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# CITY OF RAPID CITY

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### MEMORANDUM

To: Rapid City Legal & Finance Committee Members  
From: Patsy Horton, Transportation Planning Coordinator  
Date: August 21, 2003  
Re: Operations Plan

Every ten years the Census Bureau designates "urbanized areas" based on population densities within certain distances of the city's core population. The 2000 Census Bureau has included the unincorporated portions of Black Hawk within Rapid City's urbanized area. As such, the Rapid City Area Metropolitan Planning Organization's (MPO) boundary must include all areas identified in the official "urbanized area" plus a twenty year planning horizon.

The Rapid City Area Metropolitan Planning Organization is currently updating various agreements and operating documents to reflect these new changes, including the Public Participation Plan; the Operations Plan along with the Citizens Advisory Committee Bylaws, the Technical Coordinating Committee Bylaws, and the Executive Policy Committee Bylaws; and the Joint Cooperative Agreement authorizing the Rapid City Area Metropolitan Planning Organization.

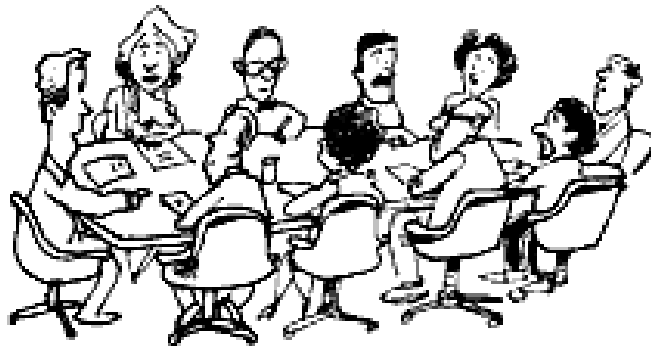
At its June meeting, the Rapid City Area Metropolitan Planning Organization approved a boundary change to include portions of Meade County and approved changes to the Public Participation Plan, the Operations Plan and the Committee Bylaws to incorporate the Meade County change.

The Rapid City Area Metropolitan Planning Organization approved the Operations Plan on August 14, 2003. Please feel free to contact me if you have any questions or would like additional information.

**STAFF RECOMMENDATION:** Staff recommends approval of the Operations Plan as approved by the Rapid City Area Metropolitan Planning Organization to incorporate a portion of Meade County.

# Rapid City Area Metropolitan Planning Organization

## OPERATIONS PLAN



Prepared by the  
City of Rapid City, City of Box Elder  
Pennington County and the  
South Dakota Department of Transportation

Endorsed by the  
Executive Policy Committee of the  
Rapid City Area Metropolitan Planning Organization  
October, 2003

In cooperation with the  
U.S. Department of Transportation  
Federal Highway Administration and the  
Federal Transit Administration

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## DOCUMENT ABBREVIATIONS

ADA	Americans With Disabilities Act
CAC	Citizens Advisory Committee
CFR	Code of Federal Regulations
CTPP	Census Transportation Planning Package
DOT	(United States) Department of Transportation
DENR	Department of Environment and Natural Resources
EPC	Executive Policy Committee
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
L RTP	Long Range Transportation Plan
MPO	Metropolitan Planning Organization
PPP	Public Participation Plan
Products	As used throughout the document refers to any plan, document, special study or project produced by or for the MPO
PTA	Parent Teachers Association
SDCL	South Dakota Codified law
SDDOT	South Dakota Department of Transportation
STIP	State Transportation Improvements Program
TAZ	Traffic Analysis Zone
TEA-21	Transportation Efficiency Act for the 21 <sup>st</sup> Century
TCC	Technical Coordinating Committee
TIP	Transportation Improvements Program
UPWP	Unified Planning Work Program
USC	United State Code
3-C	Comprehensive, Cooperative and Continuing

## 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 roads and highways for the safe and efficient movement of vehicular traffic.

The transportation planning process in the Rapid City metropolitan area includes the involvement of local, state and federal governmental agencies, and representative committees. This process results in the development of the transportation planning process.

It is the intent of this Operations Plan to outline the procedures and requirements of transportation products and plans for the metropolitan transportation planning process. This document will guide those involved in the metropolitan transportation planning process by establishing guidelines and procedures for specific transportation related products and plans. In addition, the Operations Plan will highlight the participants involved in the transportation planning process.

The Operations Plan will function as the guide for all transportation products and plans relating to the metropolitan transportation planning process.

## METROPOLITAN TRANSPORTATION PLANNING

The Federal Surface Transportation Assistance Act of 1973 required the formation of a Metropolitan Planning Organization (MPO) for any urbanized area with a population greater than 50,000. MPOs were created in order to ensure that existing and future expenditures for transportation projects and programs were based on a comprehensive, cooperative, and continuing (3-C) planning process. Federal funding for transportation projects and programs are channeled through this planning process.

“It is in the national interest to encourage and promote the development of transportation systems embracing various modes of transportation in a manner which will efficiently maximize mobility of people and goods within and through urbanized areas and minimize transportation-related fuel consumption and air pollution” (Intermodal Surface Transportation Efficiency Act of 1991 Section 134 of Title 23). To continue these efforts, on June 9, 1998, the President signed into law PL 105-178, the Transportation Equity Act for the 21st Century (TEA-21) authorizing highway, highway safety, transit and other surface transportation programs.

TEA-21 builds on the initiatives established in the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA). It combines the continuation and improvement of current programs with new initiatives to meet the challenges of improving safety as traffic continues to increase at record levels, protecting and enhancing communities and the natural environment, and advancing America’s

economic growth and competitiveness domestically and internationally through efficient and flexible transportation.

This effort is underway in all urbanized areas with populations over 50,000 and includes the area around cities that are anticipated to become urbanized within the next 20-year period. In areas with an urbanized population greater than 50,000 a Metropolitan Planning Organization (MPO) shall be designated to coordinate transportation planning activities.

Transportation planning within the Rapid City area has been ongoing since the 1960's, although Rapid City, South Dakota, was not designated as a Metropolitan Planning Organization until 1977. During this time, numerous transportation products and plans have been presented to transportation committees and representatives involved in the metropolitan transportation planning process that strive to address the five core functions of the Rapid City Area MPO:

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, (2) efficient system performance and preservation, and (3) quality of life.
4. **Develop a Transportation Improvement Program (TIP).** Develop a 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 "Public Participation Plan."

Additionally, Section 134 (f) of title 23, U.S.C., "Factors to Be Considered" provides a list of 7 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 and security of the transportation system for motorized and non-motorized users;
3. Increase the accessibility and mobility options available to people and for freight;
4. Protect and enhance the environment, promote energy conservation, and improve quality of life;
5. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
6. Promote efficient system management and operation; and
7. Emphasize the preservation of the existing transportation system.

The involvement of public participation is also an important element of both ISTEA and TEA-21 legislation. This legislation requires that the metropolitan transportation planning process ensures the early and continuing involvement of the public in the development of transportation plans and transportation improvements programs. This requirement is addressed in a companion document "Public Participation Plan." Throughout all aspects of the metropolitan transportation planning process, accessibility to the transportation system for the disabled community will be addressed.

Transportation projects utilizing federal transportation funds within the metropolitan transportation planning area may be reviewed and approved by the committee representatives involved in the transportation planning effort. These representatives include local government agencies and affected parties. In addition to these representatives, the metropolitan transportation planning process requires the review of all transportation projects by three committees. A review of the agencies and committees involved in the transportation planning process and their responsibilities is necessary to understand the full role of the metropolitan transportation planning process.

### ***Metropolitan Transportation Planning Process Participants***

The geographic boundary for metropolitan transportation planning process activities includes the City of Rapid City, the City of Box Elder, Ellsworth Air Force Base, the unincorporated areas of Black Hawk and that portion of Pennington County and Meade County inside the study area. This area includes not only the existing urbanized area but also sufficient area that may become urbanized within a twenty year horizon covered by the Long Range Transportation Plan. The population within the transportation planning area in 2000 was approximately 93,333 (2000 Census Bureau).



The metropolitan transportation planning process includes the Black Hills Council of Local Governments, City of Rapid City, City of Box Elder, 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 process participants support the development of transportation activities. These representative agencies each play a vital role in the transportation planning process.

### ***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 Metropolitan Planning Organization (MPO). The Rapid City Transportation Planning Division's role in the overall transportation planning process is committee support, project and plan development, coordination among governmental agencies, and to ensure that the overall process is in compliance with TEA-21 and other federal regulations.

Rapid City Transportation Planning Division's role in committee support requires staffing the three MPO committees. Staff attends all required committee meetings and is available to all transportation participants to answer questions and provide information regarding transportation projects or requirements. Transportation Planning Division staff is responsible for committee minutes, agendas, and presentation of products and plans generated by its staff. These products and plans are identified within the Unified Planning Work Program (UPWP) and are redefined on an annual basis.

Communication between all agencies and representatives of the transportation planning process is critical. As the designated staff for the MPO, the Rapid City Transportation Planning Division is responsible for distributing any and all information relevant to transportation planning efforts. This communication assists in the coordination and delivery of transportation products and plans to the committee and agencies involved.

### ***City of Rapid City***

The Rapid City Urban Planning and Engineering Divisions also play important roles in the transportation planning process. The Rapid City Urban Planning Division is an active participant in the overall transportation process by way of developing plans and products relating to planning activities. Planning staff attends all transportation committee meetings to respond to any questions that a particular project or plan may have on land use or public transportation in Rapid City and to monitor committee discussions and recommendations. The Urban Planning Division representative provides technical assistance to the Metropolitan Planning Organization as a member of

the Technical Coordinating Committee and in the development of selected transportation products.

The Rapid City Engineering Division is an active participant in the overall transportation planning process by way of developing plans and products relating to engineering activities. Engineering staff attends all transportation committee meetings to respond to any questions that a project or plan may have on roadway development or existing vehicular traffic and to monitor committee discussion and recommendations. The Engineering Division's representatives provide technical assistance as members of the Technical Coordinating Committee and in the development of selected transportation products.

Appointed members of the Rapid City City Council also participate in the metropolitan transportation planning process as members of the Executive Policy Committee (EPC). The EPC is the designated MPO policy board for the overall transportation planning 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 play an important role in the transportation planning process. A Box Elder representative is a member of the Technical Coordinating Committee and provides input in the development of selected transportation products. The Box Elder Mayor also participates in the metropolitan transportation planning process as a member of the Executive Policy Committee.

### ***Pennington County***

Transportation improvements occurring outside the Rapid City boundary ultimately affect the residents of Pennington County. As a result, Pennington County is also involved in the transportation planning process. Representatives from Pennington County's Planning Department, Highway Department and Sheriff's Office participate in the transportation planning process as members of the Technical Coordinating Committee. Their representation on this committee allows the county the opportunity to voice concerns or recommendations as they may relate to transportation projects within their jurisdiction.

Appointed members of the Pennington County Commission participate in the metropolitan transportation planning process as members of the Executive Policy Committee. The EPC is the designated MPO policy board for the overall transportation planning process. The EPC has ultimate approval of all products and plans produced by or for the metropolitan transportation planning participants.

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## **Meade County**

Transportation planning improvements in the MPO Boundary that are within Meade County are included in the transportation planning process. Representatives from Meade County's Sheriff's Office, Highway Department and Director of Equalization participate as members of the Technical Coordinating Committee.

Appointed members of the Meade County Commission also participate in the metropolitan transportation planning process as members of the Executive Policy Committee.

### ***Other Participating Agencies***

In addition to the local agencies involved in the transportation planning process, the South Dakota Department of Transportation, the Federal Highway Administration, the Federal Transit Administration, Ellsworth Air Force Base, and a representative from Rapid Transit System are involved in the overall transportation planning process.

### ***South Dakota Department of Transportation***

The South Dakota Department of Transportation is an active participant of the transportation planning process. The SDDOT staff is represented at all Technical Coordinating Committee and Executive Policy Committee meetings. The SDDOT's involvement in the transportation planning process is mandated by TEA-21 requiring that "...metropolitan planning organizations, 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).

The SDDOT reviews and provides comments on all transportation planning process plans and products developed by the metropolitan transportation planning process as part of the overall technical assistance to the MPO. The SDDOT's review and involvement provides for the cooperative efforts of the transportation planning process and allows the State to certify to the Federal Highway Administration that the planning process is in conformity with all federal and state laws and regulations.

### ***Federal Highway Administration***

The Federal Highway Administration (FHWA) is also a participant of the transportation planning process and is involved to observe and provide comments on products and plans. The FHWA is also a non-voting member of the Technical Coordinating Committee and non-voting member of the Executive Policy Committee.

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/or plans. Selected products and plans required of the metropolitan transportation planning process have

federally mandated guidelines established by the FHWA and these guidelines are followed by the MPO and SDDOT and coordinated with the FHWA to ensure all applicable State and Federal regulations are met.

### ***Federal Transit Administration***

The passage of TEA-21 requires the MPO to take a closer look at intermodal and multi-modal transportation planning. To achieve this goal, the Federal Transit Administration (FTA) is involved in the overall metropolitan transportation planning process. The MPO shall provide the FTA with copies of products and plans relating to the metropolitan transportation planning process.

### ***Ellsworth Air Force Base***

Ellsworth Air Force Base provides technical assistance in the transportation planning process as a member of the Technical Coordinating Committee. 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 Transit System***

The Black Hills Council of Governments, in cooperation with the MPO, provides public transportation planning within the metropolitan transportation planning process. Public transportation is represented within the metropolitan transportation planning process as a member of the Technical Coordinating Committee. Rapid Transit's work program and activities are reviewed and approved through the metropolitan transportation planning process and are included within the MPO's Transportation Improvements Program.

## ***Metropolitan Transportation Planning Committees***

The transportation planning process is represented by three committees through which all transportation products and plans must be presented. The three committees involved in the transportation planning effort within the metropolitan transportation planning area include the Citizens Advisory Committee (CAC), Technical Coordinating Committee (TCC) and the Executive Policy Committee (EPC). These committees review and adopt the necessary transportation products and plans produced by or for the representative participants. Committee participation in the review of transportation products and plans varies due to the roles and responsibilities assigned to each committee.

The Citizens Advisory Committee is the public participation forum for all 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, but are generally representatives of the general public. Vacancies in any of the representative positions are filled by interested citizens or by recommendations from the committee.

The CAC does not have the authority to adopt transportation products or plans. Their role is to provide citizen input into the review of products and plans, and analyze potential impacts as those impacts 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 Technical Coordinating Committee as to whether the product or plan should be recommended for approval, denial, or acceptance.

The Technical Coordinating Committee membership includes staff and other participating agencies responsible for or affected by the implementation of transportation plans, products or improvements. Their role is to assist and advise the policy board on technical matters as they relate to transportation process elements. TCC membership as of the adoption of this Operations Plan included:

Transportation Planning Process Administration;  
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, Urban Systems Engineer;  
Rapid City Community Development Department;  
Rapid City Regional Airport Administration;  
Rapid City Police Department, Street Division;  
Rapid City Planning Department;  
Pennington County Planning Department;  
Pennington County Drainage Coordinator;  
Pennington County Highway Department;  
Pennington County Sheriff's Department, Traffic Division;  
Meade County Director of Equalization:  
Meade County Sheriff's Department:  
Meade County Highway Department;  
City of Box Elder;  
Rapid Transit/Black Hills Council of Governments;  
Ellsworth Air Force Base;  
South Dakota Department of Transportation, Division of Planning and Engineering  
South Dakota Department of Transportation, Office of Air, Rail and Transit;  
South Dakota Department of Transportation, Division of Operations, Regional Engineer  
Federal Highway Administration (non-voting)

The TCC does not have the authority to adopt transportation products or plans. Their role is to review products and plans, and analyze the technical aspects as it relates to costs, construction, design or other technical matters and make a recommendation for adoption or acceptance to the Executive Policy Committee. The CAC and TCC play an important role in the review of transportation projects and plans. Without the involvement of these two committees a cooperative, continuing, and comprehensive (3-C) transportation planning process would not occur. It is their responsibility to make recommendations for approval, denial, or acceptance to the policy board regarding documents required of the metropolitan transportation planning process.

The designated MPO policy board for the metropolitan transportation planning process is the Executive Policy Committee. The EPC is responsible for making transportation planning and improvements decisions. The EPC reviews the recommendations of the CAC and TCC prior to making their decision. 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, Rapid City School District;
- Representative, South Dakota Transportation Commission;
- Representative, Rapid City City Council;
- Representative, Pennington County Commission;
- Representative, Meade County Commission;
- South Dakota Department of Transportation, Division of Planning and Engineering (non-voting);
- Federal Highway Administration (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. The CAC, TCC, and EPC generally meet during the day on the third Wednesday of the month. Bylaws for each committee are found in the appendix of this report.

Additionally, the Bike Walk Run Committee (BWR) is a permanent advisory committee with members selected for their expertise or interest in creating and improving alternative transportation opportunities. The Committee represents the interests of area recreational and transit bicycle riders as well as the outdoor walking/running community and provides recommendations to the MPO on developing an efficient network of safe bikeways/walkways. The Committee is also committed to the education of bicycle riders and the motorists who share roadways with bicyclists on safe bicycling and driving practices. All committee members will have an equal voice in deliberations.



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## TRANSPORTATION PRODUCTS

The metropolitan transportation planning process's need for products and plans is ever present as the region's population grows and the transportation network expands. These plans and products help guide the continued development of the transportation network and the transportation planning process. Although many products and plans are required before receiving federal transportation funds, these products and plans provide more than just required documentation. The products and plans provide the guidelines and necessary analysis of transportation issues in the metropolitan transportation planning area.

The transportation products and plans required of the metropolitan transportation planning process will be highlighted describing their purpose, contents, and process of operation. This decision of each product and plan will assist in the process of product development, and improve the continuing, cooperative, and comprehensive transportation planning process. The transportation planning efforts below are carried out within the metropolitan transportation planning process.

### ***Transportation Improvements Program***

The purpose of the Transportation Improvements Program (TIP) is to provide a financially constrained priority listing of transportation projects proposed for construction over a five year period. The TIP represents transportation improvements in the areas of streets and highways, railroads, transit, aviation, and bicycles. Transportation improvement projects for the TIP are developed from the city of Rapid City Capital Improvements Program, Pennington County Highway Department, Rapid Transit System, and the South Dakota Department of Transportation. The projects, for each year, are listed in priority order by funding categories. Transportation projects listed within the TIP must consider the seven "Factors to be Considered" as outlined on page 2.

Projects listed within the TIP must adhere to all mandated air quality guidelines. As a result, the TIP must be reviewed and certified by the Rapid City Air Quality Board and the Department of Environment and Natural Resources (DENR) that the plan complies with all air quality guidelines. The EPC shall certify the findings of the Air Quality Board and the DENR at their August meeting prior to the adoption of the TIP. Air quality requirements of the TIP are discussed further within this document.

The TIP is required to go before the CAC, TCC, and to the EPC twice before final adoption. The adoption of the TIP will follow the public hearing and committee review guidelines as set forth within the Public Participation Plan.

Development of the TIP begins in April and must be in draft form for presentation and review by the CAC, TCC, and EPC at their June meetings. During the month of July, a public hearing on the draft TIP is held in conjunction with the public hearing

process required of the State Transportation Improvements Program (STIP). The STIP public hearing is coordinated by the SDDOT.

The TIP shall be adopted in August during meetings of the CAC, TCC and EPC. The adoption of the TIP, by the EPC finishes the procedures required at the local level. After the EPC has adopted the TIP, it must then be approved by the Governor of the State of South Dakota or the Governor's designee. The FHWA and FTA are not required to review and approve the TIP. However, copies of the plan must be submitted for their information. Finally, the TIP is incorporated into the STIP through the actions of the State Transportation Commission at their August meeting.

The TIP is a "living" document. It can be amended with the approval of the EPC TCC and CAC. The TIP focuses on projects that will require five (5) or less years to implement. Within the first three (3) years of the TIP, projects may be delayed or accelerated according to present needs. This flexibility provides coordination among local and state agencies, saves money and decreases disruptions to the transportation system. The TIP is evaluated at year end, and an annual increment of improvements is added to maintain a full multi-year program. A major amendment would occur when a project, not listed within the TIP, is proposed for development. If a project is proposed for development and is not identified within the TIP, the process of including it within the TIP would follow the public hearing and committee review process. Projects listed within the second and third year of the TIP which are proposed to be developed during an earlier year do not require a public hearing, but do require approval of the EPC and the funding agency.

### ***Air Quality Certification***

The purpose of the Air Quality Certification is to certify that the transportation projects listed within the TIP are in compliance with the Clean Air Act Amendments of 1990, the South Dakota State Implementation Program, and Environmental Protection Agency guidelines.

The draft TIP must be submitted to the Department of Environment and Natural Resources for their review and certification of compliance with all mandated air quality guidelines. Upon receipt of the department's letter of compliance, the letter shall be presented to the TCC during their August meeting for review and recommendation to the EPC that the MPO's TIP is in compliance with all air quality guidelines.

The EPC shall then concur with the DENR's letter certifying that the TIP is in compliance with all air quality guidelines. This concurrence of the EPC with the findings of the DENR shall take place in conjunction with the adoption of the TIP during the EPC's August meeting and this certification shall be included within the adopted TIP.



### ***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.

In June, SDDOT provides a questionnaire regarding the metropolitan transportation planning process for MPO Staff to complete. This questionnaire addresses issues regarding transportation products and activities involved in the transportation planning 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 at its August meeting for inclusion in the TIP. Upon the EPC's certification that it is complying with the requirements of the metropolitan transportation planning process, 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 metropolitan transportation planning area.

### ***Unified Planning Work Program***

The purpose of the Unified Planning Work Program (UPWP) is to describe the annual activities, basic planning studies, and the intended goals and products to be accomplished by the participants of the metropolitan transportation planning process, including public transportation activities.

The UPWP highlights the six participants (Rapid City Planning and Engineering Departments, City of Box Elder, Ellsworth Air Force Base, Pennington County, Meade County and Black Hills Council of Governments) active in the metropolitan transportation planning process and their work assignments for the upcoming year. In addition, the UPWP identifies funding for the participants and provides total programmed expenditures for each work task. Federal funding for participants of the metropolitan transportation planning process is made available from the Federal Highway Administration and the Federal Transit Administration. The MPO, in cooperation with the State and transit operators, works together cooperatively to describe work activities that will be performed. Components of the UPWP are developed cooperatively between the metropolitan transportation planning participants including the SDDOT, FHWA, and FTA.

The development of work activities and funding assignments to each category is determined through a cooperative effort of all participants involved in the metropolitan transportation planning process. After the FHWA has determined the state allocations, the MPO funding formula is developed by the SDDOT in conjunction with the South

Dakota MPOs and approved by FHWA. This allocation amount is provided to the MPO by the SDDOT.

The UPWP is required to go before the CAC, TCC and EPC twice before final adoption of the plan. The adoption of the UPWP will follow the public hearing and committee review guidelines set forth within the Public Participation Plan. The adoption of the UPWP, by the EPC, finishes the procedures required at the local level. After the EPC has adopted the UPWP, the plan shall be presented to the SDDOT and FHWA for their approval of the plan. After final approval of the UPWP by SDDOT and FHWA, the SDDOT and the MPO enter into a contract with the MPO to fund the UPWP activities.

Amendments to the UPWP may occur throughout the year, resulting from the development of new activities not previously identified within the plan, or the need for additional funding in existing line items. Unless line item changes represent more than 10% of the entire UPWP budget, the change does not require formal amendment approval; however, any new project or line item requires an amendment. An amendment is requested by the affected participant and coordinated by the MPO for presentation to the transportation committees. The CAC and the TCC must review all amendments and must make a recommendation to the EPC for approval or denial. The EPC shall review the proposed UPWP amendment and the CAC and TCC recommendation prior to making their decision. All amendments 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 transportation committees with a list of accomplishments as well as associated financial expenditure information for those accomplishments. It is developed cooperatively between all transportation planning participants. No formal adoption of the annual report is required. However, the final report is formally presented to the CAC, TCC, and EPC for their information and review.

Additionally, a Progress Report may be prepared in conjunction with the local newspaper for the citizens of the metropolitan transportation planning area with information regarding transportation projects, plans and issues. Participants of the transportation planning process develop articles pertaining to transportation issues that may ultimately affect local citizens and area roadways. The report is distributed once a year, during the month of March or April, via the local newspaper or through other means of distribution to affected citizens of the metropolitan transportation planning area.

### ***Long Range Plan***

The purpose of the Long Range Plan is to provide a plan that addresses transportation issues over a twenty year minimum period. This plan covers short-term

as well as long-term transportation activities. These activities include not only local roadway improvements, but also the development of bicycle and pedestrian facilities and transit improvements. In addition, 23 CFR 450.322 outlines additional requirements the Long Range Plan must address.

The plan shall be updated at least every five years in attainment areas and every three years in non-attainment areas (23 CFR 450.322). This update shall confirm the validity of the transportation planning process with current and forecasted transportation conditions, land use conditions, and trends.

The Long Range Plan provides the participating transportation planning process agencies with a list of future transportation improvements projects. Short- and mid-term projects from the Long Range Plan are used to develop the Transportation Improvements Program.

Rules outlined under Chapter 1 of 23 CFR 450.322 identify eleven critical elements that must be included within the Long Range Plan. The plan shall address a twenty year planning horizon. The MPO develops the Long Range Plan, but requires input from all the participants of the transportation planning process.

The plan shall be presented to the CAC, TCC and the EPC twice before final adoption of the plan. The adoption of the Long Range Plan will follow the public hearing and committee review guidelines set forth within the Public Participation Plan. Copies 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 descriptive guide relating to how the transportation planning process is conducted 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 transportation 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 the overall transportation planning development. The plan, and any subsequent revisions, must be presented before all metropolitan transportation planning committees.

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

### ***Socio-Economic Report***

The purpose of the Socio-Economic Report is to provide the transportation 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 must be presented before all three transportation process committees. The acceptance of the Socio-Economic Report will follow the committee review guidelines set forth within the Public Participation Plan.

### ***Pedestrian & Bike Accident Report***

The purpose of the Pedestrian & Bike Accident Report is to provide the transportation committees and city staff with information relating to accidents. This information represents the number of accidents as well as their location throughout the city. Location is critical for future consideration of street improvements, hazard elimination projects, as well as for analysis of trends in traffic accident locations. Information is collected using Department of Transportation data and Rapid City Police accident reports.

The Pedestrian & Bike Accident report is produced annually, and presented to all three transportation process committees. The acceptance of the Pedestrian & Bike Accident report will follow the committee review guidelines set forth within the Public Participation Plan.

### ***Bikeway/Walkway Plan***

The purpose of the Bikeway/Walkway Plan is to provide the transportation 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 Bike/Walk/Run Committee develops the plan to address issues regarding state and municipal laws, safety, bicycle trail development standards, the promotion of bicycling and other related issues. The plan is intended to assist not only the transportation committees, but also the Rapid City Parks & Recreation Department in the development of future bike trails and paths.

The plan will play an important role for bicycling in the Rapid City area due to the availability of transportation enhancement monies from the South Dakota Department of Transportation for the construction of bicycle facilities. The plan will assist the city in identifying potential enhancement projects relating to bicycling.

The plan shall be presented to the CAC, TCC, and the EPC twice before final adoption of the plan. The adoption of the Bikeway/Walkway Plan will follow the public hearing and committee review guidelines set forth within the Public Participation Plan.

The plan shall be updated periodically by the participants of the metropolitan transportation planning process and interested citizens and shall follow the procedures outlined for the adoption of the overall plan. FHWA and FTA receive complimentary copies of the completed plan.

### ***General Inventories***

The purpose of general inventories is to provide for the transportation systems data collection needed in the transportation planning activities. This data collection includes 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.

Data relating to these inventories is collected throughout the year. 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 metropolitan transportation planning process will determine what inventories they will participate in during the development of the UPWP.

Studies and reports produced from the collection of data relating to this activity shall follow the committee review guidelines set forth within the Public Participation Plan.

### ***Special Studies***

The purpose of special studies is to provide the participants of the metropolitan transportation planning process with the flexibility to study specific transportation needs or issues. From time to time, participants of the metropolitan transportation planning process may need to undertake special studies that do not specifically relate to a specific section of the UPWP line item or require activity. Metropolitan transportation planning participants may request special studies during the development of the UPWP. All studies shall be agreed upon by the participants of the transportation planning process. Special studies needing immediate attention may be requested through a UPWP amendment.

The content of special studies shall determine whether the product must adhere to public comment and participation requirements and as to whether the EPC must adopt or accept the product. The adoption or acceptance of special studies will follow the public hearing and committee review guidelines set forth within the Public

Participation Plan. The designated MPO committees shall make the determination as to what specific special studies will be adopted or accepted.

### ***Traffic Volume Counts***

The purpose of traffic volume counts for the city of Rapid City is to provide committee members and interested parties with 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.

Rapid City Traffic Engineering and Operations Division, the City of Box Elder and SDDOT are responsible for producing the traffic volume count reports. Traffic count locations and types of traffic counts are coordinated between the city and 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 updated annually. The Traffic Volume Counts report will follow the committee review guidelines set forth within the Public Participation Plan.

### ***Systems Management***

ISTEA established, and TEA-21 continued with, the six system management functions recommended for all states. The six system management functions include: 1) Pavement Management System; 2) Bridge Management System; 3) Highway Safety Management System; 4) Traffic Congestion Management System; 5) Public Transportation Facilities & Equipment Management System; 6) Intermodal Facilities & Systems Management System. The Rapid City Area MPO in conjunction with the SDDOT will focus its efforts on developing a Pavement Management System as well as a Traffic Monitoring System. The MPO and SDDOT will develop and gather data cooperatively and will include the direct input in the development of the management systems and in the data gathering required for completion of each system. The SDDOT and MPO shall cooperate towards the expedient collection and completion of two of the six recommended system management functions.

The MPO shall determine which system management studies will be adopted or accepted. The adoption of system management studies will follow the public hearing and committee review guidelines and the acceptance of system management studies will follow the committee review guidelines set forth within the Public Participation Plan.

Pavement Management System. The purpose of the Pavement Management System is to provide a systematic process that collects and analyzes pavement information used as input in selecting cost-effective strategies for providing and maintaining pavements in a serviceable condition.



Traffic Monitoring System. The purpose of the Traffic Monitoring System is to provide for the collection, reporting and retention of highway related person and vehicular traffic data, including public transportation on public highways and streets.

The MPO currently produces three documents that will provide a basis for the development of the Pavement Management System and Traffic Monitoring System. The documents currently produced by the process participants include the Accident Statistics and Analysis Report, Street Inventory, and the Transportation Systems Management Efficiency Report.

Accident Statistics and Analysis Report: The Accident Statistics and Analysis Report highlights the hazardous vehicular accident locations within Rapid City. This report is critical in identifying hazardous locations and provides information pertinent for programming safety improvements. This report is important in analyzing intersections and mid-block segments as it relates to accidents. In examining the hazardous locations, solutions for correcting the problem are developed. This report is produced annually and is presented to the metropolitan transportation planning process committees. The acceptance of this report will follow the committee review guidelines set forth within the Public Participation Plan.

Street Inventory Report: The Street Inventory Report provides an annual street inventory and pavement condition assessment for streets within the MPO area. This report is produced annually and is presented to the metropolitan transportation planning process committees. The acceptance of this report will follow the committee review guidelines set forth within the Public Participation Plan.

Transportation Systems Management Efficiency Report: The Transportation Systems Management Efficiency Report describes low-cost, short-range actions which are implemented through the local transportation system to increase efficiency and safety. This report is produced annually and is presented to the metropolitan transportation planning process committees. The acceptance of this report will follow the committee review guidelines set forth within this Operations Plan.

## **OTHER TRANSPORTATION PROCESSES AND PRODUCTS**

In addition to the required transportation planning products and plans, other transportation information is shared between the committees and to the general public. This information provides the committee members and the general public with insight and information useful in their travel throughout the city.

This section of the Operations Plan will highlight some of the other transportation products or plans produced or anticipated by the metropolitan transportation planning process.

### ***Construction Project Updates***

The purpose of the 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 Rapid City Engineering Department and the South Dakota Department of Transportation. Staff participants shall be on hand at all MPO transportation committee meetings to discuss transportation construction projects and answer all questions of committee members.

### ***Transportation Enhancement Projects***

TEA-21 included funding for transportation enhancement projects. Enhancement projects eligible for federal funding include:

- (1) Provision of facilities for pedestrians and bicycles;
- (2) Provision of safety and educational activities for pedestrians and bicyclists.
- (3) Acquisition of scenic easements and scenic or historic sites;
- (4) Scenic or historic highway programs (including the provision of tourist and welcome center facilities);
- (5) Landscaping and other scenic beautification;
- (6) Historic preservation;
- (7) Rehabilitation and operation of historic transportation buildings, structures, or facilities (including historic railroad facilities and canals);
- (8) Preservation of abandoned railroad corridors (including the conversion and use thereof for pedestrian or bicycle trails);
- (9) Control and removal of outdoor advertising;
- (10) Archaeological planning and research;
- (11) Environmental mitigation to address water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity; and
- (12) Establishment of transportation museums.

All transportation enhancement projects are reviewed and administered by the South Dakota Department of Transportation.

The eligible transportation enhancement activities listed above are meant to go above and beyond the use of typical transportation funding. Proposed transportation enhancement projects from within the MPO area must be presented to all three transportation planning process committees prior to being submitted to SDDOT.

### ***Intergovernmental Cooperation***

Communication is a very important element in the transportation process, especially during the development of products and plans. All organizations involved in the transportation planning process work together and share information and ideas



relating to transportation products and processes. This cooperation includes the sharing of ideas to better the development of the MPO and committees involved in the transportation planning efforts. Metropolitan transportation planning participants meet bi-weekly to discuss plans and products and events relevant to the planning process. In addition, the designated MPO is responsible for coordinating bi-monthly meetings of the metropolitan transportation planning process committees.

### **Transit Development Program (TDP)**

The purpose of the Transit Development Program is to review the current public transportation environment. The document examines implementation of short-range improvements in public transportation service and operations, and provides planning justification for the TIP by laying out a logical plan for expenditures.

This program is produced by the metropolitan transportation planning process participants and will follow the presentation process as other MPO documents.

### ***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 South Dakota Department of Transportation. Data collection and retention is the responsibility of all participants of the metropolitan transportation planning process. Work tasks relating to forecasting, modeling, and analysis are highlighted within the Unified Planning Work Program.

### ***Calendar Year Transportation Products & Due Dates***

The purpose of this report is to provide the metropolitan transportation planning process participants with a calendar year schedule of all products or plans required for committee review. In addition to products and plans, the report provides a listing of all meeting dates and times, process products due to committees, project evaluation reviews, and other general information required of the metropolitan transportation planning process committees and participants. This report is provided to all participants at the first MPO committee meetings of each year.

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**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 on August 14, 2003, 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. 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 five (5) days 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 August, 2003.

\_\_\_\_\_  
Chair, Citizens Advisory Committee

Adopted this \_\_\_\_\_ day of August, 2003.

\_\_\_\_\_  
Chair, Executive Policy Committee

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**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 on August 14, 2003, by the Executive Policy Committee. The following departments, agencies and representatives, each having one (1) vote, shall serve on the Technical Coordinating Committee:

Transportation Planning Process Administration  
Rapid City Public Works Department, Engineering Division  
Rapid City Public Works Department, Traffic Engineer  
Rapid City Public Works Department, Rapid City Street Division  
Rapid City Public Works Department, Urban Systems Engineer  
Rapid City Community Development Department  
Rapid City Regional Airport Administration  
Rapid City Police Department, Street Division  
Rapid City Planning Department  
Pennington County Planning Department  
Pennington County Drainage Coordinator  
Pennington County Highway Department  
Pennington County Sheriff's Department, Traffic Division  
Meade County Director of Equalization  
Meade County Highway Department  
Meade County Sheriff's Department, Traffic Division  
City of Box Elder  
Ellsworth Air Force Base  
Black Hills Council of Governments/Rapid Transit System  
SDDOT - Division of Operations: Region Engineer  
SDDOT - Division of Planning and Engineering  
SDDOT - Office of Air, Rail and Transit  
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.

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- 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. A majority, consisting of twelve (12) 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 five (5) days 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 August, 2003.

\_\_\_\_\_  
Chair, Technical Coordinating Committee

Adopted this \_\_\_\_\_ day of August, 2003.

\_\_\_\_\_  
Chair, Executive Policy Committee

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**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 School District  
Representative, Rapid City Common Council  
Representative, Rapid City Regional Airport  
Representative, South Dakota Transportation Commission

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



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- 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 five (5) days 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 August, 2003.

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