

Minutes
Twin Cities Area Transportation Study
Technical Advisory Committee

December 17, 2007
 9:30 A.M.

Southwest Michigan Regional Airport

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

1. CALL TO ORDER:

Chairman Soper called the meeting to order at 9:34 A.M.

2. MINUTES OF OCTOBER 15, 2007:

- Motion by Berndt, seconded by Cook, to approve the minutes of the October 15, 2007 TAC 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 will send a copy of the letter to Cook so that he can follow up with the City of Benton Harbor.

- **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.*

- **FY 2009 Local Safety and High Risk Rural Roads** – A call for projects for the local safety and high risk rural roads programs was announced. Projects cannot exceed \$400,000 and applications are due February 29, 2008. Rural road projects would not require MPO approval, but safety projects would.
- **Asphalt seminar** – As previously e-mailed, Michigan’s LTAP will be holding a seminar on maintaining asphalt pavements on January 8 and 9 in Mt. Pleasant. Scherwitz is planning to attend.

4. **PROJECT UPDATES:**

- **Berrien County Road Commission** – The Drain Commissioner’s office will hold a Board of Determination meeting regarding improving drainage in the Hollywood Rd. corridor. Therefore, the Hollywood Rd. project scheduled for 2008 should be postponed. Committee members should think about how to reallocate TIP funds, and this issue will

be discussed at a future meeting. Berndt also reported that Pipestone plans are finished, and a grade inspection is scheduled for Washington.

- **City of Benton Harbor** – Cook reported that the Arts District Phase I is complete, and Phase II will begin in the spring. In addition, the Colfax and May CMAQ project has been let.
- **City of St. Joseph** – Zebell reported that State St. is complete, and Ship St. will be completed in the spring. Zebell also noted that full federal reimbursement is not paid until projects are complete.
- **TCATA** – Purvis reported that TCATA hauled its 5 millionth passenger last Saturday. The lucky passenger will receive a lifetime pass.
- **MDOT** – Lenze reminded the committee that the I-94 BL/Main St. project will require air quality analysis because of the lane reductions.

5. OLD BUSINESS:

- None

6. NEW BUSINESS:

- **FY 2008 and 2009 CMAQ projects** – *A motion was made by Berndt, supported by Montoya, to recommend approval of 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 – Brad Sharlow** – 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. Sharlow explained that 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. Sharlow distributed maps and tables for committee members to use, and he 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 TAC meets on the third Monday of the month (unless a holiday conflicts) at 9:30 am at the Southwest Michigan Regional Airport. Committee members agreed that this schedule is amenable for 2008. *A motion was made by Zebell, supported by Smith, to approve the 2008 meeting schedule. Motion approved.*

7. PUBLIC COMMENTS:

- None

8. PRIVILEGE OF THE FLOOR:

- None

9. ADJOURNMENT: 1031: am

- Next meeting is January 28, 2008

Compiled by: Kelly Getman-Dissette, Transportation Planner, 12/21/07

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