To: Policy Committee Members

From: Jonathan R. Start, Executive Director

Date: May 22, 2019

Subject: POLICY COMMITTEE MEETING
May 29, 2019 – 9:00 A.M.
METRO
530 NORTH ROSE STREET

The Kalamazoo Area Transportation Study Policy Committee will be meeting on May 29, 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
7. Draft Minutes from the April 24, 2019 Meeting
8. FY 2020-2023 Transportation Improvement Program
9. FY 2020 Unified Planning Work Program
10. City of Kalamazoo Jurisdictional Transfer Update (Deputy City Manager Chamberlain)
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 (MAY 9, 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 APRIL 24, 2019 MEETING
8. FY 2020 – 2023 TRANSPORTATION IMPROVEMENT PROGRAM (ENCLOSURE) (ACTION)
9. FY 2020 UNIFIED PLANNING WORK PROGRAM (ENCLOSURE) (ACTION)
10. CITY OF KALAMAZOO JURISDICTIONAL TRANSFER UPDATE (DEPUTY CITY MANAGER CHAMBERLAIN)
11. KATS ADMINISTRATIVE POLICIES AND PROCEDURES FOR THE TRANSPORTATION IMPROVEMENT PROGRAM AND METROPOLITAN TRANSPORTATION PLAN DOCUMENT (ENCLOSURE)
12. PUBLIC TRANSPORTATION UPDATES
13. EXECUTIVE DIRECTOR’S REPORT
14. NEW BUSINESS
15. CITIZEN COMMENTS
16. MEMBER COMMENTS
17. ADJOURNMENT

Next Meeting: Wednesday, June 26, 2019 - 9:00 a.m.
Here is information on Policy Committee agenda items.

8. FY 2020 – 2023 TRANSPORTATION IMPROVEMENT PROGRAM (ENCLOSURE) (ACTION)

The meeting packet contains the FY 2020 – 2023 Transportation Improvement Program (TIP) for KATS. It has been in development for the past year and included work to:

- modify the Project Prioritization Process, tying to the KATS Metropolitan Transportation Plan
- incorporate federal performance measures and the State adopted targets
- reviewed local agency capital program projects to determine the draft federally funded projects list
- Evaluated the Transportation Improvement Program for Environmental Justice impacts
- Performed Air Quality Conformity on the projects
- Followed our public involvement process and had an information open house opportunity to discuss the program and answer questions
- Compared project costs to available resources for fiscal constraint
- Addressed comments received on the document and projects

The FY 2020 -2023 Transportation Improvement Program as prepared meets the requirements, ties into and supports the KATS 2045 Metropolitan Transportation Plan, incorporates federal performance measures, and supports the state targets for those measures. The projects contained in the TIP have been determined to satisfy applicable air quality conformity. No additional comments were received in the last month.

One minor addition was made to the document after this month’s Technical Committee meeting. That is the addition of Appendix I, the JobNet Fiscal Constraint Export. After discussion with FHWA, we were asked to include this report. The report is referenced in the Fiscal Constraint chapter, but no other changes were made to the document.

The action that is being asked of the Policy Committee is to approve the resolution adopting the Fiscal Year 2020 – 2023 Transportation Improvement Program for the Kalamazoo Metropolitan Area and authorize the Chair to sign on behalf of the Policy Committee. This resolution is in Appendix D. In addition, The Chair is being asked to sign on behalf of KATS the Metropolitan Transportation Planning Process Certificate which states that KATS planning activities are conducted according to applicable federal requirements. This certificate is found in Appendix E. KATS does conduct its planning activities according to the federal and state requirements.

For your information here is a brief explanation of the self-certification requirement:

Self-Certification Resolution Information
CFR= Code of Federal Regulations

This is a requirement for all Metropolitan Planning Organizations when adopting the Transportation Improvement Program. It outlines a wide variety of rules, regulations, and laws that govern over the Metropolitan Planning Process.
(1) 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart;

Outlines the requirements of the Metropolitan transportation planning process and the requirements of Metropolitan Planning Organizations. Title 23 pertains to the highway side, Title 49 refers to the transit side.

(2) In nonattainment and maintenance areas, sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93;

Outlines all the planning requirements for Metropolitan Planning Organizations in regards to the air quality conformity process.

(3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;

Title VI: No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

49 CFR part 21: The purpose of this part is to effectuate the provisions of title VI of the Civil Rights Act of 1964 (hereafter referred to as the Act) to the end that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Transportation. (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;

(5) Section 1101(b) of the FAST Act (Pub. L. 114-357) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in DOT funded projects;

This section outlines the Department of Transportation's rules against discrimination when awarding federal dollars through State Departments of Transportation, and promotes the Disadvantaged Business Enterprise program.

(6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;

The purpose of the regulations in this subpart is to prescribe the policies, procedures, and guides relative to the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts.

(7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;

Part 27: No otherwise qualified individual with a disability in the United States shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Part 37: The purpose of this part is to implement the transportation and related provisions of titles II and III of the Americans with Disabilities Act of 1990.

Part 38: This part provides minimum guidelines and requirements for accessibility standards in part 37 of this title for transportation vehicles required to be accessible by the Americans With Disabilities Act (ADA) of 1990
The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance; (9) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and (10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

These sections (8, 9, 10) prohibit discrimination for age, sex, or disability in regards to any program using federal funds.

9. FY 2010 Unified Planning Work Program (Enclosure) (ACTION)

The meeting packet contains the FY 2020 Unified Planning Work Program for KATS. This document represents the budget and anticipated activities for KATS in FY 2020. It also indicates the activities anticipated from member staff and consultants that will support the planning activities of KATS. There is one project included to pass through $13,506.25 in carry over funds to the Central County Transportation Authority for the purchase of the Remix Transit Planning Software. The local match for this project is being provided by Metro. KATS will continue to be a consultant to the Southcentral Michigan Planning Council for Michigan Department of Transportation work activities.

The FY 2020 KATS program is funded with Federal, State, and local dollars. KATS has asked for and received permission to use third party in kind contributions instead of cash for the match needed for the federal dollars. Table 1 on page 10 shows the anticipated revenues. Table 3 on page 11 shows the resources anticipated for KATS activities and the work programs those funds will be allocated to.

The work activities included in the program will be similar to those being done this year. They will include a bigger concentration on long range planning with the work on the next Metropolitan Transportation Plan and a little less on short range planning since the FY 2020 – 2023 Transportation Improvement Program will be maintained, not developed.

Staff and the Technical Committee recommend that the Policy Committee approve the FY 2020 Unified Planning Work Program.

10. City of Kalamazoo Jurisdictional Transfer Update

Deputy City Manager Chamberlain will provide an update to the Policy Committee on what actions and plans the City of Kalamazoo has with the corridors that have been reverted from MDOT to City of Kalamazoo ownership.

11. KATS Administrative Policies and Procedures for the Transportation Improvement Program and Metropolitan Transportation Plan (Enclosure)

A draft of the KATS Administrative Policies and Procedures for the Transportation Improvement Program (TIP) and Metropolitan Transportation Plan (MTP) is included in your packet for your information and for any comments you may wish to share to improve the document. The purpose of the document is to have in print policies and procedures describing the processes involved in developing and amending the Transportation Improvement Program and the Metropolitan Transportation Plan. It also describes the three actions that could be taken when considering an amendment to the TIP. In the end there are policies and practices that have been utilized by KATS but have not been written down. One policy concerns safety projects and was implemented following one particular safety project. That policy (paraphrased) said that the road agency proposing a safety project using federal funds must contact affected properties to inform them of the proposed project prior to having KATS support the project. This particular policy did generate some discussion at the Technical Committee. A search of our minutes does not show that the policy was actually adopted by the Policy Committee. The practice was in place and followed in the January 2003 Road Commission of Kalamazoo County request for support for a safety
project application. Staff would like to have further discussion including the Policy Committee on this policy in particular.

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

Certification Review - Our Federal Highway Administration representative brought up our practice of using Third Party In-kind contributions for local match of the federal planning program. This will be an item of discussion during the review.

KATS Metropolitan Transportation Plan – Beginning soon staff will begin the process of updating the KATS 2045 Metropolitan Transportation Plan. The Plan has a valid horizon year but is being updated to more fully incorporate the federal performance measures in the plan and to have the same base year as the Battle Creek Area Transportation Study’s plan.
KALAMAZOO AREA TRANSPORTATION STUDY

TREASURER'S REPORT

Policy Committee Meeting May 29, 2019

Beginning Balance of Checking as of April 1, 2019 $172,288.44

Receipts 96,070.89

Checks -14,848.93

Withdrawals/debits -28,906.08

Ending Balance of Checking as of April 30, 2019 $224,604.32

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

Marsha C Drouin
Treasurer, Kalamazoo Area Transportation Study
mdrouin@richlandtwp.net
269-629-4921
TO: Kalamazoo Area Transportation Study Policy Committee
FROM: Jonathan R. Start, Executive Director
DATE: May 22, 2019
SUBJECT: Technical Committee Report (May 9, 2019)

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

Action items on the agenda included:

- FY 2017-2020 Transportation Improvement Program Amendments
- KATS Administrative Policies and Procedures Document
- KATS FY 2020 Unified Planning Work Program (UPWP)

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

**STATUS REPORTS

ROADS –**

Minkus noted that the Drake Road trail project is under way to replace some sidewalk. The next segment of the Kalamazoo River Valley Trail is under final environment approval. KL Ave project restarts on Monday. D Ave has pre-construction project meeting scheduled. 8th street project is looking for approval.

Heppler noted that Augusta partners with Road Commission of Kalamazoo to work on some projects. Augusta is waiting to hear back from MDOT for funding through the Transportation Economic Development Program.

Gwin noted West Milham Ave from Oakland to Westnedge is under construction. Portage will work on the Westnedge Avenue right turn lane into Portage high school once school is released. Lovers Lane is currently under construction, on the west side of the road. Portage Road at Lakeview intersection is also under construction.

**LAND USE/PLANNING AND ZONING –**

Jarnefelt discussed that the county identified the US-131 BR full interchange proposal as a top priority.

Reilly noted City of Kalamazoo has started a few Safe Routes to School projects.

Mallery noted the Village of Vicksburg made final purchase for the trail north of town.

Clark noted that a large senior living center is being reviewed by Oshtemo Township.

Deisler noted that the Texas Township Master Plan update will start in June. The township will interview 3 consultants.
To: Policy Committee
From: Jonathan Start, Executive Director
Date: May 16, 2019
Subject: Regional Prosperity Initiative Report

The Regional Prosperity Initiative Committee infrastructure subcommittee continues to plan for the June 12, 2019 introductory summit to meet with water, sanitary, and storm utility owners and street owners to discuss the Michigan Infrastructure Council and the Water Asset Management Council and upcoming activities. A save the date has been sent out and a tentative agenda is as below. The link for more information is:

https://swmpc.us12.list-manage.com/track/click?u=18b73a578de731d90df6a4786&id=75cc9caacb&e=fcdb7ecf36

SAMPLE AGENDA

I. Welcome/Introductions 9:00-9:10 am
II. What is Asset Management? 9:10-9:25 am
III. Introduction to the Three Councils 9:25-10:10 am
IV. Break 10:10-10:20 am
V. Breakout Activity 10:20-10:50 am
VI. Report Out and Facilitated Discussion 10:50-11:20 am
VII. Wrap Up and Next Steps 11:20-11:30 am
TO: KATS Policy Committee
FROM: Jonathan Start, KATS Executive Director
DATE: May 20, 2019
SUBJECT: Southcentral Michigan Planning Council Report

During the month of April, 2019, 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:

- Completed work on the 2018 Federal Aid Road Condition reports for Barry, Branch, Calhoun and St. Joseph counties and submitted to the Transportation Asset Management Council. The Kalamazoo County report was completed under the KATS work program
- Attended Pavement Surface Evaluation and Rating (PASER) rating training for 2019
- Participated in the April Roadsoft Users Group on line meeting
- Participated in the April Asset Management Program Region Coordinators’ Meeting with the Transportation Asset Management Council
- Worked on scheduling federal aid PASER ratings for the four non-KATS counties in Region 3
- Received and compiled additional requests for reimbursement of non-federal aid road PASER rating.

Anticipated future activities include:

- Finalize scheduling of and facilitate 2019 PASER rating for Barry, Branch, Calhoun and St. Joseph counties
- Approve requests for funding of non-federal aid road ratings and notify local agencies of approval to proceed
- Participate in performance of non-federal aid PASER ratings with those agencies that requested assistance
KALAMAZOO AREA TRANSPORTATION STUDY POLICY COMMITTEE
Draft Minutes of the April 24, 2019 Meeting

CALL TO ORDER
The April 24, 2019 Policy Committee Meeting was called to order by Chair Randy Thompson at 9:00 a.m.

INTRODUCTIONS
Introductions were made by all present.

ROLL CALL
Meeting attendance was recorded on the sign-in sheet.

MEMBERS PRESENT
Curt Aardema Central County Transportation Authority
David Anderson City of Kalamazoo
Rob Britigan City of Parchment
Marsha Drouin, Treasurer Richland Township
David Fairchild Michigan Department of Transportation, Planning
John Gisler Kalamazoo County
Todd Hackenberg Village of Lawton
Libby Heiny-Cogswell Oshtemo Township
Jeff Heppler Village of Augusta
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
Pete Pfeiffer Michigan Department of Transportation, TSC
Paul Schincariol Van Buren County Road Commissioners
Laurence Shaffer City of Portage
Jeff Sorensen Cooper Township
Greg Thomas Pavillion Township
Randy Thompson, Chair Comstock Township

MEMBERS ABSENT
John Clement Van Buren Public Transit
Carol Daly Village of Mattawan
Pamela Goodacre Kalamazoo County Transportation Authority
David Greve Village of Richland
Keith Gunnett Village of Schoolcraft
John Hinkle Texas Township
Judy Lemon City of Galesburg
Greg Rosine Western Michigan University
Daniel Ruzick Antwerp Township
Donald Stull Paw Paw Township
Tom Swiat Prairie Ronde Township
Bill Van Tassel  Almena Township
Don Ulsh  Schoolcraft Township
Jerry VanderRoest  Charleston Township

OTHERS PRESENT
Thom Brennan  Road Commission of Kalamazoo County
Grace Guan  KATS
Megan Mickelson  KATS
Fred Nagler  KATS
Paul Sotherland  KATS Citizens Advisory Committee
Jon Start  KATS
Steve Stepek  KATS

CHANGES OR ADDITIONS TO THE AGENDA
No changes or additions to the agenda were requested.

APPROVAL OF THE AGENDA
MOTION by Sorensen, SECOND by Johnson, “to approve the agenda of the April 24, 2019 Policy Committee Meeting.” MOTION APPROVED.

CITIZENS’ COMMENTS
No citizens’ comments were made.

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

FY 2017-2020 TRANSPORTATION IMPROVEMENT PROGRAM PERFORMANCE MANAGEMENT SECTION AMENDMENT
Start noted that there is a revised portion of the FY 2017-2020 Transportation Improvement Program (TIP). The update contains targets that have been set by MDOT and adopted by KATS. It also includes current targets for Metro Transit. The Technical Committee recommended that the Policy Committee approves the amendment to the Performance Measures section of the FY 2017-2020 Transportation Improvement Program.

MOTION by Sorensen, SECOND by Johnson, “to approve the FY 2017-2020 Transportation Improvement Program Performance Management Section Amendment.” MOTION APPROVED.

FY 2017-2020 TRANSPORTATION IMPROVEMENT PROGRAM PROJECT AMENDMENTS
Start discussed proposed amendments for the FY 2017-2020 Transportation Improvement Program. The propose amendments include three Metro projects that are abandoned because they were programed incorrectly. One project is the abandonment of an MDOT project for $360.00 for the early preliminary engineering phase of specialty pavement markings.

MOTION by Aardema, SECOND by Sorensen, “to approve the FY 2017-2020 Transportation Improvement Program project amendments” MOTION APPROVED.

RESOLUTIONS OF SUPPORT FOR FY 2022 LOCAL BRIDGE PROGRAM APPLICATION FROM THE ROAD COMMISSION OF KALAMAZOO COUNTY
Start stated that the Road Commission of Kalamazoo County is asking KATS to support their applications
to the local bridge program. There are applications for Preventive Maintenance projects on 8 bridges. There is also one application for the replacement of the XY Avenue Bridge over Brown Creek.

Projects will be evaluated by a regional group whose recommendations will be evaluated for final approval at the State level. Any applications that are approved for funding will then come back to the Policy Committee for inclusion in the TIP.

MOTION by Sorensen, SECOND by Locey, “to approve the Resolutions of Support for FY 2022 Local Bridge Program Application from the Road Commission of Kalamazoo County.” MOTION APPROVED.

DRAFT FY 2020-2023 TRANSPORTATION IMPROVEMENT PROGRAM PROJECT LIST

Start noted that a link was included in the packet, http://katsmpo.org/draft-tip/, which includes the full document and list of projects for the FY 2020-2023 Transportation Improvement Program. KATS held an Open House to discuss the development of the FY 2020-2023 Transportation Improvement Program after last month’s Technical Committee Meeting. There was good attendance and discussion. KATS received two concerns about Metro Transit operating which were shared with Metro staff. KATS received no negative comments about projects. Staff will incorporate the comments received and bring a document forward to the Technical Committee and the Policy Committee to take action in May meetings.

DRAFT KATS ADMINISTRATIVE POLICIES AND PROCEDURES DOCUMENT

Start noted when a project in the TIP is amended, the State and our federal partners only want to see the projects that meet a certain amendment threshold. The draft Administrative Policies and Procedures documents current KATS operating procedures in regards to TIP and Metropolitan Transportation Plan amendments and aligns them with our TIP platform, JobNet.

Start stated that KATS is in attainment with the 1997 standard, but is still required to perform an analysis on projects when needed. So the that process is included in the draft document.

PUBLIC TRANSPORTATION UPDATES

Aardema made a correction to the previous minutes that only high school students in KPS can ride bus for free, not all the KPS students. Aardema noted it will have five new buses on the road with new painting and logo. Western Michigan University is doing transportation study involving their system and public transit. Aardema asked members to visit the website and give comment.

EXECUTIVE DIRECTOR’S REPORT

Start reported on May 22, 2019, there will be a joint Transportation Asset management Council (TAMC) and American Public Works Association (APWA) spring conference at Treetops in Gaylord, MI. If you are interested attending the meeting, please visit TAMC website www.michigan.gov/tamc.

Start noted KATS is scheduling road surface condition ratings on Federal Aid Eligible road using the Pavement Surface Evaluation and Rating (PASER) system. KATS has from April 1 to Mid-November 2019 to get the data collected. The Transportation Asset Management Council is encouraging local road agencies to gather and submit to the State through the Metropolitan Planning organization or Regional Planning Organization their surface ratings for their non-federal aid eligible roads. Agencies can use a template to process developed by Michigan Technological University that will help them develop an Asset Management Plan. KATS will work with City of Kalamazoo and City of Portage to gather the information.

Start noted the Annual Road and Bridge Condition Report for 2018 will be released in early May.

Start stated in January the Policy members approved if members miss three consecutive meetings, members will lose your voting. It is important to have your alternate attend.

NEW BUSINESS

No new business was discussed.

CITIZEN COMMENTS
MEMBER COMMENTS

Johnson noted Asset Management report will come out at May 2. Asset Management Council has given awards to two Townships in Kalamazoo County, Ross Township and Wakeshma Township. On June 12 at 2pm the Road Commission has a regional summit to discuss coordinating regional projects. RCKC is starting projects cross the county. Cooper County has many detours during the construction. RCKC is hiring summer help.

Drouin questioned the 20 year transportation plan that KATS does and the location of the information. Drouin also asked if any of the other agencies can help with the current communication problem between agencies. Drouin explained Richland doesn’t frequently know what is going on with road, water and sewer projects because Richland doesn’t get notified. Start responded and assumed if Drouin referred to the 2045 Metropolitan Transportation Plan. The document is in the KATS’s website. KATS is in the process reviewing and updating that plan.

Johnson asked that all the entities submit information to Kalamazoo County Planning for the online project map. The only information needed is when, where, and what work will be going on. Kalamazoo County Planning will post the information to a GIS map and coordinate with agencies doing the work. The state is also looking for that information for statewide perspective. Most of the Water and Sewer are in the local system, not in the transportation system, and often don’t coordinate for.

Hepler noted Augusta will look at utilities under the road before fixing the road and coordinate to save taxpayer money. Augusta submitted a few projects for funding and appreciates support from this group.

Sorensen reported the annual MTA Golf Outing in Cooper Country Club on June 28. Everyone is welcome to come and have fun.

Gisler reported that Kalamazoo airport will be closed June 10 through June 26 for maintenance. He also noted that the new GIS system in the county is much improved and a lot faster.

Pfeiffer noted US 131 between Miller and M43 has project started last night. He wants drivers to pay additional attention to road construction. MDOT had an open house for the Gull Road roundabout project and received a lot of great comment.

Leigh noted May 11-15 is Kalamazoo Bike week. Please drive carefully.

ADJOURNMENT

There being no other business, Chair Randy Thompson adjourned the April 24, 2019 Policy Committee Meeting at 10:11 a.m.

Next Meeting: Wednesday, May 29, 2019 – 9a.m.
KATS Administrative Policies & Procedures
For the Transportation Improvement Program and Metropolitan Transportation Plan
Introduction
This document provides policies and procedures to administer the Kalamazoo Area Transportation Study’s (KATS) Transportation Improvement Program (TIP) and Metropolitan Transportation Plan (MTP). It highlights the differences between minor revisions and significant revisions, while defining various long standing administrative policies. The guidance outlines steps for modifying the TIP document when such changes occur as well as actions needed by Kalamazoo Area Transportation Study Technical Committee and Policy Committee, the Kalamazoo Area Transportation Study staff, the Michigan Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration.

Regardless of the type of change to the TIP or MTP, all modifications must be consistent with the financial constraint requirements, Federal Title VI requirements, and the KATS Public Participation Plan procedures.

Transportation Performance Measures (TPM)
KATS will monitor progress toward all TPM targets (either in support of statewide targets or individual MPO targets if applicable). The reporting of progress will be consistent with the procedures and documentation developed in consultation with the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), the Michigan Department of Transportation (MDOT), and the Michigan Transportation Planning Association (MTPA). If progress is not being made toward the targets, the MPO investment strategies in each category will be reviewed for those areas within MPO control.

The current MPO project prioritization process supports the federal Transportation Performance Measures. To the extent of the MPO’s ability, the MPO will assess the Transportation Performance Measures for progress towards the adopted targets. The MPO will then review its Prioritization Process and adjust the Process accordingly.

Definition and Use of General Program Accounts (GPAs)
Federal regulation 23 CFR 450.324 (f) states projects that are not considered to be of appropriate scale for individual identification in a given program year may be grouped by function, work type, and/or geographic area using the applicable classifications under 23 CFR 771.117(c) and (d) and/or 40 CFR part 93. In nonattainment and maintenance areas, project classifications must be consistent with the “exempt project” classifications contained in the EPA transportation conformity regulation (40 CFR part 93). In addition, projects proposed for funding under title 23 U.S.C. Chapter 2 that are not regionally significant may be grouped in one line item or identified individually in the TIP.

In Michigan, these groupings of projects are called General Program Accounts (GPAs). A project consists of all the job numbers and phases for proposed work that are included in the associated environmental documents. Projects that have similar work type activities can be grouped together in a GPA based on that work type activity and included in the state’s metropolitan area TIPs and/or the State Transportation Improvement Program (STIP) for non-metropolitan areas. Trunkline Project lists for each individual GPA are maintained by MDOT through the Jobnet system.

In an effort to streamline TIP and State TIP (STIP) development processes and minimize the need to amend the TIP and STIP, a statewide committee was developed to review current definitions for General
Program Accounts. The committee worked to clearly define the General Program Account categories and to find ways to make more efficient use of them for eligible state, local and transit projects. The Michigan Department of Transportation (MDOT) Statewide Transportation Planning Division worked with the Metropolitan Planning Organizations (MPOs), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA) and others within MDOT to review the current use of GPAs and their definitions.

**Advantages of Using Groupings:**

GPAs may be used as a tool to streamline the TIP and STIP development processes and minimize the need to amend the TIP and STIP. Grouping projects in GPAs is a tool to reduce the record keeping requirements of individually listing minor projects. They reduce the volume of projects listed individually on the TIP and STIP E-files. The line item GPA, while it encompasses several small-scale projects, is treated as one project for the purposes of amendment/administrative modifications to the TIP and STIP. This allows for more flexible programming of the TIP and STIP and a reduction in the number of amendments.

**Terminology:**

General Program Account (GPA) – Project groupings, into which the individual GPA Projects will be sorted, based on the work type code.

GPA Project – this is the individual phase that will be assigned to the appropriate GPA.

The following baseline rules have been adopted by the Michigan Transportation Planning Association:

1. The project cannot be a new road, capacity expansion, or capacity reduction (road diet) project.
2. The project cannot be funded with a congressional or state earmark.
3. The project cannot be experimental.
4. Each project must be a categorical exclusion and air quality neutral.
5. Reconstruction projects are not GPA eligible.
6. GPA Projects shall cost less than $5.0 Million in total.

**KATS General Program Account Policies**

KATS may use General Program Accounts as the process is further refined in the Jobnet environment. As progress is made in Jobnet, KATS will discuss a GPA Implementation process with local units of government and MDOT. Until that time, the FY 20-23 TIP does not use GPAs.
Programming New or Revised Projects to the Transportation Improvement Program (TIP)

There are three defined actions allowable to make changes to Transportation Improvement Program projects: MPO Administrative Modifications, MPO Adjustments, and Federal Amendments.

**Administrative Modification (23 CFR 450.104)**

1. Minor change in cost (increase or decrease less than 25% of the total project phase cost);
2. Minor change in funding source (moving from one federal funding source to another federal funding source, except CMAQ funding);
3. Shifting projects/phases between fiscal years of the current STIP while maintaining financial constraint defined as “project selection” in the regulations (23 CFR 450.222 and 23 CFR 450.332);
4. Switching a project/phase from regular federal-aid to Advance Construction and vice versa (per Michigan Division and MDOT finance agreement provided the change is noted in the request sent to FHWA at the time of project/phase authorization);
5. Addition of a project/phase that uses 100% State or local funding, unless it is deemed “regionally significant” by the MPO;
6. Changes in non-federal project/phase costs;
7. Addition of a project/phase for emergency repairs to roads or bridges**;
8. Addition, deletion, and scope changes to projects/phases within General Program Accounts (GPAs);*** and

**Emergency relief projects may (but are not required to) be included in the STIP, except those involving substantial functional, location, or capacity changes per 23 CFR 450.218(g)(5).**

***May require a Federal amendment for transit projects in urbanized areas if FTA program of projects public participation requirements have not been met.

Administrative Modifications do not require Federal approval. However, all information regarding Administrative Modifications is made available to the public, MDOT, FHWA, and FTA. FHWA and FTA reserve the right to disallow an administrative modification that is not consistent with Federal regulations.

**MPO Adjustment**

1. A project change that falls outside the MPO Staff’s authority (Administrative Modification Policy), but does not require a Federal Amendment.
2. Option for the MPO within Jobnet to approve a project through their Committee structure, but not submit to FHWA/FTA for approval.

**Federal Amendment (20 CFR 450.104)**

1. Any project or project phase change that affects air quality conformity or requires a conformity determination (in nonattainment and maintenance areas) regardless of the cost of the project or the funding source;
2. A project or project phase change that requires public review and comment and/or the re-demonstration of fiscal constraint;
3. The addition of a new project/phase or moving a project/phase from the illustrative list to the financially constrained list;
4. The deletion a project/phase or moving a project/phase to the illustrative list;
5. Major change in project phase cost (increase or decrease greater than 25% of the total phase cost);
6. Changing a non-Federally funded project/phase to a federally funded project/phase (except when switching a project from regular federal-aid project to an Advance Construction project or vice versa); and
7. Major change in project/phase design concept or design scope defined as:
   • A change resulting in an air quality conformity reevaluation (per Interagency Work Group determination).
   • Significant change to work type or project/phase description.
   • Significant change in limits – Increase/decrease a project phase length by a ½ mile or more.
   • Addition/increase/decrease of a travel lane by ½ mile or more.
   • Addition of new project items (sidewalk, bike lane, ADA enhancements) that are a ½ mile or more in length.

While maintaining fiscal constraint, the action requested is:

<table>
<thead>
<tr>
<th>ACTION</th>
<th>MPO Administrative Modification</th>
<th>MPO Adjustment</th>
<th>Federal Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADDITION</strong></td>
<td>To add a federally funded project to the current TIP</td>
<td></td>
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<tr>
<td></td>
<td>To add a project to the Illustrative List</td>
<td></td>
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<tr>
<td></td>
<td>To add a project Phase to the current TIP</td>
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<tr>
<td></td>
<td>To add a project Phase to the existing project in Illustrative List</td>
<td></td>
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<tr>
<td><strong>DELETION/SUSPEND/ABANDON PROJECT</strong></td>
<td>To delete/suspend/abandon a federally funded project in the current TIP</td>
<td></td>
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<tr>
<td></td>
<td>To delete/suspend/abandon a project from the illustrative list</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
While maintaining fiscal constraint, the action requested is:

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<tr>
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</thead>
<tbody>
<tr>
<td>To move a federally funded project to another year <strong>WITHIN</strong> the current TIP</td>
<td></td>
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<tr>
<td>To move a federally funded project to another year <strong>OUTSIDE</strong> the current TIP (delete)</td>
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<tr>
<td>To move an Illustrative project to the Current TIP</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>To move a federally funded project to the Illustrative List (delete)</td>
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</tbody>
</table>

**SCOPE CHANGES**

<table>
<thead>
<tr>
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<th>MPO Adjustment</th>
<th>Federal Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>To increase/decrease a project length by 1/2 mile or greater (less than will be an Administrative Modification)</td>
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<tr>
<td>To increase/decrease a travel lane by 1/2 mile or greater (less than will be an Administrative Modification)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Addition of new project items (sidewalk, bike lanes, signals) that are a 1/2 mile or greater in length (less than will be an Administrative Modification)</td>
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</tbody>
</table>

**AIR QUALITY CONFORMITY**

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Project has an effect on air quality conformity (IAWG rules)</td>
<td></td>
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</tbody>
</table>

**FUNDING**

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>To increase/decrease more than 25% of total phase cost (less than will be an Administrative Modification) of TIP line item</td>
<td></td>
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<tr>
<td>To assign/remove Advance Construction funding to a federal funded project</td>
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<tr>
<td>To assign federal funds to a locally funded project (add)</td>
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<tr>
<td>To change federal fund source (except CMAQ funding)</td>
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<tr>
<td>Changes in non-federal (non-participating) project/phase cost</td>
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</tbody>
</table>
While maintaining fiscal constraint, the action requested is:

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</tr>
</thead>
<tbody>
<tr>
<td>Addition, deletion, and scope changes to projects/phases within a GPA</td>
<td></td>
<td></td>
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<tr>
<td>To increase/decrease GPA Threshold to match project cost (less than 25% change)</td>
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</tbody>
</table>

CORRECTIONS

Technical Corrections - corrections in typos, misspellings, and other data entry errors

REGIONALLY SIGNIFICANT PROJECTS

Project is determined to be regionally significant by MPO

Amending the Metropolitan Transportation Plan (MTP)

MTP Amendments require the review and recommendation of the Technical Committee and approval of the Policy Committee as well as state and federal approval, and are characterized by one of the following proposed changes (see corresponding MTP Revisions matrix):

- Adding a new regionally significant project, as defined by inter-agency work group (IAWG) and/or air quality (AQ) conformity Non-Exempt project list. *See the definition of regionally significant projects below for more detail.
- Deleting a project; where applicable, funding will be returned to the MPO for reprogramming.
- Projects with cost exceeding 25% of the MTP programmed Federal-aid amount.
- Major changes in project design concept or design scope. A major change is one affecting roadway capacity and/or air quality.
- Moving an Illustrative List project into the body or project list of the MTP document.
- Changing non-federally funded project to federally funded project.
- Changing air quality conformity model year grouping for a regionally significant project.

Existing MPO, State and Federal processes will be followed for proposed MTP Amendments in the areas of air quality conformity, financial constraint, public participation, and environmental justice. MTP amendments will be subject to public involvement as described in the MPO Public Participation Plan.

Major projects affecting roadway through capacity or transit service capacity (Non-Exempt for
AQ) shall be listed specifically in the MTP, and subject to a MTP amendment if not in the plan.
AQ Exempt projects are not required to be listed individually, outside of those in the current TIP, but may be listed by categories of work (such as preservation, safety, etc.)

At all times the MTP must maintain financial constraint through a combination of Federal and non-federal funds. Approved MTP amendments will be forwarded to MDOT with updated project lists, financial constraint documentation, and proof of MPO action. MDOT will then forward the changes to FHWA.

KATS MTP Administrative Modifications

Administrative modifications will be considered when any of the following is proposed to an existing project in the MTP:

- Adding thru lanes or non-motorized facilities, up to one mile, or as defined by the IAWG.
- Increase or decrease in less than or equal to 25% of the MTP programmed amount.
- Change in Non Federal-aid project cost.
- Change in Federal or Non Federal funding category.
- Corrections to minor listing errors or other non-regionally significant project changes.
- Minor changes in scope, or scope changes not considered regionally significant.
- Update to the first four-years of the MTP to correspond to the most current TIP. The first four years of the MTP are the TIP and vice versa. When the MTP is updated or amended, the first four years will be adjusted to match the latest version of the TIP, including all TIP amendments and modifications to-date.

Administrative modifications regarding the addition of lanes or non-motorized facilities up to one mile and increases in Federal-aid project cost up to 25% require MPO Committee approval. The other minor modifications to the MTP occur only when the MTP itself is undergoing an update or is being amended. The MTP document is visionary and long range by its very nature and is only administratively modified when other major changes (amendments) are demanded.

At all times the MTP must maintain financial constraint through a combination of Federal and non-federal funds. Administrative modifications will be communicated to MDOT and FHWA during the next MTP amendment or plan update, and for public information in accordance with the KATS Public Participation Plan.

Regionally Significant Projects

A transportation project that is on a facility which serves regional transportation needs and would normally be included in the modeling of the metropolitan area’s transportation network. A transportation project (other than projects that may be grouped in the TIP and/or STIP or exempt projects as defined in EPA’s transportation conformity regulation (40 CFR part 93)) that is on a facility which serves regional transportation needs (such as access to and from the area outside the region; major activity centers in the region; major planned developments such as new retail malls, sports complexes, or employment centers; or transportation terminals) and would normally be included in the
modeling of the metropolitan area's transportation network. At a minimum, this includes all principal arterial highways and all fixed guideway transit facilities that offer a significant alternative to regional highway travel. (23 CFR 450.104)

**KATS Definition of Regionally Significant Projects**

Project is considered Regionally Significant if:
- M-funded/locally-funded project greater than $250,000.
- Project is on the NHS and significantly impacts traffic.

If the project is within a maintenance category (crack seal, painting, micro seals), and does not significantly impact traffic, the project is not deemed Regionally Significant.

KATS reserves the right to discuss in committee any project that may satisfy these requirements, but may be sensitive in nature, to make a determination on Regional Significance.

**KATS Active Membership**

It is understood that agencies need to be active voting members of the KATS Policy Committee to receive federal dollars through the MPO Planning Process.

**KATS Federal Funding of Right of Way (ROW)**

Use of federal funds for the purchase of ROW for local projects is not allowed unless the committee deems a corridor with a high priority a special case as identified and approved by the KATS Policy Committee.

**KATS Federal Funding of Engineering Expenses**

Use of federal funds for local project design engineering cost is not allowed.

**KATS Asset Management Principles**

It is understood with all agencies that proper asset management principles will govern the maintenance of the federal aid system. Through the TIP Call for Projects, KATS emphasizes the “right fix at the right time” and will not consider funding projects that have not met a reasonable life expectancy for the previous fix applied.

**Inter-agency Work Group (IAWG) and Air Quality Conformity**

All capacity and operational changes, regardless of funding, need to be discussed with KATS and the IAWG so an Air Quality determination (Exempt or Non-exempt) can be made. Air Quality Non-exempt projects must be tested and show conformity prior to construction. Agencies that bypass the KATS planning process, cannot demonstrate the ability to handle current and future traffic volumes, regardless of funding source, will risk their eligibility to receive federal funding through the MPO planning process.
Public Engagement

It is important that local agencies engage the public regarding transportation projects. The KATS process supplements the local agency process through its planning activities. It is standing policy with KATS that local property owners are notified of upcoming safety projects by the local agencies through their own engagement procedures prior to any approval of the project through the KATS planning process.