

**Minutes**  
*Twin Cities Area Transportation Study*  
*Technical Advisory Committee*

June 18, 2007  
 9:30 A.M.

Southwest Michigan Regional Airport

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

1. **CALL TO ORDER:**  
 Chairman Soper called the meeting to order at 9:30 A.M.
  
2. **MINUTES OF May 21, 2007:**
  - Motion by South, seconded by Zebell to approve the minutes of the May 21, 2007 TAC meeting. Motion approved.
  
3. **STAFF REPORT:**
  - **Growing Communities Conference** – Getman-Dissette attended the annual Growing Communities Conference, hosted by the Grand Valley Metro Council at Calvin College’s Prince Center on June 14. The conference focused on transportation and infrastructure, and there were many great sessions.
  - **Benton Harbor Safe Routes to School** – Benton Harbor’s Safe Routes to School project is progressing well. Three schools (Calvin Britain, Morton Hill, and Seelye McCord) are participating, and due to the interconnectedness of the neighborhoods in which the schools are located, they are working together to form one plan. Parent and student surveys were completed, walking audits have been finished, and volunteers have been recruited to assist with data entry. The next step will be to complete the plan and apply for grant funding. The Safe Routes Committee is hopeful

that a grant application can be submitted in the fall. Smith also reminded the group that the Lakeshore schools were also working on a Safe Routes effort. There was a question about whether or not other schools in the MPO were participating (none came to mind), as well as some discussion about the effort required to run the program.

**4. OLD BUSINESS:**

- **Asset Management** – MDOT has indicated that PASER data collection can now begin. The team conducting the ratings will include staff from MDOT and SWMPC as well as a local representative. Committee members can participate in their communities if they so desire.
- **TIP amendment application** –The TIP amendment application is not yet finished. This item will be placed on the July or August agenda.

**5. NEW BUSINESS:**

- **FY 2008-11 TIP** – The FY 2008-11 TIP document is not yet complete, and will be placed on the July agenda. Progress was slowed because of some issues with the environmental justice maps. However, the document must be approved by the TAC and Policy Committee prior to the SWMPC Full Commission meeting on July 17. Therefore, the next TwinCATS meeting will be moved one week earlier, to July 9. That way, if any changes are required, staff will have the necessary time to amend the document before bringing it to the Full Commission for approval.
- **FY 2008 UWP** – Getman-Dissette distributed updated budget pages for the consideration of the committee. Getman-Dissette also explained that SWMPC would be calculating the number of hours spent in each budgeted category, and this information would be added to the UWP prior to receiving final approval by the Full Commission. In addition, Lenze raised a question over including, as a product in “Other Planning,” a map of crash locations. There could be liability issues related to publicizing such a document. Therefore, the committee agreed that this item would be removed from the UWP. Lenze also reminded staff to include the Certificate of Indirect Costs. With no additional questions, *a motion was made by Lenze, supported by Smith, to recommend approval of the FY 2008 UWP, with the necessary corrections, additions, and clarifications, to the Policy Committee and the SWMPC Full Commission. Motion approved.*
- **Bylaws Subcommittee** – Updated bylaws were approved at the May meeting, but the committee still needs to update the membership composition. The NATS committee is in the same situation, and has agreed to form a subcommittee to examine the issue and report back to the full group. Therefore, Getman-Dissette suggested that the TwinCATS committees also form a subcommittee to examine the bylaws. Members agreed that this would be a good idea, and Zebell, Merritt, McIlwee, and Lenze agreed to serve on the subcommittee. Tupica and Getman-Dissette will be in contact with the subcommittee to set up a meeting date in order to have a recommendation ready for the August meeting.
- **CMAQ Meeting** – There is a CMAQ meeting scheduled for Thursday, July 12 at 10:00 am at the Berrien County Road Commission to finalize projects for 2008 and 2009.
- **MTPA/MAR Conference** – The annual MTPA/MAR Conference is scheduled for July 18-20 in Bay City. Tupica and Getman-Dissette will be in attendance. If any committee members wish to go, they should contact Tupica or Getman-Dissette for registration information. Tupica also noted that there were vendor booths available if anyone (or any other agencies) wanted to participate in that way.

**6. PUBLIC COMMENTS:**

- None

**7. PRIVILEGE OF THE FLOOR:**

- Lenze suggested that project updates be added to future agendas. Agencies could provide highlights of the major benchmarks and discuss any concerns or issues. Members agreed that this was a good idea, so “Project Updates” will be added to the July agenda.

**8. ADJOURNMENT: 10:21 am**

- Next meeting is July 9, 2007

Compiled by: Kelly Getman-Dissette, Transportation Planner, 06/22/07