



MINUTES OF THE ABILENE METROPOLITAN PLANNING ORGANIZATION TRANSPORTATION POLICY BOARD

August 3, 2015

The Abilene MPO Transportation Policy Board met at 1:30 p.m., Tuesday, August 3rd, 2015, in the Taylor County Commissioners Court Meeting Room, 300 Oak Street, Abilene, Texas.

Members Present:

Mayor Norm Archibald, City of Abilene Mayor and Policy Board Chairman
Judge Downing Bolls, Taylor County
Councilman Bruce Kreitler, City of Abilene
Judge Dale Spurgin, Jones County, and Policy Board Vice-Chairman
Mr. Stan Swiatek, P.E., TxDOT Abilene District Engineer

Others Present:

Mr. Joe Clark, TxDOT Regional MPO Coordinator
Mr. James Condry, Retired City of Abilene Traffic & Transportation Administrator
Ms. Susan Condry, Spouse of Mr. James Condry
Ms. Danette Dunlap, City of Abilene City Secretary
Mr. Wayne Ekdahl, TxDOT Abilene District Area Engineer
Mr. Michael Haithcock, TxDOT Abilene District TP&D Director
Mr. Ronnie Kidd, City of Abilene Director of Administrative Services
Ms. Mary Kinderick, National Federation of the Blind
Mr. James Oliver, CityLink Transit General Manager
Mr. Michael Rice, City of Abilene Public Works Director
Mr. James Rogge, Interim City of Abilene City Engineer
Mr. Mike Vandervoort, National Federation of the Blind

MPO Staff in Attendance:

Ms. E'Lisa Smetana, Abilene MPO Executive Director
Mr. Dean Carter, Abilene MPO Transportation GIS Technician II

1. Call to Order.

Chairman Archibald called the meeting of the Abilene MPO Policy Board to order at 1:33 p.m. He noted that a quorum was duly present.

2. Certificates of Appreciation.

Chairman Archibald called Mr. Condry to the podium for the presentation of an award in his honor. On behalf of the Abilene MPO, Mr. Condry was presented with a Certificate of Appreciation for faithful and dedicated service as a member of the Metropolitan Planning Organization Policy Board and the Technical Advisory Committee for a combination of 30 years, and was thanked by Chairman Archibald and those in attendance for the vital role he has played in transportation planning and infrastructure growth for the Abilene Area during his time.

A Certification of Appreciation for Mr. Joe Spano, as a previous City Councilman and MPO Policy Board Member was listed. Mr. Spano was a member of the MPO for the past five years. He was unable to attend this meeting so his certification will be taken to him.

3. Consideration of Approval of the Minutes of the May 19, 2015 Meeting.

Chairman Archibald called for any recommended changes or revisions to the meeting minutes as they were presented. Hearing no call, motion was made by Judge Spurgin and seconded by Judge Bolls to approve the minutes of the May 19, 2015 meeting.

Motion carried.

4. Discussion and Consideration of Approval of the Amendment to the FY 2014-2015 Unified Planning Work Program (UPWP).

Ms. Smetana discussed the FY 2014-2015 UPWP Amendment which includes an adjustment to the FTA 5307 funding levels and listing of the Planning Emphasis Areas (PEAs). PEAs in MAP-21 required a Performance Based Planning Implementation, Models of Regional Planning Cooperation, and Ladders of Opportunity Access to essential services. The FTA funds were adjusted by Task 1.7 FTA Section 5304 being deleted and changes to the FY 2015 FTA Section 5307 funds and local funds. These changes included Task 1 funds went from \$65,901.60 to \$2,400, Task 2 funds went from \$15,472.80 to \$3,000, Task 3 funds went from \$15,472.80 to \$3,000, Task 4 funds went from \$77,548.00 to \$2,000, and Task 5 funds stayed the same at \$0. Overall funds for the FTA 5307 funds in FY 2015 went from \$174,395.20 to \$10,400. We also made changes to the MPO member's page and updated the History of Amendments-Revisions page.

After some discussion, Judge Bolls made a motion to accept the FY 2014-2015 UPWP Amendment with changes listed and updates to the membership pages to ensure up-to-date listings. Chairman Archibald seconded the motion.

Motion carried.

5. Discussion and Consideration of Approval of the FY 2016-2017 Unified Planning Work Program (UPWP).

The next item was the presentation and review of the FY 2016-2017 UPWP. Ms. Smetana explained that on March 18, 2015, FHWA sent a letter regarding the Planning Emphasis Area which has been incorporated. We have also addressed the comments that we received back from TxDOT on June 23, 2015 and they are incorporated into this document.

Ms. Smetana discussed the funded amounts for each task and the work associated for Fiscal Years 2016 and 2017. Total Transportation Planning Funds (TPF) is \$296,300 in 2016 and \$259,066 in 2017. The final document is due to TxDOT on August 3, 2015.

Judge Spurgin made a motion to accept the FY 2016-2017 UPWP and forward to TxDOT with a second made by Councilman Kreidler.

Motion carried.

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

Mr. Wayne Ekdahl, TxDOT Area Engineer, described the status and progress being made on the following projects:

Contract Paving LP 322 one-way frontage road (Lytle Creek to Maple) is behind schedule. Final striping expected to begin Monday July 27, 2015.

JH Strain IH 20 frontage road (LP 322 to BI 20 R) is on schedule. Completion expected in early August.

JH Strain BI 20-R (East 80) is on schedule. Completion expected early August.

Contract Paving Traffic Signal at FM 707 and FM 1750 and level up and overlay on FM 1750 from Industrial to near FM 204 (Key Lane/Clark Road). Paving scheduled to begin on July 27, 2015. Signal and intersection work to begin late fall 2015.

Contract Paving Access Management project on SH 351 from IH 20 to North City Limits project is currently on schedule. Phase II, work outside curb and gutter, and driveways scheduled to begin mid-August.

Highway Intelligent Traffic Systems New signal at SH 351 and FM 2833 (East Lake Road) scheduled to begin August 2015.

Sundt Construction Ltd. Replace Bridge over UPRR on US 84 (S 1st Street) just East of Tye - Project underway, and is currently on schedule. US 84 closed, detour is currently in place.

JH Strain US 83 frontage roads (N. 3rd St. to US 277(S.14th St.) - Work to begin week of July 27, 2015.

Mr. James Rogge, City of Abilene Traffic Engineer, described the status and progress being made on the following projects:

Public Works projects under construction which includes the Corsicana Sidewalk project as well as the EN 13th Street from Treadaway to Judge Ely. Progress is at a standstill on the Elm Creek pedestrian bridge for now.

7. Discussion and Review of Reports:

• Financial Status

Ms. Smetana noted that the financial status depicts the FY 2015 which runs from October 2014 through September 2015. Thus far, work order authorizations have been received in the total sum of \$363,438.41. This total includes FHWA PL 112 carry-over and FHWA PL 112 supplemental carry-over funds from the previous FY 2014. Expenditures have totaled \$146,473.78 in the form of seven billings leaving a remaining balance \$216,964.63 overall.

• Operation Report

The full operation report is available in the agenda packet, but a few highlights were condensed to the board. These include the City of Abilene's Bicycle Plan, MPO city budget, Motorcycle Ride to Work Day, Artwalk "Wheels", and prepared the FY 2016-2017 UPWP.

• Director's Report

○ TxDOT 2015 Saturation Counts

Last traffic saturation count completed in 2010 so we will be updating the locations map, and TxDOT will be counting in October 2015. Had a meeting with TxDOT on June 16th to discuss count locations, and to discuss the TxDOT new STARS (Statewide Traffic Analysis and Reporting System) software for the counts. Met with the City of Abilene to discuss locations where counts are needed. Also, confirmed with TxDOT the places where counts are needed. Information was submitted to TxDOT Austin on Friday July 24th per the deadline.

○ Transportation Planning Technician

The MPO has posted the position for the Transportation Planning Technician. This

position replaces the Transportation Planner position that was vacated in December of 2014. We will be starting the interview process within the next few weeks.

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

Mike Vandervoort with the National Federation of the Blind offered his help in reviewing any new transportation projects to offer advice in relation to the disabled community. He also asked for some clarification on the \$4 million dollar funds for sidewalks, and where it would be applied.

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

Councilman Kreitler discussed the turn lane at South 1st and Leggett Street. He also mentioned the overpass at BR-20 and Arnold Blvd; he has seen people going the wrong way on and off the overpass.

Mr. Swiatek mentioned that traffic and turn signals need to be actuated by traffic. We need to look at future projects, if Proposition 7 is passed, related to signal coordination and actuation.

Judge Spurgin mentioned a need for wayfaring signage for the Veterans Cemetery.

10. Discussion Regarding Responsibilities and Duties Pursuant to Memorandum of Understanding with the City of Abilene

Chairman Archibald stated that the Policy Board would recess into executive session at 2:45 p.m. The Policy Board reconvened at 3:10 p.m. Chairman Archibald announced that the board discussed the Memorandum of Understanding with the City of Abilene. The City of Abilene and the Abilene Metropolitan Planning Organization (MPO) Transportation Policy Board entered into a Memorandum of Understanding in August 2011 to define the fiscal, personnel, and property management roles and responsibilities between the Board and the City. Currently under Article 5 – Personnel Management Number 5b it requires that the MPO Policy Board meet to discuss any disciplinary action regarding employees. It states that “The MPO Executive Director shall have the authority and responsibility for disciplinary action, including termination, arising from performance issue and duties related to work product following consultation with the Board”. Under the Policies and Procedures Manual disciplinary action can include verbal warnings, written warnings, suspensions, and dismissals. The discussion was held that the sentence should be adjusted to read “The MPO Executive Director shall have the authority and responsibility for disciplinary action, including termination, arising from performance issue and duties related to work product in consultation with the Chairman of the Board”. This change will help clear up the personnel responsibilities and expedite the ability of the Executive Director to manage the MPO staff.

A motion by Chairman Archibald was made to change the wording in the MOU as stated above with a second from Councilman Kreitler.

Motion carried.

11. Adjournment.

The meeting of the MPO Policy Board was adjourned at 3:13 p.m.