HAGERSTOWN/EASTERN PANHANDLE
METROPOLITAN PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE
August 19, 2020

The Hagerstown/Eastern Panhandle Metropolitan Planning Organization Technical Advisory Committee held a meeting on Wednesday, August 19, 2020 at 10:30 a.m. via tele-conference call. MD and WV Open Governmental Meetings Acts and HEPMPO Bylaws permit virtual only meetings of our committees and boards provided members can hear and be heard by each other and by any media or members of the public.

The following were in attendance: Matt Mullenax, HEPMPO Executive Director; Ian Beam, MDOT; David Schlie, MDOT SHA; Jennie Brockman, Jefferson County Planning & Zoning; Amanda Sink, Eastern Panhandle Transit Authority; Heather Williams, Berkeley County Planning; Chris Kinsey and Brian Carr, WV DOH; Dana Keith, City of Martinsurg; Jamie McKay and Karlie Shannon, MDOT MTA; Steve Thomas, Franklin County Planning; Kevin Donohue, HEPMPO Transportation Planner; and Jill Baker and Debra Eckard, Washington County Planning Department / MPO.

CALL TO ORDER

Mr. Mullenax called the meeting to order at 10:30 a.m.

MINUTES

Motion and Vote: Mr. Beam made a motion to approve the minutes of the May 20, 2020 meeting as presented. The motion was seconded by Ms. Baker and unanimously approved.

NEW BUSINESS

-TRANSPORTATION IMPROVEMENT PROGRAM

FY-2021-2024 West Virginia Transportation Improvement Program

Mr. Mullenax stated that the public comment period for the proposed TIP amendments ran from August 5th to August 18th; no public comments were received. Mr. Donahue reviewed the proposed amendments and administrative adjustments as follows:

BERKELEY COUNTY

Adjustments

- Martinsburg Train Station Corridor: Prior funding for ENG adjusted to $42,500 (State). The requested adjustment is to move FY 2020 CON to FY 2021 and change amount to $150,000 ($120,000 Federal; $30,000 State)
- Rock Cliff I/S Improvements: Prior funding for ROW adjusted to $422,000 ($336,000 Federal; $84,400 State). requested adjustment is to increase FY 2021 CON to $1,355,000 $1,355,000 Federal; $0 State)
- Middleway Bridge: Requested adjustment is to add ROW to FY 2022 of $675,000 ($540,000 Federal; $135,000 State)
- Martinsburg Train Station: Requested adjustment is to move the CON funding from FY 2020 to FY 2021 and adjust amount to $884,792 ($707,834 Federal; $176,958 State)
- Tabler Station I/C Improvements: Requested adjustment is to move the FY 2020 ROW and CON to FY 2021 with the same amounts.

Amendments

- I-81 Exit 23 SB Exit Improvements: Install signal, widen ramp for turn lanes. Funding Amounts: FY 2020 ENG $10,000 ($8,000 Federal; $2,000 State); FY 2021 CON $650,000 $525,000 Federal; $125,000 State)
- US 11 Two-way Left-turn lane extension: Extend existing two-way left-turn lane extension; Funding Amount: FY 2020 ENG $10,000 ($8,000 Federal; $2,000 State), FY 2021 ROW $100,000 ($80,000 Federal; $20,000 State); FY 2021 CON $850,000 ($125,000 Federal; $725,000 State)

New Projects

- D-5 Recall Striping: Pavement marking (paint); Funding Amounts: FY 2021, FY 2022, FY 2023, and FY 2024: CON $231,400 (162,000 Federal; $69,400 State) per fiscal year
- Exits 12, 13 and 14 Ramp: Resurfacing; FY 2021 CON $1,900,000 ($1,710,000 Federal; $190,000 State)
- Inwood – Tablers Station: Resurfacing; FY 2024 CON $2,750,000 ($2,475,000 Federal; $275,000 State)
- Inwood – Tabler Station; Resurfacing; FY 2022 CON $575,000 ($460,000 Federal; $115,000 State)
- Martinsburg – Winchester Avenue: Resurfacing; FY 2021 CON $424,000 ($339,300 Federal; $84,700 State)
- Rest Area – Inwood: Resurfacing; FY 2022 CON $2,750,000 ($2,475,000 Federal; $275,000 State)
- Roadway Striping (D5): Install pavement markings; FY 2021, FY 2022, FY 2023, and FY 2024 CON $1,320,424 ($739,437 Federal; $580,987 State) per fiscal year

JEFFERSON COUNTY

Adjustments

- VA Line to Charles Town Road: Upgrade to 4 lanes; Requested amendment is to add a prior ROW phase of $250,000 (State), increase prior amounts for ENG to $1,500,000 ($1,200,000 Federal; $300,000 State) and decrease CON to $63,259,280 (State)
- Ranson 5th Avenue Complete Street: Sidewalk construction, on-street parking improvements, pedestrian accessibility; Requested adjustment is to move the CON funding from FY 2020 to FY 2021 with no change in funding amount.

Amendments

- US 340 (VA Line – Charles Town Road): Bond repayment; Funding Amounts: FY 2021, FY 2022, FY 2023 and FY 2024 CON $6,759,812 (Federal) per fiscal year

New Projects

- Charles Town – Halltown: Resurfacing; Funding Amounts: FY 2022 CON $1,004,000 ($803,200 Federal; $200,800 State)

- Evitts Creek Bridge/Bloomery: Replace bridge and drainage structure; Funding Amounts: FY 2021 CON $1,258,000 (State)

EASTERN PANHANDLE TRANSIT AUTHORITY

Adjustments

- Capital Assistance – Driver pads/Data collection: Purchase of driver pads for buses; Requested adjustment is to decrease the funding in FY 2021 to a new total of $11,872 ($8,896 Federal; $2,976 Local)
- Capital Assistance – Miscellaneous Equipment: Purchase of miscellaneous equipment for vehicle fleet; Requested adjustment is to decrease the funding in FY 2021 to a new total of $17,273 ($12,955 Federal; $4,318 Local)

WV DOH OBLIGATED PROJECT LIST – SFY 2020

- **Berkeley County – Exit 16 Ramp Repair (I-81)**: Fiscal Year 2020; Phase: CON; Federal Amount: $5,781,759, Total Amount: $6,424,177
- **Jefferson County – Shenandoah River Bridge**: Fiscal Year 2020; Phase: CON; Federal Amount: $798,728; Total Amount: $998,410; Phase: ENG; Federal Amount: $348,000; Total Amount: $435,000

Comments: Prior to the vote, Mr. Mullenax reported on the following items:

- US 340 S – Bids for the 4-lane widening project were due on August 11th. The low bidder was ALL Construction.
- Martinsburg Train Station Corridor– The CON phase of the project was moved to FY 2021.
- Rock Cliff Drive Roundabout – Construction phase of the project should begin in 2021.
- The resurfacing project for Martinsburg/Winchester Avenue up Route 11 (Queen Street North) has been extended by the WV DOT.

Motion and Vote: Ms. Brockman made a motion to recommend approval to the Interstate Council of the WV FY 2021-2024 TIP Amendments as presented. The motion was seconded by Mr. Kinsey and unanimously approved.

FY-2021-2024 Maryland Transportation Improvement Program

Mr. Mullenax stated that the public comment period for the proposed TIP amendments ran from August 5th to August 18th; no public comments were received. Mr. Donahue reviewed the proposed amendments and administrative adjustments as follows:

Adjustments

- Eastern Boulevard Widening Phase II: Widen existing road to 4 lanes; Final prior amounts adjusted to $1,855,000. Requested adjustment is to increase FY 2021 CON funding to $2,081,000 (Local). In addition, add CON funding in FY 2022 of $500,000 (Local) and CON funding in FY 2023 of $400,000 (Local).
- Halfway Boulevard Extended Phases 1 and 2: Requested adjustment is to add prior ENG of $100,000 (Local). In addition, adjustment increases FY 2022 CON funding to $400,000 (Local) and adds FY 2023 CON funding of $500,000 (Local)

- Professional Boulevard Extended – Phase II: Adjustment is to add a prior ENG phase of $414,200 (Local). Also adjust prior CON amounts to $3,645,000 ($1,000,000 Federal, $2,645,000 Local)

Amendment

- Wright Road Relocation: New roadway construction, consisting of grading, paving and concrete sidewalks; Funding Amounts: FY 2021 ENG $100,000 (Local), FY 2022 CON $1,268,000 ($1,000,000 Federal; $268,000 Local), FY 2023 $528,000 (Local), FY 2024 $500,000 (Local)

Motion and Vote: Motion and Vote: Mr. Beam made a motion to recommend approval to the Interstate Council of the MD FY 2021-2024 TIP Amendments as presented. The motion was seconded by Ms. Baker and unanimously approved.

MDOT MTA Transit Safety Performance Measures

Mr. Donohue reported that on July 19, 2018, FTA published the Public Transportation Agency Safety Plan (PTASP) Final Rule, which requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS). The rule applies to all operators of public transportation systems that are recipients and sub-recipients of federal financial assistance under the Urbanized Area Formula Program and all rail transit operator recipients.

As described in FTA's National Public Transportation Safety Plan, transit providers must establish by mode seven safety performance targets in four categories:

- Fatalities: Total number of fatalities reported to NTD and rate per total vehicle revenue miles (VRM) by mode.
- Injuries: Total number of injuries reported to NTD and rate per total VRM by mode.
- Safety Events: Total number of safety events reported to NTD and rate per total VRM by mode.
- System Reliability: Mean distance between major mechanical failures by mode

Mr. Mullenax noted that transit safety performance targets have been received from MTA to be included in our TIP and Long Range Transportation Plan. MTA provides service to the Washington County Commuter as well as light rail service to Berkeley and Jefferson Counties in West Virginia via MARC.

-LONG RANGE TRANSPORTATION PLAN

Eastern Panhandle Transit Authority Transit Development Plan

Mr. Mullenax reported that the TDP was completed following the public outreach process, which included a virtual public Question and Answer session in June. EPTA, in coordination with HEPMPO staff, is moving forward to begin the process of implementing recommendations, including potential changes to evening routes and operations. Staff is also continuing its support of the Martinsburg Transit Center project.

Mr. Donohue reported that work is progressing on the wayfinding and GTFS updates. Bus stops are being identified and marked on maps. Requirements for the signs (such as height, type, etc.) are being identified as well as requirements for placing the signs. Information will be available through Google Maps in the future.

I-81/I-70 Transportation Systems Management & Operations Plan

Mr. Mullenax stated that this Plan has been completed following the public outreach process which included a virtual meeting in June and collaboration with MDOT SHA. The Plan's ITS recommendations were provided to the SHA's signal staff for review and implementation. Prioritization of all detour routes were identified in SHA's "Freeway Incident Traffic Management Plans". Routes were prioritized by the number of affected mile markers as well as sections or detours with the highest number of crashes. Along with that, all traffic signals that were part of the detour routes were identified.

US Bicycle Route 11 Development

Mr. Mullenax reported that the report has been finalized and is waiting final review by WVDOT prior to seeking designation of the route by AASHTO. In coordination with WVDOT, the Evitts Creek Bridge replacement project includes 8' shoulders that will accommodate bike traffic. Once the route has been approved by AASHTO, sign fabrication and installation will begin.

WV 51 West Washington Street Feasibility Study

Mr. Mullenax reported that the MPO will be partnering with WVDOT and the City of Charles Town on a feasibility study examining traffic safety and pedestrian mobility improvements along the West Washington Street corridor. This project is listed in the LRTP as a fiscally constrained project and a high priority. The work will be performed under the WVDOT contract by the firm Carpenter Marty. A scope of work will be finalized before the study begins.

-ORGANIZATIONAL ADMINISTRATION

FY 2021 Unified Planning Work Program Revision

Mr. Mullenax stated that the proposed revision to the UPWP would consolidate and reallocate budgeted consulting service funds from the TMA Transition Plan and the Commuter Bus Service Implementation Plan. There are several factors that could affect the TMA Plan such as: when Census results effecting UZAs will be finalized; a new federal surface transportation bill could be adopted; and there is no way to guarantee the HEPMPO's TMA status. Several factors could also affect the Commuter Bus Service Implementation Plan, such as: current COVID-19 conditions and the operating and capital costs need to be surmounted before implementation can occur. Due to these uncertainties, staff is recommending that funds be reallocated to a corridor study on Martinsburg Pike between University Drive and Alternate 45 west of Shepherdstown. This corridor is seeing many changes with new development and has forecasted operational concerns for traffic and pedestrians. It is also adjacent to Shepherd University and is identified in the Regional Bicycle Plan as a top regional priority.

The proposed revision to the UPWP was advertised for public comment from August 5th to August 18th; no public comments were received. Staff is recommending approval for the reallocation of funds to the Interstate Council.

Motion and Vote: Ms. Brockman made a motion to recommend approval to the Interstate Council of the UPWP Revision as presented. The motion was seconded by Ms. Sink and unanimously approved.

General Services Contract (FY 2021-FY 2022)

Mr. Mullenax reported that our current general services contract ended on June 30th. An RFP was advertised from May 29th to July 1st with a pre-proposal conference held on June 11th. Four proposals were

received. Staff determined that each Responder's Qualifications & Experience and Technical proposals met the RFP criteria. The Evaluation Committee, comprised of representatives from MDOT, WVDOT, WCT, EPTA, the City of Hagerstown, Washington County Planning and MPO staff, conducted interviews with each Responder on August 5th. The Evaluation Committee then met on August 12th to review the rankings and financial proposals of each Responder. The Evaluation Committee is recommending that the Interstate Council accept the proposal submitted by Michael Baker International and enter into a contract with them.

Motion and Vote: Ms. Baker made a motion to recommend to the Interstate Council acceptance of the proposal submitted by Michael Baker International and enter into a contract with them. The motion was seconded by Ms. Brockman and unanimously approved.

Financial Status Update

Ms. Baker reported that approximately $58,000 remains in the budget at the end of FY 2020. The MPO expended approximately $500,000 during FY 2020; the majority of funds being spent for Transit and Special Studies. Reimbursement statements will be sent out soon to MDOT and WVDOT.

Director's Report

Mr. Mullenax gave a brief update on the following:

- The MPO will be assisting WVDOT in completing the WV9 Performance & Environmental Linkages document. This project runs along WV9 from Martinsburg to Berkeley Springs. It will evaluate changes that have been made since the proposed alignments were developed in the 1990s. Proposed are two sets of virtual and in-person meetings with advisory/stakeholder groups and surveys.
- The MPO and MDOT are partnering to complete the Advanced Transportation and Congestion Management Technologies Deployment (ATCMTD) grant. These funds will be used to acquire equipment and support for advanced technologies to alleviate congestion. One recommendation of the TSMO Plan is to create "smart work zones". These zones are created using advanced messaging systems, real time data, closed circuit TV, etc. to improve safety and efficiency in work zones.
- The Hagerstown BPPAP is in its final stages of approval.
- The MPO staff and our consultants made great strides in the response to the metropolitan planning process throughout COVID-19. The MPO recently held its first virtual public meeting, its first virtual Q&A session, first utilization of Story Maps, and first produced informational video. The quality and feedback from these new and innovative processes was excellent and well-received by the public. We are looking forward to using these new technologies in the future.

Mr. Donahue gave a brief update and presentation on the Foxcroft Avenue Story Map that he created. The Story Map is interactive and discusses the road safety audit on Foxcroft Avenue and included different elements of the audit, such as the purpose of the project, where it was located, what a road safety audit is, assessment of existing conditions, etc. as well as a virtual tour of the project area.

Ms. Baker gave a brief update on the Census. The overall self-response rate in Washington County is 69.3%, in Jefferson County the rate is 71.9% and in Berkeley County it is 68.8%. These rates surpass the rates from 2010. Enumerators are currently making door-to-door visits to those who have not completed

the census yet. Washington County was tied for 3rd place across the country as one of the counties having the highest response rate in one day. The Census deadline is the end of September.

-OTHER BUSINESS

Public Comment

There were no citizens present.

Future Meeting

The next scheduled meeting of the Technical Advisory Committee is Wednesday, October 21, 2020 at 10:30 a.m.

-ADJOURNMENT

Mr. Beam made a motion to adjourn the meeting at 11:35 a.m. The motion was seconded by Ms. Sink and so ordered by Mr. Mullenax.

Respectfully submitted,

Matthew Mullenax, Executive Director