



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

### **Agenda**

MPO Transportation Technical Advisory Committee Meeting  
MPO Conference Room  
Morgantown Airport Terminal  
January 5, 2016  
1:30 PM

1. Call To Order
2. Approval of Minutes
3. TIP Amendments
4. MPO Unified Planning Work Program for FY 2016-17
5. Draft Title VI Policy
6. Draft LRTP Update Plan
7. Review of Traffic Count Locations
8. Mountain Line Update
9. Update on Ongoing Projects
10. Other Business
11. Meeting Adjournment



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

[www.planttogether.org](http://www.planttogether.org)

### **Memorandum**

Date: March 2, 2016  
To: Transportation Technical Advisory Committee Members  
From: Bill Austin, AICP  
Subject: March 7, 2016 TTAC Agenda

Please find below a short description of the items to be considered at the March 7, 2016 TTAC Meeting to be held at the MPO Office in the Conference Room at 1:30 PM.

**-TIP Amendments-**The West Virginia Department of Transportation has requested that the TIP be amended to include the following two projects:

#### **FY 2016 Add**

WV7-Cassville Road-Resurface for a distance of 1.89 miles from the junction of CR 43 to the junction with US 19 Project Number ACNH0007283D Total Cost \$500,000 Federal Funding \$0

-US 119-resurface 2.61 miles from the junction with CR 60 (Stewartstown Road) to PA State Line Project Number ACNH01194300 Total Cost \$950,000 Federal Funding \$0

These projects have been advertised as required by the MPO's Public Involvement Policy. It is respectfully requested that the TTAC recommend approval of the TIP Amendments to the Policy Board.

**-Draft MPO Unified Planning Work Program for FY 2016-2017-**Please find enclosed in your agenda packet the Draft Unified Planning Work Program for FY 2016-2017. The draft UPWP. This document was reviewed by the TTAC, the CAC and the Policy Board in January. It has been available for public review in accord with the MPO's public involvement policy. We would appreciate the TTAC's recommendation for approval to the MPO Policy Board.

**-Draft Title VI Plan-**During consideration of the MPO's Public Involvement Plan it was mentioned that the MPO might need to develop a Title VI Plan. After discussions with the WVDOH and Federal Highway Administration it has been determined that the MPO does need a Title VI Plan. Staff has drafted the attached draft Title VI Plan using the Hagerstown Eastern Panhandle MPO's Plan as a model. We anticipate releasing the draft Title VI Plan for public comment after the March Policy Board meeting with adoption of the Plan at the May Policy Board meeting. We would appreciate the TTAC's review of the draft Title VI Plan so we may make any necessary corrections prior to release to the public. Please note that for brevity the version of the Title VI Plan included in the Agenda packet does not include the Appendices. The Appendices are available upon request.

**-Draft LRTP Update Plan-**MPO Staff has develop a work plan for the upcoming update of the LRTP. This plan will guide the development of the LRTP during the upcoming fiscal year, even though we anticipate performing preliminary work to update the LRTP during this fiscal year. We would appreciate the TTAC's review of this Work Plan to provide us with any insights into additional work that needs to be done as part of the Update as well as any concerns with the work as proposed. This item will not need to be adopted by the Policy Board.

**-Traffic Count Locations-**The MPO will be scheduling counts for the Annual Traffic Count Program shortly. A map of the current count locations is included in the agenda packet for your information. We would appreciate any suggestions for the improvement of the traffic count program the TTAC may have.



82 Hart Field Road Suite 105  
Morgantown WV, 26505  
[www.plantgether.org](http://www.plantgether.org)

## **MINUTES**

MPO Transportation Technical Advisory Meeting  
Morgantown Airport Terminal Building 1<sup>st</sup> Floor  
Morgantown Monongalia MPO Conference Room  
Jan 5, 2016  
1:30 PM

### **Members Present**

Damien Davis-City of Morgantown, Chris Fletcher-City of Morgantown  
Chandra Inglis Smith-FHWA, Clement Solomon-WVU, Fouad Shoukry-WV DOH  
Brian Carr-WV DOH, Dave Bruffy-MLTA, Bill Austin-MMMPO, Rich Wood-Monongalia County  
Planning

### **Members Absent**

Ron Snyder, James Meadows, Donny Williams

### **Others Present**

Jing Zhang-MMMPO

### **1. Call to Order**

Mr. Austin called the meeting to order at 1:30 PM. The meeting attendees introduced themselves.

### **2. Approval of the Minutes**

Mr. Austin noted that the minutes of the November meeting were included in the agenda packet.

Mr. Fletcher moved to approve the minutes; seconded by Mr. Wood. With no discussion, the motion was unanimously approved.

### **3. Draft TIP**

Mr. Austin noted that the draft 2016-2021 Transportation Improvement Program was included in the agenda package. In addition to the standard highway and transit project lists, staff identified low income and non-English speaking communities within the MPO's area and how the TIP project affects them. The project table added a new column to describe goals and objectives associated with each project. Mr. Austin noted that the draft TIP was duly advertised under the MPO's Public Involvement Policy. Mr. Austin then noted that there are four projects added to this draft TIP. They are: Greenbag Rd Improvement Project, Van Voorhis Widening Project, Beechurst Ave Widening and Spot Improvement Project, and West Run

Widening Project. He noted that these are high priority projects in the MPO's LRTP. Mr. Fletcher moved to recommend approval of the draft TIP to the MPO's Policy Board; seconded by Mr. Wood. With no discussion, the motion was unanimously approved.

Mr. Solomon asked if the MPO is required to prepare a separate Title VI policy. Mr. Austin noted that the MPO will study the population composition of the urban area and determine the necessity to develop a separate policy to satisfy Title VI requirements. Mr. Wood noted that local income population appears to concentrate in certain census blocks where students live. Mr. Bruffy noted that the MLTA will adjust its service to meet the requirement from Title VI policies.

#### **4. TIP Amendments**

Mr. Austin noted that WV DOH has requested two projects for the TIP Amendments. They are two resurfacing projects. One is an I-79 project; and the other is on CO 73 Smithtown Road. Mr. Davis noted that the amount of funding for the CO 70 project seems not sufficient to cover the whole project length. Mr. Carr noted that it is likely that those projects are spot improvements. Mr. Wood noted that the segment of CO 73 addressed in the project needs substantial improvements. Mr. Fletcher moved to recommend approval of the proposed TIP Amendments to the MPO's Policy Board Seconded by Mr. Wood.

#### **5. Draft MPO Unified Planning Work Program for FY 2016-17**

Mr. Austin noted that the major task for the MPO staff during FY 2016-17 is to update the MPO's LRTP, including updating MPO's Model, revisiting LRTP's goals and objectives, and assessing project recommendations. Mrs. Smith noted that from 2017, most MPOs in West Virginia, including Morgantown Monongalia MPO, will be required to update their LRTP for every four years. Mr. Austin then noted that the budget for FY 2016-17 is generally consistent with the previous year, except for two areas of significant increase. One is the potential increase of health insurance cost; the other is the salary increase for Jing Zhang, who has been promoted to be a MPO's Transportation Planner II.

#### **6. Update on Project Status**

##### *Granville Westover Pedestrian Study*

Mr. Austin noted that the Study has completed data collection, existing condition analysis, and the first round of community input and MPO staff is in the process of drafting recommendations for the committee's review. Mr. Zhang noted that initial recommendations will include 14 projects to improve walkability and connectivity in the study area.

##### *I-79 Access Study*

Mr. Austin noted the I-79 Access Study is in the process of identifying concerns and problems based on existing traffic condition and community input. He then noted that the ultimate goal of this study is to identify the purpose and need for a potential project in this region to reduce traffic congestions and improve mobility. Mr. Austin noted the the steering committee of this study will meet on January 19<sup>th</sup> to explore potential alternatives to address identified traffic issues. The potential alternatives will include no-build scenario, TMA management option, as well as bridges at 6 locations. Mr. Austin noted that MPO has recently received more than 200 letters, the majority of which voiced oppositions to the construction of a potential bridge in the Arboretum area. He noted that such opinion will be considered by the steering committee. Mr. Carr noted that there is a misperception from the public that the study is a bridge study. In fact, the study is a comprehensive traffic study to explore potential alternatives to improve the regional transportation network.

### *University Avenue Complete Streets Study*

Mr. Austin noted that the consultant is expected to provide refined recommendations for the steering committee's review in next few weeks. After that, projects recommended in this plan will be presented to the public for comments.

### **7. Other Business**

Mr. Shoukry asked if WVU is currently maintaining University Ave in the Grumbein's Island area. Mr. Solomon noted that the University is maintaining that section of University Ave, including sidewalks and lightening. He also noted that the University does not own that segment on University Ave. It remains a state route. Mr. Fletcher noted that the City of Morgantown also maintains that section for snow removing and debris cleaning. Mr. Carr noted it is necessary to establish an agreement among WV DOH, WVU, and the City of Morgantown, to clarify the ownership and maintenance issues. Mr. Bruffy noted that he expects that the proposed redesign of the Grumbein's Island will improve the safety and efficiency of transit service.

Mr. Bruffy noted that MLTA is developing a plan to adjust its service due to anticipated funding deficiency. Currently, MLTA is seeking community input for that issue.

Mr. Bruffy also noted that the MLTA will host a ribbon cutting ceremony this afternoon at Cheat Lake Park-and-Ride Parking lot.

### **9. Meeting Adjournment**

There being no further business. The meeting adjourned at 2: 36 PM.



# **Morgantown Monongalia MPO**

## **2016 LRTP Update Work Plan**

*(Draft)*

# CONTENTS

Introduction.....	3
TASK 1. Project Management.....	3
1.1 General Management.....	3
TASK 2. Public Involvement.....	3
2.1 Steering Committee Meetings.....	3
2.2 MPO Internal Review.....	4
2.3 Public Meeting.....	4
2.4 Project Website.....	5
2.5 Community Survey.....	5
TASK 3. Technical analysis.....	5
3.1 Travel Demand Model Update.....	5
3.2 Existing Condition Analysis.....	6
3.3 Environmental Justice Analysis.....	6
3.4 Project Evaluation and Priority.....	6
TASK 4. Freight Planning.....	6
4.1 Freight Data Collection.....	6
4.2 Community Impact Analysis.....	7
4.3 Freight Stakeholder Committee.....	7
TASK 5. Recommendations.....	7
5.1 Project Recommendations.....	7
5.2 Implementation Plan.....	8
TASK 6. Documentation.....	8
Task Schedule.....	9



## INTRODUCTION

The MPO's Long Range Transportation Plan (LRTP) is a federally mandated document that is required to be updated every five years. The MPO's current LRTP was adopted in 2013. This LRTP update will be conducted in FY 2016-17 and is expected to be adopted by the MPO's Policy Board by March, 2017.

The 2016 LRTP Update will detail how the MPO's urbanized area transportation system will evolve from 2017 to 2045. The main purpose of this update is to identify major regionally beneficial transportation projects which can be targeted for federal funding in the next 28 years. The projects recommended in this update will contribute to increase the mobility and connectivity of the entire transportation system to create a more efficient travel network. The Update will be undertaken by MPO's staff under the guidance of a steering committee consisted by stakeholders from the community.

## TASK 1. PROJECT MANAGEMENT

### 1.1 General Management

MPO staff will coordinate with stakeholders in the community, including the following agencies/entities:

- City of Morgantown
- City of Westover
- Town of Granville
- Star City
- Monongalia County
- Mountain Line Transit Authority
- WV Division of Highways
- Morgantown Area Chamber of Commerce

The project management has the following components:

- Project work plan
- Steering committee meeting and public hearing
- Project communication to social media and the public

## TASK 2. PUBLIC INVOLVEMENT

### 2.1 Steering Committee Meetings

It is suggested that the steering committee for this study consist of twelve (12) representatives from following entities:

- 1 representative from City of Morgantown
- 1 representative from City of Westover
- 1 representative from Town of Granville
- 1 representative from Star City
- 1 representative from Monongalia County
- 1 representative from WV DOH
- 1 representative from the Mountain Line Transit Authority
- 1 representative from West Virginia University
- 1 representative from the trucking industry

- 1 representative from the Chamber of Commerce
- 1 representative from the minority community in the MPO area
- 1 representative from the low-income community in the MPO area

Four (4) steering committee meetings are assumed. Expected topics for each meeting are:

- The first meeting
  - Introduce the 2016 update process
  - Review the current LRTP and proposed/committed projects
  - Identify initial concerns
- The second meeting
  - Report existing conditions and proposed projects;
  - Identify initial changes to current LRTP;
  - Review priority methodology.
- The third meeting
  - Review outcomes from the first round of community outreach;
  - Refine changes to current LRTP;
  - Prioritize projects.
- The fourth meeting
  - Review final changes in the LRTP updates.

## 2.2 MPO Internal Review

The MPO Transportation Technical Advisory Committee (TTAC) and Citizens Advisory Committee (CAC) will provide guidance, input, and feedback to the study. The internal review of this study will be held during regular TTAC and CAC meetings.

## 2.3 Public Meeting

MPO staff will host three (3) public meetings to gather community input for the study. Meetings will be walk-in open house style.

### *The First Meeting*

- The purpose of this meeting is to
  - Introduce the 2016 LRTP Update project to the public.
  - Capture community's concerns on transportation issues.
  - Understand community's view on goals and objectives.
  - Receive feedback on whether or not recommendations made by the last LRTP are still appropriate in light of the review of the Plan's goals and objectives.
- MPO staff will present the following items for public review and comment:
  - LRTP Update process
  - Update Goals and objectives outlined in the previous LRTP.

### *The Second Meeting*

- The purpose of this meeting is to

- Receive feedback on the proposed changes to the LRTP, suggested by the steering committee and MPO staff.
- Identify other potential changes to the LRTP.
- Receive feedback on project priority methodologies.
  
- MPO staff will present the following items for public review and comment:
  - Information from updated MPO model.
  - Projects included by the current LRTP.
  - Projects proposed by the MPO subarea/corridor studies since the last LRTP adoption.
  - Projects proposed by other transportation agencies since the last LRTP adoption.
  - Proposed changes to the LRTP
  - Information on project priority methodologies

#### *The Third Meeting*

- The purpose of this meeting is to
  - Present the final recommended updates to the LRTP
  - Solicit public comment on proposed changes to the LRTP
- MPO staff will present the following items for public review and comment:
  - A complete list of projects proposed to be included in the updated LRTP
  - Changes proposed to be made in the updated LRTP.

## 2.4 Project Website

The project website will be hosted on the MMMPO website ([www.planttogether.org](http://www.planttogether.org)). At minimum, MPO staff will post the following items on the page in a timely manner.

- Project Schedule.
- Survey and public comment form.
- Agenda packages for steering committee meeting and public meetings.
- Meeting advertisements and posters.
- Reports and analysis.
- Contact information

## 2.5 Community Survey

MPO Staff will develop two surveys. The first survey is to capture major transportation related concerns of community. The second survey is to assist the steering committee with project prioritization. Both surveys will be available in hardcopy and online. The surveys will be published through other media, such as Facebook and Twitters.

## **TASK 3. TECHNICAL ANALYSIS**

### 3.1 Travel Demand Model Update

MPO Staff will update the MPO's travel demand model, including

- Editing the network to include any projects accomplished and committed since the last LRTP adoption.

- Calibrating model based on the 2015 MPO annual traffic counts.
- Updating socioeconomic data to 2045

### 3.2 Existing Condition Analysis

MPO staff will analyze existing condition and update/add the following information in the LRTP:

- Existing capacity deficiencies.
- Reported motor vehicle crash locations
- Population density
- Transit service coverage
- Regional bicycle network
- Reported bicycle crashes
- Reported pedestrian crashes

### 3.3 Environmental Justice Analysis

MPO staff will update the Environmental Justice Analysis Section in the current LRTP by providing updated information on: minority, poverty, limited English Proficiency.

### 3.4 Project Evaluation and Priority

MPO staff will assist the steering committee to develop an appropriate method to evaluate projects recommended in the 2016 LRTP update.

At minimum, the following evaluation methods will be considered:

- Effectiveness matrix
- Multiple objective analysis
- Aggregate Ranking

## **TASK 4. FREIGHT PLANNING**

MPO staff will integrate freight into the LRTP updating process by providing analysis on its current and future status and its impacts on the community. The Update will recommend strategies to accommodate the needs for freight transportation.

### 4.1 Freight Data Collection

MPO staff will work with other agencies, such as the state DOT, chamber of commerce, and truck companies, to identify the following information:

- Commodity-flow route in the community.
- Vehicle characteristics.
- Type of goods on the transportation network.

Freight movements to be studied in the update process will include external-internal movements, through movements, and internal movements.

## 4.2 Community Impact Analysis

Based on collected freight movement data, MPO Staff will conduct a Community Impacts Analysis as part of the existing condition report. Analysis findings will be presented to the steering committee in the second steering committee meeting and to the community in the second public hearing.

The analysis will address the following issues as outlined in National Cooperative Highway Research Program (NCHRP) Synthesis Report 320, *Integrating Fright Facilities and Operations with Community Goals*:

- Traffic flow and congestion
- Safety and security
- Economic development
- Environmental concerns
- Noise and vibrations
- Land use and value

## 4.3 Freight Stakeholder Committee

As part of the 2016 LRTP Update process, MPO staff will work with the Chamber of Commerce and the trucking industry to seek to establish a metropolitan level Freight Stakeholder Committee. The Committee will function as a MPO's standing advisory committee on freight issues.

The Committee will serve the following purposes, as suggested by the FHWA guidebook for engaging the private sector in freight transportation planning:

- Provide a voice for the freight community in regional transportation planning
- Share information, discuss concerns, and serve as an advocate for local freight operations and improvements for freight and goods movement
- Identify and prioritize needs and investments to promote the safe, efficient, cost-effective, and environmentally responsible movement of freight
- Educate policy makers on interdependence of freight and passenger systems
- Promote economic development
- Improve data/technology sharing for freight analyses and planning

# TASK 5. RECOMMENDATIONS

## 5.1 Project Recommendations

The study will recommend a set of projects to improve the transportation system in the MPO's area. Those projects will come from following sources:

- Projects proposed in the 2013 LRTP.
- Projects proposed in MPO's subarea studies or corridor studies.
- Projects identified and approved by steering committee during the 2016 LRTP Update process.

## 5.2 Implementation Plan

The study will provide refined implementation strategies for each proposed project. The implementation strategies will be based on those identified in the 2013 LRTP.

### **TASK 6. DOCUMENTATION**

MPO staff will create 2015-2045 Long Range Transportation Plan. MPO staff will update/add the following appendices to the current LRTP:

- Public Involvement Process for the 2016 Update
- 2045 Socioeconomic Data Forecast
- 2016 Model Performance Memorandum
- Freight Planning Memorandum
- Project Evaluation Memorandum

100 hardcopies will be available at the MPO's office and the digital copy will be available on the MPO's website, [www.plantgether.org](http://www.plantgether.org).

**TASK SCHEDULE**

		2016										2017		
		March	April	May	June	July	August	September	October	November	December	January	February	March
TASK 1	1.1 General Management	X	X	X	X	X	X	X	X	X	X	X	X	X
TASK 2	2.1 Steering Committee Meetings				1st Meeting		2nd Meeting			3rd Meeting			4th Meeting	
	2.2 MPO Internal review						X		X	X		X		
	2.3 Public Meeting					1st Meeting		2nd Meeting				3rd Meeting		
	2.4 Project Website				X	X	X	X	X	X	X	X	X	X
	2.5 Community Survey				1st Survey	1st Survey		2nd Survey	2nd Survey					
TASK 3	3.1 Travel demand Model Update	X	X											
	3.2 Existing Condition Analysis		X	X	X	X	X							
	3.3 Environmental Justice Analysis (data collection)		X	X										
	3.3 Environmental Justice Analysis (project evaluation)							X	X	X	X	X		
	3.4 Project Evaluation and Priority							X	X	X	X	X	X	
TASK 4	4.1 Freight Data Collection	X	X	X										
	4.2 Community Impact Analysis (data collection)				X	X								
	4.2 Community Impact Analysis (project evaluation)							X	X	X	X	X		
	4.3 Freight Stakeholder Committee								X	X				
TASK 5	5.1 Project Recommendations				X	X	X	X	X	X	X	X	X	X
	5.2 Implementation Plan							X	X	X	X	X	X	X
TASK 6	6.1 Documentation	X	X	X	X	X	X	X	X	X	X	X	X	X

# **Morgantown Monongalia Metropolitan Planning Organization**



## **Draft Title VI Plan**

**March 2016**

**Adopted:**



## Contents

Policy Statement .....	3
Introduction .....	4
MMMPO Profile and Organizational Structure.....	4
Structure .....	5
TITLE VI Components .....	9
Regional Overview .....	9
Environmental Justice and Demographic Profile.....	9
Four-Factor Analysis.....	12
LEP Implementation Plan.....	15
Communications and Public Involvement .....	15
Public Participation Plan .....	16
Monitoring Process and Complaint Procedures .....	16
Complaint Procedures.....	16
Title VI Assurances .....	18

### **Appendix A: Authorities**

### **Appendix B:Memorandum of Understanding**

### **Appendix C: Table of Minority Representation on Boards**

### **Appendix D: Complaint Forms**

### **Appendix E: Public Notice**

### **Appendix F: List of Investigations**

### **Appendix G: Definitions and Acronyms**

## Policy Statement

The Morgantown Monongalia Metropolitan Planning Organization (MMMPO) assures that no person shall on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. MMMPO further assures every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not. The Civil Rights Restoration Act of 1987, broadened the scope of Title VI coverage by expanding the definition of terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally assisted or not (Public Law 100259 [S.557] March 22, 1988.) In the event the Recipient distributes federal aid funds to a sub-recipient, the Recipient will include Title VI language in all written agreements and will monitor for compliance.

MMMPO’s Executive Director is responsible for initiating and monitoring Title VI activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulation (CFR) 200 and 49 Code of Federal Regulation 21.

---

J. William B. Austin, Executive Director

Date

## Introduction

Title VI of the Civil Rights Act of 1964 states that, “No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

Subsequent laws, regulations, directives, and executive orders enlarged the criteria for which discrimination is prohibited to include disability, sex, age, income, and limited proficiency in English. These related authorizations are identified in Appendix A. Two Presidential Orders are particularly important to these requirements. Executive Order 12898 requires that federal agencies address equity and fairness, known as Environmental Justice, toward low income and minority persons and populations. Executive Order 13166 requires federal agencies to ensure that people who have Limited English Proficiency (LEP) have meaningful access to federally conducted and/or funded programs and activities.

The Morgantown Monongalia Metropolitan Planning Organization (MMMPO) is a sub-recipient of federal aid. As a sub-recipient of federal aid the MMMPO is mandated to comply with Title VI and subsequent nondiscrimination laws and regulations. In addition to complying with the requirements noted above Executive Orders 12898 (Environmental Justice) and 13166 (LEP) require the MMMPO to provide an overview of how it addresses the provisions of these Orders. This plan was developed to document the MMMPO’s ongoing efforts to ensure compliance with Title VI related rules and regulations as well as related statutes regarding non-discrimination and environmental justice.

## MMMPO Profile and Organizational Structure

In accordance with the requirements of Federal statute (23 USC 134), the MMMPO has been designated by the State of West Virginia and the US Department of Transportation as the lead agency for transportation planning in Monongalia County particularly for the urbanized area surrounding Morgantown.

The MMMPO was organized in 2003 due to population growth identified in the 2000 Census. The purpose of the MPO is to fulfill the requirements of federal regulations for urbanized areas with a population exceeding 50,000 that specify that there should be a regional forum for a continuous, cooperative, and coordinated, transportation planning process. The plans prepared by the MMMPO and the planning process utilized by the MMMPO should address the following:

- (A) support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- (B) increase the safety of the transportation system for motorized and nonmotorized users;
- (C) increase the security of the transportation system for motorized and nonmotorized users;
- (D) increase the accessibility and mobility of people and for freight;

(E) protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;

(F) enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;

(G) promote efficient system management and operation; and

(H) emphasize the preservation of the existing transportation system.

(23 US 134)

### Structure

The MMMPO is governed by a Policy Board which includes representatives of all of the incorporated communities in Monongalia County as well as West Virginia University, the Monongalia County Board of Education, the West Virginia Department of Transportation and Mountain Line Transit. Following is a list of the communities and agencies that sit on the MPO Policy Board. (Unless otherwise noted each agency has one vote on the Policy Board)

Blacksville, Granville, Monongalia County (3 members), Monongalia County Board of Education, Morgantown (3 members), Mountain Line Transit, Star City, Westover, West Virginia Department of Transportation, West Virginia University

The MMMPO's committee structure includes three committees that report to the Policy Board. The Technical Advisory Committee is made up of professional staff that reviews the MPO's operations and technical products. The Citizens Advisory Committee is made up of volunteers appointed to represent the constituents of the MMMPO's member agencies. The Policy Advisory Committee is made up of representatives of the business community and significant community groups. The PAC is to meet at least annually to advise the Policy Board on policy issues that may arise. The MPO's Bylaws specifies a minimum membership but the PAC may have representation from additional organizations as well.

---

**2016 Morgantown Monongalia MPO Committee Membership  
Metropolitan Planning Organization Policy Board**

**Officers**

Chairman-Commissioner Eldon Callen, Monongalia County Commission

Vice-Chairman-Mayor Herman Reid, Star City

Treasurer-Mayor Patricia Lewis, Granville

Secretary, Bill Austin, MPO Director ex officio

**Members**

Mountain Line Transit, Dave Bruffy

City of Morgantown-Mayor Marty Shamberger, Councilors Jennifer Selin, Wes Nugent,

Monongalia County Board of Education-Michael Kelly

Blacksville, The Honorable Joe Statler

Westover-Councilperson Janice Goodwin

Monongalia County Commission-Commissioners Tom Bloom, Edward Hawkins

West Virginia University-Randy Hudak

West Virginia Department of Transportation-Division of Highways-Brian Carr

**MPO Citizen's Advisory Committee**

Maria Smith, Christiaan Abildso, Chip Wamsley, Chris Azzaro, Ed Sneckenberger, Bill Rice, Joe Patten, Matthew Cross, Charles Renner

**MPO Transportation Technical Advisory Committee**

Federal Highway Administration and Federal Transit Administration-Jason Workman, ex officio

Town of Granville, Ron Snyder, Town Manager

Monongalia County Board of Education, Jeff Meadows

Monongalia County, Richard Wood, Planning Director

City of Morgantown, Damien Davis-City Eng., Chris Fletcher-Dir. of Dev. Services,

Morgantown Monongalia MPO-Bill Austin, ex officio

Mountain Line Transit, Dave Bruffy

West Virginia Department of Transportation-Brian Carr, Elwood Penn, Foad Shoukry, Donald Williams

West Virginia University, Clement Solomon

Morgantown Utility Board-Tim Ball

### **Policy Advisory Committee (Agencies to be Invited)**

Mountain Line Transit Authority

West Virginia Department of Transportation

West Virginia University

Monongalia County Development Authority

The Director of the Morgantown Area Economic Partnership

The Executive Director of the Morgantown Area Chamber of Commerce

The Federal Highway Administration

The Federal Aviation Administration

The Federal Transit Administration

The West Virginia Governor's Office

Resident Associations

Local Commercial Associations

Emergency Service Organizations

Morgantown Utilities Board

Ruby Memorial Hospital

Monongalia General Hospital

Monongalia County Board of Education

Morgantown Municipal Airport

### **Title VI Coordinator and Responsibilities**

The MMMPO Executive Director is responsible for Title VI Coordination, ensuring the implementation and management of the MMMPO Title VI Plan.

### **Title VI Coordinator Contact Information:**

J. William B. Austin, AICP

Executive Director

Morgantown Monongalia MPO

82 Hart Field Road Suite 105

Morgantown, WV 26505

(304)291-9571

baustin@labyrinth.net

**Title VI Coordinator Responsibilities include:**

- Monitor and review agency programs, policies and activities for Title VI compliance;
- Collect and review statistical data (race, color, sex, age, disability or national origin) to prevent or eliminate potential disparate treatment discrimination;
- Work with staff involved in procurement or consulting contracts to insure that Title VI compliance is met; and mitigating any issues if it is not met;
- Maintain a list of interpretation service providers;
- Periodically review and update the Title VI Plan;
- Attend trainings to keep aware of non-discrimination opportunities and procedures; and,
- Resolve Title VI complaints in a timely and thorough fashion

## TITLE VI Components

### Regional Overview

As shown in the figure, the Morgantown Monongalia MPO encompasses the 366 square miles of Monongalia County, West Virginia and its incorporated municipalities including the City of Morgantown, the City of Westover and the towns of Blacksville, Granville, and Star City. The Census Bureau’s American Community Survey indicated that Monongalia County had an estimated total population of 103,463 as of 2013. Approximately, 71,202 (approximately 69%) of those residents reside in and around the urban core centered on Morgantown.

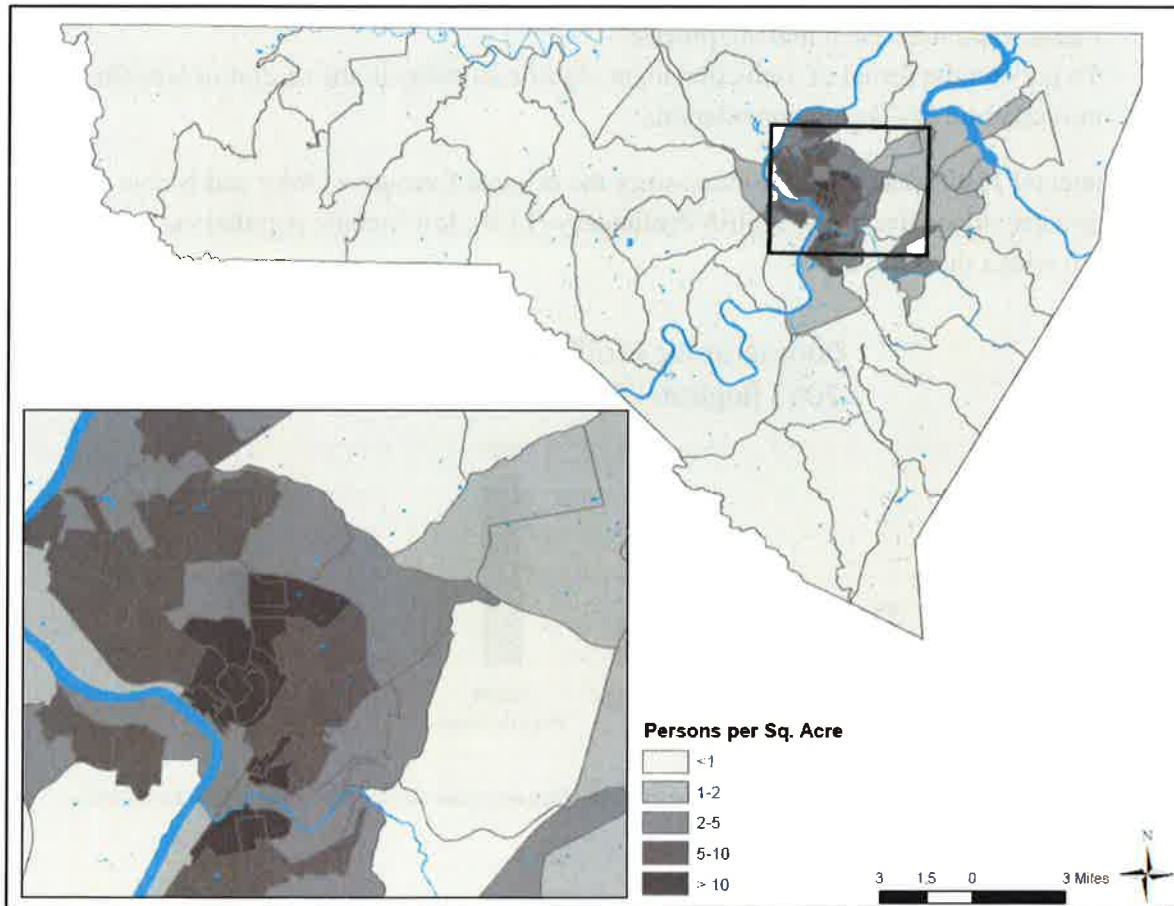


Figure 1: Population Density of the MMMPO Region (Source: 2009-2013 American Community Survey-5-year Estimates)

### Environmental Justice and Demographic Profile

In keeping with the requirements of Title VI of the Civil Rights Act of 1964 as amended, and with Executive Order 12898 which expanded the scope of previous guidance to include



identifying and avoiding “disproportionately high and adverse impacts” on minority and low-income populations. The United States Department of Transportation (USDOT) Order 6640.23 requires the Federal Highway Administration and the Federal Transit Administration to implement the principles of environmental justice in all programs, policies, and activities. . The three principles of environmental justice are:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social economic effects, on minority populations and low income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision making process.
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low income populations.

Environmental Justice has been expanded since the original Executive Order and is now focused on four groups: minorities, Low English Proficiency (LEP), low income populations, and population with a disability.

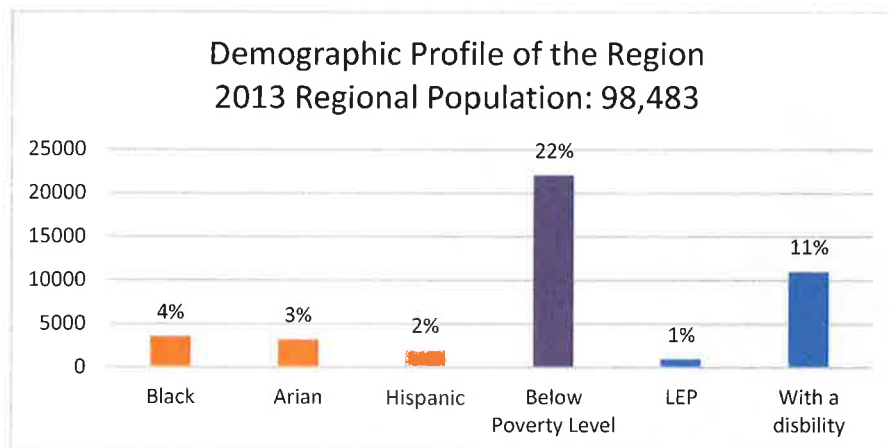


Figure 2 Demographic Profile of the Region (Source: 2009-2013 American Community Survey-5-year Estimates)

Table 1: Race and Ethnicity by County (Source: 2009-2013 American Community Survey-5-year Estimates)

Area	Black/African American	% Black/African American	Asian	% Asian	Hispanic	%Hispanic
Monongalia County	3,526	3.6%	3,197	3.2%	1,951	2.0

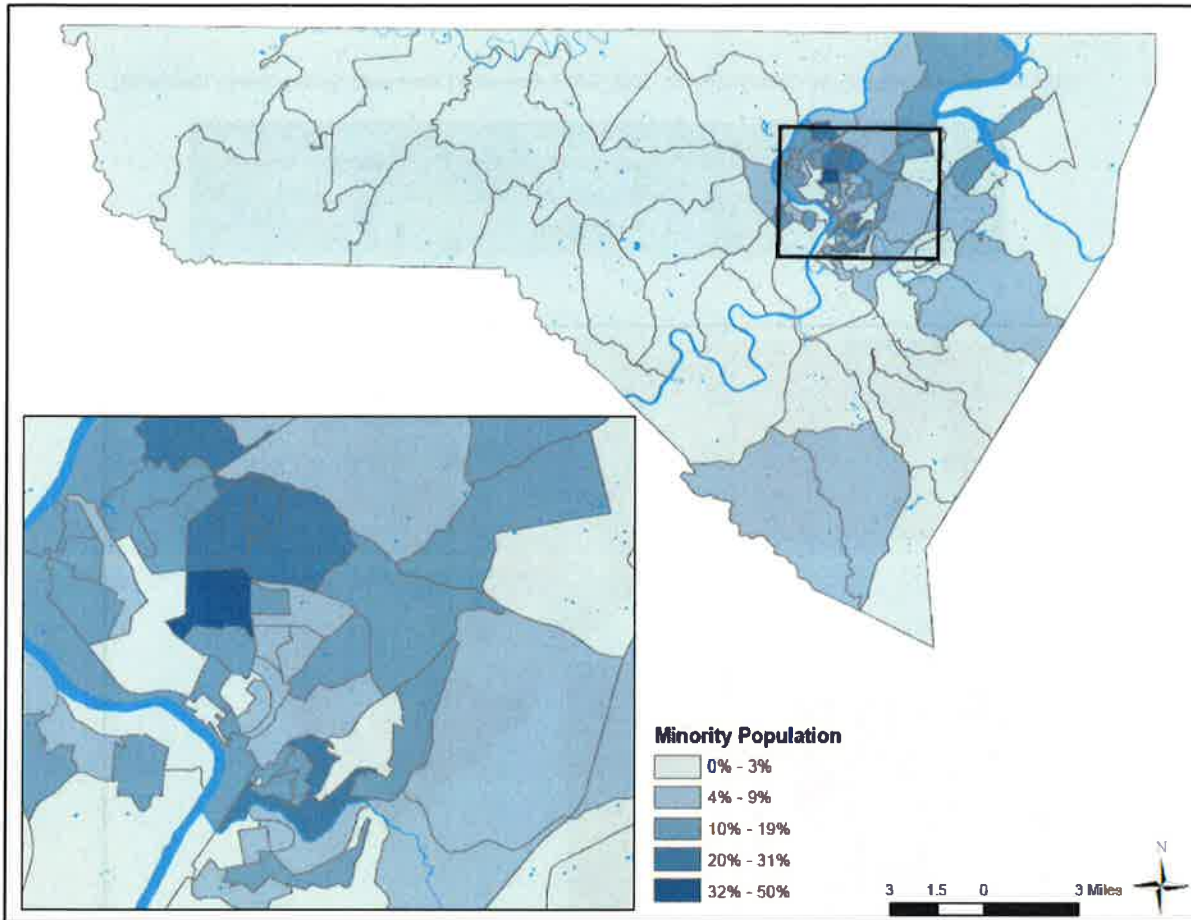


Figure 3: Minority Population of the MMMPO Region (Source: 2009-2013 American Community Survey-5-year Estimates)

Table 2: LEP Population of the MMMPO Region (Source: 2009-2013 American Community Survey-5-year Estimates)

Area	LEP Population	% LEP Population
Monongalia County	952	1%

Table 3: Persons with a disability by county (Source: 2009-2013 American Community Survey-5-year Estimates)

Area	Persons with a Disability	% Persons with a Disability
Monongalia County	11,030	11%

Table 4: Persons in Poverty by County (Source: 2009-2013 American Community Survey-5-year Estimates)

Area	Persons with a Disability	% Persons with a Disability
Monongalia County	22,060	22%

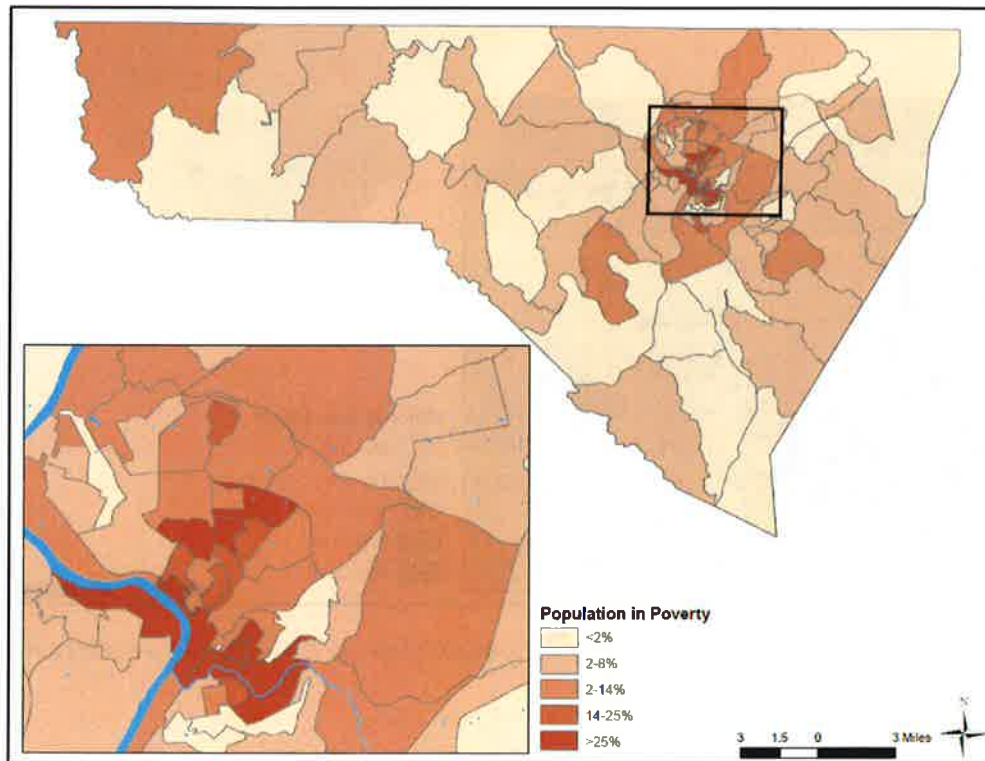


Figure 4: Population in Poverty for the MMMPO Region (Source: 2009-2013 American Community Survey-5-year Estimates)

### Four-Factor Analysis

In accordance with Title VI of the Civil Rights Act and the US Department of Transportation Circular FTA C 4702.1B “Title VI Requirements for Federal Transit Administration Recipients,” recipients are required to take “reasonable steps” to ensure meaningful access to their programs and activities by LEP persons.” The guidance recommends that the following four-factor analysis be used to determine how to ensure reasonable access to MMMPO activities.

- 1) The number and proportion of LEP persons eligible to be served or likely to be encountered by the program or recipient.
- 2) The frequency with which LEP persons come into contact with the program.
- 3) The nature and importance of the program, activity, or service provided by the program to people’s lives.
- 4) The resources available to recipient for outreach, as well as the costs associated with that outreach.

**1. Number and Proportion**

The MMMPO utilized American Community Survey data to understand the language profile of LEP individuals in the MMMPO region. Individuals who speak English less than “very well” are considered to be part of the LEP population in the community. As shown in the table below 4.3% of Monongalia County’s population over 5 years old qualifies as LEP. There were 4,836 County residents who report that they speak a language beside English at home. Approximately 22% (1,061) of those residents reside outside of the urban core. The highest density area for this population is in the vicinity of the WVU campus. The most common non-English languages spoken in the County are Spanish, Chinese, and French.

*Table 5: Primary Language (Source: 2009-2013 American Community Survey-5-year Estimates)*

	Total	Percentage
Population 5 and over:	95,519	
Speak Only English:	90,357	94.60%
Spanish:	1,330	1.39%
Chinese:	907	0.95%
Vietnamese:	45	0.05%
French:	331	0.35%
Other Asian languages:	167	0.17%
Russian:	40	0.04%
Serbo-Croatian:	0	0.00%
Korean:	210	0.22%
German:	167	0.17%
African Languages:	193	0.20%
Tagalog:	60	0.06%
Arabic:	500	0.52%
Portuguese:	72	0.08%
Gujarti:	52	0.05%
Hungarian:	35	0.04%

## **2. Frequency**

Due to the relatively small size of the LEP population in Monongalia County and the nature of the services the MMMPO provides there is infrequent interaction with the LEP community. To date, there have been no requests for services or information by either individuals or groups.

## **3. Importance**

The MMMPO approves the use of federal funds for long and short term transportation projects and transit services. The MMMPO does not own or operate roads, or buses and therefore does not provide any services that requires vital, immediate or emergency assistance such as medical treatment or services for basic needs such as food or housing. Involvement with the MMMPO or its subcommittee's is strictly voluntary.

HEPMPO provides opportunities for the public to comment on the use of federal funds for the key activities summarized below:

- Short range planning
- Transportation Improvement Program (TIP)
- Traffic Data
- Long Range Transportation Plan
- GIS
- Service
- Transit
- Special Studies
- Administration

The results of transportation improvements resulting from these actions may impact all residents and efforts are made to explain the process and provide opportunities to comment. The MMMPO is concerned with gathering input from all stakeholders and every effort is made to make the planning process as inclusive as possible.

Through, the regional transportation planning process, selected projects receive approval for Federal funding. The implementation process including project planning and construction come

under the responsibility of the West Virginia Department of Transportation or local jurisdictions or agencies. These state and local agencies or jurisdictions are required to have their own policies in place to ensure opportunities for LEP individuals to participate in the project implementation process.

#### **4. Resources**

Because the LEP population is not a large part of the community at this time and the cost of translating the large number documents the MMMPO produces is high, the MMMPO has determined that full translation of regional transportation plans is not the most efficient use of limited funds. However, as the region grows and attracts a diverse population and given that the MMMPO values diversity in the area as well as the importance of full participation in the transportation decision-making process, the MMMPO will continue to ensure access and participation for all who may be impacted by the MMMPO's plans and policies.

#### **LEP Implementation Plan**

-Free online translation services including that powered by Google Translate, is available on the MMMPO's website by clicking "translate" at the top right of any page of the site. As requested the MMMPO will assist in identifying other free translation services available in the community.

-Translation of select materials. Because the number and proportion of the LEP individuals in Monongalia County is low and because the cost of translation services is high (15 to 20 cents per word), translation of all materials is neither warranted or affordable. MMMPO will translate select materials such as the Title VI Policy and Complaint Form in Spanish online at the MMMPO Office.

-Oral translation. Should the need for oral translation arise the MMMPO will make a reasonable attempt to provide translation services.

-Use of language identification cards. Designated staff members at the MMMPO office will be prepared to use language identification cards when first encountering individuals with limited English proficiency. These point to your language cards or posters help to identify the language the individual speaks.

#### **Communications and Public Involvement**

The MMMPO recognizes that public involvement is a crucial part of its mission. As a public agency the Morgantown Monongalia Metropolitan Planning Organization (MMMPO) is required

to maintain a "...continuous, comprehensive and cooperative planning process." (23 USC 104) This means the MMMPO is committed to providing a proactive, open, and transparent public involvement process that actively seeks engagement from stakeholders and the public at large. The MPO strives to engage underrepresented communities and stakeholders as well as the public at large as part of its continuous process to create an open decision-making process.

### Public Participation Plan

The MPO's Public Participation plan may be found at the website:

<http://plantogether.org/Public%20Involvement%20Policy-Adopted11-19-15.pdf>

The Public Involvement Policy also recognizes that there is a need to develop appropriate protocols to address the communities identified in Title VI, Executive Orders 12898, 13166 and other policies as previously noted. This Plan, as recognized in the Public Involvement Plan identifies the actions the MMMPO is taking now and will take in the future to address these issues.

### Monitoring Process and Complaint Procedures

Any person who believes he or she has been discriminated against by the MMMPO on the basis of race, color, national origin, or other applicable criteria under current law may file a Title VI complaint by completing and mailing or delivering the MMMPO's Title VI Complaint Form, found in Appendix X and online at the MMMPO's website [www.plantogether.org](http://www.plantogether.org). The Complaint should be addressed to the MMMPO's Title VI Coordinator at the address below:

Morgantown Monongalia MPO

Attention Title VI Coordinator

82 Hart Field Road Suite 105

Morgantown, WV 26505

A formal complaint must be submitted in writing within 180 days of the alleged occurrence or when the discrimination became known to the complainant. MMMPO's will process complete complaints.

### Complaint Procedures

1. Once the complaint is received, MMMPO will acknowledge the receipt of the complaint within 5 business days. The MMMPO will review the complaint to determine if it has jurisdiction over the complaint. The Complainant will receive a letter notifying her/him

- whether the complaint will be investigated by the MMMPO. The MMMPO has 30 days to investigate the complaint.
2. If more information is needed to resolve the case, the MMMPO may contact the Complainant. The Complainant has 30 business days from the date of the letter to send the requested information to the MMMPO's Title VI Coordinator. If the Title VI Coordinator is not contacted by the Complainant or does not receive the additional information within 30 business days, MMMPO can administratively close the case. A case can also be administratively closed if a Complainant expresses a desire to no longer pursue their case.
  3. After the Title VI Coordinator reviews the complaint, she/he will issue one of two letters to the Complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and the case will be closed. An LOF summarizes the allegations and details plans for remediation actions to provide redress. The written response shall be issued not later than 90 calendar days after the complaint is received.
  4. If the Complainant wishes to appeal the decision, she/he has 30 days after the date of the LOF to do so.

If the Complainant is dissatisfied with the MMMPO's resolution of the complaint, he/she may also submit a complaint to the West Virginia Department of Transportation for investigation in accordance with Chapter VII, Title VI/Non-Discrimination Complaints, of Federal Transit Administration Circular 4702.1A, such a complaint must be submitted within 180 days of the alleged discrimination. Chapter IX of the FTA Circular 4702.1A, which contain the complaint process is available online at [www.fta.dot.gov](http://www.fta.dot.gov). Paper copies of the circular may also be obtained by calling FTA's Administrative Services Help Desk at 202-366-4865.

A person may also file a complaint directly to the Federal Transit Administration, at:

FTA Office of Civil Rights

Chief Investigations and Adjunction

400 7<sup>th</sup> Street SW, Room 4132

Washington, DC 20590



## Title VI Assurances

The Morgantown Monongalia Metropolitan Planning Organization (“Recipient”), HEREBY AGREES THAT as a condition to receiving any federal financial assistance, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d, et seq. (“Act”), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, sex, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives federal financial assistance, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances regarding its federal aid assisted programs:

1. That the Recipient agrees that each “program” and each “facility”, as defined in the Regulations, will be (with regard to a “program”) conducted or will be (with regard to a “facility”) operated in compliance with all requirements imposed by, or pursuant to, the Regulations.

2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations made in connection with federal aid assisted programs, and in adapted form in all proposals for negotiated agreements:

*“The Morgantown Monongalia Metropolitan Planning Organization, in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d, et seq., and Title 49, Code of Federal Regulations hereby notifies all bidders that it will affirmatively ensure that any contract entered pursuant to this advertisement will afford minority business enterprises full opportunity to submit bids in response to this invitation, and will not discriminate on the grounds of race, color, sex or national origin in consideration for an award.”*

3. That where the Recipient receives federal financial assistance to construct a facility, or part of a facility, the Assurance shall extend to the entire facility and facilities operated in connection therewith.

4. That where the Recipient received federal financial assistance in the form, or for the acquisition of real property, or an interest in real property, the Assurance shall extend rights to space on, over, or under such property.

5. That the Recipient shall include the appropriate clauses regarding a covenant running with the land, in any future deeds, leases, permits, licenses and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under federal aid-assisted programs; and (b) for the construction or use of, or access to space on, over, or under real property acquired or improved under federal aid-assisted programs.

6. That this Assurance obligates the Recipient for the period during which federal financial assistance is extended to the program, or is in the form of personal property, or real property or interest therein or structures or improvements thereon, in which case the Assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.

7. The Recipient shall provide for such methods of administration for the program, as are found by the official to whom s/he delegates specific authority, to give reasonable guarantee that it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in interest, and other participants of federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations, and this Assurance.

8. The Recipient agrees that the United States has a right to seek judicial endorsement with regard to any matter arising under the Act, the Regulations, and this Assurance.

THIS ASSURANCE is given in consideration of, and for the purpose of obtaining, any and all federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the Recipient and is binding on it, other recipients, contractors, subcontractors, transferees, successors in interest, and other participants in the Federal Aid Highway Program. The person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the Recipient.

---

J. William B. Austin, Executive Director

Date



# DRAFT UNIFIED PLANNING WORK PROGRAM

---

*FISCAL YEAR 2016-2017*



**MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION**

Adopted:

Amended:

Morgantown Municipal Airport  
82 Hart Field Road Suite 105  
Morgantown, WV 26508  
(304) 291-9571 phone  
(304) 291-9573 fax

## INTRODUCTION

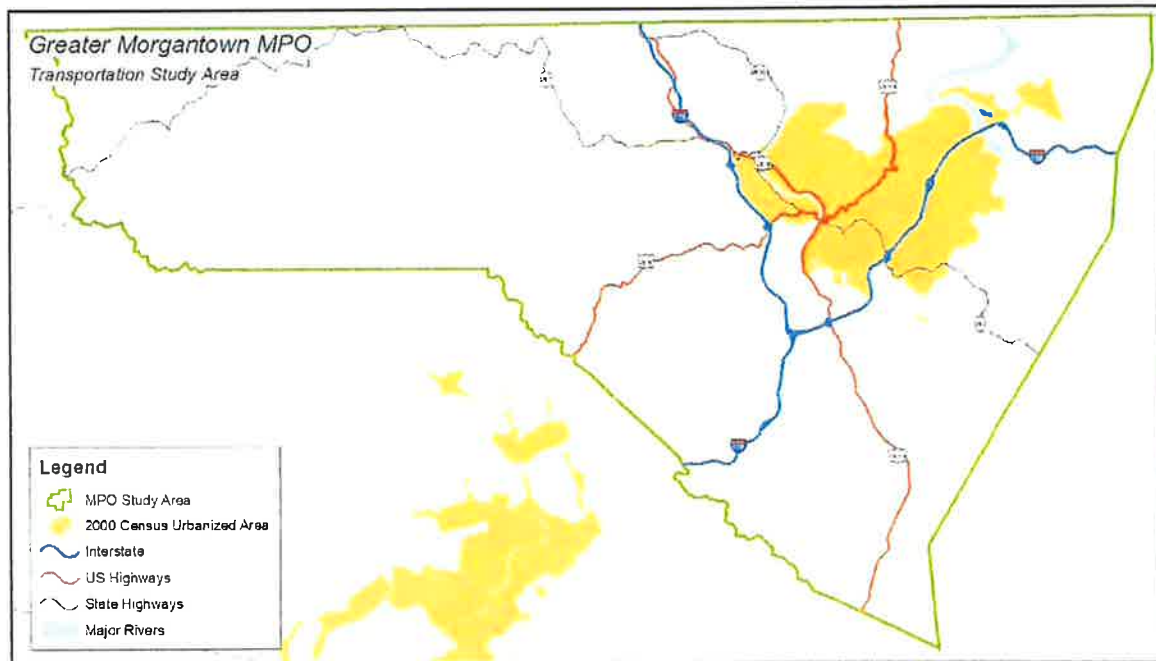
In accordance with Federal Regulations this document outlines the budget for the Morgantown Monongalia MPO. It provides information about the work the MPO will be performing in the upcoming year and summarizes the funding that will be used to accomplish that work.

## STUDY AREA

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

The MPO's Policy Board may include representatives from:

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



Prepared By: Morgantown MPO 02/16/2005 Source: US Census Bureau

## **Accomplishments**

During Fiscal Year 2015-2016 the Morgantown Monongalia MPO worked with the West Virginia Department of Transportation and the area's local governments to improve transportation in the area. The MPO's efforts were focused on the implementation of the area's 2040 Long Range Transportation Plan and further defining the projects identified in that Plan. Please find below a short description of these activities.

As provided for in the MPO's Long Range Transportation Plan MPO staff oversaw the development of two studies to further define projects identified in the Long Range Transportation Plan. These studies, the I-79 Access Study and the University Avenue Complete Streets Study were designed to develop a community consensus about the need for improvements to the transportation network and to develop the information needed to seek funding for the implementation of the projects.

In addition to the two consultant led studies noted above MPO staff has been working with representatives of Granville and Westover to develop a pedestrian plan for those communities. This work is consistent with the Long Range Transportation Plan recommendation that the MPO develop a region wide pedestrian plan.

The MPO Staff has recognized the need to expand their technical capabilities to better serve Monongalia County and Monongalia County's communities. To this end professional development has been an important element of Staff's direction. The MPO's Planner II has successfully qualified for three professional certifications during calendar year 2015. During this time period he successfully qualified for the Certified Bicycle Safety Instructor, the Institute of Transportation Engineers Professional Transportation Planner certification, and the LEED (Leadership for Energy, Environment and Design) Neighborhood Development Professional certification. These certifications have greatly enhanced the MPO's capacity and will allow MPO Staff to perform work that in the past would not have been performed or which would have to be performed by a consultant.

During FY 2015-2016 MPO Staff worked with the MPO Policy Board to review and revise the MPO's Public Involvement Policy. A new Public Involvement Policy was adopted as a result of this work. MPO Staff also developed a new Transportation Improvement Program for adoption by the MPO Policy Board.

Another priority for MPO staff has been working on strategies to acquire funding to implement the Plan. During 2015-2016 MPO Staff and MPO Policy Board members have worked closely with legislators and the Chamber of Commerce's Transportation Committee to develop legislation for local funding initiatives.

The first traffic counts for the MPO's annual traffic count program were taken in April of 2011. The MPO has sponsored counts every year since those first counts. In every year since its inception the MPO has expanded the count program by adding additional locations as well as recommended by representatives of the MPO's member communities and consultants. These counts will allow the MPO to analyze changes to the area's traffic patterns as well as provide valuable information to the private sector. The

MPO has prepared a map of these locations with count volumes over time. The map is available on the MPO's website.

In addition to the traffic count program MPO staff maintained a traffic accident data base developed during the previous fiscal year using information from WVDOH and from Monongalia County MECCA 911. This data covered approximately three years. The data was used in the MPO project prioritization process and will be used in the future to identify high incident locations. MPO Staff was also granted access to the WVDOH accident data base during FY 2014-2015, however WVDOH has warned that this data is incomplete and should not be publicly distributed. MPO staff has utilized this data to identify potentially problematic locations on a limited basis.

The MPO has been working with Mountain Lines Mobility Coordinator to implement Transportation Demand Management programs in coordination with several large employers including WVU, Monongalia General Hospital, NETL, Mylan Pharmaceuticals and WVU Health Services. The vanpool effort was dormant for a short portion of FY 2012-2013 due to staff turnover. During FY 2013-2014 MPO staff working with Mountain Lines Mobility Coordinator instituted a coordinated advertising campaign and a redefined incentive package for new van pools. The momentum from this effort continued in the FY 2015-2016 when as of this writing three van pools have completed their participation in the van pool program with a fourth van pool continuing to receive funding from the MPO's grant.

MPO Staff has also assisted Monongalia County, Star City and the City of Morgantown in evaluating the impact of ongoing development on the transportation network as new development is proposed. MPO Staff also performed an operational evaluation of a portion of Beechurst Avenue at Campus Drive. This evaluation was provided to WVU and WVDOH to assist them in evaluating potential changes to the configuration of Beechurst Avenue. MPO staff hopes to provide more of this type of assistance in the future.

MPO Staff also began working in 2013-2014 with the other MPO's across the State to develop an MPO Association to share best practices in transportation planning and to enhance coordination with WVDOT. This effort continued in FY 2015-2016 and it is anticipated to continue into FY 2016-2017.

As a part of the MPO's ongoing process the MPO considered numerous TIP Amendments which were considered in depth by the MPO's committees. MPO Staff also performed numerous administrative duties as such as participating in the audit process.

## FOCUS FOR FISCAL YEAR 2016-2017

### Local initiatives:

Major initiatives to be under taken this year include:

MPO Staff will undertake an update of the 2040 Long Range Transportation Plan. This work has previously been performed by consultants. This will be the first update to be performed solely by MPO Staff. This will be a minor update of the MPO's Plan, it is anticipated that the next major update of the MPO's plan will take place in the 2020 to 2021 timeframe.

Work to be performed in the Plan Update will include, updating the model to include modifications to the area's street network not included in the model by the 1-79 Access Study. Modifying the MPO's future year model to reflect changes in population and employment anticipated to occur between 2040 and 2045 as well as including projects currently included in the MPO's Transportation Improvement Program that will have been built before 2045. This work will lead to the development of a current year and a future year deficiency analysis using both model outputs and traffic accident data to evaluate the need for and efficacy of existing and proposed projects during the LRTP Update.

The update will include an extensive public outreach process. The public involvement process will examine the current LRTP's goals and objectives, growth anticipated to occur in the area, the need for particular projects identified in the Long Range Transportation Plan, and the priority that should be assigned to those projects. The update will also seek to identify any additional projects that may need to be included in the updated LRTP. The update will also identify the fiscal constraints on implementing the Plan. It is also anticipated that the Update will update the performance measures to be used to evaluate how effectively the Plan is being implemented. The development of the performance measures will be tied to the development of statewide performance measures identified by WVDOT.

MPO Staff will also continue work to develop potential local funding sources to implement the LRTP. Staff has been working with a committee from the Chamber of Commerce as well elected representatives to address this issue.

### Other tasks:

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



operational improvements to the road network may be needed. The information will also be useful to the Division of Highways when planning operational improvements to the area's transportation facilities. This data will be supplemented with data from the MPO's traffic accident data base which will also be updated during FY 2016-2017.

MPO Staff will continue ongoing administrative functions including scheduling and staff meetings, preparation of minutes and other arrangements for the MPO's standing committee meetings. Staff will continue preparation of Transportation Improvement Program amendments, preparation of the budget, performance of human resource functions and intergovernmental relations and public involvement activities. Staff will also continue to provide technical assistance to area municipalities as well as the Bike Board and the Pedestrian Board. Staff will also review the MPO's Public Involvement Policy to determine the need for an update to its provisions.

## BUDGET ITEMS BY MAJOR CATEGORY

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

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

**II-A-1 Traffic Counts-** MPO will continue the annual traffic count program. The initial program included 58 locations counted in the spring of 2012. As of the 2015 counts the MPO has 74 count locations around the urbanized portion of the County. The data collected includes daily directional traffic volumes, peak period traffic volumes and vehicle classification counts at selected locations. These counts supplement traffic counts taken every three years in the area by the Division of Highways and they will be used both as base data for traffic modeling efforts and as information for decision makers as they consider the impact of proposed development in the area. These counts will be performed by a consultant team already on contract with the State of West Virginia to perform these services. The MPO will also seek to augment these counts by upgrading traffic count technology to have the capability to collect data on both bicycle and pedestrian travel at selected points.

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

**II-A-10 Mapping-** The MPO is using ArcGIS to work with Monongalia County to share data. This work will also include supplementing the County's recently acquired aerial photography with additional data. MPO Staff will use GIS mapping to identify essential service locations, i.e. employment, health care services, school/educational resources and recreational resources to ensure that there is adequate access to these crucial facilities as part of the Long Range Transportation Plan Update. This analysis is in keeping with the US Department of Transportation's Ladders of Opportunity initiative.

### **II-B Long Range Transportation Plan Development**

**II-B-3 Travel Model Update-**MPO Staff will perform a minor update of the travel demand model as developed for the I-79 Access Study to incorporate any changes in the existing and committed roadway network that were unanticipated by the I-79 Access Study as well as any changes in the socio-economic data expected between 2040 and 2045.

**II-B-5 Forecast of Data-**MPO staff will update the current LRTP's future socio-economic data from 2040 to 2045.

**II-B-6 Community Goals-**MPO Staff will seek a thorough public review and evaluation of the current LRTP's Goals and Objectives as part of the update of the LRTP.

**II-B-8 Deficiency Analysis-**MPO staff will perform a deficiency analysis of the transportation network for the current year and 2045.

**II-B-9 Highway Element-** The MPO will update the LRTP Transit Element to include recent studies performed for the MPO and to reflect changes identified in the LRTP update process. MPO Staff will

include information on these activities in the LRTP Update Public Involvement outreach and seek input from the public on new facilities and planning efforts that may be included in the update of the LRTP.

**II-B-10 Transit Element-** The MPO will update the LRTP Transit Element to include recent studies performed for Mountain Line Transit and to reflect changes identified in the LRTP update process. MPO Staff will include information on these activities in the LRTP Update Public Involvement outreach and seek input from the public on new facilities and planning efforts that may be included in the update of the LRTP.

**II-B-11 Bicycle and Pedestrian Planning-** MPO staff will update the LRTP to include recent Bicycle and Pedestrian planning activities undertaken by MPO and local agencies since the adoption of the last LRTP. MPO Staff will include information on these activities in the LRTP Update Public Involvement outreach and seek input from the public on new facilities and planning efforts that may be included in the update of the LRTP.

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

**II-B-15 Freight Planning-**MPO staff will enhance the freight element of the LRTP in the LRTP Update. Activities will include developing a freight stakeholder committee for the update and potentially as a new standing committee of the MPO, identification of freight corridors in the LRTP, and identification of issues associated with freight movement in the area. All forms of freight transportation including rail, and water transportation will be considered as appropriate.

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

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

### III Administration

#### III-A Planning Work Program

MPO staff will monitor the revised Planning Work Program process to insure it is being adequately implemented. Staff will also develop the 2017 Planning Work Program.

### **III-B Transportation Improvement Program**

MPO staff will update the TIP as needed. The MPO will also update the TIP Priority List as a result of the LRTP update.

### **III-C-6 Public Involvement**

The MPO will continue ongoing public involvement activities associated with the amendments of the TIP. The MPO will continue to televise Policy Board Meetings. Staff also anticipates increased public involvement activities associated with the implementation of the recommendations of the Transportation Demand Management Study, the Long Range Transportation Plan update and the Transportation Demand Management initiative. MPO Staff will also implement the requirements the MPO's revised Public Involvement Policy to ensure successful outreach to the public.

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

**III-D-1 Transportation Enhancement Planning**-MPO Staff will provide assistance with enhancement planning activities as requested by area agencies. It is anticipated that this work will focus on bicycle and pedestrian projects identified in the LRTP.

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

**III-D-3 Special Studies**-MPO Staff will initiate special studies as required.

**III-D-4 Regional or Statewide Planning**-MPO staff will reach out to regional partners to develop relationships on issues they may have in common with our MPO as part of the LRTP Update. This outreach is in accord with the FHWA/FTA Regional Models of Cooperation initiative. MPO staff will also assist WVDOT and the WV MPO Association on regional and or statewide issues including the transition to Performance Based Planning as required by current legislation.

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

The allocation of resources to each of the Work Tasks may be found on the following tables:

## Draft Morgantown Monongalia MPO FY 2015 2016 Budget

### Morgantown Monongalia Metropolitan Planning Organization Operating Budget FY 2016-2017

#### Revenues and Expenditures By Major Category

Task Number	Task Item	Category	Consolidated Federal Planning Funds	WVDOT	City/County/MPO	Other	Total Cost Allocation
<b>II-A</b>	<b>Inventory of Facilities</b>						
	1	Traffic Counts	15,200	1,900	1,900		19,000
	4	Traffic Accidents	6,400	800	800		8,000
	10	Mapping	7,200	900	900		9,000
	12	Bicycle and Ped Fac.	6,400	800	800		8,000
		<b>Total</b>	<b>35,200</b>	<b>4,400</b>	<b>4,400</b>		<b>44,000</b>
<b>II-B</b>	<b>L RTP</b>						
	3	Travel Model Update	3,200	400	400		4,000
	5	Forecast of Data	4,800	600	600		6,000
	6	Community goals	9,600	1,200	1,200		12,000
	8	Deficiency Analysis	8,000	1,000	1,000		10,000
	9	Highway Element	8,000	1,000	1,000		10,000
	10	Transit Element	8,000	1,000	1,000		10,000
	11	Bicycle and Ped.	8,000	1,000	1,000		10,000
	13	Collector Street	1,600	200	200		2,000
	15	Freight Planning	9,600	1,200	1,200		12,000
	16	Financial Planning	5,600	700	700		7,000
	17	Cong. Mgmt. Strat.	6,400	800	800		8,000
		<b>Total</b>	<b>64,800</b>	<b>8,100</b>	<b>8,100</b>		<b>91,000</b>
<b>III</b>	<b>Admin.</b>						
	A	Work Program	4,000	500	500		5,000
	B	TIP	3,200	400	400		4,000
	C-6	Public Involvement	9,600	1,200	1,200		12,000
	C-7	Private Sector	3,200	400	400		4,000
	D-1	Enhancement Plan	3,200	400	400		4,000
	D-2	Env. And Pre-TIP	1,600	200	200		2,000
	D-3	Special Studies	2,400	300	300		3,000
	D-4	Regional and State	8,000	1,000	1,000		10,000
	E	Management and Ops	48,000	6,000	6,000		60,000
		<b>Total</b>	<b>\$83,200</b>	<b>\$10,400</b>	<b>\$10,400</b>	<b>\$0</b>	<b>\$104,000</b>
<b>Grand Totals - All Programs</b>			<b>\$183,200</b>	<b>\$22,900</b>	<b>\$22,900</b>		<b>\$239,000</b>

**DRAFT Morgantown Monongalia MPO Operating Budget FY 2016-17**

<b>Line Item Fixed Operating Expenses</b>				
<b>Category</b>	<b>Consolidated Federal Planning Funds</b>	<b>WVDOT</b>	<b>City/County</b>	<b>Total Cost Allocation</b>
<b>Salaries</b>				
<b>Director</b>	\$ 67,853.66	\$ 8,481.71	\$ 8,481.71	\$ 84,817
<b>Planner 2</b>	\$ 38,467.44	\$ 4,808.43	\$ 4,808.43	\$ 48,084
<b>Benefits (see below)</b>	\$ 43,299.35	\$ 5,412.42	\$ 5,412.42	\$ 54,124
<b>Contracted/Capital Expenses</b>				
<b>Contracted Services</b>	\$ 14,400.00	\$ 1,800.00	\$ 1,800.00	\$ 18,000
<b>Consulting Services</b>	\$ 800.00	\$ 100.00	\$ 100.00	\$ 1,000
<b>Computer Equipment</b>	\$ 2,400.00	\$ 300.00	\$ 300.00	\$ 3,000
<b>Software</b>	\$ 2,400.00	\$ 300.00	\$ 300.00	\$ 3,000
<b>Public Notices/Publishing</b>	\$ 2,400.00	\$ 300.00	\$ 300.00	\$ 3,000
<b>Overhead</b>				
<b>Travel &amp; Training</b>	\$ 8,000.00	\$ 1,000.00	\$ 1,000.00	\$ 10,000
<b>Office Rent</b>	\$ 7,200.00	\$ 900.00	\$ 900.00	\$ 9,000
<b>Utilities (phone, internet, web site)</b>	\$ 3,200.00	\$ 400.00	\$ 400.00	\$ 4,000
<b>Copier lease, supplies, postage</b>	\$ 800.00	\$ 100.00	\$ 100.00	\$ 1,000
<b>Total</b>	<b>\$ 191,220.45</b>	<b>\$23,902.56</b>	<b>\$ 23,902.56</b>	<b>\$ 239,026</b>
<b>Employee Benefit Expenditure Detail</b> (Calculated on Total Wages = \$132,901)				
<b>Description</b>	<b>Consolidated Federal Planning Funds</b>	<b>WVDOT</b>	<b>(City/County)MPO</b>	<b>Total Cost Allocation</b>
FICA (6.2%)	\$ 6,591.91	\$ 823.99	\$ 823.99	\$ 8,239.89
Worker's Compensation (2.3%)	\$ 2,445.39	\$ 305.67	\$ 305.67	\$ 3,056.73
Medicaid (1.45%)	\$ 1,541.66	\$ 192.71	\$ 192.71	\$ 1,927.07
Retirement (14.0%)	\$ 14,884.95	\$ 1,860.62	\$ 1,860.62	\$18,606.19
Health Insurance (PEIA expected 3% increase)	\$ 16,286.87	\$ 2,035.86	\$ 2,035.86	\$20,358.59
Dental & Vision Insurance (2015 rates)	\$ 1,548.58	\$ 193.57	\$ 193.57	\$ 1,935.72
<b>Total Employee Benefit Package</b>				<b>\$54,124.19</b>

**DRAFT Morgantown Monongalia MPO Operating Budget FY 2016-17**

**Cost Allocation Rate Table**

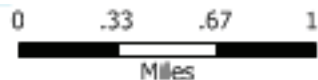
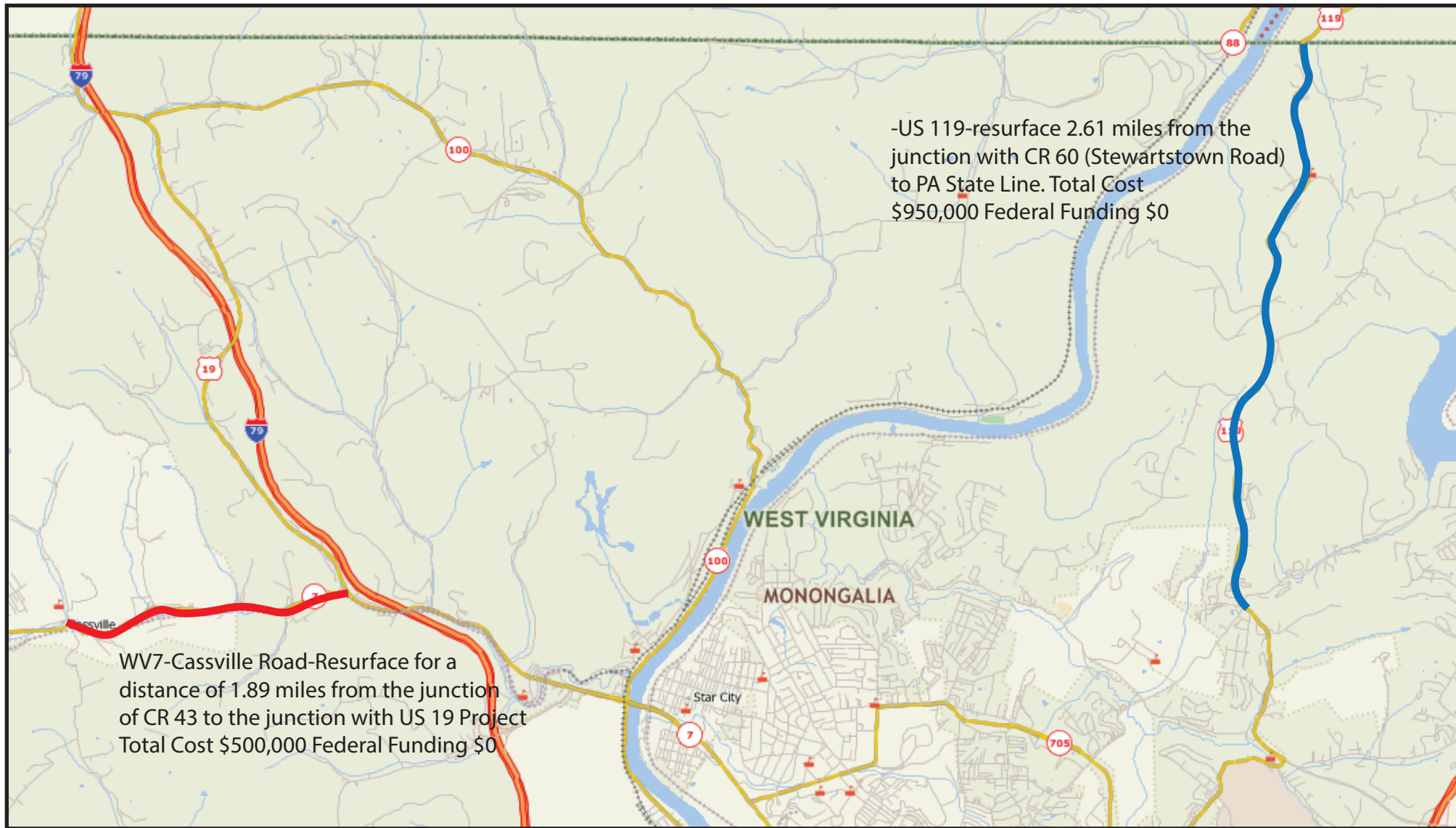
All work performed outside program areas shall be charged at an hourly rate to cover actual expenses. Reimbursement/allocation rates are as follows:

<b>Position</b>	<b>Hourly Rate</b>	
Executive Director	\$ 62.16	Incl. benefits + Overhead/Contract
Planner II	\$ 39.30	Incl. benefits + Overhead/Contract
Additional Travel	Monongalia County Rate as adjusted	

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



# Morgantown Monongalia MPO TIP Amendments Map (March, 2016)



Project locations are for illustration only

