




Field Road Suite 105

82 Hart

Morgantown, WV 26508
(304) 291-9571

www.plantgether.org

Memorandum

Date: October 12, 2012
To: MPO Policy Board Members
From: Bill Austin, AICP 
Subject: October 18, 2012 Policy Board Agenda

Please find below a short description of items to be discussed at the October 18, Policy Board Meeting to be held at the City of Morgantown Council chambers at 7 PM.

-Finance Report-Please find enclosed the finance reports for the months of August and September. The MPO's total expenditures for these months came to approximately \$35,426.31 with the largest single non-employee expenditure being for the consultant for the LRTP Update.

-MPO Administrative Items and LRTP Update-Please be aware that the MPO Policy Board meeting November 15th will be a meeting of the Transportation Advisory Group overseeing the Long Range Transportation Plan Update. This will be the final review of the draft plan prior to a review of the Plan with the public prior to adoption in December. I do not anticipate that the Board will be able to perform its regular duties that evening. It is also anticipated that the Policy Board will need to meet on December 13th to adopt the draft plan. We are currently scheduled for a public meeting to review the draft plan on December 5th.

-Transportation Improvement Program Amendment- Please find following descriptions of TIP Amendments requested by Mountain Line Transit and WVDOH for the Policy Boards consideration. The Transportation Technical Advisory committee and the Citizens Advisory Committee have reviewed these amendments and both respectfully recommended that the Policy Board approve them.

-The WVDOH projects defined in the Amendment are as follows:

Resurface US 119 (Grafton Road) beginning at the intersection with Goshen Road and proceeding north for a distance of 2.42 Miles-Project Number STP0119378D Total Cost \$670,000; Federal Funds (STP) \$530,000 Sponsor Funds (WVDOH) \$140,000

Resurface US 119/13 (Gladesville Road) begin at Monongalia County/Preston County Line and proceed north 1.18 miles to intersection with US 119-Project Number STP1913001D Total Cost \$300,000; Federal Funds (STP) \$240,000, Sponsor Funds (WVDOH) \$60,000

Drainage improvements and associated improvements County Road 53 (Fort Martin Road) from intersection with WV 100 to CO 53/1 Rosedale Hill Road a distance of 1.67 miles Total Cost \$1,157,500 ; Federal Funds (STP) \$926,000, Sponsor Funds (WVDOH) \$231,500

Intersection Improvements WV 100 and CO 49 (Dents Run Road) Right of Way acquisition Project Number HSIP0100153D Total Cost \$70,000; Federal Funds (HSIP) \$54,000, Sponsor Funds (WVDOH) \$16,000

Intersection Improvements WV 100 and CO 49 (Dents Run Road) Construction Project Number HSIP0100152D Total Cost \$150,000; Federal Funds (HSIP) \$120,000, Sponsor Funds (WVDOH) \$30,000

-Mountain Line has requested the following TIP Amendment to allow the purchase of 3 new buses. The total purchase price of the three vehicles is \$1,127,240. Mountain Line is also requesting that the TIP be amended to reflect revised income estimates for FY 2012 through 2014. The proposed changes result in a total increase in expenditures in the amount of \$1,401,369, in FY 2012, \$779,737 in FY 2013, and \$779,737 in FY 2014. The purchase of the vehicles and the revised income estimates are reflected in the tables below.

Project Name	Federal Funding Source	2012		Total Project Cost
		Federal Funds	Local Funds	
Local Service Operating Expenses	FTA 5307	\$1,432,669	\$1,432,669	\$2,865,338
Operational Safety & Security	FTA 5307	\$14,326	\$2,865	\$17,191
Grey Line Intercity Service	FTA 5311(f)	\$266,000	\$266,000	\$532,000
Access to Jobs Bus Purchases	FTA 5316 (JARC)	\$901,792	\$225,448	\$1,127,240
Senior Transportation Services	FTA 5317 (New Freedom)	\$50,000	\$50,000	\$100,000
Regional Mobility Coordination	FTA 5317 (New Freedom)	\$80,000	\$20,000	\$100,000
Commuter Van Pool Start-Up	CMAQ Funds	\$50,000	\$	\$50,000
DuPont Solar Power Plant Project	FTA 5309	\$1,100,000	\$	\$1,100,000
Bus Purchases	FTA 5309	\$560,000	\$160,000	\$720,000

Project Name	Federal Funding Source	2013		Total Project Cost
		Federal Funds	Local Funds	
Local Service Operating Expenses	FTA 5307	\$1,640,774	\$1,640,774.00	\$ 3,281,548
Operational Safety & Security	FTA 5307	\$16,408	\$3,282	\$19,690
Grey Line Intercity Service	FTA 5311(f)	\$266,000	\$266,000	\$532,000
Access to Jobs Bus Purchases	FTA 5316 (JARC)	\$ -	\$ -	\$ -
Senior Transportation Services	FTA 5317 (New Freedom)	\$ 50,000	\$50,000	\$100,000
Regional Mobility Coordination	FTA 5317 (New Freedom)	\$ 80,000	\$20,000	\$100,000
Commuter Van Pool Start-Up	CMAQ Funds			
DuPont Solar Power Plant Project	FTA 5309			
Bus Purchases	FTA 5309			

Project Name	Federal Funding Source	2014		Total Project Cost
		Federal Funds	Local Funds	
Local Service Operating Expenses	FTA 5307	\$1,640,774	\$1,640,774	\$3,281,548
Operational Safety & Security	FTA 5307	\$16,408	\$3,282	\$19,690
Grey Line Intercity Service	FTA 5311(f)	\$266,000	\$266,000	\$532,000
Access to Jobs Bus Purchases	FTA 5316 (JARC)	\$ -	\$ -	\$ -
Senior Transportation Services	FTA 5317 (New Freedom)	\$50,000	\$50,000	\$100,000
Regional Mobility Coordination	FTA 5317 (New Freedom)	\$80,000	\$20,000	\$100,000
Commuter Van Pool Start-Up	CMAQ Funds			
DuPont Solar Power Plant Project	FTA 5309			
Bus Purchases	FTA 5309			

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

1:53 PM

10/10/2012

Accrual Basis

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Centra-Checking (voucher checks)								28,766.20
Deposit	08/01/2012		WVDOH	Deposit 1st July 2012 Invoice	√	Reimbursed Expenses (Reimbursed Expenses)	34,257.87	63,024.07
Check	08/01/2012	8246	Burgess and Niple	L RTP Update	√	Consulting (Consulting Expense)	-38,248.01	24,776.06
Check	08/01/2012	8247	Jing Zhang	University Avenue Project	√	Contract Labor (Contract Labor)	-150.00	24,626.06
Check	08/14/2012	8248	Digital Connections		√	Telephone (Telephone)	-148.39	24,477.67
Check	08/14/2012	8249	Flanerty, Sensabaugh, Bonasso		√	Legal Fees (Legal Fees)	-111.00	24,366.67
Check	08/14/2012	8250	Public Employees Insurance Agency		√	Employee Health Insurance and L	-1,184.94	23,181.73
Check	08/14/2012	8251	Retiree Health Benefit Trust Fund		√	Employee Health Insurance and L	-712.00	22,469.73
Check	08/14/2012	8252	Service Plus		√	Accounting (Accounting Fees)	-135.40	22,334.33
Check	08/14/2012	8253	WV Board of Risk & Insurance Management		√	Uncategorized Expenses	-647.00	21,687.33
Check	08/14/2012	8254	WVNET		√	Web Hosting	-35.90	21,651.43
Check	08/14/2012	8257	City of Morgantown	Reimbursement of unspent match	√	Local Gov't Membership Dues (Membership Dues)	-1,043.00	20,608.43
Check	08/14/2012	8258	Monongalia County	Reimbursement of unspent match	√	Local Gov't Membership Dues (Membership Dues)	-1,543.00	19,065.43
Check	08/15/2012	5131	ICMA, Retirement Corp		√	Retirement Account	-1,123.29	17,942.14
Check	08/15/2012	5130	J. William B. Austin	Electronic Deposit	√	Salaries	-1,967.25	15,974.89
Check	08/15/2012	941	IRS		√	Payroll Liabilities	-670.08	15,304.81
Deposit	08/27/2012		WVDOH	Deposit	√	PL Funds (Funds)	35,540.14	50,844.95
Check	08/29/2012	8259	Centra Bank - Mastercard	\$1200 Transcad, \$235.70 Travel	√	Computer Software	-1,235.70	49,609.25
Check	08/29/2012	8260	Danielle LaPresta Pres. Alliance WV	Employee Training Fee	√	Professional Fees (Professional Fees)	-25.00	49,584.25
Check	08/29/2012	8261	Morgantown Municipal Airport		√	Rent (Rent)	-720.00	48,864.25
Check	08/29/2012	8262	Sprint		√	Telephone (Telephone)	-77.48	48,786.77
Check	08/29/2012	8262	WV Newspaper Publishing Co.	TIP AD	√	Public Notices	-70.98	48,715.79
Check	08/29/2012	8264	Burgess and Niple	L RTP Update	√	Consulting (Consulting Expense)	-11,993.75	36,722.04
Check	08/30/2012	5133	J. William B. Austin	Electronic Deposit	√	Salaries	-1,967.25	34,754.79
Check	08/30/2012	5134	ICMA, Retirement Corp		√	Retirement Account	-1,123.29	33,631.50
Check	08/30/2012	5135	WV Dept of Tax and Revenue		√	Other Expenses (Other Expenses)	-258.00	33,373.50
Check	08/30/2012	941	IRS	Electronic Transfer	√	Payroll Liabilities	-670.08	32,703.42
Deposit	08/31/2012		WVDOH	Deposit	√	PL Funds (Funds)	9,423.59	42,127.01
Total Centra-Checking (voucher checks)								42,127.01
TOTAL								42,127.01

**Morgantown Monongalia MPO
Minutes
August 16, 2012
City of Morgantown
Council Chambers**

MEMBERS PRESENT: Joe Statler, Asel Kennedy, Patty Lewis, Mike Kelly, Anthony Giambrone, Jim Manilla, Joe Fisher

MEMBERS ABSENT: Eldon Callen, Bill Byrne, Wes Nugent, Perry Keller

I. CALL TO ORDER: Mr. Statler called the meeting to order. A quorum was not present at 7:00pm, so it was decided to begin with the Executive Director's report since no action would need to be taken.

II. EXECUTIVE DIRECTOR'S REPORT:

1. Downtown Traffic Operation Study Status. Mr. Austin reported the City of Morgantown requested the DOH perform a study of downtown traffic. A significant amount of data collection was done for the Study, including an origin and destination study of where traffic enters and exits downtown. Marshall University (Rahall Institute) and WVU are working together; alternatives are being modeled. This information will be presented to the MPO Policy Board at the January 2013 meeting.

2. LRTP Update Status: The Regional Visioning Process has been completed. Suggestions and alternatives for the LRTP were given by the Transportation Advisory Group. The consultants will be coming back with a fully constrained plan, with three potential tiers.

- a. What if there is "double the money" available;
- b. \$130 million available thru 2040, and
- c. what would the "bare bones" necessities be.

The consulting team will have a preliminary review for a TAG meeting in September.

3. Mileground Project Update: The DOH is wrapping up the right of way certificates within the next two weeks, bids for the project will be two weeks from that date. The DOH is consulting with the Board of Education regarding the timing for the roundabout and the opening of the new Eastwood School. The CAC has expressed concerns if the timing of those two projects do not coincide. Left turns will be a serious problem.

4. Van Pool Status: This project is temporarily on hold. Ms. Williams is out and her status is somewhat unsure. MountainLine will soon be getting a Mobility Manager who will assist in the vanpooling project. The MPO will handle the organizational meetings while the Mobility Manager will handle the day to day operations. More clarification of the project will be given in September or October. The contract with VPSI expires September 1. Bids will go out for other providers. Mr. Kennedy asked the status of those utilizing the vanpool. Mr. Austin stated 60 people had originally signed up. There are currently vanpool groups going to two area's one from here to Pittsburgh and a vanpool is now serving the FBI in Clarksburg. The MPO's incentive program needs to be reworked. There was a lot of interest expressed in the program but no one wanted to sign up to be responsible for the van itself.

5. Signalization Project Update: The 705 Corridor software is running but needs to be validated to see if it is successfully working before putting it into place. The goal is for the software to be operation in October 2012. Mr. Manilla asked which signalization is presently working. Mr. Austin stated all software is running using the current signalization patterns. Modeling is now being done; once the model operating in the signal system is validated and fine tuned, it will be put in operation. A meeting with the state will take place in October, 2012. Signalization for the 705 Corridor is from University Town Center to 705, Patteson Drive, VanVoorhis Road and to the Hartman Run Road/Airport Road Intersection. This will be the first one turned on. Signalization from 8th Street to the Waterfront still needs more work and will not be ready until Spring 2013.

III. APPROVAL OF MINUTES: (A quorum is now present) Mr. Kelly moved to approve the minutes as presented; seconded by Mr. Kennedy. With no discussion, the motion unanimously passed.

IV. FINANCE REPORT (June and July 2012)

Mrs. Lewis reported a beginning balance for June of \$11,032.67; two deposits made totaling \$33,813.25; expenditures of \$39,328.06 leaving a balance of \$5,507.85.

July's beginning balance was \$5,507.85; two deposits made totaling \$36,500; expenditures of \$13,251.58 leaving an ending balance of \$28,766.28. Mr. Kennedy moved to approve the Financial Report as given; seconded by Mr. Giambrone. With no discussion, the motion unanimously passed.

V. TRANSPORTATION IMPROVEMENT PROGRAM:

1. MountainLine Transit TIP. The State has requested a TIP amendment for MountainLine Transit. It will be reformatted to add one more year to the MountainLine Transit TIP and to add a Regional Mobility Coordinator position. The MountainLine Board, the TAC and the CAC have recommended approval of the TIP. Mr. Kennedy moved the TIP amendment for MountainLine Transit be approved; seconded by Mr. Keller. With no discussion, the motion unanimously passed.

2. DuPont Road Slide Repair TIP Amendment. This TIP amendment had previously been approved by the MPO Board, but the paperwork was lost by the State. This is an emergency project and there was not enough time to properly advertise, therefore, the State, TAC and CAC recommended this amendment be conditionally approved upon the successful completion without citizen complaint of public involvement period which is scheduled to end August 31, 2012. Mr. Kennedy moved to conditionally approve the DuPont Road Slide Repair TIP; seconded by Mr. Kelly. With no discussion, the motion unanimously passed.

VI. MPO's PROCEDURE for PRIVATE CONSULTANTS:

The FHA and the State are seeking comments on how various MPO's acquire services of private consultants. The MPO has no standing policy on how this is done but our procedures are in full compliance with what the State requires. A formal policy needs to be adopted that include three levels for acquiring private consultants:

- a. \$25,000 and over will require RFQ's and RFP's;
- b. \$10,000 to \$24,999 will require a written quote;
- c. Under \$10,000 can be done by telephone

The MPO's attorney has reviewed the policy and is comfortable with it. Mr. Fisher noted that a few of the references are incorrect and are not material to the document. He requested that he be allowed to provide Mr. Austin with those comments but that the Policy move forward with those changes.

Mr. Fisher moved to accept this policy with minor editing; seconded by Mr. Manilla. With no discussion, the motion unanimously passed.

VII. MEMORANDUM OF UNDERSTANDING WITH MOUNTAIN LINE:

The Federal Transportation Administration has requested a more detailed memorandum of understanding between the MPO and Mountain Line. There

now is an agreement between the MPO and MountainLine for the MPO to perform long range transportation planning services for MountainLine. The funds for this purpose are included in the UPWP. The MPO uses Mountain Line's FTA funding to develop its LRTP. A similar policy was approved by the MPO Board two years ago. Mr. Kennedy moved to accept the memo of understanding with MountainLine; seconded by Mr. Kelly. With no discussion, the motion unanimously passed.

VIII. OTHER BUSINESS:

Bill Rice, Chair of the CAC, expressed concern with Eastwood School and the roundabout, with respect to problems with left hand turns. Mr. Statler advised Governor Tomblin will be in town on August 21 to tour the project. Mr. Kennedy noted he will also tour the new proposed interchange between Westover and Star City. The Governor will be at University Town Center on August 21 at 1:30.

The meeting adjourned at 7:35 PM.

Monthly Cost Allocation Worksheet
Morgantown / Monongalia County Transportation Planning Organization

FHW/FTA		Category	Expenditures												Total Expenditures	Remaining Budget
Element	Description	FY 2011/2012 Budget	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13		
1000	Administration / Coordination	\$ 158,552.00	9,340.66	10,489.53	7,689.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 27,519.24	\$ 131,032.76
1100	Salaries	\$ 120,152.00	7,221.18	8,476.18	6,067.42										\$ 21,764.78	\$ 98,387.22
1110	Contracted Services	\$ 15,000.00		893.40	407.65										\$ 1,301.05	\$ 13,698.95
1200	Office Rent	\$ 8,400.00	1,490.00	720.00	720.00										\$ 2,930.00	\$ 5,470.00
1210	Utilities	\$ 5,000.00	261.48	261.77	493.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 1,017.23	\$ 3,982.77
	Phone	\$ 4,500.00	225.53	225.87	458.03										\$ 909.43	\$ 3,590.57
	Web Hosting	\$ 500.00	35.95	35.90	35.95										\$ 107.80	\$ 392.20
1250	Office Management	\$ 1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ -	\$ 1,000.00
	Copier	\$ 500.00	0.00												\$ -	\$ 500.00
	Supplies/Postage	\$ 500.00	0.00												\$ -	\$ 500.00
1300	Public Notices/Fees	\$ 1,000.00		77.48											\$ 77.48	\$ 922.52
1400	Travel / Training	\$ 8,000.00	368.00	60.70											\$ 428.70	\$ 7,571.30
2000	Analysis / Data Development	\$ 22,500.00	470.00	1,200.00	1,991.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 3,661.48	\$ 18,838.52
2100	Equipment/Software/Analysis	\$ 8,000.00	0.00	1,200.00	1,991.48										\$ 3,191.48	\$ 4,808.52
2150	Subarea Plans	\$ 5,000.00	470.00												\$ 470.00	\$ -
2200	Consulting Services	\$ 9,500.00													\$ -	\$ 9,500.00
3000	Transportation Plan Update*	\$ 163,000.00		11,993.75											\$ 11,993.75	\$ 151,006.25
4000	Transit	\$ 15,000.00	240.00	862.50	562.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 1,665.00	\$ 13,335.00
44.21.00	Program Support & Administration	\$ 5,000.00	240.00	862.50	562.50										\$ 1,665.00	\$ 3,335.00
44.23.02	Regional Trans. Plan - Project	\$ 10,000.00													\$ -	\$ 10,000.00
44.24.00	Short Range Transit Planning	\$ -													\$ -	\$ -
5000	TIP	\$ 6,400.00	420.00	337.50	300.00										\$ 1,057.50	\$ 5,342.50
6000	Unified Planning Work Program	\$ 5,000.00	0.00	0.00	0.00										\$ -	\$ 5,000.00
Total			\$ 370,452.00	\$ 10,470.66	\$ 24,883.28	\$ 10,543.03	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,896.97	\$ 324,555.03

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

Monthly Eligible at 90 % \$ 10,543.03

Monthly Request **\$ 9,488.73**

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

10:47 AM

10/08/2012

Accrual Basis

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Centra-Checking (voucher checks)								42,127.01
Check	09/13/2012	8265	Donna J. Kisner	minutes	√	Contract Labor (Contract Labor)	-300.00	41,827.01
Check	09/13/2012	8266	Service Plus		√	Accounting (Accounting Fees)	-107.65	41,719.36
Check	09/14/2012	5136	J. William B. Austin		√	Salaries	-1,967.24	39,752.12
Check	09/14/2012	5137	Jing Zhang		√	Contract Labor (Contract Labor)	-867.92	38,884.20
Check	09/14/2012	5138	ICMA. Retirement Corp		√	Retirement Account	-1,123.29	37,760.91
Check	09/14/2012	941	IRS	Electronic Transfer	√	Payroll Liabilities	-878.22	36,882.69
Deposit	09/21/2012		WVDOH	Deposit	√	PL Funds (Funds)	22,394.95	59,277.64
Check	09/26/2012	8267	Digital Connections			Telephone (Telephone)	-153.28	59,124.36
Check	09/26/2012	8268	Literati Information Technology, LLC			Computer Repairs (Computer Repairs)	-304.75	58,819.61
Check	09/26/2012	8269	Morgantown Municipal Airport			Rent (Rent)	-720.00	58,099.61
Check	09/26/2012	8270	WVNET			Web Hosting	-35.95	58,063.66
Check	09/28/2012	5139	J. William B. Austin		√	Salaries	-1,967.25	56,096.41
Check	09/28/2012	5140	Jing Zhang		√	Contract Labor (Contract Labor)	-1,123.56	54,972.85
Check	09/28/2012	5141	ICMA. Retirement Corp			Retirement Account	-1,123.29	53,849.56
Check	09/28/2012	5142	WV Dept of Tax and Revenue			Payroll Liabilities	-362.00	53,487.56
Check	09/28/2012	941	IRS			Payroll Liabilities	-975.26	52,512.30
Total Centra-Checking (voucher checks)								52,512.30