

**MINUTES OF THE NORTHWEST ARKANSAS REGIONAL PLANNING COMMISSION/POLICY COMMITTEE
APRIL 26, 2017/APPROVED MAY 24, 2017**

ENTITY	MEMBER	ATTENDING	PROXY
AVOCA	JORDAN SULLIVAN		
BELLA VISTA	PETER CHRISTIE	X	
BENTON COUNTY	BARRY MOEHRING JOHN SUDDUTH JAY FRASIER	X	
BENTONVILLE	BOB McCASLIN SHELLI KERR	X	
BETHEL HEIGHTS	CYNTHIA BLACK		
CAVE SPRINGS	TRAVIS LEE		
CENTERTON	BILL EDWARDS (TREAS.) RICK HUDSON	X	
DECATUR	BOB THARP JAMES BOSTON		
ELKINS	BRUCE LEDFORD		
ELM SPRINGS	HAROLD DOUTHIT		
FARMINGTON	MELISSA McCARVILLE	X	CELIA SCOTT-SILKWOOD
FAYETTEVILLE	CHRIS BROWN	X	
GARFIELD	GARY L BLACKBURN		
GATEWAY	FRANK HACKLER JR.		
GENTRY	KEVIN JOHNSTON (VICE CH)		
GOSHEN	MAX POYE	X	JEFF HAWKINS
GRAVETTE	KURT MADDOX PATRICK HALL	X X	
GREENLAND	BILL GROOM (CHAIR)	X	
HIGHFILL	CASSIE ELLIOT	X	
HINDSVILLE	MAYOR X DOTSON		
HUNTSVILLE	MAYOR DARRELL TRAHAN		
JOHNSON	CHRIS KEENEY	X	
LINCOLN	ROB HULSE		
LITTLE FLOCK	BUDDY BLUE		
LOWELL	ELDON LONG	X	KRIS SULLIVAN
PEA RIDGE	JACKIE CRABTREE	X	ELIZABETH BOWEN
PRAIRIE GROVE	SONNY HUDSON (SEC)	X	
ROGERS	NATHAN BECKNELL BOB CRAFTON JOHN McCURDY	X X X	TIM CONKLIN
SILOAM SPRINGS	PHILLIP PATTERSON	X	
SPRINGDALE	DOUG SPROUSE PATSY CHRISTIE JIM ULMER	X X X	
SPRINGTOWN	PRESTON BARRETT		
SUPHUR SPRINGS	GREG BARBER		
TONTITOWN	PAUL COLVIN, JR		
WASHINGTON CO.	CARL GALE	X	
WEST FORK	HEITH CAUDLE		
BEAVER H2O DISTRICT	ALAN FORTENBERRY	X	RAY AVERY
RAZORBACK TRANSIT	GARY K. SMITH	X	MIKE JOHNSON
U OF A	MIKE JOHNSON	X	
MoDOT	DARIN HAMELINK		
McDONALD COUNTY	KEITH LINDQUIST		
PINEVILLE	MAYOR GREG SWEETEN		
AHTD PLANNING	JESSIE JONES	X	PAUL SIMMS
AHTD DISTRICT 4	CHAD ADAMS	X	
FHWA	AMY HEFLIN		
AR HWY COMMISSIONER	DICK TRAMMEL		

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NWARPC STAFF: Jeff Hawkins, Celia Scott-Silkwood, AICP, Tim Conklin, AICP, Cristina Scarlat, Elizabeth Bowen; Stephanie Shaw

OTHERS: Ron Wood, NWADG; Morgan Farmer, Senator Cotton's office; Kathryn Gough, Senator Boozman's office; Lorene Burns, Centerton; Josh Beam, Benton County; Sita Nanthavong and Nathan Crouch, Washington County; Colleen Briney, University of Arkansas

1. CALL TO ORDER/INTRODUCTIONS

Chair Bill Groom called the meeting to order. Introductions were made.

2. APPROVE NWARPC/POLICY COMMITTEE JANUARY 25, 2017 MEETING MINUTES

MOTION

Chair Bill Groom asked for a motion to approve the December 7, 2016 Minutes as distributed. Mike Johnson made the motion. Peter Christie provided the second. Motion passes unanimously.

3. CLEARINGHOUSE REVIEWS/ADMINISTRATIVE MATTERS

Jeff Hawkins gave the following report:

- Clearinghouse Reviews – The 32 Federal-Aid applications received in April have been reviewed and approved.
- The FTA conducted a Triennial Review of the NWARPC, required by Chapter 53 of Title 49. Although not an audit, the Triennial Review is the FTA's assessment of NWARPC's compliance with federal requirements, determined by examining a sample of grant management and program implementation practices. A site visit was conducted on March 14 and 15, 2017. This was NWARPC's first such Review and staff will be addressing comments as they were delineated in the FTA's draft report, received April 12, 2017. Staff will be working with the transit agencies to provide the required subrecipient oversight without being overly burdensome.
- The FFY 2016 Audit has been completed with no adverse findings. It was sent to member governments last week. It will be sent to the state today.
- Philanthropic funding – is cost neutral to NWARPC, and allows for staff and others to attend different events. One such event is the New Urbanist Conference, being held in Seattle, WA the week of May 1-5, 2017. Tim Conklin will represent NWARPC.
- The 2017 AHTD Transportation Planning Conference was held in Fayetteville last week and over 150 people attended, with local jurisdictions well represented. Also, AHTD will soon be changing its name to Arkansas Department of Transportation (ADOT), to better align with the majority of other DOTs across the nation.
- 2017 Proposed Budget – will be mailed out next week, and voted on by the RPC/Policy Committee on May 24, 2017.

4. RESOLUTION #2017-4 – A RESOLUTION ADOPTING THE INDEPENDENT COST ESTIMATE AND COST ANALYSIS; SOLE SOURCE JUSTIFICATION; TRAVEL REGULATIONS AND EXPENSE PROCEDURES; BID PROTEST AND DEBARMENT PROCEDURES; AND CLAUSES AND CERIFICATION CHECKLIST TO BE ADDED TO THE NWARPC PROCUREMENT PROCEDURES.

Jeff Hawkins explained that the federal transit administration (FTA), as a result of the findings in the Triennial Review, has required an update to the NWARPC Procurement Procedures document. He asked Cristina Scarlat to explain further:

- NWARPC received the draft report documents for the FTA's Triennial Review.
- The Triennial Review examined 17 compliance areas –

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- Three areas were not applicable since NWARPC is not an operating grantee and only passes through Section 5339 funds to its subrecipients.
- Of the remaining 14 areas, no deficiencies were found with the FTA requirements in nine areas.
- Deficiencies were found in five areas –
 - Technical Capacity
 - Maintenance
 - Procurement
 - Charter Bus
 - Drug Free Workplace/Drug and Alcohol Program.
- NWARPC will review the draft report for accuracy and provide comments to both the reviewer and the FTA Program Manager by April 26, 2017.
- A final report that incorporates NWARPC comments will be provided to NWAPRC by May 16, 2017.
- It is the intention of staff to correct as many deficiencies as possible before the issuance of the final report, thus resulting in as few deficiencies as possible in the final report.
- Any remaining deficiencies must be corrected by September 18, 2017, with the exception of one deficiency in the Technical Capacity review area which must be corrected by July 30, 2017.
- Resolution #2017-4 will rectify a deficiency in the Procurement review area by including, among other items, a written protest procedure, an independent cost estimate, and lobbying certifications.

MOTION

Chair Bill Groom asked for a motion to approve Resolution #2017-4 adopting the Independent Cost Estimate and Cost Analysis; Sole Source Justification; Travel Regulations and Expense Procedures; Bid Protest and Debarment Procedures; and Clauses and Certification Checklist to be added to the NWARPC Procurement Procedures. Sonny Hudson made the motion. Phillip Patterson provided the second. Motion passes unanimously.

5. DISCUSSION OF TRANSIT ASSET MANAGEMENT (TAM) PLAN AND SAFETY PERFORMANCE MEASURES PERTAINING TO ORT AND RAZORBACK TRANSIT AND APPROVAL OF RESOLUTION #2017-5 – AUTHORIZING PARTICIPATION IN ARKANSAS’ STATEWIDE TRANSIT ASSET MANAGEMENT (TAM) PLAN AND CONCURRING IN PERFORMANCE TARGETS APPLICABLE TO NWA TRANSIT PROVIDERS

Tim Conklin reported on the Transit Asset Management (TAM) Plan:

- Both transit agencies, Razorback Transit and Ozark Regional Transit, have recently chosen to become part of the State’s TAM Plan.
- The purpose of the TAM is to help achieve and maintain a state of good repair (SGR) for the nation’s public transportation assets.
- TAM plan elements include
 - 1) Inventory of Capital Assets
 - 2) Condition Assessment
 - 3) Decision Support Tools
 - 4) Investment Prioritization
- TAM Plan responsibility
 - Tier I providers must develop and carry out their own TAM Plans.
 - Tier I – This Section 5307 recipient must develop their own TAM Plan with their specific targets:

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- Rock Region Metro
- Tier II providers may develop their own plans or participate in a Group Plan, which is generally compiled by the state DOT.
 - Tier II – These Section 5307 recipients decided to join the State Plan:
 - Fort Smith (Ft Smith Transit)
 - Hot Springs (Hot Springs Intracity Transit)
 - Jonesboro (Jonesboro Economical Transportation)
 - Pine Bluff (Pine Bluff Transit)
 - NWA region (Ozark Regional Transit)
 - University of Arkansas in Fayetteville (Razorback Transit)
 - Texarkana (Texarkana Urban Transit District, or T-Line)
 - Tier II – These Section 5311 recipients decided to join the State Plan:
 - Black River Area Development Transit
 - Central Arkansas Development Council (South Central Arkansas Transit)
 - Eureka Springs (Eureka Springs Transit)
 - Mid-Delta Transit
 - North Arkansas Transportation Service
 - North East Arkansas Transportation
 - Ozark Regional Transit
 - Southeast Arkansas Transit
 - Western Transit System
- No Section 5310 recipients are required to have a TAM since they are all closed service.

Based on data provided, the initial targets established for the State TAM plan are as follows:

Equipment	Inventory/Class	Percent (%) met or exceeded FTA ULB (unknown at this time)	State TAM Plan initial TARGETS (% met or exceeded FTA ULB Benchmarks)
Non-revenue support-service and maintenance vehicles (exceeding \$50,000 at purchase)	Not much data in this asset class. I recommend we identify a target of 20% within the FTA ULB		
Rolling Stock* Revenue vehicles by mode	VN, AO, MV, SV (8 year ULB) CU, MB (10 year ULB) BU, RT, BR, Other rubber tire vehicles (14 year ULB)	Less than 20% for all targets	20% 20% 20%
Infrastructure Only rail fixed-guideway, track, signals and systems	Not Applicable	Not Applicable	Not Applicable
Facilities Maintenance and administrative facilities; and passenger stations (buildings) and parking facilities	Condition rating below a 3.0 based on FTA TERM Scale	Limited inventory (on-going collection)	20% with condition rating below 3.0 on FTA TERM Scale

*Note: Any Rolling Stock that meets or exceeds ULB will be replaced within one (1) year contingent on Federal, State and Local funding.

**ULB=Useful Life Benchmark – the expected lifecycle of a capital asset for a particular Transit Provider’s operation environment, or the acceptable period of use in service for a particular Transit

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Provider's operation environment.

- The RPC/Policy Committee is being asked to approve Resolution #2017-5 to establish a system to monitor and manage public transportation assets to improve safety and increase reliability and performance and to establish performance measures through a TAM.

MOTION

Chair Bill Groom asked for a motion to approve Resolution #2017-5 Authorizing Participation in Arkansas' Statewide Transit Asset Management (Tam) Plan and Concurring in Performance Targets Applicable to NWA Transit Providers. Patsy Christie made the motion. Chris Keeney provided the second. Motion passes unanimously.

Stephanie Shaw gave a presentation on Safety Performance Measures:

- The Federal Highway Administration defines Transportation Performance Management (TPM) as a strategic approach which uses system information to make investment and policy decisions to achieve national performance goals.
- TPM
 - Allows decision makers the ability to see consequences of investment decisions across transportation assets and/or modes.
 - Ensures targets and measures are developed based on data, objective information, and in a cooperative partnership.
- MAP-21 created a performance-based and multimodal program to address challenges in the US transportation system including
 - safety,
 - maintaining infrastructure,
 - reducing traffic congestion,
 - improving efficiency of the system and freight movement,
 - protecting the environment, and
 - reducing delays in project delivery.
- TPMs provide a framework for evaluating trends, prioritizing needs, and aligning resources for optimizing system performance in a collaborative manner.
- The TPM Functional Areas are
 - Safety (State DOT and MPOs)
 - Planning (State DOT and MPOs)
 - Transit (Transit Agency, State DOT, MPO)
 - Asset Management (State DOT)
 - Freight (State DOT)
- Five Safety Performance Measures have been established
 - Number of Fatalities
 - Rate of Fatalities per 100 million vehicle miles travels (VMT)
 - Number of Serious Injuries
 - Rate of Serious Injuries per 100 million VMT
 - Number of Non-Motorized Fatalities and Serious Injuries
- Types of Target Setting
 - Long-term vision
 - Evidence-based
 - Promotes accountability for specific planning efforts.
 - Supports considerations of investment tradeoffs across different program areas.
 - Is based on data and research.

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- Performance Measure Target Setting can help determine how to spend limited resources.
- Reporting and Coordination.
- Safety targets for the first three Performance Measures (# of Fatalities, # of Serious Injuries, and Rate of Fatalities) must be the same in the Highway Safety Plan (HSP) which is developed by the State Police and the Highway Safety Improvement Plan (HSIP) which is developed by the State DOT.
- HSP is Due July 1, 2017.
- HSIP is Due August 31, 2017.
- MPO targets vs State Targets
 - MPOs have 180 days after the state due-date to report whether they intend to support the state targets or create their own.
 - Bi-state MPOs must choose to accept or create their own target for each performance measure, for each state.
 - If an MPO chooses to set its own target, it must do so for the entire Metropolitan Planning Area (MPA) boundary.
- Significant Progress
 - States are required to make significant progress toward their safety targets.
 - This means they must meet their targets or do better than their baseline for 4 out of the 5 Performance Measure targets.
 - Baseline (BL) = the average of the last 5 years; so, the 2018 BL = 2011 + 2012+ 2013+ 2014 + 2015 ÷ 5
 - There are consequences for a State DOT if it does not make significant progress toward its goals.
- Further discussions will be held with the TAC and the RPC/Policy Committee before the MPO due date.

6. TRANSIT DEVELOPMENT PLAN (TDP) DISCUSSION

Tim Conklin explained:

- University of Arkansas' Transportation Plan has been completed and Fayetteville's plan will be completed this summer. Both plans are being done by Nelson Nygaard.
- 90% of all transit trips are in the Fayetteville/U of A area.
- The Transit Development Plan has been delayed until both these plans are completed, in order for the consultant (whomever is chosen) to have access to the information contained in these plans and to avoid duplication of effort in data collection.
- It is hoped that the TDP process will begin again in summer 2017.

7. STBGP-A AND TAP PROJECTS

• FFY 2016 AND FFY 2017 PROJECT UPDATE

Tim Conklin reported:

- There is uncertainty for funding for the existing fiscal year budget since the Congress has not approved the budget to date. Most likely the level of funding will be the same for 2017 as it was in 2016.

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➤ **ESTIMATED AVAILABLE FUNDING – FAST ACT:**
(Subject to Apportionment and Obligation Authority)

	FFY 2016	FFY 2017	FFY 2018
Transportation Alternative Program	\$ 490,435	\$ 490,435	\$ 490,435
Surface Transportation Block Grant Program – A	\$7,195,392	\$7,469,650	\$7,469,650

Federal Fiscal Year (Oct. 1st - Sept. 30th)

Note: STBGP-A and TAP programs are reimbursable programs as outlined in the required agreement that is entered into between the local jurisdiction and AHTD.

● **CURRENT STBGP-A AND TAP PROJECTS:**

The following tables summarize the Federal Fiscal Year 2017 STBGP-A (formerly called STP-A) projects and the Federal Fiscal Year 2016 and 2017 TAP projects.

FFY 2017 STP-A	Location	Project Type	STP-A	Match	Total	Project Cost (All Phases,		Rank
						Federal,	Total Points	
Bentonville	US 71B (N. Walton Blvd.) and 12th St. Intersection	Construction (Left-turn lanes on 12th St./Tiger Blvd.)	\$500,000	\$125,000	\$625,000	\$1,390,000	167	1 ⁽¹⁾
Bentonville	SW I St. and Hwy. 102 Intersection	Construction (Right-turn lane southbound on SW I St.)	\$1,000,000	\$250,000	\$1,250,000	\$1,375,000	159	2
Fayetteville	Ripple Road (Starry Night View to Mt. Comfort)	Construction (New location)	\$2,488,000	\$622,000	\$3,110,000	\$5,610,000	152	3 ⁽²⁾
Fayetteville	Sain Street Ext. (N. Front St. to Vantage Blvd.)	ROW and Utilities (Extension)	\$160,000	\$40,000	\$200,000	\$2,800,000	149	4
Lowell	S. Dixieland Road Ext. (S. of Hwy. 264 to Apple Blossom)	ROW and Utilities, Const. (Extension)	\$800,000	\$200,000	\$1,000,000	\$5,400,000	144	5
Centerton	Hwy 102B/Seba Rd. Intersection Improvements	ROW, utilities and construction (North and southbound left-turn lane and traffic signal)	\$640,000	\$160,000	\$800,000	\$900,000	140	6
Farmington	Hwy 170 (Hwy. 62 to Clyde Carnes Road)	ROW	\$600,000	\$150,000	\$750,000	\$9,700,000	137	7
Bella Vista	Mercy Way	Design and Env. (Widening to 4 lanes with turn lane)	\$256,000	\$64,000	\$320,000	\$3,499,760	136	8
Razorback Transit and ORT ⁽⁴⁾	Rolling Stock for Public Transit Operations	New Buses (Razorback and ORT)	\$200,000	\$50,000	\$250,000	\$1,410,000	107	9 ⁽³⁾
		Total	\$6,644,000	\$1,661,000	\$8,305,000			

1. Note: Reduced FFY 2017 amount to \$500K

2. Note: Reduced FFY 2017 amount by \$1M

3. Note: Reduced amount to \$200K

4. Note: Estimated Balance

FFY 2016 TAP	Location	Project Type	TAP	Match	Total	Total Points	Rank
Rogers	Razorback Greenway New Hope Bridge	New bike & pedestrian bridge	\$225,000	\$1,025,000	\$1,250,000	187	1
Springdale	Dean's Trail Phase I	12' Shared Use Trail	\$255,199	\$1,475,855	\$1,731,054	171	2
		Total	\$480,199	\$2,500,855	\$2,981,054		

FFY 2017 TAP	Location	Project Type	TAP	Match	Total	Total Points	Rank
Bella Vista	Riordan Road Trailhead	Trailhead	\$236,682	\$59,171	\$295,853	151	1
Cave Springs	Cave Springs Trail	12' Shared Use Trail	\$243,517	\$488,933	\$732,450	139	2
		Total	\$480,199	\$548,104	\$1,028,303		

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- On the TAP projects, since the Cave Springs City Council decided not to approve the construction of the Cave Springs trail, the funds (approximately \$243,000) from this project need to be allocated to a ready-to-go TAP project in the region. There is no fall back plan at the moment so discussions need to happen in the future in general for the fall back projects, and in particular for this amount, so the funding is not returned.
- Discussion:
 - There are a few options and ideas such as the War Eagle Bridge, Dean's Trail, Trials at the U of A Research Park, and Fayetteville's Safe Routes to School Clabber Creek trail.
 - Will receive a recommendation from the TAC; as well as being vetted by AHTD.
 - Critical that a jurisdiction has matching funds available.
- **FFY 2018 STBGP-A and TAP COMMITTEE REPORT**

Elizabeth Bowen presented the FFY 2018 Project Applications for STBGP-A and TAP and highlighted the changes from the previous documents. The assumption is that the same amounts of money will be available for FY 2018.

 - Funding – \$490K for TAP and \$7.5M for STBGP-A for FFY 2018 (beginning Oct 2017)
These programs:
 - Require a 20/80% Match
 - Are reimbursable programs
 - Are for construction-only projects
 - A Resolution is required by City Council
 - The obligation deadline is September 30, 2018
 - A project Selection Committee was formed in January 2017 and recommended the following deadlines:
 - Revising Application/Process (Feb – Mar 2017)
 - Application and Process to TAC (Apr 20, 2017)
 - Application and Process to RPC (Apr 26, 2017)
 - Call for Projects (May 15-Jun 30, 2017)
 - Project Application Deadline (Jun 30, 2017 @ 4:00 pm)
 - Project Applications Distribution to Committee (Jul 3-7, 2017)
 - Project Sponsor Presentation to TAC (Jul 20, 2017)
 - Project Site Visits and Scoring (July 24-28, 2017)
 - Project Recommendation to TAC (Aug 17, 2017)
 - Project Recommendation to RPC (Aug 23, 2017)

Discussion:

- It is important that there is a certainty that once in the system a jurisdiction will get the funding to continue the project.
- Many of the projects are still in the queue and the funding probably will not run out, but this may need to be discussed in the future.
- Believe that existing projects should take priority over new.
- Tim Conklin said that he would reach out and identify where all cities are in their projects and when they anticipate they will need more funding to continue these projects.

MOTION

Chair Bill Groom asked for a motion to approve the FFY 2018 STBGP-A and TAP Project Application and Schedule. Patsy Christie made the motion. Mike Johnson provided the second. Motion passes unanimously.

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8. CURRENT (2017) PROJECTS UPDATE

Elizabeth Bowen reported:

- Active Transportation Committee – Continues to meet every other month.
- Bicycle and Pedestrian Master Plan
 - Avoca is in the process of approving the plan.
 - Meeting with Pineville about trail planning and the extension of the Razorback Regional Greenway.
- Razorback Regional Greenway – Working on 1 year warranty items in Springdale.
- Wayfinding Sign Project #2 Update
 - Fabricated signs installed Jan 30 – Feb 7, 2017.
 - Fabricated large/medium kiosks are being installed this week; a punch list of items is scheduled for mid-May 2017.R
- Planimetric Project – Eight respondents to a Solicitation of Interest; in the process of creating a RFP.
- Section Corners and Photo IDs Survey Points – In the process of creating a RFP; will coordinate with the state AGIS office to take advantage of \$500 per corner restoration funds if possible.
- Heritage Trail Partners – A sign replacement project is in progress, in cooperation with AHTD, some signs will be placed on bottom of AHTD heritage trail street signs.
- NWA Open Space Plan – The first land acquisition of 160 acres will be added to Devil’s Eyebrow as soon as the funding has been approved and a contract is signed. Additionally, several easements have been donated for open space conservation and some additional projects are in the works.
- Infrastructure Inventory and Assessment – The final report will be available within the next few weeks.
- Grant Opportunities/Awards – The following grant programs are available:
 - AHTD TAP – Feb 1 – May 1, 2017
 - NWARPC STBGP-A PENDING APPROVAL by RPC/Policy Committee – May 15 – Jun 30, 2017
 - NWARPC TAP PENDING APPROVAL by RPC/Policy Committee – May 15 – Jun 30, 2017
 - 2017 Protected Bike Lane Pilot Demo Projects – BikeNWA
 - WFF Growing Green Spaces Open – June 30, 2017
 - 2018 Matching Grant – August 25, 2017 by 5:00pm (\$250,000)
 - 2018 Fun Park Grant – August 25, 2017 by 5:00pm (\$45,000) (10 grants available)

9. OTHER BUSINESS

- The AHTD Transportation Planning Conference in Fayetteville, which took place April 18-19, 2017 was very successful. Celia Scott-Silkwood said that any RPC/Policy Committee member that wanted to be reimbursed for the registration should speak to her.
- There will be a ribbon cutting celebration for the completion of the Bella Vista Bypass on May 10, 2017 at 11:00 AM at a to-be-determined location on the bypass. Everyone is encouraged to attend.
- TAC MEETING – THURSDAY, MAY 18, 2017, AT 10:30 AM
- RPC/POLICY COMMITTEE MEETING – WEDNESDAY, MAY 24, 2017 AT 1:30 PM

10. ADJOURN

A motion was made and seconded to adjourn the meeting. Motion passes.