



West Virginia Association of Metropolitan Planning Organizations
October 11, 2024 / 10:00 AM-12:00 PM
Virtual Meeting

The West Virginia Association of Metropolitan Planning Organizations (WVAMPO) meet virtually on October 11, 2024 from 10:00 a.m. to 12:00 p.m.

Voting Members Present

Mr. Bill Austin, Chair	MMMPPO	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. James Benner	BELOMAR
Dr. Saleem Salameh	KYOVA	Ms. Jill Dunn	WVDOH-Planning
Ms. Bethany Wild	KYOVA	Mr. Brian Carr	WVDOH-Planning
Mr. Jody Sigmon	KYOVA	Mr. Kevin Sullivan	WVDOH-Planning
Mr. Jake Smith	RIC	Mr. Michael Dodd	WVDOH-Planning
Mr. Jeffery Mace	RIC	Mr. Brett Napier	WVDOH
Mr. Tyler Ferrell	RIC	Mr. Jason Workman	WV-FHWA
Ms. Amanda Smarr	FRMPO	Ms. Kara Greathouse	WV-FHWA
Mr. Jason Roberts	FRMPO	Mr. Jeffrey Robinette	WV-FHWA
Ms. Michaela McDonough	HEPMPO	Mr. John Rogers	WV-FHWA
		Ms. Chelsea Beytas	FTA Region 3

1. Call to Order

Mr. Bill Austin, Chair, welcomed and thanked everyone before calling the meeting to order at 10:00 a.m. and asked attendees to introduce themselves. See above for attendees.

Approval of May 21, 2024, Meeting Minutes (Attachment 1)

The May 21, 2024 meeting minutes were emailed to members prior to the meeting. Mr. Austin asked for a motion to approve. Motion to approve as submitted by Mr. Mullenax. Mr. Kevin Buettner provided the second. With no opposition, minutes were unanimously approved.

2. Committee Reports

a. Administrative Committee –Mr. Sam Richardson (Attachment 2)

The following highlights are from the Administrative Report: SS4A-looking to develop regional and state partnerships States are not eligible however may provide matching funds in full or partial amounts under certain circumstances; Suballocated Funding-project delays due to administrative staffing challenges at WVDOH and RIC is seeking guidance on local agencies and/or planning councils to administer projects independently as well as project quality control quality assurance; seeking clarification regarding certain safety projects [23 U.S.C. 120(c)(1)] being potentially eligible off the federal-aid network and 100% funding; STIP/TIP Operating Procedures update could provide a clearer roadmap and timeline for advancing projects past the MPO Policy Board adoption phase, reducing the risk of lapsing funds; Complete Streets Planning Non-Federal Match Waiver Update – clarified memorandum; RIC used 2.5% of FHWA PL funds and a significant portion of FTA funds for streetlight data acquisition and a land-use study focused on the relationship between land value and Complete Streets elements; RIC’s Unified Planning Work Program updates (coded as 2 project program types); mentioned possibility of WVAMPO Logo Enhancement; Crash Data – MPOs have not received the 2023 data and are waiting on training of AASHTOWare to streamline crash data access – he has PDF of presentations from Atlanta, GA; Rural and Tribal Assistance Program eligibility for those if in an Urbanized Area less than 150,000. If anyone would like to serve on the Administrative Committee, please contact Mr. Richardson. See Attachment 2 for detailed report.

Discussion: Mr. Mullenax reiterated the importance of the 2023 crash data – during the meeting Ms. Dunn contacted Ms. Mayes and will have the information available next week – Mr. Carr will forward to MPOs; WV was to submit HSIP for Federal review at end of August any new PM1 (Mr. Carr received the mid-year PM2 and PM3 and will forward to everyone but not the PM1); suggest to ask to hear from the City of Bluefield about their \$25 million SS4A Grant (AECOM completed the application per Mr. Austin and per Mr. Carr stated some of the match was provided by the state). Mr. Workman suggested to have Traffic participate to give update on AASHTOWare status.

b. Technical Committee – Dr. Saleem Salameh (Attachment 3)

Highlights of Dr. Salameh report included that the Travel Demand Model Forecasting will be updated based on the new 2020 Census; KYOVA will be updating their model and Congestion Management Process; 2020 Urban Area Boundary adjustment; Highway Functional Classification Review and Modification process; Carbon Reduction Plan-bike/ped and charging infrastructure projects are popular and Transit Oriented Development/Land Use Planning may also be eligible activities, smaller MPOs are encouraged to apply these funds toward eligible components of WV projects; Air Quality-MOVES 4 is available with significant changes regarding electric vehicles and US

EPA finalized nonattainment designations required 2 years from finalizing the NAAQS ~ end 2025; Freight: two visualization tools utilizing data from the Freight Analysis Framework and historical Vehicle Inventory and use Survey (VIUS) data. 2018-2022 Crash WV Data; the WV Freight Plan is complete and KYOVA will be establishing a freight plan for the Huntington Transportation Management Area; the need for the Crash Data availability and Performance Targets updates; provided information on upcoming conferences and NOFOs. See *Attachment 3* for detailed report.

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

Ms. Sicking reported Income and Expense Statement April 30, 2024 beginning balance was \$41,153.35. Income received totaled: \$30,319.36. Expenses/Liabilities totaled \$42,067.22. With the End Balance of \$29,405.49. The Balance Sheet also reflected the beginning balance of \$41,153.35 and \$42,067.22 in liabilities and total funds available as September 30 = \$29,405.49. Mr. Austin asked for a motion to approve. Mr. Buettner moved and Mr. Mullenax seconded. With no comments or corrections requested, the report was approved unanimously. Members were forwarded information on the conference breakout and how dues for AMPO were calculated.

3. Update on WVDOH Items

Mr. Brian Carr reported:

- Programing provided the MPOs funding allocation balances through FY 2027. Each MPO approaching process to expend differently.
- STIP/TIP Operating Procedures – Kicked off in October and Programming taking the lead and are working with consultant to establish procedures and how to move forward and will be working with MPOs and other WVDOH Divisions. Public meetings most likely will be held in Spring 2025. Contact for update is Mr. Brett Napier and/or his team.
- Performance Measures: Will submit PM2 and PM3 to MPOs soon and is working to get PM1.
- Working with MPOs about all the IJA Grants – most recent is the Scenic Byways (due December 16) and are working to get the information out. The state must be the applicant. If interested contact Mr. Carr.

Discussion: Ms. Greathouse asked how transit will be included in the STIP/TIP development. Mr. Carr said they would be included. Ms. Beytas chimed in that she has been in contact with WVDOH and is interested in what the state is regarding as revision scenarios for Amendments vs. Modifications.

4. Update on Federal Initiatives – Mr. Jason Workman/Ms. Kara Greathouse

- Ms. Greathouse shared the monthly MPO obligation spreadsheet which includes new information to include statewide planning and research, transportation alternatives, and CMAQ funds. The 10A report has been condensed and is on a tab on the spreadsheet to show funds, apportionments, available funds, and lapsing funds.
 - Ms. Michaela McDonough, HEPMPO, was asked to speak about their ADA compliance workshop they held in summer in Charles Town. Local officials, public works, planning, engineering department, commissioners, etc., were invited to support local municipalities to further their ADA compliant initiative. The workshop was 4.5 hours with presentation, discussion, and field exercise to experience ADA issues with devises such as wheelchair, blind folds, etc. Please contact her if you would like more information or contact information.
- The Resource Center and NHI offer training opportunities/meetings and the MPOs should consider utilizing these services. One that RIC has expressed interest in was the Contract Administration Core Curriculum Course with DOH, RIC or the MPO Association to sponsor.
- Mr. Workman stated 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); that the Resource Center and NHI offers training opportunities/meetings and the MPOs should consider utilizing these services; and that an emphasis area to provide additional assistance to MPOs and as extension to localities to help handle project delivery; and that Mr. Robinette with their division for ROW and Civil Rights and is available for questions.

Discussion: Mr. Mullenax requested that HSIP be included on spreadsheet and is there a way to link all the information together to identify and move projects that are eligible for 100% federal share. Mr. Workman suggested to involve the development folks at the highway department and maybe develop committee to represent MPO Association and meet with traffic, planning, etc.

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

a. Transit Administrative Adjustments

Mr. Austin reported that he worked with previous manager of Mountian Line Transit to produce policy for administrative adjustments for transit projects in 2014 which is fairly restrictive. MLT under MPO and groupable projects agreed to have a maximum administrative adjustment of less than \$50,000 and are looking to modify the policy and would like to discuss among the group. Thus, providing Programming an understanding of what an administrative adjustments is for public transportation; and, would help the MPOs to provide the public a chance to comment on regionally significant projects. MLTA manager (Maria Smith) discussing how they work with Mr. Robinson (WVDPT). Currently, FTA in other areas in the region allow administrative adjustments up to \$2 million. MLT manager believes that it would be more in line for \$250,000 based on cost of vehicles and to tailor to our communities. Ms. Beytas chimed in about a conversation with Mr. Robinson and the floor for the STIP Amendment that have impact on fiscal constraint and impacts air quality (most would not and would be a reduction). With MPO TIPs and STIP what would trigger the amendments and adjustments and understands that WVDPT is in agreement with keeping a \$10 million threshold those groupable and if the nature of scope isn't different. Therefore, if MPO wants to process a transit TIP revision as an amendment but may not trigger an amendment on the STIP side. Ms. Beytas stated that it was fine but the MPO needs to provide adequate narration or definition of what the project is or being revised. Another

consideration is how does this relate to the transit agency accessing funds since the project must be on the STIP. She also stated that other states have the same program year and asks to consider this with the WV STIP update. One thing they have seen is if a project is not carried over from a past STIP/TIP to the next and in terms of public comment, such as vehicle replacement or operating assistance went through the process when they originally programmed. So, if a transit agency applies for funds in summer and that doesn't happen it may not carry over. MPOs may need to have a discussion to address what their TIP amendment threshold and other areas not covered and how to define a project scope or change of scope which may trigger an amendment. Mr. Austin emphasized that this is a complex issue and each MPO must meet requirements of public involvement is a key factor (23 CFR) and will work to develop a committee to work closely with the STIP/TIP operating procedures.

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

- See earlier discussion.

8. Report on AMPO – Mr. Austin

AMPO has been working diligently to promote MPOs and preparing for next authorization bill. An email was sent out on October 7 about AMPO priorities and needs all MPOs inputs for priorities for next reauthorization. Additionally, the developed a course (MPO 101) 101 that identifies best practices and how MPOs work along with federal legislation and it has been well received by many states. It is an on-line course with 8 modules – cost is \$395. Mr. Austin encouraged the Directors to attend the national conference. A Technical Conference focusing on core work products is in the works. Next national conference is in Providence, RI in September 2025.

9. Other Business

- Dr. Salameh asked for volunteers for WVAMPO Technical Committee.
- Mr. Austin asked for volunteers to host next meeting – Mr. Tuggle volunteered Beckley and will send available dates for early December.

10. Adjournment

With no further discussion, Dr. Salameh motioned to adjourn. Mr. Mullenax seconded. Meeting was adjourned at 11:55 a.m.

Follow-up:

- Crash Data – per Mr. Mullenax request needing 2023 ASAP.
- City of Bluefield – regarding SS4A Grant and matching funds.
- Performance Measures (PM2 & 3) – Brian to provide to MPOs.
- Set meeting early in December for STIP/TIP procedures to include transit amendments and adjustments.
- Develop committee to address challenges for funding programs.
- NHI Contract Administration Core Curriculum Class – WVAMPO, an MPO, or DOH to sponsor.
- Committees: Both Technical and Administrative request volunteers to serve on the committees. Contact Dr. Salameh at KYOVA for Technical and Mr. Richardson of Belomar for the Administrative.
- WVAMPO in-person meeting in early December in Beckley – Mr. Austin to send Doodle Poll for dates.

Respectfully submitted,

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