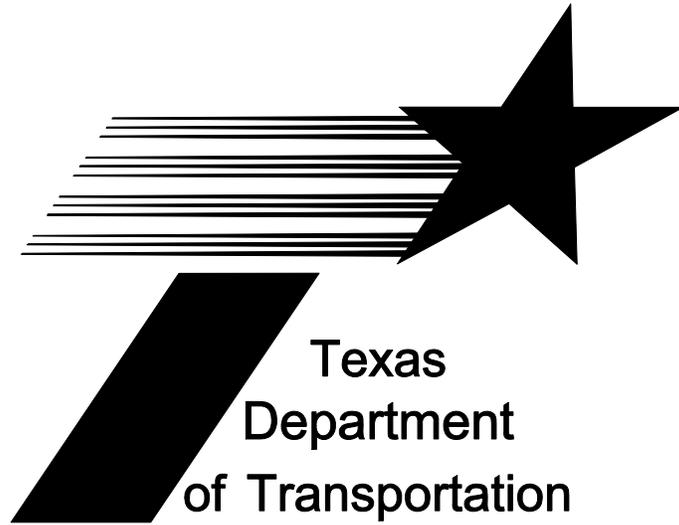


**STATEWIDE
TRANSPORTATION IMPROVEMENT
PROGRAM
FY 2008-2011**



**AMARILLO DISTRICT
FEBRUARY
2009 Quarterly Revisions**

1-27-2009

MINUTES

AMARILLO METROPOLITAN PLANNING ORGANIZATION POLICY ADVISORY COMMITTEE MEETING

The Policy Advisory Committee for the Amarillo Metropolitan Planning Organization met at 1:30 p.m., January 22, 2009, in Room 306 of City Hall, 509 South East 7th Avenue, Amarillo, Texas.

Voting members present were: Alan Taylor, Howard Holland, Kenneth Petr, David Miller, Tracy Cain, Vicki Covey, Judy Phelps, Taylor Withrow, and Judge Ernie Houdashell.

Voting members not present were: Michael Rice, Judge Arthur Ware, and Gene Parker.

Staff coordinators present: Gary Holwick and Travis Munro.

Item 1. Consideration of approval of the December 11, 2008 meeting minutes.

Alan Taylor, City Manager, called the meeting to order. The minutes of the previous meeting on December 11, 2008, were presented. Mr. Taylor asked if there were any changes or deletions; there were none. Howard Holland, TxDOT District Engineer, made a motion to accept the minutes as presented. Taylor Withrow, City of Amarillo Traffic Engineer, seconded the motion. The motion was carried on a 9:0 vote.

Item 2. Consideration of approval of a revision to the 2008-2011 Transportation Improvement Program.

Gary Holwick, MPO Director, presented a quarterly revision to the FY 2008-11 Transportation Improvement Program. The revision, shown in Attachment A, includes a statewide-grouped project for turn lanes and a traffic signal on Loop 335 at Hillside Rd; this project is MPO ID #A5A54S-002. Mr. Taylor said the project was an important one for the community and for growth in the adjacent neighborhoods. Howard Holland, TxDOT Amarillo District Engineer, said he talked with the school district about the project and had learned that school buses would be routed through this intersection soon. Vicki Covey, City of Amarillo Director of Community Services, made a motion to accept the revision. Taylor Withrow seconded the motion, which carried on a 9:0 vote.

Item 3. Presentation of development of the draft 2010-2013 Transportation Improvement Program.

Mr. Holwick presented a draft Transportation Improvement Program for the years 2010-2013, which is known as the TIP, as part of the public involvement process.

He reported that the first public meeting for the 2010-2013 TIP was held at the Amarillo Downtown Public Library on December 11, 2008, with a come and go format, which was chosen to encourage public participation. He said that a short video explaining the TIP planning process was shown, after which representatives from TxDOT and the City of Amarillo were available to answer questions and take comments. Mr. Holwick expressed his gratitude to Paul Braun, TxDOT Amarillo District Public Information Officer, for his work in preparing the video. He reported that the video is also available on the MPO's website, www.amarillompo.org. Mr. Holwick said turnout for the meeting was low, but comments at the meeting ranged from questions about funding for the local transit system to current & future highway and bridge improvements.

He said that items featured in the Transportation Improvement Program are federal and state funded highway projects and transit projects, all of which must originate in the 2005-2030 Amarillo Metropolitan Transportation Plan before consideration in the TIP. The Metropolitan Transportation Plan (MTP) is the MPO's comprehensive long-range transportation plan that was adopted by the Policy Committee in October 2004. Like the TIP, the MTP is a financially constrained planning document.

Mr. Holwick said that federal and state funded transit projects cover operational costs and equipment purchases for Amarillo City Transit. He then referred the committee to a handout listing federal and state funded highway projects and maps developed for the draft TIP presentation. He called the committee's attention to the project descriptions listed for both the individual projects and those in the statewide grouping categories for each year from 2010 to 2013.

Mr. Holwick stated that the draft TIP would be available for review at the Traffic Engineering Office in City Hall and at each of the branches of the Amarillo Public Library, as well as being accessible on the MPO's website. He advised that a 30-day public comment period on the draft 2010-2013 TIP would begin on

February 13, 2009, and conclude on March 15, 2009. He stated that the draft TIP would be presented at a public meeting in the East Branch of the Amarillo Public Library, on Thursday, February 24, 2009 from 4:00 to 7:00 pm. Written comments can be made at the public meeting, mailed, or sent electronically to the MPO.

Mr. Holwick then told the committee that TxDOT had decided to delay further development of the TIP until after the current legislative session. This is due to the unknown funding amount for the State's Unified Transportation Plan. He said that TxDOT would be working with MPO's statewide on development of the new UTP and then work would resume for development of the new TIP. Until that time, projects would be advanced by amending the current TIP. He told the committee that MPO staff would continue the public involvement process for development of the draft 2010-13 TIP.

Howard Holland explained why TxDOT had chosen to delay the development of the draft 2010-2013 TIP, saying that revenues had declined and current funding was below what had been projected. Mr. Holland spoke further about the current federal economic stimulus package. He told the committee that the funds would likely be distributed throughout the state of Texas by formula. Alan Taylor added that he had learned from Congressman Mac Thornberry's office that the Congressman would be our City in early February and he hoped to visit with the Congressman about the federal economic stimulus package and the future of transportation projects in the area.

Item 4. Consideration of Bylaws for the Amarillo Metropolitan Planning Organization.

Mr. Taylor referred to the draft Amarillo MPO Bylaws presented for approval. He gave a brief history of the MPO policy committee; that the committee was made up of, primarily, City and TxDOT staff with a limited number of elected officials. He told how the draft bylaws would change the committee membership by providing for: additional elected officials, greater public representation, and a reduction in the number of staff personnel. He said the draft also provides for ex-officio representation for the City of Canyon, by adding that city's mayor and city manager to the membership. Randall County Judge Ernie Houdashell asked about changing the name of the MPO. Mr. Holwick explained why Canyon would receive ex-officio status and the possibility of changes after the 2010 U.S. Census. Mr. Taylor suggested that in the future the committee might desire or need to change Canyon's membership status and/or the name of the MPO. Mr. Holland said that he had discussed the committee membership changes with his supervisor and that the changes were well received. Mr. Holland made a motion to approve the Amarillo MPO Bylaws, and Mr. Withrow seconded the motion. The motion was carried on a 9:0 vote.

Item 5. Open Forum, time reserved for anyone to speak on any transportation related item; however, no action can be taken on items not on the agenda.

Mr. Taylor asked if any member of the committee or anyone from the audience had any comment or concern to address. Mr. Taylor asked Mr. Kelley Shaw, City of Amarillo Planning Director, to give the committee an update on the City of Amarillo's next Comprehensive Plan. Mr. Shaw told the group that proposals had been received from eighteen firms and those had been narrowed down to five. Over the next few weeks the selection committee would be interviewing those firms again. Mr. Taylor said that a large part of the Comprehensive Plan is a transportation section and that would be important to the MPO Policy Committee.

Mr. Holland suggested that MPO staff check for calendar date conflicts with the new members participating on the committee. Mr. Taylor suggested staff send meeting information to the Canyon Mayor and City Manager.

Item 6. Adjournment.

The meeting was adjourned with no further business to discuss.



Gary Holwick
Director, Amarillo MPO

Amarillo Metropolitan Planning Organization Policy Advisory Committee Meeting Attendance Record

Date: January 22, 2009
Time: 1:30 P.M.

Place: Room 306, City Hall
509 SE 7th Ave, Amarillo, TX

	Name	Organization Represented	Phone Number	E-mail Address
1	GARY HELWICK	AMARILLO MPO	378 6293	amarillompo@amarillo.gov
2	<i>[Signature]</i>	Transit	378-6847	<i>[Signature]</i> @amarillo.tx.us
3	GARY DENTON	COA Utilities	378-9307	gary.denton@amarillo.gov
4	DANIEL MILLER	TxDOT	356-3246	dmiller@dot.state-tx.us
5	Tom Cain	TxDOT	356-3240	tcain@dot.state.tx.us
6	Kenneth Petr	TxDOT	356-3203	
7	<i>[Signature]</i>	TxDOT	356-3201	
8	ALAN M. TAYLOR	CITY OF AMARILLO	378-3012	
9	Taylor Withrow	COA	378-9218	
10	<i>[Signature]</i>	COA		
11	Jamie Jallen	PRPC	372-3381	jallen@theprpc.org
12	Emi Handosh	RANDALL CO.	468 5500	

Amarillo Metropolitan Planning Organization Policy Advisory Committee Meeting Attendance Record

Date: January 22, 2009
Time: 1:30 P.M.

Place: Room 306, City Hall
509 SE 7th Ave, Amarillo, TX

	Name	Organization Represented	Phone Number	E-mail Address
13	Travis Mune	MPO	378-4219	
14	Vicki Carey	CITY	378-4222	
15				
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**2008-2011
Transportation Improvement Program
Revisions
January 22, 2009**

**AMARILLO METROPOLITAN PLANNING ORGANIZATION
POLICY ADVISORY COMMITTEE MEETING
January 22, 2009**

AMARILLO TRANSPORTATION IMPROVEMENT PROGRAM 2008-2011 AUGUST 2008 REVISION January 22, 2009			
MPO ID Number	TxDOT CSJ Number	Location/Description	Revision
<i>Grouped Projects</i>			
FY 2009			
A5A542S-002	2635-03-013	On Loop 335 (Soncy Rd), at Hillside Rd – Add turn lanes & traffic signal.	Project addition

AMARILLO DISTRICT
MPO PROJECTS
FEBRUARY 2009 REVISIONS
FY 2008 – 2011 TIP

WEDNESDAY, JANUARY 07, 2009
10:27:20 AM

STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM
TIP FY2008-2011

PAGE: 1 OF 3

GROUPED PROJECTS

AMARILLO METROPOLITAN PLANNING ORGANIZATION

FY 2009

TXDOT DISTRICT: AMARILLO	CITY: AMARILLO	EST LETTING DATE: 04/2009
COUNTY: RANDALL	LIMITS FROM: AT HILLSIDE IN AMARILLO	PHASE: C,E
HIGHWAY NUM: LP 335	LIMITS TO:	YOE COST: \$ 569,500
CSJ: 2635-03-013	MPO PROJECT NUM: A5A54S-002	GROUPED CSJ: 5000-00-952
REVISION DATE: 022009	PROJECT SPONSOR:	
DESCRIPTION: ADD TURN LANES,INSTALL TRAFFIC SIGNAL		

REMARKS P1:

REMARKS P7:

CONTRACT CSJ: 263503013
ANCESTOR CSJ(S): 263503900
DESCENDENT CSJ(S):
ROW/CONSTR CSJ(S):

TOTAL FUNDING	
1-PRVNT MNT/REHAB:	\$ 100,000
11-DIST DISCRETION:	\$ 400,000
OTHER:	\$ 0
OTHER(R):	\$ 69,500
TOTAL:	\$ 569,500

PRELIMINARY ENGINEERING:	\$ 24,500
ROW PURCHASE:	\$ 0
CONSTRUCTION ENGINEERING:	\$ 45,000
CONSTRUCTION COST:	\$ 500,000
CONTINGENCIES:	\$ 40,000
INDIRECT COSTS:	\$ 27,800
BOND FINANCING:	\$ 0
OTHER FIELD:	\$ 0
TOTAL PROJECT COST:	\$ 637,300

TYPE OF WORK: ADD TURN LANES,INSTALL	
FEDERAL AMOUNT:	\$ 400,000
STATE AMOUNT:	\$ 100,000
LOCAL MATCH:	\$ 0
NON PROGRAM COSTS:	\$ 0
OTHER AMOUNT:	\$ 69,500
TOTAL:	\$ 569,500

MPO Bylaws

**Amarillo
Metropolitan Planning Organization**

Amarillo, Texas

BYLAWS

Adopted by the
Amarillo Metropolitan Planning Organization Policy Committee:
January 22, 2009

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Article I

PURPOSE

The Amarillo Metropolitan Planning Organization (MPO), acting in cooperation with the City of Amarillo, Potter and Randall Counties, the Texas Department of Transportation (TxDOT), Federal Highway Administration, and Federal Transit Administration is responsible for coordinated, comprehensive, and continuing transportation planning in the Amarillo Urban Transportation Study Area. These activities shall be in accordance with Section 134, Title 23, United States Code (23 USC 134) and applicable federal and state regulations, as amended. The Amarillo Urban Transportation Study Area encompasses the City of Amarillo and portions of Potter and Randall Counties.

The metropolitan planning process is focused on improvements to and maintenance of the transportation system, which includes: major streets and highways, traffic operations, public transportation, pedestrian and bicycle transportation. Urban transportation planning includes a long-range perspective, a short-range view, and a mechanism for linking the two. The MPO produces a series of plans and programs that help facilitate the transportation planning process. They include, but are not limited to, the Metropolitan Transportation Plan (MTP), the Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP), the Annual Project Listing, and the Public Participation Plan (PPP).

- The long-term transportation plan, known as the Metropolitan Transportation Plan, is the Amarillo MPO's strategy to respond to the transportation needs of the area for the next twenty-five years.
- The short-term plan, called the Transportation Improvement Program, identifies transportation projects to be implemented within four years.
- The Unified Planning Work Program describes the transportation planning activities to be undertaken by the MPO staff for a one-year period.
- The Public Participation Plan is a set of procedures designed to provide every opportunity for the involvement of citizens in the transportation planning process.

These plans and programs will lead to the development and operation of an integrated, intermodal transportation system that safely and securely facilitates the efficient and economic movement of goods and people.

The Amarillo MPO is comprised of two committees. The Policy Committee is the top-level transportation planning committee. It provides review and policy guidance for transportation planning efforts in the Amarillo Urban Transportation Study Area. The Technical Advisory Committee provides technical analysis and review. These bylaws govern the actions of the MPO Policy Committee and the Technical Advisory Committee.

Article II

POLICY COMMITTEE

The Metropolitan Planning Organization is governed by the Policy Committee which provides both review and policy guidance for transportation planning efforts in the Amarillo Urban Transportation Study Area.

Policy Committee Membership - Voting Members

Mayor of the City of Amarillo, as Chairperson
Amarillo City Commissioner, appointed by the Mayor
City Manager, City of Amarillo
Potter County Judge
Potter County Commissioner, appointed by the County Judge
Randall County Judge
Randall County Commissioner, appointed by the County Judge
TxDOT Amarillo District Engineer
TxDOT Amarillo District Staff member, appointed by District Engineer
Two Citizen Representatives appointed by the MPO Policy Committee from members of the Amarillo Chamber of Commerce Transportation Committee, City of Amarillo Traffic Commission, City of Amarillo Planning & Zoning Commission, or Panhandle Regional Planning Commission.

Policy Committee Membership - Ex-Officio Members

City Manager, City of Canyon
Mayor of the City of Canyon
Executive Director, Panhandle Regional Planning Commission
MPO Field Representative, Federal Highway Administration
MPO Field Representative, TxDOT
US Representative, 13th Congressional District of Texas
State Senator, 31st District of Texas
State Representative, 86th District of Texas
State Representative, 87th District of Texas

In the absence of the Chair, the duties of the Chair shall pass to the Amarillo City Manager, then to the TxDOT District Engineer. In the event these members are absent, the attending members shall elect a presiding officer to conduct the meeting until the conclusion of the meeting, or the Chair arrives.

Member Proxy

No voting by proxy shall be permitted.

Term

Voting and non-voting members shall serve on the Policy Committee as long as they hold their job or elected position.

The Policy Committee may offer ex-officio membership to individuals who represent other transportation groups.

Quorum and Voting

Fifty one percent (51%) of the total voting members shall constitute a quorum for transaction of business at all meetings. A majority vote of the quorum will be sufficient to authorize any action. Each member shall have one (1) vote. If a quorum cannot be obtained, the members present may only discuss the date of the next meeting and the Chair shall then adjourn the meeting.

Frequency of Meetings

This committee shall meet as necessary to perform its functions, not less than quarterly, unless the chair determines there is no business.

Methods of Calling Meetings

Meetings of the Policy Committee may be called by the MPO Director, the Chair, or any five members of the Policy Committee as a group may call a meeting by written request to the Chairman or the MPO Director. Once a meeting not initiated by the MPO Director has been called, the MPO Director will be advised as soon as possible.

Meeting Notices

The MPO Director shall be responsible for notifying committee members and the public of the date, time, place, and agenda items for the meetings. All meetings are to be held as public meetings and shall be published in the local newspaper and posted at the appropriate government offices at least seventy-two (72) hours prior to the meeting.

Meeting Minutes

MPO staff shall be responsible for composing the Policy Committee meeting minutes.

Conflict of Interest

A Policy Committee member is considered to be a local public official for the purposes of Chapter 171, Local Government Code. Members must abstain from discussion and voting if he or she has substantial interest in a business entity or real estate that would be affected by a vote or decision of the Policy Committee. If a Policy Committee member must abstain from a matter, then that member must file an affidavit required under Section 171.004, Local Government Code.

Article III

TECHNICAL ADVISORY COMMITTEE

The Technical Advisory Committee shall have the following responsibilities:

- Provide technical assistance to the MPO staff in preparation of the UPWP, the MTP, the TIP, and other documents as required by state or federal law for the Amarillo Metropolitan Area.
- Conduct a review and, if necessary, revise all elements of the MTP at required intervals.
- The Technical Advisory Committee recommends adoption of the plans to the Policy Committee.
- Advise the Policy Committee on technical and policy matters with accompanying recommendations and supporting rationale.
- Review studies related to transportation within the study area and make recommendations to the Policy Committee and other agencies.

Technical Advisory Committee Membership

Members of the Technical Advisory Committee include:

City of Amarillo, City Engineer
 City of Amarillo, Director of Planning
 City of Amarillo, Director of Utilities
 City of Amarillo, Traffic Engineer
 City of Amarillo, Transit Manager
 Amarillo MPO Director
 Amarillo MPO Senior Planner
 Amarillo MPO Transit Planning Technician
 City of Canyon, Staff member
 Potter County, Road & Bridge Superintendent
 Randall County, Road & Bridge Superintendent
 TxDOT, Amarillo District Engineer
 TxDOT, Amarillo District Director of Programming & Development
 TxDOT, Amarillo District Area Engineer
 TxDOT, Amarillo District Planner
 TxDOT, Amarillo District Environmental Coordinator
 TxDOT, Amarillo District Operations/Traffic Engineer
 TxDOT, Amarillo District Right-of-Way Division
 TxDOT, Amarillo District Public Transit Coordinator

The MPO Director or the TxDOT Amarillo District Engineer, or their designee shall chair the Technical Advisory Committee and shall vote only in case of a tie.

Frequency of Meetings

The Technical Advisory Committee shall meet as necessary for the committee to perform its functions. Meetings may be called by the MPO Director, the TxDOT Amarillo District Engineer, or any five members as a group may call a meeting by written request to the MPO Director.

Meeting Agenda, Notices, and Location

The Metropolitan Planning Organization (MPO) Director shall be responsible for establishing the meeting agenda and notice and setting the date, time and place for said meeting. The MPO Director is responsible for notifying every member of the Technical Advisory Committee of the aforementioned responsibilities no later than one (1) week prior to the meeting.

Article IV

MPO DIRECTOR AND STAFF

MPO staff shall consist of a director and sufficient personnel to perform the day-to-day technical and administrative operations of the Amarillo Metropolitan Planning Organization (MPO).

The MPO Director will:

Coordinate the duties of all MPO staff as identified in the Unified Planning Work Program.

Maintain necessary staff to continually execute the transportation planning process.

Assure compliance with the federal and state transportation planning regulations by providing reports and certifications to the sponsoring organizations.

Develop, revise, and submit the Metropolitan Transportation Plan, the Transportation Improvement Program, the Unified Planning Work Program and other reports or documents as required by state or federal law for the Amarillo Metropolitan Area.

Prepare and submit billing statements to the City of Amarillo and TxDOT for reimbursement of expenditures.

Prepare an Annual Performance and Expenditure Report

Assist in the preparation of applications for Statewide Transportation Enhancement Programs, Recreational Trails Grants, and other appropriate programs.

Take direction from and report to the Policy Committee

Provide staff support for the Policy Committee and the Technical Advisory Committee.

Article V

AMENDMENT OF BYLAWS

These bylaws may be amended by a majority affirmative vote of the Policy Committee at any meeting of the members, provided that official notice of the proposed amendment is included in the meeting notice.