



## Policy Committee Meeting Minutes

Monday ♦ September 21, 2020 ♦ 7:15 pm

406 Princess Anne St, Fredericksburg VA 22401

Remote-Format📞

<http://www.fampo.gwregion.org>

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:**

Chair Cindy Shelton, Stafford County  
Mr. Mark Dudenhefer, Stafford County  
Ms. Crystal Vanuch, Stafford County  
Ms. Meg Bohmke, Stafford County  
First Vice-Chair Tim McLaughlin, Spotsylvania County  
Mr. Chris Yakabouski, Spotsylvania County  
Mr. Kevin Marshall, Spotsylvania County  
Second Vice-Chair Matthew Kelly, City of Fredericksburg  
Mr. Jason Graham City of Fredericksburg  
Mr. Tim Baroody, City of Fredericksburg  
Ms. Marcie Parker, Representative from the Secretary of Transportation  
Ms. Michelle Shropshire, Representative from the Secretary of Transportation  
Dr. Robert Schneider, Potomac and Rappahannock Transportation Commission (PRTC)  
Mr. Ivan Rucker, Federal Highway Administration (FHWA)  
Ms. Nancy Long, Caroline County  
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. Jamie Jackson, Fredericksburg Regional Transit (FRED)  
Mr. David McLaughlin, Citizens Transportation Advisory Committee (CTAC) Chairman

### **Others Present:**

Dr. Linda Millsaps, George Washington Regional Commission (GWRC)  
Ms. Kate Gibson, GWRC & Technical Advisory Committee (TAC)  
Ms. Michele Dooling, GWRC  
Mr. Eric Gregory, GWRC Legal Counsel  
Ms. Leigh Anderson, GWRideConnect  
Mr. Jason Towery, Stafford County  
Mr. Alex Owsiak, TAC Chair & Stafford County  
Mr. Brandon Brown, Stafford County  
Mr. Paul Agnello, TAC & Spotsylvania County  
Ms. Ciara Williams, TAC & DRPT

Ms. Christine Hoeffner, Virginia Railway Express (VRE)  
Mr. Wade Suddreth, CTAC – Stafford County  
Mr. Paul Prideaux, Michael Baker International

**Staff Members Present:**

Mr. Adam Hager, Transportation Planner  
Ms. Leah Vigil, Administrative Assistant  
Ms. Stacey Feindt, Public Involvement/Title VI Coordinator  
Ms. Jordan Chandler, Transportation Planner  
Mr. Matthew Lehane, Transportation Planner  
Ms. Kari Barber, Transportation Planner/Bike & Pedestrian Coordinator  
Mr. Mohammad Khan, Transportation Planning Intern  
Ms. Maggie Campbell, Transportation Planning Intern

*\*Speaker name: Summary of comments, NOT direct quotes unless indicated with quotation marks.  
Voice votes unless specified as Roll Call Vote.*

**1. Call FAMPO Policy Committee Meeting to Order**

Chair Cindy Shelton read the virtual meeting statement and called the virtual meeting to order at **7:49 pm**.

**2. Discussion Item**

- a. Transit Funding Presentation – Mr. Todd Horsley, Virginia Department of Rail and Public Transportation (DRPT)

Mr. Horsley presented on transit funds as they pertain to GWRC and FAMPO. This was a joint agenda item at the end of the GWRC Board meeting.

**3. Roll Call – Ms. Leah Vigil**

Ms. Vigil conducted Roll Call.

**4. Determination of a Quorum – Ms. Vigil**

A virtual quorum was determined.

**5. Approval of the September 21, 2020 Policy Committee Agenda (ACTION ITEM)**

Chair Shelton proposed to add a briefing from a Policy member attendant to the recent VDOT-locality meeting as discussion item 8.1 to the September 21, 2020 Agenda.

Motion was made to approve the agenda with above addendum.

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

Motion passed with unanimous consent

**6. Public Involvement - None**

**7. Consent Agenda**

- a. **Approval of August 10, 2020 Policy Committee Minutes (ACTION ITEM)**

Motion was made to approve meeting minutes for August 10, 2020 without changes

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

Motion passed with unanimous consent

Δ Approved amended order of agenda

## 8. Action/Discussion Items

### a. FAMPO Administrator Hiring Update – Dr. Linda Millsaps

Dr. Millsaps provided an overview of survey results, indicating that participants felt it was most important that the hired candidate:

- Encourage regional work/collaboration
- Work well with others
- Assist the Policy Committee to make good and informed decisions
- Be honest
- Have MPO experience

The Executive Committee will meet to interview three recommended applicants.

### b. Resolution 21-13: Endorsing the Draft Transportation Planning Board (TPB)- FAMPO Memorandum of Understanding (ACTION ITEM) – Chair Shelton

- 1) Tracked Changes MOU Draft Last Presented
- 2) Clean MOU Draft

Chair Shelton presented this from the June meeting at which time a vote was not taken.

Motion was made by Ms. Vanuch to approve the June 2020 MOU revisions with two modifications that address VDOT comments on sub-allocations:

#### 1. Tracked Changes document page 3, Article I, Section C:

FAMPO shall allocate the TMA attributed STBG funds to areas applicable to the northern portion of Stafford County that is included in the Washington D.C. UZA consistent with 23 U.S.C. § 133.d.(2), as amended.

Amend to:

FAMPO shall allocate the TMA-attributed STBG funds for the benefit of the TMA consistent with 23 U.S.C. § 133.d.(2), as amended.

#### 2. Tracked Changes document page 3, Article I, Section D:

FAMPO shall adhere to a project selection process for the STBG funds attributable which prioritized projects that are within or directly benefit to the northern portion of Stafford County that is that is included in the Washington D.C. UZA, determined to be within the Metropolitan Washington D.CVA-MD Urbanized Area pursuant to 23 U.S.C §134.j.(5), k.(4), as amended.

Amend to:

FAMPO shall adhere to a project selection process for the STBG funds that prioritizes projects that are within or directly benefit the TMA, pursuant to 23 U.S.C §134.j.(5), k.(4), as amended.

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

Roll Call Vote:

Ayes

Chair Cindy Shelton  
Mr. Mark Dudenhefer  
Ms. Crystal Vanuch  
Mr. Tim McLaughlin  
Mr. Chris Yakabouski  
Mr. Kevin Marshall  
Ms. Marcie Parker

Nays

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

Abstention: Dr. Robert Schneider

Motion passed by majority: 7 Ayes to 3 Nays, 1 Abstention

c. GWRideConnect Study Idea - Mr. Tim McLaughlin

Mr. McLaughlin wanted the boards to consider where GWRideConnect fits as it pertains to transportation.

Ms. Shelton observed that it has been concluded recently that GWRideConnect is a customer service organization for the Vanpool Alliance. She proposed tabling this matter until further information is available to conduct a proper analysis.

The item was tabled without objection.

d. Congestion Mitigation and Air Quality (CMAQ) and Surface Transportation Block Grant (STBG) Prioritization Methodology Update – Mr. Alex Owsiak, Stafford County

Mr. Owsiak notified members that the latest TAC meeting produced a working group made of TAC leads for the localities, transit and staff:

Alex Owsiak	Stafford County
Paul Agnello	Spotsylvania County
Erik Nelson	City of Fredericksburg
Dr. Robert Schneider	PRTC
Adam Hager	FAMPO Staff

Mr. Owsiak further noted that they will present a prioritization methodology draft for review and approval by the Policy Committee for later this year.

Ms. Shelton inquired if there is consideration of quantifying benefit to the TMA in the process.

Mr. Owsiak affirmed that benefits to the TMA will have consideration such as bonus points in the scoring process.

e. Spotsylvania Request for FAMPO to Fully Fund UPC 115614 – Rte 1/Market Street – Mr. Paul Agnello, Spotsylvania County

Mr. Agnello represented Spotsylvania County in a request to fully fund the above project which was partially covered, but has increased in costs per VDOT. He noted that traditionally, FAMPO has funded older projects before allocating to new ones. He further noted that CMAQ-STBG/RSTP funds will potentially become available next month and there may be a 5307 swap.

Motion was made to approve funding of the project  
Motion: Mr. Tim McLaughlin; Second: Ms. Crystal Vanuch

Roll Call Vote:

Ayes

Chair Cindy Shelton  
Mr. Mark Dudenhefer  
Ms. Crystal Vanuch  
Mr. Tim McLaughlin  
Mr. Chris Yakabouski  
Mr. Kevin Marshall  
Ms. Marcie Parker

Nays

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

Abstention: Dr. Robert Schneider, new project

Motion passed by majority: 7 Ayes to 3 Nays, 1 Abstention

f. **CMAQ/STBG Call for Projects (ACTION ITEM) – Mr. Hager**

1) TAC Recommendation

Mr. Hager noted that TAC developed parameters per Policy Committee direction for Call for Projects of two SMART SCALE projects per locality. Does the Policy Committee want to direct FAMPO staff to have Call for Projects in accordance with TAC recommendations?

2) Spotsylvania Proposal

Mr. Agnello presented a proposal for a regional solution developed by staff from the FAMPO localities.

Up to \$6.3M in total could be allocated. An approximate \$2.8M CMAQ-STBG/RSTP funds would be exchanged for 5307-GWRC funding for eligible projects, such as Stafford County VRE Brooke and Leeland Station improvements. That \$2.8M would then become available for FAMPO localities through CMAQ-STBG/RSTP funds. With an additional \$525k in available STBG/RSTP funds and \$245k CMAQ freed up funds from the Quantico Bus project that will not proceed, an estimated \$3.561M of CMAQ-STBG/RSTP funds would become available for regional transportation projects.

Mr. Agnello explained that this is before the Policy Committee as the SMART SCALE deadline of October 30 for funding sources approaches.

A motion was made to defer this item to the next meeting for further discussion on 5307 funds.

Motion: Mr. Matthew Kelly; Second: Ms. Crystal Vanuch  
Motion carried by unanimous consent.

g. 2050 Long Range Transportation Plan (LRTP) Update – Mr. Hager

Mr. Hager highlighted major tasks completed and those that will be completed by FAMPO staff as well as those with the assistance of Cambridge Systematics. He highlighted additional information in the document:

- Public Involvement initiative for community outreach
  - Data of COVID-19 effects on transportation
  - Call for projects is projected to take place in November or December
  - Work with DRPT and VDOT for projected revenues through 2050
  - More details to follow at the October meeting
- h. System for the Management and Allocation of Resources for Transportation (SMART SCALE) Round 4 Update – Mr. Matthew Lehane

Mr. Lehane updated the committee on SMART SCALE projects

- Applications were submitted by August 17 deadline
- Current work is to address comments and questions within the application portal
- Mr. Lehane expressed gratitude to localities and agencies for assistance in completion

1) **Resolution 21-12: Endorsing Regional Smart Scale Round 4 Projects Consistent with the FAMPO Constrained Long Range Plan (ACTION ITEM)** – Mr. Hager

Mr. Hager explained that this is not required but is extra coverage for validation on three projects not explicitly included in the CLRP. These projects, however, are very much in alignment with the goals and objectives of the LRTP. VDOT directed FAMPO to include this with SMART SCALE supporting documents if approved.

Motion was made to approve Resolution 21-12.

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

Motion passed with unanimous consent

- i. FY21-24 Transportation Improvement Program (TIP) Update – Ms. Jordan Chandler

Ms. Chandler noted that the TIP is scheduled to be implemented October 1 and made note of the following:

- Public Transportation Agency Safety Plan (PTASP) will have transit safety targets added by February 2021
- STIP development and rollover process such that FY18-FY21 TIP actions will rollover to the FY21-24 TIP and come before the committees for approval in November-January timeframe
- TIP procedural document is being developed that outlines how administrative modifications and amendments are made; staff will collaborate with VDOT and DRPT.

- j. FAMPO Annual Report – Ms. Kari Barber

Ms. Barber highlighted FAMPO accomplishments for 2020:

- Public involvement included such work as:
  - Featured 8 times in news articles
  - Held public hearings on the TIP, LRTP and related Air Quality Conformity Analysis Report; and FY20 and FY21 Unified Planning Work Programs (UPWPs)
  - Expanded website; online and in-person surveys



- Increased social media presence and live-streamed meetings
- Before COVID, library outreach in the area
- The draft TIP, comprised of the four-year plan for regional, was approved by this committee in May 2020, federal approval is anticipated to be received October 1<sup>st</sup>
- SMART SCALE Round 4 application submissions came about as a collaborative effort with VDOT and DRPT
- Lafayette Blvd Transit Study recommendations are:
  - Increasing frequency along the corridor
  - Improving connectivity and passenger experience
  - Mitigating parking issues

k. Bylaws Discussion – Chair Shelton

Ms. Shelton noted that past meetings have manifested a weakness in the bylaws in which voting members may exit a meeting, thereby dissolving the quorum such that votes can no longer be taken.

Ms. Parker indicated that the UPWP must first be amended to allow for bylaw changes.

Mr. Hager noted amendments to the UPWP require a 30-day public comment period.

1) Proposed Revisions

Ms. Shelton presented proposed revisions from Stafford County using other MPO examples.

Ms. Parker requested source materials for comparison.

Mr. Jason Towery proposed to keep 6 voting members for a simple majority of 4.

Motion was made to request that VDOT provide legal justification supporting the UPWP amendment requirement in order for bylaws to be changed.

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

Roll Call Vote:

Ayes

Chair Cindy Shelton  
 Mr. Mark Dudenhefer  
 Ms. Crystal Vanuch  
 Mr. Tim McLaughlin  
 Mr. Chris Yakabouski  
 Mr. Kevin Marshall  
 Mr. Tim Baroody

Nays

Mr. Matthew Kelly  
 Mr. Jason Graham

2 Abstentions: Dr. Robert Schneider, Ms. Marcie Parker (Conflict of Interest)

Motion passed by majority: 7 Ayes to 2 Nays, 2 Abstentions

Mr. Towery proposed a simple majority that does not require a representative from each locality to maintain a quorum.

Ms. Vanuch requested that this be an action item once the 30 day time period has passed and UPWP documentation is provided for bylaw amendments.

Mr. Graham requested the simplified version of revisions.

Ms. Parker requested the MPO documentation in support of proposed amendments.

1. (Agenda addendum) Briefing of meeting: VDOT, locality chairs and mayor of the City of Fredericksburg

Ms. Shelton asked for action items for the FAMPO Policy Committee from that meeting; no FAMPO Policy Committee members were in attendance.

Ms. Marcie Parker responded that there were no action items from the meeting. She invited locality chairs, the VDOT Central Office Transportation Planning Division Administrator, FHWA, and Dr. Millsaps to improve work relations with the localities, state and FHWA. Locality board chairs were to talk to FAMPO representatives then return to continue discussions in October. No FAMPO members attended, other than her. The purpose was to discuss recent FAMPO meetings and ways to move forward for regional improvements.

**9. Correspondence**

Mr. Hager referred to City and DRPT letters updating FAMPO Policy Committee membership.

**10. Staff and Agency Reports**

Mr. Adam Hager updated FAMPO staffing:

- Ms. Stacey Feindt returned as Public Involvement/Title VI Coordinator as of today
- Two part-time interns have joined the staff for the fall semester
  - Mohammad Khan is starting a Master's degree in Urban and Regional Planning
  - Maggie Campbell is a fourth-year student at UVA studying Urban and Environmental Planning

**10. Board Member and Chair Comments**

Chair Cindy Shelton: Thanked everyone for their participation.

**11. Adjourn/Next Policy Committee Meeting October 19, 2020 at 7:15 pm**

Chair Cindy Shelton adjourned the September 21, 2020 Policy Committee Meeting at **9:56 pm**

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