

Rapid City Area Metropolitan Planning Organization

2021 ANNUAL REPORT (UPWP AGREEMENT 311455)



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TABLE OF CONTENTS

General Acronyms.....	ii
Introduction/Purpose	1
2021 Work Activities.....	2
Personnel Services	2
Professional Services/Consultants.....	6
Capital Resources.....	7
2021 Year End UPWP Final Budget	7

General Acronyms

ADA	Americans with Disabilities Act of 1990. Mandates changes in building codes, transportation, and hiring practices to prevent discrimination against persons with disabilities. This act affects all existing and new public places, conveyances, and employers. The significance of ADA in transportation will be most apparent in transit operations, capital improvements, and hiring practices.
CAC	Citizens' Advisory Committee of the Metropolitan Planning Organization
CIP	Capital Improvement Program
EPC	Executive Policy Committee of the Metropolitan Planning Organization
FAST Act	Fixing America's Surface Transportation Act
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
GIS	Geographic Information Systems
LRTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21 st Century. This two-year highway bill was approved in the year 2012, and carries on the previously established emphasis towards developing a balanced transportation system, including public transit, bicycle and pedestrian modes, and environmental and social consequences.
MPO	Metropolitan Planning Organization
MTP	Metropolitan Transportation Plan, previously named Long Range Transportation Plan
PL	Metropolitan Planning Funds that have been set aside for transportation planning activities in Urbanized Areas. Funding is on an 81.95% - 18.05% federal/local basis.
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users. This five year highway bill was approved in August of 2005 and authorizes the Federal surface transportation programs

for highways, highway safety, and transit for the 5-year period 2005-2009.

SDDOT	South Dakota Department of Transportation
SECTION 5307	Federal Program for capital improvements, i.e. terminals, shelters, mechanical equipment other than buses, computers, office equipment, etc. These funds, formerly known as Section 9 funds, have been available since FY 1984 through the Urban Mass Transportation Act of 1964 as amended by the Federal Transit Act of 1991. They provide resources for planning, capital and operating assistance. The match on planning and capital is 80% federal and 20% local; while the operating subsidy is 50% federal and 50% local.
SECTION 5310	Funds, formerly known as Section 16 funds, available through the Urban Mass Transportation Act of 1964 as amended. This authorizes capital grants to non-profit organizations to assist in providing transportation for the elderly and the handicapped. FTA provides 80% of the costs for equipment, and the 20% match must come from other than federal funds.
SECTION 5339	A formula program that provides funding for capital projects to replace, rehabilitate, and purchase buses and bus-related equipment, and to construct bus-related facilities. This program was established under Moving Ahead for Progress in the 21st Century (MAP-21), replacing the previous Section 5309 discretionary program established under the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU).
TAZ	Traffic Analysis Zone
TCC	Technical Coordinating Committee of the Metropolitan Planning Organization
TIP	Transportation Improvement Program
UPWP	Unified Planning Work Program

INTRODUCTION/PURPOSE

The Rapid City Area Metropolitan Planning Organization (MPO) provides a comprehensive, cooperative and continuing program of transportation planning in the Rapid City, SD Urbanized Area. Participating agencies in the planning process include:

- City of Box Elder
- City of Rapid City
- City of Piedmont
- City of Summerset
- Ellsworth Air Force Base
- Federal Highway Administration
- Federal Transit Administration
- Meade County
- Pennington County
- Rapid City Area School District
- Douglas School District
- Meade School District 46-1
- South Dakota Department of Transportation

Representatives of these agencies establish and implement goals and objectives through the transportation planning process. The process functions through three committees which help guide the development of necessary plans and projects required to meet future transportation demands:

- The Citizens' Advisory Committee - Composed of MPO-wide representatives whose input provides a citizens' perspective on important transportation related issues.
- The Technical Coordinating Committee - Composed of technical staff of the participating agencies that are responsible for reviewing and recommending approval of major transportation system plans, projects, and studies.
- The Executive Policy Committee - Composed of elected and appointed officials from the participating agencies. The Committee is the approving body for the MPO and makes decisions regarding program content and the adoption of plans and studies required for implementation of the transportation planning program.

The Annual Report is designated in the Operations Plan as one of the transportation products to be presented to the MPO's three transportation process committees. The report is required to provide an overview of the MPO activities. Included in this report is information on the MPO's financial expenditures during the 2021 calendar year on an overall basis and on a program line item basis. Also included are brief descriptions of activities associated with each line item.

2021 UPWP Work Activities

Personnel Services

These UPWP activities directly related to a comprehensive, cooperative and continuing planning process emphasized within FAST Act, one that promoted, preserved and produced an efficient intermodal transportation system, supporting economic development while improving security and safety.

2021 Work Activities:

1. Staff participated in the 2021 Rapid City Area MPO Transportation Planning Self-Certification Process. There were no SDDOT certification reviews during 2021. However, the EPC self-certified the local transportation planning process, which included ensuring compliance with environmental justice requirements.
2. Staff coordinated the execution of the annual planning agreements among the SDDOT, City of Rapid City, City of Box Elder, City of Summerset, City of Piedmont, Meade County and Pennington County as appropriate.
3. Staff coordinated and developed the 2022 Rapid City Area MPO UPWP, which included the cost of staff time, public notices, and printing costs.
4. Staff coordinated with the SDDOT to consolidate all consultant contracts and unobligated funding into the 2021 UPWP.
5. Staff updated and revised MPO planning documents including the Transportation Improvement Program (TIP).
6. Staff maintained the MPO's accounting and vouchering system, whereby participants in the local transportation planning process are reimbursed for eligible transportation planning work activities.
7. Staff monitored work activities outlined in the 2021 UPWP and submitted vouchers either monthly or quarterly for reimbursement of eligible transportation planning work activities.
8. Staff monitored the implementation of grant activities determined that UPWP budget amendments were unnecessary.
9. Staff attended committee meetings, transportation planning meetings, and public meetings throughout the planning year. Staff discussed and distributed information regarding the transportation planning process and transportation improvements.

10. Staff continued to participate in regular meetings with non-profit transportation providers to assist with the development, implementation and monitoring of the Coordinated Public Transit-Human Services Transportation Plan.
11. Staff undertook supporting activities of the MPO committees and the planning process by coordinating and staffing meetings, open houses and public hearings, developing committee agendas and taking meeting minutes, assembling and distributing meeting packets, posting and publishing public notices, developing reports and documents, managing committee membership, maintaining the MPO and Transportation Planning websites, and distributing information.
12. Due to the Covid-19 pandemic, Staff did not attend various training courses, conferences, seminars, workshops and other activities related to professional development in person. Staff was able to participate in some of these activities via virtual methods.
13. Staff participated in FHWA, FTA, and/or SDDOT training opportunities and events which pertain to the operations and planning process of the Rapid City Area MPO.
14. Staff assisted member agencies of the MPO with the development of their Comprehensive Plans. Assistance provided under the UPWP was limited to study advisory team participation, land use assessments, street plan updates, tasks associated with the development of the travel demand model and the preparation of GIS generated maps.
15. Staff assisted communities within the MPO in the preparation of GIS maps for land use data on an as-needed basis.
16. Staff continually developed, monitored and maintained the GIS database and TAZ data for the MPO area.
17. Staff participated in agency professional memberships and subscriptions related to transportation planning.
18. Staff reviewed USDOT regulations, guidance, and circulars, and reviewed best practices information, from other sources, to ensure compliance with regulations.
19. Staff and MPO member agencies maintained inventories of transportation information required for transportation planning. These inventories include traffic counts, turning movement counts and crash statistics. New data was gathered and existing inventories updated and made available for MPO functions.
20. Traffic information, inventories and data gathering efforts were coordinated with staff, MPO member agencies and transportation specialists from the SDDOT.

21. Staff cooperated with SDDOT efforts to expand the Global Positioning System (GPS) control for South Dakota to continue establishing accurate GIS position data.
22. Staff maintained and updated geographic information systems base inventory maps of the natural and man-made resources, features, and environmentally sensitive areas that could be adversely affected by changes in the region's transportation system. GIS staff continues to expand the use of coordinate geometry to input plat information.
23. Staff continued to add land use and socio-economic data to the GIS database.
24. City and County staff reviewed proposed land use changes and developmental proposals to determine their anticipated effects on the existing and future transportation system.
25. Staff updated socio-economic data, prepared socio-economic forecasts, and prepared the residential land use reports.
26. Staff collected data needed to conduct transportation planning tasks identified in the UPWP.
27. Staff conducted public involvement activities as identified in the Participation Plan.
28. Staff maintained the travel demand forecasting model and used the updated model to review transportation decisions.
29. Staff analyzed impacts related to land use and transportation system coordination on a corridor/study area basis.
30. Staff prepared the public transportation portion of the CIP and the 2022-2025 TIP. The TIP included the four-year plan for proposed capital and operating expenditures for public transportation and identified potential funding sources. The TIP was developed, adopted, and distributed in compliance with all federal, state, and local requirements. The TIP included all transportation improvements planned by the member agencies within the Rapid City Metropolitan Planning Area for 2022-2025, including both federal and non-federal funded projects.
31. Staff evaluated all transportation improvement projects for consistency with the MTP. All transportation improvement projects were reviewed for their impacts on intermodal facilities and routes within the urbanized area and the region and for consistency with the MTP.
32. Staff accounted for life-cycle costs when comparing project estimates with projected financial resources.

33. Staff continued the process of implementing a pavement management system. The Rapid City Engineering Services Division staff led the efforts in creating and maintaining the pavement management system and the implementation process.
34. Staff evaluated potential and existing safety issues for pedestrians and vehicles.
35. Staff evaluated and monitored the transit system's operational characteristics in order to identify necessary changes. Staff continually identified short-range improvements to the public transportation system and analyzed the feasibility of various transit and paratransit service options.
36. Staff coordinated with agencies interested in the areas of land use management, environmental resources, environmental protection, conservation, and historic preservation.
37. Staff provided for consideration and implementation of projects, strategies, and services to increase the ability of the transportation system to support homeland security and to safeguard the personal security of all motorized and non-motorized users.
38. Staff provided SDDOT a work and financial activities year-end summary.
39. Staff undertook the required activities necessary to administer, manage and complete the projects and studies identified in the 2021 Work Activities under Professional Services/Consultants contained herein.
40. Staff implemented the MTP.
41. Staff verified that the public transportation implications of the Americans with Disabilities Act (ADA) are being pursued through the ADA Transition Plan. The Transition Plan also included transit stops.
42. Staff implemented the requirements of the FAST Act.
43. Staff conducted and coordinated the development and approval of transportation-related comprehensive planning, including land use and major street plans for developing areas within the Metropolitan Planning Area.
44. Staff completed other transit-related planning activities and special studies as approved by the transportation planning committees.

Professional Services/Consultants

These activities address both identified and unanticipated problems and needs that occur during the course of the work program year. Contractual services with consultants or other

professionals to conduct studies and other UPWP activities were identified by a corresponding program year.

2021 Work Activities:

1. Staff completed work on Requests for Proposals and other necessary documentation. All MPO approved Requests for Proposals were distributed, consultant selection procedures followed, and contracts prepared and executed. Staff was responsible for contract preparation, contract execution, and project management.
2. Staff requested approval from the MPO committees of the implementation of special studies as identified in the UPWP. Work under this task included coordination of meetings, budget preparation, and special analysis.
3. Staff undertook required activities necessary to administer, manage and complete the following projects and studies to the extent of budgeted funding:
 - a. Worked with SDDOT to complete US Highway 16 Corridor Study. The study was completed in July 2021.
 - b. Worked with the consultant to complete the Transit Development Plan. It is anticipated that the study will be completed in April 2022.
 - c. Worked with SDDOT staff to assist with the Campbell Structure Study. It is anticipated that the study will be completed in the summer of 2022.
 - d. Worked with the SDDOT to complete the Meade County Transportation Plan. It is anticipated that the study will be completed in the summer of 2022.
 - e. Worked with consultant to update the aerial photography and planimetrics within the MPO area.

Capital Resources

These activities include the capital investments necessary to carry out the transportation planning process.

1. MPO staff acquired computer hardware, software (including software upgrades) and peripheral devices to ensure continuation of the transportation planning process. SDDOT reviewed all capital purchases justifying the purchase prior to acquisition.
 - a.
 - b. Purchased two laptops to prevent utilizing obsolete hardware.

2021 Year End UPWP Budget

City of Box Elder				Federal - 81.95%		Local - 18.05%		Total	
DESCRIPTION	TOTAL BUDGET	FHWA	LOCAL MATCH	FUNDS EXPENDED	FUNDS REMAINING	MATCH EXPENDED	MATCH REMAINING	BUDGET EXPENDED	BUDGET REMAINING
Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Resources	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Meade County				Federal - 81.95%		Local - 18.05%		Total	
DESCRIPTION	TOTAL BUDGET	FHWA	LOCAL MATCH	FUNDS EXPENDED	FUNDS REMAINING	MATCH EXPENDED	MATCH REMAINING	BUDGET EXPENDED	BUDGET REMAINING
Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Professional Services	77,500.00	63,511.25	13,988.75	0.00	63,511.25	0.00	13,988.75	0.00	77,500.00
Capital Resources	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	77,500.00	63,511.25	13,988.75	0.00	63,511.25	0.00	13,988.75	0.00	77,500.00

City of Rapid City				Federal - 81.95%		Local - 18.05%		Total	
DESCRIPTION	TOTAL BUDGET	FHWA	LOCAL MATCH	FUNDS EXPENDED	FUNDS REMAINING	MATCH EXPENDED	MATCH REMAINING	BUDGET EXPENDED	BUDGET REMAINING
Personnel	457,232.00	374,701.62	82,530.38	246,416.98	128,284.64	54,274.88	28,255.50	300,691.87	156,540.13
Professional Services	250,000.00	204,875.00	45,125.00	134,332.12	70,542.88	29,587.49	15,537.51	163,919.61	86,080.39
Capital Resources	104,000.00	85,228.00	18,772.00	0.00	85,228.00	0.00	18,772.00	0.00	104,000.00
Total	811,232.00	664,804.62	146,427.38	380,749.10	284,055.52	83,862.37	62,865.01	464,611.48	346,620.52

SDDOT - Local Transportation Program				Federal - 81.95%		Local - 18.05%		Total	
DESCRIPTION	TOTAL BUDGET	FHWA	LOCAL MATCH	FUNDS EXPENDED	FUNDS REMAINING	MATCH EXPENDED	MATCH REMAINING	BUDGET EXPENDED	BUDGET REMAINING
Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Professional Services	110,000.00	90,145.00	19,855.00	0.00	90,145.00	0.00	19,855.00	0.00	110,000.00
Capital Resources	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	110,000.00	90,145.00	19,855.00	0.00	90,145.00	0.00	19,855.00	0.00	110,000.00

2021 UPWP Totals				Federal - 81.95%		Local - 18.05%		Total	
DESCRIPTION	TOTAL BUDGET	FHWA	LOCAL MATCH	FUNDS EXPENDED	FUNDS REMAINING	MATCH EXPENDED	MATCH REMAINING	BUDGET EXPENDED	BUDGET REMAINING
Personnel	457,232.00	374,701.62	82,530.38	246,416.98	128,284.64	54,274.88	28,255.50	300,691.87	156,540.13
Professional Services	327,500.00	268,386.25	59,113.75	134,332.12	134,054.13	29,587.49	29,526.26	163,919.61	163,580.39
Capital Resources	104,000.00	85,228.00	18,772.00	0.00	85,228.00	0.00	18,772.00	0.00	104,000.00
SDDOT	110,000.00	90,145.00	19,855.00	0.00	90,145.00	0.00	19,855.00	0.00	110,000.00
Total	998,732.00	818,460.87	180,271.13	380,749.10	437,711.77	83,862.37	96,408.76	464,611.48	534,120.52