



West Virginia Association of Metropolitan Planning Organizations
DoubleTree Hilton Hotel, Huntington, WV
May 21, 2024 / 9:30 a.m. – 11:30 a.m.

The West Virginia Association of Metropolitan Planning Organizations (WVAMPO) meet virtually on May 21, 2024 at the Huntington, DoubleTree Hotel from 9:30 to 11:30 a.m. The meeting was in-person and therefore no virtual meeting link was available.

Voting Members Present

Mr. Bill Austin, Chair	MMMPO	Mr. John Tuggle	FRMPO
Mr. Matt Mullenax	HEPMPO	Mr. Vincent Post	WWW
Mr. Chris Chiles	KYOVA	Mr. Kevin Buettner	Belomar
Mr. Sam Richardson, Vice-Chair	RIC	Mr. Cody Creasp	BHJ-MPC

Other (non-voting) Attendees

Ms. Terri Sicking, Secretary/Treasurer	KYOVA	Mr. Scott Hicks	Belomar
Dr. Saleem Salameh	KYOVA	Mr. James Benner	Belomar
Ms. Bethany Wild	KYOVA	Mr. Paul Buck	WWW
Mr. Jake Smith	RIC	Mr. Jonathan Defibaugh	WWW
Mr. Jeffery Mace	RIC	Mr. Brian Carr	WVDOH-Planning
Ms. Michaela McDonough	HEPMPO	Mr. Kevin Sullivan	WVDOH-Planning
Mr. Matt Townsend	BHJ	Mr. Bill Robinson	WV-Div of Public Transit
		Mr. Jason Workman	WV-FHWA
		Ms. Ellen Zavisca (Guest)	AMPO

1. Call to Order

Mr. Bill Austin, Chair, welcomed everyone and called the meeting to order at 9:30 a.m. He asked attendees to introduce themselves and thanked the WVAMPO conference planning team, LTAP and WVDOH for their contributions to planning the conference.

2. Approval of February 5, 2024, Meeting Minutes– Attachment 1

The February 5, 2024 meeting minutes were emailed to members prior to the meeting. Mr. Austin asked for a motion to approve. Motion to approve by Mr. Mullenax. Seconded by Mr. Sam Richardson. Minutes were accept unanimously.

3. Committee Reports

a. Administrative Committee – Mr. Bill Austin & Mr. Sam Richardson

- Mr. Richardson (RIC) will be assuming the responsibility of the Administrative Committee and providing future reports. Mr. Richardson invited other MPOs to volunteer staff to serve on the committee with him.
- SS4A Discretionary Grant Program: Mr. Mullenax requested a formal process for working with the WVDOH on implementing SS4A on state owned facilities, including authorization and local match support, in light of the State being an ineligible entity and the High Injury Network (HIN) being almost always state owned facilities.
- Work Program: Discussion about the 2.5% for Complete Streets activities from FHWA PL which allows for a waiver for this requirement. Additionally, at the current FHWA Memorandum on the Non-Federal Match Waiver for Complete Steets Planning Activities caps the non-federal match waiver at 2.5% of PL funds, but a contact at AMPO reported that this cap may be removed, according to a contact at FHWA HQ. RIC is doing a land use public revenue versus public cost study to analyze the relationship between complete streets elements, transit routes, transit shelters, and positive net revenue land use.

b. Technical Committee – Dr. Saleem Salameh (Attachment 2)

Dr. Salameh highlighted several areas to include that the Travel Demand Models (TDM) will be updated based on the new 2020 Census; 2020 Urban Area Boundary; Highway Functional Classification Review and Modification process to begin in 2024; Carbon Reduction Plan; Air Quality; Freight; 2018-22022 Crash WV Data; Performance Targets (KYOVA); and upcoming conferences and NOFOs. See handout for details.

c. Finance Committee – Ms. Terri Sicking (Attachment 3)

Ms. Sicking reported Income and Expense Statement beginning balance as of 1-31-24 was \$29,428.64. Income received totaled: \$11,739.71 (Conference Registrations - \$ 5,878.68; Conference Sponsorship - \$11,739.71). Expenditures totaled \$15.00 (Bank Fees for January-March 2024) making the Net Income/End Balance as \$41,153.35. The Balance Sheet also reflected the 1-31-24 beginning balance of \$29,428.64 and \$15.00 in liabilities. Total funds available as March 31, 2024 is \$41,153.35. Mr. Austin asked for a motion to approve. Mr. Mullenax moved and Mr. Richardson seconded. With no comments or corrections requested, the report was approved unanimously. Mr. Austin gave kudos to those that helped find the additional sponsors for the conference. Sponsorship contribution is double from the last conference.

4. Update on WVDOH Items

Mr. Brian Carr reported:

- New Bike/Ped Planner is Mike Dodd. He plans to visit MPOs to discuss needs and for the new WV Bike Plan to be completed in 2025
- Freight Plan and Carbon Reduction Strategies were both completed and approved by FHWA late 2023.

- State Resiliency Plan is in progress and WVDOH is developing scope of work with consultants.
- Mr. Carr acknowledged WVDOH Staff for their assistance in this year's planning conference.
- STBG: Experiencing some issues getting processed. Studies are relatively easy to get moving but when other phases or certain types of projects are requested it requires other departments involvement and sometimes it is a little difficult to get them on board in a timely manner. WVDOH is working to develop a strategy to expedite the process.
- TA Grants: Intent to Apply email sent last week. Application cycle will open shortly after Intent is closed.
- Mr. Austin commented on the Vulnerable Users Report and the setting of priorities.
 - Mr. Carr stated that overlap of priorities allows them to have better opportunities program projects faster. If the project is not a state priority it may take longer to get programed. He suggested the best option for these projects would be to use your MPO STBG funds.
 - During the discussion, it was pointed out that urban and rural standards are different and the MPOs need to emphasize differences.
- Mr. Mullenax asked what the best way would be to get the STBG funds processed.
 - Mr. Carr replied that there has been a turnover in staff and those that used to process the project/program funds are no longer there and suggested to concentrate on the current projects and getting those processed first. Planning doesn't have authority to dictate the projects especially if project doesn't line up with state priorities. There are no quick solutions, but maybe use TAP folks or hire a consultant to process/oversee these projects.
 - Lapsing funds was mentioned as a concern by some MPOs
 - Mr. Workman (FHWA) chimed in and stated that even though we have our operating guidelines in place there is no tie-in with other departments and this would need to be accomplished to process things smoothly.
- Vulnerable Road User Task Force: Mr. Richardson attended a meeting. Mr. Chiles stated had not received any information on the task force or meetings and had discovered that the group had an incorrect email for him.
- Discussion about project oversight – if MPO serves as the LPA then FHWA has final oversight. With some LPAs not having experience in administering projects WVDOH says it is easier and less risky for them to administer projects. Any questions for TAP/RTP should be directed to Yvone Smith (WVFWA).

5. Update on Federal Initiatives – Jason Workman

- Any local road can be eligible for HSIP funds at 100% as long as it is deemed a safety driven project. [23 U.S.C. 120(c)(1)]
- The Resource Center and NHI offers training opportunities/meetings and the MPOs should consider utilizing these services.

6. Transit Update – Bill Robinson

- New urban partnership with Weirton and local citizens to bring the transit system under the city.
- Applied for 2 RAISE grants for the following projects.
 - Future Eastern Panhandle to design Hydrogen Fuel Facility
 - Map all fixed route bus stops in the state and determine if they are accessible to include photos, GPS locations and suggestions to make them more accessible.
- Ordered \$12 million – 60 vehicles for 5311 – received about half of order.
- They have had several calls about new service in rural areas and will have on-call consultant conduct a route study.

7. Discussion of WVAMPO Goals and Objectives – Mr. Austin

Mr. Austin led the WVAMPO Goals and Objectives discussion. The following topics were suggested to be included in the update: what the administrative process to add project from PL to Implementation. The WVAMPO must have a strong dialog between MPOs, DOH, and the Feds, as to where we are with strategies; Schedule meeting with Secretary Wriston in near future to discuss the MPO needs.

8. Presentation on AMPO Initiatives – Ms. Ellen Zavisca, Planning Manager Association of MPOs (Handout 4)

Ms. Zavisca presented the AMPO initiatives – see handout.

9. Other Business

- Planning Conference: The next WV Planning Conference is in two (2) years. WVAMPO needs an MPO to volunteer to host. Registration fees need to be evaluated and possibly adjusted for next conference.
- WVAMPO Meetings: Mr. Austin stated he would like to meet more often and have more in-person meetings. The next meeting in the Fall will be in-person. WWW has tentatively volunteered to host.
- AMPO has training materials for MPO 101 and is willing to travel to present. With so many new staff members, it might be advantageous for the MPOs to host and/or participate in the training.
- Reauthorization: The transportation bill and discretionary funds expire in 2026.

10. Adjournment

With no further discussion, meeting was adjourned at 11:35 a.m.

Respectfully submitted,

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