



Meeting Minutes

Date/Time: Tuesday, August 17, 2021, at 10:30 AM

Location: Virtual Meeting

1. Call to Order

Mr. Steve Stepek called the meeting to order at 10:30 AM.

2. Changes or Additions to the Agenda

Mr. Steve Duke made a motion to approve the agenda as corrected, supported by Ms. Laurel Joseph. The **motion passed** unanimously.

3. Approval of the May 18, 2021 Meeting Minutes

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

4. Treasurer's Report

Ms. Lindsay Wallace reported:

- The account balance stands at \$18,506.

5. Financial Workgroup

Mr. Steve Brudzinski presented recommendations from the workgroup for estimating transit funding for the 2023-2026 TIP, which included:

- Do not include pass-through items in the TIP, these amounts will be added as they are awarded. These amounts could be included in an illustrative list in the Finance Chapter.

Ms. Pat Karr made a motion to approve the procedure for estimating transit funding for the 2023-2026 TIP as presented, supported by Ms. Suzann Flowers. The **motion passed** unanimously.

6. Education Committee

Ms. Maja Bolanowska reported:

- The MTPA 2021 conference was a success with 128 attendees and a net gain of over \$4,000. All surveys and comments received indicated attendees were pleased with the conference.



Ms. Maja Bolanowska made a motion to appoint Mr. Jason Nordberg as the next Chair of the Education Committee, supported by Mr. Steve Duke. The **motion passed** unanimously.

7. FHWA / FTA Update

Mr. Andy Pickard of FHWA reported:

- A forthcoming freight survey for MPOs will be due in October.
- Clarifications on Air Quality Conformity Process for LOMA/OMA areas in Michigan that will begin at the start of the new fiscal year:
 - MPOs should provide an assessment of air quality status (exempt / non-exempt) to inter-agency workgroups. Inter-agency workgroups must provide a response.
 - MDOT to provide templates for documentation. Documentation should be attached in JobNet to TIP amendment packages.

Ms. Susan Weber of FTA reported:

- Several notices of funding opportunities are now available. Check the FTA website for more information.
- FTA listening sessions (America's Open and Transit Open) are recorded and available on the FTA website.
- FTA has been working to streamline the process for flexing funds. CRRSAA HIP funds were not able to be flexed this year but may be flexed in the new fiscal year.

8. Asset Management Council (TAMC)

Mr. Ryan Buck reported:

- TAMC recently held their annual strategic planning session.
- TAMC will work with local agencies if they need to extend FY 2021 asset management funds through FY 2022.

9. Technical Committee

Ms. Suzann Flowers reported:

- The Technical Committee will be meeting in September to discuss mapping functionality.

10. JobNet Tech Report

Mr. Steve Stepek reported:

- Recent discussions included open data portal issues, and an auto generated obligated projects report.



11. MDOT

a. SPS General Updates & GPA Discussion

Mr. Don Mayle presented the draft GPA policy document with minor changes related to work types for turn lanes.

Ms. Laurel Joseph made a motion to adopt the GPA policy document as presented, supported by Ms. Suzann Flowers. The **motion passed** unanimously.

Mr. Don Mayle reported:

- All program managers have UWP projects programmed in JobNet with 5105 forms prepped.

b. MJI (JobNet Integration) estimated revenue

Ms. Heidi Phaneuf reported:

- MJI template targets have been sent out for the new TIP development cycle with a decrease in FY 2023 targets. MDOT will make adjustments in JobNet by mid-October. MPOs must make adjustments before then to ensure they are within fiscal constraint. Contact Ms. Heidi Phaneuf if an MPO needs more time to make those adjustments.
- There is \$9M available in obligation limitation for the non-rural statewide program and \$1.2 M available in the rural fund.
- HIP CRRSAA funds cannot be obligated until supplemental appropriation is passed by the state legislature. Current HIP CRRSAA projects programmed for FY 2021 need to be moved to FY 2022.

c. TPM Update

Mr. John Lanum reported:

- A schedule was provided with upcoming TPM action dates for MPOs.
- Public Transit Agency Safety plans were due in July. MPO Policy Committees have 180 days to adopt those plans.
- MPO TIPs and MTPs are required to include new Bridge targets by September 30, 2021.
- MPO 2023-2026 TIPs must reflect incorporat performance based planning into



procedures and processes. An example was provided from GVMC on how to implement performance measures into everyday planning activities. This example is considered a best practice.

12. Other New Business

Mr. Matt Galbraith reported:

- The CMAQ local call letter and allocation letter was sent out with a schedule included. Selected jobs should be submitted as draft jobs in JobNet by December 1, 2021.
- Contact Mr. Matt Galbraith with questions regarding eligibility or emissions calculations.
- A federal regulation requires a systems engineering analysis for ITS work types. MDOT is working on the process for reviewing these and will provide a guidance document for what is needed.

13. Adjournment

Mr. Steve Stepek adjourned the meeting at 11:27 AM.



Michigan Transportation Planning Association

Meeting Attendance Tuesday, August 17, 2021 at 10:30 a.m.

Name	Organization
Andrea Faber	GVMC
Jeff Franklin	MDOT
Amy Haack	WMSRDC
Richard Bayus	MDOT
Anita Boughner	MDOT
Ryan Smith	BayCATS
Michael Case	MDOT
Karen Fausset	MDOT
Maja Bolanowska	Midland MPO
Luke Walters	MDOT
Megan Mickelson	KATS
Brian Mulnix	WMSRDC
Nick Sapkiewicz	WATS
Michelle Weber-Currie	MDOT
Lindsay Wallace	SCCOTS
John Lanum	MDOT
Matt Galbraith	MDOT
Don Mayle	MDOT
Christina Ignasiak	FHWA
Edward Fowler	MDOT
Pat Karr	BCATS
Kelly Travelbee	MDOT

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Ryan Buck	WATS
Steven Stepek	KATS
Kim Gallagher	SWMPC
Jim Sturdevant	MDOT
Laurel Joseph	GVMC
Suzann Flowers	WATS
Nicole Baumer	TCRPC
Donna Wittl	MDOT
Emily Lake	WATS
Michele Zaverucha	MDOT
Steve Duke	R2PC
Steve Brudzinski	SEMCOG
Max Gierman	MDOT
Andy Brush	MDOT
Heidi Phaneuf	MDOT
Andy Pickard	FHWA
Katie Stewart	MDOT
Tanya DeOliveira	R2PC
Tyler Kent	MDOT
Demetra Manley	SATA
Jason Nordberg	GCMPC
Anton Schauerte	MACC
Andrea Strach	TCRPC
Susan Weber	FTA

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