



UNIFIED WORK PROGRAM

MEETING MINUTES - FINAL

Wednesday, May 10, 2023

1:00 PM

Please join from your computer, tablet or smartphone.

Join Zoom Meeting

<https://us06web.zoom.us/j/81353599525?pwd=MzdYQ1duSkFrMWNCN0lOaklxei9OQT09>

Meeting ID: 813 5359 9525

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If you would like to speak during a public meeting, email your statement or question to info@cmap.illinois.gov at least 24 hours before the meeting. CMAP staff will read aloud submitted comments and allow any others who wish to speak during time scheduled for public comment.

If you require a reasonable accommodation or language interpretation services to attend or join the meeting, please contact CMAP at least five days before the meeting by email

1.0 Call To Order

Chair Michael Vanderhoof called the meeting to order at 1:01 pm., reminded the members that the meeting was being live-streamed, provided virtual logistical announcements, and asked staff to call the roll.

Present: CMAP Representative, CTA Representative, City of Chicago Representative, Counties Representative, Metra Representative, Pace Representative, CoM Representative, and RTA Representative

Non-Voting: IDOT Representative, and FHWA Representative

Absent (NV): FTA Representative, and IEPA Representative

Members present:

- IDOT - Michael Vanderhoof (non-voting)
- CMAP - Alex Ensign
- CDOT - Buck Doyle
- Counties - Scott Hennings
- Council of Mayors - Michael Einhorn
- CTA - Christina Bader
- Metra - David Kralik
- Pace- Dave Tomzik
- RTA - Heather Mullins
- FHWA - John Donovan (non-voting)

Staff present: Teri Dixon, Kama Dobbs, Penny Dubernat, Ryan Ehlke, Noah Harris, Aimee Lee, Amy McEwan, Mary Weber

Others present: Dustin Clark, Drew Duffin, Ben Eskin, Brandon Geber, Sidney Kenyon, Heidi Lichtenberger, Jack Malec, Leslie Rauer

2.0 Agenda Changes and Announcements

No agenda changes were requested.

CMAP Director of Transportation Aimee Lee provided opening remarks and announcements, including highlighting staff efforts to align the UWP to other CMAP efforts and promoting transparency and consistency. The program will be developed to allow for different voices and will apply CMAP values around performance measures and criteria. The production of beneficial deliverables through the UWP was identified as a priority, as was expending funds within the approved time frame.

3.0 Approval of Minutes

3.01 Minutes from December 14, 2022

[23-246](#)

Attachments: [UWP Meeting Minutes \(14-Dec-2022\)](#)

Scott Hennings identified that he was listed in two locations on the previous minutes, in "Members present" and also "Others present". Sidney Kenyon explained that the duplicate record for Scott Hennings listed in "Others present" should be changed to reflect that Mr. Kenyon was also in attendance. CMAP staff will update the minutes to reflect this prior to posting.

A motion was made by Counties Representative Hennings, seconded by RTA Representative Mullins, that the agenda item be approved. The motion carried by the following vote:

Aye: CMAP Representative, CTA Representative, City of Chicago Representative, Counties Representative, Metra Representative, Pace Representative, CoM Representative, and RTA Representative

Non-Voting: IDOT Representative, and FHWA Representative

Absent (NV): FTA Representative, and IEPA Representative

4.0 New Business

4.01 Overview of MPO functions and UWP Committee

[23-247](#)

CMAP staff Kama Dobbs provided an overview of the functions of the MPO, planning requirements, the UWP committee's role, and staff efforts to reorganize and strengthen committee procedures.

Planning requirements and legislation were listed, and the purpose of the MPO was described as carrying out a continuing, cooperative, and comprehensive performance-based multimodal transportation planning process based on specific planning factors. Following are the major requirements of the MPO, a brief overview of each was provided:

- Metropolitan transportation plan
- Transportation improvement program
- Performance targets
- Participation plan
- Planning agreements

- Congestion management process
- Annual listing of obligated projects
- Complete Streets planning
- Unified planning work program

Work completed to meet these requirements and support federal planning factors is documented in the UWP. The UWP is a budget book that provides documentation for transportation planning in the region. The IDOT MPO Cooperative Operations Manual spells out the work plan and budget requirements.

In preparation for the development of the FY25 UWP, CMAP staff have been brainstorming, talking to peers, and reorganizing committee procedures. Bylaws are under development and are expected to be brought to the next meeting of the UWP committee. Staff have been engaged in a review of peer MPOs to discuss their UWP processes and procedures, findings will be presented at the July meeting. Brainstorming questions were presented to the committee, discussion ensued and is summarized below:

Michael Vanderhoof (IDOT): What is the estimated completion date for the Congestion Management Plan?

Kama Dobbs (CMAP): Scheduled through the beginning of Fiscal Year 24.

Vanderhoof: UWP is a budget document and the scope of work for the MPO that is used to execute the annual operating agreement.

Sidney Kenyon (Counties alternate): What work has been determined to have too much overlap and is considered redundant?

Dobbs: Nothing comes to mind, it is more of a proactive measure to keep this in mind and hear partners' perspectives on this.

Kenyon: What is CMAP's view of how a county's long range plan fits in with CMAP's work? What is the relationship between MPO and counties moving forward?

Dobbs: Evaluating CMAP's participation in counties' planning process and identifying coordinating opportunities, and ensuring that CMAP incorporates counties' long range plans appropriately.

Aimee Lee (CMAP): CMAP wants to see alignment on a regional level, the county plans help shed light on local circumstances and understandings that are unique to counties.

David Tomzik (PACE): What else besides transit ridership could be seen as redundant or overlapping? Need more digging into identify what is redundant.

Dobbs: Not intended to say that we are doing redundant work, wanted to ensure communication between agencies and to think about how everyone contributes to ON TO 2050.

Alex Ensign (CMAP): Less about redundancy and more about how our data could help each other.

Michael Einhorn (Council of Mayors): What efforts have been done to interface with Indiana?

Dobbs: Agreements are in place across state borders, transit funding, non-attainment etc.

Teri Dixon (CMAP): Conversations with MPOs in Wisconsin and Indiana, representation on committees as well. Collaborative discussion is held between parties.

John Donovan (FHWA): This is a good example of why this committee exists, to identify planning priorities and shows why local representation is included in this group.

Brandon Geber (IDOT): TIP and UPWP are the "arms" of the long range plan and activities identified

should align with long range plan.

Heather Mullins (RTA): Can only members of this committee apply for competitive programs? Is there consideration of expanding membership of committee or opening this funding up?

Dobbs: Traditionally only members receive competitive funding. Intent of today's discussion is to brainstorm and suggest ideas, want to address required activities first.

Mullins: Supports identifying priorities for competitive funding. Is formula suggestion for core or competitive?

Dobbs: Formula was intended for core.

Buck Doyle (CDOT): What is CMAP doing specifically with data sharing? CMAP is in an interesting position between county and state governance. Does CMAP support lower tiers of jurisdictions to develop their own data?

Lee: Data sharing is a growing issue and a priority, goal is to make better decisions collectively as a region. Could there be opportunities to pursue collective subscriptions to lower costs?

Doyle: Good idea to explore that path, must also consider that data must be reproducible across agencies.

Tomzik: Joint subscriptions could be very beneficial, NearMAP is a good example.

Einhorn: Is data collected in past years still valid given the changes experienced in the last few years?

David Kralik (Metra): Currently engaging in activities to try and answer this question. Need for current data and to develop plans from them is paramount. There is value in collective approach and coordinated efforts to subscription data services.

Donovan: Changes are happening fast, time to be flexible and responsive to changes and opportunities in the planning process.

Next steps for upcoming meetings were presented, including presentations on the MPO peer review and recommendations for core and competitive criteria. CMAP staff Noah Harris gave a brief preview of questions and topics to be discussed with peer MPOs. A request was made for previous recipients of competitive funding to come to the committee and present progress to date.

The agenda item was discussed.

4.02 UWP Reporting Requirements

[23-248](#)

CMAP Director of Strategic Alignment and Innovation Alex Ensign provided an overview of UWP reporting requirements. All agencies that receive funding through the UWP have an Intergovernmental Agreement, which requires the inclusion of a line-item budget, hourly rates for staff, travel policy, and scope of work and budget before the agreement can be executed. Regular invoices, preferably monthly but quarterly is allowable, must be submitted to CMAP in a timely manner. Quarterly reports that include a project narrative and funding expenditures must be submitted. An annual report is required that includes a final project narrative, final funding expenditure report, and final deliverables.

Data sharing agreements are in place when contracts are executed, however this is an area that CMAP wants to strengthen to improve collaboration. Recommendations will be forthcoming following the completion of the MPO peer review.

Recipients of UWP funding must follow the procurement rules outlined in the IGA. Rules include subcontracting, purchases under \$10k requiring at least 3 quotes, purchases over \$10k going through

a competitive bid process, and avoiding conflicts of interest.

The agenda item was discussed.

4.03 State FY24 UWP Committee Schedule

[23-249](#)

Attachments: [UWP FY2024 Meeting Schedule](#)

CMAP Director of Strategic Alignment and Innovation Alex Ensign presented the proposed meeting dates and confirmed that future meetings will be held in-person and will require an in-person quorum. Virtual participation will be available for the public and for members whose circumstances meet specific requirements of the Open Meetings Act.

A motion was made by RTA Representative Mullins, seconded by City of Chicago Representative Doyle, that the agenda item be approved. The motion carried by the following vote:

Aye: CMAP Representative, CTA Representative, City of Chicago Representative, Counties Representative, Metra Representative, Pace Representative, CoM Representative, and RTA Representative

Non-Voting: IDOT Representative, and FHWA Representative

Absent (NV): FTA Representative, and IEPA Representative

5.0 Other Business

Christina Bader (CTA) asked how members should contact CMAP for administrative questions. CMAP staff Penny Dubernat offered her assistance and added her email to the chat for members to reach out to her (pdubernat@cmmap.illinois.gov).

David Tomzik (PACE) asked when FY24 IGAs are anticipated to be released. CMAP staff Alex Ensign replied that IDOT is currently reviewing CMAP's comprehensive budget, the finance team expects contracts to be in place before the start of the fiscal year.

Zoom chat

13:13:50 From Buck Doyle (CDoT): would it be possible to circulate these slides later?

13:14:24 From Alex Ensign, CMAP: Absolutely, Buck. We will email the powerpoint following the meeting.

13:14:39 From Buck Doyle (CDoT): Thanks Alex!

13:58:56 From Heather Mullins, RTA: We are open to subscription sharing (including NearMap), would just need to align the timing.

14:21:20 From PDubernat: pdubernat@cmmap.illinois.gov

6.0 Public Comment

This is an opportunity for comments from members of the audience. The amount of time available to speak will be at the chair's discretion. It should be noted that the public comment period will immediately follow the last item on the agenda.

No public comment was received.

7.0 Next Meeting

The next meeting is scheduled for July 19, 2023 and will be held in-person.

8.0 Adjournment

The meeting was adjourned at 2:23 pm.

Minutes prepared by CMAP staff Ryan Ehlke.