



**Policy Committee Meeting Minutes**  
**Monday ♦ July 20, 2020 ♦ 6:00 pm**  
Virtual-Only

<http://www.fampo.gwregion.org/committees/policy-committee/>  
**Approved: August 10, 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. Tim Baroody, City of Fredericksburg  
Mr. Jason Graham City of Fredericksburg  
Ms. Crystal Vanuch, Stafford County  
Ms. Meg Bohmke, Stafford County  
Mr. Chris Yakabouski, Spotsylvania County  
Mr. Kevin Marshall, 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. Jennifer Debruhl, DRPT  
Ms. Jamie Jackson, Fredericksburg Regional Transit (FRED)  
Mr. Ivan Rucker, Federal Highway Administration (FHWA)

**Others Present:**

Ms. Linda LaSut, VDOT  
Mr. Dan Grinnell, 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. Jason Towery, Stafford County  
Mr. Alex Owsiak, TAC & Stafford County  
Mr. Bryon Counsell, TAC & Stafford County  
Mr. Brandon Brown, Stafford County

Mr. Wade Suddreth, Citizens Transportation Advisory Committee (CTAC) & Stafford County  
Mr. Paul Agnello, TAC & Spotsylvania County  
Mr. Rodney White, TAC & Spotsylvania County  
Mr. Al Durante, CTAC & Spotsylvania County  
Ms. Ciara Williams, TAC & DRPT  
Ms. Kate Youngbluth, DRPT  
Mr. Bill Johnson  
Ms. Kayli Ottomanelli, Spotsylvania County  
Mr. Eric Gregory

**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 **6:20 pm**.

**2. Roll Call** – Ms. Stacey Feindt

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

A virtual quorum was determined

**4. Approval of the July 20, 2020 Policy Committee Agenda (ACTION ITEM)**

Motion was made to move items 8.k. and 8.l. to item 5.a. and 5.b. on the July 20, 2020 Agenda

Motion: Ms. Crystal Vanuch; Second: Mr. Tim McLaughlin

Motion carried unanimously; the agenda was approved as amended.

△ Approved amended order of agenda

**5. Action/Discussion Items**

**a. Resolution 21-04: Approving the Slate of Officers to Serve in Fiscal Year 2021 (ACTION ITEM)** – Chairman Matthew Kelly

Motion made to approve Resolution 21-04, the FY21 Slate of Officers to the FAMPO Policy Committee as follows:

Chair: Ms. Cindy Shelton, Stafford County

First Vice-Chair: Mr. Tim McLaughlin, Spotsylvania County

Second Vice-Chair: Mr. Matthew Kelly, City of Fredericksburg

Motion: Ms. Crystal Vanuch; Second: Mr. Tim McLaughlin

Motion carried unanimously

Chairman Kelly turned the meeting over to Ms. Cindy Shelton to preside as the new FAMPO Chair

**b. Resolution 21-05: Recognizing the Dedicated Service of Matthew Kelly (ACTION ITEM)** – Chair Cindy Shelton

Chair Cindy Shelton recognized former Chairman Matthew Kelly and thanked him for his service.

Motion made to approve Resolution 21-05: Recognizing Matthew Kelly in his position as FY20 FAMPO Policy Committee Chairman

Motion: Ms. Crystal Vanuch; Second: Mr. Jason Graham  
Motion carried unanimously

**6. Public Involvement**

Ms. Stacey Feindt: No written comments for reading had been submitted

Chair Cindy Shelton: Inquired of online/remote persons wishing to make public comment; no comments were made

**7. Chair's Comments**

Chair Cindy Shelton deferred to former Chairman Matthew Kelly who had no comment

**8. Consent Agenda**

**a. Approval of June 15, 2020 Policy Committee Meeting Minutes (ACTION ITEM)**

Motion made to approve the June 15, 2020 Policy Committee meeting minutes without changes

Motion: Ms. Crystal Vanuch; Second: Mr. Charles Steigerwald

Abstentions: Ms. Meg Bohmke, Mr. Jason Graham

Motion passed without objection

**b. Approval of June 22, 2020 Policy Committee Meeting Minutes (ACTION ITEM)**

Motion made to approve the June 22, 2020 Policy Committee meeting minutes without changes

Motion: Ms. Crystal Vanuch; Second: Mr. Matthew Kelly

Abstentions: Mr. Chris Yakabouski, Mr. Tim Baroody, Mr. Jason Graham

Motion passed without objection

**9. Action/Discussion**

**a. Allocation of Congestion Mitigation and Air Quality (CMAQ) and Surface Transportation Block Grant (STBG)/Regional Surface Transportation Program (RSTP) Funding – Mr. Alex Owsiak, Stafford County & Technical Advisory Committee Chair**

i. CMAQ and STBG/RSTP Project Scoring

ii. Allocation Spreadsheet as of June 18, 2020 (Reflecting Resolution 20-40)

iii. **Resolution 21-03: Allocating Available and Allocating Future STBG/RSTP Funds (ACTION ITEM)**

Mr. Alex Owsiak: As directed at Policy Committee's last meeting, FAMPO staff scored the Telegraph Rd project - see meeting material

Motion made to approve Resolution 21-03, as amended: Allocation of future STBG/RSTP funds to projects listed, with the exception of funding for the Telegraph Rd project; and request that VDOT assist in identifying solutions for funding that deferred project.

Motion: Ms. Crystal Vanuch; Second: Mr. Matthew Kelly

Motion carried unanimously

**b. 5307 and CMAQ Funding Opportunities – Mr. Adam Hager and Dr. Linda Millsaps, George Washington Regional Commission**

i. Summary of TAC Recommendation – Mr. Hager and Mr. Owsiak

ii. **Call for Projects (ACTION ITEM)**

Dr. Linda Millsaps: Potential replacement of CMAQ funds with 5307 funds:

- 5307 funds may be used for transit capital projects; funds are generated through the GWRideConnect Vanpool Alliance
- \$1.3M generated annually as of FY20
- An additional \$3.6M 5307 CARES Act funding potentially available
- GWRC Board would have to agree to and approve GWRC 5307 allocations for platform improvements, in order to release previously allocated CMAQ funds for FAMPO regional projects/use

Mr. Adam Hager: Outline of TAC recommendation and call for projects for allocation of available CMAQ funds (contingent on 5307 allocations)

1) Call for Projects

- Two projects per locality (Fredericksburg, Stafford and Spotsylvania), SMART SCALE Round 4 only
- Two project candidates for PRTC; one of would be a Round 4 SMART SCALE application and the other would be at their discretion

2) Score the projects

3) Proposal of allocations to the Policy Committee

4) Board action

Mr. Alex Owsiak: TAC recommendations

- TAC recommends moving forward with \$2.8M CMAQ funds for the already scored projects that were submitted by each locality earlier this year

Mr. Tim McLaughlin: The funds should be allocated to regional localities, not transit agencies.

Mr. Charles Steigerwald: Will all 8 projects have to receive funding?

Mr. Adam Hager: the number of projects to be funded will be at the discretion of the Policy Committee

Mr. Jason Graham: Please explain the impact to GWRideConnect if not selected in the call for projects

Mr. Adam Hager: If \$125k is not allocated to GWRideConnect in FY22, at least 1 staff member will be laid off

Motion made to defer action for call for projects for funding of FAMPO locality projects only, without consideration for transit; and TAC work to define parameters for projects to be submitted

Motion: Ms. Crystal Vanuch; Second: Mr. Tim McLaughlin

Roll Call Vote:

Ayes

Chair Cindy Shelton

Ms. Crystal Vanuch

Ms. Meg Bohmke

Mr. Tim McLaughlin

Mr. Chris Yakabouski

Mr. Kevin Marshall

Nays

Mr. Matthew Kelly

Mr. Jason Graham

Mr. Tim Barody

Ms. Marcie Parker

Mr. Charles Steigerwald

Motion carried by majority, 6 Ayes to 5 Nays

c. Smart Scale Round 4 Projects – Mr. Matthew Lehane

Mr. Matthew Lehane: Update on SMART SCALE and presentation of resolutions to decide final applications

- FAMPO will work with each locality to submit by deadline
- New deadline is August 17, 2020 for submission of final applications
- GWRC and FAMPO can only have four final projects each
- One application needs to be taken off of each list
- Resolutions of support are needed by October 30, 2020

Motion made to defer deciding on and approving final applications to a newly scheduled FAMPO Policy Committee meeting on Monday, August 10, 2020 at 6:00 pm (after GWRC Board meeting at 5:30pm).

Motion: Ms. Crystal Vanuch; Second: Mr. Tim McLaughlin

Motion passed unanimously

**i. Resolution 21-06: Authorizing Support for the George Washington Regional Commission and Fredericksburg Area Metropolitan Planning Organization SMART SCALE Project Applications (ACTION ITEM)**

Chair Cindy Shelton: Deferred to the August 10, 2020 FAMPO Policy Committee meeting, at 6:00pm.

**ii. Resolution 21-07: Supporting Stafford County, City of Fredericksburg, Spotsylvania County and Fredericksburg Regional Transit SMART SCALE Project Applications (ACTION ITEM)**

Mr. Adam Hager: These are applications specific to the localities

Motion made to approve Resolution 21-07

Motion: Mr. Matthew Kelly; Second: Mr. Charles Steigerwald

Substitute motion made to defer Resolution 21-07 to August 10, 2020, 6:00pm FAMPO Policy Committee meeting.

Motion: Ms. Crystal Vanuch; Second: Mr. Tim McLaughlin

Mr. Jason Towery: Stafford is in discussion with VDOT for final applications; needs more time

Roll Call Vote:

Ayes

Chair Cindy Shelton  
 Ms. Crystal Vanuch  
 Ms. Meg Bohmke  
 Mr. Tim McLaughlin  
 Mr. Chris Yakabouski  
 Mr. Kevin Marshall  
 Ms. Marcie Parker  
 Mr. Charles Steigerwald

Nays

Mr. Matthew Kelly  
 Mr. Jason Graham  
 Mr. Tim Baroody

Motion carried by majority, 8 Ayes to 3 Nays

**d. GWRideConnect Study – Mr. Tim McLaughlin, Spotsylvania County**

Mr. Tim McLaughlin: Proposed a study group composed of locality transportation planners and FAMPO to explore a more efficient way to run GWRideConnect, considering private and/or public entities; requested that this be put on the September 2020 agenda

**e. Recordation Fees Discussion – Mr. Jason Towery, Stafford County**

Mr. Jason Towery presented funding loss due to new allocations of recordation fees and proposed a letter of support to restore recordation fees be composed and sent to the General Assembly

Motion made to draft a resolution for the August 10, 2020 meeting at 6:00 pm, in support of a FAMPO request of restoration of recordation fees to former levels at the fall session of the General Assembly

Motion: Ms. Crystal Vanuch; Second: Mr. Tim McLaughlin  
Motion carried unanimously

- f. UPC 115614- Rte 1/Market Street Funding Discussion – Mr. Paul Agnello, Spotsylvania County
- Project costs have increased again per VDOT
  - Spotsylvania is requesting that FAMPO use existing CMAQ-STBG/RSTP funds to ensure completion of this project, before funding new projects
  - Formal request will be made in September 2020
- g. Public Comment Period Report Summary – Ms. Feindt
- Do to the last Policy Committee being abbreviated, this material was not presented but was included in June’s meeting packet
  - May 20-June 19 FAMPO conducted the public comment period
  - Generally, requests on the 2045 LRTP amendment were for:
    - Improved public transit and alternative modes of transportation
    - Alternate roadways parallel to I-95
    - Funding clarity
  - VDOT comments were added
  - 1 survey and 1 comment received on the related Air Quality Conformity Analysis (AQCA), which was positive in nature

Mr. Tim McLaughlin: Why was survey participation so low?

Ms. Stacey Feindt: Everything was online due to COVID-19 restrictions. An email was sent to over 200 people requesting that localities and recipients assist in disseminating survey links. If localities would help disseminate the survey links we would have better participation rates. The surveys were advertised in local news and on social media.

- h. **Resolution 21-01: Approving the 2045 LRTP Amendment (ACTION ITEM)** – Mr. Hager
- Had been put on hold from last meeting (including, subsequent Resolution 21-02)
  - Some updates were added for final approval

Motion made to approve Resolution 21-01: Approving the 2045 LRTP Amendment

Motion: Mr. Charles Steigerwald; Second: Ms. Meg Bohmke  
Motion carried unanimously

- i. **Resolution 21-02: Approving the 2045 LRTP Air Quality Conformity Analysis (AQCA) Report (ACTION ITEM)** – Mr. Hager

Motion made to approve Resolution 21-02: Approving the 2045 LRTP AQCA Report

Motion: Mr. Charles Steigerwald; Second: Ms. Crystal Vanuch  
Motion carried unanimously

- j. FAMPO Schedule Update – Mr. Hager

- Normally FAMPO has no August meetings, however:
  - Bicycle and Pedestrian Advisory Committee (BPAC) to meet Thursday, August 9, 2020 at 6:00 pm a reschedule from July 2020
  - Now, FAMPO Policy Committee meeting on Monday, August 10, 2020 at 6:00 pm

## 10. Correspondence - Mr. Hager

- Positive regional conformity finding from VDOT for the FY21-24 Transportation Improvement

Program (TIP)

- Comments on the Transportation Planning Board (TPB)-FAMPO draft MOU
  - FHWA on page 4 of second document
  - VDOT comments included

**11. Staff and Agency Reports – Mr. Hager**

- Full-time Transportation Planner job post on the website
- Still hiring for FAMPO Administrator

**12. Board Member Comments**

Mr. Jason Graham: This is first FAMPO meeting; looks forward to working with the group

**13. Action/Discussion Item**

**a. Resolution 21-09: Allowing the Policy Committee to Go into Closed Session to Discuss Personnel Matters (ACTION ITEM) – Chair Shelton**

Dr. Millsaps: recommended that this item be moved to open session and the subsequent resolution/agenda item be removed

Motion made to move item 13.a. to Open Session and discard item 13.b. as it will no longer be needed

Motion: Mr. Jason Graham; Second: Mr. Charles Steigerwald  
Motion passed unanimously

Dr. Linda Millsaps: Personnel update

- Job vacancy remains for FAMPO Administrator
- Unified Planning Work Program (UPWP) includes language to allow for using a placement agency for Administrator position
- Ms. Michele Dooling and Dr. Millsaps request direction on next steps if going forward with hiring an outside hiring agency

**b. Chair Cindy Shelton: Requested a list of hiring agencies by August 10 upon consultation with county administrators with a potential budget Resolution 21-10: Allowing the Policy Committee to Return to Open Session (ACTION ITEM) – Chair Shelton**

Discarded per above motion

**Adjourn/Next Policy Committee Meeting August 10, 2020 at 6:00 pm**

Chair Cindy Shelton adjourned the July 20, 2020 Policy Committee Meeting at **7:46 pm**