

MEETING MINUTES

Date of Meeting: October 4, 2023 **Re:** SEMPO Comprehensive Safety Action Plan Project Initiation

Location: Osage Centre with Virtual option **Issue Date:** October 23, 2023

Submitted By: Cheryl Sharp

In Attendance:	<i>SEMPO TPC Voting Members</i> Katrina Amos – Cape Girardeau Regional Airport Rodney Bollinger – City of Jackson Drew Christian – SEMO RPC Scott Perry – Bootheel RPC Mark Phillips – Cape Special Road District Ryan Shrimplin – City of Cape Girardeau Alex McElroy – SEMPO Kelley Watson – Cape Girardeau County Transit Authority	<i>SEMPO TPC Non-Voting Members</i> Cecelie Conchran – FHWA MO Joe Killian – MODOT <i>SEMPO Staff</i> Alex McElroy – SEMPO Director Marla Mills – KLG Engineering <i>Project Team</i> Cheryl Sharp – Lochmueller Group Peter Williams – Lochmueller Group Scott Meyer – Lochmueller Group Kelly Green – KLG Engineering
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ITEMS DISCUSSED:

I. Introductions

Project Manager Cheryl Sharp from Lochmueller Group introduced the team: Assistant Project Manager Peter Williams, Scott Meyer, and subcontractor KLG Engineering team members Kelly Green and Marla Mills.

II. Project Goals

Ms. Sharp asked that in addition to the Plan meeting all the technical goals and requirements of SS4A, what else would the TPC members want included in the plan for it to be considered successful. Mr. McElroy noted that he felt it was important to have an objective look at the true high injury network and not just those that are perceived as such, though those need to be looked at as well. Mr. McElroy noted that historically, in

the City of Cape Girardeau, Broadway has consistently been identified with too high of speed travel. He noted the city had attempted a low-cost solution with breakaway pedestrian signage. These had mixed results. He went on to say that MO 74 has been scrutinized for the lack of pedestrian access for North/South mobility. Mr. Shrimplin echoed that downtown and the state highways are the main areas for safety concerns. He noted this would include Kingshighway as well. Ms. Sharp added that if other team members have additional concerns, then let her know.

III. Scope of Work Summary

Ms. Sharp reviewed the scope of work for the project. She said that after the kick off meeting, the next work item is the Work Plan Timeline and Plan Development. **ACTION ITEM: Ms. Sharp said currently there are milestone dates in the RFP and proposal but her team will have a more detailed schedule developed in the next few weeks.**

She went on to do discuss Project Plan and Coordination noting there will be virtual monthly meetings with the Project Development Advisory Committee (PDAC). She discussed the development of that committee, noting that a smaller coordination committee would be advisable and is outlined in the Self Certification Eligibility Worksheet for SS4A. The self-certification is required to obtain implementation dollars. She stated that the advisory committee assists with the plan development but will live beyond the plan, working on implementation and monitoring the plan. She noted that no decision is needed today about the group members. She recommended a committee of 6-8 people and suggested someone from Cape Girardeau, Jackson, the County, IDOT and MoDOT, the University, a bike/ped representative, and including Mr. McElroy. **ACTION ITEM: Mr. McElroy suggested Ms. Sharp send him the suggested list and he could invite them to participate.**

The next item discussed was Stakeholder and Public Engagement Program. **ACTION ITEM: She noted that Ms. Green will develop the details of the plan by the end of the month.** In addition to the open houses, the team anticipates doing stakeholder interviews or focus groups and an online survey.

a. Safety Analysis

Ms. Sharp noted that regarding technical items, Incident Data Collection and Review, the team will be reviewing and analyzing crash records for trends and crash severity. She noted the team would also use network screening tools at the segment and intersection levels to develop metrics. She said this would all be used to develop a High Injury Network (HIN) and crash rate analysis. She noted that a technical memo summarizing this will be one of the first deliverables.

b. Equity Review

Ms. Sharp noted that another key part of the Safety Action Plan is Equity. She said the team would develop equitable target areas and utilize USDOT explorer tool and EJ Screen to make sure the solutions, recommendations and prioritized projects include an equity component. This will result in a technical memo to be submitted to SEMPO.

She stated that the team will be looking at Climate Change, Sustainability, and Economic Competitiveness considering a reduction on vehicle miles traveled (VMT) strategies.

c. Safety Toolkit (Proven Safety Countermeasures)

Mr. Williams discussed the Dashboard and Toolkit components of the plan. He noted the team will look at two components. A standalone crash dashboard could be used internally or externally on the website and would allow for quick detection of crash patterns. The second part would be a web-based complementary piece to the plan. This would be a more interactive version of the plan built through GIS. Ms. Sharp asked if the group had an immediate opinion as to whether it should be more internal or external. Mr. Phillips noted it should likely be internal. Mr. Killian said he thought most of the information obtained through MoDOT would be restricted. Mr. Killian suggested a further look at this. Mr. McElroy noted he prefers as much public facing as possible. Ms. Sharp said the team will start with internal and make the decisions moving forward.

Ms. Sharp noted that a countermeasure Safety Toolkit would be developed, looking at both systemic improvements as well as specific improvements, allowing for a proactive approach.

d. Implementation

Ms. Sharp stated that once the countermeasures are identified, a project list will be developed working with the advisory committee and looking at cost estimates and implementation timeline and funding opportunities. It would also identify unfunded projects as short, mid, or long term. Along with the project list, the team will look at policies, procedures, and programs related to safety.

She noted that at the end of the scope, all the work would be put into a Draft and Final Plan which will be provided for review and comments. She said the document will include an Executive Summary and Fact Sheet.

Ms. Sharp went on to say that there was another item to consider for the Self Certification. She said it requires a governing body to declare a goal of zero roadway fatalities and serious injuries. She noted this required some target dates. She asked if SEMPO would be that body and whether SEMPO would want to consider having its

member organizations also adopting a statement. Mr. Shrimplin noted SEMPO supports MoDOT's performance measure targets and wondered if that would cover it. **ACTION ITEM: Ms. Sharp will investigate whether the adoption of those measures would cover it.**

IV. Community Engagement Strategy

Ms. Green addressed the Community Engagement Strategy, noting the team intends to develop a Stakeholder and Public Engagement Plan and will provide it to SEMPO for approval. Ms. Green noted that the intent is to do an online survey. She said the focus group process was successful in the past and the team would like to do these in addition to public meetings. Ms. Green asked the group for any ideas in addition to the initial thoughts on stakeholders including the bike/ped group and United Way Transportation Coalition. Ms. Green noted she will work with Mr. McElroy on meeting locations. She noted that public engagement is important, and the team will work to reach as many people as possible. Ms. Sharp asked if anyone had additional ideas. Mr. McElroy suggested the SE District Roadway Safety Coalition, who has quarterly meetings. Ms. Watson noted the United Way Coalition has representation from transit and other expanded groups. Mr. McElroy also suggested including school districts.

V. Challenges & Opportunities – What else should we know?

Ms. Sharp moved on to Challenges and Opportunities asking what else needs to be known such as key issues or challenges in the community, providing local experience. Mr. McElroy noted concerns that a number of high injury networks will be identified and associated with high-cost solutions. He said he hoped that some lower cost, easily implementable temporary solutions could be identified to address these until the longer-term solutions could be accomplished.

Ms. Sharp went on to ask about how to handle interstates. She noted that some clients prefer that the plans do not include interstates as the group really does not have control over them while some prefer a holistic view of their network. Mr. McElroy noted he would like a better understanding of the relationship between SEMPO and the approved performance targets. If SEMPO was to develop their own targets, would it require including a long term zero vision? His hesitation is the performance measures have not been punitive but if SEMPO includes highways and does not achieve the goals, this could result in punitive actions. This would be his only objection to including highways. Mr. Christian noted his concern in not including them as if there are issues identified, this might help encourage MoDOT to address them. He suggested we might look at doing it both ways. Ms. Sharp noted it is good to do it initially including the interstates and discuss again later.

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VI. Housekeeping

a. PM Communications

Ms. Sharp noted she as Project Manager and Peter Williams as Assistant Project Manager should be included in all communications with Mr. McElroy.

b. Deliverable Process

She said that the deliverables and comments should go through Mr. McElroy.

c. Request for Information –

ACTION ITEM: She said the team is pulling together the Request for Information Memo and will deliver it to Mr. McElroy soon.

VII. Schedule

Ms. Sharp noted the team will move the plan forward as quickly as possible and work to accelerate the timeline if possible.

VIII. Action Items & Next Steps

Ms. Sharp stated that she is thankful for SEMPO's confidence in the team.

The above constitutes our understanding of the meeting. If you believe there are omissions, additions, or corrections, please send your written comments within seven working days to Lochmueller Group.
