



243 High Street Room 110
Morgantown, WV 26505
(304) 291-9571
www.plantgether.org

Agenda

Citizens Advisory Committee Meeting
MPO Offices
243 High Street Room 110
Morgantown WV
August 6, 2019
1:30 PM

1. Call To Order
2. Approval of Minutes
3. Transportation Improvement Program Amendments
4. MPO/Monongalia County Shared Employee
5. Mountain Line Transit Study Consultant Selection
6. Update on Bicycle and Pedestrian Study
7. Other Business
8. Meeting Adjournment



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Memorandum

Date: August 1, 2019
To: Transportation Technical Advisory Committee Members
From: Bill Austin, AICP
Subject: August 8, 2019 CAC Meeting Agenda Items

This memorandum is to inform you of the action items for the August 8th CAC Meeting to be held in the MPO's Offices 243 High Street at 1:30 PM.

-Transportation Improvement Program Amendments-

West Virginia University Parking and Transportation has requested the following TIP Amendments

2019 Add

State of Good Repair-Section 5337

Federal Funding \$1,960,267
WVU \$ 490,350
Total Cost \$2,450,617

The West Virginia University MPRT TIP Amendment is to allocate unspent funds to perform needed maintenance on the system. Typical items included in the project include upgrading the closed circuit tv, maintenance facility HVAC upgrade and other normal maintenance items. It is respectfully requested that the CAC recommend approval of this amendment to the MPO Policy Board.

The West Virginia Department of Transportation has requested the following TIP Amendments.

Add to 2019

CR 45 River Road Slide Repair-Construction-Begin Milepost 11.5 for a distance of .67 miles-Project STBG0045080D-Total Cost \$2,500,000 Federal Funds \$2,000,000

Add to 2020

Dunkard Ave Sidewalks Phase V-Engineering-Project TAP2018215DTC Total Cost \$60,000 Federal Funds \$60,000

Caperton Trail Lighting-Construction-Project NRT2018218D-Total Cost \$125,000 Federal Funds \$100,000

ADD TO 2021

Dunkard Ave Sidewalks Phase V-Construction-Project TAP2018216DTC Total Cost \$240,000 Federal Funds \$240,000

Please note that the proposed projects impacts on the MPO's Performance Measures are not directly related to the MPO's Performance Measures. Staff respectfully requests that the CAC recommend approval of the requested TIP Amendments:

-MPO-Monongalia County Shared Employee

As discussed during the development of this years Unified Planning Work Program there is a need for a part-time employee to improve the MPO's public outreach and to assist the County and the MPO with working with walk-in customers. The addition of a shared staff person was approved in the MPO's 2019-2020 UPWP and it has been funded in the County Planning Department's budget. At this point it is planned for the position to be located in Monongalia County Planning.

Please find attached a copy of the proposed job description for this position. It is respectfully requested that the CAC recommend approval of this job description and the hiring of this position to the MPO Policy Board.

-Mountain Line Transit Study Consultant Selection

The MPO Policy Board approved the MPO's acting as the contractual agent for the Mountain Line Short to Medium Range Transit Study in the FY 2019-2020 Budget. This Study is being funded in part by MPO Federal Transportation Planning funds (PL Funds), Federal funds provided by WVDOT, and Mountain Line funds. The Mountain Line funds are being used to match the MPO's PL Funds.

The Policy Board approved the RFQ for this Study for release at their May meeting. MPO Staff released the RFQ for the Study in June. The MPO received seven responses to the RFQ from qualified consultants. A consultant selection committee composed of 9 members reviewed the proposals. The committee consisted of 2 representatives of Mountain Line, a representative of WVDOT Public Transit, a representative of Monongalia County, two representatives of WVU, a representative of the City of Morgantown, a representative of WVDOH, and an MPO Staff member.

The committee narrowed down the 7 firms to 3 firms by reviewing the written proposals. The three firms selected for review were Foursquare ITP out of the Washington DC area, HDR the firm that performed the I-79 Access Study, and AECOM which has worked on the PRT.

The 3 firms short-listed by the committee were interviewed by 8 members of the selection committee. One WVU representative was unable to participate in the interviews. After careful consideration the selection committee recommended that HDR be selected to perform the proposed Study. More information on the selection process is available on request. Please find attached a handout provided by HDR identifying the team members and their qualifications. The actual scope of work for the project is being developed at this time.

It is proposed that the MPO Policy Board approve this selection and that they authorize the Policy Board Chairman to enter into a contract with HDR to perform the Study after the Mountain Line Board approves the scope of work and the contract. It is respectfully requested that the CAC make this recommendation to the Policy Board.



243 HIGH STREET, COURTHOUSE, ROOM 110
MORGANTOWN, WEST VIRGINIA 26505

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MINUTES

MPO Citizens Advisory Committee

MMMPO Conference Room
243 High St. Room 110, Morgantown, WV
June 19, 2019, 6:00 PM

Members Present

Bill Rice, Chip Wamsley, Christiaan Abildso, Maria Smith, Ed Sneckenberger

Others Present

Jing Zhang

1. CALL TO ORDER

With a quorum present, Mr. Austin, acting as the Chairman, called the meeting of the CAC to order at 6:10 PM.

2. APPROVAL OF THE MINUTES

Mr. Austin noted that the minutes of the last meeting were included in the agenda packet. Mrs. Smith moved to approve the minutes as presented, seconded by Mr. Wamsley. With no discussion, the motion was unanimously approved.

3. TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS

Mr. Austin noted that West Virginia University has requested a TIP Amendment for the MPRT Modernization Program. The amendment is for upgrading the PRT's power system to improving its efficiency and reliability by using battery powered vehicles. The West Virginia University MPRT TIP Amendment is in anticipation of submitting a BUILD grant application to the United States Department of Transportation. The proposed amendment has been duly advertised as required by the MPO's Public Involvement Policy.

Mr. Wamsley moved to recommend approval of the proposed amendments to the MPO's Policy Board; seconded by Mr. Abildso; With no further discussion, the motion unanimously passed.

Mr. Austin noted The West Virginia Department of Transportation has requested two TIP Amendments. They are the WV 43 Colonel Zackquill Morgan Bridge inspection project and Capernton Trail lighting project. The proposed TIP Amendments were not received in time for regular advertising under the MPO's Public Involvement Policy. However, WVDOH needs to authorize this work quickly and therefore MPO Staff is proposing that the MPO Policy Board tentatively approve these projects upon contingent on the completion of public comment period, in the same fashion as was done with the TIP Amendments in May. Mr. Wamsley moved to recommend tentative approval of the proposed amendments to the MPO's Policy Board; seconded by Mr. Abildso; With no further discussion, the motion unanimously passed.

Mr. Austin noted that WVDOH also requested three other TIP amendments with the two that are under consideration. However, those amendments are not as urgent since it is proposed that the work on those items will begin at a later date. MPO Staff has recommended that those items be considered at the August Policy Board meeting since properly advertising them will not delay implementation.

Mr. Austin noted TIP adjustments, including Decker Creek Trail project and the Beechurst Ave and Campus Drive intersection improvement project.

4. METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAM PERFORMANCE MEASURES

Mr. Austin noted that MPO needs to evaluate how the projects in its Transportation Improvement Program (TIP) address the State's and the MPO's performance measures. In the last month, the methodology for evaluating project impacts on the Metropolitan Transportation Plan was presented to, and adopted by, the committees and the Policy Board. The same methodology is utilized for the TIP. Mr. Austin noted that the MPO staff will be working with the MPO's committees to evaluate this methodology so we may improve it for adoption next year.

Mr. Abildso noted that the evaluation provides good information for comparing projects. He suggested using different sorting criteria to show the project ranking in different lists. Mr. Abildso moved to recommend approval of the performance measures to the MPO's Policy Board; seconded by Mr. Wamsley. With no further discussion, the motion unanimously passed.

Chairman Rice joined the meeting.

5. DRAFT WILLEY STREET/RICHWOOD AVENUE INTERSECTION STUDY

Mr. Austin noted that a draft report of Willey Street/Richwood Avenue Intersection Study is included in the agenda package. The study was requested by the City of Morgantown and was in the MPO's FY18-19 Unified Planning Work Program. The draft Study has been reviewed with the Woodburn Neighborhood Association and the technical work has been completed.

Mr. Abildso noted that a key challenge for the development in the area is the ingress and egress of the current parking lot. In addition, the traffic impact of proposed alternatives to the Little General Store should be well considered in future development. Mr. Austin agreed and noted that those issues will be further addressed in the City's small area land-use plan for the area.

Mr. Abildso moved to recommend approval of the study report to the MPO's Policy Board; seconded by Mr. Wamsley. With no further discussion, the motion unanimously passed.

6. DRAFT 2018 TRAFFIC COUNT REPORT

Mr. Austin noted that the MPO's draft 2018 Traffic Count Report is included in the meeting package. This document was delayed by the need to analyze the 2018 count data and an urgent project that came up unexpectedly. Traffic counts in this report were taken during both the spring and fall of 2018 so we may prepare localized seasonal factors for the urban area. It is anticipated that the traffic counts performed during 2019 will provide us with enough data to complete the seasonal factors. The 2019 traffic count report will be a complete report with peak period volumes available for analysis.

Mr. Abildso moved to recommend approval of the traffic count report to the MPO's Policy Board; seconded by Mr. Wamsley. With no further discussion, the motion unanimously passed.

7. UPDATE ON BICYCLE AND PEDESTRIAN STUDY

Mr. Austin noted that MPO staff attended in a two-day pedestrian safety summit hosted by WV LTAP. A wide range of entities participated the summit, including WV DOH, City of Morgantown, and Mon County. The group conducted a safety audit on Patteson Dr from University Ave to Mon Blvd and identified measures to improve pedestrian safety along the corridor, which include installing mid-block crossing, reducing traffic speed, and access management.

Mr. Austin noted that the MPO is working with a pedestrian safety group to address immediate pedestrian safety concerns in the area. Three rapid response projects were identified, which are the intersection improvements on University Ave near the Pizza Al's, the intersection improvements on University Ave and Falling Run Rd, and the intersection improvements on Campus Dr and Grant Ave.

It is expected that the consultant will complete the study in October. A capital improvement plan for bicycle and pedestrian infrastructures will be provided to the City of Morgantown for preliminary review in September.

This is an informational item and requires no action from the Committee.

8. OTHER BUSINESS

Chairman Rice noted that City of Morgantown is discussing its annexation plan. Some roads owned by the state will be transferred to the City, which might affect their maintenance. While the MPO does not take an official standing on this issue, the impact of such a change should be noted.

Mr. Sneckenberger noted he is aware that the DOH is proposing improvements on different segments of Van Voorhis Rd as opposed to what the MPO's Metropolitan Transportation Plan recommended. He asked how the MPO intend to resolve this issue. Mr. Austin noted that the MPO has scheduled a meeting with the Secretary of Transportation early next month to discuss the issue. The MPO will request the scope of the project be corrected.

9. MEETING ADJOURNMENT

The meeting adjourned at 7:05 PM.

**POSITION DESCRIPTION
PLANNER I
MONONGALIA COUNTY PLANNING COMMISSION/MORGANTOWN MONONGALIA
METROPOLITAN PLANNING ORGANIZATION**

Summary of Position:

The position of Planner I is a full-time entry-level professional position shared between the Morgantown Monongalia Metropolitan Planning Organization (MMMPO) and the Monongalia County Planning Commission (MCPC) working under the supervision of the Executive Director of the MMMPO and the County Director of Planning. The Planner I will perform related duties for both the MMMPO and the County Planning Commission. The Planner I will be responsible for public engagement and for front counter duties for both organizations including directing customers to the proper agency, providing them with information on the County's ordinances and application procedures and the MMMPO's and MCPC's activities. Duties also include collecting land use data and other supporting data for both agencies. The Planner I will also develop a web-based newsletter and maintain the agencies websites informing the public of both agencies activities and public involvement opportunities.

Background:

Monongalia County is located in north-central West Virginia with a population of approximately 105,000. Morgantown, the county seat, is the educational, medical, cultural and commercial hub of the region. Morgantown is home to West Virginia University, one of the top research universities in the Country, with an enrollment of over 28,000 students. Pittsburgh, PA is a one hour drive to the north and Washington, DC is a four hours drive to the east. Morgantown is consistently rated as one of the top ten small metros in the Country for its quality of life and economic climate.

Duties and Responsibilities:

The Planner I will assist in the operations of the MCPC and the MMMPO:

- Assisting the public with informational and educational materials, presentations, and gathering public feedback
- Assisting the public with required procedures and forms
- Assisting in plan review
- Update the agencies websites
- Develop a quarterly newsletter highlighting the MMMPO's and MCPC's activities
- Prepare reports, studies, and other information regarding zoning, subdivision ordinance enforcement or transportation issues and topics as assigned by the Directors

Other areas of responsibility will include:

- Assisting in gathering, analyzing and interpreting planning data
- Assisting in preparing reports and/or segments of reports
- Providing Geographic Information Systems (GIS) support, creating maps and providing research and analysis for planning projects and applications
- This description is intended to provide a general overview of typical duties, as well as the complexity of the work to be performed by this staff member. It is not intended to be an

exhaustive list of duties, responsibilities or specific tasks, other duties may be assigned as needed.

Required Knowledge and Skills:

- Knowledge of principles and practices of Land Use Planning and Zoning Administration and or knowledge of the principals and practice of transportation planning.
- Knowledge of principles and practices of research and data collection
- Effective writing techniques, oral communication and interpersonal skills sufficient to explain rules and procedures clearly to the public and communicate with public officials and professional colleagues (Advanced public engagement techniques a plus)
- Knowledge of computer hardware and software programs which will include Microsoft Office, web development applications, social media platforms and GIS (Advanced visualization techniques and/or transportation modeling experience a plus)
- Problem-solving skills to gather relevant information to solve practical problems
- Ability to work on several projects or tasks simultaneously
- Ability to work independently or in a team environment as needed

Minimum Qualifications:

The Planner I position requires at a minimum, graduation from an accredited college with a Bachelor's degree in land use planning, transportation planning or a closely related field.

Salary and Benefits:

This is a professional position with a competitive salary based on qualifications with a full benefits package.

Application:

All interested candidates should submit a cover letter and resume by X, 2019 by email, fax or mail to:

Bill Austin, AICP
Executive Director
Morgantown Monongalia MPO
243 High Street. Room 110
Morgantown, West Virginia 26505

baustin@plantogether.org
Telephone: 304 291-9571
Fax: 304 291-9573

The Monongalia County Planning Commission and the Morgantown Monongalia MPO are an Equal Opportunity Employers.

Bringing national expertise, local knowledge, and real-world experience in transit system operations.



Experienced Leaders



Josh Sikich, AICP
Project Manager



Matt Selhorst, AICP
Principal In Charge



Amy Staud, PE, PTOE, ENV SP
Agency Coordination,
Public Involvement



Justin Robbins, AICP
New Mobility,
Public Involvement



Megan O'Reilly
Innovative Outreach

“As a former transit agency leader, I am excited to be your partner as we plan for the future of your community.”

Josh Sikich, Project Manager

HDR Strengths

We are fully committed to developing a transit roadmap for Morgantown and Monongalia County with:

- An experienced project manager who led the redesign for a successful transit system
- A full toolbox of innovative public engagement options, designed to meet the communities' needs
- A team experienced in the planning and implementation of transit systems throughout the country
- National expertise in new mobility and technology solutions to improve the transit experience
- A single firm to address the needs of the project
- Trusted partnership with MMMPO

Proactive Approach

The approach to providing efficient transit is evolving, with new and innovative ways to meeting the community's needs. HDR will work with MMMPO and Mountain Line to identify effective ways to serve the community through a process designed to balance present needs with future change, the community needs with real-world constraints, and the agency needs with budgetary limits.

HDR will engage with the greater Morgantown community to develop an understanding of their wants and needs. This process will inform the direction of the plan, applied alongside real-world considerations such as land use and development, budget, projected future changes, Federal regulations, and rapid technological innovation. This plan will provide transit decision-makers a framework to respond to change while planning wise investments and evaluating multiple scenarios for the future of your community.

References

Brent Walker
Director of Communications
West Virginia Department of Transportation
304.558.0103
brent.h.walker@wv.gov

Maribeth Feke, AICP
Director of Programming & Planning
Greater Cleveland Regional Transit Authority
216.356.3272
mfeke@gcrta.org

Michael Bradley
Chief Development Officer
Central Ohio Transit Authority
614.275.5867
BradleyML@cota.com

Contact



HDR West Virginia
500 Virginia Street, Suite 500
Charleston, WV 25301

2416 Pennsylvania Avenue
Weirton, WV 26062



Josh Sikich, AICP
614.839.6323
Joshua.Sikich@hdrinc.com

Notes

Schedule

