



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

Agenda

MPO Policy Board Meeting
City of Morgantown Council Chambers
June 19, 2014
7:00 PM

1. Call To Order
2. Executive Session-Personnel Matter
3. Public Comment Period
4. Approval of Minutes
5. Committee Reports
 - a. Citizens Advisory Committee Report
 - b. Finance Report
6. Executive Directors Report
 - a. Van Pool Program Update
 - b. Traffic Count Report
 - c. Upcoming Travel
7. Administrative Items
 - a. Auditor Selection Committee
 - b. Bylaws Review Committee
 - c. Green Bag Road Corridor Study Steering Committee
 - d. Public Involvement Policy Revision
8. Transportation Improvement Program Amendments
9. Other Business
10. Meeting Adjournment



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Memorandum

Date: June 12, 2014
To: Policy Board Members
From: Bill Austin, AICP
Subject: June 12, 2014 Agenda

Please find below a short description of the action items to be considered at the June 19th, Policy Board Meeting to be held at the City of Morgantown Council Chambers at 7:00 PM.

-Appointment of Auditor Selection Committee-The MPO is required to put its auditing services out to bid every three years. The State Auditor's Office has a set process for selecting Auditors that requires an audit selection Committee with between 3 and 5 members. In previous years the Executive Director has served on the Auditor Selection Committee. Participation on the Committee would most likely involve one meeting, the review of up to four audit proposals, including scoring the proposals using a system developed by the State and signing off on the selected auditor. It is respectfully requested that the Policy Board designate two or more members to serve on the Auditor Selection Committee with the Executive Director.

-Bylaws Review Committee-At a recent meeting with the County Commission Commissioner Bloom requested that the MPO consider the creation of a Committee to review the By Laws.

-Green Bag Road Corridor Study Steering Committee-MPO Staff has asked the TTAC and CAC to participate as members of the Green Bag Road Corridor Study Steering Committee. To date City of Morgantown staff, along with three representatives of the Division of Highways (two from District 4 and one from Charleston), Mr. Rich Wood, Monongalia County Planning Director, and Bill Rice, Chairman have been asked to participate on the Steering Committee, It is respectfully requested that the Policy Board consider if there is the need for additional members for this Committee.

Draft TIP Administrative Adjustment Policy-In light of the number of recent TIP Amendments that have been forwarded to the MPO by, Mountain Line. Mountain Line Transit has been working with the Federal Transit Administration to determine an appropriate policy to allow for the Executive Director of the MPO and the Mountain Line General Manager to make an Administrative Adjustments to the

TIP when there is little to no practical impact to the project of the change being made. To this purpose Mountain Line and the MPO Staff have developed the following guidelines:

Administrative Adjustments are appropriate when one of the following criteria are met:

- 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.

It should also be noted that the Executive Director of the MPO would be required to publicly announce an Administrative Adjustment of the TIP at the next Policy Board meeting as well as posting a notice on the MPO's website at the time of the change. It is anticipated that WVU projects that fit this criteria would also be eligible for an Administrative Adjustment.

Please note that the MPO Public Involvement Policy requires a 45 day public review period before any changes may be made to the Policy. It should also be noted that MPO Staff anticipates that the Public Involvement Policy will probably need to be completely revised in the next calendar year. It is respectfully requested that the Policy Board approve the advertisement of this proposed change so that it may be considered for adoption at the August meeting.

-Transportation Improvement Program Amendments-Please note that there is a separate memorandum for the proposed Brookhaven Road TIP Amendment. In addition to the Brookhaven Road TIP Amendment considered at the last Policy Board Meeting WVU is requesting that the Policy Board consider a TIP Amendment for the improvements to the PRT Infrastructure. This amendment is summarized on the following page:

FY 2014-2015 ADD

Personal Rapid Transit-Upgrade Power System Infrastructure- Section 5337 Federal Funds \$1,480,000
Local funds (WVU)-\$370,000 Total Funding \$1,850,000

FY 2015-2016 Remove

Personal Rapid Transit-Upgrade Power System Infrastructure-\$1,850,000 Funding from WVU

The proposed TIP Amendment reflects WVU's successful application for a grant from the Federal Transit Administration to upgrade the PRT's Power System. With the approval of the TIP Amendment the project may be undertaken beginning in the upcoming Fiscal Year which begins in July. The TTAC and the CAC have reviewed the proposed TIP Amendment and recommended approval.

Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
Centra-Checking (voucher checks)									
Deposit	05/05/2014		WVDOH	Deposit		✓	PL Funds (Funds)	9,300.21	613.81
Deposit	05/12/2014		WVDOH	Deposit		✓	PL Funds (Funds)	7,114.78	9,914.02
Check	05/14/2014	8502	Comcast			✓	Internet	-187.77	17,028.80
Check	05/14/2014	8503	Flanery, Sensabaugh, Bonasso			✓	Legal Fees (Legal Fees)	-55.50	16,785.53
Check	05/14/2014	8504	Fringe Benefits Management Company			✓	Employee Health Insurance and L	-255.90	16,529.63
Check	05/14/2014	8505	Morgantown Municipal Airport			✓	Rent (Rent)	-1,440.00	15,089.63
Check	05/14/2014	8506	Public Employees Insurance Agency			✓	Employee Health Insurance and L	-1,703.94	13,385.69
Check	05/14/2014	8507	Retiree Health Benefit Trust Fund			✓	Salaries	-352.00	13,033.69
Check	05/14/2014	8508	Retiree Health Benefit Trust Fund			✓	Salaries	-352.00	12,681.69
Check	05/14/2014	8509	Service Plus			✓	Accounting (Accounting Fees)	-105.84	12,575.85
Check	05/14/2014	8510	WVNET			✓	Web Hosting	-35.95	12,539.90
Check	05/14/2014	8511	WV Newspaper Publishing Co.			✓	Public Notices	-324.48	12,215.42
Check	05/14/2014	5289	ICMA, Retirement Corp			✓	Retirement Account	-1,500.76	10,714.66
Check	05/15/2014	941	IRS			✓	Salaries	-1,135.93	9,578.73
Check	05/15/2014	5287	J. William B. Austin			✓	Salaries	-1,942.12	7,636.61
Check	05/15/2014	941	Jing Zhang			✓	Salaries	-1,218.92	6,417.69
Deposit	05/16/2014	5288	Monongalia County Planning Commission			✓	Internet	98.88	6,516.57
Check	05/30/2014	5290	J. William B. Austin			✓	Salaries	-1,942.11	4,574.46
Check	05/30/2014	5291	Jing Zhang			✓	Salaries	-1,218.92	3,355.54
Check	05/30/2014	5293	WV Dept of Tax and Revenue			✓	Salaries	-404.00	2,951.54
Check	05/30/2014	8512	IRS			✓	Salary	-1,135.94	1,815.60
Check	05/30/2014	8513	Centra Bank - Mastercard			✓	Travel & Ent (Travel and Entertainment)	-100.00	1,715.60
Check	05/30/2014	8513	Literati Information Technology, LLC			✓	Computer Hardware	-381.60	1,334.00
Check	05/30/2014	8514	Transmetrics America			✓	Consulting (Consulting Expense)	-400.00	934.00
Total Centra-Checking (voucher checks)									934.00

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Deposit	04/14/2014		Monongalia County Planning Commission	Deposit		✓	Internet	128.67	8,305.14
Deposit	04/14/2014		WVDOH	Deposit		✓	PL Funds (Funds)	10,290.53	8,433.81
Check	04/14/2014	8496	Association of Metropolitan Planning Org			✓	Dues and Subscriptions (Dues and ;	-422.10	18,724.34
Check	04/14/2014	8497	Comcast			✓	Internet	-257.42	18,302.24
Check	04/14/2014	8498	Teed Associates			✓	Accounting (Accounting Fees)	-3,500.00	18,044.82
Check	04/14/2014	8499	Service Plus			✓	Accounting (Accounting Fees)	-106.32	14,438.50
Check	04/14/2014	8500	WV State Auditor			✓	Accounting (Accounting Fees)	-280.00	14,158.50
Check	04/15/2014	941	IRS			✓	Salary	-1,135.94	13,022.56
Check	04/15/2014	5279	J. William B. Austin	Electronic Transfer		✓	Salaries	-1,882.11	11,140.45
Check	04/15/2014	5280	Jing Zhang	Electronic Transfer		✓	Salaries	-1,218.92	9,921.53
Check	04/15/2014	5282	J. William B. Austin	Correction of error in 52		✓	Salaries	-30.00	9,891.53
Check	04/15/2014	5281	ICMA, Retirement Corp			✓	Retirement Account	-1,500.76	8,390.77
Deposit	04/24/2014		Monongalia County Planning Commission	Deposit		✓	Internet	128.71	8,519.48
Check	04/30/2014	941	IRS	Electronic Payment		✓	Salary	-1,135.93	7,383.55
Check	04/30/2014	5283	J. William B. Austin	Electronic Payment		✓	Salaries	-1,942.11	5,441.44
Check	04/30/2014	5284	Jing Zhang	Electronic Payment		✓	Salaries	-1,218.93	4,222.51
Check	04/30/2014	5285	ICMA, Retirement Corp			✓	Retirement Account	-1,500.76	2,721.75
Check	04/30/2014	5286	WV Dept of Tax and Revenue			✓	Salary	-404.00	2,317.75
Check	04/30/2014	8501	Public Employees Insurance Agency			✓	Employee Health Insurance and L	-1,703.94	613.81
Total Centra-Checking (voucher checks)									613.81

TOTAL

Monthly Cost Allocation Worksheet
Morgantown / Monongalia County Transportation Planning Organization

Element	Description	FY 2013/2014 Budget												Total	Funding Source	Funding Amount				
		July 13	Aug 13	Sept 13	Oct 13	Nov 13	Dec 13	Jan 14	Feb 14	Mar 14	Apr 14	May 14	Jun 14							
1100	Administration / Coordination	5,775.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,775.00	100%	5,775.00	
1110	Salaries	5,735,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,735,000.00	100%	5,735,000.00
1110	Contracted Services	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00	100%	1,200.00
1200	Office Rent	5,450.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,450.00	100%	5,450.00
1220	Utilities	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	100%	5,000.00
1230	Phone	4,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,500.00	100%	4,500.00
1240	Video Conferencing	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	100%	1,500.00
1250	Office Management	1,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,250.00	100%	1,250.00
1260	Supplies/Postage	350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350.00	100%	350.00
1300	Public Notices/Fees	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	100%	3,000.00
1400	Travel / Training	9,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,000.00	100%	9,000.00
2000	Analysis / Data Development	39,000.00	0.00	2,000.00	1,000.00	1,840.00	800.00	480.00	3,425.58	50.00	2,743.85	1,200.00	1,500.00	0.00	0.00	0.00	0.00	48,000.00	100%	48,000.00
2100	Equipment/Software/Analysis	15,000.00	0.00	1,200.00	1,000.00	0.00	800.00	0.00	1,229.58	50.00	2,183.85	1,200.00	0.00	0.00	0.00	0.00	0.00	18,000.00	100%	18,000.00
2150	Subarea Plans	12,000.00	0.00	800.00	1,500.00	0.00	800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,300.00	100%	14,300.00
2200	Consulting Services	12,000.00	0.00	0.00	340.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,340.00	100%	12,340.00
3000	Transportation Plan Update	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4000	Transit	13,000.00	0.00	1,200.00	0.00	0.00	0.00	800.00	0.00	621.00	1,000.00	0.00	500.00	0.00	0.00	0.00	0.00	15,500.00	100%	15,500.00
44.21.00	Program Support & Administration	8,000.00	0.00	0.00	0.00	0.00	0.00	800.00	0.00	621.00	1,000.00	0.00	500.00	0.00	0.00	0.00	0.00	10,921.00	100%	10,921.00
44.23.02	Regional Trans. Plan - Project	5,000.00	0.00	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,200.00	100%	6,200.00
44.24.00	Short Range Transit Planning	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5000	TIP	6,000.00	200.00	250.00	600.00	240.00	300.00	450.00	600.00	450.00	900.00	480.00	1,200.00	450.00	0.00	0.00	0.00	6,000.00	100%	6,000.00
6000	United Planning Work Program	5,000.00	150.00	0.00	240.00	540.00	300.00	950.00	1,200.00	300.00	300.00	560.00	450.00	0.00	0.00	0.00	0.00	5,000.00	100%	5,000.00
Total		\$ 240,000.00	\$ 11,113.60	\$ 13,105.50	\$ 13,985.47	\$ 16,994.69	\$ 14,351.54	\$ 15,202.43	\$ 16,151.00	\$ 15,208.74	\$ 17,231.65	\$ 18,238.88	\$ 17,469.86	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 168,609.45	\$ 71,392.55	

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

Total Eligible at 90% \$ 17,469.86
 Total Eligible at 90% \$ 15,722.87
 Previous Request \$ 93,347.89
 This Request \$ 6,374.99

MORGANTOWN MONONGALIA
METROPOLITAN PLANNING ORGANIZATION POLICY BOARD
MAY 15, 2014 MINUTES (DRAFT)

Members Present: Chairman Anthony Giambrone-Star City, Mayor Jennifer Selin-City of Morgantown, Councilperson Bill Kawecky Shamberger-Morgantown, Mike Kelly-Board of Education, Dave Bruffy-Mountain Line, Joe Statler-Blacksville, Randy Hudak-WVU, Councilperson Marti Shamberger-City of Morgantown, Councilperson Janice Goodwin-Westover, Commissioner Eldon Callen-Monongalia County.

Members Absent: Commissioner Tom Bloom-Monongalia County, Mayor Patricia Lewis-Granville, Vice-Chairman Wesley Nugent-Morgantown.

MPO Director: Bill Austin

I. Call to Order

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

II. Public Comment

None

III. Approval of Minutes

Mr. Austin noted that there are two sets of minutes for Board approval. One is for the Policy Board Meeting on April 17, 2014, and the other is for the Policy Board Meeting on April 23, 2014.

Mr. Kelly moved to accept both minutes as submitted; seconded by Councilperson Shamberger. With no discussion, the motion unanimously passed.

IV. Committee Reports

a. Citizens Advisory Committee Report

Mr. Rice, Chair of the CAC, reported that the CAC recommended to not approve the WV-7/Brookhaven Rd TIP Amendment. The recommendation was made on the grounds that since there are already three traffic lights on the short segment of WV-7 in the Brookhaven area, adding one more traffic light may not be justifiable. He then reported that the CAC recommended to approve Mountain Line TIP Amendment with a request for clarification on the funding mechanism employed by this amendment. Mr. Rice noted that the CAC applauded the Greenbag Rd study prepared by Mr. Zhang, and suggested that such work be conducted for appropriate locations in the Morgantown area as an asset to WV DOH.

b. Financial Report

Chairman Giambrone stated that the April financial report is postponed to the next policy board meeting in June, since Mayor Lewis, the Board Treasurer, is absent.

V. Executive Directors Report

Mr. Austin noted that the April financial report was included in the agenda package of this meeting for the Board's information

Mr. Austin reported that he had scheduled a meeting with Sec. Mattox on May 23 to discuss the Mileground recommendation. This meeting was requested by Commissioner Callen and agreed to by Chairman Giambrone. A letter capturing the essence of perspectives from the MPO on the Mileground project was sent to the Secretary and copied to the Board members. Mr. Austin then reported that a new interim district engineer for District 4 has been appointed and a new district design engineer will also be in position soon. Mr. Austin stated that he has arranged meetings with them to introduce the MPO's Long Range Transportation Plan and to develop a working relationship.

VI. Acceptance of Audit

Chairman Giambrone noted that a copy of the MPO's FY 2013 Audit was enclosed in the agenda package of this meeting. Hard copies of this audit were provided to the Policy Board at the April 23 Meeting.

Councilperson Shamberger moved to accept the Audit as submitted; seconded by Mayor Selin. With no discussion, the motion unanimously passed.

VI. Appointment of Citizens Advisory Committee Members

Mr. Austin stated that not all eligible appointments have been made to the MPO's Citizens Advisory Committee and some previously appointed members have not been attending the meeting. He further noted that those who have not participated are Mr. Busz, Mr. Delaney, Mr. Renner, and Mr. Richmond, and that Monongalia County has only appointed two representatives to the Committee when there are three positions available to the county.

Commissioner Callen asked if a CAC appointment is permanent. He mentioned that it is inconvenient to check the attendance of the appointee once an appointment is made.

Mr. Austin answered that Policy Board members decide the appointees representing their agencies. He also mentioned that a learning curve is common for the CAC members in understanding the documents presented to them, and a CAC appointment which lasts at least two years is preferable. He also noted that the attendance could be checked by reviewing the CAC meeting minutes posted on the MPO's website. Staff records the attendance for each meeting.

VII. Transportation Improvement Program Amendments

WV-7/Brookhaven Road TIP Amendment-Mr. Austin reported that the correct location for this project has been confirmed with the WV DOH. He noted that the TTAC recommended approval of this project, but the CAC recommended not to approve this project, because they did not have adequate documentation to justify the traffic signal installation at that intersection. Mr. Austin then noted that a summary of traffic light warrant study have been provided by the WV DOH as a response to the inquest from the CAC. The warrant, as shown in the summary, indicated that the subject intersection satisfies the warrant for traffic light installation.

Mr. Bruffy asked if the option of installing an actuated traffic light has been considered, in which a sensor is placed to trigger the green.

Mr. Carr noted that warrant was based on traffic volume and delay. He presumed that the actuated signal option would be assessed at following stages.

Mr. Bruffy raised his concern that at certain locations, pretimed traffic lights reduce the efficiency of transit operations during off peak hours, because those lights are not able to adjust its circle length to reflect the change in the traffic volumes of that time.

Mr. Austin noted that an actuated signal at this project location may not be appropriate because it is adjacent to a signalized intersection.

Mon-Fayette Expressway Park and Ride-Mr. Austin noted that the WV DOH is requesting to removing the Engineering and Right of Way phases associated with this project, since this work has been accomplished as a part of a different project.

Mr. Bruffy asked about the status of this project.

Mr. Carr said that he has been told that the advertising for this project will be conducted soon.

Mr. Austin added that this project is scheduled for construction in the August timeframe. Mr. Austin then noted that positive progress has been made to revive the Mon-Blvd Center-turn-lane project.

Mountain Line Transit TIP Amendment-Mr. Austin noted that the Mountain Line Transit Authority is requesting a slight shift in funding, which in the future might be done administratively. Specifically, Mountain Line requests that the Section 5307 New Fit and Senior Mons Federal Funding for FY 2014, FY 2015, and FY 2016 be combined into the fiscal year of 2014.

Mr. Bruffy mentioned that the program and purpose associated with these amendments are unaffected, He further advised that Mountain Line is proposing to establish a mechanism, which allows that the MPO and the Mountain Line Transit Authority to conduct appropriate administrative adjustments on TIP amendments which would have no effect on the type and the purpose of the original program and have no practical impact on the public. He then suggested that those administrative adjustments could be submitted to the state for acceptance and amended into the STIP by reference. Mr. Bruffy noted that the change he is proposing is a procedural change.

Mr. Austin stated that the procedural change suggested by Mr. Bruffy can enhance the efficiency for processing many TIP Amendments proposed by Mountain Line and possibly by WVU for the PRT. He suggested that this type of administrative adjustments would be publicized as a part of the MPO Policy Board meetings, publicized online, and presented to the Board so that pertinent federal regulations are satisfied.

Commissioner Callen concurred with Mr. Austin's opinion.

Mr. Austin noted that the first TIP Amendment subject to Board approval is the WV-7 and Brookhaven Rd Intersection Improvement.

Commissioner Callen asked about the configuration proposed by WV DOH for this intersection. He stated that when providing an exclusive left-turn into Brookhaven Rd from WV 7, the WV DOH should consider a continuous through-lane on WV 7 at the intersection, which is not controlled by the proposed traffic signal. He stated that he is not inclined to vote on this project unless the proposed configuration is known. He noted that the WV DOH should provide more detailed information on the proposed TIP amendment, so that the Board has enough resources to make an informed decision.

Mr. Carr noted that there will be an exclusive left-turn lane into Brookhaven Rd from WV 7 and an exclusive right-turn lane into WV 7 from Brookhaven Rd, and that there is no information available on the specific alignment for this improvement.

Mr. Bruffy agreed with Commissioner Callen's opinion, and added that to reflect any procedural change in communication between the MPO and the WV DOH, guidelines used to review the project should be changed accordingly.

Mr. Austin noted that the MPO can request more information from WV DOH on the proposed design details. He also noted that it may not be appropriate for the MPO to specify the design of a TIP amendment project.

Mr. Kelly stated that he has confidence in state engineers in designing this project, but the information on the design may not be available at this stage of the project. Mr. Kelly stated that his concern is that WV DOH may not

be able to provide any details for this project unless the Board approves them to do so and that it is common that WV DOH bring the design work back the MPO for review.

Mr. Carr noted that the design phase only occurs after the TIP amendment is approved, and noted that at this moment, he is unsure what extra information will be available for this project.

Mr. Austin stated that from what he has heard the Board needs to evaluate a conceptual design for this project before they vote on it.

Mayor Selin noted that the Board should be aware that there were different opinions from the TTAC and the CAC concerning this TIP amendment and the state should provide a conceptual diagram for this project. She stated that one feasible way to solve this issue is that the Board approve the funding for this project and ask the WV DOH to bring back its design for the Board review. She further asked about the time frame for this project.

Mr. Austin noted that it is expected to be constructed next summer.

Commissioner Callen asked if it is a normal practice for state engineers to consider the opinions from the Board when they do the design works on a project.

Mr. Carr noted that state engineers employ an appropriately comprehensive point of view when they do their design work and they ensure that the project will work properly. He also noted that opinions from the Board and the general public is considered in the design process.

Mr. Hudak asked the function of the TTAC when they do not have technical information presented to them for review.

Mr. Austin noted that depending on the scale of a project, the TTAC provides input at various levels based on their professional judgment. The TIP project being proposed at the Brookhaven/WV 7 intersection is considered as a relatively small scale project, and the TTAC presumed that a standard treatment will be implemented.

Mr. Bruffy added that many TIP amendment projects do not contain any technical issue to consider. He further stated that it is advantageous to have the preliminary knowledge of the design of the project when the Board makes a decision for that project.

Mr. Austin mentioned that this issue has been recognized by the WV MPO association and it is a high priority issue for the association is to improve the communication between the WV DOH and MPOs across the state. The next meeting is on June 25, in which the WV DOH will provide a training on accessing a crash data system maintained by the state and the TIP subcommittee will work on developing a framework to formalize TIP descriptions.

Commissioner Callen moved to approve the engineering and right-of-way phases for the TIP amendment on Brookhaven Rd/WV 7 intersection improvement with a request that the DOH present more information, such as a concept plan, on this project in the June meeting, addressing issues discussed in this meeting.

The motion was seconded by Mr. Bruffy. With no discussion, the motion unanimously passed.

Mr. Austin noted that the second TIP amendment presented to the board is the removal of the TIP project associated with the engineering and right of way phases of Mon-Fayette Expressway Park and Ride project.

Commissioner Callen moved approval of this TIP amendment; seconded by Mayor Selin. With no discussion, the motion unanimously passed.

Mr. Austin noted that the next TIP amendment presented to the board is the amendment proposed by the Mountain Line Transit Authority.

Mayor Selin moved to approval this TIP amendment; seconded by Commissioner Callen. With no discussion, the motion unanimously passed.

IX. Draft RFQ for I-79 Access Study

Mr. Austin stated that the original purpose of I-79 access study was to justify a new bridge over the Monongahela River with roadway connection to I-79, as recommended in the MPO's 2040 LRTP. The project focused on two issues: the connection between I-79 and Monongahela Blvd from Downtown and WV 705, and the congestion on WV 705 corridor. The access study consists of the technical background for the initial phase of the project by providing analysis for a project purpose and need statement that may be used as part in the environmental documents. This project includes enhanced modeling, and preliminary public involvement. Mr. Austin further stated that this access study will facilitate the transition of this study from planning stage to engineering and environmental evaluation stages.

Mr. Austin noted that the proposed budget for this access study is \$250,000 for two fiscal years. Currently, the city of Morgantown has confirmed the finding for the match for this study, but Monongalia County has not allocated sufficient funding to accomplish this task for the coming fiscal year. The RFQ will be released once this budget issue is resolved.

Mr. Bruffy moved a motion to accept the draft RFQ for this access study with the contingency that the Monongahela County will provide sufficient funding for the match for this study; seconded by Mayor Selin. With no discussion, the motion unanimously passed.

X. Presentation on Draft Greenbag Rd-Kingwood Pike Intersection Study

Mr. Zhang Jing, a MPO Transportation Planner, made a presentation on the Greenbag Rd and Kingwood Pike intersection study. The study identified deficiencies that can be addressed through a variety of alternative.

Mayor Selin commented that the Synchro software used in this study is very helpful.

Mr. Austin noted that this type of planning level work can be used as an advisory information for WV DOH district engineers.

Chairman Giambrone inquired about the average annual growth rate used in the this study.

Mr. Austin noted that a growth rate of 1.03% was used, as recommended by the WV DOH, which is slightly higher than the one used in the 2040 LRTP model.

XI. Other Business

Mayor Selin mentioned that a celebration and fireworks have been scheduled on Westover Bridge and Highway on July 4th. She asked how this event may be effected by the bridge painting project.

Mr. David Weaver, a consultant of this project, stated that this project will start in the early June and that it will take three to six months to complete. He noted that there has been coordination with the city and DOH to minimize the construction impact on the July 4th event, especially arranging the location for placing the construction equipment.

XII. Meeting Adjournment

The meeting adjourned at 8:38 PM.



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Memorandum

Date: June 12, 2014
To: Policy Board Members
From: Bill Austin, AICP
Subject: WV 7/Brookhaven Road Intersection TIP Amendment

This memorandum is to provide additional information on the Brookhaven Road TIP Amendment considered at the last Policy Board meeting. Since that meeting the Division of Highways has provided information for the MPO to use to prepare a sample diagram of the improvements under consideration for this Project. Please find a diagram showing the proposed improvements as well as the information previously provide on how the Project meets the warrant (criteria) required for the installation of a new traffic signal. You may note that the proposed project includes the provision of a left turn lane on Brookhaven Road.

As has been noted the Project meets one of the eight possible warrants established by the Manual on Uniform Traffic Control Devices (MUTCD) for the installation of a traffic signal. The warrant met was the volume of traffic on the side street during an eight hour period. As shown on the table below the MUTCD criteria state that if the volume of traffic exceeds 75 vehicles in an hour for over eight hours or more during the day then the installation of a traffic signal may be considered justified. As shown on the table on the following page the warrant for the installation of a signal was met using data collected by the Division of Highways in February.

The MPO's Citizen's Advisory Committee has reviewed this information and a motion to recommended approval of the proposed project failed in a tie vote. Attending the meeting were Mr. Rice, Mr. Abilso, Mr. Nutter, and Mr. Gaston. The Technical Advisory Committee did not reconsider their recommendation on this project.

**WARRANT 1 -- EIGHT-HOUR VEHICULAR VOLUME
CONDITION 'B' -- INTERRUPTION OF CONTINUOUS
TRAFFIC**

Major Street	WV 7
Minor Street	CR 7/22
Jurisdiction	Morgantown, Monongalia
85% Speed > 40 mph	NO
Population < 10K	NO
# of Lanes on Major Street	2
# of Lanes on Minor Street	1
Minor St. Right Turns Discounted	YES
Major St. Warranting Volume	900
Minor St. Warranting Volume	75
30% Warrant Volume Reduction	NO

HOUR	MAJOR STREET VOLUME	MINOR STREET VOLUME	MAJOR ST WARRANT VOLUME	MINOR ST WARRANT VOLUME	HOUR MET
6-7 AM	0	0	900	75	NO
7-8 AM	1036	135	900	75	YES
8-9 AM	1134	150	900	75	YES
9-10 AM	900	88	900	75	YES
10-11 AM	0	0	900	75	NO
11-12 PM	1010	61	900	75	NO
12-1 PM	1085	85	900	75	YES
1-2 PM	0	0	900	75	NO
2-3 PM	1196	176	900	75	YES
3-4 PM	1399	203	900	75	YES
4-5 PM	1507	176	900	75	YES
5-6 PM	1660	179	900	75	YES
6-7 PM	0	0	900	75	NO

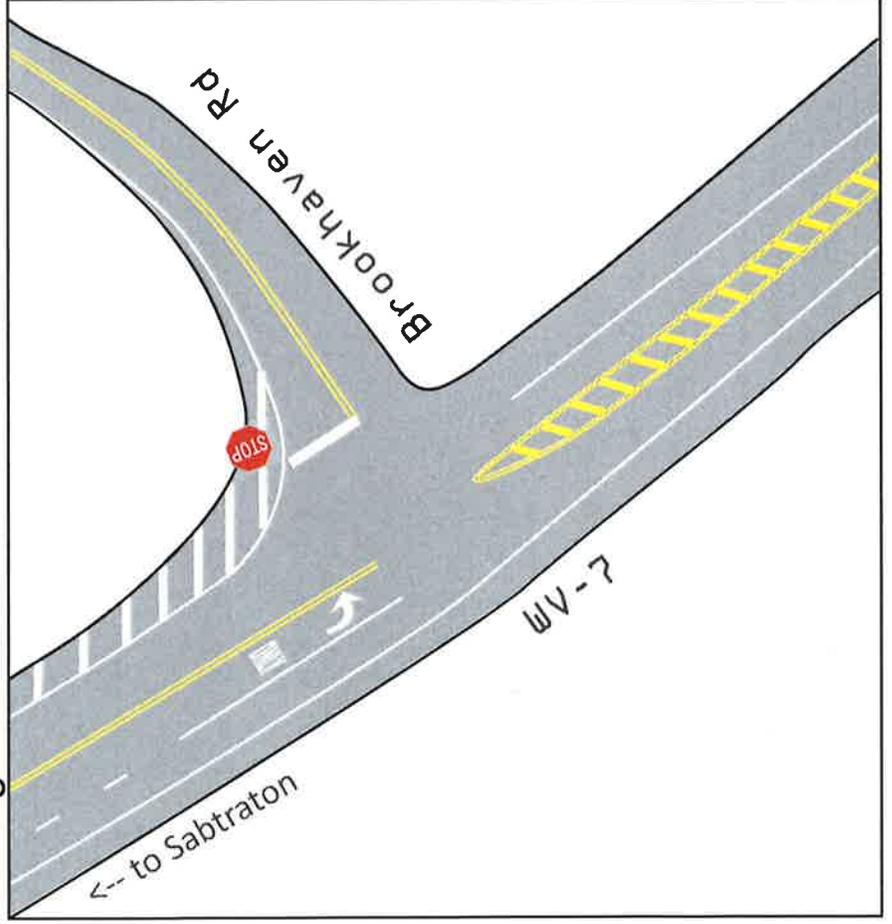
FINDINGS:

Number of Hours Condition 'B' Met	8
Condition 'B' Satisfied?	YES



TIP Amendments: Brookhaven Road Improvements Existing Condition & Proposed Condition

Existing Condition



WV DOH Proposed Improvement

