
BATS MEETING MINUTES

Brunswick Area Transportation Study Policy Committee (PC) Meeting

Monday, August 12, 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 June 10, 2019
3. GAMPO Special PL Funding Application – Action item
4. BATS 2045 MTP Technical Sub-Committee Appointment – Action Item
5. 2045 Metropolitan Transportation Plan (MTP) Update – Information
6. Unified Planning Work Program (UPWP) Updates – Information
7. Lanier-Gloucester Improvements Study Update - Information
8. BATS Administrative Updates
9. 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
10. Public Comment
11. Adjourn

Brunswick Area Transportation Study
Policy Committee Meeting Minutes

Monday, August 12th, 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
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
Alan Ours, Glynn County
James Drumm, City of Brunswick

Others

Stefanie Leif, Glynn County Community Development
Byron Cowart, GDOT District 5
Garrow Alberson, City of Brunswick
Dave Austin, Glynn County Public Works
Rachel Hatcher, Senior Planner, RS&H
Michael Plagens, CDM Smith
Adam Ivory, CDM Smith

Teleconference Participants

Beau Lewis, GDOT Planning Representative
Vishanya Forbes, Planner, RS&H

1. Welcome and Introductions

The meeting was called to order at approximately 1:35 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 June 10, 2019, he would call for a motion. The minutes were reviewed, and Mr. Robert Burr made a motion to approve the meeting minutes as presented. Mayor Harvey seconded the motion. The motion was passed unanimously.

3. GAMPO Special PL Funding Applications – Action Item

Mrs. Hatcher spoke on this agenda item. She provided the committee with a brief refresher that BATS has the opportunity twice per year to present applications to the Georgia Association of Metropolitan Planning Organization (GAMPO) Special PL Funding Committee. She went on to say that the next opportunity will be in September and any submittals that the committee would like to put forward will need to be approved via resolution by the Policy Committee (PC) in addition to a commitment from the local government entity that will be putting forward the 20% cash match. She added that in the last GAMPO PL funding cycle, staff was directed to hold proposed MLK -Altama Bike Route and the Bay Street Corridor studies for future submittals.

Mrs. Hatcher continued stating that staff conducted a prescreening on both projects over a year ago and submitted this document to the committee for review. She then provided the committee with a refresher of the project screening stating that staff look at each application per the criteria provided by the GAMPO Special PL Funding Committee and oversight agencies.

Upon highlighting the transportation need that the Bay Street Corridor Study would address, mainly, Freight capacity to the Port, multimodal accessibility/safety, congestion, and delay, Ms. Martin asked Mrs. Hatcher if that project “would potentially include something as broad as looking at the existing truck routing? She added that this would be to change trucks going from US 341 to US 17, as current truck traffic comes through the downtown.

Mrs. Hatcher replied stating that she wouldn’t be presumptuous to say what the study findings will include however, identifying the most efficient routing for freight to ensure that the level of service is being maintained would absolutely be a key factor. Whether or not that requires rerouting she would not be able to say before the analysis begins. She added that the analysis would look at the current demands, needs, safety, efficiency, and economic development.

She continued to discuss the additional scoring factors for the proposed projects with the committee members, followed by maps showing project alignment and limits.

She then stated that the Bay Street corridor project was the recommended by both the TCC and CAC to be considered for submittal in this Fall GAMPO application cycle pending approval of local government resolution obligating a 20% local cash match. She added that, following discussion by both the TCC and

CAC, the limits of the Bay Street proposal were extended to US 17 south and I-95 north. Mrs. Hatcher added that the extension of the project limits were also supported by oversight agencies to ensure that staff was getting a more comprehensive understanding of where traffic was coming from before approaching that segment of the corridor.

Mrs. Hatcher then presented a graphic of the GAMPO special PL Funding timeline highlighting actions needed to be taken by the Policy Committee to review and approve the proposed application for transmittal to GAMPO Special PL Funding Committee. She added that GAMPO will meet on September 30, 2109. She stated that the 20% local match will be sponsored by the city of Brunswick and they have made arrangements to present the resolution obligating the 20% local match on the August 21st Commissioner's agenda.

Mrs. Hatcher then presented the committee with the recommended action and suggested motions:

Recommend approval and submittal of the Bay Street Corridor Study to the GAMPO committee, pending the approval of the local government resolution(s) obligating a 20 % local cash match.

(or)

Recommend that the **Bay Street Corridor Study** be postponed for future submittal opportunities.

Mayor Harvey asked Mrs. Hatcher if the action was for the Policy Committee to recommend or for the City of Brunswick to recommend. Mrs. Hatcher replied stating it was both. She explained that the application cannot move forward to GAMPO for consideration without the PC signing a resolution indicating that they support the project and the city of Brunswick indicating that they will also pay for the required 20% local cash match.

Ms. Martin asked Mrs. Hatcher at what point would the 20% local cash match need to be paid out? Mrs. Hatcher replied stating that this would be a reimbursement-based process. this usually takes between 3-4 months to get through contract process with GDOT. She stated that the reimbursement will also be on a quarterly basis, put the expected timeline for an initial payment would be May/June of the next calendar year.

Mr. Alberson added that based on experience with previous GAMPO PL funding received, the PC approved resolution in August of last year for the Lanier-Gloucester Improvement project and they are just now kicking off the project and haven't made any payment thus far, so the anticipated length of time could be the same.

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

Commissioner Browning called for a motion to approve the action item. Mayor Harvey made a motion to recommend approval and submittal of the Bay Street Corridor Study to the GAMPO Special PL Funding Committee, pending the approval of the local government resolution(s) obligating a 20 % local cash match. The motion was seconded by Ms. Martin. The motion was passed unanimously.

4. BATS 2045 MTP Technical Sub-Committee Appointment – Action Item

Mrs. Hatcher spoke on this agenda item. She stated that BATS is currently in the 2045 Metropolitan Transportation Plan (MTP) update cycle which will be due in August 2020. She stated that a part of that process is to implement a technical Sub-Committee as outlined in the RFP and scope that was approved and sent out for action by the PC. She added that having a technical subcommittee will allow for a deeper dive/higher level analysis for the items that will be brought before the Policy Committee for action throughout the planning process.

Mrs. Hatcher stated that at the most recent TCC there was discussion about who should serve on the technical Sub-Committee and consensus was reached regarding a slate of proposed individuals for the Policy Committee's consideration.

- Pamela Thompson
- Dave Austin
- Paul Andrews
- Ben Pierce
- Garrow Alberson
- Bren Diass
- GDOT's TCC representative (Tom/Vivian)
- FHWA's TCC Representative (Ann-Marie)
- Airport Commission Technical Representative (Vernon Bessing)
- Georgia Ports Authority Representative

She stated that the committee is required to take action to approve the list of names as presented or make adjustments where necessary.

Pamela Thompson added that the proposed individuals are excited to be a part of the committee.

Mr. Burr asked Mrs. Hatcher if all the names presented currently serve on the BAS TCC. Mrs. Hatcher replied stating that was correct. He then asked if "wouldn't the TCC be better suited for selecting the members represented on the technical Sub-Committee versus the Policy committee or is Policy Committee decision required?"

Mrs. Hatcher replied stating that the Policy Committee is the decision-making body and these members only serve on the TCC at the direction of the PC. The PC is responsible for adjusting/appointing all committees per the BATs Bylaws.

Mr. Hooks made the motion, to appoint the 2045 MTP technical Sub-Committee as presented, the motion was seconded by Ms. Martin. 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, the base year socio-economic data was approved by GDOT on July 2, 2019. She stated that GDOT will present the results from those inputs in a presentation where they will show how the system network is performing.

She went on to say that, per Policy Committee approval, an RFP was released for the 2045 MTP with SSI Sector Study and has gone through the competitive selection process. She added that the consultant team selected was CDM Smith and that their Project Management team was represented at the meeting. She went on stating that the initial task that the consulting team will be working on is the development of future SE data. She stated that staff will be providing the completed base year SE data files and supporting documents of all relevant transportation planning documents and ongoing activities within the study area. Mrs. Hatcher then turned the meeting over to Ms. Thompson to introduce the representatives from the consultant team that were present at the meeting.

Ms. Thompson introduced Mr. Adam Ivory and Michael Plagens and stated that they have built into their contract to provide updates to the MPO throughout the planning process.

Mr. Plagens then gave a brief introduction about himself and his company. He stated that he resides in Tallahassee FL, coming to this project with over 20 years of planning experience and is very excited to see what is happening in Glynn County as highlighted in their proposal. He stated that with all the changes going on, and his background in Freight, he is excited to dive into this project. Mr. Plagens then went on to introduce Project Technical lead, Mr. Adam Ivory. Mr. Ivory introduced himself to the committee, he stated that he is based in Atlanta, GA and has been working with Mr. Plagens for several years. He added that based on what Mrs. Hatcher mentioned regarding the SE data model they will be working to get all meeting dates scheduled as soon as possible and coordinate with the MPO and also GDOT to identify the existing base year to ensure the projections for the future year SE data is aligned with what GDOT is projecting.

Mrs. Hatcher continue with updates on this agenda item. She shared with the committee highlights from the Georgia Ports Press release referencing freight growth. She stated that the 2045 MTP update is expected to have a robust freight chapter to understand the impacts and benefits this growth will have.

Committee members engaged in further discussion about the Port and Roll-on/Roll-off cargo.

There were no questions or comments on this agenda item.

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

Mrs. Hatcher addressed this agenda item. Mrs. Hatcher provided the committee with a brief refresher of the federal 3C (Continuous, Cooperative, Comprehensive) planning process within the MPO planning activities and what the UPWP entails. She stated that she would explain to the committee where BATS has been with previous UPWP activities, where they are currently, and plans for UPWP activities moving forward.

She continued by sharing a UPWP schedule of activities and timeline for developing and adopting a work program throughout the fiscal year. She explained that the UPWP is updated annually and by June of every year the MPO should have an updated work program in place for the next fiscal year. She added that if a work program is not in place by that time the MPO will not be eligible to receive federal funding contracts.

Mrs. Hatcher highlighted that BATS recently closed out the FY 19 UPWP and that BATS is currently operating under the FY 2020 UPWP. She also provided the committee with updates from the FY 2019 UPWP activities highlighting that staff carried out all activities and even exceeded expectation in some categories. She also told the committee that staff carried out administrative modifications to the documents for account balancing purposes. She explained the balancing process, as well as the adjustments made. She also emphasized that all federal and local funding totals remain the same, as well as stated goals and deliverables following administrative modifications.

Mrs. Hatcher proceeded by presenting a graphic of the approved summary budget table at the beginning of FY 2019, explaining to the committee how each work element outlined was assigned a budget based on anticipated tasks to be carried out during that fiscal year and how administrative balancing occurred if adjustments were needed. She then shared the updated summary budget table at the closing of FY 2019. She stated that the primary adjustments made during FY19 were to facilitate activities in:

- Program Coordination
- Operations/Administration
- Community Outreach
- SE data
- Long-Range Planning tasks

Most coordination and administrative activities were driven primarily by the certification review and audit process and recommendations. Community outreach adjustments were the result of the Citizens Advisory Committee reimplementation efforts, including an extensive membership drive and multiple training and orientation sessions. During FY 19 staff also began the development of the base year SE data for the 2045 MTP update. It was anticipated that consultants would be onboard sooner which resulted in staff filling in the gaps to ensure BATS met all GDOT deliverables deadlines.

FY 2020 UPWP Update

Mrs. Hatcher continued on this agenda item with updates focusing on the FY 2020 UPWP. She told the committee that BATS is currently operating under the FY 2020 UPWP and shared the Planning Priorities and current status in meeting these goals.

Committee members engaged in discussion about the FY 2020 planning priority referencing Short Range and Long-Range metropolitan transit planning.

Mrs. Hatcher also shared the funding breakdown for the current fiscal year and highlighting the budget included for special PL funding awarded for FY 2020 studies. She also highlighted that 5303 funding is programmed for two fiscal years because of varying funding cycle. The FY 2021 estimated FTA 5303 funding is also incorporated in a separate budget table in the UPWP document.

FY 2021 UPWP Update

Mrs. Hatcher then moved to the FY 2021 UPWP to begin discussions regarding priorities that the Policy Committee would like to focus on for the next fiscal year. She added that next August the PC will adopted

their 2045 MTP and all ongoing administrative activities dealing with the MOU and participation plan will be completed. She also outlined that all other required activities will be ongoing, for example, TIP update, the UPWP development, regularly schedule meetings etc. This opportunity is to think about what the Policy Committee would like to see staff focus on outside of the required items.

Mrs. Hatcher closed on this agenda item saying that staff is encouraging committee members to provide feedback for areas of focus/emphases and issues that need to be further analyzed by special studies. She added that staff developed a form to help with the inputs on the development of the draft FY 2021 document. The form has already been circulated to the TCC and CAC. She briefly explained the form to the committee members and told them that staff would be transmitting it via email following their meeting.

Mr. Bur asked Mrs. Hatcher what would be the State's role in the UPWP? Mrs. Hatcher replied saying that the state's role is multifaceted, they are responsible for reviewing the draft document before it goes out for public comment and again before it is adopted. They provide insight on whether federal/state requirements are being met, as well as provide guidance on necessary adjustments. She added that the special studies that would be in the unfunded section also receive additional review prior to the submittal for funding consideration. She wrapped up stating that this is a collaborative process with the oversight agencies.

Committee members engaged in additional discussion about the State's involvement in the development of the UPWP and special transportation studies section.

Ms. Martin asked when was the last time a representative from the Georgia Ports Authority (GPA) present at the TCC or PC meetings?

Committee members engaged in additional discussion about encouraging participation from the GPA in future BATS committee meetings. Ms. Thompson stated that she will reach out to local contacts to encourage future participation.

7. Lanier-Gloucester Improvements Study Update - Information

Mrs. Hatcher provided the committee with a brief update on this agenda item. She reiterated that POND and company was selected to carry out the Lanier- Gloucester Improvement study. She stated that there was anticipated completion between 4 and 6 months which is around the December to February timeline for recommendations.

Mayor Harvey then asked Mrs. Hatcher what exactly this project is focused on. Mrs. Hatcher replied stating that this study will look at traffic, safety, and multimodal accessibility of the Lanier-Gloucester intersection. She then went on to explain the deliverables expected to be generated from this study as outlined in the scope of work, including:

- A minimum of two design alternatives

- Cost estimates
- Planning level cost benefit analysis/assessment

Ms. Thompson added that when Mr. Alberson met with the consulting team to talk about the scope of work, they mention that they will also be analyzing the timing of the traffic signals within the intersection.

Mayor Harvey mention that the intersection also lacks a crosswalk. Ms. Thompson added that they are aware and are looking into that as a part of the study.

Mr. Alberson added that traffic study will be beginning on the study site and there are plans in the works to host a stakeholder meeting the second week in September and a presentation to the Policy Committee in the October meeting cycle.

Ms. Martin asked if the traffic study will include Lanier and Goodyear? Mr. Alberson replied stating that the team will be studying the intersection and turning movements at Goodyear, both legs of Lanier, Macon and the service road between Macon and *Goodyear*. Four locations total.

Mrs. Hatcher stated that the recommendations from this study will be incorporated into the 2045 MTP and commended the City of Brunswick on completing the project to fit within this update schedule.

8. BATS Administrative Updates

a. Mandatory GDOT Intermodal Training August 27-28 in Forsyth GA

Mrs. Hatcher spoke on this agenda item. She stated staff, along with representatives from the County and the City, will be attending a two-day workshop and training primarily dealing with federal funding and administration.

b. GAMPO meeting September 30, 2019 - GDOT Headquarters in Atlanta

Mrs. Hatcher spoke on this agenda item. She stated that staff along with MPO representatives will be attending the GAMPO meeting as well as the Special PL Funding Committee meeting on September 30th. She added that Ms. Thompson sits on the committee as the BATS representative.

c. 2020 Census Count

Ms. Thompson told the committee that she wanted to bring it to their attention that the time for the 2020 Census count is getting closer and she has been working with City representative Bren Diass, as local liaisons. She stated that a US Census representative reached out and informed her that there are 500 available jobs in Glynn County for the Census count effort. These jobs are on average from \$14-16/hour plus 58 cents per mile for gas reimbursement. She informed the Committee that she will be distributing this information to the public, however she wanted to pass it along to the Policy Committee to help spread the word within the community.

9. Agency Updates

a. Update on Airport Projects

Mr. Robert Burr provided an update on the airport projects. He stated that for the St. Simons Island Airport they currently have a study underway analyzing the feasibility of a control tower. He went on to say that there are no new grants associated with that airport until those studies have been completed.

Mr. Burr went on to provide updates regarding the Brunswick Golden Isle Airport. He stated that they recently received approval for two grants and are anticipating a secondary award related to the North Apron project to conduct additional engineering work.

There were no comments/questions of the airport project updates.

b. School Board Updates

There were no representatives from the School Board present at the meeting. Ms. Thompson mentioned that Ben Peirce has been working with School Board on accessibility to the new Altama Elementary including traffic counts and performing safety and access studies.

Committee member engaged in discussion on School Board projects, associated traffic and routing pattern of school buses and drop-offs.

c. Update on County Projects

Mr. Austin spoke on this agenda item. He stated that the County project update sheets were provided as a part of the meeting packets. He stated that he would like to add two updates to the sheets presented.

- Post Rd. work is complete and is now open with a box culvert replacement, final striping, and *seeding* occurring today. He continued stating they have notified Brampton County as the project is located on one of their bus routes.
- Mr. Austin mentioned to the committee that the second update pertains to the sidewalks on Chapel crossing, which are scheduled to be completed the present week.

He added that the county is scheduled to have its pre-construction meeting for the roundabout on St. Simonds Island Tuesday August 22 at 10am.

There were no question or comments on County projects.

d. Update on City Projects

Mr. Alberson provided an update on City of Brunswick projects. He stated that they are currently finishing up their resurfacing contract projects approximately 98% completed with remaining work on Lanier. The L Street project is also underway, there were some delays with the Atlanta Gas Light, getting a gas line relocated/reinstalled. He went on to say that the City started construction on the Glynn Middle School sidewalk route. The MLK trail from Bourne Avenue to Prince Street will follow that trail project.

There were no comments or questions.

e. 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 then went through the project sheet updates with the committee.

Mr. Hooks asked Mr. Cowart, "regarding a project for access lanes improvement at the end of the Jekyll causeway".

Mr. Cowart responded stating that that project was the quick response project.

Mr. Hooks stated that he thinks everyone should know about that project as there is needed access out there.

Mr. Cowart stated that they are currently setting a right turning lane for the North bound direction.

Ms. Thompson asked Mr. Cowart if it would be possible to get a list of any safety projects GDOT is working on in District 5.

Mr. Cowart responded stating that all projects within the area are currently on the GDOT project list. He added that the County gets around 5 projects per year.

Committee members engaged in additional discussions about the potential temporary roundabout at 17 and 99.

Mr. McQueen provided the committee with additional GDOT updates. He told the committee that the Coastal Regional 2005 Bike Plan is currently being updated. He added that there is a survey on the website and the committee and staff now has the opportunity to review and stay abreast of any coordination between their plan and the MTP.

There were no addition questions/discussion on the GDOT updates.

f. Other Items

There were no other items discussed.

10. Public Comment

No public comments were received.

11. Adjourn

Commissioner Browning reminded everyone of the next Policy Committee meeting scheduled on October 21, 2019. He thanked everyone for their participation and the meeting was adjourned at approximately 2:40 pm.



10-21-19

BATS PC Chairman

Date