

Midland Area Transportation Study (MATS)

Policy Committee Meeting Minutes

Tuesday, May 1st, 2018

1. Call to Order

The meeting was called to order at 10:07 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), Dennis Borchard* (Saginaw County Road Commission), 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), Dave Engelhardt (EMCOG – via phone), 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 March 6, 2017, Minutes

A motion was made by Terry Palmer and seconded by Chuck Tabb 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

Jay Reithel indicated there was no MDOT update at this time.

Maja Bolanowska wanted to alert everyone that for this year's projects the final design plans need to be submitted to Local Agency Programs at MDOT by June 22nd, otherwise obligation for those projects may be in jeopardy.

In addition, Terry Palmer updated the Committee on the Saginaw Road/Waldo Road project, which has been obligated as a fixed price/variable scope, pro-rata project.

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 \$15,000, and MATS billings for the 2nd quarter of FY 2018 have been

submitted to MDOT. In addition, many routine administrative matters usually done in the spring have been taken care of, such as insurance renewal questionnaire, and DBE Uniform Reports of Awards, Commitments and Payments related to FHWA and FTA funds. In addition, a contract has been signed with the Midland County Fair for a booth at the annual event, to raise awareness of MATS in the community. Further, some preliminary work has been undertaken regarding MATS' hosting of the 2020 Michigan Transportation Planning Association annual conference (since the market for conference venues in Midland is very limited, and events are being scheduled two years out at this point). Finally, Maja indicated that her computer, being over 5 years old, is in need of replacement and would like authorization to purchase one. A motion was made by Terry Palmer and seconded by Maria Sandow to authorize the purchase. Motion carried.

B. MATS Work Tasks Update

Maja provided a brief update on the recent MATS work activities, noting that today's agenda covers many of the work tasks and resulting products of the previous two months' efforts. Many of the today's action items are time-sensitive, with completion deadline of May 27th. In addition, MATS staff organized and participated in a meeting of the three MPOs, road commissions, and personnel from the Center for Technology and Training regarding this year's upcoming PASER ratings and the need and process for coordinating workflows, data integrity relative to MPO boundaries and common storage.

7. Unfinished and New Business

A. Nominations and elections of Chairman, Vice-Chairman & Treasurer

A motion was made by Maria Sandow, and seconded by Mike Wood to nominate Brad Kaye to serve as Policy Committee Chairman for the ensuing term. Motion passed.

A motion was made by Paul Wasek and seconded by Chuck Tabb to nominate Mike Wood to serve as Vice Chairman for the ensuing term. Motion passed.

A motion was made by Maria Sandow and seconded by Bob Carl to nominate Karen Murphy to serve as Treasurer for the ensuing term. Motion carried.

Finally, Maja indicated that a discrepancy currently exists in the MATS by-laws regarding the timing of elections for officers, being proscribed in different paragraphs to occur annually, in December and in January. Since MATS inception, the elections have always took place in April/May, set per earliest MATS meeting and election of officers in April/May 2013. After a brief discussion, a motion was made by Terry Palmer and seconded by Dennis Borchard to change the language to identify only annual requirement for officers' elections, removing December and January specifications. Motion carried.

B. MATS/SMATS Boundary - Update

Maja provided an update regarding the progress of the re-designation of metropolitan planning areas for MATS and SMATS eliminating boundary overlap. The MDOT request letter to the Governor and the re-designation letter to be signed by the Governor are at the MDOT Director's office for review and approval. Once the documentation is forwarded to the Governor's office and re-designation letter is signed the planning area change will become official. It is expected to occur soon.

C. MOU btw MATS, MDOT and Transit Operators for Metropolitan Transportation Planning Responsibilities

Maja explained that this new MOU several small changes were made to the existing document that had been previously signed in 2013, and one significant change, that being the addition of requirements for the use of performance measures in project selection. After a brief discussion, a motion was made by Karen and seconded by Terry to approve the Memorandum of Understanding between MATS, MDOT and transit agencies regarding metropolitan transportation planning responsibilities. Motion carried.

D. MATS TIP - Project Changes

Maja presented the proposed amendments to the MATS TIP, these are summarized herein:

- FY 2020 – MCRC: N. Coleman Road Bridge Replacement over the Chippewa River, Structure #6943, CON Phase, BRT Funds; ADD (Amendment)
- FY 2019 - MDOT: M-30 Capital Preventive Maintenance, PE Phase, M Funds; ADD (Amendment)
- FY 2020 - MDOT: M-30 Capital Preventive Maintenance, CON Phase, M Funds; ADD (Amendment)

Maja also explained that there is \$12,354 in STUL funds available to be programmed for FY 2018, and that essentially there are very few projects these funds can be utilized on at time remaining for obligation. MCRC has proposed that these funds be added to the Saginaw Road (Oak Street to Pinesboro Street) resurfacing project. After discussion, all present agreed to program the \$12,354 of STUL funding to the Saginaw Road project as proposed.

Also, there are 3 proposed amendments to the transit candidate list consisting of adding a bus replacement project, adding transit facility improvement project and deleting floor sealing project. Due to the unclear status of the Transit Candidate List vis-à-vis the FTA, Maja requested that the Transit Candidate List changes be approved by the Committee at this time, in order to have an organized and up to date list, even though that list might need to be eliminated in the near future. A motion was made by Terry and seconded by Jay to approve all changes. Motion carried.

In addition to the amendments presented, Maja indicated that there are a great many administrative modifications that were carried out by MATS staff. These admin modifications were primarily due to changes in DART or CCM funding, and new FHWA/FTA rulings regarding the Illustrative List versus Transit Candidate List. The details of administrative modifications were provided to all members and posted on MATS website.

E. MATS FY 2017-2020 TIP Report - Amendment

Maja explained that in order to become compliant with the new performance rule regarding the Metropolitan Transportation Planning process by May 27th 2018, an amendment to the MATS FY 2017-2020 TIP Report needed to be prepared. This amendment takes what was previously a one-page summary of transportation performance management and expands it to a complete chapter, which has been added to the report. The new Performance Measure Chapter was distributed for review/comment

to all Technical/Policy Committee members and posted on the website for public viewing. In addition, this proposed amendment was submitted to FHWA staff in advance, and was indicated to be in compliance. A motion was made by Terry Palmer and seconded by Paul Wasek to approve the proposed amendment. Motion carried.

F. MATS FY 2019 Unified Work Program

Maja presented the draft FY 2019 UWP which contains projections and breakdown regarding the next year's federal and state allocations, budget, indirect cost rate and local match requirements, in addition to time and cost projections for individual work tasks. Performance measures are now a prominent task, however overall the categorization of tasks has been greatly simplified, having been reduced from 10 work areas to 5. After the ensuing discussion, a motion was made by Terry Palmer and seconded by Chuck Tabb to approve the MATS FY 2019 Unified Work Program. Motion carried.

G. Long Range Plan – Administrative Modification of page 59

Maja presented a revised Page 59 of the MATS Long Range Plan and explained that this small adjustment would eliminate the need for a much larger work effort if done after the May 27th, 2018 deadline for implementation of the planning performance rule. After a brief further clarification that these projects will be re-visited at any rate during the development of the next Long Range Transportation Plan, a motion was made by Terry and seconded by Mike to approve the administrative modification to the current Long Range Plan. Motion carried.

H. MATS State of Good Repair Targets for 2018

Maja explained the Transit State of Good Repair Target requirements, with mandatory annual review/set cycle. A document summarizing 2018 targets for DART, CCM, and MATS was provided. On the whole, the targets are set to remain the same for 2018 as they were in 2017. A motion was made by Karen and seconded by Terry to approve the 2018 MATS State of Good Repair Targets. Motion carried.

8. Adjournment

There being no further items for discussion, the May 1st, 2018 MATS Policy Committee meeting was adjourned at 10:50 AM.

The next meeting has been scheduled for June 5th, 2018, at 10:00 AM.

Respectfully submitted,

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