



Regional Transportation & Highway Safety Committee



COMMITTEE MEETING GUIDE



PURPOSE OF THE COMMITTEE

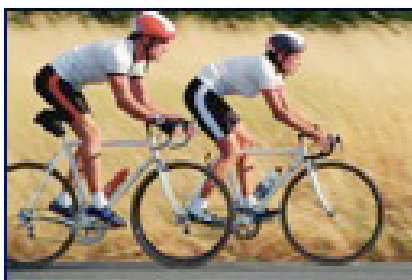
The KY transportation planning process has several key groups that are responsible for the development of the State Highway Plan.

- 15 Area Development Districts (ADDs),
- 9 Metropolitan Planning Organizations (MPOs),
- 12 Highway District Offices (HDOs), and
- Kentucky Transportation Cabinet (KYTC) Department of Highways.

The Lincoln Trail ADD Regional Transportation & Highway Safety Committee (RTHSC) and the Radcliff- Elizabethtown MPO are responsible for identifying, evaluating, and prioritizing transportation needs in Breckinridge, Grayson, Hardin, Larue, Marion, Meade, Nelson, and Washington Counties.

The RTHSC was established as an advisory body to the Lincoln Trail ADD Board of Directors. Currently, there are 23 members serving on the Committee representing local municipalities, counties, regional, and state entities. This Committee is responsible for:

- Establishing direction for the regional transportation program,
- Reviewing and approving planning documents, and
- Prioritizing transportation improvement projects.



Vision Statement

The vision of the Committee consists of a safe, efficient, and diverse transportation system that fosters sustainable economic development, environmental protection, and social equity in the Lincoln Trail ADD region.

Mission Statement

The Lincoln Trail RTHS Committee exists to identify, promote, and facilitate the completion of quality transportation projects and programs by analyzing appropriate data, evaluating current projects, and collaborating with stakeholders and decision-makers to improve the level of sustainability in the region.

Primary Goals

Safety: Improve the overall safety of the Lincoln Trail ADD regional transportation system through the redevelopment of dangerous corridors.

Economic Development: Support the economic growth and development of communities within the Lincoln Trail ADD by improving the transportation network.

Accessibility: Improve the accessibility of the regional transportation network and increase mobility options by enhancing bicycle, pedestrian, and transit systems.

Environmental Preservation: Preserve environmental resources through the development of environmentally friendly transportation projects.

Coordination: Coordinate the regional transportation planning process with all interested parties.

MEETING INFORMATION

Types of Meetings

The LTADD Regional Transportation & Highway Safety Committee meets for one or more of the following reasons:

- To share information
- To solve a problem and/or make a decision
- To generate and discuss ideas, or
- To advise the LTADD Board of Directors on a course of action.

Meeting Location and Time

Location

Lincoln Trail Area Development District
Boardroom
613 College Street Road
Elizabethtown, KY 42702

For directions, please use:
<http://www.ltadd.org/contactus.shtml>

Date and Time

3rd Wednesday at 10:30am usually in
September, November, January, March, and June

FY 2011 Schedule

Sept 15; Nov 17; Jan 26; Mar 16; May18

Role of Committee Members and Staff

Members of the Committee include County Judge/Executives, Mayors, Public Works Directors, Road Supervisors, Transit Coordinators, and other local officials. Persons with an official status are solicited on an annual basis. The Membership List is then updated annually to reflect all approved changes.

If one would like to become a member, a person can contact their local County Judge/Executive to seek their recommendation or contact the LTADD Regional Transportation Planner.

Chairperson

The Chairperson serves as the presiding officer for all activities and represents the Committee in front of the LTADD Board of Directors.

Prior to the Meeting

- Coordinate with Staff to establish the meeting date, time, agenda, and purpose
- Read and understand the meeting materials
- Become familiar with the annotated agenda
- Clarify any questions or concerns with Staff
- Meet with Staff just prior to the meeting

During the Meeting

- If necessary, confirm that all meeting participants are aware of their roles
- Project a sense of order and move through the agenda in a timely fashion
- Ensure all members have the opportunity to voice their opinions and concerns
- Ensure a general consensus has been reached before advancing
- If necessary, consult with the Recording Secretary prior to moving on

After the Meeting

- Present the Executive Report to the LTADD Board of Directors
- Clarify any information for the Board of Directors or, if necessary, consult the Recording Secretary
- Review official meeting minutes and make note of any inaccuracies



Vice-Chairperson

In the event the Chairperson is not able to attend, the Vice-Chairperson is asked to assume the responsibilities of the Chairperson. In general, the Vice-Chairperson will be included in correspondence between the Chairperson and the Recording Secretary.

Voting & Advisory Members

Prior to the Meeting

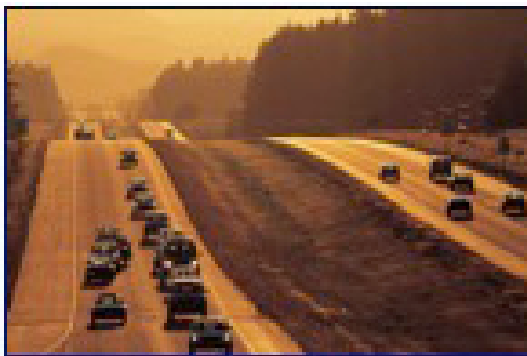
- Confirm attendance with Staff
- Read and understand meeting materials
- Clarify any questions or concerns with Staff

During the Meeting

- Address the specific agenda item at hand
- Ask for clarification as needed
- Engage in respectful and constructive discussion
- Actively listen to each participant
- Attempt to move toward consensus

After the Meeting

- Review official meeting minutes and make note of any inaccuracies
- Assist Staff with following through on Committee decisions as applicable



Recording Secretary

The Recording Secretary is the Staff Regional Transportation Planner.

Prior to the Meeting

- Coordinate with the Chairperson to establish the meeting date, time, agenda, and purpose
- Prepare and distribute meeting reference material to all Committee members
- Create annotated agenda for the Chairperson's use
- Confirm meeting attendance one week prior to the meeting
- Address any questions or concerns of Committee members or the public
- Meet with the Chairperson just prior to the meeting

During the Meeting

- Record meeting minutes
- Actively support the Chairperson as needed
- Provide background information as required
- Actively listen to each member and summarize intent of the Committee before advancing
- Provide additional information to ensure informed decision-making

After the Meeting

- Develop Executive Report for the LTADD Board of Directors and disseminate to Chair and Vice-Chairpersons, and LTADD Executive Assistant
- Develop official meeting minutes from notes and distribute to all members, KYTC Division of Planning Staff, and General Assembly Members
- Follow through with the execution of all Committee decisions

General Public

Members of the general public are invited and encouraged to attend all Committee activities and meetings. Relevant input beneficial to the decision-making process is welcomed and appreciated. In general, public comments are heard after all agenda items have been covered.

Prior to the Meeting

- Obtain meeting materials
- Clarify any questions or concerns with Staff

During the Meeting

- If applicable, ask to obtain the floor and provide input on the specific agenda item at hand
- Ask for clarification as needed
- Actively listen to each participant

After the Meeting

- Ask for a copy of the meeting minutes once they are completed
- If applicable, review the meeting minutes and make note of any inaccuracies

Meeting Procedures

The meeting will follow Robert's Rules of Order. Below is a general outline for each Committee meeting.

Opening

- Chairperson will call the meeting to order
- Chairperson will review voting privileges of members and welcome any guests
- Chairperson will review the purpose of the meeting and begin moving through the agenda items

Agenda Items

- Staff will provide background information for each agenda item as necessary
- Advisory members will provide additional information for each agenda item as needed
- All members and guests will then have the opportunity to discuss the specific agenda item at hand

Approving or Disapproving Motions

- If applicable, the Chairperson will ask for a motion to approve the item or action as presented or as amended
- A voting member will then make a motion. Another voting member will then need to second the motion.
- Once a motion is seconded, the floor will be opened to any further discussion.
- After the discussion, a voice vote is taken. Voting members will signify approval by saying "Aye" or disapproval by saying "Nay"

Closing

- Once all of the agenda items have been covered, the Chairperson will ask for a motion to adjourn the meeting. A motion will be made and then seconded.
- The Committee will then stand adjourned until the following meeting.

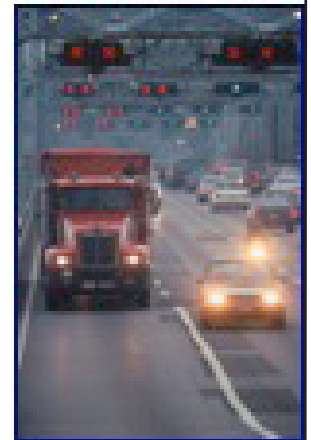
How to Make a Motion

A motion is simply a way to officially bring up an issue for discussion.

To make a motion:

- Obtain the floor by addressing the Chairperson
- State the motion carefully. Usually begin by saying "I move that"...
- To be discussed, the motion will then have to be seconded
- The Chairperson will then repeat the motion and call for any discussion
- After the discussion, a vote is taken

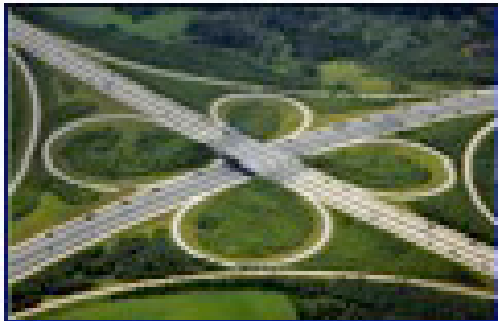
An amendment to a motion can be made to modify a motion under consideration. Procedurally, all the actions stated above would have to be made.



PROJECT LIFE CYCLE

1. Identify Purpose and Need for Project
2. Develop Project Identification Form
3. Place Project on Unscheduled Projects List
4. Prioritize and Rank Projects during Prioritization and Ranking Cycle

(Includes Local, ADD, HDO and State evaluation)



5. If Project is a Statewide High Priority, then placement on Recommended Highway Plan.
6. Recommended Highway Plan sent to General Assembly
7. If Project remains a High Priority, then placement on Biennial Highway Plan.
8. Biennial Highway Plan sent to Governor's Office for approval.
9. Funding will be allocated for the project based on funding year and availability.
10. Efforts will begin to complete project.

Projects generally go through following phases:

- Planning
- Design
- Right of Way Acquisition
- Utility Relocation, and
- Construction.

Often, projects will need funding allocations through several Biennial Highway Plans to be fully funded and constructed.

DOCUMENTS & RESOURCES

Statewide Transportation Plan (STP):

This is a federally required long-range planning document developed by the KYTC that establishes policy for the state and may contain a list of projects for each transportation mode. The current document was completed in 2006.

Statewide Transportation Improvement Program (STIP)

This is a federally required four-year fiscally constrained planning document developed by the KYTC that contains a list of all federally funded transportation projects. It is updated every two years (in even numbered years) following the KY legislative session. The current document covered the period from FY 2007-2010.

State Highway Plan (SYP)

This is a state legislation required short-range planning document developed by the KYTC that normally contains six years worth of highway projects. The first two years of projects are included in the state's enacted biennial budget. It is expected that projects in the remaining four years would follow accordingly once funds become available.

Regional Transportation Concept Plan (RTCP)

A resource document created by the LTADD used to develop transportation improvement projects. It contains information on the regional transportation system, major traffic generators, and planning and zoning commissions.

Unscheduled Projects List (UPL)

This is a statewide list of transportation projects identified by committees, local officials, or general assembly members. It is maintained by the KYTC Division of Planning and is often modified by ADD Staff to improve readability.

USEFUL LINKS

American Planning Association

<http://www.planning.org/>

Federal Highway Administration

<http://www.fhwa.dot.gov/index.html>

Kentucky Transportation Cabinet

<http://transportation.ky.gov/>

KYTC Bicycle & Pedestrian Program

<http://bikewalk.ky.gov/>

KYTC Highway Information System

http://transportation.ky.gov/HIS_web_query/

KYTC Office of Local Programs

<http://tea21.ky.gov/>

Lincoln Trail Area Development District

<http://www.ltadd.org/>

Planetizen

<http://www.planetizen.com/>

Transportation for America

<http://t4america.org/>

REFERENCES

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Braun, E., Hurford, K., & Jeffery, R. (Unknown). Best Practices for Effective Committee Meetings. www.tradesecrets.gov.ab.ca/inw/past_workshops/2007/pdf/Effective_Committee_Meetings.pdf

Kentucky Transportation Cabinet. (April 2007). Long Range Statewide Transportation Plan 2006.

KYTC Division of Planning. (May 27, 2008). Guidelines for Project Identification Form (PIF).

Structure Consulting. (Unknown). Committee Dynamics for NGO's (Structure Consulting Best Practice Series). www.structure.jo/old/node/31

Torma, Carolyn (Spring 1999). Meeting Management Made Easy. American Planning Association.

www.fhwa.dot.gov/policy/ohpi/hpms/faqs.cfm#s4

<http://tea21.ky.gov/>

<http://transportation.ky.gov/highways/>

GLOSSARY & (ACRONYMS)

Adequacy Rating (ADEQ)

A numerical score from 0-100 evaluating the current condition of a roadway segment based on congestion, safety, and pavement condition.

Average Daily Traffic (ADT)

A measure for traffic volumes in a 24-hour period.

Congestion Mitigation and Air Quality (CMAQ)

A category of federal-aid funds that may be used only to support projects in air-quality non-attainment areas of Kentucky. Such projects must demonstrate an air-quality improvement as a result of their use.

Construction (C)

This is the last phase and includes putting the project out for bid, awarding the contract, and constructing the project.

Critical Rate Factor (CRF)

The ratio of a crash rate for a roadway segment divided by the critical crash rate for that roadway. Included in the Safety component of the ADEQ.

Design (D)

This phase includes developing the final design specifications for the project once all relevant considerations are taken into account.

Federal Highway Administration (FHWA)

An agency of the US Department of Transportation responsible for ensuring the safety and technological advancement of roads and highways in the U.S.

International Roughness Index (IRI)

A standard reference used to estimate the roughness of a section of pavement. Included in the Condition component of the ADEQ.

Kentucky Transportation Cabinet (KYTC)

An agency of the executive branch responsible for managing the development and maintenance of a safe, efficient, and multi-modal transportation system.

Planning (P)

Normally, this is the first phase of a project. It includes preliminary engineering, gathering public input, and any necessary scoping studies.

Right of Way (R, R/W, or ROW)

This phase includes the acquisition of property necessary to construct the project. It also includes the relocation of people and/or structures that may have been adversely affected by the project.

Safe Routes to School (SRTS)

A federal grant program designed to enable and encourage children to walk and bicycle to school.

Transportation Enhancement (TE)

A federal grant program designed to strengthen the cultural, aesthetic, historic, and environmental aspects of the transportation infrastructure.

Utility Relocation (U)

This phase includes the relocation of any utilities that may be impacted by the project.

Volume to Surface Flow (V/SF)

A ratio of a roadway's actual vehicular traffic volume compared to its theoretical maximum potential traffic volume. Included in the ADEQ.

All meeting materials can be obtained online at www.ltadd.org/transportation or by contacting the LTADD. If one requires auxiliary aids or translation services, it is asked that the LTADD be contacted 3 business days prior to the meeting.

Contact

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