

Metropolitan Planning Organization

Midland Area Transportation Study

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FY 2020 Final Acceptance Report

December 4, 2020

Contract No. 2018-0026/Z5 (FHWA Consolidated PL/5303 Funding)
Contract No. 2018-0026/Z6 (Michigan Transportation Fund)

Overview

This Final Acceptance Report presents a synopsis of the work products and activities that were completed by MATS or on behalf of MATS during Fiscal Year 2020 (October 1, 2019 through September 30, 2020). This work was performed in accordance with the MATS Unified Work Program for FY 2020. The activities listed in the report are grouped according to the major work items identified in the UWP. The last page of the report presents a summary of the billing statements that MATS has submitted to the Michigan Department of Transportation for both funding sources, and the amounts received to date.

Contract No. 2018-0026/Z5 (FHWA Consolidated PL/5303 Funding)

WORK ITEM 1.0: Administration

- a. Setting up and participation in the MATS Technical and Policy Committees meetings. Preparation and distribution of meeting agendas, minutes, resolutions and other relevant reports.
- b. Publishing of notices of MATS meetings in the local newspaper, on the MATS website, distribution of meeting announcements to all interested parties.
- c. Setting up and attendance of MATS subcommittees meetings (administrative, non-motorized).
- d. Preparation of the Uniform Report of Awards, Commitments and Payments for both FTA and FHWA.

- e. Participation in the Michigan Transportation Planning Association (MTPA) monthly meetings and associated subcommittee meetings (educational/financial). Attendance at professional workshops/webinars.
- f. Performance of duties associated with the financial administration of MATS, coordinating accounting/billing/payroll with McDonalds and Associates. Processing of bills and office expenses.
- g. Preparation of billing reports with supporting documentation for final three months of FY 2019 with respect to FHWA PL 112 Funding, FTA 5303 Funding and MTF (Asset Management) – Contracts #2018-0026/Z3, #2018-0026/Z4, and #2015-0026/Z6/R1.
- h. Preparation of billing reports with supporting documentation for FY 2020 with respect to FHWA PL 112 Funding, FTA 5303 Funding and MTF (Asset Management) – Contracts #2018-0026/Z5 and #2018-0026/Z6.
- i. Upkeep of correspondence, files and records.
- j. Renewal MATS insurance policies, modifying Director's/Planner's medical/dental benefits and long-term disability benefits as needed.
- k. Analysis of MATS needs, purchasing and installation of required office equipment and office supplies.
- l. Monitoring and updating of MATS website (www.midlandmpo.org).
- m. Continued efforts regarding promoting/expanding public outreach and increasing MATS exposure.
- n. Training of MATS staff with respect to various transportation issues, topics and programs by means of conferences, webinars and workshops. Training regarding Local Agency Balance Reports and Title VI requirements/needs.
- o. Preparation of MATS' Final Acceptance Report for FY 2019.
- p. Participation in MTPA conference development (MTPA Education Committee).

WORK ITEM 2.0: Short-Term Planning

Unified Work Program (UWP)

- a. Preparation for and participation in the Pre-UWP meeting regarding FY 2021 Work Program.
- b. Development of FY 2021 Work Program.
- c. Development of MATS' Budget for FY 2021.
- d. Development of Local Match Contributions for FY 2021.
- e. Breakdown of costs and hours regarding each individual work item category for FY 2021.
- f. Update of Indirect Cost Allocation Plan.
- g. Preparation of DRAFT Unified Work Program for FY 2021 with supporting documentation.
- h. Development of FINAL Unified Work Program Report for FY 2021 with supporting documentation.
- i. Review of MATS Administrative Funding (allocations vs expenses).
- j. Calculation of leftover FY 2020 funding within each contract. Preparation of EAPs for each contract per MDOT request.
- k. Processing FY 2021 Authorizations.

Data Collection and Analysis, GIS

Work Conducted by MATS Staff:

- a. Evaluation of MATS traffic count needs for FY 2020, coordination with City of Midland and Midland County Road Commission regarding traffic count collection, other data collection activities.
- b. Both Midland County Road Commission and City of Midland have done traffic data collection within their jurisdictions during Oct 1, 2019-Sept 30, 2020. This data is available to MATS to be used in various planning activities. Some of the costs have been billed for reimbursement from PL112/FTA 5303 funding (per MATS FY 2020 UWP).
- c. HPMS and IRI data review. Evaluation of MATS' HPMS needs for FY 2020 (required segments received from MDOT), coordination with City of Midland and Midland County Road Commission regarding HPMS collection and evaluation of HPMS segments.
- d. GIS – Data collection, review. Preparation of various MATS-related maps. GIS data maintenance.
- e. Participation in MPO traffic count coordination meeting with MDOT and other MPOs.
- f. Roadsoft – uploading updates, resolution of issues. Participation in webinars. Data collection strategy evaluation. Roadsoft data research and review. Coordination with Local Agencies.
- g. Data research regarding Non-Motorized Planning and Performance Measures Dashboard, other planning matters.

Work Conducted by Local Agencies on behalf of MATS:

Both City of Midland and Midland County Road Commission have collected data within FY 2020. These efforts are summarized herein.

- a. Review and update of traffic count program.
- b. Collection of traffic counts at various locations within MATS area.
- c. HPMS data review at various locations within MATS area as requested by MDOT.
- d. Non-motorized planning, long-range planning in coordination with MATS staff; data review.

Transit Planning

Work Conducted by MATS Staff:

- a. Obtaining information from DART regarding time and cost with respect to transit planning activities.
- b. Preparing billing statements related to transit planning to MDOT on quarterly basis.
- c. Review and authorize reimbursements to DART for FY 2019 and FY 2020 transit activities.
- d. Coordination regarding 5307, 5311 and 5339 Funding sources, grant applications and programming requirements.
- e. Coordination with OPT, FTA, DART and CCM regarding programming of transit projects within MATS area. Participation in meetings regarding TIP changes related to Transit Projects.
- f. Development of annual Pass-Through Agreement between MATS and DART.

Note: As specified in the MATS FY 2020 UWP, activities pertaining to transit planning were conducted primarily by Dial A Ride Transportation (DART), these tasks are summarized below.

Work Conducted by City of Midland' Dial-A-Ride Transportation (DART) Staff:

1. Transit Administration/Public Involvement

- Attendance at Community meetings, at monthly MPO Technical and Policy meetings.
- Attendance at DART Annual Commission Meeting.
- Attendance at monthly Midland RICC meetings. Work with RICC members on transportation opportunities in our community for persons with disabilities.
- Participation in transit related conferences and webinars.
- Work with County Connection on coordination of transit services.
- Public Outreach regarding the Sunday service, Mall pickup points, booking rides on the half-hour.
- Work with Senior Services on Transportation related information/needs.
- NTD Reporting for FTA 5307 funding, 5307 grant approval and execution process.
- TIP planning and capital 5307 and 5339 planning, 5303 billing preparation. Grant development for 5307 and 5339 funds.
- Review of Grant Management Policies and Procedures. Paperwork regarding grant reimbursement for State and Federal funds. 5339 and 5307 Grant Management.
- Organization and budget planning for FY 2019 - FY 2023. GIR preparation, FFR and ECHO.
- Work with FTA regarding Grantee requirements, procurement and DBE requirements, TEAM requirements, multi-use provisions of FTA grants.

2. Transportation System Management

- Evaluation of route/service changes in lieu of Covid-19 pandemic.
- Review and rework existing routes to create more efficient use of buses.
- Receive new buses, process all necessary paperwork.
- Work with MDOT on grant acceptance paperwork, project authorizations, vendor invoices, application for Michigan title and registration forms, vehicle specification certification form, bus inspection checklist, FTA test sheet, inspection write up, method of procurement decision matrix, independent cost estimate, price analysis for MiDeal, new unit delivery form, classification of fleet.
- No Show Policy review.
- Work with local agencies on driver/customer service training.
- Develop and execute transition of booking rides throughout the hour to booking on the half-hour.
- Evaluation of Sunday service, Mall pickup points.

3. Data Development and Management

- Preparation and review of annual/quarterly/weekly ridership counts, passengers per vehicle hour, passenger cost per mile and cost per trip. Ridership comparison to 1 year ago, trends/efficiency reviews.

- Review of call volume, cancellations, no-shows for trends/comparisons/efficiency.
- Review of historical information on DART service.
- Review of senior ridership during peak hours of DART operation. Explore ideas to accommodate transportation needs of seniors.
- Review of locations of highest destination frequency for purposes of improving route efficiency. Review of Mall/North passenger counts, and Arnold Center routes.
- Review ridership, route efficiency with booking rides on half-hour.
- Provision of ridership comparisons and cost allocation information to MDOT/FTA as requested.

Other Areas (RPI, RTF, RTM, SCP, TSM)

- a. EMCOG CEDS Regional Initiative - participation in meetings and discussions.
- b. Coordination efforts and participation in meeting between MATS, SMATS and BCATS.
- c. Rural Task Force 7C – participation in meetings, keeping track of rural projects within MATS and any funding modifications. Participation in webinar regarding Local Agency Balance Report for RTF.
- d. Meetings with local officials as needed or requested. Preparation of support letters regarding transportation projects.
- e. Participation in SMATS restructuring/re-designation meetings.
- f. Participation in annual Transportation Bonanza event organized by MAP.
- g. Participation in annual Michigan Rail Conference.

2020 MTPA Conference Planning

- a. Assessing and booking event venues.
- b. Creating and updating conference budget. Developing fee structure for conference.
- c. Developing and updating Gantt chart regarding multitude of conference-related tasks.
- d. Developing conference content and schedule, activities, issuing call for presentations. Contacting speakers including potential keynote speakers.
- e. Researching registration/payment set-up for the conference as well as app to be utilized during the conference. Finalizing EventBrite and Attendify contacts re 2020 conference.
- f. Developing registration web page.
- g. Setting up and participating in MTPA Education Subcommittee Meetings.
- h. Developing sponsor levels and benefits. Creating list of potential sponsors, contacting potential sponsors.
- i. Other tasks pertaining to conference planning.
- j. Determining and evaluating conference choices in lieu of Covid-19 pandemic (cancellation, postponement, virtual option).
- k. Re-assessing conference schedule, re-booking event venues, contacting speakers and potential sponsors regarding postponement.

WORK ITEM 3.0: Asset Management

This work item billed separately against Contract No. 2018-0026/Z6 (Michigan Transportation Fund).

WORK ITEM 4.0: Transportation Improvement Program (TIP)

- a. Development of annual Listing of Obligated Projects and preparation of MATS' FY 2019 Annual Report.
- b. Tasks related to transfer from MATS FY 2017-2020 TIP to FY 2020-2023 TIP.
- c. Monitoring of the 2020-2023 programmed transportation projects within MATS area (including urban, rural, MDOT, non-motorized and transit projects).
- d. Reviewing and processing project changes, GPA threshold changes, etc., within the JobNET environment. Monitoring fiscal constraints, project status, dates of MPO approvals within JobNET.
- e. Multiple reviews of MATS projects in JobNET. Coordination with MDOT personnel to eliminate errors and discrepancies.
- f. Preparation and processing of TIP Amendments and TIP Amendment Transmittals regarding FY 2020-2023 TIP.
- g. Participation in GPA process discussions and meetings.
- h. Participation in TIP process re-design discussions and meetings.
- i. Rural projects – discussion of TIP Amendments to the 2020-2023 Program with MCRC and EMCOG.
- j. Transit projects – discussion of TIP Amendments to the 2020-2023 Program with DART and CCM.
- k. Participation in Technical and Policy Committee Meetings regarding JobNET.

WORK ITEM 5.0: Long Term Planning

Non-Motorized Planning

- a. Research regarding NMT accident data within MATS area. Preparation of data tables.
- b. Implementation of Complete Street process – coordination with local agencies regarding completion of forms, preparation of spreadsheet with exemptions and proposed NMT capabilities associated with proposed projects, coordination regarding review/approval process.
- c. Meetings with stakeholders and local agencies regarding future NMT facilities and NMT Plan update. Participation in Tri-City Cyclists advocacy meeting.
- d. Multiple meetings with MATS NMT representative and MATS Non-Motorized Subcommittee regarding NMT planning.
- e. Development of draft NMT Plan. Various associated research.

Performance-Based Planning

- a. Transportation Performance Measures – participation in meetings with MDOT and other MPOs regarding various measures and respective targets.
- b. Development of performance measures dashboard for MATS area. Brainstorming content, reviewing data.
- c. MATS website updates regarding performance-based planning.
- d. Review of state targets for individual measures through MATS Technical and Policy Committees. Submission of document packet(s) to MDOT indicating support of state targets for individual measures.

- e. State of Good Repair Targets for 2020 – coordinate with DART, County Connection and MDOT to develop 2020 MATS targets. Prepare documentation for presentation at MATS Technical and Policy Committee meetings.

Metropolitan Transportation Plan

- a. Participation in meetings with SUTA, BCATS and SMATS regarding Great Lakes Model update and Long Range Plans' update.
- b. Discussions regarding Long Range Plans content and deadlines.
- c. Detailed Base Year 2017 Socio-Economic Data Review for MATS area. Coordination with SUTA staff regarding inconsistencies/errors in data, develop solutions. Meetings with local jurisdictions to review and update Base Year SE data.
- d. Development of final SE numbers for base year 2017 for approval by MATS' Technical and Policy Committees.
- e. Detailed Future Years Socio-Economic Data Review for MATS area. Coordination with SUTA staff regarding inconsistencies/errors in data, develop solutions. Coordination with local jurisdictions to review and update future SE data.
- f. Development of final future SE numbers for 2025, 2035 and 2045 for approval by MATS' Technical and Policy Committees.
- g. Participation in Census Data Webinar.
- h. Participation in Inrix Travel Prediction Webinar.

Contract No. 2018-0026/Z6 (MTF) – Asset Management

WORK ITEM 3.0: Asset Management

Work Conducted by MATS Staff:

- a. Attendance at an annual one-day training seminars on PASER Ratings.
- b. Participation in Roadsoft webinars, Asset Management Conference, Integrated Asset Management Summit.
- c. Participation in teleconferences and meetings related to Asset Management and PASER Data Collection.
- d. Participation in training related to development of Asset Management Plans by local agencies.
- e. Communications with Local Agencies regarding development of their Asset Management Plans, relay of TAMC updates.
- f. Preparation of PASER field work logs and related paperwork pertaining to FY 2019 PASER data collection. Review, processing and submittal of FY 2019 PASER ratings to TAMC.
- g. Preparation of PASER Maps for federal aid roads within MATS jurisdiction regarding year 2019.
- h. Requesting invoices from local agencies and preparation of quarterly billing documentation regarding Asset Management tasks. Submission of documentation to MDOT.
- i. Evaluation of options regarding federal and local PASER 2020 ratings and MTF funding utilization within MATS area taking into account Covid-19 distancing restrictions and potential MDOT/local agency staff unavailability.
- j. Processing FY 2021 MTF Funding Authorization and extension of FY 2020 MTF contract.

Work Conducted by Local Agencies on behalf of MATS:

Midland County Road Commission has conducted following asset management activities within FY 2020.

- a. Participation in annual PASER Training and PASER Webinars.
- b. Evaluation of options regarding federal and local PASER FY 2020 ratings taking into account Covid-19 situation.
- c. Preparation of road network to be used during PASER data collection (MCRC).
- d. Conducting PASER 2020 Ratings on Local road network (Coleman area) within MATS area.
- e. Preparation of billing documentation regarding Asset Management tasks.
- f. Asset Management Data Analysis and Review.
- g. Asset Management Data Reporting. Reporting the status of awarded and planned projects.
- h. Participation in training/webinars regarding preparation of Asset Management Plans (including Bridge Asset Mngmnt Plan and Road Asset Management Plan).
- i. Ongoing development of Asset Management Plan.

MATS Financial Summary for FY 2020

(As of December 4, 2020)

Contract No. 2018-0026/Z5 (FHWA Consolidated PL/5303 Funding):

FHWA billed: \$ 188,566.03 Received from FHWA to date: \$ 188,566.03

Local Match Utilized: \$ 41,813.97

Max FHWA reimbursement allowable per FY 2020 UWP: \$ 188,566.03

Local Match (18.15%) Requirement per FY 2020 UWP: \$ 41,813.97

Contract No. 2018-0026/Z6 (Michigan Transportation Fund):

MTF billed: \$ 15,026.72 Received from MTF: \$ 2,945.40

Max MTF reimbursement allowable per FY 2020 UWP: \$ 21,000.00

Local Match (0%) Requirement per FY 2020 UWP: \$ 0.00

Note: Due to Covid-19 Contract 2018-0026/Z6 extended through June 2021.