

BATTLE CREEK AREA TRANSPORTATION STUDY
Policy Committee
Minutes of July 18, 2018 Meeting

VOTING MEMBERS PRESENT: Harry Burdett, Barb Darlington (for Dave Morgan), Steve Frisbie, Corey Hackworth (for Annjanette Kremer), Adam Heikkila, Donna Hutchison (for Rich Werner), Eric Mullen, Kristine Parsons, and Greg Rickmar

NON-VOTING MEMBERS PRESENT: None

VOTING MEMBERS ABSENT: Laveta Hardish and Tim Hill

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

APPROVAL OF THE AGENDA

It was moved by Rickmar, supported by Hutchison, to approve the agenda. MOTION CARRIED UNANIMOUSLY.

Res.
18-31

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF THE MINUTES

It was moved by Rickmar, supported by Parsons, to approve the minutes of the May 23, 2018 meeting, as presented, subject to any additions, corrections or changes. MOTION CARRIED UNANIMOUSLY.

Res.
18-32

COMMUNICATIONS

Karr reported the following items of communication:

- The BCATS TIP amendment approved by the Policy Committee in May was approved on June 15, 2018. All changes associated with that amendment are now official.
- The BCATS Unified Work Program amendment from May was approved as of June 28, 2018.

- BCATS has received a request from MDOT to develop a “regionally significant” transportation project definition relative to the TIP. It was noted that this item will be discussed on today’s agenda.
- BCATS has still not heard back from the federal funding sources regarding the narrative TIP amendment that was approved locally in April, 2018 relative to the addition of performance-based planning requirements.
- BCATS was approached about coordinating on an effort to submit an application from Calhoun County for the new Michigan Mobility Challenge grant. The deadline was very tight, with applications due on July 16th, this past Monday. Karr was part of a group that met to discuss the development of an application for this grant. Scott Cubberly, of Aequitas, prepared a submittal and sent it to MDOT. The submittal has been acknowledged and it is anticipated that awards will be announced within a month or two. The application is for a 6-month pilot project using new ride-scheduling technology.
- In May, MDOT announced its required performance target setting for the categories of roads, bridges, and travel time reliability. MDOT has made available summaries about the process for identifying and setting of each target area. The MPOs now have until November 16, 2018 to either “support” the state targets or set their own targets for these categories. These target categories will be discussed at the September BCATS Committee meetings, with the goal of having action by BCATS at the October meetings, before the mid’ November deadline.
- MDOT will also release the calendar year 2019 safety targets at the end of August, 2018, the same time frame as last year. Safety was the first performance measure addressed last year. The MPOs will have until February again to decide about their action relative to the safety targets. It may be desirable to just decide on the safety target at the same time as the other targets in October.
- The system that MDOT is using now for tracking and programming projects, JobNet, just underwent an upgrade to Phase 2 of the program. JobNet is now considered the official project listing for the STIP/TIP per correspondence from MDOT to FHWA and FTA. This transition is a major change and is taking a considerable amount of BCATS staff time to manage.
- BCATS staff is participating in the consultant package review for the County’s rural transit study. The Request for Proposals generated interest from four consultants.
- BCATS just received a request from MDOT today for each MPO to develop a TIP amendment calendar for the upcoming year. This is something that BCATS already does for each fiscal year. As part of the TIP changes, there is now a requirement for a “pre-meeting” prior to each TIP amendment cycle for MDOT and BCATS staff to review projects that are proposed for inclusion in an amendment. BCATS generally has six TIP amendments each year.

UNFINISHED BUSINESS

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

NEW BUSINESS

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

Tilma distributed in large format the tables for Amendment #11 to the FY 2017-2020 TIP, along with the other information related to the amendment. The cover page details the items included in the proposed amendment as they appeared in the published public notice. Tilma reviewed the listing of projects for the Committee. He noted that, since there were no bid savings from the City of Battle Creek's project which was bid last Friday, project #6 on the listing has been deleted from the amendment.

It was moved by Rickmar, supported by Parsons, to approve Amendment #11 to the FY 2017-2020 Transportation Improvement Program, as presented and to authorize Tilma to prepare the necessary submittal package for the amendment in the new JobNet system. MOTION CARRIED UNANIMOUSLY.

**Res.
18-33**

B. April - June, 2018 Quarterly Financial Report

Karr reviewed the April - June quarterly financial report as distributed at the meeting. She noted that the final June figures were only recently available to prepare the report due to June being the end of the fiscal year for Battle Creek Transit. Under the local agency heading, some work has been completed by the City of Battle Creek for traffic counting and for asset management. Karr noted that a separate report has been prepared for the Transit Master Plan grant and that is page 3 of the packet of material.

It was moved by Rickmar, supported by Mullen, to receive and file the April - June, 2018 Quarterly Financial Report, as presented. MOTION CARRIED UNANIMOUSLY.

**Res.
18-34**

C. Definition of "Regionally Significant" Transportation Projects in the TIP Process

Karr discussed this topic and noted the memo and supporting material that was made available in advance of the meeting to the members. The Technical Committee has also reviewed this definition and provided comments on the draft. Karr noted that each MPO has been asked by MDOT to prepare this definition relative to the TIP process. She stated that the definition of "regionally significant" will vary greatly from MPO to MPO, largely dependent upon the volume of funding received and volume of projects. She proceeded to review each bullet point of the definition and indicate where changes have been made based on Technical Committee input last week.

Mullen noted that with the revenue increases in state funding there will be more 100% state-funded projects into the future.

Karr stated that even though BCATS may start with the definition as presented today, it can be revised or amended in the future as experience shows it is workable or not.

Tilma referred to the difference between the definition of “regionally significant” as it pertains to the TIP process as compared to the long range plan development, where it has a different connotation.

It was moved by Rickmar, supported by Mullen, to approve the definition of “Regionally Significant” transportation projects for the TIP process, as presented. MOTION CARRIED UNANIMOUSLY.

**Res.
18-35**

D. Letters of Support for Local Safety Project Submittals

Karr indicated that a listing of project applications being worked on by the Calhoun County Road Department for local safety funding has recently been received by BCATS. The memo distributed to the members indicates the proposed projects, including limits and estimated costs. The submittal deadline for the safety projects is August 13, 2018. Karr noted that the City of Battle Creek and the City of Springfield will not be submitting any projects for this MDOT safety project call for 2020.

Parsons discussed the school signal upgrades to be compliant with current regulations and that the signs will be LED. This type of upgraded signing has been installed at other school locations and has been effective and well-received. She indicated that Leroy Township has specifically requested the flashing beacon at the intersection noted. Almost all of the County’s applications for this funding source will be for projects within the BCATS area. Parsons indicated that she expects more applications for areas outside of the BCATS area next year.

It was moved by Rickmar, supported by Heikkila, to authorize Karr to prepare letters of support for the Calhoun County Road Department local safety projects applications, as outlined in the memo from Karr. MOTION CARRIED UNANIMOUSLY.

**Res.
18-36**

COMMENTS

A. Next Meeting

Chair Burdett announced that the next Policy Committee meeting is scheduled for Wednesday, August 22, 2018, 1:30 p.m. in the City of Springfield Council Chambers. Karr noted that this meeting may be cancelled due to a lack of agenda items. Many times the June and August meetings are cancelled, thereby avoiding summer vacation schedules. Members will be notified if the August meeting is to be cancelled (any cancellations are also posted at the BCATS office and are displayed on the BCATS website). Tilma noted that the next deadline for projects to be identified for a TIP amendment is listed as August 31st. He will look to see when the required review meeting should be set between MDOT and BCATS based on the changes to the TIP development process previously discussed.

B. Committee Member Comments

There were no Committee member comments.

Karr noted that BCATS staff will be attending the annual Michigan Transportation Planning Association conference in Detroit next week (which runs Tuesday through Friday) and that she will be taking some additional vacation time following the conference due to the imminent arrival of a new grandchild.

C. Public Comments

There were no public comments.

ADJOURNMENT

Chair Burdett adjourned the meeting at 2:17 p.m.