
BATS MEETING MINUTES

Brunswick Area Transportation Study Technical Coordinating Committee (TCC) Meeting

Monday, November 19, 2018 - 1:30 p.m.
Harold Pate Building
1725 Reynolds Street, 2nd Floor Conference Room
Brunswick, GA 31520

AGENDA

1. Welcome and Opening Remarks (Pamela Thompson)
2. Approval of Meeting Minutes- Action Item
 - a. Minutes from TCC meeting held on September 10, 2018
3. Draft FY 2020 Unified Planning Work Program (UPWP) – Action Item
4. BATS Certification Review and Audit - Information
5. Transit Planning Update – Information
 - a. FY 2020 5307 Application
6. BATS Administrative Updates
 - a. 2019 Meeting Calendar Schedule
 - b. Citizens Advisory Committee Update
 - c. FY19 UPWP Administrative Modification
 - d. GAMPO/ Special PL Funding Update
 - e. Public Outreach: Website Redesign
7. Agency Updates
 - a. Update on Airport Projects
 - b. Update on School Board Projects
 - c. Update on County Projects
 - d. Update on City Projects
 - e. Update on GDOT Projects
 - f. Other Items
8. Public Comment
9. Adjourn

Next Technical Coordinating Committee Meeting: Monday, January 14, 2019

Brunswick Area Transportation Study
Technical Coordinating Committee Meeting Minutes

Monday, November 19 – 1:30 p.m.
2nd Floor Conference Room
W. Harold Pate Building
1725 Reynolds Street, Brunswick, GA 31520

ATTENDEES

Committee Members

Marty Simmons, Glynn County School Board of Education Bus System Representative
Bob Nyers, Manager, Glynn County Geographic Information Systems Department
Benjamin Pierce, Roads and Drainage Manager, Glynn County Public Works Department (Vice-Chair)
Garrow Alberson, Brunswick City Engineer
Dave Austin, Director of Glynn County Public Works Department
Stefanie Lief, Planning and Zoning Manager, Glynn County
Vernon Bessing, Manager, Glynn County Airport Commission
John Duncan, Glynn County Airport Commission
Tom McQueen, GDOT Planner

Others

Rachel Hatcher, Senior Planner, RS&H

Teleconference Participants

Ann-Marie Day, FHWA Representative

1. Welcome and Introductions

The meeting was called to order at approximately 1:32 pm by Mr. Benjamin Pierce. Mr. Pierce gave the welcome and asked everyone ensure they signed in and to introduce themselves. He then continued to the next agenda item to approve the meeting minutes from the last TCC meeting held in September.

2. Approval of Minutes – Action Item

a. September 10, 2018

The minutes from the BATS meeting held on September 10, 2018 were reviewed. Mrs. Hatcher stated that meeting minutes were emailed to everyone in advance and asked for any comments/questions regarding the minutes. There were no comments or changes from committee members regarding minutes from the previous meeting. Mr. Pierce then asked for a motion to approve the meeting minutes from meeting held on September 10, 2018. Mr. Bob Nyers made the motion to approve the BATS TCC minutes from meeting held on September 10, 2018. Mr. Dave Austin seconded the motion. The motion passed unanimously. Mr. Pierce then turned the meeting over to Mrs. Hatcher to continue with the next agenda item.

3. Draft FY 2020 Unified Work Planning Program (UPWP) - Action Item

Mrs. Hatcher spoke on this agenda item. She provided the committee with a brief overview of purpose of a UPWP and MPO activities that the document governs. She also outlined the FY 2020 UPWP schedule of activities and highlighted the importance of having an adopted UPWP prior to the beginning of the FY 2020 Fiscal year.

Mrs. Hatcher presented the committee with a breakdown of the FY 2020 UPWP summary budget table showing costs for each identified effort and respective funding sources. She went on to talk about the estimated FY 2021 5303 Planning funds as they were incorporated into the Draft FY 2020 UPWP document.

Mrs. Hatcher told the committee that this agenda item requires action from the TCC to recommend the Policy Committee approve the draft FY 2020 UPWP and release for a 30 day public comment period. She then asked for questions and comments on this agenda item. There were no questions or comments. Mr. Peirce then called for a motion.

Mr. Nyers made a motion for approval. The motion was seconded by Mr. Alberson. The motion was passed unanimously.

4. BATS Certification Review and Audit– Information

Mrs. Hatcher spoke on this agenda item. She stated that on November 8, 2018 BATS participated in a certification review and audit with FHWA and GDOT. She briefly highlighted the certification review process which included:

- Review of all BATS transportation planning documents and processes
- Review of policies, procedures, and products ensuring compliance with Federal legislation

Mrs. Hatcher added that GDOT and FHWA will issue a report detailing the results of their review and the MPO will receive copies of the official report for review and action in January/February.

5. Transit Planning Update – information

Mrs. Hatcher spoke on this agenda item. She told the committee that the City of Brunswick was established as the transit program sponsor and Federal funding grant applicant for Glynn County. She stated that a resolution was signed by the City of Brunswick on November 7, 2018 authorizing submittal of FY 2020 5307 funding application. Mrs. Hatcher went on to say that MPO staff is supporting the development of the 5307 application and coordinating with oversight agencies to

ensure compliance and meeting the application deadline of November 30, 2018. She added that the next steps for transit planning will be to:

- Establish implementation timeline and local match funding source(s)
- Finalize details of workshops and peer exchange
- Continue to coordinate with local providers

Mrs. Hatcher added that staff will continue to provide updates as they work through the pre-implementation process.

6. BATS Administrative Update

a. 2019 Meeting Calendar

Mrs. Hatcher presented an overview of the 2019 meeting calendar schedule. She told the committee that their November meeting date conflicts with Veterans Day Holiday and they would need to take action to recommend an adjusted meeting date. Mrs. Hatcher asked the committee members to take action to recommend a date for approval by the Policy Committee at their next meeting.

Committee members suggested that the meeting date be moved one week forward to November 18, 2019.

b. Citizens Advisory Committee Update

Mrs. Hatcher spoke on this agenda item, she told the committee that staff hosted a make-up session for the BATS Citizens Advisory Committee (CAC) new member orientation and training on November 13, 2018, where 1 of 4 remaining new members were present. She added that staff made arrangements to reserve the timeslot between The TCC meeting today and the CAC meeting scheduled for 5:30pm to host another orientation and training session for CAC members.

c. FY 19 UPWP Administrative Modification

Mrs. Hatcher spoke on this agenda item. She stated that on October 8, 2018 staff carried out an administrative modification to the FY 2019 BATS Unified Planning Work Program (UPWP). She told the committee that the administrative modification was done for financial balancing purposes to reallocate funds from various phases and tasks needed to support ongoing MPO activities.

d. GAMPO/ Special PL Funding Update

Mrs. Hatcher provided the committee with a brief overview of the GAMPO meeting staff attended on September 17, 2018 in Atlanta. She told the committee that the GAMPO PL funds review committee approved both projects submitted by BATS:

- The 2045 MTP with sector study for SSI
- Lanier Gloucester Improvements

She added that contracts are being processed by GDOT and a draft RFP will be presented to BATS committees in January /February meeting cycle.

e. Public Outreach: Website Redesign

Mrs. Hatcher provided the committee with a brief overview of the BATS MPO website redesign and update, including before and after snapshots. She told the committee that this effort was also carried out in preparation for the BATS certification review and audit. Mrs. Hatcher stated that some changes to the MPOs website included:

- More user friendly tabs
- Updated text and content
- Addition of Title VI elements
- Development of interactive story maps featuring all current TIP projects.

She added that the website redesign and update is an ongoing effort for the MPO staff. She also encouraged committee members to visit the website and provide feedback.

7. Agency Updates

a. Update on Airport Projects

Mr. Vernon Bessing was present from the Glynn County Airport Commission. There were no airport project updates available for this meeting. All projects are on schedule and running smoothly.

b. Update on County Projects

Mr. Dave Austin provided an update on the County projects. He mentioned that there was a list of current projects provided to committee members prior to their meeting. Mr. Austin then asked if committee members had any questions regarding the transportation projects. There were no comments or questions.

c. Update on City Projects

Mr. Alberson provided an update on City of Brunswick projects. He stated that they are currently finalizing contract documents for their resurfacing projects. He added that there are plans to resurface approximately 10 miles of various streets with the City utilizing LMIG and SPLOST funding. Mr. Alberson told the committee that L Street is not included in this project as it is being treated separately. He stated that the city plans to rebuild L Street between Martin Luther King and US 17.

Mr. Alberson added that the City just completed tree removal along US 17, and is finalizing the trail portion on US 17.

He added that the City is starting designs for a welcome to Georgia Grant, which is a landscape and beautification grant for the intersection of Fourth Avenue and Highway 17. He added that this is a similar project to the gateway project that the city carried out on Gloucester but on a smaller scale.

d. Update on GDOT Projects

Mr. McQueen provided an update on the GDOT projects, referencing the project status sheet available to committee members. He briefly went through the project sheet and opened the floor to questions regarding the GDOT project updates. There were no questions or comments.

e. Update on School Board Projects

Mr. Simmons provided an update on the School Board Projects. He stated that there is not much to report at this time.

f. Other Items

There were no additional items discussed.

8. Public Comment

There were no comments from the public.

9. Adjourn

Mr. Pierce reminded everyone of the upcoming meeting scheduled on January 14, 2019 for the Technical Coordinating Committee. He thanked everyone for their participation and the meeting was adjourned at approximately 2:40 pm.

Ben Viers

BATS TCC Chairman

1-14-2019

Date