

Loudoun County Transportation Improvement and Safety Commission
APPROVED MEETING MINUTES

February 23, 2016
Purcellville Room, Loudoun County Government Building

I. Call to Order – 6:30 p.m

Voting Members

Lydia Clark, <i>At Large</i>	Present
Unassigned, <i>Algonkian</i>	N/A
Unassigned, <i>Ashburn</i>	N/A
Nomination Pending, <i>Blue Ridge</i>	N/A
JJ Rauf, <i>Broad Run</i>	Present
Unassigned, <i>Catoctin</i>	N/A
Shawn W. Sutherland, <i>Dulles</i>	Absent
Frank Holtz, <i>Leesburg</i>	Present
Pat Turner, <i>Sterling</i>	Present

Other Members & Visitors Present

Dean Franks, future Blue Ridge Member
Carol Lew, LC Sheriff's Office
Carolina Siguenza, LC DTCI
Eloisa Thring, LC DTCI, *Staff Contact*

II. First Order of Business

As this was the first meeting with several newly-appointed commission members, E. Thring welcomed new members and facilitated introductions of all attendees.

III. Approval of December 2, 2015 Minutes

A motion was made to approve the December 2015 meeting minutes. The meeting minutes were approved as-is with no suggested changes. (Please see also the discussion under New Business, item 2a.)

(Motion: Clark; Second: Turner; Vote: 4 yes/0 no/1 absent)

IV. Old Business:

The majority of the meeting discussion focused on administrative items and introducing new members to the meeting content, material, and processes. Therefore, none of the transportation issues or topic items from previous meetings were discussed specifically.

V. New Business:

1) E. Thring walked the group through multiple administrative items:

a) The Commission Bylaws were presented. Commission objectives and expectations were discussed as documented in the Bylaws.

b) This year's officers were nominated and selected by the members as follows:

• Chairperson: JJ Rauf

(Motion: Clark; Second: Turner; Vote: 4 yes/0 no/1 absent)

• Vice-Chairperson: Lydia Clark

(Motion: Holtz; Second: Rauf; Vote: 4 yes/0 no/1 absent)

• Secretary: Michelle Cavucci

(Motion: Holtz; Second: Turner; Vote: 4 yes/0 no/1 absent)

c) Meeting dates & location were discussed. Factors in the decision included: meeting location availability on a consistent basis, the need for monthly vs. bi-monthly in

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terms of meeting content, and holiday periods. F. Holtz mentioned that it would be helpful to confirm availability for the VDOT representative and the Leesburg Police representative. E. Thring will be reaching out to previous representatives and members whose attendance was not as robust during the past year. The conclusion on the meeting schedule preference was to hold the 2016 meetings on the third Tuesday of every other month, starting with a meeting in March, then May, July, and September. A meeting in December would be a Tuesday earlier in the month due to the holidays in December. E. Thring will look into meeting room availability for those proposed dates. Several ideas were shared for meeting space options. E. Thring will first check on availability of rooms in the Government building, then the Leesburg Police Station, Ida Lee, and Rust Library.

- 2) E. Thring described the handouts that are typically provided for these meetings:
 - a) Previous meeting minutes for approval by the members. Once the meeting minutes are approved, the notes are posted on the county website. The draft meeting minutes are also used as an agenda for the next meeting, specifically the topics under Old Business and New Business. (Please see also item III above regarding approval of the December meeting minutes)
 - b) A special handout that was developed based on the December meeting topics for which answers were not readily available at the time of the meeting. This is not a typical handout; rather, it was developed this one time because E. Thring was not available for the December meeting and follow-up on these topics was necessary.
 - c) A Commission transportation topic tracking table is a regularly updated table that monitors the transportation issues identified by the Commission and documents progress until such time as the issue is resolved.
 - d) The VDOT project summary meeting notes document the status and updates for various VDOT projects in Loudoun County. These projects are discussed in a regular monthly between Loudoun County staff and VDOT staff. Each project has a VDOT contact and E. Thring encouraged people to contact them directly for updates if the VDOT representative present at the Commission meeting is not able to answer the inquiry. L. Clark requested that the monthly meeting notes be transmitted to the Commission members for the off-months (e.g., VDOT-Loudoun County meeting notes that become available in the months during which there is no Commission meeting). F. Holtz agreed that it would be very helpful. E. Thring agreed to provide those meeting notes to the Commission Members via email. P. Turner asked for clarification on the definition of a Commission vs. a Committee. An understanding of the difference in those groups' roles and functions was not certain.
 - e) A board item was provided describing a new Ad Hoc Committee that will oversee the various county commissions and committees. The Commission will hear more about this committee in the coming months and may be asked to provide input.
 - f) A question was asked as to whether the handouts are printed for each meeting. E. Thring responded that typically eight (8) copies of the handouts are provided by her team at each meeting.

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- 3) E. Thring reminded everyone of the County website and project map that provides a helpful summary of County project status and encouraged everyone to use it. J. Rauf asked how projects by developers are tracked or summarized. E. Thring responded that it is not a readily-available list or website for developer projects. There are numerous projects underway and often the County representatives reach out to VDOT to examine proffers and ongoing transportation decisions related to development projects. F. Holtz mentioned that LoudounNow and Times Mirror often publish such project updates about every quarter.
- 4) P. Turner asked if the District Supervisors typically contact Commission Members with questions or whether Commission Members typically offer suggestions. Typically the District Supervisors come to the Members and to E. Thring with transportation issues. J. Rauf asked whether the Members should be making themselves available to their community. E. Thring suggested Commission Members seek that input from their District Supervisor for direction.
- 5) D. Franks asked if Commission Members should bring issues to the group or suggest projects. E. Thring replied that yes, items or issues are brought to the group for discussion. Typically during the meeting the representatives in the meeting can share insight or background on the topics. If it is an issue that requires follow-up or tracking, it will be included on the Commission transportation topic tracking table. If it is a small issue it might be resolved during the meeting. If it is a larger issue that requires a more formal project to address, it will be added to the table and carried forward through coordination with the District Supervisor. One example of a recent transportation issue that was brought forth through this Commission was described by E. Thring (Loudoun County Parkway and Center Street in the Dulles Election District).
- 6) J. Rauf asked the timeline for the next update to the Countywide Transportation Plan (CTP) and whether the commission will have input into the next update. E. Thring mentioned that the Planning Department is starting to look into the funding and procurement for the next update. It is a state mandate to do every ten years. The last CTP was amended in 2010, so the next update would be dated 2020.
- 7) There was a discussion as to how the Old Business and New Business conversations would proceed for future meetings. E. Thring described how the Chairperson would typically proceed in the following order for future meetings: previous meeting minute comments and/or approval, Old Business, and then open up the floor to all members for any New Business.

Pending conference room availability, the next meeting is scheduled for March 15, 2016 at 6:30 pm. The location will be confirmed but it is anticipated that it will take place in the Purcellville Room, which is located in the lobby of the Loudoun County Government Center.

Adjourn Motion: Rauf; Second: Holtz; Vote: 4 (yes)/0 (no)/1 (absent). Time: 7:45 p.m.