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## NOTICE OF MEETING

### POLICY COMMITTEE

DATE: September 20, 2023

TIME: 9:30 AM

PLACE: **Lower Level Conference Room 200 N. Main Ann Arbor, MI 48104**

### AGENDA:

1. Call to Order/Introductions
2. Approval of the Agenda
3. Approval of Minutes – June 21, 2023 Policy Committee Meeting (attached) – Action
4. Public Participation
5. Communications and Announcements
6. Checks over \$500
7. Old Business
8. New Business
  - A. Long Range Plan Performance Measures Targets (attached) - Action
  - B. Planning Project Proposal Form (attached) - Information
  - C. 2050 LRP Update - Information
9. Adjournment

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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  
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## DRAFT Meeting Minutes

WATS POLICY COMMITTEE

**DATE:** June 21st, 2023

**TIME:** 9:30 AM

**LOCATION:** Lower Level Conference Room, 200 N. Main Street, Ann Arbor, MI 48104

**Members Present:** Eastern Michigan University - Leigh Greden (*Vice Chair*)  
City of Saline - Janet Dillon  
AAATA – Dina Reed  
City of Ypsilanti – Jennifer Symanns  
MDOT University Region - Mike Davis  
Washtenaw County Road Commission – Barb Fuller  
Ann Arbor Township – Diane O'Connell  
City of Chelsea – Charles Wiseley  
WCBOC – Caroline Sanders  
University of Michigan – Steve Dolen

**Members Absent:** Ann Arbor DDA – Vacant  
City of Dexter – Shawn Keough  
City of Milan - Jim Lancaster  
Dexter Township - Vacant  
Northfield Township - Ken Dignan  
Scio Township - John Reiser  
SWWCOG – Ron Miley  
City of Ann Arbor – Erica Briggs  
Ypsilanti Township – Brenda Stumbo  
Pittsfield Township – Mandy Grewal  
Superior Charter Township - Lisa Lewis

**Others Present:** Tyler Baker (Maner Costerisan), Georgia Frost (Field Rep. for U.S. Representative Debbie Dingell), Ryan Buck (WATS), Nick Sapkiewicz (WATS), Maggie Huntley (WATS), Anton Schauerte (WATS)

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**1. CALL TO ORDER / INTRODUCTIONS**

Vice Chair Greden called the meeting to order at 9:31 AM. Introductions were made.

**2. APPROVAL OF THE AGENDA**

A motion was made by Ms. Fuller, supported by Ms. Symanns, to approve the meeting agenda. The motion was carried unanimously.

**3. APPROVAL OF MINUTES**

A motion was made by Ms. Fuller, supported by Mr. Symanns, to approve the April 17, 2023 meeting minutes. The motion was carried unanimously.

**4. PUBLIC PARTICIPATION**

Georgia Frost provided an introduction.

**5. COMMUNICATIONS AND ANNOUNCEMENTS**

Mr. Buck provided the following updates:

- WATS is hosting the 2023 Michigan Transportation Planning Association (MTPA) Annual Conference in Ann Arbor, July 26th - July 28th. Mr. Buck invited Committee members to attend the conference.
- Development of the 2050 Long-Range Transportation Plan (LRTP) is continuing.
- The 2020 Adjusted Census Urban Boundary (ACUB) process is upcoming and impacts which roads are eligible for different funding sources. The City of Dexter may become its own Small Urban program but it is still yet to be determined.
- If any agencies would like WATS to conduct non-motorized counts, please contact Mr. Buck.

**6. CHECKS OVER \$500**

Mr. Buck outlined that the bill for Eco-Counter is actually approximately twice the cost of what was reported at the April meeting. The subscription cost of transferring and storing non-motorized count data was not included in the ~\$2,500 approved at the last meeting. However the payment did not require a separate approval.

**7. OLD BUSINESS**

There was no old business.

**8. NEW BUSINESS**

**A. 3rd Call FY 2023-2026 Transportation Improvement Program (TIP) Amendments**

Mr. Sapkiewicz provided an overview of the amendments outlined in the packet. Mr. Sapkiewicz also stated that the Environmental Justice and Equity Analyses were conducted by WATS staff and concluded WATS staff does not anticipate any adverse impacts to EJ populations due to the amendments from the 3rd Call. It was also indicated that the WATS Technical Committee recommends the Policy Committee approve the 3rd call amendments.

*A motion was made by Ms. Symanns, supported by Mr. Fuller, to approve the 3rd Call TIP Amendments, as presented. The motion was carried unanimously.*

**B. 3rd Call FY 2023-2026 Transportation Improvement Program (TIP) Modifications**

Mr. Sapkiewicz indicated all modifications are MDOT projects and a link to additional details are provided in the packet.

Mr. Dolen joined the meeting.

**C. FY 2022 Audit**

Mr. Buck stated that WATS secured the firm Maner Cortesian as the WATS auditor for the next three years. Mr. Buck then introduced Tyler Baker of Maner Costerisan to provide a presentation of the FY 2022 Audit.

Tyler Baker gave a presentation of the audit.

Ms. Fuller and Mr. Greden asked about internal controls, specifically whether WATS ever conducts audits specifically focused on internal controls. Mr. Buck stated it did not, but that since this is a new auditing firm, there have been discussions and communication between WATS and the auditing firm about internal controls.

Tyler Baker presented a review of required communications between the Maner Costerisan and the WATS Policy Committee and the management letter.

*A motion was made by Ms. O'Connell, supported by Ms. Symanns, to accept the FY 2022 audit. The motion was carried unanimously.*

**D. FY 2023 Second Quarter Financial Statements**

Mr. Greden stated that in the packet, the agenda item is listed as the First Quarter Financial Statement but is indeed the Second Quarter Financial Statement.

*A motion was made by Ms. Fuller, supported by Ms. Sanders, to accept the FY 2023 Second Quarter financial statements.*

*The motion was carried unanimously.*

**E. FY 2024 Administrative Budget**

Mr. Greden indicated that member dues have remained unchanged from FY 2023 to FY 2024. In FY 2025, the Policy Committee could recommend a change in the dues structure because of the new population figures from the 2020 U.S. Census, but does not need to. Mr. Buck stated that FY 2024 begins July 1st, 2023 and the amount of federal planning dollars is \$665,117. This amount is higher than previous years due to both an increase in the urban area population, as well as an increase in federal planning funds from the Bipartisan Infrastructure Law. In past years, some planning funds were passed from WATS to AAATA as the agencies, along with SEMCOG have a joining Unified Planning Work Program (UPWP), typically between \$30,000/year to \$90,000/year due to the fact that WATS was unable to spend its full allocation and the funds would otherwise have gone unused. In FY 2024, some funds will be utilized by SEMCOG to assist with projects in Washtenaw County as described in the UPWP.

*A motion was made by Mr. Davis, supported by Mr. Dolen, to accept the FY 2024 Administrative Budget.*

Mr. Davis requested an analysis of other eligible agencies for this type of funding. Mr Buck indicated he would look into it and that WATS could develop a basic form for agencies to fill out who are interested in performing regional transportation work which could be considered as part of FY 2025 UPWP development.

*The motion was carried unanimously.*

#### **F. 2050 Long Range Plan Goals and Systems Expectations**

Mr. Sapkiewicz explained that WATS recently began development of the 2050 LRTP. The agency began by reviewing plan goals and holding public involvement opportunities. The goals from the 2045 LRTP are anticipated to remain relatively consistent for the 2050 LRTP, but some minor modifications to the goal objectives were presented to the committee. Mr. Sapkiewicz stated these changes were outlined in the packet. Additionally, the Technical Committee recommended approval of them earlier in the month.

*A motion was made by Ms. Symmans, supported by Ms. O'Connell, to accept the 2050 Long Range Plan Goals and Systems Expectations. The motion was carried unanimously.*

#### **G. 2050 Long Range Plan Performance Measures**

Mr. Buck stated that WATS develops its own set of transportation performance measures. Due to the pandemic, however, the targets that WATS set for these performance measures differed greatly from the transportation data that was collected for the development of the 2045 Long Range Plan. As a result, there was little correlation between the data and the targets. Mr. Buck continued by stating that WATS plans on recalibrating the targets to better align with post-pandemic data, but requests approval of the performance measures during this meeting.

*A motion was made by Ms. Symmans, supported by Ms. Fuller, to accept the 2050 Long Range Plan Performance Measures.*

Mr. Davis stated that MDOT does not participate in the evaluation of projects, but participates in the selection of projects.

The motion was carried unanimously.

#### **H. Annual Meeting - Meeting Date and Time**

Mr. Buck stated that historically the best day and time to hold Policy Committee meetings has been on the third Wednesday of the month at 9:30 AM at 200 N. Main St. in Ann Arbor.

A motion was made by Ms. Fuller, supported by Ms. Sanders, to continue designating the third Wednesday of the month at 9:30 AM at 200 N. Main Street in Ann Arbor as the day, time, and location of WATS Policy Committee meetings.

### **9. ADJOURNMENT**

Vice Chair Greden adjourned the meeting at 11:21 AM.

# MEMORANDUM

To: Technical Committee  
From: WATS STAFF  
Date: September 13, 2023  
Re: Performance Targets

## **Background**

The WATS Policy Committee adopted a locally identified set of performance measures (in addition to federally required performance measures) beginning in 2015 that helped guide prioritization of projects in the 2045 Long Range Transportation Plan (LRTP). These measures were reaffirmed for use in development of the 2050 Long Range Transportation Plan (LRTP).

While the measures themselves remain consistent with the 2045 LRTP, the pandemic and subsequent changes to the economy and work environment have caused a significant disruption in the overall trends for many of the measures. To understand progress towards the LRTP Goals, WATS staff have drafted targets or qualitative statements (e.g., “Continuously Monitor”) for each performance measure (with a few excepted as data is not yet available).

Targets are generally values-based, but attainable, rather than solely aspirational. Many targets are affected by factors beyond the control of road and transit agencies. However, in some cases such as safety targets, WATS and SEMCOG have set a goal of vision zero by 2050.

[LINK TO PERFORMANCE TARGETS](#)

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**Action**

The Technical Committee recommends the Policy Committee approve staff to move forward with these targets for use in LRTP development. Final Targets will be adopted with the Plan document in spring 2024.



# MEMORANDUM

To: Policy Committee  
From: Ryan Buck  
Date: September 12, 2023  
Re: Planning Project Proposal Form

## **Background**

At the June Policy Committee meeting we discussed federal planning (PL) funds allocated to WATS that can be used to address regional transportation planning needs. Based on funding and staff time available, work could be done by WATS staff, a combination of WATS and local agency staff, or WATS could go through an RFP process to select a consulting firm. This work would be included as part of the federally required Unified Planning Work Program (UPWP) which describes planning funds allocated to WATS, TheRide and the associated tasks. All funding in the UPWP is subject to the requirements of 23 U.S. Code § 134, 49 U.S. Code § 5303. PL funding generally requires a 20% local match. Following the meeting I will distribute a call for planning projects - the form can be found [here](#). Information will be sent to member agency Technical and Policy Committee members.

The development of the FY 2025 Unified Planning Work Program has commenced. To ensure consideration as part of the UPWP, proposed planning projects will need to be submitted no later than November 1.

## **Action Requested**

Please review the Planning Project Proposal Form. If you have any concerns please contact me.

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# WATS Planning Project Proposal Form

**Project Name:** \_\_\_\_\_ **Submitted by (Name and Agency):** \_\_\_\_\_

**Project Description (type, location, etc.):** \_\_\_\_\_ **Submittal Contact (Email):** \_\_\_\_\_

**Total Project Cost:** \_\_\_\_\_ **This project benefits multiple jurisdictions: Yes**      **No**

**Federal Planning Factors** – check all that apply to this project:

Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency

Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns

Increase the security of the transportation system for motorized and nonmotorized users

Increase the safety of the transportation system for motorized and non-motorized users

Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation

Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight

Promote efficient system management and operation

Enhance travel and tourism

Increase the accessibility and mobility of people and freight

Emphasize the preservation of the existing transportation system

**Please describe how this project would address the applicable planning factors.**

**This project ties into federal performance-based planning and programming requirements.**

**Please explain:**

**This project relates to a recommendation from the MTP and/or other on-going MPO planning work.**

**Please explain:**

**Please provide additional comments about how this project will benefit the Washtenaw County region and/or other information you'd like to include.**