



## TECHNICAL ADVISORY COMMITTEE

April 22, 2009

10:00 – 11:30 a.m.

McCloskey Room (#135)

- I. Call to Order
- II. Approval of Minutes:
  - A. March 25, 2009
- III. Communications from the Chair
- IV. Reports from Officers and/or Committees
  - A. Updates on BMCMPPO funded projects
- V. Reports from the MPO Staff
  - A. 10<sup>th</sup> Street Campus Mobility Study
  - B. Transportation Improvement Program Development
  - C. Unified Planning Work Program Development
- VI. Old Business
- VII. New Business
  - A. Transportation Improvement Program Amendment
    - 1. INDOT – SR 48 Pavement Preservation from SR37 to Curry Pike  
*(Recommendation Requested)*
    - 2. INDOT – SR 45/46 from Curry Pike to Pete Ellis Dr.  
*(Recommendation Requested)*
  - B. Safe Routes to Schools applications  
*(Recommendation Requested)*
  - C. Transportation Enhancement Process  
*(Recommendation Requested)*
- VIII. Communications from Committee Members (*non-agenda items*)
  - A. Topic Suggestions for future agendas
- IX. Upcoming Meetings
  - A. Policy Committee (special meeting) – May 8, 2009 at 1:30pm (McCloskey Room)
  - B. Technical Advisory Committee – May 27, 2009 at 10:00 a.m. (McCloskey Room)
  - C. Citizens Advisory Committee – May 27, 2009 at 6:30 p.m. (McCloskey Room)

Adjournment



**Draft Technical Advisory Committee Meeting Minutes  
March 25, 2009 McCloskey Conference Room 135, City Hall**

*Technical Advisory Committee minutes are transcribed in a summarized outline manner. Audio recordings are on file with the City of Bloomington Planning Department.*

**Attendance**

**Technical Advisory Committee:** John Carter (Monroe Co. Community School Corp.), John Collisson (County Highway), Jewel Echelbarger (Rural Transit), Jane Fleig (CBU), Laura Haley (Bloomington GIS), Lew May (Bloomington Transit), Tom Micuda (Bloomington Planning), Adrian Reid (Bloomington Engineering), Andrea Roberts (Bloomington Public Works), Mike Trexler (Bloomington Controller), Jim Ude (INDOT), and Dave Williams (Bloomington Parks).

**Others:** Josh Desmond (MPO Staff), Raymond Hess (MPO Staff), Jane Weiser (MPO Staff), and Joyce Williams (Bloomington Engineering).

- I. Call to Order**—Adrian Reid called the meeting to order.
- II. Approval of Minutes:**
  - A. February 25, 2009**—Tom Micuda moved approval of the minutes. Lew May seconded the motion. The minutes were approved by unanimous voice vote.
- III. Communications from the Chair**—There was no report.
- IV. Reports from Officers and/or Committees**

Mr. May said that Bloomington Transit had chosen Parsons Brinkerhoff working with Bill Riggert as their architectural and engineering team to negotiate a scope of work and the cost proposal. They hope to be able to award a contract for the final design within the next two weeks. Mr. Collisson reported that the Smith/Rogers preconstruction meeting will be Tuesday. Construction will be starting the first of May. Mr. Reid is reviewing RFQs for construction inspection for the Henderson St. project. Engineering may do that in-house. INDOT is looking at the two roundabouts (17<sup>th</sup> & Arlington and Sare & Rogers) for advertising for RFQs.
- V. Reports from the MPO Staff**

Mr. Hess pointed out the supplemental handouts. One was an email from a CAC member about Complete Streets.
- VI. Old Business**
  - A. Transportation Improvement Program Amendments (ARRA Projects)**
    - a. Economic Recovery and Reinvestment Act Projects (*Recommendation Requested*)** Mr. Hess said our funding allocation totals \$3,057,822. Many projects have been disqualified for funding based on the guidance provided by INDOT and FHWA. As a result, staff asked the Policy Committee on March 13<sup>th</sup> to withhold amending the TIP to program ARRA funds since information was still coming in. There will be a special meeting of the Policy Committee on April 3 for them to make a final determination on which projects should receive the funding.

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The supplemental handout contains the most up-to-date information. Mr. Hess explained why some projects became ineligible for ARRA funds.

**i. Monroe County projects**

Monroe County projects still eligible include pavement preservation projects and 2 bridge deck overlays.

**ii. City of Bloomington projects**

The B-Line Trail project dropped from the list since that has a good chance of moving forward without ARRA funding. Mr. Hess listed the projects still being considered. Ms. Williams said that project inspection costs were not included so around 12% should be added to the projected costs for the City projects. Mr. Hess relayed a few detail changes to the projects.

**iii. Town of Ellettsville**

Mr. Hess said that the Heritage Trail is their main project but he didn't have details. From the MPO staff point of view, it is a little uncertain as to whether this project is ready to move forward and capable of meeting the obligation timeline.

Mr. Hess said that the TAC needs to reduce the number of projects to better match the amount of ARRA funds available. Mr. Hess presented a couple of scenarios which the committee could consider. Mr. Reid explained that they had dropped the signal projects on 3<sup>rd</sup> St. and why they had decided they could mill and fill Walnut St. \*\*\* **Tom Micuda recommended that the Policy Committee be forwarded the following recommendation from the TAC—ARRA funds should be used on the County pavement preservation and bridge projects, the Jackson Creek Trail project, the Ellettsville pavement preservation projects, the 4<sup>th</sup> St traffic signal projects (subject to construction inspection cost), all of the City preservation projects, plus the City sidewalk projects (with the amount being allocated to the City sidewalk projects reflecting whatever remaining funds are available).** Ms. Fleig seconded.

Dave Williams said that they have a \$500,000 TE award for Jackson Creek from 2003. He has heard various opinions as to how this money would be handled if they use ARRA funds. If he was sure he would get to keep is TE award, his request would be for \$248,000 instead of \$748,000. Mr. Hess said that INDOT has confirmed that if you use ARRA funds to replace existing TE funds, INDOT has agreed that within a 45-day period, you can assign those TE funds to another eligible TE project to be used within the same fiscal year that the original TE was assigned to. Mr. Hess asked Mr. Ude if this reassignment of TE money accurate. Mr. Ude said he thought it was. Ms. Williams read the language detailing this arrangement. There was more discussion about the risk of departments giving up TE money in order to qualify for more ARRA money and not having an INDOT-compliant project to transfer the TE funds to. Mr. Micuda said the City is working on a trail connection between Miller-Showers, Cascades and eventually Griffy. Presuming we could get the design done in a timely fashion, would a Phase I be potentially eligible. Mr. Williams

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said it could be. It is uncomfortable to compete with other local, worthy projects. It is just a matter of timing. Mr. Micuda asked if some other funding becomes available for Jackson Creek Trail, we would come back and amend the TIP to reprogram that money. There was discussion about using ARRA funds to partially fund a project and it was decided that it could be tricky but possible. Mr. Ude noted that there are a lot of reporting requirements that go along with this money. Ms. Williams asked what would happen to surplus money if projects come in under budget. Mr. Hess said the money would be gone. Mr. Micuda said he guessed this would be a common problem and a certain amount of leeway would be expected. Mr. Hess said he was more concerned that projects might end up being underfunded. In those situations, there would be a need to get local funding. Mr. Reid thought that ongoing local funding lines could probably cover those situations. Mr. Williams said he would request that the 100% scenario stays in. Mr. Hess presented the new allocations which total \$3,057,820. Ms. Fleig asked if Parks TE money could go to the Heritage Trail. The money is for 2011. That could give them time to prepare. Mr. Desmond and Mr. Williams thought that the TE award would have to be allocated to a TE project within the city. **\*\*\*Voice vote was taken on the motion. The motion was unanimously approved.**

## VII. New Business

### A. Transportation Improvement Program Amendment

#### a. Operational Assistance (Bloomington Transit) (*Recommendation Requested*)

Mr. May reported that last year's TIP amendment was developed prior to BT's budget process. Especially due to significantly higher fuel costs, they need to have the TIP reflect the proper number in their 5307 grant application. They are proposing a \$250,000 increase for 2009 Operating Assistance. That increase has been reflected in the 2010, 2011, and 2012 but they will still review those costs each year in case there are changes. Insurance costs have been going up dramatically, too. Mr. Micuda asked if it was possible that the Federal Transit Authority would deny the requested increase. Mr. May said it is a local decision. They've never had any problem with any TIP amendment. **\*\*\*Jewell Echelbarger moved to accept the amendment. Dave Williams seconded. The motion was approved by unanimous voice vote.**

## VIII. Communications from Committee Members (*non-agenda items*)

### A. Topic Suggestions for future agendas

Mr. Reid asked what happens when they are doing the TIP next year and the I-69 issue comes up again. Has there been any fallout by what we did yet? Mr. Desmond said not to this point. We'll have to do business as usual until such time as that changes.

Jewell Echelbarger said Rural Transit's goal is \$1,074,052. Mr. Hess noted that Ms. Echelbarger had told him that their application has been submitted to the State and is under review. Once it gets final approval, we would do another TIP amendment.



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**IX. Upcoming Meetings**

- A. Policy Committee (special meeting) – April 3, 2009 at 1:30pm (McCloskey Room)**
- B. Technical Advisory Committee – April 22, 2009 at 10:00 a.m. (McCloskey Room)**
- C. Citizens Advisory Committee – April 22, 2009 at 6:30 p.m. (McCloskey Room)**

Adjournment

*These minutes were \_\_\_\_\_ by the Technical Advisory Committee at their regular meeting held on April 22, 2009 (RCH 04/22/2009)*



**MEMORANDUM**

To: MPO Technical Advisory Committee Members  
 From: Raymond Hess, AICP  
 Senior Transportation Planner  
 Date: April 15, 2009  
 Re: Transportation Improvement Program (TIP) Amendments

**Indiana Department of Transportation – State Road 48 Pavement Preservation from SR 37 to Curry Pike**

The Indiana Department of Transportation has requested that the BMCMPO amend the Transportation Improvement Program to add a pavement preservation project (resurfacing) to the FY 2009-2012 Transportation Improvement Program. The project will use American Recovery and Reinvestment Act (ARRA) funds. This project is in the urbanized area. INDOT requests the TIP be amended to include the following project:

State of Indiana Projects		Funding Source	2009	2010	2011	2012
<b>Project:</b> State Road 48	PE	STP				
<b>Location:</b> Curry Pike to 800' east of SR 37		State				
<b>Description:</b> Preventive Maintenance	ROW	STP				
		State				
<b>DES#:</b> 0600605	CON	ARRA	\$ 534,251			
<b>Support:</b> Pavement Preservation						
<b>Allied Projects:</b> n/a		<b>TOTAL</b>	\$ 534,251	\$ -	\$ -	\$ -

**Indiana Department of Transportation – State Road 45/46 Bypass Project**

The Indiana Department of Transportation has requested that the BMCMPO amend the Transportation Improvement Program to update project costs and funding sources for the State Road 45/46 Bypass Project (added capacity). This project is in the urbanized area. INDOT requests the TIP be amended to update the following project:

State of Indiana Projects		Funding Source	2009	2010	2011	2012
<b>Project:</b> State Road 45/46 Bypass	PE	STP				
<b>Location:</b> Kinser Pike to Pete Ellis Dr.		State				
<b>Description:</b> Added travel lanes, including 2 bridges, signals, sidepaths, pedestrian underpass. DES. #'s: 0300585, 9010075, 9611470, (~2.80 miles)	ROW	STP				
		State				
<b>DES#:</b> (see Description above)	CON	STP	<del>\$ 18,601,574</del>			
<b>Support:</b> Expansion/Major Improvements		State	<del>\$ 4,650,394</del>			
		ARRA	\$ 36,000,000			
<b>Allied Projects:</b> State Road 45 projects		<b>TOTAL</b>	\$ 36,000,000	\$ -	\$ -	\$ -

**Requested Action**

The Technical Advisory Committee is requested to make a recommendation to the Policy Committee on INDOT's TIP amendments.



## MEMORANDUM

To: MPO Committee Members  
From: Scott Robinson, AICP  
*Long Range/Transportation Manager*  
Date: April 14, 2009  
Re: Local Transportation Enhancement Program (TE)

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### **Background**

Last year Indiana Department of Transportation (INDOT) changed the administrative aspects to, and the grant awarding process for, the popular state-wide Transportation Enhancement (TE) grant program. Now, the Bloomington/Monroe County Metropolitan Planning Organization (BMCMPPO), like the other thirteen MPO's in Indiana, will need to administer and award an annual allocation of TE funds. BMCMPPO staff anticipates our annual TE allocation to be around \$280,000 (based on a formulaic calculation). These funds must be used for eligible TE projects/activities within the urbanized area and as part of this transition from a state to local administrative process, the MPO's must establish a permanent local process to review and award local TE grants.

Included in this committee packet for review is a working draft of the BMCMPPO Local Transportation Enhancement Program. BMCMPPO staff has coordinated with representatives from our member Local Public Agencies (LPA) on key aspects to developing a local TE program. This program must also meet the general guidelines established by INDOT, which was previously detailed in a memo to the BMCMPPO committees this past September.

### **Requested Action**

The Advisory Committees are requested to make a recommendation to the Policy Committee on the draft Transportation Enhancement Program guidelines.

Bloomington/Monroe County Metropolitan Planning  
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# LOCAL TRANSPORTATION ENHANCEMENT PROGRAM

Transportation Enhancement Information Packet

## INTRODUCTION:

The Bloomington/Monroe County Metropolitan Planning Organization (BMCMPPO) is now responsible to review and award eligible Transportation Enhancement (TE) grant applications that fall within the BMCMPPO urbanized area. Indiana Department of Transportation (INDOT) will provide technical assistance and review to ensure that any submitted TE application meets federal requirements and are activities eligible to receive TE funding (compliance review). INDOT will also continue to administer TE funds and all subsequent project management aspects (e.g. engineering design reviews, contract bids, contract awards, etc.) once the BMCMPPO has awarded TE funds to a Local Public Agency (LPA).

Under this local TE administrative system the BMCMPPO will issue an annual call for projects to closely coincide with INDOT's state-wide program and call for projects (e.g. for non-MPO areas). All LPA members of the BMCMPPO will be appropriately notified of any pertinent dates and deadlines associated with the TE program. The reason for running the local and INDOT calls for projects concurrently is twofold. First, INDOT requires their application to be used and submitted to INDOT electronically for their compliance review. Second, this will help to ensure that the BMCMPPO uses the current and most up to date application issued by INDOT.

This information packet contains general information about the Local TE Program which is a process used to select and award TE grants within the urbanized area of the BMCMPPO. The packet also contains important reference material that will be needed by an LPA to submit a TE application.

## SELECTION COMMITTEE:

A TE Selection Committee will be formed after the deadline for applications has passed (usually two months after the call for projects is issued). The TE Selection Committee is responsible to review and score all applications received during the respective call for projects and to provide their recommendation to the BMCMPPO committees. At a minimum, the TE Selection Committee shall be comprised of at least one member from each of the BMCMPPO committees: the Policy Committee (PC), the Technical Advisory Committee (TAC), and the Citizens Advisory Committee (CAC). Members that are chosen to serve on the TE Selection Committee can do so provided the following conditions are met:

- A significant organizational or personal conflict of interest does not exist with a member to any application submitted for review;
- The member is in good standing with the BMCMPPO;
- The member is nominated by their respective BMCMPPO committee to serve on the TE Selection Committee; and
- The member understands that in a good faith pledge their role is to serve in the best interest of the BMCMPPO community and not to any subordinate agency, group, or association where a perceived or real advantage may come to being through their association by serving this committee.

In addition to the BMCMPPO members serving on the TE Selection Committee, up to three at-large members may also be selected to serve on the TE Selection Committee if the MPO staff finds the composition of the committee could benefit from additional expertise outside the existing BMCMPPO membership. These at-large members may be asked to serve by the MPO staff provided the following conditions are met:

- The individual resides within the BMCMPPO urbanized area;
- The individual shall disclose in writing that a conflict of interest does not exist with any application submitted; and
- At least one of the at large members is associated with one of the following organizations: Bloomington and Monroe County Visitors Bureau, Downtown Bloomington Inc., Bloomington

Bicycle Club; Indiana Department of Natural Resource; Council of Neighborhood Association, a local bicycle or pedestrian advocacy or safety group, a local historic preservation group (HPC, Monroe County Historical Society), a landscape architect, Indiana Department of Environmental Management, and Indiana Department of Transportation.

### PROJECT SELECTION CRITERIA, REVIEW, AND AWARD PROCESS:

The TE Selection Committee shall review all applications and score them on a 100 point system as prescribed by INDOT's methodology. This scoring system is comprised of two components. One is a general score that evaluates the level of: public participation/local support, maintenance, connection to existing plans, benefit/need/quality of proposal, relation to surface transportation, assurance of local match, supplemental funding, and early coordination/consultation. The general score has a maximum of 50 points. The other component is specific to the type of TE activity for which the project is seeking funding (see Eligible Activities for the types). This component also has a maximum of 50 points. The BMCMPPO may implement a different prioritization system in the future; however currently all TE activities are considered equal and thus no additional selection criteria is needed to further consider local priorities. The merits of each application and its corresponding TE activity will be evaluated with no predetermined local priorities which would favor one TE activity over another TE activity.

Each TE Selection Committee member will be responsible to review and evaluate the submitted TE application(s). Each application/project shall be scored as described above by each TE Selection Committee member. Once the applications have been scored by the committee, the average of their respective scores will determine the rank order of the applications. In addition to the scoring and subsequent rank order of the applications, the TE Selection Committee members will also make funding recommendations based upon the estimated amount of available TE funds, the respective rank score, and the relative application funding request for each application/project. The TE Selection Committee shall not recommend partial awards.

The results of the TE Selection Committee review will be their recommendation for which application(s) to award and how much TE funding the application(s) should receive. Their recommendations then will be sent to the CAC and TAC for their consideration and subsequent recommendation. The PC will finally consider all these recommendations and make the final determination any TE awards.

### ELIGIBLE ACTIVITIES:

Eligible activities to be considered for TE awards are promulgated by the Federal Highway Administration. Generally these activities are described as follows:

- Provision of facilities for pedestrians and bicycles;
- Provision of safety and educational activities for pedestrians and bicycles;
- Acquisition of scenic easements and scenic or historic sites;
- Scenic or historic highway programs;
- Landscaping and other scenic beautification;
- Historic preservation;
- Rehabilitation and operation of historic transportation buildings, structures, or facilities;
- Preservation of abandoned railway corridors;
- Inventory, control, and removal of outdoor advertising;
- Archaeological planning and research;
- Environmental mitigation to address water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity; and
- Establishment of transportation museums.

### LIMITATIONS:

TE grant awards are based upon a grant formula where no more than 80% of the eligible costs will be reimbursed; which in turn requires a minimum of a 20% local match to be paid by the applicant. The BMCMPO will get estimated amounts to award annually for the local TE program. Because of the popularity of the program and the time generally associated with design, ROW, and construction, INDOT is currently awarding TE funds several years in advance of when the funds will actually be available to disperse. The BMCMPO will have the ability to rollover or bank any previous TE funds allocated to the local TE program that were not awarded. These funds can be used any subsequent year or TE grant award cycle in addition to the annual allocation. For the most current estimate available for the local TE Program, contact the BMCMPO staff. Generally the BMCMPO will receive approximately \$280,000 annually. This amount is subject to change and is only an estimate to give LPAs an idea on the amount of funding typically available per each call for projects. The following are guidelines and limitations to the Local TE Program:

- No limitation on the number of applications an LPA can submit for consideration;
- New projects, components of existing projects, and multiple phased projects are eligible;
- Application requests cannot exceed the estimated amount of TE funds available, and are capped at \$1,000,000 under any scenario.

### APPLICATION:

All TE project applications must be submitted by a Local Public Agency (a unit of government with authority to levy taxes) and by the deadline established by the call for projects. The application must follow INDOT guidelines as detailed in their information and application packet (see the resources listed below for additional information). Generally the following conditions apply:

- Limit each application's scope to one single project;
- Limit each application to a total of 35 pages in length;
- Include additional information pages, maps, pictures, letters of commitment/public support etc.;
- Include a detailed budget for your total project with itemized cost estimates;
- Include a signature page signed by the highest local elected official;
- An electronic copy of the application (not to exceed 5 MB in size) must be submitted to the BMCMPO and to the Seymour District Local Programs Coordinator; and
- Re-submissions for future cycles will be accepted; however, the application must be updated and meet any new guidance or requirements.

These application requirements may change from time to time and it is recommended that applicants follow INDOT's most current application requirements to avoid any review delays or compliance issues.

### RESOURCES:

The following list provides pertinent information related to various aspects of the TE program and materials needed to submit an application to the BMCMPO:

- Federal Highway Administration (FHWA) Final TE Guidance <http://www.fhwa.dot.gov/environment/te/1999guidance.htm>
- INDOT TE Program Guide, application, and state information <http://www.in.gov/indot/2988.htm>
- TE project evaluation form, score sheets and other BMCMPO information [http://bloomington.in.gov/sections/viewSection.php?section\\_id=191](http://bloomington.in.gov/sections/viewSection.php?section_id=191)