

**520th Meeting of the
FM Metro COG Transportation Technical Committee
Thursday, August 12, 2021 – 10:00 am
Metro COG Conference Room**

Members Present:

Jonathan	Atkins	City of Moorhead Traffic Engineering
Julie	Bommelmann	City of Fargo, MATBUS
Maegin	Elshaug	City of West Fargo Planning
Jeremy	Gorden	City of Fargo Transportation Engineering
Cindy	Gray	Metro COG
Robin	Huston	City of Moorhead Planning
Kim	Lipetsky	Fargo Cass Public Health
Peyton	Mastera	City of Dilworth Administration
Aaron	Nelson	Fargo City Planning
Grace	Puppe	Cass County Planning
Joe	Raso	GFMEDC
Russ	Sahr	City of Horace Planning
Jordan	Smith	MATBUS (alternate for Lori Van Beek)
Justin	Sorum	Clay County Engineering
Brit	Stevens	NDSU – Transportation Manager
Mark	Wolter	Freight Representative, Midnite Express
Andrew	Wrucke	City of West Fargo Engineering
Wayne	Zacher	NDDOT – Local Government Division

Members Absent:

Jason	Benson	Cass County Highway Engineering
Matthew	Jacobson	Clay County Planning
Mary	Safgren	MnDOT – District 4
Lori	Van Beek	City of Moorhead, MATBUS (alternate present)

Others Present:

Adam	Altenburg	Metro COG
Will	Calves	AECOM
Luke	Champa	Metro COG
Ari	Del Rosario	Metro COG
Dan	Farnsworth	Metro COG
Savanna	Leach	Metro COG
Joe	Kapper	SRF Consulting
Michael	Maddox	Metro COG
Brent	Muscha	Apex Engineering
Anna	Pierce	MnDOT
Kristen	Sperry	FHWA
Steve	Strack	Houston Engineering
David	Sweeney	SRF Consulting
Kyle	Weiler	HDR, Inc.

1. CALL TO ORDER AND INTRODUCTIONS

The meeting was called to order at 10:00 am, on August 12, 2021 by Chair Gray. A quorum was present.

2. Approve the 520th TTC Meeting Agenda

Chair Gray asked if there were any questions or changes to the 520th TTC Meeting Agenda. Ms. Gray proposed moving Agenda Item 9 - 2021-2024 TIP Amendment #4, and Agenda Item 10 - Final Draft Metro COG 2022-2025 TIP to follow Agenda Item 6.

Motion: Approve the 520th TTC Meeting Agenda.

Mr. Sahr moved, seconded by Ms. Huston

MOTION, PASSED.

Motion carried unanimously.

3. APPROVE July 8, 2021 TTC MEETING MINUTES

Chair Gray asked if there were any questions or changes to the July 8, 2021 TTC Meeting Minutes.

Motion: Approve the July 8, 2021 TTC Minutes.

Ms. Bommelman moved, seconded by Mr. Mastera

MOTION, PASSED

Motion carried unanimously.

4. Public Comment Opportunity

No public comments were made or received.

5. Section 5310 Transit Grant Application

Mr. Farnsworth presented the Section 5310 Transit Grant application. The North Dakota Department of Transportation (NDDOT) recently solicited applications for FTA Section 5310 transit grants. Section 5310 provides funding for transit projects that improve mobility for the elderly and persons with disabilities. All applicants with projects within Metro COG's planning area are required to submit their applications to Metro COG for review and prioritization (if necessary). The only application received was submitted by Handi-Wheels.

Section 5310 – Urban: Funding for general operations related to maintenance of vehicles, fuel, phones and radios, training, and driver payroll. The total cost breakdown is \$60,000 (\$30,000 Federal / \$30,000 local).

The application will be submitted to NDDOT by the August 26th, 2021 deadline.

Motion: Recommend Policy Board approval of the Section 5310 Transit Grant Application.

Ms. Huston moved, seconded by Mr. Sahr.

MOTION, PASSED

Motion carried unanimously.

6. Veterans Boulevard Corridor Extension Study Amendment

Mr. Farnsworth presented an amendment to the Veterans Boulevard Corridor Extension Study contract. The Veterans Boulevard Corridor Extension Study began in May of 2020 with consulting firm KLJ (and subconsultant SRF). The study is multijurisdictional (Cass County, the City of Fargo and the City of Horace, with participation on the SRC from the City of West Fargo). The study evaluates Veterans Boulevard from 40th Ave S to 52nd Ave S and studies the feasibility and needs of a future extension of the corridor from 52nd Ave S to 100th Ave S.

As a result of evaluating short term and longer-term future roadway connectivity scenarios within the study area, local partners have asked for the study's scope to be expanded to take advantage of travel demand model updates and traffic projections that have come out of the work completed thus far. Metro COG is requesting a project amendment within the scope of work.

This request from local partners is largely aimed at providing the technical information and facilitation that will help the jurisdictions work together as part of this amendment to coordinate all aspects of phasing and jurisdictional responsibilities as study partners and major stakeholders, with additional emphasis on 64th Avenue S in Horace and Fargo, and Sheyenne Street within West Fargo and Horace. A public involvement opportunity is also included in this amendment.

The proposed amendment amount is \$64,150.50 consisting of \$51,320.40 in Federal CPG funds and \$12,830.10 in local match. All local partners (Cities of Fargo, Horace, & West Fargo, and Cass County) have committed to a portion of the local match when they approved UPWP Amendment #2 in July, 2021. In addition, Metro COG has allocated the necessary CPG funds in the recently-approved UPWP amendment, which is still under review by FHWA. Ms. Sperry said that upon initial review, the UPWP amendment looks good, and should be finalized soon.

Motion: Recommend Policy Board approval of the Veterans Boulevard Corridor Extension Study amendment.

Mr. Atkins moved, seconded by Mr. Sahr.

MOTION, PASSED

Motion carried unanimously.

***Mr. Gorden left the meeting at 10:30 a.m.**

7. (Previously Agenda Item 9) 2021-2024 Transit Improvement Program (TIP) Amendment #4

Mr. Champa presented Amendment #4 to the 2021-2024 Transit Improvement Program (TIP). A virtual public hearing via Zoom is scheduled for Thursday, August 19th at 4:00 p.m. during the Metro COG Policy Board meeting to consider public comments regarding Amendment #4 to the 2021-2024 TIP.

The proposed amendment to the 2021-2024 TIP is as follows:

1. Modification of Project 9192640: NDDOT rehabilitation project for structure replacement and approach slabs on I-94 eastbound, six miles east of ND 18 (2021). The total project cost increased 53.4% from \$2,306,000 to \$3,536,400 of which the Federal Interstate Maintenance (IM) funds increased 53.4% from \$2,075,000 to \$3,182,760 and state funds increased 53.1% from \$231,000 to \$353,640.

2. Modification of Project 9200025: NDDOT rehabilitation project for structure replacement on I-94 westbound, six miles east of ND 18 (2021). The total project cost increased 53.4% from \$2,306,000 to \$3,536,400 of which the Federal Interstate Maintenance (IM) funds increased 53.4% from \$2,075,000 to \$3,182,760 and state funds increased 53.1% from \$231,000 to \$353,640.

3. Modification of Project 9200023: NDDOT rehabilitation project for structure replacement on ND 10E, six miles east of ND 18 (2021). The total project cost increased 28.1% from \$2,306,000 to \$3,536,400 of which the Federal National Highway System (NHS) funds increased 28.1% from \$1,626,000 to \$2,082,198 and state funds increased 28.2% from \$406,000 to \$520,550.

Motion: Recommend Policy Board approval of Amendment #4 to the 2021-2024 Transportation Improvement Program.

Ms. Lipetzky moved, seconded by Ms. Bommelman.

MOTION, PASSED

Motion carried unanimously.

8. (Previously Agenda Item 10) Final Draft Metro COG 2022-2025 Transit Development Plan (TIP)

Mr. Champa presented the final draft of the Metro COG 2022-2025 Transit Development Program (TIP). A virtual public open house will be held on August 24, 2021 from 12:00 p.m. to 1:00 p.m. Public comment and feedback regarding the TIP, including from Metro COG's numerous transportation planning partners, is encouraged. Comments will be addressed as applicable and written responses to all comments shall be included in an Appendix of the final approved document.

Ms. Elshaug joined the meeting at 10:45 a.m.

9. Metro COG Baseline 2050 Demographic Forecast Request for Proposals (RFP)

Mr. Altenburg presented the Metro COG Baseline 2050 Demographic Forecast Request for Proposals (RFP). The most current demographic study was completed in 2017 and set forth projections through the year 2045 for the Metropolitan Statistical Area (MSA), which comprises the whole of Cass County and Clay County. Metro COG's planning area represents portions of Cass County, North Dakota and Clay County, Minnesota. The urban area includes the cities of Fargo, West Fargo, and Horace in North Dakota; and Moorhead and Dilworth in Minnesota.

Demographic forecast data is a critical element to Metro COG's metropolitan planning program and is used by Metro COG and local jurisdictions for a variety of purposes, its core purpose is in maintaining and updating the regional travel

demand model (TDM). This forecast will consist of an update to regional demographic projections, including population, households, and employment. The projections will be aggregate for the entire MSA, and broken down by jurisdiction. Age, household size, and income characteristics will also be analyzed as part of the baseline forecast. The baseline forecast has a not-to-exceed budget of \$50,000 dollars, of which \$40,000 will be funded with CPG funds.

Mr. Raso asked if the update will include information on the Diversion impact. Mr. Altenburg said that it will be included in the scope of work during contract negotiations with the selected consultants.

Mr. Nelson asked if data can be produced into more granular tables, especially to each pertaining jurisdictions. Mr. Altenburg said methodology can also be discussed during the scoping.

Motion: Recommend Policy Board approval of the Metro COG Baseline 2050 Demographic Forecast RFP.

Mr. Mastera moved, seconded by Mr. Nelson.

MOTION, PASSED

Motion carried unanimously.

***Mr. Raso left the meeting at 10:55 a.m.**

***Mr. Sahr left the meeting at 11:20 a.m.**

***Mr. Sorum left the meeting at 11:31 a.m.**

***Mr. Wolter left the meeting at 11:48 a.m.**

10. Transit Development Plan Final Report

Mr. Maddox introduced Joe Kapper (SRF Consulting) and Will Calves (AECOM) at the consultant team, and presented the draft final report Transit Development Plan.

Mr. Kapper explained that the TDP is a federally required documentation for public transit agencies receiving federal assistance. It serves as a decision-making document for the transit agency, including future modifications to the system, services to Title VI & EJ communities, placement of stops, and coordination with other transit providers in the region.

This TDP particularly focuses on how MATBUS could expand to meet the growing needs of our growing region, and to set goals far in advance of the next five-year TDP update, meaning the planning horizon for this document is more than ten years into the future. This is consistent with other recent MATBUS planning efforts such as the Transit Authority Study and the Transit Facility Study, which were recently completed.

The plan sets goals for growing transit service by:

1. Adding new fixed-transit routes servicing new growth areas
2. Expanding hours of service by providing transit service on Sunday

3. Designating new areas where TAP Ride service would be offered
4. Shortening headways on routes providing service along key corridors
5. Making sure that destinations with high demand have frequent service

Mr. Calves explained several proposed future route changes and responded to questions from TTC members.

Mr. Maddox stated that a brown bag was held at 8:00 a.m. with the Fargo City Commission prior to the August TTC meeting, however, no commissioners were present. A brown bag is scheduled with the West Fargo City Commission August 18th at 12:00 p.m., and a presentation was made to the Moorhead City Council on July 12th.

**Motion: Recommend Policy Board approval of the Transit Development Plan.
Mr. Mastera moved, seconded by Ms. Bommelman
MOTION, PASSED
Motion carried unanimously.**

11. Agency Updates

Moorhead – Comp Plan phase 3

12. Additional Business

No additional business

13. Adjourn

The 520th Regular Meeting of the TTC was adjourned on August 12, 2021 at 11:52 a.m.

THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD September 9, 2021, 10:00 A.M.

Respectfully Submitted,

Savanna Leach
Executive Assistant