



# Chicago Metropolitan Agency for Planning

233 South Wacker Drive  
Suite 800, Sears Tower  
Chicago, IL 60606

312-454-0400 (voice)  
312-454-0411 (fax)  
[www.chicagoareaplanning.org](http://www.chicagoareaplanning.org)

## Unified Work Program Committee Meeting Minutes

Tuesday, February 20, 2007

1:00 P.M.

Offices of the Chicago Metropolitan Agency for Planning  
Cook County Room  
233 S. Wacker Drive, Suite 800, Sears Tower  
Chicago, IL 60606

**Committee Members Present:** Christopher DiPalma (FHWA), Mark Pitstick (RTA), Dan Podgorski (CoM Executive Committee), Thomas Rickert (Kane County), David Seglin (City of Chicago), David Simmons (CTA), Lorraine Snorden (PACE), James Richmond\* (CTA), Thomas Weaver\* (Metra), Patty Mangano\* (RTA), Carl Mikyska\* (IDOT).

\*Alternate Member

**Staff Present:** Don Kopec, Jill Leary, Amy Talbot.

**Others Present:** Beth McCluskey (WCMC), Holly Ostlick (McCoM), Erin Willrett (KkCoM), Mike Klemens (WCGL), Mike Walczak (NWMC), Tam Kutzmark (DMMC), Tammy Wierciak (WCMC).

### 1.0 Call to Order

The meeting was called to order by Carl Mikyska at 1:08 p.m. Mr. Mikyska is substituting for Les Nunes as meeting chairman.

### 2.0 Agenda Changes and Announcements

There were no changes.

### **3.0 Approval of the Minutes-January 16, 2007 and January 30, 2007**

The minutes for both the January 16, 2007 and January 30, 2007 meetings were unanimously approved on a motion made by Thomas Rickert and seconded by Dave Seglin.

### **4.0 Review of Competitive Projects**

Committee members discussed the system that should be used to rank the competitive projects. It was decided to keep the previous year's ranking criteria. The projects will be ranked using A, B, and C tiers, "A" being a top priority and "C" being the least priority. There are to be an equal distribution of a, b and c's in the rankings. The members will rate the projects without the financial data for the first round, based on merit alone. Members will not rank their own projects. As a reminder IDOT will not be voting. Carl Mikyska will receive all of the members' rankings and compile them into a final spreadsheet. The final tallies will be weighted as follows A-5 points, B-3 points and C-1point. The rankings worksheet will be emailed to the members on February 20, 2007. All members' ranking preferences are due to Carl by the latest, early Tuesday February 27, 2007 but preferably by Friday, February 23, 2007.

There was some discussion concerning the lack of ability to perform cost-benefit analysis without financial data, however, the above method will be used for the first round ranking. The meeting on March 6, 2007 will determine if a second round with financial data will be required.

A couple of issues were discussed on individual projects including RTA's three Corridor projects, Metra's Weekend Station/Train Boarding and Alighting project, RTAP proposals and PACE proposals. For clarification, Thomas Weaver, for Metra stated that they would prefer to have the three count version of their submission approved but would accept the single count version instead of being bypassed all together. It is unnecessary to approve both versions.

CMAP's consultant proposals (competitive projects) were also discussed. CMAP's competitive projects already had their financial data released in the core projects process. It is understood that this would be an exception to the no financial data request for the first round bids, as it can not be unpublicized. The committee discussed the possibility of how much of the CMAP competitive consultant projects, funded through the UWP competitive projects, would be needed to support projects already passed in the UWP core process. This will be further discussed at the next meeting, March 6, 2007.

### **5.0 Amendments to FY07 UWP Program**

Illinois Tomorrow Corridor Projects is a state-wide program in which 5 projects fall within the MPO region. It has been decided that they should be added to the UWP program. This is not a subject for public comment. These projects are funded by SPR, State Planning and Research Program. Thomas Rickert motions

to approve these projects for addition into UWP program; motion seconded by Mark Pitstick.

Other Regional Planning Activities outlined in the meeting agenda covered the necessity of the committee members to submit a report similar to a UWP report to CMAP staff on any other planning activities that will have regional significance. These reports will be compiled and added to the UWP report submission. They should have a standard format that CMAP staff will provide. The report should be more description than monetary based. If the planning activity is going on during FY08, it should still be included in the report.

## **6.0 Annual Reporting**

Annual reports to document planning activities and programs that were produced during the FY08 or annual planning period should be completed by all committee members. The activities will be published annually to get a composite update for the region. The purpose of this report is not to produce a status report but outline what was actually produced in FY07. The reports should be turned in by the start of the new fiscal year, July 1, 2007. If at all possible reports should be produced for 2005 and 2006. Electronic format is preferred.

## **7.0 Next Steps**

The committee unanimously decided to schedule an intermediate meeting before the next scheduled meeting March 20, 2007. This intermediate meeting is to take place on March 6, 2007 at 9:00 a.m. at the offices of CMAP in the Cook County Room. At this next meeting, March 6<sup>th</sup>, the committee will discuss/approve the competitive project ranking results. The ranking results will be sent to the committee the week of February 26, 2007 for review including financial data.

## **6.0 Other Business**

A more detailed UWP schedule was presented to the committee and was accepted by all members. This schedule will be updated on the website.

## **7.0 Public Comment**

There was no public comment at this meeting.

## **8.0 Next Meeting**

The next meeting will be March 6, 2007 in the Cook County Room at the offices of Chicago Metropolitan Agency for Planning at 9:00 a.m.

## **9.0 Adjournment**

At 2:05 p.m. Tom Rickert motioned to adjourn the meeting. Motion was seconded by Lorraine Snorden.

Respectfully submitted,

A handwritten signature in cursive script that reads "Gordon Smith".

Gordon Smith, Deputy Executive Director of  
External Relations

/amt  
2-28-07