

**TO: Bismarck-Mandan Metropolitan Planning Organization
Technical Advisory Committee**

FROM: Rachel Drewlow, MPO Executive Director

DATE: October 11, 2021

RE: TAC Meeting

There will be a meeting of the Bismarck-Mandan MPO Technical Advisory Committee on **Monday, October 18, 2021, at 10:00 AM.** The meeting will be held in the Tom Baker Meeting Room of the City/County Office Building at 221 N. 5th Street, Bismarck, ND. The agenda is outlined below.

The City of Bismarck and TAC members are encouraging citizens to provide their comments for public hearing items on the Bismarck-Mandan Metropolitan Planning Organization TAC agenda via email to mpo@bismarcknd.gov. Please include which item number your comment references. It will be sent to the members, as well as placed with the minutes. To ensure your comments are received prior to the meeting, please submit them by 5:00 pm 1 business day prior to the meeting. If you would like to participate via video or audio link for a 3-5 minute comment on a regular agenda public hearing item, please provide your name, agenda item and e-mail address to the above e-mail at least 3 days before the meeting.

Many of the 14 (fourteen) TAC members will attend this meeting remotely. **TAC members and those presenting at the meeting will receive ZOOM invites approximately 1 business day prior to the meeting. Individuals wishing to participate via ZOOM should email contact information to mpo@bismarcknd.gov at least 3 days in advance of the meeting to receive a meeting invite tailored uniquely to them.**

As always, live meeting coverage is available on Government Access Channels 2 & 602HD, Radio Access at 102.5 FM Radio, or stream FreeTv.org and RadioAccess.org. Agenda items can be found online at MPO Technical Advisory Committee.

AGENDA

1. MINUTES
Review and Possible Approval of Minutes from September 20, 2021 Meeting 3
2. 2022-2025 DRAFT FINAL TIP REAFFIRMATION OF APPROVAL – Rachel Drewlow, MPO
Public Hearing: 2022-2025 Draft Final TIP
Draft Final TIP available online at:
https://www.bismarcknd.gov/DocumentCenter/View/38434/DRAFT-FINAL_TIP_2022-2025
ACTION ITEM: 2022-2025 Draft Final TIP Reaffirmation of Approval
3. PM1 HIGHWAY SAFETY IMPROVEMENT PROGRAM TARGETS ADOPTION – Rachel Drewlow, MPO
PM1 HSIP Targets (Exhibit A) XX
ACTION ITEM: Resolution of Adoption for PM1 HSIP Targets
4. APPROVAL FOR SOCIO-ECONOMIC DATA PURCHASE – Rachel Drewlow, MPO
UPWP Task 204 (Exhibit B) XX
ACTION ITEM: Purchase of Socio-Economic Data

5. AUTHORIZATION REQUEST OF MPO EXECUTIVE DIRECTOR CONCERNING CONTRACTS & MICRO-PURCHASES – Rachel Drewlow, MPO
Policy Statement (Exhibit C) XX
ACTION ITEM: Authorization Request Concerning Contracts & Micro-Purchases
6. INTELLIGENT TRANSPORTATION SYSTEM UPDATE – Kim Riepl, MPO
7. BISMARCK COMP PLAN UPDATE – Ben Ehreth, MPO
8. EAST MAIN AVENUE CORRIDOR STUDY UPDATE – Kim Riepl, MPO
9. ROADWAY PROJECTS – All Jurisdictions
10. OTHER BUSINESS
11. ADJOURNMENT

Next scheduled TAC meeting is on 11/15/2021. Please call 701-355-1852 with questions.

Any individual requiring special accommodations to allow access or participation at the meeting is asked to notify ADA Coordinator, Bismarck-Mandan MPO, PO Box 5503, Bismarck, ND 58506-5503 or complete and submit the Request for Reasonable Accommodations form at <http://www.bismarcknd.gov/DocumentCenter/View/23201> at least five (5) days prior to the meeting.

PROJECTS UPDATE

<u>Project</u>	<u>% Complete</u>	<u>Contracted Completion Date</u>
Intersection Analysis Study	100	01/31/2021
2020 Ortho/Topo Mapping Project	100	11/30/2020
2020 Pavement Conditions & Analysis Report	100	4/30/2021

Common MPO Acronyms

ATAC: Advanced Traffic Analysis Center	NDDOT: North Dakota Department of Transportation
CPG: Consolidated Planning Grant	RSP: Regionally Significant Project
FHWA: Federal Highway Administration	TDM: Travel Demand Model
FTA: Federal Transit Administration	TIP: Transportation Improvement Plan
MTP: Metropolitan Transportation Plan	UPWP: Unified Planning Work Program

A full list of common MPO acronyms may be accessed online
<https://www.bismarcknd.gov/DocumentCenter/View/37890/MPO-acronyms>

**BISMARCK-MANDAN METROPOLITAN PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE
SEPTEMBER 20, 2021**

The Bismarck-Mandan Metropolitan Planning Organization (MPO) Technical Advisory Committee (TAC) met on September 20, 2021, at 10:00 a.m. in the Tom Baker Meeting Room, City/County Office Building, 221 N. 5th Street, Bismarck. Rachel Drewlow presided.

Members present or participating via Zoom were Kim Lee for Ben Ehreth, Chuck Peterson, Dan Schriock, Deidre Hughes, Gabe Schell, John Saiki, Andrew Stromme, Justin Froseth, Kevin Nelson, Mitch Flanagan, Natalie Pierce, Dean Schloss, Wayne Zacher, and Rachel Drewlow.

Others present or participating via Zoom were Kim Riepl and Stephen Larson, Bismarck-Mandan MPO; Mark Berg, City of Bismarck Engineering; and Kristen Sperry, Federal Highway Administration (FHWA).

MINUTES

Chair Drewlow called for consideration of the minutes from August 16, 2021.

MOTION: Mr. Nelson made a motion to approve the August 16, 2021 minutes as presented. Mr. Schriock seconded the motion and with Kim Lee, Chuck Peterson, Dan Schriock, Deidre Hughes, Gabe Schell, John Saiki, Justin Froseth, Kevin Nelson, Mitch Flanagan, Natalie Pierce, Dean Schloss, Wayne Zacher, and Chair Drewlow voting in favor, the minutes of the August 16, 2021 meeting were approved.

Note: Andrew Stromme joined the meeting after approval of the minutes.

2021-2024 TIP AMENDMENTS

Ms. Riepl referred members to Exhibit A. The first of the two amendments addresses a project on the Bismarck-Mandan Memorial Bridge and includes a change to both the project scope and project cost. The cost of this project was previously amended in February of 2021. She said the scope of the project in the current amendment is changing from “railing, deck sealing, and access” to “clean drains and glands, clean tubs, pigeon proof utility passages, add tub drains (if needed) and potentially adding steps for access.” The total cost of the project was formerly \$250,000 and the amendment reduces the total cost to \$150,000, with federal, state and local portions all noted in the amendment.

Mr. Zacher mentioned he believes the scope and other details of this project are still quite fluid, and wants the MPO to be aware additional changes could be made to it in future. Chair Drewlow thanked him for his comment.

Ms. Riepl explained the second amendment is for two Bismarck projects being added into the 2021 Program of Projects, as both are now being funded in 2021 (and will be constructed in 2022). Project 21.6.10 is for signal work on 7th Street between Avenue C and Front Avenue, while Project 21.6.16 is for signal work on 9th Street, also between Avenue C and Front Avenue.

These two projects are treated as one amendment because they have the same PCN number. Ms. Riepl said the projects are also notated in the 2022-2025 TIP. She concluded by saying both TIP amendments were advertised for the required 15 days with no public comment received.

Public Hearing

Chair Drewlow opened the public hearing on the 2021-2024 TIP amendments and called for comments. There were no comments made, and the public hearing was closed.

Mr. Schell asked whether the 7th and 9th Street projects have always been separate, even though they have the same PCN. He said in his recollection it is more usual to have these kinds of projects combined into one big project. Ms. Drewlow said from what she recalls from previous TIPs, these specific projects have always been listed as two projects instead of one. The MPO determined in this instance to pursue one amendment for these two projects because the PCN, extents, and funding for these projects were identical.

Mr. Zacher said the projects have always been one project on the North Dakota Department of Transportation (NDDOT) side as far as he is aware. He is not sure why the projects were split up, but he said there are other MPOs that tend to make similar divisions.

Mr. Schell said he is fine with the amendments as proposed, and there would be no point making a change now. However, he thinks it would be a best practice going forward to try to keep projects with the same PCN number as one project in the TIP, to make sure the TIP and the STIP (State Transportation Improvement Program) are aligned and minimize unnecessary division. Ms. Drewlow thanked him for his comment.

MOTION: Mr. Schell made a motion to recommend approval of the 2021-2024 TIP amendments as presented. Mr. Froseth seconded the motion and with Kim Lee, Chuck Peterson, Dan Schriock, Deidre Hughes, Gabe Schell, John Saiki, Andrew Stromme, Justin Froseth, Kevin Nelson, Mitch Flanagan, Natalie Pierce, Dean Schloss, Wayne Zacher, and Chair Drewlow voting in favor, the motion was approved.

2022-2025 DRAFT FINAL TRANSPORTATION IMPROVEMENT PROGRAM (TIP) PRESENTATION & APPROVAL

Ms. Drewlow explained the MPO presented the 2022-2025 Draft TIP to both TAC and Policy Board last month, and there were substantial enough changes for the MPO to revise the TIP and re-advertise it for a 15-day public comment period. No public comments were received, and Ms. Drewlow referred members to the revised final draft of the TIP included in the packet. She proceeded to present on the changes made to this final version.

Ms. Drewlow said the first change made to the TIP was to change project number 25.1.01 to project number 25.6.11, in order to reflect a change in the lead agency on the project from the City of Bismarck to NDDOT. The second change was the addition of a new project, numbered 25.6.12, and led by NDDOT. The project is for mill and overlay, ADA ramps, and lighting work on 7th and 9th Streets in Bismarck from Main Avenue to Boulevard Avenue. The expected costs for the project are included in the TIP Program of Projects.

Ms. Drewlow said another revision to the TIP included a number of minor typographical revisions made per requests from federal and state oversight. Additionally, the MPO added all

public comments received on the TIP into the document, and updated the TIP maps to reflect changes already noted.

Ms. Drewlow said the MPO made some formatting revisions to the Program of Projects, including adding a new column to call out 'Estimated Construction Year' and clarify that TIP project years are sorted by federal funding year and not construction year. Several other minor clarifying changes were made along this line. The Transit Program of Projects received cost updates to match the STIP, per the request of the Federal Transit Administration (FTA).

Ms. Drewlow explained (and briefly showed members) the annual project phase cost estimates that were received by the MPO from NDDOT after last month's board meetings. Some of the phases still do not have estimates, or at least complete estimates, available. As those estimates come in, they will be added to the TIP as administrative modifications.

Mr. Zacher said the later project years show NA for many of the early project phase costs for a couple of reasons. One is that NDDOT does not know what projects will be pursued in 2026 and beyond. The other and more substantial reason is because NDDOT approves and bids the early project phases as soon as possible, so many of the projects listed in 2024 and 2025 had their early phases already authorized and included in early phase cost estimates in prior years, such as 2022 and 2023. As time goes on, more estimates will be filled in where NA is currently shown.

Mr. Schell asked if NA is the best placeholder for unknown fields in the TIP. Ms. Drewlow said she meant the NA to mean Not Available, and not Not Applicable. Mr. Schell suggested adding a footnote to the TIP to explain this, and Ms. Drewlow indicated this change will be made, and Policy Board will be made aware of this change.

MOTION: Mr. Schell made a motion to approve the 2022-2025 Draft Final TIP as presented.

Mr. Froseth seconded the motion and with Kim Lee, Chuck Peterson, Dan Schriock, Deidre Hughes, Gabe Schell, John Saiki, Andrew Stromme, Justin Froseth, Kevin Nelson, Mitch Flanagan, Natalie Pierce, Dean Schloss, Wayne Zacher, and Chair Drewlow voting in favor, the 2022-2025 Draft Final TIP was approved.

ADVANCED TRAFFIC ANALYSIS CENTER (ATAC) MASTER AGREEMENT UPDATE

Ms. Drewlow presented on this item (Exhibit C in the packet). She explained the MPO holds a contract with ATAC, which is housed at North Dakota State University (NDSU). The contract with ATAC is for them to provide a number of modeling and accessory model functions for the MPO. The contract is a multi-party contract, so it exists between ATAC and all three MPOs in the state, as well as NDDOT. The agreement with ATAC is updated every three years, so the current update will run from fall of 2021 to fall of 2024.

Ms. Drewlow noted there have been some scope changes to the contract to better reflect the MPO's interactions with ATAC, such as the quarterly meetings the MPO usually has with ATAC. The contract outlines the standard work products ATAC provides to NDDOT and each MPO, and this version provides more detail on ATAC's work than previous versions. Ms. Drewlow said there are two addendums attached to the contract addressing ATAC's work on the MPO's Travel Demand Model and on its Intelligent Transportation System. Each North Dakota MPO had the opportunity to suggest changes or adjustments to the contract before it was finalized (Fargo put forward some edits that were agreed to by all parties).

If the Master Agreement is approved by TAC and Policy Board, the MPO is requesting

authority to sign for the contract. Historically, the MPO's executive director has been the person to sign, but Ms. Drewlow said if this is not supported by TAC and/or Policy Board, she would request the Chair of the Policy Board to sign instead.

Mr. Schell asked about the addendums. He wanted to know if each MPO issues addendums to the contract, and if so are they only party to the addendums they personally issue.

Ms. Drewlow explained the Bismarck-Mandan MPO pays ATAC a yearly fee of \$10,000 that covers some basic work, while anything going beyond that would involve an addendum ATAC would need to create for the MPO. The addendums are numbered and labeled specifically for each MPO, so Bismarck, Grand Forks, and Fargo would each have their own addendums, separate from the other MPOs, based on their work needs. Mr. Schell said he is fine with this, he just wanted to make sure we weren't bound to addendums issued by other parties in the contract. Ms. Drewlow said this has not been an issue in the past.

MOTION: Mr. Schell made a motion to approve the ATAC Master Agreement update as presented. Mr. Froseth seconded the motion and with Kim Lee, Chuck Peterson, Dan Schriock, Deidre Hughes, Gabe Schell, John Saiki, Andrew Stromme, Justin Froseth, Kevin Nelson, Mitch Flanagan, Natalie Pierce, Dean Schloss, Wayne Zacher, and Chair Drewlow voting in favor, the ATAC Master Agreement was approved.

REVIEW & APPROVAL OF THE REVISED EAST MAIN AVENUE CORRIDOR STUDY REQUEST FOR PROPOSAL (RFP)

Ms. Drewlow presented this item to the board. She said this RFP was brought before TAC and Policy Board in July, and while TAC did not have substantial changes to suggest, Policy Board denied the RFP at that time. Since then, there have been discussions between the MPO, City of Bismarck staff, and Burleigh County, and adjustments were made to the RFP and its scope of work as a result of those discussions. The MPO now believes the revised RFP may be supported by Policy Board. The revisions were also submitted to state and federal oversight for comment.

Ms. Drewlow said the RFP is very similar in structure to the last RFP, and so she focused on highlighting the changes made for TAC's benefit. She indicated NDDOT had some comments that were not able to be reflected in the packet, but she was able to share their revisions on the screen for members and the public. Generally, she said the changes made to the RFP were restricted to updating dates and clarifying the scope of work.

Ms. Drewlow explained ATAC will be performing limited model runs for this study, but that contract will exist between the MPO and ATAC, and not the consultant. Most of the changes to the RFP were made in the scope of work. The objective of the study was adjusted to more clearly communicate to the consultant that lane reduction is a possible outcome, but not the goal of the study. The study area was also enlarged, specifically the modelling area, so the possible impacts of East Main Avenue changes can be evaluated on additional major streets, such as Bismarck Expressway. The consultant will be instructed to include a status-quo alternative with their study, so that the future of East Main Avenue can be evaluated should it remain in its current configuration.

After discussions with City of Bismarck staff and Policy Board, the MPO tried to reduce the emphasis on bicycle and transit elements for this study, while still including multi-modal travel in the process. The MPO was also instructed by NDDOT to make sure consultants are

aware multiple study alternatives should be provided, and the use of the term “preferred alternative” should be avoided. Ms. Drewlow concluded the presentation by explaining the MPO is no longer looking to complete the study within 12 months, but instead will give the selected consultant a 12 to 15 month time frame for completion. This is because it is no longer possible for the MPO to meet the grant solicitation deadline it previously hoped to coordinate with the end of the study.

MOTION: Mr. Schell made a motion to approve the revised East Main Avenue Corridor Study RFP as presented. Mr. Schriock seconded the motion and with Kim Lee, Chuck Peterson, Dan Schriock, Deidre Hughes, Gabe Schell, John Saiki, Andrew Stromme, Justin Froseth, Kevin Nelson, Mitch Flanagan, Natalie Pierce, Dean Schloss, Wayne Zacher, and Chair Drewlow voting in favor, the East Main Avenue Corridor Study RFP was approved.

ROADWAY PROJECTS-ALL JURISDICTIONS

Mr. Schriock gave an update for Burleigh County. He said they are still working on phase 3 of their 43rd Avenue project. They hope to finish graveling and begin paving within the next week. He does not have an exact time frame for when the roadway will be open again, but hopefully within the next several weeks. Burleigh County is also still working on the design phase for the 66th Street grade separation over the railroad tracks between Lincoln Road and Apple Creek Road.

Mr. Nelson provided the update for the City of Lincoln. He said all they have going on right now are some local streets being paved, there are no major street projects currently ongoing.

Mr. Schell did the update for the City of Bismarck. He said they are almost done with safety improvements on Century Avenue at Washington Street and 4th Street. The new traffic signals will need to be erected when they are available, but all other work is done. The intersection improvements on 7th and 9th Streets next to Bismarck High School were completed just before the school year, including some curb extensions and rectangular rapid flash beacons. Finally, the City of Bismarck, along with several other entities (such as Bismarck Parks and Recreation) is doing a demonstration project for a roundabout at 16th Street and Rosser Avenue (in conjunction with some park improvements for the 16th Street park). The demonstration project went live on September 20th, so Mr. Schell encouraged the public to drive or walk through the roundabout and provide feedback on it by going to www.bismarcknd.gov/streets. The demonstration will be in place through the end of the week, and then the intersection will go back to a four-way stop while the City evaluates whether a roundabout could be a permanent solution in future.

Ms. Sperry said she has driven through the demonstration roundabout, and asked Mr. Schell whether or not the actual roundabout would be larger. Mr. Schell said the City would be constrained by the right-of-way at that intersection, so the actual roundabout might be a little bigger, but not much. That is why they are demonstrating what a mini roundabout could look like at the intersection.

Mr. Froseth provided an update for the City of Mandan. He said the ND Highway 1806 North project is now primarily focused on the new roundabout at Old Red Trail and Collins Avenue. He hopes the roundabout will be fully functional within two weeks, which would leave just miscellaneous work to be done. The project is on track to complete by contract deadline at

the end of October. He said the Main Street project is also on a good path to finish by the end of October. They have been putting down new striping from Collins Avenue going west to change the road from four-lane to three-lane. The curb bulb-outs remain the most intensive part of the project, and these also include new signalization.

Mr. Saiki gave an update for Morton County. He said they have finished their federal aid micro-surface project on County Road 139 (also known as Old 10). They will also be wrapping up some bridge work, pipe work, and graveling in the western part of the county by the middle of October.

OTHER BUSINESS

NDDOT Special Road Fund Program Grant Opportunity

Ms. Drewlow said the MPO sent an email about this to many of the TAC members, but she wanted to remind them NDDOT has opened a grant opportunity called the Special Road Fund Program. The program is open to cities, counties, or state agencies to help provide additional funding for projects that have already received funding but may need some additional help. The webpage for this grant opportunity describes what kind of projects NDDOT is hoping to fund with this money, and it can be found by searching NDDOT Special Road Fund Program. The deadline for application is November 30, and applications do not need MPO approval; they can be sent directly to NDDOT.

New NDDOT Deputy Director of Planning

Mr. Zacher said NDDOT has hired a new deputy director for planning, Jen Turnbow, who was unable to attend the TAC meeting today but may do so in the future.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:57 a.m., with the next scheduled meeting to take place on October 18, 2021, at 10:00 a.m.

Respectfully Submitted,

Stephen Larson
Recording Secretary

APPROVED:

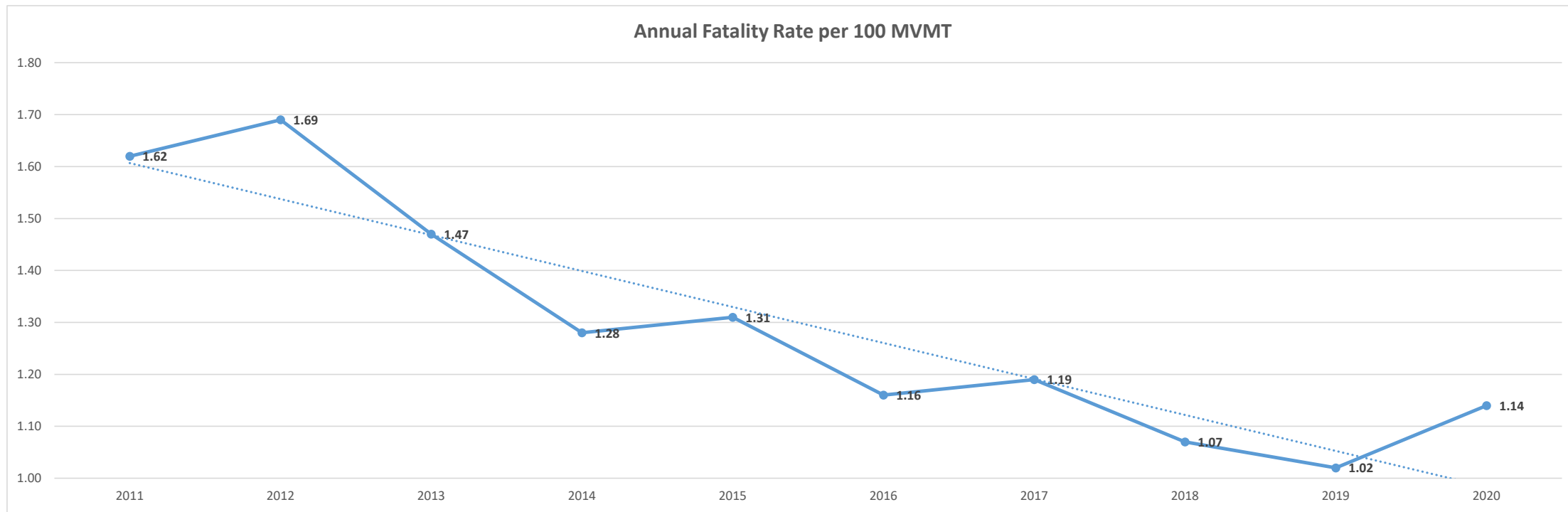
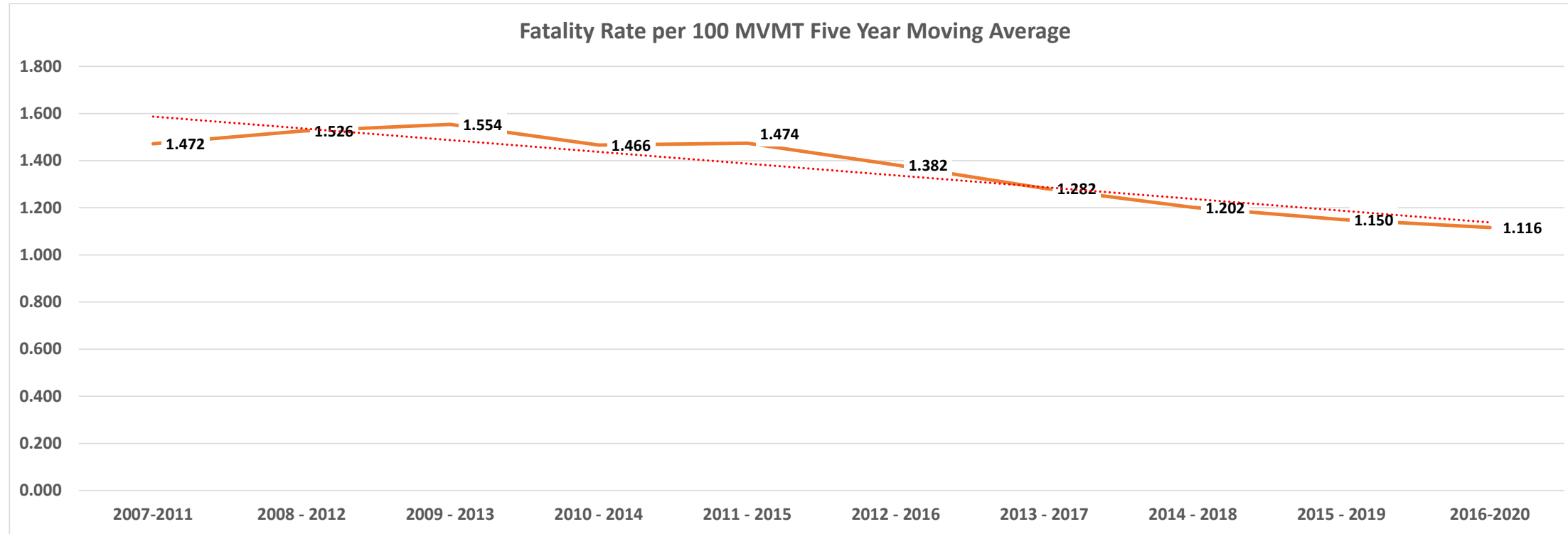
Rachel Drewlow, Chair

Year	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Fatality rate per 100 million VMT	1.62	1.41	1.42	1.33	1.72	1.27	1.62	1.69	1.47	1.28	1.31	1.16	1.19	1.07	1.02	1.14	1.12	1.12

					2005-2009	2006-2010	2007-2011	2008 - 2012	2009 - 2013	2010 - 2014	2011 - 2015	2012 - 2016	2013 - 2017	2014 - 2018	2015 - 2019	2016-2020	2017-2021	2018-2022
Five Year Average					1.500	1.430	1.472	1.526	1.554	1.466	1.474	1.382	1.282	1.202	1.150	1.116	1.105	1.094

Reduction in 5 Year Average	1.00%															Baseline	Target		

-4.666667 2.9370629 3.6684783 1.8348624 -5.6628057 0.5457026 -6.241519674 -7.23589 -6.2402496 -4.3261231 -2.956522



Year	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Number of serious injuries (state data)	382	418	411	297	330	380	462	575	517	519	555	434	433	361	379	386	336	336

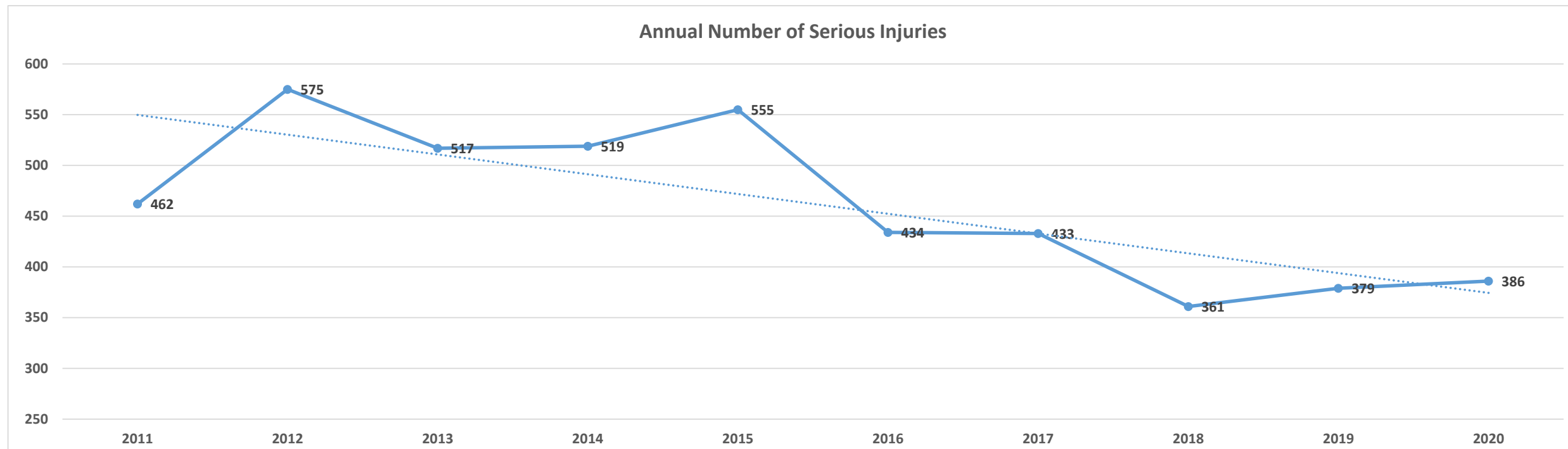
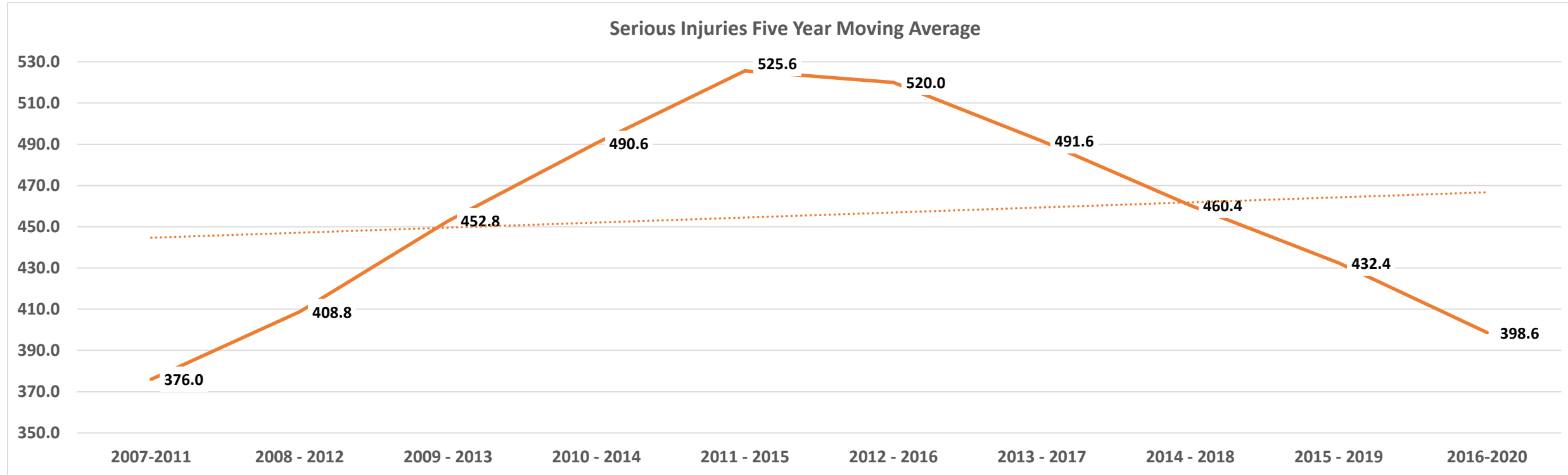
	2005-2009	2006-2010	2007-2011	2008 - 2012	2009 - 2013	2010 - 2014	2011 - 2015	2012 - 2016	2013 - 2017	2014 - 2018	2015 - 2019	2016-2020	2017-2021	2018-2022
Five Year average	367.6	367.2	376.0	408.8	452.8	490.6	525.6	520.0	491.6	460.4	432.4	398.6	378.7	359.7

Reduction in 5 Year Average **5.00%**

Baseline

Target

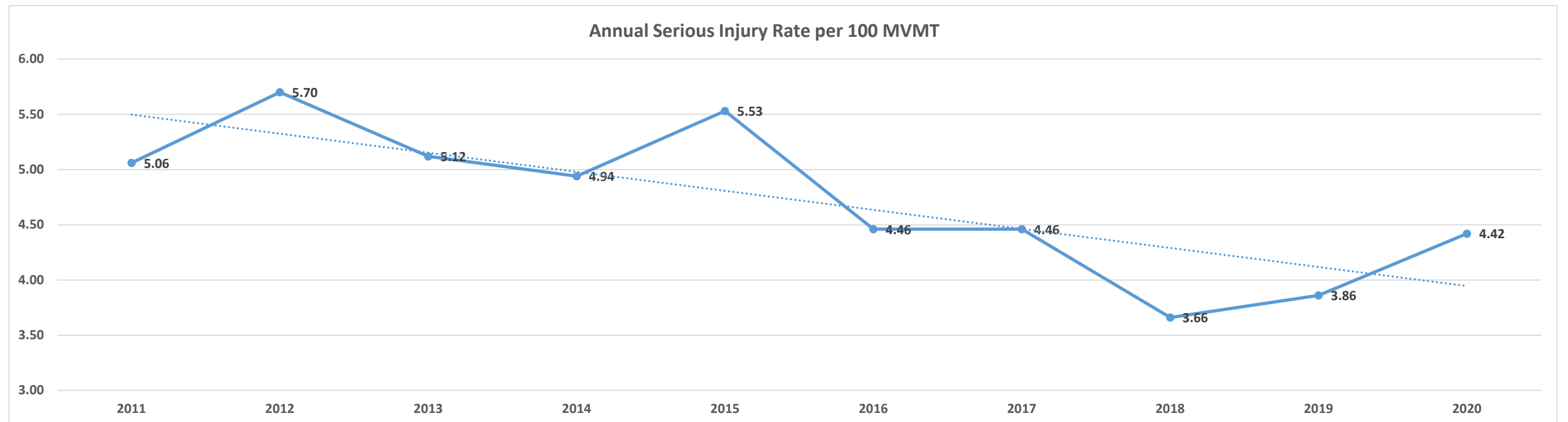
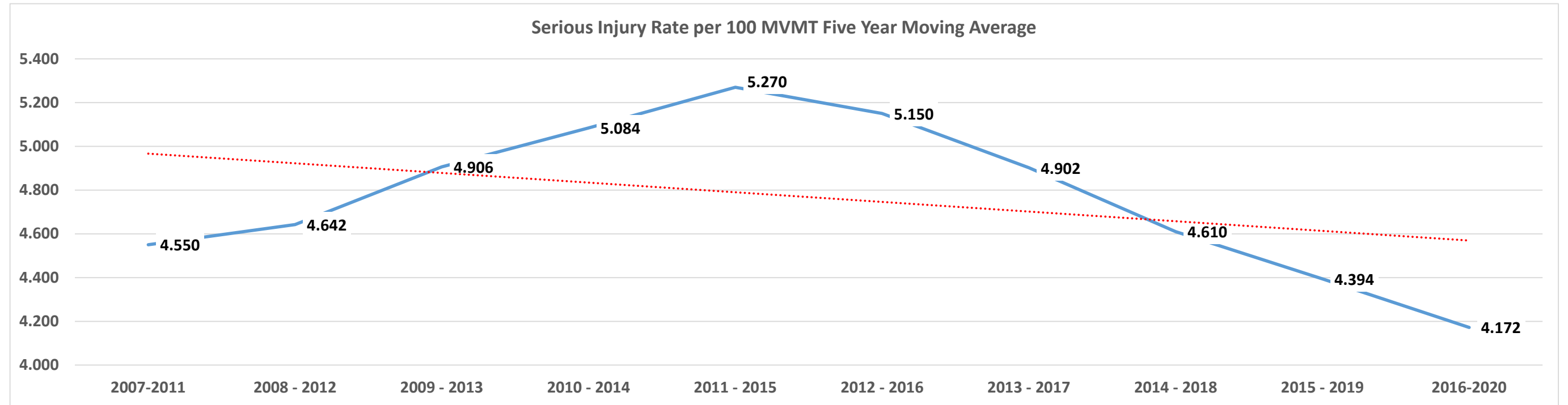
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Year	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Serious Injury rate per 100 million VMT	5.05	5.30	5.24	3.80	4.05	4.60	5.06	5.70	5.12	4.94	5.53	4.46	4.46	3.66	3.86	4.42	4.25	4.25

				2005-2009	2006-2010	2007-2011	2008 - 2012	2009 - 2013	2010 - 2014	2011 - 2015	2012 - 2016	2013 - 2017	2014 - 2018	2015 - 2019	2016-2020	2017-2021	2018-2022
Five Year Average				4.688	4.598	4.550	4.642	4.906	5.084	5.270	5.150	4.902	4.610	4.394	4.172	4.130	4.089
Reduction in 5 Year Average	1.00%														Baseline	Target	

-1.919795 -1.0439321 2.021978 5.68720379 3.62821035 3.65853659 -2.277039848 -4.815534 -5.9567523 -4.6854664 -5.052344



Year	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Pedestrian Fatalities	9	4	5	6	4	7	9	7	1	9	7	7	5	6	5	8		
Pedalcycle Fatalities	2	0	0	1	1	1	1	0	1	3	1	3	2	2	2	1		
Pedestrian Serious Injury	15	11	22	12	18	19	28	19	18	24	21	13	22	23	14	12		
Pedalcycle Serious Injury	12	8	7	10	7	8	11	6	12	8	10	8	2	5	7	8		
Total Non-Motorized	38	23	34	29	30	35	49	32	32	44	39	31	31	36	28	29	28	28

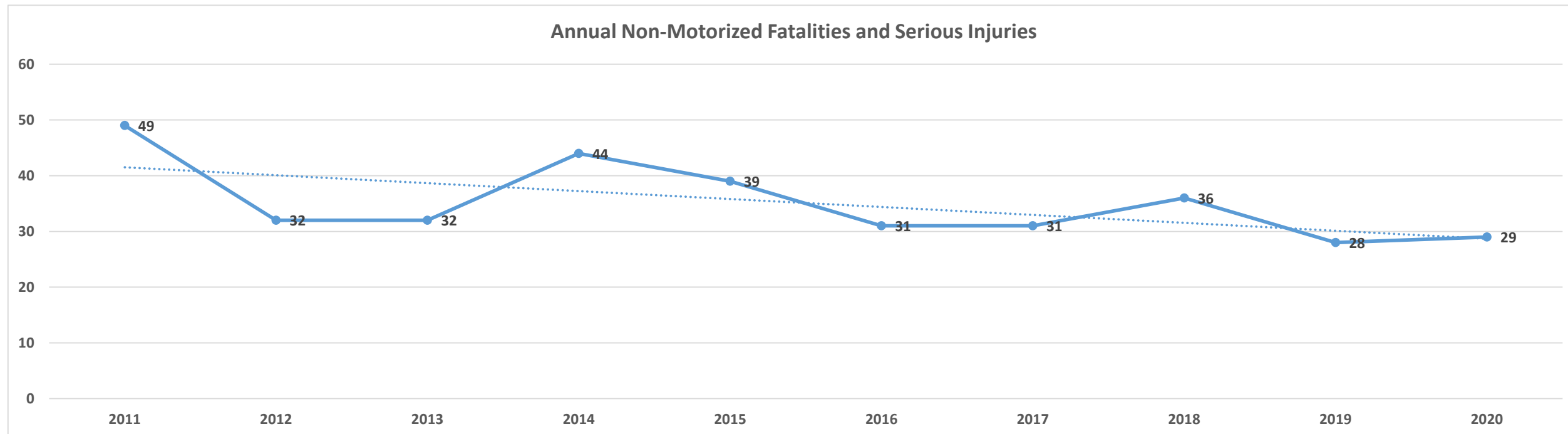
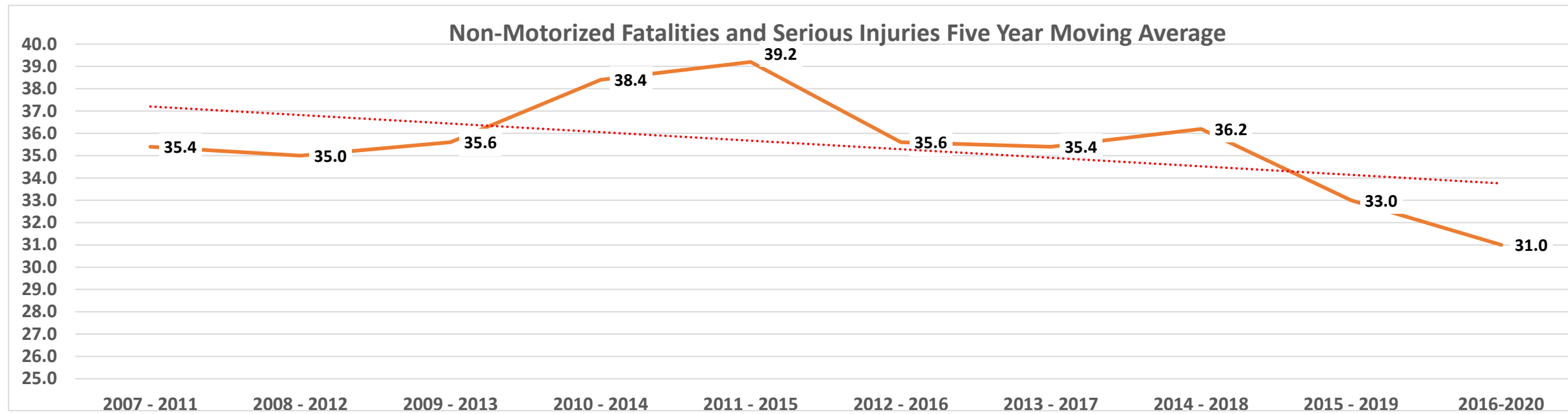
	2005 - 2009	2006 - 2010	2007 - 2011	2008 - 2012	2009 - 2013	2010 - 2014	2011 - 2015	2012 - 2016	2013 - 2017	2014 - 2018	2015 - 2019	2016-2020	2017-2021	2018-2022
Five Year Average	30.8	30.2	35.4	35.0	35.6	38.4	39.2	35.6	35.4	36.2	33.0	31.0	30.4	29.8

Reduction in 5 Year Average **2.00%**

Baseline

Target

-1.9480519 17.218543 -1.1299435 1.71428571 7.86516854 2.08333333 -9.1836735 -0.5617978 2.25988701 -8.839779 -6.060606



Resolution of Adoption

For the North Dakota Department of Transportation's
2022 HSIP Performance Targets (PM1)

Whereas, the U.S. Department of Transportation established five performance measures for the Highway Safety Improvement Program (HSIP) as detailed in 23 CFR 490, Subpart B, National Performance Measures for the Highway Safety Improvement Program;

Whereas, the North Dakota Department of Transportation (NDDOT) established performance targets for each of the five HSIP performance measures in accordance with 23 CFR 490.209; and

Whereas, metropolitan planning organizations (MPOs) must establish performance targets for each of the HSIP performance measures; and

Whereas, MPOs establish HSIP targets by either agreeing to plan and program projects so that they contribute to the accomplishment of the State DOT HSIP target or commit to a quantifiable HSIP target for the metropolitan planning area; and

Now, therefore, be it resolved, that the Bismarck-Mandan Metropolitan Planning Organization agrees to plan and program projects so that the projects contribute to the accomplishment of NDDOT's calendar year 2022 HSIP targets (PM1) for the following performance measures:

Number of fatalities:	96.4	5% reduction in 5-year average
Rate of fatalities:	1.094 per 100 million vehicle miles traveled	1% reduction in 5-year average
Number of serious injuries:	359.7	5% reduction in 5-year average
Rate of serious injuries:	4.089 per 100 million vehicle miles traveled	1% reduction in 5-year average
Number of non-motorized fatalities and non-motorized serious injuries:	29.8	2% reduction in 5-year average

CERTIFICATE

The undersigned, duly elected chairperson of the Bismarck-Mandan Metropolitan Planning Organization Policy Board, certifies that the forgoing is true and correct copy of a Resolution, adopted at a legally convened meeting of the Bismarck-Mandan Metropolitan Planning Organization Policy Board held on October 19, 2021.

Gerarld Wise,
Chair, Bismarck-Mandan MPO Policy Board

Date

200.204.00

DATA ACQUISITIONS

(All Amounts in Dollars \$)

YEAR 2021

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	PROJECT PARTICIPATION
Bismarck	8,400	6,720	1,680	1,2
Mandan	2,800	2,240	560	1,2
Morton County	350	280	70	1,2
Burleigh County	2,100	1,680	420	1,2
Lincoln	350	280	70	1,2
Other	0	0	0	
TOTAL	14,000	11,200	2,800	

YEAR 2022

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	PROJECT PARTICIPATION
Bismarck	60,000	48,000	12,000	5
Mandan	20,000	16,000	4,000	5
Morton County	2,500	2,000	500	5
Burleigh County	15,000	12,000	3,000	5
Lincoln	2,500	2,000	500	5
Other	0	0	0	
TOTAL	100,000	80,000	20,000	

Data Procurement	Cycle	Last Collection	Next Collection	Estimated Cost
1 - Socio-Economic Data	5-years	2017	2021	4,000
2 - Origin-Destination Data	5-years	2017	2021	10,000
3 - Ortho/LiDAR Collection	3-years	2020	2020	180,000
4 - Pavement Management	5-years	2020	2023/2024	82,000
5 - Traffic Counting	Ad Hoc	2018	2022	100,000



Policy: MPO Staff-Level Approvals and Contract Execution

Type of Policy: Administrative

Effective Date: October 2021

Last Revised: October 2021

1. Reason for Policy

Staff-level approval and/or execution of contracts and purchases, which hold low or no financial risk, will allow the Bismarck-Mandan MPO to 1) maintain the workflow for the office and 2) ensure timely acquisition and development of standard work products.

2. Policy Statement

Bismarck-Mandan MPO staff will be granted authorization to approve and/or execute low-risk /no-risk contracts and ‘micro-purchases’, as detailed in Section 5., in accordance with federal, state, and hosting agency (i.e. City of Bismarck) guidance.

3. Scope

This policy applies to 1) contracts, services or costs previously approved by the TAC and/or Policy Board and 2) products approved in the Unified Planning Work Program (UPWP) and considered a ‘micro-purchase’. This policy does not apply to standard, routinely incurred office expenses—which could be categorized as ‘micro-purchases’—as these need no individual approval by the Policy Board.

4. Definition(s)

Micro-purchase	Purchases which use federal grant funding and are less than \$10,000. Requires at least one reasonable quote.
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5. Procedures

- Execute contracts upon review and approval of the TAC and/or Policy Board, when the Policy Board Chair is not indicated as the signature.
 - Traditionally practiced. Approval would create a standing privilege.
 - Ex) ATAC Master Agreement, MOA’s from NDDOT
- Execute transportation planning study contracts when the cost of project and consultant have been approved by TAC and/or Policy Board.
 - Routinely requested for each study. Approval would create a standing privilege.

- Approve time extensions for transportation planning studies, when no additional funding is requested, up to one time per study and for not more than 4 months.
 - Any funding change to a transportation planning study would require TAC and/or Policy Board approval and, possibly, a UPWP amendment.
- Execute ‘micro-purchases’ or contracts less than \$10,000, which have been approved in UPWP, without prior board approval.
 - UPWP ensures the TAC and/or Policy Board has approved the expense.
 - \$10,000 is the ‘micro-purchase’ threshold for City of Bismarck, the State of North Dakota, and the Federal Government.
 - Ex) Data purchases, Specialty office needs/office furniture

6. Enforcement/Renewal

Guidance will be revised as needed and reaffirmed biennially by the MPO TAC and/or Policy Board, following the update of the UPWP.

7. Related Information

Agency	Supporting Resource
City of Bismarck	City of Bismarck Ordinance; Title 7 – Fiscal Procedures Section 7-01-03, part 4 (Competitive Bidding Requirements)
State of North Dakota	ND Dept of Transportation; Local Government Manual , Section 2.7 (Administration) ND Office of Management and Budget; State Procurement Manual , Section 1.5 (Purchasing Thresholds)
U.S. Federal Government	Amendment to 2 CFR 200, Referencing 48 CFR part 2, subpart 2.1 ,

8. Policy History

Revision Date	Author	Description
10/19/2021	Rachel Drewlow, MPO Executive Director	Initial Policy Approval

9. Certificate:

The undersigned, duly elected chairperson of the Bismarck-Mandan Metropolitan Planning Organization Policy Board, certifies that the forgoing policy was adopted at a legally convened meeting of the Bismarck-Mandan Metropolitan Planning Organization Policy Board held on October 19, 2021.

Chair
Bismarck-Mandan MPO Policy Board

Date