



**Policy Committee Meeting Minutes
June 11, 2010 McCloskey Conference Room 135, City Hall**

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

Attendance

Policy Committee: Jack Baker (Bloomington Plan Commission), Mike Bivens (proxy for Lynn Coyne - IU Real Estate), Mike Farmer (proxy for Ellettsville Town Council), Susie Johnson (City Public Works), Richard Martin (Monroe County Plan Commission), Kent McDaniel (Bloomington Public Transportation Corp.), Tom Micuda (proxy for Mayor Mark Kruzan), Patrick Murray (CAC Chair), Mark Stoops (County Commissioners), Geoff McKim (proxy for Julie Thomas Monroe County Council), Jim Stark (INDOT), and Bill Williams (Monroe County Highway Department).

Others:

Lew May (BT), Adrian Reid (City Engineer), Perry Maull (IU Campus Bus)

MPO Staff: Josh Desmond, Raymond Hess, Scott Robinson and Jane Weiser.

I. Call to Order

II. Approval of Minutes:

- A. **May 14, 2010**—Richard Martin noted that in the motion to reaffirm the Long Range Transportation Plan (LRTP), we did not specify that we had discussed and went forward with the Time Line that was part of that proposal. He thought that should be included in the minutes. **Susie Johnson moved approval. Perry Maull seconded. The amended minutes were approved by unanimous voice vote.**

III. Communications from the Chair--None

IV. Reports from Officers and/or Committees

A. Citizens Advisory Committee—Patrick Murray reported that there is a new Accessibility Committee that is looking at developing a systematic method to review projects to make sure they comply with the Americans with Disabilities Act. Another committee is working on a Performance-based Project Score System using the guidelines and goals from the Long Range Transportation Plan.

B. Technical Advisory Committee--None

V. Reports from the MPO Staff

A. Progress Report (FY2010 3rd Quarter)—Raymond Hess presented the report. This report is presented to INDOT for reimbursements. He offered to answer any questions. The MPO won another State award for the Complete Streets Policy. The MPO staff gave testimony on a State-wide Complete Streets Policy that was being considered by the House in January. The 4th Quarter will draw down budgeted money. Mr. Martin asked if funds could be transferred to different elements. Mr. Hess said it is not a problem as long as we don't exceed our total programming. Mr. Martin wanted to use this information to adjust future budgets. There was

more discussion about staff's hourly billing in particular elements and future budgets. Scott Robinson said that we will hopefully address this more when we get to the new Work Program.

B. Project Tracking—Mr. Hess presented this report which contained the current status of every project and how it relates to the Complete Streets Policy. The MPO has established a Change Order Reserve. We set aside 5% of our annual allocation of certain transportation program funds (STP) into a pot so that if any project encounters problems during construction where they need a little extra help because of Change Orders, they can tap into that. An example was the upgrade in signals for the W. 3rd St. project.

VI. Old Business

A. FY2011-2012 Unified Planning Work Program (*Action Requested)** Scott Robinson presented the 2-year program. He pointed out the differences between the old and the new Work Program. The Work Program (UPWP) has been reorganized. The new UPWP has about 30% less money in it. We are looking at about \$660,000 of both federal and local money. Staff does not believe that will be a problem. In this UPWP, we don't have any large consultant projects identified. We just approved the aerial flyovers of the county for the GIS. Each year we get some rollover money. Staff has taken the draft UPWP to both the CAC and TAC and they both recommend approval.

Mr. Martin asked about congestion management. We are not currently defined as a Transportation Management area. What is the definition of a transportation management area? Mr. Robinson said a Congestion Management or CMAQ deals with air quality. We are an attainment area as far as air pollution is considered. Non-attainment areas are required to contact CMAQ. Mr. Martin said that seems to be a separate issue. Mr. Robinson said we don't have to do any of the air quality measures. Mr. Stoops asked if I-69 goes through are there any numbers on how that would affect our air pollution levels. Might that push the MPO into non-attainment especially since air is moving from the west? Mr. Robinson said he would suspect that that would be part of the Draft Environmental Impact Studies (DEIS) that they are currently doing. Mr. Stark said he was sure it would be studied as part of those impact studies. Mr. Stoops asked how the MPO reviews the DEIS—is that part of our charter to comment on the DEIS. Mr. Robinson said as an MPO, we would probably encourage people to look at it. He didn't think there was any approval process from the MPO. Mr. Stoops said he thought they would have comments on it as a group. Mr. Stark said he was not sure of the release date of the DEIS. Mr. Baker advocated for the MPO to look at the DEIS. Mr. Robinson asked if there was a request for staff to review the DEIS. Mr. Stoops said someone needs to look at it because it might end up increasing our costs locally. Ms. Johnson said that Volume #1 is on-line. Baker requested staff to stay abreast of it and bring it to the PC's attention as appropriate.

Mr. Martin asked if all the MPO staff listed on page 34 of 63 works full-time for the MPO. Mr. Robinson said only Raymond Hess is an FTE.

Mr. Martin said that since the City and the County use different GIS systems and there are areas where the systems overlap—does TransCAD sit completely independent of those systems, is it able to be integrated with both of the systems, how interoperable are these systems? Mr. Robinson said the County generally maintains all of the GIS data. The City gets

downloads of that data about once a month to our own City GIS system. TransCAD is an independent software program specifically dealing with transportation aspects. Mr. Hess said that Joe Fish is the City Planning Department's resident user. Mr. Fish said the file formats are transferrable between different GIS programs. Mr. Martin asked if the City or County publish a directory of those layers. Mr. Fish said the County and the City have a fairly formal relationship as far as data sharing. The TransCAD data is shared on a more informal basis.

Mr. Martin noted that the ADA Transition Plans have twice as much budgeted in 2011 than in 2012. Why? Mr. Robinson said that is just the way we have been programming some of the money in the past. We have been receiving some guidance about federal guidelines becoming a little more stringent upon requiring LPAs implementing these plans. It is anticipated that ADA-compliance will be extended beyond buildings to include streets and other public spaces. We need a plan in place to show how we will approach compliance. Mr. Hess said that FHWA has told all the MPOs that transition plans must be in place. But the MPO as a regional transportation body can't force Monroe County or Ellettsville into anything. We are trying to allow these other governments to bill some of their staff time against the MPO to make it less of a burden on those LPAs.

Mr. Martin asked about a discrepancy between beginning and end years for completing the LRTP. Mr. Robinson said that it is fiscal years versus calendar year. Mr. Martin suggested linking the timeline that we agreed to with paragraph so that it is clear that we are intending to finish this by the end of 2013. Mr. Murray suggested that we use a month and a year.

Mr. Martin asked for clarification about the traffic volume counting. Would any of these 230 coverage counts being done by the MPO provide input to our Thoroughfare Plan data? How do we coordinate information sharing? Mr. Robinson answered that we have coordinated with the LPAs that express an interest in accepting assistance in conducting their traffic counts. Mr. Williams said that it is definitely coordinated. A simple phone call can find out what is available. Mr. Martin determined that there is a specific set of counts that we are required to do and then we can schedule our other counts around those.

Mr. Martin suggested omitting the word "potentially" from line 2 under Section D on page 47 of 63. On page 50 of 63 in the 4th line down in Paragraph A insert the word "completed" into the phrase which the MPO *completed* in 2007.

*****Mr. Martin moved approval Unified Work Program as presented in their packets of June 11 for FY 2011-2012 with a sentence inserted on p. 16 of the document (under Long Range Planning A) 2035 Long Range Transportation Plan) after the sentence that indicates the FY 2011 and FY 2014 indicating that the update project timeline is from August 2010 through Dec. 2013. Tom Micuda seconded the motion on behalf of the Mayor. The motion was approved by unanimous voice vote.**

VII. New Business

A. Long Range Transportation Plan Task Force (Nominees Requested*)—Mr. Hess said that the purpose of the Task Force is to help staff with some background research, to guide staff in solicitation of public input, to give staff direction on data collection, to be involved in the

consultant selection process, and to help tweak the model, etc. We would like to have between 2-4 members of each MPO committee to serve on this Task Force. After committee discussion, 4 names were put forward. Mr. Stark suggested nominating an INDOT member to help the committees. Ms. Johnson said their expertise would be really valuable. *****Mr. Micuda nominated Richard Martin, Andy Ruff, Susie Johnson, Bill Williams and an INDOT representative to be determined by INDOT to serve on the Task Force for the Long Range Transportation Planning effort. Mr. Stoops seconded. The nominees were accepted by a unanimous voice vote.**

B. Highway Safety Improvement Program (HSIP) Procedures Amendment (*Action Requested**)—Joe Fish presented the report. MPOs are responsible for administering the program. Any money from the HSIP requires a 10% local match. In 2008, the MPO passed some guidelines for this program. Since that time, the State has revised its State-wide Strategy and has developed a guideline document for local project selection. We are here to consider revising our project selection guidelines. The proposed changes aim to make the local procedure consistent with the State's procedure. Projects must fit into one of 7 infrastructure emphasis areas. They are listed in the MPO guidelines. Site-specific projects would require a Road Safety Audit (RSA). Site-specific projects are now required to have a benefit to cost ratio of greater than 2. We have included a list of low-cost, programmatic counter-measures. These are improvements that can be applied system-wide. Project award decisions are made by an interdisciplinary group at INDOT. The TAC was concerned about the RSAs. Mr. Martin asked about "high risk rural road crisis." Mr. Williams said the definition is from FHWA. They are trying to get a pot of money set up specifically for that in the next transportation bill. Mr. Williams thought RSAs could be a good idea. He has used an RSA on the Smith and Rogers curve correction. He took the team from FHWA, INDOT, Monroe County Highway and someone from the Local Technical Assistance Program. They received funding before they left the site.

Mr. Hess said that when they were first putting together the local guidelines, he confirmed with the State that RSAs are required. The State made a call for HSIP projects in February. INDOT and FHWA confirmed that the Federal legislation does allow for a set aside of HSIP funding specifically for RSAs. INDOT is hoping to host RSA training within the next month or so for LPAs as well as consultants. *****Mr. Martin moved that the Policy Committee adopt the proposed changes to the Highway Safety and Improvement Program guidelines as explained in their packet of 6/11. Mr. Micuda seconded.**

Mr. Hess said that there is talk of the next call for projects being issued sometime between August and October. The MPOs, INDOT and FHWA are working together to obligate as much of the funding as possible from SAFETEA-LU. We are trying to spend as much of the money up through FY 2009 as possible. This will allow you to get a project (especially a low-cost project) into the queue so that we can spend that money rather than lose it. *****The motion was approved by unanimous voice vote.**

C. Transportation Improvement Program Amendment

1. IU Campus Transit Hybrid Buses (*Action Requested**)—Mr. Hess presented. The total project cost is \$2.8 million. After conferring with Mr. McDaniel, it would be best to put

this in FY 2012. A local match of 17% is required. The project needs to be added to the TIP. IU Campus Transit would like to tap into some discretionary funds with a June 18 application deadline to purchase 5 hybrid busses. Perry Maull provided additional background and details. They have the matching funds. They need to amend the original TIP to indicate that these are hybrid buses. *** **Mr. Williams moved to approve modification of the TIP to include the purchase of hybrid buses for the IU Campus system per the revision of the memorandum. Mr. May seconded. The motion was approved by a unanimous approval.**

Mr. Robinson commented that staff is talking about amending our public participation plan on conducive administrative approvals to the TIP. This last TIP amendment just approved would be a good case in point to do an administrative approval. Staff will bring something forward in a future meeting.

Mr. Hess added that staff is considering moving the PC meeting from Sept. 10 to the last Friday in August. This might be necessary due to the HSIP call for projects.

VIII. Communications from Committee Members (*non-agenda items*)
A. Topic Suggestions for future agendas

IX. Upcoming Meetings

- A. Technical Advisory Committee – June 23, 2010 at 10:00 a.m. (McCloskey Room)**
- B. Citizens Advisory Committee – June 23, 2010 at 6:30 p.m. (McCloskey Room)**
- C. Policy Committee – September 10, 2010 at 1:30 p.m. (McCloskey Room)**

Adjournment

These minutes were adopted by the Policy Committee at their meeting held on 9/10/10. (JFW)