There will be a Transportation Policy Committee meeting held on:

DATE: Wednesday, August 17, 2016
TIME: 1:30 p.m.

PLACE: WMSRDC Offices- Terrace Plaza 3rd Floor
316 Morris Avenue
Muskegon, MI 49443

If you are unable to attend, please call Syndi Copeland at 231.722.7878 x10
TRANSPORTATION POLICY COMMITTEE

AGENDA

August 17, 2016

I. CALL TO ORDER

II. APPROVAL OF THE PREVIOUS MINUTES (MAY 18, 2016) - (ATTACHMENT I) ACTION

III. PUBLIC COMMENT

IV. WESTPLAN AIR QUALITY UPDATE- (INFORMATION) – MDEQ

V. MUSKEGON AREA TRANSIT SYSTEM (MATS) MEMORANDUM OF UNDERSTANDING- (ATTACHEMENT II) (ACTION) Amy

VI. TRANSPORTATION IMPROVEMENT PROGRAM
   o FY2017-2020 TIP- (ATTACHMENT III) (ACTION) Brian

VII. MPO ROUNDTABLE-
   o OLD BUSINESS
   o NEW BUSINESS

VIII. PUBLIC COMMENT

IX. ADJOURNMENT
ATTACHMENT I

WEST MICHIGAN METROPOLITAN TRANSPORTATION PLANNING PROGRAM (WESTPLAN) POLICY COMMITTEE MEETING

MEETING MINUTES
May 18, 2016

I. CALL TO ORDER
Chairperson Roger Bergman called the meeting to order at 1:30 p.m.

ATTENDANCE
A. Members Present
   Roger Bergman, Ottawa County (Chairperson)
   Edd Whalen, City of Whitehall (Vice-Chairperson)
   Betty Gajewski, Ottawa County Road Commission
   Elmer Hoyle, Ravenna Township
   Susie Hughes, MATS
   Jack Kennedy, Muskegon County Road Commission
   Jason Kolkema, Village of Fruitport
   John Lanum, MDOT Lansing
   Bonnie McGlothlin, City of Muskegon Heights
   Dennis Scott, City of Grand Haven
   Leon Stille, Crockery Township
   Byron Turnquist, City of Muskegon
   Rillastine Wilkins, Muskegon County Commissioner

B. Members Not Present
   Kim Arter, Laketon Township
   Kay Beecham, City of Norton Shores (excused)
   Dan Ruiter, City of Ferrysburg
   Rachel Tupica, FHWA (Non-Voting) (excused)
   Melissa Klos, City of Roosevelt Park
   Robert Monetza, Harbor Transit (excused)
   Mark Powers, Village of Spring Lake

C. Others Present
   Laird Schaeffer, Citizen

D. Staff Present
   Joel Fitzpatrick, WMSRDC
   Brian Mulnix, WMSRDC
   Amy Haack, WMSRDC

II. APPROVAL OF THE MINUTES (APRIL 16, 2016) –A motion was made to approve the minutes from the April 16, 2016 meeting as submitted. Motion approved. m/s Hughes/Hoyle

III. PUBLIC COMMENT
No member of the public spoke.
IV. WESTPLAN UNIFIED WORK PROGRAM – Mr. Mulnix gave an overview of the proposed 2017 UWP. A motion was made to approve the work program. Motion approved. m/s Whalen/Kennedy

V. FY 2014-2017 TRANSPORTATION IMPROVEMENT PROGRAM

Mr. Mulnix reviewed the proposed Amendment N to the 2014-2017 TIP.

FY2017-2020 TIP Amendment N

2017 GPA ADJUSTMENTS

1) **Add**, 2017 MTA, GPA, *Section 5307 GPA*, $2,155,000 *5307*, $760,000 State M, $ 915,000 Local, Total $3,830,000.
   
   Three GPA projects:
   
   - MATS, $1,000,000 5307, $600,000 CTF, $400,000 Local, $2,000,000 Total.
   - MATS, $640,000 5307, $160,000 CTF, $800,000 Total.
   - Harbor Transit, $515,000,000 5307, $515,000 Total.

2) **Add**, 2017 MTA, GPA, *Section 5310 GPA*, $803,000 *5310*, $242,000 State M, Total $1,045,000.
   
   Five GPA projects:
   
   - MATS, Mobility management, $120,000 5310, $30,000 CTF, $150,000 Total.
   - Pioneer Resources, Seven medium duty replacement buses, $592,000 5310, $148,000 CTF, $740,000 Total.
   - Pioneer Resources, Administrative vehicle, $32,000 5310, $8,000 CTF, $40,000 Total.
   - Pioneer Resources, NF – Operating, $55,000 5310, $55,000 CTF, $110,000 Total.
   - Pioneer Resources, NF – Mobility Management, $4,000 5310, $1,000 CTF, $5,000 Total.

3) **Add**, 2017 MTA, GPA, *Section 5311 GPA*, $47,500 5311, $47,500 State M, Total $95,000.
   
   One GPA project:
   
   - Pioneer Resources, JARC Operating, $47,500 5311, $47,500 CTF, $93,000 Total.

4) **Add**, 2017 MTA, GPA, *Section 5337 GPA*, $470,000 5337, $118,000 State M, Total $588,000.
   
   One GPA project:
   
   - Harbor Transit, Bus replacement, $515,000 5337, $118,000 State M, Total $588,000.

5) **Add**, 2017 MTA, GPA, *Section 5339 GPA*, $235,000 5339, $59,000 State M, Total $294,000.
   
   One GPA project:
   
   - Harbor Transit, bus replacement, *Section 5339 GPA*, $235,000 5339, $59,000 State M, Total $294,000.

6) **Add**, 2017 MDOT, GPA, *Trunkline BRIDGE 3R*, $543,664 Federal ST, $120,557 State M, Total $664,221
   
   One GPA project:
   

   
   Federal, $532,351 State M, $19,927 Local, Total $2,953,000.
   
   Three GPA projects:
   
   - MDOT, US-31 BR, Hall Street at the White River, $1,453,716 ST, $322,357 M, $19,927 Local, $1,796,000 Total.
   - MDOT, M-120, Whitehall Rd, $592,595 ST, $131,405 M, $724,000 Total.
   - MDOT, M-120, Getty Street, $354,411 ST, $78,589 M, $433,000 Total.

8) **Add**, 2017 MDOT, GPA, *Trunkline Highway Preservation*, $5,275,351 ST, $970,649 State M, Total $6,246,000.
   
   Two GPA projects:
- MDOT, US-31 SB, C&O Railroad north to Fruitvale Road. $3,475,351 NH, $770,649 State M, Total $4,246,000.
- MDOT, I-96, $1,800,000 ST, $200,000 State M, Total $2,000,000.

9) Add GPA, 2016 MDOT, GPA, *Trunkline Roadside Infrastructure Improvement*, $29,466 ST, $6,534 M, $36,000 Total.
   One GPA project:
   - MDOT, at Waterloo Street, $29,466 ST, $6,534 M, $36,000 Total.

10) Add, 2017 MDOT, GPA, *Trunkline Traffic Operations and Safety*, $834,800 ST, $165,200 State M, Total $1,000,000.
    Three GPA projects:
    - MDOT, M-120, Whitehall Rd, $613,875 ST, $136,125 M, $750,000 Total.
    - MDOT, M-120, Getty Street, $180,000 ST, $20,000 M, $200,000 Total.
    - MDOT, M-120, Getty Street, $40,925 ST, $9,075 M, $50,000 Total.

**MCRC- 2017 STP Rural**

- Add, 2017 Fruitvale Road, Rural Task Force project, Fruitvale Road From Whitbeck-US-31 BR; Whitbeck From: Eilers-Fruitvale, $600,151 STL, $209,714 State M, $20,135, $830,000 Total.

**Norton Shores- FY2017**

- Cost Increase- Henry Street Bridge over Mona Lake, Increase cost to, $584,400 Federal, $109,575 State M, $36,525 Local. (Originally listed at $463,000 Federal)

**Illustrative Projects**

**Ottawa County Road Commission- 2017 (TAP)**

Add- (Conditional Commitment) Grand River Greenway Trail (M-231 Connector Project) - construct the M-231 Connector Trail for 3.9 miles as part of the Grand River Greenway Trail in Ottawa County. The project will be 10 feet wide paved shared use pathway through Robinson Township. Federal: $1,141,128.00 Local: $470,000.00 Total: $1,611,128

A motion was made to approve the proposed Amendment N to the 2014-2017 TIP. Motion approved. m/s Hughes/Whalen

A second motion was made to align FY 2017 of both the 2014-2017 TIP and the 2017-2020 TIP. Motion approved. m/s Wilkins/Hughes

**VI. 2017-2020 TRANSPORTATION IMPROVEMENT PROGRAM** – Mr. Mulnix gave an update on the 2017 -2020 TIP. A motion was made to approve the 2017-2020 TIP. A question regarding declining funding was raised by Mr. Byron Turnquist. Discussion ensued with Mr. John Lanum of MDOT answering. Motion approved. m/s Whalen/Kennedy

**VII. MPO ROUNDTABLE /NEW BUSINESS** - Mr. Brian Mulnix spoke on developments related to the port.

**VIII. UNFINISHED BUSINESS** – No old business was discussed.

**IX. NEW BUSINESS** – No new business was discussed.

**X. PUBLIC COMMENT** – No public commented.

**XI. ADJOURNMENT** – Meeting was adjourned at 2:10 p.m.
This Memorandum of Understanding is agreed and entered into on the _____ day of ______, 2016, between the West Michigan Metropolitan Planning Program, hereinafter called WestPlan, and the County of Muskegon’s Muskegon Area Transit System, hereinafter called MATS. This memorandum outlines the roles and responsibilities of WestPlan, the metropolitan planning organization (MPO) for Muskegon and northern Ottawa County, Michigan, and MATS, a transit operator offering transit services in the Muskegon County, Michigan, area, to carry out federal transportation planning and programming requirements.

This memorandum, in accordance with federal requirements, provides the framework for WestPlan and MATS to cooperatively determine their mutual roles and responsibilities for carrying out the urban transportation planning process in accordance with Federal Transit Administration (FTA) requirements, the Moving Ahead for Progress in the 21st Century Act (MAP-21), Fixing America’s Surface Transportation Act (FAST Act), the metropolitan and statewide planning regulations and WestPlan’s program of projects process. The process includes the coordination of program activities between WestPlan and MATS in the development of WestPlan’s Unified Work Program (UWP), the WestPlan Long Range Transportation Plan (LRP), and the WestPlan Transportation Improvement Program (TIP), and other federal, state, and regional planning activities, as applicable.

WestPlan, as the designated MPO for the Muskegon Urbanized Area, and MATS recognize that a continuous, comprehensive, and cooperative planning process are essential and mutually beneficial for the provision of public transportation to the residents of Muskegon County. It is committed that MATS will be afforded a voting representative position on the WestPlan Transportation Policy and Transportation Technical committees and that MATS and WestPlan will jointly fulfill the federally-required roles of the transportation planning process.

I. Unified Work Program (UWP)

   A. In accordance with state and federal requirements, WestPlan annually prepares, adopts, and updates the Unified Work Program (UWP) describing MPO planning activities and studies. The UWP relates MPO significant planning activities of the state, WestPlan, MATS, and other participating local government agencies in an integrated, comprehensive program document.

   MATS agrees to annually prepare and submit to WestPlan, for inclusion in the UWP, the description of regionally significant transportation related planning work intended to be carried out by MATS.
B. WestPlan and MATS agree to consult and coordinate the development of transit plans and programs as they relate to existing and future multi-modal transportation needs in Muskegon County and the surrounding region.

C. WestPlan and MATS agree to work together to achieve compliance with all federal planning regulations and guidelines.

II. Participation Plan

WMSRDC utilizes an adopted Public Participation Plan in Transportation Decision Making to provide residents, affected public agencies, and all interested parties with reasonable opportunities to be involved in the metropolitan transportation process and to review and comment at key decision points.

MATS will rely primarily on WestPlan’s public involvement process to meet its Section 5307 public involvement requirements. Furthermore WestPlan, in cooperation with MATS, will conduct public involvement activities for the development and adoption of the Long Range Plan (LRP) and Transportation Improvement Program (TIP) as it relates to the MATS Program of Projects. It will be specifically stated in WMSRDC’s outreach that the public notice of public participation activities and time established for public review of and comment on the TIP will satisfy MATS Program of Projects requirements. In addition to public involvement activities performed by WMSRDC, MATS will publish a Program of Projects for each Federal Section 5307 funding application in the predominant area newspaper.

III. Transportation Improvement Program (TIP)

A. WestPlan and MATS agree to work together in the development of transit projects within WestPlan’s planning area and assure that available funds are spent on projects and programs that improve the transportation system. MATS will submit to WestPlan a fiscally constrained list and description of all transportation projects proposed to be funded with federal funds and any regionally significant projects to be completed with non-federal funds.

IV. Long Range Transportation Plan (LRP)

A. WestPlan, in cooperation with MATS, will develop the Long Range Transportation Plan (LRP) as required by federal regulations. MATS will submit to WestPlan data required for plan development. MATS will be required to submit a fiscally constrained financial plan for existing and proposed transit projects.
B. WestPlan, in cooperation with MATS, will conduct public involvement activities for the development and adoption of the LRP.

C. WestPlan and MATS agree to work together in developing, maintaining, and managing an understandable and equitable process for documenting projects within the planning area for WestPlan’s LRP. WestPlan and MATS agree to provide early notice of any proposed policy or procedural changes that may impact project selection or the implementation of the LRP.

V. Annual Listing of Projects with Federal Funding Obligations

Annually, within 90 days after the close of the federal fiscal year, WestPlan will work with MATS and other agencies to cooperatively develop a listing of projects from the TIP for which federal transportation funds were obligated in the preceding fiscal year. This report will contain the projects and financial information as required in federal code. WestPlan will make this report available to the public on the website of WestPlan and the West Michigan Shoreline Regional Development Commission, which is www.wmsrdc.org.

VI. Term

This agreement shall be evaluated annually. It may be amended as necessary by agreement of both WestPlan and MATS, and will remain in force until repealed by either WestPlan or MATS. WestPlan and MATS commit to continually improve the planning process and the delivery of transit services for the region.

County of Muskegon
Muskegon Area Transit System (MATS)

__________________________________
Terry J. Sabo
Chairperson, Muskegon County Board of Commissioners

West Michigan Metropolitan Planning Program (WestPlan)

__________________________________
Roger Bergman
Chairperson, WestPlan Policy Committee
ATTACHMENT III

WestPlan FY2017-2020 TIP Amendment A

Harbor Transit-

2017

1) Add Project- 5339- Purchase (1) bus. $57,686 from FY2016 allocation to be added with $57,686 FY2017 allocation for a total of $115,372

MDOT-

2017

1) Change Year- Job #120077 CON Phase; US-31 at Russell Road Carpool Lot- Currently list in 2016 GPA Tab, Move from FY2016 to FY2017
2) Add Project to GPA- Job #122635 CON Phase; US-31 from C&O Railroad north to Fruitvale Road- FY2017 Road CPM
3) Add Project to GPA- Job #129878 CON Phase; I-96 from 112th Ave. to 68th Ave. FY2017 Road CPM

Norton Shores-

2017

Harvey Street- Hile to Ellis- Work Scope Change, Originally list in TIP (Job #123988) as Reconstruct 3 lanes, will now be reconstruction with addition of (2) lanes for a total of (5) Lanes which will line up with the southern portion of Harvey. The Federal portion of $520,000 will remain the same, with additional local match of $385,868 coming from the Little River Band of Ottawa Indians. The new totals will be as follows: Federal: $520,000 Local: $515,868 Total: $1,035,868.

Commission staff will address following projects from the current TIP for Harbor Transit:

2014 (Administrative Adjustments)

1) Change- 5339- Transit Support Equipment, (1) Replacement, Transit Service Vehicle, Total; $35,069 Federal; $28,055 State; $7,014 (CTF)
2) Add- 5339- Transit Facility, (1) LED Parking Lot Light, Total; $2,000 Federal; $1,600 State; $400 (CTF)