



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

Agenda

MPO Policy Board Meeting
Council Chambers
City of Morgantown
389 Spruce Street
March 19, 2015
6 PM

1. Call To Order
2. Approval of Minutes
3. Reports
 - a. Finance Report
 - b. Citizens Advisory Committee
 - c. Executive Directors Report
4. TIP Amendments
5. Greenbag Road Study Report
6. University Avenue Complete Streets Study Consultant Selection and UPWP Amendment
7. I-79 Access Study Consultant Selection
8. Resolution Supporting the Rails to Trails Conservancy
9. Other Business
10. Meeting Adjournment



82 Hart Field Road
Morgantown, WV 26508
(304) 291-9571

www.plantgether.org

Memorandum

Date: March 13, 2015
To: Policy Board Members
From: Bill Austin, AICP
Subject: March 19, 2015 Policy Board Agenda

Please find below a short description of the action items to be considered at the March 19, 2015 Policy Board Meeting to be held at the City of Morgantown Council Chambers at 6 PM.

-Finance Report-MPO Expenditures for the month of February totaled \$14,532.31 Deposits in February \$4,646.55 of which \$4,500 was the requested \$9,000 reserve fund. These funds were utilized to compensate for the fact that the January PL Fund reimbursement did not arrive in time for the last pay period in February. That reimbursement has been received. Also, the remaining reserve funds have been approved and they should be received shortly.

-Transportation Improvement Program Amendments-The Division of Highways has requested the following TIP Amendments:

FY 2015 Add

Morgantown

Deckers Creek Pedestrian Bridge-Transportation Alternatives Funding Project

TEA2014089TCD

Engineering Federal Funds \$87,500 Total Cost \$87,500

Construction Federal Funds \$192,500 Total Cost \$240,625

Westover Park Loop-Transportation Alternatives Funding

Project NRT2012681D Engineering Federal Funds \$3,520 Total Cost \$4,430

Project NRT2012702D Construction Federal Funds \$ \$19,520 Total Cost \$24,400

FY 2015 Modify

West Run Widening Project HSIP0671005D Right of Way-Increase Total Cost from \$100,000 (\$80,000 Federal Funds) to \$300,000 (\$240,000 Federal Funds)

The Decker's Creek Pedestrian Bridge funding is a Transportation Alternatives grant approved for the City of Morgantown. The bridge is to connect the Greenmont and South Park neighborhoods to the Rail Trail it is to be constructed in the vicinity of the Walnut Street Bridge.

The Westover Loop Project is for Westover's walking path around the park. WVDOH requested that we document approval of the use of these funds. The additional right of way for the West Run Project was proposed by DOH a while back but unfortunately the request did not reach the MPO due to turnover in WVDOH staff. WVDOH District staff commented at the TTAC meeting that this increase in funding is still probably inadequate for purchasing the right of way needed for the Van Voorhis to Riddle Street project which should begin construction shortly.

Both the TTAC and the CAC unanimously recommended approval of these TIP Amendments

-Greenbag Road Study- Please find enclosed the Executive Summary of the Draft Greenbag Road Corridor Study. The full draft report is available on the MPO's website plantogether.org. The proposed final report with improved graphics will be available at the Policy Board meeting. The table included in this agenda package shows the prioritized recommendations from the Study. These recommendations have been reviewed and approved by the Study Steering Committee including Mr. Laurita. The CAC and the TTAC both respectfully recommended the adoption of the Study and its recommendations to the MPO Policy Board. Both committee's commended Mr. Jhang for his work on this project.

-University Avenue Complete Streets Study-This item includes an amendment to the current Unified Planning Work Program as well as the recently approved UPWP for FY 2015-2016. As noted at previous meetings growth along the University Avenue corridor is intensifying this along combined with the need to develop a gateway into both of WVU's campuses and downtown Morgantown has led to the identification of University Avenue as a primary corridor into the community. For these reasons the MPO has been working with WVU and Sunnyside Up! to develop a comprehensive approach to the development and transportation issues associated with the University Avenue Corridor.

The MPO developed a scope of work for a Study to address these issues and issued a Request For Qualifications to perform the Study. The Consultant Selection Committee including representatives of WVU, the City of Morgantown, Sunnyside Up! Monongalia County, WVDOH, Mountain Line, and the MPO reviewed the qualifications of the six consultants who submitted proposals to perform this Study. The Committee unanimously recommended that Stantec be selected to perform the Study. The Study Steering Committee which included members of the TTAC worked with Stantec to refine the Scope of Work for the Study. Please find below an abbreviated summary of that scope of work.

-Data Collection and Analysis-Including site visit, and information on travel demand in the corridor as well as collection of data on the physical characteristics of the corridor for use in preliminary design work.

-Public Involvement-Outreach to the community including a one and a half day charrette, an innovative website, a “project symposium” workshop with stakeholders, and multiple opportunities for public input including a “walkabout” along the corridor to gather insights from area residents.

-Land-use Modeling-A land-use model will be developed to determine the anticipated transportation impacts of ongoing and planned development. This model will also estimate the impact of proposed growth on non-transportation infrastructure in the area. The models output will include estimated trip generation characteristics of the proposed development for use in the transportation modeling efforts.

-Transportation modeling-Corridor level Syncro modeling to determine the operational characteristics of the corridor and its intersections, and regional travel demand modeling to determine the impact of any changes to the corridor on the adjacent arterial streets. Both of these efforts will result in preliminary designs for improvements along the corridor.

-Needs Assessment and Alternatives Analysis-This work will include analysis of alternative complete streets treatments and evaluation of safety and traffic operations issues for the corridor including developing alternatives for Grumbeins Island.

-Final Project Deliverables- A preferred access plan for University Avenue including preliminary intersection and corridor concept designs and a phased construction plan. The consultant will also provide guidelines for a corridor overlay district, an analysis of funding opportunities and strategies including a cost benefit analysis.

You may find a complete description of the work to be performed in the Scope of Work included with the Agenda. The total cost of the Study is approximately \$225,000. It is proposed that the cost of the Study will be split between the 2015 and 2016 Unified Planning work Programs. The funding for the project will be split as follows:

| | |
|--|-----------|
| Federal Funding through the West Virginia Department of Transportation | \$180,000 |
| Local Match West Virginia University | \$ 40,000 |
| Local Match Sunny Sideup | \$ 5,000 |

Since they had been involved with developing of the Scope of Work for the Project the TTAC did not have a great deal of discussion of this item. The CAC asked if there would be coordination of the data collection and modeling elements common to both the I-79 Project and this project. MPO Staff responded that there will be coordination of these elements between the consultants.

Both the TTAC and the CAC recommend that the Policy Board amend the current UPWP to include one half of the funding for this project in each fiscal year, unless the final contract negotiated with the consultant determines that there is not enough time to perform half of the work in the current fiscal year, and to authorize the MPO Director and Policy Board Chairman to enter into a contract with Stantec for the conduct of this Study.

-I-79 Access Study Consultant Selection and Contract Authorization-The MPO's Long Range Transportation Plan calls for a complete evaluation of alternative river crossings to provide the area with better access to I-79. The total cost of the Study is approximately \$250,000. One half of the cost of this Study was included in the current years Unified Planning Work Program, the funding for the remainder of the Study was included in next year's UPWP as approved by the Policy Board in January.

The MPO released a Request for Qualifications to perform this Study and received four responses from firms interested in performing this Study. The Study Consultant Committee consisting of representatives from the City the County, Mountain Line and the MPO recommended HDR with their subcontractor Alpha Associates to perform this Study. Working with the Consultant selection Committee, made up of TTAC members, the MPO negotiated this scope of work.

As noted in previous meetings the West Virginia Department of Transportation has requested that this Study be expanded to include a complete evaluation of the need for an additional river crossing. This would include the development of a "Purpose and Need Statement" for use in the environmental process for any project that would come out of the Study. This element would put the project a "step ahead" of the game in the environmental process. In order to accomplish the level of detail the Study includes significantly upgrading the MPO's Travel Demand Model to achieve the proper level of detail for this Study. Please find below a summary of the work to be performed for the Study:

-Travel Demand Modeling including-Enhancing the MPO's Transcad model for time of day travel, a review of the trip distribution assumptions of the model including new origin and destination data, a subarea network review to determine if the model adequately represents small areas, and an estimation of potential transit ridership for potential alternatives as well as validation of the model to the most current standards.

-Access Study

- 1) Review and collection of all pertinent data, including travel time and accident data for the area to assist in the development of a purpose and need statement.
- 2) Development of Purpose and Need Statement-this process will involve using the model to definitively identify if there are crucial transportation network issues that need to be addressed through additional access to I-79 or through some other means.
- 3) Alternative Development and Analysis- Identification and analysis of potential alternatives ability to address needs identified in the Purpose and Need Statement including potential environment and community cohesion concerns.

-Public Engagement-The Study will include a strong public outreach component to identify and include potential stakeholders from the area's communities as well as decision makers who could impact the implementation of the Project.

During their discussion of the Project the CAC asked about the expansion of the boundary of the study to include an area south to I-68. Staff informed the CAC that the decision to expand the boundary was a result of the need for this study to conduct a comprehensive analysis of all

potential alternatives as the first step in the environmental process. Staff noted that this was a request of both the local TTAC members and the WVDOH.

The full Scope of Work for this Project is included with the Agenda packet. The CAC and TTAC respectfully recommended that the Policy Board authorize the MPO Director and Policy Board Chairman to enter into a contract with HDR to perform this Study.

-Resolution Supporting the Rails to Trails Conservancy-As you may be aware the Rails to Trails Conservancy has been working with communities in the greater Pittsburgh area to complete a trail network in West Virginia that would connect with the greater Pittsburgh area and ultimately to the Washington DC/Northern Virginia area. This larger network could have a significant impact on our economy. A map of the gaps in West Virginia is enclosed for your information.

After a discussion of the length of the trail that needs to be completed in West Virginia the TTAC respectfully recommended that the Policy Board approve a resolution in support of this effort. The Citizens Advisory Committee also respectfully recommended approval of the Resolution. It is anticipated that this Resolution along with resolutions from other communities and groups would be used to seek grants from the US Department of Transportation and other agencies.

**Morgantown Monongalia
Metropolitan Planning Organization Policy Board
Jan 17, 2019 minutes**

Members Present:

Chairman Mike Kelly-Board of Education, Vice-chair Jennifer Selin-City of Morgantown, Treasurer Mayor Patricia Lewis-Granville, Commissioner Tom Bloom-Monongalia County, Brian Carr-WV DOH, Dominick Claudio-Star City, Mayor Bill Kawecki-City of Morgantown, , Dave Bruffy-Mountain Line, , Councilperson Janice Goodwin-City of Westover, Commissioner Edward Hawkins-Monongalia County, Delegate Joe Statler-Blacksville, Ron Justice-WVU, Commissioner, Sean Sikora-Monongalia County, Councilperson Ryan Wallace -City of Morgantown

MPO Director: Bill Austin

Members Absent:

None

1. Call to Order

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

Mr. Statler made a motion to remove the agenda item 9-Transportation Plan Tier One Projects List-from the agenda of this meeting. Mr. Statler noted that the Morgantown Industrial Park has asked the West Virginia University to conduct an economic impact study. The study will provide valuable information for the board to make a decision on this agenda item. The report of this study is currently not available. Councilperson Ryan asked about the the scope of the study. Mr. Statler noted that the study will evaluate the general economic development of the industrial park and the specific impact of the access project. Seconded by Mr. Justice; with no further discussion, the motion unanimously passed.

Chairman Kelly noted that for the convenience of the public, the executive session in the agenda will be removed to the end of the meeting

2. Election of Officers

Mr. Kelly noted that Mr. Justice, Mr. Bruffy, and Mr. Statler have served on the nominating committee to select MPO officers of 2019. The committee nominated Councilperson Selin as the Chairperson; Mr. Statler as the Vice-chair, and Mayor Lewis as the Treasurer.

Commissioner Bloom made a motion to accept the nomination; seconded by Mayor Kawecki. The motion passed by acclamation.

Mr. Bruffy on behalf of the nominating committee expressed the appreciation to Mr. Kelly for his service as the Chairman in the past year.

2. Public Comment Period

Matt Cross, a resident of 542 Milford St, noted that the projects that currently on the MPO's tier 1 list are critically important to this region. Many of them include bicycles and pedestrians accommodations. Mr.

Cross noted that he requested that the board to give priority to projects that improve pedestrian and bicycle travels.

3. Committee Reports

a. Citizens Advisory Committee

Bill Rice, Chairman of the Citizens Advisory Committee, noted that the CAC recommended approval of the highway safety performance measure and reviewed the draft 2020 Unified Planning Work Program. Before the CAC meeting, the MPO held a public meeting for the MPO's Tier 1 project Amendment. Chairman Rice encouraged more community participation to the transportation planning process.

Mr. Rice noted that he attended the North-central West Virginia Road Road Caucus meeting. He was pleased to learn that speakers at the venue understand the function of the MPOs in West Virginia. Mr. Rice expects more collaborations among the leadership to improve transportation infrastructure for this region.

b. Finance Report

Treasurer Mayor Lewis noted the financial report as follows:

-- Beginning balance in November \$25,195.23 with expenditures of \$19,671.88 and two deposits of \$41,739.12, leaving a balance of \$47,262.47 at the beginning of December.

-- Beginning balance in December \$47,262.47 with expenditures of \$18,545.87 and three deposits of \$26,904.54, leaving a balance of \$55,621.14 at the beginning of December.

Mr. Justice moved to accept the Finance Report as presented; seconded by Mayor Kawecki. With no discussion, the motion unanimously passed.

c. Executive Directors Report

Mr. Austin noted that the DOH is developing the State Transportation Improvement Program (STIP). Federal regulations require that the state adopt the STIP by October 1st, 2019 to be eligible for further federal funding after that date. Mr. Austin noted that he is representing the WV MPO Association to work with the DOH to develop a public involvement plan for STIP. The DOH is expected to hold STIP public meeting in Morgantown in early April. The MPO will have an opportunity to review and comment on the draft STIP in mid-March before it is released to the public.

Mr. Austin noted that the MPO is working with consultants on several Preliminary Investigation Engineering (PIE) studies in the area, including West Run Eastern Section project, Van Voorhis Rd improvement project, Greenbag Rd improvement project, and Beechurst Ave improvement project.

Mayor Kawecki asked about the scope of the study on Beechurst Ave. Mr. Austin noted that the original scope for project is only two blocks from 8th St, but the study includes Beechurst Ave from 8th St to the Westover Bridge. Mr. Austin noted that he will be able to comment on the Beechurst St Study at the end of January.

Mr. Austin noted that the consultant for the Pedestrian and Bicycle Study held the first steering committee meet in mid-December, and next meeting will be on February 5th at Mountain Liner. The consultant will also meet with the WVU student government association and other stakeholders. Meanwhile, the consultant has been collecting GIS and other data from the MPO and the city.

Commissioner Bloom asked about the status of the working group established in response to a pedestrian facility near WVU campus. He noted that the group has picked high-priority locations for pedestrian safety improvement. Mr. Justice noted that there were some personnel changes for that working group. New staff at WVU and DOH are re-establishing the communication among involved entities. The group is about to meet in the first week of February.

Commissioner Bloom then asked about the status of WV 705 lighting project. He noted that the DOH was committed to complete the lighting project on WV 705 in a timely fashion. Mr. Carr noted that he was informed by the engineering division that the project was about 90% complete. The delay of this project was caused by damaged powerline near some poles on Patteson Dr.

Chairperson Selin expressed her appreciation for what have been accomplished in the project so far, and encourage the DOH complete the project as soon as practical. Mayor Kawecky asked if there is any information about the project that is accessible to the public. Mr. Carr noted that he will inquire about it with the engineering division.

6. Audit

Mr. Austin noted that a copy of the MPO's Audit for last fiscal year is included in the agenda package. There were no findings in the report. Commissioner Sikora pointed out that in the first paragraph on the 2nd page of the report, the Monongalia County name is mistakenly written as Greenbrier Country. Mr. Justice moved to accept the audit with the correction; seconded by Commissioner Sikora. With no discussion, the motion unanimously passed.

7. Highway Safety Performance Measures

Mr. Austin noted that a memorandum on the WVDOH Highway Safety Improvement Program Performance Measures is included in the agenda package. The measures developed for 2019 and 2020 used the same methodology and metrics to develop new targets for performance of the West Virginia roadway network as last year. Policy Board adopt the metrics shown on the attached memorandum. Mr. Austin noted that the MPO is expected develop some MPO's own performance measurement next year. The TTAC and CAC unanimously recommended adoption of these metrics. Mr. Austin noted that a key application of performance measures at MPO level is to link the proposed projects to adopted performance goals. The MPO is planning to hire a half-time employee for community outreach, which will free up staff time to perform transportation-oriented tasks, including identifying opportunities to develop local performance measure. Mr. Carr noted that the while MPOs can develop their own performance measure, the state performance measures is of the most importance from the FHWA's perspective.

Mr. Statler asked if the state monitor crashes in real time and studies high accident locations. Mr. Carr noted that traffic engineers of the DOH investigate all crashes that involve fatalities and high crash rate locations.

Mr. Kelly made a motion to adopt the Performance Measures as presented; seconded by Mr. Justice. With no discussion, the motion passed.

Mr. Statler voted against the motion, noting that he would like to see more information on this matter before making a decision. Commissioner Bloom voted against the motion, noting that the state should be more proactive in addressing local issues.

Draft 2020 Unified Planning Work Program

Mr. Austin noted that the draft FY 2019-2020 Unified Planning Work Program (UPWP) is included in the agenda package. He noted that in addition to the MPO's standing work program including traffic counts and MPO operations, the draft UPWP includes continuing the Bicycle and Pedestrian Study which should be completed by the fall of 2020. Staff will perform additional work on performance measures to evaluate the State's performance measures and to develop MPO specific performance measures. Mr. Austin noted that the draft UPWP includes hiring a consultant to update Mountain Lines Plan to recognize the recently implemented service changes. Mr. Austin noted that the draft UPWP includes adding a part-time employee at a cost of \$20,000 with proportional benefits who may be shared with Monongalia County. The initial work anticipated for this employee would be website maintenance, social media outreach, the development of an ongoing newsletter, and data collection. This item is an informational item only. No action is required from the board. It will be presented for adoption at the Policy Board's March meeting.

Mr. Statler noted that the MPO should have a written contact with the county on the position before the hiring take place. Commissioner Bloom agreed, suggesting that the MPO coordinate closely with the county staff on this matter.

Executive Session per WV 6-9A-4-2a Personnel matters

Mr. Kelly made a motion to go to executive session; seconded by Mr. Justice. With no discussion, the motion unanimously passed.

The meeting went to executive session at 6:50 PM.

At 7:35, Commissioner Bloom made a motion to go out of executive session; seconded by Mr. Kelly. With no discussion, the motion unanimously passed.

Mr. Statler read a statement by the Board that Mr. Austin is doing a positive job for this body, and we thank him for his hard work. The past and present chair have been asked to meet with Mr. Austin to share his evaluation. Mr. Statler made a motion to adopt the evaluation; seconded by Mr. Justice. With no discussion, the motion unanimously passed.

Mr. Austin expressed his appreciation to the board for the support and noted that it will be his 10 year anniversary working for the MPO by the June first of this year. Mr. Austin noted that he will out of office in April for an extended vacation.

Other Business

Mr. Justice asked that when a none-tier 1 project get funded, if that project is required to be moved to the tier 1 project list. Mr. Austin noted that there is no such requirement. Tier 1 projects are of regional transportation importance, but projects of other tier can also be funded by federal funds or other resources.

11. Meeting Adjournment

Meeting adjourned at 8:03 PM.

**Morgantown Monongalia
Metropolitan Planning Organization Policy Board
Nov 29, 2018 minutes**

Members Present:

Chairman Mike Kelly-Board of Education, Vice-chair Jennifer Selin-City of Morgantown, Treasurer Mayor Patricia Lewis-Granville, Mayor Bill Kawecki-City of Morgantown, Brian Carr-WV DOH, Dave Bruffy-Mountain Line, Delegate Joe Statler-Blacksville, Ron Justice-WVU, Commissioner, Sean Sikora-Monongalia County

MPO Director: Bill Austin

Members Absent:

Commissioner Tom Bloom-Monongalia County, Councilperson Ryan Wallace -City of Morgantown, Councilperson Janice Goodwin-City of Westover, Commissioner Edward Hawkins-Monongalia County, Dominick Claudio-Star City

1. Call to Order

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

2. Public Comment Period

No public comments.

3. Committee Reports

a. Citizens Advisory Committee

Bill Rice, Chairman of the CAC, noted that CAC did not have a quorum in the last meeting. The committee discussed the Metropolitan Transportation Plan First Tier Projects Amendment and recognized the value of Morgantown Industrial Park Access Project to the local economy. There was also a concern from the committee members that amending it as a Tier 1 project will undermine the MPO's planning process. Mr. Rice noted that the committee recommended to hire a part-time employee for the public outreach and supported the MPO's participation in the transportation equity group.

b. Finance Report

Treasurer Mayor Lewis noted the financial report as follows:

-- Beginning balance in October \$35,022.91 with expenditures of \$18,658.51 and two deposits of \$8,830.83, leaving a balance of \$25,195.23 at the beginning of November.

Mr. Justice moved to accept the Finance Report as presented; seconded by Mayor Kawecki. With no discussion, the motion unanimously passed.

c. Executive Directors Report

Mr. Austin noted that the MPO is working with consultants on several PIE studies, including West Run Rd project, Greenbag Rd project, Van Voorhis Rd project, and Beechurst Ave project. On the Richwood

Ave-Willey St intersection study, the MPO staff has completed the data collection and identified alternatives to improve the safety and operation of the intersection. The MPO staff was met the city staff and selected most viable options for further investigations.

4. MPO Meeting Calendar

Mr. Austin noted that the MMMPO Meeting calendar for 2019 is included in the agenda package. Mr. Austin noted that the calendar shows the June meeting on June the twenty seventh due to the regular meeting day being West Virginia Day. Commissioner Sikora moved to adopt the 2019 calendar as presented; seconded by Mr. Justice. With no discussion, the motion unanimously passed.

5. Metropolitan Transportation Plan Tier One Project List

Mr. Austin noted that MPO Staff has been contacted by a Policy Board Member who is requesting that the Policy Board consider amending the MPO's Tier One Projects to include the Morgantown Industrial Park Access Project. In order to meet Federal guidelines Tier One projects have to be fiscally constrained by the amount of Federal funding the MPO is anticipated to receive over the next 25 years. Including the Industrial Access project in the Tier One category will require removing one or more projects from the current Tier One List.

Mr. Austin noted that the TTAC expressed concern that the addition of the proposed project to the Tier One list would require the removal of a project or projects from the Tier One list. The projects on the Tier One list had recently been extensively reviewed with the public as part of the recent update of the Metropolitan Transportation Plan. To date there has not been a comparable public outreach on modifying the Tier One List to include this project. The TTAC recommended that the Policy Board consider adding the Morgantown Industrial Park Access Project to the list of projects to be funded by other sources or that the Policy Board could include the Project as a Tier Two project. Either designation would make the project eligible for additional study and other funding sources in the future. The CAC did not have a quorum. Several members of the CAC expressed concerns similar to the TTAC's.

Mr Austin noted that the Morgantown Industrial Park Access Project is included in the MPO's Metropolitan Transportation Plan as a project with no prioritization. It is eligible for funding as in current status. The MPO staff has no recommendation on this issue.

Chairman Kelly noted that the partial closure on River Rd increased the need for an additional access to the industrial park. A new access to the industrial park will also improve the bus service to the two schools located on River Rd.

Mr. Justice noted that an additional access to the industrial park will provide great opportunities of economic development for this regional, and the board should move it forward in a timely fashion.

Delegate Statler made a motion to amend the MPO's Metropolitan Transportation Plan to include the Morgantown Industrial Park Access project as a tier 1 project; seconded by by Mr. Justice.

Mr. Bruffy ask if the board should identify which project that is current listed as tier 1 project to be removed to make the Tier 1 project category fiscally constrained.

Delegate Statler noted that currently there is no available funding source for the access project. Moving the project to Tier 1 will facilitate its funding process. Delegate Statler pointed out that the project provides tremendous benefit to local economy by opening up prime land for industrial development and potentially adding hundreds of manufacturing jobs to sustain long term prosperity for this region.

Mr. Carr agreed that the access project brings great economic benefit to this region. He noted that the project is less beneficial to solving traffic issues. He suggested that a better approach to get funding for this project quickly is through the governor's office, emphasizing the significance of its economic benefit. He noted that adding the project to the Tier 1 list at this point undermines the established planning process, as it was not vetted through public participation process. The expedited process is unlikely to be accepted by the FHWA. Mr. Carr also noted that to get this project move quickly, the first step is to get consultants on board to identify the most desirable alternative. Hiring a consultant for such study is not relevant to the tier level of a project. Mr. Carr noted that from the WV DOH perspective, he disagrees with the project being amended in the Tier 1 project list.

Mr. Bruffy concurred with Mr. Carr and suggested to amend this project as a tier 2 project at this meeting.

Commissioner Sikora noted delaying the project may cost economic opportunities and amending this project as Tier 1 project will demonstrate the priority of the community for economic growth and long-term prosperity. Commissioner Sikora noted that a bureaucratic barrier should not prevent the community from the benefit of the project.

Mr. Austin noted that the MPO can hold public meetings for this amendment before the January policy board meeting, which will satisfy the requirement of the MPO's public involvement policy. The policy board can then make a decision on this issue in January with input from the community.

Chairman Kelly opened the floor to allow Mr. Adrian of the Morgantown Industrial Park to speak. Mr. Adrian noted that adding an access to the I-79 interstate from the park will make a large amount of land accessible for commercial development. The location is unique in West Virginia and the project will put the Industrial Park at an advantage in absorbing investment and business. He noted that WVU is doing an economic impact study on this issue.

Mayor Kawecki noted that the report of the economic impact study will be very helpful to demonstrate its economic benefit. He supported to amending this project as a tier 2 project at this meeting, since a tier 2 project is also eligible for funding and it sufficiently demonstrate its importance to the community without diminishing the integrity of the MPO's planning process.

Councilperson Selin agreed and suggested that MPO staff go through the public involvement process for this amendment in a timely fashion, so the board can make a decision on this issue at the January meeting.

Delegate Statler re-made a motion to amend the MPO's Metropolitan Transportation Plan to include the Morgantown Industrial Park Access project as a tier 2 project, and request the MPO staff to conduct public hearing on this issue before the MPO's January policy board meeting; seconded by by Mr. Justice. With no further discussion, the motion unanimously passed.

6. Discussion of items for FY 2019-2020 Work Program

Mr. Austin noted that MPO staff is preparing for the Unified Planning Working Program for FY 2019-2020. He asked the board to provide thoughts on items that should be included in the Program. Mr. Austin noted that so far in the current fiscal year the MPO has completed the Morgantown Industrial Park Study, collected data for the City of Morgantown's Willey Street/Richwood Avenue intersection study, worked with the transportation equity group to develop an outreach program for underserved individuals, and selected a firm to conduct the Bicycle and Pedestrian Study. MPO staff has also performed regular administrative duties as well as worked on federally mandated Performance Measures.

Mr. Austin noted that MPO is considering adding a part-time employee who may be shared with Monongalia County. The initial work anticipated for this employee would be website maintenance, the development of an ongoing newsletter, and data collection and aggregation.

This is an informational item and requires no formal actions.

7. Update on Status of Bicycle and Pedestrian Study

Mr. Austin noted that the MPO is pulling together a steering committee meeting for this study. An introductory meeting will be held in December to formalize goals and objectives. Mr. Austin noted that representatives from the WV DOH are actively participating with the projects and he expects a close collaboration of stakeholders on this project.

8. Appointment of Officer Nominating Committee

Mr. Austin noted that according to the MPO's bylaw, the policy board should establish an officer nominating committee to select the MPO officers for the next year. Mr. Justice, Delegate Statler, Mr. Bruffy, and Mr. Kelly volunteered to serve on this committee.

Mr. Austin noted that the annual evaluation form for the MPO's executive director will be distributed to policy board members after this meeting.

11. Meeting Adjournment

Meeting adjourned at 7:30 PM.

**Morgantown Monongalia
Metropolitan Planning Organization Policy Board
October 18, 2018 minutes**

Members Present:

Chairman Mike Kelly-Board of Education, Vice-chair Jennifer Selin-City of Morgantown, Treasurer Mayor Patricia Lewis-Granville, Mayor Bill Kawecki-City of Morgantown, Chris Kinsey-WV DOH, Dominick Claudio-Star City, Commissioner Edward Hawkins-Monongalia County, Ron Justice-WVU, Commissioner Sean Sikora-Monongalia County

MPO Director: Bill Austin

Members Absent:

Delegate Joe Statler-Blacksville, Commissioner Tom Bloom-Monongalia County, Dave Bruffy-Mountain Line, Councilperson Ryan Wallace -City of Morgantown, Councilperson Janice Goodwin-City of Westover

1. Call to Order

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

2. Public Comment Period

Anthony Sellaro, a residence in the Suncrest Area, talked about the Collins Ferry Rd/University Ave intersection project. He noted that all the business owners in the intersection area are against installing a round-about at that intersection, as proposed by the WV DOH. He said it will hurt the business and the university will lose parking spaces. He noted that one issue in that area is traffic back-up on Pocahontas Ave.

Mr. Sellaro said that the Huntington Bank is willing to sell a part of its property currently used as its drive through. He suggested that the DOH buy that piece of the property and create a new Collins Ferry entrance road by building a T-intersection with the University Ave near the current Huntington Bank drive-through parking lot. This option also includes closing the current entrance to Collins Ferry Rd from University Ave and closing the Collins Ferry Rd access to Pocahontas Ave and Devon Rd. He said that this option will create a safer and more efficient travel environment for cars, school buses, trucks, and pedestrians. He said this option is supported by the affected community and business owners.

Chairman Kelly thanked Mr. Sellaro for his presentation.

3. Approval of Minutes

Chairperson Mike Kelly noted that the minutes of the last meeting were included in the agenda packet. Dominick Claudio moved to approve the minutes as presented, seconded by Commissioner Sean Sikora with no discussion, the motion was unanimously approved.

4. Committee Reports

a. Citizens Advisory Committee

Bill Rice, Chairman of the CAC, noted that the CAC recommended approval of the Morgantown Industrial Park Access Study Transportation Plan Amendment, Public Involvement policy Amendment, and Bicycle and Pedestrian Plan UPWP Amendment. Mr. Rice noted that the Industrial Park Access study had very successful community participation, and the study recommended an additional access to the

industrial park. Mr. Rice noted that two guests attended the CAC meeting. He encouraged community participation in the transportation planning process.

b. Finance Report

Treasurer Mayor Lewis noted the financial report as follows:

-- Beginning balance in August \$ 28,738.49 with expenditures of \$ 17,548.51 and one deposits of \$17,320.73, leaving a balance of \$28,510.71 at the beginning of September.

-- Beginning balance in September 28,510.71 with expenditures of \$ 18,971.39 and one deposit of \$ 25,483.59, leaving a balance of \$ 35,022.91.

Mr. Justice moved to accept the Finance Report as presented; seconded by Dominick Claudio. With no discussion, the motion unanimously passed.

c. Executive Directors Report

Mr. Austin noted that the two guests at the CAC meeting are working on a transportation equity project with the MPO. The purpose of the project is to improve public participation to the transportation planning process, especially for the disadvantaged population in the area.

Mr. Austin noted that the Morgantown Industrial Park Access Study had two public meetings. The first public meeting was held at the Westover City Hall; the second meeting was held jointly with the CAC meeting. Mr. Austin noted that nothing in the report conflicted with what we heard from the public meeting.

Mr. Austin noted that the agenda package includes a letter to the Division of Highway. The letter is documentation of administrative adjustments to be made in the MPO's TIP. Mr. Austin then read the proposed adjustments specified in the letter. Mayor Kawecki asked about the scope of Greenbag Rd Right-of-way purchase. Mr. Austin noted that the scope has been finalized, but it will be in the area of the Mississippi Ave intersection, the Dorsey Ave intersection, and the Greenbag Rd intersection. Mayor Kawecki asked if the Collins Ferry project is the one that connects to the trail to the new Suncrest elementary school. Mr. Austin noted that it is.

5. Morgantown Industrial Park Access Study Transportation Plan Amendment

Mr. Austin noted that an executive summary of the report on the industrial park access study has been included in the agenda package. The purpose of the study is to determine if there is significant transportation need to enhance access to the site. The Study recommends that the Urban Area Transportation Plan be amended to include additional access to the Industrial Park with an additional study being needed to identify a preferred alternative. The CAC and the TTAC recommended adoption of the reports recommendation, that the Metropolitan Transportation Plan be amended to include additional access to the Morgantown Industrial Park.

Mr. Justice moved to adopt the report recommendation; seconded by Commissioner Sikora. With no discussion, the motion unanimously passed.

6. Public Involvement Policy Amendment

Mr. Austin noted that the MPO's Public Involvement Policy was reviewed as part of Mountain Line Transits triennial review by the Federal Transit Administration. During the conduct of the review it was recommended that the MPO add three items to the Public Involvement Policy. Those items were

- Specify that public meetings will be held in convenient locations and at convenient times for the public.
- Specify that the public involvement activities would include the use of graphic presentations.
- Specify that the MPO will periodically review the policy to ensure that the policy is adequate.

The CAC and the TTAC unanimously recommended that the Policy Board adopt the revised policy.

Mr. Justice moved to adopt the proposed Public Involvement Policy amendments; seconded by Commissioner Sikora. With no discussion, the motion unanimously passed

7. Bicycle and Pedestrian Plan UPWP Amendment

Mr. Austin noted that the Bicycle and Pedestrian Plan consultant selection committee has recommended that Alta Consulting in partnership with Stantec be selected to prepare the MPO's Bicycle and Pedestrian Plan. The City of Morgantown, WVU, Monongalia County, and Westover participated in the consultant selection process and have agreed to fund the Study. Each entity has had an opportunity to review the Scope of Work for the project. The consulting team initially proposed to perform the Study for \$290,000. MPO Staff worked to cut the price to \$265,606 as requested by WV DOH and FHWA. The work for the project will be conducted over two fiscal years. The TTAC and the CAC recommend amending the FY 2018-19 UPWP to include \$165,606 for the Bicycle and Pedestrian Study in this fiscal year with another \$100,000 to be programmed in the upcoming year. A full scope of work for the project is included with the agenda. Mayor Kawecki moved to approve the Bicycle and Pedestrian Plan UPWP Amendment seconded by Vice-chair Selin. With no discussion, the motion unanimously passed

8. Authorization for MPO line of credit application and establishment of a line of credit

Mr. Austin noted that over the last several years delays in reimbursements for the MPO's expenses have created situations where the MPO has had cash flow issues. These issues have led to the MPO delaying payment to consulting firms on several occasions. The MPO has also missed payroll on two occasions because of these issues. This issue was discussed with the MPO's officers and a representative of the Monongalia County Commission. The group recommended that the MPO look into acquiring a line of credit to ensure the MPO's financial stability. We have discussed the possibility of the creation of a line of credit for the MPO with United Bank, home of the MPO's checking account. United Bank is willing to work with us to create a \$30,000 line of credit to ensure the MPO's financial stability. This amount is well above the MPO's average reimbursement request from the State and it is about equal to two months payroll and recurring expenses. The interest rate we have discussed with them is prime plus one half percent.

The MPO staff is requesting that the Policy Board formally authorize the Executive Director to apply for a line of credit of up to \$30,000 and if the application is approved to enter into an agreement for the credit line. This action will require an approved resolution by the Policy Board authorizing the Executive Director to complete the application and to ask for the creation of the Credit Line. It is also suggested that the Board direct the Executive Director to consult with the Chairman and the Treasurer before using the Credit Line.

Chairman Kelly noted that the credit line increase does not mean that the MPO needs to borrow money to operate. It only increases the MPO's borrowing capacity in emergency situations.

Mayor Kawecki asked about the cost of increasing the credit line. Mr. Austin noted that there is no cost to MPO if the MPO do not use the money.

Mayor Kawecki moved to approve the authorization for MPO line of credit application and establishment of a line of credit; seconded by Commissioner Sikora. With no discussion, the motion unanimously passed

9. Other Business

Commissioner Sikora noted that the contract of the pedestrian and bicycle study does not mention gathering information from the county. Mr. Austin noted that collecting information from the county is assumed in the contract, because the MPO uses the county GIS database for data collection.

11. Meeting Adjournment

Meeting adjourned at 6:54 PM.

| Type | Date | Num | Name | Memo | Clr | Split | Amount | Balance |
|---|------------|--------|---|-------------------------------|-----|-------------------------|------------|-----------|
| Centra-Checking (voucher checks) | | | | | | | | |
| Deposit | 02/06/2019 | | WVDOH | Deposit December 2018 | √ | PL Funds (Funds) | 15,316.59 | 59,694.40 |
| Check | 02/15/2019 | 9090 | Alta Planning and Design | Bicycle/Pedestrian Study | √ | Consulting | -23,517.37 | 36,177.03 |
| Check | 02/15/2019 | 9091 | Balestra Harr and Scherer CPA | 2018 Audit | | Consulting | -3,000.00 | 33,177.03 |
| Check | 02/15/2019 | 9092 | Public Employees Insurance Agency | | √ | Salary | -1,831.06 | 31,345.97 |
| Check | 02/15/2019 | 9093 | Retiree Health Benefit Trust Fund | | √ | Salary | -366.00 | 30,979.97 |
| Check | 02/15/2019 | 5677 | J. William B. Austin | Electronic Transfer | √ | Salary | -2,092.16 | 28,887.81 |
| Check | 02/15/2019 | 5678 | Jing Zhang | Electronic Transfer | √ | Salary | -1,530.44 | 27,357.37 |
| Check | 02/15/2019 | 5679 | ICMA. Retirement Corp | | | Salary | -1,648.60 | 25,708.77 |
| Check | 02/15/2019 | 941 | IRS | Electronic Transfer | √ | Salary | -1,239.46 | 24,469.31 |
| Deposit | 02/22/2019 | | WVDOH | January 2019 | √ | PL Funds (Funds) | 24,933.21 | 49,402.52 |
| Check | 02/25/2019 | 9094 | Centra Bank - Mastercard | plantogether.org email domain | | Internet | -100.00 | 49,302.52 |
| Check | 02/25/2019 | 9095 | Fringe Benefits Management Company | | | Salary | -355.32 | 48,947.20 |
| Check | 02/25/2019 | 5680 | J. William B. Austin | Electronic Transfer | √ | Salary | -2,152.15 | 46,795.05 |
| Check | 02/25/2019 | 5681 | Jing Zhang | Electronic Transfer | √ | Salary | -1,530.44 | 45,264.61 |
| Check | 02/25/2019 | 5682 | ICMA. Retirement Corp | | | Salary | -1,648.60 | 43,616.01 |
| Check | 02/28/2019 | 9096 | WV Board of Risk & Insurance Management | | | Administrative Overhead | -1,045.32 | 42,570.69 |
| Check | 02/28/2019 | 941 | IRS | Electronic Transfer | | Salary | -1,239.48 | 41,331.21 |
| Check | 02/28/2019 | 022819 | WV Dept of Tax and Revenue | Electronic Transfer | | Salary | -488.00 | 40,843.21 |
| Total Centra-Checking (voucher checks) | | | | | | | | 40,843.21 |

TOTAL

| Type | Date | Num | Name | Memo | Cir | Split | Amount | Balance |
|---|------------|-------|------------------------------------|---|-----|---------------------------------|-----------|------------------|
| Centra-Checking (voucher checks) | | | | | | | | |
| Check | 01/15/2019 | 9080 | Alta Planning and Design | Bike/Ped Study | √ | Consulting (Consulting Expense) | -9,238.42 | 45,138.24 |
| Check | 01/15/2019 | 9081 | Caliper Corporation | Transcad Modeling Software License | | Computer Software | -1,200.00 | 43,938.24 |
| Check | 01/15/2019 | 9082 | J. William B. Austin | Mileage 2 Trips to Charleston STIP and VV PIE study | √ | Travel (Travel) | -344.44 | 43,593.80 |
| Check | 01/15/2019 | 9083 | Public Employees Insurance Agency | | √ | Salary | -1,831.06 | 41,762.74 |
| Check | 01/15/2019 | 9084 | Retiree Health Benefit Trust Fund | | √ | Salary | -366.00 | 41,396.74 |
| Check | 01/15/2019 | 9085 | WV State Auditor | | √ | Accounting (Accounting Fees) | -240.00 | 41,156.74 |
| Check | 01/15/2019 | 5670 | J. William B. Austin | Electronic Transfer | √ | Salary | -2,092.16 | 39,064.58 |
| Check | 01/15/2019 | 5671 | Jing Zhang | Electronic Transfer | √ | Salary | -1,530.44 | 37,534.14 |
| Check | 01/15/2019 | 5672 | ICMA. Retirement Corp | | √ | Salary | -1,648.60 | 35,885.54 |
| Check | 01/15/2019 | 941 | IRS | Electronic Transfer | √ | Salary | -1,239.46 | 34,646.08 |
| Deposit | 01/18/2019 | | WVDOH | November 2018 | √ | PL Funds (Funds) | 17,704.72 | 52,350.80 |
| Check | 01/21/2019 | 9086 | City of Morgantown | User Fee | √ | Salary | -78.00 | 52,272.80 |
| Check | 01/30/2019 | 9087 | Centra Bank - Mastercard | Travel \$117.52 Replace Chair \$180.19 | √ | Uncategorized Expenses | -297.71 | 51,975.09 |
| Check | 01/30/2019 | 9088 | J. William B. Austin | Mon Co. Day in Charleston mileage | √ | Travel (Travel) | -183.28 | 51,791.81 |
| Check | 01/30/2019 | 9089 | Fringe Benefits Management Company | | √ | Salary | -355.32 | 51,436.49 |
| Check | 01/30/2019 | 5674 | J. William B. Austin | Electronic Transfer | √ | Salary | -2,152.14 | 49,284.35 |
| Check | 01/30/2019 | 5675 | Jing Zhang | Electronic Transfer | √ | Salary | -1,530.44 | 47,753.91 |
| Check | 01/30/2019 | 5676 | ICMA. Retirement Corp | | √ | Salary | -1,648.60 | 46,105.31 |
| Check | 01/30/2019 | 941 | IRS | Electronic Transfer | √ | Salary | -1,239.50 | 44,865.81 |
| Check | 01/30/2019 | 13119 | WV Dept of Tax and Revenue | Electronic Transfer | √ | Salary | -488.00 | 44,377.81 |
| Total Centra-Checking (voucher checks) | | | | | | | | 44,377.81 |

TOTAL

DRAFT

UNIFIED PLANNING WORK PROGRAM

DRAFT FISCAL YEAR 2019 – 2020



Adopted:

Amended:

Monongalia County Courthouse
243 High Street Room 110
Morgantown, WV 26505
(304) 291-9571 phone
(304) 291-9573 fax

DRAFT

INTRODUCTION

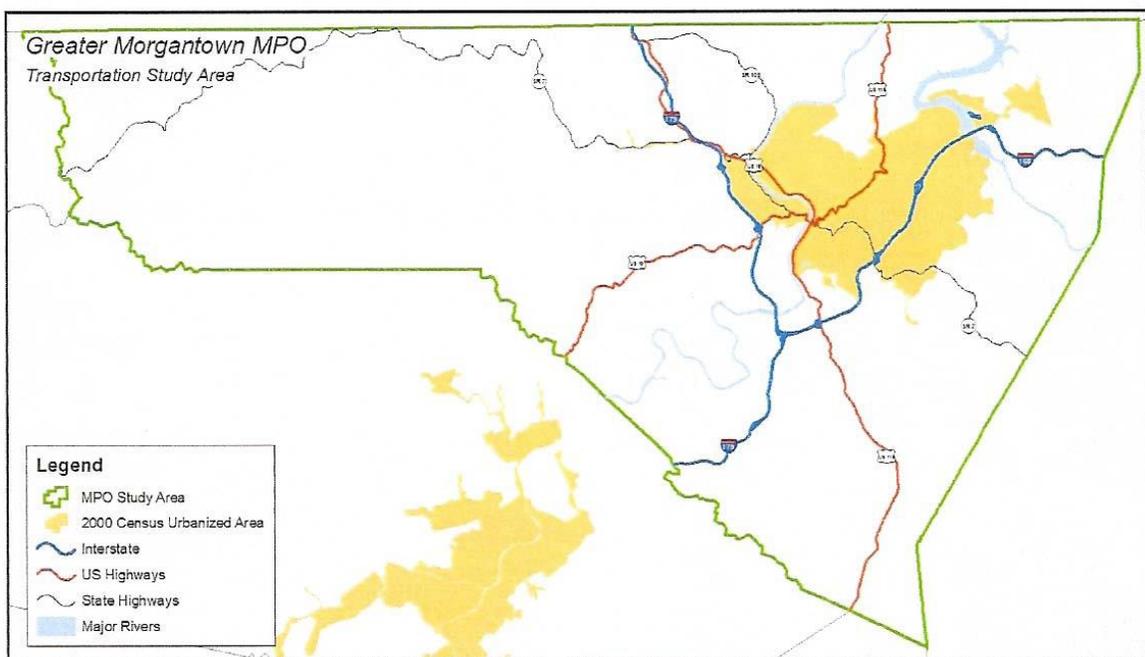
In accordance with Federal Regulations this document outlines the budget for the Morgantown Monongalia MPO for Fiscal Year 2019-2020 which begins July 1, 2019. In addition to identifying the funding sources for work to be performed in the upcoming year it also fulfills the requirement that the MPO provide a summary of the work the MPO has performed in the previous fiscal year.

STUDY AREA

The Morgantown Monongalia MPO covers Monongalia County including the municipalities of Blacksville, Granville, Morgantown, Star City, and Westover.

The MPO's Policy Board includes representatives from:

1. Monongalia County (pays one half of any local match requirements) - three county commissioners
2. City of Morgantown (pays one half of any local match requirements) - three council members
3. City of Westover — one elected representative
4. Town of Star City — one elected representative
5. Town of Granville — one elected representative
6. Town of Blacksville — one elected representative
7. Mountain Line Transit Authority — one representative
8. Monongalia County Board of Education — one representative
9. West Virginia University — one representative
10. West Virginia Department of Transportation — MPO liaison



DRAFT

Accomplishments

During Fiscal Year 2018-2019 the Morgantown Monongalia MPO staff worked with the West Virginia Department of Transportation and the area's local governments to improve transportation in the area. The MPO's efforts were focused on the implementation of the area's 2045 Long Range Transportation Plan and defining the projects identified in that Plan. Please find below a short description of these activities.

The largest undertaking during FY 2018-2019 has been the development of an RFQ and contract for the development of a comprehensive Bicycle and Pedestrian Plan update. This project is an expanded version of the pedestrian plan that was originally proposed in the 2018-2019 UPWP. It was developed in response to much greater community concern about bicycle and pedestrian safety resulting from several incidents. The Plan update is currently underway and it is anticipated that it will be completed in FY 2019-2020.

Other project level work performed by MPO Staff during the FY 2018-2019, included two studies:

The first study was an evaluation of the need for enhanced access to the Morgantown Industrial Park. Work on this study included enhanced traffic counts in the City of Westover and around the industrial park, regional travel demand modeling evaluating the potential network impacts of several alternatives and public involvement. The Study resulted in an amendment of the Metropolitan Transportation Plan to include enhanced access to the Morgantown Industrial Park.

MPO Staff also performed a Study of the intersection of Richwood Avenue and Willey Street as requested by the City of Morgantown. Work performed included enhanced traffic counts in the vicinity of the project, crash data analysis, pedestrian counts, Syncro modeling including warrant analysis of the intersection and the immediate vicinity, public involvement, and report preparation.

In addition to project work MPO staff performed several duties to maintain traffic related databases these databases include an annual traffic count program and an accident database. The 2018 traffic counts were taken in April and October to allow for the development of peak period factors. The accident database was updated using additional data available from the WVDOH.

The MPO has been working to implement Transportation Demand Management programs in coordination with several large employers including WVU, Monongalia General Hospital, NETL, Mylan Pharmaceuticals and WVU Health Services. During FY 2014-2015 MPO staff working with Mountain Lines Mobility Coordinator instituted a coordinated advertising campaign and a redefined incentive package for new van pools. The momentum from this effort continued in FY 2018-2019 when as of this writing two van pools are participating in the van pool program with seven van pools having exhausted their eligibility to receive funding from the MPO's grant. It is our estimation that five of the seven vanpools that completed participation in the MPO's vanpool incentive program are still operating as of this writing.

DRAFT

MPO Staff worked with WVU Health Policy professional on developing a guidebook to the transportation planning process and how to work with the MPO. Topics to be discussed in the guidebook include the Long Range Planning process, transportation performance measures, MPO operations, and public involvement. The guidebook is aimed at underserved communities.

Other activities undertaken by MPO Staff included coordination with WVDOH on the “Roads to Prosperity Bond initiative Preliminary Investigation and Engineering Studies for projects in our area. These projects are the West Run Widening Project, the Van Voorhis Widening Project, the Greenbag Road Widening Project and the Beechurst Avenue Spot Improvement Project and the I-79 Access Project.

During FY 2018-2019 MPO Staff also assisted Monongalia County, and the City of Morgantown in evaluating the impact of ongoing development on the transportation network as new development is proposed.

MPO Staff continued work begun in 2013-2014 with the other MPO’s across the State to develop an MPO Association to share best practices in transportation planning and to enhance coordination with WVDOT. The MPO Executive Director was the chairman of the WVAMPO in 2018 and he worked to host the Association’s joint Conference with the WV Local Transportation Assistance Program located at WVU. The Conference was held in Morgantown.

Operational initiatives undertaken during FY 2018-2019 included work to implement transportation performance measures as required by the FAST Act. Normal operations included MPO consideration of numerous TIP Amendments by the MPO’s committees. MPO Staff also performed other normal administrative functions including financial management, staff technical support to the Pedestrian and Bicycle Board’s, and other similar tasks.

DRAFT

FOCUS FOR FISCAL YEAR 2019-2020

Local initiatives:

Major initiatives to be under taken this year include:

MPO Staff will work continue the ongoing update of the Urban Area Bicycle and Pedestrian element of the Transportation Plan utilizing Alta and Stantec.

The MPO will assist Mountain Line in developing a new operational plan through funding of a consultant and providing staff assistance as needed. This plan is necessitated by the changes to Mountain Lines route system with the relocation of the depot to Westover. The Study is being funded using a combination of Transit funding and PL funding.

MPO Staff will continue to work with Health Policy professionals to develop a guidebook to the transportation planning process and how to work with the MPO. The guidebook is aimed at underserved communities.

As recommended in the Metropolitan Transportation Plan, MPO Staff will investigate establishing an ongoing bicycle and pedestrian data collection program. Initial discussions of such a program indicate that collecting this data every two to three years at select locations will be adequate in the beginning of the program. These efforts will build on the Pedestrian Plan Update performed in FY 2017-18 and the ongoing Bicycle and Pedestrian Plan Update being completed in this work program. Staff will work with the MPO's Committee's to determine the appropriate locations and time frame for these efforts.

It is proposed that the MPO hire a part-time employee to expand its public outreach efforts as identified in the MPO's Public Involvement Policy. This staff person is to be responsible for developing a newsletter to be issued at least quarterly, website maintenance, and the MPO's social media presence. This person would also augment MPO staff's other technical skills. This person could be a part time employee or possibly could be a full-time employee of either Monongalia County or the MPO whose time would be shared between the agencies. This position is provisionally budgeted including anticipated overhead, in the Public Involvement category of the UPWP. Overhead costs for this position have not been identified in the breakout section since the administrative arrangements for the position have not been finalized.

Other tasks:

The MPO will continue to update the annual traffic count database with counts taken for the MPO as well as counts taken by other local agencies. The first counts for this database were taken in April of 2011 and April 2012. This database provides the MPO with base data, which may be used to project the future growth of traffic, as well as, to provide decision makers with complete information about the existing conditions in the area. This data will continue to be available to the public at large for use in developing business plans and other marketing efforts and to the area's municipalities so they may evaluate the impact of proposed new development in the area. The traffic counts will be of use to the

DRAFT

MPO in assessing the Long Range Transportation Plans model as well as in identifying area's where operational improvements to the road network may be needed. The information will also be useful to the Division of Highways when planning operational improvements to the area's transportation facilities.

MPO Staff will work to implement the process for monitoring and reporting on the impact of transportation decision making in the TIP and the Metropolitan Transportation Plan on the safety and operational performance of the transportation system in accordance with the performance planning requirements of the FAST Act and MAP 21. MPO Staff will continue to provide ongoing administrative functions including scheduling and staff meetings, preparation of minutes and other arrangements for the MPO's standing committee meetings. Staff will continue preparation of Transportation Improvement Program amendments, preparation of the budget, performance of human resource functions and intergovernmental relations and public involvement activities. Staff will also continue to provide technical assistance to area municipalities as well as the Bike Board and the Pedestrian Board. Staff will also review the MPO's Public Involvement Policy and the MPO's Bylaws to determine the need for an update to the provisions of those documents. Staff will also continue to work with the statewide MPO Association on issues common to all of the state's MPOs.

DRAFT

BUDGET ITEMS BY MAJOR CATEGORY

The Project codes used in this document refer to the work codes identified in the MPO's Prospectus.

II-A Continuing Transportation Planning Activities-Surveillance of Inventory Data

II-A-1 Traffic Counts- MPO will continue the annual traffic count program. The initial program included 58 locations counted in the spring of 2012. As of the 2014 counts the MPO has 74 count locations around the urbanized portion of the County. The data collected includes daily directional traffic volumes, peak period traffic volumes and vehicle classification counts at selected locations. These counts supplement traffic counts taken every three years in the area by the Division of Highways and they will be used both as base data for traffic modeling efforts and as information for decision makers as they consider the impact of proposed development in the area. These counts will be performed by a consultant team already on contract with the State of West Virginia to perform these services. The MPO will also seek to augment these counts by upgrading traffic count technology to have the capability to collect data on both bicycle and pedestrian travel at selected points.

II-A-4 Traffic Accidents-MPO Staff will continue to collect, quantify and locate traffic accident data as it becomes available.

II-A-10 Mapping- The MPO is using ArcGIS to work with Monongalia County to share data. This work will also include supplementing the County's recently acquired aerial photography with additional data.

II-B Long Range Transportation Plan Development

II-B-10 Transit Element- The MPO will hire a consultant to update Mountain Lines transportation plan.

II-B-11 Bicycle and Pedestrian Planning- MPO staff will develop a coordinated Bicycle Plan for the urban area. This work will build on the Morgantown Bicycle Board's Plan. Work to be performed includes an updated facility database, public involvement and outreach. Staff will also continue work with the established Bicycle Board and the Pedestrian Board, to implement the Countywide Bicycle Plan. As a recognized best practice for MPO's, Staff will incorporate Health Impact Assessments into the MPO's planning products. MPO Staff will also develop an ongoing bicycle and pedestrian count program.

II-B-13 Collector Street Planning- MPO Staff will provide support to area municipalities in reviewing proposed development to insure that the proposed collector streets are adequate. Staff will also review proposals to insure that the proposed connection between major arterials and collector streets are consistent with the capacity anticipated in the Long Range Transportation Plan. As a recognized best practice for MPO's, Staff will incorporate Health Impact Assessments into the MPO's planning products.

II-B-16 Financial Planning- MPO Staff will continue to work for the development of funding streams for transportation in general and especially for implementing the LRTP.

II-B-17 Congestion Management Strategies- MPO staff will review and coordinate with WVDOT/DOH on potential congestion mitigation strategies including ongoing TDM activities. MPO staff will also work with Mountain Line staff on the van pool program. MPO Staff will continue to provide information on operational improvements that may assist in the mitigation of congestion including an ongoing study of

DRAFT

signalization improvements and the operation of the downtown Morgantown street network being conducted by the State.

III Administration

III-A Planning Work Program

MPO staff will monitor the revised Planning Work Program process to insure it is being adequately implemented. Staff will also develop the 2019 Planning Work Program.

III-B Transportation Improvement Program

MPO staff will update the Transportation Improvement Program and the MPO's TIP Priority List during FY 2019-20. If found to be appropriate for our area, MPO staff will utilize the Federal Highway Administration's INVEST software to evaluate the MPO's project priority list.

III-C-6 Public Involvement

The MPO will continue to televise Policy Board Meetings. Staff also anticipates increased public involvement activities associated with the TIP, and MTP. MPO Staff will also develop a "Guide to working with the MPO" to facilitate public involvement in the MPO process.

III-C-7 Private Sector Participation-The MPO will seek to encourage private sector participation wherever possible with projects as they move forward. This effort will immediately focus on the implementation of the MPO's TDM Project and in freight planning.

III-C-8 Performance Measures-MAP 21 and the FAST Act require the States and MPO's to establish and report performance measures to ensure that transportation investments are addressing national, state, and local priorities for safety, air quality, system reliability and transit and highway asset management. The MMMPO will be establishing the performance measures for these facilities during the upcoming fiscal year. These performance measures will need to be reflected in the MPO's Metropolitan Transportation Plan and Transportation Improvement Program. This will be an ongoing task.

III-D-1 Transportation Enhancement Planning-MPO Staff will provide assistance with enhancement planning activities as requested by area agencies.

III-D-2 Environmental Coordination-MPO Staff will work with WVDOH to environmental resource agencies with information on projects proposed in the updated Long Range Transportation Plan to help ensure that environmental concerns are recognized as potential projects move forward to implementation.

III-D-3 Special Studies-MPO Staff will conduct an operational studies as requested.

III-D-4 Regional and State Coordination-Coordinating activities and practices with regional partners.

III-E Management and Operations This line item includes normal administrative functions such as the cost of the MPO audit, supplies, insurance and other administrative costs

Draft Morgantown Monongalia MPO Operating Budget FY 2019-20

Cost Allocation Rate Table

All work performed outside program areas shall be charged at an hourly rate to cover actual expenses.
Reimbursement/allocation rates are as follows:

| Position | Hourly Rate |
|--------------------|---------------------------------------|
| Executive Director | \$ 57.52 Incl. benefits + Overhead |
| Planner II | \$ 39.26 Incl. benefits + Overhead |
| Part Time Planner | \$ 19.23 Includes benefits + Overhead |
| Additional Travel | Monongalia County Rate as adjusted |

Note: The Director and the Planner II are salaried positions. Therefore, all holidays, vacation and sick leave benefits are included in the base wage rate. Hourly rate is calculated using a 2080 hour work year as the base line.

Proposed Line Item Fixed Operating Expenses

| Category | Consolidated Federal Planning Funds | WVDOT | City/CountyMPO/Other | Total Cost Allocation |
|--|--|--------------|----------------------|-----------------------------|
| Salaries* | | | | |
| Director | \$ 72,007.10 | \$ 9,000.89 | \$ 9,000.89 | \$ 90,009 |
| Planner 2 | \$ 41,622.53 | \$ 5,202.82 | \$ 5,202.82 | \$ 52,028 |
| Part Time Planner | \$ 16,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 20,000 |
| Benefits (see below) | \$ 52,965.36 | \$ 6,620.67 | \$ 6,620.67 | \$ 66,207 |
| Contracted/Capital Expenses | | | | |
| Contracted Services | \$ 17,600.00 | \$ 2,200.00 | \$ 2,200.00 | \$ 17,000 |
| Consulting Services | \$ 160,000.00 | \$ 21,250.00 | \$ 21,250.00 | \$ 225,000 |
| Computer Equipment | \$ 4,800.00 | \$ 600.00 | \$ 600.00 | \$ 6,000 |
| Software | \$ 2,400.00 | \$ 300.00 | \$ 300.00 | \$ 3,000 |
| Public Notices/Publishing | \$ 2,800.00 | \$ 350.00 | \$ 350.00 | \$ 3,500 |
| Overhead | | | | |
| Travel & Training | \$ 8,800.00 | \$ 1,100.00 | \$ 1,100.00 | \$ 11,000 |
| Utilities (phone, internet, web site) | \$ 960.00 | \$ 120.00 | \$ 120.00 | \$ 1,200 |
| Copier lease, supplies, postage | \$ 800.00 | \$ 100.00 | \$ 100.00 | \$ 1,000 |
| Total | \$ 380,754.99 | \$ 47,594.37 | \$ 47,594.37 | \$ 495,944 |

Proposes 2% COLA for Exec. Director and Planner

DRAFT

II

| Employee Benefit Expenditure Detail | | | | |
|---|--|--------------|--------------------------|--------------------------------------|
| (Calculated on Total Wages = \$162,037) | | | | |
| Description | Consolidated Federal Planning Funds | WVDOT | City/County/Other | Total Cost Allocation |
| FICA (6.2%) | \$ 8,037.04 | \$ 1,004.63 | \$ 1,004.63 | \$ 10,046.30 |
| Worker's Compensation (2.3%) | \$ 2,981.48 | \$ 372.69 | \$ 372.69 | \$ 3,726.85 |
| Medicare (1.45%) | \$ 1,879.63 | \$ 234.95 | \$ 234.95 | \$ 2,349.54 |
| Retirement (14.0%) | \$ 18,148.15 | \$ 2,268.52 | \$ 2,268.52 | \$ 22,685.19 |
| Health Insurance (previous years budget +\$1000 contingency) | \$ 19,570.48 | \$ 2,446.31 | \$ 2,446.31 | \$ 24,463.10 |
| Dental & Vision Insurance (2019 rates+\$500 contingency) | \$ 2,348.58 | \$ 293.57 | \$ 293.57 | \$ 2,935.72 |
| Total Employee Benefit Package | | | | \$ 66,206.69 |

DRAFT

Draft Morgantown Monongalia Metropolitan Planning Organization Operating Budget FY 2019-20

Revenues and Expenditures By Major Category

| Task Number | Task Item | Category | Consolidated Federal Planning Funds | WVDOT | City/County/MPO | Other | Total Cost Allocation |
|------------------------------------|-------------------------|---------------------|-------------------------------------|-----------------|-----------------|-----------------|-----------------------|
| II-A | Inventory of Facilities | | | | | | |
| | 1 | Traffic Counts | 14,400 | 1,800 | 1,800 | | \$18,000 |
| | 10 | Mapping | 9,600 | 1,200 | 1,200 | 0.00 | \$12,000 |
| | | Total | 24,000 | 3,000 | 3,000 | | \$30,000 |
| II-B | LRTP | | | | | | |
| | 6 | Community goals | 2,000 | 250 | 250 | 0.00 | \$2,500 |
| | 8 | Deficiency Analysis | 4,000 | 500 | 500 | | \$5,000 |
| | 9 | Highway Element | 4,000 | 500 | 500 | | \$5,000 |
| | 10 | Transit Element | 50,000 | 62,500 | 0 | 12,500.00 | \$125,000 |
| | 11 | Bicycle and Ped. | 100,000 | 10,000 | 6,000 | 4,000.00 | \$100,000 |
| | 13 | Collector Street | 4,000 | 500 | 500 | 0.00 | \$5,000 |
| | 16 | Financial Planning | 4,800 | 600 | 600 | | \$6,000 |
| | 17 | Cong. Mgmt. Strat. | 4,000 | 500 | 500 | | \$5,000 |
| | | Total | \$222,800 | \$25,350 | \$8,850 | \$16,500 | \$253,500 |
| III | Admin. | | | | | | |
| | A | Work Program | \$4,000 | \$500 | \$500 | | \$5,000 |
| | B | TIP | \$9,600 | \$1,200 | \$1,200 | | \$12,000 |
| | C-6 | Public Involvement | \$48,000 | \$6,400 | \$6,400 | | \$64,000 |
| | C-7 | Private Sector | \$2,400 | \$300 | \$300 | | \$3,000 |
| | C-8 | Performance | \$12,000 | \$1,500 | \$1,500 | | \$15,000 |
| | D-1 | Enhancement Plan | \$2,400 | \$300 | \$300 | | \$3,000 |
| | D-2 | Env. And Pre-TIP | \$2,400 | \$300 | \$300 | | \$3,000 |
| | D-3 | Special Studies | \$4,800 | \$600 | \$600 | | \$6,000 |
| | D-4 | Regional and State | \$12,000 | \$1,500 | \$1,500 | | \$15,000 |
| | E | Management and Ops | \$56,000 | \$7,000 | \$7,000 | | \$70,000 |
| | | Total | \$153,600 | \$19,600 | \$19,600 | \$0 | \$196,000 |
| Grand Totals - All Programs | | | \$400,400 | \$47,950 | \$31,450 | \$16,500 | \$496,000 |

DRAFT

DRAFT

CERTIFICATION

This is to certify that I have reviewed the indirect cost proposal submitted herewith and to the best of my knowledge and belief:

- (1) All Costs included in this proposal dated for the period July 1, 2018 through June 30, 2019 are allowable in accordance with the requirements of the grant(s), contract(s), and agreement(s) to which they apply and which they apply and with the cost principles applicable to those agreements.
- (2) This proposal does not include any costs which are allowable under applicable cost principles, such as (without limitation): Advertising and public relations costs, entertainment costs, fines and penalties, lobbying costs, and defense and prosecution of criminal and civil proceedings.
- (3) All costs included in this proposal are properly allocable to grant(s), contract(s), and agreement(s) on the basis of a beneficial or causal relationship between the expenses incurred and the grant(s), contract(s), and agreement(s) to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

I declare under penalty of perjury that the foregoing is true and correct.

Authorized Official: J. William B. Austin
Executive Director

Signature: _____

Organization: MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION

Date: _____

DRAFT

DRAFT

**ASSURANCE CONCERNING NONDISCRIMINATION ON THE
BASIS OF DISABILITY IN FEDERALLY-ASSISTED PROGRAMS
AND ACTIVITIES RECEIVING OR BENEFITING FROM
FEDERAL FINANCIAL ASSISTANCE**

Implementing the Rehabilitation Act of 1973, as amended, and
the Americans With Disabilities. Act of 1990

(Federal Transit Administration)

Morgantown Monongalia Metropolitan Planning Organization, AGREES THAT, as a condition to the approval or extension of any federal financial assistance from the Federal Transit Administration (FTA) to construct any facility, obtain any rolling stock or other equipment, undertake studies, conduct research or to participate in or obtain any benefit from any program administered by the FTA, no otherwise qualified person with a disability shall, solely be the reason of his or her disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance administered by the FTA or any entity within the United States Department of Transportation (DOT).

Specifically, the Recipient **GIVES ASSURANCE** that it will conduct any program or operate any facility so assisted in compliance with all applicable requirements imposed by DOT regulations implementing the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (and any subsequent amendments thereto) set forth at 49 FA Parts 27, 37, and 38, as well as all applicable regulations and directives issued pursuant thereto by other federal departments or agencies.

Executed this day of May , 2018

BY: _____
J. William B. Austin
Executive Director

DRAFT

FEDERAL TRANSIT ADMINISTRATION CIVIL RIGHTS ASSURANCE

The **MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION** HEREBY CERTIFIES THAT, as a condition of receiving Federal financial assistance under the Federal Transit Administration Act, as amended, it will ensure that:

1. No Person on the basis of race, color, or national origin will be subjected to discrimination in the level and quality of transportation services and transit-related benefits.
2. The MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION will compile, maintain, and submit in a timely manner Title VI information required by FTA Circular 4702.1 and in compliance with the Department of Transportation's Title VI regulation, 49 CFR Part 21.9.
3. The MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION will make it known to the public that those person or persons alleging discrimination on the basis of race, color, or national origin as it relates to the provision of transportation services and transit-related benefits may file a complaint with the Federal Transit Administration and/or the U.S. Department of Transportation.
4. A standard DOT Title VI Assurance, signed and dated March, 1978 has been filed with the state.

The person or persons whose signature appears below are authorized to sign this assurance on behalf of the grant applicant or recipient.

J. WILLIAM B. AUSTIN

DATE: May , 2018

EXECUTIVE DIRECTOR

SIGNATURE OF AUTHORIZED OFFICER

If any complaints of civil rights violations have been received during the last 12 months, a description of the complaints and their disposition or proposed disposition should be attached. (Further information may be requested, if needed.)

DRAFT

NONDISCRIMINATION ASSURANCE

As required by 49 U.S.C. 5332 (which prohibits discrimination on the basis of race, color, creed, national origin, sex or age and prohibits discrimination in employment or business opportunity), Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d, and U.S. DOT regulations, “Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of the Title VI of the Civil Rights Act, “49

CFR part 21 at 21.7, the Morgantown Monongalia Metropolitan Planning Organization assures that it will comply with all requirements of 49 CFR part 21; FTA Circular 4702.1, “Title VI program Guidelines for Federal Transit Administration Recipients”, and other applicable directives, so that no person in the United States, on the basis of race, color, national origin, creed, sex or age will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity (particularly in the level and quality of transportation services and transportation-related benefits) for which the Applicant receives Federal assistance awarded by the U.S. DOT or FTA as follows:

- 1.) The applicant assures that each project will be conducted, property acquisitions will be undertaken, and project facilities will be operated in accordance with all applicable requirements of 49 U.S.C. 5332 and 49 CFR part 21, and understands that this assurance extends to its entire facility and to facilities operated in connection with the project.
- 2.) The applicant assures that it will take appropriate action to ensure that any transferee receiving property financed with Federal assistance derived from FTA will comply with the applicable requirements of 49 U.S.C. 5332 and 49 CFR part 21.
- 3.) The Applicant assures that it will promptly take the necessary actions to effectuate this assurance, including notifying the public that complaints of discrimination in the provision of transportation-related services or benefits may be filed with U.S. DOT or FTA, the Applicant assures that it will submit the required information pertaining to its compliance with these requirements.
- 4.) The Applicant assures that it will make any changes in its 49 U.S.C. 5332 and Title VI implementing procedures as U.S. DOT or FTA may request.
- 5.) As required by 49 CFR 21.7(a)(2), the Applicant will include in each third party contract or sub agreement provisions to invoke the requirements of 49 U.S.C. 5332 and 49 CFR part 21, and include provisions to those requirements in deeds and instruments recording the transfer of real property, structures, improvements.

To implement the Equal Employment Provisions of the Americans with Disabilities Act,” (29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the Applicant agrees to comply with any implementing requirements FTA may issue.

DRAFT

- (iv) The Applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by the U.S. Department of Transportation, to the end that, in accordance with Title VI of the Act, no persons in the United States shall, on the grounds of race, color, creed, national origin, sex or age be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant received Federal financial assistance from the Department under Federal Transit Administration Programs; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department under Federal Transit Administration Programs, this certification shall-obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real, property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided this certification shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Department under Federal Transit Administration Programs.

THIS CERTIFICATION is given in the consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Department under Federal Transit Administration Programs. The Applicant recognizes and agrees, that such Federal financial assistance will be extended in reliance on the representations and agreements made in this certification, and that the United States shall have the right to seek judicial enforcement of this certification. This certification is binding on the Applicant, its successors, transferees, and assignees. The person or persons whose signatures appear on the Declaration page are authorized to sign the certification on behalf of the Applicant.

Executed this day of May 2018

BY: _____

J. William. B. Austin

Executive Director

MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION

TITLE VI PROGRAM CIVIL RIGHTS ACT OF 1964

**COMPLIANCE REVIEW STATEMENT FOR FY 2012-2013
OVERALL UNIFIED PLANNING WORK PROGRAM (UPWP)**

I. Metropolitan Planning Organization Handling Agency Compliance

- A. To What extent does the MPO Handling Agency employ minority staff personnel in the program area under review?

The MPO only has two fulltime employees with one minority staff. The MPO will continue to ensure that there is no discrimination in hiring practices.

- B. Has the Agency adopted a formal Title VI complaint process?

The Agency will utilize the complaint process identified in the Agency By-Laws for harassment for discrimination complaints. The By-Laws will be amended to identify this process.

- C. Has the MPO received any specific Title VI complaints in the program area under review? If so, what corrective action has been taken?

There have been no complaints to our knowledge.

II. Consultant Contracts

- A. What consideration is given to minority contractors in the selection of consultants for the transportation planning work?

Advertisement for potential consultant work includes reference to Title VI compliance and minority contractors are invited to participate in procurements.

1. Does the Agency establish and monitor annual Title VI contracting goals?

No, the agencies contracting opportunities are limited by the small size of the agency. The agency will track and encourage minority participation in contracting opportunities.

DRAFT

2. Does the consultant selection process include maintenance of records of qualified minority consultants?

Yes

3. What other methods or procedures are utilized to encourage use of qualified minority consultants?

Minority consultants are encouraged to submit proposals.

4. Are Title VI assurances and provisions included on consultant contracts?

Yes

- B. Have consultants made positive efforts to employ qualified minority subcontractors? If so, to what extent?

Not that we are aware of.

- C. What are the MPO's procedures for monitoring consultant compliance with Title VI contract provisions?

The MPO will examine the hours worked by minority contractors and subcontractor on bills submitted for processing.

III. Urban Transportation Planning Process

- A. What techniques and procedures are employed to provide data relative to minority populations, neighborhoods, income levels, physical environment, travel habits, etc.?

The MPO regularly examines the impact of proposed projects on the area's minority community utilizing the most recently available Census data.

- B. To what extent is the data considered in determining that a proposed transportation system will be capable of responding favorably to minority to group requirements? What techniques are used?

MPO staff utilizes GIS to examine the location of low income and minority populations and their location in relation to proposed facilities.

DRAFT

- C. Do the MPO Transportation Plan and TIP include assessments of the impacts that planned transportation system investments will have on both minority and non-minority areas? Discuss the assessment methodology and resulting documentation.

The MPO utilizes GIS to identify minority and low income populations and to assess the potential impact that any proposed project may have on these communities. The MPO performs these assessments as part of the LRTP update utilizing the most recently available Census Data.

- D. To what extent has the MPO developed a formalized procedure (organization, responsibilities, etc.) to provide for citizen participation in the transportation planning process?

The MPO has a formally adopted citizen participation process.

- E. Are minorities, both individually and through their organizers, represented in the citizen participation effort? If so, how many and in what capacity?

There are no specific minority groups represented in the MPO, outreach efforts seek to reach these communities through outreach to transit dependent and or low income employees.

- F. Are there any further affirmative actions taken by the MPO to enlist the involvement and support of minority populations in the transportation planning process?

DRAFT

DISADVANTAGED BUSINESS ENTERPRISE ASSURANCE

In accordance with CFR 26.13(a), the MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION assures that it shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any third party contract, or sub agreement supported with Federal assistance derived from the U.S. DOT or in the administration of its DBE program or the requirements of 49 CFR part 26. The Applicant assures that it shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of all third party contracts and sub agreements supported with Federal assistance derived from the U.S. DOT.

DRAFT

LITIGATION CERTIFICATION

I, J. WILLIAM B. AUSTIN, Executive Director hereby certifies that to the best of my knowledge there is no litigation pending or threatened which might affect the performance of this project.

Executed this day of May, 2018

BY: _____

J. William B. Austin
Executive Director

**DRUG-FREE WORKPLACE ACT CERTIFICATION
FOR A PUBLIC OR PRIVATE ENTITY**

**1. The Morgantown Monongalia Metropolitan Transportation Planning Organization
(Name of Applicant)**

Certifies that it will provide a drug-free workplace by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- B. Establishing an ongoing drug-free awareness program to inform employees about-
 - 1) The dangers of drug abuse in the workplace
 - 2) The Applicant's policy of maintaining a drug-free workplace
 - 3) Any available drug counseling, rehabilitation, and employee assistance programs
 - 4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace
- C. Making it a requirement that each employee to be engaged in the performance of the grant or cooperative agreement be given a copy of the statement required by paragraph (A).
- D. Notifying the employee in the statement required by paragraph (A) that as a condition of employment under the grant or cooperative agreement the employee will:
 - 1) Abide by the terms of the statement; and,
 - 2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
- E. Notifying the Federal agency in writing, within ten calendar days after receiving notice under subparagraph (D.) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every project officer or other designee on whose project activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant or cooperative agreement.

DRAFT

- F. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (D) (2), with respect to any employee who is so convicted:
 - 1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - 2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or Local health, law enforcement, or other appropriate agency.

- G. Making a good faith effort to continue to maintain a drug-free work place through implementation of paragraphs: A), B), C), D), and F).

2. The Applicants headquarters is located at the following address. The addresses of all Workplaces maintained by the Applicant are provided on an accompanying list.

Name of Applicant: Morgantown Monongalia Metropolitan Planning Organization
Address: 243 High Street Room 110
City: Morgantown
County: Monongalia
State: West Virginia
Zip Code: 26505

J. William B. Austin

Executive Director

Title of Authorized Official

Morgantown Monongalia Metropolitan Planning Organization

Name of Applicant

Date

DRAFT

DRUG FREE WORKPLACE POLICY

It is the policy of the **MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION** to maintain a work place that is conducive to efficient and productive work. In order to attain that goal, it is further the policy of the Organization that the unlawful use, manufacture, distribution, dispensing or possession of a controlled substance is prohibited in the Organization's work place.

As an employee of the Organization, I agree to abide by that policy and am aware that violation of the policy regarding substance abuse will result in disciplinary action up to and including dismissal.

DATE

SIGNATURE

THIS IS A SAMPLE OF THE DRUG FREE WORK PLACE FORM
GIVEN TO EACH MORGANTOWN MPO EMPLOYEE
FOR SIGNATURE AND CERTIFICATION.

COPIES OF SIGNED STATEMENTS ARE ATTACHED.

DRAFT

**CERTIFICATION OF PROVISION OF NECESSARY
LOCAL MATCHING FUNDS**

The Morgantown Monongalia Metropolitan Planning Organization hereby certifies that the
(Name of Applicant)

ten percent (10%) local match requirement of the total project cost shall be provided in

(check and complete one) \$ 35,000 _____, _____; \$ _____, _____;
(cash) (total cash amount) (in Kind services) (total in Kind value)

or, _____, \$ _____ +\$ _____ :\$ _____
(combination of both) (cash amount) (in kind value) (total amount)

It is my understanding that if in kind is used as match, proper documentation detailing the cash
Value of those services shall be included with this application. If cash is used as match, the source of
These funds are from Monongalia County, and City of Morgantown.

Executed this day of May, 2018 By: _____

J. William B. Austin
Executive Director

Morgantown Monongalia Metropolitan Planning Organization

DRAFT

FISCAL AND MANAGERIAL CAPABILITY CERTIFICATION

NAME OF APPLICANT: Morgantown Monongalia Metropolitan Planning Organization

And a review of the Applicant's records, that the Applicant has the requisite legal, financial and managerial capability to apply for, receive, and disburse Federal assistance authorized for 49 U.S.C. 5303; and to implement and manage the project.

FEDERAL REQUIREMENTS

NAME OF APPLICANT: Morgantown Monongalia Metropolitan Planning Organization

Hereby certifies that it will comply with any existing Federal requirements, as well as any changes that occur in the future, in carrying out this project.

INSPECTION

NAME OF APPLICANT: Morgantown Monongalia Metropolitan Planning Organization

Hereby certifies that it shall permit the FTA, the Comptroller General of the United States and, of appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

Executed this day of May, 2018 BY: _____

J. William B. Austin
Executive Director

**CERTIFICATION
OF
RESTRICTIONS ON LOBBYING**

I, J. William B. Austin, Executive Director, hereby certify on behalf of
(Name and Title of Grantee Official)

the Morgantown Monongalia Metropolitan Planning Organization that:
(Name of Grantee)

- 1) No federal appointed funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant the making of any Federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment, or modification of any Federal contract grant loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract grant loan, or cooperative agreement, the undersigned shall complete and submit standard form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- 3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Executed this day of May, 2018

BY: _____

J. William B. Austin
Executive Director

DRAFT

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by U.S. DOT regulations on Government wide Debarment and Suspension (Non procurement) at 49 CFR 29.51 0:

- 1) The Applicant (Primary Participant) certifies to the best of its knowledge and belief, that it and its principles:
 - (a) Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any Federal Department or Agency.
 - (b) Have not within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction: violation of Federal or State antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
 - (c) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity, (Federal, State, and Local) with commission of any of the offenses listed in paragraph (2) of this certification.
 - (d) Have not within a three year period preceding this certification had one or more public transactions (federal, State, and Local) terminated for cause or default.
- 2) The Applicant also certifies that if later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above; it will promptly provide that information to the Division.
- 3) If the Applicant (Primary Participant) is unable to certify to the statements within paragraphs (1) and (2) above, it shall indicate so on its Signature Page and provide a written explanation to the Division.

DRAFT

PROCUREMENT COMPLIANCE

Applicant certifies that its procurements and procurement system will comply with all applicable requirements imposed by Federal laws, executive orders, or regulations and the requirements of FTA Circular 4220. 1 D, "Third Party Contracting Requirements", and other implementing guidance or manuals FTA may issue. The applicant certifies that it will include in its contracts financed in whole or in part with FTA assistance all clauses required by Federal laws, executive orders, or regulations, and will ensure that its contractor(s) will also include in its sub agreements and contracts financed in whole or in part with FTA assistance all applicable clauses required by Federal laws, executive orders, or regulations.

J. William B. Austin, Executive Director

Date

Morgantown Monongalia MPO Transit Short and Medium Range Operations Plan

Request for Qualifications

BACKGROUND

Morgantown West Virginia is home to a diverse population focused on West Virginia University, two major hospitals, and several large commercial and governmental employers. Transit service provided by Mountain Line Transit plays a very significant role in the community's overall transportation picture.

PROJECT DESCRIPTION

The Morgantown Monongalia Metropolitan Planning Organization (MMMPO) is assisting the Mountain Line Transit Authority in developing a short to medium term strategic plan for the transit systems operations. Unexpected changes to the infrastructure available to the Authority have necessitated that the Authority change its routes to accommodate its recently relocated transfer center. This change means that the Authority needs to reevaluate how it may expect to operate now and in the near future. This plan is to address that need.

The plan is a joint effort with WV Division of Highways, the WV Division of Public Transit, Mountain Line Transit and the Morgantown Monongalia MPO. It will serve as an important implementation document for programming and designing transit service throughout the area.

SCOPE OF SERVICE

1. Understand the Current and Future Demand for Service

The consultant should conduct a thorough evaluation of the current condition of public transportation in the area and project future conditions based on known factors relating to the built environment in the area. This first task should be an evaluation of the existing Mountain Line service as a stand alone agency.

Required tasks:

- Identify all ongoing transit activity in the area including WVU's Personal Rapid Transit System and bus services, services provided by private providers including apartment complexes and similar services
- Evaluate current service facility needs.
- Project future current service needs based on projected growth in the area. Sources for project growth should include local and regional plans as well as well documented economic forecasts. These forecasts should be informed through public involvement activities
- Assess the relationship between existing and expected future land use patterns and project where future transit service expansion and new facilities will be needed based on the growth projections.
- Evaluate transit access to employment centers, healthcare facilities, groceries, and other public service for the low-income population in the area. Address how recommendations from this study could impact transit equity.
- Areas anticipated to be evaluated as part of this process include:
 - Expanding the existing Westover facility
 - The vicinity of the ongoing West Ridge development

- The Pierpont/Cheat Lake area
 - Downtown Morgantown
 - Scott Avenue
 - Other areas to be determined
- Create a baseline funding scenarios for maintaining and expanding the existing Mountain Line Service
 - Develop an estimate for future non-revenue income streams particularly Section 5311 Funding
 - Update analysis of the existing fare structure
 - Project the fare structures needed to maintain existing service, or to expand the service given projected future growth and anticipated funding streams
 - Create a matrix showing and comparing the revenues and trips provided by enhanced service frequency when compared to expanding the coverage area but maintaining current service frequency.

2. Create Scenarios for the following alternatives

- Enhanced Integration of Mountain Line Service with WVU provided services
 - Identify efficiencies that can be created by enhanced coordination between Mountain Line and WVU Transportation
 - Provide a financial analysis of the impact of implementing the efficiencies when compared to the baseline scenario
- Identify and evaluate potential corridors for implementing bus rapid transit service
 - Identify future corridors where bus rapid transit service may be feasible based on anticipated future growth
 - Provide a financial analysis of the impact of implementing the enhanced service when compared to the baseline scenario

3. Public Involvement

- It is anticipated that most of the review work to be conducted by the consultant will be done electronically or through teleconferencing. However, there should be at least three Steering Committee meetings. One meeting to introduce the project and to gather expectations from Steering Committee members, one meeting to introduce preliminary recommendations and a final meeting to approve the final recommendations. Steering Committee meetings may be held at the same time as the public meetings.
- Ridership survey the project should include an online survey for current and potential transit service users. The survey should include identification of areas that riders would like to go to but where service is not provided and their general satisfaction with Mountain Line service. Hard copies of the survey should be available at Mountain Line and at select locations throughout the area.
- At a minimum three scheduled public presentations should be included in the proposed process they are as follows:

- Kickoff public meeting to inform the public that the Study will be ongoing and to publicize how the public can identify their need for transit service to the consulting team. This should include an online survey of Mountain Line ridership and the general public.
- Preliminary recommendations public meeting. A public meeting should be held to inform the public of the preliminary recommendation of the Study and to seek their input on the proposals.
- Presentation to the Mountain Line Transit Authority Board-The consulting team should present the final recommendations to the Mountain Line Board at a regularly scheduled meeting.

4. Implementation

- The plan should identify the steps needed to implement each alternative examined including the necessary capital improvements, service alternatives, and the funding stream(s) needed to implement them.

5. Deliverables

Below is a list of the minimum deliverables required for the Plan. If additional deliverables are to be created, please list them in your proposal. All deliverables must be included in the budget.

- Transit Plan document, including executive summary, introduction, recommendations, and implementation steps.
- Documentation of existing condition and needs assessment.
- Documentation of all meetings including key findings and stakeholder comments.
- Documentation of the project identification and priority process.

ANTICIPATED PROJECT SCHEDULE

| | |
|------------------------|--------------------------------|
| June 3, 2019 | RFP distributed |
| June 28, 2019 | Proposals due |
| July 15, 2019 | Three finalists informed |
| July 29, 2019 | Consultant interviews |
| August 9, 2019 | Contract award |
| February/March 2020 | Preliminary recommendations |
| May/June 2019 | Draft Plan Submittal |

SUBMITTAL FORMAT AND REQUIREMENTS

Proposers shall submit five (5) bound sets and one electronic PDF format copy. Bound proposal sets shall not exceed 11" x 17" in size. Proposers should provide the following:

- The project team
- Statement of understanding
- Scope of work
- Relevant examples of previous work
- Proposed schedule

EVALUATION

RFQ Evaluation Criteria (maximum points):

1. The demonstrated understanding of the project and the study's intended outcome. (20)
2. The proposed overall project approach, methodology, and the degree of creativity displayed. (20)
3. The qualifications of the project team and their experience with similar projects (20)
4. Anticipated fit and effective communication between the consultant and the MPO (20)
5. The proposer's effective allocation of time and resources (20)

NOTICE TO PROPOSERS

This Request for Proposals does not constitute a contract or offer of employment. All proposals, whether accepted or rejected, shall become the property of the MMMPO. The MMMPO reserves the right to reject any and all proposals. Elements and/or tasks may be added or deleted at the discretion of the MMMPO pending negotiation of the scope of work and compensation. Questions about the proposal may arise as proposers are preparing their responses. Inquiries are to be made in writing prior to June 17, 2019 and answers thereto will be emailed to all firms who have received or requested copies of the RFP.

Interested firms or teams are invited to submit their proposals and statements of qualifications as described above in sealed envelopes to:

Bill Austin
Executive Director
Morgantown Monongalia MPO, 243 High St. Room 110
Morgantown, WV 26505
Office 304-291-9571

Proposals must be submitted no later than 5:00 PM on June 28, 2019