

APPROVED

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ITEM II: ATTACHMENT A

MINUTES

Grand Valley Metropolitan Council
Transportation Division
TRANSPORTATION PROGRAMMING STUDY GROUP

Wednesday, April 4, 2012

Kent County Road Commission

1500 Scribner Ave NW

In the absence of Zull, TPSG Committee chair, Itani called the meeting to order at 9:36 am. Itani then entertained a motion to elect a temporary chair to the TPSG Committee.

MOTION by Haagsma, SUPPORT by Carr, to nominate DeVries to serve as temporary chair of the TPSG committee for today’s meeting. MOTION CARRIED UNANIMOUSLY.

The Committee members, staff, and guests present introduced themselves.

I. ROLL CALL AND INTRODUCTIONS

Voting Members Present

Ron Carr		City of Grandville
Scott Conners		City of Walker
Rick DeVries		City of Grand Rapids
Ken Feldt		City of East Grand Rapids
Tim Haagsma	<i>Proxy for Mike DeVries</i>	Gaines Township
		Grand Rapids Township
Jan Hoekstra		ITP-The Rapid
Dennis Kent	<i>Proxy for Dan DesJarden</i>	MDOT
		City of Lowell
Terry Schweitzer		City of Kentwood
Steve Warren		KCRC

Staff and Non-Voting Guests Present

Andrea Dewey	GVMC Staff
Andrea Faber	GVMC Staff
Mark W. Harbison	MDOT-LAP
Abed Itani	GVMC Staff
Darrell Robinson	GVMC Staff

Voting Members Not Present

Jerry Alkema	Allendale Township
Sandy Ayers	Village of Caledonia

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Roger Belknap
Tim Cochran
Jamie Davies
Sharon DeLange
Dan DesJarden
Mike DeVries
Bill Dooley
Wayne Harrall (*Chair*)
Brett Laughlin
Ray Lenze
Dan Strikwerda
Chris Zull

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City of Cedar Springs
City of Wyoming
City of Rockford
Village of Sparta
City of Lowell
Grand Rapids Township
City of Wyoming
County of Kent
OCRC
MDOT
City of Hudsonville
City of Grand Rapids

II. APPROVAL OF MINUTES

DeVries entertained a motion to approve the December 19, 2011 Transportation Programming Study Group meeting minutes.

MOTION by Carr, SUPPORT by Schweitzer, to approve the December 19, 2011 Transportation Programming Study Group meeting minutes. MOTION CARRIED UNANIMOUSLY.

III. OPPORTUNITY FOR PUBLIC COMMENT

None

IV. FY2012 STP FUNDING; FY2013-2014 CMAQ FUNDING

Referring to **Item IV: Attachment A**, Robinson explained that ITP-The Rapid is requesting to move FY2013 CMAQ funding allocated to Replacement VanPool Vans of \$223,700 and \$120,000 allocated to Ozone Action Days to a Park and Ride Lot along the Silverline BRT Corridor. He also noted that ITP The Rapid was requesting to move the FY2014 CMAQ funding allocated to Ozone Action Days of \$136,500 to 5 replacement vanpool vans. Hoekstra provided additional information on this request, and noted that The Rapid may not provide free bus rides on Action Days after this year.

Schweitzer asked if, from MDOT’s perspective, a park and ride lot is eligible for CMAQ funds. Kent responded that the park and ride lot is eligible, but that the project will need to go through the new CMAQ committee, which consists of staff from MDOT and FHWA. Hoekstra asked for clarification on whether or not CMAQ funding can be used to purchase property for a park and ride lot. Itani suggested that Hoekstra look on FHWA’s web site for more information.

DeVries entertained a motion to approve the Rapid’s request.

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MOTION by Conners, SUPPORT by Schweitzer, to approve the Rapid's request to move the FY2013 CMAQ funding allocated toward the Replacement VanPool Vans and Ozone Action Days projects to the Park and Ride lot along the Silverline BRT Corridor, and to move the FY2014 CMAQ funding allocated to the Ozone Action Days project to their 5 replacement vanpool vans project.
MOTION CARRIED UNANIMOUSLY.

Robinson also informed the Committee that, in FY2011, there was additional allocation compared to what was programmed in the TIP. Unfortunately, this was due to the number of extensions which, unbeknownst to staff, increased the allocation by approximately \$600,000. Staff has learned from MDOT that the funds are no longer available to GVMC. He added that Staff believes that it is possible that there could be an additional \$600,000 in STP funds in FY2012 (due to impending extensions), but at this time, it is not definite. With proposed projects in place, staff believes that if additional allocation becomes available and/or if there are bid savings realized in FY2012, GVMC could be prepared and not lose the STP funds.

Robinson stated that it may be best for the Committee to select a FY2013 or FY2014 project to move forward, if this funding does become available. Then, when the next TIP is developed this fall, the Committee could work to fill the gap then. He then asked for recommendations of projects to move forward.

Carr asked if increasing the 80/20 match percentage would be a possibility. Itani responded that, if the funding does become available, staff will need to have a project that's ready to go so that it can be obligated right away. Discussion ensued.

Haagsma stated that he may be able to move up the KCRC's Cascade Road resurfacing project. Robinson asked if it was STP-urban or rural funding. Haagsma noted that this was likely a STP-rural project, which disqualified the project.

Robinson noted that the City of Wyoming and the OCRC both had projects in FY2013 that were close to \$600,000, but that it was unfortunate that they weren't in attendance. He added that there were also some projects in FY2014 that were close to the target. DeVries asked how long the jurisdictions would have to complete a GI. Harbison responded that MDOT has 30 days to do a GI, and that they are currently running at about two weeks. After the GI, jurisdictions have one month to get the plans turned around and back to MDOT for obligation.

Schweitzer noted that the City of Kentwood does not have any projects that can meet the timeline. Conners and Carr also noted that they cannot meet the deadline.

Haagsma stated that the KCRC's 84th St. Division Avenue to Kalamazoo Avenue resurfacing project from FY2014 could likely meet the deadline.

Robinson asked DeVries if any of the City of Grand Rapids' Leonard St. projects could meet the deadline. DeVries responded that they are just starting design work.

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Robinson asked Haagsma to confirm that the KCRC's 84th St. project could meet the timeline soon. Haagsma said he would get back to Robinson on Monday.

DeVries entertained a motion to move forward the KCRC's 84th St. project, should additional funding be received.

MOTION by Warren, SUPPORT by Schweitzer, to bring forward the KCRC's 84th St. from Division Avenue to Kalamazoo Avenue reconstruction project from FY2014 in the TIP, should additional funding be received. MOTION CARRIED UNANIMOUSLY.

V. **OTHER BUSINESS**

Robinson noted that he was working on revising the Policies and Practices for Programming Projects document, which is the guide that the MPO uses when programming and obligating projects. He noted that the following items have been added under the "Administrative Adjustments/Modifications" section:

- *Projects with cost exceeding 10% or more of the TIP programmed amount shall be approved by the MPO Staff/Committees before it is awarded.*
- *Projects with a cost increase equal to or less than 10% of the TIP programmed amount does not require MPO action as long as financial constraint is maintained and should be reflected in the E-File.*
- *Minor changes in cost, less than 20% of the TIP programmed amount, require an administrative modification.*
- *At all times the TIP must maintain financial constraint through a combination of federal and local funds.*

Kent suggested separating federal aid from non-federal aid adjustments and modifications in this document. He suggested that Staff add the following: "For non-federal aid adjustments/modifications, staff will be responsible for making those changes." Then, only changes pertaining to federal aid would need to go through FHWA. Harbison suggested noting that any local funds added to the projects automatically have the MPO's blessing. He also suggested changing the word "awarded" to "obligated" at the end of the first bullet point. The same change would also need to be made to the first bullet point under the "Amendment" section.

Itani clarified that this issue came up because the City of Wyoming had wanted to add additional local funds to two projects due to an increase in project cost. He added that GVMC has always had a policy that if the locals want to pay more toward a project, they could. However, these projects were denied by FHWA because they said that the MPO's policies don't explain adding additional local funds properly.

Robinson noted several additional changes to the Policies and Practices document. This included eliminating any language pertaining to TIP amendments/modifications being brought to Metro Council for final approval, since the Policy Committee now provides the final approval.

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Referring to the point in the Amendments section on pg. 2 that stated, "Changes in cost greater than 20% of the TIP programmed amount requires an amendment," Warren asked if locals would need to ask for a TIP amendment if their cost changed by more than 20% but they planned to fund the difference locally. Robinson noted that he would revise this statement to add "federal" after "20%" so that this only applied to federal cost changes. Itani clarified that the purpose of this bullet was to say that, for changes in cost of less than 20%, the change will be handled as an administrative modification to simplify the process. Discussion ensued.

Kent noted that he would work with Robinson on revising this document.

DeVries entertained a motion to approve the changes to the Policies and Practices document.

MOTION by Carr, SUPPORT by Warren, to approve the changes to the Policies and Practices document and to bring the revised document through the Tech and Policy Committees for approval. MOTION CARRIED UNANIMOUSLY.

Kent noted that MDOT is working on revising CMAQ guidelines, which will be sent out once they are completed.

Itani stated that Staff recently discovered that the EPA is going to redesignate Michigan as unclassifiable for air quality. This means that CMAQ will not be received under attainment/nonattainment status, but instead under default status. Therefore, the shares that the area receives will likely go down. Kent added that the Committee should attempt to honor the commitments for the projects that are already approved and in the program. Discussion ensued.

Warren informed the Committee about an upcoming asset management conference and encouraged Committee members to attend.

Dewey noted that MDOT is offering a two-day training session on pedestrian safety and asked for a show of hands as to how many Committee members were interested in attending.

VI. **ADJOURNMENT**

DeVries adjourned the April 4, 2012 TPSG Committee meeting at 10:29 am.