



**Winchester-Fredrick County MPO
Policy Board Meeting Agenda
Frederick County Administrative Offices - First Floor Conference Room
107 N. Kent Street, Winchester, VA
March 21, 2018 - 10:00 a.m.**

1. ADMINISTRATIVE ITEMS (10 minutes)

- A. Adoption of Agenda
- B. Welcome and Introductions
- C. Review and approval of the Draft Minutes of the December 20, 2017 Policy Board Meeting **(Attached)**
- D. Financial Report **(Attached)**
- E. Draft March 6, 2018 Technical Advisory Committee Meeting Minutes **(Will be emailed)**
- F. Review and endorsement of a request for FTA Section 5310 and 5317 Grant assistance from the Shenandoah Area Agency on Aging (SAAA) - A representative from SAAA will give a brief presentation on the request. **(Attached)**

2. Public Comment Period

3. Presentation of the Draft WinTran Transit Development Plan (20 minutes) – VHB Consultants

Action: Motion of support that the consultant, VHB has completed the project scope of work.

4. Upcoming Meeting Schedule (5 minutes) (all meetings held at Frederick County Administrative Offices)

- Project Steering Committee: Immediately following March 21st Policy Board Meeting
- Technical Advisory Committee: April 3, 2018
- Policy Meeting: April 18, 2018

5. VDOT/DRPT/Staff Updates (10 minutes)

6. Other Business (5 minutes)

7. Adjournment

Glossary of Acronyms on Next Page

Glossary of Acronyms

CAC- Citizen Advisory Committee- Serves as an advisory committee to the MPO Policy Board to solicit public input and provide citizen perspective on MPO projects. Conduct public hearings and public input sessions on selected projects at the direction of the Policy Board.

CLRP – Constrained Long Range Plan – A fiscally-constrained list of projects drawn from the Vision Plan element of the LRTP. All CLRP projects must have an estimated cost and a revenue source identified.

FHWA - Federal Highway Administration - Within the US Department of Transportation, FHWA is responsible for highway issues, including federal laws and regulations related to metropolitan transportation planning.

FTA - Federal Transit Administration- With in the US Department of Transportation, FTA is responsible for public transit issues, including federal laws and regulations related to metropolitan transportation planning.

FTA Section 5303 Funds - This program supports transit planning expenses to support cooperative, continuous, and comprehensive planning for making transportation investment decisions in metropolitan planning areas.

FTA Section 5310 - Transportation for Elderly Persons and Persons with Disabilities - The goal of the Section 5310 Program is to provide assistance in meeting the special transportation needs of elderly persons and persons with disabilities. The program is designed to supplement other FTA or assistance programs by funding transportation projects for elderly person and persons with disabilities in all areas – urbanized, small urban, and rural.

LRTP- Long Range Transportation Plan- Developed and approved by the MPO, the LRTP is a regional plan that includes all transportation projects and programs that the MPO realistically anticipates can be implemented over the next 25 years. LRTP's may include a VISION PLAN, which is a list of all projects (a “wish list”), but must also include a CLRP. In order to receive federal funding, transportation projects must be included in the LRTP and the TIP.

MAP-21 - Transportation Reauthorization Bill, Moving Ahead For Progress In The 21st Century Act (MAP-21).

MPO - Metropolitan Planning Organization - Federal transportation laws and regulations require the establishment of an MPO in every urbanized area of the U.S. with a population over 50,000. MPOs are responsible for meeting the federal metropolitan planning regulations for transportation.

STP Funds - STP funds are Federal Funds disbursed through State DOT's for Surface Transportation projects.

TAC- Technical Advisory Committee- Serves in an advisory capacity to the Policy Board of the MPO. The TAC works with MPO staff to formulate the UPWP, the LRTP, and provides technical review and assistance on numerous MPO projects undertaken as called out in the UPWP.

TIP - Transportation Improvement Program - Approved by the MPO Policy Board, it is a list of projects and programs that will be implemented over the next six years. In order to receive federal funding, transportation projects must be included in the Constrained Long Range Plan and the TIP. Amendments are major changes to a project included in the CLRP, TIP or STIP that are not Administrative Modifications.

UPWP – Unified Planning Work Program- MPOs must adopt and implement an annual work program and budget known as the Unified Planning Work Program (UPWP). The UPWP identifies all activities to be undertaken by the MPO during the fiscal year which begins July 1st and ends the following June 30th.

VDOT - Virginia Department of Transportation – The Agency responsible for statewide transportation facility planning, construction, and maintenance. VDOT is separate from the Virginia Department of Rail and Public Transportation (VDRPT).

VDRPT - Virginia Department of Rail and Public Transportation – The Agency under the Virginia Secretary of Transportation (as is VDOT) provides technical and financial assistance to Virginia's public transit.

AGENDA

1C DRAFT MINUTES

WIN-FRED METROPOLITAN PLANNING ORGANIZATION

Frederick County ❖ City of Winchester ❖ Town of Stephens City



400 Kendrick Lane, Suite E, Front Royal, Virginia 22630
Phone: 540-636-8800 ❖ Fax: 540-635-4147
www.winfredmpo.org

WinFred Metropolitan Planning Organization
Chairman John Willingham
DRAFT Policy Board Meeting Minutes
December 20, 2017

Frederick County Administrative Offices
First Floor Conference Room
107 North Kent Street, Winchester, Virginia

WinFred MPO Policy Board Member Jurisdiction Representatives					
	Frederick County		VDOT		Staff
✓	Charles DeHaven, Jr.		Randy Kiser	✓	Brandon Davis
✓	Judith McCann-Slaughter		Non-Voting Members	✓	John Madera
✓	Kris Tierney		Mack Frost, FHWA	✓	Karen Taylor
	Winchester		Tony Cho, FTA		Others
✓	John Hill		Ciara Williams, DRPT	✓	John Bishop
✓	Eden Freeman		Rusty Harrington, FAA		
	John Willingham		Alternates		
		✓	Bill Wiley (Winchester)		
	Stephens City		Perry Eisenach (Winchester)		
✓	Mike Majher	✓	Tim Youmans (Winchester)		
		✓	Mike Ruddy (Frederick)		
		✓	Terry Short (VDOT)		
			Terry Jackson (VDOT)		
			Ed Carter (VDOT)		
		✓	Cliff Balderson (VDOT)		
			Brad Reed (VDOT)		

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1. ADMINISTRATIVE ITEMS

- A. Adoption of Agenda- Motion made by Ms. McCann-Slaughter approving the agenda; motion seconded by Mr. Tierney. Motion carried.
- B. Welcome and Introductions - Vice-Chairman DeHaven welcomed everyone to the meeting.
- C. Review and approval of the Draft Minutes of the November 15, 2017 Policy Board Meeting – Motion made by Ms. McCann-Slaughter approving the minutes; motion seconded by Mr. Eden. Motion carried.
- D. Financial Report – Report provided for information only.
- E. Draft December 5, 2017 Technical Advisory Committee Meeting Minutes – Minutes provided for information only.

2. Public Comment Period – None reported.

3. Recommendation of Critical Urban Freight Corridors

Mr. Madera stated that VDOT Central Office is seeking input from MPOs on roads to be included in the State's 83 miles of Critical Urban Freight Corridors to focus federal resources for improving freight efficiency. He presented the corridors recommended by the Technical Advisory Committee. Mr. Madera stated that the corridors are not prioritized. Following a brief discussion, a motion was made by Mr. Tierney endorsing the Technical Advisory Committee's recommendation for Critical Urban Freight Corridors within the WinFred MPO boundary; motion seconded by Ms. McCann-Slaughter. Motion carried.

4. Upcoming Meeting Schedule (all meetings held at Frederick County Administrative Offices)

- Project Steering Committee: TBD
- Technical Advisory Committee: January Meeting Cancelled
- Policy Meeting: January Meeting Cancelled

5. VDOT/DRPT/Staff Updates

Mr. Short reported on Smart Scale – he will be meeting with communities this month in regards to projects they will be submitting. He reported that the Route 11 STARS study received the NTP and work is well underway.

Mr. Davis spoke in regards to I-81; he stated that the Chambers of Commerce in the Shenandoah Valley are expressing concerns and want to work with the three MPO's. He will keep the MPO up to date on this endeavor.

6. Other Business – None reported

Meeting adjourned at 10:30 a.m.

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AGENDA

1D FINANCIAL REPORT

WIN-FRED MPO FYE 2018 UPWP
Revenues & Fiscal Year to Date Expenses Summary by Task
July 1, 2017 through March 3, 2018 (FY 2018)

UPWP Tasks	% Split VDOT/ DRPT	Highway Funding				Transit Funding				Total 100% MPO Expenditures	UPWP Funding Remaining
		FHWA Planning 80%	State Match 10%	Local Match 10%	Subtotal Highway VDOT	FTA 5303 80%	State Match 10%	Local Match 10%	Subtotal Transit DRPT		
Task 1: Program Management and Administration Revenue	60/40	\$ 31,200.00	\$ 3,900.00	\$ 3,900.00	\$ 39,000.00	\$ 20,800.00	\$ 2,600.00	\$ 2,600.00	\$ 26,000.00	\$ 65,000.00	
NSVRC Administrative Expenses & Direct Costs		\$ (28,736.30)	\$ (3,592.04)	\$ (3,592.04)	\$ (35,920.37)	\$ (1,512.44)	\$ (189.05)	\$ (189.05)	\$ (1,890.55)	\$ (37,810.92)	
T1 Revenue Balance Remaining		\$ 2,463.70	\$ 307.96	\$ 307.96	\$ 3,079.63	\$ 19,287.56	\$ 2,410.95	\$ 2,410.95	\$ 24,109.45	\$ 27,189.08	41.8%
Task 2: Transportation Improvement Program (TIP)	50/50	\$ 1,000.00	\$ 125.00	\$ 125.00	\$ 1,250.00	\$ 1,000.00	\$ 125.00	\$ 125.00	\$ 1,250.00	\$ 2,500.00	
NSVRC Administrative Expenses & Direct Costs		\$ (121.25)	\$ (15.16)	\$ (15.16)	\$ (151.56)	\$ (6.38)	\$ (0.80)	\$ (0.80)	\$ (7.98)	\$ (159.54)	
T2 Revenue Balance Remaining		\$ 878.75	\$ 109.84	\$ 109.84	\$ 1,098.44	\$ 993.62	\$ 124.20	\$ 124.20	\$ 1,242.02	\$ 2,340.46	93.6%
Task 3: State/Federal Requested Work Tasks	50/50	\$ 3,000.00	\$ 375.00	\$ 375.00	\$ 3,750.00	\$ 3,000.00	\$ 375.00	\$ 375.00	\$ 3,750.00	\$ 7,500.00	
NSVRC Administrative Expenses & Direct Costs		\$ (4,774.92)	\$ (596.87)	\$ (596.87)	\$ (5,968.66)	\$ (530.55)	\$ (66.32)	\$ (66.32)	\$ (663.18)	\$ (6,631.84)	
T3 Revenue Balance Remaining		\$ (1,774.92)	\$ (221.87)	\$ (221.87)	\$ (2,218.66)	\$ 2,469.45	\$ 308.68	\$ 308.68	\$ 3,086.82	\$ 868.16	11.6%
Task 4: Public Mobility	0/100	N/A				\$ 23,200.00	\$ 2,900.00	\$ 2,900.00	\$ 29,000.00	\$ 29,000.00	
NSVRC Administrative Expenses & Direct Costs						\$ (2,212.82)	\$ (276.60)	\$ (276.60)	\$ (2,766.03)	\$ (2,766.03)	
Consultant Expenses						\$ (18,102.38)	\$ (2,262.80)	\$ (2,262.80)	\$ (22,627.97)	\$ (22,627.97)	
T4 Revenue Balance Remaining						\$ 2,884.80	\$ 360.60	\$ 360.60	\$ 3,606.00	\$ 3,606.00	12.4%
Task 5: Local Technical Assistance	100/0	\$ 16,000.00	\$ 2,000.00	\$ 2,000.00	\$ 20,000.00	N/A				\$ 20,000.00	
NSVRC Administrative Expenses & Direct Costs		\$ (618.09)	\$ (77.26)	\$ (77.26)	\$ (772.61)					\$ (772.61)	
Consultant Expenses		\$ -									
T5 Revenue Balance Remaining		\$ 15,381.91	\$ 1,922.74	\$ 1,922.74	\$ 19,227.39					\$ 19,227.39	96.1%
Task 6: Bicycle & Pedestrian Plan Development	0/100	N/A				\$ 34,682.00	\$ 4,335.00	\$ 4,335.00	\$ 43,352.00	\$ 43,352.00	
NSVRC Administrative Expenses & Direct Costs						\$ (2,315.62)	\$ (289.45)	\$ (289.45)	\$ (2,894.52)	\$ (2,894.52)	
T6 Revenue Balance Remaining						\$ 32,366.38	\$ 4,045.55	\$ 4,045.55	\$ 40,457.48	\$ 40,457.48	93.3%
Task 7: System Planning	95/5	\$ 257,906.00	\$ 32,238.00	\$ 32,238.00	\$ 322,382.00	\$ 14,342.00	\$ 1,793.00	\$ 1,793.00	\$ 17,928.00	\$ 340,309.00	
NSVRC Administrative Expenses & Direct Costs		\$ (11,797.06)	\$ (1,474.63)	\$ (1,474.63)	\$ (14,746.33)	\$ (620.90)	\$ (77.61)	\$ (77.61)	\$ (776.12)	\$ (15,522.45)	
Consultant Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
T7 Revenue Balance Remaining		\$ 246,108.94	\$ 30,763.37	\$ 30,763.37	\$ 307,635.67	\$ 13,721.10	\$ 1,715.39	\$ 1,715.39	\$ 17,151.88	\$ 324,786.55	95.4%
Task 8: Long Range Planning, Modeling, GIS and Data	90/10	\$ 14,400.00	\$ 1,800.00	\$ 1,800.00	\$ 18,000.00	\$ 1,600.00	\$ 200.00	\$ 200.00	\$ 2,000.00	\$ 20,000.00	
NSVRC Administrative Expenses & Direct Costs		\$ (12,381.45)	\$ (1,547.68)	\$ (1,547.68)	\$ (15,476.81)	\$ (1,375.72)	\$ (171.96)	\$ (171.96)	\$ (1,719.65)	\$ (17,196.46)	
T8 Revenue Balance Remaining		\$ 2,018.55	\$ 252.32	\$ 252.32	\$ 2,523.19	\$ 224.28	\$ 28.04	\$ 28.04	\$ 280.35	\$ 2,803.54	14.0%
TOTAL FY18 BUDGETED REVENUES		\$ 323,506.40	\$ 40,438.00	\$ 40,438.00	\$ 404,382.00	\$ 98,624.00	\$ 12,328.00	\$ 12,328.00	\$ 123,280.00	\$ 527,661.00	
TOTAL FY18 EXPENSES FISCAL YEAR TO DATE		\$ (58,429.08)	\$ (7,303.63)	\$ (7,303.63)	\$ (73,036.34)	\$ (26,676.80)	\$ (3,334.60)	\$ (3,334.60)	\$ (7,823.51)	\$ (106,382.34)	
TOTAL FY18 BUDGETED REVENUES REMAINING		\$ 265,077.32	\$ 33,134.37	\$ 33,134.37	\$ 331,345.66	\$ 71,946.80	\$ 8,993.60	\$ 8,993.40	\$ 89,933.80	\$ 421,278.66	

Fiscal Year to Date Staff Hours: July 1, 2017 - March 3, 2018

	TASK #1	TASK #2	TASK #3	TASK #4	TASK #5	TASK #6	TASK #7	TASK #8	TOTAL HOURS
Executive Assistant									
Executive Director	177.25				6.00				
Principal Planner	1.00		73.75		1.00	22.50	185.25	188.50	
Director of Finance & Administration	57.75								
Program Coordinator									
Sr. Project & Operations Manager	140.00	2.50		43.00	0.50	16.50			
GIS/Regional Planner II								24.00	
TOTAL HOURS FYTD	376.00	2.50	73.75	43.00	7.50	39.00	185.25	212.50	939.50

AGENDA

1F SAAA REQUEST



December 4, 2017

Win-Fred Metropolitan Planning Organization
Attention: Karen Taylor
400 Kendrick Lane, Suite E
Front Royal, VA 22630

Dear Karen:

Shenandoah Area Agency on Aging (SAAA) is seeking both capital assistance and operational funding from the Commonwealth of Virginia through the FTA Section 5310 Program to purchase replacement vehicles and to continue the WellTran Program. As part of the application process, we are required to notify our Metropolitan Transportation Planning Organization (MPO) and request that the project be included in the annual element of the Transportation Improvement Program (TIP). We are requesting funds to purchase 4 new vehicles, which will be replacements for 10-year-old high mileage vehicles that have reached the end of their maintainable life cycle. SAAA is requesting funding to purchase two 15-passenger buses with lifts for Senior Center Transportation and two 5 passenger minivans with ramps for the WellTran Program. The total cost of the capital project is approximately \$210,000. The federal grant provides 80 percent, or \$168K and SAAA is responsible for the 20 percent balance of \$42k. We are also requesting operational funds (previously FTA5317) for the continuation of the WellTran Program.

The requested operating funds make possible continuation of the WellTran Door-to-Door On-Demand Transportation services throughout Planning District-7 including the urbanized area of Winchester. WellTran safely provided 11,796 one-way-rides during FY2017 including 4,297 rides for 350 residents of Winchester and Frederick County, for medical appointments, recurring treatments, grocery shopping, college classes, and other personal needs.

We greatly appreciate your strong support through the years and now we ask once again for the help of the Win-Fred Metropolitan Organization.

Please send documentation, by February 1, 2018, that the project has been or will be included in the TIP to the address listed below:

Department of Rail and Public Transportation
600 East Main Street, Suite 2102
Richmond VA, 23219-2416
Attention: Andrew Riddle, AICP, Transit Program Manager

This information is required for our application to be considered for approval and I truly appreciate your assistance in this matter. I look forward to an opportunity, as in years past, to present additional information at your convenience.

Thank you and please contact me for any additional information that you might require. My direct number is (540) 551-5705 or you may send email at R.Haas@shenandoahaaa.com.

Sincerely,

A handwritten signature in blue ink that reads "Robert D. Haas".

Robert D. Haas
Director of Transportation
Shenandoah Area Agency on Aging