

KBBC 2024: 1st Quarter Meeting Minutes

- The meeting was held virtually via Microsoft Teams on January 24, 2024
- In attendance:
 - KBBC Commissioners
 - Helen Bukulmez
 - Bill Gorton
 - Olivia Birkenhauer
 - Phil Holoubek

 - Absent:
 - Amir Rashid Piracha
 - Ian Ramsey

 - KYTC Staff
 - Keith Lovan
 - Mikael Pelfrey
 - Jake Rice
 - Jay Balaji
 - Jared Jeffers

- Olivia called the meeting to order at 11:24 AM, however, conversation began at 10:57 AM.
- KBBC Commissioners and KYTC Staff in attendance introduced themselves. After introductions were completed, Keith made an announcement that he is going part time starting Feb 1st and Jared Jeffers will be transitioning over to the position of State Bicycle and Pedestrian Coordinator.
- Bill motioned for the approval of the 2023 4th Quarter Meeting Minutes and Phil seconded. Motion carried.
- Treasurer's report: Pursuant to prior consent from the Commission, Treasurer Ramsey transferred banking accounts to a financial institution having more locations across the Commonwealth of Kentucky to allow for easier, direct access to future Commissions. In accordance with recommendations from the Transportation Cabinet, two accounts were established, one for private donations and the second for Paula Nye Grant funds received directly from the Cabinet. Private funds were received during the 3rd and 4th quarters of 2023 totaling \$2,500. In addition, Treasurer Ramsey donated \$1 to the private and Paula Nye Grant accounts to open each respective account. Upon the closing of and transfer of funds from the prior bank account to the new account, it was determined that \$692.30 deposited into the Paula Nye Grant account were private donations and so \$692.30 was transferred from the Paula Nye Grant account to the private donations account. A check for \$3,000 was then issued from the private donation account to the Hilton Lexington to pay for annual meetings cost. The current balance of the private donations account is \$102.81, which reflects this payment and deduction for fees associated with the issuance of checks for the account. The Paula Nye Grant account has a current balance of \$79,070.81. The Commission has committed to issue grants totaling \$78,674.88, which checks are to be distributed during the 1st quarter of 2024.

- Status of 2024 awarded Paula Nye Grants: All contracts have been signed and received except for Lake Cumberland District Health Department. This grant was not fully funded for a traffic garden and the recipient is looking for additional funds so that she can have a fully funded project before accepting the Paula Nye funds. She has received an additional \$2,000 funds and needs an additional \$14,500. She should know something sometime in February.
- Status of KYTC Focus items from 2023
 - Complete Streets Training Sessions: KYTC conducted 11 training sessions in 2023 reaching 420 designers, planners, engineers, elected officials and interested citizens from across the state. This training was well received and is evident that the concept of Complete Streets is being accepted and implemented on future design projects.
 - Complete Streets Review Process: This review process is being developed and will be used to evaluate each highway design project to determine if it is meeting the terms in the Complete Streets, Roads, and Highways Policy. Work on this process will continue in 2024.
 - Vulnerable Road Users Task Force: A task force has been created to address the rising number of serious injuries and fatalities among the vulnerable road users. This task force is chaired by Keith Lovan and Brandy Craft of the Office of Highway Safety. At the Annual Meeting, Bill Bell requested that a KBBC Commissioner serve on this Task Force. The Commission will need to submit a name to Keith, and he will add them to the Task Force.
 - Bicycle Friendly Communities Program: In 2023 Frankfort and Pikeville received the designation of Honorable Mention from the League of American Bicyclists. Calvert City, Prestonsburg and Ft. Thomas submitted applications. Announcements will be made in February.
 - US Bike Routes expansion: Significant process was made on the US Bike Route program. Funding was secured to install wayfinding signage for USBR 23. KYTC will now oversee maintenance of signage for USBR 21, USBR 23, and USBR 76. USBR 21 and USBR 76 have already been signed and marked. USBR 23 will be signed and marked in 2024. KYTC will take over maintenance of all US Bike Routes with this funding relieving the local cities and counties of these responsibilities.
 - SHIFT formula prioritization for bike ped projects: The SHIFT formula now assigns scoring points if a highway project includes bike and pedestrian facilities.
 - Work with Bike Walk KY: KYTC has worked seamlessly with the non-profit Bike Walk KY throughout the year.
- KYTC Focus Items for 2024
 - Complete Streets Training Sessions: KYTC is working on a contract to provide an additional five, full-day training sessions and two half-day training sessions. It is now a requirement for any consultant that wants to be pre-qualified by KYTC to provide Pedestrian and Bicycle Facility Planning and Design to attend one of the training sessions.

- Complete Streets Review Checklist: Ongoing to provide a process to confirm that future road projects compile with the Complete Streets, Roads, and Highways Project.
- Standard Drawings: The KYTC Standard Drawings will be updated to include more standards for bike and pedestrian facilities.
- Two research projects are underway with the University of KY.
 - The Estimation of Benefits from Ped and Bike Improvements Research Project
 - Addressing Multimodal Transportation Needs Through Complete Streets Implementation Research Project
- Vulnerable Road Users Task Force: This task force will be conducting meeting throughout the year to address the rising number of serious injuries and fatalities among the vulnerable road uses.
- Bicycle Friendly Communities Program: Continue to encourage communities to submit applications to this program. Bowling Green and Morehead are considering submitting applications this year.
- US Bike Routes expansion: Will work on getting USBR 25 and USBR 35 alignments finalized and approved by AASHTO.
- Work with Bike Walk KY: continue working with BWK.
- KBBC Focus items for 2024 (list brought forward from 2023) subject to change: Time ran out before any significant discussion was held on these topics.
 - Paula Nye Grant criteria updates
 - US Bike Route System in KY: New Route, new corridors, and formal maintenance agreements
 - Electric Personal Transportation: Bicycles, Scooters and Other Devices
 - Safety Concerns
 - Advocacy
 - Community Involvement
 - Project/event planning
- No additional business or topics were mentioned
- Olivia motioned to adjourn and Phil seconded. Meeting adjourned at 11:57 AM.