

**HAGERSTOWN/EASTERN PANHANDLE
METROPOLITAN PLANNING ORGANIZATION
INTERSTATE COUNCIL
March 20, 2024**

The Hagerstown/Eastern Panhandle Metropolitan Planning Organization Interstate Council held a meeting on Wednesday, March 20, 2024 at 1:30 p.m. both in person [at the Eastern Panhandle Regional Airport in Martinsburg, WV] and 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.

CALL TO ORDER

The Vice-Chair called the meeting to order at 1:30 p.m.

ROLL CALL

The following were in attendance: Jill Baker, Vice-Chair, Washington County Dept. of Planning & Zoning; Kevin Cerrone, Washington County Transit; Elaine Bartoldson, EPTA; Matt Mullenax, HEPMPO Executive Director; Tyson Byrne, MDOT; Pam Mohn, Washington County Dept. of Engineering; Brian Carr, WV DOH; Jim Barnhart and Steve Catlett, Berkeley County Commission; Elizabeth Ricketts, City of Charles Town; Steve Stolipher, Jefferson County Commission (joined the meeting at 2:05); and Andy Blake, City of Martinsburg.

Also present were: Michaela McDonough, HEPMPO; Debra Eckard, Washington County Dept. of Planning & Zoning; Jim Bender, City of Hagerstown, Kari Snyder, MDOT; Sean Varsalona, MD SHA, Chris Strovel, Senator Capito's Office and Steve Pearson, The WV Independent Observer.

MINUTES

Motion and Vote: Mr. Blake made a motion to approve the minutes of the January 17, 2024 meeting as presented. The motion was seconded by Mr. Barnhart and unanimously approved.

-TRANSPORTATION IMPROVEMENT PROGRAM

MDOT Climate Focused Funding Portal

Mr. Mullenax briefly presented a power point presentation provided by MDOT discussing the Carbon Reduction Program update. He noted that staff is working on an application with District 6's support to upgrade five intersections with pedestrian signals in downtown Hagerstown. A list of eligible projects for CRP funding were presented in the power point. Mr. Mullenax reviewed the project identification and selection process, as well as the program timeline. He noted that this program has been funded through the IJJA. Currently, there is \$624,271 available for obligation in the Hagerstown area. Funds are available for Transit capital projects but may not be used for Transit operating expenses. MDOT has opened a new on-line portal to apply for funding and applications will be accepted through April 30th.

FY 2023-2026 WV Transportation Improvement Program Amendments

Ms. McDonough presented the following adjustments for the FY 2023-2026 WV TIP.

FHWA-Eastern Federal Lands

Adjustments [No formal action required]

- Harpers Ferry Fleet Replacement, WVT2024-03

- **Project Data:** FY2024 \$1,000,000 (Federal)
- Harpers Ferry Bus Facility Expansion, WVT2024-04
 - **Project Data:** FY2024 \$1,650,000 (Federal)

West Virginia Department of Transportation

Adjustments [No formal action required]

Berkeley County

- WV 9 at WV 901 LTL/Traffic Signal, B2022-01
 - **Change:** Project Cancelled
- Martinsburg North Queen Street, B2022-18
 - **Change:** Add CON funding in FY 2023: \$1,078,203 (\$862,562 Federal; \$215,641 State)
- VA St Ln Rest Area, B2023-01
 - **Change:** Project Cancelled
- Exit 16 – Maryland St Ln, B2023-02
 - **Change:** Project Cancelled
- Exit 12 – Exit 16, B2023-03
 - **Change:** Project Cancelled
- Roadway Striping (D5), B2023-04
 - **Change:** Increase FY 2023 CON funding to \$6,180,314 (\$4,326,220 Federal; \$1,854,094 State). Add FY 2026 CON funding: \$1,320,434 (\$739,437 Federal; \$580,987 State)
- D-5 Recall Striping, B2023-05
 - **Change:** Add CON funding in FY 2024: \$478,502 (\$334,951 Federal; \$143,551 State)
- SF BR Inspect – D5, B2023-06
 - **Change:** Decrease FY 2025 funding to \$600,00 (\$480,000 Federal; \$120,000 State)
- I-81 Signing, B2023-13
 - **Change:** Change ENG Federal fund source to NHPP, Change FY 2023 ENG to all Federal (\$500,000)
- Butts Mill Bridge, B2024-02
 - **Change:** Change ROW Federal fund source to HWI-OFF, Move FY2025 CON funding to FY 2028
- Bunker Hill Mill, B2024-04
 - **Change:** Move ENG to FY 2033. Move ROW to 2034. Add CON phase in 2035.
- Tuscarora Creek Bridge, B2024-05
 - **Change:** Move ENG to FY 2033 and add CON in FY 2035.
- Old Mill Road Bridge, B2024-08
 - **Change:** Move ENG to FY 2024: \$600,000 (Federal). Move ROW to 2035 and add CON in 2036.
- Elk Branch #3, B2024-09
 - **Change:** Add ENG in FY 2023: \$3,800 (\$3,040 Federal; \$760 State). Move CON to FY 2028.
- I-81 Welcome Centers & Overnight Truck Parking, B2024-10
 - **Change:** Move ENG to FY 2024 in same amount. Move CON to FY 2025 in same amount.
- Queen St at Moler Ave Signal Renovation and Ped Upgrade, B2024-11

- **Change:** Change ENG Federal fund source to CRP 50-200K POP.
- I-81 Exit 20 SB Ramp Widening, B2024-13
 - **Change:** Add ENG phase in FY 2023: \$15,000 (\$13,500 Federal; \$1,500 State). Increase CON in FY 2024 to \$556,946 (\$501,252 Federal; \$55,694 State)
- D5 District Wide IDIQ Guardrail, B2024-16
 - **Change:** CON FY 2023: \$1,194,875 (\$1,075,387 Federal; \$119,488 State)
- D5 Guardrail Project, B2024-17
 - **Change:** ENG FY 2023: \$20,000 (\$18,000 Federal; \$2,000 State). CON FY 2024: \$500,000 (\$450,000 Federal; \$50,000 State)
- SFY 24 BKAMPP – District 5 On-Systems Bridges, B2024-18
 - **Change:** CON FY 2023: \$1,470,946 (\$1,177,557 Federal; \$293,389 State)

Jefferson County

Adjustments

- Charles Town I/C Design Study, J2023-04
 - **Change:** Project cancelled.
- Jefferson Ave Turn Lane & Traffic Signal, J2024-01
 - **Change:** Decrease FY 2024 CON to \$570,287 (\$513,258 Federal; \$57,029 State)
- Charles Town South George Street Pedestrian Improvements, J2024-04
 - **Change:** Move CON to FY 2024 and increase to \$511,229 (\$408,983 Federal; \$102,246 State)
- Arsenio Albert Alvarez Memorial Bridge, J2024-05
 - **Change:** Move CON to FY 2024 and increase to \$792,735 (\$634,188 Federal; \$158,547 State)
- Maddex Square Ped Crossing, J2024-08
 - **Change:** Change ROW Federal fund source to CMAQ. Decrease ENG to \$10,000 Federal).
- W Washington Street, J2024-09
 - **Change:** Increase ENG funding to \$688,531 (\$619,678 Federal; \$68,853 State)
- Flowing Springs Road, J2024-11
 - **Change:** Change Federal fund sources to STBG-FLEX.
- Flowing Springs Exit Improvements, J2024-12
 - **Project Data:** CON FY 2023: \$1,565,308 (Federal). Project Obligated.

FY 2023-2026 MD Transportation Improvement Program Amendments

Ms. McDonough presented the following adjustments for the FY 2023-2026 MD TIP.

FHWA – Eastern Federal Lands

Adjustments [No formal action required]

- Byron Bridge Accessibility, W2024-01
 - **Project Data:** CON FY 2024: \$500,000 (Federal)
- C&O Tunnel Rehabilitation, W2024-02
 - **Project Data:** CON FY 2024: \$3,385,000 (Federal)

Washington County Division of Engineering

Adjustments

- Eastern Blvd Widening Ph II, W2017-08
 - **Change:** Decrease FY 2025 CON to \$174,000 (Local). Decrease FY 2026 CON to \$775,000 (Local)
- Halfway Boulevard Extended Ph 1 and Ph 2, W2018-01
 - **Change:** Add CON funding in FY 2025: \$1,950,000 (Local)
- Local Federal Aid Projects, W2019-07
 - **Change:** Add ENG in FY 2025: \$50,000 (Local). Move FY 2024 CON to FY 2025. Increase FY 2026 CON: \$2,150,000 (\$1,720,000 Federal; \$430,000 Local)
- Wright Road Relocation, W2021-07
 - **Change:** Move FY 2024 Federal CON funding to FY 2025. Remove FY 2025 Local CON funding.

Mr. Blake expressed concern over the lack of information related to canceled projects. Mr. Carr shared that he had made inquiries before the meeting and unfortunately was not able to learn more information. Mr. Carr continued to explain that the current STIP may be over budget and that is the reason for canceling projects. Mr. Mullenax said he would write a letter to WVDOT Secretary Wriston seeking more information.

Draft FY 2025-2028 Transportation Improvement Program

Mr. Mullenax reported that staff has begun developing a new TIP. Sheets have been sent out for mark-up to WVDOT and MDOT and updates will be incorporated when they are received. The Draft TIP will be advertised for public comment from April 13th to May 14th. The Draft will be posted online and hard copies will be placed in the region's three County-seat libraries. We will present the Draft for approval at the May 15th meeting along with any public comments received.

Washington County Transit Safety Performance Measures and Maryland Transit Administration Safety Performance Measures

Ms. McDonough briefly reviewed the safety measures set by Washington County Transit and the Maryland Transit Administration. She noted a decrease in injuries, injuries per 100k VRM and System Reliability (VRM/Failures) for Washington County Transit as well as a decrease in System Reliability (MDBF) as reported by the Maryland Transit Administration. Updated charts showing all safety measures were included in the agenda packets.

-LONG RANGE TRANSPORTATION PLAN

Regional Safety Action Plan

Mr. Mullenax stated that as part of the Safety Action Plan, a high injury network is being developed. A high injury network is a collection of roads where a disproportionate number of fatal and severe injury collisions occur. To create the high injury network, many different sources of data are collected including crash data, roadway data, etc. as well as incorporating weighting to account for collision severity and travel mode. The high injury network consists of 55 corridors and 126 segments for a total of 84 miles, which does not include the interstates. The 84 miles is 1% of all roadway miles in the three county region; this accounts for approximately 1/3 of all fatal and severe injury crashes.

The draft Plan will be advertised in mid-April for public comment. Public meetings will be held in each of our three counties. The draft Plan and any comments received will be presented for approval at the May 15th meeting.

Congestion Management Process

Mr. Mullenax reported that following public survey review, a quantitative analysis was conducted and priority congestion corridors have been identified in our region. A web map has been created and is available on our website. Staff is working on further assessments and developing a strategy toolbox for alleviating congestion in the identified areas. A draft plan is expected in early May with a public meeting to be held in mid-May.

Hagerstown Safety Action Plan

Mr. Mullenax stated that staff is working with the City of Hagerstown to draft its Safety Action Plan. A City-level high injury network is being developed as we continue to acquire GIS data. Staff was recently able to map historic City citation data for a variety of violations.

-ORGANIZATIONAL ADMINISTRATION

Draft FY 2025 Unified Planning Work Program (UPWP)

Mr. Mullenax explained that the UPWP contains our proposed budget and work program for the upcoming fiscal year. He noted that our budget has almost doubled due to the infusion of Federal funds resulting from the IJA. Staff has identified six planning studies to be developed in the next fiscal year, including: the Title VI update, EPTA Transit Development Plan update, Corridor Safety Studies for Virginia Avenue in Hagerstown, Edwin Miller Boulevard in Martinsburg, and West Washington Street in Charles Town, and the WCT Facilities Expansion Plan. Also included is the City of Hagerstown's second year of utilizing our general services contract to complete its SS4A Safety Action Plan. The draft budget also includes a 3.5% salary increase for MPO staff, which is consistent with recent local government increases.

Ms. Baker briefly reviewed the draft and explained that the work tasks show the hours as well as the capital and operating funds to be expended throughout the year. The UPWP also shows the breakdown of funding sources. Ms. Baker noted that a majority of our expenditures will be in labor and consulting costs.

The draft UPWP will be advertised for public comment from April 13th to May 14th. The draft will be posted online and placed in the region's three County seat libraries. The draft as well as any public comments received will be presented for approval at the May 15th meeting.

General Services Contract (FY2025-FY2027)

Mr. Mullenax reported that our current general services contract with Michael Baker ends on June 30, 2024. The RFP was advertised on February 1st, a pre-proposal meeting was held on February 15th, and the closing date for bids was March 6th. Staff has been in close communication with the Evaluation Committee. Further discussions will be held during the Executive Session scheduled with the Interstate Council later today.

Financial Status Update

Ms. Baker stated that the second quarter income summary and expenditures were included in the agenda packets. A total of approximately 139,865 were spent during the second quarter with the majority of funds expended for special studies, GIS, TIP, and labor costs.

Director's Report

Mr. Mullenax gave a brief report on the following:

- Staff assisted the City of Martinsburg, Berkeley County Commission and the WVDOT in applying for the FY2024 RAISE grant to fund the Martinsburg Greenway Trails project.
- Staff assisted Region IX in applying for and receiving a CDSR (Congressionally Directed Spending Request) grant for the Shepherdstown Pike project.
- Staff attended the MDOT Grants workshop held in Hagerstown last week. Unfortunately, the US 40 (Dual Highway) RCN (Reconnecting Communities and Neighborhoods) grant did not get awarded.
- Staff is supporting Washington County Transit in the development of its Transportation Development Plan.
- MPO staff has provided technical support and assisted in the preparation of grants for the Bolivar West Washington Street sidewalk project that has just went out to bid.
- MPO staff is supporting the WVDOT in its CDSR grant process for the I-81 Welcome Center and Truck Parking project.
- Staff continues working with EPTA on its Transit Center project. A pre-bid meeting was held on February 27th and the bid opening is scheduled for April 16th.
- New PM2.5 NAAQS requirements have been released by the EPA. The HEPMPO region was not identified as a non-conformity area on the EPA's map.
- The new Greenhouse Gas (GHG) performance measure "Percent change in tailpipe carbon dioxide (CO2) emissions on the NHS compared to the referenced year (calendar year 2022)" has been released which we will need to incorporate into the TIP in May. State DOTs were required to establish their targets by February 1st; MPOs are required to establish their own 4-year emissions reduction targets or adopt the State's targets within 180 days.

Staff Report

Ms. McDonough presented the following update:

- Staff is developing a map to serve as a data repository for the City of Charles Town's potential ADA Transition Plan.
- Work continues with EPTA to get its GTFS on Apple maps.
- She will be learning to use the FHWA CMAQ calculator to aid in the CRP grant application process.
- Staff is waiting for the consultant to provide underlying data for the Congestion Management and Safety Action Plans.

Mr. Catlett made a motion to close the regular meeting and move into Executive Session at 2:40 p.m. The motion was seconded by Mr. Cerrone, unanimously approved and so ordered by the Vice-Chair.

EXECUTIVE SESSION

To discuss the RFP process and to determine if the RFP was unduly restrictive.

The Vice-Chair reconvened the regular meeting at 3:18 p.m.

Motion and Vote: Mr. Byrne made a motion the RFP was bid fairly and there the sole respondent was a competitive bid. The motion was seconded by Ms. Mohn and unanimously approved.

OTHER BUSINESS

Public Comment

There were no public comments.

Future Meetings

The next scheduled meeting of the Interstate Council is Wednesday, May 15, 2024 at 1:30 p.m. This meeting will be held in person at the Eastern West Virginia Regional Airport in Martinsburg, WV, with a call-in option.

-ADJOURNMENT

Mr. Cerrone made a motion to adjourn the meeting at 3:20 p.m. The motion was seconded by Mr. Blake and so ordered by the Vice-Chair.

Respectfully submitted,



Jill L. Baker, Vice-Chair

