

**ULSTER COUNTY TRANSPORTATION COUNCIL
Policy Committee Meeting**

R E V I S E D A G E N D A

**Tuesday, May 26, 2015
10:00 am to 12:00 pm
SUNY Ulster College
Clinton Hall, Howard St. John Conference Room
Cottkill Road, Stone Ridge, NY**

- 1. Policy Committee Call to Order – Welcome & Introductions (10:00am)**
- 2. Call for Citizen Comments**
- 3. Approval of the March 11, 2015 Policy Committee meeting summary**
- 4. Communications and Announcements**
- 5. New Business**

- a) **Revision to Resolution 2015-13: Amendment to the UCTC 2014 – 2018 Transportation Improvement Program to Modify Cost, Schedule and Project Description.** Resolution 2015-13 originally amended the UCTC TIP to include new project phases under PIN 8TRU75. The original Amendment added \$5.417 in FTA 5307 funds attributable to Inter-County Commuter Bus Services in Ulster County (Trailways of New York) for FFYs 2013, 2014 and 2015. Due to Congressional impasse, FFY2015 funds have not been made available for allocation at this time. Revisions to Resolution 2015-13 include reduction in funds to those available for allocation (\$3.614m unmatched) and “block programming” funds through the life of the TIP, thereby creating placeholders for programming funds if and when they become available.

Recommended Action: Discuss revision to Resolution 2015-13 and consider adoption (5 minutes).

- b) **Resolution 2015-14: Amending the Ulster County Transportation Council Operating Procedures to be Consistent with the Moving Ahead for Progress in the 21st Century (MAP-21) Act.** A first-draft of proposed modifications to the UCTC Operating Procedures was circulated at the September 23rd Tech/Policy meeting and discussed in detail at the November 29th meeting. Based on Technical Committee input, a Final Draft was developed and made available for a 45 day public review and comment period at the February 11th, 2015 Technical Committee meeting. One comment was received during this comment period from the NYSDOT Statewide Planning Bureau pertaining to UCTC’s public involvement procedures. Those comments have been addressed to the Department’s satisfaction. The Final Revised UCTC Operating Procedures are presented to the UCTC Policy Committee for final approval.

Recommended Action: Discuss Resolution 2015-14, review any public comments received and consider adoption. (10 minutes)

- c) **Resolution 2015-15: Amendment to the UCTC Federal Fiscal Year (FFY) 2014-2018 Transportation Improvement Program (TIP) to Add PIN 8761.22:** Village of New Paltz

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Sidewalks: Huguenot Street, Church Street, Prospect Street and H.W. Dubois Drive. Village of New Paltz. Draft Resolution 2015-15 amends the UCTC TIP to program Transportation Alternatives Program funds to the Village of New Paltz as detailed in the Resolution for the construction of segments of sidewalks along portions of Huguenot St, Church St, Prospect St. and H.W. Dubois Drive in the Village. These funds were awarded to the Village under competitive solicitation and are reimbursable at 80% federal share of the total project cost and require a minimum 20% local match. The local sponsor must advance the project in accordance with federal and state laws, regulations and procedural requirements. In accordance with UCTC Operating Procedures, the resolution was made available for 15 day public notice and comment period scheduled to end Monday May 25; any comments received will be presented to the Committee prior to consideration.

Recommended Action: Discuss Resolution 2015-15, review any public comments received and consider adoption. (10 minutes)

d) Resolution 2015-16: Amendments to the UCTC 2014 – 2018 Transportation Improvement Program to Modify Costs, Schedules and Project Descriptions to Ulster County Area Transit PINs 8TRU28, 8TRU50, 8TRU78, 8TRU79, and 8TRU84 as Shown in Attachment 1.

Draft Resolution 2015-16 amends the UCTC TIP to modify costs, schedules and project descriptions to various UCAT PINs in order to align the TIP with UCAT's 2015 FTA grant requests. Those changes are outlined in the Resolution as Attachment 1 and are summarized as follows:

- **UCAT PIN 8TRU28:** The Amendment programs 5311 Rural Formula Program funds and programs them as flexed 5307 funds as allowed under FTA MAP-21 rules. The Amendment programs \$0.200m in these funds in 2016 for the purchase of 1 30' low floor cutaway bus replacing a bus that has passed its useful life. A 10% state and a 10% local match is required.
- **UCAT PIN 8TRU50:** The Amendment adjusts the UCTC TIP to block-program UCAT's annual Operating Assistance needs through the life of the TIP to 2018. Once amended, funds can then be adjusted administratively on an annual basis based on local need and available funds. The Amendment programs FTA 5307 funds in the amount of \$0.300m for each fiscal year. FTA rules stipulate that the Federal share may not exceed 50% of the net project cost of Operating Assistance.
- **UCAT PIN 8TRU78:** The Amendment adjusts the project schedule from 2017 to 2018 and adds an additional \$0.632m in FTA 5307 funds for the purchase of 3 low floor cutaways and 1 40' transit bus as well as a fare collection system. A 10% state and a 10% local match is required.
- **UCAT PIN 8TRU79:** The Amendment adjusts the project schedule from 2014 to 2018 and adds an additional \$0.440m in FTA 5307 funds for the purchase of three (3) 35' replacement buses and a bus wash system for UCAT facilities. A 10% state and a 10% local match is required.
- **UCAT PIN 8TRU84:** The Amendment adjusts the UCTC TIP to block-program UCAT's annual FTA 5339 allocations through the life of the TIP to 2018. Once amended, funds can then be adjusted administratively on an annual basis based on local need and available funds. The amendment programs FTA 5339 funds in an amount in-line with estimated allocations for each fiscal year beyond 2015.

In accordance with UCTC Operating Procedures, the resolution was made available for 15 day public notice and comment period scheduled to end Monday May 25; any comments received will be presented to the Committee prior to consideration.

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Recommended Action: Discuss Resolution 2015-16, review any public comments received and consider adoption. (10 minutes)

- e) **2015 Ulster County Unified Planning Work Program Amendment**. The Draft 2015 UPWP was approved by the UCTC Policy Committee at its March meeting; budget tables are to be finalized as soon as Q4-2014 is closed. In the interim, UCTC has received a request from NYSDOT Region 8 to provide resources to support the review of planning and design details for the proposed re-design of Albany Avenue and Broadway in the City of Kingston. The creation of a new project in the 2015 UPWP and an accompanying budget revision in the amount of \$10,300 (federal) to be drawn from the estimated Un-programmed FHWA PL fund balance of \$467,895 is therefore requested. Details are provided in the Agenda Supplement.

Recommended Action: Discuss 2015 UPWP budget revision and request a motion for approval. (10 minutes)

- f) **Addendum to the Ulster County Coordinated Public Transit – Human Services Transportation Plan**. MPOs are encouraged to update their “Coordinated Plan” in concert with the Long Range Transportation Plan. That update has been initiated with the recent release of a Request for Proposals for Consultant Assistance by UCTC. The recent announcement of FTA Section 5310 funds requires applicants to show that their proposals are in line with the MPO’s Coordinated Plan. In an effort to assist applicants in showing concurrence with the existing plan, a brief addendum will be published in the interim outlining those transportation services provided by applicants as they pertain to UCTC funding and implementation strategies. The intent of the addendum is to ensure that all local proposals are in compliance and remain competitive under evaluation against other regional submittals.

Recommended Action: Discuss Addendum to the Ulster County Coordinated Public Transit – Human Services Transportation Plan and request a motion for approval. (20 minutes)

6. Other/Old Business (15 minutes)

- Traffic Monitoring Program – Spring counts completed
- UCTC 2-Year Voting Member Rollover Takes Place June 4, 2015
- LRTP rTown application

7. Adjournment.

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Agenda Supplement

Agenda Item 5d: 2015 UPWP Amendment

Routine, end of the fiscal year adjustments are necessary for fund carryover, new grant revisions, and grant closeouts. These Budget revisions with a brief description of the cause, should be well documented by Ulster County or NYS Department of Transportation staff for their respective funding in the UPWP, and recommended for approval by the Administration Committee in an expeditious manner. Upon Administration Committee approval, it should be formally transmitted as an "Approved Budget Revision" to the New York State Department of Transportation Main Office with payment requests for transmittal to the federal funding agencies.

Project to be added:

**44.24.04: NYSDOT I-587 @ Albany Ave & Broadway Intersection
Reconstruction Planning and Design Support – Part Consultant Study**

The primary objective of this on-call assignment is to support UCTC and the New York State Department of Transportation in the review of planning and design details for the proposed roundabout at Albany Avenue and Broadway in the City of Kingston. Analytical and design review support on behalf of UCTC will be provided on an as-needed basis, with billing limits established for each work task. Tasks include review of prior analysis conducted by FHI in 2011 of the conceptual design for the proposed intersection improvements at the I587 intersection with Albany Ave; attendance at one or more design review meeting(s) with affected parties; additional analysis based on issues raised by affected parties; review of design plans at various stages of development as necessary; and a second meeting, if warranted.

**44.24.04: NYSDOT I-587 @ Albany Ave & Broadway Intersection
Reconstruction Planning and Design Support**

| | <i>Federal Share</i> | <i>State Share</i> | <i>Local Share</i> | Total Task Cost |
|----------------------|---|--------------------|--------------------|------------------------|
| Task Cost: | \$10,300 | \$1,931 | \$644 | \$12,875 |
| Deliverables: | Analytical and design review support; minimum of one design review meeting of affected parties; additional review and commenting as necessary | | | |
| Schedule: | May 2015 – September 2015 (new project) | | | |

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Agenda Supplement: UCTC 2015/16 UPWP Project Status of Consultant-based Studies

| Project | Contract Status | Schedule/Updates |
|--|---|--|
| 44.22.03: Traffic Monitoring Program | Under contract through December 31, 2015 | Spring counts completed |
| 44.22.04: Transportation Infrastructure Resiliency and Vulnerability Assessment Planning | n/a | Scope of work to be developed as staff resources allow |
| 44.23.01-01: Development of the UCTC Year 2040 Long Range Transportation Plan | Under contract through Oct 31, 2015 | Project on schedule; public meetings completed; rTown running through June 5 |
| 44.23.01-04: Initiate a Pavement Management Program in Ulster | n/a | Ulster County DPW registered for spring Cornell Local Roads Pavement Management training |
| 44.23.02-01: Complete a Safe Routes to School (SRTS) Demonstration Project | Contract ends June 30 th , 2015. | All major deliverables completed; project contract extended to provide one additional Action Plan to the Town of Saugerties. Anticipated date of project completion: June 2015 |
| 44.23.02-03: Analysis of Priority Investigation Location Data among Congested Roadway Segments in Ulster County | Draft scope of work and RFP complete | RFP ready to be issued as staff time allows; project will be rolled-over into SFY2015 UPWP |
| 44.23.02-04: Kingston Broadway Corridor Conceptual Design Project | Under contract through June 2015; no-cost extension to be processed | TAC meeting #3 completed; design alternatives reviewed |
| 44.23.02-05: Rosendale Circulation Study | Under contract through September 2015 | Final public meeting scheduled for July |
| 44.23.02-06: Town of Marlboro Route 9W Corridor Study | n/a | Scope of work to be developed as staff resources allow |
| 44.23.02-08: New Paltz Intermodal Facility Site Analysis and Selection | Contract ends to June 30 2015. | Final plan under development |
| 44.23.02-09: Traffic Control Signal Warrant Evaluation | n/a | Scope of work to be developed as staff resources allow |
| 44.24.01: Conduct an Analysis of County Bridge Repair and Replacement Program and Related Priorities for Capital Expenditures | n/a | Scope of work to be developed as staff resources allow |
| 44.24.03: Ulster County Electric Vehicle Infrastructure Planning Project | n/a | Scope of work to be developed as staff resources allow |
| 44.26.12: Coordination of Non-Emergency Human Service Transportation | Draft scope of work and RFP complete | RFP ready to be issued as staff time allows; project rolled-over into SFY2015 UPWP |
| 44.27.02: Ulster County Community Outreach for the Driving Environment and Youth Education Series (CODE YES) | n/a | Scope of work to be developed as staff resources allow |

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|----|--|---------------------------|-----------------------|------------------------|---------------------------|--|-----------------------|-------------------|------------------------|--------------------|--|
| 1 | UCTC 3rd Quarter Financial Report SFY 2014-15 | | | | | | | | | | |
| 2 | Reporting Period: Oct 1, 2014 to Dec 31, 2014 | | | | | | | | | | |
| 3 | Prepared: 1/20/15 | | | | | | | | | | |
| 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 | \$260,200 | \$55,805 | \$58,487 | \$55,980 | | \$170,271 | 65.4% | \$89,929 | 34.6% | |
| 8 | | | | | | | | | | | |
| 9 | Travel | \$5,568 | \$513 | \$4,561 | \$122 | | \$5,196 | 93.3% | \$371 | 6.7% | |
| 10 | | | | | | | | | | | |
| 11 | Equipment/Supplies | \$5,568 | \$406 | \$557 | \$302 | | \$1,265 | 22.7% | \$4,303 | 77.3% | |
| 12 | | | | | | | | | | | |
| 13 | Indirect Expenses | \$20,000 | \$3,611 | \$4,398 | \$3,897 | | \$11,906 | 59.5% | \$8,094 | 40.5% | |
| 14 | | | | | | | | | | | |
| 15 | Sub Total | \$291,335 | \$60,335 | \$68,003 | \$60,301 | | \$188,639 | 64.7% | \$102,696 | 35.3% | |
| 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 | New Paltz Intermodal Study | \$57,760 | \$11,564 | \$14,800 | \$15,147 | | \$41,511 | 71.9% | \$16,249 | 28.1% | |
| 20 | Safe Routes to School Project | \$61,953 | \$31,011 | \$6,620 | \$12,312 | | \$49,944 | 80.6% | \$12,009 | 19.4% | |
| 21 | UC Traffic Monitoring Program | \$20,300 | \$0 | \$9,520 | \$0 | | \$9,520 | 46.9% | \$10,780 | 53.1% | |
| 22 | Study of County Bridge Program | \$40,000 | \$0 | \$0 | \$0 | | \$0 | 0.0% | \$40,000 | 100.0% | |
| 23 | Ulster County Greenway Compacts | \$12,200 | \$7,210 | \$4,137 | \$0 | | \$11,347 | 93.0% | \$854 | 7.0% | |
| 24 | PILs Data & Congested Roads | \$48,000 | \$0 | \$0 | \$0 | | \$0 | 0.0% | \$48,000 | 100.0% | |
| 25 | Kingston Broadway Corridor Study | \$69,490 | \$0 | \$16,646 | \$0 | | \$16,646 | 24.0% | \$52,844 | 76.0% | |
| 26 | Rosendale Circulation Study | \$35,000 | \$0 | \$0 | \$6,466 | | \$6,466 | 18.5% | \$28,534 | 81.5% | |
| 27 | Transportation Infrastructure Resiliency | \$64,000 | \$0 | \$0 | \$0 | | \$0 | 0.0% | \$64,000 | 100.0% | |
| 28 | Year 2040 Long Range Transp. Plan Update | \$100,000 | \$0 | \$0 | \$0 | | \$0 | 0.0% | \$100,000 | 100.0% | |
| 29 | Coordinated Human Services Transp. Plan | \$50,000 | \$0 | \$0 | \$0 | | \$0 | 0.0% | \$50,000 | 100.0% | |
| 30 | | | | | | | | | | | |
| 31 | Sub Total | \$558,703 | \$49,786 | \$51,723 | \$33,925 | \$0 | \$135,433 | 24.2% | \$423,269 | 75.8% | |
| 32 | Program Total | \$619,037 | \$110,120 | \$119,726 | \$94,226 | \$0 | \$324,072 | 52.4% | \$525,965 | 47.6% | |
| 33 | | | | | | | | | | | |
| 34 | Federal & State Reimbursements | Mailed | Submitted | Amount Received | Amount Outstanding | | | | | | |
| 35 | Status | | | | | | | | | | |
| 36 | | <i>Q1</i> 12/05/14 | \$103,642.64 | \$103,642.64 | \$0.00 | NOTE: This table has been developed for discussion purposes only. This table combines FTA and FHWA planning funds to illustrate overall SFY 2014-15 UPWP expenditures and receipts for the period of April 1, 2014 to March 31, 2015. Contract and Expense data reflect any line item amendments made to the UPWP during that time period. | | | | | |
| 37 | | <i>Q2</i> 12/31/14 | \$112,683.31 | \$112,683.31 | \$0.00 | | | | | | |
| 38 | | <i>Q3</i> 01/20/15 | \$88,684.05 | \$88,684.05 | \$0.00 | | | | | | |
| 39 | | <i>Q4</i> per development | | | \$0.00 | | | | | | |
| 40 | | | | | | | | | | | |
| 41 | Total Receipts Received/Outstanding | | | \$305,010.00 | \$0.00 | | | | | | |
| 42 | | | | | | | | | | | |
| 43 | Cost of MPO Operations to Ulster County | | | \$19,062.30 | | | | | | | |
| | | | | | | | | | | | |
| | Unprogrammed Funds (matched PL only) | | | \$392,145.00 | | | | | | | |