# Bicycle Board: February 2018 General Meeting

**Date:** Thursday, February 1st, 2018 **Time:** 6:30pm-8:00pm **Location:** Public Safety Building, \*Conference Room\*

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| --- | --- | --- | --- | --- |
| **Clock Time** | **Duration (min.)** | **Topic** | **Discussion Leader** | **Desired Outcome** |
| 6:30 PM | 5 | Schmooze time | Everyone | All ready to start work. |
| 6:35 PM | 5 | Agenda | Drew | January minutes approved, February agenda finalized. |
| 6:40 PM | 5 | Mapping | J. Nellis | Board updated on change requests and ongoing attempts to improve the commuter map |
| 6:45 PM | 10 | Bike Plan Update | Drew / Jing | Committee formed to work with MPO to draft scope of work |
| 6:55 PM | 10 | Bike/Ped Traffic Counts | Drew / Jing | Committee formed to work with MPO to review locations / methods of counting |
| 7:05 PM | 15 | Open Action Items | Brian | Items reviewed, closed, and/or due date adjusted. |
| 7:20 PM | 20 | Ripe Bananas | Chip | Pressing issues identified and plan to address them defined. |
| 7:40 PM | 10 | 2018 Event Schedule | Chip | Chip will summarize latest events committee meeting and plans for the upcoming year. |
| 7:50 PM | 10 | New Action Items | Brian | Summarize new items, their owners, and their due dates. |
| 8:00 PM | - | Meeting Adjourned | Drew |  |

**In Attendance:** Drew Gatlin, Frank Gmeindl, Harry Grandon, Jonathan Rosenbaum, Chip Wamsley, Barry Wendell, Jing Zhang, Brian Leary

**Year-to-date Attendance Record:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Member Name**   | **Feb 17** | **Mar 17** | **Apr 17** | **May 17** | **June 17** | **Jul 17** | **Aug 17** | **Sept 17**  | **Oct 17** | **Nov 17** | **Dec 17** | **Jan 18** | **Feb 18** |
| **\*Gatlin, John (Drew)**   | X | X | X | X | X | X | X | X | X | X | X | X | X |
| **\*Gmeindl, Frank**   | X | X | X | X | X | X | X |  |  | **X** | **X** | **X** | **X** |
| **\*Grandon, Harry**   | X | X | X | X |  | X | X |  | X | X |  | X | X |
| **\*Leary, Brian** |  |  |  |  |  |  |  |  |  |  | X | X | X |
| **\*Nellis, Jonathan**   | X |  | X | X |  | X | X | X | X |  |  | X |  |
| **\*Newcome, Marilyn**   | X | X | X | X | X | X | X | X | X | X |  | X |  |
| **\*O’Meara, Bridget** |  |  |  | X | X |  | X | X | X | X |  | X |  |
| **\*Rosenbaum, Jonathan**   | X | X | X |  |  | X | X | X |  | **X** | **X** |  | **X** |
| **\*Rota, Beth** | X | X | X |  | X |  | X | X |  |  |  | **X** |  |
| **\*Wamsley, Chip**   | X | X | X | X | X | X | X | X | X | X | X | X | X |
| **Wendell, Barry** |  |  |  |  |  | X |  | X |  | **X** |  | **X** | **X** |
| **Whitmore, John**   | X |  | X |  |  |  | X |  |  |  | **X** |  |  |
| **\*Zhang, Jing**   | X | X | X | X |  |  |  |  | X |  |  | X | X |

Note: \*indicates voting member, X indicates presence in that given month. Grey boxes indicate periods of time before or after a person’s membership.

# Minutes

H. Grandon moved to approve the February agenda. Chip seconded, all approved at 6:42PM. January minutes need to be edited before approval.

**Captain McCabe**

1. School resource officers will continue to serve as trail officers during summers
2. Drew requested that MPD provide information on reckless driving or incidents that involve bicyclists and motor vehicles.
	1. Noted that bike board might request police support for upcoming events (including bike to work day). Contact Information: mccabe@morgantownwv.gov

**Mapping (**No current updates.)

**Bike Plan Update (6:48 PM)**

1. We began the discussion on the imminent (within the next 6 months to a year) update to the bike plan by reviewing the MPO’s current work on updating the pedestrian safety plan.
2. J. Zhang: the MPO continues to draft the pedestrian plan scope of work but has already begun data collection. Scope of work has already changed significantly (17%) based on formal interviews with stakeholders (ped safety board, office of engineering, etc). Plan is now shorter, but more direct in goals with more detailed cost estimations for engineering.
	1. Major expectation is to update the prioritized project list from the previous plan: for each project / sidewalk / crosswalk, identify if it was in the previous plan, its current condition compared to its prior condition, and whether associated projects were completed or not. This review will form the basis for recommendations.
	2. Initial plans to develop a formal *Pedestrian Suitability Index* based on travel demand surveys have been abandoned due to their complexity (that type of analysis is reserved for agencies with $$$)
	3. Public outreach has been started between ADA, Mountain Line, West Virginia University Facilities, and other stakeholder groups
	4. February 12th 3-4pm: meeting with heads of special interest groups to gain a better understanding. Pedestrian board meeting will follow.
3. Bike board can take one of two approaches:
	1. The first would be to allow MPO to lead the process (as they have mostly done with the ped plan)
	2. The second would be to form a committee to assist J. Zhang with scope of work
	3. **Decision will be made at some point in the future**

 **Bike/Ped Traffic Count Update (7:00 PM)**

* Jing reported that he received no feedback on the proposed locations (manual count at 40 locations, 6 hours per day, two consecutive days in spring and fall)
* Drew asked Jing about methodology behind location decisions, constraints on the locations / requirements dictated by the funding source, and the ultimate goals / uses of the information
	1. Methodology is based in expert opinion / formal interviews with stakeholders
		1. The basic theory is to choose locations where we expect most pedestrians (and cyclists)
	2. The constraints are minimal: $36K budget at $15/hour per person counting
	3. The ultimate use of the data will be as a standalone MPO program to inform decision making and improve the planning process
	4. MPO is still in the process of deciding on how these counts will look in the future, but this year’s available resources for counting are much larger than years passed
* Drew asks: What are the criteria for acceptable changes to these proposed locations? i.e. What information do we need to supply if we were to give a suggestion?
	1. Frank: Suggests board should continue discussions on better ways to make bike/ped counts, will be reviewing recent literature on methodologies
	2. Barry: If the goal is for pedestrian counts now, then the bike board should not intervene
	3. Chip: It would be wasteful not to combine collection efforts if it’s feasible to do so.
		1. Will there be methods to differentiate cyclists on the street vs cyclists riding on the sidewalk?
* Jing reminds board that locations need to be finalized in March. Committee may be formed informally. Contact Drew and/or Frank to begin discussions.

**Open Action Items (7:34PM)**

1. #2, #3, #71: No new updates.
2. #82: Purchase order will be put through tomorrow for bike locker wraps.
3. #90: Closed: February 1st, 2018. We are willing to add more bike representation. New action item will be included.
4. #91: Email sent saying we don’t have a design, and whether MTEC built one.
5. #94: Drew was unable to attend recent meeting. Another meeting will be on February 12th at 7pm. Chip will now attend the meeting instead of Drew.
6. #95: Closed. Will focus on action items that are actionable.
7. #97: Drew needs to check email. Frank will send again. Create easy to read information for public, city, and DOH staff.
8. #100: Closed. January 12th, 2018. Committee met.
9. #102: Items continue to be split.
10. #103: No meeting occurred.

**Ripe Bananas (7:45 PM)**

1. J. Rosenbaum reports that there were difficulties in the negotiation to build a connector from Positive Spin’s new location to the rail trail.
	1. As of now it will not be built because “city requires more parking be available at Positive Spin”. Jonathan requests a review of pertinent city code and ADA guidelines.
	2. Drew responds that he met with the engineering department and received clarification that there may have been miscommunication
		1. Requirements from city are simply safe and consistent passage through the narrow corridor between the warehouses (construction vehicles often block it)
		2. Because the connection will be on private property it does not have to meet ADA requirements
		3. Engineering would also strongly prefer a non-perpendicular connection to the rail-trail due to limited sight lines. A landing at grade of the trail would be ideal.
2. TAP Projects: many projects were submitted! Drew will send out an update summarizing the projects that were submitted (and who submitted them).

**2018 Event Schedule (7:55PM)**

1. C. Wamsley reports that the committee met and discussed multiple events in the Spring:
	1. Bike rodeo will occur at the mall. Police, fire, and bus to discuss multi modal transport.
	2. Bike-to-Work: Might have more than one bike to work day(s) with multiple locations in an attempt to to reach the most amount of people.
		1. Group is working to set up a survey to decide on locations that will reach the most amount of people.
	3. Social rides may occur around new sharrow routes; Tour de Sharrow remains on hold without substantial updates from the 2014 Signage and Shelters TAP grant

**New Action Items (8:10PM)**

1. #104: Chip will contact Captain McCabe to set up a meeting with Robbie. Goal: obtain contact list and schedule for upcoming parades, discuss bike board participation in events. Due: February 12th
2. #105: Drew will send Frank literature from recent meeting regarding crowd sourcing and bicycle/pedestrian count methods. Due: March 1, 2018.
3. #106: Frank and Chip: Will lead effort to review old Bike Plan. This will include: What got done? Why did it get done? How did it get done? Due: March 1, 2018.
4. #107: Frank & Drew: Send J. Nellis information on how to automatically identify which streets are steep. Due: March 1, 2018.
5. #108: Drew will send out summary of TAP Project proposals that were submitted. Due: March 1, 2018.

**Meeting Adjourned (8:17PM)** Barry moved to adjourn. Chip seconded, all approved at 8:17PM

Action Item Updates / Closures

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Category / Committee | Project | Description | Owner | Assigned | Due  | Status / Notes | Closed |
| 2 | Engineering | BFC Signs | Install Remaining 2012 BFC Signs | A. Stockdale | 8-Aug-15 | 5-Oct-17 | Frank emailed previously suggested locations to BB on 12/5/16. Alex will follow up about getting them up. Chip working with Paragon to color-match stickers |   |
| 3 | Engineering | Bike Parking | Install (5) Remaining Parking Rings | C. Wamsley | 8-Aug-15 | 21-Sep-17 | Chip will meet with D. McKenzie to finalize installation plan |   |
| 71 | Engineering | Bus shelters | Install bike facilities at bus shelters | A. Stockdale | 1-Sep-16 | UNKNOWN | Waiting to hear back from DOH. ETA August / Sept 2017. MLTA is working directly with DOH to install shelters outside of municipal bounds. |   |
| 82 | Engineering | Bike Locker Signs | Install signs for bike locker(s) | D. Davis | 2-Feb-17 | 21-Jan-18 | Purchase order will be put through 2/2/2018. |   |
| 90 | Outreach | Jenny Selin invites | Various invitations to relevant meetings | J. Selin | 6-Jul-17 | 3-Aug-17 | Closed: February 1, 2018. We are willing to add more bike representation. Refer to action item #104 | 1-Feb-18 |
| 91 | Outreach | Share Bus Shelter Designs | Work with MTEC to develop new bus shelter designs | D. Gatlin | 7-Sep-17 | 13-Sep-17 | Waiting to hear back from K. LaNeve on MTEC progress |   |
| 94 | Community | Neighborhood outreach | Spread the word about bike board at community meetings | All | 5-Oct-17 | 1-Feb-18 | Drew was unable to attend recent meeting. Another meeting will be on February 12th at 7pm. Chip will now attend the meeting instead of Drew. |   |
| 95 | Education | Literature review | Read and share current articles on bike infrastructure / theory | All | 5-Oct-17 | Ongoing | Closed. Will focus on action items that are actionable. | 1-Feb-18 |
| 97 | Education | STAR Guide Infographic | Create a 3-4 page, graphic heavy document summarizing the guide | J. Zhang | 5-Oct-17 | 2-Nov-17 | Create easy to read information for public, city, and DOH staff. |   |
| 100 | Community | Annual Events Committee | Committee project list | Various | 7-Dec-17 | Various | Closed. Committee met and created plan for upcoming events. | 1-Feb-18 |
| 102 |  General | Action Item | Split action items into smaller action items. | All | 4-Jan-18 | 1-Feb-18 | Items continue to be split. |   |
| 103 | Mapping | Change request version control | Extension of #60 | D. Gatlin | 4-Jan-18 |  1-Mar-18 | D. Gatlin and J. Nellis will meet to discuss mapping |   |
| 104 | Community | Annual Events Committee | Communication with Captain McCabe | C. Wamsley | 1-Feb-18 | 12-Feb-18 | Chip will contact Captain McCabe to set up a meeting with Robbie. Goal: obtain contact list and schedule for upcoming parades, discuss bike board participation in events. |   |
| 105 | Education | Pedestrian Counts | Drew will communicate with Frank | D. Gatlin | 1-Feb-18 | 1-Mar-18 | Drew will send Frank literature RE: crowd sourcing and bicycle/pedestrian count methods. |   |
| 106 | General | Bike Plan | Review old Bike Plan | C. Wamsley | 1-Feb-18 | 1-Mar-18 | Frank and Chip will lead an effort to begin reviewing the old Bike Plan. This will include: What got done? Why did it get done? How did it get done? |   |
| 107 | Mapping | Street Grading | Information on street grades | F. Gmeindl | 1-Feb-18 | 1-Mar-18 | Send J. Nellis information on how to automatically identify which streets are steep |   |

Note: Yellow indicates new items. Green indicates closed items. Orange indicates action item was combined with another action item