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# TRANSPORTATION POLICY COMMITTEE (TPC) MEETING WICHITA FALLS METROPOLITAN PLANNING ORGANIZATION

January 24, 2007

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## Present:

Lanham Lyne, Mayor, Chairperson	◆ Members
Charles Elmore, City Council Representative	◆
Dennis Wilde, NORTEX Regional Planning Commission	◆
Larry Tegtmeyer, TxDOT, District Engineer	◆
Linda Ammons, City Council Representative	◆
Scott Taylor, Director of Public Works	◆
Carolyn Askins, TxDOT, Transportation Planning Assistant	◆ Staff
Davis L. Powell, City Engineer	◆
Donnie Arbeau, MPO, Transportation Planner II	◆
James Kelley, TxDOT, Area Engineer	◆
John Burrus, Director of Aviation, Traffic, & Transportation	◆
Lin Barnett, MPO Transportation Planning Director	◆
Mark Beauchamp, Traffic Superintendent	◆
Molli Choate, TxDOT, Traffic	◆
Danny Brown, TxDOT, TP&D Director	◆ Ex-officio
Jerrie Sowards, State Rep. David Farabee Office	◆
Nora Hodges, NORTEX Regional Planning Commission	◆ Guests
Don Sheppard, Lakeside City	◆ Absent
Jeff Watts, City of Pleasant Valley	◆
Woodrow (Woody) Gossom, County Judge, Vice-Chairperson	◆

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## I. Welcome & Introduction

Mayor Lyne called the meeting to order at 8:37 a.m.

## II. Review and Approval of the October 18<sup>th</sup> Transportation Policy Committee's (TPC) Meeting Minutes

Mayor Lyne asked for comments on the October 18<sup>th</sup> TPC minutes. Mr. Taylor brought up the issue regarding the transfer of upkeep and maintenance for 5<sup>th</sup> and 6<sup>th</sup> Street (from Scott Street to Interstate 44). He clearly stated that he had no objection to transferring those facilities from TxDOT to the City of Wichita Falls. This issue was raised by Mr. Kelly at an earlier meeting in which Mr. Taylor was absent. TxDOT representatives made note of Mr. Taylor's acceptance to

the proposal. No further action was taken on the issue.

There were no further comments on the minutes. Mr. Tegtmeyer motioned to approve the minutes as presented. Mr. Wilde seconded his motion. The minutes were unanimously approved.

**III. Review and Comment Regarding the Technical Advisory Committee's (TAC's) January 10<sup>th</sup> Meeting Minutes - No Action Required**

Mayor Lyne asked for comments on the January 10<sup>th</sup> TAC minutes. Mr. Barnett added a side note stating the January 10<sup>th</sup> TAC meeting was very productive and was highlighted by Ms. Choate presentation of the new ITS for Wichita Falls, Texas. No further comments were made.

**IV. Review, Comment and Approval of FY 2007 UPWP Amendment, Subtask 5.6 – Budget Revision to Incorporate Funding for the Traffic Signal Optimization Program**

Mr. Barnett gave a brief overview of the project initiated by Mr. Beauchamp, the City's Traffic Superintendent, and its potential benefits for the City and MPO area. Mayor Lyne asked for comments or question on the project and the amendment. None were received. The chairperson then asked for a motion to approve the amendment. Mr. Wilde motioned to approve the amendment as presented. Mr. Wilde seconded the motion, which passed unanimously.

**V. Review, Comment and Approval of FY 2007 UPWP Amendment, Subtask 5.7 – Budget Revision to Allocate Funding for Payment of Wilbur Smith & Associates Contract Retainage on 2004 Socioeconomic Data Study and Forecast Update**

To begin discussion on the pending amendment, Mr. Barnett reviewed the history surrounding the project and oversight by Wilbur Smith & Associates. The consultant was hired in 2003 to update the Socioeconomic Data and Forecast Study for 2004. Sometime after completion of the project in 2004, Wilbur Smith Associates migrated to a new accounting software package. The standard 10% retainage fee (which should have been the final invoice) was somehow lost in their new accounting system.

During calendar year 2006 the Wichita Falls MPO Director was contacted by WS&A and notified of the accounting oversight and of the outstanding balance. The signed contract is still binding, and in effect, thus making the MPO responsible for the outstanding balance. The primary issue, concerning the amendment, involved the length of time that had passed since the project was completed. The MPO was advised by Mr. John Bendele, the MPO's TxDOT TPP Representative, to make a UPWP amendment to avoid any legal problems dealing with the fiscal year in which the project was funded. This amendment solves this problem by making funds available during FY 2007 to pay the outstanding balance. Following this summary, Mr. Barnett asked for any questions. No further comments were made.

Mayor Lyne asked for a motion to approve the amendment. Mr. Wilde motioned to approve. Ms. Ammons seconded the motion, which passed unanimously.

**VI. Review, Comment and Approval of FY 2007 UPWP Amendment, Subtask 5.8 – Budget Revision to Carryover Funding into FY 2007 for the Aerial Photography Project Begun in FY 2006**

Mr. Barnett stated the aerial project developed by Mr. Taylor's department was covered in the Special Studies section of the FY 2006 UPWP document. After the project was developed and presented, the MPO obligated \$20,000 to the project. Over \$7,000 remains outstanding and this amendment will roll the remaining portion over into FY 2007.

Mr. Taylor gave the committee a project update and stated that Public Works received all the digital aerials and topographies from the consultant for the area defined in the RFP. Initial inspection revealed that 8 panels were missing data and the rest of the information was currently under QA/QC review. Spot checks were implemented into QA/QC to verify the accuracy of all deliverables. Mr. Taylor stated the end of February is the expected date for final project completion. The final product will then be presented to City Council for final acceptance at that time.

Mayor Lyne asked for a motion to approve the rollover of funds to accept the amendment. Mr. Tegtmeier motioned to approve. Mr. Taylor seconded the motion, which passed unanimously.

#### **VII. Review, Comment and Adoption of the October 2006 MPO Roadway Projects Environmental Justice Analysis Report**

The MPO Director went over the Environmental Justice process and how the MPO gained public input to help develop the updated list of transportation projects. This report is updated on a yearly cycle. In all, there are 66 total projects on the list with 13 added this year. A TAC subcommittee was formed that included Lin Barnett, John Burrus, and Tim Hertel, to analyze and discuss the new projects to ensure adherence with proper EJ analysis procedures. That review was completed prior to the January 24<sup>th</sup> TPC meeting. The report is good for use during all of calendar year 2007.

Mr. Barnett stated the final report would be made available for download from the MPO's website and for viewing at the MPO office. Mayor Lyne asked if there were any further discussions on the updated report. None were received. Mr. Taylor motioned to approve. Mr. Wilde seconded the motion, which passed unanimously.

#### **VIII. Review, Comment and Approval of Updates to the Public Involvement Policy for FY 2007**

Mr. Barnett explained the PIP document is updated yearly to reflect any new policies, legislative changes, or any improvement involving procedures for public input (i.e. changes to website and additional public meeting opportunities). Changes to the document are highlighted in blue and through the use of strikethrough. The PIP will be made available through normal channels for 45 days for public comment. Afterwards, all changes become final until next year when the review process begins again.

Mayor Lyne asked if there were any further discussions on the new policy. None were received. Mr. Taylor motioned to approve. Mr. Elmore seconded the motion, which passed unanimously.

#### **IX. Presentation by TxDOT on the Intelligent Transportation System (ITS)**

Ms. Choate of TxDOT's ITS division delivered a 20 minute presentation on the Intelligent Transportation System (ITS) for Wichita Falls. The Traffic Management Center (TCM) that is responsible for operations is located at the local district office for TxDOT. Her presentation explained how the Wichita Falls Emergency Management Center (emergency and 911

Dispatch) use the real-time video streams to help manage their incidents. The public has access to camera video (2 frames/sec.) at [www.txdot.gov](http://www.txdot.gov). Local media outlets have expressed interested in obtaining video feeds to improve their services. Those discussions have not yet taken place. The Wichita Falls ITS system may add US 277, traffic areas near SAFB, and the Falls Flyover in the future. That concluded the presentation. There were no further comments.

**X. Other Business:**

**A. Discussion & Overview of Progress on Local Transportation Projects – City and TxDOT staff (Quarterly Review)**

Mr. Taylor began with City projects. The first segment of Lawrence Road has been widened. Two lanes of Maplewood extension are almost complete except for a grade issue near Lawrence Road. Property Management is still acquiring necessary right-of-way to complete the remainder of those projects. It's anticipated that two properties will go to condemnation.

At the next City council meeting, an engineering services contract will be awarded for the design (widening and drainage improvements) for Gregg Road. Engineering is also working on traffic system improvements for various locations in the City proposed in a Kimley-Horn study from 1998. The locations included Lake Park Drive and Southwest Parkway; Rhea Road and Southwest Parkway; Elmwood Avenue and Maplewood Avenue intersection; 11<sup>th</sup> Street and Brook Street; and, additional locations. Mr. Taylor also mentioned that preparations have begun on the 2007 Street Overlay project.

Faith Village drainage improvements will begin in the coming months. This will call for the closing of Kemp Street. Improvements to Maplewood Ave. intersections must be completed first. Mr. Elmore inquired as to the status of the Loop 11 project. Mr. Taylor commented that acquisition issues are still unresolved. However, utility relocation (water and sewer) has been on-going. TxDOT representatives, Mr. Tegtmeier and Mr. Brown, added that the letting date for the project was moved from September 2007 to March 2008, based on the best projections of TxDOT.

Mr. Kelley provided updates for TxDOT projects in the local area. The interchange project (Falls Flyover) is still ahead of schedule. Structural girders are installed and complete. Next, FM 171 at Plum Creek, the bridge being replaced is nearing completion. Striping is all that remains. FM 1740 is widened and waiting on guard rails to be installed. The project at the intersection of Brook Street and 5<sup>th</sup> Street is complete. BUS 287 project that is adding culverts is 75% complete. Improvements to FM 367 along the curved section of the road only lacks striping, but is nearing completion. Lastly, a contract was recently let to address erosion issues along Kell Freeway to a local firm.

No other comments were made.

**B. MPO Quarterly Financial Report (4<sup>th</sup> Quarter FY 2006 – July, August, September)**

Mr. Barnett referred the board members to the financial report in their meeting packets. The MPO spent 85.09% of its total allocation which surpassed the required 75% minimum threshold for expenditures. The predicted rollover from FY 06 to FY 07 is \$25,808. Typical rollover is in the neighborhood of \$50,000. The MPO Director then

asked for questions concerning the financial report.

Mr. Tegtmeyer inquired as to whether the MPO allows funds, rolled over from previous fiscal years, to go unspent. In response, Mr. Barnett stated the MPO utilizes the FIFO (first in, first out) process to make sure this situation never occurs. The committee was pleased with that response.

There was no other discussion on this issue.

### **C. Transit Study Progress Report**

While referencing a recent memorandum from Moore and Associates, Mr. Barnett stated the Transit Study was nearing its final stages. Mr. Burrus then made reference to some outstanding issues still to be resolved by the consultant regarding areas of service. Apart from those issues he indicated the TPC would be presented a final report for TPC approval in April 2007. As well, public meetings will be carried out prior to that time to ensure sufficient outreach and feedback is gathered from the public sector.

Mr. Tegtmeyer inquired as to the type of service offered by the WFTS in the future. Mr. Burrus hinted that three options would be presented to Council for their consideration, but stressed that a fixed-route system with complimentary paratransit service was a strong consideration. He then discussed the challenges of switching to a fixed-route system for a traditional rider base that is accustomed to route-deviation service.

There was no other discussion on this issue.

### **D. FY 2006 Annual Performance and Expenditure Report**

Mr. Barnett presented the 2006 APER that recaps MPO activities for FY 06. There was no discussion on this issue.

### **E. Calendar Year 2007 Meeting Schedule**

The Meeting Schedule for the 2007 calendar was presented for comments. None were received.

### **F. Other**

As a follow-up to the establishment of the new MPO website, Mr. Arbeau presented a brief summary of the new MPO web site ([www.wfmpo.com](http://www.wfmpo.com)). The hosting service package includes a free service that provides usage information and statistics on the site. In the handout, it shows that the site has seen over 206,000 hits, since April 2006. Additional information on the site is available at [www.wfmpo.com/webtrends](http://www.wfmpo.com/webtrends). That concluded Mr. Arbeau's comments. The committee was pleased with the results shown.

No additional items were brought up for discussion.

## **XI. Public Comment on Anything Not on the Agenda**

Mr. Barnett brought up the issue of TPC membership. Lakeside City Administrator, Mr. Don Sheppard, is now retired. The mayor or new administrator for Lakeside City will

need to be added to the TPC roster. As well, Pleasant Valley Administrator, Mr. Jeff Watts, his status is also in question. In the interim until those issues are addressed, TPC attendance is a top priority.

There were no additional comments.

**X. Adjourn**

The meeting adjourned at 9:41 a.m.

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Honorable Lanham Lyne  
Mayor Wichita Falls