

BATTLE CREEK AREA TRANSPORTATION STUDY
Policy Committee
Minutes of March 29, 2017 Meeting

VOTING MEMBERS PRESENT: Harry Burdett, Mark Dionise, Steve Frisbie, Adam Heikkila, Tim Hill, Angela Kline, Rick Fowler (for John Lanum), Dave Morgan, Deb Owens, and Rich Werner

NON-VOTING MEMBERS PRESENT: None

VOTING MEMBERS ABSENT: Laveta Hardish

NON-VOTING MEMBERS ABSENT: Andy Pickard (FHWA) and SMPC

OTHERS PRESENT: Christopher Bolt, Pat Karr and Andrew Tilma

Chair Kline called the meeting to order at 1:38 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) and introductions were conducted for the benefit of all in attendance.

APPROVAL OF THE AGENDA

It was moved by Hill, supported by Owens, to approve the agenda with the addition of item 7.E. BCATS Website Login Security as a possible Action item. MOTION CARRIED UNANIMOUSLY.

Res.
17-10

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF THE MINUTES

It was moved by Fowler, supported by Owens, to approve the minutes of the February 22, 2017 meeting, as presented, subject to any additions, corrections or changes. MOTION CARRIED UNANIMOUSLY.

Res.
17-11

COMMUNICATIONS

Karr reported the following items of communication:

- BCATS is still waiting for the final reconciliation of the FY 2014 and FY 2015 FHWA grants with MDOT. BCATS has been advised by MDOT that all other prior year grants have been closed out.

- Karr was notified by Jen Bomba at Calhoun County that they are still waiting to hear on their application for rural transit planning funds for FY 2018.
- BCATS staff attended the annual pre-Unified Work Program meeting, along with Werner, that is conducted by MDOT and FHWA staff. BCATS was provided with “emphasis” areas to consider in developing the FY 2018 Unified Work Program. A draft of that document will come to the Committees in April, with final approval scheduled for May.
- Karr attended the Office of Highway Safety Planning’s Annual Traffic Safety Summit last week. Karr distributed information about the general session speakers and workshops she attended at the event.
- After Policy Committee action on the FY 2016 Audit last month, the document was provided to MDOT for processing.
- Tilma attended training on the Asset Management PASER program earlier today. This is a data collection year for this program in the BCATS area. Local road agencies attended this training as well.
- MDOT’s 2017 construction maps for the state have been released and are only available on-line. Karr downloaded the information and made copies available for the BCATS Committee members.
- The national Association of Metropolitan Planning Organizations (AMPO) sent out correspondence at about noon today announcing that the House Transportation and Infrastructure Committee favorably reported out a bill which includes repeal of the “Metropolitan Planning Organization Coordination and Planning Area Reform” rules promulgated by the previous administration just before the transfer to a new administration. The Senate has already passed a repeal and it is expected that the full House will as well and the President will sign the bill. This impacts the issue of Battle Creek and Kalamazoo having to make major changes to their processes that was addressed by the Policy Committee late last summer and into the fall. Werner indicated how transit services in the Augusta area are being addressed as well.

UNFINISHED BUSINESS

There was no unfinished business at this time.

NEW BUSINESS

A. **FY 2017-2020 Transportation Improvement Program (TIP) - Amendment #3**

Tilma reviewed the material for the Amendment to the FY 2017-2020 TIP, as made available to the members in advance of the meeting. He provided 11x17 sized copies of the material for easier reading. This is the regularly scheduled every other month amendment as per the amendment schedule. Tilma explained the difference between the projects being amended and projects which have had some “administrative action” taken on them. He noted that the amended projects were publicized in a notice in the *Battle Creek Enquirer* earlier this month.

Tilma also explained the decision of the statewide Michigan Transportation Planning Association (MTPA) regarding a pilot policy being established for what projects need to be included in TIP amendments vs. administrative actions. A cost change (increase or decrease) of 25% or more has been established as the threshold for the need for an amendment. The other issues that can trigger

the need for an amendment (scope, funding source change, etc.) are not impacted by this pilot policy. BCATS already had a 25% level for road projects, but had a higher threshold for transit that will be reduced from 30% to 25% during the duration of this pilot.

Fowler asked about the deleted entry for the CMAQ repayment associated with borrowed funds between BCATS and the MDOT Southwest Region. Tilma indicated that since this is not an actual “project”, simply a notation of the payback, that he has been asked to remove it from the listing. Of the three projects in this amendment, two are related to vehicles for the human service agencies, and the third, Lafayette Street, adds a project recently awarded funding by MDOT to the City of Battle Creek.

Kline noted concerns from the engineering community about how the percent level pilot policy will be implemented for projects and what the impact will be once projects are already obligated, especially if a project comes in under budget at the time of bid letting.

It was moved by Fowler, supported by Dionise, to acknowledge the statewide pilot TIP percent change policy for amendments and to approve Amendment #3 to the BCATS’ FY 2017-2020 TIP, as presented. MOTION CARRIED UNANIMOUSLY.

Res.
17-12

B. PASER Ratings - 2011,2013 & 2015 for BCATS-Area Federal-Aid Roadways

Tilma explained the PASER Rating charts and graphs that he developed for the last three time periods that the federal-aid eligible roadways within the BCATS area were field-rated for condition. He stressed that this process does not include information for the local road system and, as of 2013, no longer included rural minor collectors either. A map was included in the material Tilma distributed which displays the roads included as federal-aid eligible. He stated that the BCATS’ area, being a little less than 50% of the county total for this category of roads, is rated every other year. Fifty percent of the roads in each county are to be rated each year. The regional planning agency rates the areas of Calhoun County outside of the BCATS area.

There was discussion about the collection of local data that the individual road agencies can collect on their own. Kline discussed the submittal of data by the County to the statewide database and the availability of the data to the local units of government. Kline indicated that Calhoun County will be rating all of its roads this year, and also noted that the PASER rating system is now being applied across the industry to specify materials for road work, given the pavement condition.

This was an information/discussion item not requiring action at this time.

C. Annual Michigan Transportation Planning Association Conference

Karr touched on the highlights of the memo provided in advance for this item. She indicated that only Tilma will be attending this annual conference this year. It will be held in Grand Rapids in July. Each year a different Michigan MPO hosts the conference. Last year it was in Kalamazoo. She noted that this is a budgeted item and funds are available for Tilma's attendance. Conference registration is due by the end of April.

It was moved by Owens, supported by Fowler, to approve BCATS staff attendance at the 2017 MTPA Conference in Grand Rapids, Michigan in July, 2017 at a cost of \$950. MOTION CARRIED UNANIMOUSLY.

**Res.
17-13**

D. Report from the Study Management Committee (SMC)**1. BCATS' Salary Range Schedule**

Karr discussed the history of the current salary range schedule and indicated that she brought this issue to the Study Management Committee (SMC) for consideration. She distributed the memo dealing with this topic to the members of the Policy Committee who had not already received it through the SMC. The BCATS salary ranges have not been modified since 2012. Karr indicated that the SMC was accepting of this update to the salary ranges. Werner added that the information for the Executive Director position has an asterisk due to the fact that the range is for a full-time position, but the position is only at 75% of full-time at present. He noted that only the first two positions are filled at this time and there are no plans to fill the other positions at this time.

It was moved by Fowler, supported by Hill, to update the BCATS Salary Range Schedule to the recommended levels, as supported by the Study Management Committee. MOTION CARRIED UNANIMOUSLY.

**Res.
17-14**

2. Annual Review for P. Karr, Executive Director

Kline asked Karr if she would like a closed session for the discussion of this personnel matter. Karr replied in the negative.

Werner reported on behalf of the Study Management Committee (SMC) regarding Karr's review. He stated that all are pleased with her performance and that the SMC is recommending a 2.5% increase in salary for Karr.

It was moved Hill, supported by Fowler, to approve a 2.5% salary increase for Karr as recommended by the Study Management Committee (the increase is effective as of March 25, 2017). MOTION CARRIED UNANIMOUSLY.

**Res.
17-15**

Karr thanked the Committee for their continuing support.

E. BCATS Website Login Security

Karr distributed a 2-page memo regarding this topic. Recently, certain browsers have been identifying sites with non-encrypted login features. BCATS' site is currently in that category. The web hosting organization for BCATS provided a good explanation of the situation and the options available to the agencies they deal with for website hosting.

After some discussion, it was decided to proceed with obtaining a SSL certificate and have the login process for members be more secure on the BCATS website. This will add \$70 to the annual fee assessed by the host organization and a one-time fee of approximately \$65 for the set-up of the new format.

It was moved by Hill, supported by Heikkila, to proceed with the SSL Certificate for the BCATS website, acknowledging the \$70 per year cost and \$65 set-up charge for this upgrade. MOTION CARRIED UNANIMOUSLY.

**Res.
17-16**

COMMENTS

A. Next Meeting

Chair Kline announced that the next Policy Committee meeting is scheduled for Wednesday, April 26, 2017, 1:30 p.m. in the City of Springfield Council Chambers.

B. Committee Member Comments

Morgan announced an upcoming community event in the Charter Township of Pennfield centered around Emergency Preparedness. It is to be held on April 18th.

Tilma noted that the next TIP amendment opportunity will be in May and reminded those needing to submit changes for that amendment to get the material to him. He also noted an upcoming seminar at the Road Commission for Kalamazoo County entitled dealing with Traffic Safety Training for Local Officials to be held in May. He indicated he would send out the notice about this opportunity. Tilma also reported that he attended a regional non-motorized meeting in Kalamazoo and is working on more issues associated with the non-motorized network in Battle Creek.

Kline noted the deadline for submittal of bridge applications and Category F applications in early May. She asked that the Committee consider letters of support for applications to be submitted by Calhoun County. She will provide Karr with the necessary information to develop draft support letters.

Dionise reported that, per the discussion at last month's Policy Committee meeting, he had MDOT TSC staff look at the intersection of M-66 (Capital Ave. NE) at Sunset for possible signalization. It does not appear that the intersection will meet warrants for a signal. However, the upcoming signal update project for MDOT that will look at many of the signals on area trunklines may allow for review of signal progression on that corridor to create gaps for the side traffic to more easily access M-66. Dionise also announced a major project in Albion through downtown that there will be public meeting tonight about.

Werner indicated that the final Request for Proposals for the transit master plan update is done. He reported that MDOT is funding a customer service survey being done by Michigan State for his agency. There are two components to the survey, one for the line-haul routes and one for the demand response service. There will also be an opportunity to provide input on the City's website.

Frisbie announced that Convis Township will be moving ahead with a bonding project for the improvement of their township roads.

Heikkila asked about a review of the situation at Uldriks Road and M-89 (W. Michigan Avenue) where the township fire trucks coming from the station just south of M-89 do not have any protection trying to turn onto M-89. He asked how to further investigate an emergency signal being placed at that intersection that would only activate for the fire trucks. Dionise will work with Heikkila on this matter.

C. Public Comments

Christopher Bolt, Managing Director for the Jackson County and Calhoun County Road Departments, reported on the successful completion of a local road funding seminar put on by the Calhoun County Road Department for the benefit of the townships. He also announced the creation of a new "app" for reporting service requests to the Calhoun County Road Department.

ADJOURNMENT

Chair Kline adjourned the meeting at 2:50 p.m.