

## **NOTICE OF MEETING**

### **TECHNICAL COMMITTEE**

DATE: December 6, 2017

TIME: 9:30 am

PLACE: **200 N. Main - Lower Level**

### **AGENDA:**

1. Call to Order/Introductions
2. Approval of the Agenda
3. Approval of Minutes – October 4, 2017 Technical Committee Meeting (attached) – Action
4. Public Participation
5. Communications and Announcements
6. Old Business
7. New Business
  - A. SEMCOG Regional Forecast - Presentation
  - B. TheRide Upcoming Services and Planning Efforts - Presentation
  - C. Washtenaw County Non-motorized Plan - Information
  - D. Unified Planning Work Program (attached) - Action
  - E. Safety Performance Measure - Action
  - F. WATS Performance Measures - Environmental (attached) - Information

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#### **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 •

8. Agency Reports

Ann Arbor DDA  
City of Ypsilanti  
Ypsilanti Township  
City of Ann Arbor  
City of Saline  
Dexter Township  
WCRC  
Senior

Ann Arbor Township  
The Ride  
MDOT Planning  
MDOT Region/TSC  
City of Dexter  
U of M  
Environmental  
People with Disabilities

Pittsfield Township  
City of Milan  
Washtenaw County  
City of Chelsea  
SEMCOG  
EMU  
FHWA

9. 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.

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## MEETING MINUTES

### TECHNICAL COMMITTEE

DATE: October 4, 2017

TIME: 9:30 am

PLACE: 110 N Fourth Ave, Ann Arbor, MI

Members Present: Eastern Michigan University – Dieter Otto, Chair  
Washtenaw County Economic Development– Nathan Voght, Vice-Chair  
City of Ann Arbor Planning - Eli Cooper  
University of Michigan – Steve Dolen  
Pittsfield Township - Marijana Teofilovic (for Craig Lyon)  
Dexter Township - Zach Michels  
City of Dexter – Courtney Nicholls  
Environmental Representative - Evan Pratt  
MDOT TSC - Lynne Kirby  
City of Ypsilanti – Stan Kirton  
Ypsilanti Township – Brenda Stumbo  
TheRide –Julia Roberts  
MDOT Planning -Heidi Phaneuf  
People with Disabilities Representative – John Waterman  
Non-motorized representative - Cyrus Naheedy  
City of Ann Arbor Engineering - Nick Hutchinson

Members Absent: City of Milan – Robert Grostick  
Ann Arbor DDA – Amber Miller  
City of Chelsea - Christine Linfield  
Senior Representative - Ruth Ann Jamnick  
City of Saline – Gary Roubal  
Washtenaw County Road Commission – Sheryl Siddall

Others Present: WATS – Mark Ferrall, Suzann Flowers, Nick Sapkiewicz  
MDOT Region- Kari Martin, Mike Davis

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Citizen - Jim Mogensen  
City of Dexter - Patrick Droze  
City of Ann Arbor - Connie Pulcipher

1. Call to Order/Introductions

Chair Otto called the meeting to order at 9:34am and asked all those present to introduce themselves.

2. Approval of the Agenda

Mr. Waterman made a motion to approve the agenda, supported by Mr. Pratt, motion approved.

3. Approval of Minutes –

Mr. Pratt made a motion to approve the minutes from August 2, 2017, supported by Mr. Kirton.

4. Public Participation

Mr. Mogensen stated that evaluation of Environmental Justice analysis may need to be done not only at the census block level but at the census tract. We must be mindful of economic and housing injustice.

5. Communications and Announcements

Mr. Sapkiewicz provided the following update:

- Mr. Buck is out with the arrival of his newest family member
- All FY 2017 projects were obligated
- TIP guidance is still under review at MTPA
- WATS and SEMCOG are developing the 2045 LRP. Please take a moment to fill out the MetroQuest survey
- The call for CMAQ projects has been moved to January and may include FY 2019 and FY 2020

6. Old Business

No items of old business.

7. New Business

**A. Ann Arbor Treeline Trail - Presentation**

Ms. Pulcipher presented details of the Ann Arbor Treeline Trail. Ms. Pulcipher's presentation included:

- The trail has been discussed for many years by community members, an interest that led to the city council pursuing the project.
- The trail would improve access between northwest Ann Arbor, the river, Kerrytown, and the University of Michigan.
- The trail will serve all users, ages and abilities, which leads to some of the distinctive design features, including a corkscrew ramp to a bridge over main street.
- The trail includes sections adjacent to the road network, but as much as possible will be separate.
- Portions of the trail will be adjacent to rail corridors

- Cost estimate - \$53-\$57 million dollars

### **B. Ann Arbor Station**

Mr. Cooper provided a presentation on the Ann Arbor Rail Station. The Draft Environmental Assessment is currently out for public review. Mr. Cooper's presentation included:

- The report is available for public review until November 2, 2017 ([Report](#))
- National Environmental Policy Act (NEPA) Environmental Assessment (EA) review process
- Required to have a 30 day public comment process, the City extended the public review to 45 days
- Options were evaluated as part of this process, such as a no build option
- Reviewed multiple alternatives and settled on option 3A Fuller Park option
- Next steps: Complete public comment period, obtain approval from City Council, then move onto PE phase in late 2017

### **C. 1st Call for FY 2018 Amendments**

Mr. Sapkiewicz presented the 1st Call FY2018 TIP Amendments. He discussed the improvements made to the Environmental Justice process.

Ms. Stumbo asked how equity is considered in the use of CMAQ funded transit projects. Mr. Sapkiewicz explained that the current analysis doesn't include transit, since individual buses cannot be tied to routes that serve disadvantaged communities. Instead, equity should be considered as part of the broader needs identification and service planning process.

Mr. Davis asked that MDOTS 'Various Bridge' project be changed to reflect improvements in both directions.

Ms. Phaneuf made a motion recommend to the Policy Committee approve the TIP amendments, supported by Ms. Roberts, motion approved.

### **D. 1st Call for FY 2018 Administrative Modifications**

Mr. Sapkiewicz presented the 1st Call FY 2018 TIP Amendments, which are for information only to the members of the Technical Committee.

## **8. Agency Reports**

### **MDOT Statewide**

- Ms. Phaneuf stated that the funding issues with the M-17 mast arm upgrade in Pittsfield Township were resolved.

### **MDOT Brighton TSC**

- Ms. Kirby reported that the US-23 Flex Route project is on schedule
- The invitation for the November 7 Traffic Summit were sent. The summit will be held at the WCRC offices at 9am.

### **MDOT Region Planning**

- The Department is ramping up education for the Flex Route, and Ms. Martin asked the

committee to share education messages.

- MDOT is working with several small committees to discuss the North Main project and state routes in Ypsilanti.

#### UM

Mr. Dolen stated the University is preparing for the Michigan-Michigan State football game.

#### Water Resources

Mr. Pratt shared the following:

- Washtenaw County Water Resources is working with the WCRC, Northfield, Augusta, and Freedom Townships to address failed culverts.
- The State Infrastructure Commission is evaluating funding solutions for Michigan's culverts
- The State Infrastructure Commission is also conducting a regional asset management pilot, collecting information on culverts, utilities, parking and other data.

#### People with Disabilities

Mr. Waterman reported:

- Young advocates from PEAC are mentoring new youth advocates and more students are becoming active on local committees
- The American Center for Mobility project has additional considerations to weigh in planning for travelers of all abilities, accessibility is always an issue

#### Pittsfield Township

Mr. Lyon reported the Carpenter midblock crossing has been changed to a full signal.

#### Washtenaw County OCED

Mr. Voght reported:

- US-23 path is in need of maintenance in Ann Arbor and Pittsfield (trash, debris, etc)
- Sidewalk infill is done in Pittsfield
- The Ypsilanti Township is looking into easements near Golfside
- The City of Ann Arbor for TOD zoning, high transit corridors and being smarter about land use

#### SEMCOG

Mr. Klove explained:

- The Spring amendment is open
- The Call for projects for 2045 LRTP/RTP and next TIP (2020-2024) will need to have 2020 and 2021 projects listed with detailed information, can send all 4 years

#### Non-Motorized

Mr. Naheedy discussed the importance of improving crosswalks on Pauline.

#### 9. Meeting Adjournment

The meeting adjourned at 11:05 am.

# MEMORANDUM

To: Technical Committee  
From: Suzann Flowers  
Date: November 28, 2017  
Re: Non-Motorized Transportation Plan

## **Background**

The development of the Washtenaw County Non-Motorized Transportation Plan started in 2016. With the assistance of a Non-Motorized Steering Committee the plan is ready for review by the Technical Committee.

The Plan's focus is expanding mode choice options and creating a safe and equitable, universally accessible regional system. The Plan also revises the previous Plan's (2006) policies so they are more clear and enforceable.

A second key feature of this plan is the emphasis on implementation, which includes incorporating the Six E's: Evaluation, Engineering, Education, Encouragement, Enforcement, and Equity (adapted from the Safe Routes to School program), along with specific tasks and deliverables for near, mid, and long term incorporation. Included in this section is a more focused policy approach for implementing agencies as they work to develop a complete and accessible system.

And lastly, the plan highlights the importance of measuring success and how WATS plans to use its data dashboard system to monitor several indicators over time. Significant portions of this plan will be incorporated into the 2045 Long Range Plan, currently under development. The Plan can be viewed [here](#).

## **Action**

Staff request the Technical Committee review the plan and share your comments by December 19, 2017.

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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

## MEMORANDUM

To: Technical Committee  
From: Ryan Buck, Director  
Date: November 28, 2017  
Re: FY 2019 Unified Planning Work Program for Washtenaw County

### **Background**

The Washtenaw County Unified Planning Work Program (UPWP) describes WATS' planning tasks and anticipated funding for the fiscal year starting July 1, 2018. This information will be combined with The Ride and submitted to the Southeast Michigan Council of Governments (SEMCOG). The combined UPWP will then be reviewed by the Michigan Department of Transportation (MDOT) and the Federal Highway Administration (FHWA).

The FY 2019 WATS budget (for planning purposes) is \$601,979. This includes a \$75,000 line item for travel demand model improvements. MDOT granted WATS' request to access additional PL funding for FY 2019 to pay 80% of the total cost. The total cost of the model improvement, anticipated at \$250,000, has been spread over three years and will be completed in FY 2019. FY 2019 also includes finalizing the 2045 Metropolitan Transportation Plan. The UPWP is designed to provide a clear list of products while remaining flexible enough to respond to changing directives or policies.

### **Action Requested**

Please review the document and send any comments to Ryan at [buckr@miwats.org](mailto:buckr@miwats.org) by December 11th.

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• Ex Officio: Federal Highway Administration • Southeast Michigan Council of Governments •

**Washtenaw County  
Unified Planning Work Program  
FY 2019  
For the Period July 1, 2018 – June 30, 2019**

**Washtenaw Area Transportation Study  
Ann Arbor Area Transportation Authority**

**Washtenaw Area Transportation Study (WATS)  
200 N. Main  
Ann Arbor, MI 48104  
(734) 994-3127 Fax (734) 994-3129  
Email: buckr@miwats.org  
Website: www.miwats.org**

**Ann Arbor Area Transportation Authority (AAATA (THE RIDE))  
2700 South Industrial Highway  
Ann Arbor, MI 48104  
(734) 973-6500 Fax (734) 973-6338  
Email: jroberts@theride.org  
www.theride.org**

**POLICY COMMITTEE**

**Chair: Nancy Hedberg, Scio Township**

**Vice-Chair: Vacant**

**Secretary/Treasurer Vacant**

<b>Keith Orr</b>	<b>Ann Arbor Downtown Development Authority</b>
<b>Mike Moran</b>	<b>Ann Arbor Township</b>
<b>Larry Krieg</b>	<b>Ann Arbor Area Transportation Authority</b>
<b>Chuck Warpehoski</b>	<b>City of Ann Arbor</b>
<b>Melissa Johnson</b>	<b>City of Chelsea</b>
<b>Vacant</b>	<b>City of Dexter</b>
<b>Brian Marl</b>	<b>City of Saline</b>
<b>Harley Rider</b>	<b>Dexter Township</b>
<b>Vacant</b>	<b>Eastern Michigan University</b>
<b>Pam Boyd</b>	<b>Michigan Department of Transportation</b>
<b>Marlene Chockley</b>	<b>Northfield Township</b>
<b>Mandy Grewal</b>	<b>Pittsfield Township</b>
<b>Ken Schwartz</b>	<b>Superior Township</b>
<b>Gene DeRossett</b>	<b>SWWCOG</b>
<b>Hank Baier</b>	<b>University of Michigan</b>
<b>Yousef Rabhi</b>	<b>Washtenaw County Board of Commissioners</b>
<b>Doug Fuller</b>	<b>Washtenaw County Road Commission</b>
<b>Peter Murdock</b>	<b>City of Ypsilanti</b>
<b>Monica Ross Williams</b>	<b>Ypsilanti Township</b>

**Ex officio Non-voting Members:**

<b>Andy Pickard</b>	<b>Federal Highway Administration</b>
<b>Tom Bruff</b>	<b>Southeast Michigan Council of Governments</b>

**Staff:**

<b>Ryan Buck</b>	<b>Director</b>
<b>Nick Sapkiewicz</b>	<b>Transportation Planner</b>
<b>Mark Ferrall</b>	<b>Transportation Planner</b>
<b>Suzann Flowers</b>	<b>Transportation Planner</b>

**Washtenaw County  
Unified Planning Work Program  
FY 2019**

**For the Period July 1, 2018 – June 30, 2019**

**Washtenaw Area Transportation Study**

**Ann Arbor Area Transportation Authority**

**Washtenaw Area Transportation Study (WATS)**

**200 N. Main**

**Ann Arbor, MI 48104**

**Website: [www.miwats.org](http://www.miwats.org)**

**Ann Arbor Area Transportation Authority (AAATA (THE RIDE))**

**2700 South Industrial Highway**

**Ann Arbor, MI 48104**

**[www.theride.org](http://www.theride.org)**

**[www.movingyouforward.org](http://www.movingyouforward.org)**

*The WATS UPWP represents a portion of the Southeast Michigan Metropolitan Planning Organization's Work Program for transportation planning. The entirety of the Work Program for Southeast Michigan is available on the SEMCOG website at <http://www.semco.org/>*

**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.**

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## **Background**

**For more than forty years, the federally mandated "continuing, coordinated and comprehensive" (3C) urban transportation planning process in Washtenaw County has occurred at two levels. The Washtenaw Area Transportation Study Committee (WATS), is primarily responsible for conducting transportation planning and maintaining the federal eligibility of communities and transportation providers within Washtenaw County. The Southeast Michigan Council of Governments (SEMCOG), the seven-county region of southeast Michigan made up of the agencies and governmental units of the seven-county region serves as the Metropolitan Planning Organization. WATS, in coordination with SEMCOG focuses on a holistic approach to transportation planning. This includes integrating transportation planning and regional planning while engaging a diverse group of members, stakeholders and the public.**

**The Washtenaw Area Transportation Study's membership covers approximately half of the County's townships; the Cities of Ann Arbor, Chelsea, Dexter, Milan, Saline, and Ypsilanti; the Village of Manchester; the Ann Arbor Area Transportation Authority; the University of Michigan and Eastern Michigan University; the Washtenaw County Board of Commissioners, Washtenaw County Road Commission, and Ann Arbor Downtown Development Authority.**

**Local participation in WATS began in 1965. In 1974, WATS reorganized as an inter-municipal committee under Act 200 of the Michigan Public Acts of 1957. All voting member units and agencies of government approved common resolutions of support to accomplish the reorganization. Three Memorandums of Understanding including a Pass-Through of Funds Agreement exist between WATS and the Southeast Michigan Council of Governments (SEMCOG). As a result, the Washtenaw Area Transportation Study functions as an independent, yet coordinated sub-study within SEMCOG's Unified Planning Work Program (UPWP).**

## **UNIFIED PLANNING ACTIVITIES**

### **SUMMARY**

The Unified Work Program provides details of the WATS and AAATA (THE RIDE) planning process, work scheduled for the July 1 to June 30 fiscal year, and proposed expenditures by work element. The Program seeks to reflect the WATS Committee goals, roles, responsibilities, using available resources in the context of both state and federal emphasis areas. The Program will undergo periodic reevaluation, and amendments made if necessary. The Program is designed to be flexible enough to allow planning tasks to evolve based on changing regulations, policies and directives.

The Unified Planning Work Program (UPWP) is presented in five elements that group the types of activities needed to maintain, update, report, implement, and administer the Washtenaw County transportation planning process. This process is in conjunction with the Southeast Michigan Council of Governments' (SEMCOG) regional planning program. The five major elements and their general content are as follows:

- 1. Plan Monitoring:** These activities involve the collection, maintenance, and analysis of area wide planning related data. Using new and established data files and accepted and experimental data collection procedures; WATS monitors the influence of land use, transportation system changes, employment, demographic and environmental indicators, on the area wide transportation system. WATS structures the monitoring work tasks to facilitate their use in the development and periodic reappraisal of comprehensive plan elements and plan implementation activities, including performance measurement and management. WATS also handles local data requests that contribute to the agency's policies and programs.
- 2. Plan Development and Detailing:** Consistent with policy directives and monitoring activities, WATS details and revises sub-elements of the Washtenaw County Metropolitan Transportation Plan (MTP) when deemed necessary by the Policy Committee. Activities may focus on a specific geographic area, such as a particular transportation corridor, center on a specific aspect of an existing or developing plan, or be topic focused. This task also involves strategic discussions regarding priorities including a greater Countywide focus on the issues of equity and economic segregation.
- 3. Planning Services:** WATS performs planning service tasks to ensure broad understanding and consistent use of the planning program's goals, policies and findings by the public, stakeholders and partners. This also allows for strategic partnerships where the overlap of monitoring, development or implementation activities promotes agency policy goals and direction. This section includes participation in relevant committees, task forces, special projects and study to integrate WATS Plans and Policies as broadly as possible. This section also includes many of the agency's ongoing public involvement activities including online and printed publications and social media curation.
- 4. Plan Implementation:** Incorporating the Washtenaw Area Transportation Study Committee's responsibilities into plan implementation activities is the principal focus of this element. Included are such tasks as: reviews and recommendations pertaining to short and long range implementation programs for the area's major transportation systems, development and management of a

Transportation Improvement Program and related administrative products, and planning and programming of urban and rural Surface Transportation Program (STP) funds, National Highway Performance Program (NHPP), and other state and federal transportation funds. This task also includes the ongoing tracking of active projects and available resources.

5. **Program Administration:** The purpose of this element is to develop and administer, within the requirements of the Unified Planning Work Program, responsible program and contract management activities. This section ensures efficient and compliant operation of the agency.

The five major program elements provide a framework for WATS and The Ride Planning activities. The Federal Highway Administration sets Planning Emphasis Areas to provide added focus on particular elements for planning agency. A description of those emphasis areas is included below. These emphasis areas provide specific tasks as well as guidance on implementing the Unified Planning Work Program and were provided by the Michigan Division of the Federal Highway Administration.

### **Federal Planning Emphasis Areas**

#### **MAP-21 Implementation: Performance-Based Planning and Programming (PBPP)**

As the nation develops performance measures and targets, MDOT and MPOs should work cooperatively to set targets and implement PBPP before deadlines. Some examples for implementation include:

- Stay engaged in national discussions, providing comments during comment periods
- Incorporate PBPP measures and targets, as they become available, into your MTP/SLRP goals and objectives
- Inventorying data and identifying data needs
- Complete/revisit PBPP Self-Assessment
- Implement PBPP Peer Exchange Action Plan:
  - Statewide Congestion Management Group (SCMG) - MPOs will work cooperatively and collaboratively with MDOT and the SCMG:
    - To provide information that they currently perform for congestion analysis
    - To provide timely feedback on products and processes developed as part of the SCMG
    - To work with MDOT in the review of draft proposed rules for System Performance when they become available to provide comments and feedback on the processes
    - To work with MDOT in the development of a pavement condition performance measure target for the NHS

### **Long Range Transportation Planning**

- MDOT and MPOs should work cooperatively to more accurately describe investments for the full life of TMA long-range plans.
- Create a better linkage between land use and transportation:
  - Planning and Environmental Linkages (PEL)
  - Livability & Climate Change
  - Freight
    - Coordinate with MDOT's Statewide Freight Plan and prioritization process
    - Due to increased emphasis on freight in the FAST Act, engage in dialogue to program and prioritize freight projects, per guidance as it's released

### **S/TIP Improvements (State Transportation Improvement Program)**

- **STIP Streamlining** – Continue to streamline the STIP development, project prioritization, amendment processes to more efficiently deliver the program, for example, GPAs.
- **E-STIP- FY 2017** will be a year of transition from the stand alone E-STIP program to the new JobNet program. Current functionality will be preserved in the new platform. JobNet will continue to evolve to add more functionality. Proposed additions will include electronic amendment notification and processing.

### **Models of Regional Cooperation**

**Promote cooperation and coordination across MPO boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning.**

### **Ladders of Opportunity**

**Access to essential services** – as part of the transportation planning process, identify transportation connectivity gaps in access to essential services (e.g., housing, employment, health care, schools/education, and recreation)

**Individual work tasks for FY 2017 are included below. These tasks are designed to provide guidance on major activities while allowing flexibility based on changing local and regional needs. The objectives of each task are included, with a description of the method used to conduct the task, the overall impact of the task, and the proposed products. In addition, work tasks provide the estimated person weeks needed for staff and the estimated budget and funding distribution. A summary of the budget is included at the end of the document.**

## **PLAN MONITORING**

### **1.1 WATS DATA COLLECTION AND ANALYSIS**

#### **Purpose:**

**This task maintains, collects for and expands upon data on Washtenaw County's transportation system, land use, demographic, and other characteristics. Data collected contributes to local, regional and national planning and implementation activities. This task provides a historical basis for comparative analysis of the transportation system with past years, and identifies needed adjustments to the implementation of Metropolitan Transportation Plan projects and the selection of projects for federal funding. This task also provides some of the necessary inputs to the Washtenaw County travel demand model, data dashboard, and the performance measurement process. Data from the travel demand model is used to analyze scenarios and provide answers to public requests. This task also provides for collection of non-motorized counts data, HPMS data, crash data and asset management data.**

#### **Method:**

**In cooperation with local communities, transportation agencies and planning staffs, WATS develops or obtains updated information on demographics, land use, system usage, and all aspects of the transportation system. Examples include but are not limited to population, dwelling units, employment, Master Plans and Zoning Ordinances, and traffic counts and information. WATS analyzes and participates in short and long range planning efforts and evaluates the WATS Long-Range Transportation Plan objectives, assumptions, and recommendations using this data. WATS also works with the AAATA to collect and analyze transit data, such as, service hours, routes; fixed route stop locations, ridership, needs, vehicles, and expenditures from the appropriate public and private agencies. In addition, WATS inventories sidewalk and bikeway facilities and bicycle crashes and is creating a non-motorized count program which builds on the data already being collected by three permanent counters and two mobile counters. A critical component to major data sets is cooperation with SEMCOG. As the new travel demand model is being developed, extensive work with SEMCOG will help incorporate data from travel surveys and forecasts. WATS continues to work with local agencies to transition all traffic counts to a regional traffic count database, which will streamline the HPMS process. WATS will continue to track and update data points related to local, regional and statewide performance measures.**

## 1.1 DATA COLLECTION AND ANALYSIS (CONTINUED)

### PRODUCTS:

1. New, expanded and updated data files
2. Updated FHWA data files with field data
3. 48 Hour traffic counts
4. Classification and Non-trunkline Federal Aid Count Coordination
5. Updates to online data sources
6. Staff memos and working papers
7. Articles in the newsletter/blog, and other publications and educational information
8. Data sets for inclusion in new WATS travel demand model
9. 2040 or interim year Traffic Projections as requested
10. Annual Washtenaw County Traffic Crash Report
11. Discussion, research and inclusion of various safety and security related issues in WATS plans and products
12. Crash data reports and analysis for local units of government upon request
13. Public display of the PASER ratings on the WATS website
14. Coordination with local road agencies to electronically submit transportation investment data as well as planned construction and maintenance investments
15. Review and discuss new ways to convey PASER data
16. Continuously monitored and updated data dashboard
17. Archive record of previous data points
18. Inputs to initial performance based planning process design
19. Analysis of initial data trends related to targets

### FY 2019

PERSON/WEEKS: 22

### BUDGET:

Personnel	\$45,276
MDOT	\$8,232
Indirect	<u>\$10,462</u>
	\$55,738

**WATS DISTRIBUTION:**

<b>Federal</b>	
<b>PL 112 (81.85%)</b>	<b>\$36,723</b>
<b>PL 112 local match (18.15%)</b>	<b>\$8,143</b>
<b>5303 (81.85%)</b>	<b>\$2,161</b>
<b>5303 local match (18.15%)</b>	<b><u>\$479</u></b>
<b>MDOT</b>	<b><u>\$8,232</u></b>
<b>Total</b>	<b>\$55,738</b>

## **1.2 LOCAL, STATE AND NATIONAL PLAN AND LITERATURE REVIEW**

### **OBJECTIVE:**

**This work task provides plan reviews in accordance with P.A. 168 of 1959, which establishes the requirement for plan reviews for adjacent communities. In Washtenaw County, local communities decided to include the transit agency, the road agency, and WATS as reviewing entities. Regional transportation planning agencies play a significant role in this process as outlined in the task assignments below. This task also provides for the continued research an understanding of regional, state and national planning initiatives. This work task improves and coordinates the local planning processes through early and comprehensive reviews of not only adjoining communities but also by the transportation planning and implementing agencies. This task links land use development and the transportation impacts associated with the land use decisions. This task provides for a review of the State Freight Plan, review of MDOT’s Climate Change Vulnerability Study, and other local, state, and national publications. This task will also provide for reviewing changes put into place by the FAST Act and the evolving rule making process. With the development of the 2045 MTP, research into other agencies and best practices will increase significantly.**

### **METHOD:**

**The Washtenaw County Board has developed a countywide process that results in the review of all Master/Comprehensive plan and Zoning plan updates by not only the adjacent communities as required by state law but by all the transportation planning and implementing agencies in the County. In addition to meeting the state requirement for an early notification to plan and a review just prior to adoption, the County has instituted an early plan review that takes place at the same time that the community makes its first review. This allows local communities to incorporate suggestions made by adjoining communities or the transportation agencies while the communities still have planning budget to implement the recommended changes. WATS provides input on local plans and ordinances relating to the Plans, policies, and goals adopted by the WATS Policy Committee. WATS also routinely looks for ways to enhance staff capacity and skills as well as best practices at other agencies. Additionally, WATS is working to administer the program with specific care to issues of equity. This is a collaborative effort with Washtenaw County and The Ride.**

### **PRODUCTS:**

- 1. Copies or links of plans reviewed**
- 2. Copies or links to plan comments**
- 3. Provision of Asset Management Data, National Functional Classification, and other requested or critical data to local units of government for inclusion in plan updates**
- 4. Participation in best practice webinars**

**1.2 PLAN MONITORING - LOCAL, STATE, AND NATIONAL PLAN AND LITERATURE REVIEW  
(CONTINUED)**

**FY 2019**

**PERSON/WEEKS:**

**5**

**BUDGET:**

<b>Personnel</b>	<b>\$10,290</b>
<b>Indirect</b>	<b><u>2,378</u></b>
<b>Total</b>	<b>\$12,668</b>

**WATS DISTRIBUTION:**

<b>Federal</b>	
<b>PL 112 (81.85%)</b>	<b>\$9,877</b>
<b>PL 112 local match (18.15%)</b>	<b><u>2,190</u></b>
<b>FTA 5303</b>	<b><u>491</u></b>
<b>FTA 5303 local match</b>	<b><u>109</u></b>
<b>Total</b>	<b>\$12,668</b>

## **PERFORMANCE MEASUREMENT AND PLAN DEVELOPMENT AND DETAILING**

### **2.1 WATS TRANSPORTATION PLAN DEVELOPMENT AND REFINEMENT**

#### **OBJECTIVES:**

This Work Task allows for the development, monitoring and update of Washtenaw County Metropolitan Transportation Plans. This task will also emphasize planning and environmental linkages. This Work Task promotes the use of the WATS long-range transportation planning process and the Metropolitan Transportation Plan in the development of transportation improvement and maintenance programs and projects. The 2045 MTP will begin development in earnest in FY 2018 and completion is expected in FY 2019.

#### **METHOD:**

A long range, financially constrained, transportation plan allows for efficient prioritization of necessary projects throughout Washtenaw County, regardless of jurisdiction. WATS Policy Committee adopted the 2040 Metropolitan Transportation Plan for Washtenaw County in May, 2013. This work task includes the necessary public meetings and staff effort to complete plan amendments including adjusting required fiscal constraint, continued public involvement, engagement and education, and any necessary updates to environmental justice or environmental mitigation analyses. This task also provides for staff research and practice incorporating planning tools and strategies to support the US DOT ladders of opportunity. Additionally, this task will provide for the development of the 2045 Metropolitan Transportation Plan (MTP). Staff will continue performance based planning efforts as they relate to newly established or draft targets resulting from the 2040 MTP update. WATS will partner with SEMCOG to incorporate and help implement the findings of regional documents such as the Access to Core Services and other regional and state plans. The WATS members also develops the multi-year federal aid programs for Washtenaw County using the plan.

#### **PRODUCTS:**

1. Documents related to the 2045 Long Range Plan Development including working papers and related data files
2. Updated Transportation Revenues as needed
3. Updates and changes to planned improvement maps and project information
4. Updated Plan related items on the WATS Weblog
5. Enhanced consultation with partners and stakeholders
6. Metropolitan Transportation Plan Amendments
7. Metropolitan Transportation Plan Environmental Justice Analysis and Equity Analysis
8. Metropolitan Transportation Plan Environmental Mitigation Analysis as coordinated with SEMCOG
9. Provide data necessary to feed the National Environmental Policy Act (NEPA) process.

**2.1 TRANSPORTATION PLAN DEVELOPMENT AND REFINEMENT (CONTINUED)**

**FY 2019**

**PERSON/WEEKS:**

**33**

**BUDGET:**

<b>Personnel</b>	<b>67,914</b>
<b>Indirect</b>	<b><u>15,693</u></b>
<b>Total</b>	<b>\$83,607</b>

**WATS DISTRIBUTION:**

<b>Federal</b>	
<b>PL 112 (81.85%)</b>	<b>65,892</b>
<b>PL 112 local match (18.15%)</b>	<b>14,611</b>
<b>5303 (81.85%)</b>	<b>2,541</b>
<b>5303 local match (18.15%)</b>	<b><u>563</u></b>
<b>Total</b>	<b>\$83,607</b>

## **2.2 WATS TRANSPORTATION MODEL MANAGEMENT AND DEVELOPMENT**

### **Purpose:**

**This Work Task allows for the maintenance, management and continued improvement of the Washtenaw County travel demand model and similar scenario planning tools at WATS. It supports the model network maintenance and development for the future. It allows continued refinement of the travel demand modeling process used for the long-range transportation plan periodic update for Washtenaw County and for local/regional impact analysis. This task also allows for additional modeling work necessary to fulfill public and local agency requests. This task also provides for the planning and preparation for the next major model update which will include new data and need to be recalibrated in preparation for the next long range plan. WATS will work with SEMCOG, MDOT and other partners to determine needed data sets and coordinate timelines. Local modeling capabilities are critical to future long range planning and scenario planning efforts and the analysis of the regional transportation system. These essential capabilities contribute to the success of ITS, travel demand projections, project selection and responsive site impact analyses and general economic and land development analysis for communities in Washtenaw County.**

### **METHOD:**

**This Work Task continues the maintenance, execution, and development of the Washtenaw County integrated multi-modal model and supporting data in TransCad and similar scenario planning tools, which will culminate with a new calibrated model using 2045 MTP projections in FY 2019. The model updates follow the approved plan of future improvements as defined and amended by WATS and supported by MDOT Urban Travel Analysis Section staff. WATS will work with a consultant selected in FY 2017. WATS staff will update the transit network of the WATS model as transit operations change in the county. WATS staff will participate in regular meetings between SEMCOG and MDOT to discuss the needs of model development and refinement. FY 2018 will be year two of a three year model redevelopment program, working closely with MDOT, SEMCOG and The Ride. The most recent household survey data will be utilized in the WATS model update in coordination with MDOT and SEMCOG.**

### **PRODUCTS:**

- 1. Working papers and data files**
- 2. Computer files of model attributes**
- 3. Updated highway networks as needed or requested**
- 4. Updated transit networks as needed or requested**
- 5. Updated model resource code as needed**
- 6. Additional model runs as requested**
- 7. Participation in regional discussions on direction and needs for updating the WATS model**
- 8. Evaluation of additional tools**
- 9. Management of model development**

## 2.2 TRANSPORTATION MODEL UPDATE & MANAGEMENT (CONTINUED)

FY 2019

PERSON/WEEKS:

19

BUDGET:

Personnel	\$39,102
Other Direct	75,000
Indirect	<u>9,036</u>
Total	\$123,138

WATS DISTRIBUTION:

Federal	
PL 112 (81.85%)	\$99,325
PL 112 local match (18.15%)	22,025
5303 (81.85%)	1,463
5303 local match (18.15%)	<u>324</u>
Total	\$123,138

## **2.3 PERFORMANCE MEASURES, PERFORMANCE BASED PLANNING AND TOPIC PAPERS**

### **OBJECTIVE:**

This Work Task continues the development and refinement of performance measurement as WATS moves to performance-based planning. This task also collects data related to the goals and objectives of WATS planning documents for implementation of dashboard style metrics on the WATS website. These analyses and visualizations will focus on performance measures to gauge the success of planning efforts. This will allow staff to refine performance measures. This work task will also evaluate performance measures in a series of topic papers which will frame policy and planning issues by analyzing measures both individually and as logical groups. The ultimate goal of better tying WATS products and prioritization to their influence on Long Range Plan goals. This task also helps ensure transportation planning and implementation efforts are geared towards enhancing livability and promoting equity. This task also collects data which will be used towards measurement against national performance goals including those related to safety, infrastructure, congestion, system reliability, freight movement and economic vitality, environmental sustainability and project streamlining.

### **METHOD:**

WATS will use information collected for the data dashboard and other data sets to monitor progress towards adopted targets as well as to measure trends for measures that do not have specific targets set. Topic papers which frame issues in a logical way will be developed and distributed. This will also involve creative visualizations of information. WATS will coordinate with SEMCOG, MDOT and other MPO partners to establish FAST ACT and Federal Performance Measure targets

### **PRODUCTS:**

- 1. Topic papers framing planning and policy issues**
- 2. Project information on agency website**
- 3. Target setting, analysis and trend prediction for various measures, including coordination with FAST ACT target setting process.**
- 4. Involvement in national and state discussions of performance-based planning**

**2.3 PERFORMANCE MEASURES, PERFORMANCE BASED PLANNING AND TOPIC PAPERS(CONTINUED)**

**FY 2019**

**PERSON/WEEKS: 9**

**BUDGET:**

<b>Personnel</b>	<b>\$18,522</b>
<b>Indirect</b>	<b><u>4,280</u></b>
<b>Total</b>	<b>\$22,802</b>

**WATS DISTRIBUTION:**

<b>Federal</b>	
<b>PL 112 (81.85%)</b>	<b>\$17,970</b>
<b>PL 112 local match (18.15%)</b>	<b>3,985</b>
<b>5303 (80%)</b>	<b>693</b>
<b>5303 local match (20%)</b>	<b><u>154</u></b>
<b>Total</b>	<b>\$2,802</b>

## **PLANNING SERVICES**

### **3.1 WATS PARTICIPATION AND COLLABORATION**

#### **OBJECTIVES:**

This task includes WATS' participation in other federal, state, regional, or local transportation studies, activities, and initiatives not incorporated directly in the Unified Work Program. This work task ensures that local studies and initiatives consider a regional transportation perspective. This task ensures that transportation planning in Washtenaw County is regional and coordinated. In addition to providing technical planning assistance, WATS staff gain insight through participation in special studies, committees, conferences, and board and commission meetings. This task also seeks to educate the public on the transportation system, its use, and how to stay involved in the planning process.

#### **METHOD:**

Staff participates in committees, conferences, studies, and meetings that relate to transportation and land use or sustainable practices. Examples include: SEMCOG's Transportation Coordinating Council, SEMCOG's TIP Development Committee, the Huron Valley Traffic Safety Committee, the Michigan Transportation Planning Association, Michigan Transportation Technical Committee, Washtenaw County Greenways Advisory Committee, etc. This also includes newly formed committees or groups based on changing regulations and priorities such as SEMCOG's Access to Core Services effort. Staff also informs member agencies of training available to their staff as well as the Committee Members.

WATS staff also consults with member units of government and responds to information requests from interested organizations, agencies, and individuals regarding transportation data and program needs. WATS publishes and distributes technical data, maps, traffic count listings, and brochures to member units of government and the public as requested.

#### **PRODUCTS:**

1. Monthly summary of activities included in WATS' progress reports
2. Monthly lists of outside meetings and external participation.
3. Important legislation and upcoming meetings for both Technical and Policy Committees as needed
4. Written comments on other studies as appropriate
5. Preparation and distribution of various maps, program guidelines and other transportation or land use materials for outside groups or agencies
6. Public presentations as requested

**3.1 WATS PARTICIPATION AND COLLABORATION (CONTINUED)**

**FY 2019**

**PERSON/WEEKS:** **25**

**BUDGET:**

<b>Personnel</b>	<b>\$51,450</b>
<b>Indirect</b>	<u><b>11,889</b></u>
<b>Total</b>	<b>\$63,339</b>

**WATS DISTRIBUTION:**

<b>Federal</b>	
<b>PL 112 (81.85%)</b>	<b>\$51,519</b>
<b>PL 112 local match (18.15%)</b>	<b>11,424</b>
<b>5303 (80%)</b>	<b>324</b>
<b>5303 local match (20%)</b>	<u><b>72</b></u>
<b>Total</b>	<b>\$63,339</b>

### **3.2 WATS EDUCATION, PUBLICATIONS, AND ELECTRONIC COMMUNICATIONS**

#### **Purpose:**

**This work task provides information and public comment opportunities on WATS transportation activities to interested citizens, elected officials, other transportation planning agencies, local agencies, communities, and interest groups. WATS will focus on producing education tools for a variety of audiences based on transportation plans, locally defined needs, and explaining issues related to local, state and federal regulations. The focus on education will improve the communication and cooperation between local citizens, elected officials, and local agencies relating to transportation issues.**

#### **METHOD:**

**This task includes the publication of WATS reports such as Funding Transportation in Washtenaw County, newsletters/blog posts, educational brochures and the development and update of the WATS' website. Newsletters and blog posts contain current information on transportation projects, studies, and transportation and land use activities nationally and of WATS and its member agencies. The website redesigned in 2013, is a focus area for information dissemination about WATS, meetings, transportation data, previous plans and products, current and previous unified planning work programs as well as an information request function. WATS manages the website, weblog and social media in house.. WATS uses electronic communications and social media to educate the public, disseminate information and request feedback as well as provide links and information to transportation related news. WATS will also utilize new visualization programs to help facilitate this task.**

#### **PRODUCTS:**

- 1. Online news articles and website postings**
- 2. Transportation information and educational brochures/electronic media**
- 3. Maintain and update educational brochures Website, weblog, twitter and Facebook updates**
- 4. Update of Public Participation Plan as needed**

**3.2 WATS EDUCATION PUBLICATIONS AND ELECTRONIC COMMUNICATIONS (CONTINUED)**

FY 2019

**PERSON/WEEKS:** 15

**BUDGET:**

Personnel	\$30,870
Indirect	<u>7,133</u>
Total	\$38,003

**WATS DISTRIBUTION:**

Federal	
PL 112 (81.85%)	\$30,911
PL 112 local match (18.15%)	<u>6,855</u>
FTA 5303	<u>194</u>
FTA 5303 local match	<u>43</u>
Total	\$38,003

## **PLAN IMPLEMENTATION**

### **4.1 WATS PLAN IMPLEMENTATION AND PROJECT ASSISTANCE**

#### **Purpose:**

This work task provides assistance to local agencies and units of government in completing planning studies and implementing projects and programs which relate to transportation issues in Washtenaw County. This assistance includes researching funding options, assisting with and processing funding applications, providing supportive data and analysis, serving on planning and project advisory committees, or managing contracts. This Project Assistance Work Task allows WATS, the Technical, and the Policy Committees to respond in an appropriate amount of time to local concerns and transportation analysis needs.

#### **METHOD:**

WATS staff monitors potential funding sources, informs, and assists local agencies and member units of government in obtaining transportation funds for eligible transportation activities. In addition, WATS provides other assistance or coordination deemed appropriate by the WATS Policy Committee. This includes serving as project manager and providing partial funding for specific transportation studies throughout Washtenaw County. WATS' involvement (project assistance) in previous studies has promoted the coordination and prioritization of multi-modal transportation alternatives and sustainable funding relating to the Metropolitan Transportation Plan.

Staff will work with the local communities and the public to identify and coordinate opportunities to implement the WATS Long Range Plan, visionary plans and other planning documents. WATS will also coordinate discussions with local communities, the Ann Arbor Area Transportation Authority, and other transit service providers. WATS will meet with local communities as needed to coordinate local plans and policies related to both land use and transportation. Of special consideration throughout all Implementation activities are considerations for people with disabilities, rural and paratransit service, and towards a goal of equity. Staff will continue to support local planning efforts underway in the county. Some of these studies include the AAATA (THE RIDE) expansion and planned improvements, AAATA (THE RIDE) route analysis, Ann Arbor Connector Study, North-South Transit Service, Ann Arbor Detroit Rail and the ReImagine Washtenaw effort. WATS will also assist MDOT led studies initiated in Washtenaw County or at the State level.

#### 4.1 WATS PLAN IMPLEMENTATION AND PROJECT ASSISTANCE (CONTINUED)

##### PRODUCTS:

1. Record of technical assistance provided to partners
2. Letters of support for grant applications
3. Memos and other communications
4. RFP's and program management documents as appropriate
5. Record of participation in internal and external meetings

FY 2019

PERSON/WEEKS:

23

##### BUDGET:

Personnel	\$47,334
Indirect	<u>10,938</u>
Total	\$58,272

##### WATS DISTRIBUTION:

Federal	
PL 112 (81.85%)	\$46,018
PL 112 local match (18.15%)	10,204
5303 (81.85%)	1,677
5303 local match (18.15%)	<u>372</u>
Total	\$58,272

## **4.2 CIP PLAN REVIEW AND REPORTING**

### **Purpose:**

The objective of this work task is to track the implementation of projects identified in Regional Planning Documents. Currently, there is no tracking contextualizing the completion of these projects to the Policy Committee or public. Additionally, there is no structure in Washtenaw County for reviewing Construction Improvement Programs (CIP's) for potential opportunities to address the needs identified in those plans. Opportunities for improved reporting and monitoring exist within Safety, Non-motorized improvements, Congestion, and Accessibility improvements. Initially, the improved processes will focus on safety.

### **METHOD:**

WATS staff will review existing planning documents that identify regional safety priorities to report to elected and officials the progress on implementing those plans. Staff will also work with local agencies, reviewing their CIP's to identify opportunities for collaboration and improvement.

### **PRODUCTS**

- Report to the Policy Committee and public the safety improvements made in the past year, progress on implementing the regional safety plan, and projects that remain incomplete
- Review agency CIP's for overlap of projects with those identified in regional planning documents
- Create working group, potentially using existing Technical Committee meetings, to review those overlaps and discuss opportunities for collaboration between agencies or additions to projects to address needs identified in plan
- This review will begin with Safety, but may expand beyond safety as time allows

**FY 2019**

**PERSON/WEEKS:**

**5**

**BUDGET:**

<b>Personnel</b>	<b>\$10,290</b>
<b>Indirect</b>	<b>2,378</b>
<b>Total</b>	<b>\$12,668</b>

**WATS DISTRIBUTION:**

<b>Federal</b>	
<b>PL 112 (81.85%)</b>	<b>\$10,004</b>
<b>PL 112 local match (18.15%)</b>	<b>2,218</b>
<b>5303 (81.85%)</b>	<b>365</b>
<b>5303 local match (18.15%)</b>	<b>81</b>
<b>Total</b>	<b>\$12,668</b>

## **4.3 WATS TRANSPORTATION IMPROVEMENT PROGRAM AND FEDERAL FUND MANAGEMENT**

### **OBJECTIVES:**

This task prepares, amends, and documents a four-year Transportation Improvement Program (TIP) aiding in the orderly implementation of the WATS Metropolitan Transportation Plan in conformance with applicable rules and regulations from the Moving Ahead towards Progress for the 21st Century (MAP-21) and Fixing America's Surface Transportation (FAST) transportation authorization Acts and any new legislation. The TIP includes documentation ensuring compliance with federal, state, and regional requirements regarding financial feasibility, the planning process as well as Title VI compliance, Environmental Justice Analysis and other analysis as required. This task will focus on the continued development and improvement of the WATS TIP and its interface with other documents, particularly as the state and region work towards the JobNet system. This task also develops and manages federal funds including the Surface Transportation Urban, National Highway Pavement Preservation (NHPP), Rural Programs as well as Transportation Economic Development Funds Category D (TEDF-D) program in Washtenaw County. This task periodically reviews and updates the WATS Federal Funding Policies. WATS will use the results of the INVEST analysis to further inform locals and the public about the impacts of planned projects. This task also tracks current and previous year billings to understand their impact on available funding. The long-range plans and management systems are consistent with the intent of MAP-21 and the FAST Act.

### **METHOD:**

In cooperation with local implementing agencies, WATS develops a comprehensive TIP for Washtenaw County that includes transportation projects for all surface transportation modes, including locally funded projects that are regionally significant. The WATS TIP is developed and maintained as consistently with regional partners as possible while maintaining the detail requested by the WATS Policy Committee. The WATS TIP is incorporated into SEMCOG's Regional TIP and the State TIP. WATS also processes any necessary amendments or administrative changes to the adopted TIP throughout the fiscal year.

WATS maps and analyzes the TIP and any amendments for compliance with Title VI and Environmental Justice requirements using GIS and the public involvement process. WATS posts notices of the development of the TIP and TIP amendments on the WATS website for the 30-day public comment period. Additional opportunities for public involvement are created based on the WATS Public Participation Plan. In compliance with MAP-21 and FAST-Act, WATS produces and posts lists of obligated projects at the end of the calendar year. With an increased focus on equity in Washtenaw County, WATS will work with local partners to evaluate the impacts of programmed projects through an equity lens.

### **PRODUCTS:**

1. Washtenaw County TIP with subsequent amendments or administrative modifications as necessary

2. Supplemental TIP documentation as necessary
3. Documentation of public involvement and engagement process
4. Environmental Justice and Environmental Mitigation Analysis and documentation
5. Equity analysis for low and very low opportunity areas as defined by the Washtenaw County Office of and Community and Economic Development's Opportunity Index
6. Annual Listing of Obligated Funds
7. Participation in regional and state discussions to develop methods to streamline the TIP process
8. Projects entered to regional/state project tracking systems
9. Adopted STP Urban, STP Rural, and TEDFD priority programs including project description
10. Minutes of Federal Aid Committee meetings
11. Memorandums and correspondence
12. Prioritization process for CMAQ
13. Project evaluations using WATS criteria
14. Continued refinement of project evaluation process and WATS federal funding policies

FY 2019

PERSON/WEEKS: 27

**BUDGET:**

Personnel	\$55,566
Indirect	<u>12,840</u>
Total	\$68,406

**WATS DISTRIBUTION:**

Federal	
PL 112 (81.85%)	\$54,022
PL 112 local match (18.15%)	11,979
5303 (80%)	1,969
5303 local match (20%)	437
Total	\$68,406

## **PROGRAM ADMINISTRATION**

### **5.1 WATS UNIFIED PLANNING WORK PROGRAM, GENERAL PROGRAM MANAGEMENT**

#### **PURPOSE:**

The primary purpose of this work task is to conduct those activities necessary for the efficient operation of WATS, its Committees and the planning process. This task also documents work accomplished and funds expended to ensure that such expenditures are in conformance with the appropriate regulations. This work task ensures that the transportation planning process for Washtenaw County is comprehensive, coordinated, and continuing meeting all state and federal requirements. This task also develops a Washtenaw County Unified Work Program for FY 2019, monitors and amends the implementation of this, the FY 2018 Unified Work Program as necessary. The Unified Work Program is the document that guides the work of WATS, staff, and consultants. The work program addresses the local, State, and federal priorities for transportation planning. Additionally, compliance, and other administrative requirements are monitored and implemented as part of this task. This task also documents the improvements to the planning process implemented together by the Michigan Department of Transportation (MDOT), the Southeast Michigan Council of Governments (SEMCOG), and WATS. This work task ensures that the transportation planning process for Washtenaw County is comprehensive, coordinated, and continuing.

#### **METHOD:**

The methods by which WATS will conduct this work task are specified within its adopted Bylaws and Rules of Procedures as well as within its Pass-Through Agreements with SEMCOG and within the Memorandum of Understanding of Planning Responsibilities between WATS and SEMCOG and between WATS, SEMCOG, SCCOTS, Transit Agencies, and MDOT. Additionally staff will Meet with local, State, and Federal officials to review the status of the current and the development of the future Unified Work Program. Include special interest topics as identified by MDOT, FTA, EPA, HUD, or FHWA staff. Meet with local technical staff and committee members for input into the work program development.

Staff carries out routine financial transactions in accordance with adopted WATS procedures and approved accounting standards. Staff prepares and WATS Policy Committee approves the quarterly financial statements summarizing these transactions. Staff prepares and provides information to a payroll company which then files quarterly and annual tax filings and unemployment reports as required.

Monthly progress reports and billings summarizing activities and expenditures are prepared and distributed to SEMCOG and MDOT. WATS contracts with auditors to conduct audits every year to determine the fiscal integrity of financial transactions and the compliance with laws, regulations, and administrative requirements. These audits are sent to the Michigan Department of Treasury.

## **5.1 WATS UNIFIED PLANNING WORK PROGRAM AND GENERAL PROGRAM MANAGEMENT (CONTINUED)**

Additionally, the method for the planning process is outlined in the three-signed Memorandum of Understandings of Planning Responsibilities between MDOT, SEMCOG, and all regional planning agencies and between SEMCOG, WATS, and AAATA (THE RIDE) as well as with the Pass-Through Agreements with SEMCOG.

The WATS staff attends the Regional Planning Partners meetings and other coordination meetings with SEMCOG and MDOT staff.

### **PRODUCTS:**

- 1. Committee and Subcommittee Minutes**
- 2. Committee correspondence and memoranda**
- 3. Monthly books and Quarterly Financial Statements**
- 4. Monthly progress reports and payment vouchers**
- 5. Quarterly and annual tax filings (via payroll company)**
- 6. Annual Administrative Budget**
- 7. Annual project completion report**
- 8. Reviewed and updated as necessary STP funding applications**
- 9. FY 2016 Unified Work Program amendments as necessary**
- 10. Draft FY 2017 Unified Work Program and Budget**
- 11. Adopted FY 2017 Unified Work Program and Budget**
- 12. FY 2016 Administrative Budget and amendments as necessary**
- 13. Audit Report**
- 14. Memorandums of Understanding and amendments as necessary**
- 15. Comprehensive Transportation Improvement Program**
- 16. Comprehensive Metropolitan Transportation Plan**
- 17. Comprehensive Planning Process**

**5.1 WATS UNIFIED PLANNING WORK PROGRAM AND GENERAL PROGRAM MANAGEMENT  
(CONTINUED)**

FY 2019

**PERSON/WEEKS:**

**25**

**BUDGET:**

<b>Personnel</b>	<b>\$51,450</b>
<b>Indirect</b>	<b><u>11,889</u></b>
<b>Total</b>	<b>\$63,339</b>

**WATS DISTRIBUTION:**

<b>Federal</b>	
<b>PL 112 (81.85%)</b>	<b>\$50,807</b>
<b>PL 112 local match (18.15%)</b>	<b>11,266</b>
<b>5303 (81.85%)</b>	<b>1,036</b>
<b>5303 local match (18.15%)</b>	<b>230</b>
<b>Total</b>	<b>\$63,339</b>

**WATS COST ALLOCATION PLAN**  
July 1, 2018 – June 30, 2019

<b>Labor (salary, benefits, consultant contracts)</b>	<u><b>Total</b></u>	<u><b>Direct</b></u>	<u><b>Indirect</b></u>
<b>Monitoring</b>	\$55,566	\$55,566	\$0
<b>Development</b>	200,538	200,538	0
<b>Services</b>	82,320	82,320	0
<b>Implementation</b>	113,190	113,190	0
<b>Administration</b>	<u>51,450</u>	<u>51,450</u>	<u>0</u>
<b>Subtotal</b>	<b>\$503,064</b>	<b>\$503,064</b>	<b>\$0</b>
<u><b>Other Expenses</b></u>	<u><b>Total</b></u>	<u><b>Direct</b></u>	<u><b>Indirect</b></u>
<b>Rent and Utilities</b>	25,665	\$0	25,665
<b>Printing</b>	3,500	0	3,500
<b>Supplies &amp; Equipment</b>	7,250	0	7,250
<b>Travel and Training</b>	12,500	0	12,500
<b>Postage</b>	500	0	500
<b>Insurance</b>	4,500	0	4,500
<b>Licenses/subscriptions (including email)</b>	9,000	0	9,000
<b>Payroll or bank fees</b>	1,750	0	1,750
<b>Bookkeeping Expenses</b>	6,750		6,750
<b>Legal Fees</b>	2,500	0	2,500
<b>Unemployment</b>	5,000	0	5,000
<b>Other Professional Services</b>	15,000		15,000
<b>Audit</b>	5,000	0	5,000
<b>Subtotal</b>	<b>\$98,915</b>	<b>\$0</b>	<b>98915</b>
<b>Total</b>	<b>\$601,979</b>	<b>503,064</b>	<b>\$98,915</b>
<b>Indirect percentage</b>			<b>16.4</b>

**Note: This includes only the WATS portion of the Unified Work Program.**

**TECHNICAL ADVISORY COMMITTEE**

**Chair: Dieter, Otto, Eastern Michigan University**

**1st Vice-Chair: Nathan Voght - Washtenaw County**

<b>Chris White</b>	<b>Ann Arbor Area Transportation Authority</b>
<b>Nick Hutchinson</b>	<b>City of Ann Arbor Engineering</b>
<b>Eli Cooper</b>	<b>City of Ann Arbor Planning</b>
<b>Christine Linfield</b>	<b>City of Chelsea</b>
<b>Amber Miller</b>	<b>Ann Arbor DDA</b>
<b>Patrick Droze</b>	<b>Village of Dexter</b>
<b>Zach Michels</b>	<b>Dexter Township</b>
<b>Ola Williams</b>	<b>Michigan Department of Transportation – Statewide Planning</b>
<b>Lynne Kirby</b>	<b>Michigan Department of Transportation - University Region</b>
<b>Robert Grostick</b>	<b>City of Milan</b>
<b>Gary Roubal</b>	<b>City of Saline</b>
<b>Steve Dolen</b>	<b>University of Michigan</b>
<b>Sheryl Siddall</b>	<b>Washtenaw County Road Commission Engineering</b>
<b>Nathan Voght</b>	<b>Washtenaw County Community and Economic Development</b>
<b>Stan Kirton</b>	<b>City of Ypsilanti</b>
<b>Vacant</b>	<b>Ypsilanti Township</b>
<b>Kathy Homan</b>	<b>Disabled Community Representative</b>
<b>Heather Seyfarth</b>	<b>Environmental Representative</b>
<b>Vacant</b>	<b>Freight Representative</b>
<b>John Waterman</b>	<b>Non-motorized Representative</b>
<b>Ruth Ann Jamnick</b>	<b>Senior Representative</b>

**Ex officio Non-voting Members:**

<b>Andy Pickard</b>	<b>Federal Highway Administration</b>
<b>Steve Brudzinski</b>	<b>Southeast Michigan Council of Government</b>

# MEMORANDUM

To: Technical Committee  
From: Suzann Flowers  
Date: November 28, 2017  
Re: Performance Measures Target: Safety

## **Background**

The Moving Ahead for Progress in the 21st Century Act (MAP-21) transportation bill created language designed for states DOTs (Departments of Transportation) and MPOs (Metropolitan Planning Organizations) to move to a performance based planning process. This language was continued in the current transportation bill, Fixing America's Surface Transportation Act (FAST Act). These bills created a structure by which states are responsible for setting targets to address specific goal areas called out in the bill, these goals are: Safety, Infrastructure Condition, Congestion Reduction, System Reliability, Freight Movement and Economic Vitality, Environmental Sustainability, and Reduced Project Delivery Delays.

A specified timeline is outlined in the bill that once a target is set by the DOT , the MPO has 180 to take formal action on the target, either by adopting the state developed targets or creating MPO targets. MDOT developed targets related to safety and published those on August 31, 2017. WATS must take formal action no later than February 27, 2018 to comply with the rule.

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### POLICY COMMITTEE MEMBERS

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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 •  
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representing Washtenaw County

The table below shows the Safety Targets and the four metric that are to be monitored:

Safety Performance Measures	MDOT Safety Targets for 2018
Fatalities	1003.2
Fatality Rate per 100 million Vehicle Miles Traveled (VMT)	1.02
Serious Injuries	5136.4
Serious Injury rate per 100 million VMT	5.23
Non-motorized fatalities and serious injuries	743.6

Performance target coordination between MPOs and MDOT began in January of 2017, monthly as part of the Michigan Transportation Planners Association (MTPA). The Target Coordination Meetings provided updates on performance measures and target, opportunity to ask questions and provide feedback on the methods used by MDOT to set performance targets.

**Action**

Staff request the Technical Committee review the targets established by the Michigan Department of Transportation and make a recommendation to the Policy Committee in support of the statewide safety targets currently set.

# MEMORANDUM

To: Technical Committee  
From: Nick Sapkiewicz  
Date: November 27, 2017  
Re: Local Performance Target Factsheets

## Background

WATS' local performance targets and corresponding data-dashboard help guide the selection of and inform on the impacts from, federally funded projects in Washtenaw County. The local performance targets were introduced to the WATS Policy Committee in August 2016 and approved with the 2040 LRP Update in April 2017. To provide additional context on the targets and the impacts they provide, WATS is creating a series of Performance Target Factsheets. The Factsheets for measures of the WATS' Environmental goal are included below. The Factsheets have been created based on the 2040 LRP targets and a similar series of Factsheets will be updated with the development of the 2045 LRP.

## Action

The Local Performance Target Factsheets are provided as information.

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# Per Capita Transit Ridership

Transit provides clean, efficient, and reliable transportation for thousands of Washtenaw County residents and visitors. More transit trips mean fewer single occupant vehicles contributing to congested roadways and occupying limited parking. Per Capita transit ridership provides insight on the proportion of trips utilizing transit which helps WATS monitor its impact on the goal of protecting and enhancing the environment.



Baseline (2015)

39.6  
Trips Per year

Target (2020)

40.0  
Trips Per year

The 2040 Long Range Plan has identified more than \$1.4 billion in transit funding for both capital purchases and operation. The Plan also recognizes a concentrated growth model as the preferred growth

strategy. Developed communities should focus on infill development, while emerging and urbanizing areas should focus development near existing infrastructure.

# Per Capita Non-Commercial VMT

Greenhouse gases from human activity trap heat and warm the planet. Transportation provides 27% of US greenhouse gases. Emissions can be derived from vehicle-miles-traveled (VMT), which provides a benchmark across jurisdictions. With VMT on the rise, providing travel alternatives (non-motorized and transit/carpool) can help reduce the pace at which VMT is increasing.



Baseline (2015)

10,210  
VMT Per year

Vehicle Miles Traveled (VMT) helps to assess the relationship between transportation and land-use, and subsequent availability and usage of transportation alternatives. WATS has a goal of investing 10% of urban Surface Transportation Block Grant funds in non-motorized and 10% in transit focused

Target (2020)

10,400  
VMT Per year

activities. However, Washtenaw County has limited affordable housing near employment centers which dilutes the effectiveness of these investments.

# Air Quality Attainment

The EPA provides guidance and standards aimed at preserving and improving the nation's air quality. Pollutants have varying effects on health, agriculture, and infrastructure and are subject to different quality standards. Transportation's impacts on air quality are often focused on reducing congestion, and increasing non-motorized and transit trips. Land-use decisions that add density and foster these alternative modes of travel should be supported and pursued.



Baseline (2015)

Air Quality Attainment



Target (2020)

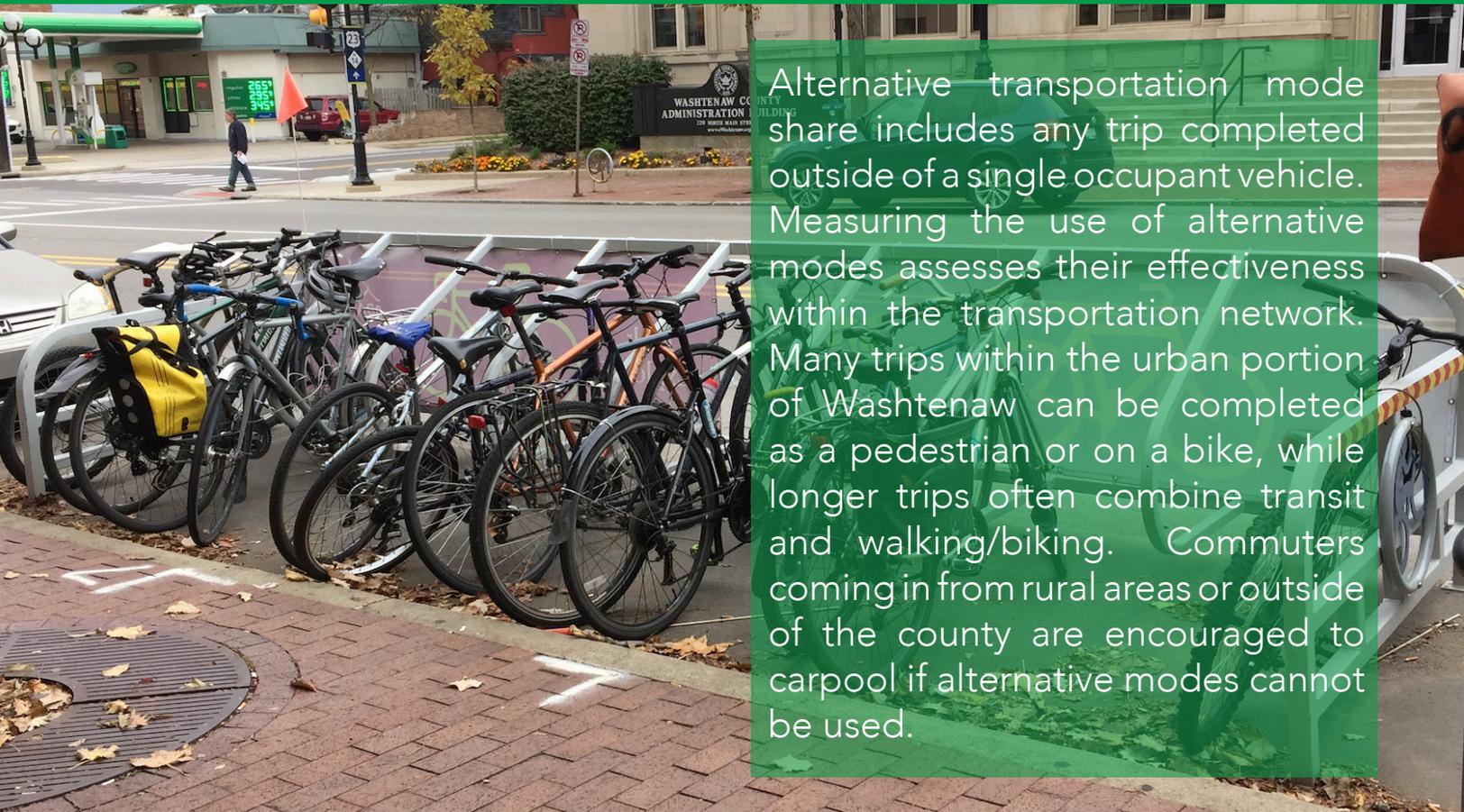
Air Quality Maintenance

Ozone  
Carbon Monoxide  
Sulfur Dioxide  
Fine Particulate Matter

WATS and SEMCOG work together toward Air Quality Attainment. The process measures and models various pollutants and the impact the region's TIP and LRP projects will have on them. Projects that change air quality (intersection/signal projects, road-diets, transit and operations improvements)

are often funded by Congestion Mitigation and Air Quality (CMAQ) funds. The SEMCOG region prioritizes \$16M of funding annually towards projects that improve air quality. Projects are encouraged to facilitate environmental and traffic operations benefits.

# Alternative Transportation Mode Share



Alternative transportation mode share includes any trip completed outside of a single occupant vehicle. Measuring the use of alternative modes assesses their effectiveness within the transportation network. Many trips within the urban portion of Washtenaw can be completed as a pedestrian or on a bike, while longer trips often combine transit and walking/biking. Commuters coming in from rural areas or outside of the county are encouraged to carpool if alternative modes cannot be used.

Baseline (2015)

20.7%  
of Mode Split

The Washtenaw County Non-motorized Plan establishes a vision of a non-motorized transportation system that supports and encourages safe, comfortable and convenient ways for people to travel throughout Washtenaw County. Plan implementation seeks context appropriate

Target (2020)

22%  
of Mode Split

solutions to continue connecting and building out the county's non-motorized network. The current network features; 151 miles of bike lanes, 273 miles of sidewalks, and 105 miles of shared use pathways along the federal aid network.