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## **BATS MEETING MINUTES**

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### **Brunswick Area Transportation Study Citizens Advisory Committee (CAC) Meeting**

Monday, May 13, 2019 - 5:30 p.m.  
Harold Pate Building  
1725 Reynolds Street, 2nd Floor Conference Room  
Brunswick, GA 31520

#### **AGENDA**

1. Welcome and Opening Remarks (Ben Slade)
2. Approval of Meeting Minutes- Action Item
  - a. Minutes from CAC meeting held on March 11, 2019
3. Transit Performance Measures: FY 2018-2021 TIP and BATS 2040 MTP – Action item
4. 2045 Metropolitan Transportation Plan (MTP) Update – Information
5. BATS Administrative Updates
  - a. Approval of FY 2020 UPWP
  - b. BATS Special PL funding RFPs
  - c. Memorandum of Understanding (MOU)
  - d. Public Participation Plan (PPP)
6. 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
7. Transit Planning Work Session
8. Public Comment
9. Adjourn

**Brunswick Area Transportation Study**  
**Citizens Advisory Committee Meeting Minutes**

Monday, May 13, 2019 – 5:30 p.m.  
2<sup>nd</sup> Floor Conference Room  
W. Harold Pate Building  
1725 Reynolds Street, Brunswick, GA 31520

**ATTENDEES**

Committee Members

Ed Ellis  
Bill Young  
Zachary Harris  
Melinda Ennis-Roughton  
Ben Slade  
Steve Holt  
Wally Orrel  
Ed Bostic  
Michael Popwell  
James Gilligan

Others

Rachel Hatcher, Senior Planner, RS&H  
Pamela Thompson, Director of Glynn County Community Development

## **1. Welcome and Introductions**

The meeting was called to order at approximately 5:35 pm by CAC Chairman Ben Slade. Mr. Slade gave the welcome and asked everyone to introduce themselves. Ms. Pamela Thompson, director of the MPO and Glynn County Community Development introduced herself, in addition she thanked the members of the Citizens Advisory Committee (CAC) for volunteering their time. She added that this CAC is the first that has been rebooted in years and the State is very happy with the MPO on this effort. Ms. Thompson added that the MPO is also elated to be having citizen's input.

## **2. Approval of Meeting Minutes – Action Item**

Mr. Slade addressed this agenda item. He asked if committee members had any questions or comment on the minutes from the meeting held on March 11, 2019. There were no comments or questions, he then called for a motion to approve the CAC meeting minutes. Mrs. Melinda Ennis-Roughton made a motion to approve the meeting minutes as presented. Mr. Wally Orel seconded the motion. The motion was passed unanimously.

## **3. Transit Performance Measures: FY 2018-2021 TIP and BATS 2040 MTP – Action item**

Mrs. Hatcher spoke on this agenda item. She stated that as a part of the most recent federal legislation, the FAST Act, it is required that the MPO adopts transportation performance measures. She continues stating that as a part of the first CAC meeting cycle the committee had the opportunity to weigh in on the highway performance measures. She added that despite the fact that there is currently no fixed route transit system in Glynn County, it was brought to staffs attention by oversight agencies that given the recent application for 5307 funding, these transit measures need to be brought into the Transportation Improvement Program (TIP) and the Metropolitan Transportation Plan (MTP). Mrs. Hatcher added that the FY 2018-2021 TIP and 2040 MTP documents need to be updated to bring in the transit performance measures. She then presented the committee with an overview of the transit performance measures as presented in the Statewide approved TAM plan. She explained each category and factor of the transit assets management and the importance of maintaining a state of good repair for vehicles.

Mrs. Hatcher stated that staff is asking for the committee to recommend adoption of the targets and the performance measures She went on saying that these targets will provide guidelines to whomever starts to operate a system within the MPO area.

Mr. Young asked Mrs. Hatcher if the targets would be implemented right way once adopted. Mrs. Hatcher replied stating that the performance measures would become active immediately, the only group that would be impacted by that would be the Coastal Regional Commission (CRC) as they are currently providing rural transit. She added that the CRC is already operating under these scenarios as they provide services in 10 counties.

Mrs. Hatcher further explained the application of the transit performance targets with operation of a transit system within the MPO. She added that the action of the MPO is to bring the targets into the associated planning documents, indicating that all transportation funding is taken into account and the framework by which the funding is being distributed to the urban area.

Ms. Thompson added that in the coming year when the City of Brunswick starts planning how to implement a transit system, these targets and measure will be in place for them to incorporate into their planning.

A staff recommended motion was presented, and the committee was informed that the TCC unanimously recommended approval to the Policy Committee. Mr. Slade called for a motion. Mr. Gilligan made a motion to recommend BATS Policy Committee adopt the FY 2019 transit performance measures and targets. Mr. Holt seconded the motion, and the committee unanimously approved the motion.

Mrs. Melinda Ennis-Roughton then asked if staff would email a copy of the targets to the committee. Mrs. Hatcher replied stating that staff will definitely adhere to the request.

#### **4. 2045 Metropolitan Transportation Plan (MTP) Update – Information**

Mrs. Hatcher spoke on this agenda item. She stated that this was just to provide the committee with an update of where MPO was in the process of the 2045 MTP update. She added that as a reminder the MTP is the most important document that the MPO is responsible for producing, updating, and maintaining. Mrs. Hatcher also added as a refresher that MTP comes down to a listing of projects, if a project is not on that fiscally constrained list it is not eligible for federal funding. She told the committee that failure to comply with the updated guidelines and adopt an updated plan by the set date along with a cost constrained list would result in becoming ineligible for Federal Highway and Federal Transit funding.

Mrs. Hatcher stated that, as a result of not having a consultant team onboard at the moment, staff conducted the development of the base year socio-economic (SE) data. The base year SE data was submitted and accepted by GDOT. This is a key input into the travel demand model that the committee will be able to see results from throughout the process.

Mrs. Hatcher told the committee that the RFPs have been released for selection of the consultant to work on the 2045 MTP with St. Simons Island Sector Study. She highlighted that the SSI sector study was a special element added to the MTP to address the unique transportation issues on the island and the MTP typically would not get into that level of detail. She added that the RFP was released on May 1<sup>st</sup> and will close on May 29<sup>th</sup> followed by a selection process in June. She also presented the committee with a snapshot of the UPWP line item that represented federal funding and local match amount for the 2045 MTP updated with SSI Sector Study.

Mrs. Hatcher added that staff will also be working with the assigned consultant team throughout the process of the 2045 MTP update.

Mr. Ellis asked Mrs. Hatcher what portion of the budget highlighted is allocated toward the SSI sector study. Mrs. Hatcher replied stating that she does not recall the exact dollar amount, however she expects that the consulting team would be the ones to dictate that based on the list of deliverables.

Mrs. Melinda Ennis-Roughton asked if the sector study will be looking at access via causeway etc. Mrs. Hatcher replied stating that access was a part of the consideration, however the majority of the concerns centered on existing congestion, delay and safety concerns. In addition there were operational improvements that were recommended to maximize the current infrastructure but were not considered favorable by residents due to the impact to the community.

Mr. Slade stated “that with regards to the projects in process now, there is debate about the need for them among some island residents.”

Ms. Thompson replied stating that on the County's side that debate was answered when the SPLOST referendum was passed. She added that the SPLOST projects are still going to go forward. Additionally she stated that the time of the 2045 MTP update allows for SPLOST projects to be completed. This allows for the MPO to measure the improvements those project had on the network. Ms. Thompson stated that this will help to evaluate future needs and the current level of impact. She added that the Kingsway Federica project will also be completed before the 2045 MTP update.

Mr. Ellis asked if there will be an improvement slated at Federica and Demere Road or Frederica and Sea Island Causeway.

Ms. Thompson asked if he meant by the completion of the 2045 MTP update. He clarified his question stating "has the plan been settled as yet" Ms. Thompson replied stating no it has not. She went on to say that the County is working on all the projects from the SPLOST which are in various stages of being completed i.e. concepts, design, Right of Way acquisitions etc. resulting in different completion timelines. She asked to be reminded prior to the next scheduled meeting and she will have a copy of the SPLOST project list with the timing available for the committee members.

Committee members engaged in further discussions about SPLOST projects and anticipated timelines.

Mrs. Hatcher continued stating that as a part of the process there will be a subcommittee that is developed as a part of the Technical Coordinating Committee. This committee will do a deep dive of the technical analysis. She added that this committee will be assigned by the BATS Policy Committee and reiterated that they will prescreen technical data that is presented to the committees for action.

## **5. BATS Administrative Updates**

### **a. Approval of FY 2020 UPWP**

Mrs. Hatcher provided an update on this agenda item. She stated that at the last meeting the committee took action to recommend approval by the Policy Committee. She added that the FY 2020 UPWP was approved by the PC on April 8, 2019 and submitted to GDOT and FHWA. She told the committee that the approval letter was received from FHWA on April 10<sup>th</sup>. She went on to say that the MPO will begin operation under the newly approved work program on July 1st.

Mrs. Hatcher told the committee that this agenda item is not to only close the loop on the approval of the FY 2020 UPWP but to also share the timeline to start the development of the FY 2021 UPWP. She added that if there are initiatives that are important to the committee that the CAC would like for the PC to consider, July would be the time to start bringing those topics to the forefront.

### **b. BATS Special PL Funding RFPs**

Mrs. Hatcher spoke on this agenda item. She stated that in addition to the RFP for the 2045 MTP update with SSI Sector Study, there is also the Lanier Gloucester Improvements Study. The RFPs for this project were also released on May 1<sup>st</sup> 2019 and will close on May 29, running concurrently with the MTP RFP. She added that the City of Brunswick is the Local funding sponsor for this project and will be highly involved in the selection and oversight of this project.

**c. Memorandum of Understanding (MOU)**

Mrs. Hatcher spoke on this agenda item. She told the committee that this agenda item is a refresher from the BATS Certification Review that took place last November. She stated that one recommendation received was that the MOU that established the MPO needed to be updated, as it was last done in June 1995.

Mrs. Hatcher mentioned that staff is in the process of updating the language for the MOU to reflect current conditions. She also stated that staff will send a draft to oversight agencies for review and comment before bringing to the committees for action.

Mrs. Hatcher continued by emphasizing the importance of the MOU and getting it updated. She told the committee that this document does not only establish BATS as an MPO but who is responsible for what i.e. the County as the fiscal agent etc.

**d. Public Participation Plan (PPP)**

Mrs. Hatcher spoke on this agenda item. She told the committee that the PPP was also recommended for update during the Certification Review process. She added that staff has been working in the background on updating this plan using peer documents that oversight agencies identified as meeting all requirements set forth by federal legislation.

Mrs. Hatcher went on to say that in upcoming meetings the CAC will see a breakdown of where the BATS PPP was deficient. Mrs. Hatcher stated that the PC has expressed the importance of getting input from citizens on the best way to reach citizens.

Mr. Slade asked Mrs. Hatcher when the CAC should be expecting the draft of the PPP for comment and feedback. Mrs. Hatcher stated that staff has not reached a point where they can commit to a date, however, they should have it at least two weeks prior to the meeting.

Committee members engaged in further discussions about strategies and areas of the PPP to focus on.

**e. System Performance Report Update**

Mrs. Hatcher spoke on this agenda item. She told the committee that because action was taken to adopt the GDOT recommended performance measures, each year the MPO is required to do an annual report. She stated that the time has come for that annual report and the information has been provided by GDOT for incorporation into the respective planning documents. She told the committee that all documents will be updated by administrative modification, however staff wanted to bring the information to the committee.

She then provided the committee with an overview of the tables and text included in the report.

**f. Other Items**

There were no other items discussed

## **6. Agency Updates**

Mrs. Hatcher told the committee that during Technical Coordinating Committee meeting most of the agencies presented formal reports. She added that the Airport update reported that nothing substantive had change since their last report. The School Board spoke very briefly about new schools and transportation analysis the school conducted.

She added that there is a project list provided for County projects, and questions can be submitted via email.

Mrs. Hatcher added that the City of Brunswick updates included that they are nearing completion of their resurfacing projects around town, and that the L Street project is now underway with closures between Goodyear and MLK and is making good process thus far. She added that there are two projects currently out for bid, the Glynn Middle School pedestrian bridge and the other along MLK from Third Avenue to Prince Street.

Mrs. Hatcher stated that a copy of the GDOT project update sheet is also available for review.

Mrs. Ennis-Roughton asked about the walking trails for the school students along MLK and transportation analysis conducted. Committee members engaged in further discussion about the City project currently out for bid that is geared towards addressing those needs.

Mr. Ellis asked Mrs. Hatcher a question about the McKay River Bridge and available funding. Mrs. Hatcher replied stating that the McKay River Bridge is currently programed in the FY 2018-2021 TIP. She added that the project has gone through pre-construction.

Committee members engaged in further discussions about the McKay River Bridge project and TIP timeline.

## **7. Transit Planning Work Session**

Mrs. Hatcher spoke on this agenda item. She provided the committee with a history of the last 10 years of transit planning within the MPO area.

- 2004 the City of Brunswick and Glynn County partnered on a needs and opportunity study for transit.
- 2009 an implementation plan was developed which provides recommendations on step by step implementation readiness.

She added that the 2009 study resulted in a 5307 application, however those funds were not utilized.

- 2010 the Coastal Regional Commission (CRC) put forward a service proposal which was not acted upon.
- 2018 the various committee members, driven by the City of Brunswick, expressed interest in reassessing the implementation study to see if it is still valid, update where needed, and provide that first step towards applying for funding.
- 2018 5307 funding was applied for by the City of the Brunswick.

Mrs. Hatcher told the committee that the City of Brunswick wants to facilitate the operation of a transit system, however, they are also looking for partnership and do not envision being the only one funding the system.

Mrs. Hatcher further explained funding sources and available sponsors based on discussions with the City of Brunswick.

Mrs. Hatcher moved on to explaining the transit propensity demographic population and how having a transit service would support these communities and individuals. She highlighted the target service markets expressed by the City. These include:

- Disadvantaged / Transit Dependent
- Choice Riders (those that elect to use transit as primary mode of transportation)
- Students
- Elderly / Disabled
- Tourism
- Employment

Mrs. Hatcher also provided the CAC with highlights from a transit meeting held with the City of Brunswick on planning efforts and current status. She also provided an overview of peer agencies and potential start-up system models and vehicles associated with each. Peer agencies reviewed include:

- Liberty Transit
- Rome Transit
- Athens Transit
- Albany Transit

Mrs. Hatcher also shared with the committee the various service types, fleet descriptions, owner/operator, annual operating budget, and annual ridership of the aforementioned peer agencies.

Committee members engaged in discussion about peer agencies and possible replication of services within the MPO area.

Mrs. Hatcher continued by sharing some considerations with the CAC in regards to the timelines and funding sources. These include:

- \$671,835 5307 formula funds available for FY 2020
- 5307 funds require annual grant applications
  - Due November 30th, awarded on State Fiscal Year cycle (July 1 – June 30)
  - Project sponsor is required as funding applicant and system operator
- MPO support limited to planning (5303 funding)
- FY 2019 5303 funding is slated for pre-implementation planning
- Review and update 2009 Implementation Plan
- Document findings in technical memorandum format
- Support 5307 grant application

Mrs. Hatcher shared with the committee a graphical representation of what is to come with transit planning in the MPO area and what has already happened.

- June 2019: Conclude FY 2019 BATS Planning
- July 2019: 5307 Funding Available (First Annual)
- Summer 2019 Begin Implementation Planning Efforts
- July 2020: 5307 Funding Available (Second Annual)
- 2020 – 2021: Continue Capital Procurement? Begin Operations?

Mrs. Hatcher then provided an overview of transit planning efforts that staff has carried out leading up to that point. These include:

- Meeting with rideshare providers
- Participating in coordination with local officials to identify a project sponsor
- Updating Transit Propensity Analysis data to identify transit markets
- Identifying existing providers in Glynn County
- Began development of technical memorandum
- Coordinating with GDOT and FTA regarding potential service
- Continued coordination for peer exchange with Liberty Transit

Ms. Thompson then asked Mrs. Hatcher if the transit propensity update and maps are materials that can be shared via email for committee members to review and provide feedback

Mrs. Hatcher replied stating that staff will be able to do that and the hard copies will be made available in the Community Development office if members prefer to stop by and review there. She also stated that in addition, staff will send presentation materials to assist with review and feedback.

She closed by sharing an overview of the changes that have occurred in the transit propensity population groups and the changes that have occurred since the 2009 study was conducted.

Mrs. Hatcher closed by briefly sharing the various maps with the committees and guidelines to keep in mind when providing feedback. These included:

- Key stops for trip origins and destinations
- Potential routing / key corridors
- First and last mile infrastructure needs
- Service models most appropriate for specific geographic areas
- Key markets / service areas

#### **8. Public Comment**

There were no comments from the public.

#### **9. Adjourn**

Mr. Slade reminded everyone of the upcoming meeting scheduled on July 8, 2019 for the Citizen Advisory Committee, and thanked everyone for their participation. The meeting was adjourned at approximately 6:45 pm.



BATS CAC Chairman

07.08.19.

Date