

**ULSTER COUNTY TRANSPORTATION COUNCIL
Technical Committee Meeting**

A G E N D A

Wednesday, June 26, 2013

9:00 am to 12:00 pm

SUNY Ulster College

Clinton Hall, Howard St. John Conference Room

Cottkill Road, Stone Ridge, NY

1. New Member Orientation (9:00)

A presentation intended for new members will be provided by UCTC staff; all are welcome to attend.

2. Break for Technical Committee Meeting (9:50)

1. Technical Committee Call to Order – Welcome & Introductions (10:00am)

2. Call for Citizen Comments

3. Approval of the April 23, 2013 Technical Committee meeting summary

4. Communications and Announcements

5. New Business

a) Draft 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 authorized 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.

Recommended Action: Discuss Resolution 2013-04, address any public or Committee comments, and consider forwarding to Policy Committee for adoption (20 minutes).

b) Draft 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 and Greene Counties. As such, revisions to Federal Highway Administration Federal-Aid urban area boundaries and the UCTC Metropolitan Planning Area boundary are necessary.

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

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c) Draft 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): Draft 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 Draft Resolution 2013-06 enclosed and consider forwarding to the Policy Committee for approval (20 minutes).

d) Ulster County Area Transit Request for Unallocated 5307 Funds. The Mid-Hudson Valley Transportation Management Area has a total of \$3,391,994 in un-programmed FTA Sec. 5307 funds available for future programming. Ulster County Area Transit has requested that UCTC request one-time funding in the amount of \$291,342 to support service in Ulster County. The request is intended to address funding gaps resulting from changes in National Transit Database (NTD) reporting standards to the FTA.

Recommended Action: For discussion purposes only (10 minutes).

5. Other/Old Business (10 minutes)

- **UCTC 2013 – 2015 Two-Year Voting Membership Rotation**
- **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. ***New member orientation*** will precede this next meeting.

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Agenda Supplement

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

Draft 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).

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**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: An RFP for consultant selection was closed in March of 2013; two planning and engineering consultant firms submitted proposals – Behan Planning and Design of Saratoga Springs, NY (with Nelson Nygaard and Alfandre Architects as subconsultants) and Stonefield Engineering and Design, LLC of Rutherford, NJ. A selection committee was arranged to evaluate proposals, including consultant interviews held on April 4. 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: Award letters were sent to the Town Shawangunk, Town of Lloyd and a joint application from New Paltz Village/Town; an RFP for consultant selection has been issued and closed on May 10th. All proposals will be evaluated by a Selection Committee and a preferred consultant has been identified. Ulster County Purchasing Department will be submitting an award letter to the preferred consultant and Ulster County Transportation Council will commence contract development.

44.23.02-03: Boices Lane Rail Safety Study: To date, existing and future traffic conditions have been analyzed and the draft plan has been submitted and reviewed by the Technical Advisory Committee. Additional final revisions and public meeting presenting recommendations are pending.

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: Latest UCTC Financial Report is attached. All reimbursement requests submitted to NYSDOT through 12/31/12 have been paid in full. UCTC is currently preparing the final SFY Q4 reimbursement request to complete SFY 2012.

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1	UCTC 3rd Quarter Financial Report										
2	Reporting Period: October 1, 2012 to December 31, 2012										
3	Prepared: January 2013; Updated June 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		\$150,299	65.0%	\$80,816	35.0%	
8											
9	Travel	\$5,100	\$1,092	\$574	\$244		\$1,910	37.5%	\$3,190	62.5%	
10											
11	Equipment/Supplies	\$4,250	\$2,066	\$132	\$0		\$2,198	51.7%	\$2,052	48.3%	
12											
13	Indirect Expenses	\$20,000	\$4,128	\$3,641	\$3,895		\$11,664	58.3%	\$8,336	41.7%	
14											
15	Sub Total	\$260,465	\$67,476	\$52,956	\$45,639		\$166,071	63.8%	\$94,394	36.2%	
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	\$100,250	\$21,594	\$37,632	\$12,961		\$72,187	72.0%	\$28,063	28.0%	
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	\$54,000			\$24,914		\$24,914	46.1%	\$29,086	53.9%	
25	Saugerties Area Mobility Analysis	\$0	\$5,000				\$5,000	-	-	-	
26	(outstanding late payment)										
27											
28	Sub Total	\$348,250	\$26,594	\$52,857	\$37,876	\$0	\$117,327	33.7%	\$230,923	66.3%	
29	Program Total	\$608,715	\$94,070	\$105,813	\$83,515	\$0	\$283,398	46.6%	\$325,317	53.4%	
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	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.				
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>	under development								
37											
38	Total Receipts Received/Outstanding				\$267,103.70	\$0.00					
39											
40	Cost of MPO Operations to Ulster County				\$16,294.00						
41											
42	Unprogrammed Funds (matched PL only)				\$375,272.00						
43											