

**Billings Technical Advisory Committee
 Virtual Video Conference Meeting 10:30 AM
 DRAFT Meeting Minutes—JULY 23, 2020**

1. Call the meeting to order:

Transportation Coordinator Scott Walker called the meeting to order at 10:30 a.m. Due to the COVID-19 health concerns, the format of the Transportation Advisory Committee meeting will be held in a virtual videoconferencing environment. The normal hearing room on the 1st Floor at 2825 3rd Ave North, (Miller Building), will be closed during the meeting and no one will be attending this hearing in person.

Attendance

Committee Members			
Scott Walker, Transportation Coord., Chairman, T.A.C.	X	Wyeth Friday, Director, Planning and Community Services	X
Tim Miller, Director YC Public Works Dept.	--	Mike Black, Civil Engineer, YC Public Works Dept.	-
Debi Meling, City Engineer City of Billings Engineering	-	Erin Claunch, Traffic Engineer City of Billings Engineering	-
Rusty Logan, Manager, MET Transit	X	Clark Snyder, Environmental Health RiverStone Health	--
Katie Potts Urban Planning Section, MDT	X	Carol Strizich, Supervisor Urban Planning Section, MDT	--
Kenn Winegar, Urban Planning Section, MDT		Alan Woodmansey, Federal Highways	
Kurtis Schnieber, MDT	x	Ryan Hammon, FHWA	X

Others Participating

Monica Plecker, Planning Division Manager; Tammy Deines, Planning Clerk; Lora Mattox Transportation Planner

2. Public Comment:—Public comment will be taken only during the Public Comment periods as indicated on the agenda. Comments may be sent to Board via email before 1:00 PM on Wednesday, July 22, 2020. All emails received prior to this time will be read into the record. The Public may call in during specific Public Comment periods at **(406) 237-6165**. All callers will be in a queued system and are asked to remain on hold and be patient. Calls will be taken in the order in which they are received. Callers will be restricted to 3 minutes of testimony as is customary. Live coverage can be viewed:

<https://www.facebook.com/Billings-Planning-Community-Services-Department-1738982159659260/?ref=bookmarks>

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 June 4, 2020.

Motion

Director Wyeth Friday made a motion and it was seconded by Erin Claunch to approve the minutes of May 14, 2020 as submitted. The motion carried with a unanimous voice vote.

4. **Old Business:** There is no Old Business.

5. **New Business:**

5a. **Motion/Recommendation. 2021 Unified Planning Work Program. Scott Walker, Transportation Planning Coordinator, presenting.**

BACKGROUND

The City-County Planning Division is presenting the 2021 Unified Planning Work Program (UPWP) for the Transportation Advisory Committee for review and recommendation to the Billings 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 2021, which runs from October 1, 2020, through September 30, 2021. This UPWP corresponds directly with the Planning Division's annual work plan. The significant changes in this year's program include an update to the Community Transportation Safety Plan, an update to the Billings Safe Routes to School Plan, and initiation of the North Bypass Corridor Study. The Transit section is Chapter II of the UPWP. The document is consistent with past programs in its content and format.

Approval of the 2021 UPWP allows the City to access Federal funds for transportation planning in the community. Federal and local funds are combined to provide most of the planning work done by the Planning Division for the City and the County. If the UPWP is not approved, there would be a significant loss of resources for community planning and the community's ability to manage transportation planning projects and programs would be severely limited.

The breakdown of funding sources for the FY 2021 UPWP is estimated below:

\$250,000 Planning Dept. Fee Revenue (City of Billings)

\$75,000 Planning Dept. Fee Revenue (Yellowstone County)

\$503,000 Yellowstone County Planning Levy

\$1,828,800 Federal Planning (PL) Allocation
 \$2,656,800 Total Program Funding (UPWP)

RECOMMENDATION

Staff recommends the Transportation Advisory Committee forward a recommendation of approval of the 2021 UPWP to the City/County Planning Board and the City and County Governing bodies.

FUNDING SUMMARY FEDERAL FISCAL YEAR 2021			
WORK ELEMENT	FUNDING SOURCES FY 2021		
	PL	LOCAL	EST. COST
100 Administration	\$231,000	\$189,000	\$420,000
101 Service	22,000	22,000	44,000
102 Citizen Involvement	35,000	35,000	70,000
200 Community Planning	77,100	179,900	257,000
204 Zoning	30,400	121,600	152,000
205 Subdivision	45,600	106,400	152,000
300 Transportation System	240,000	0	240,000
301 Transportation Plan	231,000	0	231,000
302 Planning Studies	261,000	174,000	435,000
500 T.I.P.	35,000	0	35,000
600 Environmental	34,000	0	34,000
700 Un-Programmed Funds	586,700	100	586,800
TOTAL	\$1,828,800	\$828,000	\$2,656,800

TABLE II FUNDING COMPARISONS		
WORK ELEMENT	FY 2021 ESTIMATED COST	FY 2020 ESTIMATED COST
100 Administration	\$420,000	\$382,000
101 Service	44,000	42,000
102 Citizen Involvement	70,000	68,000
200 Community Planning	257,000	245,000
204 Zoning Administration	152,000	145,000
205 Subdivision Administration	152,000	145,000
300 Transportation System Data	240,000	230,000
301 Transportation Plan	231,000	220,000
302 Planning Studies	435,000	384,000
500 T.I.P.	35,000	34,000
600 Environmental Considerations	34,000	33,000
700 Un-Programmed Funds	586,800	731,085
TOTAL	\$2,656,800	\$2,659,085

**FUNDING PERCENTAGES
FEDERAL FISCAL YEAR 2021**

WORK ELEMENT	RECIPIENT	PL	LOCAL	TOTAL
100 Administration	MPO	55	45	100
101 Service	MPO	50	50	100
102 Citizen Inv.	MPO	50	50	100
200 Community Planning	MPO	30	70	100
204 Zoning Administration	MPO	20	80	100
205 Subdivision Admin.	MPO	30	70	100
300 Transportation System Data	MPO	100		100
301 Transportation Plan	MPO	100		100
302 Planning Studies	MPO	60	40	100
500 T.I.P.	MPO	100		100
600 Environmental	MPO	100		100
700 Un-Programmed Funds	MPO	100		100

STAFF MONTHS BY WORK ELEMENT- Scott Walker pointed out the staff vacancy for Planner I

**TABLE IV
STAFF MONTHS BY WORK ELEMENT FISCAL YEAR - 2021**

WORK ELEMENT	DIRECTOR (Friday)	TRANS. PLANNING CORD. (Walker)	PLANNER I (Husman)	PLANNING MANAGER (Plecker)	PLANNER II (Mattox)	CLERK (Deines)	PLANNER II (Green)	PLANNER I (Vacant)	ZONING CORD. (Croonwell)	ACTIVE TRANS. PLANNER (Monat)
100	7	1.5	2.5	5.5	.5	1.5	.5	.5	1	5.5
101	.5		1				.5	.5	1	
102	.5		.5	.5	.5	.5	1	.5		
200	1.5		5	2	1	2	1	5	1	2.5
204			.5	.5		.5	.5	2	6	
205			.5	1		.5	7.5		2	
300		2.5	.5	.5	5	2				3
301	.5	4		.5	2	2				
302	.5	1		.5	1	1		2.5		
500	.5	1			.5	.5				
600		1	.5		.5	.5				
TOTAL	11	11	11	11	11	11	11	11	11	11

2020 Project Priorities

- **Bike/Scooter Share Impact Study**-this study is under contract and projected for completion this fiscal year.
- **North Bypass Corridor Study**-this study will move forward in 2021
- **5th Avenue Corridor Feasibility Study**-This study is under contract with Sanderson Stewart
- **Complete Inner Belt Loop Corridor Study**-governing body review is complete with PCC approval on Tuesday, July 21, 2020.
- **Complete Wayfinding Signage Plan**-Completed
- **Traffic Counter Replacement**
- **Downtown Traffic Circulation - Public Participation Phase.** This has been waylaid due to COVID-19. Projected to be completed in in FY21 UPWP.
- **County Growth Policy Update** –continued to FY21 UPWP

2021 Priorities

- **Complete Bike/Scooter Share Impact Study**
- **North Bypass Corridor Study**
- **Complete 5th Ave. Corridor Feasibility Study**
- **Community Transportation Safety Plan**
- **Safe Routes to School Plan Update**
- **Complete Downtown Traffic Circulation - Public Participation**
- **County Growth Policy Update**

Discussion

Scott Walker called for questions and discussion. Kurtis Schnieber, MDT asked about the North Bypass Corridor Study. Scott Walker explained this study would focus on organized growth, consideration of infrastructure other than the road itself, and uses from a Planning perspective. He stated he feel this study is timely as this project will change the look and feel of this part of the community. (Johnson Lane to Highway 212).

Transit Section-Rusty Logan, MET Transit Manager

The Transit section of the UPWP is also structured into separate elements with specific activities and functions outlined within each element. As with PL funds, reimbursement of funds occurs quarterly; amounts will differ for each quarter based upon the activities undertaken and eligible hours spent per element. Federal funding is provided via FTA Section 5303 for multimodal transportation planning in metropolitan areas. Funds are apportioned via a formula including factors such as urbanized area population. Local match is provided through local transportation mills, transit fares, advertising revenue, and other applicable sources.

Transit Funding Overview

2021 Funding Detail

WORK ELEMENT	FUNDING SOURCES FY 2021			STAFF HOURS
	LOCAL	FTA	EST. COST	
44.21.01 Administration	\$5,743	\$22,973	\$28,716	353.40
44.24.01 Future Service	\$18,906	\$75,623	\$94,529	1026.00
44.24.02 Current Service	\$14,734	\$58,935	\$73,669	950.40
44.25.01 T.I.P.	\$2,034	\$8,138	\$10,172	125.18
44.26.15 ADA Service	\$14,064	\$56,257	\$70,321	907.20
TOTAL	\$58,481	\$233,926	\$292,407	3362.18

2020 to 2021 Funding Comparison

WORK ELEMENT	FY21 EST. COST	FY 2020 EST. COST
44.21.01 Administration	\$28,716	\$31,235
44.24.01 Future Service	\$94,529	\$70,857
44.24.02 Current Service	\$73,669	\$72,397
44.25.01 T.I.P.	\$10,172	\$10,636
44.26.15 ADA Service	\$70,321	\$65,466
TOTAL	\$292,407	\$250,591

Transit 2021 Highlights

- **Policy updates in response to 2019 FTA Triennial Review process.**
Financial and Procurement Policies, Public Participation Plan, updated Title VI non-discrimination plan, updated Equal Employment Opportunity policy and plan
- **Community Wide Transit Survey:** complete online; ran mid-December to January 31 - 627 total response. 446 responses received were from City of Billings residents; when considering a population of approximately 120,000, this means the survey results were well within a 95% confidence level with a 5% margin of error. The results are being utilized in both future service evaluation as well as current service enhancements.
- **Operational analysis modeling future transit:** Operational analysis for future transit including assessment of existing costs, development of real-world cost model based upon employee hours and potential hours on street, development of various proposals for high frequency service including potential 15-minute peak service. Expanded agreements include updated service with the Adult Resource Alliance (increased eligibility to all seniors for medical rides) revised and simplified agreement with State of Montana DD services.
- **Developed contingencies for COVID**
- **Significant technology updates** Automated Passenger Counters, Automated Voice Annunciation and Infotainment Systems, On board WIFI, Electronic Fare Collection, Paratransit Software update, Cloud-Based Planning Software

- **Significant revision to the Human Services Transportation Coordination Plan**
- **Expanded and modified agreements for increased service to senior/disability pop.**
Expanded agreements include updated service with the Adult Resource Alliance (increased eligibility to all seniors for medical rides) revised and simplified agreement with State of Montana DD services.

Transit 2021 Highlights

- **Public Transit Agency Safety Plan-** significantly increased focus on training and safety assurance; training course and lot
- **Transit Development Plan/Strategic Plan considering both fixed-route and paratransit** -development of more in-depth process to foster communication between City departments in the overall planning landscape as well as guide transit related routing decisions in regards to development and community feedback/demand. Hope to create a more holistic approach to transit design as well as provide an increased level of input regarding overall city development
- **Master Marketing Plan/Strategy** - – assessing new means of marketing, further integration with online and social media, explore outside of traditional avenues, increase community engagement
- **Grant development and application**
- **Fixed-route overhaul and designated stop assessment** - new vehicles to support this – pushing for high enough frequency during peaks that customers will not need to check the schedule
- **Continue investigation of service expansion** - started exploratory assessments of Lockwood area and it's cost effectiveness, need further evaluation of existing infrastructure and ability to actually operate a vehicle in that area
- **Continue developing partnerships via Coordination group and other venues** - Alliance, State of Montana, Montana State University

Discussion

Scott Walker called for questions and discussion. Ryan Hammon asked about Grant development and applications. Rusty Logan explained they have continued to be able to equalize funding to replace aging vehicles and buses to bring the fleet up to date. They are considering green technology grants. Ryan Hammon spoke to the need of ensuring eligibility under that funding category. Rusty Logan concurred and said MET is exploring feasibility.

Public Comment: No public calls were received.

Review Schedule

TAC	7/16	Recommendation Memo due 7/9
Planning Board #1	7/28	Presentation/Public Hearing
Planning Board #2	8/11	Recommendation
City Council Work Session	8/3	
City Council	8/10	Recommendation
Commissioners Discussion	8/3	
Commissioners	8/4	Recommendation
PCC	8/18	Final Action

Motion

Scott Walker made a motion and Wyeth Friday seconded the motion to forward a recommendation of approval of the 2021 Unified Planning Work Program as presented by staff.

Discussion

Scott Walker called for discussion on the motion. There was none. He noted a July 22, 2020 email from Debi Meling stating appointment of proxy vote in favor of the 2021 Unified Planning Work Program as presented by staff.

Member	Y/N	Member	Y/N
Scott Walker Transportation Coord. Chairman,	x	Wyeth Friday , Director, Planning and Community Services	x
Tim Miller , Director Yellowstone County Public Works	-	Mike Black , Civil Engineer Yellowstone County Public Works	-
Debi Meling , City Engineer City of Billings Engineering	x	Erin Claunch, Traffic Engineer City of Billings Engineering	x
Rusty Logan , MET Transit Manager	x	Clark Snyder , Environmental Health RiverStone Health	- -
Katie Potts Urban Planning Section, MDT	x	Carol Strizich , Supervisor Urban Planning Section, MDT	- -

	-	-	Kenn Winegar Urban Planning Section, MDT	-	-
Kurtis Schnieber, MDT	x		Ryan Hammon, FHWA	x	

The motion carried with a unanimous voice vote.

6. Other Business

6a. Update/Discussion. MET Transit, Rusty Logan

Rusty stated MET complies with the governor’s order and wearing of masks is mandatory o buses. Funds were received to purchase and distribute masks. Riders have been compliant. MET s working to get a feel for what the community will do with school openings this fall to determine student ridership.

6b. Katy Potts, MDT Planning introduced Parker Osterlow, Planner, who is newly employed at MDT Planning, and Committee Members welcomed him.

ADJOURNMENT

TO BE APPROVED BY A MOTION AT THE NEXT SCHEDULED MEETING

--Tamara L. Deines, Planning Clerk