

**Burlington-Graham Urban Area
Technical Coordinating Committee**

Tuesday January 17, 2017

9AM

Municipal Conference Room

425 South Lexington Avenue

Burlington, NC

AGENDA

- 1) **Call to Order & Quorum** **Chairman**
 - Welcome & Introductions
 - Changes to Agenda / Add On Items
 - Speakers from the Floor – 3 minutes per speaker
 - Nomination and Election of TCC Chair and Vice Chair for 2017/18 – Mike Nunn

- 2) **Approval of Minutes from October 18, 2016 TCC Meeting** **Chairman**

- 3) **Review of the BGMPO State Transportation Improvement Program (STIP)** **Mike Nunn**

INFORMATION: NCDOT released the DRAFT TIP/SPOT project list in early December 2016. The results were sent to TCC and TAC members via email. The TIP/SPOT project list will be reviewed/discussed. The final TIP will be adopted in June 2017 by NCDOT.

RECOMMENDATION/ACTION: Receive information and discuss.

- 4) **Unified Planning Work Program (UPWP) / BGMPO Budget FY2018** **Mike Nunn**

INFORMATION: Each year the BGMPO develops and adopts a unified planning work program (UPWP). The UPWP is the MPO budget and follows the state fiscal year 2017-2018 and is attached for your review. The UPWP identifies the planning tasks, responsible agencies, and funding sources for regional transportation planning activities to be conducted within the planning area during the next fiscal year. These projects include MPO planning activities undertaken by local agencies, the NCDOT, and MPO staff. The MPO will receive \$206,451(proposed) in federal PL104 planning grant funds, \$22,500 in Section 5303 Transit Planning Funds and \$120,000 in Section 5307 Transit Planning Funds in 2017-18. As part of the UPWP, the Federal government requires MPO's to certify their transportation planning process on an annual basis. The certification checklist for the BGMPO to certify the MPO transportation planning process is attached.

RECOMMENDATION/ACTION: 1) Receive a report on the FY 2017-2018 UPWP; 2) Recommend TAC release the DRAFT UPWP for 45-day public review period; 3) If no comments or changes, recommend that the TAC adopt the FY 2017-2018 UPWP upon completion of public review period; and 3) Recommend TAC approve resolution certifying MPO transportation planning process.

6) Division Engineer Report Mike Mills

7) Transportation Planning Branch Report Hemang Surti

8) Other Business Mike Nunn

- Reports & Questions from TCC Members
- Next Meeting Scheduled for March 21, 2017

ACCESS TO INFORMATION:

ALL MPO DOCUMENTS AND DATA CAN BE PROVIDED IN ALTERNATIVE FORMAT UPON REQUEST

PLEASE CONTACT THE MPO OFFICE FOR ADDITIONAL ASSISTANCE AND INFORMATION

336-513-5418

ACCESO A INFORMACION

TODOS LOS DOCUMENTOS Y DATOS DE MPO SE PUEDEN PROPORCIONAR EN FORMATOS ALTERNOS A PETICION

POR FAVOR COMUNIQUESE CON LA OFICINA DE MPO PARA INFORMACION E ASISTENCIA ADICIONAL

336-513-5418

It is the policy of the Burlington Graham Metropolitan Planning Organization to ensure that no person shall, on the ground of race, color, sex, age, national origin, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and any other related non-discrimination Civil Rights laws and authorities.

MINUTES

BURLINGTON-GRAHAM URBAN AREA TECHNICAL COORDINATING COMMITTEE TUESDAY OCTOBER 18, 2016 9AM

MEMBERS PRESENT

Mike Mills, NCDOT Div 7
Sean Tencer, Elon
Ralph Gilliam, ACTA
Nolan Kirkman, Burlington
Amy Nelson, Burlington
Wayne Davis, NCDOT TPB
Nathan Page, Graham
Aaron Holland, Graham
Mike Mills, NCDOT
Abigaile Pittman, Orange Co.
Joe Geigle, FHWA
Montrena Hadley, Mebane
Brandon Parker, Gibsonville
Libby Hodges, Alamance Co.

OTHERS PRESENT

Mike Nunn, MPO Director
Ed Lewis, NCDOT Div. 7
Scott Rhine, PART
Peter Murphy, OPT
Frank Glover, Graham

Call to Order

Chair Nolan Kirkman called the October 18, 2016 TCC meeting to order and introduced all members and guests. Peter Murphy from Orange County Transit was welcomed and introduced. Chair Kirkman asked for any speakers from the floor to limit comments to 3 minutes per speaker. No public comments were made.

Approval of Minutes / Changes to Agenda

Chair Kirkman asked for any comments or corrections to the minutes from the August 16, 2016 TCC meeting. Sean Tencer made a motion to approve the minutes. Nathan Page seconded the motion. All TCC voted in approval. Mike Nunn requested that item # 6 Orange County Transit Update be rescheduled for a future meeting per the request of OPT Staff/Peter Murphy. TCC approved the agenda change by consensus.

The October TCC meeting agenda contained updates of the public transportation partners that provide service in the BGMPO planning area. Each agency was asked to provide an update and presentation on their operations and future plans.

Alamance Burlington Airport Authority: Mr. Dan Danieley
Piedmont Authority for Regional Transportation: Mr. Scott Rhine
Alamance County Transportation Authority: Mr. Ralph Gilliam
(each presentation is saved via hardcopy and digital file)

TPB Update

Wayne Davis, NCDOT: personnel and job changes will take place in the next few months. The BGMPO coordinator position has not been filled and may not be for the near future (could be frozen by NCDOT). Mr. Davis will keep Mike Nunn posted the status moving forward.

Division Engineer Report

Mike Mills and Ed Lewis provided a report with a handout on projects within the BGMPO area and reviewed them with TC members. TCC reviewed and discussed status of on-going projects in the BGMPO area.

Other Items

Mr. Nunn reported that the search for a BGMPO Administrator / Transportation Planner is underway due to his position as Director of Transportation for the City. It may be a difficult position to fill give the specific skill set and the desire to have someone that has MPO experience. Mr. Nunn will keep TCC updated as the recruitment process progresses.

Adjournment

Chair Kirkman adjourned the TCC meeting at approximately 10:45 a.m.

		SUMMARY	RIGHT OF WAY	CONSTRUCTION
AVIATION				
Burlington Airport		Runway overrun area		FY 2020
PEDESTRIAN				
Graham Hopedale Road		Hanover Rd. to Mebane St	FY 2020	FY 2021
NC 87 / South Main Street		Ivey Rd to Gilbreth St	FY 2020	FY 2021
NC 54 Harden Street		N Marshall to Pine St	FY 2021	FY 2022
US 70 (Church Street)		Graham Hopedale to Sellars Mill	FY 2020	FY 2021
US 70 (Church Street)		Beaumont to Graham Hopedale		FY 2021
HIGHWAY				
US 70 (Church Street)		5th St to Tarleton	FY 2021	FY 2023
Graham Hopedale Road		Hanover Rd to Morningside Dr	FY 2023	FY 2025
NC 54		Harden St	FY 2021	FY 2023
NC 119		Trollingwood Rd/Hawfields to Lowes Blvd	FY 2022	FY 2024
Burlington-Graham Signal System		Upgrade System	FY 2019	FY 2020
US 70 (Church Street) Intersection		University Drive	FY 2019	FY 2020
US 70 (Church Street) Intersection		Huffman Mill Road	FY 2019	FY 2020

									ROW	CONST	
A130060	Aviation	AV-5851	Division Needs	BUY - Burlington-Alamance Regional			Construction of 100 foot paved overrun and Runway Safety Area improvements to C-II standards. (includes Project Request Numbers: 3184)	0500 - Runway Length/Width	\$ 1,872,900		FY 2020
B140726	BikePed	EB-5882	Division Needs	Graham Hopedale Road	Hanover Road	Mebane Street	Construct sidewalk	5. Protected Linear Pedestrian Facility (Pedestrian)	\$ 120,000	FY 2020	FY 2021
B140730	BikePed	EB-5879	Division Needs	HWY 70 Church St	Graham Hopedale Road	Sellers Mill Road	Construct sidewalk	5. Protected Linear Pedestrian Facility (Pedestrian)	\$ 88,800	FY 2020	FY 2021

H1440354	Highway	U-6009	Regional Impact	US 70	5th Street	Tarleton Ave	Widen lanes and add center turn lane	11 - Access Management	\$11,319,000	FY 2021	FY 2023
H141429-C	Highway	U-6013C	Regional Impact	NC 119	Trollingwood-Hawfields Road	Lowes Blvd. (non-system)	Widen to Multi-Lanes	1 - Widen Existing Roadway	\$ 8,700,000	FY 2022	FY 2024
H151041	Highway	U-6014	Division Needs	Graham-Hopedale Road	New Hanover Road	Morningside Drive	Widen to multi-lanes with bike and pedestrian accommodations. (Intersection improvements at US 70 planned under TIP Project U-5843).	1 - Widen Existing Roadway	\$15,200,000	FY 2023	FY 2025
H151067	Highway	U-6015	Regional Impact	Burlington-Graham Signal System			Upgrade Burlington-Graham Signal System	13 - Citywide Signal System	\$10,851,000	FY 2019	FY 2020
H151068	Highway	U-6010	Regional Impact	US 70 (Church Street)	University Drive		Improve Intersection	10 - Improve Intersection	\$ 1,300,000	FY 2019	FY 2020
H151070	Highway	U-6011	Regional Impact	US 70 (Church Street)	Huffman Mill Road		Improve Intersection	10 - Improve Intersection	\$ 1,300,000	FY 2019	FY 2020

FY 2017 - 2018
Funding Allocation

TOTAL FUNDS		
FY 2017 - 2018 PWP PL104	\$ 360,096.00	
Section 5303 Grant	\$ 25,000.00	
Section 5307 / Planning Funds	\$ 150,000.00	
Add'l Local Funds	\$ -	
Total Grant Funds	\$535,096.00	
FY 2017- 2018 PL Allocation	\$ 206,452.00	
Unobligated PL Funds:	\$ 81,625.00	
PL Local Match	\$ 72,019.00	
Section 5303 Grant	\$ 22,500.00	
Section 5303 Local Match	\$ 2,500.00	
Section 5307 Federal Grant	\$ 120,000.00	
Section 5307 Local Match	\$ 30,000.00	
Total BGMPO Budget	\$ 535,096.00	
<u>LOCAL MATCH BREAKDOWN</u>		
PL Grant (20%)	\$ 72,020.00	
Section 5303 Grant (10%)	\$ 2,500.00	
Section 5307 Grant (20%)	\$ 30,000.00	
Total Local Match by LPA	\$ 104,520.00	

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**Burlington Graham Metropolitan Planning Organization
UNIFIED PLANNING WORK PROGRAM (UPWP) -FY18**

July 1, 2017 to June 30, 2018

Introduction

The Unified Planning Work Program (UPWP) outlines transportation planning tasks to be conducted during the fiscal year. The UPWP sets the budget for these items and identifies the funding sources. MPO staff is responsible for ensuring completion of the planning tasks identified in the UPWP. The MPO Staff and the North Carolina Department of Transportation are the responsible agencies for many of the tasks in the UPWP. Some planning tasks are carried out by outside consultants.

The categories for planning tasks in the UPWP are based on planning requirements contained in Federal legislation that authorizes transportation funding.

Funding Summary FY 2016-2017 (PL104)

Federal Highway Administration - 80%*		\$ 288,076
Local Match - 20%*		\$ 72,020
Total*		\$ 360,096

Program Summary for MPO Planning and Administration (PL Funds)

II-A Data and Planning Support	\$ 32,770	9.10%
II-B Planning Process	\$ 125,312	34.80%
III-A Planning Work Program	\$ 18,004	5.00%
III-B Transp. Improvement Plan	\$ 43,212	12.00%
III-C Cvl Rgts. Cmp./Otr .Reg. Reqs.	\$ 25,567	7.10%
III-D Statewide and Extra-Regional Planning	\$ 25,206	7.00%
III-E Management Ops, Program Support Admin	\$ 90,025	25.00%
TOTAL PL104	\$ 360,096	100.00%

FTA CODE	TASK CODE	TASK DESCRIPTION	Percentages of Respective Shares		MPO Planning and Admin - PL		
			Local	Federal	Highway / Transit		TOTAL
					Local min. 20%	Federal max. 80%	
	II-A	Data and Planning Support	9.10%	9.10%	\$ 6,554	\$ 26,216	\$ 32,770
44.24.00	II-A-1	Networks and Support Systems	4.65%	4.65%	\$ 3,349	\$ 13,396	\$ 16,745
44.23.01	II-A-2	Travelers and Behaviour	1.10%	1.10%	\$ 792	\$ 3,169	\$ 3,961
44.23.02	II-A-3	Transportation Modeling	3.35%	3.35%	\$ 2,413	\$ 9,651	\$ 12,064
	II-B	Planning Process	34.80%	34.80%	\$ 25,062	\$ 100,250	\$ 125,312
44.23.02	II-B-1	Targeted Planning	4.60%	4.60%	\$ 3,313	\$ 13,251	\$ 16,564
44.23.01	II-B-2	Regional Planning	2.50%	2.50%	\$ 1,800	\$ 7,202	\$ 9,002
44.27.00	II-B-3	Special Studies	27.70%	27.70%	\$ 19,949	\$ 79,797	\$ 99,746
	III-A	Planning Work Program	5.00%	5.00%	\$ 3,601	\$ 14,403	\$ 18,004
44.21.00	III-A-1	Planning Work Program	4.50%	4.50%	\$ 3,241	\$ 12,963	\$ 16,204
44.24.00	III-A-2	Metrics and Performance Measures	0.50%	0.50%	\$ 360	\$ 1,440	\$ 1,800
	III-B	Transp. Improvement Plan	12.00%	12.00%	\$ 8,643	\$ 34,569	\$ 43,212
44.25.00	III-B-1	Prioritization	4.00%	4.00%	\$ 2,881	\$ 11,523	\$ 14,404
44.25.00	III-B-2	Metropolitan TIP	4.00%	4.00%	\$ 2,881	\$ 11,523	\$ 14,404
44.25.00	III-B-3	Merger/Project Development	4.00%	4.00%	\$ 2,881	\$ 11,523	\$ 14,404
	III-C	Cvl Rgts. Cmp./Otr .Reg. Reqs.	7.10%	7.10%	\$ 5,112	\$ 20,455	\$ 25,567
44.27.00	III-C-1	Title VI Compliance	1.00%	1.00%	\$ 720	\$ 2,881	\$ 3,601
44.27.00	III-C-2	Environmental Justice	2.00%	2.00%	\$ 1,440	\$ 5,762	\$ 7,202
44.27.00	III-C-3	Minority Business Enterprise Planning	0.10%	0.10%	\$ 72	\$ 288	\$ 360
44.27.00	III-C-4	Planning for • Elderly	2.00%	2.00%	\$ 1,440	\$ 5,762	\$ 7,202
44.27.00	III-C-6	Public Involvement	2.00%	2.00%	\$ 1,440	\$ 5,762	\$ 7,202
	III-D	Statewide and Extra-Regional Planning	7.00%	7.00%	\$ 5,041	\$ 20,165	\$ 25,206
44.27.00	III-D	Statewide and Extra-Regional Planning	7.00%	7.00%	\$ 5,041	\$ 20,165	\$ 25,206
	III-E	Management Ops, Program Support Admin	25.00%	25.00%	\$ 18,007	\$ 72,018	\$ 90,025
44.27.00	III-E	Management Ops, Program Support Admin	25.00%	25.00%	\$ 18,007	\$ 72,018	\$ 90,025
44.27.00		Program Support Administration					
		TOTALS	100.00%	100.00%	\$ 72,020	\$ 288,076	\$ 360,096

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FTA TASK NARRATIVE TABLE

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1- MPO	Burlington Graham MPO												
2- FTA Code	442400												
3- Task Code	II-A-1												
4- Title	Networks and Support Systems												
5- Task Objective	The Transit System Data task will supply reliable information to analyze, evaluate, and forecast service delivery. The data are necessary to describe the current system and plan future needs for service.												
6- Tangible Product Expected	Transit System Data for short-range and mid-range transit planning efforts will be conducted by the MPO in cooperation with regional transit providers Piedmont Authority for Regional Transportation and Triangle Transit. Data will continue to be collected to inform various transit planning efforts in the region, including the Metropolitan Transportation Plan, Transit Systems Plan, and local implementation planning efforts. This could include the evaluation of transit service performance, development of cross-regional route(s), universities/college route(s) and urban service routes that extend beyond the boundaries of the general BGMPO area. Transit partners/operators will identify strengths and weaknesses of service by route in order to assess service barriers and future options. Information will be used to monitor service and meet NCDOT and FTA reporting requirements. Use previous work/report for information. Note: Burlington and Gibsonville began fixed route transit system in June of 2016. The MPO will assist and support the transit planning and administration of the system start up.												
7- Expected Completion Date of Products	<table border="0" style="width: 100%;"> <tr> <td>Reports and analyses</td> <td>Ongoing</td> </tr> <tr> <td>Database Maintenance</td> <td>Ongoing</td> </tr> <tr> <td>Route planning and analysis</td> <td>Ongoing</td> </tr> <tr> <td>NTD passenger miles report</td> <td>October 2017/ongoing</td> </tr> <tr> <td>Transit Staff and Operator meetings</td> <td>Every months</td> </tr> <tr> <td>Present data via maps and reports (to include Ridership, Routes, & System Map)</td> <td>Ongoing</td> </tr> </table>	Reports and analyses	Ongoing	Database Maintenance	Ongoing	Route planning and analysis	Ongoing	NTD passenger miles report	October 2017/ongoing	Transit Staff and Operator meetings	Every months	Present data via maps and reports (to include Ridership, Routes, & System Map)	Ongoing
Reports and analyses	Ongoing												
Database Maintenance	Ongoing												
Route planning and analysis	Ongoing												
NTD passenger miles report	October 2017/ongoing												
Transit Staff and Operator meetings	Every months												
Present data via maps and reports (to include Ridership, Routes, & System Map)	Ongoing												
8- Previous Work	The Link system began operations in June 2016. All bus stops, schedules, and routes will be under review and evaluation, and changes implemented as needed. The system will adjust and improve as operations continue into year 2.												
9- Prior FTA Funds	Prior 5303 grant for transit planning												
10- Relationship	The City of Burlington Department of Transportation will work together to integrate transit into other city services and policy operations.												
11- Agency	City of Burlington Transportation Department and Information Technology Department will work together to maintain the data.												
12- HPR - Highway - NCDOT 20%													
13- HPR - Highway - F11WA 80%													
14- Section 104 (f) PI, Local 20%													
15- Section 104 (f) P I FHWA 80%													
16- Section 5303 Local 10%	\$2,500.00												
17- Section 5303 NCDOT 10%	\$2,500.00												
18- Section 5303 FTA 80%	\$20,000.00												
19- Section 5307 Transit - Local 10%													
20- Section 5307 Transit - NCDOT 10%	\$												
21- Section 5307 Transit - FTA 80%	\$												
22- Additional Funds - Local 100%													
Programmed Funds \$25000 100.00% of 5303 budget													

FTA TASK NARRATIVE TABLE

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1- MPO	Burlington Graham MPO
2- FTA Code	442400
3- Task Code	III-E
4- Title	Program Support Administration
5- Task Objective	Transit Program Administration will be a new work task using Section 5307 funds for assistance. These task will include all reporting and managerial responsibilities of the Transit Management/city staff support. Staff will prepare Link Transit data for federal, state, and local agencies. This task will also include annual oversight of any transit sub-recipients and sub-contractors.
6- Tangible Product Expected	Quarterly, yearly, and grant progress reports will be prepared for the FY 2018.
7- Expected Completion Date of Products	5307 Program Quarterly Report Ongoing Annual NTD Report October 2017 Ongoing NTD Safety and Security Report Monthly Op Stats Report Monthly FTA Milestone Quarterly Reports Quarterly Subcontractor Oversight Ongoing Link transit planning and route evaluation tasks on-going Public Transit Advisory Committee for Link agendas/reports monthly and quarterly Review / Monitor subs an contractors ongoing
8- Previous Work	This will be a new work task with the June 2016 start of the Link Transit System
9- Prior FTA Funds	New Section 5307 Planning task with the Link Transit System
10- Relationship	The Burlington Department of Transportation will coordinate other city, state, and federal transportation programs to start up and monitor the Link Start Up and overall service.
11- Agency	City of Burlington Department of Transportation
12- HPR - Highway - NCDOT 20%	
13- HPR - Highway - F11WA 80%	
14- Section 104 (f) PI, Local 20%	
15- Section 104 (f) P I FHWA 80%	
16- Section 5303 Local 10%	
17- Section 5303 NCDOT 10%	
18- Section 5303 FTA 80%	
19- Section 5307 Transit - Local 20%	\$30,000
20- Section 5307 Transit - NCDOT 0%	\$0
21- Section 5307 Transit - FTA 80%	\$120,000
22- Additional Funds - Local 100%	
	Programmed 5303 Funds \$25000 100.00% of 5303 budget
	Programmed 5307 Funds \$150000 100.00% of 5307 budget

RESOLUTION CONFIRMING TRANSPORTATION PLANNING PROCESS

RESOLUTION CERTIFYING THE Burlington – Graham METROPOLITAN PLANNING ORGANIZATION'S TRANSPORTATION PLANNING PROCESS FOR FY 2017-18

WHEREAS, the Transportation Advisory Committee has found that the Metropolitan Planning Organization is conducting transportation planning in a continuous, cooperative, and comprehensive manner in accordance with 23 U.S.C. 134 and 49 U.S.C. 1607;

WHEREAS, the Transportation Advisory Committee has found the transportation planning process to be in compliance with Sections 174 and 176 (c) and (d) of the Clean Air Act (42 U.S.C. 7504, 7506 (c) and (d)). **(for nonattainment and maintenance areas only)**

WHEREAS, the Transportation Advisory Committee has found the Transportation Planning Process to be in full compliance with Title VI of the Civil Rights Act of 1964 and the Title VI Assurance executed by each State under 23 U.S.C. 324 and 29 U.S.C. 794;

WHEREAS, the Transportation Advisory Committee has considered how the Transportation Planning Process will affect the involvement of Disadvantaged Business Enterprises in the FHWA and the FTA funded planning projects (Section 1003(b) of ISTEA of 1991 (Pub. L. 102-240), Sec. 105(f), Pub. L. 97-424, 96 Stat. 2100, 49 CFR part 23);

WHEREAS, the Transportation Advisory Committee has considered how the Transportation Planning Process will affect the elderly and the disabled per the provision of the Americans With Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat. 327, as amended) and the U.S. DOT implementing regulations (49 CFR parts 27, 37, and 38);

WHEREAS, the Transportation Plan has a planning horizon year of 2035, and meets all the requirements for an adequate Transportation Plan,

NOW THEREFORE, be it resolved that the Burlington - Graham Urban Area Transportation Advisory Committee certifies the transportation planning process for the Burlington -Graham Metropolitan Planning Organization on this the 17th day of January, 2017.

Chair, Transportation Advisory Committee
Leonard Williams

Clerk/Secretary/Planner
Mike Nunn, AICP

RESOLUTION

**APPROVING THE FY 2017-2018 PLANNING WORK PROGRAM
OF THE BURLINGTON-GRAHAM URBAN AREA.**

A motion was made by TAC Member _____ and seconded by TAC Member _____ for the adoption of the following resolution, and upon being put to a vote was duly adopted.

WHEREAS, a comprehensive and continuing transportation planning program must be carried out cooperatively in order to ensure that funds for transportation projects are effectively allocated to the Burlington-Graham Urban Area;

WHEREAS, the City of Burlington has been designated as the recipient of Federal Transit Administration Metropolitan Planning Program (Section 5303) funds;

WHEREAS, members of the Burlington-Graham Transportation Advisory Committee agree that the Planning Work Program will effectively advance transportation planning for SFY 2017-2018;

NOW, THEREFORE, be it resolved that the Transportation Advisory Committee hereby endorses the FY 2017-2018 Planning Work Program for the Burlington-Graham Urban Area.



I, _____, Chairman of the Burlington-Graham Transportation Advisory Committee do hereby certify that the above is a true and correct copy of an excerpt from the minutes of a meeting of the Burlington-Graham Urban Area Transportation Advisory Committee, duly held on the 17th day of January 2017.

Chairman
Transportation Advisory Committee



Subscribed and sworn to me this ___ day of _____, 2017.

Notary Public

My commission expires _____.