

Policy Board Meeting Agenda
Frederick County Administrative Offices - First Floor Conference Room
107 N. Kent Street, Winchester, VA
April 18, 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 and April 3, 2018 Technical Advisory Committee Meeting Minutes – Provided for information only – no action requested **(Attached)**
- 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 (15 minutes) – VHB Consultants

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

4. Draft FY19 Unified Planning Work Program (UPWP) Items (15 minutes)–Karen Taylor/John Madera

Staff will discuss the proposed work tasks for the FY19 UPWP. The tasks are currently being reviewed and vetted by the Technical Advisory Committee.

Action: None requested.

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

- Project Steering Committee: TBD
- Technical Advisory Committee: May 1, 2018
- Policy Meeting: May 16, 2018

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

7. Other Business (5 minutes)

8. 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.

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.

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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.

ITEM 1B

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)		

**Winchester-Frederick County MPO
Policy Board Meeting Minutes
Frederick County Administrative Offices - First Floor Conference Room
107 N. Kent Street, Winchester, VA
December 20, 2017 - 10:00 a.m.**

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

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AGENDA

ITEM1D FINANCIAL REPORT

WIN-FRED MPO FYE 2018 UPWP
Revenues & Fiscal Year to Date Expenses Summary by Task
July 1, 2017 through March 31, 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		\$ (34,809.90)	\$ (4,351.24)	\$ (4,351.24)	\$ (43,512.38)	\$ (1,832.10)	\$ (229.01)	\$ (229.01)	\$ (2,290.13)	\$ (45,802.50)	
T1 Revenue Balance Remaining		\$ (3,609.90)	\$ (451.24)	\$ (451.24)	\$ (4,512.38)	\$ 18,967.90	\$ 2,370.99	\$ 2,370.99	\$ 23,709.88	\$ 19,197.50	29.5%
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		\$ (120.64)	\$ (15.08)	\$ (15.08)	\$ (150.80)	\$ (6.35)	\$ (0.79)	\$ (0.79)	\$ (7.94)	\$ (158.74)	
T2 Revenue Balance Remaining		\$ 879.36	\$ 109.92	\$ 109.92	\$ 1,099.20	\$ 993.65	\$ 124.21	\$ 124.21	\$ 1,242.06	\$ 2,341.26	93.7%
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		\$ (4,970.74)	\$ (621.34)	\$ (621.34)	\$ (6,213.42)	\$ (552.30)	\$ (69.04)	\$ (69.04)	\$ (690.38)	\$ (6,903.80)	
T3 Revenue Balance Remaining		\$ (1,970.74)	\$ (246.34)	\$ (246.34)	\$ (2,463.42)	\$ 2,447.70	\$ 305.96	\$ 305.96	\$ 3,059.62	\$ 596.20	7.9%
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						\$ (2,539.98)	\$ (317.50)	\$ (317.50)	\$ (3,174.97)	\$ (3,174.97)	
Consultant Expenses						\$ (18,102.38)	\$ (2,262.80)	\$ (2,262.80)	\$ (22,627.97)	\$ (22,627.97)	
T4 Revenue Balance Remaining						\$ 2,557.65	\$ 319.71	\$ 319.71	\$ 3,197.06	\$ 3,197.06	11.0%
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		\$ (1,098.73)	\$ (137.34)	\$ (137.34)	\$ (1,373.41)					\$ (1,373.41)	
Consultant Expenses		\$ -									
T5 Revenue Balance Remaining		\$ 14,901.27	\$ 1,862.66	\$ 1,862.66	\$ 18,626.59					\$ 18,626.59	93.1%
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						\$ (3,529.51)	\$ (441.19)	\$ (441.19)	\$ (4,411.89)	\$ (4,411.89)	
T6 Revenue Balance Remaining						\$ 31,152.49	\$ 3,893.81	\$ 3,893.81	\$ 38,940.11	\$ 38,940.11	89.8%
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		\$ (15,399.45)	\$ (1,924.93)	\$ (1,924.93)	\$ (19,249.31)	\$ (810.50)	\$ (101.31)	\$ (101.31)	\$ (1,013.12)	\$ (20,262.43)	
Consultant Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
T7 Revenue Balance Remaining		\$ 242,506.55	\$ 30,313.07	\$ 30,313.07	\$ 303,132.69	\$ 13,531.50	\$ 1,691.69	\$ 1,691.69	\$ 16,914.88	\$ 320,046.57	94.0%
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		\$ (12,386.14)	\$ (1,548.27)	\$ (1,548.27)	\$ (15,482.67)	\$ (1,376.24)	\$ (172.03)	\$ (172.03)	\$ (1,720.30)	\$ (17,202.97)	
T8 Revenue Balance Remaining		\$ 2,013.86	\$ 251.73	\$ 251.73	\$ 2,517.33	\$ 223.76	\$ 27.97	\$ 27.97	\$ 279.70	\$ 2,797.03	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		\$ (68,785.59)	\$ (8,598.20)	\$ (8,598.20)	\$ (85,981.99)	\$ (28,749.35)	\$ (3,593.67)	\$ (3,593.67)	\$ (8,896.83)	\$ (121,918.68)	
TOTAL FY18 BUDGETED REVENUES REMAINING		\$ 254,720.81	\$ 31,839.80	\$ 31,839.80	\$ 318,400.01	\$ 69,874.25	\$ 8,734.53	\$ 8,734.33	\$ 87,343.11	\$ 405,742.32	

Fiscal Year to Date Staff Hours: July 1, 2017 - March 31, 2018

	<u>TASK #1</u>	<u>TASK #2</u>	<u>TASK #3</u>	<u>TASK #4</u>	<u>TASK #5</u>	<u>TASK #6</u>	<u>TASK #7</u>	<u>TASK #8</u>	<u>TOTAL HOURS</u>
Executive Assistant									
Executive Director	203.75				6.00				209.75
Principal Planner	4.50		77.50		8.50	41.50	244.50	189.50	566.00
Director of Finance & Administration	68.00								68.00
Program Coordinator									
Sr. Project & Operations Manager	200.50	2.50		49.50	0.50	16.50			269.50
GIS/Regional Planner II								24.00	24.00
TOTAL HOURS FYTD	476.75	2.50	77.50	49.50	15.00	58.00	244.50	213.50	1137.25

AGENDA

ITEM 1E

WinFred 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

www.winfredmpo.org

Technical Advisory Committee Minutes: March 6, 2018 @ 10 a.m.

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

Member Jurisdiction Representatives					
	Frederick County		VDRPT		Staff
✓	Patrick Barker	✓	Ciara Williams	✓	Brandon Davis
✓	John Bishop		Todd Horsley	✓	John Madera
✓	Mike Ruddy		Winchester Airport	✓	Becky Sandretzky
	Kris Tierney		Serena 'Renny' Manuel		
	Stephens City		Winchester Transit		Others
	Mike Majher	✓	Renee Wells	✓	Jay Tibbs, Frederick Co.
	VDOT		Winchester		
✓	Terry Short	✓	Perry Eisenach		
	Non-Voting	✓	Justin Hall		
	Mack Frost, FHWA	✓	Tim Youmans		
	Tony Cho, FTA	✓	Shawn Hershberger		
	Rusty Harrington, VA Dept. of Aviation				

**Winchester Frederick County (WinFred) MPO
TECHNICAL ADVISORY COMMITTEE (TAC) Meeting Minutes
March 6, 2018 - 10:00 a.m.
Frederick County Administrative Offices - First Floor Conference Room
107 N. Kent Street, Winchester, VA**

1. Administrative Items:

- a) Welcome and Introductions – Chairman Youmans welcomed everyone to the meeting.
- b) Review and approval of the December 5, 2017 Technical Advisory Committee Meeting Minutes
Motion made by Mr. Eisenach approving the minutes; motion seconded by Mr. Tibbs. Motion carried.

2. Public Comment Period – None reported.

3. Staff proposals for FY 2019 UPWP tasks

Mr. Davis and Mr. Madera brought up for discussion FY2019 UPWP proposed work tasks (PPT Attached) – Safety and Freight Studies. The Committee discussed at length. Mr. Short suggested that staff work with Mr. Barker in regards to selecting stakeholders for the study. Mr. Barker stated that prior to speaking with stakeholders, the committee needs to have a set of clear goals and final expectation of the study. Staff brought up discussion in regards to working with the Shenandoah Valley Traffic Club. The committee agreed that before meeting with this group, a goal of what the MPO is trying to solve needs to be made clear.

Mr. Davis brought up for discussion possibly hiring an additional MPO Planner. He stated that this position would have a unique MPO planning skill set. He stated there is no rush on deciding this. He will draft a job description and send to Mr. Short and Mr. Youmans for review.

The draft FY19 UPWP will be presented to the TAC and Policy Board in April.

4. Overview of candidate projects for SMART SCALE applications

The committee discussed the following candidate projects for Smart Scale:

- Route 11 North widening – Old Charlestown Road, 6 lanes including turning lanes
- 317 North ramp realignments across from Red Bud Road
- 522 North, Costello Drive adding another left turning lane
- Shawnee and Opequen intersection improvements
- Exit 307 ramp improvement project

Mr. Short said he is working with County and City staff to refine project scopes in preparation for application.

5. Upcoming Meeting Schedule (Meetings are held at the Frederick County Administrative Offices):

- Project steering Meeting: TBA
- Policy Board: March 12, 2018
- Technical Advisory Committee: April 3, 2018

6. VDOT/DRPT Updates

- VDOT – Full portal training was held last week: posted online on smart portal.

7. Staff Project Updates – None reported.

8. Other Business – None reported.

Meeting adjourned at 11:00 a.m.

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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.

CMAQ- Congestion Mitigation and Air Quality Improvement (CMAQ) Program was implemented to support surface transportation projects and other related efforts that contribute air quality improvements and provide congestion relief.

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HSIP - Highway Safety Improvement Program - The overall purpose of this program is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads through the implementation of infrastructure-related highway safety improvements.

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The FAST Act - On December 4, 2015, President Obama signed the Fixing America's Surface Transportation (FAST) Act (Pub. L. No. 114-94) into law—the first federal law in over a decade to provide long-term funding certainty for surface transportation infrastructure planning and investment. The FAST Act authorizes \$305 billion over fiscal years 2016 through 2020 for highway, highway and motor vehicle safety, public transportation, motor carrier safety, hazardous materials safety, rail, and research, technology, and statistics programs. The FAST Act maintains our focus on safety, keeps intact the established structure of the various highway-related programs we manage, continues efforts to streamline project delivery and, for the first time, provides a dedicated source of federal dollars for freight projects. With the enactment of the FAST Act, states and local governments are now moving forward with critical transportation projects with the confidence that they will have a federal partner over the long term.

NHPP- National Highway Performance Program - The NHPP provides support for the condition and performance of the National Highway System (NHS), for the construction of new facilities on the NHS, and to ensure that investments of Federal-aid funds in highway construction are directed to support progress toward the achievement of performance targets established in a State's asset management plan for the NHS.

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FY '19 UPWP Project Ideas

CLRP 2040

Safety Study & Plan

Freight Program

State & Federal Tasks

Local Technical Assistance

Scope

- PSC reviews no-build model, defines projects
- VDOT estimates project costs
- Consultant scores individual projects through SMART SCALE
- Consultant runs build model, compares results w/ no-build
- Scenarios – optional (strategies, travel demand, socioeconomic, funding)

CLRP 2040

Scope: Analysis

- MPO – wide
- 5 years, 7,000 crashes
- Black spots
- Systemic issues
- Behavior

Safety Study & Plan

Scope: Recommendations

- Evidence-based
- Engineering (capital projects)
- Education
- Enforcement

Safety Study & Plan

Value

- SMART SCALE, HSIP points – more competitive projects
- New metro planning stakeholders (law enforcement, DMV)
- Saved lives and property; fewer injuries

Safety Study & Plan

Scope

- Meet w/ regional freight stakeholders
- Re-scope North Winchester Area Plan

Freight Program

Scope

- Joint agreement on performance management processes
- Adopt performance targets
 - Pavement & bridge condition
 - Highway performance
 - WinTran asset condition
 - WinTran safety (optional)

State & Federal Tasks

Scope

- New hire, based in Winchester
 - Small-scale project technical analysis
 - Project implementation & funding

Local Technical Assistance

Your thoughts?

WinFred 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

www.winfredmpo.org

Draft Technical Advisory Committee Minutes: April 3, 2018 @ 10 a.m.

**Frederick County Administrative Offices
107 North Kent Street, Winchester, VA
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Member Jurisdiction Representatives					
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✓	John Bishop		Todd Horsley	✓	John Madera
✓	Mike Ruddy		Winchester Airport	✓	Karen Taylor
✓	Jay Tibbs		Serena 'Renny' Manuel		
	Stephens City		Winchester Transit		Others
	Mike Majher		Renee Wells		
	VDOT		Winchester		
✓	Terry Short	✓	Perry Eisenach		
	Non-Voting	✓	Justin Hall		
	Mack Frost, FHWA	✓	Tim Youmans		
	Tony Cho, FTA	✓	Shawn Hershberger		
	Rusty Harrington, VA Dept. of Aviation				

Winchester Frederick County (WinFred) MPO
Draft TECHNICAL ADVISORY COMMITTEE (TAC) Meeting Minutes
April 3, 2018 - 10:00 a.m.
Frederick County Administrative Offices - First Floor Conference Room
107 N. Kent Street, Winchester, VA

1. Administrative Items:

- a) Welcome and Introductions – Chairman Youmans welcomed everyone to the meeting.
- b) Review and approval of the March 6, 2018 Technical Advisory Committee Meeting Minutes – Motion to approve minutes made by Mr. Ruddy; seconded by Mr. Short. Motion carried.

2. Public Comment Period – None reported.

3. Review of the Draft FY19 Unified Planning Work Program (UPWP)

Ms. Taylor and Mr. Madera presented the Draft FY19 UPWP. Staff and the committee reviewed the work program at length. The committee recommended the following updates:

Route 7 Corridor Study – Mr. Bishop requested that this study replicate the STARS Route 11 Study. The outcome should be focused on Smart Scale projects. Mr. Eisenach suggested that the study boundary expand to Fort Collier Road.

North Winchester Study – Mr. Bishop stressed that he is concerned about scope creep in regards to the current task description. He requested the following updates: expand scope to Snowden Drive and Old Charlestown Road; Lenoir Drive should not be rolled into the larger North Winchester Study – should be a separate project with a clearly defined scope. He stated that analysis of Welltown Road and Crown Cork and Seal and their accessibility to Route 11 are important to Frederick County's Transportation Committee Chairman.

Metropolitan Transportation Study – Mr. Short stated that VDOT staff will assist with supplying data for this study which in return will aid in lowering costs. NSVRC will engage the GIS Planner which will also lower costs.

Mr. Bishop requested that staff provide a project timeline spreadsheet for each of the studies. This will keep TAC informed on project status.

Mr. Short requested that the WinFred MPO website be revamped. Ms. Taylor will serve as the project manager for this task.

Staff will present the draft UPWP to the Policy Board in April for information only and no action requested.

Staff will make the requested updates to the draft UPWP and present at the May TAC meeting.

4. Upcoming Meeting Schedule (MPO Meetings are held at the Frederick County Administrative Offices):

- Project Steering Meeting: TBA
- Policy Board: April 18, 2018
- Technical Advisory Committee: May 1, 2018

5. VDOT/DRPT/Staff Updates – None reported.

6. Other Business – Mr. Davis presented information on the General Assembly's legislation in regards to I-81.

Meeting adjourned at 10:45 a.m.

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. Conducts 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.

CMAQ- Congestion Mitigation and Air Quality Improvement (CMAQ) Program was implemented to support surface transportation projects and other related efforts that contribute air quality improvements and provide congestion relief.

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- within 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.

HSIP - Highway Safety Improvement Program - The overall purpose of this program is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads through the implementation of infrastructure-related highway safety improvements.

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.

The FAST Act - On December 4, 2015, President Obama signed the Fixing America's Surface Transportation (FAST) Act (Pub. L. No. 114-94) into law—the first federal law in over a decade to provide long-term funding certainty for surface transportation infrastructure planning and investment. The FAST Act authorizes \$305 billion over fiscal years 2016 through 2020 for highway, highway and motor vehicle safety, public transportation, motor carrier safety, hazardous materials safety, rail, and research, technology, and statistics programs. The FAST Act maintains our focus on safety, keeps intact the established structure of the various highway-related programs we manage, continues efforts to streamline project delivery and, for the first time, provides a dedicated source of federal dollars for freight projects. With the enactment of the FAST Act, states and local governments are now moving forward with critical transportation projects with the confidence that they will have a federal partner over the long term.

NHPP- National Highway Performance Program - The NHPP provides support for the condition and performance of the National Highway System (NHS), for the construction of new facilities on the NHS, and to ensure that investments of Federal-aid funds in highway construction are directed to support progress toward the achievement of performance targets established in a State's asset management plan for the NHS.

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

AGENDA

ITEM #4



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