



243 High Street Room 026  
Morgantown, WV 26505  
(304) 291-9571  
[www.plantgether.org](http://www.plantgether.org)

**Agenda**

Policy Board  
Monongalia County Board of Education Offices  
Earl Core Road  
Morgantown WV  
January 18, 2024  
6:00 PM

1. Call To Order
2. Public Comment Period
3. Election of Officers
4. Approval of Minutes
5. Committee Reports
  - a. Citizens Advisory Committee
  - b. Finance
  - c. Executive Director
6. Presentation-WVDOH Traffic Engineering-Vulnerable Road Users Initiative
7. Safety Performance Measure Targets
8. Patteson Drive/Maple Drive Pedestrian Study
9. Audit
10. Agreement with the City of Morgantown for a Community Garden Program
11. Bylaws Revision
12. Draft Unified Planning Work Program Summary
13. Executive Directors Review
14. Other Business
15. Meeting Adjournment



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## Memorandum

**Date:** January 11, 2024  
**To:** Policy Board Members  
**From:** Bill Austin, AICP  
**Subject:** January 18, 2024 Policy Board Meeting Agenda Items

This memorandum is to provide you with information on the items under consideration in the January 2024 Policy Board meeting.

**-Election of Officers-**The Officer nominating Committee has nominated Joe Statler for Chairman, Maria Smith as Vice-Chairman and Mayor Lewis as Treasurer.

**-Safety Performance Measure Targets-**Each year the MPO needs to adopt performance measures for a variety of items. Please find enclosed with the Agenda packet a memorandum identifying the proposed Safety Performance Measure targets for this year. **The CAC and the TTAC unanimously recommended the adoption of the proposed Performance Measures to the Policy Board.**

**-Patteson Drive/Maple Drive Pedestrian Study-**This study was initiated at the request of a CAC member. Staff collected data and analyzed the pedestrian movements as well as identifying the number of Mountain Line passengers that use the area under consideration. This study identifies the need for potentially significant changes to the pedestrian infrastructure in the area to improve safety. **The TTAC and CAC reviewed the Study and unanimously recommended its adoption to the MPO Policy Board.**

**-Audit-**Please find enclosed with the Agenda the MPO's Audit for FY 2022-2023. The auditor did not find any issues with the MPO's records. **It is respectfully requested that the Policy Board accept the Audit.**

**-Agreement with the City of Morgantown for a Community Garden Program-**The ongoing Greenbag Road project's environmental document found the need to mitigate the loss of a community garden. The City of Morgantown and the MMMPO proposed a community garden initiative to mitigate this loss. This proposal requested \$15,000 in Federal funds to purchase supplies and equipment for three or more community gardens through out the urban area. This request was approved by the Federal Highway Administration and WVDOH as part of the approval of the environmental document for the construction of the project. The City of Morgantown and the MMMPO have developed an agreement for the implementation of this initiative which includes the creation of an oversight committee consisting of representatives of the City and the MMMPO.

When this item was last discussed with the Policy Board, staff was asked if the community garden program moved forward and there was a delay or other concern with the Greenbag Road project, would the entities be responsible for reimbursing the funds

spent. **Staff asked WVDOH and FHWA about this concern, the response was that there would be no requirement to refund these funds to WVDOH or FHWA.**

It is respectfully requested that the Policy Board approve the execution of this agreement by the Executive Director. A copy of the agreement is included with the Agenda package. Staff anticipates that the City and the MMMPO will have a program in place for applicants to apply for these funds in February so any proposed community garden could begin in time for spring planting. **It is respectfully requested that the Policy Board authorize the Executive Director to execute this agreement.**

**-Bylaws Revision-**At the last meeting of the Policy Board the Board discussed potentially adding the President of the Morgantown Area Partnership (MAP) to the Policy Board. A subcommittee of the Policy Board consisting of Mayor Selin, Commissioner Bloom, Mr. Kelly, Mr. Statler and Mrs. Smith met to discuss the proposal. This subcommittee agreed that it would be appropriate to have the MAP President participate on the Board as a non-voting member for a two year term. They also recommended that the Board could reappoint the MAP President at the end of the two year period. Please find below with the proposed language for this Bylaws Amendment.

**Section 4. The MPO Policy Board may appoint the President of the Morgantown Area partnership, a broad-based community organization which has multiple organizations as members, as a non-voting member for a two year term. As a non-voting representative this member will not be counted in the definition of a quorum. This representative may be reappointed by the Board.**

**In addition to this provision, it is proposed to add the Morgantown Area Partnership as part one of the member agencies that are not to be responsible for the operating match of the MPO in Article 4 of the Bylaws. Other member agencies on this list are the Monongalia County Board of Education, WVU, and Mountain Line.**

**-Draft Unified Planning Work Program Summary-**A memorandum identifying the work proposed for the upcoming Fiscal Year is included in the Agenda packet for your information. This information includes a proposed budget which would require the MPO's local contributions to go up by \$2,500 for the City of Morgantown and \$2,500 from Monongalia County. Under the proposed budget both the City of Morgantown and the Monongalia County Commission would be asked to provide a total of \$20,000 in match for the upcoming fiscal year. We would appreciate any suggestions for work to be included in the Work Program for the upcoming year the TTAC may have. The complete UPWP will be presented for adoption at the March meeting. **No action is required on this item.**



## POLICY BOARD MEETING

Monongalia Board of Education  
1751 Earl L. Core Road. Morgantown. WV. 26505

November 16th, 2023, 6 PM

### **Members Present:**

Chairman Mike Kelly – Board of Education, Tom Bloom - Monongalia County, Mayor Bob Lucci – City of Westover, Joe Statler – Blacksville, Ron Justice – West Virginia University, Steve Blinco – Star City, Bill Kawecki – City of Morgantown, Brian Carr – WVDOH, Joe Abu-Ghannam - City of Morgantown, Jeffrey Arnett – Monongalia County, Sean Sikora – Monongalia County

**Others Present:** Christiaan Abildso

**MPO Director:** Bill Austin, AICP

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### **1. Call to Order**

With a quorum present, Chairman Kelly called the meeting of the Morgantown Monongalia Metropolitan Planning Organization (MMMPO) Policy Board to order at 6:03 PM.

### **2. Public Comment**

There were no public comments.

### **3. Approval of Minutes**

Mr. Justice moved to approve the minutes as presented; seconded by Mr. Blinco. With no discussion, the motion passed unanimously.

### **4. Committee Reports**

#### *a. Citizens Advisory Committee (CAC)*

Mr. Abildso, chair of the CAC, provided an update. The CAC reviewed the TIP amendment, and noted the incorrect obligation date for engineering for the Industrial Bridge. Mr. Austin explained the date presented was from the older version of the TIP amendment. The correct obligation date is October. The advisory committee unanimously recommended approval of the Harmony Grove TIP Amendment, the Transit Asset Management Targets, and the 2024 Meeting Calendar. Mr. Abildso mentioned they had a productive discussion on the pedestrian study done by MPO Staff.

Mr. Austin noted that the Pedestrian Study will be presented to the Policy Board in the January meeting.

*b. Finance Committee*

Mr. Ausitn provided the Finance Committee update as Mayor Lewis could not attend. He provided the financial report for the month of October. The beginning balance was \$168,707.66, there were 2 deposits totaling \$21,276.87, 21 disbursements totaling \$39,596.45, leaving the ending balance at \$150,388.08.

Mr. Statler moved to approve the finance report; seconded by Commissioner Bloom. Without further discussion, the motion passed unanimously.

*c. Executive Director*

Mr. Austin provided the Executive Director report. The Mon Valley Green Space Coalition reached out to the MPO in making a Greenbelt Map. Staff will be aiding this effort.

The data collection and analysis are ongoing for the Downtown Microsimulation Study.

MMMPO was contacted by our auditors and our audit will begin November 20<sup>th</sup>.

The MPO has been working with WVDOH, and Right of Way acquisition should be beginning for West Run/Van Voorhis and Greenbag Rd. The MPO is also working with traffic engineering for signal at exit 155, that project is currently being programmed.

Mr. Austin stated he was been working on the pedestrian initiative as part of Vulnerable Road Users (VRU). And he received results today from the VRU study. He would like to further discuss this in other business.

Mr. Austin is still examining issue of credit card, and would like to further discuss this issue with the chairman and treasurer.

He reminded the policy board there will be an executive session for the executive director review in January.

Mr. Austin will be off some in December around the Christmas and New Years holidays, and is taking vacation in February for about 2 weeks.

**5. Transportation Improvement Program Adoption**

Mr. Austin noted to find enclosed with the agenda the draft 2023-2028 TIP. This document has been advertised in accordance with the MPO's Public Involvement Policy. To date we have not received any comments from the public on this document. The TTAC and CAC unanimously recommend the adoption of this document.

Commissioner Bloom moved to approve the Transportation Improvement Program Adoption; seconded by Mayor Lucci.

Without further discussion the motion passed unanimously.

**6. TIP Amendments**

Mr. Austin stated that the West Virginia Department of Transportation-Division of Highways has requested the following TIP Amendments since the development of the draft TIP. The proposed amendments are:

FY 2023-2024

Harmony Grove Interchange

Federal ID: NHPP0079109D. Engineering. FY2024. Construction new interchange. Funding Source: HNPP. Federal Funds: \$3,330,000; Total funds: \$3,700,000.

FY 2024-2025

Harmony Grove Interchange

Federal ID: NHPP0079110D. Right of Way. FY2025. Construction new interchange. Funding Source: HNPP. Federal Funds: \$495,000; total funds: \$550,000.

FY 2025-2026

Harmony Grove Interchange

Federal ID: NHPP0079111D. Construction. FY2026. Construction new interchange. Funding Source: HNPP. Federal Funds: \$22,500,000; total funds: \$25,000,000.

The TTAC and CAC have unanimously recommended approval of the proposed TIP Amendments.

Mr. Statler moved to approve the TIP Amendments; seconded by Commissioner Bloom.

Mr. Statler asked about when construction would begin, and Mr. Austin clarified it should occur in 2025 based on the information available. Mr. Statler asked if this funding was from TIF funding. Commissioner Bloom added he was curious about the TIF funding additionally. Mr. Carr clarified he is unsure of the exact financials, or if the project is completely within the TIF district. Commission Sikora stated it is completely within the TIF district. Mr. Carr said he will ask his office for more information.

Without further discussion, the motion passed unanimously.

## **7. Transit Asset Management Targets**

Mr. Austin stated that a memorandum is attached showing the 2024 TAM Targets for West Virginia. Transit Asset Management (TAM), is a model that uses the condition of assets to guide the optimal prioritization of funding at transit agencies to keep transit networks in a State of Good Repair (SGR). WVDOT defines SGR (State of Good Repair) as a system meeting the following criteria: All assets are functioning at their ideal capacity within their design life. The state's asset management system, AVIS, includes consistent, accurate and relatively current information on the status of each capital asset covered by the TAM. Each system has a maintenance program to ensure maintenance is performed per manufacturer requirements and intervals. No rolling stock assets are placed in revenue service with identified safety defects. The

TTAC and CAC have unanimously recommended adoption of these targets the MPO Policy Board. Mr. Austin stated Mountain Line is in support of these targets.

Mr. Kawecki moved to approve the Transit Asset Management Targets; seconded by Commissioner Bloom.

Mr. Statler asked about the criteria. Mr. Austin stated the criteria is from the Federal Transit Administration. Mr. Statler raised concern for busses needing repair or being replaced when they are still of good use. Mr. Austin stated these are national goals.

With no further discussion, the motion passed unanimously.

### **8. On Call Consultant Work**

Mr. Austin stated that MPO Staff and the MPO's consultant for the Downtown Microsimulation Study have been in discussion with Division of Highways Staff concerning the proper quality control review of the model for the Downtown Microsimulation Study. Currently DOH does not have staff qualified to review the model inputs and operation with the time needed for this work. In discussions with DOH, we have determined that the best way to ensure that the model will be reviewed in a timely fashion will be to engage expert staff from our on-call consultant contract to perform this work. We have funding available for this task in both the UPWP and in the STBG funds we are using to conduct the Study. At this time MPO staff is recommending that we use UPWP funds for this purpose, since the State will provide half of the required match for this work.

It is respectfully requested that the Policy Board authorize the Executive Director to sign a purchase order in an amount up to \$25,000 for AECOM to perform this work.

Chair Kelly and Mr. Statler asked clarifying questions about the funding, and Mr. Austin reiterated the matching.

Mr. Statler moved to approve On Call Consultant Work utilizing UPWP funds; seconded by Mr. Justice.

Mr. Kawecki asked if this approval will affect the timeline of the study, Mr. Austin answered no. Mr. Austin also clarified these firms were preselected as on-call consultants through a dually advertised process.

Without further discussion, the motion passed unanimously.

### **9. MPO Large Project Priorities Survey**

As Policy Board members are aware, after discussion with Chairman Kelly and other Policy Board members, MPO staff asked the 13 local members of the Board to identify their priorities for the currently unprogrammed Tier One Projects in the Metropolitan Transportation Plan. Staff performed this survey to ascertain which projects they should focus on when considering grant applications and potential presentations to WVDOH management for new funding. All local MPO Policy Board members responded to the Survey by ranking their top three (3) priority projects.

Policy Board Members ranked WV 705, Earl Core Rd., Fairmont Rd., Willey St., and Greenbag Rd.

Staff performed additional analysis of the survey to evaluate the depth of the support for each project by assigning points to each recommendation: A 1st Priority recommendation was valued at 3 points. A 2nd Priority recommendation was valued at 2 points A 3rd Priority recommendation was valued at 1 point Using this scoring system each project received the following score:

WV 705- 8 points  
Earl Core Road-12 points  
Fairmont Road-21 points  
Willey Street-13 points  
Greenbag Road-23 points

This analysis was consistent with the actual number of votes each project received. Greenbag Road received 11 votes and scored 23 points. Fairmont Road received 9 votes and 21 points. The results of this survey indicate that the Policy Board has two very high priority projects: Greenbag Road and Fairmont Road. In reviewing grant opportunities and presenting projects to funding agencies MPO staff will bring these two projects forward as the MPO's highest priorities with Greenbag Road as the highest priority. While staff is proposing to use this survey as guidance for future grant proposals and discussions with WVDOH it is also understood that if there are funding opportunities that are especially appropriate for one of the other projects, Staff will certainly take that into account informing the Board of the opportunity and recommending that the MPO seek funding for it.

Mr. Austin stated that it is respectfully requested that the Policy Board accept the results of this Survey as guidance for staff in seeking funding for projects.

Mr. Justice wanted to say he values all of the projects, and that this is an internal process.

#### **10. Appointment of Officer Nominating Committee**

Mr. Justice, Commissioner Arnett, and Chair Kelly were appointed as members of the Officer Nominating Committee.

#### **11. 2024 Meeting Calendar**

Mr. Austin presented the proposed 2024 Meeting Calendar, and to please note that 11/5 is Election Day. Staff is recommending that the TTAC meet on 11/6 instead. It is requested that the Policy Board adopt these meeting dates.

Mr. Austin stated the Policy Board will potentially meet in City Hall for the March meeting.

#### **8. Other Business**



Chair Kelly proposed bringing Morgantown Area Partnership on as a member of the Policy Board, as they would be a good partner. Mr. Statler stated this may be represented in the CAC and TTAC, but Chari Kelly argued they do not have good turnout and would like more participation.

Mr. Blinco requested a copy of the by-laws for the board, and Mr. Ausitn said he will re-send those out.

Mr. Austin brought up the Vulnerable Road Users Report that was done this year, 2023. WVDOH intends to set up a steering committee in the Morgantown Area, and have a task force to improve safety throughout the community. He presented a page from the statewide VRU Report where they did a systemic analysis of street network throughout the state, and shows top 25 roadway segments in state. The first 6 are in Mon County, with 12 total being in the top 25.

Mr. Justice raised concern about action being done on these items. Mr. Austin said he is excited that the state has recognized these problem areas and that they are creating a plan of action. Mr. Justice asked for timing, and that is still unknown.

Commissioner Bloom asked about funding, and Mr. Austin and Mr. Carr clarified it will be state funded.

Mr. Austin stated we have not received allocations yet but allocated greater amount of PL funds if we need them, and this would require an increase in the match. Mr. Carr stated that MPOs will get a greater allocation, but can local entities match that? He also stated when MPOs get extra money, the purpose must be stated in the UPWP.

Mr. Justice asked about a Federal Highway Conference pre-pandemic. Mr. Austin provided an update on conferences that have occurred.

Chair Bloom had a question about the intersection of the bridge at 119 and 73, there have been 3 more serious accidents, and wanted clarification that this project is moving forward. Mr. Austin said the project was advertised by WVDOH and bids were taken on it.

## **9. Meeting Adjournment**

The meeting adjourned at 7 PM.

Morgantown - Mon County Trans. Planning Org.  
 Checking Account  
 As of November 30, 2023

11:51 AM  
 61762024  
 Actual Basis

Type	Date	Num	Name	Memo	Dr	Cr	Amount	Balance
Centra-Checking (voucher checks)								<b>150,388.08</b>
Check	11/15/2023	6169	Jing Zhang	Electronic Transfer	√	Salary	-1,650.80	148,737.28
Check	11/15/2023	6170	Jacqueline G. Peate	Electronic Transfer	√	Salary	-1,643.77	147,093.51
Check	11/15/2023	6171	J. William B. Austin	Electronic Transfer	√	Salary	-2,789.56	144,303.95
Check	11/15/2023	941	IRS	Electronic Transfer	√	Salary	-1,952.66	142,351.29
Check	11/15/2023	6172	ICMA. Retirement Corp		√	Salary	-2,158.69	140,192.60
Check	11/15/2023	9591	Dominion Post	TIP Announcement	√	Public Notices	-87.77	140,104.83
Check	11/15/2023	9592	Jing Zhang	Mileage and lunch for training	√	Travel & Ent (Travel and Entertainment)	-158.01	139,946.82
Check	11/15/2023	9593	Public Employees Insurance Agency		√	Salary	-3,287.16	136,659.66
Check	11/15/2023	9594	Service Plus		√	Accounting (Accounting Fees)	-133.50	136,526.16
Deposi	11/17/2023		WVDOH	Deposit	√	PL Funds (Funds)	24,949.31	161,475.47
Deposi	11/22/2023		Monongalia County	JP reimbursement	√	Salary	2,617.06	164,092.53
Deposi	11/28/2023		WVDOH	Dwntwn Study Reimbursement	√	Consulting (Consulting Expense)	9,500.00	173,592.53
Check	11/30/2023	9595	Caliper Corporation	Travel Demand Model	√	Computer Software	-1,800.00	171,792.53
Check	11/30/2023	9596	Centra Bank - Mastercard	Travel and software	√	Travel & Ent (Travel and Entertainment)	-458.70	171,333.83
Check	11/30/2023	9597	Fringe Benefits Management Co	November 2023	√	Salary	-386.92	170,946.91
Check	11/30/2023	9598	Kimley Horn	Dwntwn Study	√	Consulting (Consulting Expense)	-26,600.00	144,346.91
Check	11/30/2023	9599	WV Board of Risk & Insurance Mgt		√	Administrative Overhead	-1,755.00	142,591.91
Check	11/30/2023	9600	Fringe Benefits Management Co	April 2023	√	Salary	-342.54	142,249.37
Check	11/30/2023	6173	Jing Zhang	Electronic Payment	√	Salary	-1,650.80	140,598.57
Check	11/30/2023	6174	Jacqueline G. Peate	Electronic Transfer	√	Salary	-1,643.77	138,954.80
Check	11/30/2023	6175	J. William B. Austin	Electronic Transfer	√	Salary	-2,789.55	136,165.25
Check	11/30/2023	6176	ICMA. Retirement Corp		√	Salary	-2,158.69	134,006.56
Check	11/30/2023	6177	Jing Zhang	Electronic Transfer vac hours-1 week	√	Salary	-962.98	133,043.58
Check	11/30/2023	6178	J. William B. Austin	Electronic Transfer vac. hour-1 week	√	Salary	-1,675.21	131,368.37
Check	11/30/2023	941	IRS	Electronic Transfer	√	Salary	-2,594.16	128,774.21
Check	11/30/2023	11302	WV Dept of Tax and Revenue	Electronic Transfer	√	Salary	-688.00	128,086.21
Deposi	11/30/2023		Monongalia County	Deposit JP	√	Salary	2,617.06	130,703.27
Total Centra-Checking (voucher checks)								<b>130,703.27</b>

TOTAL

Morgantown - Mon County Trans. Planning Org.  
 Checking Account  
 As of December 31, 2023

11:52 AM

01/10/2024

Accrual Basis

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Centra-Checking (voucher checks)								130,703.27
Check	12/15/2023	6179	Jing Zhang	Electronic Transfer	√	Salary	-1,650.79	129,052.48
Check	12/15/2023	6180	Jacqueline G. Peate	Electronic Transfer	√	Salary	-1,643.75	127,408.73
Check	12/15/2023	6181	J. William B. Austin	Electronic Transfer	√	Salary	-2,789.55	124,619.18
Check	12/15/2023	6182	ICMA. Retirement Corp		√	Salary	-2,158.69	122,460.49
Check	12/15/2023	941	IRS	Electronic Transfer	√	Salary	-1,952.74	120,507.75
Check	12/15/2023	9801	Public Employees Insurance Ag		√	Salary	-3,287.16	117,220.59
Check	12/15/2023	9802	Preston Videography	Policy Board Video	√	Public Notices	-400.00	116,820.59
Check	12/29/2023	6183	Jing Zhang	Electronic Transfer	√	Salary	-1,650.80	115,169.79
Check	12/29/2023	6184	Jacqueline G. Peate	Electronic Transfer	√	Salary	-1,643.77	113,526.02
Check	12/29/2023	6185	J. William B. Austin	Electronic Transfer	√	Salary	-2,789.55	110,736.47
Check	12/29/2023	941	IRS	Electronic Transfer		Salary	-1,952.68	108,783.79
Check	12/29/2023	12292	WV Dept of Tax and Revenue	Electronic Transfer		Salary	-586.00	108,197.79
Check	12/29/2023	6186	ICMA. Retirement Corp			Salary	-2,158.69	106,039.10
Check	12/30/2023	9803	Centra Bank - Mastercard			Web Hosting	-43.81	105,995.29
Check	12/30/2023	9804	Encova Insurance	For 2024		Insurance (Insurance)	-860.00	105,135.29
Check	12/30/2023	9805	Fringe Benefits Management Co			Salary	-386.92	104,748.37
Check	12/30/2023	9806	Kimley Horn	Dwntwn Study		Consulting (Consulting Expense)	-68,975.00	35,773.37
								<b>35,773.37</b>

Total Centra-Checking (voucher checks)

TOTAL



## Memorandum

Date: January 2<sup>nd</sup>, 2024  
To: TTAC and CAC Members  
From: MPO Staff  
Subject: 2024 Safety Performance Targets for Monongalia County, West Virginia

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This Memorandum is to inform the Advisory Committees and Policy Board of the 2024 Safety Performance Targets for West Virginia. A Safety Performance Target is a quantifiable level of performance or condition expressed as a value for the measure related to safety management activities to be achieved within a set period of time. The MMMPO is being asked to adopt the 2024 Target Goals presented in the table on page 2. These targets include annual and five-year target goals. Staff respectfully requests that the TTAC and CAC recommend approval of these goals.

### **Background**

The Safety Performance Management Measures regulation supports the Highway Safety Improvement Program (HSIP) and requires State Departments of Transportation (DOTs) and Metropolitan Planning Organizations (MPOs) to set HSIP targets for 5 safety performance measures (Fatalities, Fatality Rate, Serious Injuries, Serious Injuries, and Non-Motorist Combined Fatalities and Serious Injuries). According to 23 CFR § 490.209, MPOs must establish safety performance targets within 180 days of the State DOT establishing and reporting targets in the State HSIP annual report. Part of the MPOs federal funds is utilized for these targets.

Since this is the first time WVDOH has established new Safety Performance Targets since the update of the State's Strategic Highway Safety Plan (SHSP) in 2022, some slight modifications were made to the target setting process. Due to the SHSP now being reflective of the National goal of achieving zero fatalities by 2050, projections were moved to reflect this goal. The baseline year for these new calculations was moved to 2021, the last year of data that was used for the SHSP development.

The Safety Performance Measures include Fatalities, Fatality Rate, Serious Injuries, Serious Injuries, and Non-Motorist Combined Fatalities and Serious Injuries for both annual and five-year target goals. The tables then declare the Statewide Goals, data, and comments for the annual and five-year target goals.



## Monongalia County Safety Performance Target Setting Table

### Morgantown Safety Performance Target Setting

Safety Performance Measure	Statewide Goal	Annual					Comments
		Original Baseline	New Baseline (2021)	2022 Annual Target (2024's Baseline)	2024 Annual Target	2050 Annual Goal	
Fatalities	Zero by 2050	16	9	9	7	0	Making Progress
Fatality Rate		1.761	1.259	1.259	1.028	0.00	
Serious Injuries	66% Reduction by 2050	43	37	37	32	12	Progress Made, but not as Significant as other Areas of State
Serious Injury Rate		4.506	5.177	5.177	4.49	1.52	
Non-Motorist Combined Fatalities and Serious Injuries	66% Reduction by 2050	4	6	6	4	2	New Baseline Higher than Original

Safety Performance Measure	Statewide Goal	5-Year Average					Comments
		Original Baseline	New Baseline (2017-2021)	2022 5-Year Avg Target (2018-2022) 2024's Baseline	2024 5-Year Avg Target	2046-2050 5-Year Avg Goal	
Fatalities	Zero Annually by 2050	16	9	8.9	8	0.57	Making Progress
Fatality Rate		1.81	1.005	1.116	1.095	0.071	
Serious Injuries	66% Reduction in Annual Total by 2050	103	35	34.9	31.7	13.9	Progressing Well
Serious Injury Rate		11.12	3.875	3.975	4.356	1.729	
Non-Motorist Combined Fatalities and Serious Injuries	66% Reduction in Annual Total by 2050	7.8	4.8	4.6	3.96	2.14	Little Progress



# **WV 705 and Maple Drive Intersection Area Pedestrian Safety Study**

October, 2023

## Contents

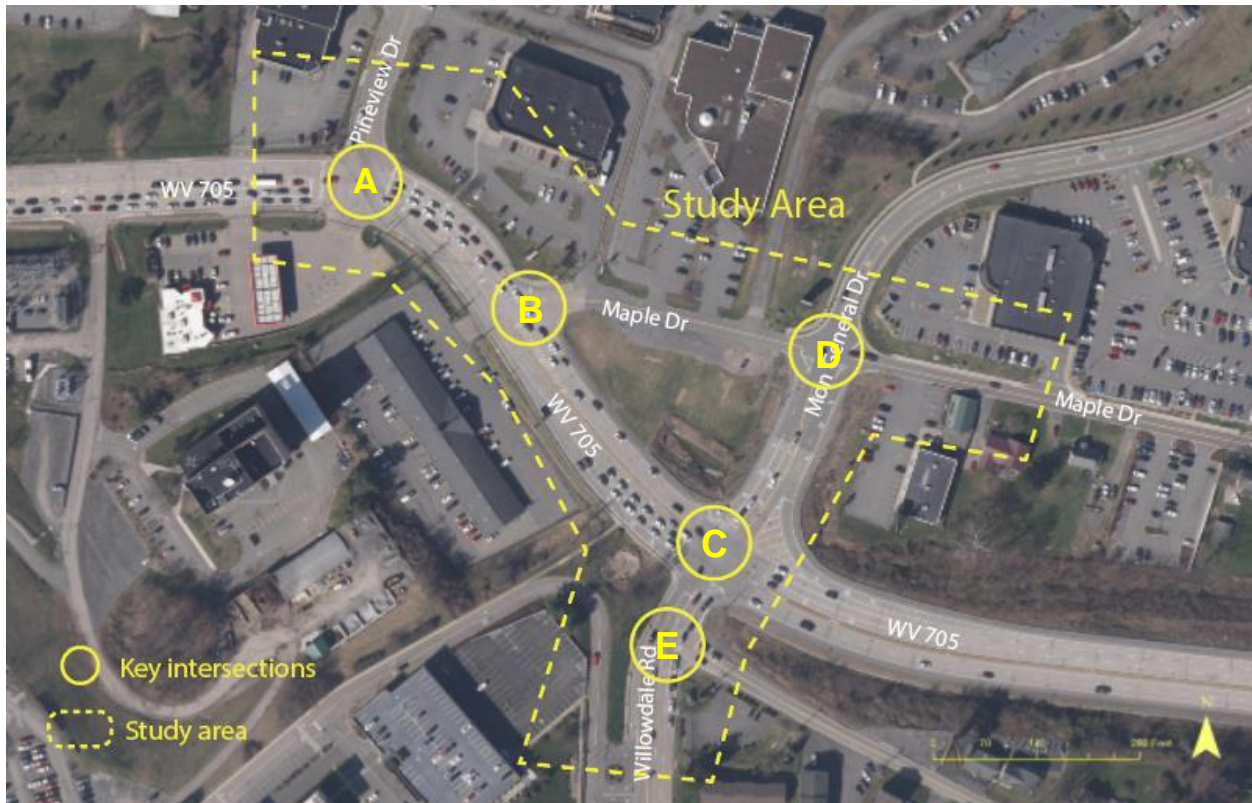
Introduction.....	2
Data Collection .....	3
Pedestrian Traffic.....	3
Crashes Involving Non-motorists .....	4
Transit Users .....	5
Identified Issues .....	6
Preliminary Recommendations .....	9

# Introduction

The purpose of this study is to document pedestrian traffic and identify potential pedestrian safety issues in the WV 705 and Maple Dr/Mon General Dr/Willowdale Rd intersection area. Additionally, the study also makes preliminary recommendations based on the findings in the study area. The study was initiated in response to a request from a member of the MPO's Citizens Advisory Committee (CAC) who had noticed safety concerns related to pedestrians crossing WV 705 near the Maple Drive intersection.

## Study Area

Segment	Intersection
WV 705 from Pineview Dr to Mon General Dr Maple Dr from WV 705 to Mon General Dr (Oasis Cafe)	A.) WV 705 and Pineview Dr intersection B.) WV 705 and Maple Dr intersection C.) WV 705 and Mon General Dr D.) Maple Dr and Mon General Dr intersection E.) Willowdale Rd and Chestnut Ridge Rd



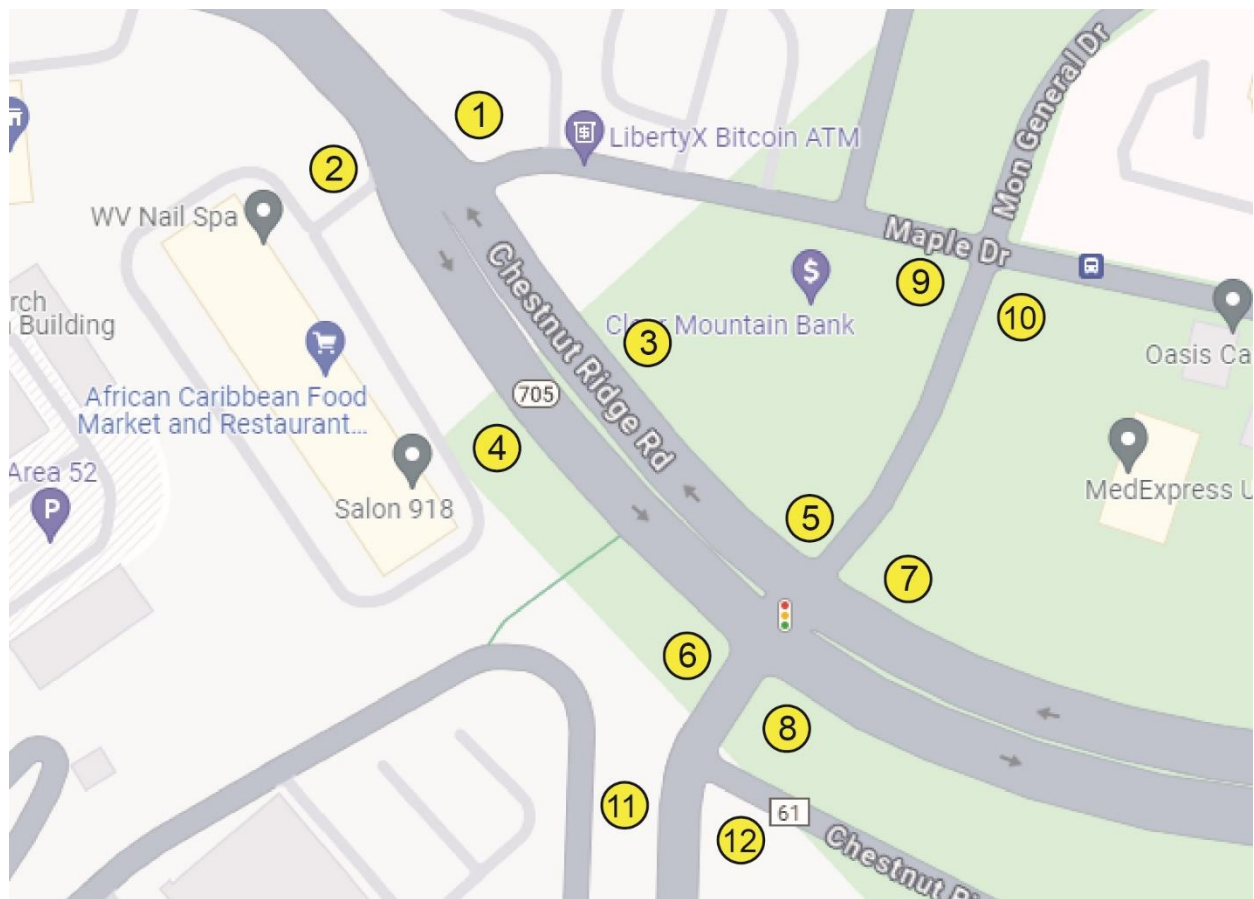


# Data Collection

## Pedestrian Traffic

MPO Staff collected data from September 12th through 13<sup>th</sup> from 9am – 12pm, and 12pm – 4:30pm. Refer to Figure 1 below for locations where data was collected. On September 12th, Staff observed where pedestrians crossed the road at areas 9, 10, 5, 7, 6, 8, 11, and 12. On September 13th, Staff observed where pedestrians crossed the road at areas 2, 1, 4, and 3.

Figure 1



## Pedestrian Activity

Table 1

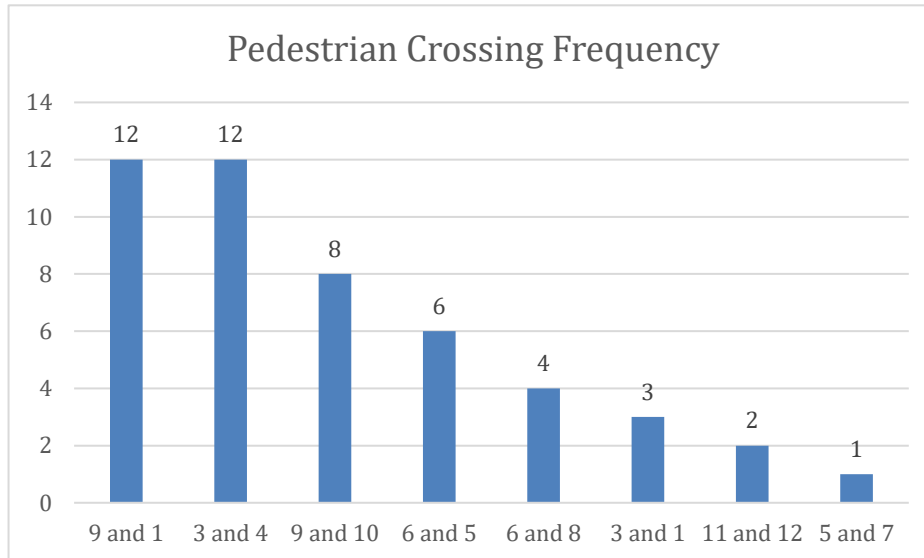
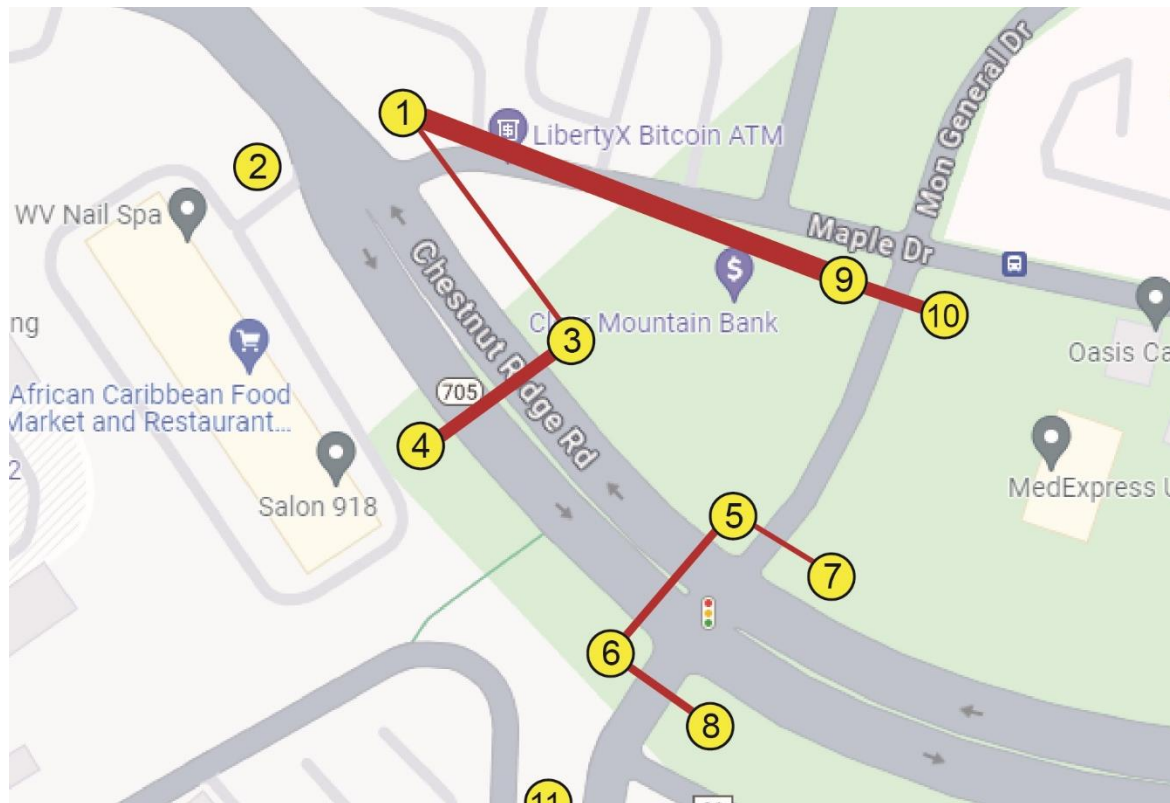


Table 1 illustrates the frequency of pedestrian crossings observed by MPO Staff at specific locations. For instance, between points 9 and 1, Staff identified 12 pedestrian crossings.

In Table 2, the thickness of the lines corresponds to the volume of pedestrian traffic, mirroring the data presented in Table 1.

Table 2



## Crashes Involving Non-motorists

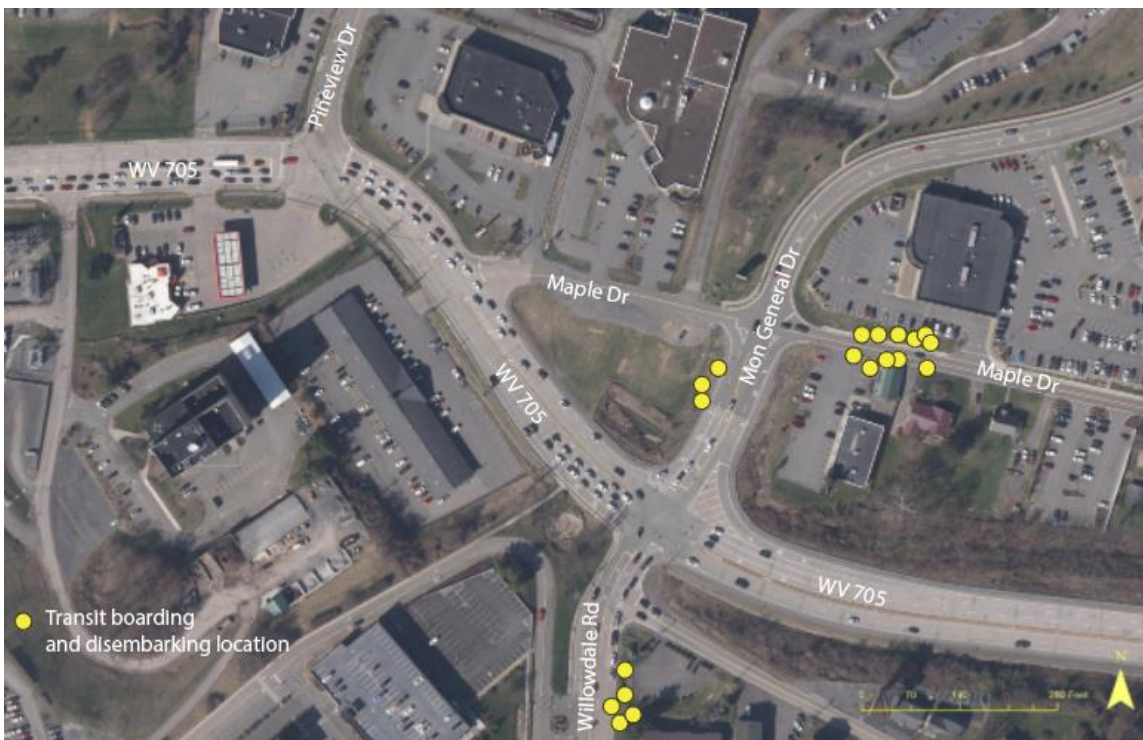
To enhance the study, crashes involving non-motorists are listed below. This data is significant in showing the dangers pedestrians face when navigating this intersection. Based on WV DOH crash data from 2018 to 2022, there were two crashes involving non-motorists in the study area. Both crashes caused injuries and they both happened during the day time.

Crash Location	Frequency
WV 705 and Maple Dr Intersection	1
WV 705 and Pineview Dr Intersection	1

## Transit Users

Staff also included data on transit users in the area to identify regularly occurring pedestrian traffic. Based on 2023 September passenger data provided by Mountain Line Transit Authority, MPO staff identified the following:

- There were a total of 55 boardings or alightings in the study area for the days observed in the study area, ranging from 1 to 8 boardings or alightings for any day and averaging 5 boardings or disembarks per day for those days.
- The time of boardings and alightings are nearly evenly split in the morning and afternoon.
- The following map shows the locations of boarding and alightings in the study area.



# Identified Issues

## *Background of Area*

This location is a heavily traveled area, with many people running and walking. Many pedestrians walk from apartment complexes to stores and the medical facilities in the area. The heavy flow of west bound vehicular traffic on 705 has limited visibility at the pedestrian crossings combined with a high-speed limit westbound (40 mph), presenting a potentially dangerous situation for pedestrians as there is only one concurrent crosswalk in the area, and it is not convenient for the majority of potential users, as our data collection shows.

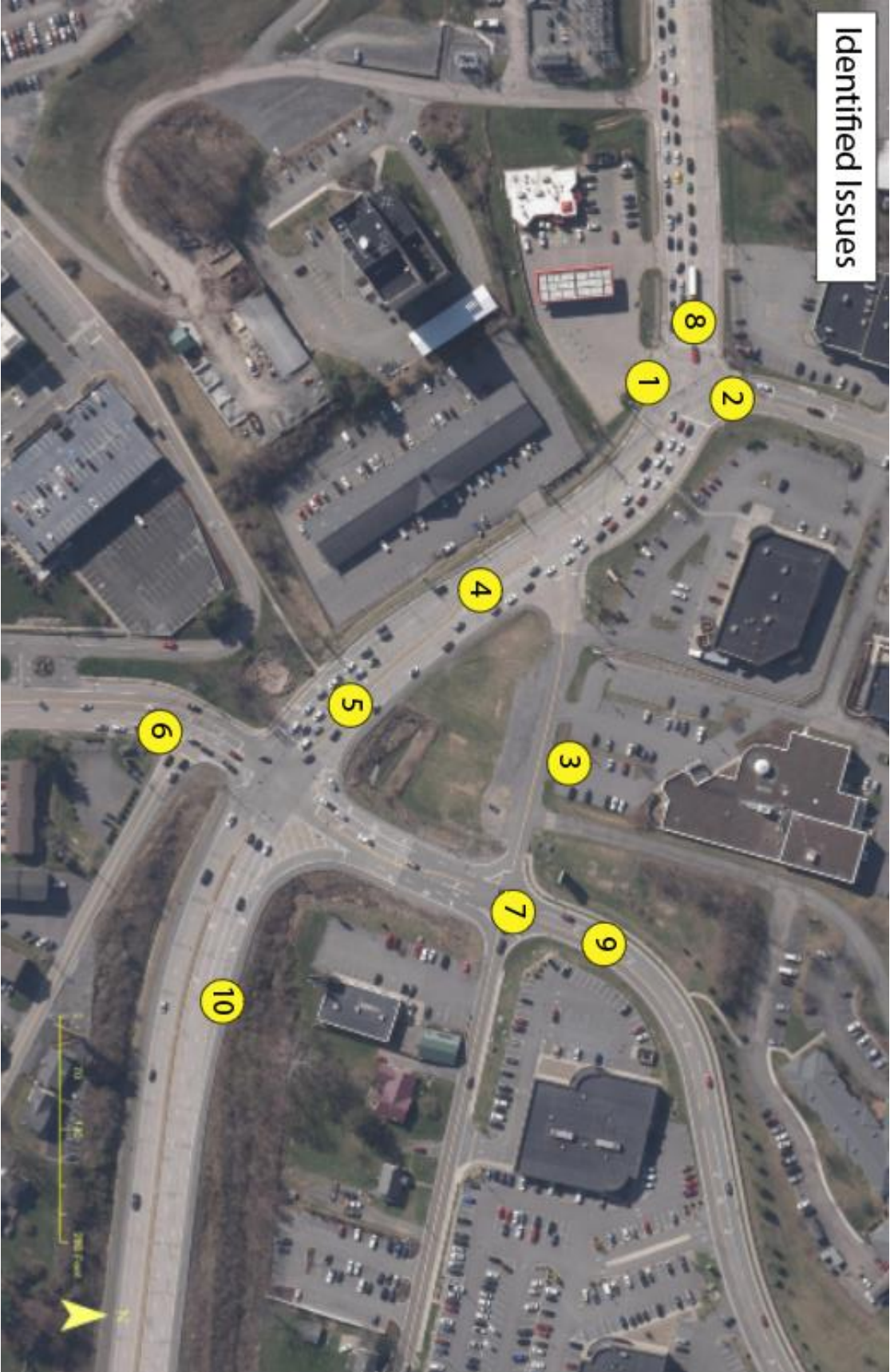
Based on the data collected by staff, we identified eight (8) major issues in the area, listed below. Many of these include areas where pedestrians are crossing heavy traffic areas without any facilities.

<b>Location ID</b> (Map on the next page)	<b>Location Description</b>	<b>Issue</b>
1	Driveway to Sheetz Gas Station	No crosswalk or pedestrian signal. A significant volume of pedestrians was observed utilizing the sidewalk on the south side of WV 705, which include crossing at this location.
2	The segment of Pineview Drive at the intersection with WV 705 and Pineview Drive.	No crosswalk or pedestrian signal, however there were sidewalks on both sides of the segment.
3	Maple Dr	Sidewalk disconnected on Maple Dr between WV 705/Maple Dr intersection and Maple Dr/Mon General Dr intersection.
4*	WV 705 near Maple Dr intersection	Pedestrian crossing without crosswalk in high traffic volume location.
5*	WV 705 near Mon General Dr intersection	Pedestrian crossing without crosswalk in high traffic volume location.
6	Willowdale Rd	Pedestrian crossing without crosswalk.
7	The north Mon General Dr leg at Mon General Dr/Maple Dr intersection	Pedestrian crossing without crosswalk.

8	The east WV 705 leg at WV 705/Pineview Dr intersection	At intersections with concurrent pedestrian and vehicle signals, an issue was identified wherein vehicles consistently fail to yield the right of way to pedestrians crossing.
9	North Mon General Dr	Observed speeding.
10	WV 705	Observed speeding.

\*A CAC member stated they felt safer crossing at these locations when the cars are stopped than at the crosswalk near Sheetz.

Identified Issues



# Preliminary Recommendations

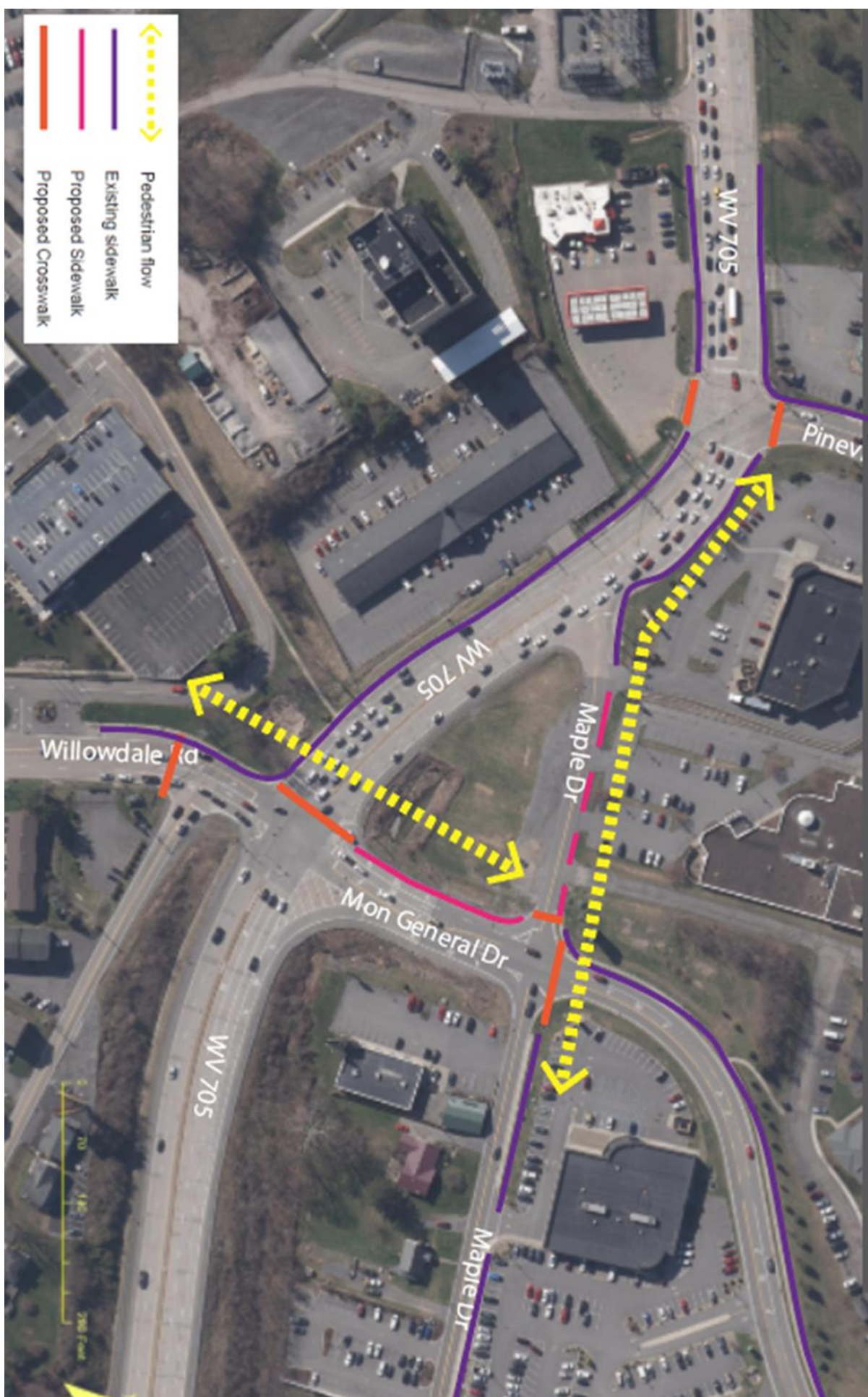
MPO Staff analyzed the collected data, crashes involving non-motorists, transit users, and identified issues and reviewed this information with the TTAC and CAC boards. Based on staff’s analysis and input from the TTAC and CAC, a list of preliminary recommendations to improve the safety of the area was created. This is listed below.

<b>Location ID</b>  (Map on the next page)	<b>Location Description</b>	<b>Improvements</b>
1	Driveway to Sheetz Gas Station	Install crosswalk. Install pedestrian signal and use concurrent pedestrian signal timing with a pedestrian leading phase.
2	The segment of Pineview Drive at the intersection with WV 705 and Pineview Drive.	Install crosswalk with ramps connecting the sidewalks on both sides of Pineview Dr. Install pedestrian activated signal and use concurrent pedestrian signal timing with a pedestrian leading phase.
3	The east WV 705 leg at WV 705/Pineview Dr intersection	Modify pedestrian signal with a pedestrian leading phase.
4	Maple Dr	Construct sidewalk on Maple Dr from WV 705/Maple Dr intersection to Maple Dr/Mon General Dr intersection.
5	The north Mon General Dr leg at Mon General Dr/Maple Dr intersection	Install crosswalk, include traffic calming measures, and add pedestrian warning signs for oncoming traffic.
6	The west Maple Dr leg at Mon General Dr/Maple Dr intersection	Install crosswalk, include traffic calming measures, and add pedestrian warning signs for oncoming traffic.

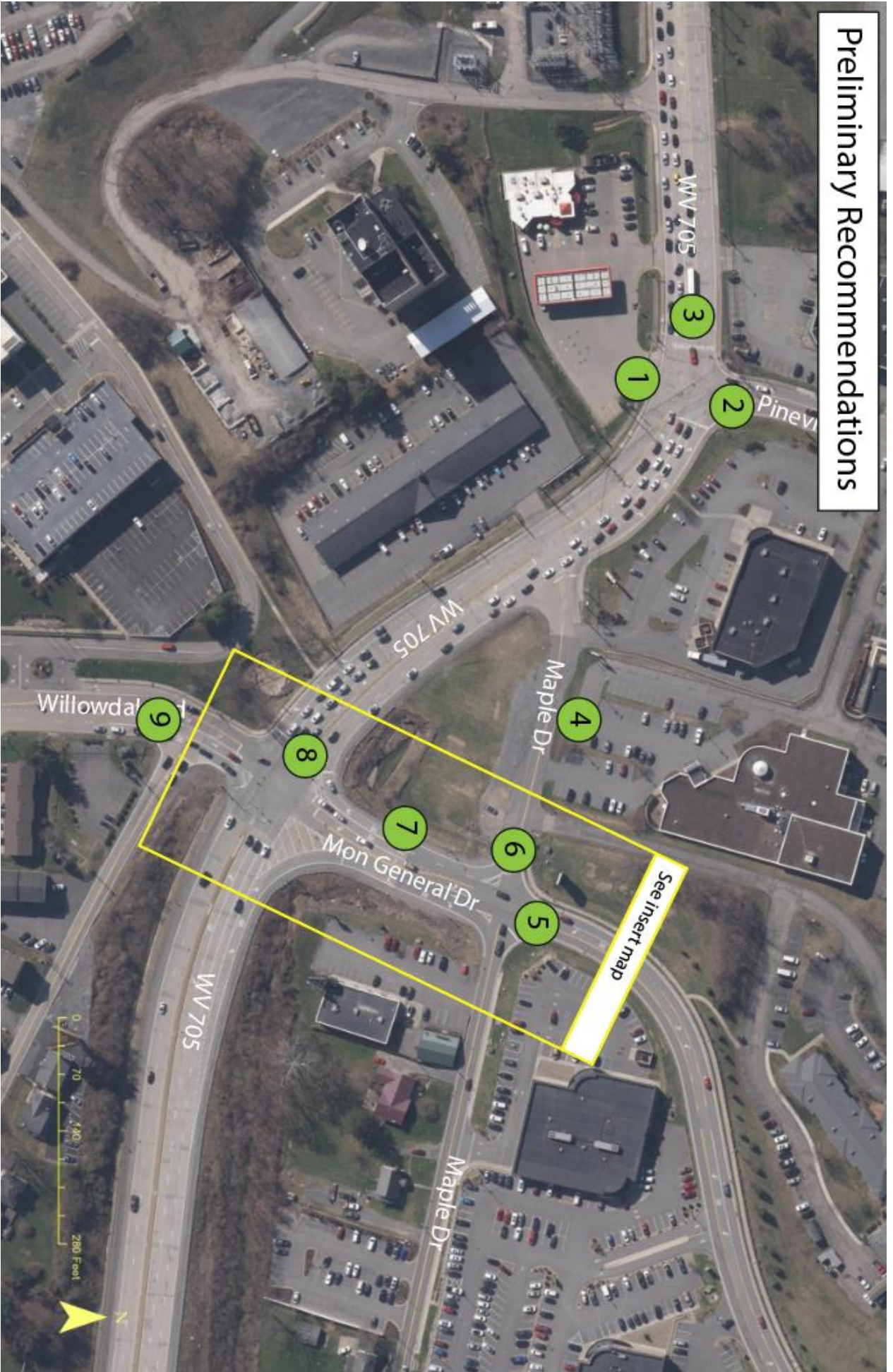
7	Mon General Dr	Construct sidewalk on the west side of Mon General Dr from the Maple intersection to the WV 705 intersection.
8	WV 705	Install crosswalk. Install on-demand (push button) pedestrian signal and use pedestrian exclusive timing. Tighten turning radius to slow down the speed of turning vehicles.
9	Willowdale Dr	Install pedestrian crossing warning sign. For the long term, install sidewalk on Chestnut Ridge and crosswalk on Willowdale connecting the sidewalk.

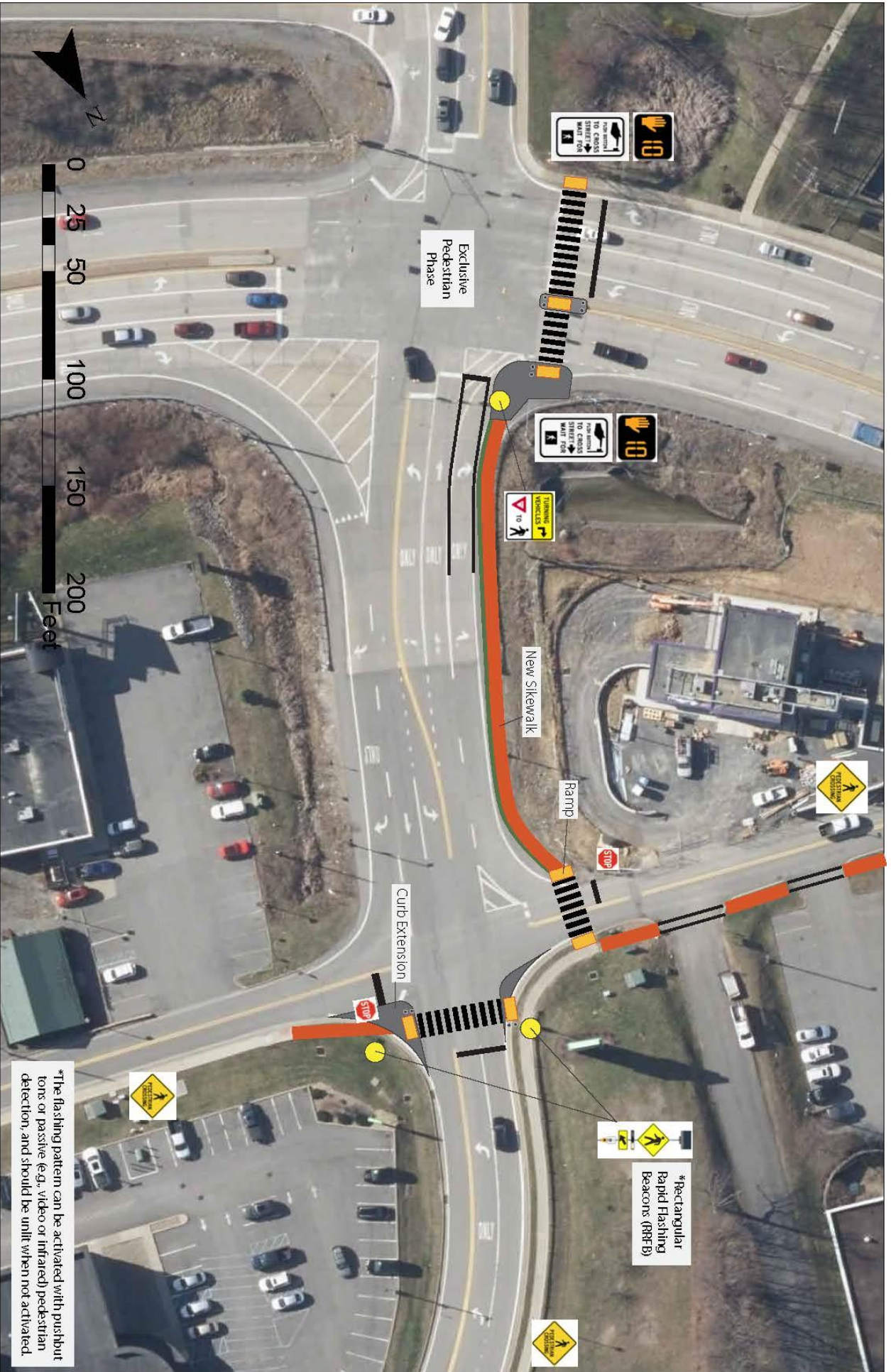


# Preliminary Concept of Pedestrian Safety Improvements



Preliminary Recommendations





Exclusive Pedestrian Phase

New Sikerwalk

Ramp

Curb Extension

\*Rectangular Rapid Flashing Beacons (RRFB)

\*The flashing pattern can be activated with pushbutton or passive (e.g. video or infrared) pedestrian detection, and should be until when not activated.



**bhm cpa group, inc.**  
CERTIFIED PUBLIC ACCOUNTANTS

RFP: 23-138  
Monongalia County

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MORGANTOWN MONONGALIA  
METROPOLITAN PLANNING ORGANIZATION

REGULAR AUDIT

For the Year Ended June 30, 2023  
Fiscal Year Audited Under GAGAS: 2023

**DRAFT**

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[www.bhmcpagroup.com](http://www.bhmcpagroup.com)

MORGANTOWN MONONGALIA  
METROPOLITAN PLANNING ORGANIZATION  
YEAR ENDED JUNE 30, 2023

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## **Independent Auditor's Report**

Morgantown Monongalia Metropolitan Planning Organization  
243 High Street, Room 026  
Morgantown, West Virginia 26501

To the Members of the Organization:

### ***Report on the Audit of the Financial Statements***

#### ***Opinion***

We have audited the financial statements of the governmental activities and the major fund of the Morgantown Monongalia Metropolitan Planning Organization, Monongah County, West Virginia (the Organization), as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Organization's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund, of the Morgantown Monongalia Metropolitan Planning Organization, Monongah County, West Virginia as of June 30, 2023, for the year then ended in accordance with the accounting principles generally accepted in the United States of America.

#### ***Basis for Opinion***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are required to be independent of the Morgantown Monongalia Metropolitan Planning Organization, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, no such opinion is expressed.
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the *management's discussion and analysis*, and schedules post-employment benefit liabilities and other post-employment benefit contributions be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The Organization has omitted the management's discussion and analysis. Our opinion on the basic financial statements is not affected by this missing information.

***Other Information***

Management is responsible for the other information included in the annual financial report. The other information comprises the introductory section but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 22, 2023, on our consideration of the Organization's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.

*BHM CPA Group*

BHM CPA Group, Inc  
Huntington, West Virginia  
December 22, 2023



**MORGANTOWN MONONGALIA  
METROPOLITAN PLANNING ORGANIZATION**

**STATEMENT OF NET POSITION  
JUNE 30, 2023**

	<b>Governmental Activities</b>
<b>Assets</b>	
<b>Current Assets:</b>	
Equity in Pooled Cash and Cash Equivalents	\$ 92,311
<b>Capital Assets:</b>	
Equipment and Furniture	51,806
Accumulated Depreciation	(48,998)
Total Capital Assets Net of Depreciation	2,808
<b>Total Assets</b>	<b>95,119</b>
<b>Deferred Outflows</b>	
OPEB Related	11,842
<b>Total Assets and Deferred Outflows</b>	<b>106,961</b>
<b>Liabilities</b>	
<b>Current Liabilities:</b>	
Accounts Payable	4,898
Payroll Liability	1,604
<b>Non-Current Liabilities:</b>	
OPEB Liability	2,658
Total Liabilities	9,160
<b>Deferred Inflows</b>	
OPEB Related	15,767
<b>Net Position</b>	
<b>Net Position:</b>	
Net Investment in Capital Assets	2,808
Unrestricted	79,226
Total Net Position	82,034
<b>Total Liabilities, Deferred Inflows and Net Position</b>	<b>\$ 106,961</b>

*The notes to the basic financial statements are an integral part of this statement.*

**MORGANTOWN MONONGALIA  
METROPOLITAN PLANNING ORGANIZATION**

**STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2023**

	<b>Program Revenues</b>		<b>Net (Expenses) Revenues Changes in Net Position</b>
	<b>Expenses</b>	<b>Operating Grants and Contributions</b>	<b>Governmental Activities</b>
<b>Governmental Activities</b>			
Transportation Planning	\$ 234,423	\$ 332,768	\$ 98,345
Total Governmental Activities	\$ 234,423	\$ 332,768	98,345
		Change in Net Position	98,345
		Net Position Beginning of Year	(16,311)
		Net Position End of Year	\$ 82,034

*The notes to the basic financial statements are an integral part of this statement.*

**MORGANTOWN MONONGALIA  
METROPOLITAN PLANNING ORGANIZATION**

**BALANCE SHEET  
GENERAL FUND  
JUNE 30, 2023**

---

	<u>General Fund</u>
<b>Assets</b>	
Equity in Pooled Cash and Cash Equivalents	\$ 92,311
Total Assets	<u>\$ 92,311</u>
<b>Liabilities</b>	
Accounts Payable	\$ 4,898
Payroll Liability	1,604
Total Liabilities	<u>\$ 6,502</u>
<b>Fund Balances</b>	
Unassigned	\$ 85,809
Total Liabilities and Fund Balance	<u>\$ 92,311</u>

*The notes to the basic financial statements are an integral part of this statement.*

DRAFT

**MORGANTOWN MONONGALIA  
METROPOLITAN PLANNING ORGANIZATION**

**RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE TO  
NET POSITION OF GOVERNMENTAL ACTIVITIES  
JUNE 30, 2023**

---

<b>Total Governmental Fund Balances</b>	\$	85,809
---	----	--------

*Amounts reported for governmental activities in the  
Statement of Net Position are different because:*

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. These assets consist of:

Depreciable capital assets	51,806	
Accumulated depreciation	(48,998)	
Total capital assets		2,808

Certain long-term liabilities and the deferred inflows and outflows related to OPEB are not required to be reported in the funds but are required to be reported at the government wide level

Deferred Outflows - OPEB	11,842	
Net OPEB Liability	(2,658)	
Deferred Inflows - OPEB	(15,767)	
Total OPEB		(6,583)

<b>Net Position of Governmental Activities</b>	<b>\$</b>	<b>82,034</b>
--	-----------	---------------

*The notes to the basic financial statements are an integral part of this statement.*

**MORGANTOWN MONONGALIA  
METROPOLITAN PLANNING ORGANIZATION**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN  
FUND BALANCE**

**GENERAL FUND  
JUNE 30, 2023**

	<b>General Fund</b>
<b>Revenues</b>	
Grants PL Funds	\$ 272,768
MPO (City)	35,000
Other Income	25,000
Total Receipts	332,768
<b>Expenditures</b>	
Salaries and Related Expenditures	222,221
Supplies	139
Equipment and Internet	3,176
Public Notices	2,940
Travel	7,421
Professional Services	889
Administrative Overhead	6,489
Total Disbursements	243,275
Excess (Deficiency) of Revenues Over Expenditures	89,493
Fund Balances Beginning of Year	(3,684)
Fund Balances End of Year	\$ 85,809

*The notes to the basic financial statements are an integral part of this statement.*

**MORGANTOWN MONONGALIA  
METROPOLITAN PLANNING ORGANIZATION**

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGE IN FUND BALANCE OF GOVERNMENTAL FUND  
TO THE STATEMENT OF ACTIVITIES  
JUNE 30, 2023**

---

**Net Change in Fund Balance - Governmental Fund** \$ 89,493

*Amounts reported for governmental activities in the  
Statement of Activities are different because:*

Capital outlays are reported as expenditures in the governmental fund. However, in the Statement of Activities, the cost of capital assets is allocated over their estimated useful lives as depreciation expense. In the current period, these amounts are:

Depreciation expense (602)

Except for the amounts reported as deferred inflows/deferred outflows, changes in net OPEB liability are reported as expenditures in the governmental funds 9,454

**Change in Net Position of Governmental Activities** \$ 98,345

*The notes to the basic financial statements are an integral part of this statement.*

DRAFT

**MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2023**

---

**NOTE 1 - ORGANIZATION**

The Morgantown Monongalia Metropolitan Planning Organization (the Organization) is organized to fulfill the requirements governing urban transportation planning under Federal Highway Administration title 23 CFR, Part 450, subpart C. and Federal Transportation Administration program regulations title 49 CFR, part 613, subpart A to implement 23 U.S.C. 134 and Section 8 of the Federal Transit Act.

The Board of the Morgantown Monongalia Metropolitan Planning Organization consists of three Monongalia County Commissioners, three officials from the City of Morgantown, an official from the Town of Blacksville, an official from the Town of Granville, an official from the Town of Star City, an official from the City of Westover, an official from the Monongalia County Board of Education, an official of the Mountain Line Transit Authority, an official from West Virginia University, and an official from the West Virginia Department of Transportation.

Statewide and metropolitan transportation planning processes are governed by Federal law (23 USC 134 and 135). Applicable state and local laws are required if federal highway or transit funds are used for transportation investments. Federal planning regulations are codified in 23 CFR 450.

Presently, most metropolitan planning organizations have no authority to raise revenues (e.g., levy taxes) on their own; rather, they are designed to allow local officials to collaboratively decide how available federal and non-federal transportation funds should be spent in urbanized areas. The funding for the operations of the metropolitan planning organization agency itself comes from a combination of federal transportation funds and required matching funds from state and local governments.

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Organization prepares its financial statements in accordance with accounting principles generally accepted in the United States of America as applied to governmental units. The Governmental Accounting Standards Board is the accepted standard setting body for establishing governmental accounting and financial reporting principles. Significant accounting policies of the metropolitan planning organization are described below.

Government-Wide and Governmental Fund Financial Statements – The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the activities of the government.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Indirect expenses have been included as part of program expenses on the statement of activities. Program revenues include grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other items not properly included among program revenues are reported as general revenue.

The Organization has only one governmental fund (General Fund) which is supported primarily by intergovernmental revenues. There are no business-type activities at the Organization.

**MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2023**

---

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Measurement Focus and Basis of Accounting – The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Organization considers revenues to be available, if they are collected within 90 days after the end of the current fiscal year. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. Grants and similar items are recognized as revenue in the fund financial statements as soon as all eligibility requirements imposed by the provider have been met and the resources become available.

Fund Accounting – The accounts of the Organization are organized on the basis of funds or groups of accounts, each of which is considered a separate accounting entity. The Organization has one fund (General Fund). The operations of the fund are accounted for by providing a separate set of self-balancing accounts, which comprise its assets and deferred outflows of resources, liabilities and deferred inflows of resources, fund balance, revenues and expenditures or expenses, as appropriate. Government resources are allocated to and accounted for in the fund based upon the purposes of which they are to be spent and the means by which spending activities are controlled.

The fund in this report is reported under the following broad fund category:

- 1) General Fund

Government-wide – The Government-wide is the general operating fund of the Organization. It is used to account for all financial resources.

Revenues – Non-Exchange Transactions – Non-exchange transactions, in which the Organization receives value without directly giving value in return, include grants and donations. On an accrual basis, revenue from grants and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the fiscal year when use is first permitted, matching requirements, in which the Organization must provide local resources to be used for those specific purposes, and expenditure requirements, in which the resources are provided to the Organization on a reimbursement basis. On a modified accrual basis, revenue from non-exchange transactions must be available before it can be recognized.

Expenses/Expenditures – On an accrual basis of accounting, expenses are recognized at the time they are incurred. The measurement focus of governmental fund accounting is on decreases in net financial resources (expenditures) rather than expenses. Expenditures are generally recognized in the accounting period in which the related fund liability is incurred, if measurable.



**MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2023**

---

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Capital Assets – The Organization capitalizes at cost purchased property and equipment (See Note 4) costing \$500 and greater and with a useful life greater than one year. Capital assets are depreciated using the straight-line method over the following estimated useful lives less any salvage value:

<u>Description</u>	<u>Estimated Lives</u>
Furniture and Equipment	5 years

Restricted Fund Balance – In the fund financial statements, governmental funds report restrictions of fund balance for amounts that are legally restricted by outside parties for use for a specific purpose or are not available for expenditure in the government fund balance sheet. Unreserved fund balance indicates that portion of fund equity, which is available for spending in future periods. If restricted and unrestricted assets are available for the same purpose, then restricted assets will be used before unrestricted assets.

Net Position – Net position represents the difference between assets and deferred outflows of resources and liabilities and deferred inflows of resources. Investments in capital assets, net of related debt consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction, or improvement of those assets. Restricted net position would consist of monies and other resources, which are restricted to satisfy debt service requirements as specified in debt agreements.

Cash and Cash Equivalents – The investment and deposit of the Organization’s monies are governed by the provisions of the West Virginia Code. In accordance with these statutes, only banks located in West Virginia and domestic building and loan associations are eligible to hold public deposits. The statutes also permit the Organization to invest its monies in certificates of deposits, savings accounts, money market accounts, and obligations of the United States government and certain agencies thereof. The Organization may also enter into repurchase agreements with any eligible depository or any eligible dealer who is a member of the National Association of Securities Dealers for a period not exceeding 30 days.

The Organization is prohibited from investing in any financial instruments, contract, or obligation whose value or return is based upon or linked to another asset or index, or both, separate from the financial instruments, contracts, or obligation itself (commonly known as a “derivative”). The Organization is also prohibited from investing in reverse purchase agreements. Public depositories must give security for all public funds on deposit. These institutions may either specifically collateralize individual accounts in excess of amounts insured by the Federal Deposit Insurance Corporation (FDIC), or may pledge a pool of government securities valued at least 105 percent of the total value of public monies on deposit at the institution or may deposit surety company bonds which when executed shall be for an amount in excess of collateral requirements. Repurchase agreements must be secured by the specific government securities upon which the repurchase agreements are based. These securities must be obligations or of guaranteed by the United States and must mature or be redeemable within 5 years of the date of the related repurchase agreement. The market value of the securities subject to a repurchase agreement must exceed the value of the principal by 2 percent and be marked to market daily. State law does not require security for public deposits and investments to be maintained in the Organization’s name.

**MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2023**

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Income Taxes – The Organization is exempt from federal income tax under §501(c) (1) of the Internal Revenue Code of 1954.

Use of Estimates – The preparation of financial statements in conformity with auditing standards generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Budgets - Budgets for the general and special revenue fund are prepared annually on a modified accrual method by the staff and approved by the Organization. Budgets are reviewed on an ongoing basis and amendments are proposed as necessary. The amendments are approved by the Policy Board.

Pensions - The Organization does not participate in the West Virginia Consolidated Retirement System.

Other Post-Employment Benefit (OPEB) Liability - For purposes of measuring the net OPEB liability and deferred outflows/inflows of the resources related to OPEB expense, information about the fiduciary net position of the Board’s West Virginia Retiree Health Benefits Trust Fund (RHBT), and additions to/deductions from the RHBT’s fiduciary net position have been determined on the same basis as they are reported by the RHBT. RHBT recognizes benefit payments when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**NOTE 3 – DEPOSITS AND INVESTMENTS**

Concentration of Credit Risk - Cash deposits were maintained in a checking account at United Bank. The deposit balance at June 30, 2023 was \$97,809 and the carrying amount was \$92,311. This amount was covered by the Federal Depository Insurance Corporation.

**NOTE 4 – CAPITAL ASSETS**

Capital asset activity for the fiscal year ended June 30, 2023 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Capital assets being depreciated:				
Equipment and Furniture	\$ 51,806	\$ -	\$ -	\$ 51,806
Machinery and equipment				
Less: accumulated depreciation	(48,396)	(602)	-	(48,998)
Total capital assets being depreciated, net	<u>\$ 3,410</u>	<u>\$ (602)</u>	<u>\$ -</u>	<u>\$ 2,808</u>

**MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2023**

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**NOTE 4 – CAPITAL ASSETS (Continued)**

Depreciation expense was charged to the funds of the Organization as follows:

Transportation Planning	\$ 602
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**NOTE 5 – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

The Organization prepares a yearly Unified Planning Work Program for the organization, which is reviewed by the participating agencies. Each task the Organization will undertake is included in this document along with the applicable budget for each identifying allowable expenditure and the source of funding.

**NOTE 6 – RISK MANAGEMENT**

The Organization is exposed to various risks of loss related to torts, theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the government carries insurance with the West Virginia State Board of Risk for umbrella (general liability) insurance for these various risks.

Workers' Compensation Fund (WCF): West Virginia utilizes a single private insurance company, Brick Street Insurance, to provide workers' compensation coverage to all employees in the state. Other private insurance companies may begin to offer coverage to private sector employees beginning July 1, 2008, and to government employers July 1, 2010. For the most part, all employers in the State, including governmental entities, must have coverage. The cost of all coverage, as determined by Brick Street, is paid for by the employers. The WCF risk pool retains the risk related to the compensation of injured employees under this program.

**NOTE 7 – CONTINGENCIES**

The Organization receives a majority of its support from the West Virginia Department of Highways, the West Virginia Department of Transit, the City of Morgantown, and the Monongalia County Commission. Any significant reductions in the level of support from the West Virginia Department of Highways, the West Virginia Department of Transit, the City of Morgantown, and the Monongalia County Commission could have a material effect on the Organization's programs and activities.

**NOTE 8 – EMPLOYEE 401K PLAN**

**A. Plan Descriptions, Contribution Information and Funding Policies**

The employees of the Organization may elect to participate in a self-directed Deferred Compensation Program (IRS 457) provided through ICMA-RC.

The employees contributed \$22,729 to the Deferred Compensation Program for the year ended June 30, 2023, and the employer contributed \$20,189.

**MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2023**

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**NOTE 9 – COMPENSATED ABSENCES**

Compensated absences are those for which employees have a right to receive consideration for expected future absences. The amount of the liability is not considered to be material.

**NOTE 10 - OTHER POST-EMPLOYMENT BENEFITS**

**General Information about the OPEB Plan**

*Plan description.* The Board contributes to the West Virginia Postemployment Benefit Plan (the Plan), a cost-sharing, multiple-employer defined benefit postemployment healthcare plan. The financial activities of the Plan are accounted for in the West Virginia Retiree Health Benefit Trust Fund (RHBT), a fiduciary fund of the State of West Virginia. The Plan is administered by a combination of the West Virginia Public Employees Insurance Agency (PEIA) and the RHBT staff. Plan benefits are established and revised by PEIA and the RHBT management with approval of the Finance Board. The Finance Board is comprised of nine members. Finance Board members are appointed by the Governor, serve a term of four years and are eligible for reappointment. The State Department of Administration cabinet secretary serves as chairman of the Board. Four members represent labor, education, public employees and public retirees. The four remaining members represent the public at large. The Plan had approximately 43,000 policyholders and 63,000 covered lives at June 30, 2023. The RHBT audited financial statements and actuarial reports can be found on the PEIA website at [www.peia.wv.gov](http://www.peia.wv.gov). You can also submit your questions in writing to the West Virginia Public Employees Insurance Agency, 601 57<sup>th</sup> Street, SE, Suite 2, Charleston, WV 25304.

*Benefits provided.* The Plan provides medical and prescription drug insurance and life insurance. The medical and prescription drug insurance is provided through two options: 1) Self-Insured Preferred Provider Benefit Plan (primarily for non-Medicare-eligible retirees and spouses) and 2) External Managed Care Organizations (primarily for Medicare-eligible retirees and spouses).

*Contributions.* Paygo premiums are established by the Finance Board annually. All participating employers are required by statute to contribute this premium to the RHBT at the established rate for every active policyholder per month. The active premiums subsidized the retirees' health care by approximately \$150 million for both fiscal years ending June 30, 2022 and June 30, 2023. Contributions to the OPEB plan from the Organization were \$1,960 for the current fiscal year.

**OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB**

At fiscal year-end, the Organization reported the liability shown below for its proportionate share of the net OPEB liability. The net OPEB liability, deferred inflows and deferred outflows of resources and OPEB expense were determined by an actuarial valuation date as of June 30, 2022, rolled forward to June 30, 2023, which is the measurement date. The Organization's proportion of the net OPEB liability was based on a projection of the Organization's long-term share of contributions to the OPEB plan relative to the projected contributions of all participating governments, actuarially determined. NOTE: These amounts differ from the net OPEB liability reported on the Statement of Net Position due to rounding and changes to the allocation schedules: however the differences in these amounts are considered immaterial. At June 30, 2023, the Organization's proportion, and the change from its proportion measured as of June 30, 2022 are shown below.

**MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2023**

**NOTE 10 - OTHER POST-EMPLOYMENT BENEFITS (Continued)**

	<u>OPEB</u>
Amount for proportionate share of net OPEB liability	\$2,658
Percentage for proportionate share of net OPEB liability	0.002388251%
Increase/(decrease)% from prior proportion measured	0.000770366%

For the year ended June 30, 2023, the Organization recognized the following OPEB expenses:

	<u>OPEB</u>
OPEB Expense	<u>\$7,492</u>

The Organization reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ -	\$ 3,391
Differences between expected and actual earnings on plan investments	413	-
Changes in Assumptions	1,705	6,754
Changes in proportion and differences between government contributions and proportionate share of contributions	7,764	5,600
Reallocation of opt-out employer change in proportionate share	-	22
Contributions subsequent to the measurement date	1,960	-
	<u>\$11,842</u>	<u>\$15,767</u>

The amount reported as deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

	<u>Year Ended June 30</u>
2024	\$(1,472)
2025	(1,471)
2026	(1,471)
2027	(1,471)
	<u>\$(5,885)</u>

**Actuarial Assumptions**

The net OPEB liability was determined by an actuarial valuation as of June 30, 2022, rolled forward to June 30, 2023, using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

**MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2023**

**NOTE 10 - OTHER POST-EMPLOYMENT BENEFITS (Continued)**

<i>Inflation</i>	2.25%
<i>Salary increases</i>	Dependent upon pension system. Ranging from 2.75% to 5.18% including inflation
<i>Investment rate of return</i>	6.65%, net of OPEB plan investment expense, including inflation
<i>Discount rate</i>	6.65%
<i>Healthcare cost trend rates</i>	Trend rate for pre-Medicare per capita costs of 7.0% for plan year end 2023, decreasing by 0.50% for two years then by 0.25% each year thereafter, until ultimate trend rate of 4.25% is reached in plan year end 2032. Trend rate for Medicare per capita costs of 8.83% for plan year end 2023, decreasing ratably each year thereafter, until ultimate trend rate of 4.25% is reached in plan year end 2032.
<i>Mortality rates</i>	Rates were based on the RP-2000 Healthy Annuitant Mortality Table projected with Scale AA on a fully generational basis. Pre-Retirement: RP-2000 Non-Annuitant Mortality Table projected with Scale AA on a fully generational basis.

The actuarial assumptions used in the June 30, 2021 valuation were based on the results of an actuarial experience study for the period July 1, 2015 through June 30, 2020.

**Investment Asset Allocation**

The long-term rates of return on OPEB plan investments are determined using a building-block method in which estimates of expected future real rates of returns (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentages and by adding expected inflation. The strategic asset allocation consists of 55% equity, 15% fixed income, 10% private equity, 10% hedge fund and 10% real estate invested. Short-term assets used to pay current year benefits and expenses are invested with the WVBTI. Best estimates of long-term geometric rates are summarized in the following table:

Asset Class	Long-term Expected Real Rate of Return
Global Equity	4.8%
Core Plus Fixed Income	2.1%
Core Real Estate	4.1%
Hedge Fund	2.4%
Private Equity	6.8%

**MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2023**

**NOTE 10 - OTHER POST-EMPLOYMENT BENEFITS (Continued)**

**Discount Rate**

The discount rate used to measure the OPEB liability was 6.65 percent. The projection of cash flows used to determine the discount rate assumed that contributions would be made at rates equal to the actuarially determined contribution rates, in accordance with prefunding and investment policies. The OPEB plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability. Discount rates are subject to change between measurement dates.

**Sensitivity of the Organization's proportionate share of the net OPEB liability to changes in the discount rate.**

The following chart presents the Organization's proportionate share of the net OPEB liability, as well as what the proportionate share of the net OPEB liability would be if it were calculated using a discount rate that is 1 – percentage point lower or 1 – percentage point higher than the current rate:

	1% Decrease 5.65%	Discount Rate 6.65%	1% Increase 7.65%
Net OPEB liability	\$6,832	\$2,658	\$(923)

**Sensitivity of the Organization's proportionate share of the Net OPEB liability to changes in the healthcare cost trend rates.**

The following chart presents the Organization's proportionate share of the net OPEB liability, as well as what the proportionate share of the net OPEB liability would be if it were calculated using healthcare cost trend rates that are 1 – percentage point lower or 1 – percentage point higher than the current healthcare cost trend rates described in the actuarial assumptions:

	1% Decrease	Healthcare Cost Trend Rate	1% Increase
Net OPEB liability	\$(1,511)	\$2,658	\$7,591

**OPEB plan fiduciary net position**

Detailed information about the OPEB plan's fiduciary net position is available in the separately issued financial report available at the West Virginia Public Employee Insurance Agency's website at [peia.wv.gov](http://peia.wv.gov). That information can also be obtained by writing to the West Virginia Public Employee Insurance Agency, 601 57<sup>th</sup>. Street, Suite 2, Charleston, WV 25304.

**MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION  
NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2023**

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**NOTE 11 – SUBSEQUENT EVENTS**

The Organization has considered all subsequent events through December 22, 2023, the date the financial statements were made available.

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MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION

Required Supplementary Information

Schedule of Organization's Proportionate Share of the Net OPEB Liability

West Virginia Retiree Health Benefit Trust Fund

Last Six Years \*

	2023	2022	2021	2020	2019	2018
Total plan OPEB liability	\$ 1,736,270,764	\$ 1,643,289,292	\$ 1,666,333,746	\$ 2,750,793,325	\$ 3,108,550,896	\$ 3,282,900,408
Plan net position	1,624,972,000	1,673,024,000	1,224,642,000	1,091,661,000	963,115,000	823,911,315
Net OPEB liability	\$ 111,298,764	\$ (29,734,708)	\$ 441,691,746	\$ 1,659,132,325	\$ 2,145,435,896	\$ 2,458,989,093
Organization's proportion of the net OPEB liability	0.00238825%	0.00315862%	0.00234676%	0.00213175%	0.00207879%	0.00193380%
Organization's proportionate share of the net OPEB liability	\$ 2,658	\$ (939)	\$ 10,365	\$ 35,369	\$ 44,599	\$ 47,552
Organization's covered-employee payroll	\$ 57,524	\$ 52,167	\$ 40,190	\$ 41,041	\$ 43,920	\$ 41,135
Organization's proportionate share of the net OPEB liability as a percentage of its covered-employee payroll	4.60%	-1.80%	25.80%	86.20%	101.50%	115.60%
Plan fiduciary net position as a percentage of the total OPEB liability	93.6%	101.8%	73.5%	39.7%	31.0%	25.1%

\* - Information for years prior to 2018 was not available.

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**MORGANTOWN MONONGALIA METROPOLITAM PLANNING ORGANIZATION**

*Required Supplementary Information  
Schedule of Organization Contributions  
West Virginia Retiree Health Benefit Trust Fund  
Last Six Years \**

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Contractually required contribution	\$ 1,960	\$ 2,808	\$ 5,760	\$ 4,104	\$ 4,392	\$ 4,248
Contributions in relation to the contractually required contribution	<u>(1,960)</u>	<u>(2,808)</u>	<u>(5,760)</u>	<u>(4,104)</u>	<u>(4,392)</u>	<u>(4,248)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Organization's covered-employee payroll	\$ 57,524	\$ 52,167	\$ 40,190	\$ 41,040	\$ 43,920	\$ 41,135
Contributions as a percentage of covered-employee payroll	3.40%	5.40%	14.30%	10.00%	10.00%	10.30%

\* - Information for years prior to 2018 was not available.

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**Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by *Government Auditing Standards***

Morgantown Monongalia Metropolitan Planning Organization  
243 High Street, Room 026  
Morgantown, West Virginia 26501

To the Members of the Organization:

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable of financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of the Morgantown Monongalia Metropolitan Planning Organization, (the Organization) which comprise the statement of net position as of and for the year ended June 30, 2023, and the related statement of revenues, expenses and changes in net position, and the related notes to the financial statements, which collectively comprise the Organization's basic financial statements and have issued our report thereon dated December 22, 2023.

***Report on Internal Control Over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the Organization's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purposes of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Organization's financial statements will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

***Report on Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the Organization's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express such an opinion. The results of our tests disclosed no instance of noncompliance or other matters we must report under *Government Auditing Standard*.

***Purpose of this Report***

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*BHM CPA Group*  
BHM CPA Group, Inc  
Huntington, West Virginia  
December 22, 2023

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## COOPERATIVE AGREEMENT

This Cooperative Agreement (the “Agreement”) is entered into by and between the Morgantown Monongalia Metropolitan Planning Organization, the federally-designated transportation planning agency for the City of Morgantown and Monongalia County, (“MPO”) and The City of Morgantown, a municipal corporation of the State of West Virginia (“City”), upon the following terms and conditions:

1. Purpose. The Agreement provides for the allocation and use of certain Grant Funds, as hereinafter defined, to organize a Community Garden or multiple Community Gardens in an effort to mitigate impacts of road construction on Greenbag Road, substantially as described in the Community Garden Proposal attached hereto as **Exhibit 1**.

2. Grant Funds. MPO expects to receive funding from the West Virginia Department of Transportation, Division of Highways, (“DOH”) in the amount of \$15,000.00, more or less, for the purpose of establishing one or more Community Gardens within the City of Morgantown and/or the surrounding urbanized area (the “Grant Funds”).

3. Transfer and Distribution of Funds. Upon receipt, MPO will transfer the Grant Funds to City to be handled in accordance with the terms of this Agreement. City will administer the Grant Funds in accordance with any and all requirements applicable to the Grant Funds of which it is notified in writing by MPO. In addition, City will distribute the funds as described in this Agreement. To the fullest extent permitted by law, MPO waives, on behalf of itself, any funding agencies, its officers, employees, agents, and assigns, any and all claims that it now has or may have against City, its officers, employees, agents, and assigns in relation to City’s agreement to accept and distribute funds under this Agreement, and/or arising in any way out of this Agreement.

4. Allocation of Funds. City and MPO will establish a committee comprising two representatives of each organization to receive applications for the Grant Funds and to allocate awards of the Grant Funds (the “Committee”). The MPO Policy Board shall select representatives of MPO and the City Council shall select representatives of the City. The Committee may make such applications, rules, and regulations as are necessary and helpful in the conduct of its operations, but it shall not have authority to expend the Grant Funds nor shall its members receive any compensation or reimbursement for expenses. The Committee will notify the City’s Finance Director of its allocation of Grant Funds to recipients. The Finance Director will allocate and distribute funds in the amounts awarded by the Committee, subject to availability of Grant Funds and to any applicable requirements imposed by contract or law. The Finance Director may require recipients to enter agreements, or accept terms and conditions, which will assist in proper administration of the Grant Funds, as determined in the sole discretion of the Finance Director.

5. Reporting by Recipients. Each recipient of Grant Funds (“Recipient”) shall document its receipt and expenditure of funds in such a manner that DOH, MPO, City, and any other agency with oversight responsibility may ensure such funds are being used for a proper purpose. City and MPO shall have the right to inspect such records upon request, at a reasonable time agreed by the parties, but in any event no later than 5 business days from the date of any request. Recipients shall report on their use of funds and progress of funded projects to the MPO Policy Board, the Morgantown City Council, and – if any Community Garden is established outside of the City of Morgantown – to the governing body of the jurisdiction where such Community Garden is located by submitting a letter to each identifying the amount of funds

allocated, amount of funds expended, and a synopsis of the project plan and progress no later than December 1 of each year for a period of 4 years beginning in the year the funds are awarded to the Recipient.

6. Record Retention; Compliance. The parties, and all Recipients, shall prepare, maintain, and retain any and all records necessary to demonstrate compliance with the terms of any grant award or other applicable provision of contract or law, for such time periods as the governing contract or law may require. This Agreement shall be interpreted to be consistent with federal and state law, and the terms of any funding agreement, and to the extent that there is a conflict between any of them, the provisions of the federal or state law or the funding agreement shall prevail over the terms of this Agreement.

Executed this \_\_\_ day of \_\_\_\_\_, 2024:

Morgantown Monongalia Metropolitan Planning Organization

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By: J. William B. Austin, AICP  
Its: Executive Director

The City of Morgantown

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By: A. Kim Haws  
Its: City Manager



## Memorandum

Date: January 4, 2024  
To: Advisory Committee and Policy Board Members  
From: MPO Staff  
Subject: Draft Unified Work Program Summary

This Memorandum is to provide the MPO's Committee's with an overview of the 2024-2025 Unified Work Program as currently being prepared by staff. This memorandum includes draft budget tables and highlights of work to be performed during the upcoming fiscal year. A full UPWP will be presented for adoption in March.

### **Proposed work for the upcoming year:**

**-Administration:** Staff is proposing to perform the MPO's standard administrative and planning activities including maintaining the ongoing public involvement necessary to meet Federal and State requirements. This includes amendments to the Transportation Improvement Program and if necessary the Metropolitan Transportation Plan. Ongoing meeting requirements, Staff will organize, attend and prepare the agendas for the MPO's regularly scheduled public meetings including the Policy Board, TTAC and CAC meetings totaling 21 meetings a year. Staff will also work with the MPO's consultant to complete the ongoing Downtown Microsimulation Study. Staff will also monitor and participate in oversight of ongoing studies and project implementation activities including the two Greenbag Road design studies, the Morgantown Industrial Access Projects, and improvements to I-79 Exit 155 and the surrounding area. Staff will also monitor the implementation of planned projects including the completion of the Beechurst Avenue Project, the Greenbag Road Improvement Project, and the Van Voorhis improvement project. Staff will also work to identify projects eligible for grant applications and employ a consultant to assist in the preparation of any application determined to be eligible for a grant. The two top candidate projects for applications at this point are completing the construction of Greenbag Road and a design project for improvements to Fairmont Road in Westover. Other projects that may be appropriate for applications include the Willey Street improvement project and other projects that may be recommended by the Downtown Microsimulation Study. Staff will request input from the Policy Board, the public and the MPO's committee's for potential applications.

**-Data Collection and Analysis-**Staff will continue to update and refine crash data received from WVDOH. The MPO is proposing to provide \$5,000 in funding for the purchase of aerial photography with the Countywide Geographic Information system consortium. Staff will also look to have traffic counts conducted to augment the counts taken in 2024 in conjunction with the State's triannual traffic count program. Staff is also in discussions with the Mon River Trail Conservancy about the MPO providing some funding for the installation of counters on the Rail Trail in Monongalia County.

**-Planning Projects-**MPO Staff will provide planning assistance including the preparation small of plans to the member jurisdictions as requested. MPO staff will also collect data for prepare additional analysis needed to implement projects from the MPO's Metropolitan Transportation Plan and projects identified in the Downtown Microsimulation Study.

### **-Proposed FY 2024-25 Budget**

The tables on the following page show the anticipated budget for FY 2024-2025. A five percent cost of living increase is proposed for MPO Staff. The proposed budget would require the MPO to request \$20,000 in match from the City of Morgantown and Monongalia County. This is an increase of \$2,500 for each agency from previous years. This would be the first match increase the MMMPO has requested since 2009.

[Type here]

### DRAFT Morgantown Monongalia MPO Operating Budget FY 2023-2024

Cost Allocation Rate Table	
All work performed outside program areas shall be charged at an hourly rate to cover actual expenses. Reimbursement/allocation rates are as follows:	
Position	Hourly Rate
Executive Director	\$ 68.82 Incl. benefits + Overhead
Planner II	\$ 46.31 Incl. benefits + Overhead
Shared Planner (50% MPO)	\$ 43.00 Includes benefits + Overhead
Additional Travel	US Gov Rate as adjusted
Note: The Director and the Planner II are salaried positions. Therefore, all holidays, vacation and sick leave benefits are included in the base wage rate. Hourly rate is calculated using a 2080 hour work year as the base line for full time employees. For the shared employe a 1,040 hour work year is used.	

Proposed Line Item Fixed Operating Expenses				
Category	Consolidated Federal Planning Funds	WVDOT	City/County MPO/Other	Total Cost Allocation
<b>Salaries*</b>				
Director	\$ 87,472.56	\$ 10,934.07	\$ 10,934.07	\$ 109,341
Planner 2	\$ 50,016.96	\$ 6,252.12	\$ 6,252.12	\$ 62,521
Shared Planner	\$ 22,260.00	\$ 2,782.50	\$ 2,782.50	\$ 27,825
Benefits (see below)	\$ 67,107.82	\$ 8,388.48	\$ 8,388.48	\$ 83,885
<b>Contracted/Capital Expenses</b>				
Contracted Services	\$ 24,000.00	\$ 3,000.00	\$ 3,000.00	\$ 30,000
Consulting Services*	\$ 32,000.00	\$ 4,000.00	\$ 4,000.00	\$ 40,000
Computer Equipment	\$ 11,200.00	\$ 1,400.00	\$ 1,400.00	\$ 14,000
Software	\$ 5,000.00	\$ 500.00	\$ 500.00	\$ 5,000
Public Notices/Publishing	\$ 2,800.00	\$ 350.00	\$ 350.00	\$ 3,500
<b>Overhead</b>				
Travel & Training	\$ 12,000.00	\$ 1,500.00	\$ 1,500.00	\$ 15,000
Utilities (phone, internet, web site)	\$ 1,600.00	\$ 200.00	\$ 200.00	\$ 2,000
Copier lease, supplies, postage	\$ 1,200.00	\$ 150.00	\$ 150.00	\$ 1,500
<b>Total</b>	<b>\$ 316,657.34</b>	<b>\$ 39,457.17</b>	<b>\$ 39,457.17</b>	<b>\$ 394,572</b>

Proposes 5% COLA for MPO Staff

Employee Benefit Expenditure Detail				
(Calculated on Total Wages = \$199,697)				
Description	Consolidated Federal Planning Funds	WVDOT	City/County/ Other	Total Cost Allocation
FICA (6.2%)	\$ 9,904.47	\$ 1,238.06	\$ 1,238.06	\$ 12,380.59
Worker's Compensation (2.3%)	\$ 3,674.24	\$ 459.28	\$ 459.28	\$ 4,592.80
Medicare (1.45%)	\$ 2,316.37	\$ 289.55	\$ 289.55	\$ 2,895.46
Retirement (12.0%)	\$ 19,169.94	\$ 2,396.24	\$ 2,396.24	\$ 23,962.43
Health Insurance 2023 + 10%	\$ 29,642.80	\$ 3,705.35	\$ 3,705.35	\$ 37,053.50
Dental & Vision Insurance	\$ 2,400.00	\$ 300.00	\$ 300.00	\$ 3,000.00
<b>Total Employee Benefit Package</b>				<b>\$ 83,884.77</b>