

POLICY COMMITTEE MEETING
Draft Meeting Minutes

Monday, March 15, 2021 - 6:00pm

Hybrid Format

<https://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 video recording of the meeting will be posted to the Policy Committee web page:
<https://www.fampo.gwregion.org/policy-committee/>

(*) Indicates remote connect by phone or internet for attendants per Virginia COVID-19 legislation, as noted above. (IP) indicates in-person attendance. (V) Indicates voting member.

Committee Members Present:

Ms. Cindy Shelton, Chair, Stafford (V) (IP)
Mr. Mark Dudenhefer, Stafford (V) *
Ms. Crystal Vanuch, Stafford (V) *
Ms. Meg Bohmke, alternate Stafford (V) *
Mr. David Ross, Spotsylvania (V) (IP)
Mr. Kevin Marshall, alternate Spotsylvania (V) (IP)
Mr. Matthew Kelly, Fredericksburg (V) (IP)
Mr. Jason Graham, Fredericksburg (V) *
Mr. Timothy Baroody, Fredericksburg (V) *
Ms. Cathy Binder, alternate King George *
Ms. Ann Cupka, King George *
Ms. Jamie Jackson, FRED Transit *
Mr. Aidan Quirke, alternate FRED Transit *
Dr. Robert Schneider, PRTC (V) *
Mr. Joe Stainsby, alternate PRTC (V) *
Ms. Marcie Parker, Representative from the Secretary of Transportation (V) *
Ms. Michelle Shropshire, alternate Representative from the Secretary of Transportation (V) *
Ms. Susan Gardner, VDOT *
Mr. Stephen Haynes, alternate VDOT *
Mr. Richard Duran, FHWA *
Mr. Todd Horsley, DRPT *
Ms. Ciara Williams, alternate DRPT *
Mr. David McLaughlin, CTAC *

Committee Members Absent:

Mr. Thomas Coen, alternate Stafford (V)
Mr. Tim McLaughlin, Spotsylvania (V)
Mr. Chris Yakabouski, Spotsylvania (V)
Ms. Deborah Frazier, alternate Spotsylvania (V)
Mr. Gary Skinner, alternate Spotsylvania (V)
Mr. Doug Fawcett, alternate Fredericksburg (V)
Mr. Mark Whitley, alternate Fredericksburg (V)
Mr. Jeffery Sili, Caroline
Mr. Jeffrey Black, alternate Caroline
Ms. Betsy Massie, alternate PRTC (V)
Ms. Tonya Holland, FTA
Mr. Cedric Rucker, CTB
Mr. Al Durante, alternate CTAC

Others Present:

Ms. Deborah Lately, DisAbility Resource Center
JTZ Enterprise
Ms. Catherine Coffey, VDOT
Mr. Alex Owsiak, FAMPO Technical Advisory Committee Chair
Ms. Kate Gibson, George Washington Regional Commission
Mr. Paul Agnello, Spotsylvania County Government

Staff Present:

Mr. Ian Ollis, FAMPO Administrator
Ms. Stacey Feindt, Public Involvement/Title VI Coordinator
Mr. Adam Hager, Transportation Planner
Ms. Kari Barber, Transportation Planner
Ms. Jordan Chandler, Transportation Planner
Mr. Matthew Lehane, Transportation Planner

1. Call Policy Committee to Order – Chair Cindy Shelton
The meeting was called to order at 6:01pm.
2. Roll Call and Determination of Quorum – Ms. Stacey Feindt
Roll call conducted. Quorum present.
3. **Approval of the March 15, 2021 Policy Committee Agenda (ACTION ITEM)**
Motion was made to approve the March 15, 2021 Policy agenda.
Motion: Mr. Kelly; Second: Mr. Marshall
Motion passed with unanimous consent.
4. **Public Involvement**
Chair Shelton asked for public comments. No members of the public spoke.
5. **Consent Agenda**
 - a. **Approval of February 22, 2021 Policy Meeting Minutes (ACTION ITEM)**
Motion was made to approve the February 22, 2021 Policy meeting minutes.
Motion: Mr. Kelly; Second: Mr. Ross



Motion passed with unanimous consent.

6. FAMPO Administrator Report

Mr. Ollis reported on several topics including, the CMAQ and STBG call for projects, a Census proposal to change criteria for defining urban areas, the expected designation of new critical freight corridors, dangerous bike and pedestrian crossings, planned FRED Transit service enhancements for FY2022, the April work agenda for FAMPO staff and changes to staff positions.

Mr. Kelly asked if the Technical Advisory Committee (TAC) could soon provide answers on funding for GWRideConnect. Chair Shelton said she will put the item on the next Policy meeting agenda.

7. Action/Discussion Items

a. Resolution 21-23: Approving the Transportation Planning Board (TPB)-Fredericksburg Area Metropolitan Planning Organization (FAMPO) Memorandum of Understanding (MOU) (ACTION ITEM) – Mr. Ian Ollis

Mr. Ollis conveyed that the Policy Committee had reviewed a draft MOU at the previous meeting, TPB sent a response to modify the draft, TAC reviewed the draft changes, the draft with TPB requested amendments are now before the Policy Committee.

Mr. Kelly asked if the TPB's policy board is reviewing or taking action on this MOU draft. The FAMPO Policy Committee has not heard directly from that board on this matter, only the TPB staff have communicated with FAMPO.

Mr. Ollis relayed that the TPB policy-making committee will start the process of reviewing and voting on the draft MOU next month.

Motion was made to approve the FAMPO/TPB MOU.

Motion: Mr. Ross; Second: Mr. Dudenhefer

Motion passed with unanimous consent.

b. Request for Proposal (RFP) for On-Call Consultants Update – Mr. Ian Ollis

Mr. Ollis stated that a new RFP is being developed. VDOT was presented with the draft and requested some changes. The George Washington Regional Commission's attorney also looked at the draft. FAMPO staff will bring the draft before the Technical Advisory Committee (TAC) for review and then it will be presented to the Policy Committee next month.

c. GWRideConnect Funding Update – Ms. Kate Gibson

Ms. Gibson reviewed what transportation demand management (TDM) is and conveyed its contribution to the effort to reduce vehicle congestion. She presented information on GWRideConnect funding sources and needs. The CMAQ/STBG prioritization methodology stipulates that a base amount of \$125,000 of the yearly CMAQ allocation will be set aside for GWRideConnect. For many years, GWRideConnect did receive that funding. In June 2020, the Policy Committee voted to reallocate that funding, with the stipulation that TAC would help find alternative funding for GWRideConnect. To date, TAC has not identified alternative funding. Meanwhile, GWRideConnect has applied for a DRPT grant and will know next month if it was awarded. Currently GWRideConnect has an additional funding need for the creation of a strategic plan. To fund the development of a strategic plan, GWRideConnect could use remaining fiscal year 2021 CMAQ funds or request FAMPO staff assistance with data analysis. For the latter option, FAMPO would need to include this activity in its Fiscal Year 2022 Unified Planning

Work Program (UPWP) under transportation demand management planning activities.

Mr. Ross asked if GWRideConnect used other funding sources.

Ms. Gibson replied that it receives DRPT funding, potentially local funding from Caroline County for leased parking spaces, and local grant matches from dues paid by localities.

Mr. Marshall asked what was the projected cost for developing the strategic plan.

Ms. Gibson replied that the estimated cost was \$50-65k.

Mr. Ross asked if this was the first time a strategic plan had been developed and commented that the estimated cost is high.

Mr. Marshall commented that hiring an outside consultant to do the work does not seem like the best approach and wondered why staff could not complete the task.

Ms. Gibson replied that a consultant would help identify best practices and that GWRideConnect needed input from a marketing professional in order to develop a marketing strategy.

Mr. Ollis stated that FAMPO staff would be prepared to do data analysis and charge their time accordingly.

Mr. Kelly stressed that GWRideConnect's work is a vital component in the regional effort to reduce vehicle congestion and therefore the committee should agree on funding the effort.

Chair Shelton asked if GWRideConnect is designated as a TDM planning group, then why do they want FAMPO to do the work? Is FAMPO or GWRideConnect the TDM planning group?

Ms. Gibson answered that there are two components to TDM work. TDM occurs at the planning level, which FAMPO handles. TDM also requires work to be done to make people aware of their transportation options, which is the TDM part that GWRideConnect handles.

Chair Shelton asked what GWRideConnect did with the CARES Act money they had received back from FRED Transit.

Ms. Gibson answered that FRED did not give funding back to GWRC. GWRideConnect did allocate \$40k in Section 5307 funding generated by the Vanpool Alliance, which was funding that came from the CARES Act. GWRideConnect used that money to purchase PPE for commuters.

Mr. Graham asked what happens if GWRideConnect does not receive the DRPT grant.

Ms. Gibson answered that adjustments had already been made to lower expenses but if the grant was not awarded then they would have to cut back on marketing to commuters. There is a strong desire to keep staffing levels the same, but depending on the level of funding cuts, that is a growing concern.

Ms. Vanuch asked about the total marketing costs.

Ms. Gibson replied that the projection for next year is \$120k.

d. Congestion Mitigation and Air Quality Improvement Program (CMAQ) and Surface Transportation Block Grant (STBG) FY22-27 Call for Projects Update – Mr. Adam Hager

Mr. Hager presented information on the call for projects process. The call for projects started March 1st, with submissions due March 22nd. FAMPO staff will then review and score the projects and in April present draft allocations for TAC and Policy to consider. FAMPO staff are

working with VDOT to determine the amount of available funding.

Mr. Ross asked whether in past years the application process was open to those outside of FAMPO localities.

Mr. Hager replied that in the past DRPT likely applied and any applicant that is eligible for these funds can apply.

Mr. Ross conveyed that he is concerned that outside FAMPO localities can draw from FAMPO CMAQ funding and made a motion to limit who could apply for CMAQ funding to only Stafford County, the City of Fredericksburg, and Spotsylvania County.

Mr. Kelly mentioned that the application process had already been approved at a prior meeting.

Mr. Marshall asked how many other organizations can apply.

Mr. Hager responded that FRED Transit, OmniRide, and the Virginia Railway Express could apply.

Ms. Vanuch seconded the motion from Dave Ross.

Mr. Kelly emphasized that ultimately the Policy Committee will make the final determination on which projects will receive funding.

Ms. Jackson gave a point of clarification, for CMAQ and RSTP funding, FRED has to go through this particular application process, jurisdictions cannot submit projects on FREDs behalf for a variety of reasons.

Dr. Schneider added that he believes that because this is a federal program you cannot exclude jurisdictions. Eligible entities under the law are likely permitted to apply.

Mr. Ross asked for that legal rule to be sent to committee members.

Chair Shelton asked if Mr. Ross would like to withdraw his motion based on the discussion. Mr. Ross withdrew his motion.

e. 2050 Long Range Transportation Plan (LRTP) Update – Mr. Ian Ollis and Mr. Adam Hager

Mr. Ollis presented work being done to develop a project prioritization process for LRTP projects. Scoring methodology has a strong correlation with SMART SCALE scoring. FAMPO staff are holding a workshop on the prioritization process for TAC members but the workshop is open to anyone. It will be on March 19th at 9:30 am, virtually. In April, staff will present a draft project prioritization process to Policy for consideration.

Mr. Kelly commented that it is important to include funding considerations in the scoring process. He asked why staff are not proposing that this element should be included.

Mr. Ollis replied that adding funding consideration to the scoring process creates a problem because project details change and costs change.

Mr. Graham asked why there are different scoring methods for TDM, roadway, and bike/ped projects. He is concerned with separating these into their own buckets because it is important to demonstrate how alternative transportation options outscore traditional roadway investment. If projects are separated by mode for the purpose of aligning with SMART SCALE funding considerations, that makes sense, however, for the purpose of understanding projects in context of the LRTP, it is important to score in a manner that allows FAMPO to compare the impacts of different modes of transportation.

Mr. Hager added that the modes are separated for scoring purposes because of the need to measure the different modes by their own measurable criteria.

Mr. Ollis concluded that it is hard to come up with an objective method that would allow different modes to be scored with the same criteria because there will be different outcomes depending on the criteria selected. If the scoring process used generic metrics, then some subjectivity would be required later in the process. The goal with the new scoring process is to eliminate the need to make subjective judgements.

Chair Shelton encouraged committee members to attend the work session on March 19th to learn more about the process.

f. Draft 2045 LRTP Amendment Update – Mr. Ian Ollis

Mr. Ollis gave an update on work being done to update projects in the LRTP. At a later date this will be an action item for the committee.

g. Resolution 21-21: Reappointing Dustin Savage as an At-Large Member to the Citizens Transportation Advisory Committee (CTAC) (ACTION ITEM) – Ms. Stacey Feindt

No discussion.

Motion was made to approve the reappointment of Mr. Dustin Savage to CTAC.

Motion: Mr. Matthew Kelly; Second: Mr. Mark Dudenhefer

Motion passed with unanimous consent.

h. Resolution 21-22: Appointing John Lysher as an At-Large Member to the Bicycle and Pedestrian Advisory Committee (BPAC) (ACTION ITEM) – Ms. Kari Barber

No discussion.

Motion was made to approve the appointment of John Lysher to BPAC.

Motion: Mr. Matthew Kelly; Second: Mr. David Ross

Motion passed with unanimous consent.

i. Transportation Alternatives Funding Update – Ms. Barber

Ms. Barber stated that FAMPO staff are working with Stafford and VDOT to help Stafford transfer money for their transportation alternatives efforts. More to come on this at next month's Policy Committee meeting.

8. Correspondence

Mr. Ian Ollis mentioned that FAMPO received a letter from VDOT stating that VDOT had concluded the FAMPO Title VI audit which found FAMPO to be in compliance. No issues were identified.

9. Staff and Agency Reports

No staff reports.

Ms. Parker with VDOT announced that VDOT will hold a transportation alternatives workshop on April 4th which will touch on funding sources. Also, on April 29th there will be a revenue sharing workshop hosted by VDOT on fiscal years 2027-2028. The SMART Portal opens May 17th for both of these programs.

10. Board Member and Chair Comments

No comments.

11. Adjourn/Next Policy Committee Meeting: April 19, 2021 at 6:00pm

Motion was made to adjourn.

Motion: Mr. Matthew Kelly; Second: Mr. David Ross

Motion passed with unanimous consent.

Meeting adjourned at 7:37pm.