



TRI-COUNTY REGIONAL PLANNING COMMISSION

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PEORIA, IL 61602

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www.tricountyrpc.org

Ways & Means Committee: 8:30 a.m., April 5, 2023

Full Commission/Executive Board (in lieu of Lack of Quorum): 9:00 a.m., April 5, 2023

Please join my meeting from your computer, tablet, or smartphone.

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MINUTES

1. Call to Order, Welcome, Recognition of Audience

Chairman Don White called the meeting to order at 9:00 am

2. Roll Call

Commissioner	P	A	Commissioner	P	A
Mike Hughes Chillicothe	x		Leon Ricca Bartonville		x
Rita Ali City of Peoria		x	Nate Parrott Morton	x	
Patrick Urich City of Peoria		x	Autum Jones Woodford Co	x	
Rick Powers City of Peoria	x		Chuck Nagel, Woodford Co.	x	
Ron Talbot Creve Coeur	x		Andrew Rand, Peoria Co.		x
John Kahl East Peoria.	x		Don White Peoria Co.	x	
Ann Doubet, Germantown Hills	x		Russ Crawford Tazewell Co.	x	
Mike Phelan, Peoria Heights		x	Greg Menold, Tazewell Co.	x	
Becky Cloyd, City of Pekin.		x	Don Knox CityLink	x	
Gary Manier, Washington	x		Karen Dvorsky, IDOT	x	
James Dillon West Peoria	x				

Present: Eric Miller, Debbie Ulrich, Michael Bruner, Rebecca Eisele, Ray Lees, Logan Chapman, Debbi LaRue, and Gabriel Guevara. Staff virtual: Britney West, and Anthony Baumann. Also virtual: Betsy Tracy- FHWA. and Mike Huddleson. Also present: Brandon Geber- IDOT, and Camille Coates

3. Public Input-none

4. Motion to approve March 1, 2023, Commission minutes.

Ron Talbot moved to approve March 1, 2023, Commission minutes and John Kahl seconded. Motion carried.

5. Chairman report

Chairman Don White updated the Executive Order expires on April 29, 2023. You need to be in person to count as quorum.

6. Executive Director report

Eric Miller updated on the following:

- Introduced Debbi La Rue as new Planner III. She used to be employed at Farnsworth.
- Processing procurement for various studies
- Working on Port Master Plan, and Community Comp Plans
- Reviewing IMRF cost study. Increase to participants 12.69% with 5.7% employee contribution. The timeframe we are looking at is July 1st and target date is August adoption.

7. Ways and Means Report

- a. Motion to approve February 2023 Financial Statements and Billings (Resolution 23-60)

Ron Talbot moved to approve February 2023 Financial Statements and Billings (Resolution 23-60) and Chuck Nagel seconded.

Rebecca Eisele reported on the following:

- Total Operating Cash at the end of the month was \$883,853. Operating Cash decreased in February by (\$59,783) compared to January.
- Accounts Receivable at the end of February was \$169,265. Of the A/R balance, \$118,966 was federal funds, \$22,169 was State funds, and the remaining \$28,130 was Local GIS and Planning Services, and matching funds for the Kickapoo Creek Watershed Study.
- Total AR in February increased compared to January. However, AR decreased by (\$39,113) compared to the same period last year. Both the monthly increase and the annual decrease are due to normal variance in billing.
- Accounts Payable balance at the end of February was \$67,830. Of that amount, \$58,951 was unpaid pass-through expenses as of the end of February. The remaining \$8,879 in Accounts Payable at the end of the month was for regular monthly bills unpaid on the last day of the month.
- Billing for February was \$132,061 minus direct pass-through expenses of (\$64,649) resulting in Operating Revenue of \$67,412.
- Total Expenses for February were \$138,962 minus direct pass-through expenses of (\$64,649) resulting in Operating Expenses of \$74,313.
- February had 19 regular working days, 1 paid holiday, and 67.5 hours of PTO were used by staff.
- February resulted in a deficit of (\$6,901). Fiscal Year 2023 so far has a net surplus of \$182,114.

Motion carried.

- b. Motion to approve Executive Director to enter into an Accounting Software-As-A-Service agreement with INTUIT Quickbooks for an amount not to exceed \$2,000 (Resolution 23-66)

John Kahl moved to approve Executive Director to enter into an Accounting Software-As-A-Service agreement with INTUIT Quickbooks for an amount not to exceed \$2,000 (Resolution 23-66) and Nate Parrott seconded.

Rebecca Eisele said our Quickbooks needs to be updated.

Motion carried.

8. Transportation

a. Motion to approve Transportation Program Amendments (Resolution 23-62)

- i. Project CL-24-04 Diesel Buses
- ii. Project CL-24-08 Refurbish 35 Diesel Buses
- iii. CL-24-09 New Farebox/Validators System
- iv. CL-24-10 A & E Services

James Dillon moved to approve Transportation Program Amendments (Resolution 23-62) and Autum Jones seconded.

Michael Bruner updated on the following:

- i. Project CL-24-04 Diesel Buses
 - (1) Adding additional funding
 - a. FTA 5307 funding- Total of \$6 million with \$5,200,000 of additional funds and
 - b. Transit Transportation Development Credit (TDC) funding \$1.5 million.
 - (2) GPMTD has 20 buses that have reached their useful life.
 - (3) Looking to replace 9 to 10 of the 20 buses with this funding.
- ii. Project CL-24-08 Refurbish 35 Diesel Buses
 - (1) Adding to the FY 2024 Program
 - (2) Looking to refurbish the remaining 10 buses that have reached their useful life with \$2.7 million.
- iii. CL-24-09 New Farebox/Validators System
 - (1) Adding to the FY 2024 Program
 - (2) The project is upgrading CityLink, CityLift, and CountyLink buses with new validator systems that allow riders to use multiple methods for paying fares.
- iv. CL-24-10 A & E Services
 - (1) Adding to the FY 2024 Program
 - (2) The funding is for extending the Construction oversight and administration due to delays with new maintenance and administrative facilities.

Motion carried.

b. Motion to approve Transit Asset Management Performance Measure (Resolution 23-63)

Ron Talbot moved to approve Transit Asset Management Performance Measure (Resolution 23-63) and John Kahl seconded.

Michael Bruner updated on the following:

- i. The National Transit Asset Management System requires all agencies that receive federal financial assistance that own, operate, or manage capital assets used in the provision of public transportation to create a Transit Asset Management (TAM) Plan.
- ii. Agencies can meet this requirement either through an individual or Group TAM Plan.
- iii. IDOT, the Illinois Public Transit Association (IPTA), and the Rural Transit Assistance Center (RTAC) cooperatively supported the development of the Illinois' Group TAM Plan for all Tier 2 agencies.
- iv. Tier 2 provider means a recipient that owns, operates, or manages 100 or fewer vehicles in revenue service (Rolling stock) during peak regular service across all non-rail fixed route modes or in any one non-fixed route mode, a sub-recipient under the 5311 Rural Area Formula Program, or any American Indian tribe.

- v. Historically, TCRPC has elected to support the Tier 2 Group Plan Transit Asset Management Performance Measures and other state's targets. MPO's are not assessed for significant progress made towards established targets.
- vi. We are electing to support the Tier 2 Group TAM Plan targets.
- vii. You can find the baseline data as well as projected data on page 2 & 3 of the memo.

Motion carried.

- c. Motion to approve FY2024 Unified Planning Work Program (UPWP) (Resolution 23-61) – Handout.

John Kahl moved to approve FY2024 Unified Planning Work Program (UPWP) (Resolution 23-61), and Nate Parrott seconded.

Michael Bruner updated on the following:

- i. The Unified Planning Work Program (UPWP) is one of the cores MPO planning documents that is updated annually.
- ii. It serves as the budget for the metropolitan transportation planning process and directs the day-to-day work of the MPO. The document describes all transportation planning activities with a corresponding budget Tri-County proposes to undertake during the fiscal year. (July 1 through June 30).
- iii. Staff has developed the draft FY 2024 UPWP and following the schedule listed in the memo.
 - a. Feb. 14: Draft Uniform Budget (UBT) and Programmatic Risk Assessment (PRA) submitted to IDOT.
 - b. March 15: Technical Committee recommends UPWP to the Commission for approval.
 - c. April 5: Commission approves final UPWP & staff submits document to IDOT.
 - d. July 1: IDOT accepts UPWP, work begins.

Motion carried.

John Kahl asked if this document can be amended, Mark Luft should be changed? Michael Bruner said yes.

- d. Motion to approve Section 5310 Funding (Resolution 23-64)

Ron Talbot moved to approve Section 5310 Funding (Resolution 23-64) and John Kahl seconded.

- i. Section 5310 funding is from the FTA, aimed at increasing the mobility options of seniors and people with disabilities.
- ii. Put out a call for projects that ended in February.
 - 1. \$335,187 total from 2021, 2022, CRRSA, and ARPA funding
 - (1) *Coronavirus Response & Relief Supplement Appropriations Act*
 - (2) *American Rescue Plan Act*
 - 2. TCRPC received one application- City of East Peoria
 - (1) Phase I Engineering for a pedestrian crossing at IL-116/Main Street and Mariners Way (near Jonah's Seafood House & East Port Marina).
 - (2) Currently no pedestrian signalized crossings or crosswalks here, and this is a by the intersection near Route #20 ICC Express CityLink bus stop.
 - (3) Requested \$20,000 federal and a \$5,000 local match (80/20)

Motion carried.

Eric Miller added that we need to use all these funds. Projects are for good use for transit routes. We need to make use of these funds.

- iii. Recommendation
 - 1. **Fund this product** (HSTP) Urban subcommittee was not opposed)

2. 100% federal- COVID funds allow up to 100% federal.
3. Rest of funds

(1) Pass along the expiring 2021 funds (\$114,847) to IDOT'S Consolidated Vehicle Procurement (CVP) program.

- i. Statewide competitive program that distributes accessible vehicles as part of the 5310 programs

(2) The remaining funds that will still be available for the next round are \$195,340, plus additional 2023 funds (\$165,242)

- i. \$360,582 for next time- maybe in the fall

4. TCRPC has used a combination of these methods in the past.

Motion carried.

- e. Motion to approve Executive Director to enter into an agreement with Federal Highway Administration and sub agreements with a selected consultant for Safe Streets and Roads for All grant (Resolution 23-65)

Greg Menold moved to approve Executive Director to enter into an agreement with Federal Highway Administration and sub agreements with a selected consultant for Safe Streets and Roads for All grant (Resolution 23-65) and Chuck Nagel seconded.

Michael Bruner updated on the following:

- i. The Infrastructure Investment and Jobs Act (IIJA) established the Safe Streets and Roads for All (SS4A) Discretionary Grant Program
 1. Includes \$5 billion in appropriated funds for Federal Fiscal Years 2022-2025
 2. Support the U.S. Department of Transportation's goal of zero deaths and serious injuries on our nation's roadways.
- ii. The SS4A Discretionary Grant funds are awarded on a competitive basis to support planning, infrastructure, behavioral, and operational initiatives to prevent death and serious injuries on roads and streets involving all users through:
 1. The development of updating of a Comprehensive Safety Action Plan (CSAP),
 2. Conducting supplemental planning activities for CSAP, or
 3. Implementing projects identified in a CSAP.
- iii. The Commission applied for and received \$400,000 in federal SS4A funding, with a \$100,000 non-federal cost share, for a total project cost of \$500,000 to develop a qualifying CSAP in the Tri-County region of Peoria, Tazewell, and Woodford counties.
 1. This project will position the region to pursue implementation grants through the SS4A future funding cycles, and to pursue other transportation grants, such as Highway Safety Improvement Program (HSIP).
 2. The \$100,000 non-federal cost share will utilize the Commission's FY 2024 MPO membership dues (\$233,816 pot)

Motion carried.

- f. Discussion of FY 2024-27 Transportation Improvement Program

Michael Bruner updated on the following:

- i. Tri-County typically updates the TIP on an annual basis at the beginning of each fiscal year.
- ii. Soon staff will start the process to develop the FY 2024-27 TIP
- iii. To aid in the development process, staff will be reaching out to member jurisdictions.
 1. To get an update on current FY 2023-26 TIP projects, and
 2. An idea on additional projects members expected to be funded in FY2024-27.

g. IDOT-SPR grant application.

Michael Bruner updated on the following:

- i. IDOT released a call for projects for the SPR 2024 Program on February 24, 2023
- ii. Applications are due on March 30, 2023
- iii. SPR funds are used to support planning and research activities.
- iv. Statewide Planning and Research funds are federal funds.
 1. 20% match is required to use these funds.
- v. Staff recognizes that data is fundamental to an effective and valuable regional planning process.
- vi. Staff submitted a two-part grant application.
 2. Traffic Signal Asset Management Plan
 - (1) Include an inventory of local agency-controlled traffic signals within the Tri-County Metropolitan Planning Area (MPA).
 - i. GIS database with location and attribute information, such as signal type or model, serial number, general condition, broadband connectivity, firmware version, IP address, approximate age of equipment, ADA compliance, push-button operation, etc.
 - (2) While inventorying information at each signal location, a consultant will extract timing plans from each signal box to collect AM and PM timings.
 - i. This data will be imported into the Tri-County Activity-Based Travel Demand Model
 - (3) Additionally, the consultant will utilize federal, state, and local regulatory-compliant best management practices (BMP's) to calculate appropriate pedestrian walk and clearance intervals, yellow change intervals, and all red clearance intervals.
 3. Bicycle & Pedestrian Counting Equipment
 - (1) TCRPC is preparing to update BikeConnect HOI, Tri County's regional bicycle plan.
 - (2) It is especially important to create a holistic, data-informed process in place to regularly collect data.
 - (3) In the case of this new active transportation plan, this data will take the form of pedestrian and bicycle counts. To retrieve these counts, TCRPC proposes purchasing bicycle and pedestrian counting equipment.
- vii. Announcement of successful projects is anticipated to be on or about July 1, 2023.

9. Updates

a. Transportation Alternative (TA) Set-Aside

Michael Bruner updated on the following:

- i. TCRPC opened a call for projects for the Transportation Alternative (TA) Set- Aside on February 15th.
- ii. Approximately \$1,458,565 is available from FYs 2021,2022, and 2023.
- iii. Maximum project award if \$486,188.
- iv. Applications are due Friday, March 31, 2023
- v. Submitted applications.
 1. Peoria County- Construction of Maxwell Road and middle Road Sidewalk & Multi-Use Trail

(1) Federal: \$486,188 (71.6%)-if increased to 80% \$543,159

(2) Local: \$192,761 (28.4%)- if decreased to 20% \$135,790

(3) Total: \$678,949

2. Germantown Hills- Phase 1 & 2 Engineering for Germantown Hills to Metamora Trail

(1) Federal: \$240,000 (80%)

(2) Local: \$60,000 (20%)

(3) Total \$300,000

3. Funding Request: \$276,188 (49.8%), 783,159 (53.7%)

vi. Project presentations will occur at the April 19 Technical meeting.

b. IDOT

Brandon Geber updated on release of urban data. Will update at end of the year.

c. FHWA

Betsy Tracy has nothing at this time.

10. Other

Greg Menold congratulated Reema Abi-Akar on award he saw in newsletter and the great job on the newsletter.

a. Staff Presentation – Gabriel

Gabriel Guevara presentation included his background information of where he originated from, his road to TCRPC, his current responsibilities, and a fun fact he picked up of acting at the Peoria Playhouse.

11. Adjournment

Greg Menold moved to adjourn at 9:45 am and John Kahl seconded. Motion carried.

Submitted by:

Eric Miller, Executive Director

Recorded by:

Britney West, GIS Specialist III

Transcribed by:

Debbie Ulrich, Office Administrator