

## NOTICE OF WORKING GROUP

### FEDERAL AID COMMITTEE - RURAL

DATE: September 21, 2018

TIME: 2:30PM

PLACE: 200 N. Main Street, Ann Arbor

### AGENDA:

1. Call to Order/Introductions
2. Approval of the Agenda
3. Approval of 2017 Minutes – (attached) – Action
4. Public Participation
5. Communications and Announcements
  - Rural Task Force Guidelines (updated March 2018) - Attached
  - Notes from SEMCOG's RTF Meeting - August 20, 2018 - Attached
6. Old Business
7. New Business - Action
  - 2020-2023 Rural Program Development - Action

---

#### POLICY COMMITTEE MEMBERS

City of Ann Arbor • Ann Arbor DDA • Ann Arbor Township • City of Chelsea • City 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 • The Ride  
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

---

## **FEDERAL AID COMMITTEE - RURAL**

DATE: January 9, 2017

TIME: 1:00PM

PLACE: 200 N. Main Street, Ann Arbor

### **Members Present:**

Transit Representative - People's Express - Doug Anderson

Road Commission Representative Washtenaw County Road Commission - Sheryl Siddall

Village Representative - Village of Manchester - Jeff Wallace

### **Others Present:**

WATS Policy Committee Chair - Jim Carson

Washtenaw County Road Commission - Matt MacDonell

WATS - Ryan Buck, Mark Ferrall, Suzann Flowers, and Nick Sapkiewicz

SEMCOG - Calvin Johnson, Phone

### **1. Call to Order/Introductions**

Ms. Flowers called the meeting to order at 1:07 PM

### **2. Approval of the Agenda**

Mr. Wallace made a motion to approve the agenda as presented, supported by Mr. Anderson, motion approved.

### **3. Approval of Minutes – (attached) – Action**

Mr. Anderson made a motion to approve the minutes from January 14, 2016, Washtenaw County Rural FAC meeting as presented, supported by Mr. Wallace, motion approved.

### **4. Public Participation**

There were no comments brought forth from the public.

### **5. Communications and Announcements**

---

#### **POLICY COMMITTEE MEMBERS**

City of Ann Arbor • Ann Arbor DDA • Ann Arbor Township • City of Chelsea • City 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 • The Ride  
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

Mr. Johnson stated that SEMCOG would be having a Rural Task Force meeting for the region within the next two months.

#### 6. Old Business

There were no items of old business to address.

#### 7. New Business

##### **A. Background Information**

Ms. Flowers provided a review of the Rural Task Force Oversight Board, changes that occurred in 2016 that impacted 2017.

Ms. Siddall asked if STP Flex dollars, which replaced the Federal D funds, could only be used on Class A routes. Mr. Sapkiewicz contacted Pamela Boyd at MDOT and she noted that they are just as flexible as STP Rural funds.

Mr. Johnson stated that SEMCOG issued the new targets in December 2016 to the FACs which should be used for all four years of the program, with the noted exception of 2017 as there were carryforward funds on State D:

- STP = \$579,052
- STP Flex = \$168,447
- State D = \$110,915

Ms. Flowers noted that she has been advised to expect annual target changes for each year given the rules governing the Rural Task Force program.

##### **B. Review FY 2017 and Draft 2018-2020 Program FY 2017**

Ms. Flowers asked for any changes or new projects that wanted to be considered for funding.

Ms. Siddall noted that she would like to keep the PM program the same since the contract is with MDOT and that the reduction in State D funds could go on the 3R project.

Mr. Wallace had no project requests for 2017.

##### **FY 2018**

Mr. Anderson proposed a small bus purchase using STP Rural funds. He stated that with JARC and New Freedom funds no longer available that transit providers are looking to other funding sources for funds. He stated that he would need the funds in either 2018 or 2019.

Ms. Siddall asked that the WCRC projects be consolidated into one line item.

Mr. Wallace had no project requests for 2018.

##### **FY 2019**

Ms. Siddall asked to the WCRC projects consolidated into one line item.

Mr. Wallace had no project requests for 2019.

## FY 2020

Ms. Siddall asked to the WCRC projects consolidated into one line item.

Mr. Wallace noted that the Dutch Drive project is fully funded but is concerned about potential increases once the state transportation revenue begins he is concerned about bids coming in higher due to an increase in revenue from the state. He asked that the two projects receiving funding in 2020 work together if increases happen.

The Committee reviewed the proposed program:

	Year			FEDERAL - STP Rural and STP Flex Funds	STP Flex	State D Funds	
JN	2017		Allocation	\$579,052	\$168,447	\$193,935	
	2017	Preventative Maintenance	Washtenaw County Road Commission	\$186,437		\$113,056	roll up D into this
	2017	Resurfacing, Restoration and Rehabilitation	Washtenaw County Road Commission	\$272,615	\$168,447	\$879	add any difference to add to 3R
132776	2017	Rawsonville (Talladay to Judd)	Washtenaw County Road Commission	\$120,000		\$80,000	
Total FY 2017				\$0	\$0	\$0	

	2018		Allocation	\$579,052	\$168,447	\$110,915	
	2018	PM/3R	Washtenaw County Road Commission	\$495,416	\$168,447	\$110,915	new
	2018	Preventative Maintenance	Washtenaw County Road Commission	\$0		\$0	old
	2018	Resurfacing, Restoration and Rehabilitation	Washtenaw County Road Commission	\$0		\$0	old
	2018	Small Bus	People's Express	\$83,636			New
FY 2018 Total				\$0	\$0	\$0	

<b>2019</b>				Allocation	\$579,052	\$168,447	\$110,915	
	2019	PM/3R	Washtenaw County Road Commission		\$579,052	\$168,447	\$110,915	new
	2019	Preventative Maintenance	Washtenaw County Road Commission		\$0		\$0	old
	2019	Resurfacing, Restoration and Rehabilitation	Washtenaw County Road Commission		\$0		\$0	old
<b>FY 2019 Total</b>					<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

<b>2020</b>				Allocation	\$579,052	\$168,447	\$110,915	
2020	Dutch Drive Mill and Resurface	Village of Manchester			\$311,531			\$90,000
2020	PM/3R	Washtenaw County Road Commission			\$267,521	\$168,447		\$20,915
<b>FY 2020 Total</b>					<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

Mr. Wallace made a motion to approve the 2017-2020 Washtenaw County Rural program with the noted changes, supported by Ms. Siddall, motion approved.

8. Meeting was adjourned at 3:15PM.

## **WATS Federal Urban and Rural Program Guidance**

### **Project Obligation**

MDOT has a first-come first-serve obligation process. By mirroring this policy and encouraging early obligation, WATS can maximize the federal funds spent in Washtenaw County.

Contracts for federal funds through WATS are pro rata (not capped). WATS, SEMCOG and MDOT policy allows projects overages up to 125% of the programmed amount. The local agency can petition the WATS Policy Committee to cover overages above 125% along with a proposal for the TIP to remain fiscally constrained.

If a local agency's project is unable to obligate in the fiscal year programmed (due to obligation authority being exhausted, local funds not being available, or the project requires more federal funds than are available), the local agency can petition the WATS Policy Committee to fund the project in the next fiscal year.

### **Tools for Obligating Funds for Local Agencies**

1. Advance Construct
  - a. Local agencies can use the option to Advance Construct their local projects and convert in the same year or in a future year
2. Borrow Funds
  - a. Local agencies may enter into agreements between jurisdictions to offset gains or losses in programmed amounts to avert a loss of funding to the region and submit those changes as TIP amendments or modifications.
  - b. Local agencies may request WATS work with SEMCOG to discuss utilizing remaining obligation authority in the region.
3. Agency Capping
  - a. Should the Agency have any concerns that potential overages may occur and impact the Agency's current or future year projects, the Agency can place a federal funding cap on their own project(s) at the time the project is awarded.
4. Changing Funding Splits
  - a. Local agencies can utilize funding split changes to change the amount of federal aid that the project will receive.

## WATS Federal Urban and Rural Program Eligibility

WATS' STP-Urban and STP-Rural federal funds may be used for the following:

1. Construction, capital purchase, preventative maintenance, energy efficient lighting, and active transportation (including new sidewalks), for transportation improvements that are federal aid eligible.
2. Environmental Reviews
  - a. Environmental Assessment (EA) or Environmental Impact Statement (EIS).
    - i. Federally funded projects are expected to be under construction within three years of receiving a Record of Decision (ROD) for an EIS or a finding of no significant impact (FONSI). If an agency has received federal funding for a previous EA/EIS for the same project, the environmental portion of the project will not be eligible for additional federal funding.
3. Preliminary Engineering (PE) not to exceed **15%** of the participating federal construction cost based upon the engineer's estimate.
4. Purchase of Right of Way (ROW) not to exceed **15%** of the federal construction cost based upon the engineer's estimate.
  - a. If a ROW project does not move on to construction the federal funds must be paid back to the federal government and will be lost to the State and WATS.
5. Construction Engineering not to exceed **15%** of the participating federal construction cost based upon the engineer's estimate.
6. Project Overages

Local agencies in the SEMCOG MPO utilize pro rata contracts (not capped). MDOT Local Agency Programs will obligate projects up to 125% of the programmed amount. WATS staff will be notified by appropriate MDOT staff if the following occurs:

  - a. If MDOT Local Agency Programs (LAP) Engineer's Estimate is over 25% of the expected project costs.
  - b. If the project's bid is at least 10% over the final obligated amount.

If billings for projects from previous years exceed the original federal contract award, the current year program target will be reduced.

Additional process information is available in the WATS Federal Urban and Rural Program Guidance.

The WATS Committees will review these policies periodically. WATS Director or any WATS Policy member may request a review of these policies.

## RURAL TASK FORCE DATA SHEET ROAD PROJECT

(To be completed by each county or city for every project submitted to the Task Force)

### ALL ITEMS MUST BE COMPLETED

#### PROJECT REQUEST

NEW PROJECT Yes      No		AMEND EXISTING? Yes      No		IF YES, INCLUDE JOB NUMBER	CHANGE TYPE FY      COST      SCOPE DELETE
FISCAL YEAR		COUNTY		CITY/VILLAGE (If applicable)	

#### ROAD PROJECT DESCRIPTION

#### ILLUSTRATIVE PROJECT

ROAD NAME		LENGTH (Miles)
FROM	TO	
PROPOSED WORK (Please check appropriate work type) <div style="display: flex; justify-content: space-around;"> <span>Resurface</span> <span>Reconstruct</span> <span>Widening</span> </div>		
OTHER (Please describe work)		
GRAVEL ROAD?	FUNCTIONAL CLASSIFICATION	
YES      NO		
ANTICIPATED LETTING DATE (Month/Year)	ALL SEASON	
	Pending      Complete	

#### PROJECT COSTS: (Not to include ROW, feasibility studies, design, or testing.)

1) STP      \$ _____	3) LOCAL MATCH      \$ _____
2) STATE-D      \$ _____	5) OTHER (Please specify, including PE and CE)      \$ _____
4) NON-PARTICIPATING      \$ _____	

#### CONSTRUCTION COST TOTAL:

**NOTE: Costs from 1-5 should equal "Construction Cost Total"**

By checking this box, the person completing this form certifies that the project identified in this document is eligible to be funded with federal Surface Transportation Program (STP) or state Transportation Economic Development Fund Category D funds.

SUBMITTED BY (Please print)	TITLE	DATE
SIGNATURE		PHONE NUMBER



Rural Task Force One (RTF #1)  
Project Selection Minutes  
August 20, 2018  
10:00 a.m.  
SEMCOG's Gratiot Room

Attendees:

- Don Mayle, MDOT;
- Lindsay Wallace, SCCOTS
- Sarah Plumer, RCOC;
- Steve Brudzinski, SEMCOG;
- Tom Bruff, SEMCOG;
- Chris Klove, SEMCOG;
- Calvin Johnson, SEMCOG

I. Call to order

- 10:04 AM
- Introductions

II. RTF update from MDOT Don Mayle.

**a. Form 1799**

- The Office of Economic Development uses the form to certify that EDD funds are being properly used.
- The form is posted on MDOTS website:  
[https://www.michigan.gov/documents/mdot/1799\\_fillable\\_20181018\\_613267\\_7.pdf](https://www.michigan.gov/documents/mdot/1799_fillable_20181018_613267_7.pdf)
- The form needs to be completed with any new job and any change that has been made to any currently approved job.
- The process SEMCOG's and there FAC's will use will now be as follows:
  - The local agency or FAC must fills out form 1799 for each new job and every job change;
  - The local agency or FAC or the FAC populates ProjTracker with the new job or makes the change request.
  - SEMCOG (Calvin Johnson) will populate JobNet with any new jobs or facilitate the change requests as needed.
  - SEMCOG (Christopher Klove) will approve the MPO date on each project.
  - MDOT will review and accept appropriate projects.
- This process could be shortened in the near future if the forms function can be place directly in JobNet. Don Mayle will see what the possibility of this feature being added is by weeks end.

**b. Monthly Report v JobNet Phase II**

- Monthly reports are pulled from ACRS
- Phase II of JobNet mean SEMCOG (Calvin Johnson) will enter all projects into JobNet (Local's/FAC's will still enter the projects for ProjTracker for the foreseeable future)

III. RTF#1 allocations.

*Nothing to report handouts were given out.*

**a. Monthly MDOT Report**

- SEMCOG forwards MDOT's monthly RTF reports and it is the responsibility of the FAC's to review the reports and forward them to each affected local agency.

IV. FAC's rural job updates.

- SCCOTS in good standing;
- RCOC in good standing;
- Livingston CRC in good standing;
- MCDR in good standing;
- WATS and Monroe CRC **are not** in good standing. These two FAC's need to check there jobs to makes sure their 2018 RTF programed jobs are being programed (list attached)

V. Additional comments.

- Please pre-populate the GPA's for FFY 2020-2023 by pulling TIP listing from what was established in the RTP;
- The biannual meetings for the RTF #1 maybe set in January and June from now on.
- There will be an MDOT hosted RTF training to cover many RTF topics and concerns please try and attend:

**Training Opportunity**

I am pleased to announce that the Rural Task Force (RTF) Education Committee, a sub-committee of the RTF Program Advisory Board, will be holding an outreach training for all RTF members in October 2018. The outreach will be repeated at 5 locations across the state.

October 15, 2018, Horatio Earl Learning Center, Lansing (this will also be an Adobe Connect Webinar)

October 17, 2018, Kalamazoo Road Commission, Kalamazoo

October 18, 2018, Bay Region Office, Saginaw

October 24, 2018, Marquette Township hall, Marquette

October 26, 2018, University Center, Gaylord

The training will be all day, probably 9-4, and lunch will be provided. The outreach will cover information on changing guidance related to fund transfers, The RTF process and JobNet, S/TIP rules, the new NEPA process (environmental clearance), the local federal fund exchange and a lot more. Please see the attached draft list of topics and presenters. We hope to see all RTF members participate in one of the sessions. Registration information and specifics on locations, lunch and hotel room blocks will be sent out soon. If you have any questions please contact Don Mayle, [mayled@michigan.gov](mailto:mayled@michigan.gov) or 517-373-1881.

# MEMORANDUM

To: Federal Aid Committee - Rural

From: Suzann Flowers

Date: September 21, 2018

Re: 2020-2023 Rural Federal Aid Program

## Background

WATS is developing the 2045 Long Range Transportation Plan and 2020-2023 TIP using SEMCOG and MDOT provided federal and state funding targets.

The 2020-2023 targets provided are presented below:

- 2020 STL - \$804,464 State D - \$109,938
- 2021 STL - \$820,555 State D - \$114,006
- 2022 STL - \$836,964 State D - \$118,224
- 2023 STL - \$853,704 State D - \$122,598

New TIP guidance and the transition JobNet require agencies to list their first two years of projects in the 2020-2023 Transportation Improvement Program. Please submit project limits for FY 2019 and FY 2020 by October 1, 2018.

## Draft Program

A draft program has been developed that reflects the project requests that were submitted during the TIP and LRP call for projects.

---

### POLICY COMMITTEE MEMBERS

City of Ann Arbor • Ann Arbor DDA • Ann Arbor Township • City of Chelsea • City 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 • The Ride  
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

**Draft 2020-2023 Program**

<b>2020</b>			<b>Target</b>	<b>\$804,464</b>	<b>\$109,938</b>
2020	Dutch Drive Mill and Resurface	Village of Manchester		\$311,531	\$90,000
2020	Preventative Maintenance	Washtenaw County Road Commission		\$148,459	\$159,510
			<b>FY 2020 Total</b>	<b>\$459,990</b>	<b>\$249,510</b>
			<b>Balance</b>	<b>\$344,474</b>	<b>-\$139,572</b>
<b>2021</b>			<b>Target</b>	<b>\$820,555</b>	<b>\$114,006</b>
2021	Preventative Maintenance	WCRC		\$220,553	\$114,006
2021	North Territorial Rd at Pontiac Trail	WCRC		\$600,000	
			<b>FY 2021 Total</b>	<b>\$820,553</b>	<b>\$114,006</b>
			Balance	\$2	\$0
<b>2022</b>			<b>Target</b>	<b>\$836,964</b>	<b>\$118,224</b>
2022	PM	WCRC		\$836,964	\$118,224
			<b>FY 2022 Total</b>	<b>\$836,964</b>	<b>\$118,224</b>
			Balance	\$0	\$0
<b>2023</b>			<b>Target</b>	<b>\$853,704</b>	<b>\$122,598</b>
2023	PM	WCRC		\$853,704	\$122,598
			<b>FY 2023 Total</b>	<b>\$853,704</b>	<b>\$122,598</b>
			<b>Balance</b>	<b>\$0</b>	<b>\$0</b>