



Memorandum

TO: All Members of the CMCOG **Transportation Subcommittee**

FROM: Joyce Dickerson, Chairperson

DATE: September 5, 2019

SUBJECT: **Next Meeting: September 12, 2019**

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

Please note that a light lunch will be available beginning at 11:45 a.m. so that we can begin promptly at 12:00 noon.

Please be advised that in order for the Subcommittee to conduct business, a quorum of three (3) out of the six (6) local governments or appointed members must be present. Delays in conducting business may result in delays to 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 time, dedication, and service as I look forward to seeing each of you on **September 12th**.

Enclosures

AGENDA

TRANSPORTATION SUBCOMMITTEE

THURSDAY, SEPTEMBER 12, 2019

12:00 PM TO 1:00 PM

CMCOG CONFERENCE ROOM

1. **Welcome, Introductions, and Call to Order** **Joyce Dickerson**
2. **Invocation** **Open**
3. **Determination of a Quorum** **Entire Group**

ACTION

- 4. **Approval of the June 13th Meeting Minutes** **Entire Group**
(Enclosure 1)
5. **Project Updates** **SCDOT**
SCDOT is currently managing various highway, intersection, interstate, and bridge projects throughout our planning region. SCDOT will provide the latest status updates.
6. **Review of the Transportation Subcommittee Bylaws** **R. Simmons**
Every two years with the change in leadership of the subcommittee, staff presents the bylaws as a refresher for the current members and as an introduction for the new members. As a part of this refresher, staff will update the committee on any changes that were made. The CMCOG Transportation Subcommittee last updated its bylaws on June 9, 2016 to include the changes to the committee's composition due to the 2010 Census Urbanized area. Staff will provide an overview to the subcommittee.
(Enclosure 2)

ACTION

- 7. **Meeting Dates & Membership** **R. Simmons**
Staff will review meeting dates for the next two years and the existing membership of the subcommittee. (Enclosure 3)

ACTION

- 8. **2040 LRTP Amendment – Williams Street BUILD Project** **R. Simmons**
The U.S. Department of Transportation (DOT) formally announced a Notice of Funding Opportunity (NOFO) to apply for \$900 million in discretionary grant funding through the Better Utilizing Investments to Leverage Development (BUILD) Transportation Discretionary Grants Program. The City of Columbia submitted an application for the William Street Connector Project. Staff will request for this project to be included in the 2040 Long Range Transportation Plan. (Enclosure 4)

9. **Old/New Business** **Joyce Dickerson**
10. **Public Comments** **Open**
11. **Adjourn** **Joyce Dickerson**

MEETING SUMMARY

Enclosure 1

Transportation Subcommittee

June 13, 2019

<u>Organization</u>	<u>Members Present</u>	<u>Others Attending</u>
City of Columbia:	Sam Davis	
Richland County:	Joyce Dickerson Paul Livingston	
Lexington County:	Todd Cullum	
Calhoun County:	Ted Felder	
CMRTA/The COMET:	John Andoh	Michelle Ransom
SCDOT:		Joey McIntyre Rick Wyatt Kenny Larimore
AECOM		Bill Jordan
CMCOG Staff:		Reginald Simmons Roland Bart Guillermo Espinosa

1. Welcome, Introductions, and call to order

Sam Davis welcomed everyone and called the meeting to order at 12:07 p.m.

2. Invocation

Joyce Dickerson gave the invocation.

3. Determination of a Quorum

It was determined that a quorum was present

4. Approval of the May 9, 2019 Meeting Minutes

A motion was made by Todd Cullum to approve the minutes of May 9, 2019. The motion was seconded by Joyce Dickerson. All were in favor and the minutes were approved.

5. Blythewood Traffic Improvement Area Plan

Reginald Simmons requested a recommendation of approval to adopt the Blythewood Traffic Improvement Area Plan. Mr. Simmons introduced Bill Jordan from the AECOM to provide the presentation. The Central Midlands Council of Governments (CMCOG) in coordination and cooperation with the Town of Blythewood, The Comet and the South Carolina Department of Transportation performed the Blythewood Traffic Improvement Area Plan. The purpose of this land use and transportation plan was to evaluate existing land uses and potential transportation alternatives to address the long-term, multi-modal transportation improvements required to accommodate a potentially significant level of development within and adjacent to the town. Mr. Jordan reviewed the short-term, mid-term, and long-term proposed improvements. He also showed a video of the primary road improvement recommendation that is proposed by the project.

There was a brief discussion.

At this time a motion was made by Joyce Dickerson to adopt the Blythewood Traffic Improvement Area Plan. The motion was seconded by Paul Livingston. All were in favor and the motion was unanimously approved.

6. Video Production Services for Training Videos

Reginald requested a recommendation of approval to approve the Video Production Services for Training Videos. Mr. Simmons introduced Brian Sullivan of Lost Art Communications to assist with the presentation. The Central Midlands Council of Governments (CMCOG) in coordination and collaboration with the Central Midlands Regional Transit Authority (CMRTA) selected and retained Lost Art Communications to develop a series of videos to assist prospective riders when considering public transit options. Some riders who rely on public transit are those with disabilities and seniors, so the videos have been crafted in such a way as to help those with barriers feel more at ease when utilizing

public transit. A total a five (5) videos were scheduled to be produced. Those videos included the following:

- **How to Plan Your Trip:** an instructional video demonstrating how to use the resources provided by the COMET to plan your transit trip, including reading maps and timetables.
- **How to Ride the COMET:** an instructional video demonstrating how easy and convenient it is to use public transportation in the Central Midlands. This video addresses boarding and debarking, paying fares, rules for riding the buses, accessibility, use of bicycle racks, and other amenities offered on COMET buses.
- **How to Ride DART:** an instructional video targeted at individuals with disabilities describing the application and ADA eligibility process for the COMET's Dial-A-Ride Transportation (DART), as well as how to request a trip and how to use the DART system.
- **COMET Technologies and Partnerships:** an instructional video describing the many technological features of the COMET system as well as recently initiated partnerships that add value to the use of the COMET system (such as the partnerships with Uber and Lyft, the new Blue Bike promotion, the ELERT system, etc.)
- **How to Ride the Soda Cap Connector:** an educational video promoting the free Soda Cap Connector service to new riders, especially Downtown Columbia workers, students, and visitors.

The first three videos were available to be viewed on youtube. Mr. Simmons showed two (2) of the videos to the committee as part of their review. The last two videos (as listed above) were still being produced but were scheduled to be completed in the month of July.

There was a brief discussion.

At this time a motion was made by Joyce Dickerson to approve the Video Production Services for Training Videos. The motion was seconded by Todd Cullum. All were in favor and the motion was unanimously approved.

7. FY 2020 – 2021 Unified Planning Work Program

Reginald Simmons requested a recommendation of approval to approve the FY 2020 & 2021 Unified Planning Work Program (UPWP). The 2020 & 2021 COATS Unified Planning Work Program (UPWP) is based on the COATS's 2040 Long-Range Transportation Plan, which was updated and approved by the Policy Committee on September 24, 2015. 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 COATS area. This 2020 & 2021 UPWP emphasizes activities that promote the implementation of the existing plan. The major projects to be completed in this two-year timeframe include:

- Human Services Transportation Coordination Plan

- Congestion Management Plan Update
- Long Range Transportation Plan Update
- Travel Demand Model Update
- Saluda Greenway Feasibility Study
- Short Range Transit Plan, Origin, Destination, & Demographic Study, and Comprehensive Operational Analysis
- Regional Bike Share Plan
- Regional Commuter Rail Plan

At this time a motion was made by John Andoh to adopt the FY 2020 & 2021 UPWP. The motion was second by Todd Cullum. All were in favor and the motion was approved.

8. 2016 – 2022 TIP Amendment – State Apportionment

Reginald Simmons requested a recommendation of approval to amend the 2016 – 2022 TIP to add the full year apportionment for the FY 2020 State Mass Transit Funds. CMCOG is the recipient for State Mass Transit Funds in the Columbia Urbanized Area. These funds can be used for transit related projects that include planning, administration, capital, technical assistance, and limited operating assistance.

For FY 2020, a total of \$519,078 was received for the Columbia Urbanized Area. Mr. Simmons stated that the first step in receiving these funds is to include them in the 2016-2022 TIP.

At this time a motion was made by Paul Livingston to amend the 2016 – 2022 TIP to add \$519,078 in FY 2020 State Mass Transit Funds. The motion was second by Joyce Dickerson. All were in favor and the motion was approved.

9. Old/New Business

There were none.

10. Public Comments

There were none.

11. Adjourn

The meeting was adjourned at 12:58 p.m.



Memorandum

TO: All Members of the CMCOG **Transportation Subcommittee**

FROM: Reginald Simmons, Deputy Executive Director/Transportation Director

DATE: September 12, 2019

SUBJECT: Transportation Subcommittee Bylaws

REQUESTED ACTION

The Central Midlands Council of Governments staff will provide an overview of the Transportation Subcommittee Bylaws.

BACKGROUND

Every two years with the change in leadership of the subcommittee, staff presents the bylaws as a refresher for the current members and as an introduction for the new members. As a part of this refresher, staff will update the committee on any changes that were made. The CMCOG Transportation Subcommittee last updated its bylaws on June 9, 2016 to include the changes to the committee's composition due to the 2010 Census Urbanized area. Staff will provide an overview to the subcommittee.

ATTACHMENT

Transportation Subcommittee Bylaws

TRANSPORTATION ADVISORY SUBCOMMITTEE

BY-LAWS

ADOPTED December 9, 2004

REVISED March 14, 2013

REVISED May 9, 2013

REVISED June 9, 2016

BYLAWS
CENTRAL MIDLANDS COUNCIL OF GOVERNMENTS

Metropolitan Planning Organization
Transportation Advisory Subcommittee

ARTICLE I

Purpose and Objectives

- 1.1 The purpose and mission of the Transportation Advisory Subcommittee, hereinafter referred to as the Subcommittee, 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 Subcommittee shall consist of the representatives appointed by the chairperson of the Central Midlands Council of Governments (CMCOG), the Regional Transit Authority, and the disabled community in the area served by the Subcommittee.
- 2.2 Members who represent the member governments on the Subcommittee shall be eligible to discuss and vote on all matters requiring action, and hold Subcommittee offices.
- 2.3 Members who represent the Regional Transit Authority, the disabled community, and non-CMCOG member governments on the Subcommittee shall be eligible to discuss and vote on all matters requiring action and shall not hold Subcommittee offices.
- 2.4 If a vacancy shall occur on the Subcommittee 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 Subcommittee 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 Subcommittee and have the duties normally conferred on such office. The Chairperson shall have the privilege of discussing all matters before the Subcommittee 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 Subcommittee, the Chairperson may appoint a temporary Chairperson for that meeting and proceed with the order of business.
- 3.5 The Chairperson or his/her designee shall represent the Subcommittee on advisory committees or other ad hoc working groups if the Subcommittee creates such organizations to provide opinionated input on specific projects.
- 3.6 The CMCOG Transportation Director of the Subcommittee provides support to the committee and shall serve as Secretary-Treasurer. The CMCOG Transportation Director shall keep the minutes and records of the Subcommittee, prepare with the Chairperson the agenda for regular and special meetings, provide notice of meetings, attend to correspondence of the Subcommittee, and maintain the records and accounts of the Subcommittee.

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 1st.
- 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 Subcommittee 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.
- 5.4 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 Subcommittee shall be held at such places as the Subcommittee shall determine or at such other time, date and place as called by the Chairperson; provided that the Subcommittee 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 Subcommittee. Such meetings shall be at such place and time as the Chairperson deems appropriate.
- 6.3 The Subcommittee 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 Voting Members from three of the five local governments or appointed memberships shall constitute a quorum. A quorum shall be present before any business is transacted. If a quorum is lost before business begins, the Chairperson may continue with the meeting and the Transportation Subcommittee business.
- 6.5 All meetings at which official actions are taken shall be open to the public. All CMCOG Board and Subcommittee meetings will be handled consistent with the S.C. Freedom of Information Act.
- 6.6 When no quorum is present at an official meeting of the Subcommittee, the Chairperson may forward a recommendation to the CMCOG Board of Directors that reflects the consensus of those members present.
- 6.7 Parliamentary procedure in Subcommittee meetings shall be governed by Robert's Rules of Order to the extent that such rules are not in conflict with these bylaws.

- 6.8 Each representative of the Subcommittee 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 Subcommittee representative.

Subcommittee 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.

When a Subcommittee representative is unable to attend a meeting or must leave a meeting before a vote is taken, no proxy shall be accepted.

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 Subcommittee 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 Subcommittee to carry out its duties and responsibilities members are strongly encouraged to attend the meetings. Members who are unable to attend Subcommittee meetings on a regular basis or who for other reasons cannot fulfill their duties as Subcommittee members should notify the appropriate appointing body to determine if replacement is warranted. Subcommittee 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:

Call to order.

- a. Attendance;
- b. Determination of a Quorum;
- c. Invocation;
- d. Approval of Minutes of Previous Meeting;
- e. Reports of Officers, Committees, and Staff;
- f. Old Business;
- g. New Business; 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 XII

Adoption and Amendment

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

ADDENDUM A

Transportation Advisory Subcommittee

A Transportation Advisory Subcommittee has been established as a Subcommittee of the MPO (CMCOG Board). The Transportation Advisory Subcommittee members are local elected officials or their designees, and membership has been dispersed among the primary county and municipal jurisdictions found within the transportation planning study area. Members of the Subcommittee are appointed by the duly elected MPO (CMCOG) Chairman. The Transportation Advisory Subcommittee Chairman and Vice Chairman are also appointed by the duly elected MPO (CMCOG) Chairman. The Chairmanship of the Transportation Advisory Subcommittee rotates among the member governments of Richland County, Lexington County, and the City of Columbia. The composition of the Transportation Advisory Subcommittee (14 Total) is as follows:

- | | | |
|-------|-----|--|
| Three | (3) | Representatives from City of Columbia |
| Three | (3) | Representatives from Lexington County |
| Three | (3) | Representatives from Richland County |
| Two | (2) | Representatives from Kershaw County |
| One | (1) | Representative for the five, small, local member governments (Springdale, Cayce, Lexington, West Columbia, Irmo) within Lexington County |
| One | (1) | Representative of the Fixed Route Transit Service (CMRTA or designee) |
| One | (1) | Representative of the disabled community (Advocacy group designee) |

TRANSPORTATION SUBCOMMITTEE MONTHLY MEETING
CMCOG CONFERENCE ROOM

12 p.m.

Calendar Year 2019

July 11th
August 8th
September 12th
October 10th
November 14th
December 5th

Calendar Year 2021

January 14th
February 11th
March 11th
April 8th
May 13th
June 10th

Calendar Year 2020

January 9th
February 13th
March 12th
April 9th
May 14th
June 11th
July 9th
August 13th
September 10th
October 8th
November 12th
December 3rd

Please be advised that the Transportation Subcommittee meets on the second Thursday of each month except for December. The December meeting is typically scheduled for the first Thursday of that month. Also, please note that if a meeting is the same day as a holiday, then the chair of the subcommittee may decide to re-schedule that meeting. Please note that if the subcommittee does not meet, a cancellation notice will be sent.



Memorandum

TO: All Members of the CMCOG Transportation Subcommittee

FROM: Reginald Simmons, Deputy Executive Director/Transportation Director

DATE: September 12, 2019

SUBJECT: Williams Street BUILD Grant

REQUESTED ACTION

The Central Midlands Council of Governments' staff requests a recommendation of approval to amend the 2040 LRTP to add the Williams Street Connector BUILD Project.

PROGRAM DESCRIPTION

Fiscal Year 2019 BUILD (Better Utilizing Investments to Leverage Development) Transportation grants are for investments in surface transportation infrastructure and will be awarded on a competitive basis to projects that will have a significant local or regional impact. BUILD funding can support roads, bridges, transit, rail, ports or intermodal transportation.

The Consolidated Appropriations Act of 2019 made available \$900 million for National Infrastructure Investments, otherwise known as BUILD grants. For this round of BUILD grants, the maximum grant award is \$25 million, and no more than \$90 million can be awarded to a single State.

In coordination with the University of South Carolina, the City of Columbia has submitted a BUILD application to request funding for the Williams Street Connector project. This proposed project will extend Williams Street along a new location right-of-way that will connect Gervais Street and Blossom Street. This project will also extend Devine Street along a new location right-of-way from Huger Street to the new proposed Williams Street.

The intent of this roadway is not to be a commuter route but a small internal roadway that opens up access to the riverfront property. The project will have pedestrian and bicycle features and will be served by a planned red-light at the intersection of Greene Street and Huger Street which is part of the Greene Street Phase 2 project.

ATTACHMENT

CMCOG Letter of Support
Project Request to be included into the 2040 LRTP

Engineering Division
PO Box 147 | Columbia, SC 29217 | (803) 545-3300

July 10, 2019

Mr. Reginald Simmons
Deputy Executive Director/Transportation Director
Central Midlands Council of Governments
236 Stoneridge Drive
Columbia, South Carolina 29210

RE: Request to Place Williams Street Connector on STIP

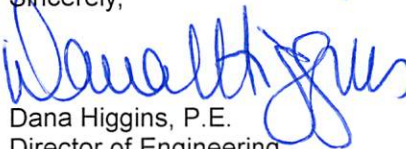
Dear Mr. Simmons,

The City of Columbia requests the recommendation of the Council of Governments Board to place the Williams Street Connector on the Statewide Transportation Improvement Program. This project includes the installation of infrastructure needed to influence economic development, multi-modal accessibility, and ecological protection/preservation of 60 acres of undeveloped land adjacent to the Congaree River. The project design includes safe and reliable access for vehicles, pedestrians and bicycles from the heart of downtown Columbia to the river.



As we know that this project will enhance the lives of those in the Midlands region, we are supportive of this project moving forward. Please let me know if you have any questions or need any additional information.

Sincerely,


Dana Higgins, P.E.
Director of Engineering
City of Columbia

cc: Missy Gentry, PE, Assistant City Manager
Clint Shealy, PE, Assistant City Manager



July 12, 2019

Ms. Teresa Wilson
City Manager
City of Columbia
P.O. Box 147
Columbia, SC 29217

RE: Columbia Riverfront Gateway Project

Dear Ms. Wilson:

Please be informed that the Central Midlands Council of Governments is in receipt of your request to include the Columbia Riverfront Gateway Project into the Columbia Area Transportation Study Metropolitan Planning Organization 2040 Long Range Transportation Plan (LRTP). Our next Policy Committee meeting will be held at our offices on August 22, 2019 in which we will make a recommendation to place this project into the 2040 LRTP. This project presents an exciting opportunity for the Columbia Urbanized Area. Please don't hesitate to contact us if you have any questions or need any additional information.

Very truly yours,

A handwritten signature in blue ink that reads "Benjamin J. Mauldin".

Benjamin J. Mauldin
Executive Director

cc: Reginald Simmons, Deputy Executive Director/Transportation Director