

**PROCEEDINGS OF THE
TECHNICAL ADVISORY COMMITTEE
Wednesday, December 10th, 2008 – 1:30 p.m.
Grand Forks City Hall Conference Room A-101**

CALL TO ORDER

Earl Haugen, Chairman, called the December 10th, 2008, meeting of the MPO Technical Advisory Committee to order at 1:33 p.m.

CALL OF ROLL

On a Call of Roll the following members were present: Jane Williams, Grand Forks Traffic Engineer; Nancy Ellis, East Grand Forks Planner; Charles Durrenberger (Proxy for Brad Gengler), Grand Forks Planner; Stacey Hanson, NDDOT-Bismarck (via conference call); Dale Bergman, Superintendent for Cities Area Transit; Brad Bail, East Grand Forks Consulting Engineer; Les Noehre, NDDOT-Grand Forks; Rich Sanders, Polk County Engineer; Kent Ehrnestrom, MNDOT- Bismarck; and Richard Parton, NDDOT-Grand Forks.

Staff present were: Earl Haugen, GF/EGF MPO Executive Director; Teri Nelson, GF/EGF MPO Planner; Ali Rood, GF/EGF MPO Intern; and Peggy McNelis, GF/EGF MPO Executive Assistant.

Guest(s) present were: Mohammad Smadi, NDSU-ATAC.

INTRODUCTIONS

Haugen asked, because a guest is present today, that everyone please introduce themselves.

DETERMINATION OF A QUORUM

A quorum was present.

MATTER OF APPROVAL OF THE NOVEMBER 12TH, 2008, MINUTES OF THE TECHNICAL ADVISORY COMMITTEE

MOVED BY WILLIAMS, SECONDED BY BERGMAN, TO APPROVE THE NOVEMBER 12TH, 2008, MINUTES OF THE TECHNICAL ADVISORY COMMITTEE, AS SUBMITTED.

MOTION CARRIED UNANIMOUSLY.

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**MATTER OF APPROVAL OF THE ITS REGIONAL ARCHITECTURE PLAN
UPDATE**

Haugen reported that Mohammad Smadi, with A.T.A.C. is present today to give a brief overview on the ITS Regional Architecture Plan Update. He stated that a copy of the draft report was included in the packets for review.

Haugen explained that the MPO was required to update its ITS Regional Architecture Plan, which was originally done in 1995, by the end of this year. He added that the update was identified in our work program, and that we engaged A.T.A.C. to do the update, the results of which will be presented today.

Smadi distributed copies of his presentation (a copy of which is included in the file and available upon request).

Presentation ensued.

Smadi explained that ITS stands for Intelligent Transportation Systems, and is defined as the integrated application of advanced information and communication technologies. He added that the purpose of these technologies is to enhance the safety of the transportation system, and also to enhance the efficiency, mobility, and productivity of the system.

Smadi stated that the ITS Architecture is a framework, or roadmap, of future ITS deployment in the region. He explained that it defines the functions that are related to the region, functions that we are interested in, by determining where they occur. He added that we refer to these functions as “subsystems”, and that it defines interfaces between these different subsystems, the kind of information that needs to be exchanged in order for these functions to be performed, as well as the communication requirements for these interfaces. He stated that it also defines the Stakeholder roles for each of the subsystems, or the physical entities.

Smadi commented that, as Mr. Haugen mentioned, there is a federal rule that states that an ITS Architecture Plan needs to be developed for a region, and also that it needs to be maintained and updated on a regular basis to reflect the most up-to-date snapshot of the region. He said that the rule also specifies that any subsequent ITS project, after the development of the ITS Architecture needs to comply with what is in the architecture, and if a project is out of the scope of the architecture the architecture needs to be updated. He added that another requirement is that all ITS projects must follow a systems engineering process. He reported that basically this all applies to projects that are funded by the Highway Trust Fund, or whatever other fund will replace the Highway Trust Fund as it is basically empty right now.

Smadi stated that there are several requirements that need to be implemented in order to have a valid Regional ITS Architecture in place, and at the same time there are the things we need to look at whenever we maintain the architecture, or do an update: 1) Describe the region, agencies and stakeholders; 2) Describe the roles and responsibilities of stakeholders; 3) Agreements

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(existing or new) required for operations; 5) System functional requirements; 6) Interface requirements and information exchanges; 7) ITS standards supporting regional and national interoperability; 8) The sequence of projects required for implementation.

Smadi said that he would like to give a brief definition of what a Market Package is because they use the Market Packages a lot in the development of the architecture and also the update. He explained that they are basically a way to view the Regional Architecture, and are defined as slices of the architecture. He stated that each Market Package addresses a specific service in a service area, and they represent the different subsystems and information flows that occur between the subsystems. He added that in the Grand Forks/East Grand Forks ITS Architecture there are 19 different Market Packages and they fit within four different services areas which are: 1) Public Transportation; 2) Traffic Management; 3) Emergency Management; and 4) Maintenance and Construction Management.

Smadi referred to the next few slides, and went over the changes made that would affect the Regional ITS Architecture. He explained that part of the update involves the implementation of changes made to the National ITS Architecture as well.

Smadi commented that part of doing the update is that there are several deliverables, including the document included in the packets. He explained that they took the original 1995 document and added a summary of the updates, and wherever necessary within the text of the report they added updates. He stated that any technologies that were changed, anything new is reflected in the text of the report.

Smadi reported that the report comes with two appendices. He said that the first includes the Market Package or Flow Diagrams, which are really best viewed electronically so you can pan and zoom through the information; and the other includes functional requirements, which they added with this updated.

Smadi stated that one other component of the update is the Turbo Architecture data base, which is the software used to present all of the information in the architecture, and also for updating and maintaining the architecture.

Smadi commented that all of the files are available for downloading on-line at www.atacenter.org/regional/grandforks/.

Smadi said that, in terms of what is next for the future, they will finalize the report and update the web version. He added that NDDOT will be holding training on regional architecture and systems engineering training in Bismarck on February 17 & 18, 2009. He stated that it would be a very good idea to have a representative from the MPO attend that training.

Haugen referred to Page 4 of the report, the list of Stakeholders, and pointed out that there are both past and present staff persons listed for some entities. He asked if it might be better to only list the present staff person for all entities. Smadi responded that he agrees that it should only list

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the present staff person, and that he tried to do that but may have missed a few. He asked that Mr. Haugen send him a list of those names that should be removed.

MOVED BY SANDERS, SECONDED BY ELLIS, TO FORWARD A RECOMMENDATION TO THE MPO EXECUTIVE POLICY BOARD THAT THEY APPROVE THE UPDATE TO THE REGIONAL ITS ARCHITECTURE PLAN.

Haugen stated that once all comments are received and incorporated in the document the final version of the update will be e-mailed to everyone. He added, however, that should a substantial amount of comments be received, the document would be brought back to the Technical Advisory Committee for reconsideration.

MOTION CARRIED UNANIMOUSLY.

**MATTER OF APPROVAL OF THE MINNESOTA/4TH AVENUE CORRIDOR STUDY
FINAL REPORT**

Ellis reported that last month she brought the draft document to this body for review and comments. She stated that comments were received from the Grand Forks Engineering Department, primarily involving the roundabout, and were incorporated into the final document.

Ellis commented that the final document has now been submitted to the Grand Forks Service/Safety Committee, the Committee of the Whole, and the City Council, and has been approved subject to further analysis of the roundabout.

Haugen reported that the updated document is available on the MPO website at: www.theforksmpo.org. Ellis added that they were asked to provide a funding flow-chart by the MPO Executive Policy Board. She explained that that document was completed and submitted to the Grand Forks City Council in order to give them an idea of how things can be funded. She said that that document will be added to the appendices of the report.

MOVED BY DURRENBERGER, SECONDED BY BAIL, TO FORWARD A RECOMMENDATION TO THE MPO EXECUTIVE POLICY BOARD THAT THEY APPROVE THE MINNESOTA/4TH AVENUE CORRIDOR STUDY FINAL REPORT.

MOTION CARRIED UNANIMOUSLY.

MATTER OF 2010-2013 T.I.P. PROJECTS

Haugen reminded the committee that every December we need to take action on projects that have been nominated for inclusion in the T.I.P./S.T.I.P. development process. He reported that this year we are handling both North Dakota and Minnesota projects at the same meeting, adding that typically that is not the case as North Dakota is usually done in December and Minnesota in January.

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Haugen commented that highlighted in the staff report they tried to identify the total project costs, and the federal participation dollar amount for each of those projects. He said that, as you will have noticed when reading through the multiple page staff report, there have been a number of adjustments that have occurred. He explained that although we do have a 2009-2012 T.I.P./S.T.I.P. that was recently adopted by the Feds, and more or less massaged back in the fall, and there are still some adjustments that need to be made to some of the projects.

Haugen referred to the staff report and pointed out that he also attached scoping worksheets for the North Dakota projects, and that on the Minnesota side there is only one program that has a project being nominated, and that is the Transportation Enhancement program, so that application is attached as well.

Haugen gave a brief summary on each of the projects being submitted:

MINNESOTA

FY2013 Transportation Enhancement Program

- 1) Construct a multi-purpose trail along the Westside of the right-of-way on 220 North between Gateway Drive and 23rd Street N.W..

Haugen reminded the committee that 23rd Street N.W. will be constructed into an urban section in 2009 with a multi-purpose trail going east/west along it, and this project will compliment that project. He added that in 2012 there will be some pedestrian improvements being made along Central Avenue that start south of Gateway Drive and go up to 14th Street, so this project will compliment that project as well.

Haugen reported that the total estimated cost of the project is \$280,000, and the funding request is just over \$204,000, and it is consistent with the Bike/Ped Section of the Alternative Transportation Modes Element of the Long Range Transportation Plan, and with the Central Avenue Corridor Study adopted earlier this year, therefore staff is recommending it be approved.

Haugen commented that all the other projects on the Minnesota side have no changes that he is aware of at this time. He pointed out that, as noted in the staff report, MNDOT is unveiling a new HSIP program in which there will be some funding available for safety projects, at the local level, which is either the City or the County. He added that he doesn't know, yet, how this will work but he does know that the applications are due February 13th, so keep that in mind.

NORTH DAKOTA

Haugen reported that most of the adjustments are being made on the North Dakota side. He stated that the first thing to note is there are new projects that are being brought into the current

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T.I.P. year, between the years 2010, 2011, and 2012. He then gave a brief overview of these projects:

FY2010 Regional Highway System Program

- 1) Rehabilitation work on DeMers Avenue between the downtown and South Washington Street.

Haugen commented that the DeMers Overpass will be rehabbed in 2009, so this will be sort of an extension of that project, to do some finish work. This is a new project.

- 2) Pier Repair project on the Kennedy Bridge.

Haugen reported that this project is actually shown as an Illustrative Project in the current T.I.P., but will now be moved into a programmed project listing. This is a new project.

FY2011 Transportation Enhancement Program

- 1) Gateway Drive Landscaping Project between the Airport and 55th Street.

Haugen explained that this project was actually already awarded funding, but was not included in either the T.I.P. or S.T.I.P., so it will be brought in to the 2011 project list.

FY2010/2013 Transit – 1) Capital; 2) JARC; 3) New Freedom Programs

Haugen stated that there are three programs that need action. He explained that these are basically annual solicitations, so we really don't have the ability to program these out every year in the T.I.P.. He pointed out that the three programs are the 5309 – Capital; 5316 – JARC; 5317 – New Freedom. He reported that Grand Forks has identified projects for all three of those programs that they will be submitting once the application period is opened.

Haugen referred to the staff report, and pointed out that it lists the amended projects for North Dakota. He explained that the majority of the changes were to the cost estimates, and that, unless someone had a specific question or concern, he would not go over them at this time.

Haugen reported that the third page of the staff report deals with the new T.I.P. year, FY2013 projects on the North Dakota side.

FY2013 Urban Roads Program

- 1) South Columbia Road Reconstruction Project – from the DeMers Overpass south to 11th Avenue. It will include a southbound lane extending from the ramp to 11th Avenue South.

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- 2) 20th Avenue South Extension Project – from South 25th Street west to intersect with South Columbia Road.
- 3) Intersection improvement at intersection of South 34th Street and 24th Avenue South – construction of a roundabout.
- 4) Reconstruction of 47th Avenue South from a rural section to an urban section between South Washington Street and South Columbia Road.

FY2013 Regional Highway Program

- 1) 32nd Avenue South Overlay Project.

Haugen reported that when the packets were compiled a signed Scoping Worksheet was not available, however, it is fully expected that the City Engineer will sign the worksheet with the recommended project as included in the report, and an updated page is now available. He distributed copies of the signed worksheet.

Haugen added that a year ago there were two projects proposed for this segment of roadway that were not programmed. He explained that the first was a reconstruction project between 31st Street and 37th Street and the second was a rehab project between 15th Street and 25th Street. He stated that these were re-scoped and brought back as the above described project.

FY2013 Highway Safety Improvement Program

Haugen reported that there appears to be funds still available for urban projects, however he is not aware of any solicitation of nominations for projects. He stated that a letter was sent earlier identifying railroad crossings. He said that the NDDOT solicited projects and the City of Grand Forks submitted four crossings for consideration: These four crossings were selected with assistance from the GF School District, the GF Safe Kids Coalition, and the MPO. They are:

- 1) University Avenue crossing with State Mill track.
- 2) 5th Avenue North crossing with State Mill track.
- 3) 8th Avenue North crossing with State Mill track.
- 4) 2nd Avenue North crossing with State Mill track.

Haugen commented that NDDOT had already notified the City and the MPO that the three downtown Grand Forks crossings had been selected for upgrades to their equipment. The South 5th Street crossing update was already amended into the T.I.P. in FY2009; the other two (4th and 3rd Streets) will be programmed as funds become available.

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Haugen stated that lastly, on the North Dakota side, they also asked for projects out one year from the period of time the T.I.P. covers. He pointed out that the two projects listed out one year past the T.I.P. dates are:

- 1) Rehabbing of Gateway Drive – I-29 to North 55th Street and Rehabbing of Gateway Drive from Columbia Road to the Red River in FY2014.
- 2) Realignment of the east ramps of the I-29/32nd Avenue Interchange in FY2014.

Haugen commented that they noted in the staff report whether or not all of these projects are consistent with the MPOs planning documents, what their priority ranking is, and cost estimates. He stated that staff is recommending approval of the 2010-2013 T.I.P. Project Application as received and to give it a high priority ranking.

MOVED BY WILLIAMS, SECONDED BY BERGMAN, TO FORWARD A RECOMMENDATION TO THE MPO EXECUTIVE POLICY BOARD THAT THEY APPROVE THE FY 2010-2013 T.I.P. PROJECT APPLICATION AS BEING CONSISTENT WITH THE LONG RANGE TRANSPORTATION PLAN AND GIVE HIGH PRIORITY RANKING.

MOTION CARRIED UNANIMOUSLY.

MATTER OF APPROVAL OF THE 2009-2010 UNIFIED PLANNING WORK PROGRAM

Haugen reported that staff has received requests from both Grand Forks and East Grand Forks for project consideration, and have prioritized them. He stated that, as he identified before, he used a budget of around \$250,000 for additional studies, kind of above and beyond the normal required MPO activities. He referred to the staff report and explained how he was able to program these projects, as well as when they have been programmed.

Haugen stated that some of the major MPO activities for 2009 include an update to our Bike/Ped Section of the Long Range Transportation Plan. He added that the major update they will be doing in 2010 is to examine all of the transit routes.

Haugen pointed out that he also lists some of the sub-categories programmed for 2009, including the Columbia Road Traffic Signal Coordination, which is similar to what was done on 32nd Avenue South, but this time we will also try to integrate the transit preemption priority into the coordination plans. He added that we will also be doing an aerial photo update in 2009, and will transpose the information we captured on the Digital Right-of-way that was done in 2008 into our pavement management data; and lastly we will be looking at the southwestern portion of Grand Forks' street network pattern and how it fits with the Kwianas Park area, and possibly incorporating the traffic impact analysis of a potential development or developments within Kwianas Park.

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Haugen stated that in 2010 the transit routes will be looked at; and there are a number of corridors on which they will do signal coordination. He added that Grand Forks has already prioritized the corridors, and what isn't accomplished in 2009 will be done in 2010. He said that the last thing scheduled for 2010 is a railroad crossing study.

Haugen commented that in the very latter part of 2009 they will revisit those projects programmed in 2010 to see if they are still priorities or not. He stated that he would like to not that some of the corridor projects may be done as part of the stimulus package.

MOVED BY DURRENBERGER, SECONDED BY WILLIAMS, TO FORWARD A RECOMMENDATION TO THE MPO EXECUTIVE POLICY BOARD THAT THEY APPROVE THE 2009-2010 UNIFIED PLANNING WORK PROGRAM AS SUBMITTED.

MOTION CARRIED UNANIMOUSLY.

MATTER OF RECONSIDERATION AND APPROVAL OF THE SAFE KIDS SAFE ROUTES TO SCHOOL APPLICATION

Haugen commented that we have been asked to reconsider the Safe Routes To School Applications. He stated that this body reviewed these applications at our last meeting, however since that time it was discovered that the non-infrastructure request had an ineligible project listed, so the applicant re-scoped their application and the necessary corrections made. He asked that Ms. Ellis give a brief explanation on what issues were found.

Ellis reported that after they reviewed the non-infrastructure grant two issues were discovered. She explained that the first issue involved an item that was not submitted in the final total, the training stop-light, which was included in their Safety on Wheels presentation. She stated that it was shown in the list of items to purchase, but not in the final total.

Ellis explained that the second issue involved the hiring of traffic guards, and their salaries, which is not an eligible item, so they asked them to remove it. She said that it was removed, which then allowed for additional funds to be given to the Pedestrian and Wheel Sports Coordinator to be used to try to coordinate getting crossing guards, and setting that program up at the individual schools. She pointed out that as a result of this change they came in with a new total of \$35,095.05. She added that this amended request has been submitted to Pam Wenger, who is the Safe Routes To School Coordinator for the NDDOT, and she has agreed to accept the amended Safe Routes To School Application.

MOVED BY EHRENSTROM, SECONDED BY NOEHRE, TO FORWARD A RECOMMENDATION TO THE MPO EXECUTIVE POLICY BOARD TO APPROVE THE AMENDED NON-INFRASTRUCTURE SAFE ROUTES TO SCHOOL APPLICATION FROM THE GRAND FORKS SCHOOL DISTRICT.

MOTION CARRIED UNANIMOUSLY.

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OTHER BUSINESS

1. MPO Intern's Last Day

Haugen reported that Ali Rood, the MPO Intern, has completed her internship with the MPO, and her last day is December 19th. He stated that she has been working on the Freight Study, and has presented him with a draft of the report, which will be placed on the MPO's website for review. He said that he would like to take this opportunity to thank Ali for all her hard work.

2. Second Stimulus Package

Haugen distributed copies of information that the NDDOT presented to the North Dakota League of Cities concerning the second stimulus package last week. He pointed out that there is House version, at \$12.8 Billion Dollars; and a Senate version, at \$10 Billion Dollars. He said that they wanted to have this available for President Elect Obama when he assumes office January 20th.

Haugen referred to the slides, and pointed out that both bills provide for 100% federal funding, and allow for 180 days to obligate the funds. He stated that North Dakota has identified \$360,000,000 worth of projects; \$300 million on the State System, and \$60 million for the City/County projects. He explained that the last sheet indicates how North Dakota has been working with the Congressional Delegation, and staff on their Economic Recovery Plan, and that in addition to the \$10 Billion there are additional monies set aside for Transit as well. He stated that there are two basic Transit programs: 1) "Capital", which they are putting into the 5307 Program; and 2) "Energy Relief" which is geared more towards fare reduction, or no fare increases to help relieve some of the stress from the rising costs on users of the services.

ADJOURNMENT

***MOVED BY DURRENBERGER, SECONDED BY BERGMAN, TO ADJOURN THE
DECEMBER 10TH, 2008, MEETING OF THE TECHNICAL ADVISORY COMMITTEE AT
2:25 P.M.***

MOTION CARRIED UNANIMOUSLY.

Respectfully submitted by,

Peggy McNelis, Executive Assistant