



Chicago Metropolitan Agency for Planning

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Unified Work Program Committee Meeting Minutes

Thursday October 30, 2008

10:00 AM

Offices of the Chicago Metropolitan Agency for Planning
Cook County Room
233 S. Wacker Drive, Suite 800, Sears Tower
Chicago, IL 60606

Committee Members Present:

*Alternate Member

Les Nunes-Chair (IDOT), Matt Maloney (CMAP), Dan Podgorski (CoM Executive Committee), David Seglin (City of Chicago), Tom Rickert (Kane County), Beth McCluskey (Metra), David Simmons (CTA), Kyle Shinnick (CTA)*, Sid Weseman* (RTA), John Donovan* (FWHA), David Tomzik* (PACE), Jim Stack (IDOT)*

Staff Present:

Annie Byrne, Tara Fifer, Kermit Wies

Others Present:

,Chalen Hunter (McHenry County), Len Cannata (WCMC), Kama Dobbs (DMMC), David Raso (Metra)

1.0 Call to Order

The meeting was called to order at 10:05 AM by Les Nunes.

2.0 Agenda Changes and Announcements

There were no agenda changes or announcements.

3.0 Approval of the Minutes-October 30, 2008

The October 30th meeting minutes were unanimously approved by the Committee.

4.0 New UWP Committee Member Welcome

Matt Maloney announced there are two new members to the UWP Committee. John Donovan will be representing the FWHA as an alternate to Chris DiPalma. David Werner, who was not present, will be taking the place of Vanessa Adams from FTA.

5.0 Metra Transfer of UWP Funds Request

Beth McCluskey asked the committee if they had any questions regarding a transfer of \$52,408 from UP1870 (Origin-Destination Survey) to UQ 4173 (Regional Model Development). Mr. Maloney asked which fiscal year these funds are from. Ms. McCluskey stated that she believes they are from FY 2007, but will confirm; regardless, both projects are from the same fiscal year. Mr. Weseman questioned whether the amount of funds being transferred would be adequate for the purpose. Ms. McCluskey explained these are supplementing other funds already designated for this project. Mr. Nunes asked for a motion to approve. A motion was made and seconded; the request was approved.

6.0 Project Monitoring- FY '08 and FY '09 Projects

6.1 4th Quarter FY'08 Progress and Expenditure Reports

Committee members reviewed a memo summarizing the FY'08 UWP expenditures through the 4th Quarter. This is part of the monitoring process to better understand the status of funds and projects. According the summary report, many of the funds allocated have yet to be spent. Several members commented that more funds have been expended than reflected, but due at least in part to lengthy accounting times the reports do not have the most current info. Also, Mr. Maloney noted the numbers reflect what was received from each agency in May. More up to date expenditure reports, reflecting expenditures through the first quarter of FY 2009, will be delivered to the Committee before the next meeting in December.

6.2 1st Quarter FY'09 Progress and Expenditure Reports

Mr. Maloney explained there will be a new monitoring template for reporting progress and expenditures in FY'09. Monitoring will be continued for ongoing FY '08 programs and funds. Mr. Nunes noted it is important to show closure on finished projects by submitting a document to the Transportation Committee and asked the committee if they have any suggestions on how to best communicate this. Mr. Nunes commented that he is alarmed about the amount of unexpended funds and suggested that it may be beneficial to design a multi-year program, similar to CMAQ. Mr.

Maloney asked if this would start this year or the next and Mr. Nunes answered it could start this year. Mr. Maloney said this kind of new structure would require more planning and would need the MPO Policy Committee's approval.

Committee members discussed how far back unspent funds may go, and the question was raised as to why funds from one fiscal year are allocated for projects that will not occur until the following fiscal year. It was also suggested that a carry-over program be considered for unexpended funds. Mr. Nunes responded that it is not fair to require other Illinois MPOs to spend the funds within the year, but not apply the same expectations to Chicago metro recipients.

For a better understanding, the committee expressed interest in viewing older funding data, to be provided by IDOT. It was also suggested that the committee look at the CMAQ approach to handling unused funds, and consider how the selection process can include evaluation of past progress in multi-year projects. Mr. Nunes agreed and suggested that if progress is not made on earlier phases, this would influence the award of additional funds. Mr. Maloney said this would help in project selection, increase transparency, and if we could get information on historical projects, this would help even more. Mr. Tomzik commented that some projects from years past may never have occurred, and asked where that money is. Mr. Nunes answered that the money may have been spent on a different project; agencies should use the oldest money first so the money is not lost.

Mr. Seglin asked if CMAP asked for amendments to the programming of its funds, as there are some discrepancies in several line items' expenditures and budgeted amount. Mr. Maloney responded it did not and the main explanation for these discrepancies is the change in CMAP's work plan and internal billing structure. CMAP expects the FY'09 numbers to be more tightly aligned to initial budgets. Mr. Maloney gave the example of how much outreach work is simply billed by staff to Plan and Scenario Development for the Long Range Plan.

Mr. Podgrowski suggested adopting a policy to present an historical overview of progress and updates at the beginning of the year, and then discuss any issues so all are informed at the outset.

6.3 Presentation from FHWA on Project Expenditures

John Donovan explained to the committee that obligated but unexpended federal planning funds are now eligible for rescission. Rescissions can happen for a number of reasons, including at the discretion of Congress and can happen multiple times in one year. Mr. Donovan continued to

explain a new program being advanced, Financial Integrity Review and Evaluation (FIRE) to help evaluate unexpended funds. Currently FHWA estimates \$12 million in obligated but unexpended state PL funds within the Chicago region.

Mr. Donovan summarized that recipients need to spend the planning dollars, hire contractors, submit bills, and have better cost estimates. Mr. Donovan said to expect more monitoring and funds will be prioritized to projects that have demonstrated progress.

The Committee also discussed metropolitan planning fund set-asides off the federal transportation bill. Mr. Donovan said that while the set-aside increased from 1% to 1.25% from TEA-21 to SAFETEA-LU, it is possible that this might revert back to 1% in the new bill. Other Committee members remarked that alternatively, there are some advocating for increases of planning dollars in the next federal bill, rather than decreases.

7.0 FY '10 Program Development

7.1 FY '10 UWP Calendar

Mr. Maloney asked the committee if they had any comments or suggestions on the FY '10 calendar and explained this was created to be in coordination with the Programming Coordinating Committee meetings. Concern was expressed that the Programming Coordinating Committee may not be best suited for this review; instead, discussion of UWP priorities may be better suited for the Transportation Committee. Mr. Maloney explained that he did not have a real preference about this- the main point is for the UWP Committee to perform their due diligence in sharing the process and UWP priorities with other committees in the CMAP structure. Mr. Rickert suggested the Transportation Committee review the priorities in December; Mr. Maloney said he will add this item to the calendar.

7.2 FY '10 UWP Project Priorities

Mr. Maloney asked the committee if they had any comments on the core and competitive approach currently used. Mr. Seglin asked if a core project needs to be in-house or can be contracted. Mr. Maloney answered that last year consultant work was typically classified as part of the discretionary program. Several committee members felt the classification should be activity-based and not staff-based. Mr. Donovan asked about the definition of core- Mr. Maloney briefly explained it is the required activities and products of the MPO. Mr. Donovan said that this should be the distinction, rather than staff versus consultant work.

In terms of the competitive program, Mr. Maloney asked the committee members to think about their agency's priorities in order to create a short document describing this year's priorities for the Transportation Committee. Mr. Maloney stated that he would oversee this process over email with Committee members.

7.3 Transportation Data Inventory Proposal

Mr. Maloney explained that CMAP is thinking about submitting a proposal to create transportation data inventory, to be presented by Kermit Wies (CMAP staff) for initial reaction. Mr. Wies explained this project would require each committee member's agency to be involved. Kermit explained the current data inventory system, RTAMS, is a good system but there are ways to create a more effective system, evidenced by multiple other states.

Mr. Wies explained the inventory would include primarily asset management data offered through an adaptive system. Examples of such data include planning surveys, travel tracker, forecasts and projections, all of which would be more reflective of updates than any current access allows. As of now it would only include UWP agency data but could be expanded. Mr. Weseman suggested using RTAMS as a starting place. Overall, while the committee would like additional information, at this point the members support this project.

8.0 Public Comment

There was no public comment.

10.0 Next Meeting- To Be Determined

The date of the next UWP meeting was agreed to be December 2.

11.0 Adjournment

The meeting was adjourned at 11:45 AM.

Respectfully submitted,



Matt Maloney
CMAP

11/5/08