

EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE (TAC)
LOXLEY, ALABAMA
JULY 17, 2019
10:00 AM

CALL TO ORDER/PLEDGE/INVOCATION.

- Chairperson Mr. Richard Johnson called the meeting to order at 10:00 A.M.
- Invocation was said by Mr. Buford King.
- Pledge was led by Mr. Robert Cummings.

ROLL CALL

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

- **Members present** Mr. Richard Johnson, City of Fairhope; Mr. Jeremy Sasser, City of Daphne; Mrs. Adrienne Jones, City of Daphne; Mr. Buford King, City of Fairhope; Mr. Matthew Brown, Baldwin Regional Area Transit System; Mr. Robert Cummings, City of Spanish Fort; Mr. Robert Davis, Town of Loxley; Mr. Frank Lundy, Baldwin County; Mrs. Casey Gay Williams, Eastern Shore Chamber of Commerce.
- **Members absent:** Mr. Bill Harbour, Baldwin County Board of Education; Mr. Patrick Northcutt, Central Baldwin Chamber of Commerce; Mr. Greg Smith, City of Robertsedale; Mr. Vince Bebee, ALDOT; Mr. Clint Andrews, Federal Highway Administration; Mr. Michael Hora, ALDOT.
- **Others present:** Mrs. Sarah Sislak, MPO Coordinator; Mrs. Katrina Taylor, ESMPO Technician; Mr. Brandon Bias, Goodwin Mills Cawood; Mr. Shane Bergin, Neel-Schaffer; Mr. Scott Mosley, ALDOT; Ms. Melissa Furman.

APPROVAL OF AGENDA

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

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

APPROVAL OF MINUTES

MOTION: By Mr. King to approve the April 2019 minutes. The motion was seconded by Mrs. Adrienne Jones.

- 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 Mrs. Jones to adopt the FY 2020 Continuity of Operations Plan (COOP). The motion was seconded by Mr. Cummings.

- Discussion: A member asked why this item comes before the Technical Advisory Committee and Mrs. Sislak explained that all annual documents come before the advisory boards before the Policy Board Meeting for any recommendations they may have.
- 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. Cummings to adopt the Draft FY 2020 Unified Planning Work Program (UPWP). The motion was seconded by Mrs. Jones.

- Discussion: The members recognized and thanked the Baldwin County Commission for being the administrator of the MPO and providing the 20% local match.
- 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. Lundy to adopt the FY 2020 Cost Allocation Plan (CAP). The motion was seconded by Mr. Jeremy Sasser.

- 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 Mrs. Jones to authorize MPO staff to select J.R. Wilburn and Associates for the 2045 Long Range Transportation Plan with the 20% local match to be divided by population. The motion was seconded by Mr. Matthew Brown.

- Discussion: The advisory board members agreed that the match should be disbursed as presented based on population as follows: Loxley: (5%) \$1,197, Spanish Fort: (10%) \$2,394, Fairhope: (25%) \$5,985, Daphne: (35%) \$8,379, Baldwin County: (25%) \$5,985.
- Abstain: Mr. Cummings
- 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. Cummings to authorize the additional 5307 funds to the City of Fairhope. The motion was seconded by Mr. King.

- Discussion: The advisory board members supported the need for this project and how it will set a high standard for all transit projects following.
- 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 Mr. Sasser to adopt the Draft FY20-23 Transportation Improvement Program (TIP). The motion was seconded by Mr. Brown.

- Discussion: None
- 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 Mrs. Jones to amend the Bylaws. The motion was seconded by Mr. Sasser.

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

- Discussion: None

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

9. Action – Committing MPO Surface Funds (All)

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

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

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

10. Action – Committing MPO Surface Funds (All)

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

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

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

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

- ALDOT Project Update
 - Adaptive Signal
 - SR 181 Widening
 - US 31
 - SR 181 and I-10, Diverging Diamond

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

OTHER DISCUSSION: None

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:** No members of the public commented.
- **Members of the Press:** There were no members of the press present.
- **Board/Committee Members:** Mr. Cummings notified the advisory board that this will be his last meeting as a Technical Advisory Committee voting member because he will be stepping down from the Spanish Fort Planning and Zoning Commission. Mr. Cummings has asked the Spanish Fort Mayor to become a nonvoting member on the board, but has not received a response back. Mr. King informed the board of the Greeno Road Corridor Overlay that will be added into Fairhope's zoning ordinance. There is a work session scheduled for August 5, 2019 at 4 PM to specifically discuss this with the public. The slideshow that will be presented for the upcoming work session can be found on the Fairhope Planning and Zoning website. Mrs. Williams added that the Eastern Shore Spotlights' meetings are held on

Friday mornings to keep the public up-to-date on all current or future projects. Mrs. Jones stated that the City of Daphne had a legislative annexation that expanded their city limits on CR 64 from the Reserve at Daphne to the east side of Fish River.

ADJOURNMENT (All)

Motion to adjourn was made by Mr. Johnson. Meeting adjourned at 11:17 AM.

Richard D. Johnson 9/18/2019

