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## *BATS MEETING MINUTES*

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### **Brunswick Area Transportation Study Technical Coordinating Committee (TCC) Meeting**

Monday, September 10, 2018 - 1:30 p.m.  
Harold Pate Building  
1725 Reynolds Street, 2nd Floor Conference Room  
Brunswick, GA 31520

#### **AGENDA**

1. Welcome and Opening Remarks (Pamela Thompson)
2. Approval of Meeting Minutes- Action Item
  - a. Minutes from TCC meeting held on July 9, 2018
3. Title VI Complaint Procedures – Action Item
4. PM2 and PM3 endorsement, and MTP/TIP Amendment – Action Item
5. FY 2020 5303 Transit Grant Application – Action Item
6. Transit Planning Update – Information
7. BATS Administrative Updates
  - a. Citizens Advisory Committee Membership Update
  - b. Special PL Funding Projects Update
8. Agency Updates
  - a. Update on Airport Projects
  - b. Update on County Projects
  - c. Update on City Projects
  - d. Update on GDOT Projects
  - e. Update on School Broad Projects
  - f. Other Items
9. Public Comment
10. Adjourn
- 11.

***Next Technical Coordinating Committee Meeting: Monday, November 19, 2018***

**Brunswick Area Transportation Study**  
**Technical Coordinating Committee Meeting Minutes**

Monday, September 10 – 1:30 p.m.  
2<sup>nd</sup> Floor Conference Room  
W. Harold Pate Building  
1725 Reynolds Street, Brunswick, GA 31520

**ATTENDEES**

Committee Members

Marty Simmons, Glynn County School Board of Education Bus System Representative  
Byron Cowart, GDOT District 5  
Noel Jensen, Jekyll Island Authority  
Bob Nyers, Manager, Glynn County Geographic Information Systems Department  
Garrow Alberson, Brunswick City Engineer  
Dave Austin, Director of Glynn County Public Works Department  
Vernon Bessing, Manager, Glynn County Airport Commission  
Rick Charnock, City of Brunswick Public Works  
John Duncan, Glynn County Airport Commission  
Tom McQueen, GDOT Planner  
Ann-Marie Day, FHWA Representative  
David Dantzler, Coastal Regional Commission

Others

Rachel Hatcher, Senior Planner, RS&H  
Vishanya Forbes, Planner, RS&H  
Maurice Postal, Glynn County Community Development Planner  
Cassius Edwards, GDOT Planner  
Julie Martin, City of Brunswick Commissioner

Teleconference Participants

Claudia Thompson, GDOT Planner

## **1. Welcome and Introductions**

The meeting was called to order at approximately 1:35 pm by Maurice Postal, Glynn County Community Development Planner and proxy alternate for Pamela Thompson. Mr. Postal gave the welcome and asked everyone to introduce themselves. He then turned the meeting over to BATS staff planner, Rachel Hatcher to continue with the next agenda item to approve the meeting minutes from the last TCC meeting held in July.

## **2. Approval of Minutes – Action Item**

### **a. July 9, 2018**

The minutes from the BATS meeting held on July 9, 2018 were reviewed. Mrs. Hatcher stated that meeting minutes were emailed to everyone in advance and asked for any comments/questions regarding the minutes. Mrs. Ann-Marie Day, FHWA representative responded asking for staff to clarify the comment that she made at the July meeting. Ms. Forbes replied stating that based on discussions relating to the special PL funding projects at the last meeting, it was stated that BATS would be expected to prioritize their MTP update as a selection for submission to the GAMPO committee. Mrs. Day confirmed her statement and asked that it be rephrased to avoid any misunderstanding. Ms. Forbes agreed to rephrase the statement to better reflect statements regarding BATS prioritization of the MTP project. There were no additional comments or changes. Mr. Postal called for a motion to approve meeting minutes from TCC meeting held on July 9, 2018 pending the requested changes. Mr. Nyers made the motion for approval of the July 9, 2018 meeting minutes with the added corrections. Mr. Austin seconded the motion. The motion was passed unanimously.

## **3. Title VI Complaint Procedures - Action Item**

Mrs. Hatcher spoke on this agenda item. She stated that a copy of the Draft Title VI Policies and Procedures was emailed to committee members in advance. She also offered a reminder that the TCC was presented with an overview of the Title VI discrimination complaint form at their meeting held in March. Mrs. Hatcher stated that this is a federal requirement for agencies receiving federal funding to have a policy in place for non-discrimination that meets the legislative requirements. In addition, they should also provide the public with a complaint form in the event they encounter issues that meet the Title VI discrimination criteria. This process provides the public with an opportunity to report their grievances and have them addressed by the MPO. She continued stating the complaint form is available on the MPO's website in both Spanish and English. However, staff identified that the policies and procedures were deficient and redeveloped those to ensure they were consistent with legislation and peer MPOs throughout the state of Georgia. Mrs. Hatcher added that the draft Title VI Discrimination Policies and Procedures is out for a 30 day public comment period and staff is anticipating approval by the Policy Committee pending the TCC's action. She then stated that the document serves as a guide for both PC and TCC on the following items:

- How to receive complaints.
- How to process the complaints
- How and when to coordinate with oversight agencies (GDOT/FHWA).
- Timelines in which complaints must be handled.
- How to resolve and document complaints.

Mrs. Hatcher reiterated that this documentation is to ensure that BATS staff and committee members know how to address Title VI discrimination in an appropriate manner and to ensure that the MPO is in compliance with Federal and State requirements.

She then proceeded to ask the TCC to take action to recommend to the Policy Committee approval of the Title VI Discrimination Policies and Procedures. She also added that the current Public Participation Plan does not require the committee to take action on this item, however, staff thought that it was important for the committee to go through the process of documenting that they have seen, agree with, and recommend that the Policy Committee adopts them. Mrs. Hatcher called for questions or comments from the committee.

Mr. Nyers asked Mrs. Hatcher that if the 180 days mentioned in the document regarding the time to have a complaint resolved was a typical timeline. Mrs. Hatcher responded stating that that timeline is the same as the peer MPO's policies reviewed during the peer screening. She added that the goal would be to resolve complaints sooner than 180 days.

There were no additional comments/questions. Mr. Postal called for a motion to recommend the Policy Committee adopts the Title VI Discrimination Policies and Procedures.

Mr. Nyers made a motion. The motion was seconded by Mr. Alberson. The motion was passed unanimously.

#### **4. PM 2 and PM 3 Endorsement, and MTP/TIP Amendment – Action Item**

Mrs. Hatcher spoke on this agenda item. She provided the committee with a brief background on the transportation performance measures (PM) stating that this agenda item is an endorsement of PM 2 and PM 3. She added that per the TCC's recommendation the Policy Committee adopted the GDOT approved PM 2 and PM 3, and authorize the release of the 2040 MTP and 2018-2021 TIP amendment for a 30 day public comment period. She continued saying that the public comment period opened on August 13, 2018 and is expected to close on September 11, 2018. Staff has reviewed the locations where the documents were placed and to-date have not received any comments with the exception of comments received from GDOT regarding the PM targets. Mrs. Hatcher explained that PM 3 focuses on air quality which is not applicable to the BATS study area. Nonetheless staff did incorporate PM3 into documentation with the scenario that at such time that becomes an area of reporting for BATS it is already in place.

She briefly highlighted the changes in the PM 3 targets received from GDOT.

- ARC Staff revisited the methodology that was used to calculate total emission reduction targets.
- The revised methodology resulted in different emission reduction targets for pollutants that are required to set targets.
- ARC staff also reach out to peer MPOs to check best practices.
- FHWA-GA Division was coordinated with on state's intent to revise the methodology for the total emission reduction targets.
- All other state PM 3 targets remain the same.

The draft 2040 MTP and 2018 – 2021 TIP Amendments have been updated to reflect these changes. Mrs. Hatcher then stated that staff is asking for the TCC to take action, pending the close of the 30 day public comment period, to recommend that the Policy Committee adopt the GDOT approved Performance Measures 2 and 3, and the amended 2040 MTP and 2018 – 2021 TIP.

Mr. Postal asked if anyone had questions or comments regarding the information Mrs. Hatcher presented. There were no comments. Mr. Nyers made a motion to recommend approval by the Policy Committee pending closing of the public comment period. Mr. Austin seconded the motion. The motion was unanimously passed.

#### **5. FY 2020 5303 Transit Grant Application – Action Item**

Mrs. Hatcher spoke on this agenda item. She provided a brief background on the standard 5303 funding allocations. She told the committee that each year the MPO receives two funding streams. Planning Funds (PL) supporting highway planning, and 5303 Transit funds supporting multimodal transportation and transit planning. She added that each year the MPO must apply for these formula funds and the TCC and PC are required to authorize the application. Mrs. Hatcher stated that the application deadline is November 16, 2018 and so staff is asking for the TCC to take action in recommending authorization by the Policy Committee. She added that the grant is approximately \$54,000 for planning activities. She also presented a timeline of the 5303 grant funding to the committee, highlighting that funds are expected to be awarded to recipients at the beginning of the fiscal year. Mrs. Hatcher added that BATS is currently utilizing 5303 funding to plan for a series of items that staff anticipates will aid the City and County in assessing transit options for consideration and potentially implementation. This funding is outline in the current UPWP with estimated FY 2020 funding of \$52,232.50.

Mr. Nyers asked for the presentation slides to revert to the funding table in order to view the funding source and local match amounts. Mrs. Hatcher added that unlike PL funding where the match is 80% federal and 20% local, 5303 funding is 80% federal, 10% state, and 10% local.

She then presented the recommend action and suggested motion to the committee. Mr. Postal called for a motion to recommend approval to the Policy Committee.

Mr. Austin made a motion. The motion was seconded by Mr. Alberson. The motion was unanimously passed.

Mrs. Hatcher added that staff will present the details of the application to the committee once the process has be completed.

#### **6. Transit Planning Update- Information**

Mrs. Hatcher provided the committee with a brief overview of the ongoing transit planning activities for Brunswick and Glynn County. There were discussions about what peer agencies are doing, what type of funding could come to the MPO, what the need is in the area, and identification of potential service models.

She provided committee with a conceptual timeline of a possible start up if BATS decided to apply for funds this fiscal year.

- Planning: Summer/ Fall 2018
- 5307 Grant Application Due: November 2018
- Funding available: July 2019

- Procurement/ Implementation: Summer/Fall 2019
- Start-up: 2020

Ms. Martin asked Mrs. Hatcher if there is anything that the committee can do currently with the presumption that they might get awarded the funding.

Mrs. Hatcher responded stating that the 5307 funds are formula funds and so if the MPO submits an application the funds will be awarded. She stated that the effort is in making preparations locally to determine who is going to provide the local match and what they would be applying for. She added that there are activity line item codes that aid with differentiating what portion of the funding will be designated, for example, to capital planning, bus procurement, shelter procurement etc. She added that it is a little early to determine the specifics of what they would be applying for.

Mr. Nyers asked Mrs. Hatcher if the funding is based upon population. Mrs. Hatcher replied stating yes, formula funds are based upon population. Mr. Nyers then asked if there are consequences for not utilizing these funds. Mrs. Hatcher stated any funds that are applied for and not used are returned to DOT and then reallocated.

The committee engaged in discussions about previously applied 5307 funding in Glynn County. She also showed the committee a timeline for the FY 2020 5307 Grant application. Stating that this the best case scenario of funding coming to Glynn County.

- Applications open on 9/17/18
- Applications closes on 11/16/18<sup>1</sup>
- 3/1/19 funding allocations completed
- 3/30/19 notice of intent to award and FTA Grant application submitted
- 7/1/19 funds awarded to Grant Recipient

She added that if the November deadline is missed, they would have to wait another full year before the funding would become available.

Mrs. Hatcher presented the committee with an overview of recent and ongoing staff activities supporting transit implementation efforts. These include:

- Attendance at a two day GDOT transit program sub-recipient workshop in Macon on July 16-17.
- Coordination with local officials to identify project sponsors.

Committee members engaged in conversations about identifying a project sponsor and what a Public Private Partnership could look like. Following this discussion Mrs. Hatcher proceeded with the remaining transit planning efforts.

- Participated in teleconference meeting with ride share provider

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<sup>1</sup> GDOT has now extended the 5307 grant application deadline to November 30, 2018.

- Scheduling meetings with regional service providers.
- Scheduling a workshop with a peer fixed-route provider for a site visit.

Mrs. Hatcher added that the peer exchange site visit will provide an opportunity for officials to gain insights from those currently operating a system. This will allow them to see the fundamentals of how a system operates including resources and money that it takes to operate a system.

Mrs. Hatcher listed some next steps that BATS will need to complete regarding transit planning.

1. Identify a local project sponsor
2. Establish grant application commitments and local match funding source(s)
3. Schedule workshop and peer exchange
4. Update Transit Propensity Analysis data to identify transit markets
5. Coordinate with local providers

Mrs. Hatcher stated that staff will provide updates as they work through the pre-implementation process and asked if there were any questions on this agenda item. There were no additional comments or questions on this agenda item.

## **BATS Administrative Updates**

### **a. Citizen Advisory Committee Membership Update- Information**

Mrs. Hatcher stated that the CAC has been inactive for the past three years and staff has been facilitating a membership drive over the last six months. She added that staff received a total of 15 applications, 14 of which were eligible. She added that staff screened each application against the local demographic data and developed a demographic fact sheet for Glynn County, the City of Brunswick, and for the CAC applicants. She then highlighted the data presented on the demographic sheets.

Mrs. Martin asked Mrs. Hatcher if staff is trying to pull in or engage individuals with disabilities given that it is a factor listed on the fact sheet. Mrs. Hatcher replied stating, yes. She stated that in addition to staff asking that question on the application they also asked applicants to describe their interest in serving on the committee along with their profession. There are members who don't meet the disability criteria but work with/represent people that do. She added that if we don't get applicants who individually have a disability and can share those experiences, then we at least have representatives who can provide insights and help guide the planning process. Mrs. Hatcher added that, based on the applications received thus far, there are a number of individuals who are very engaged in the community that serve with senior housing and assisted living who understand ability/disability needs.

Mrs. Hatcher continued with the breakdown of the CAC applicant demographics. She added that there were four remaining slots on the CAC committee that needed to be filled.

Mr. Nyers asked Mrs. Hatcher about the approach staff is talking to fill the remaining seats. Mrs. Hatcher replied stating that staff has public ads in the Brunswick News, sent applications, fact sheets, and a memo with information about the membership drive out to all resource agencies listed in the current Public Participation Plan. These agencies represent all the groups that staff is trying to engage in the process. She added that the list comprises of approximately 30 organizations. Flyers are also posted at various locations throughout the community, the Chambers of Commerce also sent the

information out to their entire email listing reaching over 3000 individuals, and a newly appointed CAC member volunteered to send the application and flyer out to her resources list as well.

The committee engaged in discussions about the newly appointed CAC members and filling remaining "At-large" seats.

Mrs. Hatcher proceeded to share with the committee information gathered from the applications. She stated that applicants were asked why they were interested in serving on the committee. Staff summarized the responses as follows:

- 25% of the respondents stated they are interested in the overall Transportation System
- 6% of the respondents stated they are interested in Traffic Management
- 6% of the respondents stated they are interested in Bicycle and Pedestrian
- 38% of the respondents stated they are interested in Public Transportation
- 19% of the respondents stated they are interested in Serving People/ Participating in the process
- 6% of the respondents did not state their interest

Mrs. Hatcher told the committee that the Policy Committee took action at their last meeting to appoint all 13 Regular members from the pool of applicants and 1 At-large member from the City of Brunswick. She added that staff has scheduled a New Member Orientation and Training for the CAC members that will take place on September 27, 2018, and that the CAC will have their first regular meeting on November 19, 2018.

## **7. Special PL Funding Projects Update**

Mrs. Hatcher spoke on this agenda item reminding the committee that at their last meeting they recommended that the Policy Committee consider submitting the following applications to the GAMPO Special PL Funding Committee:

- The 2045 MTP with sector study for SSI
- Lanier Gloucester Improvements

Applications were packaged and submitted on August 21, 2018. Mrs. Hatcher added that following submittal staff received additional comments from FHWA recommending that the timeline of the Lanier Gloucester project be adjusted. The project was submitted as a 12 month study, however recommendations were made to extend the timeline to 18 months. This was to ensure that there was enough buffer to get the project completed because once funds are awarded there will be no extensions issued. The application was resubmitted on the August 22, 2018, incorporating the FHWA comments. Staff was also asked to adjust the 2045 MTP with sector study for SSI. These changes included eliminating the total project funding from the application to only reflect the Special PL funding request.

Mrs. Hatcher added that the GAMPO committee will meet on September 17, 2018 where the applications will be considered.

## **8. Agency Updates**

### **a. Update on Airport Projects**

Mr. Vernon Bessing was present from the Glynn County Airport Commission. There were no airport project updates available for this meeting. All projects are on schedule and running smoothly.



**b. Update on County Projects**

Mr. Dave Austin provided an update on the County projects. He mentioned that there was a list of current projects provided to committee members prior to their meeting. Mr. Austin added that they modified the list to only show the transportation related projects then suggested that if anyone had questions on any specific projects they are free to ask questions.

**c. Update on City Projects**

Mr. Alberson provided an update on City of Brunswick projects. He stated that they are currently doing work on railroad crossing, one on Elmore Street and the other on Bay Street. There are plans in place to remove the crossing on 4<sup>th</sup> Avenue on September 22, 2018 in anticipation of the GDOT resurfacing.

Mr. Alberson added that the City just completed tree removal along US 17, and is hoping to have the trail portion on US 17 completed soon. He continued stating that in the next six weeks they are also hoping to have the trail portion on Gloucester to the Lanier Bridge completed. He closed by stating that the city just received bids for resurfacing projects (approximately 10 miles).

Mrs. Martin then asked Mr. Alberson to share details on the tree removal efforts along US 17. Mr. Alberson then stated that a portion of this project is funded by a grant received from the Coastal Regional Commission. He also added that for every tree removed there will be a tree planted. They are removing 22 Pine Trees and replacing them with 22 Crepe Myrtles. He added that the new trees will be placed further south along the trail as a result of the proximity to the marsh and there isn't enough space to plant them behind the sidewalks.

**d. Update on GDOT Projects**

Mr. Cowart provided an update on the GDOT projects. Mr. Cowart stated that not much has changed since the last meeting and he would be happy to answer any question committee members might have regarding the GDOT project updates. There were no additional questions or comments.

**e. Update on School Board Projects**

Mr. Simmons provided an update on the School Board Projects. He stated that there is not much to report at this time. He also told the committee that with the decision to relocate Altama Elementary School there might be some traffic congestion along that route.

**f. Other Items**

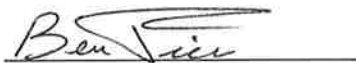
There were no additional items discussed.

**9. Public Comment**

There were no comments from the public.

**10. Adjourn**

Mr. Postal reminded everyone of the upcoming meeting scheduled on November 19<sup>th</sup> for the Technical Coordinating Committee. He thanked everyone for their participation and the meeting was adjourned at approximately 2:40 pm.



BATS TTC Chairman

12-14-18

Date

