

**ULSTER COUNTY TRANSPORTATION COUNCIL
Policy Committee Meeting**

A G E N D A

Tuesday, July 23, 2013

10:00 am to 12:00 pm

SUNY Ulster College

Clinton Hall, Howard St. John Conference Room

Cotekill Road, Stone Ridge, NY

1. Technical Committee Call to Order – Welcome & Introductions (10:00am)
2. Call for Citizen Comments
3. Approval of the May 22, 2013 Policy Committee meeting summary
4. Communications and Announcements
5. New Business

a) Resolution 2013-04: Authorize the Transfer of Administrative and Management Responsibilities for Ulster County Commuter Bus Carrier's Share of FFY 2012 FTA Section 5307 TMA Formula Funds to the Capital District Transportation Authority (CDTA), Albany, New York.

The Resolution authorizes UCTC to transfer FTA Section 5307 TMA formula funds in the amount of \$1,485,722 with administrative and management responsibilities to CDTA for use by Ulster County commuter bus carrier Adirondack Trailways for services provided in the Mid-Hudson Valley TMA/UZA 89 in accordance with the funding allocated for FFY 2012 and in keeping with the purposes specified in UCTC's adopted Transportation Improvement Program (TIP). This Resolution was tabled at the 5/22/13 Policy Committee meeting due to lack of information. That information has since been provided to UCTC by ADK Trailways. In accordance with UCTC TIP amendment procedures, a 15-day public comment period was initiated on June 27, 2013 through Public Notice describing this proposed Amendment; no public comments were received.

Recommended Action: Discuss Resolution 2013-04 and proposed fund transfer, address any public comments, and consider adoption (10 minutes).

b) Resolution 2013-05: To Define the Urbanized Area Boundary and Metropolitan Planning Area Boundary for the Ulster County Transportation Council.

The urbanized area designations completed by the US Census Bureau under the 2010 Census have resulted in the expansion of the Kingston urbanized area in parts of Ulster County and into Greene County. As such, revisions to Federal Highway Administration Federal-Aid urban area boundaries and the UCTC Metropolitan Planning Area boundary are necessary. All affected Ulster County municipalities as well as Greene County and NYSDOT Region 1 officials were notified directly of the changes recommended by the Technical Committee on June 26; no additional comments were provided by those entities regarding the proposed changes.

Recommended Action: Discuss Resolution 2013-05 and proposed boundary changes, address any public comments, and consider adoption (10 minutes).

**ULSTER COUNTY TRANSPORTATION COUNCIL
Policy Committee Meeting**

c) Resolution 2013-06: Apportionment of Federal Fiscal Year 2013 Federal Transit Administration (FTA) Section 5307 Formula Funds in the Mid-Hudson Valley

Transportation Management Area (MHVTMA): Resolution 2013-06 addresses distribution of FTA 5307 funds in the TMA to the Public Operators within the TMA and the Inter-County Commuter bus services. The preliminary Ulster County share for the public operators is \$515,031 and the Inter-County Commuter bus services is \$1,809,402. These funds may change pending alteration of the 2010 UZA 89 Poughkeepsie--Newburgh, NY—NJ boundary, which now includes portions of New Jersey. Final figures will be available in advance of the next Policy Committee meeting. In addition, \$3,391,994 in un-programmed FTA Sec. 5307 funds is available for future programming within the TMA.

Recommended Action: Discuss Resolution 2013-06 and proposed allocations, address any public comments, and consider adoption (10 minutes).

d) Resolution 2013-07: To Rescind Certain Actions Associated with UCTC Resolution 2012-10 and Amend UCTC PIN 8TRU28 to Modify Schedule, Costs and Project

Description. UCAT has requested modifications to the project description, schedule and costs associated with a PIN that was previously deleted. In order to rectify and re-program the PIN, the action to delete must first be rescinded and then the new PIN information as described in Attachment 1 of Resolution 2013-07 must be enacted. In accordance with UCTC TIP amendment procedures, a 15-day public comment period was initiated on June 27, 2013 through Public Notice describing this proposed Amendment; no public comments were received.

Recommended Action: Discuss Resolution 2013-07 and proposed TIP modifications, address any public comments, and consider adoption (10 minutes).

e) Resolution 2013-08: Distribution of the FFY 2013 Federal Transit Administration Section 5307/5340 Urbanized Area Apportionments Attributable to the Kingston

Urbanized Area: The Urbanized Area Formula Funding program (49 U.S.C. 5307) makes Federal resources available to urbanized areas and to Governors for transit capital and operating assistance in urbanized areas and for transportation related planning. An urbanized area is an incorporated area with a population of 50,000 or more that is designated as such by the U.S. Department of Commerce, Bureau of the Census. FFY13 allocation of the Kingston Urbanized Area is \$908,004. Resolution 2013-08 distributes these funds between UCAT and Citibus as an equal, 50/50 split.

Recommended Action: Discuss Resolution 2013-08 and proposed allocation proportions, address any public comments, and consider adoption (10 minutes).

e) Draft Resolution 2013-09: In Support of Ulster County Area Transit's Request to the Mid-Hudson Valley Transportation Management Area for \$300,000 in Unallocated FTA

\$5307 Funds. A recommendation to prepare Resolution 2013-09 was made by the Director at the June 26 Technical Committee meeting; this is therefore a Draft Resolution. The Mid-Hudson Valley Transportation Management Area has a total of \$3,391,994 in un-programmed FTA \$5307 funds available for future programming. Ulster County Area Transit has requested that UCTC request one-time funding in the amount of \$300,000 to support service in Ulster County. The request is intended to address funding gaps resulting from changes in National

**ULSTER COUNTY TRANSPORTATION COUNCIL
Policy Committee Meeting**

Transit Database (NTD) reporting standards to the FTA. Resolution 2013-09 offers the UCTC Policy Committee's support of this request.

Recommended Action: Discuss Resolution 2013-09, address any public comments, and consider adoption (10 minutes).

5. Other/Old Business (10 minutes)

- **Competitive Transportation Funding Opportunities**
- **Mid Hudson Valley Transportation Management Area Certification Review**

6. Announcements/Project Updates (10 minutes)

7. Adjournment. The next Policy Committee meeting will be scheduled to take place prior to July 31, 2013.

**ULSTER COUNTY TRANSPORTATION COUNCIL
Policy Committee Meeting**

Agenda Supplement

**Agenda Item 5b
New Business (20 minutes)**

Resolution 2013-05: To Define the Urbanized Area Boundary and Metropolitan Planning Area Boundary for the Ulster County Transportation Council.

The urbanized area designations established in Census 2010 are used to establish FHWA and Metropolitan Planning Area boundaries. Adjusting the Census urban area boundaries is a necessary first step in the roadway functional classification review. While there is no requirement in law or regulation to adjust the 2010 Census urban area boundaries, adjusted or “smoothed” FHWA boundaries can facilitate planning and programming activities and are to be drawn to include the areas expected to become urbanized within a 20-year horizon. Adjusted urban area boundaries are subject to approval by USDOT and need to be forwarded to FHWA and FTA with an approval letter from NYSDOT. In Ulster County, the 2010 Census urbanized area boundaries have resulted in a need to include portions of the Towns of Kingston, Hurley and Woodstock as well as a small portion of Greene County in its adjusted FHWA urbanized area boundary. The UCTC Metropolitan Planning Area will also need to be revised. The MPA must include at a minimum 2010 Census urbanized areas and is currently defined by UCTC as the whole of Ulster County; therefore, the small portion of Greene County will need to be included as part of the UCTC MPA.

The steps for review and approval are outlined below:

- 1) NYSDOT distributes revision guidance and Census block GIS data to MPOs (January 2013)
- 2) MPOs prepare draft UAB adjustments, send files back to NYSDOT Main Office for review (February 2013)
- 3) NYSDOT Main Office Signs off on draft UABs (Approved in April 2013)
- 4) MPOs determine if Metropolitan Planning Area revisions are necessary (affirmative for UCTC)
- 5) MPOs vote to approve adjusted UABs and MPA via resolution (June – August 2013)
- 6) Regions secure local approval for small urban area revisions (applies to the Ellenville urban cluster).

Deadline for adjustments is September 30, 2013. **A map of proposed boundary changes are attached in Draft Resolution 2013-05**

Recommended Action: Discuss Resolution 2013-05, address any public or Committee comments, and consider forwarding to Policy Committee for adoption (20 minutes).

**ULSTER COUNTY TRANSPORTATION COUNCIL
Policy Committee Meeting**

**Agenda Item 6
Announcements/Project Updates (10 minutes)**

44.22.03: Traffic Monitoring Program: UCTC has received 2012 count data collected by the consultant Tri-State Traffic Data Inc. The data were collected in the weeks of May 7-11, May 14-18, May 21-25, June 4-8, and June 11-15 2012. The remaining count data was collected in the week of August 6, 2012. The 2012 counts include locations in the southern corridor of the county that were last counted in 2009. This information is summarized in the Ulster County 2012 Traffic Monitoring Program report. Tri-State Traffic Data Inc has finished collecting data for the 2013 season and the data is currently being reviewed and processed by staff. The 2013 counts occurred between April 8 through to May 3 with most counts being performed in the City of Kingston.

44.26.15: Initiate a Study of the Need and Location for an Intermodal Facility to Serve the Greater New Paltz Area: Discussions pertaining to the contract language are ongoing with the selected consultant.

44.23.02-01: Initiate a Safe Routes to School (SRTS) Demonstration Project: Discussions pertaining to the contract language are ongoing with the selected consultant.

44.23.02-03: Boices Lane Rail Safety Study: Additional final revisions and public meeting presenting recommendations are pending. Staff anticipate completing this project in the next 1-2 months.

UCTC Projects in Development: UCTC staff is currently developing a draft Scope of Services for the following 2013 UPWP projects. Once the draft scopes have been agreed upon by project partners, UCTC staff and Ulster County Purchasing, an RFP for consultant services will be issued.

- 44.23.02-04 Analysis of Priority Investigation Location (PIL) Data among Congested Roadway Segments in Ulster County PILs
- 44.23.02-05 Kingston Broadway Corridor Conceptual Design Project
- 44.23.02-06 Rosendale Circulation Study:

Financial Report: The draft final financial report for SFY 2012 is attached.

Salaries/Benefits/Administrative Costs for the 4th Quarter of SFY2012 returned to a normal rate of expenditure after filling the vacancy of Transportation Planner on December 17, 2012. Overall, SFY 2012 saw the completion and closeout of the Ulster County Transit System Coordination and Development Plan with all programmed funds expensed at the close of the 4th quarter. Ongoing projects include contractual services with Tri-State Traffic Data, Inc. for maintaining the UCTC Traffic Monitoring Program, and the Boices Lane Rail Safety Study with Creighton Manning Engineers. The final reimbursement request for work performed during the 4th quarter SFY 2012 in the amount of \$74,445.33 will be submitted to NYSDOT staff upon further review and confirmation of this information. Assuming receipt of the 4th Quarter request, total federal funds received by the MPO in SFY 2012 equaled \$341,549.03; the 5% Ulster County share in support of MPO operations equaled \$20,328.32.

**ULSTER COUNTY TRANSPORTATION COUNCIL
Policy Committee Meeting**

1	UCTC DRAFT 4th Quarter Financial Report									
2	Reporting Period: January 1, 2013 to March 31, 2013									
3	Prepared: July 2013									
4	Expenses (Excluding Contracts)	Amount Budgeted	1st Qtr Actual	2nd Qtr Actual	3rd Qtr Actual	4th Qtr Actual	TOTAL EXPENSES	% Expended	Funds Remaining	% Remaining
5										
6										
7	Salaries/Benefits/Admn. Costs	\$231,115	\$60,190	\$48,609	\$41,500	\$63,716	\$214,015	92.6%	\$17,100	7.4%
8										
9	Travel	\$5,100	\$1,092	\$574	\$244	\$282	\$2,192	43.0%	\$2,908	57.0%
10										
11	Equipment/Supplies	\$4,250	\$2,066	\$132	\$0	\$0	\$2,198	51.7%	\$2,052	48.3%
12										
13	Indirect Expenses	\$20,000	\$4,128	\$3,641	\$3,895	\$5,466	\$17,130	85.7%	\$2,870	14.4%
14										
15	Sub Total	\$260,465	\$67,476	\$52,956	\$45,639	\$69,464	\$235,535	90.4%	\$24,930	9.6%
16										
17	Contracts for Professional Services	Amount Budgeted	1st Qtr Actual	2nd Qtr Actual	3rd Qtr Actual	4th Qtr Actual	TOTAL EXPENSES	% Expended	Funds Remaining	% Remaining
18	(Contracts Only)									
19	City/County Transit Development Plan	\$73,908	\$21,594	\$37,632	\$12,961	\$1,720	\$73,908	100.0%	\$0	0.0%
20	New Paltz Intermodal Study	\$84,000					\$0	0.0%	\$84,000	100.0%
21	Safe Routes to School Project	\$31,000					\$0	0.0%	\$31,000	100.0%
22	UC Traffic Monitoring Program	\$29,000		\$15,225			\$15,225	52.5%	\$13,775	47.5%
23	Study of County Bridge Program	\$50,000					\$0	0.0%	\$50,000	100.0%
24	Boices Lane Rail Safety Study	\$39,450			\$24,914	\$7,296	\$32,210	81.6%	\$7,240	18.4%
25	Saugerties Area Mobility Analysis	\$0	\$5,000				\$5,000	-	-	-
26	(outstanding late payment)									
27										
28	Sub Total	\$307,358	\$26,594	\$52,857	\$37,876	\$9,016	\$126,342	41.1%	\$181,016	58.9%
29	Program Total	\$567,823	\$94,070	\$105,813	\$83,515	\$78,480	\$361,877	63.7%	\$205,946	36.3%
30										
31	Federal & State Reimbursements	Mailed	Received	Amount Received	Amount Outstanding					
32	Status									
33		<i>Q1</i>	10/17/12	11/26/12	\$88,536.64	\$0.00				
34		<i>Q2</i>	01/09/13	05/15/13	\$99,808.80	\$0.00				
35		<i>Q3</i>	01/17/13	06/04/13	\$78,758.26	\$0.00				
36		<i>Q4</i>	[pending]		\$74,445.33	[not mailed]				
37										
38	Total Receipts Received/Outstanding				\$341,549.03	\$74,445.33				
39										
40	Cost of MPO Operations to Ulster County				\$20,328.32					
41										
42	Unprogrammed Funds (matched PL only)				\$375,272.00					
43										

NOTE: This table has been developed for discussion purposes only. This table combines FTA and FHWA planning funds to illustrate overall SFY 2012-13 UPWP expenditures and receipts for the period of April 1, 2012 to March 31, 2013. This is a draft document and subject to further revision.