



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

Agenda

MPO Policy Board Meeting
City of Morgantown
389 Spruce Street
August 16, 2012
7:00 PM

1. Call To Order
2. Public Information
3. Approval of Minutes
4. Finance Report-June 2012, July 2012
5. Executive Directors Report
 - a) Status of Downtown Operations Study
 - b) Status of MPO Long Range Transportation Plan Update
 - c) Status of Mileground Project
 - d) Vanpool Project Status
6. Transportation Improvement Program Amendments
 - a) Mountain Line
 - b) Dupont Road
7. MPO Professional Services Acquisition Policy
8. Memorandum of Understanding with Mountain Line
9. Other Business
10. Meeting Adjournment



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Memorandum

Date: August 10, 2012

To: Policy Board Members

From: Bill Austin, AICP

Subject: August 16, 2012 Policy Board Agenda

Please find below a short description of the action items to be considered at the August 16, Meeting to be held at the City of Morgantown Council Chambers at 7:00 PM.

-MPO Finance Report- Enclosed in your agenda packet are reports for the months of June and July 2012. The month of June expenditure report includes a summary of all MPO spending during FY 2012-2013. The MPO spent approximately \$77,500 during the month of June 2012, Approximately \$66,800 of this was spent on the Update of the MPO's Long Range Transportation Plan. The MPO spent approximately \$337,200 or about ninety percent of its budget during FY 2012 . The MPO's Long Range Transportation Plan Update accounted for forty seven percent of the MPO's expenditures in FY 2012. The MPO still owes Burgess and Niple the portion of their fee for work done during FY 2011-2012 being held as a retainer per the agreement for the LRTP Update. The MPO would have spent a greater portion of its allocated funding if not for personnel issues.

The MPO spent approximately \$10,500 during the month of July. WVDOH has been invoiced for ninety percent of this amount. These expenditures are documented in the reports attached to this Agenda.

-Transportation Improvement Program Amendments-

a) Mountain Line TIP Please find below a description of a TIP Amendment requested by Mountain Line Transit for the Policy Board's consideration:

FFY 2013				
Project Name	Federal Funding Source	Federal Funds	Local Funds	Total Project Cost
Local Service Operating Expenses	FTA 5307	\$ 1,075,000	\$ 1,075,000	\$ 2,150,000
Operational Safety & Security	FTA 5307	\$ 10,750	\$ 10,750	\$ 21,500
Grey Line Intercity Service	FTA 5311(f)	\$ 266,000	\$ 266,000	\$ 532,000
Access to Jobs Local Service	FTA 5316 (JARC)	\$ 350,000	\$ 350,000	\$ 700,000
Senior Transportation Services	FTA 5317 (New Freedom)	\$ 50,000	\$ 50,000	\$ 100,000
Regional Mobility Coordination	FTA 5317 (New Freedom)	\$ 80,000	\$ 16,000	\$ 96,000

FFY 2014				
Project Name	Federal Funding Source	Federal Funds	Local Funds	Total Project Cost
Local Service Operating Expenses	FTA 5307	\$ 1,075,000	\$ 1,075,000	\$ 2,150,000
Operational Safety & Security	FTA 5307	\$ 10,750	\$ 10,750	\$ 21,500
Grey Line Intercity Service	FTA 5311(f)	\$ 266,000	\$ 266,000	\$ 532,000
Access to Jobs Local Service	FTA 5316 (JARC)	\$ 350,000	\$ 350,000	\$ 700,000
Senior Transportation Services	FTA 5317 (New Freedom)	\$ 50,000	\$ 50,000	\$ 100,000
Regional Mobility Coordination	FTA 5317 (New Freedom)	\$ 80,000	\$ 16,000	\$ 96,000

FFY 2015				
Project Name	Federal Funding Source	Federal Funds	Local Funds	Total Project Cost
Local Service Operating Expenses	FTA 5307	\$ 1,075,000	\$ 1,075,000	\$ 2,150,000
Operational Safety & Security	FTA 5307	\$ 10,750	\$ 10,750	\$ 21,500
Grey Line Intercity Service	FTA 5311(f)	\$ 266,000	\$ 266,000	\$ 532,000
Access to Jobs Local Service	FTA 5316 (JARC)	\$ 350,000	\$ 350,000	\$ 700,000

Senior Transportation Services	FTA 5317 (New Freedom)	\$	50,000	\$	50,000	\$	100,000
Regional Mobility Coordination	FTA 5317 (New Freedom)	\$	80,000	\$	16,000	\$	96,000

FFY 2016

Project Name	Federal Funding Source	Federal Funds	Local Funds	Total Project Cost
Local Service Operating Expenses	FTA 5307	\$ 1,075,000	\$ 1,075,000	\$ 2,150,000
Operational Safety & Security	FTA 5307	\$ 10,750	\$ 10,750	\$ 21,500
Grey Line Intercity Service	FTA 5311(f)	\$ 266,000	\$ 266,000	\$ 532,000
Access to Jobs Local Service	FTA 5316 (JARC)	\$ 350,000	\$ 350,000	\$ 700,000
Senior Transportation Services	FTA 5317 (New Freedom)	\$ 50,000	\$ 50,000	\$ 100,000
Regional Mobility Coordination	FTA 5317 (New Freedom)	\$ 80,000	\$ 16,000	\$ 96,000

The proposed amendments will clarify for the public Mountain Lines use of Federal funding for the next several years. The Amendments also fund a Regional Mobility Coordinator for Mountain Line. This person will work to coordinate Human Services Transportation as well as possibly work with MPO Staff on the TDM initiative. It is respectfully requested that the CAC and the TTAC recommend adoption of the proposed TIP Amendment to the MPO's Policy Board.

b) Dupont Road TIP Amendment-WVDOH has asked that the MPO amend the TIP to include the following project.

Dupont Road (CR 19/19) Repair Slide .17 miles north of CO45 to .17 miles south of CO45 Total Cost \$2,782,000 Federal Funds STP \$2,225,600 State Funds \$556,400.

This amendment was not advertised far enough in advance of the Policy Board meeting to be fully adopted at this meeting. However, since WVDOH is ready to go to work on this project The TTAC and CAC recommended approval of this amendment contingent on there being no adverse public comment by the end of the advertised public comment period on August 30th.

-Professional Services Acquisition Policy-MPO Staff has drafted the enclosed Professional Services RFP process in order to assure that the MPO is following a transparent decision making process in the acquisition of professional services. The proposed process stipulates three different types of quotes that may be received for the MPO's work based on the anticipated cost of the professional services. For services

costing \$1,000 to \$9,999 the MPO may seek three telephone quotes. For services costing between \$10,000 and \$25,000 the MPO must seek three written quotes. For services anticipated to cost more than \$25,000 the MPO must go through a competitive bidding process. The proposed policy is based on the Hagerstown/Eastern Panhandle MPO's RFP Process. The MPO's Attorney has reviewed the proposed Policy and he finds it acceptable. The CAC and TTAC recommended adoption of the Policy to the MPO Policy Board.

-Memorandum of Understanding with the Monongalia County Urban Mass Transit Association (Mountain Line)-At Mountain Lines last review the Federal Transit Administration requested that Mountain Line and the MMMPO clarify their responsibilities for transportation planning in the area by revising the Memorandum of Understanding (MOU) between the two agencies. The MOU included in the Policy Boards Agenda Packet addresses the FTA's concerns while not changing the responsibilities of the two agencies as established in the existing MOU. The new MOU has been approved by Mountain Line's Board and the MPO's TTAC and CAC have recommended approval of the MOU by the MPO Policy Board. Please note that staff is aware that there are several minor typographic errors in the copy forwarded in the agenda packet. Staff will correct the final version prior to signing by the agencies.

MORGANTOWN MONONGALIA MPO
Minutes
June 21, 2012
Morgantown City Council Chambers

MEMBERS PRESENT: Anthony Giambrone, Bill Byrne, Jim Manilla, Perry Keller, Joe Fisher, David Buffy, Patty Lewis, Asel Kennedy, Wes Nugent, Joe Statler

MEMBERS ABSENT: Mike Kelly, Janice Goodwin, Eldon Callen

MPO Director: Bill Austin

1. CALL TO ORDER: Chairperson David Bruffy called the meeting to order at 7:00PM

2. PUBLIC COMMENT: There was no public comment.

3. Membership: Chairperson Bruffy noted that the a letter asking that Mr. Joe Statler be allowed to represent Blacksville to the MPO Policy Board from Mayor Lemley had been included in the Agenda Packet. Mr. Bruffy noted that the recently approved revision to the By Laws allows an unelected citizen to represent a Town in an ex-officio capacity. Commissioner Kennedy moved to accept Mr. Statler as Blacksville's ex-officio representative to the MPO Policy Board. Commissioner Kennedy's motion was seconded by Mayor Manilla. The motion was unanimously approved.

4. APPROVAL OF MINUTES: Mr. Giambrone moved to approve the Minutes as written; seconded by Mr. Byrne. The minutes were approved as presented.

5. FINANCE REPORT AND AUDIT: Complete finance reports for March, April and May were included in the Board's monthly meeting packet. MPO Treasurer Mayor Lewis stated March had a beginning balance of \$16,805.18. One deposit made in the amount of \$43,449.78 and disbursements were \$37,366.83, leaving an ending balance of \$22,888.13. April disbursements were \$14,786.56 and the deposit for the month was \$30,918.25 leaving a balance of \$39,019.82. May disbursements were \$41,319.43 the May deposit was \$13,333.18 leaving a balance of \$11,033.57. Mayor Lewis moved to approve the Finance Report; seconded by Councilman Nugent. With no discussion the motion unanimously passed. Mayor Lewis also noted that the Audit for Fiscal Year 2011 had been included in the Agenda Packet and that there were no negative findings in the audit. Mr. Bruffy asked if the audit needed to be approved. Mr. Austin stated that if the Policy Board found the audit satisfactory the Board should accept it. Mayor Lewis moved acceptance of the Audit, seconded by Mr. Fisher. The motion was unanimously approved.

6. EXECUTIVE DIRECTOR'S REPORT: Mr. Austin reported:

a. Long Range Transportation Plan Update (Mr. Statler arrived.) Mr. Austin stated that the Regional Visioning process for the LRTP Update and the

Comprehensive Plan updates has been essentially completed. The next step in the process is the development of the individual plans. The Long Range Transportation Plan Steering Committee will meeting on June 28th for a daylong session to develop the alternatives that should be considered in the plan. He asked that the Policy Board Members please plan to attend this meeting if they are available.

b. Staff Issues. Mr. Austin noted that Ms. Williams is on family medical leave and will be unavailable for some time. The TDM efforts will be relatively dormant until her return. Mr. Austin also reported that he would be discussing proposed Complete Streets legislation with a legislative committee co-chaired by Senator Beach later this month.

c. Ongoing TIF. Mr. Austin asked Commissioner Kennedy if he would please outline the proposed Tax Increment Financing Project. Commissioner Kennedy stated that this project has the potential to impact Monongalia County well into the future. The project would include the construction of a new baseball stadium for the University as well as extensive commercial development. The key issue in the project is the potential for building and additional interchange with I-79 between the Westover Interchange and the current interchange. Commissioner Kennedy stated that the Commission will be holding a public meeting on the TIF on June 27th at the Courthouse. Mr. Bruffy asked Commissioner Kennedy to explain the financing to the Policy Board. Commissioner Kennedy stated that the TIF District could include both a sales tax element and a property tax element. The exact borders of the district have not been determined.

7. TIP AMENDMENT: Request for an Amendment of the Transportation Improvement program, as follows:

FFY 2012

1) WV 7 Resurface and reconstruct from the Wetzel County Line to the junction with CO 7/4 a distance of 2.6 miles State Project S331-7-0.00; Federal Project NH0007(241)D
Total Cost \$1,500,000-State Funds \$300,000; Federal Funds \$1,200,000
Obligation Date 6/28/2012

In addition to the proposed TIP Amendment the MPO's Projects within the TIP are being adjusted as follows:

FFY 2012

1) I-68 Signing Replace and enhance signs from I-79 to Maryland State Line State Project U331 68 00001 00 Federal Project NHG0068133D Total Cost \$2,500,000 Federal Funds \$2,500,000
Move Project to FY 2013 Obligation Date 12/28/2012

Mr. Statler asked if the need to resurface and reconstruct WV 7 came from damage by trucks associated with natural gas. Mr. Keller stated that the cause fo the damage had not been determined. Commissioner Kennedy move to approve TIP as presented; seconded by Mr. Byrne. With no further discussion, the motion unanimously passed.

8. AMENDMENT TO THE LRTP UPDATE BUDGET: Mr. Bruffy noted that at the last meeting the Policy Board had asked for more information on the costs associated with the proposed LRTP Update Budget Amendment. Mr. Bruffy noted that the requested information had been included in the agenda packet. Mr. Austin noted that the proposed increase in the budget is less than the actual cost noted in the consultants proposed increase. He also noted that the consultant had originally requested that the budget be increased by \$10,000. He explained to the consultants that some of this work should have been budgeted for in the original contract and the consultants agreed to seek the \$7,500 proposed in the agenda rather than the \$10,000 they originally requested. Mr. Austin stated that the MPO would use existing cash reserves to cover this amendment and there would be no additional request for match from the localities. After a short discussion Mr. Keller moved the budget amendment seconded by Mr. Nugent. The motion was unanimously approved.

9. OTHER BUSINESS: Mr. Bruffy called for Other Business. There being no other business Mr. Keller moved to adjourn, seconded by Mr. Giambrone.

10. ADJOURNMENT: The meeting was adjourned at 7:37 PM.

Morgantown Monongalia MPO

REQUEST FOR PROPOSAL PROCESS



**Prepared
By the**

**Morgantown Monongalia
Metropolitan Planning Organization**

**REQUEST FOR PROPOSAL PROCESS
FOR PROFESSIONAL AND TECHNICAL SERVICES**

POLICY TITLE: Professional/Technical Services Selection Process

I. PURPOSE

To provide a complete and objective evaluation process for recommendations to the MPO Policy Board for contract awards. This will allow the MPO to:

- Obtain Quality Professional/Technical Services.
- Promote competitive bids and provide all firms with an opportunity to compete on an equal footing..
- Consider costs and benefits of professional/technical service proposals.
- Provide a transparent selection process that documents the considerations of the MPO.

II Formal Competitive Bidding

The following procedure is to be utilized in securing professional/technical services for services exceeding \$25,000 in value.

1) SELECTION COMMITTEE

A. A selection committee shall be convened consisting of the MPO Director and a minimum of three members of the Transportation Technical Advisory Committee and others possessing specialized knowledge and expertise on the subject matter of the procurement as recommended by the MPO Director or the MPO Policy Board. The total number of members selected for each evaluation/review committee shall never be less than four (4). The MPO Director, or his/her designee in his/her absence, shall serve as Chairperson of the Committee.

B. All actions of the MPO Selection Committee with regard to this policy shall be performed in a regularly scheduled and noticed meeting with minutes of each meeting kept in accordance with standard procedures.

2) PROPOSALS

A. The MPO will prepare a detailed scope of work description. This scope of work will include such contract considerations as: MPO's goals and objectives; description of project; design criteria and standards to be used; completion dates; method of compensation to firm; responsibilities of firm; responsibilities of the MPO, and any other pertinent data applicable to that particular project.

B. The firm's price proposal shall include the total of the professional/ technical costs and fees involved and any other information deemed appropriate by the MPO as set forth in the Request For Proposal (RFP). (Any proposal not containing the requested costs and fees will not be considered.)

C. At the discretion of the firm, its proposal may also include any departure from the original scope of work (as prepared by the MPO) it may feel necessary to better achieve the MPO's goals and objectives. However, failure to include the requested information/methodology may be cause for the Committee to reject the proposal.

D. If the option noted in Item III.C is used, the firm shall qualify its proposal by including the fee for its recommendations as well as the fee sought by the MPO.

E. Each firm may be required to provide a justification of its fees in terms of staff assignment and corresponding hourly rates if the committee deems it necessary to complete the evaluation.

3) PROPOSAL SOLICITATION

A. An advertisement requesting submittals from interested parties for providing a specified professional/technical service must appear in one (1) or more newspapers published in the MPO Region. The publication of such advertisement must appear at least once a week prior to the date on which submittals are to be filed.

B. Requests for Proposals and Expressions of Interest may solicit responses in different formats based on the size and scope of the project, technical expertise required, as determined to be in the best interest of the MPO. Typical submittals are Qualifications and Experience Submittals, Technical Proposals and Price Proposals. They may be submitted individually or together as stated in the RFP. Price Proposals will only be requested and/or opened from those firms considered qualified (short listed) based on the Qualifications and Experience Submittal and/or Technical Proposal submitted. All other Price Proposals will be returned unopened.

C. All price proposals will be retained by the MPO Director until the reviewing committee has completed its evaluation of the technical proposals and developed a short list. Only the price proposals of the short-listed firms will be released to the Coordinating committee for opening and evaluation. All other price proposals will be returned unopened.

D. No information may be disclosed to any person other than a person responsible for evaluating or reviewing the proposal before a contract award is made by the

MPO Policy Board.

4) EVALUATION

A. The selection committee shall evaluate the submittals of each firm desiring to provide the requested services.

B. Each firm shall be evaluated on information provided in its proposal. The Request for Submittals shall state the selection criteria: i.e., specific discipline; the firm's record of performance; the firm's financial responsibility; the firm's experience in relevant projects; adequacy of the personnel of the firm; composition of project manager and team assigned to the project; reference checks; prior MPO experience; and the firm's location of practice.

C. Each firm will be determined by the selection committee to be/not be a responsive, responsible firm.

D. The selection committee shall specify in the proposal if it is expected that there will be interviews with and/or a presentation by the firms whose proposals are considered to have merit if such interviews are considered to be necessary to the selection process and in the best interest of the MPO.

E. The selection committee will make a recommendation to the MPO Policy Board. As a part of the recommendation, the selection committee will state their choice of firm(s) and will include the justification for the selection.

F. The recommendations of the selection committee will be reviewed by the MPO's Citizens Advisory Committee and the Transportation Technical Advisory Committee as part of these committee's regularly scheduled meetings.

F. When the professional/technical services contract is considered by the selection committee to be a "standard" project that could normally be handled by a number of qualified firms, the fee quoted in the proposal shall be a prime consideration in the selection of a firm by the Coordinating Committee.

5) AWARDING OF CONTRACT

A. The final selection of the firm shall be the responsibility of the MPO Policy Board. The awarding body reserves the right to reject any and/or all proposals and to waive any informalities or irregularities in the proposal process.

6) EXCEPTIONS

A. The above procedure shall not be required for those contracts that will involve a firm's fees and/or projects having a total cost of less than the formal bid limit set forth in the MPO's Purchasing and bidding policies (presently \$25,000).

B. Written price quotations from no less than three (3) firms shall be required if the exception in VII. A, above, is used.

C. The use of this exception shall be at the discretion of the MPO Policy Board.

7) PREFERENCES

A. If stated in the proposal preferences may be given to Disadvantaged Business Enterprises in accordance with applicable regulations.

B. In the event that that the selection committee considers that qualifications, experience, and price are considered equal, preference shall be given to firms in the following order: Regionally-based firms; West Virginia based firms; and Out-of-State firms.

8) SPECIAL CONDITIONS

A. When determined to be in the best interest of the MPO, portions of these procedures may be waived by the MPO Policy Board.

III. INFORMAL COMPETITIVE BIDDING

1. All purchases of supplies and contractual services, except as provided herein, which are less than \$25,000, but more than \$1,000, shall be subject to informal competitive bidding procedures with the exception of purchases/contracts for goods or services costing less than \$1,000, but more than \$50 which are not subject to quotations or bids but must be made by a Purchase Order.
2. An informal competitive bid is defined as obtaining the cost of desired goods or services from several sources of supply and awarding the purchase to the lowest eligible and responsible bidder without the formalities of public notice, newspaper advertising and sealed bids.
3. Telephone quotes may be solicited from at least three (3) vendors for goods or services costing \$1,000 - \$9,999.99. Written quotations must be solicited from at least three (3) vendors for goods or services costing between \$10,000

- \$25,000, however, full opportunity to submit a quotation shall be granted to all interested, qualified bidders.

- a. Written quotations shall be handled in the same manner as formal bids except that they are not publicly advertised and are received and opened by the MPO Director in the presence of the MPO Chairman or his/her designee and any interested bidders.

Adopted Date:

Effective Date:

Monthly Cost Allocation Worksheet
Morgantown / Monongalia County Transportation Planning Organization

FHW/FTA		Category	Expenditures												Total Expenditures	Remaining Budget
Element	Description	FY 2011/2012 Budget	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13		
1000	Administration / Coordination	\$ 158,552.00	9,340.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 9,340.66	\$ 149,211.34
1100	Salaries	\$ 120,152.00	7,221.18	0.00	0										\$ 7,221.18	\$ 112,930.82
1110	Contracted Services	\$ 15,000.00													\$ -	\$ 15,000.00
1200	Office Rent	\$ 8,400.00	1490.00												\$ 1,490.00	\$ 6,910.00
1210	Utilities	\$ 5,000.00	261.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 261.48	\$ 4,738.52
	Phone	\$ 4,500.00	225.53												\$ 225.53	\$ 4,274.47
	Web Hosting	\$ 500.00	35.95												\$ 35.95	\$ 464.05
1250	Office Management	\$ 1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ -	\$ 1,000.00
	Copier	\$ 500.00	0.00												\$ -	\$ 500.00
	Supplies/Postage	\$ 500.00	0.00												\$ -	\$ 500.00
1300	Public Notices/Fees	\$ 1,000.00													\$ -	\$ 1,000.00
1400	Travel / Training	\$ 8,000.00	368.00												\$ 368.00	\$ 7,632.00
2000	Analysis / Data Development	\$ 22,500.00	470.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 470.00	\$ 22,030.00
2100	Equipment/Software/Analysis	\$ 8,000.00	0.00												\$ -	\$ 8,000.00
2150	Subarea Plans	\$ 5,000.00	470.00												\$ 470.00	\$ -
2200	Consulting Services	\$ 9,500.00													\$ -	\$ 9,500.00
3000	Transportation Plan Update*	\$ 163,000.00													\$ -	\$ 163,000.00
4000	Transit	\$ 15,000.00	240.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 240.00	\$ 14,760.00
44.21.00	Program Support & Administration	\$ 5,000.00	240.00												\$ 240.00	\$ 4,760.00
44.23.02	Regional Trans. Plan - Project	\$ 10,000.00													\$ -	\$ 10,000.00
44.24.00	Short Range Transit Planning	\$ -													\$ -	\$ -
5000	TIP	\$ 6,400.00	420.00	0.00	0										\$ 420.00	\$ 5,980.00
6000	Unified Planning Work Program	\$ 5,000.00	0.00	0.00	0.00										\$ -	\$ 5,000.00
Total			\$ 370,452.00	\$ 10,470.66	\$ -	\$ 10,470.66	\$ 359,981.34									

NOTE: Staff time dedicated to Line Items 2000, 2150, 4000, 5000, and 6000 not included in Salary Total

Monthly Eligible at 90 % \$ 9,423.59

Monthly Cost Allocation Worksheet
Morgantown / Monongalia County Transportation Planning Organization

FHW/FTA		Category	Expenditures												Total Expenditures	Remaining Budget	
Element	Description	FY 2011/2012 Budget	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12			
1000	Administration / Coordination	\$ 147,800.00	13,201.48	10,614.62	11,156.92	12,980.51	12,817.01	13,639.81	8,813.82	9,164.05	7,637.55	10,869.61	9,485.32	14,505.58	\$ 134,886.28	\$ 12,913.72	
1100	Salaries	\$ 117,600.00	10,503.88	8,250.36	9,171.27	9,290.71	10,900.14	11,205.28	6,454.46	5,573.20	5,865.82	9,209.65	7,931.46	7,274.59	\$ 101,630.82	\$ 15,969.18	
1110	Contracted Services	\$ 6,000.00	968.00	1,244.75	103.32	918.59	1,034.40	100.00	104.84	1,116.98	104.50	109.45	334.75	4,665.89	\$ 10,805.47	\$ (4,805.47)	
1200	Office Rent	\$ 8,200.00	1,340.00	670.00	670.00	720.00		1,350.00	670.00	1,420.00		740.00		770.00	\$ 8,350.00	\$ (150.00)	
1210	Utilities	\$ 5,000.00	229.68	248.26	274.02	222.36	341.98	262.36	264.01	263.62	264.17	147.83	219.82	457.41	\$ 3,195.52	\$ 1,804.48	
	Phone	\$ 4,500.00	229.68	212.31	238.43	149.31	306.03	226.41	228.06	227.67	228.22	147.83	147.92	382.24	\$ 2,724.11	\$ 1,775.89	
	Web Hosting	\$ 500.00		35.95	35.59	73.05	35.95	35.95	35.95	35.95	35.95		71.90	75.17	\$ 471.41	\$ 28.59	
1250	Office Management	\$ 1,000.00	119.92	0.00	0.00	0.00	0.00	108.64	0.00	209.25	71.19	328.68	0.00	392.10	\$ 1,229.78	\$ (229.78)	
	Copier	\$ 500.00										328.68		392.10	\$ 720.78	\$ (220.78)	
	Supplies/Postage	\$ 500.00	119.92					108.64		209.25	71.19				\$ 509.00	\$ (9.00)	
1300	Public Notices/Fees	\$ 2,000.00				104.78	60.84		155.48		170.69		482.90	606.71	\$ 1,581.40	\$ 418.60	
1400	Travel / Training	\$ 8,000.00	40.00	201.25	938.31	1,724.07	479.65	613.53	1,165.03	581.00	1,161.18	334.00	516.39	338.88	\$ 8,093.29	\$ (93.29)	
2000	Analysis / Data Development	\$ 36,200.00	935.82	3,157.07	1,056.60	955.33	1,559.18	1,792.92	0.00	3,361.34	1,655.74	0.00	5,890.00	0.00	\$ 20,364.00	\$ 15,836.00	
2100	Equipment/Software/Analysis	\$ 27,500.00	935.82	3,157.07	1,056.60	955.33	1,559.18	1,792.92	0.00	2,711.34	1,655.74				\$ 13,824.00	\$ 13,676.00	
2150	Subarea Plans	\$ 1,000.00													\$ -	\$ -	
2200	Consulting Services	\$ 7,700.00								650.00			5,890.00	0.00	\$ 6,540.00	\$ 1,160.00	
3000	Transportation Plan Update*	\$ 163,500.00						18,569.30	0.00	34,429.11	22,570.78		20,746.75	62,777.01	\$ 159,092.95	\$ 4,407.05	
4000	Transit	\$ 18,000.00	1,431.52	951.77	1,695.04	970.99	889.57	1,453.45	2,045.00	862.93	2,096.00	3,674.28	1,048.00		\$ 17,118.55	\$ 881.45	
44.21.00	Program Support & Administration	\$ 5,000.00	512.28				496.03	350.65	2,045.00	862.93	2,096.00	102.28	1,048.00		\$ 7,513.17	\$ (2,513.17)	
44.23.02	Regional Trans. Plan - Project	\$ 13,000.00	919.24	951.77	1,695.04	970.99	393.54	1,102.80				3,572.00			\$ 9,605.38	\$ 3,394.62	
44.24.00	Short Range Transit Planning	\$ -													\$ -	\$ -	
5000	TIP	\$ 3,000.00	249.90	249.91	187.76	187.76	270.75	393.54	0.00	385.00	393.54	270.75	393.54	270.75	\$ 3,253.20	\$ (253.20)	
6000	Unified Planning Work Program	\$ 5,000.00	71.40	167.10	75.10	75.10	77.36	1,985.30	0.00	75.10	0.00				\$ 2,526.46	\$ 2,473.54	
Total			\$ 373,500.00	\$ 15,890.12	\$ 15,140.47	\$ 14,171.42	\$ 15,169.69	\$ 15,613.87	\$ 37,834.32	\$ 10,858.82	\$ 48,277.53	\$ 34,353.61	\$ 14,814.64	\$ 37,563.61	\$ 77,553.34	\$ 337,241.44	\$ 36,258.56

NOTE: Staff time dedicated to Line Items 2000, 2150, 4000, 5000, and 6000 not included in Salary Total

*Reflects Budget Amendment Approved by MPO Policy Board 6/21/12

Total Month at 90 %	\$ 69,798.01
Invoiced to WVDOH 6/28/12	\$ 34,257.87
Final Request FY 2012	\$ 35,540.14

Morgantown - Mon County Trans. Planning Org.
Checking Account
 As of July 31, 2012

10:06 AM
 08/08/2012

Accrual Basis

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Centra-Checking (voucher checks)									5,511.86
Deposit	06/30/2012			Interest	Miscellaneous	√	Other Income (Other Income)	6.00	5,517.86
Deposit	07/13/2012		Sheriff of Monongalia Cour	Deposit		√	MPO (County)	18,500.00	24,017.86
Check	07/13/2012	5125	J. William B. Austin	Electronic Transfer		√	Salaries	-1,967.24	22,050.62
Check	07/13/2012	5126	ICMA. Retirement Corp			√	Retirement Account	-1,123.29	20,927.33
Check	07/13/2012	941	IRS			√	Payroll Liabilities	-670.09	20,257.24
Check	07/16/2012	8233	Centra Bank - Mastercard	Acctg. Sftware, Cell phone, trvl.		√	Computer Software	-593.16	19,664.08
Check	07/16/2012	8234	Digital Connections			√	Telephone (Telephone)	-148.05	19,516.03
Check	07/16/2012	8235	Fringe Benefits Management Company			√	Employee Health Insurance ε	-421.94	19,094.09
Check	07/16/2012	8236	Morgantown Municipal Airport			√	Rent (Rent)	-720.00	18,374.09
Check	07/16/2012	8237	Public Employees Insurance Agency			√	Employee Health Insurance ε	-1,284.94	17,089.15
Check	07/16/2012	8238	Retiree Health Benefit Trust Fund			√	Employee Health Insurance ε	-79.00	17,010.15
Check	07/16/2012	8239	Service Plus			√	Accounting (Accounting Fees	-132.59	16,877.56
Check	07/16/2012	8240	WV Newspaper Publishing Co.			√	Public Notices	-520.52	16,357.04
Check	07/30/2012	8241	Centra Bank - Mastercard			√	Travel (Travel)	-320.79	16,036.25
Check	07/30/2012	8242	J. William B. Austin			√	Travel (Travel)	-368.00	15,668.25
Check	07/30/2012	8243	Morgantown Municipal Airport			√	Rent (Rent)	-770.00	14,898.25
Check	07/30/2012	8244	Sprint			√	Telephone (Telephone)	-77.48	14,820.77
Check	07/30/2012	8245	WVNET			√	Web Hosting	-35.95	14,784.82
Check	07/30/2012	5127	J. William B. Austin	Electronic Transfer		√	Salaries	-1,967.25	12,817.57
Check	07/30/2012	941	IRS	Electronic Transfer		√	Payroll Liabilities	-670.00	12,147.57
Check	07/30/2012	5129	WV Dept of Tax and Revenue			√	Payroll Liabilities	-258.00	11,889.57
Check	07/30/2012	5128	ICMA. Retirement Corp			√	Retirement Account	-1,123.29	10,766.28
Deposit	07/31/2012			Deposit		√	MPO (City)	18,000.00	28,766.28
Total Centra-Checking (voucher checks)									28,766.28
TOTAL									28,766.28

Morgantown - Mon County Trans. Planning Org.
Checking Account
 As of June 30, 2012

10:02 AM

08/08/2012

Accrual Basis

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Centra-Checking (voucher checks)								11,032.87
Check	06/05/2012	8219	Morgantown Municipal Airport		√	Rent (Rent)	-770.00	10,262.67
Check	06/05/2012	8220	Public Employees Insurance Agency		√	Employee Health Insur	-1,214.94	9,047.73
Check	06/05/2012	8221	Retiree Health Benefit Trust Fund		√	Employee Health Insur	-334.00	8,713.73
Check	06/05/2012	8222	Sprint		√	Telephone (Telephone)	-77.60	8,636.13
Check	06/05/2012	8223	WV Board of Risk & Insurance Management		√	Uncategorized Expense	-647.00	7,989.13
Check	06/14/2012	8224	Digital Connections		√	Telephone (Telephone)	-149.44	7,839.69
Check	06/14/2012	8225	WV Newspaper Publishing Co.		√	Public Notices	-86.19	7,753.50
Check	06/15/2012	941	Internal Revenue Service	Electronic Transfer	√	Payroll Liabilities	-649.51	7,103.99
Check	06/15/2012	5120	ICMA. Retirement Corp		√	Retirement Account	-925.52	6,178.47
Check	06/15/2012	5121	Service Plus		√	Accounting (Accounting	-106.30	6,072.17
Check	06/15/2012	5119	J. William B. Austin		√	Salaries	-1,975.99	4,096.18
Deposit	06/21/2012		WVDOH	Deposit	√	PL Funds (Funds)	33,807.25	37,903.43
Check	06/26/2012	8226	Burgess and Niple		√	Consulting (Consulting	-10,754.00	27,149.43
Check	06/26/2012	8227	Burgess and Niple		√	Consulting (Consulting	-13,775.00	13,374.43
Check	06/26/2012	8228	Sprint		√	Telephone (Telephone)	-77.60	13,296.83
Check	06/26/2012	8229	Teed Associates		√	Accounting (Accounting	-3,500.00	9,796.83
Check	06/26/2012	8230	WVNET		√	Web Hosting	-35.95	9,760.88
Check	06/26/2012	8231	WV State Auditor		√	Accounting (Accounting	-280.00	9,480.88
Check	06/26/2012	8232	J. William B. Austin	Mileage for Charleston meeting	√	Travel (Travel)	-160.00	9,320.88
Check	06/29/2012	941	IRS	Electronic Transfer	√	Payroll Liabilities	-649.51	8,671.37
Check	06/29/2012	5123	ICMA. Retirement Corp		√	Retirement Account	-925.52	7,745.85
Check	06/29/2012	5124	WV Dept of Tax and Revenue		√	Salaries	-258.00	7,487.85
Check	06/29/2012	5122	J. William B. Austin		√	Salaries	-1,975.99	5,511.86
Deposit	06/30/2012			Interest	√	Other Income (Other Inr	6.00	5,517.86
Total Centra-Checking (voucher checks)								5,517.86

MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE
MORGANTOWN MONONGALIA METROPOLITAN PLANNING
ORGANIZATION AND THE MONONGALIA COUNTY URBAN MASS
TRANSIT AUTHORITY RELATING TO TRANSPORTATION PLANNING
PROCEDURES

This Memorandum of Understanding ("MOU") is made and effective on this 16TH day of August, 2012, by and between the Morgantown Monongalia Metropolitan Planning Organization ("MPO") and the Monongalia County Urban Mass Transit Authority ("MCUMTA").

WITNESSETH:

WHEREAS, the MPO is an intercity agency which provides continuing, comprehensive and coordinated planning in the area that consists of the municipalities of Morgantown, Star City, Westover, Granville, Blacksville and the unincorporated areas of Monongalia County in West Virginia; and

WHEREAS, representatives on the MPO include appointees of the municipalities and County of Monongalia, the County Board of Education, West Virginia University and the Department of Transportation of the State of West Virginia, area citizens' committees and other interested parties; and

WHEREAS, the United States Department of Transportation ("US DOT") issued a regulation, published at 23 CFR § 450.314(a), which requires that

The [Metropolitan Planning Organization ("MPO")], the State(s), and the public transportation operator(s) shall cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation planning process. These responsibilities shall be clearly identified in a written agreement among the MPO, the State(s), and the public transportation operator(s) serving the [Metropolitan Planning Area ("MPA")]; and

WHEREAS, the MPO for the area which includes Monongalia County and its incorporated areas; and

WHEREAS, MCUMTA is a body corporate and politic which operates the publicly- owned transit service within Monongalia County, West Virginia and its incorporated areas; and

WHEREAS, MCUMTA develops projects within the areas over which the MPO has jurisdiction; and

WHEREAS, the MPO and MCUMTA recognize the need for integrated long range planning for public transit services and projects within the territory they share; and

WHEREAS, MCUMTA and the MPO seek to carry out public transit planning in compliance with the regulations and guidelines of US DOT acting through, *inter alia*, the Federal Highway Administration ("FHWA") and Federal Transit Administration ("FTA"); and

WHEREAS, federal guidelines for transit planning encompass the following three stages: transportation systems planning, project planning, and environmental planning and review; and

WHEREAS, MCUMTA and the MPO desire to adopt cooperative procedures that define specific roles and responsibilities for each.

NOW, THEREFORE the parties hereto agree to adopt the following cooperative procedures and to carry out their respective roles and responsibilities specified herein.

1. Incorporation Of Recitals.

The recitals above are hereby incorporated into the body of the MOU.

2. The Parties' General Intent.

The parties will carry out public transit planning (including corridor and subarea planning) in a manner that conforms to guidelines issued by US DOT for transportation systems planning, project planning, and environmental planning and review.

This MOU does not abrogate, infringe upon or modify any current memoranda of understanding, agreements, policies or procedures by and between MCUMTA and the MPO.

3. Transportation Systems Planning.

According to US DOT, transportation systems planning encompasses a holistic approach to evaluating state and regional transportation needs at the broadest level. It is a progression of planning activities which helps establish a context for sound policy decisions and is an avenue for involving the public in transportation plans and projects to support the state and regional visions for the future. Transportation systems planning should lead to tangible products that ensure that local decisions affecting public transit are made in a comprehensive, inclusive manner. Some of these products include a multimodal, long-range transportation plan and a shorter-term transportation

improvement program.

a. Roles And Responsibilities Of the MPO For Transportation Systems Planning.

The MPO shall:

(i) produce in consultation with MCUMTA and interested state, local and regional parties a long range, multimodal, financially constrained transportation plan which identifies all regionally significant proposed facilities and any corridor or subarea studies that may result in such proposed facilities;

(ii) ensure that corridor and subarea studies include development and analysis of appropriate transit options based on consultation with transit operators;

(iii) include MCUMTA in technical oversight of corridor and subarea studies;

(iv) develop and reach consensus on regional forecasts of population, employment, and land use;

(v) coordinate with abutting MPO's (where applicable) and appropriate state agencies in order to ensure consistency with statewide and national forecasts of population, employment, and land use to assure that travel demand forecasts are consistent so that projects remain eligible for Federal funding;

(vi) develop transportation models and perform analysis for the region;

(vii) work with abutting MPO's and other affected transit operators (where applicable) on the development and use of forecasting models and network representations in order to ensure consistency of models and adequacy for multi-modal analysis;

(viii) provide a forum for members to identify travel and transit needs, potential concepts for transportation system improvements, and to identify the appropriate processes for advancing concepts; and

(ix) participate in any evaluation process intended to set priorities for transit projects based on appropriate criteria established collectively by MCUMTA, the MPO and interested state and regional parties which allow for concepts to be identified, defined, screened, and developed in a phased, cost-effective manner that ensures that projects are feasible and meet the needs of the region and the implementing agencies.

b. Roles And Responsibilities Of MCUMTA For Transportation Systems Planning.

MCUMTA, while coordinating with appropriate staff of the MPO and

member organizations of the MPO, shall:

- (i) provide appropriate transit options for consideration in studies by the MPO of corridors and subareas;
- (ii) participate in technical oversight of studies by the MPO of corridors and subareas;
- (iii) provide technical assistance and data to staff of the MPO and member organizations of the MPO in the development of needs statements, concept definitions, and determinations of physical and operational feasibility;
- (iv) perform such studies as are necessary to sustain current operations, comply with federal and state requirements, and ensure integrity of existing operations and services including, but not limited to, operations and capacity studies, market research, customer surveys, definition and development of concepts for transit service and infrastructure improvements and enhancements;
- (v) identify transit services and projects which cross the boundaries of the MPO and require planning and forecasting coordination among other MPO's;
- (vi) help develop models and methods of transit mode-specific forecasting and operations analysis consistent with regional and state projections;
- (vii) apply transit demand models and produce MCUMTA system-wide and project-specific travel demand forecasts;
- (viii) develop a staged process for any advancing transit new start capital projects including: (1) identification of purpose and need; (2) development of problem statements; (3) identification of concepts; (4) development of transit concepts; (5) feasibility screening; and (6) identification of steps to advance into the processes for evaluation and rating under the FTA's New Starts program and the National Environmental Policy Act ("NEPA");
- (ix) fully involve the MPO in the staged project evaluation process, including all aspects of public outreach, as appropriate;
- (x) develop and incorporate into the staged project evaluation process, criteria for transit project evaluation which shall be consistent with FTA New Starts Evaluation, Small Starts Evaluation and Rating Process, transit operational feasibility requirements, and the West Virginia State Plan and Development policies; and
- (xi) provide regular briefings to the MPO on any active transit planning.

4. Project Planning.

According to FTA following the results of transportation systems planning, project planning focuses on a specific transportation need (or set of needs) in a given corridor or

subarea, identifies alternative actions to address the needs, and generates the information needed to select a preferred project for implementation. This analysis is often referred to as "alternatives analysis" and typically addresses such issues as costs, benefits, environmental and community impacts, and financial feasibility. Consequently, an alternatives analysis spans a wide range of technical disciplines, ranging from engineering to patronage forecasting to the natural and social sciences. Project planning continues beyond the selection of a preferred capital investment strategy (or New Start for fixed guideway transit projects funded with discretionary FTA resources) and into further refinement and analysis, including completion of environmental review requirements under NEPA.

a. Roles And Responsibilities Of the MPO For Project Planning.

The MPO shall:

(i) provide assistance in securing approvals for inclusion of transit planning projects in the Unified Planning Work Program ("UPWP"), Transportation Improvement Program ("TIP"), and other planning programs of the MPO;

(ii) participate in and assist MCUMTA in public outreach activities;

(iii) where appropriate, participate in joint planning with MCUMTA, abutting MPO's and other transit operators (where appropriate) to assure consistency of planning assumptions, forecasts and establishment of feasibility for projects planned to serve multiple MPO's; and

(iv) participate in technical oversight of transit studies and provide input to MCUMTA during comment periods and at other points as appropriate.

b. Roles And Responsibilities Of MCUMTA For Project Planning.

MCUMTA shall:

(i) perform project planning and development studies to define transit concepts and advance projects through a staged development process;

(ii) involve the MPO in project studies at the technical level, as appropriate;

(iii) perform Alternatives Analysis ("AA") studies for specific projects in accordance with FTA guidance and regulations;

(iv) prepare or cause to be prepared project specific travel demand forecasts and financial analyses based on travel-demand models of the MPO and adopted regional demographic and employment projections;

(v) consult with the MPO on selection of preferred alternatives at the conclusion of AA studies;

(vi) prepare or cause to be prepared preliminary engineering, final engineering and cost estimates for transit projects;

(vii) identify and define projects that extend beyond the MPO's boundaries in order to facilitate consistency in planning assumptions, forecasts and establishment of project feasibility among affected MPO's;

(viii) conduct public outreach and encourage public participation as required under applicable federal and state laws and regulations;

(ix) prepare information submittals for all types of studies, analyses and projects;

(x) provide regular briefings and opportunities for input from staff of the MPO and members of the MPO; and

(xi) negotiate Full Funding Grant Agreements ("FFGA's") with FTA for selected projects, as necessary.

5. Environmental Planning and Review.

According to FTA as part of the federal grant application process, public transportation agencies work with FTA to consider the social, economic and environmental consequences of proposed projects and activities. The environmental review process required by NEPA and related laws includes environmental impact analyses and the preparation of documentation for public review. Smaller, relatively routine actions that do not individually or cumulatively have a significant environmental impact, are considered to be "categorically excluded" from extensive environmental analysis. For larger capital projects, environmental evaluation typically results in a detailed written statement on the environmental impacts of a proposed project and alternatives to reduce the harm to the community and the natural environment. Typically, environmental reviews for proposed transit projects address the impact areas of air and water quality, noise and vibration, historic and cultural properties, parklands, contaminated lands, displacement of residences and businesses, and community preservation. During the federal environmental review process, public transportation agencies usually work concurrently with state and local agencies to comply with state and local environmental laws.

a. Roles And Responsibilities Of the MPO For Environmental Planning and Review.

The MPO shall:

(i) provide assistance in securing approvals for inclusion of work on

Environmental Assessments ("EA's"), Draft Environmental Impact Statements ("DEIS's"), and Final Environmental Impact Statements ("FEIS's") in UPWP, TIP, and other the MPO planning programs;

- (ii) participate in and assist MCUMTA in public outreach activities; and
- (iii) provide input to MCUMTA during comment periods and at other points as appropriate.

b. Roles And Responsibilities Of MCUMTA For Environmental Planning And Review.

MCUMTA shall:

- (i) prepare EA's, DEIS's, and FEIS's for specific transit projects in accordance with NEPA, West Virginia Department of Environmental Protection, the West Virginia Division of Wildlife Management, the West Virginia Division of History and Culture, and FTA guidance and regulations;
- (ii) conduct public outreach and encourage public participation as required under applicable federal and state laws and regulations;
- (iii) provide briefings and opportunities for input from the MPO members and staff of the MPO; and
- (iv) consult with the MPO on programming and funding for long range project plans.

IN WITNESS WHEREOF, the parties hereto, intending to be legally bound hereby, have executed this Memorandum of Understanding by their duly authorized officers or representatives, as of the date first above written.

By:

David A. Bruffy, General Manager
Monongalia County Urban Mass Transit Authority

Bill Austin, Executive Director
Morgantown Monongalia Metropolitan Planning Organization

Date

Date

Attest

Attest