

**MINUTES OF THE NORTHWEST ARKANSAS REGIONAL PLANNING COMMISSION/POLICY COMMITTEE
MAY 25, 2016//APPROVED AUGUST 24, 2016**

ENTITY	MEMBER	ATTENDING	PROXY
AVOCA	DIANE BOWEN		
BELLA VISTA	PETER CHRISTIE	X	
BENTON COUNTY	JOHN SUDDUTH JAY FRASIER	X	DEAN KLINGMAN
BENTONVILLE	SHELLI KERR	X	
BETHEL HEIGHTS	CYNTHIA BLACK	X	
CAVE SPRINGS	TRAVIS LEE		
CENTERTON	BILL EDWARDS		
DECATUR	BOB THARP JAMES BOSTON		
ELKINS	BRUCE LEDFORD		
ELM SPRINGS	HAROLD DOUTHIT	X	MIRANDA TAYLOR
FARMINGTON	MELISSA McCARVILLE	X	
FAYETTEVILLE	JEREMY PATE	X	
GARFIELD	GARY L BLACKBURN		
GATEWAY	FRANK HACKLER JR.		
GENTRY	KEVIN JOHNSTON		
GOSHEN	JOE BENSON		
GRAVETTE	KURT MADDOX		
GREENLAND	BILL GROOM	X	
HIGHFILL	CASSIE ELLIOT		
HINDSVILLE	MAYOR X DOTSON		
HUNTSVILLE	MAYOR DARRELL TRAHAN		
JOHNSON	CHRIS KEENEY		
LINCOLN	ROB HULSE		
LITTLE FLOCK	BUDDY BLUE		
LOWELL	ELDON LONG (CHAIR)	X	
PEA RIDGE	JACKIE CRABTREE		
PRAIRIE GROVE	SONNY HUDSON	X	
ROGERS	STEVE GLASS BOB CRAFTON	X X	
SILOAM SPRINGS	BEN RHOADS	X	
SPRINGDALE	DOUG SPROUSE PATSY CHRISTIE	X X	
SPRINGTOWN	PRESTON BARRETT		
SUPHUR SPRINGS	GREG BARBER		
TONTITOWN	PAUL COLVIN, JR		
WASHINGTON CO.	JULIET RICHEY	X	
WEST FORK	CHARLIE ROSSETTI		
BEAVER H2O DISTRICT	ALAN FORTENBERRY	X	RAY AVERY
RAZORBACK TRANSIT	GARY K. SMITH	X	
U OF A	MIKE JOHNSON	X	
MoDOT	FRANK MILLER		
McDONALD COUNTY	KEITH LINDQUIST		
PINEVILLE	MAYOR GREG SWEETEN		
AHTD PLANNING	JESSIE JONES	X	ANDY BREWER
AHTD TRANSIT			
AHTD DISTRICT 4	CHAD ADAMS	X	
FHWA	AMY HEFLIN		
AR HWY COMMISSIONER	DICK TRAMMEL		

NWARPC STAFF: Jeff Hawkins, Celia Scott-Silkwood, AICP, Donna Lange, Tim Conklin, AICP, Elizabeth Bowen

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OTHERS: Darin Hamelink, MoDOT; Ron Wood, NWADG; Kathryn Gough, Senator Boozman's office; Bob Caulk, Beaver Water Authority; Phillip Patterson, Siloam Springs; Betty Evans; Rob Smith, NWA Council; Jami Lockhart, AR Archeological Survey;

1. CALL TO ORDER/INTRODUCTIONS

Chair Eldon Long called the meeting to order.

2. APPROVE NWARPC/POLICY COMMITTEE MARCH 23, 2016 MEETING MINUTES

MOTION

Chair Long asked for a motion to approve the March 23, 2016 Minutes as distributed. Mike Johnson made the motion. Bill Groom provided the second. Motion passes unanimously.

3. CLEARINGHOUSE REVIEWS/ADMINISTRATIVE MATTERS

- CLEARINGHOUSE REVIEWS: Jeff Hawkins stated that each member was emailed the list of grant applications for their review and comment. There were no comments or questions.

4. MoDOT – UPDATE ON STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) AND FUNDING

Darin Hamelink, Area Engineer, Southwest District, out lined the MoDOT 2017-2020 STIP:

- The STIP will be approved in July 2016.
- \$20M has been set aside in 2020 toward construction of the Missouri portion (5 miles) of the Bella Vista Bypass (AR 549). The preliminary design is complete; however, \$3M is needed to refresh the Environmental Impact Statement. All the right-of-way has been acquired for the project. Another \$30M will be needed to complete the project.
- Arkansas has pledged to meet Missouri at the state line with 4 lanes.
- Spending on new construction is not being considered at this time due to the lack of funding.
- In 2014 Missouri voters defeated a proposed amendment that would have provided new highway funding and highway officials redirected I-49 (BV Bypass) funding to other state projects.

Jeff Hawkins reminded the group that the Arkansas Highway Commission suggested working with MoDOT to jointly submit a "FAST Lane Grant" to FHWA. The funding received from the grant would go toward completion of I-49 in Missouri to tie into the Bella Vista Bypass at the state line. AHTD offered to partner with MoDOT and let them use the money Arkansas has already spent for the grant match. Currently there is \$50M in the AR STIP to complete Arkansas' portion of the highway. While MoDOT was amenable to this approach, it was not ready to proceed this year.

5. FY 2015 AUDIT ACCEPTANCE

Jeff Hawkins reported:

- The audit was mailed several weeks ago to Commission members' chief elected official.
- Members received a copy of the audit in their meeting packet.
- The audit was complicated a bit due to several grants being administered during the year (see Notes to Financial Statements on pages 12 and 13).
- There was No Adverse Finding in the audit.
- In the future AHTD will be getting more involved in the financial affairs of NWARPC, and this audit shows that the Commission has a Low Risk rating.

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MOTION

Chair Long asked for a motion to accept the FY 2015 Audit as presented. Bill Groom made the motion, with Sonny Hudson providing the second. Motion passes unanimously.

6. FY 2017 UNIFIED PLANNING WORK PROGRAM (UPWP)

The Draft FY 2017 UPWP was approved to go to public comment at the TAC April 21, 2016 meeting. A legal notice was published in the NWA Democrat-Gazette on April 14, 2016 announcing the public comment period as well as TAC and RPC/Policy Committee meeting information. An Ad containing the same information was published (in Spanish) in the La Prensa Libre on April 14, 2016. Additionally, public notice was posted on the NWARPC web site in English and Spanish. A public comment period was held from April 22, 2016 through May 6, 2016. No public comment was received. Staff developed the Draft with assistance from AHTD and MoDOT. The TAC met on May 19, 2016 and voted to recommend approval of the FY 2017 UPWP to the RPC/Policy Committee.

Tim Conklin highlighted the Draft 2017 UPWP:

- The UPWP sets out the work program for the MPO from July 1, 2016 through September 30, 2017.
- The STIP and TIP will be updated annually.
- FAST Act added two Planning Factors, which are in turn shown in the Draft.
- The Activities (previously called Work Tasks) are listed as follows:
 - 44.21 (T-5) Program Support and Administration
 - 44.22 (T-1) General Development and Comprehensive Planning
 - Collection and analysis of data on performance targets and measures in coordination with ORT and Razorback Transit.
 - 44.23 (T-3) Long-Range Transportation Planning
 - Continue to monitor Performance Measures and Targets as identified in the MTP.
 - 44.24 (T-2) Short-Range Transportation Planning
 - 44.25 (T-4) Transportation Improvement Program
 - Update the 2011 Transit Development Plan for the region; Establish region-wide transit oriented development (TOD) best practices; Assist in development of transit performance measures and coordinate with transit agencies and AHTD to measure the system’s connectivity to essential services.
- Funding:

2017 UPWP Multiple Source Financial Summary	Federal	Local Match	Total
PL Funds (Arkansas)	\$630,985	\$157,746	\$788,731
STBGP-A Funds	\$200,000	\$50,000	\$250,000
FTA 5307	\$100,000	\$25,000	\$125,000
PL Funds (Missouri)	\$5,000	\$1,250	\$6,250
	\$935,985	\$233,996	\$1,169,981

Tim Conklin added that FY 2017 will see the Travel Demand Model used for incorporating bicycle and pedestrian planning in the Missouri portion of the MPA.

MOTION

Chair Long asked for a motion to approve the FY 2017 UPWP as presented. Jeremy Pate made the motion, with Doug Sprouse providing the second. Motion passes unanimously.

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7. FY 2017 PROPOSED BUDGET

Jeff Hawkins said:

- The proposed budget was sent to members in their meeting packet.
- The proposed budget for FY 2017 is about ½ of what it was last year, since the Razorback Regional Greenway project is complete and that grant funding has been used, except for a small amount left over that is being used as funding for the wayfinding sign project.
- Other projects that were completed include the NWA Regional Bicycle and Pedestrian Master Plan, the NWA Open Space Plan, and the NWA 2040 Metropolitan Transportation Plan. Additionally, the Cave Springs Area Karst Resource Conservation Study will wrap up in July 2016.
- \$15,000 (\$12,000 federal + \$3,000 local) is shown as being used for final upgrading of the travel demand model and technical assistance.
- FHWA TCSP funding for Sanders Trailhead is shown.
- Administration and disbursement of funds are included as part of the proposed budget, such as the Stormwater Education Program and Intergovernmental Working Group.
- Sources of revenue:
 - PL AR – increase over last year
 - PL MO – increase over last year
 - AR AF&A – decrease off 25%
 - NWA Infrastructure Project (NWA Council) is new
 - GIS System Project (WFF) continuing from last year
 - STP-A (STBGP-A) and TAP – the same; however, does not actually flow into RPC – goes through AHTD
- Salaries – continue to work to increase salaries to market range; 3% overall increase split over all employees.
- Fringe benefits – 10% Commission match – include 8% health insurance cost increase.
- Membership fees are unchanged.

MOTION

Chair Long asked for a motion to approve the Amended FY 2016 Budget and the FY 2017 Provisional Budget as presented, with slight adjustments to the Amended FY 2016 Budget. Doug Sprouse made the motion, with Bill Groom providing the second. Motion passes unanimously.

8. NWARPC PROJECT UPDATES

Tim Conklin reported on the CAVE SPRINGS AREA KARST RESOURCE CONSERVATION STUDY:

- A drainage/BMP ordinance was introduced to the Lowell City Council May 17, 2016.
- Once Lowell adopts this ordinance Cave Springs is interested in reviewing and possibly adopting a similar ordinance.
- Rogers approved the BMP addition to their drainage manual last year.
- Springdale is considering an overlay district to handle the BMPs in small area that is affected by the recharge area.
- Crafton Tull is still under contract, but wrapping things up.

Elizabeth Bowen reported:

NWA REGIONAL BICYCLE AND PEDESTRIAN MASTER PLAN

- Fayetteville was awarded the Silver Level Bicycle Friendly Community Award, becoming the only city in the state to achieve the silver level.
- The state Transportation Alternatives Program grant applications (through AHTD) are due on June 1, 2016.
- The AHTD *Arkansas Recreation Trails Program (RTP)* grant applications are due June 1, 2016.

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- The *Blue and You* grant application is due in July for \$150,000.
- The Outdoor Recreation Grants Program *Matching Grant* and *FUN Grant* applications are due August 26, 2016 and the *Trails for Life* application is due October 28, 2016.
- Staff and the Walton Family Foundation are continuing to coordinate efforts to hold a 5 Es Workshop in September/October 2016.
- The NWA Active Transportation Committee has been discussing the need to standardize trail crossings, signage, policies, etc. A subcommittee has been formed to begin in-depth discussions regarding trail crossings and signage. A meeting was held on May 11 and another on May 19, 2016. The object is to develop a regional standard for cross-sections for commercial and residential driveway crossing and signage.

RAZORBACK REGIONAL GREENWAY MILE MARKERS AND WAYFINDING SIGNS

- 30 markers have been repainted and relabeled.
- The markers were ready for the Square2Square event.
- The project is close to being complete; one city needs to conduct a final inspection of the markers in their jurisdiction.
- There is about \$280,000 to repurpose from a Walton Family Foundation grant to go toward the wayfinding signage project. These are directional signs posted on the Razorback Regional Greenway. A contract has been drawn up to be signed next week to allow the signs to be manufactured and placed.

MOTION

Chair Long asked for a motion to ratify the selection of Marking Systems and Signs, Etc. as the vendors for the Razorback Regional Greenway Wayfinding Sign Project #2 and authorize the Executive Director to sign the contracts and any subsequent documents to satisfy the requirements of the grant. Steve Glass made the motion, with Jeremy Pate providing the second. Motion passes unanimously.

INFRASTRUCTURE INVENTORY AND ASSESSMENT

- NWARPC is a sub-grantee of the Northwest Arkansas Council and will be managing the Walton Family Foundation-funded project.
- A contract has been negotiated with Burns and McDonnell.
- Stephen Beam has met with water, gas and sewer representatives.
- Solid waste departments as well as other city departments have been contacted for infrastructure information.
- The finished report is due at the end of 2016.
- A data sharing agreement is available if jurisdictions should need one.

NWA REGIONAL GIS PROJECT

- AOS has installed the hardware and is in the process of setting up the network.
- Enterprise GIS software should be ready to be installed.
- Two interactive maps will be completed by the end of July 2016.
- The NWARPC website will be updated to include the GIS component.
 - 3 vendors responded to the Statement of Qualifications notification; Request for Proposals are due June 1, 2016; vendors include Richland Group, WhyteSpyder, and Blue Zoo Creative.

MOTION

Chair Long asked for a motion to authorize the selection of a vendor for the NWARPC website development and authorize the Executive Director to sign the contracts and any subsequent documents to satisfy the requirements of the project. Doug Sprouse made the motion, with Peter Christie providing the second. Motion passes.

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LiDAR

- Washington County received LiDAR data last year; Benton County data will be delivered by October 2016.
- Many of the local jurisdictions have requested that contours be developed from the LiDAR data.
- A Statement of Qualifications was issued; 2 vendors responded; an RFP is being developed for the contour development.

9. 2015 ANNUAL REPORT

The NWARPC Annual Report covering calendar year 2015 was distributed. This publication highlights activities undertaken by NWARPC throughout the past year. Additional hard copies are available upon request.

10. NWA OPEN SPACE PLAN

- The NWA Open Space Plan was approved by the RPC/Policy Committee at their January 27, 2016 meeting. There are several implementation items that need to be addressed now that it is adopted: 1) set-up a steering committee; 2) continue outreach and education; and 3) consult with the Trust for Public Lands or similar organization.
- The first committee meeting (as suggested in the Plan) was held March 11, 2016. 29 members are currently on the committee, with representatives from local cities, quorum courts, federal and state agencies, among others.
- 5 subcommittees were created – Framework, Education and Outreach, Project Selection, Landowner, Outreach and Funding.
- **Will Abberger, from the Trust for Public Lands**, spoke (via telephone and web presentation) about open space funding:
 - TPL assists local and state governments in researching, designing, passing, and implementing ballot measures and legislation to dedicate new public funds for parks and land conservation.
 - TPL can help create a statement of needs, analyze the options for creating public funding for parks, manage public opinion surveys, measure design for ballot and legislative measures, help manage campaigns to win approval of ballot and legislative measures, and provide models and recommendations to guide in developing accountable and effective parkland acquisition programs.
 - Using TPL services –
 - Feasibility report - \$5,000 to \$50,000
 - Public opinion surveys - \$20,000 to \$25,000
 - Report, survey and measure design - \$40,000
 - Costs can be covered by government consulting contracts, local philanthropy, and national grants.

11. OTHER BUSINESS – There was no other business.

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