

**Brunswick Area Transportation Study
Policy Committee (PC) Meeting Minutes**

Monday April 20, 2020 - 1:30 p.m.
Via Zoom Teleconference

AGENDA

1. Welcome and Opening Remarks (Michael Browning)
2. Approval of Meeting Minutes- Action Item
 - a. Minutes from PC meeting held on February 10, 2020
3. Draft FY 2021 Unified Planning Work Program (UPWP) – Action Item
4. 2045 Metropolitan Transportation Plan (MTP) Update
 - a. 2045 MTP Unconstrained Project List – Action Item
 - b. 2045 Goals and Objectives – Action Item
 - c. 2045 Performance Measures – Information
 - d. Project Prioritization Framework – Information
 - e. Environmental Justice – Information
5. Lanier-Gloucester Improvements Study Update – Information
6. BATS Administrative Updates
 - a) Transportation Improvement Program (TIP)
 - b) Public Participation Plan (PPP)
 - c) Structure of BATS Committee Meetings
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. Jekyll Island Authority
 - g. Transit Agencies
 - h. Other Items
8. Public Comment
9. Adjourn

Next Policy Committee Meeting: Monday, June 8, 2020

Brunswick Area Transportation Study
Policy Committee Meeting Minutes

Monday, April 20, 2020 – 1:30 p.m.
Via Zoom Teleconference

ATTENDEES

PC Committee Members

Michael Browning, Chairman of BATS Policy Committee
Robert Burr, Director of Glynn County Airport Commission
Cornell Harvey, Mayor, City of Brunswick
Tom McQueen, GDOT Planning
Julie Martin, City of Brunswick
Ralph Staffins, Director, Brunswick/Golden Isles Chambers of Commerce
Jones Hooks, Jekyll Island Authority
Ben Slade, Chairman of BATS Citizens Advisory Committee
Maurice Postal, Glynn County Community Development
Pamela Thompson, Glynn County Community Development
Stefanie Leif, Manager, Glynn County Planning and Zoning
Byron Cowart, GDOT District 5
Garrow Alberson, City of Brunswick

Others

Ann-Marie Day, FHWA
Vishanya Forbes, Planner, RS&H
Rachel Hatcher, Senior Planner, RS&H
Terra Winslett, Glynn County Airport Commission
Noel Jensen, Jekyll Island Authority
Tanet Myers, City of Brunswick
Adam Ivory, CDM Smith
Michael Plagens, CDM Smith
Allen Ours, Glynn County
Cassius Edwards, GDOT Representative

1. Welcome and Introductions

The meeting was called to order at approximately 1:45 pm by Mr. Harvey. Mr. Harvey gave the welcome, and Mrs. Hatcher announced the Zoom Teleconference participants.

2. Approval of Minutes – Action Item

Mr. Harvey addressed this agenda item. He stated that once committee members have reviewed the minutes from the BATS meeting held on February 10, 2020, he would call for a motion. The minutes were reviewed, and Ms. Martin made a motion to approve the meeting minutes as presented. Mr. Hooks seconded the motion. The motion was passed unanimously.

3. Draft FY 2021 Unified Planning Work Program (UPWP) – Action Item

Mrs. Hatcher spoke on this agenda item. She gave the Policy Committee a brief reminder on the status of the draft FY 2021 Unified Planning Work Program (UPWP). She stated that the 30-day public comment period closed January 8, 2020 and comments received were only from oversight agencies. She added that these comments were incorporated into a comment log and placed in the appendix of the final draft UPWP. She stated that the UPWP is required to be adopted prior to June 30, 2020 for BATS to move into the next fiscal year with an active work program, as this is a legislative requirement.

Mrs. Hatcher then shared comments received from oversight agencies with the committee which included the following comments from FHWA:

- Please take credit for the work you all are doing by outlining your FY 20 accomplishments in a separate section
- Please identify 2020 Census a priority and document related tasks in the appropriate section of the document
- Carrying out and completing the awarded specials studies should also be listed as a priority for FY 21

Mrs. Hatcher also highlighted the comments received from GDOT, which included formatting issues with the table of contents, summary budget tables, and to identify the 2020 Census as a FY 2021 planning priority with supporting activities within the appropriate program task/phrase. She then reminded the committee of the schedule of activities for the FY 2021 UPWP, including current timeline and next steps for this process. Mrs. Hatcher stated that both the TCC and CAC unanimously recommended that the Policy Committee adopt the BATS FY 2021 UPWP.

Commissioner Browning opened the floor to questions on this agenda item. There were no questions or comments on this agenda item. Commissioner Browning then called for a motion to adopt the BATS FY 2021 UPWP. Mr. Harvey made a motion. Motion was seconded by Ms. Martin. Motion passed unanimously.

4. 2045 Metropolitan Transportation Plan (MTP) Update

Mrs. Hatcher introduced this agenda item. She stated that Mr. Ivory and Mr. Plagens, both from CDM Smith, were going to speak on this agenda item. She gave a refresher on the unconstrained project list as well as a brief background and timeline of the MTP update process. She also shared with the committee that the unconstrained project list has the full support of the TCC and the CAC. Mrs. Hatcher then turned the meeting over to Mr. Plagens to continue with updates on this agenda item.

Mr. Plagens introduced himself to the committee and explained his role in the 2045 MTP update process.

a. 2045 Unconstrained Draft Project List – Action Item

Mr. Plagens provided the committee with an overview of the draft comprehensive project list which he stated contains over 160 highway and multimodal projects. He explained how the draft project list was compiled, and pointed out several sources used, including:

- 2040 MTP Project List
- Pond Study on St. Simon Island
- SPLOST 2016
- SPLOST 2020
- Capital Project List
- Glynn County Transportation list
- Bike/Multipurpose Trail Study for Glynn County, Georgia – June 2016

He continued stating his team also reviewed previously programmed projects as well as developed new recommendations for capacity projects based on the 2045 Level-of-Service data from the Travel Demand Model. He added that safety areas were analyzed, and drainage projects from SPLOST as well as unfunded projects from the 2040 MTP were kept for the draft comprehensive project list.

Mr. Plagens went on to highlight the importance of remembering that all projects are not funded through the same funding streams. He shared the next steps for the MTP update process and reminded the committee of the next public meeting to be held April 29, 2020. Mr. Plagens then opened the floor for questions on the draft unconstrained project list.

There were no questions or comments.

Mrs. Hatcher stated that the Technical Coordinating Committee and the Citizens Advisory Committee unanimously recommended that the Policy Committee approve the 2045 MTP Unconstrained Project List.

Ms. Martin asked if the bike/pedestrian trail projects were listed on the last three pages of the draft project list. Mr. Plagens responded stating that they were, and that the project list was developed that way for organizational purposes. He added that the projects were not prioritized last on the comprehensive project list.

Ms. Martin stated that it was helpful to have these projects grouped together. Ms. Martin asked for a brief explanation on how the project costs were developed.

Mr. Ivory stated that the projects costs were developed using congestion and safety data, and the length of the improvement area. He provided examples, based on types of improvement recommendations made to be incorporated within the MPO area. He stated that these criteria were evaluated in developing the overall cost estimate for the new projects. He added that older projects were evaluated to see for relevancy and previous costs were kept. He stated that future costs were going to be projected and the costs could increase.

There were no further questions or comments.

Commissioner Browning called for a motion to approve the 2045 MTP Unconstrained Project List as presented by the consulting team. Ms. Martin made a motion. The motion was seconded by Mr. Staffins. Motion was unanimously passed.

b. 2045 Goal and Objectives – Action Item

Mrs. Hatcher stated that the TCC and CAC previously viewed the 2045 Goals and Objectives and unanimously recommended adoption and approval. Mr. Plagens then presented on this action item. He explained the process for updating the 2045 MTP goals and objectives. This included:

- Review of the 2040 Goals
- Incorporation Federal Guidance
- Conduct Outreach to the Public for additional input
- Present modified Goals and Objectives back to the Policy Committee for approval

He stated that the 2045 Goals were built on the foundation of the 2040 Goals from the previous MTP, and that the FAST Act National Planning Factors and National Goals were incorporated into the 2045 Goals and Objectives. He added that the draft Goals and Objectives were presented at the Public Meeting held in December 2019, and since then have been modified based on public comments. He highlighted the modifications made to the 2045 Goals and Objectives. These included:

- ‘Provide’ instead of ‘Establish’ a connected multimodal transportation network that is cost effective, efficient, easily accessible, and safe to all users
- ‘Collaborate’ with appropriate agencies in the design and implementation of multimodal facilities instead of ‘Coordinate’ with appropriate agencies when designing and implementing multimodal facilities.
- Adding a new goal that states: Enhance the built environment to foster resilience and support climate management strategies. The supporting objectives were: Promote projects that increase resiliency while incorporating context sensitive design, Assess and improve transportation facilities to account for sea-level rise, and Update relevant Design Manuals and Standards to better account for climate change incidents that affect infrastructure in coastal communities.

Mr. Plagens asked if there were any comments. There were no comments on this agenda item.

Commissioner Browning called for a motion to adopt the 2045 MTP Goals and Objectives as presented by the consulting team. Mr. Jones made a motion. The motion was seconded by Ms. Martin. Motion was unanimously passed.

c. 2045 Performance Measures – Information

Mr. Plagens spoke on this agenda item. He reminded the committee of the performance measures and their relation to the Updated Goals and Objectives. He stated that the consultant team created a technical memorandum which explains how the performance measures were developed. He added that comments received from oversight agencies were also incorporated to clarify the importance of the connection between the draft BATS 2045 MTP Performance Measures and the GDOT Performance Measures.

Mr. Plagens explained the purpose of the performance measures and the process behind the formation of these performance measures. He added that they are conducted reviews of peer MPOs MTP and used as guidance were appropriate. He stated the ways the BATS Performance Measures supports GDOT's Performance Measures. a. He outlined next steps for evaluating the performance measures to the committee.

There were no questions or comments on this agenda item.

d. Project Prioritization Framework – Information

Mr. Plagens spoke on this agenda item. He explained the concept and timeline of the project prioritization framework. He stated that there were 12 prioritization factors created for this framework and explained each factor in detail. Those factors include:

- Financial Viability
- Public Safety
- Economic Development
- Equity and Livability
- Traffic Volume and Congestion
- Functional Classification (Truck Traffic)
- Asset Condition
- Natural and Social Environmental Impacts
- Alternative Transportation Solutions
- Consistency with Local Land Use Plans
- Resiliency
- Hurricane Evacuation

He explained the premise of the prioritization weighting exercise, and the results of the scores from the CAC Meeting held on April 17, 2020.

Mrs. Hatcher then explained the prioritization weighting exercise results from the TCC Meeting held earlier that morning on April 20, 2020.

Mr. Plagens continued with his update stating the importance of the prioritization exercise and how the factors should correlate with both the 2045 Goals and Objectives and the state and national goals and planning factors.

Committee members engaged in discussion about the Project Prioritization Framework and weighting exercise.

Mr. Browning stated that 'Traffic Volume and Congestion' should be fourth on the list of factors instead of 'Equity and Livability.' He added that the first four factors (Financial Viability, Public Safety, Economic Development, and Traffic Volume and Congestion) should be given a weighted score of 15 instead of 10. He explained that Glynn County has little space to place new roads and traffic volume and congestion is going to be a problem in the future.

Mrs. Hatcher explained the TCC's reasoning for filling out the prioritization weighting exercise; and stated that they wanted more time to look at the individual factors. She stated that these factors will influence what projects get prioritized and will also need to directly correlate to the stated 2045 Goals and Objectives.

Mr. Browning stated his preference for having more time following the meeting to evaluate the prioritization factors since this is such an important factor of the project prioritization process.

Mr. Harvey concurred with Mr. Browning's stated preference for taking additional time to review the prioritization factors.

Ms. Martin asked for a deadline to finish the prioritization weighting exercise, and instructions on who to submit the information to. Mrs. Hatcher stated that BATS Staff can create an editable, electronic list for the Policy Committee to complete before the deadline.

Mr. Ivory added that the deadline would be a week after the Public Meeting #3 held on April 29, 2020, which would be May 6, 2020.

There were no additional comments or questions.

e. Environmental Justice – Information

Mr. Plagens spoke on this agenda item. He reviewed the previously presented information in the environmental justice report. He shared results of the demographics of the BATS region, comparisons of current density to the state average, and where minority and low-income individuals live. He stated that special efforts were made to reach out to organizations that service these groups to get them involved in the planning process. He then outlined the schedule and next steps for in 2045 MTP update process.

Ms. Thompson stated her concerns regarding the public meeting to be held on April 29, due to the statewide 'Shelter-in-Place' policies that would prohibit public gatherings. She asked if the meeting could be pushed in the future a bit. Mr. Plagens explained about a previous meeting held on St. Simons Island that used Facebook Live to broadcast that meeting to the public. He stated that the consultant team has been in discussions regarding online meetings.

Ms. Thompson stated that a Downtown Brunswick event, 'First Fridays,' was cancelled, and the opportunity to mingle with the public is limited because of that. She added the importance of connecting with contacts in the BATS region and advertising where the future meeting is going to be held as well as how to use the website for non-attendees.

Mr. Plagens stated that the next round of public meetings is to be held virtually. He added that the consultant team is working on creating breakout rooms virtually on Zoom to mimic breakout rooms at in-person public meetings.

Ms. Martin asked if it would be possible to have a presence at the 'First Fridays' event in June 5, 2020.

Mrs. Hatcher stated that BATS staff was following GDOT/FHWA guidelines continuing the planning process in the COVID-19 environment and moving public meetings into the future would not be supporting the existing timeline with final plan adoption in August. She explained that with a 30-day period for oversight agencies to review the final MTP in June, additional public feedback would need to be submitted by May prior to the completion of the draft MTP. She gave further information regarding the timeline, including both a 30-day review period for the public and 30-day review period for oversight agencies which cannot run simultaneously.

Mr. Browning thanked Mrs. Hatcher for reminding the committee of the tight schedule for the final plan implementation. There were no additional comments or questions.

5. Lanier-Gloucester Improvements Study Update – Information

Mrs. Hatcher spoke on this agenda item. She reminded the committee of the presentation by Pond & Company at the PC Meeting held on February 10, 2020. She gave a brief refresher and highlighted the recommendations for improvements on these segments:

- SR 25/Glynn Ave.
- Lanier Blvd.
- Frontage Rd.
- Pedestrian Crossing

Mr. Harvey asked for the start date on this project since the project has previously been let and there were additional improvements recommended. Mrs. Hatcher responded that the timeline on the restriping would not change, and that the Mayor's Office and GDOT are currently discussing this project.

Mr. Harvey asked if the island in the median of Gloucester St. would be striped or barriers.

Mr. Alberson explained these modifications would be made to the striping, and there were some instances of physical widening to the roadway. He stated that they are currently speaking with the contractor to discuss the pricing for this widening and striping and added that GDOT would be willing to absorb the changes for the striping. He added that the island would be a concrete island, with a flashing beacon and wide enough for pedestrians to stand in while traffic goes by.

Mrs. Hatcher stated that the study has been accepted, and the study and the document are considered complete.

Ms. Martin asked for clarification on what segment of the Lanier-Gloucester intersection needed to be widened. Mr. Alberson answered that there were several segments that needed to be widened, but only one section with actual pavement widening.

Ms. Martin asked if there was any reconstructing on Gloucester near Goodyear Ave. Mr. Alberson explained that there was some curb work to be done, which with GDOT's permission can be done after the completion of this project.

There were no additional comments or questions.

6. BATS Administrative Updates

a. Transportation Improvement Program (TIP)

Mrs. Hatcher spoke on this agenda item. She stated that staff received a request from GDOT on March 3, 2020 to carry out an administrative modification to the BATS FY 2018-2019 TIP. She added that this modification was to PI 0013745 SR 25 Spur East @ Mackay River, with funding for ROW phase decreased and moved from 2020 to 2021 due to a completed scope and refinement. She stated that the second requested change was to PI 0013993 SR 32 @ Little Buffalo Creek with funding for ROW phase moved from 2019 to 2020, for expenditure during the current fiscal year. She added the information was also available on the BATS website.

b. Public Participation Plan (PPP)

Mrs. Hatcher spoke on this agenda item. She stated that on February 10, 2020 the Policy Committee took action to release the BATS PPP for a 45-day public comment period. She noted that there were no public comments received, but staff received comments from oversight agencies. She added that staff is working to incorporate those comments into the final document which will be presented at the June PC meeting for action.

c. Structure of BATS Committee Meetings

Mrs. Hatcher spoke on this agenda item. She stated that in order to keep BATS on schedule and to follow the recommended safety precautions provided by the CDC and the County during the COVID-19 pandemic, all upcoming PC meetings schedule to take place within the next 2-3 months will be held via Zoom teleconference. She added that all meeting materials will be posted on the BATS website, so the public has access to this information as well as to avoid overloading personal email inboxes and servers.

7. Agency Updates

a. Update on Airport Projects

Mr. Burr stated that the capital projects for St. Simons and Brunswick will be funded by the federal government this fiscal year.

b. Glynn County School Board

School board representative was not present to provide an update.

c. Update on County Projects

A county project update sheet was provided to the committee members as a part of their meeting packet. Ms. Thompson asked committee members if they had any questions on the county projects update. There were no questions or comments on County projects update.

d. Update on City Projects

Mr. Alberson provided an update on City of Brunswick projects. He stated that:

- The L Street Project Phase I is in progress.
- First segment of MLK Bike Trail is open.

There were no questions or comments on City projects updates.

e. Update on GDOT Projects

Mr. Cowart provided an update on the GDOT projects. He gave an update on the timeline and contractors regarding the Lanier Gloucester project as well as the Mackay River Bridge project. Mrs. Hatcher added that a supplemental report was emailed to committee members to provide additional information on GDOT projects prior to the meeting.

f. Jekyll Island Authority

There were no updates on Jekyll Island Authority projects.

g. Transit Agencies

There was no update on transit agency items.

h. Other Items

There were no other items discussed.

8. Public Comment

No public comments were received.

9. Adjourn

Commissioner Browning reminded everyone of the next Policy Committee meeting scheduled on June 8, 2020. He thanked everyone for their participation and the meeting was adjourned at approximately 2:45 pm.


BATS PC Chairman

Date