



Billings Technical Advisory Committee Approved Meeting Minutes—JULY `9, 2018

1. Call the meeting to order: Scott Walker called the meeting to order at 10:30 a.m. in the Miller Building first floor conference room, 2825 3rd Avenue North, Billings, Montana.

Members Present:

Scott Walker, Transportation Planning Coordinator; Vern Heisler, Deputy Public Works Director; Debi Meling, City Engineer; Public Works-Engineering Division; Erin Claunch, City Traffic Engineer, Tim Miller, Director, YC Public Works Dept.; Debra Hagel, Transit Planner, MET; Mike Black, YC Public Works Department; Kurtis Schnieber, MDT

Others Present: Lora Mattox, Transportation Planner; Elyse Monat, Bike and Pedestrian Planner

Conference Call: Katy Potts, MDT; Kenn Winegar, MDT

2. Public Comment: Scott Walker opened the public comment portion of the meeting and asked if there was anyone wishing to make a comment at this time. There was no public comment.

3. Minutes of December 14, 2017

Motion

Tim Miller made a motion and it was seconded by Mike Black to approve the minutes of December 14, 2017 as submitted. The motion carried with a unanimous voice vote.

4. Old Business: There was no Old Business.

4. New Business:

4a Presentation. Motion/Recommendation. DRAFT 2019 Unified Planning Work Program, (UPWP), Scott Walker, Transportation Coordinator, presenting.

Scott Walker opened the agenda item and stated this is an annual task related to budget, management of Local and PL funds. He continued with a presentation. The Work program for the PO is required to be revised and adopted annually by PCC and reviewed by the governing bodies.

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FUNDING SOURCES

The degree of participation by each funding agency is based on the pro-rations which have been determined for each line item. Each agency contributes their share of the total charges made against each line item according to the approved pro-rations. Funding sources and amounts contained in the UPWP are as follows:

- Planning Department Fees (City of Billings) \$230,000
- Planning Department Fees (Yellowstone County) \$57,000
- Yellowstone County (Mill) \$492,000
- Federal Funds (PL) \$2,007,000
- TOTAL \$2,786,000

SUMMARY:

- The UPWP is updated annually and is current between October 1, 2018 through September 30, 2019.
- All Work Elements in the UPWP must be related to Transportation and/or Transportation Planning.

Scott Walker pointed out the \$2,007,00 listed in Federal PL funds. He explained that due to MDT accounting, a "catch up" provision will allow \$700,000 in 2019 that we would not normally receive to keep up with the current fiscal year in the contingency. These funds will continue in availability from one year to the next. Historically MDT Helena has allocated monies based on the year previous. This year, payment will be made for 2018 and 2019, which is an approximate increase of \$700,000. There are not enough local funds to match but the funds will roll in the contingency line item from one year to the next. He stressed this is an anomaly, and in time the funds will be reduced from project expenditures. He voiced some concern in the case of a potential Federal government rescission of funding. Kenn Winegar, MDT, explained this was done to address pre-awarded funds. There are continuing resolutions for authorization but not allocation.

Funding Cost Comparisons: A comparison of project and staffing costs in the 12 work elements in FY 2016 and FY 2017. Costs have remained constant in all work elements. It is typical to carry a contingency in each year. Scott pointed out “Element 301”, and stated the Transportation Plan is almost completed.

Funding Percentages FY18: Work elements that are exclusively transportation related are 100% federally funded. The less transportation related activity in the work element, the lower the federal contribution.

Table IV: “Staff Months By Work Element Fiscal Year-2018”: The Work Program also allocates staff time to the different work elements. Planning staff is shown across the columns at the staff and the amount of time that individual spends in each element, calculated in man months, is shown in the columns below. This staffing array was approved in the FY16 Work



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Program. Elyse Monat was added to the table as the Active Transportation Planner. In response to question by Debi Meling, Scott stated the Traffic Tech position is federally funded and posted in Element 301, Table IV.

2018 Priorities: Complete the Update the 2014 Trans. Plan; Complete Billings MPO Traffic Model; Update MPO’s Public Participation Plan; Downtown Traffic Flow Study; County Growth Policy Update

2019 Priorities: Complete the 2018 Transportation Plan; Complete the Billings MPO Traffic Model; Apply for Major FHWA Grant; Inner Belt Loop Corridor Study; Wayfinding Signage Plan; Update the Bike/Pedestrian Tour Map + App; Downtown Traffic Flow Study; County Growth Policy Update

Discussion

Vern Heisler asked about the Inner Belt Loop Corridor Study. Scott Walker noted the language in the document. This project will be completed in two phases with a scope of the intersection of Skyway Drive to Alkali Creek--similar to the Highway 3 Study. He commented that due to the nature of the project it is good from a planning standpoint to be forward thinking to set the stage for future development. The alignment design is completed for this project. There was discussion on the development of a template for a Wayfinding Signage Plan. Scott Walker discussed the benefits of a Bike/Pedestrian Tour Map and Application which would be good in a variety of aspects. The Yellowstone County Growth Policy Update will continue into 2019 and conducted in house by Planning Staff. Scott Walker gave the review schedule below.

| Draft 2019 UPWP Review Schedule | |
|---------------------------------|----------------------------|
| • TAC | July 19 th |
| • Planning Board | August 14 th |
| • County Commission | August 28 th |
| • City Council | August 27 th |
| • PCC | September 11 th |
| • MDT, FHWA, FTA | September 28 th |

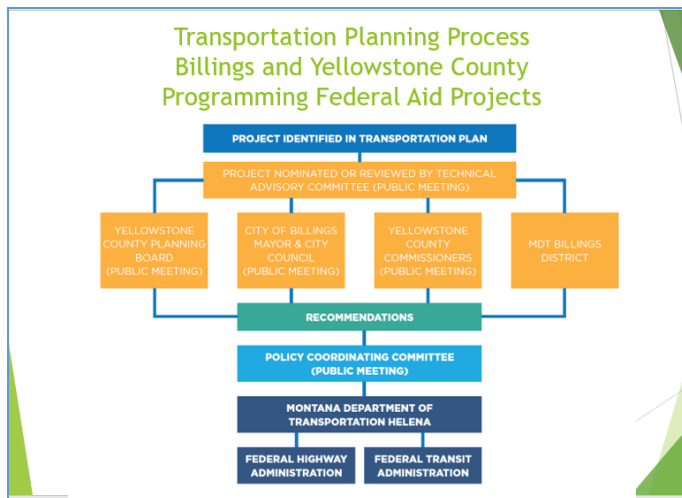
Motion

Tim Miller made a motion and Mike Black seconded the motion to forward a recommendation of approval of the 2019 Unified Planning Work Program as presented by staff. The motion carried with a unanimous voice vote.

Presentation/Discussion. Billings MPO Public Participation Plan, (PPP), Lora Mattox, Transportation Planner, presenting.

Transportation Planner Lora Mattox opened this agenda item with a presentation. She stated MPOs are mandated by the Federal Highway Act, (1973), to provide cooperative, comprehensive, and a continuing transportation planning and decision-making process. Currently this falls under the “Fixing America’s Surface Transportation (FAST), Act. A public participation plan, (PPP), is needed for compliance.

The MPO facilitates between FHWA/MDT and local committees and governing bodies. These groups and/or advocates may include but are not limited to: Persons with limited English proficiency; Representatives of the disabled; Representatives of public transportation users; Representatives of pedestrian facility users; Representatives of bicycle facility users; Representatives of low-income communities; Representatives of minority communities; Freight shippers and haulers; Private providers of transportation; and Representatives of affected public agencies.



Strategies and Tools include media; digital and print materials; online and social media, an in-person meetings. The plan encourages creativity in outreach such as “Tag on Meetings” held

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during other events, Exhibits at events; Steering Committees, Focus Groups and Stakeholders; and tours.

Review Schedule

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| Transportation Advisory Committee, (TAC) | 7/19/18 |
| Planning Board #1 | 7/24/18 |
| Planning Board #2 | 8/14/18 |
| City Council Work Session | 8/20/18 |
| City Council | 8/27/18 |
| Commissioners Discussion | 8/20/18 |
| Board of County Commissioners | 8/28/18 |
| Policy Coordinating Committee, (PCC) | 9/11/18 |

Motion

Mike Black made a motion and Vern Heisler seconded the motion to forward a recommendation of approval of the Billings MPO Public Participation Plan, (PPP), as presented by staff. The motion carried with a unanimous voice vote.

Other Business:

- Update. The Long Range Transportation Plan is 75% complete. The draft chapters are under review and comments will be forwarded to the consultant next Friday.
- Update. The Modeling Project is moving forward. Kittelson is working on the traffic count information.
- Update. Mike Dodson has been hired for the Traffic Tech position and will start on July 30, 2018. This position will work with the City and County Public Works Departments and Planning Staff.
- Welcome! To Elyse Monat, who has been hired to fill the position of Active Transportation Planner.
- Vern Heisler, Deputy Public Works Director; will retire on August 2, 2018. Members of the Committee expressed their thanks for his years of service in this capacity. Vern Heisler stated it has been an honor to be a part of this committee and he wished the committee, “Good luck in the future. It has been a good ride.”
- Debra Hagel: The Transit Asset Management Plan has an October deadline and will be presented at the next TAC meeting to start the review process.
- Downtown Plan: in the process of data collection. This plan is scheduled for a mid-August kickoff, followed by Steering Committee meetings in March, 2019.

Adjournment: 11:00 a.m.

APPROVED BY A MOTION October 4, 2018

