



POLICY BOARD MEETING

November 19, 2020

This meeting was held virtually on

<https://cityofmorgantown.my.webex.com/meet/cityofmorgantown>

Members Present:

Chair-Joe Statler, Vice-chair Commissioner Tom Bloom, Treasure-Mayor Patricia Lewis, Recorder Steven Blinco-Star City, Dave Bruffy-Mountain Line, Brian Carr-WV DOH, Councilman Bill Kawecki-Morgantown, Mike Kelly-Board of Education, Councilperson Jennifer Selin, Commissioner Sean Sikora-Monongalia County

MMMPO Director: Bill Austin, AICP

Others Present: Jessica Shuey, Christiaan Abildso, Stuart Adkins, Jason Fauber, Jing Zhang

1. Call to Order

Mr. Austin noted that due to the COVID-19 pandemic, the Policy Board meeting was held as a teleconference. The phone number and web address to access the teleconference were publicized.

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

2. Public Comments

No public comments.

3. Approval of Minutes

Chairman Statler noted that the minutes of the last meeting were included in the agenda packet. Mr. Kelly moved to approve the minutes as presented; this motion was seconded by Recorder Blinco. With no further discussion, the motion was approved.

4. Committee Report

a. Citizens Advisory Committee

Mr. Christiaan Abildso, the Chairman of Citizens Advisory Committee, noted that the committee reviewed and recommended approval of the TIP amendments. The committee supports the proposed joint effort to update the MMMPO's Metropolitan Transportation Plan and comprehensive plans for local municipalities.

b. Finance Committee

Treasurer Mayor Lewis read the financial statement prepared by Mayor Lewis as the following:

-- Beginning balance in October \$23,653.52 with expenditures of \$ 33,556.97 and two deposit of \$ 39,696.73, leaving a balance of \$ 29,793.28 at the beginning of November.

Councilperson Selin moved to accept the Finance Report as presented; this move was seconded by Councilman Kawecki. With no discussion, the motion unanimously passed.

c. Director Report

Mr. Austin noted that MMMPO staff is developing a Request for Qualification (RFQ) for the upcoming Metropolitan Transportation Plan update and comprehensive plan updates. Mr. Austin noted that new members representing Westover and Monongalia County have recently joined the Transportation Technical Advisory Committee (TTAC) and Citizens Advisory Committee (CAC). He expressed his appreciation for the members participation in the process. Mr. Austin noted that the MMMPO will have the audit report ready for review in the January Meeting.

Mr. Austin noted that the Chairman will need to appoint an MMMPO Officer recommendation Committee to nominate officers for the upcoming year. Mr. Austin noted that he will circulate Executive Director evaluation form to the board members in early December.

5. TIP Amendments

Mr. Austin noted that the WVDOH has proposed two Transportation Improvement Program (TIP) amendments. The two amendments will delete the two projects on Van Voorhis Rd which were incorrectly programmed to address the portion of Van Voorhis from West Run to Bakers Ridge Road. Mr. Austin noted that the WVDOH did not request the removal of these projects at the time they programmed the correct segment from West Run to Burroughs Street.

Councilperson Selin moved to amend the TIP by deleting the two projects as described by the Executive Director. With no discussion, the motion unanimously passed.

6. Authorization to renew Line of Credit

Mr. Austin noted that the MMMPO has had a \$30,000 line of credit with United Bank for the last two years. The line of credit has been used twice borrowing a total of \$30,000 since it was established. These funds were used to allow the MMMPO to payoff consultant fees as well as to guarantee that the MMMPO could meet payroll when reimbursements ran late. The MMMPO paid off the line of credit in a timely fashion paying \$752 in interest over a period of several months. It is respectfully requested that the Policy Board authorize the MMMPO Executive Director to renew the line of credit with United Bank.

Mr. Kelly moved to authorize the MMMPO Executive Director to renew the line of credit with United Bank; this motion was seconded by Councilperson Selin. With no discussion, the motion unanimously passed.

7. Authorization to release RFQ for MTP Update/Comp Plan RFQ

Mr. Austin noted that the MMMPO last performed a comprehensive update of the Metropolitan Transportation Plan (MTP) in 2013. Since State Law requires that comprehensive plans be updated every 10 years Monongalia County and the County's municipalities are required to update their Comprehensive plans in the very near future, MMMPO staff has proposed that the County and the County's municipalities join together to achieve greater economies of scale for the Metropolitan Transportation Plan (MTP) Update and the required comprehensive plan updates. The primary cost savings would be to

utilize a unified public involvement process that would tie together the development of the MTP and each individual municipality's comprehensive plans. This process would allow each jurisdiction to develop their own comprehensive plan while having those needs addressed in the MMMPO's urban area wide transportation plan.

Commented [JM1]: I don't think "wide" is needed in this sentence

Mr. Austin noted Star City, Westover, Granville, Monongalia County and the City of Morgantown have all expressed a strong interest in participating in this process. We have asked staff from each entity to name a person to participate in the consultant selection process.

Mr. Austin noted in the agenda package attachment is a summary of the items to be included in the RFQ for consultant(s) to perform the proposed Comprehensive Plan and Metropolitan Transportation Plan update. In reviewing the time needed to accomplish the update of the transportation plan by MMMPO deadline of June 2022; MMMPO Staff is recommending the finalized RFQ be released in late November or early December to allow the selection of a consultant at the January Policy Board meeting.

Councilperson Selin moved to authorize the release of the RFQ after review by the Consultant Selection Committee in late November or early December; this motion was seconded by Commissioner Bloom. With no discussion, the motion unanimously passed.

8. Adoption of Meeting Calendar for FY 2021-2022

The TTAC and the CAC have recommended approval of the calendar to the Policy Board. Councilman Kawecki moved to adopt the meeting calendar for FY 2021-2022 as presented; the move was seconded by Mr. Bruffy. With no discussion, the motion unanimously passed.

9. Request for additional work items for the FY 2021-2022 UPWP

Mr. Austin noted that MMMPO staff will be preparing a draft UPWP for the period 2021- 2022 for the Policy Boards review in January. It is respectfully requested that the Policy Board provide MMMPO staff with input on any work items in addition to the Comp Plan/MTP update you would like to see performed in the upcoming year.

Mr. Austin noted that the TTAC has proposed that the MMMPO develop a pedestrian and bicycle count program as a part of MMMPO's annual traffic count routine in the UPWP. It is expected the program will specify the data collection methods and process, which could also be used by city staff and consultants.

Mr. Austin noted that MMMPO staff will be doing a traffic study of the Mineral Ave and WV 7 intersection this coming spring.

Mr. Bruffy noted the Mountain Line would like to request the MMMPO to perform a study to develop an inventory of intersections with tight left-hand-turning radius for Mountain Line buses. The study will help the Mountain Line make improvement at those locations when opportunity rises.

10. Other Business

Councilperson Selin asked if the Greenbag Rd and US 19 intersection was included in the MMMPO's Greenbag Rd Study. The small turning radius makes it unsafe for commercial trucks. Commissioner Bloom agreed and noted that the intersection should be a high priority.

Mr. Carr noted that the DOH has conducted a study at the US 19 and Smithtown Rd, the intersection adjacent to the Greenbag Rd intersection. Mr. Carr noted the two intersections are closely related. The

Greenbag Rd intersection requires substantial improvement to solve the turning safety issue. Mr. Carr noted that he will reach out for any updated information on the intersection. Mr. Austin noted that the intersection is included in the MMMPO's Greenbag Rd Study. The upcoming MTP update provides an opportunity to prioritize the intersection for funding.

Councilperson Selin noted that she received comments from the community about reducing speed limits on neighborhood streets. Mr. Carr noted that it is primarily a city issue and a major challenge of reducing speed limit is enforcement. The speed bump is effective but not welcoming.

Chairman Statler noted that he appoints Commissioner Bloom as the Chairman of the Officer Selection Committee for the next year, and he appoints Mr. Kelly and Mr. Bruffy as the members of the committee.

11. Meeting Adjournment

The meeting adjourned on 7:04 PM.