

**GREATER LAFAYETTE AREA TRANSPORTATION & DEVELOPMENT STUDY
TECHNICAL TRANSPORTATION COMMITTEE**

**MEETING MINUTES
May 16, 2018**

Jon Fricker	JTRP
Sallie Fahey	Area Plan Commission
Jeromy Grenard	Lafayette City Engineer
Kevin Jasinski	INDOT – Crawfordsville Division
Stu Kline	Tippecanoe County Highway Engineer
Ed Garrison	West Lafayette City Engineer
Adam Keyster (proxy for Adam Baxmeyer)	Purdue University Airport
Bryce Gibson (proxy for Marty Sennett)	CityBus
Capt. Terry Ruley	Tippecanoe County Sheriff's Department
Jason Philhower (proxy for Troy Harris)	West Lafayette Police Department

NON-VOTING MEMBERS PRESENT

Cat Schoenherr	APC
Doug Poad	APC
Tim Stroshine	APC
Aria Staiger	APC
Bob Foley	Lafayette Engineer's Office
Mark Harlow	Dayton Town Manager
Adam Tarko	APC
Ann Bishop	INDOT
Mike Spencer	Tippecanoe County Highway Department
Melissa Patton	INDOT
Bob Foley	Lafayette Engineer's Office
Jan Myers	Citizen
Stephani Vermillion	INDOT

ALSO PRESENT

Chair John Fricker called the meeting to order at 2:00p.m.

Sallie Fahey introduced Mark Harlow as the recently appointed Town Manager/Utility Manager for the Town of Dayton. He is a new, non-voting member of the Technical Committee.

She then introduced Adam Tarko who is our transportation summer intern. His father is associated with Purdue's Civil Engineering Department. He will be working with Tim Stroshine cleaning the crash data from ARIES and also working on the bicycle count program.

I. APPROVAL OF MINUTES

Stu Kline moved to approve the minutes of the April 18, 2018 meeting as submitted. Jeromy Grenard seconded.

Jon Fricker thanked Sallie Fahey for producing the minutes.

Sallie Fahey said she takes the notes and Linda Underwood actually prepares the minutes. She and Cat then review the minutes before they are distributed.

Jon Fricker said he was reading through the access permit saga and when he got to page four he realized the minutes were very interesting. He thought the minutes were wonderful and urged the Committee to approve them.

The minutes were approved by unanimous voice vote.

II. ACCESS PERMITS

Kevin Jasinski said there are no permits to be reviewed this month. He went on to say that Brad Burgess is the Permits Engineer for the Crawfordsville District so he will attend the meeting when a recommendation is needed for a permit.

III. FY 2018-2021 TIP AMENDMENT

A. CityBus

Doug Poad said the first amendment is a request from CityBus to program Section 5339 funds to purchase and install new safety technology on its fleet of fixed route buses. The funds are FTA funds that are allocated through a nationwide competitive process and are for bus replacement/related equipment and bus facility infrastructure. CityBus will use the funds to install a pedestrian and bicycle detection system on its entire fleet of nearly 70 fixed route buses to prevent bicycle and pedestrian bus crashes. CityBus was the only transit system in the US to receive funding for this type of project in FY 2018. The CityBus Board of Directors approved the request and the financial details can be found in the staff report that was included in the packet.

Ed Garrison asked if the new equipment is all camera mounted.

Bryce Gibson said he is not sure because the equipment could be radar or camera. The equipment will be low profile and will not stick out.

Jeromy Grenard asked how the equipment works.

Bryce Gibson said he is not sure at this point because there are a couple different manufacturers offering different options.

Jon Fricker said he has seen demonstrations.

Bryce Gibson said he would be happy to do that once the equipment is installed. He said he was unable to make the demonstration but the feedback was positive.

Jon Fricker added that there are on-board warning signals that go off inside the vehicle if someone is in a dangerous position.

Bryce Gibson said the equipment has blind spot monitoring and alerts for the driver.

Ed Garrison asked if the equipment/technology can be adapted for vehicles.

Bryce Gibson said he is not sure but he can check to see.

Stu Kline asked if these 5339 funds will be in the *TIP* in their own section.

Doug Poad said the funds are shown in the *TIP*, and CityBus has its own section in the *TIP* showing several different funds. Future CityBus transit projects are also included.

Ed Garrison moved to recommend approval of **FY 2018-2021 TIP AMENDMENT FOR CityBus** to the Policy Board. Bryce Gibson seconded and the motion was approved by unanimous voice vote.

B. INDOT

Doug Poad said INDOT has also requested an amendment to program twelve bridge related projects with scopes consisting of overlays and painting. The amendment will remove Federal funds from the three I-65 projects and now they will be funded using state money only.

The remaining six projects are as follows:

1. Move PE for the two intersection improvement projects on SR 43 at the interstate from FY 2018 to FY 2019;
2. Add the construction phase for the interstate small structure pipe lining project to FY 2020;
3. Move the RW phase for cleaning and repairing a culvert on SR 26 from FY 2018 to FY 2019;
4. Add funding for construction for an overlay project on SR 28; and
5. Program PE in FY 2019 for a new project to add passing lanes at various locations on US 231 from north of SR 28 to just south of the NS railroad overpass in Montgomery County.

He summarized the details of each project and concluded by saying funding and detailed information on each project is included in the staff report distributed in the packet.

Stu Kline moved to recommend approval of **FY 2018-2021 TIP AMENDMENT FOR INDOT** to the Policy Board. Ed Garrison seconded and the motion was approved by unanimous voice vote.

Cat Schoenherr asked that the Quarterly Project Tracking agenda item be tabled until Stephani Vermillion from INDOT arrives.

IV. APC PROGRESS Bicycle Counting Program

Tim Stroshine said our 2018 bicycle counts were taken last month while Purdue was in session using volunteers from Bicycle Lafayette. He is working on collecting and compiling all the data and at a future meeting will present this year's data and how it compares to last year's data. It looks as though some of the volumes are lower this year but he thinks that is because of the bad weather we had at the end of Purdue's semester. Staff is planning on extending this program to take counts this fall when school is in session with an emphasis on volumes and safety data. We hope to get data on whether helmets are being worn, if the bike is on the sidewalk or street, behavior at intersections, etc. Adam Tarko is helping him develop methodology for collecting that data and he and Adam Tarko plan to do some field-testing before launching this in the fall of 2018. He thanked Bicycle Lafayette for its help with getting this program up and running.

Title VI Plan

Cat Schoenherr said Federal Highway and Federal Transit have a policy to ensure that any federally-funded activity meets the requirements set forth in Title VI of the Civil Rights Act of 1964 and subsequent laws and executive orders that came after. Because the MPO does work in Tippecanoe and Carroll County as well as with multiple jurisdictions, INDOT has recommended that we have our own Title VI Plan. The final draft will be shared with this Committee for review when it has been completed. In the Plan we are identifying a Title VI coordinator and outlining the requirements that will include public participation strategies and an environmental justice review that looks at the mobility needs of minority populations.

The Plan also includes the complaint process, a form to use when filing a complaint, demographic profiles of Tippecanoe and Carroll Counties, and where Federal funds are being used throughout the counties. The Limited English Proficiency Plan (LEP) identifies where non-English speaking populations are and outlines a plan to be used for outreach to those communities.

Jon Fricker asked if the English-speaking part is determined by the American Communities Survey (ACS).

Cat Schoenherr replied that the ACS gives percentages and populations. The LEP has a lot of interesting data.

Ed Garrison said Lafayette, West Lafayette, and Tippecanoe County have had to go through similar processes recently. It makes sense to use those existing plans and try to standardize the new Title VI Plan with regard to complaints.

Cat Schoenherr concurred and said there have been discussions on how the review board is comprised and will function if and when a complaint is made.

Sallie Fahey said it seems very strange that the agency to whom the complaint is directed might be the one reviewing the complaint. She thinks there might be a way all the jurisdictions and the APC office could have an independent review committee for complaints to keep us from investigating ourselves. For many years APC has been the agency where people can complain about CityBus and APC staff investigates those complaints.

Cat Schoenherr added that Tippecanoe County has a citizen comprised review board when there is a complaint about housing.

Ed Garrison said it will be helpful to get citizen comments.

Bicycle & Pedestrian Plan

Doug Poad said we are getting ready to start work on updating our Bicycle & Pedestrian Plan. Last year we adopted a Bicycle, Pedestrian, and Safety Education Plan that addresses a lot of the issues that are normally found in an overall Bicycle & Pedestrian Plan. He is working on an outline for the new Plan and he will focus on what we have and what is being proposed with regard to infrastructure. We also will look at where people are living and where they want to go so we can determine what areas we should focus on first.

Stephani Vermillion joined the meeting in progress.

Annual Listing of Obligated Projects

Doug Poad said he has been working on this report for the last couple of months. Almost all MPOs just put together a list of projects that were obligated and let for construction to let people know where the Federal funds are going every year. We take the report to the next level by including aerial photos, detailed project information, INDOT projects, and other local projects (Community Crossings). Our listing gives a comprehensive picture of transportation improvements that happened in the last year.

V. QUARTERLY PROJECT TRACKING (moved to the end of the agenda)

Tippecanoe County

Klondike Road

Cat Schoenherr said this project was let in March.

Lindberg Road

Ann Bishop said the right-of-way purchase order is about to expire due to inactivity.

Stu Kline said it is not inactive because there have been back-and-forth conversations. There were two claims that were still in process but he thinks the Highway Department bookkeeper has worked it out so the claim will bleed out what is left and the county will take care of the remaining \$40,000. This is the kind of thing that we will need to watch because of all the projects rolling back in the TIP because for lack of enough funds. A couple of projects will have the letting moved back two or three years and he does not want design approval to end because we will have to pay to have design reworked. He thinks there will be several hold periods that last longer than six months unless we can work out a way to do minor billings.

Ann Bishop suggested billing quarterly, even if it is just for the quarterly report, to keep the PO open/active. She thinks some small work can be done that can be billed for. Quarterly status updates are submitted for state projects that have been inactive for a while.

Stu Kline thinks billing when doing the quarterly reports should keep him out of trouble. The quarterly report is a good trigger to make sure you generate a bill.

Melissa Patton is not sure how that can be done for the ROW phase.

Stu Kline said that should not be a problem because they are pushing the ROW on through to clear it. He is more concerned about the design phase.

Ed Garrison there was concern at some point that if the letting date gets pushed back, it limits the ability to do design to get the right fit. He asked if there is anything that will end up being an issue if we extend out the length of the original design period because that phase does have an end date.

Ann Bishop said the design phase will be extended when you open up a new phase.

Ed Garrison said that means as long as something else is opening up before the design phase ends it is automatically extended to the length of the new phase.

Sallie Fahey said this is something all the LPAs need to pay attention to because they do not want to have a PO go dormant or go away and lose the rest of the money. She thinks the cut-off is six months.

Melissa Patton said everyone should get in the habit of billing regularly for small things.

North River Road at River Bend Hospital

Stu Kline said this project is in for ROW certification, the project is on-track and there should be a contract this fall.

Ann Bishop asked if the Highway Department is doing its own construction inspection.

Stu Kline replied that the Highway Department will be doing the construction inspection for this project but not for the next project.

Concord Road at CR 430 South Intersection

Stu Kline said this project will have a private contract and he will give INDOT a copy of the contract when it is in place. He thinks he is about half way through the ROW and everything is going smoothly. He plans to hire a consultant for this project because there isn't any money left.

River Road at CR 500 North

Stu Kline said this project is also on-track and is in the ROW phase.

Morehouse Road Reconstruction

Stu Kline said the PE will step back for this project and construction will be in 2023 or around there. He is proceeding with ROW for this project.

Yeager Road Reconstruction

Stu Kline said the schedule on the quarterly report reflects the new letting date.

McCutcheon Pedestrian Safety

Stu Kline said there has already been a kick-off for this project. The survey is almost complete and the project is moving forward.

Lafayette**Rehab/Repair Myers and Riehle Plaza Bridges**

Cat Schoenherr said INDOT informed her that we no longer need to do quarterly reports for this project because the project is 100% complete.

South 18th Street

Cat Schoenherr said the PE and CE purchase orders are still open but construction is closed. She asked Jeromy Grenard to make sure the PE and CE are closed.

Twyckenham Boulevard Reconstruction

Cat Schoenherr said this project is moving forward. She asked Jeromy Grenard for a copy of the environmental document.

Twyckenham Trail

Cat Schoenherr said this project let in February but the construction amounts were not updated with the post-letting amounts.

Ann Bishop said she will check to see if the contract for this project was awarded.

Jeromy Grenard said the contract was awarded and construction will start in early June.

Ed Garrison asked when the contract was awarded. He said it is possible that the post-letting amounts might not be shown if the contract was awarded after the report end date.

Cat Schoenherr said she will follow-up regarding when the contract was awarded.

Bicycle/Pedestrian Safety Awareness

Cat Schoenherr said the steering committee held its kick-off meeting for the next two years' activities.

Park East Boulevard Extension

Cat Schoenherr said the RFP for this project was originally scheduled for April 2018.

Jeromy Grenard said he is finalizing the RFP right now and should be done next month.

West Lafayette

Happy Hollow Road

Cat Schoenherr said she was unable to check with Doug Poad last week to see if all the POs for this project have been closed. She needs to coordinate with Doug Poad because he has a special access to SPMS that she does not have.

Ed Garrison thinks there was one CE purchase order open but he thinks it has been taken care of. This project should be closed and off the quarterly report. He will check with Travis Kohl to make sure that is the case. The project had two different des #s and that was part of the problem.

Kingston Drive Trail Connection

Cat Schoenherr asked if all the POs for this project are closed.

Ed Garrison thinks all the POs are closed now and should be off the quarterly report.

Happy Hollow Neighborhood Trail

Cat Schoenherr said funding for this project was moved back to FY 2019.

Ed Garrison said there is a meeting scheduled next week to discuss this project and he should have more information after the meeting.

Ann Bishop asked if all the Federal funds are being used for the CE phase.

Ed Garrison does not think so but he will have to check. WSP will be doing the inspection.

Cherry Lane Extension (Road)

Cat Schoenherr said some of the completion dates have passed and she asked if there is an updated schedule.

Ed Garrison said he has new completion dates and he is not sure why the dates weren't changed before the quarterly report was submitted. He said he will get the new completion dates to staff and make sure to correct the report.

Soldiers Home Road, Phase 1

Cat Schoenherr said the *TIP* shows \$70,778 for PE and no funds for ROW and the quarterly report shows the \$70,778 in ROW and no funds for PE. She wants to make we are consistent on where the money should go.

Ed Garrison said it really does not matter because this project will probably be pushed back again. He thinks it is better to have the funds in ROW and will get that taken care of.

Sagamore Parkway Trail

Cat Schoenherr said the *TIP* funding and Federal amounts for this project do not match. The *TIP* amount is \$1,153,963 and the Federal funds shown are \$1,136,000.

Ed Garrison said this project has changed a couple of times and he will get with Doug Poad to figure out what is going on with this project. He knows money was moved out and other money was put back in and something got messed up.

Battle Ground

North Street Reconstruction

Cat Schoenherr asked if anyone knows if all the POs for this project have been closed.

Ann Bishop said it appears that all phases are still open.

Doug Poad suggested Cat Schoenherr send an email to Steve Egly to get a status report on this project and remind him that all the phases need to be closed out.

County Bridge Inspections (FY 13 & FY 15)

Cat Schoenherr said there is a discrepancy between what is in our TIP versus what is in the bridge inspection report for funding. Our TIP for FY 2018 through FY 2021 shows an old des with prior year funding. She would like us to coordinate to get the right des # in the TIP and make sure the correct funds are shown in the correct years.

INDOT Sub Recipient Monitoring

Stephani Vermillion INDOT Project Funding and Contract Manager, said she is here today to discuss the Federal regulation, 2CFR200, that requires INDOT, when passing funds through to a sub-recipient, to perform sub-recipient monitoring procedures. One of the procedures is to go over the most recent State Board of Accounts Audit Report and that is what she will be doing today for Tippecanoe County, Lafayette, and West Lafayette. The policy states that if you have spent more than \$750,000 in All Federal disbursements in the audited year you must have an A-133 audit performed by the State Board of Accounts. INDOT looks at the audit reports and the citations that are included in the audit report. Some citations require INDOT to do some additional reviews on invoices and request additional support. The three levels of risk are low, moderate, and high. She is happy to report that everyone here today is low risk. Transportation citations or ongoing community concern issues about paying back the match on the audits report could throw you into the high risk category. The most recent audit reports can be found on the State Board of Accounts website (google search – State Board of Accounts Indiana) and they have a very easy way to find the search engine where you can find your community's audit reports. She said to look for the A-133 Federal Audit. She reviews other audits but that is the main one she is looking at.

She said the most recent audit for Tippecanoe County was in 2016 and the report was issued on December 14, 2017. She is most concerned with Section 2, the Financial Statement findings. There was one citation and it was for entering the fiscal report into the gateway website. Now there is a procedure in place for getting that information in there. That is a common citation and will not necessarily bump a jurisdiction into a higher risk category. Generally on reports, she is most concerned with Section 3, Federal Awards findings and questions. That is where a citation with one of the projects will appear. There were no reportable matters for Tippecanoe County. She said there are no on-going concerns for transportation citations.

Lafayette was also audited in 2016 and the report date was September 15, 2017. She found no citations in either Section 2 or Section 3.

West Lafayette was audited in 2016 but she has not seen the report yet. She knows the auditors have been behind and there are plans to hire additional auditors. The last report was issued December 7, 2016 for the 2015 audit and West Lafayette was just over the \$750,000 threshold. There was a financial statement citation in Section 2 that had to do with major customer waste water billing and not in the transportation area but no citations in Section 3.

She said the audit reports come out once a year for the previous year and she hopes everything will still be clean when she checks in next year with the findings from the most recent reports. She said she can be reached at svermillion@indot.in.gov.

Sallie Fahey said Stephanie is very easy to talk to and urged everyone to give her a call if they have any questions.

Stephani Vermillion said she also works with the contract and funding side so if anyone has any contract issues they can call her at 317.232.2881. She added that she also does a lot of quarterly reporting. She thanked Sallie Fahey for allowing her to speak to the Committee.

VI. OTHER BUSINESS INDOT 18-Month Letting List

Doug Poad referred to the list that was distributed in the packet. The only new project on the list is a US 231 bridge replacement project (#11) and it is scheduled for a November 2018 letting. All other projects have stayed the same and there have been no lettings since the Committee last met.

Stu Kline asked if that project will be a full-closure or just lane restriction. The road gets a lot of traffic and he does not want to see any county roads torn up.

Kevin Jasinski said he will check on that because he is not sure.

Jon Fricker asked if that project is at Romney.

Kevin Jasinski said it is just north of Romney.

Extra Funds

Sallie Fahey said we received word from INDOT last Friday that state transportation agencies are sharing a \$3,100,000,000 bonus from Federal Highway. Money that other states have not used is distributed to states that have used their money. Indiana almost always uses its allocation so it receives "extra money". This year INDOT is splitting its extra money with MPOs and we will be receiving an additional \$230,703. These funds have to be used in FY 19, 20, or 21 and can only be used after we have obligated our annual spending authority and any PYB money. We all will figure out which project(s) will receive the additional funds and the Policy Board will make the final decision.

Stu Kline asked if we get "extra money" funds almost every year?

Sallie Fahey replied that the state gets "extra money" every year but she thinks this is the first time the state has shared the funds.

VII. CITIZEN COMMENTS

Jan Myers urged the Committee to read the minutes from the May, West Lafayette City Council meeting because she does not want to repeat everything for those that have already heard it. She wants to again bring up the issue she calls the "cliff edge". She is seeing at driveways scooped out when doing the curbing leaving about a 1" ledge. She has found many situations where that means the location is not in ADA compliance. That is especially true at "T" intersections where the sidewalk is long and continuing. The only way to cross where there are "T" intersections is by a driveway and in those instances she has to turn all the way back to the beginning of the block and go out into the street. She has tried to do that many times and she often gets hung-up because chairs like hers have a docking device to secure the chair in a car. The docking devices have a 1" clearance. She has not found any driveways that she is able to cross but she does not think this design works for pedestrians, the disabled, or for drainage purposes.

Jon Fricker asked Jan Myers for an example where he can go look at what she is talking about.

Jan Myers suggested Jon Fricker follow Indian Trail in West Lafayette around to Huron and then travel north on Huron to the driveway. She said she has to stay in the street to go back to Mohawk and do the same when she comes back. She told Jon Fricker she can direct him to many locations like this one.

Sallie Fahey asked if she is talking about newer driveways.

Jan Myers said the driveways were installed in the last year or so. She added that she has found the same situation in Lafayette. She offered anyone on the Committee or anyone attending the ADA conference in Pittsburg in June to take a walk with her in her back-up chair. She said she walked to this meeting from her home at Lindberg and Indian Trail/Salisbury and she was surprised that the Myers Bridge projects is 100% complete. There are so many ADA violations she cannot list all of them. She said she is talking about the older stuff and not the new construction. She needs to sit down with whoever is responsible for the bridge because there are a lot of tripping hazards. She said she fell over sideways in her chair in front of the new state museum in Juneau Alaska. The City of Juneau had a combined, unmarked driveway and ramp into the museum, combined with a rolling curb that was not visible. Four fire trucks and emergency vehicles along with many state employees helped to get her up.

Jon Fricker said that the next Technical Transportation Committee meeting will be June 20, 2018.

VIII. ADJOURNMENT

Stu Kline moved to adjourn the meeting. Jeromy Grenard seconded.

The meeting adjourned at 3:00p.m.



Sallie Dell Fahey
Secretary