

**Billings Technical Advisory Committee**  
**10:30 AM**  
**APPROVED Meeting Minutes—JULY 22, 2021**

**1. Call the meeting to order:**

Transportation Coordinator Scott Walker called the meeting to order at 10:30 a.m. in the Miller Building 1st Floor Conference Room, 2825 3rd Ave North

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

**Others Participating**

Tammy Deines, Planning; Sarah Graham, MET

**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 Thursday, July 22, 2021. All emails received prior to this time will be read into the record 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 July 8, 2021

#### Motion

**Rusty Logan made a motion and it was seconded by Mike Black to approve the minutes of July 8, 2021 as submitted. The motion carried with a unanimous voice vote.**

### 4. Old Business:

#### 4a. Approval of the Agenda

##### Motion

It was moved and seconded to approve the July 22, 2021 meeting agenda. The motion carried with a unanimous voice vote.

#### 4b. Motion/Recommendation. DRAFT 2022 Unified Planning Work Program, (UPWP), Scott Walker, Transportation Planner, Rusty Logan, MET, presenting.

Scott opened this agenda item with an introduction to the MPO and the Unified Planning Work Program.

#### **INTRODUCTION**

- 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 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)	\$280,000
• Planning Department Fees (Yellowstone County)	\$155,000
• Yellowstone County (Mill)	\$523,000
• Federal Funds (PL)	<u>\$1,679,581</u>
• <b>TOTAL</b>	<b>\$2,637,581</b>

## SUMMARY:

- The UPWP is updated annually and is current between October 1, 2021 through September 30, 2022.
- All Work Elements in the UPWP must be related to Transportation and/or Transportation Planning.

Scott Walker pointed out WE 301 as the 2018 Transportation Plan will be updated. Costs will be split between the 2022 and 2023 UPWP.

## Man month Table

Scott Walker noted that the Planner I position that has been vacant for the last several years has been approved. Ongoing discussions with City Administration have moved forward with the addition of a Planner I after October 1.

## 2021 Priorities

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

## 2022 Priorities

- Complete the North Bypass Corridor Study
- Complete the Transportation Safety Plan
- Complete Safe Routes to School Phase I
- Safe Routes to School Plan Update Phase II
- Begin the Update to our Long Range Transportation Plan
- County Growth Policy Update

Kurtis Schnieber asked about the naming convention of the Billings Bypass Corridor study. Wyeth Friday said they are specifically considering the northern portion of the project. Wyeth Friday commented that Phase 1 of Safe Routes to School is to update the study for elementary schools to include school redistricting and transportation. Phase 2 will consider middle schools and County private schools. This will consider the entire MPO area. Scott Walker concurred and said the study for Phase 1 will be completed and look at current elementary schools in SD #2. Wyeth Friday commented that this request has come forward from Planning Board and Council concerns with outlying schools.

**Transit Section: Rusty Logan, MET introduced the Transit section of the 2022 UPWP**

- 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**

Transit Funding Overview				
2022 Funding Detail				
WORK ELEMENT	FUNDING SOURCES FY 2021			STAFF HOURS
	LOCAL	FTA	EST. COST	
44.21.01 Administration	\$5,689	\$22,754	\$28,443	351.50
44.24.01 Future Service	\$16,905	\$67,622	\$84,527	882.00
44.24.02 Current Service	\$12,316	\$49,265	\$61,581	817.20
44.25.01 T.I.P.	\$1,700	\$6,799	\$8,499	105.03
44.26.15 ADA Service	\$11,591	\$46,364	\$57,955	735.21
Planning Software	\$3,000	\$12,000	\$15,000	N/A
<b>TOTAL</b>	<b>\$51,201</b>	<b>\$204,804</b>	<b>\$256,005</b>	<b>2890.94</b>

  

2021 to 2022 Funding Comparison		
WORK ELEMENT	FY 2021	FY 2022
44.21.01 Administration	\$28,716	\$28,443
44.24.01 Future Service	\$159,529	\$84,527
44.24.02 Current Service	\$83,669	\$61,581
44.25.01 T.I.P.	\$10,172	\$8,499
44.26.15 ADA Service	\$70,321	\$57,955
Planning Software	\$15,000	\$15,000
<b>TOTAL</b>	<b>\$367,407</b>	<b>\$256,005</b>

**Transit 2021**

- Public Transit Agency Safety Plan
- DBE Plan Update, TAM Plan Update
- Developed recommended budget mods
- Developed response to Touchpass, Ecolane Schedule modification response to COVID
- Expanded agreements for increased service to senior population
- Began development of Transit Development Plan and Marketing Plans (continue in 2022)

**Transit 2022**

- Complete Transit Development Plan and Marketing Plans (RFPs being developed)
- Continue research on technology enhancements for customer experience

- Research and implement more complete training and communication for the public
- Public Outreach and Development position for increased outreach and to explore how to better communicate with the community.
- Continue development of the PTASP including updating the emergency action plan
- Comprehensive Transit Asset Management Plan (TAM) update
- Continue developing partnerships

**Draft 2022 UPWP Review Schedule**

- TAC July 22<sup>nd</sup>
- Planning Board August 10<sup>th</sup>
- County Commission August 3<sup>rd</sup>
- City Council August 8<sup>th</sup>
- PCC August 17<sup>th</sup>
- MDT, FHWA, FTA September 30<sup>th</sup>

**Discussion**

Scott Walker called for discussion. There was none.

**Motion**

Mike Black made a motion and it was seconded by Wyeth Friday to recommend approval of the DRAFT 2022 Unified Planning Work Program, (UPWP), as presented by staff.

**Discussion**

Scott Walker called for discussion. There was no further discussion. The motion carried with a unanimous voice vote.

**6. Other Business**

**6a. Updates. Discussion. MET Transit, Rusty Logan, Transit Manager**

Rusty Logan said TAM and Public Safety Targets Annual Safety Plan Reviews will be brought forward to this Commission in September or October. Ryan Hammon applauded Staff for the efforts holding meetings with in person and virtually. Wyeth Friday said staff is considering the best format as the public meeting laws require in-person attendance but it doesn't preclude the virtual connections. He said it is challenging but it is a work in progress. Ryan Hammon said it is great to have the options. He said the Federal policy has changed and federal staff is allowed to travel and he hopes to visit the MPOs in the future.

**ADJOURNMENT: 11:02 AM**

**APPROVED BY A MOTION OCTOBER 14, 2021**

**-Tamara L. Deines, Planning Clerk**