



243 High Street Room 110
Morgantown, WV 26505
(304) 291-9571
www.plantgether.org

Agenda

MPO Policy Board Meeting
Council Chambers
City of Morgantown
389 Spruce Street
Morgantown WV
November 16, 2017
6 PM

1. Call To Order
2. Public Comment
3. Approval of Minutes
4. Committee Reports
 - a. Citizens Advisory Committee
 - b. Finance Committee (August, September, October)
 - c. Executive Director
5. TIP Amendments
6. Beechurst Avenue Study Status Report
7. Discussion Item Input for the development of the FY 2018-2019 UPWP
8. Administrative Business
 - a. Appointment of Officer Nominating Committee
 - b. 2018 Meeting Calendar
 - c. Notification of upcoming Executive Directors Performance Review
9. Other Business
10. Meeting Adjournment



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Memorandum

Date: November 9, 2017

To: MPO Policy Board Members

From: Bill Austin, AICP

Subject: November 16, 2017 MPO Policy Board Meeting Agenda Items

This memorandum is to inform you of the action items for the November 16th Policy Board Meeting to be held at 6 pm in the City of Morgantown Council Chambers 389 Spruce Street.

-Finance Report-Please find the August, September and October MPO Finance Reports enclosed with the Agenda. In August MPO expenditures totaled \$18,313.90. In September MPO expenditures totaled \$ 10,625.07. In October MPO expenditures totaled \$ 34,858.49.

-TIP Amendments

The West Virginia Department of Transportation-Division of Highways has requested the following TIP amendments:

FY 2018 Add

-I-68 Replace Pipe in Vicinity of Coopers Rock-Construction Project
NFA22117022D-Total Cost \$400,000, Federal Funds \$0 Second GARVEE Bond Funding

-ADA Compliance Ramps-Variou Locations Blacksville, Morgantown, Terra Alta-Construction Project STP192202D-Totals Cost \$96,100, Federal Funds \$76,880

-I-68/CO 857 Replace Bridge at Airport Exit-Project NFA2217036D-Total Cost \$6,300,000, Federal Funds \$0

TIP Adjustments

Move to FY 2018

-CO 857 Greenbag Road Improvement Project-Engineering-Project
STP0857019D Total Cost \$1,000,000 Federal Funds \$800,000

-US 19 Arnettsville Arch Bridge Replacement-Construction-Project
NFA2117028D-Total Cost \$1,867,000 Federal Funding \$0

-US 19-Boyers Avenue/US 19 Intersection Improvements- Engineering Project
NHP0019437D, Total Cost \$5,000 Federal Funds \$4,000; Right of Way Project
NHP0019438D Total Cost \$1,000 Federal Funds \$800.

-I-79 Mylan Park Bridge Approach-Engineering-Project NHPP00793269D Total
Cost \$100,000 Federal Funds \$90,000

-Walnut Street Streetscape Project-Construction-Project TEA2012638D Total Cost
\$297,500, Federal Funds \$238,000

-WV 100 Dent Run Intersection Improvement-Construction-Project
HSIP0100152D Total Cost \$150,000 Federal Funds \$150,000

-Deckers Creek Trail Resurfacing-Construction-Project NRT2012693D Total Cost
\$80,000 Federal Funds \$64,000

-US 119-Mileground Widening Airport Blvd.-Construction-Project
STCM0119371D-Total Cost \$8,000,000 Federal Funds \$6,400,000; Additional
Funding-\$1,900,000 Federal Funds \$1,440,000.

It is respectfully requested that the Policy Board approve the TIP Amendments. The TIP Adjustments do not require approval by the Policy Board. The TTAC and the CAC have reviewed the TIP Amendments and recommended approval.

-Input into the development of the MPO's UPWP-The MPO is soliciting ideas for planning projects. Committee members would like to see included in the upcoming work program. Project suggestions can be for work performed in house or potentially consultant work to be funded by the MPO with the appropriate match. MPO staff is capable of performing operational analysis of intersections and corridors, bicycle and pedestrian studies, and small area studies including public outreach. Please be prepared to discuss any work you would like to see included in the upcoming year at this meeting. In addition to normal administrative functions the MPO's work program for the current fiscal year includes the preparation of the Beechurst Operational Study and updating the Pedestrian Plan portion of the Metropolitan Transportation Plan. Staff will do our best to accommodate any requests for the work in the upcoming fiscal year the Policy Board members may make on behalf of the entity they represent.

-Administrative Business

- a) Appointment of Officer Nominating Committee-The MPO's Bylaws require the appointment of a committee to nominate a slate of officers for the upcoming year. The Policy Board is required to elect officers at the first meeting of the year.
- b) Please find enclosed the proposed meeting calendar for the upcoming year. It is respectfully requested that the Policy Board adopt this calendar.
- c) Please be aware that the MPO Policy Board reviews the Executive Directors performance during the previous year in executive session at the January meeting. A copy of the review form will be available at the Policy Board meeting. The form will also be provided in an email following the meeting. It is respectfully requested that the Policy Board members provide the completed review form to the Board Chairman by January 5th so he may summarize the forms in time for the January 18th meeting.

MORGANTOWN MONONGALIA
METROPOLITAN PLANNING ORGANIZATION POLICY BOARD
JULY 27, 2017 MINUTES (SPECIAL MEETING)

Members Present:

Chairman Ron Justice-WVU, Vice-Chairman Mike Kelly-Board of Education, Treasurer Mayor Patricia Lewis-Granville, Dave Bruffy-Mountain Line, Councilperson Janice Goodwin-City of Westover, Commissioner Edward Hawkins-Monongalia County, Perry Keller-WV DOH, Councilperson Jennifer Selin-City of Morgantown, Commissioner Sean Sikora-Monongalia County, Councilperson Ryan Wallace -City of Morgantown

Members Absent:

Commissioner Tom Bloom-Monongalia County, Brian Carr-WV DOH, Dominick Claudio-Star City, Bill Kawecki-Mayor of Morgantown, Delegate Joe Statler-Blacksville

MPO Director: Bill Austin

1. Call to Order

With a quorum present, Chairman Justice called the Policy Board meeting to order at 6:00 PM.

2. Public Comment

No public comment

3. Approval of Minutes

Chairman Justice noted that the minutes of the July meeting were included in the agenda packet. Mr. Kelly moved to approve the minutes as presented, seconded by Commissioner Sikora. With no discussion, the motion was unanimously approved.

4. Reports

a. Citizens Advisory Committee

Mr. Bill Rice, the Chairman of the Citizens Advisory Committee (CAC), noted that the CAC supports the proposed freight routes in the area. The CAC has also reviewed the proposed TIP process and agreed that

the changes will expedite the approval of non-controversial and routine projects. The CAC suggested that if the TAP projects were to be included in the group project category, there should be a clearly defined role for the MPO in the TAP grant application review process. The CAC also recommended that a committee consisting of the Executive Director, the Policy Board Chairman, at least one additional member of the Policy Board and a member of the CAC and the TTAC should be authorized to approve the proposed TIP process.

b. Finance Report

Mayor Lewis presented the finance report of July as the following:

-- Beginning balance in July \$ 17,805.09 with expenditures of \$38,723.46 and a deposit of \$51,956.05, leaving a balance of \$ 31,037.68 at the beginning of August.

Mr. Bruffy moved to accept the May Finance Report; seconded by Councilperson Selin. With no discussion, the motion unanimously passed.

b. Executive Director Report

Mr. Austin noted that the MPO staff has been collecting data and developing alternatives for the Beechurst Ave Study. The MPO is also working with the DOH on several issues, including designating urban freight network routes in this region and improving the TIP approval process for non-controversial and routine projects. Those issues are to be discussed under the following agenda items of this meeting.

4. Designation of Proposed Freight Route

Mr. Austin noted that in response to the Fixing America's Surface Transportation (FAST) Act passed by Congress last year, The Federal Highway Administration has been developing a National Highway Freight Network (NHFN). As a part of the freight network development process, the MPO is working with the WV DOH to designate approximately 9 miles of local routes as a part of the freight network. Mr. Austin noted that the freight network will enable additional federal funding to improve designated freight routes. MPO staff recommended that Greenbag Rd, WV 7, and CR 73 be part of the freight network route. The proposed freight route network is shown on the attached maps. The MPO's Freight Advisory Committee, the MPO's TTAC and CAC, reviewed and recommended approval of the proposal.

Mr. Kelly moved to approve the proposed freight route as presented, seconded by councilperson Selin. With no discussion, the motion was unanimously approved.

6. Proposed TIP Process and Meeting Schedule Changes

Mr. Austin noted that the MPO is developing a process to expedite the approval of non-controversial and routine projects. Those projects are proposed to be categorized as "groupable projects". The WVAMPO and MMMPO Staff have been in agreement with this process for most items except there has been concern about the Transportation Alternatives and the pavement management programs.

Mr. Austin noted that The MPO Association and WVDOH have worked out an agreement on these projects whereby MPO's would provide input into the Transportation Alternatives Program and the maintenance program at the beginning of the project selection process for these and the other programs to be included in "groupable projects". Both the TTAC and CAC expressed concern that there be a clearly defined and documented "groupable projects" process including the definition of "regionally significant projects" and the role of MPOs in the project selecting process. The Citizens Advisory Committee recommended that a committee consisting of the Executive Director, the Policy Board Chairman, at least one additional member of the Policy Board and a member of the CAC and the TTAC should be authorized to approve the "groupable projects" process.

Mr. Keller explained the current process of selecting TAP projects. He noted that a project could receive extra credits, if it is endorsed by the MPO of its region, or if it is included in the MPO's transportation plans. He noted that the proposed TIP process encourages the involvement of MPO in early stages of project selection for TAP grant and it will help MPOs more focusing on long range transportation planning.

Chairman Justice noted that he is in favor of the proposed process in general, and that the MPO should work with the DOH to prepare a formal memorandum as a written policy outlining the process. Mr. Bruffy noted that the TIP process should include local input on appropriate TIP amendment projects, especially when they are related to road widening, pedestrian/bicycle facilities, or signal timing. Mr. Kelly noted that the TIP project should be consistent with the current long range transportation plan and the process should be flexible for future modification. Councilperson Selin noted that she supports the idea of groupable projects. She noted that a memorandum which specifies the proposed TIP process will be essential to establish a clear defined process, that will benefit the the community.

Mr. Bruffy moved a motion to authorize a committee of 4 to finalize the agreement with the WV DOH on the proposed TIP process. The committee shall consist of the Chairman of the MPO's Policy Board, the Executive Director, a member of the Citizens Advisory Committee, and a member of the Transportation Technical Advisory Committee. The motion was seconded by Commissioner Hawkins. With no discussion, the motion unanimously passed.

The Policy Board then decided that the members of the committee are: Chainman Justice, Mr. Bill Austin, Mr. Bill Rise, and Mr. Chris Fletcher.

7. Beechurst Avenue Study Status Report

Mr. Austin noted that the MPO has completed the data collection for the Beechurst Ave Corridor Study and is develop preliminary alternatives at key intersections and segments in the corridor. The Steering Committee of the study has met earlier today and identified 5 alternatives for the corridor. The alternatives will be evaluated using VISSIM model and Synchro model. Mr. Austin noted that the Beechurst Ave spot improvements project is included in the MPO's transportation improvement program. The bond referendum currently proposed by the state government will greatly help the implementation of this project.

8. Other Business

Mr. Rice noted that the MPO is a viable organization and he is looking for a more effective partnership between the MPO and the WV DOH. He also noted that the proposed state general bound will have significant positive impact on regional transportation system and he encourage the community to participate in the bound referendum.

Mr. Austin noted that in September MPO staff will attend and make presentations at the annual statewide planning conference at Wheeling and West Virginia Bicycle Summit at Morgantown. MPO staff will attend the national conference held by the Association of MPOs in October. Mr. Austin also noted that the next meeting on October is cancelled unless otherwise notified.

8. Meeting Adjournment

Meeting adjourned at 7:15 PM.

Morgantown - Mon County Trans. Planning Org.
Checking Account
As of October 31, 2017

1:46 PM
11/06/2017
Accrual Basis

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
Centra-Checking (voucher checks)								2,048.71
Deposi	10/02/2017		WVDOH	Deposit	√	PL Funds (Funds)	33,851.11	35,899.82
Check	10/02/2017	8942	Centra Bank - Mastercard	Travel AMPO Conf. 806.91 Web. 168.00 anr	√	Travel & Ent (Travel and Entertainment)	-993.81	34,906.01
Check	10/02/2017	8943	Fringe Benefits Management Company		√	Salary	-288.90	34,617.11
Check	10/02/2017	8944	Service Plus		√	Accounting (Accounting Fees)	-219.22	34,397.89
Check	10/03/2017	5568	J. William B. Austin	Electronic Transfer	√	Salary	-2,043.58	32,354.31
Check	10/03/2017	5569	Jing Zhang	Electronic Transfer	√	Salary	-1,461.83	30,892.48
Check	10/03/2017	5570	ICMA. Retirement Corp		√	Salary	-1,630.80	29,261.68
Check	10/03/2017	941	IRS	Electronic Transfer	√	Salary	-1,304.06	27,957.62
Check	10/03/2017	091517	WV Dept of Tax and Revenue		√	Salary	-236.00	27,721.62
Check	10/12/2017	8945	Public Employees Insurance Agency		√	Salary	-1,843.06	25,878.56
Check	10/12/2017	8946	Retiree Health Benefit Trust Fund		√	Salary	-354.00	25,524.56
Check	10/12/2017	8947	WVU Research	Beechurst Avenue Corridor Study	√	Consulting (Consulting Expense)	-416.67	25,107.89
Check	10/13/2017	5571	J. William B. Austin		√	Salary	-2,043.58	23,064.31
Check	10/13/2017	5572	Jing Zhang		√	Salary	-1,461.83	21,602.48
Check	10/13/2017	5573	ICMA. Retirement Corp		√	Salary	-1,630.80	19,971.68
Check	10/13/2017	5574	City of Morgantown		√	Salary	-65.00	19,906.68
Check	10/13/2017	941	IRS		√	Salary	-1,304.06	18,602.62
Deposi	10/23/2017		WVDOH	Deposit	√	PL Funds (Funds)	16,527.51	35,130.13
Check	10/30/2017	5575	J. William B. Austin		√	Salary	-2,043.58	33,086.55
Check	10/30/2017	5576	Jing Zhang		√	Salary	-1,461.83	31,624.72
Check	10/30/2017	5577	ICMA. Retirement Corp			Salary	-1,630.80	29,993.92
Check	10/30/2017	941	IRS	Electronic Transfer		Salary	-1,304.06	28,689.86
Check	10/30/2017	103117	WV Dept of Tax and Revenue	Electronic Transfer		Salary	-708.00	27,981.86
Check	10/30/2017	8948	Centra Bank - Mastercard			Travel & Ent (Travel and Entertainment)	-413.02	27,568.84
Check	10/30/2017	8949	HDR Engineering	I-79 Access Study		Consulting (Consulting Expense)	-5,000.00	22,568.84
Check	10/30/2017	8950	Stantec Consulting Service	University Avenue Complete Streets Study		Consulting (Consulting Expense)	-5,000.00	17,568.84
Total Centra-Checking (voucher checks)								17,568.84
TOTAL								

morgantown - Mon County Trans. Planning Org.

Checking Account
As of September 30, 2017

4:20 PM

10/10/2017

Accrual Basis

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Centre-Checking (voucher checks)									12,673.78
Check	09/15/2017	8937	Brickstreet Mutual Insurance Company			√	Administrative Overhead	-246.00	12,427.78
Check	09/15/2017	8938	Public Employees Insurance Agency			√	Salary	-1,843.06	10,584.72
Check	09/15/2017	8939	Retiree Health Benefit Trust Fund			√	Salary	-354.00	10,230.72
Check	09/15/2017	8940	WVAMPO	Conference Registration		√	Professional Fees (Professional Fees)	-200.00	10,030.72
Check	09/15/2017	8941	WVU Research	Beechurst Avenue Study		√	Consulting (Consulting Expense)	-1,250.01	8,780.71
Check	09/15/2017	5565	J. William B. Austin	Electronic Transfer		√	Salary	-2,043.57	6,737.14
Check	09/15/2017	5566	Jing Zhang	Electronic Transfer		√	Salary	-1,461.82	5,275.32
Check	09/15/2017	5567	ICMA. Retirement Corp	Retirement Contributions		√	Salary	-1,922.51	3,352.81
Check	09/15/2017	941	IRS	Electronic Transfer		√	Salary	-1,304.10	2,048.71
Total Centre-Checking (voucher checks)									2,048.71

TOTAL

Morgantown - Mon County Trans. Planning Org.
 Checking Account
 As of August 31, 2017

4:15 PM
 10/10/2017
 Accrual Basis

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Centra-Checking (voucher checks)								31,037.68
Check	08/11/2017	8931	Public Employees Insurance Agency		√	Salary	-1,843.06	29,194.62
Check	08/11/2017	8932	Retiree Health Benefit Trust Fund		√	Salary	-354.00	28,840.62
Check	08/11/2017	8933	Service Plus		√	Accounting (Accr	-217.60	28,623.02
Check	08/11/2017	5561	ICMA. Retirement Corp		√	Salary	-1,630.80	26,992.22
Check	08/11/2017	941	IRS	Electronic Transfer	√	Salary	-1,304.08	25,688.14
Check	08/15/2017	5559	J. William B. Austin	Electronic Transfer	√	Salary	-2,043.57	23,644.57
Check	08/15/2017	5560	Jing Zhang	Electronic Transfer	√	Salary	-1,461.83	22,182.74
Check	08/28/2017	8934	Centra Bank - Mastercard	Travel \$1141.85 Admin. \$86.65	√	Travel (Travel)	-1,228.50	20,954.24
Check	08/28/2017	8935	Fringe Benefits Management Company		√	Salary	-288.90	20,665.34
Check	08/28/2017	8936	WV Board of Risk & Insurance Management		√	Administrative Ov	-1,371.00	19,294.34
Check	08/28/2017	083117	WV Dept of Tax and Revenue	Electronic Transfer	√	Salary	-472.00	18,822.34
Check	08/31/2017	5562	J. William B. Austin	Electronic Transfer	√	Salary	-2,043.58	16,778.76
Check	08/31/2017	5563	Jing Zhang	Electronic Transfer	√	Salary	-1,461.83	15,316.93
Check	08/31/2017	941	IRS		√	Salary	-1,304.06	14,012.87
Check	08/31/2017	5564	ICMA. Retirement Corp		√	Salary	-1,339.09	12,673.78
Total Centra-Checking (voucher checks)								12,673.78

TOTAL

WV-7 RAMPS

MONONGALIA COUNTY



DAYBROOK RD

218

7

7

MASON-DIXON HIGHWAY

STROSNIDER HILL

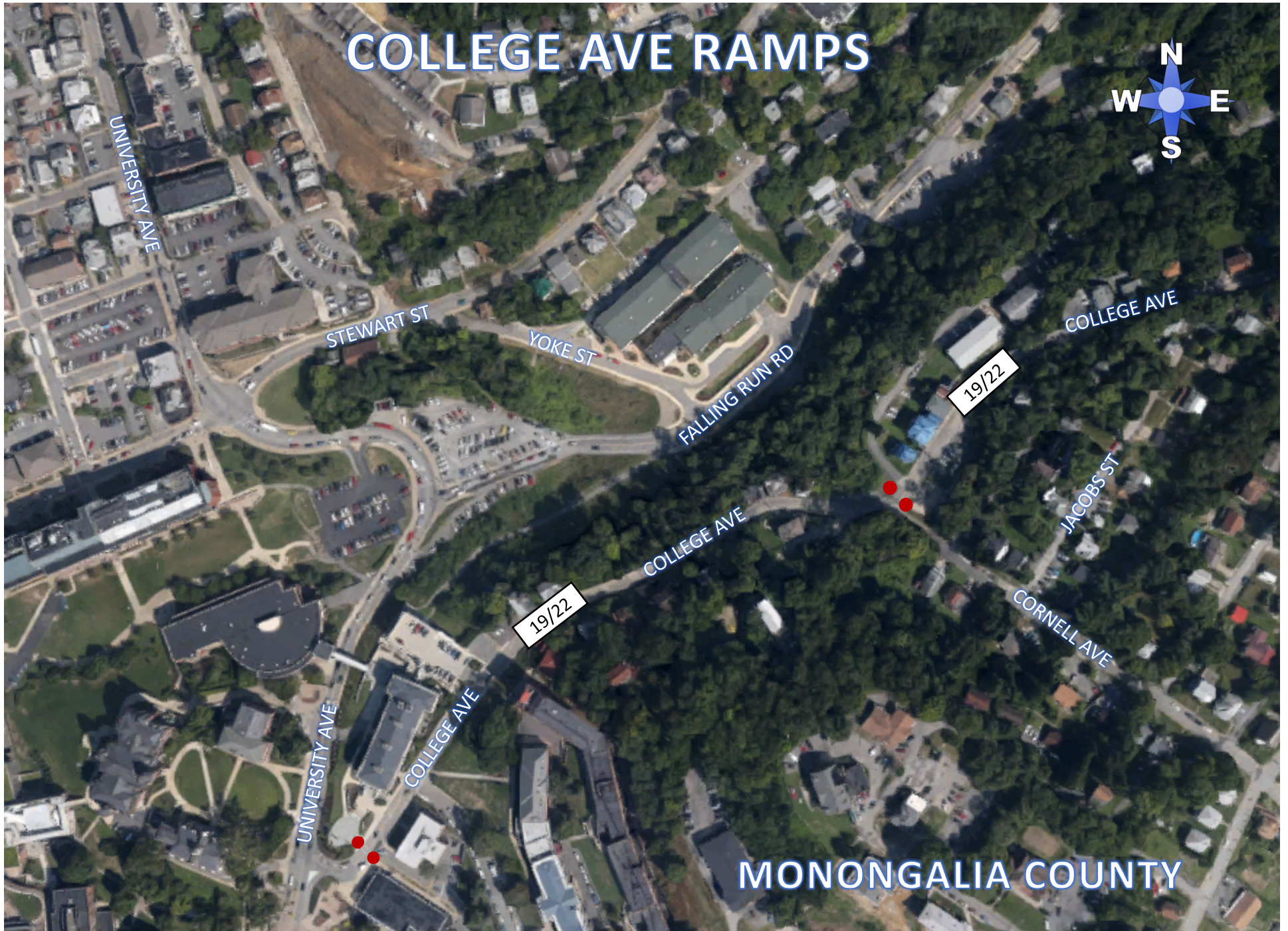
SOUTH ST

OLD MILL RD

7



COLLEGE AVE RAMPS



MONONGALIA COUNTY

CR-67, STEWART ST & PROTZMAN ST RAMPS



STEWART ST

VAN GILDER ST

PROTZMAN ST

STEWART ST

MASON ST

MONONGALIA COUNTY



Draft 2018 MPO Committee Meeting Schedule

MPO Policy Board

**Unless noted otherwise meetings begin at 6 pm
at Morgantown City Hall**

Thursday, January 18, 2018

Thursday, March 15, 2018

Thursday, May 17, 2018

Thursday, June 21, 2018

Thursday, August 16, 2018

Thursday, October 18, 2018

Thursday, November 15, 2018

Citizens Advisory Committee

**Unless noted otherwise meetings begin
at 6 pm at the MPO's offices**

Thursday, January 11, 2018

Thursday, March 8, 2018

Thursday, May 10, 2018

Thursday, June 14, 2018

Thursday, August 9, 2018

Tuesday, October 9, 2018

Thursday, November 8, 2018

Technical Advisory Committee

**Unless noted otherwise meetings begin
at 1:30 at the MPO's Offices**

Tuesday, January 9, 2018

Tuesday, March 6, 2018

Wednesday, May 9, 2018

Tuesday, June 12, 2018

Tuesday, August 7, 2018

Tuesday, October 9, 2018

Wednesday, November 7, 2018

Policy Advisory Committee

Meeting Locations and time TBD

Monday, January 8, 2018

Monday, October 15, 2018

Freight Advisory Committee

**Unless noted otherwise meetings begin
at 11 am at the MPO's Offices**

Thursday, March 8, 2018

Thursday August 9, 2018