



243 High Street Room 110
Morgantown, WV 26505
(304) 291-9571
www.plantgether.org

Agenda

MPO Technical Advisory Committee Meeting
Conference Room
MPO Offices
Monongalia County
243 High Street Room 110
Morgantown WV
January 10, 2016
1:30 PM

1. Transportation Plan Update Steering Committee
2. Call To Order
3. Approval of Minutes
4. Draft 2017 Unified Planning Work Program
5. I-79 Access Study Update
6. Other Business
7. Meeting Adjournment



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Memorandum

Date: January 5, 2017

To: Transportation Technical Advisory Committee Members

From: Bill Austin, AICP

Subject: January 10, TTAC Meeting Agenda Items

This memorandum is to inform you of action items to be discussed as part of the January 10th TTAC Meeting.

-Draft Unified Planning Work Program (UPWP)-Please find enclosed with the agenda the draft 2017-2018 Unified Planning Work Program (UPWP). This is an opportunity to comment on the draft UPWP it will be adopted in March. There are no studies to be performed by outside consultants proposed in the draft UPWP. In addition to the normal work program including the annual traffic counts, TIP processing, and other administrative tasks, Staff is proposing to perform two studies during the upcoming year.

It is anticipated that the first study to be performed next fiscal year will be an update of the Pedestrian Plan prepared by the Morgantown Pedestrian Board in 2010. The updated plan will include updating the facility inventory, ensuring community and businesses connectivity needs are addressed, validation of the goals and objectives of the original plan and reprioritizing new and existing projects based on the revised inventory and projects that have been accomplished since the initial development of the plan. This work will entail a considerable public involvement element as well as utilization of interns to update the facility inventory. This work was requested by the Pedestrian Board.

The second project proposed will be the preparation of an operational plan for the Beechurst Avenue corridor from 8th Street to the Waterfront development. The purpose of this planning effort is to develop a preliminary plan for the improvements to the corridor funded for FY 2021 in the current Transportation Improvement Program. This Plan will be handed over to WVDOH for the Engineering phase of the project scheduled for 2019. Work to be performed for this plan includes a physical inventory of the corridor, tube counts and turning movement counts by interns, preparation of a Syncro model of the corridor and public involvement.



82 Hart Field Road Suite 105
Morgantown WV, 26505
www.plantgether.org

MINUTES

MPO Transportation Technical Advisory Meeting
MMMPO Conference Room
243 High St. Room 110, Morgantown, WV
Nov 9, 2016, 1:30 PM

Members Present

Damien Davis-City of Morgantown, Dave Bruffy-MLTA, Bill Austin-MMMPO, Rich Wood-Monongalia County Planning, Brian Carr-WV DOH

Members Absent

Ron Snyder, James Meadows, Donny Williams, Scott Wright, Chandra Inglis Smith, , Arlie Forman, Fouad Shoukry-WV DOH, Chris Fletcher-City of Morgantown, Clement Solomon-WVU,

Others Present

Whitmore, John-City of Morgantown, Heather Britton, Jing Zhang-MMMPO

1. Call to Order

Mr. Austin called the meeting to order at 1:30 PM.

2. Approval of the Minutes

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

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

3. TIP Amendments

Mr. Austin noted that the DOH requested removing two projects and adding three projects for FY 2017 and one project for FY 2018. Mr. Davis asked why DOH wants to remove the projects. Mr. Carr noted that the right-of-way funding for the I-68 Exit 7 Ramp widening project is no longer needed. For the CO 73 resurfacing project, he does not know the specific reason for its removal. The state is calling back many similar projects statewide. It is partly because of the statewide budget cuts and restructuring by DOH management. Mr. Davis moved to recommend approval of the TIP Amendments to the MPO's Policy Board, seconded by Mr. Wood. With no discussion, the motion was unanimously approved.

Mr. Austin then noted that there are administrative adjustments on the MPO's TIP, which include Beechurst/Campus Drive Intersection Realignment, Mileground Widening (Center Section) and Construction, and Westover-Dunkard Avenue Sidewalks. The administrative adjustment requires no action from the committee.

4. Draft 2017 MPO Committee Calendar

Mr. Austin noted that the draft 2017 MPO Committee Calendar is included in the meeting package for review. Mr. Wood moved to recommend approval of the Committee Calendar to the MPO's Policy Board, seconded by Dr. Davis. With no discussion, the motion was unanimously approved.

5. Input for 2017-18 Unified Planning Work Program

Mr. Austin noted that MPO staff is in the process of developing the FY 2017-2018 Unified Planning Work Program. He then asked the committee for recommendations for any study or work that staff can provide during the upcoming fiscal year. Mr. Austin noted that there is one informal request from the Pedestrian Board to conduct an update on the pedestrian plan for the area. The update will incorporate Westover-Granville Pedestrian study completed in FY2015-2016.

6. Other Business

Mr. Carr noted that it will be beneficial for the DOH and the City to coordinate the schedule of street paving and resurfacing projects. If the City provides the DOH with the information on the scheduled maintenance projects on city streets, the DOH might be able to adjust some maintenance projects on state roads to optimize project efficacy and to minimize its cost. Mr. Davis concurred and he noted that the city is currently developing a prioritization list for improvements on city streets. The collaboration between the city and the DOH could provide better project outcome for both entities. Mr. Austin noted that the MPO could provide assistance in this effort.

9. Meeting Adjournment

There being no further business. The meeting adjourned at 2: 52 PM.

UNIFIED PLANNING WORK PROGRAM

DRAFT FISCAL YEAR 2017 – 2018



MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION

Adopted:

Amended:

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

INTRODUCTION

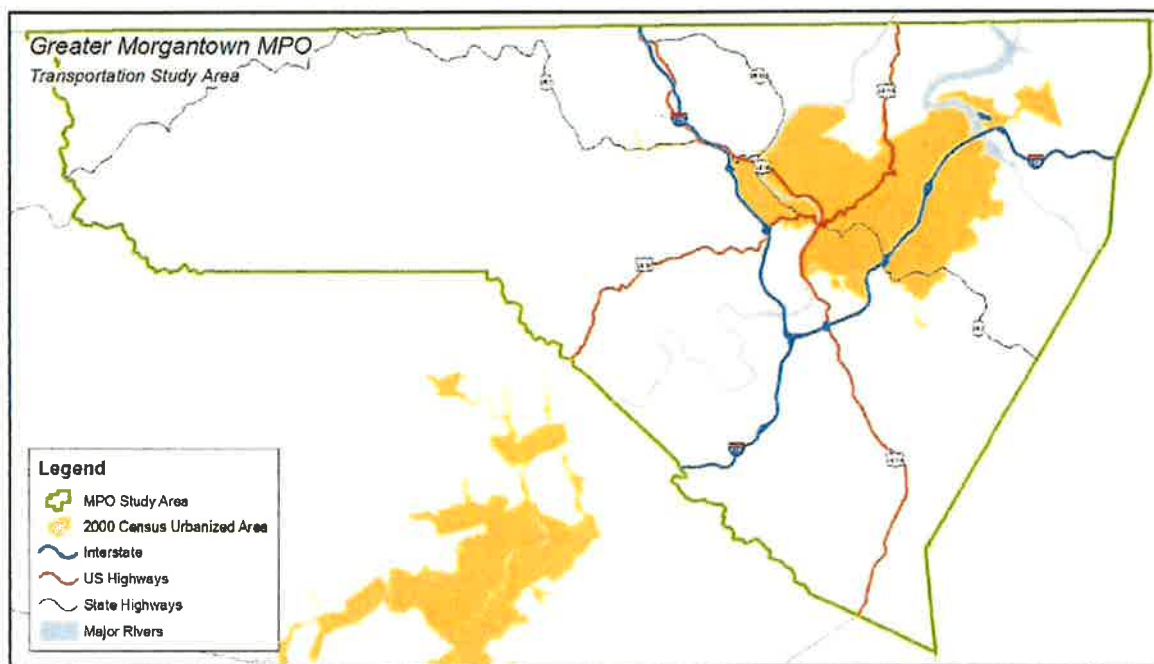
In accordance with Federal Regulations this document outlines the budget for the Morgantown Monongalia MPO. It provides information about the work the MPO has performed in the previous fiscal year as well as identifying the work to be performed in the upcoming year. Finally, the UPWP summarizes the funding 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 02/18/2005 Source: US Census Bureau

Accomplishments

During Fiscal Year 2016-2017 the Morgantown Monongalia MPO staff worked with the West Virginia Department of Transportation and the area's local governments to improve transportation in the area. The MPO's efforts were focused on the implementation of the area's 2040 Long Range Transportation Plan and defining the projects identified in that Plan. Please find below a short description of these activities.

The primary work undertaken during FY 2016-2017 was the update of the MPO's 2040 Long Range Transportation Plan. The Plan update was accomplished in tandem with the I-79 Access Study which developed the largest single project added to the revised transportation plan. Staff efforts involved in the Update included three steering committee meetings held jointly with the MPO's regular committee meetings. Three dedicated public outreach meetings as well as presentations about the plan update at the outreach meetings for the I-79 Access Study. Staff conducted a poll which received responses from over 700 members of the public. Technical work concluded for the Transportation Plan Update included a reevaluation of the area's disadvantaged population demographics, an update of the area's transportation model performed as part of the I-79 Access Study, and an update of the Plan's project list to reflect projects that have been constructed or funded and an update of the MPO's Project Priority List.

In addition to updating the Transportation Plan, MPO staff oversaw the completion of two major studies conducted by consultants and a major project conducted by MPO Staff. The consultant projects were begun in the previous fiscal year. Below is a summary of those projects.

The first study completed was a "complete streets" study for University Avenue from Beechurst Avenue to WV 705. The rapid development along the corridor and the Sunnyside Up! TIF District made this corridor a high priority for WVU and the City of Morgantown. The MPO Policy Board adopted the Study in October of 2016. The City of Morgantown used the Study to develop a TIGER Grant application for its implementation.

The second study completed under the direction of MPO Staff was the I-79 Access Study. This study was recommended in the 2012 Long Range Transportation Plan. Work performed for the study included several public and steering committee meetings, enhancement of the MPO's regional travel demand model utilizing mobile phone data and adding a time of day component to the model. The Study ultimately recommended a primary alternative for Project 6 in the MPO's 2013 Long Range Transportation Plan. This recommendation is to be adopted by the MPO's Policy Board along with the updated transportation plan at the March 2017 Policy Board meeting.

MPO Staff developed a pedestrian plan for the City of Westover and Town of Granville. This Project is in accord with the Long Range Transportation Plan's recommendation that the MPO develop a regional pedestrian plan. This Project incorporates improved connectivity with neighboring communities including Granville and unincorporated portions of Monongalia County as well as look at improving access to the current connection with the City of Morgantown, the Pleasant Street Bridge. This effort took a comprehensive approach to pedestrian planning building on work performed by the Morgantown

Pedestrian Board amended to fit the unique situations of Westover and Granville. Work performed included the collection of pedestrian counts at selected locations, GIS mapping to accurately locate existing facilities and “missing links”. Staff will also performed a field review of the area under consideration to identify physical deficiencies. This planning effort also included significant public outreach including the establishment of a webpage and several public meetings. The ultimate product of this effort was a coordinated pedestrian plans for Westover and Granville.

In addition to special project work MPO staff performs several duties to maintain traffic related databases these databases include an annual traffic count program and an accident database. The 2016 traffic counts were taken in April. The accident database is periodically updated.

The MPO has been working to implement Transportation Demand Management programs in coordination with several large employers including WVU, Monongalia General Hospital, NETL, Mylan Pharmaceuticals and WVU Health Services. During FY 2014-2015 MPO staff working with Mountain Lines Mobility Coordinator instituted a coordinated advertising campaign and a redefined incentive package for new van pools. The momentum from this effort continued in the FY 2015-2016 when as of this writing two van pools are participating in the van pool program with a third van pool having exhausted its eligibility to receive funding from the MPO’s grant.

During FY 2015-16 MPO Staff 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 the portion of Beechurst Avenue in the vicinity of Campus Drive. This evaluation was provided to WVU and WVDOH for use in considering a potential reconfiguration of the subject road during a resurfacing project. MPO staff hopes to provide more of this type of assistance in the future.

MPO Staff continued work begun in 2013-2014 with the other MPO’s across the State to develop an MPO Association to share best practices in transportation planning and to enhance coordination with WVDOT. 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 other normal administrative functions including financial management, staff technical support to the Pedestrian and Bicycle Board’s, and other similar tasks.

FOCUS FOR FISCAL YEAR 2016-2017

Local initiatives:

Major initiatives to be under taken this year include:

MPO Staff will work to update the pedestrian plan created by the Morgantown Pedestrian Board in 2010. This Project is in accord with the Long Range Transportation Plan's recommendation that the MPO develop a regional pedestrian plan. This Project will incorporate improved connectivity with neighboring communities including Granville and Westover by incorporating the Pedestrian Plans developed for those municipalities in the 2015-16 UPWP. The update will also include contiguous unincorporated portions of Monongalia County. This effort will take a comprehensive approach to pedestrian planning building on work performed by the Morgantown Pedestrian Board. Work to be performed will include the collection of pedestrian counts at selected locations, GIS mapping to accurately locate existing facilities and "missing links". Staff will also perform field review of the area under consideration to identify physical deficiencies. This planning effort will also require significant public outreach including the establishment of a webpage and several public meetings. The ultimate product of this effort will be coordinated pedestrian plans for the majority of the urban area. It is anticipated that this work will occur in the summer and fall of 2017.

MPO Staff will also perform a traffic operations study of the Beechurst Avenue corridor. The purpose of this study is to develop a plan for implementation of the Beechurst Spot Improvements Project programmed by WVDOH for Engineering in 2019 and construction in 2021. Staff will develop a basic CORSIM model network to identify how the corridor currently operates and to more clearly identify bottlenecks that can be addressed in the upcoming project. Work to be performed in the study will include detailed turning movement counts, identification of geometric deficiencies and opportunities for multi-modal enhancements. There will also be significant public involvement for this project.

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

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

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

II-B Long Range Transportation Plan Development

II-B-10 Transit Element- The MPO will update the LRTP Transit Element as required.

II-B-11 Bicycle and Pedestrian Planning- MPO staff will develop a coordinated Pedestrian Plan for the urban area. This work will build on the Morgantown Pedestrian Board's 2010 Plan and the MPO's recently completed Granville/Westover Pedestrian plan. Work to be performed includes an updated facility database, public involvement and outreach. Staff will also continue work with the established Bicycle Board and the Pedestrian Board, to implement the Countywide Bicycle Plan. As a recognized best practice for MPO's, Staff will incorporate Health Impact Assessments into the MPO's planning products.

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

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

II-B-17 Congestion Management Strategies- MPO staff will review and coordinate with WV DOT/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 2019 Planning Work Program.

III-B Transportation Improvement Program

MPO staff will update the Transportation Improvement Program and the MPO's TIP Priority List during FY 2017-2018. If found to be appropriate for our area, MPO staff will utilize the Federal Highway Administration's INVEST software to evaluate the MPO's project priority list.

III-C-6 Public Involvement

The MPO will continue to televise Policy Board Meetings. Staff also anticipates increased public involvement activities associated with the implementation of the recommendations of the revised Transportation Plan as well as ongoing activities for TIP Amendments and ongoing planning studies.

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

III-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 conduct an operational study of the Beechurst Avenue corridor from the vicinity of 8th Street to the vicinity of the Waterfront Hotel. Work to be performed includes, public outreach including the development of high quality graphics, manual turning movement counts, physical inventory, operational modeling, and plan development.

III-D-4 Regional or Statewide Planning-MPO staff will assist WVDOT and the WV MPO Association on regional and or statewide issues as requested.

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

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

Draft Morgantown Monongalia Metropolitan Planning Organization Operating Budget FY 2017-18

Revenues and Expenditures By Major Category

Task Number	Task Item	Category	Consolidated Federal Planning Funds	WVDOT	City/County/MPO	Other	Total Cost Allocation
II-A	Inventory of Facilities						
1	Traffic Counts		9,600	1,200	1,200		\$12,000
10	Mapping		4,000	500	500	\$-	\$5,000
	Total		13,600	1,700	1,700		\$17,000
II-B	L RTP						
6	Comm. goals		800	100	100	\$-	\$1,000
8	Def. Analysis Highway Element		800	100	100		\$1,000
9	Transit Element		800	100	100		\$1,000
10	Element		4,000	500	500		\$5,000
11	Bike and Ped.		24,000	3,000	3,000	\$-	\$30,000
13	Collector St,		4,000	500	500	\$-	\$5,000
16	Finance Plan Cong. Mgmt. Strat.		9,600	1,200	1,200		\$12,000
17	Strat.		1,600	200	200		\$2,000
	Total		\$45,600	\$5,700	\$5,700		\$57,000
III	Admin.						
A	Work Program		\$4,000	\$500	\$500		\$5,000
B	TIP		\$5,600	\$700	\$700		\$7,000
C-6	Pub. Involve		\$36,000	\$4,500	\$4,500		\$45,000
C-7	Private Sector		\$4,000	\$500	\$500		\$5,000
D-1	Enhance. Plan Env. And Pre-TIP		\$4,000	\$500	\$500		\$5,000
D-2	Special Studies		\$8,000	\$1,000	\$1,000		\$10,000
D-3	Region and State		\$28,000	\$3,500	\$3,500		\$35,000
D-4	Mgmt. and Ops		\$8,000	\$1,000	\$1,000		\$10,000
E	Mgmt. and Ops		\$38,400	\$4,800	\$4,800		\$48,000
	Total		\$136,000	\$17,000	\$17,000		\$170,000
Grand Totals - All Programs			\$195,200	\$24,400	\$24,400	\$0	\$244,000

Draft Morgantown Monongalia MPO Operating Budget FY 2017-18

Cost Allocation Rate Table

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

Position	Hourly Rate	
Executive Director	\$ 55.45	Incl. benefits + Overhead
Planner II	\$ 37.90	Incl. benefits + Overhead
Additional Travel	Monongalia County Rate as adjusted	

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

Proposed Line Item Fixed Operating Expenses

Category	Consolidated Federal Planning Funds	WVDOT	City/County	Total Cost Allocation
Salaries*				
Director	\$69,210.74	\$8,651.34	\$8,651.34	\$86,513
Planner 2	\$40,006.14	\$5,000.77	\$5,000.77	\$50,008
Benefits (see below)	\$46,124.14	\$5,765.52	\$5,765.52	\$57,655
Contracted/Capital Expenses				
Contracted Services	\$16,000.00	\$2,000.00	\$2,000.00	\$20,000
Consulting Services	\$ 4,000.00	\$ 500.00	\$ 500.00	\$5,000
Computer Equipment	\$ 4,000.00	\$ 500.00	\$ 500.00	\$5,000
Software	\$ 2,400.00	\$ 300.00	\$ 300.00	\$3,000
Public Notices/Publishing	\$ 2,800.00	\$ 350.00	\$ 350.00	\$3,500
Overhead				
Travel & Training	\$ 9,600.00	\$1,200.00	\$1,200.00	\$12,000
Office Rent	\$ -	\$ -	\$ -	\$ -
Utilities (phone, internet, web site)	\$ 160.00	\$ 20.00	\$ 20.00	\$ 200
Copier lease, supplies, postage	\$ 800.00	\$ 100.00	\$ 100.00	\$ 1,000
Total	\$ 195,101.01	\$24,387.63	\$ 24,387.63	\$ 243,876

*Proposes 2% COLA for Exec. Director and Planner II with an additional 2% adjustment for the Planner II subject to directive of Policy Board

Employee Benefit Expenditure Detail

(Calculated on Total Wages = \$136,521)

Description	Consolidated Federal Planning Funds	WVDOT	(City/County)MPO	Total Cost Allocation
FICA (6.2%)	\$ 6,771.45	\$ 846.43	\$ 846.43	\$8,464.31
Worker's Compensation (2.3%)	\$ 2,511.99	\$ 314.00	\$ 314.00	\$3,139.99
Medicare (1.45%)	\$ 1,583.64	\$ 197.96	\$ 197.96	\$1,979.56
Retirement (14.0%)	\$ 15,290.36	\$ 1,911.30	\$ 1,911.30	\$19,112.95
Health Insurance (PEIA 6% increase+\$1000 contingency)	\$ 18,418.12	\$ 2,302.27	\$ 2,302.27	\$23,022.65
Dental & Vision Insurance (2016 rates)	\$ 1,548.58	\$ 193.57	\$ 193.57	\$ 1,935.72
Total Employee Benefit Package				\$57,655.17