

KBBC Annual Business Meeting
Elizabethtown, KY
October, 10 2015

Attendees:

William T. Gorton – Chair
Katherine McBride – Commissioner
Randy Thomas – Commissioner
Jason Ramler – Commissioner
Robert Schley Cox – Commissioner
Vince Carman – Commissioner
Ryan Halloran – KBBC Attorney
Lynn Soporowski – KYTC
Troy Hearn – KYTC
Carol Brent – KYTC

Bill Gorton opened the meeting at 8:16 AM, October 10, 2015. Commissioners signed and submitted their travel reimbursement forms and hotel receipts. The Commission was informed that the Paula Nye Grant applications requested more funding than is available to grant: there was \$123,532.48 in applications but only \$94,360.91 available in the Nye Grant account.

Bill wanted the KBBC to start thinking about the 2016 Annual Conference. In the past the conference planning wasn't done until 4 months or so before the event was to be held. Bill would like to plan the event earlier and hopefully be better prepared and have a greater attendance. 2015 only 29 people attended. Bill reminded the commissioners that previously Paducah had been recommended in an effort to stimulate participation from that area. Randy did not recommend any location in western KY and went on to say that he thought the conference should either be in Lexington or Louisville. It was noted that the conference should attract people from across the state and everyone could learn from all participant's experiences. Randy commented that if the event was not in one of the larger cities; then he preferred to stay at one of the state parks. Randy, Jason, and Bill then mentioned having the next event at Natural Bridge State Park. Vince made the motion to have the 2016 event at Natural Bridge State Park and Schley seconded that motion; all were in favor.

Katie reminded everyone that she is resigning from the commission after this meeting. Katie is the current Treasurer for the KBBC. She stated that she would be giving the KBBC account check book to Bill at the end of the Paula Nye Grant application review & 2015 business meeting. Bill stated that she would need to officially resign to the governor's office. Katie

provided a short description of this year's KBBC audit. The audit was performed by the KYTC Office of Internal Audits. Katie was thankful that the Bike/Ped Program Team was able to help with this process each year and hopefully this will continue to improve; as it has been somewhat of a hassle in the past. Bill offered to work with the Treasurer until someone accepts the position. Jason stated that the KBBC should appoint a new Treasurer during the 1st quarter 2016 January meeting. Historically, the Paula Nye Grant checks have been mailed in early spring; this should allow for enough time for the transition and bring the new treasurer up to speed.

Bill asked Lynn about details for the previous bicycle and pedestrian summit. The last statewide bike/ped summit was held almost three years ago in 2013 in Frankfort. Lynn stated that the University of KY Transportation Center (KCT) may be a helpful contact as an event organizer. However, KTC does charge a fee for these services. Bill encouraged the other KBBC members to think of other organizations that may want to organize or sponsor such an event. He asked about obtaining funding from the Transportation Cabinet and Lynn suggested that KBBC could request funds by letter to the Secretary early in 2016. Troy recommended planning an event like this for the year 2017. This would allow for an organization to apply for a 2016 Paula Nye Grant for such an event (much like the KY Rails-to-Trails Commission did in 2012/2013). Randy made the motion to plan for a 2017 bike/ped summit and Schley seconded that motion; all were in favor.

Bill discussed the presentation by Dixie Moore on the previous day's KBBC Conference concerning a vehicle safe passing law, specifically a 3 foot defined distance for one vehicle passing another. Ms. Moore would like to introduce some variation of a 3 foot or safe passing law for all vehicles; specifically mention for motor vehicles passing or overtaking bicycles and or pedestrians. Commissioners noted that they might have a hard time supporting the specific language for a safe passing law as presented by Ms. Moore. But, the KBBC was willing to express support for "safe passing" legislation. Randy made the motion to support some type of bill with this emphasis and Vince seconded that motion. All were in favor.

Jason said that he would like the KBBC to study the current KYTC Pedestrian and Bicycle Travel Policy. Lynn provided a copy of the current version via email to each of the commissioners. Jason stated that his position, as a transportation consultant, has given him the opportunity to be part of a project study committee. He felt that the policy was not being followed. Troy noted that the KYTC design manual was recently updated with input from the KYTC bike ped coordinator to address an issue raised by Jason. Troy will send the commission the recently updated version of the KYTC design manual. On motion by Vince with second from Randy, the KBBC agreed to review the KYTC Bicycle Policy.

Jason mentioned that the KBBC needs to contact the KYTC legal team, Ann D'Angelo, concerning edits needed to 601 KAR 14:020 Section 1 Definitions. The section that defines a

shared use lane should say; (3) " Wide lane" means a single traffic lane **greater than or equal to fourteen (14) feet** in width not including the gutter pan. The recently updated regulation states the opposite of this. On motion by Jason with second by Katie, the KBBC agreed to pursue correction of the current regulation. Chairman Gorton offered to work with the KYTC legal team to get a one-word change adopted.

Troy asked if the quarterly meeting schedule of every 3rd Tuesday of every 3rd month (starting January 19th) was still acceptable with everyone. All were in favor.

As the 2015 Paula Nye Grant applications were reviewed, several recommendations were made by the commissioners to improve the grant application and evaluation process. The evaluation forms require rating of information that the grant application does not ask for the requestor to provide.

Items include:

1. Needs statement & goals of this program
2. Source for cost estimates and engineering elements
3. The estimated number of people that will be reached or affected by this program
4. The geographic distribution plan for the program
5. Justification for continued funding and the plan to become a self contained program

The 2015 Paula Nye Grant applications submitted and the KBBC recommendations for funding are as follows:

Recommended

- **Louisville Metro Government** is seeking funding in the amount of \$15,000 for the Travel with Care Campaign. The Commission likes the outline of this program as it is aimed at educating the general public as to the nature of bicycle travel and the types of people who use this form of transportation. Katie made the motion to recommend funding for the full \$15,000 requested and Schley seconded that motion; all were in favor.
- **Louisville Metro Government** is seeking continued funding in the amount of \$2,500 for the Earn-A-Bike Program. The Commission feels this program directly aligns with the education and awareness features of the Paula Nye Grant program. The Earn-A-Bike Program provides for a series of educational classes offered as part of a larger series in Louisville and at the University. The Commission also likes that there are built-in

performance evaluations at the end of each class series. Katie made the motion to recommend funding for the full \$2,500 requested amount and Randy seconded that motion; all were in favor.

- **Transylvania University** is seeking funding in the amount of \$9,525 for Transy Bike, their student-led cycling organization. The program is called “Bike Safety & Education for Transy”. The student organization promotes bicycling for students, faculty, and other staff members, the use of bicycles for transportation, recreation, and, to improve health. The program provides rider skills training classes, promotes the use of proper signage for way finding, driver/bicyclists awareness, and offers bicycling related curriculum for various classes. The Commission likes the work done by this organization, the application was simple and well-written, and they like the program’s goals/objectives. Katie made the motion to recommend funding for this program in the amount of \$9,525. This motion was seconded by Randy and all were in favor.
- **The Downtown Lexington Corporation Foundation (DLCF)** is seeking continued funding in the amount of \$2,500 for their ongoing Bike Lexington Light and Helmet Outreach Campaign. This organization works with the Bicycling Lexington event each year and provides free helmets and lights to local bicyclists. Each helmet is professionally fitted and comes with an educational brochure explaining the importance and benefits of wearing one while riding. The lights also come with educational brochures that explain the importance of being seen when riding in dark conditions, what the current bicycling laws are, and other safety information. The Commission likes this organization’s mission and program. Troy commented that the reporting information has always been simple and well-written, and the organization expends the funds in a timely manner each year. Schley made the motion to recommend funding in the amount of \$2,500. This was seconded by Jason and all were in favor.
- **The Lexington Fayette Urban County Government (LGUCG)** is seeking funding in the amount of \$10,000 for their Bicycling & Pedestrian Safety Marketing Campaign. This program will provide services for the entire county as well as some areas outside of the county along regional bicycling routes. This will include printed advertising, (radio and television), digital marketing, and social media advertising campaigns. The goal is to reduce the number of bicycle and pedestrian versus motorized vehicle incidents, to increase lawful behaviors of motorized and non-motorized traffic, and to provide a means to measure the effectiveness and or reach of these efforts. Schley made the motion to recommend funding in the amount of \$10,000. The motion was seconded by Vince and all were in favor.

- **The Planning & Development Services of Kenton County** is seeking funding in the amount of \$10,000 for a cyclist and pedestrian safety and benefits media campaign. The program will include print, radio, TV, and electronic advertising that promote the benefits of bicycling and walking as modes of transportation. These efforts will coincide with the public presentation of the finalized Kenton County Bicycle & Pedestrian Master Plan. This program will work in partnership with the updated bike/walk master plan to promote safety, awareness, and ways citizens can get involved to make changes, support, and participate in all related activities. The Commission likes the organization's application and the mission of this program. Randy asked that the commission keep track and be supplied with updates of their TV, radio, and social media advertisements. Vince made the motion to recommend funding in the amount of \$10,000. The motion was seconded by Randy and all were in favor.
- **The YMCA of Greater Cincinnati** (in Burlington, KY) is seeking continued funding in the amount of \$9,750 for their Camp Ernst summer program that works with over 3,000 inner city children each year. The program offers a bicycle riding skills class that includes basic mechanic training and an educational class to promote safe riding, rules of the road, and proper bicycle/helmet fitting. The secondary effects/benefits of this program include being involved in a physical activity, teaching some children to ride bikes for the first time, and the opportunity to participate in a short off-road bike ride (mountain biking). The Commission likes this program and the ongoing activities available through Camp Ernst. Troy commented that the organization has good reporting information and they expend their funds in a timely manner. Vince offered to contact this organization and offer assistance for the International Mountain Bike Association's Bike Skills classes. Randy made the motion to recommend funding in the amount of \$9,750. Jason seconded the motion and all were in favor.
- **The Kentucky Self Advocates for Freedom** is seeking funding in the amount of \$6,965 for their program that will provide a bicycling repair clinic, safety training classes, bicycling instructor certification, and other associated events to benefit the City of Louisa and Lawrence County. This program partners with Ashland Cycling Enthusiast (A.C.E.), the local bicycling club, to help with the bicycle safety classes and events. The Commission likes the program and several commissioners commented that this area of the state has done many other positive things to promote cycling. Randy offered to contact the organization and help them get better prices for the helmets than the quotes in the grant application. Vince made the motion to recommend funding in the amount of \$6,965. Katie seconded the motion and all were in favor.

Recommended with Changes

- **The Greenways Commission of Bowling Green & Warren County** is seeking funding in the amount of \$17,900. This is a new program focused on developing a bicycle safety program. The program includes a bike safety manual and pre-packaged kit (including planning material for events, items that may be given away, and educational brochures), a bicycle & pedestrian transportation safety curriculum for elementary age students, video commercials to educate drivers and cyclists of the rules and laws associated with bicycle travel, and to update the 2007 Bicycle Comfort Level city-wide map. The Commission would like to encourage this program to coordinate with the Office of Highway Safety and the former Safe Routes to School Program Coordinator for material and curriculum associated with the bicycle safety rodeo and the Petey Possum safety brochures (or related other items). Troy mentioned that there is already a curriculum geared toward elementary age kids and this program may be able to use this material without needing to create new material. Randy made the motion to recommend funding in the amount of \$8,900.00. This would provide enough money for the PSA video and air time. Schley seconded the motion, Bill abstained, and all else were in favor.
- **Louisville Metro Government** is seeking continued funding in the amount of \$14,000 for the Summer Bike/Walk Sense & Bike Sense Cops for Kids Safety Program. The Commission likes this program, the information supplied in previous reporting documents, and the overall education and safety awareness provided. The Commission were concerned that the need for new bicycle was not mentioned in previous reporting documents. If the issue is that the bicycles are no longer working, Louisville Metro has been awarded funds for parts and tools associated with bicycle repair. The commission would also encourage this program to work with Falls City Bike Works, the local non-profit bicycle repair and co-op shop. This organization may be able to assist with repair of the current bicycles. Vince made a motion to recommend funding in the amount of \$11,900. This amount reflects all budget items except the new bicycles. Schley seconded the motion and all were in favor.

Bicycling for Louisville is seeking funding in the amount of \$5,550 for their Bicycling Awareness Campaign. The program's aim is to create an interactive mobile application for smart phones, and other mobile devices to help bicyclists find routes and view bicycle route maps for Louisville. The program also seeks to update the printed version of Louisville Metro Government's bicycling routes. The Commission likes the portion of the program that is working to create an interactive mobile application, but feels that the current printed map doesn't need updated or this project should be done by (or in partnership with) Louisville Metro Government. Vince made a motion to only

recommend funding for the creation and operation of the interactive mobile application in the amount of \$2,300. The motion was seconded by Randy and all were in favor.

- **Our Lady of Bellefonte Hospital** is seeking continued funding in the amount of \$8,000 to use for support of their Bicycle Safety Camp. This 17-year program's goals are to educate children and their parents in matters of bicycle and pedestrian safety by involving them in hands-on events and training classes. The Commission felt that the entire budget (for items to be purchased) for the safety camp was now being supported by the Paula Nye Grant. The Commission supports the items directly related to the education, safety, and awareness; but, the additional items may need to be supported by another funding source since this program has been ongoing for many years. Katie made a motion to recommend funding in the amount of \$2,500. This amount would cover these listed budget items: helmets (\$1,000), educational materials (\$500), and bikes (\$1,000). Randy seconded the motion and all were in favor.

Not Recommended

- The City of Lawrenceburg Police Department is seeking continued funding in the amount of \$3,842.48 for additional supplies and continued financial support for their ongoing Bicycle & Safety Awareness Program. The Commission commented that this organization had only attended one event throughout the year, still had over \$6,000 in unexpended funds from the 2014 awarded grant, and was requesting funding for the same items as in last year's application. Randy noted that he would remain in contact with this program and would encourage them to use the previously awarded funds to purchase additional items needed for their program and would help with other events that they may be able to attend and or be involved with. Katie made the motion to not recommend funding for this program at this time and Schley seconded that motion. All were in favor.
- **Louisville Metro Government** is seeking continued funding in the amount of \$4,000 for membership in the National Association of City Transportation Officials (NACTO). The Commission discussed that this funding was originally focused on Louisville Metro becoming involved with NACTO and for the initial training involved with starting the program. The \$4,000 is now to be used for continued membership to the NACTO organization. The commission felt that this is a regular operating expense and should be included in the Metro government's ongoing budget. The NACTO program and organization is useful for engineering guidance, workshops, and cross communication with other cities involved. But, as a continued program, it should now be supported internally. Schley made the motion to not recommend funding for this program and it was seconded by Vince. Katie abstained and all were in favor.

- The **City of Covington** is seeking funding in the amount of 4,000 for the purchase and installation of three bicycle repair stations. The Commission felt the project was primarily to provide infrastructure instead of a program to promote awareness and or safety education. The Commission will encourage the City of Covington (through a written letter) to include this in a larger education program and apply for this funding opportunity in the future. Schley made the motion to not recommend funding at this time and Vince seconded that motion. Jason abstained from the vote and all others were in favor. Once the KBBC's recommendations have been reviewed and acted upon by the Secretary, Jason will be responsible for communicating with Covington.

The total funding for the 2015 recommended awards is \$91,840.00 leaving \$2,520.91 not recommended. Troy Hearn will forward the Commission's recommendations to the KYTC Secretary for his concurrence. Responsible commissioners should contact any applicants whose proposals were not supported at the requested level. Bill Gorton will draft the acceptance contracts and send them to the grantees. On receipt of the signed contract, the next appointed treasurer will cut the checks and forward them to the responsible commissioner for presentation to the recipient. Commissioners are encouraged to have a presentation ceremony to promote bicycling in the area.

All business being concluded, on motion by Schley to adjourn, seconded by Katie; the meeting was adjourned at 12:01 pm.

Recap of 2015 Grant Applications and Recommendations:

Grantee	Amount Requested	Program name	Amount Recommended	Responsible Commissioner
Louisville Metro Government	\$15,000	Travel with Care Campaign	\$15,000	Katie McBride
Louisville Metro Government	\$2,500	Earn-a-Bike with University of Louisville	\$2,500	Katie McBride
Bicycling for Louisville	\$5,550	Bicycling Awareness Campaign	\$2,300	Katie McBride / Vince Carman
Transylvania University	\$9,525	Bike Safety & Education for Transy	\$9,525	Bill Gorton/Randy Thomas
Grantee	Amount Requested	Program name	Amount Recommended	Responsible Commissioner

Lexington Fayette Urban County Government (LGUCG)	\$10,000	Bicycling & Pedestrian Safety Marketing Campaign	\$10,000	Bill Gorton
Planning & Development Services of Kenton County	\$10,000	Cyclists and Pedestrian Safety and Benefits Media Campaign	\$10,000	Jason Ramler
YMCA of Greater Cincinnati (in Burlington, KY)	\$9,750	Camp Ernst Summer Program	\$9,750	Jason Ramler
Kentucky Self Advocates for Freedom	\$6,965	Bicycling Repair, Safety Training Classes, Instructor Certification	\$6,965	Joe Bowen
Our Lady of Bellefonte Hospital	\$8,000	Bicycle Safety Camp	\$2,500	Joe Bowen
The Greenways Commission of Bowling Green & Warren County	\$17,900	Bicycle Safety program	\$8,900	Vince Carman
Louisville Metro Government	\$14,000	Summer Bike/Walk Sense & Bike Sense Cops for Kids Safety Program	\$11,900	Katie McBride
City of Lawrenceburg Police Department	\$3,842.48	Bicycle & Safety Awareness Program	\$0	Randy Thomas
Louisville Metro Government	\$4,000	Membership in National Association of City Transportation Officials (NACTO)	\$0	Katie McBride
City of Covington	\$4,000	City of Covington Bicycle Education Program	\$0	Jason Ramler
Total amount requested	\$123,532.48	Total amount recommended	\$91,840	