

BATTLE CREEK AREA TRANSPORTATION STUDY
Policy Committee
Minutes of January 27, 2016 Meeting

VOTING MEMBERS PRESENT: Harry Burdett, Alissa Hubbell (for Mark Dionise), Rick Fowler (for John Lanum), Steve Frisbie, Deb Owens, Tom Sprau, Rich Werner, and Angela Kline

NON-VOTING MEMBERS PRESENT: None

VOTING MEMBERS ABSENT: Steve Buller, Laveta Hardish, and Rob Behnke

NON-VOTING MEMBERS ABSENT: Rachael Tupica and Ben Geiger (SMPC)

OTHERS PRESENT: Darrell Harden, Donna Hutchison, Greg Rickmar, Terry Blaniar, Pat Karr and Andrew Tilma

Chair Sprau called the meeting to order at 1:34 p.m. in the Council Room at Springfield City Hall, 601 Avenue A, Springfield, MI 49037.

ROLL CALL

A quorum was present (see above for voting members present). Introductions were made for the benefit of all present.

APPROVAL OF THE AGENDA

It was moved by Fowler, supported by Owens, to approve the agenda. MOTION CARRIED UNANIMOUSLY.

Res.
16-01

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF THE MINUTES

It was moved by Fowler, supported by Kline, to approve the minutes of the December 16, 2015 meeting, as presented, subject to any additions, corrections or changes. MOTION CARRIED UNANIMOUSLY.

Res.
16-02

COMMUNICATIONS

Karr reported the following items of communication:

- The Airport Strategic Business Plan is moving forward for W.K. Kellogg Airport. Goals and objectives are being prioritized at present.

- The Michigan State Police/Office of Highway Safety Planning (OHSP) Traffic Safety Summit for 2016 is open for registration. It will again be held at the Kellogg Hotel and Conference Center in E. Lansing in March, the 22nd through the 24th. Anyone interested in the information was invited to contact Karr.
- There is no new news about the federal FAST Act at this point.
- A newsletter piece about the development of the TIP has been prepared, printed and distributed. Even though the members should have all received the document via e-mail, hard copies are provided today for reference.
- There is a meeting tomorrow night at 7:00pm at the Kool Family Community Center (formerly Burnham Brook Center) to discuss the future of passenger rail service along the Detroit to Chicago corridor. Flyers about this meeting were provided to the members.
- An update about the use of car seats and booster seats by drivers in Michigan was distributed to the members. The information was provided by OHSP in a press release. Copies of the press release were distributed. It is good news that more children are riding in car seats and booster seats in Michigan according to observation surveys conducted by Wayne State University's Transportation Research Group.

UNFINISHED BUSINESS

There was no unfinished business at this time.

NEW BUSINESS

A. FY 2015 Audit

Karr indicated that the audit documents were mailed to the voting members in advance of the meeting. She highlighted sections of the document for the members. Once acted upon by the Policy Committee, copies of the audit are provided to MDOT. The audit firm is responsible for providing the required copies to the State Treasury office.

Sprau asked about the distinction between direct and indirect costs as referenced in the audit. Karr explained the process of assigning costs between the two categories and how the preliminary and final rates are used to determine whether BCATS' over-billed or under-billed MDOT based on the preliminary rates. Eventually, each year's grant is reconciled and closed-out with MDOT.

It was moved by Owens, supported by Hubbell, to receive and file the FY 2015 Audit for BCATS which was submitted by Rehmann Robson. MOTION CARRIED UNANIMOUSLY.

Res.
16-03

B. Oct. - Dec., 2015 Quarterly Financial Report

Karr stated that this report had been provided in the advance material for the meeting. The expenses are in-line with expectations and, at 18.5% overall and 20.4% for the BCATS office, are under 25% of the budget. Revenues were received from two of the three local units in the first quarter. The third local unit contribution was received in January, 2016. Reimbursement grant payments from MDOT have been lagging.

It was moved by Fowler, supported by Kline, to receive and file the Oct. - Dec., 2015 Quarterly Financial Report, as presented. MOTION CARRIED UNANIMOUSLY.

**Res.
16-04**

C. FY 2017-2020 Transportation Improvement Program (TIP) Amendment #11

Tilma reviewed the amendment materials with the Committee, highlighting the major components of the proposed amendment. He noted that the meetings of the TIP Subcommittee and CMAQ Committee that impacted the next two agenda items, also led to some changes reflected in this proposed TIP amendment. Tilma noted one cost discrepancy between the public notice as compared to the final amendment listing and he indicated which figure is the accurate figure.

Fowler asked about the changes to the Riverside and Territorial Road projects which are being combined into one project. Tilma stated that the Riverside Drive job number is the one to be deleted as the work will be combined into the Territorial Road job number.

It was moved by Fowler, supported by Frisbie, to approve Amendment #11 to the FY 2014-2017 Transportation Improvement Program, as presented. MOTION CARRIED UNANIMOUSLY.

**Res.
16-05**

D. CMAQ Project List Updated FY 2017-2020

Tilma discussed the updated project list for CMAQ projects in Calhoun County. The CMAQ Committee met on January 6, 2016 to review and update the previously developed project list for the years in question. MDOT has requested that all significantly changed and new CMAQ projects for the FY 2017-2020 time period have new applications submitted by February 1, 2016. The State/Federal CMAQ Review Committee will be making eligibility determinations about these projects within the February-March, 2016 time frame. Once deemed eligible, the projects can be officially included in the current and/or new TIPs. It is desired to have these projects finalized for proper inclusion in the new FY 2017-2020 TIP as it works its way to completion late this spring. Tilma noted that, at some point in the next few years, funds loaned from the MDOT Southwest Region to the local Calhoun County CMAQ program for the Beadle Lake/B Drive N intersection will need to be repaid to the Region.

Tilma indicated that the City of Albion project in 2020 for a vehicle replacement has not been confirmed with Albion officials at this point. Therefore, an illustrative project is listed for that year with no funding amount as a possible alternative project, should that be necessary.

It was moved by Kline, supported by Hubbell, to approve the updated CMAQ Project List for FY 2017-2020 and the authorize Tilma to submit CMAQ applications to MDOT for the significantly revised and new projects on the list. MOTION CARRIED UNANIMOUSLY.

**Res.
16-06**

E. Draft FY 2017-2020 Transportation Improvement Program (TIP) - Preliminary Project List

Tilma indicated that the preliminary project list for the new FY 2017-2020 TIP was provided to the members with the advance material. The TIP Subcommittee met on December 17, 2015 to review proposed projects and determine a potential program of projects for the four years of the new TIP. The table being considered today is the result of that effort. Some MDOT projects are included on the listing, but the focus of the list is the selection of local projects for the new TIP. Tilma noted that the transit operating cost figures will be updated as that information becomes available from the Federal Transit Administration (FTA)

Karr gave an overview of the next steps in the development of the entire FY 2017-2020 TIP, including providing the list of local projects for the MDOT statewide database. BCATS staff will be developing a new comprehensive financial constraint analysis, environmental justice analysis and additional material for a final document that is expected to come to the BCATS' Committees in May or June, 2016 for final approval. A final new TIP document is due to MDOT by July 1, 2016.

It was moved by Fowler, supported by Kline, to approve the Draft FY 2017-2020 Transportation Improvement Program (TIP) Project List for submittal to MDOT's database and for use in moving forward with the development of the complete FY 2017-2020 TIP document. MOTION CARRIED UNANIMOUSLY.

**Res.
16-07**

COMMENTS

A. Next Meeting

Chair Sprau announced that the next Policy Committee meeting is scheduled for Wednesday, February 24, 2016, 1:30 p.m. in the City of Springfield Council Chambers.

B. Committee Member Comments

Werner reported that the specialized services applications and BCT operations have been to public hearing and are progressing to the Battle Creek City Commission for approval to submit to MDOT. The Local Advisory Committee and Local Coordinating Committee of BCT met to determine the breakdown of special services funding as well.

C. Public Comments

Harden announced the delayed public involvement time period expected for the MDOT's Long Range Transportation Plan will now begin as of late April or early May. He will provide more specifics when they are announced relative to the window for public involvement on the plan update.

ADJOURNMENT

Chair Sprau adjourned the meeting at 2:04 p.m.