



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

## Agenda

MPO Policy Board Meeting

Morgantown City Hall

238 Spruce Street

Morgantown WV

May 19, 2011

7 PM

1. Call To Order
2. Public Comment Period
3. Approval of Minutes
4. Treasurers Report
  - a) Monthly Finances
  - b) 2010 Audit Findings
5. Executive Directors Report
6. WVU Projects TIP Amendments
7. Review of Draft Unified Planning Work Program
8. Consultants recommended for LRTP Update
9. Update on ongoing Transportation Demand Management Activities
10. Meeting Adjournment

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## Memorandum

Date: May 13, 2011

To: Policy Board Members

From: Bill Austin, AICP

Subject: May 19, 2011 Policy Board Meeting Agenda

Please find below a short description of the items to be considered at the May 19, Policy Board Meeting to be held at the City of Morgantown

**- WVU TIP Amendments-** West Virginia University (WVU) has requested that the TIP include PRT Maintenance Project for upcoming fiscal years to preclude the necessity of amending the TIP in future years. The total funding for the projects is summarized below:

1. PRT Modernization funds for FY 2011 in the amount of \$1,035,000  
Federal Funds \$828,000; Local Funds (WVU) \$207,000
2. PRT Modernization funds for FY 2012 in the amount of \$2,125,000  
Federal Funds \$1,700,000; Local Funds (WVU) \$425,000
3. PRT Modernization funds for FY 2013 in the amount of \$1,055,000  
Federal Funds \$845,000; Local Funds (WVU) \$210,000
4. PRT Modernization funds for FY 2014 in the amount of \$2,468,750  
Federal Funds \$1,975,000; Local Funds (WVU) \$495,750

A separate sheet is enclosed with a more complete description of the PRT related projects to be funded by WVU. Federally funded projects, are labeled as Grant Funded projects on the enclosed table. In addition to the federally funded projects WVU has also provided the MPO with a list of projects to be funded using University funds to be included in the TIP. These projects are labeled as MPRT funded projects on the enclosed table. MPRT projects may be included in the TIP as public information. The Transportation Technical Advisory Committee and the Citizens Advisory Committee respectfully recommend approval of the amendment of the recently adopted TIP to include both sets of projects.

**- Draft Planning Work Program-** Please find enclosed portions of the draft Unified Planning Work Program for FY 2011-2012. Major initiatives in the draft PWP include:

**- Preparation of an update of the MPO's Long Range Transportation Plan-** Please note that the enclosed document only shows the administrative cost of the project. The cost of the consulting firm to prepare the LRTP Update will be included in the final document to be considered at the June meeting.

**- Continuing the annual traffic count program-** The initial counts for the program were conducted in April. The 2012 UPWP project includes ongoing data collection and the creation and maintenance of the database. It is hoped that staff will be able to make the data available online during the upcoming fiscal year.

**- Creating a travel time database for selected thoroughfares** using data from Mountain Line vehicles and potentially from the Dynamic Signal System currently being installed. Initial database creation will be performed by WVU and the data will then be maintained by MPO staff.

**- Continuing TDM implementation** activities, though it is anticipated that any consulting firm cost associated with this project will be part of the ongoing LRTP update.

**- Improving MPO mapping using GIS** and aerial data and infrastructure data collected by the county and other agencies including the purchase of ArcGIS software with the necessary hardware and creation of a unified platform for operations.

**- Under Administration** MPO staff anticipates administering the LRTP Update as well as performing normal MPO operational duties.

The draft Planning Work Program allocates approximately \$210,200 for the MPO's operations in the upcoming Fiscal Year not including the cost of preparing the LRTP Update.

Not including the purchase of GIS software the draft budget is an approximately 20% reduction in requested funding for normal MPO operation. The reduction in funding is due to the establishment of the MPO as an independent agency. The proposed budget does reflect a 3% cost of living increase for MPO staff and the opportunity for the Executive Director to provide up to a 7% increase to his Assistant upon satisfactory completion of the probationary period.

The Policy Board is being provided this summary of the Draft Planning Work Program for initial review at the May meeting. Staff will make any recommended changes to the UPWP for adoption at the June meeting. It is anticipated that the cost of the proposed Long Range Transportation Plan update will be included in the final document to be brought forward at that time.

**-Consultants Recommended for Long Range Transportation Plan Update and Morgantown and Star City Comprehensive Plan Updates**

The MPO received twelve responses to the Request for Qualifications for the update of the MPO's LRTP and the preparation of Star City's and the City of Morgantown's Comprehensive Plan. The submitting firms consisted of AECOM, Baker Associates, Burgess and Niple, Gannett Fleming Associates, KCI Associates, LSA Associates, Mackin Associates, Renaissance Planning, Stantec and URS

The consultant selection committee consisting of representatives of the MPO's Transportation Technical Advisory Committee and the former Mayor of Star City have reviewed the proposals. It is their recommendation that the MPO interview the three highest scoring firms from their review. The highest scoring firms were Parsons Brinckerhoff and Associates, URS, and Burgess and Niple.

The table on the following page identifies the reviewers rating of each firm on 5 different criteria:

Personnel Experience (25 Points)

Firm Experience (20 Points)

Project Organization and Management (25 Points)

Project Approach (25 Points)

Unique or relevant Experience (5 Points)

The Selection Committee plans to interview the selected consultants on May 31<sup>st</sup> from 2 PM to 6:30 PM at the Mountain Line offices. Any MPO Policy Board Members and Citizens Advisory Committee members who wish to observe the interviews may attend them. It should also be noted that any municipality that wishes to join this effort may still do so. Upon completion of the interviewing process the Selection Committee will select a firm to negotiate a contract to perform the studies. If the Selection Committee is unable to select a firm from the interviews, the Committee may revisit the RFQ process.

**It is respectfully requested that the Executive Director, with the concurrence of the selection committee and the MPO officers, be authorized to negotiate a contract with the selected firm for presentation to the MPO Policy Board at the June 16<sup>th</sup> meeting.**

L RTP/Comp. Plan Consultant Selection Worksheet

Reviewer	Firm Ranking	7	9	3	10	12	4	8	11	1	5	6	2
		AECOM	Baker	Burg-Nip	Gannett	KCI	LSA	MAB	Mackin	Parsons	Renais.	Stantec	URS
Bill Austin (MMMPPO)		81	75	85	84	64	72	74	69	82	86	84	83
Alanna Slack (WV/DOT)		63	77	87	69	38	91	67	53	79	90	68	68
Chris Fletcher (City of Morgantown)		61	73	73	41	41	66	69	41	66	60	89	84
Richard Wood (Monongalia County)		86	72	68	69	63	78	76	69	89	78	75	85
Terry Hough (City of Morgantown)		62	74	73	42	42	64	70	42	64	61	89	82
Dave Bruffy (Mountain Line)		90	55	87	95	50	96	78	61	95	92	75	70
Alan Sharp (Star City)		76	51	81	54	66	64	51	57	81	63	54	86
Arile Forman (WVU)		80	84	68	69	63	88	78	48	90	82	76	74
	599	561	622	523	427	619	563	440	646	612	610	632	

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**Independent Auditors' Report  
and Related Financial Statements**

**MORGANTOWN MONONGALIA METROPOLITAN  
PLANNING ORGANIZATION**

**For the Year Ended June 30, 2010**

**Teed & Associates, PLLC  
3624 MacCorkle Avenue SE  
Charleston, West Virginia 25304  
304-925-8752**

# MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION

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# **MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION**

## **Policy Board of Directors**

**For the Year Ended June 30, 2010**

<u>Name</u>	<u>Representing</u>
Mayor Bill Byrne	City of Morgantown
Charles Byrer	City of Morgantown
Don Spencer	City of Morgantown
Eldon Callen	Monongalia County
Asel Kennedy	Monongalia County
Joe Statler, Treasurer	Town of Blacksville
Anthony Giambrone	Town of Star City
Mayor Patricia Lewis	Town of Granville
Janice Goodwin	City of Westover
Dave Bruffy, Vice Chairman	Mountain Line Transportation
Joseph Fisher, Chairman	West Virginia University
Perry Keller	WV DOT
Mike Kelly	Monongalia County Board of Education

**MORGANTOWN MONONGALIA METROPOLITAN PLANNING  
ORGANIZATION**

**Schedule of Funds**

**For the Year Ended June 30, 2010**

**GOVERNMENTAL FUND TYPES**

**General Fund**

# Teed & Associates, PLLC

## Certified Public Accountants

Established 1992

Member, American Institute of Certified Public Accountants

Member, West Virginia Society of Certified Public Accountants

Member, Tennessee Society of Certified Public Accountants

James L. Teed, CPA

james\_teed2000@yahoo.com

Stephen P. Glaser, CPA, MBA

steve@teedandassociates.com

Roy A. Smith, CPA

roy@teedandassociates.com

## Independent Auditors' Report


To the Policy Board Members  
Morgantown Monongalia Metropolitan Planning Organization  
Morgantown, West Virginia

We have audited the accompanying financial statements of the Morgantown Monongalia Metropolitan Planning Organization (MPO) as of and for the year ended June 30, 2010, as listed in the Table of Contents. These financial statements are the responsibility of the MPO's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the MPO as of June 30, 2010, and the results of its operations and cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Morgantown Monongalia Metropolitan Planning Organization has not presented the Management's Discussion and Analysis that accounting principles generally accepted in the United States of America require to supplement, although not to be part of, the basic financial statements.



Charleston, West Virginia  
April 28, 2011

# MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION

## Statement of Net Assets

June 30, 2010

	<u>General</u>	<u>Adjustment Note 3</u>	<u>Statement of Net Assets</u>
<b>ASSETS:</b>			
Cash and cash equivalents	\$ 21,250	\$ -	\$ 21,250
Accounts receivable	45,268	-	45,268
Capital assets			
Equipment and furniture	-	46,678	46,678
Accumulated depreciation	-	(36,343)	(36,343)
Total capital assets net of depreciation	<u>-</u>	<u>10,335</u>	<u>10,335</u>
Total Assets	<u>\$ 66,518</u>	<u>\$ 10,335</u>	<u>\$ 76,853</u>
<b>LIABILITIES:</b>			
Accounts payable	<u>\$ 9,852</u>	<u>\$ -</u>	<u>\$ 9,852</u>
Total liabilities	<u>9,852</u>	<u>-</u>	<u>9,852</u>
<b>FUND BALANCE/NET ASSETS</b>			
Fund Balance			
Unrestricted	<u>56,666</u>	<u>(56,666)</u>	<u>-</u>
Total liabilities and fund balance	<u>\$ 66,518</u>		
<b>NET ASSETS:</b>			
Invested in capital assets		10,335	10,335
Unrestricted		<u>56,666</u>	<u>56,666</u>
Total net assets		<u>\$ 67,001</u>	<u>\$ 67,001</u>

The accompanying notes are an integral part of these financial statements.

# MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION

## Statement of Activities

For the Year Ended June 30, 2010

	<u>General</u>	<u>Adjustment Note 3</u>	<u>Statement of Net Assets</u>
<b>EXPENDITURES</b>			
Labor and benefits	\$ 127,184	\$ -	\$ 127,184
Professional fees	61,956	-	61,956
Rent	7,575	-	7,575
Office utilities support	5,780	-	5,780
Office supplies	2,538	-	2,538
Travel	2,892	-	2,892
Other	7,444	-	7,444
Depreciation	-	6,319	6,319
Capital outlay	6,695	(6,695)	-
Total expenditures	<u>222,064</u>	<u>(376)</u>	<u>221,688</u>
<b>REVENUE</b>			
Federal pass through grant	182,793	-	182,793
State match	10,263	-	10,263
Local match	32,807	-	32,807
Other	100	-	100
Total revenue	<u>225,963</u>	<u>-</u>	<u>225,963</u>
Excess (deficiency) of revenues over expenditures	3,899	(3,899)	-
Change in net assets	-	4,275	4,275
Fund balance /net assets at the beginning of year, as restated	<u>52,767</u>	<u>-</u>	<u>62,726</u>
Fund balance /net assets at end of year	<u>\$ 56,666</u>	<u>\$ -</u>	<u>\$ 67,001</u>

The accompanying notes are an integral part of these financial statements.

# **MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION**

## **Notes to the Financial Statements**

**For the Year Ended June 30, 2010**

### **NOTE 1. ORGANIZATION**

#### **Description of Organization**

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

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

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

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

### **NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

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

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) and the fund financial statements report information on all of the non-fiduciary activities of the government. These statements are presented using the dual statement presentation as suggested for single purpose governments.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segments are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment.

### **Basis of Presentation**

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

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collectible within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, claims and judgments, are recorded only when payment is due.

The government reports the following major governmental fund:

The General fund is the government's primary operating fund. It accounts for all financial sources of the general government, except those required to be accounted for in another fund.

### **Cash and Cash Equivalents**

Cash on hand and deposits with banking institutions either in checking, savings, or money market accounts are presented as cash and cash equivalents in the accompanying financial statements.



## **Accounts Receivable and Payable**

Accounts receivable and payable are accounted for using accrual basis of accounting. The receivables are from other government entities.

## **Capital Assets**

Capital assets which include furniture and equipment are defined by the government as assets with an initial, individual cost of \$1,500 or more and estimated to have a useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. The cost of maintenance and repairs are expensed if they do not add to the value of the assets or materially extend asset lives.

The MPO's capital assets are depreciated using the straight-line method over the following estimated useful lives:

Furniture and equipment	5 years
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## **Net Assets**

Invested in capital assets consists of capital assets net of accumulated depreciation.

Unrestricted net assets are all net assets that do not meet the definition of "invested in capital assets".

## **Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from these estimates.

## **NOTE 3. ADJUSTMENTS SHOWN ON FINANCIAL STATEMENTS**

### **Explanation of Certain Adjustments Between the Governmental Fund Balance Sheet / Statement of Net Assets**

The governmental fund balance includes reconciliation between fund balance total governmental funds and net assets. One element of that adjustment represents that capital assets used in governmental activities are not financial resources, and therefore, are not reported in the funds. The detail of this \$10,335 difference is as follows:



Capital Assets	\$ 46,678
Accumulated Depreciation	<u>(36,343)</u>

Net adjustment to increase fund-balance total governmental funds to arrive at net assets governmental activities	<u>\$ 10,335</u>
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**Explanation of Certain Adjustments Between the Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balance/Statement of Activities**

The governmental fund statement of revenues, expenditures, and changes in fund balances/ Statement of Activities include one adjustment which represents the difference of the governmental funds reporting capital outlays as expenditures where as the cost of those assets are allocated over their estimated useful lives and reported as depreciation expense in the statement of activities. This is the amount that depreciation exceeded capital outlays for the current period. The detail of the \$376 difference is as follows:

Deprecation expense	\$ 6,319
Capital Outlay	<u>(6,695)</u>

Net adjustment to increase net change in fund balance total governmental funds to arrive changes in net asstes governmental activities	<u>\$ (376)</u>
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**NOTE 4. CAPITAL ASSETS**

Changes in capital assets during the year were as follows:

	Totals <u>June 30, 2009</u>	<u>Additions</u>	<u>Deletions</u>	Totals <u>June 30, 2010</u>
Capital assets being depreciated:				
Furniture and equipment	\$ 39,983	\$ 6,695	\$ -	\$ 46,678
Less accumulated depreciation for:				
Furniture and equipment	<u>30,024</u>	<u>6,319</u>	<u>-</u>	<u>36,343</u>
Capital assets, net	<u>\$ 9,959</u>	<u>\$ 376</u>	<u>\$ -</u>	<u>\$ 10,335</u>

**NOTE 5. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

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

**NOTE 6. LABOR AND BENEFIT COSTS**

Fiscal year ending June 30, 2010, all labor used by MPO were employee's of the county government that MPO reimbursed the expense associated with its employees their benefits. During fiscal year ending June 30, 2011 MPO has begun the employment of its employees.

**NOTE 7. RISK MANAGEMENT AND CONTINGENCIES**

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

Liabilities for contingencies are reported when it is probable a loss has occurred and the amount of the loss can be reasonably estimated.

**NOTE 8. CONTINGENCIES**

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

**NOTE 9. PRIOR PERIOD ADJUSTMENTS**

The following fund balance required restatement at the beginning of the year as follows:

	<u>General</u>	Government Wide <u>Net Assets</u>
Fund Balance as previously stated	\$ 37,990	\$ 47,949
Prior period account receivable understated	18,000	18,000
Prior period account payable understated	<u>(3,223)</u>	<u>(3,223)</u>
Restated total	<u>14,777</u>	<u>14,777</u>
Fund balances as restated	<u>\$ 52,767</u>	<u>\$ 62,726</u>

**REPORT ON INTERNAL CONTROL AND  
ON COMPLIANCE AND OTHER MATTERS**

# Teed & Associates, PLLC

## Certified Public Accountants

Established 1992

Member, American Institute of Certified Public Accountants

Member, West Virginia Society of Certified Public Accountants

Member, Tennessee Society of Certified Public Accountants

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steve@teedandassociates.com

Roy A. Smith, CPA

roy@teedandassociates.com

## REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Policy Board Members  
Morgantown Monongalia Metropolitan Planning Organization  
Morgantown, West Virginia

We have audited the financial statements of Morgantown Monongalia Metropolitan Planning Organization (MPO), as of and for the year ended June 30, 2010, and have issued our report thereon dated April 28, 2011. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

### Internal Control Over Financial Reporting

In planning and performing our audit, we considered the MPO's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Board's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis.

A material weakness is a deficiency, or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

To the Policy Board Members  
Morgantown Monongalia Metropolitan Planning Organization  
Morgantown, West Virginia  
Page 2

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies and, accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses. We did not identify any significant deficiencies in internal control.

#### Compliance and Other Matters

As part of obtaining reasonable assurance about whether the MPO's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the audit committee, management, Fred W. Eberle Technical Center, and other federal and state agencies and is not intended to be used and should not be used by anyone other than these specified parties. However in accordance with *West Virginia Code 6-9-9a*, this report is a matter of public record and its distribution is not limited.



Charleston, West Virginia  
April 28, 2011

## Budget Items by Major Category

In March of 2010 the MPO adopted a new Prospectus that defines the MPO's work tasks. The Project codes used in this document refer to the work task codes identified in the Prospectus.

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

**II-A-1 Traffic Counts**-The MPO will continue the annual traffic count program with the initial 46 locations counted in the spring of 2011. 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. They will also be available to the public for their use. These counts will be performed by a consultant team already on contract with the State of West Virginia to perform these services.

**II-A-9 Travel Time Studies**-MPO staff will have a travel time database created utilizing GIS data collected by Mountain Line Transit. This database will consist of historic information from Mountain Line and may be supplemented with data from the newly installed dynamic signal system. The data will be used to calibrate the MPO's regional model as well as be available for transit routing, and micro-simulation of the area's transportation network.

**II-A-10 Mapping**-MPO staff will improve the MPO's GIS Capabilities with the purchase of the most recent version of ARC GIS and working with Monongalia County to establish a server to share data. This work will also include supplementing the County's recently acquired aerial photography with additional data. The data may be used in the upcoming update of the area's LRTP.

### II-B Long Range Transportation Plan Development

**II-B-6 Community Goals and Objectives**-MPO staff will work with area communities to assist them with the development of their community goals and objectives as well as to insure that they are reflected in the MPO's goals and objectives as developed in the Long Range Transportation Plan Update. Staff anticipates participating in the City of Morgantown's, the Town of Star City's and Monongalia County's Comprehensive Planning processes as part of this assistance.

**II-B-11 Bicycle and Pedestrian Planning**-MPO staff will establish a Bicycle and Pedestrian Advisory Committee, and or incorporate the City of Morgantown's Bicycle Advisory Committee and Pedestrian Committee to assist in the development of the LRTP Countywide Bicycle and Pedestrian element during the development of the MPO's updated LRTP in 2012

**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 for their impact on the arterials and that they are adequate.

**II-B-16 Financial Planning**-MPO Staff will continue to monitor ongoing development of funding streams for transportation and begin to devise funding strategies to be incorporated in the update of the LRTP in 2012. Financial planning will also be performed as part of the MPO's Long Range Transportation Plan Update.

**II-B-17 Congestion Management Strategies**-Review and coordination with WVDOT/DOH on potential congestion mitigation strategies including ongoing TDM activities as well 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 2012 Planning Work Program.

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

MPO staff will amend and update the Transportation Improvement Program as needed.

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

The MPO will continue ongoing public involvement activities associated with the development the updated LRTP as well as the development of the revisions to the TIP and the creation of a new UPWP. Staff also anticipates increased public involvement activities associated with the implementation of the recommendations of the Transportation Demand Management Study.

**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 as well as involving the private sector in the development of the LRTP.

**III-D-1 Transportation Enhancement Planning**-MPO Staff will provide assistance with enhancement planning activities as requested by area agencies.

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

**III-E Management and Operations**

MPO staff will perform management and operational functions as required. This line item includes activities to monitor the performance of the consultant selected to update the area's long range Transportation Plan. Normal duties will include monitoring staff as well as regular ongoing administrative duties. This line item also includes the cost of the MPO audit, supplies, rent, insurance and other administrative costs.



## Greater Morgantown Metropolitan Planning Organization Operating Budget FY 2011-12

## Revenues and Expenditures By Major Category

Task Number	Task Item Category	Consolidated Federal Planning			City/Cou nty/MPO	Other	Total Cost Allocatio n
		Funds	WVDOT				
II-A	Inventory of Facilities						
1	Traffic Counts	8,800	1,100	1,100		\$11,000	
9	Travel Time Studies	7,200	900	900	\$ -	\$9,000	
10	Mapping	25,600	3,200	3,200	\$ -	\$32,000	
	Total	41,600	5,200	5,200		\$52,000	
II-B	L RTP						
6	Community goals	12,000	1,500	1,500	\$ -	\$15,000	
11	Bicycle and Ped.	4,000	500	500	\$ -	\$5,000	
13	Collector Street	4,000	500	500	\$ -	\$5,000	
16	Financial Planning	2,640	330	330		\$3,300	
17	Cong. Mgmt. Strat.	12,800	1,600	1,600		\$16,000	
	Total	\$35,440	\$4,430	\$4,430		\$44,300	
III	Admin.						
A	Work Program	\$4,000	\$500	\$500		\$5,000	
B	TIP	\$2,400	\$300	\$300		\$3,000	
C-6	Public Involvement	\$32,000	\$4,000	\$4,000		\$40,000	
C-7	Private Sector	\$2,400	\$300	\$300		\$3,000	
D-1	Enhancement Plan	\$2,400	\$300	\$300		\$3,000	
D-2	Env. And Pre-TIP	\$4,000	\$500	\$500		\$5,000	
D-4	Regional and State	\$4,000	\$500	\$500		\$5,000	
E	Management and Ops	\$40,000	\$5,000	\$5,000		\$50,000	
	Total	\$91,200	\$11,400	\$11,400		\$114,000	
Grand Totals - All Programs		\$168,240	\$21,030	\$21,030	\$0	\$210,300	

### Greater Morgantown MPO Operating Budget FY 2011-12

#### 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	\$ 57.40 Incl. benefits + Overhead/Contract
Asst. to Director	\$ 33.64 Incl. benefits + Overhead/Contract
Additional Travel	Monongalia County Rate as adjusted

#### Line Item Fixed Operating Expenses

Category	Consolidated Federal Planning Funds	WVDOT	City/County MPO	Total Cost Allocation
<b>Salaries</b>				
Director	\$ 59,440.00	\$ 7,430.00	\$ 7,430.00	\$ 74,300
Asst. to Director	\$ 30,880.00	\$ 3,860.00	\$ 3,860.00	\$ 38,600
Benefits (see below)	\$ 30,960.00	\$ 3,870.00	\$ 3,870.00	\$ 38,700
<b>Contracted/Capital Expenses</b>				
Contracted Services	\$ 4,800.00	\$ 600.00	\$ 600.00	\$ 6,000
Consulting Services	\$ 6,400.00	\$ 800.00	\$ 800.00	\$ 8,000
Computer Equipment	\$ 400.00	\$ 50.00	\$ 50.00	\$ 500
Software	\$ 16,000.00	\$ 2,000.00	\$ 2,000.00	\$ 20,000
Public Notices/Publishing	\$ 1,600.00	\$ 200.00	\$ 200.00	\$ 2,000
<b>Overhead</b>				
Travel & Training	\$ 6,400.00	\$ 800.00	\$ 800.00	\$ 8,000
Office Rent	\$ 6,560.00	\$ 820.00	\$ 820.00	\$ 8,200
Utilities (phone, internet, web site)	\$ 4,000.00	\$ 500.00	\$ 500.00	\$ 5,000
Copier lease, supplies, postage	\$ 800.00	\$ 100.00	\$ 100.00	\$ 1,000
Fuel/Maintenance	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 168,240.00</b>	<b>\$ 21,030.00</b>	<b>\$ 21,030.00</b>	<b>\$ 210,300</b>

#### Employee Benefit Expenditure Detail

(Calculated on Total Wages = \$112,900)

Description	Consolidated Federal Planning Funds	WVDOT	(City/County) MPO	Total Cost Allocation
FICA (6.2%)	\$ 5,599.84	\$ 699.98	\$ 699.98	\$ 6,999.80
Worker's Compensation (2.3%)	\$ 207.74	\$ 25.97	\$ 25.97	\$ 259.67
Medicaid (1.45%)	\$ 1,309.64	\$ 163.71	\$ 163.71	\$ 1,637.05
Retirement (12.5%)	\$ 11,290.00	\$ 1,411.25	\$ 1,411.25	\$ 14,112.50
Health Insurance (PEIA Rates-Same as FY 2010)	\$ 10,780.00	\$ 1,347.50	\$ 1,347.50	\$ 13,475.00
Dental & Vision Insurance (2011-2012 rates)				\$ 2,220.00
<b>Total Employee Benefit Package</b>				<b>\$ 38,704.02</b>

Note: The Director and Assistant to the Director are salaried positions. Therefore, all holidays, vacation and sick leave benefits are included in the base wage rate and shall be calculated on an hourly basis using a 2080 hour work year as the base line.

**GREATER MORGANTOWN MPO**  
**March 17, 2011**                      **Minutes**                      **City Council Chambers**

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

**MEMBERS ABSENT:** Patty Lewis, Janice Goodwin, Bill Byrne, Don Spencer, Eldon Callen

**MPO DIRECTOR:** Bill Austin

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

**2. APPROVAL OF MINUTES:** Mr. Kelly moved to approve the minutes of February 2011 as submitted; seconded by Mr. Bryer. The motion unanimously carried.

**3. PUBLIC COMMENT:** None

**4. FINANCE REPORT:** The financial report, presented in the packet for review, was received.

**5. EXECUTIVE DIRECTOR'S REPORT:**

**a.** Danielle Williams was introduced as the new full time assistant to the MPO Director/TDM Coordinator;

**b.** A van pooling meeting was held with many of the major employers in the 705 Corridor (WVU, WVU Hospital, Monongalia General, Mylan and Nettle) and VPIS. Employee information meetings will be scheduled with WVU and Mon General at the end of April/beginning of May; then van pool coordinating meetings will be scheduled. CMAC information will be forthcoming. Nettle will be refining their federal guidelines for van pooling;

**c.** Downtown traffic study anticipated completion date is the week of April 11<sup>th</sup>, the MPO Traffic Count Program will also be done during that same time period;

**d.** Mr. Austin asked for suggestions the MPO can do in the Unified Planning Work Program. Part of the UPWP will include updating the LRTP and any ongoing TDM work;

**e.** The Grumbein Island pedestrian counts were begun in March and there will be a Steering Committee Meeting April 1.

**f.** Mr. Austin will be speaking to the Suncrest Neighborhood Association later this month to discuss transportation projects in the area;

**g.** The MPO staff will be attending the American Planning Association's joint two day conference (with MPO's from West Virginia, Pennsylvania and Maryland) which will be held in Cumberland, MD.

## **6. ADMINISTRATIVE ITEMS:**

**a. Resolution Designating ICMA Trustee of Retirement Funds.** Trustee of retirement funds was the last item needed in order for the MPO to be a stand alone organization. Mr. Austin asked that the document be included in the Minutes of the meeting by reference. Mr. Austin is also requesting he be authorized to execute the necessary documents for the trusteeship. Mr. Bruffy noted this is a dedicated contribution fund. Mr. Keller moved to accept the resolution; Mr. Bruffy seconded it. The motion carried unanimously.

**b. MUB Participating as a member of TTAC.** MUB is presently working on its GIS Data Base and believed that joining the TTAC would be of benefit to them. Mr. Kennedy moved that Mr. Austin formally invite MUB to participate on the TTAC; Mr. Statler seconded it. The motion unanimously carried;

**c. Executive Director Authorized to Sign Checks.** Mr. Kennedy moved that Mr. Austin be authorized to co-sign checks with the Treasurer; seconded by Mr. Bruffy. The motion carried unanimously. Mr. Kennedy noted that no bank actually requires two signatures. Mr. Fisher stated he believed it was a good idea to have two signatures whether or not it was required.

**7. FY 2012-2014 TRANSPORTATION IMPROVEMENT PROGRAM.** The TIP includes all programs thru 2011-2012 and any informational programs. This will "clean out" any old and/or completed projects. It will also include the MPO's transportation priority list. Mr. Austin also noted that the TIP had been submitted for 30 days public comment. The document also includes Mountain Line's anticipated funding for the next three years. He also noted that this document will need to be amended at the next meeting to present the funding for the WVU's PRT projects. Mr. Austin noted the 705 Connector Project's name has been changed to the Mileground Plus One project. Mr. Statler moved to accept the 2012-2014 TIP; Mr. Kelly seconded it. The motion unanimously carried.

Mr. Keller presented an update on the Mileground Plus One project stating it is moving forward and discussions with the business owners have been taking place. The DOH is listening to their concerns. He stated there is no hard and fast decision made regarding the final project design. The DOH is looking at a hybrid of the original recommendation; a signalized intersection may be considered at the Airport Road intersection due to a grade change at Hartman Run Road and Easton Hill.

The business owners want the center turn lane to remain. To do that would mean shrinking the right of way. The proposed road is now 12 feet wide; may look at a 10 or 11 foot road which would reserve some of the right of way. Mr. Keller stated the public wants a better idea of what property is being taken. The DOH will provide

that information in the form of a public hearing to show what the five lane road will look like compared to a four lane road with a median.

Mr. Statler asked that the design be finalized quickly. Mr. Keller stated if a round about is located at the 705/Mileground/Willey Street, the realignment of the road will not significantly change.

Mr. Keller stated the business owners would be agreeable to a five lane road if it meant the center turn lane would remain. If there was no center lane, they feel their businesses would be adversely affected. They would be willing to give up more property if it meant the center turn lane could remain. Mr. Keller will keep the Board apprised every step of the way.

**8. MPO/STAR CITY/MORGANTOWN RFQ.** Mr. Austin has been working with the City's Director of Development Services and Star City officials to develop a request for qualifications for their comprehensive plan. Westover has also been contacted and expressed interest, but have not committed. Representatives of MountainLine, WVU and the municipalities, along with Mr. Austin, will develop a full scope of work.

Mr. Kennedy noted that any funding will be in next year's UPWP and we cannot obligate ourselves if we have no funds available. He also questioned why this is being done now. Mr. Austin stated the LRTP was last updated in 2007, and it needs to be updated every five years. Mr. Keller explained that all state MPO's were advised that, based on last year's funds, they would be given the same amount of funding. Mr. Kelly moved to proceed with the RFQ. Mr. Giambrone seconded it. The motion unanimously carried.

**9. DYNAMIC SIGNALIZATION SYSTEM.** Mr. Austin stated the study is moving forward; The Beechurst reconfiguration project is scheduled for construction to begin on May 16 with the project to be completed by August 26. The Beechurst portion of the dynamic signals project will be implemented immediately after the restriping project is completed. He stated the CAC is concerned about the new traffic signal at the intermodel location.

**10. EXECUTIVE SESSION REGARDING EXECUTIVE DIRECTOR'S REVIEW.** Mr. Austin advised that there was one outstanding issue concerning the Executive Director's review at the last Executive Session. Mr. Kennedy stated the issue was moot and no further discussion was needed. Mr. Statler moved to conclude the review of the Executive Director; Mr. Bryer seconded it. The motion unanimously carried.

**11. OTHER BUSINESS:** None

**12. ADJOURNMENT:** Mr. Kelly moved to adjourn; seconded by Mr. Statler. The motion unanimously carried.

The next MPO meeting will be held May 19, 2011.

WVU MPRT Funded Projects

Year	100% MPRT Funded	100% MPRT Funded Cost
<b>2011</b>		
	Local Share FTA Eff. Grant Fixed	\$183,092
	Med Ctr HVAC Replacement	\$50,000
	Study of Redundant Tire Tech	\$25,000
	Power Rail Heat Engineering	\$50,000
	VCCS Phase II Cost	\$334,000
	MPRT Funds Expended	\$642,092
<b>2012</b>		
	Prop Phase II Cost	\$3,818,000
	VCCS Phase II Cost	\$1,670,000
	ECU Replacement Cost	\$1,503,000
	Power Rail Heat Engineering	\$50,000
	MPRT to fund greater share of 5309	\$165,168
	Replace Power Rail Ramps	\$100,000
	MPRT Funds Expended	\$7,306,168
<b>2013</b>		
	Abutment Repairs	\$200,000
	Install Power Rail	\$250,000
	install Segment of Power Rail Heat	\$200,000
	Prop Phase II Cost	\$3,818,000
	ECU Replacement Cost	\$497,000
	ATC Replacement	\$2,170,000
	MPRT Funds Expended	\$7,135,000
<b>2014</b>		
	Install Power Rail	\$250,000
	install Segment of Power Rail Heat	\$250,000
	Replace / Repair Med Ctr Tunnel	\$500,000
	Power Distribution Sys. Replacement	\$200,000
	Replace Power Rail Ramps	\$100,000
	MPRT to fund greater portion of 5309	\$263,177
	ATC Replacement	\$2,170,000
	Vehicle Replacement	\$540,000
	MPRT Funds Expended	\$4,273,177

WVU Grant Funded Projects

Year	FTA Efficiency Grant	5309 Modernization Project	Federal Share	Local Share	Total Cost
<b>2011</b>					
		Replace OCB	\$64,000	\$16,000	\$80,000
		Replace UPS at Med. Ctr. Station	\$68,000	\$17,000	\$85,000
		Bridge Repair	\$264,000	\$66,000	\$330,000
		Replacement of HVC Run #10	\$120,000	\$30,000	\$150,000
		Motor Operated Switchgear @ PRT	\$80,000	\$20,000	\$100,000
	BP 1 Replacement		\$116,000	\$29,000	\$145,000
	BP 2 Replacement		\$116,000	\$29,000	\$145,000
		Federal Funds Expended	\$828,000		
		MPRT Funded Expended		\$207,000	
<b>2012</b>					
		Lighting Replacement at Stations	\$350,000	\$87,500	\$437,500
		Vehicle Radio Replacement	\$400,000	\$100,000	\$500,000
		Replace UPS at Towers Station	\$150,000	\$37,500	\$187,500
		Boiler Plant 4 & Roof Replacement	\$800,000	\$200,000	\$1,000,000
		5309 Federal Funds Expended*	\$1,700,000		
		MPRT Funded Expended		\$425,000	
<b>2013</b>					
		Power Distribution System Engineering	\$240,000	\$60,000	\$300,000
		Lighting on Guideway	\$300,000	\$75,000	\$375,000
		Replace UPS at Beechurst	\$150,000	\$37,500	\$187,500
		Replace UPS at Engineering Station	\$155,000	\$37,500	\$192,500
		MPRT Funds Expended	\$845,000		
		MPRT Funds Expended		\$210,000	
<b>2014</b>					
		Pier Pad Replacement	\$350,000	\$87,500	\$437,500
		Stanchion Replacement	\$75,000	\$18,750	\$93,750
		Expanded Metal Installation	\$50,000	\$12,500	\$62,500
		Replace HVC Run #4&#9	\$225,000	\$56,250	\$281,250
		Replace OCB	\$75,000	\$18,750	\$93,750
		Power Wash Guideway	\$350,000	\$87,500	\$437,500
		Paint Superstructure	\$200,000	\$50,000	\$250,000
		Seal Concrete Surfaces	\$400,000	\$100,000	\$500,000
		Structural Inspection	\$250,000	\$62,500	\$312,500
		5309 Federal Funds Expended*	\$1,975,000		
		MPRT Funds Expended		\$493,750	