



243 High Street Room 026
Morgantown, WV 26505
(304) 291-9571
www.plantgether.org

Agenda

Policy Board Meeting
By Webex
Morgantown WV
October 15, 2020
6:00 PM

1. Call To Order
2. Public Comment Period
3. Approval of Minutes
4. Committee Report
 - a. Citizens Advisory Committee
 - b. Finance Committee
 - c. Executive Director
5. Mountain Line Transit Study Scope of Work Amendment
6. TIP Amendments
7. Auditor Selection
8. Performance Measures
 - a. Highway Safety Performance Measures (Action Item)
 - b. Transit Asset Management Performance Measures (Action Item)
 - c. Transit Safety Performance Measures (Informational)
9. Discussion of upcoming Transportation Plan Update and Comprehensive Plans
10. Other Business
11. Meeting Adjournment



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Memorandum

Date: October 15, 2020
To: Policy Board Members
From: Bill Austin, AICP
Subject: October 22, 2020 Policy Board Meeting Agenda Items

This memorandum is to inform you of the action items for the October 22, 2020 Policy Board Meeting to be held by Webex in the MPO's Offices 243 High Street at 6 PM. A link to connect to the meeting was included in the agenda transmittal email.

-Transit Study Scope of Work Amendment- With support from WVU, the City of Morgantown, and the MPO, Mountain Line Transit successfully applied for an Accelerating Innovative Mobility (AIM) grant from the Federal Transit Administration. The purpose of the grant is to identify unified fare collection mechanisms that could potentially work for Mountain Line, WVU and the Morgantown Parking Authority. Each agency using the same fare collection system could create cost savings and encourage increased usage of each agencies facilities, Another potential benefit of the additional work could be the identification of methods of collecting fares that could minimize the potential for exposure to contamination. The draft scope of work for the project is included with this agenda packet. The TTAC and the CAC recommended the amendment of the Scope of Work for the Transit Study to include this additional work.

-Proposed TIP Amendments- The West Virginia Department of Transportation Division of Highways and Mountain Line Transit have proposed the following Transportation Improvement Program amendments:

West Virginia Department of Transportation Division of Highways

FY 2020

Add

Fairchance Road (CO857)-Construction-Resurfacing-Project Number S331857124300-CR 857 to PA line-2.5 Miles
Total Cost \$372,000 GO Bond, Federal Funds \$0

Daybrook Road (WV 218)-Construction-Resurfacing-Project Number S33121800000-Marion County Line to CR 25-
5.88 Miles Total Cost \$880,000 GO Bonds Federal Funds \$0

Pedlar Run-Hagans Road (CO37)-Construction-Resurfacing-Project Number S3313700000-US 19 to CR 37/10-
4.87 Miles Total Cost \$1,407,538 GO Bonds Federal Funds \$0

FY 2021

Add

Burroughs Street+4 (CO 59/2)-Construction-Install ADA Ramps at various locations including Brockway Ave./WV-7, Willey Street/US119, Holland Ave.-Project Number STP0592001D-4.4 miles Total Cost \$954,000 Federal Funds \$763,200

I-79 Westover Bridge-Bridge Rehabilitation-Replace Pier, Replace Deck joints-

Engineering Project Number STP0792204DTC Total Cost \$15,000 Federal Funds \$13,500

Construction Project Number STP0792205DTC-0.5 miles Total Cost \$1,100,000 Federal Funds \$990,000

FY 2022

Add

Holland Avenue (WV 100)-Construction-Install ADA Ramps Design/Build-Project Number STP0100157D-2.4 miles Total Cost \$783,000 Federal Funds \$626,400

FY 2025 (Informational)

Add

University Avenue (CO055)-Construction-Install ADA Ramps Design/Build-Project Number STP0055052D-1.33 miles Total Cost \$1,593,000 Federal Funds \$1,274,400

A map of the projects locations was included with the agenda packet email. The CAC and the TTAC recommend approval of the proposed TIP Amendments to the MPO Policy Board.

In addition to the WVDOH requested TIP Amendments Mountain Line Transit has requested the following TIP Amendments. Funding for this amendment comes from an Accelerating Innovative Mobility grant from the Federal Transit Administration.

Mountain Line Transit has requested the following TIP Amendment:

2021 ADD

Accelerating Innovative Mobility Funding

Accelerating Innovative Mobility Funding \$50,000, \$40,000 Federal Funds, \$10,000 Local Funds

These funds are a grant from the Federal Transit Administration to expand the scope of the ongoing Transit Study to develop a plan for coordinated fare and fee collection with other local partners. A copy of the scope of work for this item is included in the agenda packet. The CAC and the TTAC recommend approval of the proposed TIP Amendments to the MPO Policy Board.

-Auditor Selection

As required under State Code the MPO forwarded our RFQ for auditor services to three firms from the list of eligible firms by the State Auditors Office. In response to our RFT we received two proposals for the conduct of our audit for the

period 2020 to 2023. The cost differential between the two qualified firms was \$1,200 over the three year life of the proposed contract.

The Auditor Selection Committee consisting of Mayor Lewis, Commissioner Sikora, Councilman Kawecki and the Executive Director, evaluated the proposals using the format required by the State Auditor's Office. The format required by the State includes taking into consideration the difference in price for each of the proposals as well as a variety of other factors. Utilizing the States required methodology the Selection Committee unanimously recommended the selection of Balestra, Harr, and Scherer (BHS) the MPO's current auditor for the conduct of the MPO's audits for the next three years. It should be noted that BHS was not the low bidder for the contract however, the consensus of the selection committee was that the BHS proposal was more responsive to the RFQ as identified by the process required by the State Auditor's Office It is respectfully requested that the Policy Board authorize the Executive Director to enter into a contract totaling \$9,300 with BHS for their services over the next three years.

-Performance Measures

A) Highway Safety Performance Measures

State's are required to adopt goals for these Performance measures to document progress in achieving national goals. Metropolitan Planning Organizations are asked to adopt a portion of the State goals and or their own goals to assist states in achieving progress toward their attainment. Specifically MPO's are asked to adopt the Highway Safety goals. The West Virginia Department of Transportation's Division of Highways has identified the following safety goals:

- 1) Reduce five year average fatalities on highways by 50% by 2030
- 2) Reduce the five year average number of serious injuries on highways by 66% by 2030
- 3) Reduce the five year average fatality rate per hundred million miles of traveled (HMVMT) by 50% by 2030
- 4) Reduce the five year average injury rate per hundred million of miles of travel (HMVMT) by 66% by 2030
- 5) Reduce the five year average of non-motorized fatalities and injuries:
 - a. Reduce fatalities by 50%
 - b. Reduce non-motorized serious injuries by 66% by 2030

The State's progress toward meeting these goals is fully documented in the document "2020 Highway Safety Stats" attached to the Agenda package. The achievement of goals for 2020 cannot be summarized since the year is not complete. For comparison purposes how the goals for the period ending in 2019 are documented below each proposed goal.

To reach these targets the Division of Highways has established the following targets for the next year.

- 1) Target 2017-2021 Traffic fatalities-263.70

The previous target goal for this metric was not met. The goal for previous period (2015-2019) was 271.4. The actual number of fatalities was 274.2

- 2) Target 2017-2021 Number of serious injuries over a 5 year period 1002.4

The previous target goal for this metric (2015-2019) was met with a target goal of 1123.5 and an actual number of 1077.8.

- 3) Target 2017-2021 Fatality Rate over a five year period 1,457

The previous target goal for this metric (2015-2019) was met with a target goal of 1,470 and an actual rate of 1,459.

4) Target 2017-2021 Injury Rate over a five year period 5,023

The previous target goal for this metric (2015-2019) was met with a target goal of 5629 and an actual rate of 5619.

5) Target Non-motorized fatalities and serious injuries (2017-2021) 86.2

The previous year’s target goal for fatalities (2016-2020) was not met with a target of 91.6 and the actual number of 96.8.

The CAC and the TTAC respectfully recommend adoption of the 2017-2021 Highway Safety Performance measures to the MPO Policy Board.

B) Transit Asset Management Goals

Similar to the requirements put on states for the maintenance of bridges transit providers are to develop performance measures and goals for the maintenance of their vehicles, infrastructure and equipment. For the purposes of these measures transit providers have to maintain a “State of Good Repair”. A state of good repair is defined as all assets operating at their ideal capacity within their design life. Being such a small state the WVDOT Division of Public Transit works with the transit systems around the state to develop the performance measures and target goals for the state’s public transportation providers. The table below identifies the goals targets for 2021.

Category	Class	Performance Measure	Dependency	2020 Targets	2020 Actual	2021 Targets
Rolling Stock	12 Year/500K Miles	SGR %	TAM Plan	94%	99%	100%
	10 Year/350K Miles	SGR %	TAM Plan	85%	95%	96%
	7 Year/200K Miles	SGR %	TAM Plan	85%	79%	82%
	5 Year/150K Miles	SGR %	TAM Plan	88%	88%	90%
	4 Year/100K Miles	SGR %	TAM Plan	89%	89%	90%
AVIS						
WVDOT System Reviews						
Facility	Admin, Maintenance, Storage	SGR %	WVDOT System Reviews AVIS	100%	100%	100%
	Transfer Center	SGR %		100%	100%	100%
Equipment	Support Vehicles	SGR %	WVDOT System Reviews AVIS	77%	94%	95%
	Maintenance Equip	SGR %		100%	45%	50%

SGR-State of good repair, TAM-Transit Asset Management, AVIS-West Virginia's asset management system

The CAC and the TTAC respectfully recommend the adoption of the Transit Asset Management targets for 2021 to the MPO Policy Board.

C) Transit Safety Performance Targets (Informational item)

As part of the same legislation that mandates the Highway Performance Measures the Federal Transit Administration is required to mandate that State and local transit agencies adopt Safety performance measures to ensure that Federal funding is meeting goals for efficiency and safety. **The MPO does not have to adopt these performance measures**, however we do have to take them into account as we move forward with our planning efforts. Please find Mountain Line's performance measures for the Public Transportation Safety Plan.

Bus Service

-Fatalities-Total Number of fatalities per year and the fatality rate per million revenue miles

Number of fatalities per year-0

Number of fatalities per 1,000,000 vehicle revenue miles-.05

-Injuries-Total number of injuries per year and injuries per million revenue miles

Number of injuries per year less than 12

Number of injuries per 1,000,000 revenue miles less than 10

-System Reliability-Measured as revenue miles operated divided by the number of mechanical failures

Distance between major failures greater than 80,000 miles

Distance between minor failures greater than 3,200

Demand Response Service

-Fatalities-Total Number of fatalities per year and the fatality rate per million revenue miles

Number of fatalities per year-0

Number of fatalities per 1,000,000 vehicle revenue miles-.05

-Safety Events-Total number of events per year and per million revenue miles

Number of major/minor events per year less than 1

Number of major/minor events per 1,000,000 revenue miles less than 10

-System Reliability-Measured as revenue miles operated divided by the number of mechanical failures

Distance between major failures greater than 80,000 miles

Distance between minor failures greater than 3,200

-Discussion of upcoming Transportation Plans and Comprehensive Plan Updates-It has been almost 10 years since the most comprehensive update of the area's transportation plan, the Crossroads planning effort. This effort included the development of updated Comprehensive plans for the City of Morgantown and the town of Star City. These comprehensive plans as well as the Comprehensive Plans for Westover, Granville and Monongalia County are all due for an update in 2022. MPO Staff is proposing that the area's municipalities as well as Monongalia County update their comprehensive plans in conjunction with the update the area's Metropolitan Transportation Plan in a single effort that would develop updated land use for use in the MPO's regional travel demand model. The MPO would use transportation planning funds to supplement the local funds for public involvement in the development of the Comprehensive plans to more efficiently develop all of the plans. The purpose of this discussion is to determine the interest of the area's municipalities and Monongalia County in participating in this effort. Ultimately, Staff envisions the Metropolitan Transportation Plan update process as a three step process with continuous public involvement.

- 1) Develop revised future land use projections through the Comprehensive plan update process.
- 2) Update the area's regional travel demand model to reflect the revised future land use and identify new projects that may be needed to address future growth.
- 3) Enhanced project prioritization process including local performance measures the recently adopted Bicycle and Pedestrian Plan and the ongoing Transit Plan to ensure that there is a local consensus on the projects needed in the area.

The product of this last step will be adopted by the Policy Board as the area's 2050 Metropolitan Transportation Plan. MPO Staff would appreciate any comments the Policy Board members may have on this outline of the upcoming MTP Update process.

MORGANTOWN MONONGALIA
METROPOLITAN PLANNING ORGANIZATION POLICY BOARD
VIA WEBEX
AUGUST 20, 2020 MINUTES

Members Present:

Chairman Joe Statler, Vice-chair Commissioner Tom Bloom, Treasurer Mayor Patricia Lewis-Granville, Dave Bruffy-Mountain Line, Councilperson Steve Blinco, Brian Carr-WV DOH, Councilperson Janice Goodwin-City of Westover, Ron Justice-West Virginia University, Commissioner Edward Hawkins-Monongalia County, Councilperson Dave Harshbarger, Bill Kawecki-Mayor of Morgantown, Mike Kelly-Board of Education, Councilperson Jennifer Selin, Commissioner Sean Sikora-Monongalia County

MPO Director: Bill Austin

1. Call to Order

Mr. Austin noted that due to the impact of the COVID-19 pandemic, the policy board meeting is being held virtually via teleconference.

Mr. Austin noted that Chairman Statler has called in, but he is on vacation and will not be able to preside at this meeting. Vice-chair Commissioner Bloom will preside at the meeting.

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

2. Public Comment

None.

3. Approval of Minutes

Mr. Austin noted that the minutes of the last meeting is included in the meeting package. Mayor Kawecki moved to approve the minutes as presented, seconded by Councilperson Blinco. The motion was approved unanimously.

4. Reports

a. Citizens Advisory Committee

Mr. Abildso, the Chairman of CAC, noted that the CAC met last week with a quorum of five members. The committee unanimously recommended approval of the proposed TIP amendments. Mr. Abildso noted that the committee reviewed the draft Public Involvement Policy and appreciated its enhanced layout and the information on virtual public involvement.

b. Finance Committee

Treasurer Mayor Lewis presented the financial report as the following:

-- Beginning balance in June \$55,522.94 with expenditures of \$ 32,147.25 and one deposit of \$22,659.82, leaving a balance of \$46,035.51 at the beginning of July.

-- Beginning balance in July \$46,035.51 with expenditures of \$42,917.59 and three deposit of \$42,650.31, leaving a balance of \$45,768.23 at the beginning of August.

Mr. Bruffy moved to accept the Finance Report as presented; seconded by Councilperson Selin. With no discussion, the motion unanimously passed.

c. Executive Director

Mr. Austin noted that the MPO has essentially paid off the credit lines and is in good financial shape. He noted that the MPO has been improving its the website and virtual public engagement strategies in response to the COVID-19 pandemic. Mr. Austin noted that he will take a few days off in September for moving.

5. TIP Amendment

Mr. Austin noted that WVDOH has requested TIP amendments. They include the Brockway Ave Resurfacing project, Burrough St Resurfacing project, Carroll B Lilly Memorial Bridge inspection, WV100 resurfacing projects, and Willey St resurfacing project.

Mr. Austin noted that TTAC raised a question that the project length of the Burrough St Resurfacing project is not consistent with the cost of that project. He noted that the MPO will request more information from the DOH to verify its scope of work.

Councilperson Selin asked if the four resurfacing projects will include both milling and paving. Mr. Carr noted they will include both. Mr. Bruffy moved to recommend approval of the TIP amendment to the MPO's Policy Board; seconded by Mr. Justice. With no discussion, the motion was unanimously approved.

Mr. Austin noted that WVU has requested TIP amendments for PRT upgrades. It includes rebuilding electrical components, guideway, passenger stations, CCTV system, and preventative maintenance.

Mr. Bruffy moved to recommend approval of the TIP amendment to the MPO's Policy Board; seconded by Commissioner Sikora. With no discussion, the motion was unanimously approved.

Commissioner Bloom asked if the PRT is in operation. Mr. Austin noted that the PRT is not in operation due to the pandemic.

Mr. Austin noted that the MPO's Van Pool program has been approved for additional funding by WVDOH. Mountain Line Transit Authority has requested a TIP amendment to add Congestion Mitigation and Air Quality Funds of \$20,000 for the Van Pool Program.

Councilperson Selin moved to recommend approval of the TIP amendment to the MPO's Policy Board; seconded by Mr. Justice. With no discussion, the motion was unanimously approved.

6 Draft Public Involvement Policy

Mr. Austin noted that a copy of the draft public involvement policy has included in the agenda package. Mr. Austin noted that the draft document has been duly advertised for public comment for 45 days and made available to the public for comment in accordance with the requirements of the adopted Public Involvement Policy. Mr. Austin noted that the revised document does more clearly elaborate on which electronic media may be used for public meetings and notifications and the contact list for notifications to

the public. It also includes improved graphics and a summary of the MPO's procedures in an appendix. There are no substantive changes to other subjects of the policy. Councilperson moved to adopt the draft public involvement policy as presented, seconded by Councilperson Goodwin. Councilperson Selin noted that the policy is well presented and is a good model for public engagement process. With no further discussion, the motion passed unanimously.

7. Informational Presentation on changes proposed to I-79 Exit 155

Mrs. Amy Staud of HDR Consultant made a presentation on the I-79 Exit 155 project. Vice-chair Bloom noted that he is excited about the project. He noted that the project will greatly improve the access to I-79 from the east side of Monongahela River and support the development in the region. Councilperson Selin asked about the funding mechanism for the project. Mr. Carr noted that it is funded by the General Obligation Bond.

8. Discussion of Roads to Prosperity Projects

Vice-chair Bloom expressed his appreciation to DOH for reporting the status of the Roads to Prosperity projects. He had not previously understood the large number of projects that has utilized this funding. He noted that his primary concern is the high profile projects that were advertised to be funded by the Roads to Prosperity Bonds within the Mon County during the referendum. He noted that the community was concerned about the implementation of transportation projects in the bound that they voted for, and there was confusion about the GO-bound projects and the road prosperity program.

Mr. Carr noted that besides the projects that were originally in the road prosperity program, other projects have been added the program. The road prosperity program includes not only GO-bound projects, it also includes repairing and resurfacing projects that are not otherwise funded. Mr. Carr noted that the Mon County has 39 Go-bound projects, 21 of which were completed and 18 of which are ongoing.

Vice-chair Bloom noted that he had a meeting with the judge of the Mon county circuit court and discussed the potential to expedite the legal process for the cases relating to the Mileground Road project.

Councilperson Selin asked about the status of the I-79 intersection access study. Mr. Austin noted that the I-79 access project is of significant impact to the region. It needs to undergo an extensive environmental impact study process as required by federal regulations. Concerned that the environmental process will not complete when the Go-bound funding expires, the DOH funded the initial NEPA process for the project. The DOH will split the federal funding for the construction of project into several years. It is expected that total cost for this project will exceed 200 million dollars. The project will be included in the upcoming update of the MPO's Metropolitan Transportation Plan.

Mr. Carr asked for any comments from the Board about the virtual public meeting held for the Van Voorhis Rd project. He noted that the DOH is waiting for the FHWA approval of using virtual public meeting for the Greenbag Rd project. Mr. Abildso noted that there were minor tech issues in the virtual public meeting. The overall process is good. Councilman Kawecky agreed and noted that the fly-over-video helps the public to understand the scope of the project. He noted that the virtual public meeting website could improve its function to immediately respond to questions submitted online.

Councilperson Selin noted that some residents in her constituency have commented to the DOH requesting an extension of sidewalks on Van Voorhis Rd to West Run Rd. Mr. Carr noted that the budget for the project only include installing sidewalk on part of the road. The cost of installing full-length sidewalk will be extremely high, due to the excessive slopes.

Mr. Carr noted that the presentation and document for this project is available on the DOH's website for comment until September 10.

9. Update on Mountain Line Transit Study

Mr. Bruffy noted that the transit study is back on track after the delay of public hearing caused by the pandemic. The public involvement for this study will take place remotely. The study team will also use social media to engage the community. Mr. Bruffy noted that the study will identify strategies to improve transit services for the next 3-5 years.

10. Other Business

Mr. Justice noted that crosswalk signal on Mon Blvd near the CAC and Coliseum parking lot has broken. The issue has been reported to the DOH.

Councilman Kawecki asked about the status of the Beechurst Ave project. Mr. Carr noted that the project is expected to begin construction in the upcoming year. Mr. Austin noted that the MPO is working with the DOH, WVU, and the City to identify a cost-effective way to relocate 1st Street on the river side of Beechurst Ave.

Mr. Bruffy noted that to enforce social distancing, the Mountain Line reduced the capacity of their buses. Passengers are asked to keep safety distance while waiting at bus stops. Mr. Bruffy noted that to provide information to help passengers to plan their trip, the Mountain Line has posted peak hours information and other COVID-19 related information on the website.

11. Meeting Adjournment

Meeting adjourned at 8:21 PM.



September 1, 2020

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

Re: Contract Amendment for Grant Support

Dear Mr. Austin:

Enclosed is our scope and fee contract amendment based on the grant application and previous correspondence. This project is to provide grant support for a study to identify the proper mechanism to unify fee collection among multiple transportation agencies.

We are excited to begin work on this task upon initiating a contract amendment and receiving Notice to Proceed. If you have any questions, please do not hesitate to contact me.

Sincerely,

HDR Engineering, Inc.

Michael Crall
Vice President

Two handwritten signatures in black ink. The first signature is on the left and the second is on the right.

Josh Sikich, AICP
Project Manager
614-949-3538
Joshua.Sikich@hdrinc.com

Enclosures





Exhibit E

Contract Amendment for
Grant Support

EXHIBIT E CONTRACT AMENDMENT FOR GRANT SUPPORT

Introduction

The Morgantown Monongalia Metropolitan Planning Organization (MMMPO) led an effort for the Mountain Line Transit Authority (MLTA) to apply for Federal Transit Administration Accelerating Innovation Mobility grant funding in May 2020. MLTA was recently awarded the grant.

Currently MLTA, West Virginia University (WVU), and the City of Morgantown (City) each have separate customer payment systems for buses, Personal Rapid Transit, and public parking. The grant will support a study to identify the proper mechanism to unify fee collection among multiple transportation agencies and to prepare a plan for the implementation of the study's recommendations.

Scope

This planning study will be facilitated in two phases: Existing Conditions and Implementation Plan. There will not be public engagement because recent transit planning engagement identified public perception and needs.

Existing Conditions and Requirements

1. Review current fee collection processes

HDR will review existing processes for the three agencies: MLTA, WVU, and the City. Currently there are cost sharing agreements for shared services and reallocation of costs for ridership that is tracked on certain services. Each agency will ~~be required to~~ provide HDR with documentation regarding existing processes, as appropriate.

2. Identify agency requirements

HDR will collaborate with the three agencies and MMMPO to identify requirements for each agency regarding cost, speed of implementation, and interoperability among agencies. Agency needs will be considered along with the public's desires as identified during recent public engagement completed in March 2020.

3. Identify available technology to address requirements

HDR will utilize best practices along with the needs of MLTA, WVU, and the City in order to identify available technology. Information will be summarized with key characteristics, general costs, and vendors. A matrix will be developed that connects technology options with information about the three agencies and the customer experience.

4. Work with agencies to select preferred technology

Based on the information compiled and the input from the MLTA, WVU, and the City, a preferred option(s) will be selected. HDR will facilitate a meeting to discuss, but it is anticipated that the agencies might not have the same preferences. Each agency shares

Commented [CS1]: I want to be sure that we maintain data that is private and information that can't be shared. Also, time constraints with the volume of data.

similar constituents, but each agency also has unique needs. HDR will present the information but cannot guarantee at this stage that the agencies will see eye to eye.

Existing Conditions and Requirements Deliverables:

- Monthly video call meetings and progress memo one week prior
- Technical memo summarizing Existing Conditions and Requirements

Implementation Plan

1. Develop draft specifications and review with agencies

With input from initial tasks, HDR will create draft specifications pertinent to the preferred alternative for the technology selected. These specifications will not be comprehensive, but will identify key points of consideration based on data collected and input from MLTA, WVU, and the City. This step will drive the implementation plan forward.

2. Develop coordinated timeline and identify general cost for implementation

Implementation will require multiple parties to collaborate in order to address shared needs. With input from MLTA, WVU, and the City, HDR will create a timeline for implementation of the preferred alternative. Decision points will be highlighted. Traditional agency funding sources will be identified by MLTA, WVU, and the City for consideration. HDR will identify potential funding from federal sources applicable to implementation.

3. Prepare Powerpoint Presentation

HDR will assist each agency with adoption of proposal by preparing a presentation describing the planning process and results. HDR can participate in a video call to assist on the presentation.

Implementation Plan Deliverables:

- Monthly video call meetings and progress memo one week prior
- Technical memo summarizing Implementation Plan

Schedule

A schedule that is six months (26 weeks) will allow for quick identification of needs so that MMMPO can proceed to implementation with agency partners. At several points, this schedule will require collaborative decision-making by MLTA, WVU, and the City. HDR will facilitate the planning process and engage with MLTA, WVU, and the City, but ultimately the decision to implement will be in the agencies' control.

Estimated Notice to Proceed based on grant funding		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	
Task	Week:																											
Existing Conditions and Requirements																												
Review current fee collection processes																												
Identify agency requirements																												
Identify available technology to address requirements																												
Work with agencies to select preferred technology																												
Technical memo summarizing Existing Conditions and Requirements																												
Monthly video call meetings																												
Implementation Plan																												
Develop draft specifications and review with agencies																												
Develop coordinated timeline and identify general cost for implementation																												
Prepare Powerpoint Presentation																												
Technical memo of Implementation Plan																												
Video call meetings																												
Project Management																												
Proposed Workplan & Schedule																												
Monthly Invoicing and Project Closeout																												
Task Progress																												
Draft Deliverable																												
Revised Deliverable																												
Meeting																												

Cost

Task	Approx. Hours	Approx. Cost
Existing Conditions and Requirements	194	\$28,500
Implementation Plan	112	\$17,100
Project Management	16	\$2,700
Expenses*		\$0
Total	322	\$48,300

*Due to public health guidance regarding COVID-19, this budget does not include travel expenses. Meetings will be held remotely using video calls.

5. Number of non-motorized fatalities and serious injuries

	<i>Goal</i>	Safety Performance Target Year	2013	2014	2015	2016	2017	2018	2019	2020	2021
		Baseline for Safety Performance Target Year	2015	2016	2017	2018	2019	2020	2021	2022	2023
		5 Year Time Period	2009-2013	2010-2014	2011-2015	2012-2016	2013-2017	2014-2018	2015-2019	2016-2020	2017-2021
<i>Bike & Ped Fatalities & Serious Injuries</i>	<i>66% Reduction by 2030</i>	<i>Actual Annual Number</i>	<i>116.0</i>	<i>107.8</i>	<i>106.4</i>	<i>102.6</i>	<i>93.4</i>	<i>96.4</i>	<i>96.8</i>		
		<i>Target to Reach Goal</i>		<i>111.5</i>	<i>103.5</i>	<i>101.9</i>	<i>98.0</i>	<i>89.2</i>	<i>91.6</i>	<i>91.5</i>	<i>86.2</i>
		<i>Target Met/Not Met</i>		<i>Met</i>	<i>Not Met</i>	<i>Not Met</i>	<i>Met</i>	<i>Not Met</i>	<i>Not Met</i>		
		<i>Better than Baseline?</i>		<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>No</i>		
		<i>Met or Made Significant Progress</i>		<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>No</i>		

5. Number of non-motorized fatalities and serious injuries

<i>Bike & Ped Fatalities & Serious Injuries</i>	<i>Goal</i>	Safety Performance Target Year	2013	2014	2015	2016	2017	2018	2019	2020	2021
		Baseline for Safety Performance Target Year	2015	2016	2017	2018	2019	2020	2021	2022	2023
		5 Year Time Period	2009-2013	2010-2014	2011-2015	2012-2016	2013-2017	2014-2018	2015-2019	2016-2020	2017-2021
	<i>66% Reduction by 2030</i>	<i>Actual Annual Number</i>	7.8	6.4	6.2	5.4	3.8	4.4	4.6		
		<i>Target to Reach Goal</i>		7.5	6.2	6.0	5.2	3.7	4.2	4.4	4.2
		<i>Target Met/Not Met</i>	<i>Not Met</i>	<i>Met</i>	<i>Not Met</i>	<i>Met</i>	<i>Met</i>	<i>Not Met</i>	<i>Not Met</i>		
		<i>Better than Baseline?</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>No</i>		
		<i>Met or Made Significant Progress</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>No</i>		

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Centra-Checking (voucher checks)								45,768.23
Deposit	08/10/2020		WVDOH	June 2020 Reimbursement	√	PL Funds (Funds)	24,431.18	70,199.41
Deposit	08/13/2020		WVDOH	June Transit Study Expenditures	√	PL Funds (Funds)	8,088.14	78,287.55
Check	08/13/2020	9260	Dominion Post	Notices for PIP and TIP Amends	√	Public Notices	-547.63	77,739.92
Check	08/13/2020	9261	Public Employees Insurance Agency		√	Salary	-2,217.14	75,522.78
Check	08/13/2020	9262	Retiree Health Benefit Trust Fund		√	Salary	-480.00	75,042.78
Check	08/13/2020	9263	Service Plus		√	Accounting (Accounting Fees)	-124.30	74,918.48
Check	08/13/2020	9264	United Bank		√	Line of Credit Payment (Line of C	-13,708.91	61,209.57
Check	08/14/2020	5820	J. William B. Austin	Electronic Transfer	√	Salary	-2,270.16	58,939.41
Check	08/14/2020	5821	Jessica D. Shuey	Electronic Transfer	√	Salary	-1,150.09	57,789.32
Check	08/14/2020	5822	Jing Zhang	Electronic Transfer	√	Salary	-1,457.03	56,332.29
Check	08/14/2020	5823	ICMA. Retirement Corp		√	Salary	-2,138.41	54,193.88
Check	08/14/2020	941	IRS	Electronic Transfer	√	Salary	-1,508.18	52,685.70
Check	08/28/2020	5824	J. William B. Austin	Electronic Transfer	√	Salary	-2,270.16	50,415.54
Check	08/28/2020	5825	Jessica D. Shuey	Electronic Transfer	√	Salary	-1,150.10	49,265.44
Check	08/28/2020	5826	Jing Zhang	Electronic Transfer	√	Salary	-1,457.03	47,808.41
Check	08/28/2020	941	IRS	Electronic Transfer	√	Salary	-1,508.16	46,300.25
Check	08/28/2020	5827	ICMA. Retirement Corp		√	Salary	-2,138.41	44,161.84
Check	08/28/2020	082820	WV Dept of Tax and Revenue	Electronic Transfer	√	Salary	-592.00	43,569.84
Check	08/28/2020	9265	Centra Bank - Mastercard	Bank Charge \$30, Phone \$20 Misc. f	√	Bank Service Charges (Bank Sei	-94.69	43,475.15
Check	08/28/2020	9266	Fringe Benefits Management Company		√	Salary	-1,056.36	42,418.79
Check	08/28/2020	9267	WV Board of Risk & Insurance Management		√	Administrative Overhead	-1,114.00	41,304.79
Total Centra-Checking (voucher checks)								41,304.79
TOTAL								

Morgantown - Mon County Trans. Planning Org.
 Checking Account
 As of September 30, 2020

4:52 PM
 10/15/2020
 Accrual Basis

Type	Date	Num	Name	Memo	Cr	Split	Amount	Balance
Centra-Checking (voucher checks)								41,304.79
Deposit	09/02/2020		Monongalia County	Reimbursement for J. Shuey Aug	√	Salary	2,268.46	43,573.25
Check	09/15/2020	9268	Brickstreet Mutual Insurance Company		√	Administrative Overhead	-132.00	43,441.25
Check	09/15/2020	9269	Public Employees Insurance Agency		√	Salary	-2,217.14	41,224.11
Check	09/15/2020	9270	Retiree Health Benefit Trust Fund		√	Salary	-480.00	40,744.11
Check	09/15/2020	9271	Service Plus		√	Accounting (Accounting Fees)	-119.90	40,624.21
Check	09/15/2020	5828	J. William B. Austin	Electronic Transfer	√	Salary	-2,270.17	38,354.04
Check	09/15/2020	5829	Jessica D. Shuey	Electronic Trnsfer	√	Salary	-1,150.09	37,203.95
Check	09/15/2020	5830	Jing Zhang	Electronic Transfer	√	Salary	-1,457.04	35,746.91
Check	09/15/2020	5831	ICMA. Retirement Corp		√	Salary	-2,138.41	33,608.50
Check	09/15/2020	941	IRS	Electronic Transfer	√	Salary	-1,508.14	32,100.36
Deposit	09/24/2020		Monongalia County	Reimbursement for J Shuey Sept	√	Salary	2,268.46	34,368.82
Check	09/24/2020		United Bank	Interbank Transfer	√	Line of Credit Payment	-2.18	34,366.64
Check	09/29/2020	9272	Centra Bank - Mastercard	Website \$241 Supplies \$82.37 Phone \$20		Administrative Overhead	-341.07	34,025.57
Check	09/29/2020	9273	Dominion Post	TIP Amend Ad		Public Notices	-199.84	33,825.73
Check	09/29/2020	9274	Fringe Benefits Management Company			Salary	-1,056.36	32,769.37
Check	09/30/2020	5832	J. William B. Austin	Electronic Transfer	√	Salary	-2,270.16	30,499.21
Check	09/30/2020	5833	Jessica D. Shuey	Electronic Transfer	√	Salary	-1,150.11	29,349.10
Check	09/30/2020	5834	Jing Zhang	Electronic Transfer	√	Salary	-1,457.03	27,892.07
Check	09/30/2020	941	IRS	Electronic Transfer		Salary	-1,508.14	26,383.93
Check	09/30/2020	5835	ICMA. Retirement Corp			Salary	-2,138.41	24,245.52
Check	09/30/2020	093021	WV Dept of Tax and Revenue	Electronic Transfer		Salary	-592.00	23,653.52
Total Centra-Checking (voucher checks)								23,653.52

TOTAL