Notice of Meeting

Date/Time: Tuesday, February 20, 2018, at 10:30 a.m.
Location: Lake Michigan Room, MDOT Horatio S. Earle Learning Center, 7575 Crown, Lansing, MI

1. Call to Order
2. Introductions
3. Changes or Additions to the Agenda*
4. Approval of the January 16, 2018, Meeting Minutes*
5. Treasurer’s Report
6. Asset Management Council (TAMC) Update
7. Committee Reports
   A. Policy and Communications Subcommittee
   B. Staff Development & Education Subcommittee
   C. Transportation Improvement Program Subcommittee
   D. Metropolitan Transportation Plan/Performance Measures Sub.
8. MDOT Updates
   A. Safety Targets
   B. JobNet
   C. GPA and New Efie implementation
   D. TIP Amendment Re-Design
9. FHWA Updates
10. Other New Business
11. Adjournment

Meeting Information Available at www.MTPA-MI.org
Call in Number: 1-888- 273-3658
Participant Access Code: 6734012

*Action Item

Next Scheduled MTPA Meeting: Tuesday, March 20, 2018, at 10:30 a.m.
Meeting Minutes from January 16, 2018

1. **Call to Order**
   Jason Nordberg called the meeting to order at 10:34 A.M.

2. **Introductions**
   Jason Nordberg led the group in introductions.

3. **Changes or Additions to the Agenda**
   There were no changes.

4. **Approval of the December 14, 2017 Meeting Minutes**
   *Moved by S. Stepek, Seconded by P. Karr, to approve the minutes. Motion Carried.*

5. **Treasurer’s Report**
   L. Wallace stated that there have not been any changes in the balance since the last meeting.

6. **Traffic Asset Management Council (TAMC) Update**
   J. Start stated that May 22rd is the date for the Spring Conference. AWWA’s state conference will be immediately after at Grand Traverse Resort in Traverse City. The goal is to have a more integrated conference in the future. The MTPA Secretary will distribute the Save the Date Flyer and A Flyer seeing award candidates.

   The policy for data collection requests for reimbursement on nonfederal aid roads by October 1st will not work for this year. A suggestion is to ask local agencies to submit proposals for data collection on nonfederal aid roads by May 1st instead for this year, so data can still be collected for this year. TAMC does not tell how much or where they spend their funding. This is based on local priorities on eligible activities.

   Michigan Tech has built a tool like what they have built for bridge asset management. It will import into a template that can be managed and fine tuned to build an asset management plan.

7. **MTPA Committee Reports**
   A. **Policy and Communications Subcommittee**
      S. Bulthius reported that AMPO has put out some transportation-related information regarding the new tax bill. Some tax benefits from alternative transportation have changed. AMPO also put out notes on what the $200 Billion infrastructure package might look like. Half may be set aside for incentive grants. Federal funding would account for 20% of project cost, the other 80% coming from other sources. Some investment in infrastructure would target rural investment.

      S. Bulthius reported on ProjectWise. J. Watkin did have his staff reach out to see if MPOs are having problems. A. Boughner had MPO managers reach out, but there has not been much feedback. The subcommittee will continue to work with MPOs and MDOT. There are some commonalities. Form improvements could be made for greater efficiency and data accuracy. The software selling point was a tracking feature, and there is not an update on where the billing is in the process. Also, some key
terms are not defined. There is no way to match an invoice with a payment, due to partial payments and past payments, but it is very confusing.

B. Staff Development & Education Subcommittee
MTPA Conference Call for Agenda items was postponed to January 26th. The committee will meet soon to work on the upcoming conference agenda.

C. TIP Subcommittee
S. Stepek reported the committee plans to meet February 5th at TCRPC. The committee will compare for on project prioritization methods. The goal is to prepare a summary.

D. MTP/Performance Measures Subcommittee
S. Flowers stated the subcommittee received comments from FHWA and will have a follow up meeting with FHWA. The subcommittee would like a draft document by the end of the month so MPOs can start incorporating information for long range plan. Please email comments or concerns to S. Flowers.

E. Policy and Communications Subcommittee
There were no new updates.

8. MDOT Updates
A. General Program Account Guidance
M. Kloha summarized changes to the document. The use of AC/ACC projects were not to be used in GPAs. Moving a project in a GPA to an AC can be done as an administrative change. Even if there is a change of 25%, the project can move forward and be obligated. At the next cycle, the GPA can be amended.

Transit section.
Projects are on a candidate project list, can be awarded and moved to the project list. If project is more than 25%, it still can be done administratively. FTA is on board with changes.

Diesel Retrofit was taken out for non-transit projects. It is no longer under the FHWA section.

Reconstruction projects are not allowed in a GPA, this can be a concern to MPOs.

Move forward and monitor the effects that this guidance has caused on projects. We can review and see if this is positive or negative in the upcoming year.

M. Kloha, stated that with the acceptance of the GPA guidance document, MPOs can use new efile. Can have training. It was agreed upon that MPOs can transition by the March Amendment Cycle.

Moved by D. Robinson, Seconded by S. Stepek, to approve the General Program Account Guidance document dated January 12, 2018, and use the new efile format. Motion Carried.

A. Dewey thanked everyone for the contribution on this effort.

B. Transportation Performance Measures
J. Lanum had no further updates, most of the Activity occurring in MPO subcommittee.
K. Johnson reported that there should be an annual target for each year. K. Johnson is sending an email to all urban transit and MPOs explaining that there is an annual target due, but they are not reporting until next January. MPOs should be adopting a transit target. Same as last year, no
reporting until next year. MPOs should follow up with transit agencies next week, after email is distributed. MDOT is working on their targets now. C. Hundt will be reported next year in NTD. We must report by the end of January, depending on fiscal year end.

C. JobNet
H. Phaneuf is still planning for implementation in April of 2018. Finalizing business requirements. Some of the requirements are: Rural Task Force projects; GPA document needed to be approved; STIP phase approved budget match- will be meeting internally; clarification that all will use total project cost; How statewide jobs show in a TIP if cross boundaries; Fiscal Constraint Report- FHWA and MDOT working on. The next meeting is on February 5th. There will also be testing of JobNet in February to test TIP submittal form. All users will have training in March.

It is necessary to ensure projects are accurate before Phase II rollout. MPOs should reach out to MPO Program Manager and A. Boughner for assistance on matters they cannot access so the transition is easier.

TMA Rural funds is a separate programming. There will most likely be different templates that coordinate with what funding sources are available.

Additional resources have been requested from DTMB to meet the April 1st deadline. The goal is a quality project and roll out. If the rollout needs to be delayed, it may be best and there will be a revised date.

There is to be a public porthole in lieu of giving road agencies access.

MPOs may not be ready in April. Many things are not solid and still are theoretical to ensure that this will work. We have not used a functional program yet.

A. Dawson asked when they will have access to FHWA (including finance) and it was noted that this will be April as well. There will be more information during the testing environment. A. Dewey reiterated that many personnel will need access to JobNet. Please send a list of FHWA staff that need access to JobNet staff.

D. TIP Amendment Re-Design
A resolution or action taken letter template can be used in lieu of meeting minutes to expedite MPO submission to MDOT.

H. Phaef and A. Dewey are on the creating documentation team and the goal is to help create the documentation for education for the group. There will be a meeting group. The draft document includes roles and responsibility and a revised submittal checklist.

A. Boughner stated that her team is to deliver curriculum and training. She has met with Steve Brudzinski and various types of training that needs to be done have been identified for all the audiences because of JobNet component.

Documentation from the Performance Excellence Division was received on December 18, 2018. All teams should be meeting soon. The workbook includes the task list. There were some items that were yet to be approved, but what was distributed is the final documentation. The document was
not going to be released until the teams had met. The documentation can be released next month at MTPA.

J. Lanum stated that part of the TIP implementation is an upfront coordination meeting before technical committee meetings. This is so that MDOT can give MPOs accurate project changes.

Share with Andrea Dewey any comments on the Public Mapping and Involvement. Newspaper ads are not required for TIP amendments process.

SIGMA report may be used instead of the Local Agency Balance Reports. E. Mullen may be able to run, possibly for each funding source. J. Nordberg and E. Mullen are still working on this. Very similar, but is an accounting document. E. Mullen will bring next month and go over them. There should be a schedule where they are provided on a reoccurring basis. E. Mullen will try to bring reports next month.

9. FHWA Updates
   A. Dawson will be requesting to review all state and metro safety targets in March. Please contact FHWA for assistance. MDOT is supposed to provide targets to FHWA upon requests.

   A. Dawson stated that air quality has not been finalized yet.

   E. Mullen continuing resolution expires on Friday and continuing resolution working with obligation authority. Be prepared for delays or questions to AC/ACC same year.

Other Business
   No other business.

10. Adjournment
    There being no further business, the meeting adjourned at 12:34 p.m.

    Next Scheduled Meeting: March 20, 2018 at 10:30 a.m.
Meeting Attendance for January 16, 2018

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*Attendance listed alphabetically by last name.*