



**West Virginia Association of Metropolitan Planning Organizations
February 5, 2024 Virtual Meeting Minutes / 10:00 a.m. – 11:30 a.m.**

The West Virginia Association of Metropolitan Planning Organizations (WVAMPO) meet virtually on February 5, 2024 from 10:00 a.m. to 12:00 p.m. The link to the recording is: [WVAMPO Meeting-20240205_100235-Meeting Recording.mp4](#)

Voting Members Present

Mr. Bill Austin, Vice-Chair	MMMPO	Mr. Jason Roberts	FRMPO
Mr. Matt Mullenax, Chair	HEPMPO	Ms. Tracy Brown	WWW
Dr. Saleem Salameh	KYOVA	Mr. Scott Hicks	Belomar
Mr. Sam Richardson	RIC	Mr. Cody Creasp	BHJ-MPC

Other (non-voting) Attendees

Ms. Terri Sicking, Secretary/Treasurer	KYOVA	Mr. Brady Wood	Belomar
Ms. Bethany Wild	KYOVA	Mr. Vince Post	WWW
Mr. Jody Sigmon	KYOVA	Mr. Brian Carr	WVDOH-Planning
Mr. Jake Smith	RIC	Mr. Kevin Sullivan	WVDOH-Planning
Ms. Amanda Smarr	FRMPO	Mr. Evan Dewey	WVDOH-Program/Planning
Mr. Sheldon LeMay	FRMPO	Mr. Bill Robinson	WV-Div of Public Transit
Ms. Michaela McDonough	HEPMPO	Mr. Erik Hall	WV-Div of Public Transit
Mr. Matt Townsend	BHJ	Mr. Jason Workman	WV-FHWA

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

Mr. Matt Mullenax, Chair, called the meeting to order at 10:03 a.m. and asked everyone to introduce themselves and to add their name to the chat box.

2. Approval of December 4, 2023, Meeting Minutes– Attachment 1 (0:03:40)

The December 4, 2023 meeting minutes were provided to the members prior to the meeting along with the agenda. Mr. Mullenax asked for a motion to approve. Motion to approve by Mr. Austin. Seconded by Dr. Salameh. All were in favor and with no discussion or requested changes, the minutes were approved as submitted.

3. Election of Officers (0:04:22)

Mr. Mullenax reminded everyone of the bylaws and the annual requirement to elect officers. He opened the floor for nominations for Chair. Currently, Mr. Mullenax is serving as Chair, Mr. Austin is serving as Vice-Chair and Ms. Sicking as Secretary/Treasurer. Mr. Mullenax opened the floor for nomination for Chair. Ms. Sicking put Mr. Mullenax forward but he respectfully declined the nomination for Chair as well as the Administrative Committee Chair due to work and family responsibilities. In turn, he nominated Mr. Bill Austin for Chair. Dr. Salameh seconded. With no other nominations, Mr. Austin accepted the nomination and he assumed the position by acclamation. The floor then opened for nominations for Vice-Chair and Mr. Mullenax nominated Mr. Sam Richardson from RIC, which he accepted providing there was a second. Dr. Salameh seconded. With no other nominations, Mr. Richardson was accepted by acclamation. Mr. Mullenax welcomed both to their new positions withing the WVAMPO.

4. Committee Reports (0:08:21)

a. Administrative Committee – Mr. Matt Mullenax (Attachment 2) (0:08:27)

Mr. Mullenax’s reported on numerous items. Please see Attachment 2 for a detailed report. A few highlights were: status of MPOs Project Selection Policies for Carbon Reduction Funds (CRF) and Surface Transportation Block Grant (STBG) 50-200K – FRMPO will be finalizing at the end of month and the other MPOs have completed their policies; MPOs must adopt state targets or set own safety targets by March 10; reminded to send meeting dates to Paul Young @ KYOVA to be added to the WVAMPO website calendar; GHG performance measures update (Mr. Carr (WVDOH provided new schedule) – see comments below. Supplemental Funding Tables were published for FY 2024 which includes suballocated CRF to urban areas and the latest uses 2020 Census population numbers where in past used 2010. Tables are published but not sure if can be programmed yet since on continuing resolution but expect a budget to be passed in March but will be soon if it is not already.

Comments

Brian Carr confirmed that he received everyone’s PM1 Targets except Belomar and Fayette-Raliegh and if they have them to please send them to him. Mr. Hicks (Belomar) and Ms. Smarr (FRMPO) both chimed in and stated they are on their next meeting’s agenda. Due Date December 15.

Mr. Sullivan reported that he has received WWW and HEP for the MPO Annual Reviews and for the Checklist, WWW, RIC, KYOVA, HEP have been received.

Greenhouse Gas (GHG) Update – The initial report has been pushed back to March 29. WVDOH is conducting a final review and may tweak but anticipates the state will submit one. The March 29 date will also reset the MPO 180-day submission date.

b. Technical Committee – Dr. Saleem Salameh (Attachment 3) (0:17:45)

Dr. Salameh presented a number of items. Below are a few highlights from his report. – see Attachment for detailed report. 2020 Urban Area Boundaries have been submitted to WVDOH and asked for estimated approval date. Mr. Carr stated that all but one MPO have submitted and that the state can't make recommendations or forward to FHWA until all are submitted to the WVDOH; Carbon Reduction Plan – WVDOH stated that the plan has been submitted to FHWA and are waiting for review and approval; the PM2.5 standards may change and if the "8" is adopted it would mean additional analysis for our planning region; WV Freight Plan – Mr. Carr stated that it is complete and they are working to place on the WVDOH website along with all the accompanying documents; earlier in the month, Mr. Mullenax forwarded link to the 2018-2022 crash data; and provided a listing of current NOFOs and conferences.

Mr. Mullenax stated that if the MPO has no changes to the Urban Boundary Map to contact WVDOH to let them know.

c. Finance Committee – Ms. Terri Sicking (Attachment 4) (023:57)

Ms. Sicking reported Income and Expense Statement beginning balance as of 11-30-2023 was \$15,966.49. Income received totaled: \$13,472.15 (WVAMPO Dues - \$2,081.82; Conference Registrations - \$ 1,397.51; Conference Sponsorship - \$9,992.82) making the total current assets \$29,438.64. Expenditure totaled \$10.00 (Bank Fees) making the Net Income/End Balance as \$29,428.64. The Balance Sheet also reflected the 11-30-23 beginning balance of \$15,966.49. This report period had \$10.00 in liabilities and \$29,438.64 in assets/revenues. Total funds available as of January 31, 2024 is \$29,428.64.

Ms. Brown mentioned that they are still receiving some of the WVAMPO checks and asks that the MPOs to check with their finance department to make sure the WVAMPO address reflects KYOVA's address.

5. MPO Suballocated CRP/STBG Program Updates (0:28:00)

This topic is a standing topic to discuss where the MPOs are in respect to the CRF and STBG suballocated funds projects. Mr. Mullenax thanked Evan Dewey from DOH for joining on short notice. He will contact us if he has any questions. Ms. Kara Greathouse FHWA-WV, provided the FMIS monthly FMIS report.

- Hagerstown (Mr. Mullenax): Continue the Queen Street and Madox Square CRP Projects and are moving forward. Eligible expenses for Hammonds Mill Rd right turn lane for CRP that weren't put into writing but are working through the process with DOH on a number of projects. Submitted through project selection process Lawrence and Congress Street intersection in Charlestown but learned it is only eligible for Carbon 5K-49,999 and are working with DOH to get project program – this project has local match attached to it as well as prior projects submitted. For most part feel the projects are moving forward.
- Morgantown (Mr. Austin): Smithtown Road engineering project is moving forward for CRF. Made request in October 2023 for STBG under 200,000 for sidewalks on Fairmount Road in Westover and have not heard back from DOH. Mr. Austin expressed that this is one project they want to move forward. He believes the projects are moving forward smoothly.
- Fayette-Raleigh (Mr. Roberts): The Policies are on the agenda at their next meeting. Working with WVDOH on a RAISE Grant for same facility and maybe that is the reason it is delayed.
- WWW (Ms. Brown): They had a request for a couple of projects that were already programmed but tracking the funding will help determine how much funding was applied to the project and how to allocate amounts by projects.

Discussion: Mr. Mullenax stated that he is not sure how that is reported – is it when it goes out to bid? He has a similar situation where a he thought it was going to be approx. \$300,000 but the obligated amount is approx. \$600,000 which is 2 years of their funding. Not sure if they will know the amount until it is obligated. Question to WVDOH: When in life cycle you know when that is going to cost. Mr. Carr stated they do an engineer adjustment and a lot of times when these are getting programmed you don't have a lot of information. They do an engineer's estimate to determine the cost and these past few years bids are coming in above expected. As for applying funds, they will assume that is the priority of the MPO. Mr. Carr stated they should contact the MPOs for the difference to determine how the funds are distributed. This is a new process and still have some things to work out. WVDOH has a consultant on board looking at standard operating procedures on how they do this. Such as what is happening now and what can be done to streamline procedures. Hopes to have it

complete in the fall. They do not have a mechanism as to how to administer the project. So, when a project is submitted they recognize that is where we want the money to go but now do not have a way to administer the projects in a timely fashion. There may be many reasons why it isn't programmed such as short-staffing or may not meet the state's priorities and therefore is programmed in the out years. Mr. Workman (FHWA-WV) added that once the DOH gets some of this sorted and after next amendment is lined out they are suggesting that they develop reporting/tables on STBG and CRP suballocated funds to help outline what the suballocated funds are. Mr. Carr stated they used to be able to send out a quarterly/annual report of all projects to reconcile the suballocated funds but what the sheet Ms. Greathouse sends out doesn't show the amounts that request come in, which would affect the balance. WVDOH is hoping to provide reconciliation reports in the future.

Ms. Brown stated their request letter for projects from FY 2024-2028 for STBG and CRP and then a separate letter for the competitive Tier 1-3 STBG funds. Some of those requests for suballocated funding could be double up to meet those project needs.

- Belomar (Mr. Hicks): Adopted guidelines last October and have had discussions but have not moved forward with projects.
- BHJ (Mr. Cresap): Policy was adopted in November but have not acted on projects – waiting until LRTP is complete in April to pursue.
- RIC (Mr. Richardson): Put out suballocated funding with the first two not receiving much interest. The third time they included with eye-catching flyer and seemed to grab their attention – mostly for sidewalk projects. They will review and make recommendations based on the established guidelines.
- KYOVA (Dr. Salameh): Busy with STBG projects that are in multiple phases (Design/Construction); CRP will expend on 2 projects – one in Cabell and one in Wayne which are both in Study Phase; working with WVDOH to submit RAISE grant for viaduct underpass in Huntington – deadline February 28.

6. 2024 Planning Conference Update – Mr. Mullenax (0:57:20)

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. As of today, have 35 registrations and \$11,500 sponsorship (2022 conference @ \$7,500) Ms. Greathouse continues to refine the draft agenda; and LTAP is working on programs and providing specs to sponsors.

7. Update on WVDOH Items –Mr. Elwood Penn & Mr. Brian Carr, WVDOH (0:57:20)

Mr. Carr reported that the Freight Plan is complete and will be placed on the WVDOH website; SPR-they are getting ready to have a kickoff meeting with consultant to manage the research program; still hoping to hire a bike/ped staff member and when they do will begin the Statewide Bike/Ped Plan update; reminded everyone of the federal grant deadlines; they are working with a number of MPOs to submit RAISE grants.

Question: Mr. Mullenax asked about the Resiliency Plan.

Reply: Mr. Carr responded that it is in progress and they are working to get a consultant on board. However, not being a required document is not a priority.

8. Update on Federal Initiatives – Mr. Jason Workman (WV FHWA) (1:00:20)

Mr. Workman reminded everyone of the March 5 workshop. Federal partners will provide a forum to discuss federal funding opportunities. Ms. Greathouse forwarded the registration information last week. Please share. There will be a virtual option.

9. Update on WVDPT Items – Mr. Bill Robinson (1:01:50)

Reminded of the reorganization of the Weirton Transit which is now operated by the City of Weirton which they believe will be a good fit; and thanked the City, MPO and WVDOH for all the work and; the 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; working with AECOM and WVDOH Planning on another RAISE Grant for small urbans to conduct a survey of the fixed service stops in state and have list/map and evaluate for accessibility and what it would take to make them accessible; assisted with EPTA with their RAISE grant administrative functions. The RAISE Grants are taking a long time to review so not sure when the funding will be approved.

10. Discussion of 2024 WVAMPO Goals and Objectives (Attachment 5) (1:06:22)

Mr. Mullenax shared the 2023 Goals and Objectives (GOBs) and asked if they needed to be updated. The GOBs were distributed prior to the meeting. The GOBs are valuable for the association's officers who usually take them to the annual DOH management/FHWA-WV/MPO meeting to discuss ways to strengthen our partnership.

Question: Mr. Mullenax asked about the next STIP? Is it 25-30?

Response: Mr. Dewey stated that is what they are thinking. But as soon as they have the GO Plan they will let the WVAMPO know. Mr. Carr clarified they would not be updating this September.

Mr. Austin suggested one addition to incorporate encouragement about the information of our budget for the suballocated funds. Mr. Mullenax agreed that this is needed for the MPOs to be able to select projects and work with member governments to determine the balance. Mr. Mullenax opened the floor for a motion to approve the 20204 GOBs as presented with an addendum to include encouragement for sharing information on project budgets. Ms. Brown motioned to accept and Mr. Austin provided the second. With no further discussion, Mullenax called for a vote which was unanimously approved.

11. Other Business (1:23:47)

- Dr. Salameh reminded everyone that KYOVA and RIC would have their Certification Review on March 19 and 20. The federal partners provided a list of questions to be completed by the MPOs and submitted by February 27.
- Self-Certifications: Per Mr. Carr, no changes in the language from last year's is required. For inclusion into this year's UPWP use the same language but update with current signature/dates.
- Mr. Austin reported that he serves on the board of the National Association of MPOs and they are working on proposed changes from FHWA about regulations, how state DOTs can handle funding. Another initiative is MPO 101, which is a training session from the MPO perspective. Several MPOs and agencies are helping to fund this training. He encouraged those employees new to MPOs or for refresher to take advantage of this opportunity – check it out on the AMPO website. The National AMPO Conference is at the end of September in Salt Lake City. Dr. Salameh reminded everyone that the Tools and Training Symposium will be on May 6-9 in Albuquerque, NM. This conference is focused on technical issues.
- Mr. Hicks reminded everyone of Mr. Rakesh retirement which is effective February 15. Belomar has hired Mr. Kevin Buettner to serve in the role vacated by Mr. Rakesh. Mr. Buettner will be joining from OMEGA located in Cambridge, Oh and will begin work on February 20. His contact information will be sent to the Association to make sure he is included in future meetings/calls.
- Ms. Brown reported that they would be using Monday.com. It is a program management software. The program will allow them to have a living work program and to track projects instead of paper documents. She volunteered to provide a demonstration.
- Ms. Brown announced that she has accepted a position with Burgess & Niple and will be leaving WWW in March. Vince Post will be taking over as Director for WWW. Congratulations provided to both and thanked Ms. Brown for all her work and best wishes in her new position.
- Mr. Austin thanked Mr. Mullenax for all his work over the past year as chair. But he has agreed to continue working with the WV Planning Conference.

12. Next Meeting (1:25:40)

The next meeting will be held on the morning of Tuesday, May 21, 2024 – the first day of the WV Planning Conference in Huntington, WV.

13. Adjournment (1:26:47)

With no further business, the meeting was adjourned at 11:30 p.m.

Action items to be completed before next meeting

- Update Goals and Objectives and distribute to members.

Respectfully submitted,

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