



**Policy Committee Meeting Minutes**  
**Monday ♦ May 18, 2020 ♦ 7:15pm**  
Virtual-Only📞

<http://www.fampo.gwregion.org/committees/policy-committee/>

Due to the nature of the Declaration of a State of Emergency Due to Novel Coronavirus (COVID-19) pursuant to Code § 2.2-3708.2 this meeting is to be held by electronic communications, via the web platform GoToMeeting. The catastrophic nature of this declared emergency makes it impracticable and unsafe to assemble a quorum in a single location and the purpose of this meeting is to discuss or transact the business statutorily required or necessary to continue operations of the public body.

A recording of this virtual meeting has been posted to the FAMPO Policy Committee webpage:  
<http://www.fampo.gwregion.org/committees/policy-committee/>

📞*Remote connect by phone or internet for all attendants per Virginia COVID-19 legislation as noted above.*

**Members Present:**

Chairman Matthew Kelly, City of Fredericksburg  
First Vice Chair Ms. Cindy Shelton, Stafford County  
Second Vice Chair Tim McLaughlin, Spotsylvania County  
Mr. William Withers, Jr., City of Fredericksburg  
Mr. Tim Baroody, City of Fredericksburg  
Mr. Mark Dudenhefer, Stafford County  
Ms. Crystal Vanuch, Stafford County  
Mr. Chris Yakabouski, Spotsylvania County  
Ms. Deborah Frazier, Spotsylvania County  
Ms. Marcie Parker, Representative from the Secretary of Transportation  
Ms. Michelle Shropshire, Representative from the Secretary of Transportation  
Mr. Charles Steigerwald, Potomac and Rappahannock Transportation Commission (PRTC)  
Ms. Nancy Long, Caroline County  
Ms. Ann Cupka, King George County  
Ms. Cathy Binder, King George County  
Mr. Ivan Rucker, Federal Highway Administration (FHWA)  
Ms. Susan Gardner, Virginia Department of Transportation (VDOT)  
Mr. Stephen Haynes, VDOT  
Mr. Todd Horsley, Virginia Department of Rail and Public Transportation (DRPT)  
Ms. Jamie Jackson, Fredericksburg Regional Transit (FRED)  
Mr. David McLaughlin, Citizens Transportation Advisory Committee (CTAC) Chairman

**Others Present:**

Ms. Linda LaSut, VDOT  
Mr. Jim Ponticello, VDOT  
Mr. Daniel Grinnell, VDOT  
Dr. Linda Millsaps, George Washington Regional Commission (GWRC)  
Ms. Kate Gibson, GWRC  
Ms. Michele Dooling, GWRC  
Ms. Leigh Anderson, GWRideConnect  
Mr. Erik Nelson, Technical Advisory Committee (TAC) Chairman & City of Fredericksburg  
Mr. Jason Towery, TAC & Stafford County  
Mr. Alex Owsiak, TAC & Stafford County  
Mr. Brandon Brown, Stafford County  
Mr. Paul Agnello, TAC & Spotsylvania County  
Mr. Rich Denbow, Cambridge Systematics

Mr. Alex Long  
Ms. Lyn Erickson, Transportation Planning Board (TPB)

**Staff Members Present:**

Mr. Adam Hager, Transportation Planner  
Ms. Stacey Feindt, Public Involvement/Title VI Coordinator  
Ms. Leah Vigil, Administrative Assistant  
Ms. Kari Barber, Transportation Planner  
Mr. Matthew Lehane, Transportation Planner  
Ms. Jordan Chandler, Transportation Planner

*\*Speaker name: Summary of comments, NOT direct quotes unless indicated with quotation marks.*

1. **Call FAMPO Policy Committee Meeting to Order** –Chairman Matthew Kelly called the meeting to order at **7:16pm**.
2. **Roll Call** – Ms. Stacey Feindt
3. **Determination of a Quorum** – Ms. Stacey Feindt  
A virtual quorum was determined
4. **Approval of the May 18, 2020 Policy Committee Agenda (ACTION ITEM)**  
Motion made to approve the May 18, 2020 Policy Committee Agenda  
Motion: Ms. Cindy Shelton; Second: Mr. Tim McLaughlin  
Motion passed without objection
5. **Public Involvement**  
None
6. **Chairman’s Comments**  
None
7. **Consent Agenda**
  - a. **Approval of March 16, 2020 Policy Committee Meeting Minutes (ACTION ITEM)**  
Motion made to approve the March 16, 2020 Policy Committee meeting minutes  
Motion: Mr. William Withers, Jr.; Second: Ms. Cindy Shelton  
Motion passed unanimously
8. **Action/Discussion**
  - a. FAMPO-Transportation Planning Board (TPB) Memorandum of Understanding (MOU) Update – Dr. Linda Millsaps
    - The MOU is not ready for a vote at this time; there is a document in the meeting packet for review
    - In editing phase
      - There has been discussion around the extent to which this document should address allocation of funds

Chairman Matthew Kelly: Committee members should review and submit comments within the next two weeks to Mr. Adam Hager at [hager@gwregion.org](mailto:hager@gwregion.org)

i. **Performance Based Planning and Programming (PBPP) Letter of Agreement (LOA) (ACTION ITEM)**

- Agreement between FAMPO and TPB to work together on transportation-related tasks such as:
  - Data collection and reporting
  - Monthly communication
- TPB lead and FAMPO Chairman Matthew Kelly to sign
- Similar to TPB agreement with other jurisdictions

Mr. Mark Dudenhefer: Please provide examples of other agreements for comparison  
Dr. Linda Millsaps: Will email

Motion made to approve the PBPP Letter of Agreement

Motion: Ms. Cindy Shelton; Second: Mr. William Withers, Jr.

Motion passed without objection

b. **Allocation of FY26 Congestion Mitigation and Air Quality (CMAQ) Funding Update – Mr. Erik Nelson, City of Fredericksburg & Technical Advisory Committee Chair**

i. **CMAQ Project Scoring Matrix**

- Localities working together for eventual recommendations
- Working toward a finalized document for approval by the end of the fiscal year
- The current process for this year is a project per locality: City of Fredericksburg, Stafford County, Spotsylvania County

ii. **CMAQ/RSTP Allocations Update**

Mr. Tim McLaughlin: Requested a breakdown of carryover funds

Dr. Linda Millsaps: Suggested going back a few years to compare funding sources for staff and will report back to the committee

iii. **Funding Deficit on UPC 110987: Rte 208/Rte 636-Hood/Houser Drive Intersection Improvements – Mr. Paul Agnello, Spotsylvania County**

- VDOT informed Spotsylvania of change in cost estimate at the end of April
- Will need to work with localities to determine funding source and likely ask FAMPO to cover some of the shortfall next month

Ms. Marcie Parker: Increased costs comes from several factors

- Storm water elements
- Construction price increases, etc.
- Not just one cause

c. **Approval of Amended Resolution 20-30: Directing a Public Comment Period for the Draft 2045 Long Range Transportation Plan (LRTP) Amendment and Draft Air Quality Conformity Analysis (AQCA) Report (ACTION ITEM) – Mr. Adam Hager**

Motion made to approve Resolution 20-30: Directing a Public Comment Period for the Draft 2045 Long Range Transportation Plan (LRTP) Amendment and Draft Air Quality Conformity Analysis (AQCA) Report

Motion: Mr. William Withers, Jr.; Second: Mr. Chris Yakabouski

Motion passed unanimously

- i. Draft 2045 LRTP Amendment
  - ii. Draft Conformity Determination
- d. **Approval of Resolution 20-33: Amending the FY18-21 TIP to Add UPCs from the I-95 Corridor Study (ACTION ITEM)** – Mr. Adam Hager
- VDOT TIP amendment for operational improvements for statewide I-95 corridor
  - Approved by TAC and endorsed by CTAC

Motion made to approve Resolution 20-33: Amending the FY18-21 TIP to Add UPCs from the I-95 Corridor Study

Motion: Ms. Cindy Shelton; Second: Mr. William Withers, Jr.  
 Motion passed without objection

- e. **Approval of Resolution 20-34: Approving the FY21-24 Transportation Improvement Program (ACTION ITEM)** – Ms. Stacey Feindt
- Committee members received the Public Comment Report
  - Included polling data and prioritized concerns from the public

Chairman Matthew Kelly: FAMPO may want to consider increased FRED service, along with GWRC and new FRED director input

Motion made to approve Resolution 20-34: Approving the FY21-24 Transportation Improvement Program

Motion: Mr. Tim McLaughlin; Second: Ms. Cindy Shelton  
 Motion passed unanimously

- i. FY21-24 TIP

- f. **Approval of Resolution 20-35: Endorsing the Air Quality Conformity Determination for the Fiscal Years 2021-2024 TIP (ACTION ITEM)** – Mr. Adam Hager

Mr. Dave McLaughlin: CTAC endorsed this resolution at the May meeting

Motion made to approve Resolution 20-35: Endorsing the Air Quality Conformity Determination for the Fiscal Years 2021-2024 TIP

Motion: Mr. Chris Yakabowski; Second: Mr. William Withers, Jr.  
 Motion passed unanimously

- i. Conformity Determination for the FY21-24 TIP

- g. **GW RideConnect FY21 Work Plan** – Ms. Kate Gibson

- Program finds alternate modes of transportation for commuters in the area
- Reduces vehicle use daily by 60,000 miles with
  - Carpools
  - Vanpools
  - Other modes of transit
- Funding of the annual program proposed

- h. **FY21 Unified Planning Work Program Draft** – Mr. Adam Hager and Mr. Rich Denbow, Cambridge Systematics

- Proposal of the work activities and major items for the year

Chairman Matthew Kelly: VDOT asked for most of the changes from FY20 UPWP; any comment on the new draft?

Ms. Marcie Parker: VDOT received the draft when it became available with the agenda and will get comments to FAMPO next week; no major issues from initial preview

Ms. Cindy Shelton: Would like to meet with VDOT and FAMPO staff to address questions, comments, and concerns; will bring to Policy Committee if needed

**i. Approval of Resolution 20-36: Directing a Public Comment Period for the Draft Fiscal Year 2021 Unified Planning Work Program (ACTION ITEM)**

Motion made to approve Resolution 20-36: Directing a Public Comment Period for the Draft Fiscal Year 2021 Unified Planning Work Program

Motion: Ms. Cindy Shelton; Second: Mr. William Withers, Jr.

Motion passed unanimously

**i. FY20 UPWP Amendment Draft – Mr. Adam Hager**

- De-program request for FY20 carryover to FY21, estimated \$140,000

Mr. Tim McLaughlin: As requested at the GWRC meeting, would like breakdown of monies for PL and otherwise

**i. Approval of Resolution 20-37: Directing a Public Comment Period for the Draft Fiscal Year 2020 Unified Planning Work Program Amendment (ACTION ITEM)**

Motion made to approve Resolution 20-37: Directing a Public Comment Period for the Draft Fiscal Year 2020 Unified Planning Work Program Amendment

Motion: Ms. Cindy Shelton; Second: Mr. William Withers, Jr.

Objection: Mr. Tim McLaughlin

Motion passed by majority

**j. FAMPO Meeting Schedule Update – Mr. Adam Hager**

- Required actions for remainder of fiscal year outlined for TAC and Policy
- Proposing additional June 22, 2020 Policy Committee meeting for approval of documents

**k. Fiscal Year 2021 Election of Officers Update – Ms. Stacey Feindt**

- Elections are in June, consider virtual options
- Review Bylaws as found on webpage: <https://www.fampo.gwregion.org/policy-committee/>

Chairman Matthew Kelly: Provided a summary of what will take place

- Proposal to vote by roll call
- Standard rotation of Policy Committee officers, FY21: Stafford County for Chairman; Spotsylvania County for First Vice Chair; City of Fredericksburg for Second Vice Chair
- Locality Boards of Supervisors and City Council to determine nominees for June elections

## **9. Correspondence**

- VDOT: Letter relaying CTB approval of FAMPO move for System for the Management and Allocation of Resources for Transportation (SMART SCALE) from category A to B, improving project scoring
- Updated membership for Policy Committee from VDOT and FRED
- Letter of support for Better Utilizing Investments to Leverage Development (BUILD) Transportation Discretionary grant applications for Stafford and Spotsylvania counties

## **10. Staff and Agency Reports**

Mr. Adam Hager summarized updates

- COVID-19 Survey of changes for transportation habits
- News release on decreased travel data from pandemic impact

- FAMPO Quarter Three UPWP report, FY20  
Ms. Michelle Shropshire: The report looks good overall; sent to Central office and FHWA, no comments to date
- Mr. Matthew Decatur's last day with FAMPO is this week, May 22, 2020

#### 11. Board Member Comments

Ms. Marcie Parker: There will be a YouTube Live event on the Chatham Bridge, Thursday at 7:00 pm; public comments may be typed

Dr. Linda Millsaps: Census data - Virginia higher than national average; FAMPO localities have a higher response rate within the state which directly affects FAMPO due to population factors

#### 12. Action/Discussion Items

##### a. Resolution 20-38: Allowing the Policy Committee to Go into Closed Session to Discuss Personnel Matters (ACTION ITEM) – Chairman Kelly

Motion made to approve Resolution 20-38: Allowing the Policy Committee to Go into Closed Session to Discuss Personnel Matters

Motion: Mr. Mark Dudenhefer; Second: Mr. William Withers, Jr.

Motion passed without objection

##### b. Resolution 20-39: Allowing the Policy Committee to Return to Open Session (ACTION ITEM) – Chairman Kelly

Motion made to approve Resolution 20-39: Allowing the Policy Committee to Return to Open Session

Motion: Mr. William Withers, Jr.; Second: Ms. Cindy Shelton

Motion passed

#### 13. Adjourn/Next Policy Committee Meeting June 15, 2020 at 7:15 pm

Motion made to adjourn the May 18, 2020 Policy Committee Meeting at 9:15 pm

Motion: Mr. William Withers, Jr.; Second: Ms. Cindy Shelton

Motion passed