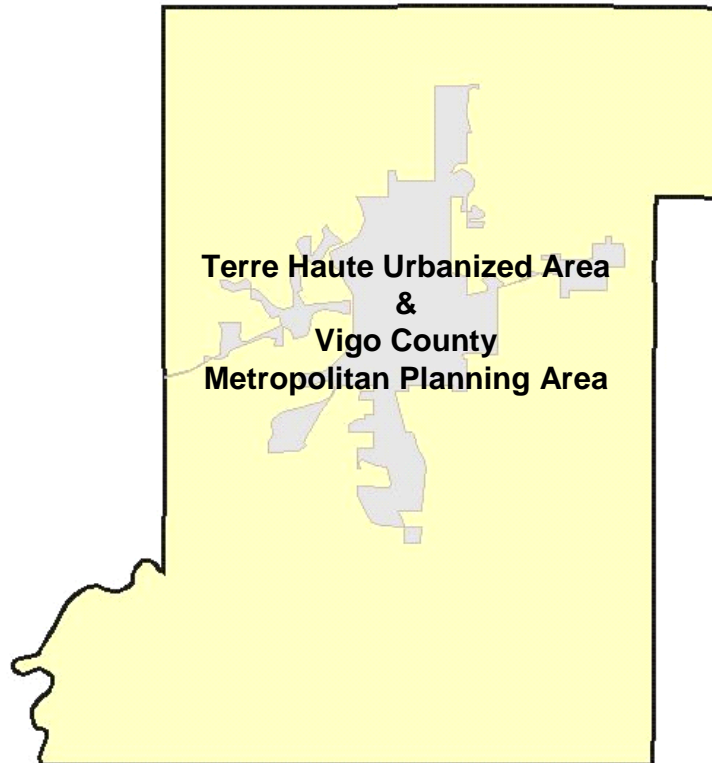


# **FY 2008 Unified Planning Work Program Quarterly Progress Report**



**October to December 2007**

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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 contents 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](mailto: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

Developed and implemented a new computer based employee timekeeping system to better track and analyze staff work carried out in support of execution of individual work elements contained in the Unified Planning Work Program (UPWP).

Developed and implemented a new computer based billing system that automatically interfaces with the new employee timekeeping system.

In response to feedback from INDOT Central Office, developed a new report format and process for preparing and submitting quarterly progress reports required by 23 CFR 450.

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

Prepared and submitted three (3) monthly progress reports for review and dissemination to the West Central Indiana Economic Development District (WCIEDD) Board of Directors.

Compiled information and developed this quarterly progress report for the period October – December 2007.

Compiled information and updated billing charges for the second quarter of SFY 2008.

##### 1200.02

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

Transportation Technical Committee: Oct 16, 2007.

Transportation Advisory Committee: Oct 18, 2007.

Coordinated Public Transit Human Services Committee: Oct 18, 2007.

Transportation Policy Committee: Oct 23, 2007.

Transportation Technical Committee: Oct 30, 2007.

Transportation Technical Committee: Nov 8, 2007

Citizen Advisory Committee/Disabled Advisory Committee: Nov 27, 2007

Transportation Policy Committee: Dec 04, 2007

Transportation Technical Committee: Dec 18, 2007

Participated in two (2) special meetings with the Vigo County Board of Commissioners and the Vigo County Council to provide these groups input on potential funding options for Canal Road Phase I.

Organized and hosted a special meeting with State Representative Vern Tincher on November 6, 2007 to provide him with an update on the status of local projects.

MPO staff members actively participated in meetings of the Indiana MPO Air Quality Committee and Indiana MPO Council on November 29, 2007.

The Executive Director held annual evaluation meetings with each member of the MPO staff.

Staff participated in a planning meeting to chart a course for development of the SFY 2009 UPWP and the SFY 2009 – 2011 TIP.

### **1200.03**

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

Terre Haute Chamber of Commerce Transportation Committee Meeting: Oct 9, 2007.  
WCIEDD Planning Staff Meeting: Oct 19, 2007  
Wabash River Development & Beautification, Inc Board Meeting: Oct 16, 2007.  
Vigo County Council Special Projects Committee (Canal Road Funding): Nov 7, 2007  
WCIEDD Board of Director's Meeting: Nov 21, 2007  
Wabash River Corridor Study RFQ Scoring Meeting: Nov 27, 2007.  
Wabash River Corridor Study Consultant Interview Meeting: Dec 12, 2007.  
MPO Staff Tour of the Cherry Street Multimodal Facility: Dec 13, 2007  
City of Terre Haute Department Head Meetings: Bi-Weekly.

### **1200.04**

Throughout the quarter 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.

Staff worked collaboratively with the INDOT to develop a web page designed to provide the public information with better access to information about the SR 641 project.

### **1200.05**

Staff assisted INDOT and Beam, Longest & Neff (BLN) in collecting information and developing a list of potential members for the Citizen Advisory Committee (CAC) being formed to provide input on the proposed alternate alignments for Phase III and IV of the SR 641 project.

Staff responded to numerous requests from the public for information about the Phase III and Phase IV alternative SR 641 alignments being considered by INDOT.

Coordinated implementation of the MPO Public Participation Plan (PPP) with the SR 641 Project Manager and representatives of Beam, Longest & Neff (BLN) to insure local PPP requirements are met in development of plans for Phases III and IV of the project.

Reviewed and analyzed benchmark PPPs from other MPOs to help identify improvements that could be incorporated into the next revision of our local PPP.

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

Two (2) transportation related articles were developed for the next edition of *The Quarterly* (WCIEDD's newsletter) as part of the MPO's plan to keep the public better informed about transportation planning issues.

**1200.06**

The entire MPO staff participated in the Annual Indiana MPO Conference in Evansville, IN. from Oct 10<sup>th</sup> – 12<sup>th</sup>

Throughout the quarter, staff continued to develop proficiency with software programs such as TransCAD, Maptitude, Mobile6, Timemark, VIAS and GIS software.

Procured and installed Adobe 8.0 Professional on each staff member's computer to facilitate development of documents that can be easily shared in electronic format with stakeholders and the public.

Two staff members attended and completed the Introduction to Transportation Conformity Course sponsored by the National Transit Institute in Indianapolis, IN. from November 13th – 15th.

**1200.07**

Prepared and sent out an introductory letter to each county commissioner in Clay, Parke, Putnam, Sullivan and Vermillion counties to explain the WCIEED contract with INDOT to perform traffic counts under the Small Urban and Rural Planning Program (SURPPC)

Start the process of identifying and mapping HPMS sites to be counted under SURPPC in Clay, Park, 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.

**Percent of Annual Program Element Completed:** 65.76% (As of 12/24/07)

**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.

## **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 quarterly meeting of the Transportation Advisory Committee (TAC) on October 18, 2007.

Organized and hosted a quarterly meeting of the Citizen Advisory Committee/Disabled Advisory Committee on Nov 27, 2007.

#### **1203.06**

Continued to work with the THTU to design, develop and publish new booklets for sight impaired passengers.

Staff continued to work with the THTU and Indiana State University (ISU) to develop a Spanish translation of the THTU bus schedule.

#### **1203.07**

Staff assisted the Terre Haute Redevelopment Department in preparing and submitting the 10<sup>th</sup> drawdown for the Multi-Modal Transportation Facility in the amount of \$1,375,469. This brings their total drawdown for the year to \$3,812,124.

Coordinated and organized an INDOT Passenger Assistance Training session for THTU drivers on October 24<sup>th</sup> and 25<sup>th</sup>.

#### **1203.08**

Followed up on the City of Terre Haute's grant application for three (3) replacement buses and security enhancements for the new multi-modal transportation facility under construction in Terre Haute and learned FTA had not selected the city as a grant recipient this cycle.

MPO staff assisted the THTU in preparing their 2008 FTA application for operating assistance in developing a supporting resolution to be adopted by the Terre Haute City Council.

**Percent of Annual Program Element Completed:** 38.55% (As of 12/24/07)

### **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.

## 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:

#### 1210.02

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

#### 1210.03

The following table summarizes the various types of traffic counts scheduled and conducted so far this year. Each count involves a minimum of two trips to the count location, setup of the counter(s) at each location, collection of site longitude and latitude using a GPS receiver, retrieval of the counter(s) from the count location at the conclusion of the count, download and analysis of collected data, generation of individual count reports; and posting of raw count data, ADT and AADT in the count database.

2007 Traffic County Program Summary

Month	HPMS		Coverage		Special		Total		Percent of Scheduled Counts Completed Y-T-D
	Scheduled	Complete	Scheduled	Complete	Scheduled	Complete	Scheduled	Complete	
Jan-07	0	0	0	0	0	0	0	0	
Feb-07	0	0	0	0	0	0	0	0	
Mar-07	0	0	0	0	0	0	0	0	
Apr-07	0	0	0	0	0	0	0	0	
May-07	0	0	0	0	0	0	0	0	
Jun-07	0	0	1	1	0	0	1	1	100.00%
Jul-07	28	20	1	1	1	1	30	22	74.19%
Aug-07	5	13	19	18	0	0	24	31	98.18%
Sep-07	0	0	19	14	1	1	20	15	92.00%
Oct-07	0	0	23	25	2	2	25	27	96.00%
Nov-07	0	0	15	16	0	0	15	16	97.39%
Dec-07	0	0	0	0	2	2	2	2	97.44%
<b>Total</b>	<b>33</b>	<b>33</b>	<b>78</b>	<b>75</b>	<b>6</b>	<b>6</b>	<b>117</b>	<b>114</b>	

Traffic Count Program Note(s):

100% of the scheduled HPMS counts for 2007 were completed.

96.15% of the scheduled coverage counts for 2007 were completed.

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.

Developed and posted a traffic volume count report on the MPO webpage of the WCIEDD web site so the public has easy access to count information.

In conjunction with potential economic development initiatives, responded to several public requests for traffic count information.

#### **1210.06**

Met with the Executive Director of the Vigo County Area Planning Department and discussed the potential need to conduct a 13<sup>th</sup> Street Corridor Study (Poplar Street to US 41) in SFY 2009.

Using the Federal Railroad Administration (FRA) *Web Accident Prediction System (WBAPS)*, generated an accident prediction report for all railroad crossings in Vigo County and provided this report to local government officials so they can identify potential crossing improvement initiatives.

Downloaded and manipulated the *FRA National Crossing Database* to develop a TransCAD point layer that identifies installed warning devices at railroad crossings in Vigo County, and provided this information to the Vigo County Engineer to support programming of crossing improvements.

#### **1210.09**

Met with the new Airport Director to discuss a number of marketing initiatives underway to try and attract a new commuter carrier to Terre Haute International Airport and a Federal Aviation Administration (FAA) plan to potentially close the Air Traffic Control Tower.

#### **1210.10**

In conjunction with INDOT, reviewed national and local ITS architecture schema to insure Task Force 7 and Code Red requirements were properly identified.

At the request of INDOT, coordinated with the Terre Haute City Engineering Dept. and the Vigo County Engineering Dept. to insure new signal controllers scheduled to be installed by INDOT on US 40 and US 41 are compatible with the approved ITS architecture for the MPA.

Continued to review the ITS Architecture for Vigo County, in anticipation of the upcoming update to the Transportation Plan and concurrent activities associated with the architecture.

Downloaded and installed the latest version of Transportation Management Turbo Architecture Software to support development and maintenance of the ITS Architecture.

Continue to work with the Cherry Street Multimodal Transportation Facility project manager to identify ITS elements that will eventually need to be added to the architecture.

**Percent of Annual Program Element Completed:** 63.59% (As of 12/24/07)

#### **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.

## **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**

Completed 120 transit ridership surveys this quarter to help fulfill Title VI requirements. A total of 208 surveys, or 100% of the survey sample, were completed in 2007.

#### **1215.04**

Compiled and reviewed monthly transit data in preparation for submission of the annual *National Transit Database Report*.

#### **1215.06**

Verified the length (mileage) of various routes for the THTU and provided the results of this analysis to THTU Manager.

#### **1215.07**

Staff continued to monitor implementation and operation of the THTU Saturday express bus service to Honey Creek Mall.

**Percent of Annual Program Element Completed:** 68.16% (As of 12/24/07)

### **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.

## 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:

#### 1220.01

Coordinated with the INDOT Crawfordsville District and ultimately received their design approval for the Lafayette Ave. Project so the City of Terre Haute can request this project be included in the next TIP.

On December 11, 2007, MPO staff met with representatives from the City of Terre Haute, Vigo County, Indiana Rail Road and INDOT to discuss a proposal to close nine (9) railroad crossings in Vigo County.

#### 1220.02

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

##### Technical Committee

Oct 16, 2007  
Oct 30, 2007  
Nov 08, 2007  
Dec 18, 2007

##### Policy Committee

Oct 23, 2007  
Dec 04, 2007

#### 1220.03

Completed an in depth analysis of project information in the 2007-2010 TIP and INDOT's SPSM System to identify discrepancies and disconnects. The analysis identified the potential need for 13 amendments and 12 administrative modifications to the TIP. It also identified 42 other discrepancies that need to be resolved. Most of the identified problems involve INDOT sponsored projects.

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 #0600619, Intersection Improvement Project at New Margaret Ave. and SR 46  
DES #0900375, Canal Road Phase, McDaniel Rd from SR 641 to Feree Rd  
DES #0100698, Curve Correction, SR 63 from 2.5 miles to 3.25 miles N of SR 246  
DES #0500231, RR Crossing Project, CSX Crossing at Spruce Street  
DES #0500666, Moyer Rd. Bridge over Little Honey Creek  
DES #9738480, Bridge Branch of Little Honey Creek on Local Svc Rd., 0.3 miles South of I-70,  
DES #9738450, Bridge over Little Honey Creek, 1.25 miles South of I-70, Twin Streams,  
DES #9738490, Bridge over Branch of Little Honey Creek on Service Rd., 0.68 miles S. of I-70,  
DES #9738510, I-70 Bridge over SR 641, twin bridges,

DES #0400413, NB Bridge over UNT Little Honey Creek, 2.5 miles South of I-70,  
DES #0400414, SB Bridge over UNT Little Honey Creek, 2.5 miles South of I-70,  
DES #9738430, Bridge over Little Honey Creek on New SR 46, 0.18 miles East of PR 641, and  
DES #9738440, New 641 over new SR 46, twin structures

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

DES #0710231, RR Crossing Project, CR #65 – Lewis Road/All Street  
DES #0710815, RR Crossing Project, CR #36 – CSX Crossing at Spring Hill Rd  
DES #0200174, Intersection Improvement, SR 46 at SR 159, 3.41 mile South of I-70  
DES #0100698, Curve Correction, SR 63 from 2.5 miles to 3.25 miles North of SR 246  
DES #0012910, Intersection Improvement, SR 42 at Swalls Rd  
DES #0401138, Guard Rail Attenuators, US 41 .23 miles S of the middle junction of SR 63  
DES #0401140, Guard Rail Attenuators, Various locations from the middle of the junction of US 41 to the North junction of US 41

Staff met with representatives of the City of Terre Haute and Vigo County to identify project data information (estimated project costs, phasing schedules, letting dates, etc.) that needs to be updated in the 2007-2010 TIP.

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

Developed and added a new spreadsheet to the TIP database that helps track funding and maintenance of fiscal constraint.

Developed and coordinated a plan and timeline for preparation of the SFY 2009 – 2011 TIP with the Transportation Technical Committee and Transportation Policy Committee.

Requested and obtained financial information from INDOT to complete a current fiscal constraint analysis of transportation planning documents. This analysis is still underway.

#### **1220.04**

Obtained information on award of 2007 Transportation Enhancement Grants and disseminated this information to Local Public Agencies (LPAs).

Developed and electronically disseminated a schedule to LPAs that identifies the 2008 application and award dates for Group III, Group IV, Bridge and Transportation Enhancement Projects.

Developed and distributed application information related to the INDOT Railroad Crossing Closure and Crossing Improvement Programs to LPAs.

#### **1220.05**

On October 24<sup>th</sup>, hosted and participated in an early coordination meeting regarding development of the FY-09 INSTIP with representatives from the INDOT Crawfordsville District, INDOT Central Office and Federal Highway Administration (FHWA).

Sought out and obtained additional information and graphics from Beam, Longest & Neff (BLN) to begin the process of analyzing alternative eastern alignments associated with the SR 641 project.

Drafted and obtained Transportation Policy Committee (TPC) endorsement of a letter to BLN regarding MPO input on early coordination of the supplemental Environmental Assessment (EA) for Phase III and IV of the SR 641 project.

MPO staff members participated in a Project Coordination Team (PCT) meeting in Indianapolis with representatives from Beam, Longest & Neff (BLN), INDOT and FHWA concerning the supplemental environmental assessment for SR 641 Phases III and IV.

Worked with Vigo County and INDOT central office officials to resolve questions about the possibility of delaying full payment of Vigo County's local match over and above the customary 20% on Canal Road Phase I until at least December 17, 2007.

Reviewed the Record of Decision for the SR 641 Environmental Impact Statement to re-validate the purpose and need for the SR 641 Bypass Project.

On November 15, 2007, met with the INDOT SR 641 Project Manager and the Project Facilitator to develop a strategy to try and resolve a number of issues related to the execution of the Environmental Assessment (EA) for Phases III and IV of SR 641.

Worked with the INDOT Project Manager and project consultant to plan and execute the first Community Advisory Committee (CAC) meeting, held on November 29, 2007, for Phases III and IV of the SR 641 Project.

As members of the PCT, MPO staff members participated in the SR 641 CAC meeting at Maryland Community Church on November 29, 2007.

Developed a process for LPAs to electronically complete INDOT Quarterly LPA Project Reports and disseminated this information to affected agencies.

#### **1220.07**

Reviewed and provided feedback to IDEM on the proposed Transportation Air Quality Protocol and MPO State Improvement Program (SIP) resolution developed through a partnership between Indiana MPOs, IDEM, INDOT, EPA and FHWA.

Prepared and distributed materials on a TIP amendment to the Interagency Consultation Group (IGC), conducted consultation on the amendment, issued a local conformity determination and obtained a conformity finding from FHWA on the amendment.

**Percent of Annual Program Element Completed:** 52.49% (As of 12/24/07)

**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.

## **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**

MPO staff continues to meet periodically with local government officials to obtain their input on development of a methodology to complete a TP update with a new planning horizon of 2035.

#### **1247.04**

Staff 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.

#### **1247.06**

Continued to research and review a variety of traffic analysis software tools available to assist in the evaluation of CMAQ project applications, with the intent of purchasing a tool early next quarter.

#### **1247.07**

Attended a meeting on October 27, 2007 at the Terre Haute Economic Development Corp. where consultants presented their final report on the concept of relocating railroads outside the city limits.

**Percent of Annual Program Element Completed:** 6.06% (As of 12/24/07)

### **Anticipated Delays or Problems:**

None. Development and execution of a RFQ to support a Transportation Plan update will be a priority in the 3<sup>rd</sup> Quarter.