



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 Members
From: Jonathan R. Start, Executive Director
Date: January 23, 2019
Subject: POLICY COMMITTEE MEETING
January 30, 2019 – 9:00 A.M.
METRO
530 NORTH ROSE STREET

The Kalamazoo Area Transportation Study Policy Committee will be meeting on January 30, 2019 at 9:00 a.m. at Metro, 530 N. Rose Street. The following items are included in the meeting packet:

1. Agenda for the Meeting
2. Informational Memorandum
3. Treasurer's Report
4. Technical Committee Report
5. Regional Prosperity Initiative Report
6. Southcentral Michigan Planning Council Report
7. Draft Minutes from the December 19, 2018 Meeting
8. FY 2017-2020 Transportation Improvement Program Amendments
9. Policy Committee Bylaws
10. Travel Demand Model Update Work Memo
11. FY 2020-2023 Transportation Improvement Program Master Project List

**KALAMAZOO AREA TRANSPORTATION STUDY
POLICY COMMITTEE MEETING**

January 30, 2019 at 9:00 a.m.
Metro, 530 N. Rose Street, Kalamazoo

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 (JANUARY 10, 2019)
 - c. ACCEPTANCE OF THE REGIONAL PROSPERITY INITIATIVE REPORT
 - d. ACCEPTANCE OF THE SOUTHCENTRAL MICHIGAN PLANNING COUNCIL REPORT
 - e. APPROVAL OF THE MINUTES FROM THE DECEMBER 19, 2018 MEETING
8. FY 2017 – 2020 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS **(ENCLOSURE) (ACTION)**
9. POLICY COMMITTEE BYLAWS **(ENCLOSURE) (ACTION)**
10. TRAVEL DEMAND MODEL UPDATE WORK MEMO **(ENCLOSURE) (ACTION)**
11. FY 2020 – 2023 TRANSPORTATION IMPROVEMENT PROGRAM MASTER PROJECT LIST **(LINK)**
12. PUBLIC TRANSPORTATION UPDATES
13. EXECUTIVE DIRECTOR'S REPORT
14. NEW BUSINESS
15. CITIZEN COMMENTS
16. MEMBER COMMENTS
17. ADJOURNMENT

Next Meeting: Wednesday, February 20, 2019 - 9:00 a.m.

Information Memo

TO: Kalamazoo Area Transportation Study Policy Committee
FROM: Jonathan R. Start, Executive Director
DATE: January 21, 2019
SUBJECT: Information on the Policy Committee Agenda for the January 30, 2019 Meeting

Here is information on Policy Committee agenda items.

8. FY 2017 – 2020 Transportation Improvement Program Amendments (Enclosure) (ACTION)

Enclosed in your packet is a list containing eight proposed project amendments for the FY 2017 – 2020 Transportation Improvement Program. Three of the amendments are for FY 2019 capital projects for the Kalamazoo Central Transportation Authority to:

- Change the scope in the Early Preliminary Engineering phase of a project to purchase vanpool vehicles
- Add a project for FY 2019 to purchase vans
- Add a project to for bus replacement in FY 2019
- Add a FY 2019 General Program Account (GPA) for the Kalamazoo Central Transportation Authority. This GPA has six projects in it at this time listed on the additional sheet. These GPA projects include vehicle purchases, facility improvements, nobility enhancements, and state match for the urbanized area formula funding. GPAs are now being used with Jobnet, the MDOT program to track projects for transit and other types of projects.

Other projects included in the amendments are:

- A FY 2019 budget adjustment for a Road Commission of Kalamazoo County safety project on D Avenue between 17th Street and Riverview Drive
- Add a preliminary engineering project for FY 2019 for MDOT to install variable speed limit signs along I-94 in Van Buren County
- A FY 2019 change in budget for an MDOT sign replacement program
- A change in year of the MDOT project to replace the US-131 Bridge over KL Avenue and the Amtrak Railroad to FY 2013.

Since the Federal Transit Authority is affected by the shutdown, staff will separate the transit project amendments from this list and submit non-transit project for review until the shutdown ends.

All of these project amendments were discussed at the Technical Committee. The Technical Committee and staff recommend that the Policy Committee approve these amendments to the FY 2017 – 2020 Transportation Improvement Program.

9. 2019 Policy Committee Bylaws Proposed Amendment (Enclosure) (ACTION)

In the packet are proposed changes to the Policy Committee Bylaws for your consideration. The intent of the proposed changes is to reduce quorum issues for future meetings. The draft documents were discussed at the November 2018 Policy Committee meeting. During that meeting staff was asked to consider options for remote attendance as another possibility to achieve the same goal.

The room used for the Policy Committee meeting is not equipped for remote meeting participation. At this point the facility owner is not planning to make any such changes to the room. It would be possible to

Information Memo

provide a conference telephone, but with no visuals and the size of the room, satisfactory participation would, in staff's opinion, be limited.

Staff is not pursuing this recommended change for any other reason than to preclude future quorum issues. Staff is very pleased with the high level of participation of members. Currently the Bylaws do not require attendance in order for a member to remain a voting member and count toward the quorum requirement. The proposed changes would renew the prior attendance requirement for active voting membership. If members take advantage of the ability to designate an alternate member, then they or their alternate satisfy the attendance requirement when present. If the changes to the Bylaws are approved, restoration of active voting status is easily achieved.

Staff recommends that the Policy Committee approve the changes to the Policy Committee Bylaws in order to reduce the chance of future meeting quorum issues.

10. Model Update Work Memo (Enclosure) (ACTION)

In preparation for the new KATS Metropolitan Transportation Plan, and in order to coordinate with the modeling efforts of MDOT for Van Buren Count, Battle Creek Area Transportation Study, and Calhoun County for 1997 air quality analysis, the current KATS travel demand model needs to be updated to use the same base year, trip distribution rates, and other updated information in order that the outputs are compatible. Staff and the consultant who developed our Travel Demand Model have been working with our MDOT partners to develop a schedule of discrete tasks to bring our model up to the agreed upon base year and input information. The enclosed memo outlines work for both the consultant and for KATS and MDOT to start this process. The cost for this work is \$24,928.00. The FY 2019 Unified Planning Work Program includes funds for this work. The consultant, Cambridge Systematics is the consultant who developed our Travel Demand Model and knows it comprehensively.

Staff recommends that the Policy Committee approve the work detailed in the memo and authorize Staff to give Cambridge Systematics the notice to proceed for a cost of \$24,928.00.

11 FY 2021 – 2023 Transportation Improvement Program Master Project List (Link).

Here is a link to the master list of all road projects that were submitted for consideration for the FY 2020 – 2023 Transportation Improvement Program (TIP). The list includes the rating of these projects using the recently revised Project Prioritization Process for the Transportation Improvement Program. The master list will be provided for consultation and public involvement in the development of the proposed TIP. A subcommittee has begun working from this rated list to slot projects into a draft TIP.

The schedule for adoption of the TIP includes one important month, March 2019. In this month final amendments to the FY 2020 program year must be made. In addition, according to the schedule developed by MDOT Statewide Planning, final FY 2019 amendments need to be made. This information has been shared with the Technical Committee.

Our deadline to approve the FY 2020 – 2023 Transportation Improvement Program is the May Policy Committee meeting. With public involvement the draft TIP needs to be done in April.

12. Public Transportation Updates

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

13. Executive Director's Report

Transportation Asset Management Dashboards – The Transportation Asset Management Council has interactive maps on its website, www.michigan.gov/tamc, has information available to the public with

Information Memo

interactive maps that show the Pavement Surface and Evaluation Rating for the federal aid system. This interactive map can be zoomed in on any area of the State to show these pavement surface condition ratings. There are also dashboards that summarize information on pavement condition, traffic, safety, bridges, maintenance, and finance to name some. If data is not included on the interactive maps such as non-federal aid eligible surface condition, that data has not been shared with the State. The transportation Asset Management Council encourages the collection and sharing of non-federal aid surface condition data in order to give a more complete picture of the condition of the street system. KATS can assist in the gathering of this data. If you look at the maps, you will see that some member agencies have their non-federal aid eligible condition data shown. Staff will show these at the February Policy Committee meeting.

Third Party In-Kind Contributions and Annual Dues – Thank you to all who have paid your annual dues and who have returned signed Third Party In-kind Contribution agreements to KATS. In order to be a voting member we need to have both In hand. Staff will be contacting those where we are missing one or both of these. We need to document that we have sufficient in-kind contributions to match our federal program dollars. This documentation needs to be provided to MDOT and the Federal Highway Administration in order to get permission to use contributed services instead of cash match. Thank you for your assistance in this. Staff is available if members have questions on this.

New Statewide Planning Section Manager – Eric Mullen is the new manager of the Statewide Planning Section effective January 27, 2019. Eric has been the MDOT representative from this section to the Policy Committee. KATS congratulates him on his promotion and looks forward to working with his section.

Federal Partial Shutdown Impact – During the Technical Committee meeting the City of Portage reported that the partial Federal Shutdown caused a delay in the letting of their Milham Road project scheduled for the February letting. The Federal Transit Administration, unlike the Federal Highway Administration is shut down. An amendment which included the Milham Road project along with transit projects was in the process of being approved when the shutdown occurred. This stopped the amendment from proceeding. After KATS staff was informed of this it separated transit projects from other projects in that amendment so it could continue being processed. The Federal Highway funding obligation authority does still exist during the shutdown.

KALAMAZOO AREA TRANSPORTATION STUDY

TREASURER'S REPORT

Policy Committee Meeting January 29, 2019

Beginning Balance of Checking as of December 1, 2018	\$ 81,192.01
Receipts	34,352.66
Checks	-46,249.68
Withdrawals/debits	<u>-29,897.98</u>
Ending Balance of Checking as of December 31, 2018	<u>\$ 39,397.01</u>

If there are any questions regarding this report, please contact me.

Respectfully submitted,

Marsha C Drouin
Treasurer, Kalamazoo Area Transportation Study
mdrouin@richlandtwp.net
269-629-4921

Technical Committee Report

TO: Kalamazoo Area Transportation Study Policy Committee

FROM: Jonathan R. Start, Executive Director

DATE: January 23, 2019

SUBJECT: Technical Committee Report (January 10, 2019)

The Technical Committee met January 10, 2019 at 9:00 a.m. at Metro.

Action items on the agenda included:

- FY 2017-2020 Transportation Improvement Program Amendments
- 2019 Technical Committee Meeting Schedule

There were status reports on roads and planning activities which included:

STATUS REPORTS

ROADS – Dewey reported that the Federal Highway Administration has determined that they have obligation authority granted under the FAST Act and as a result there should be no effect on obligation due to the ongoing federal government shutdown.

Harmon reported the shutdown impacted their schedule. The Milham Road project was scheduled to be in the February letting but wasn't able to be included. The Lovers Lane safety project will start on April 1. Other future projects include the installation of a boulevard on Zylman from Coxs to Sprinkle, reconstruction of Idaho from Oregon to Westledge, resurfacing and installation of sidewalk on Meredith from Sprinkle to Kilgore and installation of a left turn lane on Angling from Vincent to the N. City Limit.

Lipset reported the agreement for jurisdictional transfer of MDOT roads to the City of Kalamazoo is completed and waiting for the Director to sign for final approval. Resulting signage changes for revised trunkline routes are being studied. It is expected that all new routes will be re-signed by the end of summer. Will Thompson has been named the new Region Engineer.

Dorr reported that the underground conduit installation continues for the West Michigan/Howard project. The Pitcher Street project still waits for mast arm fabrication to be completed. Final plans for the Cork Street project will be submitted in January for an expected April letting.

Fairchild said that applications for the 2021 – 2023 Small Urban program are due February 1.

Heppler reported that the replacement of the Canal Street Bridge scored well in the recent Local Bridge program application process but it was not funded. Augusta will re-apply in the next cycle and hopes that KATS will support their application. FG Avenue and N. Lincoln will be resurfaced this year.

Minkus presented the following updates for the Road Commission of Kalamazoo County:

Non-motorized:

- Drake Road Trail Project to start spring of 2019.
- Kalamazoo County Parks River Valley Trail, Survey almost complete. Design is underway.

Roads:

- KL Avenue from 11th Street to Drake Road: Working with adjacent property owner and DEQ to be able to start in spring.

Technical Committee Report

- D Avenue from Rolling Meadows Drive to Douglas Avenue & D Avenue from 17th Street to Riverview Drive: Working on final plans for turn-in.
- 8th Street from R Avenue to S Avenue: Submitting Grade Inspection within the next week.

Other Updates:

- RCKC hosting educational events:
 - Asset Management for Local Officials: 01/23 @ 8:00 AM
 - MSP Setting Realistic Speed Limits and MORE: 01/29 @ 9:00 AM
 - Informational Session: Frost Laws: 02/13 @ 9:00 AM

O'Neill reported that design for the I-94 widening project is moving forward. There will be a public meeting scheduled soon.

LAND USE/PLANNING AND ZONING

Reilly reported the Edison Neighborhood plan was approved by the City of Kalamazoo Planning Commission. The Complete Street Policy was approved by the City Commission, which also approved ordinances addressing bicycles on sidewalks and pedestrian crossings.

Baker said the site plan for the Advia Credit Union headquarters east of Meijer on W. Main has been submitted for approval. Clearing for construction should start soon. It is expected that the project will include a new traffic signal and an agreement with Meijer for joint use for customers wishing to turn east on W. Main.

Bessert reported that Kalamazoo County Planning has a new public website for GIS that will be accessible in a few weeks. They are currently working on address data issues for Central Dispatch. Updated printed road maps are being worked on.

Forth reported that Governor Snyder signed into law an act that takes away local control over cell tower installations.



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To: Policy Committee
From: Jonathan Start, Executive Director
Date: January 21, 2019
Subject: Regional Prosperity Initiative Report

The Regional Prosperity Initiative Committee continues to meet. In January the committee broke down into three working groups by area, Infrastructure, Education, and Community Development. Each group is scheduled to have its initial organizing meeting in January. The committee did receive the funding that it requested for 2019.



The Metropolitan Planning Organization for the Greater Kalamazoo Area

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TO: KATS Policy Committee
FROM: Jonathan Start, KATS Executive Director
DATE: January 21, 2019
SUBJECT: Southcentral Michigan Planning Council Report

During the month of December, 2018, KATS staff worked on the Michigan Department of Transportation (MDOT) Planning Activities for the Southcentral Michigan Planning Council (SMPC). Work was concentrated in the following activities:

- Submitted the November monthly Rural Task Force report to MDOT Planning
- Began entering 2020 – 2023 Rural Task Force projects into JobNet for programming
- Worked on development of a new fiscal constraint tracking spreadsheet for Rural Task Force
- Scheduled meetings to select projects for the 2021 – 2023 Call for Projects in the Albion, Coldwater/Quincy, Hastings, Marshall, Paw Paw/Lawton, Sturgis and Three Rivers Small Urban areas
- Prepared meeting materials for and facilitated the December 14 Rural Task Force #3 meeting
- Prepared and distributed draft minutes of the December 14 Rural Task Force #3 meeting
- Worked on preparation of notices and materials for the upcoming Small Urban task force meetings

KALAMAZOO AREA TRANSPORTATION STUDY POLICY COMMITTEE
Draft Minutes of the December 19, 2018 Meeting

CALL TO ORDER

The December 19th, 2018 Policy Committee meeting was called to order by Chair Thompson at 9:00 a.m.

INTRODUCTIONS

Introductions were made by those present.

ROLL CALL

Attendance was recorded on the sign-in sheet.

MEMBERS PRESENT

Curtis Aardema	Central County Transportation Authority
Rob Baker	Ross Township
Rob Britigan	City of Parchment
Carol Daly	Village of Mattawan
Marsha Drouin, Treasurer	Richland Township
John Gisler	Kalamazoo County
Pamela Goodacre	Kalamazoo County Transportation Authority
Libby Heiny-Cogswell, Vice-Chair	Oshtemo Township
Jeff Heppler	Village of Augusta
John Hinkle	Texas Township
Joanna Johnson	Road Commission of Kalamazoo County
Carl Keller	Village of Vicksburg
Greg Kinney	Van Buren County Road Commission
Nicolette Leigh	Kalamazoo Township
Tracey Locey	Brady Township
Sarah Moyer-Cale	Village of Paw Paw
Eric Mullen	MDOT, Planning
Patricia Randall	City of Portage
Brian Sanada	MDOT, TSC
Jeff Sorensen	Cooper Township
Tom Swiat	Prairie Ronde Township
Randy Thompson, Chair	Comstock Township
Don Ulsh	Shcoolcraft Township
Jerry VanderRoest	Charleston Township

MEMBERS ABSENT

David Anderson	City of Kalamazoo
Dan Bishop	Village of Lawton
John Clement	Van Buren Public Transit
Keith Gunnett	Village of Schoolcraft
Judy Lemon	City of Galesburg
Robert Reits, Jr.	Waverly Township
Bruce Rolfe	Village of Climax
Greg Rosine	Western Michigan University
Daniel Ruzick	Antwerp Township
Paul Schincariol	Van Buren County Road Commissioners
Don Schultz	Climax Township
Michael Scott	Village of Richland
Jon Speeter	Pavilion Township

Donald Stull
Gail VanderWeele
Bill VanTassel

Paw Paw Township
Alamo Township
Almena Township

OTHERS PRESENT

Grace Guan, Sean McBride, Megan Mickelson, Fred Nagler, Jon Start, and Steve Stepek.

CHANGES OR ADDITIONS TO THE AGENDA

No changes to the agenda were requested.

APPROVAL OF THE AGENDA

MOTION by Heppler, SECOND by Johnson, ***“to approve the agenda of the December 19, 2018 Policy Committee Meeting.”*** MOTION APPROVED.

CITIZENS' COMMENTS

No citizens' comments were made.

CONSENT AGENDA

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

TRAFFIC DATA COLLECTION SERVICES CONTRACT 2019 – 2021

Start noted the Traffic Data Collection Services Contract is a three year contract with extensions for two additional three year periods. Current contractor was again the lowest bidder by a considerable amount and has been performing the traffic data collection activities well. KATS staff recommended that the committee award the contract.

Leigh asked about traffic counts being uploaded to a database that is available to the public. Start informed the committee that there is a traffic count link on the KATS website which leads to an interactive traffic count map. Daly inquired about Van Buren County traffic counts on the website. Start noted that while KATS has offered to include the townships within KATS planning area, Van Buren has declined, therefore Van Buren County traffic count data is not currently available on the website. Van Buren County townships are welcome to be included in future contracts.

MOTION by Sorensen, SECOND by Gisler, ***“to approve and award the Traffic Data Collection Services Contract for 2019-2021 to Traffic Tech Services, LLC.”*** MOTION APPROVED.

CITIZEN ADVISORY COMMITTEE MEMBER REAPPOINTMENT

Start noted that three members of the Citizen's Advisory Committee for KATS have terms expiring this year. All three members are willing to stay on for another term. There are two additional spaces available on the committee for those who wish to join.

MOTION by Johnson, SECOND by Heppler, ***“to reappoint the three members of the Citizen Advisory Committee for another year.”*** MOTION APPROVED.

2019 POLICY COMMITTEE MEETING SCHEDULE

Start discussed the 2019 Policy Committee Meeting schedule with a choice between starting meetings at 9:00 a.m. or 9:30 a.m.

There was a conflict with the February 27 date and a local township conference. The February meeting will be moved to February 20.

MOTION by Johnson, SECOND by Britigan, ***“to approve the 2019 Policy Committee Meeting schedule with a 9:00 a.m. start time with the amended February date.”*** MOTION APPROVED.

POLICY COMMITTEE OFFICERS ELECTION

The election subcommittee spoke to current officers and those officers were willing to serve another term. Policy Committee is keeping the same slate of officers; Chair Randy Thompson, Vice-Chair Libby Heiny-Cogswell, and Treasurer Marsha Drouin.

MOTION by Sorensen, SECOND by Johnson, ***“to reappoint the Policy Committee Officers for 2019.”***
MOTION APPROVED.

FY 2018 OBLIGATED PROJECT REPORT PRESENTATION

Stepak reported that part of legislation requires KATS to post what projects were obligated in the previous year. A presentation was given to discuss the highlights of the FY 2018 Obligated Project Report. The FY 19 report next year will be including performance measures.

PUBLIC TRANSPORTATION UPDATES

Goodacre reported that Metro is still working on improving signage in the downtown area. Discovered that 2/3 of riders ride to go to work or school. Metro usage experienced a 23% increase from 2017 to 2018. Reduced number of stops for safety and efficiency. Continuing with branding and wrapping 7 of the last line haul buses. Traveling to different municipalities, to reach out and discuss current and future changes for Metro. KVCC students can purchase passes at the beginning of the year and cost \$240 for the year. The City of Kalamazoo Foundation of Excellence is working on use mobility, a project so that all students can ride the bus with their I.D. card and not just during school hours. Metro is working on their vision and mission statements. Aardema mentioned the token transit program is approaching the end of its first year, which gives riders the online ability to buy passes and board the bus, without the need for cash. So far, the program is exceeding expectations for usage. The Comstock east route starts January 7. The pilot route will service Commons Park and east end neighborhoods and greenhouses on River Street. Goodacre noted the mileage is coming, will be going out and talking about mileage proposals with local agencies. CCTA includes 6 jurisdictions with a mileage renewal for May 2020. KCTA mileage renewal is scheduled for May of 2021.

Randall inquired how WMU ride the bus for free. McBride noted that WMU subsidizes bus fares with a contract for over \$600,000 a year for students and employees at WMU to ride for free. Randall inquired if KVCC was willing to take part in a similar contract. McBride mentioned that Metro is willing to have a contract with the college once the right advocate takes on the endeavor. Randall suggested the president as a willing and able advocate. Aardema noted that Metro also talked about partnering with Kalamazoo College. Foundation for Excellence program for the City of Kalamazoo contract is new and innovative concept.

EXECUTIVE DIRECTOR'S REPORT

Start reported that candidate projects for the FY 2020-2023 Transportation Improvement Program (TIP) have been received. Staff thanks all members who submitted projects. The first meeting of the prioritization subcommittee met to review data associated with each project to be used in the ranking process. Having agreed on data, staff is completing the prioritization process so initial rankings can be assigned to projects. One issue that has arisen is how to address possible City of Kalamazoo projects that are not yet transferred from MDOT.

Staff has submitted final billings to MDOT for work completed in FY 2018. There were no changes to the financials noted by the auditors.

Our auditor Stevens, Kirinovic, & Tucker P.C. will be merging with the firm of Maner Costerisan on January 1, 2019. KATS has one additional year on the contract for audit services with Stevens, Kirinovic, & Tucker P.C. KATS does not anticipate any changes to the services that have been received to date.

Johnson noted with prioritization and the safety element, which might have an impact on safety audit performance measures. Also, inquired how the MDOT to City of Kalamazoo road transfer affects the TIP. Start mentioned that if the transfer goes through, the roads that were applied for funding will be included in the TIP.

Steppek noted that the City of Kalamazoo didn't apply for many other roads outside of the potential transfer. KATS staff is not seeing that big of a change in total for agencies. It's a wash during preliminary ranking by year and funding, the effect overall will be small.

Johnson was unsure about the funding agreement associated with the transfer. Johnson noted the potential future changes in those roads from one way to two way and how the funding the City of Kalamazoo applied for the TIP cycle might not be enough to cover expenses. Stepek noted that noting on the application forms talked about the conversion of roads. Should there be a redesigned configuration of roadways, KATS funding would be a small part of the total grant funding the city would need and would not be the only source of funding applied for. Johnson shared concern about the division of money in the TIP. Stepek assured the committee members that once federal money was awarded to a particular roadway, the unwritten rule is the roadway will not receive federal funding in the same 10 year period in order for there to be a return on investment.

Start mentioned that depending on the results of the City's planning process, there may be an impact on the National Functional Classification which would then require KATS staff to be involved in evaluating changes in traffic and classification.

NEW BUSINESS

The annual open house and KATS 101 training flyer was passed out at the meeting.

CITIZEN COMMENTS

There were no citizen comments.

MEMBER COMMENTS

Kinney mentioned the Van Buren County Road Commission has been dealing with controversy over the reappointment of commissioners.

Johnson noted the Local Agency Asset Management Training is January 23 from 8:00 a.m. to 11:00 a.m. Setting Realistic Speed Limits and more is highly recommended for locals to attend on January 29 from 9:00 a.m. to 11:00 a.m. Also, a session on Understanding Frost Laws will be held February 13 from 9:00 a.m. to 11:00 a.m. All training sessions are held at the Road Commission office.

Heiny-Cogswell reported that Oshtemo Township will be appointing a new trustee in January following the recent passing of trustee this month. Heiny-Cogswell also gave mention to how good the new Metro branding looks.

Steppek offered that KATS staff is willing to meet with members to discuss operations, contributed services, and other information sessions upon request.

ADJOURNMENT

There being no other business, Chair Thompson adjourned the December 19, 2018 Policy Committee Meeting at 9:54 a.m.

Next Meeting: Wednesday, January 30, 2018 - 9:00 a.m.

What is the TIP?

The Transportation Improvement Program (TIP) is an outline of transportation projects programmed in the Kalamazoo Area Transportation Study (KATS) Planning Area for Fiscal Year (FY) 2017-2020. This area includes all of Kalamazoo County and Almena Township, Antwerp Township, Paw Paw Township, Waverly Township, and the Villages of Paw Paw, Lawton, and Mattawan in Van Buren County.

The Metropolitan Planning Area

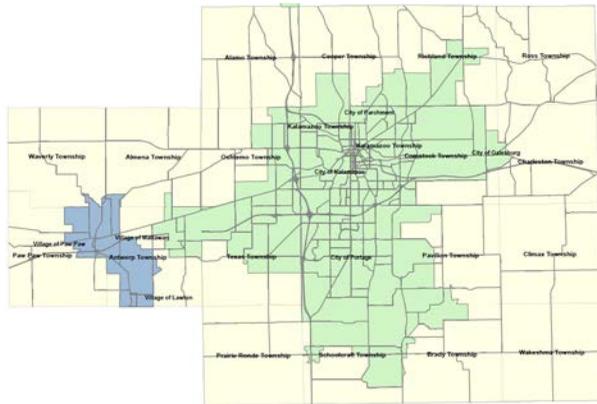


Figure 1: Map of KATS MPO and Urbanized Area

The TIP, as required by federal regulations, addresses all projects proposed to use federal transportation funding within the KATS area. Everyone who lives, works, attends school, visits, or travels through our region is affected by these projects. The TIP responds to the everchanging needs of all users and includes maintenance, public transit, bikeway, sidewalk, bridge, traffic signal, and other projects.

Development of the TIP

The TIP covers a four-year period but is updated every three years to ensure an efficient transition between programs.

The program is developed using the continuing, cooperative, and comprehensive planning process with state and federal transportation agencies (the Michigan Department of Transportation, the Federal Highway Administration and the Federal Transit Administration), public transit agencies, local governments, and residents. To be included in the TIP, projects must have committed funding and provide project details.

Amending the TIP

KATS regularly amends the TIP to reflect new and changing projects. The KATS staff may approve minor changes, but certain modifications are more significant and require KATS to approve a formal amendment to the TIP. These modifications include:

- Cost changes that exceed percentage thresholds
- Major changes that affect project scope
- Additions
- Deletions
- Schedule changes that move projects into the TIP's time period

The TIP Process

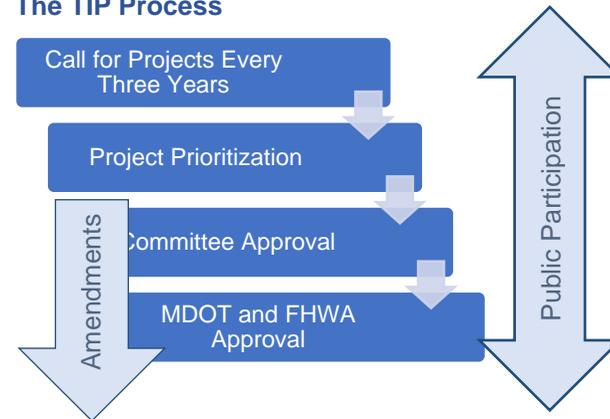


Figure 2: KATS Transportation Improvement Process

The Metropolitan Transportation Plan

The Kalamazoo Area Transportation Study also develops the region's long-term Metropolitan Transportation Plan (MTP). The MTP covers more than 20 years of planning efforts and must be updated every four years. The short-range projects included in the TIP must be consistent with the long-range planning efforts included in the MTP.



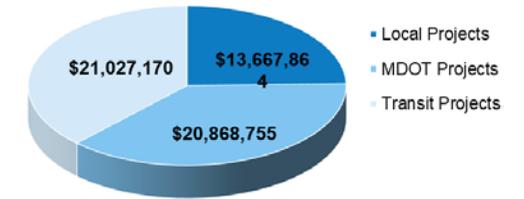
Kalamazoo Area Transportation Study
5220 Lovers Lane, Suite 110
Portage, MI 49002
Phone: 269-343-0766
Email: info@katsmpo.org

For more information on the Transportation Improvement Program visit www.KATSmpo.org.

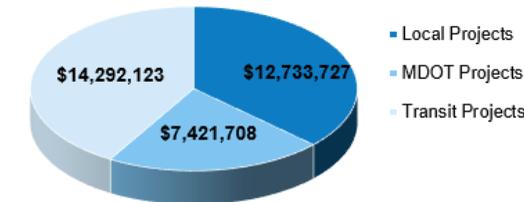
Public notice of public involvement activities and time established for public review and comments on the Transportation Improvement Program (TIP) will satisfy the Program of Projects (POP) requirements for the following grantees: The Kalamazoo County Transportation Authority, the Central County Transportation Authority and Van Buren Public Transit.

FY 2017-2020 TIP Fiscal Constraint

2017 Total Commitments



2018 Total Commitments



2019 Total Commitments



2020 Commitments

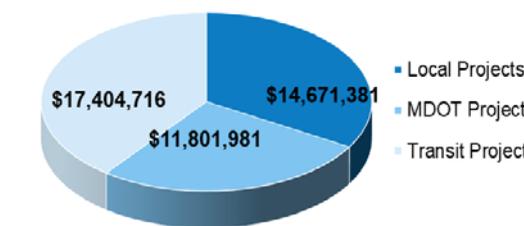


Figure 3: FY 2017-2020 Fiscal Constraint by Year

FY 2017-2020 Transportation Improvement Program

January 2019 Amendments (1/30/19)

Fiscal Year	Job Number	Phase	Responsible Agency	Project Name	Limits	Primary Work Type	Project Description	Federal Cost	State Cost	Local Cost	Total Phase Cost	Amendment Type	GPA	Comments	Total Project Cost
2019	123961	EPE	Kalamazoo Central County Transportation Authority	N Rose St	Kalamazoo Metro Transit	Transit	Vehicle Purchase for vanpool program	\$100,000	\$0	\$25,000	\$125,000	Scope Change	Not Applicable		\$125,000
2023	122664	CON	MDOT	US-131 SB & NB	Over Amtrak & KL Avenue	Bridge Replacement	Bridge Replacement	\$9,249,051	\$2,050,951	\$0	\$11,300,000	Moved Out of Current TIP (Delete)	Not Applicable		\$12,215,000
2019	204668	PE	MDOT	Various	Signing Update	Traffic Safety	Signing Replacement	\$25,000	\$0	\$0	\$100,000	Budget over 24%	Not Applicable		\$1,414,968
2019	205077	PE	MDOT	I-94	I-94 VanBuren County east	ITS Applications	Variable Advisory Speed Limit System along I-94 in VanBuren Co.	\$286,789	\$62,954	\$0	\$786,921	Addition	Not Applicable		\$4,701,078
2019	205883	NI	Kalamazoo Central County Transportation Authority	N Rose St	Kalamazoo Metro Transit	SP10-State Match urban Agency	Van Purchase	\$130,306	\$32,577	\$0	\$162,883	Addition	Not Applicable		\$162,883
2019	200865	CON	Kalamazoo County	W D Avenue	W D Avenue from 17th Street to Riverview Drive	Traffic Safety	Widen paved shoulders, HMA resurfacing, culvert replacement	\$553,200	\$0	\$596,800	\$1,150,000	Budget over 24%	Not Applicable		\$1,150,000
2019	GPA	NI	Kalamazoo Central County Transportation Authority	Transit Capital GPA	Transit Capital GPA	SP10-State Match urban Agency	Transit Capital: Vehicle Purchases	\$1,453,900	\$363,475	\$0	\$1,817,357	Addition	Transit Capital		\$1,817,357
2019	205899	NI	Kalamazoo Central County Transportation Authority	N Rose St	Kalamazoo Metro Transit	SP10-State Match urban Agency	Bus Replacement	\$2,808,797	\$702,199		\$3,510,996	Addition	Not Applicable		\$3,510,996

BYLAWS

KALAMAZOO AREA TRANSPORTATION STUDY (KATS) POLICY COMMITTEE

ARTICLE I

NAME OF ORGANIZATION

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Section 2

Responsibility. The Committee shall develop transportation plans and programs for the KATS Area, integrally considering local, county, regional and state plans and programs. In addition, the Committee’s broad objectives encompass, but are not limited to, the following:

- A. To develop transportation plans and programs and establish processes for the continuing review of plans, recommendations, and programs to facilitate the movement of persons and goods in the KATS Area;
- B. To design and carry out the assembling and analysis of information pertaining to transportation within the area;
- C. To review and evaluate the planning and programming of transportation related activities, projects and programs within the KATS Area, as they may impact the transportation system;
- D. To assist in project implementation where such projects require organizational, functional and operational analysis and/or to undertake those implementation functions not reserved to other agencies or as may be appropriately delegated by such agencies;
- E. To establish and implement a continuing program of public information regarding transportation planning, programs and projects;
- F. To integrate air quality and congestion management analysis into transportation planning, as required;

- G. To ensure that the transportation planning process complies with federal Title VI and environmental justice requirements;
- H. To promote coordination and cooperation in transportation planning and projects between transportation service providers; and
- I. To conduct other planning activities deemed appropriate for the KATS Area.

ARTICLE III

MEMBERSHIP

- Section 1 General. Membership on the Committee shall be made of local elected and/or appointed officials from governmental units or public transportation service providers within the Kalamazoo Area Transportation Study Metropolitan Area Boundary (hereafter the “Study Area”), representatives of designated State and Federal transportation agencies, and such other organizations as the Committee shall admit as Members as provided by these Bylaws. Members will be classified as active voting, inactive voting, or non-voting. KATS staff will maintain a current listing of active voting, inactive voting, and non-voting members.
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Section ~~6~~7 Designation of Members and Alternates. Governmental units and/or agencies with membership on the Committee shall designate by name, one member and one alternate from among the elected officials of that unit or members of that agency, whichever is applicable. A list of members and alternates will be maintained and kept current. Alternates of voting members will only be eligible to vote in the absence of that member, however, are encouraged to attend the meetings.

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Section 1 Establishing Subcommittees. The Committee shall establish such subcommittees as it deems necessary or appropriate.

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City of Portage
Kalamazoo County Road Commission
Van Buren County Road Commission

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Kalamazoo County Transportation Authority
Central County Transportation Authority
Kalamazoo Township
Oshtemo Township
Texas Township
Western Michigan University

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Appendix B

Standing Non-Voting Members

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Memorandum

TO: Steve Stepek, KATS

FROM: Sean McAtee

DATE: January 3, 2018

RE: KATS Model Update – Data Updates and Processing

As discussed, CS is providing a proposed scope of services to prepare data and process household travel survey data related to the KATS Travel Demand Model. This work will build on the existing travel model maintained by KATS. The updated model data will reflect a 2016 base year. This proposal utilizes new household survey data collected by MDOT, MI Travel Counts III.

Scope of Services

The scope below identifies tasks that will be completed by CS, as well as data and technical information to be provided by MDOT and KATS staff.

- **Network Updates:** CS will update the KATS transportation networks to reflect current conditions. This includes updates to the roadway networks to reflect changes (if any) between the current base year of 2010 and the updated base year of 2016. CS will also review the transit route system and updated it as necessary for consistency with 2016 transit schedules.
 - CS Deliverables: Updated roadway and transit networks in TransCAD format
 - KATS Deliverables: List of completed roadway projects completed between 2010 and 2016; 2016 fixed transit route schedules.
- **Traffic Count Updates:** CS will review updated traffic count data reflecting 2016 conditions, identifying validation counts for use in the 2016 model validation procedure.
 - CS Deliverables: Updated validation counts on the roadway network
 - KATS Deliverables: All available traffic count data, matched to the roadway network using a common ID value or count filename
- **Socioeconomic Data (SED) Updates:** CS will update model input files with revised SED at the TAZ level. CS will also perform a high level check of updated SED to identify any potential problems such as inconsistent household and growth rates or decreases in population or employment in some zones.

- CS Deliverables: Updated TAZ inputs in TransCAD format; discussions and communication regarding SED review.
- KATS Deliverables: Updated base and forecast year SED in electronic format (e.g., Excel files or shapefiles).
- **Trip Generation Rate Updates:** CS will review the available MI Travel Counts Survey dataset and use it to update trip rates input to the KATS travel model.
 - CS Deliverables: Updated production and attraction trip rates based on analysis of MI Travel Counts III. Brief memorandum documenting the updated rates.
 - KATS/MDOT Deliverables: MI Travel Counts data, with records cleaned, weighted, and expanded. The dataset should identify trip purpose for each trip, using definitions consistent with the KATS model.
- **Trip Distribution Target Development:** CS will review the available MI Travel Counts Survey dataset and use it to prepare a set of trip distribution calibration targets. These targets will include trip length frequency distributions, average trip times and lengths, intrazonal shares, and district-to-district travel patterns.
 - CS Deliverables: Updated trip distribution calibration targets.
 - KATS/MDOT Deliverables: MI Travel Counts data, with records cleaned, weighted, and expanded. The dataset should identify trip purpose for each trip, using definitions consistent with the KATS model.

Cost Estimate

CS proposes to complete the above described work on a time and materials basis, for a cost not to exceed \$24,928.00. An estimate of hours by staff member and task is shown in the table below.

	Sean McAtee \$222.27	Michelle Bina \$170.60	Mat Trostle \$130.56	Total
Network Updates	4		20	\$3,500.28
Traffic Count Updates	2	8	20	\$4,420.54
SED Updates	6		16	\$3,422.58
Trip Generation Rate Updates	10		30	\$6,139.50
Trip Distribution Target Development	10		40	\$7,445.10
Total	32	8	126	\$24,928.00