

BATTLE CREEK AREA TRANSPORTATION STUDY
Policy Committee
Minutes of September 23, 2020 Meeting
Zoom Meeting Format

VOTING MEMBERS PARTICIPATING: Mallory Avis, Harry Burdett, Annjanette Kremer, Derek King, Don Mayle, John Midgley, Dave Morgan, Greg Rickmar, and Bill Scutt

NON-VOTING MEMBERS PARTICIPATING: None

VOTING MEMBERS NOT PARTICIPATING: Emmett Township and Laveta Hardish

NON-VOTING MEMBERS NOT PARTICIPATING: Andy Pickard and Southcentral Michigan Planning Council

OTHERS PARTICIPATING: Pat Karr and Andrew Tilma

Chair Burdett called the meeting to order at 1:31 p.m. via a Zoom conference meeting due to the COVID-19 virus situation.

ROLL CALL

Karr conducted a roll call of members and any guests. Members indicated their presence for the purpose of establishing a quorum. It was determined that a quorum of the voting members were participating.

APPROVAL OF THE AGENDA

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

Res.
20-26

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF THE MINUTES

It was moved by Kremer, supported by Avis, to approve the minutes of the July 15, 2020 meeting, as presented, subject to any additions, corrections or changes. MOTION CARRIED UNANIMOUSLY.

Res.
20-27

COMMUNICATIONS

Karr reported the following items of communication:

- The FY 2021 UWP was approved and is all set for the new fiscal year.

- BCATS staff will be working with the audit firm next month on a virtual audit. Karr has already started to assemble the list of items that the auditor wants e-mailed to her.
- The public notice for this month's TIP amendment was published in the Battle Creek Enquirer earlier this month.
- BCATS staff sent the results of the BCATS Policy Committee action in July regarding the Transit Safety Plan for Battle Creek Transit to BCT staff for use with their submittal of the Plan to the FTA. Karr acknowledged a thank you note received from BCT in regards to BCATS' support of a grant application that was successful, bringing \$6.7 million in vehicle replacement funding to BCT.
- BCATS received a request from the Calhoun County Road Department for a letter of support for an upcoming project application to MDOT. This item is on the agenda for today's meeting.
- The Transportation Asset Management Council is allowing carry-over of FY 2020 Asset Management funding until June 30, 2021. This involves an additional set of Master Agreement and Project Authorization paperwork to be processed by BCATS. This is also an agenda item for today.
- The paperwork for renewing BCATS property and liability insurance has all been turned in to MMRMA and BCATS has received back information about the coming year's premium and policy. The premium is increasing \$58, but the return distribution to BCATS will total \$916, up \$83 over last year's distribution.
- As of yesterday, BCATS has received a fully executed set of Project Authorizations for the FY 2021 program. This includes the Consolidated Grant Program and encompasses both FHWA and FTA funding and the MDOT Asset Management funding.
- It has been brought to our attention that the MDOT Rail division is working on a project to build a parallel rail line in Battle Creek for passenger service to avoid sharing rails with Canadian National's freight line. There was discussion about the possible location of this project. This will be monitored as it moves forward.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

A. FY 2020-2023 Transportation Improvement Program (TIP) Amendment #8

Tilma reviewed the list of projects proposed for this amendment. As noted under communications, a public notice was published for the amendment earlier this month. There was discussion about one of the projects on the amendment list, the creation of an auxiliary lane on northbound M-66/I-194 between Beckley Road and I-94. Kremer provided background information about this project and how it was developed. There was further discussion about the project, the Beckley Rd./M-66 intersection and the Beckley Rd.-B Drive N commercial corridor. Tilma indicated that Technical Committee and staff recommend approval of this amendment by the Policy Committee.

It was moved by Rickmar, supported by Scutt, to approve Amendment #8 to the FY 2020-2023 Transportation Improvement Program, as presented. MOTION CARRIED UNANIMOUSLY.

**Res.
20-28**

B. April - June 2020 Quarterly Financial Report

Karr noted the provision of this report in the advance material. She noted the lack of work by the local units this year due to the pandemic, but that a bill from last fall will show up at the end of the year.

It was moved by Rickmar, supported by Scutt, to receive and file the April - June 2020 Quarterly Financial Report, as presented. MOTION APPROVED UNANIMOUSLY.

**Res.
20-29**

C. BCATS TIP Amendment Schedule for FY 2021

Tilma reviewed the schedule for amendments to the current TIP. The format is the same as in prior years, with a shorter expected approval window for the state and federal agencies, based on experience over the current fiscal year.

It was moved by Avis, supported by Midgley, to approve the BCATS TIP Amendment Schedule for FY 2021, as presented. MOTION CARRIED UNANIMOUSLY.

**Res.
20-30**

D. Annual Update Regarding BCATS' Continuity of Operations Plan (COOP)

Karr indicated that this is an annual review for this Plan, and that this year she added some additional information relative to the current pandemic situation that was not covered in the original Plan. She read some of the pertinent sections and requested the review date for the document be changed from June 1st to October 1st each year.

It was moved by Scutt, supported by Rickmar, to adopt the update to the BCATS COOP, as presented. MOTION CARRIED UNANIMOUSLY.

**Res.
20-31**

E. Designation of Attorney Services for BCATS for FY 2021-2023

Karr referenced the memo that was provided to the members in advance of the meeting. It indicates that Mr. McFarlane has agreed to continue as attorney for the BCATS organization for the next three fiscal years.

It was moved by Scutt, supported by Morgan, to approve continuing to retain Mr. McFarlane and his firm as the attorney for BCATS for fiscal years 2021-2023. MOTION CARRIED UNANIMOUSLY.

**Res.
20-32**

F. Master Agreement Amendment to Extend FY 2017-2020 Master Agreement

Karr reviewed the need for the Master Agreement that covered FY 2017-2020 to be amended in order to allow BCATS to utilize the FY 2020 Asset Management funds in FY 2021. The extension and accompanying Project Authorization will make the carryover funds available until June 30, 2021.

It was moved by Rickmar, supported by Kremer, to approve the extension of the FY 2017-2020 Master Agreement and authorize Chair Burdett to sign the Agreement on behalf of the BCATS Policy Committee. MOTION CARRIED UNANIMOUSLY.

**Res.
20-33**

G. Equipment Purchase

Karr reviewed the advance memo on this subject and provided more detail about the need to update computer equipment at the BCATS office.

It was moved by Scutt, supported by Avis, to approve the request for equipment purchase, as outlined in the provided memo. MOTION CARRIED UNANIMOUSLY.

**Res.
20-34**

H. Letter of Support for Calhoun County Road Department (CCRD) Transportation Alternatives Program (TAP) Application

The Calhoun County Road Department has requested a letter of support from BCATS for an upcoming application to the Transportation Alternatives Program (TAP) administered by MDOT. The specifics were outlined in a memo previously provided to the Committee members. The application will be for \$380,000.

It was moved by Midgley, supported by Avis, to authorize a letter of support for the CCRD TAP project, to be prepared by Karr. MOTION CARRIED UNANIMOUSLY.

**Res.
20-35**

COMMENTS

A. Next Meeting

Chair Burdett announced that the next Policy Committee meeting is scheduled for Wednesday, October 28, 2020, 1:30 p.m.

B. Committee Member Comments

Avis commented that the \$6.7 million grant will replace 14 buses and this new funding will be included in the next amendment to the BCATS Transportation Improvement Program.

Burdett announced that next Tuesday evening at 6 pm there will be a meet and greet with the three finalists from the twenty-two applications for the Springfield City Manager position. The event will be held at the Fire Station on Avenue A.

Mayle noted that there is no time frame for MDOT employees to return to the office and that remote work could extend into 2021.

Morgan added another observation about the probable location of the rail project discussed under Communications.

Kremer stated that the large design/build project for I-69 in Calhoun and Eaton counties is underway with maintenance repair of the existing roadway having started to accommodate cross-over traffic next year. Even though this project is outside of the BCATS area, it is a major project within Calhoun County.

Karr thanked the Committee for the extension of her sick leave, as she utilized that time in August due to surgery involving a family member.

C. Public Comments

There were no public comments.

ADJOURNMENT

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