

MINUTES

**Grand Valley Metropolitan Council
Transportation Division
POLICY COMMITTEE
WEDNESDAY, May 16, 2012
Kent County Road Commission
1500 Scribner NW Grand Rapids, MI**

Varga, chair of the Policy Committee, called the meeting to order at 9:33 am. Guests included Kind, Stypula, Ecklund, Keena, Brinks, Kent, McCaul, and Sprague; no introductions were necessary.

I. ROLL CALL AND INTRODUCTIONS**Voting Members Present**

Peter Varga, <i>Chair</i>		The Rapid
Alex Arends		Alpine Township
Dennis Brinks	<i>Proxy for Jamie Davies</i>	City of Rockford
		City of Rockford
Dan Carlton		Georgetown Township
Tom Ecklund	<i>Proxy for Phil Johnson</i>	GRFIA
		GRFIA
Don R. Hilton, Sr.		Gaines Township
Jim Holtrop		Ottawa County
Rich Houtteman		City of Kentwood
Fred Keena	<i>Proxy for Tim Grifhorst</i>	OCRC
		OCRC
Dennis Kent	<i>Proxy for Mark Howe</i>	MDOT
		City of Lowell
Ken Krombeen, <i>Vice Chair</i>		City of Grandville
Dal McBurrows		MDOT
Jeff McCaul	<i>Proxy for Mark DeClerc Eric DeLong</i>	City of Grand Rapids
		City of Grand Rapids
		City of Grand Rapids
Richard Pastoor		City of Wyoming
Steve Peterson		Cascade Township
Darrel Schmalzel		City of Walker
Rick Sprague	<i>Proxy for Jon Rice</i>	KCRC
		KCRC
Don VanDoeselaar		City of Hudsonville

Staff and Non-Voting Guests Present

Andrea Dewey	GVMC Staff
Abed Itani	GVMC Staff
Erick Kind	MDOT
Darrell Robinson	GVMC Staff
Don Stypula	Citizen
Mike Zonyk	GVMC Staff

Voting Members Not Present

Jerry Alkema
Dick Bulkowski
Christine Burns
Dick Davies
Jamie Davies
Mark DeClercq
Eric DeLong
Mike DeVries
Ken Feldt
Tim Grifhorst
George Haga
Bryan Harrison
Dennis Hoemke
Bob Homan
Mark Howe
Phil Johnson
Jim Miedema
Audrey Nevins-Weiss
Dave Pasquale
Jack Poll
Chuck Porter
Jon Rice
Martin Super
Toby VanEss

Allendale Township
Kent County Commissioner
City of Cedar Springs
Cannon Township
City of Rockford
City of Grand Rapids
City of Grand Rapids
Grand Rapids Township
City of East Grand Rapids
OCRC
Ada Township
Caledonia Charter Township
Algoma Township
Plainfield Township
City of Lowell
GRFIA
Jamestown Township
Byron Township
Grand Rapids Township
City of Wyoming
Courtland Township
KCRC
Village of Sparta
Tallmadge Township

II. APPROVAL OF MINUTES

Varga entertained a motion to approve the March 21, 2012 minutes.

MOTION by Hilton Sr., SUPPORT by Holtrop, to approve of the March 21, 2012 Policy Committee meeting minutes. MOTION CARRIED UNANIMOUSLY.

III. OPPORTUNITY FOR PUBLIC COMMENT

None.

IV. FY2011-2014 TIP AMENDMENTS/MODIFICATIONS

Referring to **Item IV: Attachment A**, Robinson explained that MDOT and ITP/The Rapid were requesting to amend/modify the FY2011-2014 TIP.

MDOT was requesting several TIP amendments/modifications to the FY2011-2014 TIP for the US 131 Leonard Street to Ann St. project for split Job #s, for the addition of new phases to M-11 mill and resurface projects, for a cost increase to the Trunkline GPA, and other minor changes to the TIP (please see Item IV: Attachment A for a complete list).

ITP/The Rapid is requesting an amendment to transfer Section 5307 funds from FY 2011 to 2012 of the TIP to reflect budget adjustments related to the Wealthy Street Facility Renovation.

Robinson went on to explain that the Transportation Planning Study Group (TPSG) Committee met recently to discuss nearly \$600,000 dollars from FY 2011 that were lost. Several extensions to the federal transportation bill resulted in additional allocations that GVMC was unaware of and the money could not be programmed. To prevent the loss of future funds, which are anticipated due to bill extensions in FY 2012, the TPSG Committee has selected a Kent County Road Commission (KCRC) Project that costs about \$600,000 to use these additional funds should the money become available.

Varga asked whether the TIP requests by MDOT and ITP/The Rapid should be handled in one motion. Varga then entertained a motion to amend the FY2011-2014 TIP.

MOTION by Krombeen, SUPPORT by Schmalzel, to approve the FY2011-2014 TIP amendments and modifications requested by MDOT and ITP/The Rapid as identified.

Ecklund asked when GVMC would know how much reallocated money was available to be programmed. Itani answered that it is difficult to know, but it is estimated that sometime around the end of July FHWA will issue a call to all of the states for leftover money and then reallocate that money to the states that need it. From there, the project would need to be obligated sometime in August or September. Ecklund asked if we get less than \$600,000 would the project be phased. Itani answered yes.

Varga inquired about what will happen if we get more relocated money back than the cost of the project; he suggested that we have another project beyond the KCRC project lined up to use any remaining funds, should that happen. Robinson explained it was difficult to find a project that could move up and potentially use the reallocated funds and that the KCRC was the only agency that volunteered a project.

Varga asked Itani if the funds could be flexed. Itani answered that it could and Varga requested that if there are extra reallocated funds left over that they go to the Amtrak Station project.

Arends asked about what happens to the reallocated money if it is not spent and whether it would go to other states. Itani replied that no, if the reallocated funds are not spent, they are simply gone.

Varga asked that the motion be changed to indicate that if the MPO receives additional reallocated money beyond the cost of TPSG recommended KCRC project that those funds be flexed to transit and the Amtrak Station project specifically.

Krombeen and Schmalzel agreed to the modified motion.

Varga also wanted to explain that the ITP/The Rapid Wealthy Street Facility Renovation was more than \$1 million under budget and that the amendment is for the savings to be spent on two buses. He also thanked staff and the TPSG Committee for planning these reallocated fund projects in advance and pointed out that this may be a good practice for any year that we do not have multi-year transportation authorization.

MOTION by Krombeen, SUPPORT by Schmalzel, to approve the FY2011-2014 TIP amendments and modifications requested by MDOT and ITP/The Rapid as identified and to approve the TPSG recommended project pending the realization

of additional reallocated funds with the Amtrak Station project to receive the balance of reallocated funds should that occur. MOTION CARRIED UNANIMOUSLY.

V. FY2012-2013 UNIFIED PLANNING WORK PROGRAM (UPWP)

Referring to **Item V: Attachment A**, Itani explained that the UPWP spells out all of the activities that the GVMC Transportation Division, the ITP/The Rapid, and MDOT will undertake in the next year. It is one of three documents including the Transportation Improvement Program (TIP) and the Metropolitan Transportation Plan (MTP) that the MPO is federally required to develop. The activities listed are required in order to meet federal mandates including the eight SAFETEA-LU planning factors. In April, staff met with FHWA and MDOT to go over the MPO requirements (as is done every year) and this document reflects special attention to certain activities including air quality and travel modeling, the Planning and Environmental Linkages (PEL) process, traffic counts, socio-economic data collection, MTP development, TIP development, safety planning, ITS, pavement and congestion management, the Clean Air Action Program, Ridesharing and Special Services, program coordination and administration, and Land Use coordination with an emphasis on livability and sustainable growth.

Itani went on to explain that there are no staffing changes anticipated but that some money was budgeted for an intern, if needed.

Based on the activities that staff will undertake next year, personnel and funds are allocated to each task. Expenditures and revenues are included for GVMC, ITP/The Rapid, and MDOT. Next year's budget is approximately \$100,000 less than last year's budget. This is due to a traffic study on the Michigan Corridor included in last year's budget that cost about \$100,000. Essentially the budget has not changed and the dues are roughly the same as last year. A cost of living adjustment of 2.7% is reflected in the budget. Included in the attachment is a table that lists the dues which are based on the dues structure adopted three years ago. This table shows an increase of about \$400 in dues for KCRC and some very minor dues changes for some of the townships. The minor dues fluctuations are because last year's dues were assessed based on 2000 census population figures and this year's dues are based on the 2010 census population.

Itani explained that with respect to revenues, the MPO receives around \$874,000 in PL 112 planning funds. This budget uses approximately \$747,000 of those funds, leaving close to \$130,000 on the table. Revenues are flat compared to last year.

Last Friday the Policy Finance Subcommittee met and went over the budget. They unanimously recommended that the Policy Committee approve the UPWP and budget.

Some members of the Policy Finance Subcommittee did not understand the use of the word "consultants" in the UPWP so that word was changed to "contractual services" to better explain the expenditure. The MPO does not hire consultants; most every task is handled in-house, but items such as the van and the traffic count program fall under "contractual services" because the MPO does contract with the local jurisdictions. When our members assist the MPO with certain tasks they are reimbursed for their work.

Varga entertained a motion to approve Staff's request to approve the FY 2013 Unified

Planning Work Program and Budget.

MOTION by Arrends, SUPPORT by Krombeen, to approve the FY 2013 Unified Planning Work Program and Budget. MOTION CARRIED UNANIMOUSLY.

VI. POLICIES AND PRACTICES FOR PROGRAMMING PROJECTS

Referring to **Item VI: Attachment A**, Robinson explained there are several reasons staff felt it was necessary to update the Policies and Practices document including: the Policy Committee is the final approval for TIP and MTP amendments and modifications and these changes no longer go on to the Metro Council Board, changes at FHWA about interpretations of what an amendment is versus a modification, and the development of the new 2014-2017 TIP in August. This document is included in both the TIP and the MTP. It guides the MPO in identifying pavement and congestion deficiencies and how to add or revise projects in the TIP and MTP, among other things.

The updated Policies and Practices for Adding/Programming New or Revised Projects in the TIP/MTP was presented to the Technical Committee in May. Suggestions for improvement were made, including the addition of a matrix and/or flowchart to augment the text. Staff has already begun working with MDOT on that project. Ultimately the Technical Committee directed staff to bring the document before the Transportation Programming Study Group (TPSG) for more discussion. Staff is planning a meeting with the TPSG Committee in early June.

Itani added that this is a policy issue and thus the Policy Committee needs to approve the final document. He provided some history as to why the issue came up: FHWA recently denied a City of Wyoming project because of "cost overruns." The total project cost increased but the City of Wyoming was going to pay the difference. FHWA said that the MPO's Policies and Practices did not address cost increases when the locals pay the difference. Eventually the project was approved but it highlighted a need to look internally at the Policies and Practices document. Itani mentioned that Steve Warren, who sits on the Asset Management Council, has suggested changing from the PCI pavement ranking system to the PASER system. These ranking systems are used to identify if a road is eligible for funds for resurfacing or if it needs to be reconstructed. A meeting is being scheduled with the Asset Management Planning Committee to discuss a shift to the PASER ranking system. There are implications about the number of projects that would be eligible for reconstruction if such a ranking shift occurred and this could create new dynamics for managing and programming the TIP. Staff is not opposed to moving to the PASER system, the van will still be used to collect data, but that change would require Policy Committee approval.

Ecklund asked if there is a numerical link between the PCI and PASER ranking systems. Itani responded that there is a way to link them but we would need a policy to adopt the change and a full understanding of the ramification of such a change. Itani added that the van is in Florida undergoing repairs currently, including the addition of a rear right-tilted camera that will be able to capture images of both sides of the road simultaneously for sign management and other purposes. The work on the van is expected to cost about \$25,000 and it should hopefully be back in Michigan by Sunday and out collecting data on Monday. Itani explained that data from the van, including a sign layer/video, will be added to RoadSoft this year and that GVMC has been contacted by Wayland, Middleville, and Hastings to take an inventory of their systems. Riverview in Wayne

County has also contacted GVMC to have them review 30-40 miles of their system this summer.

Houtteman asked how a change from PCI to PASER would impact asset management. Itani replied that the reason we develop thresholds is because there isn't enough money to do everything, that the need surpasses available resources, and we need to develop a system that will address these issues in a fair and balanced way.

Itani indicated that the revised Policies and Practices for Programming projects would likely come back to the Policy Committee in July.

VII. OTHER BUSINESS

Varga brought up an issue from the March 2012 Policy Committee meeting (see Item IV from the March 21, 2012 minutes) where MDOT was asked to provide additional information regarding the \$54 million in unused obligation authority. McBurrows responded that the obligation authority issues are still being discussed internally with MDOT management and that they are trying to determine funding on the rural side. He said that the Rural Task Forces have been told they need to be sure their projects are obligated so as not to leave unused funds. Varga pointed out that the Committee is concerned with urban funds as well and that the Committee should continue to inquire with MDOT about the status of the unused obligation authority.

On behalf of the Clean Air Action Coordinator Andrea Faber, Dewey passed around the sign-up sheet for members to host the Clean Air Action display this summer.

McBurrows informed the committee that the first phase of the electronic STIP has been rolled out.

Ecklund told the Committee that a new executive director has begun at the Gerald R. Ford International Airport: Mr. Brian Ryks, who is from Duluth, Minnesota.

VIII. ADJOURNMENT

Varga adjourned the May 16, 2012 Policy Committee meeting at 10:21 am.