

***Ithaca-Tompkins County Transportation Council***

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**AGENDA AND MEETING NOTICE**

**POLICY COMMITTEE MEETING**

**Date:** Tuesday, October 18, 2016

**Time:** 2:00 P.M. – 4:00 P.M.

**Location:** Ithaca-Tompkins Transit Center  
737 Willow Ave., Ithaca N.Y

- |             |   |                        |
|-------------|---|------------------------|
| <b>I.</b>   | <b>Public Comment Period</b>  |                        |
| <b>II.</b>  | <b>Approval of Action Summary – June 21, 2016</b>                                       | Policy Committee Chair |
| <b>III.</b> | <b>2017-2021 TIP Amendment:<br/>FTA Table – Section 5307 &amp; 5339 Project Updates</b> | Fernando de Aragón     |
| <b>IV.</b>  | <b>Director’s Report</b>  | Fernando de Aragón     |
| <b>V.</b>   | <b>Member Reports</b>   | Committee Members      |
| <b>VI.</b>  | <b>Adjournment</b>  |                        |

**\*\* Please allow two hours for this meeting\*\***

All meetings of the ITCTC are open to the public and held in accessible facilities

**ITEM I**

**Public Comment Period**

**Report:** This agenda item is provided for the purpose of allowing members of the public to comment on issues of concern.

**Action Requested:** This item is for informational purposes.

**ITEM II**

**Approval of Joint Committee Action Summary – June 21, 2016**

**Report:** The June 21, 2016 Action Summary is attached to the end of this meeting packet; the ITCTC Planning Committee approved the Planning and Joint Committee portions during their July 19, 2016 meeting.

**Action Requested:** Motion to approve the Policy and Joint Committee portions of the June 21, 2016 Action Summary.

**ITEM III**

**2017-2021 TIP Amendment**  
**FTA Table – Section 5307 & 5339 Project Updates**

**Report:** Tompkins County has requested that ITCTC approve a 2017-21 TIP/STIP amendment to the FTA Sect. 5307 Urban Formula and Sect 5339 Bus and Bus Facilities Tables. This action will enable the County to apply for its FTA Section 5307 Urban Formula allocation balances from FFY 2015 (\$192,879) and FFY 2016 (\$1,798,930) before December 2016. The County will apply for FFY 2017 Sect. 5307 and Sect. 5339 funding in spring 2017.

The ITCTC Planning Committee reviewed this amendment during their September 6, 2016 meeting and voted to recommend Policy Committee approval.

See the TIP action form below for more details.

**Action Requested:** Policy Committee approval of a 2017-21 TIP Amendment to FTA Tables for Sect. 5307 and 5339.

**2017-2021 TRANSPORTATION IMPROVEMENT PROGRAM**

**\*\*Amendment\*\***

**Update of FTA Tables - Sect. 5307 Urban Formula Table and  
Sect. 5339 Bus & Bus Facilities**

The Policy Committee of the Ithaca-Tompkins County Transportation Council (ITCTC) approved an amendment to the 2017-2021 Transportation Improvement Program (TIP) on **October 18, 2016** during a regularly scheduled meeting. The amendment was reviewed and approved by the ITCTC Planning Committee on September 6, 2016. The action on the 2017-2021 TIP and the current State Transportation Improvement Program (STIP) affects Section 5307 and Section 5339 projects in the FTA Tables as described below and in the attached table.

**Description:**

Tompkins County has requested that ITCTC approve a 2017-21 TIP/STIP amendment to the FTA Sect. 5307 Urban Formula and Sect 5339 Bus and Bus Facilities Tables. This action will enable the County to apply for its FTA Section 5307 Urban Formula allocation balances from FFY 2015 (\$192,879) and FFY 2016 (\$1,798,930) before December 2016. The County will apply for FFY 2017 Sect. 5307 and Sect. 5339 funding in spring 2017.

The proposed Sect 5307 changes affect Federal Fiscal Year 2017 funding for ten projects as follows:

- PIN 382178: Preventative Maintenance, add \$677,122
- PIN 382080: ADP Hardware & Software, (TCAT ITS Project) add \$16,099
- PIN 382416: Facility Rehab, add \$30,398
- PIN 382124: Support Vehicles, add \$25,000
- PIN 382868: New Project - TCAT Replacement 40 ft. Bus , add \$238,929
- PIN 382278: County Mobility Management, add \$50,000
- PIN 382099: County Project Admin, add \$65,315
- PIN 382417: Mobility Management SCMP, add \$38,824
- PIN 382404: Operating Assistance TCAT, add \$13,159,240
- PIN 382418: Operating Assistance SCMP, add 138,920

The proposed Sect 5339 change is as follows:

- PIN 382419: TCAT Replacement Buses, add \$425,000

The proposed amendment to the 2017-2021 TIP and the STIP is shown in the attached table. The table shows the projects as they will appear in the TIP and STIP. The TIP and STIP will remain fiscally constrained.

**2017-2021 TRANSPORTATION IMPROVEMENT PROGRAM**

**FEDERAL TRANSIT ADMINISTRATION (FTA) PROGRAM SUMMARY TABLE - FFY 2017**

URBAN FORMULA (FTA 5307)		PIN#	FUND	2017	Revised 2017	Difference
Preventative Maintenance	This project pays for spare parts and labor for preventative maintenance of TCAT's bus fleet.	382178	C09	846,404	1,523,526	677,122
ADP Hardware & Software	This project will replace or upgrade computers & software for TCAT IT Project.	382080	C09	225,000	241,099	16,099
Facility Rehab	<i>This project will replace, upgrade facility equipment and rehab the TCAT transit Facility.</i>	382416	C09	-	30,398	30,398
Short Term Transit Planning	Conduct passenger mile and other surveys for TCAT fixed route system for NTD reporting and route analysis.	382401	C09	-	-	-
Support Vehicles	<i>This project replaces four (4) support cars to enable drivers to change work shifts.</i>	382124	C09	25,000	50,000	25,000
<i>Replacement 40 Ft. Bus (1)</i>	<i>Purchase (1) replacement 40 -ft Diesel Transit Buses for TCAT</i>	382868	C09	-	238,929	238,929
Mobility Management - County	<i>This project provides for County planning, management and technical assistance to coordinated transportation planning, mobility management, SCMP, and Sec. 5310 projects.</i>	382278	C09	45,415	95,415	50,000
Project Administration - County	This project reimburses County project administration costs of federal grants.	382099	C09	84,342	149,657	65,315
Mobility Management - Non-County (SCMP)	This project supports mobility management projects identified in the Coordinated Plan and the ITCTC SCMP solicitation process.	382417	C09	18,382	57,206	38,824
Mobility Management-Way2Go County (Rural)	Way2Go Mobility Management for FY 2017. Community mobility education, travel training and One Call-One Click service with 2-1-1 Tompkins/Cortland, contracted by Tompkins Co. Sec 5311 Transfer.	382828	C09	212,000	212,000	-

<b>URBAN FORMULA (FTA 5307)</b>		<b>PIN#</b>	<b>FUND</b>	<b>2017</b>	<b>Revised 2017</b>	<b>Difference</b>
Mobility Management-Way2Go County (Urban)	Way2Go Mobility Management for Tompkins Co. A community mobility education and One Call-One Click service with 2-1-1 Tompkins/Cortland, contracted by Tompkins County. Transfer from STP Flex.	375588	C09	53,000	53,000	-
Mobility Management - Way2Go - Regional	This project develops and implements a regional mobility management of up to 8 counties.	382832	C09	115,000	115,000	-
Mobility Management - Upstate NY Community Mobility Training Conferences	This project develops one or more community mobility training conferences with a focus on Upstate NY.	382833	C09	-	-	-
Mobility Management - Way2Go - Regional	This project will implement a regional travel training program for human services agencies.	382834	C09	54,000	54,000	-
Mobility Management- Rideshare	Rideshare consortium of Cornell, I.C., TC3 and County implementing rideshare using Zimride/Enterprise.	382840	C09	10,000	10,000	-
<b>Capital/Planning Projects Subtotal</b>				1,563,591	2,882,057	1,318,466
Operating Assistance - TCAT	Operating Assistance for TCAT	382404	C09	13,652,450	26,811,690	13,159,240
Operating Assistance - Special Community Mobility Projects	This project supports SCMP-eligible operating assistance projects identified in the Coordinated Plan and ITCTC review process.	382418	C09	147,056	285,976	138,920
<b>Operating Assistance Subtotal</b>				13,799,506	27,097,666	13,298,160
<b>Total Section 5307 Program</b>				15,363,097	29,979,723	14,616,626

<b>BUS &amp; BUS FACILITIES (FTA 5339)</b>		<b>PIN#</b>	<b>FUND</b>	<b>2017</b>	<b>Revised 2017</b>	<b>Difference</b>
Bus and Bus Facilities	Purchase TCAT Replacement Buses (qty: 1.5)	382419	C09	131,250	556,250	425,000
<b>Total Section 5339 Program</b>				131,250	556,250	425,000

**Director's Report**

**Report:**

- EV infrastructure plan project
- Rideshare

**Action Requested:** This item is for information purposes.

**Member Reports**

**Report:** This agenda item is provided for the purpose of allowing members to discuss issues of common concern. Examples might include: UPWP-related activities, local implementation of actions identified in the LRTP, or construction updates.

**Action Requested:** This item is for information purposes.

**Adjournment**

**\*\*\* The next meeting of the *ITCTC Planning Committee* will be held on:  
Tuesday, November 15, 2016, 10:00 a.m.  
At the Transit Center \*\*\***

**\*\*\* A joint meeting of the *ITCTC Policy & Planning Committees* will be held on:  
Tuesday, December 20, 2016, 2:00 p.m.  
At the Transit Center\*\*\***

**The 2016 Meeting Schedule can be viewed on the ITCTC website: <http://tompkinscountyny.gov/ITCTC/meetings>**

*If you are unable to attend a meeting please inform the ITCTC Office and arrange for your alternate to be in attendance.*

*Meetings may be cancelled in advance due to a lack of sufficient action items on the agenda.*

**THE FOLLOWING PAGES CONTAIN THE ATTACHMENT FOR  
AGENDA ITEM II**

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- II. Approval of Joint Committee Action Summary – June 21, 2016**  
*(See page 1 above)*

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**Approval of Action Summary**  
**June 21, 2016 Meeting**

**JOINT COMMITTEE MEETING ACTION SUMMARY**

**June 21, 2016 - Ithaca Tompkins Transit Center**  
**2:10 p.m.**

**Present:**     ***Policy Committee:*** **Bill Goodman, Chair** (Town of Ithaca), **Ray Burger, Vice Chair** (Town of Dryden), **David Smith, Secretary** (NYSDOT Reg.3), **Dooley Kiefer** (Tompkins County Legislature), **Linda Woodard** (Village of Cayuga Heights), **Timothy Logue** (City of Ithaca), **Brent Cross** (Village of Cayuga Heights), **Darby Kiley** (Town of Ulysses), **Reed Huegerich** (Cornell University), **Mark Frechette** (NYSDOT Reg.3).

***Planning Committee:*** **Jeff Smith, Chair** (Tompkins County), **Tim Logue, Vice Chair** (City of Ithaca), **Ed Marx** (Tompkins County), **Sue Ritter** (Town of Ithaca), **Ray Burger** (Town of Dryden), **Brent Cross** (Village of Cayuga Heights), **Reed Huegerich** (Cornell University), **Darby Kiley** (Town of Ulysses), **Mark Frechette** (NYSDOT Reg. 3).

**Excused:**     ***Policy Committee:*** **Don Hartill** (Village of Lansing), **Bill Gray** (TCAT Board), **John Gutenberger** (Cornell University), **Bridgette Brady** (Cornell University), **Laura Shawley** (Town of Danby), **Ann Rider** (Town of Enfield), **Don Scheffler** (Town of Groton), **Jeffrey Hart** (Town of Newfield), **Jason Leifer** (Town of Dryden), **Gerry Monaghan** (Village of Lansing), **Svante Myrick**, (City of Ithaca), **James Goveia** (FTA), **Gautam Mani** (FHWA), **Victor Jorin** (ITCTC staff).

***Planning Committee:*** **Carl Martel** (Tompkins County Highway Dept.), **Jim Weber** (Town of Ithaca), **Eric Hathaway** (City of Ithaca), **John Gutenberger** (Cornell University), **Bridgette Brady** (Cornell University), **Matt Yarrow** (TCAT), **John Courtney** (Village of Lansing), **Barry Rollins** (Town of Enfield), **Richard C. Case Jr.** (Town of Groton), **Kevin Berggren** (Town of Newfield), **Diana Miller** (NYSDOT Region 3), **James Goveia** (FTA), **Gautam Mani** (FHWA), **Victor Jorin** (ITCTC staff).

**Staff:**       **Fernando de Aragón, Teresa Linde, Tom Mank, Eliza Zou** (ITCTC Intern)

**Guests:**     **Dwight Mengel** (Tompkins County DSS, Chief Transportation Planner), **Xavier Rusk** (Tompkins County Office of Human Rights), **Martin Hatch** (Age-Friendly Transportation Domain), **Malini Roy** (Tompkins County DSS Intern).

**Jeff Smith assumed the chair at approximately 2:10 PM and called the meeting to order.**

**I. Public Comment Period**

**Report:** Jeff Smith, ITCTC Planning Committee Chair, asked if there were any members of the public that wished to speak to the committee; hearing none, he closed the public comment period.

**Planning Committee Business Items (2:12 pm), Jeff Smith chaired:**

**II. Approval of Action Summary – April 19, 2016**

**Action:** The Action Summary from April 19, 2016 was Moved by Darby Kiley, seconded by Mark Frechette, and unanimously approved without modification.

**III. 2014-18 TIP Action – Modification – Tompkins County - Schedule Changes Two Projects**

**Report:** Jeff Smith reviewed the information in the meeting packet.

- This action is moving construction and construction inspection funds, for two crosswalk projects, from the 15/16 to the 16/17 fiscal year.
- The total funding amounts remain unchanged.
- Work is scheduled to begin in the fall and be completed in the spring.

Mark Frechette asked how this is being reflected in the TIP. Fernando de Aragón replied that both of these projects will be included in the new TIP as funds rolling over from existing projects. He added one correction to the Pine Tree Road project table; where it has “July-2015” for construction and construction inspection it should be “July-2016”, this was not a change but simply due to a typo. Although the amendment is moving the funds to the next fiscal year, it is really only pushing it out by a couple of months (from July to October).

**Action:** The 2014-2018 TIP Modification, Tompkins County – Schedule Changes to two projects, was Moved by Ed Marx, seconded by Brent Cross and unanimously approved.

**2014-2018 TRANSPORTATION IMPROVEMENT PROGRAM**

**\*\*Administrative Modification\*\***

**Adjustment to Two Tompkins County Projects**

The Planning Committee of the Ithaca-Tompkins County Transportation Council (ITCTC) approved a series of 2014-2018 Transportation Improvement Program (TIP) administrative modifications on **June 21, 2016**, during a regularly scheduled meeting. The action on the 2014-2018 TIP and the current State Transportation Improvement Program (STIP) affect two projects:

- *CR110, Ellis Hollow Road* (PIN:375593)
- *Pine Tree Road – Two Intersections Safety Improvements* (PIN: 375610)

**Administrative Modification Description:**

Tompkins County has requested that the two projects listed above be modified to ensure funds are properly programmed in the upcoming federal fiscal year 2017. The proposed modifications are described below and are reflected in the attached tables.

- 375593 – CR110 Ellis Hollow Road - Move construction and construction inspection funds to FFY 16/17. The funding amounts will remain the unchanged.
- 375610 – Pine Tree Road - Move construction and construction inspection funds to FFY 16/17. The funding amounts will remain unchanged.

The Attachment A tables include the projects showing the current format in the TIP and the proposed administrative modifications. These modifications will not affect the funding of projects within any other jurisdiction. The TIP and STIP will remain fiscally constrained.

CR110, Ellis Hollow Road PIN: 375593 Sponsor: Tompkins County	BUDGET									
	Approved 2014-18 TIP					Proposed 2014-18 TIP Modification				
	Date	2014/15	15/16	16/17	Fund Source	Date	2014/15	15/16	16/17	Fund Source
Scoping	Oct-2015		\$15,000		FLEX	-		\$15,000		FLEX
Preliminary Design	Oct-2015		\$30,000		FLEX			\$30,000		FLEX
Detailed Design	Oct-2015		\$40,000		FLEX			\$40,000		FLEX
Construction	Jul-2016		\$630,000		FLEX	<b>Oct-2016</b>			<b>\$630,000</b>	FLEX
Construction Inspection	Jul-2016		\$65,000		FLEX	<b>Oct-2016</b>			<b>\$65,000</b>	FLEX
Subtotal			\$780,000					<b>\$85,000</b>	<b>\$695,000</b>	
Federal Funding:			\$624,000					<b>68,000</b>	<b>\$556,000</b>	
State Funding:			\$117,000					<b>\$12,750</b>	<b>\$104,250</b>	
Local Funding:			\$39,000					<b>\$4,250</b>	<b>\$34,750</b>	

Note: Modifications appear in bold.

Pine Tree Road-Two Intersections Safety Improvements PIN: 375610 Sponsor: Tompkins County	BUDGET									
	Approved 2014-18 TIP					Proposed 2014-18 TIP Modification				
	Date	2014/15	15/16	16/17	Fund Source	Date	2014/15	15/16	16/17	Fund Source
Scoping	Oct-2014	\$15,000			HSIP	Oct-2014	\$15,000			HSIP
Preliminary Design	Oct-2014	\$15,000			HSIP	Oct-2014	\$15,000			HSIP
Detailed Design	Oct-2014	\$30,000			HSIP	Oct-2014	\$30,000			HSIP
Construction	Jul-2016		\$203,000		HSIP	<b>Oct-2016</b>			<b>\$203,000</b>	HSIP
Construction Inspection	Jul-2016		\$23,000			<b>Oct-2016</b>			<b>\$23,000</b>	
Subtotal		\$60,000	\$226,000				\$60,000	<b>\$0</b>	<b>\$226,000</b>	
Federal Funding:		\$54,000	\$203,400				\$54,000	<b>\$0</b>	<b>\$203,400</b>	
State Funding:		\$0	\$0				\$0	<b>\$0</b>	<b>\$0</b>	
Local Funding:		\$6,000	\$22,600				\$6,000	<b>\$0</b>	<b>\$22,600</b>	

Note: Modifications appear in bold.

#### IV. **2017-2021 TIP Approval**

**Report:** Fernando de Aragón reviewed the information in the meeting packet and in the TIP document.

- Projects are mostly unchanged since the initial TIP updates given at previous ITCTC meetings.
- Updated draft tables, as well as a summary table, have been posted on the ITCTC website throughout the TIP update process.
- A public meeting was held on March 15, 2016.
- A 30-day public comment period ran through April 8; no comments were received from the public.
- The ITCTC Planning Committee is being asked to recommend Policy Committee approval of the final 2017-2021 TIP document.

Sue Ritter asked if the fifth column, the date, on the TIP tables, is when the contract must be signed with NYSDOT. Mark Frechette replied that it is not. Fernando de Aragón explained that the date is showing when the money first becomes available; the municipality has that fiscal year to get the contract signed and the money obligated.

Dooley Kiefer had two comments on the TIP document: 1) on page 7, why are there question marks in the Performance Measure footnotes? Fernando de Aragón explained that they were to note things they are looking for. He will delete the question marks in the final document; 2) on page 9, in the second and third paragraphs under Section 5311, the letter “d” is missing from the end of the word “Designated”. Fernando de Aragón noted the error and will correct it in the final document.

**Action:** Moved by Sue Ritter, seconded by Ray Burger and unanimously approved to recommend ITCTC Policy Committee formal approval of Resolution 2016-06: *Adopting the 2017-2021 Transportation Improvement Program.*

#### V. **Coordinated Plan Amendment**

**Report:** Dwight Mengel reported that the purpose of the amendment to the Coordinated Public Transit-Human Service Transportation Plan (Coordinate Plan) is to update the list of priority projects to reflect Gadabout’s actual application for FTA Section 5310 Program projects and budget for 2016. He added that the program was announced at the end of May and the application deadline is July 1<sup>st</sup>.

**Action:** Moved by Darby Kiley, seconded by Tim Logue and unanimously approved to recommend ITCTC Policy Committee formal approval of the *2016-1 Amendment to the Tompkins County Coordinated Public Transit-Human Service Transportation Plan.*

#### VI. **UPWP FTA Amendment**

**Report:** Fernando de Aragón reported that the 2016-2017 UPWP is being amended to make the estimated budget for the 2015-2016 FTA reflect the actual appropriated funds. The result will be a \$518 increase in the 2015-2016 FTA budget; it will be included in the “Supplies/Reproduction” and “Other” budget lines of the 2016-2017 UPWP.

**Action:** Moved by Brent Cross, seconded by Ed Marx and unanimously approved to recommend ITCTC Policy Committee formal approval of Resolution 2016-07: *Approving Amendments to the 2016-2017 Unified Planning Work Program.*

***The Planning Committee portion of the meeting concluded at approximately 2:35 p.m.***

*Bill Goodman assumed the chair for the Policy Committee portion of the meeting.*

**VII. Approval of Action Summary – May 17, 2016**

**Report:** Bill Goodman asked that the discussion of the May 17, 2016 Action Summary be opened; it was so moved by Dooley Kiefer and seconded by Linda Woodard. Dooley Kiefer asked that two corrections be made: 1.) on page 32, Item VI, insert the word “federal” in-between “5-year” and “transportation bill” for clarity; 2.) on page 34, Item VIII, change “Deputy County Commissioner” to the correct title of “Deputy County Administrator”.

**Action:** The Action Summary from May 17, 2016 was Moved by Dooley Kiefer, seconded by Linda Woodard and approved by consensus with the modifications noted above.

**VIII. 2017-2021 TIP Approval**

**Report:** This item was discussed by both committees during the Planning Committee portion of the meeting. At that time, Dooley Kiefer asked for two minor changes to text on pages 7 and 9 (*see Item IV above*); the Planning Committee voted to recommend Policy Committee formal approval with the modifications agreed to. Bill Goodman asked for a Policy Committee move and second; Dooley Kiefer so moved and Ray Burger seconded, the Policy Committee voted to approve the 2017-2021 TIP. Dooley Kiefer added that she had two more minor changes within the resolution wording: changing “which” to “that” in the ninth and tenth “Whereas” paragraphs.

**Action:** Resolution 2016-06, *Adopting the 2017-2021 Transportation Improvement Program*, was Moved by Dooley Kiefer, seconded by Ray Burger and approved by consensus with minor modifications.

**RESOLUTION 2016-06**

***ADOPTING THE 2017-2021 TRANSPORTATION IMPROVEMENT PROGRAM***

**WHEREAS,** the United States Highway Code (23 USC §134) and Federal Transit Act (49 USC §8), as amended by the *Intermodal Surface Transportation Efficiency Act of 1991*, the *Transportation Equity Act for the 21<sup>st</sup> Century*, the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)*, the *Moving Ahead for Progress in the 21st Century Act (MAP-21)* and the *Fixing America’s Surface Transportation Act (FAST Act, Pub. L. No. 114-94)*, require the development of a Transportation Improvement Program; AND

**WHEREAS,** the *Ithaca-Tompkins County Transportation Council* has been designated by the Governor and general units of local government as the Metropolitan Planning Organization for the Ithaca Metropolitan Area; AND

**WHEREAS,** the *Ithaca-Tompkins County Transportation Council*, in accordance with 23 CFR part 450 and 49 CFR part 613, the Final Metropolitan Planning Rules jointly promulgated by the Federal Highway Administration and Federal Transit Administration, has developed a Transportation Improvement Program in conformance with §450.324 et al. of the aforementioned rule; AND

**WHEREAS,** the proposed Transportation Improvement Program was developed in cooperation with the New York State Department of Transportation, local transit operators and other local transportation partners, and after consultation with local, State and Federal agencies and organizations in compliance with federal requirements; AND

**WHEREAS,** the proposed Transportation Improvement Program, contains a five-year integrated program of federally funded transportation projects for the Ithaca metropolitan planning area to be implemented between October 1, 2016 and September 30, 2021; AND

**WHEREAS,** the proposed Transportation Improvement Program has been developed to be financially constrained; AND

**WHEREAS,** the developmental process of the proposed Transportation Improvement Program included a project evaluation process in order to facilitate the review and prioritization of project proposals; AND

**WHEREAS,** the proposed Transportation Improvement Program includes a formal project selection process that constitutes an "agreed to" procedure for the selection of projects for implementation in conformance with §450.330 of the joint planning regulation; AND

**WHEREAS,** there is a need to efficiently administer and implement the projects contained in this program, it is also recognized that the project costs shown on the program at this time are only reasonable estimates that may change during the course of project development; AND

**WHEREAS,** all projects in the previous year's element that have not been implemented in part or in whole are considered to be in the current year's; AND

**WHEREAS,** the proposed Transportation Improvement Program is consistent with all plans, goals, and objectives of the *Ithaca-Tompkins County Transportation Council* and shall be updated at least biennially with revisions to reflect changes in program emphasis and funding availability; AND

**WHEREAS,** such agreement and consistency determinations are taken to satisfy the annual State Implementation Plan consistency requirements; AND

**WHEREAS,** all Federal planning requirements relative to Title VI are being met and documented; AND

**WHEREAS,** the *Ithaca-Tompkins County Transportation Council* attests and certifies that the metropolitan transportation planning process is being carried out in conformance with the requirements of the 23 CFR part 450 and 49 CFR part 613;

**NOW THEREFORE BE IT RESOLVED,** that the *Ithaca-Tompkins County Transportation Council* hereby adopts the five-year Transportation Improvement Program for the period October 1, 2016 through September 30, 2021;

**BE IT FURTHER RESOLVED,** that the *Ithaca-Tompkins County Transportation Council* certifies the annual Transportation Program of Projects to be consistent with all current plans, and recommends the initiation of those projects and plans so specified;

**BE IT FURTHER RESOLVED,** that the *Ithaca-Tompkins County Transportation Council* agrees to use the Transportation Improvement Program as the project selection document for implementation to satisfy the project selection requirements of the *Fixing America's Surface Transportation Act*;

**BE IT FURTHER RESOLVED,** that the Transportation Policy Committee directs the Staff Director to submit this resolution and appropriate documentation of the program to those Federal and State agencies responsible for assuring its early implementation.

This resolution having been considered and approved on June 21, 2016.

**IX. Coordinated Plan Amendment**

**Report:** This item was discussed by both committees during the Planning Committee portion of the meeting where a vote was passed recommending Policy Committee formal approval of the Coordinated Plan amendment. Bill Goodman asked if there were any further questions; hearing none, he called for a vote and the amendment was approved.

The amendment includes awards of Capital and Operating Assistance Projects awarded by NYSDOT through the Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities Program shown in the Plan's Table C (below).

**Table C: Priority Projects for FTA Section 5310 Program in 2016**

FTA Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities				
<b>GADABOUT Projects:</b>	<b>Federal Sec 5310</b>	<b>State</b>	<b>Gadabout</b>	<b>Total</b>
New Freedom Operating Assistance	\$ 40,000	\$ 20,000	\$ 20,000	\$ 80,000
Purchase (2) Buses	\$ 110,000	\$ -	\$ 27,500	\$ 137,500
<b>Total</b>	<b>\$ 150,000</b>	<b>\$ 20,000</b>	<b>\$ 47,500</b>	<b>\$ 217,500</b>

**Action:** The 2016-1 Amendment to the Tompkins County Coordinated Public Transit-Human Service Transportation Plan was Moved by Linda Woodard, seconded by Dooley Kiefer and approved by consensus.

**X. UPWP FTA Amendment**

**Report:** This item was discussed by both committees during the Planning Committee portion of the meeting where a vote was passed recommending Policy Committee formal approval of the Amendment to the 2016-2017 Unified Planning Work Program. Bill Goodman asked if there were any further questions; hearing none, he called for a vote and the amendment was approved.

**Action:** Resolution 2016-07, *Approving Amendments to the 2016-2017 Unified Planning Work Program*, was Moved by Ray Burger, seconded by Linda Woodard and approved by consensus.

**Resolution 2016-07**

**APPROVING AMENDMENTS TO THE 2016-2017 UNIFIED PLANNING WORK PROGRAM**

**WHEREAS,** federal legislation, the *Fixing America's Surface Transportation Act (FAST Act, Pub. L. No. 114-94)*, requires that Metropolitan Planning Organizations be established in each urbanized area of over 50,000 in population; AND

**WHEREAS,** the *Ithaca-Tompkins County Transportation Council* has been designated by the Governor of the State of New York as the Metropolitan Planning Organization for the Ithaca-Tompkins County Urbanized and approved Metropolitan Planning Areas; AND

**WHEREAS,** the *Fixing America's Surface Transportation Act* requires Metropolitan Planning Organizations to carry out a "continuing, cooperative, and comprehensive" urban transportation planning process that addresses all modes of transportation; AND

**WHEREAS,** in order to implement a continuous, cooperative and comprehensive transportation planning process in the Ithaca-Tompkins County Metropolitan Area, it is a requirement to develop an annual Unified Planning Work Program (UPWP); AND

**WHEREAS,** the Ithaca-Tompkins County Transportation Council, in accordance with the requirements of the *FAST Act* and its corresponding regulations (23 CFR §450.308(d)), has developed a Simplified Statement of Work that serves as the Unified Planning Work Program; AND

**WHEREAS,** the FTA Carry-Over Funds are based on an estimate of remaining funds as of March 31, 2016; AND

**WHEREAS,** the difference between the estimated and the actual 15/16 FTA MPP (Section 5303) funds resulted in a \$518 increase in the amount of FTA Carry-Over Funds;

**NOW THEREFORE BE IT RESOLVED,** that the *Ithaca-Tompkins County Transportation Council* does hereby amend the 2015/2016 FTA Auditable Budget with an increase of \$518 in the “Supplies/Reproduction” and “Other” budget lines to be reflected in the 2016/2017 ITCTC Operating Budget in the “Supplies, Printing, Food, Professional Service Fees, and Postage” budget lines. These changes are shown in bold in the attachment to this resolution.

**BE IT FURTHER RESOLVED,** that the *Ithaca-Tompkins County Transportation Council* hereby authorizes and directs its Central Staff Director to submit the necessary copies of this amendment and any necessary revisions to the 2016-2017 Unified Planning Work Program document to the pertinent State and Federal Agencies.

This resolution having been considered and approved on June 21, 2016

**2016-2017 AVAILABLE FUNDING FOR ITCTC OPERATION**

**TABLE 2**

2016-2017 ITCTC Operating Budget					FTA Carry-Over Funds				Total Funds Available For Operations
CODE	DESCRIPTION	FHWA	FTA	TOTAL	2013-2014 FTA	2014-2015 FTA	2015-2016 FTA	FTA Sub-TOTAL	GRAND TOTAL
<b>REVENUES:</b>									
.4959	FEDERAL AID GRANT	\$282,796	\$40,131	\$322,927	\$462	\$2,816	<b>\$5,031</b>	<b>\$8,309</b>	<b>\$331,236</b>
	REPROGRAMMED FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>TOTAL REVENUES</b>	<b>\$282,796</b>	<b>\$40,131</b>	<b>\$322,927</b>	<b>\$462</b>	<b>\$2,816</b>	<b>\$5,031</b>	<b>\$8,309</b>	<b>\$331,236</b>
<b>EXPENSES:</b>									
	COMBINED SALARIES	174,686	23,595	198,281	0	0	0	0	198,281
.8800	FRINGE	79,849	10,785	90,634	0	0	0	0	90,634
.2206	COMPUTER EQUIPMENT	2,246	0	2,246	0	0	0	0	2,246
.2210	OTHER EQUIPMENT	0	0	0	0	0	0	0	0
.2214	FURNITURE & FIXTURES	375	225	600	0	1,865	0	1,865	2,465
.2230	COMPUTER SOFTWARE	1,300	200	1,500	0	0	0	0	1,500
.4303	OFFICE SUPPLIES	350	150	500	152	100	<b>100</b>	<b>352</b>	<b>852</b>
.4330	PRINTING	4,700	0	4,700	0	0	<b>100</b>	<b>100</b>	<b>4,800</b>
.4332	BOOKS/PUBLICATIONS	100	100	200	0	150	0	150	350
.4342	FOOD	500	0	500	0	106	<b>100</b>	<b>206</b>	<b>706</b>
.4400	PROGRAM EXPENSE	0	0	0	0	0	0	0	0
.4402	LEGAL ADVERTISING	1,205	296	1,501	0	0	100	100	1,601
.4412	TRAVEL/TRAINING	1,200	1,300	2,500	210	135	1,465	1,810	4,310
.4414	LOCAL MILEAGE	1,420	580	2,000	100	160	200	460	2,460
.4416	PROFESSIONAL DUES	600	0	600	0	0	0	0	600
.4424	EQUIPMENT RENTAL	2,000	1,000	3,000	0	0	100	100	3,100
.4425	SERVICE CONTRACTS	1,500	500	2,000	0	0	1,200	1,200	3,200
.4432	RENT	765	0	765	0	0	100	100	865
.4442	PROFESSIONAL SERVICE FEES	7,200	0	7,200	0	0	<b>1,200</b>	<b>1,200</b>	<b>8,400</b>
.4452	POSTAGE SERVICES	1,000	500	1,500	0	100	<b>166</b>	<b>266</b>	<b>1,766</b>
.4472	TELEPHONE	800	700	1,500	0	200	200	400	1,900
.4618	INTERDEPARTMENTAL CHARGE	1,000	200	1,200	0	0	0	0	1,200
	<b>TOTAL EXPENSES</b>	<b>\$282,796</b>	<b>\$40,131</b>	<b>\$322,927</b>	<b>\$462</b>	<b>\$2,816</b>	<b>\$5,031</b>	<b>\$8,309</b>	<b>\$331,236</b>

**2015-2016 FTA Section 5303 AUDITABLE BUDGET**  
**GRANT # NY-80-X025/ PIN # P215-15-80A**

**TABLE 4**

<b>TASK BUDGET</b>					
<b>CODE</b>	<b>DESCRIPTION</b>	<b>FEDERAL (\$)</b>	<b>STATE (\$)</b>	<b>LOCAL (\$)</b>	<b>TOTAL (\$)</b>
44.21.00	PROGRAM SUPPORT ADMINISTRATION	<b>1,006</b>	566	57	<b>1,629</b>
44.22.00	GENERAL DEVELOPMENT/COMPREHENSIVE PLANNING	<b>1,006</b>			<b>1,006</b>
44.23.01	LONG RANGE PLANNING – SYSTEM LEVEL	<b>1,006</b>			<b>1,006</b>
44.23.02	LONG RANGE PLANNING – PROJECT LEVEL	<b>1,006</b>			<b>1,006</b>
44.24.00	SHORT RANGE TRANSPORTATION PLANNING	<b>101</b>			<b>101</b>
44.25.00	TRANSPORTATION IMPROVEMENT PROGRAM	<b>654</b>	283		<b>937</b>
44.26.12	COORD OF HUMAN SVC TRANS	<b>252</b>	94		<b>346</b>
44.27.00	OTHER ACTIVITIES				
<b>TOTAL</b>		<b>5,031</b>	<b>943</b>	<b>57</b>	<b>6,031</b>
<b>AUDITABLE BUDGET</b>					
<b>CODE</b>	<b>DESCRIPTION</b>	<b>FEDERAL (\$)</b>	<b>STATE (\$)</b>	<b>LOCAL (\$)</b>	<b>TOTAL (\$)</b>
44.20.01	PERSONNEL	0	<b>302</b>	0	<b>302</b>
44.20.02	FRINGE/LEAVE	0	<b>283</b>	0	<b>283</b>
44.20.03	TRAVEL	1,665			1,665
44.20.04	EQUIPMENT	0			0
44.20.05	SUPPLIES/REPRODUCTION	<b>300</b>			<b>300</b>
44.20.06	CONTRACTUAL	0			0
44.20.07	OTHER	<b>3,066</b>	358	57	<b>3,481</b>
44.20.08	INDIRECT CHARGES				
XX.XX.XX	Toll Credits				
<b>TOTAL</b>		<b>5,031</b>	<b>943</b>	<b>57</b>	<b>6,031</b>

*Note: Figures in bold indicate changes.*

**The Policy Committee portion of the meeting concluded at approximately 2:40 p.m.**

***The joint portion of the meeting commenced at approximately 2:40 p.m.; Bill Goodman chaired.***

## **XI. Performance Measures Report**

**Report:** Fernando de Aragón reviewed the information and tables in the meeting packet.

- Federal regulations require MPOs to have a system of performance reports and updates evaluating progress towards meeting performance targets.
- The accompanying tables produced by the ITCTC utilized existing data sets from the state; the ITCTC is not in a position to evaluate all of the roads itself. Infrastructure was based only on the federal aid road system, accident data was from all roads.
- The ITCTC identified a series of objectives and performance measures in its Long Range Transportation Plan.
- The tables included in the meeting packet show the baseline values plus trends derived from new data; he went through the table categories and reviewed how to read them.
- Updated reports on the performance measures will be given every six months, during the joint committee meetings.

Mark Frechette suggested that all of the performance measures should be based solely on federal aid system roads. He recognizes the importance of the safety data on local roads but feels that information should be in a different report since the purpose of producing performance measures is to show how performance is being improved using federal funds.

Tim Logue said his understanding is that the measures should be of federal aid systems since that's the only thing municipalities can spend the money on; it makes no sense to measure safety or condition on a local street for this report since the federal aid system cannot work there. Mark Frechette confirmed that is correct.

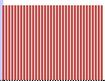
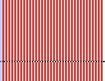
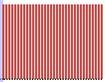
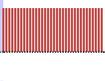
Fernando de Aragón reported that the ITCTC will continue to do reporting for the entire county, such as in the Traffic Accident Report, but the performance measures are different and look at a smaller sub-set. Dooley Kiefer said she would like to see the performance measures applied to the other data too. Mr. de Aragón replied that he would have to see how the baseline would have to be adjusted; right now the ITCTC is trying to fulfill what the federal government is requiring.

Brent Cross asked if it was the ITCTC or individual municipalities who did the performance measures for fatalities and injuries; Tim Logue replied that it is the ITCTC. Mr. Cross then asked what benefit there was in investing time into creating trends for county non-federal aid roads that may have dramatically different data on the rural versus suburban or city roads; the federal system has similar traffic patterns but the traffic on the other county roads vary greatly. Fernando de Aragón said he would look into it further; he added that this is a work-in-progress.

Brent Cross asked what the reasoning or benefit was behind the government requesting this as it seemed to just be additional work for the ITCTC. Fernando de Aragón explained that federal legislation is requiring performance measures from anyone receiving federal money; it has been a significant effort to set up but, from now on, it should be mostly maintenance since they are using only existing data-sets. Mark Frechette added that if trends are shown to change, such as in safety, it may help pinpoint problems for a closer look in the future when developing new transportation funding.

Dooley Kiefer asked how often updated data is made available for Transit Proximity (*page 17 of the meeting packet, in #7 of the Performance Measures table*). Tom Mank explained that it is Census CTPP data, available every five years.

**Action:** This item was for informational purposes only.

FACTOR / OBJECTIVES	MEASURE	DATA SOURCE	BASELINE	DATA TREND 1	DATA TREND 2	TREND*	next update
<b>Safety (and Security)</b>							
<b>1. Progressively reduce the number of motor vehicle crash fatalities and serious injuries in Tompkins County.</b>							
Crash Fatalities	Number of <b>average annual</b> crash fatalities in the last five years	FARS	2009-2013 = 48; 5 year avg = <b>9.4</b>	2010-2014 = <b>9.8</b> fatalities	-		Dec 2016
Crash Fatality Rate	Number of <b>average annual</b> crash fatalities per 100MVMT in the last five years	FARS	2009-2013 = <b>1.44</b> fatalities	2010-2014 = <b>1.57</b> fatalities	-		Dec 2016
Crash Severe Injuries	Number of <b>average annual</b> serious injuries in the last five years	ALIS	Serious Injuries: 2009-2013 = 562; 5 year avg = <b>112.8</b>	2010-2014 = <b>121.0</b> ser inj	-		Sep 2016
Crash Severe Injury Rate	Number of <b>average annual</b> serious injuries per 100MVMT in the last five years	ALIS	2009-2013 = <b>17.23</b> ser inj	2010-2014 = <b>19.35</b> ser inj	-		Dec 2016
<b>2. Progressively reduce the number of annual bicycle and pedestrian crashes and the number of crashes with serious injuries in Tompkins County.</b>							
Bicycle / Pedestrian	Number of <b>average annual</b> bicycle / pedestrian crashes in the last five years	ALIS	2009-2013 = 289; 5 year avg = <b>57.8</b> bike/ped	2010-2014 = <b>58.2</b> bike/ped	-		Sep 2016
Bicycle / Pedestrian	Number of <b>average annual</b> bicycle / pedestrian crashes with serious injuries in the last five years	ALIS	Bike-Ped serious Injuries: 2009-2013 = 55; 5 year avg = <b>11.0</b>	2010-2014 = <b>10.6</b> bike/ped	-		Sep 2016
<b>3. Progressively reduce the number of annual bicycle and/or pedestrian fatalities to zero in 2025.</b>							
Bicycle / Pedestrian	Number of <b>average annual</b> bicycle / pedestrian fatalities	ALIS	Bike-Ped fatalities: 2009-2013 = 2; 5 year avg = <b>0.4</b>	2010-2014 = <b>0.8</b> bike/ped	-		Sep 2016
<b>Infrastructure Condition (System Condition)</b>							
<b>4. Progressively reduce the number of structurally deficient bridges in Tompkins County.</b>							
Bridge Condition	Number of structurally deficient bridges	NYSDOT	2014 = <b>80</b> bridges	2015 = <b>78</b> bridges	2016 = <b>83</b> bridges		Apr 2017
<b>5. Progressively reduce the miles of state roads in 'poor' condition in Tompkins County.</b>							
State Road Pavement Condition	Number of miles of State roads in Tompkins County in 'poor' condition	NYSDOT	2012 = <b>87.7</b> lane miles	2013 = <b>76.9</b> lane miles	2014 = <b>62.3</b> lane miles		April 2017
FACTOR / OBJECTIVES	MEASURE	DATA SOURCE	BASELINE	DATA TREND 1	DATA TREND 2	TREND*	next update

**Congestion Reduction (System Performance)**

**6. Manage congestion to maintain adequate system performance on the National Highway System (NHS) roads (SR-13 and SR-79).**

Congestion	Number of miles of congested NHS roads -- miles >60% volume-to-capacity (VOC)	TDM + Census CTPP	2012 = <b>10.44</b> miles			Mar 2018
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**System Reliability (Accessibility/Place Making)**

**7. Progressively increase the provision and access to multiple transportation options.**

Transit Service	TCAT: total revenue service hours	TCAT	2013 = <b>120,663</b> hours	2014 = <b>120,657</b> hours	2015 = <b>121,192.5</b> hours	Feb 2016
	TCAT: rides per revenue hour	TCAT	2013 = <b>36.4</b> rides/rev hr	2014 = <b>35.6</b> rides/rev hr	2015 = <b>34.54</b> rides/ rev hr	Feb 2016
	TCAT: annual number of bicycles on buses	TCAT	2013 = <b>33,543</b> bikes	2014 = <b>34,024</b> bikes	2015 = <b>34,990</b> bikes	Feb 2016
Bicycle/Pedestrian Facilities	Miles of multi-use trails	ITCTC + Municipalities	2014 = <b>14.03</b> miles	2015 = <b>17.14</b> miles		Oct 2016
Bicycle/Pedestrian Facilities	Miles of on-road bicycle travel dedicated facilities	ITCTC + City + Cornell	2014 = <b>4.21</b> miles	2015 = <b>5.99</b> miles		Oct 2016
Transit Proximity	% of population living within 1/2 mile of transit	ITCTC + Census CTPP	2012 = <b>52.11%</b>			Mar 2018
Multimodal Options	% of work trips using non-drive alone modes (transit, bicycling, walking, rideshare, etc)	Census ACS	2012 = <b>36.8%</b>	2014 5 = <b>30.5%</b>		Dec 2016
Complete Streets	Miles of "complete streets" (bus, bike and pedestrian facilities)	ITCTC + Municipalities	2014 = <b>9.99</b> miles	2015 = <b>10.78</b> miles		Oct 2016

**Environmental Sustainability (Climate Change / Energy Use)**

**8. Progressively reduce the environmental impact associated with the transportation sector.**

Vehicle Miles Traveled	Annual Vehicle Miles Traveled (VMT) per capita	TDM + Census CTPP	2012 = <b>6,626.7</b> miles traveled per capita	2014 = <b>6,448.0</b> miles traveled per capita		Mar 2018
Carbon dioxide	Metric Tons of system-wide carbon dioxide emitted	TDM + MOVES 2014	2014 = <b>334,000</b> CO2 Equivalent			Mar 2018
Land Use / redevelopment	% of population growth located in the ITCTC urbanized area and villages	ITCTC + Census CTPP	2000-2010 = approx 58.7%; pop growth = <b>3.2%</b>			Mar 2018
Vehicles per household	Number of personal vehicles per household / number of households	DMV + Census ACS	2012 = <b>1.36</b> vehicles / household	2013 = <b>1.38</b> vehicles/HH		Dec 2016

**Reduced Project Delivery Delays**

**9. Working with Federal, State and local partners, reduce the amount of time it takes for projects to advance to implementation.**

Years from TIP inclusion to Project Final Phase Obligation	Average number of years between first inclusion in the TIP and funds obligated for the final phase of the project - usually construction and construction inspection - for previous 5 year period	ITCTC, NYSDOT & Local Project Sponsors	2010-2014 = 53 months (4.4 years)
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Sep 2018

\*TREND - compared to baseline

\*TREND - compared to baseline.

Red/Striped = not trending as desired in policy.

Solid/Grey = trending as desired in policy.

## **XII. Director's Report**

**Report:** Fernando de Aragón reported the following:

1. **Electric Vehicle Infrastructure Plan**
  - The steering committee meets tomorrow.
  - The consultant will be presenting their Existing Conditions and Best Practices Report.
  - Updates will be reported to the ITCTC committees as the project progresses.
2. **Rideshare Program Update**
  - Representatives from Zimride met with the Rideshare Coalition recently.
  - A proposal was submitted on the implementation and expansion of online rideshare.
  - A community portal would be open to anyone.
  - Cornell University and Ithaca College would each have their own dedicated portals.
  - An academic portal would allow students, staff, and faculty from smaller academic populations, such as TC3, Wells College, BOCES, and SUNY Cortland, to access a shared portal.
  - Updates will be reported to the ITCTC committees as the program progresses.

**Action:** This item was for informational purposes only.

## **XIII. Member Reports**

**Report:**

1. **Tom Mank** (*ITCTC, Planning Analyst*).
  - Work on the new bike map continues; the ITCTC is hoping it will be available by early July.
2. **Jeff Smith** (*Tompkins County Highway Department, Director*).
  - Work has begun on the Pine Tree Road pedestrian path. The road is currently closed during construction of the overpass; it will re-open around August 13<sup>th</sup> for the return of Cornell students. Project completion is scheduled for the end of September.
3. **Ray Burger** (*Town of Dryden, Director of Planning*).
  - The Dryden Task Force for the Rail/Trail has continued to meet.
  - Work continues and easements are in the process of being acquired for the rail bed section between Game Farm Road and the Route 13 crossing.
4. **Dwight Mengel** (*County DSS, Chief Transportation Planner*).
  - Three big mobility events are taking place this weekend in Ithaca.
  - June 23<sup>rd</sup> – 24<sup>th</sup> is the Mobility Solutions Summit at Cinemapolis.
  - A free showing of films from Streets Alive will take place Thursday night, June 23<sup>rd</sup>, at Cinemapolis.
  - June 23<sup>rd</sup> – 24<sup>th</sup> is also the *Design Thinking Workshop – Creating Innovative Solutions for Health Care-Related Transportation* being held at the Tompkins County Public Library.
  - Saturday, June 25<sup>th</sup>, is the Transportation Camp taking place on Cornell campus.
5. **Darby Kiley** (*Town of Ulysses, Environmental Planner*).
  - The brake check area, for large trucks, has been installed in Ulysses on Route 96 near Perry City Road.
  - Residents have voiced concerns about the size and safety of the brake area.
6. **Tim Logue** (*City of Ithaca, Director of Engineering Services*).
  - College Avenue is largely closed for the summer; it is scheduled to re-open in early August.
  - Street closures in College town are due to major utility replacements and private construction taking place at the same time.
  - The Lake Street Bridge by Ithaca High School is closed; it has been torn apart and is on schedule for a late August opening.
  - The Brindley Street Bridge project is in the environmental review stage.

**Action:** This item for informational purposes only.

**XIV. Adjournment**

**Action:** Moved by Ray Burger, seconded by Darby Kiley and unanimously agreed to adjourn the June 21, 2016 Joint Planning & Policy Committee meeting at approximately 3:25 p.m.

Planning Committee Action:  
Approval of 6/21/2016 Action Summary:

July 19, 2016  
Motion: Ray Burger  
Second: Darby Kiley  
Vote: Unanimously approved without modification.

Policy Committee Action:  
Approval of 6/21/2016 Action Summary:

October 18, 2016  
By:

ATTEST: \_\_\_\_\_  
David Smith, Secretary