

**459th Meeting of the
FM Metro COG Transportation Technical Committee
Thursday, March 10, 2016 – 10:00 am
Metro COG Conference Room**

Members Present:

Shawn	Anderson	MN Universities Representatives
Jon	Atkins	City of Moorhead Engineering
Jason	Benson	Cass County
Julie	Bommelman	MATBUS-Fargo
William	Christian	Metro COG
Hali	Durand	Cass County
Kim	Lipetzky	Bike/Ped Representative
Peyton	Mastera (Alternate for Stan Thurlow)	City of Dilworth
Kylie	Murphy (Alternate for Jeremy Gorden)	City of Fargo
Aaron	Nelson (Alternate for Jim Gilmour)	City of Fargo
Seth	Pfeifer (Alternate for David Overbo)	Clay County
Brit	Stevens	ND Universities Representatives
Drew	Sturdivant (Alternate for Lori Van Beek)	MATBUS – Moorhead
Larry	Weil	City of West Fargo
Mark	Wolter	Freight Representative
Chad	Zander(Alternate for Chris Brungardt)	City of West Fargo

Members Absent:

Michael	Johnson	NDDOT
Tim	Magnusson	Clay County
Mary	Safgren	MnDOT
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

1. CALL TO ORDER AND INTRODUCTIONS

The meeting was called to order at 10:02 am, on March 10, 2016, by Chairman Christian. Introductions were made. A quorum was present.

2. APPROVE January 2016 TTC MEETING MINUTES

Chairman Christian asked for any questions on the February 11, 2016 TTC Meeting Minutes.

Motion: Approve the February 11, 2016 TTC Minutes.

Mr. Benson moved, seconded by Mr. Bommelman.

MOTION, PASSED

Motion carried unanimously. Vote of 16-0

3. Public Comment Opportunity

No public comments were made or received.

No MOTION

4. Proposed Amendment to Sheyenne Street Corridor Study Phase 1

Mr. Farnsworth started by describing the project history and mentioned how there was coordination at the beginning of the Sheyenne Street Corridor Study Phase I project with the SW Metro Transportation Plan, developing acceptable traffic projections. Mr. Farnsworth stated that an amendment amount of \$12,000 was negotiated between Metro COG and KLJ on February 25, 2016. The amount would be contingent on NDDOT making CPG available, and the city to agree to pay the local match.

Mr. Farnsworth stated that if CPG funding was used to help fund the cost, a 20% local match would be required. Ms. Durand asked if the City of West Fargo plans to provide the 20% local match. Mr. Farnsworth replied that it had been confirmed that West Fargo would provide the local match. Mr. Atkins asked how much the total budget was for the project. Mr. Farnsworth replied that the total budget was \$201,000. Mr. Weil stated that he believed there was additional coordination required during this project, and that the amendment amount was reasonable. The overhead cost came into question, noting that the overhead was almost 150% of the total amount. Mr. Farnsworth stated that the overhead amount of 146% was the overhead amount agreed upon on the original contract, and Metro COG finds that amount acceptable.

MOTION: Recommend Policy Board Approval of the negotiated \$12,000 amendment amount.

Mr. Weil moved, seconded by Mr. Benson.

MOTION, PASSED

Motion carried. Vote of 15-0-1

Mr. Christian abstained

5. Section 5310 Transit Grant Application

Mr. Farnsworth stated that the Section 5310 grant is part of an annual federal grant which provides funding for transit projects which improves mobility for the elderly and persons with disabilities.

Mr. Farnsworth stated that Metro COG received one application, from MATBUS- Fargo. Mr. Farnsworth explained that the applicant is seeking funding for the replacement of two hybrid diesel-electric paratransit vehicles. The purpose of replacing these vehicles is because the existing vehicles are no longer operable and cannot be repaired or retrofitted as the replacement/repair parts are no longer available. Mr. Farnsworth stated that further, the vehicles have reached their five-year life limit under FTA guidelines. The estimated cost for the two new vehicles is \$80,000 each. This totals to \$160,000, with a request for \$128,000 federal funding and the remaining \$32,000 being funded locally by MATBUS.

Mr. Farnsworth asked Ms. Bommelman if there was anything else she wanted to add. Mrs. Bommelman stated that once they received the vehicles, the company went out of business, so parts were no longer available. Chairman Christian asked for questions.

MOTION: Recommend TTC approval of the Section 5310 grant application as completed by Metro Area Transit-Fargo.

Mr. Sturdivant moved, seconded by Ms. Bommelman.

MOTION, PASSED

Motion carried unanimously. Vote of 16-0

6. Revised Scope of Work and Draft Contract for the Data Development Plan/Demographic Forecast Study.

Mr. Burns reminded the Committee that, during the February 2016 meeting of the Transportation Technical Committee, Metro COG staff presented the results of the selection process for the Long-Range Data Development Plan and Demographic Forecast Study and confirmed that KLJ was the highest-ranked firm. Mr. Burns continued by explaining that while the initial cost form submitted by KLJ was greater than the advertised not-to-exceed budget of \$125,000, further discussions between staff and KLJ has clarified aspects of the project, and KLJ subsequently provided an updated proposal and a revised fee that is within budget.

Mr. Burns went into details on the changes to the original proposal that were made to keep the project within budget. Mr. Burns stated that the changes included scaling back the number of Study Review Committee meetings from seven to four, a change in the horizon year from 2050 to 2045, and a more refined focus on the allocation of projections to the model's TAZ structure. Mr. Burns noted that he felt more comfortable with the scope of the project as a whole and felt that the negotiation process was successful in establishing a more refined scope and workflow for the project.

Motion: Metro COG requests favorable recommendation to the Policy Board for approval of the contract with KLJ to complete the Long-Range Data Development Plan and Demographic Forecast Study.

Mr. Weil moved, seconded by Mr. Atkins.

MOTION, PASSED

Motion carried unanimously. Vote of 16-0

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

Chairman Christian asked for this item is removed from the agenda until next meeting. Chair Christian stated that a MnDOT Representative could not attend today's meeting in person or conference call.

No MOTION

8. New Committee Member Update - Bicycle/Pedestrian Presentation

Ms. Lipetzky, bicycle/pedestrian representative, gave a slideshow presentation on bicycle and pedestrian matters in the region. Ms. Lipetzky discussed a number of initiatives that she has been involved with including: Streets Alive, Great Rides Bike Share, Bronze Bicycle Friendly Community award, Bicycle & Pedestrian Plan, and Food Systems Planning.

9. MATBUS Presentation

Ms. Bommelman and Mr. Sturdivant from MATBUS presented a quarterly report on MATBUS matters in the region.

10. Additional Business

No additional business.

11. Adjourn

The 459th Regular Meeting of the TTC was adjourned on March 10, 2016 at 11:00 am.

12. THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD April 14, 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