

EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION
CITIZENS ADVISORY COMMITTEE (CAC)
LOXLEY, ALABAMA
JULY 16, 2019
1:00 PM

CALL TO ORDER/PLEDGE/INVOCATION

- Vice-chairperson Mr. Tedson Meyers called the meeting to order at 1:00 P.M.
- Invocation was said by Mr. Richard Ullo.
- Pledge was led by Ms. Diane Burnett.

ROLL CALL

Mrs. Sarah Sislak, MPO Coordinator, called the roll.

- **Members present:** Mr. Donald Ouellette, City of Daphne; Mr. Richard Jaehne, City of Daphne; Mr. David Stejskal, City of Fairhope; Mr. Tedson Meyers, City of Fairhope; Mr. Greg Walker, Baldwin County; Mr. Richard Ullo, City of Spanish Fort; Ms. Diane Burnett, Town of Loxley; Mr. Kevin Morgan, City of Spanish Fort; Mr. Andrew James, Baldwin County.
- **Members absent:** Mr. Stephen Pierce, City of Daphne; Mr. Rick Davis, City of Daphne; Ms. Sherry Sullivan, City of Fairhope; Mr. Lawrence Wilson, Baldwin County; Mr. Johnny Chaney, Baldwin County; Mr. Tom Granger, City of Fairhope; Ms. Bethany Johnston, Town of Loxley.
- **Others present:** Mrs. Sarah Sislak, MPO Coordinator; Mrs. Katrina Taylor, MPO Technician

APPROVAL OF AGENDA

MOTION: By Mr. Richard Jaehne to approve the July 2019 agenda with adding the Gayfer Road turning lanes project and the right-of-way and utilities for the widening of CR 64 from SR 181 to CR 54 East and the roundabout at Rigsby/Austin Road project. The motion was seconded by Mr. Donald Ouellette.

- Discussion: The advisory committee members added the two additional projects to the agenda packet that were previously discussed at the July 10, 2019, Policy Board Work Session.
- Abstain: Mr. Andrew James
- In favor: All
- Opposed: None
- Result: Passed

APPROVAL OF MINUTES

MOTION: By Mr. David Stejskal to approve the January 2019 minutes. The motion was seconded by Mr. Greg Walker.

- Discussion: The April 2019 CAC meeting was cancelled due to lack of quorum.
- Abstain: None
- In favor: All

- Opposed: None
- Result: Passed

NEW BUSINESS

1. **Action** – Adopting the FY 2020 Continuity of Operations Plan (COOP) **(All)**

Mrs. Sislak stated that the first action is to adopt the FY 2020 COOP. This document outlines the policy and procedures that the MPO staff will take if there is a catastrophic event or emergency.

MOTION: By Ms. Burnett to adopt the FY 2020 Continuity of Operations Plan (COOP) with evaluating the COOP process with the Baldwin County CIS Department. The motion was seconded by Mr. Ouellette.

- Discussion: The advisory committee recommended reaching out to the Baldwin County CIS department to perform protocol procedures for when the COOP is activated and the backup plan is used as the primary database.
- Abstain: Mr. James
- In favor: All
- Opposed: None
- Result: Passed

2. **Action** – Adopting the Draft FY 2020 Unified Planning Work Program (UPWP) **(All)**

Mrs. Sislak explained that the Draft FY 2020 UPWP is the administrative budget. This document was published for public comment from June 5, 2019 to July 5, 2019. Two public meetings were also held by staff and no comments were received. The Draft will be adopted as final due to lack of comments and requested changes.

MOTION: By Mr. Ullo to adopt the Draft FY 2020 Unified Planning Work Program (UPWP). The motion was seconded by Mr. Jaehne.

- Discussion: The budget increased around \$9,000 and includes the excess planning funds from previous years.
- Abstain: Mr. James
- In favor: All
- Opposed: None
- Result: Passed

3. **Action** – Adopting the FY 2020 Cost Allocation Plan (CAP) **(All)**

Mrs. Sislak stated that the FY 2020 CAP works along with the FY 2020 UPWP and outlines administrative expenses that creates the indirect cost ratios that the MPO uses to bill ALDOT for reimbursement. The fringe benefit rate is 55.32% and the indirect allocation rate is 39.8%. The FY 2020 CAP has been reviewed and approved by ALDOT.

MOTION: By Mr. Stejskal to adopt the FY 2020 Cost Allocation Plan (CAP). The motion was seconded by Mr. Walker.

- Discussion: None
- Abstain: Mr. James
- In favor: All

- Opposed: None
- Result: Passed

- 4. Action** – Selection of Consultant for the 2045 Long Range Transportation Plan (**All**)
Mrs. Sislak stated that MPO Staff is requesting authorization to select and enter into contract with J.R. Wilburn and Associates to assist with the development of the 2045 Long Range Transportation Plan. She explained that a Selection Committee which included herself, Katrina Taylor, Richard Johnson, and Matthew Brown, reviewed 6 (six) proposals and interviewed the top four (4) firms. Following the proposals and presentations, the committee recommended selecting J.R. Wilburn and Associates at a total cost of \$119,700, with \$95,760 to be paid by the MPO and \$23,940 to be provided by the local governments. She explained that the local match (\$23,940) could be split between member governments evenly or by population of the urbanized area, or by some other formula.

MOTION: By Mr. Ullo to authorize MPO staff to select J.R. Wilburn and Associates for the 2045 Long Range Transportation Plan with the 20% local match to be divided by population. The motion was seconded by Mr. Jaehne.

- Discussion: All advisory board members agreed that the match should be disbursed as presented based on population as follows: Loxley: (5%) \$1,197, Spanish Fort: (10%) \$2,394, Fairhope: (25%) \$5,985, Daphne: (35%) \$8,379, Baldwin County: (25%) \$5,985.
- Abstain: Mr. James
- In favor: All
- Opposed: None
- Result: Passed

- 5. Action** – Authorizing Additional 5307 Funds to City of Fairhope (**All**)

Mrs. Sislak stated that the City of Fairhope is requesting an additional \$533,750 of 5307 urban area transit funds for the downtown Fairhope transit project. This cost includes the addition of a restroom and overrun expenses.

MOTION: By Mr. Jaehne to not recommend the additional 5307 funds to the City of Fairhope. The motion was seconded by Mr. Ullo.

- Discussion: The advisory committee was not supportive of spending additional 5307 funds to enhance the existing structure. The previous \$600,000 authorized was sufficient to facilitate this transit shelter. The scope of work needs to be reduced or all overrun costs should be covered by the City of Fairhope.
- Abstain: Mr. James
- In favor: All
- Opposed: None
- Result: Denied

- 6. Action** – Adopting the Draft FY 2020-2023 Transportation Improvement Program (TIP) (**All**)

Mrs. Sislak explained the FY 20-23 TIP is the four-year planning document that includes funded projects. The draft document was published for public comment from June 5, 2019 to July 5, 2019. Two public meetings were also held by staff and no comments were received. There will be three transit projects added (one for Spanish Fort and two for Daphne) that will be included before the Final FY20-23 TIP is adopted.

MOTION: By Mr. Walker to adopt the Draft FY20-23 Transportation Improvement Program (TIP). The motion was seconded by Mr. Ullo.

- Discussion: Following the 2020 Census the Eastern Shore has the possibility of extending the urbanized and planning areas resulting in additional funds based on the population.
- Abstain: Mr. James
- In favor: All
- Opposed: None
- Result: Passed

7. Action – Amending the Bylaws (All)

Mrs. Sislak stated that the MPO bylaws will be amended to add the Director of Transportation from the Baldwin County Board of Education to the Technical Advisory Board.

MOTION: By Mr. Jaehne to amend the Bylaws. The motion was seconded by Mr. Walker.

- Discussion: The advisory board members recommended having nonvoting members for all private school systems within the planning area to be involved in the Technical Advisory Committee. Mrs. Sislak confirmed all of the mentioned schools are mailed informational flyers regarding all meetings.
- Abstain: Mr. James and Mr. Ullo
- In favor: All
- Opposed: None
- Result: Passed

8. Action – State Amendments to the FY 2016-2019 Transportation Improvement Program (TIP) (All)

Mrs. Sislak explained that the State had requested projects to be included in the TIP. She reminded the committee that no MPO dollars are involved in the following projects:

- Project: 100069813 (PE) Federal aid number: RP MR19 County: BALDWIN. Project Description: INTERSECTION IMPROVEMENTS AT SR-16 (US-90), SR-3 (US-31) AND SPANISH MAIN. Target Start Date: 7/1/2019; Engineers Estimate: \$300,000.00

MOTION: By Mr. Walker to add the state requested amendments to the FY 16-19 TIP. The motion was seconded by Mr. Ullo.

- Discussion: None
- Abstain: Mr. James
- In favor: All

- Opposed: None
- Result: Passed

9. Action – Committing MPO Surface Funds (All)

Mrs. Sislak explained this project was added upon the adoption of the agenda at the beginning of the meeting. The City of Fairhope has requested the use of MPO Surface Transportation Funds for turning lanes and signal upgrades on Gayfer Avenue at the intersection of Greeno Road.

MOTION: By Mr. Jaehne to commit MPO funds for turning lanes and intersection improvements on Gayfer Avenue at the intersection of Greeno Road. The motion was seconded by Mr. Oullette.

- Discussion: The advisory committee members agreed that this is a needed project due to traffic congestion back-up issues at US 98.
- Abstain: Mr. James and Mr. Stejskal
- In favor: All
- Opposed: None
- Result: Passed

10. Action – Committing MPO Surface Funds (All)

Mrs. Sislak explained this project was added upon the adoption of the agenda at the beginning of the meeting. The Baldwin County Commission has requested the use of Surface Transportation Funds for the right-of-way and utilities for the widening of CR 64 from SR 181 to CR 54 East and the roundabout at Austin/Rigsby Road.

MOTION: By Mr. Jaehne to commit MPO funds for the right-of-way and utilities for the widening of CR 64 from SR 181 to CR 54 East and the roundabout at Austin/Rigsby Road. The motion was seconded by Mr. Walker.

- Discussion: The advisory committee members agreed that this is a needed project due to the current safety issues on CR 64 and with the capacity issues that will be added with addition of the Belforest Elementary School.
- Abstain: Mr. James
- In favor: All
- Opposed: None
- Result: Passed

11. Informational – MPO Coordinator’s Report (All)

- ALDOT Project Update
 - Adaptive Signal
 - SR 181 Widening
 - US 31
 - SR 181 and I-10, Diverging Diamond
 - Intersection Alignment at US 90/SR 59
- Call for Projects – Planning Funds

Ms. Sislak stated that the MPO had received a Call for Projects from ALDOT using planning funds. Excess planning funds from previous years are available to be used for planning purposes.

- **BRATS Letter of Support**

Ms. Sislak explained that the public transit provider for the MPO, the Baldwin Regional Area Transit System (BRATS), is submitting a grant application and would like a letter of support from the Eastern Shore MPO.

- **MPO 101 Seminar**

An MPO 101 Seminar will be held on August 14th that includes all things MPO. Mrs. Sislak stated that the seminar is open to all Advisory Committee and Policy Board members and is free of charge.

- **Visionary List**

- MPO Funds

- Grants

- **Planning and Development**

Mrs. Katrina Taylor provided spreadsheets of planning and development for the second quarter of 2019.

OTHER DISCUSSION: The advisory committee made an additional motion to that all changes to the agenda should be received by staff in writing.

NEXT MPO MEETINGS (All)

- **Policy Board Work Session:** Wednesday, October 9, 2019; 10:00 AM; Baldwin County Satellite Courthouse (Fairhope)
- **BPAC Meeting:** Tuesday, October 15, 2019; 9:00 AM; Daphne City Hall
- **CAC Meeting:** Tuesday, October 15, 2019; 1:00 PM; Daphne City Hall
- **TAC Meeting:** Wednesday, October 16, 2019; 10:00 AM; Daphne City Hall
- **Policy Board Meeting:** Wednesday, October 23, 2019; 10:00 AM; Daphne City Hall

PUBLIC FORUM (All)

- **Members of the Public:** There were no other members of the public present.
- **Members of the Press:** There were no members of the press present.
- **Board/Committee Members:** N/A

ADJOURNMENT (All)

Motion to adjourn was made by Mr. Meyers. Meeting adjourned at 2:35 P.M.

