

AGENDA ITEM # XI-B.

FIVE COUNTY ASSOCIATION OF GOVERNMENTS OUT OF STATE

TRAVEL AUTHORIZATION REQUEST

DATE: March 4, 2013



PURSUANT TO THE FIVE COUNTY ASSOCIATION OF GOVERNMENTS PERSONNEL POLICIES AND PROCEDURES, I AM REQUESTING AUTHORIZATION TO TRAVEL OUT OF STATE FOR THE FOLLOWING PURPOSES:

PURPOSE OF TRAVEL: To attend the 2013 Annual Peer Learning Conference of the National Association of Development Organizations (NADO). I anticipate being nominated to serve as a member of the national 'Council of Peers'.

NADO is the national organization that supports rural and small metropolitan area planning. The conference is scheduled for April 24-26th in Greenville, SC. The conference will bring together transportation, regional planning and economic development professionals together with local officials, state DOT staff and stakeholders from rural and small metropolitan areas across the nation for three days of learning with peers. The conference offers training to help better understand issues facing rural and small metropolitan area transportation planning and therefore will benefit the two RPOs and the MPO in our region.

SUPPORTING DOCUMENTATION ATTACHED

Conference agenda

ESTIMATED TRAVEL COSTS:

AIRFARE/SURFACE TRANSPORTATION:	\$590.00
LODGING (2 Nights @ \$129.00):	\$258.00
PER DIEM (3 Days @ \$45.00):	\$135.00
REGISTRATION FEES (3 Days):	\$250.00
WORKSHOP FEE:	\$ 25.00
TOTAL ESTIMATED TRAVEL COSTS:	\$1,258.00

SOURCE OF TRAVEL FUNDS: Programs	018	\$189.00
	024	\$113.00
	025	\$528.00
	032	\$277.00
	038	\$151.00
	TOTAL	\$1,258.00

BUDGET LINE ITEM: 530-018, 530-024, 530-025, 530-032, 530-038

REVIEWED PER BUDGET:  CFO DATE: 3/5/13

REVIEWED BY EXECUTIVE DIRECTOR:  DATE: 3/5/13

AGENDA ITEM # XI-B. (Continued)

Five County Association of Governments

*** * M E M O R A N D U M * ***

To: Ken Sizemore, Executive Director
From: Curt Hutchings, Transportation Planning Manager 
Date: March 4, 2013
Subject: Out-of-state travel authorization

In accordance with the established policy of the Five County Association of Governments, I am requesting out-of-state travel approval to attend the 2013 Annual Peer Learning Conference of the National Association of Development Organizations (NADO). I anticipate being nominated to serve as a member of the national 'Council of Peers'.

NADO is the national organization that supports rural and small metropolitan area planning. The conference is scheduled for April 24-26th in Greenville, SC. The conference will bring together transportation, regional planning and economic development professionals together with local officials, state DOT staff and stakeholders from rural and small metropolitan areas across the nation for three days of learning with peers. The conference offers training to help better understand issues facing rural and small metropolitan area transportation planning and therefore will benefit the two RPOs and the MPO in our region.

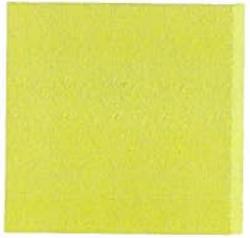
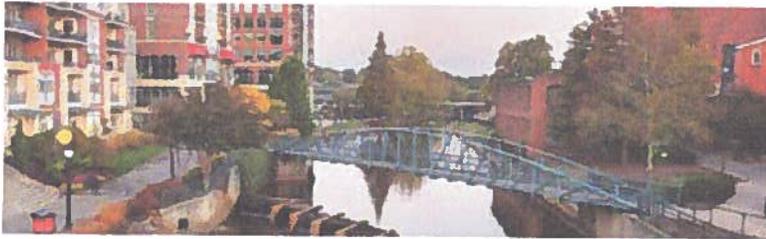
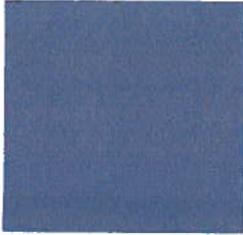
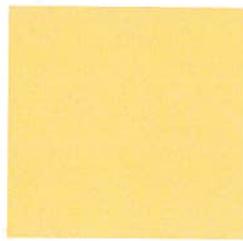
There are sufficient travel funds in my program budgets to cover the estimated costs as outlined below:

Type	Costs
Airfare	\$590
Conference Registration & workshop	\$275
Hotel	\$258 (\$129/night for two nights)
Per Diem	<u>\$135</u>
Total	\$1258

Thank You for your consideration.

Enclosure

AGENDA ITEM # XI-B. (Continued)



National Rural Transportation Peer Learning Conference

April 24 – 26, 2013
Greenville, SC

Join local, regional, and state transportation practitioners in Greenville, South Carolina for this national summit event.

The National Rural Transportation Peer Learning Conference is expected to attract over 150 transportation planners and other professionals, policy makers, officials, and other stakeholders. The audience typically includes directors and technical staff of regional planning and economic development organizations, state department of transportation staff (including individuals from planning, transit, safety, and freight offices), and U.S. DOT and other federal agency representatives. The sessions and workshops offered during the conference will touch on many topics and issues relevant to today's rural and small metropolitan transportation planners and service providers.

Learn more at www.nado.org/events/rpo2013.

AGENDA ITEM # XI-B. (Continued)

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DATE: March 4, 2013

PURSUANT TO THE FIVE COUNTY ASSOCIATION OF GOVERNMENTS PERSONNEL POLICIES AND PROCEDURES, I AM REQUESTING AUTHORIZATION TO TRAVEL OUT OF STATE FOR THE FOLLOWING PURPOSES:

PURPOSE OF TRAVEL: SHRP2 & TCAPP Workshops

SUPPORTING DOCUMENTATION ATTACHED

See attached letter and agenda

ESTIMATED TRAVEL COSTS:

AIRFARE/SURFACE TRANSPORTATION:	\$353.00
LODGING (3 Nights @ \$129.00):	\$387.00
PER DIEM (3.5 Days @ \$45.00):	\$160.00
REGISTRATION FEES:	\$0
WORKSHOP FEE:	\$0
TOTAL ESTIMATED TRAVEL COSTS:	\$900

SOURCE OF TRAVEL FUNDS: Programs 025 \$0

All Costs reimbursed by FHWA

TOTAL \$0

BUDGET LINE ITEM: 530-025

REVIEWED PER BUDGET:  CFO

DATE: 3/5/13

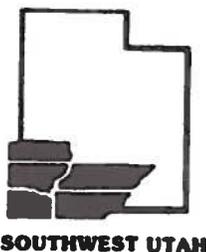
REVIEWED BY EXECUTIVE DIRECTOR: 

DATE: 3/5/13

Five County Association of Governments

1070 West 1600 South, Building B
St. George, Utah 84770

Fax (435) 673-3540



Post Office Box 1550
St. George, Utah 84771

Office (435) 673-3548

March 6, 2013

Kenneth L. Sizemore
Executive Director
Five County Association of Governments
1070 W. 1600 South, Building B
St. George, Utah 84770

Dear Mr. Sizemore:

With this letter, I am seeking consent from you and the Five County AOG Steering Committee to attend the AASHTO SHRP2 & TCAPP Workshops in Seattle, Wash. on April 24-25, 2013. The acronyms are difficult to get through, but essentially this workshop introduces a decision-making framework to aid the development of highway projects with complex community and environmental issues (agenda attached).

The Dixie MPO contains several roadways with complex community and environmental issues and this workshop will be extremely beneficial to the MPO moving forward.

I recognize the Steering Committee's long-standing policy of only allowing one out-of-state travel trip per staff member per fiscal year. This would be my second this year. However, the workshop is by invitation only and AASHTO has offered to reimburse all travel expenses.

TCAPP is a collaborative decision-making framework that provides a systematic approach that has proven successful on projects with complex community and environmental issues. This web-based tool can be used as a trouble-shooting guide or roadmap for changing a transportation agency's process when planning and developing highway projects.

The total cost of this workshop is estimated at \$900 which includes airfare, hotel accommodations, ground transportation, and per-diem. These funds would initially have to come out of the MPO budget, but will be fully reimbursed by AASHTO.

Thank you for your consideration.

Sincerely,

Myron W. Lee, MPA
Transportation Planning Manager
Dixie MPO



**SHRP2 Capacity Project C01 Training and Assessment Workshop
Transportation for Communities, Advancing Projects through Partnerships**

AGENDA

Workshop purposes:

- Provide training so that participants understand TCAPP, can apply TCAPP and assess how it will help them in their jobs.
- Gather feedback from potential users about how to maximize the utility of TCAPP for state DOTs and MPOs.

Day 1: TCAPP training

Objectives

At the end of day 1, participants will be able to:

- State the reasons that SHRP2 prioritized the development of a collaborative tool
- Describe the core elements of TCAPP
- Distinguish the various component parts of TCAPP and begin to understand how to use TCAPP to develop a collaborative decision making approach for a transportation problem
- Prepare a collaboration plan for a simple transportation problem

8 a.m.	Introductions and welcome <ul style="list-style-type: none">• Welcome from AASHTO and your host• Self-introductions• Review agenda	Deb Miller
8:30 a.m.	Why a collaborative decision making process?	Neil Pedersen
8:45 a.m.	Lessons learned to date <ul style="list-style-type: none">• Results of prior assessment• Assessment approach	Julie Lorenz
9:15 a.m.	Overview of using TCAPP	Janet D'Ignazio
10:15 a.m.	Break	
10:30 a.m.	Overview of using TCAPP continued	Janet D'Ignazio
11:45 a.m.	Lunch (on your own)	
1 p.m.	Group assignments and problems	Janet D'Ignazio
1:15 p.m.	Breakout groups: Applying TCAPP to transportation	Janet D'Ignazio

AGENDA ITEM # XI-B. (Continued)

SHRP2 TCAPP Training Workshop Agenda

problems

- | | | |
|-----------|---|--------------|
| 2:45 p.m. | Break | All |
| 3 p.m. | Assessment of day 1 <ul style="list-style-type: none">• How did things go today?• What did you learn?• How does this help you with your job?• Additional concerns? | Julie Lorenz |
| 4:15 p.m. | Making it happen | Tom DeCoster |
| 5:15 p.m. | Adjourn for day <ul style="list-style-type: none">• What to expect from day 2 <i>Working dinner to follow at 6 p.m.</i> | |

Day 2: TCAPP application and assessment

Objectives

At the end of day 2, participants will:

- Assess if TCAPP helps to construct a useful framework to address a real world problem and if that constructed framework is collaborative
- Identify the most important benefits of TCAPP and the most important changes to be made going forward

- | | | |
|------------|---|-------------------------|
| 8 a.m. | Day 2 welcome and process | Deb Miller |
| 8:15 a.m. | Breakout: Apply TCAPP to real world problems | All |
| 9:15 a.m. | Mid-point check-in | Julie Lorenz |
| 9:45 a.m. | Break | |
| 10 a.m. | Breakout continued: Apply TCAPP to real world problems | All |
| 11 a.m. | Assessment of application <ul style="list-style-type: none">• What did you learn?• How would this work in your organization? | Julie Lorenz |
| 11:45 a.m. | Pick up lunch and break | |
| 12:15 p.m. | Review feedback from prior sessions | Julie Lorenz/Deb Miller |
| 12:30 p.m. | Breakout: Benefits of TCAPP <ul style="list-style-type: none">• Identify top 3 benefits of TCAPP• Report out | All |

AGENDA ITEM # XI-B. (Continued)

SHRP2 TCAPP Training Workshop Agenda

- | | | |
|-----------|---|--------------|
| 1:15 p.m. | Breakout: Concerns with TCAPP and group priorities | All |
| | <ul style="list-style-type: none">• Identify top 3 concerns• Identify top 5 things that would make TCAPP more useful and usable• Report out | |
| 2:15 p.m. | Session recommendation | Julie Lorenz |
| 3 p.m. | Where do we go from here? | Deb Miller |
| 3:30 p.m. | Adjourn | |