



The Metropolitan Planning Organization for the Greater Kalamazoo Area

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To: Policy Committee Members

From: Jonathan R. Start, Executive Director

Date: December 9, 2015

Subject: POLICY COMMITTEE MEEING
DECEMBER 16, 2015 – 9:00 A.M.
KALAMAZOO METRO TRANSIT
530 NORTH ROSE STREET

The Kalamazoo Area Transportation Study will be meeting on Wednesday, December 16. The following items are included in the meeting packet:

1. Agenda for the December 16, 2015 Meeting
2. Informational Memorandum for the December 16, 2015 Policy Committee Meeting
3. Treasurer's Report
4. Technical Committee Report (December 3, 2015)
5. Public Transportation Monthly Report
6. Regional Prosperity Initiative Report
7. Southcentral Michigan Planning Council Report
8. Draft Minutes from the November 18, 2015 Meeting
9. Traffic Data Collection Services Contract Extension
10. Auditing Services Consultant Contract Extension
11. Proposed Calendar 2016 Policy Committee Schedule
12. Executive Summary from the I-94 Corridor Evaluation Study

KALAMAZOO AREA TRANSPORTATION STUDY POLICY COMMITTEE MEETING

December 16, 2015 at 9:00 a.m.

Kalamazoo Metro Transit

AGENDA

Public Comments are limited to four minutes in length.

1. CALL TO ORDER
2. INTRODUCTIONS
3. ROLL CALL (Sign-in Sheet To Be Circulated)
4. CHANGES OR ADDITIONS TO THE AGENDA
Any item listed under the Consent Agenda may be moved to the Regular Agenda upon request of any member of the public, any Policy Committee Member, or any staff member.
5. APPROVAL OF THE AGENDA **(ACTION)**
6. CITIZENS' COMMENTS (Non-agenda items only. Comments on agenda items should be made during discussion of those items.)
7. CONSENT AGENDA (Enclosures) **(ACTION)**
 - a. ACCEPTANCE OF THE TREASURER'S REPORT
 - b. ACCEPTANCE OF THE TECHNICAL COMMITTEE REPORT (December 3, 2015)
 - c. ACCEPTANCE OF THE PUBLIC TRANSPORTATION MONTHLY REPORT
 - d. ACCEPTANCE OF THE REGIONAL PROSPERITY INITIATIVE REPORT
 - e. ACCEPTANCE OF THE SOUTHCENTRAL MICHIGAN PLANNING COUNCIL REPORT
 - f. APPROVAL OF THE MINUTES FROM THE NOVEMBER 18, 2015 MEETING
8. TRAFFIC DATA COLLECTION SERVICES CONTRACT EXTENSION (Enclosure) **(ACTION)**
9. AUDITING SERVICES CONSULTANT CONTRACT EXTENSION (Enclosure) **(ACTION)**
10. CALENDAR 2016 POLICY COMMITTEE MEETING SCHEDULE (Enclosure) **(ACTION)**
11. CALENDAR 2016 POLICY COMMITTEE OFFICERS ELECTION **(ACTION)**
12. CITIZEN ADVISORY COMMITTEE MEMBER RECOMMENDATIONS **(ACTION)**
13. PUBLIC TRANSPORTATION UPDATES
14. EXECUTIVE DIRECTOR'S REPORT (Enclosure)
15. NEW BUSINESS
16. CITIZEN COMMENTS
17. MEMBER COMMENTS
18. ADJOURNMENT

Next Meeting: Wednesday, January 27, 2016 - 9:00 a.m.



TO: Kalamazoo Area Transportation Study Policy Committee

FROM: Jonathan R. Start, Executive Director

DATE: December 8, 2015

SUBJECT: Information on the Policy Committee Agenda for December 16, 2015 Meeting

Here is information on Policy Committee agenda items for your information.

8. *Traffic Data Collection Services Contract Extension (Enclosure) (ACTION)*

In 2012 KATS member agencies and KATS joined together to jointly contract for traffic data collection services. There had been a reduction in staff at the member agencies and a limited availability to gather the data needed by members and KATS. Proposals were issued for a three year contract with an option to extend for an additional three years. The low bidder was Traffic Tech Services, L.L.C. which was 54% of the next lowest bidder. In the last three years, both members and KATS have been happy with the performance of Traffic Tech Services, L.L.C. All users and the contractor want to utilize the three year extension available.

The contract contains three years of guaranteed counts in the amount of \$37,080.00 that will be gathered and is the basis for the consultant to cover the fixed costs, insurance, etc. for this contract. In addition there are optional traffic data gathering activities that are estimated for the three years to be \$73,075. This optional work may or may not be utilized at the member agencies request and approval. The current three year contract costs are \$30,318.00 guaranteed and \$60,586.00 estimated optional work. In the guaranteed work there are unit cost increases over 2015 costs ranging from \$10 to \$15 per count. Part of this increase is the addition of adding more of the count data gathered onto the KATS website. Optional work cost increases are also related to the additional upload requirement and experience in gathering some of the Inventory data and Intersection turn count costs. Staff recommends that the Policy Committee approve the enclosed three year extension to the Traffic Data Collection Services contract with Traffic Tech Services, L.L.C and authorize the Chair to sign on behalf of KATS.

9. *Auditing Services Consultant Contract Extension (Enclosure) (ACTION)*

The current audit consultant services contract expires upon completion of the FY 2015 audit and report to the Policy Committee. This one year extension proposal for audit services meshes with the one year extension approved in November for accounting services. As was discussed in the extension of the accounting services contract, staff has evaluated its accounting capabilities and knowledge level in our

accounts and preparation for audits. Ms. Zehner has made significant progress in improving our financial record keeping and reporting since she joined our staff. In discussing our internal capabilities we want to extend our accounting services contract for one year through FY 2016. Staff will use that period to gain more experience and comfort with the financial reporting and preparation for year end. It is staff's plan to evaluate as FY 2016 progresses and eliminate or alter the accounting services beginning in FY 2017. If a more limited contract is appropriate KATS will issue a Request For Proposals in time to select a firm prior to FY 2016. Staff also intends to issue a Request for Proposal for Audit Services beginning in FY 2017 next year.

In the interim Abraham and Gaffney are willing to extend their services for FY 2016 at a cost of \$8,200.00. The audit costs for FY 2015 are \$9,100. The higher cost for FY 2015 was for additional work related to the required FY 2014 Single Audit. Staff recommends that the Policy Committee approve the contract extension for one year to complete and report on the FY 2016 KATS audit and authorize the Chair to sign on Behalf of KATS.

10. *Calendar 2016 Policy Committee Meeting Schedule (Enclosure) (ACTION)*

Enclosed is a draft for the calendar 2016 Policy Committee meeting schedule. The dates and times continue the schedule of past years. Staff asks that the Policy Committee review, revise and approve a meeting schedule for 2016.

11. *Calendar 2016 Policy Committee Officers Election (Enclosure) (ACTION)*

The Policy Committee elects officers for annual terms. The officers are Chair, Vice-chair, and Treasurer. The nominating committee will present a slate of candidates to the Policy Committee. Additional nominations can be made and the Policy Committee will be asked to elect their 2016 officers.

12. *Citizen Advisory Committee Member Recommendations (ACTION)*

The application committee to review and recommend citizens for this committee is meeting to interview applicants to the committee. A recommendation will be ready for the Policy Committee review and action.

13. *Public Transportation Updates*

Members of the Kalamazoo County Transportation Authority Board, the Kalamazoo Transit Authority Board, Van Buren Public Transit, and/or staff will provide additional updates to the Policy Committee as appropriate.

15. *Executive Director's Report (Enclosure)*

Federal Legislation for Surface Transportation – The Congress passed a conference committee bill called Fixing America's Surface Transportation (FAST) Act that is a five year transportation bill replacing the Moving Ahead for Progress in the 21st Century Act (MAP-21). The President has signed the bill. The bill provides a longer term funding mechanism so that better planning and implementation of projects can be made than was possible under limited time extensions of MAP-21. This bill includes along with many other programs, funding for Surface Transportation, Public Transit, Rail, Transportation Alternatives (Surface Transportation Block Grants), Congestion Mitigation, Safety and Metropolitan Planning. This action along with the State of Michigan's enactment of transportation funding increases is good news. More will be known later on the details of the new legislation.

Evaluation of the I-94 Corridor from the Indiana State Line to US-127 South – The safety review of this corridor is in response in part of requests by Senator O’Brien and Governor Snyder requesting a study of the I-94 corridor in Kalamazoo County following the major crash eastbound east of exit 88. The executive summary is enclosed. The findings include that the overall crash rate along this stretch is comparable to other Michigan freeways with a 70 mph speed except for winter crash rates which were 24% higher than the statewide average. Eastbound I-94 particularly in Van Buren County were the highest.

Recommendations included continued mitigation efforts based on crash data, operational and maintenance activities, and improvements to driver behavior. Several site specific recommendations were included in a table.

KALAMAZOO AREA TRANSPORTATION STUDY

TREASURERS REPORT

Policy Committee December 16th, 2015

Beginning Balance as of November 1 st 2015	\$148,555.62
There were 17 checks cashed totaling	\$(19,760.74)
There were 8 withdraws/debits totaling	\$(22,653.51)
There was 1 deposit(s) / credits	\$19,104.25
Ending Balance as of November 30 th , 2015	\$125,245.62

If there is any questions regarding any of the checks or withdraws, please feel free to contact me at your convenience, and I will be happy to review the 5/3 checking statement with you.

Respectfully submitted,

Jeffrey R. Sorensen
Treasurer, Kalamazoo Area Transportation Study

MERRY CHRISTMAS



To: Policy Committee
From: Jonathan R. Start, Executive Director
Date: December 9, 2015
Subject: December 3, 2015 Technical Committee Reports

The Technical Committee met on December 3, 2015, at 9:00 a.m. at the Portage Fire Station #1 meeting room. There was one action item, approving the calendar 2016 meeting schedule.

Other items discussed during the meeting included:

Michigan Road Funding Package: The committee discussed the recently passed Michigan road funding package which will begin in FY 2017 with increases in gasoline, diesel, and vehicle registration fees. These fees will all go through the current distribution formula for Act 51 and the Comprehensive Transportation Fund which provides funds to the MDOT, counties, cities and villages and public transit. In FY 2019 General Fund revenue will be added to the funds growing from 150 million to 600 million in FY 2021. These general fund dollars will go to MDOT, counties, and cities and villages but not to the Comprehensive Transportation Fund. In total the package is estimated to generate \$1,255,000 in new revenues for transportation uses. MDOT does not anticipate receiving any General Fund dollars in FY 2017 and 2018. They will receive \$400,000 in FY 2016. The fuel and registration fees will increase with inflation after 2021. The phased in increases in the revenues will help contractors build capacity to meet the higher demand. MDOT is considering bonding to have some impacts on their construction more immediately.

Federal FAST ACT Legislation: There was emerging news that the United States House and Senate had reached a compromise 5 year bill for surface transportation replacing MAP-21. The President has since signed the package. The 5 year program will allow for better certainty in planning, operating and improving the transportation system than the series of short term extensions previously passed. Early reports are that the bill provides slight increases over the existing package.

2045 Metropolitan Plan Discussion: There was good discussion on capacity changing projects submitted and how projects should reasonably be handled in the Plan. All will be included in some fashion. Not all are model-able.

Public Transit 10 Year Vision Presentation: Metro Transit staff presented an overview of the 10 Year Vision for Public Transportation that was recently completed. This vision contains short and longer term options for service enhancements in the fixed route transit service in Kalamazoo County. Metro Transit is in the process of refining, programming and implementing some of the options contained in the Vision. A review of bus stop locations is being made and additional capital dollars are being programmed

to improve the Bus Shelter, maintenance and installation program as one example. Additional service hours are also going to be implemented.

There were also status reports on public transit, roads and planning activities which included:

Status Reports

City of Portage: The FY 2016 Portage Road Project from Milham to Romence is scheduled for February letting. The Congestion Mitigation Air Quality (CMAQ) Kilgore and Lovers Lane signal interconnect system project is out for bid. Bids to be received in December. The South Central Portage Bikeway project is in for March letting. The city also has locally funded signal work on schedule for bidding.

City of Kalamazoo: Grade Inspection for the Kilgore Road Project is scheduled for December 17. The E. Michigan Avenue Project will be submitted in December. The Crosstown Congestion Mitigation Air Quality Project is complete. The Portage Street CMAQ Project is in for February letting. The city will be addressing comments for the downtown railway project Transportation Alternatives Project application.

Village of Paw Paw: Signal work for the W. Michigan Avenue Project was completed in mid-November. A few punch list items remain.

Road Commission of Kalamazoo County: The 38th Street Bridge Project and the 42nd Street Bridge Project were opened to traffic before Thanksgiving. The 9th Street Bridge Project from I-94 to Meridian was submitted for February letting. The 42nd Street Bridge Project was also submitted. The U Avenue, W Avenue, D Avenue, and E. Michigan Avenue Bridge Projects had a Grade Inspection Meeting on December 4 and are targeted for a March letting.

Michigan Department of Transportation: Construction is complete in Kalamazoo County for this year. The I-94 Project between Paw Paw and Mattawan is still underway. Traffic is targeted to be back on normal lanes mid-December with additional bridge work to be completed in the spring. The Sprinkle Road roundabouts are open and functioning well. There have not been any collisions to date. A few signs will be adjusted for improvements. Lighting is currently insufficient due to the supplier providing the incorrect light fixtures. Correct fixtures will be supplied at no additional cost and installed. Installation should not impact traffic. The 40th Street Interchange Project has been let. An I-94 signing contract is in the January letting. The milling and resurfacing of I-94 from the business loop to 40th Street will be out for bid soon.

City of Galesburg: The 35th Street Project is going to bid in January.

Van Buren County Road Commission: Tree work for the Red Arrow Highway Project has been delayed until March. The project was let in August.

Kalamazoo County Planning: FEMA has conducted flights for Laser Imaging Detection and Ranging (LIDAR) data over Kalamazoo County and four other counties in Michigan. There will be no cost to the county for the data which was collected in November. The county GIS Coordinator has attend workshops on utilizing the data and will be a point of contact regarding the data and its use.



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To: Policy Committee
From: Jonathan R. Start, Executive Director
Date: December 8, 2015
Subject: Public Transportation Monthly Report

Kalamazoo Metro continues to plan for service enhancements to be implemented. There are also planning discussions involving, Kalamazoo Valley Community College, Western Michigan University, Downtown Kalamazoo Incorporated, Kalamazoo Metro Transit and others on possibly establishing a bus/shuttle on a limited downtown route to augment the existing transit service, and to provide connections between parking, downtown campuses, and Bronson Hospital as a pilot project.



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TO: Policy Committee
From: Jonathan Start, Executive Director
Date: December 8, 2015
Subject: Regional Prosperity Initiative Report

The Regional Prosperity Initiative committee continues to meet. During the December meeting in Benton Harbor, the concentrated on discussions involving the 2016 grant application to the State for the region. Planning areas to be addressed during the 2016 year were also discussed.

The committee continues to meet on the first Thursday of the month at various locations. The January meeting is in Marshall, MI.

The Prosperity Plans mentioned during the November Policy Committee meeting as well as other information can be found here:

<http://smpcregion3.org/regionalprosperity/>



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Kalamazoo Area Transportation Policy Committee Draft Minutes of the November 18, 2015 Meeting

CALL TO ORDER

The November meeting of the Kalamazoo Area Transportation Policy Committee was called to order at 9:00 a.m. by Vice-Chair Ulsh.

INTRODUCTIONS

Meeting attendance was recorded on the sign-in sheet.

MEMBERS PRESENT

John Clement	Van Buren Transit
Carol Daly	Village of Mattawan
Marsha Drouin	Richland Township
Paul Dykstra	Ross Township
Beth Griffin	Van Buren County
Rick Fowler	Michigan Department of Transportation Lansing
Michael Grabbe	Village of Lawton
Darrell Harden	Michigan Department of Transportation Southwest Region
Libby Heiny-Cogswell	Oshtemo Township
Joanna Johnson	Road Commission of Kalamazoo County
Greg Kinney	Van Buren County Road Commission
Garrylee McCormick	Transit Authority Board
Carl Newton	City of Galesburg
Ann Nieuwenhuis	Comstock Township
Ron Reid	Kalamazoo Township
Ronald Smith	Village of Vicksburg
Randy Smith	Brady Township
Jeff Sorensen	Cooper Township
Thomas L. Swiat, Jr.	Prairie Ronde Township
Don Ulsh-Vice Chair	Schoolcraft Township

MEMBERS ABSENT

David Anderson – Chair	City of Kalamazoo
John Gisler	Kalamazoo County Board of Commissioners
Keith Gunnett	Village of Schoolcraft
Robert Heasley	City of Parchment
Jeff Heppler	Village of Augusta
Linda Kerr	Texas Township
Larry Nielsen	Village of Paw Paw

Terry Urban	City of Portage
Jeremiah Cook	Village of Richland
Michele McGowen	KATS Citizen Advisory Committee
Linda Teeter	Kalamazoo County Transportation Authority
Greg Rosine	Western Michigan University
Greg Thomas	Pavilion Township

OTHERS PRESENT

Megan Arndt, Jim Ferner, Sean McBride, Fred Nagler, Jon Start, Steve Stepek

CHANGES OR ADDITIONS TO THE AGENDA

There were no changes or additions to the agenda.

APPROVAL OF THE AGENDA

MOTION by Sorensen, SECOND by Harden ***“to approve the agenda of the November 18, 2015, Policy Committee Meeting.”*** Motion approved.

CITIZEN'S COMMENTS

A citizen asked about copies of previous traffic studies done in Kalamazoo. Start replied that information on traffic studies is available from the local road agencies.

CONSENT AGENDA

Information for items on the consent agenda was included in the meeting materials.

- Acceptance of the Treasurer's Report
- Acceptance of the Technical Committee Report
- Acceptance of the Public Transportation Monthly Report
- Acceptance of the Southcentral Michigan Planning Council Report
- Acceptance of the Regional Prosperity Initiative Report
- Acceptance of the Minutes from October 28, 2015 Meeting

MOTION by Johnson, Second by Randy Smith, ***“to accept and approve the items on the consent agenda as listed.”*** Motion approved.

PROPOSED AMENDMENTS TO THE FY 2014-2017 TRANSPORTATION IMPROVEMENT PROGRAM

Information regarding the proposed amendments to the FY 2014-2017 Transportation Improvement Program was included in the meeting materials.

FY	Agency	Project Name	Project Description	Federal Cost 1000s	Federal Fund Source	State Cost 1000s	State Fund Source	Local Cost 1000s	Total Phase Cost 1000s	MDOT Job No.	MPO/Rural Action Date
16	MDOT	I-94	Cold Milling and Hot Mix Asphalt Overlay			95	M		95	128535	11/18/15
County: Kalamazoo; Limits: ML Avenue to East Michigan Avenue; Length: 8.099; Primary Work Type: Resurface; Phase: PE; Amendment Type: Add; Air Quality: E; Comments: State GF16 funds, Addition of project 11/18/2015;											
16	MDOT	I-94	Cold Milling and Hot Mix Asphalt Overlay			2,155	M		2,155	128535	11/18/15
County: Kalamazoo; Limits: ML Avenue to East Michigan Avenue; Length: 8.1; Primary Work Type: Resurface; Phase: CON; Amendment Type: Add; Air Quality: E; Comments: State GF16 funds, Addition of project 11/18/2015;											
16	MDOT	I-94 and US-131	High friction surface treatment			60	M		60	128536	11/18/15
County: Various; Limits: Four interchange ramps along I-94 and US-131. (1) US-131 SB to I-94. (2) US-131 BR at Westnedge Avenue. (3) US-131 SB at M179. (4) I-94 Mainline at Exit 92.; Length: 0; Primary Work Type: Traffic ops/safety; Phase: PE; Amendment Type: Add; Air Quality: E; Comments: 75% project urban, remainder rural, total phase cost \$80,000, State GF16 funds, addition 11/18/15;											
16	MDOT	I-94 and US-131	High friction surface treatment			1,084	M		1,084	128536	11/18/15
County: Various; Limits: Four interchange ramps along I-94 and US-131. (1) US-131 SB to I-94. (2) US-131 BR at Westnedge Avenue. (3) US-131 SB at M179. (4) I-94 Mainline at Exit 92.; Length: 0; Primary Work Type: Traffic ops/safety; Phase: CON; Amendment Type: Add; Air Quality: E; Comments: 75% project urban, remainder rural, total phase cost \$1,445,000, State GF16 funds, addition 11/18/15;											
16	MDOT	M-40, M-43, M-99	Cold Mill and One Course Hot Mix Asphalt Overlay			130	M		130	128537	11/18/15
County: Various; Limits: Work is for 13.6 miles at three locations in Van Buren and Calhoun Counties. On M-43 from east of M-40 to Kalamazoo County Line. On M-40 from Paw Paw north village limits (Power Plant Road) to M-43. On M-99 from 0.5 miles south of H Drive South to southern edge of bridge over South Branch of Kalamazoo River in the city of Albion.; Length: 13.631; Primary Work Type: Resurface; Phase: PE; Amendment Type: Add; Air Quality: E; Comments: 71.95% urban, remainder rural; total phase cost \$180,000 of State GF16 funds, addition of project 11/18/15;											
16	MDOT	M-40, M-43, M-99	Cold Mill and One Course Hot Mix Asphalt Overlay			3,000	M		3,000	128537	11/18/15
County: Various; Limits: Work is for 13.6 miles at three locations in Van Buren and Calhoun Counties. On M-43 from east of M-40 to Kalamazoo County Line. On M-40 from Paw Paw north village limits (Power Plant Road) to M-43. On M-99 from 0.5 miles south of H Drive South to southern edge of bridge over South Branch of Kalamazoo River in the city of Albion.; Length: 13.631; Primary Work Type: Resurface; Phase: CON; Amendment Type: Add; Air Quality: E; Comments: 71.95% urban, remainder rural; total phase cost \$4,170,000 of State GF16 funds, addition of project 11/18/15;											
16	MDOT	I-94	Railing replacement, Epoxy overlay, Deck patching, Concrete surface coating, Epoxy injecting on beams, Wingwall replacement, Resealing construction joints.	14	IM	2	M		16	127443	11/18/15
County: Kalamazoo; Limits: under 9th Street; Length: 0.04; Primary Work Type: Bridge restore & rehabilitate; Phase: PE; Amendment Type: Add; Air Quality: E; Comments: Construction phase scheduled for FY2018, Addition of project 11/18/15;											

FY	Agency	Project Name	Project Description	Federal Cost 1000s	Federal Fund Source	State Cost 1000s	State Fund Source	Local Cost 1000s	Total Phase Cost 1000s	MDOT Job No.	MPO/Rural Action Date
16	MDOT	I-94	Railing replacement, Epoxy overlay, Deck patching, Concrete surface coating, Epoxy injecting on beams, Wingwall replacement, Resealing construction joints.	66	IM	7	M		73	127443	11/18/15
County: Kalamazoo; Limits: under 9th Street; Length: 0.04; Primary Work Type: Bridge restore & rehabilitate; Phase: SUB; Amendment Type: Add; Air Quality: E; Comments: Construction phase scheduled for FY2018, Addition of project 11/18/15;											
16	MDOT	M-96	Single Course Chip Seal	28	ST	6	M		34	128741	11/18/15
County: Kalamazoo; Limits: M-96, Burgess Dr to Augusta WCL and E Michigan Ave to 35th Street; Length: 7.907; Primary Work Type: Resurface; Phase: PE; Amendment Type: Add; Air Quality: E; Comments: Addition of project 11/18/15;											
16	MDOT	Reed Street	Upgrade flashers and install half-roadway gates	200	STRH	50	M		250	128618	11/18/15
County: Kalamazoo; Limits: At Grand Elk Railroad, City of Kalamazoo; Length: 0; Primary Work Type: Rail; Phase: CON; Amendment Type: Add; Air Quality: E; Comments: Addition of project 11/18/15;											
16	MDOT	Trunkline Highway Preservation GPA	Trunkline Highway Preservation GPA	5	ST	1	M		6		11/18/15
County: Various; Limits: Various; Length: ; Primary Work Type: GPA ; Phase: ; Amendment Type: Add; Air Quality: E; Comments: Addition of GPA line item 11/18/15, Includes JN 128736;											
17	MDOT	M-96	Single Course Chip Seal	611	ST	135	M		746	128741	11/18/15
County: Kalamazoo; Limits: M-96, Burgess Dr to Augusta WCL and E Michigan Ave to 35th Street; Length: 7.907; Primary Work Type: Resurface; Phase: CON; Amendment Type: Add; Air Quality: E; Comments: Addition of project 11/18/15;											
17	MDOT	Trunkline Highway Preservation GPA	Trunkline Highway Preservation GPA	112	ST	25	M		137		11/18/15
County: Various; Limits: Various; Length: ; Primary Work Type: GPA ; Phase: ; Amendment Type: Add; Air Quality: E; Comments: Addition of GPA line item 11/18/15, Includes JN 128736;											
18	MDOT	I-94	Railing replacement, Epoxy overlay, Deck patching, Concrete surface coating, Epoxy injecting on beams, Wingwall replacement, Resealing construction joints.	519	IM	58	M		577	127443	11/18/15
County: Kalamazoo; Limits: under 9th Street; Length: 0.04; Primary Work Type: Bridge restore & rehabilitate; Phase: CON; Amendment Type: Add; Air Quality: E; Comments: Illustrative, Construction phase scheduled for FY2018, Addition of project 11/18/15;											

FY	Agency	Project Name	Project Description	Federal Cost 1000s	Federal Fund Source	State Cost 1000s	State Fund Source	Local Cost 1000s	Total Phase Cost 1000s	MDOT Job No.	MPO/Rural Action Date
16	Portage	South Central Portage Bikeway	Construction of trailway with small parking area	375	TAU			252	627	126458	11/18/15
County: Kalamazoo; Limits: Eliason Nature Preserve to Osterhout Road; Length: 1.5; Primary Work Type: Roadside facility; Phase: CON; Amendment Type: Cost; Air Quality: E; Comments: Addition of Project, selected by Policy Committee January 22, 2014, 9-24-14; Move from FY2015 to FY2016, Increase Federal cost from \$243,000 to \$375,000, increase local from \$77,100 to \$251,616, Total project cost from \$320,000 to \$626,616, 11/18/15;											

Start noted that the list of 2016 projects are proposed amendments for the FY 2014-2017 Transportation Improvement Program. The majority are MDOT preliminary engineering and construction projects on I-94 interchanges and US-131, trunk line safety projects, a railroad crossing project where flashers will be upgraded and gates installed, and a southcentral Portage bikeway project with a cost increase. Deletion of the MDOT project on I-94 for guardrail installation: the reason for the deletion is the project has already been completed. Public Transit purchase of bus stop shelters either for upgrades or new shelters.

Harden highlighted the top six MDOT projects listed will be funded from state general funds that the legislature allocated for transportation projects in addition to other standard revenue sources. Ron Smith requested information on the budget change for the South Central Portage Bikeway project from the Nature Preserve to Osterhout Road. Stepek reported that the project ran out of obligation authority last year. The City of Portage applied for and was awarded Department of Natural Resources funds. The scope of the project changed combine 2 projects and includes more facilities hence the budget increase.

Technical Committee and staff recommended the policy committee approve these amendments to the FY 2014-2017 Transportation Improvement Program.

MOTION by Sorenson, SECOND by Dykstra, ***“to approve the proposed amendments to the FY 2014-2017 Transportation Improvement Program.”*** MOTION approved.

ACCOUNTING & AUDIT SERVICES CONSULTANT CONTRACT EXTENSION

A copy of the contract extension was included in the meeting materials.

Start reported on the one year contract extension with Gardner, Provenzano, Thomas, and Luplow for accounting services. KATS has a contract for accounting services and audit services consultants for services related to FY 2015. Both the audit services and accounting services consultants are interested in a one year extension for services related to FY 2016. With the increase in skills of the KATS Office Manager, KATS is looking to phase out the accounting services contract. In FY 2017, KATS may either eliminate accounting services or bid for year-end only financial reporting and preparation contract. A separate Request for Proposals will be issued for audit services. Staff wants to give both consultants an opportunity to bid on the final contract(s) for FY 2017.

Information on the contract extension for Abraham & Gaffney for auditing services will be on the December agenda. KATS staff is recommending that the Policy Committee authorize the one year extension with Gardner, Provenzano, Thomas and Luplow.

MOTION by Nieuwenhuis. SECOND by Johnson, ***“to approve the extension for the accounting services contract with Gardner, Provenzano, Thomas and Luplow.”*** Motion approved.

LETTER OF SUPPORT FOR THE REGIONAL PROSPERITY INITIATIVE 2016 GRANT APPLICATION

A copy of the proposed Resolution of Support for the Regional Prosperity Initiative 2016 Grant Application for Continued Funding was included in the meeting materials.

Start reported that KATS is currently participating in the Southwest Region 8 Regional Prosperity Initiative. The grant application for FY 2016 is being prepared and due December 1. The Southwest Michigan Planning Commission and the Southcentral Michigan Planning Council are asking for a resolution of support as it is needed for the grant application. This will be the third grant application. The Region 8 Prosperity Committee has made progress in soliciting and selecting small projects of regional significance. The Region 8 Prosperity Committee is intending to apply for continued tier 2 funding. The area covers from Berrien County to Calhoun County (7 Southwest Michigan counties).

Heiney-Cogswell asked about the type of projects awarded grants. Start responded there are many grants such as a project looking at local food mapping, looking at where it is produced and the major consumers of the food is to match local growers with local consumers. There is also a River Trail Head improvement study, a food hub that is gathering food and distributing it throughout the region, and funding for Literacy Councils for counties that don't currently have one.

Ron Reid mentioned he served on the committee and is enthusiastic about what is happening with the board; Reid suggested that KATS send out the most recent Region report of what the RPI committee does to the policy and technical committees as well as post to the KATS website.

MOTION by Johnson. **SECOND** by Nieuwenhuis, ***"to approve the Resolution of Support for the 2016 Regional Prosperity Initiative grant application for continued funding."*** Motion approved

2045 METROPOLITAN TRANSPORTATION PLAN UPDATES

Start reported that KATS staff is continuing work on the 2045 Metropolitan Transportation plan. The Non-motorized portion is available for public comment until December 1. Members were asked to review the draft and make comments. The recent adoption of a state funding package means that KATS will adjust its financial projections. One additional hurdle is the uncertainty of MAP-21 funding; the major portion of funding that comes for roads and transit. Staff is working to complete the plan as proposed by February, but may delay a month or two depending on what happens to transportation funding at the federal level. The purpose of going out to 2045 is that it will project far enough in the future so that KATS can then ask the policy committee to reaffirm the plan in the future if appropriate. Having the previous plan expire does not affect programming project funding. KATS will still be able to program projects that are in the current plan.

Stepak mentioned that chapters and maps are being added to the KATS website as staff completes them for the 2045 Pan. Members were asked to review and provide comments.

Start added that MDOT is projecting a loss in funding in general fund revenue. Harden stated that MDOT might be doing less over the next couple of years because fuel tax revenue will not match the recent general fund revenue MDOT has received. Local agencies are expected to trend upward.

Start reported that anything that is fuel funded or vehicle registration funded will go through the current formula so money will go into to the consolidated transportation fund which does fund public transit. General fund increases will be coming 2019 will not go through that complete formula but will be distributed to the road agencies.

CITIZEN ADVISORY COMMITTEE APPLICATION SUBCOMMITTEE

Start requested volunteers for a Citizen Advisory Committee Application Subcommittee to review applications for the KATS Citizen Advisory Committee. There are 8 applicants for the committee to review. Heiny-Cogswell and Nieuwenhuis volunteered.

PUBLIC TRANSPORTATION UPDATES

McBride reported that Metro Transit is working on service expansion with the approval of the millage this summer. Transit will start Sunday service in February 2016 with extended route service, extended Sunday service and night hours coming September 2016.

Heiny-Cogswell asked about the status of master plan work being done by the consultants. McBride explained the visioning process was a high level strategic plan and not a detailed master plan. The 10 Year Service Vision Plan laid out the concepts for governance, operation, and services for five and ten years out. The information from the vision plan will be used to develop a workable operational plan.

McCormick shared that training for volunteering to drive a community van was very comprehensive and the instructor was amazing.

NOMINATING COMMITTEE FOR CALENDAR YEAR 2016 OFFICERS

KATS Policy Committee Officers are elected for a term of one year in December. There are 3 officers: Chair, Vice-chair, and Treasurer. Start requested volunteers for the nominating committee. Reid suggested that officers be involved in transportation and public transit, not just city or township supervisors. Ron Reid, Ron Smith, and Beth Griffin volunteered.

EXECUTIVE DIRECTOR'S REPORT

Start reported that 2016 federal estimates available to KATS planning area has decreased by a net of \$71,000. Staff met with the technical subcommittee and looked at adjustments to absorb that loss in the FY 2016 Transportation Improvement Program projects. It was recommended that the lowest ranked unobligated project, Kilgore Road from the I-94 Bridge to Sprinkle Road, be deleted with the next proposed amendments to the Transportation Improvement Program.

Stepak said KATS could gain that funding back in the Surface Transportation Program this year. If KATS does get additional funding, the deleted project would get added back to the Transportation Improvement Program. The project that will be deleted is the Kilgore Road Project from I-94 Bridge to Sprinkle Road.

Johnson mentioned that it was a difficult situation, but a good example of why projects should be submitted for obligation early.

Harden stated over the last couple of years, more than one Metropolitan Planning Organization (MPO) agency has lost a project because there was no obligation authority left at the end of year.

Stepak reported that all of KATS road projects were obligated last year. KATS has the most stable Transportation Improvement Program in the state in making sure projects get obligated.

Start reported that KATS new office phones have been installed and are working well.

The three year contract for traffic data and optional road inventory data collection expires at the end of this year. This contract has been used by member agencies including Kalamazoo, Portage, the Road Commission of Kalamazoo County, Mattawan, Galesburg, Vicksburg, and Richland Township for data. KATS members, the contractor, and staff all have been happy with the contract. A three year extension will be on the agenda for Policy Committee action in December.

Johnson inquired if the traffic counts are brought into the local agency's RoadSoft database. Stepek said yes, depending on the agency. Start added that it is not in the contract originally but people have spoken with the consultant and paid extra to get the counts into RoadSoft. It's a good benefit and with the extension and will put in a line to see what the price per count will be. Not all agencies counts are going into RoadSoft. Stepek reminded that everyone with a log-on can download all of our data is from the KATS count website.

The Annual Policy Committee breakfast will be held on December 16 at 8:15 a.m. prior to the regularly scheduled meeting.

NEW BUSINESS

There was no new business.

CITIZEN COMMENTS

There were no citizen comments.

MEMBER COMMENTS

Nieuwenhuis mentioned concerns that street lights were not part of the project and will not be installed until the summer of 2016. Harden noted that Consumer's Energy is responsible for installing the lights. MDOT has been working with Consumer's Energy long before the construction started. Harden indicated the TSC would be contacted for more detailed timeframe for lighting installation.

Additional concerns were voiced regarding the Sprinkle Road project including the unfamiliarity with pavement markings, agency responsibility for snow plowing and 911 response, and the possible difficulty of large trucks maneuvering the roundabout.

McCormick suggested that something be aired on local TV that informs people on how to drive through a roundabout. Johnson volunteered to coordinate with MDOT regarding driver education.

Sorensen reported that he and Nieuwenhuis sat on the interview committee for the new Kalamazoo County Administrator. An offer was made and accepted. The new county administrator will begin in December and the contract will be for three years.

Heiny-Cogswell thanked MDOT for the work on the Stadium Bridge which is open and operational now. It is inverted from the design on Westnedge. Harden also mentioned that the project included space for pedestrians and non-motorized users.

ADJOURNMENT

There being no other business, Vice-Chair Ullsh adjourned the meeting at 9:55 a.m.



The Metropolitan Planning Organization for the Greater Kalamazoo Area

5220 Lovers Lane, Suite 110

Portage, MI 49002

☎ 269-343-0766

✉ info@KATSmpo.org

TO: Policy Committee
FROM: Jonathan Start, Executive Director
DATE: December 8, 2015
SUBJECT: Southcentral Michigan Planning Council Report

During the month of November, 2015, KATS staff worked on the Michigan Department of Transportation Planning Activities for the Southcentral Michigan Planning Council. Work was focused on Asset Management Road Condition Reports, Staff met with the Local Rural Task Forces to review and confirm their programs. Staff also continued working on the Road Commission for Kalamazoo County Asset Management Plan under the KATS program.

Traffic Data Collection Services Contract Extension

Between Traffic Tech Services L.L.C. and the Kalamazoo Area Transportation Study



Kalamazoo Area Transportation Study

5220 Lovers Lane, Suite 110
Portage, MI, 49002

Traffic Data Collection Services Contract Extension Between Traffic Tech Services L.L.C. and the Kalamazoo Area Transportation Study

This represents the optional three year extension to the Traffic Data Collection Services Contract between Traffic Tech Services L.L.C. and the Kalamazoo Area Transportation Study for the calendar years 2016, 2017, and 2018. The data gathering will be contained within the Kalamazoo Area Transportation Study Area including Kalamazoo County and the four townships of Almena, Antwerp, Paw Paw, and Waverly in Van Buren County.

The Kalamazoo Area Transportation Study and its member agencies have agreed to jointly collect the traffic data needed by all parties under one contract issued and administered by the Kalamazoo Area Transportation Study. The consultant will be free to schedule data gathering to be most effective, however approximately 100% of the City of Kalamazoo counts and studies, 100% of the counts and studies taken in the Village of Mattawan, and 23% of the Road Commission of Kalamazoo County counts and studies shall be taken during the times when Western Michigan University, Kalamazoo Valley Community College, and the Public Schools are in regular Fall and Winter/Spring sessions. Special counts may be requested which may have a time frame assigned to them (schools are one example). Any optional inventory work that may be entered into with the consultant can be scheduled at the consultant's discretion.

The agencies that are participating in this data gathering contract include the Road Commission of Kalamazoo County; the Cities of Kalamazoo, Portage, and Galesburg; the Villages of Mattawan and Vicksburg; and other parties, such as the Villages of Augusta, Climax, Lawton, Paw Paw, Richland, the Van Buren County Road Commission in the four townships of Almena, Antwerp, Paw Paw, and Waverly. Other townships and villages in Kalamazoo County may be added during the life of the contract. Unless insurance or other requirements change with the addition of agencies, data will be gathered at the as bid price.

The anticipated data to be gathered under this contract are listed as guaranteed and optional. The Kalamazoo Area Transportation Study at its option reserves the right to award all or some or none of the optional data gathering listed. The Kalamazoo Area Transportation Study (KATS) reserves the right to reject the contract extension. The choice of data gathering equipment is the consultant's except that any traffic counter used must be have a data file format supported by the Midwestern Software Solutions (MS2) traffic count program for direct uploading of the data. The City of Kalamazoo is willing to rent its counters to the consultant. The consultant will be responsible for negotiating any counter rental directly with the City of Kalamazoo. Payment for this rental as well as all vehicle, operating supplies, equipment, insurances and other expenses to the consultant as part of the data gathering and processing work completed under this contract will be included as a portion of the unit prices for the data as part of this contract. No separate payment will be made for these or any other miscellaneous expenses. Payment will be per the unit price for each successfully completed item.

Center turn lanes on roadways will generally not be included in the counts or studies gathered except in the City of Portage, and with the exception of intersection turn counts.

Guaranteed Data for the contract includes:

City of Kalamazoo	2016	2017	2018
24 hour count 2 lane road	15	15	17
24 hour count 4 lane road	15	7	10
48 hour count 2 lane road	6	6	6
48 hour count 4 lane road	2	5	5
City of Portage	2016	2017	2018
24 hour count 2 lane road	22	23	12
24 hour count 4 lane road	7	11	11
24 hour count 5 lane road	1	0	1
24 hour count 6 lane road	0	2	2
24 hour count 7 lane road	1	0	0
48 hour count 2 lane road	6	3	3
48 hour count 4 lane road	2	9	4
48 hour count 5 lane road	1	0	0

**Traffic Data Collection Services Contract Extension
Between Traffic Tech Services L.L.C. and the Kalamazoo Area Transportation Study**

Road Commission of Kalamazoo County	2016	2017	2018
24 hour count 2 lane road	35	36	40
24 hour count 4 lane road	4	8	6
48 hour count 2 lane road	8	10	10
48 hour count 4 lane road	1	1	1
Total Guaranteed Counts	2016	2017	2018
24 hour count 2 lane road	72	74	69
24 hour count 4 lane road	26	26	27
24 hour count 5 lane road	1	0	1
24 hour count 6 lane road	0	2	2
24 hour count 7 lane road	1	0	0
48 hour count 2 lane road	20	19	19
48 hour count 4 lane road	5	15	10
48 hour count 5 lane road	1	0	0

All 24 and 48 hour counts shall include the 24 or 48 hours from midnight to midnight and be summarized by direction, i.e. northbound and southbound. The counts shall be taken in 15 minute increments. The counts shall all gather volume, speed, and vehicle classification data. The volume, speed, and vehicle classification data shall be uploaded onto the MS2 website and a data file in Excel format provided to KATS for any information not uploaded to MS2. Payment shall be made for each successfully uploaded count set of volume, speed, and classification. Intersection Turn counts shall be recorded in 15 minute intervals and shall be conducted for a 6 hour period (7 – 9 a.m., 11 a.m. – 1 p.m., and 4 – 6 p.m.) Payment will be made for each successful 6 hour turn count completed with the data file summarizing the 15 minute count intervals by direction totaled to the 24 hour day shall be provided to KATS as an Excel file. Payment will be made for each successfully uploaded count of the type listed up to the numbers authorized. Counts posted shall be limited to Tuesday, Wednesday, and Thursdays only unless specifically requested by KATS. The consultant shall be provided with a list of the guaranteed count locations to be gathered each year at the beginning of the year. In addition each jurisdiction participating in this contract will provide the consultant a letter authorizing the placement of counting equipment in the rights of way and giving permission for the consultant to gather the traffic data requested as part of this contract.

Optional Data for the contract includes:

There is an interest in obtaining additional traffic data as an option to this contract. This data is not guaranteed as part of the minimum part of the contract. The listing is for information and pricing to aid in determining what, if any, additional data gathering will be added to this contract at the discretion of KATS and its participating members.

City of Kalamazoo	2016	2017	2018
24 hour count 2 lane road	14	2	2
24 hour count 4 lane road	9	2	2
48 hour count 2 lane road	3	1	1
48 hour count 4 lane road	2	1	1
24 hour speed study 2 lane road	3	3	3
24 hour speed study 4 lane road	1	1	1
Intersection Turn Count	3	3	3
City of Portage	2016	2017	2018
24 hour count 2 lane road	15	1	1
24 hour count 3 lane road	1	1	1
24 hour count 4 lane road	7	1	1
24 hour count 5 lane road	1	1	1
24 hour count 6 lane road	1	1	1
24 hour count 7 lane road	1	1	1
Intersection Turn Count	14	10	11
Road Commission of Kalamazoo County	2016	2017	2018
24 hour count 2 lane road	16	1	15

**Traffic Data Collection Services Contract Extension
Between Traffic Tech Services L.L.C. and the Kalamazoo Area Transportation Study**

24 hour count 4 lane road	3	1	5
48 hour count 2 lane road	6	4	4
48 hour count 4 lane road	2	2	1
24 hour speed study 2 lane road	4	4	4
24 hour speed study 4 lane road	2	2	2
24 hour 2 lane counts in townships	270	275	295
Intersection Turn Count	5	5	5
Village of Mattawan	2016	2017	2018
24 hour count 2 lane road	1	1	1
Intersection Turn Count	0	1	1
Small City and Village	2016	2017	2018
24 hour counts	4	4	4
85% speed studies	1	1	1
Corridor floating car speed studies	3	3	3
Total Potential Optional Counts	2016	2017	2018
24 hour count 2 lane road	16	45	4
24 hour count 3 lane road	1	1	1
24 hour count 4 lane road	10	3	3
24 hour count 5 lane road	1	1	1
24 hour count 6 lane road	1	1	1
24 hour count 7 lane road	1	1	1
48 hour count 2 lane road	9	5	5
48 hour count 4 lane road	4	3	2
24 hour speed study 2 lane road	7	7	7
24 hour speed study 4 lane road	3	3	3
24 hour 2 lane counts in townships	270	275	295
Intersection Turn Count	22	19	20
Small City and Village 24 hour counts	4	4	4
85% speed studies	1	1	1
Corridor floating car speed studies	3	3	3

(Average corridor length is 4 miles, a.m. peak, p.m. peak and off peak periods).

KATS reserves the right to not ask for any, to ask for some, to ask for all, or to ask for more than the amount of estimated optional data listed above.

Optional work shall be undertaken only upon prior approval by KATS. All 24 and 48 hour counts shall include the 24 hours from midnight to midnight and be summarized by direction, (i.e. northbound and southbound) for locations preauthorized by KATS. The counts shall be taken in 15 minute increments. The counts shall all gather volume, speed, and vehicle classification data. The volume, speed, and vehicle classification data shall be uploaded onto the MS2 website and a data file in Excel format provided to KATS for any information not uploaded to MS2. Payment shall be made for each successfully uploaded count set of volume, speed, and classification. 85% speed studies will be conducted for the length of time needed for the recommended 100 unit sample size. Payment will be made for each successfully uploaded count and speed study of the type listed up to the numbers authorized. Counts posted shall be limited to Tuesday, Wednesday, and Thursdays only unless specifically requested by KATS. Intersection Turn counts shall be recorded in 15 minute intervals and shall be conducted for a 6 hour period (7 – 9 a.m., 11 a.m. – 1 p.m., and 4 – 6 p.m.) Payment will be made for each successful 6 hour turn count completed with the data file given to KATS as an Excel file. The consultant shall be provided a list of the optional data gathering authorized from KATS as the determination is made. In addition each jurisdiction participating in this contract will provide the consultant a letter authorizing the placement of counting equipment in the rights of way and giving permission for the consultant to gather the traffic data requested as part of this contract.

Other Optional Work:

Entering point pavement markings into the Roadsoft inventory system. Payment shall be made per entered point pavement marking. The completed inventory will be successfully uploaded to the agency's system before payment is made.

Traffic Data Collection Services Contract Extension Between Traffic Tech Services L.L.C. and the Kalamazoo Area Transportation Study

Entering longitudinal (lane) pavement markings into the Roadsoft inventory system. The Roadsoft download into the laptop data collector shall be provided by the road agency asking for the inventory work. Payment shall be made As follows:

- Base payment rate per mile of a road with one type of longitudinal marking.
- Additional fee per mile for each additional longitudinal pavement marking. A three lane road (one lane in each direction and a center turn lane) with edge markings would be paid for as base payment rate plus three additional fees per mile.

This payment will include the inventory and entry of all longitudinal lane markings in the section of road surveyed for both directions of travel including turn lane bays at intersections. The completed inventory will be successfully uploaded to the agencies system before payment is made. The Retro-reflectivity measures are not part of this inventory work.

Entering traffic signal inventory data into the Roadsoft inventory system. Payment shall be made for each major signal component entered. For the purposes of this contract a major signal component shall be:

- all overhead traffic signal heads at the intersection
- all pedestal or pole mounted traffic signal heads at the intersection
- all pedestrian signal heads at an intersection
- all pedestals at an intersection
- all pedestrian actuation buttons at an intersection
- all audible pedestrian equipment at an intersection
- traffic signal controllers including interconnection and or communication equipment
- all overhead advance traffic signal heads
- all pedestal or pole mounted advance traffic signal heads

The intersection area shall be the area included from right of way to right of way on the streets entering the intersection. Mid-block pedestrian crossings or traffic signal locations shall be treated as intersections for inventory purposes. The completed inventory will be successfully uploaded to the agencies system before payment is made. The unit of payment is each complete intersection inventoried.

Entering sign data into the Roadsoft inventory system. The Roadsoft download into the laptop data collector shall be provided by the road agency asking for the inventory work. Payment shall be made for each direction mile of inventoried two way street, one way streets inventoried will be paid for by each curb mile inventoried. On boulevards or streets with islands if accurate island sign location data is required by the agency then the section with an island will be paid for by curb mile inventoried. If general location data is acceptable, than the contractor shall only be required to drive the street once in each direction and the segment will be considered a simple two way road. The completed inventory will be successfully uploaded to the agencies system before payment is made. Retro-reflectivity measures are not part of this inventory work.

KATS reserves the right to have the consultant do none of, some of, or all of the optional Roadsoft inventory work listed above. As with the studies, the consultant will be provided written authorization from the jurisdiction giving permission for the work authorized for that jurisdiction by KATS.

Manual input of 24 hour volume data into Roadsoft. A per count cost to upload this data will be paid as an option authorized by the local agency. Payment shall be for the upload of both the volume data into Roadsoft and is an addition to the cost per guaranteed or optional count.

Insurance:

Traffic Tech Services, L.L.C. shall furnish proof of general liability insurance in amounts not less than \$1,000,000 each occurrence and general aggregate, proof of automobile liability in amounts not less than \$1,000,000 combined single limit for each accident, bodily injury per accident, and property

Traffic Data Collection Services Contract Extension Between Traffic Tech Services L.L.C. and the Kalamazoo Area Transportation Study

damage per accident, and in an amount not less than \$500,000 for bodily injury per person. Such proof of insurance shall include a valid certificate of insurance demonstrating that the entities and staffs of the Kalamazoo Area Transportation Study, the Road Commission of Kalamazoo County, the City of Kalamazoo, the City of Portage, the City of Galesburg, the Village of Vicksburg, and the Village of Mattawan are additional insured parties on the policy. Such insurance shall cover a period not less than the term of this contract extension or shall be annually renewed for each of the three years and shall provide that it cannot be cancelled without 30 days advance written notice to KATS, by certified mail, first-class, return receipt requested. This permit is invalid if insurance expires during the authorized period of work described herein.

Indemnification:

In addition to any liability or obligation of the Permit Holder that may otherwise exist, Permit Holder shall, to the fullest extent permitted by law, indemnify and hold harmless the entities, board members, and staffs of the Kalamazoo Area Transportation Study, the Road Commission of Kalamazoo County, the City of Kalamazoo, the City of Portage, the City of Galesburg, the Village of Vicksburg, and the Village of Mattawan against any and all claims, actions, proceedings, liabilities, losses, and damages thereof, and any and all costs and expenses, including legal fees, associated therewith which may arise by reason of claims for or allegations of the negligence or violation of the terms and conditions of this contract extension.

Permits:

Traffic Tech Services L.L.C. shall obtain any permits required by the affected road agencies in order to complete the work under this extension.

Protective Equipment:

The consultant's personnel in the field shall use personal protective vests, hard hats, and other clothing, shoes, and equipment as required by the Michigan Manual of Uniform Traffic Control Devices and the Michigan Occupational Safety and Health Administration for workers in the right of way. The consultants vehicles shall have at a minimum a yellow 360 degree flashing light mounted on the vehicle roof which shall be active while the vehicle is stopped or moving slowly in the roadway.

Schedule for Data Gathering:

Data gathering shall be scheduled at the consultant's discretion for operational efficiency. However, some, approximately 100% of the City of Kalamazoo counts and studies, 100% of the Village of Mattawan counts and studies, and 23% of the Kalamazoo County Road Commission counts and studies shall be obtained while Western Michigan University, Kalamazoo Valley Community College, and Public Schools are in regular Fall and Winter/Spring sessions. Any optional inventory work that may be entered into with the consultant can be scheduled at the consultant's discretion.

Invoicing:

The consultant shall invoice KATS for work completed. KATS will pay from the invoice for work that is satisfactorily completed, uploaded to the Midwest Software Solutions site, and a file given to KATS. The invoices shall be timely and shall to the extent possible contain work completed by the KATS fiscal year, October 1 through September 30.

Project Manager:

The project manager for KATS will be:

Jonathan Start, Executive Director

**Traffic Data Collection Services Contract Extension
Between Traffic Tech Services L.L.C. and the Kalamazoo Area Transportation Study**

Kalamazoo Area Transportation Study

Anticipated Award:

December 16, 2015

**Traffic Data Collection Services Contract Extension
Between Traffic Tech Services L.L.C. and the Kalamazoo Area Transportation Study**

Having become thoroughly familiar with and understanding the requirements of this three year contract extension for the Traffic Data Collection Services for calendar years 2016, 2017, and 2018; The Kalamazoo Area Transportation Study and Traffic Services, L.L.C. agree to continue data gathering under this extension.

The three year guaranteed work shall not exceed: **\$37,080**

The three year optional work is estimated to be: **\$73,075**

This optional work by its nature may change and either increase or decrease as authorized by the member agencies and KATS.

The contract extension unit prices for guaranteed and optional work is attached and made part of this extension.

Traffic Tech Services, L.L.C. and the Kalamazoo Area Transportation Study agree to the terms and conditions of this contract extension for Traffic Data Collection Services.

Traffic Tech Services L.L.C.

Signed: 
Name: Brian Burlingham
Title: Owner
Date: 12/9/15

Kalamazoo Area Transportation Study

Signed: _____
Name: _____
Title: _____
Date: _____

**Traffic Data Collection Services Contract Extension
Between Traffic Tech Services L.L.C. and the Kalamazoo Area Transportation Study**

Contract Extension Unit Prices:

	2016	2017	2018	2016 Unit\$	2017 Unit\$	2018 Unit\$	2016 \$	2017 S	2018 S
Total Guaranteed Counts									
24 hour count 2 lane road	72	74	69	\$90	\$90	\$95	\$6,480	\$6,660	\$6,555
24 hour count 4 lane road	26	26	27	\$100	\$100	\$105	\$2,600	\$2,600	\$2,835
24 hour count 5 lane road	1	0	1	\$105	\$105	\$110	\$105	\$0	\$110
24 hour count 6 lane road	0	2	2	\$110	\$110	\$115	\$0	\$220	\$230
24 hour count 7 lane road	1	0	0	\$115	\$115	\$120	\$115	\$0	\$0
48 hour count 2 lane road	20	19	19	\$90	\$90	\$95	\$1,800	\$1,710	\$1,796
48 hour count 4 lane road	5	16	10	\$100	\$100	\$105	\$500	\$1,600	\$1,050
48 hour count 5 lane road	1	0	0	\$105	\$105	\$110	\$105	\$0	\$0
	2016	2017	2018	2016 Unit\$	2017 Unit\$	2018 Unit\$	2016 \$	2017 S	2018 S
Estimated Optional Counts									
24 hour count 2 lane road	16	45	4	\$60	\$60	\$60	\$960	\$2,700	\$240
24 hour count 3 lane road	1	1	1	\$70	\$70	\$70	\$70	\$70	\$70
24 hour count 4 lane road	10	3	3	\$75	\$75	\$75	\$750	\$225	\$225
24 hour count 5 lane road	1	1	1	\$80	\$80	\$80	\$80	\$80	\$80
24 hour count 6 lane road	1	1	1	\$85	\$85	\$85	\$85	\$85	\$85
24 hour count 7 lane road	1	1	1	\$90	\$90	\$90	\$90	\$90	\$90
48 hour count 2 lane road	9	5	5	\$75	\$75	\$75	\$675	\$375	\$375
48 hour count 4 lane road	4	3	2	\$85	\$85	\$85	\$340	\$255	\$170
24 hour speed study 2 lane	7	7	7	\$60	\$60	\$60	\$420	\$420	\$420
24 hour speed study 4 lane	3	3	3	\$75	\$75	\$75	\$225	\$225	\$225
24 hour 2 lane counts in twps	270	275	295	\$60	\$60	\$60	\$16,200	\$16,500	\$17,700
Intersection Turn Count	22	19	20	\$160	\$160	\$160	\$3,520	\$3,040	\$3,200
Small City and Village 24 hr	4	4	4	\$75	\$75	\$75	\$300	\$300	\$300
85% speed studies	1	1	1	\$110	\$110	\$110	\$110	\$110	\$110
Corridor floating car speed	3	3	3	\$165	\$165	\$165	\$495	\$495	\$495

(Average corridor length is 4 miles, a.m. peak, p.m. peak and off peak periods).

Entering point pavement marking into Roadsoft	\$1.50/point marking
Entering longitudinal pavement marking into Roadsoft	\$20.00/Base rate marking mile
Entering longitudinal pavement marking into Roadsoft	\$5.00/additional fee marking mile
Entering traffic signal inventory data into Roadsoft	\$25.00/major signal component
Entering sign data into Roadsoft	\$15.00/direction/curb mile
Entering 24 hour volume into Roadsoft	\$3.00/count

KATS reserves the right to reject this extension and to add any or no optional work.



CERTIFICATE OF LIABILITY INSURANCE

TRAFF-1

OP ID: MM

DATE (MM/DD/YYYY)

05/12/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Robert E. Boot Agency, Inc. 443 S. Drake Rd. Kalamazoo, MI 49009 Mark L. Meyering	CONTACT NAME: PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____	
	INSURER(S) AFFORDING COVERAGE	
INSURED Traffic Tech Services LLC Brian Burlingham 5040 Coopers Landing apt 3A Kalamazoo, MI 49004	INSURER A : AUTO OWNERS INSURANCE CO	
	INSURER B : Michigan Workers' Compensation	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR			49-52124300	06/19/2015	06/19/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
A	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS			69-20138773	06/19/2014	06/19/2015	<input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ 1,000,000 BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE (PER ACCIDENT) \$ 500,000
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED _____ RETENTION \$ _____						
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	MWC264305	06/19/2015	06/19/2016	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 additional insured the entities and staffs of the Kalamazoo Area Transportation Study, the Kalamazoo County Road Commission, the Van Buren Road Commission, the City of Kalamazoo, the City of Portage, the City of Parchment, the City of Galesburg, the Village of Vicksburg, the Village of Mattawan, The Village of Lawton, The Village of Paw Paw,

CERTIFICATE HOLDER**CANCELLATION**

KALCTY1 Road Commission of Kalamazoo Co 5220 Lovers Lane, Suite 110 Portage, MI 49001	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Mark L. Meyering
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NOTEPAD

INSURED'S NAME Traffic Tech Services LLC

TRAFF-1
OP ID: MM

PAGE 2
Date 05/12/2015

the Village of Schoolcraft, the Village of Richland, the Village of
Augusta. and the Village of Climax.

Principals

Dale J. Abraham, CPA
Michael T. Gaffney, CPA
Steven R. Kirinovic, CPA
Aaron M. Stevens, CPA
Eric J. Glashouwer, CPA
Alan D. Panter, CPA
William I. Tucker IV, CPA



3511 Coolidge Road
Suite 100
East Lansing, MI 48823
(517) 351-6836
FAX: (517) 351-6837

November 12, 2015

Mr. Jonathan Start, Executive Director
Kalamazoo Area Transportation Study
5220 Lovers Lane, Suite 110
Portage, MI 49002

Dear Jon:

Enclosed are (2) copies of the proposed engagement letter to perform the audits for the Kalamazoo Area Transportation Study for the year ending September 30, 2016. If the terms are acceptable, the letters can be signed with one (1) copy being returned to us.

Thank you for the opportunity to continue providing services for the Kalamazoo Area Transportation Study. Please feel free to call if you should have any questions. We look forward to working with you.

Sincerely,

AARON M. STEVENS, CPA
Principal

Enclosures

Principals

Dale J. Abraham, CPA
Michael T. Gaffney, CPA
Steven R. Kirinovic, CPA
Aaron M. Stevens, CPA
Eric J. Glashouwer, CPA
Alan D. Panter, CPA
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November 12, 2015

Kalamazoo Area Transportation Study
5220 Lovers Lane, Suite 110
Portage, MI 49002

We are pleased to confirm our understanding of the services we are to provide Kalamazoo Area Transportation Study for the year ending September 30, 2016. We will audit the basic financial statements of Kalamazoo Area Transportation Study as of and for the year ending September 30, 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Kalamazoo Area Transportation Study's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Kalamazoo Area Transportation Study's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis

We have also been engaged to report on supplementary information other than RSI that accompanies Kalamazoo Area Transportation Study's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1. Schedule of Expenses by Funding Source - Budget and Actual
2. Schedule of Budgeted and Actual Costs

Audit Objectives

The objective of our audit is the expression of an opinion as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Kalamazoo Area Transportation Study and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our audit of Kalamazoo Area Transportation Study's financial statements. Our report will be addressed to the Policy Committee of Kalamazoo Area Transportation Study. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Kalamazoo Area Transportation Study is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures - Internal Controls

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free from material misstatement, we will perform tests of Kalamazoo Area Transportation Study's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of Kalamazoo Area Transportation Study in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to Kalamazoo Area Transportation Study and will upload an electronic copy to the Michigan Department of Treasury website; however, management is responsible for the remaining distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Abraham & Gaffney, P.C. and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the Michigan Department of Transportation or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Abraham & Gaffney, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Michigan Department of Transportation. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately the third week of November and to issue our reports no later than the following January 31. Aaron M. Stevens, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$8,200. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

If reproduction or publication of the financial statements audited by us, or any portion thereof, is intended, it is our policy that any master of printer's proofs be submitted to us for review prior to publication.

We will continue to perform our services under the arrangements discussed above from year to year unless for some reason you or we find that some change is necessary. However, the performance of each audit is separate and severable engagement. Each separate engagement shall be deemed complete and Abraham & Gaffney, P.C. will not have a continuing responsibility to perform additional services with respect to that completed engagement when we present to you the final audit report.

Our audit report on the financial statements to be issued pursuant to this engagement is for your use. If it is your primary intent that our report will benefit or influence a third party user we must be informed prior to the beginning of the annual audit engagement.

In connection with this engagement, we may communicate with you or others via e-mail transmission. As e-mails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that e-mails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure or communication of e-mail transmissions, or for the unauthorized use or failed delivery of e-mails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of e-mail transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of sales or anticipated profits, or disclosure or communication of confidential or proprietary information.

If any dispute arises in connection with the performance of our services under this agreement, or any other services we may perform, either party may, upon written notice to the other party, request facilitated mediation. Such mediation shall be assisted by a neutral facilitator acceptable to both parties and shall require the best efforts of the parties to discuss with each other in good faith their respective positions and, respecting their different interests, to finally resolve such dispute. Facilitated mediation shall conclude within 60 days from receipt of the written notice unless extended by mutual agreement.

In the event the aforementioned difference cannot be resolved by facilitated mediation (or the parties agree to waive that process) then such dispute shall be settled by arbitration. Arbitration shall be administered by and follow the rules of the American Arbitration Association (AAA) unless otherwise agreed upon by the parties.

Each party may disclose any facts to the other party, the facilitator, or the arbitrator, which it, in good faith, considers necessary to resolve the difference. However, all such disclosures will be deemed in furtherance of settlement efforts and will not be admissible in any subsequent litigation against the disclosing party. The facilitator or the arbitrator shall not act as a witness for either party in any subsequent proceedings between the parties. Neither the facilitator nor arbitrator shall have authority to award non-monetary or equitable relief, and any monetary award shall not include punitive damages. An award issued by arbitration may be confirmed by any federal or state court of competent jurisdiction. All costs of any facilitated proceedings shall be shared equally by both parties. If arbitration is required, all reasonable costs, of both parties, as determined by the arbitrator, shall be borne entirely by the non-prevailing party.

We appreciate the opportunity to be of service to Kalamazoo Area Transportation Study and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Abraham & Gaffney, P.C.

ABRAHAM & GAFFNEY, P.C.
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of the Kalamazoo Area Transportation Study.

By: _____

Title: _____

Date: _____

Kalamazoo Area Transportation Study 2016 Policy Committee Meeting Schedule

- Wednesday, January 27, 2016-9:00 a.m.**
- Wednesday, February 24, 2016- 9:00 a.m.**
- Wednesday, March 30, 2016-9:00 a.m.**
- Wednesday, April 27, 2016-9:00 a.m.**
- Wednesday, May 25, 2016-9:00 a.m.**
- Wednesday, June 29, 2016-9:00 a.m.**
- Wednesday, July 27, 2016-9:00 a.m.**
- Wednesday, August 31, 2016-9:00 a.m.**
- Wednesday, September 28, 2016-9:00 a.m.**
- Wednesday, October 26, 2016-9:00 a.m.**
- Wednesday, November 30, 2016-9:00 a.m.**
- Wednesday, December 21, 2016-9:00 a.m.**

Meetings will be held at Kalamazoo Metro Transit, 530 North Rose Street. Meeting date and location changes will be noticed.

Further information on the Kalamazoo Area Transportation Study can be found at www.KATSmpo.org or by calling (269) 343-0766.

Evaluation of the I-94 Corridor from the Indiana State Line to US-127 South

FINAL REPORT



Prepared in cooperation with the Michigan Department of Transportation, Michigan State Police and the Federal Highway Administration.

October 26, 2015

EXECUTIVE SUMMARY

On the morning of January 9, 2015 at approximately 9:20 A.M., first responders were dispatched to address a multiple vehicle crash which had occurred near mile marker 90 along I-94 in Kalamazoo County. Initial units arriving on the scene reported multiple strings of crashes located in all travel lanes as well as the center median and shoulders in both the eastbound and westbound directions. Further, fire was evident in the pile of vehicles located in the eastbound travel direction.

In the wake of this major crash event, State Senator Margaret O'Brien submitted a letter to the Michigan Department of Transportation (MDOT), which was followed by a subsequent inquiry from Governor Rick Snyder, regarding the safety of I-94 in eastern Kalamazoo County. Shortly thereafter, MDOT committed to a safety evaluation of the I-94 corridor between the Indiana border and US-127 South in Jackson County. The decision to expand the corridor boundaries was largely due to MDOT's concern with the occurrence of major crashes in the prior year and associated extensive freeway closure durations. Approximately 143 continuous miles of I-94 were included within this study, including all sections of the corridor in Berrien, Van Buren, Kalamazoo, Calhoun, and the western portion of Jackson County, as displayed in the figure below.



I-94 Study Corridor in Southwest Michigan

This report provides details of the safety evaluation of the I-94 corridor between the Indiana border and US-127 South in Jackson County. The team included engineers, safety experts, and law enforcement officers from the Federal Highway Administration (FHWA), Michigan State Police (MSP), and the Michigan Office of Highway Safety Planning (OHSP), among others. The study incorporated an engineering review of extensive data, including recent crash patterns, roadway geometry, cross-sectional characteristics, barrier locations, related weather conditions, incident management, and initiatives of various agencies. A series of county-level safety reviews were performed, including field reviews of

locations with high crash concentrations, in addition to detailed reviews of the crash reports at targeted areas to identify specific safety issues, trends, and patterns, and develop potential safety countermeasures and recommendations. The findings, conclusions, and recommendations (both corridor-wide and site-specific) that resulted from this study are summarized as follows.

Corridor Safety Findings

The findings of this review indicated that the study corridor, as a whole, experiences crashes at a rate that is comparable with other freeway corridors in Michigan. Like other corridors, specific influences of weather, atmospheric conditions, geometry, lighting, traffic volumes, driver behavior, and other factors result in above average crash rates in specific areas. It is worth noting that the portion of the corridor where the 193-vehicle crash occurred in January of 2015 is historically not an area with above average crash occurrence. The specific safety findings are summarized as follows:

- A total of 6,678 crashes occurred along the study corridor (mainline) between 2012 and 2014, including 5,840 (87.5 percent) that did not involve deer. The overall corridor crash rate during this period was 101.12 crashes (88.43 non-deer crashes) per 100 million vehicle miles traveled.
- From 2012 – 2014, the I-94 study corridor had an overall crash rate that was similar to the statewide average for freeways with 70 mph posted speed limits. However, during this same period, the study corridor experienced a winter season (December – February) crash rate that was 24 percent greater than the other statewide 70 mph freeways. Only I-196 and US-131 demonstrated greater winter season crash rates than the study corridor during this period.
- Crashes occurred 16.3 percent more frequently in the eastbound direction compared to westbound. Eastbound crashes were particularly overrepresented in Berrien, Van Buren, and Jackson Counties. This directional disparity may be attributed to differing geometric conditions between the two directions, particularly near interchanges.
- Considering all counties included in the study corridor, crash rates (per 100 million VMT) were greatest in Van Buren County, particularly in the eastbound direction and especially during winter months, when the eastbound crash rate is 65 percent greater than the eastbound corridor average. Overall crash rates in Berrien, Kalamazoo, Calhoun, and Jackson Counties were not significantly different from each other, although winter crash rates were significantly lower in Jackson County compared to the other counties.
- Approximately 65 percent of the winter season crashes involved a vehicle driving “too fast for conditions”, compared to only 38 percent of all-season crashes. This suggests that speed plays a greater role in winter-season crashes compared to other seasons. This also supports the Michigan

State Police findings from the January 9, 2015 crash, in which a total of 58 drivers were cited for driving too fast for conditions, including 30 commercial drivers.

- A statistical analysis of crashes on the I-94 study corridor was performed to determine the impacts of various roadway, geometric, weather, and roadside factors. The factors that were found to correlate to a higher rate of overall crash occurrence included:
 - Interchange presence,
 - Significant horizontal curvature,
 - Limited stopping sight distance (due to vertical curvature), and
 - Segments with only two lanes in each direction.
- Similar results were also found for winter crashes. However, in addition, a very strong correlation between average annual snowfall and crashes was also determined. This finding helps explain the extreme overrepresentation of winter crashes in Van Buren County, which typically experiences the greatest snowfall totals along the study corridor.

Corridor-wide Recommendations

Improving roadway safety takes significant efforts from all stakeholders, including the transportation agencies that own, operate, and maintain the roadways; enforcement agencies; first responders; policy makers; and ultimately the motorists traveling along the roadway. The findings of this report compliment the ongoing safety efforts of MDOT and MSP by identifying crash concentrations, contributing factors, and possible solutions. While statewide trends for serious crashes have generally improved over the past several years, opportunities for significant improvement still remain. Several corridor-wide recommendations were made as a result of the findings of this study, which are provided as follows. By incorporating these recommendations (along with the site-specific recommendations, as funding permits), the corridor review team believes continual improvements in crash and severity reductions can be made along the I-94 study corridor.

- MDOT should continue data driven crash mitigation efforts, focusing on the highest priority crash locations, and utilizing the most cost effective strategies to improve safety. Several safety related improvement projects have recently been completed along the I-94 study corridor, and several more are scheduled to occur over the next five years. As future projects become funded, incorporation of crash and crash severity reducing strategies into these projects should continue to be evaluated.
- It is also recommended that MDOT continue improving operational and roadway maintenance procedures to further enhance roadway safety. Utilizing historic crash information along with

implementation of pavement condition forecasting technology can assist with maintaining historically problematic winter crash areas.

- Efforts toward improving driver behavior should also continue to occur. The frequency and severity of crashes can be reduced when drivers maintain a safe speed for the roadway conditions. Continuing campaigns by enforcement agencies is recommended. Additionally, efforts to inform motorists of adverse driving conditions should be continued, but must be timely and specific. This may include communication of roadway conditions via dynamic message signs or other technology or temporary reduction of statutory roadway speed limits via variable speed limit displays. It is recommended that specific legislation be enacted to legally accommodate the latter. At this time only a lower advisory speed could be displayed.

Site-Specific Recommendations

A series of site reviews were performed to help identify specific areas of high crash occurrence and develop recommendations to address the associated safety issues. The following countermeasures were considered:

- Winter Weather Treatments
 - Environmental sensor stations
 - Variable speed limits
 - ITS devices providing weather-related messages
 - Advanced de-icing strategies
 - Living snow fence (strategic planting of roadside vegetation)
- Pavement Surface Treatments
 - Resurfacing
 - High friction course
- Visibility Enhancements
 - Signing
 - Pavement markings
 - Delineation
 - Lighting
- Geometric Improvements
 - Cable barrier relocation
 - Ramp extension or realignment
 - Shoulder widening
 - Increased superelevation

- Congestion Management
 - Crash investigation pull-off site
 - Courtesy patrol
 - Incident management improvements
 - ITS devices providing queue warning messages
 - Add third lane



**Environmental
Sensor Station**



**Variable Speed
Limit Sign**



**Severe Weather
Warning Sign**



Dynamic Message Sign

Examples of Potential Treatments

The following table presents a summary of recommended potential improvements and associated timeframes for the high-crash areas of the study corridor, along with additional projects that have been recently implemented or programmed for future implementation at each location.

Summary of Potential Site Improvements

Location/County	Resurface/ Friction Course	Superelevation/ Slope Improvements	Shoulder Widening	Ramp Extension/ Realignment	Signing/Marking /Delineation	Cable Barrier Relocation	Enviro. Sensor Station	ITS*	Living Snow Fence	Advanced De- icing	Lighting	Crash Investigation Site	Courtesy Patrol/ Incident Mgmt.	Add Lane
Exit 4 (US-12), Berrien				L	S									
Exit 12 (Sawyer Road), Berrien					I									
MM 22-24, Berrien	P/M	P	P			M	M	M	L	S	L			
Exit 29 (Pipestone Road), Berrien				L										
Exit 34 (I-196), Berrien							P							
MM 36-39, Berrien	S/M			M		M	P	M	L	S	L			
MM 40, Berrien	S/M													
MM 43-49, Van Buren	S/M			M/L		M	P	S/M	P	S				
Exit 52 (CR 365), Van Buren	S/M													
MM 52-57, Van Buren	I (WB) P (EB)	I (WB) P (EB)	I (WB) P (EB)	L	S		M	M	P	S				
Exit 60 (M-40), Van Buren							P							
MM 61-64 (EB), Van Buren	S/M				S	M	P	M	L	S				
Exit 66 (CR 652), Van Buren				M/L		M								
Exit 74 (US-131), Kalamazoo	P	M			I/P		M	M		S	L		S/M	
MM 77-78, Kalamazoo	S/M			M/L	P									
MM 79-81, Kalamazoo	P (WB)	I	P (EB)	I	S		M	M		S			S/M	L
MM 81-87, Kalamazoo							P					P		
MM 87-89 (WB), Kalamazoo	P	P	P	P	P		P	S/M		S				
MM 89-92, Kalamazoo						M								
MM 92-93 Calhoun	P	M		I	P/S			M		S				
Exit 96 (M-66), Calhoun					S									
Exit 100 (Beadle Lake), Calhoun					S									
MM 101-102, Calhoun	P				P		M	M		S				
Exit 104 (M-96), Calhoun				M/L	S									
Exit 108 (I-69), Calhoun		M		L	I/P		P			S	L			
MM 130-131, Jackson									L					
MM 138-141, Jackson	P	P	P	P				M		S	L		I	P

Key: Short-Term (S), Medium-Term (M), Long-Term (L); Recently Implemented (I); Programmed (P)

* May include: variable speed limits, weather or pavement surface alerts/messages from environmental sensor station, queue warning devices, etc.