

**NYSMPO Director's Meeting
Teleconference Agenda
May 4, 2007 at 1:00PM –2:30 Eastern Time
Call in Number: 1-712-580-1800
Access Code: 697676**

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|--|--------------|
| 1. Introductions | All |
| 2. Meeting Summary – March 30, 2007 (Attachment A) | All |
| 3. Washington, D. C. Updates | Gayle |
| 4. NYSDOT Update | Hayes |
| 5. 2007 NYSMPOs Annual Meeting TIMED ITEM 1:20-1:35 | Siwek |
| a. Conversation with Scott Gassman IDEAJuice | |
| 6. Training | Siwek |
| 7. NYSMPO Brochure | Siwek |
| 8. Shared Cost Initiatives | Siwek |
| a. Innovative Approaches to Planning Implementation | |
| b. Transit Supportive Development | |
| 9. Staff Services Contract | Gayle |
| 10. Staff Services Priorities (Attachment B) | Siwek |
| 11. Other Business | All |

12. Next Teleconference Date/Time

June 1, 2007 at 1:00PM
Call in Number: 1-712-580-1800
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**NYSMPO Director's Meeting
March 30, 2007 10:30AM-3:00PM
Binghamton Metropolitan Transportation Study
Meeting Summary**

In person:

Steve Gayle, BMTS
Jim D'Agostino, SMTC
Harry Miller, HOCTS
John Czamanske, OCTC
Bill Tobin, UCTC
Jay Schissell, ECTC
Rich Perrin, GTC
Kealy Salomon, PDCTC
Fernando de Aragon, ITCTC

Janine Simonsen, NYSDOT
Ron Hayes, NYSDOT
Dick Beers, FHWA
Sarah Siwek, SSA
Tanya Zwahlen, SSA

By teleconference:

Larry McAuliffe, NYMTC
Hal Morse, GBNRTC

1. Introductions

2. Meeting Summary

The March 2nd meeting summary was accepted pending correction of a typo under 8A.

3. 2007 NYSMPOs Annual Meeting

a. Training and Working Group Meetings

Sarah will schedule a half or full-day visualization training on Wednesday, June 13th. The training will focus on different approaches to and uses of visualization through software.

The Transit Working Group has scheduled a meeting in West Point at the Thayer on Wednesday, June 13th at 3:00PM.

The West Point tours cost \$9/person. NYSMPO will not organize a formal tour but will provide tour information in the registration packets.

b. Agenda & Speaker Invitations

The agenda was reviewed and refined. Sarah and Tanya will invite speakers. They will provide contact information for all speakers and ask moderators to schedule and hold teleconferences with speakers for each session.

4. Staff Consultant Contract

a. Status of RFI

The draft scope of services was reviewed by MPO directors and the NYSDOT MPO Bureau in March.

5. Shared Cost Initiatives

a. Community Design Phase I

Tanya will check on the status of posting the Community Design Phase I product on the NYSMPO web site with Dave Jukins and Peter Plumeau.

b. Innovative Approaches to Planning Implementation

The group approved the Task 3 scope amendments presented by Hal Morse.

c. Transit Supportive Development

The Roundtable Discussion is tentatively scheduled to take place before or after the NYPTA conference in Rochester on June 6. The consultant team will attend the NYSMPOs conference in West Point to discuss results and meet with downstate participants that could not travel to Rochester.

NYSMPO scheduled a session for 8:30-11:30AM on Thursday, June 14th. Tanya will work with Larry McAuliffe to schedule plan for these sessions. MPO Directors should send contacts for potential demonstration projects to Tanya so these individuals can be invited to the June 6th or June 14th session.

d. Training

There are four courses scheduled for April, May and June.

NYMTC is hosting the NHI/NTI Metropolitan Transportation Planning course June 26-28th in New York. There is no fee to attend this course, but space is limited. NYSMPO will host this course in the fall if there is interest.

An NTI course on Transportation and Land Use is being scheduled for the fall at NYMTC. Details will follow shortly.

There is \$115,000 in the training budget currently. Sarah will draft a letter to Dave Kimmel from John Poorman stating that the additional FTA PA funds should be included into the NYSMPO training budget. The training budget will increase to approximately \$150,000 with this addition. Once reconciled, Rich Perrin will provide the amount to Sarah and NYSMPO.

6. NYSDOT Update

- 1) NYSDOT is advancing the effort to obtain ESRI ArcInfo licenses for NYSDOT and MPO staff. Ron will report on this initiative when a decision has been finalized.
- 2) The joint RPPM/MPO meeting was well attended. The next meeting will take place in Syracuse in September.
- 3) SPR requests have been reviewed and are waiting for the Commissioner's review. NYSDOT expects to release awarded projects in the next week.
- 4) NYSDOT EAB has drafted CMAQ guidance. NYSDOT invited MPO representatives to review the proposed guidance. Rich Perrin volunteered to serve on the review team.
- 5) John Zamurs anticipates emissions factor tables from NYSDEC by 4/15. Conformity determinations must be coordinated with TIP advancement.
- 6) The program updates from NYSDOT regions were submitted on 3/3. The fiscal constraint review will be complete by the middle of April. NYSMPO requested a meeting with NYSDOT to evaluate the TIP process evaluation.
- 7) NYSDOT will work with Tanya to put together a calendar of training through September 2007. This calendar should be distributed electronically and posted on the NYSMPO web site. All agreed to better coordinate and share information on training between NYSDOT and NYSMPOs.
- 8) The Safe Routes to School program proposal from the NYSMPOs remains under development.

7. Washington Update

The AMPO/AASHTO 3-day National Summit will take place on April 11-13 in New Orleans and the AMPO Policy Committee will be held in Chicago the week after. The summit will focus on future transportation funding and implications for statewide metropolitan planning. The AMPO Policy Committee meeting will focus on what to say to Congress in 2009 on Reauthorization. If anyone has input or thoughts on the policy issues, let Steve or Rich know.

Max Williamson and Fred Wagner from Beveridge & Diamond LLC (<http://www.bdlaw.com/>) offered their services are available (at a cost) to MPOs needing assistance with SAFETEA-LU compliance. They can identify best practices and safe harbors that are designed to win federal approval. They have expertise in fiscal constraint, NEPA, interagency consultation, and transportation conformity.

Sarah will send a summary of the new planning rule to MPOs.

The group discussed outreach to state resource agencies for consultation per requirements of SAFETEA-LU. The state is developing a list of agency contacts. This list will be ready by July 1st. Rich will send GTC's names of agency contacts to MPOs and NYSDOT, since there may be some overlap.

The group discussed the March 19th notice to states of the rescission of federal transportation funding and the need to program and spend unobligated CMAQ funding.

8. Working Group Updates

a. Safety

The safety group is meeting next Friday. The SWG requested that Directors review the draft comment letter to NYSDOT regarding the NYS Strategic Highway Safety Plan and provide comments by early next week. Tanya will email the letter next week. BMTS will provide comments regarding the lack of discussion about 5% hazardous locations or the High Risk Rural Roads programs, which are both required by SAFETEA-LU.

b. Transit

The transit working group met on 3/21 in Utica. They do not recommend advancing the SCI project, which seeks to find best practices for the coordinated human service plans. They have found it beneficial to meet and discuss status on plan development.

The group asked about the status of the 2/27/07 draft "Dear Colleague" letter regarding the new FTA formula program notice. Janine Simonsen will check on the status of this letter.

9. Brochure

Tanya will work to have the brochure printed by the annual meeting. She will send inserts for review next week.

10. Priorities for Remainder of Current Contract

Sarah will send a memorandum regarding staff priorities for the remainder of the contract. The big priorities currently are the Annual Meeting, the Transit Supportive Development SCI project. The Safety Working Group and Air Quality/SIP Development Working Group also require staff support. Sarah also has work to do on interagency consultation for conformity and will get materials to MPOs.

The Community Design Phase II project should also be advanced. NYSMPO would like to develop a scope for the RTP financial planning after the conference. Steve Gayle and Gerry Bogacz will develop the process and scope for the MPO self assessment and evaluation.

11. Other Business

- a. OCTC is looking for a planner. The job description is posted at <http://www.orangecountygov.com/orgmain.asp?storyID=3382&orgID=142&storyTypeID=1&sid>.

12. Next Meeting Dates/Times

Teleconference on May 4, 2007 at 1:00PM EST
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Teleconference on June 1, 2007 at 1:00 EST
1-712-580-1800 Participant Access Code 697676

SARAH J. SIWEK & Associates*Transportation & Environmental Consulting*

TO: New York State MPO Directors

**FROM: Sarah Siwek
Tanya Zwahlen**

SUBJECT: Priorities for April-September 2007

DATE: April 4, 2007

This memorandum outlines the current work efforts underway as part of the staff services contract. Given the level of effort required to organize the Annual Meeting it will not be possible to make progress on all of these activities between now and the end of September. Therefore, this memo is intended to help the MPO directors to identify priorities for the staff services contractor over the next several months.

1) Annual Meeting

Planning the Annual Meeting is the highest current priority and it will require significant staff time during April, May and June. We will invite speakers; finalize meeting agenda; develop and mail registration material; finalize space and food arrangements; solicit and process conference sponsorships; initiate teleconferences among session speakers; develop conference brochure, nametags and registration folders; order gifts for participants and speakers; manage meeting finances; process participant registrations; send thank you letters to speakers; and email meeting evaluation and compile responses.

2) SCI Projects

Similar to the working groups, each SCI project requires a different amount of staff time. The main objective is to monitor and oversee the projects to completion.

FY 06-07 SCI Program

Innovative Approaches to Planning Implementation - GBNRTC has taken a very active role in managing the Innovative Approaches to Planning Implementation project, therefore very little staff consultant time will be needed to complete the project.

Transit Supportive Development - This project will require management and active participation by NYSMPOs staff services consultant primarily in working with NYMTC to coordinate the project activities and keep the contract on schedule and within budget.

Community Design – Phase II – (FY06-07 SCI) This project will build upon Phase I efforts by providing training forums and other opportunities for outreach to local officials and agency staff that are involved in design and implementation of projects.

FY 07-08- SCI Program

The advancement of the 2007-2008 SCI program should be discussed so that staff can develop RFPs, advertise and coordinate Steering Committee selection of consultants.

RTP Financial Planning - This SCI project would research how other MPOs are meeting the fiscal constraint requirements, to identify good practices, and to create a guide with recommendations for developing a financial plan.

NYSMPO Self-Assessment & Evaluation - This project would include two activities; 1) an MPO self-evaluation of how ISTE/TEA-21/SAFETEA-LU provisions have been implemented, successes, issues, etc. and, 2) a consultant-led effort to evaluate the successes of the NYSMPOs in implementation of ISTE/TEA-21/SAFETEA-LU key principles and programs. Results of this SCI project will assist the NYSMPOs in developing reauthorization concepts and recommendations to be shared with AMPO.

Training - Four courses are planned for April and May. There is a possibility of scheduling training for 6/13 and 6/14 before the start of the Annual Meeting. We should discuss priorities for the summer shortly.

Technical Services Contract - A contract for technical services (e.g., modeling, surveys, speed data, etc.) that would provide technical services to each of the MPOs on one or more topic as agreed by all NYSMPOs. By entering into one, consolidated contract, timesavings and efficiencies will be realized in the support of needed technical services for all of the MPOs. At the April 2 SIP Meeting, there was extensive discussion on the need for better speed data for transportation conformity purposes and I agreed to bring this to the directors attention so that we can possibly get this technical service contract set up to gather speed data in the nonattainment area MPOs.

3) Director's Meetings

We will organize and facilitate 3 teleconferences and 3 in-person meetings and develop meeting summaries.

4) Working Groups

The amount of time needed to support each working group varies. Currently, the Safety Working Group is the most active. The ICG teleconferences and SIP Development meetings are taking place monthly.

- Support Safety Working Group in development of the Safety Roundtable Discussion agenda, Safety Session presentations and monthly teleconferences. Provide meeting summaries for all discussions.
- Support Air Quality Working Group in monthly in-person SIP Development meetings and working group teleconferences. Provide meeting summaries for all discussions.
- Participate in monthly ICG teleconferences and provide meeting summaries.

- Support Transit Working Group in their in-person meeting on 6/13 and subsequent meetings. Provide meeting summaries.
- Support Travel Demand Model Users Group in bi-annual meetings and/or teleconferences. Provide meeting summaries.
- Support GIS Working Group in bi-annual meetings and/or teleconferences. No meeting. No summaries are developed for the GIS Working Group.
- Support Bike/Ped Working Group in bi-annual meeting and/or teleconferences. Provide meeting summaries.

5) NYSMPOs Brochure

The brochure must be finalized, design and production completed, and printed. Completion of the 13 MPO inserts is needed so that that the brochure can be available at the Annual Meeting.

6) Communication to state and national organizations

As needed, we will draft responses to proposed rules or guidance from FHWA and/or FTA. Based on discussion at the October 2006 Director's meeting, NYSMPO staff will not plan a fall conference with the ITE Upstate Chapter.