1. Roll Call

*Members Present:* L. Luttig, J. Rider, J. Guo, R. Ferrell, B. Jamison, R. Williams, C. Wittke

*Members Absent:* G. Banks, D. Phillips, T. Wilson

*Staff Present:* R. McDonald, B. Schaefer

2. Discussion of Issues Related to the Citizen Advisory Committee (CAC)

McDonald indicated that the reason for the item being on the agenda is the pending change in structure of the MPO Policy Board. As part of its MPO Certification Review the U.S. Department of Transportation (USDOT) found that the structure of the Policy Board was not in compliance with the new Federal transportation law, which requires that MPO Boards be comprised of primarily local elected officials. The revised structure requires that two-thirds of the appointees of each appointing authority be local elected officials. The other one-third can be citizen members, but they must be members of a local transportation-related board. As a result, several current citizen members will no longer be on the Board once the new structure is implemented. This may result in some changes to the CAC.

McDonald distributed the current charge of the CAC, including general purpose and possible membership, and an outline prepared by Royce Williams with suggested changes to the CAC membership and process. The committee reviewed and discussed William’s outline item by item. Regarding the membership, Williams commented that he thought advocacy organizations should be represented on the CAC. He mentioned the Greater Madison Chamber of Commerce. McDonald responded that Dave Phillips used to work for the Verona Area Chamber and before that the Madison Chamber and Downtown Madison Inc. He provides a business perspective. McDonald said staff had been trying to get a representative from the freight/trucking industry. Ferrell said he thought the number of members representing an advocacy group should be limited so they don’t dominate the committee. Wittke suggested using working groups where non-members could be added for discussion and review of particular projects or plans. There was a general consensus to keep the committee informal. Williams suggested limiting the number to the number on the Policy Board (to be increased to 14). McDonald said this was fine since having more than 15 members becomes unwieldy, but he didn’t know if it was necessary to have a strict rule on the number.

The idea of attendance rules was discussed briefly, but there seemed to be consensus that any attendance problems should be addressed on a case-by-case basis. This led to a discussion of the meeting schedule and terms. It was decided to set up a bimonthly meeting schedule once the regional transportation plan update is completed. The committee needs to keep meeting monthly until the plan is finished. The term of members was discussed, and it was agreed that two years was appropriate. Ferrell suggested the terms of the members be staggered. Certain advocacy organizations might always have a representative, but the individual would change periodically. Members liked William’s idea of allowing advocacy group representatives in particular to have an alternate who could attend meetings they weren’t able to. Williams suggested that member’s contact information and transportation interests should be posted on the Web site. McDonald suggested members decide for themselves whether they wanted to do this. Right now, the individuals and their affiliation (if any) is on the Web site. Williams suggested nominating a Chair and Vice-Chair, indicating he thought this was a way to develop leadership on the committee. Jamison said he didn’t think this was necessary. Rider suggested it might be needed in the future if/when the committee is expanded. There was a general consensus to wait on nominating a Chair until the Policy Board is restructured and any resulting changes or additions are made to the CAC.
Regarding William’s suggestion to include an agenda item for CAC members to express relevant concerns, McDonald said he would include an item for committee member reports as is done for the technical coordinating committee. Regarding William’s suggestion to add a policy board meeting agenda item for a report from the CAC Chair or designee, McDonald said he’d raise the issue with the Board. He suggested staff could report on issues discussed as part of the standing item for reports on committees that Policy Board members serve on. Schaefer added that staff would typically inform the Board of comments made by the CAC on particular items being acted upon. He also mentioned that the Policy Board asked to include the issue of the CAC on a future meeting agenda and he would prepare detailed minutes of this discussion to distribute to the Board.

3. Review of Draft Travel Modeling Results for the Regional Transportation Plan (RTP) Update

McDonald briefly reviewed the modeling scenarios and then went over the different roadway scenarios and the resulting congestion and traffic changes under each scenario. The purpose of the scenario testing was to add the different elements (transit, collector roadway connections, capacity changes) incrementally to determine how much congestion could be addressed at each stage before testing the major capacity change projects. McDonald then briefly reviewed drafts of two plan maps, one showing recommended capacity change projects and ongoing and planned major studies and the other showing the planned future roadway functional classification system with planned collector roadways included in local comprehensive and neighborhood plans. He said the plan maps will be reviewed again in more detail at the next meeting.

4. Staff Reports

Schaefer handed out a draft of the roadway section of the RTP report for members to review before the next meeting. He noted that the pedestrian and bicycle sections had been handed out previously. He said these sections provide background information and a discussion of the issues. Staff is working on recommendations based upon this information and the issues discussed. Discussion on the other items—the 2007-2011 TIP and possible MPO name change—was deferred due to the late hour.

5. Next Meeting Dates

- August 15
- September 19

6. Adjournment

The meeting was adjourned at 6:45 p.m.

Minutes recorded by Bill Schaefer