

**TWIN CITIES AREA TRANSPORTATION STUDY**  
Policy Committee

**Minutes**

September 19, 2011

10:30 A.M.

Southwest Michigan Regional Airport

<b>POLICY MEMBERS PRESENT:</b>	Tim Fenderbosch, St. Joseph Charter Township Carolyn Fowler, Benton Charter Township Robert Judd, City of St. Joseph Erin Kercheval, MDOT Coloma TSC Ray Lenze, MDOT Planning Larry Merritt, Berrien County Road Commission Lee Scherwitz, SW Michigan Regional Airport Roger Seely, St. Joseph Charter Township Brad Sharlow, MDOT (ex officio) Bruno Trapikas, Village of Shoreham
<b>POLICY MEMBERS ABSENT:</b>	Aaron Anthony, City of Bridgman Mickey Bennett, Sodus Township Bill Brown, Northwest Indiana Regional Planning Commission (ex officio) John Egelhaaf, SWMPC John Gast, Lake Charter Township Darrell Harden, MDOT Southwest Region Jason Latham, MDOT Regional Planning Stewart McKenzie, Federal Transit Administration (ex officio) Debra Panozzo, Berrien County Commission Bill Purvis, TCATA Jim Soteriou, Royalton Township Dick Stauffer, Lincoln Charter Township Rachael Tupica, Federal Highway Administration (ex officio) Darwin Watson, Kevin Wordelman, Berrien County Planning Commission Representative, Cornerstone Alliance City of Benton Harbor
<b>SWMPC STAFF PRESENT:</b>	Suzann Flowers Trevor Thomas
<b>OTHERS PRESENT:</b>	Joanne Johnson, Disability Network of Southwest Michigan

**1. CALL TO ORDER:**

- Judd called the meeting to order at 10:35 a.m.

**2. MINUTES:**

- A motion was made by Fenderbosch, supported by Merritt, to approve the minutes of the August 15, 2011 Policy meeting.
- Joanne Johnson added that the RICC group is a group that advocates transit for people with developmental disabilities.
- Motion approved unanimously with correction noted by Johnson.

**3. PUBLIC COMMENT:**

*None*

#### 4. STAFF REPORT:

- *Meeting checklist*

Flowers stated that on suggestion from Lenze from the August 2011 meeting that a way to help people remember all necessary meeting materials would be to create a checklist. Flowers has created this list and will keep it on the website indefinitely.

- *Paperless by January 1, 2012*

In an effort to cut down on the amount of paper printed for each meeting, Flowers stated that we will be going paperless for meeting materials starting January 2, 2012. To ensure that visitors still have an opportunity to see meeting materials, Flowers and Thomas will display all meeting materials on the projector screen at the airport. Lenze also suggested that people with laptops can log into the airport's wireless Internet connection to view the materials as well. Scherwitz checked the connection during the meeting and the Internet can be accessed.

- *Long Range Plan-Goal development workshop*

- TwinCATS-October 12, 2011 at Michigan Works from 5-6:30pm
- NATS-October 19, 2011 at Niles District Library from 6-7:30pm

Flowers handed out an item for that compared the 2035 and 2030 Long Range Plan goals, objectives, and strategies. Flowers stated that staff were at the beginning phases of the LRP goal development process, and that two public input meetings will be held for the new LRP. She also stated that another change with this update will be the combination of the TwinCATS and NATS plan documents. If anyone was interested in being on a subcommittee for the LRP they needed to contact Thomas or Flowers.

- *Title 6 Non-Discrimination Plan*

Flowers stated that the SWMPC's Title 6 plan is ready for review by all members and that SWMPC and all agencies that receive all agencies that receive federal money are required to have a Title 6 plan. Staff will be looking for a motion at September's meeting for passage of this plan. SWMPC's administrative committee and full Board will also be voting on the plan.

- *Illustrative list-Brown School Road*

At the August 2011, a project from the City of St. Joseph was moved from the 2011-2014- TIP Illustrative List. There was discussion on how this should be handled for future projects. Lenze stated that projects were discussed at a TIP Selection Subcommittee and that this subcommittee should be brought back together to discuss this and ensure that all STP funds have been allocated for the remaining TIP years. Merritt and Zebell also commented that projects should be evaluated and moved when money is available. Staff will investigate this and call a meeting for the subcommittee to reconvene.

- *Reducing the Impacts of Road Stream Crossings and Dams in the St. Joe River Watershed - October 14*

Flowers discussed a workshop event that will be happening in Elkhart, IN on October 14, 2011. The price is \$25/person and will last all day. Registration is limited so please register early for this event. Handouts were made available for meeting attendees.

#### 5. Committee Reports

- **Walk and Roll**

The subcommittee met before the TAC meeting at 8:00 a.m. SWMPC staff presented the draft plan to the members and suggestions were given. Flowers stated that a public input process spanning 7 days will be initiated after the October TwinCATS meetings, and a motion to amend this document into the current LRP will be sought in November. Thomas asked all present to give feedback on the plan.

Thomas went through each of the section of the plan to explain what was done and also provided copies.

- **Transportation Advocacy Group (TAG)**

Nothing to report the month of September

- **Regional Interagency Consumers Committee (RICC)**

Nothing to report the month of September

- **Twin City Dial-A-Ride Local Advisory Committee (TCATA LAC):** The Committee will be meeting on **September 16<sup>th</sup> at 1pm** at Super Buffet in Benton Harbor. Meeting will serve to discuss TCATA board approved changes to increase communication between the Board and local advisory committee as well as other transit related topics and projects.
- **BCCTC:** The subcommittee of the BCCTC will be meeting on **September 22<sup>nd</sup> at 10am** at Michigan Works to discuss the implementation protocol for the Transit Regional Reduced Fare Card Program. This meeting is specifically for the transportation providers who will be given templates of the fare card, tracking forms, press releases and more in attempts to make the application process run as smoothly as possible for the riders.
- **Mobility Management Projects: The Transportation Video** is in the process of being edited and is projected to be completed by the end of September. The video will be used for training purposes in many Human Service Agencies working with individuals with low incomes, people with disabilities, and the elderly. The video will teach potential riders how to use the fixed route bus system and how it has helped others gain control of their day. The video will be provided on a host of websites including the **MyWayThere.com website** which is planned to go live at the end of September or early October.
- **Consolidation Feasibility Study:** The Consultants with the KFH group scheduled interviews with each of the four transportation providers in the region in July, 2011. A KFH representative also scheduled rides using the bus system, which allowed the consultants to make first-hand observations of regional transportation. The KFH group is in the process of composing their first technical memorandum, with dates and times of the next meeting yet to be provided.

**6. OLD BUSINESS:**

None

**7. NEW BUSINESS:**

- **TIP Amendments**

- *FY 2011 Amendments*

- Benton Harbor amended the Klock Rd project from North Shore Dr to Paw Paw Ave from FY 2011 to FY 2012

- *FY 2012 Amendments*

- MDOT added a resurfacing project on I-94 from Sawyer (Exit 12) to Red Arrow Hwy (Exit 16) in FY 2012, with a federal cost of \$15,165,000, a state cost of \$1,685,000, a total phase cost of \$16,850,000, and a total project cost of \$17,950,000.
- MDOT added a restoration & rehabilitation project on three structures on I-94 in the Benton Harbor area in FY 2012, with a federal cost of \$1,612,000, a state cost of \$179,000, a total phase cost of \$1,791,000, and a total project cost of \$1,937,000.

*Motion by Scherwitz and second by Merritt to approve the above listed TIP amendments.*

- *Administrative modifications discussed*

- MDOT moved the resurfacing project on M-63 from I-94 to Midway Ave (MDOT job no. 113014) from FY 2011 to FY 2012
- MDOT adjusted the federal and state costs on the I-94 project at the Nickerson Ave. carpool lot in FY 2012 (MDOT job no. 103293). The federal cost was reduced by \$1 to \$24,555 and the state cost was increased by \$1 to \$5,445.

Motion by Scherwitz and second by Merritt to approve the above listed TIP amendments.

- **Travel Demand Model data**

Brad Sharlow discussed the new employment information that was presented to the members and Thomas provided each community with a table and map to verify their employment numbers in each Transportation Analysis Zone or TAZ. Sharlow stated that those TAZ areas that showed a 25% difference were flagged with bold type. Thomas stated that we will be looking to approve this information at the October 2011 meeting. Therefore, it is especially important that we get this data correct for the modeling process that Sharlow will be doing for the TwinCATS and NATS region.

**8. PRIVILEGE OF THE FLOOR:**

- Merritt discussed that the Berrien County Road Commission (BCRC) and Benton Charter Township are discussed funding a non-motorized facility on Britain and Highland Avenues in 2012. He also discussed that the BCRC has updated its website and that there is a service request page that people can fill out and submit online for road issues. The road millage steering committee is petitioning that this issue be considered in 2012.
- Scherwitz invited the group to a grand opening of the runway on Wednesday September 21, 2011 at noon. There will be local and state officials and some media outlets coming for the event. These projects have been in the works for over 40 years and this grand opening is truly a celebration.

**9. ADJOURNMENT: 11:25a.m. Motion by Scherwitz and second by Fenderbosch.**

- Next meeting is **October 17, 2011 at 10:30am**

Submitted by Trevor Thomas and Suzann Flowers, October 2011