Chair Jon Fricker called the meeting to order at 2:00p.m.

I. APPROVAL OF MINUTES

Stu Kline moved to approve the minutes of the October 18, 2017 meeting as submitted. Ed Garrison seconded and the minutes were approved by unanimous voice vote.

II. ACCESS PERMITS

Barefoot Boy Restaurant

Travis Kohl said a new drain pipe installation is required and INDOT expects the development to proceed. He is not sure, but thinks the request has already been approved by INDOT.

Sallie Fahey said we are talking about a property just west of the Marathons Gas/Village Pantry on the north side of Morehouse and Sagamore. She said it will be a restaurant and it will be using the existing drive and adding a drain pipe.

Travis Kohl moved to recommend approval of the Access Permit for the Barefoot Boy Restaurant as presented. Stu Kline seconded.

Ed Garrison asked what the drive was for.
Stu Kline replied that the drive was for Morris Bryant. The property owners also own Christo’s.

The motion was approved by unanimous voice vote.

III. FY 2018- FY 2021 TIP AMENDMENT
INDOT State Police Enforcement and Lafayette Star City Trail

Doug Poad said the first part of this request is from INDOT to Federally fund state police enforcement in interstate construction work zones in FY 2018 and 2019. The second part of the request is from the City of Lafayette to move the Star City Trail project from the funded local projects category to the unfunded local projects category. “Specific project information has not yet been identified” is being added to the project description.

Ed Garrison moved to recommendation approval of the FY 2018-2021 TIP AMENDMENT for INDOT STATE POLICE ENFORCEMENT and LAFAYETTE STAR CITY TRAIL to the Policy Board. Jeromy Grenard seconded and the motion was approved by unanimous voice vote.

IV. QUARTERLY TRACKING and FORM OPTION DISCUSSION

Cat Schoenherr referred to the project list that was previously distributed and said she will be looking for answers to the questions listed at the bottom of each project.

Tippecanoe County
Klondike Road
Cat Schoenherr asked the status of the Stage 3 right-of-way.

Stu Kline said Stage 3 ROW is cleared.

Travis Kohl said the INDOT review has been completed and the comments will be out soon.

Stu Kline said things should move quickly because the county already has the railroad agreement ready to be signed Monday. He is not sure what is going to happen with Lindberg, at this time, and he would like to know for sure before we commit to giving the railroad $175,000.

Travis Kohl concurred. He added that if the delivery date changes the estimate could also change.

Lindberg Road
Stu Kline said this project is on hold.

North River Road at River Bend Hospital
Stu Kline thinks there is one parcel left to clear.

Travis Kohl said Ann Bishop, Project Manager for most of these projects, was unable to attend today’s meeting but he knows she is in contact with the appropriate people.

Concord Road at CR 430 South Intersection
Stu Kline said the appraisals for right-of-way have started and contract notices were given about a month ago.
Sallie Fahey asked if there is any news about the environmental.
Stu Kline replied that the environmental is clear.
Travis Kohl agreed because the environmental must be cleared before starting ROW.
Sallie Fahey said the environmental can be updated to 100% on the next report.

**River Road at CR 500 North**
Stu Kline said right-of-way engineering and appraisals have started.

Ed Garrison said he sees an updated estimate and asked if the funding has been accounted for.
Stu Kline said additional funding for this project has not been addressed yet.

**Morehouse Road Reconstruction**
Cat Schoenherr said the PE amount seems high.
Stu Kline agreed and said he has a big question mark on that. He is not sure if it was overprogrammed, but there has been no progress so he did not delve too deep when researching the project.
Sallie Fahey said we do not have that much money in the TIP for PE.
Ed Garrison asked if the project gets into the hazmat drainage area.
Mike Spencer said the project will go just past Mason-Dixon.
Ed Garrison asked if that is all Hadley Lake basin. He wonders if the environmental impact could be running the cost up.
Sallie Fahey said the cemetery could have something to do with it and there might be some outlying design things. She added that the environmental has been done because she has seen it.
Stu Kline noticed that the same fixed price for PE has been in there forever and the construction is not programmed yet. That makes it hard to get a feel for where the project stands.

**Yeager Road Reconstruction**
Cat Schoenherr said the report states that stage 1 design was submitted in April with the field check in June and asked if that is correct.
Sallie Fahey pointed out the report shows the project as 0% complete for Stage 1.
Stu Kline said the quarterly reports just needs to be updated. He is not sure he received an update from the consultant. He does not remember getting an environmental document.
Sallie Fahey said we know there was a field check.
Ed Garrison agreed but did not attend himself.
Stu Kline asked when the field check occurred.
Cat Schoenherr said the report shows the field check was in June.
**McCutcheon Pedestrian Safety**
Cat Schoenherr asked how close we are to having a consultant contract.

Stu Kline said the county is in negotiations, but there is a little bit of scope drift because, originally, the project was not set up to have right-of-way in it. During the scoping, it was determined that turn lanes need to be added. The ROW will have to be backed out of the current design contract, and another RFP for right-of-way services will be done separately. We will also need to find more money.

**Lafayette**
**Myers & Riehle Plaza Bridges**
Bob Foley said some repair work needs to be done but it is under warranty.

Ed Garrison asked if the final was accepted by the Crawfordsville District.

Bob Foley replied that the final was accepted and is in audit.

Ed Garrison said you get money back when the audit is done but it takes a long time to get it. He just received a check from the Sycamore project a couple of days ago.

**Sagamore Parkway, Phase 1**
Cat Schoenherr said it looks like this project is complete because the report says awaiting final closeout.

She asked if there are still two purchase orders open.

Bob Foley asked if that is an issue.

Travis Kohl said INDOT needs a final invoice on all the services. He thinks he recently saw an invoice for the construction inspection, but he is not sure if it was final. He suggested checking with the consultants.

Jeromy Grenard said the last invoice went through recently.

Travis Kohl said he hopes it was marked final because that is what triggers INDOT to close the project. Sometimes projects linger until a final notice is sent in.

**South 18th Street**
Cat Schoenherr said there are three purchase orders open on one des. # and two for the other des #.

Travis Kohl explained that they still have balances on them and he approved an invoice Monday for them. He thinks we are just cleaning up the paperwork on this project.

Bob Foley said that invoice was turned in a couple of months ago.

Travis Kohl said he knows that, but he just approved them Monday.

**South Street & Scott/Park Streets**
Cat Schoenherr asked if the POs for this project have been closed.

Travis Kohl said he has not seen anything on this project for a long time. He thinks INDOT might just need to confirm final billing.

Cat Schoenherr said she tried to look the projects up in SPMS but she does not have the “money truck,” which would allow for viewing of the project’s financial information to determine if the PO was closed.
**Twyckenham Boulevard Reconstruction**  
Cat Schoenherr asked if there are completion dates for Stage 1 and Stage 2 design.

Bob Foley said he will have to check on that and get back to the her. He does know the project is in the early stages of design.

**Twyckenham Trail**  
Bob Foley said this project was headed for a March letting but asked for it to be backed up to a February letting. He missed the February date by two days, so the project was moved to an April letting. He does not understand why that was done.

Travis Kohl said the March is very full.

Bob Foley pointed out that this project was already originally scheduled for a March letting.

Travis Kohl explained that any movement will cause lots of movement. INDOT has lots of projects to get out the door this spring. He added that Bob should be sure that it is a very good package, that it bids and sells well.

Ed Garrison said it gets processed well after it sells.

Bob Foley said he hopes to get a lot of interest because a lot of people are not paving that time of year.

**Bicycle/Pedestrian Safety Awareness**  
Cat Schoenherr asked if the consultant contract has been completed/signed.

Ryan Smith said Margy Deverall should have the contract next week.

**Park East Boulevard Extension**  
Cat Schoenherr said APC did not receive a report for this project. Being new she is not familiar with the project and she would like to know the status.

Bob Foley said this project is really nowhere because it is not scheduled until FY 2021. Nothing has been started.

Cat Schoenherr said INDOT wants to see quarterly reports on all projects that are in the TIP.

Travis Kohl said he tried ignoring them too.

Bob Foley asked if that can be changed because the project is over two years out. It seems silly to do a report on a project no one is working on.

Travis Kohl said INDOT might let a rural project slip.

Sallie Fahey thought everyone agreed with Susie Kemp who said it is silly to do a report just because a project got a des #, but is four years out.

Travis Kohl remembers that, but his understanding is that can only be done if a project is way out. INDOT understands some of the work is pre-planning but once a project is in the contracting stage and money is allocated reports are important. He thinks there is no benefit to prepare a report if there is nothing to discuss.
Ed Garrison said he tried to take a couple of far out project off the quarterly report and was told not to do that.

**West Lafayette**
**Happy Hollow Road**
Ed Garrison said a final inspection draw was processed and should have gone through The Redevelopment Commission today and the Board of Works next week.

Sallie Fahey asked how much Federal money is left in the purchase orders. It would be nice to get the funds back from any open purchase orders that have Federal money left, so the funds can be applied where needed.

Ed Garrison said he will find out but knows he did not use the full amount of the FY allocation.

Travis Kohl said FY 2017 funds were used on that project.

Sallie Fahey believes the excess funds can be reallocated to the MPO and reprogrammed.

Travis Kohl again said we are now in a different fiscal year.

Sallie Fahey said she understands that, but it is her understanding that INDOT was going to reallocate the funds.

Travis Kohl suggested talking to Kathy at INDOT to get specific guidance. He knows of one instance where he saw a closed purchase order from a past fiscal year where those funds were transferred to a need that existed in that past fiscal year.

Sallie Fahey thought she was told at an MPO Council meeting that the MPOs would get their money back just like the locals would get their match back.

Ed Garrison said he will get the number, so we know how much money we are talking about. He thinks the total is around $50,000.

Sallie Fahey thinks we need to pay closer attention, so we can pull the surplus out earlier. She thinks the days of keeping a large chunk of money in a project to cover change orders are over, especially once all our PYB money is spent.

Ed Garrison said this one was put in just before the FY cutoff and he knew he needed additional money, but he was not sure how much. He agrees that we need to keep on top of this in the future, so we do not lose money. He reminded the Committee that the Happy Hollow project took six months longer than originally planned. Also, because of the change in the letting process, the project did not let when it was originally supposed to, and half a season of construction was lost.

**Kingston Drive Trail Connection**
Ed Garrison said construction is done and he has asked for the final billing on inspection for this project. All the pay items should be complete and everything should be wrapped up shortly. He added that this project came in just under the original budget. The project went smoothly and there should not be any change orders.

**Happy Hollow Neighborhood Trail**
Cat Schoenherr asked if a consultant has been selected for this project.
Ed Garrison replied that a contract was signed with WSP Consultants right after the quarterly report was submitted. The project is moving along but not quite at 30%.

_Cherry Lane Extension (Road)_
Cat Schoenherr asked Ed Garrison if he has a date for the Stage 2 design.

Ed Garrison does not think he is going to report Stage 2 design, but go straight to Stage 3.

Travis Kohl said that is acceptable.

_Soldiers Home Road, Phase 1_
Ed Garrison said this is a project he has been reporting on for over a year when nothing will be done on this project for several more years.

Sallie Fahey thinks we should drop this project from the reporting because nothing is going to happen for several years and we may be taking money off the project.

Cat Schoenherr agreed, but suggested sending Susie Kemp an email each quarter telling her nothing is happening.

Travis Kohl suggested adding information to the email when the MPO might want to start doing quarterly reports on this project.

_Sagamore Parkway Trail_
Ed Garrison said West Lafayette is still working on design, but he thinks the environmental is done. He knows the preliminary survey work has been done. The project has been on a bit of a hold while trying to come up with solutions for construction funding and overrun issues.

Sallie Fahey thinks Ed Garrison got some good news on this project this week.

Doug Poad said there was a design change to the bridge end and that means West Lafayette does not have to purchase right-of-way for the project.

Ed Garrison thanked Travis Kohl for spearheading that one.

Travis Kohl said it was a matter of coordination to make a reasonable change. Hopefully the change makes life easier for everybody.

Ed Garrison added that making the change cost INDOT additional money on the bridge project. He said he is looking for a historic bridge to span across a ravine.

_Battle Ground_
_Street Lighting_
Cat Schoenherr said this project is nearing completion.

_North Street Reconstruction_
Cat Schoenherr said she has no report on this project.
IDNR
Prophetstown State Park Trail
Travis Kohl said some final accounting needs to be done for this project but otherwise the project is complete. A section of the trail is missing, but if you are willing to walk through the gravel a few hundred feet it is a nice trail on the other end.

Quarterly Tracking Forms
Cat Schoenherr informed the Committee that INDOT prefers quarterly reporting be submitted through ITAP and she asked Travis Kohl if that is something that will be mandated. Currently, we have ITAP reporting and the Excel sheet that is converted to PDF and emailed.

Travis Kohl said requiring everything to be reported in ITAP was talked about a couple of years ago and the Indianapolis MPO killed it because they have a defined structure. There are other MPOs that have defined structures but still submit their reports through ITAP.

Stu Kline said using ITAP is easier and friendlier.

Sallie Fahey said Cat Schoenherr found that the form we have been using has a lot more information in it than the ITAP form.

Cat Schoenherr added that some of the questions are different. She wonders if our MPO wants to streamline how we are doing things. She is fine with online or the Excel sheet but there needs to be a way to make the data more consistent between the two forms by changing the Excel sheet a bit. She learned she can get into ITAP and get the reports that are submitted that way.

Travis Kohl suggested having someone in the office be the official approver/reviewer. He does not think ITAP works the way appears to because you can only move forward and not back.

Cat Schoenherr said no Stage 2 design is listed on ITAP’s form.

Travis Kohl said the reason for that is that it matches INDOT’s SPMS schedule exactly because it is pulled over from the scheduling software.

Cat Schoenherr pointed out that the Excel form we use asks to report on Stage 2 design and she wonders if INDOT is even tracking Stage 2.

Travis Kohl explained that Stage 1 and Stage 2 submittal are not required for any LPA project and are completely discretionary. They are recommended but not required.

Stu Kline added that under permits in ITAP has columns for “applied,” “received,” and “expired.” He said it is important to know when a permit expires.

Travis Kohl said if tracking is important than the Excel spreadsheet should be used because you cannot see what happened two reports ago in ITAP. ITAP will only show information for the last report to the current report.

Cat Schoenherr said that kind of tracking can be done in-house. She agrees there were a few differences between the reporting methods. The ITAP report shows the awarded Federal funds and a column that looks at the proposed distribution. There is also a column that shows if all the invoices have been submitted to INDOT. The Excel form shows only the final letting information. She thinks it might be worth it to add final audit to the form we are using now.

Doug Poad said generally final audits take a long time and that is why it is dropped. Once the PO is closed we consider the project done.
Ed Garrison said we can not only track a project for four years before it starts, but we can continue to track the project for four more years after it is completed.

Travis Kohl said there is a toggle in the SPMS system through ITAP that would allow a project the report to be generated. A project can be taken off the list if it is in the early stage.

Sallie Fahey asked the engineers their opinion about using the ITAP form.

Ed Garrison said he is indifferent. He knows the first final report he had to do after he started with the state was on CRA. The second final he did was on Site Manager. He thinks it was hard to learn how to do a final once and it worse to have to do it twice on two different systems. He thinks it makes sense to get used to one way of reporting before we change it.

Cat Schoenherr asked if ITAP is going anywhere soon.

Travis Kohl said there will be an update to INDOT’s core systems because INDOT is rewriting its core SPMS system and modifying the links next spring. Fundamentally, the system for quarterly reporting is the same but how it ties to SPMS might change and cause some hiccups when the two systems are merged together.

Cat Schoenherr thinks we can try the ITAP system and still be able to go back to the old system if things do not work out well.

Travis Kohl said that is always an option. INDOT only cares that the report is produced and has the information INDOT needs, not where the report comes from.

Cat Schoenherr thinks using ITAP might save time as well as simplify the process on all ends.

Doug Poad said we have to approve the ITAP reports so that gives us additional time. With the Excel sheet, the reports were just put together and submitted.

Ed Garrison asked who can enter the information if it is submitted through ITAP. He wonders if only the ERC can make the entries. Overseeing the process and knowing what is going on is a lot easier for him to do than actually having to update everything himself.

Travis Kohl suggested the engineers have back-up ERCs.

Ed Garrison said he has a back-up ERC but he is still considered the primary person.

Stu Kline said there are three ERCs in the County Highway Department. He was on the consulting side for 35 years and he had to fill out the spreadsheet and send it to the county/city. With the spreadsheet you can go in and review any quarter you want and it also has additional information.

Sallie Fahey cannot emphasize enough how critically important it is that all LPA engineers manage their consultants as opposed to waiting to see what the consultants provide. We must be partners with our consultants and expect complete reporting in a timely manner.

Cat Schoenherr said we can leave things the way they are for now but invited the engineers to try the ITAP system if they would like.

Stu Kline said everyone should have access to ITAP but might have to request the application. He added that ITAP picks up mathematical errors and prompts you to fix them.

Travis Kohl said the ITAP system leaves very few fields to edit.
Stu Kline said finds that the ITAP figures do not match the TIP and that is not a field he can edit. He knows the system is new and that it will get better. He does not know how the information get in ITAP.

Travis Kohl said Susie Kemp inputs the information Doug Poad gives her. When the totals do not add up it could be because something did not get transferred properly or a change is in process.

Cat Schoenherr said she hoped to review the information in ITAP but she has not been put in as a reviewer yet. She invited everyone to visit the ITAP site and we can discuss this issue again later.

Ed Garrison asked if there is a quicker way to be reimbursed by INDOT when there are surplus funds in a project when a contract ends.

Travis Kohl does not think so because those things are typically done on first come – first served basis. All the stimulus projects were just closed out and we all know how long ago that was.

V. APC PROGRESS REPORT
   Administrative TIP Modifications

Sallie Fahey said at the last meeting she talked about the two administrative modifications she made. After the modifications were made, she and Doug Poad realized there was an amendment in process and had jumped ahead of that with an administrative modification, getting things out of order. The administrative modification listed on the agenda that she was going to report on today was a way of trying to fix the problem, but INDOT did not approve of that solution. Staff will find out how INDOT wants things done. We also must figure out what we are going to do with Klondike Road so there may be several other things coming down the line. She anticipates there will be a long line of corrections.

Klondike & Lindberg Funding

Sallie Fahey said the Klondike project and possibly also the Lindberg project, have significantly increased due to engineer’s cost estimate. The cost went from just under $4,000,000 in the TIP in FY 2018 to almost $9,000,000 in Federal funds. She and Stu Kline have had several conversations, and broached the subject with the Policy Board last week because decisions about this amount of project funding, reallocation, reordering, and reprioritizing will have to be done at that level. The Lindberg Road project was to be let at the same time as Klondike, but its $2,000,000 may have to go into the Klondike project. That would put off the Lindberg Road project to some future date. She thinks everybody really wants the Klondike Road project to include the roundabout at Lindberg because it makes a lot of sense to get that intersection done. She talked with Kathy Eaton-McKallip to see if she has any Group 3 or Group 4 money we could swap one year for another, but Kathy is also looking for $50,000,000 to do the projects in her budget. She did provide a list of several other MPOs who are under programmed in FY 2018. We can talk with the Directors to see if we can use their money in FY 2018 and repay the money as early as next year. She was told this has not been done yet but it should not be difficult to do. NIRPC in northwest Indiana has a $1,600,000 project that is at risk because they are still buying right-of-way, but are scheduled for a March letting.

Stu Kline said between Klondike and Lindberg there is a $4,500,000 shortage.

Sallie Fahey said that means that, to do Klondike through the roundabout at Lindberg, we will still need another $1,200,000. There is no other money in FY 2018 we can move around to get up to the total we need, and the only way she knows to get the additional Federal funds we need is to swap with another MPO. She explained that we will have to pay that money back in a year the MPO is interested in and still find at least $2,000,000 to cover Lindberg. The only project that can cover that difference is Cherry Lane. Mayor Dennis and Ed Garrison will be talking to their Purdue partners about that issue. She reminded everybody that Cherry Lane was never supposed to have Federal funding from our allocation to begin with because it was to be part of State Street. In FY 2019, we needed to use some Federal allocation so
we put it on Cherry Lane. Taking the money out of Cherry Lane puts the project back where it was without the gift.

Ed Garrison pointed out that, at one time, that money was for the Perimeter Parkway around Williams Street. The high priority project funding is only around $200,000.

Sallie Fahey said Ed Garrison and John Dennis will report on their conversation with their Purdue partners regarding Cherry Lane at the December Policy Board meeting. She will also report on her conversations with the other MPO Directors. This crisis has caused us to think about a lot of things; like managing consultants to make sure they provide good information. It has also caused her to have a couple of conversations with INDOT about railroad portions of projects, where that is in the hands of INDOT, and we do not get any information until the very end. She feels we should be partners in that from the beginning, so those costs can be accounted for in our TIP earlier. It also means we will have to think carefully when we have no more PYB money because it is expended. When that happens, we will only receive about $4,000,000 in Federal funds annually and that amount of money will not do a good project. That will bring up a conversation with INDOT on how we aggregate a couple years' worth of money to do a good project.

Jon Fricker asked if the $9,000,000 is the correct estimate for the job.

Sallie Fahey said Stu Kline has re-reviewed the project with Strand and that is an accurate number. Stu Kline said every line has been gone through in detail since Stage 3 and he has a breakdown of how the costs grew.

Ed Garrison knows the original estimate did not include the roundabout.

Stu Kline said the roundabout added $1,500,000 ($1,000,000 at Cumberland and $500,000 at Lindberg) and there is over $500,000 in underground storage because of the requirements that kicked in after stormwater review.

Sallie Fahey said the railroad was just over $300,000 Federal.

Stu Kline said the Federal railroad share of the three roundabouts was $150,000 and that is not nearly as bad as it could have been. He added that about $1,000,000 of the additional cost was due to inflation.

Ed Garrison asked where the underground storage is located. He is assuming there is a high point where the railroad track is located and travels two different directions.

Mike Spencer said the underground storage is parallel to the storm sewer and the drainage goes under the railroad. All the drainage is going to the north except at the very north end where the drainage goes south to Lindberg to tie into the existing drainage.

Stu Kline explained that he had multiple conversations with the consultants and he is very comfortable with the dollar values. He hopes there is a margin of error so we do not come up even shorter. The bids are coming in higher and higher the way the market is right now.

Jim Knapp said a lot of people are coming in to the area because our community is “the place to be”.

Stu Kline said it is harder and harder to get people to bid decent prices.

VI. OTHER BUSINESS
INDOT 18-Month Letting List

Doug Poad referred to the report distributed in the packet and said a lot of the projects on the list are ongoing and still on track. We have already discussed Klondike & Lindberg projects (#2 & 3) are showing as moved from a December 2017 to a January 2018 letting. That has recently changed with Klondike moved to a February letting and Lindberg on a March letting. Two US 231 bridge projects (#7 & 8) have been moved back a week and are scheduled to be let on March 14th. The Twyckenham Trail bike/ped facilities project has been moved from a January 2018 letting to an April 2018 letting. The three US 52/Teal Road projects (#18, 19, & 20) are still scheduled for a January 2019 letting and added that the projects are still listed in the FY 2018 TIP. He said all other projects on the list are the same and there are no bidding results to report on.

VII. CITIZEN COMMENTS

Sallie Fahey thanked Robert Dirks, our FHWA representative, for attending today’s meeting.

Jon Fricker said that the next Technical Transportation Committee meeting will be December 20, 2017.

VIII. ADJOURNMENT

Ed Garrison moved to adjourn the meeting, Jon Fricker seconded.

The meeting adjourned at 3:20 p.m.

Sallie Dell Fahey
Secretary