



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

### Agenda

MPO Policy Board Meeting  
City of Morgantown Council Chambers  
January 22, 2015  
7:00 PM

1. Call To Order
2. Executive Session-Personnel Matters-Executive Directors Annual Review
3. Election of Officers
4. Public Comment
5. Approval of Minutes
6. Committee Reports
  - a. Finance Report
  - b. Citizens Advisory Committee
7. Executive Directors Report
  - a. Status of Greenbag Road Study
  - b. Status of I-79 Access Study and University Avenue Study
  - c. Status of potential construction projects this year
  - d. Monongalia County Day in Charleston
  - e. Draft 2015 Calendar
8. Draft 2015-2016 Unified Planning Work Program and consideration of Executive Directors salary for FY 2015-2016
9. Information on Mountain Line Route Efficiency and Vehicle Review Study
10. Other Business
11. Meeting Adjournment



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### Memorandum

Date: January 16, 2015  
To: Policy Board Members  
From: Bill Austin, AICP  
Subject: January 22, 2015 Policy Board Agenda

Please find below a short description of the items to be considered at the January 22, 2015 Policy Board Meeting to be held at the MPO Office in the Conference Room at 6:00 PM.

**-Finance Report-**Please find enclosed the finance reports for the months of October, November and December.

**-Draft FY 2015 Calendar-** Please review the enclosed calendar to determine if our meeting dates conflict with known events that may affect attendance. The Calendar has been reviewed by the TTAC and the CAC and they have respectfully recommended the adoption the calendar for the Policy Board.

**-FY 2015 Unified Planning Work Program and Executive Directors Salary For FY 2015-2016-**Please find enclosed the draft FY 2015-2016 Unified Planning Work Program. Work included in the draft UPWP includes the completion of the I-79 Access Study and the University Avenue Complete Streets Study. MPO Staff will also be performing a pedestrian study on the arterials in Westover and Granville. This work will entail looking at the need for sidewalk as well as the proper location of transit stops. This project would be in agreement with the LRTP's recommendation that the MPO develop a Regional Sidewalk Connectivity Plan in addition to the work performed for the Morgantown Pedestrian Safety Plan.

The budget proposed in the Draft UPWP includes \$100,000 for the completion of the University Avenue Complete Streets Study, and \$125,000 for the completion of the I-

79 Access Study. The only change suggested to funding for staffing shown in the draft budget is an increase in the MPO's contribution to Staff's 457(b) accounts. It is proposed that the MPO's contribution increase from 12.5% of staff's salary to 14% of staff's salary. This change reflects an increase in contributions to the State Retirement System required of local governments, including Monongalia County, for their employees. This increase went into effect during the current fiscal year. When the MPO became an independent agency it was the Policy Board's recommendation that the MPO continue to provide the same percentage of funding to the MPO's staff's retirement accounts as it would have provided if MPO Staff were still included in the State Retirement System. This recommendation is independent of any recommendation the Policy Board may have concerning changes to MPO Staff's salaries. The TTAC and CAC have reviewed the draft UPWP and respectfully recommended approval by the Policy Board.

**-Status Report Greenbag Road Study-** The MPO's Long Range Transportation Plan calls for the development of a corridor plan to facilitate all modes of transportation and the use of Greenbag Road from WV 7 to Don Knotts Boulevard as an alternative route for truck traffic which currently uses WV 7. MPO staff is currently working on this study with the exception of the Greenbag Road-WV 7 intersection. WVDOH has commissioned HDR to study the Greenbag Road-WV 7 intersection. Discussions with WVDOH indicate that this study is taking a comprehensive look at WV 7 from I-68 to at least Hartman Run Road. The MPO's study of Greenbag Road will be coordinated with the results of this study.

Staff has conducted public meetings including a stakeholders meeting with representatives of the trucking industry. Staff has also performed an initial analysis of conditions on Greenbag Road. Staff prepared initial recommendations for improvements to the corridor (enclosed) from this analysis and the input received at the public meetings. These results were reviewed at a steering committee meeting held on December 4th. As a result of the Steering Committee's review staff prepared an estimate of the time savings resulting from implementing the short term improvements. That analysis is also enclosed for your information.

**This information will be presented to the public at a meeting to be held from 4 until 7PM on February 4th at Boparc's Marilla Park facility.** We would appreciate any comments or suggestions you may have on these documents. It is anticipated that after additional public input and feedback from the Steering Committee the draft Corridor Study will be presented to the MPO's committee's for consideration during the March meeting cycle. **No action is required on this item at this time.**

**-Information on Mountain Line Route Efficiency and Vehicle Maximization Study-** Mountain Line has asked to discuss a study of Mountain Lines Operations that is to be undertaken shortly with the Policy Board. Please find enclosed a copy of the Consultants scope of work for this project. Mr. Bruffy will be discussing this item with the Board. **No action is required on this item at this time.**

**MORGANTOWN MONONGALIA**  
**METROPOLITAN PLANNING ORGANIZATION POLICY BOARD**  
**DECEMBER 4, 2014 MINUTES (DRAFT)**

**Members Present:** Chairman Anthony Giambrone-Star City, Mayor Jennifer Selin-City of Morgantown, Wes Nugent-Vice Chairman, Councilperson Marti Shamberger-City of Morgantown, Commissioner Tom Bloom-Monongalia County, Randy Hudak-WVU, Brian Carr-WV DOH., Mike Kelly-Board of Education, Joe Statler-Blacksville

**MPO Director:** Bill Austin

**Members Absent:** Dave Bruffy-Mountain Line, Commissioner Elden Callen, Mayor Patricia Lewis-Granville, Councilperson Janice Goodwin-Westover

**I. Call to Order**

With a quorum present, Chairman Giambrone called the meeting to order at 7:00 PM. Chairman Giambrone then congratulated Joe Statler on being elected as a member of the State House of Delegates and noted that Mr. Statler will be a voting member of the MPO Policy Board at the next meeting.

**II. Public Comment**

None

**III. Approval of Minutes**

Chairman Giambrone introduced the approval of the Minutes for the August Meeting. Vice Chairman Nugent moved to accept the August Policy Board minutes as submitted; seconded by Councilperson Shamberger. With no discussion, the motion unanimously passed.

**IV. Committee Reports**

**a. Citizens Advisory Committee Report**

Mr. Rice, Chair of the Citizen Advisory Committee, reported that the CAC recommended approval of three TIP Amendments requested by WVDOH. The Committee also recommended approval of the TIP Amendment requested by Mountain Line. The Mountain Line TIP Amendments, which had not been included in CAC meeting's agenda package, were provided by Mr. Austin to the committee members during that meeting. Mr. Rice went on to note that the CAC reviewed and accepted the MPO's draft 2015 meeting calendar. Mr. Rice then congratulated Mr. Statler for his election and encouraged Policy Board members to participate in the Monongalia Day event in January.

**b. Financial Report**

Due to the absence of the MPO's treasurer at this meeting, the financial reports for October and November were postponed to the January meeting in 2015.

**V. Executive Directors Report**

Mr. Austin expressed his appreciation to Chairman Giambrone for serving as the Chairman of the MPO in 2014. Mr. Austin then reported on the status of Greenbag Rd Corridor Study, noting that twenty-two

citizens participated in the open house event in October and MPO received 50 completed surveys about the goals and objectives of the study. Mr. Austin went on to note that a stakeholders meeting was held in early November, with representatives from local trucking companies who expressed their concerns and suggested improvements for better accommodating truck traffic on Greenbag. Mayor Selin commented that the planning process was effective in gathering opinions from the general public and interest groups.

Mr. Austin then noted that the MPO has released the RFQs for the University Complete Street Study and the I-79 Access Study. So far, the MPO has received six proposals for the University Complete Street Study and four proposals for the I-79 Access Study. The MPO is in the process of interviewing and selecting qualified consultants. Given current work schedule of these two studies, a special board meeting focusing on these two studies may be necessary February to enter into contracts with the selected consultants. Mr. Austin then noted that he will attend the Monongalia Day in Charleston on January 15.

## **VI. Transportation Improvement Program Amendments**

Mr. Austin then introduced Mountain Line Transit's request for a TIP amendment to increase funding for the replacement of buses, using a Section 5339 Bus and Bus Facilities Grant. This funding will enable Mountain Line Authority to purchase approximately 12 replacement buses. He went on to note that this amendment has been duly advertised prior to this meeting, in compliance with MPO's public participation policies. Mr. Kelly moved to approve this amendment as submitted; seconded by Mayor Selin. With no discussion, the motion unanimously passed.

Mr. Austin then introduced TIP Amendments requested by the Division of Highways. They are: Morgantown CBD Signal System Renovation, Grafton-Morgantown Road Resurfacing, and Deck Replacement at Whiteday Creek Road Bridge NB on I-79. Mr. Austin noted that TTAC and CAC have reviewed these amendments and respectfully recommended approval of the amendments by the Policy Board. Commissioner Bloom asked if existing signal plan will be optimized in the CBD Signal System Renovation project. Mr. Austin noted that the while the primary purpose is equipment replacement, signal timing will be improved as a part of this project. Mayor Selin moved to approve this amendment as submitted; seconded by Councilperson Shamberger. With no discussion, the motion unanimously passed.

## **VII. Amendment of Bylaws**

Mr. Austin introduced the MPO's Bylaws Committee recommendation to add the following to the MPO's Bylaws:

"To further ensure that there is appropriate representation on the Policy Board, the Secretary will update the Policy Board on demographic changes within and adjacent to the urban area upon the release of each decennial census. The Policy Board will review this information to determine if the current composition of the Board adequately represents the community."

Commissioner Bloom commended this amendment as an effective approach to insuring appropriate representation on the Policy Board based on the changing demography of the county. Commissioner Bloom then moved to approve this amendment of bylaws; seconded by Councilperson Shamberger. With no discussion, the motion unanimously passed.

## **VIII Administrative Items**

- a. Appointment of Officer Nominating Committee

Mr. Austin noted that under the Bylaws the Board is to form an Officer Nominating Committee to select MPO officer for the year of 2015. Mr. Statler, Mr. Kelly, Mayor Selin, and Chairman Giambone volunteered to serve on that committee.

b. Draft 2015 Calendar

Mr. Austin noted that the draft of MPO's 2014 Meeting Calendar will be presented to the Board in the January meeting. The next Policy Board Meeting will be hold on January 22, 2015. The Board accepted the January meeting date.

c. FY 2015-2016 UPWP

Mr. Austin noted that the MPO is preparing its FY 2015-2016 UPWP and asked for recommendations of projects that the Board would like to be included in the program for the coming fiscal year. Mr. Austin then introduced major projects that the MPO anticipates undertaking in the coming year. They are: completion of the University Complete Street Study and the I-79 Access Study, and undertaking a Westover Pedestrian Study. The MPO will also update the Transportation Improvement Program.

Mr. Austin went on to note that there is an opportunity to conduct a study on University Ave from Pattenon Dr to Boyers Ave with cooperation between Morgantown and Star City. That study could be a second phase of the University Complete Street Study. Mr. Austin also noted that he will prepare a brief feasibility analysis on potential toll roads suggested by Commissioner Callen. It will be an informal document giving guidance to discussions on planning toll roads in the Morgantown area.

d. Executive Director Review

Mr. Austin noted that he will send out the form for the executive director's review to the Board members and the 2014 Executive Director Review will be conducted in an executive session of the January meeting,

## **IX Other Business**

Commissioner Bloom appraised the Policy Board on the of the I-79 new interchange project. He commented that it is a positive step in promoting regional economic growth and appreciated WVDOH for their assistance in this project.

## **XI. Meeting Adjournment**

The meeting adjourned at 7:28 PM.

Type	Date	Num	Name	Memo	Cr	Split	Amount	Balance
<b>Centra-Checking (voucher checks)</b>								<b>2,122.75</b>
Deposit	10/10/2014		WVDOH	Deposit	√	PL Funds (Funds)	16,051.03	18,173.78
Check	10/15/2014	5322	J. William B. Austin	Electronic Deposit	√	Salaries	-1,910.62	16,263.16
Check	10/15/2014	5323	Jing Zhang	Electronic Deposit	√	Salaries	-1,253.16	15,010.00
Check	10/15/2014	5324	ICMA. Retirement Corp		√	Retirement Account	-1,451.33	13,558.67
Check	10/15/2014	941	IRS	Electronic Deposit	√	Salary	-1,156.00	12,402.67
Check	10/15/2014	8557	Comcast		√	Internet	-317.15	12,085.52
Check	10/15/2014	8558	Fringe Benefits Management Company		√	Employee Health Insurance and I	-293.30	11,792.22
Check	10/15/2014	8559	J. William B. Austin	WVDOH Planning Conference	√	Travel (Travel)	-164.40	11,627.82
Check	10/15/2014	8560	Public Employees Insurance Agency		√	Employee Health Insurance and I	-1,707.94	9,919.88
Check	10/15/2014	8561	Retiree Health Benefit Trust Fund		√	Salaries	-328.00	9,591.88
Check	10/15/2014	8562	Service Plus		√	Accounting (Accounting Fees)	-104.88	9,487.00
Check	10/15/2014	8563	WV Newspaper Publishing Co.		√	Public Notices	-140.16	9,346.84
Deposit	10/27/2014		Monongalia County Planning Commissic	Deposit	√	Internet	113.39	9,460.23
Check	10/29/2014	8564	Centra Bank - Mastercard	\$810.21 travel \$555.76 Admin	√	Travel (Travel)	-1,365.97	8,094.26
Check	10/29/2014	8565	J. William B. Austin	Mileage for Charleston Trip	√	Travel (Travel)	-174.90	7,919.36
Check	10/29/2014	8566	Morgantown Municipal Airport	Rent and Conf. room rental	√	Rent (Rent)	-745.00	7,174.36
Check	10/29/2014	8567	WV Newspaper Publishing Co.	Consultant Ad	√	Public Notices	-48.55	7,125.81
Check	10/31/2014	5325	J. William B. Austin	Electronic Transfer	√	Salaries	-1,910.61	5,215.20
Check	10/31/2014	5326	Jing Zhang		√	Salaries	-1,253.17	3,962.03
Check	10/31/2014	5327	ICMA. Retirement Corp		√	Retirement Account	-1,451.33	2,510.70
Check	10/31/2014	5328	WV Dept of Tax and Revenue		√	Salary	-408.00	2,102.70
Check	10/31/2014	941	IRS	Electronic Transfer	√	Salary	-1,156.00	946.70
Total Centra-Checking (voucher checks)								946.70

TOTAL

Morgantown - Mon County Trans. Planning Org.  
 Checking Account  
 As of November 30, 2014

4:03 PM  
 01/12/2015  
 Accrual Basis

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>Centra-Checking (voucher checks)</b>									<b>946.70</b>
Deposit	11/05/2014		WVDOH	Deposit		√	PL Funds (Funds)	13,005.02	13,951.72
Check	11/14/2014	8568	Comcast			√	Internet	-259.69	13,692.03
Check	11/14/2014	8569	Service Plus			√	Accounting (Accounting Fees)	-108.72	13,583.31
Check	11/14/2014	8570	WV Board of Risk & Insurance Management			√	Administrative Overhead	-936.00	12,647.31
Check	11/14/2014	8571	WVNET			√	Administrative Overhead	-107.85	12,539.46
Check	11/14/2014	5329	J. William B. Austin	Electronic Transfer		√	Salaries	-1,910.62	10,628.84
Check	11/14/2014	5330	Jing Zhang	Electronic Transfer		√	Salaries	-1,253.16	9,375.68
Check	11/14/2014	5331	ICMA. Retirement Corp			√	Salary	-1,451.33	7,924.35
Check	11/14/2014	941	IRS	Electronic Transfer		√	Salary	-1,156.00	6,768.35
Deposit	11/18/2014		WVDOH	Deposit		√	PL Funds (Funds)	15,463.71	22,232.06
Deposit	11/21/2014		Monongalia County Planning Commission	Deposit		√	Administrative Overhead	129.85	22,361.91
Check	11/28/2014	5332	J. William B. Austin	Electronic Deposit		√	Salary	-1,910.62	20,451.29
Check	11/28/2014	5333	Jing Zhang	Electronic Deposit		√	Salary	-1,253.16	19,198.13
Check	11/28/2014	5334	ICMA. Retirement Corp			√	Salary	-1,451.33	17,746.80
Check	11/28/2014	5335	WV Dept of Tax and Revenue			√	Salary	-408.00	17,338.80
Check	11/28/2014	8572	Centra Bank - Mastercard	Travel \$184.57 Admin \$74.33		√	Travel & Ent (Travel and Entertainme	-258.90	17,079.90
Check	11/28/2014	8573	Fringe Benefits Management Company			√	Salary	-293.30	16,786.60
Check	11/28/2014	8574	Morgantown Municipal Airport			√	Rent (Rent)	-720.00	16,066.60
Check	11/28/2014	8575	Public Employees Insurance Agency			√	Salary	-1,707.94	14,358.66
Check	11/28/2014	8576	Retiree Health Benefit Trust Fund			√	Salary	-328.00	14,030.66
Check	11/28/2014	8577	VOID	Entry Error			Salary	0.00	14,030.66
Check	11/28/2014	8578	WV Newspaper Publishing Co.	Advertisement		√	Administrative Overhead	-174.79	13,855.87
<b>Total Centra-Checking (voucher checks)</b>									<b>13,855.87</b>



Morgantown - Mon County Trans. Planning Org.  
 Checking Account  
 As of December 31, 2014

2:57 PM  
 01/08/2015  
 Accrual Basis

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Centra-Checking (voucher checks)									13,855.87
Check	12/15/2014	8579	Comcast			√	Administrative Overhead	-290.66	13,565.21
Check	12/15/2014	8580	WV Newspaper Publishing Co.			√	Administrative Overhead	-548.16	13,017.05
Check	12/15/2014	8581	Service Plus			√	Accounting (Accounting Fees)	-103.92	12,913.13
Check	12/15/2014	941	IRS	Electronic Transfer		√	Salary	-1,155.99	11,757.14
Check	12/15/2014	5338	ICMA. Retirement Corp			√	Salary	-1,451.33	10,305.81
Check	12/15/2014	5336	J. William B. Austin	Electronic Transfer		√	Salary	-1,910.62	8,395.19
Check	12/15/2014	5337	Jing Zhang	Electronic Transfer		√	Salary	-1,253.17	7,142.02
Deposit	12/18/2014		WVDOH	Deposit		√	PL Funds (Funds)	15,044.00	22,186.02
Check	12/23/2014	5339	J. William B. Austin	Electronic Transfer		√	Salary	-1,910.62	20,275.40
Check	12/23/2014	5340	Jing Zhang	Electronic Transfer		√	Salary	-1,253.16	19,022.24
Check	12/23/2014	5341	ICMA. Retirement Corp				Salary	-1,451.33	17,570.91
Check	12/23/2014	5342	WV Dept of Tax and Revenue				Salary	-408.00	17,162.91
Check	12/23/2014	941	IRS	Electronic Transfer		√	Salary	-1,156.00	16,006.91
Check	12/23/2014	8582	Brickstreet Mutual Insurance Compan	Insurance			Administrative Overhead	-289.00	15,717.91
Check	12/23/2014	8583	Jing Zhang	AICP Test reimbursement			Administrative Overhead	-495.00	15,222.91
Check	12/23/2014	8584	Morgantown Municipal Airport				Rent (Rent)	-720.00	14,502.91
Check	12/23/2014	8585	Public Employees Insurance Agency				Salary	-1,707.94	12,794.97
Check	12/23/2014	8586	Retiree Health Benefit Trust Fund				Salary	-328.00	12,466.97
Check	12/23/2014	8587	WVNET	Jan-March webhosting			Administrative Overhead	-107.85	12,359.12
Check	12/30/2014	8588	Centra Bank - Mastercard	Transcad Software and training			Administrative Overhead	-1,660.00	10,699.12
Total Centra-Checking (voucher checks)									10,699.12
<b>TOTAL</b>									

# GREENBAG RD CORRIDOR PLANNING STUDY

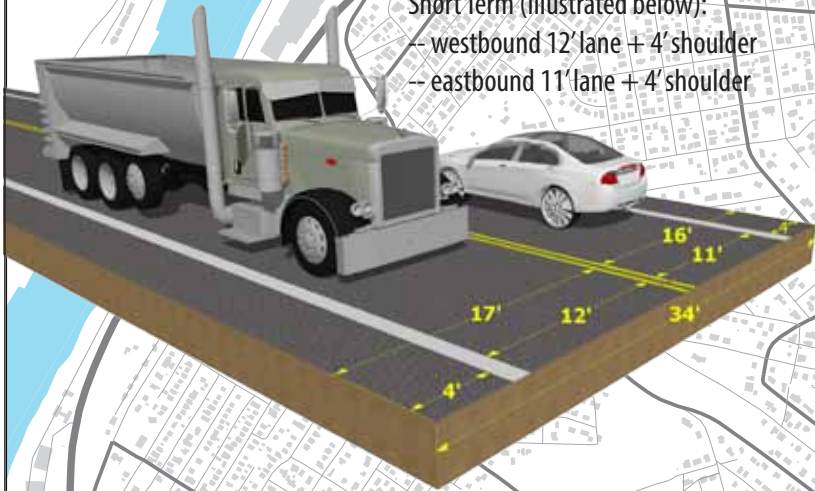
## INITIALLY IDENTIFIED SHORT TERM IMPROVEMENTS

WV DOH is currently doing a study of this area.

### Roadway Resurfacing and Widening

Short Term (Illustrated below):

- westbound 12' lane + 4' shoulder
- eastbound 11' lane + 4' shoulder



Drainage Improvements on Aarons Creek

WHITE ST

WV 7



DECKERS CREEK BLVD  
DECKERS CREEK TRAIL

DIAMOND AVE

Diamond Ave Intersection Improvement  
-- Increase sight distance

Dorsey Ave Intersection Improvement

- Add exclusive left-turn lanes on Greenbag Rd (2 ways)
- Add exclusive left-turn signals
- Widen lanes and reduce turning curves
- Add crosswalk

Lower Aarons Creek Rd Intersection Improvement  
-- Reduce turning radius  
-- Better signage

Drainage Improvements on Aarons Creek

- Reduce storm water runoff
- improve creek bank in flooding area

Bus Shelter

Install Bicycle Signages at Appropriate Locations

Projected Housing Growth Area

Bus Shelter

Sidewalk between Mall and Mississippi St

Crosswalk to Mall

Projected Job Growth Area

US 119 Intersection Improvement

- Optimize traffic signal
- Add one exclusive left-turn lane on Greenbag Rd
- Install traffic signal warnings on Greenbag Rd

### Legend

- Greenbag Rd
- Commercial Use
- Residential Use
- Institutional/Public Use

0.1 Mile





# GREENBAG RD CORRIDOR PLANNING STUDY

## INITIALLY IDENTIFIED LONG TERM IMPROVEMENTS

WV DOH is currently doing a study of this area.

**Deckers Creek Blvd Intersection Improvement**  
 -- Smaller turning radius  
 -- Better signage  
 -- Safer crossing

**Brookstone-Decker Creek Blvd Sidewalk Connection**

**Roadway Resurfacing and Widening**  
 -- add a two-way-left-turning lane on the entire length of Greenbag Rd

**Longbranch-Brookstone Multiuse Pathway Connection**

**Dorsey-Longbranch Multiuse Pathway Connection (Opt A)**

**Dorsey-Longbranch Sidewalk Connection (Opt B)**

**Mississippi St Intersection Improvement**  
 -- Add an eastbound left-turn lane to Mississippi St  
 -- Improve sight-distance  
 -- Add crosswalk on Mississippi St

**Dorsey-Mississippi Multiuse Pathway Connection (Opt A)**

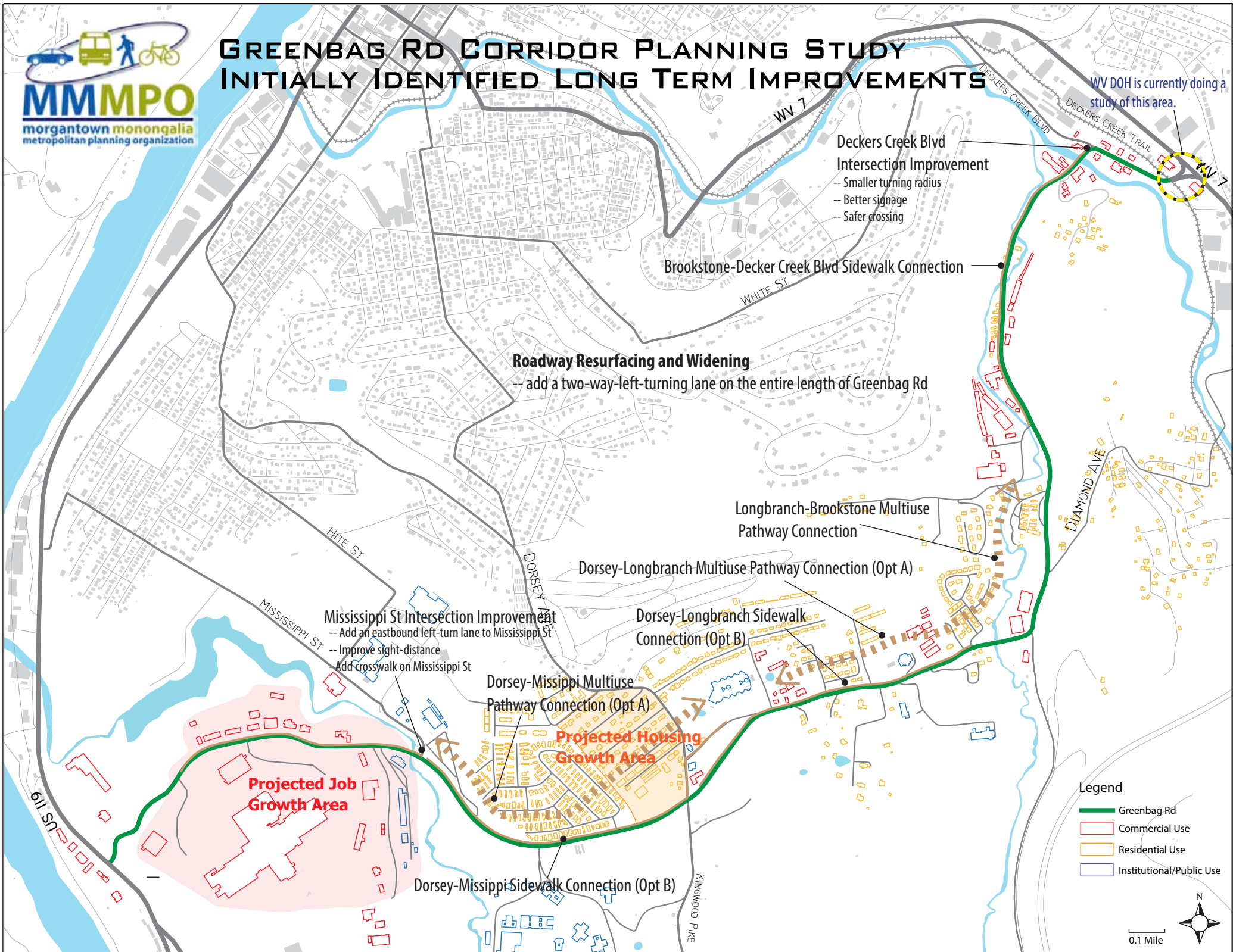
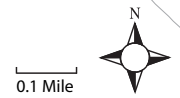
**Projected Housing Growth Area**

**Projected Job Growth Area**

**Dorsey-Mississippi Sidewalk Connection (Opt B)**

**Legend**

- █ Greenbag Rd
- █ Commercial Use
- █ Residential Use
- █ Institutional/Public Use





**Memorandum**

Date: December 15, 2014

To: Greenbag Rd Corridor Planning Study Steering Committee

From: MMMPO Staff

**Subject: Time Saving Estimate for Near-Term Improvements**

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This memorandum is to document the estimated time savings for near-term improvements initially identified as part of the Greenbag Rd Corridor Planning Study. The purpose of this estimation is to evaluate the effectiveness of the identified near-term improvements on Greenbag Rd.

**Summary**

The major findings are summarized in the following two tables. Calculation methods are documented in the Methodology section and the Calculation Process section. Current travel time was verified by field data collection using a float car methodology. Specifically, significant findings are:

- During PM Peak hour, traveling from WV 7 to CR 73 through Greenbag Rd will be shorten travel time by **5 minutes 23 seconds (47%)** in current traffic volume and by **10 minutes 25 seconds (62%)** in 2034 volume.
- Overall corridor peak hour time saving is approximately **78 hours** per day for the current users at Greenbag Rd and **179 hours** per day for future users.
- Most significant time saving are during PM peak hour.

**Time Saving at Corridor Level**

<b>Annual Average Daily Traffic Volume</b>	<b>Time<sup>1</sup></b>	<b>Time Saving per Vehicle<sup>2</sup></b>	<b>Total Time Saving<sup>3</sup></b>
Current Volume (10,940 <sup>4</sup> )	AM Peak Hour	1 minutes 30 seconds	23 hours 13 minutes
	PM Peak Hour	3 minutes 10 seconds	54 hours 50 minutes
Projected 2034 Volume (14.351 <sup>5</sup> )	AM Peak Hour	2 minutes 2 seconds	41 hours 18 minutes
	PM Peak Hour	6 minutes 4 seconds	137 hours 49 minutes

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<sup>1</sup> Peak factors are 8.5% (AM) and 9.5% (PM)

<sup>2</sup> The average of time saved for each travel direction

<sup>3</sup> Total time saved = total time saved per vehicle × number of vehicles during peak period

<sup>4</sup> The average of AADT at four count stations on Greenbag Rd

<sup>5</sup> Annual Average Growth Rate = 1.3662% (per draft WVDOH WV 7 and CR 875 Traffic Operation and Safety Study)

### Time Saving by Direction (Per Vehicle Per Trip)<sup>6</sup>

Time	Travel Direction	Current Traffic		2034 Projected Traffic	
		Time Saved	% of Total Trip Time	Time Saved	% of Total Trip Time
AM Peak	WV 7 - US 119 - Downtown (Westbound)	1'21"	20%	1'23"	20%
	WV 7 - US 119 - CR 73 (Westbound)	1'27"	20%	1'39"	22%
	Downtown - US 119 - WV 7 (Eastbound)	1'46"	23%	3'40"	37%
	CR 73 - US 119 - WV 7 (Eastbound)	1'24"	20%	1'25"	19%
PM Peak	WV 7 - US 119 - Downtown (Westbound)	1'54"	26%	4'37"	45%
	WV 7 - US 119 - CR 73 (Westbound)	5'23"	47%	10'25"	62%
	Downtown - US 119 - WV 7 (Eastbound)	2'43"	31%	4'36"	36%
	CR 73 - US 119 - WV 7 (Eastbound)	2'43"	31%	4'39"	38%

### Improvements

The short-term improvements included in this estimation of time saved were:

- Lane widening to 12 feet (Westbound) and 11 feet (Eastbound).
- Adding an exclusive left-turn lane for the westbound approach at the intersection of US 119/Greenbag Rd.
- Adding an exclusive left-turn lane for the westbound approach and the eastbound approach at the intersection of Dorsey Ave/Greenbag Rd.
- Adding an exclusive left-turn for the eastbound approach at the intersection of Mississippi St/Greenbag Rd.

The short-term improvements that were not included in this estimation of time saved were:

- Improvements to the intersection of Deckers Creek Rd/Greenbag Rd.
- Improvements to the Diamond Ave intersection and the Lower Aarons Creek Ave intersection.
- Improvements to pedestrians access from adjacent neighborhoods to the shopping/business area in the Greenbag Rd Corridor.
- Improvements for enhancing bicycling safety on Greenbag Rd.
- Improvements to visual/aesthetic appearance.
- Improvements to reducing flood hazard on Greenbag Rd.

<sup>6</sup> Calculated based on time saving data provided in tables on page 5 and page 6.

## Methodology

### Calculation of Saving Time

The saving time for each travel direction was obtained by using following equation:

$$\text{Saving Time} = \text{Travel Time Under Current Condition} - \text{Travel Time Under Improved Condition}^7$$

Specifically, the travel time under each condition was calculated separately by using following equation:

$$\text{Travel Time} = \frac{\text{Corridor Length}}{\text{Free Flow Speed}} + \text{Intersection Approach Delay}$$

Intersection approach delays were calculated by Synchro 9 using 2010 Highway Capacity Manual methodology. Corridor segment travel time was calculated by using methodology provided in FHWA Highway Performance Monitoring System Field Manual: Appendix N/Procedures for Estimating Highway Capacity. Supplemental resources for this analysis included the TRB Highway Capacity Manual 2010: Chapter 17/Urban Street Segments and FHWA Report: Mitigation Strategies for Design Exceptions (2007).

Free flow speed was calculated by:

$$\text{Free Flow Speed} = \text{BFFS} - f_{LW} - f_{LC} - f_M$$

Where:

BFFS = base free flow speed

$f_{LW}$  = adjustment factor for lane width

$f_{LC}$  = adjustment factor for lateral clearance

$f_M$  = adjustment factor for median type

In which, base free flow speed was calculated by:

$$\text{Base Free Flow Speed} = S_o + f_{cs}$$

Where:

$S_o$  = speed constant

$f_{cs}$  = adjustment for cross section

### Calculation of Corridor Saving Time and Dollar Value

Corridor saving time is calculated largely on the basis of averaged perimeters. This formula was used to calculate corridor saving time:

$$\text{Average Time Saving per Vehicle per Trip} \times \text{Estimated Peak Hour Corridor Volume}$$

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<sup>7</sup> Improvements on the Greenbag Rd/WV 7 were not considered in this estimation.

## Calculation Process

### Parameters Used in the Calculation Process

Annual Average Growth Rate <sup>8</sup> (%)	1.3662%	
Peak Hour Factor/K factor <sup>9</sup> (%)	AM	8.5%,
	PM	9.5%
Free-Flow Speed Reduction (mi/h) <sup>10</sup>	10 Feet Lane Reduction in Free-Flow Speed (Existing Condition)	- 6.6 mph in Ave. Speed
	11 Feet Lane Reduction in Free-Flow Speed (mi/h)	- 1.9 mph in Ave. Speed
	12 Feet Lane Reduction in Free-Flow Speed (mi/h)	0
	2 feet shoulder	- 3.0 mph in Ave. Speed
	4 feet shoulder	- 1.2 mph in Ave. Speed
	No median	- 1.6 mph in Ave. Speed

		2014 Travel Time	Free Flow Segment Travel Time*	Intersection Approach Delays**				Total Corridor Travel Time
				US 119	Mississippi St	Dorsey Ave	Deckers Creek Rd	
Existing Condition	AM Peak	WV 7 - US 119 - Downtown (Westbound)	6' 20"	3"	0"	21"	0"	<b>6'44"</b>
		WV 7 - US 119 - CR 73 (Westbound)	6' 20"	35"	0"	21"	0"	<b>7'16"</b>
		Downtown - US 119 - WV 7 (Eastbound)	6' 20"	56"	2"	21"	4"	<b>7'39"</b>
		CR 73 - US 119 - WV 7 (Eastbound)	6' 20"	5"	2"	21"	4"	<b>6'52"</b>
	PM Peak	WV 7 - US 119 - Downtown (Westbound)	6' 20"	11"	0"	51"	0"	<b>7'22"</b>
		WV 7 - US 119 - CR 73 (Westbound)	6' 20"	263"	0"	51"	0"	<b>11'34"</b>
		Downtown - US 119 - WV 7 (Eastbound)	6' 20"	19"	2"	130"	3"	<b>8'54"</b>
		CR 73 - US 119 - WV 7 (Eastbound)	6' 20"	4"	2"	130"	3"	<b>8'39"</b>
After Proposed Improvement	AM Peak	WV 7 - US 119 - Downtown (Westbound)	5' 3"	1"	0	19"	0	<b>5'23"</b>
		WV 7 - US 119 - CR 73 (Westbound)	5' 3"	27"	0	19"	0	<b>5'49"</b>
		Downtown - US 119 - WV 7 (Eastbound)	5' 17"	14"	0	18"	4"	<b>5'53"</b>
		CR 73 - US 119 - WV 7 (Eastbound)	5' 17"	5"	0	18"	4"	<b>5'44"</b>
	PM Peak	WV 7 - US 119 - Downtown	5' 3"	6"	0	19"	0	<b>5'28"</b>
		WV 7 - US 119 - CR 73	5' 3"	49"	0	19"	0	<b>6'11"</b>
		Downtown - US 119 - WV 7	5' 17"	19"	0	32"	3"	<b>6'11"</b>
		CR 73 - US 119 - WV 7	5' 17"	4"	0	32"	3"	<b>5'56"</b>

<sup>8</sup> Per Draft WVDOH WV 7 and CR 857 Traffic Operations and Safety Study

<sup>9</sup> The average of peak hour factors at four count stations on Greenbag Rd

<sup>10</sup> According to FHWA Highway Performance Monitoring System Field Manual: Appendix N/Procedures for Estimating Highway Capacity

2034 Travel Time			Free Flow Segment Travel Time*	Intersection Approach Delays**				Total Corridor Travel Time
				US 119	Mississippi St	Dorsey Ave	Deckers Creek Rd	
Existing Condition	AM Peak	WV 7 - US 119 - Downtown (Westbound)	6' 20"	4"	0"	29"	0"	<b>6'53"</b>
		WV 7 - US 119 - CR 73 (Westbound)	6' 20"	47"	0"	29"	0"	<b>7'36"</b>
		Downtown - US 119 - WV 7 (Eastbound)	6' 20"	177"	4"	31"	4"	<b>9'56"</b>
		CR 73 - US 119 - WV 7 (Eastbound)	6' 20"	16"	4"	31"	4"	<b>7'15"</b>
	PM Peak	WV 7 - US 119 - Downtown (Westbound)	6' 20"	13"	0"	221"	0"	<b>10'14"</b>
		WV 7 - US 119 - CR 73 (Westbound)	6' 20"	402"	0"	221"	0"	<b>16'43"</b>
		Downtown - US 119 - WV 7 (Eastbound)	6' 20"	45"	4"	344"	3"	<b>12'56"</b>
		CR 73 - US 119 - WV 7 (Eastbound)	6' 20"	5"	4"	344"	3"	<b>12'16"</b>
After Proposed Improvement	AM Peak	WV 7 - US 119 - Downtown (Westbound)	5' 3"	4"	0	23"	0	<b>5'30"</b>
		WV 7 - US 119 - CR 73 (Westbound)	5' 3"	31"	0	23"	0	<b>5'57"</b>
		Downtown - US 119 - WV 7 (Eastbound)	5' 17"	31"	0	23"	4"	<b>6'15"</b>
		CR 73 - US 119 - WV 7 (Eastbound)	5' 17"	7"	0	23"	4"	<b>5'51"</b>
	PM Peak	WV 7 - US 119 - Downtown	5' 3"	3"	0	31"	0	<b>5'37"</b>
		WV 7 - US 119 - CR 73	5' 3"	43"	0	31"	0	<b>6'17"</b>
		Downtown - US 119 - WV 7	5' 17"	52"	0	128"	3"	<b>8'20"</b>
		CR 73 - US 119 - WV 7	5' 17"	9"	0	128"	3"	<b>7'37"</b>

\* Calculated using methodology provided in FHWA Highway Performance Monitoring System Field Manual: Appendix N/Procedures for Estimating Highway Capacity.

\*\* Calculated by Synchro 9 using HCM 2010 methods.



# UNIFIED PLANNING WORK PROGRAM

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*DRAFT FISCAL YEAR 2015 – 2016*



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

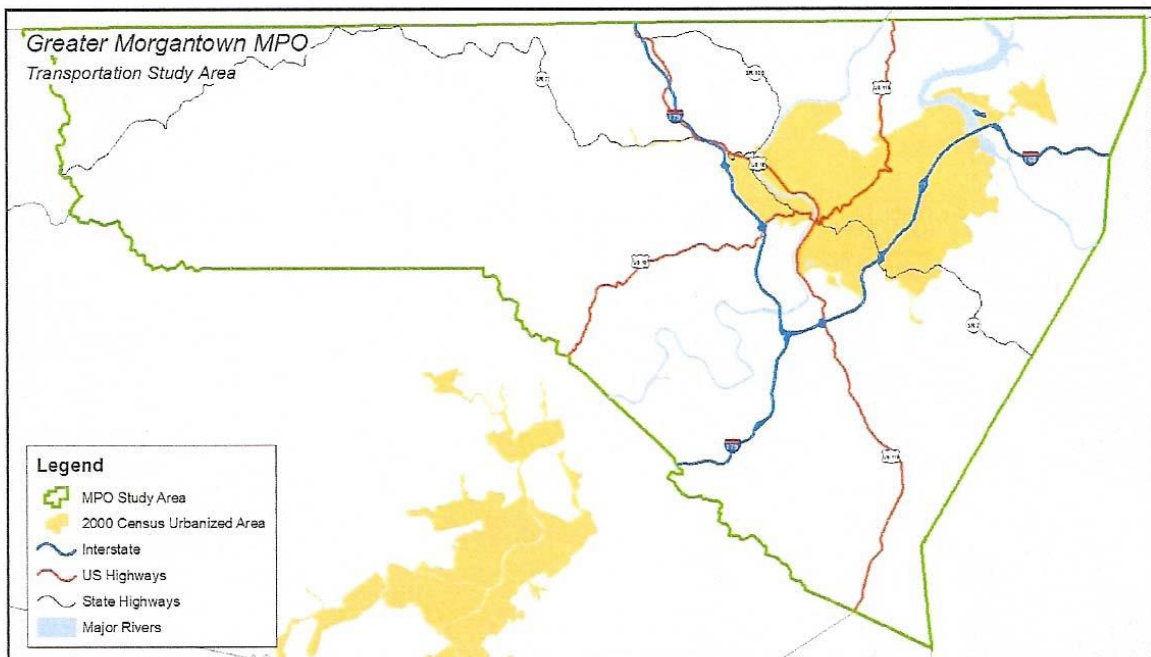
In accordance with Federal Regulations this document outlines the budget for the Morgantown Monongalia MPO. It provides information about the work the MPO will be performing in the upcoming year and summarizes the funding that will be used to accomplish that work.

## 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 2014-2015 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 worked to develop a corridor plan for Greenbag Road. The purpose of the plan is to make the corridor more attractive for commercial traffic as well as for the general public. The corridor was evaluated for its appropriateness for truck traffic as well as for bicyclists and pedestrian traffic along selected portions of the corridor. The MPO developed a set of recommendations for the corridor that accommodates the primary users of the corridors as well as increasing capacity on the corridor for future growth in the area.

Another priority for MPO staff has been working on strategies to acquire funding to implement the Plan. During the first half of FY 2014-2015 MPO Staff and the MPO Chairman worked closely with legislators and the Chamber of Commerce's Transportation Committee to develop legislation for local funding initiatives.

MPO Staff also began work on two major corridor studies for the area. The first study, as recommended in the LRTP, is a study of the need for additional access to I-79. The LRTP identifies three potential locations for this access as well as the need for an additional river crossing. In order to make the proposed study most useful staff developed a Request for Qualifications for consultants to identify the purpose and need statement for this access for use in the environmental process to implement a project that may result from the Study.

The second study is 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 have made this corridor a high priority for WVU and the City of Morgantown. It is envisaged that this study as well as the I-79 Access Study will continue on in FY 2015-2016. The local match for this Study will be provided by WVU.

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 2013 the MPO expanded the count program by adding additional locations as well as by taking a limited number of counts during the fall to assist in the development of seasonal count factors. These seasonal count factors will allow the standardization of project level traffic counts for comparison on an annual basis. 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 developed a traffic accident data base 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. It is hoped that this data will become available for use as the MPO evaluates incident locations in the area.

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. 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 2014-2015 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 2014-2015 MPO Staff worked with the MPO Policy Board to review and revise the MPO's Bylaws. Several amendments to the Bylaws were adopted as a result of this work.

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 the portion of Boyers Avenue from University Avenue to Monongahela Boulevard. This evaluation was provided to Star City for use in redeveloping that section of road. 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 2014-2015 and it is anticipated to continue into FY 2015-2016.

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. These amendments included proposed projects in the vicinity of Brookhaven, on Monongahela Boulevard, on Van Voorhees Road, and the Mileground +1 Widening project.

## FOCUS FOR FISCAL YEAR 2015-2016

### Local initiatives:

Major initiative to be under taken this year include:

MPO Staff will work to develop a pedestrian plan for the City of Westover. 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 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 will take 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 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 Westover and Granville.

MPO Staff will work to complete two ongoing major studies. The first study is of the need for alternative means to access I-79 recommended in the LRTP. This Study was begun by a consultant in FY 2014-2015. MPO Staff will also oversee the completion of the University Avenue Complete Streets Study which was also begun in FY 2014-2015. MPO Staff is the primary project manager for both of these efforts.

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 2015-2016.

Staff will develop a new Transportation Improvement Program for adoption during FY 2015-2016. This update is required since the TIP was last fully adopted in 2012. In conjunction with the adoption of a new TIP MPO staff will also work with the MPO's committees to update the MPO's project prioritization list. The update of the priority list should be informed by the results of the I-79 Access Study and the University Avenue Complete Streets Study as well as the Greenbag Road Corridor Study which is to be completed during FY 2014-2015.

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 Westover and Granville. 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 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 2016 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 2015-2016. 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 ongoing public involvement activities associated with the development of a new 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 and the Transportation Demand Management initiative. MPO Staff will also review the MPO's 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 act as project management staff for the I-79 Access Study which will determine the need for an additional crossing of the Monongahela River to provide access to I-79 or other strategies that may improve the operations of the area's transportation network.

MPO Staff will also manage the University Avenue Complete Streets project to identify operational improvements to the University Avenue Corridor for all modes of transportation. The Study will also address the impact to adjacent streets of changes to the University Avenue Corridor.



**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, 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 Operating Budget FY 2015-16**

<b>Line Item Fixed Operating Expenses</b>				
<b>Category</b>	<b>Consolidated Federal Planning Funds</b>	<b>WVDOT</b>	<b>City/County/WVU/Mtn Line</b>	<b>Total Cost Allocation</b>
<b>Salaries*</b>				
<b>Director</b>	\$ 65,219.20	\$ 8,152.40	\$ 8,152.40	\$ 81,524
<b>Planner I</b>	\$ 33,952.00	\$ 4,244.00	\$ 4,244.00	\$ 42,440
<b>Benefits (see below)</b>	\$ 38,336.48	\$ 4,792.06	\$ 4,792.06	\$ 47,921
<b>Contracted/Capital Expenses</b>				
<b>Contracted Services</b>	\$ 14,400	\$ 1,800	\$ 1,800	\$ 18,000
<b>Consulting Services</b>	\$ 180,000	\$ 22,500	\$ 22,500	\$ 225,000
<b>Computer Equipment</b>	\$ 2,400	\$ 300	\$ 300	\$ 3,000
<b>Software</b>	\$ 2,400	\$ 300	\$ 300	\$ 3,000
<b>Public Notices/Publishing</b>	\$ 1,600	\$ 200	\$ 200	\$ 2,000
<b>Overhead</b>				
<b>Travel &amp; Training</b>	\$ 8,000	\$ 1,000	\$ 1,000	\$ 10,000
<b>Office Rent</b>	\$ 7,200	\$ 900	\$ 900	\$ 9,000
<b>Utilities (phone, internet, web site)</b>	\$ 4,000	\$ 500	\$ 500	\$ 5,000
<b>Copier lease, supplies, postage</b>	\$ 800	\$ 100	\$ 100	\$ 1,000
<b>Total</b>	\$ 358,307.68	\$ 44,788	\$ 44,788	\$ 447,885

\*Salaries are at FY 2014-15 Rates-Final Salaries for FY 2016 will be adjusted per Policy Board directive

<b>Cost Allocation Rate Table</b>	
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	\$ 58.53 Incl. benefits + Overhead
Planner I	\$ 30.35 Incl. benefits + Overhead
Additional Travel	Monongalia County Rate as adjusted

**Employee Benefit Expenditure Detail**

(Calculated on Total Wages = \$122,136)

Description	Consolidated			Total Cost Allocation
	Federal Planning Funds	WVDOT	(City/County)MPO	
FICA (6.2%)	\$ 6,148.61	\$ 768.58	\$ 768.58	\$ 7,685.77
Worker's Compensation (2.3%)	\$ 2,280.94	\$ 285.12	\$ 285.12	\$ 2,851.17
Medicaid (1.45%)	\$ 1,416.78	\$ 177.10	\$ 177.10	\$ 1,770.97
Retirement (14.0%)	\$ 13,679.23	\$ 1,709.90	\$ 1,709.90	\$17,099.04
Health Insurance (PEIA Rates- Same as FY 2014)	\$ 13,466.92	\$ 1,683.37	\$ 1,683.37	\$16,833.65
Dental & Vision Insurance (2014 rates)				\$ 1,680.00
<b>Total Employee Benefit Package</b>				<b>\$47,920.60</b>

Note: The Director and the Planner I positions are salaried. 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.

# Draft Morgantown Monongalia Metropolitan Planning Organization Operating Budget FY 2015-16

## 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	12,800	1,600	1,600		\$16,000
	4	Traffic Accidents	6,400	800	800		\$8,000
	10					\$	
		Mapping	8,000	1,000	1,000	-	\$10,000
	12	Bicycle and Ped Fac.	3,840	480	480		\$4,800
		<b>Total</b>	<b>31,040</b>	<b>3,880</b>	<b>3,880</b>		<b>\$38,800</b>
<b>II-B</b>	<b>L RTP</b>						
	6	Community goals	0	0	0	\$	\$0
	8	Deficiency Analysis	4,000	500	500		\$5,000
	9	Highway Element	0	0	0		\$0
	10	Transit Element	0	0	0		\$0
	11	Bicycle and Ped.	12,000	1,500	1,500	\$	\$15,000
	13	Collector Street	0	0	0	\$	\$0
	16	Financial Planning	12,000	1,500	1,500		\$15,000
	17	Cong. Mgmt. Strat.	9,600	1,200	1,200		\$12,000
		<b>Total</b>	<b>\$37,600</b>	<b>\$4,700</b>	<b>\$4,700</b>		<b>\$47,000</b>
<b>III</b>	<b>Admin.</b>						
	A	Work Program	\$4,000	\$500	500		\$5,000
	B	TIP	\$8,000	\$1,000	1,000		\$10,000
	C-6	Public Involvement	\$9,600	\$1,200	1,200		\$12,000
	C-7	Private Sector	\$2,400	\$300	300		\$3,000
	D-1	Enhancement Plan	\$8,000	\$1,000	1,000		\$10,000
	D-2	Env. And Pre-TIP	\$180,000	\$22,500	22,500		\$225,000
	D-3	Special Studies	\$28,000	\$3,500	3,500		\$35,000
	D-4	Regional and State	\$9,600	\$1,200	1,200		\$12,000
	E	Management and Ops	\$40,000	\$5,000	5,000		\$50,000
		<b>Total</b>	<b>\$289,600</b>	<b>\$36,200</b>	<b>\$36,200</b>		<b>\$362,000</b>
<b>Grand Totals - All Programs</b>			<b>\$358,240</b>	<b>\$44,780</b>	<b>\$44,780</b>		<b>\$447,800</b>

## CERTIFICATION

This is to certify that I have reviewed the indirect cost proposal submitted herewith and to the best of my knowledge and belief:

- (1) All Costs included in this proposal dated January 22, 2014 for the period July 1, 2015 through June 30, 2016 are allowable in accordance with the requirements of the grant(s), contract(s), and agreement(s) to which they apply and which they apply and with the cost principles applicable to those agreements.
- (2) This proposal does not include any costs which are allowable under applicable cost principles, such as (without limitation): Advertising and public relations costs, entertainment costs, fines and penalties, lobbying costs, and defense and prosecution of criminal and civil proceedings.
- (3) All costs included in this proposal are properly allocable to grant(s), contract(s), and agreement(s) on the basis of a beneficial or causal relationship between the expenses incurred and the grant(s), contract(s), and agreement(s) to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

I declare under penalty of perjury that the foregoing is true and correct.

Authorized Official: J. William B. Austin  
Executive Director

Signature: \_\_\_\_\_

Organization: MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION

Date: \_\_\_\_\_

**ASSURANCE CONCERNING NONDISCRIMINATION ON THE  
BASIS OF DISABILITY IN FEDERALLY-ASSISTED PROGRAMS  
AND ACTIVITIES RECEIVING OR BENEFITING FROM  
FEDERAL FINANCIAL ASSISTANCE**

Implementing the Rehabilitation Act of 1973, as amended, and  
the Americans With Disabilities. Act of 1990

(Federal Transit Administration)

Morgantown Monongalia Metropolitan Planning Organization, AGREES THAT, as a condition to the approval or extension of any federal financial assistance from the Federal Transit Administration (FTA) to construct any facility, obtain any rolling stock or other equipment, undertake studies, conduct research or to participate in or obtain any benefit from any program administered by the FTA, no otherwise qualified person with a disability shall, solely be the reason of his or her disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance administered by the FTA or any entity within the United States Department of Transportation (DOT).

Specifically, the Recipient **GIVES ASSURANCE** that it will conduct any program or operate any facility so assisted in compliance with all applicable requirements imposed by DOT regulations implementing the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (and any subsequent amendments thereto) set forth at 49 FA Parts 27, 37, and 38, as well as all applicable regulations and directives issued pursuant thereto by other federal departments or agencies.

Executed this    day of January, 2015

BY: \_\_\_\_\_  
J. William B. Austin  
Executive Director

## FEDERAL TRANSIT ADMINISTRATION CIVIL RIGHTS ASSURANCE

The **MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION** HEREBY CERTIFIES THAT, as a condition of receiving Federal financial assistance under the Federal Transit Administration Act, as amended, it will ensure that:

1. No Person on the basis of race, color, or national origin will be subjected to discrimination in the level and quality of transportation services and transit-related benefits.
2. The MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION will compile, maintain, and submit in a timely manner Title VI information required by FTA Circular 4702.1 and in compliance with the Department of Transportation's Title VI regulation, 49 CFR Part 21.9.
3. The MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION will make it known to the public that those person or persons alleging discrimination on the basis of race, color, or national origin as it relates to the provision of transportation services and transit-related benefits may file a complaint with the Federal Transit Administration and/or the U.S. Department of Transportation.
4. A standard DOT Title VI Assurance, signed and dated March, 1978 has been filed with the state.

The person or persons whose signature appears below are authorized to sign this assurance on behalf of the grant applicant or recipient.

J. WILLIAM B. AUSTIN

DATE: January , 2015

EXECUTIVE DIRECTOR

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SIGNATURE OF AUTHORIZED OFFICER

If any complaints of civil rights violations have been received during the last 12 months, a description of the complaints and their disposition or proposed disposition should be attached. (Further information may be requested, if needed.)

## NONDISCRIMINATION ASSURANCE

As required by 49 U.S.C. 5332 (which prohibits discrimination on the basis of race, color, creed, national origin, sex or age and prohibits discrimination in employment or business opportunity), Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d, and U.S. DOT regulations, “Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of the Title VI of the Civil Rights Act, “49

CFR part 21 at 21.7, the Morgantown Monongalia Metropolitan Planning Organization assures that it will comply with all requirements of 49 CFR part 21; FTA Circular 4702.1, “Title VI program Guidelines for Federal Transit Administration Recipients”, and other applicable directives, so that no person in the United States, on the basis of race, color, national origin, creed, sex or age will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity (particularly in the level and quality of transportation services and transportation-related benefits) for which the Applicant receives Federal assistance awarded by the U.S. DOT or FTA as follows:

- 1.) The applicant assures that each project will be conducted, property acquisitions will be undertaken, and project facilities will be operated in accordance with all applicable requirements of 49 U.S.C. 5332 and 49 CFR part 21, and understands that this assurance extends to its entire facility and to facilities operated in connection with the project.
- 2.) The applicant assures that it will take appropriate action to ensure that any transferee receiving property financed with Federal assistance derived from FTA will comply with the applicable requirements of 49 U.S.C. 5332 and 49 CFR part 21.
- 3.) The Applicant assures that it will promptly take the necessary actions to effectuate this assurance, including notifying the public that complaints of discrimination in the provision of transportation-related services or benefits may be filed with U.S. DOT or FTA, the Applicant assures that it will submit the required information pertaining to its compliance with these requirements.
- 4.) The Applicant assures that it will make any changes in its 49 U.S.C. 5332 and Title VI implementing procedures as U.S. DOT or FTA may request.
- 5.) As required by 49 CFR 21.7(a)(2), the Applicant will include in each third party contract or sub agreement provisions to invoke the requirements of 49 U.S.C. 5332 and 49 CFR part 21, and include provisions to those requirements in deeds and instruments recording the transfer of real property, structures, improvements.

To implement the Equal Employment Provisions of the Americans with Disabilities Act,” (29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the Applicant agrees to comply with any implementing requirements FTA may issue.



(iv) The Applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by the U.S. Department of Transportation, to the end that, in accordance with Title VI of the Act, no persons in the United States shall, on the grounds of race, color, creed, national origin, sex or age be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant received Federal financial assistance from the Department under Federal Transit Administration Programs; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department under Federal Transit Administration Programs, this certification shall-obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real, property or structure 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. If any personal property is so provided this certification shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Department under Federal Transit Administration Programs.

THIS CERTIFICATION is given in the 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 Applicant by the Department under Federal Transit Administration Programs. The Applicant recognizes and agrees, that such Federal financial assistance will be extended in reliance on the representations and agreements made in this certification, and that the United States shall have the right to seek judicial enforcement of this certification. This certification is binding on the Applicant, its successors, transferees, and assignees. The person or persons whose signatures appear on the Declaration page are authorized to sign the certification on behalf of the Applicant.

Executed this    day of January 2015

BY: \_\_\_\_\_

J. William. B. Austin

Executive Director

# MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION

## TITLE VI PROGRAM CIVIL RIGHTS ACT OF 1964

### COMPLIANCE REVIEW STATEMENT FOR FY 2012-2013 OVERALL UNIFIED PLANNING WORK PROGRAM (UPWP)

#### **I. Metropolitan Planning Organization Handling Agency Compliance**

- A. To What extent does the MPO Handling Agency employ minority staff personnel in the program area under review?

The MPO only has two fulltime employees with one minority staff. The MPO will continue to ensure that there is no discrimination in hiring practices.

- B. Has the Agency adopted a formal Title VI complaint process?

The Agency will utilize the complaint process identified in the Agency By-Laws for harassment for discrimination complaints. The By-Laws will be amended to identify this process.

- C. Has the MPO received any specific Title VI complaints in the program area under review? If so, what corrective action has been taken?

There have been no complaints to our knowledge.

#### **II. Consultant Contracts**

- A. What consideration is given to minority contractors in the selection of consultants for the transportation planning work?

Advertisement for potential consultant work includes reference to Title VI compliance and minority contractors are invited to participate in procurements.

1. Does the Agency establish and monitor annual Title VI contracting goals?

No, the agencies contracting opportunities are limited by the small size of the agency. The agency will track and encourage minority participation in contracting opportunities.

2. Does the consultant selection process include maintenance of records of qualified minority consultants?

Yes

3. What other methods or procedures are utilized to encourage use of qualified minority consultants?

Minority consultants are encouraged to submit proposals.

4. Are Title VI assurances and provisions included on consultant contracts?

Yes

- B. Have consultants made positive efforts to employ qualified minority subcontractors? If so, to what extent?

Not that we are aware of.

- C. What are the MPO's procedures for monitoring consultant compliance with Title VI contract provisions?

The MPO will examine the hours worked by minority contractors and subcontractor on bills submitted for processing.

### **III. Urban Transportation Planning Process**

- A. What techniques and procedures are employed to provide data relative to minority populations, neighborhoods, income levels, physical environment, travel habits, etc.?

The MPO regularly examines the impact of proposed projects on the area's minority community utilizing the most recently available Census data.

- B. To what extent is the data considered in determining that a proposed transportation system will be capable of responding favorably to minority to group requirements? What techniques are used?

MPO staff utilizes GIS to examine the location of low income and minority populations and their location in relation to proposed facilities.

- C. Do the MPO Transportation Plan and TIP include assessments of the impacts that planned transportation system investments will have on both minority and non-minority areas? Discuss the assessment methodology and resulting documentation.

The MPO utilizes GIS to identify minority and low income populations and to assess the potential impact that any proposed project may have on these communities. The MPO performs these assessments as part of the LRTP update utilizing the most recently available Census Data.

- D. To what extent has the MPO developed a formalized procedure (organization, responsibilities, etc.) to provide for citizen participation in the transportation planning process?

The MPO has a formally adopted citizen participation process.

- E. Are minorities, both individually and through their organizers, represented in the citizen participation effort? If so, how many and in what capacity?

There are no specific minority groups represented in the MPO, outreach efforts seek to reach these communities through outreach to transit dependent and or low income employees.

- F. Are there any further affirmative actions taken by the MPO to enlist the involvement and support of minority populations in the transportation planning process?

## DISADVANTAGED BUSINESS ENTERPRISE ASSURANCE

In accordance with CFR 26.13(a), the MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION assures that it shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any third party contract, or sub agreement supported with Federal assistance derived from the U.S. DOT or in the administration of its DBE program or the requirements of 49 CFR part 26. The Applicant assures that it shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of all third party contracts and sub agreements supported with Federal assistance derived from the U.S. DOT.

## LITIGATION CERTIFICATION

I, J. WILLIAM B. AUSTIN, Executive Director hereby certifies that to the best of my knowledge there is no litigation pending or threatened which might affect the performance of this project.

Executed this    day of January, 2015

BY: \_\_\_\_\_

J. William B. Austin  
Executive Director

## DRUG-FREE WORKPLACE ACT CERTIFICATION FOR A PUBLIC OR PRIVATE ENTITY

1. The **Morgantown Monongalia Metropolitan Transportation Planning Organization**  
(Name of Applicant)

Certifies that it will provide a drug-free workplace by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- B. Establishing an ongoing drug-free awareness program to inform employees about-
  - 1) The dangers of drug abuse in the workplace
  - 2) The Applicant's policy of maintaining a drug-free workplace
  - 3) Any available drug counseling, rehabilitation, and employee assistance programs
  - 4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace
- C. Making it a requirement that each employee to be engaged in the performance of the grant or cooperative agreement be given a copy of the statement required by paragraph (A).
- D. Notifying the employee in the statement required by paragraph (A) that as a condition of employment under the grant or cooperative agreement the employee will:
  - 1) Abide by the terms of the statement; and,
  - 2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
- E. Notifying the Federal agency in writing, within ten calendar days after receiving notice under subparagraph (D.) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every project officer or other designee on whose project activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shag include the identification number(s) of each affected grant or cooperative agreement.

- F. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (D) (2), with respect to any employee who is so convicted:
  - 1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - 2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or Local health, law enforcement, or other appropriate agency.
  
- G. Making a good faith effort to continue to maintain a drug-free work place through implementation of paragraphs: A), B), C), D), and F).

**2. The Applicants headquarters is located at the following address. The addresses of all Workplaces maintained by the Applicant are provided on an accompanying list.**

**Name of Applicant:** Morgantown Monongalia Metropolitan Planning Organization  
**Address:** 82 Hart Field Road Suite 105  
**City:** Morgantown  
**County:** Monongalia  
**State:** West Virginia  
**Zip Code:** 26505

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**J. William B. Austin**

Executive Director  
**Title of Authorized Official**

Morgantown Monongalia Metropolitan Planning Organization  
**Name of Applicant**

**Date**



## DRUG FREE WORKPLACE POLICY

It is the policy of the **MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION** to maintain a work place that is conducive to efficient and productive work. In order to attain that goal, it is further the policy of the Organization that the unlawful use, manufacture, distribution, dispensing or possession of a controlled substance is prohibited in the Organization's work place.

As an employee of the Organization, I agree to abide by that policy and am aware that violation of the policy regarding substance abuse will result in disciplinary action up to and including dismissal.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

THIS IS A SAMPLE OF THE DRUG FREE WORK PLACE FORM  
GIVEN TO EACH MORGANTOWN MPO EMPLOYEE  
FOR SIGNATURE AND CERTIFICATION.

COPIES OF SIGNED STATEMENTS ARE ATTACHED.

**CERTIFICATION OF PROVISION OF NECESSARY  
LOCAL MATCHING FUNDS**

The Morgantown Monongalia Metropolitan Planning Organization hereby certifies that the  
(Name of Applicant)

ten percent (10%) local match requirement of the total project cost shall be provided in

(check and complete one) \$ \_\_\_\_\_, \_\_\_\_\_; \$ \_\_\_\_\_, \_\_\_\_\_;  
(cash) (total cash amount) (in Kind services) (total in Kind value)

or, \_\_\_\_\_, \$ \_\_\_\_\_ +\$ \_\_\_\_\_ :\$ \_\_\_\_\_  
(combination of both) (cash amount) (in kind value) (total amount)

It is my understanding that if in kind is used as match, proper documentation detailing the cash  
Value of those services shall be included with this application. If cash is used as match, the source of  
These funds is (are) from Monongalia County, and City of Morgantown.

Executed this    day of January, 2014

By: \_\_\_\_\_

J. William B. Austin  
Executive Director

Morgantown Monongalia Metropolitan Planning Organization

## FISCAL AND MANAGERIAL CAPABILITY CERTIFICATION

**NAME OF APPLICANT:** Morgantown Monongalia Metropolitan Planning Organization

And a review of the Applicant's records, that the Applicant has the requisite legal, financial and managerial capability to apply for, receive, and disburse Federal assistance authorized for 49 U.S.C. 5303; and to implement and manage the project.

## FEDERAL REQUIREMENTS

**NAME OF APPLICANT:** Morgantown Monongalia Metropolitan Planning Organization

Hereby certifies that it will comply with any existing Federal requirements, as well as any changes that occur in the future, in carrying out this project.

## INSPECTION

**NAME OF APPLICANT:** Morgantown Monongalia Metropolitan Planning Organization

Hereby certifies that it shall permit the FTA, the Comptroller General of the United States and, of appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

Executed this    day of January, 2015    BY: \_\_\_\_\_

J. William B. Austin  
Executive Director

**CERTIFICATION  
OF  
RESTRICTIONS ON LOBBYING**

I, J. William B. Austin, Executive Director, hereby certify on behalf of  
(Name and Title of Grantee Official)

the Morgantown Monongalia Metropolitan Planning Organization that:  
(Name of Grantee)

- 1) No federal appointed funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant the making of any Federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment, or modification of any Federal contract grant loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract grant loan, or cooperative agreement, the undersigned shall complete and submit standard form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- 3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Executed this    day of January, 2015

BY: \_\_\_\_\_

J. William B. Austin  
Executive Director

**CERTIFICATION  
REGARDING DEBARMENT, SUSPENSION, AND OTHER  
RESPONSIBILITY MATTERS**

As required by U.S. DOT regulations on Government wide Debarment and Suspension (Non procurement) at 49 CFR 29.51 0:

- 1) The Applicant (Primary Participant) certifies to the best of its knowledge and belief, that it and its principles:
  - (a) Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any Federal Department or Agency.
  - (b) Have not within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction: violation of Federal or State antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
  - (c) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity, (Federal, State, and Local) with commission of any of the offenses listed in paragraph (2) of this certification.
  - (d) Have not within a three year period preceding this certification had one or more public transactions (federal, State, and Local) terminated for cause or default.
- 2) The Applicant also certifies that if later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above; it will promptly provide that information to the Division.
- 3) If the Applicant (Primary Participant) is unable to certify to the statements within paragraphs (1) and (2) above, it shall indicate so on its Signature Page and provide a written explanation to the Division.

## PROCUREMENT COMPLIANCE

Applicant certifies that its procurements and procurement system will comply with all applicable requirements imposed by Federal laws, executive orders, or regulations and the requirements of FTA Circular 4220. 1 D, "Third Party Contracting Requirements", and other implementing guidance or manuals FTA may issue. The applicant certifies that it will include in its contracts financed in whole or in part with FTA assistance all clauses required by Federal laws, executive orders, or regulations, and will ensure that its contractor(s) will also include in its sub agreements and contracts financed in whole or in part with FTA assistance all applicable clauses required by Federal laws, executive orders, or regulations.

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J. William B. Austin, Executive Director

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Date

# **Route Efficiency & Vehicle Maximization Study**

Mountain Line Transit Authority  
Prepared by AECOM (formerly URS) Rocky Hill, CT  
Draft Scope of Services  
01/09/2015

## **Background**

Mountain Line Transit Authority is seeking submissions from qualified individuals/firms to develop a two-part study on route efficiency maximization and vehicle maximization analysis. The purpose of this two part study is to allow for a more efficient and effective transit service.

FTA's Map 21 has four criteria scoring system including asset age, asset condition, asset performance and level of maintenance. The FTA requires revenue service vehicles to be above a certain level of state of good repair while in service. When obtaining funding for replacement vehicles it can take several months. A successfully negotiated RFP can take several months. The time between contracting for a replacement vehicle until delivery can take between a year and two years.

A detailed study will be performed which will help the Authority maintain goals of keeping the current and future fleets in a state of good repair, monitoring, and assessing fleet conditions in a timely manner to continually remain in that condition. The planning period for this study is ten years.

The second part of this study is intended to help the Authority maintain a level of route efficiency expected by the Authority's customers and community. At times funding levels can demand changes that can influence the level of service available to the community. This route efficiency and maximization information will help the Authority in maximizing service to the community's needs.

## **DRAFT SCOPE OF WORK**

### **TASK 1 PROJECT MANAGEMENT**

#### ***Task 1A URS Team Project Management***

The URS Team's Project Manager (PM) will communicate regularly with Mountain Line Transit Authority (MLTA) on technical and policy matters and issues affecting completion of this study. The URS PM will also supervise individual discipline leaders to assure appropriate and/or required coordination has been accomplished with MLTA; federal, state, regional and local agencies; community/special interest groups; and the general public.

A study kick-off meeting will be held and attended by up to four study team members.

### ***Task 1b Monthly Progress Reports***

The URS Team will develop and submit monthly reports (6) documenting the progress of each task during the reporting period. Reporting shall identify activities accomplished during the reporting period, as well as activities anticipated during the next reporting period.

Progress reports will accompany the monthly invoices and a 6-month schedule has been established to complete the tasks associated with this Scope of Work.

*Deliverable: 6 monthly progress reports*

## **TASK 2 INFORMATION GATHERING**

### ***Task 2A Data Collection***

URS will work with MLTA, Morgantown Monongalia Metropolitan Planning Organization (MMMPO) and recognized state and federal databases to collect operational, market, GIS, financial, and asset data. The following operational data will be collected: ridership, revenue hours, revenue miles, operating costs, revenue, on-time performance, deviations, frequency, and span of service. Market conditions data will include census data, employment information and major attractors. GIS data will be obtained from MLTA, MMMPO, ESRI GIS, StreetMap America, and the WV GIS Data Clearinghouse. Data will include but is not limited to route alignments, roadway networks, census geometric divisions, and points of interest. Financial data will include funding and revenue sources for MLTA, fare and pass structures, most recent FTA Triennial review, and operational costs for the WVU PRT system. Asset management data will include the complete fleet inventory, other major assets, any available data on asset condition, current preventive maintenance programs, most recent fleet plans and status, any significant asset reliability or cost issues or trends, and a description of current asset data systems (inventory, vehicle history, fuel mileage data, etc.).

*Deliverable: A list with all data types collected and sources*

### ***Task 2B Review of Previous Studies***

URS will review the following 4 previous studies:

- MPO Long Range Transportation Plan
- MLTA's 2007 Master Plan
- MLTA's 2012 Levy Study and proposal
- MPO TDM Study w Transit Alternatives



### **TASK 3      COORDINATION**

This task will include all meetings, meeting prep, presentations and meeting notes.

#### ***Task 3A      Kick-Off Meeting***

The URS Team will prepare the following information and attend a meeting with MLTA to introduce the team, present the draft scope of services, overall study schedule, the proposed study schedule, and briefing and presentation materials. URS will work with MLTA to develop a purpose and need statement along with goals and objectives for the study. If possible this meeting will be held in conjunction with a Board Meeting otherwise Board Members will be invited. Up to five people from URS will attend. URS will also use this time to hold additional meeting(s) with MLTA to learn more about the system.

*Deliverable: Meeting presentation. Meeting notes.*

#### ***Task 3B      Meeting with FTA***

URS will hold a meeting with FTA to obtain a complete understanding of Federal funding and oversight issues and will plan the meeting with MLTA. A combination of meeting in the Region 3 offices in Philadelphia and video conference participation will be planned. The most recent information on changes in authorizations and appropriations and their effects on West Virginia and MLTA will be reviewed.

#### ***Task 3C      Meeting with State Officials***

URS will join MLTA in attending a meeting with the new director of public transit for the state to discuss the possibility of receiving section 5311 funding. Currently no section 5311 funding is received even though parts of the service area are rural and significant service with rural characteristics is provided. State practice currently restricts MLTA to its small urbanized area funding. Up to two people from URS will attend. URS will have current data on the imminent service reductions, the ridership and other benefits of incremental service funding, and will be prepared to compare the benefits of more limited reductions in MLTA relative to statewide average service benefits. The URS team is also well acquainted with agencies that receive both urbanized area and rural formula funding as nearby as southwestern Pennsylvania, and with the mechanics of administering and reporting to support both sources.

#### ***Task 3D      Meeting with WVU PRT Operations***

URS will meet with WVU PRT Operations to review and tour the system. This will assist the team in gaining insight into the operational cost of the system. This meeting will be held during the same trip as the kick-off meeting or other planned on site meeting (e.g. workshop) to minimize travel costs. Up to two people from URS will attend.

### ***Task 3E Alternatives Workshop***

URS will hold an alternatives workshop with MLTA to present current findings and preliminary recommendations to improve efficiency. URS will provide MLTA with a menu of options to choose from. The MLTA board of directors will be invited to attend this meeting. Up to four people from URS will attend.

*Deliverable: Meeting presentation and boards. Meeting notes.*

### ***Task 3F Final Recommendations Meetings (3 meetings)***

URS will present the final recommendations to improve efficiency and maximize vehicles to the board, MMMPO, county commission and the city council. The presentation will be the same for all the groups but will be presented separately. It is intended that two meetings will take place over 2 sequential business days, one with the board and the other with the MPO County Commission and City Council. Up to four people from URS will attend each.

*Deliverable: Meeting presentation and boards. Meeting notes.*

## **TASK 4 PURPOSE AND NEED STATEMENT**

The URS Team will develop a preliminary Purpose and Need Statement in coordination with MLTA prior to the kick-off meeting. This Purpose and Need statement will be presented at the meeting for feedback and revisions and will be used as the stepping stone in creating goals and objectives for the study. At the end of the meeting, the URS Team, in coordination with MLTA, will revisit the Purpose and Need Statement and revise it based on the findings from the initial input. The Purpose and Need Statement will be revisited as warranted during and upon completion of this study.

*Deliverable: Purpose and needs statement along with goals and objectives.*

## **TASK 5 SYSTEM PERFORMANCE ANALYSIS**

To begin this task URS will examine ridership along each route. Using the daily, monthly, and annual ridership data collected in Task 2, URS will create a snapshot of existing transit use and provide the ground work for further analysis. For each route, the team will develop classification groupings (local, express, flexible, trolley, shuttle or other classification) and compare route ridership trends for the past three years. Trends for the last three years will be represented in tabular and graphical formats including total ridership, ridership by time of day, percent of total ridership, and ridership change. URS will also map each route and stop level boarding and

alighting data using GIS software to identify clusters if the data is available. The preferred software is ESRI ArcGIS.

In order to undertake the performance analysis of the existing services for MLTA, the URS team will evaluate hours of operation, headways by time period (Peak and Non-Peak), on-time performance, daily boardings by day type, productivity (passengers per revenue hour) by day type, subsidy per passenger boarding, geographic coverage and key destinations served. The URS Team will compile the data provided by MLTA to develop a large matrix and produce a variety of tables, charts and graphs. Based on data available the matrix will include:

- Total Passenger Boarding by Line (annual, monthly, and daily)
- Mileage by Line : total, deadhead, and revenue miles
- Operating Hours: total, deadhead, and revenue hours
- One-Way Trips by Line
- Operating Revenue
- Operating Cost
- Passengers per One Way Trip
- Passenger per Revenue Hour
- Passengers per Revenue Mile
- Operating Ratio
- Subsidy per Passenger Boarding

***Deliverable:** A chapter of the final report summarizing the results from the analysis; excel file with matrix of route information*

## **TASK 6      MARKET ANALYSIS**

To determine if MLTA is currently deploying service in the most effective way to accommodate the transit needs of the region URS will examine the socioeconomics of the region. URS proposes to map service areas overlaid on employment and socio economic data. Census data will then be used to map population density, income, elderly populations, and household data such as minorities, unemployment levels, disabilities, and vehicle availability. If available the team will also map employment clusters. This data will then be combined to create an overall market index/demand for the region. In addition, population and employment densities can also provide an indication to the feasibility of providing fixed route service. If employment data is available URS will use this in conjunction with population data to determine where the demand for more frequent service is needed.

Data obtained in Task 2 on origin/destination activity in conjunction with a proposed survey, stakeholder interviews and Longitudinal Employer-Household Dynamics LEHD and American

Community Survey (ACS) travel patterns will be used to identify clusters and patterns. This will help guide the development of alternative service scenarios.

***Deliverable:** MLTA will be provided with a chapter for the final report which outlines where MLTA service is meeting the needs of the region and where improvements can be made. Included in the report will be relevant charts, graphs, maps and figures.*

## **TASK 7 FARE POLICY REVIEW**

### ***Task 7A Best Practices Review***

URS will conduct a fare policy review, looking at fare rates and guidelines for increasing fares. Data about funding sources, how riders pay fares, the type of fares and if the information is available a breakdown of revenue by fare media will be reviewed. The team will investigate best practices across the industry through its national business line experiences, reputable resources such as TRB, TCRP, APTA, CTAA and others. Best practices to examine include standard practices, fare rates, and fare increase policies. The team will look at peer systems to examine their base fare rate. UP to 6 peer systems will be identified based on ridership, UZA size and revenue hours.

***Deliverable:** A technical memo outlining the results of the best practices review.*

## **TASK 8 WVU PRT REVIEW**

URS will review the operations of the WVU PRT system to determine the operational cost and feasibility to run the system year round as well as a review of the PRT fare system to examine the integration of the fare system with MLTA. If the PRT system were to operate year round it could operate as a spine for the MLTA bus service. WVU expressed concerns about maintenance; URS will investigate the possibility of operating fewer PRT vehicles during non-semester time and how maintenance issues can be addressed.

***Deliverable:** A technical memo outlining the operational cost and feasibility of operating the PRT system year-round including fare fare system integration.*

## **TASK 9 RECOMMENDATIONS TO IMPROVE SERVICE EFFICIENCY**

The work completed in Task 2 - 8 will provide the baseline for determining alternative service scenarios to improve efficiency. The team will build upon the findings to identify areas of concern and develop alternative service scenarios that address and aid in overcoming these concerns and meeting future needs. From this baseline of work, alternatives will be developed and may include reduction in service, new services, changes in services provided, operational changes, and alignment changes to name a few. Each alternative will then be evaluated.

Step one in evaluating alternatives is to establish service standards and benchmarks for which current and future performance can be measured against. Standards may include the following:

- Measuring performance using a combination of performance measures (i.e., coverage, productivity,);
- Developing different standards for different types of routes (i.e., regional vs. rural vs. urban vs. campus);
- Understanding how availability of service can vary by region;
- Setting minimum frequency and span of service standards for different services;
- Testing the applicability of standards for reasonableness;
- Developing standards for new services;
- Determining vehicle standards based on peak loads or service type; and

Step two in developing alternatives is to develop a methodology for selecting alternatives based on the service standards and benchmarks. Criteria will be reasonably straightforward to measure readily updatable performance using existing data resources. The results of that assessment will ensure that the recommended standards and process are consistent with agency goals. MLTA will be provided with a menu of alternatives that are tailored to meet the needs of the region. These alternatives will be discussed at the workshop and those agreed upon will be further advanced into recommendations.

Final recommendations will be complete with maps depicting current service alignments as well as any recommended changes in routing, prescribed headways, running times, cycle times, interlining combinations, and suggested blocking will also be provided. Costs (miles, hours, and peak buses) and miles will be calculated at the route level. Instances where individual route initiatives are predicated by another will be clearly identified. This information will be summarized in a table which outlines by route what (if any) the alignment and/or service change.

In addition to recommendations URS will develop standards for developing new services. These standards may include criteria such as density thresholds, land uses, and employment. Each criterion will be associated with recommended levels of service. To monitor new service URS will develop service standards to which a routes performance can be monitored. These service standards will provide MLTA with a way to determine if a new service is performing well.

***Deliverable:*** *Chapter of the report outlining the final recommendations and criteria for new services.*

### **TASK 10 Asset Management**

Include a review/recommendation of Inventory and Maintenance Software (Thing TEC). URS will prepare a fleet plan and conceptual Asset Management Plan. Because FTA has issued only proposed rulemaking leaving a wide range of options open regarding the requirements for the MAP21 Asset Management Plan, a conceptual Asset Management Plan conforming to the concepts revealed by FTA guidance to date will be drafted.

#### ***Task 10A Fleet Plan***

The current fleet plan will be reviewed for consistency with the fleet inventory and current trends in fleet utilization and performance. The service plan (Task 9) will be carefully reviewed for

realistic projections of peak vehicle requirements for the implementation period (quarterly) and 10-year plan period.

Capacity and size of vehicles will be carefully reviewed, including attention to route-specific requirements such as turning radiuses, approach/departure/breakover angles, long distance issues in Pittsburgh service, winter service, and wheelchair usage particularly in route deviation service. A plan will be developed for any necessary adjustments in the composition of the fleet to meet the future requirements.

Based on the principles of life-cycle costing and recognizing funding and regulatory constraints, a fleet plan will be prepared based on the projected mileage accumulation and peak vehicle requirements. Taking into account advantageous procurement practices, capabilities of the state procurement program, and MLTA experience in vehicle delivery, optimal vehicle retirements and delivery points will be identified. Contingencies around delivery uncertainty will be addressed. The resulting fleet plan will show fleet composition, retirements, and deliveries for the ten-year plan period.

### ***Task 10B Asset Management Plan***

A central requirement of MAP21 is for every recipient to maintain an Asset Management Plan (AMP). However, the specific requirements of the AMP are far from clear at the writing of this scope. FTA has issued two advanced notices of proposed rule-making (ANPRMs), and has also published Asset Management Guidelines as well as developed and promulgated an Introduction to Transit Asset Management course, which was developed and delivered through members of the URS team. Accordingly, the URS team will develop the asset management plan to place the fleet plan and overall MLTA planning in the most favorable light in reflecting current FTA direction. The initial outline for the conceptual AMP will include:

1. Service description and service quality standards
2. Asset inventory and condition
3. Maintenance programs
4. Asset renewal and replacement, including fleet plan
5. Funding program
6. Performance indicators
7. Asset management program improvement plan (including information technology and review of inventory and maintenance software functions such as Thing TEC or an equal qualifier).

The elements of the plan, other than the core fleet plan, will be drafted at a high, conceptual level so that the plan will be suitable for adaptation and will facilitate updating as the FTA requirements become clear and the circumstances evolve.

The draft conceptual AMP will be submitted for MLTA review and comment together with the remainder of the plans as part of Task 11.

**Deliverable:** *Draft conceptual Asset Management Plan*

## **TASK 11 Financial Information**

Under the anticipated budget URS will estimate the cost to run at current service levels. Recommendations will be made to show how funding structures must change to such as 5311, Excess Property Tax, and additional local funds. These will be tied into the reduction of 5307 operating funds for the increase in capital procurements. Using the best practices research from Task 7 URS will recommend changes to the fare structure/policy in order to keep current levels of service and avoid decreases. This will be compared to the recommendations to improve service efficiency to demonstrate the needs for increased funding in order to avoid service reductions.

***Deliverable:** Memo outlining the recommendations for increased funding and the consequences of level funding.*

#### **TASK 12    Develop Final Plans**

URS will develop the final plan and set of recommendations

***Deliverable:** Final Plans*