



EVANSVILLE METROPOLITAN PLANNING ORGANIZATION POLICY COMMITTEE MINUTES

Regular meeting held at 1:30 p.m. in Locust Meeting Rooms B & C
Old National Events Plaza
Evansville, Indiana

May 14, 2020

The following are minutes and not intended to be a verbatim transcript. An audio version of the proceedings can be heard or viewed on our website at www.evansvillempo.com.

NOTE: The agenda items appear in the minutes in the order of which they happened during the meeting, not the order that they appear on the agenda. All items are still numbered as they are on the agenda.

ROLL CALL

Members Present (voting):

In person: Jack Corn

Online/phone: Ron Beane, Rusty Fowler, Angela Koehler Lindsey, Dan Saylor, Christy Powell, Todd Robertson

Members Absent (voting):

Mayor Lloyd Winnecke, Jeff Hatfield, Deneatra Henderson, Bill Hubiak, Buzzy Newman, Gene Pfeiffer

Members Absent (non-voting):

Joe McGuinness, Mayela Sosa, Shawn Seals, Erica Tait, Marisol Simon, Cecilia Godfrey, Thomas L. Nelson, Jr., Bernadette Dupont, Greg Thomas, Amanda Spencer, Melissa Duff

Evansville MPO Staff Present:

In person: Seyed Shokouhzadeh, Pam Drach, Kari Akin, Erin Schriefer, Amir Varshochi

Online/Phone: Matt Schriefer, Laura Lamb

Others Present: None

Jack Corn directed the meeting.

2. OLD BUSINESS: a. Project Update- presented by Pam Drach

CITY OF EVANSVILLE

Covert Ave: Utility relocation is underway.

Walnut St – Phase 1: Walnut St at University of Evansville is closed for construction. Utility relocation is underway.

Walnut St – Phase 2: Right of way activities are underway.

Washington Ave/2nd St/Parrett St: Phase 1 construction, from south of Washington Ave to south of Adams, is underway.

Signal Preemption: The proprietary material justification request was approved by INDOT.

Sign Replacement: Work started the end of January and is approximately 40% complete.

Signal Modernization – on Green River Rd and on Washington Ave: Consultant is working on the Environmental Documentation for approval by May 15, 2020.

Signal Modernization – at First Ave and Mill Rd and at Green River Rd and Vogel Rd: Consultant is working on the Environmental Documentation for approval by May 15, 2020.

VANDEBURGH COUNTY

Columbia-Delaware Bridge over Pigeon Creek: Concrete pavement has been patched on both approaches.

Franklin Street Bridge over Pigeon Creek: The Historic Bridge Alternatives Analysis has been approved. Scour analysis was submitted March 9, 2020.

Green River Rd: Phase 3 construction is in final stages. Project on target for substantial completion by mid-June 2020.

Oak Hill Rd: Preliminary Field Check plans are being drafted.

WARRICK COUNTY

Bell Rd: Utility relocations are underway.

Warrick Trails SRTS: Six of 10 properties are secured. Stage 3 plans provided to the County and trail group for review/comment.

Telephone Rd: Survey is complete.

CITY OF HENDERSON

Green River Rd: The City is working with KYTC on a plan for proceeding to the right of way phase.

Wathen Ln: Utility coordination is underway.

Wathen Ln Bridge: Final paving completed this week.

KYTC

Watson Ln: Additional funds to complete the design are being requested.

KY 2084 at KY 812/Airline Rd: Right of way plans were submitted to KYTC.

INDOT UPDATES – presented by Rusty Fowler

US 41 at Hillsdale Rd: Project was moved to the March 10, 2021 Letting due to delays in right of way and awaiting a decision on the west approach from the local Commissioners.

SR 66 at Epworth Rd: Meeting with Warrick County rescheduled from April 16 due to new counts.

US 41 from Lloyd Expwy to Diamond Ave: Stage 1 plans submitted on April 2.

SR 62 and SR 66 (Lloyd Expressway: Intersection improvement projects located at St. Joseph Ave, Rosenberger Ave, Vann Ave, Burkhardt Rd, and Cross Pointe Blvd): Scoping meeting held on March 24. Fee proposals were due by April 17. All proposals have been received.

UNDER CONSTRUCTION

Fix for 41: Work is finishing up and signs will be pulled up soon.

Lloyd Expressway Bridge Overlay Project: Completion date is set at September 25.

I 69 Bridge Overlay: Completion date is set at October 1.

Lloyd Patching: Patching work is ongoing, shoulders are being repaved, and the completion date is still June 26.

This item was informational and did not require a committee action.

1. APPROVAL OF MINUTES

Angela Koehler Lindsey made a motion for approval and Todd Robertson seconded the motion; motion carried.

3. NEW BUSINESS: c. 2020 TAM Targets – presented by Matt Schriefer

In July 2016, the Federal Transit Administration (FTA) issued a final rule requiring recipients of FTA funds to maintain – and document – minimum Transit Asset Management (TAM) standards. The MPO worked closely with METS and HART to develop the initial Group TAM Plan for the region, including a detailed list of METS’ and HART’s assets, which was completed in September 2018. Moving forward, annual TAM Targets for METS and HART will be developed at the beginning of each year and added to the appendices of the Group TAM Plan. Although not required, the MPO will also track non-profit vehicles in a separate table annually for approval. This will allow the MPO to help non-profits maintain a state of good repair on their vehicles.

The first table shows Performance Measure definitions for each asset class. The following tables show the actual Performance Metrics for the beginning of 2020 and the TAM Targets for the end of 2020, based on the number of vehicles each agency is anticipated to acquire in 2020.

Transit Asset Management (TAM) Performance Measure Definitions:

Asset Class	Performance Measure	Definition
Rolling Stock All revenue vehicles	Age	% of revenue vehicles that have met or exceeded their Useful Life Benchmark (ULB)
Equipment Non-revenue/service vehicles	Age	% of non-revenue vehicles that have met or exceeded their Useful Life Benchmark (ULB)
Facilities All buildings and structures	Condition	% of facilities with a condition rating below 3.0 on FTA’s Transit Economic Requirement Model (TERM) Scale

2020 Transit Asset Management (TAM) Targets: METS and HART:

Asset Class			Beginning of 2020 Performance Metrics	End of 2020 Targets
			% exceeding useful life	% exceeding useful life
Rolling Stock All revenue vehicles	Bus	METS	4%	29%
		HART	0%	0%
		Combined	4%	29%
	Cutaway	METS	44%	33%
		HART	13%	0%
		COMBINED	35%	23%
Equipment Non-revenue/service vehicles		METS	67%	73%
		HART	25%	25%
		COMBINED	58%	63%
			% below 3.0 condition rating	% below 3.0 condition rating
Facilities All buildings and structures		METS	0%	0%
		HART	0%	0%
		COMBINED	0%	0%

2020 Transit Asset Management (TAM) Targets: Non-Profits:

Asset Class			Beginning of 2020 Performance Metrics	End of 2020 Targets
			% exceeding useful life	% exceeding useful life
Rolling Stock All vehicles used to transport clients	Cutaway	Non-Profits	8%	8%
	Vans/Cars	Non-Profits	32%	30%

Angela Koehler Lindsey made a motion for approval and Todd Robertson seconded the motion; motion carried.

3. NEW BUSINESS: e. FY 2020 – 2024 TIP Amendments: i. May Amendments – presented by Pam Drach

The Kentucky Transportation Cabinet (KYTC) and the Indiana Department of Transportation (INDOT) requested the following amendment:

Des# 1601700, Item #02-1088.1 & 1088.2:

I-69 Ohio River Crossing (ORX) in Evansville, IN to I-69 south of Henderson, KY. For KYTC, add Preliminary Engineering (PE) in FY 2020 at a total of \$15,000,000. For INDOT, move \$828,000 from FY 2021 Right of Way (RW) to FY 2021 PE. PE costs will be funded with 80% Federal National Highway Performance Program (NHPP) funds and 20% State match.

Ron Beane made a motion for approval and Rusty Fowler seconded the motion; motion carried.

4. OTHER BUSINESS: a. Approval of Bills

Christy Powell made a motion for approval and Angela Koehler Lindsey seconded the motion; motion carried.

3. NEW BUSINESS: a. FY 2021 Budget – presented by Kari Akin

The proposed FY 2021 Evansville MPO budget, the 10-year budget trend sheet and a sheet explaining the changes in budget from the previous year were presented. These are the same values that were approved in March for the FY 2021 Unified Planning Work Program (UPWP). There are no increases in local shares from the previous ten years. Contact Kari Akin with any questions before next month’s meeting.

This item was informational and did not require a committee action.

3. NEW BUSINESS: b. Operations Policy During COVID-19 Emergency – presented by Kari Akin

Temporary Revision to Evansville MPO Meeting Procedures:

The Evansville MPO developed a temporary revision to the meeting procedures for the Transportation Policy Committee during, at a minimum, the timeframe associated with the State of Emergency declared by the Governors of Indiana and Kentucky.

Following current guidance from Indiana, Kentucky and local government in response to the COVID-19 situation, the following temporary meeting procedures will be following by the Evansville MPO. These temporary procedures will be revisited as needed.

- Committee meetings will only be held when there are action items to address. The current meeting schedule of the second Thursday of the month will be followed.
- Committee meetings will be held via video conference using the WebEx platform and will be streamed live via Facebook and continue to be normally streamed via Granicus.
 - Committee members will participate via WebEx.
 - The public will be able to observe and comment via Facebook from the safety of their home.
- The Committee meeting Facebook Live link will be advertised as follows:
 - Posted on Evansville MPO's website
 - Posted on Evansville MPO's Facebook page
- Meeting materials involving public participation will be posted on Evansville MPO's website at least one week in advance and members of the public will be encouraged to send any comments in advance of the meeting via email.
- Committee members will continue to receive their meeting packet one week in advance through email as a standard practice.
- A recording of the video conference meeting will be posted on the Evansville MPO website as is standard practice.
- Voting motions will be recorded in the minutes as standard practice.
- Documents requiring a signature during this time may be done through electronic PDF signatures or through email by the signee's recorded email address.

Temporary Revision to Evansville MPO Operational Procedures:

On March 6, 2020, the Indiana Governor issued Executive Order 20-02 which declared a public health emergency due to COVID-19 in the state of Indiana. On March 11, 2020, the World Health Organization declared COVID-19 to be a global pandemic. On March 13, 2020, the President of the United States declared a national emergency. On March 23, 2020, Indiana Governor Eric Holcomb issued Executive Order 20-08 Directive for Hoosiers to Stay at Home.

Following current guidance from Indiana, Kentucky, local governments and the Indiana State Board of Accounts in response to the COVID-19 situation, the following operational procedures will be followed by the Evansville MPO. This is an urgent and fluid situation. These temporary procedures will be monitored and revisited as needed.

WORK FROM HOME:

- Staff will have the opportunity to work from home and be provided Net Motion and VPN access to continue to access their files and work email to work productively at home.
- An additional sign-in/out sheet must accompany the traditional signed timesheet submitted due during normal timeframes. Electronic signatures will be accepted if the person signing the timesheet uses their work email to send the timesheet.

- Staff should be reachable via email and cell phone.
- Staff should notify the director when canceling pre-scheduled time off or if they will use paid time off.

RETURNING TO THE OFFICE:

- When returning to the office, social distancing will be a priority. Staff will return in a rotational schedule and remain in their enclosed offices.
- Personal Protective Equipment such as masks will be provided to staff when they return to the office as well as hand sanitizer. It is the employee's responsibility to use these items in a non-wasteful way.

PROCUREMENT:

- If the option to pay a bill electronically is available, this method will be used and proper signatures and forms will be obtained which may be electronic.
- Invoices that require a check: the finance officer and Executive Director will coordinate a time to meet in the office for the checks to be signed and mailed. An extension may also be requested.
- The Docket will continue to be approved by the Policy Committee electronically and a hard copy will be presented at the first meeting after the Public Health Emergency has ended.

GENERAL:

- Meetings not requiring public participation, such as internal staff meetings or quarterly vendor meetings, may be conducted through the phone, WebEx, or in a facility in which the 6-foot social distancing can be enforced.
- If a person is diagnosed as positive with COVID-19 and must be quarantined and is in the hospital or is too ill to perform work, the staff member could receive "COVID-19 paid sick leave" that will not be taken from their normal sick bank.
- Documents requiring a signature during this time, except for writing checks, may be done through electronic PDF signatures or through email by the signee's recorded email address.
- The Evansville MPO will follow the Evansville Building Authority and the City of Evansville's policies regarding the building as policies are approved.

This item was informational and did not require a committee action.

3. NEW BUSINESS: d. Notice of Funding Availability (Call for Projects): Updates to the Application Process – presented by Erin Schriefer

This July, the Evansville MPO will be announcing a Notice of Funding Availability (Call for Projects) to LPAs for funding for FY 2025-2026. The application has been updated from the previous application to allow LPAs the opportunity to provide the EMPO with more information on proposed projects. Changes to the application include:

- An updated fillable PDF form;
- A project information section divided into three parts based on mode;
- A project readiness/phases complete section;
- A purpose and need statement;
- A three-question project details sections; and
- A source of cost estimates included with the project budget table.

A reference guide has been developed to assist LPAs in completing the application. The guide provides instructions on the application process, details for each section of the application, and sample wording for the required financial commitment letter. The guide also includes the updated process and metrics the EMPO will use when prioritizing projects for federal funding.

The approval of the updated application, reference guide and prioritization metrics will be requested at the June meeting.

This item was informational and did not require a committee action.

3. NEW BUSINESS: e. FY 2020 – 2024 TIP Amendments: ii. Ratification of the April 2020 Amendments – presented by Pam Drach

This item was tabled and will be voted on at the June meeting.

5. PUBLIC COMMENTS

Kari Akin announced that the June meeting will be held again via WebEx/phone on June 11 at 10:00 am.

Meeting adjourned.