

**Utah Department of Transportation
Utah Transportation Commission
STAFF UPDATE MEETING
September 15, 2016**

The Utah Transportation Commission, UDOT staff members and others met for a Staff Update Meeting on Thursday, September 15, 2016 at 11:41 a.m. in the West Point City Hall Conference Room, located at 3200 West 300 North, in West Point. Those in attendances included:

- Commissioners: J. Kent Millington, Meghan Holbrook, Wayne Barlow, Dannie McConkie, Naghi Zeenati, Gayle McKeachnie
- UDOT Staff: Carlos Braceras, Shane Marshall, Heather Barthold, Jason Davis, Joe Walker, Kris Peterson, Bryan Adams, Nathan Lee, Bob Pelly, Bill Lawrence, Robert Miles, Michelle Jeronimo, Linda Hull, Elizabeth Weight, Dave Alger, Rex Harris
- Others: Brigitte Mandel, Greg Curtis, Kathlene McKeachnie

WELCOME AND OPEN DISCUSSION

Carlos Braceras, UDOT Executive Director, spoke about how the addition of orange to the UDOT logo represents the passion that UDOT Employees have. He also talked about the Department's 'Talking Orange' video series, and recent topics. Joe Walker, UDOT Director of Communications, said an upcoming video will focus on how the Traffic Operations Center manages signals before and after large sporting events (like the University of Utah vs Brigham Young University football games), while another will feature "Forrest Gump Hill" in Mexican Hat. The group watched the 'Talking Orange: Active Transportation' video, and Joe mentioned that all of the series' videos are available on UDOT's Youtube page, [youtube.com/UtahDOT](https://www.youtube.com/UtahDOT).

Discussions about the Charles Hall ferry took place.

COMMITTEE REFRESHER

At Commissioner Holbrook's request, Elizabeth Weight, UDOT Communications and Legislative Policy Analyst, reviewed Commission roles, responsibilities and committee assignments. Of the 13 committee assignments, only three are required in statute: Corridor Preservation Advisory, UTA Board of Trustees and Community Impact Board.

Elizabeth said she will be contacting each Commissioner to discuss and create a 'onesheet' for their respective committees. Each committee 'onesheet' will include details such as committee purpose, roles and responsibilities, membership/structure requirements, reason for Commission involvement, term length, voting authority and other relevant information.

The group talked about possible committee assignment rotations and term lengths. This discussion will be revisited in October.

SIGNAL WARRANTS PRESENTATION

Robert Miles, UDOT Traffic and Safety Director, gave a presentation on the Traffic Signal Warranting Process. He discussed the traffic signal study process, and reviewed the different factors required in order for each warrant to be met. If the study identifies a traffic signal is warranted, an on-site review is held. Robert noted that a signal may not always be the best option, even if it is warranted.

The group discussed See Click Fix, the advantages of outsourcing the traffic signal study, and how the Signals program is funded. Commissioner McConkie asked what the process for removing a signal is. Robert said it would come back to warrant conversations, and that signal removal is rare. Commissioner McKeachnie asked about the decision making process for placing pavement markings such as crosswalks and left-hand turns. Robert said striping is based on standards; not warrants, which have the effect of law. He said the process is essentially the same, minus the warrants: UDOT receives input and goes out to look at the location.

Robert also talked about Reduced Speed School Zones (RSSZ) and their warranting process, and a discussion on traffic signals and school zone issues took place.

Commissioner Barlow said he'd like to see more outreach and training to young people learning how to drive about

making property left turns at intersections. Carlos thought left turn behaviors were part of the drivers education manual, but Robert said he would check.

POLICY DISCUSSIONS

Linda Hull, UDOT Policy and Legislative Services Director, reviewed the updates for the draft Consent Agenda, Electronic Meeting and High Priority Corridor policies.

CONSENT AGENDA

Linda said a consent agenda is allowed by code, and reviewed the draft policy, which was written by UDOT Assistant Attorney General, Jim Palmer. The policy states the Chairman will review and approve putting items on the consent agenda, and the Commissioners would receive the items and corresponding materials a week before Commission Meeting to review. The Consent Agenda would be the first business item (after local area presentation and public comments), and any Commissioner could remove an item from the consent agenda to discuss separately. The request to remove an item from the consent agenda would not need a motion or second. Commissioner McKeachnie asked if approved items on the consent agenda could be reconsidered. The group agreed that there would need to be a motion and a vote to reconsider an item that was approved as part of the consent agenda. Commissioner McKeachnie said he would suggest the additions at the next day's Commission meeting when the policy was up for approval.

The group also discussed Roberts Rules of Order.

ELECTRONIC MEETINGS

Linda said the draft policy reflects the resolution adopted by the Commission in 2008, and she reviewed the procedures that must be followed to allow electronic participation. Chairman Millington noted that this is an important policy to have in place as technology moves forward. The policy will be brought to the Commission for approval in October.

HIGH PRIORITY CORRIDOR

Linda reviewed the updates to the UDOT and Commission policies, specifically the city and county responsibility to notify the Department of land use applications, giving 30 days for review and an opportunity to purchase the property. The purchase can't be done under imminent domain, there must be a willing buyer and willing seller.

Linda also reviewed the process for identifying high priority corridors, and the yearly list amendment process. An annual notification letter that lists the high priority corridors will be sent to cities and counties so both UDOT and the locals will be on the same page and can communicate effectively.

The Commission policy will be tied to the adopted resolution, and will be brought for approval in October.

I-80 WILDLIFE

Bryan Adams, UDOT Region Two Director, gave a presentation detailing wildlife issues on I-80 in Summit County. He reviewed Region Two's recent efforts to help reduce the number of animal collisions, including several miles of wildlife fencing installation. He talked about issues from recent moose collisions and gave an overview of next summer's wildlife crossing overpass project. Until the project starts, Bryan will use Region Contingency Funds to install additional fencing, and local groups in the Park City area have raised money to help with the cost as well.

AUGUST REDISTRIBUTION

Bill Lawrence, UDOT Programming Director, went over the August redistribution funds, and explained FY16's federal aid apportionment and obligation limitation amounts. Overall, UDOT was able to receive \$361.2 million in federal aid; \$9 million more than expected. The extra funds have already been used by the Regions to push their projects forward.

Brigitte Mandel, Federal Highways Assistant Division Administrator, said that this year's redistribution amount was almost double what the Department received last year due to FAST Lane projects being announced too late in the year. She said following years will most likely not be as large.

The meeting adjourned at 1:40 p.m.


Heather J. Barthold, Commission Assistant