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## Agenda

MPO Policy Board Meeting  
Council Chambers  
City of Morgantown  
383 Spruce Street  
August 18, 2011  
7:00 PM

1. Call To Order
2. Public Comment
3. Approval of Minutes
4. Executive Directors Report
  - 1) Status Report On 2004 MPO Short Term Projects List
  - 2) Correspondence on Ices Ferry Road Bridge
  - 3) Status Report on Grumbeins Island and Downtown Operations Study
  - 4) Ongoing discussion of Corridor Preservation and other potential legislative issues
  - 5) MPO Lease Discussions
  - 6) Executive Director Travel
5. LRTP Update Scope of Work-Bill Austin
6. TDM/Van pool Program Update-Danielle Williams
7. Traffic Counts-Danielle Williams
8. Personnel Issues-(Executive Session if needed)
9. Other Business
10. Meeting Adjournment



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## Memorandum

Date: August 12, 2011

To: Transportation Technical Advisory Committee Members

From: Bill Austin, AICP

Subject: August 18, 2011 Policy Board Agenda

Please find below a short description of the items to be considered at the August 18, Policy Board Meeting to be held at the City of Morgantown Council Chambers at 7:00 PM.

**-Finance Report-**Included in the agenda packet is a summary of last year's financial activities and a summary of activities during the month of July.

### **-Executive Directors Report-**

- 1) Attached for your information is the list of short term projects the MPO requested from WVDOH in 2004. Many of these projects have been accomplished. Staff will outline the projects that have been accomplished at the meeting.
- 2) Attached is correspondence from a citizen concerning bicycle access to the existing Ices Ferry Bridge. The Members of the Citizens Advisory Committee asked that the MPO request WVDOH to consider any reasonable method for providing access to cyclists across this bridge.

**-Long Range Transportation Plan Update Scope of Work-**A draft of the scope of work for the LRTP Update is attached for your review. WVDOH has reviewed the Scope of Work and not found any area's of concern. The MPO's Committees have reviewed the Scope of work and requested that Staff work on the issues noted below:

- 1) Ensuring that the MPO's will not need to provide economic data as part of the data.
- 2) Confirming that the MPO will be the contracting agent for all three studies. The MPO has submitted a draft Memorandum of Understanding to this effect to the City of Morgantown and Star City.

3) Ensuring that there is focused public involvement for the City of Morgantown's Comprehensive Plan and Star City's Comprehensive Plan in addition to the Regional Vision proposed in the RFP.

4) Developing bicycle and pedestrian Level of Service information as part of the LRTP update.

Staff will be discussing these issues with the consulting team early next week and they should be satisfactorily addressed prior to the Policy Board meeting. Staff will report on these matters at the Policy Board meeting.

In discussions with DOH and the consulting team additional work was added to the scope of work and the public outreach for the project was expanded. This brought the total cost of the project to approximately \$311,000. In discussions with DOH staff it was found that the average cost of an update on this scale is approximately \$400,000. We believe that the proposed scope of work will satisfactorily address the MPO's issues in a cost effective manner. The higher than anticipated cost can be included in the Unified Planning Work Program for FY 2012-2013 so there will be no need for additional funding this fiscal year.

Anticipating the satisfactory resolution of the items above it was the recommendation of both the Transportation Technical Advisory Committee and the Citizens Advisory Committee, that the Policy Board authorize the Chairman or in his absence the Executive Director to enter into a contract with Burgess and Niple to implement the Scope of Work provided in your agenda packet.

**-Traffic Counts-**The MPO recently had traffic counts performed at selected locations throughout the area. Provided in your agenda packet is a spreadsheet showing the Average Annual Daily Traffic (AADT) volumes at the selected locations. These counts were taken by the same traffic count company used by WVDOH. The counts were modified by MPO staff using the WVDOH's methodology for calculating AADT. This methodology requires multiplying the average of the three day counts by standard factors for the day of the week and the month of the year the counts were taken to adjust them to the "average day's" traffic for the area. By the next Policy Board meeting MPO staff will be refining this data in the future by calculating the peak hour traffic volumes and identifying the directional split of peak hour traffic at each location. A map showing the count locations will be provided at the meeting.

Morgantown MPO  
Priority Short-term Projects

April 2004

## **1<sup>ST</sup> PRIORITY:**

- § Install a right-turn lane onto the Westover Bridge from southbound University Avenue

## **2<sup>ND</sup> PRIORITY:**

- § Manage right turns onto southbound University Avenue from the Westover Bridge and re-establish a double lane southbound on University Avenue from the Westover Bridge towards Foundry Street.
- § Upgrade the intersection and continuous right turn lanes at Patteson Drive and University Avenue (WVDOH 2002 Intersections Report). *Scheduled for construction 11/04*

## **3<sup>RD</sup> PRIORITY:**

- § Upgrade the intersection and add turning/acceleration lanes at WV 705 and the Mileground (WVDOH 2002 Intersections Report)

## **4<sup>TH</sup> PRIORITY:**

- § With known future residential growth at approximately 1,600 housing units that will add to traffic, upgrade the intersection and double turning lanes at Van Voorhis Road and Chestnut Ridge Road (WVDOH 2002 Intersections Report) *Scheduled for construction 08/04*
- § Upgrade the intersection and add continuous turn lane(s) at the Pineview Drive and Chestnut Ridge Road intersection, with emphasis on allowing for safe ingress and egress further up Pineview Drive (WVDOH 2002 Intersections Report) *Scheduled for construction 08/04*

## **5<sup>TH</sup> PRIORITY:**

- § Upgrade the intersection and install turning lanes at Collins Ferry Road and Burroughs Street (as per letter to Wood from Murphy 9/12/2003)
- § Add a lane of pavement eastbound on WV 705 between Stewartstown Road and the Mileground
- § Upgrade the intersection and add turning and acceleration lanes at the Mileground and Hartman Run Road (WVDOH 2002 Intersections Report) *Scheduled for construction 06/04*

## **6<sup>TH</sup> PRIORITY:**

- § Upgrade the intersection and add continuous turning/acceleration lanes at WV 705 and Willowdale Road (WVDOH 2002 Intersections Report)

## **7<sup>TH</sup> PRIORITY:**

- § Limit left hand turns from southbound Beechurst Avenue to Fayette Street between the hours of 3 and 6 pm.
- § Adjust the traffic stop on southbound Stewartstown Road at WV 705 to allow access to the Hampton Center for vehicles coming from WV 705 or north on Stewartstown Road
- § Upgrade the intersection and add continuous turning/acceleration lanes at WV 705 and Stewartstown Road (WVDOH 2002 Intersections Report)

## **8<sup>TH</sup> PRIORITY:**

- § Install a weekly timer on the Chestnut Ridge Road light at North Elementary School to restrict light operation to Monday through Friday between 6:30 am and 6:30 pm
- § Upgrade the intersection at Monongahela Blvd and the entrance to the Creative Arts Center
- § Install directional lane lights on the Mileground to utilize majority lanes for heavier traffic depending on the time of day (morning and evening commutes)
- § Add an acceleration lane on Cheat Road for traffic turning towards I-68 from Easton Hill
- § Upgrade the intersection and add turning/acceleration lanes at Route 7 and Hartman Run Road *Scheduled for construction 06/04*

## **Scope of Services**

**8/5/2011 DRAFT**

### **OVERVIEW AND ASSUMPTIONS**

The scope of services includes four interrelated/interwoven but separate processes:

1. Project Kick-off / Initial Activities
2. Visioning
3. Morgantown Comprehensive Plan Update
4. Star City Comprehensive Plan Update
5. Regional Transportation Plan Update

This effort involves an integrated approach to creating three plans working collaboratively with the “Client Group” that consists of the Morgantown Monongalia Metropolitan Planning Commission (MMMPO), the City of Morgantown (Morgantown), and the Town of Star City (Star City).

The following assumptions have been made in preparing this scope of services:

1. There will be three separate contracts with the MMMPO, the City of Morgantown, and the Town of Star City. Because of the integrative nature of some tasks, there is overlap. In such cases, these tasks have been highlighted.
2. The Team assumes that there will be a Morgantown Planning Committee, and a Star City Planning Committee to guide the comprehensive plan work. Some members of these Planning Committees will be part of a Regional Visioning Group that will guide the development of a regional vision that will feed into MMMPO’s long range transportation plan and the comprehensive plans for Star City and Morgantown.
3. The work effort assumes an “update” of the existing plans as opposed to creation of an entire plan from scratch.
4. All data for analysis will be provided by the Client Group to the Consultant. Consultant data collection will consist solely of secondary source information, windshield/walking visual surveys, and/or readily available online or other easily accessed databases.

## **Part 1 - Project Initiation**

### **1.1 Development of Committees**

The Consultant Team will work with the Client Group to develop the following four committees / advisory groups with overlapping membership:

- Regional Visioning Group
- Transportation Advisory Group
- Morgantown Planning Committee

- Star City Planning Committee

## 1.2 Team Visit to the Region and Kick-off

The Consultant Team will convene in the study area and conduct a series of preparatory steps leading to the official project Kick-off. Tasks include:

**1.2.1 Staff Workshop** – The Team (consultant team) will lead a workshop with Staff (MMMPO, Morgantown, and Star City) representing the Client Group to finalize the study processes and establish project protocols including: schedule of events, communication procedures, deliverables, reporting, and evaluation criteria.

**1.2.2 Touring the Study Area** – Following the workshop, Staff will organize a tour to highlight specific areas of interest within the region as well as distinctive features of the City and Town. The tour should provide the Team with an understanding of major transportation and land use patterns including typical development and redevelopment patterns, neighborhoods, areas of disinvestment, and areas of opportunity.

**1.2.3 Collecting Relevant Documents** – Staff will provide the Team with copies of existing plans, relevant studies, and maps including available GIS data.

## 1.3 Project Identity

The Team will lead a workshop with Staff, the Regional Visioning Group, and other representatives of the community to develop a project identity and a communication and outreach strategy that will ensure that the planning process will have wide recognition throughout the community. The project branding will cover the entire regional visioning effort with specific taglines for each the Morgantown and Star City efforts. The Team will assist the client in completing the following tasks:

**1.3.1 Branding** – This will include the identification of a name, logo, and tagline for the entire process and the design of printed and electronic collaterals, such as flyers and pamphlets. Production, printing, and distribution of the collaterals will be the responsibility of the Client Group.

**1.3.2 Communicating** – This will include developing a message (or messages) that hones and articulates key ideas underpinning and driving the planning effort and a message matrix that ties specific messages to specific target audiences (e.g. citizens, officials etc.). These messages will target specific aspects of the Morgantown and Star City comprehensive plans.

**1.3.3 Targeting Outreach** – This will include working with a wide variety of existing community networks to ensure a strong participation in public meetings reflective of the geographic, demographic, and institutional diversity in the region. The campaign will draw upon neighborhood organizations, homeowners associations, churches, organizations representing

minorities, senior citizens, immigrant groups, people with special mobility needs, low-income persons, and other groups that are traditionally underrepresented in planning processes.

**1.3.4 Developing Social Media Tools** – This will include using social networking such as Twitter, Facebook, and LinkedIn to reach the maximum number of affected interests electronically.

#### **1.4 Consultant Team Orientation and Organization**

**1.4.1 Set-up Project Files** – The Consultant Team will set up internal project files including an FTP site for the transfer of information throughout the project life. Templates for communications will be developed.

**1.4.2 Team Orientation and Work Plan** – The Consultant Team will develop a work plan and meet to review and discuss schedule, staffing, client expectations, and resources prior to beginning work.

## **Part 2 - Visioning**

This section describes steps to involve stakeholders and the public in developing a vision for the future of Monongalia County, the City of Morgantown, and the Town of Star City. These activities are conducted in parallel to and integrated with the technical analysis process for three plans. This phase benefits all three studies and the cost is prorated between the three studies (see “Proposed Fee”). The process includes the following steps:

### **2.1 Stakeholder Interviews**

Stakeholder interviews will enable the Team to gain insights on issues and attitudes and to develop guiding visioning and planning principles that will be applied to the project. Tasks include:

**2.1.1 Developing a Stakeholder List** – The Team will work with Staff to develop a comprehensive stakeholder list representing potentially affected interests throughout the City, Town, and the MPO region. Stakeholders should include elected officials, agencies, special interest groups, the development community, businesses, neighborhood associations, and representatives of the general public.

**2.1.2 Conducting Stakeholder Interviews** – The Team will conduct up to 12 interviews with selected stakeholder or small groups to test ideas and existing conditions data, and identify “hot buttons” and community attitudes. The results of the stakeholder interviews will enable the Team to develop preliminary planning and mobility principles to use in the development of the comprehensive and transportation plan updates. The Team will coordinate with Staff to schedule the interviews and will provide a summary report of the interviews.



## **2.2 Gathering Ideas**

Listening to what the community has to say and gathering their ideas is the first step in developing a regional vision for the comprehensive and transportation plans. Tasks include:

**2.2.1 Brainstorming** – The Consultant Team will organize two idea-gathering workshops - one within the City of Morgantown and one in the town of Star City. These workshops will include: an assembly period, general brainstorm sessions in small groups, and an exercise called Strong Places, Weak Places. The exercise focuses participants on the physical attributes of the City and Town including, for example, walkability, driving and parking, civic uses, commercial areas, housing, and community character and appearance. Participants identify what makes strong places strong and weak places weak and they generate recommendations for improvements. The results of the workshops will be databased and compiled digitally providing a foundation of ideas for developing the regional vision and each plans' goals and an at-a-glance view of strengths and weaknesses.

**2.2.1.1 Facilitator Training** – The Consultant Team will design the meeting format and train facilitators to facilitate small group activities.

**2.2.2 Developing Goals** – The Consultant Team will lead a workshop with the Regional Visioning Group to develop overall regional vision goals. It will subsequently (in Part 3 and 4) meet with Morgantown and Star City Planning Committees to tailor overall regional vision/goals to the specific elements of each communities comprehensive plan. A review of the goals and policies of the previous comprehensive plans will be used as a starting point in developing new ones.

**2.2.3 Understanding Future Growth** – The Consultant Team will organize a regional workshop to engage the regional community on the issue of future growth. These workshops will engage public, stakeholders, and elected officials in meetings designed to explore two critical questions, “Where do we grow?” and “How do we grow?” They will engage participants, working in small groups, in identifying conservation areas, allocating future growth through the region, determining the land use mix of such growth, and expressing visual preferences. The totality of the responses will provide a preliminary indication of a vision for the future of the Monongalia region that integrates environmental, transportation, and land use considerations.

**2.2.3.1 Facilitator Training** – The Consultant Team will design the meeting format and train facilitators to facilitate small group activities.

**2.2.4 Preliminary Vision Principles and Land Use Scenarios** – Based on the process, the Consultant Team will define the regional vision in terms of planning principle statements. Building on data collected, land use and economic analysis, and the results of the regional workshops, the Team will develop two potential future growth scenarios that will be used in the development of the Long Range Transportation Plan and reflected in the comprehensive plans.

## 2.3 Land-Use / Transportation Scenarios Workshop

**2.3.1 Hands-on Planning Workshops** – The Consultant Team will conduct a public workshop in each jurisdiction to engage participants in reviewing and critiquing the regional planning principles and the two land use scenarios and two transportation network scenarios (see Part 5 Scope) that have been developed. Participants will be asked to review and discuss the potential scenarios that are presented and provide feedback regarding the perceived strengths and weaknesses (what they like/don't like) about each scenario, and how they would change/improve the scenarios.

**2.3.1.1 Facilitator Training** – The Consultant Team will design the meeting format and train facilitators to facilitate small group activities.

## 2.4 Finalizing and Documenting the Vision

The workshops will be followed by a summary meeting with Staff and the individual Comprehensive Planning Committees and the Transportation Advisory Group to review the results and gain permission to move forward into the development of the three individual plans. The final vision plan will consist of a concise narrative description and a generalized regional land use vision map that will serve as the basis for the three plans.

## Part 3 – Morgantown Comprehensive Plan Update

In-revision based on new information from City...

## Part 4 – Star Comprehensive Plan Update

To be determined based on further input...

## Part 5 - Regional Transportation Plan

### 5.1 Project Management and Communications

The Consultant Team will participate in the following project communications for the 14 month duration of the development of the Transportation Plan:

**5.1.1 Project Management** – This task will consist of:

- Daily communications that occur between the consultant team members and with the client
- Monitoring of scope and budget by the project manager and deputy project managers
- Addressing unexpected issues that arise during the study process
- Project invoicing sub-consultant payments and other accounting
- File management and project documentation

**5.1.2 Weekly Project Manager Discussions** - This will consist of a short conference call (15 to 45 minutes typically) between the client project managers and the B&N project manager once per

week to talk about study progress, strategies, upcoming meetings, budget, schedule, and scope. If it is mutually agreed that the call is not warranted for a particular week, the call could be canceled. The agenda, length, and invited attendees of these calls could vary based on the study needs at that point in time. Deputy project managers for the comprehensive planning and transportation may be included in the call.

**5.1.3 Monthly Team Progress Discussions** – The consultant team will participate in monthly team progress meetings. The agendas for these meetings will always include project status and client satisfaction items. However, the agenda will remain flexible so that time can be devoted to critical study issues. These meetings will occur either in-person or via conference call and will be limited to one hour or less. In-person team progress meetings will be combined with other site visits or meetings as to not require independent travel for the Consultant for these meetings.

## **5.2 Stakeholder and Public Involvement**

These tasks are related specifically to the Regional Transportation Plan update. Other Stakeholder and Public Involvement tasks are included in *Part 2 - Regional Visioning* section of the Scope of Services.

### **5.2.1 Establish Transportation Advisory Group (TAG)**

Our team will work with the participating agencies in assembling a diverse group of stakeholders that represent every conceivable interest in this study. The existing TAC, CAC, and PAC members will likely be part of this group. In addition, other local citizen leaders, business leaders, technical leaders, or interest group leaders will be included. The goal is to make sure that when the final plan is produced, that all parties with a significant interest have been involved in the development of the plan to minimize or eliminate future potential opponents and/or dissenters.

### **5.2.2 TAG Meeting #1 – Existing Conditions and Trends, Goals and Objectives**

This meeting will include a review of the MPO's Long Range Transportation Plan development process, existing conditions and trends, and the status of the "Regional Visioning" effort. The meeting will include a regional transportation goals and objectives development exercise component. It is anticipated that this will be a two-hour meeting/workshop.

### **5.2.3 TAG Charrette/Workshop - Alternative Transportation Scenarios Development**

The consultant will facilitate a one-day charrette/workshop with the Transportation Advisory Group (or a select group of stakeholders) to brainstorm and develop a set of potential transportation alternatives. The charrette/workshop will (tentatively) include:

- An brief review of the existing system, future trends, the problems, goals, objectives, evaluation criteria
- A hands-on exercise where breakout groups would develop two to three "bundles" or "scenarios" of transportation improvements and policies for the region. The consultant team will provide the groups a prepared "menu" of potential options (highway, transit, motorized, non-motorized, travel demand management) with advantages and planning level costs of each, but the groups would not be limited to only that menu and will be encouraged to "think outside the box."

- The breakout groups will then come together to discuss the various bundles that were developed and how well each bundle addresses the plan goals and evaluation criteria, and cost implications of each.
- The group will attempt to modify and combine the various bundles through group discussion and build consensus around two “transportation scenarios” that will be evaluated in more detail by the Consultant Team.

#### ***5.2.4 TAG Meeting #2 - Transportation Alternatives Analysis Review***

This meeting will include a review of the two transportation scenarios developed in the charrette / workshop and present the Consultant Team’s more detailed analysis and a recommended scenario for inclusion in the draft plan. Other elements of the plan that require discussion will also be reviewed at this meeting (i.e. funding, other policies).

#### ***5.2.5 TAG Meeting #3 – Draft Recommended Plan Review***

This meeting will include a review of the draft of entire plan update and solicit feedback and discussion to finalize the draft that will be presented to the public.

#### ***5.2.6 Public Engagement: Present Draft Recommended Regional Transportation Plan for Comment***

This step will include one day of public engagement, likely consisting of one evening open-house meeting at a central location and individual meetings with key stakeholders or small groups on the same day. Includes the development exhibits and handouts to be used at the meeting and summary of the comments received. All website and other electronic or written (fliers, etc.) will be prepared and distributed by the MPO.

#### ***5.2.7 Final Draft Plan Distribution***

It is anticipated that the final draft plan will be circulated electronically to the Transportation Advisory Group and posted on the MPO’s website for proposed final comment (no meetings).

#### ***5.2.8 Meetings with Individual Stakeholders***

Integrated with the transportation planning tasks, meetings with individual stakeholders will be conducted on days that the consultant will be in the Morgantown area or via telephone (no extra travel required). The consultant will participate in up to ten (10) telephone conversations/interviews with transportation stakeholders, as necessary, throughout the process.

### **5.3 Update Transportation Plan**

The current (2007) transportation plan will be updated, maintaining as much of the current plan as possible. The Long-Range Transportation Plan update will be based on the latest conditions in the region including:

- Land use and development
- Socioeconomic and population trends
- Constructed highway and other projects
- Previous plan recommendation that are no longer feasible
- Non-motorized transportation system changes and opportunities

- Changes in current and future transit service and operations
- Congested locations
- High-crash/safety locations
- Transportation demand management successes and opportunities

**5.3.1 Review Existing Data and Plans** – The consultant will review all existing data and plans available from the MPO, City, County, WVDOT, and other sources and prepare a summary of the information and potential gaps in data needed for the project. The MPO will be responsible for obtaining/providing additional data required for the study.

**5.3.2 Prepare GIS Basemap and Template** – The consultant will obtain GIS mapping from the MPO and will develop a project template border for the transportation plan. It is assumed that the mapping can be delivered to the Consultant Team in a readily usable format and that electronic versions of the maps included in the current MPO plan are available for use/editing.

**5.3.3 Update Transportation Plan Document** - The consultant will update each chapter of the current plan as follows. The fee assumes that the current plan is available in an editable electronic format, including all maps (Word/ArcGIS or convertible to these formats).

Chapter One: Introduction to the Regional Transportation Plan

- Update narrative to include current information
- Update planning process chart
- Rewrite stakeholder/public involvement section based on process used for the update

Chapter Two: Addressing the Eight Metropolitan Planning Factors

- Rewrite based on new goals and recommendations
- Develop more streamlined / cleaner way to present

Chapter Three: Transportation System Goals and Objectives

- Rewrite based on visioning process results
- Use SMART goal format for goals

Chapter Four: Existing Transportation System

- Retain the functional class discussion “as-is”
- Update functional class info and map based on current info provided by WVDOT
- Update volume data/map based on available counts
- Include greater discussion of the region’s characteristics, constraints, opportunities in terms of multimodal transportation
- Update highway capacity analysis and maps based on updated model data
- Expand non-auto section to include a more detailed review existing bicycle and pedestrian networks and identify deficiencies, constraints, and opportunities analysis of bicycle and pedestrian travel conditions including walkability and bikeability (work with existing bike committee).
- Provide updated crash analysis based on most recent data available from WVDOT. Bicycle and pedestrian crashes will be included in analysis if available.

- Work closely with the Bicycle and Pedestrian Committees to obtain current information, plans, and ideas related to the plan, including at least one meeting with the group (an additional meeting with this group will take place during the scenarios analysis process).
- Develop a comprehensive review of existing City and WVU transit services including a “combined service” map that shows the transit network as a whole and how it serves the community
- Review existing travel demand management (TDM) policies and programs in region and identify planned TDM programs
- Include very minor updates to discussions on freight, rail, air, and water transportation if necessary.
- Send environmental coordination letter to each appropriate agency.

#### Chapter Five: Socioeconomic Data forecasts - 2040

- Update socioeconomic data discussion based on current census data and the “Regional Visioning” exercise performed in Part 2 of this Scope of Services.

#### Chapter Six: Model Development and 2040 Traffic Forecasts

- Model validation
  - Update the existing year socioeconomic data to 2010 using a straight line growth factor for each zone.
  - Transit is currently handled as a percentage of the trip table. If authorized, review and update transit trip percentage. No additional effort will be made to update the transit portion of the model run.
  - All count data will be provided by MMMPO, WVDOH, the City of Morgantown, the Town of Star City, Monongalia County, and the Rahall Institute of Marshall University. Traffic counts are not included in the consultant scope of services.
  - Code provided count data into the model network for validation purposes.
  - Validate the model against the existing counts including repetitive changes to be made to the model so that the model validation can meet the standards suggested by FHWA’s “Model Validation and Reasonableness Checking Manual” and “Calibration and Adjustment of System Planning Models.” This scope includes no more than five iterations of changes.
  - Model validation procedures and results will be recorded in a validation documentation report. Develop a memorandum documenting the model validation process and results
- Develop 2040 Existing + Committed (E+C) Model
  - Review the future year land use currently in the model and update the future year of the model from 2030 to 2040 using professional judgment and straight line growth factors to update to 2040.
  - Discuss with the appropriate parties what projects are considered existing and committed for the project area.
  - Incorporate the projects into the model to create an E+C model to be used as the “base condition” for comparison of alternatives.
  - Highlight system deficiencies indicated by the results of the 2040 E+C model run
  - Develop an existing and future conditions memo to compare the existing data and future model run data.

## Chapter Seven: Multimodal Alternatives Analysis

- Initial Concepts Screening
  - List and evaluate ideas and concepts presented through the visioning process and ideas gathering workshops
  - Perform a critical review of the current (2007) plan and its recommendations
  - Recommendations from the 2007 plan that have been accomplished will be highlighted
  - Recommendations from the 2007 plan that are no longer feasible will be identified
  - Previous recommendations that appear to be feasible and address the established goals and objectives for the study will be identified and carried into the update process for reevaluation
  - Evaluations will be based on established goals and objectives and feasibility/constructability analysis
  
- Preliminary Scenarios Development and Analysis
  - Working with stakeholders (including the Bicycle and Pedestrian Committee), develop a variety of scenarios that “bundle” sets of options together for analysis and sensitivity analysis
  - A screening analysis process will be used to reduce options down to two potential networks for further analysis using the travel demand model
  - Assessments of multimodal options will include transit, bike, pedestrian, and vehicular modes
  - Results of the scenarios screening will be documented
  
- Travel Demand Model Analysis
  - Model transportation, land use, and transportation demand management scenarios. A maximum of 8 model runs will be performed and reported. It is assumed that two land use scenarios, two transportation networks, and two levels of transportation demand management strategies will be modeled (combinations of these could result in as many as 8 model runs).
  - Transportation demand management strategies will be incorporated into the model run as a reduction of the trip table. The reductions will be based on industry standards for the various types of strategies.
  - Documentation describing model changes and resulting outputs will be developed
  - All results will be presented in TransCAD output formats
  
- Refined Scenarios Development and Analysis
  - Develop and evaluate up to two refined scenarios (likely hybrids of previous scenarios)
  - Perform travel demand model analysis as described above on the two refined scenarios. One of the scenarios is assumed to be the final recommended network.
  - Develop recommended scenario based on results
  
- Develop Multimodal “Model” Cross Sections
  - Develop cross sections for each functional class and for different environments (i.e. urban, rural, CBD) to help evaluate the best use of available right-of-way

(constrained) when evaluating transportation improvements (widening, complete street improvements, etc.)

- Use state of the practice in terms of street/highway geometric design
- Provide flexibility in the cross sections so that they provide solid direction and reflect the goals and objectives in the region, and are also adaptable to the conditions and needs in a particular corridor.
- Work with the Transportation Advisory Group and WVDOH to build consensus on proposed “model” cross sections

#### Chapter Eight: Funding the Regional Transportation Plan

- This chapter will be updated by MPO Staff with minimal assistance from the Consultant team.

#### Chapter Nine: Recommended Multimodal Transportation Plan

- Update narrative and graphics based on results of planning effort to include recommended multimodal transportation projects and programs.
- The recommended functional classification system will not be updated and will be removed from the plan.
- Final recommended “model” cross sections will be included and indexed to a “road character” map.

#### Chapter Ten: System Management Programs

- The consultant will work collaboratively with the MPO to make minor changes to this chapter.

#### Chapter Eleven: Intelligent Transportation Systems

- The consultant will work collaboratively with the MPO to make minor changes to this chapter.

#### Chapter Twelve: Transportation System Security

- The consultant will work collaboratively with the MPO to make minor changes to this chapter.

#### Chapter Thirteen: Innovative Funding Strategies

- The consultant will work collaboratively with the MPO to make minor changes to this chapter.

#### Chapter Fourteen: Environmental Justice Analysis

- This chapter will be updated by the Consultant based on 2010 Census Block information and the recommended plan.

#### Appendix: FHWA Planning/Environmental Linkages Questionnaire

- The Consultant will complete this questionnaire and include as an appendix to the document.



#### 5.4 Final Document Formatting and Assembly

The consultant will produce up to 100 printed and bound copies of the final plan, and a PDF copy. Electronic files (word, TransCAD, etc) will be supplied to the MPO (via FTP site).

### Additional Services (on if authorized basis)

#### Transit Ridership Estimate Review (\$5,200)

The Consultant will review the projected ridership estimates (prepared by Mountain Line Transit and provided to consultant team) for the proposed bus route and service changes. The Consultant will review the assumptions for reasonableness and suggest improvements to the methodology to create improved projections for Mountain Lines expansion. The Consultant will produce a letter memorandum to summarize the review and recommendations.

#### Transit Oriented Scenario Development / Evaluation (\$4,800)

For this scenario, improvements would be focused on expanded transit service with minimal roadway improvements primarily focused on improving transit operations. The consultants will evaluate this scenario in the same way as other scenarios and include evaluation in the final evaluation matrix.

#### POTENTIAL OTHER ADDITIONAL SERVICES

The following are additional services that the consultant team could provide if necessary or if desired by the Client Group. Detailed scopes of services and fee proposals will be developed for these as/if requested.

- Additional meetings and/or presentations not specifically included in the Scope of Services
- Any data collection required that is not provided by the Client Group
- Update of travel demand model zones based on 2010 census data (in lieu of straight-line method proposed)
- Additional iterations for travel demand model validation (beyond the five iterations assumed in basic scope)
- Analysis of additional scenarios beyond the number identified in the Scope of Services
- Develop Transportation Demand Management Tool for the travel demand model
  - Develop a tool that allows the MMMPO to evaluate demand management strategies. This tool would be created so that a user can input different demand management strategies for consideration. The tool would evaluate the efficiency of the strategies and provide trip table reductions based on an entire demand management package. The Consultant would also develop a user manual and training course for MPO staff.
- Develop Logit Model for Mode Choice
  - Create a nested logit model that would be incorporated into the mode choice step of MMMPO's travel demand model. The nested logit model would provide a more detailed mode choice step and provide additional transit data.
- Develop STEAM or BCA.net model(s) to evaluate alternatives.
- Modify or add LRTP chapters that are not specifically included in this Scope of Services

- Project management beyond 14 month duration (assuming schedule extension is not due to the fault of the Consultant Team)

## Fee

The following tables provide a summary of the proposed fees (**MPO portion only at this time**) for the above Scope of Services.

**Table 1 - Summary by Agency**

	Total	Portion		
		MPO*	Morgantown**	Star City**
Part 1 - Project Kickoff and Getting Started Tasks (serves all three studies)	\$ 8,500	\$ 4,000	\$ 4,000	\$ 500
Part 2 - Public Visioning Tasks (serves all three studies)	\$ 41,500	\$ 9,000	\$ 23,500	\$ 9,000
Part 3 - Morgantown Comprehensive Plan (exclusive effort for this plan)	TBD		TBD	(tasks exclusive to this plan)
Part 4 - Star City Comprehensive Plan (exclusive effort for this plan)	TBD			TBD (tasks exclusive to this plan)
Part 5 - MPO LRTP (exclusive effort for this plan)	\$ 298,098	\$ 298,098		(tasks exclusive to this plan)
		<b>\$ 311,098</b>	TBD	TBD
* Proposed negotiated MPO cost based on submitted scope.				
** Tentative cost subject to review/discussion with Morgantown and Star City.				

**Table 2 - Fee Summary for Tasks Excusive to Long Range Transportation Plan Update**

TASKS	B&N Hours	Expenses	Sub Cost	Total Task Cost	Sub Used
<b>Transportation Plan Basic Services</b>					
Project Management, Coordination, Progress Calls, and other Communications	52	\$ 200	\$ 1,500	\$ 9,589	Kittelson
Review Existing Documents and Summarize	58		\$ 3,000	\$ 10,935	Kittelson
Prepare Project GIS Basemapping and Templates	44			\$ 3,873	
Field Visits	18	\$ 500	\$ 3,000	\$ 6,080	Kittelson
TAG Meeting #1	56	\$ 500	\$ 1,500	\$ 8,661	Kittelson
Full-Day Alternatives Development Charrette/Workshop	116	\$ 1,000	\$ 3,000	\$ 17,836	Kittelson
TAG Meeting #2	58	\$ 500		\$ 7,685	
TAG Meeting #3	48	\$ 500		\$ 6,667	
Public Engagement: Present Draft Transportation Plan	118	\$ 1,000		\$ 13,719	
Stakeholder Meetings and Discussion (no travel)	20			\$ 3,110	
Update Chapter One - Introduction to the Regional Transportation Plan	44			\$ 5,132	
Update Chapter Two - Addressing the Eight Metropolitan Planning Factors	32			\$ 4,658	
Update Chapter Three - Transportation System Goals and Objectives	28			\$ 4,055	
Update Chapter Four - Existing Transportation System	134		\$ 27,000	\$ 43,523	Kittelson
Update Chapter Five - Socioeconomic Data Forecasts	34			\$ 3,930	
Update Chapter Six - Model Development and 2030 Forecasts	280			\$ 35,727	
Update Chapter Seven - Multimodal Alternatives Analysis	432		\$ 19,000	\$ 71,763	Kittelson
Update Chapter Eight - Funding the Regional Transportation Plan	10			\$ 1,374	
Update Chapter Nine - Recommended Multimodal Transportation Plan	122			\$ 14,772	
Update Chapters 10-13 (assistance to MPO)	72			\$ 9,925	
Update Chapter 14 - Environment Justice Analysis	22			\$ 3,017	
Appendix - FHWA Planning/Environmental Linkages Questionnaire	30			\$ 3,956	
Final Document Proofing / Formatting / Assembly	84			\$ 8,758	
<b>Transportation Plan Total</b>	<b>1912</b>	<b>\$ 4,200</b>	<b>\$ 58,000</b>	<b>\$ 298,745</b>	
<b>Additional Services (if authorized)</b>					
Transit Ridership Estimates for Increased Service	35			\$ 5,199	
Transit Oriented Scenarios Development/Evaluation	35			\$ 4,818	

## Bill Austin

---

**From:** director [director@positivespin.org]  
**Sent:** Wednesday, August 10, 2011 11:04 AM  
**To:** baustin@labyrinth.net  
**Cc:** frank.gmeindl@comcast.net  
**Subject:** FWD: Ice's Ferry Bridge closure  
**Attachments:** bridges.pdf

Bill,

This morning, for the first time since the Ice's Ferry bridge was closed for construction on May 9, I was denied permission by the contractor to cross. I was instructed that no one, other than owners of boats at the docks on the Morgantown side, will be allowed to cross the bridge. This creates a situation where the state is in violation of the following statute:

Title 23 United States Code section §217 requires that bridges being replaced with federal funds include safe accommodation for bicyclists:

Bicycle transportation and pedestrian walkways (e) Bridges.&#8208;&#8208;In any case where a highway bridge deck being replaced or rehabilitated with Federal financial participation is located on a highway on which bicycles are permitted to operate at each end of such bridge, and the Secretary determines that the safe accommodation of bicycles can be provided at reasonable cost as part of such replacement or rehabilitation, then such bridge shall be so replaced or rehabilitated as to provide such safe accommodations.

The Federal Highway Administration Web site summarizes this way: "Federal surface transportation law places a strong emphasis on creating a seamless transportation system that all users can enjoy and use efficiently and safely."

I've been in contact with Bryan Radebaugh to try and get some assurance that the replacement of the Ice's Ferry Bridge would comply with this statute. In late May he indicated that an agreement had been reached with the contractor to keep the roadway open throughout construction, and have one lane of the bridge continuously open, with an automatic traffic light. This never occurred, and it appears that it won't as workers at the bridge indicated today that they will be tearing up the roadway in the next few days.

My occupation depends on having dependable access to this bridge. Bus service, although available, doesn't always work with my schedule. This morning I was to attend my regular 7am Rotary Club meeting and had to miss it because the bus didn't come until after that. When I did get the bus, it didn't have a bike rack. They allowed me to bring the bike inside, but if someone in a wheelchair had needed to get on I would have been booted off. This isn't what I'd call a reliable alternative.

The Ice's Ferry Bridge/857 is a vital route for cyclists because there is no practical alternative route. The state will should comply with the above federal statute - I would assume they risk losing funds if they don't. I think there are only 2 alternatives:

- Permit crossing of the Ice's Ferry bridge and establish a path through the private property on the Morgantown side to the residential street that leads out above the construction area. This would accommodate both cyclists and pedestrians.
- Permit cyclists to use the I68 bridge from the Cheat Lake interchange to Pierpont interchange. Federal law doesn't prevent states from doing so, contrary to popular opinion.

The attached document from the League of American Bicyclists gives the statutes and explanation that would permit it (or require it in this case).

Thanks for offering to get this to a person who can get a solution. This situation is serious for me, in fact I don't have a way home tonite since I close the shop after the buses stop running and I risk being ticketed if I try to cross without permission.

Thank you,  
Nick Hein

----- Original Message -----

From: "Estel, Tracy L" <Tracy.L.Estel@wv.gov>  
Date: Fri, 29 Jul 2011 14:02:02 -0400

>Mr. Hein,

>  
>At this time, the roadway and bridge are not open to traffic. However,  
>the bridge may be used for access by those who own the docks on the  
>Morgantown side. We are working with the contractor to try to open the  
>roadway and bridge sooner than the contract completion date of October  
>31, 2012.

>  
>Thank you,  
>Tracy Estel  
>Acting Construction Engineer

>  
>  
>-----Original Message-----  
>From: director [mailto:director@positivespin.org]  
>Sent: Tuesday, July 26, 2011 10:42 AM  
>To: Radabaugh, Bryan L  
>Subject: RE: [Bikeboard] Ice's Ferry Bridge closure

>  
>Bryan,  
>About 2 months ago Frank Gmeindl and I met with Fred Shoukry, at which  
>time Fred indicated that the Ices Ferry bridge would re-open in 3-4  
>weeks to one-lane traffic. I've seen no indication that this is going  
>to happen and construction workers at the site are unaware of any plans  
>to reopen to traffic. Has this changed?

>  
>I am still riding the bridge daily, having to get permission to cross  
>each time from the site workers. I'm concerned, particularly today  
>since seeing more activity on the Morgantown side, that there may be  
>days when the route is blocked.

>  
>Thank you for your attention to this matter. My job really does depend  
>on me having a safe and reliable route to get to Morgantown. Other  
>cyclists depend on it as well.

>  
>Nick Hein.

>  
>--  
>Nick Hein LCI# 1705  
>Director, Positive Spin  
>803 East Brockway Ave  
>Morgantown, WV  
>ph 304-276-0213

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>

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Nick Hein LCI# 1705  
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ph 304-276-0213  
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No virus found in this message.  
Checked by AVG - [www.avg.com](http://www.avg.com)  
Version: 10.0.1391 / Virus Database: 1520/3825 - Release Date: 08/10/11

**Monthly Cost Allocation Worksheet**  
**Morgantown / Monongalia County Transportation Planning Organization**

FHW/FTA		Category	Expenditures												Total Expenditures	Remaining Budget
Element	Description	FY 2011/2012 Budget	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11		
1000	Administration / Coordination	\$ 147,800.00	13,201.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 13,201.48	\$ 134,598.52
1100	Salaries	\$ 117,600.00	10,503.88												\$ 10,503.88	\$ 107,096.12
1110	Contracted Services	\$ 6,000.00	968.00												\$ 968.00	\$ 5,032.00
1200	Office Rent	\$ 8,200.00	1,340.00												\$ 1,340.00	\$ 6,860.00
1210	Utilities	\$ 5,000.00	229.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 229.68	\$ 4,770.32	
	Phone	\$ 4,500.00	229.68												\$ 229.68	\$ 4,270.32
	Web Hosting	\$ 500.00													\$ -	\$ 500.00
1250	Office Management	\$ 1,000.00	119.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 119.92	\$ 880.08	
	Copier	\$ 500.00													\$ -	\$ 500.00
	Supplies/Postage	\$ 500.00	119.92												\$ 119.92	\$ 380.08
1300	Public Notices/Fees	\$ 2,000.00													\$ -	\$ 2,000.00
1400	Travel / Training	\$ 8,000.00	40.00												\$ 40.00	\$ 7,960.00
2000	Analysis / Data Development	\$ 36,200.00	935.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 935.82	\$ 35,264.18	
2100	Equipment/Software/Analysis	\$ 27,500.00	935.82												\$ 935.82	\$ 26,564.18
2150	Subarea Plans	\$ 1,000.00													\$ -	
2200	Consulting Services	\$ 7,700.00													\$ -	\$ 7,700.00
3000	Transportation Plan Update	\$ 156,000.00													\$ -	\$ 156,000.00
4000	Transit	\$ 18,000.00	1,431.52												\$ 1,431.52	\$ 16,568.48
44.21.00	Program Support & Administration	\$ 5,000.00	512.28												\$ 512.28	\$ 4,487.72
44.23.02	Regional Trans. Plan - Project	\$ 13,000.00	919.24												\$ 919.24	\$ 12,080.76
44.24.00	Short Range Transit Planning	\$ -													\$ -	\$ -
5000	TIP	\$ 3,000.00	249.90												\$ 249.90	\$ 2,750.10
6000	Unified Planning Work Program	\$ 5,000.00	71.40												\$ 71.40	\$ 4,928.60
<b>Total</b>		<b>\$ 366,000.00</b>	<b>\$ 15,890.12</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,890.12</b>	<b>\$ 350,109.88</b>

NOTE: Staff time dedicated to Line Items 2000, 2150, 4000, 5000, and 6000 not included in Salary Total

Monthly Request at 90 %      **14,301.11** Invoiced to WVDOH 8/5/11

Morgantown - Mon County Trans. Planning Org.  
**Balance Sheet Detail**  
 As of July 31, 2011

11:24 AM  
 08/05/2011  
 Accrual Basis

Contra-Checking (voucher checks)

Type	Date	Paid To:	Memo	Clr	Split	Amount	Balance
							29,598.11
Check	07/15/2011	Federal Taxes	Electronic Transfer	√	Salaries	-978.33	28,619.78
Check	07/15/2011	ICMA Retirement Corp.			Retirement Account	-1,059.40	27,560.38
Check	07/15/2011	Service Plus			Accounting (Accounting Fe	-209.00	27,351.38
Check	07/15/2011	J. William B. Austin	Electronic Transfer	√	Salaries	-1,985.96	25,365.42
Check	07/15/2011	Danielle Williams	Electronic Transfer	√	Salaries	-973.73	24,391.69
Check	07/26/2011	Centra Bank - Mastercard	phone\$ 75.65,training \$40,msc		Office Supplies (Office Sup	-235.57	24,156.12
Check	07/26/2011	Digital Connections			Telephone (Telephone)	-154.03	24,002.09
Check	07/26/2011	Flanerty, Sensabaugh, Bonasso			Legal Fees (Legal Fees)	-759.00	23,243.09
Check	07/26/2011	Fringe Benefits Management Company			Employee Health Insuranc	-421.94	22,821.15
Check	07/26/2011	Morgantown Municipal Air	July and August		Rent (Rent)	-1,300.00	21,521.15
Check	07/26/2011	Morgantown Municipal Airport			Rent (Rent)	-40.00	21,481.15
Check	07/26/2011	PB Amencas, Inc.	Final TDM Payment		Professional Fees (Profess	-919.24	20,561.91
Check	07/26/2011	Public Employees Insurance Agency			Employee Health Insuranc	-1,314.94	19,246.97
Check	07/26/2011	Retiree Health Benefit Trust Fund			Payroll Liabilities	-334.00	18,912.97
Check	07/26/2011	Sprint	August		Telephone (Telephone)	-75.63	18,837.34
Deposit	07/27/2011		Deposit	√	MPO (City)	18,000.00	36,837.34
Check	07/29/2011	Federal Taxes	Electronic Transfer		Salaries	-1,003.32	35,834.02
Check	07/29/2011	ICMA Retirement Corp			Retirement Account	-1,059.40	34,774.62
Check	07/29/2011	Danielle Williams	Electronic Transfer	√	Salaries	-973.73	33,800.89
Check	07/29/2011	J. William B. Austin	Electronic Transfer	√	Salaries	-2,051.99	31,748.90
Check	07/29/2011	WV Dept of Tax and Revenue			Salaries	-376.00	31,372.90
Check	07/29/2011	Bureau of Employment Pro VOID:			Salaries	0.00	31,372.90

Total Contra-Checking (voucher checks)

Outstanding -WVDOH \$14,301.11 July, and \$22,524.54 June, Monongalia County \$18,300 for 2012 Match 31,372.90



## **GREATER MORGANTOWN MPO**

**June 16, 2011    Minutes    City Council Chambers**

**MEMBERS PRESENT:** Anthony Giambrone, Charles Bryer, Patty Lewis, Bill Byrne, Perry Keller, David Bruffy, Asel Kennedy, Joe Fisher, Joe Statler, Mike Kelly

**MEMBERS ABSENT:** Janice Goodwin, Eldon Callen

**1. CALL TO ORDER:** Mr. Fisher called the meeting to order at 7:00 PM

**2. PUBLIC COMMENT:** None

**3. APPROVAL of MINUTES:** Mr. Byrne moved to approve the minutes of May 2011 as submitted; seconded by Mr. Keller. The motion unanimously carried.

**4. FINANCE REPORT:** Mr. Austin reported expenditures have been reimbursed by the State. All current bills have been paid, leaving a balance of approximately \$38,000. Mr. Byrne moved to accept the report as submitted; seconded by Mr. Giambrone. The motion unanimously carried.

**5. EXECUTIVE DIRECTOR'S REPORT:** Mr. Austin reported:

**a.** The selection committee for the LRTP consultant has chosen Burgess & Niple of Columbus Ohio. The other two companies, URS and Parsons Brinkerhoff have been notified of the selection. It is hoped that the scope of work and contract will be ready by the August meeting;

**b.** TDM Project. A Transportation Fair, with BOPARC, MountainLine, WVU and Positive Spin will be held on July 1 at Marilla Park. Board members are encouraged to attend. Work is being done with students doing a summer program through BOPARC regarding the MPO and road improvement. A minimum of 200 children are expected to attend.

**c.** Working with the DOT to promote corridor protection through out the state. Met with Senator Beach to discuss the institution of a pilot program to preserve corridors and develop policies that could promote cost effective transportation improvements;

**d.** Working to address issues with the public regarding the construction on University and Beechurst Avenues;

**e.** The Dynamic Signal system has been on since May. Some problems will need to be worked out as the system is refined. It is very successful on the 705 Corridor;

**f.** Met with the DOH's design director on the Mileground Project. The DOH is doing further exploration on utility and land use issues. The refined design will be

presented to the public. Mr. Keller also stated underground surveys are being conducted for utilities. There are also additional storm water issues that may need to be dealt with. Additional purchase of right of ways may be required. Mr. Byrne asked if the University Avenue project will be completed by August 19. Mr. Austin advised it would be. Mr. Spencer expressed concern over the size of the sidewalks being only 48 inches. He also asked if there is still a plan for a crosswalk. Mr. Austin stated there would be a crosswalk but not at the bridge. Mr. Fisher asked if pedestrian guard rails were considered. Mr. Keller stated he would mention that to the design engineers.

**6. TIP AMENDMENTS:** Mr. Austin stated two projects would be added and one project will be removed.

**a.** From WV 7/I-68 Interchange to WV 7CR 22. Project U331 7 03615 00 – Construct a turn lane and add signals. Turn lanes will be added to both off ramps and a turn signal to and from westbound I-68. (CAC recommended against approval. It did not understand its priority in the MPO structure).

**b.** Monongalia County Urban Mass transit/Morgantown Monongalia MPO. Vanpool Program Startup funds. FHA approved the transfer of \$50,000; \$8,000 will be used as promotional monies and the remainder will kick start van pooling. FHA will give approval when the process may begin.

**Removing:**

**a.** Re-surface I-68 from Milepost 4.18 for a distance of 4.2 miles. Mr. Austin reported the local design engineer advised this project may be readded at some point in the future.

(CAC would prefer to move the project back instead of removing it).

Mr. Kennedy moved to include the first two projects and remove the project as recommended; Mr. Kelly seconded it. Discussion on the motion was as follows:

Mr. Kennedy stated that the funds are not allocated to the MPO for the projects, they were just recommended by the State. Mr. Byrne stated he did not want to lose the funds but felt there are more pressing traffic issues and that he would like to save up the funds for larger projects. Mr. Austin stated Congestion Mitigation and Air Quality funds are targeted for smaller projects and not major capacity improvements.

Mr. Spencer questioned the Vanvoorhis/Chestnut Ridge road intersection configuration. Mr. Austin advised it was under study and there are no funds available for that project. The DOH is looking into alternatives. The project may become eligible for funding if an acceptable solution is found. There is no definitive schedule for any improvement to the intersection. Mr. Keller stated the study has not evaluated potential alternatives. There are no cost estimates and it is not included in the TIP. He also stated the DOH design engineers have obtained new

software to evaluate roundabouts and traffic circles and their efficiencies. This will be used to evaluate any alternative under consideration.

Mr. Spencer asked if there will be a signalized crosswalk for the new signal at Mountaineer Station. Mr. Keller is unsure because the DOH is not paying for the light, WVU is. Mr. Spencer also expressed concern with the truck traffic problems on Christy and Windsor Streets. Mr. Bryer then asked if there would be any consideration given to Greenbag Road.

After discussion, the vote on Mr. Kennedy's motion unanimously passed.

**7. Draft UPWP.** The draft has been submitted for approval. The key item of the draft is the update of the LRTP, \$156,000 is budgeted for the first phase of the project. Also included is a 3% cost of living increase for the MPO staff and a potential pay increase for the Assistant to the Director after the completion of her probationary period; \$20,000 budgeted for updating GIS capabilities in coordination with the County's GIS efforts.

Mr. Kennedy objected to the pay raise at the end of the assistant's probation period. He believes it is too excessive. He also referenced page 27—The City and the County Commission have to make the local match. He requested the MPO's budget be submitted in January so the City and County know what needs to be approved. Mr. Kennedy also noted the City and County are paying lump sums to the MPO giving a higher percentage than the match. That is why there is an excess of money in the MPO's budget. He feels these problems need to be addressed.

Mr. Austin stated he will document the percentage of the match spent during the current year. He also noted that it was his understanding that in the past the City and the County had agreed to allow the MPO to keep unspent matching funds to assure that the MPO was solvent. Mr. Kennedy acknowledged that he agreed with Mr. Austin's description of the history of the MPO's match.

Mr. Bryne also stated the city employees were only given a 1 ½ percent raise. The county employee's raises were just about 2%. The MPO should give raises that are comparable.

Mr. Fisher recommended the MPO officers work with Mr. Austin on the assistant's evaluation and will handle the issue of a raise based on the grievances heard. Mr. Kennedy moved to have the MPO officers handle the evaluation and raise issue; seconded by Mr. Byrne. The motion unanimously passed.

**8. Draft MPO FOIA Policy.** The MPO's FOIA policy provides four hours of staff time at 20 pages at no charge. After that, copy costs are 25 cents/page and an estimate of staff's time at the employee's loaded salary rate. The policy was reviewed by Attorney Peter DeMasters and approved. Mr. Statler and Mr. Kelly advised they want to make sure that it was ok to charge for staff's time. Mr. Byrne moved to approve the policy as amended in conformance with MPO member's objections; Mr. Keller seconded it. The motion unanimously passed.

## **9. OTHER BUSINESS:**

**a.** Mr. Keller stated one self certification needs to be added to the UPWP draft stating all federal rules and regulations have been complied with. It then needs to be signed by the Chairman and Paul Mattox, Sec. of the DOT.

**b.** Mr. Spencer brought up Marcellus Shale development. He is concerned with the amount of additional truck traffic on Westover Roads. Mr. Byrne noted the MPO does not have the ability to deal with this problem but it is a valid concern. Mr. Keller advised the DOH has assurances from contractors that any damage to roads would be fixed at the company's expense. Mr. Spencer requested a letter of concern be sent from the MPO to Senator Kessler to address well drilling and its impact on transportation. Mr. Byrne then suggested this matter be referred to the CAC for a drafted statement that expresses a desire for someone to address the transpiration issue. Mr. Kennedy advised it is not the job of the MPO to say where trucks may or may not go. Mr. Fisher stated he does not believe the CAC should draft and/or send a letter. Mr. Statler and Mr. Kennedy agreed. Mr. Bruffy added that as a point of order, this issue is not on the agenda and cannot be dealt with. Mr. Fisher stated anyone wishing this issued be taken to the CAC can ask it be placed on next month's meeting agenda. Mr. Spencer would volunteer to draft the letter.

**c.** Referencing construction of the new school off 705, Mr. Statler was concerned in the hearing delay for the project on the Mileground. There needs to be some direction as to what is going to happen on the Mileground, or at the very least, at the intersection. Mr. Austin stated the design engineer has met with the architects and has given them direction. Mr. Keller stated the contract for the Mileground construction may be broken into sections so the intersection may be dealt with.

**d.** Mr. Fisher noted that this would be the last meeting for Mr. Spencer and Mr. Bryer. Resolutions were read thanking them for their years of service.

**10. NEXT MEETING:** August 18, 2010

**11. ADJOURNMENT:** The meeting was adjourned at 8:35 pm



82 Hart Field Road Suite 105  
Morgantown, WV 26508  
(304) 291-9571  
[www.planttogether.org](http://www.planttogether.org)

July 27, 2011

Mr. Asel Kennedy, President  
Monongalia County Commission  
High Street  
Morgantown, WV 26501

Mr. Kennedy,

This letter is to reconcile the MPO's finances for the recently completed fiscal year. I have reviewed the MPO's finances to determine the exact application of Monongalia County's and the City of Morgantown's match during the previous fiscal year. The attached table documents the apportionment of the match provided by the City of Morgantown and Monongalia County to the MPO's expenses during Fiscal Year 2010-2012. I am attaching a summary of the MPO's check ledger for your information to document these expenditures.

In regard to reconciling the MPO's expenses for FY 2011-2012, the MPO's ending balance in the Centra Bank Account for June of 2010 was \$21,189.17. There were two outstanding invoices to the WV Division of Highways at the end of June 2010. These invoices were for the months of May and June. There were also miscellaneous expenses and two outstanding invoices from Parsons Brinckerhoff and URS making the MPO's net worth not including local matches for FY 2011 as follows:

\$21,189.17 End of June 2010 Acct. Balance  
\$17,966.24 May 2010 DOH Invoice  
+\$27,301.44 June 2010 DOH Invoice  
\$66,456.85

-\$8057.77 PB TDM Study  
-\$1,442.74 URS Model Validation  
-\$ 334.11 Miscellaneous Expenses paid 7/13/11  
**\$56,622.23**

The MPO's checking account balance at the end of Fiscal Year 2011 was \$29,598.12 with an outstanding invoice for the Month of June to DOH of \$22,524.54 making the MPO's net worth as of July 1st:

\$29,598.12 End of June 2011 Acct. Balance  
+\$22,524.54 June 2011 DOH Invoice  
**\$52,122.66**

The (\$4,499.57) difference in the MPO's net worth between 7/1/10 and 7/1/11 may be explained as follows:

<b>Sustainability Grant Application-MPO Contribution</b>	\$4,188.14
<b>Non-Reimbursable Miscellaneous Expenses</b>	<u>\$ 311.43</u>
Total	\$4,499.57

**Sustainability Grant Application** Jointly funded by the City of Morgantown, Mountain Line and the MPO. This contribution was not eligible for reimbursement by the State and Federal funding sources. Spending these funds was approved by the Policy Board.

**Non-Reimbursable Miscellaneous Expenses** Items in this category include business cards, a \$30 bank fee, and some miscellaneous travel expenses (cell phone charger etc.) This item is not currently a separate item in our accounting but the MPO will document any items of this nature in the future.

Please let me know if this response satisfactorily summarizes our expenditures. I am attaching a printout of the MPO's check ledger for your information to document these expenses.

Sincerely,



J. William B. Austin AICP  
Morgantown Monongalia MPO Director

Attachments

C: Joe Fisher, Chairman Morgantown Monongalia MPO  
Joe Statler, Finance Chairman  
Terrance Moore, City of Morgantown

**Morgantown-Monongalia County MPO  
PL Fund Reimbursable  
Expenditures FY 2011 through 6/30/11**

Element	Description	Total Expenditures	Local Match By Category	State Match By Category	Federal Funds By Category
<b>1000</b>	<b>Administration / Coordination</b>	\$ 117,226.68	\$ 11,722.67	\$ 11,722.67	\$ 93,781.34
1100	Salaries	\$ 87,839.04			
1110	Contracted Services	\$ 10,025.93			
1200	Office Rent	\$ 7,215.00			
1210	Utilities	\$ 3,536.36			
	<i>Phone</i>	\$ 3,060.36			
	<i>Web Hosting</i>	\$ 476.00			
1250	Office Management	\$ 1,482.87			
	<i>Copier</i>	\$ 1,297.20			
	<i>Supplies/Postage</i>	\$ 185.67			
1300	Public Notices/Fees	\$ 540.80			
1400	Travel / Training	\$ 6,586.68			
<b>2000</b>	<b>Analysis / Data Development</b>	\$ 33,343.40	\$ 3,334.34	\$ 3,334.34	\$ 26,674.72
2100	Equipment/Software	\$ 3,235.50			
2150	Subarea Plans	\$ 112.90			
2200	Consulting-Grumbeins Study (Match for \$25k provided by WVU)	\$ 29,995.00			
<b>3000</b>	<b>Transportation Plan Update</b>				
<b>4000</b>	<b>Transit Planning</b>				
44.21.00	Program Support & Administration	\$ 61,758.19	\$ 6,175.82	\$ 6,175.82	\$ 49,406.55
44.23.02	Regional Trans. Plan -TDM Study	\$ 26,677.11			
44.24.00	Short Range Transit Planning	\$ 35,081.08			
<b>5000</b>	<b>TIP Development and Update</b>	\$ 7,202.00	\$ 720.20	\$ 720.20	\$ 5,761.60
	<b>Unified Planning Work Program</b>				
<b>6000</b>	<b>Development</b>	\$ 8,844.35	\$ 884.44	\$ 884.44	\$ 7,075.48
<b>Total Expenditures through 6/30/11</b>		\$ 228,374.62	\$ 22,837.46	\$ 22,837.46	\$ 182,699.70

**Local Match Provided FY 2011**

Monongalia County	\$10,648.00	
City of Morgantown	\$10,648.00	
WVU Grumbeins Study Only	\$2,500.00	\$2,500.00
<b>Total Local Match Provided FY 2011</b>	\$23,796.00	
Percentage used through 6/30/11	96.0%	

Total Expenditures w/out including Grumbeins Island	\$203,374.6
Monongalia County Total Match Used FY 2011-12*	\$10,168.73
City of Morgantown Total Match Used FY 2011-12*	\$10,168.73
Percentage of Local Match Used	95.5%
Local Match Not Used FY 2011	\$ 958.54

Morgantown - Mon County Trans. Planning Org.  
Balance Sheet Detail

As of June 30, 2011

3:18 PM

07/27/2011

Accrual Basis

ASSETS

Balance as of 6/30/10

Type	Date	Memo	Cr.	Split	Amount	Balance
Deposit	07/08/2010			Federal Highway Funds	17,966.24	21,189.17
Bill Pmt -Che	07/13/2010	Centra Bank - Mastercard		Accounts Payable	-18.57	39,155.41
Bill Pmt -Che	07/13/2010	PB Americas, Inc.		Accounts Payable	-8,057.77	39,136.64
Bill Pmt -Che	07/13/2010	URS Corporation		Accounts Payable	-1,442.74	31,079.07
Bill Pmt -Che	07/13/2010	Morgantown Municipal Airport		Accounts Payable	-650.00	29,636.33
Bill Pmt -Che	07/13/2010	Digital Connections		Accounts Payable	-150.54	28,835.79
Bill Pmt -Che	07/13/2010	J. William B. Austin		Accounts Payable	-165.00	28,670.79
Bill Pmt -Che	07/20/2010	Donna J. Kisner		Accounts Payable	-240.00	28,430.79
Bill Pmt -Che	07/20/2010	Centra Bank - Mastercard		Accounts Payable	-92.75	28,338.04
Bill Pmt -Che	07/20/2010	Caliper Corporation		Accounts Payable	-950.00	27,343.04
Bill Pmt -Che	07/27/2010	Morgantown Municipal Airport		Accounts Payable	-550.00	26,693.04
Bill Pmt -Che	07/27/2010	Sprint		Accounts Payable	-56.82	26,636.22
Bill Pmt -Che	07/27/2010	Monongalia County		Accounts Payable	-8,698.88	17,937.34
Deposit	08/09/2010			Federal Highway Funds	27,301.44	45,238.78
Bill Pmt -Che	08/12/2010	WVNET		Accounts Payable	-35.95	45,202.83
Bill Pmt -Che	08/12/2010	Digital Connections		Accounts Payable	-154.32	45,048.51
Bill Pmt -Che	08/12/2010	Centra Bank - Mastercard		Accounts Payable	-41.56	44,506.95
Bill Pmt -Che	08/12/2010	WV Board of Risk & Insurance / Liability Insurance		Accounts Payable	-500.00	44,006.95
Bill Pmt -Che	08/12/2010	J. William B. Austin		Accounts Payable	-365.00	44,141.95
Bill Pmt -Che	08/24/2010	Monongalia County		Accounts Payable	-9,242.33	34,899.62
Bill Pmt -Che	08/24/2010	Sprint		Accounts Payable	-54.31	34,845.31
Bill Pmt -Che	08/24/2010	WVNET		Accounts Payable	-35.95	34,809.36
Deposit	09/15/2010			Federal Highway Funds	9,967.93	44,797.29
Bill Pmt -Che	09/15/2010	Centra Bank - Mastercard		Accounts Payable	-44.00	44,753.29
Bill Pmt -Che	09/15/2010	Digital Connections		Accounts Payable	-155.07	44,598.22
Bill Pmt -Che	09/15/2010	Morgantown Municipal Airport		Accounts Payable	-650.00	43,948.22
Bill Pmt -Che	09/15/2010	PB Americas, Inc.		Accounts Payable	-13,477.57	30,470.65
Bill Pmt -Che	09/15/2010	J. William B. Austin		Accounts Payable	-353.00	30,117.65
Bill Pmt -Che	10/01/2010	Morgantown Municipal Airport		Accounts Payable	-650.00	29,467.65
Bill Pmt -Che	10/01/2010	Sheriff of Monongalia County		Accounts Payable	-9,032.07	20,435.58
Bill Pmt -Che	10/01/2010	Sprint		Accounts Payable	-57.42	20,378.16
Bill Pmt -Che	10/01/2010	WVNET		Accounts Payable	-35.95	20,342.21
Deposit	10/05/2010			Local Gov't Membership Dues (I)	4,188.14	24,530.35
Deposit	10/07/2010			Local Gov't Membership Dues (I)	10,648.00	35,178.35
Deposit	10/14/2010			SPLIT-	14,836.14	50,014.49
Deposit	10/14/2010			Accounts Payable	-151.38	49,863.11
Bill Pmt -Che	10/14/2010	Digital Connections		Accounts Payable	-72.67	49,790.44
Bill Pmt -Che	10/14/2010	Dominion Post		Accounts Payable	-10,123.25	39,667.19
Bill Pmt -Che	10/14/2010	PB Americas, Inc.		Accounts Payable	-12,564.42	27,102.77
Bill Pmt -Che	10/14/2010	URS Corporation		Accounts Payable	-35.95	27,066.82
Payment	10/18/2010	August Reimbursement-Sept. st		Accounts Receivable	9,383.98	36,450.80
Bill Pmt -Che	10/24/2010	PL Funds Reimbursemt		Accounts Receivable	22,009.59	58,460.39
Bill Pmt -Che	10/25/2010	Centra Bank - Mastercard		Accounts Payable	-1,116.45	57,343.94
Bill Pmt -Che	10/25/2010	Dominion Post		Accounts Payable	-70.98	57,272.96
Bill Pmt -Che	10/25/2010	Monongalia County		Accounts Payable	-9,032.07	48,240.89
Bill Pmt -Che	10/25/2010	PB Americas, Inc.		Accounts Payable	-18,399.22	29,841.67
Bill Pmt -Che	10/25/2010	Digital Connections		Accounts Payable	-153.34	29,688.33
Bill Pmt -Che	10/25/2010	Flanerty, Sensabaugh, Bonasso MPO Document Review		Accounts Payable	-1,517.00	28,171.33
Bill Pmt -Che	11/08/2010	Morgantown Municipal Airport		Accounts Payable	-650.00	27,521.33
Bill Pmt -Che	11/08/2010	Sprint		Accounts Payable	-38.75	27,482.58
Bill Pmt -Che	11/08/2010	WV Board of Risk & Insurance / Quarterly Ins. Payment		Accounts Payable	-500.00	26,982.58
Payment	11/22/2010	APA Dues JWBA		Accounts Receivable	35,365.08	62,289.66
Bill Pmt -Che	11/22/2010	American Planning Association		Accounts Payable	-435.00	61,854.66
Bill Pmt -Che	11/22/2010	J. William B. Austin		Accounts Payable	-213.18	61,650.48
Bill Pmt -Che	11/22/2010	Monongalia County		Accounts Payable	-9,032.07	52,618.41
Bill Pmt -Che	11/22/2010	Morgantown Municipal Airport		Accounts Payable	-650.00	51,968.41
Bill Pmt -Che	11/22/2010	WVNET		Accounts Payable	-35.95	51,932.46
Bill Pmt -Che	11/30/2010	Centra Bank - Mastercard		Accounts Payable	-785.80	51,146.66
Bill Pmt -Che	11/30/2010	Dominion Post		Accounts Payable	-229.84	50,916.82
Bill Pmt -Che	11/30/2010	Sprint		Accounts Payable	-43.37	50,853.45
Deposit	12/28/2010	12/2 TIP Amend Ad.		Travel (Travel)	1,441.80	51,295.25
Bill Pmt -Che	12/28/2010	Association of Metropolitan Planning Org		Accounts Payable	-369.58	51,925.67
Bill Pmt -Che	12/28/2010	Centra Bank - Mastercard		Accounts Payable	-1,762.89	50,162.78
Bill Pmt -Che	12/28/2010	Digital Connections		Accounts Payable	-146.88	50,015.90
Bill Pmt -Che	12/28/2010	Sheriff of Monongalia County		Accounts Payable	-9,032.07	40,983.83
Bill Pmt -Che	12/28/2010	WVNET		Accounts Payable	-35.95	40,947.88
Bill Pmt -Che	12/28/2010	Sprint		Accounts Payable	-58.37	40,889.51
Deposit	12/30/2010			Federal Highway Funds	11,908.71	52,798.22



Type	Date	Name	Memo	Cr	Spill	Amount	Balance
Check	01/10/2011	Danielle Williams	12/13/10-1/7/11	✓	Contract Labor (Contract Labor)	-870.00	51,928.22
Check	01/10/2011	Digital Connections		✓	Telephone (Telephone)	-295.96	51,632.26
Check	01/10/2011	Literati Information Technology, Setup D Williams laptop		✓	Computer Software	-100.00	50,532.26
Check	01/10/2011	Public Employees Insurance Agency		✓	Employee Health Insurance and	-935.87	50,596.39
Check	01/10/2011	J. William B. Austin	Includes FICA and other Benefits	✓	Salaries	-48,546.90	48,546.90
Payment	01/25/2011	PL Funds Reimbursement		✓	Accounts Receivable	10,219.19	58,766.09
Check	01/25/2011	WVNET		✓	Web Hosting	-35.95	58,730.14
Check	01/25/2011	Dominion Post		✓	Public Notices	-121.66	58,608.46
Check	01/25/2011	Centra Bank - Mastercard		✓	-SPLIT-	-563.21	58,045.25
Check	01/25/2011	Morgantown Municipal Airport		✓	Rent (Rent)	-57,395.25	57,395.25
Check	01/25/2011			✓	Salaries	57,395.25	57,395.25
Check	01/28/2011	WV Dept of Tax and Revenue		✓	Salaries	-271.00	57,124.25
Check	01/28/2011	Danielle Williams		✓	Contract Labor (Contract Labor)	-570.00	56,554.25
Check	01/28/2011	J. William B. Austin	Salaries Taxes and SSN etc.	✓	Salaries	-2,107.43	54,446.82
Check	02/07/2011	J. William B. Austin		✓	Uncategorized Expenses	-1,316.57	53,130.25
Check	02/15/2011	J. William B. Austin		✓	Salaries	-2,107.43	51,022.82
Check	02/15/2011	Brickstreet Mutual Insurance Company		✓	Salaries	-513.00	50,509.82
Check	02/15/2011	Danielle Williams		✓	Contract Labor (Contract Labor)	-900.00	49,609.82
Check	02/15/2011	Digital Connections		✓	Telephone (Telephone)	-4.66	49,605.16
Check	02/15/2011	Sheriff of Monongalia County		✓	Computer Software	-5,000.00	44,605.16
Check	02/15/2011	PB Americas, Inc.		✓	Professional Fees (Professional	-3,544.11	41,061.05
Check	02/15/2011	Public Employees Insurance Agency		✓	Employee Health Insurance and	-873.87	40,187.18
Check	02/15/2011	Service Plus		✓	Uncategorized Expenses	-100.00	40,087.18
Check	02/15/2011	WV Board of Risk & Insurance Management		✓	-SPLIT-	-500.00	39,587.18
Check	02/15/2011	WVNET		✓	Web Hosting	-35.95	39,551.23
Check	02/15/2011	Donna J. Kiser		✓	Contract Labor (Contract Labor)	-240.00	39,311.23
Check	02/15/2011	West Virginia University Parking		✓	Uncategorized Expenses	-54.00	39,257.23
Check	02/25/2011	Internal Revenue Service		✓	Salaries	-664.62	38,592.71
Check	02/25/2011	Centra Bank - Mastercard		✓	-SPLIT-	-182.16	38,410.55
Check	02/25/2011	Danielle Williams		✓	-SPLIT-	-10.68	38,399.87
Check	02/25/2011	Fringe Benefits Management Company		✓	-SPLIT-	-281.60	38,118.27
Check	02/25/2011	Fringe Benefits Management Company		✓	-SPLIT-	-281.60	37,836.67
Check	02/25/2011	Morgantown Municipal Airport		✓	Rent (Rent)	-1,300.00	36,536.67
Check	02/25/2011	Dominion Post WV Newspaper Publishing		✓	Public Notices	-50.70	36,485.97
Check	02/25/2011	Danielle Williams		✓	Contract Labor (Contract Labor)	-540.00	35,945.97
Check	02/25/2011	WV Dept of Tax and Revenue		✓	Salaries	-278.00	35,667.97
Check	02/25/2011	J. William B. Austin		✓	Salaries	-2,090.55	33,577.42
Check	02/25/2011	Internal Revenue Service		✓	Salaries	-664.52	32,912.90
Payment	03/08/2011	PL Funds Reimbursement		✓	Accounts Receivable	11,851.25	44,764.15
Check	03/14/2011	Digital Connections		✓	Internet	-148.55	44,615.60
Check	03/14/2011	Fringe Benefits Management Company		✓	-SPLIT-	-281.60	44,334.00
Check	03/14/2011	VOID		✓	Uncategorized Expenses	0.00	44,334.00
Check	03/14/2011	PB Americas, Inc.		✓	Professional Fees (Professional	-664.94	43,669.06
Check	03/14/2011	Public Employees Insurance Agency		✓	Employee Health Insurance and	-873.87	42,795.19
Check	03/14/2011	Service Plus		✓	Uncategorized Expenses	-100.00	42,695.19
Check	03/14/2011	Service Plus		✓	Web Hosting	-103.96	42,591.23
Check	03/14/2011	WVNET		✓	Contract Labor (Contract Labor)	-42,555.28	42,555.28
Check	03/14/2011	Danielle Williams		✓	Web Hosting	-3.50	42,551.78
Check	03/14/2011	J. William B. Austin		✓	Travel (Travel)	-165.00	42,386.78
Check	03/14/2011	Danielle Williams		✓	Salaries	-853.78	41,533.00
Check	03/14/2011	J. William B. Austin		✓	Salaries	-2,103.96	39,429.04
Check	03/14/2011	Internal Revenue Service		✓	Salaries	-955.35	38,473.69
Check	03/15/2011	PL Funds Reimbursement		✓	Accounts Receivable	18,348.67	56,822.36
Check	03/28/2011	Centra Bank - Mastercard		✓	-SPLIT-	-646.26	56,176.10
Check	03/28/2011	Danielle Williams		✓	-SPLIT-	-34.57	56,141.53
Check	03/28/2011	Flanerty, Sensabaugh, Bonasso		✓	Legal Fees (Legal Fees)	-408.00	55,733.53
Check	03/28/2011	Morgantown Municipal Airport		✓	Rent (Rent)	-675.00	55,058.53
Check	03/28/2011	WVU Facilities Management	Includes \$25 Conf. Room Rental	✓	Consulting (Consulting Expense	-12,480.00	42,578.53
Check	03/30/2011	Danielle Williams	Grumbain Island Feasibility Stuc	✓	Salaries	-2,103.96	40,474.57
Check	03/30/2011	Internal Revenue Service		✓	Salaries	-939.94	39,534.63
Check	03/30/2011	WV Dept of Tax and Revenue		✓	Salaries	-989.01	38,545.62
Check	04/13/2011	Blackwood Design Group LLC.		✓	Salaries	-377.00	38,168.62
Check	04/13/2011	Danielle Williams		✓	Web Hosting	-137.80	38,030.82
Check	04/13/2011	Digital Connections		✓	Travel (Travel)	-323.25	37,707.57
Check	04/13/2011	Literati Information Technology, LLC		✓	Telephone (Telephone)	-190.24	37,517.33
Check	04/13/2011	Public Employees Insurance Agency		✓	Computer Repairs (Computer Rt	-26.50	37,530.83
Check	04/13/2011	Sprint		✓	Employee Health Insurance and	-1,249.93	36,280.90
Check	04/13/2011	WVNET		✓	Telephone (Telephone)	-355.61	35,925.09
Check	04/13/2011	WV Newspaper Publishing Co.		✓	Web Hosting	-35.95	35,889.14
Check	04/13/2011	J. William B. Austin		✓	Public Notices	-33.80	35,855.34
Check	04/13/2011			✓	Salaries	-2,103.96	33,751.38

Type	Date	Name	Memo	Cl	Spk	Amount	Balance
Check	04/13/2011	Danielle Williams		✓	Salaries	-840.91	32,910.47
Check	04/13/2011	Internal Revenue Service		✓	Salaries	-951.10	31,959.37
Payment	04/25/2011	PL Funds Reimbursement	March Invoice	✓	Accounts Receivable	21,801.74	53,761.11
Check	04/25/2011	Centra Bank - Mastercard		✓	Office Supplies (Office Supplies)	-823.91	52,937.20
Check	04/25/2011	Morgantown Municipal Airport		✓	Rent (Rent)	-670.00	52,267.20
Check	04/26/2011	Bureau of Employment Program VOID:		✓	Salaries	0.00	52,267.20
Check	04/29/2011	Internal Revenue Service		✓	Salaries	-989.01	51,278.19
Check	04/29/2011	WV Dept of Tax and Revenue		✓	Salaries	-376.00	50,902.19
Check	04/29/2011	J. William B. Austin		✓	Salaries	-2,103.96	48,798.23
Check	04/29/2011	Danielle Williams		✓	Salaries	-939.94	47,858.29
Check	05/13/2011	Digital Connections		✓	Telephone (Telephone)	-151.66	47,706.63
Check	05/13/2011	Public Employees Insurance Agency		✓	Employee Health Insurance and	-1,199.93	46,506.70
Check	05/13/2011	Service Plus		✓	Accounting (Accounting Fees)	-241.58	46,265.12
Check	05/13/2011	Tesd Associates		✓	Accounting (Accounting Fees)	-3,500.00	42,765.12
Check	05/13/2011	WVNET		✓	Web Hosting	-35.95	42,729.17
Check	05/13/2011	WV State Auditor		✓	Accounting (Accounting Fees)	-280.00	42,449.17
Check	05/13/2011	Internal Revenue Service		✓	Salaries	-989.01	41,460.16
Check	05/13/2011	J. William B. Austin		✓	Salaries	-2,103.96	39,356.20
Check	05/13/2011	Danielle Williams		✓	Salaries	-939.94	38,416.26
Check	05/20/2011	ICMA, Retirement Corp		✓	Retirement Account	-6,017.78	32,398.48
Check	05/26/2011	Centra Bank - Mastercard		✓	Travel (Travel)	-796.04	31,602.44
Check	05/26/2011	Danielle Williams		✓	Travel (Travel)	-72.19	31,530.25
Check	05/26/2011	Flanery, Sensabaugh, Bonasso		✓	Legal Fees (Legal Fees)	-185.25	31,345.00
Check	05/26/2011	Fringe Benefits Management Company		✓	-SPLIT-	-560.80	30,784.20
Check	05/26/2011	Fringe Benefits Management Company		✓	-SPLIT-	-421.20	30,363.00
Check	05/26/2011	J. William B. Austin		✓	Travel (Travel)	-239.00	30,124.00
Check	05/26/2011	Morgantown Municipal Airport		✓	Rent (Rent)	-670.00	29,454.00
Check	05/26/2011	PB Americas, Inc.		✓	Professional Fees (Professional	-102.30	29,351.70
Check	05/26/2011	WV Newspaper Publishing Co.		✓	Public Notices	-84.64	29,267.06
Check	05/26/2011	J. William B. Austin		✓	Salaries	-1,985.96	27,281.10
Check	05/26/2011	Danielle Williams		✓	Salaries	-944.99	26,336.12
Check	05/26/2011	Federal Taxes		✓	Salaries	-987.02	25,359.10
Check	05/26/2011	ICMA, Retirement Corp		✓	Retirement Account	-1,054.40	24,304.70
Check	05/27/2011	WV Dept of Tax and Revenue		✓	Salaries	-374.00	23,930.70
Check	05/27/2011	PL Funds Reimbursement		✓	Accounts Receivable	13,344.72	37,275.42
Check	05/31/2011	Retiree Health Benefit Trust Fund		✓	Employee Health Insurance and	-1,127.00	36,148.42
Payment	06/01/2011	PL Funds Reimbursement		✓	Accounts Receivable	19,779.96	55,928.38
Check	06/14/2011	Danielle Williams		✓	Travel (Travel)	-330.75	55,597.63
Check	06/14/2011	Digital Connections		✓	Telephone (Telephone)	-152.60	55,445.03
Check	06/14/2011	Fringe Benefits Management Company		✓	Salaries	-421.20	55,023.83
Check	06/14/2011	VOID		✓	Salaries	0.00	55,023.83
Check	06/14/2011	WV Board of Risk & Insurance Management		✓	Legal Fees (Legal Fees)	-930.00	54,093.83
Check	06/14/2011	WVNET		✓	Web Hosting	-35.95	54,057.88
Check	06/14/2011	WV Newspaper Publishing Co.		✓	Public Notices	-96.33	53,961.55
Check	06/14/2011	WVU Facilities Management		✓	Consulting (Consulting Expense	-7,520.00	46,441.55
Check	06/14/2011	Public Employees Insurance Agency		✓	Employee Health Insurance and	-1,199.93	45,241.62
Check	06/14/2011	Retiree Health Benefit Trust Fund		✓	Payroll Liabilities	-322.00	44,041.62
Check	06/14/2011	Service Plus		✓	Accounting (Accounting Fees)	-102.84	44,816.78
Check	06/14/2011	J. William B. Austin		✓	Salaries	-944.99	42,830.82
Check	06/14/2011	Danielle Williams		✓	Salaries	-967.01	41,865.83
Check	06/14/2011	Federal Taxes		✓	Salaries	0.00	40,918.82
Check	06/14/2011	VOID		✓	Miscellaneous (Miscellaneous)	-1,054.40	39,864.42
Check	06/27/2011	ICMA, Retirement Corp	360.59 emp 693.62 MPO	✓	Retirement Account	-364.00	39,500.42
Check	06/27/2011	WV Dept of Tax and Revenue		✓	Salaries	-304.69	39,195.73
Check	06/27/2011	Centra Bank - Mastercard	Split	✓	-SPLIT-	-380.26	38,805.47
Check	06/27/2011	Danielle Williams		✓	Telephone (Telephone)	-483.75	38,321.72
Check	06/27/2011	Euclid Telecom, INC.		✓	Telephone (Telephone)	-165.00	38,156.72
Check	06/27/2011	J. William B. Austin	Meeting with Senator Beach	✓	Travel (Travel)	-4,060.00	34,096.72
Check	06/27/2011	Southern Traffic Services	MPO Traffic Counts	✓	Consulting (Consulting Expense	-75.65	34,021.07
Check	06/27/2011	Sprint		✓	Telephone (Telephone)	-525.00	33,496.07
Check	06/27/2011	WV Geographic Association	GIS Training for Danielle	✓	Travel (Travel)	-967.00	32,529.07
Check	06/27/2011	Federal Taxes		✓	Salaries	-1,985.96	30,543.11
Check	06/27/2011	J. William B. Austin		✓	Salaries	-944.99	29,598.12
Check	06/27/2011	Danielle Williams		✓	Salaries	-23,958.12	22,624.54

Balance as of 6/30/11

Accts. Receivable Outstanding Invoice to WV DOH