



243 High Street Room 110  
Morgantown, WV 26505  
(304) 291-9571  
[www.plantgether.org](http://www.plantgether.org)

### Agenda

MPO Policy Board Meeting  
Council Chambers  
Morgantown City Hall  
389 Spruce Street  
Morgantown WV  
January 19, 2016  
6:00 PM

1. Call to Order
2. Executive Session per WV 6-9A-4-2a Personnel matters
3. Election of Officers
4. Public Comment
5. Reports
  - a. Citizens Advisory Committee
  - b. Finance Committee
  - c. Executive Director
6. Resolution for Upper Monongahela River Association
7. Resolution Recognizing Eldon Callen
8. Draft 2017 Unified Planning Work Program
9. I-79 Access Study Update
10. Other Business
11. Meeting Adjournment



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### Memorandum

**Date:** January 12, 2017

**To:** Board Members

**From:** Bill Austin, AICP

**Subject:** January 19, 2017 Policy Board Meeting Agenda Items

This memorandum is to inform you of action items to be discussed as part of the January 19<sup>th</sup> Policy Board Meeting.

**-Resolution for the Upper Monongahela River Association-**The MPO has established an ad hoc Freight Committee as part of the Transportation Plan Update process. The Committee's first meeting was January 11<sup>th</sup>. In attendance at the meeting were Ed Boyle, John Laurita, and Barry Pally (by phone) representing the Upper Monongahela River Association. Other members of the Committee who have agreed to serve on the Committee but were unable to attend the meeting are Bob Henn and Roger Nuzum.

At the meeting Mr. Pally stated that just a short while before the meeting there had been a meeting with the US Army Corp of Engineers and parties including the Allegheny River Development Corp., and the Port of Pittsburgh who are interested in freight movement along the Monongahela River. He stated that the Corp. is performing a study of the operations of the locks along the Monongahela that could end in the closure of the locks. He noted that he is working with West Virginia's federal legislators to ensure that the locks stay open. He noted that a decision on this issue could be made quickly. He requested that the Committee consider recommending a resolution requesting the Corp to maintain or increase staffing of the West Virginia locks on the Monongahela to be passed on to the Corp of Engineers. The ad hoc Freight Committee and the Citizens Advisory Committee unanimously recommended that the Policy Board approve the Resolution supporting the continued operation of the locks along the Monongahela enclosed in the Agenda Packet. This issue was not brought forward in time for consideration by the TTAC.

**-Draft Unified Planning Work Program (UPWP)-**Please find enclosed with the agenda the draft 2017-2018 Unified Planning Work Program (UPWP). This is an opportunity to

comment on the draft UPWP it will be brought to the Policy Board for adoption in March. There are no studies to be performed by outside consultants proposed in the draft UPWP. In addition to the normal work program including the annual traffic counts, TIP processing, and other administrative tasks, Staff is proposing to perform two studies during the upcoming year.

It is anticipated that the first study to be performed next fiscal year will be an update of the Pedestrian Plan prepared by the Morgantown Pedestrian Board in 2010. The updated plan will include updating the facility inventory, ensuring community and businesses connectivity needs are addressed, validation of the goals and objectives of the original plan and reprioritizing new and existing projects based on the revised inventory and projects that have been accomplished since the initial development of the plan. This work will entail a considerable public involvement element as well as utilization of interns to update the facility inventory. This work was requested by the Pedestrian Board.

The second project proposed will be the preparation of an operational plan for the Beechurst Avenue corridor from 8<sup>th</sup> Street to the Waterfront development. The purpose of this planning effort is to develop a preliminary plan for the improvements to the corridor funded for FY 2021 in the current Transportation Improvement Program. This Plan will be handed over to WVDOH for the Engineering phase of the project scheduled for 2019. Work to be performed for this plan includes a physical inventory of the corridor, tube counts and turning movement counts by interns, preparation of a Syncro model of the corridor and public involvement. Staff may be able to partner with WVU Faculty to have even more sophisticated modeling performed as part of this Study. Discussions are ongoing.

As presented the budget includes a 2% cost of living increase for the Executive Director. It also includes a 2% cost of living increase and a 2% merit increase for the MPO's Planner 2. The merit increase will complete the process of bringing his compensation in line with appropriate recognition for his certification achievements.



**Resolution**  
of the  
**Morgantown Monongalia  
Metropolitan Planning Organization**

*Whereas, **Eldon Callen**, has shown great dedication and interest in  
improving transportation in the  
City of Morgantown and Monongalia County; and,*

*Whereas, **Mr. Callen's** dedication and leadership has provided this Board  
with insight into the wishes of the public on how best to  
improve transportation for all residents of the area; and,*

*Whereas, **Mr. Callen** is now leaving the  
Morgantown Monongalia Metropolitan Planning Organization Policy Board;*

*Be it hereby resolved that*

***Mr. Eldon A. Callen***

*is recognized for devotion and dedication to improving  
transportation for all citizens of Morgantown and Monongalia County.*

*Resolved this 19<sup>th</sup> day of January 2017.*

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*Chairman*

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*J. William B. Austin, Secretary*

Morgantown - Mon County Trans. Planning Org.  
 Checking Account  
 As of December 31, 2016

9:24 AM  
 01/10/2017

Accrual Basis

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Centra-Checking (voucher checks)							<b>9,763.65</b>
Deposit	12/05/2016		WVDOH	Deposit October Reimbursement	√	15,403.86	25,167.51
Check	12/15/2016	941	IRS	Electronic Transfer	√	-1,259.97	23,907.54
Check	12/15/2016	5500	Jing Zhang	Electronic Transfer	√	-1,407.25	22,500.29
Check	12/15/2016	5501	ICMA. Retirement Corp		√	-1,606.05	20,894.24
Check	12/15/2016	5499	J. William B. Austin	Electronic Transfer	√	-1,993.34	18,900.90
Check	12/15/2016	8850	Caliper Corporation		√	-1,200.00	17,700.90
Check	12/15/2016	8852	J. William B. Austin	Travel to Charleston and Parkersburg	√	-272.00	17,428.90
Check	12/15/2016	8851	Dominion Post		√	-477.76	16,951.14
Check	12/15/2016	8854	Public Employees Insurance Agency		√	-2,059.06	14,892.08
Deposit	12/27/2016		Comcast	Refund for October end of serv.	√	82.96	14,975.04
Check	12/28/2016	8855	Brickstreet Mutual Insurance Company			-246.00	14,729.04
Check	12/28/2016	8856	Centra Bank - Mastercard	Online Survey for Trans Plan Update		-26.00	14,703.04
Check	12/28/2016	8857	Fringe Benefits Management Company			-282.36	14,420.68
Check	12/28/2016	8858	Service Plus	November and December 2016		-218.56	14,202.12
Check	12/30/2016	941	IRS	Electronic Transfer		-1,259.97	12,942.15
Check	12/30/2016	5502	J. William B. Austin	Electronic Transfer	√	-1,933.33	11,008.82
Check	12/30/2016	5503	Jing Zhang	Electronic Transfer	√	-1,407.26	9,601.56
Check	12/30/2016	5504	ICMA. Retirement Corp			-1,606.05	7,995.51
Check	12/30/2016	123016	WV Dept of Tax and Revenue	Electronic Transfer		-452.00	<u>7,543.51</u>
Total Centra-Checking (voucher checks)							<u>7,543.51</u>

TOTAL

# UNIFIED PLANNING WORK PROGRAM

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*DRAFT FISCAL YEAR 2017 – 2018*



MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION

Adopted:

Amended:

Monongalia County Courthouse  
243 High Street Room 110  
Morgantown, WV 26505  
(304) 291-9571 phone  
(304) 291-9573 fax

## INTRODUCTION

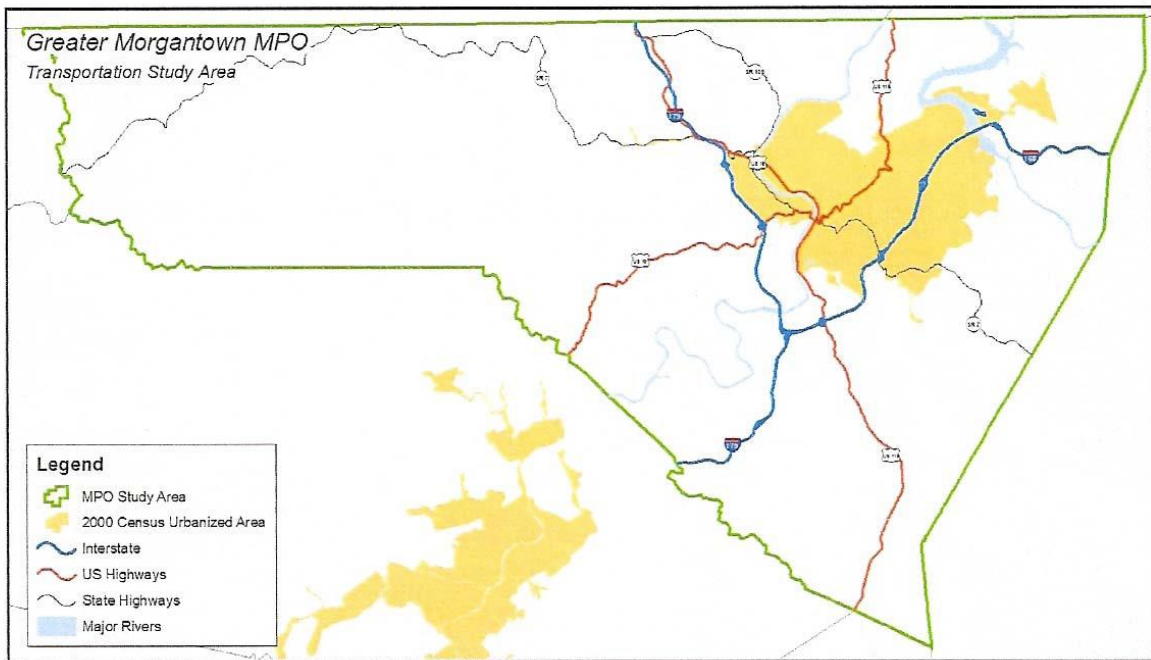
In accordance with Federal Regulations this document outlines the budget for the Morgantown Monongalia MPO. It provides information about the work the MPO has performed in the previous fiscal year as well as identifying the work to be performed in the upcoming year. Finally, the UPWP summarizes the funding that will be used to accomplish that work.

## STUDY AREA

The Morgantown Monongalia MPO covers Monongalia County including the municipalities of Blacksville, Granville, Morgantown, Star City, and Westover.

The MPO's Policy Board may include representatives from:

1. Monongalia County (pays one half of any local match requirements) - three county commissioners
2. City of Morgantown (pays one half of any local match requirements) - three council members
3. City of Westover — one elected representative
4. Town of Star City — one elected representative
5. Town of Granville — one elected representative
6. Town of Blacksville — one elected representative
7. Mountain Line Transit Authority — one representative
8. Monongalia County Board of Education — one representative
9. West Virginia University — one representative
10. West Virginia Department of Transportation — MPO liaison



Prepared By: Morgantown MPO, 02/16/2005 Source: US Census Bureau

## Accomplishments

During Fiscal Year 2016-2017 the Morgantown Monongalia MPO staff worked with the West Virginia Department of Transportation and the area's local governments to improve transportation in the area. The MPO's efforts were focused on the implementation of the area's 2040 Long Range Transportation Plan and defining the projects identified in that Plan. Please find below a short description of these activities.

The primary work undertaken during FY 2016-2017 was the update of the MPO's 2040 Long Range Transportation Plan. The Plan update was accomplished in tandem with the I-79 Access Study which developed the largest single project added to the revised transportation plan. Staff efforts involved in the Update included three steering committee meetings held jointly with the MPO's regular committee meetings. Three dedicated public outreach meetings as well as presentations about the plan update at the outreach meetings for the I-79 Access Study. Staff conducted a poll which received responses from over 700 members of the public. Technical work concluded for the Transportation Plan Update included a reevaluation of the area's disadvantaged population demographics, an update of the area's transportation model performed as part of the I-79 Access Study, and an update of the Plan's project list to reflect projects that have been constructed or funded and an update of the MPO's Project Priority List.

In addition to updating the Transportation Plan, MPO staff oversaw the completion of two major studies conducted by consultants and a major project conducted by MPO Staff. The consultant projects were begun in the previous fiscal year. Below is a summary of those projects.

The first study completed was a "complete streets" study for University Avenue from Beechurst Avenue to WV 705. The rapid development along the corridor and the Sunnyside Up! TIF District made this corridor a high priority for WVU and the City of Morgantown. The MPO Policy Board adopted the Study in October of 2016. The City of Morgantown used the Study to develop a TIGER Grant application for its implementation.

The second study completed under the direction of MPO Staff was the I-79 Access Study. This study was recommended in the 2012 Long Range Transportation Plan. Work performed for the study included several public and steering committee meetings, enhancement of the MPO's regional travel demand model utilizing mobile phone data and adding a time of day component to the model. The Study ultimately recommended a primary alternative for Project 6 in the MPO's 2013 Long Range Transportation Plan. This recommendation is to be adopted by the MPO's Policy Board along with the updated transportation plan at the March 2017 Policy Board meeting.

MPO Staff developed a pedestrian plan for the City of Westover and Town of Granville. This Project is in accord with the Long Range Transportation Plan's recommendation that the MPO develop a regional pedestrian plan. This Project incorporates improved connectivity with neighboring communities including Granville and unincorporated portions of Monongalia County as well as look at improving access to the current connection with the City of Morgantown, the Pleasant Street Bridge. This effort took a comprehensive approach to pedestrian planning building on work performed by the Morgantown



Pedestrian Board amended to fit the unique situations of Westover and Granville. Work performed included the collection of pedestrian counts at selected locations, GIS mapping to accurately locate existing facilities and “missing links”. Staff will also performed a field review of the area under consideration to identify physical deficiencies. This planning effort also included significant public outreach including the establishment of a webpage and several public meetings. The ultimate product of this effort was a coordinated pedestrian plans for Westover and Granville.

In addition to special project work MPO staff performs several duties to maintain traffic related databases these databases include an annual traffic count program and an accident database. The 2016 traffic counts were taken in April. The accident database is periodically updated.

The MPO has been working to implement Transportation Demand Management programs in coordination with several large employers including WVU, Monongalia General Hospital, NETL, Mylan Pharmaceuticals and WVU Health Services. During FY 2014-2015 MPO staff working with Mountain Lines Mobility Coordinator instituted a coordinated advertising campaign and a redefined incentive package for new van pools. The momentum from this effort continued in the FY 2015-2016 when as of this writing two van pools are participating in the van pool program with a third van pool having exhausted its eligibility to receive funding from the MPO’s grant.

During FY 2015-16 MPO Staff also assisted Monongalia County, Star City and the City of Morgantown in evaluating the impact of ongoing development on the transportation network as new development is proposed. MPO Staff also performed an operational evaluation of the portion of Beechurst Avenue in the vicinity of Campus Drive. This evaluation was provided to WVU and WVDOH for use in considering a potential reconfiguration of the subject road during a resurfacing project. MPO staff hopes to provide more of this type of assistance in the future.

MPO Staff continued work begun in 2013-2014 with the other MPO’s across the State to develop an MPO Association to share best practices in transportation planning and to enhance coordination with WVDOT. It is anticipated to continue into FY 2017-2018.

As a part of the MPO’s ongoing process the MPO considered numerous TIP Amendments which were considered in depth by the MPO’s committees. MPO Staff also performed other normal administrative functions including financial management, staff technical support to the Pedestrian and Bicycle Board’s, and other similar tasks.

## FOCUS FOR FISCAL YEAR 2017-2018

### Local initiatives:

Major initiatives to be under taken this year include:

MPO Staff will work to update the pedestrian plan created by the Morgantown Pedestrian Board in 2010. This Project is in accord with the Long Range Transportation Plan's recommendation that the MPO develop a regional pedestrian plan. This Project will incorporate improved connectivity with neighboring communities including Granville and Westover by incorporating the Pedestrian Plans developed for those municipalities in the 2015-16 UPWP. The update will also include contiguous unincorporated portions of Monongalia County. This effort will take a comprehensive approach to pedestrian planning building on work performed by the Morgantown Pedestrian Board. Work to be performed will include the collection of pedestrian counts at selected locations, GIS mapping to accurately locate existing facilities and "missing links". Staff will also perform field review of the area under consideration to identify physical deficiencies. This planning effort will also require significant public outreach including the establishment of a webpage and several public meetings. The ultimate product of this effort will be coordinated pedestrian plans for the majority of the urban area. It is anticipated that this work will occur in the winter and spring of 2018.

MPO Staff will also perform a traffic operations study of the Beechurst Avenue corridor. The purpose of this study is to develop a plan for implementation of the Beechurst Spot Improvements Project programmed by WVDOH for Engineering in 2019 and construction in 2021. Staff will develop a basic Syncro model network to identify how the corridor currently operates and to more clearly identify bottlenecks that can be addressed in the upcoming project. Work to be performed in the study will include detailed turning movement counts, identification of geometric deficiencies and opportunities for multi-modal enhancements. Staff will also coordinate with the City of Morgantown on developing a plan that is appropriate for the adjacent land use. This work will include coordination with Mountain Line to develop opportunities for transit service. There will also be significant public involvement for this project.

MPO Staff will also continue work to develop potential local funding sources to implement the LRTP. Staff has been working with a committee from the LRTP Update effort and the Chamber of Commerce as well elected representatives to address this issue.

### Other tasks:

The MPO will continue to update the annual traffic count database with counts taken for the MPO as well as counts taken by other local agencies. The first counts for this database were taken in April of 2011 and April 2012. This database provides the MPO with base data, which may be used to project the future growth of traffic, as well as, to provide decision makers with complete information about the existing conditions in the area. This data will continue to be available to the public at large for use in developing business plans and other marketing efforts and to the area's municipalities so they may evaluate the impact of proposed new development in the area. The traffic counts will be of use to the

MPO in assessing the Long Range Transportation Plans model as well as in identifying area's where operational improvements to the road network may be needed. The information will also be useful to the Division of Highways when planning operational improvements to the area's transportation facilities. This data will be supplemented with data from the MPO's traffic accident data base which will also be updated during FY 2017-2018.

MPO Staff will continue ongoing administrative functions including scheduling and staff meetings, preparation of minutes and other arrangements for the MPO's standing committee meetings. Staff will continue preparation of Transportation Improvement Program amendments, preparation of the budget, performance of human resource functions and intergovernmental relations and public involvement activities. Staff will also continue to provide technical assistance to area municipalities as well as the Bike Board and the Pedestrian Board. Staff will also review the MPO's Public Involvement Policy to determine the need for an update to its provisions.

## BUDGET ITEMS BY MAJOR CATEGORY

The Project codes used in this document refer to the work codes identified in the MPO's Prospectus.

### **II-A Continuing Transportation Planning Activities-Surveillance of Inventory Data**

**II-A-1 Traffic Counts-** MPO will continue the annual traffic count program. The initial program included 58 locations counted in the spring of 2012. As of the 2014 counts the MPO has 74 count locations around the urbanized portion of the County. The data collected includes daily directional traffic volumes, peak period traffic volumes and vehicle classification counts at selected locations. These counts supplement traffic counts taken every three years in the area by the Division of Highways and they will be used both as base data for traffic modeling efforts and as information for decision makers as they consider the impact of proposed development in the area. These counts will be performed by a consultant team already on contract with the State of West Virginia to perform these services. The MPO will also seek to augment these counts by upgrading traffic count technology to have the capability to collect data on both bicycle and pedestrian travel at selected points.

**II-A-4 Traffic Accidents-**MPO Staff will continue to collect, quantify and locate traffic accident data as it becomes available.

**II-A-10 Mapping-** The MPO is using ArcGIS to work with Monongalia County to share data. This work will also include supplementing the County's recently acquired aerial photography with additional data.

### **II-B Long Range Transportation Plan Development**

**II-B-10 Transit Element-** The MPO will update the LRTP Transit Element as required.

**II-B-11 Bicycle and Pedestrian Planning-** MPO staff will develop a coordinated Pedestrian Plan for the urban area. This work will build on the Morgantown Pedestrian Board's 2010 Plan and the MPO's recently completed Granville/Westover Pedestrian plan. Work to be performed includes an updated facility database, public involvement and outreach. Staff will also continue work with the established Bicycle Board and the Pedestrian Board, to implement the Countywide Bicycle Plan. As a recognized best practice for MPO's, Staff will incorporate Health Impact Assessments into the MPO's planning products.

**II-B-13 Collector Street Planning-** MPO Staff will provide support to area municipalities in reviewing proposed development to insure that the proposed collector streets are adequate. Staff will also review proposals to insure that the proposed connection between major arterials and collector streets are consistent with the capacity anticipated in the Long Range Transportation Plan. As a recognized best practice for MPO's, Staff will incorporate Health Impact Assessments into the MPO's planning products.

**II-B-16 Financial Planning-** MPO Staff will continue to work for the development of funding streams for transportation in general and especially for implementing the LRTP.

**II-B-17 Congestion Management Strategies-** MPO staff will review and coordinate with WVDOT/DOH on potential congestion mitigation strategies including ongoing TDM activities. MPO staff will also work with Mountain Line staff on the van pool program. MPO Staff will continue to provide information on

operational improvements that may assist in the mitigation of congestion including an ongoing study of signalization improvements and the operation of the downtown Morgantown street network being conducted by the State.

### **III Administration**

#### **III-A Planning Work Program**

MPO staff will monitor the revised Planning Work Program process to insure it is being adequately implemented. Staff will also develop the 2019 Planning Work Program.

#### **III-B Transportation Improvement Program**

MPO staff will update the Transportation Improvement Program and the MPO's TIP Priority List during FY 2017-2018. If found to be appropriate for our area, MPO staff will utilize the Federal Highway Administration's INVEST software to evaluate the MPO's project priority list.

#### **III-C-6 Public Involvement**

The MPO will continue to televise Policy Board Meetings. Staff also anticipates increased public involvement activities associated with the implementation of the recommendations of the revised Transportation Plan as well as ongoing activities for TIP Amendments and ongoing planning studies.

**III-C-7 Private Sector Participation-**The MPO will seek to encourage private sector participation wherever possible with projects as they move forward. This effort will immediately focus on the implementation of the MPO's TDM Project and in freight planning.

**III-D-1 Transportation Enhancement Planning-**MPO Staff will provide assistance with enhancement planning activities as requested by area agencies. It is anticipated that this work will focus on bicycle and pedestrian projects identified in the LRTP.

**III-D-2 Environmental Coordination-**MPO Staff will work with WVDOH to environmental resource agencies with information on projects proposed in the updated Long Range Transportation Plan to help ensure that environmental concerns are recognized as potential projects move forward to implementation.

**III-D-3 Special Studies-**MPO Staff will conduct an operational study of the Beechurst Avenue corridor from the vicinity of 8<sup>th</sup> Street to the vicinity of the Waterfront Hotel. Work to be performed includes, public outreach including the development of high quality graphics, manual turning movement counts, physical inventory, operational modeling, and plan development.

**III-D-4 Regional or Statewide Planning-**MPO staff will assist WVDOT and the WV MPO Association on regional and or statewide issues as requested.

**III-E Management and Operations** This line item includes normal administrative functions such as the cost of the MPO audit, supplies, insurance and other administrative costs

The allocation of resources to each of the Work Tasks may be found on the following tables:

## Draft Morgantown Monongalia Metropolitan Planning Organization Operating Budget FY 2017-18

### Revenues and Expenditures By Major Category

Task Number	Task Item	Category	Consolidated Federal Planning Funds	WVDOT	City/County/MPO	Other	Total Cost Allocation
II-A	Inventory of Facilities						
	1	Traffic Counts	9,600	1,200	1,200		\$12,000
	10	Mapping	4,000	500	500	\$-	\$5,000
		<b>Total</b>	<b>13,600</b>	<b>1,700</b>	<b>1,700</b>		<b>\$17,000</b>
II-B	LRTP						
	6	Comm. goals	800	100	100	\$-	\$1,000
	8	Def. Analysis Highway	800	100	100		\$1,000
	9	Element Transit	800	100	100		\$1,000
	10	Element	4,000	500	500		\$5,000
	11	Bike and Ped.	24,000	3,000	3,000	\$-	\$30,000
	13	Collector St,	4,000	500	500	\$-	\$5,000
	16	Finance Plan	9,600	1,200	1,200		\$12,000
	17	Cong. Mgmt. Strat.	1,600	200	200		\$2,000
		<b>Total</b>	<b>\$45,600</b>	<b>\$5,700</b>	<b>\$5,700</b>		<b>\$57,000</b>
III	Admin.						
	A	Work Program	\$4,000	\$500	\$500		\$5,000
	B	TIP	\$5,600	\$700	\$700		\$7,000
	C-6	Pub. Involve	\$36,000	\$4,500	\$4,500		\$45,000
	C-7	Private Sector	\$4,000	\$500	\$500		\$5,000
	D-1	Enhance. Plan Env. And Pre-	\$4,000	\$500	\$500		\$5,000
	D-2	TIP	\$8,000	\$1,000	\$1,000		\$10,000
	D-3	Special Studies	\$28,000	\$3,500	\$3,500		\$35,000
	D-4	Region and State	\$8,000	\$1,000	\$1,000		\$10,000
	E	Mgmt. and Ops	\$38,400	\$4,800	\$4,800		\$48,000
		<b>Total</b>	<b>\$136,000</b>	<b>\$17,000</b>	<b>\$17,000</b>		<b>\$170,000</b>
<b>Grand Totals - All Programs</b>			<b>\$195,200</b>	<b>\$24,400</b>	<b>\$24,400</b>	<b>\$0</b>	<b>\$244,000</b>

## Draft Morgantown Monongalia MPO Operating Budget FY 2017-18

### 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	\$ 55.45 Incl. benefits + Overhead
Planner II	\$ 37.90 Incl. benefits + Overhead
Additional Travel	Monongalia County 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.

### Proposed Line Item Fixed Operating Expenses

Category	Consolidated Federal Planning Funds	WVDOT	City/County	Total Cost Allocation
<b>Salaries*</b>				
<b>Director</b>	\$69,210.74	\$8,651.34	\$8,651.34	\$86,513
<b>Planner 2</b>	\$40,006.14	\$5,000.77	\$5,000.77	\$50,008
<b>Benefits (see below)</b>	\$46,124.14	\$5,765.52	\$5,765.52	\$57,655
<b>Contracted/Capital Expenses</b>				
<b>Contracted Services</b>	\$16,000.00	\$2,000.00	\$2,000.00	\$20,000
<b>Consulting Services</b>	\$ 4,000.00	\$ 500.00	\$ 500.00	\$5,000
<b>Computer Equipment</b>	\$ 4,000.00	\$ 500.00	\$ 500.00	\$5,000
<b>Software</b>	\$ 2,400.00	\$ 300.00	\$ 300.00	\$3,000
<b>Public Notices/Publishing</b>	\$ 2,800.00	\$ 350.00	\$ 350.00	\$3,500
<b>Overhead</b>				
<b>Travel &amp; Training</b>	\$ 9,600.00	\$1,200.00	\$1,200.00	\$12,000
<b>Office Rent</b>	\$ -	\$ -	\$ -	\$ -
<b>Utilities (phone, internet, web site)</b>	\$ 160.00	\$ 20.00	\$ 20.00	\$ 200
<b>Copier lease, supplies, postage</b>	\$ 800.00	\$ 100.00	\$ 100.00	\$ 1,000
<b>Total</b>	<b>\$ 195,101.01</b>	<b>\$24,387.63</b>	<b>\$ 24,387.63</b>	<b>\$ 243,876</b>

\*Proposes 2% COLA for Exec. Director and Planner II with an additional 2% adjustment for the Planner II subject to directive of Policy Board

**Employee Benefit Expenditure Detail**

(Calculated on Total Wages = \$136,521)

<b>Description</b>	<b>Consolidated Federal Planning Funds</b>	<b>WVDOT</b>	<b>(City/County)MPO</b>	<b>Total Cost Allocation</b>
FICA (6.2%)	\$ 6,771.45	\$ 846.43	\$ 846.43	\$8,464.31
Worker's Compensation (2.3%)	\$ 2,511.99	\$ 314.00	\$ 314.00	\$3,139.99
Medicare (1.45%)	\$ 1,583.64	\$ 197.96	\$ 197.96	\$1,979.56
Retirement (14.0%)	\$ 15,290.36	\$ 1,911.30	\$ 1,911.30	\$19,112.95
Health Insurance (PEIA 6% increase+\$1000 contingency)	\$ 18,418.12	\$ 2,302.27	\$ 2,302.27	\$23,022.65
Dental & Vision Insurance (2016 rates)	\$ 1,548.58	\$ 193.57	\$ 193.57	\$ 1,935.72
<b>Total Employee Benefit Package</b>				<b>\$57,655.17</b>





## RESOLUTION 1-19-17-2

### **MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION RESOLUTION SUPPORTING CONTINUED OPERATION OF THE UPPER MONONGAHELA RIVER LOCKS**

WHEREAS, the Morgantown Monongalia Metropolitan Planning Organization (MPO) is responsible for establishing a cooperative, continuous, and comprehensive framework for making transportation investment decisions in the Metropolitan area (23 USC 134) ; and

WHEREAS, the Fixing America's Surface Transportation (FAST) Act places strong emphasis on all forms of freight transportation; and

WHEREAS, freight transportation is an integral part of the Metropolitan Area's transportation network as well as an important part of the economic vitality of the region and State of West Virginia; and

WHEREAS, the US Army Corps of Engineers (USACE) is in the process of evaluating the operation of the locks along the Monongahela River; and

WHEREAS, the MPO considers the Upper Monongahela River locks and dams at Morgantown, Opekiska and Hildebrand, operated by the USACE, as critical infrastructure for the Metropolitan area and West Virginia; and

WHEREAS, this infrastructure is crucial to our efforts to regrow commerce, recreation and economic development, and to support the coal, natural gas, limestone, building, manufacturing and transportation sectors of the Metropolitan area and the State of West Virginia's economies by allowing the transport, of coal, limestone, sand, gravel and other commodities and freight at low cost on the Monongahela River; and

WHEREAS, To that end it is critical that the USACE maintain staffing, funding, operations and maintenance at current or increased levels at the locks and dams so West Virginia can meet our current and future economic and job needs.

NOW THEREFORE, It is resolved that the MPO requests that the USACE maintain existing or increased operations at the Morgantown, Opekiska and Hildebrand locks and dams.

ADOPTED, this 19<sup>th</sup> day of January 2017, at a regular meeting of the Morgantown Monongalia Metropolitan Planning Organization.

ATTEST:

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Chairman

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Secretary

**MORGANTOWN MONONGALIA**  
**METROPOLITAN PLANNING ORGANIZATION POLICY BOARD**  
**NOVEMBER 17, 2016 MINUTES**

**Members Present:**

Treasurer Mayor Patricia Lewis-Granville, Councilperson Janice Goodwin-City of Westover, Delegate Joe Statler-Blacksville, Commissioner Tom Bloom-Monongalia County, Mike Kelly-Board of Education, Dave Bruffy-Mountain Line, Brian Carr-WV DOH, Councilperson Wesley Nugent-City of Morgantown

**Members Absent:**, Chairman Eldon Callen-Monongalia County, Vice Chairman Mayor Herman Reid-Star City, Councilperson Jennifer Selin-City of Morgantown, Commissioner Edward Hawkins-Monongalia County, Randy Hudak-WVU, Mayor Marti Shamberger-City of Morgantown.

**MPO Director:** Bill Austin

**1. Call to Order**

In the absence of the Chairman and Vice-Chairman of the Board, Mr. Austin called the meeting to order. Mr. Austin requested that the Board select an interim chairman for this meeting. Mr. Bruffy moved to select Mr. Kelly as the interim chairman; seconded by Commissioner Bloom. With no discussion, the motion unanimously passed.

**2. Public Comment**

Robert Morgano, a resident living in the Suncrest area, noted that a roundabout at the intersection of University Ave and Collins Ferry Rd will deeply impact his property adjacent to that intersection as well as the connecting street in that area. He noted that he is interested in joining the effort to develop a safe and a better solution at that intersection.

Mr. Anthony Solaro, a resident living in the Suncrest area, expressed his concerns that the proposed roundabout at the intersection of University Ave and Collins Ferry Rd will reduce the accessibility of businesses located nearby. He noted that more effort should be made to identify a solution that will improve the overall safety and efficiency in the project area.

Mr. Austin noted that the MPO has been aware of those concerns and has forwarded this information to the DOH.

**3. Approval of Minutes**

Chairman Kelly introduced the approval of the Minutes for the September meeting. Commissioner Bloom moved approval of the minutes; seconded by Councilperson Goodwin. With no discussion, the motion unanimously passed.

**4. Reports**

*a. Citizens Advisory Committee Report*

Mr. Rice, the Chairman of the CAC, noted that the CAC members served on the steering committee for the 2016 Metropolitan Transportation Plan Update. He encouraged community participation in the 2016

MTP Update process. Mr. Rice then noted that under the new state administration and legislature, the CAC aims to play a positive role to move transportation projects forward in this region. He noted that the CAC recommended approval of the MPO's 2017 meeting calendar to the Policy Board.

*b. Finance Report*

Mayor Lewis presented the Finance Report for October as the following:

-- Beginning balance in October \$30,049.48 with expenditures of \$20,130.46 and one deposit of \$2,660.00, leaving a balance of \$12,579.02 at the beginning of November.

Mr. Statler moved to accept the October Finance Report; seconded by Commissioner Bloom. With no discussion, the motion unanimously passed.

*c. Executive Directors Report*

*i. I-79 Access Study Update*

Mr. Austin noted that the MPO held a public meeting at the Mountaineer Station on Oct 11. 55 people attended the meeting. All the alternatives developed in the Study were presented to the public for comments. Mr. Austin noted that the Alternative 12, a combination of Alternative 10 and Alternative 6, is currently considered the favorite alternative. Mr. Bruffy noted that the turnout at this meeting is satisfactory and he expects more public participation at the right-of-way and engineering stages.

*ii. Update on Metropolitan Transportation Plan Update*

Mr. Austin noted that the MPO is in the process of reviewing the goals and objectives of the 2013 Long Range Transportation Plan. MPO staff proposed minor changes to some objectives, to reflect the new requirement outlined by the recently adopted FAST Act.

Mr. Austin then noted that MPO held a public meeting for the 2016 MTP Update at the Marilla Park Recreation center. The project map and status, the environmental justice analysis, September community survey results, project ranking criteria, and the planning process were presented at the meeting. Information on the I-79 Access Study were also presented at the meeting. Approximately 22 people attended this meeting.

**5. Transportation Improvement Program Amendments**

Mr. Austin noted that the DOH requested removal of two projects. One is the I-68 Exit 7 Ramp Widening project and the other is CO 73 (Smithtown Road) Resurfacing project. The DOH requested adding four projects for TIP Amendments. They are Deckers Creek Trail design and construction, WV 100 Granville Bertha Hill Slide Correction Project, and Mon River Trail Maintenance Equipment Purchase.

Commissioner Bloom noted that Smithtown road has been an enduring concern of the community because of its defective road condition. The road is heavily used by the residents living in the southern part of the county, and there is a lot of truck traffic on that road. Mayor Lewis noted that WV 100 in Granville is in a similar situation. Commissioner Bloom noted that it would be imprudent to approve the removal of the CO 73 resurfacing project without requesting a clarification for its reason. Mr. Carr noted that the CO 73 resurfacing project is for short term maintenance and its funding is not sufficient to solve the major problems on that road. He then noted that the State is cutting funding for paving projects due to funding shortage. Mr. Statler asked whether it is a statewide funding deficiency or it applies only to

certain districts of the DOH. Mr. Carr noted that it is a statewide funding shortage and DOH primarily uses a funding formula to allocate funds to each district.

Commissioner Bloom noted that the proposed TIP Amendment requests that the University Ave/Collins Ferry Rd intersection improvement project be postponed to 2019. He asked how the community can provide input to the project at its engineering stage. Mr. Austin noted that MPO can facilitate the communication between the project design engineers and pertinent property owners. Mr. Statler asked about the funding source for the project. Mr. Austin noted that it is funded by the Federal Congestion Mitigation and Air Quality improvement program.

Mr. Statler moved to approve the proposed TIP Amendment, except for the CO 73 Resurfacing project; seconded by Commissioner Bloom. With no discussion, the motion unanimously passed.

Mr. Statler, in a separate resolution, moved to approve the removal of CO 73 resurfacing project with a request for a maintenance review on Smithtown Rd by DOH; seconded by Commissioner Bloom. With no discussion, the motion unanimously passed.

## **6. Approval of Draft 2017 Meeting Calendar**

Mr. Austin noted that MPO staff has prepared a draft 2017 meeting schedule. Commissioner Bloom moved to approve the draft 2017 meeting schedule, seconded by Mr. Statler. With no discussion, the motion unanimously passed.

## **7. Input on MPO Unified Planning Work Program for FY 2017-18**

Mr. Austin noted that MPO staff is seeking input from the Policy Board on work to be performed in the upcoming fiscal year as a part of the MPO's Unified Planning Work Program. Mr. Austin then noted that staff has been asked to consider performing an update of the Regional Pedestrian Plan as one of the primary in-house work tasks in the upcoming fiscal year. This work will include integrating the Granville/Westover Pedestrian Plan into the larger regional plan.

Mr. Bruffy noted that it would be helpful if DOH staff would identify the amount of financial resources needed to adequately maintain the State routes in Monongalia County. The information could be used to address the gap between the funding that is available and the funding that is required. Mr. Statler suggested identifying some projects that can be constructed within a short time once required funding for those projects is in place. Mr. Carr agreed and noted that most shovel ready projects require significant financial investment. Under the current economic climate, those investments are unlikely to occur. Mr. Austin noted that some projects included in the MPO's transportation plan can be implemented in a relatively short time, such as Greenbag Rd improvement project and Van Voorhis improvements project.

## **8. Administrative Items:**

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

Mr. Austin noted that according to the MPO's By Laws, the Policy Board is to elect new officers during the first business meeting of the year. Mr. Kelly asked for volunteers to serve on a nominating committee for the election. Mr. Bruffy, Mr. Kelly, and Mr. Statler agreed to serve on the nominating committee.

*b. Notice of Director Review*

Mr. Austin noted that the 2017 Executive Directors review will be held during the January Policy Board meeting. Staff will be sending out an evaluation form to each Policy Board member by email within the next week.

**9. Other Business**

Mr. Statler noted that the 2017 Monongalia Day in Charleston will be in March.

**10. Meeting Adjournment**

Meeting adjourned at 7:06 PM.

Morgantown - Mon County Trans. Planning Org.  
 Checking Account  
 As of November 30, 2016

3:53 PM

01/09/2017

Accrual Basis

Type	Date	Num	Name	Memo	Cl	Sub	Amount	Balance
								<b>12,925.09</b>
Centra-Checking (voucher checks)								
Check	11/04/2016	8839	City of Morgantown	Fee	√	Salary	-84.48	12,840.61
Check	11/11/2016	8840	Fringe Benefits Management Company	September/October	√	Salary	-564.72	12,275.89
Check	11/11/2016	8841	Public Employees Insurance Agency		√	Salary	-1,667.06	10,608.83
Check	11/11/2016	8842	Retiree Health Benefit Trust Fund		√	Salary	-392.00	10,216.83
Check	11/11/2016	8843	WV Board of Risk & Insurance Management		√	Administrative Overhead	-1,001.00	9,215.83
Deposit	11/14/2016		WVDOH	Deposit	√	PL Funds (Funds)	33,913.99	43,129.82
Deposit	11/14/2016		Calvin Sun	Deposit	√	Professional Fees (Professional Fees)	750.00	43,879.82
Check	11/14/2016	8844	HDR Engineering	I-79 Access	√	Consulting (Consulting Expense)	-10,000.00	33,879.82
Check	11/14/2016	8845	Stantec Consulting Service	University Avenue Complete Streets	√	Consulting (Consulting Expense)	-10,000.00	23,879.82
Check	11/15/2016	941	IRS	Electronic Transfer	√	Salary	-1,259.98	22,619.84
Check	11/15/2016	5491	Jing Zhang	Electronic Transfer	√	Salary	-1,407.25	21,212.59
Check	11/15/2016	5492	J. William B. Austin	Electronic Transfer	√	Salary	-1,993.33	19,219.26
Check	11/15/2016	5495	ICMA. Retirement Corp		√	Salary	-1,606.05	17,613.21
Deposit	11/17/2016		Monongalia County Planning Commission	Deposit	√	Internet	154.68	17,767.89
Check	11/29/2016	8846	American Planning Association	B. Austin	√	Dues and Subscriptions (Dues and S	-505.00	17,262.89
Check	11/29/2016	8847	Centra Bank - Mastercard	supplies and travel	√	Administrative Overhead	-599.82	16,663.07
Check	11/29/2016	8848	Dominion Post	TIP Amend	√	Public Notices	-131.53	16,531.54
Check	11/29/2016	8849	Service Plus		√	Accounting (Accounting Fees)	-109.28	16,422.26
Check	11/30/2016	5496	J. William B. Austin	Electronic Transfer	√	Salary	-1,933.33	14,488.93
Check	11/30/2016	5497	Jing Zhang	Electronic Transfer	√	Salary	-1,407.26	13,081.67
Check	11/30/2016	5498	ICMA. Retirement Corp		√	Salary	-1,606.05	11,475.62
Check	11/30/2016	941	Internal Revenue Service		√	Salary	-1,259.97	10,215.65
Check	11/30/2016	113016	WV Dept of Tax and Revenue		√	Salary	-452.00	9,763.65
Total Centra-Checking (voucher checks)								9,763.65

TOTAL