



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

www.plantgether.org

Agenda

MPO Policy Board Meeting
City of Morgantown Council Chambers
389 Spruce Street
October 16, 2014
7:00 PM

1. Call To Order
2. Public Comment
3. Approval of Minutes
4. Reports
 - a. Citizens Advisory Committee
 - b. Finance Committee
 - c. WVDOH Project Status Report
5. Executive Directors Report
 - a. I-79 Access Study Status Report
 - b. Greenbag Road Study Status Report
6. Transportation Improvement Program Amendment and Adjustments
7. University Avenue Complete Streets Study RFQ
8. Bylaws Committee Recommendations
9. Consideration of whether or not the MPO wishes to make known a position on City of Morgantown Truck Issue
10. Other Business
11. Meeting Adjournment



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Memorandum

Date: October 10, 2014

To: MPO Policy Board Members

From: Bill Austin, AICP

Subject: October 16, 2014 Policy Board Agenda

Please find below a short description of action items to be considered at the October 9, 2014 TTAC Meeting to be held at the MPO Office in the Conference Room at 2:30 PM.

-Transportation Improvement Program Amendments-Please note that Mountain Line Transit has requested the following additions as part of filing applications for grants from the Federal Transit Administration:

FY 2015 ADD

Section 5309b Bus Storage Facility Upgrade Total Cost \$1,500,000; Federal Funds \$1,200,000, Local Funds \$300,000

Section 5309b Downtown Multi-Modal Parking Facility-Total Transit Funding \$4,000,000; Federal Funding \$3,200,000, Local Funds \$800,000

Section 5309b Purchase two buses for service expansion Total Cost \$800,000; Federal Funding \$640,000 Local Funding \$160,000

The Citizens Advisory Committee have recommended approval of the requested TIP Amendments.

The Division of Highways has requested the following TIP Amendments:

FY 2015 Add

US119 Morgantown Grafton Road-Project STP 119xxxxx Thin Overlay Resurface 2.01 miles beginning at Goshen Road (CR77 at Milepost 7.87) to I-68 Total Cost \$495,000 Federal funds \$396,000

I-79 Project NHPP0793xx Resurface 3.19 miles begins at White Day Cr. Road (CO73/1-CO77) continues north to Milepost 142.46 Total Cost \$2,500,000 Federal Funds \$2,250,000

US 19 Blue Horizon Drive Project NHPP019416D Resurfacing begins at CR 19/12 (Milepost 15.07) in Osage north to Mason Dixon Highway (WV 7) Total Cost \$500,000 Federal Funds \$400,000

I-68 Project Number NHPP0068 Thin Overlay 4.8 miles beginning at Milepost 0 Total Cost \$1,850,000 Federal Funds \$1,480,000

WV 7 Cassville Road Project NHP0007 Resurfacing 4 miles beginning at Little Indian Creek Road (CR 41 Milepost 23.74) to US 19 Total Cost \$950,000 Federal Funds \$760,000

A map showing the location of the proposed Amendments is included on a following page.

TIP Administrative Adjustments-In addition to the TIP Amendments noted above the Division of Highways has requested the following TIP Adjustments:

Move to FY 2015

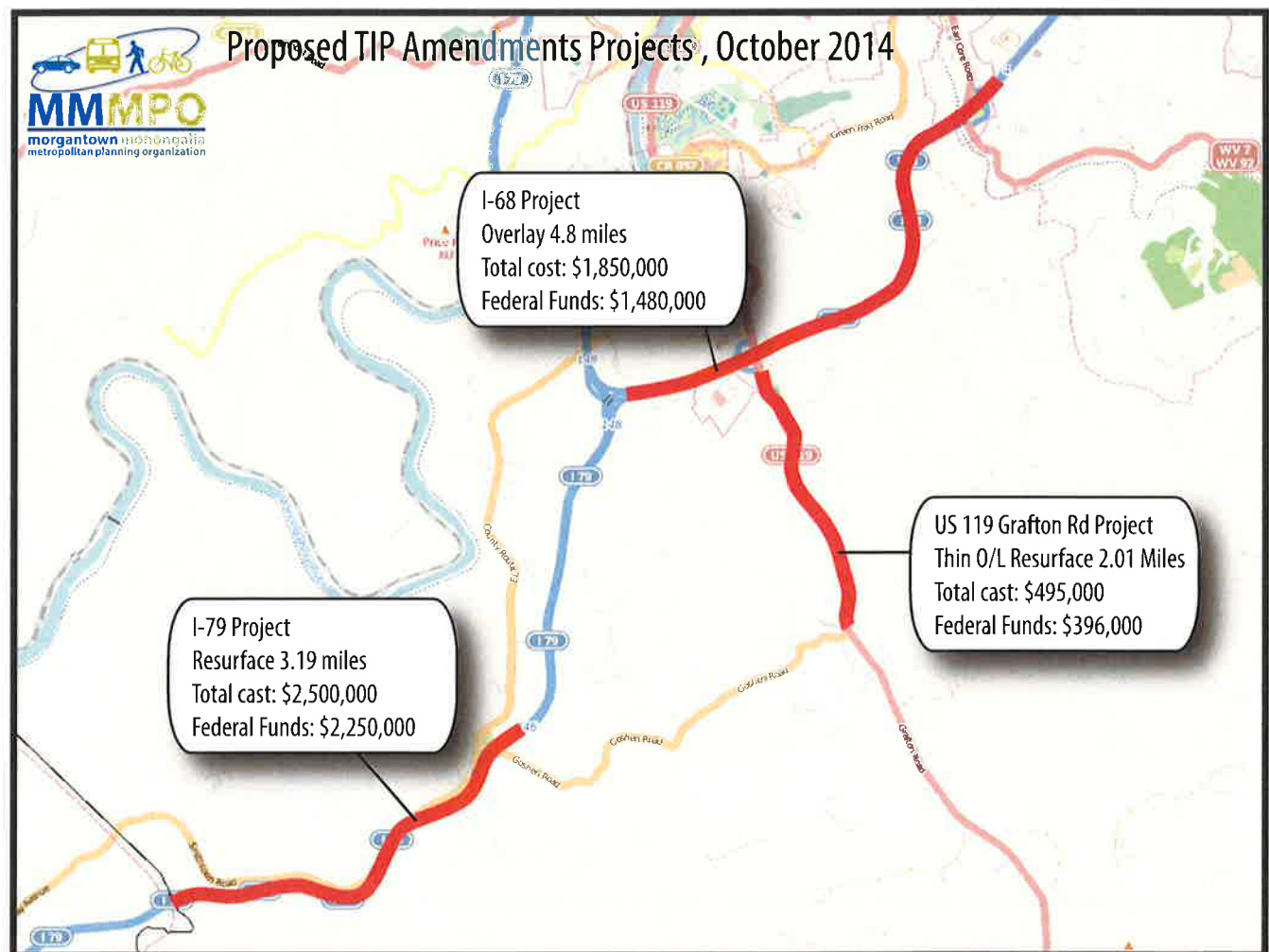
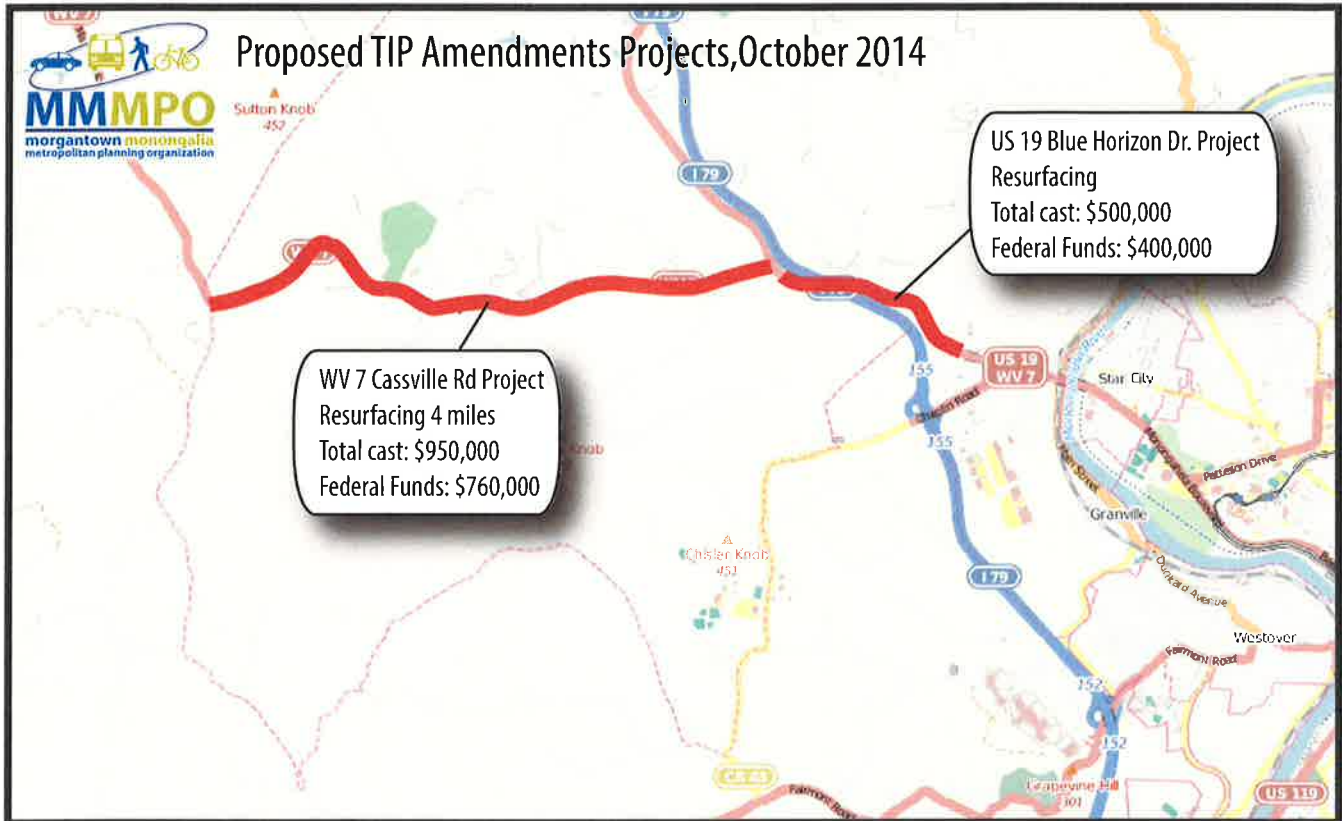
-US 100/Dents Run Intersection Improvement Project HSIP0100152D

-WV 705 Patteson Drive +1 Project add turn lane STP0705008D

-University Avenue Intersection Improvement CMAQ0055036D

As Administrative Adjustments these items require no recommendation from the Policy Board.

-University Avenue Complete Streets Study Request for Qualifications-Ongoing development associated with the Sunnyside Up Tax Increment Financing District and by WVU have led to the identification of a need for improvements to the University Avenue corridor from Beechurst Avenue to WV 705. These developments have the potential to make University Avenue the gateway to downtown Morgantown and the WVU Campus.



Source: Project information provided by WV Division of Highway | project locations mapped by MPO staff | Map provided by WV State OASIS system

The MPO's LRTP recommends that the entire University Avenue Corridor from Boyers Avenue to WV 705 be upgraded with spot intersection capacity improvements, improved facilities for transit service, accommodations for bicycle and pedestrian facilities. This project is currently listed as a Tier Two Priority for the area.

MPO Staff has been working with WVU, the City of Morgantown and Sunnyside Up to develop a scope of work for a Study to identify the specific improvements needed to implement the LRTP's recommendations and the development of the University Ave. Corridor from WV 705 to Beechurst Ave. as a gateway. It is envisioned that this Study will be the basis for a TIGER grant application to fund the needed improvements for the corridor. It is anticipated that the match needed for a TIGER grant would come from the Sunnyside Up TIF District and WVU's redevelopment funds.

WVU has agreed to pay the local match for the Corridor Study. Preliminary indications from the Division of Highways are that PL funds will be available for the remainder of the Corridor Study funding. It is anticipated that the portion of University Avenue from WV 705 to Boyers Ave. could become the second phase of the corridor to be studied.

Please find attached a copy of the draft Scope of Work for the University Avenue Complete Streets Study. It is anticipated that the MPO will need to budget up to \$200,000 for the Study. The final budget amount will be determined once a consultant is selected from the RFQ process. The CAC has recommended approval of the Scope of Work for the RFQ to the MPO Policy Board. While the TTAC did not make a recommendation on the Scope of work it has been reviewed by City of Morgantown, Monongalia County, and WVU Staff as well as WVDOH Staff. A draft map of the corridor under consideration will be presented at the Policy Board meeting. The final map will be determined during negotiations with the selected consultant.

-MPO Bylaws Committee Recommendations-The MPO's Bylaws Committee met twice to make recommendations for the Policy Board's consideration. The Committee's recommendations may be found in the attached Memorandum dated September 22, 2014. Documentation of the issues considered by the Committee may also be found in a second Memorandum dated August 21, 2014.

It should be noted that the Bylaws Committee also recommended an administrative change to current procedures. This change would include a recommendation to approve an adjustment to the MPO Directors Salary in January at the time of his review rather than adjusting his salary at the beginning of the fiscal year. The actual change in salary would occur at the beginning of the new fiscal year.

The Bylaws Committee also recommended that the Policy Board discuss two issues without making a formal recommendation. The first issue is the concept of proportional voting on the Policy Board. The second issue is the question of whether or not elected officials should be the only voting members of the MPO Policy Board.

The Bylaws Committee made no recommendation on either of these questions. More information these questions may be found in the September 22nd Memorandum.

Please note that the MPO's Bylaws require a 2/3 majority for the approval of any amendments. The actual language to be included in the Bylaws is shown on the enclosed file.

-Consideration of whether or not the MPO Policy Board wishes to make known a position on the City of Morgantown Truck Issue-The MPO Policy Board directed MPO Staff to find information on the consideration of the Greenbag Road as part of the LRTP's inclusion of the Greenbag Road Corridor Project and how it relates to the issue of trucks during the development of the 2040 Long Range Transportation Plan. Notes taken by the MPO's consultant during the November 12, 2012 Transportation Advisory Group Meeting where Greenbag Road was considered during the development of the LRTP are excerpted for your information below:

Greenbag Road – Steve Thielen - has always heard the improving making it more truck friendly. Comment Damien Davis - typically only trucks on road are the ones going to water plant. Comment Don Reinke(?) - want to shorten the travel time, make an extra trip, improve intersection (turn too difficult to make). Intersection at Kingwood pike also needs to be addressed. Personally think this project is better due to overall benefit. Comment Damien Davis - if you do what you need to do to discourage trucks in downtown, trucks will use that road. Need to improve the safety. Comment Roy Nutter - would think that berm is also important (provides more room for truck). Bill Austin- consider splitting it up to make intersection improvements separate and move to tier 1. Comment Asel Kennedy- may want to call Greer to get idea of truck traffic. Comment Joe Fisher - if route 7 did not come into downtown, could city restrict trucks from downtown? If Greenbag road is improved, could route 7 be shifted over to it? Perry Keller- if it is a public road funded by the state, trucks cannot be restricted. IT would require shifting the route and giving road to City. Steve - need more data to determine truck volume, O-D, etc.

Morgantown Monongalia Metropolitan Planning Organization Bylaws
Revised August 20, 2009, March 15, 2012

- Section 2. Members serving by virtue of their being elected to public office shall be eligible to serve the Organization at the discretion of the appointing governing body.
- Section 3. A voting member of the Organization, except Monongalia County Commissioners, may withdraw from membership in the Organization by giving written notice of such withdrawal that includes the reasons and effective date of withdrawal. If the member withdrawing is a representative of an agency established as having a representative on the Organization, a new representative may be appointed by the agency.

ARTICLE IV
ORGANIZATION – OFFICERS AND EXECUTIVE DIRECTOR

- Section 1. The Organization shall elect from among its members a Chairperson, a Vice-Chairperson, and a Treasurer. The Vice-Chairperson shall have the authority to act as Chairperson of the Organization during the absence or disability of the Chairperson. If the Chairperson resigns, the Vice-Chairperson shall perform the duties of the Chairperson until a new Chairperson is elected.
- Section 2. The Chairperson shall preside at all meetings and public hearings of the Organization and, in general, act as spokesperson for, and provide general leadership for the Organization.
- Section 3. The Treasurer shall supervise the Organization's books of account and shall have custody of all funds coming into the possession of the Organization and deposit the same in the name of the Organization in such depository as the Organization may select. The Treasurer shall be authorized to dispense funds when authorized by the Organization and all checks shall be prepared by the Executive Director and executed by the Treasurer.
- Section 4. At the first regular meeting of each year beginning January 1, the Organization shall elect new officers with the exception of the position of Secretary. The officers may succeed themselves. Nominations for officers shall be made by a nominating committee consisting of three members appointed by the Chairperson two months prior to each organizational meeting. A list of the nominees shall be presented to the Organization thirty (30) days prior to the first regular meeting each calendar year. The election of the Chairperson shall be conducted first by the Executive Director. The newly elected Chairperson will conduct the election of the remaining officers.
- Section 5. The Nominee for each office receiving a majority vote of the membership present shall be declared elected and serve for one year term of office. Vacancies in offices shall be filled as soon as possible after such a vacancy occurs by majority vote of the Organization members present at the succeeding regular or special meeting.
- Section 6. The Organization shall appoint an Executive Director who will act as the permanent Secretary to the Organization as long as he/she shall hold the position. In the absence of an Executive Director an Executive Committee made up of the Chairperson, Vice Chairperson and Treasurer shall appoint an interim Executive Director. The Executive Director will have responsibility for the maintenance of Organization records including financial records, minutes of meetings, and other records as required by local, state, or Federal agencies

ARTICLE V
MEETINGS AND VOTING

- Section 1. Regular meetings of the Organization shall be held at least quarterly at a time and place to be designated by the Chairperson.

Morgantown Monongalia Metropolitan Planning Organization Bylaws
Revised August 20, 2009, March 15, 2012

- Section 2. A quorum shall consist of fifty (50%) percent of voting members ~~plus one~~. A member absent for two consecutive meetings eliminates that member from being considered in the number required for a quorum at the next meeting. Voting by proxy shall not be permitted except by telephone.
- Section 3. Proper notification of regular meetings shall constitute written notices mailed seven (7) days before regular meetings. The Secretary will transmit the notices with the accompanying Agenda information to a person designated by each member municipality or agency for distribution to the municipality's or agency's governing body as appropriate.
- Section 4. Special Meetings may be called by the ~~Chairperson~~ Chairperson or four Policy Board Members with twenty-four (24) hours verbal or electronic media notice before special meetings. Special Meetings may be held by Conference call on a speakerphone in a location open to and accessible to the public.
- Section 5. Meetings shall be conducted in accordance with Roberts' Rules of Order.
- Section 6. Voting on all policy matters and recommendations to the WV Department of Transportation shall require a majority vote of members present. Voting on administrative or procedural matters shall be by majority vote of members present.
- Section 7. As a publicly funded entity, all meetings of the Organization and its committees shall be subject to compliance with the Open Government Proceeding Act as cited in Article 6-9A-1-12 of the West Virginia Code. Subject to rules promulgated by the organization, public comment shall be permitted at all meetings of the organization.

ARTICLE VI
FINANCIAL OBLIGATIONS

- Section 1. The cost of maintaining the Organization shall be assumed by the participating member government units that have a population of over 5,000 people according to the latest U.S. Census. There will be no financial obligation requested of the Monongalia Board of Education, West Virginia University or Mountain Line Transit Authority for its membership in the Organization.
- Section 2. The fiscal year of the Organization begins on July 1 of each year and ends on June 30 of each year.
- Section 3. The Organization is authorized to receive and expend any funds, personnel, or other assistance made available by Federal or State governments, or any of their agencies or from individuals or foundations; and may enter into agreements or contracts for the purposes of receiving and using Federal or State grants.
- Section 4. At the close of each fiscal year, the Organization shall arrange for an audit of its financial affairs, and within sixty (60) days after the end of such fiscal year shall furnish an itemized account of its receipts and disbursements to the governing bodies of all member government units.
- Section 5. Quarterly financial reports shall be provided by the Organization to the representative(s) of the governing bodies of all member government units.

MORGANTOWN MONONGALIA

METROPOLITAN PLANNING ORGANIZATION POLICY BOARD

JUNE 19, 2014 MINUTES (DRAFT)

Members Present: Chairman Anthony Giambrone-Star City, Mayor Jennifer Selin-City of Morgantown, Dave Bruffy-Mountain Line, Joe Statler-Blacksville, Randy Hudak-WVU, Councilperson Marti Shamberger-City of Morgantown, Commissioner Tom Bloom-Monongalia County, Mayor Patricia Lewis-Granville, Brian Carr-WV DOH. Councilperson Bill Kawecki, Councilperson Janice Goodwin-Westover, Mike Kelly-Board of Education

MPO Director: Bill Austin

Members Absent: Commissioner Eldon Callen-Monongalia County, Vice-Chairman Wesley Nugent-Morgantown

I. Call to Order

With a quorum present, Chairman Giambrone called the meeting to order at 7:00 PM.

II. Public Comment

Andrew Smith, the president of the Windsor Estates Home Owner Association, stated that the Windsor Estates HOA encourages the installation of sidewalk as a part of the road widening project on Van Voorhis Rd from WV 705 to West Run Rd. He mentioned that there is a large number of students walking from West Run Rd to the BB&T intersection. Sidewalk will provide a safer traveling condition for those pedestrians and local residents.

John Socha, the secretary of the Windsor estates Home Owner Association, stated his support for Mr. Smith, and added that Van Voorhis Rd is currently not pedestrian friendly and a sidewalk should be installed on the west side of the road, if possible, to minimize potential pedestrian crossings.

III. Approval of Minutes

Chairman Giambrone then introduced the approval of the Minutes for the June Meeting. Councilperson Shamberger moved to accept the June Policy Board minutes as submitted; seconded by Mayor Selin. With no discussion, the motion unanimously passed.

IV. Reports

a. Citizens Advisory Committee Report

Mr. Rice, Chair of the CAC, reported that four committee members attended the last CAC meeting, where they recommended approval of the TIP amendment to install street lighting on WV 705 from Monongahela Blvd to the WVU Alumni Center. The committee also discussed the funding for the I-79 Access Study. He urged more constructive communications and coordinated actions among different governmental bodies in the area. Chairman Giambrone asked how many members the CAC currently has. Mr. Rice noted that there are about seven. Commissioner Bloom noted that the County has recently appointed a second person to the CAC and will appoint a third representative soon.

b. Financial Report

Chairman Giambrone asked Mayor Lewis to present the finance report. Mayor Lewis presented the MPO's March activities as follows:

-Beginning balance in June \$934.00 with expenditures of \$15,778.97 and deposits totaling \$21,811.95, leaving a balance of \$6,966.98 at the beginning of July. Mr. Kelly moved to accept the June financial report as presented;

seconded by Mayor Selin. With no discussion, the motion unanimously passed. Mayor Lewis then presented the MPO's July activities as follows:

-Beginning balance in July \$6,966.98 with expenditures of \$26,704.41 and deposits totaling \$44,442.34 leaving a balance of \$24,704.83 at the beginning of July. Councilperson Shamberger moved to accept the July financial report as presented; seconded by Commissioner Bloom. With no discussion, the motion unanimously passed.

c. Executive Directors Report

Mr. Austin noted that he will re-circulate the list of MPO committee members, so the Policy Board can fill vacant CAC seats. Mr. Austin then noted that he attended the Ohio MPO Planning Conference and the TRB Conference for Small-Medium Sized MPOs and learned valuable lessons from the practice of other MPOs.

In respect to the new school to be built on Collins Ferry Rd, Mr. Austin noted that a meeting has been scheduled to discuss the traffic impact and site design for the new school on Collins Ferry Rd. Attendees will include representatives of Mylan and NETL, WV DOH and architects from the Board of Education. The meeting will focus on traffic circulation and potential pedestrian accommodations.

Mr. Austin noted that the WV DOH is to hold a meeting with stakeholders to discuss the potential parking spaces and pedestrian accommodation on Monongahela Blvd near the Coliseum. Representatives from the WVU, Star City, Morgantown Engineer Department, and County Commissioner have been invited to attend this meeting. Mr. Austin then noted that the MPO is collecting traffic data for the Greenbag Rd Corridor Planning Study and is to report the existing condition of Greenbag Rd to the Steering Committee members in September. The objectives of this study and public involvement strategies will also be discussed.

Mr. Austin reported that the Bylaws Committee has identified several issues that need to be addressed at a meeting on July 31st. This committee is expected to meet in the middle of September and make a recommendation to the Policy Board at the October Meeting.

Mr. Austin noted that the I-79 Access Study is currently on hold, as the County was not able to provide the local matching funding of \$5,400 for this project due to fiscal constraints. The Study is intended to assess the purpose and need for a new bridge over Monongahela River, which is recommended in the MPO's 2040 Long Range Transportation Plan. The MPO is identifying alternative financial resources to fund this project. Mr. Austin then noted that he attended a meeting with the Morgantown City Manager, Commissioner Callen and representatives from WVU. They discussed preliminary funding strategies for improvements on University Ave along with the Sunnyside-Up Neighborhood TIF with Secretary Mattox. The potential funding sources discussed include TIF district funding, TIGER Grant funding, as well as funding from the state. Mr. Austin commented that the discussion was informal but productive. He then mentioned that the MPO is considering initiating a corridor planning study for the University Ave Corridor and, in the October meeting, to submit to the Policy Board an outline describing the scope of work for that study.

Commissioner Bloom expressed his concerns that the University Ave maybe too narrow to accommodate increasing traffic due to new construction. He asked how the decision was made on the road width on that segment on University, and how MPO was involved such major transportation improvement project. Mr. Hudak answered that road width was proposed the developer and approved by the city engineer. Mr. Austin noted that when invited by the city and county agencies, MPO staff regularly participate in discussions on potential highway projects and traffic impact studies for major developments. Mayor Selin noted that sidewalk should be integrated in the site plan for this project.

Mr. Austin noted that he will be on vacation from September 5th to 9th, and attend West Virginia State MPO Planning Conference from Oct 7th to 9th.

V. Presentation on Emergency Planning-Mike Wolfe, Monongalia County

Mr. Mike Wolfe made a presentation on Emergency Planning in Monongalia County. Mr. Austin noted that the MPO will coordinate with Emergency Planning. He mentioned that such coordination is required by federal regulations. He suggested that Mr. Wolfe serve on the TTAC.

VI. TIP Amendment and Administrative Adjustment

Mr. Austin introduced the first TIP amendment to install street lighting on Patteson Dr. from Monongahela Blvd to University Blvd. He noted that the total funding for this project is one million dollars covering engineering, right of way, and construction phases, and that the TTAC asked WV DOH to ensure the reconstruction of existing facilities in the area associated with this project comply with the American with Disabilities Act. The TTAC also inquired about the type of lights to be used in this project. Mr. Carr noted that the engineer for this project plans to use standard cobra head LED street lights and the project will be developed in coordination with WVU and other appropriate entities. Mr. Austin commented that this project will have a positive impact for the pedestrian and cycling environment on Patteson Dr. and that both the TTAC and CAC recommended approval of this project. Mayor Selin moved to approve this TIP amendment; seconded by Councilperson Shamberger. With no further discussion, the motion unanimously passed.

Mr. Austin then introduced administrative adjustments as described in the agenda package, including Granville-Bertha Hill Slide Correction, WV7/CR875 Intersection Improvement, Monongahela Blvd Improvement, and West Run Widening Construction. He pointed out that there is no change in the scope and purpose of those projects. Mr. Statler inquired about the cause of funding increase for West Run Widening Construction. Mr. Carr noted that it is due to more accurate cost estimate conducted during the right-of-way phase.

VII. Selection of Auditor

Mr. Austin noted that the MPO's Auditor Selection Committee has reviewed proposals submitted from two certified public audit firms and evaluated these two firms by using the State mandated proposal review procedures. The committee recommended the firm Balestra, Harr, & Scherer to audit the MPO's Finances for the next three fiscal years. Mr. Kelly moved to choose the firm that the Auditor Selection Committee recommended; seconded by Mayor Selin. With no further discussion, the motion unanimously passed.

IX. Public Involvement Process Amendment

Mr. Austin stated that after adverting the Public Involvement Process Amendment over 45 days, to date there have been no public comments on this proposed amendment allowing administrative adjustments to the Public Transportation element of the TIP as discussed in the June Policy Board Meeting. Mr. Austin then recommended approval of this amendment to the Policy Board. Commissioner Bloom moved to approve the resolution; seconded by Mayor Lewis. With no further discussion, the motion unanimously passed.

X. Downtown Morgantown Truck Letter

Mr. Austin noted that as requested by a Policy Board member, he has written an initial letter to outline the position of the MPO's 2040 LRTP on the issue of trucks in downtown. Mr. Austin then read letter.

Mayor Selin suggested that, if the LRTP has not expressly recommended against limiting truck access to downtown, it is more accurate to articulate that the LRTP is silent on this issue, instead of stating that the LRTP does not recommend limiting truck access to the downtown area. Mr. Statler disagreed and noted that the idea of limiting truck access to downtown has been discussed during the public involvement process of the LRTP in 2012 and was specifically rejected at that time. He noted that the LRTP recommended developing an alternative truck route to solve the downtown truck issue. Mr. Kelly concurred with Mr. Statler's opinion. Mr. Austin noted that concerning the downtown truck issue, the LRTP itself does not state one way or the other. Commissioner Bloom stated that to

avoid misinterpretation of the LRTP, he supports the statement that the LRTP does not recommend limiting truck access to the downtown area.

Mayor Selin stated that if the document does not expressly address this issue one way or the other, it is more accurate to state that it is silent on this issue. Councilperson Kawecki concurred with Mayor Selin's opinion.

Mr. Carr intended to read a letter stating the DOH's position on the truck issue. Chairman Giambrone called a motion to hear the DOH letter. Commissioner Bloom moved the motion; seconded by Mr. Kelly. The motion passed with Mayor Selin and Councilperson Kawecki voting against it. Mr. Carr then read the letter.

Mr. Kawecki noted that this DOH letter stated a position that DOH was adopted two years ago. Mr. Statler commented that the essence of this discussion on the LRTP is to ensure the LRTP accurately interpreted by this Policy Board and understood by the public.

Mr. Kelly made a motion to delete the sentence in the MPO letter, which states that the LRTP does not recommend limiting truck access to the downtown area, and to add a sentence, which states that the LRTP takes no position on the issue of limiting truck access to the downtown area. Mr. Bruffy seconded this motion. Mr. Austin noted that this motion is to clarify the position of the LRTP adopted two years ago and does not reflect the position of this Policy Board on the downtown truck traffic issue. Without further discussion, the motion unanimously passed.

X. Other Business

Mr. Carr asked if the Policy Board intends to take a position on the downtown truck traffic issue. Mr. Kelly suggested that the topic can be on the agenda of the October Meeting. Mayor Selin noted that it is important to define the scope and perspective of this issue and frame the question carefully, if it is to be presented to the Policy Board for vote. Commissioner Bloom agreed that the Policy Board discuss the necessity of taking a position in the downtown truck issue during the next meeting, and define the voting issue if needed.

Chairman Giambrone stated that Star City requests the MPO to conduct a traffic study on the Boyer Ave and University Ave. Mr. Austin noted that MPO accepts this task and is ready to provide such service to communities throughout the region.

XI. Meeting Adjournment

The meeting adjourned at 8:42 PM.

Morgantown - Mon County Trans. Planning Org.
 Checking Account
 As of August 31, 2014

9:58 AM
 09/12/2014
 Accrual Basis

| Type | Date | Num | Name | Memo | Class | Clr | Split | Amount | Balance |
|---|------------|------|---|----------------------------------|-------|-----|---|-----------|------------------|
| Centra-Checking (voucher checks) | | | | | | | | | 24,704.83 |
| Check | 08/15/2014 | 941 | IRS | Electronic Transfer | | √ | Salary | -1,156.00 | 23,548.83 |
| Check | 08/15/2014 | 5310 | ICMA. Retirement Corp | | | √ | Retirement Account | -1,451.33 | 22,097.50 |
| Check | 08/15/2014 | 5308 | J. William B. Austin | Electronic Transfer | | √ | Salaries | -1,910.62 | 20,186.88 |
| Check | 08/15/2014 | 5309 | Jing Zhang | Electronic Transfer | | √ | Salaries | -1,253.16 | 18,933.72 |
| Check | 08/15/2014 | 8536 | City of Morgantown | FY 2013-2014 Match | | √ | MPO (City) | -2,476.45 | 16,457.27 |
| Check | 08/15/2014 | 8537 | Comcast | | | √ | Internet | -227.57 | 16,229.70 |
| Check | 08/15/2014 | 8538 | J. William B. Austin | Trip to Charleston Mileage | | | Travel & Ent (Travel and Entertainment) | -174.90 | 16,054.80 |
| Check | 08/15/2014 | 8539 | Monongalia County | Fy 2013-2014 Match | | √ | MPO (County) | -2,476.45 | 13,578.35 |
| Check | 08/15/2014 | 8540 | Public Employees Insurance Agency | | | √ | Employee Health Insurance and L | -1,707.94 | 11,870.41 |
| Check | 08/15/2014 | 8541 | Retiree Health Benefit Trust Fund | | | √ | Salaries | -328.00 | 11,542.41 |
| Check | 08/15/2014 | 8542 | WV Board of Risk & Insurance Management | | | √ | Uncategorized Expenses | -936.00 | 10,606.41 |
| Check | 08/15/2014 | 8543 | WV Newspaper Publishing Co. | | | √ | Public Notices | -69.46 | 10,536.95 |
| Check | 08/15/2014 | 8544 | WV Newspaper Publishing Co. | | | √ | Public Notices | -228.62 | 10,308.33 |
| Check | 08/15/2014 | 8545 | Service Plus | | | √ | Accounting (Accounting Fees) | -108.72 | 10,199.61 |
| Deposit | 08/20/2014 | | WVDOH | Deposit July 2014 reimbursements | | √ | PL Funds (Funds) | 15,761.35 | 25,960.96 |
| Deposit | 08/25/2014 | | Monongalia County Planning Commission | Deposit | | √ | Internet | 113.79 | 26,074.75 |
| Check | 08/29/2014 | 8546 | Caliper Corporation | | | | Computer Software | -800.00 | 25,274.75 |
| Check | 08/29/2014 | 8547 | Centra Bank - Mastercard | Conference Expenses | | | Travel & Ent (Travel and Entertainment) | -1,102.54 | 24,172.21 |
| Check | 08/29/2014 | 8548 | Morgantown Municipal Airport | | | | Rent (Rent) | -720.00 | 23,452.21 |
| Check | 08/29/2014 | 941 | IRS | Electronic Transfer | | | Salary | -1,156.00 | 22,296.21 |
| Check | 08/29/2014 | 5311 | J. William B. Austin | Electronic Transfer | | √ | Salaries | -1,910.62 | 20,385.59 |
| Check | 08/29/2014 | 5312 | Jing Zhang | Electronic Transfer | | √ | Salaries | -1,253.16 | 19,132.43 |
| Check | 08/29/2014 | 5313 | ICMA. Retirement Corp | | | | Retirement Account | -1,451.33 | 17,681.10 |
| Check | 08/29/2014 | 5314 | WV Dept of Tax and Revenue | | | | Salary | -408.00 | 17,273.10 |
| Total Centra-Checking (voucher checks) | | | | | | | | | 17,273.10 |

Morgantown - Mon County Trans. Planning Org.
 Checking Account
 As of September 30, 2014

4:37 PM
 10/06/2014

| | | | | | | | Accrual Basis | | |
|---|------------|------|--------------------------------------|---|-------|-----|---------------------------------|-----------|------------------|
| Type | Date | Num | Name | Memo | Class | Clr | Split | Amount | Balance |
| Centra-Checking (voucher checks) | | | | | | | | | 17,273.10 |
| Check | 09/02/2014 | 8549 | Fringe Benefits Management Company | August | | √ | Employee Health Insurance and L | -293.30 | 16,979.80 |
| Check | 09/11/2014 | 8550 | Brickstreet Mutual Insurance Company | | | √ | Insurance (Insurance) | -324.00 | 16,655.80 |
| Check | 09/11/2014 | 8551 | Comcast | | | √ | Internet | -226.79 | 16,429.01 |
| Check | 09/11/2014 | 8552 | Fringe Benefits Management Company | | | √ | Employee Health Insurance and L | -293.00 | 16,136.01 |
| Check | 09/11/2014 | 8553 | Public Employees Insurance Agency | | | √ | Employee Health Insurance and L | -1,707.94 | 14,428.07 |
| Check | 09/11/2014 | 8554 | Retiree Health Benefit Trust Fund | | | √ | Salaries | -328.00 | 14,100.07 |
| Check | 09/11/2014 | 8555 | Service Plus | | | √ | Accounting (Accounting Fees) | -106.80 | 13,993.27 |
| Check | 09/11/2014 | 941 | IRS | Electronic Transfer | | √ | Salary | -1,155.99 | 12,837.28 |
| Check | 09/11/2014 | 5317 | ICMA. Retirement Corp | | | √ | Retirement Account | -1,451.33 | 11,385.95 |
| Check | 09/11/2014 | 5316 | Jing Zhang | Electronic Transfer | | √ | Salaries | -1,253.17 | 10,132.78 |
| Check | 09/11/2014 | 5315 | J. William B. Austin | Electronic Transfer | | √ | Salaries | -1,910.62 | 8,222.16 |
| Gener | 09/15/2014 | 9R | Caliper Corporation | Reverse of GJE 9 -- For CHK 8546 voided on 09/15/20 | | √ | Computer Software | 800.00 | 9,022.16 |
| Check | 09/30/2014 | 5318 | J. William B. Austin | Electronic Deposit | | √ | Salaries | -1,910.62 | 7,111.54 |
| Check | 09/30/2014 | 5319 | Jing Zhang | Electronic Deposit | | √ | Salaries | -1,253.16 | 5,858.38 |
| Check | 09/30/2014 | 5320 | ICMA. Retirement Corp | | | √ | Retirement Account | -1,451.33 | 4,407.05 |
| Check | 09/30/2014 | 5321 | WV Dept of Tax and Revenue | | | √ | Salary | -408.00 | 3,999.05 |
| Check | 09/30/2014 | 8556 | Morgantown Municipal Airport | | | √ | Rent (Rent) | -720.00 | 3,279.05 |
| Total Centra-Checking (voucher checks) | | | | | | | | | 3,279.05 |

Draft Request for Qualifications

University Avenue Complete Streets Improvement Plan

This Request for Qualifications is subject to the Morgantown Monongalia Metropolitan Planning Organizations Request for Proposal Process adopted in August of 2012 and which is available on the MPO's website www.planttogether.org.

Purpose of the Request for Qualifications

This RFQ is to identify qualified consultants to conduct complex planning tasks on behalf of the Morgantown Monongalia Metropolitan Planning Organization. The purpose of these tasks will be to expand on the recommendations of the most recent update of the MPO's long range transportation plan, in particular the recommendation related to the improvement of a portion of the University Avenue Corridor. It is anticipated that if justified, this Study will provide the proposed transportation improvement project with a Project Purpose and Need Statement, preliminary public involvement and analysis that may be used as part of a Planning and Environmental Linkage document as specified by WVDOH Policy. The Consultant selected for this project will be eligible for a potential second phase of the Study for the remaining portions of University Avenue if it is determined that it should move forward. It is possible that this phase of the Study would need to be completed within nine months of the notice to proceed.

Project Location

The corridor for the proposed study is University Avenue in Morgantown, West Virginia. The segment of University Avenue to be studied is the segment from Beechurst Avenue in downtown Morgantown to WV 705 in the vicinity of the Suncrest Neighborhood and the West Virginia University Alumni Center. University Avenue connects WVU's downtown campus to Evansdale Drive which is one of the primary access routes to WVU's Evansdale Campus as well as to University housing. University Avenue is also one of two main arterial streets serving the Sunnyside neighborhood which has historically been a primary location for student housing and commercial services.

Project Purpose and Need

The Morgantown Monongalia Metropolitan Planning Organizations (MMMPO's) 2014 Long Range Transportation Plan identifies University Avenue as an important two lane arterial with physical constraints limiting the ability to expand the roadway. University Avenue is maintained by the City of Morgantown, but it is eligible for Federal funding. It connects downtown Morgantown and West Virginia University's (WVU's) two main campuses. The MPO has recommended the development of operational and safety improvements for automobile traffic, transit, pedestrians and cyclists along this corridor. The MPO has identified the improvements to this corridor as a Tier Two Priority. Tier Two meaning a high priority need that is not recommended for immediate funding.

The creation of the Sunnyside Up Tax Increment Finance District as a means to improve the Sunnyside neighborhood and the redevelopment of WVU's two campuses has made the University Avenue corridor a much higher priority for improvement within the urban area. Funding for improvements to the corridor by these entities could be used to match Federal Funds for the improvement of the entire corridor. The purpose of the proposed Study is to identify improvements that will facilitate safe and efficient traffic operations, transit operations, and bicycle and pedestrian operations along the corridor. The study will also look at improving the appearances of the corridor to create a gateway into downtown Morgantown and WVU's campuses. The improvements proposed to create the gateway should be consistent with improvements traditionally included in the US Department of Transportation's Transportation Alternatives Program. It is anticipated that the Plan created by this Study will be used to seek Federal, State and local grants which may become available.

Project Scope of Work

It is anticipated that any proposal submitted for this project will include the following work:

- Public Involvement-It is anticipated that there will be significant public involvement in developing the plan for the subject corridor. Any proposal submitted should identify the means proposed to be used to involve the public in the Project and a proposed schedule for public involvement activities.
- Evaluation of Existing Conditions in the Corridor-Preparation of an existing conditions report on the physical conditions affecting automobile, transit, pedestrian, and bicyclist operations along the corridor. Work will include identification of physical constraints and opportunities for improvements, including right of way, sight distances at intersections, topography, and facilities for transit, pedestrians and cyclists.
- Identification of anticipated transportation demand along the corridor-It is anticipated that estimated corridor level traffic volumes will be calculated for the year 2015 and for the year 2040. The future year estimates will be based on the MPO's transportation model updated with traffic counts taken by the MPO and the West Virginia Department of Transportation. These estimates will be supplemented by estimations of the demand for pedestrian, cyclist and transit use along the corridor. The estimates for the demand for non-motorized travel will be based on data collected as part of the project with projections for future years demand informed by the goals of the area's stakeholders, including but not limited to WVU, the City of Morgantown, Sunnyside Up and Mountain Line.
- Operational Analysis of the Corridor-Prepare an analysis of the current and future years operation of the corridor under the current configuration of the road for all modes utilizing appropriate methodologies for each mode of transportation. This analysis will be used to identify the improvements needed to address existing and potential future deficiencies in the area.
- Preparation of a Corridor Plan-The product of the Study will be a detailed corridor plan that identifies the need for automobile, transit, pedestrian and bicycle facilities along the corridor. The Plan will specify the location of the proposed improvements, and constraints on

implementing the proposed improvements. The Plan will also identify any secondary impacts to parallel or connecting arterials that may result from the proposed improvements along the corridor. The Plan will also develop consistent specifications for each type of improvement along the corridor. Items to be included in the Plan such as striping for pedestrian crosswalks, the design of bus shelters to be used along the corridor, the type of vegetation to be installed as part of upgrades to the facility and other similar details that impact the appearance of the corridor. The Plan will also include an appendix documenting methodology and public involvement in the Planning process.

The Corridor Plan will identify the cost and a timeline for implementing the entirety of the Plan at one time, as well as appropriate phases for the implementation of the Plan if it should be found impractical to implement the Plan as one project. The cost of implementing each phase of the Plan and a recommended timeline for the implementation of the Plan.

-Project Timeline-It is anticipated that the proposed project should be completed in less than nine months. Respondents should provide a timeline with identified milestones for the completion of the project.



Memorandum

Date: September 22, 2014

From: Bill Austin, AICP

To: MPO Policy Board Bylaws Committee

c: Anthony Giambrone, Policy Board Chairman

Subject: Bylaws Committee Recommendations

This memorandum is to document the recommendations of the Bylaws Committee to the MPO Policy Board for consideration at the October 16th Policy Board Meeting. It was the consensus of the Committee to recommend five changes to the MPO's Bylaws and one change to the way the Policy Board addresses a personnel issue. The Committee also recommended that the Policy Board discuss two issues.

Recommended changes to the Bylaws:

-Require the Executive Director to provide the designee of each voting entity with the agenda package for the upcoming Policy Board meeting at the same time the members receive it. It is requested that the designee share the agenda with all members of their Board.

- The MPO Board Chairman is currently authorized to appoint an Interim Executive Director in the absence or incapacity of the Executive Director. Change this to the Executive Committee consisting of the Chairman, Vice-Chairman, and the Treasurer are authorized to appoint an Interim Executive Director.

-Change the quorum requirement to 50% of the voting members rather than 50% and one voting members.

-Add a provision to allow four members to call a special meeting, in addition to the current provision allowing the Chairman to call a special meeting.

-Change the provision that special meetings may be called verbally by adding that they may be called using electronic media primarily email as well.

Change to Personnel Procedure

The Bylaws Committee also recommends that the Policy Board determine the Executive Directors raise in January in conjunction with the Executive Directors annual review. Currently the Executive Directors raise is considered separately in June. This item is not a part of the Bylaws but it is a part of the MPO's procedures.

Issues for Consideration by the Policy Board:

The Bylaws Committee researched the following issues and requests that they be brought to the attention of the Policy Board.

-Linking MPO Policy Board voting to the size of the jurisdiction: In reviewing Minutes from the establishment of the MPO it was noted that it was the original intention of the Board that each jurisdiction would receive one vote for every 10,000 residents. While this seems to have been the intent of the Board at the time, it would have required the establishment of a weighted voting system to actually implement such a scheme. A weighting scheme would have been necessary because, for example, the County Commission would have needed more votes than there are Commissioners. There was no consensus among the Bylaws Committee members that the current voting procedures needed to be changed. The Committee did ask that the Policy Board be made aware of the previous rationale for the voting structure.

-Policy Board Voting Eligibility: The Bylaws Committee discussed the idea that only elected officials should be allowed voting privileges on the Policy Board. Currently, there are three non-elected members of the Policy Board who have voting privileges. They represent WVU, Mountain Line and the West Virginia Department of Transportation. It is anticipated that these members would remain as non-voting members of the Board. There was no consensus among the members of the Bylaws Committee on this issue and it was agreed that the issue should be brought to the Policy Board for discussion.



Memorandum

Date: August 21, 2014

From: Bill Austin, AICP

To: MPO Policy Board Bylaws Committee

c: Anthony Giambrone, Policy Board Chairman

Subject: Findings on Items Discussed at the July 31st Meeting

This memorandum is to document the findings on six items the Bylaws Committee asked me to investigate prior to the next Bylaws Committee Meeting. My findings are related below:

-Do State Open Meetings laws preclude a majority of County Commissioners from participating in meetings of other organizations?

In researching the issue of a majority of County Commissioners attending an outside business meeting, it was found that Open Meetings Advisory Opinion 2011-06 from the WV Ethics Commission states that a quorum of a County Commission may attend meetings of a governing board, if both the Commission and the other agency advertise the meeting as a meeting of the Commission and the governing board of the agency. A copy of the pertinent opinion is attached.

A further question was raised that the County Commission may only be allowed to meet in the Courthouse. The only reference I can find that relates to this idea is that Commissions have to hold four regularly scheduled meetings a year in the Courthouse. "The county court of each county shall hold four regular sessions each year at the courthouse thereof, at such times as may be fixed upon and entered of record by the court. It may also hold special sessions, whenever the public interests may require it..." (WV 7-1-2)

The Open Meetings Act specifies that special meetings need to be noticed at the Courthouse but there is no requirement noted for a meeting location in the Statutes that I can find other than for the four meetings noted above. The only other provision found on this subject are in the Open

Meetings Act which states “Each governing body shall promulgate rules by which the date, time, place, and agenda of all regularly scheduled meetings... and special meetings are made available, in advance, to the public...” (WV 6-9A-3)

In reviewing this language it seems that 6-9A-3 specifically empowers a governing body to determine the location of its meetings presumably except as prescribed by other legislation such as WV 7-1-2. To confirm this I spoke with the Hardy County Rural Development Authority, the agency that requested Open Meetings Advisory 2011-06, to determine if their meetings, which include a quorum of the County Commission, are held in the County Courthouse. They stated that the Development Authority meetings are held in the offices of the Development Authority two blocks from the Courthouse.

However, as stated in the Open Meetings Act, governing bodies may establish their own rules for meetings and the prohibition on meeting in other locations may be part of the Monongalia County Commissions internal rules. If there are further concerns with this question we can seek the legal opinion of our counsel or an advisory opinion from the Ethics Commission. Please advise on whether we should follow up with either course of action.

-Review the need to prepare a new Joint Resolution establishing the MPO referencing the 2010 Census and the implications that may have for the area covered by the MPO.

I have spoken with Richard Warner, Director of Planning for the Division of Highways and he sees no need for the preparation of a new Joint Resolution. The 2010 Census does not materially affect the designation of an MPO in our area. I have also examined the 2010 Census maps and the area designated as urbanized by the Census at that time does not expand into other jurisdictions.

It should be noted that the relevant Federal Legislation states that:

“(f) Existing MPO designations remain valid until a new MPO is redesignated, unless revoked by the Governor and local units of government representing 75 percent of the population in the area served by the existing MPO (the central city(ies) must be among those desiring to revoke the MPO designation), or as otherwise provided under State or local procedures. If the Governor and local officials decide to redesignate an existing MPO, but do not formally revoke the existing MPO designation, the existing MPO remains in effect until a new MPO is formally designated.” (23 CFR 450.306)

Furthermore, the Federal legislation discourages the redesignation of MPO’s:

“(k) Adding membership (e.g., local elected officials and operators of major modes or systems of transportation, or representatives of newly urbanized areas) to the policy body or expansion of

the metropolitan planning area does not automatically require redesignation of the MPO. To the extent possible, it is encouraged that this be done without a formal redesignation. The Governor and MPO shall review the previous MPO designation, State and local law, MPO bylaws, etc., to determine if this can be accomplished without a formal redesignation. If redesignation is considered necessary, the existing MPO will remain in effect until a new MPO is formally designated or the existing designation is formally revoked in accordance with the procedures of this section.” (23 CFR 450.306)

Ultimately, revisiting the Joint Agreement establishing the MPO is discouraged unless the Governor and the local units of government representing 75 percent of the population agree it is necessary.

-Is there a need to allocate a vote on the Policy Board for every 10,000 residents of each municipality?

I have researched applicable State and Federal Law on the requirements for the establishment of an MPO and I find that there is no provision requiring that votes on the Policy Board be allocated based on a particular ratio of votes to the population of the area represented. I did find in the Minutes of the September 9, 2002 MPO meeting that:

“The number of members is based proportionally on population (one voting member for every 10,000 or fraction of 10,000 people. (sic) (3 County Commission members, 3 Morgantown City Council members, 1 Star City member, 1 Westover member...”

It was also noted in the Minutes that these Bylaws are only a draft and that each representative would take them to their Board for review. The full text of these minutes are attached.

I have spoken with the Division of Highways and informally surveyed my colleagues and they have stated that the Policy Boards for the MPO’s around the State were formed in a manner similar to the Morgantown Monongalia MPO’s. With the exception of the Huntington and Hagerstown Eastern Panhandle MPO, the State’s MPO’s have not had growing populations where consideration of the voting structure has been an issue. Neither of these MPO’s has revised the voting on their Board as they have added new members. They have simply added a new seat for each new entity that has joined the MPO. In reviewing the literature on weighted voting, including studies on MPO best practices prepared for the North Carolina Department of Transportation and the Hampton Roads, Va. MPO, this roughly proportional assignment of seats on the MPO’s Policy Board is the dominant form of proportional representation on MPO’s with 82 percent of MPO’s utilizing this structure.

In summary, it appears that the stated rationale for the current representation for each local government on the Policy Board was initially based on agreement of the local agencies participating in the formation of the MPO. However, given that only two of the six local governments eligible for representation on the Policy Board, the City of Morgantown and Monongalia County has a population approaching 10,000 it appears that this rationale is not truly representative of the 1 vote to 10,000 residents requirement. To effectively implement such a policy would require weighted voting apportioning partial votes to the smaller municipalities or providing greater voting power to the larger entities to ensure that they effectively represent the stated population proportions. An example of weighting voting would be to say that a City of Morgantown Councilors or Monongalia County Commissioners vote is worth 1.5 votes while a representative of Star City's vote would be worth 1 vote. If the Committee desires to move forward in this manner an exact proportion based on the Census would need to be developed.

Another alternative to weighted voting that could be considered would be to add a larger number of representatives for the larger entities to the Policy Board. However, this would require a change in the makeup of the Board for Monongalia County since the entire County Commission is already eligible to serve on the Board. Adding another representative for the County would require the appointment of someone outside of the County Commission. The Commission could still maintain its preference for appointing elected officials if the County were to appoint the County Clerk, or the County Assessor to the Policy Board in addition to the members from the County Commission.

-How does proportional voting work in other areas?

I have performed a fairly extensive literature search on the voting procedures of various MPO's around the country. As noted in the American Metropolitan Planning Organization survey approximately 15% of MPO's use weighted voting procedures for decision making processes. No MPO in West Virginia utilizes a weighted voting system. Reflecting the desire for a unified community in many instances weighted voting procedures are not used for every vote the MPO's Bylaws specify that a weighted vote can be called for by a Policy Board member for specific votes.

I have worked with one MPO that has had an optional weighted voting system. In my experience the weighted votes were only utilized on contentious issues where the larger entities (City and or County) wanted to ensure that the result of the vote reflected their concern.

-Should Westover be asked to provide a portion of the MPO's local match since the current Bylaws state that any municipality with more than 5,000 residents should contribute?

Research from the Census Bureau website shows that Westover had a population of 3,983 in 2010, Therefore Westover has not reached the 5,000 population threshold and the City should not be asked to contribute to the MPO's operation.

-What calendar for the election of officers best meshes with the fiscal year and the audit?

Currently, the MPO's fiscal year matches the State's fiscal year running July 1 to June 30. The election of officers occurs with the change in the calendar year. Would it facilitate operations to change either the fiscal year term or the calendar for the election of officers?

In reviewing our current operations it appears that the current fiscal year calendar running from July 1 to June 30th is satisfactory. This calendar is concurrent with the State's Fiscal Year. Keeping the Fiscal Year on the State's Fiscal Year allows us to close our books at the same time as our primary funding source. This coordination makes accounting easier.

In regard to continuity of administration and finance, the current system seems to provide adequate direction to MPO staff on these matters. The election of officers in January allows the new Officers to determine a direction for the MPO's work program for the upcoming Fiscal Year since the proposed budgets are to be provided to the local funding agencies in the February-March time frame. The new Officers oversee the implementation of the first six months of the work program they developed effectively setting the direction for the remainder of the Fiscal year. If the MPO changes the election of officers to the August meeting the new officers will be overseeing the implementation of a budget developed under the direction of the previous officers. Given the current continuity of the Policy Board this is not a major issue but it is a consideration.

The current calendar also effectively provides two sets of Officers with the opportunity to review the Executive Directors performance. Currently the Policy Board reviews the Executive Directors performance in January. The new officers will be able to supplement this review with their experiences of his performance between January and June when a final recommendation for any changes to his salary as a result of his performance will be due with the new fiscal year. The current structure allows more people oversight of the Executive Directors performance.

Given the considerations noted above it appears that the current MPO calendar for the election of officers is satisfactory.