

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

July 17, 2013

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## Present:

Glenn Barham, Mayor, City of Wichita Falls	◆ <b>Members</b>
Dennis Wilde, North Texas Reg. Planning Commission	◆
Jeff Watts, City of Pleasant Valley, Representative	◆
Larry Tegtmeyer, TxDOT, District Engineer	◆
Michael Smith, City Council Representative	◆
Russell Schreiber, City Public Works Director	◆
Sam Bownds, Proxy for Jim Henson, Lakeside City, Mayor	◆
Tim Ingle, City of Wichita Falls, City Council Representative	◆
Woodrow (Woody) Gossom, Wichita County Judge	◆
Jaimie Lee, WFMPO, Transportation Planner I	◆ <b>Staff</b>
Lin Barnett, WFMPO, Transportation Planning Director	◆
Barbara Maley, FHWA, Texas Division	◆ <b>Visitors</b>
Crystal Morgan, Wichita Falls Health District	◆
Danny Brown, TxDOT, TP&D Director	◆
David Rohmer, TxDOT, Area Engineer	◆
Jennifer Smith, Representative for Senator Estes	◆
Yvette Eipper, Wichita Falls Health District	◆

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## I. Welcome & Introduction

Mayor Barham, the TPC chairperson, called the meeting to order at 8:32 a.m. and welcomed everyone in attendance.

## II. Public Comment on Agenda and Non-Agenda Items

Mayor Barham asked for any public comments on agenda and non-agenda items. There was none.

## III. Review and Approve the Transportation Policy Committee's April 17, 2013 Meeting Minutes

Mayor Barham asked for any comments or corrections to the April 17, 2013 minutes. There was none. He then asked for a motion to approve the minutes. Mr. Watts made the motion to approve. Mr. Tegtmeyer seconded the motion, which passed unanimously.

## IV. Review and Comment Regarding the Technical Advisory Committee's July 3, 2013 Meeting Minutes – *No Action Required*

Mayor Barham asked for any comments or corrections to the July 3, 2013 Technical Advisory Committee's meeting minutes. There was none. The committee moved on to the next agenda item.

**V. Review and Approve Amendments to the 2010-2035 Metropolitan Transportation Plan Project List for July 2013**

Mr. Barnett directed the committee's attention to the 2010-2035 Metropolitan Transportation Plan (MTP) Project List handouts. Ms. Lee explained to the committee that she receives a list of TxDOT projects within the MPO boundary from Mr. Beaver once a month. She then compares this list to the current MTP and adds any new projects to the list or removes any projects that have been "let", completed, or begun construction. Ms. Lee also stated that she contacts the City Engineer for Wichita Falls, Wichita County, and Archer County for any project revision or additions to the MTP Project List. Ms. Lee explained that the only changes to the MTP, this quarter, were three new projects added and those changes were highlighted in orange to distinguish them from the remaining projects. Ms. Lee explained that four TxDOT projects received revised CSJ numbers as updates. She also explained those changes were highlighted in purple to distinguish them from the remaining projects.

Mayor Barham asked for a motion to approve the amendments to the 2010-2035 Metropolitan Transportation Plan Project List. Counselor Smith made the motion to approve. Mr. Schreiber seconded the motion, which passed unanimously.

**VI. Review and Approve the Draft 2014-2015 Unified Planning Work Program**

Mayor Barham directed the committee's attention to page 21 of the meeting packet. Mr. Barnett explained that the Unified Planning Work Program (UPWP) would shift from a one-year document to a two-year document. Mr. Barnett discussed Subtask 1.6 on page 29 of the meeting packet. He stated this new subtask would review and revise the 2014-2015 UPWP as needed and develop the 2016-2017 UPWP. Mr. Barnett informed the committee that there were two funding tables instead of only one because of the UPWP transitioning over to a two-year document.

Mr. Barnett then outlined Subtask 2.3 on page 31 of the meeting packet. This subtask outlines work using TRANSCAD software and utilizing the Travel Demand Model for development of various traffic and corridor analysis studies and scenarios within the MPO area.

Mr. Barnett discussed Subtask 3.4 on page 33 of the meeting packet. This subtask outlines developing and revising the Surface Transportation Projects' Environmental Justice Analysis Report. In the past, WFMPO staff utilized the annual Prioritized Project List, developed from the MTP project list, to identify new projects requiring Environmental Justice analysis. Mr. Barnett stated that once the Long-Range Project Readiness Plan becomes active then WFMPO staff will utilize the results from the plan (i.e. the prioritization of projects) to identify those projects affecting low-income and minority populations.

Mr. Barnett discussed the new subtask 3.6 on page 34 of the meeting packet. He stated WFMPO would assist the Wichita Falls Transit System in the development of

comprehensive transit planning and the general development of the WFTS transit system. Mr. Barnett stated the functions of transit grant management would transition to the Downtown Travel Center manager once the transit center is complete. He stated that WFMPO would continue to assist in transit planning on such items as the DBE program and the Title VI program.

Mr. Barnett then outlined updates to Subtask 4.2 on page 36 of the meeting packet. He stated WFMPO staff would develop the 2015-2040 Metropolitan Transportation Plan update and, depending on available funding, may use consultant services for part or all of this activity.

Mr. Barnett discussed Subtask 5.1 on page 38 of the meeting packet. Subtask 5.1 outlines working with a consultant to complete Phase 1 of the Transit Oriented Development study. He stated this subtask would carry over into 2014 and partially into 2015. He also commented that Subtasks 5.3 and 5.5 would carry over from FY 2013. Subtask 5.3 is an in-house freight study that identifies corridors needing improvement within the MPO's boundaries and Subtask 5.4 continues the work of MPO staff with the City's Traffic Engineering Division to complete a study on traffic intersection safety.

Mr. Barnett informed the committee that Subtask 5.5 was a new subtask that will initiate development of performance measures in accordance with MAP-21 requirements. He stated that Subtask 5.6, also a new Subtask, would allow MPO staff to coordinate with TxDOT on the regional Travel Demand Model update, which will update the model to cover the 2015-2040 range of years. Also included in this subtask, the review and analysis of the new area added to the Metropolitan Area Boundary not covered in the existing TDM.

Mr. Barnett asked for any other questions concerning the development of the 2014-2015 UPWP. Receiving none, Mayor Barham then asked for a motion to approve the 2014-2015 UPWP as presented. Councilor Ingle made the motion to approve the document. Mr. Wilde seconded the motion, which passed unanimously.

## **VII. Review and Approve the WFMPO Resolution Supporting the Update of the Metropolitan Area Boundary Map Out to Year 2040**

Mayor Barham directed the committee's attention to page 51 of the meeting packet. Mr. Barnett explained that the 2015-2040 MTP update coming due in January 2015 created an imperative to update the MPO's Metropolitan Area Boundary. During the development of the 2014-2015 UPWP, the TxDOT North Region Support Center determined that MPO staff needed to redefine the Metropolitan Area Boundary out to year 2040. Utilizing the defined Urbanized Area Boundaries for the WFMPO from the 1990 and 2000 Census, staff carried out the task of defining a preliminary MAB for year 2040. WFMPO staff analyzed three different UAB's from the 2000 Census: 2000 Designated UAB, 2000 Adjusted UAB, and 2000 UAB. The 2000 Adjusted UAB proved to be the most beneficial because it highlighted additional urban area south of Wichita Falls, into Archer County, that has grown in residential population. WFMPO staff added the area south of Wichita Falls into Archer County to the preliminary 2040 MAB. This area encompasses all of the land between Wells Road to the west and U.S. 281 to the east. The southern boundary extends to FM 1954. Mr. Barnett stated that once the Policy Board approves the proposed 2040 MAB, and WFMPO receives approval from

the Texas Transportation Commission, the proposed area would become our new MPO Boundary.

Mr. Barnett asked for comments regarding the 2040 Metropolitan Area Boundary. Receiving none, Mayor Barham asked for a motion to approve the update of the Metropolitan Area Boundary Map. Judge Gossom made the motion to approve. Councilor Ingle seconded the motion, which passed unanimously.

#### **VIII. Update on the Expected Completion of the Long-Range Project Readiness Plan**

Mayor Barham directed the committee's attention to page 55 of the meeting packet. Mr. Barnett explained to the TPC committee that at the April 3, 2013 TAC meeting, the TAC committee discussed possible solutions to correct the scoring issues in regards to the Long-Range Project Readiness Plan. Issues included project rankings not falling in line with individual TAC member expectations; projects ranking high when they should have ranked low, and vice-versa; and problems opening and using the Excel scoring sheets. The TAC committee agreed with Mr. Barnett's recommendation to move the entire scoring process to a web-based portal in order to eliminate access problems for voting members. Mr. Barnett discussed these issues with AMD Engineering and with the MPO's website developer, Crane West. Mr. Colt West, from Crane West, developed a quote that would create a web-based version of the Excel scoring tool. Because of the complexities involved, the initial quote was between \$12,000 and \$15,000. Mr. Barnett asked the developer if he could scale back the process to a very basic version, which he did, and was able to reduce the cost to \$6,800. Mr. Barnett stated this was a much more manageable cost. He stated he could split the cost evenly between his two revenue sources of FHWA PL-112 funds and FTA Section 5307 funds, which would equate to \$3,400 each. Mr. Barnett stated he could easily cover these costs with FTA grant money and with funds from Subtask 1.2 of the FY 2013 UPWP.

Mr. Brown commented that even if each TAC member upgraded his or her Excel software each year to the latest version it would still require considerable manual input from WFMPO staff. He stated that with the web-based portal it was a one-time fee for a product that users could use consistently thus eliminating access problems for voting members. Mr. Barnett commented that with 27 criteria per project and with anywhere from 80 to 100 projects needing prioritization on an annual basis that it would create a large data entry burden on MPO staff. He stated that with the web-based portal TAC voting members could enter and save their work then AMD Engineering, and eventually MPO staff, could process the results to generate a prioritized project list ready for vetting later. MPO staff would then present the vetted list to the Policy Board for review, revision, and approval in the fall of each year, usually in October. Mr. Brown pointed out that the Policy Board will also receive a comprehensive map showing all of the prioritized transportation projects that come out of this process.

Mr. Barnett then discussed next steps for completing the Long-Range Project Readiness plan and presenting a final product to the Policy Board at the October 2013 TPC meeting. He stated that Crane West would start developing the web access portal in mid-August. It should be ready for TAC use by early September. In the meantime, WFMPO staff will finalize the Project Information Binder and send it, along with the Criteria Definitions, to the TAC voting members. In September, Mr. Barnett, with the help of key TAC board members, will pre-score the project list then submit it to the rest of the TAC board members for final scoring. AMD Engineering will process the results,

WFMPO staff will generate Advocacy Charts for projects receiving Discussion Checkmarks, and the TAC committee will meet in a workshop setting to vet all of the questionable projects. MPO staff will produce a final list of prioritized projects and then hold a public meeting to gather input from stakeholders and the public. AMD and MPO staff will present the final product to the Policy Board in October 2013.

Mayor Barham asked for any questions or concerns. Receiving none, he moved on to the next agenda item.

**IX. Update on the Progress of the Transit Oriented Development Study**

Mayor Barham directed the committee's attention to page 60 of the meeting packet. Mr. Barnett informed the TPC committee that he negotiated a final contract price for the TOD study of \$165,000 with only minor changes in the scope of work. Those changes included supplying Freese and Nichols with data developed in-house by MPO staff. In addition, the consultant will supply MPO staff with electronic copies of all finished products for hardcopy reproduction by MPO staff. All other items in the scope of work remain the same and are the responsibility of Freese and Nichols, Inc. Mr. Barnett stated the kickoff meeting would be held July 25, 2013. Mayor Barham asked for any comments or questions regarding the Transit Oriented Development study. Receiving none, he moved on to the next agenda item.

**X. Other Business:**

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

TxDOT Report: Mr. Rohmer reported that Phase II construction of the US 82/287 Windthorst Road Bridge had received the concrete deck and that the railing should pour by the following week and that, hopefully, in a few weeks traffic should be able to run on the structure. He reported that a mill and overlay project on SH 240 near Missile Road to the Wichita River was complete and awaited striping. Projects on IH 44, and US 82 near Maurine Street, Windthorst Road, and McNeil Avenue would receive a Dynamic Message Sign, which meant the signs would upgrade to LED lighting for more visibility. He stated the signs were currently in procurement for a delayed start. Mr. Rohmer reported on three Safe Routes to School projects that are under construction. He stated the contractor poured concrete on John Tower Elementary and that projects were on schedule. The intent was for work to complete before the children return to school. The State Highway 79/Professional Drive project let and was waiting for award. He stated work should begin on that project in the next 2-3 months. Lastly, he reported that US 82/287 Galveston to McKinney Road would receive a mill and overlay award.

City Report: Mr. Schreiber reported the 2013 Street Rehab Project from Rhea Road, Kemp Street, and McNeil were 25% complete. McNeil and Barnett roads were complete and construction was currently underway on Rhea Road to Boren Road. He stated Kemp Street should begin construction in August while the Cherokee Drainage Improvements Project had let to construction. Mr. Schreiber reported on the following scheduled projects: Moffett Sewer Rehab should begin October of 2013, and the McNeil drainage project should begin construction in July of 2014.

Mr. Brown added that TxDOT has a drainage project forthcoming on Southwest Parkway and it would cover up the open ditch on the north side of the road. He stated this project will involve the McNeil intersection and proposed an option to work with the city to include the McNeil drainage project into the Southwest Parkway project so traffic is not disrupted twice.

**b. MPO Quarterly Financial Report (2nd Quarter FY 2013-January, February, March)**

Mr. Barnett reported on the second quarter expenses for the MPO. He stated that, at the halfway point in the fiscal year, the MPO had spent 37.92% of its allocation for FY 2013. He commented that the MPO should reach the 75% minimum expenditure requirement by end of the fiscal year.

Mayor Barham asked for any other questions or comments about the first quarter report. Receiving none, he moved on to the next agenda item.

**c. Grouped TxDOT CSJ Projects Report**

Mayor Barham directed the committee's attention to page 67 of the meeting packet. Ms. Lee reported to the committee that MPO staff added two new railroad construction projects to the grouped CSJ report for this quarter. Mr. Brown commented that grouped CSJ projects are projects that change frequently; therefore, TxDOT adds them to a grouped CSJ so that the TPC committee does not have to approve them. He commented that the majority are preventive maintenance and rehabilitation type projects. Mayor Barham asked for any comments on the Grouped TxDOT CSJ project report. Receiving none, he moved on to the next agenda item.

**d. Sheppard Air Force Base Area Development Plan**

Mayor Barham directed the committee's attention to page 69 of the meeting packet. Mr. Barnett explained that Ms. Guillory, SAFB 82<sup>nd</sup> Civil Engineer Squadron, made a presentation of the SAFB Area Development Plan to the TAC committee at the July 3, 2013 meeting. The plan is a 2030 vision for strategic development to provide strategic guidance on how the SAFB installation should lay out its infrastructure and area development optimally in the future. Mr. Barnett explained that the plan suggests how the base can embark on a road toward sustaining the installation in the future by using energy conservation and generation, the integration of technology to improve safety and security, as well as provisions for a range of activities for the base residents. This plan will give WFMPO staff an opportunity to see how they can work with SAFB to improve transportation in and around the base.

Mayor Barham asked for any comments or questions from the committee. Receiving none, he moved on to the next agenda item.

**e. Other Items**

Mayor Barham asked for any other business needing discussion or for any announcements. Councilor Smith proposed a suggestion to look at the congestion on the Lawrence/Kell intersection where vehicles turn west onto Kell. He stated numerous complaints have been received regarding traffic and feels it will continue to worsen as

population increases. Mr. Rohmer commented the City had already started looking at that intersection and a recommendation to turn it into a two-lane left turn lane was on the horizon.

Councilor Ingle recommended an analysis on Taft Blvd. concerning widening the road from a two-lane to a four-lane. He stated there is an increase in congested traffic due to Midwestern State University growing. Mr. Barnett stated he would speak to Mark Beauchamp, Traffic Superintendent, and Karen Gagne, Planning Administrator, about the cost of acquiring the Right-of-Way and how much ROW is actually needed to widen the road.

There were no other comments or announcements.

**XI. Adjourn**

The meeting adjourned at 9:54 a.m.

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Honorable Glenn Barham  
Mayor Wichita Falls