

EASTERN SHORE MPO
BALDWIN COUNTY SATELLITE COURTHOUSE
1100 FAIRHOPE AVENUE
FAIRHOPE, ALABAMA 36532
TELEPHONE: (251) 990-4640 (251)-990-4643
FAX: 251-580-2590
WWW.EASTERNSHOREMPO.ORG

COMBINED MEETING AGENDA

AS OF 07/16/2021

- Policy Board Work Session:** Wednesday, July 14, 2021; 10:00 AM
Baldwin County Satellite Courthouse (Fairhope)
1100 Fairhope Avenue
Fairhope, AL 36532
Join Zoom Meeting: <https://zoom.us/j/2409429609>
Meeting ID: 240 942 9609
- Bike/Pedestrian Advisory Committee:** Tuesday, July 20, 2021; 9:00 AM
Baldwin County Satellite Courthouse (Fairhope)
1100 Fairhope Avenue
Fairhope, AL 36532
Join Zoom Meeting: <https://zoom.us/j/2409429609>
Meeting ID: 240 942 9609
- Citizens Advisory Committee:** Tuesday, July 20, 2021; 1:00 PM
Baldwin County Satellite Courthouse (Fairhope)
1100 Fairhope Avenue
Fairhope, AL 36532
Join Zoom Meeting: <https://zoom.us/j/2409429609>
Meeting ID: 240 942 9609
- Technical Advisory Committee:** Wednesday, July 21, 2021; 10:00 AM
Baldwin County Satellite Courthouse (Fairhope)
1100 Fairhope Avenue
Fairhope, AL 36532
Join Zoom Meeting: <https://zoom.us/j/2409429609>
Meeting ID: 240 942 9609
- Policy Board:** Wednesday, July 28, 2021; 10:00 AM
Daphne City Hall
1705 Main Street
Daphne, AL 36526
Join Zoom Meeting: <https://zoom.us/j/2409429609>
Meeting ID: 240 942 9609
-

CALL TO ORDER/INVOCATION/PLEDGE

ROLL CALL

APPROVAL OF MINUTES

NEW BUSINESS

1. **Action** – Adoption of Public Transit Performance Safety Measures and Targets **(All)**
2. **Action** – Adoption of FY 2022 Unified Planning Work Program (UPWP) **(All)**
3. **Action** – Adoption of FY 2022 Cost Allocation Plan **(All)**
4. **Action** – Adoption of Continuity of Operations Plan **(All)**
5. **Action** – Amending FY 2020-2023 Transportation Improvement Program (TIP) **(All)**
 - Austin Road Extension
6. **Action** – Appointing Citizens Advisory Committee Member **(Policy Board)**
7. **Informational** – MPO Coordinator's Report **(All)**
 - ALDOT Project Update:
 - SR 181 Widening
 - US 31
 - Intersection Alignment at US 90/SR 59
 - Realign Intersection of US 31 and Old HWY 31
 - Project Update:
 - CR 34 Signal
 - Gayfer Turning Lanes
 - US 98 Access Management Project
 - CR 64 Widening
 - CR 13/44 Roundabout
 - Fairhope Transit Project
 - Loxley Transit Project
 - Advisory Committee Vacancies
 - Citizens Advisory Committee
 - City of Fairhope (1)
 - Baldwin County (1)
 - City of Daphne (1)
 - Bicycle and Pedestrian Advisory Committee
 - City of Fairhope (1)
 - Baldwin County (2)
 - City of Daphne (1)
 - Planning and Development Update

NEXT MPO MEETINGS **(All)**

- **Policy Board Work Session:** Wednesday, October 13, 2021; 10:00 AM; Baldwin County Satellite Courthouse (Fairhope)
- **BPAC Meeting:** Tuesday, October 19, 2021; 9:00 AM; Baldwin County Satellite Courthouse (Fairhope)

- **CAC Meeting:** Tuesday, October 19, 2021; 1:00 PM; Baldwin County Satellite Courthouse (Fairhope)
- **TAC Meeting:** Wednesday, October 20, 2021; 10:00 AM; Baldwin County Satellite Courthouse (Fairhope)
- **Policy Board Meeting:** Wednesday, October 27, 2021; 10:00 AM; Daphne City Hall

PUBLIC FORUM (All)

- **Members of the Public:**
- **Members of the Press:**
- **Board/Committee Members:**

ADJOURNMENT (All)

APPROVAL OF MINUTES
APPROVAL OF MEETING MINUTES FROM PREVIOUS MEETINGS

Eastern Shore MPO AGENDA ACTION FORM
<p>Policy Board Work Session – July 14, 2021</p> <p>Bicycle and Pedestrian Advisory Committee – July 20, 2021</p> <p>Citizens Advisory Committee – July 20, 2021</p> <p>Technical Advisory Committee – July 21, 2021</p> <p>Policy Board – July 28, 2021</p>
SUMMARY
<p>Approval of Meeting Minutes:</p> <ul style="list-style-type: none">• Bicycle and Pedestrian Advisory Committee (BPAC)• Citizens Advisory Committee (CAC)• Technical Advisory Committee (TAC)• Policy Board
ATTACHMENT(S)
<ol style="list-style-type: none">1.) April 2021 BPAC Meeting Minutes2.) April 2021 CAC Meeting Minutes3.) April 2021 TAC Meeting Minutes4.) April 2021 Policy Board Meeting Minutes5.) June 2021 Special Called Policy Board Meeting

EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION
BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC)
FAIRHOPE, ALABAMA
APRIL 20, 2021
9:00 AM

CALL TO ORDER/PLEDGE/INVOCATION.

- Chairperson Ms. Kathie LaRose called the meeting to order at 9:03 A.M.
- Invocation was said by Mrs. Sarah Sislak.
- Pledge was led by Mr. Vince Beebe.

ROLL CALL

Mrs. Sislak called the roll.

- **Members present:** Mr. Payton Rogers, City of Daphne; Mr. David Ringler (Virtual), City of Daphne; Ms. Gail Yongue (Virtual), Baldwin County; Ms. Kathie LaRose (Virtual), City of Spanish Fort; Mr. Jeff Sheldon, City of Spanish Fort; Mrs. Katie Bolton, City of Fairhope; Mrs. Nancy Johnson, Baldwin County
- **Members absent:** Mr. Jeff Hudson, City of Fairhope; Mr. Dewane Hayes, Baldwin County; Mrs. Valery Smith, Baldwin County; Mr. Mark Wetzel, City of Daphne; Mr. Phil Wilbourn, City of Daphne; Mr. Raymond Lovell, Town of Loxley
- **Others present:** Mrs. Sarah Sislak, MPO Coordinator; Mr. Vince Beebe, ALDOT

APPROVAL OF MINUTES

MOTION: By Mr. Payton Rogers to approve the January 2021 minutes. The motion was seconded by Mrs. Nancy Johnson.

- Discussion: None
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

NEW BUSINESS

1. Action – Amending 2045 Long Range Transportation Plan (LRTP) (**All**)

Mrs. Sislak stated that the City of Spanish Fort has submitted the following project for inclusion on the Financially Constrained List of the 2045 LRTP:

- Project Description: Installation of traffic signal at the intersection of US HWY 31 and Eastern Shore Blvd; Engineers Estimate: \$153,924.05

MOTION: By Mr. Rogers to recommend the Policy Board amend the 2045 Long Range Transportation Plan. The motion was seconded by Mrs. Johnson.

- Discussion: None
- Abstain: None
- In favor: All
- Opposed: None

- Result: Passed

Mrs. Sislak stated that MPO staff prepared a Draft Amendment to the 2045 LRTP regarding the Mobile River Bridge and Bayway Project. She explained the proposed Amendment includes a phased approach and a truck toll concept. Phase 1 of the concept would be included on the Financially Constrained List and Phase 3 on the Visionary List.

MOTION: By Mr. Rogers to recommend the Policy Board amend the 2045 Long Range Transportation Plan to include the Mobile River Bridge and Bayway Project. The motion was seconded by Mrs. Johnson.

- Discussion: None
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

2. Action – Amending the FY20-23 Transportation Improvement Program (TIP) (All)

Mrs. Sislak stated that MPO staff received a request from the City of Spanish Fort to fund the project listed below and amend the FY20-23 TIP.

- **City of Spanish Fort:** Install traffic signal at the intersection of US HWY 31 and Eastern Shore Blvd

Total:	\$153,924.05
ALDOT:	\$101,589.87
MPO:	\$40,635.87
City:	\$10,158.97

MOTION: By Mrs. Katie Bolton to recommend the Policy Board obligate funds to the City of Spanish Fort for a traffic signal at the intersection of US Hwy 31 and Eastern Shore Blvd and amend the FY20-23 Transportation Improvement Program. The motion was seconded by Mr. Jeff Sheldon.

- Discussion: None
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

Mrs. Sislak stated that MPO staff received a request from the Baldwin County Commission to amend the FY20-23 TIP as follows:

- **Baldwin County:** CR 64 Widening Project (100069347 PE, 100070859 RW, 100070860 UT) - change the project scope description to CR 64 Widening/Resurfacing and Intersection Improvements from SR 181 to Montelucia Way
- **Baldwin County:** Remove the CR 68 Resurfacing project (100070867 PE, 100070868 CN) and transfer funds to the CR 44/CR 13 Roundabout project (100069294 PE, 100069297 CN)

MOTION: By Mr. Sheldon to recommend the Policy Board amend the FY20-23 Transportation Improvement Program. The motion was seconded by Mr. Rogers.

- Discussion: None
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

3. Action – State Amendments to the Transportation Improvement Program (TIP) (All)

Mrs. Sislak stated the Alabama Department of Transportation (ALDOT) requested the following changes be made to the FY20-23 Transportation Improvement Program (TIP). She explained that no MPO dollars are involved in these projects but are required to be in our documents due to federal funding sources.

- Project: 100071218 (CN) County: Baldwin; Project Description: Resurfacing on 1st Street, 2nd Street, 3rd Street, 4th Street, 7th Street, 9th Street, and South Ave along SR-104; Target Start Date: 11/2/2021; Revision Date: 12/16/2020; Engineers Estimate: \$250,000.00
- Project: 100072755 (CN) Federal aid number: IAR-002-000-008; County: Baldwin; Project Description: Widening and Resurfacing on Industrial Park Drive from SR-59 to CR-49 and Intersection Improvements Including Turn Lanes at the Intersection of CR-49 and Industrial Park Drive; Target Start Date: 5/15/2021; Engineers Estimate: \$793,200.00
- Project 100072669 (CN) Federal aid number: TAPNU-TA21(99) County: Baldwin; Project Description: Sidewalks on Magnolia Street from just south of US-90 to West Relham Drive; Target Start Date: 12/15/2021; Engineers Estimate: \$284,900.00

MOTION: By Mr. Rogers to recommend the Policy Board adopt the state requested amendments to the Transportation Improvement Program. The motion was seconded by Mrs. Bolton.

- Discussion: None
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

Mrs. Sislak stated that the Alabama Department of Transportation (ALDOT) had an additional request to amend the FY 2022-2023 TIP to be handled as separate action and resolution:

- Project: 100048102 (CN) County: Baldwin; Project Description: Four Laning SR-983 (Baldwin Beach Express) from CR-32 (Dixie Road) to SR-16 (US-90); Target Start Date: 9/30/2018; Revision Date: 3/2/2018; Engineers Estimate: \$277,604.90

MOTION: By Mr. Rogers to recommend the Policy Board adopt the state amendments to the Transportation Improvement Program. The motion was seconded by Mrs. Bolton.

- Discussion: None
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

4. Action – Appointing Bicycle and Pedestrian Advisory Committee Member (BPAC) (Policy Board)

Mrs. Sislak stated that MPO staff had received two applications for the vacancies on the Bicycle and Pedestrian Advisory Committee (BPAC). Mr. Gary Gover to represent the City of Fairhope, and Ms. Brooke Flowers to represent the Town of Loxley.

MOTION: No action required.

- Discussion: None
- Abstain: N/A
- In favor: N/A
- Opposed: N/A
- Result: N/A

5. Action – Resolution of Opposition Regarding Proposed Changes to Urban Area Designation Criteria (All)

Mrs. Sislak stated that the U.S. Census Bureau defines urban areas based on certain criteria that is reviewed with each decennial Census. For the 2020 Census, the Bureau is proposing changes to the Urban Area Designation Criteria that could potentially impact the Eastern Shore MPO in a negative way. Ms. Sislak went through the proposed changes and how they would impact the Eastern Shore MPO planning area and/or funding. She explained that the proposed criteria is available for public comment until May 20, 2021. MPO staff has collected resolutions of opposition from all member governments.

MOTION: By Mr. Sheldon to recommend the Policy Board adopt Resolution of Opposition Regarding Proposed Changes to Urban Area Designation Criteria. The motion was seconded by Mr. Rogers.

- Discussion: None
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

6. Informational - MPO Coordinator's Report (All)

- ALDOT Project Update

Mr. Vince Beebe updated the Committee on the following projects:

- SR 181 Widening
- US 31
- SR 181 and I-10, Diverging Diamond
- Intersection Alignment at US 90/SR 59
- SR 181 and Corte Road Signal

- Project Update

Mrs. Sislak updated the Committee on the following projects:

- CR34 Signal

- Fairhope Transit Project
- Loxley Transit Project
- Realign Intersection of US 31 and Old HWY 31
- Open Contract for Travel Demand Model
- Alabama Transportation Infrastructure Bank
- Advisory Committee Vacancies
 - Citizens Advisory Committee
 - City of Fairhope
 - Baldwin County
 - Town of Loxley
- Planning and Development Update

OTHER DISCUSSION: The Committee requested the MPO assist in the completion of the Countywide Connectivity Plan.

MOTION: By Mrs. Johnson to recommend the Baldwin County officials finalize the countywide bicycle and pedestrian connectivity plan. The motion was seconded by Mrs. Bolton.

- Discussion: None
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

NEXT MPO MEETINGS (All)

- **Policy Board Work Session:** Wednesday, July 14, 2021; 10:00 AM; Baldwin County Satellite Courthouse (Fairhope)
- **BPAC Meeting:** Tuesday, July 20, 2021; 9:00 AM; Baldwin County Satellite Courthouse (Fairhope)
- **CAC Meeting:** Tuesday, July 20, 2021; 1:00 PM; Baldwin County Satellite Courthouse (Fairhope)
- **TAC Meeting:** Wednesday, July 21, 2021; 10:00 AM; Baldwin County Satellite Courthouse (Fairhope)
- **Policy Board Meeting:** Wednesday, July 28, 2021; 10:00 AM; Daphne City Hall

PUBLIC FORUM (All)

- **Members of the Public:** No comments
- **Members of the Press:** No comments
- **Board/Committee Members:** No comments

ADJOURNMENT (All)

Meeting adjourned at 9:45 AM.

_____ Date: _____
Kathie LaRose, Chairperson

EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION
CITIZENS ADVISORY COMMITTEE (CAC)
FAIRHOPE, ALABAMA
APRIL 20, 2021
1:00 PM

CALL TO ORDER/PLEDGE/INVOCATION.

- Mrs. Sarah Sislak called the meeting to order at 1:01 PM.
- Invocation was said by Mr. Richard Ullo.
- Pledge was led by Mr. Richard Jaehne.

ROLL CALL

Mrs. Sislak called the roll.

- **Members present:** Mr. Rick Davis (virtual), Baldwin County; Ms. Marissa Rennaker, Baldwin County; Mr. Donald Ouellette, City of Daphne; Mr. Richard Jaehne, City of Daphne; Mr. Greg Walker, City of Daphne; Mr. Richard Ullo, City of Spanish Fort; Ms. Diane Burnett, Town of Loxley; Ms. Coley Boone, City of Fairhope.
- **Members absent:** Mr. Andrew James, Baldwin County; Mr. Stephen Pierce, City of Daphne; Mr. David Stejskal, City of Fairhope; Mr. Tom Granger, City of Fairhope; Mr. Kevin Morgan, City of Spanish Fort.
- **Others present:** Mrs. Sarah Sislak, MPO Coordinator; Mr. Vince Beebe, ALDOT

MOTION: By Mr. Greg Walker to nominate Mr. Richard Jaehne to serve as temporary Chairman of the CAC for the April 2021 meeting. The motion was seconded by Mr. Donald Ouellette.

- Discussion: None
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

APPROVAL OF MINUTES

MOTION: By Mr. Ouellette to approve the January 2021 minutes. The motion was seconded by Mr. Ullo.

- Discussion: None
- Abstain: Ms. Diane Burnett
- In favor: All
- Opposed: None
- Result: Passed

NEW BUSINESS

1. **Action** – Amending 2045 Long Range Transportation Plan (LRTP) (**All**)

Mrs. Sislak stated that the City of Spanish Fort has submitted the following project for inclusion on the Financially Constrained List of the 2045 LRTP:

- **Project Description:** Installation of traffic signal at the intersection of US HWY 31 and Eastern Shore Blvd; Engineers Estimate: \$153,924.05

MOTION: By Mr. Walker to recommend the Policy Board amend the 2045 Long Range Transportation Plan. The motion was seconded by Mr. Ouellette.

- Discussion: None
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

Mrs. Sislak stated that MPO staff prepared a Draft Amendment to the 2045 LRTP regarding the Mobile River Bridge and Bayway Project. She explained the proposed Amendment includes a phased approach and a truck toll concept. Phase 1 of the concept would be included on the Financially Constrained List and Phase 3 on the Visionary List.

MOTION: By Mr. Ullo to recommend the Policy Board amend the 2045 Long Range Transportation Plan to include the Mobile River Bridge and Bayway Project contingent upon studies and attention to concerns regarding safety on the six lane Bayway and merging of vehicle and truck traffic. The motion was seconded by Mr. Ouellette.

- Discussion: Committee members had concerns regarding the proposal to restripe the existing Bayway to six lanes. They also shared safety and efficiency concerns regarding the merge point where truck traffic from the new Mobile River Bridge would meet the Bayway and merge with vehicle traffic exiting the Wallace Tunnel.
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

2. **Action** – Amending the FY20-23 Transportation Improvement Program (TIP) (**All**)

Mrs. Sislak stated that MPO staff received a request from the City of Spanish Fort to fund the project listed below and amend the FY20-23 TIP.

- **City of Spanish Fort:** Install traffic signal at the intersection of US HWY 31 and Eastern Shore Blvd

Total:	\$153,924.05
ALDOT:	\$101,589.87
MPO:	\$40,635.87
City:	\$10,158.97

MOTION: By Ms. Diane Burnett to recommend the Policy Board obligate funds to the City of Spanish Fort for a traffic signal at the intersection of US Hwy 31 and Eastern Shore Blvd and amend the FY20-23 Transportation Improvement Program. The motion was seconded by Mr. Walker.

- Discussion: None
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

Mrs. Sislak stated that MPO staff received a request from the Baldwin County Commission to amend the FY20-23 TIP as follows:

- **Baldwin County**: CR 64 Widening Project (100069347 PE, 100070859 RW, 100070860 UT) - change the project scope description to CR 64 Widening/Resurfacing and Intersection Improvements from SR 181 to Montelucia Way
- **Baldwin County**: Remove the CR 68 Resurfacing project (100070867 PE, 100070868 CN) and transfer funds to the CR 44/CR 13 Roundabout project (100069294 PE, 100069297 CN)

MOTION: By Mr. Walker to recommend the Policy Board amend the FY20-23 Transportation Improvement Program. The motion was seconded by Mr. Ouellette.

- Discussion: None
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

3. Action – State Amendments to the Transportation Improvement Program (TIP) (All)

Mrs. Sislak stated the Alabama Department of Transportation (ALDOT) requested the following changes be made to the FY20-23 Transportation Improvement Program (TIP). She explained that no MPO dollars are involved in these projects but are required to be in our documents due to federal funding sources.

- Project: 100071218 (CN) County: Baldwin; Project Description: Resurfacing on 1st Street, 2nd Street, 3rd Street, 4th Street, 7th Street, 9th Street, and South Ave along SR-104; Target Start Date: 11/2/2021; Revision Date: 12/16/2020; Engineers Estimate: \$250,000.00
- Project: 100072755 (CN) Federal aid number: IAR-002-000-008; County: Baldwin; Project Description: Widening and Resurfacing on Industrial Park Drive from SR-59 to CR-49 and Intersection Improvements Including Turn Lanes at the Intersection of CR-49 and Industrial Park Drive; Target Start Date: 5/15/2021; Engineers Estimate: \$793,200.00
- Project 100072669 (CN) Federal aid number: TAPNU-TA21(99) County: Baldwin; Project Description: Sidewalks on Magnolia Street from just south of US-90 to West Relham Drive; Target Start Date: 12/15/2021; Engineers Estimate: \$284,900.00

MOTION: By Mr. Walker to recommend the Policy Board adopt the state requested amendments to the Transportation Improvement Program. The motion was seconded by Mr. Ouellette.

- Discussion: None
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

Mrs. Sislak stated that the Alabama Department of Transportation (ALDOT) had an additional request to amend the FY 2022-2023 TIP to be handled as separate action and resolution:

- Project: 100048102 (CN) County: Baldwin; Project Description: Four Laning SR-983 (Baldwin Beach Express) from CR-32 (Dixie Road) to SR-16 (US-90); Target Start Date: 9/30/2018; Revision Date: 3/2/2018; Engineers Estimate: \$277,604.90

MOTION: By Mr. Ullo to recommend the Policy Board adopt the state amendments to the Transportation Improvement Program. The motion was seconded by Mr. Walker.

- Discussion: None
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

4. Action – Appointing Bicycle and Pedestrian Advisory Committee Member (BPAC) (Policy Board)

Mrs. Sislak stated that MPO staff had received two applications for the vacancies on the Bicycle and Pedestrian Advisory Committee (BPAC). Mr. Gary Gover to represent the City of Fairhope, and Ms. Brooke Flowers to represent the Town of Loxley.

MOTION: No action required.

- Discussion: None
- Abstain: N/A
- In favor: N/A
- Opposed: N/A
- Result: N/A

5. Action – Resolution of Opposition Regarding Proposed Changes to Urban Area Designation Criteria (All)

Mrs. Sislak stated that the U.S. Census Bureau defines urban areas based on certain criteria that is reviewed with each decennial Census. For the 2020 Census, the Bureau is proposing changes to the Urban Area Designation Criteria that could potentially impact the Eastern Shore MPO in a negative way. Ms. Sislak went through the proposed changes and how they would impact the Eastern Shore MPO planning area and/or funding. She explained that the proposed criteria is available for public comment until May 20, 2021.

MPO staff collected resolutions of opposition from all member governments.

MOTION: By Mr. Walker to recommend Policy Board adopt a resolution of opposition regarding proposed changes to urban area designation criteria. Motion seconded by Mr. Ouellette.

- Discussion: Committee members suggested staff reach out to federal representatives and to inquire which committees Congressman Jerry Carl currently sits on.
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

6. Informational - MPO Coordinator's Report (All)

- **ALDOT Project Update**

Mr. Vince Beebe updated the Committee on the following projects:

- SR 181 Widening
- US 31
- SR 181 and I-10, Diverging Diamond
- Intersection Alignment at US 90/SR 59
- SR 181 and Corte Road Signal

- **Project Update**

Mrs. Sislak updated the Committee on the following projects:

- CR34 Signal
- Fairhope Transit Project
- Loxley Transit Project
- Realign Intersection of US 31 and Old HWY 31

- **Open Contract for Travel Demand Model**
- **Alabama Transportation Infrastructure Bank**
- **Advisory Committee Vacancies**
 - Citizens Advisory Committee
 - City of Fairhope
 - Baldwin County
 - Town of Loxley
- **Planning and Development Update**

NEXT MPO MEETINGS (All)

- **Policy Board Work Session:** Wednesday, July 14, 2021; 10:00 AM; Baldwin County Satellite Courthouse (Fairhope)
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- **CAC Meeting:** Tuesday, July 20, 2021; 1:00 PM; Baldwin County Satellite Courthouse (Fairhope)
- **TAC Meeting:** Wednesday, July 21, 2021; 10:00 AM; Baldwin County Satellite Courthouse (Fairhope)
- **Policy Board Meeting:** Wednesday, July 28, 2021; 10:00 AM; Daphne City Hall

PUBLIC FORUM (All)

- **Members of the Public:** No comments
- **Members of the Press:** No comments
- **Board/Committee Members:** No comments

ADJOURNMENT (All)

Motion: By Mr. Ouellette to adjourn the meeting. Meeting adjourned at 2:41 PM.

Andrew James, Chairperson

Date: _____

DRAFT

EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE (TAC)
FAIRHOPE, ALABAMA
APRIL 21, 2021
10:00 AM

CALL TO ORDER/PLEDGE/INVOCATION.

- Chairperson Richard Johnson called the meeting to order at 10:00.
- Invocation was said by Mr. Richard Johnson.
- Pledge was led by Mr. Vince Beebe.

ROLL CALL

Mrs. Sislak called the roll.

- **Members present:** Mr. Richard Johnson, City of Fairhope; Mrs. Adrienne Jones (Virtual), City of Daphne; Mr. Hunter Simmons, City of Fairhope; Mr. Tyler Mitchell (as proxy for Mr. Joey Nunnally), Baldwin County Mr. Casey Raines (virtual), City of Spanish Fort; Mr. Bill Harbour, Baldwin County Board of Education; Ms. Tiffany Givens (as proxy for Mr. Matthew Brown) Baldwin Regional Area Transit System; Mr. Edwin Perry, ALDOT Southwest Region; Mrs. Lian Li (Virtual), Federal Highway Administration; Mrs. Casey Gay Williams, Eastern Shore Chamber of Commerce; Mr. Scott Moseley (as proxy for Mr. Michael Hora), ALDOT Bureau.
- **Members absent:** Mr. Robert Davis, Town of Loxley; Mr. Patrick Northcutt, Central Baldwin Chamber of Commerce; Mr. Don Lagarde, City of Fairhope Airport Authority; Mr. Greg Smith, City of Robertsedale;
- **Others present:** Mrs. Sarah Sislak, MPO Coordinator; Mr. Vince Beebe, ALDOT

APPROVAL OF MINUTES

MOTION: By Mr. Bill Harbour to approve the January 2021 minutes. The motion was seconded by Mr. Hunter Simmons.

- Discussion: None
- Abstain: Ms. Diane Burnett
- In favor: All
- Opposed: None
- Result: Passed

NEW BUSINESS

1. Action – Amending 2045 Long Range Transportation Plan (LRTP) (**All**)

Mrs. Sislak stated that the City of Spanish Fort has submitted the following project for inclusion on the Financially Constrained List of the 2045 LRTP:

- Project Description: Installation of traffic signal at the intersection of US HWY 31 and Eastern Shore Blvd; Engineers Estimate: \$153,924.05

MOTION: By Mr. Harbour to recommend the Policy Board amend the 2045 Long Range Transportation Plan. The motion was seconded by Mr. Simmons.

- Discussion: None
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

Mrs. Sislak stated that MPO staff prepared a Draft Amendment to the 2045 LRTP regarding the Mobile River Bridge and Bayway Project. She explained the proposed Amendment includes a phased approach and a truck toll concept. Phase 1 of the concept would be included on the Financially Constrained List and Phase 3 on the Visionary List.

MOTION: By Mr. Simmons to recommend the Policy Board amend the 2045 Long Range Transportation Plan to include the Mobile River Bridge and Bayway Project. The motion was seconded by Mr. Harbour.

- Discussion: Committee members had concerns regarding the proposal to restripe the existing Bayway to six lanes. They also shared safety and efficiency concerns regarding the merge point where truck traffic from the new Mobile River Bridge would meet the Bayway and merge with vehicle traffic exiting the Wallace Tunnel.
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

2. Action – Amending the FY20-23 Transportation Improvement Program (TIP) (All)

Mrs. Sislak stated that MPO staff received a request from the City of Spanish Fort to fund the project listed below and amend the FY20-23 TIP.

- **City of Spanish Fort:** Install traffic signal at the intersection of US HWY 31 and Eastern Shore Blvd

Total:	\$153,924.05
ALDOT:	\$101,589.87
MPO:	\$40,635.87
City:	\$10,158.97

MOTION: By Mr. Harbour to recommend the Policy Board obligate funds to the City of Spanish Fort for a traffic signal at the intersection of US Hwy 31 and Eastern Shore Blvd and amend the FY20-23 Transportation Improvement Program. The motion was seconded by Mr. Simmons.

- Discussion: None
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

Mrs. Sislak stated that MPO staff received a request from the Baldwin County Commission to amend the FY20-23 TIP as follows:

- **Baldwin County:** CR 64 Widening Project (100069347 PE, 100070859 RW, 100070860 UT) - change the project scope description to CR 64 Widening/Resurfacing and Intersection Improvements from SR 181 to Montelucia Way
- **Baldwin County:** Remove the CR 68 Resurfacing project (100070867 PE, 100070868 CN) and transfer funds to the CR 44/CR 13 Roundabout project (100069294 PE, 100069297 CN)

MOTION: By Mr. Harbour to recommend the Policy Board amend the FY20-23 Transportation Improvement Program. The motion was seconded by Mr. Simmons

- Discussion: None
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

3. Action – State Amendments to the Transportation Improvement Program (TIP) (All)

Mrs. Sislak stated the Alabama Department of Transportation (ALDOT) requested the following changes be made to the FY20-23 Transportation Improvement Program (TIP). She explained that no MPO dollars are involved in these projects but are required to be in our documents due to federal funding sources.

- Project: 100071218 (CN) County: Baldwin; Project Description: Resurfacing on 1st Street, 2nd Street, 3rd Street, 4th Street, 7th Street, 9th Street, and South Ave along SR-104; Target Start Date: 11/2/2021; Revision Date: 12/16/2020; Engineers Estimate: \$250,000.00
- Project: 100072755 (CN) Federal aid number: IAR-002-000-008; County: Baldwin; Project Description: Widening and Resurfacing on Industrial Park Drive from SR-59 to CR-49 and Intersection Improvements Including Turn Lanes at the Intersection of CR-49 and Industrial Park Drive; Target Start Date: 5/15/2021; Engineers Estimate: \$793,200.00
- Project 100072669 (CN) Federal aid number: TAPNU-TA21(99) County: Baldwin; Project Description: Sidewalks on Magnolia Street from just south of US-90 to West Relham Drive; Target Start Date: 12/15/2021; Engineers Estimate: \$284,900.00

MOTION: By Ms. Adrienne Jones to recommend the Policy Board adopt the state requested amendments to the Transportation Improvement Program. The motion was seconded by Mr. Harbour.

- Discussion: None
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

Mrs. Sislak stated that the Alabama Department of Transportation (ALDOT) had an additional request to amend the FY 2022-2023 TIP to be handled as separate action and resolution:

- Project: 100048102 (CN) County: Baldwin; Project Description: Four Laning SR-983 (Baldwin Beach Express) from CR-32 (Dixie Road) to SR-16 (US-90); Target Start Date: 9/30/2018; Revision Date: 3/2/2018; Engineers Estimate: \$277,604.90

MOTION: By Mr. Simmons to recommend the Policy Board adopt the state amendments to the Transportation Improvement Program. The motion was seconded by Mr. Edwin Perry.

- Discussion: None
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

4. Action – Appointing Bicycle and Pedestrian Advisory Committee Member (BPAC) (Policy Board)

Mrs. Sislak stated that MPO staff had received two applications for the vacancies on the Bicycle and Pedestrian Advisory Committee (BPAC). Mr. Gary Gover to represent the City of Fairhope, and Ms. Brooke Flowers to represent the Town of Loxley.

MOTION: No action required.

- Discussion: None
- Abstain: N/A
- In favor: N/A
- Opposed: N/A
- Result: N/A

5. Action – Resolution of Opposition Regarding Proposed Changes to Urban Area Designation Criteria (All)

Mrs. Sislak stated that the U.S. Census Bureau defines urban areas based on certain criteria that is reviewed with each decennial Census. For the 2020 Census, the Bureau is proposing changes to the Urban Area Designation Criteria that could potentially impact the Eastern Shore MPO in a negative way. Ms. Sislak went through the proposed changes and how they would impact the Eastern Shore MPO planning area and/or funding. She explained that the proposed criteria is available for public comment until May 20, 2021. MPO staff collected resolutions of opposition from all member governments.

MOTION: By Ms. Jones to recommend Policy Board adopt a resolution of opposition regarding proposed changes to urban area designation criteria. The motion was seconded by Mr. Simmons.

- Discussion: None
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

6. Informational - MPO Coordinator's Report (All)

- ALDOT Project Update
Mr. Vince Beebe updated the Committee on the following projects:
 - SR 181 Widening
 - US 31
 - SR 181 and I-10, Diverging Diamond
 - Intersection Alignment at US 90/SR 59
 - SR 181 and Corte Road Signal
- Project Update
Mrs. Sislak updated the Committee on the following projects:
 - CR34 Signal
 - Fairhope Transit Project
 - Loxley Transit Project
 - Realign Intersection of US 31 and Old HWY 31
- Open Contract for Travel Demand Model
- Alabama Transportation Infrastructure Bank
- Advisory Committee Vacancies
 - Citizens Advisory Committee
 - City of Fairhope
 - Baldwin County
 - Town of Loxley
- Planning and Development Update

NEXT MPO MEETINGS (All)

- **Policy Board Work Session:** Wednesday, July 14, 2021; 10:00 AM; Baldwin County Satellite Courthouse (Fairhope)
- **BPAC Meeting:** Tuesday, July 20, 2021; 9:00 AM; Baldwin County Satellite Courthouse (Fairhope)
- **CAC Meeting:** Tuesday, July 20, 2021; 1:00 PM; Baldwin County Satellite Courthouse (Fairhope)
- **TAC Meeting:** Wednesday, July 21, 2021; 10:00 AM; Baldwin County Satellite Courthouse (Fairhope)
- **Policy Board Meeting:** Wednesday, July 28, 2021; 10:00 AM; Daphne City Hall

PUBLIC FORUM (All)

- **Members of the Public:** No comments
- **Members of the Press:** No comments
- **Board/Committee Members:** No comments

ADJOURNMENT (All)

Motion: By Mr. Harbour to adjourn the meeting. Meeting adjourned at 11:10 PM.

Richard Johnson, Chairperson

Date: _____

EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION
POLICY BOARD MEETING
FAIRHOPE, ALABAMA
APRIL 28, 2021
10:00 AM

CALL TO ORDER/PLEDGE/INVOCATION.

- Chairperson Councilmember Jack Burrell called the meeting to order at 10:06 A.M.
- Invocation was said by Commissioner Billie Jo Underwood.
- Pledge was led by Commissioner Joe Davis.

ROLL CALL

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

- **Members present:** Mayor Sherry Sullivan, City of Fairhope; Councilmember Jack Burrell, City of Fairhope; Mayor Robin LeJeune, City of Daphne; Mr. Troy Strunk (Proxy for Councilmember Ron Scott), City of Daphne; Mayor Mike McMillan, City of Spanish Fort; Mayor Richard Teal, Town of Loxley; Commissioner Joe Davis, Baldwin County; Commissioner Billie Jo Underwood, Baldwin County; Mr. Matt Ericksen, ALDOT
- **Members absent:** None
- **Others present:** Mrs. Sarah Sislak, MPO Coordinator; Mrs. Katrina Taylor, ESMPO Technician; Mr. Scott Mosley; Mr. Edwin Callicutt; Mr. Wade Bonzon (Virtual); Ms. Brooke Flowers (Virtual); Ms. Lian Li (Virtual); Major Joe Womack (Virtual); Mr. Jimmy Carroll (Virtual); Mr. Edwin Perry, ALDOT; Mr. Guy Busby; Dr. Lou Campomenosi; Mr. Blake Brown; Mr. James Gordon; Mr. Collin Cahill; and Mr. James Watkins; Mr. Cliff McCollum

APPROVAL OF MINUTES

MOTION: By Mayor Sherry Sullivan to approve the January 2021 minutes. The motion was seconded by Mayor Robin LeJeune.

- Discussion: None
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

NEW BUSINESS

1. Action – Amending 2045 Long Range Transportation Plan (LRTP) (**All**)

Mrs. Sislak stated that the City of Spanish Fort has requested the use of Surface Funds for the following project:

- Project Description: Installation of traffic signal at the intersection of US HWY 31 and Eastern Shore Blvd; Engineers Estimate: \$153,924.05

MOTION: By Commissioner Billie Jo Underwood to amend the 2045 Long Range Transportation Plan. The motion was seconded by Mayor LeJeune.

- Discussion: None
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

Mrs. Sislak stated that MPO staff has prepared a Draft Amendment for the 2045 LRTP regarding the Mobile River Bridge and Bayway Project. A second action is required. Sislak recommended not taking action and calling a Special Called Meeting on June 9th and a Public Meeting on May 19th regarding amending the 2045 LRTP regarding the Mobile River Bridge and Bayway Project.

MOTION: By Commissioner Joe Davis to table amending the 2045 LRTP regarding the Mobile River Bridge and Bayway Project until a Special Called Meeting. The motion was seconded by Mayor Sullivan.

- Discussion: None
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

MOTION: By Commissioner Underwood to establish May 19, 2021, as the Public Meeting and June 9, 2021, as the Special Called Policy Board Meeting regarding amending the 2045 LRTP for the Mobile River Bridge and Bayway Project. The motion was seconded by Mayor LeJeune.

2. **Action** – Amending the FY20-23 Transportation Improvement Program (TIP) (**All**)

Mrs. Sislak stated that MPO staff received the following project from the City of Spanish Fort to be added to the FY20-23 TIP:

- **City of Spanish Fort:** Install traffic signal at the intersection of US HWY 31 and Eastern Shore Blvd

Total:	\$143,678
ALDOT:	\$101,589.87
MPO:	\$40,635.87
City:	\$10,158.97

MOTION: By Mayor Richard Teal to amend the FY20-23 Transportation Improvement Program. The motion was seconded by Mayor Mike McMillan.

- Discussion: None
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

Mrs. Sislak stated that MPO staff received the following projects from The Baldwin County Commission to be added to the FY20-23 TIP:

- **Baldwin County**: CR 64 Widening Project (100069347 PE, 100070859 RW, 100070860 UT) - change the project scope description to CR 64 Widening/Resurfacing and Intersection Improvements from SR 181 to Montelucia Way
- **Baldwin County**: Remove the CR 68 Resurfacing project (100070867 PE, 100070868 CN) and transfer funds to the CR 44/CR 13 Roundabout project (100069294 PE, 100069297 CN)

MOTION: By Mayor Sullivan to amend the FY20-23 Transportation Improvement Program. The motion was seconded by Commissioner Davis.

- Discussion: None
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

3. **Action** – State Amendments to the Transportation Improvement Program (TIP) (**All**)

Mrs. Sislak stated the Alabama Department of Transportation (ALDOT) requests the following changes be made to the FY20-23 Transportation Improvement Program (TIP):

- Project: 100071218 (CN) County: Baldwin; Project Description: Resurfacing on 1st Street, 2nd Street, 3rd Street, 4th Street, 7th Street, 9th Street, and South Ave along SR-104; Target Start Date: 11/2/2021; Revision Date: 12/16/2020; Engineers Estimate: \$250,000.00
- Project: 100072755 (CN) Federal aid number: IAR-002-000-008; County: Baldwin; Project Description: Widening and Resurfacing on Industrial Park Drive from SR-59 to CR-49 and Intersection Improvements Including Turn Lanes at the Intersection of CR-49 and Industrial Park Drive; Target Start Date: 5/15/2021; Engineers Estimate: \$793,200.00
- Project 100072669 (CN) Federal aid number: TAPNU-TA21(99) County: Baldwin; Project Description: Sidewalks on Magnolia Street from just south of US-90 to West Relham Drive; Target Start Date: 12/15/2021; Engineers Estimate: \$284,900.00

MOTION: By Mayor Teal to adopt the state amendments to the Transportation Improvement Program. The motion was seconded by Mayor Sullivan.

- Discussion: None
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

Mrs. Sislak stated that a second action is required for another Alabama Department of Transportation (ALDOT) state requested amendment to the TIP:

- Project: 100048102 (CN) County: Baldwin; Project Description: Four Laning SR-983 (Baldwin Beach Express) from CR-32 (Dixie Road) to SR-16 (US-90); Target Start Date: 9/30/2018; Revision Date: 3/2/2018; Engineers Estimate: \$277,604.90

MOTION: By Commissioner Underwood to adopt the state amendments to the Transportation Improvement Program. The motion was seconded by Commissioner Davis.

- Discussion: None
- Abstain: None

- In favor: All
- Opposed: None
- Result: Passed

4. Action – Appointing Citizen Advisory Committee (CAC) (Policy Board)

Mrs. Sislak stated that the Bicycle and Pedestrian Advisory Committee (BPAC) has vacant positions and MPO staff had received two applications for the vacancies. Mr. Gary Gover submitted an application to represent the City of Fairhope, and Ms. Brooke Flowers submitted an application to represent the Town of Loxley.

MOTION: By Mayor Sullivan to appoint members to the Citizens Advisory Committee. The motion seconded by Mayor Teal.

- Discussion: None
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

5. Action – Resolution of Opposition Regarding Proposed Changes to Urban Area Designation Criteria (All)

Mrs. Sislak explained that the U.S. Census Bureau defines urban areas based on certain criteria that is reviewed with each decennial Census. For the 2020 Census, the Bureau is proposing changes to the Urban Area Designation Criteria that could potentially impact the Eastern Shore MPO in a negative way. The proposed criteria is available for public comment until May 20, 2021.

MOTION: By Commissioner Davis to adopt Resolution of Opposition Regarding Proposed Changes to Urban Area Designation Criteria. The motion was seconded by Mayor LeJeune.

- Discussion: Commissioner Davis requested a letter containing the key bullet points to share with citizens and constituents.
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

6. Informational - MPO Coordinator's Report (All)

- ALDOT Project Update:
 - SR 181 Widening
 - US 31
 - SR 181 and I-10, Diverging Diamond
 - Intersection Alignment at US 90/SR 59
 - SR 181 and Corte Road Signal
- Project Update:
 - CR34 Signal

- Fairhope Transit Project
- Loxley Transit Project
- Realign Intersection of US 31 and Old HWY 31
- Open Contract for Travel Demand Model
- Alabama Transportation Infrastructure Bank
- Advisory Committee Vacancies
 - Citizens Advisory Committee
 - City of Fairhope
 - Baldwin County
 - Town of Loxley
- Planning and Development Update

Mrs. Katrina Taylor gave an update for the 1st quarter of 2021. The data presented by Mrs. Taylor is available on our website (easternshorempo.org) under Other Planning Documents.

OTHER DISCUSSION: Board Members requested data regarding traffic flow improvements on US-98 with the Adaptive Traffic Signal. Mr. Matt Ericksen responded to the Board that he will have data prepared for the next quarterly Policy Board Meeting.

NEXT MPO MEETINGS (All)

- **Special Called Policy Board Meeting:** Wednesday, June 9, 2021; 10:00 AM; Daphne City Hall
- **Policy Board Work Session:** Wednesday, July 14, 2021; 10:00 AM; Baldwin County Satellite Courthouse (Fairhope)
- **BPAC Meeting:** Tuesday, July 20, 2021; 9:00 AM; Baldwin County Satellite Courthouse (Fairhope)
- **CAC Meeting:** Tuesday, July 20, 2021; 1:00 PM; Baldwin County Satellite Courthouse (Fairhope)
- **TAC Meeting:** Wednesday, July 21, 2021; 10:00 AM; Baldwin County Satellite Courthouse (Fairhope)
- **Policy Board Meeting:** Wednesday, July 28, 2021; 10:00 AM; Daphne City Hall

PUBLIC FORUM (All)

- **Members of the Public:** No comments
- **Members of the Press:** No comments
- **Board/Committee Members:** Commissioner Davis informed the Board that Baldwin County had 618 more building permits in March than Mobile County.

ADJOURNMENT (All)

Meeting adjourned at 10:45 AM.

Billie Jo Underwood, Vice Chairperson

Date

EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION
POLICY BOARD SPECIAL CALLED MEETING
DAPHNE, ALABAMA
June 9, 2021
10:00 AM

CALL TO ORDER/PLEDGE/INVOCATION.

- Chairperson Councilmember Jack Burrell called the meeting to order at 10:06 A.M.
- Invocation was said by Commissioner Billie Jo Underwood.
- Pledge was led by Mayor Sherry Sullivan.

ROLL CALL

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

- **Members present:** Mayor Sherry Sullivan, City of Fairhope; Councilmember Jack Burrell, City of Fairhope; Mayor Robin LeJeune, City of Daphne; Mr. Troy Strunk (Proxy for Councilmember Ron Scott) City of Daphne; Mayor Richard Teal, Town of Loxley; Commissioner Joe Davis III, Baldwin County; Commissioner Billie Jo Underwood, Baldwin County; Mr. Matt Ericksen, ALDOT
- **Members absent:** Mayor Mike McMillan, City of Spanish Fort
- **Others present:** Mrs. Sarah Sislak, MPO Coordinator; Mr. Edwin Callicutt; Mr. Joe Womack; Mr. Edwin Perry; Mr. Guy Busby; Dr. Lou Campomenosi; Mr. Blake Brown; Mr. James Gordon; Mr. Wiley Blankenship; Mr. Mike Lee; Ms. Missi Shumer; Mr. Brooks Miller; Ms. Carol Wilson; Mr. Shane Perry; Mr. Tom Darman; Mr. Jay Broughton; Mr. Francis Ripp; Mr. Kevin Spriggs; Mr. Brent Rawson; Mr. Mark Colson; Mr. John Peterson; Ms. Paulette Fedor; Ms. Anne Brooks;

NEW BUSINESS

1. **Action** – Amending 2045 Long Range Transportation Plan (LRTP) (**All**)
Policy Board Chairman Jack Burrell explained that MPO staff, in cooperation with the Alabama Department of Transportation, had prepared an amendment to the 2045 LRTP to include the Mobile River Bridge and Bayway phased approach. Phase 1 to be included on the Financially Constrained List and Phase 3 to be included on the Visionary List. Mr. Chairman referenced the Resolution to be adopted that would amend the 2045 LRTP as stated. The group waived the reading of the Resolution.
MOTION: By Mayor Sherry Sullivan to amend the 2045 Long Range Transportation Plan. The motion was seconded by Commissioner Joe Davis III.
 - Discussion: Commissioner Davis stated that although the Policy Board is slated to amend the document to approve the project, there are many aspects of the project as presented that raises concerns for Board members. Consensus is that this is a starting point and the MPO and other entities reserve the right to make modifications and that the proposed scope is not set in stone, rather a starting point.
 - Abstain: None

- In favor: All
- Opposed: None
- Result: Passed

2. Action – Amending the FY20-23 Transportation Improvement Program (TIP) (All)

MOTION: By Mayor Sullivan to amend the FY20-23 Transportation Improvement Program (TIP). The motion was seconded by Mayor Robin LeJeune.

- Discussion: Mr. Chairman opened the floor to Board comments. Mayor Sullivan shared concerns over approving Phase 1 only. She explained that she would like to pursue the total project. Mr. Matthew Ericksen with ALDOT Southwest Region explained that due to funding limitations, Phase 1 is the only portion that has funding identified, thus the only phase eligible to be added to the FY20-23 TIP. ALDOT will complete a toll revenue study with different toll scenarios with the parameters that were defined in the Amendment to determine if Phase 2 could potentially be added to the TIP. Mayor LeJeune discussed the opportunity to pursue additional funding through future transportation bills and explained that those opportunities cannot be pursued if the project is not on the TIP. The project needs to be added to the TIP to receive any federal funding. Mayor LeJeune also mentioned that the scope as proposed is not set in stone and the MPO has the prerogative to remove the project from the TIP at any time. Commissioner Davis referenced the August 2019 meeting where the board removed the original proposal for the project. He stated the scope is flexible and will allow us to pursue additional funds. He stated that the toll should be fair and equitable. Chairman Burrell clarified that existing/legacy routes will remain free and the toll would be optional. He echoed Mayor Sullivan's comments regarding the desire to build the project as one versus the phased approach. Mr. Chairman opened the floor to members of the public. The following members of the public addressed the Policy Board:

- Mrs. Casey Gay Williams
- Mr. Kevin Spriggs
- Dr. Lou Campomenosi
- Ms. Anne Brooks
- Mr. Kevin Harrison
- Mr. Mark Colson
- Mr. Mike Lee
- Ms. Paulette Fedor
- Mr. Charles Norflet
- Major Joe Womack

Commissioner Joe Davis discussed the opportunity to pursue federal funds and explained the project is an investment in our coastal community and it should be viewed as such. Commissioner Billie Jo Underwood echoed the sentiments of the need to pursue federal funds for this project but adding the project to the TIP is step one and is a required step. Commissioner Underwood stated that the MPO cannot be an obstacle and we need to help move the project forward in order to seek additional funding.

- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

NEXT MPO MEETINGS (All)

- **Policy Board Work Session:** Wednesday, July 14, 2021; 10:00 AM; Baldwin County Satellite Courthouse (Fairhope)
- **BPAC Meeting:** Tuesday, July 20, 2021; 9:00 AM; Baldwin County Satellite Courthouse (Fairhope)
- **CAC Meeting:** Tuesday, July 20, 2021; 1:00 PM; Baldwin County Satellite Courthouse (Fairhope)
- **TAC Meeting:** Wednesday, July 21, 2021; 10:00 AM; Baldwin County Satellite Courthouse (Fairhope)
- **Policy Board Meeting:** Wednesday, July 28, 2021; 10:00 AM; Daphne City Hall

PUBLIC FORUM (All)

- **Members of the Public:** No comments
- **Members of the Press:** No comments
- **Board/Committee Members:** No comments

ADJOURNMENT (All)

Motion to adjourn by Mayor Robin LeJeune. Meeting adjourned at 11:08 AM.

Billie Jo Underwood, Vice Chairperson

Date

AGENDA ITEM 1

ACTION – ADOPTING PUBLIC TRANSIT PERFORMANCE SAFETY MEASURES AND TARGETS

Eastern Shore MPO AGENDA ACTION FORM
<p>Policy Board Work Session – July 14, 2021</p> <p>Bicycle and Pedestrian Advisory Committee – July 20, 2021</p> <p>Citizens Advisory Committee – July 20, 2021</p> <p>Technical Advisory Committee – July 21, 2021</p> <p>Policy Board – July 28, 2021</p>
SUMMARY
<p>The Fixing Americas Surface Transportation Act (FAST Act) requires that MPO Transportation Plans, Long Range Transportation Plan (LRTP), and Transportation Improvement Program (TIP) include Performance Management Measures and Targets for urbanized areas.</p> <p>The Baldwin Regional Area Transit System is the designated transit provider of the Eastern Shore MPO and has adopted a Public Transportation Agency Safety Plan (PTASP) which includes Safety Performance Targets. MPO staff recommends adopting the measures and targets as presented in the PTASP and inclusion of the targets in the 2045 LRTP and FY2020-2023 TIP.</p> <p><u>PTASP Measures and Targets</u></p> <ul style="list-style-type: none">• Fatalities: 0• Injuries: 0• Safety Events: 0• System Reliability: 185,235 revenue miles
RECOMMENDATION
<ul style="list-style-type: none">• BPAC recommends: Approval• CAC recommends: N/A• TAC recommends: Approval
ATTACHMENT(S)
<ol style="list-style-type: none">1. Excerpt from BRATS PTASP2. Resolution

acknowledgment that SMS implementation will produce new information that will be needed to accurately set meaningful SPTs. We set our targets at the current NTD reported five-year average as we begin the process of fully implementing our SMS and developing our targeted safety improvements. This will ensure that we do no worse than our baseline performance over the last five years.

Table 6: Demand Response Safety Performance Targets

Mode	Baseline	Target
Fatalities	0	0
Injuries	0	0
Safety Events	0	0
System Reliability	185,235 revenue miles	185,235 revenue miles

*rate = total number for the year/total revenue vehicle miles traveled

As part of the annual review of the ASP, BRATS will reevaluate our safety performance targets and determine if they need to be refined. As more data is collected as part of the SRM process discussed later in this plan, BRATS may begin developing safety performance indicators to help inform management on safety related investments.

G. Safety Performance Target Coordination – 673.15(a)(b)

BRATS will make our SPTs available to ALDOT and the Eastern Shore Metropolitan Planning Organization (MPO) to aid in their respective regional and long-range planning processes. To the maximum extent practicable, BRATS will coordinate with ALDOT and the MPO in the selection of State and MPO SPTs as documented in the Interagency Memorandum of Understanding (MOU) to the maximum extent practicable.

Each year during the FTA Certifications and Assurances reporting process, BRATS will transmit any updates to our SPTs to both the Eastern Shore MPO and ALDOT (unless those agencies specify another time in writing).

4. SAFETY MANAGEMENT SYSTEMS – 673 SUBPART C

As noted previously, the FTA has adopted SMS as the basis for improving safety across the public transportation industry. In compliance with the NSP, National Public Transportation Safety Plan, and 49 CFR Part 673, BRATS is adopting SMS as the basis for directing and managing safety and risk at our agency. BRATS has always viewed safety as a core business function. All levels of management and employees are accountable for appropriately identifying and effectively managing risk in all activities and operations in order to deliver improvements in safety and reduce risk to the lowest practical level in service delivery.

EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION

RESOLUTION NO. 2021-15

Adopting Public Transit Safety Performance Measures and Targets

WHEREAS, the **Eastern Shore Metropolitan Planning Organization (MPO)** is the organization designated by the Governor of the State of Alabama as being responsible, together with the State of Alabama, for implementing the applicable provisions of 23 USC 134 and 135 (amended by the FAST Act, Sections 1201 and 1202, December 2015); 42 USC 2000d-1, 7401; 23 CFR 450 and 500; 40 CFR 51 and 93; and

WHEREAS, federal regulations require that the Metropolitan Transportation Plans (MTP's or LRTP's) and Transportation Improvement Programs (TIP) include Performance Measurements and Targets for urbanized areas; and

WHEREAS, The Baldwin Regional Area Transit System (BRATS) is the designated transit provider of the Eastern Shore MPO and has adopted a Public Transportation Agency Safety Plan (PTASP); and

WHEREAS, the Public Transportation Agency Safety Plan (PTASP) includes Safety Performance Measures and Targets as outlined below; and

PTASP Measures and Targets

- Fatalities: 0
- Injuries: 0
- Safety Events: 0
- System Reliability: 185,235 revenue miles

WHEREAS, the Alabama Department of Transportation requires the Eastern Shore MPO to implement a performance-based approach to planning and programming activities and to indicate their support of these Performance Measures and Targets within the Metropolitan Planning Organization's urbanized area; and

THEREFORE, BE IT RESOLVED, by the Eastern Shore Metropolitan Planning Organization, hereby adopts and agrees to support the aforementioned Public Transit Performance Measures and Targets.

The foregoing resolution was adopted and approved on the 28th day of July 2021, by the Eastern Shore Metropolitan Planning Organization Policy Board.

Billie Jo Underwood, Vice Chairperson

Date

ATTEST:

Date: _____

AGENDA ITEM 2

ACTION – RESOLUTION ADOPTING FY 2022 UNIFIED PLANNING WORK PROGRAM (UPWP)

Eastern Shore MPO AGENDA ACTION FORM
<p style="text-align: center;">Policy Board Work Session – July 14, 2021 Bicycle and Pedestrian Advisory Committee – July 20, 2021 Citizens Advisory Committee – July 20, 2021 Technical Advisory Committee – July 21, 2021 Policy Board – July 28, 2021</p>
SUMMARY
<p>MPO Staff has completed the Draft FY 2022 Unified Planning Work Program (UPWP). The UPWP is the administrative planning budget for the MPO and outlines tasks to be undertaken by the MPO in fiscal year 2022.</p> <p>The Draft UPWP was published for Public Comment for 30 days from June 2, 2021 – July 2, 2021. One (1) comment was received. The Draft version will be adopted as the Final.</p>
RECOMMENDATION
<ul style="list-style-type: none">• BPAC recommends: Approval• CAC recommends: N/A• TAC recommends: Approval
ATTACHMENT(S)
<ol style="list-style-type: none">1. Funds Overview pages from FY 2022 UPWP2. Comment Received (H. Still III)3. Resolution

Appendix D Summary Tables

Table 1: FY 2022 Planning Funds – Overview

FY22 MPO Planning (PL) Funds - Breakdown by Subtask					
TASK	TASK DESCRIPTION	MPO	ALDOT	Consultant	Total
1	Administration	\$ 53,500.00			\$ 53,500.00
2	Data Collection and Analysis	\$ 24,000.00			\$ 24,000.00
3	UPWP	\$ 4,000.00			\$ 4,000.00
4	Public Involvement	\$ 26,000.00			\$ 26,000.00
5	Environmental Mitigation and Streamlining	\$ 500.00			\$ 500.00
6	Transportation Systems	\$ 114,000.00			\$ 114,000.00
7	Transportation Safety	\$ 8,000.00			\$ 8,000.00
8	Education and Training	\$ 13,000.00			\$ 13,000.00
9	Special Projects, Corridor Development, and Developments of Regional Impact (DRI)	\$ 8,919.00			\$ 8,919.00
10	Current Planning Studies	\$ 54,443.75			\$ 54,443.75
11	Future Planning Studies	\$ -			\$ -
TOTAL MPO PLANNING AND ADMIN. BUDGET:		\$306,362.75	\$ -	\$ -	\$ 306,362.75

Table 2: FY 2022 Planning Funds – Detailed View

FY22 Planning Funds (from FHWA):			\$201,535.20		
FY22 Match Funds (20% from County):			\$50,383.80		
Total FY22 MPO Planning Funds:			\$251,919.00		
MPO Planning (PL) Funds - Breakdown by Subtask					
Task	Subtask	Description	FY 22 PL-FHWA/FTA	FY 22 Local	FY 22 Total
1	Administration				
	1.1	MPO Administrative Duties	\$ 32,000.00	\$ 8,000.00	\$ 40,000.00
	1.2	Continuity of Operations Plan (COOP)	\$ 400.00	\$ 100.00	\$ 500.00
	1.3	Equipment Purchases and Supplies	\$ 10,400.00	\$ 2,600.00	\$ 13,000.00
Task 1.0 Subtotal			\$ 42,800.00	\$ 10,700.00	\$ 53,500.00
2	Data Collection and Analysis				
	2.1	Database maintenance and Data collection	\$ 2,400.00	\$ 600.00	\$ 3,000.00
	2.2	Geographic Information Systems (GIS)	\$ 9,600.00	\$ 2,400.00	\$ 12,000.00
	2.3	Transportation Model Dev. and Maint.	\$ 3,200.00	\$ 800.00	\$ 4,000.00
	2.4	Prep. of Emissions Data for MOVES2010a	\$ -	\$ -	\$ -
	2.5	Intelligent Transportation System (ITS)	\$ 4,000.00	\$ 1,000.00	\$ 5,000.00
Task 2.0 Subtotal			\$ 19,200.00	\$ 4,800.00	\$ 24,000.00
3	Unified Planning Work Program				
Task 3.0 Subtotal			\$ 3,200.00	\$ 800.00	\$ 4,000.00
4	Public Involvement				
	4.1	Public Participation Process	\$ 16,000.00	\$ 4,000.00	\$ 20,000.00
	4.2	Title VI Planning and Environmental Justice	\$ 4,000.00	\$ 1,000.00	\$ 5,000.00
	4.3	Disadvantaged Business Enterprise (DBE)	\$ 400.00	\$ 100.00	\$ 500.00
	4.4	Public Involv. for Air Quality Conformity	\$ 400.00	\$ 100.00	\$ 500.00
Task 4.0 Subtotal			\$ 20,800.00	\$ 5,200.00	\$ 26,000.00
5	Environmental Mitigation and Streamlining				
	5.1	Air Quality	\$ 200.00	\$ 50.00	\$ 250.00
	5.2	Environmental Mitigation	\$ 200.00	\$ 50.00	\$ 250.00
Task 5.0 Subtotal			\$ 400.00	\$ 100.00	\$ 500.00
6	Transportation Systems				
	6.1	Long Range Transportation Plan (LRTP)	\$ 30,400.00	\$ 7,600.00	\$ 38,000.00
	6.2	Air Quality Conformity	\$ -	\$ -	\$ -
	6.3	Amend LRTP for Air Quality Conformity	\$ -	\$ -	\$ -
	6.4	Transportation Improvement Program (TIP)	\$ 28,000.00	\$ 7,000.00	\$ 35,000.00
	6.5	Amend TIP for Air Quality Conformity	\$ -	\$ -	\$ -
	6.6	Public Transportation*	\$ 16,000.00	\$ 4,000.00	\$ 20,000.00
	6.7	Bicycle/Pedestrian Planning	\$ 7,200.00	\$ 1,800.00	\$ 9,000.00
	6.8	Congestion Management Process	\$ 1,600.00	\$ 400.00	\$ 2,000.00
	6.9	Freight Planning	\$ 8,000.00	\$ 2,000.00	\$ 10,000.00
Task 6.0 Subtotal			\$ 91,200.00	\$ 22,800.00	\$ 114,000.00
7	Transportation Safety				
Task 7.0 Subtotal			\$ 6,400.00	\$ 1,600.00	\$ 8,000.00
8	Education and Training				
Task 8.0 Subtotal			\$ 10,400.00	\$ 2,600.00	\$ 13,000.00
9	Special Projects, Corridor Development, DRI				
Task 9.0 Subtotal			\$ 7,135.20	\$ 1,783.80	\$ 8,919.00
10	Current Planning Studies				
Task 10.0 Subtotal			\$ 43,555.00	\$ 10,888.75	\$ 54,443.75
11	Future Planning Studies				
Task 11.0 Subtotal			\$ -	\$ -	\$ -
TOTAL TASKS 1.0 THROUGH 11.0:			\$ 245,090.20	\$ 61,272.55	\$ 306,362.75
TOTAL MPO PLANNING AND ADMIN. BUDGET:			\$ 245,090.20	\$ 61,272.55	\$ 306,362.75

* In Alabama, the Consolidated Planning Grant formula is used, in which PL and 5303 funds are combined.

** Leftover PL funds from prior years are carried over into future fiscal years and have been allocated to Future Planning Studies. The oldest unexpended funds will be returned to the funding pool for reallocation.

Table 3: FY 2022 Planning Activities

Sponsor: City of Fairhope		
Task	Description	Status
10	Complete Streets Policy Guide	Current

Sponsor: Town of Loxley		
Task	Description	Status
10	SR 59 Corridor Study/Access Management Plan	Current

Sponsor: ALDOT		
Description	Pkan Location	Status
Alabama Public Involvement Plan	ALDOT Website - https://www.dot.state.al.us/	Future
Public Transportation Agency Plan	ALDOT Website - https://www.dot.state.al.us/	Future
Alabama Rail Plan Update	ALDOT Website - https://www.dot.state.al.us/	Future
Transportation Assset Management	ALDOT Website - https://www.dot.state.al.us/	Future
Statewide Airport System Plan	ALDOT Website - https://www.dot.state.al.us/	Current
Statewide Bicycle and Pedestrian Plan	ALDOT Website - https://www.dot.state.al.us/	Current
Statewide Freight Plan	ALDOT Website - https://www.dot.state.al.us/	Current
Statewide Highway Safety Plan	ALDOT Website - https://www.dot.state.al.us/	Current
Statewide Management Plan	ALDOT Website - https://www.dot.state.al.us/	Current
Alabama Rail Plan	ALDOT Website - https://www.dot.state.al.us/	Current
Statewide Transportation Plan	ALDOT Website - https://www.dot.state.al.us/	Current


COMMENT FORM

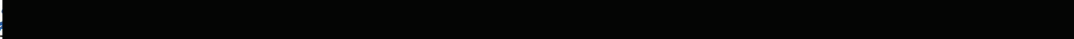
EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION (ESMPO)

DRAFT FY 2022 UNIFIED PLANNING WORK PROGRAM (UPWP)

PUBLIC COMMENT PERIOD: June 2, 2021 – July 2, 2021

Date: June 22 21 Name: Harry Still III

Address: 

Phone: 

Interest in ESMPO: Property Owner within ESMPO Area _____ Public Official _____

Local Business Owner X Other _____

Please provide comments concerning the Draft FY 2022 UPWP:

L RTP - how does this integrate with ALDOT
TIP? who arbitrates (6.4 page 30)
Why expend money on local staff when
SPRPC is capable of administering the
staff support position for ESMPO?

May we respond to your comment by email (response will be attached in pdf format) instead of U.S. Mail? Yes X No _____

Please return this completed form to the ESMPO by **July 2, 2021**:

Mrs. Sarah Hart Sislak, MPO Coordinator
1100 Fairhope Avenue
Fairhope, AL 36532

coordinator@easternshorempo.org

Would you like to be notified of future MPO activity via email: Yes _____ No _____

How did you learn about the present opportunity to give comments (circle one)?

Newspaper MPO Email List U.S. Mail MPO Website Other: _____

EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION

RESOLUTION NO. 2021-16

Adopting the Draft FY2022 Unified Planning Work Program for the Eastern Shore Urbanized Area

WHEREAS, the Eastern Shore Metropolitan Planning Organization (MPO) is the organization designated by the Governor of the State of Alabama as being responsible, together with the State of Alabama, for implementing the applicable provisions of 23 USC 134 and 135 (amended by the FAST Act, Sections 1201 and 1202, December 2015); 42 USC 2000d-1, 7401; 23 CFR 450 and 500; 40 CFR 51 and 93; and

WHEREAS, the U. S. Department of Transportation requires all MPOs, as established by the U.S. Bureau of the Census, doing area-wide urban transportation planning that involves more than one Department of Transportation operating administration, to submit a Unified Planning Work Program as a condition for meeting the provisions of 23 Code of Federal Regulations (CFR) 450.308; and

WHEREAS, consistent with the declaration of these provisions, the Eastern Shore Metropolitan Planning Organization (MPO), in cooperation with the Alabama Department of Transportation, has prepared a Unified Planning Work Program for the Eastern Shore Urbanized Area for fiscal year 2022; and

WHEREAS, pursuant to its duties, functions, and responsibilities, the Eastern Shore Metropolitan Planning Organization (MPO), in session this 28th day of July 2021, did review and evaluate the aforementioned FY22 Unified Planning Work Program, summarized on the attached pages; now

THEREFORE, BE IT RESOLVED by the Eastern Shore Metropolitan Planning Organization (MPO) does hereby endorse and adopt said Unified Planning Work Program.

BE IT FURTHER RESOLVED that, in the interest of efficiency, the Eastern Shore MPO authorizes its staff to make maintenance adjustments and corrections to the UPWP without formal approval by the Policy Board.

Billie Jo Underwood, Vice Chairperson

Date

ATTEST:

Date: _____

AGENDA ITEM 3

ACTION – RESOLUTION ADOPTING FY 2022 COST ALLOCATION PLAN (CAP)

Eastern Shore MPO AGENDA ACTION FORM	
<p>Policy Board Work Session – July 14, 2021</p> <p>Bicycle and Pedestrian Advisory Committee – July 20, 2021</p> <p>Citizens Advisory Committee – July 20, 2021</p> <p>Technical Advisory Committee – July 21, 2021</p> <p>Policy Board – July 28, 2021</p>	
SUMMARY	
<p>MPO Staff has prepared the FY 2022 Cost Allocation Plan (CAP). The CAP outlines administrative expenses incurred by the MPO and produces indirect cost ratios used for reimbursement by ALDOT.</p> <p><u>FY22 Indirect Cost Rates</u></p> <p>Fringe Benefit Rate: 62.78%</p> <p>Indirect Allocation Rate: 39.31%</p>	
RECOMMENDATION	
<ul style="list-style-type: none">• BPAC recommends: N/A• CAC recommends: N/A• TAC recommends: N/A	
ATTACHMENT(S)	
<ol style="list-style-type: none">1. FY 2022 Cost Allocation Plan2. Resolution	

Eastern Shore Metropolitan Planning Organization

FY 2022

Cost Allocation Plan

July 2021

Eastern Shore Metropolitan Planning Organization (ESMPO)

FY 2022

Cost Allocation Plan

Purpose

The purpose of this Cost Allocation Plan is to summarize, in writing, the methods and procedures that this organization will use to allocate costs to various Tasks (and subtasks) within the ESMPO Unified Planning Work Program (UPWP). In so doing, the ESMPO affirms that the Plan is consistent with the applicable Federal cost principle provisions of [Title] 2 Code of Federal Regulation (CFR) 225 (formerly Office of Management and Budget [OMB] Circular A- 87), 49 CFR 18 (Grants and Cooperative Agreements), 23 CFR 420 (Planning and Research Program), and Best Management Practice (BMP) guidance provided by the Alabama Department of Transportation, Local Transportation Bureau, Planning Section, and the Bureau of Finance and Audit, External Audit Section, Central Office, Montgomery, Alabama.

The ESMPO divides all costs and expenses into either Direct Costs or Indirect Costs:

Direct Costs are those costs or expenses that can be identified with a reimbursable Federally-funded program and specifically with a particular Task within the UPWP. Direct Costs are recouped by the ESMPO by charging the costs to the specific Task(s) for which the costs were incurred.

Indirect Costs are those costs or expenses that benefit or support all or many Tasks and are *not* readily assignable to a reimbursable federal program and a particular Task. Overhead is a classic example of an Indirect Cost. Indirect Costs are recouped by the ESMPO via the Indirect Allocation Rate (IAR) referenced above. The IAR is reviewed and approved by Alabama Department of Transportation (ALDOT). Indirect Costs are calculated by multiplying the IAR with the total direct costs for the ESMPO each month.

When the MPO seeks reimbursement from ALDOT the following formula is used to calculate the MPO's expenses:

$$(\text{Actual Salary} \times \text{Fringe Benefit Rate} \times \text{Indirect Allocation Rate}) + \text{Direct Expenses} = \text{Total Billed}$$

The MPO seeks reimbursement from ALDOT for 80% of the amount billed. The remaining 20% that is not reimbursed constitutes the local match (see Illustrated Example, p. 3).

Allocation of Costs

The following information summarizes the procedures that will be used by the ESMPO for 2022 to allocate costs and expenses to the various Tasks within the UPWP:

- A. Compensation for Services** – All services rendered by MPO personnel will be documented by the County Information Management System (CIMS) showing time spent by each employee on ESMPO activities.

Salaries that benefit specific Tasks (Direct Salaries) will be allocated based on actual time spent on each Task in the UPWP.

Salaries that benefit all or many Tasks and are not readily assignable to a particular Task (Indirect Salaries) will be recouped via the Indirect Allocation Rate calculated in Appendix A.

Fringe benefits (Vacation, Holidays, FICA, Worker's Compensation, Health Insurance, etc) are allocated based on the Fringe Benefit Rate as calculated by the ESMPO and approved by the Alabama Department of Transportation (ALDOT) (see Appendices A & B).

- B. Travel Costs** – Travel costs are allocated based on purpose of travel. All travel costs (local and out-of-town) are charged directly to the Task for which the travel was incurred. Travel expenses that qualify as Indirect Costs will be recouped via the Indirect Allocation Rate calculated in Appendix A. *Note: all travel costs are documented and reported on monthly invoices. All Out of State travel is approved in writing in advance by ALDOT.*
- C. Professional Services Costs (such as consultants, accounting, and auditing services)** – Any professional service costs provided by third-party consultants to the ESMPO will be allocated to the Task benefiting from the service.
- D. Office Expense and Supplies (including postage)** – Office expenses will be allocated based on usage by Task. Expenses used for a specific Task will be charged directly to that Task. Office expenses and supplies that qualify as Indirect Costs will be recouped by the ESMPO via the Indirect Allocation Rate calculated in Appendix A.
- E. Printing (including supplies, maintenance and repair)** – Printing expenses are charged directly to Tasks that benefit from the service. Printing expenses that qualify as Indirect Costs will be recouped by the ESMPO via the Indirect Allocation Rate calculated in Appendix A.
- F. Telephone/Communications** – Telephone and/or communication expenses of the ESMPO are Indirect Costs and will be recouped by the ESMPO via the Indirect Allocation Rate calculated in Appendix A.
- G. Facilities Expenses** – All facility expenses for FY 2018 are Indirect Costs and will be recouped by the ESMPO via the Indirect Allocation Rate calculated in Appendix A.
- H. Staff Development** – Training costs will be allocated to the Task benefiting from the

training, conferences, or seminars. Staff Development that qualifies as an Indirect Cost will be recouped by the ESMPO via the Indirect Allocation Rate calculated in Appendix A.

- I. **Other Approved Costs** – Any other cost will be allocated to the individual Task benefiting from the cost. Other costs that qualify as Indirect Costs will be recouped by the ESMPO via the Indirect Allocation Rate calculated in Appendix A.

Illustrated Example:

The following example illustrates how the MPO would allocate and bill one month of its costs. The example assumes that the MPO employs two fulltime staff members (A & B) and incurs travel expenses, office supply expenses, newspaper publication expenses, as well as indirect/overhead expenses. Under this scenario the MPO costs for the month would be as follows:

Direct Expenses:

• Employee A actual salary (@ \$30/hour):	\$4800	Various Tasks
• Employee B actual salary (@ \$12/hour):	\$1920	Various Tasks
• Travel expense to attend MPO meetings:	\$36	710
• Postage (to mail meeting flyers to the public):	\$30	741
• Newspaper publication (public meeting notice):	\$200	741

Indirect Expense:

- Office Rent
- Office Supplies (copy paper & ink):
- Utilities
- Cost to maintain computer and copier equipment

Each employee's time would be divided between various task items based on the number of hours they worked on each particular Task. The travel expenses are billed to Task item 710 (Administration) because the employees traveled to MPO meetings. The postage to send out flyers as well as the newspaper publication both involve communicating with the public and are therefore billed to 741 (Public Participation).

The rent, office supplies, utilities, and equipment upkeep costs all represent indirect, overhead expenses and cannot be readily assigned to any single Task item of the UPWP. These costs will be recouped via the Indirect Allocation Rate.

The formula below should be used to calculate the MPO's total billable costs for our example month:

$$(\text{Actual Salary} \times \text{Fringe Benefit Rate} \times \text{Indirect Allocation Rate}) + \text{Direct Expenses} = \text{Total Billed}$$

Step 1 - Calculating Billable Amount for Employee Time:

As noted above the billable amount for employee time is multiplied by two different rates to account for employee fringe benefits and to account for overhead. Thus the costs for Employee A and Employee B would be as follows:

$$\begin{array}{rcccccc} \text{Actual Salaries} & \times & \text{Fringe Benefit Rate} & \times & \text{Indirect Allocation Rate} & = & \text{Billable Employee Time} \\ (\$4800 + \$1920) & \times & 1.55 & \times & 1.25 & = & \$13,020 \end{array}$$

Accounts for the fringe benefits of Employee A and Employee B (Vacation, Holidays, FICA, Worker's Compensation, Health Insurance, etc)

Accounts for indirect, overhead costs related to operating the MPO (Office Rent, Office Supplies, Utilities, Equipment Upkeep, etc)

Step 2 - Calculating Billable Amount for any Other Direct Expenses:

Calculating the billable amount for any other direct expenses requires only that the remaining direct expenses be totaled together:

Travel +	\$36 +
Postage +	\$30 +
Newspaper	\$200
= Total:	\$266

Step 3 - Add Billable Employee Time to the Direct Expenses:

Billable Employee Time +	\$13,020 +
<u>Other Direct Expenses</u>	<u>\$266</u>
= Total Billed:	\$13,286

The total above represents the total billable costs for the example month.

Step 4 – Calculate Reimbursable Amount:

The local MPO member governments are required to pay for twenty percent (20%) of the MPO costs. ALDOT will only reimburse for eighty percent (80%) of the Total Billed.

$$\begin{array}{rcl} \text{Total Billed} & \times & 80\% = \text{Reimbursable Amount} \\ \$13,286 & \times & 80\% = \$10,628 \text{ (rounded to the nearest dollar)} \end{array}$$

Appendices A through C

APPENDIX A - FY 2022				
Calculation of Fringe Benefit Rate and Indirect Allocation Rate				
FRINGE BENEFIT RATE:				
The Fringe Benefit Rate (FBR) is calculated with the following equation:				
$\text{FBR} = 1 + \frac{\text{Total Fringe Benefits}}{\text{Chargeable Agency Salaries}} = 1 + \frac{\$ 63,519.43}{\$ 101,180.48} = 1.6278$				
Total Fringe Benefits: \$ 63,519.43 (from Agency Salary Worksheet; Column 16)				
Chargeable Agency Salaries: \$ 101,180.48 (from Agency Salary Worksheet; Column 8)				
INDIRECT ALLOCATION RATE:				
The Indirect Allocation Rate (IAR) is calculated with the following equation:				
$\text{IAR} = 1 + \frac{\text{Total Indirect Costs (TIC)}}{\text{Total Direct Salaries with Fringe Benefits}} = 1 + \frac{\$56,458.88}{\$143,640.80} = 1.3931$				
Total Indirect Salaries (TIS): \$ 12,937.30 (from Agency Salary Worksheet; Column 8)				
Indirect Personnel Costs (IPC): \$ 21,059.12 (= TIS * FBR)				
Total Indirect Expenses (TIE): \$ 35,399.76 (from Indirect Cost Worksheet)				
Total Indirect Costs (TIC): \$ 56,458.88 (= IPC +TIE)				
Direct Salaries (DS): \$ 88,243.19 (from Agency Salary Worksheet; Column 8)				
Total Direct Salaries with Fringe Benefits: \$ 143,640.80 (= DS * FBR)				

APPENDIX B
EASTERN SHORE MPO
Agency Fringe Benefit Worksheet - FY 2022

AGENCY DIRECT SALARIES & FRINGE

	1	2	3	4	5	6	7	8	9	10	11	12	14	15	16	17	18
	Employee:	Hourly Rate:	FY 2022 Salary:*	Holidays (13 days):	Annual Leave:**	Sick Leave (12 days):	Estimated Annual Work Hours:	Chargeable Salary:***	Salary FICA (7.65%):	Group Health Insurance:	Life Insurance:	Long Term Disability:	Employee Retirement (6%):	Unemployment (0.18%):	Workman's Comp:	Longevity:†	Total Fringe Benefits:
	Sislak, S.	\$ 32	\$ 66,939	\$ 3,347	\$ 3,089	\$ 3,089	1880	\$ 57,413	\$ 5,121	\$ 13,188	\$57.00	\$ 155	\$ 4,016	\$ 120	\$ 182.00	\$ 500	\$ 32,865
	Admin Specialist	\$ 17	\$ 35,946	\$ 1,797	\$ 1,659	\$ 1,659	1880	\$ 30,830	\$ 2,750	\$ 13,188	\$57.00	\$ 83	\$ 2,157	\$ 65	\$ 155.00	\$ -	\$ 23,570
	SUBTOTALS:	\$ 49	\$ 102,884	\$ 5,144	\$ 4,749	\$ 4,749	3760	\$ 88,243	\$ 7,871	\$ 26,376	\$ 114	\$ 238	\$ 6,173	\$ 185	\$ 337	\$ 500	\$ 56,435

AGENCY INDIRECT SALARIES & FRINGE

Employee:	Hourly Rate:	FY 2022 Salary:	Holidays (13 days):	Annual Leave:	Sick Leave:	Estimated Annual Work Hours:	Chargeable Salary:	Salary FICA:	Group Insurance:	Life Insurance:	Long Term Disability:	Employee Retirement:	Unemployment:	Workman's Comp:	Longevity	Total Fringe Benefits:
Burnett, B Peterson, S Byrd, T Sangster, L Nunnally, J BRATS Director George, V Gautney, W																
SUBTOTALS:	\$ 326	\$ 677,200	\$ 33,860	\$ 50,454	\$ 31,255	329	\$ 12,937	\$ 50,498	\$ 91,122	\$ 456	\$ 1,324	\$ 45,439	\$ 1,096	\$ 4,550	\$ 8,000	\$ 7,084

AGENCY TOTALS:	\$ 780,084	\$ 39,004	\$ 55,203	\$ 36,004	\$ 4,089	\$ 101,180	\$ 58,368	\$ 117,498	\$ 570	\$ 1,562	\$ 51,612	\$ 1,281	\$ 4,887	\$ 8,500	\$ 63,519
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*Merit raises are applied to salary employees and to non-salary employees at the time of their annual review. For the purpose of this plan, merit raises are assumed at 2.5%.

**Annual leave is based on longevity as follows: 0 to 5 Years - 12 Days; 6 to 10 Years - 14 Days; 11 to 15 Years - 21 Days; Over 15 Years - 24 Days

***Chargeable Salary is calculated by taking an individual's annual salary and subtracting paid holiday leave, paid annual leave, and paid sick leave and then multiply the resulting total by a ratio representing percentage of annual hours contributed to the MPO.

†Longevity pay is awarded to employees for years of continuous service as follows: 5 Years - \$500; 10 Years - \$1000; 15 Years - \$1500

APPENDIX C EASTERN SHORE MPO Indirect Cost Worksheet - FY 2022					
Description:	Monthly Cost per Unit:	Quantity:	Total Monthly Cost:	Total Yearly Cost:	Source:
Office Space:	\$ 975.00	N/A	\$975.00	\$ 11,700.00	Real Estate Broker
Building Utilities:	\$ 156.00	N/A	\$ 156.00	\$ 1,872.00	County Budget Director
Building Insurance & Pest Control:	\$ 49.00	N/A	\$ 49.00	\$ 588.00	County Budget Director
Janitorial/Grounds:	\$ 137.00	N/A	\$ 137.00	\$ 1,644.00	County Budget Director
Liability Insurance:	\$ 89.00	N/A	\$ 89.00	\$ 1,068.00	County Budget Director
Personal Computer w/ Full Service:	\$ 48.00	3	\$ 144.00	\$ 1,728.00	CIS Director
Printer (on network print server):	\$ 42.00	1	\$ 42.00	\$ 504.00	CIS Director
Email Account:	\$ 6.00	2	\$ 12.00	\$ 144.00	CIS Director
Phone - Basic Dial-tone/Extension:	\$ 29.00	2	\$ 58.00	\$ 696.00	CIS Director
Phone - Direct-dial (DID) Number:	\$ 13.00	2	\$ 26.00	\$ 312.00	CIS Director
Phone - Voicemail:	\$ 6.00	2	\$ 12.00	\$ 144.00	CIS Director
Smart Phone Service Plan:	\$ 39.99	2	\$ 79.98	\$ 959.76	CIS Director
ArcGIS	\$ 10.00	2	\$ 20.00	\$ 240.00	ESTIMATE
Hardware (Estimate):	N/A	N/A	\$ 25.00	\$ 300.00	ESTIMATE
Office Supplies (Estimate):	N/A	N/A	\$ 125.00	\$ 1,500.00	ESTIMATE
Legal (Estimate):	N/A	N/A	\$ 100.00	\$ 1,200.00	ESTIMATE
Postage (Estimate):	N/A	N/A	\$ 100.00	\$ 1,200.00	ESTIMATE
Printing (Estimate):	N/A	N/A	\$ 400.00	\$ 4,800.00	ESTIMATE
Training (Estimate):	N/A	N/A	\$ 200.00	\$ 2,400.00	ESTIMATE
Travel (Estimate):	N/A	N/A	\$ 200.00	\$ 2,400.00	ESTIMATE
GRAND TOTALS:	\$1,599.99	N/A	\$2,949.98	\$ 35,399.76	

Relevant and recent data documenting current lease rates for offices less than 500 sq. ft. is extremely limited. I've searched Bay Minette, Loxley, Summerdale, Robertsedale, Silverhill & Foley for comps. Information contained in the following 2 links represents the only listings in GCCMLS pertaining to currently available office space in these areas.

Space For Lease: 30181 Highway 59 Loxley, AL

<https://www.gulfcoastcmls.com/listing/30539581?pb=12458634>

Space For Lease: 200 W Laurel Ave. Foley, AL

<https://www.gulfcoastcmls.com/listing/30640117?pb=12458634>

The attachment contains a commercial report involving 2 office buildings which are currently leased and both are free standing structures as opposed to small individual offices. The only information provided pertaining to the subject is the square footage of the space so assuming you are familiar with it you can adjust figures accordingly. Since I have no knowledge of the subject and data is limited I can only suggest if the space is categorized as Class A, in today's market it would probably lease @ approximately \$30.00 PSF. Class B would likely fall closer to \$20.00 PSF. I'm sorry I can't provide a more definitive basis but having such little information I can only respond in general terms. I hope this will be of some help and you're welcome to call me if you have any questions when preparing the letter.

Bob Allsman

Associate Broker

RE/MAX by the Bay

Cell: 251-751-0606

Allsprops@aol.com

EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION

RESOLUTION NO. 2021-17

Adopting the FY 2022 Cost Allocation Plan (CAP)

WHEREAS, the Eastern Shore Metropolitan Planning Organization (MPO) is the organization designated by the Governor of the State of Alabama as being responsible, together with the State of Alabama, for implementing the applicable provisions of 23 USC 134 and 135 (amended by the FAST Act, Sections 1201 and 1202, December 2015); 42 USC 2000d-1, 7401; 23 CFR 450 and 500; 40 CFR 51 and 93; and

WHEREAS, in accordance with the Federal cost principle provisions of [Title] 2 Code of Federal Regulation (CFR) 225 (formerly Office of Management and Budget [OMB] Circular A-87), 49 CFR 18 (Grants and Cooperative Agreements), 23 CFR 420 (Planning and Research Program), and Best Management Practice (BMP) guidance provided by the Alabama Department of Transportation, Local Transportation Bureau, Planning Section, and the Bureau of Finance and Audit, External Audit Section, Central Office, Montgomery, Alabama, the Eastern Shore MPO has prepared a Cost Allocation Plan (CAP) to summarize, in writing, the methods and procedures that the Eastern Shore MPO will use to allocate costs to various Tasks (and subtasks) within the Eastern Shore MPO FY 2022 Unified Planning Work Program (UPWP).

THEREFORE, BE IT RESOLVED that the Eastern Shore Metropolitan Planning Organization has reviewed the Cost Allocation Plan (CAP) and does hereby approve the said Plan for use by the ESMPO in FY 2022.

BE IT FURTHER RESOLVED that, in the interest of efficiency, the Eastern Shore MPO authorizes its staff to make minor corrections and perform routine document maintenance to the CAP in cooperation with the Alabama Department of Transportation as needed.

The foregoing resolution was adopted and approved on the 28th day of July 2021, by the Eastern Shore Metropolitan Planning Organization Policy Board.

Billie Jo Underwood, Vice Chairperson

Date

ATTEST:

Date: _____

AGENDA ITEM 4

ACTION - RESOLUTION ADOPTING CONTINUITY OF OPERATIONS PLAN (COOP)

Eastern Shore MPO AGENDA ACTION FORM
<p>Policy Board Work Session – July 14, 2021</p> <p>Bicycle and Pedestrian Advisory Committee – July 20, 2021</p> <p>Citizens Advisory Committee – July 20, 2021</p> <p>Technical Advisory Committee – July 21, 2021</p> <p>Policy Board – July 28, 2021</p>
SUMMARY
<p>MPO Staff has prepared the Continuity of Operations Plan (COOP). This plan outlines policies and procedures MPO Staff will take regarding staff and equipment in the event of an emergency or catastrophic event. The attached document, if adopted, will remain in place until a significant update is needed.</p>
RECOMMENDATION
<ul style="list-style-type: none">• BPAC recommends: Approval• CAC recommends: N/A• TAC recommends: Approval
ATTACHMENT(S)
<ol style="list-style-type: none">1. Continuity of Operations Plan2. Resolution

Eastern Shore Metropolitan Planning Organization

Continuity of Operations Plan (COOP)

July 2021

Eastern Shore Metropolitan Planning Organization

COOP

For information regarding this document, please contact:

Sarah Hart Sislak, MPO Coordinator

Eastern Shore MPO

Baldwin County (Fairhope) Satellite Courthouse

1100 Fairhope Ave

Fairhope, AL 36532

(251) 990-4643 Office

(251) 580-2590 Fax

Email: coordinator@easternshoremplanning.org

Eastern Shore Metropolitan Planning Organization (ESMPO) Continuity of Operations Plan (COOP)

Purpose

The purpose of this Continuity of Operations Plan (COOP) is to summarize, in writing, the actions that will be taken by the Eastern Shore Metropolitan Planning Organization (ESMPO) in the event of a local emergency or catastrophic disaster (such as a hurricane) that could pose a threat to human safety, loss of capital assets and equipment, damage or loss of real and intangible properties, loss of MPO records or files, and would physically deny ESMPO employees and citizens of Baldwin County access to the MPO.

Executive Order 12656 and FHWA Order 1910.2C, requires that each FHWA office formulate a Continuity of Operations Plan (COOP). Similarly, the Alabama Department of Transportation requires all MPOs in Alabama to prepare a COOP and make all MPO personnel aware of COOP policies and procedures. The ESMPO has prepared this COOP as described under Task 1.1 in the current Unified Planning Work Program (UPWP).

The ESMPO is administered by the Baldwin County Highway Department and therefore falls under the umbrella of the Baldwin County Commission and the Commission's policies and procedures, including the Baldwin County Emergency Operations Plan (EOP). ESMPO personnel are housed at the Baldwin County Central Annex II in Robertsdale, Alabama, and the BRATS Headquarters in Robertsdale, AL. In case of an emergency, ESMPO personnel (as County Employees) will comply with the guidelines of Baldwin County's EOP and any instructions from Baldwin County's Emergency Management Agency.

Regardless of the requirements set forth in Baldwin County's EOP, the ESMPO shall implement this COOP in case of an emergency, and thereby guarantee certain minimum protective measures for ESMPO personnel, equipment, and data.

If time permits and does not put personnel at risk, ALDOT will be apprised of MPO actions and intentions as soon as practicable. This contact protocol should include the Southwest Region Engineer, Mobile, and the Local Transportation Bureau, Montgomery.

Equipment and Communication

ESMPO equipment is inventoried through the Baldwin County Communications & Information Systems (CIS) department. Each piece of equipment is labeled with an identification number or bar code that matches a master inventory list kept by the CIS department. The master inventory list is stored and backed-up in the same manner as all other ESMPO electronic data (see Backup Procedures).

If the Highway Department is forewarned of an emergency situation and County Engineer directs Highway Department employees to a temporary alternative work site, the ESMPO Coordinator must decide if the employees should bring the equipment necessary for continuing operations and

who will be responsible for the equipment (computers, printers, plotters, etc.) once off County premises. If the Highway Department does not have an alternate work site and access is denied to the Baldwin County Central Annex II, or the BRATS Offices, ESMPO personnel have appropriate mobile devices which they will take to their residences and continue performing their job duties if so directed by the County Engineer.

If the situation arises, and the County Engineer directs ESMPO personnel to report to their normal work site, report to an alternate work site, or stay at home, an email will be sent to each employee's mobile device.

For both long-term and short-term evacuations, ESMPO personnel should turn-off and unplug all office equipment, where possible move equipment off the ground, and cover equipment with a waterproof covering. These steps should be taken only if they can be done without endangering human life.

Evacuations

Facility Threats - Low Level

If an evacuation of ESMPO personnel is required that poses a threat to personnel at or near the Baldwin County Central Annex II, or the BRATS Offices (fire drills, bomb threat drills, etc.), ESMPO personnel are directed to evacuate the respective buildings and report to the following locations:

- **Central Annex II** – Report to north parking lot.
- **BRATS Offices** – Report to the parking lot of the Robertsdale Police Department to the southeast of the BRATS offices.

It will be the ESMPO Coordinator's responsibility to ensure that all ESMPO personnel in the office are present and accounted for. It will be the BRATS Director's responsibility to ensure that all ESMPO personnel in the BRATS office are present and accounted for.

Facility Threats - High Level

If there is a bomb threat, active shooter, or a danger to persons standing next to the building, and the evacuation must be immediate, ESMPO personnel are directed to report as follows:

- **Central Annex II** – Report to the southern parking lot of the Robertsdale United Methodist Church.
- **BRATS Offices** – Report to the parking lot of the Robertsdale Police Department to the southeast of the BRATS offices.

The respective locations should be ample distance from any destructive force threatening ESMPO personnel at any of the locations. It will be the ESMPO Coordinator's responsibility to ensure that all ESMPO personnel in the Robertsdale office are present and accounted for. It will be the BRATS

Director's responsibility to ensure that all ESMPO personnel in the BRATS office are present and accounted for.

Severe Weather Threats

In the case of short term severe weather threats such as tornados, ESMPO personnel will take cover as follows:

- **Central Annex II** – Report to centralized hallway in the lowest accessible floor of the building.
- **BRATS Offices** – Report to centralized hallway in the building.

It will be the ESMPO Coordinator's responsibility to ensure that all ESMPO personnel in the Robertsdale office are present and accounted for. It will be the BRATS Director's responsibility to ensure that all ESMPO personnel in the BRATS office are present and accounted for.

In the case of long term severe weather threats such as hurricanes, ESMPO personnel will take action as directed by the County Engineer and the Baldwin County Commission. When appropriate, ESMPO personnel are encouraged to evacuate their personal residences to ensure their own safety (see Baldwin County Evacuation Zones).

Long Term Threats - If a long-term evacuation is required, the County Engineer will assess the situation and communicate through email the instructions on where all ESMPO personnel should report. The ESMPO Coordinator, after consulting with the County Engineer, shall communicate with ALDOT, the Policy Board, and appropriate ESMPO advisory committees regarding the status of any scheduled meetings, public forums, and the like. This will include planned closings, evacuation procedural changes, and contact updates.

Threats to Human Health

In the case of threats to human health, including declared epidemics and pandemics, the County Engineer will assess the situation and will communicate through telephone or email to provide instruction to ESMPO staff. The ESMPO Coordinator, after consulting with the County Engineer, shall communicate with ALDOT, the Policy Board, and appropriate ESMPO advisory committees regarding the status of any scheduled meetings, public forums, and the like. This will include planned closings, evacuation procedural changes, and contact updates.

Backup Procedures

To ensure that all electronic files and documents of the ESMPO are safe, not only from computer viruses, but from being physically damaged, all ESMPO personnel are required to save their work on the Highway Department's network drive. The Highway Department network drive is backed-up nightly in Bay Minette, Alabama. Backup information is stored for 90 days. Weekly backups are saved and placed in a secure lock box in Bay Minette, Alabama. All equipment utilized by

ESMPO personnel is serviced by the Baldwin County CIS department and is secured by appropriate anti-virus software.

Voting Procedures

The ESMPO Policy Board members (or their proxies) are the only individuals who can vote and carry out the business of the MPO, including decisions regarding the Transportation Improvement Plan (TIP), Unified Planning Work Program (UPWP), Long Range Transportation Plan (LRTP), Public Participation Plan (PPP) and other planning documents. The following is a list of the 2021 Policy Board members and their contact information:

ESMPO Policy Board Voting Members

Mayor Sherry Sullivan, City of Fairhope

Email: sherry.sullivan@fairhopeal.gov

Phone: 251-990-0100

Mobile Phone: [REDACTED]

Councilmember Ron Scott, Daphne City Council

Email: councildistrict5@daphneal.com

Phone: 251-621-9000

Mobile Phone: [REDACTED]

Mayor Robin LeJeune, City of Daphne

Email: mayorsoffice@daphneal.com

Phone: 251-620-1001

Mobile Phone: [REDACTED]

Councilmember Jack Burrell, Fairhope City Council

Email: jack.burrell@fairhopeal.gov

Phone: 251-629-2136

Mobile Phone: [REDACTED]

Commissioner Joe Davis III, Baldwin County Commission District 2

Email: Joe.Davis@baldwincountyal.gov

Phone: 251-990-4620

Mobile Phone: [REDACTED]

Commissioner Billie Jo Underwood, Baldwin County Commission District 3

Email: BUnderwood@baldwincountyal.gov

Phone: 251-972-8515

Mobile Phone: [REDACTED]

Mayor Mike McMillan, City of Spanish Fort

Email: mayor@cityofspanishfort.com

Phone: 251-626-4884

Mobile Phone: [REDACTED]

Mayor Richard Teal, Town of Loxley

Email: rteal@flowerwood.com

Phone: 251-964-5162

Mobile Phone: [REDACTED]

Matthew Ericksen P.E., Southwest Region Engineer, ALDOT

Email: ericksenm@dot.state.al.us

Phone: 251-434-6800

Mobile Phone: [REDACTED]

Policy Board Non-Voting Members

Mark Bartlett, Division Administrator, Federal Highway Administrator

Email: Alabama.FHWA@dot.gov

Phone: 334-274-6350

Bradley Lindsey P.E., State Local Transportation Engineer, ALDOT

Email: blindsey@dot.state.al.us

Phone: 334-242-6203

Richard Johnson, Technical Advisory Committee (Chairperson)

Email: richard.johnson@fairhopeal.gov

Phone: 251-928-8003

Mobile Phone: [REDACTED]

Andrew James, Citizen Advisory Committee (Chairperson)

Email: andrew.james@volkert.com

Phone: 251-968-7551

Mobile Phone: [REDACTED]

EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION

RESOLUTION NO. 2021-18

Adopting the Continuity of Operations Plan (COOP)

WHEREAS, the Eastern Shore Metropolitan Planning Organization (MPO) is the organization designated by the Governor of the State of Alabama as being responsible, together with the State of Alabama, for implementing the applicable provisions of 23 USC 134 and 135 (amended by the FAST Act, Sections 1201 and 1202, December 2015); 42 USC 2000d-1, 7401; 23 CFR 450 and 500; 40 CFR 51 and 93; and

WHEREAS, Executive Order 12656 and FHWA Order 1910.2C, requires that each FHWA office formulate a Continuity of Operations Plan (COOP) and, similarly, the Alabama Department of Transportation requires all MPOs in Alabama to prepare a COOP and make all MPO personnel aware of COOP policies and procedures; and

WHEREAS, the purpose of the COOP is to summarize, in writing, the actions that will be taken by the Eastern Shore MPO in the event of a local emergency or catastrophic disaster (such as a hurricane) that could pose a threat to human safety, loss of capital assets and equipment, damage or loss of real and intangible properties, loss of MPO records or files, and would physically deny Eastern Shore MPO employees and citizens of Baldwin County access to the MPO; now

THEREFORE, BE IT RESOLVED that the Eastern Shore Metropolitan Planning Organization has reviewed the Continuity of Operations Plan and does hereby approve the said Plan for use by the Eastern Shore MPO indefinitely until such time that changes are needed.

BE IT FURTHER RESOLVED that, in the interest of efficiency, the Eastern Shore MPO authorizes its staff to make minor corrections and perform routine document maintenance to the Continuity of Operations Plan in cooperation with the Alabama Department of Transportation as needed.

The foregoing resolution was adopted and approved on the 28th day of July 2021, by the Eastern Shore Metropolitan Planning Organization Policy Board.

Billie Jo Underwood, Vice Chairperson

Date

ATTEST:

Date: _____

AGENDA ITEM 5
ACTION – AMENDING THE FY20-23 TIP

Eastern Shore MPO
AGENDA ACTION FORM

Policy Board Work Session – July 14, 2021
Bicycle and Pedestrian Advisory Committee – July 20, 2021
Citizens Advisory Committee – July 20, 2021
Technical Advisory Committee – July 21, 2021
Policy Board – July 28, 2021

SUMMARY

The following project has been submitted for MPO funding and inclusion in the FY2020-2023 Transportation Improvement Program (TIP):

Baldwin County Commission

Austin Road Extension - .5 mile of new road construction - from CR 13 to Friendship Rd

- Engineers Estimate:

Austin Road Extension Funding Breakdown

<u>FY 2022</u>	Total	MPO	Local
PE	\$ 112,500.00	\$ 90,000.00	\$ 22,500.00
UT	\$ 75,000.00	\$ 60,000.00	\$ 15,000.00
ROW	\$ 300,000.00	\$ 240,000.00	\$ 60,000.00
		\$ 390,000.00	
<u>FY 2023</u>			
CN	\$ 1,406,250.00	\$ 914,062.50	\$ 492,187.50
*65/35 split due to funding limitations			

*Phase 1 of project N2 in the 2045 Long Range Transportation Plan (LRTP)

RECOMMENDATION

- BPAC recommends: Approval with recommendation to include bike/ped facility (wide shoulder or sidewalk)
- CAC recommends: N/A
- TAC recommends: Approval

ATTACHMENT(S)

- 1.) Project Submittal Form
- 2.) Resolution Amending TIP/Obligating Funds

EASTERN SHORE MPO **PROJECT SUBMITTAL FORM**

FOR SUBMITTING A PROPOSED PROJECT FOR INCLUSION IN THE LONG RANGE TRANSPORTATION PLAN (LRTP)
OR TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Date: 7/9/2021 **Point of Contact:** Joey Nunnally

Address: PO Box 220 Silverhill AL, 36576

Phone: 251-973-0371

Email: jnunnally@baldwincountyal.gov

This Project was Recommended by (check one): ☐ Citizen Working or Living within MPO Area

☒ Advisory Committee Member

☐ Public Official

☐ Other _____

Please provide the following information about the proposed project:

Project Description and Location (*include termini description, if road improvement*)

Extend Austin Road from Friendship Road 0.5 miles to County Road 13

Reason for Proposed Project (*Purpose and Need*):

East-West connectivity

Project Length (*if applicable*):

0.5 miles

Bicycle and Pedestrian or ADA Upgrades:

N/A

Roadway Classification (*if applicable*):

N/A (New road being constructed)

Sponsor (*i.e. Responsible Local Government & Signature*):

Percent (%) Local Match:

20% on PE, UT, ROW; 35% for CN

Match Source:

County/Other

Potential Funding Sources:

STP

Environmental Justice Issues or Concerns:

None known at this time

For Internal (MPO or Project Sponsor) Use Only

Scope of Work:		Cost Estimate:
Preliminary Engineering:		\$112,500
Right-of-Way:		\$300,000
Utilities:		\$75,000
Construction:		\$1,406,250
TOTAL COST:		\$1,893,750

Project Map:



EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION

RESOLUTION NO. 2021-19

Obligating MPO Surface Transportation Funds and Amending FY 2020-2023 TIP

WHEREAS, the Eastern Shore Metropolitan Planning Organization (MPO) is the organization designated by the Governor of Alabama as being responsible, together with the State of Alabama, for implementing the applicable provisions of 23 USC 134 and 135 (amended by the FAST Act, Sections 1201 and 1202, December 2015); 42 USC 126 2000d-1, 7401; 23 CFR Parts 450 and 500; 40 CFR Parts 51 and 93; and

WHEREAS, Title 23 USC and 23 CFR 450.324 require that transportation projects in urbanized areas, funded by the Federal Highway Administration, be included in a Transportation Improvement Program (TIP), amended as often as required, and adopted by the Eastern Shore Metropolitan Planning Organization (MPO); and

WHEREAS, consistent with the declaration of these provisions, the Eastern Shore MPO, in cooperation with the Alabama Department of Transportation (ALDOT), developed the Fiscal Year (FY) 2020-2023 Transportation Improvement Program (TIP); and

WHEREAS, the Baldwin County Commission has submitted a project to extend Austin Road through new road construction from County Road 13 to Friendship Road for inclusion in the FY 2020-2023 TIP; and

WHEREAS, the extension of Austin Road (ALDOT Project Numbers: Insert PE, ROW, UT, and CN) has been submitted for funding through MPO Surface Transportation Funds which require a twenty percent (20%) local match to be covered by the Baldwin County Commission; and

WHEREAS, the project has an estimated total cost of \$1,893,750 as outlined below and will be funded according to the following breakdown:

Austin Road Extension Funding Breakdown			
<u>FY 2022</u>	Total	MPO	Local
PE	\$ 112,500.00	\$ 90,000.00	\$ 22,500.00
UT	\$ 75,000.00	\$ 60,000.00	\$ 15,000.00
ROW	\$ 300,000.00	\$ 240,000.00	\$ 60,000.00
Total:	\$ 487,500.00	\$ 390,000.00	\$ 97,500.00
<u>FY 2023</u>			
CN	\$1,406,250.00	\$ 914,062.50	\$ 492,187.50
*65/35 split due to funding limitations			
Totals:	\$1,893,750.00	\$ 1,304,062.50	\$ 589,687.50

WHEREAS, the Baldwin County Commission will be responsible for cost overruns associated with the project; now

THEREFORE, BE IT RESOLVED that the Eastern Shore MPO Policy Board approves the use of MPO Surface Transportation Funds to fund the Austin Road Extension and amends the FY 2020-2023 Transportation Improvement Program (TIP) to include the project as outlined above; and

BE IT FURTHER RESOLVED that the Eastern Shore MPO Policy Board authorizes MPO staff to take all steps necessary to accommodate the allocation of funds.

The foregoing resolution was adopted and approved on the 28th day of July 2021, by the Eastern Shore Metropolitan Planning Organization Policy Board.

Billie Jo Underwood, Vice Chairperson

Date

ATTEST:

_____ Date: _____

AGENDA ITEM 6

ACTION – RESOLUTION APPOINTING CITIZENS ADVISORY COMMITTEE (CAC) MEMBER

Eastern Shore MPO AGENDA ACTION FORM
<p>Policy Board Work Session – July 14, 2021</p> <p>Bicycle and Pedestrian Advisory Committee – July 20, 2021</p> <p>Citizens Advisory Committee – July 20, 2021</p> <p>Technical Advisory Committee – July 21, 2021</p> <p>Policy Board – July 28, 2021</p>
SUMMARY
<p>The following individual submitted an application to serve on the Citizens Advisory Committee (CAC):</p> <ul style="list-style-type: none">• Town of Loxley: Mr. Will Ervin
RECOMMENDATION
N/A
ATTACHMENT(S)
<ol style="list-style-type: none">1. Application – Mr. Will Ervin (redacted)2. Resolution

EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION (ESMPO)

CITIZENS ADVISORY COMMITTEE (CAC) APPLICATION

Application period will remain open until positions are filled.

Date: June 1, 2021

Name: William J Ervin

Address: [REDACTED]

Phone: [REDACTED] om

U.S. or Naturalized Citizen: yes ☒ no ☐ 21 years of age or older: yes ☒ no ☐

Reside or work in the MPA*: yes ☒ no ☐

*You must be at least 21 years of age, a U.S. or naturalized citizen and either reside or work in the MPA (see map on MPO website; the pink, yellow and green regions make up the MPA) to serve on an MPO Advisory Committee.)

Interest in ESMPO:

Live/work within ESMPO Area ☒ Local Business Owner ☐ Other

Meetings are generally held on the third Tuesday (at 1:00 PM) of January, April, July, and October.

Please provide comments regarding why you should be selected as a member of the CAC (please print):

I live in Loxley, and was a local business owner for
about 6 years. I would like the opportunity and privilege
to serve the community. I love and reside in.

Please fill out and return to MPO staff:

Eastern Shore MPO
1100 Fairhope Avenue Fairhope, AL 36532
(P) (251) 990-4643
(F) (251) 580-2590
coordinator@easternshorempo.org

Print Form

Submit via Email

Would you like to be notified of future MPO activity via email: Yes ☐ No ☐

How did you learn about the present opportunity?

Newspaper ☐ MPO Email List ☐ U.S. Mail ☐ MPO Website ☐ Other:

EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION

RESOLUTION NO. 2021-20

Appointing Citizens Advisory Committee Member

WHEREAS, the Eastern Shore Metropolitan Planning Organization (MPO) is the organization designated by the Governor of the State of Alabama as being responsible, together with the State of Alabama, for implementing the applicable provisions of 23 USC 134 and 135 (amended by the FAST Act, Sections 1201 and 1202, December 2015); 42 USC 2000d-1, 7401; 23 CFR 450 and 500; 40 CFR 51 and 93; and

WHEREAS, in conformity with the federal codes cited above, the State of Alabama requires the Eastern Shore Metropolitan Planning Organization to have an advisory body composed of local Citizens; and

WHEREAS, the ESMPO Bylaws specify that the membership of the Citizens Advisory Committee (CAC) shall include sixteen (16) representatives of the local member governments; and

WHEREAS, the ESMPO received an application from a citizen who lives within the Metropolitan Planning Area and wishes to represent the Town of Loxley; now

THEREFORE, BE IT RESOLVED that the Eastern Shore Metropolitan Planning Organization hereby appoints Mr. Will Ervin to represent the Town of Loxley on the ESMPO Citizens Advisory Committee (CAC).

The foregoing resolution was adopted and approved on the 28th day of July 2021, by the Eastern Shore Metropolitan Planning Organization Policy Board.

Billie Jo Underwood, Vice Chairperson

Date

ATTEST:

_____ Date: _____

AGENDA ITEM 7
INFORMATIONAL – MPO COORDINATOR’S REPORT

Eastern Shore MPO AGENDA ACTION FORM
<p>Policy Board Work Session – July 14, 2021</p> <p>Bicycle and Pedestrian Advisory Committee – July 20, 2021</p> <p>Citizens Advisory Committee – July 20, 2021</p> <p>Technical Advisory Committee – July 21, 2021</p> <p>Policy Board – July 28, 2021</p>
SUMMARY
<ul style="list-style-type: none">• ALDOT Project Update:<ul style="list-style-type: none">○ SR 181 Widening○ US 31 Widening○ Intersection Alignment at US 90/SR 59○ Realign Intersection of US 31 and Old HWY 31• Project Update:<ul style="list-style-type: none">○ Gayfer Turning Lanes○ US 98 Access Management Project○ CR 64 Widening○ CR 34 Signal○ CR 13/44 Roundabout○ Fairhope Transit Project○ Loxley Transit Project• Advisory Committee Vacancies<ul style="list-style-type: none">○ Citizens Advisory Committee<ul style="list-style-type: none">○ City of Fairhope (1)○ Baldwin County (1)○ City of Daphne (1)○ Bicycle and Pedestrian Advisory Committee<ul style="list-style-type: none">○ City of Fairhope (1)○ Baldwin County (2)○ City of Daphne (1)• Planning and Development Update
RECOMMENDATION
N/A
ATTACHMENT(S)
N/A