

**Kalamazoo Area Transportations Study Policy
Committee Minutes of the January 25, 2017 Meeting**

CALL TO ORDER

The January 25, 2017 Policy Committee meeting was called to order at 9:00 a.m. at Kalamazoo Metro Transit by Chair Dykstra.

INTRODUCTIONS-NONE

ROLL CALL

Members Present

David Anderson	City of Kalamazoo
Robert Britigan	City of Parchment
Paul Dykstra, Chair	Ross Township
Rick Fowler	Michigan Department of Transportation Lansing
Michael Grabbe	Village of Lawton
Jeff Heppler	Village of Augusta
John Hinkle	Texas Township
Joanna Johnson	Road Commission of Kalamazoo County
Greg Kinney	Van Buren County Road Commission
Jason Latham	Michigan Department of Transportation Southwest Region
Larry Nielsen	Village of Paw Paw
Ann Nieuwenhuis, Vice-chair	Central County Transportation Authority
Terry Urban	City of Portage
Ron Reid	Kalamazoo Township
Thomas L. Swiat, Jr.	Prairie Ronde Township
Randy Smith	Brady Township
Linda Teeter	Kalamazoo County Transportation Authority
William Van Tassel	Almena Township

Members Absent

Bill Adams	Village of Vicksburg
John Clement	Van Buren Transit
Jeremiah Cook	Village of Richland
Brenda Deruyscher	Village of Mattawan
Marsha Drouin, Treasurer	Richland Township
Kevin B Wordelman	Kalamazoo County Board of Commissioners
Keith Gunnett	Village of Schoolcraft
Libby Heiny-Cogswell	Oshtemo Township
Michele McGowen	KATS Citizen Advisory Committee
Carl Newton	City of Galesburg
Pete Pfeiffer	Michigan Department of Transportation TSC
Greg Rosine	Western Michigan University
Jeff Sorensen	Cooper Township
Greg Thomas	Pavilion Township
Randy L. Thompson	Comstock Township
Don Ulsh	Schoolcraft Township
Paul Schincariol	Van Buren County

Others Present

Fred Nagler, Kathy Schultz, Jon Start, Steve Stepek, Greg Vlietstra, Monica Zehner

Chair Dykstra noted that since the Policy Committee did not have quorum, the meeting would proceed with the Auditor's Report and non-action items.¹

AUDITOR'S REPORT FOR THE FY 2016 KATS AUDIT – AARON STEVENS, ABRAHAM & GAFFNEY (ACTION)

A copy of the letter from Abraham & Gaffney, P.C. Certified Public Accountants to KATS Policy Committee members, the Financial Statements for September 30, 2016 and 2015, and a copy of the Audit Presentation were distributed at the meeting.

Aaron Stevens of Abraham & Gaffney, P.C. presented on the FY 2016 Audit. Stevens reported that management was responsible for the preparation and fair presentation of the financial statements in accordance with U.S. Generally Accepted Accounting Principles (GAAP). The responsibility of the auditor is to express an opinion on the audited financial statements. The independent auditors issued an unmodified opinion which provides the highest level of assurance. Steven's noted that there was approximately an 11% drop in revenues. This decrease resulted from a decrease in KATS activities in work element 500. Start elaborated noting that KATS program revenues and costs will vary from year to year based upon the transportation planning priorities set forth by the Michigan Department of Transportation (MDOT), the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

Nielsen observed that program revenues and expenses varied annually depending KATS activities wasn't mentioned in the report and opined this might be a good addition. Stevens noted this could be added to the Management Discussion and Analysis next year.

MOTION by Smith, SECOND by Hinkle, ***"to accept the FY 2016 Independent Auditor's Report."***
MOTION APPROVED.

Chair Dykstra noted that since there was quorum, the meeting would follow the agenda beginning with "Changes or Additions to the Agenda."

CHANGES OR ADDITIONS TO THE AGENDA

Start requested that Item 12 Federal Certification Report Discussion be moved to Item 10.

APPROVAL OF THE AGENDA

MOTION by Johnson, SECOND by Heppler, ***"to approve the agenda of the January 25, 2017 Policy Committee Meeting with the change requested."*** MOTION APPROVED.

CITIZEN COMMENTS-NONE

ACCEPTANCE OF THE CENTRAL COUNTY TRANSPORTATION AUTHORITY AS A VOTING MEMBER

Start reported that the KATS Policy Committee Bylaws state that additional voting members may be admitted to the Policy Committee with a two thirds majority vote of the members present. As of October 1, the Central County Transportation Authority (CCTA) took over fixed route operations from the City of Kalamazoo. He noted that it would be appropriate for the Policy Committee to take action to admit the

¹ Policy Committee Member, Heppler arrived during the audit presentation which resulted in sufficient members present for quorum.

CCTA as a voting member. Ann Nieuwenhuis was designated by the CCTA as their Policy Committee member. Start noted that the Policy Committee Bylaws members would be updated to remove the Kalamazoo Transit Authority Board and add the Central County Transportation Authority.

MOTION by Hinkle, SECOND by Teeter, ***“to accept the Central County Transportation Authority as a voting member of the KATS Policy Committee.”*** MOTION APPROVED.

CONSENT AGENDA

Information on items listed on the Consent Agenda were included in the meeting materials. Items on the Consent Agenda were as follows:

- Acceptance of The Treasurer’s Report
- Acceptance of The Technical Committee Report (January 12, 2017 Meeting)
- Acceptance of The Public Transportation Monthly Report
- Acceptance of The Regional Prosperity Initiative Report
- Acceptance of The Southcentral Michigan Planning Council Report
- Approval of The Minutes from the December 21, 2016 Meeting

MOTION by Johnson, SECOND by Reid, ***“to accept and approve the items on the Consent Agenda as listed.”*** MOTION APPROVED.

FEDERAL CERTIFICATION REPORT DISCUSSION

Start introduced Andy Pickard from FHWA Michigan Division. Stuart McKenzie from FTA was present via conference call. Since KATS has completed its Transportation Management Area (TMA) Certification Review and received the TMA Certification Review Report, Pickard and McKenzie were present to discuss the report with Policy Committee members.

Pickard thanked KATS Staff, the public transportation agencies and those who participated in the certification review. He noted that KATS was first designated as a TMA after the 2010 census. One of the requirements for a TMA is to go through the certification process every 4 years to determine if the TMA was following federal regulations for federal transportation planning. The purpose of the presentation was to discuss the process and the federal regulations. Pickard reported on the one required action and the nine recommendations.

- Corrective Action 1: KATS must revise their Metropolitan Transportation Plan (MTP) to better integrate and address the planning factors safety, security, freight, and economic vitality.
- Recommendation 1: KATS include more documentation of analysis throughout the MTP and tailor analyses to be specific to the Kalamazoo area.
- Recommendation 2: KATS more fully incorporate transit and non-motorized elements throughout the Plan to reflect a multimodal planning approach.
- Recommendation 3: KATS expand the MTP environmental justice analysis to regional measures such as accessibility to essential services.
- Recommendation 4: KATS continue to build off the creditable efforts to develop the first regional CMP by more fully integrating the process into development of the next MTP review.
- Recommendation 5: KATS should develop a formal, documented and agreed to consultation process for the various components of the planning process
- Recommendation 6: KATS, MDOT, KCTA, Metro Transit, VBPT, and CCTA, in cooperation with FTA and FHWA, review the finalized Moving Ahead for Progress in the 21st Century Act (MAP-21)

Planning Code of Federal Regulations when released and work cooperatively to update and adopt a single Planning MOU between all parties to reflect a performance-based planning process, including roles, responsibilities, and timeframes.

- Recommendation 7: KATS update the PPP to include the following revisions:
 - KATS should expand the discussion of EJ outreach strategies to effectively and proactively engage EJ populations in the planning process. It would then be beneficial to add a measure of effectiveness that monitors the number opportunities for engagement provided to EJ populations. It is also recommended that a representative from an EJ population be appointed to the CAC.
 - “UPWP Amendments” should be added as a milestone in the UPWP timetable.
- Recommendation 8: KATS expand the discussion of the treatment of public comments to include a documented process for how KATS and the transit agencies will address comments/complaints regarding service changes and other transit related issues.
- Recommendation 9: KATS actively participate in discussions regarding TIP administrative modifications and amendments and considers raising the threshold for scope and funding changes to the TIP to reduce the amount of amendments.

Pickard noted that the required action included the submission of draft revisions to the MTP be submitted to FHWA, FTA, and MDOT for review in January. KATS staff has completed initial revisions which are currently being reviewed to ensure they address the required action. The deadline for the incorporation of the revisions to the MTP is June.

Nielsen asked for clarification on the definition of Environmental Justice (EJ) and the recommendation for its incorporation into KATS plans. Pickard reported that the recommendation was for KATS to go beyond the identification of EJ areas and reporting on projects included in these areas. It was recommended that KATS analyze accessibility and gaps in the transportation system to healthcare, jobs, schools and essential services and the impacts projects would have on EJ areas and access to these services. He noted that the Southeast Michigan Council of Governments’ MTP was a good example for this analysis and incorporation. Stepek noted that the Pedestrian, Greenway and Transit Plan would be looking at EJ analysis for incorporation into the next MTP.

Nieuwenhuis voiced concerns with accessibility issues related to snow removal especially considering that the enforcement of requiring residents to clear sidewalks was currently being questioned. Pickard noted this was an interesting impact on accessibility that has not been analyzed.

Heppler voiced concerns with safety on I-94 and the impact of cut-through traffic being detoured off of I-94 onto local roads when a crash occurred. He asked if additional funding for projects such as widening I-94 would be available. Pickard reported that safety is a priority for federal transportation planning and was the first final rule on Performance Based Planning that was passed. FHWA has dedicated staff for federal safety issues.

Teeter voiced concerns on behalf of the CCTA and the Kalamazoo Transportation Authority (KCTA) with the definition of Environmental Justice and its interpretation. She noted that it had been construed to mean that public transit agencies are required to provide public transportation to certain areas. She opined that there should be better training and education. Pickard reported that EJ training was held through the FHWA Resource Center, and he would work with Kalamazoo and KATS on the issue.

Swiat asked for clarification on the recommendation related to raising the TIP threshold. KATS current policy is that if a project cost change is 20% or higher, the change must be amended into the TIP through the amendment process. The recommendation is to raise this threshold.

Swiat inquired if a cost analysis had been completed regarding the required action and recommendations from the certification review. Pickard noted that a cost analysis had not been completed and that the required action was the only corrective action KATS must take. FHWA, FTA and MDOT will work with KATS regarding recommendations considered the highest priority.

Johnson asked for more information regarding the corrective action and if the revisions to the MTP would be going through the public involvement process and to Technical Committee and Policy Committee for review. Start noted that following the review of FHWA, FTA and MDOT, KATS staff would incorporate any additional revisions to ensure the required action was fulfilled. The MTP would then go through the public approval process, review by the Technical Committee and review and approval of the Policy Committee. Johnson expressed that she would be interested on the incorporation of freight and how competing priorities would be addressed.

Start reported that a meeting of the subcommittee to review KATS Public Participation Plan would be held on January 31 at 10:00 a.m. at KATS offices. He noted that the subcommittee currently had 3 members from Technical Committee and two from the Policy Committee. If anyone was interested in assisting, they were asked to contact KATS staff.

2017-2020 PROPOSED AMENDMENTS TO THE TRANSPORTATION IMPROVEMENT PROGRAM

A copy of the proposed amendments to the FY 2017-2020 Transportation Improvement Program were included in the meeting materials. (For a list of the amendments, please see pages 8-9 of the minutes).

MOTION by Johnson, SECOND by Nielsen, ***“to approve the recommended amendments to the FY 2017-2020 Transportation Improvement Program.”*** MOTION APPROVED.

FY 2016 FTA DESIGNATED RECIPIENT FOR URBAN TRANSIT FUNDING AMENDMENT

A copy of the Resolution of Support for the Designated Recipient Status of Federal Transit Administration Section 5307, Section 5310, Section 5337, and Section 5339 Funds was included in the meeting materials.

MOTION by Johnson, SECOND by Reid, ***“to approve the Resolution of Support extending the Designated Recipient Status of Federal Transit Administration Section 5307, Section 5310, Section 5337, And Section 5339 Funds for the City of Kalamazoo through FY 2016 and to authorize KATS Chair to sign on KATS behalf.”*** MOTION APPROVED.

PEDESTRIAN, GREENWAY AND TRANSIT PLAN

A flyer for the KATS Pedestrian, Greenway and Transit Plan Open House to be held on Tuesday, February 7, from 4:00-7:00 p.m. at Kalamazoo Metro Transit was distributed at the meeting. Stepek invited all members to attend. Refreshments and childcare will be provided. Those unable to attend were encouraged to submit comments on the website at www.katsmoves.org.

PUBLIC TRANSPORTATION UPDATES

Teeter reported that Kalamazoo Metro was over 2 months into the transition of the fixed route system from the City of Kalamazoo to the CCTA. There will be a joint meeting of the KCTA and CCTA in April for a joint planning session. Sunday service continues on the fixed route system and demand response. An article on demand response service was on MLIVE. Nieuwenhuis reported that Teeter had issued a challenge to the CCTA and KCTA to ride public transportation. She requested that Policy Committee Members consider taking the challenge as well. She opined it would give members a participant perspective to assist in decision making. Teeter noted that she had rode on the Lansing system while attending an event and seniors with a Medicare card ride for free. She noted riding public transportation in other areas was also beneficial to exploring options for public transit.

EXECUTIVE DIRECTORS REPORT

Start reported that KATS has received overpayments from MDOT resulting from MDOT finance including the value of contributed services in KATS payments. MDOT is implementing new financial procedures. KATS Office Manager is monitoring the overpayments and coordinating with MDOT to resolve the issue.

The Michigan Department of Transportation, the Federal Highway Administration, and some Metropolitan Planning Organizations including KATS have been meeting regarding developing uniform policies on whether a change in a project in the Transportation Improvement Program is handled as an amendment or as an administrative modification. Individual policies of the Metropolitan Planning Organizations vary. KATS Administrative Modification Policy allows dollar changes less than 20% of the total project cost as an administrative modification. Changes to project costs that exceed this threshold are handled as TIP amendments. Start reported that KATS federal funding levels are capped and local agencies are responsible if the project costs more than programmed in the TIP. Some MPOs allow for a percentage change in federal obligation funding levels. This method may result in some projects not receiving full obligation in the year originally programmed and as a result the projects may be moved to the next year.

Start reported that the recently approved Safety Performance Measures Rule has a requirement for states to gather and report on road system data elements for the entire public road network including the local non-federal aid eligible system. The states are required to have a plan by July 1, 2017, that details how they will provide the data. There will be a five-year period to collect and report the data. Information on the physical road network and Annual Average Daily Traffic is also needed for all of the system as either an estimate or actual counts. MDOT is approaching the Metropolitan Planning Organizations and the Regional Planning Organizations for assistance in collecting the data. An additional concern is setting safety performance measures that will not penalize KATS for failing to meet its performance measures given that severe and fatal crashes are increasing.

Urban opined that there has been a massive change in driver behavior and the increase in crashes is a result of this change and data on distracted driving would be useful. Start noted that crash reports have been modified to include distracted driving. Heppler confirmed the change to crash reports. Start also noted that alternative methods for collecting data such as cell phone tracking might be possible.

Johnson shared that she and Start have been involved in discussions regarding the needed data collection at the state level through their participation on the Transportation Asset Management Council. Approximately 25 roadway elements have a requirement for data collection. She noted there were concerns with how the data will be collected, how to best use technology and how to avoid duplication of efforts. After data is collected, performance metrics will have to be added.

In response to Start's report on the TIP threshold, Reid stated a preference for the cap and that federal funding is a set amount. He suggested consideration be given to a 70% federal share, 30% local share for projects be explored to allow funding to be distributed to additional projects. Stepek reported that while the current minimum local match is 20% most projects do exceed this minimum. Start reported that another concern is how smaller agencies might receive federal funding in the prioritization process and that the prioritization process will be reviewed for the next Transportation Improvement Program Call for Projects.

NEW BUSINESS-NONE

CITIZEN COMMENTS – NONE

MEMBER COMMENTS

Nieuwenhuis requested that a reminder be sent to Policy Committee members be emailed and asked to send their alternate in the event that they were unable to attend since quorum had nearly been an issue at today's meeting.

Heppler reported that the City of Galesburg had requested he attend the meeting on behalf of the city. Start noted that proxies for voting members are not allowed.

Nielsen thanked those members who had returned their evaluation of the Executive Director. The Finance and Personnel Committee will be meeting prior to the February Policy Committee Meeting and a report on the results will be available at that meeting.

Teeter reported that it is the 50th Anniversary of Public Transportation in Kalamazoo. Special events to mark the occasion will be held throughout the year.

Nieuwenhuis noted observing trucks having difficulty with the radius of the Comstock Township roundabouts. She also voiced concerns that the pavement markings were difficult to see when wet.

Johnson thanked KATS for sharing information with members on the Asset Management for Local Officials Workshop. The Road Commission of Kalamazoo County (RCKC) is currently working on efforts to raise awareness of difficult travel conditions on gravel roads and the formation of potholes on paved roads. The RCKC website has added a map of projects included in its Capital Improvement Program.

Urban reported that Chris Barnes current Director of Transportation and Utilities for the City of Portage will be retiring effective in August. Kendra Gwin has been appointed to replace Barnes. She brings approximately 17 years of experience with her.

ADJOURNMENT

There being no other business Chair Dykstra adjourned the meeting at 10:17 a.m.

The next meeting of the Kalamazoo Area Transportation Study Policy Committee will be held on Wednesday, February 22, at 9:00 a.m. at Kalamazoo Metro Transit.

Kalamazoo Area Transportation Study FY 2017 - 2020 Transportation Improvement Program

10/1/2016 (01/25/2017)

Required Fields																								
Fiscal Year	County	Respon-sible Agency	Project Name	Limits	Length	Primary Work Type	Project Description	Phase	Advance Construct	Federal Cost (\$1000s)	Federal Fund Source	State Cost (\$1000s)	State Fund Source	Local Cost (\$1000s)	Local Fund Source	Total Phase Cost (\$1000s)	MDOT Job No.	Local ID No.	MPO/Rural Action Date	Amend-ment Type	Air Quality	Comments	Total Project Cost (\$1000s)	
2017	Kalamazoo	MDOT	US-131 BR	On NB US-131 BR from W Michigan Ave (I-94 BL) northerly to Hopkins St (pvt change s. of Kzoo NCL). On SB US-131 BR from W. Michigan Ave (I-94 BL) northerly to N. Westnedge (pvt change s. of Kzoo NCL).	1.342	Resurface	Cold Milling and HMA One Course Overlay	ROW			25	NH	5	M			30	127456		1/25/17	Add	E	Addition of ROW Phase from (Move from FY 2016 to FY 2017), 1/25/17;	1,099
2017	Kalamazoo	MDOT	Trunkline Livability and Sustainability GPA	Regionwide		GPA	Trunkline Livability and Sustainability GPA	CON		125	CMG					125			1/25/17	Add	E	Addition of new Trunkline Livability and Sustainability GPA, JN 132616, 1/25/16;	125	
2017	Kalamazoo	MDOT	Stadium Dr	Between 11th St and Academy St	0.91	Traffic ops/safety	Install Corridor Traffic Responsive Signal System including fiber optic interconnect and necessary signal equipment.	PE		295	CMG					295	132617		1/25/17	Add	E	Addition of project 1/25/17;	1,250	
2017	Kalamazoo	Kalamazoo	S Drake Rd	Drake Road from West Michigan to Greenmeadow		Miscellaneous	Construction of a shared use path	CON		321	HSIP			80	CNTY	401	127385		1/25/17	Add	E	Addition of project 1/25/17;	401	
2019	Kalamazoo	MDOT	Stadium Dr	Between 11th St and Academy St	0.91	Traffic ops/safety	Install Corridor Traffic Responsive Signal System including fiber optic interconnect and necessary signal equipment.	CON		955	CMG					955	132617		1/25/17	Add	E	Addition of project 1/25/17;	1,250	
2017	Kalamazoo	RCKC	D Ave Bridge	D Avenue over Gull Lake Outlet		Bridge restore & rehabilitate	Preventative Maintenance	CON		331	BHT	62	M	21	CNTY	414	126664		1/25/17	Cost	E	Addition of Project 1/21/15, Structure #4644; Change in cost from \$220,800 federal to \$331,200, \$41,400 state funds to \$62,100, \$13,800 local funds to \$20,700, 1/25/17;	414	
2017	Kalamazoo	MDOT	M-96	M-96, Burgess Dr to Augusta WCL and E Michigan Ave to 35th Street	7.91	Resurface	Single Course Chip Seal	CON		784	ST	174	M			958	128741		1/25/17	Cost	E	Addition of project 11/18/15; Change in cost, \$610,632 federal to \$784,455 , \$135,409 state to \$173,951, 1/25/17;	958	
2017	Kalamazoo	MDOT	I-94	Various locations on I-94 near US-131/I-94 interchange, City of Portage and Texas Charter Township	1.59	Bridge restore & rehabilitate	Healer sealer, bridge crack sealing, resealing joints, and deck patching	CON		467	NH	103	M			570	122746		1/25/17	Cost	E	Addition of project 5/28/14, Admin Change in funding code from IM to NH, 2/1/16; Change in federal funding from \$928,984 to \$466,547, State funding from \$103,216 to \$103,453, 1/25/2016;	644	
2017	Various	MDOT	Trunkline Highway Preservation GPA	Regionwide		GPA	Trunkline Highway Preservation GPA	CON		0		612	M			612			01/25/17	Cost	E	Addition of GPA line item 11/18/15, Includes JN 128736; Increase GPA amount 5/25/16; Remove federal funding to GPA, increase State funding from \$24,929 to \$612,000, 11/30/16; Addition of JN 131571 PE Phase to GPA, State cost from \$612,000 to \$659,705, 1/25/17;	612	
2017	Kalamazoo	RCKC	Sprinkle Rd Corridor	Sprinkle Rd from G Avenue to Market St, and Kilgore Rd to Zveman Ave		Traffic ops/safety	Install advanced dilemma zone detection systems and minor associated upgrades at each of the 12 intersections	CON		600	HSIP			103	CNTY	703	130919		1/25/17	Cost	E	Addition of Project 5/25/16; Change in local cost from \$200,000 to \$102,692, 1/25/17;	703	
2018	Kalamazoo	Portage	S. Westnedge Ave	Romence Rd to Mall Dr	0.63	Resurface	HMA mill and resurface with traffic signal improvements and ADA sidewalk and transit upgrades (bus shelters).	CON		700	STU			525	CITY	1,225	130810	5	1/25/17	Cost	E	Change in Local Cost from \$327,000 to \$525,000, 1/25/17;	1,225	

Kalamazoo Area Transportation Study FY 2017 - 2020 Transportation Improvement Program

10/1/2016 (01/25/2017)

Required Fields

Fiscal Year	County	Respon-sible Agency	Project Name	Limits	Length	Primary Work Type	Project Description	Phase	Advance Construct	Federal Cost (\$1000s)	Federal Fund Source	State Cost (\$1000s)	State Fund Source	Local Cost (\$1000s)	Local Fund Source	Total Phase Cost (\$1000s)	MDOT Job No.	Local ID No.	MPO/Rural Action Date	Amend-ment Type	Air Quality	Comments	Total Project Cost (\$1000s)
2018	Kalamazoo	Public Transit	ADA Bus Shelters	Area wide		Transit facility	Updates to bus stops and shelters to meet ADA requirements per bus stop and shelter plan	CON		50	STU	13	CTF			63	130847	NA	1/25/17	Cost	E	Admin change, local cost from \$10,000 to \$12,500, 1/25/17	63
2019	Kalamazoo	MDOT	US-131	Over Amtrak & KL Avenue	0.00	Bridge restore & rehabilitate	Deck replacement, Beam repair, Full paint, Substructure repair, Concrete surface coating, and Approaches	CON		8,468	NHI	1,878	M			10,346	122664		1/25/17	Cost	E	Change in federal cost from \$7,649,702 to \$8,468,202, state cost from \$1,696,298 to \$1,877,798, 1/25/17;	10,346
2017	Van Buren	MDOT	M-40	at the intersection of 62nd St, 32nd St and CR-653	0.500	Reconstruct	Construct Roundabout	CON									124079		01/25/17	Delete	E	Addition of project 7/30/14; Admin correction of JN to 124079 10/28/14; administrative change total project cost from \$1,354,898 to \$1,400,102, 8/26/15; Deletion of Project 1/25/17;	
2018	Kalamazoo	MDOT	I-94	EB I-94 from Miller Road to 40th Street	7.41	Traffic ops/safety	widen and resurface outside shoulder	CON									120543		1/25/17	Delete	E	Deletion of Project 1/25/17;	