




Policy Committee Meeting Minutes
Monday ♦ October 19, 2020 ♦ 7:15 pm
406 Princess Anne St, Fredericksburg VA 22401
Remote-Format 
www.fampo.gwregion.org
Approved: January 25, 2021

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:
<https://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
First Vice-Chair Tim McLaughlin, Spotsylvania County
Mr. Chris Yakabouski, Spotsylvania County
Mr. David Ross, Spotsylvania County
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. Joseph Stainsby, PRTC
Mr. Ivan Rucker, Federal Highway Administration (FHWA)
Mr. Stephen Haynes, Virginia Department of Transportation (VDOT)
Mr. Todd Horsley, Virginia Department of Rail and Public Transportation (DRPT)
Ms. Jennifer Debruhl, DRPT
Ms. Nancy Long, Caroline County
Ms. Ann Cupka, King George County
Ms. Cathy Binder, King George County
Ms. Jamie Jackson, Fredericksburg Regional Transit (FRED)
Mr. Aidan Quirke, 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. Natalie Beyer, GWRideConnect
Ms. Linda LaSut, VDOT
Mr. Jason Towery, Stafford County
Mr. Alex Owsiak, TAC Chair & Stafford County
Mr. Brandon Brown, Stafford County
Mr. Paul Agnello, TAC & Spotsylvania County
Ms. Christine Hoeffner, TAC & Virginia Railway Express (VRE)
Mr. Paul Prideaux, Michael Baker International
Mr. Ted Schubel, News Talk 1230AM/B101.5FM
Ms. Beth Black, City of Fredericksburg Citizen

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. 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 declaration of emergency and called the virtual meeting to order at **7:55 pm**.

2. Roll Call – Ms. Leah Vigil

Ms. Vigil conducted roll call.

3. Determination of a Quorum – Ms. Vigil

No member for the City of Fredericksburg responded to roll call therefore a quorum was not established. (Estimated time stamp, 8:04pm)

Chair Shelton referenced letters received from the City of Fredericksburg that she would send to committee members, indicating intent to not attend. She noted that differences should not prevent cooperation; there has been an effort to increase transparency.

Chair Shelton stated that she felt it was inappropriate for the City of Fredericksburg Chief Administrative Officer (CAO) to approach her to change the agenda. Chair Shelton recalled that she consulted her [Stafford County’s] CAO and legal council on the matter who gave some options:

- 1) Adjourn
- 2) Discuss items

Mr. Dudenhefer called point of order and observed there were many unidentified callers and some may be FAMPO Policy Committee members. He asked if there was a way to identify callers.

Ms. Vigil confirmed there was no way to identify callers via GoToMeeting virtual platform.

Mr. Tim McLaughlin motioned that a letter from the FAMPO Chair be sent to the City of Fredericksburg City Council, the Secretary of Transportation and the Commissioner of VDOT expressing displeasure at delays to regional transportation due to lack of quorum. He then withdrew the motion and requested that the letter be sent by the “Will of the Policy Committee by Consensus without Objection.”

Chair Shelton ruled a quorum present at the virtual meeting in which several callers were unidentified, stating there was no way to know whether or not there was a true quorum.

**Chair Cindy Shelton, in an email sent October 20, 2020 to Policy Committee members and FAMPO staff, stated there was no quorum and the agenda items would need to be revisited at a later meeting for formal action and/or discussion.

4. Approval of the October 19, 2020 Policy Committee Agenda (ACTION ITEM)

Motion was made to approve the October 19, 2020 Policy Committee Agenda without changes.

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

Roll Call Vote:

Ayes

Chair Cindy Shelton
Mr. Mark Dudenhefer
Ms. Crystal Vanuch
Mr. Tim McLaughlin
Mr. Chris Yakabouski
Mr. David Ross

Nays

Ms. Marcie Parker

6 ayes; 1 nay; 1 abstention

Abstention: Dr. Robert Schneider

5. Public Involvement – No email or written comments were received to read at the meeting.

Ms. Beth Black, City of Fredericksburg resident: Expressed appreciation to delegates Matt Kelly and Jason Graham for "sticking up for [the] city." Additionally, she thought there may not be a quorum present due to "Fredericksburg members and not the actual delegates" calling into the meeting.

6. Consent Agenda

a. Approval of September 21, 2020 Policy Committee Minutes (ACTION ITEM)

Motion was made to approve the September 21, 2020 minutes as submitted.

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

6 ayes; 0 nays; 2 abstentions

Abstentions: Ms. Marcie Parker and Dr. Robert Schneider

7. Action/Discussion Items

a. CMAQ/STBG Call for Projects (ACTION ITEM) – Mr. Adam Hager and Mr. Alex Owsiak, TAC Chair & Stafford County

i. TAC Recommendation

Mr. Hager noted the Policy Committee had not formally approved the 5307 funding swap and proposed endorsement of TAC to accept and score projects to meet the System for the Management and Allocation of Resources for Transportation (SMART SCALE) October 30, 2020 deadline for resolutions of support. He stated that they approved funding the Route 1/Telegraph Rd project at the July 2020 meeting, but deferred action to work out details between Stafford County and VDOT. Additionally, Spotsylvania County received approval to fully fund the Route 1/Market St project. However, TAC needed to consider transferring funds from other projects and Spotsylvania indicated action could be deferred to November 2020.

ii. Proposed Allocations – Potential Delegation of Authority to the TAC

Mr. Hager presented the following options for next steps:

- 1) Direct staff to hold call for projects and allocate surplus funding for SMART SCALE applications for approval by the Policy Committee at an extra meeting no later than October 29, 2020.
- 2) Direct staff to hold call for projects and delegate TAC to allocate surplus funding for Round 4 SMART SCALE applications; to meet again Wednesday, October 21, 2020 at 9:30am.
- 3) Direct staff to hold call for projects and wait till spring 2021 for regular, annual cycle, to consider or revise allocations given limited funding and/or higher priority commitments.
- 4) Postpone action on call for projects

Motion was made to approve a combination of options 2 and 3: to direct staff to hold call for projects wherein each locality would submit two SMART SCALE projects for additional funding; and move forward with funding for the Route 1/Market Street and Route 1/Telegraph Rd projects.

Motion: Mr. Mark Dudenhefer; Second: Mr. Tim McLaughlin
6 ayes; 0 nays; 2 abstentions

Abstentions: Ms. Marcie Parker; Dr. Robert Schneider

b. Project Updates

- i. UPC 115614 – Rte 1/Market Street Update – Mr. Paul Agnello, Spotsylvania County
Deferred
- ii. UPC 109467 – Rte 1 & Telegraph Road/Woodstock Lane Update – Mr. Owsiak
Deferred

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

- i. COVID-19 Data Snapshot – Mr. Matthew Lehane
Deferred

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

- i. Equity Analysis Methodology Presentation
Deferred

e. FY21 Unified Planning Work Program (UPWP) Amendment – Chair Shelton

- i. Approved FY21 UPWP (June 22, 2020)
- ii. Draft FY21 UPWP Amendment 1 – Tracked Changes (October 14, 2020)
- iii. Draft FY21 UPWP Amendment 1 – Clean (October 14, 2020)
- iv. **Resolution 21-14: Directing Staff to Hold a Public Comment Period and Public Hearing for the Draft Fiscal Year 2021 Unified Planning Work Program Amendment (ACTION ITEM)**

Mr. Towery requested confirmation from FHWA Mr. Rucker of his understanding that the change to the quorum would be an administrative modification not taking significant staff time, therefore it would not require an update to the UPWP.

Mr. Rucker confirmed his understanding.

Ms. Parker clarified that a significant change would require a public comment period and update to the UPWP.

Mr. Rucker confirmed this clarification.

There was no motion entertained for or against Resolution 21-14.

f. Bylaws Update – Chair Shelton

- i. Current FAMPO Policy Committee Bylaws
- ii. Proposed Change 1 – Quorum

Ms. Parker noted that the Code of Federal Regulations (CFR) that she sent as requested after the last meeting, states that re-designation requires that transportation agencies, must be on the member roster.

Mr. Towery asked if he understood correctly that Chair Shelton proposed that the update to bylaws regarding the quorum would not require an amendment to the UPWP, but the significant other changes (approximately 32, as stated by Chair Shelton) would.

Mr. Dudenhefer stated that the quorum issue could be dealt with separately.

Chair Shelton agreed.

Mr. McLaughlin asked if the UPWP would need amending if instead of federal or state funds, local funds were used to update the bylaws.

Mr. Rucker queried how local funds are addressed currently in the UPWP.

Chair Shelton said they were not and the UPWP would need updating.

Mr. Dudenhefer proposed that the quorum mirror GWRC bylaws which require a simple majority.

Chair Shelton responded that discussion in the past was to ensure locality involvement, requiring a representative from each jurisdiction for a quorum. She presented an option of once a quorum is established, that it is maintained for voting purposes despite exiting members.

Motion was made to amend FAMPO Policy Committee bylaws to define a quorum as a simple majority of voting members duplicating GWRC voting bylaws.

Motion: Mr. Mark Dudenhefer; Second: Mr. David Ross

6 ayes; 0 nays; 2 abstentions

Abstentions: Ms. Marcie Parker; Dr. Robert Schneider

g. Citizens Transportation Advisory Committee (CTAC) Membership Update – Ms. Stacey Feindt

- i. Letters of Resignation

Ms. Feindt referred to CTAC resignation letters from:

- 1) Ms. Leslie Jordan, King George County
- 2) Mr. Timothy Haddix, Stafford County

- ii. Spotsylvania County Reappointment

Ms. Feindt noted that Spotsylvania County reappointed Mr. Neil Holloran for two more years on CTAC. She further relayed that the jurisdictions have been notified, per CTAC bylaws, of members absent for three consecutive meetings. All jurisdictions, except for

Caroline County, have member vacancies. Another three at-large vacancies are available for Policy Committee approval.

h. Title VI Update – Ms. Feindt

Ms. Feindt noted that FAMPO is undergoing a Title VI desk audit, covering September 2017 through September 2020. Answers and documentation are due to VDOT by the end of this October. She stated that her research reflected that FAMPO continued improving in respect to proactively reaching out to underserved groups and individuals. She reminded the committee that part of the audit required primary and alternate member participation in the survey regarding racial makeup of each committee. She requested that each member submit survey answers by early next week.

Chair Shelton offered to follow-up with outstanding committee members who do not respond by Friday; Ms. Feindt agreed to send her the list.

Ms. Feindt referred to the attachment on the shared screen as the signed, Title VI Reassurance. She noted that at a future date, this would need to be voted on for inclusion in the Public Participation Plan (PPP).

i. Upcoming Policy Committee Meetings – Chair Shelton

Chair Shelton asked Mr. Owsiak if another Policy Committee meeting was still needed.

Mr. Owsiak responded that an additional meeting would be in order to approve TAC recommendations expected to be made at the upcoming TAC meeting.

Substitute motion was made on previous agenda item 7.a.ii. from approval of options 2) and 3) to be replaced with options 1) and 3): Direct staff to have a call for projects for scoring and allocation of funds; and allocate funds for the prioritized projects and wait for spring 2021 on new and revised projects given limited funds.

Motion: Ms. Crystal Vanuch; Second: Mr. Tim McLaughlin
6 ayes; 0 nays; 2 abstentions
Abstentions: Ms. Marcie Parker; Dr. Robert Schneider

Motion was made to have an extra FAMPO Policy Committee meeting in a week on Monday, October 26, 2020 to vote on TAC recommendations.

Motion: Ms. Crystal Vanuch; Second: Mr. David Ross
Motion passed by consensus

8. Correspondence

Chair Shelton referred to VDOT and FHWA documents regarding UPWP amendments.

9. Staff and Agency Reports

10. Board Member and Chair Comments

Mr. Dudenhefer expressed disappointment in the behavior of jurisdictions who felt they were not getting their way. He invited members of the public and press to contact him regarding the lack of transparency and ongoing issues.

Mr. McLaughlin confirmed that the FAMPO chair would send a draft letter, as requested at the beginning of the meeting, in 48 hours for member review in order to deliver to Fredericksburg City Council, Secretary of Transportation and the Commissioner of VDOT by Friday.

Chair Shelton responded affirmatively.

11. Closed Session

a. **Resolution 21-15: Allowing the Policy Committee to Go into Closed Session to Discuss Personnel Matters (ACTION ITEM) – Chair Shelton**

Motion was made to approve Resolution 21-15

Motion: Ms. Crystal Vanuch; Second: Mr. Chris Yakabouski

6 ayes; 0 nays; 2 abstentions

Abstentions: Ms. Marcie Parker; Dr. Schneider

b. **Resolution 21-16: Allowing the Policy Committee to Return to Open Session (ACTION ITEM) – Chair Shelton**

Motion was made to approve Resolution 21-16

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

6 ayes; 0 nays; 2 abstentions

Abstentions: Ms. Marcie Parker; Dr. Robert Schneider

12. Adjourn/Next Policy Committee Meeting November 16, 2020 at 7:15 pm

Motion was made to adjourn the October 19, 2020 Policy Committee Meeting at **9:20 pm**

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

6 ayes; 0 nays; 2 abstentions

Abstentions: Ms. Marcie Parker; Dr. Robert Schneider

Leah Vigil
FAMPO Administrative Assistant