



**MINUTES OF THE ABILENE METROPOLITAN PLANNING ORGANIZATION  
TRANSPORTATION POLICY BOARD  
March 20<sup>th</sup>, 2012**

The Abilene MPO Transportation Policy Board met at 1:30 p.m., Tuesday March 20, 2012, in the City Council Chamber at Abilene City Hall, 555 Walnut Street, Abilene, Texas.

**Members Present:**

Mayor Norm Archibald, City of Abilene, Chair  
District Engineer Lauren Garduno, Texas Department of Transportation (TxDOT)  
Councilman Joe Spano, City of Abilene  
Judge Dale Spurgin, Jones County

**Members Absent:**

Judge Downing Bolls, Taylor County

**Non-voting Members Present:**

None

**Others Present:**

Mr. Chad Carter, City of Abilene  
Mr. Joe Clark, TxDOT, West Region  
Mr. James Condry, City of Abilene  
Mr. Blair Haynie, TxDOT, Abilene District  
Mr. Alan Hufstutler, TxDOT, Abilene Area  
Mr. Jon James, City of Abilene  
Mr. Stan Smith, City of Abilene  
Mr. Mike McMahan, Chamber of Commerce  
Ms. Chris Moscarelli, City of Abilene  
Ms. Mindy Patterson, City of Abilene  
Ms. Danette Dunlap, City of Abilene  
Mr. Brennan Peel, Abilene Reporter News  
Mr. Zach Gilbert, Congressman Neugebauer office.  
Mr. Carl Butler  
Ms. Patsy Butler  
Mr. Kenneth Musgrave

**MPO Staff in attendance:**

Ms. E'Lisa Smetana, Abilene MPO Staff  
Mr. Thomas Cook, Abilene MPO Staff  
Mr. Dean Carter, Abilene MPO Staff

**1. Call to Order.**

Chairman Archibald called the meeting to order at 1:35 p.m.

**2. Consideration of Approval of the Minutes of the November 15, 2011 Meeting.**

Discussion on minutes was held. Motion to accept as read was made by Mr. Spurgin and seconded by Mr. Spano.

*Motion carried.*

**3. Discussion and Consideration of Approval of the Amendment to the Abilene MPO By-Laws.**

Ms. Smetana discussed the amendment stating that we have had a request from the Dyess Civil Engineer to allow the Dyess Community Planner to take over his position on the Technical Advisory Committee.

The Technical Advisory Committee recommended approval of the amendment in their meeting held on March 6<sup>th</sup>, 2012.

Motion to accept change to by-laws was made by Mr. Spano and seconded by Mr. Garduno.

*Motion carried.*

**4. Discussion and Consideration of Approval of the DRAFT Fiscal Year 2013-2016 Transportation Improvement Program (TIP).**

Mr. Cook discussed the 2013 – 2016 TIP. The Highway information listed in the packet has been replaced with new information from TxDOT. The Highway projects will be listed under Group CSJ's.

Transit projects under the funding categories 5310, 5316 and 5317 are now being handled by TxDOT. The funding category 5307, which includes operations, planning, and preventive maintenance, will remain in the TIP.

This is a draft version. The final is due to TxDOT by April 27<sup>th</sup>. It is going out for public comment from March 11<sup>th</sup> through April 9<sup>th</sup>, 2012. There is a tentative public meeting scheduled for March 20<sup>th</sup> from 6:00 to 7:30. The final version will be presented at the April meeting.

Motion was made to approve the DRAFT 2013 – 2016 Transportation Improvement Program by Mr. Garduno, seconded by Mr. Spurgin.

*Motion carried.*

**5. Discussion and Consideration of Approval of the Amendment to the FY 2012 Unified Planning Work Program (UPWP).**

Ms. Smetana introduced and discussed the proposed amendment to add language under Subtask 1.6 #4 pertaining to redesigning and updating the MPO website with work to be done by a contractor. This website will be redesigned and updated to incorporate more public involvement tools for the public and a contractor will be hired to complete the work.

There will be no changes made to the \$18,000 already programmed for this task. Once set-up staff will be able maintain the website.

Motion was made to approve the amendment to the FY 2012 Unified Planning Work Program by Mr. Spurgin, seconded by Mr. Spano.

*Motion carried.*

**6. Discussion and Consideration of Authorizing the Chairman or his Designee to Execute a Contract for the Redesign of the MPO's Website.**

Ms. Smetana introduced and discussed the need for the redesign of the MPO website. We need to establish more public participation tools, interactive mapping, as well as rebuilding the website. We received 4 quotes. Staff evaluated the bids on compliance with needs, previous work and ability to complete work by our deadline. Staff recommended that In-Focus Digital was the contractor best able to fulfill these expectations. Mr. Spurgin asked if the professional contract would be with the City or the MPO. Legal staff stated that the professional contract would be between the MPO and the provider.

Motion was made to approve the ability to contract for the MPO website with In-Focus Digital by Mr. Spano, seconded by Chairman Archibald.

*Motion carried*

Ms. Smetana was appointed by Chairman Archibald as the designee to see that the contract is placed and oversee the build of the MPO website.

**7. Discussion and Review of Transportation Projects.  
(By MPO Staff, TxDOT Staff, City Staff, and CityLink Staff)**

- **City**

Mr. Chad Carter presented the City's Transportation Projects. These included the Water Department Street and miscellaneous repair work, south side miscellaneous street repairs (Butternut to Sayles and South 7<sup>th</sup> to South 14<sup>th</sup>), miscellaneous engineering repair work and miscellaneous seal coat projects. South 1<sup>st</sup> street project from Butternut to Locust is in the design phase. Miscellaneous sealcoats for Mockingbird to Grape from North 1<sup>st</sup> to North 10<sup>th</sup> were to be conducted.

- **TxDOT**

Mr. Hufstutler presented TxDOT's Transportation Projects. They are starting curb & gutter on Antilley and Clack intersection. Hot mix should go down in 2 – 4 weeks, followed by sidewalk, light poles and striping - 26 of the 56 days used so far. Last month we completed HWY 83 from Old Anson Road to near Hawley and it finished on schedule. We are running a performance test period on the signal improvement project at Hartford and Arnold for another 2 weeks then it will be ready for acceptance. At this time we are 6 days ahead of schedule. We will be constructing emergency center-median crossovers on IH 20. A few of these locations are in or near Abilene. Work will start in March or April and it should take about 4 months to complete. The frontage

road reconstruction project on IH 20 between LP 322 and Pine Street is scheduled for letting in June, 2012 - with work starting around August or September.

- ***CityLink***

Mr. Herr presented projects for CityLink. These included: two 2001 Chance Trolleys purchased, and the maintenance department is in make-ready stage; each trolley has approximately 50,000 miles.

A proposal for a Bus Wash System is to be presented at City Council on March 22, 2012.

Concrete bus yard exits is in the procurement stage.

Unleaded fuel island is in the procurement stage.

Staff is looking at an upcoming paratransit vehicle purchase which is currently in an exploration of purchase options stage.

*No action was required or taken on this item.*

**8. Discussion and Review of Staff Report and any action in connection thereto:**

- ***Financial Status***
- ***Operation Report***
- ***FY 2011 Collision Data Map***
- ***I-20 Frontage Road Project Public Meetings***
- ***Director's Report***
  - ***Funding Issues/Legislative Update***
  - ***Travel Demand Model***
  - ***Meetings and Training***

***Financial Status***

Ms. Smetana briefed the Board on the status of the MPO financial report. From October 1, 2010 thru September 30, 2011 the authorized amount was \$465,788.99, with expenditures of \$185,536.75 for a remaining balance of \$282,252.24.

For fiscal year 2012 through March 6, 2012 our authorization was \$377,451.00 with expenditures of \$74,784.19 for a remaining balance of \$302,666.81. Ms. Moscarelli discussed how the indirect cost is figured. Indirect cost will be \$19,552.00 for FY 2012, and as of February the MPO has been charged \$8,700 in indirect cost. Mr. Joe Clark spoke about FHWA assisting approval on the cost allocation plan.

***Operation Report***

Full report was provided in the packets. Statewide there were two hundred thirty eight e-mails sent to congressional staffers about the impact of MAP-21 to smaller MPO's.

Staff hand delivered and posted flyers to encourage public participation in the meetings for the I-20 frontage road.

Staff compiled the information for the TIP, Public Participation Plan, project selection process,

and started evaluation of the MPO's planning contract.

We had some in - house training on the travel demand model.

### ***FY 2011 Collision Data Map***

Mr. Dean Carter discussed the top six reasons for collisions in FY 2011 which was: failed to yield row turning left, failure to control speed, unsafe backing, following too close, disregard stop sign/light, and failed to yield ROW at private drive. Also discussed were the top eleven collision sites in Abilene. The full report was included with the packet.

### ***I-20 Frontage Road Project Public Meetings***

Ms. Smetana stated that in your packet you have the flyer that we will hand out at the public meetings. Chairman Archibald encouraged everyone to attend the public meeting. Mr. Garduno informed the board this is for information only (job is already designed) and is intended to help the people in the affected area get through the process.

### ***Director's Report***

#### ***Funding Issues/Legislative Update***

The MAP-21 statewide letters were emailed to members of Congress on January 27, 2012. They were emailed to 238 congressional staffers who work for 111 members of Congress. The statewide MPO letter was signed by 18 out of the 25 Texas MPOs. The letters were emailed to thirty-two (32) members of the U.S. House of Representatives and two (2) U.S. Senators, John Cornyn & Kay Bailey Hutchison. A second letter was sent to the 59 members of the House Transportation & Infrastructure Committee and the third letter went to the 18 Senate Environment & Public Works Committee members.

The discussion in the legislature about the Transportation Reauthorization Bill continues to fluctuate back and forth on numerous issues. The most controversial items seemed to be the elimination of the smaller MPOs, the elimination of the transit programs, and the length of the bill. More information was provided in the MPO packet.

#### ***Travel Demand Model***

The MPO had staff from TxDOT and Texas Transportation Institute (TTI) down for some hands-on training February 6-8, 2012. TxDOT loaded our current model on all the machines, provided support documentation, and numerous hand-outs. We are in the process of working through the steps to development of the base year demographics including the Texas Workforce Commission geo-coding and Census Aggregation. We hope to have that completed in a couple of months.

#### ***Meetings and Training***

The Texas Transportation Forum was held on February 15-17, 2012. Both Tom and E'Lisa attended the event. Ms. Smetana asked the Policy Board to please provide a copy of their certification on the training on the Public Information Act and the Open Meetings Act. It is

required for the Policy Board and MPO staff to have both and the Technical Advisory Committee to have the Public Information Act training.

*No action was required or taken on this item.*

**9. Opportunity for Members of the Public to Make Comments on MPO Issues**

Mr. Kenneth Musgrave spoke about the exit ramp off I-20 at Loop 322. Mr. Garduno stated that he would drive the route with Mr. Musgrave.

*No action was required or taken on this item.*

**10. Opportunity for Board Members or MPO Staff to Recommend Topics for Future Discussion or Action.**

MPO staff would like to discuss in future meetings: MPO identity/branding, the planning contract, public participation plan, project selection process and railroad quiet zones. Mr. Garduno suggested start looking into the Ambler corridor. Mr. Spano inquired about the rural mowing schedule in the right-of-way.

*No action was required or taken on this item.*

**11. Adjournment.**

Chairman Archibald adjourned the MPO Policy Board Meeting at 2:55 p.m.