# Bicycle Board: August 2016 General Meeting

**Date:** Thursday, August 4, 2016 **Time:** 6:30pm-8:30pm **Location:** Public Safety Building, Training Room 1

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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 | June minutes approved, July agenda finalized |
| 6:40 PM | 10 | Ripe banana issues | Drew | Issues identified and plan to address them defined |
| 6:50 PM | 15 | Engineering | Chip / Alex | New city engineering staff welcomed, status of outstanding projects reported, expected dates adjusted. |
| 7:05 PM | 10 | Confident City Cycling | Frank | Fall classes discussed / scheduled, spring class goals outlined |
| 7:15 PM | 15 | Municipal Funding Opportunities | Drew | $5K allocation budgeted, additional sources for discretionary funding generated |
| 7:30 PM | 5 | Sticker Design | Harry | Design shared with board, sticker’s role in education campaign discussed. |
| 7:35 PM | 5 | 2017 WV Bike Summit Committee | Drew | Committee to lead bike summit efforts created, potential external members identified, first meeting loosely scheduled. |
| 7:40 PM | 10 | BFC Application | Drew | Local reviewers identified, board members tasked with recruitment, future applying locality discussed. |
| 7:50 PM | 10 | Website Additions | Drew | Review of new rider mentoring, bike friendly business, driver’s education, and bicycle registration pages |
| 8:00 PM | 10 | Open Action Items | Chip | Items reviewed, closed, and/or due date adjusted |
| 8:10 PM | 10 | New Action Items | Christina | List open items, responsible person, dates |
| 8:20 PM | 5 | Next Month’s Agenda | Drew | Draft September agenda |
| 8:25 PM | 5 | Meeting Evaluation | Drew | Solicit feedback; how to improve future meetings |
| 8:30 PM | - | Meeting Adjourned | Drew |  |

**Read-aheads 1)** July minutes, BFC Application review draft

**In Attendance:** Christina Hunt, Jonathan Rosenbaum, Jing Zhang, Frank Gmeindl, Chip Wamsley, Drew Gatlin, Jonathan Nellis, Brian Ricketts

1. Agenda & Minutes
   1. C. Wamsley calls meeting to order at 6:48pm while waiting for D. Gatlin, who is stuck in traffic. D. Gatlin arrives just as meeting called to order.
   2. Amended minutes from July meeting reviewed and approved by all. Agenda approved at 6:50pm by all.
2. Ripe Banana Issues
   1. Pedestrian Safety Board – While Chairman of the BB, F. Gmeindl was the BB ex-officio member of the Pedestrian Safety Board and he attended many of their regular meetings. He urged the Bicycle Board (BB) to work more closely with this board, as many of the goals are similar. Meetings are the first Monday of every month at 4:30pm in the Public Safety Building. J. Zhang has attended these meetings as a representative of the MPO; he will approach his boss about attending them regularly as a representative of both the MPO and BB.
   2. Long Range Transportation Plan update – the MPO is updating this plan. The current language pertaining to bicycles is very similar to the language from the 2012 bicycle plan; BB should monitor and be aware of any changes. Updates to the plan include reprioritizing projects now that past top priority projects have been completed. C. Wamsley is a member of the citizen advisory committee for this plan, but they have not met for several months. C. Wamsley will keep BB informed of changes to bicycle sections of the long range transportation plan.
   3. BB Membership – D. Gatlin noted that some members have not met their yearly attendance requirements to remain active members in good standing. He will approach them to see if they are still interested in participating. Meetings almost always have enough voting members present to form a quorum, but we still have open spots, and it would be nice to have the spots filled with active members.
3. Engineering
   1. C. Wamsley met with City Engineer Damien Davis and talked with Parking Authority Director Tom Arnold to check on outstanding projects:
      1. Sharrows – paving has started, but is behind schedule; however, may be possible to begin painting sharrows on city roads (but not state roads yet). No definite dates for sharrow painting.
      2. Bus shelters – pictures are done for bus stops; no definite date for bicycle accommodations at bus stops
      3. Bike lockers – the bike locker near the Public Safety Building was removed to accommodate plaza construction; asked to have this relocated to the parking garage in the Waterfront area or other area near the rail-trail. Tom will follow up on bike locker relocation and signage for bike lockers. This will make 4 bike lockers in that area. D. Gatlin will reach out to Tracy Knabenshue to see about publicizing this to WVU employees who work in the Waterfront building as part of sustainability efforts.
      4. Bike parking rings – depending on location, Tom could put up remaining parking rings. C. Wamsley will give Tom our prioritized list of bike parking ring locations to see which of these he can put up. Others would be under Damien.
      5. 2012 Bicycle Friendly Community signs – we still have some of these; depending on where, Damien may be able to put them up
4. Confident City Cycling class
   1. D. Gatlin contacted the administrative staff at the College of Physical Activity and Sport Sciences (CPASS) to get details about offering this class through WVU; it was too late to list for an early start date, so it would have to be offered during the later 5 or 8 week session of fall semester. Per our MOU, this course would have to be led by a League Cycling Instructor (LCI) – this means Frank, Gunnar, Marilyn or Jing. This does not give much time to check with their schedules and set up the class; we may miss the deadline for the later fall start times.
   2. D. Gatlin suggests not holding a formal class through WVU in the fall semester, and instead holding an informal class to give more people a chance to do this training. Then we can work to get this group of people certified as LCIs. Once we have additional LCIs, we can offer the class through WVU during the spring semester when the weather is good.
   3. B. Ricketts moves to not hold classes through WVU this fall. J. Zhang seconds. All in favor. Motion carried.
   4. To become LCIs, trainees must attend a seminar; one challenge will be finding an LCI seminar in the winter months in order to become certified in time for spring semester. Maybe there is a possibility to work with Bike Pittsburgh or other group to help set up training classes and LCI seminar.
5. Municipal Funding Opportunities
   1. BB has $5000 from the city to use for projects such as web development and hosting, sharrow promotion, purchasing data, etc.
   2. For next meeting: let’s develop a budget with line items breaking down cost of various projects; this can be included as an agenda item moving forward to help us develop a 2017 budget as well
   3. New user fee funding is becoming available; some of that money is earmarked for transportation. This could be an opportunity to work with the Pedestrian Safety Board to ask for funding for projects that promote bike/ped infrastructure and enhancements.
6. Sticker Design
   1. Tabled until design can be presented by Harry Grandon, absent from today’s meeting. In addition to municipal funding there is some funding remaining from a past grant that could be used for these.
7. 2017 WV Bike Summit Committee
   1. D. Gatlin suggests opening this up to include people from across the community, not only BB members, in order to promote the event more broadly and increase attendance over 2016 summit. This broader group can help generate ideas for speakers and sessions; spread the word to many different sectors; and plan any additional activities to promote the Morgantown area to summit attendees. Would not require much time, possibly 4-5 meetings between now and September 2017.
   2. We will talk to Kasey Russell of WV Connecting Communities before contacting people to be part of this group.
8. Bicycle Friendly Community (BFC) Application
   1. Currently in need of local reviewers – let D. Gatlin know if interested.
   2. Even after our application is submitted, we can apply for a change in status (to a higher level, for example), so even though all the projects we wanted might not be complete by the time our application goes in (i.e., bike parking ordinance) we can submit for review once they are.
   3. Previous plan was to have City Manager Jeff Mikorski submit, but since he will be leaving shortly after the deadline we need to find a new person who will still be in place to serve as the contact. D. Gatlin will approach John Whitmore about this; if he is hesitant, D. Gatlin will submit.
   4. For future BFC applications – LAB is flexible about how “community” is defined and leaves it open to the applicant. For some measures, using City of Morgantown data gives a higher score, whereas in others, using the broader Morgantown metropolitan area gives a higher score. Perhaps in the future the MPO could take the lead on pulling together this application and officially include areas surrounding City of Morgantown.
9. Website Additions
   1. D. Gatlin will meet with Gunnar to see about adding new sections to our website, possibly before the BFC application deadline:
   2. New rider mentoring – would contain information and resources for new riders, and a fill-in section where people can submit a request to get a bike mentor; this would send an email to Drew who would then contact the BB to find a volunteer to ride with the person and help them plan their route (i.e., from their home to workplace)
   3. Bike friendly business – there is a local bike friendly business checklist; C. Wamsley will look for this
   4. Drivers ed – BB members developed materials for drivers ed instructors and have contacted Mon county schools to offer it to drivers ed teachers, but there has been little interest. Drivers ed instruction is also offered privately; maybe we should explore this option. The team that developed these materials is uncomfortable with making them available on the website, but we could include very clearly that we have these materials and people who will present the information, and provide a way to request a presentation. Jing is interested in this topic. Frank and Marilyn have created an instructor’s packet. Maybe Mark Thorne from South Middle School would be interested in this, as head of the bike club there. Committee: Jing, Marilyn, Mark Thorne. Frank will walk this committee through the materials that have been developed, serve as advisor, then hand off. Please copy Drew on any email correspondence.
   5. Bike registry – link straight through to national bike registry
10. Open Action Item review
    1. Items closed: #44 (Usage Survey); #49 (Parking Ordinance Update); #50 (Municipality Check-In); #51 (CVB Ride Mapping Request); #53 (Banking Accommodations); #54 (Banking Accommodations – Precedent Review); #55 (2016 BFC Application)
    2. Items with adjusted due dates: #4 (Submit 2016 BFC Application), now Aug. 16 per LAB; #17 (Parking Ordinance Update), now Sep. 6, second reading at City Council meeting; #21 (Various Engineering), now Sep. 1; #25 (Safe Communities group), now Sep. 1; #31 (GSO Grant), Sep. 30; #36 (Formalize Cooperation with Adjacent Communities), now Sep. 1; #38 (Bike Board Schedule), now Sep. 1; #46 (Website Additions), now Aug. 16; #47 (Sharrows Stickers), now Sep. 1.
11. New Action Items
    1. D. Gatlin will contact Alex about coming to our meetings – 8/5
    2. D. Gatlin will talk to Tracy re: membership and EEs in Wharf area re: bike lockers; and re: bike friendly U application – 8/5
    3. D. Gatlin will send bike parking ring location priority list to Chip – 8/5
    4. D. Gatlin will ask Gunnar about website work – 8/16
    5. D. Gatlin will ask John Whitmore about being the name on the submission of BFC application – 8/5
    6. D. Gatlin will give permission to Blaine Turner to use the bike map with mirroring, or with date updated stamp – 8/5
    7. Chip will ask Tom Arnold about bike parking rings – 8/15
    8. Chip will look for local bike friendly business info and send to Drew – by 8/12
    9. Chip will send Mark Thorne’s email to Jing – 8/5
    10. Jing will talk to Bill Austin about going to Ped Safety Board meetings as rep of MPO and BB – 8/12
    11. Jing will email drivers ed committee (Marilyn, Mark Thorne) and copy Drew and Frank re: meeting to go through drivers ed materials
    12. Christina will contact Dominion Post re: meetings are at 6:30pm (not 6:00pm) – 8/20
    13. Jonathan N. will collect bike map change requests for review at next meeting – ongoing

**Year to Date Attendance Record**

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| **Member Name** | **Aug 15** | **Sept 15** | | **Oct 15** | | **Nov 15** | | **Dec 15** | | **Jan 16** | | **Feb 16** | | **Mar 16** | | **Apr 16** | | **May 16** | | **Jun 16** | | **Jul 16** | | **Aug 16** |
| **Davis, Damien** |  | X | |  | |  | | X | |  | |  | |  | |  | |  | |  | |  | |  |
| **\*Gatlin, John(Drew)** | X | X | |  | | X | |  | | X | | X | | X | | X | | X | | X | | X | | X |
| **\*Gmeindl, Frank** | X | X | | X | | X | | X | | X | | X | | X | |  | |  | |  | | X | | X |
| **\*Grandon, Harry** | X |  | |  | |  | | X | | ? | | ? | | X | |  | | X | | X | | X | |  |
| **\*Hunt, Christina** |  |  | |  | | X | | X | | X | | X | | X | | X | | X | | X | | X | | X |
| **\*Knabenshue, Traci** |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |
| **\*Nellis, Jonathan** | X | X | | ? | |  | | X | | X | | u | | X | | X | |  | | X | | X | | X |
| **\*Newcome, Marilyn** | X |  | | X | | X | | X | | ? | | ? | | X | | X | | X | |  | | X | |  |
| **\*Ricketts, Brian** |  |  | |  | |  | | X | | X | |  | | X | | X | | X | | X | | X | | X |
| **\*Rosenbaum, Jonathan** |  | X | | ? | | X | | X | |  | | X | | X | | X | | X | | X | | X | | X |
| **Selin, Jenny** |  | X | |  | | X | | X | | ? | | X | | X | | X | |  | | X | |  | |  |
| **\*Shogren, Gunnar** | X |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |
| **\*Springston, Derek** |  | X | | X | |  | |  | |  | | X | |  | |  | |  | |  | | X | |  |
| **\*Wamsley, Chip** | X | X | | X | | X | | X | | X | | X | | X | | X | | X | | X | |  | | X |
| **\*Watson, Matt** |  |  | |  | |  | | X | | X | | X | | X | |  | |  | |  | |  | |  |
| **Whitmore, John** |  |  | |  | |  | |  | | X | | X | | X | | X | | X | | X | | X | |  |
| **\*Zhang, Jing** | X |  | | X | | X | | X | | X | |  | | X | | X | |  | |  | |  | | X |
|  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| **\*= Voting Member** | **Blank =** | | **Absent** | |  | | **X =** | | **Present** | |  | | **Black =** | | **Not** | | **Applicable** | |  | |  | |  | |