

**HAGERSTOWN/EASTERN PANHANDLE
METROPOLITAN PLANNING ORGANIZATION
INTERSTATE COUNCIL
March 15, 2017**

The Hagerstown/Eastern Panhandle Metropolitan Planning Organization's Interstate Council held a meeting on Wednesday, March 15, 2017 at 1:30 p.m. at the Shepherd University-Martinsburg Center, 261 Aikens Center Drive, Room 206, Martinsburg, West Virginia.

The following members were in attendance: Matt Mullenax, HEPMPO Executive Director; David Mills, Chairman, City of Charles Town; Doug Pixler, Eastern Panhandle Transit Authority; Ian Beam, Maryland DOT; Perry Keller, WV DOH (via phone conference); Elaine Mauck, Berkeley County Council; Merle Saville (alternate for Washington County Commissioner John Barr) Washington County Division of Engineering & Construction Management; Mark Baldwin, City of Martinsburg; Kevin Cerrone, Washington County Transit; Jane Tabb, Jefferson County Commission; Bill Clark, Region 9; Don Munson, City of Hagerstown Council; Steve Thomas, HEPMPO; and Jill Baker and Debra Eckard, Washington County Planning Department/ MPO. Also in attendance were: Aviva Brown and Melissa Kretchik, Maryland SHA.

CALL TO ORDER

Chairman Mills called the meeting to order at 1:35 p.m.

MINUTES

Motion and Vote: Mr. Pixler made a motion to approve the minutes of the January 18, 2017 meeting as amended. The motion was seconded by Mr. Munson and unanimously approved.

NEW BUSINESS

-TRANSPORTATION IMPROVEMENT PROGRAM

FY 2017-2020 Maryland Transportation Improvement Program

Mr. Thomas presented for review the following information:

Berkeley County

Amended Projects:

- Broad Lane Improvements – Construction of right turn lane and traffic signal: Requested amendment to move ROW and CON funding from FY 2020 to FY 2018.
- Campus Drive – Construction of right turn lane; Requested amendment is to move ROW and CON funding from FY 2020 to FY 2018.
- Marlowe I/C Improvements – Install traffic signal, turn lanes, ramp improvements; Requested amendment to move CON funding from FY 2020 to FY 2018.

New Projects:

- Martinsburg Train Station Corridor – Design Streetscape; Project located on East Martin Street in the City of Martinsburg and will include improvements to sidewalks, pedestrian safety and accessibility; Funding Amount: \$93,750 (100% Federal; TAP Grant funds)

- VA State Line Dynamic Message System – Install dynamic message system; Project located on Interstate 81 near the Virginia/West Virginia state line. Funding Amount: ENG \$20,000 (\$18,000 Federal; \$2,000 State), CON \$700,000 (\$630,000 Federal; \$70,000 State)
- I-81 VA Line Rest Area – Resurfacing: Project located on Interstate 81 near the rest area near the Virginia/West Virginia state line; Funding Amount: \$2,550,000 (100% Federal)
- Airport Road (ACC) – Resurfacing: Project begins at the intersection of Airport Road and Paynes Ford Road, heading south, and terminates at the intersection of Airport Road and All American Way; Funding Amount: \$495,000 (100% State)

Jefferson County

New Projects:

- Ranson 5th Avenue Complete Street – Design and construction sidewalk: Project is located on 5th Avenue in the City of Ranson and will include improvements to sidewalks, on-street parking and pedestrian accessibility; Funding Amount: ENG \$62,500 (100% Federal), CON \$187,500 (\$150,000 Federal; \$37,500 State)
- Leetown Road – Install warning flasher: Project located on Leetown Road near its intersection with Stull Road; Funding Amount: \$90,000 (\$81,000 Federal; \$9,000 State)
- Harpers Ferry High Street – Design sidewalk; Project is located on High Street in the Town of Harpers Ferry and will include the design and construction of sidewalks; Funding Amount: \$80,000 (100% Federal)

Mr. Mullenax noted that the proposed amendments were advertised from March 1 to March 14, 2017 in the local newspapers; no public comments were received.

Motion and Vote: Ms. Mauck made a motion to approve the proposed FY 2017-2020 TIP amendments as presented. The motion was seconded by Ms. Tabb and unanimously approved.

FY 2017-2020 Maryland Transportation Improvement Program Adjustments

Mr. Mullenax stated that the following adjustments do not require action by the ISC; these are for informational purposes only. Mr. Thomas presented the following information:

Adjusted Projects

- 5310 Capital & Operating – Preventative Maintenance: Funding Amount: \$36,900 Federal; \$9,000 Local; Requested adjustment to decrease the funding for FY 2017 for Federal to \$33,472 and Local to \$8,368
- 5310 Capital & Operating – Small Bus Replacement – Capital and Operating Assistance; Funding Amount \$192,000 Federal; \$48,000 Local; Requested adjustment to increase the funding for FY 2017 for Federal to \$208,000 and Local to \$52,000.
- Section 5310 Operating – Operating Assistance: Funding Amount: \$453,100 Federal; \$453,100 Local; Requested adjustment to decrease the funding for FY 2017 for Federal to \$226,500 and Local to \$226,500.

No action required.

Transit Asset Management (TAM) Performance Measures & Targets

Mr. Thomas presented a power point presentation for the Transit Asset Management Performance Measures and Targets. He explained that per Federal Highway Administration regulations, transit authorities are required to have Transit Asset Management Plans and setting performance targets and measures. He discussed the background of the TAM and stated that the Transit Asset Management Plans are due at the end of October of this year. He discussed requirements that the MPO will help to

coordinate that will be part of the TIP process and the new LRTP. EPTA and Washington County Transit are both classified as a Tier II provider since they operate less than 101 vehicles in revenue service during peak regular service. EPTA and Washington County Transit performance measures categories and targets for each were discussed.

-LONG RANGE TRANSPORTATION PLAN

Eastern Panhandle Transit Authority (EPTA) Facilities Expansion Plan

Mr. Mullenax stated that this project is being developed as a joint effort by the EPTA and WV DOH with Michael Baker & Associates as the consultant, and the MPO providing assistance. The consultant has completed an on-site facilities option for the current facility at Novak Drive as well as an off-site option that is being considered for a parcel of land at the corner of Race and Raleigh Streets. Mr. Mullenax reported that the consultant is moving towards 15% design plans for both scenarios. Once these design plans are complete, funding solutions will be explored for construction. This project should be completed by the end of June.

Novak Drive Connector Study

Mr. Mullenax noted this study is exploring a possible connection between Novak Drive, just south of the airport, with new Route 9. The consultant, Michael Baker & Associates, is building a synchro traffic micro simulation model to assist in the development of alternative corridors. Also being developed is a survey for public comment using Metro Quest. Public meetings will be held in the future to review the possible corridor locations. This project is expected to be completed this summer.

Long Range Transportation Plan

Mr. Mullenax gave a brief update on work being performed to update the LRTP. The goals and objectives will be finalized and reviewed with TAC members. Information has been acquired and updated on freight, traffic, and environmental data. West Virginia revenue forecast data has been received for planning efforts; Maryland's data is forthcoming. Meetings with local and county planning, engineering, and economic development representatives will be held in the near future to update the travel demand model assumptions. This project should be completed in March of 2018.

-ORGANIZATIONAL ADMINISTRATION

Draft FY 2018 Unified Planning Work Program (UPWP)

Mr. Mullenax stated that the UPWP contains the MPO's proposed budget and work program for FY 2018. Allocation figures have been received for the upcoming fiscal year from West Virginia, which shows a slight increase from the current year. FY 2017 figures are being assumed until allocation figures have been received from Maryland. Funds are being budgeted in the upcoming fiscal year to upgrade the TIP software currently used by the MPO. The UPWP will be advertised next month for public comment with approval at the May meeting.

Financial Status Update

Ms. Baker noted that the quarter ends on March 31st. The majority of funds are currently being expended for the LRTP update. Time and money has also been expended on the TIP. Depending upon the amount

of money spent through the end of this fiscal year will determine the final funds available for the FY 2018 UPWP.

Director's Report

Mr. Mullenax reported on the following items:

- The MPO website has been updated in-house by staff.
- The MPO is partnering with WV LTAP (Local Technical Assistance Program) to host a bicycle and pedestrian training class on April 13th at the Shepherd University-Martinsburg Center.
- Washington County Transit is in the process of updating its Transit Development Plan. A scoping meeting was held with MPO staff, MTA and Kevin Cerrone, Washington County Transit. Recommendations from the TDP as well as performance measures and current or future targets will be incorporated in the LRTP.
- The I-81 Corridor Coalition will hold its annual conference on April 24th and 25th at the Holiday Inn in Martinsburg.
- West Virginia will begin grouping projects in its TIP; this change will be reflected in the next TIP amendments. Maryland currently uses this practice as part of its TIP amendments.
- Results of the I-81 FASTLANE grant and Harper's Ferry FLAP grant applications are still pending.
- Governor Justice and Secretary Tom Smith, WVDOT, will be visiting the Citizen's Fire Company on March 16th at noon as part of the "Save our State" tour, which outlines road building plans for the State.

-OTHER BUSINESS

Citizen Comment

No citizens were present.

Future Meetings

Mr. Mullenax announced that the next meeting of the Interstate Council will be held on Wednesday, May 17, 2017 in Hagerstown, Maryland.

-ADJOURNMENT

Mr. Cerrone made a motion to adjourn the meeting at 2:25 p.m. The motion was seconded by Mr. Munson and so ordered by the Chairman.

Respectfully submitted,

P. David Mills, Chairman