

Minutes
Twin Cities Area Transportation Study
Policy Committee

December 17, 2007
 10:30 A.M.
 Southwest Michigan Regional Airport

POLICY MEMBERS PRESENT:	R.J. Burkholz, Berrien County Road Commission Ron Griffin, St. Joseph Charter Township Robert Judd, City of St. Joseph Jason Latham, MDOT – Regional Planning Ray Lenze, MDOT Planning Debra Panozzo, Berrien County Commission Bill Purvis, TCATA Lee Scherwitz, SW Michigan Regional Airport Dick Stauffer, Lincoln Charter Township
POLICY MEMBERS ABSENT:	Aaron Anthony, City of Bridgman Bill Brown, NIRPC (ex officio) Mickey Bennett, Sodus Township Todd Gardner, Village of Stevensville John Gast, Lake Charter Township Walter Heritz, Berrien Co. Planning Commission Sarah Koepke, FHWA (ex officio) Fred Featherly, MDOT Multi-Modal Steward McKenzie, Federal Transit Administration Dwight Pete Mitchell, City of Benton Harbor Burt Pearson II, Village of Shoreham Louise Price, Benton Charter Township Robert Rusch, Michigan Department of Environmental Quality Jim Soteriou, Royalton Township Paul South, MDOT – Coloma TSC Sarah Woolcock, MDOT – Coloma TSC Representative, Cornerstone Alliance
SWMPC STAFF PRESENT:	Kelly Getman-Dissette Suzann Flowers
OTHERS PRESENT:	

1. CALL TO ORDER:

Chairman Judd called the meeting to order at 10:42 A.M.

2. MINUTES OF October 15, 2007:

- Motion by Stauffer, seconded by Purvis to approve the minutes of the October 15, 2007 Policy meeting. Motion approved.

3. STAFF REPORT:

- **Membership responses** – As a follow-up to the work of the bylaws subcommittee, local units of government have been contacted regarding membership in TwinCATS. Other contacts have not yet been made in order for Getman-Dissette to work on socioeconomic (SE) data verifications, TIP revisions, and the annual report. Thus far, responses regarding membership have been received from:
 - Lincoln Twp,

- City of St. Joe,
- Royalton Twp, and the
- Drain Commissioner
- **Getman-Dissette maternity leave** – The Dissette baby is due December 27th. Once the baby is born, Getman-Dissette will be on leave full-time for 10 weeks. She will then return to work part-time, working Monday through Wednesday through December 2008, and then resume full time work early 2009. Until the new Transportation Planner is working, committee members should contact Kim Gallagher regarding MPO business.
- **New SWMPC Transportation Planner** – A new Transportation Planner has been hired to replace Rachael Tupica. The planner is Nick Musson, a University of Wisconsin graduate. Musson will spend two days with the commission this week, and begin full time after the start of the New Year.
- **FY 2008-11 TIP – FHWA comments and responses** – The FY 2008-11 TIP was approved by the SWMPC full board in July and then submitted to FHWA. SWMPC received and responded to several minor comments from FHWA (below) and resubmitted the document. It is anticipated that we will hear back about final approval sometime after the New Year. The updated document is available online at (http://www.swmpc.org/twincats_docs.asp), and if anyone would like a hard copy, they should contact Getman-Dissette. Lenze reported that the FY 2006-08 TIP and STIP will remain in effect until February 1, 2008. Also, amendments to the FY 2008-11 TIP cannot be processed by MDOT until the new STIP is in effect. However, amendments can be approved locally and sent to MDOT for faster processing once the new STIP has been approved.

FHWA TIP Comments

1. No self certification, as required in 23 CFR 450.334. - *Self-certification was added to the document.*

2. Public Participation section lacks detail. There is no discussion of the public participation process, opportunities for public comment or the results of the public participation process. Also, since the Benton Harbor urbanized area is a maintenance area, there must be at least one formal public meeting during the TIP development process (23 CFR 450.324 (b)). - *Discussion of the efforts in this section was enhanced. Public comment was invited on several occasions. Copies of notices sent were included in the appendices, and these documents were referenced more frequently in the text.*

3. The financial plan does not describe the assumptions and methods for estimating available and anticipated revenues. Also, the cooperative process with MDOT for forecasting and distributing revenue by year is not included. The basis for the Operations and Maintenance costs must be included in the financial plan. - *Research on this requirement was conducted, and text was added to comply.*

4. No discussion of “year of expenditure dollars”, as required in 23 CFR 450.324(h). – *Research on this requirement was conducted, several committee members were contacted regarding their cost estimation procedures, and text was added to comply.*

5. Regulation 23 CFR 450.324(l) (1) states the TIP should identify the criteria and the process for prioritizing projects to be included in the TIP. While there is a general discussion of the process for selecting projects, there is nothing regarding the criteria used. – *This information was well documented, and this text was added to comply.*

6. Environmental Justice analysis should be MPO specific and the maps used for the analysis should be included in the Environmental Justice section to make it easier for the public to reference. - *The document originally referred to both NATS and TwinCATS because the procedures used to identify EJ areas were the same. References to the NATS MPO were removed. Per discussions between FHWA and Rachael Tupica, the maps were left in the appendix.*

4. **OLD BUSINESS:**

- None

5. **NEW BUSINESS**

- **FY 2008 and 2009 CMAQ projects** – *A motion was made by Griffin, supported by Burkholz, to approve the FY 2008 and 2009 CMAQ projects. Motion approved. The projects are listed on page 4.*

- **TCATA FY 2008 TIP amendments** – On November 30, 2007, Bill Purvis of TCATA requested an amendment to the FY 2008 TCATA projects. Per our local guidelines, this amendment can be handled administratively. Therefore, along with the CMAQ projects, Getman-Dissette will submit the following TCATA amendments to FHWA:
 - The third year of the linehaul operation, \$155,000 in FY 2007 CMAQ funds (and \$40,000 local match, JN 90384), will be added to the current TIP.
 - Operating assistance with 5307 funds will change from \$505,000 to \$600,000. State match will remain the same at \$557,650, the local match will decrease from \$381,000 to \$286,290, and the overall project cost will remain the same, at \$1,443,940.
 - The bus purchase with 5309 funds will be deleted. In its place, 5307 dollars will be used to purchase 2 replacement buses. The total amount will be \$88,000 in federal 5307 dollars, \$22,000 in state dollars, and \$110,000 total.
- **SE data approval** – Getman-Dissette and Flowers have conducted meetings with local officials and made calls to local employers in an effort to verify socioeconomic data for the TwinCATS area. This information is essential for the travel demand model for the new long range transportation plan. Sharlow is not yet comfortable with the data and would like committee members to take another look at their community’s information and send corrections to him. Maps and tables for committee members to use were distributed, and Sharlow asked that corrected data be returned to him no later than January 18. Sharlow will compile the new information so that population, household, and employment numbers can be approved at the January meeting.
- **2008 meeting schedule** – Currently, the TwinCATS Policy Committee meets on the third Monday of the month (unless a holiday conflicts) at 10:30 am at the Southwest Michigan Regional Airport. Committee members agreed that this schedule is amenable for 2008. *A motion was made by Scherwitz, supported by Burkholz, to approve the 2008 meeting schedule. Motion approved.*

6. PUBLIC COMMENTS:

- None

7. PRIVILEGE OF THE FLOOR:

- Latham announced that MDOT held a Five Year Plan comment session. He will bring a summary of this workshop to the January meeting. Comments on the plan can still be submitted online. The committee discussed the need to support the completion of US 31.
- Panozzo inquired about the Berrien Transit Study. Getman-Dissette reported that funding for the study was recently released and work on the study should begin shortly.
- Burkholz noted that many northern Berrien County residents drive to Lakeland in Niles, and many of these residents need transportation.
- Judd attended meeting on high speed rail in Indiana. He noted the need to preserve a lakeshore route on Michigan’s state rail map, and this must be a regional effort. Dan Fette, Berrien County Community Development, is working on rail efforts in Berrien County. Committee members expressed that Fette should contact SWMPC regarding any upcoming meetings.

8. ADJOURNMENT: 11:37 am

- Next meeting is January 28, 2008

Compiled by: Kelly Getman-Dissette, Transportation Planner, 12/27/07

2008 CMAQ Projects

Jurisdiction	Project	Limits	Description	Federal	State	Local	Total
Berrien County Road Commission	Hilltop Rd.	Hilltop Road at Washington Ave.	Upgrade traffic signal at intersection with detection cameras for optimization	\$180,717 CM			\$180,717
MDOT	I-94 BL (Main St)	I-94 BL at Broad St.	Signal upgrade and optimization to include left turn phase at intersection	\$20,000 CM			\$20,000
MDOT	M-139	M-139 at Nickerson Ave.	Signal upgrade and optimization to include left turn phase at intersection	\$85,000 CM			\$85,000
SWMPC	Rideshare	Countywide	Standard rideshare program	\$12,000 CM			\$12,000

2009 CMAQ Projects

Jurisdiction	Project	Limits	Description	Federal	State	Local	Total
MDOT	M-139	M-139 at Napier Ave.	Signal upgrade and optimization with master controller	\$100,000 CM			\$100,000
MDOT	M-139	I-94 to I-94 BL	Signal modernization to radio interconnect	\$60,000 CM			\$60,000
SWMPC	Rideshare	Countywide	Standard rideshare program	\$12,000 CM			\$12,000
TCATA	Bus replacement	Citywide	Replace up to 5 buses with clean buses	\$232,000 CM	\$58,000 CTF		\$290,000