

Midland Area Transportation Study (MATS)

Policy Committee Meeting Minutes

Tuesday, September 11th, 2018

1. Call to Order

The meeting was called to order at 10:00 AM by Brad Kaye, Chairman.

Those present were: Brad Kaye* (City of Midland), Karen Murphy* (Midland Dial-a-Ride Transit), Terry Palmer* (Midland County Road Commission), Maria Sandow* (Larkin Township), Jay Reithel* (MDOT – Bay Region), Gary Rogers* (County Connection of Midland – via phone), Chuck Tabb* (Ingersoll Township), Bob Carl* (Village of Sanford), Craig Gosen* (Edenville Township – via phone), Paul Wasek* (Williams Charter Township), Mike Wood* (Jerome Township), Anita Boughner* (MDOT – Statewide Planning – via phone), Jim Lillo* (Bay County Road Commission), Terry Holt* (Midland Charter Township), Dave Haag* (City of Auburn), Bryan Gillett (MATS), and Maja Bolanowska (MATS).

*voting members or alternates

2. Changes to the Agenda

There were no changes to the agenda

3. Approval of July 10, 2018, Minutes

A motion was made by Mike Wood and seconded by Terry Palmer to approve the minutes as presented. Motion carried.

4. Public Comment

There were no public comments brought before the Committee.

5. Reports of officers

A. MDOT Update

Anita Boughner indicated that approvals for the Unified Work Program from the FHWA are looking good for the October 1, 2018 start of the new fiscal year.

B. Legislative Update

There was no Legislative update this month.

6. Agency Reports

A. MATS Administrative Report

Maja Bolanowska presented the MATS Administrative report. The current bank account balance stands at about \$22,000, largely due to early payment of the annual local match from both the City of Midland and the Midland County Road Commission. Maja thanked them both for their assistance in alleviating the cash flow issue that MATS experiences towards the end of each fiscal year. MATS billings for the 3rd quarter of FY 2018 have been

submitted to MDOT, and Maja reminded the City of Midland and the Midland County Road Commission that MATS needs their final invoices for various activities.

Next, Maja reviewed the recommendations from the Administrative Subcommittee. One of these was to create a cash flow buffer fund via contributions of \$15,000 from both the City of Midland and the Midland County Road Commission, and a \$5,000 contribution from DART. An agreement would be in place and contributions would be refunded if MATS were to be dissolved. If approved by each contributing agency and MATS Policy Committee, the effective date for incoming buffer funding would be July 1, 2019. The Subcommittee recommendation is creation of above noted buffer fund. The Subcommittee also discussed equipment purchases, and recommended for approval out of MATS FY 2018 Administrative Funding:

\$3,400 – (4) Jamar Technologies traffic counters

\$1,200 – Traffic count hoses and batteries

\$1,400 – Non-Motorized (Bike) portable traffic counters and hoses

\$700 - (2) Filing cabinets for MATS office

Finally, the Subcommittee discussed employee performance evaluations, and recommends a 2% cost of living increase for both Maja and Bryan, as well as 5 additional days of PTO for Bryan. These would be effective October 1, 2018 for Fiscal Year 2019.

Discussion ensued, with Jim Lillo asking if the Bay County Road Commission could also contribute towards the buffer fund. This resulted in Terry Palmer recommending that the contributions from each be slightly reduced, in addition to asking the Saginaw County Road Commission if they would like to contribute as well, for a \$40,000 total target.

Motion were made by Karen Murphy and seconded by Paul Wasek for the creation of the buffer fund as modified by Policy Committee. Motion was made by Jim Lillo and seconded by Terry Palmer for approval of the equipment purchases. And motion was made by Mike Wood and seconded by Maria Sandow to approve the recommendations for changes in employee compensation. All motions carried.

B. MATS Work Tasks Update

Maja provided a brief update on the recent MATS work activities, PASER ratings and JobNet reconciliation having consumed a great deal of time and effort over the last two months. In addition, staff attended the 2018 MTPA conference in Detroit, which was a good opportunity to learn and network. Moving forward, the beginning of the new fiscal year will be occupied with continuing JobNet efforts including the initial TIP Amendment, various year-end reports, and the initial work on the FY 2020-2023 TIP Report. This last will include a call for projects sent to implementing agencies probably coinciding with the October Technical Committee meeting.

7. Unfinished and New Business

A. Revised MATS Bylaws as of July 10, 2018

Maja reported that as per the rules in the MATS bylaws, approved revisions have been posted for 5 days prior to the September meeting, and disseminated to the Committee.

B. Public Participation Plan - Amendment

Maja presented the draft of the revised MATS Public Participation Plan, which was posted for public comment until August 7th, 2018. This revision to the document, which is significant enough to require the new public comment period, comes about as a result of DART utilizing our Public Participation Plan as theirs. During the FTA triennial review, certain changes were suggested by FTA to add more specific information about how MATS will post things like meeting notices and documents, as well as how we will gauge the effectiveness of reaching the public through efforts such as our social media pages. Motion was made by Terry Palmer and seconded by Bob Carl to approve the adoption of the amended plan. Motion carried.

C. Performance Measures – Target Adoption

Maja brought the committee up to speed on need to take action on targets for three specific performance measures, by the November deadline. As required, targets for Pavement Performance, Bridge Condition, and Travel Time Reliability have been developed by MDOT for the infrastructure on the Interstate and National Highway Systems. Since this includes so little mileage in the MATS area within local agencies jurisdiction, Maja indicated that there would be essentially no benefit for MATS to develop their own targets for NHS network, and thus recommended supporting the MDOT State Targets. Motion made by Terry Palmer and seconded by Gary Rogers to adopt the 3 sets of targets promulgated by MDOT for the ensuing period. Motion carried.

D. JobNet Implementation

Maja updated the committee on the rollout of JobNet 2.0, now functional and serving as the TIP for all MPOs. While MATS has submitted what is called a Reconciliation Amendment to deal with a technical issue regarding some project approvals within the software, there are still issues with transit projects. MATS is working with Matt Pitlock at MDOT to resolve these. In addition, fiscal constraint does not match up with the prior eFile, but that is also being worked on. By way of visual reference, Maja also noted the sheer size of the combined JobNet manuals, as shown to the Committee. Anita Boughner indicated that this reflects the unprecedented thoroughness of documentation required for such an undertaking. The next MATS TIP Amendment will be presented in the October/November time-frame with JobNet derived file regarding project changes. An explanatory text for all project changes will be provided by MATS staff.

E. Regional Prosperity Initiative – Overview and Letter of Continued Support

Maja explained that, as in the past, the East Michigan Council of Governments is requesting letters of support demonstrating continuing commitment from all partners including MATS for the ECM RPI-5 Economic Development Strategy and its ongoing implementation. This would help support their 2019 Regional Prosperity Initiative grant application. Motion made by Jim Lillo, and supported by Terry Palmer to approve the draft Letter of Support, and authorize Maja to sign. Motion carried.

F. 2018 EDA Disaster Supplemental Grant Eligibility for Midland and Bay Counties

Maja noted a grant opportunity from the US Department of Commerce, Economic Development Administration. This Disaster Supplemental Appropriation for 2018 includes

\$8.0 million for the Chicago Region, of which Midland and Bay Counties are a part of and eligible for. This supplemental funding opportunity will “provide investment assistance to help eligible communities and regions devise and implement long-term economic recovery strategies through a variety of non-construction and construction projects to address economic challenges in the areas where a declaration of disaster occurred in 2017.” The grant applications have a July of 2019 deadline, and since they can be transportation projects, MATS staff would be happy to assist in any way possible. Terry suggested that their Orr Road project, which connects Hemlock Semiconductor and Dow Chemical, would be a good one to apply for.

G. MATS/SMATS/BCATS Meeting

Maja reported on the MATS/SMATS/BCATS meeting, which took place on August 30th, 2018, at the MBS Airport. The meeting featured presentations from the FHWA on freight in the Great Lakes Bay area, and from MDOT on Performance Measures, but the primary purpose of the meeting was to discuss topics important to regional collaboration and other issues relating to the three MPOs. To that end, and due to the significant attendance, the meeting was quite a success. It was suggested at the meeting that they be held quarterly, and that perhaps a larger venue would be more appropriate. Jay Reithel suggested using the MDOT Bay Region office if need be, with their large conference room.

8. Adjournment

There being no further items for discussion, the September 11th, 2018 MATS Policy Committee meeting was adjourned at 10:46 AM.

The next meeting has been scheduled for October 2nd, 2018, at 10:00 AM.

Respectfully submitted,

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