

**Winchester-Frederick County MPO
Policy Board Meeting Agenda
Frederick County Administrative Offices - First Floor Conference Room
107 N. Kent Street, Winchester, VA
May 16, 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 April 18, 2018 Policy Board Meeting **(Attached)**
- D. Financial Report **(Attached)**
- E. Draft May 1, 2018 Technical Advisory Committee Meeting Minutes – Provided for information only – no action requested **(Attached)**

2. Public Comment Period

3. Draft FY19 Unified Planning Work Program (UPWP) (15 minutes)–Brandon Davis/John Madera, NSVRC

The Technical Advisory Committee reviewed the document during their May meeting. The Committee has forwarded a recommendation approving the 20 day public comment period, pending any public comments received, final approval of the FY19 UPWP.

Action: Approval forwarding the FY19 UPWP to the 20 day public comment period, pending any public comments received, final approval of the FY19 UPWP.

4. Review and approval of the FY19 Transit TIP (Attached) (10 minutes) – Renee Wells, WinTran

Action: Approval forwarding the FY19 Transit TIP to the 20 day public comment period, pending any public comments received, final approval of the FY19 Transit TIP.

5. Review and approval of the revised Memorandum of Understanding (Attached) (10 minutes)– Terry Short, VDOT

Action: Approval of the revised Memorandum of Understanding and authorization for the Chairman to sign.

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

- Project Steering Committee: TBD
- Technical Advisory Committee: June 5, 2018
- Policy Meeting: June 20, 2018

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

8. Other Business (5 minutes)

9. 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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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

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
 April 18, 2018**

**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	✓	Todd Horsley, DRPT	✓	John Bishop
✓	Eden Freeman		Rusty Harrington, FAA	✓	Bob Haas - SAAA
	John Willingham		Alternates	✓	Renee Wells - WinTran
			Bill Wiley (Winchester)	✓	NWCS Representatives
	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
April 18, 2018 - 10:00 a.m.

1. ADMINISTRATIVE ITEMS

- A. Adoption of Agenda – Request to amend agenda to add an item for Northwestern Community Services under 1F. Motion to approve amended agenda made by Mr. Kiser; motion seconded by Ms. Freeman. Motion carried.
- B. Welcome and Introductions – Vice-Chairman DeHaven welcomed everyone to the meeting.
- C. Review and approval of the Draft Minutes of the December 20, 2017 Policy Board Meeting Motion made by Mr. Tierney approving the minutes; motion seconded by Mr. Hill. Motion carried.
- D. Financial Report – Report provided for information only.
- E. Draft March 6 and April 3, 2018 Technical Advisory Committee Meeting Minutes – Provided for information only
- F. Review and endorsement of a request for FTA Section 5310 and 5317 Grant assistance from the Shenandoah Area Agency on Aging (SAAA) and Northwestern Community Services- Motion made by Mr. Tierney approving the request for grant endorsement for both agencies; motion seconded by Ms. Freeman. Motion carried.

2. Public Comment Period – None reported.

3. Presentation of the Draft WinTran Transit Development Plan

VHB presented a PowerPoint of the Draft WinTran Transit Development Plan (attached). Following the presentation a brief Q&A followed. A motion was made by Mr. Youmans in support that VHB has completed the project scope of work; seconded by Mr. Tierney. Motion carried.

4. Draft FY19 Unified Planning Work Program (UPWP) Items

Ms. Taylor and Mr. Madera reviewed the proposed work tasks for the draft FY19 UPWP. Ms. Taylor stated that the document is currently being reviewed and vetted by the Technical Advisory Committee. Ms. Taylor stated that no action is required at this point from the Board.

Ms. Taylor stated that TAC is requesting a redesign of the WinFred MPO website in FY19. She stated that the MPO has those funds available now and suggested beginning this project during FY18. The Board approved the request and appointed Ms. Taylor as the project manager.

5. Upcoming Meeting Schedule (all meetings held at Frederick County Administrative Offices)
Project Steering Committee: TBD; TAC: May 1, 2018; Policy Meeting: May 16, 2018

6. VDOT/DRPT/Staff Updates

Mr. Short provided the following updates:

- Route 11 north Study – a subtask has been added to the existing contract. Kimley Horn prepared a detailed scope which should be done by today
- Update on SB 971 - I81
- Six year improvement plan meeting will be held on May 3 in Staunton
- May 10 Land Use and Transportation Summit in Richmond

- Staunton District will host the CTB in Winchester during the month of September
- Mr. Davis provided an additional update on the I81 legislation.

7. Other Business – None reported.

Meeting adjourned at 10:55 a.m.

Glossary of Acronyms on Next Page

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WinTran Transit Development Plan Update

April 2018

What is a Transit Development Plan (TDP)?

- Required every six years by DRPT to be eligible to receive state funding
- Assists DRPT with identifying funding needs across the Commonwealth
- Also serves as a planning tool for local transit agencies:
 - Identifies planning priorities
 - Assesses current and future public transit need
 - Evaluates current transit system performance
 - Identifies strategies and resources to meet public transit need

TDP Timeline



Data Evaluation

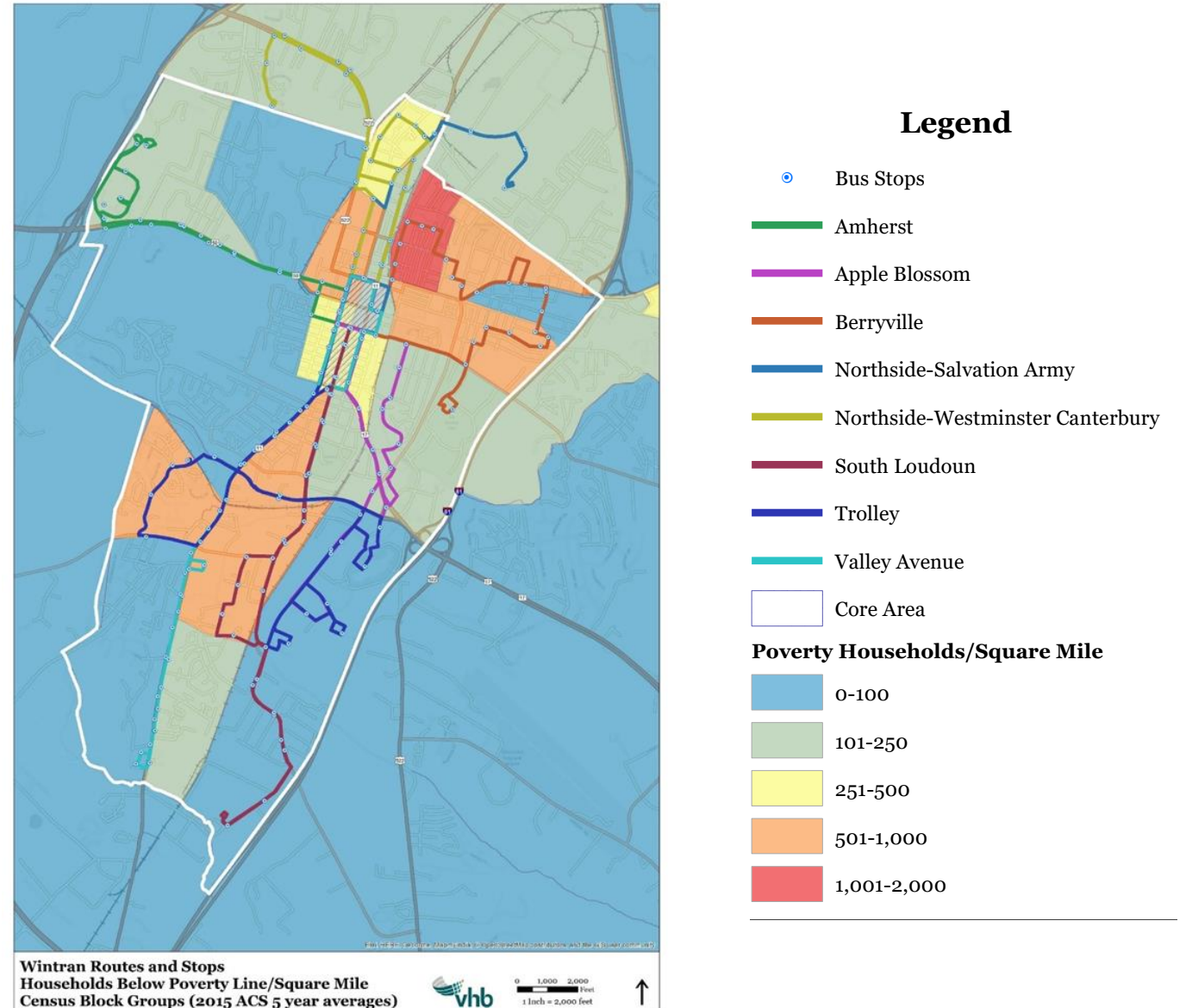


Data Evaluation

- Review of performance data from WinTran and peer systems
- Analysis of current demographic information and future population and employment trends (2015-2040)
- Engagement of community to gain insight into system needs
 - Focus Group Meeting – November 9, 2016
 - Stakeholder Interviews – Fall 2016
 - On-Board Ridership Survey – November 10, 12, and 14, 2016

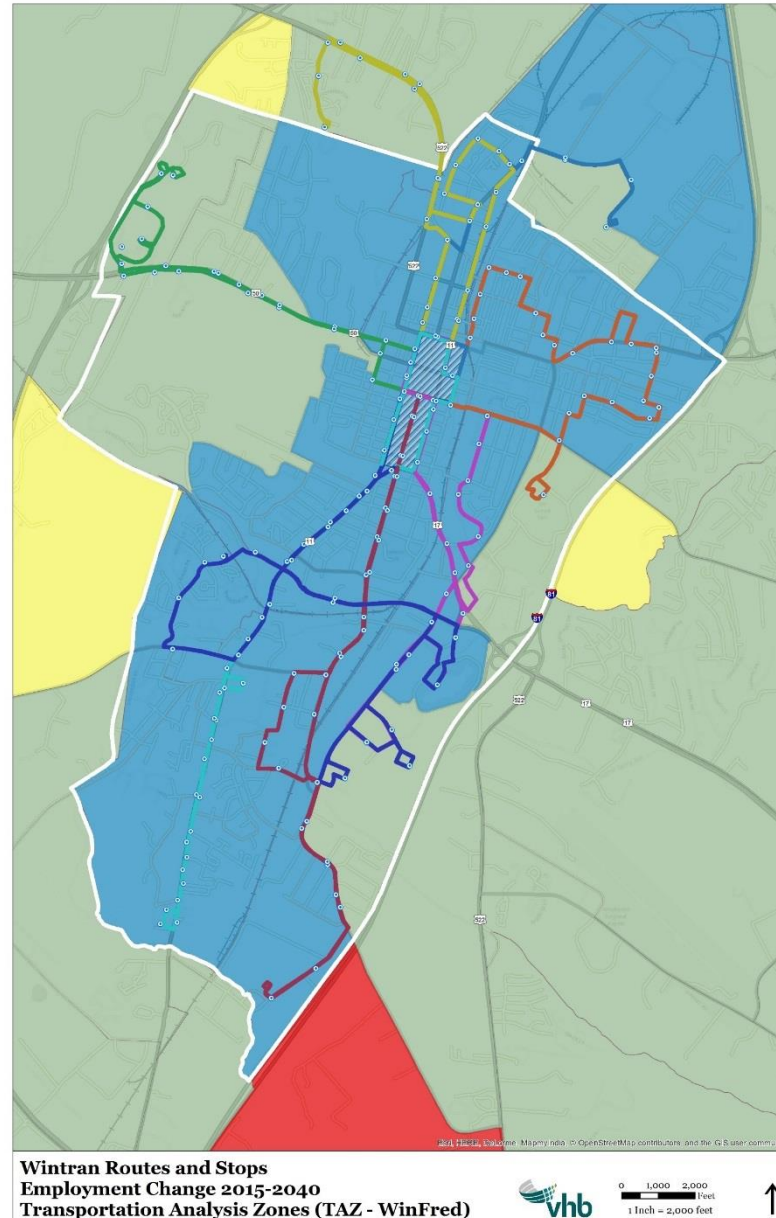
Data Analysis - What We Learned

- WinTran's service area adequately supports all areas of City with low-income or elderly population.
- Low-income residents along National Avenue could benefit from a bus stop.



Data Analysis – What We Learned

- Between 2015-2040, population density in City of Winchester will remain mostly the same
- Employment growth is forecasted to occur outside of City limits
- Underscores growing need for regional transit



Legend

- Bus Stops
- Amherst
- Apple Blossom
- Berryville
- Northside-Salvation Army
- Northside-Westminster Canterbury
- South Loudoun
- Trolley
- Valley Avenue
- Core Area

Employment Growth 2015-2040

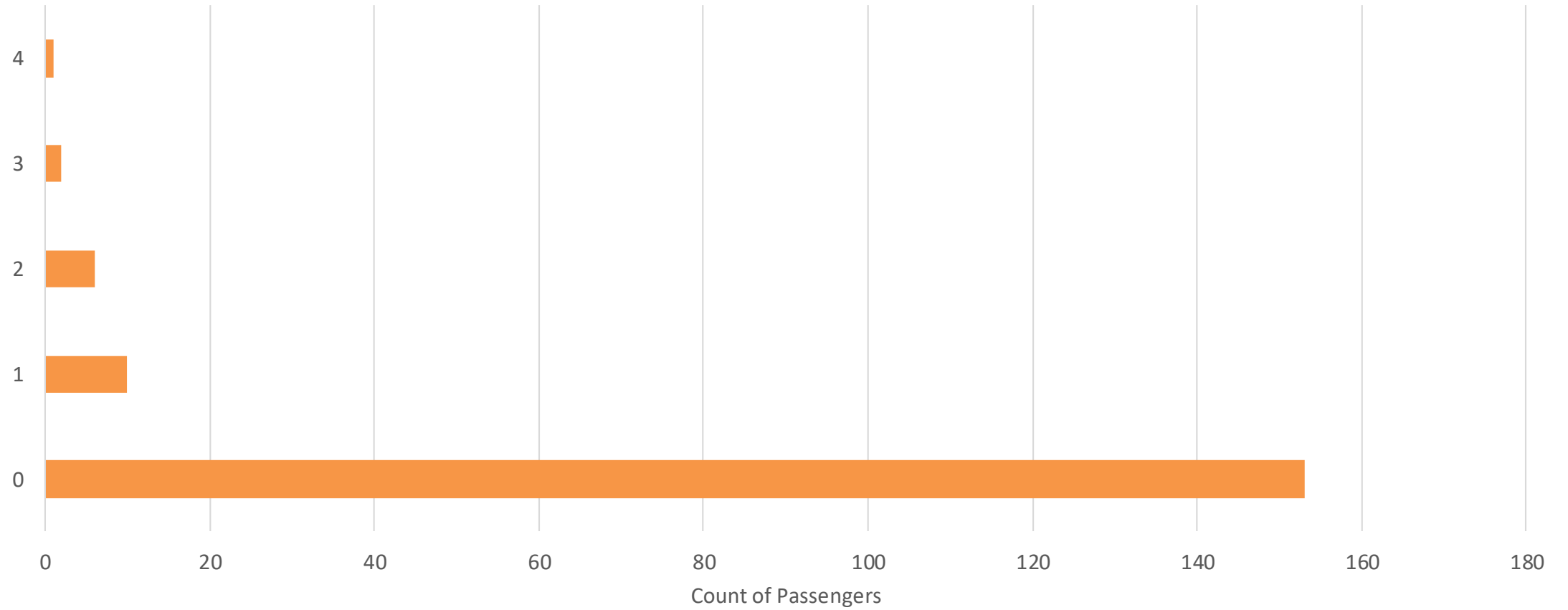
- 0-5% growth
- 5.1-45% growth
- 45.1-100% growth
- 100.1-250% growth
- >250% growth

Community Outreach – What We Learned

- **WinTran is supported by the community.**
 - In general, community views system as important to economic sustainability and achieving high quality of life.
- **Current ridership depends on WinTran service.**
 - The majority of passengers live in a household without a car.
 - Most use WinTran to commute to work. Shopping is second most popular trip purpose.
 - Passengers rated all categories of service positively.
- **Improvements most supported by passengers and community**
 - Extending Saturday service
 - More frequent service
 - Sunday service
 - Extending coverage area to Frederick County

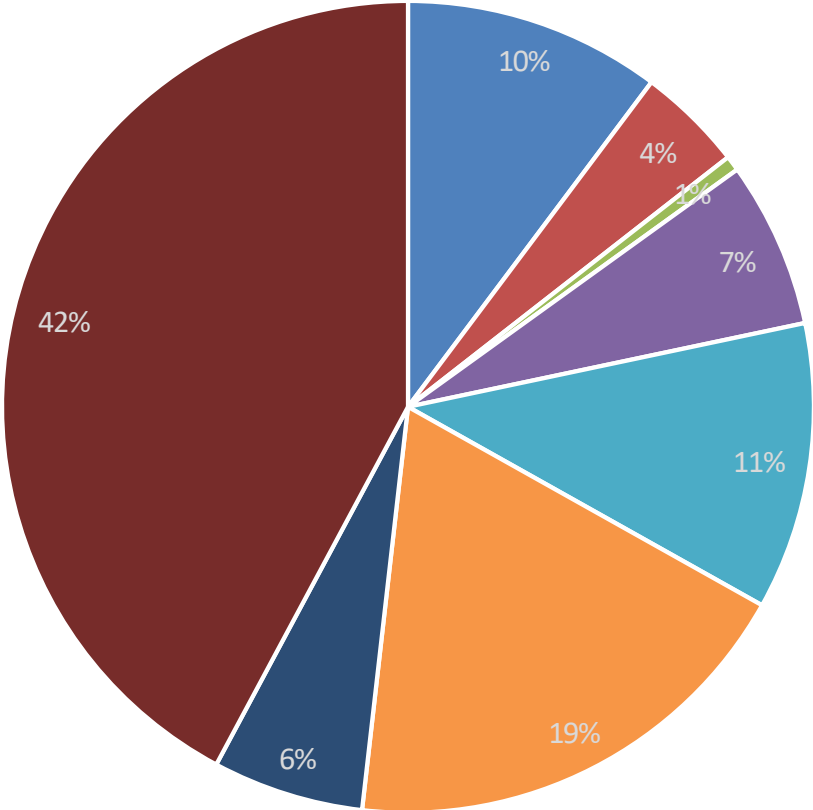
Passenger Survey - Demographics

Number of Cars in Household



Community Outreach – What We Learned

Trip Purpose



- Medical Appointment
- Other
- Recreation
- Returning Home
- Running Errands
- Shopping
- Social
- Work

Passenger Survey – Service Improvements

- **Riders had positive attitudes about service improvements**
- **Improvements most supported by passengers**
 - Extending Saturday service (supported by 82% of respondents)
 - More frequent service (supported by 76% of respondents)
 - Sunday service (supported by 75% of respondents)
- **Improvements less supported by passengers**
 - Earlier weekday service (supported by 60% of respondents)
 - Service to LFCC (supported by 60% of respondents)
 - Improved real-time information (supported by 65% of respondents)

Passenger Survey – Service Satisfaction

- **All categories of service received “satisfied” or “very satisfied” ratings**
- **Most highly rated areas**
 - Personal safety and security (95% positive rating)
 - Seat availability (94% positive rating)
 - Reliability (93% positive rating)
 - Real-time information (93% positive rating)
- **Least highly rated areas**
 - Hours of operation (83% positive rating)
 - Service area (83% positive rating)
 - Service frequency (83% positive rating)

Recommendations



Proposed Alternatives - Objectives

- **Improvements focused on improvement areas identified and supported by community**
 - Service frequency
 - Hours of operation
 - Service Area
- **Developed improvements that maximize use of existing resources**
 - Short and mid-term changes (1-6 years of TDP) do not require additional capital investment in fleet
 - Advantageous given unclear State funding picture

Proposed Alternatives

Short-term

Improve on-time arrival
eliminate under performing stops
reconfigure circulation through Downtown
end trolley route and re-assign to Apple Blossom

Mid-term

More frequent service
eliminate service to Westminster Canterbury
launch circulators

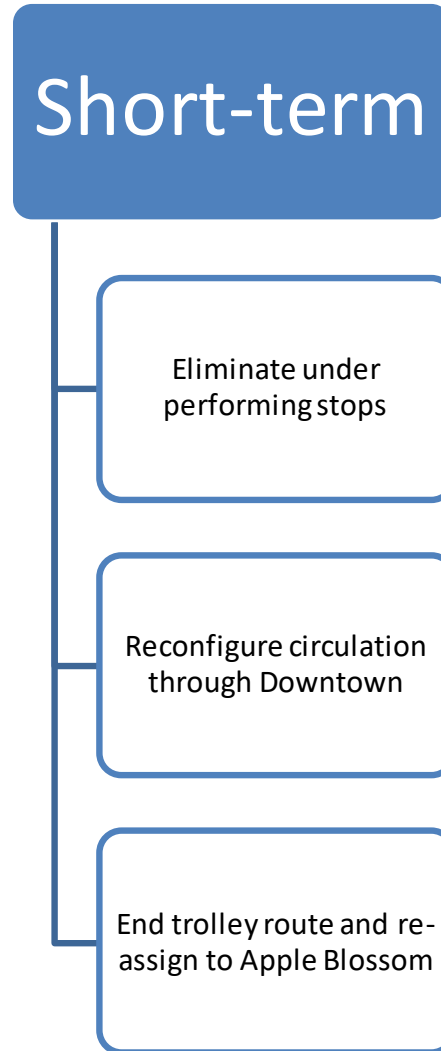
Long-term

Expand Service Span
extend Saturday hours
launch Sunday hours

More frequent service
double number of buses in service

Expand Service Area
dedicate a new route for Frederick County service
dedicate a shuttle for LFCC service

Proposed Alternatives – Short Term (1-3 years)



Improve On-time Arrival and Downtown Circulation

- Eliminate off-street stops
 - Ward's Plaza
 - Creekside Station
 - Only serve Winchester Med Center main buildings; others by request
- Reconfigure downtown circulation pattern to promote more direct travel through Downtown
- Implement bus stops on both sides of Boscawen Street

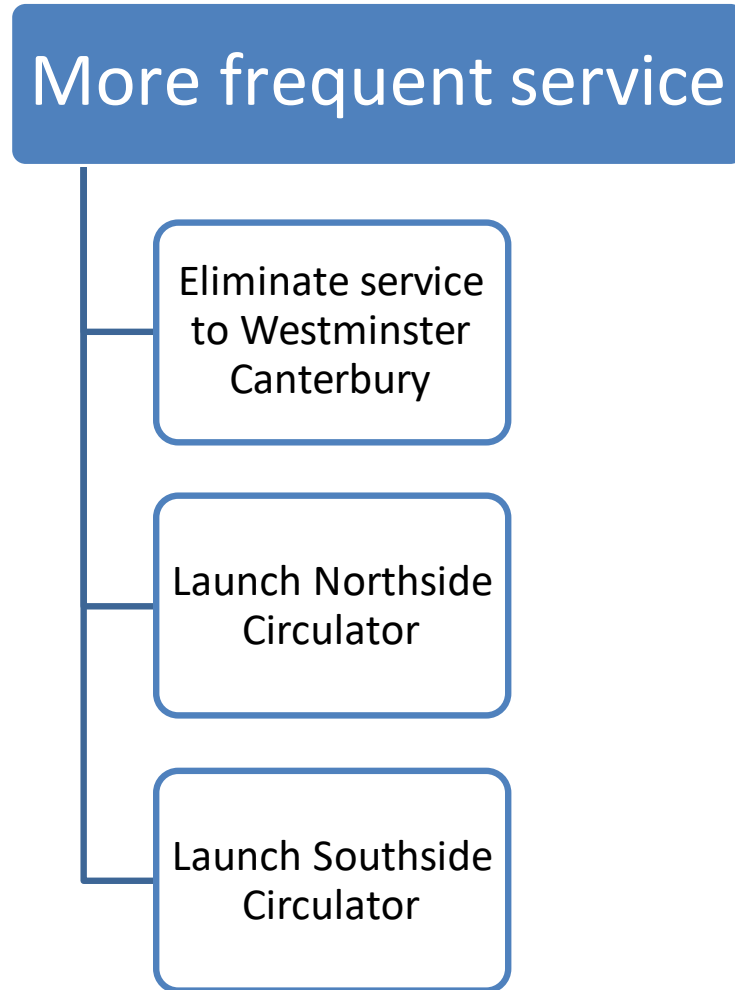
Implementation Date	2020
<i>Service Area</i>	
<i>Frequency</i>	
<i>Hours of Operation</i>	
Estimated Cost	Negligible

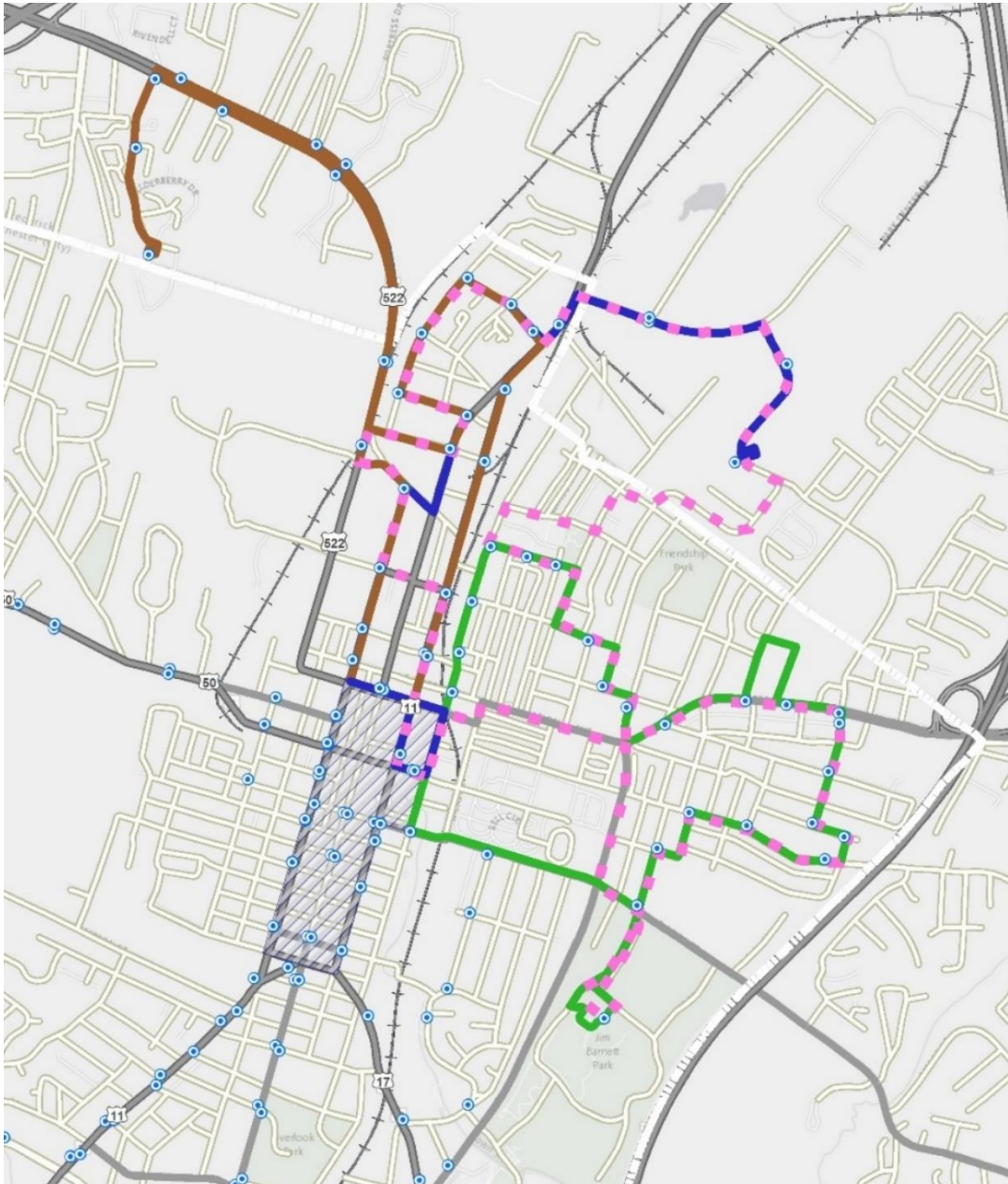
End Trolley Route and Re-assign to Apple Blossom/Amherst Routes

- End Trolley Route, which has lowest ridership in system
- Separate Apple Blossom and Amherst Routes, which are inter-lined
- Streamline routes so that each runs approximately 30 minutes.
- Re-assign trolley to Apple Blossom or Amherst.
 - Each route would have a dedicated vehicle, providing 30-minute service.

Implementation Date	2020
<i>Service Area</i>	<i>Remains the same</i>
Frequency	30 minutes
<i>Hours of Operation</i>	<i>Remains the same</i>
Estimated Cost	Approximately \$130,000 annually (net cost)

Proposed Alternatives – Mid-term (4-6 years)

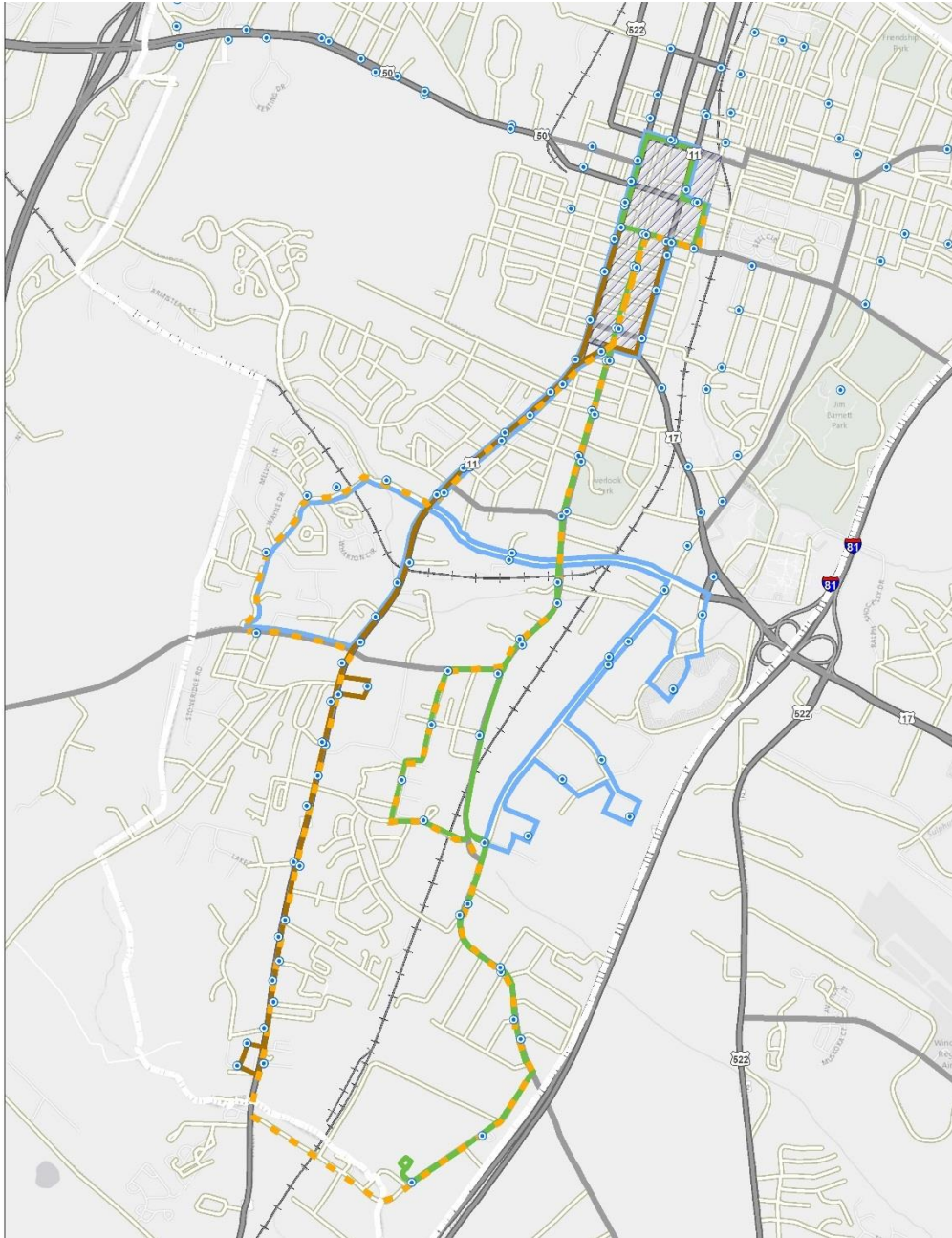




Northside Circulator

- Replaces Northside and Berryville routes by merging portions of routes together
- Stops would be serviced every 60 minutes

Implementation Date	2022
<i>Service Area</i>	<i>Remains the same</i>
Frequency	60 minutes
<i>Hours of Operation</i>	<i>Remains the same</i>
Estimated Cost	Approximately \$20,000 annually (net cost)

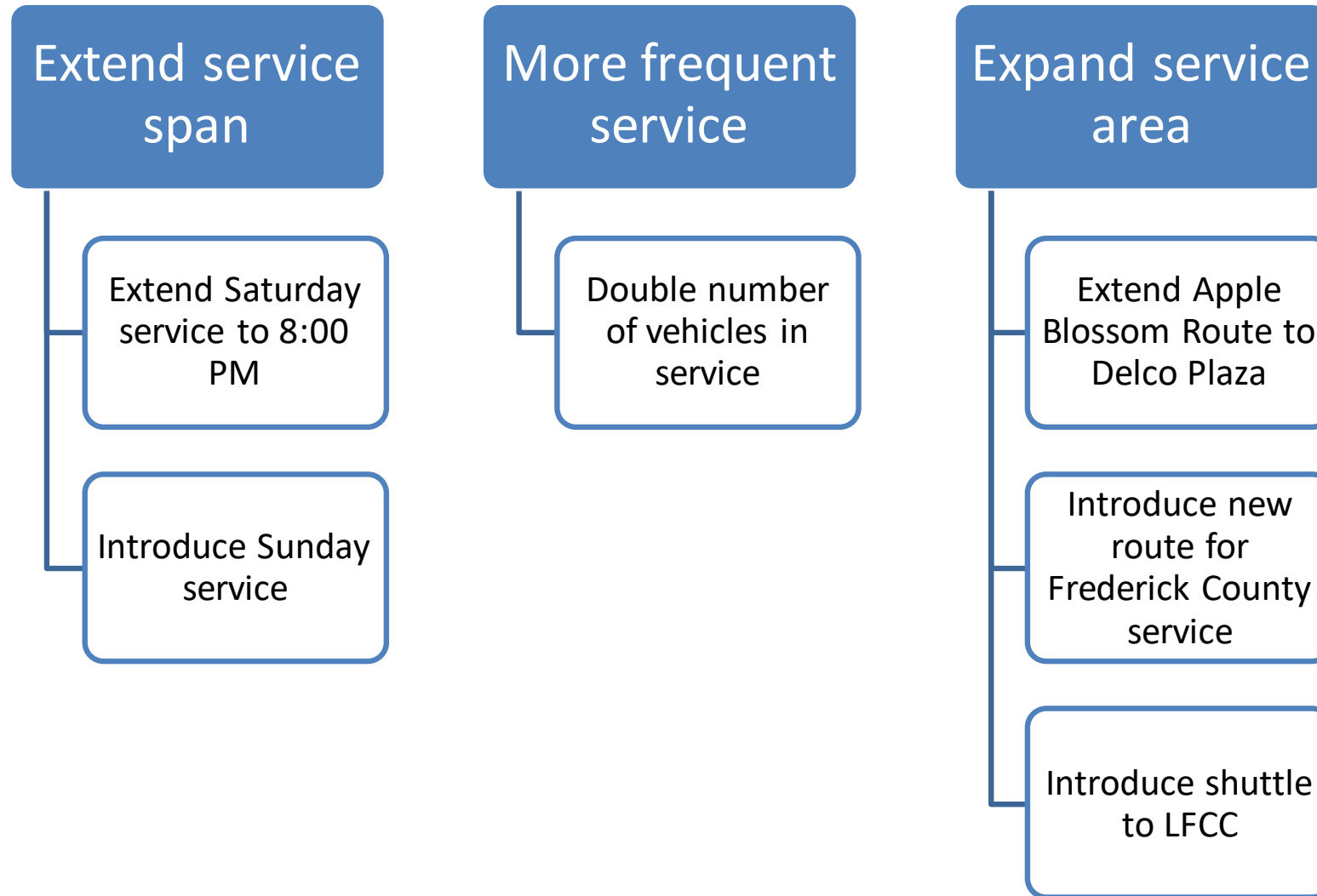


Southside Circulator

- Replaces Valley and South Loudoun routes by merging portions of routes together
- Stops would be serviced every 60 minutes

Implementation Date	2022
<i>Service Area</i>	<i>Remains the same</i>
Frequency	60 minutes
<i>Hours of Operation</i>	<i>Remains the same</i>
Estimated Cost	Approximately -\$40,000 annually (net cost)

Proposed Alternatives – Long-term (7-11+ years)



Extended operational hours

- Saturday service extends by three (3) hours to approximately 8:00 PM.
- Sunday service would be offered from approximately 9:00 AM to 5:00 PM.

Implementation Date	2025
<i>Service Area</i>	<i>Remains the same</i>
<i>Frequency</i>	<i>Remains at 60 minutes</i>
Hours of Operation	Weekday: 6:00 AM – 7:58 PM Saturday: 8:50 AM – 7:58 PM Sunday: 8:50 AM – 4:58 PM
Estimated Cost	Approximately \$150,000 annually (\$30,000 Saturday extension, \$120,000 Sunday extension)

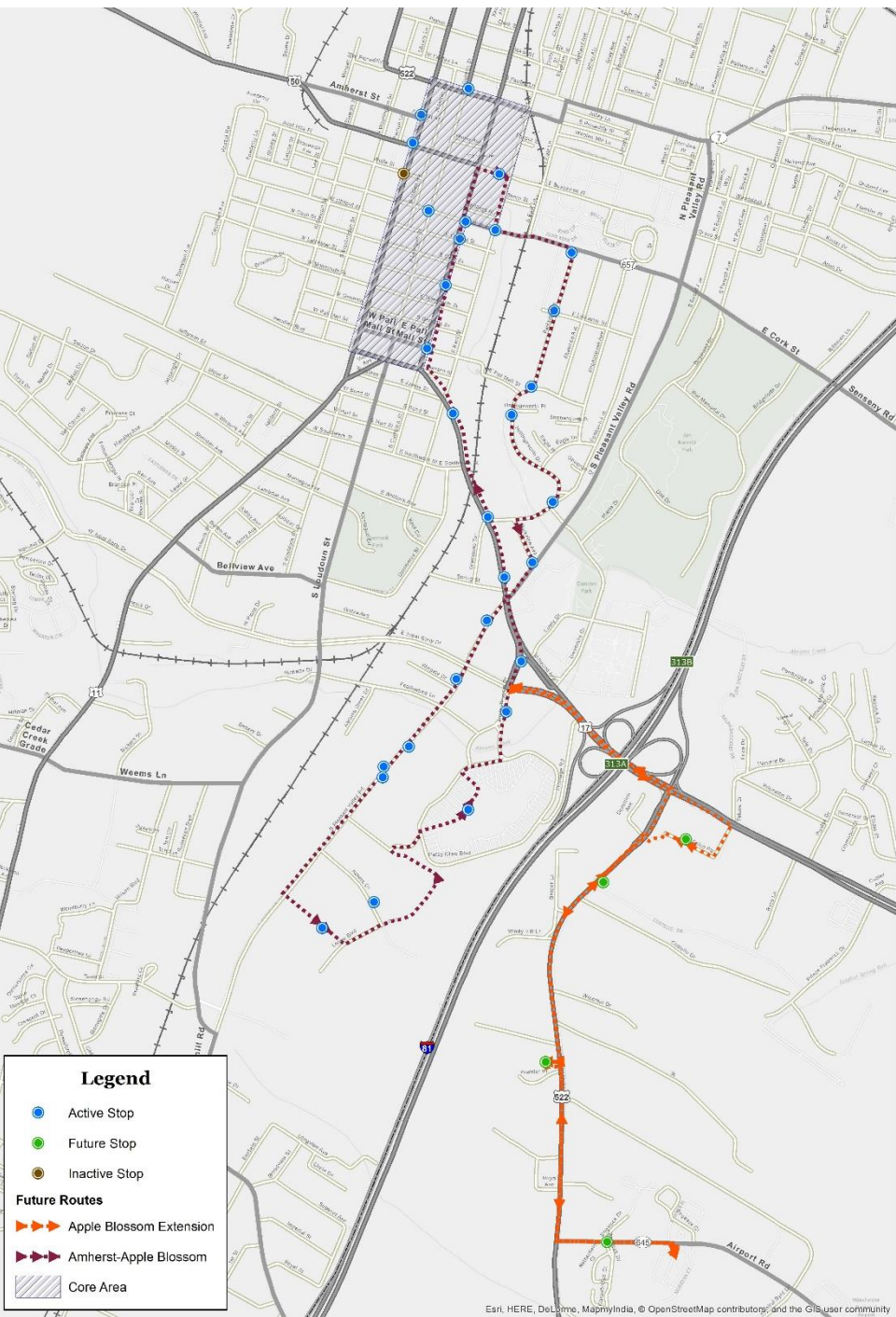
More Frequent Service

- Place one additional vehicle on each of the Circulator routes (total of 2 new vehicles)
- Enables stops to be served every 30 minutes.

Implementation Date	2027
<i>Service Area</i>	<i>Remains the same</i>
Frequency	30 minutes
Hours of Operation	Weekday: 6:00 AM – 7:58 PM Saturday: 8:50 AM – 7:58 PM Sunday: 8:50 AM – 4:58 PM
Estimated Cost	\$340,000 for two new vehicles Approximately \$390,000 annually

Apple Blossom Route Extension to Delco Plaza

- New stops in Frederick County
- Contingent on establishing an agreement with Frederick County to fund service

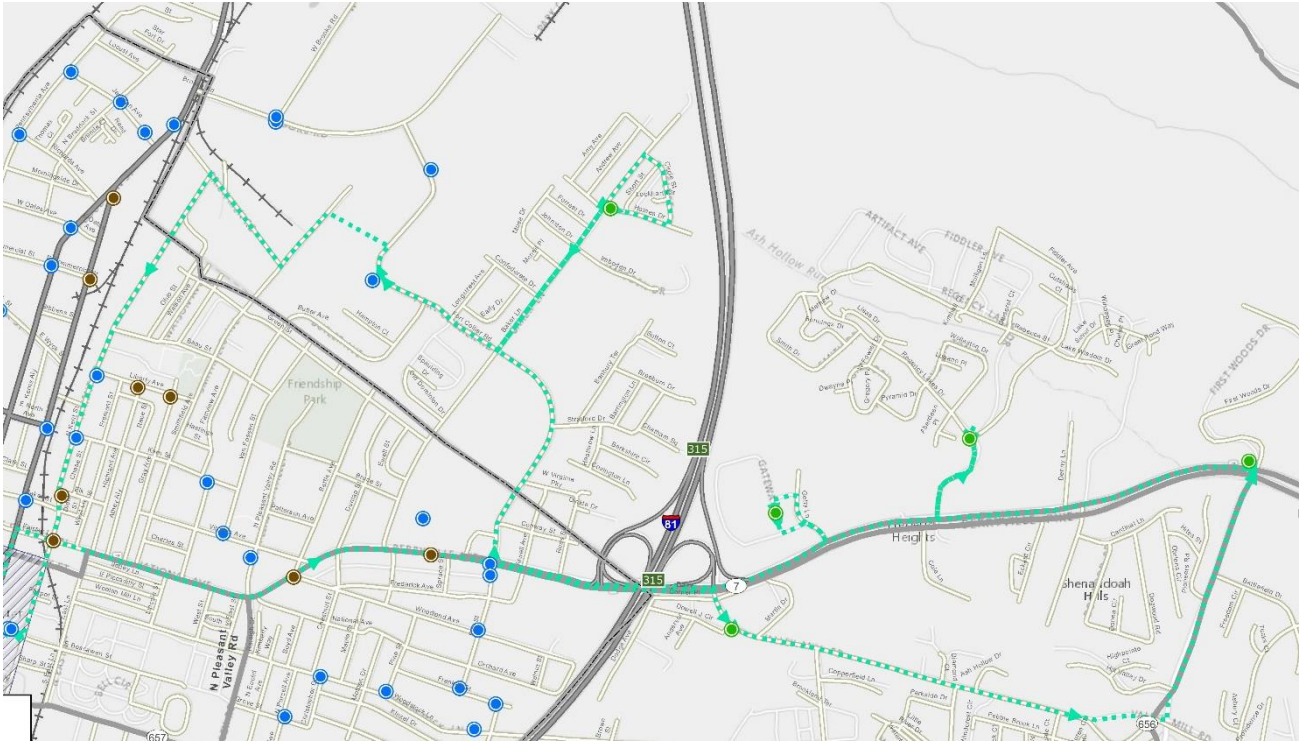


Implementation Date	2028
Service Area	New stops: Delco Plaza, Probation Parole Office, Preston Apartments
Frequency	30 minutes (requires additional vehicle on route)
Hours of Operation	Weekday: 6:00 AM – 7:58 PM Saturday: 8:50 AM – 7:58 PM Sunday: 8:50 AM – 4:58 PM
Estimated Cost	\$170,000 for one new vehicle Approximately \$190,000 annually

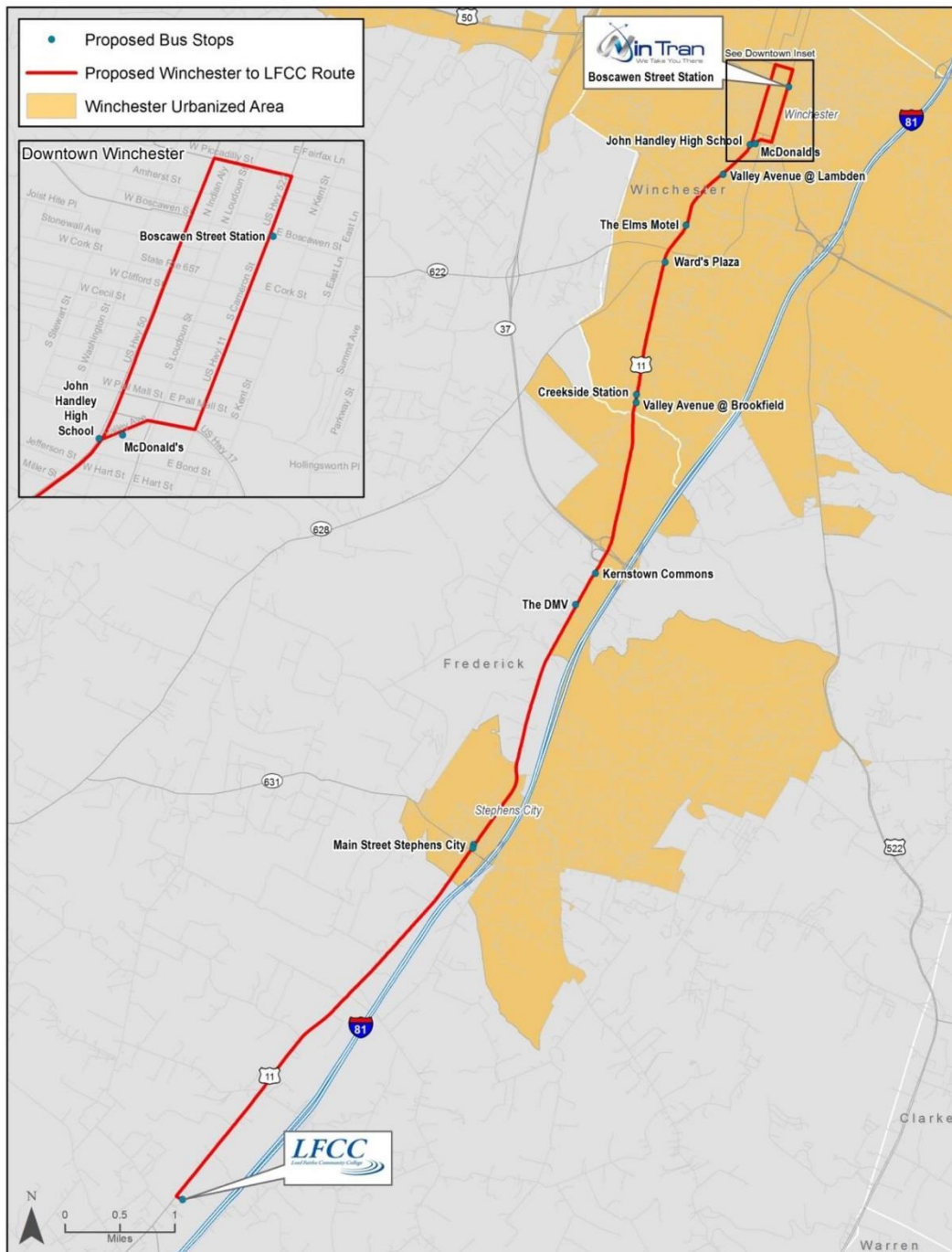
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Introduce Frederick County Route

- Dedicate route for Frederick County
- Contingent on establishing an agreement with Frederick County to fund services.



Implementation Date	2028
Service Area	Transfer Station, Valley Mill Road, Regency Lakes housing, Winchester Gateway, Circle Court housing
Frequency	60 minutes
Hours of Operation	Weekday: 6:00 AM – 7:58 PM Saturday: 8:50 AM – 7:58 PM Sunday: 8:50 AM – 4:58 PM
Estimated Cost	\$170,000 for one new vehicle Approximately \$200,000 annually



Shuttle to LFCC

- Based on Feasibility Study findings
- Contingent on establishing an agreement with partners to fund services
- TDP will also recommend alternative models to serve LFCC students

Implementation Date	2028
Service Area	Transfer Station, DMV, Kernstown, Stephens City, LFCC
Frequency	60 minutes
Hours of Operation	Mon-Thu: 7:00 AM – 7:00 PM
Estimated Cost	\$340,000 for two new vehicles Approximately \$360,000 annually

Implementation Plan



Timeline

2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
		Eliminate Trolley route Re-assign trolley to Apple Blossom/Amherst Minor Route modifications to improve on-time arrival		Eliminate Berryville Avenue, Valley Avenue, S. Loudoun, Northside routes Launch Circulators			Expand Saturday Hours Add Sunday Hours		Improve bus frequency with additional vehicles	Service to Frederick County and LFCC

Operating Costs

<i>Baseline Operating Expenses</i>	\$	1,321,000.00
End Trolley Route & re-assign to Apple Blossom/Amherst	\$	210,000.00
End Berryville and Northside routes; replace with Northside Circulator	\$	10,000.00
End Valley and South Loudoun routes; replace with Southside Circulator	\$	(40,000.00)
Extend Saturday service; Add Sunday service	\$	200,000.00
Place additional vehicles on Circulator routes	\$	380,000.00
Extend service into Frederick County	\$	460,000.00
Introduce LFCC-Winchester Shuttle + ADA service	\$	370,000.00
Total Projected Expenses	\$	3,690,000.00

Projected Capital Costs

FY	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Replace - Fixed	1	0	0	0	2	1	2	0	1	1	0	3
Expand - Fixed	0	0	0	0	0	0	0	0	0	0	2	4
Replace - Paratransit	1	0	1	0	0	0	0	0	0	0	2	0
Estimated Cost (FY17 dollars)	\$ 320,000	\$ 0	\$ 150,000	\$ 0	\$340,000	\$ 170,000	\$340,000	\$ 0	\$ 170,000	\$ 170,000	\$ 490,000	\$1,340,000
APCs, Bus stop amenities					\$ 100,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 25,000
TOTAL (FY17)	\$ 320,000	\$ 0	\$ 150,000	\$ 0	\$440,000	\$190,000	\$360,000	\$20,000	\$190,000	\$190,000	\$510,000	\$1,365,000

Funding Resources – Operating Expenses

- Federal match
 - Has historically accounted for 44% of operating expenses
- State match
 - Has historically accounted for 19% of operating expenses
- Local contribution
 - City of Winchester General Fund
 - Fare revenue and advertising
 - Ridership is projected to continue to increase. We recommend a 50-cent (50%) increase on base fare in 2020 to maintain current fare recovery rate (8%).
 - Explore partnerships with Frederick County, LFCC, and others to fund service outside of City limits

Funding Resources – Capital Costs

- Federal match – 80% of costs
- State match – 16% of costs
- Local contribution – 4%
- Per DRPT, ratios may differ for major capital projects (\$2M+ projects or purchases of 5 new vehicles in a year).

Questions

The background features a decorative pattern of light blue lines. On the right side, there are several overlapping, curved shapes that resemble stylized leaves or petals, arranged in a fan-like pattern. These shapes are composed of multiple parallel lines, creating a sense of depth and movement. The overall aesthetic is clean and modern, with a focus on geometric and organic forms.

AGENDA

WIN-FRED MPO FYE 2018 UPWP
Revenues & Fiscal Year to Date Expenses Summary by Task
July 1, 2017 through April 28, 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		\$ (42,525.56)	\$ (5,315.70)	\$ (5,315.70)	\$ (53,156.96)	\$ (2,238.19)	\$ (279.77)	\$ (279.77)	\$ (2,797.73)	\$ (55,954.69)	
T1 Revenue Balance Remaining		\$ (11,325.56)	\$ (1,415.70)	\$ (1,415.70)	\$ (14,156.96)	\$ 18,561.81	\$ 2,320.23	\$ 2,320.23	\$ 23,202.27	\$ 9,045.31	13.9%
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		\$ (119.01)	\$ (14.88)	\$ (14.88)	\$ (148.76)	\$ (6.26)	\$ (0.78)	\$ (0.78)	\$ (7.83)	\$ (156.59)	
T2 Revenue Balance Remaining		\$ 880.99	\$ 110.12	\$ 110.12	\$ 1,101.24	\$ 993.74	\$ 124.22	\$ 124.22	\$ 1,242.17	\$ 2,343.41	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		\$ (5,082.13)	\$ (635.27)	\$ (635.27)	\$ (6,352.66)	\$ (564.68)	\$ (70.59)	\$ (70.59)	\$ (705.85)	\$ (7,058.51)	
T3 Revenue Balance Remaining		\$ (2,082.13)	\$ (260.27)	\$ (260.27)	\$ (2,602.66)	\$ 2,435.32	\$ 304.41	\$ 304.41	\$ 3,044.15	\$ 441.49	5.9%
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		N/A				\$ (2,865.90)	\$ (358.24)	\$ (358.24)	\$ (3,582.37)	\$ (3,582.37)	
Consultant Expenses		N/A				\$ (18,102.38)	\$ (2,262.80)	\$ (2,262.80)	\$ (22,627.97)	\$ (22,627.97)	
T4 Revenue Balance Remaining		N/A				\$ 2,231.73	\$ 278.97	\$ 278.97	\$ 2,789.66	\$ 2,789.66	9.6%
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		\$ (1,083.98)	\$ (135.50)	\$ (135.50)	\$ (1,354.98)	N/A				\$ (1,354.98)	
Consultant Expenses		\$ (2,210.00)	\$ (276.25)	\$ (276.25)	\$ (2,762.50)	N/A				\$ (2,762.50)	
T5 Revenue Balance Remaining		\$ 12,706.02	\$ 1,588.25	\$ 1,588.25	\$ 15,882.52	N/A				\$ 15,882.52	79.4%
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		N/A				\$ (5,409.68)	\$ (676.21)	\$ (676.21)	\$ (6,762.10)	\$ (6,762.10)	
Consultant Expenses		N/A				\$ (3,970.24)	\$ (496.28)	\$ (496.28)	\$ (4,962.80)	\$ (4,962.80)	
T6 Revenue Balance Remaining		N/A				\$ 25,302.08	\$ 3,162.51	\$ 3,162.51	\$ 31,627.10	\$ 31,627.10	73.0%
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		\$ (16,971.29)	\$ (2,121.41)	\$ (2,121.41)	\$ (21,214.11)	\$ (893.23)	\$ (111.65)	\$ (111.65)	\$ (1,116.53)	\$ (22,330.64)	
Consultant Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
T7 Revenue Balance Remaining		\$ 240,934.71	\$ 30,116.59	\$ 30,116.59	\$ 301,167.89	\$ 13,448.77	\$ 1,681.35	\$ 1,681.35	\$ 16,811.47	\$ 317,978.36	93.4%
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		\$ (12,225.66)	\$ (1,528.21)	\$ (1,528.21)	\$ (15,282.07)	\$ (1,358.41)	\$ (169.80)	\$ (169.80)	\$ (1,698.01)	\$ (16,980.08)	
T8 Revenue Balance Remaining		\$ 2,174.34	\$ 271.79	\$ 271.79	\$ 2,717.93	\$ 241.59	\$ 30.20	\$ 30.20	\$ 301.99	\$ 3,019.92	15.1%
TOTAL FY18 BUDGETED REVENUES		\$ 323,506.00	\$ 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		\$ (80,217.63)	\$ (10,027.20)	\$ (10,027.20)	\$ (100,272.04)	\$ (35,408.96)	\$ (4,426.12)	\$ (4,426.12)	\$ (44,261.20)	\$ (144,533.23)	
TOTAL FY18 BUDGETED REVENUES REMAINING		\$ 243,288.37	\$ 30,410.80	\$ 30,410.80	\$ 304,109.97	\$ 63,214.64	\$ 7,901.88	\$ 7,901.88	\$ 79,018.41	\$ 383,127.77	

Fiscal Year to Date Staff Hours: July 1, 2017 - April 28, 2018

	TASK #1	TASK #2	TASK #3	TASK #4	TASK #5	TASK #6	TASK #7	TASK #8	TOTAL HOURS
Executive Assistant									
Executive Director	238.25				6.00				244.25
Principal Planner	4.50		80.50		8.50	71.50	269.50	189.50	624.00
Director of Finance & Administration	78.50								78.50
Program Coordinator									
Sr. Project & Operations Manager	283.00	2.50		49.50	0.50	16.50			352.00
GIS/Regional Planner II								24.00	24.00
TOTAL HOURS FYTD	604.25	2.50	80.50	49.50	15.00	88.00	269.50	213.50	1322.75

AGENDA

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: May 1, 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	✓	Karen Taylor
	Jay Tibbs		Serena 'Renny' Manuel	✓	Becky Sandretzky
	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
TECHNICAL ADVISORY COMMITTEE (TAC) Meeting**

May 1, 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. Mr. Bishop voted to move the North Winchester Interchange Alternatives Analysis Report (IAAR) to item 5; this was seconded by Mr. Ruddy. Motion Carried.
- b) Review and approval of the April 3, 2018 Technical Advisory Committee Meeting Minutes – Motion to approve minutes made by Mr. Ruddy; seconded by Mr. Eisenach. Motion carried.

2. Public Comment Period

None reported.

3. Draft FY19 Unified Planning Work Program (UPWP)

Ms. Taylor presented the updated UPWP with a few changes from last month's review. Ms. Taylor changed the budget in work task 5. This gives \$50,000 to the Technical Assistance for the fiscal year. Mr. Madera made changes to The North Winchester Area Plan recommended by Mr. Bishop and Mr. DeHaven. Staff and the committee reviewed the program at length. The committee recommended the following updates:

North Winchester Study – Mr. Bishop addressed item 3. Interchange Justification Report (Optional) Route 37 and Lenoir Drive extension, providing access to Stonewall Industrial Park. He suggested changing the word *optional* to *analysis* sufficient to meet Smart Scale requirements. Mr. Bishop also stated that he believes it is important to note that we are studying the closure of Welltown Road at Martinsburg Pike, with re-routing of traffic via Crown Lane and a new roadway link to Welltown Road as an alternative. Mr. Youmans noticed that there is access to and from Lenoir Drive from southbound Route 37.

Ms. Taylor presented the UPWP to the policy board last month. Mr. Bishop made a motion that we recommend to the policy board that they forward the UPWP for the 20-day public comment period with the clarifications noted earlier in the discussion. This motion was seconded by Mr. Eisenach. Motion carried.

4. Update on the Bicycle & Pedestrian Planning Implementation Project

Mr. Madera presented that a few years ago the Bicycle & Pedestrian Master Plan was updated for the MPO, this year they have been working with the consultant and the City to begin implementing some of the recommendations from that Plan. He presented the upcoming public workshop that will take place on May 23, 2018 from 6 - 7:30 PM at Our Health, Inc. The consultant will be presenting their initial concepts of the north south bikeway, stretching from Jubal Early and Valley Avenue all the way up to Brooke Road. They are looking to establish a safe and comfortable route for bicycling. They are also looking at developing a system of signage for the Green Circle Trail.

5. North Winchester Interchange Alternative Analysis Report (IAAR)

Mr. Short discussed the Kimley Horn contract. He stated that the North bound on and off ramp at 81 to Old Charlestown Road is an initial segment of the corridor that we would like to apply for Smart Scale Application for this round. To help facilitate this we already have this open opportunity with Kimley Horn and we could modify and do a break out subtask that would compliment the larger area plan that we have discussed for the upcoming fiscal year; using dollars that are already programmed in the UPTWP. Mr. Bishop stated that this has applicability for potential HSIP applications for next year. Chairman Youmans stated that the title should be changed. Mr. Madera changed the name to **North Winchester Area Plan Phase 1**.

Mr. Bishop made a motion for approval; the motion was seconded by Mr. Ruddy. Motion carried.

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

- Project Steering Meeting: TBA
- Policy Board: May16, 2018
- Technical Advisory Committee: June 5, 2018

7. VDOT/DRPT/Staff Updates

Mr. Short presented the following updates:

Memorandum of understanding – has to be updated every 4 years, staff is working to have it finalized and brought to the next meeting for the chairman’s approval. The policy board will have to give authorization for the chairman to sign it on the MPO’s behalf.

The deadline to submit Smart Scale Pre-Applications is June 1st.

SYIP meeting is Thursday, May 3rd in Staunton.

I-81Update - there will be two meetings held in the district in the month of June, with a highly inclusive public process. One meeting will be held at Lord Fairfax Community College and the other will be held at Blue Ridge Community College. The study is on tolling, economic impacts of freight, and project identifications. November 30th is VDOT’s deadline to get this to the CTB.

Regarding the Route 11 North study, Mr. Short had a long discussion with WSP and they would like to schedule a July 10th citizen information meeting for the STARS study. Mr. Short wants to get the CIM done in advance before the August 1st application.

Mr. Short presented the STARS discussion and quickly reviewed the STARS recommendations of refinement from the last steering committee meeting that was held and make sure there were no aversions that needed to be made before finalization. The committee discussed this and made changes as needed.

8. Other Business - None reported.

Meeting adjourned at 11:00 a.m.

Definition 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. 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

UNIFIED PLANNING WORK PROGRAM (UPWP)

FOR THE

**WINCHESTER – FREDERICK COUNTY (WinFred)
METROPOLITAN PLANNING ORGANIZATION (MPO)**



FY 2019

(July 1, 2018 - June 30, 2019)

Adopted for Public Comment:

Final Adoption:

Winchester/Frederick County, Virginia

Metropolitan Planning Organization

C/o Northern Shenandoah Valley Regional Commission

400 Kendrick Lane, Suite E

Front Royal, VA 22630

540-636-8800

www.winfredmpo.org

Preparation Statement

Prepared on behalf of the WinFred Metropolitan Planning Organization by the Northern Shenandoah Valley Regional Commission staff through a cooperative process involving the City of Winchester, County of Frederick, Town of Stephens City, Virginia Department of Transportation, Virginia Department of Rail and Public Transportation, Federal Highway Administration, and the Federal Transit Administration.

The preparation of this program was financially aided through grants from the Federal Highway Administration, Federal Transit Administration, Virginia Department of Transportation and the Virginia Department of Rail and Public Transportation.

MPO Policy Board

Officers:

Chair—John Willingham
Vice Chair—Charles DeHaven, Jr., Frederick County
Secretary/Treasurer—Brandon Davis, Executive Director NSVRC (non-voting)

Voting Members:

Charles DeHaven, Jr., Frederick County
Judith McCann-Slaughter, Frederick County
Kris Tierney, Frederick County
Michael Majher, Town of Stephens City
Eden Freeman, City of Winchester
John Hill, City of Winchester
John Willingham, City of Winchester
Randy Kiser, Virginia Department of Transportation

Alternate Voting Members:

Tim Youmans, Perry Eisenach and Bill Wiley City of Winchester
Mike Ruddy, Frederick County
Terry Short, Terry Jackson, Brad Reed, Ed Carter, Cliff Balderson-
Virginia Department of Transportation

Non-Voting Members:

Mack Frost, Federal Highway Administration
Tony Cho, Federal Transit Administration
Ciara Williams, Virginia Dept. of Rail & Public Transportation
Rusty Harrington, Dept. of Aviation

MPO Technical Advisory Committee (TAC)

Chair—Tim Youmans, City of Winchester
Vice Chair—John Bishop, Frederick County

Members:

Patrick Barker, Frederick County
John Bishop, Frederick County
Mike Ruddy, Frederick County
Jay Tibbs, Frederick County
Mike Majher, Town of Stephens City
Shawn Hershberger, City of Winchester
Tim Youmans, City of Winchester
Perry Eisenach, City of Winchester
Justin Hall, City of Winchester
Terry Short, Virginia Department of Transportation
Ciara Williams, Virginia Dept. of Rail & Public Transportation
Serena ‘Renny’ Manuel, Winchester Airport
Renee Wells, Winchester Transit

MPO Citizens Advisory Committee (CAC)

Chair—R. William Bayliss, III
Vice Chair—Walt Cunningham

Members:

Joshua Hummer, Thomas Reed & Walt Cunningham, Frederick County
Mike Majher, Town of Stephens City
R. William Bayliss, III, Dr. John Crandell, Vacant, City of Winchester

Administrative & Staff Support

Provided by Northern Shenandoah Valley Regional Commission

Resolution

By The

**WinFred Metropolitan Planning Organization
Approving the FY 2019 Unified Planning Work Program (UPWP)**

WHEREAS, the FY 2019 Unified Planning Work Program will serve as the basis for all U.S. Department of Transportation (DOT) funding participation and will be included in all requests for DOT planning funds, and

WHEREAS, this UPWP details all transportation and transportation-related planning activities anticipated within the area during the coming fiscal year, and

WHEREAS, this UPWP has been reviewed and recommended for approval by the Technical Advisory Committee;

NOW THEREFORE BE IT RESOLVED, that the WinFred Metropolitan Planning Organization does hereby approve and adopt the FY 2019 Unified Planning Work Program on May 16, 2018.

Signed: _____
John Willingham
Chairman

Signed: _____
Brandon Davis
Secretary-Treasurer

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INTRODUCTION

The Unified Planning Work Program (UPWP) for transportation planning identifies all activities to be undertaken in the Winchester-Frederick County Metropolitan Planning Organization (WinFred MPO) study area for Fiscal Year 2019 (July 1, 2018 - June 30, 2019). The UPWP provides a mechanism for the coordination of transportation planning activities in the region and is required as a basis for and condition of all federal funding assistance for transportation planning by the joint metropolitan planning regulations of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

The work tasks within this UPWP are reflective of issues and concerns originating from transportation agencies at the federal, state and local levels. The descriptions of the tasks to be accomplished and the budgets for these tasks are based on a best estimate of what can be accomplished within the confines of available federal, state and local resources.

Statewide and metropolitan transportation planning processes are governed by Federal law (23 USC 134 and 135). Federal planning regulations are codified in 23 CFR 450.

Since the 1962 Federal-aid Highway Act, federal legislation authorizing expenditure of funds for surface transportation has required metropolitan area transportation plans and programs to be developed through a continuing, cooperative, and comprehensive (3-C) planning process. Over successive authorization cycles culminating with the passage of the Fixing America's Surface Transportation (FAST) Act in December 2015, Congress has added and revised the substantive content expected from the 3-C planning processes.

Transportation planning provides the information, tools, and public input needed for improving transportation system performance. Transportation planning should reflect the community's vision for its future. It should also include a comprehensive consideration of possible strategies; an evaluation process that encompasses diverse viewpoints; the collaborative participation of relevant transportation-related agencies and organizations; and an open, timely, and meaningful involvement of the public. Transportation planning requires a comprehensive, holistic look at the needs and the future of the region and its inhabitants.

Both the FHWA and FTA encourage MPOs to give priority to the following planning emphasis areas in their UPWPs in Fiscal Year 2019:

Performance-Based Planning and Programming. Performance-based planning and programming includes using transportation performance measures, setting targets, reporting performance, and programming transportation investments directed toward the achievement of transportation system performance outcomes. In FY '19 the MPO will adopt targets for bridge and pavement condition, highway performance, and public transit asset condition; and will revise its Constrained Long-Range Plan, selecting projects based on expected contribution toward meeting performance targets.

Regional Models of Cooperation – Ensure a Regional Approach to Transportation Planning by Promoting Cooperation and Coordination across Transit Agency, MPO and State Boundaries. A coordinated approach supports common goals and capitalizes on opportunities related to

project delivery, congestion management, safety, freight, livability, and commerce across boundaries. The WinFred MPO shares boundaries with two counties (Clarke, VA and Berkeley, WV) and one state (West Virginia). Interstate 81, the region's main highway, enters the MPO planning area from the north at the West Virginia line. Routes 7, 17/50, and 522 enter the planning area from adjacent Clarke County, VA. In addition, the MPO lies within the five-county planning district of the Northern Shenandoah Valley Regional Commission (NSVRC). During FY '19 the MPO will cooperate and coordinate with neighboring jurisdictions along the I-81 corridor in providing input into a corridor-wide improvement plan and funding feasibility study as required by 2018 state legislation.

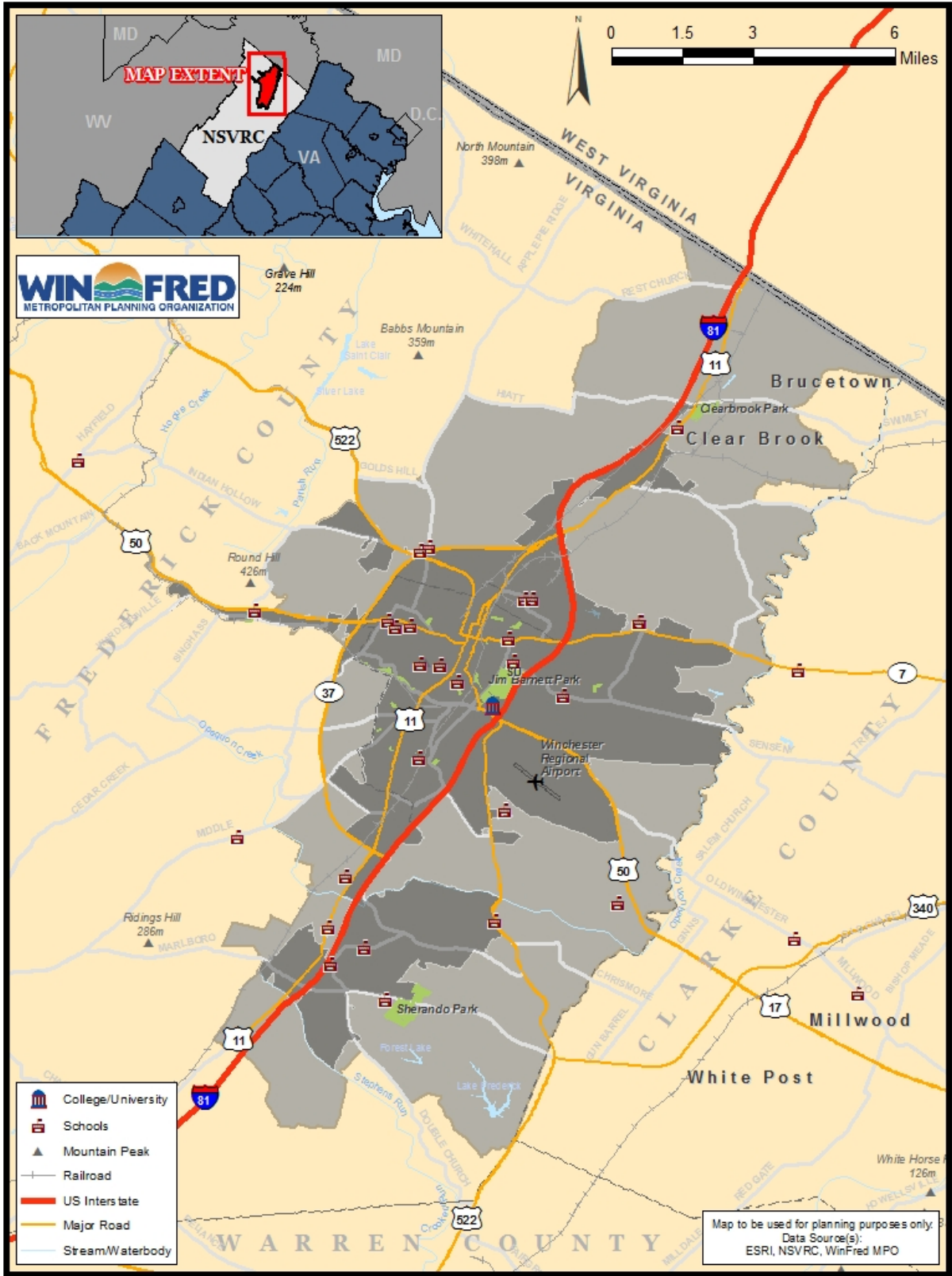
Ladders of Opportunity – Access to Essential Services including employment, health care, schools/education, and recreation. Recent UPWP tasks addressing access needs include bus stop, system performance and marketing studies for Winchester Transit; and the 2014 Bicycle and Pedestrian Master Plan update. The MPO participates in the updating of the Section 5310 Coordinated Human Services Mobility Plan (managed by DRPT and the Shenandoah Area Agency on Aging). In FY '16 under Work Task 4 the MPO studied the feasibility of extending transit service from Winchester to Lord Fairfax Community College. In FY '18 under Task 6 work will finish on a study of design alternatives for a four-mile north-south bikeway in the City of Winchester, moving toward implementation the highest priority project in the Bicycle and Pedestrian Master Plan.

Metropolitan Planning Area

Transportation planning processes are required to be organized and directed for all urbanized areas (UZAs) having a population of 50,000 or greater, as delineated by the U.S. Census Bureau, by metropolitan planning organizations (MPOs). MPOs are established for a metropolitan planning area (MPA) that must contain, at a minimum, the Census Bureau delineated urbanized area and the area expected to become urbanized in the next 20 years. An MPO, its planning boundaries and membership and voting structure are established and designated by agreement between local officials and the Governor (23 CFR 450.310).

The WinFred MPO planning area consists of the City of Winchester, the Town of Stephens City, the Urbanized Area of Frederick County, and the area of Frederick County projected to be urbanized by the year 2020 (see map on following page).

As reported by FHWA for 2010, the WinFred MPO Urbanized Area population was 78,440 and it encompasses a land area of approximately 103 sq. miles.



Responsibilities for Transportation Planning

The WinFred Metropolitan Planning Organization is the organization responsible for conducting the continuing, comprehensive, and coordinated (3-C) planning process for the Winchester-Frederick County Urbanized Area in accordance with requirements of Section 134 (Title 23 U.S.C.) of the Federal Highway Act of 1962, and Section 5303 of the Federal Transit Act. The WinFred MPO is the official Metropolitan Planning Organization for the urbanized area, designated by the Governor of Virginia, under Section 134 of the Federal Aid Highway Act, and the joint metropolitan planning regulations of FHWA and FTA.

The policy making body of the WinFred MPO is the Policy Board that consists of 8 voting members. These include 3 representatives from the City of Winchester, 3 representatives from Frederick County, 1 representative from the Town of Stephens City, and 1 representative from VDOT. Other agencies with non-voting membership on the WinFred MPO Policy Board include the Virginia Department of Rail and Public Transportation, Virginia Department of Aviation, Federal Highway Administration and Federal Transit Administration.

The Northern Shenandoah Valley Regional Commission (NSVRC) provides staff support to the WinFred MPO. NSVRC staff members, in cooperation with the MPOs member agencies, collect, analyze and evaluate demographic, land use, and transportation data to gain a better understanding of the transportation system requirements of the area. Special studies, research, and other work tasks requested by the MPO are the responsibility of the NSVRC to plan and coordinate. Consultant assistance may be sought when required to complete work tasks. NSVRC also prepares materials for use at the Policy Board, Technical Advisory and Citizens Advisory Committee meetings as well as any sub-committee meetings that are scheduled.

NSVRC staff will participate in all WinFred MPO meetings and provide required staff support and administration of the transportation planning program. In addition, staff members will represent the MPO at any meetings with federal, state, and local organizations as necessary.

Total Proposed Funding by Federal Source for FY 2019

Metropolitan Planning Funds (PL funds) are provided from the Federal Highway Trust Fund and distributed by State Departments of Transportation (DOTs) to MPOs to conduct the planning activities required by Title 23 of the U.S. Code 134. PL funds are distributed to States based on a ratio of urbanized-area population in individual States to the total nationwide urbanized-area population. State DOTs then distribute this funding to the MPOs in their State based on a formula agreed to by the MPOs and approved by their FHWA Division Office.

The primary funding source for transportation planning activities included in this work program are the FHWA Section 112 (PL) and FTA Section 5303. The proposed funding amounts (including state and local matching funds) for completion of tasks described in this UPWP are shown in Figure 2.

WORK TASK 1: Program Management & Administration

Objective and Description: This task includes ongoing activities that ensure proper management and operation of a continuing, comprehensive, and coordinated (3-C) planning process as described in the Memorandum of Understanding. Products originated from MPO (NSVRC) staff.

Products:

The primary products of this task are as follows and include those tasks necessary to the timely and accountable administration of the MPO Planning Process:

- Implementation of the FY19 UPWP throughout the fiscal year and provision of all required administrative functions including accounting, financial reporting, personnel administration, office management, website management, contract administration, map production, and necessary highway and transit purchases (e.g., office equipment, software, etc.);
- Maintenance of Title VI, ADA and environmental justice compliance, and in all work plans and activities for both highway and transit modes including consultation with appropriate groups, committees and community representatives;
- Support of the activities of the WinFred MPO through the preparation of reports, presentations, agendas, minutes and mailings for all Policy Board, TAC, CAC and other meetings, as well as attendance at those meetings;
- Continue a proactive public participation process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans, TIPs and other documents;
- Maintenance of the WinFred MPO website;
- Travel and Training/Education for staff members as it relates to MPO/Transportation Planning such as various workshops, short courses, conferences and seminars that will enhance their knowledge and working skills.

Budget: \$65,000

WORK TASK 2: Transportation Improvement Program (TIP)

Objective and Description: As required by federal planning regulations, the Transportation Improvement Program (TIP) for the WinFred MPO is a four-year program of highway, transit, bicycle, pedestrian, safety, and transportation enhancement projects receiving federal funds. State and locally funded projects are also included in the TIP for coordination purposes.

The TIP is updated every four years and must be approved by the MPO Policy Board and the Governor of Virginia. The TIP is required as a condition for all federal funding assistance for transportation improvements within the WinFred MPO study area.

The general public and all other interested parties will be given an opportunity to review and comment on the proposed TIP as described under the WinFred MPOs adopted Public Participation Plan. To facilitate public review, MPO staff will provide visualization of TIP projects, post the TIP on the MPO website, and make the TIP accessible at public libraries, government offices, and upon request.

This task provides for the maintenance of a regional Transportation Improvement Program and will require active support of the WinFred MPO Policy Board, Committees and coordination with member agencies. Products originated from MPO (NSVRC) Staff.

Products:

- Processing of requested amendments and administrative modifications to the adopted TIP;
- Mapping of TIP projects and Annual Listing of Projects for the next fiscal year;
- Update to the current TIP which must be done every four years.

Budget: \$2,500

WORK TASK 3: Federal or State Requested Planning Work Program Items

Objective and Description: The MPO staff will work with federal and state agencies in support of projects and programs designed to coordinate transportation planning activities within the region. Products originated from MPO (NSVRC) Staff.

Products:

- Staff will prepare studies and reports as necessary for the completion of this work program item and as directed by the appropriate federal and/or state agencies;
- Staff will represent the WinFred MPO on the Virginia Association of Metropolitan Planning Organizations (VAMPO) by participating in all meetings, events and training programs of the association and provide information as appropriate to the MPO agencies and partners.

Budget: \$1,500

WORK TASK 4: Transit Planning

Winchester Transit System Planning

Objective and Description: The Winchester Transit System (WinTran) conducts transit planning and administration efforts necessary to comply with FTA requirements in order to receive Section 5307 capital and operating grants. WinTran will coordinate with the MPO on transit planning activities. Products originated from requests by the WinTran program.

Products: Redesign and production of the WinTran brochure.

Budget: \$23,208

WORK TASK 5: Local Technical Assistance

Objective and Description: This is an annual UPWP task. This task is designed to provide flexible planning support and services to the WinFred MPO localities. Products will originate from a requesting locality.

Products:

Activities may include, but are not limited to:

- Development and submission of transportation-related grants to include SMART SCALE for WinFred MPO localities for both highway and transit projects; and
- Management of the on-call consultant list for the MPO and its member localities with contract administration and project management services.

Budget: \$50,000

WORK TASK 6: Bicycle and Pedestrian Plan Development

Objective and Description: This is an annual UPWP task. This task is designed to provide flexible planning support and services to the WinFred MPO localities in regard to Bicycle and Pedestrian Planning.

Products:

- *Implementation of the MPO Bicycle and Pedestrian Master Plan in the City of Winchester*, report, including design alternatives for a north-south bikeway and recommendations for interpretive signage along the Green Circle Trail. Carryover from FY2018.

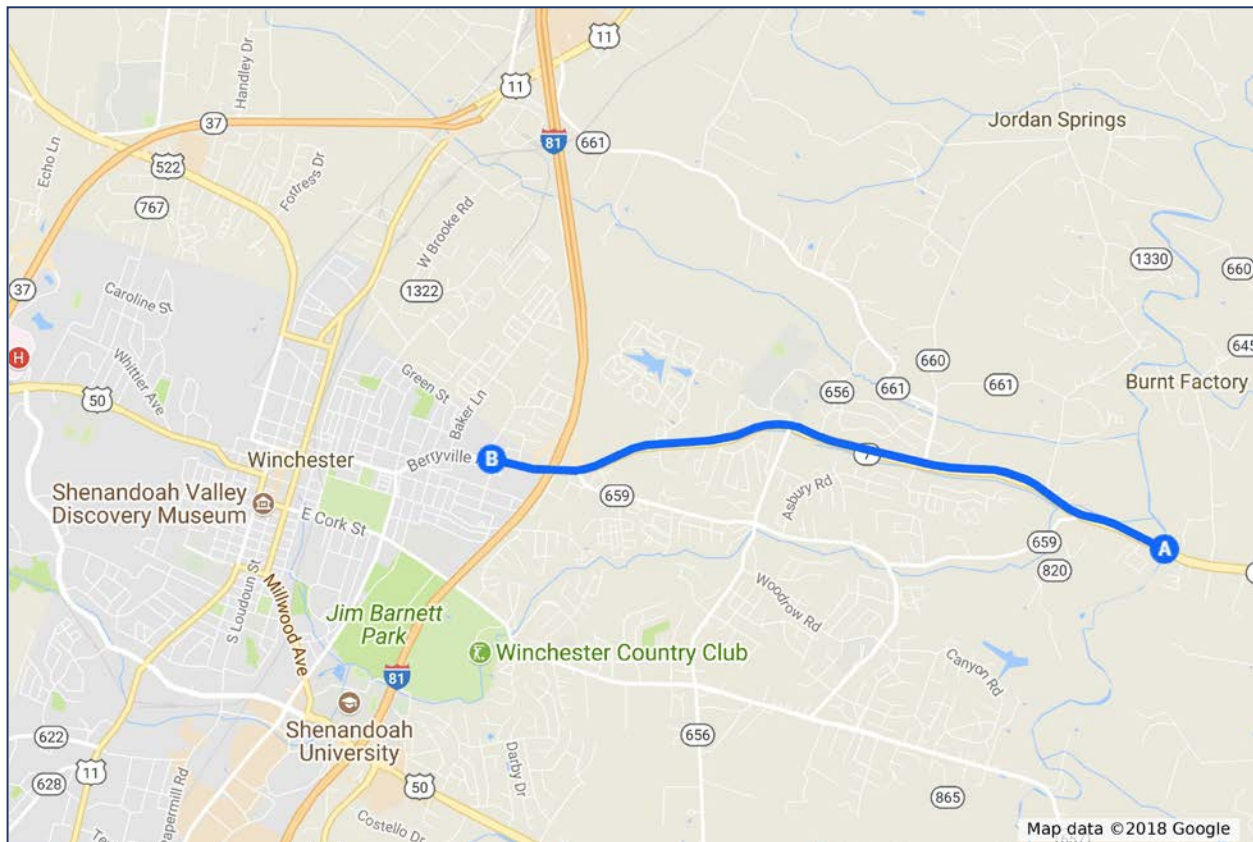
Budget: \$ 5,000

WORK TASK 7: System Planning

Objective & Description: Projects included in this work task bridge the gap between project readiness required for construction/ implementation and the conceptualized phase of a project prioritized in the CLRP. Activities will include site specific evaluation and validation of appropriate alternatives and will further refine understanding of the necessary project scope to accomplish a goal in the LRTP.

7.1 Route 7 Corridor Study

Objectives and Description: This study will evaluate operational and safety conditions on State Route 7 between the Clarke County line and Fort Collier Road in the City of Winchester, and recommend low-cost, high-value improvements competitive for programming through the SMART SCALE application process. The general study area, shown below, is approximately 3.9 miles long. Solutions to be considered may include roadway widening, changes in lane configuration, signal operation changes, and access management.



Product: A report to include recommended improvements, phasing, and planning-level cost estimates.

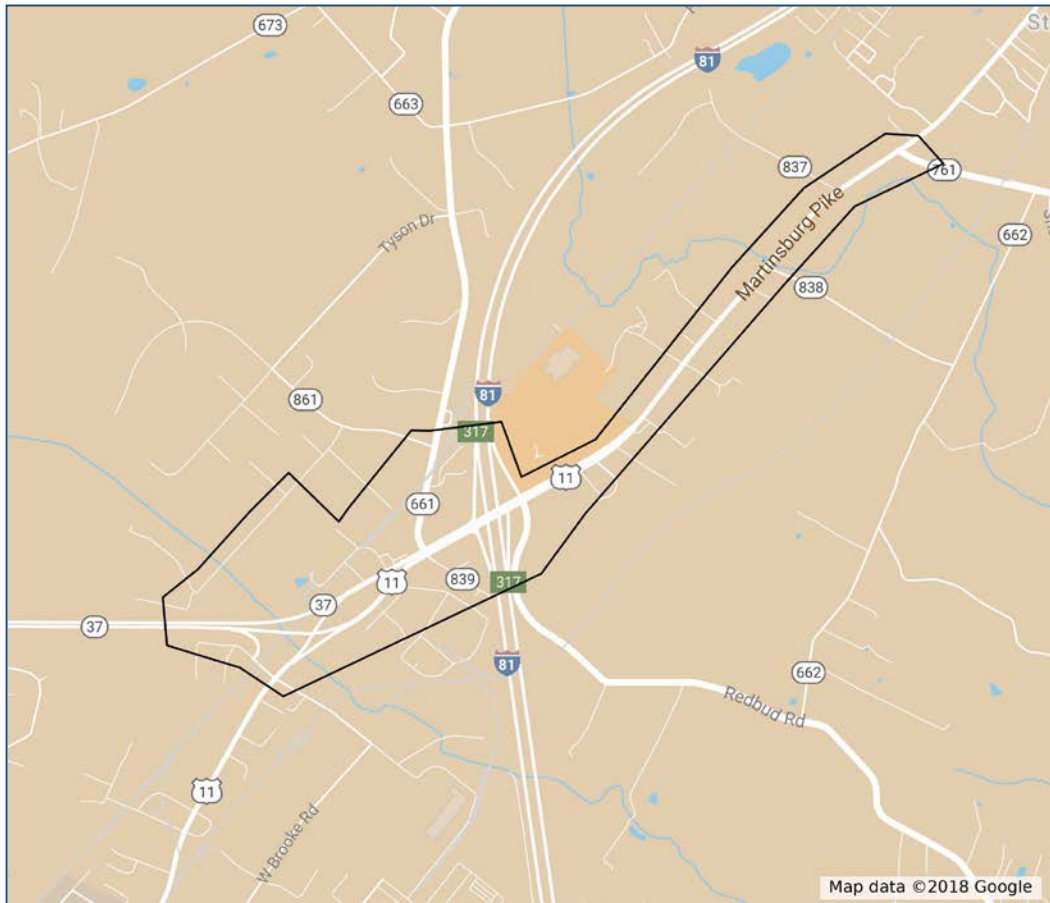
Schedule: This study will be completed in FY2019.

Budget: \$130,000

7.2 North Winchester Area Plan

Objective and Description: This effort will evaluate safety, access and circulation within an area containing a large concentration of freight traffic generators, focusing on movement between I-81 and nearby industrial parks via the Route 11/Martinsburg Pike (exit 317) interchange; and identify low-cost, high-value improvements competitive for programming through the SMART SCALE application process. Project funding and phasing strategies will be identified. The study will identify and evaluate a range of alternatives including but not limited to

- Lenoir Drive access to and from southbound Route 37;
- closure of Welltown Road at Martinsburg Pike, with re-routing of traffic via Crown Lane and a new roadway link to Welltown Road; and
- the Martinsburg Pike/Old Charles Town Road intersection.



Study area (outlined)

Products:

1. Area Plan: An area plan will be developed in accordance with applicable VDOT and FHWA guidance and SMART SCALE submission requirements.

2. Improvement program with cost estimates: a list of individual projects identified in the plan with planning level scopes and cost estimates.
3. Interchange Justification Report or feasibility study sufficient to meet SMART SCALE requirements,, Route 37 and Lenoir Drive extension, providing access to Stonewall Industrial Park.

Schedule: This project will be completed in FY 2019.

Budget: \$150,000

7.3 Metropolitan Transportation Safety Plan

Objective and Description: Develop a data-driven strategy of engineering, education, and enforcement countermeasures to most effectively reduce the rates of fatal and injury crashes in the Metropolitan Planning Area (MPA); support implementation of the State's Strategic Highway Safety Plan, specific to local conditions.

Consultants will:

1. Analyze five years of crashes (7,000+) to identify hot spots, systemic problems, and issues best addressed through education and enforcement; and
2. Recommend engineering (capital projects), education and enforcement countermeasures based on crash analysis.

MPO staff will present relevant findings to education and law enforcement officials; and identify and act on strategic partnership opportunities for implementation of recommendations.

Product: a strategic transportation safety plan including detailed recommendations for engineering, enforcement and education countermeasures with planning-level cost estimates.

Schedule: This project will be completed in FY 2019.

Budget: \$50,000

WORK TASK 8: Long Range Planning, Modeling, GIS & Data

Objective and Description: A Constrained Long-Range Plan (CLRP) of strategically targeted, tested and affordable projects will be developed for amendment to the 2040 Metropolitan Transportation Plan. A limited number of projects strategically selected by the committee will be evaluated for expected performance across a variety of measures pertinent to state and local transportation goals and objectives using the metropolitan travel demand model and tools developed for SMART SCALE, Virginia's project selection process.

Products:

1. An amended CLRP for the horizon year 2040 developed in conformity with federal requirements.
2. GIS mapping, data collection and database management in support of all MPO UPWP work tasks (including GIS software maintenance for 2 users at 50% of total cost).

Budget: \$80,000

Figure 2: Win-Fred MPO FY 2019 Proposed Revenues and Expenditures by Funding Source

Proposed Revenues FY19	Highway Funding				Transit Funding				Total Revenues	
	FHWA Planning 80%	State Match 10%	Local Match 10%	Subtotal Highway	FTA 5303 80%	State Match 10%	Local Match 10%	Subtotal Transit		
FY 2019 New PL 112 Funds-VDOT (1)	\$132,139	\$16,517	\$16,518	\$165,174					\$165,174	
FY 2017 Carryover PL Funds- VDOT (2)	\$170,220	\$21,278	\$21,277	\$212,775					\$212,775	
FY 2019 5303 Funds- DRPT (3)					\$77,366	\$9,671	\$9,671	\$96,708	\$96,708	
FY 2018 Carryover 5303 Funds- DRPT (4)					\$66,400	\$8,300	\$8,300	\$83,000	\$83,000	
Subtotal: FY19 Revenues	\$302,359	\$37,795	\$37,795	\$377,949	\$143,766	\$17,971	\$17,971	\$179,708	\$557,657	
Total FY19 Proposed Revenues									\$557,657	
Proposed Expenditures FY19	VDOT/ DRPT	FHWA Planning 80%	State Match 10%	Local Match 10%	Subtotal Highway	FTA 5303 80%	State Match 10%	Local Match 10%	Subtotal Transit	Total Expenditures
Task 1: Program Management and Administration	50/50	\$26,000	\$3,250	\$3,250	\$32,500	\$26,000	\$3,250	\$3,250	\$32,500	\$65,000
Task 2: Transportation Improvement Program (TIP)	50/50	\$1,000	\$125	\$125	\$1,250	\$1,000	\$125	\$125	\$1,250	\$2,500
Task 3: State/Federal Requested Work Tasks	50/50	\$600	\$75	\$75	\$750	\$600	\$75	\$75	\$750	\$1,500
Task 4: Transit Planning	0/100					\$18,566	\$2,321	\$2,321	\$23,208	\$23,208
Task 5: Local Technical Assistance	20/80	\$8,000	\$1,000	\$1,000	\$10,000	\$32,000	\$4,000	\$4,000	\$40,000	\$50,000
Task 6: Bicycle & Pedestrian Plan Development	0/100					\$4,000	\$500	\$500	\$5,000	\$5,000
Task 7: System Planning	90/10	\$237,600	\$29,700	\$29,700	\$297,000	\$26,400	\$3,300	\$3,300	\$33,000	\$330,000
Task 8: Long Range Planning, Modeling, GIS and Data	45/55	\$28,800	\$3,600	\$3,600	\$36,000	\$35,200	\$4,400	\$4,400	\$44,000	\$80,000
Subtotal: FY19 Expenditures		\$302,000	\$37,750	\$37,750	\$377,500	\$143,766	\$17,971	\$17,971	\$179,708	\$557,208
Estimated Contingency/Reserve Funds for Project Support		\$359	\$45	\$45	\$449	\$0	\$0	\$0	\$0	\$449
Total FY19 Proposed Expenditures										\$557,657

- (1) FY19 PL Funding from VDOT for Highway
- (2) FY17 PL Carryover Funds from VDOT: Not Expended in FY17
- (3) FY19 5303 Funding from DRPT for Multi-Modal Planning
- (4) FY18 5303 Carryover Funds from DRPT: Not Expended in FY18

WINFRED MPO TRANSIT TIP

	Previous Funding	FY 2018	FY 2019	FY 2020	FY 2021	Total FY 2018-2021	
WINCHESTER FREDERICK COUNTY METROPOLITAN PLANNING ORGANIZATION							
STIP ID:	WIN0001	Title: Operating Assistance			Recipient: Winchester Transit Service		
FTA 5307	439	439	436	439	439	FTA 5307	1,753
State	189	189	210	189	189	State	777
Local	250	250	226	250	250	Local	976
Revenues	87	87	99	87	87	Revenues	360
Year Total:	965	965	971	965	965	Total Funds:	3,866
Description:	Adjustment: Increase FY19 funding \$6K (Decrease FTA 5307 \$3K, increase State \$21K, decrease local \$24K, increase revenues \$12K) in accordance with Draft FY19 SYIP.						
STIP ID:	WIN0004	Title: Passenger Bus Shelters			Recipient: Winchester Transit Service		
FTA 5307				16		FTA 5307	16
State				3		State	3
Local				1		Local	1
Year Total:	-	-	-	20	-	Total Funds:	20
Description:							
STIP ID:	WIN0005	Title: Route Signage			Recipient: Winchester Transit Service		
FTA 5307			-			FTA 5307	-
State			-			State	-
Local			-			Local	-
Year Total:	-	-	-	-	-	Total Funds:	-
Description:	Amendment: Remove \$6K funding FY19 (Remove \$4K FTA 5307, \$1K State, \$1K local) in accordance with Draft FY19 SYIP.						
STIP ID:	WIN0006	Title: Shop Equipment			Recipient: Winchester Transit Service		
FTA 5307		8				FTA 5307	8
State		1				State	1
Local		1				Local	1
Year Total:	-	10	-	-	-	Total Funds:	10
Description:							
STIP ID:	WIN0009	Title: ADP Hardware			Recipient: Winchester Transit Service		
FTA 5307					4	FTA 5307	4
State					1	State	1
Local					1	Local	1
Year Total:	-	-	-	-	6	Total Funds:	6
Description:							
STIP ID:	WIN0011	Title: Replacement Rolling Stock			Recipient: Winchester Transit Service		
FTA 5307		212		360	200	FTA 5307	772
State		42		72	40	State	154
Local		11		18	10	Local	39
Year Total:	-	265	-	450	250	Total Funds:	965
Description:							
STIP ID:	WIN0014	Title: Expansion Rolling Stock			Recipient: Winchester Transit Service		
FTA 5307			-	540	128	FTA 5307	668
State			-	108	26	State	134
Local			-	27	6	Local	33
Year Total:	-	-	-	675	160	Total Funds:	835
Description:							
STIP ID:	WIN0016	Title: Support Vehicles			Recipient: Winchester Transit Service		
FTA 5307			-			FTA 5307	-
State			-			State	-
Local			-			Local	-
Year Total:	-	-	-	-	-	Total Funds:	-
Description:	Adjustment: Remove FY19 funding \$30K (Remove FTA 5307 \$24K, State \$5K, local \$1K) in accordance with Draft FY19 SYIP.						
STIP ID:	WIN0017	Title: Rehab/Renovation of Maint Facility			Recipient: Winchester Transit Service		
FTA 5307		40	-			FTA 5307	40
State		8	-			State	8
Local		2	-			Local	2
Year Total:	-	50	-	-	-	Total Funds:	50
Description:	Adjustment: FY18 move \$48K from FY17 to FY18 (FY18 Add \$40K FTA 5307, \$2K State, \$6K Local). Remove FY19 funding \$750K (Remove FTA 5307 \$600K, State \$120K, local \$30K) in accordance with Draft FY19 SYIP.						

STIP ID: GRA0002 Title: Paratransit Vehicles Recipient: Grafton, Inc.							
FTA 5310			-	64	64	FTA 5310	128
State						State	-
Local			-	16	16	Local	32
Year Total:	-	-	-	80	80	Total Funds:	160
Description:	Adjustment: Remove FY19 funding \$80K (Remove FTA 5310 \$64K, local \$16K) in accordance with Draft FY19 SYIP.						
STIP ID: NCS0001 Title: Paratransit Vehicles Recipient: Northwestern Community Services							
FTA 5310			52			FTA 5310	52
State						State	-
Local			13			Local	13
Year Total:	-	-	65	-	-	Total Funds:	65
Description:	Amendment: Add new project and FY19 funding \$65K (Add FTA 5310 \$52K, local \$13K) in accordance with Draft FY19 SYIP.						
STIP ID: SAA0002 Title: New Freedom Program Recipient: Shenandoah Area Agency on Aging							
FTA 5310		196	185	170	170	FTA 5310	721
State		156	148	161	161	State	626
Local		39	37	9	9	Local	94
Revenues		20	20	12	12	Revenues	64
Year Total:	-	411	390	352	352	Total Funds:	1,505
Description:	Adjustment: Increase FY19 funding \$38K (Increase FTA 5310 \$15K, decrease State \$13K, increase local \$28K, increase revenues						
STIP ID: SAA0003 Title: Paratransit Vehicles Recipient: Shenandoah Area Agency on Aging							
FTA 5310		52	84	220	168	FTA 5310	524
State						State	-
Local		13	21	55	42	Local	131
Year Total:	-	65	105	275	210	Total Funds:	655
Description:	Adjustment: Decrease Fy19 funding \$95K (Decrease FTA 5310 \$76K, local \$19K) in accordance with Draft FY19 SYIP.						

**MEMORANDUM OF UNDERSTANDING
ON METROPOLITAN TRANSPORTATION PLANNING RESPONSIBILITIES
FOR THE WINCHESTER FREDERICK COUNTY
METROPOLITAN PLANNING AREA**

This agreement is made and entered into as of _____, 2018 by and between the Commonwealth of Virginia hereinafter referred to as the State; the Winchester Frederick County Metropolitan Planning Organization hereinafter referred to as the MPO; WinTran hereinafter referred to as the Public Transportation Provider; and the Northern Shenandoah Planning District Commission serving as planning and administrative staff to the MPO, hereinafter referred to as the Staff.

WHEREAS, joint responsibilities must be met for establishing and maintaining a continuing, cooperative, and comprehensive (3-C) metropolitan transportation planning and programming process as defined and required by the United States Department of Transportation in regulations at [23 CFR 450 Subpart C](#), and

WHEREAS, the regulations at [23 CFR 450.314](#) direct that the MPO, State, and Public Transportation Provider responsibilities for carrying out the 3-C process shall be cooperatively determined and clearly identified in a written agreement.

NOW, THEREFORE, it is recognized and agreed that, as the regional transportation planning and programming authority in cooperation with the Staff, State and Public Transportation Provider, the MPO shall serve as the forum for cooperative development of the transportation planning and programming activities and products for the Winchester Frederick County metropolitan area. It is also agreed that the following articles will guide the 3-C process. Amendments to this agreement may be made by written agreement among the parties of this agreement.

Article 1

Planning and Modeling Boundaries

The MPO is responsible as the lead for coordinating transportation planning and programming in the Winchester Frederick County metropolitan transportation planning area (MPA) that includes the City of Winchester, Town of Stephens City, and a portion of Frederick County. A map providing a visual and itemized description of the current MPA will be included on the MPO website. It is recognized that the scope of the regional study area used with the travel demand model may extend beyond the MPA. The boundaries of the MPA shall be subject to approval of the MPO and the Governor. The MPA shall, at a minimum, cover the U.S. Bureau of the Census' designated urbanized area and the

contiguous geographic area expected to become urbanized within the 20 year long range plan forecast period. The boundaries will be reviewed by the MPO and the State at least after each Census decennial update, to adjust the MPA boundaries as necessary. Planning funds shall be provided to financially support the MPO's planning activities under 23 CFR 450 and 49 CFR 613, and the latest applicable metropolitan planning funding agreement with the State for the metropolitan planning area. All parties to this agreement shall comply with applicable state and federal requirements necessary to carry out the provisions of this agreement.

Article 2

MPO Structure & Committees

The MPO shall consist of, at a minimum, a Policy Board and a standing advisory group, the Transportation Technical Committee. The MPO shall establish and follow rules of order and record. The Policy Board and Transportation Technical Committee each shall be responsible for electing a chairman with other officers elected as deemed appropriate. These committees and their roles are described below. Redesignation of an MPO is required when an existing MPO proposes to make substantial changes on membership voting, decision making authority, responsibility, or the procedure of the MPO.

(A) The Policy Board serves as the MPO's policy board, and is the chief regional authority responsible for cooperative development and approval of the core transportation planning activities and products for the urbanized region including:

- the MPO budget and Unified Planning Work Program (UPWP); and
- the performance based Constrained Long Range Transportation Plan (CLRP); and
- the performance based Transportation Improvement Program (TIP) including all regionally significant projects regardless of their funding source; and
- the adoption of performance measure targets in accord with federal law and regulations that are applicable to the MPO metropolitan planning area; and
- the reporting of targets and performance to be used in tracking progress toward attainment of critical outcomes for the MPO region [450.314]; and
- the Participation Plan

The Policy Board will consider, analyze as appropriate, and reflect in the planning and programming process the improvement needs and performance of the transportation system, as well as the federal metropolitan planning factors consistent with 23 CFR 450.306. The Policy Board and the MPO will comply and certify compliance with applicable federal requirements as required by [23 CFR 450.336](#), The Policy Board and the MPO also shall comply with applicable state requirements such as, but not limited to, the Freedom of Information Act

requirements which affect public bodies under the Code of Virginia at [2.2-3700 et sequel](#).

Voting membership of the Policy Board shall consist of the following representatives, designated by and representing their respective governments and agencies:

- One representative participating on behalf of the State appointed by the Commonwealth of Virginia Secretary of Transportation, and
- Locally elected officials representing each County, independent City, Town or other appropriate representation within the transportation planning area.

The individual voting representatives may be revised from time to time as designated by the respective government or agency. State elected officials may also serve on the MPO. Nonvoting members may be added or deleted by the Policy Board through a majority of all voting members. Voting and nonvoting designated membership of the Policy Board will be identified and updated on the MPO's website with contact information.

(B) The Transportation Technical Committee provides technical review, supervision and assistance in transportation planning. Members are responsible for providing, obtaining, and validating the required latest official travel and socio-economic planning data and assumptions for the regional study area. Members are to ensure proper use of the data and assumptions by the MPO with appropriate travel forecast related models. Additional and specific responsibilities may be defined from time to time by the Policy Board. This committee consists of the designated technical staff of the Policy Board members, plus other interests deemed necessary and approved by the Policy Board. The designated voting and nonvoting membership of the Transportation Technical Committee will be updated by the Policy Board, and will be identified online with contact information.

(C) Regular Meetings – The Policy Board and Transportation Technical Committee shall each be responsible for establishing and maintaining a regular meeting schedule for carrying out respective responsibilities and to conduct official business. Meeting policies and procedures shall follow regulations set forth in 23 CFR §450.316. The regular meeting schedule of each committee shall be posted on the MPO's website and all meetings shall be open to the public. Any meeting and records concerning the business of the MPO shall comply with State Freedom of Information Act requirements.

Article 3 Unified Planning Work Program (UPWP)

Transportation planning activities anticipated within the Winchester Frederick County Metropolitan Planning Area during the next one or two year period shall be documented and prepared annually by the Staff and the Transportation

Technical Committee in accord with 23 CFR 450.308 and reviewed and endorsed by the Policy Board. Prior to the expenditure of any funds, such UPWP shall be subject to the approval of the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the State for funding the activities. Any changes in transportation planning and related activities, regardless of funding source, shall be accomplished by amendments to the UPWP and adoption by the Policy Board according to the same, full procedure as the initial UPWP.

Article 4 Participation Plan

The Policy Board shall adopt and maintain a formal, written Participation Plan. The Participation Plan shall provide reasonable opportunity for involvement with all interested parties in carrying out the metropolitan area's transportation planning and programming process, providing reasonable opportunities for preliminary review and comment especially at key decision points. Initial or revised participation plan procedures shall undergo a minimum 45 day draft public review and comment period. The Participation Plan will be published and available on the MPO's website. The State may assist, upon request of the MPO and on a case by case basis, in the provision of documents in alternative formats to facilitate the participation of persons with limited English proficiency or visual impairment.

The MPO also shall, to the extent practicable, develop and follow documented process(es) that at least outline the roles, responsibilities and key points for consulting with adjoining MPOs, other governments and agencies and Indian Tribal or federal public lands regarding other planning activities, thereby ensuring compliance with all sections of [23 CFR 450.316](#). The process(es) shall identify procedures for circulating or providing ready access to draft documents with supporting materials that reference, summarize or detail key assumptions and facilitate agency consultations, and public review and comment as well as provide an opportunity for MPO consideration of such comments before formal adoption of a transportation plan or program.

Article 5 Inclusion and Selection of Project Recommendations

Selection of projects for inclusion into the financially Constrained Long-Range Plan (CLRP)

Recommended transportation investments and strategies to be included in the CLRP shall be determined cooperatively by the MPO, the State, and Public Transportation Provider(s). The CLRP shall be updated at least every five years, and address no less than a 20 year planning horizon. Prior to the formal adoption of a final CLRP, the MPO shall provide the public and other interested stakeholders (including any intercity bus operators) with reasonable opportunities for involvement and comment as specified in 23 CFR §450.316 and in

accordance with the procedures outlined in the Participation Plan. The MPO shall demonstrate explicit consideration and response to public input received during the development of the CLRP.

Development of the Transportation Improvement Program (TIP)

The financially constrained TIP shall be developed by the MPO with assistance from the State and Public Transportation Provider(s). The TIP shall cover a minimum four year period and shall be updated at least every four years, or more frequently as determined by the State to coincide and be compatible with the Statewide Transportation Improvement development and approval process.

The State shall assist the MPO and public transportation providers in the development of the TIP by: 1) providing the project listing, planned funding and obligations, and 2) working collaboratively to ensure consistency for incorporation into the STIP. The TIP shall include any federally funded projects as well as any projects that are regionally significant regardless of type of funding. Projects shall be included and programmed in the TIP only if they are consistent with the recommendations in the CLRP. The State and the Public Transportation Provider(s), assisted by the state, shall provide the MPO a list of project, program, or grouped obligations by year and phase for all the State and the public transportation projects to facilitate the development of the TIP document. The TIP shall include demonstration of fiscal constraint and may include additional detail or supporting information provided the minimum requirements are met. The MPO shall demonstrate explicit consideration and response to public input received during the development of the TIP.

Once the TIP is compiled and adopted by the Policy Board the MPO shall forward the approved TIP, MPO certification, and MPO TIP resolution to the State. After approval by the MPO and the Governor, the State shall incorporate the TIP, without change, into the STIP. The incorporation of the TIP into the STIP demonstrates the Governor's approval of the MPO TIP. Once complete, the STIP shall be forwarded by the State to FHWA and FTA for review and approval.

Article 6

Financial Planning and Programming, and Obligations

The State, the MPO and the Public Transportation Provider(s) are responsible for financial planning that demonstrates how metropolitan long-range transportation plans and improvement programs can be implemented consistent with principles for financial constraint. Federal requirements direct that specific provisions be agreed on for cooperatively developing and sharing information for development of financial plans to support the metropolitan transportation plan (23 CFR 450.324) and program (23 CFR 450.326), as well as the development of the annual listing of obligated projects (23 CFR 450.334).

Fiscal Constraint and Financial Forecasts

The CLRP and TIP shall be fiscally constrained pursuant to 23 CFR §450.324 and §450.326 respectively with highway, public transportation and other transportation project costs inflated to reflect the expected year of expenditure. To support the development of the financial plan for the CLRP, the State shall provide the MPO with a long-range forecast of expected state and federal transportation revenues for the metropolitan planning area. The Public Transportation Provider(s), similarly, shall provide information on the revenues expected for public transportation for the metropolitan planning area. The financial plan shall contain system-level estimates of the costs and the revenue sources reasonably expected to be available to adequately operate and maintain the federal aid highways and public transportation. The MPO shall review the forecast and add any local or private funding sources reasonably expected to be available during the planning horizon. Recommendations on any alternative financing strategies to fund the projects and programs in the transportation plan shall be identified and included in the plan. In the case of new funding sources, strategies for ensuring their availability shall be identified and documented. If a revenue source is subsequently found removed or substantially reduced (i.e., by legislative or administrative actions) the MPO will not act on a full update or amended CLRP and/or TIP that does not reflect the changed revenue situation.

Annual Obligation Report

Within 90 days after the close of a federal fiscal year the State and Public Transportation Provider(s) shall provide the MPO with an Annual Obligation Report. To the extent possible, this report will contain the projects (including investments in pedestrian walkways and bicycle transportation facilities) for which federal highway or transit funds were obligated in the preceding program year. It shall include all federally funded projects authorized or revised to increase obligations in the preceding program year, and at a minimum include TIP project description and implementing agency information and identify, for each project, the amount of Federal funds requested in the TIP, the Federal funding that was obligated during the preceding year, and the Federal funding remaining and available for subsequent years. The MPO shall publish the Annual Obligation Report on the MPO's website and in accordance with any other procedures outlined in the Participation Plan to ensure adequate access by the public and other interested stakeholders.

Article 7

Performance Based Metropolitan Planning Process Responsibilities

The MPO

The MPO, in cooperation with the State and Public Transportation Provider(s), shall establish and use a performance-based approach in carrying out the region's metropolitan transportation planning process consistent with 23 CFR 450.306, and 23 CFR 490. The MPO shall integrate into the metropolitan

transportation planning process, directly or by reference, the goals, objectives, performance measures, and targets described in applicable transportation plans and transportation processes, as well as any plans developed under 49 U.S.C. Chapter 53 by providers of public transportation required as part of a performance-based program. The MPO shall properly plan, administratively account for and document the MPO's performance based planning activities in the MPO UPWP.

The MPO shall develop, establish and update the federally required transportation performance targets that apply for the MPO metropolitan planning area in coordination with the State(s) and the Public Transportation Provider(s) to the maximum extent practicable. The Policy Board shall adopt federal targets of the MPO after reasonable opportunity for and consideration of public review and comment, and not later than 180 days after the date on which the relevant State(s) and Public Transportation Provider(s) establish or update the Statewide and Public Transportation Provider(s) performance targets, respectively. No later than 21 days of the MPO deadline for the selection of new or updated targets, for each federally required performance measure, the MPO shall formally notify the State(s) and Public Transit Provider(s) of whether the MPO: 1) has selected "to contribute toward the accomplishment" of the statewide target selected by the state, or 2) has identified and committed to meet a specific quantitative target selected by the public transportation provider(s) or the MPO for use in the MPO's planning area of Virginia.

In the event that a Virginia MPO chooses to establish a MPO-specific federal highway or transit performance measure quantitative target, then the Virginia MPO shall be responsible for its own performance baseline and outcome analyses, and for the development and submittal of special report(s) to the State for the MPO-specific highway and/or transit performance measure(s). Reports from the Virginia MPOs that choose their own MPO-specific highway or transit target(s) will be due to the State no later than 21 days from the date that the MPO is federally required to establish its performance target for an upcoming performance period. The special report(s) for each new or updated MPO-specific highway target shall be sent from the Virginia MPO to the VDOT Construction District Engineer. The special report(s) for each new or updated MPO-specific transit target shall be sent from the Virginia MPO to the Department of Rail and Public Transportation. The special report(s) shall include summary documentation on the performance analyses calculation methods, baseline conditions, quantitative target(s), and applicable outcome(s) regarding the latest performance period for the MPO-specific performance measure(s). For the Virginia MPOs which agree to plan and program projects "to contribute toward the accomplishment" of each of the statewide performance measure targets, the State will conduct the performance analyses for the MPO's metropolitan planning area in Virginia and provide online summaries for each measure such that no special report to the State will be due from these MPOs.

If a Virginia MPO chooses to contribute to achieving the statewide performance target, the MPO shall, at minimum, refer to the latest performance measure analyses and summary information provided by the State, including information that was compiled and provided by the State on the metropolitan planning area's performance to inform the development of appropriate performance targets. The MPO may use State performance measures information and targets to update the required performance status reports and discussions associated with each MPO CLRP and/or TIP update or non-administrative modification. The MPO's transportation performance targets, recent performance history and status will be identified and considered by the MPO's Policy Board in the development of the MPO CLRP with its accompanying systems performance report required per 23 CFR 450.324, as well as in the development of the TIP with its accompanying description of the anticipated effect of the TIP toward achieving the performance targets, linking their TIP investment priorities to the performance targets as required per 23 CFR 450.326. The MPO CLRP and its accompanying systems performance report, and/or the MPO TIP and its accompanying description of the anticipated effect of the TIP, shall directly discuss or reference the latest State performance measure status information available and posted online by the State regarding the metropolitan planning area at the time of the MPO's Technical Committee recommendation of the draft MPO long range plan or draft TIP.

The State

Distinct from the roles of the metropolitan Public Transportation Provider(s) with federal performance measures on transit (transit is the subject of the next section), the State is the lead party responsible for continuous highway travel data measurement and collection. The State shall measure, collect highway data and provide highway field data for use in federal highway related performance measure analyses to inform the development of appropriate federal performance targets and performance status reports. MPO information from MPO-specific data analyses and reports might not be incorporated, referenced or featured in computations in the Virginia statewide performance data analyses or reports. The State shall provide highway analyses for recommending targets and reporting on the latest performance history and status not only on a statewide basis but also on the Virginia portions of each of Virginia's MPO metropolitan planning areas, as applicable. The findings of the State's highway performance analyses will inform the development or update of statewide targets.

Summary highway performance analyses and proposed statewide targets shall be released by the State with notice for at least a 15 day public review and comment period 21 days or more before the statewide highway safety federal performance measures are annually selected, and a 15 day public review and comment period 21 days or more before the statewide highway non-safety federal performance measures are biennially selected. The State public notices shall provide a summary of the State's recommendations for a statewide target and supporting baseline performance information. During the public review and comment opportunity period, the MPO and Public Transportation Provider(s)

shall ensure that they inform the State of any special data or factors that should be considered by the State in the recommendation and setting of the statewide performance targets.

All statewide highway safety targets and performance reports are annually due from the State to FHWA beginning August 31, 2017 and each year thereafter. The MPOs shall report their adopted annual safety performance targets to the State for the next calendar year within 180 days from August 31st each year. The statewide highway non-safety performance two and/or four year targets are due for establishment from the State initially no later than May 20, 2018 for use with the state biennial baseline report that is due by October 1, 2018. The subsequent state biennial report, a mid-period report for reviews and possible target adjustments, is due by October 1, 2020. Thereafter, State biennial updates are cyclically due by October 1st of even numbered years with a baseline report to be followed in two years by a mid-period report. Using information cooperatively compiled from the MPOs, the State and the Public Transportation Providers, the State shall maintain, post online, and update summary information on the latest Virginia statewide and (each) MPO metropolitan planning area's federally required performance measure targets, and corresponding performance history and status.

The Public Transportation Provider(s)

For the metropolitan areas, public transportation providers are the lead parties responsible for continuous public transit data measurement and collection, establishing and annually updating federal performance measure targets for the metropolitan transit asset management and public transportation agency safety measures under 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d), respectively, as well as for updates that report on the public transit performance history and status. The selection of the performance targets that address performance measures described in 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d) shall be coordinated, to the maximum extent practicable, between the MPO, the State and Public Transportation Providers to ensure consistency with the performance targets that public transportation providers establish under 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d). Information from the Public Transportation Provider(s) on new or updated public transit asset management and safety performance targets, and data-reports on the public transit performance history and status relative to the targets is necessary for use and reference by the affected State(s) and the MPO(s). The Public Transportation Provider(s) that receive federal funds shall annually update and submit their transit asset management targets and data-reports to the FTA's National Transit Database consistent with FTA's deadlines based upon the applicable Public Transportation Provider's fiscal year. These Public Transportation Provider(s) shall notify, and share their information on their targets and data-reports electronically with the affected State(s) and MPO(s) at the time that they share the annual information with FTA, and coordinate as necessary so that the MPO(s) shall establish and/or update their MPO transit target(s) no later than 180 days thereafter.

IN WITNESS WHEREOF, the parties have executed this agreement on the day and year first written above.

Chairman
Winchester Frederick County
Metropolitan Planning Organization

WITNESS BY _____
DATE _____

Secretary of Transportation
Commonwealth of Virginia

WITNESS BY _____
DATE _____

Transit Director
WinTran

WITNESS BY _____
DATE _____

Executive Director
Northern Shenandoah
Planning District Commission

WITNESS BY _____
DATE _____