

Minutes
Twin Cities Area Transportation Study
Technical Advisory Committee

April 16, 2007
 9:30 A.M.

Southwest Michigan Regional Airport

TECHNICAL MEMBERS PRESENT:	Brian Berndt, Berrien County Road Commission Chris Cook, City of Benton Harbor Ray Lenze, MDOT, Statewide Planning Larry Merritt, St. Joseph Charter Township Catherine McIlwee, Berrien Co. Planning Dept Bill Purvis, Twin Cities Area Transportation Authority Gary Soper, Benton Charter Township, TAC Chairman Tim Zebell, City of St. Joseph
TECHNICAL MEMBERS ABSENT:	Aaron Anthony, City of Bridgman Wilbert Brown, Twin Cities Area Transportation Authority Todd Gardner, Village of Stevensville John Gast, Lake Charter Township Jason Latham, MDOT, Southwest Region Sarah Koepke, Federal Highway Admin (ex officio) Charles Kormanik, Village of Shoreham Fred Featherly, MDOT - Multi-Modal Services Andy Minyo, Federal Transit Administration Robert Rusch, Michigan Department of Environmental Quality Brad Sharlow, MDOT Planning Lee Scherwitz, SW Michigan Regional Airport Terrie Smith, Lincoln Charter Township Paul South, MDOT/TSC, Coloma Donna Wittl, MDOT Planning Sarah Woolcock, MDOT – Coloma TSC Representative, Cornerstone Alliance
SWMPC STAFF PRESENT:	Kelly Getman-Dissette Rachael Tupica
OTHERS PRESENT:	John Chaddock, SW Michigan Regional Airport

1. CALL TO ORDER:

Chairman Soper called the meeting to order at 9:32 A.M.

2. MINUTES OF MARCH 26, 2007:

- Motion by Berndt, seconded by Cook to approve the minutes of the March 26, 2007 TAC meeting. Motion approved.

3. STAFF REPORT:

- Due to eye surgery, Tupica will be away from work for 2-3 weeks beginning April 18, 2007. Any transportation-related inquiries should go to Getman-Dissette during that time.
- SE data meetings have begun. Tupica and Getman-Dissette met with St. Joe Charter Township during the week of April 3 to review demographic and employment information. The meeting went well, and all TwinCATS municipalities should expect to be contacted for similar meetings.
- Tupica attended the Highway Program Financing workshop on April 10 and 11. The session covered many aspects of transportation financing, and Tupica felt the information was very valuable.

- Getman-Dissette attended the Michigan Transportation Asset Management Conference and Workshop on April 11 and 12. The conference had a variety of interesting speakers, and the workshop offered information about developing local asset management plans. Both were worthwhile and provided useful information.

4. **NEW BUSINESS:**

- **Contact information verification** – Forms were distributed for TAC members to verify and correct contact information.
- **Environmental Mitigation/Consultation Plan** – The draft Environmental Mitigation and Consultation Plan was distributed. Due to deaths in the family of Tupica and Jerry Chase (who prepared the maps), the plan is not ready for approval. Committee members asked questions about the plan, what it means for construction, how it will help to identify environmental issues early, and about certain map features. Lenze explained that this plan is not a substitute for an environmental impact statement, if one is needed. Getman-Dissette explained that the plan will help to identify environmental issues early, and will provide information about projects that might need additional environmental analysis. It is essential that committee members review the text and maps, double check project and feature locations, and provide comments to Getman-Dissette during the next two weeks so that the plan can be approved at the May meeting.

Part of the plan contains a discussion on the progress of US 31. Both Benton Harbor and Benton Charter Township have concerns about the US 31 project being completed. Soper will draft a letter to the MDOT Southwest Region and MDOT Lansing to encourage them to move the project forward. Committee members recall that a resolution for the same purpose was passed, and SWMPC staff will try to locate this document so that another resolution can be passed.

- **Asset Management** – John Egelhaaf was notified by Woolcock that MDOT engineers were available to complete PASER ratings in Southwest Michigan during the month of July.
- **Attendance and dues** – A spreadsheet showing FY 2007 meeting attendance was distributed. The page also indicated which local units of government paid their local match in 2006 and 2007. SWMPC staff will follow up with local units that have not paid and whose representatives have not regularly attended meetings.
- **Project descriptions** – Committee members were asked to be sure to include limits when providing project descriptions. Projects in areas such as “Arts District” should be sure to include street names where work is occurring, as well as limits. Projects involving city limits (CL) should be sure to directional information (i.e., northern CL).
- **TIP amendment application** – Tupica has developed a TIP amendment application. In order to ensure that all necessary information is provided, committee members will be asked to use this form when TIP amendments arise. The form will be available online at swmpc.org in Word, and margins will be formatted so that it will fit on most municipal/organizational letterheads. Members should submit the form on letterhead so that there is no doubt about who is submitting the application. A final copy of the application will be ready for the May meeting.
- **ITS Stakeholder workshop #2** – MDOT, with the assistance of URS Corporation, is developing an Intelligent Transportation Systems (ITS) Architecture and Deployment Plan for the Southwest Region. Committee members received an invitation to attend the kick-off meeting in February. A second workshop has been scheduled for May 1, 2007 from 9am – 3pm at WMU’s Fetzer Center. The session will provide information on regional ITS architecture and will include break-out sessions for different interest groups. Committee members are welcome to attend, but must RSVP to Marc Start at mdot-architecture-study@urscorp.com by April 20th.

5. **OLD BUSINESS**

- Submitting agencies are close to finalizing the 2006 CMAQ signal project.
- 2007 CMAQ projects have been reviewed by MDOT and are now awaiting FHWA approval.

6. **PUBLIC COMMENTS:**

- None

7. **PRIVILEGE OF THE FLOOR:**

- Soper discussed the issue of how to consider a transit application for STP dollars. Getman-Dissette noted that other MPOs use separate applications for transit, and SWMPC has access to examples. Such an application could be developed for TwinCATS. Soper asked the transit agencies to provide data on ridership, vehicle hours, etc. so that the committee could have a better understanding of transit operations. Purvis will plan to present data for TCATA at the May meeting, and McIlwee will obtain statistics from Berrien Bus.
- Purvis noted that Linda Glover will be replacing Andy Minyo as the FTA representative.

8. ADJOURNMENT: 10:17 am

- Next meeting is May 21, 2007

Compiled by: Kelly Getman-Dissette, Transportation Planner, 04/19/07