

BATTLE CREEK AREA TRANSPORTATION STUDY
Policy Committee
Minutes of March 27, 2019 Meeting

VOTING MEMBERS PRESENT: Harry Burdett, Amy Lipset (for Annjanette Kremer), Bill Scutt (for Rande Johnson), John Midgley, Dave Morgan, Eric Mullen, and Chris Dopp (for Greg Rickmar)

NON-VOTING MEMBERS PRESENT: None

VOTING MEMBERS ABSENT: Mark Behnke, Laveta Hardish, Tim Hill, Derek King

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

OTHERS PRESENT: Pat Karr, and Andrew Tilma

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). Introduction of members was completed for the benefit of all in attendance.

APPROVAL OF THE AGENDA

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

Res.
19-11

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF THE MINUTES

It was moved by Midgley, supported by Morgan, to approve the minutes of the February 27, 2019 meeting, as presented, subject to any additions, corrections or changes. MOTION CARRIED UNANIMOUSLY.

Res.
19-12

COMMUNICATIONS

Karr reported the following items of communication:

- Karr attended a kick-off meeting for the Calhoun County Transit Study which was held last week. The session was well-attended.
- BCATS submitted the air quality conformity resolution to MDOT following the Policy Committee's action last month to approve the resolution.

- There have still been no comments on the draft project list for the new TIP. A second newsletter about the development of the new FY 2020-2023 TIP is planned to be distributed in April and made available on the BCATS website.
- BCATS staff attended the annual pre-Unified Work Program meeting with MDOT and FHWA staff in Lansing at the end of February. A draft of the FY 2020 Unified Work Program is being developed for presentation to the BCATS Committees in April. The new fiscal year begins October 1st for BCATS.
- Tilma attended the annual asset management PASER data collection training this morning in Kalamazoo.
- The Secretary of State's office in Battle Creek is relocating from Capital Avenue SW to Beckley Road and the office is closed this week for that move.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

A. FY 2017-2020 Transportation Improvement Program (TIP)

1. Narrative Amendment Section 3

Karr reviewed the material for the chapter in question that had been provided in the advance material. This request for a narrative amendment is similar to one that was done last spring to accommodate the first round of performance measure/target language for the TIP. Karr noted the federal deadline for aligning the TIP with the federal requirements for reporting on the performance measure issue and indicated that the update needs to be done in order for any TIP amendments to move forward after May, 2019.

It was moved by Dopp, supported by Morgan, to approve the narrative amendment to Section 3 of the FY 2017-2020 TIP, as presented. MOTION CARRIED UNANIMOUSLY.

**Res.
19-13**

2. Amendment #B15/J6 Project Amendment

Tilma discussed the listing of proposed amendments/changes to the current FY 2017-2020 TIP, as shown in the public notice for the amendment. He also made available a large format table showing all of the 2019 and 2020 projects for the current TIP. Projects listed as "pending" in the STIP status column on the table are ones included in this month's amendment. Tilma also indicated projects with changes that are administrative adjustments, not requiring the full amendment process. There are also "STIP Exempt" projects not utilizing federal funds that are shown on the table for information.

It was moved by Midgley, supported by Dopp, to approve Amendment #B15/J6 to the FY 2017-2020 TIP, as presented. MOTION CARRIED UNANIMOUSLY.

**Res.
19-14**

B. FY 2019 Unified Work Program (UWP) Adjustment

Karr discussed the table that was posted in advance for Committee review. She indicated that much more work is being done this year under the TIP work item than was anticipated when the 2019 UWP was developed a year ago. Much of this is related to the on-going nature of the new JobNet database system and process implemented by MDOT for managing TIP projects. The budget for the TIP item is recommended to be almost doubled for this year and therefore several other items will need to be reduced to accommodate that change. Karr stressed that there is no overall change in total staff time or the total UWP budget as a result of the proposed changes.

It was moved by Dopp, supported by Morgan, to approve the adjustment to the budget for the FY 2019 Unified Work Program to move work time and dollars between work items as shown on the provided summary sheet (there is no change to the total time or budget originally approved for the FY 2019 UWP). MOTION CARRIED UNANIMOUSLY.

**Res.
19-15**

C. Annual Michigan Transportation Planning Association Conference

Karr reviewed the memo that was provided in advance relative to this request. The annual statewide Michigan Transportation Planning Association (MTPA) three and one-half day conference is being hosted by the Lansing metropolitan planning organization at the Radisson in downtown Lansing in July. This is an anticipated event and one that is budgeted for each year. Only Tilma will be attending the conference this year representing BCATS. Therefore, the costs are less than last year when both staff members attended the annual conference. Karr stated that the estimated costs for this year are \$1,000.

It was moved by Morgan, supported by Lipset, to approve staff attendance at the Annual MTPA conference in July, 2019, with expenses not to exceed \$1,000, per the memo provided. MOTION CARRIED UNANIMOUSLY.

**Res.
19-16**

D. Election of Vice-Chair and Secretary/Treasurer Due to Membership Changes

Karr updated the Committee about the vacancies in the Vice-Chair and Secretary/Treasurer positions due to changes and retirements with the persons holding those positions on the Policy Committee. Karr read the provision in the Policy Committee bylaws which allows for the election of persons to fill vacancies with a simple majority of the Policy Committee members present. Chair Burdett asked for volunteers to fill the open positions. Midgley volunteered for the Vice-Chair position and Dopp volunteered regular permanent alternate Rickmar for the Secretary/Treasurer position.

It was moved by Morgan, supported by Scutt, to elect John Midgley as Vice-Chair and Greg Rickmar as Secretary/Treasurer for the BCATS Policy Committee to fill out the terms of the individuals no longer participating on the BCATS Policy Committee. MOTION CARRIED UNANIMOUSLY.

**Res.
19-17**

E. Report from the Study Management Committee

1. Annual Review for P. Karr, Executive Director

Burdett reported from the Study Management Committee that the Committee had met to consider Karr's annual review. He indicated that Karr's performance has been very satisfactory. He noted that the Committee recommends a 2.5% increase in salary for Karr based on the review.

It was moved by Midgley, supported by Dopp to approve a 2.5% salary increase for Karr (effective on the anniversary date of March 25, 2019). MOTION CARRIED UNANIMOUSLY.

**Res.
19-18**

COMMENTS

A. Next Meeting

Chair Burdett announced that the next Policy Committee meeting is scheduled for Wednesday, April 24, 2019, 1:30 p.m. in the City of Springfield Council Chambers.

B. Committee Member Comments

Mullen reported on the public outreach/survey efforts with the state's long range plan development. He indicated that the time period for filling out the survey has been extended as MDOT seeks to garner even more public input. He encouraged further participation in the survey process.

Morgan showed the members a poster promoting the "Armed Forces Appreciation Day" event scheduled for Calhoun County on Sunday, May 5, 2019. He explained the event and asked to have posters displayed throughout the community.

Karr noted that, relative to the state's collected public surveys, it is hoped that the information will be able to be provided to MPO areas for use in the development of local long range plans.

C. Public Comments

There were no public comments.

ADJOURNMENT

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