
BATS MEETING MINUTES

Brunswick Area Transportation Study Policy Committee (PC) Meeting

Monday, June 10, 2019 - 1:30 p.m.
Harold Pate Building
1725 Reynolds Street, 2nd Floor Conference Room
Brunswick, GA 31520

AGENDA

1. Welcome and Opening Remarks (Michael Browning)
2. Approval of Meeting Minutes- Action Item
 - a. Minutes from PC meeting held on April 8, 2019
3. Transit Performance Measures: FY 2018-2021 TIP and BATS 2040 MTP – Action item
4. Appointment of Citizens Advisory Committee Applicant - Action item
5. 2045 Metropolitan Transportation Plan (MTP) Update – Information
6. Transit Planning Update – Information
7. 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)
 - e. System Performance Report Update
8. 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
9. Public Comment
10. Adjourn

Brunswick Area Transportation Study
Policy Committee Meeting Minutes

Monday, June 10th, 1:30 p.m.
2nd Floor Conference Room
W. Harold Pate Building
1725 Reynolds Street, Brunswick, GA 31520

ATTENDEES

Committee Members

Michael Browning, Chairman of BATS Policy Committee
Woody Woodside, Director of Brunswick/ Golden Isles Chambers of Commerce
Robert Burr, Director Glynn County Airport Commission
Pamela Thompson, Director, Glynn County Community Development Department
Cornell Harvey, Mayor, City of Brunswick
Tom McQueen, GDOT Planning
Julie Martin, City of Brunswick
Jones Hooks, Jekyll Island Authority
Ben Slade, Chairman, Citizens Advisory Committee

Others

Ben Peirce, Glynn County Public Works Department
Byron Cowart, GDOT District 5
Bren Daiss, City of Brunswick
Garrow Alberson, City of Brunswick
Rachel Hatcher, Senior Planner, RS&H
Cassius Edwards, GDOT

Teleconference Participants

Ann-Marie Day, FHWA Representative
Beau Lewis, GDOT Planning Representative
Vishanya Forbes, Planner, RS&H

1. Welcome and Introductions

The meeting was called to order at approximately 1:38 pm by Commissioner Browning. Commissioner Browning gave the welcome, then asked everyone to introduce themselves.

2. Approval of Minutes – Action Item

Commissioner Browning addressed this agenda item. He stated that once committee members have reviewed the minutes from the BATS meeting held on April 8, 2019 he would call for a motion. The minutes were reviewed and Mr. Robert Burr pointed out that there was a correction/update needed to item number 9 referencing the airport project updates. He stated that where mention was made of “purchasing calibration pads”, it should read construct calibration pads. Mr. Burr also stated that the third bullet that references the Apron projects can also be updated to add taxi lanes for more information and clarification.

Mrs. Hatcher agreed to get all suggested changes updated before publishing. There were no addition question or comments on the meeting minutes. Commissioner Browning then called for a motion to approve the April 8, 2019 meeting minutes.

Mr. Woodside made a motion to approve the meeting minutes with the recommended changes. Mayor Harvey 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 provided the committee with a brief refresher that BATS recently carried out an administrative modification to the FY 2018-2021 TIP document to facilitate the City of Brunswick’s application for 5307 transit funding. Mrs. Hatcher stated that given that this was the first application put in for that funding type, modifications had to be made to bring the funds into the plan. She added that it is a requirement that all federal funds be documented into the TIP, even though the funds would be awarded directly to the City of Brunswick.

Mrs. Hatcher continued her update stating the GDOT intermodal also requires the adoption of regional transit performance measures to be included in the TIP and current MTP. She when on saying that the framework for the Transit Performance Measures were incorporated into the required planning documents and staff is bringing the document before the Policy Committee for approval of the performance measures. She emphasized that as a recipient of federal funding it is required that the TIP and MTP has performance measures for transit in place, not only for those receiving 5307 funding but also those operating in rural areas, such as the Coastal Regional Commission (CRC). Mrs. Hatcher added that it is very important to adopt the transit performance measures given that the CRC is actively providing service within the service area and are receiving federal funding.

Mayor Harvey asked Mrs. Hatcher if this means BATS will be required to adopt the Costal Regional activities/targets. Mrs. Hatcher replied stating that there are two options.

1. To elect to go with the state performance measures and targets

OR

2. Develop your own performance measures and targets

She added that all MPOs of similar size to the BATS MPO that has transit service operating has elected to go with the State's measures and targets.

Mrs. Hatcher shared a graphic with the committee highlighting the Transit Asset Management (TAM) targets for FY 2019. The table outlined the various asset categories /classes, Useful Life Benchmark (ULB), number of assets exceeding ULB, % exceeding ULB and the FY 2019 targets for each. She explained each asset category for committee members as well as the associated ULB data.

Mr. Burr asked Mrs. Hatcher if the data presented was a sample, Mrs. Hatcher replied stating that is correct however, BATS would be operating under the term rates and ULBs presented. She added that the numbers will change each year, however, these are the FY 19 targets.

Mr. Burr asked if the numbers were based on a standalone analysis, Mrs. Hatcher replied stating that the targets were provided by GDOT and are for the state of Georgia. She reiterated that there are individual TAM Plans for large urban providers and there is a group TAM Plan for smaller and mid-sized urban providers. She added that they are treated differently and so the targets presented may not reflect all of the assets in the State of Georgia.

Mrs. Martin asked "Do we need to know, and if so what is the ridership capacity of each vehicle?" Mrs. Hatcher replied stating that they would know that when-and-if they decide to procure a vehicle and begin operation. She stated that this would be a part of the procurement package to identify what the full seating and standing capacity would be for each vehicle and the ULB targets would dictate how long the vehicle would be kept in service.

Mr. Burr asked Mrs. Hatcher if the data presented was accurate data. Mrs. Hatcher replied saying, yes, the data was accurate. Mr. Burr then asked if they had a good percentage of vehicles exceeding the term rates. Mrs. Hatcher replied stating that this was the emphasis behind the TAM plan development and implementation of ULBs for Georgia providers. Just as the MPO adopted the Federal Highway Performance measures and targets, this is the transit version to ensure MPOs are continuing to maintain safe equipment in the State of Georgia.

Mrs. Hatcher stated that both the TCC and CAC unanimously recommended the Policy Committee take action to approve the FY 19 GDOT TAM targets. She went on to say that there is a resolution that accompanies this agenda item, and therefore will be recommending approval by resolution.

Mrs. Hatcher then opened the floor for additional questions on this agenda item.

Commissioner Browning then asked the Chairman of the Citizens Advisory Committee, if there was any feedback from the committee he would like to share. Mr. Slade responded stating that he will not speak for the committee in terms of a formal resolution, however, the committee did have a good bit of discussion about the transit performance measures. He stated that one committee member has quite a background in transit which generated conversations about thinking outside the box like various types of transportation that could circulate with more frequency than a normal big city bus program. He also mentioned that there were discussions centered on people with financial needs and in various

communities and providing opportunities. He added that there is a plan to have follow up meetings to bring in additional resources that can help the community discuss the options.

Ms. Thompson added that the Citizens Advisory Committee is currently learning about these measures for informational purposes. The funding received this fiscal year to help plan ends on June 30th. Beginning July 1st the City of Brunswick will be receiving their funding to actually run the system. They will have to plan and develop their own process. She added that if the CAC members can volunteer to participate in that process. Ms. Thompson closed stating that starting July 1st transit implementation planning will officially be the City of Brunswick's project.

Ms. Martin added that the city has included all those options and modes mentioned by Mr. Slade. She added that before the community rolls anything out they need to be sensitive to the size of the equipment and what the ridership will look like. Ensuring that the demands and routes are accurately understood.

Ms. Thompson stated that staff has spoken with representatives from the City of Brunswick about the process and provided them with information. She added that she is happy to be a resource at any time.

Mayor Harvey added that the city has looked at peer agencies such as the City of Hinesville, Liberty County. This is to better understand some of their pitfalls and learn from them. He added that routes had not been finalized as yet which is one of the main things that they have been looking at. Mayor Harvey stated that the City understands that there are a lot of steps that they need to go thorough, however, these are the first steps and they are currently taking them.

There were no additional comments or questions.

Commissioner Browning thanked everyone for their feedback and discussion points and called for a motion to approve the agenda item. Mayor Harvey made a motion to recommend that the BATS Policy Committee adopt, by resolution, the GDOT FY 2019 Regional Transit performance Measures and Transit Asset Management (TAM) targets for incorporation into FY 2018-2021 TIP and BATS 2040 MTP documents. The motion was seconded by Mr. Burr. The motion was passed unanimously.

4. Appointment of Citizens Advisory Committee Applicant – Action Item

Mrs. Hatcher spoke on this agenda item. She stated that staff received an application for membership on the BATS Citizens Advisory Committee. He added that the applicant was recommended by the Chairman of the CAC.

She then thanked Mr. Slade for getting out in the community and getting citizens to participate.

Mrs. Hatcher went on saying that the PC was provided with a copy of the application in their meeting packet. She provided the committee with a summary of the application submitted highlighting the applicant's reasons for wanting to serve on the BATS CAC.

Mrs. Hatcher also shared with the committee updated demographic information for the County, City, and current CAC. She explained how the demographic profiles of the city and county compared to the current demographic profile of the BATS CAC.

She told the committee that the staff followed up with 4 of the previously appointed CAC members who did not complete the new member orientation and training and have been unresponsive to emails and

telephone calls. She added that due to their ongoing lack of responsiveness, and per the BATS approved by-laws, these membership seats have been reopened. Mrs. Hatcher also stated that staff updated the CAC demographic profile to exclude the 4 unresponsive members.

Mrs. Hatcher continued on this agenda item by presenting another demographic profile of the CAC, if the applicant in review was to be appointment. She then stated that the committee can provide staff with direction to:

1. Appoint the CAC applicant as a regular member.

OR

2. Elect to not appoint the current applicant and continue to solicit for additional applications for all remaining CAC openings.

Ms. Martin added that she “would like to see BATS reach out to the group in the community House of Hope to get in touch with someone there that could look for possible candidates /applicants’ she also mentioned that Norwich Commons and the Housing Authority would be good places to connect as well. She added that these places would be a good body of potential people that would be interested to serve and assist with diversity and filling the gaps in the current demographic profile.

Committee members engaged in discussions about the CAC applicant.

Mr. Hooks asked Mrs. Hatcher if reopening the 4 membership seats was an administrative policy or one the Policy Committee has to vote on. Mrs. Hatcher replied saying “it is stated in the BATS CAC By-laws that it is an administrative function” She added that staff will offer the PC with the opportunity to provide additional guidance on reaching out in a different way.

Ms. Thompson added that there has been three new membership orientations held since the appointment in October of 2018.

Commissioner Browning called for a motion to appoint the applicant to the CAC. Ms. Martin made the motion, the motion was seconded by Mr. Hooks. The motion passed unanimously.

5. 2045 Metropolitan Transportation Plan (MTP) Update – Information

Mrs. Hatcher spoke on this agenda item. She started by reminding the committee that the MTP is the most important document that the MPO is required to produce by federal legislation. She went on saying that the process is underway and staff will be providing updates each meeting cycle for the next 12-18 months. She told the committee that the base year socioeconomic data has been completed and was submitted to GDOT for review on March 22, 2019. She told the committee that the SE data is one of the key inputs in the travel demand model that is maintained by GDOT. This information includes population and employment data from the US Census and Department of Labor etc. The data is then overlaid with the BATS transportation network to analyze performance of the network.

She told the committee that staff received comments back from GDOT and resubmitted all revisions on June 7th. She added that those inputs are loaded into the model and GDOT will present a snapshot of what the transportation network looks like in the BATS MPO region.

She went on to talk about the RFPs for the 2045 MTP with SSI Sector Study. She told the committee that the RFP was released on May 1, 2019 and closed on May 29, 2019. Two submittals were received which are currently moving through the review process. Ms. Thompson added that this item will go to the finance committee in the coming week and to the Board of Commissioners at their June 20th meeting for award.

Mrs. Hatcher continued stating that another action that will be required from the Policy Committee at their next meeting will be the appointment of a Technical Subcommittee. This committee will meet in-between regularly scheduled MPO meetings to review the process and outputs throughout the MTP update ensuring that the MPO's interests are best met.

There were no questions or comments on this agenda item.

6. Transit Planning Update – Information

Mrs. Hatcher addressed this agenda item. She stated that transit 5303 funding was awarded July 1st of FY 2018. Staff has been actively working on refreshing socioeconomic data from the last planning process that recommended certain strategies for implementation. Reviewing the strategies that were put in place at that time and determining what has changed, as well as support the City of Brunswick in their 5307 application which staff has successfully done. Mrs. Hatcher continued to update the committee on activities that staff has been carrying out using 5303 planning funds.

Mrs. Hatcher provided the committee with a brief refresher of past transit planning within the MPO area. She stated that several studies have been completed in partnership with the City of Brunswick and Glynn County to determine if a transit service would be feasible and needed in the community. Each study resulted in a resounding “yes”. She went on to talk about the most recent study completed in 2009 called the Transit Implementation Plan. She added that the plan provided that framework of who will operate the system, how it would operate and what will it cost.

Mrs. Hatcher went on to say that a lot has changed since 2009 based on the deep dive review that staff carried out. She proceeded to provide the committee with results from a transit propensity analysis staff conducted. This analysis was based on recent American Community Survey (ACS) population and demographic data.

She then shared with the committee that the analysis indicates population changes of approximately 24% since the last transit implementation study. She also shared a very detailed transit propensity breakdown with the committee. Changes in transit propensity population groups highlighted included:

- Minority
- Female
- Zero car household
- Persons with disabilities (workers)
- Persons with mobility limitations
- Recent immigrants

- Worker age 65 and older

Mrs. Hatcher continued the transit update by sharing an overview map indicating transit hubs and routes identified in the 2009 study. She also highlighted the current 5307 urban service area. If 5307 funding is utilized to provide transit service it must operate within that area. She added that in the 2009 study there was a route designed to go out to St. Simons Island, however, given the current restraints that would not be an eligible trip per 5307 funding guidelines. She also stated that that trip would be considered rural and within the purview of the Coastal Regional Coaches.

Committee members engaged in discussions about transit options for SSI and urban and rural services could work together to providing trips.

Mrs. Hatcher shared additional maps from the transit propensity data, highlighting major employers, and major activity centers. She shared with the committee that the CAC participated in a transit planning work session on May 13th. Planning documents and maps were circulated to the CAC along with comments forms. These comments will be incorporated into the technical memorandum. She closed on this agenda item adding that staff also participated in a work session regarding implementation readiness activities with the City of Brunswick.

7. BATS Administrative Updates

a. Approval of FY 2020 UPWP

Mrs. Hatcher spoke on this agenda item. She stated this will be the last month that staff will be operating under the FY 19 UPWP. She stated that at the last PC meeting action was taken to approve the FY 2020 UPWP. Federal highway provided staff with a letter of approval on April 10th. She stated that beginning July 1st staff will be operating under the new work program and will begin preliminary efforts to gather feedback for the preparation of the FY 2021 UPWP.

b. BATS Special PL funding RFPs

Mrs. Hatcher spoke on this agenda item. She stated as a refresher BATS was awarded funding for two special PL studies. She mentioned that as previously detailed during the 2045 MTP update, the Lanier Gloucester Improvement Project is also moving through the selection process. She stated that there were several submittals received for this RFP.

Ms. Martin asked about the projected timeline for the completion of this project. She added she would really like to move forward with the Bay Street project. She stated that reconfiguration of Bay Street is critical to the downtown area.

Ms. Thompson stated that BATS has to demonstrate that they are meeting the federal and state required planning activities and that BATS can manage a project. She added that if that is the next study and the City wants to apply in the fall for special PL funding they can put in an application. However, this timeline for the Lanier Gloucester project is 12 months.

Committee members engaged in further discussion about special PI funding and application timeline.

c. Memorandum of Understanding (MOU)

Mrs. Hatcher spoke on this agenda item. She stated that this a refresher from the certification process that BATS went through recently. She added that there were couple items highlighted that needed some work. He told the committee that the last time the MOU was updated was in June 1995. The review committee that work on BATS certification and audit recommended that staff updated and refresh the BATS MOU. Mrs. Hatcher stated that the processes is currently underway and staff will get draft version to FHWA, FTA and GDOT highway and Intermodal for review and feedback.

d. Public Participation Plan (PPP)

Mrs. Hatcher spoke on this agenda item. She stated that, like the MOU, the PPP was recommended for update. The last PPP was adopted in 2015. Staff has begun the process of review the 2015 PPP. She added that given the demographic shift and changes in how information can be shared staff has recognized the need to prioritize update of this document.

She told the committee some preliminary activities have already taken place to help get the full PPP back in compliance. Such as:

- Development of Title VI complaint form in both English and Spanish.
- Getting internal policies and procedures in place for how to deal with Title VI complaints and issues with protected communities within the MPO area.

She stated that these documents are sitting independently but will be incorporated into the update PPP.

e. System Performance Report

Mrs. Hatcher spoke on this agenda item. She stated that staff carried out administrative action to the BATS System Performance Report. She reminded the committee that there will be ongoing activities surrounding the Federal Highway performance measures. She provided the committee with a reminder that BATS adopted the State's performance targets at the joint PC/TCC meeting held on December 17, 2017. She shared with the committee the targets are updated annually and are on a 5yr rolling average.

Mrs. Hatcher stated that staff has taken the necessary actions to update the system performance report ensuring BATS stays in compliance. He added that all information is available on the MPOs website on the performance measures and targets page. She then presented the performance measures 2 and 3 data table to the committee, highlighting the BATS information.

Mr. Harvey asked Mrs. Hatcher to further explain the Travel Time Reliability measures. Mrs. Hatcher stated that travel time reliability demonstrates "that if an individual leaves their home at a given time and expects to arrive within a certain time, how often does that occur." How reliable is this trip. She added that having the reliability factor in place is demonstrating the system is capable of moving people and goods on a day to day basis.

Committee members engaged in further discussions about travel time reliability.

Mr. Burr asked Mrs. Hatcher how exactly is the data acquired. Mrs. Hatcher replied stating that the data is retrieved from NPMRDS, which is sourced from truck GPS data.

Committee members engaged in further discussions about data sources.

There were no additional comments or questions on this agenda item.

8. Agency Updates

a. Update on Airport Projects

Mr. Robert Burr provided an update on the airport projects. He stated that since the last meeting the only update outside those projects identified is that they are awaiting Federal and State Grants to come forth.

b. Update on County Projects

Ms. Thompson spoke on this agenda item. She mentioned that there was a list of current projects provided to committee members prior to their meeting and is included in their meeting packet. She added that Mr. Ben Peirce was also available to answer any questions that committee members might have.

There were no question or comments on County projects.

c. Update on City Projects

Mr. Alberson provided an update on City of Brunswick projects. He stated that they are currently finishing up their resurfacing projects in town with a couple of additional locations on Bon Air Boulevard that need to be paved before completion. L Street project is moving along, going well and is on schedule so far.

Mr. Alberson added that the city just approved two contract for two trail projects. This includes MLK Trail, and Glynn Middle walk route.

There were no comments or questions.

d. Update on GDOT Projects

Mr. Cowart provided an update on the GDOT projects. Mr. Cowart stated that there was a GDOT project sheet provided for committee members. He added that the 341 resurfacing is scheduled to start later this month.

He asked if committee members had any question on the updated project sheet.

e. Other Items

The Chairman asked if anyone with GDOT would like to weigh in on issues with railroad crossings.

Committee members engaged in discussions about an existing railroad crossing along old Jessup Road.

Mr. McQueen, GDOT Representative made the recommendation that Mr. Cowart could take this feedback in order to gain additional information.

Ms. Thompson also offered to get together with the Public Works Director to discuss next steps for looking into these issues.

Commissioner Browning thanked everyone for their feedback, then took the time to acknowledge a fellow committee member who was retiring from his current post and would no longer be serving as a member on the BATS Policy Committee.

Mr. Woodside then shared a few words with the committee expressing his gratitude to serve on the BATS Policy Committee since inception. He shared the name of his successor with the committee and thanked everyone again for their kind words.

Commissioner Browning, wished Mr. Woodside all the best on his retirement before moving on to the next agenda item.

9. Public Comment

No public comments were received.

10. Adjourn

Commissioner Browning reminded everyone of the next Policy Committee meeting scheduled on August 12, 2019. He thanked everyone for their participation and the meeting was adjourned at approximately 2:48 pm.



BATS PC Chairman

12.08.19

Date