



## POLICY BOARD MEETING

Monongalia County Commission Chamber

March 16, 2023, 6 PM

Virtual Meeting Link:

<https://morgantownmonongaliampo.my.webex.com/meet/baustin>

### Members Present:

Chair Ron Justice – WVU,

Vice-Chair Mike Kelly – Board of Education. Treasurer Mayor Patricia Lewis – Town of Granville, Commissioner Jeffery Arnett – Monongalia County, Recorder Steve Blinco – Westover, Commissioner Tom Bloom – Monongalia County, Mr. Brian Carr – WV DOH, Councilperson Kawecky – City of Morgantown, Commissioner Sean Sikora – Monongalia County

**MPO Director:** Bill Austin, AICP

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### 1. Call to Order

With a quorum present, Chair Justice called the meeting of the Morgantown Monongalia Metropolitan Planning Organization (MMMPO) Policy Board to order at 6:00 PM.

### 2. Public Comment

Mark Downs, the president of Main Street Morgantown, expressed his appreciation for the upcoming traffic study in the Morgantown downtown area. He noted that the Main Street Morgantown is looking forward to collaborating with the MPO to improve the economy and traffic in the downtown area.

### 3. Executive Directors Review

Commissioner Bloom made a motion to move the meeting into executive session; seconded by Commissioner Sikora. With no discussion, the motion passed unanimously.

Commissioner Bloom moved to move the meeting out of executive session; seconded by Mr. Kelly. With no discussion, the motion passed unanimously.

#### **4 Approval of Minutes**

Mr. Austin noted that the minutes of the last meeting were included in the agenda package; Commissioner Bloom moved to approve the minute as presented; seconded by Mr. Kelly. With no discussion, the motion passed unanimously.

#### **5. Election of Officers**

Chair Justice noted that the Nomination Committee has nominated Mr. Kelly for the Chair, Mr. Statler for the Vice-Chair, Mayor Lewis for the Treasure; Commissioner Sikora moved to accept the nomination as presented, seconded by Mr. Commissioner Bloom. Chairman Justice asked if there is any nomination from the floor. There was no nomination from the floor. Without future discussion, the motion passed unanimously.

#### **6. Committee Report**

##### *a. Citizens Advisory Committee*

Mr. Austin noted that the Mr. Abildso, the Chair of the Citizens Advisory Committee, was not able to attend this meeting. Mr. Austin noted that the committee had a quorum and recommended approval of the pertinent items in the agenda.

##### *b. Finance Committee*

Mayor Lewis briefed the Board on the financial report:

At the beginning of November, the balance was \$64,604.25. The expenditures were \$24 485.99, leaving a balance of \$40,118.26 at the end of November.

At the beginning of December, the balance was \$40,118.26. The expenditures were \$23,735.19 with one deposit of \$16, 970.56 leaving a balance of \$33 353.63 at the end of December.

Mr. Justice moved to approve the finance report as presented; seconded by Mayor Selin. With no discussion, the motion was unanimously approved.

##### *c. Executive Director*

Mr. Austin noted that the MPO has gotten the confirmation from the WV Secretary of Transportation about the funding of three projects in the MPO area. They are the Greenbag Rd Design project, the intersection improvement at the Don Knotts Blvd and Smithtown Rd.

Mr. Austin noted that carbon reduction suballocation funds will be used for the Don Knotts Blvd/Smithtown Rd intersection. The project is eligible for 100% federal funding without local

match. The Surface Transportation Block Grant (STBG) funds will be used for the downtown traffic simulation study.

Mr. Austin noted that he has been invited by the FHWA to attend a meeting on January 31 at the FHWA headquarter in DC. The meeting is to discuss innovative finance strategies across the country.

## **7. Audit**

Mr. Austin noted that the MPO's 2022 audit is enclosed in the agenda packet. The auditor found no issues. Mr. Justice moved to approve the audit report as presented, seconded by Commissioner Bloom. With no discussion, the motion passed unanimously.

## **8. Draft On-Call Consultant RFQ**

Mr. Austin noted that the draft RFQ for On Call Consultant is included in the agenda package. The MPO released a version of this document last year. After some interested parties expressed concerns with the structure of this RFQ the MPO decided to end that solicitation. The primary difference between the RFQ included in this agenda packet and the previous RFQ is that the current RFQ provides that MPO Staff can only review the cost information under consideration after the firm or firms are selected as on call consultants. The draft document reflects the recommendations of the TTAC and CAC.

Commissioner Sikora moved to approve the RFQ as presented; seconded by Mr. Justice. With no discussion, the motion passed unanimously.

## **9. Draft Downtown Micro-Simulation Study Scope of Work**

Mr. Austin noted that the draft scope of work for the downtown traffic simulation study RFQ was included in the agenda packet. Mr. Austin noted that the study will address numerous recommendations from the MPO's Metropolitan Transportation Plan, including potentially closing Grumbein's Island, upgrading and/or relocating Willey Street, improving University Avenue, and evaluating the one-way street pairs in downtown. Other issues the Study can assist in addressing include pedestrian safety and parking.

Mr. Austin noted the MPO will select one of the DOH on-call consultants for the study. The RFQ will be used as the scope of work in the consultant selection and negotiation process.

Mr. Justice asked when the consultant selection will be completed. Mr. Austin noted that it will complete in early July.

Mr. Carr asked if the MPO is interested in picking multiple consultants for interview or selecting one consultant to for negotiating the contract. Mr. Austin noted the MPO intends to select three consultants and evaluate their response the scope of work before making the selection decision.

This is an informational and requires no action from the Board.

## **10. Draft FY 2023-2024 Unified Planning Work Program**

Mr. Austin noted that the draft 2023 Unified Planning Work Program was enclosed in the agenda package. The UPWP includes oversight of the Downtown Traffic Study, oversight of the Greenbag Road Design Study, initial implementation of the pedestrian/cyclist data collection initiative, and normal MPO operations including enhanced outreach. MPO Staff also intends to perform an areawide charging station study. The draft UPWP proposes a 4% cost of living increase for primary MPO Staff along with enhanced pay for the MPO's shared employee upon completion of her probationary period.

Councilperson Selin suggested that the MPO conduct a subarea study on pedestrian study in the Suncrest area in next few years. Mr. Austin agreed and noted that the DOH started an ongoing initiative to improve pedestrian safety in the region including the Suncrest area. The MPO will review the outcome of that initiative once it is completed, and come up with a scope of work for the subarea study.

## **11. Other Business**

Chairman Kelly expressed his appreciation for the chairmanship. He noted that the MPO provides an important channel for community input on transportation issues.

## **12. Meeting Adjournment**

The meeting adjourned at 7:25 PM.