

**CUMBERLAND VALLEY AREA
DEVELOPMENT DISTRICT**

**REGIONAL TRANSPORTATION
PLANNING**



COMMITTEE MEETING GUIDE

Purpose of The Committee

The Kentucky 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 Cumberland Valley Area Development District is responsible for identifying, evaluating, and prioritizing transportation needs in Bell, Clay, Harlan, Jackson, Knox, Laurel, Rockcastle, and Whitley Counties.

The committee was established as an advisory body to the Cumberland Valley ADD Board of Directors. Currently, there are 29 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.

Mission Statement:

To promote and provide for the development of safe and efficient modes of transportation throughout the CVADD by working within the transportation planning process as

defined by SAFETEA-LU, and the Kentucky Transportation Cabinet.

Primary Goals

Support projects that address local and regional needs, with particular emphasis on projects that encompass a significant regional benefit.

Promote and develop projects that will improve economic and tourism development in the CVADD.

Promote highway safety on existing and planned corridors to reduce fatalities, injuries, and economic loss in the region.

Support a transportation system that facilitates access to local and regional points of interest, while also reducing congestion.

Encourage the development of and improve the support for other modes of transportation such as air and rail, public transportation, pedestrians, bicycles, and the facilities that support them.

Promote transportation planning practices that emphasize environmental stewardship and minimize impacts to the natural, social, and cultural environment.

Encourage active participation by local elected officials, community leaders, and the general public in the statewide transportation planning process.

Provide and maintain a link of communication between the constituency the Committee represents and local, state, and federal transportation officials.

Meeting Information

Types of Meetings

The CVADD Regional Transportation 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 CVADD Board of Directors on a course of action.

Meeting Location and Time

Location:

Cumberland Valley Area
Development District Conference
Room
342 Old Whitley Road
London, KY 40741

For directions, please use:

<http://www.cvadd.org/Directions/Directions%20to%20CVADD%20Building.pdf>

Date and Time:

3rd Wednesday of the even months prior to the CVADD Board Meeting at 10:30 am, unless otherwise needed. Meeting notices are mailed to members two weeks prior to a scheduled meeting. Meeting dates are also posted on CVADD's website: www.cvadd.org

FY2011 Schedule:

September 15
October 26
December 8
April 20
May 25

Role of Committee Members and Staff

Members of the committee include County Judge/Executives, Mayors, Road Supervisors, Transit Coordinators, Representatives from Law enforcement, Fire Departments, and other local officials. Persons with an official status are solicited on an annual basis. The membership list is updated annually to reflect all approved changes.

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

Chairperson

The Chairperson serves as the presiding officer for all activities and represents the Committee to the CVADD 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:

- If necessary, present the Executive Report to the CVADD 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/Secretary

In the event the Chairperson is not able to attend, the Vice-Chairperson is asked to assume the responsibilities of the Chairperson. In the event the Vice Chairperson is not able to attend, the Secretary or staff will assume the responsibilities of the Chairperson.

Voting and 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 as needed
- 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 official meeting minutes from notes and distribute to all members and KYTC Division of Planning Staff
- 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 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 action stated above would have to be made.

Project Life Cycle

1. Identify Purpose and Need for Project
2. Develop Project Identification Forms (PIF)
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 the Highway plan is recommended
6. Recommendations for the Highway Plan sent to General Assembly
7. If project remains a High Priority, it is then placed on the Biennial Highway Plan.
8. The Biennial Highway Plan is sent to the 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 the 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.

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.

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 rate for the roadway. Included in the safety component of the ADEQ.

Design (D):

This phase includes developing the final design specification 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 US.

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 necessary scoping studies.

Project Identification Form (PIF):

A summary document, which includes, all in one place, data that may be needed throughout the life of a project.

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 http://www.cvadd.org/transportation_planning.html or by contacting the CVADD Transportation Planner. If one requires auxiliary aids or translation services, it is asked that the CVADD be contacted 3 business days prior to the meeting.

Documents & Resources

Statewide Transportation Plan (STP):

This is 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 FY2007-2010.

Regional Transportation Concept Plan (RTCP):

A resource document created by the CVADD 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.



Division of Planning

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/>

Cumberland Valley Area

Development District

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

National Association of Development Organizations (NADO)

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

Transportation for America

<http://t4america.org>

Contact:

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