



Meeting Minutes

Date/Time: Tuesday, November 17, 2020, at 10:30 AM

Location: Virtual Meeting

1. Call to Order

Mr. Steve Stepek called the meeting to order at 10:32 AM.

2. Introductions

Introductions were made.

3. Changes or Additions to the Agenda

Mr. Jason Nordberg made a motion to approve the agenda as presented, supported by Ms. Laurel Joseph. The **motion passed** unanimously.

4. Approval of the October 20, 2020 Meeting Minutes

Ms. Maja Bolanowska made a motion to approve the minutes as presented, supported by Mr. Jason Nordberg. The **motion passed** unanimously.

5. Treasurer's Report

Ms. Lindsay Wallace reported:

- The account balance stands at \$15,564.

6. Policy Committee

Mr. Tom Bruff reported:

- Mr. Tom Bruff is contacting MTPA members about outstanding items.
- A date and time for the next meeting will be forthcoming, but should be before the end of the year.

7. FHWA / FTA Update

Mr. Andrew Sibold reported:

- FHWA is currently soliciting the 2020 Call for Alternative Fuel Corridor designations. Designations for "corridor ready" include corridors with electric vehicle charging stations every 50 miles or less. Designations for "corridor pending" refer to corridors with more than 50 miles in between alternative fuel stations. More information on this request can be found in the packet.



8. Asset Management Council (TAMC)

Mr. Jon Start reported:

- The TAMC is considering a pilot data gathering program for Federal Aid data collection. The four options being presented include:
 1. Keep the three-person teams and continue with current and past practice.
 2. Use a two-person two agency team.
 3. Use a two-person one agency team having another agency review and concur with the data gathered set by a sample.
 4. Use a two-person one agency team with no review of data until after the fact QA/QC is done statewide.

Mr. Jon Start is requesting feedback from MTPA on their thoughts and preferences, and he will report back to the TAMC at their December meeting. TAMC would like to identify a plan soon to determine the appropriate training opportunities to provide.

- TAMC is leaning towards a two-person, two-agency team. This process is similar to the existing collection process and allows for two agencies to perform quality control.
- The term “agency” was specifically used in the phrasing of options to allow flexibility for data to be collected by an MPO, Act 51 Agency, MDOT contractor, or anyone a local agency decides to contract the work out to. MDOT staff were restricted from participating in data collection (with other agencies in the vehicle) this year due to the COVID-19 pandemic, and it is anticipated that the same restrictions may be in place for the 2021 collection season.

Mr. Ryan Buck emphasized the importance of offering virtual training(s) in 2021 and noted that a flexible option, one that is not prescriptive about who collects data, would be the best solution.

Mr. Jon Start explained that training(s) would be offered virtually in some capacity. Option three proposed by the TAMC in particular would require MTU to develop virtual tools for the QA/QC agency to sample datasets.

Mr. Steve Stepek expressed that while option two would be ideal, option three should also be available as a backup option.

Ms. Laurel Joseph explained that option two would not allow for GVMC staff to drive their asset management vehicle and run the data collection program, which requires two people. Ms. Laurel Joseph also emphasized the need for virtual training options. GVMC has a newer staff member who needs to be trained and certified.

Mr. Tom Bruff added that virtual training will be essential no matter what option TAMC chooses for data



collection. He added that some locals may rely on MDOT to provide vehicles and equipment to perform their data collection. Mr. Tom Bruff is in support of option one and option two and expressed that it will be critical for TAMC and Subcommittees to look into automated data collection.

Ms. Maja Bolanowska added that she has heard from local agencies that have concerns with issues of liability if required to use personal vehicles for data collection.

Mr. Steve Stepek explained that KATS has had success using a rental vehicle, and covered liability and insurance in the rental cost. He expressed concern with moving towards a strictly automated data collection process because of the value in cross agency partnerships that come with local and state team members collecting data in the field together. He is satisfied that the TAMC is identifying the aforementioned options as a “pilot” program versus a change in policy.

Mr. Jason Nordberg expressed that a two person team would allow for more flexibility, and would have allowed Flint to complete the federal aid collection for 2020.

Ms. Maja Bolanowska emphasized the need to be as flexible as possible and favors option four that allows for a two person team from either the same agency or different agencies.

After the discussion, Mr. Steve Stepek asked all comments to be submitted in writing to either Ms. Emily Lake or Ms. Suzann Flowers. Feedback will be compiled and forwarded to Mr. Jon Start to submit to the TAMC for their December meeting.

9. JobNet Technical Report

Mr. Steve Stepek reported that the subcommittee will be meeting on December 7, 2020.

10. 2022 MTPA Conference Dates / Facilities*

Mr. Jason Nordberg requested approval for the 2022 MTPA Conference dates from Tuesday, July 26, 2022 through Friday, July 29, 2022. In addition, Mr. Jason Nordberg requested approval from MTPA to allow GCMPC to work with the executive committee to review contracts and pay deposits related to hotel and conference facilities in an amount not to exceed \$3,000. The new Hilton Garden Inn in downtown Flint is located within a five minute walk of the University of Michigan Flint campus and space is available at this time.

Mr. Ryan Buck made a motion to approve the 2022 Conference dates as presented and to allow GCMPC



to pay deposits related to hotel and conference facilities in an amount not to exceed \$3,000, supported by Ms. Laurel Joseph. The **motion passed** unanimously.

Ms. Maja provided an update for the 2021 MTPA Conference:

- A decision will be made in January whether the conference will be virtual. Losses from facility deposits are not expected to be drastic. More information will be forthcoming.

11. TAMC Member Election / Nominations*

Mr. Steve Stepek thanked Mr. Jon Start for his work as the TAMC representative for MTPA. With Jon's retirement, MTPA will be electing a new representative for MTPA. The position will apply for the remainder of Jon Start's term through December 2022. The State Transportation Commission will need to take action on the election of a new representative at their next meeting.

Mr. Steve Stepek explained that Mr. Ryan Buck from WATS and Mr. Jim Snell from Tri-County MPO have both volunteered. Mr. Steve Stepek opened the floor for nominations.

Mr. Jason Nordberg nominated Mr. Ryan Buck and made a motion to approve Mr. Ryan Buck as the MTPA representative for TAMC during the remainder of the 2020-2022 term, supported by Ms. Ms. Laurel Joseph. The **motion passed** unanimously.

12. MDOT

a. FY 2021 TEDF Category C and D Allocations

Ms. Heidi Phaneuf reported:

- The FY 2021 Transportation Economic Development Fund (TEDF) Category C and D allocations have decreased approximately 20% overall: 22% for State C and 16% for State D. These funds may be carried over from previous years to maintain existing programs. MPOs are encouraged to look at amounts for FY 2021 and beyond to make any adjustments necessary to stay in fiscal constraint.
- The FY 2021 obligation authority for the statewide and urban program (non-RTF program) of \$47.6M is currently at 39% obligated, with \$29.8M still available. The RTF program of \$11M is currently at 37.4% obligated, with \$6.7M still available. These amounts do not include estimates for funding flexed to transit, which usually occurs later in the year.
- Template adjustments for FY 2021 targets will be made November 23. Contact Ms. Heidi



Phaneuf if additional time is needed to avoid fiscal constraint.

b. TPM Update

Mr. John Lanum reported:

- The packet included two responses from MDOT to the WATS Technical Committee questions regarding safety targets that may be relevant to other agencies.
- Approval of state safety targets should be on committee meeting agendas in the coming months. Contact Mr. John Lanum or Mr. Mark Bott if you would like them to be available to attend a committee meeting for questions.
- MTPA will be hosting a virtual training on the Michigan Traffic Crash database this afternoon at 1PM.

Mr. Tom Bruff added that the FHWA performance measures website shows data and trends for each state. Because the topic of attainable targets versus aspirational targets continues to come up, he believes it would be helpful to know what states are performing well and what are their best practices.

Mr. Andy Pickard offered to arrange assistance or training on performance measure topics during the MTPA 2021 Conference. After discussion, it was noted that best practices for an MPO system performance report would be a great training topic for FHWA to provide at the 2021 MTPA conference.

Mr. Ryan Buck encouraged MTPA members to not only consider the process and measurements used in performance based planning, but to consider actions that can be taken locally and regionally to effect change statewide.

c. Additional MDOT Updates

Mr. Eric Mullen reported:

- Open Meetings Act

The Open Meetings Act only allows for virtual public meetings through December 31, 2020. From January 1, 2021 through December 31, 2021, only “those circumstances requiring accommodation of members absent due to military duty, medical condition, statewide or local state of emergency or state of disaster” will allow for virtual meetings. The executive order for the state of emergency has expired, and there are varied opinions on whether the DHS order qualifies. Mr. Eric Mullen encouraged MPOs



to make appropriate changes to their bylaws, practices, and public participation plans to allow for virtual participation in meetings, even if a physical meeting location is also required.

- STIP Timeline

A draft 2023-2026 STIP timeline has been developed. It will be taken internally through MDOT to coordinate with the state's call for projects for next year. MTPA members will have an opportunity to review the draft timeline and provide feedback.

- FARS Requirement

The final acceptance report requires a financial summary and summary of activity including what was spent in the previous fiscal year, what items were completed, and what items were not completed. For example, asset management data collection was not completed to the full extent of many Unified Work Programs due to COVID-19. These reports should be fairly simple, similar to quarterly billing summaries. Financials are to be submitted to FHWA within 90 days of the end of the fiscal year and are not required to be audited. MDOT will be working on an outline or framework for what should be included in the report.

13. Other New Business

There were no new business items.

14. Adjournment

Mr. Steve Stepek adjourned the meeting at 11:30 AM.



Michigan Transportation Planning Association

Meeting Attendance Tuesday, November 17, 2020 at 10:30 a.m.

| Name | Organization |
|--------------------|----------------|
| Andrea Faber | GVMC |
| Andrea Strach | Tri-County MPO |
| Andy Tilma | BCATS |
| Richard Bayus | MDOT |
| Brad Sharlow | MDOT |
| Roger Belknap | MDOT |
| Stephen Brudzinski | SEMCOG |
| Bryan Gillett | Midland MPO |
| Maja Bolanowska | Midland MPO |
| Carolyn Ulstad | MACC |
| Michael Case | MDOT |
| David Engelhardt | EMCOG |
| Don Mayle | MDOT |
| Edward Fowler | MDOT |
| Matthew Galbraith | MDOT |
| Maxwell Gierman | MDOT |
| Tyler Kent | MDOT |
| Kim Gallagher | SWMPC |
| Mark Kloha | MDOT |

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| Joel Fitzpatrick | WMSRDC |
| John Lanum | MDOT |
| Laurel Joseph | GVMC |
| Lindsay Wallace | SCCOTS |
| Mara Gericke | MACC |
| Demetra Manley | SMATS |
| Don Mayle | MDOT |
| Eric Mullen | MDOT |
| Craig Newell | MDOT |
| Brian Sanada | MDOT |
| Nick Sapkiewicz | WATS |
| Andrew Sibold | FHWA |
| Jon Start | TAMC |
| Ryan Smith | BCATS |
| Jason Nordberg | GCPC |
| Pat Karr | BCATS |
| Heidi Phaneuf | MDOT |
| Andy Pickard | FHWA |
| Ryan Buck | WATS |
| Steve Duke | R2PC |
| Steven Stepek | KATS |
| James Sturdevant | MDOT |

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| Suzann Flowers | WATS |
| Tanya DeOliveira | R2PC |
| Tom Bruff | SEMCOG |
| Luke Walters | MDOT |
| Mitch Huber | MDOT |
| Emily Lake | WATS |
| Donna Wittl | MDOT |

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FY 2023-2026 STIP/TIP Development Schedule

10/13/20

| | Timeframe | STIP (MDOT) | TIP (MPOs) |
|---------------------------------------|--|---|--|
| Prepare Draft STIP Document | May 2021 | MTPA Review | |
| | | MTPA reviews the STIP/TIP Development Schedule, Guidance Document on Planning Factor, Performance Measures, Performance Based Planning (MDOT will provide) | |
| | August/September 2021 | MPO Local Call For Projects due back to MPO October 1 st | |
| | October 2021 | After federal revenue announcement, cooperatively develop the federal and state revenue estimate and its distribution statewide. | |
| | October/November 2021 | Project Selection | |
| | | MDOT region offices discuss the 5 year Transportation Program and the recommended MDOT projects with the MPOs. After consideration of MPO comments, MDOT regions provide trunkline project list to MPOs. | MPOs conduct project selection process based on the 5 Year Transportation Program |
| | | | MPOs enter their local projects in JobNet |
| | February 2022 | Take preliminary snapshot (query) of the MAP database (February 1st) and provide it to the MDOT regions for review for completeness and accuracy. Begin general program account (GPA) development. Ensure all MDOT projects are on the MAP database | Preliminary snapshot is provided to the MPOs. MPO committees review draft TIP project list and financial constraint demonstration. MPOs enter their local projects in JobNet |
| | March 2022 | Take final snapshot (March 1st) Complete GPAs. Provide final snapshot & GPAs to MDOT regions and MPOs. | All projects must be on the MAP database by March 1st . Final project lists are provided to the MPOs |
| | March - April 2022 | Environmental Justice Analysis and Environmental Consultation | |
| | | Complete STIP and environmental justice analysis. | Complete TIP, environmental justice analysis, and environmental consultation. Prepare draft TIP document. |
| | May - June 2022 | Draft STIP | |
| | | Finalize draft STIP document. – May 16 th through June 15 th . | MPO TIP Approval MPO TAC & Policy Committees approve final FY 2023-2026 TIP by both TAC and Policy by end of June. Approve final amendment to the FY 2020-2023 TIP for FY 2023. Align the FY 2023 years. |
| | June 30, 2022 | Submit TIPs to MDOT by June 30th | |
| | July 1 – July 15 2022 | Finalize STIP Document statewide financial constraint. | MDOT reviews MPO TIP documents TIP documents are reviewed by MDOT. TIP financial tables are incorporated into the statewide financial constraint demonstration. |
| | July 15 – August 15, 2022 | Begin public comment period on July 15 th for STIP. Obtain MDOT management approval. | |
| August 15, 2022 | Submit STIP and TIPs to FHWA and FTA (and EPA for SEMCOG) | | |
| August 15 – September 30, 2022 | FHWA, FTA and EPA review STIP and TIP documents | | |
| September 30, 2022 | FHWA and FTA approve STIP and TIPs | | |
| October 1, 2022 | Notification of Approval | | |
| | Notify all stakeholders of STIP approval. Update all STIP fields in MAP database. Save original approved STIP/TIP JobNet for official records, auditors, and STIP stability analysis | Notify stakeholders of MPO STIP approvals. | |

Public Participation

The TIP (MPO) schedule is a generic schedule and does not apply to any specific MPO. Contact the individual MPOs for specific TIP development schedules.