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WASHTENAW AREA TRANSPORTATION STUDY

705 NORTH ZEEB ROAD 2ND FLOOR
ANN ARBOR, MICHIGAN 48103-1560
PHONE: (734) 994-3127 FAX: (734) 994-3129
WEBSITE: WWW.MIWATS.ORG
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NOTICE OF MEETING

POLICY COMMITTEE

DATE: Wednesday, April 20, 2011

TIME: 9:30 a.m.

PLACE: WATS meeting space – 705 N Zeeb, 2nd Floor – Access through WATS

AGENDA:

1. Call to Order / Introductions
2. Changes/Approval of Agenda
3. Public Participation
4. Approval of Minutes – March 16, 2011 WATS Policy Committee (attached) – Action
5. Communications and Announcements
6. Approval of Bills over \$500
7. Old Business
 - A. Legislative Day – Information
8. New Business
 - A. Third Quarter Financial Statement (to be distributed) – Action
 - B. FY 2012 Unified Planning Work Program Amendment (attached) Terri Blackmore – Action

POLICY COMMITTEE MEMBERS

• CITY OF ANN ARBOR • ANN ARBOR DDA • ANN ARBOR TRANSPORTATION AUTHORITY • ANN ARBOR TOWNSHIP •
• CITY OF CHELSEA • VILLAGE OF DEXTER • DEXTER TOWNSHIP • EASTERN MICHIGAN UNIVERSITY •
• MICHIGAN DEPARTMENT OF TRANSPORTATION • CITY OF MILAN • NORTHFIELD TOWNSHIP • PITTSFIELD TOWNSHIP • CITY OF SALINE •
• SCIO TOWNSHIP • SOUTHWEST WASHTENAW COUNCIL OF GOVERNMENTS • SUPERIOR TOWNSHIP • UNIVERSITY OF MICHIGAN •
• WASHTENAW COUNTY BOARD OF COMMISSIONERS • WASHTENAW COUNTY ROAD COMMISSION • CITY OF YPSILANTI •
• YPSILANTI TOWNSHIP • EX OFFICIO: FEDERAL HIGHWAY ADMINISTRATION • SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS •

AN INTERMUNICIPALITY COMMITTEE ORGANIZED UNDER ACT 200 OF PUBLIC ACTS OF MICHIGAN (1957)
REPRESENTING WASHTENAW COUNTY

9. Agency Reports

City of Ann Arbor
Ann Arbor Township
Dexter Township
City of Milan
Pittsfield Township
SEMCOG
Superior Township
WCRC

Ann Arbor DDA
City of Chelsea
EMU
MDOT Planning
Northfield Township
SWWCOG
U of M
City of Ypsilanti

AATA
Village of Dexter
FHWA
MDOT TSC/Region
City of Saline
Scio Township
WCBC
Ypsilanti Township

10. Adjournment

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MINUTES OF MEETING

POLICY COMMITTEE

DATE: March 16, 2011

TIME: 9:30 a.m.

PLACE: WATS Meeting Space, 705 N. Zeeb Road, Ann Arbor, MI 48103

Members Present: Village of Dexter – Jim Carson, Chair
City of Ann Arbor – Carsten Hohnke, Secretary-Treasurer
WCRC – Doug Fuller
Pittsfield Township – Mandy Grewal
WCBOC – Yousef Rabhi
AATA – Anya Dale
City of Ann Arbor DDA – John Mouat
Superior Township – Bill McFarlane
City of Chelsea – Jason Lindauer
MDOT Statewide Planning – Pam Boyd
City of Saline – Gretchen Driskell
Scio Township – Nancy Hedberg

Members Absent: University of Michigan – Hank Baier
Dexter Township – Pat Kelly, Vice-Chair
EMU – Leigh Greden
Ypsilanti Township – Brenda Stumbo
City of Ypsilanti – Peter Murdock
Ann Arbor Township – Mike Moran
Northfield Township – Deb Mozurkewich
City of Milan – Mike Armitage
SWWCOG – Ron Mann
FHWA – Rachael Tupica

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Others Present: WATS – Terri Blackmore, Ryan Buck, Eric Bombery, Nick Sapkiewicz,
Mark Ferrall
MDOT – Mark Geib
VPSI – Michelle Romano-Rockwood
WCRC – Steve Puuri
University of Michigan – Steve Dolen
SEMCOG – Carmine Palombo
WAVE – Michaelene Pawlak
Wake up Washtenaw – Larry Krieg

1. Call to Order

Chair Carson called the meeting to order at 9:36 a.m. He asked those present to introduce themselves.

2. Approval of the Agenda

Ms. Driskell made a motion to approve the agenda. Mr. Lindauer supported and the Committee approved the agenda.

3. Public Participation

Chair Carson asked if any members of the public wished to address the Committee.

Michaelene Pawlak, Executive Director of the Western-Washtenaw Area Value Express (WAVE) expressed concern over an apparent change, which prevents funding for the WAVE from being added to the TIP in a timely manner to allow adequate time for planning. She asked that the Committee explore the issue of why things have changed.

4. Approval of the February 16, 2011 Policy Committee Minutes

Ms. Grewal made a motion to approve February 16, 2011 Policy Committee Minutes. Mr. Rabhi supported.

Ms. Hedberg stated that she had provided a correction to the Scio Township agency report that previously misstated a “special fund” as a “special assessment district”. Mr. Palombo stated that his report should reflect FTA and not FRA.

The Committee approved the minutes.

5. Communications and Director’s Report

The Director’s report was provided at each place.

6. Approval of Bills over \$500

1,080.00 – Mark Ferrall, intern for 2-14 to 3-11

Ms. Hedberg made a motion to approve the bill for \$1,080.00 for Mark Ferrall. Ms. Driskell supported and the motion passed.

7. Report on WATS Activities – Director’s Report

Ann Arbor to Detroit Rapid Transit Service – No new updates on SEMCOG website.

North – South Rail Coalition – The station committee will begin meeting to initiate station design.

2010 Census – Staff will begin working with SEMCOG on the changes to the traffic analysis zones for the census transportation-planning package by the end of the month. Although the population by community is due out in March, the Census Transportation Planning Products are scheduled for fall of 2012.

Asset Management – The Asset Management conference is listed on the Upcoming meetings list. The summary data and maps are on the Agency’s website. The agencies will not collect data this year.

Traffic Counts –WATS will be identifying the needed regular and bike traffic counts for distribution to the local agencies in this month.

HPMS – WATS completed the HPMS submission – the data used to prepare the report to congress on the state of the highway network.

Plan Reviews – WATS expects to receive the Pittsfield Township Master plan next month.

Project Assistance – WATS is assisting Northfield Township and City of Ypsilanti as they begin development of Non-motorized Plans.

Transportation Profile – WATS completed the 2009 Transportation Profile and will distribute it in April.

Federal Funding Program Management – WATS issued the final 2035 Plan amendment call on December 7. The WATS committees will act on the amendments this month and SEMCOG will approve them in June or July. WATS will also approve TIP amendments this month.

Complete Streets Plan – WATS identified a list of criteria for identifying Complete Streets needs and discussed them with the Committee at the March 9 meeting. WATS plans to provide the final criteria, draft needs and draft policies at the April 13 Complete Streets meeting. Two WATS staff members have completed the “train the trainer” session held for the first three of five modules.

WATS staff will complete the last two module of the training in June. If you are interested in having WATS provide Complete Streets training, please let us know.

Implement the Countywide plans –

Ann Arbor City and Pittsfield and Ypsilanti Townships held public hearings on the Washtenaw Avenue CIA in March. The City of Ypsilanti will hold their public hearing in early April.

WATS is providing support to AATA for the countywide governance effort for an expanded transit board. WATS is meeting with local government leaders on Act 7 inter-local agreements to select board representation for a 15-member board.

WATS is participating in an effort to make Ann Arbor – Ypsilanti Service improvements to improve the existing service provide economic benefit to both the City of Ann Arbor and the City of Ypsilanti. WATS provided and analyzed data on the work commuters traveling between the two cities and adjacent townships.

WATS continues to provide educational support to Partners for Transit though development of the Partners newsletter. WATS is providing assistance on the AATA Transit Master Plan and the Blake Transit Center and the joint Connector Study. WATS provided assistance on the evaluation of County Transit Master Plan alternatives. WATS is also providing assistance on the new countywide transit authority governance.

8. Old Business

A. Legislative Day - Information

Ms. Blackmore thanked those Committee members who signed the signature page inviting legislators to the April 20th meeting. Ms. Blackmore reported that the invitations have been sent. She reported that one legislator, Rep. Ouimet has responded. Mr. Ouimet will not attend but asked that materials be put together to help educate the legislators.

B. Report from Insurance Committee – Action

Mr. Carson reported that, he, Ms. Blackmore, Mr. Greden and Mr. Mouat met to discuss insurance needs. Ms. Blackmore stated that the Federal Highway Administration has indicated that costs for insurance is an eligible expense, but that any liabilities would need to be covered by local dollars.

Ms. Blackmore reported the committee negotiated a package deal through the Michigan Municipal Risk Management Authority (MMRMA) at an annual cost of \$4,159.

The Committee recommends WATS carry insurance to cover the following:

- General office – Including furnishings, computers and public liability
- Worker’s compensation
- Director’s and Officer’s
- Loss of Use (of rented facility)

- Auto – non-owned
- Errors and Omissions
- Blanket Fidelity Bond
- Employment related claims

Mr. Fuller asked how the increased costs would be paid and if the budget needed to be increased. Ms. Blackmore indicated the funds are in the budget but funds would move from other tasks.

Mr. Fuller asked if a higher deductible could reduce the premium. Ms. Blackmore indicated that she had asked that and it did not reduce the premium.

Mr. Lindauer made a motion that WATS approve an amount not to exceed \$4,200 for purchase of insurance to cover of the recommended liability policies noted above. This insurance will replace a policy (\$580) that currently only provides general property, employment related coverage of \$10,000 with a \$500 deductible for each. Mr. Mouat supported and the motion passed.

9. New Business

A. 2035 Transportation Plan for Washtenaw County Full Amendments - Action

Mr. Bomberly reported that agencies submitted 30 amendments to the Long Range Plan including 20 new projects, eight changes, and two deletions.

Mr. Fuller made a motion to approve the 2035 Long Range Transportation Plan amendments. Ms. Dale supported and the motion passed.

B. 2035 Transportation Plan for Washtenaw County Administrative Modifications - Information

Mr. Bomberly reported that attached to the meeting packet was a list and map of the 44 administrative modifications to the Long Range Plan. Mr. Bomberly explained that administrative modifications are small changes in projects made at the staff level to expedite the planning process and ensure projects implemented as soon as possible.

C. FY 2012 Unified Planning Work Program - Action

Ms. Blackmore stated that the Unified Planning Work Program (UPWP) discusses the tasks and budget for WATS activities as well as AATA planning work. Ms. Blackmore stated that WATS distributed the UPWP for review at the February meeting.

Ms. Boyd made a motion to approve the UPWP. Mr. Fuller supported and the motion passed.

D. FY 2011-2014 Transportation Improvement Program Full Amendments – Action

Mr. Bomberly reported that agencies submitted 42 amendments to the FY 2011-2014 TIP including 21 new projects, ten deletions, and ten changes.

Ms. Pawlak commented that until this year the WAVE was always able to have projects included in the TIP beyond the current fiscal year. She asked the committee to look into what has changed that is making the addition of small transit projects so difficult.

Mr. Hohnke asked if there was a change in MDOT policy that was causing the delay.

Mr. Palombo stated that his understanding was that MDOT did change its policy.

Ms. Blackmore stated she did not believe that to be the case.

Mr. Bombery stated that SEMCOG does not allow WATS to add the funding for small transit in the TIP until more than half way through the fiscal year of the award if MDOT provides an actual award.

Ms. Driskell recommended adding the project to the WATS TIP immediately.

Mr. Bombery indicated that the WAVE project was not included in the public review process but that the projects could be included in the next TIP call for amendments without jeopardizing the funds.

Mr. Bombery pointed out that Northfield Human Services has an amendment during this call that he cannot add to the regional TIP due to SEMCOG policy. He indicated that when the WAVE project goes through during the next call, it will face a similar issue.

Ms. Driskell made a motion to approve the FY 2011-2014 TIP amendments. Mr. Lindauer supported and the motion passed.

E. FY 2011 Transportation Improvement Program Administrative Modifications – Information

Mr. Bombery reported that attached to the meeting packet was a list and map of the 33 administrative modifications to the Transportation Improvement Program (TIP). Mr. Bombery explained that administrative modifications are small changes in projects made at the staff level to expedite the planning process and ensure projects Agencies implement as soon as possible.

F. Appointment of Dues Review Committee - Action

Mr. Carson reported that the WATS bylaws provide for a review of member dues following each decennial census. Mr. Carson noted a dues fact sheet was at each place which showed the dues structure. Mr. Carson opened the floor to those interested in participating in the committee.

Mr. Carson recommended Mr. Rabhi, Mr. Fuller, Ms. Dale, Ms. Grewal, Ms. Hedberg and Mr. McFarlane serve on the dues committee.

Ms. Grewal made a motion to approve the dues committee recommendation. Mr. Fuller supported and the motion passed.

10. Agency Reports

A. City of Ann Arbor

Mr. Hohnke reported that the Stadium Boulevard reconstruction project won an award from the state. He added that progress continues on the Stadium Bridges and that the City will host a public meeting on March 23 at Pioneer High School.

B. City of Ann Arbor DDA

Mr. Mouat reported that the DDA had an interesting conversation regarding the various types of bicycles and mopeds and the rights and restrictions of each.

C. AATA

Ms. Dale reported that the AATA has a board meeting tomorrow and that they will be discussing a contract for a media plan to assist with the master plan effort. Ms. Dale reported that the smart growth option received by far the most support through the public involvement process.

D. Ann Arbor Township

A representative was not present.

E. City of Chelsea

Mr. Lindauer had nothing to report.

F. Dexter Village

Mr. Carson reported that the Village is putting together a list of roads for rehabilitation this year.

G. Dexter Township

A representative was not present.

H. Eastern Michigan University

A representative was not present.

I. FHWA

A representative was not present.

J. City of Milan

A representative was not present.

K. Northfield Township

A representative was not present.

L. Pittsfield Township

Ms. Grewal reported that the Township is waiting for a non-motorized improvement scheduled for this year at US-23 and Washtenaw.

M. MDOT Planning

Ms. Boyd reported that the Department of Transportation has several new initiatives moving forward but that no hiring will take place until June. She added that MDOT is updating their work program.

N. MDOT Region/TSC

Mr. Geib reported that MDOT plans to undertake 12 projects totaling 20 million dollars in Washtenaw County in 2011.

O. City of Saline

Ms. Driskell had nothing to report.

P. SWWCOG

A representative was not present.

Q. SEMCOG

Mr. Palombo reported that the Federal Transit Administration has taken over control of the Ann Arbor to Detroit Rail project. Mr. Palombo said that this would delay the environmental work on the project.

R. Scio Township

Ms. Hedberg had nothing to report.

S. Superior Township

Mr. McFarlane reported that he was in the middle of Board of Review. Mr. McFarlane also expressed concern over the Road Commission using a sledge hammer to remove a resident

made street sign for Prospect and M-153. Mr. McFarlane again posed the question of why there is no sign at that intersection.

T. University of Michigan

Mr. Dolen reported that the American Public Works Association recognized the Central Campus Transit Center as the Project of the Year for Intergovernmental Cooperation for projects fewer than 5 million dollars award. He added the University would be performing water main work later this year and closing Beal Avenue.

U. County Board of Commissioners

Mr. Rabhi announced an open invitation to local elected officials to discuss intergovernmental cooperation at 6:30 the following day.

Mr. McFarlane stated that the timing made it difficult for many township officials to attend because of Board of Review.

V. WCRC

Mr. Fuller reported that the Road Commission would be holding their annual meetings with townships over the next two months.

Mr. Puuri reported that the Road Commission has spent about 3 million dollars on winter maintenance and that they were about \$150,000 overspent on the trunk line maintenance agreement. He added that the Road Commission will likely delay Golfside and Ford Road project until 2012. Mr. Puuri added that Governor Snyder has indicated he plans to address transportation issues in the state this fall.

W. Ypsilanti Township

A representative was not present

X. City of Ypsilanti

A representative was not present.

11. Adjournment

Chair Carson adjourned the meeting at 11:15 A.M.

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MEMORANDUM

To: Policy Committee
From: Terri Blackmore
Date: April 10, 2011
Re: Third Quarter Financial Statement

Background

WATS uses the outside bookkeeping service of Yeo & Yeo to reconcile their books and to prepare the financial statements. The third Quarter financial statement will be prepared on April 19 and provided at the meeting.

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MEMORANDUM

To: Policy Committee
From: Terri Blackmore, Executive Director
Date: April 8, 2011
Re: FY 2012 Unified Planning Work Program Amendment

Background

On March 14, 2011, the Integrated Vehicle Systems division of Toyota Motor Engineering & Manufacturing North America contacted WATS to ask staff for assistance in providing crash data to support their vehicle response systems analysis. WATS provided crash data to this group back in 2009 for a very limited project. WATS met with the Toyota staff and management on March 21 and provided a proposal to them on March 28.

The project is to provide video and physical condition analysis of the crash sites for rear end, lane departure, and pedestrian crashes. WATS will conduct the crash analysis as soon as possible (probably within three weeks) and as close to the time of day and weather conditions as possible. This project would require WATS to hire an additional staff member, purchase computer and video equipment as well as a vehicle. WATS would need to obtain the crash data from a third party source to respond to the request for timely data collection. It is likely that WATS will work with the University of Michigan Transportation Research Institute (UMTRI) or the Traffic Improvement Association (TIA) to obtain timely crash data.

Toyota would pay for the two-year project that would commence in July 2011 and end in June 2013. In addition to paying for this project, they would pay about twenty percent of the Agency's overhead. The data would be available to other researchers and the local agencies for their use.

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The new Work Task budget for FY 2012 is \$131,420 with 100 percent from private funds and the work task is attached. WATS would add this task to the Plan Monitoring Element increasing that element to \$186,169 as detailed below.

Element	FY 2012	Addition	Revised FY 2012
Plan Monitoring	54,749	131,420	\$186,169
Plan Development	199,643	0	\$199,643
Plan Services	80,296	0	\$80,296
Plan Implementation	134,482	0	\$134,482
Plan Administration	40,763	0	\$40,763
Total Budget	\$509,933	\$131,420	\$641,353

Action requested

WATS staff recommends approval of this UPWP amendment, pending award of the funding.

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1.3.1

PLAN MONITORING

WATS SAFETY AND SECURITY – VIDEO DATA COLLECTION (NON-PARTICIPATING)

OBJECTIVES:

The objective of this work task is to collect and analyze traffic safety, location, and road condition data related to rear end, lane departure and pedestrian traffic crashes on Washtenaw County roadways. The video data assists traffic enforcement personnel, private vehicle manufactures, local road agencies to identify possible traffic safety problems and allows WATS to study particular locations at the request of a vehicle manufacturer.

METHOD:

Using a subset of the State database, WATS will locate the rear end, lane departure, and pedestrian crashes and will take video of the crash location including road, area, and traffic around the crash site and identify any possible distractions. Staffs will video during the same conditions when possible in addition to during the daytime. Staff will compile and analyze crash, speed, road condition, and volume data for the locations throughout the County.

OVERALL IMPACT AND /INTENT:

This work task will result in reports and a database for research that will assist vehicle manufacturers and local road agencies in comparing crash causes. WATS will provide this information to the vehicle manufacturers, road agencies, and enforcement agencies to prioritize projects. The data will also aid in the periodic development of the long-range transportation plan.

PRODUCTS:

1. Video database of crash locations for rear end, lane departure and pedestrian crashes
2. Supporting data for crash locations
3. List of crash locations with supporting data and any identified deficiencies for safety project selection

1.3.1 Plan Monitoring – Safety and Security – Video Data Collection (continued)

FY 2011-2012

PERSON/WEEKS:

85

BUDGET:

Personnel	\$ 85,443
Other Direct*	22,256
Indirect	<u>20,420</u>
Total	\$ 128,119

WATS DISTRIBUTION:

Federal	
PL 112 (81.85%)	\$ 0
PL 112 local match (18.15%)	0
PRIVATE	128,119
Total	\$128,119

* Other direct includes the purchase of and cost associated with a vehicle, video equipment, and computer equipment necessary for this task.