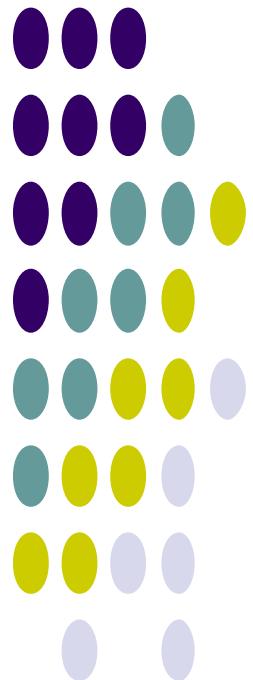




# Policy Coordinating Committee



Date: March 15, 2010

Time: 10:00 A.M.

Place: Conference Room A  
County Square, Greenville

**AGENDA**  
**GPATS POLICY COORDINATING COMMITTEE**  
**March 15, 2010**  
**Conference Room A, County Square**  
**10:00 a.m.**

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| <b>1. Call to Order</b>   | Chairman<br><i>Senator David Thomas</i>                                |
| <b>action: 2. Approval of January 12, 2010 Minutes</b>  | Attachment 1   |
| <b>3. Presentation of Draft FY 2011 UPWP</b>  | Attachment 2<br><i>Daniel McGee</i>                                    |
| <b>action: 4. Approval of Citizens Advisory Committee By-Laws</b>   | Attachment 3<br><i>Tiffany Wedmore</i>                                 |
| <b>action: 5. Approval of Study Team By-Laws</b>  | Attachment 4<br><i>Tiffany Wedmore</i>                                 |
| <b>6. Project Updates</b> <ul style="list-style-type: none"><li>• I-385 Widening of Greenville County portion</li><li>• ARRA Stimulus Projects<br/>(Church St., Prince Perry, Fairforest Way, and Salters Road)</li><li>• Easley Bike &amp; Pedestrian Master Plan</li><li>• Multi Modal Rail Corridor Alternatives Study</li></ul> | <i>Tommy Elrod</i><br><br><i>Alta Consulting</i><br><i>TranSystems</i> |
| <b>7. New Business</b> <ul style="list-style-type: none"><li>• SCTAC Traffic Study</li><li>• Woodside Mill Historic Survey &amp; SC 418 Corridor</li><li>• Transit Vision &amp; Master Plan</li></ul>   | <i>Keith Brockington</i><br><i>Dan Powell</i><br><i>Carl Jackson</i>   |
| <b>8. Public Comment</b>  |  |
| <b>9. Adjourn</b>   |  |

**MINUTES**  
**GPATS POLICY COORDINATING COMMITTEE**  
**January 11, 2010**  
**Conference Room A – County Square**  
**10:00 a.m.**

**MEMBERS PRESENT:** Senator Thomas, Chairman; Senator Anderson; Senator Verdin; Senator Martin; Representative Owens; Representative Loftis; Greenville County Councilor Gilstrap; Councilor Burns; Councilor Meadows; Councilor Payne; Mayor Bagwell; Mayor Long; Mayor Deese; Mayor Danner; Mayor Godbey; Pickens County Councilor J. Willis; Commissioner H. Atkins; Commissioner E. Adams; T. Usher; B. Knight; M. Carter and M. Long;

**OTHERS PRESENT:** K. Brockington; T. Wedmore; D. McGee; J. Owings; D. Powell; T. Elrod; D. Frate; H. Gamble; J. Gardner; S. Gwynn; B. Jordan; P. Lindsay; B. West; J. Wortkoetter; C. Tumblin; E. Case; D. Castle; C. Godbey and E. Paxton

The Chair called the meeting to order at 10:00 a.m.

While awaiting a quorum, the Chairman moved forward the following items on the agenda to receive information.

**PROJECT UPDATES**

**I-385 Widening of Greenville County portion**

Tommy Elrod addressed the Committee members with an update of the widening of the I-385 portion in Greenville County as well as the progress of other stimulus projects. He stated there would be a Public Information meeting on the widening and rehabilitation of I-385 on Tuesday, January 1, 2010 at the Bethel Elementary School.

With a quorum being present The Chairman moved the following item forward.

**TIP AMENDMENT FOR CONTINGENCY TO SHIFT ARRA FUNDS**

Dan McGee addressed the Committee members requesting an approval to move funds in the TIP. The monies moved would be the monies that were left over from the Easley project and the monies for the Church Street project and move them to the I-385 Widening project. Mr. McGee stated SCDOT would in turn use their Interstate funds to fund the Church Street project.

**MOTION:** By Mayor Godby, seconded by Mr. Burns to approve the shift in monies. The motion carried unanimously.

## **DRAFT OF CITIZEN ADVISORY COMMITTEE BY-LAWS**

Dan McGee addressed the draft copy of by-laws for the Citizen Advisory Committee, which was included in the agenda packet. He asked for the Committee members to peruse the information and any suggestions would be welcome.

## **DRAFT OF STUDY TEAM BY-LAWS**

Dan McGee addressed the draft copy of the Study Team by-laws, which was included in the agenda packet, stating he would like the Committee to review them and bring any suggestions to his attention.

### **Easley Bike and Pedestrian Master Plan**

Tiffany Wedmore addressed the Committee members on the Bike and Pedestrian Master Plan of the City of Easley. She distributed copies of the Master Plan which provided information on existing conditions and recommendations including maps outlining proposed pedestrian and bicycle systems.

### **Multi Modal Rail Corridor Alternatives Study**

Daniel McGee gave a brief overview of the Multi-modal Transit Corridor Alternatives Feasibility Study which is being funded through GPATS Planning funds for the Greenville County and the GCEDC. The Draft Final Report outlines the project approach and background, public and stakeholder meetings, existing conditions of the rail corridor, and detailed analysis of alternatives (ranging from commuter rail, street car, Diesel light rail, and bus rapid transit) and service parameters and costs. It also provides some discussion of economic and transit oriented development opportunities. Mr. McGee concluded with the next steps and the implementation strategies which will be spelled out in the final report which will be presented to the Policy Committee in March.

Senator Thomas suggested having a workshop for the Policy Committee members with more details regarding the study.

### **Hampton Avenue Bridge**

John Owings and Steve Gwynn addressed the Policy Committee with information regarding using Tiger Funding as a source for replacing the Hampton Avenue Bridge. Mr. Gwynn stating he had received notification there may be additional funding available for use with pedestrian facilities, bicycle facilities, streetscaping and rail corridor preservation. He stated the pedestrian facility would be a category in which funding could be used for the bridge.

Senator Thomas asked Mr. Gwynn to keep the Committee posted on the status of the additional funding. He requested an update at the next Committee meeting.

Mr. Gwynn stated if additional monies become available, they as the first round of stimulus monies would have stipulations. One being 50% of the monies would need to be spent within the 90 days and the remainder within another 90 days. Mr. Gwynn stated the project would need to be shovel ready.

**APPROVAL OF THE SEPTEMBER 21, 2009 MINUTES**

**MOTION:** By Mayor Godbey, seconded by Ms. Willis to approve the minutes of the September 21, 2009 meeting. The motion carried unanimously.

**SCTAC DONALDSON CENTER TRAFFIC STUDY**

John Owings stated staff was doing an evaluation of the roads at the Donaldson Center. He stated staff would be doing traffic counts and studies, including protecting cyclists.

**RECOGNITION**

John Owings recognized and presented a gift to Mr. Hugh Atkins, SCDOT Commissioner who has assisted the GPATS Committee immensely, on his retirement. He expressed the Committee's appreciation and wished Mr. Atkins well.

There being no further business to come before the Committee, the Chair adjourned the meeting at 11:10 a.m.

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Draft Fiscal Year 2011 Final Unified Planning Work Program

**GPATS UPWP Work Schedule****Planning Element Summary**

<b>Planning Activities</b>	<b>Local</b>	<b>FHWA PL and FTA 5303</b>	<b>Total</b>
<b>Element 101 Study Coordination</b>	10,000	40,000	50,000
<b>Element 102 Unified Planning Work Program</b>	14,000	56,000	70,000
<b>Element 103 Staff Education</b>	3,000	12,000	15,000
<b>Element 104 Computer System and Equipment</b>	2,000	8,000	10,000
<b>Element 201 Public Involvement Program</b>	19,100	76,400	95,500
<b>Element 301 Systems Performance and Safety Planning</b>	10,100	40,400	50,500
<b>Element 302 Short Range Planning</b>	16,000	64,000	80,000
<b>Element 303 Multi-modal Coordination</b>	20,800 (1)	83,200	104,000
<b>Element 401 Transportation Improvement Program</b>	22,058	88,232	110,290
<b>Element 402 Long Range Planning</b>	26,000	104,000	130,000
<b>Totals:</b>	<b>143,058 *</b>	<b>572,232</b>	<b>715,290</b>
<b>Element 403 Special Transportation Studies</b>			
City of Greenville Master Bicycle Plan	20,000 (2)	80,000	100,000
Woodside Mill Historic Survey & SC 418 Plan	7,750 (3)	35,000	42,750
Brushy Creek Greenway Feasibility Study	7,750 (4)	35,000	42,750
Regional Comprehensive Strategic	TBD	TBD	TBD
<b>Total for PL carry over funded plans</b>	<b>35,500</b>	<b>150,000</b>	<b>185,500</b>

\* - Under agreement the PL Local Match (20%-\$122,258 matched 75% Greenville Co. – 25% Pickens Co.)  
 Footnotes: (1) – Matched by GTA; (2) – Matched by City of Greenville; (3) – Matched by City of Fountain Inn;  
 (4) – Matched by the City of Easley.



**Greenville Pickens Area Transportation Study (GPATS)  
Citizens Advisory Committee Bylaws**

**Article I  
Name**

The name of this organization shall be the Citizens Advisory Committee of the Greenville Pickens Area Transportation Study (GPATS) Metropolitan Planning Organization.

**Article II  
Responsibilities**

1. The Citizens Advisory Committee (CAC) shall advise the GPATS Policy Coordinating Committee and the GPATS Study Team on matters of public opinion from individual citizens and citizen groups regarding the Long Range Transportation Plan(s) (or other plans) relative to the study findings, and recommendations or other planning endeavors as outlined in the Unified Planning Work Program.
2. The Citizens Advisory Committee has the following responsibilities:
  - a. Assist in the development and maintenance of a Public Involvement Program.
  - b. Ensure that citizen participation in the transportation planning process is in accordance with the Participation Plan.
  - c. Review the products of the MPO transportation planning process and be engaged in the development of the overall planning process.
  - d. Assess public opinion relative to the effectiveness of the transportation planning activities of the MPO.
  - e. Make recommendations as appropriate to the Policy Coordinating Committee and Study Team regarding transportation needs, concerns, and issues of citizens within the GPATS area.

**Article III  
Organization**

1. The Citizens Advisory Committee shall be composed of members who reflect community interests within the study area. Membership to the CAC will work cooperatively with a diverse cross-section of the community to effectively plan for transportation needs.
2. Each of the twelve County Council members in Greenville County shall appoint a Greenville County resident to serve on the CAC. Additionally, the Pickens County Council representatives for Districts 3, 4, 5, and 6 (those included within the GPATS area) shall appoint a Pickens County resident to serve on the CAC. The Anderson County Council District 6 representative may appoint a CAC member from Anderson

County, and Laurens and Spartanburg counties may recommend applicants for the CAC.

3. Members should represent a wide variety of interests in the community, including business, labor, senior citizens, the environment, people with disabilities, and neighborhood organizations. To achieve as diverse an organization as possible, GPATS Policy Committee members may approve applications for residents to serve on the CAC, in addition to those appointed by Council members. Membership shall not exceed 35 people.
4. The Citizens Advisory Committee shall have a Chairperson, a Vice Chairperson, and a Secretary. After the initial organizational meeting, elections shall take place at the following meeting of the CAC. The Secretary shall be appointed by the Chairperson; and, the Secretary may designate an assistant who may not be a member of the CAC to assist him/her in carrying out his/her duties. The term of office for all officers shall be for one year or until such time as new officers are elected.
5. Citizens Advisory Committee members shall be citizens and year-round residents who live within the GPATS area. CAC members shall not be state, county, or municipal elected officials or declared candidates for public office. Should the status of any CAC member change in such a way as to disqualify him from membership under the terms of this paragraph, his/her membership shall automatically terminate. Those who thus become ineligible for CAC membership shall provide written notice to the MPO staff, the CAC Chairman and the MPO member responsible for appointing their replacements.
6. If, at any time, the MPO finds that any Citizens Advisory Committee member is not performing his or her duties or is impairing the ability of the CAC to meet its responsibilities under these bylaws, the MPO may, by majority vote, remove that member from the CAC.
7. Should the Chairperson or Vice Chairperson position become vacant in mid-term, a special election shall be conducted to fill the position(s) for the unexpired term.
8. An officer may succeed himself/herself with no limitations to the number of terms.

## **Article IV** **Duties of Officers**

1. The Chairperson shall have the following duties:
  - a. Preside at all meetings of the Citizens Advisory Committee.
  - b. Authenticate, by his/her signature, the resolutions and other official instruments adopted by the Citizens Advisory Committee.
  - c. Serve on the Policy Committee as a non-voting member.

- d. Represent the Citizens Advisory Committee at hearings, conferences, and other events as necessary.
2. The Vice Chairperson shall have the following duties:
  - a. Perform the duties of the Chairperson in the absence of the Chairperson.
  - b. Perform other functions delegated by the Chairperson.
3. The Secretary shall have the following duties:
  - a. Assist MPO staff with scheduling required meeting announcement and agenda activities.
  - b. Recording the proceedings of each Citizens Advisory Committee meeting.
  - c. Preparing with the assistance of the MPO staff the minutes, resolutions, and other official instruments for committee action.

## **Article V** **Meetings**

1. Meetings of the Citizens Advisory Committee shall be at least biannually as called by the MPO Coordinator at the direction of the Chairperson when work program items or other provisions of these Bylaws require their actions. Other meetings may be necessary to carry out responsibilities of the transportation planning process and to maintain compliance with Federal transportation planning regulations. Such other meetings shall be called by the Chairperson and held in accordance with work program schedules.
2. Any member of the Citizens Advisory Committee having two consecutive absences from regular meetings during a fiscal year (July 1- June 30) shall be deemed to have vacated the appointment (unless warranted due to special circumstances) to the committee and the Policy Committee may appoint a new member to replace the vacated appointment.
3. The annual business meeting shall be the last meeting of the fiscal year.
4. A quorum shall be required for business transactions and shall consist of majority members.
5. Official action on agenda items will require a simple majority of the voting members present and the Chairperson is entitled to vote on all matters.

## **Article VII** **Rules of Order**

1. The Citizens Advisory Committee shall conduct business as prescribed in Robert's Rules of Order Revised unless prescribed otherwise by amendment to these Bylaws.

2. The Secretary of the Citizens Advisory Committee shall be the Committee's Parliamentarian and to assist the Chairperson with respect to these procedures.

### **Article VIII** **Amendment to Bylaws**

1. These Bylaws may be amended by an affirmative vote of a simple majority of the voting membership of the Citizens Advisory Committee. The proposed bylaw amendment, after review and approval by the Policy Committee, shall be presented for consideration at a regular Citizens Advisory Committee meeting providing there is at least a two weeks prior notice of the proposed amendment to the membership of the Citizens Advisory Committee.

Date of Amended Bylaw adoption:

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Daniel McGee  
Transportation Planning Manager, Greenville County Planning Department

ATTEST:

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Keith Brockington  
Transportation Planner, Greenville County Planning Department

**Greenville Pickens Area Transportation Study (GPATS)  
Study Team Bylaws**

**Article I  
Name**

The name of this organization shall be the Study Team of the Greenville Pickens Area Transportation Study (GPATS).

**Article II  
Responsibilities**

1. The Study Team is the body responsible for the provision of professional and technical review of transportation plans, projects, programs, and special studies developed through GPATS. The Study Team serves as the coordinating forum of all agencies that are responsible for the provision and operation of transportation modes within the GPATS area.
2. The Study Team has the following responsibilities:
  - a. To oversee and advise the professional staff and Policy Committee of the MPO in the development of an annual Unified Planning Work Program which includes transportation studies, programs, and other planning activities related to maintaining GPATS.
  - b. To advise and provide technical assistance to the MPO professional staff and the Policy Committee in the development of a Long Range Transportation Plan, the annual Transportation Improvement Program, and other special transportation studies as necessary.
  - c. To review and subsequently recommend action by the Policy Committee on transportation plans, programs, and other special projects prepared by the professional staff or Study Team of the MPO.
3. The Study Team has the responsibility to review and recommend transportation plans, programs, and implementation schedules resulting from the continuing, comprehensive, and cooperative transportation process in accordance with the planning factors required by current federal transportation legislation:
  - a. Planning Factor 1: Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
  - b. Planning Factor 2: Increase the safety of the transportation system for motorized and non-motorized users;
  - c. Planning Factor 3: Increase the ability of the transportation system to support homeland security and to safeguard the personal security of all motorized and non-motorized users;
  - d. Planning Factor 4: Increase the accessibility and mobility options available to people and for freight;

- e. Planning Factor 5: Protect and enhance the environment, promote energy conservation, and improve quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- f. Planning Factor 6: Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
- g. Planning Factor 7: Promote efficient system management and operation, and
- h. Planning Factor 8: Emphasize the preservation of the existing transportation system.

### **Article III Organization**

1. The MPO Policy Committee designates the membership and direction of the Study Team. The Study Team shall be composed of representatives of public agencies having transportation or transportation-related planning, programming, and/or implementation responsibilities within the GPATS Urbanized Area. The Study Team shall include at least one representative from each of the following entities:

Anderson County  
Appalachian Council of Governments  
City of Greenville  
City of Greer  
City of Easley  
City of Fountain Inn  
City of Liberty  
City of Mauldin  
City of Pickens  
City of Simpsonville  
City of Travelers Rest  
Federal Highway Administration  
Federal Transit Administration  
Greenlink  
Greenville County Engineering  
Greenville County Planning Department  
Greenville County Public Works  
Pickens County  
South Carolina Department of Transportation – Planning  
South Carolina Department of Transportation – Pre-Construction  
South Carolina Department of Transportation – Traffic Engineering

2. The Planning Manager or Senior Planner representing the MPO shall serve as Chairman of the Study Team.

3. The Study Team may establish subcommittees as needed.

#### **Article IV** **Duties of the Chairman and Secretary**

1. The Chairman shall preside at all meetings of the Study Team.
2. The Chairman shall authenticate, by his/her signature, the minutes and resolutions adopted by the Study Team.
3. The Chairman shall represent the Study Team at Policy Committee meetings, hearings, conferences, and other events as necessary.
4. The Chairman shall direct an MPO planner to serve as the Secretary of the Study Team.
5. In the absence of the Chairman, the Secretary shall perform the duties of the Chairman.
6. The Chairman may serve as a liaison to the Citizens' Advisory Committee or may designate another voting member of the Study Team to serve as liaison.

#### **Article V** **Duties of the Secretary**

1. The Secretary shall be responsible for recording the proceedings of each Study Team meeting; for preparing minutes and resolutions that are adopted; and for disseminating the minutes and resolutions adopted at the meetings.
2. The Secretary may designate an assistant to assist him/her in carrying out his/her duties.

#### **Article VI** **Meetings**

1. The Study Team shall meet at least two weeks before each scheduled meeting of the GPATS Policy Committee meeting and additionally as needed to ensure coordination among agencies and to develop policy and project recommendations for the Policy Committee.
2. The presence of a simple majority of Study Team membership at Study Team meetings shall constitute a quorum for business transaction.
3. Official action on agenda items of the Study Team will require a simple majority of the voting members (or their proxy) present at the Study Team meeting.

**Article VII**  
**Rules of Order**

1. The Study Team shall conduct business as prescribed in Robert's Rules of Order Revised unless prescribed otherwise by amendment to these bylaws.
2. The Secretary of the Study Team shall be the Committee's Parliamentarian.

**Article VIII**  
**Amendment to Bylaws**

1. These bylaws may be amended by an affirmative vote of a simple majority of the full voting membership of the committee, contingent upon subsequent concurrence of the Policy Committee. A proposed bylaw change shall be presented for consideration at a regular Study Team meeting; however, voting shall be deferred until the regular meeting following the meeting at which the bylaw change was proposed.

Date of Amended Bylaw adoption:

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Daniel McGee  
Transportation Planning Manager, Greenville County Planning Department

ATTEST:

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Keith Brockington  
Transportation Planner, Greenville County Planning Department