



## West Virginia Association of Metropolitan Planning Organizations August 30, 2023 Virtual Meeting Minutes / 10:00 a.m. – 12:00 p.m.

The West Virginia Association of Metropolitan Planning Organizations (WVAMPO) meet virtually on August 30, 2023 from 10:30 a.m. to 11:55 a.m.

### Voting Members Present

Bill Austin, Vice-Chair	MMMPO	Jason Roberts	FRMPO
Matt M. Mullenax, Chair	HEPMPO	Tracy Brown	WWW
Saleem Salameh	KYOVA	Rakesh Sharma	Belomar
Sam Richardson	RIC	Cody Creasp	BHJ-MPC

### Other (non-voting) Attendees

Chris Chiles	KYOVA	Jake Smith	RIC
Terri Sicking, Secretary/Treasurer	KYOVA	Brian Carr	WVDOH-Planning
Bethany Wild	KYOVA	Perry McCutcheon	WVDOH-Planning
Jody Sigmon	KYOVA	Aaron Ferrari	WVDOH-Planning
John Tuggle	FRMPO	Kara Greathouse	WV-FHWA
Amanda Smarr	FRMPO	Chelsea Beytas	FTA-Region 3
Sheldon LeMay	FRMPO	Allison Fluitt	Kimley-Horn
Michaela McDonough	HEPMPO		

### 1. Call to Order (0:0:06)

Mr. Matt Mullenax, Chair, called the meeting to order at 10:00 a.m. and asked everyone to introduce themselves and to add their name to the chat box.

### 2. Approval of April 27, 2023, Meeting Minutes– Attachment 1 (0:03:25)

The April 27, 2023 meeting minutes were provided to the members prior to the meeting along with the agenda. Mr. Mullenax asked for a motion to approve the April 27 minutes. Motion to approve by Mr. Austin. Seconded by Dr. Salameh. With no discussion or requested changes, the minutes were approved as submitted.

### 3. Committee Reports (:0:04:16)

#### a. Administrative Committee – Mr. Matt Mullenax (Attachment 2) (0:04:19)

- WVAMPO website updates to include new contact information, meeting calendar, and preliminary information for the 2024 WV Planning Conference. Thank you to Mr. Paul Young & Mr. Jody Sigmon for the updates.
- Mr. Mullenax presented on MPOs and the 2020 Census Urbanized Area at the WV Public Transit Conference in Wheeling, WV.
- STIP Operating Guidelines and Adoption of Project Selection Policies by the MPOs. The STIP operating guidelines state that each MPO Policy Board must adopt an internal process for selection of project that will be proposed.
  - At the time of meeting Morgantown, RIC, HEP adopted project selection policies.
  - WWW and BHJ is slated to approve soon, Belomar in October, and FR are working to approve by year end.

**Question:** Mr. Mullenax recognized this is a new process and asked for guidance on how to request projects for the suballocated funds. Is it best to submit letters or will there be a form?

**Answer:** Mr. Carr suggested at this time it would be best to submit your request by letter. Mr. Perry McCutcheon has been assigned as project manager for CRP and Kimley-Horn will be presenting strategies to WVDOH soon. Ms. Allison Fluitt Kimley-Horn, chimed in stating that part of the CRP deliverables is to develop a simple submission form soliciting project information that also will include guidance for project type eligible that will reference the Carbon Reduction Strategies document for the MPOs. With Mr. Chris Kinsey's departure from WVDOH, Mr. Carr will be training someone to take over the responsibilities of the MPOs.

- Discussion ensued about the STBG funds. Mr. Carr stated that the apportionments change yearly but WVDOH takes 10% of the base allocation for contingency and then 20% of remaining apportionments are divided between 7 MPOs. KYOVA is not included since they have a population greater than 200,000. Apportionments divided by the 7 MPOs amounts to about \$571,429 for each MPO and the remaining amount is available (approx \$13.7 million) amongst the MPOs. MPOs are developing policies on how to request use of the funds. Mr. Carr suggested continuing requests by letter.
- Mr. Mullenax summarized that MPOs are developing project selection that involved CRP suballocated, STBG state allocation, and possibly the remaining annual apportionments. At some point, a form will most likely be developed to

replace the CRP request letter. All other requests to include STBG allocated and Tiers 1 and 2 will require a letter to be submitted until notified differently.

**Question:** *Mr. Mullenax commented that some Tier 2 (intersections and operations) projects have made it to Traffic and are under review. For those MPOs who submitted Tier 1 letters do they need to follow up about meeting schedules to review the projects in the fall? If so, what is the process?*

**Answer:** *Mr. Carr wasn't sure and will have to check with Ms. Gehan Elsayed and Mr. Elwood Penn.*

**b. Technical Committee – Dr. Saleem Salameh & Mr. Rakesh Sharma (Attachment 3) (0:22:23)**

Dr. Salameh highlighted several items on his report – see Attachment for detailed report.

- Travel Demand Model – update base year in 2025 and KYOVA will update the Congestion Management Program with model.
- 2020 Urban Area Boundaries – KY is complete and KYTC is reviewing submission; OH, is expected to start in September. FHWA approval date is June 30, 2024.

*Question: Mr. Rakesh Sharma brought up that he submitted their WV boundary adjustments and hasn't heard back and is unsure of process after the submission. Dr. Salameh replied that KYOVA has not received any guidance from WV but hopes to know something before the end of year. Mr. Mullenax asked if Mr. Carr knew anything about the Boundary Adjustments.*

*Answer: For now, send to Mr. Carr and preferably to Mr. Aaron Ferrari (Aaron.M.Ferrari@wv.gov). There is not an internal deadline but there is one for the Feds. Ms. Greathouse (FHWA) suggested that WVDOT share their internal due date to the FHWA office and work back from that date for MPO submissions. Mr. Ferrari asked if there is an estimated time needed for FHWA to review WVDOT submissions? Ms. Greathouse wasn't sure but would let him know but expected only a few meetings will be required to provide the information.*

*Question: Mr. Sharma stated that there were two ways to complete the Urban Boundary Adjustments. Either the MPO completes and submit to WVDOT for review or WVDOT completes and send to MPOs for review.*

*Answer: Mr. Carr and Mr. Ferrari stated that they thought it would be best for the MPOs to complete and submit to WVDOT for review and they would be likely to adopt the MPOs recommendation. Mr. Sharma reminded that it would impact the statewide urban functional classification.*

- CRP: Bike/Pedestrian and charging infrastructure projects are common areas of interest. KY and OH trying to target projects that are eligible for both CRP and SSIB funds to help make projects 100% funded.
- Air Quality: EPA is considering lowering the PM2.5 standard in the range of 9-10 micrograms per cubic meters.
- MOVES4 – will be available later this year.
- Freight: WV Freight Plan in progress; The OH/KY Freight Conference will be held September 3-7.
- Road User Assessment: Public meeting in Huntington on September 21.
- Crash Data for 2018-2022 is available at WVDOT site.
- Performance Measures/Targets: For CY2023 Ohio MPOs received OH Safety Targets and have 180 days to support or develop our own.
- Mr. Salameh reviewed the meeting/conference dates.

**c. Finance Committee – Ms. Terri Sicking (Attachment 4) (0:37:50)**

- Ms. Sicking stated that the checking account is now open and available to receive payments and invoices and that the MPOs should be receiving an invoice for their annual WVAMPO dues. Please note the address change and submit payments to KYOVA.
- Ms. Sicking reported Income and Expense Statement beginning balance as of July 1, 2023 was \$15,921.78. No income was reported and \$6,405.77 expenses (AMPO Dues). With the Net Income/End Balance as \$9,516.01. The Balance Sheet also reflected the July 1, 2023 beginning balance of \$15,921.78 with \$6,405.77 in liabilities payable to AMPO for annual dues. Total funds available = \$9,516.01. For a detailed report please see Attachment 4.

*At the request of WVDOT Item # 8a was moved following the Finance report.*

**8a. Carbon Reduction Strategy Update – Mr. Perry McCutcheon (WVDOT) & Ms. Allison Fluitt (KH) (Attachment 5) (0:40:44)**

Mr. Perry McCutcheon introduced himself as the Project Manager for the CRS project and Ms. Allison Fluitt, Kimley-Horn Associates as the consultant for the project who will provide an update of the Statewide Carbon Reduction Strategy. A few highlights from the presentation are:

- Efforts to date focused on information gathering and learning about plan items available in the state and how they relate to CRS and national and more localized trends and characteristics that may be applicable moving into the identification of strategies.
- Conducted MPO One-on-One Meetings to discuss strategies that are of interest or are pursuing, leveraging funding to MPO, how the Plan can be of use to the MPOs.

- Interest expressed in multimodal (bike/ped) projects – EV charging infrastructure, streetlight replacements or smaller projects to use these funds.
- Using funds to leverage larger projects especially for those eligible for multiple funding sources.
- Trends Vehicle Emissions; emissions by miles traveled; truck parking; congestion/CO2 emissions;
- Want to provide as many opportunities as possible to the MPOs to identify projects that will be the best fit for their specific area.
- Next steps: Strategy Identification – Strategy refinement – Draft Document in September with Federal deadline to submit in November.

#### **4/5 Annual MPO PL Suballocations/ MPO STBG Base Annual Suballocations – Mr. Mullenax (Attachment 6) (0:54:47)**

Mr. Mullenax stated that the spreadsheet/attachment for the FY 2025 PL funding dollars was sent last week with the meeting materials. The base allocation for each MPO was bumped from \$60,000 to \$100,000 utilizing the Census 2020 Urbanized Areas.. The funding amounts includes the PL Rollover. He asked Mr. Carr to explain the funding tables. Mr. Carr briefed us that when the MPOs begin to work on their UPWPs we ask for our funding amounts. This this past year we received the same amount as in FY23 last year. WVDOH always works about a year in behind for funding and now have the 2020 census information and are making some calculation updates. Some MPOs, show a dramatic increase. For next year's work program, these are the numbers we would expect to be allocated. It does not mean this is what the MPOs have to budget. Anything budgeted must have a reason (additional staff, new studies, etc.). With the increase in funds the local match will increase. Currently there is an 80% (Federal), 10% (State) and 10% (local) so the agency must make sure they can provide the required match. Mr. Carr also stated that these funds could be available this year – for instance, if an MPO had a study the funds might be available this year if the match is available.

***Question:** Mr. Sharma asked WVDOH if they could provide an additional table without the rollover amounts for future years such as FY2025?*

***Answer:** Mr. Carr stated that rollovers would be subtracted and suggested to be cautious about hiring staff and maybe looking more toward studies. Mr. Mullenax had a similar thought and shared a table without the rollover and explained the approach he would be taking. Ms. Kara Greathouse also stated that the apportionments change every year so these base numbers will fluctuate.*

#### **6. 2024 Planning Conference Update – Mr. Mullenax (1:06:49)**

The conference will be held May 21-23, 2024 at the DoubleTree Hotel in Huntington. KYOVA will serve as host. A planning meeting will be held tomorrow and if you would like to be included please contact Mr. Mullenax. The committee will be reaching out to potential sponsors in September and the call for presentations will begin in October. The committee is working closely with WVDOT and LTAP. LTAP is calculating the cost estimates. Registration fees and sponsorship levels will be announced soon.

#### **7. E-TIP, Project Completion Tracking – Terri Sicking, Jody Sigmon, KYOVA (1:08:08)**

Ms. Sicking and Mr. Sigmon presented on the KYOVA E-TIP. Ms. Sicking reported that the 2010 Census designated the Huntington, WV-KY-OH urbanized area as a TMA. With this change it added two KY counties to the KYOVA planning area which created a need to develop a process to combine and consolidate the reporting required for each state and the Feds. They provided a live demonstration of the public site – one of the modules for the platform. Discussion about how KYOVA will use the public site with public comment, and how to utilize it for TIP/STIP revisions. Mr. Mullenax posted a link to their site which is similar to KYOVA's (<http://hepmpo.dtstiptool.com/>). KYOVA will have a full presentation at the AMPO conference in Cleveland, please stop by if you will be attending.

#### **8. Update on WVDOH Items – Brian Carr (1:37:00)**

- State Freight Plan: Cambridge Systematics submitted a final draft plan which they will submit to FHWA in the next few days. FHWA has 60 days to approve. After FHWA approval WVDOT will post on their website along with subsequent documents by the end of the year.
- STIP Update: will be starting this Fall. More information to come.
- Resiliency Plan: Held kick-off meeting. Will provide update as they move through the process.
- State Bike Plan Update: will be starting soon.

***Question:** What is the status of the statewide travel demand model?*

***Answer:** WVDOH held interviews earlier this year with the Carbon Reduction Strategy and Resiliency Plan. With the federal requirements/deadline they concentrated on the CRS and will work to complete the Resiliency Plan and TDM requirements in the near future.*

***Question:** Any issues with the Critical Urban Corridors submitted by the MPOs – are they incorporated into the Final State Freight Plan?*

***Answer:** Mr. Carr responded that they are referenced but due to the mileage changing specific locations are not listed. The Critical Urban and Critical Rural Freight will be posted on the WVDOT's website as a stand-alone document. They had 150 miles to work with and they smoothed out a few locations due to milepoints inconsistencies.*

#### **9. Update on Federal Initiatives – Kara Greathouse (WV FHWA), Chelsea Beytas (FTA R3) (1:43:12)**

- Ms. Greathouse, WV FHWA, reminded everyone about the FHWA – NOFO for the Reconnecting Communities and Neighborhoods due September 28 – please note the NOFO has been amended. There is a webinar tomorrow.
- Complete Streets Workshop information/agenda was sent to everyone last week. It will be held on October 24 at WWW. Please let her know if you would like to participate. There are 30 seats available.
- Ms. Beytas, FTA Region 3, provided information about not documenting some of the public participation requirements. She shared language (see below) to be included in TIP updates for transit projects on websites and in the TIP document. This information should be included on the website and in the TIP documents.

*The "TRANSIT AUTHORITY" use the Transportation Improvement Program (TIP) development process of the "MPO NAME" to satisfy the public hearing requirements of 49 U.S.C. Section 5307(b). The TIP public notice of public involvement activities and time established for public review and comment on the TIP satisfies the program-of-project requirements of the Urbanized Area Formula Program.*

**10. Update on WVDPT Items – Bill Robinson**

No report

**11. Election of Officers – Matt Mullenax (1:48:29)**

The WVAMPO bylaws stipulate that when the Chair resigns the position the Vice-Chair assumes the role as Interim Chair and appoints an Interim Vice-Chair. Those officers will serve in that capacity until an election is held at the next regularly scheduled meeting. Therefore, at the time of Ms. Harrah's departure, Mr. Mullenax stepped in as Interim Chair and appointed Mr. Austin as Interim Vice-Chair. As this is the first meeting following Ms. Harrah's departure, Mr. Mullenax opened the floor for nominations for Vice-Chair. Mr. Austin nominated Mr. Matt Mullenax to serve as Chair. Dr. Salameh provided the second. Dr. Salameh nominated Mr. Bill Austin to serve as Vice-Chair. Mr. Mullenax closed the nominations and with no other nominations the vote was unanimous and therefore Mr. Mullenax will serve as Chair and Mr. Austin will serve as Vice-Chair for the remainder of this calendar year.

**12. Other Business (1:51:16)**

No other business was brought before the WVAMPO.

**13. Next Meeting (1:51:19)**

With so much going on at the state and federal level, Mr. Mullenax suggested to meet before the end of the calendar year but after the federal fiscal year. He proposed before Thanksgiving or before New Year's. Dr. Salameh suggested meeting in the first week of December. Mr. Mullenax will send a Doodle Poll for meeting dates.

**14. Adjournment (1:53:29)**

With no further business, at 11:55 a.m. Mr. Austin motioned to adjourn with Dr. Salameh providing the second. No objections and the meeting was adjourned.

- **Action items to be completed before next meeting**

Mr. Mullenax to send Doodle Poll for next WVAMPO meeting.

Respectfully submitted,

Terri Sicking  
WVAMPO Secretary/Treasurer  
Email: [tsicking@kyovaipc.org](mailto:tsicking@kyovaipc.org)  
(Senior Transportation Planner, KYOVA)



**West Virginia Association of Metropolitan Planning Organizations**  
**April 27, 2023 Meeting Minutes / 10:00 a.m. – 12:00 p.m.**  
**Meeting Format: Virtual**

The West Virginia Association of Metropolitan Planning Organizations (WVAMPO) met virtually, April 27, 2023 from 10:00 a.m. to 12:00 p.m.

**Voting Members Present**

Kelsey Harrah, Chair	RIC	Jason Roberts	FRMPO
Matt Mullenax, Vice Chair	HEPMPO	Tracy Brown	WWW
Bill Austin	MMMPO	Rakesh Sharma	BELOMAR
Saleem Salameh	KYOVA	Cody Cresap	BHJ-MPC

**Other (non-voting) Attendees**

Terri Sicking, Sec/Treasurer	KYOVA	Brian Carr	WVDOH-Planning
Jody Sigmon	KYOVA	Kevin Sullivan	WVDOH-Planning
Bethany Wild	KYOVA	Perry McCutcheon	WVDOH-Planning
Sam Richardson	RIC	Chris Kinsey	WVDOH-Programming
Jake Smith	RIC	Bill Robinson	WVDOH-Multimodal Division (Transit)
Matt Townsend	BHJ-MPC	Erik Hall	WVDOH-Multimodal Division (Transit)
Michaela McDonough	HEPMPO	Jason Workman	FHWA-WV
James Benner	BELOMAR	Kara Greathouse	FHWA-WV
Brady Wood	BELOMAR	Lisa Destro	Cambridge Systematics
Elwood Penn	WVDOH-Planning	Kristina Whitfield	Kimley-Horn

**1. Call to Order**

Chair, Kelsey Harrah called the meeting to order at 10:00 a.m. and asked participants to place their names in the chat box. At the request of WVDOH two items were added to the agenda which will follow the Approval of Minutes. Introductions occurred following the additional agenda items.

**2. Approval of January 26, 2023 Meeting Minutes**

The January 26, 2023 meeting minutes were provided to the members prior to the meeting along with today's agenda. Motion to approve by Mr. Bill Austin. Seconded by Mr. Matt Mullenax. With no discussion or requested changes, the minutes were approved as submitted.

***Agenda items were adjusted to accommodate addition of presentations for the Carbon Reduction Program/Strategy and the WV Freight Plan update.***

Mr. Brian Carr (WVDOH) provided an intro for the next two presentations not previously included on the agenda.

**Carbon Reduction Program/Strategy (Attachment 2)**

Perry McCutcheon will serve as project manager and stated that they have until November 15 to submit the Statewide Carbon Reduction Strategy and that Kimley Horn has been selected as the consultant to complete the document. The CRP will be similar to the CMAQ program. Ms. Kristina Whitfield, Kimley Horn (KH) provided an overview of the Statewide Carbon Reduction Strategy, the scope and timeline. The final strategy is due to FHWA by November 15, 2023 and is required to be updated every 4 years. The first draft is expected to be completed by late August/early September. The process requires coordination with the MPOs and one-on-one meetings which will be scheduled during May and June. Any existing plans or documents that might be useful to develop the Strategy please forward to Ms. Whitfield. Direct any questions and comments to Mr. Carr and/or Mr. McCutcheon. See attachment for detailed presentation.

**WV State Freight Plan**

Lisa Destro, Cambridge Systematics (CS) stated that they closed the on-line survey and map tool and are compiling results. The draft is slated to be complete by end of June for WVDOH review and plan to submit to FHWA by end of July/August. Next step: The Secretary will be sending an official letter requesting input on Designated Critical Urban Corridors and Rural Freight Corridors with submission to WVDOH by mid-June. It was encouraged that we check out the Commodity Flow Tool and provide feedback (can be found on WVDOH webpage under the Freight icon). Final Freight Advisory Committee meeting in July (TBD). She thanked everyone for their participation in the Truck Parking Workshop and reminded us that the last session is May 3.

Mr. Carr stated that Critical Urban Freight Corridors' official letter should be sent any day with mileage. He also suggested that everyone think about the miles you want to have. Mileage should be about double what we had last time. WVDOH is requesting recommendations for Critical Rural Freight Mileage (due June 15) – this time allowed up to 600 miles last time was only 150.

At this time Ms. Harrah asked the members to introduce themselves. See above for attendees.

### 3. Committee Reports

- **Administrative Committee – Mr. Matt Mullenax**

Mr. Mullenax reported that the WVDOH STIP/TIP Operating Procedures has been approved and distributed earlier this week which can be accessed at: <https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:a3e02753-154d-3ee8-9096-0685f7c25ece>.

He thanked Ms. Harrah and Mr. Austin for their assistance in reviewing and providing comments to WVDOH for the MPOs and for the WVDOH willingness to address the MPOs concerns. A few items that the MPOs need to be aware of are:

- Each MPO Policy Board will need to adopt an internal process for selection projects that will be proposed for each of the 3 Tiers. There has been discussion to create a template that the MPOs could use. In the meantime, with this being the first Tier project submission, flexibility may be afforded until we become familiar with the new policy. Due Dates: May 30 – Tier 3; June 30 – Tier 2; and Tier 1 due sometime over the next 18 months or until the next STIP is approved. Some MPOs requested most current pavement condition data. Mr. Kinsey stated that pavement data is getting ready to be collected in a lot of areas of the state but if not on the NHS may not have current data than before COVID. Mr. Kinsey verified the pavement data and said that within a year should be able to give current data – he will check the schedule and provide it to the group. Mr. Mullenax encouraged MPOs to use the latest data available or best judgement.

- Tier 2 – Operation and Safety Projects that are primarily focused on Intersections.

*Question: Would it be helpful to have projects from the MPOs such as the top 5 intersections and those as priority regardless of status of funding, will occur soon, etc. to keep the project highlighted as a priority OR would it be better to submit the top 5 intersections of concern and as of right now no funding has been programed?*

*Answer: Mr. Carr and Mr. Kinsey stated that if a project is already in the STIP you probably would not want to re-recommend it but note that the project is important is okay. They are looking for any new projects identified by any planning efforts or local analysis and MPOs can propose as new projects to get programed and when they program they will put in all phases. Operational and Safety level projects - some require studies and if not and if approved and WVDOH accepts, then will program Engineering/ROW/Construction at once to be included in the STIP. If it requires Design Study, will pick up the Design first and determine the cost and scope and then can look at adding full project. Mr. Carr mentioned that this is a new process, and everyone will have a slightly different process.*

- Tier 1 –

*Question: Over the next 18 months, is it best for MPOs once have single Tier 1 projects should they bundle and provide to planning and then WVDOH will handle from there?*

*Answer: Mr. Kinsey responded that the next STIP will begin development this fall and with that initiating process will open door to solicit Tier 1 type projects to see what will fit. He recommends the MPOs to start evaluation and look at MTPs to see what Tier 1 projects you would like to propose and see what they would like to advance into the fiscal constraints portion of STIP. Estimated date to submit around the turn of calendar year so WVDOH. They will be merging STIP and TAMP to make sure they are investing funds adequately and to see what funds are available for the Tier 1 projects. Mr. Carr encouraged that any project recommended include justification (statement and photos) as to why it is a priority – not only a wish list of projects.*

*Question: Mr. Sharma asked if the Pavement Management Data / PMS data will be on the NHS system. In their case, the suballocated project request will not be on NHS system but on other federal aid network system roads. Is there any historical data? If no reference data then the prioritized project on other systems won't have any basis.*

*Answer: Mr. Kinsey stated that it used to be available but not sure what has been migrated into the HUB to identify when last paved. WVDOH may be able to export to capture the data needs.*

- **Technical Committee – Dr. Saleem Salameh and Mr. Rakesh Sharma (Attachment 3)**

A few items to highlight from the report are Ohio River MPOs TIP Update cycle final is due May 1; FY2024 UPWPs are due May 5; the Travel Demand Model will be updated based on the new 2020 Census; The US Census Bureau 2020 Urbanized Area Population has been released; the Urban Area Boundary Delineation is to be completed and submitted



to FHWA by 12/29/23 – KYOVA will smooth boundaries to keep contiguous; and provided listing of USDOT Discretionary Grant Program Opportunities.

*Question: Dr. Salameh asked if anyone will be adjusting boundaries – he stated that Kentucky is due this week and other states to follow.*

*Answer/s: HEMPO does not have plans to adjust boundaries. Mr. Sharma stated they would be reviewing.*

*Question: How will we (WV MPOs) proceed in WV to adjust boundaries?*

*Answer: It is up to the state to coordinate the process. Mr. Sharma asked if it would be okay for the MPOs to review the urban area boundaries, make necessary adjustments, and send them to WVDOH. Mr. Elwood Penn (WVDOH) spoke up stating he thought some federal guidance would be provided. KYOVA will adjust boundaries by comparing 2010 and 2020 maps. No specific guidelines were followed but Ms. Bethany Wild (KYOVA) provided the statement issued by KY on how the boundaries should be adjusted: “boundaries must include at minimum areas that are currently urban area plus any area expected to be urban within 20 year forecast period for the MTP”. Ms. Greathouse stated that this information is on the FHWA website (see link at bottom of page). WVDOH will contact the MPOs as to how to proceed.*

- **Finance Committee – Ms. Terri Sicking (Attachment 4)**

For the period of July 1, 2022 to March 31, 2023, Ms. Sicking reported Revenues of \$21,583.92; Expenses of \$5,662.14; for a Cumulative Net Income (loss)/End Balance of \$15,921.78. The Balance Sheet reported the total Assets in the amount of \$21,583.92 and Total Liabilities of \$5,662.14 for a Program Balance of \$15,921.78 and Total Liabilities and Program Balance of \$15,921.78. Ms. Harrah entertained a motion to accept the report. Mr. Austin motioned with a second by Mr. Sharma. With no objections the report was accepted as presented

#### 4. **Discussion of Proposed WVAMPO Goals and Objectives (Attachment 5)**

Ms. Harrah presented the Draft 2023 WVAMPO Goals and Objectives and asked for comments and any decision. The last Goals and Objectives were adopted in 2015. Mr. Sharma suggested under Goal 1 to add a “b” stating WVAMPO will have an on-going review for the WVDOT STIP & TIP Operating Procedures. Membership agreed and a motion to accept the Goals and Objectives with the recommended change was made by Mr. Sharma and seconded by Ms. Tracy Brown. With no further discussion or objection, the 2023 WVAMPO Goals and Objectives were approved.

#### 5. **2024 Conference Planning – Discussion of Venue**

During our last meeting, Mr. Austin volunteered to host the conference in Morgantown with Ms. Harrah tasked with planning oversight. Ms. Harrah asked if any other agency would want to volunteer to host. Mr. Mullenax stated that in past the venues have rotated around the state and pointed out it hasn’t been held in the Eastern part of the state (Charleston or Huntington) since 2010. After discussion RIC and KYOVA will check venues that could accommodate 200+ participants and report to Ms. Harrah before the next Planning Conference Meeting scheduled for May 10. Please contact Ms. Harrah if you would like to serve on the Conference Planning Committee.

#### 6. **Update of WVDOH Items – Mr. Brian Carr, Mr. Chris Kinsey, Mr. Elwood Penn**

- **Freight Plan** – see earlier presentation from Cambridge Systematics
- **Carbon Reduction Strategy – Mr. Chris Kinsey (Attachment 6)**

Mr. Kinsey shared the annual apportionments for each MPO and their current available balance. A signed letter from the Director from each MPO is required for use of funds. It is up to each MPO to develop a process to select projects for these funds – each MPO will have a different process. Projects may be identified locally, or you can give permission for WVDOH to use these funds for projects they have identified. Mr. Workman offered assistance and asked if there were any challenges for using these funds. Discussion identified obtaining the local match was a challenge. Mr. Kinsey suggested capitalizing on the HSIP funds and safety projects and if they were identified in an area safety plan should be justification to utilize funds at 100%. All projects must be on a federal aid eligible route. CRP funds can be used for all 3 phases – not just construction. CRP projects require amendment to proceed to show buy-in. Until a policy can be approved, it was suggested that the MPOs propose a temporary process to allow them to place the project for consideration. Funds can be blended with other federal funds – however, can’t be used as a match.

*Question: Ms. Tracy Brown (WWW) stated 2 projects in their current TIP show CRP obligated projects. Should they let these projects move forward and in future provide projects?*

*Answer: Some projects were identified earlier by WVDOH. The MPOs have an option to keep these or replace them with other projects. If MPOs keep those identified earlier from WVDOH, they would still need to provide a letter authorizing the CRP funds before they can be obligated.*

*Further Discussion: Mr. Kinsey said he has removed projects from the 50,000-200,000 population fund category previously identified as CRP and funded with other federal dollars. The next reiteration of the STIP should reflect those changes.*

*Question: Will future projects using suballocated funding regardless of Tier be on the non-grouped list for the Amendment Process?*

*Answer: No. Due to nature of how the STIP Operating Procedures are set up any returned suballocated funds in population area need to have ability to immediately re-obligate without putting out Amendment to utilize funds. For CRPs if there is an understanding the CRP will not be obligated without a letter from MPO to the state. WVDOH does not believe it necessary to have an Amendment.*

*Question: With CRP eligible for pedestrian projects would that allow for a new trail that connects to certain areas not along a federal aid route?*

*Answer: Mr. Kinsey (see link provided below for fact sheet for eligibility) said if it is non-recreational facility and functions as mode of transportation would be eligible. However, based on the 3<sup>rd</sup> bullet if TAP eligible it is CRP eligible.*

*Question: In STIP/TIP Operating Procedures for CRP and STBG reference to submitting projects – if it is a state priority, the state may cover local match otherwise MPOs will be required to provide, and state will make sure those funds do not lapse? How do we understand what the state priorities are?*

*Answer: Mr. Kinsey stated MPOs evaluate and submit proposals to WVDOH, and they will evaluate to determine if the project is great where it may bump other projects to support MPO project. However, WVDOH may determine it is a great project but opt to complete project they already have slated. If this is the case, the MPO will have to provide local match. This would be for STBG only.*

Mr. Austin suggested utilizing the MPO TIP amendment process as the formalization of the project selection. For example: if your meeting is in September, propose the project earlier and then formalize with Amendment of TIP at the September meeting. This would ensure proper public involvement and assist WVDOH to program funds quickly. Mr. Carr reminded everyone that this year we all will need to be flexible in the process to obligate projects.

- **Urban Boundaries – see discussion under Technical Report**

## **7. Update on Federal Initiatives – Ms. Kara Greathouse, FHWA-WV**

- **Complete Streets funding and waiver – see links below.**
  - From the USDOT January 5, 2023 letter it states that it “requires States and MPOs to use not less than 2.5% of SPR and PL funds, respectively, on Complete Streets planning activities that the federal match for that 2.5% will waive.” The FTA provided a similar letter dated March 10, 2023 stating, “FTA has approved a waiver of the non-Federal match for the Metropolitan Planning Program (MPP) and the State Planning and Research Program (SPRP) authorized at 49 USC Section 5305 for Complete Streets planning.” Ms. Greathouse illustrated how the breakout affects the MPOs. The amounts reflected is small. Make sure the UPWPs outline how the MPOs will be using 2.5%. Mr. Carr reiterated that the match is small amount and asked the MPOs to consider if it is worth the effort?
- **Air Quality Standard (Attachment 7)**
  - On January 6, 2023, the USEPA announced a proposal to strengthen the National Ambient Air Quality Standards (NAAQS) for fine particulate matter (PM<sub>2.5</sub>) by revising the level of the primary annual PM<sub>2.5</sub> standards from 12 micrograms to within the range of 9-10. No other proposed changes to 24-hour PM<sub>2.5</sub> and is only for the annual. She showed a table to use as a guide (values that have not been certified and are not complete) to use as a guide from 2009-2022 for WV. Based on the preliminary data for the proposed annual 9-10 range compared to the current 12 the numbers are okay.

*Question: If all are within range what does this do with the PM<sub>2.5</sub> funds would we lose CMAQ 2.5 funds, or would they be rolled over to normal CMAQ or to STBG?*

*Answer: Would not lose funds but may lose the set-aside requirement.*

## **8. Transit Update – Mr. Bill Robinson, WVDOH-Multimodal Division (Transit)**

- Mr. Robinson introduced Mr. Erik Hall as their new Planning Officer whose duties will be to attend meetings such as this, working with STIP, Title VI, DBE Program.
- They completed an equipment order for approximately 70 vehicles for the rural transit agencies at approximately \$10 million that will revolutionize the state of good repair and transit fleets.

## **9. Other Business**

- *Question to WVDOT: Update on when the vulnerable road user safety assessment may begin? Mr. Mullenax corresponded with Marsha in January about when the SHSP emphasis area planning teams would get together – and*



*hasn't heard anything – he can follow up with her. The SHSP due date is approaching. Is there anything going on that they can report on or on the State Resiliency Improvement Plan?*

*Answer: Mr. Penn responded that the selection for the State Resiliency Improvement Plan is awaiting the Secretary's approval with hopes of starting on Plan this summer. He will follow up on the SHSP.*

*Comment: Mr. Mullenax reminded everyone to be mindful of where you are in the LRTP/MTP Update because there can be a federal share of 3%.*

#### 10. Adjournment

With no further business, at 12:00 p.m., Mr. Austin motioned to adjourn with Mr. Mullenax seconding. Hearing no objections, the meeting was adjourned.

#### Links provided during meeting

- Carbon Reduction Program (CRP) Fact Sheet: [https://www.fhwa.dot.gov/bipartisan-infrastructure-law/crp\\_fact\\_sheet.cfm](https://www.fhwa.dot.gov/bipartisan-infrastructure-law/crp_fact_sheet.cfm)
- 23 U. S. C. Code §175-Carbon Reduction Program: <https://www.law.cornell.edu/uscode/text/23/175>
- WV Freight Plan website: <https://transportation.wv.gov/highways/programplanning/Pages/Freight-Plan.aspx>
- WVDOT STIP/TIP Operating Procedures: <https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:a3e02753-154d-3ee8-9096-0685f7c25ece>
- UDOT Highway Functional Classification Concepts, Criteria & Procedures-2013 Edition: [https://www.fhwa.dot.gov/planning/processes/statewide/related/highway\\_functional\\_classifications/fcauab.pdf](https://www.fhwa.dot.gov/planning/processes/statewide/related/highway_functional_classifications/fcauab.pdf)
- Census Urban Areas and MPO/TMA Designations – Adjusting Urban Area Boundaries: [https://www.fhwa.dot.gov/planning/census\\_issues/urbanized\\_areas\\_and\\_mpo\\_tma/faq/page07.cfm#q7](https://www.fhwa.dot.gov/planning/census_issues/urbanized_areas_and_mpo_tma/faq/page07.cfm#q7)

#### Action items to be completed before next meeting AND due dates for MPOs

- **KYOVA and RIC report availability to host 2024 WV Planning Conference prior to May 10**
- **June 15: Submit Critical Rural Freight Miles to WVDOT for consideration in new Freight Plan**
- **Tier 1 projects: MPOs review projects and be prepared to submit to WVDOT around the end of year (7-8 months).**
- **Urban Area Boundary Delineation state submission date to FHWA by 12/29/23**

Respectfully submitted,

Terri Sicking  
WVAMPO Secretary/Treasurer  
Email: [tsicking@kyovaipc.org](mailto:tsicking@kyovaipc.org)  
(Senior Transportation Planner, KYOVA)

**August 30, 2023**

**Administrative Committee Report**

- Gotten items updated on WVAMPO website (contact, calendar, conference)
- Presented at 2023 WVPTA in Wheeling on 2020 Census Urban areas
- WVDOT's STIP Operating Guidelines require that "Each MPO policy board must adopt an internal process for the selection of the projects that will be proposed..."
- To date MMMPO, RIC, HEP have adopted such a policy. KYOVA previously had one. WWW and BHJ are looking to adopt policies in September; BEL in October. **FRMPO?**

Any word on the actual process when projects are selected by MPOs they get fed to WVDOT to get programmed? Should they immediately be added to the TIP? Should MPOs be submitting letters or is new submission form coming after State Carbon Reduction Strategy complete?

- Any updates from WVDOT on Tier 1, Tier 2, Tier 3 MPO submissions?
- Any updates on MPO submitted CRP and STBG suballocated projects?

**Conference Committee Report**

- Conference will be May 21-23, 2024 at DoubleTree in Huntington, hosted by KYOVA
- Conference Committee will review and start reaching out to potential sponsors beginning in September
- Call for presentations will begin in October
- Working up all cost estimates, registration fees and sponsorship levels

## **West Virginia Association of MPO'S Meeting Brief Technical Committee Report**

**August 30, 2023**

### **1. Travel Demand Forecasting:**

- Travel Forecast Models will be updated based on the new 2020 Census.

### **2. 2020 Urban Area Boundary Adjustments:**

- Kentucky Transportation Cabinet (KYTC - KYOVA only) Suggested adjustments were submitted to KYTC. Data Management staff will review the suggested adjustments and send their recommendations to FHWA.
- Ohio - Meetings will be upcoming to discuss next steps
- West Virginia - No update

### **3. Carbon Reduction Plan:**

- Bike/pedestrian and charging infrastructure projects are common areas of interest for CRP funding. Transit Oriented Development/Land Use Planning may also be eligible activities.
- Projects that are eligible for both CRP and HSIP funds may be eligible for 100% Federal funding depending on the specific project type.
- It's unclear from Federal guidance exactly which entities would be eligible recipients.
- MPOs with smaller CRP allocations may want to apply these funds toward eligible components of WV projects.

### **4. Air Quality Update:**

- EPA is considering lowering the PM2.5 standard, likely to within a range of 9 to 10 micrograms per cubic meter.
- Wildfire smoke is likely to negatively impact ozone levels this season.
- MOVES 4 will be available later this year, with significant changes regarding electric vehicles.

### **5. Freight Update:**

- WV Freight Plan - in progress
- Ohio - (OKI: Cincinnati MPO) is hosting the Ohio Conference on Freight in Cincinnati on September 5<sup>th</sup> through 7<sup>th</sup>, 2023

### **6. Vulnerable Road User (VRU) Assessment for West Virginia:**

- Upcoming public meetings in MPO areas to solicit feedback from residents about their pedestrian and bicycle safety issues as well as ideas for improvements.

**7. 2018 – 2022 WV Crash Data:**

- Available to download from the WVDOT FTP site  
<https://dotftp.wv.gov/thinclient/Login.aspx>

**8. Performance Targets (KYOVA):**

- CY 2023 PM 1 Safety Targets - complete
  - New safety targets to be received by Fall 2023 for the next year
- 2022 - 2026 PM2 & PM3 Targets - complete
  - Potentially there could be a PM 2 and PM 3 mid-cycle request for 2024
- Transit Targets
  - Regional Transit Asset Targets
  - Regional Transit Safety Performance Targets

**9. Other Business:**

- There is a substantial accounting discrepancy between the FMIS and Delphi systems; FMIS is used exclusively by FHWA while Delphi is used by all USDOT. Due to this discrepancy, pre-BIL funds are potentially at risk of rescission.

**10. Upcoming Conferences:**

- KYTC & ODOT Freight Conference - Sept. 5-7
- Ohio Transit Conference - Sept. 18-20
- AMPO Annual Conference - Sept. 26-29
- Kentucky Public Transit Conference - August 21-25
- Kentucky Complete Streets Training - October 17

**11. Awarded Grants:**

- Safe Streets & Roads for All - KYOVA received award notification January 2023
- Other MPO Grant awards?

**12. Upcoming NOFO's:** The following Notices of Funding Opportunity (NOFO) are tentatively expected to be published by USDOT soon. Dates are subject to change. A more detailed list of expected NOFO dates can be found on USDOT's website.

- Transit-Oriented Development Pilot Program - expected release Summer of 2023
- Bridge Investment Program - expected release summer of 2023
- Railroad Crossing Elimination Program - expected release summer of 2023
- Strengthening Mobility and Revolutionizing Transportation (SMART) - August 2023



## WVAMPO

### Income and Expense Statement

### August 21, 2023

<b>BEGINNING BALANCE</b> ( <i>as of July 1, 2023</i> )	\$15,921.78
<b>INCOME</b>	\$0.00
<b>TOTAL INCOME</b>	\$0.00
<b>EXPENSES</b>	
AMPO Dues - 2024	\$6,405.77
<b>TOTAL EXPENSES</b>	\$6,405.77
<b>NET INCOME/END BALANCE</b> ( <i>as of August 21, 2023</i> ):	<b>\$9,516.01</b>



# WVAMPO BALANCE SHEET JULY 1, 2023 TO AUGUST 21, 2023

**ASSETS**

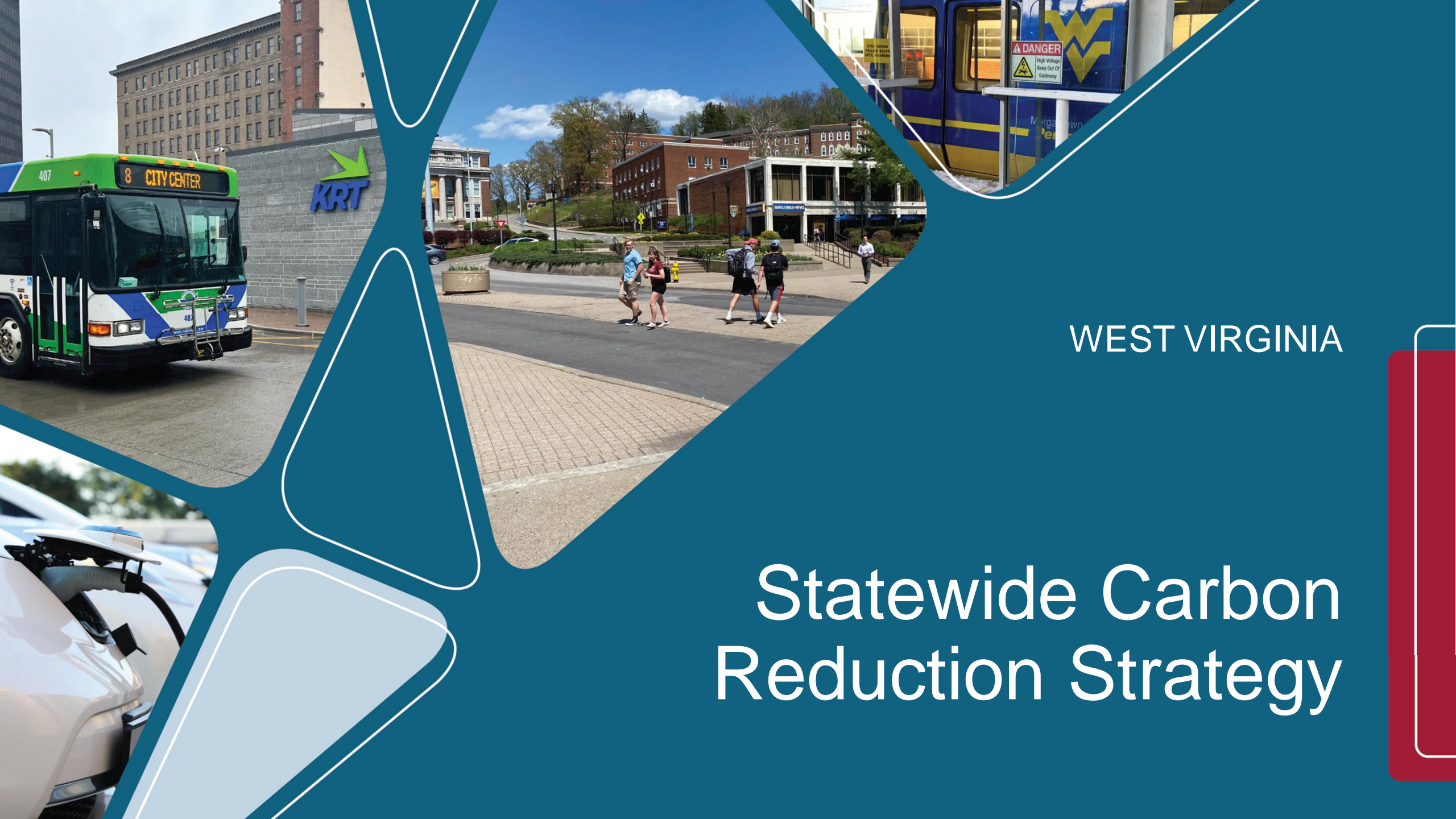
	7/1/2023	8/21/23
Cash in bank - July 1, 2023 - Beginning Balance	\$15,921.78	\$15,921.78

**TOTAL ASSETS/BEGINNING BALANCE****\$15,921.78****LIABILITIES**

2024 MPO dues for AMPO membership		\$6,405.77
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**TOTAL LIABILITIES****\$6,405.77****PROGRM BALANCE/FUNDS AVAILABLE****\$9,516.01**

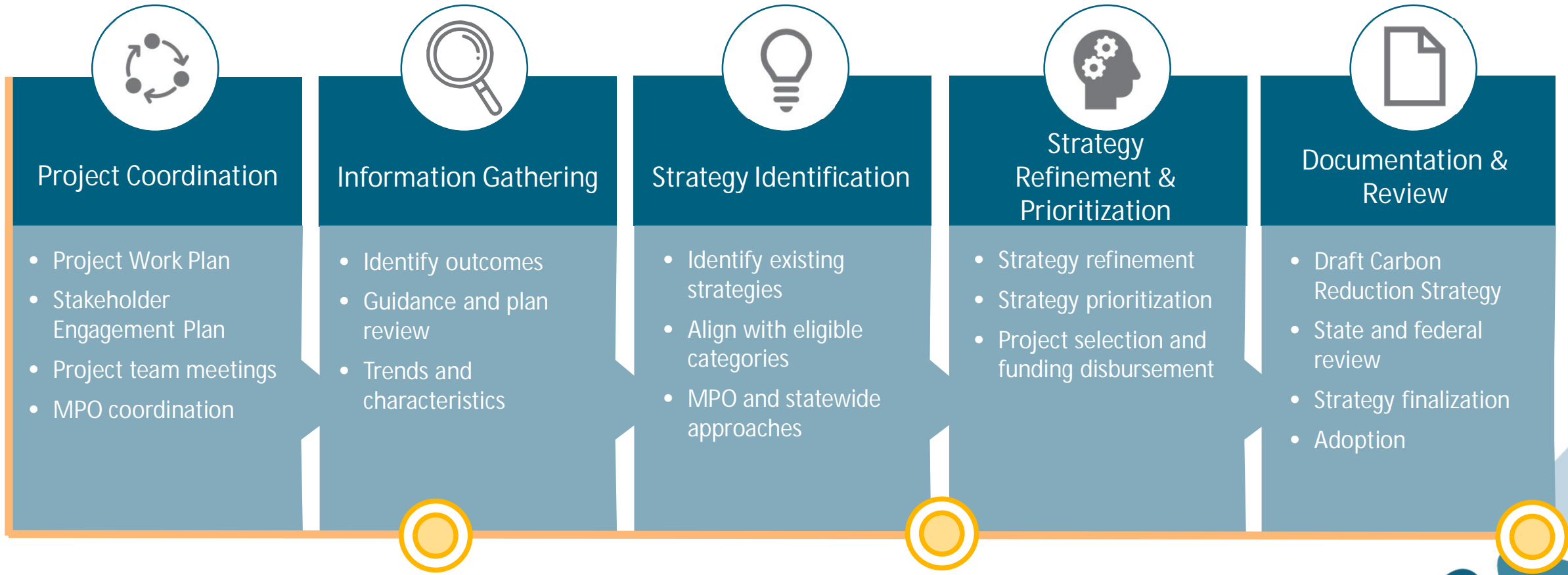




WEST VIRGINIA

# Statewide Carbon Reduction Strategy

# Project Update



# Project Update - MPO One-on-One Meetings

What carbon reduction strategies are you agencies taking now?

Are there things you would like to expand into that you aren't doing as much of yet?

When considering the categories of project types, which are you most likely to leverage?

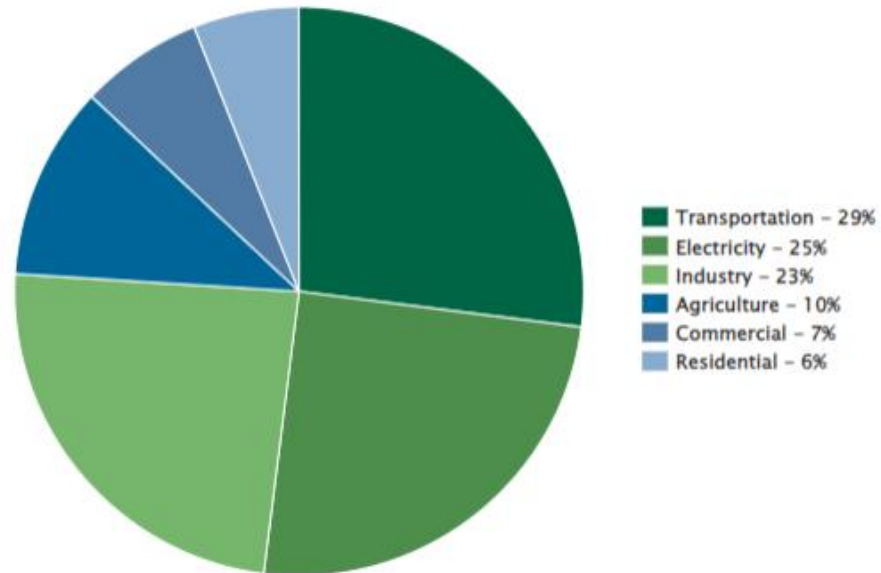
What information would be helpful for you to receive from WV's Carbon Reduction Strategy for use in your MTP?

Are there any trends and characteristics that you MPO is already measuring or that would be of particular value to understand?

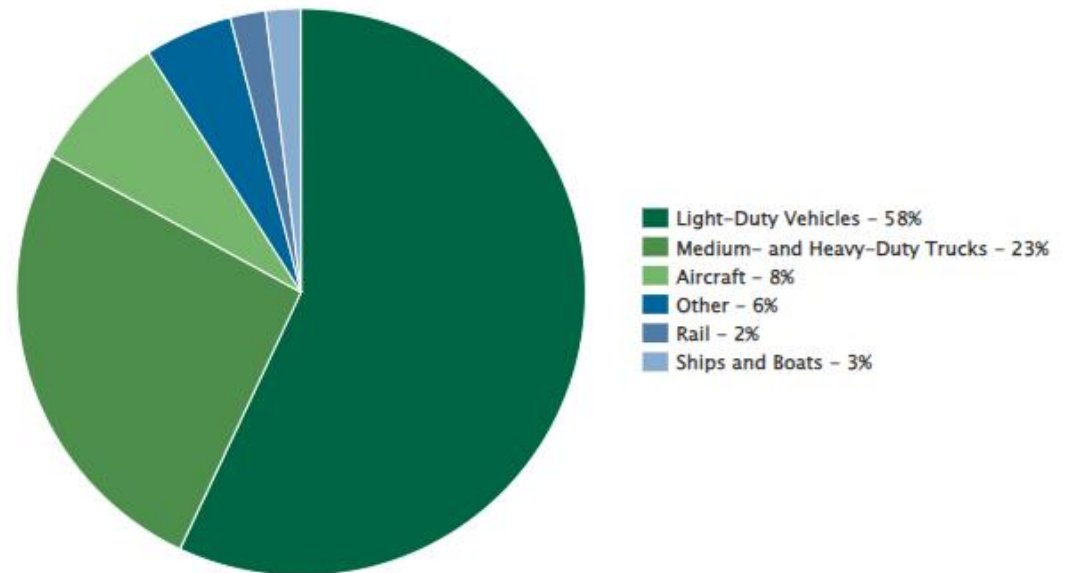
For Bi-, Tri-State MPOs - where are you in the process of consultation with "X"DOT? Are there any opportunities for alignment or direction we should be considering in WV?

# Project Update - Trends Review

2021 U.S. GHG Emissions by Sector

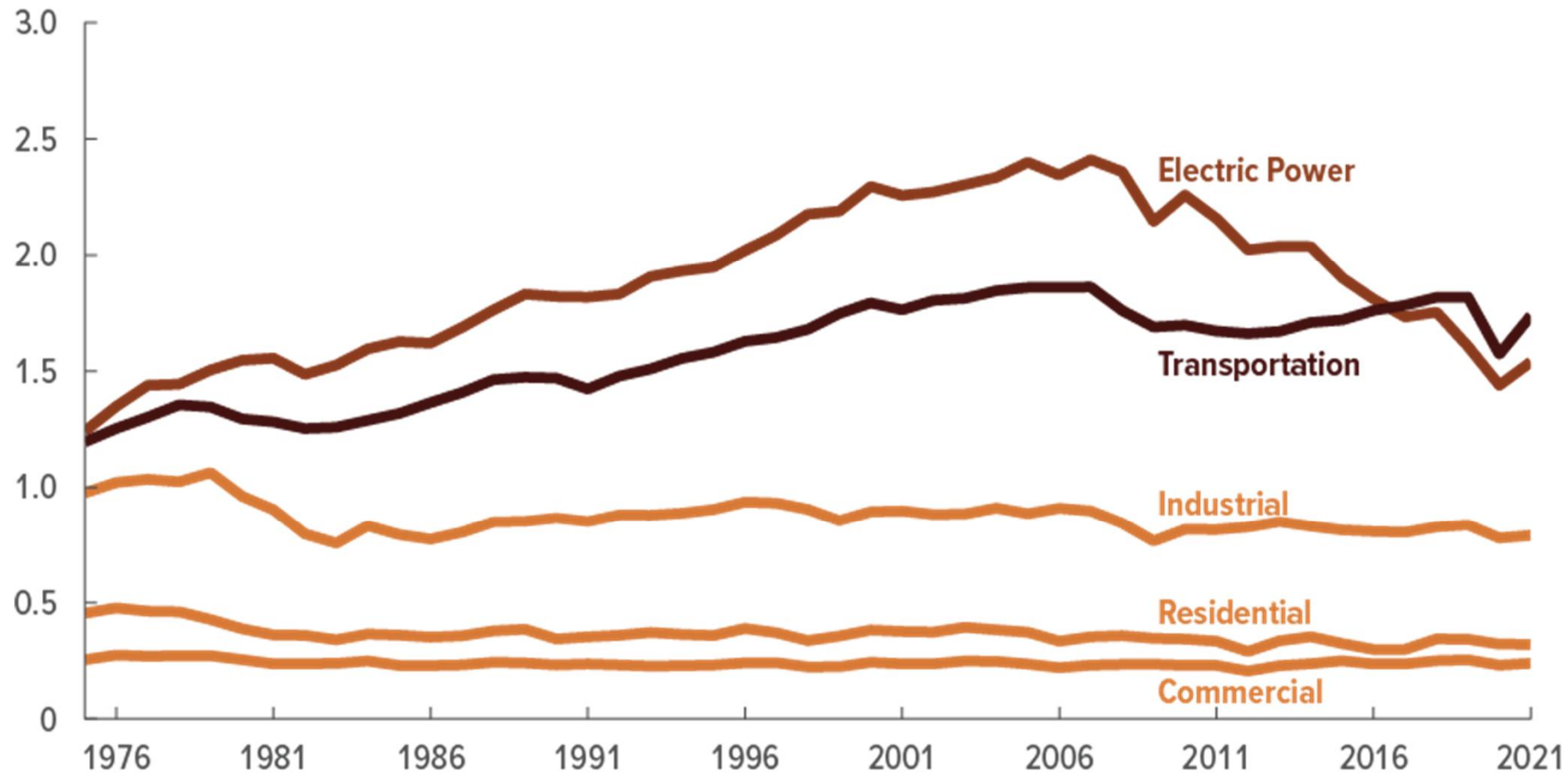


2021 U.S. Transportation Sector GHG Emissions by Source

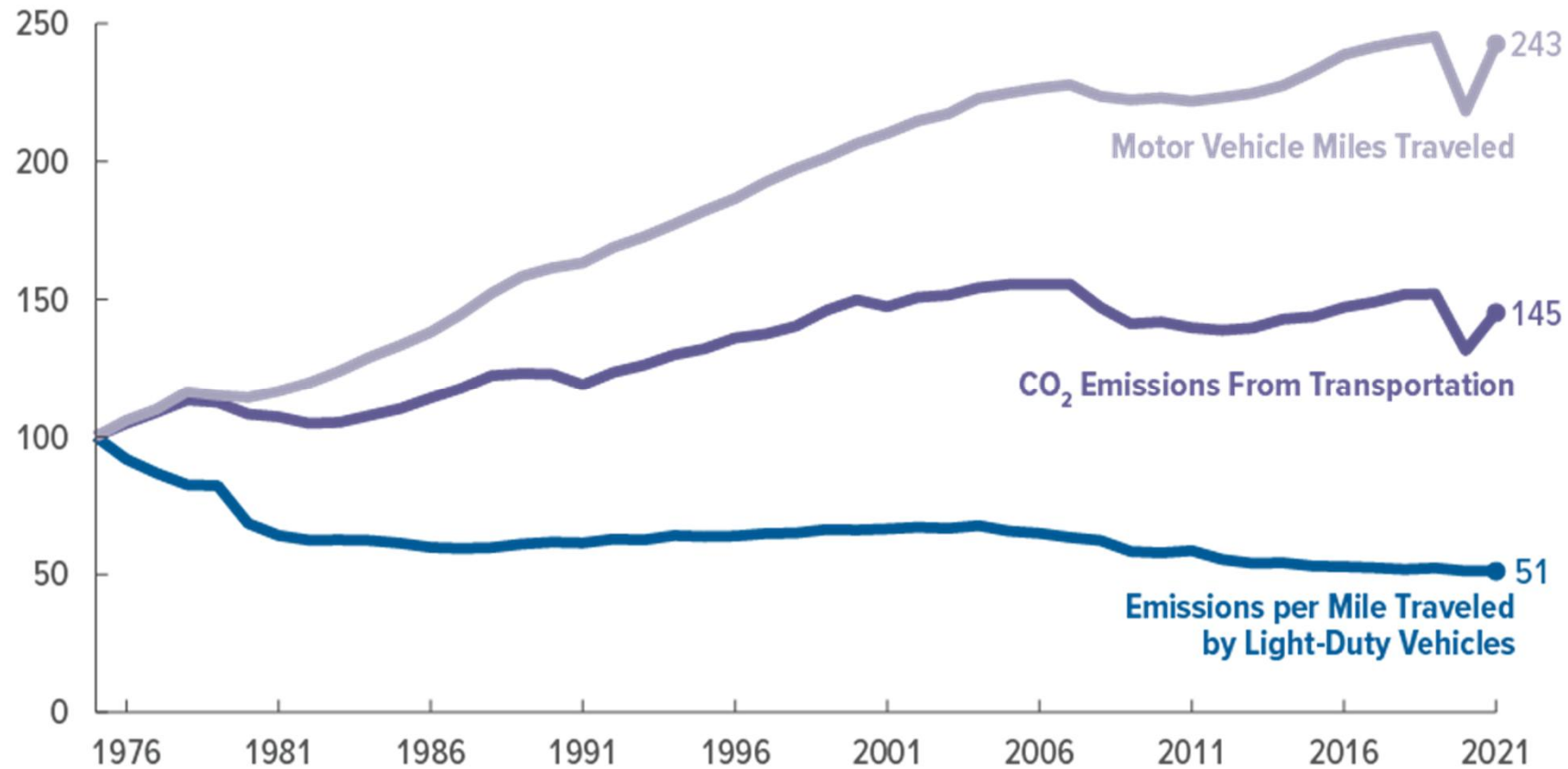




# Project Update - Trends Review

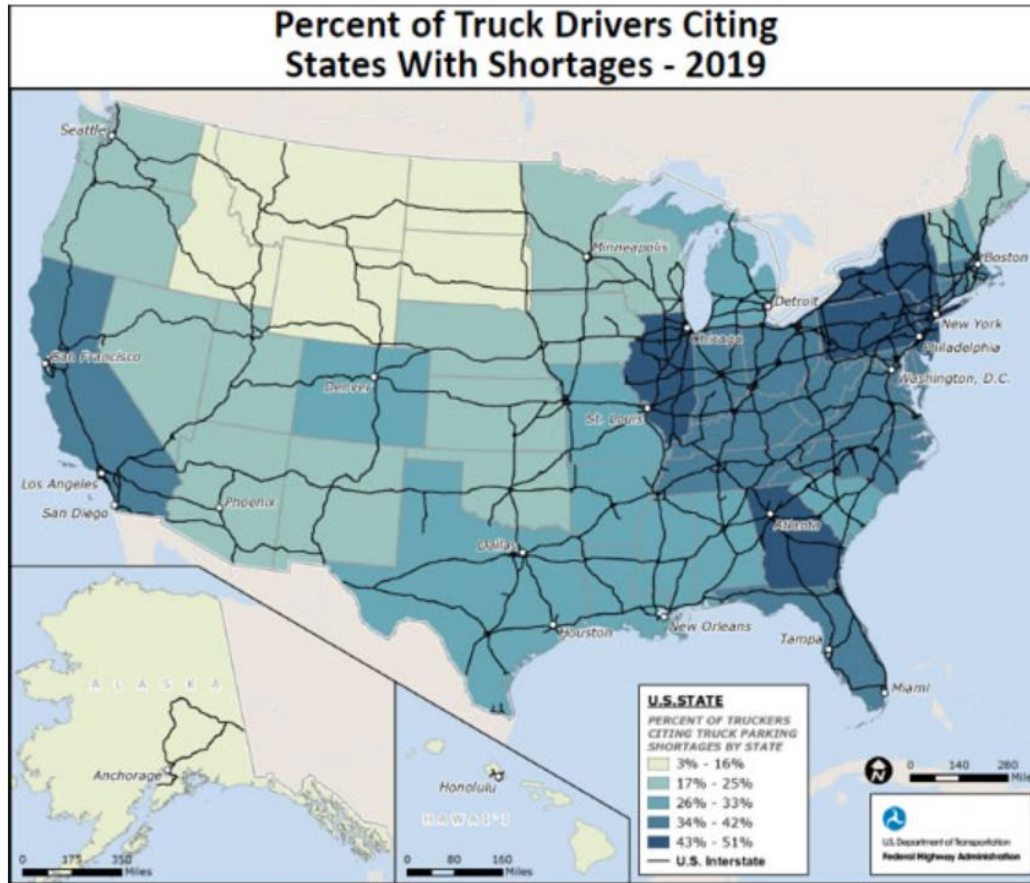


# Project Update - Trends Review





# Project Update - Trends Review



- On average, truck drivers spend 56 minutes per day searching for parking
- 98% of drivers say they struggle to find safe parking

# Project Update - Trends Review

Congestion has a real impact on CO<sub>2</sub> emissions

FIGURE 5

Emission-speed plot of individual trips or trip segments

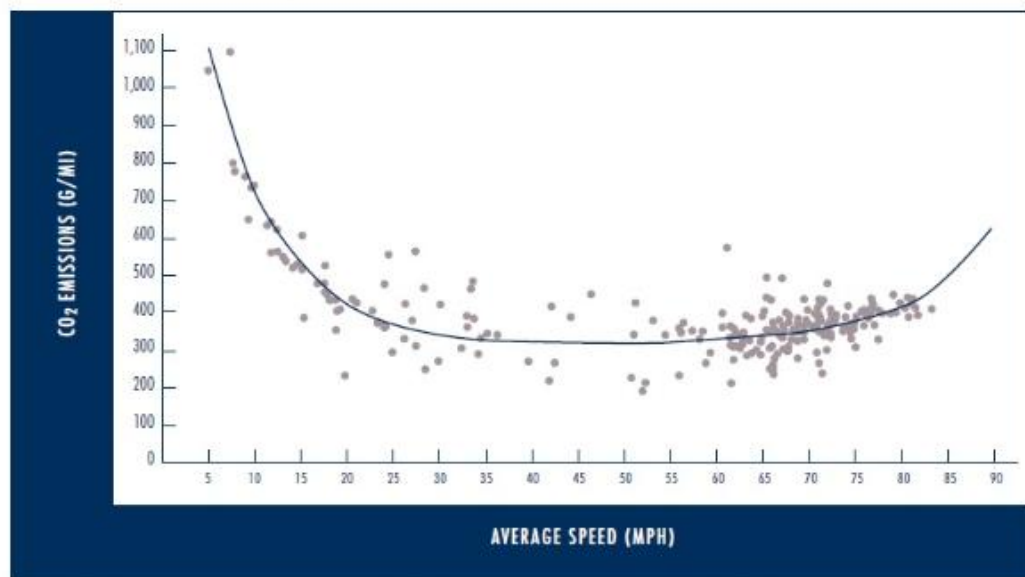
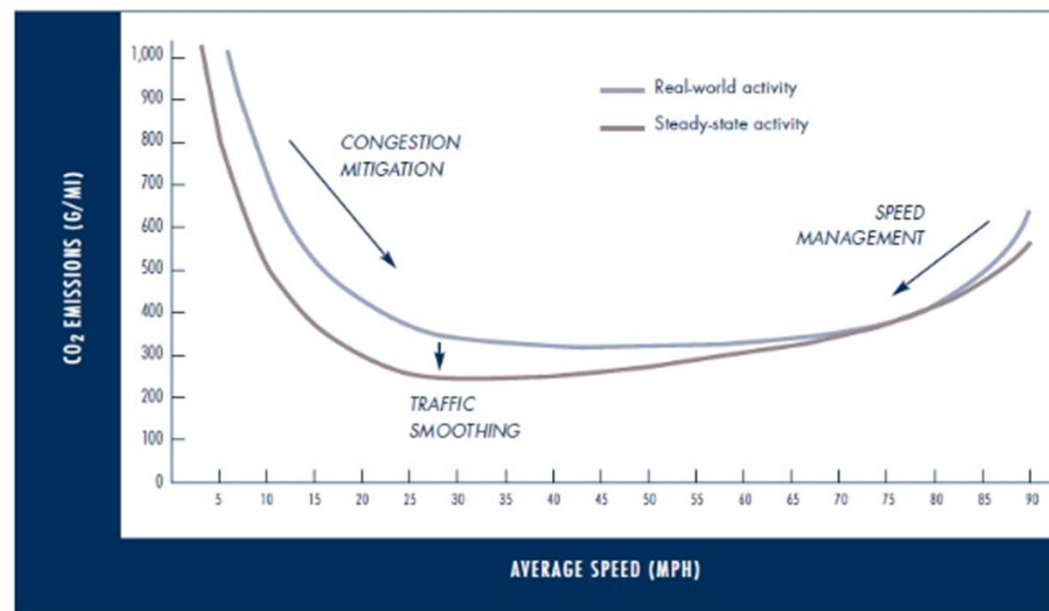


FIGURE 6

Possible use of traffic operation strategies in reducing on-road CO<sub>2</sub> emissions



# Annotated Outline

## 1 Introduction

### 1.1 Background and Purpose

- Section 1.1 will provide a very brief overview of the formation of the CRP and the federal goals.

### 1.2 IIJA and the Carbon Reduction Program

- Section 1.2 will highlight in greater detail the CRP, federal requirements, and expected funding levels. This section will also highlight the allocation methods outlined in the IIJA for urbanized areas vs. statewide funds.

## 2 CRS Development

### 2.1 Stakeholder Engagement

- Section 2.1 will include a brief recap of stakeholder engagement. This section should focus specifically on engagement with MPO partners to meet federal requirements and may be supplemented with additional information following the first draft as engagement continues through the fall.

### 2.2 CRS Vision

- Section 2.2 will establish the CRS Vision for the State of West Virginia. The vision will show the alignment between federal expectations and statewide initiatives and how the CRP relates to other programs such as CMAQ, Transportation Alternatives, NEVI, etc.

# Annotated Outline

## 3 Carbon Reduction Strategies

### 3.1 Menu of Strategies

- Section 3.1 will highlight the menu of project types for which CRP funding is eligible. Strategies will be grouped into 4 to 5 overarching categories such as:
  - Transportation Technology
  - Congestion Management/Mitigation
  - Active Transportation and VMT Reduction
  - Energy Efficiently and Green Construction Processes

### 3.2 WVDOT's Carbon Reduction Strategy

- Section 3.2 will provide details about each of the items in the overall menu of strategies to highlight the focus for West Virginia.

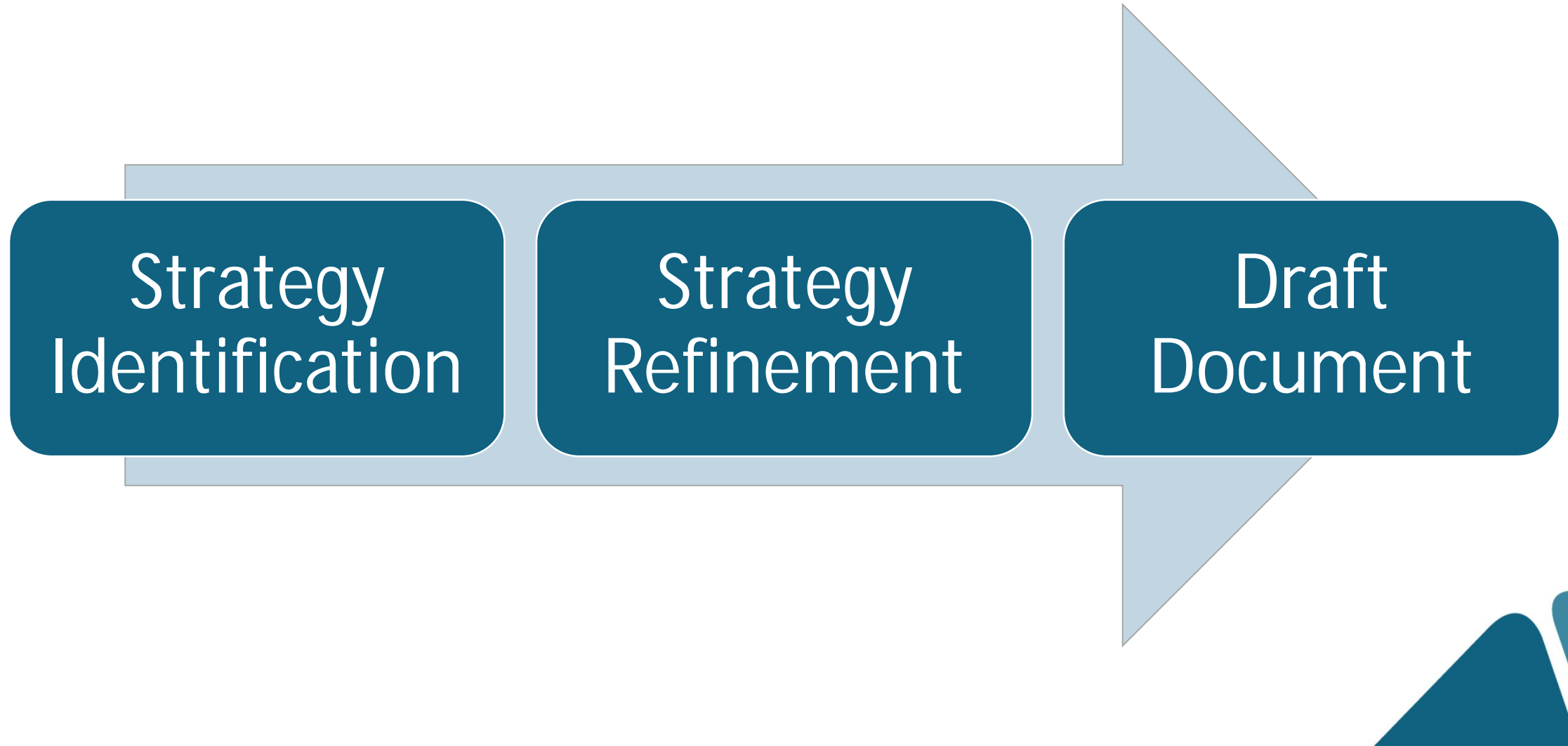
## 4 Implementation Plan

- Set the stage for how projects will be identified for the application of CRP funding
- Recommend performance tracking in alignment with Federal Performance Measures
- Recommend ways for WVDOT and MPOs to continue integrating carbon reduction planning into regional and statewide planning processes

## 5 Update Process

- Section 5 will provide a brief description of the approach to updating the CRS in order to meet the 4-year federal requirement. If desired, this section may be folded into Section 4.

# Next Steps



**PART II CONSOLIDATED PL & FTA FUNDING INITIATIVES****iv. Federal FY 2024 Consolidated Planning Allocations  
for MPO FY 2024 UPWPs**

5/15/23

MPO	WV 2020 UZA POPULATION	TOTAL WV 2020 UZA POPULATION	2020 IN-STATE UZA POPULATION FACTOR
BHJ	28,553	600,298	4.8%
BOM	44,056	600,298	7.3%
KYOVA	90,438	600,298	15.1%
RIC	163,709	600,298	27.3%
WWW	55,431	600,298	9.2%
MMM	77,620	600,298	12.9%
FR	57,468	600,298	9.6%
HEP	83,023	600,298	13.8%
<b>TOTAL</b>	<b>600,298</b>		<b>100.0%</b>

FFY 24 FHWA PL APPORTIONMENT	\$2,233,242
PL ROLLOVER	\$1,632,772
FFY 24 FTA Section 5303 Grant*	\$830,252
<b>Total:</b>	<b>\$4,696,266</b>
<b>LESS: FFY 24 MPO CONTINGENCY (10%)</b>	<b>\$469,627</b>
TOTAL AVAILABLE FOR DISTRIBUTION	\$4,226,639
<b>LESS: TOTAL OF BASE ALLOCATION</b>	<b>\$800,000</b>
<b>TOTAL FOR POPULATION BASED DISTRIBUTION</b>	<b>\$3,427,000</b>

\* VALUE ESTIMATED, FFY 24 APPORTIONMENT NOT YET RECEIVED

MPO	BASE ALLOCATION \$60,000	2020 IN-STATE UZA POP FACTOR	IN-STATE UZA POP AMOUNT	TOTAL FY 2024 CONSOLIDATED FUND ALLOCATION	WVDOT MATCH	FY 2024 CONSOLIDATED and WVDOT ALLOCATIONS
BHJ	\$100,000	4.8%	\$163,000	\$263,000	\$32,875	\$295,875
BOM	\$100,000	7.3%	\$252,000	\$352,000	\$44,000	\$396,000
KYOVA	\$100,000	15.1%	\$516,000	\$616,000	\$77,000	\$693,000
RIC	\$100,000	27.3%	\$935,000	\$1,035,000	\$129,375	\$1,164,375
WWW	\$100,000	9.2%	\$316,000	\$416,000	\$52,000	\$468,000
MMM	\$100,000	12.9%	\$443,000	\$543,000	\$67,875	\$610,875
FR	\$100,000	9.6%	\$328,000	\$428,000	\$53,500	\$481,500
HEP	\$100,000	13.8%	\$474,000	\$574,000	\$71,750	\$645,750
<b>TOTAL</b>	<b>\$800,000</b>	<b>100.00%</b>	<b>\$3,427,000</b>	<b>\$4,227,000</b>	<b>\$528,375</b>	<b>\$4,755,375</b>