

BATTLE CREEK AREA TRANSPORTATION STUDY
Policy Committee
Minutes of January 24, 2018 Meeting

VOTING MEMBERS PRESENT: Harry Burdett, Steve Frisbie, Adam Heikkila, Kristine Parsons (for Angela Kline), Rick Fowler (for John Lanum), Greg Rickmar, Alissa Hubbell (for Mark Dionise) and Dave Morgan

NON-VOTING MEMBERS PRESENT: None

VOTING MEMBERS ABSENT: Laveta Hardish, Tim Hill, and Rich Werner

NON-VOTING MEMBERS ABSENT: Andrea Dewey (FHWA) and SMPC

OTHERS PRESENT: Jeff Franklin, Pat Karr and Andrew Tilma

Vice-Chair Burdett called the meeting to order at 1:32 p.m. in the Council Room of the Susan L. Anderson Municipal Building (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 in attendance.

APPROVAL OF THE AGENDA

It was moved by Rickmar, supported by Hubbell, to approve the agenda as presented. MOTION CARRIED UNANIMOUSLY.

Res.
18-01

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF THE MINUTES

It was moved by Rickmar, supported by Hubbell, to approve the minutes of the December 20, 2017 meeting, as presented, subject to any additions, corrections or changes. MOTION CARRIED UNANIMOUSLY.

Res.
18-02

COMMUNICATIONS

Karr reported the following items of communication:

- The City of Battle Creek was successful with a Transportation Alternatives Program (TAP) Grant application. The project is a multi-use path along Hill Brady Road in Fort Custer Industrial Park. The will be discussed under the TIP Amendment item later on the agenda.

- BCATS has received notice of the MDOT Marshall Transportation Service Center's Plans for a Transportation Summit to be held on March 1, 2018 from 1-4 pm. Hubbell indicated that invitations for the summit will be coming out soon. This Calhoun County meeting is designed for governmental officials and others with a specific connection to the topic, such as representatives of utility companies.
- The auditor sent the final copies of the audit document for FY 2017. This item is on the agenda for action today.
- Notice has been sent to the area's private transportation providers, informing them of the BCATS Technical and Policy Committee meeting schedules for 2018.
- BCATS has received a billing through the City of Battle Creek from Foursquare ITP, the consultant working on the Transit Master Plan project. BCATS will be submitting that billing to MDOT as soon as some supporting material is received from Battle Creek Transit. This should resolve the issue of the grant being on the inactive projects list.
- MDOT sent out an announcement that as of this past Monday, January 22nd, the time schedules for Amtrak service in Michigan have been changed. Check the Amtrak website before planning any service out of Battle Creek or Kalamazoo for these changes.
- BCATS received notification on Monday that Amendment #7 to the current TIP was federally approved. The Policy Committee approved this amendment in December.
- The Southwest Michigan Prosperity Initiative has put out a press release announcing an on-line survey designed to get input from the public in the region as to what prosperity should look like in the southwest region. Copies of the notice were provided to the members and they were encouraged to participate in the survey and solicit others to do the same.

UNFINISHED BUSINESS

There was no unfinished business at this time.

NEW BUSINESS

A. October - December, 2017 Quarterly Financial Report

Karr reviewed the report that was provided to the members in the advance materials. She noted that the expenditures are on target for the first quarter of the year and that MDOT was behind in reimbursements. However, the October and November reimbursements were received recently in January.

It was moved by Rickmar, supported by Hubbell, to receive and file the October - December, 2017 Quarterly Financial Report, as presented. MOTION CARRIED UNANIMOUSLY.

Res.
18-03

B. FY 2017-2020 Transportation Improvement Program (TIP) Amendment #8

Tilma reviewed the components of the proposed Amendment #8 to the current TIP, as outlined in the public notice. He also indicated several items have been added to the TIP by Administrative Action as of January 10, 2018, an option for certain projects. This is the regularly scheduled amendment per BCATS' calendar. Tilma also noted the MDOT project listed in the separate table at the bottom of the page that only has some of the work within the BCATS area.

It was moved by Rickmar, supported by Hubbell, to approve Amendment #8 to the 2017-2020 Transportation Improvement Program, as presented. MOTION CARRIED UNANIMOUSLY.

**Res.
18-04**

C. FY 2017 Audit

Karr indicated that all of the voting members should have received a copy of the FY 2017 Audit via regular mail at least a week ago. She stated that the report is similar to prior year reports and highlighted the "Due From/To Grantor Agencies" section on page 13. With MDOT finally closing out prior year grants, the table in this section only deals with adjustments for the 2017 fiscal year. It is to be noted that BCATS will owe money to MDOT for the FHWA PL program based on the final fringe and indirect rates determined by the auditor, as compared to the provisional fringe and indirect rates BCATS used over the course of the year for monthly billing purposes. Karr and Hubbell both highlighted issues with MDOT's new financial system that was initiated in September, 2017.

It was moved by Hubbell, supported by Fowler, to receive the FY 2017 Audit, as prepared by the audit firm Rehmann Robson, and authorize staff to transmit copies to MDOT for processing.

**Res.
18-05**

D. Transportation Safety Targets Resolution

Karr discussed the packet of material associated with this topic that was provided in advance of the meeting. She indicated that this topic has been discussed on several occasions with both BCATS Committees over the past several months. The packet included the letter sent from Mr. Dave Wresinski at MDOT, which provided notification to the MPOs of the state's adopted targets. Also provided in the packet was a copy of the 2-page information sheet that MDOT had developed to explain how the state targets were established. Karr reviewed some of the information on the sheet with the members. She explained that the BCATS Technical Committee and staff recommend adopting the state safety targets for calendar year 2018. The safety targets will be updated every year. Therefore, MDOT is required to establish calendar year 2019 safety targets by the end of August, 2018. The MPOs will be required to either support the state targets or establish their own again by the end of February, 2019. At present, all of Michigan's MPOs have elected to support the state targets for this initial round of target setting for this factor. In supporting the state targets, BCATS indicates that it will plan and program projects to benefit safety as much as possible.

It was moved by Rickmar, supported by Hubbell, to adopt the “Resolution to Support Michigan Department of Transportation State Targets for Safety Performance Measures” as presented, and to authorize Burdett, as acting chairperson, to sign the resolution.

**Res.
18-06**

COMMENTS

A. Next Meeting

Vice-Chair Burdett announced that the next Policy Committee meeting is scheduled for Wednesday, February 28, 2018, 1:30 p.m. in the City of Springfield Council Chambers.

B. Committee Member Comments

Morgan commented on the changes in the Amtrak scheduling mentioned under “Communications” and the impacts this will have on staffing for Amtrak with fewer engineers based in Michigan.

Karr noted that, depending upon potential agenda items, the February meeting of the Committee is often cancelled. Members will be notified if this is the case.

Hubbell reported that the MI Drive app for traffic information is no longer being supported and will cease functionality. Users are recommended to go to the MI Drive website (michigan.gov/drive) for information and to create a link to their devices. She also noted that the Marshall Transportation Service Center will be doing some limited maintenance “skip paving” to improve road conditions once spring arrives.

C. Public Comments

There were no public comments.

ADJOURNMENT

Vice-Chair Burdett adjourned the meeting at 2:03 p.m.