

ULSTER COUNTY TRANSPORTATION COUNCIL TECHNICAL COMMITTEE MEETING

Meeting Minutes

DATE: April 6, 2004
TIME: 3:30 p.m.
PLACE: Legislative Chambers Library
244 Fair Street, 6th Floor
Kingston, New York

MEMBERS

PRESENT:	Linda Cook**	Town of Hurley
	Sandy Cozza**	City of Kingston Citibus
	Nancy Hammond	Town of Lloyd
	Toni Hokanson**	Town of New Paltz
	Tom Jackson	Ulster County Area Transit
	Stan Kern	Town of Kingston
	Albert Meyer**	Ulster County Legislature
	Richard Peters**	NYSDOT Region 8
	Joseph Rich^	Federal Highway Administration
	Cynthia Ruiz	Ulster County Area Transit
	Charlie Schaller	UC Traffic Safety Board
	Bob Shepard*	Town of Lloyd
	John Valk	Town of Shawangunk
	Fred Wadnola ⁺	Town of Ulster
	Jeremy Wilber*	Town of Woodstock

STAFF

PRESENT:	Marianne Davis	UCTC
	Dennis Doyle	UCTC
	Jean Gunsch	NYSDOT Region 8/UCTC
	Bill Tobin	UCTC

⁺Permanent Voting Member

*Current Voting Member (Until June 5, 2005)

**Current Voting Proxy

^Current Advisory Member

The meeting began at 3:32 p.m. with Mr. Tobin welcoming those in attendance. Mr. Tobin presented the meeting minutes from the February 10, 2004 Technical Committee Meeting and asked for any comments or corrections. Mr. Tobin reminded the Technical Committee members that approved minutes will be made available for public viewing at the Ulster County Planning Board Office and on the UCTC's web site when developed. No comments or corrections to the minutes were received.

Mr. Tobin introduced the first item of new business “Draft Request for Proposals (RFP) with scope of work for updating the Ulster County Long-Range Transportation Plan (LRTP).”

Mr. Tobin noted the UCTC currently does not have an adopted LRTP but that Ulster County has recently completed a long-range plan in April of 2003. Mr. Tobin clarified for those in attendance that the due date for the UCTC to adopt a LRTP was mistakenly printed in the agenda package. The correct due date for the UCTC to adopt a LRTP is October 1, 2005. The recently completed countywide transportation plan included the development of a travel demand forecasting model to forecast traffic conditions to Year 2020. Mr. Tobin stated that the recently completed Ulster County LRTP needs updating to meet Federal and State requirements.

Mr. Doyle and Mr. Rich discussed the problems and challenges associated with updating the County’s transportation demand forecasting model along with the County’s LRTP document. Mr. Doyle described the two forecasting model software programs widely utilized throughout New York State MPOs. Mr. Doyle also discussed the difficulty finding candidates with the right education and experience to perform in-house transportation demand modeling.

Mr. Rich provided his thoughts about the eight (8) month time period in which the work is proposed. Mr. Rich stated that it may be unrealistic to complete the tasks, especially the modeling and model conversion process. Mr. Rich stated that the consultant selection process alone could take up to five (5) months.

Mr. Shepard suggested the UCTC consider separating the model conversion process from the overall update of the LRTP to ensure the UCTC completes the plan update on-time.

Mr. Peters further suggested keeping the focus on updating the plan and the current model to ensure the plan is completed in enough time to meet Federal and State requirements. Mr. Peters suggested writing the LRTP scope of work to include the current model and plan update processes but consider performing the model conversion process after the plan is adopted. The Committee was in agreement that the County’s LRTP and current model needed updating and that the model conversion process was secondary to the needs of the UCTC.

Mr. Doyle stated the RFP for the LRTP will be slightly modified to reflect the UCTC’s consensus on the need for an updated LRTP and updated model. In the modified RFP, UCTC staff will indicate the model conversion process become secondary or optional to the overall effort. The RFP will request alternative pricing and recommendations for the conversion of the existing model to some other similar software application.

Mr. Doyle asked if anyone would like to volunteer to serve on the consultant selection committee. It is anticipated a consultant will be selected sometime during the summer of 2004. It is anticipated the selected consultant will present their scope of work to the scheduled UCTC at the September 7, 2004 meeting.

Mr. Peters asked if the LRTP scope of work needed to demonstrate TIP/STIP conformity as it relates to air quality. Mr. Rich explained that the State Energy Plan will require a conformity analysis. Mr. Rich stated the State Energy Plan requires MPO LRTPs conform to policy strategies and goals associated with energy conservation and renewable energy, reduction of greenhouse gas emissions, and air quality improvement.

Mr. Tobin introduced the next item on the agenda "Draft Request for Proposals (RFP) for on-call Support Services for Transportation Planning and Engineering Services." Mr. Tobin explained that the purpose of the RFP is to solicit one or more professional civil engineering firms to place "on-call" for support services. Mr. Tobin stated that types of services needed in the near future include traffic counting and potentially corridor and intersection studies.

In terms of traffic data collection, Mr. Peters suggested the RFP request consultant firms to comply with NYS DOT data collection standards.

Mr. Valk asked if County municipalities could retain the services of firms selected by the MPO under this RFP announcement. Mr. Doyle responded that County municipalities could utilize the services of consultants selected through the UCTC's consultant selection process and thereby would benefit by not having to conduct their own separate RFP and selection process.

Mr. Tobin introduced the next item on the agenda "Draft UCTC Public Participation Plan." Mr. Tobin reviewed the need for the UCTC to have a Public Involvement Plan and discussed highlights of the plan with the Committee.

Mr. Peters suggested the UCTC consider adding "amount of exposure" as one means of evaluating the success of television and newspaper advertisements.

Mr. Peters asked why the Public Involvement Plan placed a significant emphasis on Environmental Justice in the initial pages of the document. Mr. Tobin responded that he initially emphasized Environmental Justice in the opening pages of the Plan to address Federal Highway Administration requirements but that the remaining portions of the document do not reflect a dominant Environmental Justice theme.

Mr. Peters stated that he didn't think the goal as written was a goal and that the objectives as written were objectives. Mr. Doyle suggested staff may want to define the word goal and objective within the document to lessen the confusion.

Mr. Rich updated the Committee on the recent definitional changes by the Census Bureau. Mr. Rich also informed the Committee that the Census Bureau no longer includes Hispanics in its definition of minorities.

The meeting adjourned at 4:43 p.m.
Respectfully submitted by
Bill Tobin