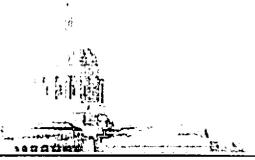


Capital Area Metropolitan Planning Organization



Room 120 320 E. McCarty, Jefferson City, MO 65101 Phone 573.634.6410 Fax 573.634.6457

Technical Committee

Thursday, September 3, 2015 at 10:00 A.M.
Boone/Bancroft Room # 200 - John G. Christy Municipal Building
320 E. McCarty Street, Jefferson City, MO 65101
Enter through Main Lobby

Tentative Agenda

1. **Call to order, roll call, and determination of a quorum**
2. **Public comment**
3. **Adoption of the agenda as printed or amended**
4. **Approval of the minutes from the meeting of August 6, 2015**
5. **Communications received**
6. **New Business**
 - A. 2015 Transportation Planning Process Review Response
 - B. Technical Committee Pedestrian or Biking Interest Representative
7. **Other Business**
 - A. Status of current work tasks
 - B. Member Updates
8. **Next Meeting Date - Thursday, October 1, 2015 at 10:00 a.m. in the Boone/Bancroft Room**
9. **Adjournment**

Individuals should contact the ADA Coordinator at (573) 634-6570 to request accommodations or alternative formats as required under the Americans with Disabilities Act. Please allow three business days to process the request.
Please call (573) 634-6410 with questions regarding agenda items.

**MINUTES
TECHNICAL COMMITTEE
CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION**

August 6, 2015
10:00 a.m.

VOTING MEMBERS PRESENT

Cole County: Larry Benz
Eric Landwehr, Vice Chairman*

Holts Summit: Brian Crane*

Jefferson City: David Bange
Eric Barron
Janice McMillan, Chairman
Sonny Sanders
Britt Smith
Mark Mehmert*

MoDOT: Steve Engelbrecht
Michael Henderson
Bob Lynch

Private Transportation Interest: Joe Scheppers
*Arrived Late

VOTING MEMBERS ABSENT

Paul Winkelmann, Callaway County
Bill Lockwood, Jefferson City
Matt Morasch, Jefferson City

EX-OFFICIO MEMBERS PRESENT

Michael Latuszek, Federal Highway Administration

EX-OFFICIO MEMBERS ABSENT

Jeremiah Shuler, Federal Transit Administration

STAFF PRESENT (Non-Voting)

Alex Rotenberry, Transportation Planner
Anne Stratman, Administrative Assistant, City of Jefferson

GUESTS PRESENT

Jenni Jones, MoDOT
Mark Schreiber, 5th Ward Councilman

1. **Call to order, roll call, and determination of a quorum**
Ms. McMillan called the meeting to order at 10:02 a.m. A quorum of 10 voting members was present.
2. **Public comment**
None received.
3. **Adoption of the agenda as printed or amended**
Ms. McMillan requested to add Member Updates under Other Business.

Mr. Benz moved and Mr. Smith seconded to adopt the agenda as amended. The motion passed unanimously.

Mr. Mehmert arrived at 10:04 a.m.
4. **Approval of the minutes from the meeting of July 2, 2015**
Mr. Smith moved and Mr. Bange seconded to approve the minutes from the meeting of July 2, 2015 as printed. The motion passed unanimously.

5. Communications from the presiding officer

- A. OneDOT pertaining to the Planning Process Review
- B. OneDOT pertaining to Amendment #1 to the 2016-2020 Transportation Improvement Program
- C. Rachel Ruhlen, Missouri Bicycle & Pedestrian Federation
- D. League of American Bicyclists pertaining to the Bicycle Friendly Community Program

Mr. Crane arrived at 10:05 a.m.

6. New Business

A. MOU/Bylaws Update

Ms. McMillan explained that to date Callaway County, Cole County, City of Jefferson, MoDOT, St. Martins and Wardsville have ratified the revised Memorandum of Understanding and Bylaws. The City of Holts Summit will conduct a second reading with possible approval on August 10, 2015. She stated that staff is in the process of developing a timeline for informing jurisdictions when they need to appoint their representatives. Ms. McMillan explained that a letter and nomination form will be sent out in the near future in order to have members in place by November 1, 2015.

Mr. Rotenberry discussed membership changes on the Board of Directors and Technical Committee.

Mr. Landwehr arrived at 10:13 a.m.

B. Administrative Modification #1 to the 2016-2020 Transportation Improvement Program

- 1. TIP #2016-12: JEFFTRAN Paratransit Vehicles. Sponsor: Department of Public Works, Transit Division

Mr. Rotenberry explained that due to modifications in the design of three (3) Handi-Wheels vehicles, minor funding changes for the project will occur. He stated that the change involves an increase of \$29,907 in local matching funds, for a final project cost of \$190,065. Mr. Rotenberry explained that there was no increase in federal matching funds. He stated that this is for informational purposes only.

7. Other Business

A. 2015 Transportation Planning Process Review

Mr. Rotenberry explained that staff is in the process of addressing the recommendations requested by FHWA and FTA in response to the recent Planning Process Review.

B. FY2016 Unified Planning Work Program

Ms. McMillan explained that due to the timing of the UPWP and the City of Jefferson budgeting process, the document was not forwarded to MoDOT at the time of approval on April 15, 2015. She stated that since the City of Jefferson's budget process has progressed and MoDOT requires the UPWP for their Consolidated Planning Grant drafting and approval process, the FY2016 Unified Planning Work Program will be transmitted to MoDOT after the August 19, 2015 Board of Directors meeting.

C. Status of current work tasks

- Bicycle/Pedestrian Plan; Next meeting Mid-September 2015
- Wayfinding Plan; Adopted by Board of Directors on July 15, 2015

D. Member Updates

Cole County

--Mr. Landwehr gave an update on the Pioneer Trails Safe Routes to School Project.

Federal Highway Administration

--Mr. Latuszek commended staff on a great job with the recent Transportation Planning Process Review.

Holts Summit

--Mr. Crane gave an update on their 2014 and 2015 Recreational Trails Grant and their 2013 Transportation Enhancement Grant.

Jefferson City

--Mr. Bange gave an update on the following projects: (1) Stadium//Monroe/Christy Project; (2) Satinwood Stormwater Project; (3) Don Ray box culvert project; and (4) Wayfinding Grant. An Open House for the Stadium/Jefferson Project will be held on August 6, 2015 from 4:00 to 6:00 p.m. He reported that Mr. Steve Clark of the League of American Bicyclists has selected Jefferson City as a priority city for 2015. The goal is to visit the city and help Jefferson City become recognized as a "Bicycle Friendly Community." He proposes visiting on November 11; giving a technical assessment of the bicycle infrastructure; discussing best practices with staff, advocates and elected officials; and taking a bicycle ride.

--Mr. Mehmert gave an update on the Missouri Boulevard and Capital Mall routes, which includes businesses along Stoneridge Parkway. New bus shelters were recently installed at Sam's Club. JEFFTRAN's new website address is www.JEFFTRAN.org.

--Mr. Smith gave an update on the main runway project at the airport. He explained that the City of Jefferson and Cole County are working together on a pavement management system with assistance from the University of Missouri.

Missouri Department of Transportation

--Mr. Henderson reported on the FY2016 Unified Planning Work Program approval process.

--Ms. Jones reported that Transportation Enhancement Grant applications are now available. The deadline is September 15, 2015. A total of \$90,000 is available statewide.

Mr. Sanders left at 10:40 a.m.

8. **Next Meeting Date** - Thursday, September 3, 2015 at 10:00 a.m. in the Boone/Bancroft Room.

9. **Adjournment**

Mr. Benz moved and Mr. Smith seconded to adjourn the meeting at 10:50 a.m.

Respectfully submitted,

Anne Stratman, Administrative Assistant

Capital Area Metropolitan Planning Organization



Room 120, 320 E. McCarty St., Jefferson City, MO 65101 Phone: 573.634.6410 Fax: 573.634.6457

Memorandum

TO: CAMPO Technical Committee
FROM: Sonny Sanders, Senior Transportation Planner
DATE: August 27, 2015
SUBJECT: 2015 Transportation Planning Process Review

The Final *2015 Transportation Planning Process Review* report by FHWA and FTA includes seven (7) recommendations. A response to the review describing how CAMPO intends to address each recommendation has been requested by FHWA/FTA. Some of the responses reference actions which may require inclusion into the next UPWP or modifications to existing processes. Please pay special attention to the response to Recommendations 5 and 7. Response 5 is staff's first thought on the subject and the response to recommendation 7 is more of an acknowledgement of the recommendation and that more thought will need to be put into the actual process of executing the recommendation. Attached is the draft response. The full review document is available on CAMPO's [webpage](#).

Agenda Item 6A-1

Individuals should contact the ADA Coordinator at (573) 634-6570 to request accommodations or alternative formats as required under the Americans with Disabilities Act. Please allow three business days to process the request.

**Capital Area MPO Response
2015 Transportation Planning Process Review**

Recommendation #1

In the face of increasing performance management responsibilities, and with CAMPO's goal of continuously improving the effectiveness of the planning process and their work products, CAMPO should strongly consider adding both manpower and technical capacity to their staff. Additional staff will help CAMPO address corridor and future routes studies; and help in better addressing livability and sustainability decision-making – both increasingly crucial factors in a healthy transportation system, a healthy community, and a stronger economy.

Response to Recommendation #1

The FY2016 UPWP approved by the CAMPO Board of Directors includes an additional staff member and consulting services to assist in addressing various studies related to livability issues and support of the transportation aspects of comprehensive planning in our MPO area. A stronger training budget for FY 2015 and FY 2016 will assist staff in maintaining and improving their technical skills. CAMPO staff intends to include appropriate funding for training and education during the development of the future draft UPWPs to be presented to the Technical Committee for their review and comments.

Recommendation #2

We strongly suggest CAMPO develop a method whereby they can periodically evaluate, measure, and track the effectiveness of their public involvement methods; and a system to periodically introduce new public involvement tools.

Response to Recommendation #2

The CAMPO master calendar has task set for April 1 of each year to review the Public Participation Plan. Staff is currently tracking activities in which they participate and activities hosted by CAMPO. The number of attendees of CAMPO-hosted activities are also tracked. Additionally, CAMPO now subscribes to Constant Contact, a web-based mass emailing program that has built-in analytics for seeing how effective and efficient emails are, as well as track user interaction with emails. A defined system to introduce new public involvement tools has not formally been developed, but staff has participated in a recent NTI Public Involvement in Transportation Decisionmaking and plans on continually considering and using new public involvement tools.

Recommendation #3

CAMPO should ensure adequate programming of funds in the UPWP in order to accommodate training opportunities necessary to maintain a sufficient level of technical capacity. This is especially important now with steadily changing Federal priorities and requirements.

Response to Recommendations #3

The FY2016 UPWP approved by the CAMPO Board of Directors includes training budget of \$6,250, the same amount budgeted for training two staff members prior to the Great Recession. Albeit that this amount will have to cover training for 3 staff not two, but it is higher than in the recent past. CAMPO staff attempts to be frugal with training funds by leveraging webinars, participating in in-state activities when possible, and taking advantage of free NTI/NHI training events. CAMPO staff intends to include appropriate funding for training and education during the development of the draft UPWP to be presented to the Technical Committee for their review and comments.

Recommendation #4

As acknowledged by CAMPO during the review meeting, the MTP should be updated to include:

- g. Clearly defined and locally derived goals, objectives, and strategies to better assist in program and project development.*
- h. An improved description of projects and needs assessment; better connections tying illustrative projects to a specific need; and a systematic process for developing new projects, especially with regards to connectivity.*
- i. Throughout the life of the plan, a better description of Transit ridership, O&M, future capital needs (especially with Transit); and a better description of the existing system along with future needs, financing strategies, and revenues.*
- j. The development of a process whereby the MTP can accommodate TIP projects not already accounted for in the MTP. One very good method is to process MTP amendments concurrently with TIP amendments, where needed.*
- k. The inclusion of a transit safety element.*
- l. The inclusion of more multi-modal projects.*

**Capital Area MPO Response
2015 Transportation Planning Process Review**

Response to Recommendation #4

- g. CAMPO recognizes the goals, objectives and strategies can be improved and have included, in the Long Range Transportation Planning section of the FY2016 UPWP, a product intended to address this concern: “Vision, goals and perhaps strategies derived from a regional stakeholder and public involvement exercise.” The intention is use a qualified facilitator to assist in developing the goals and objectives for the MTP. The pedestrian and bicycle component of the plan, currently under development, will be tentatively using the professional services of Trailnet. They will assist in the refining of our vision and development of goals and objectives for the Pedestrian and Bicycle Plan, which will be the active transportation component of the next major revision of the MTP.
- h. CAMPO staff agree all of our projects in the MTP need better descriptions and desire to leverage the inclusion of performance measures to better connect projects to needs. As for a systematic process for developing new projects, our pedestrian and bicycle planning activities; travel demand modelling and intersection analysis project; and transit ridership study will all contribute to the identification of projects with detailed descriptions, and that the updating of these plans/studies as part of the development of our MTP will help address this concern.
- i. The FY2016 UPWP contains a transit study which we hope will assist us in addressing this concern.
- j. The Program Year 2016 – 2020 TIP projects were incorporated into the MTP by updating the MTP simultaneously with the yearly TIP approval. As this process is maintained, staff seeks to improve this process and make it more seamless and integrated into the overall MTP
- k. Staff will approach OATS and JEFFTRAN regarding collaborating on the development of a transit safety element for inclusion into the MTP. The upcoming Transit study may also support this activity.
- l. The pedestrian and bicycle plan are a part of the overarching MTP and include projects identified in that planning exercise. We also anticipate deriving projects from our upcoming transit study that can be identified in the MTP and/or Program of Projects.

Recommendation #5

The TIP should include a stronger representation of multi-modal projects.

Response to Recommendation #5

To the best of staff knowledge, all multimodal projects using Federal funds and requiring inclusion in the TIP, are included in the TIP. To include local sidewalk, bicycle and other multimodal projects, which are not required, does have merit in that the public would be able to have a better overall picture of transportation projects to be implemented. CAMPO staff questions if the level of effort to include the projects at the same financial level of detail and also to follow the same procedures to perform administrative modifications or amendments would be worth the benefit. Staff welcomes a discussion on how to include the projects, possibly in its own separate section, in the TIP in a manner as to not be burdensome to either local jurisdictions or CAMPO staff. One option would be to include each multimodal projects from jurisdictions capital improvement program.

Recommendation #6

CAMPO would be well-served to expand upon the good work already being done regarding mobility management.

Response to Recommendation #6

CAMPO supports the mobility management effort put forth by several agencies and spearheaded by the Mid-Missouri Regional Planning Commission, and plan on continuing active participation in the Mid-Missouri Transportation Coordination Council. Regarding the CAMPO coordinated public transit-human services transportation plan, it is our intention to investigate developing an update in conjunction with MMRPC in FY2017 in order to produce a more robust plan with implementable strategies.

Recommendation #7

CAMPO should identify an investment strategy, and resources, dedicated to improving transportation system safety and security.

Response to Recommendation #7

CAMPO staff will bring this issue to the Board of Directors and Technical Committee as tasks to be undertaken and incorporated into the appropriate documents and procedures.

Capital Area Metropolitan Planning Organization



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Memorandum

TO: CAMPO Technical Committee
FROM: Sonny Sanders, Senior Transportation Planner
DATE: August 27, 2015
SUBJECT: CAMPO Technical Committee Changes

The new Bylaws require two (2) Transportation Interest voting members on the Technical Committee. Since Mr. Scheppers was recently appointed to the Technical Committee by the Board, the inclusion of one (1) voting member to represent pedestrian or biking interest on the Technical Committee is required. This member is to be nominated and recommended by the Technical Committee and appointed by the Board of Directors.

Interaction with the Pedestrian and Bicycle Advisory Committee over the past few months has given staff a few ideas for persons to consider for this position. However, please be thinking of persons you can suggest for this position, you might have the ideal nominee in mind. Once the Technical Committee has a nominee, staff can reach out to them and make sure they are willing to participate.

Agenda Item 6B-1

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