



**AMENDED MINUTES OF THE ABILENE  
METROPOLITAN PLANNING ORGANIZATION  
TRANSPORTATION POLICY BOARD**

April 19, 2016

The Abilene MPO Transportation Policy Board met at 1:30 p.m., Tuesday, April 19, 2016, in the City Council Chambers, Abilene City Hall, 555 Walnut 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

**Members Absent:**

Mr. Stan Swiatek, P.E., TxDOT Abilene District Engineer

**Others Present:**

Ms. Donna Boarts, Planning and Development Services Administrative Secretary  
Mr. Wayne Ekdahl, TxDOT Abilene District Area Engineer  
Mr. Michael Haithcock, TxDOT Abilene District TP&D Director  
Mr. Joe Clark, TxDOT MPO Coordinator West  
Ms. Kelley Messer, Attorney, City of Abilene Legal Department  
Mr. James Oliver, CityLink General Manager  
Mr. Michael Rains, City of Abilene Director of Finance  
Mr. Cliff Hallford, TxDOT Project Controller II  
Mr. Larry Wright, City of Abilene City Engineer  
Mr. James Rogge, City of Abilene Traffic Engineer  
Mr. Dana Schoening, City of Abilene Director of Planning and Development Services  
Ms. Mary Belle Turner, TxDOT Public Information Officer

**MPO Staff in Attendance:**

Ms. E'Lisa Smetana, Abilene MPO, Executive Director

**1. Call to Order.**

Chairman Archibald called the meeting of the Abilene MPO Policy Board to order at 1:32 p.m. He noted that a quorum was duly present.

**2. Consideration of Approval of the Minutes of the February 16, 2016 Meeting.**

Chairman Archibald called for any additions or corrections to the meeting minutes as they were presented. A change was noted by Ms. Smetana that Mr. James Rogge's title should be changed to Traffic Engineer rather than Interim City Engineer. With this noted, Judge Spurgin made the motion to approve the minutes with a second by Councilman Kreitler.

*Motion carried.*

**3. Public Hearing along with Discussion and Consideration of Action on the Draft FYs 2017 – 2020 Transportation Improvement Program (TIP).**

Ms. Smetana explained that this is a four year document with both highway projects and transit projects listed. She stated that we will be holding a public hearing on this at this meeting along with a public meeting today from 5 pm to 6:30 pm at the MPO offices. The public comment period will run for 20 days ending on May 19<sup>th</sup> with the final document presented back to the Policy Board at the June 21<sup>st</sup> meeting. Ms. Smetana said there are no individual listed highway projects in the document but there are grouped highway projects. She stated that the transit part of the TIP includes the legal notice that this will satisfy the Program of Projects listing for transit. In addition, she said that the transit portion includes the FTA 5307 dollars and the local match.

Chairman Archibald opened the public hearing on the draft document. With no public comments, the public hearing was closed. Judge Bolls made the motion to approve the draft document with a second made by Judge Spurgin.

*Motion carried.*

**4. Discussion and Consideration of Action on the FY 2015 Annual Performance and Expenditure Report and the FY 2015 Annual Listing of Obligated Projects.**

Ms. Smetana discussed the Annual Performance and Expenditure Report which correlates to the Unified Planning Work Program and shows the amount of money we had budgeted and what we used it for. She said, the Annual Listing of Obligated Projects performs the same task for the Transportation Improvement Program showing the highway and transit projects that were obligated in the fiscal year. These are year-end reports that are due in December. Ms. Smetana further went on to explain about the total budgeted and expended amounts for 2015 along with the listing of projects that were obligated during that year. She stated that FHWA had approved the documents on January 25<sup>th</sup> which allows us to move them forward in the process.

Councilman Kreitler made the motion to approve the Annual Performance and Expenditure Report and the Annual Listing of Obligated Projects with a second by Mayor Archibald.

*Motion carried.*

**5. Discussion and Consideration of Action on the Amendments to the MPO By-Laws.**

Ms. Smetana discussed the proposed changes to the MPO By-Laws dated March 20, 2012. These included: Removal of the information on the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21) to ensure consistency; Policy Board membership changes: delete US Representative District 13 and State Representative District 85 (due to the redistricting that occurred); Technical Advisory Committee membership changes: change City of Abilene Airport Director to Director of Transportation, change City of Abilene Planning Director to Director of Planning and Development Services, change City of Abilene Traffic & Transportation Administrator to City of Abilene Traffic Engineer, change City of Tye Public Works Director to City of Tye Public Works designee, combine TxDOT Austin TP & P Area Planner and TxDOT Regional MPO Coordinator into one position called TxDOT TP & P MPO Coordinator, and add TxDOT PTN Coordinator to non-voting members.

With these noted changes, Judge Spurgin made the motion to approve with a second by Councilman Kreitler.

*Motion carried.*

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

Mr. Wayne Ekdahl discussed the TxDOT projects:

Sundt - Replace Bridge over UPRR on US 84 (S 1<sup>st</sup> Street) just East of Tye – Bridge/Roadwork complete. Project is in vegetative establishment period. Contract Paving Access Management project on SH 351 from IH 20 to North City Limits – Project is behind schedule. Night work is complete. Phase 2 in progress, phase 2 completion expected early summer. Project is slightly behind schedule. 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). Project complete. JH Strain - Level up and overlay on US 277 from FM 3438 to FM 1235 – Level up complete. Underseal and to begin 1<sup>st</sup> week of February. Final overlay expected completion, May 1. BI 20 R (S. 1<sup>st</sup> St) Replace bridge rail and approach railing at Elm Creek and Moore Slough. Work to begin early spring. BU 83 D (Treadway) Mill and Overlay from near IH 20 to LP 322. Scheduled for April Letting. US 84 (S 1<sup>st</sup> St) mill and overlay from Winter's Freeway to near IH 20. Scheduled for April Letting. He also discussed the South Danville project from Ivanhoe to Curry Lane which entails putting up a guard fence along that stretch of roadway along with milling the road.

Mr. Larry Wright discussed the City of Abilene's projects: West Lake Road reconstruction started on March 28<sup>th</sup> but because of the rain the project has been delayed; began milling on Antilley Road project from Buffalo Gap to Clack; preconstruction meeting on Catclaw Drive project to widen and mill from Southwest Drive to Rebecca; Judge Ely will be starting construction shortly; have a few sidewalk projects – one of which is S 11<sup>th</sup> Street project from Treadaway to Elmwood. Also have S. 32<sup>nd</sup> at Buffalo Gap intersection – constructing to concrete intersection; North 5<sup>th</sup> Street from Victoria Street to Grape Street will be realigned. Ambler Blvd will be a major project for next year – currently working with the Utility Department to get water line repairs completed before the street project starts.

Mr. James Oliver discussed the CityLink projects: Opened bids for two 35-foot transit buses on March 24. Only one bid was received so this requires additional FTA guidelines be followed. CityLink Transit has begun that process with the goal to go before City Council in mid-May for approval to purchase. FY 2015 FTA 5304 Planning Grant had a meeting with TTI on April 26<sup>th</sup> to complete the bus stop project of geo-coding. FY 2015 FTA 5310 Funding will go before City Council on April 14<sup>th</sup> for approval to purchase. FY 2016 FTA 5310 Funding includes the Travel Training/Curb Cut project - CityLink Transit has conducted 6 travel training classes to date and they are pending environmental approval from FTA before project can begin for three curb cuts. FY 2016 FTA 5539 funding has received approval by City Council for 4 ADA paratransit buses which were ordered on March 28<sup>th</sup> with a preliminary delivery date in September 2016. Title VI-Analysis look at a possible rate increase was started in March 2016 with the first stage of process (data collection and analysis) completed on April 4<sup>th</sup>.

## **7. Discussion and Review of Reports:**

- **Financial Status and Indirect Cost**

Ms. Smetana discussed the financial status for fiscal year 2016 which included \$223,058 authorized, \$114,232.11 expended, and the remaining balance of \$108,825.89. She discussed that in December we were in the negative because the authorized amounts had not been disbursed by TxDOT. We did receive an authorization in March of \$155,000 so we are back in the positive.

She discussed the indirect cost per year that the City of Abilene charges: 2011 - \$8,055, 2012 - \$19,544, 2013 - \$21,615, 2014 - \$31,920, 2015 - \$31,921 and in 2016 proposed \$23,091.

Mr. Rains, Finance Director for the City of Abilene, discussed where the numbers are coming from on the indirect cost. Mayor Archibald questioned the jump in the legal charges from \$1,000 to \$7,698. Mr. Rains stated that this was a direct billing for charges above and beyond the normal indirect cost. Mayor Archibald asked Mr. Rains to look into this and see why the costs jumped. Judge Spurgin asked if there were billable hours associated with this charge. Ms. Smetana stated that was a problem that was found when the MPO met with Finance and TxDOT since you cannot charge direct cost to an indirect cost plan. Mayor Archibald asked that we have a meeting to discuss what the legal charges were and get this resolved. Ms. Smetana discussed the amount of money that is authorized in the budget and the ratio to the indirect cost amount charged meaning we are using carryover funds to sustain the MPO. Mr. Rains stated he would research this item further.

- **Operation Report**

Full report is included in the packet. We began a discussion with Steamboat Cycling Club on a Ride of Silence event to raise awareness of the number of cyclists killed or injured.

- **Director's Report**

Full report included in the packet.

- **Board Training**

Had a great meeting with TxDOT and the Texas A&M Transportation Institute on April 14<sup>th</sup> pertaining to the Board training. One of the things emphasized was that this would be a goal setting, vision-oriented session along with board training. Mr. Joe Clark discussed the Midland/Odessa board training that just took place and the benefit that the board saw in that training.

- **Public Awareness Campaigns**

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

No comments were received.

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

Councilman Kreidler asked that we look at the Buffalo Gap Road area in relation to the Industrial Blvd location including exit ramps and intersection exchange. Mr. Haithcock stated that they have hired a consultant to look at Buffalo Gap from the South Danville intersection to Chimney Rock Road.

Ms. Smetana stated that Mr. Swiatek sent an email asking that we look at the projects listings and see if we could combine those into one list so the MPO will be working towards that for the next meeting.

Ms. Smetana thanked both Ms. Donna Boarts and Mr. Dana Schoening for helping with this meeting.

**10. Discussion and Possible Action related to the Annual Performance Evaluation of the Executive Director.**

This item was postponed till the next meeting.

**11. Adjournment**

The meeting of the MPO Policy Board was adjourned at 2:38 p.m.