
BATS MEETING MINUTES

Brunswick Area Transportation Study Technical Coordinating Committee (TCC) Meeting

Monday, July 8, 2019 - 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 May 13, 2019
3. Unified Planning Work Program (UPWP) Updates – Information
4. 2045 Metropolitan Transportation Plan (MTP) Update – Information
5. GAMPO Special PL Funding Applications – Information
6. BATS Administrative Updates
7. Agency Updates
 - a. Glynn County Airport Commission
 - b. Glynn County School Board
 - c. Glynn County
 - d. City of Brunswick
 - e. GDOT District 5
 - f. Transit Agencies
 - g. Other Items
8. Public Comment
9. Adjourn

Brunswick Area Transportation Study
Technical Coordinating Committee Meeting Minutes

Monday, July 8, 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
John Centeno, Glynn County Geographic Information Systems Department (Alternate)
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
Paul Andrews, Glynn County Engineer
Pamela Thompson, Director, Glynn County Community Development
Vernon Bessing, Manager, Glynn County Airport Commission
Noel Jenson, Jekyll Island Authority
David Dantzler, Coastal Regional Commission
Byron Cowart, GDOT District 5

Others

Rachel Hatcher, Senior Planner, RS&H
Vishanya Forbes, Transportation Planner, RS&H
Maurice Postal, Glynn County Community Development

Teleconference Participants

Ann-Marie Day, FHWA Representative
Vivian Canizares, GDOT Planning Representative
Beau Lewis, GDOT Planning Representative

1. Welcome and Introductions

The meeting was called to order at approximately 1:30 pm by Ms. Pamela Thompson. Ms. Thompson gave the welcome and asked everyone to introduce themselves. She then continued to the next agenda item to approve the meeting minutes from the last TCC meeting held in May.

2. Approval of Minutes – Action Item

Ms. Thompson addressed this agenda item. She asked if committee members had any comments or questions regarding the May 13th minutes that we were emailed out prior to the meeting. There were no questions or comments. Ms. Thompson then called for a motion to approve the minutes from TCC meeting held on May 13, 2019. Mr. Paul Andrews made a motion to approve the meeting minutes as presented. Mr. Noel Jensen seconded the motion. The motion was passed unanimously.

3. Unified Planning Work Program (UPWP) Updates – Information

Mrs. Hatcher spoke on this agenda item. She stated that the committee has been reconstituted and working well as an organization for the last couple of years. She added that it was time to start talking about the Unified Work Planning Program (UPWP) for FY 2021 and that staff will be discussing the UPWP in 3 different avenues:

- Looking in retrospect at what BATS focused on in the previous year for closeout of the FY 2019 UPWP which occurred June 30, 2019;
- Looking at what BATS approved for the current fiscal year 2020, and
- The development of the draft FY 2021 UPWP.

Mrs. Hatcher started by explaining to the committee that during FY 19 staff carried out administrative modifications to the budget table for final account balancing. She stated that all federal and local match amounts remained the same and that all identified tasks were completed. She provided a recap of the BATS FY 19 Planning Priorities with the committee which included:

- Improve administrative documents and standard operating procedures for the BATS MPO to ensure compliance with annual self-certification requirements and to enhance the local planning process.
- Prepare for the bats 2045 metropolitan transportation plan (MTP) update.
- Maintenance of the current Transportation Improvement Program (TIP) and development of the 2018-2021 TIP.

Mrs. Hatcher discussed each planning priority for FY 19 in further detail and highlighted how staff fulfilled each.

Mr. Jensen asked Mrs. Hatcher, how long the 5307 funds are held. Mrs. Hatcher replied stating that the funds are on a one calendar year basis after award, they are applied for every year and are formula funds. She added that the funds are not discretionary so they are not competing with anyone,

it is only required that they demonstrate how the funding will be used each fiscal year. She went on saying that each November there will be an opportunity to reapply for an allocated amount of funding.

The committee members engaged in additional discussion about 5307 funding timeline and availability.

Ms. Thompson asked Mrs. Hatcher if it was a part of the UPWP in FY 19 that the MPO agreement be updated and if that was in a timeline to be presented to the committee. Mrs. Hatcher responded stating yes, the MOU is currently being updated. She added that she recently coordinated with GDOT on this effort and the requirements needed for approval. She went on to saying that the update is very minor to bring performance-based planning into the framework of the document. Mrs. Hatcher stated that the working draft will be circulated to GDOT and FHWA for comments and feedback and then to the BATS committees for review.

Mrs. Hatcher then went on to share an overview of the summary budget table for FY19 with the committee. She added that the summary budget table matches the dollars and cents with the UPWP task that staff is required to carry out each fiscal year. She went on to highlight the four major categories of the UPWP:

- Administration
- Public involvement
- Data collection
- System Planning

Mrs. Hatcher further explained that beneath each category were subsets detailing what activities staff would be conducting throughout the fiscal year, who the responsible parties are, and if there are other agencies involved in the process, as well as how much it will cost to perform those activities for the fiscal year.

She told the committee that the UPWP is a fiscally constrained work program. If spending exceeds the approved task budget, there has to be an amendment or rectify the charges for that task.

Mrs. Hatcher proceeded to explain each category/subset of the UPWP summary budget table to the committee highlighting examples of daily activities that would be covered under each.

She wrapped up the FY 19 UPWP update stating that each work element was assigned budget based on anticipated tasks to be carried out through the fiscal year. Staff is in the process of finalizing quarter 4 and closeout documentation for FY 2019 UPWP for submittal to GDOT. She added that staff will also provide the MPO with closeout binder and documentation of all FY 2019 activities once this process has been completed.

Mrs. Hatcher went on to provide the committee with updates on FY 2020 UPWP. She stated that the FY 2020 UPWP fiscal year started on July 1, 2019, and went on to share the planning priorities which included:

- Development of BATS 2045 Metropolitan Transportation Plan (MTP), which she highlighted will be the primary focus for FY 2020. She added that efforts for the MTP update began in FY 2019 and will continue into FY 2021.
- Continue efforts to improve administrative documents and standard operating procedures for the BATS MPO to ensure compliance with annual self-certification requirements and to enhance the local planning process.
- Special Project Development Lanier-Gloucester Improvements Study will be another primary focus for BATS in FY 2020.
- MPO staff will continue the implementation of the State’s performance target as well as facilitate and make available the annual update of the system performance report.

Mrs. Ann-Marie Day, FHWA representative provided a correction to the due date for the BATS 2045 MTP. She stated that the MTP due date is August 2020 and not October as previously stated.

Mrs. Hatcher then share the approved FY 2020 summary budget table with the committee highlighting the funding amounts for the Special PL funding awarded for FY 2020.

She mentioned that the UPWP update was a bit lengthy, but staff was taking this approach in order to prepare the committee to provide feedback for the development of the draft FY 2021 UPWP. Mrs. Hatcher then proceeded to discuss each category for the of the FY 2020 budget table highlighted the special PL funding awarded for FY 2020.

Mrs. Hatcher proceeded with updates on the Draft FY 2021 UPWP document. She then presented a graphic of the FY 2021 UPWP Schedule of Activities with the committee.

FY 2021 UPWP Schedule of Activities	Jul-Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Develop Draft UPWP with BATS Input for Planning Activities	█								
TCC/CAC Review of Draft and Recommendation to PC	█	█							
PC Review of Draft and Release for 30 day Public Comment	█		█						
30 day Public Comment Period			█	█					
Review and Incorporation of Public/Agency Comments					█				
TCC/CAC Review of Final Draft UPWP and Recommendation to PC						█			
PC Approval of FY 2021 UPWP and Transmittal to GDOT/FHWA							█		
FHWA Approves adopted FY 2021 UPWP and Issues Certification								█	█

She explained the graphic to the committee stating that the development of the next fiscal year’s UPWP begins at the beginning of the current fiscal year. She went on saying that staff will need feedback from the committee July through October within the respective UPWP categories. She added that in the feedback staff would like to know if there is anything else that they need to be focusing on or doing more of. She emphasized that if there was anything in the illustrative section of

the UPWP that the committee has a local project they believe Special PL funding will be suitable for, now would be the time to start working through those details.

She closed on this agenda item stating that the development of the UPWP is essentially a 12-month process and committee members should begin thinking about ideas to ensure that staff incorporates them appropriately into the FY 2021 document.

Mr. Peirce asked Mrs. Hatcher if the funding for the 2045 MTP typically comes from Special PL funds. Mrs. Hatcher replied stating that most Georgia MPOs utilize Special PL funding for their MTP updates. She told the committee that in previous years MPOs were given the opportunity to rollover unspent PL funding which could be aggregated and used to pay for MTP updates and studies. She stated that the GAMPO Special PL Funding Committee process was designed to replace the roll-over funding mechanism.

Committee members engaged in further discussion about MTP funding and timeline.

Mrs. Hatcher stated that staff will be sending out a form via email to committee members to provide feedback of the development of the draft FY 2021 UPWP document as discussed.

She also added that it was important to note that each year staff includes the next year of 5303 funding in the UPWP document because they are on a different funding cycle.

She reiterated that the UPWP update was a lot to digest, however it is important for the committee to understand the constraints within which staff works and to be able to provide the direction and meaningful feedback staff needs to incorporate planning priorities for FY 2021.

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

Ms. Thompson started the updates on this agenda item. She stated that Glynn County is the fiscal agent of the MPO and that they were able to successfully take both RFPs for the special PL funding awarded last fall through review and evaluation process. She went on stating that both were taken to the Board of Commissioners in June and the Lanier Gloucester Intersection Improvement Study was awarded to the Pond consulting team while the 2045 MTP with SSI Sector Study was awarded to CDM Smith Consulting team out of Tallahassee FL.

Ms. Thompson stated that she is working with the Glynn County procurement team to get the respective purchase orders executed and coordinating with the City of Brunswick on the Lanier Gloucester project.

Mr. Peirce asked if Ms. Thompson knew the timeline for these projects to be started/ completed. Mrs. Hatcher replied stating that a 12-month timeline was built into the request from GAMPO.

Mrs. Ann-Marie Day added that actual adoption date for the 2045 MTP would be August 10, 2020, however, this date falls on the weekend, so the Committee and staff will need to start thinking about revising meeting schedules to move the adoption date to prior to August 10th.

There were no additional questions/ discussions on this agenda item.

5. GAMPO Special PL Funding Applications – Action Item

Mrs. Hatcher spoke on this agenda item. She reminded the committee that GAMPO Special PL Funding applications are open for submittal twice each year, in the Spring and again in the Fall. Mrs. Hatcher stated that the next round of GAMPO special PL funding will be due in September 2019.

She went on saying that in order to have an application prepared there needs to be:

- An MPO approved resolution stating that the MPO is promoting that application to be presented to GDOT and FHWA for review and then for consideration by the special PL funds committee.
- A completed application with a map of the project as well as funding identified.
- A required 20% local match resolution demonstrating that the local government has the funds available and will commit to paying for it.

Mrs. Hatcher continued stating that both staff and the committee went through this process with the Lanier Gloucester and the 2045 MTP with SSI sector study applications last Fall. She continued stating that there were two other projects proposed in the last cycle that were not submitted.

- MLK – Altama Bike Route Study - \$80,000 (\$16,000 local cash match)
- Bay Street Corridor Study - \$120,000 (\$24,000 local cash match)

She stated that BATS acted during the Spring GAMPO special PL funding cycle that these projects be considered for future submittals. Staff is bringing the projects back to the committee for consideration on whether they should be submitted to the Policy Committee for action in this application cycle.

Mrs. Hatcher proceeded to provide project descriptions of the previously proposed projects to committee members. she added that it is also important to note that BATS is in the middle of an MTP update and the Lanier Gloucester will kick off soon. She added that the TCC will need to take action to:

- Recommend that the Policy Committee consider moving the project(s) forward to the GAMPO Special PL funding Committee

OR

- Recommend that the projects be tabled for the Spring submittal in March 2020.

Mrs. Hatcher added that the committee decides to move the project(s) for funding, BATS will be required to demonstrated how all projects will be moved forward and not in conflict with the MTP update process and how they will be incorporated into the MTP.

Committee members engaged in discussions about the GAMPO Special PL funding applications.

Ms. Thompson added that the point Mrs. Hatcher made about having capacity to move all projects forward, candidly speaking “ I am running out, with managing the MTP project, as well as a comprehensive update of all the zoning and subdivision regulations which will move into design guidelines” She added that she has concerns about having the appropriate staff capacity to add a county project in this application cycle.

Ms. Thompson went on to say that, given that the primary oversight of this project would be shared with the City, she would be able to manage if they decided to move forward with an application to GAMPO.

Mr. Alberson, City Engineer stated that their Mayor and Commissioner would prioritize the Bay Street Corridor Improvements project and he would like for that project to move forward if possible.

Committee members engaged in further discussion on this agenda item.

Mrs. Hatcher asked for feedback from GDOT/FHWA. Mrs. Ann-Marie Day replied stating that staff did a great job explaining the requirements and options to the Committee members. she added that as Mrs. Hatcher stated, is important to demonstrate how these studies fit into the MTP. This is one of the main things FHWA looks for while reviewing the applications.

Committee members further engaged in discussion about the decision to move a project forward to the GAMPO Special PL Funding Committee.

Mrs. Hatcher shared a graphic of the GAMPO/Special PL funding timeline highlighting that the timeline does not reflect schedules for project sponsor approval of local funding commitment.

Following further discussion, Mr. Alberson made a motion to recommend approval and submittal of the Bay Street Corridor Study to the GAMPO Special PL Funds Committee, pending approval of local government resolution(s) obligating a 20% local cash match. The motion was seconded by Mr. Dave Austin. The motion was passed.

6. BATS Administrative Updates

There were no administrative updates.

7. Agency Updates

a. Update on Airport Projects

Mr. Vernon Bessing provided an update on the airport projects. He shared with the committee that not much has changed since his last update.

b. Update on School Board Projects

Mr. Marty Simmons provided an update on school board projects. He stated that they would be opening up roads in the next week for the new Altama Elementary School and gearing up for back to school.

c. Update on County Projects

Ms. Thompson stated that the County has provided a project update sheet for the committee and asked Mr. Dave Austin and Mr. Paul Andrews to present any highlights on the updates.

Mr. Austin reported that there were four projects under current construction with LMIG resurfacing which are about 80% completed. Chapel-crossing sidewalk projects are about 75% completed and the bridges are underway.

Mr. Pierce added a few updates from the project sheets on the LMIG 19 bridge repairs.

There were no comments or questions.

d. Update on City Projects

Mr. Alberson provided an update on City of Brunswick projects. He stated that the City is starting near Lanier Blvd. that will line up with the ongoing resurfacing projects around town. Mr. Alberson added that the L Street project is now underway and moving along fine. He added that the City started the Glynn Middle School pedestrian project that week and additional updates would be provided at the next meeting.

There were no comments / questions on City Project updates

e. Update on GDOT Projects

Mr. Cowart presented updates on GDOT District 5 projects. He stated that not much had change since the last update. He highlighted a few projects from the GDOT/ Glynn County Project Status Report sheet provided. These highlights included:

- Resurfacing on 341 – Contract scheduled to start late in the next month to early September
- Bridge rehabilitation on US 17 @ Sidney Lanier
- Resurfacing on the St. Simons Island Causeway – anticipated schedule in the next week.

He added that other than those highlights all previous project updates remain the same. Mr. Cowart then asked committee members if anyone had questions regarding any other projects.

Mr. Dave Austin asked Mr. Cowart if the resurfacing included the entire causeway, Mr. Cowart responded stating that the resurfacing length covers approximately 3.928 miles which he believes is the length of the entire causeway.

Mr. Austin, then asked what was the anticipated time period for the resurfacing? Mr. Cowart replied stating that the project would run through the springtime. Mr. Austin commented that would be better than through the summertime given the heat.

Mr. Cowart added that resurfacing will also accommodate additional bike lanes on SR 25 Spur East from US 17/SR 25 to DR 584/ Kings Way.

There were no additional comments or questions on the GDOT project updates.

f. Transit Agencies

There were no updates from Transit agencies.

g. Other Items

There were no other items discussed.

8. Public Comment

No comment from the public.

9. Adjourn

Ms. Thompson reminded everyone of the upcoming meeting scheduled on September 9, 2019 for the Technical Coordinating Committee. She thanked everyone for their participation and the meeting was adjourned at approximately 3:00 pm.

 *Ben Sierce For Pam Thompson*

BATS TCC Chairman

September 9 2019

Date