



Memorandum

TO: All Members of the CMCOG **Rural Transportation Committee**

FROM: Paul Livingston, Chairman

DATE: May 20, 2020

SUBJECT: **Next Meeting: May 27, 2020**

Please be advised that the business of the CMCOG Rural Transportation Committee will be conducted on **Wednesday, May 27th, at 12:00 p.m.** in the CMCOG Conference Room. Enclosed, please find an agenda and support materials for your review.

Please note that this meeting will be held virtually using a virtual platform. Information on how to connect will be shared with you shortly.

Please be advised that in order for the Rural Transportation Committee to conduct business, a quorum must be established. A quorum is established when three (3) out of the four (4) counties are represented. Please note that delays in conducting business may result in delays in the flow of funding to CMCOG for carrying out transportation planning activities, so please don't forget to mark your calendars.

If you have any questions or need any additional information, please do not hesitate to contact Reginald Simmons of the CMCOG staff. Reginald can be reached at 803-744-5133 or by email at rsimmons@centralmidlands.org. Thank you for your dedication and service as I look forward to seeing each of you on **May 27th**.

Enclosures

AGENDA

RURAL TRANSPORTATION COMMITTEE

MEETING: WEDNESDAY, MAY 27, 2020

12:00 PM TO 1:00 PM

CMCOG CONFERENCE ROOM

1. **Welcome, Introductions, and Call to Order Paul Livingston**

2. **Determination of a Quorum..... Roll Call**

ACTION

→ 3. **Approval of the December 5, 2019 Meeting Minutes..... Entire Group**
(Enclosure 1)

ACTION

→ 4. **Virtual Meetings - Bylaws AmendmentR. Simmons**
Staff will request to amend the Rural Transportation Committee bylaws to include provision that will expressly allow for virtual meetings when a meeting with individuals located in the same physical place is unavailable or inappropriate. COVID-19 has made this advisable for many government bodies and courts. (Enclosure 2)

ACTION

→ 5. **FY 2020 & 2021 Rural Planning Work Program (RPWP)R. Simmons**
Every two years, staff develops the Rural Planning Work Program (RPWP) to identify the transportation planning activities that will be undertaken within the current fiscal year. Though this is a two document, staff receives it funding apportionments on an annually basis. Staff recently received its FY 2021 Planning apportionment from SCDOT and will incorporate those funds into the FY 2020 & 2021 RPWP. (Enclosure 3)

ACTION

→ 6. **FY 2021 - 2027 Rural Transportation Improvement ProgramR. Simmons**
The Rural Transportation Improvement Program (RTIP) is a minimum four-year listing of planned highway, bridge, transit, rail, and multi-modal projects. The RTIP makes up a seven-year Regional Program and is formally updated every four years. The RTIP contains project-specific information and is fiscally constrained, i.e., cannot include projects for which the cost exceeds funding identified as being available by the Department of Transportation. The RTIP is a living document that is continuously revised and amended as needed.
(Enclosure 4)

7. **Old/New Business..... Paul Livingston**

8. **Public Comments Open**

9. **Adjourn..... Paul Livingston**

MEETING SUMMARY

RURAL TRANSPORTATION COMMITTEE

December 5, 2019

Organization

Members Present

Others Attending

Richland County:

Paul Livingston (Chair)
Leonardo Brown

John M. Thompson
Michael Niermeier

Lexington County:

Todd Cullum
Larry Brigham
Scott Whetstone

Holland Leger

Batesburg-Leesville:

Charles Simpkins

Newberry County:

Vina Abrams

The Comet:

John Andoh

Michelle Ransom

City of Columbia:

Patrick Wright

Town of Eastover:

Geraldine Robinson

AECOM:

Bill Jordan

SCDOT:

Stephen Allen
Joey McIntyre
Darren Ledbetter
Rick Wyatt

CMCOG Staff:

Roland Bart
Reginald Simmons
Guillermo Espinosa
Ben Mauldin

1. WELCOME, INTRODUCTIONS AND CALL TO ORDER

Chairman Paul Livingston called the meeting to order at 1:00 p.m.

2. DETERMINATION OF A QUORUM

It was determined that a quorum was present.

3. APPROVAL OF THE JANUARY 11, 2018 MEETING MINUTES

Vina Abrams made a motion to approve the minutes of the January 11, 2018 meeting. Leonardo Brown seconded the motion. All were in favor and the minutes were approved.

4. PROJECT UPDATES

Darren Ledbetter of SCDOT provided an overview of the current active transportation projects within the CMCOG region. The project categories included:

- CMCOG Widenings
- CMCOG Resurfacing
- Bridge Replacement Projects
- Interstate Rehabilitation Projects

The status of preliminary engineering, right-of-way acquisition, and construction was presented for each project.

There was a brief discussion.

This item was accepted as information.

5. REVIEW OF THE RURAL TRANSPORTATION COMMITTEE BYLAWS

Reginald Simmons provided the committee with an overview of the Rural Transportation Committee Bylaws. Every two years, the CMCOG staff provides an overview and announces any changes to the Rural Transportation Committee Bylaws. The current bylaws are the original bylaws which were adopted on May 26, 2006. Mr. Simmons highlighted several bulleted items which included:

- CMCOG Region includes the following counties: Richland, Lexington, Newberry, and Fairfield.
- The current membership is 20 members:
- Currently 3 members from different jurisdictions are needed to establish a quorum.
- If a quorum cannot be established, the Chairperson may forward an item to the CMCOG Board by the consensus of the members present.

- The chairperson and vice chairperson of the Committee is determined by the Chair of the CMCOG Board.
- These offices rotate every two years between the four counties.
- The Transportation Director serves as the secretary-treasurer on a continuous basis.
- The regular meeting schedule is determined by the chair on an on-call basis.
- Notices or cancellations of meetings will be sent to members at least 7 days in advance of the meeting.
- Each member has the right to one vote.
- Voting shall be by voice and shall not include yeas or neas.
- Members may not vote on items in which they have a personal or financial interest.
- A proxy vote shall not be accepted.
- For all matters, a simple majority will pass or reject a motion.

This item was accepted as information.

Mr. Simmons then requested to present a potential amendment for consideration. Chairperson Livingston allowed the amendment to be presented.

Reginald Simmons requested a proposed amendment that would allow the rotation of the Chairperson of the Rural Transportation Committee be from a different jurisdiction than the rotation of the Chairperson of the Central Midlands Council of Governments Board of Directors. This action is currently done in practice but would officially become a part of the bylaws.

This item was accepted as information

John Andoh requested to amend the bylaws to include the Central Midlands Council of Governments (CMRTA) as a voting member on the Rural Transportation Committee. The Comet has recently begun to provide transit services and receives funding that will impact the rural areas of the Central Midlands region.

At this time a motion was made by Charles Simpkins to amend the Rural Transportation Committee Bylaws to add CMRTA (The Comet) as a voting member. The motion was second by Vina Abrams. All were in favor and the motion was approved.

6. 2035 LRTP AMENDMENT – SETTING THE SAFETY PERFORMANCE MEASURE

Reginald Simmons requested a recommendation of approval to amend the 2035 LRTP to add SCDOT's Safety Performance Measures. Stephen Allen of SCDOT noted that per federal requirements performance measures must be set in seven categories to meet the national goals. SCDOT was required to evaluate and report on safety targets for the five required measures by August 31, 2019. This action starts the 180-day clock for CMCOG to take action to evaluate and set regionally specific targets or to accept and support the state's targets. Through a coordination effort

with COGs and MPOs, SCDOT presented the following 2016 – 2020 Safety Targets for consideration:

Total Number of Fatalities	1011
Fatality Rate per 100 Million Vehicle Miles Traveled	1.819
Total Number of Serious Injuries	2,781
Serious Injury Rate per 100 Million Vehicle Miles Traveled	4.979
Total Number of Non-motorized Fatalities and Serious Injuries	380

There was a brief discussion.

At this time a motion was made by Leonardo Brown to amend the 2035 LRTP to adopt SCDOT's 2016 – 2020 Safety Targets. The motion was second by Jason Taylor. All were in favor and the motion was approved.

7. ANNUAL LISTING OF OBLIGATED PROJECTS

Reginald Simmons requested a recommendation of approval to adopt the Annual Listing of Obligated Projects. Per federal guidance, an Annual Listing of Projects, including investments in pedestrian walkways and bicycle transportation facilities, for which Federal funds have been obligated in the preceding year shall be published or otherwise made available by the cooperative effort of the State, transit operator, and metropolitan planning organization for public review. CMCOG has coordinated with SCDOT to develop the FY 2019 Report. The projects represented in this report identify the federal obligations that have been made in the CMCOG region over the past fiscal year.

There was a brief discussion.

At this time a motion was made by Larry Brigham to adopt the FY 2019 Annual Listing of Obligated Projects. The motion was seconded by Charles Simpkins. All were in favor and the motion was unanimously approved.

8. OLD/NEW BUSINESS

There were none.

9. PUBLIC COMMENTS

There were none.

10. ADJOURN

The meeting adjourned at 1:50 p.m.



Memorandum

TO: All Members of the CMCOG Rural Transportation Committee

FROM: Reginald Simmons, Deputy Executive Director/Transportation Director

DATE: May 27, 2020

SUBJECT: Amendment to the Rural Transportation Committee Bylaws

REQUESTED ACTION

The Central Midlands Council of Governments staff is requesting approval to amend the Rural Transportation Committee Bylaws to include a provision that will expressly allow for virtual meetings when a meeting with individuals located in the same physical place is unavailable or inappropriate. COVID-19 has made this advisable for many government bodies and courts.

PROGRAM DESCRIPTION

The Central Midlands Council of Governments is a regional agency that hosts various Federal and State Programs such as the Regional Planning Organization, Workforce Innovation and Opportunity Act, 208 Water Quality Management Plan, Area Agency on Aging, etc... Project implementation and delivery is an essential part of administering these Federal and State Programs. As such, staff is proposing the inclusion of a virtual meetings provision to ensure that virtual meetings are an acceptable practice when necessary and appropriate.

Staff recommends adding the following section to Article VI of the Rural Transportation Committee Bylaws:

6.11 All meetings will normally be held with individuals physically located at a designated location as determined by the Chairperson, but when such a meeting is unavailable and/or inappropriate as determined by the Chairperson, meetings maybe held through a virtual platform which allows the presence of the individuals attending and their participation in discussion and voting to be verified.

Virtual meetings at which official actions are taken shall be open to the public and will be handled consistent with the S.C. Freedom of Information Act.

ATTACHMENT

Rural Transportation Committee Bylaws

RURAL TRANSPORTATION COMMITTEE

BYLAWS

FOR TRANSPORTATION PLANNING

IN THE

CENTRAL MIDLANDS COUNCIL OF GOVERNMENTS



ADOPTED May 26, 2006

AMENDED December 5, 2019



BYLAWS

CENTRAL MIDLANDS COUNCIL OF GOVERNMENTS

RURAL TRANSPORTATION ADVISORY COMMITTEE

ARTICLE I

PURPOSE AND OBJECTIVES

- 1.1 The purpose and mission of the Rural Transportation Advisory Committee, hereinafter referred to as the Committee, shall be to promote cooperation among, and to provide the highest quality of services to, the member governments on issues transcending city and county boundaries in the areas of, transportation planning and public administration services for the citizens of the region.

ARTICLE II

MEMBERSHIP

- 2.1 The members of the Committee shall consist of the representatives appointed by the chairperson of the Central Midlands Council of Governments, the County Transportation Committees, County Administrators, County Council Members, Legislative Delegations, and the Central Midlands Regional Transit Authority.
- 2.2 Members who represent the member governments and the Central Midlands Regional Transit Authority on the Committee shall be eligible to discuss and vote on all matters requiring action.
- 2.3 Members who represent the member governments on the Committee shall be eligible to hold Committee offices.
- 2.4 If a vacancy shall occur on The Committee by reason of death, resignation, change of residence, or any other cause, it shall be filled for the duration of the unexpired term in the same manner as the original appointment.

ARTICLE III

OFFICERS AND THEIR DUTIES

- 3.1 The Officers of the Committee shall consist of a Chairperson and Vice-Chairperson and shall be appointed by the duly elected CMCOG Board Chairperson.
- 3.2 The Chairperson shall preside at all meetings of the Committee and have the duties normally conferred on such office. The Chairperson shall have the privilege of discussing all matters before the Committee and to vote thereon.
- 3.3 The Vice-Chairperson shall assume the duties of the Chairperson in the absence of the Chairperson.
- 3.4 In the event of the absence of both the Chairperson and Vice-Chairperson from a meeting of the Committee, the members present may elect a temporary Chairperson for that meeting and proceed with the order of business.
- 3.5 The Chairperson or his designee shall represent the Committee on advisory committees or other ad hoc working groups if the Committee creates such organizations to provide opinionated input on specific projects.
- 3.6 The CMCOG Transportation Director provides support to the Committee and shall serve as Secretary-Treasurer. The Secretary-Treasurer shall keep the minutes and records of the Committee, prepare with the Chairperson the agenda for regular and special meetings, provide notice of meetings, attend to correspondence of the Committee, and maintain the records and accounts of the Committee.

ARTICLE IV

APPOINTMENT OF OFFICERS

- 4.1 Officers shall be appointed in the June meeting of the CMCOG Board.
- 4.2 The duly elected CMCOG Board Chairperson shall appoint the Chairperson and Vice-Chairperson.
- 4.3 The Transportation Director shall serve as the Secretary-Treasurer. This will be a continuous appointment.

- 4.4 The officers shall be appointed to serve a two-year term or shall serve until new appointment has been made by the CMCOG Board Chairperson. The officers will assume their office on July 1.
- 4.5 In any given year the Chairperson and Vice-Chairperson shall not be representatives of the same governmental unit.

ARTICLE V

COMMITTEES

- 5.1 Advisory, technical, or ad hoc committees, and/or working groups are at the discretion of the CMCOG Board Chairperson. The Committee may request the establishment of an advisory, technical, or ad hoc committee, and/or working group to provide public input on a specific project or projects.
- 5.2 The CMCOG Board Chairperson shall appoint the Chairperson and Vice-Chairperson of all advisory, technical, or ad hoc committees, and/or working groups.

ARTICLE VI

MEETINGS

- 6.1 Regular meetings of the Committee shall be held at such places as the Committee shall determine or at such other time, date and place as called by the Chairperson; provided that the Committee meets at least once every three months
- 6.2 Special meetings may be called by the Chairperson on his/her own initiative or must be called by him/her upon request of twenty percent or more of the Committee. Such meetings shall be at such place and time as the Chairperson deems appropriate.
- 6.3 The Committee shall be notified by the Secretary of the time and place of meetings at least seven days in advance of regular meetings. A majority present at any meeting may approve shorter notice thereof.
- 6.4 All meetings at which official actions are taken shall be open to the public. All CMCOG Board, Subcommittee and/or Committee meetings will be handled consistent with the S.C. Freedom of Information Act.

- 6.5 Voting Members from three of the four counties shall constitute a quorum. A quorum shall be present before any business is transacted. If a quorum is lost for business begins, the Chairperson may continue with meeting and the Rural Transportation Committee business.
- 6.6 Parliamentary procedure in Committee meetings shall be governed by Robert's Rules of Order to the extent that such rules are not in conflict with these bylaws.
- 6.7 Each representative of the Committee shall have one vote; the Chairman shall have the right to vote but shall vote last in a recorded vote. Voting shall be by voice and shall not be recorded by yeas and nays unless requested by a Committee representative.
- 6.8 Committee representatives shall not vote on issues in which they have a personal or financial interest. Penalties for violation of this section are specified under Federal and State law.
- 6.9 When a Committee representative is unable to attend a meeting or must leave a meeting before a vote is taken, no proxy shall be accepted.
- 6.10 For all matters a simple majority vote of those members voting at a meeting shall be required to recommend or reject a motion.

ARTICLE VII

RECORDS

- 7.1 The Committee shall keep a record of its recommendations, findings, determinations, and members' attendance which record shall be a public record.

ARTICLE VIII

MEMBER ATTENDANCE

- 8.1 In order for The Committee to carry out its duties and responsibilities members are strongly encouraged to attend the meetings. Members who are unable to attend Committee meetings on a regular basis or who for other reasons cannot fulfill their duties as Committee members should notify the appropriate appointing body to determine if replacement is warranted. Committee attendance records shall be referred to appointing member governments annually.



ARTICLE IX

ORDER OF BUSINESS

- 9.1 The order of business at regular meetings shall be:
- a. Call to order;
 - b. Attendance;
 - c. Determination of a Quorum;
 - d. Approval of Minutes of Previous Meeting;
 - e. Reports of Officers, Committees, and Staff;
 - f. Old Business;
 - g. New Business;
 - h. Public Comment; and
 - h. Adjourn.

ARTICLE X

BYLAWS SUPPLEMENTARY

- 11.1 These bylaws are intended to supplement the State Enabling Act authorizing the creation of the Central Midlands Council of Governments and the Agreement executed by the local governing bodies creating The CMCOG Board.
- 11.2 In the event of conflict between the provisions of these bylaws and the Agreement creating The CMCOG Board or the State Enabling Act, the Agreement or the State Enabling Act shall prevail.

ARTICLE XI

ADOPTION AND AMENDMENT

- 12.1 These bylaws may be adopted or amended by a majority vote of the Committee membership.



Memorandum

TO: All Members of the CMCOG **Rural Transportation Committee**

FROM: Reginald Simmons, Deputy Executive Director/Transportation Director

DATE: May 27, 2020

SUBJECT: **FY 2020 – 2021 RPWP (2nd Year)** (*Full document is available for download*)

REQUESTED ACTION

The Central Midlands Council of Governments staff will request a recommendation of approval to adopt the 2nd Year of the FY 2020 – 2021 RPWP. Please be advised that the draft final report is available on our website for your review.

PROGRAM DESCRIPTION

The 2020 – 2021 CMCOG Rural Planning Work Program (RPWP) is based on the CMCOG's Long-Range Transportation Plan (LRTP) and the 2040 LRTP. Emphasis has been placed on developing a program which can be reasonably accomplished with available staff and consultant resources and which is consistent with the priorities of the CMCOG area. This 2020 – 2021 RPWP emphasizes activities that will promote the implementation of both plans. The major projects to be completed in this two year timeframe include:

Regional Resiliency Plan

This project consists of developing a plan that will provide best practices and strategies that will reduce the vulnerability of the existing transportation infrastructure to natural disasters.

Consultant: TBA

Project Manager: Reginald Simmons Estimated Completion Date: December 2020

Regional Long-Range Transportation Plan and Travel Demand Model Update

This project consists of updating our Long-Range Transportation Plan and Travel Demand Model using state-of-the-practice techniques to forecast needs in our transportation system.

Consultant: WSP USA Inc.

Project Manager: Reginald Simmons Estimated Completion Date: TBA

Regional Congestion Management Plan

This project consists of updating our congestion management plan using state-of-the-practice techniques to develop mitigation strategies that will reduce congestion in our transportation system.

Consultant: WSP USA Inc.

Project Manager: Reginald Simmons Estimated Completion Date: TBA

Human Services Transportation Coordination Plan Update

This project consists of updating our Human Services Transportation Coordination Plan that will identify the transportation needs of individuals with disabilities, older adults, and people with low incomes, provide strategies for meeting these needs, and prioritize transportation services for funding and implementation.

Consultant: RLS & Associates

Project Manager: Reginald Simmons Estimated Completion Date: June 2020

Rural Planning Projects

This project consists of assisting rural communities with planning and technical analysis that may lead to project and/or policy development.

Consultant: TBA

Project Manager: Reginald Simmons Estimated Completion Date: June 2020

Title VI Plan Update

This project consists of developing a plan that prohibits discrimination on the basis of race, color or national origin in programs or activities receiving federal financial assistance.

Consultant: TBA

Project Manager: Reginald Simmons Estimated Completion Date: December 2020

Disadvantaged Business Enterprise Plan Update

This project consists of developing a plan that creates a level playing field on which DBEs and small businesses can compete fairly for DOT-assisted contracts.

Consultant: TBA

Project Manager: Reginald Simmons Estimated Completion Date: December 2020



Memorandum

TO: All Members of the CMCOG Rural Transportation Committee

FROM: Reginald Simmons, Deputy Executive Director/Transportation Director

DATE: May 27, 2020

SUBJECT: 2021 - 2027 Rural Transportation Improvement Program (*Full document available for download*)

REQUESTED ACTION

The Central Midlands Council of Governments' staff requests a recommendation of approval to adopt the 2021 - 2027 Rural Transportation Improvement Program. Please be advised that the draft final report is available on our website for your review.

PROJECT DESCRIPTION

The Central Midlands Council of Governments staff is requesting your review and approval of the 2021 - 2027 Rural Transportation Improvement Program. This program is fiscally constrained and is expected to obligate over \$23 million in federal and state highway funds over the specified time period. The following is an overview of the program.

Guideshare Program

Approximately \$23 million is expected to be obligated through FY 2027.

- \$7.5 million investment in US 1 Phases II & III Widening Project in Lexington County
- \$3 million investment in previous obligations to the Bush River Road Resurfacing Project in Newberry County
- \$1.8 million investment in previous obligations to the Syrup Mill Road Resurfacing Project in Fairfield County
- \$4 million investment in Exit 119 Interchange Improvement Project in Lexington County
- \$20 million investment in previous obligations to the US 1 Phases I Widening Project in Lexington County

Exempt from Guideshare Federal Aid Bridge Projects

- Twelve (12) active projects have been identified.
- Over \$36 million in federal dollars have been obligated.
- New bridge projects will continue to be added on an annual basis.

Exempt from Guideshare Federal Aid Intersection & Safety Projects

- Two (2) active projects have been identified.
- Over \$1.8 million in federal dollars have been obligated.
- New intersection and safety projects will continue to be added on an annual basis.

Exempt from Guideshare Federal Aid Interstate & Corridor Improvement Projects

- Nine (9) active projects have been identified.
- Over \$431 million in federal dollars have been obligated.
- New interstate & corridor improvement projects will continue to be added on an annual basis.

Transit Program

- Section 5310 – Enhance Mobility for Seniors & Disabled – Approximately \$858,000 in prior year and previous obligations
- Section 5311 – Rural Transportation Formula Funds – Approximately \$818,000 in prior year and previous obligations
- Section 5339 – Bus and Bus Facilities – Approximately \$410,000 in prior year and previous obligations

BACKGROUND

The Rural Transportation Improvement Program (RTIP) is a state mandated document designed to program federal funds. The RTIP provides a fiscally constrained list of highway, interstate, bridge, and transit project that have been identified for funding. Historically, the South Carolina Department of Transportation (SCDOT) has developed and maintained a local RTIP for CMCOG projects. CMCOG will now maintain its own RTIP which will enable the CMCOG staff to monitor and track federally funded projects in the rural study area of the CMCOG region. Projects approved in the RTIP will be incorporated into SCDOT's STIP.