



Billings Technical Advisory Committee
1:30 PM
DRAFT Meeting Minutes—July 28, 2022

1. Call the meeting to order:

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

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.	x	Mike Black, Civil Engineer, YC Public Works Dept.	x
Debi Meling, Public Works Director, City of Billings Engineering	x	Mac Fogelsong, City Engineer, City PW Engineering,	x
Rusty Logan, MET Transit Manger,	x	Clark Snyder, Environmental Health RiverStone Health	-
Katie Potts, Urban Planning Section, MDT	x	Carol Strizich, Supervisor Urban Planning Section, MDT	
Ken Winnegar, Urban Planning Section, MDT	x	Carolyn Miller, FHWA	x
Kurtis Schnieber, MDT	x	Ryan Hammon, FHWA	x
Zach Kirkemo, MDT		Alan Woodmansey, FHWA	

Others Participating

Lora Mattox, Transportation Planner, Gene Kaufman, Statewide Urban Planning for Alan Woodmansey, Matt Strizich, FHWA

2. Minutes of May 17, 2021

Motion

Mike Black made a motion and it was seconded by Tim Miller to approve the minutes of May 17, 2021 as submitted. The motion carried with a unanimous voice vote.

3. Old Business: There is no Old Business.

4. New Business

4a. Draft Billings Urban Area Unified Planning Work Program, (UPWP), Federal Fiscal Year 2023. Scott Walker, Transportation Coordinator, Rusty Logan, MET Transit Manager, presenting.

Transportation Coordinator Scott Walker opened the agenda item with a brief introduction and followed with a presentation. He explained this document is the staff budget. Staff is asking TAC to forward a recommendation to the City and County governing bodies and PCC.

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)	\$300,000
Planning Department Fees (Yellowstone County)	\$160,000
Yellowstone County (Mill)	\$525,000
Federal Funds (PL)	<u>\$2,007,135</u>
TOTAL	\$2,992,135

SUMMARY:

- **The UPWP is updated annually and is current between October 1, 2022 through September 30, 2023.**
- **All Work Elements in the UPWP must be related to Transportation and/or Transportation Planning.**
- **2022 Priorities:** Complete the North Bypass Corridor Study, Complete the Transportation Safety Plan, Complete Safe Routes to School Study Phase I, Safe Routes to School Study Phase II, Begin the Update to our Long Range Transportation Plan, County Growth Policy Update
- **2023 Priorities** Complete the North Bypass Corridor Study. Complete the Transportation Safety Plan, Complete Safe Routes to School Study Phase I, Safe Routes to School Study Phase II, Begin the Update to our Long Range Transportation Plan, County Growth Policy Update

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

2023 Funding Detail

WORK ELEMENT	FUNDING SOURCES FY 2021			STAFF HOURS
	LOCAL	FTA	EST. COST	
44.21.01 Administration	\$15,171	\$60,684	\$75,855	670.00
44.24.01 Future Service	\$16,390	\$65,562	\$81,952	975.00
44.24.02 Current Service	\$22,927	\$91,706	\$114,633	1485.00
44.25.01 TLP	\$1,616	\$6,465	\$8,081	102.83
44.26.15 ADA Service	\$10,519	\$42,078	\$52,597	775.00
TOTAL	\$66,623	\$266,495	\$333,118	4007.80

2022 to 2023 Funding Comparison

WORK ELEMENT	FY 2021	FY 2022
44.21.01 Administration	\$28,443	\$75,855
44.24.01 Future Service	\$84,827	\$81,952
44.24.02 Current Service	\$61,581	\$114,633
44.25.01 TLP	\$8,499	\$8,081
44.26.15 ADA Service	\$57,955	\$52,597
Planning Software	\$15,000	Included in Future/Current Svc
TOTAL	\$256,005	\$333,118

Transit 2022 Priorities: Required Plan Updates (PTASP, DBE, TAM Title VI, PPP), Developed/implemented personnel changes to support PTASP, Outreach, and Planning, Finalized Transit Development Plan including significant recommendations for service changes and overhaul, Analyzed and recommended internalizing bus and bench advertising program, Analyzed and recommended implementation of updated AVL system.

Transit 2023 Priorities:

Public Transit Agency Safety Plan – significantly increased focus on training and safety assurance; training course and lot

Transit Development Plan – 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 – assessing new means of marketing, further integration with online and social media, explore outside of traditional avenues, increase community engagement

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 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 – Alliance, State of Montana, Montana State University

- Support implementation of Transit Development Plan system overhaul
- Ongoing capital/equipment planning
- Develop a Bus Stop Master plan to support transition to designated stops.
- Continue to analyze and recommend development of interlocal agreements to support expanded service.
- Fare comparison and analysis.
- Continue developing partnerships with area providers.

Review Schedule

TAC	July 28nd
Planning Board	August 23rd
County Commission	August 23rd
City Council	August 22nd
PCC	August 30th
MDT, FHWA, FTA	September 30th

Discussion:

Director Wyeth Friday commented that he feels the presented priority list is good. He mentioned the public interest in the “Safe Routes to School” study and potential for the neighborhood planning efforts as these areas have experienced extensive development. Staff is pursuing additional grant funding for these projects.

Motion:

Tim Miller made a motion and Mike Black seconded the motion to forward a recommendation of approval of the Billings Urban Area Work Program, (UPWP), and Federal Fiscal Year 2023 as presented by staff. The motion carried with a unanimous voice vote.

6. Other Business

5b. Update. Discussion. MET Transit, Rusty Logan, MET Transit, Logan, MET Transit Manager

Rusty Logan, MET Transit, announced that the final public meeting for the City of Billings MET Transit-5 Year Transit Development Plan will be held at the Billings Library on August 18, 2022. This plan will be brought forward to TAC and the City and County governing bodies for consideration of approval and recommendation to PCC.

ADJOURNMENT: 10:58 AM

DRAFT-TO BE APPROVED BY A MOTION DURING THE NEXT SCHEDULED MEETING—Tamara L. Deines, Planning Clerk