



Southcentral Michigan Planning Council

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Board Meeting Agenda

MEETING DATE: Friday, December 29, 2017
MEETING TIME: 11:00 am
MEETING LOCATION: Kalamazoo County Administration Building (Room 105)
201 W Kalamazoo Ave, Kalamazoo, MI

1. **Call to Order**
2. **Member Present/Introductions**
3. **Members Excused**
4. **Action: Approval of the Agenda**
5. **Action: Approval of the Minutes**
 - a. Tabled until the next regular meeting
6. **Citizen Comments**
7. **Transportation Activities**
 - a. Review, and take action, on the Final Acceptance Report prepared by KATS
8. **Discussion/Action: Update from the SMPC Sponsored Retirement Account Committee**
 - a. Review of discussions and actions to date
 - b. Take action on related agreement
9. **Discussion: Financial Priorities**
 - a. Discuss financial priorities of SMPC
10. **Board Member Comments**
11. **Action: Adjournment**

Next Meeting: February 6 in Coldwater

**FY 2017
Final Acceptance Report
Region 3 (Southcentral Michigan Planning Council)
Contract #: 2015-0020/Z11
Implementation of the FY 2017 Transportation Planning Work Program
State Michigan Transportation Fund (MTF) Program**

Financial Summary

	Amount Spent (KATS)	Amount Spent (SMPC)	Total Spent	Budget	% of Budget
3101 Program Management *	\$7,468.31	\$4,135.95	\$11,604.26	\$10,233.00	113.40%
3102 Technical Assistance to MDOT	\$3,126.71		\$3,126.71	\$2,964.00	105.49%
3103 Technical Assistance to Member Agencies	\$6,058.94		\$6,058.94	\$9,424.00	64.29%
3104 Access Management	\$279.94		\$279.94	\$277.00	101.06%
3105 Pure Michigan Byway Program	\$251.45		\$251.45	\$277.00	90.78%
3106 Non-Motorized Mapping and Investment Plan	\$265.88		\$265.88	\$277.00	95.99%
3107 Rural Safety Planning	\$3,436.04		\$3,436.04	\$2,548.00	134.85%
Total Expenses	\$20,887.27	\$4,135.95	25,023.22	\$26,000.00	96.24%

3101 Program Management

Amount Spent (KATS)	Amount Spent (SMPC)	Total Spent	Budget	% of Budget
\$7,468.31	\$4,135.95	\$11,604.26	\$10,233.00	113.40%

Objective:

To manage MDOT Regional Transportation Planning Program (RTPP) in the Southcentral Michigan Planning Council Region 3 area.

Progress/Status Report:

Reviewed and revised the FY 2017 Regional Transportation Planning Work Program for funding changes. Prepared the FY 2016 Final Acceptance Report. Provided quarterly progress reports and billings to the SMPC pertaining to the Regional Transportation Planning Program (RTPP). Prepared for and attended SMPC meetings to answer questions and provide assistance. Assisted in the development of the FY 2018 Regional Transportation Planning Program. Meetings with the SMPC Executive Director pertaining to the RTPP.

Continued in FY 2018: Yes

3102 Technical Assistance to MDOT

Amount Spent	Budget	% of Budget
\$3,126.71	\$2,964.00	105.49%

Objectives:

(1) Assist in various tasks to update the State Long-Range Transportation Plan (MI Transportation Plan) and the State Transportation Improvement Program (STIP). (2) Assist in addressing specific department issues, such as transit, and project and program development issues.

Progress/Status Report:

Prepared for and attended the Transportation Bonanza (training and education for transportation projects). Contacted local agencies for data collection for Highway Performance Monitoring System. Prepared and submitted FY 2017-2020 Statewide Transportation Improvement Program Amendments. Participated in the process for the implementation of Jobnet for the Region and review of projects in Jobnet for accuracy. Prepared for and attended Planning and Environmental Linkages (PEL) meetings hosted by MDOT. Prepared for and attended session on using Big Data to Enhance the Statewide Model.

Continued in FY 2018: Yes

3103 Technical Assistance to Member Agencies

<u>Amount Spent</u>	<u>Budget</u>	<u>% of Budget</u>
\$6,058.94	\$9,424.00	64.29%

Objective:

Provide services to local transportation agencies to improve existing and new multi-modal transportation systems, and identify actions to improve the area's transportation system.

Progress/Status Report:

Review of existing funding sources and funding availability and updates to funding spreadsheets for local agencies. Prepared materials for and attended the Michigan Transportation Planning Association Conference. Prepared for and attended meeting with Marshall for federal funding available for public transportation. Prepared for and attended sessions on Planning for Tomorrow's Mobility.

Continued in FY 2018: Yes

3104 Access Management

<u>Amount Spent</u>	<u>Budget</u>	<u>% of Budget</u>
\$279.94	\$277.00	101.06%

Objective:

To assist in developing an Access Management training program for client communities. Assist in preparing Access Management plans and ordinances along major highway corridors.

Progress/Status Report:

Review of the Region status with Access Management Plans. Review of MDOT Access Management Program.

Continued in FY 2018: Yes

3105 Pure Michigan Byway Program

<u>Amount Spent</u>	<u>Budget</u>	<u>% of Budget</u>
\$251.45	\$277.00	90.78%

Objective:

Assist the I-69, BR-94, M-179 and US-12 Byway Committees in developing and administering their Corridor Management Plan (CMP). Serve as technical support staff to byway committees and central contact point for questions or concerns, research and apply for grants to fund projects contained in the CMP.

Progress/Status Report:

Review of the Region status with Pure Michigan Byways. Reviewed MDOT Pure Michigan Byways Program.

Continued in FY 2018: Yes

3106 Non-motorized Mapping and Investment Plan

<u>Amount Spent</u>	<u>Budget</u>	<u>% of Budget</u>
\$265.88	\$277.00	95.99%

Objective:

Facilitate the process of completing non-motorized planning efforts for the State of Michigan by MDOT region.

Progress/Status Report:

Review of Region status with non-motorized planning. Reviewed MDOT Southwest Region Non-motorized Plan. Prepared for and attended MTPA sessions "Pedestrian, Bicyclist, Counting and the Cloud – What Do They Have in Common" and "Accessibility and Mobility: A Discussion in Transportation Planning."

Continued in FY 2018: Yes

3107 Rural Safety Planning

<u>Amount Spent</u>	<u>Budget</u>	<u>% of Budget</u>
\$3,436.04	\$2,548.00	134.85%

Objective:

Assist in conducting rural safety planning forums to increase or create awareness for safety, and encourage formation of cross-discipline safety partnerships at the local level.

Determine areas of safety risks (i.e., behavioral, structural) and schedule workshops to educate constituents in mitigating these risks, if appropriate.

Progress/Status Report:

Prepared for and attended meetings on the 2017 Southcentral Michigan Regional Traffic Safety Plan with MDOT and consultants. Reviewed and suggested changes of the draft 2017 Southcentral Michigan Regional Traffic Safety Plan. Coordinated meetings with stakeholders for the 2017 Southcentral Michigan Regional Traffic Safety Plan. Public involvement for the development 2017 Southcentral Michigan Regional Traffic Safety Plan. Prepared for and attended Traffic Safety Network Meetings. Work on database to track results of Model Inventory of Roadway Elements (MIRE) data.

Continued in FY 2018: Yes

**FY 2017
Final Acceptance Report
Region 3 (Southcentral Michigan Planning Council)
Contract #: 2015-0020/Z10
Management of the Rural Task Force and Small Urban Program
Federal State Planning and Research Funds (SPR)
State Michigan Transportation Fund (MTF)**

Financial Summary

	<u>Amount Spent</u>	<u>Budget</u>	<u>% of Budget</u>
3108 Management of the Rural Task Force and Small Urban Programs	\$10,269.72	\$11,632.00	88.29%
3109 Public Involvement and Consultation Process for Non-Metropolitan Areas	\$1,793.68	\$1,997.00	89.82%
3110 Public Involvement for Air Quality Conformity ¹	\$94.29	\$371.00	25.42%
Total Expenses	\$12,157.70	\$14,000.00	86.84%

3108 Management of Rural Task Force and Small Urban Program

<u>Amount Spent</u>	<u>Budget</u>	<u>% of Budget</u>
\$10,269.72	\$11,632.00	88.29%

Objective:

To assist MDOT in the management of the Rural Task Force (RTF) and Small Urban program meetings.

Progress/Status Report:

Scheduled and prepared materials for and attended 3 meetings of the full RTF #3. Generated meeting minutes of full task force meetings. Prepared and submitted 2017 – 2020 Transportation Improvement Program Amendments for RTF #3 and the Small Urban Program to MDOT. Advertised, scheduled prepared materials for and attended Hastings Small Urban Program Meeting. Worked with MDOT on funds available and balances for Rural Task Force Program. Prepared for and attended MDOT Rural Task Force Training. Assistance to the Villages of Tekonsha and Homer regarding the Rural Task Force Program and project eligibility.

Continued in FY 2018: Yes

3109 Public Involvement and Consultation Process for Non-Metropolitan Areas

<u>Amount Spent</u>	<u>Budget</u>	<u>% of Budget</u>
\$1,793.68	\$1,997.00	89.82%

Objectives:

(1) To provide for non-metropolitan local official participation in the development of the State Long-Range Transportation Plan (LRTP) and the State Transportation Improvement Program (STIP). (2) To provide opportunities for the public to review and comment in the development of the LRTP and STIP. (3) To manage consultation with local elected officials, local officials with responsibility for transportation, public agencies, general public, Tribal Governments, businesses, and other organizations in accordance with the Statewide Planning Process Public Participation Plan.

Progress/Status Report:

Prepared advertisements and public meeting notices for Rural Task Force and Small Urban Program meetings. Updated the Region 3 Rural Task Force Program web page. Prepared for and attended FHWA Environmental Consultation Training.

Continued in FY 2018: Yes

3110 Public Involvement for Air Quality Conformity

<u>Amount Spent</u>	<u>Budget</u>	<u>% of Budget</u>
\$94.29	\$371.00	25.42%

Objective:

(1) To comply with the provisions of MAP-21 and the transportation conformity provisions of the Clean Air Act for non-attainment areas for ozone and particular matter (PM2.5). (2) To provide local interagency coordination in the transportation planning process. (3) To provide results and gain input for the air quality conformity process to all interested individuals, citizens, and organizations (public and private).

Progress/Status Report:

Review of Interagency Work group members

Continued in FY 2018: Yes

**FY 2017
Final Acceptance Report
Region 3 (Southcentral Michigan Planning Council)
Contract #: 2015-0020/Z12
Asset Management
State Michigan Transportation Fund (MTF)**

3111 Asset Management

<u>Amount Spent</u>	<u>Budget</u>	<u>% of Budget</u>
\$36,053.96	\$53,162.00	67.82%

Objective:

Assist in collecting and analyzing the data as part of the Michigan Department of Transportation's Transportation Asset Management Program.

Assist and train local units of government in Asset Management principles and the use of PASER data.

Progress/Status Report:

Participated in on-site and web-based PASER rating and data submission training per TAMC eligibility requirements. Participated as part of 3-person teams that rated the federal aid eligible roads in the Region 3 non-urban area. Provided results of the PASER ratings to local agencies for review. Transmitted PASER ratings along with other roadway data to MDOT. Coordinated with TAMC for Local Agency reimbursements for PASER data collection for Branch County, Barry County, St. Joseph County, and Calhoun County. Completed Road Condition Reports (FY 2016 Data) for Barry, Branch, Calhoun, Kalamazoo and St. Joseph Counties. Submitted local PASER data on the non-federal aid system on behalf of St. Joseph County (TAMC approved). Participated in the TAMC regional PASER coordinators conference calls. Assistance to the City of Bronson and the Road Commission of Kalamazoo County on Asset Management Plans. Installation of updates to Roadsoft. Reviewed and offered comments on the TAMC PASER rating rules.

Continued in FY 2018: Yes

**FY 2017
Final Acceptance Report
Region 3 (Southcentral Michigan Planning Council)
Contract #: 2015-0020/Z9
Regional Transit Plan
State Comprehensive Transportation Fund (CTF)**

3112 Regional Transit Plan

<u>Amount Spent</u>	<u>Budget</u>	<u>% of Budget</u>
\$1,797.75	\$2,000	89.89%

Objective:

Assist MDOT Office of Passenger Travel (OPT) and their consultant KFH Group with preparing a regional transit plan.

Progress/Status Report:

- Prepared for and attended the meeting for the Coordinated Mobility Plan: Region 8.
- Prepared the final report for the Coordinated Mobility Plan: Region 8.