



Policy Committee Meeting Minutes

Monday ♦ June 22, 2020 ♦ 6:00pm

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. Mark Dudenhefer, Stafford County
Ms. Crystal Vanuch, Stafford County
Ms. Meg Bohmke, Stafford County
Mr. David Ross, 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. Ann Cupka, King George County
Ms. Cathy Binder, King George County
Mr. Stephen Haynes, Virginia Department of Transportation (VDOT)
Mr. Todd Horsley, Virginia Department of Rail and Public Transportation (DRPT)
Ms. Jennifer Debruhl, 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. Dan Grinnell, VDOT
Ms. Kate Gibson, George Washington Regional Commission (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. Ciara Williams, TAC & DRPT
Mr. Josh Brock, CTAC & City of Fredericksburg
Mr. John Castellarin, CTAC & City of Fredericksburg
Mr. Al Durante, CTAC & Spotsylvania County

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 **6:01 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 22, 2020 Policy Committee Agenda (ACTION ITEM)

Chairman Matthew Kelly: Requested reordering of Agenda such that Action Items were moved to the top and the remaining agenda items followed in sequential order:

<u>7. Discussion/Action Items</u>	<u>Requested Reorder</u>
c. Resolution 20-41	a.
d. Resolution 20-49	b.
i. Resolution 20-44	c.
j. Resolution 20-45	d.

Motion made to approve the June 22, 2020 Policy Committee Agenda as modified

Motion: Mr. Mark Dudenhefer; Second: Mr. Charles Steigerwald

Motion passed without objection

5. Public Involvement - None

6. Chairman’s Comments – (After 7.d.)

7. Action/Discussion

a. (Formerly c.) **Resolution 20-41: Approving the FY21 GWRideConnect Work Plan (ACTION ITEM)** – Ms. Kate Gibson, GWRC

Mr. Paul Agnello:

1. FAMPO does not need to approve GWRideConnect’s work plan. FAMPO’s approval is on the \$125k CMAQ funds included in the work plan.
2. Amended version of resolution extends requested funds through December 31, 2021, for an additional six months.
3. As included in the third “Whereas” clause, \$125k CMAQ funds be held in reserve per FAMPO CMAQ-RSTP prioritization methodology.

Chairman Matthew Kelly: There is already a resolution in place for a full six-year plan; this reduces it to year by year.

Ms. Kate Gibson: The wording and process are similar to last year's resolution

Motion made to approve **Resolution 20-41A** as amended

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

Objection: Chairman Matthew Kelly

Motion passed by majority

- b. (Formerly 7.d.) **Resolution 20-49: Authorizing \$17,000 in Congestion Mitigation and Air Quality Funding in Fiscal Year 2021 for UPC 87764, Leased Parking Space Project (ACTION ITEM)** – Ms. Gibson

Ms. Kate Gibson: Three locations for leased parking; funding requires annual approval

Mr. Tim McLaughlin: Has a utilization analysis been conducted, and by how much was funding decreased?

Ms. Kate Gibson: Counts are taken twice a month; usage has dropped with COVID-19. Last year's decrease in leased spaces aligns with regular usage. Respective decrease in budget was from \$25-30k to present amount of \$17k.

Motion made to approve Resolution 20-49

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

Motion passed unanimously

- c. (Formerly 7.i.) **Resolution 20-44: Approving the FY21 Unified Planning Work Program (ACTION ITEM)** – Mr. Hager

Mr. Adam Hager highlighted changes from Monday, June 15, 2020 meeting:

1. The management team prepared a new staffing proposal with seven full-time equivalent (FTE) positions
2. Current projected funding runs through FY22 with an anticipated gap by FY23; contingencies are in place to address shortfall for FY21 and FY22
3. FAMPO staff will have no positions removed or added at this time; new administrator to decide eventual makeup of the 7 FTEs
4. An inquiry from last meeting prompted a line item addition to allow the option for an executive search group to aid in the search for the FAMPO Administrator position. VDOT has indicated that such an activity would be reimbursable provided the wording is in the approved UPWP.

Motion made to approve Resolution 20-44 as amended

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

Motion passed unanimously

- d. (Formerly 7.j.) **Resolution 20-45: Approving the FY20 UPWP Amendment (ACTION ITEM)** – Mr. Hager

Mr. Adam Hager: Noted that there was no change from last meeting. This amendment formalizes the deprogramming of funds from FY20 to FY21.

Motion made to approve Resolution 20-45

Motion: Mr. Charles Steigerwald; Second: Mr. Mark Dudenhefer

Motion passed without objection

Chairman's Comments:

- FAMPO historically acted in fiscally conservative manner
- GWRideConnect is an important program, received six-year funding in the past, now there is a deviation from this
- Approval of Telegraph project, administrator hiring process, new CMAQ resolution and proposed staffing changes
- After a discussion with the City of Fredericksburg's Mayor, FAMPO member Billy Withers, and City Manager on the City's relationship with FAMPO, Chairman Matthew Kelly withdrew participation and turned meeting over to First Vice Chair Cindy Shelton
- Chairman Matthew Kelly disconnected from/exited the virtual meeting. (6:26pm)

First Vice Chair Cindy Shelton presiding: (City of Fredericksburg no longer in attendance)

Mr. Tim McLaughlin: If the City of Fredericksburg left and there is no FAMPO, proposed Spotsylvania County to house and/or fiscally back FAMPO

- e. FAMPO Administrator Hiring Update – Chairman Kelly and Dr. Linda Millsaps, George Washington Regional Commission (GWRC)

See Consent Agenda 7.c. **Resolution 20-44** above.

- f. FAMPO-Transportation Planning Board (TPB) Memorandum of Understanding (MOU) Update – Dr. Millsaps and Mr. Adam Hager

Mr. Adam Hager: Received comments from Stafford on Friday, June 19, 2020. Staff's intention would be to have discussion this evening and bring it back for a vote in July.

Mr. Jason Towery highlighted updates which do not affect funding:

- Page 3 – Congestion Management Process (CMP) for North Stafford; delineates administrative clarification
- Transportation Management Area (TMA) clearly identifies North Stafford as part of Washington, D.C.'s urbanized area (UZA)
- Update prioritization process with phrase change from "directly impact" to "directly benefit" the TMA

Mr. Mark Dudenhefer motioned to approve changes to the MOU to send forward to the TPB.

Mr. Hager noted that TPB would need to have their staff and legal team review the document before final approval. Mr. Dudenhefer stated his motion was to simply have this version be what FAMPO takes back to TPB for the next step in the process.

Ms. Marcie Parker: A vote cannot be taken without a quorum

Vice Chair Cindy Shelton: Can the bylaws be waived to allow voting on items?

Mr. Adam Hager: They can be waived as long as the vote to amend the bylaws is made with a quorum

Mr. Tim McLaughlin: Inquired as to whether there is anything that must be voted on tonight before adjourning.

Mr. Paul Agnello: Re: Resolution 20-46 - The System for the Management and Allocation of Resources for Transportation (SMART SCALE) deadline is August 3,

2020. It was an agenda item to allow localities time to finalize funding. It can be delayed until the July FAMPO meeting

13. Adjourn/Next Policy Committee Meeting July 20, 2020 at 6:00 pm

Vice Chair Cindy Shelton adjourned the June 22, 2020 meeting at **6:41 pm** by consensus.