
NOTICE OF MEETING

POLICY COMMITTEE

DATE: February 17, 2021

TIME: 9:30 AM

PLACE: [Virtual Meeting on Zoom](#) Meeting ID: 999 0726 5813 Passcode: 412210

AGENDA:

1. Call to Order/Introductions
2. Approval of the Agenda
3. Approval of Minutes – January 20, 2020 Policy Committee Meeting (attached) – Action
4. Public Participation
5. Communications and Announcements
6. Bills over \$500
7. Old Business
 - A. 2021 State of Good Repair for Rural Transit Targets - Action
 - B. Bridge Performance Measures - Action
 - C. FY 2021 First Quarter Financial Statements - Action
8. New Business
 - A. FY 2022 Draft Unified Planning Work Program - Action
 - B. RTA Discussion Part Two - Discussion
9. Adjournment

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
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An Intermunicipality Committee organized under Act 200 of Public Acts of Michigan (1957)
representing Washtenaw County

Minutes of Meeting

POLICY COMMITTEE

DATE: January 20, 2021

TIME: 9:30 pm

PLACE: ZOOM Virtual Meeting

* This meeting was held via ZOOM conference call in accordance with the Open Meetings Act due to the coronavirus pandemic.

Members Present: City of Saline – Brian Marl, Chair
Eastern Michigan University - Leigh Greden, Vice Chair
WCBOC – Jason Morgan, Treasurer
Ann Arbor Township – Diane O'Connell
City of Chelsea – Charles Wiseley
City of Dexter – Shawn Keough
City of Ypsilanti – Jennifer Symanns
MDOT Region - Kari Martin
Northfield Township - Ken Dignan
Pittsfield Township – Mandy Grewal
Superior Township – Ken Schwartz
TheRide – Matt Carpenter
Washtenaw County Road Commission – Doug Fuller
Ypsilanti Township – Brenda Stumbo

Members Absent: City of Ann Arbor – Erica Briggs
City of Ann Arbor DDA – Keith Orr
City of Milan - Dominic Hamden
Dexter Township - Harley Rider
Scio Township - Vacant
SWWCOG – Ron Milkey
University of Michigan – Hank Baier

Others Present: WATS - Ryan Buck, Nick Sapkiewicz, Suzann Flowers, Emily Lake
MDOT - Max Gierman, Dee Parker
SEMCOG - Tom Bruff, Christina Ignasiak
Stantec - Maranda Miller

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RTA - Alma Smith, Ned Staebler, Ben Stupka
TheRide - John Metzinger, Forest Yang, Roger Hewitt
Stefforia, Petik & Associates - Tim Petik
WAVE - Jim Carson, Julia Roberts
City of Saline - Jeff Fordice
Public - Larry Deck, Jim Mogensen, Jeremy Papuga, Seth Peterson

1. Call to Order/Introductions

Chair Marl called the meeting to order at 9:33am. Introductions were made.

2. Approval of Agenda

Mr. Fuller made a motion to approve the meeting agenda, Ms. Stumbo supported the motion, motion approved.

3. Approval of Minutes

Mr. Morgan made a motion to approve the November 18, 2020 minutes as presented, supported by Mr. Carpenter, motion approved.

4. Public Participation

Mr. Deck from the Washtenaw Bicycling & Walking Coalition (WBWC) informed the Committee of ongoing discussions for the Packard Street corridor.

- A 2019 WBWC survey identified Packard St as one of the highest priorities for on-road bicycle infrastructure in the County.
- A task force was established of public/private groups to look at opportunities for improvement along Packard Street.
- As the WCRC plans to repave Packard from Carpenter to the City of Ypsilanti limits this year, the WBWC suggests that the existing 11 foot lanes be narrowed to 10 feet to allow more space for bicycles in this urban setting. A document that outlines this option has been shared with WATS and will be forwarded to the Committee.

Mr. Mogensen thanked WATS staff and Committees for approving additional funds to the I-94 non-motorized crossing in Ypsilanti. He stressed the importance of public participation in the RTA discussions and noted the high percentage of Washtenaw County bridges in bad repair per the bridge performance measures.

Chair Marl held a roll call for members to state their name, the municipality, and county they were calling from in accordance with the Open Meetings Act.

5. Communications and Announcements

Mr. Buck provided the following updates:

- WATS staff continue to work from home amid the COVID-19 pandemic.
- The majority of dues have been paid. These local member dues have been reduced 33% from last year.
- The efforts of the WBWC have been great. WATS looks forward to more discussions regarding the Packard St corridor, which runs through multiple jurisdictions.
- Fiscal year 2021 projects are beginning to obligate. Technical staff at implementing agencies are always encouraged to obligate projects as soon as possible.
- Efforts to establish uniform midblock crossings across jurisdictions in Washtenaw County

have made significant progress. Thank you to everyone involved in that effort, which has been led by Nathan Vought at the County. A document with uniform design elements will be forthcoming soon.

- Action will be scheduled for the FY 2022 Unified Planning Work Program at the February 17, 2021 meeting.
- WATS and local agency staff have recently participated in a roundtable discussion about traffic counting. WATS continues the non motorized counting effort. Occasionally, there have been some technical issues with the counting equipment. WATS staff plan to provide short, medium, and long term solutions for counting equipment in the near future.

6. Bills over \$500

Mr. Buck presented the following bills and authorizations:

- \$5,000 to Stefforia, Petik & Associates for the FY 2020 financial audit.

Ms. Grewal made a motion to approve bills over \$500, supported by Mr. Greden, motion approved.

7. Old Business

There were no items.

8. New Business

A. Urban-Federal Aid Program Updates

Ms. Flowers provided the following update:

- The Policy Committee made a recommendation at the November 2020 meeting to ensure funding requests from the City of Ypsilanti and MDOT would be met for three regionally significant projects:
 1. Huron/I-94 non-motorized crossing,
 2. Huron River Dr. project, and
 3. Huron/Hamilton/Washtenaw road diet project.

The FAC-U Committee and the WATS Technical Committee have recommended to address target reductions, funding allocations, and programming of FY 2020 HIPU funds as presented:

1. Wiard Rd. to receive \$37,436 and Plymouth Rd. to receive \$20,530 of the FY 2020 HIPU funds to account for the FY 2021 targets reductions applied to these projects.
2. City of Ypsilanti to receive \$125,000 of FY 2020 HIPU funds to be applied to the Huron/I-94 non-motorized crossing project on MDOT trunkline.
3. City of Ypsilanti to receive \$120,000 of FY 2020 HIPU funds to be applied to the FY 2023 Huron River Dr. project on MDOT trunkline.
4. TheRide to reduce their FY 2022 sidewalk infill project by \$100,000 and to work with the City to use the \$100,000 for the City of Ypsilanti non-motorized improvements associated with the Hamilton/Huron/Washtenaw Rd. diet project on MDOT trunkline.
5. The City of Saline to receive \$15,000 of FY 2020 HIPU funds to be applied to the FY 2023 Clark St. project.

6. The City of Ann Arbor to receive \$37,859 of FY 2020 HIPU funds to be applied to the FY 2022 Platt Rd. project.

- The program as presented would allow the Committee to:
 - backfill projects that would otherwise see funding reductions.
 - meet all of the requests put forward from the City of Ypsilanti and MDOT regarding regionally significant projects.
 - allocate additional funding to projects in the City of Saline and the City of Ann Arbor.

Mr. Fuller thanked WATS staff for their efforts in making projects whole by backfilling reductions. He noted concern for using Federal Aid funding on MDOT trunkline roads.

Mr. Buck provided background regarding the existing WATS policy for trunkline roads:

- A change at the state level several years ago to reprioritize the freeway system over the non-freeway trunkline system was the impetus for the existing policy to allow up to \$100,000 of local funds to go towards MDOT roads in a local jurisdiction.

Ms. Flowers added that WATS Committees will have an opportunity to review and amend any existing policies during the development of the next TIP.

Mr. Carpenter noted that TheRide is happy to support the City of Ypsilanti and local partners.

Ms. Symanns made a motion to approve the recommendations from the WATS Technical Committee as presented, supported by Ms. O'Connell, motion approved.

B. FY 2020 Audit

Mr. Tim Petik of Stefforia, Petik & Associates provided the following update:

- WATS finances have been managed very effectively within the annual budget. The 33% reduction in local member dues this year is a result of good management of the funds available.
- From a financial standpoint, operations are running normally with staff working from home.

Ms. Grewal made a motion to approve the FY 2020 financial audit as presented, supported by Ms. Martin, motion approved.

C. RTA Discussion

Mr. Stupka, Program Manager for the Regional Transit Authority (RTA), presented on the ongoing RTA master plan process:

- Current regional projects and planning activities include:
 - Coordinated Human Services Transportation Plan
 - Mobility Oriented Development Study
 - Ann Arbor-Detroit Technical Study
 - D2A2 Express Bus pilot program
 - Michigan Ride paratransit app
 - Regional mobility management website and call center
- The goal for the new master plan is to organize transit mobility priorities throughout

the region into one comprehensive document. This document will focus on results of prior and ongoing plans throughout the region at local and regional scales to identify common goals and opportunities, and to approach regional transit in a broad sense. The master plan will be a realistically constrained document of regional transit gaps and needs, and strategies for addressing those gaps and needs.

- The RTA has worked with transit providers to develop draft goals and strategies. A briefing book will be forthcoming. This document will outline the general state of transit mobility in the region, where the RTA is with planning projects, what the proposed goals and strategies will be, and will also include some indicators to measure for success such as overall job access in the region from transit. The briefing book will also include a framework for ongoing public engagement.
- Public engagement efforts are scheduled to begin in April 2021. The RTA is in the process of putting together a communications team, which will focus on working with community ambassadors for communication networks. A draft plan is scheduled to be completed by July 2021 and the final plan by September 2021.
- Regional transit goals as they exist today include:
 - expand transit to new places,
 - enhance existing services,
 - develop innovative and adaptable solutions,
 - secure long term transit revenue, and
 - build sustainable partnerships.
- Regional initiatives in Washtenaw County include:
 - flexible solutions for non urbanized areas,
 - ADA and paratransit enhancements expansion,
 - first and last mile solutions,
 - advanced mobility programs,
 - regional fare integration,
 - workforce development, and
 - regional capital enhancements (Park and Ride lots, etc.).
- Network development elements in Washtenaw County include:
 - commuter rail project,
 - Washtenaw BRT,
 - express bus, and
 - local bus enhancements.

Mr. Stupka explained that costs for commuter rail are assumed to be borne by the local funding source, such as a property tax millage, and the state. The project is not considered competitive for federal funding at this time.

Mr. Morgan thanked Mr. Stupka for his presentation. He noted that it will be important for WATS Committees to remain involved in the RTA master plan process in order to develop a plan that represents the needs of the community. He added that with a new representation at the federal level, there might be new opportunities for funding commuter rail infrastructure in the future, and it is important for Washtenaw County to be prepared with options.

Discussions ensued regarding the capital costs of commuter rail, BRT options versus

commuter rail, and the need to assess future job access needs with more people working from home. RTA representatives will be available for further discussion on this matter and the topic is deferred to the next meeting.

10. Adjournment

Chair Marl noted that a quorum is no longer present. The following agenda items will be deferred to the next meeting on February 17, 2021.

D. 2021 State of Good Repair for Rural Transit Targets

E. Bridge Performance Measures

F. FY 2021 First Quarter Financial Statements

Chair Marl adjourned the meeting at 11:00 am.

MEMORANDUM

To: Policy Committee
From: Suzann Flowers
Date: January 11, 2021
Re: 2021 State of Good Repair for Rural Transit Agencies

Background

As part of the FAST Act’s performance-based planning process, MDOT sets the State of Good Repair Targets for rural transit providers across the state of Michigan. These targets are for section 5311 and 5310 federal funding sub-recipients. In Washtenaw County, this includes People’s Express and Western Washtenaw Area Value Express.

Asset Class	Current Condition	2021 Targets	State of Michigan Goals
Revenue vehicles –Autos/SUV	17% past ULB	Not more than 10% will exceed ULB of 7 years	Not more than 20% of each agency’s fleet will exceed ULB
Revenue vehicles –Vans	19% past ULB	Not more than 10% will exceed ULB of 7 years	Not more than 20% of each agency’s fleet will exceed ULB
Revenue vehicles –Cutaways	6% past ULB	Not more than 10% will exceed ULB of 10 years	Not more than 20% of each agency’s fleet will exceed ULB
Revenue vehicles –bus Med Duty	13% past ULB	Not more than 15% will exceed ULB of 10 years	Not more than 20% of each agency’s fleet will exceed ULB

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Revenue vehicles –bus Med Hvy Duty and Large	5% past ULB	Not more than 15% will exceed ULB of 14 years	Not more than 20% of each agency’s fleet will exceed ULB
Revenue vehicles –Ferry Boat	20% past ULB	Not more than 40% will exceed ULB of 42 years	Not more than 50% of each agency’s fleet will exceed ULB
Non-Revenue Service vehicles	62% past ULB	50% may exceed ULB of 7 years	Not more than 50% of each agency’s fleet will exceed ULB
Non-Revenue Admin vehicles	44% past ULB	100% may exceed ULB of 7 years	Local decision, MDOT does not set a goal or provide funding
Equipment over \$50,000	29% past ULB	Not more than 50% will exceed ULB (varies)	Not more than 50% of each agency’s equipment inventory will exceed ULB
Facilities	3% past ULB	Not more than 5% will exceed ULB (assessment rating less than 3)	Not more than 50% will receive a rating of 3 or lower

*ULB means Useful Life Benchmark

Approximate funds available for asset investment in 2021:

- Section 5339 formula: \$3.75 million allocated to MDOT
- Section 5310: \$2.0 million (55% of the rural and small urban funds allocated to MDOT, incl carryover)
- CARES Act, for COVID related expenses: \$10 million – 100% federal (Transit agencies may choose to use this for operating or capital)
- Section 5311 Flex: \$2,000,000
- Federal Ferry Boat Program: \$2,140,000
- State match to the above: \$2,472,500
- Total: Up to \$22,362,500

Funds will be focused first on revenue vehicle replacement until targets/goals are met, then on facility upgrades/replacement and equipment.

Action

The Technical Committee recommends the Policy Committee support the MDOT State of Good Repair targets.

MEMORANDUM

To: Policy Committee
From: Suzann Flowers
Date: January 11, 2021
Re: Bridge Mid-Performance Measures - Action

Background

In January 2019 members reviewed and supported MDOT's Bridge two and four-year performance measures targets. The federal bridge performance measure targets are only applied to those bridges carrying routes on the National Highway System (NHS) including bridge on and off-ramps connected to the NHS. The evaluation of the bridges uses the National Bridge Inspection Standards (NBIS). Bridge elements evaluated include substructure, superstructure, deck, and culverts, and are rated on a 0-9 scale and recorded in the National Bridge Inventory (NBI) database. The NBI Condition ratings are broken up into three categories below:

1. Good Condition: Rating of 7-9
2. Fair Condition: Rating of 5-6
3. Poor Condition: Rating of 0-4

MDOT reviewed their investment strategy and recently provided actual performance during the mid-year reporting period. MDOT provided a report that outlines the methods and evaluation that is prompting the updating of the 4-year Bridge national performance measures. The background material MDOT used to calculate this new target can be found [here](#).

The bridge targets have to show the percentage of NHS bridges in Good Condition (ratings of 7 and above) and the percentage of NHS bridges in Poor Condition (ratings of 4 and below). The 4-year targets have been adjusted to reflect the inventory changes statewide and are provided below.

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MDOT's Mid-Performance Period Bridge Targets

Performance Area	Measure	Baseline Condition (CY 2017)	2-year target	4-year target
Bridge	Percent of National Highway System Deck Area in Good Condition	32.7%	27.0%	23.0%
Bridge	Percent of National Highway System Deck Area in Poor Condition	9.8%	7.0%	8.0%

Action

The Technical Committee recommends the Policy Committee support the 4-year bridge performance measure targets.

MEMORANDUM

To: Policy Committee
From: Ryan Buck
Date: January 12, 2021
Re: FY 2021 First Quarter Financial Statements

Background

WATS' FY 2021 fiscal year began July 1, 2020. The Policy Committee approved total budgeted revenues at \$657,251. The budget was created with a one-year 33% reduction in dues for each member agency.

First Quarter revenues totaled \$88,458.69; 13% of total budget estimates. First Quarter expenditures totaled \$109,264.88; 17% of the budget. While the pandemic has caused changes in the processing of certain bills, payments and invoices, the FY 2021 UPWP is expected to be completed on time and within budget.

Action Requested

The FY 2021 First Quarter Financial Statements are provided for Policy Committee review and acceptance.

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Income Statement					
For the quarter ending September 30, 2020			FY 2021		
	Budget		First Quarter	Year to Date	% of Total Budget
Revenues					
Dues	\$94,500		\$1,234.00	\$1,234.00	1%
Federal	\$538,100		\$87,223.90	\$87,223.90	16%
Interest	\$0.00		\$0.79	\$0.79	
Other Local Contribution	\$24,651		\$0.00	\$0.00	0%
Total Revenues	\$657,251		\$88,458.69	\$88,458.69	13%
Expenses					
Monitoring	\$66,402		\$10,515.85	\$10,515.85	16%
Development	\$195,960		\$14,312.34	\$14,312.34	7%
Services	\$100,609		\$31,520.84	\$31,520.84	31%
Implementation	\$136,828		\$23,216.41	\$23,216.41	17%
Administration	\$50,304		\$11,907.15	\$11,907.15	24%
Rent and Utilities	25,665		\$4,601.35	\$4,601.35	18%
Printing	2,250		\$0.00	\$0.00	0%
Supplies & Equipment	8,250		\$5,137.00	\$5,137.00	62%
Travel and Training	9,500		\$105.00	\$105.00	1%
Postage	500		\$0.00	\$0.00	0%
Insurance	8,000		\$4,226.87	\$4,226.87	53%
Licenses/subscriptions	12,500		\$1,456.16	\$1,456.16	12%
Depreciation	9,262		\$1,588.32	\$1,588.32	-%
Professional Services	26,221		\$677.59	\$677.59	3%
Legal Fees	2,500		\$0.00	\$0.00	0%
Unemployment	2,500		\$0.00	\$0.00	0%
Total Expenses	\$657,251		\$109,264.88	\$109,264.88	17%
Net Income			-\$20,806.19	-\$20,806.19	

Washtenaw Area Transportation Study

BALANCE SHEET

As of September 30, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1011 Checking	8,515.28
1020 BOAA Checking	247,008.67
1055 Cash Fund Savings	49,918.76
1075 CD	0.00
1080 Washtenaw County	270,331.74
Total Bank Accounts	\$575,774.45
Accounts Receivable	
1220 Grants Receivable	0.00
1221 Grants Receivable - Fed PL112	82,918.90
1222 Grants Receivable - Fed SPR	0.00
1223 Grants Receivable- Federal STPU	0.00
1224 Grants Receivable Fed FTA 5303	4,305.00
1225 Grants Receivable - State	0.00
Total 1220 Grants Receivable	87,223.90
1230 Accounts Receivable - Dues	0.00
1235 Accounts Receivable - Local	0.00
1236 Accounts Receivable - Ann Arbor	0.00
1237 Accounts Receivable - Toyota	0.00
1240 Accounts Rec-Credit Monitoring	0.00
1245 Accounts Receivable - Other	0.00
Total Accounts Receivable	\$87,223.90
Other Current Assets	
1430 Prepaid Insurance	6,803.70
1435 Prepaid Expenses	-375.00
1499 Undeposited Funds	0.00
Total Other Current Assets	\$6,428.70
Total Current Assets	\$669,427.05
Fixed Assets	
1670 Equipment Receivable	0.00
1671 Computer Equipment	0.00
1672 Furniture and Equipment	45,784.41
1680 Accumulated Depreciation	-42,136.01
Total Fixed Assets	\$3,648.40
TOTAL ASSETS	\$673,075.45

Washtenaw Area Transportation Study

BALANCE SHEET

As of September 30, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable - WCRC	0.00
Total Accounts Payable	\$0.00
Credit Cards	
Chase Business	141.45
Total Credit Cards	\$141.45
Other Current Liabilities	
2100 Accounts Payable	0.00
2105 Accounts payable - SEMCOG	0.00
2110 Accrued Sick & Vacation	24,957.38
2200 Surplus	0.00
2310 Federal Withholding	0.00
2315 Medicare Withholding	69.00
2315.1 Medicare Company Payment	-68.94
Total 2310 Federal Withholding	0.06
2330 State Withholding	-0.04
2400 SEP Payable	-8,018.64
2410 457 Contribution Payable	0.00
2420 RHS Deduction Payable	0.00
2440 ROTH	-858.71
2500 Medical Withholding	0.00
2600 Health Savings Accounts	0.00
2630 Health Savings - RB	0.00
2650 Health Savings - EB	0.00
2660 Health Savings - NS	0.00
Total 2600 Health Savings Accounts	0.00
2700 Pass Through Payments	0.00
Total Other Current Liabilities	\$16,080.05
Total Current Liabilities	\$16,221.50
Total Liabilities	\$16,221.50
Equity	
2900 Opening Bal Equity	0.00
2999 Retained Earnings	656,853.95
Net Income	0.00
Total Equity	\$656,853.95
TOTAL LIABILITIES AND EQUITY	\$673,075.45

MEMORANDUM

To: Policy Committee
From: Ryan Buck, Director
Date: February 10, 2021
Re: FY 2022 Unified Planning Work Program for Washtenaw County

Background

The Washtenaw County Unified Planning Work Program (UPWP) describes WATS' and TheRide's planning tasks and anticipated funding for the fiscal year starting July 1, 2021. This information will be combined with the Southeast Michigan Council of Governments (SEMCOG) regional UPWP. The combined UPWP will then be reviewed by the Michigan Department of Transportation (MDOT) and the Federal Highway Administration (FHWA).

The FY 2022 WATS budget (for planning purposes) is \$586,368. Anticipating significant transit planning needs, this program provides \$57,536 in planning funds to TheRide. This allows expanded transit planning efforts with no additional local cost to WATS or local agencies and represents funds that would otherwise be lost.

The UPWP is designed to provide a clear list of new and/or ongoing tasks and products while remaining flexible enough to respond to changing directives or policies. As always, as members of WATS, we encourage you to reach out to us if you have any questions or ideas related to transportation planning.

The budget represents the number that will likely be brought forth as part of the administrative budget in June.

The draft UPWP can be found at:

<http://www.miwats.org/s/FY-2022-UPWP-WATS-Google-Docs.pdf>

Action Requested

The WATS director requests the Policy Committee review and approve the Unified Planning Work Program for FY 2022. The administrative budget will be brought to the Policy Committee for review in June of 2021.

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