

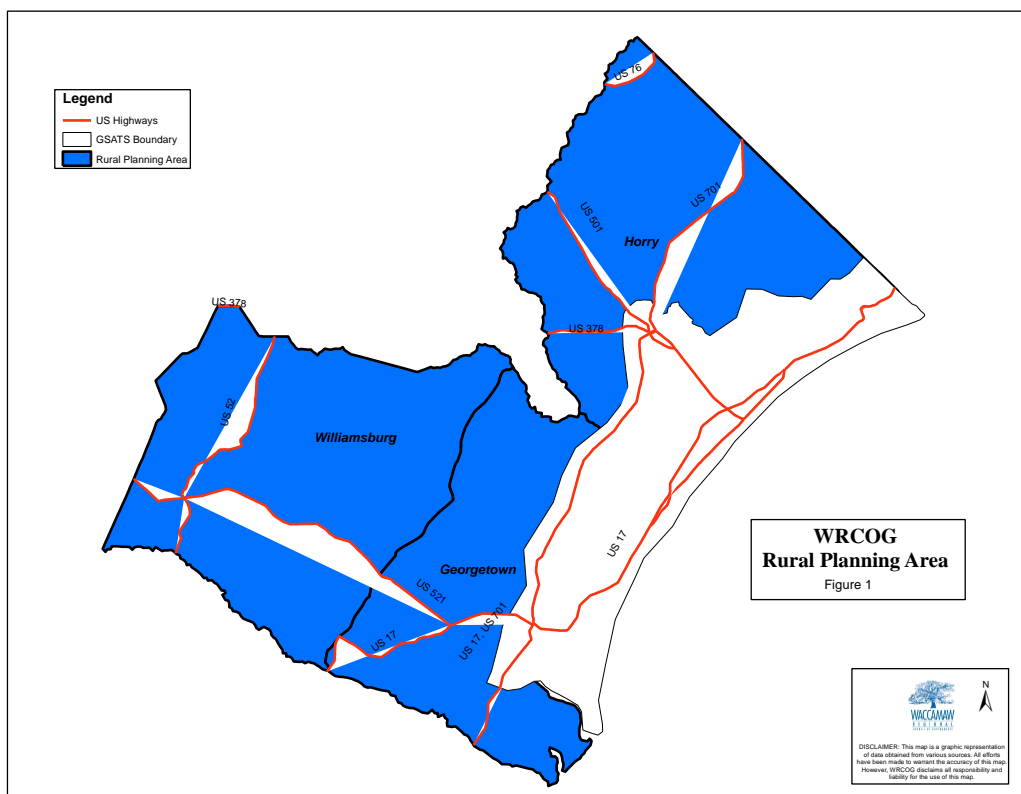
**WACCAMAW REGIONAL
COUNCIL OF GOVERNMENTS
FISCAL YEAR 2016-2017
RURAL PLANNING WORK PROGRAM**



INTRODUCTION

Waccamaw Regional Council of Governments (WRCOG) is a regional agency serving county governments, municipalities, and citizens of Georgetown, Horry and Williamsburg Counties and offers a wide variety of planning, economic development and social services to aid in the orderly growth and development of the area. WRCOG serves as both the Metropolitan Planning Organization (MPO) and Rural Planning Organization (RPO) for the region. The Grand Strand Area Transportation Study (GSATS) is the MPO which provides guidance to the urban portions of both Horry and Georgetown Counties. WRCOG serves the rural portions (those areas outside of the GSATS boundary) of Horry and Georgetown Counties, as well as the entirety of Williamsburg County.

The WRCOG board of directors serves as the Policy Committee to the rural area. The board was formed in February of 1969 and is the decision making body representing WRCOG. The Rural Study Area is designated as the land west-ward of the Waccamaw River from the North Carolina Border (Horry County) to where it intersects with US 701, then follows the US 701 alignment to Georgetown and is enclosed to the south and west by the City of Georgetown and the Williamsburg County line (see Figure 1). The Rural Planning Work Program (RPWP) specifies the planning activities and budget for the rural area during fiscal years 2016-2017.



ORGANIZATION

The WRCOG Policy Committee is designated as the Board of Directors and is the decision making body for the rural sector. The Board of Directors is governed by its own bylaws and consists of the following members:

| Name | Title | County |
|-----------------------|--------------|---------------|
| Rep. Carl Anderson | | G |
| Sen. Raymond Cleary | | G |
| Rep. Heather Crawford | | H |
| Jean Dozier | | H |
| James Frazier | | H |
| Charlie Fulton | | W |
| Rodney Giles | | G |
| W. G. Hucks, Jr. | | H |
| Harry Huggins | | W |
| James Jerow | | G |
| Keb Johnson | | H |
| James W. Kirby | Chair | W |
| Yancey McGill | | W |
| Leslie McIver | | H |
| Andy McKnight | | W |
| Jerry Oakley | | G |
| Johnny Morant | | G |
| Paul Prince | | H |
| Bob Childs | | H |
| John Rhodes | | H |
| Sen. Ronnie Sabb | | W |
| Jean Timbes | | H |
| Murray Vernon | | G |
| Randal Wallace | Vice-Chair | H |
| Peggy Wayne | Treasurer | G |

This designation conveys the responsibility of discharging the planning provisions, of the Federal Aid Highway Legislation, (Title 23 USC) and the Moving Ahead for Progress in the 21st Century Act (MAP-21), in the Waccamaw area, to the Board of Directors and South Carolina Department of Transportation. The Board of Directors has an advisory committee, called the Rural Technical Committee, whose function is to review, evaluate and recommend ranking of proposed projects and policies to the Board of Directors. The Rural Technical Committee consists of the following members:

| Municipality | Member |
|--------------------------|---|
| WRCOG | Transportation Planner |
| SCDOT | SCDOT 5 th District Traffic Engineer |
| SCDOT | SCDOT Planning |
| SCDOT | SCDOT Rural Program Manager |
| Coast RTA | Planner Specialist |
| Williamsburg Co. Transit | Executive Director |
| Georgetown County | County Administrator & Public Works Director |
| Horry County | County Engineer & Public Works Director |
| Williamsburg County | Director of Public Works & Building Official |
| Andrews | Water/Wastewater Department |
| Aynor | Mayor |
| Conway | Planning Department |
| Greeleyville | Mayor or Designee |
| Hemingway | Public Works Director |
| Kingstree | Community Planner |
| Lane | Town Council Member |
| Loris | Planning Director |
| Stuckey | Mayor or Designee |

THE RURAL PLANNING WORK PROGRAM

The Rural Planning Work Program (RPWP) describes the specific tasks to be performed in the fiscal years (July 1, 2015 - June 30, 2017) for the rural area served by Waccamaw Regional Council of Governments. The work tasks and methodologies are outlined for each activity. The activities have the following breakdown: Administration, Planning, Special Studies, Plan and Program Development, and Maintenance.

I. Administration

Objective: The objective of this element is to administer the transportation planning program in the Waccamaw rural area. Administration of the program includes: coordination of all activities of the WRCOG Rural Technical Committee as well as continual communications with the WRCOG Board of Directors, compliance of all SCDOT rules and regulations, the development of reports, as well as providing information and liaison activities with local government agencies and the general public. Other administrative activities include the preparation of narrative and expenditure reports, financial accountability/annual audit, correspondence, record keeping, billings, training activity, and other related activities.

Milestones:

- I A **General Administration:** The staff will provide assistance to the WRCOG Board of Directors and Rural Technical Committee in developing the WRCOG Rural Program, and other programs and projects during the fiscal year. The Waccamaw Regional Council of Governments planning staff will maintain records of all WRCOG Board and Rural Technical Committee meetings. Members of the staff may attend selected training sessions and seminars on rural transportation and transit planning in order to keep abreast of changing regulations and transportation technologies.
- I B **Governmental Relations:** An effort will be made to give officials and the general public a greater understanding and appreciation of the transportation planning process. Copies of written correspondence concerning WRCOG with citizens, local government, developers, and other agencies will be maintained to provide a record of the year's activities.
- I C **RPWP Maintenance and Development:** Financial accountability will be maintained through an annual audit of records and internal controls. An effort will be made to give officials and the general public a greater understanding of the transportation planning process in the Waccamaw rural planning area.

Deliverables:

- I A Produce, maintain, and publish required documents including minutes, resolutions, agreements, audits and other records
- I A Produce quarterly and annual financial and programmatic reports
- I C The FY 2016-2017 RPWP will be maintained and the FY 2018-19 RPWP will be developed

Financial Responsibility:

| Source of Funds | SFY 2016 | SFY 2017 | Ratio | Cost |
|-----------------|-----------------|-----------------|-------------|-----------------|
| | | | | |
| SCDOT | \$15,000 | \$15,000 | 80% | \$30,000 |
| | | | | |
| Local | \$3,750 | \$3,750 | 20% | \$7,500 |
| TOTAL | \$18,750 | \$18,750 | 100% | \$37,500 |

II. Land Use

Objective and Previous Work:

Update and maintain the rural census geography and the traffic analysis zones in the rural portions of Georgetown and Horry counties and in all of Williamsburg County. Emphasis will be given to areas that exhibit high rates of growth or that experience a significant increase in industrial growth, in relation to the rest of the rural area. Staff has accumulated all the land use information for the rural portions of Georgetown, and Horry counties. Staff members have begun windshield surveys for all of Williamsburg County and anticipate completing data collection by the end of fall 2015. The land use data that has been collected was entered it into a GIS database and this information will be used in the Travel Demand Model. Remaining areas of Williamsburg will be added after all data has been collected.

Milestones:

- II A **Windshield Survey Schedule:** Staff members use Google Earth Pro and physically drive Traffic Analysis Zones (TAZ) to collect data for the rural area. Staff has accumulated all the land use information for the rural portions of Georgetown and Horry counties. Staff members have begun windshield surveys for all of Williamsburg County and anticipate finishing up before the end of fall 2015.
- II B **Land Use Data:** Staff members will use the data collected from the windshield surveys and then convert the data into trip generation rates, through the use of ITE trip generation codes. This information will then be used to calibrate the model using the land use data and existing AADT's.
- II C **Geographic Information Systems:** Staff will coordinate with a working group of local GIS staff from the region to prepare best practices for collecting land use data.

Deliverables:

- II A & B Conclude collecting land use data for the GIS database
- II C An updated TAZ configuration and identified areas of growth

Financial Responsibility:

| Source of Funds | SFY 2016 | SFY 2017 | Ratio | Cost |
|-----------------|----------------|----------------|-------------|-----------------|
| | | | | |
| SCDOT | \$7,500 | \$7,500 | 80% | \$15,000 |
| | | | | |
| Local | \$1,875 | \$1,875 | 20% | \$3,750 |
| TOTAL | \$9,375 | \$9,375 | 100% | \$18,750 |

III. Special Area Projects/Studies

Objective and Previous Work:

The objective of this element is to provide technical assistance to local governments on specific transportation problems within the region. WRCOG will also continue to advocate rural safety standards and work with members of the Rural Technical Committee who are interested in progressive rural planning strategies and more efficient transportation regulations. Staff members will maintain the working relationship with Williamsburg County Transit and Coast RTA to ensure safe and equitable public transit opportunities to all communities in the region. Specific training activities pertaining to freight and freight management, travel demand modeling and transit will continue to be a focus area for the staff. The staff also aims to maintain an attainment classification according to DHEC and EPA national ambient air quality standards. Staff participated in the statewide transportation plan, which is administered by SCDOT and Federal Highway Administration, and developed by CDM Smith. The Waccamaw Air Quality Coalition continues to create open communication between municipalities, counties, businesses, DHEC, and industries; Waccamaw continues to facilitate the quarterly meetings of the Economic Outlook Board, a regional group appointed by the COG Board that is representative of numerous economic sectors, both urban and rural. An annual Economic Outlook Forecast is produced and presented at the EOB annual conference.

Milestones:

- III A Technical Training and Travel:** Staff will provide assistance to local governments on transportation projects upon request and exercise all planning knowledge to make the best possible planning decisions. Staff will work with all parties and manage studies when requested.
- III F Human Service Coordination:** Staff will evaluate SCDOT transit applications and assist improving communication and cooperation among regional transportation providers.

Deliverables:

- III B** Produce, maintain, and publish required documents including minutes, resolutions, agreements, audits and other records
- III D** Serve as the liaison between SCDOT and transit and human services providers. Staff members will also provide assistance to SCDOT-OPT in the dissemination of announcements and application packages within the region. Rural staff will also provide prioritization recommendations of regional projects to SCDOT-OPT
- III F** Publish the Economic Outlook Forecast

Financial Responsibility:

| Source of Funds | SFY 2016 | SFY 2017 | Ratio | Cost |
|-----------------|-----------------|-----------------|-------------|-----------------|
| | | | | |
| SCDOT | \$11,250 | \$11,250 | 80% | \$22,500 |
| | | | | |
| Local | \$2,813 | \$2,813 | 20% | \$5,626 |
| TOTAL | \$14,063 | \$14,063 | 100% | \$28,126 |

IV. Plan Development

Objective and Previous Work:

This section is devoted to the WRCOG travel demand model and the WRCOG Long Range Transportation Plan. The objective of this element is to develop and implement the WRCOG's Rural Long Range Transportation Plan. Other plan development activities include conducting public hearings, and handling all correspondence and developments with regard to the Long Range Transportation Plan. The last Rural Long Range Transportation Plan was updated in 2007.

Milestones:

- IV A **Rural Long Range Plan Update:** Staff will develop, implement and maintain the 2040 Rural Long Range Plan.
- IV C **Public Participation Process:** Staff will solicit public participation and include their input in the transportation planning process. The public's comments will be brought to Rural Technical Committee and will be considered for plan changes.
- IV D **Title VI Requirements:** WRCOG will continue to review the prioritization list of projects, considering Title VI requirements contained in the federal regulations.

Deliverables:

IV A Update Rural Long Range Transportation Plan. Develop population and land use projections for the rural areas of Georgetown, Horry counties, and all of Williamsburg County using 2010 Census data for the 2015 travel demand model. Produce a draft plan by the end of FY 2016

IVA&B Maintain and publish Google Map RL RTP

Financial Responsibility:

| Source of Funds | SFY 2016 | SFY 2017 | Ratio | Cost |
|-----------------|-----------------|-----------------|-------------|-----------------|
| | | | | |
| SCDOT | \$30,000 | \$30,000 | 80% | \$60,000 |
| | | | | |
| Local | \$7,500 | \$7,500 | 20% | \$15,000 |
| TOTAL | \$37,500 | \$37,500 | 100% | \$75,000 |

V. Program Development and Maintenance

Objective and Previous Work:

The objective of this element is to update the FY 2014-2019 Rural Transportation Improvement Program. Staff will continue to incorporate the Advanced Project Progress Reports (APPR) into the program development and maintenance. A Public Participation Process (PPP) has been established to solicit citizen participation.

Milestones:

V A **Transportation Improvement Program:** Specific Rural TIP solutions and strategies will be evaluated and included in the plan and programmed as needs and resources allow. Emphasis has been placed on maximizing the existing transportation network by widening select routes, improving the function of existing intersections, and analyzing possible new alignments to the road network.

V B **Intersection Improvements:** An effort will be made to give officials and the general public a greater understanding and appreciation of the transportation planning process.

Deliverables:

V A Amend the TIP as funds become available and or cost estimates are adjusted to include projects that are contained in the Rural Long Range Transportation Plan

V B Develop the Program of Projects

Financial Responsibility:

| Source of Funds | SFY 2016 | SFY 2017 | Ratio | Cost |
|-----------------|-----------------|-----------------|-------------|-----------------|
| | | | | |
| SCDOT | \$11,250 | \$11,250 | 80% | \$22,500 |
| | | | | |
| Local | \$2,812 | \$2,812 | 20% | \$5,624 |
| TOTAL | \$14,062 | \$14,062 | 100% | \$28,124 |

FUNDING

The funding, by activity and source, for the transportation program of the Waccamaw Regional Council of Governments is found in Table I.

Table I

| WRCOG Rural Work Program Funding Table FY 2016-2017 | | | | | | | | | | | |
|--|--------------|----------------|------------------------|--|---------------------|--|------------------------|--|------------------------|--|------------------|
| CATEGORY | Ratio | TASK ID | SCDOT (FY 2016) | | LOCAL (2016) | | SCDOT (FY 2017) | | LOCAL (FY 2017) | | TOTAL |
| Administration | 20% | I | \$15,000 | | \$3,750 | | \$15,000 | | \$3,750 | | \$37,500 |
| Land Use | 10% | II | \$7,500 | | \$1,875 | | \$7,500 | | \$1,875 | | \$18,750 |
| Special Studies | 15% | III | \$11,250 | | \$2,813 | | \$11,250 | | \$2,813 | | \$28,126 |
| Plan Development | 40% | IV | \$30,000 | | \$7,500 | | \$30,000 | | \$7,500 | | \$75,000 |
| Program Development & Maintenance | 15% | V | \$11,250 | | \$2,812 | | \$11,250 | | \$2,812 | | \$28,124 |
| Total | 100% | | \$75,000 | | \$18,750 | | \$75,000 | | \$18,750 | | \$187,500 |

SCHEDULING

Individual tasks and their estimated time of completion and tracking schedules can be found in Table II (see below).

**Table II
Tracking of Tasks**

| ID | Category | PLANNING FACTORS | | | | | | | | Estimated Completion | Tracking Schedule* |
|-------|--|-------------------|--------|----------|----------------------------|---|------------------------------|---------------------------------|---------------------|----------------------|--------------------|
| | | Economic Vitality | Safety | Security | Accessibility and Mobility | Environment, Energy Conserv, Econom Devel | Integration and Connectivity | System Management and Operation | System Preservation | | |
| I | Program Administration | | | | | | | | | | |
| I A | General Administration | X | X | X | X | X | X | X | X | Continuous | Quarterly Report |
| I B | Governmental Relations | X | X | X | X | X | X | X | X | Continuous | Quarterly Report |
| I C | RPWP Maintenance and Development | X | X | X | X | X | X | X | X | Sept-15 | Quarterly Report |
| II | Planning - Model Maintenance | | | | | | | | | | |
| II A | Windshield Survey Schedule | X | X | | X | X | X | X | X | Aug-15 | Quarterly Report |
| II B | Land Use Data | X | X | X | X | X | X | X | X | Aug-16 | Quarterly Report |
| II C | Geographic Information Systems | X | X | X | X | X | X | X | X | Continuous | Quarterly Report |
| III | Special Area Studies/Projects | | | | | | | | | | |
| III A | Technical Training and Travel | X | X | X | X | X | X | X | X | Continuous | Quarterly Report |
| III B | Rural Technical Committee Coordination | X | X | X | X | X | X | X | X | Continuous | Quarterly Report |
| III C | Technical Assistance | X | X | X | X | X | X | X | X | Continuous | Quarterly Report |
| III D | Transit Planning Assistance | X | X | X | X | X | X | X | X | Continuous | Quarterly Report |
| III E | Human Service Coordination | X | X | | X | X | X | X | X | Continuous | Quarterly Report |
| III F | Miscellaneous/Technical Assistance | X | X | X | X | X | X | X | X | Continuous | Quarterly Report |
| III G | Other Activities | X | X | X | X | X | X | X | X | Continuous | Quarterly Report |
| IV | Plan Development | | | | | | | | | | |
| IV A | Rural Long Range Plan Update | X | X | X | X | X | X | X | X | Apr-16 | Quarterly Report |
| IV B | Long Range Plan Amendments | X | X | X | X | X | X | X | X | Continuous | Quarterly Report |
| IV C | Public Participation Process | X | X | X | X | X | X | X | X | Continuous | Quarterly Report |
| IV D | Title VI Requirements | X | X | | X | X | X | X | X | Continuous | Quarterly Report |
| V | Program Development/Maint. | | | | | | | | | | |
| V A | Maintain Rural TIP | X | X | X | X | X | X | X | X | Continuous | Quarterly Report |
| V B | Maintain Intersection Program | | | | | | | | | Continuous | Quarterly Reports |

Tracking of tasks contained within the RPWP will occur in several different ways. When a task includes an outside consultant the reporting will be done by progress reports or technical memos, as a provision of the contract. All other tasks will be tracked by quarterly planning reports, with the exception of when a task has been completed.

SCDOT-Office of Public Transit Focus Areas

Waccamaw Regional Councils of Government's role should be that of a facilitator of regional collaboration, cooperation, and coordination as applicable. SCDOT shall maintain the administrative and oversight functions of all applicable Federal Transit Administration (FTA) programs administered by SCDOT (e.g., 5310, 5311). The following are focus areas related to transit initiatives that are established to enhance regional public and specialized transit efficiency and effectiveness:

1. Assist SCDOT in improving communication and cooperation among regional transportation providers;
2. Assist public and human service agencies in assessing gaps and barriers in transportation delivery for general public and disadvantaged groups in the region;
3. Assist in regional transportation planning efforts including the assessment of mobility needs, economic development related to multimodal planning, and identification of other partnership and funding resources;
4. Assist in regional advocacy of public and human service transportation services;
5. Facilitate and foster the opportunity for stakeholder meetings related to coordination of transit services (e.g., Study Teams, Coordination Council and public meetings);
6. Facilitate coordination of local human service transportation funding requests:
 - a. Assisting SCDOT in the dissemination of announcements and application packages within the region of responsibility;
 - b. Accepting completed applications;
 - c. Prioritizing projects;
 - d. Submitting to SCDOT Office of Public Transit a prioritized list of recommended projects for final review and funding recommendations;
 - SCDOT will enter into contract agreements directly with the subrecipients as approved by the Commission
 - The SCDOT Office of Public Transit is responsible for reviewing regional priority list and, making final recommendation on award.
 - Each year, SCDOT will determine the appropriate funding level for COGs for administrative purposes.
 - Recording approved transit projects in local Transportation Improvement Program (TIP) and forwarding Policy Committee approved TIP to SCDOT OPT following SCDOT STIP update procedures
7. Submitting an RPWP as required to SCDOT for review and approval prior to disbursement of planning or administrative funds;
8. Periodic evaluation and update of the regional coordination or transit plan, and provide input to SCDOT for updating regional and statewide coordination.

9. Develop long-range transportation plan which will include transit projects using funds provided through the Planning Office.

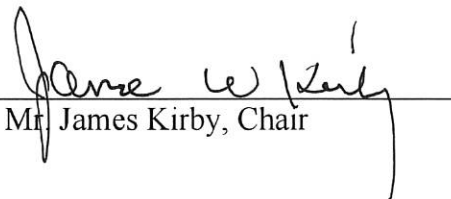
**WACCAMAW REGIONAL COUNCIL OF GOVERNMENTS
PUBLIC PARTICIPATION POLICY**

The following points catalog the main objectives of the Public Participation Policy for the rural area. All activities are to adhere to the regulations and guidelines that are more specifically outlined in the Public Participation Policy document.

1. Copies of the proposed changes or additions to any Rural Transportation Improvement Program or Rural Long Range Plan (RLRP) will be available for review and comment for a minimum of thirty (30) days.
2. Copies of the updated Public Participation Plan (PPP) or Title VI Plan must be available for the public's review for a minimum of forty-five (45) days.
3. Copies of the proposed changes will be placed in the offices of representative governmental agencies within the WRCOG area. Effort will be made to place copies in other public places, i.e. (libraries and public transportation providers) and to make copies available to interested civic organizations or private groups.
4. Locations and dates for review of any program changes will be advertised in newspapers throughout the WRCOG area. Local media outlets will be asked to run announcements.
5. Public forums will be held in the region. All forums will be advertised in the same manner.
6. All relevant comments received will be summarized and the summaries distributed to all WRCOG Board of Directors and Technical Committee members for their review.
7. A Technical Committee meeting will be held to discuss public comments received and to consider any program changes.
8. A Board of Directors meeting will be held to review the proposed changes and to consider their adoption.

Approval

WRCOG Board of Directors: during their July 13, 2015 meeting, Mr. Edward Starks presented the Rural Planning Work Program (RPWP) for review and approval. **Mr. Leslie McIver** made a motion to approve the Waccamaw Regional Council of Governments Rural Work Program for Fiscal Year 2016 & 2017. **Mr. Charlie Fulton** provided the second, and all present voted in favor of the motion.


Mr. James Kirby, Chair


Date