

MORGANTOWN MONONGALIA
METROPOLITAN PLANNING ORGANIZATION POLICY BOARD
JANUARY 18, 2017 MINUTES

Members Present:

Chairman Ron Justice-WVU, Vice-Chairman Mike Kelly-Board of Education, Treasurer Mayor Patricia Lewis-Granville, Commissioner Tom Bloom-Monongalia County, Dave Bruffy-Mountain Line, Brian Carr-WV DOH, Dominick Claudio-Star City, Commissioner Edward Hawkins-Monongalia County, Councilperson Jennifer Selin-City of Morgantown, Commissioner Sean Sikora-Monongalia County, Councilperson Ryan Wallace -City of Morgantown

MPO Director: Bill Austin

Members Absent:

Bill Kawecki-Mayor of Morgantown, Delegate Joe Statler-Blacksville, Councilperson Janice Goodwin-City of Westover

1. Call to Order

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

2. Executive Session per WV 6-9A-4-2a Personnel matters

Chairman Justice called for a motion to go into the executive session for a personnel matter under WV Code 6-9A-4. Mr. Kelly moved the motion; seconded by Mr. Bruffy. With no discussion, the motion unanimously passed.

The meeting moved to the Executive Session.

Mr. Bruffy moved to go out of the executive session. Chairman Justice expressed his appreciation to Mr. Austin for his service to the Board and the community. Chairman Justice suggested to make a change to the executive director evaluation process. He made a motion that the MPO Policy Board performs the annual executive director evaluation and provides the Executive Director with vote of confidence; seconded by Mr. Bruffy. With no discussion, the motion unanimously passed.

3. Election of Officers

Mr. Bruffy, the chairman of the Officer Nominating Committee, noted that the committee recommends Mr. Kelly as the new Chairman for the MPO Policy Board, Councilperson Selin as the Vice-Chairman for the MPO Policy Board, and Mayor Lewis as the Treasurer for the MPO Policy Board. Commissioner Bloom moved to accept the nominations; seconded by Commissioner Sikora. With no discussion, the motion unanimously passed. Mr. Kelly then took the gavel.

4. Public Comment

No public comment.

5. Committee Reports

a. Citizens Advisory Committee

Mr. Austin noted that Chairman Rice is absent due to personal business. Mr. Austin noted that CAC reviewed and unanimously supported all the agenda items.

b. Finance Report

Mayor Lewis presented the Finance Report for November and December as the following:

-- Beginning balance in November \$17,568.84 with expenditures of \$27,507.90 and one deposit of \$16,905.93, leaving a balance of \$ 6,966.87 at the beginning of December.

-- Beginning balance in December \$ 6,966.87 with expenditures of \$20,245.36 and one deposit of \$ 23,512.26, leaving a balance of \$ 10,233.77 at the beginning of December.

Commissioner Sean Sikora moved to accept the November and December Finance Report; seconded by Commissioner Bloom. With no discussion, the motion unanimously passed.

c. Executive Directors Report

Mr. Austin noted that WV DOH traffic operation staff attended the TTAC in January and updated the committee on the status of the Don Knotts Blvd and Smithtown Rd intersection project. The consultant of the project made both short term and long term recommendations. This project will be coordinated with the improvements at the Don Knotts Blvd and Greenbag Rd intersection. Mr. Austin then noted that the DOH is expecting to fund the project in the near future.

Mr. Austin noted that the TTAC expressed their concern about signal maintenance on major corridors. The MPO will pass this communication to the DOH and coordinate with them to improve signal timings in the area.

Mr. Austin noted that the MPO will update its TIP in May, which will incorporate the groupable projects policy to be presented by the WV DOH and to MPO.

Mr. Austin noted that he will attend the Transportation Day in Charleston next week and attend the Monongalia Day in Charleston on January 30. He will also attend a FHWA regional coordination committee meeting in Columbus on February 22nd and 23rd.

Councilperson Selin asked about the status of groupable projects policy. Mr. Austin noted that the MPO prepare a draft policy to the DOH. The DOH then developed an informal document highlighting key components of the procedure. Mr. Carr noted that the DOH is preparing a Memorandum of Understand (MOU), which will not only specify the groupable project process, but also define the relationship of WV DOH and the MPOs in West Virginia. The MOU is required by FHWA.

6 Minutes

Chairman Kelly noted that the minutes of the July meeting were included in the agenda packet. Commissioner Bloom moved to approve the minutes as presented, seconded by Mr. Justice. With no discussion, the motion was unanimously approved.

7. TIP Amendments

Mr. Austin noted that the WV DOH requested that the MPO amend the TIP. The amendments include adding the following projects: WV 7 Blacksville Resurfacing project from Mon County line for a distance of 2.7 miles; WV 705 Resurfacing project from Monongahela Boulevard to Stewartstown Road; BOPARC Trail Equipment Purchase, Deckers Creek Trail Slide Correction Project. Mr. Bruffy moved to approve the TIP Amendments; seconded by commissioner Bloom. With no discussion, the motion unanimously passed.

Mr. Bruffy noted that the Mountain Line Transit has requested a TIP Amendment for Section 5339 bus purchase. Councilperson Wallace asked whether the amendment related to the relocation of downtown bus depot. Mr. Bruffy noted that it is for bus purchase only. Councilperson Wallace expressed his concern that there is no Mountain Line bus serving the Bartlett House on West Run Rd. Mr. Bruffy noted that the Mountain Line buses cannot access the Bartlett House because the ingress and egress of the building does not have enough turning radius for the buses. The Mountain Line discussed this issue with the Bartlett House before they made a decision to relocate their shelter from downtown to West Run Rd. Mr. Bruffy noted that an alternative solution is to use the adjacent stop at the business plaza near the Bartlett House.

Mr. Justice moved to approve the TIP Amendments; seconded by councilperson Selin. With no discussion, the motion unanimously passed.

8. FY 2016-2017 Audit

Mr. Austin noted that the MMMPO's FY 2016-2017 Audit from Balestra, Harr, and Scherer was enclosed in the agenda packet. There were no findings concerning the MPO's financial operations noted in the Audit. Commissioner Bloom moved to accept the audit, seconded by councilperson Selin. With no discussion, the motion unanimously passed.

9. Highway Safety Improvement Program Performance Measures

Mr. Austin noted that the federal legislation requires that the States and the MPO adopt performance measures to ensure that transportation investment is meeting state, local and national goals. Accordingly, WVDOH has recently adopted the state safety goals identified in the memorandum sent out with the agenda packet. It is anticipated that the MPO will be working on adopting additional performance measures throughout 2018.

One comment received during the MPO Committee process was that the MPO may wish to include crash incidents as part of future performance measures since fatalities and injuries are at least partly mitigated by vehicle technology and crashes can be influenced by roadway design.

Commissioner Bloom moved to adopt these performance measures, seconded by Mr. Justice. With no discussion, the motion unanimously passed.

10. Traffic Count Report

Mr. Austin noted that the 2017 Traffic Count Report was enclosed with the agenda packet. The MPO split the counts between the spring and the fall of 2017 to develop regional seasonal factors. The report is complete, in spite the read for some count locations to be verified. The MPO will use the format of this report as a basic template for future annual traffic count reports. Councilman Wallace moved to accept the traffic count report, seconded by councilperson Selin. With no discussion, the motion unanimously passed.

11. Beechurst Avenue Study

Mr. Austin noted that WVDOT moved Beechurst Avenue Spot Improvement project to quick implementation due to the “Roads to Prosperity” bond referendum. The DOH has selected a consultant to perform a “Preliminary Investigation and Engineering Study” (PIE) for this project. The MPO is to close this project by finishing the alternative analysis and transmitting the study documents to the consultant. The MPO will work with the consultant on public involvement for this study.

Councilperson Selin asked about removing the telephone poles on Beechurst Ave for potential roadway widening. Mr. Austin noted that the engineering study will identify specific solutions to relocate those utility poles. In terms of burying power lines, there are some cases in which city pays the cost difference between re-installing the utility poles above ground and burying power lines.

Commissioner Bloom moved to accept the traffic count report, seconded by councilperson Selin. With no discussion, the motion unanimously passed.

12. Prospectus Update

Mr. Austin noted that an updated Prospectus was included in the agenda packet. The Prospectus describes the work that the MPO is eligible to perform. It also outlines the primary and secondary responsibilities of member agencies.

Mr. Austin noted that the previous prospectus was adopted in 2013. The update includes the following changes: Changing the name of the MPO’s Plan from “Long Range Transportation Plan” to “Metropolitan Transportation Plan” (MTP); updating the MTP Planning Factors the MPO is required to consider in the transportation planning process to match the most recent Federal requirements; updating graphics; and adding a Line Item for Performance Measurement Planning.

Mr. Justice moved to accept the revised prospectus, seconded by Mr. Bruffy. With no discussion, the motion unanimously passed.

13. Draft FY 2018-2019 UPWP

Mr. Austin noted that the draft UPWP was included in the agenda packet. Aside from normal operations the draft UPWP includes the following initiatives: working with the Bike Board to update the regional bike plan; preparing an operational analysis including recommending improvements to the intersection of Willey Street and Richwood Avenue for the City of Morgantown; and developing a guidebook for working with the MPO. As recommended in the MTP, the MPO will also develop an ongoing bicycle and pedestrian data collection program.

Mr. Austin then noted that there is no significant change from the previous year’s budget proposed in the 2018-2019 UPWP except for a proposed 2% cost of living increase for the MPO’s staff. This document is to be brought forward for adoption to the Policy Board at the March meeting.

Mr. Bruffy noted that the Board could review the MPO’s personal policy which was adopted in 2010, and make changes as appropriate.

14. Other Business

Mr. Austin noted that the MPO will work with the DOH to keep the public informed about several projects that are expected to be under construction in the area during this summer. The projects are expected to be coordinated to minimize its negative impact to the traffic.

Chairman Kelly noted that the MPO provides a public forum for transportation in the area. He welcomes community input on variety of transportation issues.

Commissioner Bloom noted that the County Commission will hold a working session with the WV DOH district office in the county's chamber next week. Commission Bloom expressed a concern that street lights on Mon Blvd near the coliseum were broken, creating potential dangers to pedestrians crossing the road. Mr. Carr suggested to inform the WV DOH District about this issue.

Mr. Austin noted that the WV MPO Association is working with WV Local Technical Assistance Program to hold a joined conference in April at the Waterfront Hotel in Morgantown.

Mr. Bruffy expressed his appreciation to Mr. Justice for serving as the chairman of the board last year. Mr. Bruffy then noted that the Mountain Line is to relocate the downtown bus depot to its Westover facility. The relocation process will take 6 months, including community communication, schedule/route changes, information update, and facility preparation. The Mountain Line will post the most updated information on this project on its website and Facebook page and keep the MPO informed about the issue. Mr. Bruffy also noted that the Mountain Line will identify an appropriate location in the Downtown area to provide an enhanced transit shelter for downtown passengers.

15. Meeting Adjournment

Meeting adjourned at 8:06 PM.