

Rapid City Area Metropolitan Planning Organization

OPERATIONS PLAN



Prepared for the
Rapid City Area
Metropolitan Planning Organization

Endorsed by the
Executive Policy Committee of the
Rapid City Area Metropolitan Planning Organization
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In cooperation with the
South Dakota Department of Transportation
U.S. Department of Transportation
Federal Highway Administration and the
Federal Transit Administration

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Attachments

Citizens Advisory Committee Bylaws
Technical Coordinating Committee Bylaws
Executive Policy Committee Bylaws

DOCUMENT ABBREVIATIONS

3-C	Comprehensive, Cooperative and Continuing
ADA	Americans With Disabilities Act
CAC	Citizens Advisory Committee
CFR	Code of Federal Regulations
DOT	(United States) Department of Transportation
DENR	Department of Environment and Natural Resources
EPC	Executive Policy Committee
FAST Act	Fixing America's Surface Transportation Act
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
L RTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21 st Century Act
MPO	Metropolitan Planning Organization
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
SDDOT	South Dakota Department of Transportation
STIP	State Transportation Improvements Program
TEA-21	Transportation Efficiency Act for the 21 st Century
TCC	Technical Coordinating Committee
TIP	Transportation Improvement Program
UPWP	Unified Planning Work Program
USC	United States Code

*Products As used throughout the document refers to any plan, document, special study or project produced by or for the MPO

INTRODUCTION

Transportation planning has played an important role in the overall development and growth of the City of Rapid City and the surrounding area. This planning has resulted in the development of roadways and transportation services for the safe and efficient movement of people and freight.

Transportation planning in the Rapid City urban area includes the involvement of local, state and federal agencies as well as representative committees of the Metropolitan Planning Organization (MPO). The MPO carries out transportation planning efforts mandated by the United States Department of Transportation. This process has secured millions of dollars toward the development of the transportation infrastructure for the Rapid City area.

The Operations Plan is the guiding document for all transportation products and plans required through the MPO process. It outlines the procedures and requirements for adopting transportation products and plans for the MPO. It also establishes who should be involved in the MPO process and defines the procedures to be followed.

METROPOLITAN TRANSPORTATION PLANNING

The Federal Surface Transportation Assistance Act of 1973 required the formation of MPOs for urban areas with a population greater than 50,000. MPOs were created in order to ensure existing and future expenditures for transportation projects and programs were based on a comprehensive, cooperative, and continuing planning process. Federal funding for transportation projects and programs are channeled through this planning process.

On December 4, 2015, the President signed into law the Fixing America's Surface Transportation Act (FAST Act). FAST Act authorizes the Federal surface transportation programs for highways, highway safety, and transit for the 5-year period 2016-2020 and represents the largest surface transportation investment in our Nation's history. The two bills that brought surface transportation into the 21st century, the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) and the Transportation Equity Act for the 21st Century (TEA-21), revamped the highway program to meet the Nation's changing needs. The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) and the Moving Ahead for Progress in the 21st Century Act (MAP-21) continued to address surface transportation funding. FAST Act builds on this foundation by funding and refining the framework for investments needed to continue the maintenance and growth of our transportation infrastructure.

Transportation planning within the Rapid City area has been ongoing since the 1960's even though Rapid City was not designated as a MPO until 1977. Numerous transportation products and plans have been presented to MPO committees and

representatives involved in the MPO process. These products and plans strive to address the five core functions of the Rapid City Area MPO as follows:

1. **Establish a setting.** Establish and manage a fair and impartial setting for effective regional decision making in the metropolitan area.
2. **Evaluate alternatives.** Evaluate transportation alternatives, scaled to Rapid City's size and complexity of the Black Hills region, to the nature of our transportation issues, and to the realistically available options. (These evaluations are included in the Unified Planning Work Program (UPWP).
3. **Maintain a Long Range Transportation Plan (LRTP).** Develop and update a long-range transportation plan for the metropolitan area covering a planning horizon of at least twenty years that fosters (a) mobility and access for people and goods, (b) efficient system performance and preservation, and (c) quality of life.
4. **Develop a Transportation Improvement Program (TIP).** Develop an implementation program based on the long-range transportation plan and designed to serve the Rapid City area's goals, using spending, regulating, operating, management, and financial tools.
5. **Involve the public.** Involve the general public and all the significantly affected sub-groups in the four essential functions listed above. This function is addressed separately in the "Participation Plan."

Additionally, FAST Act specifies a list of ten factors that must be considered as part of the planning process for all metropolitan areas. The following factors shall be explicitly reflected in all planning process products:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility options available to people and for freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvement and State and local planned growth and economic development patterns;

6. Enhance the integration and connectivity of the transportation system, across and between modes throughout the metropolitan region, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts on surface transportation; and
10. Enhance travel and tourism.

The involvement of the public is also an important element of FAST Act. This legislation requires the MPO process to include early and continuing involvement of the public in the development of transportation plans and transportation improvement programs. This requirement is addressed in the companion document “Participation Plan” of the MPO. Accessibility and enhancement of the transportation system for the disabled community is included within all aspects of the MPO process.

Transportation projects utilizing federal funds within the metropolitan transportation planning area are approved by local representatives involved in the MPO process. These representatives are designated by local governments, groups and agencies involved with developing the transportation infrastructure. The process requires the review of all transportation projects by three committees. A review of the committees involved in the MPO process and their responsibilities is included in the Operations Plan.

Metropolitan Planning Organization Participants

The geographic boundary for the metropolitan transportation planning area includes the City of Rapid City, the City of Box Elder, the City of Summerset, City of Piedmont, Ellsworth Air Force Base, the unincorporated areas of Black Hawk and the developing areas of Pennington County and Meade County. This includes the existing urbanized area and the area which is projected to become urbanized within the twenty year horizon of the Long Range Transportation Plan. The population within the transportation planning area is approximately 106,000 people according to the 2010 Census.

The MPO process includes the City of Rapid City, City of Box Elder, City of Summerset, City of Piedmont, Ellsworth Air Force Base, Pennington County, Meade County, South Dakota Department of Transportation (SDDOT), Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA). Transportation projects and plans developed by the participants support the development of the regional transportation infrastructure.

Rapid City Transportation Planning Division

Transportation planning and the expenditure of Federal funds on this activity is the responsibility of the Rapid City Transportation Planning Division. The Transportation Planning Division is the designated recipient of Federal funds for the MPO. The Rapid City Transportation Planning Division's role in the overall process is committee support, project and plan development, coordination among governmental agencies, and to ensure the overall process is in compliance with FAST Act and other federal regulations.

Rapid City Transportation Planning's role requires staffing the MPO committees. MPO staff attend all committee meetings and are available to all committee members to respond to questions and to provide information regarding transportation projects and/or requirements. Transportation Planning staff is responsible for committee minutes, agendas, and presentation of products and plans. These products and plans are identified within the UPWP and are redefined on an annual basis.

Communication between all agencies and representatives of the MPO is critical. Rapid City Transportation Planning staff are responsible for distributing information relevant to transportation planning efforts for the region. This communication assists in the delivery and coordination of transportation products and plans to the committees and agencies involved with the MPO process.

City of Rapid City

The Rapid City Community Planning and Public Works Departments play important roles in the MPO process. Community Planning staff are active participants as land use and transportation are directly related. As members of the Technical Coordinating Committee (TCC), Community Planning staff provide technical assistance and input on transportation products developed for the MPO.

The Rapid City Public Works Department is an active participant in the overall transportation planning process as well. Engineering Services staff attend all transportation committee meetings to respond to questions regarding existing or planned projects and/or any other technical input which may be brought up during a meeting. As members of the TCC, the Engineering Services Division's staff provide technical assistance and input on transportation products developed for the MPO.

Rapid Transit is also located in the Public Works Department and is an active participant within the MPO process as a member of the TCC. Rapid Transit's work program and activities are reviewed and approved through the MPO process and must be included within the Long Range Transportation Plan and TIP.

An appointed member of the Rapid City Council, the Rapid City Mayor, and a representative of the Rapid City Regional Airport also participate in the MPO process as members of the Executive Policy Committee (EPC). The EPC is the designated MPO

policy board for the overall process. The EPC has ultimate approval of all products and plans produced by or for the metropolitan transportation planning participants.

City of Box Elder

Transportation planning improvements occurring within the Box Elder city limits also have an impact within the region and on the transportation system. As TCC members of the MPO, the City of Box Elder staff provides technical assistance and input on transportation products developed for the MPO.

The City of Box Elder's Planning, Police and Public Works Departments play important roles in the MPO process. Planning staff is an active participant as land use and transportation are directly related. As a member of the Technical Coordinating Committee (TCC), Planning staff provides technical assistance and input on transportation products developed for the MPO.

The City of Box Elder's Public Works Department is an active participant in the overall transportation planning process as well. Public Works staff attends all transportation committee meetings to respond to questions regarding existing or planned projects and/or any other technical input which may be brought up during a meeting. As a member of the TCC, the Public Works staff provides technical assistance and input on transportation products developed for the MPO.

An appointed member of the Box Elder Council and the Box Elder Mayor participate in the MPO process as members of the Executive Policy Committee (EPC).

City of Summerset

Transportation planning improvements occurring within the City of Summerset limits also have an impact within the region and on the transportation system. As TCC members of the MPO, the City of Summerset staff provides technical assistance and input on transportation products developed for the MPO.

City of Piedmont

The City of Piedmont participates in the MPO process with an elected official as a member of the TCC.

Pennington County

Other areas outside of the City of Box Elder and City of Rapid City are located within the MPO boundary. Pennington County is also involved in the MPO process. Representatives from Pennington County's Planning Department, Highway Department and Sheriff's Office participate in the process as members of the TCC. Pennington County staff provides technical assistance and input on transportation products developed for the MPO.

Two appointed members of the Pennington County Commission participate in the MPO process as members of the EPC.

Meade County

Transportation planning improvements in the MPO Boundary that are within Meade County are included in the MPO process. Representatives from Meade County's Sheriff's Office, Highway Department and Director of Equalization participate as members of the TCC. Meade County staff provides technical assistance and input on transportation products developed for the MPO.

Two appointed members of the Meade County Commission participate in the MPO process as members of the EPC.

Other Participating Agencies

In addition to the local governments involved in the MPO process, the SDDOT, the FHWA, the FTA, Ellsworth Air Force Base, Rapid City School District, Douglas School District and Meade School District 46-1 are also involved.

South Dakota Department of Transportation

The SDDOT is an active participant of the MPO process. The SDDOT is represented at all TCC and EPC meetings. The SDDOT's involvement in the MPO process was mandated by TEA-21 requiring that "...MPOs, in cooperation with the State, shall develop transportation plans and programs for urbanized areas of the State" (Section 134 of title 23 U.S.C., Metropolitan Transportation Planning). FAST Act continues this emphasis.

The SDDOT reviews and provides comments on all MPO plans and products developed through the planning process. The SDDOT's review and involvement ensures coordination of efforts with the MPO and allows the State to certify to the FHWA that the planning process is in conformity with all federal and state laws and regulations.

Federal Highway Administration

The FHWA is also a participant of the MPO process and is involved to observe and provide direction on products and plans. The FHWA is also a non-voting member of the TCC and non-voting member of the EPC.

The FHWA approves the yearly UPWP and verifies SDDOT's certification of the MPO planning process. FHWA also provides input through comments and staff participation on various transportation planning products and plans. Select products and plans of the MPO have federally mandated guidelines established by FAST Act.

These guidelines are followed by the MPO and SDDOT and affirmed by the FHWA to ensure all applicable State and Federal regulations are met.

Federal Transit Administration

One of the eight planning factors is the enhancement of system-wide integration and connection between the various modes of transportation. The FTA is involved in the overall metropolitan MPO process. The MPO shall provide the FTA with copies of products and plans relating to the MPO process.

Ellsworth Air Force Base

Ellsworth Air Force Base provides technical assistance in the MPO process as a member of the TCC. Their representation on this committee allows them the opportunity to voice concerns or recommendations as they may relate to transportation projects within their jurisdiction on the development of selected transportation products.

Rapid City School District, Meade School District 46-1 and Douglas School District

The School Districts provide technical assistance in the MPO process as members of the TCC. Their representation on this committee allows them the opportunity to voice concerns or recommendations as they may relate to children's safety as development occurs within the boundaries of each respective School District.

Metropolitan Planning Organization Committees

The MPO process includes three committees through which all transportation products and plans are presented. These committees include the Citizens Advisory Committee (CAC), Technical Coordinating Committee (TCC) and the Executive Policy Committee (EPC). Committee participation in the review of transportation products and plans vary due to the roles and responsibilities of each committee. The EPC has final review and approval of transportation products and plans produced for the MPO.

The CAC is one of many public participation forums for transportation products and plans. The CAC is represented by various community groups and individuals from within the metropolitan transportation planning study area. Membership can be drawn from any group or organization deemed applicable by its committee members. Members of the CAC may represent different groups or organizations interested in developing the transportation infrastructure and are typically representatives of the general public. Vacancies in any of the representative positions are filled by interested citizens or by recommendations from the committee, with Meade County appointing two members to a 2-year limited term.

The role of the CAC is to ensure citizen input into the review of products and plans and to analyze potential impacts as they relate to the citizens of the metropolitan transportation planning area. Upon the CAC's review of products and plans, the committee shall make a recommendation to the TCC as to whether the product or plan should be recommended for approval, approval with changes, denial, or acceptance.

The TCC membership includes staff and other participating agencies responsible for or affected by transportation plans, products or improvements developed by the MPO. Their role is to assist and advise the policy board on technical matters as they relate to the MPO process. TCC membership includes:

Rapid City Community Planning Department, Current Planning Division;
Rapid City Public Works Department, Engineering Division;
Rapid City Public Works Department, Traffic Engineer;
Rapid City Public Works Department, Street Division;
Rapid City Public Works Department, Rapid Transit Manager;
Rapid City Regional Airport Administration;
Rapid City Police Department, Traffic Division;
Rapid City Community Planning Department, Long Range Planning Division;
Rapid City School District;
Pennington County Planning Department;
Pennington County Drainage Coordinator;
Pennington County Highway Department;
Pennington County Sheriff's Office;
Meade County Director of Equalization;
Meade County Sheriff's Department;
Meade County Highway Department;
Meade County Transportation Committee;
Meade School District 46-1;
City of Box Elder Planning Department;
City of Box Elder Public Works Department;
City of Box Elder Police Department;
City of Summerset Finance Office;
City of Summerset Mayor;
City of Piedmont Mayor;
Douglas School District;
Ellsworth Air Force Base;
SDDOT, Division of Planning and Engineering;
SDDOT, Office of Local Transportation Programs;
SDDOT, Division of Operations, Regional Engineer;
FHWA (non-voting)

The role of the TCC is to review products and plans, and analyze the technical aspects as it relates to costs, construction, design, feasibility or other technical matters, and to make recommendations to the EPC. The CAC and TCC play an important role in the review of transportation products and plans. Without the involvement of these

two committees a cooperative, continuing, and comprehensive transportation planning process would not occur. It is their responsibility to make recommendations for approval, approval with changes, denial, or acceptance to the policy board regarding documents developed through the MPO process.

The designated MPO policy board for the MPO process is the EPC. The EPC is responsible for making transportation planning and improvement decisions. The EPC considers the recommendations of the CAC and TCC prior to making final decisions. EPC membership as of the adoption of this Operations plan includes:

- Mayor, City of Rapid City;
- Mayor, City of Box Elder;
- Chairman, Pennington County Commission;
- Chairman, Meade County Commission;
- Representative, South Dakota Transportation Commission;
- Representative, Rapid City City Council;
- Representative, Rapid City Regional Airport;
- Representative, Pennington County Commission;
- Representative, Meade County Commission;
- Representative, Box Elder City Council;
- SDDOT, Division of Planning and Engineering (non-voting);
- FHWA (non-voting);
- Representative, Ellsworth Air Force Base (non-voting)

Representation on the CAC, TCC, and EPC is set forth within their respective Bylaws. The CAC, TCC, and EPC generally meet bi-monthly, beginning in January of each year. For easy reference the Bylaws for each committee are included at the end of this document.

TRANSPORTATION PRODUCTS

The need to develop products and plans is ever present as the region's population grows and the transportation network expands. These elements help guide the continued development of the transportation infrastructure. Although many products and plans are required before receiving federal transportation funds, they are more than just mandated documents. They provide the guidance and analysis of local and regional transportation issues and help prioritize and coordinate efforts in addressing them.

The transportation products and plans required of the MPO will include a continuing, cooperative, and comprehensive transportation planning process. They will summarize their purpose, content, and process within the MPO function. The decision for each product and plan will include public and agency coordination. The following transportation planning efforts are carried out within the MPO process as required by federal regulations.

Transportation Improvement Program

The purpose of the TIP is to provide a financially constrained priority listing of transportation projects for construction over a four year period. The TIP represents transportation improvements in the areas of roadways, railroads, transit, aviation, and bicycles. Proposed projects for the TIP are submitted by the City of Rapid City, City of Box Elder, Pennington County, Meade County, Rapid Transit System, and the SDDOT. Federal funded projects are listed for each fiscal year and are financially constrained. Transportation projects listed within the TIP must consider the ten Planning Emphasis Areas as required by FAST Act. Additionally, roadway widening projects or new roadway construction projects must be included on the current Long Range Transportation Plan in order to be eligible for inclusion in the TIP.

Development of the draft TIP usually begins by April and is presented for review by the CAC, TCC, and EPC once it is completed. Typically during the month of July, a public meeting on the draft TIP is held which includes projects identified in the proposed State Transportation Improvement Program (STIP). The STIP public meetings are coordinated by the SDDOT.

The TIP is required to go before the CAC, TCC, and EPC twice before final adoption. The adoption of the TIP will follow the public participation guidelines as set forth within the Participation Plan and is typically adopted in August. Adoption by the EPC finishes the procedures required at the local level. The TIP is incorporated into the STIP through the actions of the State Transportation Commission at their August meeting. The STIP must then be approved by the Governor of the State of South Dakota or his designee.

The TIP is a “living” document and can be amended with the approval of the EPC. The TIP focus is on projects that will be constructed in four (4) or less years. FAST Act allows for the advancement or delay of TIP projects within the first four (4) years of the TIP. This flexibility allows cooperation among local and state agencies, by allowing the advancement of projects over others which may not be ready for construction. The TIP is evaluated at the end of the year and an annual increment of improvements is added to maintain a full multi-year program. When an amendment to the TIP is proposed, a determination will be made if it is a revision or an administrative amendment using the Guidelines for Administrative Amendments and Revisions to the Rapid City MPO Transportation Improvement Program. All TIP Revisions will need to follow the public process identified in the Participation Plan. Administrative Amendments of the TIP do not require a public meeting but the MPO committees will be notified of the change. TIP revisions which are acted upon by the EPC will also require updates to the MPO advisory committees at the subsequent meeting following the EPC action.

Air Quality

The Rapid Area MPO is classified as an attainment area for pollutants pursuant to National Ambient Air Quality Standards and the Clean Air Act Amendments of 1990. Because the MPO is an attainment area there are no significant restrictions or requirements that must be met by the MPO. Federal funded capital improvement projects included in the current TIP are reviewed by the South Dakota Department of Environment and Natural Resources (DENR) for compliance with the state implementation plan for air quality and various environmental protection agency guidelines.

The City of Rapid City annually maintains documentation from the DENR confirming the MPO is in compliance with EPA standards for particulate matter.

MPO Process Certification

The purpose of the MPO Self-Certification review is to certify that the activities specified within the UPWP are being carried out; that the MPO and partnership agencies are complying with Section 134 of Title 23; Section 8 of FTA; Clean Air Act Amendment; Title VI of the Civil Rights Act of 1964; provisions of the Americans with Disabilities Act; 23 CFR 450.334; that there is a current Long Range Transportation Plan; and that the TIP for the area has been approved by the EPC and the Governor of the State of South Dakota.

The SDDOT provides a questionnaire regarding the metropolitan MPO process for staff to complete. This questionnaire addresses issues regarding transportation products and activities involved in the MPO process. Results of the questionnaire are compiled and presented to the CAC and TCC for their review and recommendation of acceptance. The EPC certifies the accuracy of the questionnaire compilation typically at the August meeting for inclusion in the TIP. The certification is sent to SDDOT and FHWA for their concurrence. The FHWA and FTA will then jointly certify that there is continuing, comprehensive, and cooperative transportation planning process in the MPO study area.

Unified Planning Work Program

The purpose of the UPWP is to describe the annual activities, planning studies, and the products to be developed for the MPO over a one year time frame. The UPWP identifies who will be involved with the work tasks and the anticipated product or outcome. The UPWP also identifies funding for these tasks which includes total programmed expenditures for each task. The MPO and its coordinating agencies work together to define work activities which will be performed.

Once the FHWA and FTA have determined the state allocations, the MPO funding allocation is developed by the SDDOT in conjunction with all of the South

Dakota MPOs. The FHWA and FTA approve the allocation amounts which are then distributed to the MPOs by the SDDOT throughout the year.

The UPWP is required to go twice before the CAC, TCC and EPC before final adoption. The adoption of the UPWP will follow the public meeting and committee review guidelines set forth within the Participation Plan. The approval of the UPWP by the Policy Board completes the local requirements for adopting the UPWP. The plan shall then be presented to the SDDOT and FHWA for funding approval. Once the UPWP funding has been approved, the SDDOT and the MPO enter into a contract to reimburse the MPO for conducting UPWP activities.

Amendments to the UPWP may occur throughout the year as needed to address work activities not currently in UPWP or to change funding levels for specific line items. Unless a line item change represents more than a 10% increase or decrease of the UPWP budget, the change will not require formal amendment to the UPWP. New projects or a significant change to an existing item in the UPWP will require an amendment. When an amendment is required the MPO will follow the process as identified in the Participation Plan. UPWP amendments which are acted upon by the EPC at special meetings will also require updates to the MPO advisory committees at the subsequent meeting following the EPC action. The formal action taken by the EPC must be approved by SDDOT, FHWA and FTA. The EPC may approve special studies without amending the UPWP.

Annual Report

The purpose of the Annual Report is to provide the MPO committees with a list of accomplishments along with the UPWP expenditures. The final report is presented to the MPO committees but no formal adoption is required.

Additional progress reports may be prepared by Metropolitan Planning Organization staff with information regarding current transportation projects, plans and issues. This type of report is typically sent to the local newspapers or through other means such as the MPOs main mailing list established for the Participation Plan. This type of report may be provided on an “as needed” basis.

Long Range Transportation Plan

The purpose of the Long Range Transportation Plan is to provide a plan that addresses transportation issues over a twenty year horizon. This plan covers short-term as well as long-term transportation activities. These activities include roadway improvements, bicycle and pedestrian facilities, and transit improvements. Rules outlined under Chapter 1 of 23 CFR 450.322 identify eleven critical elements that must be included within the Long Range Transportation Plan. The MPO develops the Long Range Transportation Plan incorporating input from all the participants in the transportation planning process. The full requirements for the Long Range Transportation Plan may be found in 23 CFR 450.322 of the Federal Register.

The Long Range Transportation Plan shall be updated at least every five years. This update confirms the validity of the transportation planning products with current and forecast transportation and land use conditions including their trends. The Long Range Transportation Plan establishes a list of future transportation improvements projects for the transportation planning area. Short- and mid-term projects from the Long Range Transportation Plan should be used to develop TIPs.

The Long Range Transportation Plan shall be presented twice to the CAC, TCC and the EPC before final adoption of the plan. The adoption of the Long Range Transportation Plan will follow the public meeting and committee review guidelines set forth within the Participation Plan. Copies of the final Long Range Transportation Plan are provided to the FHWA and FTA.

Operations Plan

The purpose of the Operations Plan is to provide a management document designed to serve as a guide for the transportation planning activities within the metropolitan transportation planning area. This descriptive guide provides a synopsis of each transportation related product or plan, which participants of the transportation process are involved in its development, and the process of recommendation, adoption, and acceptance of the particular products or plans by the MPO committees.

The Operations Plan shall be updated periodically to incorporate any changes in the process of transportation products, federal requirements affecting the transportation process, or overall transportation planning process. The plan and subsequent revisions must be presented to all MPO committees.

The Operations Plan is required to go twice before the CAC, TCC and EPC before final adoption. The adoption of the Operations Plan will follow the public meeting and committee review guidelines set forth within the Participation Plan. Copies of the final Operations Plan are provided to the FHWA and FTA.

Participation Plan

The purpose of the Participation Plan is to define the actions to be carried out by the Rapid City Area MPO to ensure opportunities exist for the public to be involved in transportation planning activities. The plan also identifies the agencies with whom to coordinate in developing transportation products and plans for the MPO planning area. It establishes public participation policies to be followed by the MPO with the emphasis being on regional system planning products regularly produced in the MPO process.

The Participation Plan shall be updated periodically to incorporate any changes from federal requirements, amendments to change the review of transportation products or overall product development. The Participation Plan is required to go twice before the CAC, TCC and EPC before final adoption. The adoption of the Participation Plan

will follow the public meeting and committee review procedures set forth within its own guidelines. Copies of the final Participation Plan are provided to the FHWA and FTA.

Socio-Economic Report

The purpose of the Socio-Economic Report is to provide the MPO committees with land use and building permit data for Rapid City. The report includes data summations on residential, commercial and industrial developments; site locations of past year development within the city; and other general development issues. The collection of this data is critical for the preparation of forecasting future growth and travel demands on the transportation network. The Socio-Economic Report is produced annually. The report is presented to all three MPO committees as an information item.

Pedestrian & Bike Crash Report

The purpose of the Pedestrian & Bike Crash Report is to provide the MPO committees, staff and the public with information relating to non-motorized transportation crashes. The report is based upon Department of Transportation data and local law enforcement accident reports to highlight information on crash frequency and locations. The report includes an analysis of any identified trends and may include suggested mitigating measures. The Pedestrian & Bike Crash Report is produced annually and is presented to all three MPO committees. The report is presented as an information item.

Bicycle and Pedestrian Master Plan

The purpose of the Bicycle and Pedestrian Master Plan is to provide the MPO committees and affected participants with a general guide to existing and future proposed bicycle trails and routes throughout Rapid City and the surrounding metropolitan transportation planning area. The plan addresses issues regarding state and municipal laws, safety, bicycle and pedestrian facility standards, the promotion of bicycling and other related issues. The plan is intended to assist not only the MPO committees but also the City of Rapid City in the planning and construction of future bicycle and pedestrian facilities.

The plan plays an important role for bicycling and walking in and around the Rapid City area. Transportation alternatives funds from the SDDOT are targeted to construct pedestrian and bicycle facilities in the area. The plan assists with identifying potential transportation alternatives projects to develop bicycling and pedestrian facilities.

The plan shall be presented twice to the CAC, TCC, and the EPC before final adoption. The adoption of the Bicycle and Pedestrian Master Plan will follow the guidelines set forth within the Participation Plan. The plan shall be periodically updated with input from the public. The FHWA and FTA receive copies of the adopted and amended plans.

General Inventories

The purpose of general inventories is to collect transportation systems data needed for transportation planning activities. This data collection may include traffic counts, turning movement counts, travel time runs, gap studies, intersection delay studies, sign inventory maintenance, and other data collection as deemed necessary by the participants of the MPO. These inventories also provide the data essential for traffic analysis review. The data collected will be used in the production of other studies or reports relating to transportation planning in the Rapid City area. Each participant of the MPO process will determine what inventories they will participate in during the development of the UPWP.

Special Studies

The purpose of special studies is to provide participants of the MPO process with flexibility to study specific transportation needs or issues. Participants in the MPO process may need to undertake special studies that do not relate to a specific section of the UPWP line item or require activity. A request may be made for a special study during the development of the UPWP. All studies shall be agreed upon by the participants of the MPO process and follow any federal guidelines which may apply. Special studies needing immediate attention may be requested through a UPWP amendment.

The content of special studies shall determine the extent of public comment and participation and the action to be taken by the EPC. The adoption or acceptance of special studies will follow the guidelines set forth within the Participation Plan. The EPC shall make the final determination as to what special studies will need action when developing the UPWP.

Traffic Volume Counts

The purpose of traffic volume counts for the Rapid City area MPO is to provide committee members and interested parties with traffic counts of area roadways for their analysis in project reviews and committee discussion. The traffic counts are used in the development of project designs as well as in the calibration of the traffic forecasting model.

Local governments within the Rapid City area assist with collecting traffic counts. Traffic count locations and types of traffic counts are coordinated between these agencies and the SDDOT on an annual basis. Every five years the SDDOT will provide a blanket count of the area to help show trends in traffic counts and provide information for needed traffic improvements. The report is an accumulation of all roadway counts collected over a seven year period and is typically updated annually.

OTHER TRANSPORTATION PROCESSES AND PRODUCTS

In addition to the transportation planning products and plans mandated by the federal government, other products and information may often be available from the MPO. This section identifies some of the other transportation products or plans likely to be available as a result of the MPO process.

Construction Project Updates

The purpose of construction project updates is to provide committee members with information regarding the status of transportation projects soon to be or currently under construction. These updates are the responsibility of the agency taking the lead on the construction of the project. Staff participants shall be on hand at all MPO transportation committee meetings to discuss these projects and to answer questions from committee members.

Crash Statistics and Analysis Report

The Crash Statistics and Analysis Report highlight those locations within the Rapid City area that have been identified as having a high crash frequency or rate. The report may include recommended crash mitigation measures. This report is produced annually and is presented to the MPO committees as an information item.

Transportation Alternatives Projects

All transportation alternatives projects are reviewed and administered by the SDDOT and compete with other projects statewide. FAST Act continued the funding mechanism for transportation alternatives projects which was established in previous Transportation Acts. Transportation alternatives projects eligible for federal funding include:

- (1) Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990;
- (2) Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs;
- (3) Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other nonmotorized transportation users;
- (4) Construction of turnouts, overlooks, and viewing areas;
- (5) Inventory, control, or removal of outdoor advertising;
- (6) Historic preservation and rehabilitation of historic transportation facilities;

- (7) Vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control;
- (8) Archaeological activities relating to impacts from implementation of a transportation project eligible under title 23;
- (9) Environmental mitigation including pollution prevention and pollution abatement activities and mitigation due to highway construction or highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity;
- (10) The recreational trails program;
- (11) The safe routes to school program; and
- (12) Planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

These transportation alternatives activities go above and beyond the use of typical transportation funding. Transportation alternatives projects proposed for the MPO area are presented to all three MPO committees with a formal request coming from the EPC.

Intergovernmental Cooperation

Communication is a very important element in the transportation process. All organizations involved in the transportation planning process work together and share information and ideas relating to transportation issues. This cooperation includes the sharing of ideas to better the development of the MPO and committees involved in MPO functions. The MPO is responsible for coordinating regular scheduled meetings of its committees.

Transit Development Program (TDP)

The purpose of the Transit Development Program is to maintain and enhance the public transportation environment. The document examines the implementation of short-range improvements in public transportation service and improved operations for planned expenditures in the TIP. This document is presented to all three MPO committees and includes opportunities for public input.

Traffic Forecasting, Modeling and Analysis

The purpose of traffic forecasting, modeling and analysis within the MPO area is to assist in the orderly development of transportation plans and projects and monitor existing traffic levels. Traffic forecasting and modeling is done by the MPO staff and the SDDOT. Data collection and retention is the responsibility of all participants of the MPO process. Work tasks relating to forecasting, modeling, and analysis are highlighted within the UPWP.

Calendar Year Transportation Products & Due Dates

The purpose of this report is to provide the MPO participants with a calendar year schedule of products or plans required for committee action. In addition to products and plans, the report provides a listing of all meeting dates and times and other general information pertinent to the MPO process. This report is provided to all participants at the first MPO committee meetings of each year.

**BYLAWS OF THE
CITIZENS ADVISORY COMMITTEE
FOR THE
METROPOLITAN TRANSPORTATION PLANNING PROCESS**

ARTICLE I MEMBERSHIP

- Sec. 1. Provisions for establishment of the Citizens Advisory Committee are provided in the Operations Plan for the Metropolitan Transportation Planning Process adopted by the Executive Policy Committee.

Membership shall consist of individuals or organizations representing any sections of the Rapid City Metropolitan Area Transportation System. Membership may be drawn from but not limited to the following: Concerned Citizens, Business, City Advisory Boards, Persons with Disabilities, Safety, Elderly, Education, Neighborhoods, Private Transportation, Civic Development, and Environmental. Meade County appoints two members to a 2-year term. Other voting members shall be appointed by the Chairman of the Executive Policy Committee and subject to the approval of the Executive Policy Committee after a recommendation by the Citizens Advisory Committee to the Executive Policy Committee.

- Sec. 2. The Committee shall consist of a minimum of nine (9) voting members.

- Sec. 3. Any member group may withdraw from the Citizens Advisory Committee by giving notice to the Chair. The Citizens Advisory Committee may then either choose another organization to fill the vacancy or reduce the number of members by one if the nine (9) member minimum is still met. The action shall be decided by a vote of the majority of remaining members and concurrence by the Executive Policy Committee.

- Sec. 4. Term of appointment shall be for two (2) calendar years from date of appointment.

- Sec. 5. In the event that a member shall be absent from two (2) consecutive meetings without giving notice to the Chair, such action will be considered as a resignation.

- Sec. 6. Each voting member of the Citizens Advisory Committee may provide for an alternate on the Committee. In the event of the absence of a voting member at any meeting of the Committee, their alternate shall, by representation, have all the rights of such absent voting member.

- Sec. 7. The Rapid City Area Metropolitan Planning Organization staff shall maintain a mailing list of interested organizations and individuals. Those persons on this list shall be notified as required by Article II, Section 4 of the Citizens Advisory Committee Bylaws. With exception of the nine (9) appointed voting members, all other interested persons shall be considered as non-voting members of the Committee.

ARTICLE II MEETINGS

- Sec. 1. The Citizens Advisory Committee shall meet at least six (6) times a year, on a bi-monthly basis beginning the new calendar year. Meeting dates for the following year shall be set on the last meeting date of each calendar year. Regularly scheduled bi-monthly meetings may be rescheduled or canceled by the Chair, or in the Chair's absence by the Vice-Chair.
- Sec. 2. Five (5) members shall constitute a quorum for transacting the official business of the Committee. For purposes of quorum members participating via telephone or teleconferencing shall be deemed present and the appearance via telephone or teleconferencing shall be noted in the minutes.
- Sec. 3. Special meetings of the Citizens Advisory Committee can be called at any time by the Chair, or in the Chair's absence by the Vice-Chair, or by two (2) or more voting members of the committee.
- Sec. 4. The members of the Citizens Advisory Committee shall be notified, by mail or electronic mail, at least seven (7) days in advance of the time and place of regular meetings and 24 hours in advance of special meetings.
- Sec. 5. All regular and special meetings of the Citizens Advisory Committee shall be open to the public and the media.
- Sec. 6. The Metropolitan Planning Organization staff shall provide the Citizens Advisory Committee with all necessary information to carry on in their role as an active citizens group to conduct business, to make recommendations, or to address issues relevant to transportation in the Rapid City Urbanized Area.
- Sec. 7. Unless otherwise specified, Robert's Rules of Order shall govern the proceedings at meetings of the Citizens Advisory Committee.

ARTICLE III OFFICERS

- Sec. 1. The officers of the Citizens Advisory Committee shall consist of a Chair and Vice-Chair. In the absence of the Chair, the Vice-Chair has full powers.
- Sec. 3. The duties of the officers of the Citizens Advisory Committee shall be those normally associated with the office. Other duties may be assigned the officers at the discretion of the voting members.

ARTICLE IV ELECTION OF OFFICERS AND APPOINTMENTS

- Sec. 1. The Chair and Vice-Chair of the Citizens Advisory Committee shall be elected annually by the Citizens Advisory Committee members at their last meeting of the calendar year. These officers will assume their duties on the first meeting of the new calendar year.
- Sec. 2. Nominations for Chairperson and Vice Chairperson shall originate from the floor and a candidate must receive a simple majority of votes to be elected.
- Sec. 3. Vacancies in any office shall be filled at the next regular meeting following the vacancy.

ARTICLE V AMENDMENTS

- Sec. 1. These Bylaws may be amended or new Bylaws adopted at any regular or special meeting of the Citizens Advisory Committee provided notice is given in advance that such business is included on the Committee's agenda. It shall take a majority vote of the Committee membership to amend or adopt these Bylaws. Amendment or adoption of these Bylaws is subject to approval by the Executive Policy Committee.

Recommended for approval this _____ day of September, 2016.

Chair, Citizens Advisory Committee

Adopted this _____ day of September, 2016.

Chair, Executive Policy Committee

APPROVED AS TO FORM:

By: _____
Assistant City Attorney

**BYLAWS OF THE
TECHNICAL COORDINATING COMMITTEE
OF THE
METROPOLITAN TRANSPORTATION PLANNING PROCESS**

ARTICLE I MEMBERSHIP

Sec. 1. The membership and provisions for the establishment of the Technical Coordinating Committee are provided in the Operations Plan for the Metropolitan Transportation Planning Process adopted by the Executive Policy Committee. The following departments, agencies and representatives, each having one (1) vote, shall serve on the Technical Coordinating Committee:

Rapid City Community Planning Department, Current Planning Division
Rapid City Public Works Department, Engineering Division
Rapid City Public Works Department, Traffic Engineer
Rapid City Public Works Department, Street Division
Rapid City Public Works Department, Rapid Transit Manager
Rapid City Regional Airport Administration
Rapid City Police Department, Traffic Division
Rapid City Community Planning Department, Long Range Planning Division
Rapid City School District
Pennington County Planning Department
Pennington County Drainage Coordinator
Pennington County Highway Department
Pennington County Sheriff's Office
Meade County Director of Equalization
Meade County Highway Department
Meade County Sheriff's Department
Meade County Transportation Committee
Meade County School District 46-1
City of Box Elder Planning Department
City of Box Elder Public Works Department
City of Box Elder Police Department
City of Summerset Finance Office
City of Summerset Mayor
City of Piedmont Mayor
Douglas School District
Ellsworth Air Force Base
SDDOT - Division of Operations: Region Engineer
SDDOT - Division of Planning and Engineering

SDDOT, Office of Local Transportation Programs;
Federal Highway Administration (non-voting)

- Sec. 2. The Federal Highway Administration (FHWA) shall be a member of the Technical Coordinating Committee, but shall be a non-voting member.
- Sec. 3. Each department or agency having a member on the Committee may also provide for an alternate on the Committee; and in the event of the absence of a member at any meeting of the Committee, their alternate shall, by representation, have all the rights of such absent member.

ARTICLE II MEETINGS

- Sec. 1. The Technical Coordinating Committee shall meet at least six (6) times a year, on a bi-monthly basis, beginning the new calendar year. Regularly scheduled meetings may be rescheduled or canceled by the Chair, or in the Chair's absence by the Vice-Chair.
- Sec. 2. Ten (10) members shall constitute a quorum for transacting the official business of the Committee. The quorum shall constitute voting members of the Committee. For purposes of quorum members participating via telephone or teleconferencing shall be deemed present and the appearance via telephone or teleconferencing shall be noted in the minutes.
- Sec. 3. Special meetings of the Technical Coordinating Committee may be called at any time by the Chair, or in the Chair's absence by the Vice-Chair, or by two (2) or more voting members of the committee.
- Sec. 4. The members of the Technical Coordinating Committee shall be notified by regular mail or electronic mail, at least seven (7) days in advance of the time and place of regular meetings and 24 hours in advance of special meetings.
- Sec. 5. All regular and special meetings of the Technical Coordinating Committee shall be open to the public and the media.
- Sec. 6. Unless otherwise specified, Robert's Rules of Order shall govern the proceedings at meetings of the Technical Coordinating Committee.

ARTICLE III OFFICERS

- Sec. 1. The officers of the Technical Coordinating Committee shall consist of a Chair and Vice-Chair. The Vice-Chair has the full powers of the Chair in their absence.

ARTICLE IV ELECTION OF OFFICERS AND APPOINTMENTS

- Sec. 1. The Chair and Vice-Chair of the Technical Coordinating Committee shall be elected annually, during the last regularly scheduled meeting of the calendar year, by the Technical Coordinating Committee.
- Sec. 2. The Chair of the Executive Policy Committee shall appoint a member to fill any vacancy which may occur until the next Executive Policy Committee meeting at which time the vacancy will be filled permanently.

ARTICLE V AMENDMENTS

- Sec. 1. These Bylaws may be amended or new Bylaws adopted at any regular or special meeting of the Technical Coordinating Committee provided notice is given in advance that such business is included on the Committee's agenda. It shall take a majority vote of the Committee membership to amend or adopt these Bylaws

Amendment or adoption of these Bylaws is subject to approval by the Executive Policy Committee.

Recommended for approval this _____ day of September, 2016.

Chair, Technical Coordinating Committee

Adopted this _____ day of September, 2016.

Chair, Executive Policy Committee

APPROVED AS TO FORM:

By: _____
Assistant City Attorney

**BYLAWS OF THE
EXECUTIVE POLICY COMMITTEE
OF THE
METROPOLITAN TRANSPORTATION PLANNING PROCESS**

ARTICLE I MEMBERSHIP

Sec. 1 Voting members of the Executive Policy Committee are provided in the Joint Cooperative Agreement establishing the Metropolitan Planning Organization. The Executive Policy Committee shall consist of ten (10) voting members:

Mayor, City of Rapid City
Mayor, City of Box Elder
Chairman, Pennington County Commission
Representative, Pennington County Commission
Chairman, Meade County Commission
Representative, Meade County Commission
Representative, Rapid City City Council
Representative, Rapid City Regional Airport
Representative, South Dakota Transportation Commission
Representative, Box Elder City Council

Sec. 2. The voting representatives of the City and the County set forth above may jointly agree to appoint additional voting members to the Executive Policy Committee from representatives of the following:

Local elected officials, officials of agencies that administer or operate major modes or systems of transportation, e.g., transit operators, sponsors of major local airports, maritime ports, rail operators within the Metropolitan Planning Organization area of jurisdiction and appropriate State officials.

Sec. 3. Non-voting members of the Executive Policy Committee for the purpose of transportation planning in the Rapid City Area Metropolitan Planning Organization shall consist of:

SDDOT - Division of Planning and Engineering
Federal Highway Administration
Representative, Ellsworth Air Force Base

- Sec. 4. Voting members of the Executive Policy Committee may also invite non-voting members to serve on the Committee. These non-voting members would serve as resource persons in various planning areas of interest in the Executive Policy Committee.
- Sec. 5. Each department or agency having a member on the Committee may also provide for an alternate on the Committee; and, in the event of the absence of a member at any meeting of the Committee, their alternate shall, by representation, have all the rights of the absent member.

ARTICLE II MEETINGS

- Sec. 1. The Committee shall meet at least six (6) times a year, on a bi-monthly basis, beginning the new calendar year. Regularly scheduled meetings may be rescheduled or canceled by the Chair, or in the Chair's absence by the Vice-Chair.
- Sec. 2. Special meetings may be called by the Chair, or in their absence the Vice-Chair, or by two (2) or more voting members of the Committee.
- Sec. 3. Each voting member and all nonvoting members of the Committee shall be notified by regular mail or electronic mail at least seven (7) days in advance of the time and place of regular meetings and 24 hours in advance of special meetings.
- Sec. 4. A majority of the voting members of the Committee shall constitute a quorum for transacting the official business of the Committee. For purposes of quorum members participating via telephone or teleconferencing shall be deemed present and the appearance via telephone or teleconferencing shall be noted in the minutes.
- Sec. 5. All regular and special Committee meetings shall be open to the public and the media
- Sec. 6. Unless otherwise specified, Robert's Rules of Order shall govern the proceedings at meetings of the Executive Policy Committee.

ARTICLE III OFFICERS

- Sec. 1. The officers of the Committee shall consist of a Chair and Vice-Chair. The Vice-Chair has the full powers of the Chair in their absence.
- Sec. 2. The Chair position shall count towards fulfilling a quorum, but will be a non-voting member, unless his/her vote is needed to break a tie vote. The Chairman shall serve for a period of one year and may be reappointed by

a majority vote of the voting members set forth above for an unlimited number of one year terms.

Sec. 3. The duties of the officers of the Committee shall be those normally associated with the office. Other duties may be assigned the officers at the discretion of the voting members.

Sec. 4. The Chair, subject to approval of the voting members, may appoint special committees as may be deemed necessary for the conduct of the Committee's business.

ARTICLE IV ELECTION OF OFFICERS AND APPOINTMENTS

Sec. 1. The Chair and Vice-Chair of the Executive Policy Committee shall be elected annually, during the last regularly scheduled meeting of the calendar year, by the Executive Policy Committee.

Sec. 2. Nominations for Chair and Vice-Chair shall originate from the floor and a candidate must receive a majority vote of the Committee to be elected.

Sec. 3. Vacancies in any office shall be filled at the next regular meeting following the vacancy.

ARTICLE V MINORITY REPORT

Sec. 1. Any voting member of the Committee or political subdivision within the Committee's area-wide planning jurisdiction may attach a Minority Report to any recommendation or action taken by the Committee. It shall be the responsibility of the Committee's Director to see that such Minority Report(s) are attached and that assistance is provided in preparing such a Minority Report(s).

ARTICLE VI AMENDMENTS

Sec. 1. These Bylaws may be amended or new Bylaws adopted at any regular or special meeting provided notice is given in advance that such business is included on the Committee's agenda. It shall take a majority vote of the Committee membership to amend or adopt these bylaws.

ARTICLE VII SUBCOMMITTEES

Sec. 1. The Executive Policy Committee may create subcommittees to advise them in the various planning areas the Committee is involved in. The membership of the subcommittees shall be established by and serve at the discretion of the Executive Policy Committee.

Revised this _____ day of September, 2016.

RAPID CITY AREA METROPOLITAN
PLANNING ORGANIZATION

ATTEST:

Chairman, Executive Policy Committee

Notary Public SEAL
Commission Expires:

CITY OF RAPID CITY

ATTEST:

Mayor, Rapid City

City Finance Officer, Rapid City
SEAL

CITY OF BOX ELDER

ATTEST:

Mayor, Box Elder

City Finance Officer, Box Elder
SEAL

PENNINGTON COUNTY BOARD OF
COMMISSIONERS

ATTEST:

Chairman, Pennington County

County Auditor, Pennington
SEAL

MEADE COUNTY BOARD OF
COMMISSIONERS

ATTEST:

Chairman, Meade County

County Auditor, Meade
SEAL

APPROVED AS TO FORM:

By: _____
Assistant City Attorney