**Agenda**

MPO Policy Board Meeting  
City of Morgantown  
389 Spruce Street  

October 18, 2018  
6 PM

1. Call To Order  
2. Public Comment  
3. Approval of Minutes  
4. Committee Reports  
   a. Citizens Advisory Committee  
   b. Finance Report  
   c. Executive Directors Report  
5. Morgantown Industrial Park Access Study Transportation Plan Amendment  
6. Public Involvement Policy Amendment  
7. Bicycle and Pedestrian Plan UPWP Amendment  
8. Authorization for MPO line of credit application and establishment of a line of credit  
9. Other Business  
10. Meeting Adjournment
**Memorandum**

**Date:** October 4, 2018  
**To:** Policy Board Members  
**From:** Bill Austin, AICP  
**Subject:** October 18, 2018 Meeting Agenda Items

This memorandum is to inform you of the action items for the October 18th Policy Board Meeting.

**Morgantown Industrial Park Access Transportation Plan Amendment**- The Monongalia County Commission and the Morgantown Industrial Park requested that the MPO Staff perform a Study of the need for additional access to the Industrial Park. These agencies identified three issues to be looked at as part of the Study:

- Planned growth at the Park  
- The closure of River Road and the subsequent elimination of secondary emergency services access to the site.  
- The impact of truck traffic on Westover.

The purpose of the Study was to determine if there was significant transportation need to enhance access to the site. Please find enclosed a draft report evaluating the need for additional access to the site as well as providing a preliminary estimate of future traffic for the area. The Study recommends that the Urban Area Transportation Plan be amended to include additional access to the Industrial Park with additional study being needed to identify a preferred alternative. Please find enclosed an Executive Summary of the report. A copy of the full report is available on request and we will have copies of the report available at the Policy Board meeting. The CAC and the TTAC recommended adoption of the reports recommendation, that the Metropolitan Transportation Plan be amended to include additional access to the Morgantown Industrial Park.

**Public Involvement Policy Amendment**- The MPO’s Public Involvement Policy was reviewed as part of Mountain Line Transits triennial review by the Federal Transit Administration. During the conduct of the review it was recommended that the MPO add three items to the Public Involvement Policy. Those items were:

- Specify that public meetings will be held in convenient locations and at convenient times for the public.  
- Specify that the public involvement activities would include the use of graphic presentations.  
- Specify that the MPO will periodically review the policy to ensure that the policy is adequate.
Please find enclosed a draft of the revised policy for your review. The CAC and the TTAC unanimously recommended that the Policy Board adopt the revised policy.

-Bicycle and Pedestrian Plan UPWP Amendment- The Bicycle and Pedestrian Plan consultant selection committee has recommended that Alta Consulting in partnership with Stantec be selected to prepare the MPO’s Bicycle and Pedestrian Plan. Some of the major items the plan will include:

-A comprehensive inventory of and plan for the area’s bicycle and pedestrian facilities
-An evaluation of the needs of transportation disadvantaged communities
-The development of a comprehensive model of the demand for bicycle and pedestrian facilities
-A capital improvement program for each of the area’s jurisdictions for facilities to fill the gaps in the network
-A comprehensive public involvement program.
-Preliminary designs for important facilities
- A review of the current regulations related to sidewalks
- Participation in the WVDOH Peer Review process scheduled for December 5-7.

The City of Morgantown, WVU, Monongalia County, and Westover participated in the consultant selection process and have agreed to fund the Study. Each entity has had an opportunity to review the Scope of Work for the project. The consulting team initially proposed to perform the Study for $290,000. MPO Staff worked to cut the price to $265,606. The work for the project will be conducted over two fiscal years.

The TTAC and the CAC recommend amending the FY 2018-19 UPWP to include $165,606 for the Bicycle and Pedestrian Study in this fiscal year with another $100,000 to be programmed in the upcoming year. A full scope of work for the project is included with the agenda.

-Application for Line of Credit-Over the last several years delays in reimbursements for the MPO’s expenses have created situations where the MPO has had cash flow issues. These issues have led to the MPO delaying payment to consulting firms on several occasions. These delays have resulted in the MPO taking up to a year after the completion of a Study to finish paying for it. The MPO has also missed payroll on two occasions because of these issues. Though, at the most the delay in payroll only lasted two or three working days.

This issue was discussed with the MPO’s officers and a representative of the Monongalia County Commission, since the Commission is one of the two primary local sources of funding for the MPO, the group recommended that the MPO look into acquiring a line of credit to ensure the MPO’s financial stability. The City of Morgantown the MPO’s other local funding source was represented by Vice-Chairman Selin.

Upon the direction of the Committee, we have discussed the possibility of the creation of a line of credit for the MPO with United Bank, home of the MPO’s checking account. They have reviewed the MPO’s By-Laws and determined that the existing provision for the devolution of the MPO’s assets and liabilities to Monongalia County and the City of Morgantown in the case of the MPO’s closure satisfactorily answers concerns about who would be responsible for any loan incurred by the MPO. United Bank is willing to work with us to create a $30,000 line of credit to ensure the MPO’s financial stability. This amount is well above the MPO’s average reimbursement request from the State and it is about equal to two months payroll and recurring expenses. The interest rate we have discussed with them is prime plus one half percent.

We are requesting that the Policy Board formally authorize the Executive Director and the Chairman to apply for a line of credit of up to $30,000 and if the application is approved to enter into an agreement for the credit line. This action will require an approved motion by the Policy Board authorizing the Chairman to sign a letter authorizing the Executive Director to complete the application and to ask for the creation of the Credit Line. It is also suggested that the Board direct the Executive Director to consult with the Chairman and the Treasurer before using the Credit Line.