

MINUTES
HEPMPO TECHNICAL ADVISORY COMMITTEE
March 21, 2007

CALL TO ORDER AND INTRODUCTIONS

The HEPMPO Technical Advisory Committee met on Wednesday, March 21, 2007 at 11:00 a.m. in the offices of the Washington County Planning Department, Washington County Administrative Annex, 80 West Baltimore Street, Hagerstown, Maryland. The following members were present:

- Bob Gordon, MPO Director
- Donald Bailey, West Virginia Dept. of Highways Planning & Research
- Mike Nixon, Maryland Dept. of Transportation
- Jim Bender, Assistant City Engineer, City of Hagerstown
- Mike Thompson, Director of Planning, Washington County Planning Dept.
- Jill Baker, Washington County Planning Dept./HEPMPO
- Kwame Arhin, Federal Highway Administration
- Larry Smith, WV DOT/DOH
- Kevin Cerrone, Washington County Public Transportation
- Michael Covell, City Engineer, City of Martinsburg
- Mike Ball, Region 9
- James Thompson, MD State Highway Administration, ODDE
- William "Bucky" Teach, County Engineer, Berkeley County
- Lynn Walker, Pan Tran Administration
- Debra Eckard, Washington County Planning Dept.

MINUTES

Mr. Bailey made a motion to approve the minutes of the January 24, 2007 meeting as presented. Seconded by Ms. Walker. Unanimously approved.

NEW BUSINESS

- Review of Draft FY 2008 Unified Planning Work Program

Mr. Gordon presented the **Draft** FY 2008 Unified Planning Work Program for review and comment. The UPWP has not been formally submitted to the Federal agencies for their review. The UPWP has been developed to incorporate the planning requirements of SAFETEA-LU. Mr. Gordon provided a brief summary of items and costs included in the UPWP as follows:

- Short Range Planning – short-range projects that will occur in the next 5-year period are identified; Budget Amount: \$20,126.
- Transportation Improvement Program – consists of the development and maintenance of the current Transportation Improvement Program; Budget Amount: \$10,662 (Typographical error found on page 9 to be corrected)
- Traffic Data – collecting and maintaining the travel demand models data that goes into the Travel Demand Model, traffic counts, census demographics, land use data, etc.; Budget Amount: \$28,304
- GIS and Traffic Modeling – Implementation of GIS specifically for the MPO; Budget Amount: \$49,454
- Long Range Transportation Planning – Implementation of adopted Long Range Transportation Plan; Budget Amount: \$31,116
- Service – Provide data and information to other governmental agencies, private operations and general public concerning transportation related planning; Budget Amount: \$24,860
- Air Quality/Conformity – Review TIP amendments and determine if an air quality analysis is necessary; Budget Amount: \$12,140

- Mass Transit Planning – Work with Federal transit programs and local transit providers to provide transit planning activities to transit planning operations; Budget Amount: \$49,431 (There was a brief discussion regarding the purchase of survey software for Pan Tran. Mr. Gordon stated there is currently money left in this year's budget and he is awaiting information from Ms. Walker.)
- Special Studies – Addresses specific transportation issues that need further study and analysis. However, no specific study has been planned at this time. Budget Amount: \$6,232
- Program Administration – Manage the transportation planning process and coordinate transportation planning activities with Federal, State and local government representatives. Budget Amount: \$106,754

The Program is currently going through the public review process and Mr. Gordon anticipates formal adoption of the UPWP document in May or June.

Comments: Mr. J. Thompson recommended providing a summary of tasks and available funds (found on page 33) in the front of the document. Mr. Arhin recommended showing how the MPO is moving into the overall freight planning process. Mr. Nixon stated that a statewide freight plan was prepared and was broken down into regional sections. He will provide the regional section covered by this MPO for their review and use. Mr. Arhin stated that all TIP's and STIP's must be in compliance with SAFETEA-LU by July 1, 2007 and a gap analysis is required to assist in meeting this compliance issue. Mr. Gordon stated that work has begun on the gap analysis.

- Review of Draft FY 2008-2010 Transportation Improvement Program

Mr. Gordon presented the **Draft** FY 2008-2010 Transportation Improvements Program for review and comment. Comments from the Federal and State agencies will be incorporated into the document as they are received. He stated that the TIP's are segregated by County. Page 10 lists the Washington County projects and a map will be included. The Washington County projects, as listed, are in the current TIP for 2008. Mr. Nixon stated that a list of projects for Maryland would not be available until August or September because the compilation of the six-year capital document is not started until that time for presentation to the State legislature.

Comments: Mr. J. Thompson requested some minor format changes to make the document compatible with their program. There was a brief discussion regarding the Total Cost column.

Mr. Nixon stated that funds must be shown in the out-years for the Maryland Transit Projects listed in Section 3.5 of the document.

Mr. Bailey requested that all projects in Section 4.4 (Berkeley County Projects) should be given a detailed name. Mr. Gordon stated that the Raleigh Street extension project has been included. Any changes to the project would require an amendment to the TIP. Mr. Covell noted that on Page 18 of Section 4.4, the third project previously known as the Rocky Lane Project is shown as an addition of a left turn lane; however, the project is actually an intersection upgrade. There was a brief discussion regarding the concern of the timing of the project. Mr. J. Thompson began a brief discussion on how projects should be listed (i.e. major projects to minor projects).

There was a brief discussion regarding Section 4.6, West Virginia Transit Projects. Ms. Walker stated that the grants are based on operating and capital expenses and does not need to be broken down in the format shown. Some line items have changed; however, the budget is not available at this time. Ms. Baker stated that she would make the requested changes.

- FY 2006-2008 TIP Amendment - Maryland

Mr. Nixon presented for review and approval a TIP Amendment for Project Code W2000-6, Safety & Spot Improvements for the following identified projects: US 11 @ Englewood Road (CO FY 07), MD 65 from Taylors Landing to north of MD 68 (CO FY 07), Wilson Boulevard @ CSX (CO FY 07), I-81 @ I-70 (PE FY 07), and various geometric improvements (CO FY 07). The Biennial Element FY 07 construction costs have increased from \$3,400,000 to \$3,800,000.

Mr. Nixon made a motion to amend the TIP Amendment for FY 07. Seconded by Mr. Bailey. Unanimously approved.

DIRECTOR'S REPORT

- Update of Coordinated Transit Plan for Eastern Panhandle

Mr. Gordon stated that a Coordinated Human Transportation Services Plan has been developed for Berkeley, Jefferson and Morgan Counties utilizing Federal Transit Planning funds for Berkeley and Jefferson Counties and Region 9 grant funding for Morgan County. Copies are available for public review and comment at this time. Resolution No. 07-08 must be adopted after the public comment period has ended on March 28, 2007. SAFETEA-LU requires that anyone receiving Section 5310, 5317 or 5316 funding must meet specific requirements and must be part of a regional coordinated transportation planning process. The TAC recommended that the Interstate Council adopt Resolution No. 07-08.

- Appointment of Air Quality Conformity Review Committee

Ms. Baker presented for review and recommendation for membership on the Air Quality Conformity Review Committee the following list of candidates: Harold Simons, MDOT; Don Bailey, WVDOT; Brian Hug, MD Dept. of the Environment; Fred Durham, WV Dept. of the Environment; Mike Ball, Region 9; Jill Baker, Washington County; and Martin Koch, Region 3 EPA Committee. This committee will review all transportation projects and amendments to the TIP's for air quality conformity determination. Mr. Arhin stated that a member of the FHWA and FTA must also be included on the committee.

Ms. Walker made a motion to recommend approval to the Interstate Council Committee to establish the Air Quality Conformity Review Committee as presented. Seconded by Mr. Nixon. Unanimously approved.

- Hiring of Staff

Mr. Gordon stated that the MPO has advertised for a transportation planner on three separate occasions. To date, no one has been hired. He will be advertising again in April and May. There was a brief discussion to hire a consultant on retainer.

OTHER BUSINESS

- Future Meeting Schedule

The next meeting of the Technical Advisory Committee will be held on Wednesday, May 16, 2007 in Martinsburg, West Virginia.

ADJOURNMENT

Mr. Bailey made a motion to adjourn the meeting at 12:25 p.m. So ordered.

Respectfully submitted,

Robert S. Gordon, Director