

**Billings Technical Advisory Committee
Meeting Minutes—JULY 18, 2019**

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

Members Present:

Scott Walker, Transportation Planning Coordinator; Wyeth Friday, Director, Planning & Community Services; Debi Meling, City Engineer; PW Engineering; Erin Claunch, City Traffic Engineer, PW Engineering; Tim Miller, Director, YC Public Works Dept.; Rusty Logan, Transit Manager, MET; Kevin Ploehn, Director of Aviation & Transit; Kurtis Schnieber, MDT

Others Present:

Conference Call: Katie Potts, MDT Planning Kenn Winegar, MDT Planning; Ryan Hammond, FHWA

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 February 19, 2019. (The March 19, 2019 and the April 16, 2019 meetings were canceled due to a lack of agenda items).

Motion

Tim Miller made a motion and it was seconded by Erin Claunch to approve the minutes of February 19, 2019 as submitted. The motion carried with a unanimous voice vote.

4. Old Business: There was no Old Business.

4. New Business:

4a Motion/Recommendation to Governing Boards. FFY 2020 Billings Urban Area Unified Planning Work Program, (UPWP), Scott Walker, Transportation Coordinator, presenting.

INTRODUCTION

The City-County Planning Division is presenting the 2020 Unified Planning Work Program (UPWP) for the Billings Metropolitan Planning Organization (MPO) review and recommendation to the governing bodies and the Policy Coordinating Committee (PCC). The UPWP is primarily for programming the federal dollars that Billings receives from the Federal Highway Administration (FHWA) for transportation planning and the Federal Transit Administration (FTA) for transit (MET) planning. These funds are passed through the Montana Department of Transportation (MDT). All transportation-planning activities are included in the UPWP so that it represents a comprehensive document for the urban transportation-planning program. This UPWP proposes planning activities for Federal Fiscal Year 2020, which runs from October 1, 2019, through September 30, 2020. This UPWP corresponds directly with the Planning Division's annual work plan. The significant changes in this year's program include traffic counter replacement, Downtown Traffic Circulation Public Participation Exercise, a North Bypass Corridor Study,

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The 5th Avenue Corridor Feasibility Study, and a Bike/Scooter Share Impact Study. The Transit section is Chapter II of the UPWP. The document is consistent with past programs in its content and format.

RECOMMENDATION

Staff recommends the Transportation Advisory Board forward a recommendation of approval of the FFY 2020 Billings Urban Area Unified Planning Work Program to Planning Board and the Governing Bodies.

PRESENTATION

Metropolitan Planning Organization (MPO) must be established in communities over 50,000 in population to do transportation planning and be eligible for federal transportation planning funds.

The Work Program for the MPO is required to be revised and adopted annually by the Policy Coordination Committee (PCC) whose members are four – The Mayor or his designee, the Chair of the County Commission, the Planning Board Chair and the local MDT District Administrator.

The Work Program is reviewed and recommended for approval by the:

- Technical Advisory Committee (TAC)
- Planning Board
- County Commission
- City Council
- Montana Department of Transportation (MDT)

Work Elements

There are 12 work elements in the MPO Work Program and the staff activity that is reimbursed to the MPO must be defined in those elements

- Reimbursement of funds occurs quarterly
- Each element has a different percentage rate for reimbursement

Funding Sources

The degree of participation by each funding agency is based on the pro-rations that 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)	\$240,000
Planning Department Fees (Yellowstone County)	\$57,000
Yellowstone County (Mill)	\$490,000
Federal Funds (PL)	\$1,872,085
TOTAL	\$2,659,085

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Summary

The UPWP is updated annually and is current between October 1, 2019 through September 30, 2020. All Work Elements in the UPWP must be related to Transportation and/or Transportation Planning.

2019 Project 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

2020 Priorities

- Bike/Scooter Share Impact Study
- North Bypass Corridor Study
- 5th Avenue Corridor Feasibility Study
- Complete Inner Belt Loop Corridor Study
- Complete Wayfinding Signage Plan
- Traffic Counter Replacement
- Downtown Traffic Circulation - Public Participation
- County Growth Policy Update

Transit Funding Overview

Federal funding is provided via FTA Section 5303 with funds and procedural requirements available for multimodal transportation planning in metropolitan areas. Federal funds are apportioned to states using a formula that includes urbanized area population and other factors. Local match is provided through local transportation mills, transit fares, advertising revenue, and other applicable sources.

Transit Priority Highlights

- Development and application for competitive grants for buses, technology and facilities
- Continuing development of the Transit Asset Management Plan and development and implementation of the Transit Safety Plan.
- Extensive analysis of the existing transit system for improvements in efficiency, effectiveness and resource use as well as identification and modeling for essential future improvements

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- Investigation of potential technology additions with analysis of benefits including options such as automated passenger counters, electronic fares, and other improvements.
- Increase in community outreach activities in support of transit utilization and development of potential partnerships
- Improvement of the ADA Transportation Coordination process with improved stakeholder engagement and input.

Discussion

In response to question by Debi Heling, Rusty Logan commented on the ADA Transportation Coordination Committee and said the Public Works Department to future meetings.

Draft 2020 UPWP Review Schedule

- TAC July 18th
- Planning Board August 13th
- County Commission July 30th
- City Council August 12th
- PCC August 20th
- MDT, FHWA, FTA September 30th

Discussion

Scott Walker pointed out a change in the labeling for Element 700 in the Funding Summary Table from “Contingency” to “Unprogrammed Funds” He asked the members of the Committee for questions or discussion. Ryan Hammond, FHWA, asked about the Bike/Scooter Share Impact Study listed as a 2020 Priority. He stress the importance of the impacts relating to the transportation system and not just legal and liability impacts. Scott Walker explained that the intent is for the study’s focus to have the transportation system to be “front and center”. This study is needed to address the impacts on the road system when these types of companies come into the community. The scope of work has not been drafted but it will be vetted through the Helena MDT office and FHWA. Ryan Hammond said the scope has to be focused on transportation impacts with ancillary secondary. Scott Walker stated staff would work with MDT as the RFP is contrived. There were no further questions.

Motion

Debi Meling made a motion and Tim Miller seconded the motion to forward a recommendation of approval of the FFY 2020 Billings Urban Area Unified Planning Work Program as presented by staff.

The motion carried with a unanimous voice vote.

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6. Other Business

a. BUILD Grant-Scott Walker thanked those who were a part of the submittal process. The grant was submitted Friday, July 12, 2019, prior to the July 15, 2019 deadline.

b. Inner Belt Loop Study- (Sanderson Stewart)

<http://sandersonstewart.com/projects/innerbeltloop/>

c. Bike Tour Map- in progress

d. Wayfinding Sign Study- The consultant is Alto Planning & Design. The focus is on nonnotarized connections to infrastructure. Staff is in the process of forming a stakeholders 'group. There will be a three day stakeholder meeting included in the process.

e. Inner Belt Loop Study Project Oversight Meeting- Wyeth Friday said the Rimrock Task Force expressed interest in this project and in attending the upcoming oversight meeting.

7. Future Agenda Items

a. CIP Process: Wyeth Friday commented the City is moving the CIP process forward and conversations may be held this fall with a projected adoption in December.

b. TIP Update- Katy Potts said MDT would bring forward a TIP update to TAC in November. They plan to clean up the project estimates following the wrap up of the Tentative Construction Plan in October. This update will include comments from the MPO process review and new formatting of the tables. Ryan Hammond concurred and said he plans to forward the MPO process review to Staff in the near future. The projected timeline is for PCC to consider this update in January 2020.

ADJOURNMENT: 11:07 AM

DRAFT. TO BE APPROVED BY A MOTION AT THE NEXT SCHEDULED MEETING.

--Tamara L. Deines, Planning Clerk