

**MINUTES**  
**HEPMPO TECHNICAL ADVISORY COMMITTEE**  
**JANUARY 24, 2007**

**CALL TO ORDER AND INTRODUCTIONS**

The HEPMPO Technical Advisory Committee met on Wednesday, January 24, 2007 at 2:30 p.m. in the Region 9 Conference Room (Suite 301), Dunn Building, 400 West Stephen Street, Martinsburg, West Virginia. The following members were present:

- Bob Gordon, MPO Director
- Donald Bailey, West Virginia Dept. of Highways Planning & Research
- Mike Nixon and Ian Beam, Maryland Dept. of Transportation
- Jim Bender, Assistant City Engineer, City of Hagerstown
- Mike Thompson, Director of Planning, Washington County Planning Dept.
- Jill Baker, Washington County Planning Dept./HEPMPO
- Jeff Blanton, West Virginia Federal Highway Administration
- Terry McGee, Chief Engineer, Washington County Engineering Dept.
- Roger Goodwin, County Engineer, Jefferson County Dept. of Planning, Zoning & Engineering
- Michael Covell, City Engineer, City of Martinsburg
- Mike Martin, City of Ranson
- Jim Ward, D.M. Bowman, Inc.
- Debra Eckard, Washington County Planning Dept.

**MINUTES**

Mr. Mike Covell made a motion to approve the minutes of the November 27, 2006 meeting as presented. Seconded by Mr. Goodwin. Unanimously approved.

**NEW BUSINESS**

**- TIP Amendments**

**West Virginia**

Mr. Bailey presented for review and recommendation the following tip amendments for the West Virginia Department of Highways.

Berkeley County

New Projects

- King Street Crossing – resurfacing and install LED flasher – Funding level FY 2007 \$235,000
- Beddington Crossing – install LED flasher – Funding level FY 2007 \$130,000
- Bunker Hill Crossing – install high-type surface and flashing lights – Funding level FY 2007 \$325,000

Revised Projects

- WV 9 – CR 9/19 to Jefferson CR 1 – Change funding source and level (Previous Fed ID no. EBNH-0009(170)C), New Fed ID No. NHST-009170C, Project Cost increase to \$27,492,000 with a Federal share of \$21,994,000

## Jefferson County

### New Projects

- Wheatland Road Crossing – Install flashing lights, Funding level: FY 2007 - \$120,000

### Revised Projects

- WV CR 9/3 to CR 27 Bridge – Grading and drainage, Change: Funding source and level (Previous Fed ID No. MG-0009(171)C) New Fed. ID No. NHST 0009-178C; Total Project Cost \$22,900,000, Federal share \$10,000,000
- WV 9 – Shenandoah River Bridge – Upgrade four lanes and bridge, Change: Funding source and level (Previous Fed ID No. MG-0009(172)T) New Fed ID No. NHST 0009-177T; Total Project Cost \$22,200,000, Federal share \$17,760,000

Mr. Goodwin made a motion to recommend approval to amend the TIP Amendments as presented. Seconded by Mr. McGee. Unanimously approved.

### **- Adoption of Public Involvement Process**

Mr. Gordon presented for review and recommendation the Participation Plan for Transportation Planning. He stated that the plan has been revised in accordance with comments received during the November 27, 2006 meeting. Changes have been made to the Public Notification and Department Participation Procedures (the specific list of groups or persons to be notified was eliminated). The Policy adopted by Washington County regarding regulations concerning the Public Information Act requests was reviewed and has been added as Appendix A to the Plan. Also Appendix B, which is a listing of potential resource agencies within the MPO, has been added to the Plan. Planning and Engineering Departments are already part of the process.

Mr. McGee made a motion to recommend approval of the Participation Plan for Transportation Planning to the MPO Interstate Council. Seconded by Mr. Nixon. Unanimously approved.

### **- Project Update – Coordinated Transit Plan for Berkeley, Jefferson and Morgan Counties**

Mr. Gordon presented for review the Coordinated Transit Plan for Berkeley, Jefferson and Morgan Counties. The Plan has been finalized and has been submitted to West Virginia Department of Public Transit to meet their deadline. A meeting will be held with local transit providers in Berkeley, Jefferson and Morgan counties to present the finalized plan. The Plan is required to meet the requirements of Section 5310 category funding. The MTA has been designated for Washington County's grant funding provider.

### **- Discussion of FY 2008 UPWP & Budget**

Mr. Gordon stated that work will soon begin on the next Unified Planning Work Program (UPWP) and will identify the activities and projects for the next fiscal year that begins on July 1, 2007. Any suggestions or recommendations for projects that should be included in the UPWP should be forward to Mr. Gordon as soon as possible. Mr. Nixon recommended a first draft be prepared and available in April for submittal to the Federal Highway Administration for their initial review.

### **- Discussion of FY 2008-2010 TIP**

Mr. Gordon stated that work will soon begin on the next TIP for FY 2008-2010. Discussions will be needed with the DOT's to determine projects and their priorities.

**Discussion:** Mr. Nixon made an inquiry regarding a document that includes certifications, etc. for air quality conformity. Mr. Gordon stated that there is such a document and Ms. Baker stated that updates are continually being made to it. There was a brief discussion to provide copies of

the document and updates to the DOT's. There was also a brief discussion regarding a formal statement for air quality conformity when projects do not increase capacity. Further discussions are needed to determine the most appropriate way to handle this issue.

### **- Director's Report**

#### Transportation Planner position

Mr. Gordon provided a brief updated regarding the transportation planner position. Advertisements have been posted on various websites including universities and colleges in the surrounding areas, AMPO, and NARC. Three applicants responded, two of which have been interviewed and the third person will be interviewed later in the week. Mr. Gordon hopes to complete the interview process and hire a planner in the next few weeks.

#### Aerial Photography in Berkeley and Jefferson Counties

Mr. Gordon stated that Berkeley County is in the process of initiating a contract with Kimbal and Associates to provide the aerial photography for the entire county. Three projects are being considered: digital orthophotography, all planometric data which includes building footprints, roadway centerlines, etc., and contours at two-foot contour intervals. The initial cost estimate was \$1.5 million. Berkeley County is requesting the MPO and Region 9 to participate in the aerial photography portion of the project. If the MPO would contribute to the aerial photography portion of the project with other partners, our portion of the expense would be \$44,000 to \$48,000 divided over a three-year period. There would be additional, significant costs for the other two elements of the project. Jefferson County has expressed an interest in participating in this project. Mr. Gordon expressed his opinion that this would be a good project for the MPO to participate in and would provide vital information for future use; however, it would only provide information for Berkeley County.

#### Functional Classification Revisions for WV DOT

Mr. Gordon stated that he has reviewed the functional classification revisions for the WV DOT on the highway system in Berkeley and Jefferson Counties and the urbanized area boundary maps. The functional classification has not changed; however, highway segments have been extended. The functional classification system determines what highways Federal money will be spent on. The urbanized area boundary is based on population density and Mr. Gordon is continuing review on the maps.

#### Safe Routes to School

Mr. Gordon presented information regarding a new program, *Safe Routes to School*, that is designed to provide funding for safer access to schools nationwide. The main issues involved in this program are safety, better delineated signage, sidewalks, curbs and gutters and crosswalks in and around the local school areas where pedestrians are present. Several applications have been submitted to the MPO for letters of support for funding. Several requests for letters of support have also been received for enhancement grant projects in West Virginia.

### **OTHER BUSINESS**

#### Local Project Discussions

There was a brief discussion regarding the types of projects covered by the UPWP. Mr. Gordon stated that, in the past, a study for bicycle/pedestrian trails was funded for the Town of Charles Town, road realignment projects were funded for Washington County, traffic studies, and traffic impact analysis studies, etc. were funded in various areas. Mr. Nixon stated that specific engineering projects are not eligible for UPWP funding.

Mr. Gordon stated there are several projects including the UPWP, TIP's, gap analysis, amendments to the Long Range Plan, transit studies, etc. that must be started and completed over the next several months.

Future Meetings

The next meeting of the Technical Advisory Committee will be held on Wednesday, March 21, 2007 in Hagerstown.

**ADJOURNMENT**

The meeting was adjourned at 3:20 p.m.

Respectfully submitted,

Robert S. Gordon  
MPO Director

RSG/dse