467th Meeting of the
FM Metro COG Transportation Technical Committee
Thursday, November 10th, 2016 – 10:00 am
Metro COG Conference Room

Members Present:
Jonathan Atkins City of Moorhead
Jason Benson Cass County
Julie Bommelman City of Fargo, MATBUS
William Christian Metro COG
Hali Durand Cass County
Jim Gilmour City of Fargo
Jeremy Gorden City of Fargo
Michael Johnson NDDOT
Stan Thurlow City of Dilworth
Lori Van Beek City of Moorhead, MATBUS
Mark Wolter Midnite Express, Inc. / Freight Rep.
Chad Zander (alternate for Chris Brungardt) City of West Fargo

Members Absent:
Kristie Leshovsky City of Moorhead
Tim Magnusson Clay County
David Overbo Clay County
Mary Safgren MnDOT
Brit Stevens ND Universities Rep.
Larry Weil City of West Fargo

Others Present:
Adam Altenburg Metro COG
David Burns Metro COG
Dan Farnsworth Metro COG
Michael Maddox Metro COG
Savanna Leach Metro COG
Andrew Krog Bolton & Menk
Steven Wahler Bolton & Menk
Joel Quanbeck KLJ
Dan Bergerson HDR

1. CALL TO ORDER AND INTRODUCTIONS
The meeting was called to order at 10:00 am, on October 13 by Chair Christian. A quorum was present.
2. **APPROVE October 13, 2016 TTC MEETING MINUTES**
Chair Christian asked if there were any questions or changes to the October 13, 2016 TTC Meeting Minutes. No changes or corrections were offered.

   *Motion: Approve the October 13, 2016 TTC Minutes.*
   Mr. Thurlow moved, seconded by Ms. Durand.
   *MOTION, PASSED*
   Motion carried. Vote of 10-0.

3. **Public Comment Opportunity**
No public comments were made or received.

   *No MOTION*

4. **2017-2020 Transportation Improvement Program Amendment #1**
Michael Maddox of the Metro COG presented a proposed amendment to the 2017-2020 TIP.

   1. Amend Project #417010: The funding for the 32nd Ave S reconstruction and widening project from 32nd Ave S to 42nd Ave S has changed due to updated project cost estimates. The total project cost will be $7,926,600 with $2,135,804 being provided by Federal STP-U funds and $5,790,796 provided by the City of Fargo.

   2. Amend Project #4162662: The NDDOT determined that all work within the I-29 ROW will be funded for by the State. The funding for the 32nd Ave S interchange with I-29 reconstruction project has been changed due to updated project cost estimates. The total project cost will be $9,828,060 with $8,845,254 provided through Federal Interstate Maintenance funding and $982,806 being provided by the State of North Dakota.

   3. Addition of Project #5162690: Purchase of one senior van by Moorhead MATBUS. The total project cost is $25,000 with $20,000 being provided by FTA 5307 funding and $5,000 being provided by the City of Moorhead.

   Michael Johnson of the NDDOT added that the federal funding has not changed, as it has been capped.

   No public comments were made or received.

   *Motion: Recommend Policy Board Approval of the Proposed Amendment #1 to the 2017-2020 TIP.*
   Mr. Gilmour moved, seconded by Mr. Wolter.
   *MOTION, PASSED*
   Motion carried unanimously. Vote of 10-0-1.
   (Ms. Van Beek Abstained, as she arrived as the voting started)  
   Ms. Van Beek arrived at 10:06am; Mr. Benson and Mr. Gorden arrived at 10:08am.
5. **UPWP Budget Revision**

   Chair Christian presented the UPWP Budget Revision. As of September, 2016 the Metro COG UPWP budget has been exceeded in two categories: 400 Transportation Plan/Program Maintenance (100.8%) and 700 Bicycle, Pedestrian, Transit Planning (100.2%). This was anticipated due to Metro COG developing the Metropolitan Bicycle and Pedestrian Plan in-house in lieu of contracting the service. Staff is proposing the revision to reflect actual costs for these two categories. Doing so will provide a cleaner audit. Such adjustments are common, as long as they are reasonable and combined do not exceed 10% of the total budget. Mr. Johnson pointed out that the Metro COG has exceeded the 10% budget allowance, so it will be subject to DOT/Federal Highway approval.

   **Motion: Recommend Policy Board Approval of 2017-2018 Unified Planning Work Program (UPWP) as presented with changes.**

   Mr. Johnson moved, seconded by Mr. Gorden

   **MOTION, PASSED**

   Motion carried unanimously. Vote of 13-0.

6. **Recommendation for CPG Transfer to Grand Forks MPO**

   Chair Christian presented information that the Grand Forks’ MPO is almost through their 2016 consolidated planning grant funding, and will need to start the process for 2017 grant application. Both Fargo-Moorhead and Bismarck MPOs are still operating under the 2015 grant with high running balances. Chair Christian presented two options for a stop-gap solution: request a transfer of the 2014 deobligated funds from NDDOT; or a voluntary transfer of funds from the Metro COG to keep them afloat while Fargo-Moorhead and Bismarck spend down their respective balances. This solution has been used in the past. A discussion followed with questions of why we aren’t spending money. Mr. Johnson pointed out that Grand Forks MPO is not at fault, as they are spending within their budget during the current year. Mr. Christian responded that no projects were submitted for consideration during the development of the new UPWP. No one has asked to add a project. Mr. Christian suggested that a meeting be called among the MPO and local jurisdictions as soon as possible to discuss the funding available and to find projects to spend down our large balances. Mr. Christian stated he will establish a Doodle Poll to garner the availability of members to attend.

   **Motion: Defer Action and Recommendation until Chair Christian and Jurisdiction Representatives meet to Discuss Further Action.**

   Mr. Gilmour moved, seconded by Mr. Atkins

   **MOTION, PASSED**

   Motion carried. Vote of 11-0-1. Mr. Johnson abstained from this vote.

   Mr. Benson excused himself from the meeting at 10:48am.

7. **Demographic Forecast Contract Extension**

   David Burns requested a contract extension with KLJ for the Demographic Forecast Update to June 2017. Necessary data for the study was not released until later than anticipated, and initial review found the quality of data to be less than satisfactory. Mr. Burns noted that this extension is not the fault of the contractor. Currently, the contractor states the project to be at 65% completion.
Motion: Recommend Policy Board Approval of the Long-Range Data Development Plan/Demographic Forecast Update contract to June of 2017.
Mr. Gilmour moved, seconded by Ms. Bommelman.
MOTION, PASSED
Motion carried unanimously. Vote of 12-0.

8. 2017 Policy Board, Executive Committee, and Transportation Technical Committee Meeting Schedules
Mr. Christian presented the meeting schedule for approval to be printed in the Fargo Forum at the beginning of the year. A few adjustments to the dates; and notice of change in venue should be at seven days’ notice, instead of three.

Motion: Recommend Policy Board Approval of the Proposed Meeting Schedules with Revised Changes
Mr. Atkins moved, seconded by Ms. Van Beek
MOTION, PASSED
Motion carried unanimously. Vote of 10-0.

9. Safe Routes to School Update
Adam Altenburg presented a brief update on the Safe Routes to School plans for the City of Moorhead and the City of West Fargo.

10. Additional Business
Dan Farnsworth of the Metro COG requested rail signal timing info from the jurisdictions for use with ATAC. Fargo has already contributed this information. He also brought up a reminder that grant application deadlines are fast approaching. Both North Dakota TA and HSIP deadlines are 12/5/16.

11. Adjourn
The 467th Regular Meeting of the TTC was adjourned on November 10th at 11:18 a.m.

12. THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD December 8th, 2016, 10:00 A.M. AT THE FM METRO COG CONFERENCE ROOM, ONE NORTH 2ND STREET, CASE PLAZA SUITE 232, FARGO, ND.

Respectfully Submitted,

Savanna K. Leach
Executive Secretary