

**NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION**  
**EXECUTIVE BOARD/FULL COMMISSION MEETING**  
**Thursday, December 14, 2017, 9:00 A.M.**  
**NIRPC Lake Michigan Room**  
**6100 Southport Road, Portage, IN**

**AGENDA**

- I. Call to Order and Pledge of Allegiance – Michael Griffin, Chair
- II. Public Comment
- III. New Appointments – Dave Hollenbeck
- IV. Presentation: Marquette Greenway TIGER Grant – Mitch Barloga
- V. Approval of Minutes of the October 19, 2017 Executive Board Meeting Pages 1-2
- VI. Report of the Chair – Michael Griffin
  - a. Nominating Committee
  - b. By-Laws Committee
- VII. Report of the Executive Director – Ty Warner
- VIII. Finance & Personnel Committee - Karen Freeman-Wilson Pages 3-22
  - a. **Action** on 2017 Budget Amendments Page 4
  - b. **Action** on Contracts for Approval Page 5-12
  - c. **Action** on Resolution 17-26, 2018 Budget Page 13-22
- IX. Environmental Management Policy Committee - Geof Benson Pages 23-24
- X. Technical Planning Committee – Kevin Breitzke Pages 25-36
  - a. Public Comment Report - FY 2018-2021 Transportation Improvement Program Amendments Page 27
  - b. **Action** on Resolution 17-23, FY 2018-2021 Transportation Improvement Program Amendment #5 for Local Projects Pages 28-31
  - c. **Action** on Resolution 17-24, FY 2018-2021 Transportation Improvement Program Amendment #6 for INDOT Projects Pages 32-34
  - d. **Action** on Resolution 17-25, FY 2018-2021 Transportation Improvement Program Amendment #7 for Transit Projects Pages 35-37
- XI. INDOT, Rick Powers, La Porte District Deputy Commissioner
- XII. Other Business

XIII. Announcements

XIV. Adjournment

*The Northwestern Indiana Regional Planning Commission (NIRPC) prohibits discrimination in all its programs and activities on the basis of race, color, sex, religion, national origin, age, disability, marital status, familial status, parental status, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program.*

NIRPC Executive Board Meeting  
6100 Southport Road, Portage, IN  
October 19, 2017  
Minutes

**Call to Order**

Vice Chairman Geof Benson called the meeting to order at 9:00 a.m. with the Pledge of Allegiance and self-introductions.

Executive Board members present included Geof Benson, Anthony Copeland, Karen Freeman-Wilson, Justin Kiel, Greg Stinson and Jim Ton.

Commissioners present included Kevin Breitzke, Robert Carnahan, Christine Cid, Don Ensign, Will Farrellbegg, Mark Krentz, Tom Schmitt, Brian Snedecor, Mary Tanis and George Topoll.

Guests present included Matt Deitchley, David Wright, Randy Strasser, Jonathan Kruger, AJ Monroe, Ismail Attallah, Jill Murr, Nick Barbknecht, Justin Mount, Val Gomez, Jim Nowacki, Andrew Steele and Tim Zorn.

Staff present included Ty Warner, Kathy Luther, Scott Weber, Stephen Sostaric, Jody Melton and Mary Thorne.

**Report of the Executive Director**

Ty Warner gave a brief overview of the Indiana MPO Conference hosted by NIRPC in September. Various mobile tours which highlighted the region were offered. The next NIRPC meeting will be held on December 14 at 9 a.m. at NIRPC.

**Public Comment**

Jim Nowacki, resident of Gary, commented on the flooding situation in Gary over the weekend. He said at the Gary City Council meeting, the Council President said he wished he could attend today but will follow up with a letter to the appropriate parties. Karen Freeman Wilson responded that a very large amount of rain fell in a 24-hour period and receded the next day. She met this week with INDOT representatives to discuss solutions and the work is not finished. Karen Freeman Wilson said she did not receive any indication from the Council President that he wanted to be here today.

**Minutes**

On a motion by Greg Stinson and a second by, the minutes of the July 20, 2017 Full Commission meeting were approved by the Executive Board.

**Finance & Personnel Committee**

Karen Freeman Wilson reported that the committee met this morning. Procurement #17-20 provides for purchase of one replacement vehicle for North Township, three for Opportunity Enterprises, two for South Lake County Community Services with local share from the agencies in an amount not to exceed \$360,040 in federal funds. On a motion by Karen Freeman Wilson and a second by Jim Ton, the Executive Board voted to adopt Procurement #17-20.

Procurement Recommendation #17-21 is to purchase one pick-up truck support vehicle for LaPorte TransPorte in an amount not to exceed \$44,000 in federal funds. On a motion by Karen Freeman Wilson and a second by Jim Ton, the Executive Board voted to adopt Procurement #17-20.

The Committee reviewed and recommended the contract for legal services by and between NIRPC and Blachly Tabor Bozik and Hartman for 2018 with an annual extension provision. David Hollenbeck will continue on as our

attorney. On a motion by Karen Freeman Wilson and a second by Jim Ton, the Executive Board voted to adopt the contract for legal services as presented.

### **Environmental Management Policy Committee**

Geof Benson said the minutes from the last meeting were in the packet. The next EMPC meeting will take place on November 2 at 9 a.m. at NIRPC.

### **Technical Planning Committee**

- Kevin Breitzke reported that the Technical Planning Committee met last Tuesday and heard a presentation on the increased mobility, accessibility goal of the *2040 Comprehensive Regional Plan* and an update from staff on the TIGER grant application for the Marquette Greenway.
- Stephen Sostaric overviewed the public comment report for FY 2018-2021 Transportation Improvement Program Amendment #4. One negative comment was received and staff responded that the projects are already in the current and previous Transportation Improvement Programs. The amendment is minor and was exposed to public comment for five business days, with no public meeting required, vetted through the Interagency Consultation Group and the Lake-Porter Transportation Resources Oversight Committee.
- Stephen Sostaric explained Resolution 17-22, Amendment #4 to the FY 2018-2021 Transportation Improvement Program for local projects as recommended by the TPC. On a motion by Jim Ton and a second by Greg Stinson, the Executive Board voted to adopt Resolution 17-22, FY 2018-2021 TIP Amendment #4.

The next meeting of the Technical Planning Committee is scheduled for December 5 at 9 a.m. at NIRPC.

### **Indiana Department of Transportation**

Matt Deitchley reported that wire theft is occurring again and the thieves may target local road lighting as well. INDOT is replacing the copper with aluminum, as much as possible.

### **Other Business**

- In answer to a question by Mary Tanis about the next meeting of the Legislative Committee, Ty Warner responded that the committee meets on call and he will relay her query to Tom McDermott.
- Kevin Breitzke noted that residents should keep the drainage grates clear of leaves and debris in order to help with flooding issues.

### **Announcements**

- Geof Benson announced that Justin Kiel has offered to represent NIRPC on the NARC Board, replacing Blair Milo. Bob Carnahan said OneRegion is holding their annual luncheon on October 5 at Avalon Manor.
- Bob Carnahan announced that Cedar Lake is looking for another judge to join Ty Warner, Michael Griffin and Karen Freeman Wilson at the Parade of Lights on November 18 at 7 p.m.
- The Valparaiso Chamber Business Expo is tonight at Porter County Expo Center at the County Fairgrounds.

### **Adjournment**

On a motion by Greg Stinson and a second by Anthony Copeland, Geof Benson adjourned the meeting at 9:25 a.m.

*A Digital MP3 of this meeting is filed. Contact Mary Thorne at the phone or email below should you wish to receive a copy of it. DVD recordings will be available once they are received by NIRPC from the videographer.*

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## FINANCE AND PERSONNEL COMMITTEE

### Meeting Agenda

Thursday

December 14<sup>th</sup>, 2017

8:00 a.m.

NIRPC Office, Portage, Indiana

1. **Call to Order**
2. **Meeting Minutes of October 19<sup>th</sup>, 2017** *(Pages 1-2)*
3. **Review of Financial Status** *(Pages 3-6)*
4. **Approval of Claims Register** *(Pages 7-16)*
5. **2017 Budget Amendment** *(Page 17)*
6. **Contracts for Approval (Westat Inc.)** *(Pages 19-25)*
7. **2018 Budget for Recommendation** *(Pages 26-35)*

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Requests for alternate formats please contact Daria Sztaba at (219) 763-6060 extension 104 or dsztaba@nirpc.org. Individuals with hearing impairments may contact us through the Indiana Relay 711 service by calling 711 or (800) 743-3333.

## Transfers Within Categories

**Amendment 7:** Creating a new Contractual expense lines for FY 2017 and transferring within Contractual categories amount of \$15,000

**TO:** E-TIP Contractual

**Purpose:** Creating E-TIP expense line and transferring \$15,000 from Household Travel Survey line. E-Tip expense has been include in FY 18 budget, early expense related to the E-TIP program occurred in November/December 17.

DETAILED BUDGET LINE		Original	Addition	Amended
Expense:	E-Tip	-	15,000	15,000
Expense:	Household Travel Survey	188,190	(15,000)	173,190

## Transfers Within Categories

**Amendment 8:** Transferring within Departmental categories amount of \$8,000

**TO:** MPO Conference and Audit & Accounting Contractual

**Purpose:** Transferring from Communications: Commission/Ex. Dir and Allocated Functions to Audit and Accounting for Account services and MPO Conference for additional expenses related to conference.

DETAILED BUDGET LINE		Original	Addition	Amended
Expense:	Audit and Accounting	33,000	7,000	40,000
Expense:	MPO Conference	25,000	1,000	26,000
Expense:	Communications: Commission/Ex. Dir.	38,500	(4,000)	34,500
Expense:	Communications: Allocated Functions	41,490	(4,000)	37,490

**PART I. BASIC AGREEMENT BETWEEN THE NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION AND WESTAT, INC. FOR THE REGIONAL HOUSEHOLD TRAVEL AND ACTIVITY SURVEY PROCURED UNDER CHICAGO METROPOLITAN AGENCY FOR PLANNING REQUEST FOR PROPOSALS NO. 166**

By agreement entered into by and between the Northwestern Indiana Regional Planning Commission, hereinafter referred to as the Commission, and Westat, Inc., hereinafter referred to as the Contractor, the following is hereby mutually agreed to:

**1. Construction of Agreement:**

This agreement consists of two parts: (1) the basic agreement and (2) scope of work. Each of these parts is hereby made a part of this agreement. The Commission shall be governed by and the Contractor shall comply with all terms and conditions set forth within all parts of the Agreement.

**2. Description of Services provided by the Contractor:**

The Contractor shall provide the following: Regional Household Travel and Activity Survey. The Contractor shall perform the services to the satisfaction of the Commission as provided for in the scope of work which is described in **Part 2 of this Agreement**.

The Commission requires prior approval of the use of any Sub-Contractor(s) for this agreement and a copy of the executed agreement between the Contractor and Sub-Contractor(s).

**3. Compensation:**

The Contractor shall provide the identified goods and services as noted in Part 2 of this Agreement, for a cost not to exceed \$276,139. Payment for services provided by the Contractor will be on a reimbursement basis and in accordance with procedures provided for in the **Terms of Agreement section of this Agreement**.

**4. Terms of Agreement:**

The Contractor shall commence work hereunder on the December 15, 2017 and all services must be completed by February 8, 2020.

**5. Payment Procedures:**

The Commission shall make periodic payments to the Contractor for services rendered in conjunction with this Agreement in the following manner:

- (A) The Contractor shall submit monthly invoices to the Commission, which are sent the last week of the month for services rendered for that month.
- (B) The Contractor shall include on its invoice the amount due in proportion to the percentage of work complete.
- (C) The Contractor shall attach copies of invoices from Subcontractors utilized in conjunction with this Agreement.
- (D) Invoices shall be accompanied by a narrative progress report describing activities which have been performed and for which reimbursement is being claimed.
- (E) Following its approval of the invoice and related materials submitted by the Contractor, the Commission shall make payment. Payment will normally be made within thirty days after said approval.
- (F) All invoices shall be submitted to:
  - Accounts Payable
  - Northwestern Indiana Regional Planning Commission
  - 6100 Southport Road

**6. Modification Provisions:**

This Agreement shall not be modified except in writing, signed by both parties to this Agreement. Further, the parties hereby agree that the Commission may hereby modify **Part 2 to this Agreement** by adding, deleting or modifying tasks, subtasks, schedules or the content or quantity of products to be produced by the contractor to the extent that such modifications result in no upward or downward cost adjustment.

**7. Termination:**

Either party may terminate the agreement by providing a written notice at least thirty (30) days prior to an effective termination date, which shall coincide with the last day of a calendar month. In the event of termination, the Commission shall be obligated to pay the Contractor only for services rendered and expenses incurred through the date of termination.

**8. Agreement:**

It is hereby agreed and understood by the party's signatory hereto that this Agreement becomes executed when the appropriate signatures are affixed hereto and the date of contract award is established as the 21st, day of September, 2017.

**NORTHWESTERN INDIANA REGIONAL  
PLANNING COMMISSION**

By:

By:

\_\_\_\_\_  
Tyson Warner  
Executive Director

\_\_\_\_\_  
NAME

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:

Attest:

\_\_\_\_\_  
Kathy Luther  
Chief of Staff

**PART II.**



## SCOPE OF WORK

The scope of work will be consistent with the scope of work described in the Contractor's response to the Chicago Metropolitan Agency for Planning (CMAP) Request for Proposals (RPF) No. 166 as noted in Attachment A. The Commission will only be responsible for rendering payment to the Contractor for Tasks 5, 6, and 7 in the following Scope of Work in Attachment A. CMAP will render payment for Tasks 1, 2, 3, 4, and 8 on behalf of the Contractor's work necessary for the Commission.

## ATTACHMENT A: SCOPE OF WORK

This contract is to design and pre-test a survey instrument, then conduct a household travel survey for the NIRPC region. The procedures used in this survey will be informed by and occur alongside those used in the Chicago Metropolitan Agency for Planning (CMAP) area. The procedures used in this survey will also be designed to make it as representative as possible of all population groups within the NIRPC planning area. To the extent practical, survey questions should be formulated in a way that provides consistency with prior survey instruments to allow for longitudinal analysis of the data. Additionally, comparability of the household travel survey questions with questions asked by the Census Bureau should also be taken into consideration.

Contractor must recommend a sample size and estimate of completed households that will yield a representative sample of the region's residents, which has been estimated to be 2,000 completed households. The final survey target allocations for the sampling frame will be determined based on the results of the survey pilot study and the survey data collection budget. For the purposes of this contract a "completed household interview" is defined as an interviewed household for which completed travel day information reports have been obtained for all of the household members age five and older.

NIRPC expects the Contractor to maximize the use of smartphone apps during survey data collection due to their ability to provide detailed GPS data, reduce respondent burden in completing the travel diary, and improve the quality and quantity of data collected. Further, NIRPC anticipates that the smartphone app will be the primary survey data collection method for smartphone owners participating in the survey. It is NIRPC's expectation that a majority of the completed households will provide GPS household person and vehicle tracking data for at least one participant. Proposals should include this as a cornerstone of the survey data collection activities or explain why their alternate proposed method is as viable. NIRPC will not be providing smartphones or GPS logging devices to survey participants.

### **Task 1: Develop Survey Work Program and Management Plan**

The Contractor and the Chicago Metropolitan Agency for Planning (CMAP) and NIRPC will jointly develop the administrative structure for this project. The Contractor shall conduct a kickoff meeting at the CMAP office to discuss key elements of the work approach, identify major issues involved in household travel survey data collection and discuss methods for reporting work plan progress to CMAP and NIRPC. The Contractor will hold bi-weekly progress report meetings with CMAP and NIRPC. Following finalization of the project work plan the Contractor shall provide the NIRPC Executive Board/Full Commission with a briefing on the overall work plan. The proposals submitted in response to this RFP shall identify tasks, milestones, deliverables, due dates, and Contractor personnel commitments in sufficient detail to develop a draft schedule, which will be finalized once the project commences.

#### **Task 1 Deliverables:**

- **Detailed Contractor work plan and schedule**
- **Presentation to the NIRPC Executive Board/Full Commission outlining the overall travel survey process**

### **Task 2: Design Survey Instruments and Data Collection Procedures**

The Contractor will design a household travel survey instrument to obtain detailed information on the socio-economic characteristics and travel behavior of persons residing in households within the NIRPC

metropolitan planning area. Survey data will be collected for the Indiana counties of Lake, Porter, and LaPorte. The data to be collected includes basic information on the households, individuals and vehicles in the households recruited to participate in the survey, as well as daily travel behavior information including all trips made, places visited and activities carried out during a specified time period.

The 2007-08 Travel Tracker survey questionnaire will serve as the basis for the updated household travel survey. In coordination with NIRPC staff, the Contractor will develop the final set of questions and response categories. Travel modes defined in the survey will be specifically defined and expanded from the previous Travel Tracker survey. NIRPC will rely on the Contractor's subject matter expertise in household travel survey design and in activity-based models to identify and propose revisions to the survey questionnaire or recommend additional attributes that should be collected to help inform the Travel Demand Model. Upon commencement of the contract, NIRPC staff will share with the Contractor additional survey information that the agency and our regional partners are interested in including in the survey. In collaboration with NIRPC and based on the Contractor's expertise in survey fatigue, the survey questionnaire will be revised to include this additional data collection as practicable.

The Contractor shall include a question to verify reported non-mobility to be asked of all persons who report they did not travel during the entire travel period (i.e., they stayed in one place or did not leave home). It is strongly preferred that the Contractor also include questions that gently challenge persons who report non-mobility by asking for the reason(s) why no travel was made during that day.

At a minimum the Contractor shall prepare all survey materials and media in English and Spanish and have the capability of conducting the household interviews in these languages in response to the preference expressed by individual households participating in this survey. The ability of the Contractor to conduct the household survey in languages in addition to English and Spanish is viewed by NIRPC as desirable and the proposal should specifically address other languages the Contractor intends to use to conduct the survey. The Contractor will be responsible for all preparation, printing, and mailing of survey materials and these costs should be included in the cost estimates for both the survey pilot study and the main survey.

The Contractor will also develop the multi-method data collection strategy to be used in the conduct of the survey and prepare all survey materials required to implement this strategy. This strategy should enable household recruitment and survey participation by a variety of means. Regardless of the specific data collection method used by a household, it is important that overall consistency and quality be maintained for key data items collected by different methods. Data collected through web-based interfaces must be stored on computer servers located in the United States. NIRPC will not be hosting any data collection website.

Survey data collection should be designed so that interviews are distributed fairly evenly throughout the weekdays of a month. Collecting weekday travel behavior data will be the primary focus of the data collection effort to support travel model development, but NIRPC also intends to collect a sub-sample of weekend travel data in order to develop a more complete picture of travel behavior in the region. Survey data collection should include, at a minimum, a combination of 1-day and 2-day activity diaries for households; Contractors should discuss any data collection for multi-day diaries extending beyond two days. The overall data collection effort must include a GPS household person and vehicle tracking component for a significant sub-sample of surveyed households.

To ensure that later calculations of response rates are standardized, the Contractor must use, at a minimum, the following general final disposition codes for households:

- Complete interviews;
- Eligible cases that were not interviewed (non-respondents);
- Case of unknown eligibility; and
- Ineligible cases.

The Contractor shall also develop an outreach program promoting public awareness of the household travel survey effort using various media venues as well as innovative methods to reach traditional low response population groups. The content and branding of the outreach materials will be finalized in collaboration with NIRPC.

The Contractor should address the following items in the proposal:

- Describe the multi-method data collection strategy to be employed. This should include a discussion of techniques that will be used to encourage reluctant households to participate, approaches for communicating with households that are difficult to contact and techniques to improve response rates among hard-to-reach households.
- Describe how GPS data collection will fit into the larger data collection framework. The proposal should include a discussion about the content and status of the GPS-derived data that will be delivered to NIRPC (i.e., all raw GPS trace data captured by the logging device, data processed to reflect some other frequency of GPS trace data, etc.).
- Describe the protocol that will be used to allow for the reporting of activities by proxies.
- Describe the data quality monitoring process. This should address the Contractor's methods for monitoring the quality of the data being collected, identify how missing data items will be handled and identify when data imputation will be employed. Additionally, the proposal should identify a recommended "tolerable" limit of item non-response that will still qualify a household as being completed. Opportunities for NIRPC staff to independently assess the quality of the data collection efforts while the survey is being implemented should also be addressed.
- Provide a schedule of contacts and reminders for the data collection process. This should detail each point in the recruitment and data collection process when a potential respondent will be contacted and by what means.
- Describe the outreach program that will be employed to promote public awareness of the survey.
- Discuss the use of targeted incentives as a way to obtain a higher response rate and identify when incentives would be offered, what amount would be offered and what medium would be used. NIRPC will make a final determination on whether or not incentives will actually be used as part of the survey process.
- Describe the media (toll-free telephone, website, etc.) that will be available to respondents so that they may verify the survey's legitimacy, obtain more information about the survey or ask questions.
- Discuss interviewer selection and training procedures.

**Task 2 Deliverables:**

- **Finalized survey materials including questionnaires, scripts and survey contact materials**
- **Technical memorandum describing the multi-method data collection strategy that will be implemented for the pilot study and the core household survey**
- **Technical memorandum describing the outreach program that will be used to promote public awareness of the survey**

**Task 3: Develop Survey Sampling Plan.**

The Contractor will prepare a survey sampling plan for review and discussion with NIRPC. Households in higher density, mixed use regional activity centers with good access to the region's network of transit and highway facilities will be sampled at a higher rate than households in lower density suburban and exurban areas that tend to be much more homogeneous in their daily travel patterns. In addition, the sampling plan should consider the need for augmented samples (i.e., households that are recruited specifically for certain characteristics that are relatively rare in the local general population). These could include:

- Households using non-motorized modes of transportation (e.g., walking or bicycle);
- Non-English speaking households; and/or
- Households that represent other special population groups.

The Contractor should include:

- The definition of the sampling frame for the main household travel and activity survey. The Contractor shall demonstrate an understanding of the sampling strategies to produce a

representative sample for the region, the confidence level expected of the survey and the geographically and demographically distinguishable features within the region that would influence travel decisions.

- The number of households to be sampled and the expected number of completed surveys for each cell of the main survey sampling frame.
- A discussion of how the duration of the data collection period will be assigned to individuals including:
  - The plan for collecting 1-day, 2-day and 3 or more days of activity data.
  - The plan for collecting the weekend sub-sample of data and the day combinations that will be used (i.e., weekend only, Friday/Saturday and Sunday/Monday pairs, etc.).
- A discussion of the manner in which the household sample for the pilot study will be selected and drawn, including a description of its relationship to the sample drawn for the core household survey.

For both the pilot study and the core household travel survey, the Contractor will provide NIRPC with a geocoded database of the sampling frame as originally developed. This mapping strategy will be used as a reporting mechanism to display the spatial distribution of the original sampling frame and to show the participation of each sampled household (i.e., agreed to participate or not). This will provide a tool to communicate on-going progress of survey data collection.

**Task 3 Deliverable:**

- **Technical memorandum describing the survey sampling plan**

**Task 4: Conduct and Analyze Pilot Study, and Revise Survey Design.**

The Contractor will design and execute a pilot study testing the entire survey process, including drawing the sample, conducting the survey, coding the data and performing basic analyses of the data. The pilot study will allow for the evaluation of data collection methods, costs and response rates prior to implementation of the core household travel and activity survey. The pilot study should include segments of the typical population and segments of the hard-to-reach population in order to test assumptions about response rates for both groups. The Contractor should recommend a minimum number of completed household interviews for the pilot study. Data collected from households interviewed in the pilot study are not eligible for inclusion in the core household survey.

This pilot study will include a GPS household person and vehicle tracking component for a sub-sample of the households. The results of this GPS data subsample are to be used to develop an estimate of the level and magnitude of misreported auto travel in the travel day interview component of the survey. It is desirable that the pilot survey also test alternative incentives, if incentives are used, to establish whether a particular population will be responsive to specific incentives.

The pilot study will also include a follow-up survey of non-responding households who were sampled in the pre-test, but who either did not respond to the request to participate in the survey or, after initially agreeing to participate, did not fully complete the household/person/travel day interviews. The results of the non-response follow-up survey are to provide insight on the reasons for survey non-participation and the likely effects of this non-response on overall travel survey results. The Contractor should include a recommended minimum number of completed household interviews for the non-response survey.

Data collected in the pilot study will be provided to NIRPC in the same database design format to be used to deliver the core household travel survey data. The database will be accompanied by all metadata and documentation necessary to use the data appropriately. The consultant will be responsible for geocoding the location and place data collected in the survey pilot study and the main survey.

Upon completion of the pilot study data collection efforts, the Contractor will use both quantitative and qualitative analysis to evaluate and report the results of the survey effort. This report shall include lessons learned from the pilot study and identify any refinements and revisions to survey methods, material and procedures recommended for the main household travel survey, the GPS tracking sub-sample, and the non-respondent follow-up survey. The report shall also include an updated estimate of the cost per

household to conduct the main household travel survey. Following approval by NIRPC, the Contractor will make the agreed-upon changes to the survey methods, materials and procedures.

**Task 4 Deliverables:**

- **Technical memorandum assessing the survey pilot study and recommending revisions to the survey design for the core household survey**
- **Pilot study survey database**
- **Geocoded database of the sampling plan results for the pilot study**
- **Revised survey methods, materials and procedures for the core household survey**

**Task 5: Implement Core Household Survey.**

The main household survey interviews will be conducted over a period not to exceed 18 months, excluding holidays and school breaks in order to capture "normal" travel behavior. During this task the Contractor will:

- select and determine the sample of households for the main survey;
- interview the households selected using the revised survey methods, material and procedures;
- check, edit, geocode and validate the household, person, vehicle and trip/activity data collected;
- conduct the GPS household vehicle and person tracking component of the survey; and
- conduct the non-respondent follow-up survey.

The target number of completed household interviews to be conducted will not be exactly known until the results of the survey pilot study have been evaluated. Proposals submitted in response to this RFP should estimate the number of completed households necessary to provide a statistically valid representation of the region's residents and base their cost estimates on that number, using NIRPC's definition of completed households. The Contractor RFP response to this task should also separately list the estimated costs for a non-responding household follow-up survey based on the Contractor's judgement of a reasonable working estimate. The exact number of non-respondent follow-up survey interviews will depend on the results of the pilot study and the available total data collection budget.

The Contractor will provide NIRPC with a progress report on survey activities and interim deliveries of edited, geocoded household, person, vehicle and trip/activity survey data files on a monthly basis. NIRPC will use the interim data deliveries to perform on-going review and acceptance of the completed households. This continuing review provides both NIRPC and the Contractor the opportunity to make mid-course corrections and manage expectations.

**Task 5 Deliverables:**

- **Interim survey data files provided on a monthly basis**
- **Geocoded database of the sampling plan results for the core household survey**
- **GPS vehicle and person tracking sub-sample**
- **Non-respondent follow-up survey**

**Task 6: Develop Survey Data Weights.**

The Contractor will develop and apply a weighing procedure that will compensate for response bias in the data, and will expand the sample to be representative of households at a specified level of geography. The weighting scheme for the survey is related to how the survey design and the sampling plan are devised. For descriptive statistics, the desired design is one that will entail sophisticated and complex post-stratification weights using sound statistical methods. Sampling weights will be based on geographic and other stratification variables; non-probability sampled households will not be included in the weighting. Population proportions used to generate weighting and expansion factors will be based on the best available Census data. The Contractor will develop separate weighting factors for both households and persons.

**Task 6 Deliverable:**

- **Technical memorandum describing the final data weighting procedures and the proper use of the weighting factors**

**Task 7: Prepare Final Survey Report and Data Files.**

Within 60 days of the completion of the household interviews, the Contractor will provide NIRPC with a draft final report documenting:

- The survey methods, questionnaire and documents, interviewing outcomes, response rates, and notable events or factors affecting the survey.
- A discussion of basic survey results, including key travel behavior variables, by county of residence and pertinent demographic factors.
- An assessment of survey data item reliability and applicability for model development.
- A user's guide to survey data files, including guidance for use in further analysis and research.
- The results of the GPS household vehicle and person tracking component and the non-respondent follow-up survey.

NIRPC will review and comment on the Contractor's draft final report. Upon receipt of NIRPC's comments, the Contractor will have 30 days to respond to these comments and make any necessary changes to the final survey report. In addition, the Contractor shall provide the NIRPC Executive Board/Full Commission with a presentation summarizing the results of the final survey report.

The Contractor shall also deliver with the draft final report: (1) the final, edited, geocoded household, person, vehicle and trip/activity survey data files; (2) the final GPS household vehicle and person tracking data files; (3) the final data file for non-respondent follow-up survey; and (4) all associated technical and supporting documentation for these data files.

**Task 7 Deliverables:**

- **Draft and final survey report**
- **Final survey datasets with corrective and expansion weighting factors and associated documentation**
- **Presentation to the NIRPC Executive Board/Full Commission summarizing the results of the final survey report**

**Task 8: Describe a Recurrent Household Surveying Framework for NIRPC.**

NIRPC's standard method of employing household travel surveys has been to conduct large-scale surveys of the region's residents on a periodic basis (approximately ten-year intervals). Within the planning field more MPOs are considering (or actually moving toward) implementing a recurrent surveying program that relies on more-frequent data collection of fewer households in order to continually refresh the travel survey data. Moving to this type of data collection effort is not without difficulties. This task will provide research and evaluation on the movement toward this type of survey data collection effort by MPOs, specifically discussing the benefits of such a framework and the challenges that it poses to MPOs.

**Task 8 Deliverable:**

**Technical memorandum discussing a recurrent household surveying framework**

## RESOLUTION 17-26

### A RESOLUTION OF THE NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION ADOPTING THE YEAR 2018 APPROPRIATION BUDGETS FOR THE COMMISSION'S GOVERNMENTAL FUNDS

**WHEREAS**, a budget is required for governmental funds; and

**WHEREAS**, it is anticipated that sufficient revenues and other financing sources will be available to support the budgets herein proposed; and

**WHEREAS**, it is the responsibility of the Commission, as a whole, to approve the appropriations budget of the Commission;

**NOW THEREFORE BE IT RESOLVED**, that the Commission adopt as its Year 2018 budget for the General Fund for the budget identified in Attachment A to this resolution; and

**BE IT FURTHER RESOLVED**, that the Commission adopt as its Year 2018 budget for the Transit Capital Projects Fund the budget identified in Attachment B to this resolution; and

**BE IT FURTHER RESOLVED**, that the Commission adopt as its Year 2018 budget for the Transit Operating Projects Fund the budget identified in Attachment C to this resolution; and

**BE IT FURTHER RESOLVED**, that the Commission adopt as its Year 2018 budget for the LaPorte County Revolving Loan Fund the budget identified in Attachment D to this resolution; and

**BE IT FURTHER RESOLVED**, that the Finance and Personnel Committee of the Commission be designated to oversee the administration of these budgets within the framework of more detailed budget guidelines it might establish.

Duly adopted by the Northwestern Indiana Regional Planning Commission  
this 14<sup>th</sup> day of December 2017.

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Michael Griffin  
Chairperson

**ATTEST:**

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Diane Knoll  
Secretary



**2018 BUDGET**

**12/14/2017**

**2018 GENERAL FUND REVENUE SOURCES**

	Grantor	NIRPC Match	Third Party Match	Total
<b>PLANNING</b>				
PL & Section 5303**	1,571,649	392,912	23,793	1,988,354
STBG**	161,000	9,000	23,200	193,200
FTA 5307-Transit Planning	80,000	20,000	-	100,000
<b>SUB-TOTAL</b>	<b>1,812,649</b>	<b>421,912</b>	<b>46,993</b>	<b>2,281,554</b>
<b>ENVIRONMENTAL</b>				
CMAQ Public Education	399,423	577	-	400,000
CMAQ Diesel	40,000	-	-	40,000
Donnelly Land Conservation	83,500	-	-	83,500
Burns Waterway Initiative 319***	200,000	-	200,000	200,000
FLRI Urban Forestry	48,700	-	-	48,700
Brownfield (RLF)	35,000	-	-	35,000
Partners for Clean Air	6,500	-	-	6,500
LARE-Deep River Dam Study	31,000	-	-	31,000
LMCP-Deep River Dam	14,000	-	-	14,000
LMCP- Septic Project -319 Grant	17,000	-	-	17,000
LARE-Kabelin Drain	18,955	-	-	18,955
<b>SUB-TOTAL</b>	<b>894,078</b>	<b>577</b>	<b>200,000</b>	<b>894,655</b>
<b>ECONOMIC DEVELOPMENT</b>				
Revolving Loan Fund Services	-	-	1,000	1,000
<b>SUB-TOTAL</b>	<b>-</b>	<b>-</b>	<b>1,000</b>	<b>1,000</b>
<b>OTHER</b>				
FTA 5307 Transit Admin	261,620	65,405	-	327,025
Cornucopia	3,000	-	-	3,000
KRBC	113,500	20,000	-	133,500
Shared Ethics Advisory Commission	2,000	-	-	2,000
Direct Local Allocations*	-	34,877	-	34,877
<b>SUB-TOTAL</b>	<b>380,120</b>	<b>120,282</b>	<b>-</b>	<b>500,402</b>
<b>TOTALS</b>	<b>3,086,847</b>	<b>542,771</b>	<b>247,993</b>	<b>3,677,611</b>

County/Interest

542,771

Local Share

over/(short)

(0)

**Notes:**

\* A certain amount of match is required for Direct Local Expenditures and for allocation overages

1,400	1% of Executive Director Salary
32,477	Commissioner & Executive Director Expenses
1,000	Furniture & Equipment
-	Board Development
-	Allocation Overages/Potential Match
<b>34,877</b>	

\*\* Third Party Match is with RDA Funds

\*\*\* Third Party Match is with In-Kind (not included in total)

	2017 Budget	2018 Budget
<b>SALARIES</b>		
STAFF SALARIES	1,487,243	1,556,202
<b>TOTAL</b>	<b>1,487,243</b>	<b>1,556,202</b>
<b>FRINGE BENEFITS</b>		
FICA CONTRIBUTIONS	113,815	119,049
WORKERS COMPENSATION	7,000	4,850
UNEMPLOYMENT COMPENSATION	1,600	1,600
PERF CONTRIBUTIONS	185,100	200,323
HEALTH INSURANCE	290,000	275,000
LIFE & DISABILITY INSURANCE & EAP	21,000	21,000
ICMA CONTRIBUTIONS	19,880	19,880
STAFF DEVELOPMENT	18,000	19,500
<b>TOTAL</b>	<b>656,395</b>	<b>661,262</b>
<b>OCCUPANCY</b>		
OFFICE LEASE	209,220	214,446
PROPERTY INSURANCE	9,000	5,000
BUILDING MAINTENANCE	18,000	18,000
UTILITIES	23,000	24,000
<b>TOTAL</b>	<b>259,220</b>	<b>261,446</b>
<b>EQUIPMENT SERVICE/MAINTENANCE</b>		
COPIER LEASING/MAINTENANCE	21,000	21,000
COMPUTER SERVICE	28,000	20,000
TELEPHONE & INTERNET SERVICE / MAIN.	23,000	23,000
OTHER EQUIPMENT MAINTENANCE	500	500
<b>TOTAL</b>	<b>72,500</b>	<b>64,500</b>
<b>DEPARTMENTAL</b>		
COMMISSION/EXECUTIVE DIRECTOR	36,500	36,500
PLANNING	40,500	39,000
SUBGRANTEE MANAGEMENT	14,000	10,000
ENVIRONMENTAL PROGRAMS	11,000	20,000
PARTNER AGENCIES	500	500
ALLOCATED FUNCTIONS	41,490	28,000
ENVIRONMENTAL PROMOTIONS	* 79,500 *	46,000
GENERAL USE SUPPLIES	10,016	10,000
<b>TOTAL</b>	<b>233,506</b>	<b>190,000</b>
<b>CONTRACTUAL</b>		
LEGAL SERVICES	* 18,000 *	18,600
AUDIT & ACCOUNTING	* 16,000 *	18,000
HUMAN RESOURCES	* 10,000 *	-
LA PORTE RLF SERVICES	* 1,000 *	1,000
TRANSIT OVERSIGHT	* 13,000 *	11,300
ENVIRONMENTAL CONTRACTS	* 700,399 *	547,220
ALTERNATIVE FUEL	* 40,000 *	40,000
ORGANIZATIONAL DEVELOPMENT	* 16,000 *	16,000
CORNUCOPIA CONTRACTUAL	* 3,000 *	3,000
BOARD DEVELOPMENT	* - *	2,000
E-TIP		45,000
SAFETY PLANNING I-65 & US 30 STUDY	* 238,000 *	-
HOUSEHOLD TRAVEL SURVEY	* 184,190 *	232,081
STATE WIDE TRAIL STUDY	* 25,000 *	-
<b>TOTAL</b>	<b>1,264,589</b>	<b>934,201</b>
<b>CAPITAL OUTLAYS</b>		
EQUIPMENT & FURNITURE	* 101,000 *	10,000
<b>TOTAL</b>	<b>101,000</b>	<b>10,000</b>
<b>TOTAL BUDGET</b>	<b>4,074,453</b>	<b>3,677,611</b>

\* External Expenses (Contractual, Promotional &amp; Expenses)

## NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

## 2018 GENERAL FUND APPROPRIATIONS BUDGET

PERSONNEL - SALARIES	1,556,202
PERSONNEL - FRINGE BENEFITS	661,262
OCCUPANCY	261,446
EQUIPMENT SERVICE/MAINTENANCE	64,500
DEPARTMENTAL	190,000
CONTRACTUAL	934,201
CAPITAL OUTLAYS - Equipment & Furniture	10,000
TOTAL FUND BUDGET	3,677,611

## ATTACHMENT B

## NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

## 2018 TRANSIT CAPITAL PROJECTS FUND APPROPRIATIONS BUDGET

CAPITAL OUTLAYS - TRANSIT EQUIPMENT	2,384,079
TOTAL FUND BUDGET	2,384,079

## ATTACHMENT C

## NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

## 2018 TRANSIT OPERATING PROJECTS FUND APPROPRIATIONS BUDGET

OTHER SERVICES AND CHARGES	2,872,020
TOTAL FUND BUDGET	2,872,020

## ATTACHMENT D

## NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

## 2018 LAPORTE COUNTY REVOLVING LOAN FUND APPROPRIATIONS BUDGET

OTHER SERVICES AND CHARGES	150,000
TOTAL FUND BUDGET	150,000

## Attachment B

CY 2018 TRANSIT CAPITAL PROJECTS FUND					
Subrecipient	Grant	Project	Total	Federal Funds	Non-Federal Funds
Valparaiso	1193-2017-1	Assoc. Transit Improvmnts	\$ 125,000	\$ 100,000	\$ 25,000
TransPorte, City of La	1193-2017-2	Replace 2 Revenue Vehicles	\$ 176,000	\$ 140,800	\$ 35,200
SLCCS	1193-2017-1	Replace 2 Revenue Vehicles	\$ 154,350	\$ 131,198	\$ 23,152
OE	1193-2017-1	Replace 2 Revenue Vehicles	\$ 148,568	\$ 126,283	\$ 22,285
Valparaiso	1193-2017-1	Replace 2 Revenue Vehicles	\$ 165,031	\$ 132,025	\$ 33,006
Valparaiso	1193-2017-1	Replace 2 Revenue Vehicles	\$ 220,000	\$ 176,000	\$ 44,000
North Township	1193-2017-1	Replace 1 Revenue Vehicle	\$ 135,000	\$ 114,750	\$ 20,250
North Township	1193-2017-1	Replace 1 vehicle	\$ 72,480	\$ 57,984	\$ 14,496
SLCCS	1193-2017-1	Replace 2 Revenue Vehicles	\$ 139,329	\$ 111,463	\$ 27,866
East Chicago	1193-2017-1	Replace 2 Revenue Vehicles	\$ 760,000	\$ 646,000	\$ 114,000
PCACS	1193-2017-1	Replace 2 Revenue Vehicles	\$ 155,000	\$ 131,750	\$ 23,250
North Township	1193-2017-1	Route Match	\$ 12,500	\$ 10,000	\$ 2,500
North Township	1193-2017-1	Route Match	\$ 13,500	\$ 10,800	\$ 2,700
PCACS	1193-2017-1	Route Match	\$ 13,000	\$ 10,400	\$ 2,600
PCACS	1193-2017-1	Route Match	\$ 12,281	\$ 9,825	\$ 2,456
SLCCS	1193-2017-1	Route Match	\$ 24,781	\$ 19,825	\$ 4,956
SLCCS	1193-2017-1	Route Match	\$ 30,000	\$ 24,000	\$ 6,000
SLCCS	1193-2017-1	Route Match Maint.	\$ 27,259	\$ 21,807	\$ 5,452
			<b>\$ 2,384,079</b>	<b>\$ 1,974,910</b>	<b>\$ 409,169</b>

## CY 2018 TRANSIT OPERATING PROJECTS FUND

	Federal	Req. Match	Total
City of East Chicago			
Preventative Maintenance	217,064	54,266	271,330
Complementary Paratransit	217,064	54,266	271,330
Operating Assistance	84,136	84,136	168,272
City of LaPorte			
Operating Assistance	260,177	260,177	520,354
Expanded Service	213,120	53,280	266,400
City of Valparaiso			
Capital Cost of Contracting	600,204	150,051	750,255
Operating Assistance (CMAQ)	-	-	
TOD Ground Improvements	-	-	
North Township			
Preventative Maintenance	30,000	7,500	37,500
Operating Assistance	115,000	115,000	230,000
Route Match - Other	10,000	2,500	
Operating Assistance (CMAQ)			
Opportunity Enterprises			
Preventative Maintenance	124,000	31,000	155,000
Porter County Community Services			
Preventative Maintenance	76,000	19,000	95,000
Operating Assistance	140,000	140,000	280,000
Route Match - Other	9,825	2,456	12,281
Southlake Community Services			
Preventative Maintenance	92,000	23,000	115,000
Operating Assistance	137,500	137,500	275,000
Route Match - Other	19,825	4,956	24,781
PMTF Funds (NT,SLCS,PCCS, OE & CV)	526,105		526,105
Public Mass Transportation Fund			
	<u>2,872,020</u>	<u>1,139,088</u>	<u>3,998,608</u>
	<u>2,872,020</u>		

**CY 2018 LAPORTE COUNTY REVOLVING LOAN FUND**

	<b>2017 Budget</b>	<b>2018 Budget</b>
New Loans	200,000	150,000
	<u>200,000</u>	<u>150,000</u>
TOTAL	<u>200,000</u>	<u>150,000</u>
TOTAL BUDGET		<u>150,000</u>

## CY 2018 SALARY FACTORS

<b>January 1, 2017 Payroll Cost</b>	<b>1,556,202</b>	
<b>Less Executive Director Salary</b>	<b>140,000</b>	
<b>Proposed Performance Base Increase</b>	<b>232</b>	<b>3.0%</b>

<b>Alternative Global Increases</b>	<b>Sal Only</b>	<b>w/ FICA &amp; PERF</b>	<b>0.0765 FICA</b>
<b>0.0% Increase</b>	-	-	<b>0.1420 PERF</b>
0.5% Increase	39	47	<b>0.2185</b>
1.0% Increase	77	94	
1.5% Increase	116	141	
2.0% Increase	155	188	
2.5% Increase	193	235	
3.0% Increase	232	282	
3.5% Increase	270	329	
4.0% Increase	309	377	



# ENVIRONMENTAL MANAGEMENT POLICY COMMITTEE

NIRPC- Lake Michigan Room

October 5, 2017

**Members/Guests:** Jan Bapst, Geof Benson, Deb Backhus, Kevin Breitzke, Maggie Byrne, Sherryl Doerr, Will Farrellbegg, Jennifer Gadzala, Daniel Goldfarb, Natalie Johnson, Lauri Keagle, Tim Kingsland, Reggie Korthals, Michael Kuss, George Malis, Kaitlyn McClain, Susan Mihalo, Katherine Moore Powell, Kay Nelson, Brenda Scott-Henry, Michael Spinar, George Topoll and Chandra Viswanathan.

**NIRPC Staff:** Kathy Luther, Rachel Veronesi and Mary Thorne.

## Call to Order and Pledge of Allegiance

Chairman Geof Benson called the meeting to order at 9:00 a.m. with the Pledge of Allegiance and self-introductions.

## Approval of September 7, 2017 EMPC Minutes

On motion by Mary Reggie Korthals and a second by Natalie Johnson, the September 7, 2017 EMPC meeting minutes were unanimously approved as presented.

## Presentations:

### a. Localized Flooding Resources – *Kaitlyn McClain, DNR – Coastal Program*

Kaitlyn McClain presented on the resources compiled by Indiana DNR Lake Michigan Coastal Program for Northwest Indiana communities seeking to address local flooding. They are meant to serve as a starting point for understanding a community's flood risk, tools that can be used in each community, and what groups and initiatives are tackling localized flooding issues. The resources are geared for local government staff, elected officials and commissioners, nonprofit staff, planners, developers and interested citizens. Find out more at: <http://www.in.gov/dnr/lakemich/9609.htm>.

### b. 2017 Air Quality Survey/Focus Group Findings – *Tom Beppler, Responsive Management*

Tom Beppler presented the results of both a phone and in-person survey conducted in May and June of about 507 residents throughout Lake, Porter and LaPorte Counties. The survey was to determine the knowledge, importance and awareness of air quality campaigns. In general, people did not seem too concerned with air quality issues, yet when specific campaigns were mentioned, they were fairly familiar with them. They cited recycling, auto maintenance and emissions testing among things that could improve air quality. Outreach materials need to be eye-catching. The report will be made available to the committee members. Brief discussion followed.

## New Business:

- a. Katherine Powell from the Museum of Science and Industry was introduced to the committee. They would like to be more involved with the EMPC. They have done workshops for the Indiana Dunes and Save the Dunes. Katherine Powell will do a presentation at a future EMPC meeting.
- b. Kathy Luther asked that announcements be sent to Kathy and Mary Thorne as she will now be doing minutes and logistics for the committee.
- c. Several committee members commented that more work should be done with the survey, transit operators should use public education to promote transit in the region, and projects should be developed that would improve the quality of life.

- d. It was noted that the press no longer covers most of NIRPC's meetings. Kathy Luther would consider doing Public Service Announcements if the committee chooses.

**Public Comment:**

No comments were offered.

**Other Announcements**

- a) Grand Opening of the East Branch of the Little Calumet River Water Trail Ribbon Cutting, hosted by Save the Dunes, National Park Service, NWIPA and Shirley Heinze Land Trust on Saturday, October 7 at 1:45 on the river near St. Patrick Church in Chesterton. Paddling will take place from 1 pm to 6 pm. Contact Cathy Martin at 219-879-3564 x 126 or [cathy@savedunes.org](mailto:cathy@savedunes.org)..
- b) The 2017 Annual Grand Calumet River Area of Concern Seminar hosted by IDEM/CARE will take place at The Diamond Center at US Steel Yard in Gary, on October 26 from 9 am to 5 pm. It is free and open to the public but registration is required at [www.in.gov/idem/lakemichigan/rap](http://www.in.gov/idem/lakemichigan/rap).
- c) Dunestruck! 65<sup>th</sup> Anniversary Gala hosted by Save the Dunes will be held at the Uptown Center in Michigan City on November 3 from 6:30 pm to 9:30 pm. Contact Natalie Johnson at 219-879-3564 x0122 or [natalie@savedunes](mailto:natalie@savedunes) for more information. Tickets available now at <https://www.eventbrite.com/e/dune-struck-save-the-dunes-65th-anniversary-gala-tickets-32328262704>.

**Meetings**

- a) The Northwest Indiana Stormwater Advisory Group meets on October 19 at a location to be determined.
- b) The Lake Michigan Coastal Advisory Board will meet on October 18 at 6:30 p.m. at NIRPC to vote on the Coastal pre-proposals.

The next meeting of the Environmental Management Policy Committee will be held on October 5, 2017 at 9 a.m. featuring a presentation on the 2017 Air Quality Survey.

Hearing no other business, Chairman Benson adjourned the meeting at 10:25 a.m.

*A Digital MP3 of this meeting is filed. Contact Mary Thorne at 219-763-6060 or [mthorne@nirpc.org](mailto:mthorne@nirpc.org) should you wish to receive a copy of it.*

## Technical Planning Committee Meeting

NIRPC Lake Michigan Room  
6100 Southport Road, Portage

October 10, 2017

### MINUTES

Chairman Kevin Breitzke called the meeting to order at 9:10 a.m. with the Pledge of Allegiance and self-introductions. Members present included Kevin Breitzke, Geof Benson, George Topoll, John Bayler, David Wright, Tom MacLennan, Lyndsay Quist, Mark O'Dell, Bill Emerson, Jr., Kay Nelson, Joe Crnkovich, Tyler Kent, Susan Weber and Margot Sabato. Others present included Zully Alvarado, Jessie Renslo, Mike Yacullo, Jeff Huet, Brandon Arnold, Kelly Wenger, Chris Moore, Karie Koehneke, Claudia Taylor, Carl Lisek, Ismail Attallah, Jerry Siska, Frank Rosado, Jr., Bruce Lindner, Jim Vangan, Jamie Ugelde<sup>(sp)</sup>, and Andrew Steele. Staff present included Ty Warner, Kathy Luther, Mitch Barloga, Scott Weber, Gabrielle Biciunas, James Winters and Mary Thorne.

The INDOT participation survey was available at the table in the lobby. The minutes of the September 12, 2017 Technical Planning Committee meeting were approved on a motion by Geof Benson and a second by George Topoll.

**Presentation:** Mitch Barloga introduced Zully Alvarado, Causes for Change and Jessie Renslo, Gary's Miller Spotlight, presenting on the increased mobility, accessibility and transportation options goal of the 2040 Comprehensive Regional Plan. Strategies were presented for communities to incorporate accessibility for everyone. They encouraged designers, planners, engineers and financiers to think about sidewalks, roads, projects and services with ADA in mind at the earliest onset of a project as retrofitting is much more costly. Design should include auditory signage as well as height appropriate signage where possible. In Indiana, 1 in 5 people has a disability and there are over 100,000 people with disabilities in Lake County alone. The world's disability community is 1.379 billion and the economic influence is over \$1 trillion of disposable income. For more information, visit [causesforchange.org](http://causesforchange.org).

### **Implementation Planning**

Mitch Barloga reported on a yearly TIGER grant program offered by the USDOT. The maximum ask is \$25 million and the minimum is \$5 million. We have applied for funding under this grant for the balance of the 58-mile Marquette Greenway route in an ask amount of \$24.2 million. The total project amount is \$33 million. The local match is 20% minimum, but the more the local match, the better the change of acquiring funding. The due date is October 16.

### **Programming**

- Mitch Barloga reported on the public comment report for amendment 4 to the FY 2018-2021 Transportation Improvement Program which was adopted by the NIRPC Board. It was released for a 7-day public comment period which began on October 3 and ended October 9. One negative comment in opposition to the amendment was received. Mitch read the comment as well as the response of staff. The amendment was vetted through the inter-agency consultation group as well as the Transportation Resource & Oversight Committee. The changes listed in the amendment are minor and not significant to warrant modification.
- Mitch Barloga presented Resolution 17-22, the fourth amendment to the FY 2018-2021 Transportation Improvement Program for local agencies. The projects went through the Transportation Resource & Oversight Committee process, and the interagency consultation public. The Merrillville project combines two projects which increased the award. The Gary PTC project

fund type is CMAQ. Other actions in the amendment include change in years for projects in Hammond, Valparaiso, Cedar Lake and Highland. On a motion by Geof Benson and a second by George Topoll, the Technical Planning Committee recommended Amendment #4 to the 2018-2021 Transportation Improvement Program to the NIRPC Board for adoption.

#### **Topical Committee Reports:**

- Geof Benson said the next meeting of the Environmental Management Policy Committee is scheduled for November 2 at 9 a.m. at NIRPC.
- Mitch Barloga said the Ped, Pedal & Paddle Committee will meet at 1:30 p.m. on October 26 to discuss the TIGER grant.
- James Winters said all federal grants for transit were accepted and thanked Susan Weber for her assistance. Tom MacLennan, LaPorte Transporte, received the 2017 Propane Auto Gas Fleet Award. The transit operators will meet after the TPC meeting. NIRPC has been tasked to organize a LakeShore South forum to research finding more local funding for the GPTC LakeShore South route which is at risk of being defunded. The challenge is in getting all parties to the table at the same time. David Wright added that another public forum on the issue will be held at 1 p.m. Wednesday at the Hammond Public Library, 564 State St. The Lake County Council approved funding for the service in the first reading of their budget. Discussion followed. South Lake County Community Services is holding a public meeting on October 19 to discuss expanding services to the City of Hobart.
- Scott Weber reported that the Surface Transportation Committee will meet on December 5 at 8 a.m.

#### **Planning Partners:**

- Federal Transit Authority – Susan Weber said the grant season is at the wire and she is interested to see how the TIGER grant shakes out.

There were no comments from the public.

**Emerging Trends:** Mitch Barloga showed a brief video on the benefits of proactive planning, “Corridor Planning for Livability and Mobility.”

#### **Announcements and Events:**

- Joe Crnkovich announced his retirement at the end of the month. Kelly Wenger will be his replacement. He commented that there is still a long way to go in transit.
- Susan Weber announced public hearings on the South Shore double tracking project tomorrow from 6-8 pm at the Creative Arts Center in Gary and on Thursday at the Convention Center at the Blue Chip in Michigan City. Comments will be taken through October 23.
- Ty Warner announced that NIRPC has hired Trey Wadsworth of the Massachusetts DOT as Director of Transportation. A candidate will be hired soon to take over for Gary Evers.
- Kevin Breitzke congratulated NIRPC as host of the Indiana MPO Conference this year. The mobile tours touted the assets in the region.
- Kevin Breitzke read the list of upcoming meetings.

The next Technical Planning Committee meeting is **December 5** at 9 a.m. at NIRPC. Hearing no other business, Kevin Breitzke adjourned the meeting at 10:30 a.m.

*A Digital MP3 of this meeting is filed. Contact Mary Thorne at the phone number or email below should you wish to receive a copy or a portion of it.*

# **Public Comment Report**

## **2018-2021 Transportation Improvement Program (TIP) Amendments #5, #6, & #7**

**Northwestern Indiana Regional Planning Commission  
December 6, 2017**

Amendments 5, 6, and 7 of the 2018-2021 Transportation Improvement Program were released for a 7-day public comment period which began on November 29, 2017 and ended December 5, 2017. The amendments were made available at [www.nirpc.org](http://www.nirpc.org).

No comments were received during the comment period on the proposed amendments.

## RESOLUTION 17-23

### A RESOLUTION OF THE NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION AMENDING THE FY 2018-2021 TRANSPORTATION IMPROVEMENT PROGRAM FOR LAKE, PORTER, AND LAPORTE COUNTIES, INDIANA AMENDMENT NO. 5 December 14, 2017

**WHEREAS**, Northwest Indiana’s citizens require a safe, efficient, effective, resource-conserving regional transportation system that maintains and enhances regional mobility and contributes to improving the quality of life in Northwest Indiana; and

**WHEREAS**, the Northwestern Indiana Regional Planning Commission, hereafter referred to as “the Commission”, being designated the Metropolitan Planning Organization (MPO) for the Lake, Porter and LaPorte County area, has established a regional, comprehensive, cooperative, and continuing (3-C) transportation planning process to develop the unified planning work program, a transportation plan, and a transportation improvement program to facilitate federal funding for communities, counties, and transit operators, and to provide technical assistance and expertise to regional transportation interests; and

**WHEREAS**, the Commission performs the above activities to satisfy requirements of the Fixing America's Surface Transportation (FAST) Act of 2015 (PL 114-94), applicable portions of all prior federal transportation program authorizing legislation, as well as other federal, state, and local laws mandating or authorizing transportation planning activities; and

**WHEREAS**, the FY 2018-2021 Transportation Improvement Program is a product of a multi-modal, 3-C transportation planning process, compatible with regional goals and objectives and socio-economic and demographic factors used to form the *2040 Comprehensive Regional Plan (CRP), as amended*; and

**WHEREAS**, the FY 2018-2021 Transportation Improvement Program is an implementation of the *2040 Comprehensive Regional Plan (CRP), as amended*; is fiscally constrained, and is consistent with the State Implementation Plan for Air Quality; and

**WHEREAS**, the FY 2018-2021 Transportation Improvement Program is developed by the Commission in coordination and cooperation with local elected and appointed highway and transit officials, special interest and service organizations, including users of public transit, the Indiana Department of Transportation, the Indiana Department of Environmental Management, the U.S. Federal Highway Administration, the U.S. Federal Transit Administration, and the U. S. Environmental Protection Agency; and

**WHEREAS**, the changes to the FY 2018-2021 Transportation Improvement Program brought about by this amendment were reviewed by the Air Quality Conformity Task Force’s Interagency Consultation Group (ICG); and

**WHEREAS**, the changes to the FY 2018-2021 Transportation Improvement Program brought about by this amendment were subjected to public comment in the manner prescribed by the 2014 Public Participation Plan with no comments received; and

**WHEREAS**, the Technical Policy Committee (TPC) has recommended that the Northwestern Indiana Regional Planning Commission make these changes to the FY 2018-2021 Transportation Improvement Program.

**NOW, THEREFORE, BE IT RESOLVED** that the Northwestern Indiana Regional Planning Commission hereby amends the FY 2018-2021 Transportation Improvement Program by adding the new projects and making other changes as shown on the attachment to this resolution.

Duly adopted by the Northwestern Indiana Regional Planning Commission this fourteenth day of December, 2017.

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Michael W. Griffin  
Chairperson

ATTEST:

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Diane Noll  
Secretary

**2018-2021 Transportation Improvement Program for Lake, Porter, and LaPorte Counties, Indiana**  
 Amendment #05 December 2017

**Local Projects/Project Phases**

DES	Sponsor	Project Description/Location	TIP Action	Fund Type	Phase	Year	Total Cost	Federal	Non-Federal
1702281	LaPorte	Michigan Avenue Preventative Road Maintenance	Fix Correct Award	STBG II	CN	2018	\$ 279,875	\$ 223,900	\$ 55,975
1702282	LaPorte	Madison Avenue Preventative Road Maintenance	Fix Correct Award	STBG II	CN	2018	\$ 141,127	\$ 112,902	\$ 28,225
1601922	LaCrosse	Construct Sidewalks at Various Locations	Increase Award (\$20K)	STGB II	CN	2019	\$ 125,000	\$ 100,000	\$ 25,000
1400774	LaPorte County	ADA Sidewalks in Hanna & Rolling Prairie	Increase Funding (\$19,999)	TAP Mich City UZA/INDOT	CN	2019	\$ 493,000	\$ 465,916	\$ 27,084
Increase funding for CE									
1601869	Michigan City	Singing Sands Trail Phs. III (Marquette Greenway)	Add Phase	CMAQ Mich City	PE	2020	\$ 93,191	\$ 74,553	\$ 18,638
1702276	DNR	Recreational Trails Program; Inter-City East Chicago IDNR # 17-005	Add Project	RTP	PE	2018	\$ 20,000	\$ 16,000	\$ 4,000
					PE	2019	\$ 20,000	\$ 16,000	\$ 4,000
					RW	2019	\$ 25,000	\$ 20,000	\$ 5,000
					CN	2019	\$ 185,000	\$ 148,000	\$ 37,000
New project;									
1383364	Porter County	Bridge replacement; 1.6 miles south of CR 1000 S over Kankakee #62	Change Year	Local Bridge	CN	2018	\$ 1,806,400	\$ 1,445,120	\$ 361,280
Moved from FY18 to FY 19; Change per LPA request									
1383364	Hammond	Install 3 Hawk Signal Devices; 150th, Douglas, & 165th at trail crossings	Fix Corrected Award	HSIP	CN	2018	\$ 241,239	\$ 192,991	\$ 48,248



DES	Sponsor	Project Description/Location	TIP Action	Fund Type	Phase	Year	Total Cost	Federal	Non-Federal
Funding for this project was in previous TIP but left out of this TIP. The total additional monies needed is \$192,991.00 for construction only. Additional monies will be requested in January for CE.									
1500422	LaPorte	Sidewalks, SRTS near Handley Elementary School	Change Year	Local Bridge	CN	2019	\$ 242,525	\$ 194,020	\$ 48,505
Move from 2018 to 2019									
0301165	Michigan City	Bicycle & Pedestrian Facilities; Singing Sands Lighthouse Trail Phase 1, Rail Safety Component	Increase Award (\$194,020)	Sec 130	CN	2018	\$ 308,000	\$ 194,020	\$ 113,980

## RESOLUTION 17-24

**A RESOLUTION OF THE NORTHWESTERN INDIANA  
REGIONAL PLANNING COMMISSION AMENDING THE  
FY 2018-2021 TRANSPORTATION IMPROVEMENT PROGRAM FOR LAKE,  
PORTER, AND LAPORTE COUNTIES, INDIANA  
AMENDMENT NO. 6  
December 14, 2017**

**WHEREAS**, Northwest Indiana’s citizens require a safe, efficient, effective, resource-conserving regional transportation system that maintains and enhances regional mobility and contributes to improving the quality of life in Northwest Indiana; and

**WHEREAS**, the Northwestern Indiana Regional Planning Commission, hereafter referred to as “the Commission”, being designated the Metropolitan Planning Organization (MPO) for the Lake, Porter and LaPorte County area, has established a regional, comprehensive, cooperative, and continuing (3-C) transportation planning process to develop the unified planning work program, a transportation plan, and a transportation improvement program to facilitate federal funding for communities, counties, and transit operators, and to provide technical assistance and expertise to regional transportation interests; and

**WHEREAS**, the Commission performs the above activities to satisfy requirements of the Fixing America's Surface Transportation (FAST) Act of 2015 (PL 114-94), applicable portions of all prior federal transportation program authorizing legislation, as well as other federal, state, and local laws mandating or authorizing transportation planning activities; and

**WHEREAS**, the FY 2018-2021 Transportation Improvement Program is a product of a multi-modal, 3-C transportation planning process, compatible with regional goals and objectives and socio-economic and demographic factors used to form the *2040 Comprehensive Regional Plan (CRP), as amended*; and

**WHEREAS**, the FY 2018-2021 Transportation Improvement Program is an implementation of the *2040 Comprehensive Regional Plan (CRP), as amended*; is fiscally constrained, and is consistent with the State Implementation Plan for Air Quality; and

**WHEREAS**, the FY 2018-2021 Transportation Improvement Program is developed by the Commission in coordination and cooperation with local elected and appointed highway and transit officials, special interest and service organizations, including users of public transit, the Indiana Department of Transportation, the Indiana Department of Environmental Management, the U.S. Federal Highway Administration, the U.S. Federal Transit Administration, and the U. S. Environmental Protection Agency; and

**WHEREAS**, the changes to the FY 2018-2021 Transportation Improvement Program brought about by this amendment were reviewed by the Air Quality Conformity Task Force's Interagency Consultation Group (ICG); and

**WHEREAS**, the changes to the FY 2018-2021 Transportation Improvement Program brought about by this amendment were subjected to public comment in the manner prescribed by the 2014 Public Participation Plan with no comments received; and

**WHEREAS**, the Technical Policy Committee (TPC) has recommended that the Northwestern Indiana Regional Planning Commission make these changes to the FY 2018-2021 Transportation Improvement Program.

**NOW, THEREFORE, BE IT RESOLVED** that the Northwestern Indiana Regional Planning Commission hereby amends the FY 2018-2021 Transportation Improvement Program by adding the new projects and making other changes as shown on the attachment to this resolution.

Duly adopted by the Northwestern Indiana Regional Planning Commission this fourteenth day of December, 2017.

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Michael W. Griffin  
Chairperson

ATTEST:

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Diane Noll  
Secretary

**2018-2021 Transportation Improvement Program for Lake, Porter, and LaPorte Counties, Indiana**  
**Amendment #06 December 2017**

**INDOT Projects/Project Phases**

DES	Sponsor	Project Description/Location	TIP Action	Fund Type	Phase	Year	Total Cost	Federal	Non-Federal
1702393	INDOT	Statewide Funding for Indiana State Police Patrols	Include	STP	N/A	Various	\$ 2,000,000	\$ 2,000,000	\$ -
1702708	INDOT	HMA Overlay, Preventive Maintenance; US 41; 0.27 mi N of US 30 (Sauzer Pl.) to 0.90 mi N of US 30 (Willowbrook Dr.); total length 0.63 mi, all within the town limits of Schererville	Include	NHPP	PE	2018	\$ 41,000	\$ 32,800	\$ 8,200
					CN	2019	\$ 901,000	\$ 720,800	\$ 180,200
					UT/CN	2019	\$ 18,000	\$ 14,400	\$ 3,600
					CE/PE	2019	\$ 31,000	\$ 24,800	\$ 6,200
CN is in CY 19 Total Cost is \$991,000									
1702743	INDOT	Concrete Pavement Restoration, I-65; Just S of US 231 interchange to US 30 Interchange	Include	NHPP Interstate	PE	2018	\$ 300,000	\$ 270,000	\$ 30,000
					CN	2018	\$ 8,025,117	\$ 7,222,605	\$ 802,512
All project phases in FY 18, Part of I-65 ATL									

## RESOLUTION 17-25

**A RESOLUTION OF THE NORTHWESTERN INDIANA  
REGIONAL PLANNING COMMISSION AMENDING THE  
FY 2018-2021 TRANSPORTATION IMPROVEMENT PROGRAM FOR LAKE,  
PORTER, AND LAPORTE COUNTIES, INDIANA  
AMENDMENT NO. 7  
December 14, 2017**

**WHEREAS**, Northwest Indiana’s citizens require a safe, efficient, effective, resource-conserving regional transportation system that maintains and enhances regional mobility and contributes to improving the quality of life in Northwest Indiana; and

**WHEREAS**, the Northwestern Indiana Regional Planning Commission, hereafter referred to as “the Commission”, being designated the Metropolitan Planning Organization (MPO) for the Lake, Porter and LaPorte County area, has established a regional, comprehensive, cooperative, and continuing (3-C) transportation planning process to develop the unified planning work program, a transportation plan, and a transportation improvement program to facilitate federal funding for communities, counties, and transit operators, and to provide technical assistance and expertise to regional transportation interests; and

**WHEREAS**, the Commission performs the above activities to satisfy requirements of the Fixing America's Surface Transportation (FAST) Act of 2015 (PL 114-94), applicable portions of all prior federal transportation program authorizing legislation, as well as other federal, state, and local laws mandating or authorizing transportation planning activities; and

**WHEREAS**, the FY 2018-2021 Transportation Improvement Program is a product of a multi-modal, 3-C transportation planning process, compatible with regional goals and objectives and socio-economic and demographic factors used to form the *2040 Comprehensive Regional Plan (CRP), as amended*; and

**WHEREAS**, the FY 2018-2021 Transportation Improvement Program is an implementation of the *2040 Comprehensive Regional Plan (CRP), as amended*; is fiscally constrained, and is consistent with the State Implementation Plan for Air Quality; and

**WHEREAS**, the FY 2018-2021 Transportation Improvement Program is developed by the Commission in coordination and cooperation with local elected and appointed highway and transit officials, special interest and service organizations, including users of public transit, the Indiana Department of Transportation, the Indiana Department of Environmental Management, the U.S. Federal Highway Administration, the U.S. Federal Transit Administration, and the U. S. Environmental Protection Agency; and

**WHEREAS**, the changes to the FY 2018-2021 Transportation Improvement Program brought about by this amendment were reviewed by the Air Quality Conformity Task Force’s Interagency Consultation Group (ICG); and

**WHEREAS**, the changes to the FY 2018-2021 Transportation Improvement Program brought about by this amendment were subjected to public comment in the manner prescribed by the 2014 Public Participation Plan with no comments received; and

**WHEREAS**, the Technical Policy Committee (TPC) has recommended that the Northwestern Indiana Regional Planning Commission make these changes to the FY 2018-2021 Transportation Improvement Program.

**NOW, THEREFORE, BE IT RESOLVED** that the Northwestern Indiana Regional Planning Commission hereby amends the FY 2018-2021 Transportation Improvement Program by adding the new projects and making other changes as shown on the attachment to this resolution.

Duly adopted by the Northwestern Indiana Regional Planning Commission this fourteenth day of December, 2017.

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Michael W. Griffin  
Chairperson

ATTEST:

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Diane Noll  
Secretary

**2018-2021 Transportation Improvement Program for Lake, Porter, and LaPorte Counties, Indiana**  
 Amendment #07 December 2017

**Transit Projects/Project Phases**

DES	Sponsor	Project Description/Location	TIP Action	Fund Type	Phase	Year	Total Cost	Federal	Non-Federal
1592040	NICTD	Maintenance/ Overhaul	Include	Section 5307 Chicago UZA	N/A	2018	\$ 5,281,263	\$ 4,225,010	\$ 1,056,253

