



**UNIFIED WORK PROGRAM COMMITTEE
MEETING**

MINUTES

January 14, 2005

The meeting was held at 10:00 AM at the Chicago Area Transportation Study, Cunningham-Williams Conference Room, 300 West Adams Street, Chicago, Illinois. Those present at the meeting were:

Unified Work Program Members

Gordon Smith, <i>Chair</i>	Illinois Department of Transportation
Ralph Coglianesi	NIPC
Jack Groner	Metra
John Kravcik	Council of Mayors
Mark Pitstick	Regional Transportation Authority
Dusty Powell	Lake County
David Seglin	Chicago Department of Transportation
David Simmons	Chicago Transit Authority
Lorraine Snorden	Pace
Mark Thomas	CATS

Transportation Operators, Planning Officials and Municipal Staff

Chuck Abraham	IDOT DPT
Linda Bolte	NIPC (<i>Alternate Member</i>)
Mike Erickson	Metra (<i>Alternate Member</i>)
Ernestine Flient	CTA (<i>Alternate Member</i>)
Patty Mangano	RTA (<i>Alternate Member</i>)
Janice Metzger	CNT
Tom Rickert	Kane County
Vicky Smith	SW Conference of Mayors
David Tomzik	Pace (<i>Alternate Member</i>)

CATS Staff

Janet Bright	Ryan Herren	Dan Rice
Parry Frank	Thomas Palzer	Jose Rodriguez
Craig Heither	Gerald Rawling	Joy Schaad

MEETING SUMMARY

A. Approval of Minutes

On a motion from Mr. Pitstick and seconded by Mr. Seglin, the minutes of the January 6, 2005 subcommittee meeting were approved without change.

B. FY 2006 UWP Emphasis Areas

Chairman Smith stated that the UWP emphasis areas had been presented to the Policy Committee the day before and that the Policy Committee was supportive and in general agreement with the emphasis areas. Mr. Groner added that Policy Committee members recognized they should provide more guidance on focus areas for the UWP and the point was reinforced by Secretary Martin. He also noted there was a good discussion during the Policy Committee meeting regarding incorporating automobile and pedestrian safety issues into project planning.

Ms. Schaad asked how the emphasis areas related to federal requirements. Mr. Smith responded that the federal requirements would be adhered to and that the emphasis areas would be applied to proposals outside of the requirements. Mr. Pitstick inquired if the emphasis areas would be presented to the Work Program Committee since the Policy Committee did not take any formal action to approve them. Mr. Smith stated they would be presented to the Work Program Committee at the January 21st meeting.

C. FY 2006 UWP Submittal Form

Mr. Thomas and Mr. Frank demonstrated the use of the new submittal form. Members had several comments including: allowing for the selection of multiple agencies or adding an "ALL" category to the pull-down menus, adding a pull-down menu to allow members to select which federal requirement is being met, clarifying that the form is using the state fiscal year, adding a "Public Involvement" subcategory under the appropriate Project Category, and clarifying that the budget refers to 100% matched funds. Ms. Bolte and Mr. Rickert proposed adding some wording to the description of the emphasis areas highlighting a commitment to safety.

Mr. Thomas stated the form would be updated to address members' concerns and would be sent to them later that day. A copy of the form will also be available on the CATS website (www.catsmpo.com). He asked that members contact him with any issues regarding software compatibility with the form. Mr. Seglin stated CATS staff had done a good job redesigning the form.

D. FY 2006 Funding Mark

Mr. Smith stated the FY 2006 funding mark was not yet available, but IDOT hoped to have it developed within the next couple of weeks. In the interim, last year's funding mark will be used. The new funding mark will be distributed to members when it becomes available.

E. FY 2006 UWP Schedule

The revised schedule is as follows:

February 14 - proposals due

- March 4 - distribute proposals
- March 11 - UWP Committee meeting
- March 22 - staff review/public comment period deadline
- March 23 - UWP Committee meeting/Committee action
- April 8 - UWP Committee meeting/Committee action (*if necessary*)
- April 29 - Work Program Committee action
- April 29 - submit to funding agencies
- June 9 - Policy Committee action

F. Amendment to FY 2005 UWP

Mr. Thomas requested a scope modification to UWP FY 2005 Project #3339.20 Regional Council of Mayors Support and Management of Subregional Transportation Planning Program. The modification would add to the project work element by allowing for the use of Council staff at policy and board meetings of the Association of Metropolitan Planning Organizations. On a motion from Mr. Seglin and seconded by Mr. Groner, the modification was approved.

On a motion from Mr. Pitstick and seconded by Mayor Kravcik, the meeting was adjourned at 10:55 AM.

NEXT MEETING

The UWP Committee will meet Friday, March 11, 2005 at 10:00 AM.

Respectfully Submitted,

Mark S. Thomas
Secretary