

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

---

CALL TO ORDER/PLEDGE/INVOCATION.

- Commissioner Billie Jo Underwood called the meeting to order at 10:06 A.M.
- Invocation was said by Mayor Mike McMillan.
- Pledge was led by Mayor Robin LeJeune.

ROLL CALL

Mrs. Sislak called the roll.

- **Members present:** Mayor Sherry Sullivan, City of Fairhope; Mr. Kevin Boon (proxy for 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; Commissioner Joe Davis, Baldwin County; Commissioner Billie Jo Underwood, Baldwin County; Mr. Matt Ericksen, ALDOT; Mr. Scott Mosley (proxy for Bradley Lindsey, ALDOT)
- **Members absent:** Mayor Richard Teal, Town of Loxley; Mr. Mark Bartlett, FHWA; Richard Johnson, TAC; Andy James, CAC.
- **Others present:** Mrs. Sarah Sislak, MPO Coordinator; Mr. Scott Mosley; Mr. Edwin Callicutt; Mr. Guy Busby, Gulf Coast Media; Mr. James Watkins; Mr. Steve McMillan.

APPROVAL OF MINUTES

**MOTION:** By Mayor Sherry Sullivan to approve the April 2021 minutes. The motion was seconded by Mayor Mike McMillan.

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

**MOTION:** By Mayor Sherry Sullivan to approve the Special Called Policy Board (June) 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** – Adoption of Public Transit Performance Safety Measures and Targets (**All**)  
Mr. Sislak explained 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.

She further explained that 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) which includes Safety Performance Targets. MPO staff recommended adopting the measures and targets as presented in the PTASP and inclusion of the targets in the 2045 LRTP and FY2020-2023 TIP.

### PTASP Measures and Targets

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

**MOTION:** By Mayor Sullivan to adopt the Public Transit Performance Safety Measures and Targets as presented and amend the 2045 LRTP and TIP to include the measures and targets. The motion was seconded by Mayor LeJeune.

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

**2. Action** – Adoption of FY 2022 Unified Planning Work Program (**All**)

Mrs. Sislak stated that MPO staff 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.

She explained that 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.

**MOTION:** By Mayor McMillan to adopt the FY22 Unified Planning Work Program as presented. The motion was seconded by Mayor LeJeune.

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

**3. Action** – Adoption of FY 2022 Cost Allocation Plan (**All**)

Mrs. Sislak stated that the Cost Allocation Plan (CAP) outlines administrative expenses incurred by the MPO and produces indirect cost ratios used for reimbursement by ALDOT.

The CAP works alongside the UPWP in reimbursements to the County by ALDOT.

**MOTION:** By Mayor Sullivan to adopt the Continuity of Operations Plan (COOP). The motion was seconded by Mayor McMillan.

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

**4. Action – Adoption of Continuity of Operations Plan (All)**

Mrs. Sislak stated that staff has prepared an updated 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.

**MOTION:** By Mayor Sullivan to adopt the Continuity of Operations Plan (COOP). The motion was seconded by Mayor McMillan.

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

**5. Action – Amending the FY2020-2023 Transportation Improvement Program (All)**

Mrs. Sislak stated that the following project had been submitted for MPO funding and inclusion in the FY2020-2023 Transportation Improvement Program (TIP):

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

She explained that the Baldwin County Commission was the sponsoring member government and would be responsible for the local match as outlined in the Resolution.

**MOTION:** By Mayor LeJeune to amend the FY20-23 TIP to include the Austin Road Extension project. The motion was seconded by Mayor McMillan.

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

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

Mrs. Sislak stated that MPO staff had received an application from a citizen interested in representing the Town of Loxley on the Citizens Advisory Committee (CAC).

**MOTION:** By Mayor LeJeune to appoint Mr. Will Ervin to the Citizens Advisory Committee. The motion was seconded by Mayor Sullivan.



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

## 7. 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, 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:** No comments
- **Members of the Press:** No comments
- **Board/Committee Members:** No comments

ADJOURNMENT (All)

**MOTION:** By Mayor LeJeune to adjourn the meeting. Seconded by all.  
Meeting adjourned at 10:40 AM.

  
\_\_\_\_\_  
Jack Burrell, Chairperson

Date: 10/27/21