

EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION  
BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC)  
LOXLEY, ALABAMA  
JULY 16, 2019  
9:00 AM

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CALL TO ORDER/PLEDGE/INVOCATION.

- Chairperson Jeff Hudson called the meeting to order at 9:07 A.M.
- Invocation was said by Mr. David Wells.
- Pledge was led by all.

ROLL CALL

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

- **Members present:** Mr. Jeff Hudson, City of Fairhope; Mrs. Katie Bolton, City of Fairhope; Mr. Payton Rogers, City of Daphne; Mr. Jeff Sheldon, City of Spanish Fort; Mr. David Ringler, City of Daphne; Ms. Gayle Yongue, Baldwin County; Mr. David Wells, City of Fairhope.
- **Members absent:** Mr. Mark Wetzel, City of Daphne; Mr. Dewane Hayes, Baldwin County; Mr. Mike Henriksen, Baldwin County; Ms. Molly Peterson, City of Fairhope; Ms. Kathie LaRose, City of Spanish Fort; Mr. Raymond Lovell, Town of Loxley.
- **Others present:** Mrs. Sarah Sislak, MPO Coordinator; Mrs. Katrina Taylor, ESMPO Technician

APPROVAL OF AGENDA

**MOTION:** By Mr. Payton Rogers to approve the July 2019 agenda. The motion was seconded by Mr. Wells.

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

APPROVAL OF MINUTES

**MOTION:** By Mr. Wells to approve the April 2019 minutes. The motion was seconded by Mr. Rogers.

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

## NEW BUSINESS

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

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

**MOTION:** By Mr. Rogers to adopt the FY 2020 Continuity of Operations Plan (COOP). The motion was seconded by Mr. Jeff Sheldon.

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

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

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

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

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

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

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

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

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

### 4. **Action** – Selection of Consultant for the 2045 Long Range Transportation Plan (**All**)

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

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

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

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

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

**MOTION:** By Mr. Rogers to authorize additional 5307 funds to the City of Fairhope. The motion was seconded by Mrs. Bolton.

- Discussion: Bike racks will be installed on the west end against the parking garage wall. There are currently \$3.6 million in 5307 funds.
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

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

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



Spanish Fort and two for Daphne) that will be included before the Final FY20-23 TIP is adopted.

**MOTION:** By Mrs. Bolton to adopt the Draft FY20-23 Transportation Improvement Program (TIP). The motion was seconded by Mr. Sheldon.

- Discussion: Members requested the Baldwin County Commission resurfacing schedule to prioritize widening of shoulders.
- Abstain: None
- In favor: All
- Opposed: None
- Result: Passed

**7. Action – Amending the Bylaws (All)**

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

**MOTION:** By Mr. Rogers to amend the Bylaws. The motion was seconded by Mr. Wells.

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

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

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

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

**MOTION:** Mr. Rogers to add the state requested amendments to the FY 16-19 TIP. The motion was seconded by Mr. Sheldon.

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

**9. Informational – MPO Coordinator's Report (All)**

- ALDOT Project Update
  - Adaptive Signal

- SR 181 Widening
- US 31
- SR 181 and I-10, Diverging Diamond
- Intersection Alignment at US 90/SR 59
- Call for Projects – Planning Funds  
Ms. Sislak stated that the MPO had received a Call for Projects from ALDOT using planning funds. Excess planning funds from previous years are available to be used for planning purposes.
- BRATS Letter of Support  
Ms. Sislak explained that the public transit provider for the MPO, the Baldwin Regional Area Transit System (BRATS) is submitting a grant application and would like a letter of support from the Eastern Shore MPO.
- MPO 101 Seminar  
An MPO 101 Seminar will be held on August 14<sup>th</sup> that includes all things MPO. Mrs. Sislak stated that the seminar is open to all Advisory Committee and Policy Board members and is free of charge.
- Visionary List
  - MPO Funds
  - Grants
- Planning and Development  
Mrs. Katrina Taylor provided spreadsheets of planning and development for the second quarter of 2019.

#### OTHER DISCUSSION:

The advisory committee requested a bike/pedestrian lane to be incorporated into the diverging diamond project prior to construction. Signage for cyclist to be added along with the consideration of painting the shoulder a green nonslip paint.

#### NEXT MPO MEETINGS (All)

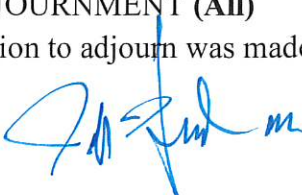
- **Policy Board Work Session:** Wednesday, October 9, 2019; 10:00 AM; Baldwin County Satellite Courthouse (Fairhope)
- **BPAC Meeting:** Tuesday, October 15, 2019; 9:00 AM; Daphne City Hall
- **CAC Meeting:** Tuesday, October 15, 2019; 1:00 PM; Daphne City Hall
- **TAC Meeting:** Wednesday, October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

#### PUBLIC FORUM (All)

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

#### ADJOURNMENT (All)

Motion to adjourn was made by Mrs. Bolton. Meeting adjourned at 9:41 A.M.

 7/17/19