



**UNIFIED WORK PROGRAM COMMITTEE  
MEETING**

**MINUTES**

March 23, 2005

The meeting was held at 10:00 AM at the Regional Transportation Authority Boardroom, 175 West Jackson, 15<sup>th</sup> floor, Chicago, Illinois. Those present at the meeting were:

**Unified Work Program Members**

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

**Transportation Operators, Planning Officials and Interested Parties**

Mark Avery	DuPage County
Linda Bolte	NIPC ( <i>Alternate Member</i> )
John DeLaurentis	RTA
Ernestine Flient	CTA ( <i>Alternate Member</i> )
Jacky Grimshaw	CNT
Patty Mangano	RTA ( <i>Alternate Member</i> )
Janice Metzger	CNT
Vicky Smith	SW Conference of Mayors
David Tomzik	Pace ( <i>Alternate Member</i> )

**CATS Staff**

Janet Bright	Ryan Herren	Gerald Rawling
Parry Frank	Don Kopec	Tom Vick
Craig Heither	Russell Pietrowiak	

## ***MEETING SUMMARY***

### **A. Approval of Minutes**

A misspelling of Ms. Snorden's name in the minutes will be corrected. On a motion from Mr. Tomzik and seconded by Mr. Pitstick, the minutes of the March 11, 2005 committee meeting were approved with the change.

### **B. Relationship of Proposals to Federal Requirements**

Mr. Thomas discussed the emphasis area/federal requirement summary table which included changes submitted by members following the last meeting. He stated the "Relation to federal requirements" categories were intended to answer the WPC's question of how much of the UWP funds core requirements. All projects started in the good planning category and were moved based on corresponding federal regulations or guidance. He noted the issue is not black and white; for instance the Council of Mayors activities are not directly prescribed in federal rules but they are used by the region to meet those rules. Mr. Thomas suggested the WPC could make a policy decision identifying core requirements that fall outside the specific descriptions in the Federal requirements and guidelines.

Several members felt the Council of Mayors activities directly meet federal requirements. Mr. Seglin also felt proposal #204, CDOT - Preliminary Planning, directly meets federal requirements. Mr. Pitstick felt that was a bit of a stretch and Ms. Bolte noted not all of the tasks in the proposal would fit into that category. Mr. Weaver stated the financial summary table does not split out projects into separate tasks. Mr. Tomzik reiterated comments from the FTA questioning the use of UWP funds for TIP, RTP and Public Involvement projects by agencies outside of CATS and NIPC. Mr. Seglin followed up by describing this project as the City of Chicago's "Council of Mayors" type work, which is strongly supported by the committee. Mr. Smith stated there should be a discussion to determine if preliminary planning and program development outside the MPO are eligible for UWP funds, but that this cycle was not the time to do it. This is an issue the WPC or Policy Committee will need to provide guidance to the UWP committee on. Mr. Coglianesse suggested that we initiate next year's UWP development process earlier than December of 2005 so that these issues can be addressed prior to project submittal and selection.

### **C. Discussion of Individual Proposals**

Mr. Smith stated that Council of Mayors project #1002, Subregional Transportation Planning, Programming and Management, had been revised since the last meeting to respond to the potential addition of Kendall County in the metropolitan planning area (MPA). After subsequent discussions involving Kane County and IDOT, it was determined an additional Kane County staff member would be needed to handle PL duties for Kendall County requiring an increase in funding of \$34,775. This figure is reflected in the handouts committee members received prior to the meeting. Mr. Kopec noted that Policy Committee action adding Kendall County to the MPA is anticipated at the June 9<sup>th</sup> meeting. Mayor Kravcik added the position would be a 50% local match.

Ms. Metzger asked if anyone had calculated the cost of adding another county to the MPA and if those figures would be available. Mr. Kopec stated any cost increase for CATS would be marginal since the agency's transportation networks already include Kendall County and CATS

is working with the county on land use issues. Ms. Bolte stated in the past Kendall County had concerns about the cost of upgrading their datasets to the levels of the other six counties, but she did not know any exact figures. Mr. Coglianesi noted that the Policy Committee could add Kendall County to the MPA but it would take a legislative act to make it part of NIPC. Mr. Herren asked if including Kendall County in the MPA would increase the UWP mark. Mr. Smith did not think it would but will check on the answer. Mr. Kopec believed the mark is based on population in the urbanized area, which would not be affected by changes in the MPA boundary.

Mr. Avery asked the committee for clarification on the eligibility of the proposals submitted by DuPage County and for any direction the committee might have, since these were the first UWP submittals made by the county. Mr. Pitstick felt it was not a question of eligibility but of appropriateness: he believed the service design portion of the proposals were more suited to CMAQ funding than UWP, but noted he would like to see some part of the proposals funded through the UWP. Mr. Tomzik stated Pace has considered submitting the operations portions of the proposals for CMAQ funding.

#### **D. Proposal Priorities and Approach for Meeting Funding Mark**

Mr. Thomas discussed the list of proposals with the each agency's priorities. He noted CATS only prioritized proposals with consultant contracts because the staff costs on the CATS projects are required to meet anticipated payroll for existing staff. UWP funds and the local match are the agency's only sources of funding. NIPC has a similar situation: UWP funding or other funds that may be available from IDOT are the only sources of funding for transportation planning activities at the agency. Mr. Pitstick asked why CATS project #115 (the metropolitan travel survey) was not prioritized with the other consultant pass-through projects. Mr. Thomas stated it will not be using any FY06 UWP funding, and Mr. Smith added it will be using SPR funds but was included because it is regionally significant.

Mr. Tomzik suggested one way to begin building the UWP would be to compare projects that directly meet federal requirements with the agency priorities, and those with high priorities could be set aside and taken off of the table for discussion. Mayor Kravcik noted that how a project was categorized then becomes very important, and Ms. Bolte stated agency priorities do not necessarily address regional priorities. Mr. Coglianesi agreed it was important to look at the critical components for the region and would like a better process for developing the FY07 UWP, but felt a compromise was needed to develop the current UWP. Mr. Weaver stated the "directly meets federal requirements" category seemed to exclude transportation providers, and that this process would allow some projects to sail through even if other funding sources were available while other projects would face intense discussion.

Mr. Herren suggested funding CATS, NIPC and Council of Mayors staff be taken off of the table and that remaining funding could be prioritized. Mr. Pitstick agreed that core activities should be funded. The CMAQ Project Selection Committee works well because it votes on an overall program developed by CATS staff, which is neutral because it does not usually submit its own CMAQ projects. He suggested IDOT, as the only neutral party on the committee, develop a recommended program for the committee to discuss. Mr. Pitstick added he felt in the development of previous programs that too much emphasis had been placed on previous appropriations for the agencies. This year IDOT has emphasis areas, federal requirements, Policy Committee input, and other analysis to help guide the development of a program.

Mr. Smith stated IDOT staff would accept the task and would use the additional information to develop a recommended program if that is what the committee wanted. Mr. Powell stated the committee should either: 1) take CATS/NIPC/Council of Mayors staff costs off of the table and discuss the other projects based on their merits, or 2) let IDOT develop a recommended program for the next meeting. Ms. Bolte asked Mr. Smith if IDOT staff needs to meet with CATS and NIPC to go over staffing costs. Mr. Smith stated IDOT will verify the bottom line staffing costs of CATS, NIPC and the Council of Mayors and will take those projects off of the table. The rest of the recommended program will be developed based on the merits of the projects and using all of the pieces of information previously identified, including FHWA/FTA comments. Mayor Kravcik made a motion based on Mr. Smith's description of the task, which was seconded by Mr. Powell and approved by the committee. Mr. Smith will have IDOT staff coordinate meeting with CATS and NIPC to discuss the figures and the recommended program will be distributed to members on Monday, April 4<sup>th</sup>.

#### **E. Other Regionally Significant Planning Efforts**

Mr. Thomas stated the UWP is intended to provide a comprehensive view of transportation planning throughout the region. He asked that members submit a list within the next few weeks of regionally significant, non-UWP funded transportation-related projects their agencies are doing. This list will be included in the UWP documentation.

On a motion from Mayor Kravcik and seconded by Mr. Powell, the meeting was adjourned at 12:00 PM.

#### ***NEXT MEETING***

The UWP Committee will meet Friday, April 8, 2005 at 10:00 AM in the main conference room at CATS.