



**West Virginia Association of Metropolitan Planning Organizations  
December 4, 2023 Virtual Meeting Minutes / 10:00 a.m. – 12:20 p.m.**

The West Virginia Association of Metropolitan Planning Organizations (WVAMPO) meet virtually on December 4, 2023 from 10:00 a.m. to 12:20 p.m.

**Voting Members Present**

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

**Other (non-voting) Attendees**

Saleem Salameh	KYOVA	Brian Carr	WVDOH-Planning
Terri Sicking, Secretary/Treasurer	KYOVA	Marsha Mays	WVDOH
Bethany Wild	KYOVA	Eric Hall	WV-Div of Public Transit
Jody Sigmon	KYOVA	Kara Greathouse	WV-FHWA
Matt Townsend	BHJ-MPC	Jason Workman	WV-FHWA
Amanda Smarr	FRMPO	Chelsea Beytas	FTA-Region 3
Michaela McDonough	HEPMPO	Kristina Whitfield	Kimley-Horn
Brady Wood	Belomar	Brad Davis	Kimley-Horn
Perry McCutcheon	WVDOH-Planning	Jackie Peate	MMMPO

**1. Call to Order (0:0:04)**

Mr. Matt Mullenax, Chair, called the meeting to order at 10:04 a.m. and asked everyone to introduce themselves and to add their name to the chat box.

**2. Approval of August 30, 2023, Meeting Minutes– Attachment 1 (0:00:35)**

The August 30, 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 August 30 minutes. Motion to approve by Mr. Chiles. Seconded by Mr. Austin. With no discussion or requested changes, the minutes were approved as submitted.

**3. WV Safety Performance Measurers –Ms. Marsha Mays, WVDOT (Attachment 2 & 2A) (0:02:28)**

Ms. Mays provided an informative presentation about Safety Performance Measures. Some highlights:

- Please reference Final Rule, 23 CFR 490.207(a) for detailed Performance Measures.
- Required to use 5-year rolling average and is reported to FHWA for evaluation. FHWA will evaluate if met or made significant improvement. The state must meet 4 of the targets and if not must complete a HSIP Implementation Plan. WV is in progress of updating their plan
- MPOs are required to submit PM no later than 180 days after the state. MPOs can establish their own Targets or adopt the state's. Ms. Mays stated that they have provided data to MPOs for individual counties.
- SHSP updated in 2022 and covers the years 2022 through 2026 with goal of zero fatalities by 2050 and an annual 4% reduction of serious injuries.
- Reported on FARS and how delayed data played into their calculations.
- Explained how WV is setting targets and shared the 2024 annual targets and the 5-year average target spreadsheet.
- Training is expected to be offered to the MPOs so they will have access to data that will allow them to analyze information for their specific counties and/or planning areas.

**4. Committee Reports (0:26:42)**

**a. Administrative Committee – Mr. Matt Mullenax (Attachment 3) (0:26:43)**

- 8 MPOs adopted project selection policies following STIP operating procedures for suballocated programs, STBG programs. The one MPO that has not is scheduled to do so soon.
- Reminded all about adopting PM1 per Ms. Mays presentation.
- Mr. Mullenax reminded the MPOs provide 2024 meeting dates to Paul Young at KYOVA to be included on the WVAMPO website.
- Urban Area Boundaries – deadline has passed for MPOs to submit to state. No information from WVDOH about submitted information per Mr. Carr but Aaron has been coordinating with MPOs.
- Next round for SS4A is expected to open in February 2024.

**b. Technical Committee – Dr. Saleem Salameh & Mr. Rakesh Sharma (Attachment 4) (029:25)**

Dr. Salameh presented a number of items. Below are a few highlights from his report. – see Attachment for detailed report.

- KYOVA in process of updating the Travel Forecast Model base year update to reflect 2020 Census, Congestion Management Process and Freight Plan.
- Highway Functional Classification Process in 2024 after 2020 urban area boundary adjustment.
- Air Quality – EPA considering lowering the PM2.5 from 9 to 10
- MOVES4 – significant changes. There is a training in KY in April.
- Greenhouse Gas Emission Performance Final Rule
- 2018-2022 crash data available from WVDOH site.
- Safety Targets updated by February 27, 2024
- WV Planning Conference in Huntington – May 21-23, 2024 in Huntington
- NOFO: Building American Infrastructure deadline.

**c. Finance Committee – Ms. Terri Sicking (Attachment 5) (0:34:17)**

Ms. Sicking reported Income and Expense Statement beginning balance as of 8-21-23 was \$9,516.01. For income: Dues received in the amount of \$5,923.95 have been received and another \$1,206.82 was reported as not cleared. Expenditure totaled \$85.47. With the Net Income/End Balance as \$16,561.63. The Balance Sheet also reflected the 8-21-23 beginning balance of \$9,516.01. This report period had \$85.47 in liabilities and 47,131.09 in revenues (dues paid). Total funds available = \$16,561.63.

**5. MPO Suballocated CRP/STBG Program Updates (0:37:20)**

Mr. Mullenax sent an email about having this as a standing item with reports from the MPOs on policy status or project selections.

- Hagerstown (Mr. Mullenax): 2 CRP programed in STIP and 1 CRP (Winchester Ave RFP) and 1 STBG (Hammond Mills Rd/901design study) submitted for DOH review. Next month pending board approval, will be submitting a CRP project (Charlestown Lawrence Congress intersection at Middle School) for review.
- Morgantown (Mr. Austin): CRP with DRH as consultant for design for Smithtown Rd/19 intersection. Awarded grants for City of Westover for sidewalk on portion of Fairmont road. Requested clarification about 2 project that they submitted for STBG funds to determine eligibility for projects. STBG downtown microsimulation study for Morgantown has been underway for about 3 months.
- Fayette-Raleigh (Mr. Roberts): No CRP projects. STBG working on finalizing selection process. The MPO has been selected as lead agency for DOT Thriving Communities Grant.
- WWW (Ms. Brown): Official policy approved in September but sent request in June to learn about preferred projects. Most projects requesting had already been assigned their CRP or STBG funds. But was then told those were switched to another funding source. They need to verify they were shifted over. They completed Requested for funds that went through to 2028 with supporting documentation. But has not heard back from WVDOH. Ms. Greathouse provided a spreadsheet to visualize projects. *Note: this spreadsheet was sent to all MPOs and if you don't have it please contact Ms. Greathouse or Mr. Mullenax.*
- Belomar (Mr. Sharma): Policy adopted late October and solicited projects for CRP and suballocated STBG. Have not received any request to date but plan to reach out to eligible agencies again.
- BHJ (Mr. Cresap): Policy adopted in November. No projects programed yet. They haven't had a huge turnout for stakeholders for these funds. After first of year plan to get a list of projects.
- RIC (Mr. Richardson): Adopted policy in June. Solicited for FY 2024 STBG no request received. According to guidelines requested engineering phase roundabout corridor on WV34, intersection of 34 and I64 and ?? Blvd., Learned about apprehension to program engineering phases without seeking out financial feasibility of construction. So again, opened up applications and again received no requests. Did test to show they had financial feasibility for construction up to FY 2027 with assumption of new transportation bill being adopted. Looking at needing an interchange modification study from state and will have to submit request to state before moving forward with these funds. Have meeting with Suballocated funds in January with stakeholders. Have about \$2m even if other project is approved and is working City of Charleston for sidewalk projects.

*Question: Why aren't suballocated alternatives based on population? Mr. Mullenax replied – if TMA you do get but if not don't. It was interesting to Mr. Richardson how it is not by population. Mr. Austin pointed out that it was how the federal regulations. Mr. Carr – stated that he has not heard of being allocated TA for MPOs under 200,000.*

- KYOVA (Dr. Salameh): Suballocated project funds STBG continual process and TAP is competitive. CRP have 2 projects in pipeline for intersection projects. 5310 manage jointly with TTA to fund buses and mobility management position and small studies such as bus shelters.

**6. 2024 Planning Conference Update – Mr. Mullenax (0:57:49)**

The conference will be held May 21-23, 2024 at the DoubleTree Hotel in Huntington. KYOVA will serve as host. Mr. Mullenax provided kudos to the KYOVA staff working on the planning committee. Registration is open for attendees and sponsors online at the WVAMPO website. Notifications being sent out to sponsors, past attendees, etc. As of today, have 12 registrations and 1

sponsor and with conference being 6 months out. Ms. Sicking presented to the ACEC WV Fall meeting on the Association and upcoming Conference. Mr. Sigmon sent a call for presentations from our members to consider to be a part of the agenda for Ms. Greathouse to compile and thank you to all the MPOs for possible presentations.

#### 7. NEVI Program – Perry McCutcheon, WVDOT and Brad Davis/Kristina Whitefield, Kimely Horn (1:00:13)

**Brad Davis** provided an overview of the NEVI Program which is the National Electric Vehicle Infrastructure program created by bipartisan infrastructure law. Please reference Attachment 6 for details of the program. For WV, he provided the AFC designated routes. FHWA is requiring all states to require a NEVI plan annually. The first year was to get things started and submitted in August of 2023 and funds have been obligated to the state's. The location of charging stations was shown along with the Justice 40 Census Tracts. They have also identified the Tesla and non-Tesla infrastructure which is closed to the public and not compatible. There are requirements for funding to receive funds and they do not meet NEVI funding requirements. Proposed Phase 1 NEVI Charging stations were shared – 15 stations total. It is anticipated that these 15 can be funded with the first 2 years funds. Coordination occurring with adjacent states to identify the spacing. Draft Phase 2 NEVI Stations locations were presented. With the 5 year funding a total of \$45 million is estimated to come to WV through the NEVI program. Public engagement activities described and will be working with the MPOs. In January will be launching an online survey for about 3 months; virtual public meeting; 3 in-person meetings and will share with MPOs in February. The information received will be incorporated into the planning process and next stage as to where funds will be allocated. In May, will be giving a presentation at the WV Planning Conference. NEVI Plans due to FHWA on August 1. The following links were provided by Mr. Davis.

- <https://www.fhwa.dot.gov/environment/nevi/>
- <https://driveelectric.gov/state-plans>
- [https://afdc.energy.gov/fuels/electricity\\_locations.html#/analyze?region=US-WV&show\\_map=true](https://afdc.energy.gov/fuels/electricity_locations.html#/analyze?region=US-WV&show_map=true)
- [https://transportation.wv.gov/highways/programplanning/NEVI/Documents/WV%20NEVI%20PLAN\\_9-28-23%20Final.pdf](https://transportation.wv.gov/highways/programplanning/NEVI/Documents/WV%20NEVI%20PLAN_9-28-23%20Final.pdf)
- [https://www.fhwa.dot.gov/environment/ghg\\_measure/?\\_gl=1\\*19ivjek\\*\\_ga\\*MTc1Mzc2NTgyLjE2NTcxOTU4Mzk\\*\\_ga\\_VW1SFWJKBB\\*MTcwMTcwMjI4NS4xNzluMC4xNzAxNzAyMjg5LjAuMC4w](https://www.fhwa.dot.gov/environment/ghg_measure/?_gl=1*19ivjek*_ga*MTc1Mzc2NTgyLjE2NTcxOTU4Mzk*_ga_VW1SFWJKBB*MTcwMTcwMjI4NS4xNzluMC4xNzAxNzAyMjg5LjAuMC4w)

Mr. McCutcheon: Provided an update on the procurement process. WVDOT are continuing to pursue the procurement baseline measures across the interstate network in WV as part of new legislation based on public/private partnership.

*Mr. Roberts commented that Region 1 and 4 received USEDA grant funding to study EV Charger locations to maximize economic impact (tourism/recreation) and will be a complimentary document to the NEVI Plan. The study will look at the placement of the charging stations that would best capitalize on tourism. Transit authorities, school districts, and corporations will be contacted about the possibility for fleet charging stations. Currently, TN Tech received grant funding he believed from the Department of Energy and putting EV charging stations across both of their regions. Ms. Brown stated she appreciated Mr. Robert's update. She was also contacted by the TN group and referred them to their airport representative.*

*Question/Comment: Mr. Mullenax offered assistance from the MPOs for the public meetings and locations and inquired about the release of information for the Phases/maps and locations – is it available? Mr. Davis responded that Phase 1 is included in the Plan – he also shared a link in the chat box. However, the exact locations have not been determined and will be based on vendor and they will have to show they have procured site and meet criteria for program.*

#### 8. Update on WVDOT Items – Brian Carr, WVDOT (1:27:40)

Mr. Carr reported that:

- State Freight Plan: Submitted to FHWA and are finalizing a few profiles.
- Carbon Reduction Strategy: Submitted in November to FHWA – they have 90 days to review.
- Securing consultant to manage their resource program with a 2-year contract and should be in place at beginning of the year.
- Still working toward Resiliency Plan, Statewide Modeling, and staff hiring. The statewide bike/ped position still has not been filled.
- Hired Madisyn Mullins who will be the contact for federal grants.

*Question: Mr. Mullenax requested verification that there is going to be an on-line form for submission for CRP for implementation? Mr. Carr responded that with each MPOs adopting their strategies for CRP and STBG projects and they were going that route.*

*Question: Mr. Austin asked about the upcoming PL budgets for FY2025. Mr. Carr stated that he would provide at the first of the year but best to use what he provided earlier for now.*

*Question: Mr. Mullenax asked who should the MPOs contact regarding questions for projects submitted for suballocated funds and prior submissions? Mr. Carr stated to start with him and he will reach out to the other divisions to coordinate. Ms. Greathouse asked to be copied on correspondence so FHWA would be kept in the loop.*

#### 9. Update on Federal Initiatives – Kara Greathouse (WV FHWA), Chelsea Beytas (FTA R3) (1:35:25)

Ms. Greathouse, WV FHWA,

- Explained the table sent earlier this morning from FMIS. If there are any questions please let her know. Mr. Carr stated that at end of December WVDOH will be putting out a reconciliation for all the MPOs.
- Greenhouse Gas Emission Performance Measures: Final rule published. State DOTs will establish 2 and 4-year statewide targets and will be due February 1, 2024. MPOs will set 4 year targets. Assuming will following the 180 day deadline for MPOs but has not been published. After the February deadline it will return to regular October 1, 2026 submission schedule. As new information is provided she will update everyone.

Ms. Beytas, Community Planner, FTA Region 3, (1:42:00)

- Is receiving emails and meeting invitations from our MPOs but if there is any other questions or time sensitive, please forward them to her.
- Presentation on Annual Listing of Obligated Projects – transit side only. Title 23 Section 450.334. Ms. Beytas reviewed the Obligated Funds Report requirements and that the report was required on an annual basis to be completed no later than 90 days after the end of program year and needs to be published. What needs to be included: all federally funded projects that are authorized increase in preceding program year. Sufficient narrative, responsible agency, the amount of federal funds requested on TIP, the preceding year, and funds available for future years. Current trends she has seen – Some reports not including transit projects which are required. Current reports may show disbursement of funds and not amount obligated. She is also seeing some reports not including the total amount requested in TIP funds obligated preceding year and funds available in subsequent years. The funds that are obligated there are different FTA Programs and some directly applied for by transit agencies and in TRAMS – may show disbursement and not obligated and state DOT will have information. She showed example of how listing should look with minimally requested: Agency, project ID #, project name and if capital project with detail of work, funding program, describe project, grant number (optional) which ties to grant management system that include obligation date and increase. Program amount (what is on TIP), Obligation amount for year of reporting, remaining funds – how much is left. She does not see the detailed funding and ask MPOs to focus on providing this information in next year’s report.

*Question/Discussion: Mr. Mullenax stated he does not have access to TRAMS and only receives information from the highway side in August or September and for any transit related information it would need to come to them or have access to other data. Would WVDPT be able to provide this information?. Mr. Sharma chimed in and stated that they do include transit for OH and WV transit but information is provided by transit authority. Ms. Sicking stated that KYOVA reaches out to the transit agencies and based on what they submit is what is used and at times is incomplete data. Answer: Ms. Beytas acknowledged that the MPOs would not have access to this information. Suggested maybe an MOU between and that maybe FTA could reach out to the transit agencies for sharing the information.*

#### **10. Update on WVDPT Items – Bill Robinson (2:03:30)**

Mr. Robinson reported that the WVDOT worked with FTA to successfully transfer the EPTA RAISE grant to DPTA from DOT; there has been a reorganization of the Weirton Transit and now will be operated by the City and thanked the City, MPO and DOT for all the work and; the Draft RAISE agreement submitted for set of plans and environmental documentation for a hydrogen producing storage and fueling facility in the area of Potomac Valley Transit Authority which is a 5311 rural. The project will be a model test case for hydrogen fuel cells.

#### **11. Other Business (2:06:03)**

Ms. Brown mentioned that over FY 25-27 there would be a lot of planning and project tracking, amended TIPs and long range plans, etc. to include air quality. She is looking into a software management program for the UPWP and has been able to take her paper driven UPWP into a living document that will also be able to track progress (Monday.com). Is anyone else using or thinking of using software suitable for this use? What she is finding is that there are reporting limitations. Any recommendation for tracking on the operational side for the MPO would be appreciated. She asked if she could discuss with WVDOH and FHWA to see if her process would meet their requirements. Both agencies agreed to work with her.

Mr. Carr reiterated to everyone to make sure their meeting information is included on the WVAMPO webpage; when the MPO completes STIP/TIP Amendment try to get on the MPOs webpage as soon as possible; will be sending the Annual Review Report at the beginning of the year.

Ms. Greathouse mentioned that WV FHWA is working with other federal agencies within the state to put together a discretionary grants program workshop on March 5 at their office in South Charleston. Participants will include FHWA, USDA Federal Motor Carriers, FTA, Federal Rail, USDA. More details will be sent at the beginning of the year.

Dr. Salameh reminded everyone that Mr. Rakesh Sharma will be retiring in January and thanked him for his contributions to the Association and the statewide planning program. Mr. Mullenax and the rest of the MPO Association echoed their appreciation and wished him well in his future endeavors.

#### **12. Next Meeting (2:14:20)**

The first calendar meeting is usually in February and Mr. Mullenax will send out Doodle Poll for dates. Based on the bylaws, this meeting will include the officer elections.

13. **Adjournment (2:14:46)**

With no further business, the meeting was adjourned at 12:30 p.m.

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

Mr. Mullenax to send Doodle Poll and set next WVAMPO meeting.

**Links & Information provided in Chat box:**

- EV infrastructure and technical assistance: The Joint Office (DOT and energy) of Energy and Transportation strives for a future where everyone can ride and drive electric vehicles - <https://driveelectric.gov/>.
- NEVI - Environment – FHWA - <https://www.fhwa.dot.gov/environment/nevi/>
- State Plans for Electric Vehicle Charging · Joint Office of Energy and Transportation. Find state plans for electric vehicle (EV) charging infrastructure deployment approved by the Federal Highway Administration. [https://afdc.energy.gov/fuels/electricity\\_locations.html#/analyze?region=US-WV&show\\_map=true](https://afdc.energy.gov/fuels/electricity_locations.html#/analyze?region=US-WV&show_map=true)
- Alternative Fuels Data Center: Electric Vehicle Charging Station Locations - [https://transportation.wv.gov/highways/programplanning/NEVI/Documents/WV%20NEVI%20PLAN\\_9-28-23%20Final.pdf](https://transportation.wv.gov/highways/programplanning/NEVI/Documents/WV%20NEVI%20PLAN_9-28-23%20Final.pdf)
- Greenhouse Gas Performance Measure - [https://www.fhwa.dot.gov/environment/ghg\\_measure/?\\_gl=1\\*19iyjek\\*\\_ga\\*MTc1MzczNTgyLjE2NTcxOTU4Mzk.\\*\\_ga\\_VW1SFWJKBB\\*MTcwMTcwMjI4NS4xNzluMC4xNzAxNzAyMjg5LjAuMC4w](https://www.fhwa.dot.gov/environment/ghg_measure/?_gl=1*19iyjek*_ga*MTc1MzczNTgyLjE2NTcxOTU4Mzk.*_ga_VW1SFWJKBB*MTcwMTcwMjI4NS4xNzluMC4xNzAxNzAyMjg5LjAuMC4w)
- WV Vulnerable Road User Assessment - <https://transportation.wv.gov/highways/traffic/SiteAssets/Pages/default/WV%20VRU%20Assessment.pdf>

Respectfully submitted,

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