New Location” in a similar manner to that being considered for I-81 in the Harrisonburg area between Milepost 243 and 251. Discussion continued in reference to changes and/or additions to the statement.

Following are the proposed changes suggested and discussed by the TAC committee members:

1) Some issues discussed by the Management Team included the need for additional study on the lane configuration around Winchester, interchange locations, need for better coordination between the MPO Long-Range Plan and the I-81 Tier 1 Study, and the need for additional study of Rte. 37 East and its associated benefits on I-81.

2) While the Tier 1 Study does not address specific interchange improvements, the Win-Fred MPO wishes to note the improvements called out in the Vision Plan of the adopted MPO Plan. Beginning at the south end of the MPO area, the Plan calls for:

- Exit 307- Relocate further to the south
- Exit 310- Construct full cloverleaf with C-D Roadways
- Exit 313- Improve Directional interchange
- Exit 315- Improve Interchange
- Exit 317- Improve interchange and add one-lane C-D roads between this exit and new Exit 318
- Exit 318- Construct full cloverleaf with C-D Roadways
- Exit 321- Replace 3-lane bridge and relocate Waverly Rd
- Exit 323- Turn lane improvements

3) This includes impacts on air quality given the region’s Early Action Compact that was approved to address the ~~pending~~ *deferred* status of the 8-hour ozone non-attainment status, as well as impacts on local heritage tourism since Rte 11 is a significant spine for the VDOT Enhancement Program-funded Civil War Battlefield Network.

4) The MPO would also request a more balanced analysis of what exactly occurs on Route 11 under different funding scenarios. The Tier 1 Study currently states that Route 11 volumes would be drastically higher under the No-Build and lower than the no build on all toll scenarios except the High-Toll All Vehicles. A comprehensive study must allow for the possibility of another alternative rather than simply No-Build or Toll and analyze that scenario for impacts on local roadways.

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5) It is apparent that these constraints to the widening of I-81 are extremely similar to the conditions in the Harrisonburg area which justify the Potential Corridor in a New Location consideration in that area. It is quite probable that due to the planned connections to several major east/west connections such as Route 7 and Route 50; that Route 37 would act as an outlet for those roadways which currently can only outlet to I-81 at its most constrained points in the area. The Win-Fred MPO strongly encourages consideration of proposed Rte 37 East to be considered as a "Potential Corridor on New Location" in a similar manner to that being considered for I-81 in the Harrisonburg area between Mileposts 243 and 251. In the event that proposed Rte 37 East is not considered or is deemed unacceptable for new corridor location, then improved Rte 37 West should be considered for new corridor location.

A motion was made by Mr. Deskins to incorporate the proposed changes to the "Draft Environmental Impact Statement" as discussed by the Technical Committee. Motion seconded by Mr. Wyatt. Motion carried.

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

Mr. Kerr stated that after the Management Team meeting there was a proposal to circulate the "shopping list" of local projects for additional technical assistance to find out if there were any other local projects that anyone wanted studied. Mr. Kerr stated that he did not receive any input from Stephens City, City of Winchester or Frederick County on any additional proposed projects. He stated that Mr. Ball had sent him information on the Freight Study and a work task was created for the study. Discussion continued in reference to work activities to be included in the FY 2006-2007 Unified Planning Work Program. Committee discussed how to present carryover funds to the Policy Committee. The committee agreed to roll the 2004-2006 carryover funds together. Mr. Kerr will include a footnote explaining this.

During discussion, the committee agreed to include local technical assistance work task funded at \$80,000 to work on a project or projects designated by the MPO at a later date. The work could be completed by MPO staff, local jurisdiction staff, and/or a consultant.

The draft UPWP will be presented to the Policy Committee at the March meeting to be authorized for a public review period between March and April Policy Committee meetings.

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

The committee reviewed and discussed proposed highway projects presented by VDOT to be included in the draft FY2006-2008 Transportation Improvement Program (TIP). The committee requested that VDOT make a few changes and/or corrections to the list of proposed highway projects. Mr. Kerr also stated that the Transit Portion needs to be included in the FY 2006-2008 TIP. He stated that the VDPRT has come out with a new form that needs to be used. This information will be incorporated into the packet for public review.

After reviewing the proposed highway projects, the Technical Committee recommended that the Policy Committee authorize a public review period between the March and April meetings with final review and approval of the document at the April 2006 meeting.

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6. Review and Recommended Revisions to the Win-Fred MPO Highway Functional Classification Map

The committee tabled this item until the April Technical Committee meeting. Mr. Youmans requested that staff incorporate a note in the staff report to the Policy Committee that the Technical Committee is reviewing the map.

7. Other Business

Mr. Ball updated the committee on the Freight Survey. He handed out copies of the survey to the committee. Staff will enter the survey results into a spreadsheet provided by VDOT.

Mr. Ball stated that VDOT Central Office is doing a Statewide Multi-Modal Freight Study over the next two years. He stated that proposals are being solicited.

Mr. Ball announced that there is a three day course being offered on Multi-Modal Freight Forecasting.

Meeting adjourned at 11:50AM

**Winchester -Frederick County ("Win-Fred") MPO
TECHNICAL Advisory Committee Meeting Minutes**

April 4, 2006 - 10:00 a.m.

Timbrook Public Safety Building, 3rd Floor Community Meeting Room

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 and Mr. Gary Lofton.

Absent: Mr. Jack Apostolides, Mr. Patrick Barker, Mr. Jim Deskins, Ms. Dale Lehnig, Ms. Renny Manual, Mr. Lewis Parsley, Mr. Ivan Rucker, Mr. Kris Tierney, Ms. Renee Wells and Mr. Evan Wyatt.

Others present: Mr. John Bishop and Mr. Chuck DeHaven.

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

1. Administrative Items:

- a) Welcome and Introductions – Chairman Youmans welcomed everyone to the meeting.
- b) Review and Approval of the Minutes of the 3/17/2006 TAC Meeting

A motion was made by Mr. Lofton to approve the minutes of the March 17, 2006 Technical Advisory Committee meeting. Motion seconded by Mr. Copp. Motion carried.

- c) Staff report of Policy Committee meeting actions

The committee reviewed the report; no action required.

- d) Review and Recommendation on a proposed maintenance agreement with VHB, Inc. to assist staff in maintaining the Win-Fred MPO web site

After discussing several different options in reference to updating the Win-Fred MPO website, **a motion was made by Mr. Lofton that staff will work with Mr. Lawrence in reference to updating the Win-Fred MPO website with a staff training session in an HTML Editing Program. Motion seconded by Mr. Lawrence. Motion carried.**

- e) Review and Recommendations on Resolution authorizing the Secretary-Treasurer to file a FTA Sec. 5303 grant application with DRPT

Mr. Kerr briefly reviewed the resolution with the committee. After discussion, **a motion was made by Mr. Lofton to recommend approval to the Policy Committee for the proposed resolution Authorizing the Secretary-Treasurer to File a FTA Sect. 5303 Grant Application with the Virginia Department of Rail & Public Transportation (DRPT). Motion seconded by Mr. Lawrence. Motion carried.**

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- f) Review and Recommendations on FY 2006 3rd Quarter Progress Report and Invoices to VDOT and DRPT

Mr. Kerr stated that he was not able to prepare the report and invoices before the meeting because of a conflict with the timesheet deadline. He suggested emailing the Technical Advisory Committee members a copy of the package once it has been completed. The committee continued discussion in reference to their role in approving the invoices packets. Mr. Lawrence suggested that the Technical Advisory Committee review the emailed FY 2006 3rd Quarter Progress Report and Invoice package and provide comments and/or recommendations by April 11, 2006 to Mr. Kerr. Discussion continued in reference to how staff hours have been allocated to the different MPO projects. Mr. Dehaven stated that he would try and get a better understanding as to what type of information the Policy Committee is looking for and report that information to the Technical Committee.

2. Public Comment Period – None reported.

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

Mr. Kerr stated that the Policy Committee has requested staff to prepare a list of key points to be presented by the Secretary-Treasurer at the April 18th public hearing. After presenting the key points at the public hearing, the Policy Committee has requested that a detailed set of comments and recommendations be prepared and submitted to VDOT by the deadline for written comments after the public hearing (10 days).

The committee reviewed and made a few revisions to the bulleted list of talking points outlining comments and recommendations on the Draft Environmental Impact Statement. Discussion continued in reference to the April 18th public hearing. After discussion, **a motion was made by Mr. Lawrence that instructed staff to circulate the final list of points to the Policy Committee for review and comment prior to the public hearing on April 18th. Motion seconded by Mr. Lofton. Motion carried.**

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

Mr. Kerr stated that the draft of the UPWP was reviewed by the Policy Committee at their March meeting. After the Policy Committee review, the committee approved the public review period and requested the Technical Advisory Committee to submit recommendations back to the Policy Committee regarding the project or projects to be selected for work under Task 6, Local Technical Assistance.

The committee discussed the local technical assistance work task 6 and determined the top 3 priority local projects to be funded. Following are the top 3 selected by the technical committee:

A motion was made by Mr. Lawrence to select the following project as a top priority under “Access Management Studies”. Motion seconded by Mr. Lofton. Motion carried.

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- #1 Route 11 – Bellview Drive (Winchester) to S. of Stephens City (Family Drive-In)

A motion was made by Mr. Lawrence to select the following project as a top priority under “Intersections Identified for Improvement in the Vision Plan”. Motion seconded by Mr. Copp. Motion carried.

- #2 Project 24 – Route 37/Route 11/Shady Elm Interchanges

A motion was made by Mr. Lawrence to select the following project as a top priority under “Study of Top Crash Locations Identified in the 2030 Long Range Plan.” Motion seconded by Mr. Lofton. Motion carried.

- #3 Pleasant Valley/Featherbed Lane

The committee agreed not to prioritize the “Alternative Modes” category and wait for the outcome of existing studies.

The committee agreed to add the following project under “Access Management Studies”:

- Route 277 – West side of Stephens City to Double Tollgate

A motion was made by Mr. Copp to accept the following top priority projects for Work Task 6: Local Technical Assistance for recommendation and approval to the Policy Committee:

- #1 Route 11 – Bellview Drive (Winchester) to S. of Stephens City (Family Drive-In)
- #2 Project 24 – Route 37/Route 11/Shady Elm Interchanges
- #3 Pleasant Valley/Featherbed Lane

Motion seconded by Mr. Lawrence. Motion carried.

Mr. Lawrence questioned the amount of money allocated to Work Task 2: Transportation Improvement Program. He feels that \$18,067 allocated is high for that work task. Mr. Kerr stated that he has allocated more money in the task because of a probability of more extensive work that will need to be done under this task as a result of VDOT using more federal money for maintenance projects.

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

Mr. Kerr stated that the Policy Committee authorized the Public Review period for the draft TIP. Mr. Kerr stated that there have been no public comments thus far. After a brief discussion, **a motion was made by Mr. Lawrence that the Technical Advisory Committee recommend final approval of the FY 2006-2008 Transportation Improvement Program to the Policy Committee. Motion seconded by Mr. Lofton. Motion carried.**

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6. Review and Recommended Revisions to the Win-Fred MPO Highway Functional Classification Map – Draft map previously e-mailed

Mr. Kerr stated that the TAC tabled this item at the March meeting and requested that the matter be placed on the April meeting agenda. The TAC needs to prepare recommended changes to the map to be reviewed and approved by the Policy Committee. Changes include reclassification of highways already on the approved map and the addition of new highways and their classification not shown on the approved map.

After a brief discussion, a decision was made that Frederick County will make a recommendation to the Technical Advisory Committee before the next scheduled TAC meeting in reference to this item. The committee will also need a recommendation from Mr. Evan Wyatt, the Stephens City representative.

7. Other Business – The next TAC meeting is tentatively scheduled for May 2, 2006.

Meeting adjourned at 11:40 P.M.

**Winchester -Frederick County ("Win-Fred") MPO
Technical Advisory Committee Meeting Minutes
May 2, 2006 - 10:00 a.m.
Timbrook Public Safety Building, 3rd Floor Community Meeting Room**

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

Absent: Mr. Jack Apostolides, Mr. Bob Ball, Mr. Patrick Barker, Mr. Jim Deskins, Ms. Renny Manual, Mr. Ivan Rucker, Mr. Ed Strawsnyder, Mr. Kris Tierney and Ms. Renee Wells.

Others present: Mr. John Bishop.

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 4/4/2006 Technical Advisory Committee Meeting

A motion was made by Mr. Copp to approve the minutes of the April 4, 2006 Technical Advisory Committee meeting as amended. Motion seconded by Mr. Lawrence. Motion carried.

- c) Staff report of Policy Committee meeting actions

Mr. Kerr briefly reviewed the report with the committee members. He stated that the I-81 Corridor Improvement Study Tier 1 Draft Environmental Impact Statement comments, recommendations and additional written statement were submitted to VDOT last week.

Mr. Kerr stated that the Bike and Pedestrian Mobility Plan kickoff meeting has been scheduled for Monday, May 8th at 9:30 a.m. in the Frederick County Board of Supervisors' Meeting Room.

- d) Review and Approval of FY 2006 3rd Quarter Progress Report and Invoices to VDOT and DRPT

Mr. Kerr stated that at the February 15, 2006 Policy Committee meeting, the committee requested staff to submit copies of the quarterly progress reports and invoices to the Technical Advisory Committee for review and recommendations to the Policy Committee. After review and approval by the Policy Committee, staff would then resubmit the progress reports and invoices to VDOT, DRPT, the City of Winchester, and Frederick County for payment.

Mr. Kerr stated that due to the end of the quarter (March 31st) being only one business day from the Technical Advisory Committee meeting (April 4th), staff was unable to prepare and enclose the invoices and progress report information in the meeting package. Staff e-mailed the information to the Technical Advisory Committee for review and approval after the Technical Advisory Committee. No problems, issues, or recommendations were submitted to staff and the invoices and progress report were submitted to the Policy Committee for review and approval. At the April 19th Policy Committee meeting, staff was instructed to resubmit the invoices and progress report information back to the Technical Advisory Committee for a review at an actual meeting.

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The committee discussed the format and content of the progress report and invoices. Mr. Youmans brought up for discussion forming a subcommittee to the Technical Advisory Committee to review future progress reports and invoices. The committee also discussed Mr. Kerr submitting a monthly progress report along with a quarterly report. The committee reviewed and discussed the progress report and invoices in more detail. The committee reached a consensus that staff will submit a monthly progress report to the Technical Advisory Committee for their review. Staff will continue to submit quarterly progress reports and invoices for review by the Technical Advisory Committee and review and approval by the Policy Committee. The committee agreed that staff will submit the monthly progress reports, which will include a compilation of hours charged and description of work that was done on the task. The committee agreed that the monthly progress report will be included in the Technical Advisory Committee's meeting packet. The committee agreed that if there is not a regularly scheduled Technical Advisory Committee meeting the monthly progress report will be emailed to the committee and included in the following meeting's packet. The committee continued review of the 3rd Quarter Progress Report and Invoices. During discussion, **a motion was made by Mr. Wyatt recommending paying the 3rd Quarter Invoices submitted. Motion seconded by Ms. Lehnig. Motion carried.**

2. Public Comment Period – None reported.

3. Review and Recommended Revisions to the Win-Fred MPO Highway Functional Classification Map

The Technical Advisory Committee tabled this item at the March meeting and requested that the matter be placed on the April meeting agenda. At the April meeting it was tabled again. The Technical Advisory Committee needs to prepare recommended changes to the map to be reviewed and approved by the Policy Committee. Changes include reclassification of highways already on the approved map and the addition of new highways and their classification not shown on the approved map.

Mr. Parsley gave a brief overview of the map. He stated that he is looking for any drastic changes that need to be made to the map. The committee discussed potential recommended changes to the map. Frederick County, City of Winchester and Stephens City will submit their recommended changes to Mr. Parsley. The committee agreed to submit the map to the Policy Committee for their approval at their June meeting. Mr. Parsley will have the map showing the recommended changes ready for the Technical Advisory Committee's meeting packet by May 30th.

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

Mr. Kerr stated that the Policy Committee has requested the staff and the Technical Advisory Committee to prepare a recommended timeline with milestones for the FY 2007 UPWP and present recommendations to the Policy Committee within 60 days. The committee discussed the format of the timeline. Mr. Youmans suggested that Mr. Kerr research Microsoft Project Software for help with creating the timeline of projects.

Mr. Kerr will create a draft of the timeline and email to the Management Team before the May 30th Technical Advisory Committee meeting mail out.

5. Other Business

The committee discussed the Win-Fred MPO website maintenance. **A motion was made by Mr. Lawrence with a recommendation to acquire the Dreamweaver Software for the Win-Fred MPO website maintenance. Motion seconded by Mr. Wyatt. Motion carried.**

Mr. Bishop brought up for discussion the cost of ordering additional Long Range Plan maps. Staff will check with local printers in reference to the cost of printing the map.

Mr. Bishop requested that a copy of the “draft” Technical Advisory Committee minutes be included in the Policy Committee meeting packet.

Meeting adjourned at 11:45 A.M.

**Winchester -Frederick County ("Win-Fred") MPO
Technical Advisory Committee Meeting Minutes
June 6, 2006 - 10:00 a.m.
Timbrook Public Safety Building, 3rd Floor Community Meeting Room**

Chairman Tim Youmans called the meeting to order at 10:00 a.m. The attendance for the meeting was as follows: Mr. Jerry Copp, Mr. Bob Ball, Mr. Tom Hoy for Mr. Gary Lofton, Mr. Eric Lawrence, and Mr. Lewis Parsley.

Absent: Mr. Jack Apostolides, Mr. Patrick Barker, Mr. Jim Deskins, Ms. Renny Manual, Mr. Ivan Rucker, Mr. Ed Strawsnyder, Mr. Kris Tierney, Ms. Renee Wells and Mr. Evan Wyatt.

Others present: Mr. John Bishop and Media Representatives from the Winchester Star.

Staff present: Mr. Steve Kerr.

1. Administrative Items:

- a) Welcome and Introductions – Chairman Tim Youmans welcomed everyone to the meeting.
- b) Review and Approval of the Minutes of the 5/2/2006 Technical Advisory Committee Meeting

The Minutes of the 5/2/2006 Technical Advisory Committee meeting were not approved due to a lack of a quorum.

- c) Review and recommendations on April-May 2006 Progress Report

Mr. Kerr reviewed the April-May Status Report with the committee. Chairman Youmans requested that the report show the percentage completed for each task. This report is for information purposes only.

2. Public Comment Period – None reported.

3. Review and Recommendations on Items from MPO Bicycle & Pedestrian Mobility Plan Steering Committee Kick-off Meeting

Mr. Kerr stated that the Steering Committee held its kick-off meeting with the consultant, Toole Design Group, Inc., on May 8, 2006. He stated that the materials developed from this meeting include an organization chart, milestone chart, mission and goals & objectives, and a proposed stakeholders group. The committee reviewed and discussed the materials. The committee agreed to add the following representatives to the Steering Committee: Matt Hott with Frederick County Parks and Recreation and Brad Veach with Winchester City Parks and Recreation. Discussion continued in reference to appointing members to the Steering Committee and List of Potential Stakeholders. Mr. Kerr will forward the updated information to the Policy Committee.

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4. Review and Recommended Revisions to the Win-Fred MPO Highway Functional Classification Map – Draft map previously e-mailed and hard copies handed out

The Technical Advisory Committee tabled this item at the March meeting and requested that the matter be placed on the April meeting agenda. At the April meeting it was tabled again. The Technical Advisory Committee reviewed it at the May meeting and needs to prepare final recommended changes to the map to be reviewed and approved by the Policy Committee.

Changes include reclassification of highways already on the approved map and the addition of new highways and their classification not shown on the approved map. Mr. Parsley reviewed the recommended changes with the committee. Mr. Bishop, on behalf of Frederick County, stated that Route 11 should be an Other Principal Arterial throughout the MPO study area. The Technical Advisory Committee reached consensus in reference to the Win-Fred MPO Highway Functional Classification Map with the caveat from Frederick County in reference to Route 11 included. Discussion continued in reference to the map.

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

Mr. Kerr stated that the Policy Committee has requested the staff and the Technical Advisory Committee to prepare a recommended timeline with milestones for the FY 2007 UPWP and present recommendations to the Policy Committee at their June meeting. The committee reviewed and discussed the proposed timeline and milestones chart. The Technical Advisory Committee suggested changes to incorporate in the milestones chart.

6. Other Business

The committee briefly discussed the next meeting date.

Meeting adjourned at 11:15 A.M.

**Winchester -Frederick County ("Win-Fred") MPO
Technical Advisory Committee Meeting Minutes
July 7, 2006 - 10:00 a.m.
Timbrook Public Safety Building, 3rd Floor Auxiliary Room**

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

Absent: Mr. Jack Apostolides, Mr. Bob Ball, Mr. Patrick Barker, Mr. Jim Deskins, Ms. Dale Lehnig, Mr. Gary Lofton, Ms. Renny Manual, Mr. Lewis Parsley, Mr. Ivan Rucker, Mr. Ed Strawsnyder and Ms. Renee Wells.

Staff present: Mr. Steve Kerr.

1. Administrative Items:

a) Welcome and Introductions – Chairman Tim Youmans welcomed everyone to the meeting.

b) Review and Approval of the Minutes of the 5/2/2006 Technical Advisory Committee Meeting

The Minutes of the 5/2/2006 Technical Advisory Committee meeting were not approved due to a lack of a quorum.

c) Review and Approval of the Minutes of the 6/6/2006 Technical Advisory Committee Meeting

The Minutes of the 6/6/2006 Technical Advisory Committee meeting were not approved due to a lack of a quorum.

d) Review and recommendations on FY 2005-2006 4th Quarter Progress Report and Invoices

Mr. Kerr reviewed the 4th Quarter Progress Report and Invoices with the committee. The committee discussed how Mr. Kerr could report hours worked more clearly in the progress report. Mr. Kerr will email a monthly summary cost table and a revised 4th Quarter Progress Report to the committee members by Wednesday, July 12, 2006.

2. Public Comment Period – None reported.

3. Review and Recommendations on RFP for Local Technical Assistance Projects

Mr. Kerr stated that Staff has compiled some examples of how an RFP was done for other similar projects. The Technical Advisory Committee agreed to recommend to the Policy Committee that two separate RFP's should be prepared. Chairman Youmans requested that Mr. Kerr present to the

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Policy Committee a proposal of forming a review team for the RFP's. The Policy Committee will determine the review process, evaluation criteria, and the review team. Discussion continued in reference to the process. Mr. Kerr will propose a draft RFP process for the next scheduled Technical Advisory Committee meeting for their review. The committee recommended that the review committee has a representative from each jurisdiction and VDOT.

4. Other Business

The Technical Advisory Committee agreed that the next scheduled meeting will be Tuesday, July 25th at 10AM.

Mr. Kerr handed out a packet from Mr. Ball titled "Notice of Proposed Rulemaking". Mr. Tierney requested that this item be placed on the July 25th meeting agenda.

Meeting adjourned 11 a.m.

**Winchester -Frederick County ("Win-Fred") MPO
Technical Advisory Committee Meeting Minutes
July 7, 2006 - 10:00 a.m.
Timbrook Public Safety Building, 3rd Floor Auxiliary Room**

Chairman Tim Youmans called the meeting to order at 10:00 a.m. The attendance for the meeting was as follows: Mr. Jerry Copp, Mr. Tom Hoy, Mr. Eric Lawrence, Mr. Kris Tierney and Mr. Evan Wyatt.

Absent: Mr. Jack Apostolides, Mr. Bob Ball, Mr. Patrick Barker, Mr. Jim Deskins, Ms. Renny Manual, Mr. Lewis Parsley, Mr. Ivan Rucker, Mr. Ed Strawsnyder and Ms. Renee Wells.

Staff present: Mr. Steve Kerr.

1. Administrative Items:

a) Welcome and Introductions – Chairman Tim Youmans welcomed everyone to the meeting.

b) Review and Approval of the Minutes of the 5/2/2006 Technical Advisory Committee Meeting

The Minutes of the 5/2/2006 Technical Advisory Committee meeting were not approved due to a lack of a quorum.

c) Review and Approval of the Minutes of the 6/6/2006 Technical Advisory Committee Meeting

The Minutes of the 6/6/2006 Technical Advisory Committee meeting were not approved due to a lack of a quorum.

d) Review and recommendations on FY 2005-2006 4th Quarter Progress Report and Invoices

Mr. Kerr reviewed the 4th Quarter Progress Report and Invoices with the committee. The committee discussed how Mr. Kerr could report hours worked more clearly in the progress report. Mr. Kerr will email a monthly summary cost table and a revised 4th Quarter Progress Report to the committee members by Wednesday, July 12.

2. Public Comment Period – None reported.

3. Review and Recommendations on RFP for Local Technical Assistance Projects

Mr. Kerr stated that Staff has compiled some examples of how an RFP was done for other similar projects. The Technical Advisory Committee agreed to recommend to the Policy Committee preparing two separate RFP's. Chairman Youmans requested that Mr. Kerr go to the Policy Board and propose a

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review team for the RFP's. The Policy Committee will determine the review process, evaluation criteria, and the review team. Discussion continued in reference to the process. Mr. Kerr will propose a draft RFP process for the next scheduled Technical Advisory Committee meeting for their review. The committee recommended that the review committee has a representative from each jurisdiction and VDOT.

4. Other Business

The next scheduled Technical Advisory Committee is scheduled for Tuesday, July 25th at 10AM.

Mr. Kerr handed out a packet from Mr. Ball Ball titled "Notice of Proposed Rulemaking". Mr. Tierney requested that this item be placed on the July 25th meeting agenda.

Meeting adjourned 11 a.m.

**Winchester -Frederick County ("Win-Fred") MPO
TECHNICAL ADVISORY Committee Meeting Minutes
July 25, 2006 - 10:00 a.m.
Timbrook Public Safety Building, 3rd Floor Community Meeting Room**

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. Patrick Barker, Mr. Jerry Copp, Mr. Eric Lawrence and Mr. Evan Wyatt.

Absent: Mr. John Bishop, Mr. Jim Deskins, Ms. Dale Lehnig, Mr. Tom Hoy, Ms. Renny Manual, Mr. Ivan Rucker, Mr. Ed Strawsnyder, Mr. Kris Tierney, Ms. Renee Wells and Ms. Felicia Woodruff.

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

1. Administrative Items:

a) Welcome and Introductions

Chairman Youmans welcomed everyone to the meeting.

b) Review and Approval of the Minutes of the following Technical Advisory Committee Meetings

- May 2, 2006
- June 6, 2006
- July 7, 2006

A motion was made by Mr. Lawrence to approve the minutes of the May 2, June 6 and July 7, 2006 Technical Advisory Committee meeting and for staff to poll the remaining committee members via email for approval. Motion seconded by Mr. Barker. Motion carried.

c) Review and Recommendations on Revised FY 2005-2006 4th Quarter Progress Report and Invoices

Mr. Kerr reviewed the revised FY 2005-2006 4th Quarter Progress Report with the committee. Mr. Kerr explained that the auditor for the Regional Commission reviewed the Commission's financial records and discovered a problem with the way time was summarized for the invoices. One of the reports was not totaling hours properly and impacted time for pay periods between fiscal years and quarters. The first two quarters were impacted, resulting in a significant number of hours either missing or counted twice. Staff is reviewing all invoices with the auditor and identifying revisions that need to be made. A table that outlines the revisions that have been calculated for the MPO invoices has been attached to the progress report and the adjustments will be incorporated into the 4th Quarter MPO invoices.

During discussion, a motion was made by Mr. Lawrence requesting a letter from the auditor supporting the revised numbers. Mr. Wyatt amended the motion to have Mr. Kerr research why the hours in Task 1 (162.00) do not match the hours under Staff Participation (145.00). Motion seconded by Mr. Copp. Motion carried.

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d) Review of Meeting Attendance, Bylaws, and Technical Advisory Committee Membership

A report was handed out by staff outlining the attendance for the past fiscal year. Discussion followed in reference to ways of improving attendance. The City of Winchester is in the process of replacing Ms. Renee Wells and Mr. Gary Lofton. VDRPT replaced Mr. Jack Apostolides with Ms. Felicia Woodruff. Mr. Kerr will confirm if Ms. Woodruff will be a voting member.

2. Public Comment Period – None reported.

3. Review and Recommendations on RFP for Local Technical Assistance Projects

Mr. Kerr stated that the July 7, 2006 meeting of the Technical Advisory Committee, staff was instructed to prepare a draft of a recommended procedure to outline how the local technical assistance projects would be implemented for review and approval by the Policy Committee. This procedure would generally cover formation of a steering committee, preparation of two Requests for Proposals (RFP), selection of the consultants, and administration of the projects.

Mr. Kerr briefly reviewed the outline of the procedure that staff developed for review and comment.

The committee recommended the following changes to staff:

Step 1- Formation of Steering Committee - Recommend to the Policy Committee the total number of representatives to serve on the Steering Committee.

Step 9 –Review and Finalize Agreements – Recommend that the Steering Committee reports directly to the Policy Committee with all recommendations in reference to the consultant selection.

Chairman Youmans requested that the Policy Committee be referred to as the Policy Board.

Mr. Kerr will make the changes and email to the Technical Committee members for review.

A copy of the revised timeline has been attached to the minutes.

4. Other Business – None reported.

Meeting adjourned at 11AM

**Winchester -Frederick County ("Win-Fred") MPO
TECHNICAL ADVISORY Committee Meeting Minutes
October 3, 2006 - 10:30 a.m.
Timbrook Public Safety Building, 3rd Floor Community Meeting Room**

Chairman Tim Youmans called the meeting to order at 10:30 a.m. The attendance for the meeting was as follows: Mr. Bob Ball, Mr. Patrick Barker, Mr. John Bishop, Mr. Jerry Copp, Mr. Jim Deskins, Mr. Eric Lawrence, Ms. Dale Lehnig, Mr. Craig Smith, Ms. Felicia Woodruff and Mr. Evan Wyatt.

Absent: Mr. Tom Hoy, Ms. Renny Manual, Mr. Ivan Rucker, Mr. Ed Strawsnyder and Mr. Kris Tierney.

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

1. Administrative Items:

- a) Welcome and Introductions – Chairman Tim Youmans welcomed everyone to the meeting. Two new committee members, Ms. Woodruff and Mr. Smith introduced themselves.
- b) Review and Approval of the Minutes of the following Technical Advisory Committee Meetings
 - May 2, 2006
 - June 6, 2006
 - July 7, 2006
 - July 25, 2006

A motion was made by Mr. Copp to approve the minutes of the May 2, June 6, July 7 and July 25, 2006 Technical Advisory Committee meetings. Motion seconded by Mr. Barker. Motion carried.

- c) Review and Recommendations on FY 2006-2007 1st Quarter Progress Report and Invoices

Mr. Kerr reviewed the FY 2006-2007 1st Quarter Progress Report and Invoices with the committee. The committee recommended approval subject to distribution of the Policy Committee finance report and the work completed status report to Technical Advisory Committee members for review prior to the Policy Committee meeting package being distributed. During discussion, **a motion was made by Mr. Bishop to approve the FY 2006-2007 1st Quarter Progress Report and Invoice subject to the committee's recommendations. Motion seconded by Mr. Wyatt. Motion carried.**

2. Public Comment Period – None reported.

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

Mr. Kerr stated that the Policy Committee has requested that the Technical Advisory Committee review the proposed VDOT process and make recommendations as to whether any changes would be appropriate to meet the needs of the Win-Fred MPO. The committee reviewed and discussed the proposed recommendations. During discussion, **a motion was made by Mr. Copp recommending that the Policy Committee follow VDOT's proposed process. Motion seconded by Mr. Deskins. Motion carried.**

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The committee requested that Mr. Kerr present to the Policy Committee the number of TIP amendments that were processed during the last 24 months.

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

Mr. Kerr stated that the Policy Committee has requested that the Technical Advisory Committee review the proposed VDOT strategies and make recommendations as to whether any changes would be appropriate to meet the needs of the Win-Fred MPO. Mr. Kerr and the committee reviewed and discussed Proposed VDOT Strategy to Implement Transportation Planning Requirements Contained in New Federal Legislation. During discussion, **a motion was made by Mr. Bishop to recommend adoption of the Proposed VDOT Strategy to Implement Transportation Planning Requirements Contained in New Federal Legislation (SAFETEA-LU) to the Policy Committee. Motion seconded by Ms. Lehnig. Motion carried. Mr. Wyatt opposed.**

5. Local Technical Assistance Project Status Report

Mr. Kerr reviewed the status of the MPO Local Technical Assistance Projects with the committee. He stated that the Steering Committee has been met twice. Mr. Kerr stated that VDOT has approved the funding for the Interchange Location study which includes part of the Route 11 Corridor. He stated that the Central Office has offered to provide the services of some of their staff to assist in preparing the remainder of the Route 11 Corridor Study. This is for information purposes only, no action required.

6. MPO Bicycle and Pedestrian Mobility Plan Progress Report

Mr. Kerr stated that the first Stakeholders Meeting was held on September 18, 2006. The consultant also attended the meeting. Approximately thirty people were invited representing twenty organizations which ten representatives attended. The consultant is currently doing field work in the area and is putting together a draft plan. A tentative public meeting is being planned for November in which draft recommended projects and improvement areas could be presented to the public for review and comment. Mr. Kerr will keep the committee updated on the progress.

7. Other Business

The committee discussed issues regarding meeting quorum requirements. The committee members agreed that since a quorum was met for this meeting, the committee will concentrate on attendance for future meetings. If attendance requirements cannot be met, then the committee will look at possible changes to quorum requirements.

Following are possible changes that were discussed:

- Reduce number needed for a quorum
- Recommend to Policy Board to amend by-laws to allow videoconferencing or electronic devices to meet quorum
- If quorum is not met for two consecutive meetings, allow issues to be voted on by members who are present at the following meeting
- Quorum consisting of five people: Two representatives each from the City and County and a representative from Stephens City

Meeting adjourned at 12:05 P.M.

**Winchester -Frederick County ("Win-Fred") MPO
TECHNICAL ADVISORY Committee Meeting Minutes
November 7, 2006 - 10:00 a.m.
Timbrook Public Safety Building, 3rd Floor Community Meeting Room**

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. John Bishop, Mr. Jerry Copp, Mr. Jim Deskins, Mr. Perry Eisenach, Mr. Eric Lawrence, Mr. Craig Smith and Mr. Evan Wyatt.

Absent: Mr. Bob Ball, Mr. Tom Hoy, Ms. Renny Manual, Mr. Ivan Rucker, Mr. Ed Stawsnyder and Mr. Kris Tierney.

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

1. Administrative Items:

- a) Welcome and Introductions – Chairman Tim Youmans welcomed everyone to the meeting. Everyone welcomed Mr. Perry Eisenach who replaced Ms. Dale Lehnig.
- b) Review and Approval of the Minutes of the October 3, 2006 Technical Advisory Committee Meeting

The committee discussed
- c) Review of Monthly Status Report
- d) Review and Recommendations to Policy Board on Policy to Ensure TAC Meeting Quorum is Achieved for Each Meeting (By-Laws attached for reference)
- e) Review and Recommendations to Policy Board on a Setting up a Quarterly Meeting Schedule for Policy Board Meetings

2. Public Comment Period

3. Local Technical Assistance Project Status Report

Staff will review the results of the October 16 and 30, 2006 meetings of the Local Technical Assistance Project Steering Committee meeting with the TAC.

4. MPO Bicycle and Pedestrian Mobility Plan Progress Report

Staff will update the TAC on the progress of the project. A citizen's information meeting has been scheduled for November 13, 2006. (See enclosed information flyer and newspaper ad)

5. Other Business

6. Adjournment

**Winchester -Frederick County ("Win-Fred") MPO
TECHNICAL ADVISORY Committee Meeting Minutes
November 7, 2006 - 10:00 a.m.
Timbrook Public Safety Building, 3rd Floor Auxiliary Conference Room**

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. John Bishop, Mr. Jerry Copp, Mr. Jim Deskins, Mr. Perry Eisenach, Mr. Eric Lawrence, Mr. Craig Smith and Mr. Evan Wyatt.

Absent: Mr. Bob Ball, Mr. Tom Hoy, Ms. Renny Manual, Mr. Ivan Rucker, Ms. Felicia Woodruff and Mr. Kris Tierney.

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

1. Administrative Items:

- a) Welcome and Introductions – Chairman Tim Youmans welcomed everyone to the meeting. Everyone welcomed Mr. Perry Eisenach who replaced Ms. Dale Lehnig.
- b) Review and Approval of the Minutes of the October 3, 2006 Technical Advisory Committee Meeting

The committee requested that Ms. Taylor expand the discussion in reference to the quorum discussion under “Other Business”. She will email the summarization to the committee members.

A motion was made by Mr. Copp to approve the minutes of the October 3, 2006 as amended. Motion seconded by Mr. Wyatt. Motion carried.

- c) Review of Monthly Status Report

Mr. Kerr briefly reviewed the monthly status report with the committee. This report for information purposes only.

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

The committee reviewed and discussed By-Law Article VII, Paragraph 1 – Technical Committee. Discussion began in reference to Stephens City being permitted to designate an alternate member. The committee also discussed having two representatives from the City and County, one from Stephens City and one from the State to meet quorum. The committee discussed allowing proxy votes versus having an alternate member represent an organization. The committee agreed that they prefer an alternate member rather than allowing proxy votes.

During the discussion **a motion was made by Mr. Lawrence that a meeting quorum shall be established by two (2) members from the CITY, two (2) members from the COUNTY, one (1) member from the TOWN, and one (1) member from the STATE being present. The TOWN shall be permitted to designate an alternate member for a Technical Advisory Committee meeting. Motion seconded by Mr. Deskins. Motion carried.**

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- e) Review and Recommendations to Policy Board on a Setting up a Quarterly Meeting Schedule for Policy Board Meetings

The committee discussed the pros and cons in reference to the Policy Board meeting on a quarterly basis and how that would have an affect on items that need to be voted on by the Policy Board such as grant applications that would need to be endorsed by the board. Mr. Bishop suggested that the Technical Advisory Committee does not make a recommendation to go to quarterly meetings but highlight the issues that will be affected. The committee suggested that the Policy Board schedule quarterly meetings with a caveat that special meetings may need to be called throughout the year. The committee also discussed the affect a quarterly Policy meeting would have on the approval of invoices. Mr. Kerr stated that he will devise a list of pros and cons for the Policy Board to review.

A motion was made by Mr. Bishop tasking Staff to work with VDOT to create a schedule of deadlines, develop a list of pros and cons and a meeting schedule of comparably sized MPO's to submit to the Technical Advisory Committee at their December meeting for review. Motion seconded by Mr. Barker. Motion carried.

- 2. Public Comment Period – None reported.
- 3. Local Technical Assistance Project Status Report

Mr. Kerr reviewed the results of the October 16 and 30, 2006 meetings of the Local Technical Assistance Project Steering Committee meeting with the Technical Advisory Committee.

He stated that the recommendation from the Steering Committee is that both Scopes of Work go to the Policy Board for them to review and hopefully give authorization to proceed. The goal would be for VDOT to get HNTB under agreement and issue a notice to proceed effective December 1st with an August 30, 2007 completion date.

In reference to the Route 37/Shady Elm project, VDOT Central Office could follow the same schedule and be done by August 30, 2007.

The Steering Committee will meet with both consultants on a periodic basis to get progress report updates.

- 4. MPO Bicycle and Pedestrian Mobility Plan Progress Report

Mr. Kerr updated the committee on the progress of the project. The consultants have been working on draft recommendations for the plan and a map has been prepared that has recommendations as to where projects will be located. A citizens' information meeting has been scheduled for November 13, 2006 at Our Health in Winchester from 4pm-7pm. The consultants and staff will be present at the meeting to answer questions. The online survey is still open and an estimated 500 surveys have been completed. Information in reference to the meeting has been forwarded to all the study area committees, the steering committee, stakeholders group and any other interested groups plus newspaper ads have been running.

Once the meeting is done, the consultants will prepare a draft of the plan to be reviewed.

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Technical Advisory Committee Meeting Minutes
November 7, 2006
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5. Other Business

Mr. Kerr discussed with the committee ordering additional Long Range Plan maps. **A motion was made by Mr. Barker that staff should order 2,000 maps if the cost is below \$2,000. Motion seconded by Mr. Deskins. Motion carried.**

Mr. Bishop requested that an agenda item in reference to outstanding data not received from VHB be put on the next Technical Advisory Committee agenda.

Mr. Copp requested that at the next Technical Advisory Committee a discussion in reference to how to utilize the \$80,000 left in the Local Technical Assistance Projects. The Technical Advisory Committee requested that staff go back and review the proposed remaining projects and bring the list to the next scheduled meeting for review.

Meeting adjourned at 11:15AM.