

**DRAFT AGENDA**  
**Orange Unified Transportation Board**  
**April 17, 2019**  
**6:30 p.m.**

You can bring your laptops/tablets if you would like to use them.

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**Conference Room 204 (Second Floor) Orange County West Campus**  
**131 West Margaret Lane, Hillsborough**  
**\*PLEASE NOTE CHANGE IN LOCATION\***

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<u>Page</u>	<u>Item</u>	<u>Title</u>
	1.	<b>Call to Order and Determination of Quorum</b>
3-14	2.	<b>Approval of Minutes from February 20, 2019</b>
	3.	<b>Consideration of Additions to the Agenda</b>
	4.	<b>Special Presentation</b>
	4.a.	<u>Small Project Program Presentation</u> (Chuck Edwards, NCDOT Division 7 District 1 Engineer)  Overview and projects examples of NCDOT small project programs including the Spot Safety Program, Maintenance Resurfacing Program, and Hi Impact-Low Cost Program.
	5.0	<b>Regular OUTBoard Agenda (Action Items)</b>
15-19	5.a.	<u>Bicycle Safety Implementation Subcommittee (BSIS) Report and Action on a Recommended Next Step</u> (Abigaile Pittman)  OUTBoard Action: Receive a report on the recent activities of the BSIS and provide any comments or direction that the Board might have; and take action on a recommended next step.
	6.0	<b>Staff Updates</b>
	6.a.	<u>MPO/RPO NCDOT Project Updates</u> (Nish Trivedi) – Handout to be provided at the meeting  OUTBoard Action: Receive updates.
	7.0	<b>Adjournment – The next regularly scheduled meeting date is May 15, 2019.</b>

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**OUTBoard New Member Orientation** – Following adjournment of the OUTBoard meeting, an orientation session will be held for new members. All members are welcome to attend.

**Charge of the OUTBoard (from Section I, Part C of the adopted Rules and Procedures)**

1. *The OUT Board is charged with advising the Board of County Commissioners on the planning and programming of transportation infrastructure improvements and other County transportation planning initiatives, as directed by the Board.*
2. *From time to time the OUT Board may be directed to provide input on regulations on which the Planning Board has primary statutory and local ordinance advisory duties. In such instances, the OUT Board shall serve in an advisory capacity to the Planning Board.*

**Meetings (from Section IV, Part C of the adopted Rules and Procedures)**

**C. Date, Time, and Location of Regular Meetings**

3. *Regular meetings of the OUT Board shall be held as needed to address items that require Board action consistent with its Charge and Duties identified herein. Meetings are held on the third Wednesday of the month. The start time and location of the meeting shall be included on the agenda and shall typically be 6:30 p.m. at the Orange County West Campus Office Building located at 131 West Margaret Lane, Hillsborough. The OUT Board Chair, in consultation with staff, shall have the authority to change the start time and location of a regular meeting to meet any special circumstances, provided the information is included on the distributed agenda.*





























Planning staff has purchased Bike Rodeo buttons (2.75" x 1.75", Attachment 2), and two types of stickers to go on bikes and helmets (Attachment 3).

Immediate Next Steps - In the short term, bicycle safety implementation will focus on:

- Facebook social media ads and posts, and radio PSAs for this spring through the end of June.
- The scheduling and planning of the Bike Rodeo where bicycle safety instruction, brochures and marketing material can be shared.
- Continue the distribution of printed posters and brochures. There are sufficient posters, brochures, bike rodeo pins and stickers, as well as other marketing material for future outreach and tabling at events

Administration of Bicycle Safety Implementation Moving Forward - The BSIS has done an excellent job in accomplishing several of the activities identified by the Bicycle Safety Task Force (BSTF). The staff, BSIS and entire OUTBoard has been very appreciative of the support and funding received from the BOCC and it shares an appreciation for the work. As a reminder, BSIS was formed by the OUTBoard on August 16, 2017, for the purpose of implementing identified initial activities of the BSTF Report with a budget of \$15,000 for FY 2017-18 (\$10,000 from the Non-Departmental General Fund, and \$5,000 from the Visitors Bureau). Some additional funding was provided in FY 2018-19 which will be expended at the end of FY 2018-2019.

Between now and the end of FY 2018-19 (June 30, 2019), staff is requesting that the BSIS evaluate its work and determine if there is immediate need to continue meeting separate from the OUTBoard as a sub-committee or continue its work as part of regular OUTBoard meetings. Currently, the BSIS has been meeting about once per month, while at times, there has been a shortage of OUTBoard items, which has led to the cancellation of a few of its meetings. Although, staff will support bicycle safety implementation either way, it is obligated to bring these matters of efficiency and policy to the Board's attention. For example, subcommittees as a matter of Orange County Advisory Board Policy are to have documented goals, deliverables, and a timeline and cease to meet when these are satisfied. Also consistent with Policy, the need to reinstate a sub-committee or create others can be considered by the OUTBoard at any time. Although minor, staff administration and BSIS travel to and from additional meetings are additional items of consideration.

**FINANCIAL IMPACT:** There is no immediate financial impact associated with this item. Budgeted funds from are still being utilized through the end of FY 2018-19.

**RECOMMENDATION(S):** Staff recommends that the OUTBoard:

1. Receive information;
2. Provide any comments or direction that the Board might have for ongoing FY 2018-2019 activities;
3. Request the BSIS evaluate its anticipated future work and determine if there is immediate need to continue meeting separate from the OUTBoard as a sub-committee, or continue as part of regular OUTBoard meetings; and
4. Request that staff place Bicycle Safety Implementation on the OUTBoard agenda this June or July to receive and consider a recommendation from the BSIS and if applicable, discuss the documentation of goals, deliverables, and associated timeline.







