

# Rural Task Force #3 Meeting

*January 31, 2018*

## *Road Commission of Kalamazoo County - Kalamazoo, MI*

### **Members in Attendance:**

Angela Kline	Calhoun County Road Department
Trent Arver	Branch County Road Commission
Ryan Minkus	Road Commission of Kalamazoo County
Jacob Welch	Barry County Road Commission
Chris Minger	St. Joseph County Road Commission

### **Others in Attendance:**

Don Mayle	Michigan Department of Transportation
Mark Worden	Road Commission of Kalamazoo County
Bill Voight	Barry County Transit Authority
Kristine Parsons	Calhoun County Road Department
Steve Yorks	St. Joseph County Transit
Sean McBride	Kalamazoo Metro Transit
Garrett Myland	St. Joseph County Road Commission
Steve Stepek	Kalamazoo Area Transportation Study
Megan Arndt	Kalamazoo Area Transportation Study
Fred Nagler	Kalamazoo Area Transportation Study

### **Call to Order**

Chair Minkus called the meeting to order at 10:08 a.m. at the Road Commission of Kalamazoo County. Introductions were made. Note: Kline arrived at 10:12.

### **Approval of December 20, 2017 Rural Task Force 3# Meeting Minutes**

Welch requested that Brad Lamberg be added to the list of Others in Attendance.

MOTION by Welch, SUPPORT by Arver, ***“to approve the December 20, 2017 Rural Task Force #3 Meeting Minutes amended as suggested.”*** Motion passed.

Prior to addressing the agenda items, a discussion was undertaken regarding corrections to the MDOT All Season “D” roadmap. Mayle said he had brought a paper copy of the current map to the meeting that could be marked up and brought back to MDOT for use in the updating process. He stated that MDOT is working to update the layer that the map is in and will have an app in the future to allow changes to be

entered by others. He will see that existing changes get made but that in the future, changes will need to be acted on by the full RTF and forwarded to MDOT for final approval.

**Review of 2018 Projects and Target Balance**

**Review of EDD Carryover Amounts and Constraints**

Mayle said that he had started reviewing MDOT tracking sheets from 2010 through 2017 that finance was able to produce from records. He had no news to offer yet, as following the sheets has been very difficult. He offered to continue to look into the issue but said that if the full RTF wanted to erase the negative EDD balance for Barry County so as to allow them to once again program their allocation, the best solution would be for the other counties in the task force to agree to transfer some of their allocations to Barry. Moving forward, it will be MDOT policy that EDD will be tracked by county and that those with negative balances will not be allowed to program projects using the funding.

Welch said that he had sent Mayle a copy of a balance sheet produced around the time of 2017 – 2020 Call for Projects that showed no negative balance for Barry County. He also noted that there appeared to be several errors that exacerbated the negative balance total, including a project from Bay City that was being charged to Barry's balance, and a large Barry County project on Finkbinder Road with multiple funding sources that all seemed to be charged against EDD. He further stated that had they been aware that there was a large negative balance they would not have programmed EDD funding for their 2017 project.

Mayle said that in 2017, EDD funds were transferred from Calhoun and Kalamazoo counties to Barry in order to zero out the negative balance on paper prior to the switch to the new Sigma accounting program. It appears that after the switchover not all the funds were restored to Kalamazoo County. Mayle will investigate the shortage in restoration of funds to Kalamazoo as well as the issue of a Bay County job being charged to Barry. If the Bay County charge was in error then he will work with MDOT finance to see that he funds are restored to Barry. Stepek noted that the effect of the Bay County job will need to be tracked all the way through 2017 to determine the net difference. Mayle said that he would invite Barry County to a meeting with MDOT finance to get some clarity on the content of the tracking spreadsheets.

It was noted that extra emphasis will need to be placed in monthly reports on region-approved transfers of EDD so that MDOT will notice them and properly track the changes.

MOTION by Kline, Support by Arver, ***“to change 2018 project 130067 from Countywide Preventive Maintenance to Resurfacing of 25 ½ Mile Road from F Drive S to Finley and to increase EDD to \$308,965 for a total project construction cost of \$910,429.”*** Motion passed.

MOTION by Minkus, SUPPORT by Welch ***“to approve increasing the amount of STL for the 2018 Road Commission of Kalamazoo 42<sup>nd</sup> Street project to the amount that can be approved via administrative adjustment for the KATS MPO, increase EDD to \$139,150; and to program the remaining available STL funding to Kalamazoo Metro for a vehicle replacement project.”*** Motion passed.

MOTION by Welch, SUPPORT by Arver ***“to delete \$122,092 in EDD from project 130063.”*** Motion passed.

MOTION by Arver, SUPPORT by Welch ***“to increase STL funding on project 13066 to \$535,863 and to reduce EDD to \$70,141.”***

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After discussion, the motion was amended.

MOTION by Arver, SUPPORT by Minger **“to increase STL funding on project 13066 to \$535,863 and to reduce EDD to \$0.”** Motion passed.

MOTION by Kline, SUPPORT by Arver **“to add four Countywide Preventive Maintenance projects using \$94,000 in STL each, to be done by force account in Calhoun County.”** Motion passed.

MOTION by Arver, SUPPORT by Minger **“to change the amount STL funding in project 13066 to \$376,000 and to add a new Countywide Preventive Maintenance project in Branch County using \$159,863 in STL and \$70,141 in EDD.”** Motion passed.

### **Local Federal Aid Fund Exchange Program**

Mayle updated the Task Force on the status of updates to the guidelines for the Local Federal Fund Exchange Program. He said that changes will not affect the application procedure and that counties should still follow the current guidelines in that regard.

### **Updates of 2019 – 2020 Projects**

MOTION by Minkus, SUPPORT by Welch **“to change the limits of the 2019 Road Commission of Kalamazoo’s D Avenue project to Rolling Meadow to Douglas using \$427,691 in STL, \$85,697 in EDD and \$216,612 Local Match for a total project cost of \$730,000; to increase the STL programmed to Kalamazoo Metro’s 2019 Bus Replacement project to \$87,632; to increase STL programming for Kalamazoo Metro’s 2020 Van Purchase project to \$81,757; and to program the Road Commission of Kalamazoo’s 2020 U Avenue project at \$443,873 in STL, \$85,697 in EDD and \$1,156,127 in local funding.”** Motion passed.

### **Updated Bylaws**

MOTION by Kline, SUPPORT by Arver **“to approve the revised Rural Task Force #3 Bylaws as presented.”** Motion passed

### **Public Comment**

No public comment was presented

### **Spring 2018 Meeting Schedule**

The next Rural Task Force #3 meeting is scheduled for 10:00 a.m., April 17, 2018 at the Road Commission of Kalamazoo County

### **Non-Federal Aid Road Condition Data Collection Reimbursement**

Nagler presented an overview of the new process for RPO approval of funding for data collection efforts on non-federal aid roads. Agencies were encouraged to submit their letters of application prior to May 1, 2018

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***Other Business***

No other business was brought forth.

***Adjourn***

Meeting adjourned at 12:30p.m.

**Minutes approved: January 31, 2018**

*Questions or comments on these minutes can be directed to:*

*Fred Nagler*  
*Associate Planner*  
*Kalamazoo Area Transportation Study*  
*[fnagler@katsmpo.org](mailto:fnagler@katsmpo.org)*