



## Policy Committee Meeting Minutes

Monday ♦ June 15, 2020 ♦ 7:15pm

Virtual-Only

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

Approved: July 20, 2020

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  
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  
Dr. Linda Millsaps, George Washington Regional Commission (GWRC)  
Ms. Kate Gibson, GWRC  
Ms. Michele Dooling, GWRC  
Ms. Leigh Anderson, Technical Advisory Committee (TAC) & GWRideConnect  
Mr. Erik Nelson, 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  
Ms. Jennifer DeBruhl, Virginia Department of Rail and Public Transportation (DRPT)  
Ms. Ciara Williams, TAC & DRPT  
Mr. Al Durante, CTAC & Spotsylvania County  
Ms. Suzanne Smith

Mr. Arnold Levine, FRED

**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 virtual meeting to order at **7:46 pm**.

**2. Roll Call** – Ms. Stacey Feindt

**3. Determination of a Quorum** – Ms. Stacey Feindt

A virtual quorum was determined

**4. Approval of the June 15, 2020 Policy Committee Agenda (ACTION ITEM)**

Mr. Mark Dudenhefer: Requested addition of a presentation by Mr. Paul Agnello to the agenda at 9.b.

Motion made to approve the June 15, 2020 Policy Committee Agenda with the above addition

Motion: Mr. Mark Dudenhefer; Second: Mr. Tim McLaughlin

Motion passed without objection

**5. Public Involvement**

Ms. Feindt summarized a written comment by Mr. Robert Thomas, a resident of the City of Fredericksburg and property owner in Spotsylvania County:

- Sidewalks are too narrow
- Not enough crosswalks
- Paths that allow bikes are dangerous as they impede exercise for the elderly population and/or public health in general by inhibiting social distancing standards

**6. Public Hearing**

Ms. Feindt noted the documents open to the Public Hearing for comment and read a comment submission:

- 2045 Long Range Transportation Plan (LRTP) Amendment
- Air Quality Conformity Analysis (AQCA) of the related LRTP amendment
- Amendment to the FY20 Unified Planning Work Program (UPWP)
- FY21 UPWP
  - Mr. Paul Agnello, Assistant Director for Transportation for Spotsylvania County:  
I am writing to provide some comments on the Draft FY-21 UPWP available for public comment:
    1. I am writing in support of GWRC providing staffing for 7 full time equivalent positions and an intern for FY-21 as is shown in the Draft FY-21 UPWP for public comment. This level of staffing is necessary in order for FAMPO to continue to perform its Federally required transportation planning responsibilities in FY-21 including making significant progress on completing the region’s 2050 Long Range Transportation Plan (LRTP). The FY-21 budget for PL/5303 of 886,509 can clearly support this level of staffing and this funding amount does not include the \$72,500

in Rural SPR funding or \$200,000 in Previous STBG-RSTP for the 2050 LRTP which are also available for FAMPO staffing bringing the total FY-21 FAMPO staffing budget to \$1,159,009. GWRC is forecasting a large PL/5303 carryover amount of about \$230K from FY-21 to FY-22 and FAMPO funding levels are expected to rise significantly by FY-23/FY-24 as a result of federal transportation reauthorization of the FAST Act and increased allocations due to 2020 Census results so having enough future funding for 7 full time equivalent positions and an intern should not be an issue.

2. I recommend extending the deadline for the 2050 Long Range Transportation Plan (LRTP) from June, 2021 to December, 2021 to provide additional time for GWRC to develop the FAMPO staffing necessary to complete the 2050 LRTP.

## 7. Chairman's Comments

Chairman Matthew Kelly updated the group on the FAMPO Administrator vacancy

- Applicant under consideration for the position accepted a different job post
- Does the Policy Committee want to re-advertise in July or try a new approach?

Mr. Tim McLaughlin: Perhaps hire a headhunter

Dr. Linda Millsaps: Inquired of VDOT, can they reimburse for such services? If so, please provide acceptable funding source(s).

Ms. Michelle Shropshire: Deferred to by Ms. Marcie Parker, will research then disseminate results to Executive Committee to decide next steps

## 8. Consent Agenda

### a. Approval of May 18, 2020 Policy Committee Meeting Minutes (ACTION ITEM)

Motion made to approve the May 18, 2020 Policy Committee meeting minutes without changes

Motion: Mr. Charles Steigerwald; Second: Ms. Cindy Shelton

Motion passed unanimously

## 9. Action/Discussion

- a. FAMPO On-Call Consultants Update – Dr. Linda Millsaps, George Washington Regional Commission and Mr. Adam Hager, FAMPO

Dr. Linda Millsaps outlined next steps:

- Consultant contracts have been extended two years beyond initial term
- Former plan was for the new FAMPO Administrator to be in process of new contracts
- Will potentially utilize On-Call agreements from VDOT in interim
- Later this summer, will present a draft On-Call Request for Proposal (RFP) for consideration

- b. Allocation of Congestion Mitigation and Air Quality (CMAQ) and Surface Transportation Block Grant (STBG)/Regional Surface Transportation Program (RSTP) Funding – Mr. Erik Nelson, City of Fredericksburg & Technical Advisory Committee Chair; Mr. Paul Agnello, Spotsylvania County; and Mr. Jason Towery, Stafford County

Mr. Paul Agnello presented material related to the GWRC budget and GWRideConnect funding

- TAC leadership analyzed data from the GWRC budget in support of maintaining the FY21 UPWP staffing of seven full-time positions for FAMPO staff
- TAC recommended dividing Consultant fees of \$200k in half so \$100k would be allocated for FAMPO staff and the other half used for consultant support
- From FY13 to present, the UPWP has allotted funding for 6-8 full-time FAMPO staff
- Final figures tally core sources: PL and 5303, plus RSTP, special grants, and rural funds to total about \$1,159,000 for FY21 such that there would be no need to decrease staffing at this time as proposed by GWRC
- Current staffing for FAMPO has three full-time positions, some part-time positions and upper level vacancies causing a significant surplus into FY22 with staffing unchanged
- The federal reauthorization of the Fixing America's Surface Transportation (FAST) Act will likely cause an increase in PL and 5303 funds by 10%
- A projected increase of at least 25% will come with the 2020 Census as the PL and 5303 are population-based and FAMPO is one of the fastest growing regions in the state
- GWRideConnect is to receive CMAQ funding of \$125k through FY21; TAC recommends that CMAQ reserve \$125k for staffing only, available after exhausting alternate sources for FY22
- Significant new source, 5307 Funding from FY20 is available for transit planning
- GWRideConnect could work with FAMPO staff, as it has the past, to complete the Transportation Demand Management (TDM) component of FAMPO's 2050 LRTP to utilize 5307 funds in a team effort
- TAC recommends that the current CMAQ funding be allocated for the next two fiscal years rather than proposed one year

i. 5307 Funding Eligibility – Mr. Chuck Steigerwald, Potomac and Rappahannock Transportation Commission (PRTC)

Mr. Charles Steigerwald noted that GWRC receives \$1-1.5M annually, of 5307 funds through PRTC as a sub-recipient from the Federal Transit Administration (FTA); he provided a list of eligible expenses or categories as they relate to public transportation and planning for public transportation

Mr. Tim McLaughlin moved to include on the agenda for the July 2020, Policy Committee meeting, discussion to transition GWRideConnect to a private entity in the next four to five years.

Ms. Cindy Shelton proposed a substitute motion to add the exploration of all options, both private and public, for transitioning GWRideConnect to another planning organization such as PRTC.

Mr. Tim McLaughlin accepted the substitute motion.

Objection: Mr. William Withers, Jr.

Motion passed by majority

- ii. GWRideConnect Funding – Ms. Kate Gibson, GWRC
  - Resolution 20-40 effectively would eliminate funding for GWRideConnect after FY21 without providing alternate sources
  - CMAQ funds are more than 20% of the program’s budget
  - 91% of GWRideConnect’s budget is for staffing
  - GWRC believes that elimination of CMAQ funds would be detrimental to GWRideConnect and cause the layoff of at least one staff member
- iii. UPC 110987: Rte 208/Hood Drive CMAQ and STBG/RSTP Transfer Request – Mr. Agnello
  - Request of funds to cover an estimated 15% of the increase in project costs
  - Spotsylvania County would pay the remaining balance
  - Action requested in order that funding requested be made available by FY21
- iv. UPC 105722: Route 1/Enon Road STBG/RSTP Transfer Request – Mr. Alex Owsiak, Stafford County

Mr. Jason Towery presented on behalf of Stafford County:

- Legislative changes decreased transportation funding to the Commonwealth by half, from \$40M to \$20M; then ear-marked the full amount for Hampton Roads Transit Program as of July 1, 2020
  - Annually, Stafford received an average of \$870k; this is no longer available for FY21
  - Stafford County received approval from TAC to recommend allocation of \$1M of STBG/RSTP funds for the Enon Road project
- v. Stafford County Application for Available STBG/RSTP Funds to Fill Project Deficits – Mr. Owsiak

Mr. Jason Towery: On behalf of Stafford County, requested approval of additional applications for funding the Route 1/Telegraph Rd project

- Request for the Policy Committee to allow staff to receive additional applications for STBG/RSTP allocations, including funds from previous years, or FY26, especially in consideration of the above project

Mr. Adam Hager explained that the established process from the March Policy meeting resulted in a suite of proposals from the TAC which are reflected in Resolution 20-40, as found on the agenda under 9.b.vii.

- 1) Direction requested from the Policy Committee regarding scoring of additional project applications

2) At TAC's request, looking for board direction for staff to consider current three CMAQ projects for RSTP funds

vi. Request to Consider CMAQ Applications for RSTP Funding – Mr. Agnello

- Scoring has already taken place, request of funds for out years as is the process for CMAQ

vii. Consideration of Draft Resolution 20-40: Transferring Available CMAQ and RSTP Funds – Mr. Nelson

Mr. Adam Hager: A separate resolution at the next meeting would be approved at the direction of the committee to score the Telegraph Road project in order to receive RSTP funding

Motion made to transfer funds for the three scored, proposed projects and approval to score the Telegraph Rd project for consideration of RSTP funding

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

Roll Call Vote:

Ayes

Ms. Cindy Shelton  
Mr. Mark Dudenhefer  
Ms. Crystal Vanuch  
Mr. Tim McLaughlin  
Mr. Chris Yakabouski  
Ms. Deborah Frazier

Nays

Chairman Matthew Kelly  
Mr. William Withers, Jr.  
Mr. Tim Baroody  
Ms. Marcie Parker  
Mr. Charles Steigerwald

Motion carried by majority, 6 Ayes to 5 Nays

c. System for the Management and Allocation of Resources for Transportation (SMART SCALE) Update – Mr. Matthew Lehane, FAMPO

Mr. Matthew Lehane highlighted changes in the SMART SCALE process

- The Pre-application period is complete
- The full application period opening date moved a couple of times, currently it is June 22
- Projects are due by August 3, 2020. Projects will be screened, evaluated and scored through December with results coming in January 2021
- Of the five pre-applications, four final projects will be submitted during the final application period
- FAMPO's request was approved to move from Category A to B, resulting in higher scores
- To date, no comments have been received from VDOT or DRPT
- Once full application period opens, FAMPO staff will work to complete and submit them

d. Public Comment Period Update

Ms. Stacey Feindt provided an overview of the public comment period and comments received:

- Web pages provide video resources and surveys along with access to the transportation draft documents for review
- Individual surveys, 14 completed; Social Media announcements, Facebook ad reaching over 1,700 people, *Fredericksburg Today* news article, notice sent to comprehensive distribution list and included in free, online calendars

i. Draft 2045 LRTP Amendment – Mr. Hager and Ms. Feindt

Mr. Adam Hager noted the updated and revised list for PE Studies

- All former projects remain
- There was a clerical oversight notated in green to show projects that were originally inadvertently left off
- Amendment to be voted on at the next meeting, June 22, 2020

ii. Draft Air Quality Conformity Analysis Report – Mr. Hager

- No public comments received to date

iii. Draft FY21 Unified Planning Work Program – Dr. Millsaps and Mr. Hager

Mr. Adam Hager noted the following:

- GWRC Management Team Memo sent out covering past UPWP funding and RSTP historical allocations
- Current staffing proposal is for 6 FTEs in light of projected funding shortfalls starting in FY23
- Carryover process; all PL and 5303 funds stay within the MPO regardless of when they are expended
- Meeting next Monday; no action needed tonight
- Original staffing proposal used existing PL/5303 funding without assuming or projecting for increases
- Staff would suggest that if the Policy Committee does not approve removing the position of Administrative Assistant, request to replace the position with another Transportation Planner based on the current needs of the staff
- Staffing decisions to be made before the next Policy Committee meeting Monday night, June 22, 2020 but will be worked out over the coming days with the TAC and VDOT

(1) Proposed FAMPO Staffing Strategy

(2) Changes from FY20 UPWP to FY21 UPWP

- Ms. Feindt compared the two documents and notated differences from FY20 to FY21 per the request of Ms. Meg Bohmke during May's GWRC board meeting.

(3) Original Draft FY21 UPWP Distributed for Public Comment

- (4) Draft FY21 UPWP with Tracked Changes since May 14, 2020
- (5) Clean Draft FY21 UPWP as of June 10, 2020
  - Additional comments regarding use of RSTP funding will be added per VDOT's request

iv. Draft FY20 UPWP Amendment – Mr. Hager

- (1) Original Draft FY20 UPWP Amendment Distributed for Public Comment
- (2) Draft FY20 UPWP Amendment with Tracked Changes since May 14, 2020
- (3) Clean Draft FY20 UPWP Amendment as of June 10, 2020

Mr. Hager noted that there have been no changes to this and it needs to be approved next week.

**10. Correspondence - None**

**11. Staff and Agency Reports - None**

**12. Board Member Comments**

- Ms. Marcie Parker: Announced the closure of Chatham Bridge at 5:00 am on Monday, June 22, 2020 through October 2021

**13. Adjourn/Next Policy Committee Meeting June 22, 2020 at 6:00 pm**

Motion made to adjourn the June 15, 2020 Policy Committee Meeting at **9:17 pm**

Motion: Ms. Cindy Shelton; Second: Mr. Chris Yakabouski

Meeting was adjourned unanimously