

# **POLICY COORDINATING COMMITTEE**

MINUTES –JANUARY 19, 2016

DRAFT-TO BE APPROVED BY A MOTION APRIL 19, 2016



**Members Present:** Councilman Richard Clark, City Council Ward 5; Commissioner Kennedy, Board of County Commissioners; Darell Tunnicliff, President, City/County Planning Board; Stefan Streeter, MDT District Office.

**Staff Present:** Candi Millar, Director, Planning & Community Services Department; Scott Walker, Transportation Planner, Planning & Community Services Department; Wyeth Friday, Lora Mattox, Transportation Planner; Planning Division Manager, Tammy Deines, Planning Clerk; Vern Heisler, Deputy Public Works Director; Tim Miller, Director, Yellowstone County Public Works Department.; Mike Black, Yellowstone County, Public Works Department,

**Conference Call Participants:** Jim Skinner, FWHA; Alan Woodmansey, FWHA; Carol Strizich, MDT Planning; Kenn Winegar, MDT Planning

**Others Present:** Lynn Zanto, MDT; Gary Neville, MDT; Katie Potts, MDT Planning; Commissioner John Ostlund; Commissioner Jim Reno; Oscar L. Heinrich; Tim Erickson

## **1. Call to Order: Commissioner Kennedy called the meeting to order at 12:00 p.m., Board of County Commissioners Board Room, Yellowstone County Courthouse**

Commissioner Kennedy called the meeting to order in the Board of County Commissioners Board Room, welcomed everyone in attendance, and led the pledge to the American Flag.

## **2. Communication from the Audience**

Commissioner Kennedy asked for communication from the audience. There was none.

## **3. Motion. Election of 2016 PCC officers-Tabled**

## **4. Minutes of September 15, 2015; December 15, 2015- Tabled**

## **5. Old Business:**

### **A. Presentation. Roles and Responsibilities of PCC. Lynn Zanto Director of Statewide and Urban Planning, MDT.**

This agenda item is per request of Commissioner Kennedy and Representative Metropolitan Planning Organizations. Commissioner Kennedy introduced Lynn Zanto, Director of Statewide and Urban Planning, MDT. Ms. Zanto opened with a PowerPoint presentation and apologized for her inability to attend in December due to weather conditions. She stressed the importance of safety and commended the local officials in Billings for their efforts to work with a Community Safety Plan.

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Ms. Zanto stated she started working with MDT in 1991 and has worked at the technical level along with administering the Rail, Transit, and Planning Division. She gave an overview of the MPO and the key requirements and funding programs and how they move toward implementation, and discussed the outline below.

## MPO Overview-

- Structure and Responsibilities
- MPO Requirements
- Funding Programs

## US Census Bureau Definitions

### **Transportation Management Areas (TMA)**

- Population exceeding 200,000
- No TMA's designated in Montana

### **Metropolitan Planning Organization (MPO)**

- Population between 50,000-199,999
- Three MPO's designated in Montana
  - ✦ Billings
  - ✦ Great Falls
  - ✦ Missoula

### **Small Urban Area**

- Population between 5,000-49,999
- 16 small urban areas in Montana

## Metropolitan Planning Organization (MPO) Requirements

### 23 USC 134 & 135 ; 23 CFR Part 450

**Purpose: Establish setting for effective decision making and ensures 3 C's**

- Ensure a continuing, cooperative and comprehensive planning process
- Establishment of a Policy Coordinating Committee
  - Required documents:
    - Long Range Transportation Plan
    - Transportation Improvement Program
    - Annual Work Program
    - Public Involvement Process
    - Annual list of obligated projects
- Funding Programs – Prioritized by MPO
  - PL Funds
  - STPU
  - CMAQ
  - Transportation Planning Process
- Billings MPO Planning Boundary

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## MPO Structure

### Policy Coordinating Committee

Purpose: Policy Coordinating Committee (PCC) is to ensure transportation planning is an integral part of the comprehensive regional planning for each urbanized area and ensure that the transportation planning remains current. The MPO is established by formal agreement with adopted bylaws.

### The PCC:

- Manages the executive business of the Metropolitan Transportation Planning Process.
- Adopts and recommends implementation of long and short-range transportation programs for the urbanized area.
  - **UPWP**
  - **L RTP**            **Key products approved by PCC**
  - **TIP**
  - **Approves Priorities for relevant programs (Urban, CMAQ, TA)**

### PCC Responsibilities

Scott Walker spoke to the importance of having consensus between the governing bodies. Lynn Zanto explained the point of the process is to obtain Federally funds and they need to be part of the Long Range Transportation Plan. Local projects are important but reconstruct and rehab need to be part of the Plan as they impact travel patterns.

- (Regionally Significant. The TIP is contains Federally Funded Projects
- Serve as liaison between the governmental and planning agencies in the area.
- Approval of all MPO required documents.
- Direct the transportation planning staff in carrying out the MPO planning requirements
- Works closely with the Technical Advisory Committee (TAC) in carrying out it's duties.
- Responsible for approval of projects within Metropolitan Planning Organization (MPO) planning boundary.
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## MPO Work Programs and Documents

### Unified Planning Work Program

#### **Purpose:**

- Document that describes the annual transportation planning activities and work activities.
- Prepared annually.

#### **Key Requirements:**

- Activities necessary to accomplish the Federal planning requirements
  - Budget for staff salary, hardware upgrades (or new purchases), planning studies, and staff training/conferences.
- Includes breakdown of staff hours within each work element
- Work elements include breakdown of PL eligible activities and non-PL eligible activities
  - PL funds are matched by state funds
  - Local funds cover non-PL eligible activities

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## **Approval:**

- Must be approved by FHWA/FTA before expenditures will be reimbursed

## **Update Cycle:**

- By October 1<sup>st</sup> each year

## **Long Range Transportation Plan**

Lynn Zanto said this plan is an extensive analysis to look at existing and projected land use. Multimodal. It is a key requirement of Fiscal Constraint and Air Quality as found by the Federal Highway Department. Projects cannot advance without demonstration of funds. This plan is facilitated by Planning staff. Commissioner Kennedy discussed the need to consider fiscally constrained projects. Lynn Zanto explained that the plan may be amended as updates are done every 4 years or as needed.

### **Purpose:**

- Serves as the defining vision for the region's transportation systems and services.
- Addresses at least a 20-year planning horizon.

### **Key Requirements:**

- Concurrence for Air Quality Conformity by MT Department of Environmental Quality.
  - Only plans completed for an MPO require DEQ concurrence
- Contains lists of fiscally constrained Committed and Recommended project.
  - These projects are located within the MPO Planning Boundary.
  - All federally funded projects must be consistent with plan
- Contains lists of Illustrative projects for future years.
  - Illustrative projects are those that have been identified as a need but do not currently have funding to completed

### **Approval:**

- Approved through local planning process
  - TAC, Planning Board, City Council, County Commission, PCC
- Recommendation from PCC to Federal Highway Administration for approval.

### **Update Cycle:**

- Completed by City-County Planning Department and must be updated every 4 years.

## **Transportation Improvement Program**

### **Purpose:**

- A TIP represents immediate priority actions to achieve goals and associated system performance targets - lists projects to be funded with FHWA/FTA funds for the next one-to three-year period.

### **Key Requirements:**

- Covers a period of no less than four years, and approved by the MPO, FHWA, and FTA
- Includes all projects and phases within the MPO Planning Boundary
  - By funding source, year of obligation with estimated scope and cost
- Projects listed in TIP must be consistent with an approved LRTP before funding is programmed.
- Document is fiscally constrained
- Air quality conformity determination

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## Approval:

- Approved through local planning process
  - TAC, Planning Board, City Council, County Commission, PCC
  - Recommendation from PCC to Federal Highway Administration and Federal Transit Authority for approval.
  - MDT incorporates the TIP into the Statewide Transportation Improvement Program (STIP)
    - Montana Transportation Commission approves STIP document and adding federal projects to the program

## Update Cycle:

- Updated at least every four years
- Project Selection

## Funding Programs

### Metropolitan Planning (PL) Funding

MAP-21 1105, 1201; 23 USC 104, 134; 23 CFR Part 450

#### Purpose:

- PL funds are used to fund MPO staff and transportation planning activities
- Use of PL funds is documented in Annual Work Program (UPWP)

#### Allocation:

- Population based distribution
- Billings annual allocation is  $\approx$  \$1,287,000

#### Eligible Activities:

- Carrying out the MPO planning requirements
- Develop management systems including asset management
- Performance-based planning and programming (PBPP)
- Predicting the level and location of future population, unemployment, and economic growth

### Surface Transportation Program – Urban (STPU) 23 U.S.C. and MCA 60-2-126, 127, 211

#### Purpose:

- Provides financial resources to construct improvements on the designated urban highway system in Montana's urban areas.
- Is authorized by state statute and approved annually by the Montana Transportation Commission.

#### Allocation:

- Is a sub-allocation of the larger Surface Transportation Program
- Allocation is based on per capita distribution and is recalculated each decade following the census.
- Billings annual allocation is \$2,489,770

#### Eligible Activities:

- Reconstruction, resurfacing, restoration, and rehabilitation of existing facilities
- Operational improvements
- Bicycle facilities, pedestrian walkways, and carpool projects and programs
- Construction of new facilities
- Funds may be transferred into transit capital at discretion of urban area

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## Congestion Mitigation and Air Quality Improvement Program (CMAQ)

### **Purpose:**

- This program addresses air quality problems attributed to carbon monoxide (CO) & particulate matter (PM10 & PM2.5)
- Projects are prioritized through the MPO planning process.

### **Allocation:**

- Billings FFY 2016 Allocation - \$1,432,171

### **Eligible Activities:**

- Traffic flow improvements;
- Traffic signal synchronization
  
- Intersection improvements;
- Air quality equipment purchases
- Transit improvements
- Bicycle and pedestrian projects
- Travel demand management strategies

## Federal Outlook

### FAST ACT (December 4, 2015)

- 5 year transportation bill

## Planning Processes

- New planning considerations: resiliency and reliability, storm water mitigation, and enhancement of travel and tourism.
- Better support from US DOT in collection and management of data
- Slightly increased funding for highways and transit
- Performance Management
- No new national-level performance measures

## Contacts

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Ms. Zanto concluded her presentation. Commissioner Kennedy and the members of the Committee thanked Ms. Zanto for her attendance and presentation.

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## **Future Agenda Items: February 16, 2015 (or as scheduled)**

**A. Plan Updates, (Scott Walker, Transportation Coordinator, Lora Mattox, Transportation Planner, Jeffery Butts, Bicycle and Pedestrian Coordinator presenting)**

- West End Traffic Study, (Modeling)
- Rims to Valley Feasibility Study
- Complete Streets Benchmark Report
- Bicycle/Pedestrian Plan
- 5<sup>th</sup> Avenue Corridor Feasibility Plan
- Community Safety Plan

**ADJOURNMENT: The meeting adjourned at 12:43 p.m.**

**DRAFT-To be approved by a motion on March 15, 2016.**