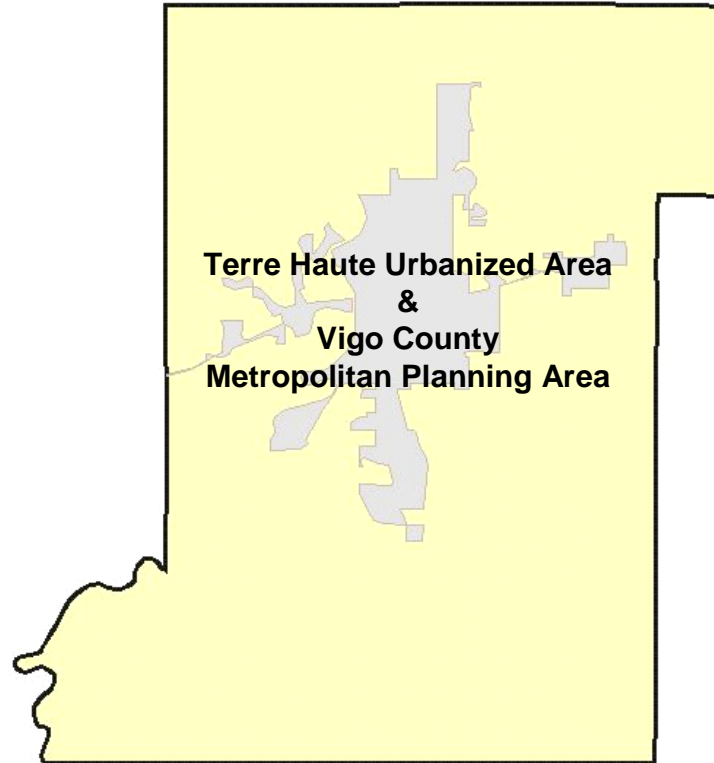


FY 2008 Unified Planning Work Program Quarterly Progress Report



January to March 2008

Prepared By:

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Introduction

This report provides a brief synopsis of work carried out by the Metropolitan Planning Organization (MPO) during this quarter in regard to major transportation planning program elements and sub-element tasks identified in the FY 2008 Unified Planning Work Program (UPWP). The report only identifies those sub-elements tasks where some activity (work) or progress occurred during this quarter.

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Questions & Comments

Questions or comments concerning the content of this report should be directed to the Chief Transportation Planner, Ron Hinsenkamp, at (812) 238-1561 or via e-mail to rhinsenkamp@westcentralin.com.

MPO Quarterly Progress Report

1200 – Transportation Planning and Coordination

Overall Objective:

To provide for overall administration and maintenance of the transportation planning program, promote stakeholder participation in the 3-C (cooperative, continuing and comprehensive) transportation planning process, and further develop the planning skills of those involved in the transportation planning process.

Work Element Activities:

1200.01

Prepared and submitted three monthly progress reports for review and dissemination to the West Central Indiana Economic Development District (WCIEDD) Board of Directors.

Compiled data and updated billing charges for the second and third quarters of SFY 2008.

Prepared and submitted the quarterly progress report and billing statement for the period October – December 2007 to INDOT.

Completed a comprehensive audit and reconciliation of STP-II funding and developed new tools to better manage these funds.

Identified additional discretionary funding requirements for SFY 2009-2010 and submitted the required requests to the MPO Council.

Developed and submitted a 2-year Draft Unified Planning Work Program (UPWP) for SFY 2009-2010 to INDOT and FHWA on March 17, 2008 for review and comment.

1200.02

Organized, hosted and prepared agendas, minutes and supporting materials for the following committee meetings.

Transportation Policy Committee: January 15, 2008
Transportation Advisory Committee: January 17, 2008
Transportation Technical Committee: February 26, 2008
Transportation Advisory Committee: February 29, 2008
Transportation Policy Committee: March 18, 2008
Citizen Advisory Committee/Disabled Advisory Committee: March 25, 2008

Staff members also participated in the following internal meetings and/or events this quarter.

WCIEDD Monthly Planning Staff Meeting: January 25, 2008
WCIEDD Board of Directors Meeting: January 28, 2008
WCIEDD Monthly Planning Staff Meeting: February 26, 2008
WCIEDD Affirmative Action Committee: March 3, 2008
Coordination Meeting with Transportation Policy Committee Chair: March 14, 2008
LRTP Meeting with HNTB Representatives: March 5, 2008
WCIEDD Monthly Planning Staff Meeting: March 20, 2008
WCIEDD Board of Directors Meeting: March 24, 2008

MPO staff members actively participated in meetings of the Indiana MPO Air Quality Committee and Indiana MPO Council on January 24, 2008 and February 28, 2008.

Worked with the Vigo County Commissioners to develop and implement a plan to overcome a \$950,000+ federal funding shortfall on the Canal Rd Phase II Project.

1200.03

This quarter staff members participated in the following meetings and/or events with various stakeholder groups.

Wabash River Development & Beautification, Inc Board Meeting: January 9, 2008
Indiana Transportation Association: January 18, 2008
Indiana Department of Transportation (INDOT) Transit Division: February 6, 2008
Terre Haute Chamber of Commerce Breakfast with the Governor: February 7, 2008.
Terre Haute Chamber of Commerce Public Policy Council: February 8, 2008.
Wabash River Development & Beautification Inc. Board Meeting: February 8, 2008.
Wabash River Development & Beautification, Inc Board Meeting: February 13, 2008
Terre Haute Transit Utility: March 4, 2008 – March 10, 2008
Wabash River Development & Beautification, Inc Board Meeting: March 12, 2008
Terre Haute Chamber of Commerce Public Policy Council Meeting: March 14, 2008

Responded to inquiries regarding the status of the SR 641 Project by meeting with the following groups and providing them a project briefing.

Terre Haute Tomorrow – January 9, 2008
Vigo County Area Planning Commission – January 9, 2008
Terre Haute Chamber of Commerce Board of Directors – January 22, 2008

Developed and conducted a 2½ hour MPO Orientation Program for the new Mayor of the City of Terre Haute and key members of his administration, and the new President of the Vigo County Board of Commissioners on January 10, 2008.

1200.04

Throughout the quarter the staff continued to develop and maintain the MPO pages on the WCIEDD Web Site by posting information updates; meeting notices, agendas and minutes; and various documents for public review and/or comment.

As part of the development of new visualization techniques, a staff member visited various project sites and took digital pictures of projects planned, underway or completed.

Incorporating the digital images mentioned earlier, the Chief Transportation Planner developed a PowerPoint Presentation about the MPO and various high interest projects (i.e. SR 641, Canal Road, etc.) and made a presentation to the Kiwanis Club on March 11, 2008.

Prepared and distributed an information release to the Transportation Policy Committee, Transportation Technical Committee, local government officials and other interested stakeholders concerning the new 8-hour Ozone Standard recently enacted into law.

1200.05

Researched Indiana's Open Door law and incorporated statutory requirements under this law into the development and subsequent publication of a public notice announcing 2008 dates for regular MPO committee meetings.

Staff members composed two transportation related articles on MPO activities for the WCIEDD newsletter, *The Quarterly*.

At the request of the Vigo County Commissioners, developed a comprehensive Background Paper that provides a chronology of the Canal Road Project.

Staff responded to numerous requests from the public for information about the Canal Road Project and the Environmental Assessment (EA) underway on Phases III and IV of the SR 641 Project.

1200.06

Staff completed in-house training on use of HCS+ software and additional training on Mobile 6.2.

Through collaboration with FHWA and other MPOs, staff completed additional training in development of tools and methodologies to conduct off-line air quality analyses in support of the CMAQ Program.

In support of maintenance of the ITS Architecture, a highway planner attended Turbo Architecture Version 4 software training in Chicago, IL from February 20-22, 2008.

The transit planner attended a National Transit Institute Rapid Transit Bus Planning Course in Louisville, KY from March 11-13, 2008.

Three staff members attended the 94th Annual Road School sponsored by Indiana Local Technical Assistance Program (LTAP) at Purdue University from March 25-27, 2008.

1200.07

The Chief Transportation Planner met with the Clay County Commissioners on March 3, 2008 to discuss the need for development of a Clay County Thoroughfare Plan in SFY-2009.

Prepared and submitted a \$78,000 proposal to continue to provide transportation planning services and technical support to Clay, Parke, Putnam, Sullivan and Vermillion Counties under the Small Urban & Rural Transportation Planning Assistance Program (SURTPAP) in SFY-2009.

Developed proposed countywide traffic count and railroad crossing inventory plans, including map overlays, for Clay, Parke, Putnam, Sullivan and Vermillion Counties as part of the current SURTPAP contract with INDOT.

Organized and participated in a meeting at the INDOT Crawfordsville District Office on March 20, 2008 to coordinate the proposed traffic count and railroad crossing programs for Clay, Parke, Putnam, Sullivan and Vermillion Counties.

1200.08

Continued to obtain direct input from front-line supervisors on transit and transportation planning and maintenance activities through interactions at meetings, via e-mail and by telephone.

Researched the Safe Routes to School (SRTS) Program and coordinated with INDOT SRTS Coordinator to assist the Vigo County School Corporation in preparing for potential submission of an application during the next cycle.

On behalf of the Vigo County Engineering Department, worked with the INDOT Central Office to resolve questions and concerns about a FA-3 for an approved CMAQ project.

Percent of Annual Program Element Completed: 85.24% (As of 03/24/08)

Anticipated Delays or Problems:

None. Except as noted, most tasks associated with this element are on-going and will continue through the end of the program year.

The percentage of work completed on this program element is based on the approved April 7, 2008 Administrative Modification to the UPWP that refined the total annual program budget for this element. The overall annual total program budget for the UPWP did not change as a result of this modification.

1203 – Transit Development Initiatives

Overall Objective:

To continuously monitor and pursue transit development initiatives and operations, that ensure the Terre Haute Transit Utility (THTU) is provided detailed information regarding trip origins and destinations, route efficiency, compliance with environmental justice requirements, operational cost analysis, and recommendations for route management that stress increased ridership. WICEDD will prepare recommendations for ridership enhancement strategies and coordinate their implementation with the operator. This may include the use of a consultant for transit travel demand modeling. The MPO will also initiate the first phase of a plan to expand the Rural Transit operation in Vigo County.

Work Element Activities:

1203.02

Organized and hosted a special meeting of the Transportation Advisory Committee (TAC) on February 29, 2008 to review, rank and make recommendations to the Transportation Policy Committee (TPC) on FY 2008 5310 Grant applications.

On behalf of the Terre Haute Transit Utility (THTU), coordinated and hosted a Citizens Advisory Committee/Disabled Advisory Committee meeting on March 25, 2008 at the Vigo County Public Library.

1203.06

Continued to work with Indiana State University (ISU) on a Spanish translation of the THTU bus schedules to meet new FTA requirements.

In partnership with Hamilton Center and the Coordinated Public Human Services Transportation Committee, completed and distributed a new brochure listing all transportation providers in for Vigo County.

1203.07

Assisted the Terre Haute Redevelopment Department in preparing and submitting several drawdowns for the new Cherry St. Multi-Modal Transportation Facility.

At the request of the Terre Haute Redevelopment Department, completed a comprehensive audit and analysis of all federal grants associated with the Cherry St. Multi-Modal Transportation Facility and furnished the department with a copy of the audit results.

Using the TEAM Program, worked with the City of Terre Haute and the Terre Haute Redevelopment Department to closeout Grants IN-90-X488-00 and IN-03-0124.

Processed the Terre Haute Redevelopment Department's 2008 grant application for the Cherry St. Multi-Modal Transportation Facility using the TEAM Program.

1203.08

Assisted the Terre Haute Transit Utility (THTU) with the sale of an older bus and removed the bus from the THTU inventory list.

Using the TEAM Program, prepared and submitted the Program of Projects (POP) for the THTU 2008 Section 9 Grant (5307) after completion of a public comment period.

Completed THTU's 4th quarter drawdown for \$251,600 and started the process of closing out this grant.

Percent of Annual Program Element Completed: 73.60% (As of 03/24/08)

Anticipated Delays or Problems:

None. Except as noted, most tasks associated with this element are on-going and will continue through the end of the program year.

The percentage of work completed on this program element is based on the approved April 7, 2008 Administrative Modification to the UPWP that refined the total annual program budget for this element. The overall annual total program budget for the UPWP did not change as a result of this modification.

1210 – Transportation Management Systems

Overall Objective:

To incorporate transportation planning and traffic engineering study results related to management systems analyses into a Transportation Systems Analysis (TSA) report. Study findings will be aimed at identifying and supporting projects for the Vigo County/Terre Haute Urbanized Area TIP and the ITS architecture. Elements will include an updated crash data analysis for Vigo County, collection of travel-time delay information relating to key intersections and links, a survey of freight-service providers for developing a needs assessment, and limited surveillance and data collection for adequate signage, roadway surface conditions and markings for use by the Terre Haute and Vigo County Engineering Departments.

Work Element Activities:

1210.01

Worked with the INDOT Crawfordsville District Traffic Count and Traffic Studies Sections to obtain traffic count and turning movement data in support of the development of the proposed Blakely Ave. Intersection Offset Project.

1210.02

Using crash data collected from the ARIES Crash Reporting System, continued to develop a draft of a new crash-data analysis report for Terre Haute and Vigo County.

Using compiled historic traffic accident data, developed a map for the INDOT Crawfordsville District Office to pinpoint the exact location of accidents that occurred between 2004 and 2008 on a section of SR 63 just south of Harlan Road.

1210.03

Responded to a request from a Indianapolis real estate developer seeking more up-to-date traffic count information for Wabash Avenue than that published by INDOT.

At the request of the Vigo County Park Department, conducted two special traffic counts at Fowler Park in conjunction with special events.

Coordinated with the INDOT Crawfordsville District to obtain historic traffic count data on a section of US 150, between West Terre Haute and the entrance to St. Mary-of-the-Woods College, to determine whether an improvement project might be warranted as a result of the establishment of a shrine for Saint Mother Theodore Guerin on the college's campus.

Responded to two requests from the INDOT Central Office to provide historic, current and projected traffic count information for the SR 46/I-70 Interchange area and the US Hwy 41/Springhill Road area by developing maps depicting this information.

Continued development of a TransCAD point layer to graphically depict traffic volume counts by inputting longitude and latitude information collected with a GPS receiver during HPMS and coverage counts.

1210.05

Coordinated with the Mayor of Terre Haute, Terre Haute City Engineer, Vigo County Commissioners and the Vigo County Superintendent of Parks concerning development and

submission of a MPO proposal to develop a multi-jurisdictional plan for trails and greenways for the entire Vigo County MPA.

1210.09

At the request INDOT's project consultant, organized a stakeholder meeting involving the City of Terre Haute, Vigo County, Terre Haute International Airport, Federal Aviation Administration and the Air National Guard to solicit input on the SR 42 and Swalls Road Intersection Projects.

Worked with the airport director to try and help resolve some operational issues that potentially impact the airport's ability to serve as a multimodal facility.

1210.10

Continue to review and research ITS elements being installed in the new Cherry Street Multimodal Facility, to determine how these elements will interface with the architecture.

Continue to review and refine the Vigo County ITS Architecture to insure compatibility with the new Turbo 4 ITS Architecture software.

Percent of Annual Program Element Completed: 72.72% (As of 03/24/08)

Anticipated Delays or Problems:

None. Except as noted, most tasks associated with this element are on-going and will continue through the end of the program year.

The percentage of work completed on this program element is based on the approved April 7, 2008 Administrative Modification to the UPWP that refined the total annual program budget for this element. The overall annual total program budget for the UPWP did not change as a result of this modification.

1215 – Transit Ridership Survey

Overall Objective:

Collect all necessary transit ridership survey trips and financial data concerning operation of the Terre Haute Transit Utility (THTU) for the required completion and submission of an annual *National Transit Database Report* to FTA and INDOT.

Work Element Activities:

1215.01

Developed the Title VI Transit Ridership Survey Program for 2008 and completed 23 surveys this quarter.

1215.04

Throughout the quarter, compiled and reviewed monthly transit data in preparation for submission of the annual *National Transit Database Report* in April 2008.

Worked with the City of Terre Haute's auditors by providing THTU data and grant information in support of the annual audit.

1215.07

Continued to monitor implementation and operation of the THTU Saturday express bus service to Honey Creek Mall and the new extended hour program for ISU students.

Percent of Annual Program Element Completed: 75.41% (As of 03/24/08)

Anticipated Delays or Problems:

None. Except as noted, most tasks associated with this element are on-going and continue through the end of the program year.

The percentage of work completed on this program element is based on the approved April 7, 2008 Administrative Modification to the UPWP that refined the total annual program budget for this element. The overall annual total program budget for the UPWP did not change as a result of this modification.

1220 – Transportation Improvement Program

Overall Objective:

Prepare, maintain and manage the Transportation Improvement Program (TIP) with the formal programming of transportation improvement project phases to be implemented in a four-year period using planning support from transportation system analysis reports, the Long-Range Transportation Plan, freight movement analysis and results of ridership enhancement strategy studies. The TIP will be used to support programmed projects of the Indiana Statewide Transportation Improvement Program (INSTIP). All projects utilizing federal-aid assistance must be properly listed in the TIP and INSTIP.

Work Element Activities:

1220.02

Organized and conducted Transportation Technical Committee and Transportation Policy Committee meetings on the following dates.

Policy Committee

January 15, 2008
March 18, 2008

Technical Committee

February 26, 2008

Worked with the Transportation Policy Committee to refine and amend the committee's bylaws.

Worked with the presidents of the Terre Haute City Council, Seelyville Town Board and West Terre Haute Town Board concerning their appointments to the Transportation Policy Committee.

1220.03

Continued to revise and update the TIP database to include information on the environmental status (exempt or non-exempt) of each project to comply with federal conformity requirements.

Developed new database tools for managing administrative modifications and amendments to the TIP that improves the efficiency of this process.

Developed a timeline and supporting Gant Chart for development of the SFY 2009 – 2012 TIP and started the process of identifying disconnects between the TIP database and INDOT's SPMS database.

Prepared, coordinated and processed the following administrative modifications to the 2007-2010 TIP this quarter, which were ultimately endorsed by the Transportation Policy Committee.

DES 0500075, Vigo County, Bridge 323
DES 050081, Vigo County, Bridge 205
DES 9881930, Vigo County, Canal Road Phase II
DES 0400718, City of Terre Haute, Twigg Rest Area Phase IIA
DES 0401191, City of Terre Haute, Twigg Rest Area Phase IIB
DES 0301162, City of Terre Haute, US 40 – Jones Trailhead
DES 0600334, City of Terre Haute, Pedestrian/Bike Trail on Poplar St
DES 0600660, Vigo County, Intersection Improvement at Lafayette and Park Ave
DES 0800306, Vigo County, Intersection Improvement at Fruitridge and Haythorne

Prepared, coordinated and processed the following amendments to the 2007-2010 TIP, which were adopted by the Transportation Policy Committee.

DES 0400539, INDOT, I-70 EB Bridge over Access Road and Abandoned Railroad (2 Amendments)
DES 0201391, INDOT, US 41 from .50 mile S. of I-70 at Johnson Ave to .25 mile S. of I-70 at Davis Ave
DES 0800291, City of Terre Haute, Blakely Ave. Intersection Offset
DES 0800309, City of Terre Haute, Twigg Rest Area Phase IIC

Met with representatives of the City of Terre Haute's new administration to review and discuss the status of their projects in the 2007-2010 TIP.

1220.04

Worked with INDOT, FHWA and the City of Terre Haute to research and successfully resolve a number of issues related to execution of the Twigg Rest Area Phase II Project, which is being funded through a previously awarded Transportation Enhancement (TE) Grant and a National Scenic Byway (NSB) Grant.

Worked with INDOT, FHWA and the City of Terre Haute to research and successfully resolve a number of issues related to execution of the Jones Trailhead Project, which is being funded through a previously awarded TE Grant.

Coordinated with Wabash River Development & Beautification, Inc. on the opportunity to develop a NSB Application to construct a scenic overlook on property recently acquired by the Vigo County Park Department adjacent to the National Scenic Highway Wetland Reserve that is currently being developed along US Hwy 40 between Terre Haute and West Terre Haute.

1220.05

Facilitated a SR 42 project coordination meeting with the Terre Haute International Airport and the Indiana Air National Guard on February 5, 2008.

Participated in a Riley Lock project coordination meeting on February 19, 2008 at the Vigo County Annex.

Participated in a SR 641 Project Coordination Team (PCT) meeting on February 28, 2009 at the INDOT Central Office.

Helped INDOT and their consultant plan and organize the second Citizen Advisory Committee meeting for the SR 641 project, which will be held on April 8, 2008.

Reviewed the Record of Decision for the Canal Road Project to re-validate the purpose and need of this project.

Re-organized selected project case files to improve the agency's ability to respond in a timely manner to requests for historical project information.

Worked with project sponsors, consultants, INDOT, etc. to help resolve problems or to facilitate efforts to keep the following programmed projects on track in either the project development or project construction cycle.

SR 641, Phases II – IV
Blakely Ave. Intersection Offset
Twigg Rest Area Phase IIA – IIC
SR 42/Swalls Road

Canal Road Phase II
Riley Lock Restoration
Jones Trailhead
Fruitridge & Haythorne

1220.07

Completed work on development of the local Transportation Air Quality Protocol, which was adopted by the Transportation Policy Committee on March 18, 2008 and forwarded to IDEM for inclusion in the State Improvement Program (SIP).

Prepared and distributed TIP amendment materials to the Interagency Consultation Group (ICG), conducted consultation on the amendments, issued local conformity determinations and obtained conformity findings from FHWA on the amendments.

After coordination with the ICG members, updated and published a new ICG membership roster.

Completed off-model CMAQ air quality analyses on the Twigg Rest Area – Phase II Project and on the Blakely Ave. Intersection Offset Project.

Percent of Annual Program Element Completed: 73.78% (As of 03/24/08)

Anticipated Delays or Problems:

None. Except as noted, most tasks associated with this element are on-going and will continue through the end of the program year.

The percentage of work completed on this program element is based on the approved April 7, 2008 Administrative Modification to the UPWP that refined the total annual program budget for this element. The overall annual total program budget for the UPWP did not change as a result of this modification.

1247 – Transportation Plan Development

Overall Objective:

Carryout those processes and actions that result in development and maintenance of a Transportation Plan (TP) with a minimum of a 20-year planning horizon for the Terre Haute/Vigo County Metropolitan Planning Area (MPA) and the on-time execution of projects identified in the TP.

Work Element Activities:

1247.01

Participated in three meetings with various planning partners or stakeholders to help define the minimum requirements that must be incorporated into the next Transportation Plan update and to begin development of a strategy for accomplishing the plan update.

1247.04

Continued the process of validating FHWA functional roadway classification codes and building a TransCAD point layer to accurately depict functional classification codes and HPMS IDs.

Developed a new map layer to depict Traffic Analysis Zones and forecasted socioeconomic data for the MPA.

Re-validate the Terre Haute Urbanized Area and Metropolitan Planning Area boundaries.

1247.06

Procured HCS+ (Highway Capacity Manual) software from McTran to help perform CMAQ project air quality analysis and to support long range transportation planning.

1247.07

Met with key members of the new city administration to solicit their thoughts and ideas on topics that need to be addressed in the next Transportation Plan update, including railroad relocation.

1247.10

Processed a \$1.2+ million CMAQ project application from the City of Terre Haute, conducted the required air quality analysis, and submitted the project to the State CMAQ Committee for review and action.

Percent of Annual Program Element Completed: 8.91% (As of 03/24/08)

Anticipated Delays or Problems:

Development and execution of a contract to support a Transportation Plan update will be a top priority in the 4th Quarter.

The percentage of work completed on this program element is based on the approved April 7, 2008 Administrative Modification to the UPWP that refined the total annual program budget for this element. The overall annual total program budget for the UPWP did not change as a result of this modification.