



West Virginia Association of Metropolitan Planning Organizations
December 5, 2024 / 10:00 AM-12:00 PM
WV Tech/Beckley, WV w/virtual option

The West Virginia Association of Metropolitan Planning Organizations (WVAMPO) meet in-person on December 5, 2024 beginning at 10:00 a.m. with a virtual option. Virtual attendees are noted with a “V” following their name. To access meeting Reports and Handouts, please use the following link: <https://kyova.sharepoint.com/:f:/s/KYOVA/EgHwMqjjKeNAostZig8tU6oB5ZSrPGZyzHaiFYe1g4j0A?e=TNRU9u>

Voting Members Present

Mr. Bill Austin, Chair	MMMPO	Mr. John Tuggle	FRMPO
Mr. Matt Mullenax (V)	HEPMPO	Mr. Jeffrey Mace	RIC
Mr. Chris Chiles (V)	KYOVA	Mr. Cody Creasp	BHJ-MPC
Mr. Sam Richardson, Vice-Chair	BELOMAR		

Other (non-voting) Attendees

Ms. Terri Sicking, Secretary/Treasurer (V)	KYOVA	Ms. Gehan Elsayed (V)	WVDOH-Dep State Hwy Engineer
Dr. Saleem Salameh	KYOVA	Ms. Marsha Mays (V)	WVDOH-Traffic Engineering
Ms. Bethany Wild (V)	KYOVA	Mr. Perry McCutcheon (V)	WVDOH- Planning
Mr. Jody Sigmon	KYOVA	Ms. Alanna Keller (V)	WVDOH-Dep Com of Hwys
Ms. Amanda Smarr	FRMPO	Mr. Rob Ware (V)	WVDOH-Operations Division
Mr. Jason Roberts	FRMPO	Mr. Hussein Elkhansa (V)	WVDOH-Chief Technology Officer
Ms. Michaela McDonough (V)	HEPMPO	Mr. Taylor Boone (V)	WVDOH-Data Analysis/Forecasting
Mr. Brian Carr	WVDOH-Planning	Mr. Eric Lough (V)	WVDOH-Operations Division
Mr. Kevin Sullivan	WVDOH-Planning	Mr. Alex Kayuha (V)	WVDOH – Operations Division
Mr. Brett Napier (V)	WVDOH-Programming	Mr. Bill Robinson (V)	WVDOH-Transit
Mr. Chris Kessell (V)	WVDOH	Ms. Kara Greathouse	WV-FHWA
Mr. Perry McCutcheon (V)	WVDOH- Planning	Mr. Alec Brebner (V)	VA AMPO/Lynchburg MPO
		Ms. Johanna Sai (V) ?	WVDOH

1. Call to Order

Mr. Bill Austin, Chair, called the meeting to order at 10:10 a.m. and welcomed and thanked everyone for their attendance. See above for attendees.

Approval of October 11, 2024, Meeting Minutes

The October 11, 2024 meeting minutes were emailed to members prior to the meeting. Mr. Austin opened floor for a motion to approve. Motion to approve as submitted by Mr. Richardson. Dr. Salameh provided the second. With no opposition, minutes were approved unanimously.

2. Committee Reports

a. Administrative Committee –Mr. Sam Richardson

The following highlights are from the Administrative Report: (1) Communication with WVDOT should continue to be routed through Mr. Brian Carr; (2) WVDOT Highway Plans Locator learned availability through James Benner-Belomar (mapwv.gov/dotplans/). The tool may help the MPOs align their LRP with the DOT; (3) SS4A – Bluefield was awarded \$25M for an implementation grant with the state providing \$5M local match. The MPOs were unaware of the process to request the state to provide local matches and learned it is possible but are still unsure of process to request such funds. There was also a question of who e Bluefields contact would be since they are outside of an MPO area. Mr. Carr responded that he would be the first contact with WVDOH and stated that the state can't apply for these funds and there are exceptions that they would provide the match. He helps coordinate the USDOT Grants and FHWA includes WVDOH when they have kick-off meetings; (4) Suballocated funding processing challenges with staffing at WVDOH and clarification for city owned streets eligibility. RIC and Belomar plan to attend the NHI Contract Administration Course and will look to bring it to WV. Ms. Greathouse responded that she has been working with Ms. Jill Dunn (WVDOH) to bring the course to WV. Mr. Carr responded they were working on it and indicated it may occur in mid-May. (Note: Ms. Dunn is the new director of planning division and started in August and is working to get staff hired in planning division and training courses); (5) They are looking at examples from other states where contract administration is handled locally and referenced that ODOT provides resources for local agencies which are linked in the Administrative Report. Mr. Richardson recommends that WVAMPO could request WVDOT to develop similar practices and policies; (6) Materials testing meeting with RIC at DOH with concerns for construction management of Title 23 type projects and was clarified that materials testing can be contracted buy your quality assurance and quality control agencies must be separate agencies due to a conflict of interest; (7) Still waiting on clarification from May 2024 WVAMPO meeting that certain safety projects, workforce development flex, and STBG are 100% federally funded. See Attachment 2 for detailed report.

To accommodate remote speakers schedule, Mr. Austin changed the order of the agenda and moved Item #4 and #5 to follow the Administrative Report. Please see conversation below.

b. Technical Committee – Dr. Saleem Salameh

Dr. Salameh highlighted several areas to include . (1) Travel Demand Forecast models will be updated based on the new 2020 Census; KYOVA will be updating their current model and CMP this fiscal year and WWW will be updating their forecast model during next L RTP

update in FY 2026; (2) 2020 Urban Area Boundary Adjustment and in WV FHWA delegates authority to approve adjusted urban boundaries to FHWA Division Administrators; (3) Hwy Functional Classification Review and Modification Process will begin late 2024; (4) Carbon Reduction – Bike/Ped and charging infrastructure projects are common areas of interest for CRP funding and those smaller MPOs may want to apply these funds toward eligible components of WV projects; (5) Air Quality – US EPA finalized nonattainment designations required 2 years from finalizing the NAAQs – end 2025; (6) Freight Update – WVDOT Freight Plan is complete; FHWA published two visualization tools (FAF Data Visualization tool allows users to create customized freight dashboards and the VIUS Data Visualization tool that includes information on the physical and operational characteristics of the US truck population (7) CMAQ program guidance is in the 60-day comment period; . See Attachment 3 for detailed report.

c. Finance Committee – Ms. Terri Sicking

Ms. Sicking reported that no expenses or income occurred since the last report. Therefore, the Income and Expense Statement ending balance remained at \$29,405.49. The Balance Sheet also reflected \$29,405.49. Mr. Austin asked for a motion to approve. Dr. Salameh moved and Mr. Creasp seconded. With no comments or corrections requested, the report was unanimously approved.

3. Coordination with Virginia AMPO – Alec Brodner, VAMPO

Mr. Austin welcomed Alec Brodner who is Director of the Lynchburg MPO and the chairman of the VA AMPOs. Mr. B. reported that VA has 15 MPOs and is interested in learning what other MPOs across the nation are doing. Mr. B presented on Regional Transportation Planning in Virginia. He spoke on the funding process (Smart Scale) that was recognized from the Brookings Institute, VA has a citizen board that sits over the Transportation Secretary and recommended to review resource@planva.org to help explain to new members and locals what we do; spoke on challenges of staffing transportation positions. As time prevented him from completing his presentation, Mr. Austin invited him to return at a later date.

4. PM1 and PM 2 Presentation – Ms. Marsha Mays, WVDOH

Mr. Taylor Boone introduced Ms. Marsha Mays (traffic engineering division) and will report on performance metrics (travel time reliability and safety). About 1.5 years ago the traffic monitoring system was transferred to traffic engineering and under her direction. WVDOH is meeting the targets and are not going to change anything. Next she spoke on Safety Performance Measures which came from 23 CFR 490 with final rule established in March 2016. Targets should be provided to the MPOs before Christmas. Mr. Carr asked for clarification of dates for the MPOs – With the MPOs not getting targets until October their 180 day begins with that date and will need to be adopted by April? Ms. Mays stated that MPOs have the 180 days the state adopted – with WVDOH submitting in August she believes that the February 27 date and FHWA confirmed. Ms. Mays provided a handout. She reported that they are also wrapping up their second phase of the AASHTOWare safety implementation and should have the analysis tools for both segments and intersections early in the new year and will have training available.

Mr. Boone presented on the Mid Performance Period Progress Report. It operates on a 4-year cycle and the baseline was submitted in 2022 for the current cycle. There are 5 main categories of metrics (Pavement Condition, Bridge Condition, Travel Time Reliability, Freight network Reliability, and emissions reduction). No changes in targets have been made since the baseline report. He shared the TPM Target Page from FHWA and stressed the importance of the information it provides.

Mr. Eric Lough from the Operations Division presented on Pavement Condition which is for interstate and non-interstate NHS national Highway. Data was collected by a consultant and will collect entire paved roadway network this year but probably won't receive the data until February.

Mr. Rob Ware from the Operations Division presented on Bridge Condition. Please direct questions to Lisa Hammonds for Bridge Condition.

Mr. Perry McCutcheon from the Planning Division presented performance metrics in emissions reduction. He stated that they had not met their targets for this year. The CMAQ program annual report is done in the February/March to FHWA reporting all the CMAQ expenditures. WVDOH has been using a quantitative analysis so with this being the first performance period didn't have a lot of data available for this period. See attachment for detailed data.

Note: to access presentations use the following link:

5. Update on WVDOH Items

Mr. Brian Carr reported: (1) crash data is loaded onto everybody's FTP site – contact Ms. Mays to gain access. She will refer to IT help desk because they are no longer able to send passwords via email. Passwords must be received by phone; (2) CMAQ/CRP funds – RIC, Morgantown, and a few others have requested use of some of the suballocated funds and Mr. Carr expressed appreciation for use of these funds to help expedite the projects, commented on RIC and other MPOs trying to help WVDOH expedite by assuming some of the burden and about conversation with FHWA about how best to address these projects; (3) updating and hiring of staff and looking to lean on MPO partners for public outreach activities; (4) spoke on MPO administration of projects and proposed that the MPOs and Association secure a consultant similar to the DOH prequalified list for design projects. Mr. Austin stated that developing a joint agreement and set of specifications for projects and working along those lines is something that would be of interest to the association and they have had some minor discussion regarding this topic and suggested to add to the TIP/STIP operating procedures. Mr. Austin also cited a model in Broward County, FL that has an established a process where they have centralized this process for small towns and communities and suggested that a couple members of the Association work with DOH staff to develop a program; (5) STIP: Mr. Brett Napier stated that they are in the early design stages and still working within the current STIP and after first of year more information will be provided; (6) Consultant is on-board and DOH is starting to develop scope and negotiate fee for the Statewide Bike/Ped Plan; (7) Suballocated Funds none are in jeopardy of lapsing this year; (8) State Resiliency Plan – Ms. Elsayed stated that they are meeting with the consultant Monday and should have more information soon.

6. Update on Federal Initiatives – Ms. Kara Greathouse

Due to time constraints, Mr. Greathouse reported that there was a new FLMA website.

Following the Transit Update, Mr. Austin announced that we will take a break for lunch and guest speaker and then return to discuss item #9.

7. Transit Update – Mr. Bill Robinson

Due to time constraints, Mr. Robinson's report will be provided at the next meeting as his topics are long-term initiatives. He may not be able to rejoin after lunch but advised that a tool be developed to support the need for a concrete process and a graphical flowchart identifying the steps, who's going to handle what, what role each person/agency plays, and what paperwork is going to be generated and who is going to generate said paperwork, with the goal to provide the required information to FTA Region 3 to process the funding requests.

Mr. Austin temporarily adjourned the meeting for the guest speaker and lunch. Meeting reconvened at 1:06 p.m.

7. Discussion of items to be included in the STIP/TIP Operating Procedures – Mr. Austin

a. Transit Administrative Adjustments

Mr. Austin recognized that various states have different requirements for STIP Amendments vs Administrative Adjustments. WVDOH has been operating under the assumption that anything under \$10m could be an administrative adjustment for transit agencies. Morgantown has a very restricted process where transit agencies agreed to \$50,000 limit for adjustments (this is a 10-year old policy) and concurs the amount needs to be increased. They also thought it would be good to have a policy/procedure as to how to feed the modifications into the TIP/STIP operating procedures that the Association agreed to and felt that \$250,000 was a reasonable estimate. This amount would allow them to replace 3-4 vehicles and anything greater than that would be viewed as being regionally significant. Feedback indicated that most of the transit agencies would like a higher amount for the adjustments so they could process funds more efficiently. Mr. Carr stated that on the highway side of what is an is not an amendment as well as the amount and type of project. He asked is there talk about types of projects or only dollar amounts? Based on Mr. Robinson's earlier comment, Mr. Austin said he felt they wanted to keep it simple and was open to discussion about the number of vehicles, dollar amount, etc., but have been focusing on dollar amount. With the current \$10m threshold, he stated that many of the smaller transit agencies could place all their vehicles in this category. Discussion occurred on cost of vehicles and size ranging from \$250,000 to at least \$500,000. Mr. Austin reference a conversation with Dr. Salameh (KYOVA) and said that he felt more comfortable with \$1m than the \$2m threshold. Mr. Greathouse reported her conversation with Ms. Beytas (FTA Region 3) and they agreed that \$250,000 is very low. Instead of taking a vote today, Mr. Austin will summarize the discussion and send a memo saying that the preliminary recommendation for \$1m and to let him know if that is not acceptable and if everyone is in agreement, will adopt this policy. The Association will discuss with the state if there isn't an agreement, then there will be an action item at the next meeting. Ms. Beytas mentioned Mr. Carr's TIP Amendment revisions vs amendments and adjustments and appreciated the conversation and the rising cost of vehicles, etc., not sure what it could look like but needs flexibility to constitute MPOs voting and emphasized that the policy could be revisited if it wasn't acceptable in the future. Mr. Austin will send an email to all the MPO directors and if there is no concern with the \$1m from those not present, will establish a statewide standard that will help Mr. Robinson with understanding when TIP amendments will be showing versus administrative adjustments. As to other concerns and next steps develop a management group to work with the MPOs to develop the flow chart to share with Mr. Robinson

b. Implementation of SS4A and similar projects on State Maintained Roads AND

c. Implementation of MPO STIP Project initiation

The group discussed the SS4A projects and management of similar projects and concurred they will have to work with new management on process.

8. Report on AMPO – Mr. Austin

No Report

9. Other Business

No other business was brought before the group.

10. Adjournment

With no further discussion, meeting was adjourned at 2:10 p.m.

Action Items

1. Memo (E-mail) to MPO Directors for Transit amendment/administrative adjustments for \$1 million threshold.
2. Flow chart for Transit amendment/administrative adjustments procedure and responsibility.
3. Schedule next meeting – first of the year – nominations/election of officers.
4. Reach out to Alec Brodner (VA AMPO) to reschedule to finish presentation.
5. Draft a process for SS4A and other project implementation and forward to MPO Directors for review.

Respectfully submitted,

Terri Sicking
WVAMPO Secretary/Treasurer
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(Senior Transportation Planner, KYOVA)