

**PROCEEDINGS OF THE EXECUTIVE POLICY BOARD
OF THE GRAND FORKS/EAST GRAND FORKS
METROPOLITAN PLANNING ORGANIZATION
Wednesday, April 22nd, 2020, - 12:00 Noon
Video Conference Call**

CALL TO ORDER

Clarence Vetter, Chairman, called the April 22nd, 2020, meeting of the MPO Executive Policy Board to order at 12:01 p.m.

CALL OF ROLL

On a Call of Roll the following members were present (via video conference call): Clarence Vetter, Marc DeMers, Warren Strandell, Al Grasser, and Jeannie Mock

Absent was: Ken Vein, Mike Powers, and Bob Rost.

Guests present were: David Kuharenko, Grand Forks Engineering.

Staff present were: Earl Haugen, GF/EGF MPO Executive Director; Teri Kouba, GF/EGF MPO Senior Planner; and Peggy McNelis, GF/EGF MPO Office Manager.

DETERMINATION OF A QUORUM

Vetter declared a quorum was present.

MATTER OF APPROVAL OF THE MARCH 18TH, 2020, MINUTES OF THE MPO EXECUTIVE POLICY BOARD

MOVED BY DEMERS, SECONDED BY STRANDELL, TO APPROVE THE MARCH 18TH, 2020, MINUTES OF THE MPO EXECUTIVE POLICY BOARD, AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

MATTER OF APPROVAL OF FY2020 T.I.P. AMENDMENT FOR 32ND AVENUE SOUTH SAFETY PROJECT

Haugen reported that this is a follow-up from our last meeting in which this item was tabled, therefore you do see that there are two recommended actions; the first would be to remove it from the table and then there will be a request to approve the T.I.P. Amendment as originally presented. He said that there has been clarity provided as Grand Forks City Staff and the NDDOT Staff did have a discussion and in the staff report we did see the e-mail from the City

indicating that they would support the T.I.P. Amendment as originally presented, which included the lower cost.

MOVED BY DEMERS, SECONDED BY MOCK, TO APPROVE REMOVING THE FY2020 T.I.P. AMENDMENT FOR 32ND AVENUE SOUTH SAFETY PROJECT FROM THE TABLE FOR ACTION BY THE MPO EXECUTIVE POLICY BOARD.

Grasser commented that he has a question on this item. He asked if the Technical Advisory Committee made a recommendation on those two items. Haugen responded that they did not. He explained that when the TAC agenda packet went out and the committee met there were still a couple of potential T.I.P. amendments but they fell through so it did not go through TAC, and it didn't seem like there was a great need to have it go through TAC so he put it on the MPO Executive Policy Board agenda for consideration.

Grasser stated that the last MPO Executive Policy Board action specifically recommended going back to the Technical Advisory Committee, so do we need to do anything at the board level to address that last motion. Haugen responded that the board can acknowledge that their previous action was to have this item go through the Technical Advisory Committee and then to the board; you can acknowledge that you are being asked to take action on something that did not go through TAC due to the timing of information, or you can vote to not have this come off the table until it has gone through the TAC, those are two options you have.

Vetter reiterated that right now the motion is to remove it from the table, so do we want to vote on that and see if the motion passes, then if it fails we can make a second motion at that time. Grasser responded that he is just considering a friendly amendment to the motion that we bring it from the table and recognize that it didn't go back to the Technical Advisory Committee and is coming straight to the MPO Executive Policy Board for approval. Vetter asked if Mr. DeMers was okay with the proposed amendment. DeMers responded that he was. Vetter asked if Mrs. Mock was also okay with the proposed amendment. Mock responded that she was as well.

MOTION, AS AMENDED:

MOVED BY DEMERS, SECONDED BY MOCK, TO APPROVE REMOVING THE FY2020 T.I.P. AMENDMENT FOR 32ND AVENUE SOUTH SAFETY PROJECT FROM THE TABLE; RECOGNIZING THAT THE ITEM DID NOT GO BACK THROUGH THE TECHNICAL ADVISORY COMMITTEE AS RECOMMENDED.

Voting Aye: Vetter, DeMers, Mock, Strandell, and Grasser.

Voting Nay: None.

Abstain: None.

Absent: Vein, Rost, and Powers.

MOVED BY DEMERS, SECONDED BY GRASSER, TO APPROVE THE FY2020 T.I.P. AMENDMENT FOR 32ND AVENUE SOUTH SAFETY PROJECT, AS PRESENTED.

Voting Aye: *Vetter, DeMers, Mock, Strandell, and Grasser.*
Voting Nay: *None.*
Abstain: *None.*
Absent: *Vein, Rost, and Powers.*

**MATTER OF APPROVAL OF AMENDMENT TO THE METROPOLITAN
TRANSPORTATION PLAN – TRANSIT DEVELOPMENT ELEMENT**

Kouba reported that we preliminarily approved this amendment, and since it has gone through we did hold a public meeting on April 15th and there were no comments for that. She said that we also have a resolution for this for the approval. She commented that we did receive letters from both City Planners stating that they it did not warrant going through the City processes for amendments to their Comprehensive Plans.

Kouba stated that there have been no significant changes from the previous, there's just small wording changes. She explained that the Airport Authority wanted to make sure that it was just the Campus Services that were being acknowledged, and none of the Airport Shuttle Services that UND does, and then CAT had just a few wording changes or eliminations in this pros area of the document.

Kouba commented that there are no other real changes, but she would like to highlight the fact that they did change the financials from the previous time to the current, and that they did include the changes in costs that have happened because UND has agreed for CAT to provide the On-Campus Shuttle Service and they've added the UND operational costs into the document as well.

Kouba said that the buses were included in the 2018 Capital Program Update, under the Fixed Route Expansion, it was highlighted as a Capital Candidate Project for 5339 funds; the difference is that it was moved from being a Candidate Project to being a Programmed Project.

***MOVED BY DEMERS, SECONDED BY MOCK, TO APPROVE ADOPTION OF THE
AMENDMENT TO THE TRANSIT DEVELOPMENT PLAN ALTERNATIVES AND
FINANCIAL CHAPTERS, AS PRESENTED.***

DeMers asked if we should make note that the public hearing was held on April 15th and due to the environment we are in we may not have gotten all the comments we might have, not that we expect a lot of comments on these things, but we should maybe just note that.

Voting Aye: *Vetter, DeMers, Mock, Strandell, and Grasser.*
Voting Nay: *None.*
Abstain: *None.*
Absent: *Vein, Rost, and Powers.*

MATTER OF APPROVAL OF DRAFT MINNESOTA SIDE T.I.P.

Haugen reported that normally we would be adopting a unified T.I.P. covering our whole metropolitan planning area, however this is one of those years where Minnesota is on schedule and North Dakota is a bit behind so we are only asking the board to consider approval of a Draft Minnesota Side T.I.P.

Haugen stated that in the staff report there are some changes from the current T.I.P. projects that this draft is showing in the table, highlighted in yellow. He explained that essentially what has happened is some vehicle purchases that were originally going to be done in FY2021 and FY2022 are now being pushed back to FY2023 and FY2024. He said that also in FY2022, in our current T.I.P., the purchase of a vending card machine to allow the prepaid cards to be used, but that vending machine was actually purchased in FY2019, and then we also note that when we first looked at candidate projects the two traffic signal replacements in downtown East Grand Forks, on DeMers Avenue, the original cost estimate has been changed to \$1.2 million dollars, and it also originally did not include any federal participation, but it now shows that there will be federal participation, and the last thing to note is that the local match for that specific project has increased from \$300,000 to \$350,000. He said that other than those changes there are no other substantial changes to the Draft T.I.P. He added that the Draft T.I.P. is also showing the project in our normal year by year order, with transit projects first.

Haugen pointed out that FY2024 is the new T.I.P. year, and it is comprised of the transit services, and also then that signal replacement, those are the new projects in the T.I.P.

Haugen stated that we did advertise for a public comment period at the Technical Advisory Committee meeting last Wednesday but no written or oral comments were received.

Grasser commented that he has a question; Mr. Haugen you said that the previous T.I.P. did not have any federal participation on the DeMers Avenue Signal Project, and he is curious as to what transpired that brought federal dollars into the project, it is good news, but he is just curious as that is a pretty big amount of funding that is coming in late. Haugen responded that this project is in FY2024 so it was not shown in previous T.I.P.s, but when we solicited for projects the original information we received was that it was going to be a State funded only project, but through MnDOT's deliberations they have since decided to add in federal participation, so it was solely a MnDOT decision as to how they were going to fund it, whether it be federally or state only, and they since decided to include federal participation.

MOVED BY DEMERS, SECONDED BY MOCK, TO APPROVE THE DRAFT MINNESOTA SIDE FY2021 TO FY2024 T.I.P., AS PRESENTED.

Voting Aye: Vetter, DeMers, Mock, Strandell, and Grasser.

Voting Nay: None.

Abstain: None.

Absent: Vein, Rost, and Powers.

MATTER OF UPDATE ON ITS REGIONAL ARCHITECTURE

Haugen reported that roughly every five years we are required to consider an update to our ITS Regional Architecture.

Haugen stated that this is a very technical document that is also part of a national architecture, and so the flow of this document is, from the national architecture point of view, that there is a smorgasbord, if you will, of service packages that addresses different components of ITS Regional Architecture. He added that from that national level, each state, then, is required to have a statewide architecture, and so they typically pick and choose from that smorgasbord of what is appropriate for that state and so both Minnesota and North Dakota have adopted their Statewide ITS Architecture, and from that same base the MPOs consider what statewide architecture are in place and adopt a more localized architecture that looks at more of the sub-categories of that national or statewide architecture.

Haugen commented that this go-around there was a substantial modification in the National Architecture; it basically merged two separate architectures into one architecture. He said that the one that was merged into, the one we normally work with is one that is connected to the autonomous vehicle side of architecture.

Haugen stated that we have updated the service packages from 21 that were identified in our last document to include 28 service packages. He said that they did work with a Steering Committee that met throughout FY2019 and a bit into FY2020 to prepare the document, and the service batches you have in this draft.

Haugen referred to the staff report and pointed out that it lists the five major areas where we do have architecture:

- 1) Travel and Traffic Management
- 2) Public Transportation Management
- 3) Incident Management
- 4) Information Management
- 5) Maintenance and Construction Management

Haugen added that under each of these areas there are specific diagrams that show how the architecture flows among the various agencies, what type of data is collected, etc.

Haugen stated that the architecture is required as part of the documentation to receive federal funds. He added that we do have A.T.A.C. as the go-to agency in the State of North Dakota for the DOT, as well as the three MPOs, so if we need assistance with answering the federal documentation they are available to assist us and our member agencies on how to fulfill the federal component for regional architecture.

Haugen pointed out that the weblink was provided in the staff report if anyone wants to look at the detailed document. He added that they didn't include much of the details of the document to you because it truly is technical in its nature. He said that staff did review this with the

Technical Advisory Committee at its last meeting and they, along with MPO staff, are recommending approval of the ITS Regional Architecture.

MOVED BY DEMERS, SECONDED BY MOCK, TO APPROVE THE ITS REGIONAL ARCHITECTURE, AS PRESENTED.

Voting Aye: Vetter, DeMers, Mock, Strandell, and Grasser.

Voting Nay: None.

Abstain: None.

Absent: Vein, Rost, and Powers.

MATTER OF APPROVAL OF CANDIDATE PROJECTS FOR NORTH DAKOTA FTA #5339 AND #5310 PROGRAMS

Kouba reported that these are annual applications that the NDDOT requests for these funding sources, as well as the 5311, which is a rural funding source.

Kouba commented that the only application in the MPO area that was received was from Cities Area Transit. She referred to the staff report and pointed out that it shows the priority order of the requested projects for both the 5339 and the 5310 Programs.

Kouba stated that both applications went through the approval process and were approved by the City of Grand Forks City Council.

MOVED BY DEMERS, SECONDED BY GRASSER, TO APPROVE THE CANDIDATE PROJECTS FOR THE NORTH DAKOTA FTA #5339 AND #5310 PROGRAMS, AS PRESENTED AND IN THE PRIORITY ORDER GIVEN.

Voting Aye: Vetter, DeMers, Mock, Strandell, and Grasser.

Voting Nay: None.

Abstain: None.

Absent: Vein, Rost, and Powers.

MATTER OF APPROVAL OF DRAFT SCOPE OF WORK FOR TRAFFIC COUNTING PROGRAM ADDENDUM

Haugen reported that last month we amended our work program for FY2020, and the amendment did include some resources to allow A.T.A.C. to maintain, and then also add some signal locations, into our counting program so this scope of work was developed to show what they would be doing. He pointed out that a good chunk of the cost is for what he would term “maintenance” to keep the system operational. He cited the example of, if we should have a high wind it may cause the cameras to become somewhat offset so that they cannot count a well, so A.T.A.C. has to go in and correct the camera location so that the window is capturing the counts. He added that we also sometimes have power outages that affect the ability of various computer components to collect and process the data so previously A.T.A.C. as been doing this at no cost

PROCEEDINGS OF THE
GF/EGF MPO EXECUTIVE POLICY BOARD
Wednesday, April 22, 2020

to us, so this amendment will allow for them to receive some compensation for doing this in the future, but the bulk of the budget will be going to adding six traffic signals. He stated that some are new signals locations and others are locations where signals have been replaced and new cameras installed.

Haugen said that the scope of work that we are asking you to authorize will be for A.T.A.C. to continue to maintain our counting program and to add the six signals and both Staff and TAC are recommending approval.

Grasser asked if he is correct that the Technical Advisory Committee did review this scope of work. Haugen responded that they did review it at their last meeting.

MOVED BY GRASSER, SECONDED BY DEMERS, TO APPROVE THE DRAFT SCOPE OF WORK FOR TRAFFIC COUNTING PROGRAM ADDENDUM, AS PRESENTED.

Voting Aye: Vetter, DeMers, Mock, Strandell, and Grasser.

Voting Nay: None.

Abstain: None.

Absent: Vein, Rost, and Powers.

PUBLIC COMMENT

There was no one present on the video conference call for comments.

OTHER BUSINESS

a. 2020 Annual Work Program Project Update

Haugen reported that this is just identifying on all the major work activities where we stand with them. He said that he would just like to highlight the Land Use Plan Updates; explaining that it is most likely that we are going to flip-flop the timetable of these. He stated that he expects next month that you will be asked to consider releasing an RFP for East Grand Forks, in fact tomorrow at noon the East Grand Forks Planning and Zoning Commission will be reviewing the proposed scope of work for that, and then he assumes it will then go before the City Council for their consideration so if things line up well we will be flip-flopping the timetables so East Grand Forks will going first and Grand Forks staff is still working on a draft scope of work.

b. Approval Of Bill/Check List For 3/14/20 TO 4/17/20 Period

MOVED BY DEMERS, SECONDED BY MOCK, TO APPROVE THE BILL/CHECK LIST FOR THE 3/14/20 TO 4/17/20 PERIOD.

MOTION CARRIED UNANIMOUSLY.

PROCEEDINGS OF THE
GF/EGF MPO EXECUTIVE POLICY BOARD
Wednesday, April 22, 2020

c. COVID-19 Update

DeMers asked if Mr. Haugen had any updates on what he sees coming from either State or the Federal Government in light of the environment we are in right now.

Haugen responded that the one act that Congress has done that we will have to address sometime in the near future is with their CARE-ACT, they allocated funding to our Transit Operators. He stated that the City of Grand Forks received \$3.3 million dollars and the City of East Grand Forks received \$500,000. He said that these funds are available until they are expended to each transit operator and there is no local match required for them, and they are initially offered to offset the loss of revenue and to pay for the expenses that the transit systems have been incurring since January 20th.

Haugen stated that the reason we may have to take action on this is because it is in addition to their regular federal funding that they received for this year, so in some sense there might be a desire on transit operators to program some capital items, now, with these funds that were released because of the CARE-ACT, so we have started some communications with the transit operators to help see how to program those funds. He added that there is some debate, and he is sure many of you are probably following this at the Congressional level, of a Phase IV or Phase V Act; Phase IV might now be adding some funds for the small business recoveries, and Phase V would be more infrastructure geared, but that is still being developed. He said that he knows that it might be a while before Congress gets together to act on that, so staff will keep you posted on it.

d. Statewide Transportation Plan Updates

Haugen commented that earlier this morning you should have received an e-mail from the Forks MPO Constant Contact account that was to inform you that the NDDOT has publicly launched its Statewide Transportation Plan Update Process. He added that there is a link to their website for that included in the email.

Haugen stated that not yet publicly announced, but MnDOT has been meeting with us as they start their update of their Statewide Multimodal Plan so in the near future you will also have the Minnesota side going through their process of updating the Statewide Transportation Plan for Minnesota as well.

ADJOURNMENT

MOVED BY DEMERS, SECONDED BY GRASSER, TO ADJOURN THE APRIL 22ND, 2020, MEETING OF THE MPO EXECUTIVE POLICY BOARD AT 12:37 P.M.

MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted,
Peggy McNelis, Office Manager

Grand Forks East Grand Forks MPO
Transaction List by Vendor
 March 14 through April 17, 2020

Type	Date	Num	Memo	Account	Clr	Split	Amount
AFLAC.							
Liability Check	03/20/2020	AFLAC	501	104 · Checking	X	-SPLIT-	-517.90
Liability Check	04/17/2020	AFLAC	501	104 · Checking		-SPLIT-	-517.90
Alerus Financial							
Liability Check	03/20/2020	EFTPS	45-0388273	104 · Checking	X	-SPLIT-	-2,588.02
Liability Check	04/03/2020	EFTPS	45-0388273	104 · Checking		-SPLIT-	-2,668.12
Liability Check	04/17/2020	EFTPS	45-0388273	104 · Checking		-SPLIT-	-2,624.38
Brady Martz							
Bill	04/17/2020	Inv. #...	Remaining Fe...	206 · Accounts Pay...		515 · Financial...	-3,100.00
Bill Pmt -Check	04/17/2020	6909	Remaining Fe...	104 · Checking		206 · Accounts...	-3,100.00
CitiBusiness Card							
Bill	03/25/2020	Acct. ...	Charges For ...	206 · Accounts Pay...		-SPLIT-	-180.69
Bill Pmt -Check	03/25/2020	6906	Charges For ...	104 · Checking		206 · Accounts...	-180.69
ESRI							
Bill	03/18/2020	Quote...	ArcGIS Deskt...	206 · Accounts Pay...		575 · GIS Dev...	-1,000.00
Bill Pmt -Check	03/18/2020	6902	ArcGIS Deskt...	104 · Checking	X	206 · Accounts...	-1,000.00
Fidelity Security Life.							
Liability Check	03/18/2020	6904	50790-1043	104 · Checking	X	210 · Payroll Li...	-8.41
Liability Check	04/17/2020	To Print	50790-1043	104 · Checking		210 · Payroll Li...	-8.44
Forum Communications Company							
Bill	04/08/2020	Inv. #...	Public Notices	206 · Accounts Pay...		-SPLIT-	-432.38
Bill Pmt -Check	04/08/2020	6907	Public Notices	104 · Checking		206 · Accounts...	-432.38
KLJ Engineering, LLC							
Bill	04/09/2020	Inv. #...	Work Done O...	206 · Accounts Pay...		550 · Corridor ...	-7,003.54
Bill Pmt -Check	04/09/2020	6908	Work Done O...	104 · Checking		206 · Accounts...	-7,003.54
Liberty Business Systems, Inc.							
Bill	03/18/2020	Inv. #...	Contract Bas...	206 · Accounts Pay...		517 · Overhead	-147.87
Bill Pmt -Check	03/18/2020	6903	Contract Bas...	104 · Checking	X	206 · Accounts...	-147.87
LSNB as Trustee for PEHP							
Liability Check	03/20/2020	PEHP		104 · Checking	X	216 · Post-Hea...	-123.75
Liability Check	04/17/2020	PEHP		104 · Checking		216 · Post-Hea...	-123.76
Madison Nat'l Life							
Liability Check	03/25/2020	6905		104 · Checking		215 · Disability...	-66.55
Minnesota Department of Revenue							
Liability Check	03/20/2020	MNDOR	1403100	104 · Checking	X	210 · Payroll Li...	-190.00
Liability Check	04/03/2020	MNDOR	1403100	104 · Checking		210 · Payroll Li...	-193.00
Liability Check	04/17/2020	MNDOR	1403100	104 · Checking		210 · Payroll Li...	-193.00
Nationwide Retirement Solutions							
Liability Check	03/20/2020	NWR...	3413	104 · Checking	X	-SPLIT-	-433.07
Liability Check	04/03/2020	NWR...	3413	104 · Checking		-SPLIT-	-433.07
Liability Check	04/17/2020	NWR...	3413	104 · Checking		-SPLIT-	-433.07
NDPERS							
Liability Check	03/20/2020	NDPE...		104 · Checking		-SPLIT-	-2,532.36
Liability Check	03/20/2020	NDPE...	D88	104 · Checking	X	-SPLIT-	-3,024.08
Liability Check	04/17/2020	NDPE...	D88	104 · Checking		-SPLIT-	-3,024.08
Liability Check	04/17/2020	NDPE...		104 · Checking		-SPLIT-	-2,532.36
QuickBooks Payroll Service							
Liability Check	03/19/2020		Created by P...	104 · Checking	X	-SPLIT-	-6,665.66
Liability Check	04/02/2020		Created by P...	104 · Checking		-SPLIT-	-7,029.55
Liability Check	04/16/2020		Created by P...	104 · Checking		-SPLIT-	-6,839.42
State Tax Commissioner							
Liability Check	04/02/2020	NDST...	45038827301	104 · Checking		210 · Payroll Li...	-408.00
The Exponent							
Bill	04/17/2020	Inv. #...	Public Notice ...	206 · Accounts Pay...		555 · TIP	-140.00
Bill	04/17/2020	Inv. #...	Public Notice ...	206 · Accounts Pay...		545 · Transpor...	-140.00
Bill Pmt -Check	04/17/2020	6910		104 · Checking		206 · Accounts...	-280.00