

1 TRANSPORTATION POLICY BOARD
2 SHERMAN-DENISON MPO
3 Grayson County Commissioner's Courtroom
4 December 6, 2007 10:00 a.m.
5

6
7 Members Present: ___ Chairman Gene Short, Bobby Littlefield, Tom Speakman, Danny Offill, Mayor
8 Bill Magers

9 Non-Voting
10 Members Present:

11
12 Members Absent: None

13
14 Staff Present: Robert Wood, Wally Johnson, Jennifer Cantu, Sue Ann Stephens

15
16 Guests Present: Steve Ekstrom (TxDOT), Kevin Harris (TxDOT), Noel Paramanatham
17 (TxDOT), Kevin Farley (City of Pottsboro), Jeff Miller (City of Sherman),
18 Jerry White (Grayson Coutny)
19
20

21 **I. Call to Order -**

22
23 Chairman Gene Short called the meeting to order at 10:00 a.m. transportation Policy Board (TPB) present
24 at 10:00 a.m.
25

26 **II. Acknowledgment of Quorum by Chairman -**

27
28 Chairman Short declared a quorum of the TPB present.
29

30 **III. Acknowledgment of Guests -**

31
32 Mr. Short recognized guests in the audience.
33

34 **IV. Approval of Minutes -**

35
36 Motion was made by Tom Speakman, seconded by Bobby Littlefield to approve the October 3, 2007 TPB
37 minutes with the following corrections:

38
39 On page 2, line 15 - take out the word "bids" and replace with "negotiated amount"

40
41 Motion passed unanimously.
42
43
44

1 **V. Installation of Rotating Small Cities Representative-**

2
3 One of the positions in the TPB is a “rotating position” for a small cities representative. The position
4 covers a two-year period when expired moves to the next designated small city. The Howe City Council
5 on October 16, 2007 approved the appointment of Danny Offill (from Van Alstyne) to be their designated
6 small cities representative. Chairman Short asked for clarification of the date the current position became
7 effective. Mr. Johnson stated that based on the current policy, that position became effective April 11, 2007
8 with the adoption of the most current TIP. The position would be for two years from that date. However,
9 since the board is considering adopting by-laws, the specific end date would be addressed in that document.

10
11 Motion was made by Mayor Bill Magers, seconded by Bobby Littlefield to approve and install Danny Offill
12 as the small cities representative (representing Howe) for a two-year period beginning April 11, 2007.

13
14 Motion passed unanimously.

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16 **VI. Inform and review of the Fiscal Year 2007 Annual Project Listing**

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18 The Annual Project Listing is a requirement established through Safe, Accountable, Flexible, and Efficient
19 Transportation Act: A Legacy for Users (SAFETA-LU). This list should be submitted to TxDOT by
20 December 31st. It should include both highway and transit projects that received funding during the
21 previous fiscal year. The Annual Project Listing should be compiled in conjunction with the TxDOT
22 District Office and Transit Providers. The purpose of this list is to update the public and everyone involved
23 in the planning process on the projects that are being funded within the MPO study area. The list is to be
24 made available to the public through the MPO’s Public Involvement Procedures (PIP).

25
26 The TPB reviewed this document. This was an information item only. No action was taken.

27
28 **VII. Inform and Review of Environmental Justice Projects for Fiscal Year 2007-**

29
30 Environmental Justice is a federal requirement designed to promote equal treatment for low-income and
31 minority groups in the transportation planning process. In planning for future transportation facilities, the
32 MPO has a responsibility to ensure that there is not a disproportionately high and adverse effect on minority
33 and low-income populations. The MPO must ensure that Environmental Justice issues are addressed and
34 a complaint procedure is included into the public involvement process. To address this requirement, the
35 MPO followed these steps:

- 36
37 1. Identify low-income/minority populations relevant to environmental justice issues;
38 2. Define the geographic areas where the noted low-income/minority conditions exist in the
39 MPO area, utilizing data from the 2000 Census, and other relevant data sets;
40 3. Examine the existing transportation and transit system as it relates to the areas noted
41 above;
42 4. Examine the location of future transportation projects via the Metropolitan
43 Transportation Plan (MTP) and the Transportation Improvement Program (TIP), and study
44 the correlation of these future projects to the areas noted above;
45 5. Create maps, and/or charts, and/or other relevant graphics to depict the existing and
46 potential future conditions relevant to environmental justice, utilizing GIS and other

- 1 automated tools; and
2 6. Reference these maps in the MPO's/TPB discussion of its Title VI activities (UPWP,
3 MTP, Public Involvement Policy);
4 7. Annually review the map by the Transportation Policy Board;
5 8. Present the map to the public periodically as part of public involvement activities; and
6 9. Consider the map when organizing public involvement activities and consulted during
7 project selection.
8 10. Create a summary report that documents the process and findings of this analysis.
9 The findings of this analysis should be taken into consideration for future transportation planning
10 and capital projects in the MPO study area.

11
12 Mr. Johnson gave a breakdown of projects based on low income and or minority areas within the study area.

13
14 This was an information item only. No action was taken.

15
16 Mr. Johnson told the board that the staff received an e-mail from TxDOT and FHWA containing a checklist
17 for Year of Expenditure (YOE) and Total Project Cost Financial Plan Data for Highway and Transit
18 Projects. This e-mail came in after the agenda packets were mailed out therefore there was no time for the
19 list to be included in the packet. He stated that verbiage would be added via an administrative change to
20 the FY 2008 - 2011 TIP to address the SAFETEA-LU requirements.

21
22 The changes included the following verbiage:
23

24 Road and Highway Section

25 *“This section outlines those highway projects to be constructed between fiscal years 2008 and 2011 using*
26 *federal highway dollars. Note that project identifiers correspond to id’s found within **2030: A Shared***
27 ***Destination – The Sherman-Denison Metropolitan Transportation Plan**. Total project costs include all*
28 *necessary phases of work, including engineering and right of way acquisition, if necessary. All costs have*
29 *been adjusted for inflation at a rate of 3% per year to reflect year of expenditure costs.”*

30 Transit Section

31 *“This section outlines those transit projects to be implemented or constructed between fiscal years 2008*
32 *and 2011 using federal dollars. All costs have been adjusted for inflation at a rate of 3% per year.”*

33 Financial Summary

34 *“In order for a project to be included within the TIP, a source of funding must be identified and committed*
35 *to the project. The Texas Department of Transportation has 12 different funding categories to fund highway*
36 *projects. Note that this section only accounts for federal funds.*

37 *This summary identifies the funds available for highways to the MPO Study Area by funding category and*
38 *project costs. Categorical projects are fiscally constrained on a statewide basis but not necessarily for each*
39 *metropolitan area. This summary sums the project costs for these projects within the Sherman-Denison*
40 *area. Note that all revenues have been adjusted for inflation at a rate of 3% per year.”*

1
2 **VIII. Update on the FM 691 Corridor Study Request for Proposal (Scope of Work) -**
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4 With the unabated growth being experienced in the Sherman-Denison Study Area, the Transportation
5 Policy Board, at its previous meeting, voted to approve a Sub-Area Corridor Study for FM 691. A request
6 for proposal (RFP) went out on October 9, 2007. The proposal deadline was originally December 12, 2007.
7 The deadline has been extended to December 31, 2007 because the budget section is now not required.
8 Staff sent out letter to contractors telling them that budget is no longer required. After packets come in
9 they will be copied and given to Board and Technical Committee for review.

10
11 The Transportation Policy Board (TPB) reviewed the document. This was an information item only and
12 no action was taken.

13
14 **IX. Discussion and Possible Action Concerning Development of By-laws for the TPB-**
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16 Mr. Wood reported that the TPB for the Sherman-Denison Study Area currently does not have a set of by-
17 laws. At the previous meeting the board requested the staff develop a draft set of by-laws for review and
18 consideration. Staff presented the Board with a draft copy of By-laws for the TPB.

19
20 Some observations/ suggestions were as follows:

- 21 • On attendance policy- there was no time period specified.
22 • Takes 2/3 (4 out of 5) Board members to approve amendment of By-laws- should be less.
23 • Needs to be specified how a Board member gets an item on agenda.
24 • Vice Chairman position suggested.
25 • Chairman & Vice Chairman positions need to be one year term and be eligible for re-election.
26 • Chairman should have a vote.

27
28 Chairman will get with staff and draft a document for the board to consider.

29
30 No action was taken at this time.

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32 **X. Adjournment -**
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34 The TPB meeting adjourned at 10:45 a.m.