

**460th Meeting of the
FM Metro COG Transportation Technical Committee
Thursday, April 14, 2016 – 10:00 am
Metro COG Conference Room**

Members Present:

Julie	Bommelman	MATBUS – Fargo
William	Christian	Metro COG
Jim	Gilmour	City of Fargo
Michael	Johnson	NDDOT (via telephone)
Kim	Lipetzky	Bike/Ped Representative
Mary	Safgren	MnDOT (via telephone)
Stan	Thurlow	City of Dilworth
Lori	Van Beek	MATBUS – Moorhead
Larry	Weil	City of West Fargo
Mark	Wolter	Freight Representative

Members Absent:

Shawn	Anderson	MN Universities Representative
Jonathan	Atkins	City of Moorhead
Jason	Benson	Cass County
Chris	Brungardt	City of West Fargo
Hali	Durand	Cass County
Jeremy	Gorden	City of Fargo
Kristie	Leshovsky	City of Moorhead
Tim	Magnusson	Clay County
David	Overbo	Clay County
Brit	Stevens	ND Universities Representatives
Mark	Vaux	Economic Development Representative

Others Present:

Adam	Altenburg	Metro COG
David	Burns	Metro COG
Dan	Farnsworth	Metro COG
Nakhaly	Swearingen	Metro COG
Michael	Maddox	Metro COG
Jason	Anderson	M State
Nina	Pirozhkov	Fargo Cass Public Health
Joel	Quanbeck	KLJ
Wade	Kline	KLJ
Roger	Buscher	City of Moorhead Planning Commission

1. CALL TO ORDER AND INTRODUCTIONS

The meeting was called to order at 10:00 am, on April 14, 2016, by Chairman Christian. A quorum was present.

2. APPROVE January 2016 TTC MEETING MINUTES

Chairman Christian asked for any questions or changes to the March 10, 2016 TTC Meeting Minutes.

Motion: Approve the March 10, 2016 TTC Minutes.

**Mr. Weil moved, seconded by Mr. Wolter
MOTION, PASSED
Motion carried unanimously Vote of 10-0**

3. Public Comment Opportunity

No public comments were made or received.

No MOTION

4. 2016-2019 Transportation Improvement Program Amendment #4

Mr. Maddox presented Amendment #4 to the 2016-2019 Transportation Improvement Program (TIP). Mr. Maddox stated that MATBUS requested Metro COG to add or amend the following projects:

1. Amend Project # 515034. Change from replacement of two (2) Paratransit buses to purchase of one (1) Paratransit class 400 bus. The total project cost is \$67,000, of which \$53,600 (80%) is provided via FTA Section 5310 funding and \$13,400 is provided by City of Moorhead Transit. The project is programmed in 2017
2. Amend Project #518080. Change from replacement of two (2) Fixed-route buses to purchase of one (1) Fixed-route Class 700 bus (unit 590). The total project cost is \$470,000, of which \$376,000 (80%) is provided via FTA Section 5339 funding and \$94,000 is provided by City of Moorhead Transit. The project is programmed in 2016.
3. Addition of Project # 5162656. Replacement of one (1) Fixed-route bus (unit 370). The total project cost is \$470,000, of which \$399,500 (85%) is provided via FTA Section 5307 funding and \$70,500 (15%) is provided by City of Moorhead Transit. The project is programmed in 2016.
4. Addition of Project # 5162657. Miscellaneous Support Equipment. The total project cost is \$17,000, of which \$13,600 (80%) is provided via FTA Section 5309 funding and \$3,400 (20%) is provided by City of Moorhead Transit. The project is programmed in 2016
5. Amend Illustrative Project # 518021. Replacement of one (1) Fixed-route vehicle (unit 591) with a class 700 unit. The total project cost is \$482,000, of which \$385,600 is provided via FTA Section 5339 funding and \$96,400 is provided by Moorhead Transit. This project is illustratively programmed in 2017.
6. Addition of Illustrative Project # 5162658. Replacement of one (1) Fixed-route vehicle (unit 592) with a class 700 unit. The total project cost is \$482,000, of which \$385,600 is provided via FTA Section 5339 funding and \$96,400 is provided by Moorhead Transit. This project is illustratively programmed in 2017.

a. Open Public Meeting on the 2016-2019 Transportation Improvement Program (TIP) Amendment #4.

No members of the public were present.

b. Review any written comments received.

No written comments were received.

c. Close Public Meeting on the 2016-2019 Transportation Improvement Program (TIP) Amendment #1.

Ms. Van Beek stated that minor corrections were required for the Federal Transit Administration (FTA) program numbers for two projects. Ms. Van Beek stated that the program number for Project 1 should be 5307 and not 5310. Ms. Van Beek added that the program number for Project 4 should be 5307 and not 5309.

MOTION: Metro COG requests a favorable recommendation to the Policy Board for approval of the proposed Amendment #4 to the 2016-2019 TIP.

Ms. Van Beek moved, seconded by Ms. Bommelman

MOTION, PASSED

Motion carried unanimously. Vote of 10-0

5. Household and Employment Data for 2045 Travel Demand Model (TDM)

Mr. Burns stated that Metro COG staff is currently looking into acquiring the data necessary to prepare the Travel Demand Model (TDM), which is a key component of the 2045 Long Range Transportation Plan (LRTP). Mr. Burns explained that due to the unexpected delays in the statewide purchase and the urgency in which Metro COG needs to obtain this data, staff was initially requesting a recommendation from the TTC for data to be acquired using local funds from the Metro COG operating budget. Mr. Burns informed the TTC that the data provider Metro COG has utilized for the last three LRTP/TDM updates, InfoGroup, has provided a quote of \$4,150 for all household and employment data for Cass and Clay counties.

Mr. Christian stated that, rather than requesting local funds be used to purchase demographic data, Metro COG would work with the MPOs in Bismarck and Grand Forks to develop a contract to purchase state-wide household and employment data. Mr. Christian explained that this contract would be reviewed in May and the TTC would be informed of its status at that time.

NO MOTION

6. Sheyenne Street Corridor Study Phase I Contract Amendment

Mr. Farnsworth stated that in March, Metro COG brought forward a proposed Sheyenne Street Corridor Study Phase I contract amendment with a negotiated sum of \$12,000. Mr. Farnsworth explained that the TTC voted to recommend Policy Board approval of this amendment at that time. Mr. Farnsworth explained that at that time, the plan was for 80 percent of the funding to come from Federal CPG funds and the 20 percent local match coming from the City of West Fargo. Mr. Farnsworth explained that after further discussion, NDDOT confirmed they would not permit the use of CPG funds for this amendment per direction of the NDDOT Consultant Administration Manual. Mr. Farnsworth stated that out of scope items that require federal reimbursement need to be amended into the contract as soon as discovered and prior to work being started on those items.

Mr. Farnsworth explained that after discussions with the City of West Fargo, it was proposed that of the \$12,000 contract amendment, 50 percent could be funded by the City of West Fargo and 50 percent by Metro COG's local funds.

Mr. Weil was in favor of the 50/50 split and noted that the requested funding was due to out of scope work that was unexpected since there were two ongoing studies using different traffic projections so considerable coordination and analysis was needed.

Mr. Thurlow felt that no Metro COG funds, whether local or federal, should be used to fund this amendment as Metro COG should be following the same guidelines as NDDOT and FHWA.

Mr. Gilmour stated that he would be more comfortable with the City West Fargo providing 80 percent of the funding and Metro COG local funds providing 20 percent of the funding. Mr. Weil and Mr. Thurlow stated that they would be comfortable with this agreement.

Motion: Recommend Policy Board approval of the \$12,000 contract amendment to the Sheyenne St Corridor Study Phase I with 80% (\$9,600) funded locally by the City of West Fargo and 20% (\$2,400) funded by Metro COG local funds.

Mr. Thurlow moved, seconded by Mr. Gilmour.

MOTION, PASSED

Motion carried. Vote of 9-0-1 Mr. Johnson abstained (stating that this is a local issue)

7. Ex-Officio Policy Board Membership for NDDOT and MnDOT.

Chairman Christian stated that through discussions with the North Dakota Department of Transportation (NDDOT) in March, it was determined that both the NDDOT and Minnesota Department of Transportation (MnDOT) should be afforded ex-officio status on the Metro COG Policy Board. MnDOT personnel were not present at the March TTC meeting to offer their input on the matter, and the agenda item was tabled until the April meeting pending discussions with MnDOT. Mr. Christian stated that they will not have voting privileges but would have full access to the Policy Board.

Motion: Recommend favorable recommendation of an amendment to the Policy Board Bylaws to provide ex-officio representatives, one each from the North Dakota Department of Transportation and Minnesota Department of Transportation.

Mr. Gilmour moved, seconded by Mr. Weil.

MOTION, PASSED

Motion carried unanimously. Vote of 10-0

8. 2015 Metro Area-Wide Traffic Count Map

Mr. Farnsworth stated that every five years, Metro COG conducts area-wide traffic counts which are used to update the regional travel demand model (TDM). Mr. Farnsworth explained that traffic counts are beneficial for the public, developers, planners, engineers, and others interested in knowing changes in traffic numbers and growth trends in the Fargo-Moorhead Metropolitan area.

Mr. Farnsworth stated that the 2015 traffic counts were coordinated with NDDOT and MnDOT, who each conducted their own counts on functionally classed arterial roadway networks.

Mr. Farnsworth explained that Metro COG's consultant conducted counts at 384 locations,

NDDOT conducted counts at 550 locations and MnDOT conducted counts at roughly 44 locations in the area.

Mr. Farnsworth explained that Metro COG is currently finalizing the 2015 count map, pending the inclusion of MnDOT's traffic counts and additional changes recommended at the Traffic Operations Working Group meeting on April 5. Mr. Farnsworth stated that Metro COG will send local jurisdictions a GIS shapefile of the traffic count information for their use. In addition, Metro COG will post the draft map to the Metro COG website and send the TTC the link once it is posted.

9. Additional Business

Mr. Christian stated that Ms. Hickman from the Federal Highway Administration (FHWA) would present findings from its Federal Mock Certification Review to the Policy Board in April. Mr. Christian explained that after the findings were presented to Policy Board, they will be posted to Metro COG's website.

Mr. Farnsworth stated that there will be public input sessions for the 2016 Metropolitan Bicycle & Pedestrian Plan. Mr. Farnsworth explained that these meetings will occur in two weeks, with the times and dates are still being finalized. Mr. Farnsworth stated that input sessions would be at each university in the Fargo-Moorhead area, one at the Fargo Public Library, and one at the Family Wellness Center.

Mr. Weil inquired about the 2016-2020 Transit Development Plan and how that was progressing. Ms. Van Beek stated that the plan was moving forward and would be completed in the coming months.

10. Adjourn

The 460th Regular Meeting of the TTC was adjourned on April 14, 2016 at 10:40 am.

11. THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD May 12, 2016 10:00 A.M. AT THE FM METRO COG CONFERENCE ROOM, ONE NORTH 2ND STREET, CASE PLAZA SUITE 232, FARGO, ND.

Respectfully Submitted

Nakhaly Swearingen
Executive Secretary