



82 Hart Field Road Suite 105
Morgantown, WV 26508
(304) 291-9571
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Agenda

MPO Policy Board Meeting
Morgantown City Hall
389 Spruce Street
October 22, 2015
6 PM

1. Call To Order
2. Public Comment
3. Approval of Minutes
4. Committee Reports
 - a. Citizens Advisory Committee
 - b. Finance Report
 - c. Executive Directors Report
 - i. Update on I-79 Access Study and University Avenue Study
 - ii. Update on Westover Granville Pedestrian Study
 - iii. Update on WV7/Greenbag Road Intersection Public Meeting
 - iv. Update on Mileground
5. TIP Amendment
6. Draft Public Involvement Policy
7. Update on MPO Projects in draft State Transportation Improvement Program
8. Discussion of Truck Issues with Congressman McKinley
9. Presentation on Mountain Line Transit Efficiency Study, Dave Bruffy
10. Other Business
11. Meeting Adjournment



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Memorandum

Date: October 16, 2015
To: Policy Board Members
From: Bill Austin, AICP
Subject: October 22, 2015 Policy Board Agenda

Please find below a short description of the items to be considered at the October 22, 2015 Policy Board Meeting to be held at Morgantown City Hall in the Council Chambers at 6 PM.

-Transportation Improvement Program Amendment-The Division of Highways has requested the following TIP Amendment:

FY 2015-2016 Add

-Klondike Hill Road (CO 15)-Resurface for a distance of 2.4 miles beginning at milepost 0-Project Number ACST0015103D Total Cost \$196,500 Federal Funding \$0

The Citizens Advisory Committee and the Transportation Technical Advisory Committee unanimously recommended approval of the requested TIP amendment to the MPO Policy Board.

In addition to the TIP Amendment WVDOH has requested the following

Administrative Adjustments (do not require Policy Board approval):
(Please note only the proposed changes are shown all other details of the projects remain the same as shown in the previous TIP):

-Smithtown Road Resurfacing construction phase Project ACST0073083D increase cost to \$369,000 from \$152,300

-Beechurst Avenue/Campus Drive Intersection Improvement Projects
CMAQ0019408D, CMAQ0019409D, CMAQ00194010D, all phases move to Federal
Fiscal Year (FFY) 2016

-Brookhaven Road Improvement Project project CMAQ007263D,
CMAQ007264D all phases move to FFY 2016

-I-68 Sabraton-project NHPP0068165D, Thin overlay-move to FFY 2016

-Dents Run/WV100 Intersection Improvement-project HSIP0671006D-move to
FFY 2016

-Patteson Drive +1 Add Turn Lanes-project STP0705008D-move to FFY 2016

-US19/WV 7 Design Report-project CMAQ0019407D-move to FFY 2016

-West Run Road Widening-project HSIP671006D-move to FFY 2016

-Mileground+1 Easton Hill segment-construction projects STCM011973D, STCM-
move to FFY 2016

-Patteson Drive Lighting-projects HSIP0705016D,HSIP070517D-move to FFY2016

-Walnut Street Streetscape-project TEA2012638D-move to FFY2016

-Westover Dunkard Avenue Sidewalk-project TEA2012637D-move to FFY2016

-WV7/CR857 Intersection Improvement-projects CMAQ0007249D,
CMAQ0007248D-move to FFY2016

-Deckers Creek Trail Resurfacing-project NRT201693D-move to FFY2016

-Arnettville Arch Bridge-project NRT2012686D-Cost increase total project cost
\$1,867,000, previous cost estimate-\$1,200,000

-Deckers Creek Trail Undercut Repair-project NRT2012686D-move to FFY 2017

-Star City Trail Connector-project NRT2015040DTC engineering move to FFY
2017-18; project NRT2015041D construction move to FFY 2018

-Westover Park Loop-project NRT20122012681D engineering move to FFY
2017;project NRT2012702D construction move to FFY 2018

-White Day Creek Bridge Replacement-Project NHPP0793247D move to FFY
2016

Please note that unless otherwise specified if a project is moved to a new Federal Fiscal Year it was previously programmed in the preceding Federal Fiscal Year. Also, **Administrative Adjustments to the TIP do not require approval by the MPO Policy Board.**

-Update on MPO Projects in the draft State Transportation Improvement Program-The West Virginia Department of Transportation has released the draft 2015-2021 State Transportation Improvement Program (STIP). The draft STIP includes four new projects that are included in the MPO's Priority List. The projects listed in the STIP are:

-Beechurst Avenue Spot Improvements in the vicinity of 6th Street to Pleasant St. Engineering (ENG.) \$500,000, Right of Way (ROW) \$3,000,000 Construction (in FFY 2021) \$3,500,000 Project Total \$7,000,000

-West Run Widening (Western Leg) Eng. \$750,000, ROW \$4,000,000 Construction (in FFY 2021) \$11,000,000 Project Total \$15,750,000

-Greenbag Road Priority Segment 1 (Kingwood Pike to Don Knotts) Eng. \$1,000,000 ROW \$3,000,000, Construction (in FFY 2020) \$11,000,000 Project Total \$15,000,000

-Van Voorhis Road Widening-West Run to Burroughs Street, Eng. \$600,000 ROW \$5,000,000 Construction (in FFY 2020) \$4,400,000 Project Total \$10,000,000

This item is not a request for a TIP Amendment. The Department of Transportation is seeking public comment on the inclusion of these projects and other projects in the STIP. There will be an opportunity for public comment on November 2, at the Offices of Mountain Line Transit from 4 pm until 7 pm.

-Draft Public Involvement Policy-Please find enclosed with your agenda a proposed revision of the MPO's Public Involvement Policy. This draft policy has been reviewed by the ad-hoc committee that agreed to work on the Policy and advertised for adoption by the MPO Policy Board at the November meeting. We would appreciate any comments you may have on the proposed Policy. The draft Policy will be revised per any comments received from the MPO's Committee's and the Public and, unless there are substantive changes that require a rewrite of the Policy, submitted to the MPO's Committee process for final recommendation to the Policy Board in November.

MORGANTOWN MONONGALIA
METROPOLITAN PLANNING ORGANIZATION POLICY BOARD
AUGUST 20, 2015 MINUTES

Members Present: Chairman Wesley Nugent-City of Morgantown, Mayor Patricia Lewis-Granville, , Mike Kelly-Board of Education, Dave Bruffy-Mountain Line, Joe Statler-Blacksville, Randy Hudak-WVU, Elwood Penn-WVDOH, Commissioner Eldon Callen-Monongalia County, Councilperson Jennifer Selin-City of Morgantown, Mayor Marti Shamberger-City of Morgantown

Members Absent: Councilperson Janice Goodwin-City of Westover, Commissioner Tom Bloom-Monongalia County, Commissioner Edward Hawkins-Monongalia County.

MPO Director: Bill Austin

1. Call to Order

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

2. Public Comment

None.

3. Approval of Minutes

Chairman Nugent introduced the approval of the June Policy Board Meeting Minutes. Commissioner Callen pointed out an error in the minutes: it did not show whether or not Commissioner Hawkins was present during the June meeting. Mr. Austin noted that Commissioner Hawkins was absent in that meeting and the minutes will be corrected accordingly. Commissioner Callen moved to approve the minutes as corrected; seconded by Mr. Kelly.

4. Committee Reports

A. Citizens Advisory Committee

Mr. Austin noted that Chairman Rice was absent at the last CAC meeting. Mr. Austin then noted that there was a good turnout. The CAC unanimously recommended approval of the proposed TIP Amendments. The Committee suggested that the Boyers intersection Ave project should address the impact of traffic turning left into the gas station near the intersection and the safety of pedestrian crossing on both Boyers Ave and Mon Blvd. Mr. Austin then noted that there was a good interagency coordination in the last TTAC meeting on proposed TIP projects, including the paving and striping project on University Ave. The TTAC also unanimously recommended approval of the proposed TIP Amendments.

B. Financial Report

Chairman Nugent asked Mayor Lewis to present the finance report. Mayor Lewis presented the MPO's May activities as follows:

-Beginning balance in June \$2,117.02 with expenditures of \$55,257.92 and three deposits totaling \$76,831.69, leaving a balance of \$23,690.79 at the beginning of July. Councilperson Selin moved for approval of the financial report as presented; second by Mr. Bruffy. With no discussion, the motion unanimously passed.

-Beginning balance in July \$23,690.79 with expenditures of \$28,152.44 and two deposits totaling \$17,646.66, leaving a balance of \$13,185.01 at the beginning of August. Mayor Shamberger moved for approval of the financial report as presented; second by Mr. Bruffy. With no discussion, the motion unanimously passed.

C. Executive Directors Report

i. University Avenue Complete Streets Study

Mr. Austin noted that the University Ave Complete Streets Study has completed the first phase of public involvement and existing condition analysis. The draft existing condition report will be available for the Steering Committee to review. The study team will present a conceptual design of the corridor and host a public workshop at the WVU Mountain Lair on August 31 and September 1. The Steering Committee meeting will be on August 31.

Chairman Nugent expressed his appreciation to WVU for hosting this event for the study.

ii. I-79 Access Study

Mr. Austin noted that the the I-79 Access Study is in the modeling phase. The study team is updating origin and destination data and general socioeconomic information. A draft existing condition report will be available for review in the next few weeks. Mr. Austin noted that the study team is seeking representatives from the Board to serve on the Steering Committee for this study.

Commissioner Callen, Mayor Lewis, Mr. Bruffy, and Mayor Shamberger agreed to serve on the Steering Committee.

iii. Westover/Granville Pedestrian Study

Mr. Austin noted that the Westover/Granville Pedestrian Study is in the process of collecting GIS and socioeconomic information. MPO staff met with Mayor Lewis and Councilperson Goodwin to discuss the pedestrian amenities in the study area. In September, the MPO will carry out a sidewalk assessments.

iv. Project coordination with WV DOH

Mr. Austin noted that MPO staff and representatives from the WVU, DOH, and the City of Morgantown will meet next week to discuss the design of the Mon Blvd Center Turning Lane Project.

Mr. Austin then noted that the MPO is communicating with Star City to seek representatives from the City for the MPO's Policy Board, TTAC, and CAC. Mr. Austin also noted that the he, Chairman Nugent and Commissioner Callen met with the Dominion post editorial board. The meeting fostered a positive relationship between the MPO and the Dominion Post.

Chairman Nugent noted that the meeting was a fruitful discussion on various transportation issues in the community. Commissioner Callen noted that he appreciates the collaboration among our communities and the MPO is a key element in addressing long-term transportation issues in the area.

Mr. Austin then noted that he will be out of the office from September 8 to September 18 for two business meetings and personal business.

5 TIP Amendments

Mr. Austin noted that the Division of Highways has requested that 19 projects be considered as TIP Amendments. He briefly introduced the proposed projects. They are: Boyers Avenue/US 19 intersection improvement, Collins Ferry Road Resurfacing, Grafton-Morgantown Road Resurfacing, Harner/West Run Resurfacing, Van Voorhis Road Resurfacing, Indian Creek Road Resurface, Morgantown Bicycle Signs, I-68/Pierpont Road Interchange Improvements, River Road Resurfacing, Smithtown Road Resurfacing, Smithtown Road Resurfacing, University Ave Resurfacing, Collins Ferry Connector, Deckers Creek Trail Repairs, Foundry Street Linkage Trail, Morris Builders Bridge Replacement, Everettville Bridge Replacement, and Arnettsville Arch Bridge Replacement. Mr. Austin expressed his appreciation to the WV DOH for those project proposals. Councilperson Selin suggested to approve all the proposed TIP Amendments as one resolution.

Mayor Shamberger moved to approval all proposed TIP Amendments as presented, second by Councilperson Selin. Commissioner Callen asked whether the concerns raised in TTAC meeting were addressed by the WV DOH. Mr. Austin noted that the DOH responded every question and committed to close collaboration with the other agencies. Councilperson Selin asked whether the Collins Ferry Rd resurfacing project will overlap with the construction of the left-turn lane to the new Suncrest School. Mr. Austin noted that the two projects do not overlap. Councilperson Selin then asked about the coordination between the City and the DOH on the University Ave Resurfacing project. Mr. Austin noted that the City and the DOH agreed to work together to ensure that the linear alignment of travel lanes will match up on the two sides of the city boundary on University Ave. With no further discussion, the motion unanimously passed.

6. Other Business

Mr. Kelly noted that the sign near the ramp to I-79 north on US 19 is confusing. It often mislead drivers who need to get on I-79 north into Dents Run Blvd, especially during summer when the ramp is blocked by foliage. Mr. Austin noted that he will communicate with the DOH on this matter. Chairman Nugent asked the status of MLTA Route Efficiency & Vehicle Maximization Study. Mr. Bruffy noted that the study is in the process of reviewing the preliminary recommendations.

11. Meeting Adjournment

Mr. Statler moved to adjourn the meeting, second by Commissioner Callen.

The meeting adjourned at 6:40 PM.

Morgantown - Mon County Trans. Planning Org.
 Checking Account
 As of August 31, 2015

12:16 PM
 10/14/2015
 Accrual Basis

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Centra-Checking (voucher checks)									13,185.21
Deposit	08/10/2015		Local Match	City of Morgantown Match FY 2015-16		√	MPO (City)	17,500.00	30,685.21
Check	08/14/2015	8663	Comcast	Internet/Phones		√	Administrative Overhead	-303.65	30,381.56
Check	08/14/2015	8664	J. William B. Austin	Mileage for Charleston Trip		√	Travel (Travel)	-174.90	30,206.66
Check	08/14/2015	8665	Public Employees Insurance Agency	Medical Insurance		√	Salary	-1,669.94	28,536.72
Check	08/14/2015	8667	Service Plus			√	Accounting (Accounting Fees)	-107.92	28,428.80
Check	08/14/2015	8666	Retiree Health Benefit Trust Fund			√	Salary	-326.00	28,102.80
Check	08/14/2015	8668	WV Board of Risk & Insurance Management			√	Administrative Overhead	-913.00	27,189.80
Check	08/14/2015	8669	WV Newspaper Publishing Co.	TIP Advertisement		√	Administrative Overhead	-318.22	26,871.58
Check	08/14/2015	5386	J. William B. Austin	Electronic Deposit		√	Salary	-1,960.36	24,911.22
Check	08/14/2015	5387	Jing Zhang	Electronic Deposit		√	Salary	-1,290.77	23,620.45
Check	08/14/2015	5388	ICMA. Retirement Corp			√	Salary	-1,574.56	22,045.89
Check	08/14/2015	941	Internal Revenue Service	Electronic Transfer		√	Salary	-1,188.50	20,857.39
Deposit	08/17/2015		Monongalia County Planning Commission	Deposit		√	Internet	151.72	21,009.11
Deposit	08/25/2015		Monongalia County Planning Commission	Deposit		√	Internet	151.83	21,160.94
General	08/28/2015	10RR	J. William B. Austin	Reverse of GJE 10R -- For CHK 8626 voided on 08/28		√	Travel & Ent (Travel and Entertainme	325.94	21,486.88
Check	08/31/2015	8670	Fringe Benefits Management Company			√	Salary	-322.62	21,164.26
Check	08/31/2015	8671	J. William B. Austin	Replacement for voided check 8626		√	Travel & Ent (Travel and Entertainme	-325.94	20,838.32
Check	08/31/2015	8672	Morgantown Municipal Airport			√	Rent (Rent)	-720.00	20,118.32
Check	08/31/2015	8673	WVU Alumni Association	Location Fee for University Avenue Study Meeting		√	Administrative Overhead	-423.50	19,694.82
Check	08/31/2015	5389	J. William B. Austin	Electronic Transfer		√	Salary	-1,960.36	17,734.46
Check	08/31/2015	5390	Jing Zhang	Electronic Transfer		√	Salary	-1,290.77	16,443.69
Check	08/31/2015	5391	ICMA. Retirement Corp			√	Salary	-1,574.56	14,869.13
Check	08/31/2015	941	IRS	Electronic Transfer		√	Salary	-1,188.50	13,680.63
Check	08/31/2015	83115	WV Dept of Tax and Revenue	Electronic Transfer		√	Salary	-424.00	<u>13,256.63</u>
Total Centra-Checking (voucher checks)									13,256.63

TOTAL

Morgantown - Mon County Trans. Planning Org.
 Checking Account
 As of September 30, 2015

11:38 AM
 10/14/2015
 Accrual Basis

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Centra-Checking (voucher checks)								13,256.63
Deposit	09/01/2015		WVDOH	Deposit June Reimbursement	√	PL Funds (Funds)	45,682.38	58,939.01
Check	09/01/2015	8674	Centra Bank - Mastercard	Travel to Shepherdstown and Office	√	Administrative Overhead	-192.11	58,746.90
Check	09/01/2015	8675	Stantec Consulting Service	University Avenue Complete Street	√	Consulting (Consulting Expense)	-24,662.38	34,084.52
Deposit	09/03/2015		WVDOH	July 2015	√	PL Funds (Funds)	24,100.95	58,185.47
Check	09/15/2015	8676	HDR Engineering	I 79 Access Study	√	Consulting (Consulting Expense)	-25,008.37	33,177.10
Check	09/15/2015	8677	Public Employees Insurance Agency		√	Salary	-1,669.94	31,507.16
Check	09/15/2015	8678	Retiree Health Benefit Trust Fund		√	Salary	-326.00	31,181.16
Check	09/15/2015	8679	Stantec Consulting Service		√	Consulting (Consulting Expense)	-6,179.31	25,001.85
Check	09/15/2015	8680	Brickstreet Mutual Insurance Company		√	Administrative Overhead	-288.00	24,713.85
Check	09/15/2015	8681	Service Plus		√	Accounting (Accounting Fees)	-104.40	24,609.45
Check	09/15/2015	5392	J. William B. Austin	Electronic Deposit	√	Salary	-1,960.36	22,649.09
Check	09/15/2015	5393	Jing Zhang	Electronic Deposit	√	Salary	-1,290.76	21,358.33
Check	09/15/2015	941	IRS	Electronic Deposit	√	Salary	-1,188.51	20,169.82
Check	09/15/2015	5394	ICMA. Retirement Corp		√	Salary	-1,574.56	18,595.26
Check	09/29/2015	8682	Centra Bank - Mastercard	travel to Shepherdstown		Administrative Overhead	-84.58	18,510.68
Check	09/29/2015	8683	Comcast			Administrative Overhead	-303.65	18,207.03
Check	09/29/2015	8684	J. William B. Austin	Mileage to/from Shepherdstown		Travel & Ent (Travel and Entertainment)	-156.00	18,051.03
Check	09/29/2015	8685	Jing Zhang	Planning Conference Expenses		Travel & Ent (Travel and Entertainment)	-149.13	17,901.90
Check	09/29/2015	8686	Morgantown Municipal Airport			Rent (Rent)	-720.00	17,181.90
Check	09/30/2015	5395	J. William B. Austin	electronic transfer	√	Salary	-1,960.36	15,221.54
Check	09/30/2015	5396	Jing Zhang	electronic transfer	√	Salary	-1,290.77	13,930.77
Check	09/30/2015	941	IRS	electronic transfer		Salary	-1,249.70	12,681.07
Check	09/30/2015	93015	WV Dept of Tax and Revenue	electronic transfer		Salary	-434.00	12,247.07
Check	09/30/2015	5398	Johnathon Nellis	Temp Emp. Pedestrian Study		Contract Labor (Contract Labor)	-359.40	11,887.67
Check	09/30/2015	5397	ICMA. Retirement Corp			Salary	-1,574.56	10,313.11
Total Centra-Checking (voucher checks)								10,313.11
TOTAL								



Public Involvement Policy

(Draft)

September 29, 2015

Policy Purpose

As a public agency the Morgantown Monongalia Metropolitan Planning Organization (MMMPO) is required to maintain "...continuous, comprehensive and cooperative planning process." (23 U. S. Code 134 (c) (3)) This means the MMMPO is committed to providing a proactive, open and transparent public involvement process that actively seeks engagement from stakeholders and the public at large.

All public involvement activities should strive to engage underrepresented communities and stakeholders as well as the public at large.

The MMMPO's public involvement process must also meet the requirements of State and Federal laws and regulations for an open decision making process that is accessible to the public. The MMMPO will also develop a separate policy to address the requirements of Title VI which will be incorporated into this document when adopted. A list of applicable laws and regulations is included in Appendix 1.



3C PLANNING PROCESS

The process for developing the plans and TIPs shall provide for consideration of all modes of transportation and shall be continuing, cooperative, and comprehensive to the degree appropriate, based on the complexity of the transportation problems to be addressed.

– 23 U.S. Code 134 (c) (3)

This Policy is subject to the review by the following agencies:

- Federal Highway Administration (FHWA)
- Federal Transit Administration (FTA)
- West Virginia Department of Transportation (WVDOT)
- Other agencies as may be required by law

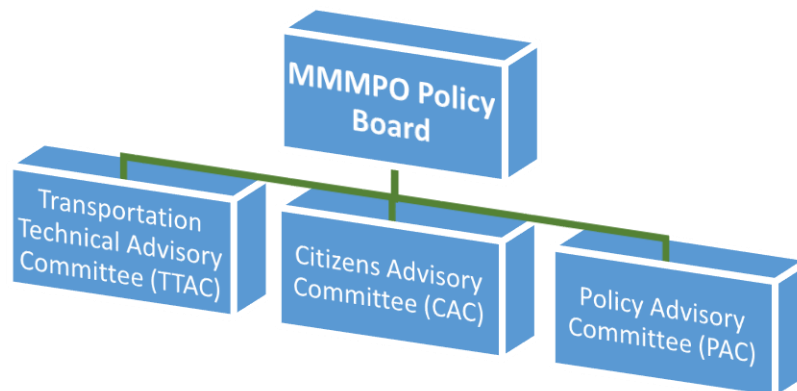
As possible all public involvement activities should be coordinated with ongoing State and Federal activities.

Relationship to the MMMPO Structure

The MMMPO Bylaws establishes three (3) advisory Committees for the consideration of the documents the MPO produces and the policies the MPO adopts for the development of the MPO’s products, services and positions. These Committees are

- Transportation Technical Advisory Committee (TTAC)
- Citizens Advisory Committee (CAC)
- Policy Advisory Committee (PAC)

These Committees act in an advisory capacity to the MMMPO’s Policy Board, the MPO’s decision making body.



The TTAC and CAC meet prior to each Policy Board meeting to review items for the Policy Board’s consideration. Unless there are extenuating circumstances, consideration of these items by these two Committee’s is considered one of the primary outreach strategies of this Policy. The meetings of these Committee’s and the related meeting agenda’s for these Committees will be advertised on the MPO’s website at least three (3) days prior to a regularly scheduled meeting. Unless specifically mentioned below, all of the items considered by the Policy Board will be publicly reviewed by these Committees as part of this Public Involvement Process.

How a transportation project get approved at the MMMPO



All notices publicized on the MMMPO’s website will also be forwarded to a list of public outlets and stakeholders established in a list of media agencies to be kept by MMMPO staff. A preliminary list of these agencies is included as Appendix 2 of this document.

The MPO’s Policy Advisory Committee will meet at least twice a year to discuss ongoing policy initiatives and the activities of the MPO. These meetings will be conducted in an open public forum format.

As the decision making body for the MMMPO, the Policy Board will adhere to the following guidelines:

- Regularly scheduled Policy Board meetings will be broadcast on the City of Morgantown’s public access channel unless technical difficulties do not allow this.

- The agenda for the Policy Board will be publicized on the MPO Website six (6) days prior to the Policy Board meeting.
- Special meetings may be called where it may not be possible for the meeting to be broadcast. In this instance adequate notice as stipulated by applicable law will be given to the public outlets and stakeholders established on the MMMPO Media/Stakeholder list.
- The Policy Board will open the floor for public comment at the beginning of each meeting. At the discretion of the Chairman, comments made to the Policy Board may be limited to four (4) minutes.

Applicability of the Public Involvement Policy

This Policy is applicable to consideration of all action items and recommendations made to and by the MMMPO Policy Board by the MMMPO's committees with the exception of the consideration of personnel issues and similar matters that are exempted from open meetings laws under State code. The Policy also provides guidance in the development of planning documents and planning studies. In addition to meeting the requirements of the MMMPO, the Policy is meant to address the public involvement requirements for the adoption of the Transportation Improvement Program (TIP) and TIP Amendments for the Mountain Line Transit Authority.



Specific requirements for individual items considered by the MMMPO, particularly this Public Involvement Policy, the Long Range Transportation Plan (LRTP or MTP) and amendments, the Transportation Improvement Program (TIP) and amendments, the Unified Planning Work Program (UPWP) and planning studies, and general public involvement activities are described below.

Public Involvement Policy

The initial review of this Policy will be conducted by an ad-hoc review committee established with representation from the TTAC, CAC, and Policy Board. The ad-hoc Committee will recommend the release of the Policy for a minimum of a forty five (45) day review period prior to adoption of the Policy by the Policy Board. Notice of the release of the Policy for comment will be made on the MMMPO website, provided to established media outlets and an advertisement notifying the public of the availability of the Policy will be placed in the local newspaper.

During the forty five (45) day comment period, the Policy will be reviewed prior the next Policy Board meeting by the TTAC and CAC as part of the established review process. Written comments from the public on the Policy will be forwarded to the Policy Board. Verbal comments will be summarized by Staff and forwarded to the Policy Board for their consideration during the adoption process.



Long Range Transportation Plan/Metropolitan Transportation Plan Adoption and Amendment

The Long Range Transportation Plan/Metropolitan Transportation Plan is one of the two primary documents the MMMPO produces. It is crucial that the LRTP/MTP have a strong public outreach component to ensure that the plan has public support as the MPO seeks funding to implement the projects identified in the Plan.

Adoption of an Updated LRTP/MTP

Adoption of an Updated LRTP/MTP-The update of the Long Range/Metropolitan Transportation Plan requires these additional steps:

- 1) The public should be notified of the intent to update/develop the LRTP/MTP. This process may occur as part of the public involvement for the development and consideration of the Unified Planning Work Program as part of the MPO's Committee review process identified above.
- 2) Establishment of a Steering Committee including Policy Board Members, members of the MPO's Committee's, and representatives of the general public.

- 3) The development of the Plan will include

at a minimum two walk through public forums, as well as at least two (2) Steering Committee meetings where public comments may be received. The first public forum will present an examination of the existing conditions in the area, and the public will be encouraged to express their concerns with transportation in the area. The

2

The development of the LRTP will include **at least two (2)** walk through public forums, as well as at **least two (2)** Steering Committee meetings where public comments may be received.

45

Unless the draft Plan is found to need major revisions, the Steering Committee will release the draft LRTP/MTP for a **forty five (45) day** final comment period before consideration by the MPO Policy Board.

second public forum will be to review the recommendations for the LRTP/MTP. The Steering Committee meetings will be to review the results of the public forums and to receive public comment. It is anticipated that unless the draft Plan is found to need major revisions, the Steering Committee will release the draft LRTP/MTP for a forty five (45) day final comment period before consideration by the MPO Policy Board. In addition to advertisements published a minimum of one (1) week in advance of required meetings, all public outreach activities will include the use of non-traditional media including but not limited to social media such as Facebook and Twitter and similar websites to solicit input and to advertise public involvement activities including meetings.

- 4) All public comments received during the comment period will be summarized and presented to the MPO’s Committee’s and the Policy Board for consideration prior to adoption of the Plan. The summarized comments will be included in an appendix to the Plan.

Amendments to the LRTP/MTP

Amendments to the LRTP/MTP will require a thirty (30) day public notification for any potential significant change to the LRTP/MTP. Minor amendments, meaning those that do not substantially impact the purpose and/or need of a project, require the same notification as a TIP Amendment. This notification will be made to the MMMPO’s media and stakeholders list.

Transportation Improvement Program Adoption and Amendment

The Transportation Improvement Program (TIP) is the primary document for identifying the projects to be implemented over the next six (6) years. Funding in the TIP is primarily for the first two years with the remaining years being illustrative. The MMMPO is

The Transportation Improvement Program (TIP) is the primary document for identifying the projects to be implemented over the next six (6) years.

required to prepare and update the TIP approximately every two to three year. The preparation of the TIP and amendments to the TIP will be in accord with the requirements of the applicable Federal legislation and regulations and will include adequate descriptive information including mapping as well as identification of implementing agencies, project phases, project costs, identification of Federal funds. All notices for the adoption of the TIP and amendments to the TIP will inform the public that the MPO’s Public Involvement activities also serve as public involvement for Mountain Line Transit.



Public Meeting Notices

- Post yearly calendar on the MPO’s website
- Post policy board meeting agenda 6 days prior to meeting
- Post committee meeting agenda 3 days prior to meeting
- Broadcast policy board meetings on public access channel

Adoption of the TIP

Thirty (30) days prior to the preparation of the TIP a notice will be advertised in the local newspaper and provided to the Media/Stakeholders List, posted on the MMMPO's website and in social media, informing the public that the TIP will be developed and soliciting input into projects that should be recommended for inclusion in the TIP. All comments received will be documented and provided to the MPO's committees for consideration of inclusion in the draft TIP. Upon completion of the notification period the draft TIP will be included in the MPO committee process as part of the regular agenda for review by the MPO Policy Board. Upon satisfactory review by the MPO Policy Board, the Board will release the draft TIP for public comment and consideration by the Policy Board at the next regularly scheduled meeting.

Amendment of the TIP and Administrative Adjustment of the TIP

The TIP may be amended at the request of the West Virginia Department of Transportation, the MMMPO, Mountain Line Transit, West Virginia University and the MMMPO's member jurisdictions. Any proposed amendment of the TIP must be advertised fifteen (15) working days in advance of consideration by the MPO Policy Board. Proposed Amendments of the TIP will be subject to the MPO's established Committee process unless it is an emergency. Administrative Adjustments to the TIP will be in accord with the MPO's Administrative Adjustment Policy adopted August 21st 2014 see Appendix 3.

Unified Planning Work Program

The Unified Planning Work Program (UPWP) is the annual funding document for the MPO's Planning Activities. In addition to review utilizing the MMMPO's standing committee structure the development of the UPWP requires the following activities.

- 1) Notification at the November MPO Committee meetings and Policy Board meeting soliciting input for the development of the UPWP. Notification requesting input from the public, the MPO's member jurisdictions and agencies will be sought through information released to the MPO Media/Stakeholder List.

- 2) The Executive Director will prepare a draft UPWP with the aid of the MPO Executive Committee to be presented for consideration at the regularly scheduled January Policy Board meeting. Upon review the Board may recommend changes to the UPWP and recommend its release for public review for adoption at the Policy Board's regularly scheduled March meeting. All public comments received will be summarized and presented to the MPO's committees and the MPO Policy Board as part of the committee process at the March meeting.

Public Involvement for the Development of General Planning Documents

In addition to LRTP/MTP, the MMMPO prepares various planning studies and documents. Planning studies meant to further develop or modify the recommendations of the LRTP/MTP or to be adopted by the MPO's Policy Board as opposed to studies meant to document existing conditions such as the MMMPO's Traffic Count Program, must have a proactive public involvement element. The minimum elements to be included in the development of these plans include:

- 1) An ad hoc steering committee made up of stakeholders
- 2) A well-defined public involvement plan including non-traditional outreach strategies for the identification of underserved populations and how they will be addressed.
- 3) A minimum of two (2) public meetings to gather public input and to seek comments on the proposed plan.
- 4) Inclusion in the MPO's regular committee review process.

In addition to these minimum requirements, the development of these planning studies may include additional public involvement techniques including but not limited to charrettes, focus groups, newsletters, web blogs, the use of QR codes to publicize informational websites and other innovative techniques as may be found appropriate for the study being conducted. These techniques should be identified in the public involvement plan.

Ongoing Public Involvement Activities

As a public agency, the MMMPO must engage the area’s residents to keep them informed of the agency’s activities and potential changes that may occur to the area’s transportation network. To accomplish this task the MMMPO’s Staff and Officers should be engaged in an ongoing dialogue with the public through the media and public outreach.

The MPO should at a minimum, prepare and distribute a newsletter twice a calendar year and publicize the MPO’s efforts through non-traditional social media on an ongoing basis. MPO Staff should also periodically make presentations to neighborhood and regional groups on the MPO’s efforts that may affect the area’s residents, particularly in underrepresented communities.

The MMMPO Staff should also maintain ongoing relationships with transportation-oriented groups including but not limited to the Morgantown Bike Board, the Morgantown Pedestrian Board, the Monongahela River Trails Conservancy as well as statewide organizations oriented to transportation. The Executive Director and/or Chairman of the MPO Policy Board should also regularly seek to speak to civic groups including traditional groups such as the Chamber of Commerce, Rotary and student associations, and non-traditional groups about the MPO’s activities.



MPO Website



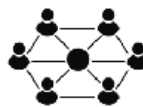
MPO Facebook



Presentations



Group Meetings



Coordination



Newsletters

APPENDIX 1

The Federal laws and processes covering public participation in transportation planning include the following:

- MAP-21: Moving Ahead for Progress in the 21st Century
- Title VI of the Civil Rights Act of 1964;
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (1994)
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (2000);
- The Americans with Disabilities Act of 1990, the rehabilitation Act of 1973(Section 504), and the Rehabilitation Act Amendments of 1998(Section 508); and,
- The Clean Air Act Amendments of 1990.

Appendix 2 Initial Media Stakeholders List for Distribution of Information

The Dominion Post newsroom@dominionpost.org

WAJR Radio Morgantown-

WBOY TV Clarksburg

The Daily Athenaeum WVU Student Newspaper

WMMN Radio Morgantown

Appendix 3 TIP Adjustment Policy



RESOLUTION 20014 R-2

MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION PUBLIC PARTICIPATION POLICY AMENDMENT

WHEREAS, the Morgantown Monongalia Metropolitan Planning Organization (MPO) has been requested to adopt a Policy for Administrative Adjustments to the Transit Section of the MPO's Transportation Improvement Program by Mountain Line Transit in conjunction with the Federal Transit Administration; and

Whereas, such a revision to the MPO's Policy's will allow for the speedy implementation of Transit Projects while not materially impacting the project being amended in a substantive fashion; and

WHEREAS it is in the best interest of the public that projects and expenditure of project funds be made expeditiously so that the public might more quickly benefit from such investment,

NOW THEREFORE BE IT RESOLVED by the Policy Board of the Morgantown Monongalia Metropolitan Planning Organization that the MPO hereby Authorizes the Executive Director to expedite proposed changes to the Transportation Improvement Program as an Administrative Adjustment when such changes meet any one of the following criteria without violating any other one criteria:

- 1) Are less than 5% of the total project cost or \$50,000 dollars, whichever amount might be less;
- 2) Shorten the implementation and project completion timeframe of the originally approved project resulting in project delivery more quickly;
- 3) Lengthen the implementation time if such time extension does not result in a project extension of more than an additional 60 days;
- 4) Make any changes, including categorizing or reclassifying any project, timeline or funding classification or funding program source where such changes do not result in changes to the scope, expenditure or final project delivery of the originally proposed project, except as provided for in items 1), 2) and 3) above.

AND BE IT FURTHER RESOLVED that such action(s) meeting the stated criteria shall carry the full force of the Policy Board as if such Action had been voted upon during a regular meeting of the Board, and

BE IT FINALLY RESOLVED that such action must be reported by the Executive Director to the Policy Board electronically at the time of the action and the Public on the MPO's website and at the Board's next regularly scheduled public meeting.

ADOPTED, this 21st day of August 2014, at a regular meeting of the Morgantown Monongalia Metropolitan Planning Organization.

ATTEST

Anthony Ciarrabrone

William B. Austin