
NOTICE OF MEETING

POLICY COMMITTEE

DATE: August 16, 2017

TIME: 1:00 PM - Following a short reception for Pamela Boyd at 12:30

PLACE: **110 N. Fourth Ave, Ann Arbor, MI 48104 - John Loring Conference Room**

AGENDA:

1. Call to Order/Introductions
2. Approval of the Agenda
3. Approval of Minutes – June 21, 2017 Policy Committee Meeting (attached) – Action
4. Public Participation
5. Communications and Announcements
6. Bills over \$500
7. Old Business
8. New Business
 - A. Resolution of Appreciation for Pamela Boyd (attached) - Action
 - B. Draft Policy on Local STP funds on State-owned Trunkline Facilities (attached) - Action
 - C. 2045 Long Range Plan Goals (attached) - Action
 - D. WATS Director Employment Letter (attached) - Action

POLICY COMMITTEE MEMBERS

City of Ann Arbor • Ann Arbor DDA • Ann Arbor Township • City of Chelsea • City of Dexter
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representing Washtenaw County

9. Agency Reports

Ann Arbor DDA
City of Chelsea
The Ride
Scio Township
MDOT Region/TSC
City of Dexter
SEMCOG
U of M

City of Ann Arbor
Pittsfield Township
City of Milan
Superior Township
Northfield Township
City of Saline
SWWCOG
FHWA

Ann Arbor Township
City of Ypsilanti
Ypsilanti Township
MDOT Planning
Washtenaw County BOC
Dexter Township
EMU
WCRC

10. Adjournment

The Washtenaw Area Transportation Study (WATS) financed the preparation of this document through grants from the U.S. Department of Transportation in cooperation with the Michigan Department of Transportation and contributions from local government, public transit, and educational unit members of the Washtenaw Area Transportation Study. The views and opinions expressed herein do not necessarily state or reflect those of the U. S. Department of Transportation.

Minutes of Meeting

POLICY COMMITTEE

DATE: June 21, 2017

TIME: 9:30 a.m.

PLACE: UMTRI

Members Present: City of Dexter – Jim Carson, Chair
Scio Township – Nancy Hedberg, Vice-Chair
Ypsilanti Township – Monica Ross-Williams
City of Milan – Michael Armitage
University of Michigan – Hank Baier
City of Chelsea – Melissa Johnson
MDOT Region - Kari Martin (for Pam Boyd)
City of Ann Arbor – Chuck Warpehoski
Ann Arbor Township – Mike Moran
WCRC – Doug Fuller
TheRide – Larry Krieg
Dexter Township - Harley Rider
WCBOC – Conan Smith
City of Saline – Brian Marl

Members Absent: Superior Township – Ken Schwartz
City of Ann Arbor DDA – Keith Orr
EMU
Pittsfield Township – Mandy Grewal
City of Ypsilanti – Peter Murdock
SWWCOG – Gene DeRossett
Northfield Township - Marlene Chockley

Others Present: WATS – Ryan Buck, Mark Ferrall, Suzann Flowers, and Nick Sapkiewicz
Jim Mogensen

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1. Call to Order

Chair Carson called the meeting to order at 9:39am.

2. Approval of Agenda

Mr. Carson asked the committee to change the Director Review agenda item from an information item to an action item. Mr. Marl made a motion to approve the agenda with the proposed change. Mr. Krieg supported the motion and it passed.

3. Approval of Minutes

Mr. Warpehoski made a motion to approve the April 19, 2017 Policy Committee meeting minutes. Mr. Moran supported the motion and it passed.

4. Public Participation

No comments were received.

5. Communications and Announcements

Mr. Buck reported the following:

- Thank you to the University of Michigan for their hospitality in hosting today's meeting
- WATS is continuing its data collection of non-motorized transportation
- Model Contract with RSG was signed following a change in the project team to improve gender diversity by adding a female Principal in Charge and a female to perform the truck modeling component of the model
- The July Policy Committee meeting has been canceled
- Pam Boyd from MDOT is retiring
- WATS held a youth forum at the Parkridge Community Center to talk about transportation issues facing youths

6. Bills over \$500

Mr. Buck presented the following:

- \$1,200 TransCAD License Fee
- \$ 3,000 - To Washtenaw County Public Health Department as a participating share for upcoming public engagement activities in low opportunity index area
- \$ 5,000 - 2 new computers
- Authorization to write check for model improvements up to \$80,000 based on invoices to be received

Mr. Fuller made a motion to approve the bills over \$500. Ms. Hedberg supported the motion and it passed.

7. Old Business

None

8. New Business

A. 2017-2020 TIP Amendments

Mr. Sapkiewicz presented the FY 2017-2020 TIP Amendments.

Mr. Smith asked if any representatives had concerns regarding the Boland Right-of-Way non-motorized trail, and if those concerns were related to these amendments Ms. Johnson

responded that she did not see any problems with the amendments as it related to that project, since it is not included.

Mr. Smith made a motion to approve the FY 2017-2020 TIP Amendments. Mr Fuller supported the motion and it passed.

B. 2017-2020 TIP Modifications

Mr. Sapkiewicz presented the TIP Modifications, which are for information only.

C. WATS 2045 Long Range Plan Equity Update

Mr. Sapkiewicz presented the Draft Washtenaw County Equity Goal and the context and need of that goal.

Mr. Warpehoski stated that the agency should distinguish between project types to identify projects which do or do not benefit a neighborhood.

Mr. Krieg observed that a project's benefit neighborhoods despite being outside the boundary of that neighborhood, and suggested staff try to account for this in future analyses.

Mr. Smith asked how county agencies are defining inequality, observing the lack of transportation in the Whitmore Lake area.

Ms. Johnson stated that in the Chelsea area, there is a large need for transportation to adult education. She also asked that WATS hold Long Range Plan public meetings in the Chelsea area.

D. WATS 3rd Quarter Financial Statements

Mr. Buck presented the 3rd quarter financial statements, noting the agency should finish the year under budget.

Mr. Fuller made a motion to approve the 3rd quarter financial statements. Mr. Krieg supported the motion and it passed.

E. WATS FY 2018 Administrative Budget

Mr. Buck presented the 2018 Administrative Budget. He clarified the relationship between the budget and the UWP, and discussed how the travel demand model will affect the budget over the next 2 fiscal years.

Mr. Armitage made a motion to approve the FY 2018 Administrative budget. Mr. Fuller supported the motion and it passed.

F. WATS Director Review

Ms. Hedberg presented the overview of the Annual Director's Review. She stated that everyone she contacted expressed that they enjoyed working with Ryan, and that the agency is well run.

Mr. Marl made a motion to accept the Director's Review. Ms. Ross-Williams supported and the motion passed.

G. Annual Meeting

Mr. Buck discussed past efforts to find another meeting location closer to the WATS Offices. He stated that the meeting space next door to the WATS office is available at 1:30pm on the 3rd Wednesday of each month.

Mr. Carson stated his preference for the meeting space near the WATS offices.

Mr. Moran noted that Wednesdays are the farmers market, so parking could be more difficult.

Mr. Marl stated Wednesday afternoons would work well for his schedule.

Ms. Ross-Williams stated that she works from home, and has an irregular work schedule that could interfere, however she wasn't opposed to the time change.

Ms. Martin stated that the later time could work well for Lansing based MDOT staff.

The committee concluded to hold the August and September meetings at 200 N Main at 1pm.

E. Agency Reports

WCRC

Mr. Fuller advised everyone to tweet their road construction updates, which has worked well as a communications strategy for the Road Commission. He also discussed the Textile Road paving from Platt to State, which will be complete in 2019 and include a pathway.

Washtenaw Board of Commissioners

Mr. Smith reported the county board is working on the Platt Road development and discussed the fall mental health millage.

University of Michigan

Mr. Baier reported that the Navya shuttle will begin autonomous service on North Campus in the fall.

Ypsilanti Township

Ms. Ross-Williams reported:

- The ACM Project is underway
- Some drivers are using Tyler Road as a bypass to the construction, so the Township has heard complaints
- A new hotel is under construction on the south side of I-94/Huron St

Ann Arbor Township

Mr. Moran reported the following:

- MDOT has provided updates on construction to prepare the township for impacts to emergency response services
- The Dixboro trail project is underway
- The township approved a senior housing project at Dixboro and Geddes

City of Ann Arbor

Mr. Warpehoski had nothing to report.

MDOT

Ms. Martin reported the following:

- The pre-stage work on US-23 is complete, the bridges and median work is underway
- In August, the project will shift to stage 2, with a split merge
- The US-12 ACM project is underway, the Wiard bridge has been removed, and traffic is currently detoured
- Chris Gulock is leaving University Region for a new job and Pam Boyd is leaving statewide planning

Mr. Fuller made a motion to author a resolution of appreciation of Ms. Boyd's service. Ms. Hedberg supported and the motion passed.

Scio Township

Ms. Hedberg reported the following:

- The township is working on its Zeeb Road path
- A new signal was installed at Scio Ridge on Liberty
- The Parkland Plaza signal will begin operating in August
- The Scio Church and Wagner roundabout work is ongoing

The Ride

Mr. Krieg reported on the following:

- New services are starting in Ypsilanti Township, including a pilot demand response service
- Chris White retired and will be replaced by Forest Yang
- The agency has a new Deputy CEO, of Finance and Administration, John Metzinger

City of Chelsea

Ms. Johnson reported:

- City leadership is working with a Transportation Working Group on issues impacting Chelsea and surrounding townships

City of Dexter

Mr. Carson Reported that the city is working on infill development near downtown, expecting an additional 500-600 residents. He added that Baker Roundabouts are scheduled for 2018.

City of Milan

Mr. Armitage reported that the city received Category F funds for Redman road.

City of Saline

Mr. Marl reported the following:

- The city will resurface Austin Road from the city limit to Michigan Ave this year
- He will host input sessions on city infrastructure

Mr. Carson adjourned the meeting at 10:52 a.m.

**A RESOLUTION OF HONOR AND APPRECIATION
FOR
PAMELA BOYD**

Whereas Pamela Boyd began her distinguished career at the Michigan Department of Transportation in 1991 and dedicated 26 years to providing exemplary service to communities across the state of Michigan;

Whereas Ms. Boyd has been a transportation advocate for Southeastern Michigan and Washtenaw County communities for many years;

Whereas throughout her career, Ms. Boyd faced challenges with staffing reductions due to early retirements, furloughs, and organizational changes however, she consistently provided dependable service to the communities that she served;

Whereas In 2013, Ms. Boyd received the inaugural Michigan Transportation Planning Association's Ray Lenze award, presented annually to a federal or state representative who has provided remarkable assistance and demonstrated exceptional professionalism in working with local transportation organizations;

Whereas Ms. Boyd has been a mentor to staff inside MDOT and to countless MPO staff across the state; and

Whereas Ms. Boyd was confident and knowledgeable which was reassuring for all transportation planning professionals who received her guidance. Her transportation expertise was reliable and trustworthy. She was honest and forthright and never shied away from a difficult conversation;

Now Therefore Be It Resolved that as the intergovernmental committee responsible for transportation planning in Washtenaw County, the Washtenaw Area Transportation Study, recognizes and thanks Ms. Boyd for years of dedicated service to Washtenaw County and for her many contributions to the citizens, staff and visitors of Washtenaw County.

Adopted on August 16, 2017

James Carson, Chair
Washtenaw Area Transportation Study
Policy Committee

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MEMORANDUM

To: Policy Committee
From: Ryan Buck
Date: August 8, 2017
Re: Draft Policy on Local STP funds on State-owned Trunkline Facilities

Background

As part of the 2nd FY 2017 amendment to the TIP, the Technical Committee recommended the Policy Committee include \$20,000 from WATS local Surface Transportation Program (STP) funds to a proposed crosswalk on Washtenaw Avenue/M-17 near the County Service Center. The Policy Committee chose not to provide funding at that time and asked the Technical Committee to draft a policy on the use of local STP funds on state-owned trunkline facilities. At the April Technical Committee meeting a group volunteered to draft a policy. That group met twice and developed the draft policy language below. The Technical Committee voted to recommend approval by the Policy Committee at their June meeting.

Draft Policy on Local STP funds on State-owned Trunkline Facilities

WATS may consider the use of Surface Transportation Program - Urban funds on trunkline roads for projects that are multi-modal in nature and will facilitate access, mobility and safety. An improvement can be fully funded or meant as seed funding to encourage MDOT or other agency financial participation to complete the project, but should not exceed \$100,000.

Conditions which must be met:

- The project must be identified in the Long Range Transportation Plan as a Regional Priority
- The project is located in the Urban Area defined by the most recent Adjusted Census Urban Area

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- At least two WATS member agencies must provide a letter of support of the project in writing to the WATS Policy Committee
- The Local Unit(s) of Government must support the funding request through letter of support or other official action.
- An Act 51 Agency must agree to sponsor the project
- The project must not be in the MDOT 5 year plan
- The project sponsor must have requested funding from MDOT and been denied
- MDOT must provide a letter of support for the project

Action

The Technical Committee recommend the Policy Committee adopt the Policy on Local STP funds on State-owned Trunkline Facilities as presented

MEMORANDUM

To: Policy Committee
From: Nick Sapkiewicz
Date: August 8, 2017
Re: Draft 2045 LRP Goal and Public Participation Plan Amendments

Background

WATS recently completed an update of the 2040 Long Range Transportation Plan (LRTP), and is beginning development of the 2045 LRTP. Plan development commenced with a series of public meetings to discuss the draft Plan Goals and introduce a new Equity Goal. The draft Plan Goals recommended for reaffirmation include:

- Protect and enhance the environment
- Invest strategically in transportation infrastructure enhancing communities livability and sustainability
- Provide accessibility and mobility
- Promote a safe and secure transportation system
- Engage the public in the transportation decision making process
- Link transportation planning and improvements to land use

The new recommended Equity Goal follows in the spirit of the equity initiative undertaken by the Washtenaw County Office of Community and Economic Development and was introduced to the WATS Policy Committee at the June, 2017 meeting. The Equity Goal includes:

Goal - Your zipcode should not define your chances in life

Objective - Correct the transportation decisions that have separated, underserved or otherwise negatively altered communities

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Measurement and Process Recommendations -

- *Portion of TIP investment spent in Very Low opportunity areas per Washtenaw Opportunity Index*
 - *Review TIP investment in Very Low opportunity area at each Committee action on the TIP*
- *Portion of TIP investment spent in Low opportunity areas per Washtenaw Opportunity Index*
 - *Review TIP investment in Low opportunity area at each Committee action on the TIP*
- *Create suite of equity projects, positioned as regional priority in 2045 LRP*
 - *Observe impacts on change index from investment in equity projects*
- *Number of projects that improve access to parks, child care, jobs, etc, in Very Low opportunity and High Decline areas*

Review impacts at new TIP creation (and from culmination of previous TIP)

Updates to WATS' Public Participation Plan were also introduced at the meetings and include:

- Public comment period for new plans (LRP, TIP or UWP) be extended to 45 days
- Public comment period for amendment to plans be reduced to 30 days
- Review the public's preferences for communication format

While meeting participants were generally supportive of the plan goals, including the equity goal, staff received comments on the following topics:

- Washtenaw Avenue - Increase access for pedestrians and people with disabilities
- Huron at I-94 - Add non-motorized facilities
- American Center for Mobility - Add additional non-motorized facilities
- Milan Area - US-23- Operational and safety improvements
- Transit - Increase speed from Ypsilanti to Ann Arbor
- Transit - Consider further reduced fares for youth, additional amenities on buses
- Transit - Continue adding new routes
- Importance of regular street sweeping in West Willow neighborhood

Action

The Technical Committee recommend the Policy Committee accept the 2045 Plan Goals (including the equity goal) to guide Plan development prior to final approval. The Technical Committee also recommend the Policy Committee approve the Public Participation Plan amendments.

*M. Jack Knowles, Supervisor
Nancy J.C. Hedberg, Clerk
Donna E. Palmer, Treasurer*

Township of Scio

*Trustees: Christine A. Green
Kathleen P. Knol
Irwin G. Martin
David S. Read*

MEMORANDUM

TO: Jim Carson, Chair WATS Policy Committee

FROM: Nancy Hedberg, Vice Chair

25 May 2017

I have been in touch with several people who work with Ryan Buck, the Executive Director of WATS, and have heard nothing but glowing praise.

At the State and Regional level, Kari Martin shared that MDOT feels that Ryan has stepped into his role as Director very well and that the relationship between MDOT and WATS has greatly improved over the last few years, which they attribute to Ryan's personality and leadership. MDOT recommends that Ryan continue to be a proactive leader in working with MDOT when controversial matters develop concerning MDOT projects.

Tom Bruff at SEMCOG reported that over the years he has seen, first hand, the positive changes that Ryan has brought to WATS and the benefit to both Washtenaw County and the SEMCOG region. "Ryan is also accomplished in managing the day-to-day administrative issues of the agency as well as being an active mentor to his staff. Ryan is well liked and respected by his peers."

This is very clear when the WATS staff shared with me their (what sounds to me like) joy! in their workplace. "If there is an issue to be discussed with Ryan, he provides a safe place to do that. He does not shy away from issues that need to be dealt with and again never makes people feel uncomfortable about discussing things that can be hard to talk about." "Ryan continues to cultivate an environment that is empowering to staff, professional, and honestly—fun." "Ryan continues to improve the fine balance of being both a leader and peer. He encourages staff to engage in transportation initiatives across the county, while guiding the maintenance and improvement of the requisite work of the agency. Ryan has also been supportive of professional development opportunities and makes work/life balance achievable and effective for staff." "WATS reputation in the region also continues to benefit from Ryan's collaborative approach, resulting in participation with a growing number of agencies and initiatives."

Ryan felt that a good way to view his accomplishments is by using the annual report which was distributed at the April meeting. He reported that while it is not an "exhaustive list, it serves as a

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good metaphor for one of the more significant accomplishments—synthesizing technical data and administrative processes into digestible, visually appealing deliverables under the modern WATS brand.”

His list of accomplishments is long and impressive, including TIP amendments for 2017-2020. Nick Sapkiewicz reported that Ryan’s efforts can be seen in that process, which “began with a successful review/update of the WATS federal funding policy, development of the STP funding program between competing agencies and interests, and ongoing delivery of funding for projects. This is one of WATS most core functions and tangible products and was navigated very effectively.”

Ryan’s long term goals include continuing to work toward a work environment that promotes a healthy work/life balance, prioritizes relationships with local officials and members of our communities, and “places high expectations on team members to function as an elite regional transportation planning agency in Michigan along with continued strong coordination with SEMCOG.” Additionally, he plans to work toward completing local performance measures implementation.

Ryan’s work at WATS continues to improve the agency’s standing in the community as well as within the WATS office with staff. It has been a pleasure to be in touch with many who highly value what Ryan has accomplished, and to be a part of this review process.

August 16, 2017

Mr. Ryan C. Buck
431 4th Street
Ann Arbor, Michigan 48103

Dear Ryan:

The Washtenaw Area Transportation Study (WATS) wishes to retain your services as **Director** effective July 1, 2017.

In your capacity as Director, you will report to the WATS Policy Committee and perform the duties of Director as outlined in the job description and as determined by the WATS Policy Committee. Your annual salary will be \$92,700 based on market analysis. As always, WATS reserves the right to modify your compensation (including, but not limited to, salary and fringe benefits) at any time with or without cause and with or without notice.

Your employment with WATS is at-will, meaning that either you or WATS may terminate the employment relationship at any time with or without cause and with or without notice. The at-will employment policy may only be modified if such modification (1) explicitly disclaims the at-will employment policy, and (2) is executed in a written document signed by you, the Chair of the WATS Policy Committee, and the Vice-Chair of the WATS Policy Committee. The at-will employment policy exists notwithstanding any agreement that the Policy Committee may execute between you and WATS regarding payment of severance.

Please sign below to indicate that you accept this offer. We look forward to continuing a productive employment relationship with you as you direct WATS' activities. Please contact me if you have questions regarding this offer.

Sincerely,

James Carson, Chair
WATS Policy Committee

I hereby accept this at-will employment offer:

Ryan C. Buck

Date

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