



AGENDA
ABILENE METROPOLITAN PLANNING ORGANIZATION (MPO)
TRANSPORTATION POLICY BOARD

1:30 p.m., Tuesday, August 21, 2018
City Council Chambers, Abilene City Hall
555 Walnut St., Abilene, Texas

Judge Downing Bolls, Taylor County Judge (MPO Vice-Chairman)
Mr. Carl Johnson, TxDOT District Engineer **Councilman Shane Price, City of Abilene Council Member**
Judge Dale Spurgin, Jones County Judge **Mayor Anthony Williams, City of Abilene Mayor**

1. **Call to Order.**
Public comment may be taken on any agenda item during the discussion of that item.
2. **Presentations, Recognitions, Proclamations, and Announcements:**
 - **Moment of silence in memory of Mr. Michael Vandervoort.**
 - **Certificate of Appreciation for Mr. Bruce Kreidler.**
3. **Consideration and possible action on the minutes of the June 19, 2018 meeting.**
4. **Election of a Chairman and possible Vice-Chairman of the Policy Board.**
5. **Discussion and any action on reorganization of the MPO within the City's Structure (Abilene City Manager Mr. Robert Hanna).**
6. **Discussion and review of transportation projects.**
(By TxDOT Staff, City Staff, CityLink Staff)
7. **Discussion and review of reports:**
 - **Financial Status**
 - **Operation Report**
 - **Tasks**
 - **Training Sessions**
 - **Meetings**
 - **Director's Report**
 - **Future Work Tasks**
8. **Opportunity for members of the Public to make comments on MPO issues.**
9. **Opportunity for Board Members, Technical Advisory Committee Members, or MPO Staff to recommend topics for future discussion or action.**
10. **Discussion and Possible Action related to the Annual Performance Evaluation of the Executive Director.**

11. Adjournment.

Executive Session

The Abilene Metropolitan Planning Organization Transportation Policy Board reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any item on the agenda as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about real property) 551.073 (Deliberations about gifts and donations), 551.074 (Personnel matters), and 551.076 (Deliberations about security devices). After discussion in executive session, any action or vote will be taken in public.

CERTIFICATION

I hereby certify that the above notice of the meeting was posted on the bulletin boards of _____ on the _____ day of _____, 2018 at _____ (a.m./p.m.)

NOTICE

In compliance with the Americans with Disabilities Act, the Abilene MPO will provide for reasonable accommodations for persons attending this meeting. To better serve you, requests should be received 48 hours prior to the meeting. Please contact the Abilene MPO at (325) 437-9999.

Other than members, ex-officio members, and non-voting review/advisory members of the Transportation Policy Board, each person who wishes to address the Board regarding an item on the agenda shall be limited to a five (5) minute presentation unless such person requests and receives additional time from the Chairman. The Chairman may exercise discretion in allowing or not allowing additional time to any speaker. The use of a single spokesperson to represent a group of people is encouraged. Where there are large numbers of persons who wish to address the Transportation Policy Board on a single matter, the Chairman may decrease the amount of time available to each person who wishes to address the Transportation Policy Board.

1. Call to Order.

Public comment may be taken on any agenda item during the discussion of that item.

2. **Presentations, Recognitions, Proclamations, and Announcements:**
 - **Moment of silence in memory of Mr. Michael Vandervoort.**
 - **Certificate of Appreciation for Mr. Bruce Kreidler.**

3. Consideration and possible action on the minutes of the June 19, 2018 meeting.



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

Draft

June 19, 2018

The Abilene MPO Transportation Policy Board met at 1:30 p.m., Tuesday, June 19, 2018, in the City Council Chambers, Abilene City Hall, 555 Walnut Street, Abilene, Texas.

Members Present:

Councilman Bruce Kreitler, City of Abilene and Policy Board Chairman
Judge Downing Bolls, Taylor County and Policy Board Vice-Chairman
Judge Dale Spurgin, Jones County

Members Absent:

Mr. Carl Johnson, P.E., TxDOT Abilene District Engineer
Mayor Anthony Williams, City of Abilene

Staff of Member Agencies in Attendance:

Mr. Andy Anderson, City of Abilene Interim Public Works Director
Mr. Ken Flynn, City of Abilene, Interim Director of Planning and Development Services
Mr. Cliff Hallford, TxDOT, Advanced Planning Manager
Ms. Linda Lockhart, CityLink General Manager
Ms. Kelley Messer, City of Abilene First Assistant City Attorney
Mr. James Rogge, City of Abilene Traffic Engineer
Mr. Michael Rice, City of Abilene Asst. City Manager
Mr. Larry Wright, City of Abilene City Engineer

MPO Staff in Attendance:

Ms. E'Lisa Smetana, Abilene MPO Executive Director
Mr. Ed McRoy, Abilene MPO Transportation Planner II

1. Call to Order.

Chairman Kreitler called the meeting of the Abilene MPO Policy Board to order at 1:30 p.m. noting the presence of a quorum. Chairman Kreitler requested that any member of the public who desired to comment on any item appearing on the agenda identify themselves and the item or items they wished to address. He noted that a public hearing would be called on any such item identified. *Hearing none he proceeded with the meeting.*

2. Consideration and possible action on the minutes of the April 17, 2018 meeting.

Judge Spurgin made a **motion** to approve the minutes as presented, with a **second** by Judge Bolls. *Motion carried (3-0).*

3. Discussion and possible action on a supplemental FAST Act Compliance Document.

Ms. Smetana explained that the FAST Act Metropolitan and Statewide Planning regulations under 23 CFR 450 require numerous changes to MPO documents. To ease review by FHWA and FTA, the MPO Staff has prepared a checklist document which provides a record of our compliance efforts to date in one easily accessible place. She noted that no formal action is needed by the Board. It has been placed on the agenda so the Board can acknowledge it or take other actions deemed appropriate.

With no objections from the other Board members, Chairman Kreitler, **acknowledged** receipt of the document and moved to the next agenda item. (*No vote taken or required*).

4. **Discussion and possible action on a Planning Agreement with TxDOT.**

Ms. Smetana explained that a Planning Agreement between TxDOT, the MPO, and the City of Abilene (operator of the CityLink transit system), which outlines the various responsibilities of each party typically runs for five years. The current agreement will expire on September 30, 2018. She reported that a new draft agreement, received from TxDOT on May 25, 2018, has been reviewed by the City Legal Department resulting in a few proposed revisions. If approved and signed by all parties, she noted, the new agreement would run until September 30, 2024.

One of the changes noted was in Article 2 Section G where performance measures are now being referenced in the agreement. Additionally in Article 5 Section F customized language has been crafted to clarify that the fiscal agent is responsible for discipline and possible termination of the MPO Planning Director for matters not related to work product.

Judge Spurgin asked for an explanation of the involvement of the City of Abilene in relationship to this agreement. Ms. Smetana responded noting the City of Abilene's current role as the MPO's fiscal agent.

Chairman Kreitler made a **motion** to approve the document as presented with a **second** by Judge Spurgin. *Motion carried (2-0-1) (Aye – Kreitler, Spurgin, Nay - Abstain -Bolls).*

Judge Bolls asked for a clarification on the provision within the agreement related to potential discipline and termination by the City. Ms. Messer responded that if there is a case or claim of inappropriate behavior the City's normal H.R. processes will be used with the City having the supervisory role. Alternatively, she explained that if there is an issue related to a work product that the Board reviews or approves, the Policy Board would be the entity exercising the supervisory function. Ms. Smetana noted that the existing Planning Agreement does not have this distinction but the MOU between the City and the MPO does. When asked, she also clarified that this distinction in supervisory roles as proposed in the pending Planning Agreement has not been reviewed by TxDOT yet.

Ms. Smetana pointed out that the language in the current MOU between the City and the MPO addresses this issue which states:

“The City acting as the MPO fiscal agent and employee of record shall have the sole authority and responsibility for disciplinary action including termination arising from a violation of the MPO's Policies and Procedures Manuel unrelated to work product.”

She suggested that use of this language may be preferable so the two documents match more closely. Judge Spurgin stated his preference for using this MOU language noting the extensive discussions about this that had been previously held, the vagueness of the language in the proposed agreement and the reference to applicable actions being violations of the MPO Policies and Procedures Manuel.

Judge Spurgin requested **reconsideration** of the item to address this issue. After consultation with and advice of legal counsel (Ms. Messer) Chairman Kreitler ruled **in favor** and removed his previous motion to approve.

Judge Spugin made a **motion** to approve the proposed Planning Agreement **amending** Article 5

Section F such that this section shall be exactly worded as it is in the MOU regarding the discipline and termination of the MPO Planning Director with a **second** by Judge Bolls. *Motion carried (3-0).*

5. Discussion and possible action on an amendment to the Memorandum of Understanding between the MPO and the City.

Ms. Smetana explained that this document had been place on the agenda in case actions related to the previous item resulted in a situation where changes to the MOU might be needed.

Judge Spurgin took the opportunity to note that the current MOU still lists the previous physical address of the MPO office and this needs updating.

Judge Spurgin made a **motion** to approve the item **amending** the physical address of the MPO office to reflect the current location with a **second** by Judge Bolls. *Motion carried (3-0)*

6. Discussion and possible action on the 2019 UTP proposed projects and the MPO's Ten-Year Plan.

Ms. Smetana introduced the item noting that TxDOT is currently working on the State's 2019 Unified Transportation Program. She reported that on May 30th at 5:05 PM the MPO received a request to rank proposed projects on the State's list by June 1st at noon. It was determined that two projects on the State list fell within the Abilene MPO Planning Area. A proposed intersection project at FM 89 at Antilley Road was found to have been previously included and ranked in the MPO's Ten-Year Plan as #5 so this was submitted as such. A US 83 frontage road project however was submitted as "in progress" because this project is not in the MPO's MTP, TIP or Ten-Year Plan. Ms. Smetana explained that this agenda item provides the Board the ability to include this proposed frontage road project into the Ten-Year Plan if desired. She noted that due to limited timing the Technical Advisory Committee (TAC) has not reviewed or made a recommendation on this matter.

Mr. Cliff Hallford (TxDOT), addressed the Board explaining that the proposed project is intended to address traffic related to a new elementary school and associated development in the area. He stated that the project will also address weaving movements from northbound drivers entering US 83 from Beltway and then exiting again at Antilley Road. He stated that the short timing is related to his attempt to obtain Category 4 funding from the State for the project. To obtain these funds he said, officials like to see a local match. The current cost estimate is \$7 million with \$3.5 million being proposed from the State and a matching \$3.5 million from MPO funds. He then clarified that the current \$7 million estimate is likely high so the final local match may be less than shown on this proposal. He added that consultants are already working on this project and that needed ROW would come from property owned by the City of Abilene. The project is proposed for year 2020 but may be moved up if possible.

Ms. Smetana advised the Policy Board that if approved for inclusion in the Ten-Year plan the project would also need to be included in the TIP and MTP. When asked by Chairman Kreitler, she responded that inclusion of the project into the Ten-Year Plan would allow the project to move forward in the planning process.

Chairman Kreitler made a **motion** to add the project to the Ten-Year Plan as proposed with a **second** by Judge Bolls. *Motion carried (3-0).*

7. Discussion and review of transportation projects.

TxDOT – Mr. Cliff Hallford updated the Board on the following projects:

Winters Freeway – In process. One lane is closed south of I-20 with expected completion in the Fall 2018. Loop 322 Ramp Relocation – Ramp is complete. Expected total project completion is July 2018. S. 1st St. Overlay Project - Awaiting a Right of Entry from the railroad to begin.

City of Abilene - Mr. Larry Wright briefed the Board on the following projects:

Industrial Blvd. – Utility relocation is almost complete. Pre-construction is complete. SoDA Ph. II – Preconstruction complete. CBD West – Expected to begin on July 1st. TSTC/Airport/Industrial Park Road U - Construction has begun.

CityLink - Ms. Linda Lockhart reported the new Bus Routes are now active as of June 4th. She provided Board members a copy of the new route books.

8. Discussion and review of reports:**• Financial Status**

Ms. Smetana reported that we have received work order #3 on June 8, 2018. With carryover funds now released the total authorization is \$440,369.76 with expenditures being \$124,938.27 for a remaining balance of \$315,431.49 Billings for March and April were included in the packet.

• Operation Report

Ms. Smetana reported that staff has worked on both the Ride of Silence and Ride to Work. In addition, staff has been working on FAST Act compliance, the FY 2019 budget, the FYs 2019-2022 TIP/ESTIP and an update to the Sidewalk Layer Map.

• Director's Report

Work continues on the Travel Demand Model. Since the last meeting Staff has been focused on establishing a partnership with TxDOT regarding obtaining Demographic Data.

9. Opportunity for members of the Public to make comments on MPO issues.

None at this time.

10. Opportunity for Board Members, Technical Advisory Committee Members, or MPO Staff to recommend topics for future discussion or action.

Ms. Smetana stated the MPO will be updating the TIP and the MTP in the near future based on action at today's meeting.

11. Adjournment

Having completed action on all items listed on the agenda, Chairman Kreidler announced that the Board was adjourned at 2:16 p.m.

4. Election of a Chairman and possible Vice-Chairman of the Policy Board.

4. Election of a Chairman and possible Vice-Chairman of the Policy Board.

Background

The MPO By-Laws (effective Oct. 17, 2017) under Section 3.03 Officers state that “The Transportation Policy Board shall elect a Chairperson and a Vice-Chairperson from the voting members. The Vice-Chairperson shall assume the duties of the Chair in the absence of the Chairperson. The chairperson shall be an elected official. The officers may be elected (a) by the individual person or (b) by the membership position. The officers shall be elected for a term of two (2) federal fiscal years and may be re-elected.”

At the August 15, 2017 MPO meeting the Board elected Councilman Kreidler as Chair and Judge Bolls as Vice-Chair. The terms would be for two federal fiscal years lasting from October 1, 2017 thru September 30, 2019.

Current Situation

Election needs to be held to select a new Chairman to serve until September 30, 2019.

Recommendation from the Technical Advisory Committee (TAC)

N/A

Action Requested

1. Consideration of Appointment of Chair and possible Vice-Chair of the Policy Board.

BYLAWS

OF THE

**ABILENE METROPOLITAN PLANNING ORGANIZATION (MPO)
TRANSPORTATION POLICY BOARD**

FOR

TAYLOR COUNTY, TEXAS

JONES COUNTY, TEXAS

ABILENE, TEXAS

IMPACT, TEXAS

TYE, TEXAS

As Revised October 17, 2017

Effective October 17, 2017

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ARTICLE ONE

INTRODUCTION

Late in 1964 a study of transportation in the Abilene urban area was begun, with respect to existing facilities, existing deficiencies, and future needs. This study was initiated as a result of the passage by Congress of the Federal-Aid Highway Act of 1962, which provided for a "continuing, comprehensive transportation planning process carried on cooperatively by States and local communities" for each urban area of more than fifty thousand population. Completion of the initial phase of study covering ten (10) basic study elements resulted in the publication of a two volume report: Abilene Urban Transportation Plan, Volume 1, 1965 Origin-Destination Survey, published in 1966; and Abilene Urban Transportation Plan, Volume 2, 1965-1985 Transportation Plan, published in 1968.

In order to provide for the continuing phase of the comprehensive cooperative planning process for the purpose of keeping Abilene's transportation plan up to date, a continuing phase agreement between the City of Abilene and the State of Texas was executed on January 23, 1969, and superseded by a revised agreement, including Taylor County as a party, executed March 30, 1973. This revised agreement provided the guidelines for the organization and functioning of the continuing phase of the Abilene Urban Transportation Study. It also assigns the primary responsibility of each of the basic study elements to either the city, state or county.

On July 2, 1974, the Governor of Texas designated the City of Abilene to be the Metropolitan Planning Organization (MPO) which, in cooperation with the State, would have overall transportation planning responsibilities for the urbanized area. The designation was repeatedly renewed until 1988 when the designation became continuous. A series of agreements between the State of Texas and the City of Abilene have assigned individual and joint responsibilities to the State and the City of Abilene in the conduct of transportation planning activities to fulfill the requirements of federal and State law.

The 1973 agreement established a group structure to provide overall transportation policy guidance for the planning activities. Initially, the group structure contained two committees: a Policy Advisory Committee consisting of area legislators and elected officials of local governments and a Steering Committee consisting of other elected officials and key transportation planning staff personnel. The group structure evolved in response to changes in legislation and contractual agreements, becoming a single Abilene Urban Transportation Planning Committee with both voting and non-voting members. The group adopted the name Abilene MPO Transportation Policy Board in 1993 and continues to act as the forum for cooperative transportation planning decision making and the provider of overall transportation policy guidance to the MPO.

ARTICLE TWO

PURPOSE OF THE TRANSPORTATION POLICY BOARD

Section 2.01 Board Functions

Functions of this Board will include the following:

- A. Provide general policy guidance for the transportation planning process.
- B. Review and approve the Transportation Improvement Program and the Unified Planning Work Program for the Abilene Metropolitan Area annually and revise as necessary.
- C. Take appropriate action on the recommendations of the Planning Coordinators or their staff, including those relative to certification and recertification action for the planning activities.
- D. Meet as necessary to perform its function as the forum for cooperative transportation decision making in the Abilene Metropolitan Area.
- E. Hold a public meeting to discuss the status of the planning process at least once a year.
- F. Designate such technical committees or task forces as found necessary to carry out the planning process.

ARTICLE THREE

STRUCTURE OF THE TRANSPORTATION POLICY BOARD

Section 3.01 Organization

The operations of the Abilene Metropolitan Transportation Planning Program shall be directed by the Transportation Policy Board. The Transportation Policy Board shall consist of the following members.

Voting members:

- City of Abilene Mayor
- City of Abilene Council Member
- Jones County Judge
- Taylor County Judge
- TxDOT Abilene District Engineer

Non-voting members:

- US Representative District 19
- State Senator District 24
- State Senator District 28
- State Representative District 71

The City of Abilene Council Member position shall be occupied by the Council Member designated by action of the City Council. All other positions on the Transportation Policy Board shall be occupied by the individuals who hold the positions.

Section 3.02 No Compensation

Members shall serve on the Transportation Policy Board without special compensation from any agency, person, or governmental entity for serving on this Board. Employment compensation of those members who serve as a part of their employment is not referred to by this section.

Section 3.03 Officers

The Transportation Policy Board shall elect a Chairperson and a Vice-Chairperson from the voting members. The Vice-Chairperson shall assume the duties of the Chair in the absence of the Chairperson. The chairperson shall be an elected official. The officers may be elected (a) by the individual person or (b) by the membership position. The officers shall be elected for a term of two (2) federal fiscal years and may be re-elected.

ARTICLE FOUR

STAFF

Section 4.01 Planning Coordinators

Because of the joint responsibility of the MPO and Texas Department of Transportation to carry out transportation planning, the Abilene Metropolitan Transportation Planning Program uses two planning coordinators. One coordinator directs the Texas Department of Transportation's planning staff in its day to day activities and one directs the MPO planning staff. The MPO coordinator and the TxDOT coordinator work closely to see that the planning process is accomplished in a comprehensive and efficient manner.

The coordinator for TxDOT is the transportation planner. This coordinator's responsibilities are as follows:

- A. Maintain current records of expenditures by the State and the Federal Highway Administration for surface transportation facilities within the Study Area.
- B. Ensure the preparation and/or execution of the planning elements for which this document, the Transportation Policy Board, or the urban transportation planning contract assigns responsibility to the State.

The coordinator for the MPO is the MPO Executive Director. This coordinator's responsibilities are as follows:

- A. Annually or biannually supervise the preparation of the Unified Planning Work Program.
- B. Oversee the development of a metropolitan transportation plan that will complement the Statewide Multimodal Transportation Plan required by state and federal law.

- C. Arrange for meetings of the Transportation Policy Board when appropriate, but at least once a year.
- D. Maintain a file of annual summaries of all study elements involved in the continuing planning process and prepare an annual progress report to reflect general development and plan implementation within the area.
- E. Direct MPO transportation planning staff in the preparation and/or execution of the planning elements for which this document, the Transportation Policy Board, or the urban transportation planning contract assigns responsibility to the MPO.
- F. Maintain liaison and act in an advisory capacity to the Transportation Policy Board.
- G. Coordinate and maintain liaison between the Cities, the Counties, and the State.
- H. Through coordination with State and local officials, develop and annually update the Transportation Improvement Program.
- I. Recommend to the Transportation Policy Board special studies, revision of the Transportation Plan, or renegotiation of the urban transportation planning contract when considered appropriate.
- J. Arrange for meetings between the MPO staff and the TxDOT staff, as necessary.

In certain areas of the planning process the duties of the coordinators overlap to such an extent that one coordinator cannot be singularly responsible. Such areas of joint responsibility are as follows:

- A. Ensure an active effort to involve the public in the planning process.
- B. Make available to participating agencies all projected traffic and other data relative to the Study Area.
- C. Arrange for additional or modified traffic assignments and assist in the procurement of additional data for zonal traffic forecasts
- D. Effect studies and procedures to ensure the planning process is in compliance with Title VI of the Civil Rights Act of 1964.
- E. Assure that special efforts are made in the planning stage so that older persons and persons with disabilities can effectively utilize public transportation facilities and services.
- F. Ensure that all planning efforts include all considerations mandated by applicable law.

Section 4.02 MPO Staff

The MPO staff shall be employees of the fiscal agent. The work of the staff shall be directed by the Transportation Policy Board.

ARTICLE FIVE

RULES OF PROCEDURE

The Transportation Policy Board shall adopt rules of order and procedure to regulate meetings and activities directly related thereto. The rules shall deal only with procedural matters and shall be available to the public and kept on file with the Abilene MPO Executive Director.

ARTICLE SIX

PUBLIC MEETINGS

Section 6.01 Open Meetings

All meetings of the Transportation Policy Board shall be open to the public. The Abilene MPO Executive Director shall call together the Transportation Policy Board as necessary to conduct official business. Regular meetings shall be scheduled at least once a year. Additional meetings may be held upon the call of the chairperson or upon petition of a simple majority of the Transportation Policy Board. All meetings of the Transportation Policy Board shall be in compliance with the requirements of the Texas Open Meetings Act and the Texas Open Records Act.

Section 6.02 Notice

Notice of any meeting of the Transportation Policy Board, whether a regular or a special meeting, shall be given to the members at least three (3) days in advance of the meeting by written notice delivered personally, sent by mail, or electronically transmitted to each member of the Board. Such notice shall contain the time, date, place, and the agenda to be considered.

Section 6.03 Quorum

For purposes of convening a meeting, a quorum shall consist of three (3) voting members of the Transportation Policy Board. Except as otherwise stated, decisions shall only require a simple majority of the voting members present. If a quorum cannot be obtained, the chair may adjourn the meeting or invite discussion of the items to be transacted at the meeting; however, no action shall be taken on such items.

Section 6.04 Agenda

The Abilene MPO Executive Director is hereby assigned the responsibility for preparing the agenda for the Transportation Policy Board. However, any member of the Transportation Policy Board may have an item placed on the agenda by notifying the Abilene MPO Executive Director.

Section 6.05 Briefing Session

The Chairperson may wish to hold briefing sessions prior to regular or special meetings. In such cases, the Chairperson shall so notify the members of the Board. Briefing sessions shall be public meetings, but no formal vote shall be taken on any matter under discussion.

Section 6.06 Discussion of Agenda

Other than members of the Transportation Policy Board, and members of the Technical Advisory Committee, each person who wishes to address the Board regarding an item on the agenda shall be limited to a five (5) minute presentation unless such person requests and receives additional time from the Chairperson. The Chairperson may exercise discretion in allowing or not allowing additional time to any speaker.

The use of a single spokesperson to represent a group of people is encouraged. Where there are large numbers of persons who wish to address the Transportation Policy Board on a single matter, the Chairperson may decrease the amount of time available to each person who wishes to address the Transportation Policy Board.

Where the number of people who wish to address the Transportation Policy Board is too great for the time available during the scheduled hearing, the Board may hear so much of the information as time permits and continue the hearing on that matter to a later date.

Section 6.07 Records

The Transportation Policy Board shall keep minutes of its proceedings, showing the vote upon each question. Such minutes shall be a public record, filed with the Texas Department of Transportation Planning Coordinator.

ARTICLE SEVEN

TECHNICAL ADVISORY COMMITTEE

Section 7.01 Responsibilities

The Technical Advisory Committee shall review and make recommendations to the Transportation Policy Board on all technical matters and on any other issues assigned to it by the Board.

Section 7.02 Organization

The Technical Advisory Committee shall consist of the following positions. The individual fulfilling the duties and responsibilities of the member position shall serve as the

Committee member. For those member positions that are not a specific job position, the respective organizations shall appoint an individual to serve as the committee member and shall notify the MPO Executive Director in writing of the appointment.

Voting members

- MPO Executive Director
- City of Abilene Transportation Director
- City of Abilene Planning and Development Services Director
- City of Abilene Public Works Director
- City of Abilene City Engineer
- City of Abilene Traffic Engineer
- Abilene Transit System General Manager
- TxDOT Abilene Area Engineer
- TxDOT Director of Operations or designee
- TxDOT Director of Transportation Planning and Development
- Jones County Commissioner
- Taylor County Commissioner
- City of Tye Mayor
- City of Tye Public Works designee
- City of Impact Mayor
- Abilene Chamber of Commerce representative
- West Central Texas Council of Governments representative
- Dyess Air Force Base Engineer designee

Non-voting members

- TxDOT TP & P MPO Coordinator
- TxDOT PTN Coordinator
- Texas Commission on Environmental Quality Regional Director
- FHWA Planning Representative
- FTA Review Office

Section 7.03 No Compensation

Members shall serve on the Technical Advisory Committee without special compensation from any agency, person, or governmental entity for serving on this Committee. Employment compensation of those members who serve as a part of their employment is not referred to by this section.

Section 7.04 Officers

The Transportation Policy Board shall appoint the chairperson of the Technical Advisory Committee. The chairperson shall only vote in the case of a tie. The Committee may elect

additional officers as necessary for the conduct of its activities, and said officers shall be elected for a term of one (1) federal fiscal year and may be re-elected.

Section 7.05 Quorum

Seven voting members, with at least one from the City of Abilene, one from TxDOT and one from another agency, shall constitute a quorum of the Technical Advisory Committee.

Section 7.06 Rules of Procedure

The Technical Advisory Committee shall adopt rules of order and procedure to regulate meetings and activities directly related thereto. The rules shall deal only with procedural matters and shall be available to the public and kept on file with the Abilene MPO Executive Director.

ARTICLE EIGHT

AMENDMENTS TO BYLAWS

Changes in the Bylaws of the Transportation Policy Board shall require a two-thirds (2/3) vote of the voting members of the Transportation Policy Board.

ARTICLE NINE

PARAGRAPH HEADINGS AND TABLE OF CONTENTS

The table of contents and paragraph headings contained herein are for convenience in reference to these Bylaws and are not intended to define or to limit the scope of any provision herein.

ARTICLE TEN

RULES OF CONDUCT AND ETHICS

The members and staff of the Abilene Metropolitan Planning Organization Transportation Policy Board and the members of the Technical Advisory Committee shall abide by the requirements of Section 472.034 of the Transportation Code of the State of Texas as it may be amended or recodified from time to time. These requirements are in addition to, and not in replacement of, any ethical requirements that may be incumbent on any member or employee of the Board as a representative or employee of a constituent entity of the Board.

ADOPTED AND APPROVED by the Abilene Metropolitan Planning Organization
Transportation Policy Board this 17th day of October, 2017.

ATTEST: _____
Chairperson

**5. Discussion and any action on reorganization of the MPO within the City's Structure
(Abilene City Manager Mr. Robert Hanna).**

**5. Discussion and any action on reorganization of the MPO within the City's Structure
(Abilene City Manager Mr. Robert Hanna).**

Background

Currently the MPO operates under the Planning and Development Services Department.

Current Situation

Abilene City Manager Mr. Robert Hanna has proposed moving MPO operations under the Public Works Department effective October 1, 2018. More information will be provided at the meeting.

Recommendation from the Technical Advisory Committee (TAC)

N/A

Action Requested

1. None proposed.

**6. Discussion and review of transportation projects.
(By TxDOT Staff, City Staff, CityLink Staff)**

TxDOT Projects in MPO Area
June 2018

- J.H. Strain & Sons - BS 83 (Winters Freeway) Bridge Rail Upgrade, Mill and Overlay from near S. 7th St to FM 2404. Pouring bridge rail and replacing guard rail on the on, Elm Creek and the relief, north of the interstate. They are milling various locations and on the entrance and exit ramps. They are seal coating the milled areas and about to start laying hotmix. Project completion expected fall 2018.
- J.H. Strain & Sons- Loop 322 Ramp relocate at SH36 The contractor has completed the new ramp. City has one way backage road complete. They are about to convert the frontage road to one way. Signal upgrades coming soon. Project completion is expected by the end of July, 2018.
- FoutsCo-SH 351/Ambler from Threadaway to Rainey Creek Bridge Roadway is milled. The contractor is doing full depth repair on failing areas. They are about to start placing the hotmix. Project completion is expected by the first part of September, 2018.

City of Abilene August 2018

PUBLIC WORKS PROJECTS UNDER CONSTRUCTION

PROJECT	DATE BID	percentage complete	CONTRACTOR	Funding Source	CONTRACT AMOUNT
Water Department Street & Misc. Repair Work 2016-2017 (Renewal)	08/23/2016	44% Complete	Bontke Brothers Construction Co., Inc.	Water Department Funds	\$912,175.00
N. Willis St. Rehabilitation Project	01/09/2018	100% Complete	Bontke Brothers Construction Co., Inc.	2015 Bond Funds	\$1,629,528.00
Industrial Blvd. Rehabilitation Project	01/23/2018	2% Complete	J.H. Stain & Sons	CI/7/2015 Bond Funds	\$1,462,556.30
SODA Phase II	04/17/2018	7% Complete	Contract Paving Co.	2015 Bond Funds	\$822,115.65
CBD West Hot Mix Project	04/24/2018	5% Complete	Bontke Brothers Construction Co., Inc.	2015 Bond Funds	\$1,622,992.40
TSTC Roadway Project	05/15/2018	100% Complete	Bontke Brothers Construction Co., Inc.	TSTC/DCOA Funds	\$384,414.65
GRAND TOTAL					\$6,833,782.00
PUBLIC WORKS PROJECTS BID BUT NOT AWARDED					
					\$0.00
PUBLIC WORKS PROJECTS IN DESIGN PHASE					
Honey Bee Re-alignment	TBD	80% Designed		Fort Phantom Lot Sales Funding	TBD
Coriscana from Benbrook to Texas	TBD	95% Designed	Pending Final Review	2015 Bond Funds	\$570,000.00
S. Willis St. from S. 32nd St. to S. 14th St.	TBD	95% Designed		2015 Bond Funds	\$1,370,000.00
Vogel St. from Danville Dr. to Grape St.	TBD	95% Designed	Pending Final Review	2015 Bond Funds	\$1,370,000.00
Leggett Dr. from S. 7th St. to S. 1st St.	TBD	95% Designed	Pending Final Review	2015 Bond Funds	\$445,000.00
N. 1st St. from RR right of way to Pioneer Dr.	TBD	95% Designed	Pending Final Review	2015 Bond Funds	\$1,290,000.00
N. 6th St./Leggett Dr. from N. 1st St. to Grape St.	TBD	70% Designed		2015 Bond Funds	\$1,700,000.00
Hartford St. from Veterans Blvd. to Clark St.	TBD	95% Designed		2015 Bond Funds	\$1,100,000.00
T&P Lane from ES 131h to Sandy St.	TBD	30% Designed		2015 Bond Funds	\$680,000.00
CBD Hot Mix (Multi Year Project)	Varies	See CBD West Side	East Half Complete	2015 Bond Funds	\$3,460,000.00
CBD Concrete (Multi Year Project)	Varies	N/A	To be designed by Consultant	2015 Bond Funds	\$4,640,000.00
2015 Bond Traffic Signal Project (Multi Year Project)	Varies	N/A	To be designed by Consultant	2015 Bond Funds	TBD
SODA H/MAC (Multi Year Project)	Varies	N/A	To be designed by Consultant	2015 Bond Funds	\$4,555,000.00
GRAND TOTAL					\$20,610,000.00

CityLink Transit

CityLink new fixed routes effective June 4, 2018. We provide eight weekday and six Saturday fixed-route routes, which are distributed geographically across the city. In addition, we provide door-to-door paratransit service and evening curb-to-curb service. All services are provided Monday-Saturday. There is no service on Sundays or on the following holidays: New Years Day, Memorial Day, 4th of July, Labor Day, Thanksgiving and Christmas.

The Abilene City Council approved a resolution to purchase three additional paratransit Vans on July 26, 2018. These vans will be delivered before March 31, 2019.

CityLink will be conducting a route study in September 2018 to tweak the times and routes implemented in June. If changes are needed, they will be implemented in the fall of 2018.

7. Discussion and review of reports:

- **Financial Status**
- **Operation Report**
 - **Tasks**
 - **Training Sessions**
 - **Meetings**
- **Director's Report**
 - **Future Work Tasks**

- **Financial Status**

Fiscal year 2018

October 1, 2017 thru September 30, 2018

Date	Transaction	Additional Data	Authorization	Expenditure	Remaining Balance
09/29/2017	Work Order #1	FTA 5303	\$54,137.89		\$54,137.89
11/06/2017	Work Order #2	PL -112	\$184,317.00		\$238,454.89
02/23/2018	October 2017	Billing #1		\$14,168.85	\$224,286.04
03/08/2018	November 2017	Billing #2		\$15,946.34	\$208,339.70
03/28/2018	December 2017	Billing #3		\$20,239.98	\$188,099.72
03/28/2018	January 2018	Billing #4		\$16,562.63	\$171,537.09
04/06/2018	February 2018	Billing #5		\$15,030.25	\$156,506.84
06/05/2018	March 2018	Billing #6		\$27,251.70	\$129,255.14
06/05/2018	April 2018	Billing #7		\$15,738.52	\$113,516.62
06/08/2018	Work Order #3	Carryover	\$201,914.87		\$315,431.49
07/06/2018	May 2018	Billing #8		\$16,291.37	\$299,140.12
08/02/2018	June 2018	Billing #9		\$17,490.60	\$281,649.52
TOTALS			\$440,369.76	\$158,720.24	\$281,649.52

updated as of 08-02-18



ABILENE

Metropolitan Planning Organization
402 Cypress Street, Suite 519, Abilene, Texas 79601

July 6, 2018

Mr. Nick Page
Texas Department of Transportation
Transportation Planning and Programming
118 E. Riverside Drive
Austin, TX 78714

Mr. Page,

The Abilene MPO has reviewed the *May 2018* billing in the amount of **\$16,291.37** that was prepared by the City of Abilene's Finance Department. I approve this billing for reimbursement of said amount.

If you have any questions, please call me at (325) 676-6492 or email at elisa.smetana@abilenetx.com. Thank you.

Sincerely,

E'Lisa Smetana
Executive Director
Abilene MPO

FHWA GRANT (Abilene Urban Transportation Study)
 CITY OF ABILENE
 CONTRACT 50-18XF0013

LIST OF EXPENDITURES FOR May 18 - Billing #8

<u>TASK</u>	<u>NAME OF VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
1 - 26025037601210			
1	City of Abilene Payroll	Pay period ending 05/12/18	2,288.30
1	City of Abilene Payroll	Pay period ending 05/26/18	3,443.41
1	Worker's Compensation	For month May 18	140.00
1	Indirect Cost	For month May 18	400.00
1	Prosperity Bank Mgmt	June Rent	945.00
1	Xerox Corp	Printer - April	221.07
1	Abilene Reporter News	Travel Demand Model Srv Bid	464.60
1	E'Lisa Smetana	Arlington TEMPO Meeting	264.04
TOTAL TASK 1			<u>8,166.42</u>
2 - 26025037601212			
2	City of Abilene Payroll	Pay period ending 05/12/18	4,088.34
2	City of Abilene Payroll	Pay period ending 05/26/18	1,941.93
TOTAL TASK 2			<u>6,030.27</u>
3 - 26025037601217			
3	City of Abilene Payroll	Pay period ending 05/12/18	551.68
3	City of Abilene Payroll	Pay period ending 05/26/18	534.46
TOTAL TASK 3			<u>1,086.14</u>
4 - 26025037601211			
4	City of Abilene Payroll	Pay period ending 05/12/18	0.00
4	City of Abilene Payroll	Pay period ending 05/26/18	1,008.54
TOTAL TASK 4			<u>1,008.54</u>
GRAND TOTAL			<u><u>16,291.37</u></u>



ABILENE

Metropolitan Planning Organization
402 Cypress Street, Suite 519, Abilene, Texas 79601

August 2, 2018

Mr. Nick Page
Texas Department of Transportation
Transportation Planning and Programming
118 E. Riverside Drive
Austin, TX 78714

Mr. Page,

The Abilene MPO has reviewed the *June 2018* billing in the amount of *\$17,490.60* that was prepared by the City of Abilene's Finance Department. I approve this billing for reimbursement of said amount.

If you have any questions, please call me at (325) 676-6492 or email at elisa.smetana@abilenetx.gov. Thank you.

Sincerely,

E'Lisa Smetana
Executive Director
Abilene MPO

FHWA GRANT (Abilene Urban Transportation Study)
 CITY OF ABILENE
 CONTRACT 50-18XF0013

LIST OF EXPENDITURES FOR June 18 - Billing # 9

<u>TASK</u>	<u>NAME OF VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
1 - 26025037601210			
1	City of Abilene Payroll	Pay period ending 06/09/18	3,141.67
1	City of Abilene Payroll	Pay period ending 06/23/18	1,861.01
1	Worker's Compensation	For month June 18	140.00
1	Indirect Cost	For month June 18	400.00
1	TTI-TTP18	Texas A&M Transportation registration	350.00
1	Visa	GoDaddy.com domain registration	97.89
1	Wal-Mart	Water, snacks - MPO meeting	44.64
1	Prosperity Bank Mgmt	July Rent	945.00
1	Xerox Corp	Printer - May	156.87
1	Enterprise Rent-A-Car	Vehicle for TEMPO meeting in Austin	111.00
1	Ed McRoy	TXDoT Transportation Conf in Dallas	600.65
1	E'Lisa Smetana	TXDoT Transportation Conf in Dallas	600.65
1	Enterprise Rent-A-Car	Vehicle for conference in Dallas	148.00
1	Voyager	Gas for E'Lisa & Ed trainings	37.17
1	Abilene Reporter News	Public Notice for TIP & PPP	6.31
1	Abilene Reporter News	Public Notice for TIP & PPP	292.90
1	Abilene Reporter News	Public Notice for TIP & PPP	338.35
TOTAL TASK 1			<u>9,272.11</u>
2 - 26025037601212			
2	City of Abilene Payroll	Pay period ending 06/09/18	3,183.20
2	City of Abilene Payroll	Pay period ending 06/23/18	2,208.44
TOTAL TASK 2			<u>5,391.64</u>
3 - 26025037601217			
3	City of Abilene Payroll	Pay period ending 06/09/18	396.55
3	City of Abilene Payroll	Pay period ending 06/23/18	1,369.27
TOTAL TASK 3			<u>1,765.82</u>
4 - 26025037601211			
4	City of Abilene Payroll	Pay period ending 06/09/18	206.89
4	City of Abilene Payroll	Pay period ending 06/23/18	854.14
TOTAL TASK 4			<u>1,061.03</u>
GRAND TOTAL			<u><u>17,490.60</u></u>

- **Operation Report**
 - **Tasks**
 - **Training Sessions**
 - **Meetings**

ABILENE MPO – OPERATION REPORT

From **June 9, 2018 through August 10, 2018**, some of the tasks completed by the Abilene MPO include the following:

MPO Transportation/Transit Planning:

- Prepared TxDOT billings and financial status updates.
- Provided traffic counts and other data at citizen's requests.
- Prepared information, conducted meetings, and evaluated transportation needs brought to the attention of the MPO staff.
- Prepared agendas, packets and minutes for the Technical Advisory Committee and Policy Board.
- Updated MPO website with meeting notices and other pertinent information.
- In partnership with the D.R.I.V.E. Coalition and KENT's Harley Davidson, conducted the 7th Annual Ride to Work Event to raise awareness of motorcycle safety.
- FY 2019-2022 Transportation Improvement Program (TIP) entered into TxDOT ESTIP (Electronic Statewide TIP).
- Updated MPO Membership packet information and distributed.
- Validated Travel Demand Model (TDM) 2020 network and submitted to TxDOT.
- Updated the Project Selection Process and coordinated sub-committee meeting. (Draft 2 in process).
- Prepared and presented the Planning Agreement between the MPO, TxDOT, and the City (Fiscal Agent).
- Researched and evaluated additional FAST Act Compliance information.
- Assisted 211 a Call for Help with Regionally Coordinated Transportation Planning (RCTP) compliance reporting.
- Researched Transit Asset Maintenance (TAM) standards related to MAP 21 and FAST Act.
- GIS Sidewalk Layer Update Phase 2 (Approx. 35% Complete).

Attended training sessions on:

- *None for this time period.*

Some of the meetings attended by staff:

- *Weekly meetings with City's Development Review Staff and Plats/Site Plan Reviews*
- *Coordination meetings with TxDOT Staff (as needed)*
- *MPO Policy Board Meeting (06-19-18)*
- *CityLink ADA Advisory Committee meeting (06-20-18)*
- *Region 7 Regionally Coordinated Transportation Planning Stakeholders meeting (06-22-18)*
- *Rural Transportation Improvement Program Open House (06-12-18)*
- *TEMPO Meeting (07-25-18 in Austin Texas)*
- *United Way Annual Campaign – Planning Department Meeting (08-09-18)*

- **Director's Report**
 - **Future Work Tasks**

Abilene MPO Director's Report

Policy Board Meeting August 21, 2018

Future Work Tasks

- Travel Demand Model 2045 network
- Travel Demand Model Demographics
- Performance Measures
- Update to TIP, MTP, and 10 year plan
- MTP FYs 2020-2045
- Project Selection Process update
- Mapping Sidewalk Layer Update Phase II
- Regionally Coordinated Transportation Plan (RCTP) Assistance
- Year-end Reports
 - Annual Performance and Expenditure Report
 - Annual Listing of Obligated Projects

8. Opportunity for members of the Public to make comments on MPO issues.

- 9. Opportunity for Board Members, Technical Advisory Committee Members, or MPO Staff to recommend topics for future discussion or action.**

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

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

Background

Annual Performance Evaluation

Current Situation

Annual Performance Evaluation

Recommendation from the Technical Advisory Committee (TAC)

N/A

Action Requested

1. Any action deemed prudent.

11. Adjournment.