



243 High Street Room 026  
Morgantown, WV 26505  
(304) 291-9571  
[www.plantgether.org](http://www.plantgether.org)

### Agenda

Transportation Technical Advisory Committee  
By WEBEX  
Morgantown WV  
May 11, 2021

1:30 PM

1. Call To Order
2. Approval of Minutes
3. TIP Amendments
4. Status Report on Metropolitan Transportation Plan Update
5. Update on Mountain Line Transit Study
6. Status of Mineral Ave./WV 7 Intersection data collection
7. Other Business
8. Meeting Adjournment



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### Memorandum

**Date:** May 5, 2021  
**To:** TTAC Members  
**From:** Bill Austin, AICP  
**Subject:** May 11 Meeting Agenda Items

This memorandum is to inform you of the action items for the May 11, 2021 TTAC Meeting to be held by Webex at 1:30 PM. A link to connect to the meeting was included in the agenda transmittal email.

**-Proposed TIP Amendments-**The West Virginia Department of Transportation Division of Highways and Mountain Line Transit have proposed the following Transportation Improvement Program amendments:

#### **West Virginia Department of Transportation Division of Highways**

##### **TIP Amendments**

##### **West Virginia Department of Transportation-Division of Highways FY 2021**

##### **Update**

**Beechurst Ave @ 6th (GO Bond 4) - IMPROVE I/S & WIDEN - Right of Way.** Project number U33119132400. Update the cost of federal funding from \$2,400,000 to \$1,478,588 and the total funding from \$3,000,000 to \$1,848,235.

**Westover BR – REP PIERS DECK JOINTS - Engineering,** Project number S331791525200. Update the federal funding from \$15,000 to \$1,175,000. (add toll credit in federal funding)

**Everettville BR – REPLACE BRIDGE - Construction,** Project number S3314524200. Update the federal funding from \$400,000 to \$500, 000. (add toll credit in federal funding)

**Morris Builder BR + 1 – REPLACE BRIDGE - Construction,** project number S331192505500. Update the federal funding from \$900,000 to \$1,125, 000. (add toll credit in federal funding)

**Boyer Ave / US 19 Improvements - WIDEN, TURN LANE, TRAFFIC SIGNAL - Engineering, Right-of-way, Construction,** Project number U331191410. Update the federal funding from \$4,000 to \$5,000 (ENG), from \$800 to \$1,000 (ROW), and from \$461,600 to \$577,000 (CON). (add toll credit in federal funding)

**FY 2023**

**DELETE**

Mon River Rail Trail Maintenance Equipment - EQUIPMENT PURCHASE – Project number U331MONRV100.  
Federal Funds: \$48,000. Total Funds: \$60,000.

We have discussed the deletion of the Rail Trail equipment with MRTC and they are working with WVDOH to switch the funds over to another project due to cost overruns and to Buy American requirements tied to the grant.

It is respectfully requested that the TTAC recommend approval of the proposed TIP Amendments to the Policy Board.

In addition to the proposed TIP Amendments WVDOH has the following informational item:

**FY 2024**

**Bridge Bundle Projects:**

31-079/00-160.00 (NB): WADES RUN BRIDGE  
31-079/00-160.00 (SB) WADES RUN BRIDGE  
31-079/00-142.37 (SB) US Army Cpl. Daniel Frederick Mehringer Memorial Bridge  
31-079/00-142.37 (NB) US Army Cpl. Daniel Frederick Mehringer Memorial Bridge  
31-079/00-145.65 (NB) GOSHEN ROAD OVERPASS  
31-079/00-145.65 (SB) GOSHEN ROAD OVERPASS  
31-079/00-145.18 (NB) TOMS RUN OVERPASS  
31-079/00-145.18 (SB) TOMS RUN OVERPASS  
31-079/00-148.81 (NB) UFFINGTON INTERCHANGE  
31-079/00-148.81 (SB) UFFINGTON INTERCHANGE  
31-068/00-000.56 (SB) I-68 SB RAMP BRIDGE

These projects are to be included in the TIP as informational only. A new TIP will be adopted later this year and the projects will be included in that document.

**-Status Report on the Transportation Plan Update-**Please find enclosed with the agenda a copy of the work plan for the Transportation Plan Update. We welcome TTTAC comments and participation in the Transportation Plan Update. We also ask that TTAC members assist us in publicizing these efforts and in particular participation by the public as the project progresses.



TRANSPORTATION TECHNICAL ADVISORY  
COMMITTEE MEETING

March 9, 2021

This meeting was held virtually on  
<https://morgantownmonongaliampo.my.webex.com/meet/baustin>

**Members Present:**

Bill Austin (Chair), Andrew Gast-Bray, David Bruffy, Latina Mayle, Michael Dougherty, Clement Solomon, Brain Carr, Damien Davis, Maria Smith,

**Others Present:** Perry Su, Tom Spencer, Drew Gatlin, Jamie Summerlin, Sam Morrone, John Boyle, Braxton Lewis, Mark Staud, Dan Estep, Jing Zhang,

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**1. Call to Order**

Mr. Austin noted that due to the COVID 19 pandemic, the CAC meeting is being held as a teleconference. The phone number and web address to access the teleconference were publicized.

With a quorum present, Mr. Austin called the meeting of the TTAC to order at 2:46 PM.

**2. Approval of Minutes**

Mr. Austin noted that the minutes of the last meeting were included in the agenda packet. Mr. Davis moved to approve the minutes as presented; seconded by Mr. Gast-Bray. With no discussion, the motion was passed unanimously.

**3. TIP Amendments**

Mr. Austin noted that the DOH has proposed amendments to the MPO's Transportation Improvement Program. The amendments will remove some bridge projects to a bridge bundle program developed by the DOH and now included in a BUILD grant from the FHWA. Those bridge projects include the Westover Bridge project, Uffington I/C +1 project, the I-68 SB Ramp Bridge project, and USAC Daniel Mehringer Memorial Bridge NB & SB project. In addition, the DOH requested deletion of Beechurst Ave at 6TH (GO BOND 4). The project is to be merged with the University Ave- Campus Dr project. The DOH also requested adjustment on the funding for the Van Voorhis Rd project and University Ave- Campus Dr project.

Mr. Carr noted that DOH is finalizing the bridge bundle program and will share the information with the MMMPO very soon. He noted that the Beechurst Ave project has been on the book for quite some time. The project has been modified over the years. Mr. Carr noted that the bridge-bundle is a big

program undertaken by the DOH, covering the whole state. It will help the DOH address performance measurement.

Mr. Dougherty noted that the Westover Bridge project is listed under the deletion section, but it is proposed for a funding adjustment. Mr. Austin noted that it is an error. The Westover Bridge project is for an adjustment. Mr. Austin noted that the MPO will correct the error before presenting it to the Policy Board.

Mr. Dougherty moved to recommend approval of the proposed TIP amendment to the Policy Board with correction as noted; seconded by Mr. Gast-Bray. With no discussion, the motion was passed unanimously.

#### **4. FY 2021-2022 UPWP**

Mr. Austin noted that the draft FY 2021-2022 UPWP is included in the agenda package. Mr. Austin noted that the UPWP includes a request for \$200,000 (80% Federal, 10% State, 10% Local) in additional funding for the Metropolitan Transportation Plan Update, a 2.75% cost of living increase for MPO staff, and two work items for Mountain Line Transit. The work items for Mountain Line are a review of selected intersections where Mountain Line vehicles have to make left turns to identify any operational improvements that could facilitate the movement and improve safety, and a review of Mountain Line data to identifying heavily utilized locations heavily used by Mountain Line passengers that could use the sidewalk and or bus shelter improvement.

Mr. Gast-Bray moved to recommend approval of the proposed TIP amendment to the Policy Board; seconded by Mr. Dougherty. With no discussion, the motion was passed unanimously.

Mr. Gatlin asked when the traffic is expected to back to normal and the timeframe for the next traffic count in the region. Mr. Morrone noted that the statewide policies on social distancing might have an impact on traffic volume. Mr. Austin noted that the traffic might not get back to normal until next year, while the journey to work trips might never be the same as pre-pandemic level. He noted that the DOH has been counting traffic during the pandemic period. The MPO will continue its annual traffic program in the 2022 UPWP.

#### **5. Scope of work for Metropolitan Transportation Plan Update**

Mr. Austin noted that MPO staff is finalizing the contract with the consulting firm for the Metropolitan Transportation Plan Update. The draft scope of work for the update is included in the agenda package. The scope includes an extensive public involvement process, an update of the regional travel demand model, and the creation of a fiscally constrained transportation plan. The work for the MTP update is to be performed in conjunction with the preparation of comprehensive plans for Monongalia County, the City of Morgantown, Star City, and Westover. The proposed cost of this work is \$250,000, of which 80% will be provided by Federal funds, 10% from State funds, and 5% each from Monongalia County and the City of Morgantown. This project is funded partially in the current fiscal year and it is included in the FY 2021-2022 UPWP.

Mr. Austin noted that MPO staff requests a TTAC recommendation to the Policy Board to adopt this scope of work. The MPO also requests a TTAC recommendation to the Policy Board to authorize the Executive Director and the Policy Board Chairman to enter into the contract for this work upon successful completion of the negotiations.

Mr. Austin noted that the scope of work is only for the transportation plan update. The county and municipalities will negotiate with the consulting firm under separate contracts. Mr. Austin noted that Mon County, Westover, and Granville came close to finalizing their contract. Star City currently has concerns about the cost.

Mr. Whitmore noted that the City will negotiate the price with the consultant, as the price is not affordable to the city at this time. Mr. Whitmore noted that the City's new Planning Director will evaluate the scope of work and make a decision soon.

Mr. Gast-Bray moved to recommend approval of the proposed scope of work to the MPO's Policy Board, seconded by Mr. Whitmore. With no discussion, the motion was passed unanimously.

## **6. Performance Measures**

### **a. Pavement Management/Bridge Maintenance**

Mr. Austin noted that the FAST Act requires that the State Departments of Transportation adopt performance measures for a variety of transportation purposes. The MPO recently adopted the state's Highway Safety performance measures. In addition to safety, Congress expressed an interest in ensuring that roadway surfaces and bridges are well maintained. To accomplish this, the states are to set goals for the condition of their pavement and bridges.

### **b. Congestion Management**

Mr. Austin noted that besides the performance measures on maintenance, the State has also developed goals for the measures on congestion management, including travel time reliability and emission reduction. Mr. Austin noted that the table showing the State's goals are included in the agenda package.

In the State Transportation Improvement Program, the DOH uses the PM1 for safety-related measures; the PM2 for maintenance-related measures, including bridges; and the PM3 for travel time liability-related measures.

Mr. Carr noted that only bridges on the national highway network are included in the performance measures. Smaller bridges on country routes are not included. Mr. Gast-Gray suggests adding way-finding features, such as arrows and signs, in the table to make it easier for the public to understand. Mr. Carr agreed and noted that he will pass along the comment to the DOH.

Mr. Carr moved to recommend the adoption of the proposed goals for the performance measures to the MPO's Policy Board; seconded by Mr. Dougherty. With no further discussion, the motion was passed. Mr. Sneckenberger abstained.

## **7. Mountain Line Transit Study**

Mr. Austin noted that the Mountain Line Transit Authority has recently completed a short to medium-range transit plan. The Plan reviews Mountain Lines' current operations and makes recommendations for improvements. The executive summary of the study is included in the agenda package. The full plan is available at the MPO's website.

Mrs. Smith noted the Mountain Line has already been working on some projects recommended by the study, including mobile app, websites, and signages.

Mr. Davis moved to recommend the adoption of the study to the MPO's Policy Board; seconded by Mr. Dougherty. With no further discussion, the motion was passed unanimously.

Mr. Austin noted that the Mountain Line is doing a related study to identify the potential of an integrated fare collection system among the City of Morgantown, WVU, and the Mountain Line. The study is funded separately by a federal AIM grant.

### **8. Don Knotts Boulevard Crash Report**

Mr. Austin noted that the crash report on Don Knotts Blvd is included in the agenda package. He noted that the report identifies several high crash locations particularly at Pleasant Street, Greenbag Road, Smithtown Road (SR 43), and Foundry Street. Mr. Austin noted that the MPO has gotten better access to the DOH's crash database. The Committee members can request the MPO staff to prepare similar crash reports at other locations of interest.

Mr. Boyle noted that the DOH should reach out to a variety of stakeholders to improve highway safety including emergency medical service, sheriff department, and fire department. Mr. Austin noted he will pass along the comment to the DOH.

Mr. Carr noted that at the intersection level, traffic engineers will use different methods to analyze and compare crashes with the state averages. The high crash rate shown in the corridor might be reviewed differently when it comes to specific intersection analysis.

Mr. Gast-Bray asked if corridor improvements will be eligible for HSIP funds. Mr. Carr noted that the HSIP fund is applicable to diverse conditions, including projects to improve corridor safety.

Mr. Gast-Bray moved to recommend approval of the study to the MPO's Policy Board with noting Mr. Carr's comments; seconded by Mr. Davis.

Mr. Gatlin suggested changing the phrase "non-motorized crashes" to "crashes involving non-motorists" on the first page of the report. He also noted that the number of crashes involving non-motorists is low, comparing with other areas in the downtown area, which is partly because the corridor is hostile to pedestrians. Mr. Gatlin noted that both corridor analysis and intersection analysis are necessary. Assuming that the state average crash rate is appropriately used, the method in this crash report is legit.

Mr. Carr noted that fixing a corridor is very different from fixing a specific intersection. The traffic engineers will use different methods to review and analyze the corridor.

Mr. Austin noted that the purpose of the report is to identify the potential need for improvement at planning level study. The methodology used in the report is appropriate for that purpose.

With no further discussion, the motion was passed unanimously.

### **9. Other Business**

No other business.

### **8. Meeting Adjournment**

Meeting adjourned at 3:11 pm.

**Morgantown Monongalia MPO  
Comprehensive Plans & Metropolitan  
Transportation Plan Update**

**Project Work Plan**

**Submitted to:**



**April 2021**

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## I. Background & Planning Process

Stantec has been retained by the Morgantown Monongalia Metropolitan Planning Organization (in cooperation with the West Virginia Department of Highways) to provide professional services in the preparation of the **2050 Metropolitan Transportation Plan Update and associated community Comprehensive Plans**. A 12 to 14 month planning timeframe is anticipated, beginning in April 2021, with expected completion by June 2022.

The Morgantown Monongalia MPO (MMMPO) consists of all or part of three municipalities (Morgantown, Granville, Star City and Westover) and Monongalia County. The MMMPO (in cooperation with WVDOH) is initiating a planning process that builds upon previous regional planning efforts, while incorporating the tenets of sustainable transportation. The intent of this project is to address the multitude of transportation and development issues, notably: safety, regional mobility, and commuting choices, while building upon the region's growth strategy (i.e., Comp Plans).

## II. Project Description

The Metropolitan Transportation Plan (MTP) and travel demand model enhancement examines all modes of travel with a 25-year outlook, and recommends fiscally-constrained projects (those that could be reasonably funded). This effort will be conducted concurrently with the county and municipal comprehensive planning efforts to ensure cross collaboration. An MTP is a guiding document for public investments in roadways, transit service, and non-motorized (bicycle or pedestrian) facilities and prioritizes projects based on performance measurement elements in accordance with Federal Highways Administration (FHWA) guidance.

The Project Team recognizes the importance of communicating milestones and deliverables throughout the planning process. With this in mind, the following **Project Work Plan** (PWP) describes the team organization, milestones, deliverables, schedule, quality control plan, and communication plan for this planning effort. On a monthly basis, we will prepare a progress report that describes project efforts from the previous month, current issues to be resolved, and next months' milestones and activities. The progress reports will be included with a copy of the monthly invoice for your convenience.

### III. Project Goals/Objectives

Our planning and engineering approach is focused on the creation of a **flexible planning framework**. Through our Project Team's experience in working with MPOs, we understand the need to be responsive in our planning process: as the old adage goes, "expect the unexpected." Our goal is to ensure that the endorsed recommendations are a result of informed decision-making and a process that allows residents the opportunity to make changes and justify the outcome. The advantage of a flexible framework is the ability to customize the process to reflect the priorities of the project stakeholders, who must be thoroughly engaged in the planning process to create successful strategies in the final plan.

This MTP/Comp Plans planning process will encompass a comprehensive multimodal plan (including highway, bicycle, pedestrian, transit, and rail elements), growth strategies, travel demand modeling, evaluation and prioritization matrix, and a detailed action/ implementation plan that is fiscally-constrained.

The **Technical Advisory Committee (TAC)** will be represented by a unique group of staff, local citizens and key decision-makers that will meet (up to 4 times) throughout the life of the project. The Technical Advisory Committee team will serve as the advisory group (meeting more frequently) for the problem assessment, analysis and vetting of plan recommendations. It is anticipated that MPO staff will attend all meetings of the TAC. Concurrent to the TAC/MTP planning process, each municipal comp plan will have a designated Steering Committee to help guide their planning process. Representatives from the MTP project team may be involved during the comp plan process to ensure coordination of local transportation issues.

### IV. Project Team

Mike Rutkowski will serve as your Project Director assuring quality reviews on project deliverables (MTP/Comp Plans) and helping to facilitate public outreach and stakeholder collaboration efforts. **Timothy Tresohlavy will serve as your Project Manager** (MTP) providing the day-to-day contact for the project and will serve as the front line of communication between the Stantec Team and project stakeholders. Throughout the duration of this plan, our focus will be on this project, giving MPO and member jurisdictions quick access to information and providing timely response to questions. The remainder of the project team is listed below:

**Stantec:**

<u>Project Team Task Leaders</u>	<u>Role:</u>
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Michael Rutkowski, P.E., AICP	Project Director
Timothy Tresohlavy, AICP, GISP	Project Manager, Sr. Planner
Erica Ortman, EIT	Engineer / Concept Designer
Amanda Morrell, RLA	Outreach Specialist
Dan Hemme, MPA	Transportation Planner/Smart Technology
LaToya Thomas	Outreach Specialist/Underserved Populations
Amber Lewis, RLS	Urban Designer
David Schellinger, P.E.	Travel Demand Modeling Lead
Mark Butler, AICP, ENV SP	Sr. Travel Demand Modeler
Heejoo Ham	Jr. Travel Demand Modeler

<b>Scott Lane, AICP, CPTED</b>	Westover Comp Plan PM
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<b>Deana Rhodeside/Ron Sessoms</b>	Morgantown Comp Plan PMs
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<b>Matt Noonkester, AICP</b>	Monongalia Comp Plan PM
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**V. Project Schedule**

Planning tasks will include Committee coordination, public outreach, a visioning process, an analysis of modal travel deficiencies, public workshop, project symposiums, multi-modal transportation elements, a strategic implementation plan, and agency/stakeholder coordination. The tentative completion of the MMMPO Metropolitan Transportation Plan is scheduled for June 2022. Dates within this milestone schedule are **subject to change** based on data availability, public involvement scheduling, review of deliverables, and council/board presentations. The table below provides the *tentative* project milestone schedule, and will be updated monthly. **Bold** items are meeting dates, and **Green** items are related to public outreach.

Project Milestone	Tentative Initiation/Completion	Achieved
<b>Notice to Proceed</b>	<b>4/05/2021</b>	<b>4/05/2021</b>
Submit Project Work Plan (PWP)	4/19/2021	4/19/2021
Submit Data Request tech memo	4/19/2021	4/19/2021
<b>Technical Advisory Committee mtg #1</b>	<b>4/19/2021</b>	4/19/2021
Develop project website & web map	4/23/2021	
Kickoff meeting with WVDOH & FHWA	4/30/2021	

Project Milestone	Tentative Initiation/Completion	Achieved
Coordinate/Call with Travel Demand Model Team	4/30/2021	
Discuss FHWA Performance Measures	5/07/2021	
<b>Develop online survey (+ freight survey)</b>	<b>5/07/2021</b>	
Review (available) crash records	5/13/2021	
Document plan review summaries	5/21/2021	
Review Transit Master Plan & capital improvements	5/21/2021	
Develop base year capacity deficiency mapping	5/31/2021	
<b>Stakeholder/focus group meetings</b>	<b>6/10/2021</b>	
Review Existing + Committed and current MTP projects	6/18/2021	
Review current travel demand model (Base network performance)	6/18/2021	
Obtain and Review FHWA/FTA/WVDOH funding revenues/expenditures	6/24/2021	
<b>Project symposium #1 - virtual</b>	<b>6/29/2021</b>	
Finalize project vision, goals, and objectives	7/02/2021	
Draft existing conditions chapters 1-3	7/13/2021	
Review current travel demand model (Future network performance)	7/16/2021	
Identify 3 Hot Spots/Corridor Concept Locations	7/26/2021	
Identify bicycle and pedestrian gaps/MMLOS	8/10/2021	
<b>Building Block Exercise (3 Comp Plans) - virtual</b>	<b>8/17/2021</b>	
<b>Update Policy Board #1 – Virtual</b>	<b>8/26/2021</b>	--
Assess Freight Needs	9/02/2021	
Develop draft Evaluation Criteria	9/14/2021	
Review/validate bike/ped project recommendations	9/28/2021	
Identify FY network capacity deficiencies	10/14/2021	
Create Transit needs plan	10/28/2021	
Develop transportation recommendations by mode	11/12/2021	
Draft Hot Spot Concept Design review & discussion	11/30/2021	
<b>Update Policy Board #2 - Evaluation</b>	<b>12/14/2021</b>	
Project Open House Prep	1/07/2022	
<b>Project Open House #2</b>	<b>1/11/2022</b>	
Develop probable cost estimates & apply Evaluation Criteria	1/25/2022	
Develop fiscally-constrained prioritization by horizon year	2/10/2022	
Finalize Hot Spot Concept Designs ( <i>planning-level</i> )	2/18/2022	

<b>Project Milestone</b>	<b>Tentative Initiation/Completion</b>	<b>Achieved</b>
Create system-level maps for all modes	2/28/2022	
Create project sheets (up to 20)	3/04/2022	
Draft remaining chapters	3/09/2022	
<b>Update Policy Board #3 - Recommendations</b>	<b>3/17/2022</b>	
Review comments due from client/WVDOH/FHWA	3/23/2022	
<b>Public Review Period (MTP): 30-day</b>	<b>4/06/22 - 5/06/22</b>	
Revised Draft MTP	5/20/2022	
<b>MTP Adoption</b>	<b>June 2022</b>	

*\* Up to four TAC meetings will be scheduled*

*\*\* One Hot Spot Meeting, concurrent to TAC meeting will be scheduled*

*\*\*\* Up to three Board Briefings meetings will be scheduled throughout the course of the study, as appropriate.*

*<sup>A</sup> Tentative completion dates subject to change based on client review and scheduling meetings/work sessions with elected officials. The milestone schedule will be updated and included in bi-monthly progress reports.*

## **VI. PPP, Communication Protocol & Contact List**

To ensure quality performance and delivery, the Stantec Team will augment the MPO's existing PPP Contact List (as available) with website subscribers and document public outreach activities. In addition, we have included a general Communication Plan (below) that will outline coordination protocols and assign task leaders.

With this in mind, and considering the concurrent Comp Planning efforts, there is a need to ensure timely and continuous communication among staff and stakeholders. The intent of a communication plan is to establish a framework for an open communication channel between the MPO staff and the Consultant Project Team. The protocol established here identifies the primary points of contact within MPO as well as within the Consultant Team. Information in this work plan will be used for the duration of the project to maintain smooth coordination and enhance communication with the public, stakeholders, and the client. The following components of the Communication Plan include:

### **Bi-weekly Coordination Calls:**

The Consultant Team leadership will conduct bi-weekly coordination calls with the MPO Project Manager and select municipal Comp Plan representatives, on an as-needed basis. The purpose of the calls will be to

discuss on-going planning activities and upcoming events as well as strategies for public and stakeholder collaboration. To ensure timely deliverables, these calls will be focused on events occurring within the next month.

***Deliverables:***

It is the intent of the Consultant to send meeting deliverables to the Client PM in draft form at least three days prior to TAC/public meetings for review and final edits. Some events and deliverables may require screen-share discussions to help expedite the review process.

***Progress Reporting:***

The Consultant will prepare monthly progress reports consisting of a bulleted list describing recent project efforts. These progress reports will be included with a copy of the monthly invoice for ease of reference.

The progress reporting and conference calls will be used by the project team members to ensure schedule adherence and project deadlines. Understandably, the planning process may encounter externalities that may cause delay in the schedule. If this occurs, the Project Manager will contact the Client PM directly to establish a procedure for addressing the delay. The Consultant Team will make every effort to adhere to the project timeline. However, in order to meet and exceed client and stakeholder expectations, a flexible planning process that is responsive to project objectives will be administered.

***Project Team Communication:***

Direct communication between the Consultant and the Client (MTP PM) will occur throughout the planning process via email correspondence, telephone calls, and video conferencing meetings with the MPO staff.

A detailed contact list for the TAC membership will be provided by MPO at the outset of the project to augment the communication protocol. Individual contact lists may be created for other agencies, entities, and public participants. Contact lists will be updated periodically as the need arises.

***Documentation Quality Review:***

In addition to the review by the project leadership, specific project documents will go through a series of quality control reviews by trained technical writing staff. Specifically, the final reporting documents associated with this effort will be reviewed by staff for grammar, sentence flow, and comprehension.

## VII. Invoicing & Progress Reports

Invoices will be submitted on a monthly basis to the Client beginning June 2021. Each invoice will be accompanied by a progress report consisting of a bulleted list summarizing that quarter's efforts.

Invoices will be addressed to:

Bill Austin, Executive Director  
Morgantown Monongalia MPO  
82 Hart Field Road Suite 105  
Morgantown, WV 26505  
Work Phone: 304.291.9571  
Email: [baustin@plantogether.org](mailto:baustin@plantogether.org)

## VIII. Project Contacts

### **MMMPO Project Manager:**

Bill Austin, Executive Director  
Work Phone: 304.291.9571  
Email: [baustin@labyrinth.net](mailto:baustin@labyrinth.net)

### **Stantec Project Team (MTP):**

Mike Rutkowski  
Project Director  
Work Phone: (919) 277-3106  
Cell Phone: (919) 971-6429  
E-mail:  
[Mike.Rutkowski@stantec.com](mailto:Mike.Rutkowski@stantec.com)

Timothy Tresohlavy  
Project Manager  
Work Phone: (919) 532-2333  
Cell Phone: (252) 258-5193  
E-mail:  
[Timothy.Tresohlavy@Stantec.com](mailto:Timothy.Tresohlavy@Stantec.com)

### **Monongalia Co. Comp Plan:**

Matt Noonkester (PM)  
Phone: 919.606.1620  
E-mail:  
[matt.noonkester@city-explained.com](mailto:matt.noonkester@city-explained.com)

### **Morgantown Comp Plan:**

Deana Rhodeside (Co-PM)  
Phone: 703.683.7447  
E-mail:  
[DeanaR@rhiplaces.com](mailto:DeanaR@rhiplaces.com)

### **Westover Comp Plan:**

Scott Lane (PM)  
Phone: 919.601.9098  
E-mail:  
[jslanempo@gmail.com](mailto:jslanempo@gmail.com)

### **Morgantown Comp Plan:**

Ron Sessoms (Co-PM)  
Phone: 252.526.1258  
E-mail:  
[rons@rhiplaces.com](mailto:rons@rhiplaces.com)