

**GREAT FALLS METROPOLITAN TRANSPORTATION PLANNING PROCESS  
POLICY COORDINATING COMMITTEE**

**MEETING MINUTES**

September 17, 2013

**CALL TO ORDER**

The Policy Coordinating Committee (PCC) meeting was called to order at 4:00 pm in the Rainbow Room of the City Civic Center by Chair Pro Tem Jane Weber.

**ROLL CALL & ATTENDANCE**

PCC Members present:

<u>Name</u>	<u>Title/Representing</u>
Jane Weber	Cascade County Commissioner
Carl Donovan	Chairman, Great Falls Transit District Board
Dave Hand	District Administrator, MDT Great Falls
Nate Weisenburger	Chair, Great Falls Planning Advisory Board
Bob Kelly (for Fred Burow)	Great Falls City Commissioner

**OTHERS PRESENT**

<u>Name</u>	<u>Title/Representing</u>
Andrew Finch	Sr. Transp. Planner, Great Falls MPO staff
Galen Amy	Planner II, Great Falls MPO staff
Jim Rearden	Director, Great Falls Public Works Department
Carol Strizich (by telephone)	Statewide and Urban Planning Supervisor
Kenn Winegar (by telephone)	Statewide and Urban Planning

**MINUTES**

Prior to the meeting, Policy Coordinating Committee (PCC) members were provided a copy of the minutes of the last PCC meeting held June 27, 2013.

MOTION: That the Policy Coordinating Committee minutes of June 27, 2013 be approved.

Made by: Mr. Donovan

Second: Mr. Hand

Vote: The motion carried unanimously.

**BUSINESS ITEMS**

Provided for each item listed under this agenda heading was a written report for PCC consideration. A copy of each is attached and incorporated herein by reference.

**Item 5A. FFY 2014 Unified Planning Work Program (UPWP)**

Mr. Finch said that the Unified Planning Work Program outlines the various work activities for the Planning Division of the City to be performed during the next federal fiscal year, both with and without federal aid funding. The UPWP is a requirement of the Federal Highway Administration in order to receive federal planning funds to aid in the preparation of the Long Range Transportation Plan, Transportation Improvement Program (TIP), and other activities.

Mr. Finch said other activities are also included in the UPWP which the Planning Division performs but are not directly related to transportation planning. For example, Work Element 202, land use and development review, does not receive federal aid funds. This item includes subdivision review and zoning. The UPWP also includes work elements undertaken by the Great Falls Transit District. The City passes funds received for transit planning under the UPWP to the Transit District.

Mr. Finch said that accomplishments of the past year included the Downtown Access and Circulation Study, the kick-off of the Long Range Transportation Plan update, a TIP update, and the Growth Policy update. This year, the major project for the Planning Division is the completion of the Long Range Transportation Plan update. He said he expects the update to come to the City and County Commissions and the City and County Planning Boards in January 2014 for approval, and to the Policy Coordinating Committee (PCC) sometime in March. Also included in this year's UPWP is the purchase of traffic counting software and hardware.

Mr. Finch concluded his presentation of the UPWP report and offered to answer any questions from the PCC. Mr. Kelly asked what role the State has in the planning and execution of the UPWP. Mr. Finch said that the federal money received for the UPWP comes through the State Department of Transportation, which has the responsibility of ensuring that the City process meets all the regulations. He explained that the Planning Division works closely with the State in the development of the UPWP and submits monthly reimbursement requests to the State in order to receive the funds. The Great Falls Transit District submits their report to the City Planning Division, which then submits it to the State. He also said there can be modifications to the UPWP during the fiscal year, and the State is consulted about any modifications.

Mr. Winegar asked Mr. Finch if a previous discussion they had about a \$46,000 Transportation Plan contract amendment was included in the UPWP. Mr. Finch said that this item was a pavement preservation inventory that staff had hoped to include in the Long Range Transportation Plan process and which would involve hiring a sub consultant. The inventory would provide a baseline condition index of all the roads in the city and the county. Mr. Winegar and Ms. Strizich had suggested this be an amendment to the UPWP approval, if it is something the PCC would like to see done. Mr. Weisenburger asked whether the Technical Advisory Committee (TAC) should review an amendment before it comes to the PCC. Mr. Finch said that the PCC has the authority to make any amendment it chooses, but if the PCC would like, the amendment could be sent for review to TAC. He said the item was not brought up at the last TAC meeting. Mr. Finch explained that this item is not reflected now in the UPWP, but there are monies available and there would be no adverse impact on other projects being undertaken. After further discussion, there was consensus that this item be brought before TAC for review and recommendation to the PCC.

MOTION: That the Policy Coordinating Committee approve the FFY 2014 Unified Planning Work Program.

Made by: Mr. Weisenburger  
Second: Mr. Hand

Vote: The motion carried unanimously.

### **OTHER BUSINESS & PUBLIC COMMENT**

There was no other business and no public comment.

### **ADJOURNMENT**

Mr. Donovan made a motion to adjourn, seconded by Mr. Weisenburger. The meeting adjourned at 4:17 pm.