

BATTLE CREEK AREA TRANSPORTATION STUDY

Technical Committee

Minutes of April 13, 2016 Meeting

MEMBERS PRESENT: Voting: Chris Dopp, Rich Werner, Terry Blaniar, Rick Fowler, Dharmesh Valsadia (for SW Region Planner), Angela Kline and Christine Zuzga
Non-voting: Danielle Coles, FHWA

MEMBERS ABSENT: Voting: None
Non-voting: SMPC

OTHERS PRESENT: Donna Hutchison, Pat Karr and Andrew Tilma

Chair Dopp called the meeting to order at 1:38 p.m. in the Council Room of Springfield City Hall, 601 Avenue A, Springfield, MI 49037.

ROLL CALL

A quorum was present (see above for voting members present). Introductions were carried out for the sake of all in attendance.

APPROVAL OF THE AGENDA

Karr noted an addition to the agenda. She requested that item, 7.F. be added to the agenda, "Battle Creek Transit Application for Supplemental Planning Funds", as an Action item.

It was moved by Kline, supported by Werner, to approve the agenda as amended. MOTION CARRIED UNANIMOUSLY.

Res.
16-07

PUBLIC COMMENTS

There were no public comments at this time.

APPROVAL OF THE MINUTES

It was moved by Werner, supported by Fowler, to approve the minutes of the March 9, 2016 meeting, as presented. MOTION CARRIED UNANIMOUSLY.

Res.
16-08

COMMUNICATIONS

Karr shared the following communications:

- BCATS has received information from MDOT about applying for funds to complete transit related planning studies under a special grant distribution of unobligated transit 5303 funds. This is a pool amount of funds that has been collected statewide and will be a competitive process for the applications. This topic will be discussed under item 7.F on the agenda.
- A TIP newsletter was distributed last week, both by e-mail and regular mail. This will also be discussed further later on the agenda.
- MDOT has provided a news release about the start of work at Exit 88 on I-94 in Kalamazoo County. The interchange is being totally reconstructed and redesigned. Work will begin next week and is expected to continue through September.
- A notice of upcoming public forums about MDOT's update of its long range plan was distributed. A meeting is scheduled in Kalamazoo on May 24th for this effort.
- As a result of Battle Creek Transit's (BCT's) Triennial Review with the Federal Transit Administration earlier this week, BCATS and BCT will be updating the Memorandum of Understanding between the agencies relative to planning responsibilities for the two agencies. Action on an updated document will go to the Policy Committee later this summer.
- The annual Michigan Transportation Planning Association conference is coming up in July, the 13th - 15th of July. Registration is open to anyone with an interest in the planning topics and single-day registrations are available for each day. Registering by the end of this week secures the early registration rate. Information about the conference is available at the Kalamazoo Area Transportation Study (KATS) website (katsmpo.org) as they are this year's host agency.
- BCATS staff met with MDOT and FHWA staff for the annual Unified Work Program review meeting on March 16th.
- Copies were distributed of an informational article prepared by the City of Battle Creek about the implementation of the underground propane tank project which was accomplished with CMAQ funds.
- Karr indicated that there has been little communication to BCATS about the regional safety study for Region 3 being coordinated by MDOT.
- There is a conference call next Monday, April 18th, for the Governor's Regional Transit Mobility effort. Battle Creek Transit will participate and see where the regional momentum is headed.

UNFINISHED BUSINESS

There was no unfinished business to come before the Committee at this time.

NEW BUSINESS

A. **Draft FY 2017 Unified Work Program (UWP)**

Karr reviewed the draft of the new FY 2017 Unified Work Program that had been made available to the members. She indicated that Fowler has made available the participation figures for tables A, B, and C and the updated tables will be included in the final version of the UWP next month. Karr indicated that the final version of the document presented to the Committees in May will be as an action item. She asked that any members with comments on the draft provide them to her as soon as possible.

This was a discussion item, not requiring action at this time.

B. **FY 2017-2020 Transportation Improvement Program (TIP) Status of 2016 Projects**

Tilma provided a handout to the members showing the FY 2016 and FY 2017 TIP projects. He called on the implementing agencies to provide an update regarding their projects for these two years. Kline addressed the Calhoun County Road Department projects. The only unknown is the amount of funds that will be available for the Bellevue Road project as the rural funding amounts have changed again. The task force will be meeting again in a couple of weeks and should be able to provide finalized figures. Dopp reviewed the City of Battle Creek's projects and requested that the three resurfacing projects in 2017 be represented as one project going forward. Tilma indicated the addition of projects representing federal funds to be expended in the closure of two rail crossings in downtown Battle Creek as a result of the City's "Quiet Zone" project. Dopp indicated that additional closures and crossing equipment upgrades are also part of this project, but are not using federal-aid on federal-aid roadways. Werner highlighted the transit projects for Battle Creek Transit (BCT) and indicated that the price of large buses has increased again. He also reported that BCT is receiving \$114,000 in FTA 5339 funds and that he would be providing Tilma with information for the May TIP amendment about how those funds for buses/bus facilities would be expended. Fowler and Valsadia commented on the listed MDOT projects. Based on the updates provided by the implementing agencies, it appears that all projects are on schedule.

This was a discussion item not requiring action at this time.

C. **Draft FY 2017 -2020 Transportation Improvement Program (TIP) Status Report**

Tilma indicated that he would be making the changes reported from the prior agenda item for 2017 projects in the new TIP in order that the 2017 years of both the current and new TIP are the same. Karr commented that the second information piece about the new TIP was developed and distributed early this month. It went out to the e-distribution list, the City of Battle Creek's Neighborhood Planning Councils, the township offices. Copies for display were provided to the Calhoun County Road Department office, City of Battle Creek Public Works building and City of Springfield Municipal Building. The newsletter is also on the BCATS' website. Tilma noted that Karr has completed several sections of the TIP document and has handed it off to him to add the project list, budget information, and environmental justice

components of the document. Staff plans to have a draft available to put on the BCATS website in early May. The document will be on the agenda for approval in May by the BCATS Committees.

Tilma spoke to the process of the E-STIP and how projects are being set-up on that platform. (It should be noted however, that the E-STIP is not going to be the official TIP project list for the FY 2017-2020 TIP. The e-file (excel based spreadsheet) will continue to be the officially approved project listing for this iteration of TIP development.)

This was a discussion item not requiring action at this time.

D. 2040 Metropolitan Transportation Plan, Status Report

Karr indicated that she is requesting an extension on the completion of the update of the 2035 Transportation Plan from the Federal funding sources. Now that the projects for the next four years are fairly well defined for the new TIP, the long range plan out-years can be completed and the minor update of the 2035 Plan finalized over the summer. It is anticipated that the Committees will review the draft update this fall.

Tilma discussed the process of evaluating the capacity deficiencies that have been identified by the travel demand modeling process. He indicated that the local agencies may have to assess any deficiencies for possible projects that could be planned for the future to mitigate those deficiencies.

E. BCATS' Traffic Monitoring Program & 2016 Schedule of Traffic Count Locations

Tilma reported that he has not finalized this information as of yet, but will get the location list out to the counting agencies so that they can start this year's count program. He requested that if there are locations of specific interest or where development may be seen as imminent or desirable, that he be informed of those locations to add to the count list.

F. Battle Creek Transit Application for Supplemental Planning Funds

Karr reviewed the call for projects BCATS received from MDOT for projects to use unobligated Federal Transit Administration (FTA) 5303 planning funds. The project applications are due by noon, Friday, May 6, 2016 and are to be submitted to the MDOT program manager, in this case Rick Fowler. The information needed with the submission are a project description/justification along with a budget and the minutes or resolution from the Metropolitan Planning Organization (MPO) Policy Committee approving the submittal of the planning project. If approved for funding the project would need to be amended in the MPO 2016 Unified Work Program (UWP) by July 1st. This would mean that the BCATS Policy Committee would consider a UWP amendment in June. Karr listed the types of work elements or activities eligible under the FTA 5303 fund category. Werner indicated that BCT is very interested in applying for this funding opportunity. However, it is a short time-frame to have a proposal ready for submittal by May 6th.

It was moved by Kline, supported by Fowler, to support the application of Battle Creek Transit for funds to complete a transit study using FTA 5303 planning funds and to recommend that the Policy Committee endorse the application which BCT develops for this funding opportunity. MOTION CARRIED. Werner abstained.

**Res.
16-09**

COMMENTS

A. Next Meeting

Chair Dopp announced that the next regular Technical Committee meeting is scheduled for May 11, 2016 at 1:30 p.m. at the same location.

B. Committee Member Comments

Werner announced that Battle Creek Transit is getting its third propane powered vehicle. He also reported on the results of the Triennial Review of Battle Creek Transit conducted by the Federal Transit Administration earlier this week. There are a few documents and procedures which need to be updated to comply with current federal regulations, including, as Karr noted under "Communications", the Memorandum of Understanding (MOU) with BCATS regarding the transportation planning responsibilities of BCATS and BCT. The last time that MOU was updated was in 1998.

Coles reported that the Environmental Justice training session, which had to be postponed due to weather in February, has been rescheduled in May. She encouraged anyone planning to attend on the rescheduled dates to let Rachael Tupica know of their continued interest. She also announced that she has accepted a permanent position within the Federal Highway Administration (FHWA) in the Florida division office and will be moving at the end of May. She thanked the members for their helpfulness to her during her training period with FHWA.

C. Public Comments

There were no public comments.

ADJOURNMENT

The meeting was adjourned by Chair Dopp at 2:38 p.m.