

Agenda
Salem-Keizer Area Transportation Study (SKATS)

Policy Committee (PC)

Date: March 24, 2015
Time: Noon
Place: 100 High St. SE, Suite 200
Salem, OR 97301
Phone: (503) 588-6177 FAX (503) 588-6094
E-mail: mwvcog@mwvcog.org
Website: www.mwvcog.org

- A. Call To Order..... Cathy Clark**
- B. Approval of Minutes of February 24, 2015..... Cathy Clark**
- C. Public Comment..... Cathy Clark**
- D. Adoption of the SKATS 2015-2016 Unified Planning Work Program (UPWP)...Mike Jaffe**

Background: A SKATS Unified Planning Work Program (UPWP) is produced annually. The regional transportation planning work to be conducted in the MPO region by SKATS, ODOT, local jurisdictions, and the Transit District over the next state fiscal year (July 1, 2015 – June 30, 2016) is described in the UPWP.

A draft of the FY 2015 – 2016 UPWP is included the agenda packet for committee members and is available online at:

<http://www.mwvcog.org:8080/2/document-folder/skats/unified-planning-work-program>

The annual review meeting with representatives of FHWA, FTA, and ODOT was held on February 25, 2015. Their comments were incorporated into the document.

Action

Requested: Adopt **Resolution 15-5** adopting the SKATS 2015-2016 Unified Planning Work Program (UPWP).

- E. RTSP Update: Public Review Draft Ray Jackson**

Background: Over the past eight months, the SKATS Technical Advisory Committee (TAC) and Policy Committee have reviewed and provided comments on changes to the SKATS RTSP (Regional Transportation Systems Plan) as part of the update process. Based on the comments received to date, the Draft Public Review version of the RTSP is now ready for review and comment by the public. Information about the changes made to the draft RTSP are included in the *attached* memorandum. TAC members reviewed the

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draft RTSP and recommended that the SKATS Policy Committee release the document for public review and comment. The document is *enclosed* for committee members. Others may obtain the document at:

<http://www.mwvcog.org:8080/2/document-folder/skats/regional-transportation-systems-plan>

Action

Requested: Release the draft 2015-2035 RTSP for public review and comment.

F. TIP Modification Procedures – Proposed Changes.....Karen Odenthal

Background: The Transportation Improvement Program (TIP) is a fluid document and is constantly being updated to reflect changes in funding and programming of projects. It includes a section that describes the process for modifying the TIP. These procedures ensure appropriate visibility and deliberation for significant TIP amendments while at the same time allowing for an expeditious routine adjustment process. The procedures streamline the overall TIP process and maintain compliance with federal, state, and local requirements related to the preparation and management of the document. However, recently there have been several requests for minor changes to the TIP that required a quick turnaround but still required Policy Committee action. In order to reduce the potential for delaying a project, but still keeping the Policy Committee involved in more substantive changes, staff recommends making several changes to the TIP Modification Procedures as described in the *attached memorandum*.

Action

Requested:

Adopt **Resolution 15-6, attached**, adjusting the FY 15-FY 20 TIP to allow staff to move less than \$100,000 in STP-U or TAP-U funds between phases of a previously approved project where there is no change to the total project STP-U or TAP-U funding amount, and the TIP remains financially constrained.

Adopt **Resolution 15-7, attached**, adjusting the FY 15-FY 20 TIP to allow staff to change the year that previously STP-U or TAP-U funded project phases are programmed as long as the TIP remains financially constrained, and it does not trigger the need for air quality conformity determination.

Adopt **Resolution 15-8, attached**, adjusting the FY 15-FY 20 TIP to allow staff to add or delete a non-STP-U or TAP-U funded project.

G. Other Business Cathy Clark

- Next Policy Committee meeting: April 28, 2015

H. Adjournment..... Cathy Clark

DRAFT

Minutes

Salem-Keizer Area Transportation Study (SKATS)
Policy Committee Meeting
February 24, 2015
100 High St. SE, Suite 200
Salem, OR
Noon

Policy Committee Members Present

Sam Brentano, Marion County Board of Commissioners
Cathy Clark, 2015 Chair, Keizer Mayor
Bob Krebs, 2015 Vice Chair, Salem-Keizer Transit
Paul Kylo, Salem-Keizer School District
Anna Peterson, Salem Mayor
Tim Potter, ODOT Region 2
Gary Tiffin, Turner Mayor

Policy Committee Members Absent

Craig Pope, Polk County Board of Commissioners

Others Present

Stephen Dickey, Salem-Keizer Transit
Dan Fricke, ODOT Region 2
Ray Jackson, MWVCOG-SKATS
Mike Jaffe, MWVCOG-SKATS
Jim Lewis, Salem City Council
Lori Moore, MWVCOG-SKATS
Karen Odenthal, MWVCOG-SKATS
Julie Warncke, Salem Public Works

Agenda Item A. Call to Order

Vice Chair Bob Krebs called the meeting to order at 12:05 p.m. Introductions were made. Chair Cathy Clark arrived at 12:06 p.m.

Agenda Item B. Approval of Minutes of January 27, 2015

Motion was made by Paul Kylo, seconded by Cathy Clark, to approve the minutes of the January 27, 2015, meeting as submitted. Those voting in favor of the motion were Sam Brentano, Cathy Clark, Bob Krebs, Paul Kylo, Anna Peterson, Tim Potter, and Gary Tiffin. **The motion passed unanimously.**

Chair Clark conducted the remainder of the meeting.

Agenda Item C. Public Comment

There were no comments from the public.

Agenda Item D. Transportation Improvement Program (TIP): Proposed Adjustments

Karen Odenthal provided an overview of the proposed adjustments to the SKATS TIP. The city of Salem proposed adjustments to several projects in order to maximize the efficiency of project delivery. The city proposes to extend the limits of the 12th Street project. Additional local and developer funds will cover increased costs from this change. No additional federal funds will be needed. The city also proposes to defederalize the Preliminary Engineering (PE) phase of the project which would allow the city to move on the project faster.

It is proposed to defederalize the Liberty Street Fiber Optic project by moving its allocation of federal funds to the Brown Road project and to move local funds from Brown Road to the Liberty Street project. The Liberty Street project would remain in the SKATS TIP as it is a regionally significant project and was selected through the TIP project selection process.

In addition, ODOT added two projects to the State Transportation Improvement Program (STIP). The first one is a project to grind and inlay a portion of the shared use path along OR 22 W between Rickreall Road and Doaks Ferry Road. The second is a preservation project to resurface the Center Street Bridge over the Willamette River. In order to maintain consistency between the STIP and the TIP, the projects need to be added to the SKATS TIP.

Four resolutions for adjusting the adopted SKATS TIP along with documentation justifying the requested TIP adjustments were presented to the Policy Committee by Ms. Odenthal. She explained to them that financial constraint of the TIP will be maintained once the resolutions have been passed.

Motion was made by Sam Brentano, seconded by Gary Tiffin, to adopt Resolutions 15-1, 15-2, 15-3, and 15-4 adjusting the SKATS FY 15-FY 20 TIP and FY 12-FY 17 TIP as requested by the city of Salem and ODOT as documented in the resolutions and attachments to the resolutions. Those voting in favor of the motion were Sam Brentano, Cathy Clark, Bob Krebs, Paul Kylllo, Anna Peterson, Tim Potter, and Gary Tiffin. **The motion passed unanimously.**

Agenda Item E. RTSP Update: Chapter 5: Proposed Systems, Chapter 6: Impacts, and Chapter 7: Outstanding Issues

Ray Jackson provided an overview of the draft chapters. He informed the group that ODOT's financial figures and project list are not yet finalized.

Questions arose about the Chemawa Interchange project and what is causing the delay in completing it. Dan Fricke responded that it is a city of Keizer project. The city has asked for a delay in completing the project. Referencing the first page of the committed and included projects' list enclosed in the agenda packet, Ray Jackson noted that the project is scheduled for construction in 2020

Mr. Jackson explained that the tables from Chapter 4 included in the agenda packet and maps from Chapter 5 are likely to be updated. The Committed and Included Project list contains the latest available information. He provided an overview of Chapter 6. Page 6-6 contains a list of projects with potential environmental and cultural impacts. Many of the projects in the RTSP have some proximity to wetlands. Referencing pages 6-9 to 6-11, Mr. Jackson explained that environmental justice analysis pinpoints project locations and does not indicate if the impacts of the project are positive or negative. Chapter 6 concludes with strategies to minimize environmental impacts.

Referencing Maps 6-4 and 6-5, Vice Chair Bob Krebs indicated the need to review verbiage. Mr. Jackson responded that the issue has been raised previously without it being satisfactorily resolved. He will attempt to correct the grammar.

Chair Cathy Clark asked about the basis for the environmental justice information. Mr. Jackson responded that the data comes from census tracts and doesn't necessarily align with SKATS' boundaries.

Mr. Jackson explained that there are always unresolved issues. He reported that Marion County has noted the need to study Access Management on Lancaster Drive. Commissioner Sam Brentano commented that the Cordon/Kuebler corridor also needs to be studied.

Unresolved transit issues include funding and service. Chair Cathy Clark asked about the status the Chemawa Interchange Area Management Plan (IAMP). The city of Keizer has adopted the IAMP. Julie Warncke, Salem Public Works, announced that the city of Salem is likely to incorporate it in amendments to their Transportation Systems Plan (TSP) later this year. Karen Odenthal responded that Marion County will likely do a letter of consistency following action by the city of Salem.

Mr. Jackson announced that the Policy Committee will review the entire RTSP at their next meeting. They will be asked to release the document for public review and comment.

Agenda Item F. SKATS FY 2015-2016 Unified Planning Work Program (UPWP)

Mike Jaffe explained that SKATS is required to produce a work program every year that contains the tasks to be performed with federal funding during the year. These tasks include major projects and ongoing activities such as continued work on the Salem River Crossing project, the Regional Safety Plan, the Highway 22 Facility Plan, performance measures, and mobility targets. Financial information is not currently available but will be included later. Mr. Jaffe informed the group that the annual state and federal review of SKATS is scheduled for tomorrow. Following that review, revisions to the UPWP will be made. The SKATS TAC will review the revised document in March. The Policy Committee will review and adopt it at their March meeting.

Chair Cathy Clark approved of the Executive Summary. It made it easy for her locate the issues/topics of interest.

Agenda Item G. Greenhouse Gas (GHG) Target Rule Review

Mike Jaffe explained that the Land Conservation and Development Commission (LCDC) adopted greenhouse gas (GHG) targets for the six MPOs in Oregon in 2011. These targets are reductions in per capita GHG emissions from cars and light trucks by the year 2035. The state was required to do a statewide strategy for greenhouse gas reduction. Metro was required to meet their assigned target reduction. The targets for all other metropolitan areas in the state are voluntary. The reduction target for SKATS is 17 percent.

Mr. Jaffe informed the group that LCDC is required to review the rule by June of this year to determine whether or not revisions to the rule should be made. LCDC staff are drafting a report containing information related to what has been learned from Metro's scenario planning along with what has been learned from scenario planning by Central Lane MPO. The Corvallis MPO and ODOT collaborated on "baseline assessment" to determine how adopted plans would affect GHG and their MPO's emission reduction target.

At this point, SKATS is essentially unaffected by the greenhouse gas reduction process. SKATS was asked if they would like to perform a baseline assessment. The response at the time of the request was to wait for the result of the Corvallis assessment and then decide whether or not to do one. It is not required, at this time, for SKATS to do an assessment. However, that could change.

Chair Cathy Clark commented that the results of scenario plans completed to date are interesting. The results indicate that most transportation plans would achieve the desired target reductions in emissions if the funding

were available for the improvements called for, but unfunded, in the plans. Vice Chair Bob Krebs noted that agency staff are developing tools that could be used in the future to complete the assessment process quicker.

Commissioner Sam Brentano expressed disbelief that efforts in Marion and Polk County to reduce emissions over time would have a significant impact on global emissions.

Councilor Jim Lewis commented that actions speak louder than words. It is unlikely that people overall will reduce their reliance on their cars. For example, even with other viable options available, a lot of people still rely on cars in New York City. He expressed frustration at the length of the Environmental Impact Statement (EIS) process on resolving issues on Wallace Road. Councilor Lewis added that even if the people of Oregon do their best to reduce emissions, it is unlikely that their efforts will have a global impact if others do not also act.

Chair Cathy Clark commented that livability may be a more important issue to people in Portland than greenhouse gases. Walkability may be a more important value to the community. Completion of sidewalk and bicycle systems is an important, but unfunded, outstanding issue in many transportation plans. She stated that our community deserves high quality systems with complete sidewalk and bicycle systems.

Mike Jaffe expressed concern that SKATS might miss funding opportunities if SKATS doesn't perform a baseline assessment. He suggested that the SKATS Policy Committee should consider this issue further.

Commissioner Sam Brentano asked for a definition of a baseline assessment. Mike Jaffe explained that it is a way of determining how projects in an adopted Transportation Systems Plan would affect the MPOs emissions' targets.

Mr. Jaffe suggested that ODOT staff could make a presentation to the Policy Committee related to the purpose and value of baseline assessments. Vice Chair Bob Krebs advised waiting for the results from the Corvallis assessment to determine if performing one is worth the effort and money. Mike Jaffe commented that ODOT would likely fund the proposed baseline assessment if SKATS wishes to do one.

Salem City Councilor Jim Lewis commented that it may not be prudent to appear uncooperative to funding organizations.

Commissioner Brentano commented that he believes that the impacts of greenhouse gas emissions is based on faulty information.

Chair Cathy Clark suggested that the committee review this issue more in the future. Mr. Jaffe responded that he would schedule time for additional discussion at future meetings.

Commissioner Sam Brentano requested information on the number of people in the SKATS area that rely on alternate modes as a primary mode of transportation. Mike Jaffe responded that the information is likely to be available from the 2010 Household Survey, but it may not be easily accessible at this time.

Agenda Item H. Other Business

The next Policy Committee meeting is scheduled for March 24, 2015.

Chair Cathy Clark adjourned the meeting at 1:18 p.m.

Agenda Item D.

**SKATS 2015-2016 Unified
Planning Work Program
(UPWP)**

**SKATS Policy Committee
(PC)
March 24, 2015**

Action Requested:

Adopt **Resolution 15-5** adopting the SKATS 2015-2016 Unified Planning Work Program (UPWP).

DRAFT

Resolution 15-5

Adopting the SKATS 2015-2016 Unified Planning Work Program (UPWP)

WHEREAS, the Salem-Keizer Area Transportation Study (SKATS) Policy Committee has been designated by the State of Oregon as the official Metropolitan Planning Organization

WHEREAS, the SKATS Policy Committee is authorized by an intergovernmental Cooperative Agreement to act on matters pertaining to the transportation planning process; and

WHEREAS, the SKATS Unified Planning Work Program is produced to describe the MPO-related planning activities anticipated in the coming year and is required to secure funding for the regional transportation planning process; and

WHEREAS, the activities and funds programmed in the 2015-2016 UPWP have been reviewed and approved by appropriate parties and advisory committees; and

WHEREAS, periodic reviews of the SKATS Cooperative Planning Agreement and the SKATS Planning Agreement with the Salem Area Mass Transit District (SAMTD) are also required; and

WHEREAS, it is SKATS policy to conduct the aforementioned reviews annually concurrently with the UPWP adoption process;

NOW THEREFORE, BE IT RESOLVED BY THE POLICY COMMITTEE OF THE SALEM-KEIZER AREA TRANSPORTATION STUDY:

That the **attached** SKATS 2015-2016 Unified Planning Work Program (UPWP) is hereby adopted, and the Mid-Willamette Valley Council Of Governments is hereby requested to prepare and submit any documents and certifications to secure the funding identified in the Planning Work Program for the SKATS (MPO) activities; and

That the SKATS Cooperative Agreement (*UPWP Appendix A*) and the SKATS/SAMTD Planning Agreement (*UPWP Appendix C*) have been reviewed by the SKATS Policy Committee and are affirmed as included in the UPWP Appendices.

ADOPTED by the Policy Committee of the Salem-Keizer Area Transportation Study on the 24th day of March 2015.

Chair
Salem-Keizer Area Transportation Study
Policy Committee

Agenda Item E.

RTSP Update: Public Review Draft

**SKATS Policy Committee
(PC)
March 24, 2015**

Action Requested:

Release the draft RTSP for public review and comment.



Memorandum

Date: March 16, 2015
To: SKATS Policy Committee (PC) Members
From: Ray Jackson, Senior Planner
Re: **SKATS 2015-2035 RTSP – Public Review Draft**

Since last year, the SKATS Technical Advisory Committee (TAC) and the Policy Committee (PC) have been reviewing the chapters for the update to the SKATS Regional Transportation Systems Plan (RTSP). Based on the feedback received from the TAC, the PC, and internal review, a version of the RTSP is ready for public review. There have been a few minor changes to the document, mainly as part of finalizing the financial forecast and associated list of proposed projects. The public review draft of the RTSP includes all the chapters and appendices and reflects the latest information.

At the March meeting, the members of the SKATS TAC recommended that the SKATS Policy Committee release the draft of the RTSP for public review. Public review will take place during the month of April via a number of events that will be scheduled to reach the widest audience possible. Results of the public review will be presented at the May TAC meeting, and a public hearing will take place at the May 26, 2015 meeting of the SKATS Policy Committee. Adoption of the RTSP and the associated Air Quality Conformity Determination (AQCD) are scheduled to take place after the Policy Committee finds the document acceptable.

RJ:lm

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Agenda Item F.

TIP Modification Procedures – Proposed Changes

**SKATS Policy Committee
(PC)
March 24, 2015**

Action Requested:

Adopt **Resolution 15-6, attached**, adjusting the FY 15-FY 20 TIP to allow staff to move less than \$100,000 in STP-U or TAP-U funds between phases of a previously approved project where there is no change to the total project STP-U or TAP-U funding amount, and the TIP remains financially constrained.

Adopt **Resolution 15-7, attached**, adjusting the FY 15-FY 20 TIP to allow staff to change the year that previously STP-U or TAP-U funded project phases are programmed as long as the TIP remains financially constrained, and it does not trigger the need for air quality conformity determination.

Adopt **Resolution 15-8, attached**, adjusting the FY 15-FY 20 TIP to allow staff to add or delete a non-STP-U or TAP-U funded project.



Memorandum

Date: March 17, 2015
To: SKATS Policy Committee Members
From: Karen Odenthal, Senior Transportation Planner
Re: FY 15–FY 20 SKATS TIP: TIP Modification Procedures

Requested Action

Adopt **Resolution 15-6, attached**, adjusting the FY 15-FY 20 TIP to allow staff to move less than \$100,000 in STP-U or TAP-U funds between phases of a previously approved project where there is no change to the total project STP-U or TAP-U funding amount and the TIP remains financially constrained.

Adopt **Resolution 15-7, attached**, adjusting the FY 15-FY 20 TIP to allow staff to change the year that previously STP-U or TAP-U funded project phases are programmed as long as the TIP remains financially constrained and it does not trigger the need for air quality conformity determination.

Adopt **Resolution 15-8, attached**, adjusting the FY 15-FY 20 TIP to allow staff to add or delete a non-STP-U or non-TAP-U funded project.

Background

SKATS receives and has discretion over the following two sources of federal funds to be used for transportation projects:

- STP-U (Surface Transportation Program-Urban) funds
 - SKATS has been allocated \$3-\$4 million dollars a year (although forecasted revenues are very uncertain and almost certainly will be less)
 - Requires a local match of 10.27%
- TAP-U (Transportation Alternative Program-Urban) funds
 - New for MAP-21
 - SKATS has been allocated ~\$200,000 per year
 - Requires a local match of 10.27%

Most projects to be funded using STP-U and TAP-U funds go through a selection process as part of the development of the Metropolitan Transportation Improvement Program (TIP). Also in the TIP are all transportation projects that include federal funds from any source, as well as regionally significant state and

locally funded projects. Projects from the TIP are included in the Statewide Transportation Improvement Program (STIP).

The Policy Committee adopted the **SKATS FY 15-FY 20 Metropolitan Transportation Improvement Program** on June 24, 2014. The adopted document and the most recently amended TIP tables are available on the MWVCOG website at:

<http://www.mwvcog.org:8080/2/document-folder/skats/transportation-improvement-program-tip>.

The TIP is a fluid document and is constantly being updated to reflect changes in funding and programming of projects. The TIP includes a section that describes the process for modifying the TIP. These procedures ensure appropriate visibility and deliberation for *significant* TIP amendments while at the same time allowing for an expeditious routine adjustment process. The procedures streamline the overall TIP process and maintain compliance with federal, state, and local requirements related to the preparation and management of the document. There are currently three ways to modify the TIP:

- **Amendments** - requires Policy Committee review, a 30-day public review, and a resolution;
- **Adjustments** - requires Policy Committee review and resolution; and
- **Administrative Modifications** - no Policy Committee review or action required. Staff can complete the modification to the TIP/STIP in a few days.

Currently, the TIP modification process requires formal Policy Committee action for “*Adjustments to previously approved STP-U or TAP-U funded projects that transfer funds between different phases of a project or different program years.*” Formal Policy Committee action may also be required when adding or deleting projects regardless of regional significance or funding source.

Waiting for formal Policy Committee action can cause a delay in the obligation of a phase of a project which can cause a delay in completing the project. Staff is investigating streamlining the TIP modification procedures so that formal Policy Committee action will not be required for the following minor modifications:

- Transferring less than \$100,000 in STP-U or TAP-U funds between phases of a previously approved project where there is no change to the total project STP-U or TAP-U funding amount;
- Changing the year that previously STP-U or TAP-U funded project phases are programmed as long as the TIP remains financially constrained; and
- Adding or deleting a non-STP-U or non-TAP-U funded project.

Recent actions that involve STP-U or TAP-U funds or adding or deleting a project are included on the *attached* table, along with a notation as to which projects would be affected by the recommended changes.

Transferring Funds Between Phases

Transferring funds from one phase to another is a common way to balance the funds in a project that has adequate funds overall but may be short in one phase and have excess in another. Some recent examples where the Policy Committee has approved moving STP-U funds between phases in a project:

- Key # 17313 – Verda Ln. @ Chemawa Rd. Roundabout - Move \$50,000 STP-U in funds from Construction to Preliminary Engineering (PE).
- Key # 18123 – Brown Road: Arizona Ave.-San Francisco Ave. - Move \$61,106 in STP-U funds from Construction to Right-of-Way (ROW).
- Key # 1731317313 – Verda Ln. @ Chemawa Rd. Roundabout - Move \$50,204 in STP-U funds from Preliminary Engineering (PE) to Construction.

Transferring funds within a project is usually done in order to have adequate funds to obligate a specific phase and can be very time sensitive. Waiting for Policy Committee action may delay the ability to obligate a phase which can cause a delay in the project. This can be especially impactful if the Policy Committee meeting has been cancelled or there is not a quorum present. The amounts transferred are typically less than \$100,000 and are usually the result of the estimate process. It would be very rare that the actual cost of a project phase is the same as the estimate. These transfers are really administrative in nature. Requests to transfer larger amounts may indicate a change in scope or other issues with the project that the Policy Committee should be aware of before approving any fund transfer. In late December, there was a request to move \$11,000 between phases in the Verda Ln. @ Chemawa Roundabout so that the ROW phase could be obligated. This action needed Policy Committee approval, but the next meeting was not until the end of January. Waiting that long to get approval would delay getting the ROW funds obligated and would impact the bid date potentially delaying the construction of the project by a year. Fortunately, in this case, another solution was found; and an emergency meeting (with the proper public notification) was not needed.

In order to reduce the potential for delaying a project but still keeping the Policy Committee involved in more substantive changes, staff recommends that moving less than \$100,000 in STP-U or TAP-U funds between already approved phases of a previously approved project where there is no change to the total project STP-U or TAP-U funding amount be considered a TIP Administrative Modification. The Policy Committee would continue to be informed of all funding transfers involving STP-U or TAP-U funds. Moving \$100,000 or more in STP-U or TAP-U funds, or adding a phase, would remain a TIP Adjustment requiring Policy Committee action.

Changing the Year that Project Phases are Programmed

The year that a project phase is programmed is another TIP modification that is really administrative in nature. Currently, if a project phase is not obligated by the end of the fiscal year that it is programmed, it automatically slips to the next year. This does not require Policy Committee action. However, a resolution is required if a jurisdiction desires to adjust the timing of projects in order to develop them in a more efficient manner or to meet staffing limitations. Staff checks to see if the TIP will remain fiscally constrained before considering modifying the year of a project phase. Modifying the year of a project is not usually as time sensitive but is usually required to meet local scheduling needs. Recently, the city of Salem requested changing the year that three STP-U funded project phases were programmed (12th St., Brown Rd., and the Liberty Rd. fiber optic project), which required Policy Committee action.

Staff proposes that changing the year that previously STP-U or TAP-U funded project phases are programmed (as long as the TIP remains financially constrained and it does not trigger the need for air quality conformity determination) be considered a TIP Administrative Modification.

Adding or Deleting Non-STP-U or Non-TAP-U Funded Projects

Frequently projects are added to or deleted from the TIP that do not involve any STP-U or TAP-U funds and therefore do not require any funding decision or funding transfer on the part of the MPO. The PC only reviews other federally funded projects and can block or propose changes to the project, but has no discretion on how the project is funded. Most ODOT funded projects are added through the STIP selection process. Since this is coordinated with the development of the MTIP, the PC approves these projects at the time the TIP is adopted. Historically, staff has added or deleted projects outside of the STIP selection process that do not have a regional significance as an Administrative Modification (examples include transit projects or minor ODOT preservation projects). However, when reviewing the TIP Modification Process language, it is not clear which projects, if any, can be added or deleted by staff. Therefore, staff proposes adding clarifying language to allow the addition, modification, or deletion, of a non-STP-U funded project to be processed as

an Administrative Modification. Examples of the type of projects that have recently been added to the TIP are included on the *attached* table.

Both the TAC and the Policy Committee would be informed of any additions or deletions to the TIP at the next meeting. In the event of any potential controversy, staff would refer the modification to the Policy Committee for formal action.

Adding a “Call Up” Category

The Policy Committee asked staff to investigate the possibility of notifying PC members of proposed TIP administrative modifications of the type discussed in this memorandum by e-mail prior to staff approval. If any member of the Policy Committee felt that they should formally consider the issue, it would be placed on the next available meeting agenda. Staff investigated whether this would be a viable option, and what precautions would have to be made to make sure that public meetings laws are not violated. This option does not violate Oregon ethics or open meetings laws, as long as the committee members do not discuss it and no decisions are made outside of a public meeting. Staff is concerned that there is the possibility that an individual member may not receive the e-mail notification in a timely manner for a variety of reasons. It would also be difficult to plan how much time it will take to process a modification request. Therefore, based on practical and logistical reasons, staff does not recommend this option.

Staff proposes adding an item on the PC and TAC agendas under other business that lists all of the TIP modifications that have been processed since the last meeting. This will allow any questions and concerns to be addressed in a more timely manner and will keep the PC and TAC informed of any changes.

Other MPO Procedures

Corvallis MPO is the only other Oregon MPO that requires Policy Committee action to transfer STP-U or TAP-U funds between project phases or to modify the year of a project or project phase. Metro, Bend MPO, and Rogue Valley MPO all give staff the ability to administratively move funds between phases or change years of the fund programming of previously approved projects. Central Lane MPO considers these type of changes to be administrative in nature which requires approval by the Transportation Planning Committee (equivalent to the SKATS TAC). The newly formed Albany MPO considers all adjustments less than \$50,000 or less than 5 percent of the total project (whichever is greater) to be administrative amendments.

Metro allows staff to add or delete certain project types. Central Lane MPO considers adding or deleting projects to be administrative in nature, requiring Transportation Planning Committee approval. All of the other MPOs require Policy Committee action to add or delete all projects, regardless of funding source.

Proposed TIP Language

The approved SKATS FY 15-FY 20 TIP Management Process is *attached* with the proposed additions in red text, and deletions noted in red strike out.

KO:lm

Attachments

Attachment A

TIP Management Process

By adopting this TIP, the SKATS Policy Committee reaffirms the established procedures described below for governing the TIP management process. These procedures ensure appropriate visibility and deliberation for significant TIP amendments while at the same time allowing for an expeditious routine adjustment process. The procedures streamline the overall TIP process and maintain compliance with federal, state, and local requirements related to the preparation and management of the document.

Revisions to the TIP must be consistent with the most recently adopted SKATS Regional Transportation System Plan.

TIP Amendments

An amendment is a revision to the TIP that is significant enough to require public review and comment, and/or re-demonstration of fiscal constraint, and/or a conformity determination. For these types of revisions, the proposed TIP amendment undergoes a 30-day public review process.

- Adding or deleting a project that significantly affects roadway capacity, vehicle volumes, or travel speeds, such as:
 - Construction of a new regionally significant roadway or new interchange to the regional system.
 - Widening of a regionally significant roadway that significantly affects roadway capacity, vehicle volumes, or travel speeds.

TIP Adjustments

Although still requiring formal Policy Committee action, the following revisions to the TIP are not considered to represent significant revisions and do not require a redetermination of air quality conformity nor a 30-day public involvement process. For these types of revisions, a TIP adjustment approved by the SKATS Policy Committee is required.

- Actions related to adding, deleting, or modifying projects that do not significantly affect existing roadway capacity, vehicle volumes, or travel speeds, such as, but not limited to:
 - safety improvements;
 - same site bridge replacements that do not increase the number of motor-vehicle travel lanes;
 - signal interconnection, installation, or removal projects;
 - resurfacing or rehabilitation improvements not requiring significant additional right-of-way;
 - bike lanes;
 - bus purchases;
 - projects determined through the SKATS TAC consultation process to be exempt from transportation conformity under federal and state rules;
 - projects that implement ADA requirements and paratransit requirements;
 - emergency projects involving imminent public safety hazards;

- previously approved "generic" projects (such as bulbouts, bus shelters, etc.);
 - MPO planning support; and
 - transportation planning projects.
- Adjustments to previously approved STP-U or TAP-U funded projects that transfer **\$100,000 or more in STP-U or TAP-U** funds between different phases of a project. ~~or different program years.~~
 - Adjustments (adding or reducing STP-U or TAP-U funds) to previously approved STP-U or TAP-U funded projects where the project scope has not significantly changed since the last public review and comment period for the TIP.

TIP Administrative Modifications

An administrative modification is a revision to the TIP that is not significant enough to require public review and comment, and/or re-demonstration of fiscal constraint, and/or a conformity determination, and does not require a resolution of the SKATS Policy Committee. The administrative modification process allows the MPO to expedite minor changes to projects, which can reduce project delays. **These changes exclude modifications to the amounts of STP-U or TAP-U funds allocated to a project in the TIP.** Administrative modifications are coordinated with the project sponsor(s). In some instances, administrative modifications of the types listed below may be considered significant enough to be reviewed by the SKATS Technical Advisory Committee and Policy Committee and potentially require public review prior to the revision.

Examples of administrative modifications include:

- **Adding or deleting non-STP-U or non-TAP-U funded projects.**
- Increase or decrease in funds (excluding STP-U or TAP-U funds) to previously adopted TIP projects where the project scope has not significantly changed since the last public review and comment period for the TIP. Examples include awards of additional non-STP-U or TAP-U federal funds, state program funds, and local funds to a project. This also includes increases or decreases of local, state, or federal funds (excluding STP-U or TAP-U funds) for transit district-sponsored projects.
- **Moving less than \$100,000 in STP-U or TAP-U funds from one project phase to another previously approved phase within the same project, where there is no change to the total project STP-U or TAP-U funding amount.**
- Modifying the year of a project or project phase for a non-STP-U or TAP-U funded project.
- **Modifying the year of a project or project phase for a STP-U or TAP-U funded project if it does not trigger the need for air quality conformity determination and does not affect the financial constraint of the MTIP.**
- Adding or deleting a previously unidentified phase to an approved project.
- Combining two or more adopted projects into one project (for purposes of contracting efficiencies).
- Splitting an adopted project into two or more phases or years.
- Minor corrections to make the MTIP consistent with naming conventions and project descriptions.
- Minor corrections to fix typographical errors or missing data.

Carry Forward Projects

All projects or project phases programmed prior to FY 2015 are expected to have been obligated by September 30, 2014. Any projects whose funds have not been considered to have lapsed or their obligation authority to have expired are considered to be automatically carried forward into the first program year (FY 2015) of this TIP.

Recent SKATS TIP Adjustments

Date	MTIP Amendment No.	Keycode	Agency	Project Name	Category	Description	Would Still Require PC Approval
Pending		19245	Transit	Cherriots Bus CNG Tank Replacement	Change year of STP-U projects	Move the funds from 2016 to 2015. Funds must be available to order the tanks to arrive in time. Tanks will still be installed in 2016.	No
2/24/2015	15-1	17994	Salem	12th St: (Hoyt to Fairview) SB Widening	Move STP-U funding within project	Move \$90,000 in STP-U funds from the PE phase to the CONS phase; move \$200,000 in STP-U funds from the ROW phase to the CONS phase; extend the north limit of the project from McGilchrist to Hoy; add local match.	Yes
2/24/2015	15-2	19234 19236	Salem	Brown Rd NE (San Francisco to Sunnyview) Sidewalk and Bike Lanes	Move STP-U funding between projects	Move \$320,000 in STP-U funds from Key Number 19236 (Liberty Street Interconnect) to the CONS phase of Key Number 19234 (Brown Road)	Yes
2/24/2015	15-3	19473	ODOT	OR22 Shared use Path (Rickreall to Doaks Ferry)	Add non-STP-U project	New project using \$75k 15-18 Bike-ped Pres funds and \$80k quick fix funds	No
2/24/2015	15-4	19443	ODOT	OR22: Willamette River EB (Center Street) Bridge Deck Overlay	Add non-STP-U project	New Project, total cost of \$4.3 million using National Highway Performance Program funds	No
11/25/2014	14-12	17313	Keizer	Verda Lane @ Chemawa Rd Roundabout	Move STP-U Funding within Project	Consultant ROW Funds inadvertently added to PE. Moved \$50,204 from PE to ROW to correct issue.	No
11/21/2014	14-AA45	19447	Salem	Signalized Intersection Improvements (2015) (Salem)	Add non-STP-U project	New ARTS safety project using \$1,234,000 in HSIP funds, no local match required.	No
9/28/2014	14-11	Varies	Salem	Salem Projects phase adjustment	Change year of STP-U projects	Change year of phases programmed for Brown Rd, Liberty, 12th. 2015-2020 TIP adjustment before entering into the STIP.	No
9/23/2014	14-AA32	19215	Transit	Transit Urban (5307) Formula Fund 2015 SKT	Add non-STP-U project	Add STIP Key Number for 2014 urban 5307 allocation for preventative maintenance, fuel, ADA Transit Enhance, and Capital. \$5.2 M. Added to the 2012 STIP, already in 2015 MTIP.	No
9/23/2014	14-AA33	19216	Transit	Transit Urban (5307) Formula Operating 2015 SKT	Add non-STP-U project	Add STIP Key Number for 2015 urban 5307 allocation for operating expenses. \$4.66 M. Added to the 2012 STIP, already in 2015 MTIP.	No
9/23/2014	14-AA34	19217	Transit	Transit Urban (5310) Formula Fund 2015 SKT	Add non-STP-U project	Add STIP Key Number for 2015 urban 5310 allocation for mobility of seniors and individuals with disabilities. \$312,500. Added to the 2012 STIP, already in 2015 MTIP.	No
9/23/2014	14-AA35	19218	Transit	Transit Urban (5339) Formula Fund 2015 SKT	Add non-STP-U project	Add STIP Key Number for 2015 urban 5339 allocation for purchase of buses or rehab of bus facilities. \$937,500. Added to the 2012 STIP, already in 2015 MTIP.	No
9/23/2014	14-10	16587	Turner	Delaney Rd (3rd - 7th) Sidewalks and bike lanes	Add STP-U funds	Move \$50,000 of funding from KN 17996 to ROW phase to cover shortfall.	Yes
8/26/2014	14-AA17	19200	Transit	SAMTD Drive Less Outreach (2014)	Add non-STP-U project	SAMTD Awarded a grant through Drive Less Connect Outreach, 50% requires match, 50% does not. \$51,450.	No
8/8/2014	14-AA16	19194	Transit	Salem Station Building Maintenance	Add non-STP-U project	Add project using \$1,242,000 Transit funds	No
7/24/2014	14-9a	14316	Keizer	Chemawa Rd: Bike Lanes and Sidewalks	Move STP-U funding between projects	Add \$36,101 in TAP-U funds and \$163,899 in MPO STP-U funds to CONS for a total of \$200,000 in additional funds to cover cost overruns from KN 17979. If not all funds used, to be returned to original funding source. Use TAP funds first.	Yes
7/24/2014	14-9b	17979	Keizer	Wheatland Rd: River Rd to north cl bike & ped	Move STP-U funding between projects	Reduce STP-U funds by \$200,000. \$163,899 of the funds transferred to KN 14316.	Yes
5/27/2014	14-6	17313	Keizer	Verda Lane @ Chemawa Rd Roundabout	Move STP-U funding within project	Move \$50,000 of STP-U funds from CNS to PE	No
4/18/2014	14-3	17976	SKATS	MPO Support 2014	Reduced STP-U funds	Reduced MPO support from a total of \$768,974 to a total of \$672,245.	Yes
4/2/2014	14-AA4	19112	Transit	Transit Urban (5307) Formula Fund 2014 SKT	Add non-STP-U project	Add STIP Key Number for 2014 urban 5307 allocation for preventative maintenance, fuel, ADA Transit Enhance, and Capital. \$4,685,768.	No
4/2/2014	14-AA5	19113	Transit	Transit Urban (5307) Formula Fund - Operating 2014 SKT	Add non-STP-U project	Add STIP Key Number for 2014 urban 5307 allocation for operating expenses. \$4,204,271.	No
4/2/2014	14-AA6	19115	Transit	Transit Urban (5310) Formula Fund 2014 SKT	Add non-STP-U project	Add STIP Key Number for 2014 urban 5310 allocation for mobility of seniors and individuals with disabilities. \$562,306.	No
4/2/2014	14-AA7	19114	Transit	Transit Urban (5339) Formula Fund 2014 SKT	Add non-STP-U project	Add STIP Key Number for 2014 urban 5339 allocation for purchase of buses or rehab of bus facilities. \$852,419.	No
4/1/2014	14-1A	18265	Salem	Signal Controller Updates (Salem)	Move STP-U funding between projects	Move \$24,500 in STP-U funds from key #12609 to #18265 to purchase ethernet cards for signals in downtown Salem	Yes
4/1/2014	14-1B	12609	SKATS	Regional Traffic Count/Congestion Management System	Move STP-U funding between projects	Move \$24,500 in STP-U funds from key #12609 to #18265 to purchase ethernet cards for signals in downtown Salem	Yes
4/1/2014	14-4	17313	Keizer	Verda Lane @ Chemawa Rd Roundabout	Add STP-U funds	Add \$98,700 in STP-U funds to the PE phase, due to increased cost	Yes

Draft Resolution 15-6

**Resolution Adjusting the Adopted Salem-Keizer Area Transportation Study
(SKATS)
FY 15-FY 20 Transportation Improvement Program (TIP)**

WHEREAS, the Salem-Keizer Area Transportation Study Policy Committee has been designated by the State of Oregon as the official Metropolitan Planning Organization (MPO) for the Salem Urbanized Area; and

WHEREAS, the Policy Committee is authorized by an intergovernmental Cooperative Agreement to adopt and adjust the Transportation Improvement Program; and

WHEREAS, the adopted SKATS TIP may be revised under procedures agreed to by the cooperating parties; and

WHEREAS, a management process is established in the adopted TIP that defines the procedures used to revise the TIP;

NOW THEREFORE, BE IT RESOLVED BY THE POLICY COMMITTEE OF THE SALEM-KEIZER AREA TRANSPORTATION STUDY:

THAT the proposed revision is consistent with federal regulations; and

THAT the management process in the adopted TIP be revised to consider moving less than \$100,000 in STP-U or TAP-U funds between phases of a previously approved project where there is no change to the total project STP-U or TAP-U funding amount and the TIP remains financially constrained as an Administrative Amendment.

ADOPTED by the Policy Committee of the Salem-Keizer Area Transportation Study on the 24th day of March 2015.

Chair
Salem-Keizer Area Transportation
Study Policy Committee

Draft Resolution 15-7

**Resolution Adjusting the Adopted Salem-Keizer Area Transportation Study
(SKATS)
FY 15-FY 20 Transportation Improvement Program (TIP)**

WHEREAS, the Salem-Keizer Area Transportation Study Policy Committee has been designated by the State of Oregon as the official Metropolitan Planning Organization (MPO) for the Salem Urbanized Area; and

WHEREAS, the Policy Committee is authorized by an intergovernmental Cooperative Agreement to adopt and adjust the Transportation Improvement Program; and

WHEREAS, the adopted SKATS TIP may be revised under procedures agreed to by the cooperating parties; and

WHEREAS, a management process is established in the adopted TIP that defines the procedures used to revise the TIP;

NOW THEREFORE, BE IT RESOLVED BY THE POLICY COMMITTEE OF THE SALEM-KEIZER AREA TRANSPORTATION STUDY:

THAT the proposed revision is consistent with federal regulations; and

THAT the management process in the adopted TIP be revised to consider changing the year that previously STP-U or TAP-U funded project phases are programmed as long as the TIP remains financially constrained and it does not trigger the need for air quality conformity as an Administrative Amendment.

ADOPTED by the Policy Committee of the Salem-Keizer Area Transportation Study on the 24th day of March 2015.

Chair
Salem-Keizer Area Transportation
Study Policy Committee

Draft Resolution 15-8

Resolution Adjusting the Adopted Salem-Keizer Area Transportation Study (SKATS) FY 15-FY 20 Transportation Improvement Program (TIP)

WHEREAS, the Salem-Keizer Area Transportation Study Policy Committee has been designated by the State of Oregon as the official Metropolitan Planning Organization (MPO) for the Salem Urbanized Area; and

WHEREAS, the Policy Committee is authorized by an intergovernmental Cooperative Agreement to adopt and adjust the Transportation Improvement Program; and

WHEREAS, the adopted SKATS TIP may be revised under procedures agreed to by the cooperating parties; and

WHEREAS, a management process is established in the adopted TIP that defines the procedures used to revise the TIP;

NOW THEREFORE, BE IT RESOLVED BY THE POLICY COMMITTEE OF THE SALEM-KEIZER AREA TRANSPORTATION STUDY:

THAT the proposed revision is consistent with federal regulations; and

THAT the management process in the adopted TIP be revised to consider the addition or deletion of a non-STP-U or non-TAP-U funded project as an Administrative Amendment.

ADOPTED by the Policy Committee of the Salem-Keizer Area Transportation Study on the 24th day of March 2015.

Chair
Salem-Keizer Area Transportation
Study Policy Committee