

**473rd Meeting of the
FM Metro COG Transportation Technical Committee
Thursday, May 11th, 2017 – 10:00 am
Metro COG Conference Room**

Members Present:

Jonathan	Atkins	City of Moorhead Traffic Engineer
Shane	Bakken	Clay County (alternate for David Overbo)
William	Christian	Metro COG
Hali	Durand	Cass County Planner
Jeremy	Gorden	City of Fargo Transportation Engineering
Michael	Johnson	NDDOT – Local Government Division
Aaron	Nelson	City of Fargo Planning (alternate for Jim Gilmour)
Mary	Safgren	MnDOT – District 4
Russ	Sahr	City of Horace Planning
Jordan	Smith	MATBUS (alternate for Julie Bommelman)
Tom	Soucy	Cass County Highway Department (alternate for Jason Benson)
Stan	Thurlow	City of Dilworth Planner
Lori	Van Beek	City of Moorhead, MATBUS
Larry	Weil	City of West Fargo Planning
Mark	Wolter	Freight Representative, Midnite Express
Chad	Zander	City of West Fargo (alternate for Chris Brungardt)

Members Absent:

Kristie	Leshovsky	Moorhead Zoning/Planning
Kim	Lipetzky	Fargo Cass Public Health
Mark	Vaux	GFMEDC

Others Present:

Adam	Altenburg	Metro COG
Mike	Bittner	KLJ
David	Burns	Metro COG
James	Dahlman	City of Horace, Interstate Engineering
Ken	Demmons	HDR
Richard	Duran	FHWA – North Dakota
Andrew	Emanuele	FHWA - Minnesota
Dan	Farnsworth	Metro COG
Jay	Forthun	Moore Engineering
Kevin	Gorder	NDDOT – Fargo District
Stephanie	Hickman	FHWA – North Dakota
Matthew	Huettl	HDR
Andrew	Krog	Bolton + Menk
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Melissa	Olheiser	M-State
Josh	Olson	Apex Engineering
Brent	Muscha	Apex Engineering
Bobbi	Retzlaff	MnDOT
Adam	Walker	Houston Engineering
Darrell	Washington	MnDOT Transit

1. CALL TO ORDER AND INTRODUCTIONS

The meeting was called to order at 10:00 am, on May 11th, 2017 by Chairman Christian. A quorum was present.

2. APPROVE the 473rd TTC MEETING AGENDA

Chairman Christian asked if there were any questions or changes to the 473rd TTC Meeting Agenda.

Motion: Approve the 473rd TTC Meeting Agenda.

Ms. Durand moved, seconded by Mr. Soucy.

MOTION, PASSED. 14-0.

Motion carried unanimously.

Jeremy Gorden joined the meeting at 10:07am.

3. APPROVE April 13th, 2017 TTC MEETING MINUTES

Chairman Christian asked if there were any questions or changes to the April 13th, 2017 TTC Meeting Minutes.

Motion: Approve the April 13th, 2017 TTC Minutes.

Mr. Thurlow moved, seconded by Ms. Durand.

MOTION, PASSED. 15-0.

Motion carried unanimously.

4. Public Comment Opportunity

No public comments were made or received.

No MOTION

5. 2017-2020 TIP Amendment #5

Michael Maddox presented the 2017-2020 TIP Amendment #5. The proposed amendment to the 2017-2020 TIP is as follows:

1. Addition of Project 9172693: District-wide Chip Seal to be constructed in FY2018.
2. Addition of Project 5172694: Grant award for a MATBUS Grant Administrator position.
3. Addition of Project 5172695: Grant award for Moorhead share of the Transit Facility Analysis and Development Strategy.
4. Addition of Project 5172696: Grant award for the completion of an ADA Paratransit Study.
5. Addition of Project 5172697: Grant award for the expansion of Moorhead evening transit service in south Moorhead.
6. Addition of Project 5172698: Grant award for an increase to the frequency of Saturday transit service in Moorhead.
7. Addition of Project 5172699: Grant award for the purchase of transit shelters.
8. Modification of Project 5162677: Purchase of 1 fixed route class 700 bus.

9. Addition of Project 9172700: Construction of Median Crossover on I-94 in conjunction with the Sheyenne Street Interchange project.
10. Addition of Project 917701: Installation of a traffic signal at the intersection of Main Ave and 15th St NW in West Fargo as well as interconnection with fiber optic cable.
11. Modification of Project 917020: Reconstruction of Main Ave and underground utilities from the Red River to University Dr.

Minnesota just presented a transit Expansion Grant opportunity, to which Moorhead applied, and was granted quite a few requests. The grant program is 100% funding for two years.

Lori Van Beek corrected some errors: #4 is an ADA Paratransit Sunday Service Study, and that #8 is being funded by the state, but not by the Expansion Grant, however a second fixed route class 700 bus will be funded through the Expansion Grant.

Michael Johnson noted that #11 should read "University Drive" instead of "Main Avenue," and that the project limit should instead describe reconstruction of University, I-94 North ramps to 18th Avenue.

Mary Safgren questioned the Chip Seal project's approval of the Policy Board. Chair Christian confirmed that this will be done at the Policy Board meeting on Thursday, May 18th, 2017.

A Public Hearing was opened; no public comments were made or received.
The Public Hearing was closed.

Motion: Favorable recommendation to the Policy Board for approval of the proposed Amendment #5 to the 2017-2020 TIP, to include specified changes.

Ms. Van Beek moved, seconded by Mr. Gorden.

MOTION, PASSED. 15-0.

Motion carried unanimously.

Larry Weil joined the meeting at 10:12am, and abstained from the vote.

6. MATBUS Transit Routing Software

Michael Maddox presented the ReMix Transit Software Purchase Contract. ReMix Software, Inc. was the only firm to submit a proposal. MATBUS and Metro COG conducted an interview via telephone on May 5th, 2017, and following the interview, it was decided to move forward with the software-as-a-service purchase. The contract states that Metro COG will purchase the software service for one year, at a cost of \$17,500. The contract also provides the opportunity to extend the contract to a (not-to-exceed) three-year term. If initiated, the cost would be reduced to \$16,000 per year.

Jonathan Atkins questioned the software model, asking if Metro COG should choose to not extend the contract, if all data and information would be lost. Mr. Maddox explained that this is offered as software-as-a-service, and is all Cloud-based. He also noted that there is not a limit on users. Mr. Atkins questioned if it was wise to go with the firm, as no other firms submitted proposals. Lori Van Beek specified that this firm and software is used nation-wide, and came

highly recommended. Ms. Van Beek laid out specific features and data that will prove beneficial to the MATBUS system. It will also import and utilize existing data.

Motion: Recommend approval of the selection of ReMix as the vendor, and subsequent contract for services with ReMix Software, Inc. to the Policy Board, inclusive of any TTC or NDDOT changes.

Ms. Van Beek moved, seconded by Mr. Atkins.

MOTION, PASSED. 16-0.

Motion carried unanimously.

7. 52nd Avenue South Cooperative Documented Categorical Exclusion Report Request for Proposals

Chair Christian presented the 52nd Avenue South Cooperative Documented Categorical Exclusion Report RFP. Chair Christian noted that this RFP was tabled last month, due to the RFP having not yet been approved by NDDOT.

Jonathan Atkins questioned wording on page six of the RFP: "At a minimum, one 'No Build' alternative and one 'Build' alternative need to be identified. However, the 'Build' alternatives should not be limited to one alternative." Michael Johnson agreed that the wording will need to be clarified. Mr. Johnson also pointed out that the NDDOT will take a longer approval period to make sure that all parts of the project are easily defined as what can be federal funding eligible, and what parts will not be eligible. Mr. Atkins also questioned the process of approval if the RFP is not finalized. Chair Christian, Jeremy Gorden, and Mr. Johnson all explained that this approval gives staff permission to release the RFP, once a valid and final draft is approved by NDDOT.

Motion: Favorable recommendation to the Policy Board to approve the 52nd Avenue South Cooperative Documented Categorical Exclusion Report Request for Proposal for release, pending revision and review by NDDOT.

Mr. Gorden moved, seconded by Ms. Van Beek.

MOTION, PASSED. 16-0.

Motion carried unanimously.

8. Moorhead ADA Transition Plan Consultant Recommendation

Chair Christian presented SRF Consulting as the recommended consultant for the Moorhead ADA Transition Plan. SRF and Bolton & Menk were both interviewed on May 5th, 2017, with SRF having the highest average score and ranking. Mr. Christian assured the committee that the NDDOT gave permission to move forward with two consultants, when three is the normal minimum.

It was questioned why NDDOT is underwriting the RFP, when the jurisdiction is in Minnesota. Chair Christian advised that there is an agreement between the North Dakota and Minnesota Departments of Transportation, making NDDOT the lead on all projects under Metro COG, including those in Minnesota. All contracts are governed by North Dakota Century Code, rules, regulations, and laws.

Motion: Favorable recommendation to the Policy board to approve SRF as the Moorhead ADA Transition Plan selected consultant, and begin contract negotiations.

Mr. Atkins moved, seconded by Ms. Van Beek.

MOTION, PASSED. 16-0.

Motion carried unanimously.

9. Cass County Comprehensive and Transportation Plan Consultant Recommendation

Adam Altenburg presented KLJ as the recommended consultant for the Cass County Comprehensive and Transportation Plan. KLJ and SRF were both interviewed on May 4th, 2017, with KLJ having the highest average score and ranking. Mr. Altenburg assured the committee that the NDDOT gave permission to move forward with two consultants, when three is the normal minimum.

Final contract negotiations are scheduled for May 22nd, 2017.

Motion: Favorable recommendation to the Policy Board to approve KLJ Engineering as the Cass County Comprehensive and Transportation Plan selected consultant, and begin contract negotiations.

Mr. Soucy moved, seconded by Mr. Sahr.

MOTION, PASSED. 16-0.

Motion carried unanimously.

10. 17th Avenue South Corridor Study Consultant Recommendation

Dan Farnsworth presented KLJ as the recommended consultant for the 17th Avenue South Corridor Study. Four firms were interviewed on May 5th, 2017, with KLJ having the highest average score and ranking.

Lori Van Beek asked if there would be a transit representative on the steering committee for this project. Mr. Farnsworth assured Ms. Van Beek that he had spoken to Julie Bommelman in regards to this matter.

Motion: Favorable recommendation to the Policy Board to approve KLJ Engineering as the 17th Avenue South Corridor Study selected consultant, and begin contract negotiations.

Mr. Gorden moved, seconded by Ms. Safgren.

MOTION, PASSED. 16-0.

Motion carried unanimously.

11. Discussion on NDDOT CPG Funding Formula

Chair Christian presented a discussion on NDDOT CPG Funding Formula. The NDDOT and FHWA recommend that the CPG formula be changed. Bismarck presented three proposals, and Mr. Christian believes that the reformulation should wait until the next census. However, a discussion between the three MPOs will need to happen regardless.

Discussion addressed the current issues, as well as possible reductions to available CPG funds for each MPO. There were questions concerning Grand Forks operations, and why they overspend. Michael Johnson reiterated that Grand Forks is not overspending, but spending within the allotted year. Grand Forks is operating within their budget, while Fargo and Bismarck are sitting on large overages and having difficulties spending them down. The initial proposal from the NDDOT was to grant Grand Forks with a higher baseline for spending. Stephanie Hickman from the FHWA also reiterated these facts.

Committee discussion concluded with the three following options to present to the Policy Board for consideration:

1. Increase the base amount to all of the MPOs to an amount equitable to each MPO but not to exceed a base of \$400,000; and the remaining CPG to be doled out by population.
2. Change the base amount that each MPO will receive based from the current \$120,000 to the annual operations budget of the smallest MPO (Grand Forks); and the remaining CPG to be doled out by population.
3. Use the MPO operations budget for each MPO as a base and the remainder of the CPG to be doled out by population.

These options were not prioritized.

Mr. Johnson thanked the committee for having an open and understanding conversation regarding this matter. It increases the understanding of the issues at hand.

Motion: Bring the three discussed formula options to the Policy Board, with no priority, with assistance from NDDOT and discussions with the Bismarck and Grand Forks MPOs.

Mr. Atkins moved, seconded by Mr. Sahr.

MOTION, PASSED. 16-0.

Motion carried unanimously.

12. Update on 2017 Metro Profile

David Burns presented the update on the 2017 Metro Profile. The profile relies heavily upon data inputs supplied by member jurisdictions. The following information is needed from all jurisdictions, with the exception of Moorhead: 2016 Roadway Capacity and System Changes, 2016 Roadway Preservation and TSM Activities, 2016 Bike/Ped Projects and Improvements, and 2016 Transit Operations and Performance Data.

Mr. Burns offered his assistance to the jurisdictions, should that be necessary.

NO Motion.

13. Additional Business

No additional business.

14. Adjourn

The 473rd Regular Meeting of the TTC was adjourned on May 11th, 2017 at 11:34 a.m.

THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD THURSDAY, JUNE 8th, 2017, 10:00 A.M. AT THE FM METRO COG CONFERENCE ROOM, ONE NORTH 2ND STREET, CASE PLAZA SUITE 232, FARGO, ND.

Respectfully Submitted,

Savanna Leach
Executive Secretary