

**Minutes of Meeting
SATS POLICY COMMITTEE
May 14, 2015**

ATTENDANCE**Policy Committee Voting Members**

<input checked="" type="checkbox"/>	Frank Squires, Chair	Springfield Mass Transit District
<input checked="" type="checkbox"/>	Bonnie Drew, Vice Chair	City of Springfield
<input checked="" type="checkbox"/>	Tom Gray	Village of Chatham
<input checked="" type="checkbox"/>	Brian McFadden	Sangamon County
<input checked="" type="checkbox"/>	Ken Springs*	Springfield-Sangamon County Regional Planning Commission
<input checked="" type="checkbox"/>	Roger Driskell**	Illinois Dept. of Transportation (IDOT): Region 4, District 6

* Represented by Norm Sims

** Represented by Sal Madonia

Policy Committee Non-Voting Members

<input checked="" type="checkbox"/>	Thomas Caldwell	IDOT: Urban Program Planning
<input checked="" type="checkbox"/>	JD Stevenson	Federal Highway Administration (FHWA): Illinois Div. Office
<input type="checkbox"/>		Federal Transit Administration

Others

Nathan Bottom – City of Springfield

Mark Mahoney – City of Springfield

Kay Batey - Federal Highway Administration (FHWA): Illinois Div. Office

Linda Wheeland – Regional Planning Commission

Jason Sass – Regional Planning Commission

Brian Sheehan – Regional Planning Commission

Gail Weiskopf – Regional Planning Commission

I. CALL TO ORDER

Chair Frank Squires called the meeting of the SATS Policy Committee to order at 12:00 PM.

II. APPROVAL OF MINUTES

Squires asked if there were any additions or corrections to the minutes of the April 9, 2015, SATS Policy Committee meeting. Brian McFadden made a motion to approve the minutes as submitted. Norm Sims seconded the motion. The vote to approve was unanimous.

III. TECHNICAL COMMITTEE REPORT

Linda Wheeland stated there was nothing that wouldn't be addressed later in the Agenda.

IV. 2040 Long Range Transportation Plan

Linda Wheeland stated paper copies were available to SATS members and the documents were also on the SATS website.

V. 2015-2018 TRANSPORTATION IMPROVEMENT PROGRAM**A. Amendment 8 – D6 Tree Planting.**

Sal Madonia introduced Amendment #8

**RESOLUTION TO ENDORSE
THE EIGHTH AMENDMENT TO THE
FY/2015-2018 TRANSPORTATION IMPROVEMENT PROGRAM**

WHEREAS, the Springfield Area Transportation Study (SATS), in cooperation with the Illinois Department of Transportation, has a comprehensive, cooperative, and continuing (3C) planning process for transportation planning in compliance with Federal regulations for the urbanized area; and

WHEREAS, the Springfield Area Transportation Study approved the Transportation Improvement Program (TIP) for FY/2015-2018 on October 9, 2014; and

WHEREAS, the funding sources shown in the project below have changed to no longer include HSIP funds and the total cost has been re-evaluated; and

Projects Description and Funding:

Project/Jurisdiction/Class	Description	Action/Comments	Funding Source	Total Cost	
A6 State Various	Tree Planting	Termini: Various locations throughout the Springfield MPA	Landscaping - Tree Planting	HSIP (State)	45,000
				State	5,000
	Project#	72H72			
	TIP#	04-2015-07			\$50,000

WHEREAS, the Illinois Department of Transportation District 6 requests that the FY-2015 Annual Element of the FY/2015-2018 TIP be amended to change this project to only state funding with a lower total cost as shown below;

Project/Jurisdiction/Class	Description	Action/Comments	Funding Source	Total Cost	
A6 A8 State Various	Tree Planting	Termini: Various locations throughout the Springfield MPA	Landscaping - Tree Planting		
				State	40,000
	Project#	72H72			
	TIP#	04-2015-07			\$40,000

Tom Gray made a motion to approve Amendment 8. Brian McFadden seconded the motion. The vote to approve was unanimous.

VI. TECHNICAL ADVISOR UPDATES

A. Illinois Dept. of Transportation: Central Bureau of Urban Program Planning

No report was given.

B. Federal Highway Administration: Illinois Division Office

i. SATS Metropolitan Planning Review

JD Stevenson gave an overview of the FHWA Planning Review of SATS that was conducted in January.

A planning review is conducted for all Transportation Management Areas (TMA) - a Metropolitan Planning Organization (MPO) with a population of 200,000 or greater - every four years to see if the planning activities that are performed at the MPO are in compliance with federal rules and regulations. About six years ago an abbreviated version of the TMA planning review was created for smaller MPOs. In addition to verifying that planning activities are in compliance, the review also identifies best practices conducted by the MPO to share with other MPOs and allows the

FHWA to make recommendations to enhance the planning process

JD Stevenson reported the following recommendations and commendations found in the SATS Planning Review.

1. MPO Structure

FHWA commended SATS for including all modes of transportation and for involving the smaller communities in the process, who do not have direct membership on the MPO.

FHWA recommended seeking different avenues to include smaller communities even more to enhance their engagement in the process perhaps by using the Regional Leadership Council. The second recommendation was to encourage different member representatives on the Policy and Technical Committees.

2. Unified Planning Work Program

FHWA commended SATS for offering Micro Planning Grants to the smaller communities.

FHWA recommended developing an Indirect Cost Allocation Plan since the recent training session has provided guidelines for creating such a plan.

3. Self Certification

FHWA commended SATS for the Annual Long Range Transportation Plan Progress Report which could be used as a tool to monitor the Self Certification Process.

FHWA recommended when updating the TIP to gain knowledge of the different Federal requirements the MPO is held accountable for by monitoring and determining if the requirements have actually been completed. The second recommendation was for the Performance Measures to be addressed in the Annual Progress Report.

4. Long Range Transportation Plan

FHWA commended SATS for efforts to include sustainability such as by utilizing the FHWA Invest Tool. The second commendation was for implementing performance measures into the updated LRTP.

FHWA recommended using Year of Expenditure cost projections for the "Planned Illustrative Projects" and "Future Illustrative Projects" perhaps using a band of costs based on inflation rates.

5. Safety Efforts

FHWA commended SATS for all the safety analysis done at the MPO level and incorporating safety into the planning process. This MPO is the lead for the region when it comes to the safety analysis.

FHWA recommended continued coordination with IDOT on safety countermeasures and further improvements in all aspects of safety planning.

6. Public participation Plan

FHWA commended SATS for its website. It is one of the best MPO website in Illinois, very user

friendly.

FHWA recommended SATS seek better ways to engage low income and the minority population.

7. Transportation Improvement Program (TIP)

FHWA commended SATS for their project selection process. The second commendation is for the update at each meeting when progress reports are given about the Surface Transportation Program-Urban Projects. The third commendation is the process for tracking the Advance Construction Projects. The FHWA can use this as a model to show other MPOs.

FHWA recommended incorporating the SATS Performance Measures into the project prioritization process. The second recommendation was to work together to find a reasonable update cycle for the TIP.

8. Title VI Environmental Justice

FHWA recommended developing a Title VI Plan in case there is a complaint. The second recommendation was to poll the SATS members to determine which agencies have acceptable American with Disabilities Act (ADA) Transition Plans.

In conclusion JD Stevenson is very comfortable in issuing the Planning Finding which states everything that is being done is in accordance with the rules and regulations so the FHWA is able to approve Amendments and Modifications.

Norm Sims stated this information is very useful and the planning review provided a good opportunity for a discussion with the FHWA. The report helps us to identify things on the staff side that we need to look at. There are two sensitivities: 1) as JD Stevenson mentioned the Planning Review is required for TMAs which get more money, have more authority, and are allowed more flexibility than smaller MPOs. Sims said he is always concerned about seeing the trickle down of responsibilities to smaller MPOs that do not have the resources, the flexibility, and the authority of a TMA, and 2) the planning review process points out how work of the MPO has to be done in partnership in a lot of different ways and how sometimes the responsible parties are not clearly defined.

For example, are the requirements for Self Certification on the MPO staff side only or all parties to the MPO - the City, the County, Chatham, the State, and SMTD also? One is a lot easier to answer than the other and if it is the parties to the MPO then we need to have discussion has to how that would be done. The question is on what basis of guidance do we decide how to self-certify? Sims had done some internet research and could only find a manual prepared by the State of Texas regarding the self-certification of TMAs. Sims hopes the self-certification of all MPOs is addressed in the manual that IDOT is preparing for the MPOs.

JD Stevenson noted that the need to self-certify comes straight from the regulations. However, he had never thought about this as just described by Sims.

Sims noted that if the staff body that serves as the secretary to the MPO is what is being certified than that because an easier thing to do. Sims said that is why the promised IDOT manual becomes a very important and useful document to us.

JD Stevenson said that it was his hope too that the manual will clarify things like this.

Wheeland explained that Planning Commission staff had received the draft copy of the Planning Review to review for any technical errors. Staff took the recommendations from the draft and

proposed actions were identified on the attached document (Attachment A) distributed by Wheeland. The Technical Committee reviewed them.

Regarding Number 9 the question arose as what makes an ADA Transition Plan acceptable - is there a certification? There didn't seem to be a clear cut answer and Sims said it would be useful for the all MPOs to have written guidance as to what an acceptable plan would be.

Wheeland reported meeting with District 6 staff and discussing the safety data that is available, the usefulness of it, and what would be more helpful. Planning Commission staff will be preparing a white paper on this issue.

JD Stevenson commended the Regional Planning Commission staff for being proactive and responding to the Planning Review recommendations.

VII. AGENCY UPDATES

A. Springfield-Sangamon County Regional Planning Commission

Sims stated that he wanted to commend the person at IDOT who suggested the MPOs meet with their District on the Safety stuff. It may have been the most useful thing that has been done throughout the whole safety performance measurement process. The discussion brought out limitations in the usefulness of crash data made available. After all these years, the Bureau of Safety does not even break data out by MPO or by District. The new Crash Data Portal is not particularly helpful. Planning Commission staff will work with District staff to present ideas of what information would be helpful at the local level in the form of a white paper.

Sal Madonia said Dan Mlacnik has done a phenomenal job with analyzing information and data on safety.

Sims gave an update about the Indirect Cost Allocation Plan (ICAP) requirement. Sims thanked Tom Caldwell and other staff at IDOT and FHWA for help in resolving the issue of when an ICAP would be required. The agreement is the work programs will go through as submitted with indirect cost allocation plans being needed in the PY 2017 UPWP. It could take 6 months or more to review the plan, so the target would be to get the information to IDOT as soon as possible. RPC is currently working with County Audit Department staff and the County's consultant Maximus to develop the required ICAP.

Wheeland reported a new requirement for the Intergovernmental Agreement with IDOT that includes listing the direct and indirect cost for each work element and each expense line item. At the end of the year a request will need to be submitted to IDOT to change all of those line items to what they actually were before we do our final billing.

Wheeland reported that the annual Curb Your Car Commute Challenge was going on this week. She stated that 25 teams had registered this year which was the most there has ever been. She said always on Wednesday the Springfield Bicycle Club leads a group bike commute. They start at Washington Park and ride downtown to Farmer's Market. This year they were invited to stop by the Governor's Mansion where Governor Rauner addressed the group. This year the group was also honored to have the Director of Springfield Public Works, Springfield City Engineer and Representative Tim Butler join the ride.

B. Springfield Mass Transit District (SMTD)

No report was given.

C. City of Springfield

Bonnie Drew deferred to Nate Bottom for the report. He announced two upcoming public meetings:

May 14: 8th Street beautification project, on 8th between Cook and Edwards, and on Edwards from 7th to 9th. Meeting site is the Lincoln Home Visitors' Center, from 6pm to 8pm.

May 28: 11th Street Extension, public informational meeting, 4pm to 6pm, at the Route 66 Hotel and Conference Center

Construction Updates:

Carpenter Street Underpass (TIP # 02-2014-09): All substructure work has been completed for the Norfolk Southern bridge, and currently work is underway on substructure for the Union Pacific bridge.

Fayette Avenue Bridge (TIP # 02-2011-08): working on substructure for the bridge, with an expected completion date of Labor Day.

Stanford Avenue (TIP # 02-2010-09) 11th to Fox Bridge: Anticipating a November 2016 letting.

Fox Bridge to Taylor: Anticipating a September 18th letting.

D. Sangamon County

No report was given.

E. Illinois Department of Transportation: Region 4, District 6

Sal Madonia announced a Final Public Hearing for the Sixth Street widening Project (Stanford Ave to I-72) will be held **May 19**, Tuesday, at the Route 66 Hotel and Conference Center. The State will be wrapping up Phase I and preparing for Phase II of this project.

Construction Updates:

Dirksen Parkway: Clear Lake Avenue to Ridge Avenue (TIP # 04-2012-09): Work has begun to move after some utility relocation delays.

Wabash Avenue: Koke Mill Road to Curran (TIP # 04-2011-07): Main storm sewer is complete, waiting on utility relocations to continue storm laterals.

I-55: Lake Springfield Bridge to Southwind Road (TIP # 04-2015-02): Mainline binder and surface is complete. Ramps and shoulders are complete.

I-72: Chatham Road to New Berlin (TIP # 04-2015-01): Bridge repairs and patching are complete. Paving should begin in mid-May on mainline.

Veterans Parkway: Jefferson Street to Irwin Road (state funded only): Patching is complete; work nearing completion on medians and islands. Construction of the turn lane to Camp Lincoln Road will begin soon.

I-72, East of Overpass Road to East of Dawson (TIP # 04-2015-03): 3.8 mile concrete overlay, milling and patching will begin shortly.

SB I-55 at the Sherman Interchange (TIP # 04-2012-08): Existing bridge deck has been removed for its replacement; structural steel repair has been ongoing.

F. Village of Chatham

No report was given.

VIII. PUBLIC COMMENTS

There were no public comments.

IX. UNFINISHED BUSINESS

A. Draft 2015 Public Participation Plan

Linda Wheeland stated that the draft Public Participation Plan had been available for public review for 50 days and no public comments had been received. The Technical Committee had recommended approval of the plan as originally prepared.

Brian McFadden made a motion to approve the 2015 Public Participation Plan as recommended by the Technical Committee. Tom Gray seconded the motion. The vote to approve was unanimous.

X. NEW BUSINESS

A. Next Meeting Date

The next Policy Committee meeting is scheduled for June 11, 2015 at 12:00 PM.

Linda Wheeland stated that the terms of the chair and vice-chair are set in the by-laws for two years, so in July the chair will switch to being the City of Springfield member, with the Sangamon County member being Vice Chair.

XI. ADJOURNMENT

There being no further business, Chair Squires called for a motion to adjourn. Brian McFadden made a motion to adjourn. Tom Gray seconded the motion. The vote to adjourn was unanimous.

The regular meeting was adjourned at 12:46 PM.

Respectfully Submitted,

Gail Weiskopf
Recording Secretary

Attachment A

2015 SATS Planning Review FHWA Priority Recommendations and SATS Proposed Actions

1. The SATS staff is encouraged to continue to seek ways for the smaller communities within the MPA to be more engaged in the planning processes for the region, such as through the Regional Leadership Council.
SATS staff will attend the July 2015 meeting of the Regional Leadership Council to begin discussions on creating a communication network with the smaller communities in the MPA.
2. The SATS members, especially IDOT Region4, District 6 and the Springfield Mass Transit District, are encouraged to use different individuals as representatives on the Policy and Technical Committees.
New representatives will be designated by July 2015.
3. SATS should work with IDOT and FHWA to develop an Indirect Cost Allocation Plan. SATS staff attended the FHWA Resource Center training regarding these plans on April 1-2, 2015.
As soon as the SSCRPC's 2014 Audit is finalized staff will begin working on an ICAP in preparation for the PY 2017 Unified Planning Work Program.
4. SATS should utilize the Annual Progress Report when possible to advance performance measurement and to substantiate provisions of the self-certification.
The performance measures identified in the 2040 Long Range Transportation Plan will be used to evaluate work toward meeting performance targets in the Annual Progress Reports beginning in March 2016.
5. SATS should become more familiar with the Self-Certification requirements to put them in a better position to monitor their progress in meeting these requirements.
SATS would appreciate assistance from FHWA on this issue.
6. The recently updated 2040 LRTP only show the Committed Projects in Year of Expenditure (YOE) projections. The MPO should utilize YOE projections of costs for the "Planned Illustrative Projects" and "Future Illustrative Projects" as well. While the specific year of construction is unknown, a band of cost could be projected for each project based upon the inflation rates utilized currently by the MPO. FHWA will work with the MPO in the development of these projections.
SATS would appreciate assistance from FHWA on this issue.
7. It is recommended that SATS staff continue to seek ways to more aggressively pursue engagement of low-income and minority populations.
8. SATS should consider developing a Title VI plan in the event of a complaint.
SATS will create a Title VI plan by December 2015.
9. SATS should coordinate with its member agencies to determine which agencies have acceptable Americans with Disabilities (ADA) Transition Plans.
SATS staff will work with member agencies to identify acceptable ADA Transition Plans by August 2015.
10. SATS is encouraged to continue to take a lead for the member agencies and serve as a regional clearinghouse for safety data, analysis, and performance monitoring. This coordination should include working with IDOT on appropriate countermeasures and could include providing assistance with HSIP applications. SATS should pursue improvements in all aspects of safety planning including engineering, enforcement, education, and emergency services.
Goal 2 in the 2040 Long Range Transportation Plan identifies many strategies to improve safety for travelers in the MPA covering the areas identified above. These strategies will be undertaken as the LRTP is implemented. SATS will prepare a white paper examining the current support of and obstacles to effective safety planning.

11. SATS is strongly recommended to use the national and state emphasis on performance measurement in their formal STP-U prioritization process.

SATS will begin reviewing the ST-U Project Prioritization Application in July 2015 to see where more emphasis on the performance targets identified in the 2040 Long Range Transportation Plan can be included.

12. SATS and IDOT should continue to work together to establish the most efficient TIP update cycle to allow full coordination with the release of IDOT's annual MYP.

SATS looks forward to this issue being addressed in the IDOT Manual for MPOs currently being created.

DRAFT