

Sherman – Denison Metropolitan Planning Organization (MPO)

POLICY BOARD

AGENDA

Wednesday, September 29, 2021 @ 8:00 am
Commissioners Courtroom, Grayson County Courthouse
100 W Houston St, Sherman, TX 75090

Please visit our MPO website www.sdmpo.org for background materials under the “Committees/Meetings” link or under “News and Announcements” at our home page.


- I. Call to order
- II. Acknowledgment of Quorum by Chairman
- III. Public Comment Period
- IV. [Consider approval of the minutes of the MPO Policy Board meeting of June 23, 2021](#)
 Action Information
- V. **PUBLIC HEARING:** [Review and Approval of a Draft Amendment to the 2022-2023 Unified Planning Work Program \(UPWP\)](#)
 Action Information
- VI. [Review and Approval of a Resolution Adopting Project Selection Criteria for Use in Selecting Projects Submitted for Funding within the Metropolitan Planning Area](#)
 Action Information
- VII. **PUBLIC HEARING:** [Review and Take Possible Action on a Resolution Adopting an Amendment to the MPO Bylaws](#)
 Action Information
- VIII. Announcements
(*Informal Announcements, Future Agenda Items, and Next Meeting Date*)
 - TAC Next meeting date November 17, 2021
 - MPO Policy Board Next meeting date December 1, 2021
 - Freight Advisory Committee Next meeting date TBD
- IX. Adjournment

PUBLIC COMMENT PERIOD - At the conclusion of all other agenda items, the MPO Policy Board (PB) will allow for a public comment period, not to exceed fifteen minutes, to receive public comment on any other matter that is under the jurisdiction of the PB. No action will be taken. Each speaker will be allowed a maximum of three minutes. 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 PB on a single matter, the Chairman may decrease the amount of time available to each person who wishes to address the PB. Speakers must be signed up prior to the beginning of the public comment period.

All meetings of the Sherman-Denison Metropolitan Planning Organization (MPO) are open to the public. The MPO is committed to compliance with the Americans with Disabilities Act (ADA). Reasonable accommodations and equal opportunity for effective communications will be provided upon request. Please contact Tera Norris at the County Judge's Office at 903.813.4228 at least 24 hours in advance if accommodation is needed.

The above notice was posted at the Grayson County Courthouse in a place readily accessible to the public and made available to the Grayson County Clerk on or before September 24, 2021.

NOTE: The MPO Policy Board (PB) agenda/packet is only distributed digitally, no paper copies will be sent. If you need a printed copy please contact MPO staff.



Clay Barnett, P.E.

The MPO Policy Board may retire into **EXECUTIVE SESSION** pursuant to the Texas Government Code, Chapter 551, Subchapter D, to discuss any item posted on this agenda and take appropriate action as necessary.

Sherman-Denison Metropolitan Planning Organization (MPO)
POLICY BOARD

<https://zoom.us/j/91680419656?pwd=Z1RmWEpTRHNuNVp2aGFDeUZ4SWx3QT09>

Meeting ID: 934 3390 4772

Password: 822982

Wednesday, June 23, 2021

Board Members Present:

Judge William Magers, Chairman	Grayson County
Mayor David Plyler, Vice Chairman	City of Sherman
Mayor Janet Gott	City of Denison
Mayor Jim Atchison	City of Van Alstyne
Noel Paramanatham, P.E.	TxDOT Paris District Engineer

Board Members Absent:

None

Ex-Officio Members Present:

Shellie White	Texoma Area Paratransit System
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Ex-Officio Members Absent:

None

Non-Voting Members Present:

Barbara Maley	Federal Highway Administration (FHWA)
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Non-Voting Members Absent:

Lynn Hayes	FTA – Region 6 – Fort Worth
Nick Page	TxDOT TPP Division

Technical Advisory Committee Members Present:

Aaron Bloom, P.E.	TxDOT Sherman Area Engineer
John Webb, AICP	City of Denison

Staff Present:

Clay Barnett, P.E.	Sherman-Denison MPO
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Guests Present:

Paula Shaw	Grayson County
Thomas Fowler	

I. Call to Order

Chairman Magers called the meeting to order at 8:00 a.m.

1 **II. Acknowledgment of Quorum by Chair**

2
3 Chairman Magers declared a quorum of the Policy Board present.

4
5 **III. Public Comment Period**

6
7 No Public Comments

8
9 **IV. Consider approval of the minutes of the MPO Policy Board meeting of April 7, 2021**

10
11 Motion to approve the minutes of the April 7, 2021 meeting was made by Mayor Gott, seconded
12 by Mayor Plyler. Motion carried.

13
14 **V. Review and Approve a Resolution Adopting the Public Participation Plan (PPP),**
15 **Title VI/Nondiscrimination Plan, Limited English Proficiency (LEP) Plan**

16
17 Mr. Barnett stated the current Public Participation Plan was adopted by the Policy Board on
18 October 7, 2015. The PPP needed some revisions due to comments from FTA and FHWA and
19 the Title VI/Nondiscrimination Plan and Limited English Proficiency Plan was needed as well.
20 The Technical Advisory Committee recommended approval of the Resolution Adopting the
21 Public Participation Plan (PPP) and Title VI/Nondiscrimination Plan, Limited English
22 Proficiency (LEP) Plan on May 19, 2021.

23
24 Motion to approve the Resolution Adopting the Public Participation Plan (PPP), Title
25 VI/Nondiscrimination Plan, Limited English Proficiency (LEP) Plan was made by Mayor
26 Atchison, seconded by Mayor Gott. Motion carried.

27
28 **VI. Review and Approve a Resolution Amending the 2021-2024 Transportation**
29 **Improvement Program (TIP)**

30
31 Mr. Barnett stated this is the second amendment to the 2021-2024 TIP. The amendment is at the
32 request of TxDOT to revise Appendix C to include Grouped Projects. Approval was
33 recommended by the Technical Advisory Committee on May 19, 2021.

34
35 Motion to approve the Resolution Amending the 2021-2024 Transportation Improvement
36 Program (TIP) was made by Mayor Gott, seconded by Mayor Atchison. Motion carried.

37
38 **VII. PUBLIC HEARING: Review and Approve the 2022-2023 Unified Planning Work**
39 **Program (UPWP)**

40
41 Mr. Barnett provided a background overview of the 2022-2023 Unified Planning Work Program
42 (UPWP). The UPWP covers a two year period and identifies transportation planning work tasks
43 to be completed in the SDMP. It consists of transportation planning projects for which federal
44 assistance is sought for FY 2022-2023. Approval was recommended by the Technical Advisory
45 Committee on May 19, 2021.

1 No public comments.

2

3 Motion to approve the 2022-2023 Unified Planning Work Program was made by Mayor
4 Atchison, seconded by Mayor Gott. Motion carried.

5

6 **VIII. Announcements**

7

8 Chairman Magers made comment regarding staff changes within TxDOT.

9

10 The next possible TAC meeting will be September 15, 2021 and it will be necessary to have
11 another MPO Policy Board meeting on October 6, 2021.

12

13 **X. Adjournment**

14

15 Having no further business to discuss, Chairman Magers adjourned the meeting at 8:16 a.m.

16

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18

19

Bill Magers, Chairman, SDMPO Policy Board

SHERMAN-DENISON METROPOLITAN PLANNING ORGANIZATION (MPO)
POLICY BOARD (PB)
AGENDA ITEM V
ACTION ITEM

September 29, 2021

PUBLIC HEARING: Review and Approval of a Draft Amendment to the 2022 – 2023 Unified Planning Work Program (UPWP)

BACKGROUND:

The Unified Planning Work Program (UPWP) is the two year program budget for the MPO. This document identifies the funding sources and projects/plans that the MPO intends to undertake over a two (2) fiscal year period.

The application for Supplemental State Planning and Research (SPR) Funds has been approved by TxDOT. These funds were specifically approved for Subtask 5.3 – Grayson County Safety and Operations Strategic Plan. The purpose of this plan is to identify and prioritize potential improvements to the transportation system that can increase safety, reduce congestion, improve travel time reliability, and support increased reliance on renewable energy for transportation in the region. This is our first look at our intelligent transportation infrastructure in Grayson County and coincides with a study being conducted by TxDOT.

All of the changes to the document are highlighted in yellow and center around the Funding Summary for Task 5.0 and Table 1.

Prior to utilizing the SPR funds, the 2022-2023 UPWP must be amended to include the modification to Subtask 5.3 and allocate the SPR Funds to this subtask.

Approval of the amendment to the 2022-2023 UPWP was recommended by the Technical Advisory Committee at the September 15, 2021 Technical Advisory Committee meeting.

ACTION REQUESTED:

Approve the Draft Amendment to the 2022-2023 Unified Planning Work Program (UPWP) as presented.

ATTACHMENTS: *click underlined items for attachment*

- [Draft Amendment to the 2022-2023 UPWP](#)

STAFF CONTACT: Clay Barnett, P.E., 903.813.5275, barnettc@co.grayson.tx.us



UNIFIED PLANNING WORK PROGRAM

FISCAL YEARS 2022 - 2023

Approved by the Policy Board on: June 23, 2021

Amended: September 29, 2021 DRAFT

Prepared by:

SHERMAN-DENISON METROPOLITAN PLANNING ORGANIZATION

SPONSORING AGENCIES:

CITIES OF: SHERMAN and DENISON in cooperation with urban area small cities

COUNTY OF: GRAYSON

TEXAS DEPARTMENT OF TRANSPORTATION

IN COOPERATION WITH:

FEDERAL HIGHWAY ADMINISTRATION

FEDERAL TRANSIT ADMINISTRATION

"The preparation of this report was funded in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, U.S. Code. The views and opinions of the authors [or agency] expressed herein do not necessarily state or reflect those of the U. S. Department of Transportation."

UNIFIED PLANNING WORK PROGRAM

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I. INTRODUCTION

The Governor of the State of Texas has designated Grayson County as the fiscal agent for the Sherman-Denison Metropolitan Planning Organization (MPO). Acting through its Policy Board, the MPO, in cooperation with the Texas Department of Transportation (TxDOT), the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), administers the transportation planning process in the Sherman-Denison urbanized area. The **Unified Planning Work Program (UPWP)** for the MPO describes the transportation planning process and MPO activities for the period of October 1, 2021 through September 30, 2023. The program documents each project's funding by source (federal, state, and local), explains how funds will be expended (type of project), and assigns responsibility for each work task. Federal Planning Rules for MPOs are described in Title 23, United States Code, Section 134 (The Urban Transportation Planning Process), and further regulated by Title 23 Code of Federal Regulations 420 and 450. Key federal legislation that further refines the planning processes was brought about by the Fixing America's Surface Transportation (FAST) Act and previous federal transportation legislation, such as ISTEA, TEA-21, SAFETEA-LU, and MAP-21. The FY 2022-2023 UPWP was developed in accordance with regulations set forth in the FAST Act, which was signed into law on December 4, 2015. The MPO is responsible, together with the State of Texas, for carrying out the provisions of the FAST Act.

A. PURPOSE OF THE UNIFIED PLANNING WORK PROGRAM (UPWP)

The UPWP is a two (2) year planning budget, which outlines those planning activities to be undertaken by the MPO, which are funded by federal, state, and local sources. The UPWP work elements were developed using a performance-based approach to meet the goals, planning factors, and planning emphasis areas of the FAST Act, which are continued from MAP-21. Additionally, these planning factors will continue to be utilized throughout the transportation decision-making process. The planning factors included in the FAST Act are:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency,
2. Increase the safety of the transportation system for motorized and non-motorized users,
3. Increase the security of the transportation system for motorized and non-motorized users,
4. Increase the accessibility and mobility of people and for freight,
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns,
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight,
7. Promote efficient system management and operation,
8. Emphasize the preservation of the existing transportation system,
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation, and

10. Enhance travel and tourism.

The UPWP work elements were specifically selected to meet the seven national goals of the FAST Act. These goals, as listed in 23 USC §150, are as follows:

1. Safety: To achieve a significant reduction in traffic fatalities and serious injuries on all public roads,
2. Infrastructure condition: To maintain the highway infrastructure asset system in a state of good repair,
3. Congestion reduction: To achieve a significant reduction in congestion on the National Highway System,
4. System reliability: To improve the efficiency of the surface transportation system,
5. Freight movement and economic vitality: To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development,
6. Environmental sustainability: To enhance the performance of the transportation system while protecting and enhancing the natural environment, and
7. Reduced project delivery delays: To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices.

The latest version of the Public Participation Plan (PPP) for the MPO was approved on June 23, 2021. These procedures include posting on our web site www.sdmpo.org, and maintaining a current mailing list of those persons who are interested in the transportation process. The PPP is available for review at the MPO and can be found on our website. Additionally, MPO staff is available to answer stakeholders' questions and requests for information. All meetings are advertised and are open to the public. To foster an atmosphere of public cooperation and in the spirit of the FAST Act, the MPO staff actively participates in various public organizations. A mailing list of those who have expressed interest is maintained.

The American with Disabilities Act (ADA) of 1990 encourages the involvement of people with disabilities in the development and improvement of transportation and para-transit plans and services. In accordance with ADA guidelines, all meetings conducted by the MPO take place in locations that are accessible to persons with mobility limitations and other aids as needed.

The MPO website, www.sdmpo.org, provides additional opportunities for public involvement. Stakeholders may view and download MPO publications, as well as send e-mail to MPO staff with any questions regarding transportation planning. The website contains transportation planning information, and public transportation planning information. Links to public documents and agencies such as the latest Federal Transportation Law (FAST Act), FHWA, FTA, TxDOT, cities, and county governments may also be found on the MPO web site.

B. DEFINITION OF AREA

The Sherman - Denison Metropolitan Planning Area is located in the north central portion of the State of Texas, sharing the northern boundary with the Red River/Oklahoma border and touches Lake Texoma, Eisenhower State Park and the Hagerman National Wildlife Refuge. The southern, eastern and western boundaries extend to the limits of Grayson County and are shared with Collin and Denton Counties to the south, Fannin County to the east, and Cooke County to the west. US 75 running North/South splits the area in half and US 82 running East/West intersects US 75 and splits the urban area into quadrants. The MPO is comprised of the following cities: Sherman, Denison, Howe, Gunter, Pottsboro, Van Alstyne, Bells, Collinsville, Dorchester, Pilot Point, Sadler, Southmayd, Tioga, Tom Bean, Whitesboro, and Whitewright. The MPO is also comprised of unincorporated areas of Grayson County, which is likely to become urbanized in the next 20 years. A map depicts the area in Appendix A.

C. ORGANIZATION

The Sherman-Denison MPO Policy Board (PB) is the governing body of the MPO, performs its duties in accordance with state & federal laws, and is organized under its published By-Laws. The Sherman-Denison MPO also has a Technical Advisory Committee (TAC) whose membership consists of technical staff from the member local governments. The TAC is responsible for advising the PB on all urban transportation planning matters and to help guide the metropolitan planning process. Additionally, this committee advises on issues of a technical nature and provides recommendations of MPO policy issues, provides input regarding the development of all of the MPO's planning documents, any special studies that may arise, and has developed a project selection process that has been adopted by the PB as part of the development of the 2045 MTP. The Sherman-Denison MPO, its staff and its fiscal agent, are responsible along with the State, for carrying out this work program. The voting members of the PB and TAC are found in Appendix B. The UPWP is reviewed and approved by the PB.

D. PRIVATE SECTOR INVOLVEMENT

The MPO encourages the participation of both public and private organizations. Since the technology required to properly plan for the future transportation network is both complicated and constantly changing, the MPO from time to time hires private consultants to accomplish part of the planning process. The MPO has also strived to do its part by purchasing equipment from a Historically Underutilized Business (HUB) when possible and Disadvantaged Business Enterprises (DBE) are actively solicited for each contract.

E. PLANNING ISSUES AND EMPHASIS AREAS

The UPWP emphasizes Federal requirements for transportation, especially those included in the FAST Act. Along with those requirements, the MPO has identified planning issues and emphasis areas, which illustrate the key highway and transit planning issues facing the MPO. These are listed in the following subcategories:

Metropolitan Transportation Plan (MTP)

The Metropolitan Transportation Plan is the MPO's long-range plan that has a twenty-five (25) year focus and is updated every five (5) years. The 2045 MTP was adopted on December 4, 2019, and covers fiscal years 2020 to 2045. This long-range plan focuses on multi-modal transportation needs within the MPO area and serves as the basis for the planning needs and decision-making guidelines for the MPO Board. This is accomplished through identifying present and future transportation corridors, forecasting transportation needs and growth patterns, providing estimated costs for implementation of those needs, and including other innovative approaches to transportation. Updates to the MTP will be part of the planning process and changes will be incorporated as they become necessary.

Transportation Improvement Program (TIP)

The Transportation Improvement Program (TIP) is the MPO's short-term planning document. The TIP is a four (4) year program of highway and transit projects proposed for funding by Federal, State, and local resources within the Sherman-Denison study area. The TIP is updated at least every two (2) years and approved by the MPO. The FHWA and the FTA must jointly find that each metropolitan TIP is based on a continuing, comprehensive transportation process carried on cooperatively by the States, MPOs and transit operators in accordance with the provisions of 23 U.S.C. 134 and section 8 of the Federal Transit Act (49 U.S.C. app. 1607). The TIP may be amended as transportation needs or funding levels change.

The TIP is financially constrained by year and includes a financial plan that demonstrates which projects can be implemented using current revenue sources and which projects can be implemented using proposed revenue sources while at the same time maintaining and operating the existing transportation system. Only projects for which construction and operating funds can reasonably be expected to be available are included.

Projects listed in the TIP must be consistent with the long-range transportation plan. In addition to those projects, regionally significant transportation projects are included. A regionally significant project means a transportation project that is on a facility which serves regional transportation needs regardless of funding source (such as access to and from the area outside of the region, major activity centers in the region, major planned developments such as new retail malls, sports complexes, etc., or transportation terminals as well as most terminals themselves) and would normally be included in the modeling of a

metropolitan area's transportation network, including at a minimum all principal and major arterials and all fixed guide way transit facilities that offer an alternative to regional highway travel.

Travel Demand Model (TDM)

In 2021, the MPO started to update the Travel Demand Model. Part of the process, includes working closely with TxDOT staff to improve the roadway network and data collection needs associated with the Travel Demand Model (TDM). The TDM is an important part of the MPO's functions and includes updates to the Geographic Information System (GIS); analysis of demographic data; updates to the roadway network; analysis of land use data for impacts on the transportation network; analysis and review of traffic count data and patterns; and analysis and review of traffic accident data and patterns.

The effort to update the MPO's TDM will continue in FY 2022 in preparation of the development of the 2050 MTP, which is anticipated to begin in spring of FY 2023.

Public Participation and Education

Emphasis is also placed on improving the public participation and the education of those interested in the transportation planning process. This could include fostering issues such as multi-modal studies, land-use analysis, and many others related to the improvement of transportation within our MPO boundary. This process is continually analyzed and evaluated to ensure that the public is aware and active with transportation issues in their community.

Transportation Awareness

Another area includes broadening the staff capabilities of the MPO to incorporate changes necessary for the smooth functioning of transportation planning. This is an on-going process to promote more efficient use of transportation elements, plans, and documents and improvements for the transit reporting procedures; and consideration of safety and security in all modes of the transportation planning process.

Environmental Justice

The MPO continues to monitor and ensure compliance with Federal and State guidance on Title VI and Environmental Justice. A 1994 Presidential Executive Order directed every Federal agency to make Environmental Justice part of its mission by identifying and addressing the effects of all programs, policies, and activities on "minority populations and low-income populations." Environmental Justice and Title VI are not new concerns; however, because of the evolution of the planning process, greater emphasis is being placed on understanding and addressing the unique needs of different socioeconomic groups. The MPO's Environmental Justice initiatives strive to involve potentially affected citizens in developing transportation projects that fit harmoniously within their communities without sacrificing safety or mobility using its Public Participation Plan (PPP). By involving the public in transportation decisions in

their neighborhoods, the MPO strives to make sure that every transportation project considers the effect on the human environment and provides as much positive benefit to them as possible. Work on Environmental Justice and Title VI will be completed with Tasks 1.1, 1.2, 2.1, 3.1, 4.1 and 5.4.

Planning Areas

This document is organized under the ten planning factors of the FAST Act. The FAST Act requires MPOs to organize its planning process, which is to be continuous, cooperative and comprehensive (3C), around consideration of the general guidelines of ten broad areas as enumerated in the Act itself. The work tasks, special emphasis items, and special studies contained in the UPWP have considered the ten areas, some more directly than others have.

In addition to the ten planning emphasis areas, three areas of additional emphasis have been identified as strategic objectives for the Surface Transportation Program:

1. Transition to Performance Based Planning and Programming – this encourages state Departments of Transportation and MPOs to continue to further develop their performance management approach to transportation planning;
2. Regional Models of Cooperation – MPOs and state Departments of Transportation should ensure a regional approach to transportation planning by promoting cooperation across transit agencies, MPO and state boundaries;
3. Ladders of Opportunity – State DOTs, MPOs, and providers of public transportation are encouraged to identify connectivity gaps in accessing essential services.

II. TASK 1.0 – ADMINISTRATION AND MANAGEMENT

A. OBJECTIVE

Work elements in this activity are administrative and management tasks associated with the function, coordination and day-to-day activities of the MPO and the multi modal transportation planning process. The development of goals, objectives, and policies; committee structures and staffing; interagency linkage and information; and staffing of various work elements are the main concerns of transportation planning coordination. Required duties include informing the public and committee members of meetings, preparation of meeting packets, attendance at meetings, coordination of projects/programs, and oversight of planning activities. Additionally, this task will meet the technical objectives of the organization regarding computer equipment and/or software packages.

B. EXPECTED PRODUCTS

Expected products include correspondence, memoranda, agreements, agenda, record keeping, and minutes necessary to document on-going activities of the study office. This task includes the purchase of office supplies, office furniture, and the associated costs to post public notices and other expenses as appropriate. Specific projects include: Annual Project Listing; Program Management and Coordination, Annual Performance and Expenditure Report; Self-Certification Statement; Interagency Planning Agreements; Public Participation Plan update as needed; Staff Education and Training; and Web site maintenance and update as needed. Other products of this task are training and expenses incurred while staff members travel to training, meetings, conferences, and/or workshops. The MPO will work with member agencies to prevent duplication of effort. The MPO may use interns to assist staff when appropriate. Grayson County, the MPO's fiscal agent, may provide additional resources as needed. The MPO may also contract with the member cities and governmental agencies, as fitting, to avoid duplication of efforts between the staffs of the cities and MPO or provide staff expertise otherwise unavailable to the MPO. Staff will attend training courses and seminars as appropriate. All out of state travel must have prior approval by TxDOT.

C. PREVIOUS WORK

This is an ongoing planning activity as required by 23 CFR 450. All PB, TAC and public meetings were conducted under this task. Staff attended all Texas Metropolitan Planning Organization (TEMPO) meetings and workshops, various workshops/conferences and made presentations at various city council and civic meetings. Previous year projects and products also included the FHWA Annual Performance and Expenditure Report and Annual List of Federally Funded Projects. Additionally, staff began preparation of an update to the PPP that included a Title VI/Nondiscrimination Plan and a Limited English Proficiency Plan in FY 2020 that was completed and formally adopted on June 23, 2021.

D. DESCRIPTION OF SUBTASKS

1.1 Administration

Prepare and submit required reports, certification and administrative documentation to maintain continuity and credibility of the Study. Prepare budgets, maintain financial records, equipment inventory and ensure monies are spent appropriately. Coordinate activities between participating agencies and other public and private interests. Prepare request for proposals, as required, and solicit for contractual services and supervise the work. Assist participating agencies as needed. The MPO will review and evaluate the work accomplished during the previous fiscal year under this work program. An Annual Performance and Expenditure Report will be prepared at the end of each fiscal year (2021 & 2022) in accordance with TxDOT policy and procedures.

Maintain the computer equipment and software, funding is allocated and/or service contracts are in operation for the maintenance and upgrade of all automated information processing equipment and software purchased. Staff will continue updating MPO equipment and software when appropriate. Staff must stay abreast of current trends in technology, as they are applicable to the urban transportation planning process and effectiveness of operations and the planning process. All computer equipment will continue to be inventoried by identification number, physical location and staff member(s) responsible. Purchases of office supplies, materials, furniture, equipment, computers, monitors, printers, plotters and related computer equipment or computer software: equipment purchases exceeding \$5,000 per unit require prior approval from TxDOT-TPP.

Monitor, evaluate and implement Title VI Civil Rights/Environmental Justice compliance, guidance and requirements for plans and programs; continue to collect and analyze data related to minority or low income populations and the effect of the transportation programs and system on those populations; identify ways to mitigate impacts of the system and programs on the identified populations; expand the database of citizens and businesses in low income or minority areas to facilitate effective outreach to those populations.

1.2 Public Involvement

Community involvement and input, vital elements in transportation planning and design, will be sought in the developmental stages of all transportation plans, MTP, TIP, and UPWP, to acknowledge community transportation needs, demands, and goals. Public participation will include public and private agencies, transit providers, civic groups, local and regional interest groups, elected officials and concerned citizens. In accordance with the MPO's published PPP, all PB meetings will be advertised and open to the public. Open

forums will precede any changes in the MTP and the TIP. Media outlets will be used whenever necessary to ensure public notification and encourage maximum public participation.

This sub-task for Public Involvement covers the day-to-day responses to the public (via email and/or phone) as well as maintenance of the MPO's website. The internet web site: www.sdmpo.org will be maintained and updated as needed.

The Annual Project Listings document will be developed and published. On-going emphasis is placed in ensuring Environmental Justice issues are addressed and a complaint procedure is included into the PPP.

The PPP was updated in 2021. The MPO continues its visibility among minority and low income communities. This is accomplished through announcements of meetings, etc. via neighborhood churches, or other local organizations.

1.3 Staff Education and Training

To ensure that the local urban transportation planning process remains viable and productive, the MPO staff will attend relevant seminars, workshops, conferences, and courses appropriate to a continued increase in staff expertise with regard to urban transportation planning techniques, methodologies, and recent developments. In addition, the Director will attend all TEMPO meetings as well as participate in TEMPO applicable subcommittee and executive committee meetings. The participation in training events, which include FHWA, FTA, TxDOT meetings, workshops, conferences, and Association of MPOs (AMPO) and Transit Association's meetings, as well as local options (community and four year college courses on pertinent skill sets) will assist the staff in developing skills and expertise in all forms of transportation planning and gather information to share with communities and transit service providers. This Subtask includes funds to reimburse MPO staff, for travel expenses when traveling on MPO related duties.

E. FUNDING SUMMARY

TASK 1.0 - FY 2022 - 2023

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ¹		Supplemental State Planning and Research Funds (SPR)		FTA Sect. 5307		Local		Total
		2022	2023	2022	2023	2022	2023	2022	2023	
1.1	MPO	\$20,600	\$21,600							\$42,200
1.2	MPO	\$7,160	\$7,160							\$14,320
1.3	MPO	\$25,000	\$26,000							\$51,000
TOTAL		\$52,760	\$54,760	\$0	\$0	\$0	\$0	\$0	\$0	\$107,520

¹TPF – This includes both FHWA PL-112 and FTA Section 5303 Funds. TxDOT will apply transportation development credits sufficient to provide match for TPF. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

III. TASK 2.0 – DATA DEVELOPMENT & MAINTENANCE

A. OBJECTIVE

Urban transportation planning requires constant monitoring and maintenance of a myriad of databases and mapping/graphic inventories. This provides the knowledge necessary to make accurate evaluations of existing conditions and to make logical estimates of future transportation system upgrades. This is a continuing ongoing process.

B. EXPECTED PRODUCTS

Expected products of this task will be the on-going maintenance of the MPO’s Travel Demand Model (TDM) and various datasets in the MPO’s Geographic Information System (GIS). The TDM is utilized during the development of the MTP to identify and anticipate needs in the transportation network. The GIS is utilized in a myriad of applications, including analyzing data necessary to comply with Title VI/Environmental Justice directives and limited English proficiency guidance. This ongoing process of maintenance of the TDM and GIS data has become critical to the proper execution of transportation management functions.

Grayson County, the MPO’s fiscal agent, will provide the bulk of needed GIS services to the MPO, typically at no cost to the MPO. The MPO may use consultants or interns to assist when appropriate. The MPO may also contract with the member cities and governmental agencies, as fitting, to avoid duplication of efforts between the staffs of the cities and MPO or provide staff expertise otherwise unavailable to the MPO.

C. PREVIOUS WORK

The latest update to the TDM, which had a base year of 2013, was completed in FY 2020. This model was supplied to Texas Transportation Institute (TTI) for their use in updating the statewide model. Staff began the effort with the assistance of a consultant to update the TDM to a base year of 2018 in FY 2021 with anticipation that the effort would be completed in FY 2022. GIS data was updated as necessary to revise the updates to the TIP and PPP as well as provide maps necessary for PB and TAC presentations and for the PB Chairman and staff to make presentations to city councils and area civic groups.

D. DESCRIPTION OF SUBTASKS

2.1 TDM Updates and Maintenance

The TDM is an integral tool in the MPO’s decision making process. Additionally, it is given to TTI for use in the statewide model that is used by decision makers at the state level. To insure that the model kept up to date, the MPO with the assistance of a consultant began the process of updating the TDM in FY 2021 to a base year of 2018 and a forecast

year of 2055 with interim years of 2023, 2028, 2033 and 2050. The process for updating the model includes the following:

1. Review the latest Model Area Boundary (MAB) and prepare recommendations in accordance with TxDOT's practices;
2. Prepare and update all data for the new Master network using TexPACK application standards and formats;
3. Using the revised MAB and network geography, prepare zonal boundary recommendations in accordance with TxDOT's practice as described in "*Master Network Editing Guidebook*", "*TexPACK Model Documentation*" and "*Socio-Economic Guidelines*" documentation; and
4. Update the base, interim and forecast demographics for each model year in accordance with TxDOT's "*Socio-Economic Guidelines*" documentation.

The updates to the TDM is anticipated to be completed by the second quarter of FY 2023. A presentation on the updates made to the TDM will be presented to the TAC prior to final acceptance. Once complete, the model will be delivered to TTI for use in the statewide model. The MPO intends to use a consultant to complete this task.

2.2 Geographic Information System

To fully allow the MPO to utilize the GIS in its work program, there are necessary enhancements and routine maintenance efforts that must be undertaken as part of its work program. Maps will be produced for staff projects, planning, technical and PB meetings, and public information, showing various population and transportation related characteristics within the planning area based on a variety of factors. The MPO intends to use staff provided by its fiscal agent to complete this effort. The MPO may also contract with the member cities and governmental agencies, as fitting, to avoid duplication of efforts between the staffs of the cities and MPO or provide staff expertise otherwise unavailable to the MPO. Maps will be made available to the public according to the fiscal agent's approved policies.

E. FUNDING SUMMARY

TASK 2.0 - FY 2022 - 2023

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ¹		Supplemental State Planning and Research Funds (SPR)		FTA Sect. 5307		Local		Total
		2022	2023	2022	2023	2022	2023	2022	2023	
2.1	MPO/Consultant	\$84,000	\$8,000							\$92,000
2.2	MPO	\$2,500	\$2,500							\$5,000
TOTAL		\$86,500	\$10,500	\$0	\$0	\$0	\$0	\$0	\$0	\$97,000

¹TPF – This includes both FHWA PL-112 and FTA Section 5303 Funds. TxDOT will apply transportation development credits sufficient to provide match for TPF. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

IV. TASK 3.0 - SHORT RANGE PLANNING

A. OBJECTIVE

The objective of this task is to complete those planning activities that are more specific and are necessary for the planning process. This includes those required by the FAST Act such as the update of the 2022-2023 Unified Planning Work Program (UPWP) and revisions to the 2021-2024 Transportation Improvement Program (TIP), and development of the new 2023-2026 TIP.

B. EXPECTED PRODUCTS

Comprehensive networking within the communities in an overall planning effort will continue to be pursued, monitored and evaluated through coordination agreements with local transit operators. Some specific products may include: Monitor and maintain the 2021-2024 TIP; Recommend any needed changes to the MTP and TIP; Look at community and regional involvement in transportation issues that may have an effect on the MPO's transportation network. Grayson County, the MPO's fiscal agent, may provide additional resources as needed. The MPO may use interns to assist staff when appropriate. The MPO may also contract with the member cities and governmental agencies, as fitting, to avoid duplication of efforts between the staffs of the cities and MPO or provide staff expertise otherwise unavailable to the MPO. Staff will attend planning seminars and work sessions as appropriate. MPO staff will also participate in TEMPO subcommittees through teleconferences as well as any scheduled meetings/seminars as appropriate.

C. PREVIOUS WORK

Previous work includes the preparation of the 2020-2021 UPWP, implementation of and amendments to the 2021-2024 TIP, and other documents as appropriate. In cooperation with TxDOT's area and district offices, staff developed and conducted public involvement meetings for the 2021-2024 TIP.

In FY 2020, MPO staff worked with Texoma Area Paratransit System (TAPS), our local transit provider, in development of the Transit Asset Management (TAM) Plan, Public Transportation Agency Safety Plan (PTASP), the 2020-2021 UPWP, the 2021-2024 TIP, and the 2020 Annual List of Federally Funded Projects. Additionally, staff assisted TAPS with creating a Request for Proposal (RFP) for a Fixed Route Study. The Fixed Route Study is funded by Federal 5307 Planning Funds as received by TAPS and the Texoma Council of Governments (TCOG). The objective of the Fixed Route Study is to identify challenges, investment strategies, policies and data needed to operate a fixed route transit system in the Sherman-Denison Urbanized Area.

D. DESCRIPTION OF SUBTASKS

3.1. Transportation Improvement Plan (TIP) and Self Certification

Projects in the TIP will be consistent with the 2045 MTP. Any TIP updates will incorporate input from citizens, public agencies, transit operators and other interested parties. Project selection will ultimately rest with the State, via TxDOT, in cooperation with the PB. Update or amend the 2021-2024 TIP as needed and allow citizens, public agencies, and private transportation providers an opportunity to comment on the program.

Every two years each MPO is required to develop a new TIP. In FY 2022, the MPO will be required to develop a new TIP covering the years 2023 through 2026.

The Self-Certification Statement requires that the planning process is being carried out in accordance with all applicable requirements including:

1. 23 U.S.C. 134, 49 U.S.C. 5303, and 23 U.S.C. 450.336;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
3. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b) of the FAST Act (Pub. L. 114-357) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in DOT funded projects;
5. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
7. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

3.2. Unified Planning Work Program

The 2022-2023 UPWP will be monitored and revised as necessary by the PB and submitted for review and approval by appropriate committees and agencies. Work program tasks will be dedicated to providing continuing and coordinated multimodal transportation planning for the MPO region.

Every two years each MPO is required to develop a new UPWP. The 2024-2025 UPWP will be developed incorporating all appropriate provisions of appropriate federal transportation re-authorization bill.

3.3. Short Range Transit Planning

TAPS with the assistance of MPO staff utilizing a combination of FTA Sect. 5307 and local funding will perform short range planning projects needed to meet federal requirements recognizing established Planning Emphasis Areas. Such activities include: researching solutions to connect urban area riders to medical facilities, commuter route planning for the urbanized area, and identifying gaps in transit services.

E. FUNDING SUMMARY

TASK 3.0 - FY 2022 - 2023

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ¹		Supplemental State Planning and Research Funds (SPR)		FTA Sect. 5307		Local		Total
		2022	2023	2022	2023	2022	2023	2022	2023	
3.1	MPO	\$11,000	\$5,000							\$16,000
3.2	MPO	\$5,000	\$12,000							\$17,000
3.3	TAPS/MPO	\$2,500	\$2,500			\$38,529	\$38,567	\$9,632	\$9,642	\$101,370
TOTAL		\$18,500	\$19,500	\$0	\$0	\$38,529	\$38,567	\$9,632	\$9,642	\$134,370

¹TPF – This includes both FHWA PL-112 and FTA Section 5303 Funds. TxDOT will apply transportation development credits sufficient to provide match for TPF. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

V. TASK 4.0 – METROPOLITAN TRANSPORTATION PLAN (MTP) UPDATE

A. OBJECTIVE

A MTP must look into the future to address a twenty-five (25) year planning horizon to include both long and short-range strategies that will lead to the development of an integrated intermodal metropolitan transportation system. The next installment of this document will be the 2050 Metropolitan Transportation Plan (MTP). The update to the MTP will extend the planning horizon out to the year 2050 and will include the following components:

- Update of the current Bicycle and Pedestrian Plan;
- Revenue and Expenditure Projections; and
- Development of Draft and Final Metropolitan Transportation Plan.

It should be noted that one or more of the sub-tasks listed above may be undertaken by a consulting firm contracted by the MPO.

B. EXPECTED PRODUCTS

The MPO will develop and follow a time line to ensure the development of the next MTP addresses needs within the study area. The process will insure that analytical techniques are properly used. The finished product should be a comprehensive document that reflects the vision and includes the set of actions to accomplish the objectives established by the public and the Policy Board. The current plan will continue to be monitored for any dynamics and will be updated and changed as needed. Community and regional involvement in transportation issues that may have an effect on the MPO's transportation network will be reviewed.

C. PREVIOUS WORK

The 2045 MTP update and public involvement process was successfully completed and the document was approved by the PB on December 4, 2019. The process was implemented in accordance with the planning requirements of the FAST Act. Previous work, which supports the MTP, focused on the continual collection and refinement of data. Updated project costs to reflect total project cost (TPC) as well as year of expenditure (YOE) figures to address federal requirements. Project ranking criteria were developed by the TAC that yielded the following results:

- Safety (30.75%);
- Maintenance and System Efficiency (21.25%);
- Congestion and Freight Reliability (20.25%);
- Effect on Economic Development (10.88%);
- Effect on the Environment (3.38%);

- Transportation Choices (6.38%); and
- Community Support (7.13%).

These project ranking criteria were adopted by the PB and utilized in ***Decision Lens*** to rank projects for the 2045 MTP.

D. DESCRIPTION OF SUBTASKS

4.1 Metropolitan Transportation Plan

MPO will continue to update the current 2045 MTP as needed. MPO will publish any revisions to the MTP on the MPO website. Staff will review the 2045 MTP to ensure all TIP projects are listed, and to ensure that the MTP conforms to revised Federal and State guidelines, such as those for Environmental Justice.

In the second quarter of FY 2023, staff will begin the effort to update the MTP to reflect the new horizon of 2050. Adoption of the 2050 plan will occur no later than September 30, 2024. The MPO intends to use a consultant to complete this task.

4.2 Bicycle and Pedestrian Plan Update

The update to the Bicycle and Pedestrian Plan include all of the Metropolitan Planning Area. Scope of services for the project will include:

- Assessment of existing bicycle and pedestrian facilities;
- Identify safe school access needs;
- Identify potential intercity trails;
- Identify potential transportation alternatives funding sources; and
- Prepare a map of existing and proposed conditions.

The MPO intends to use a consultant to complete this task.

E. FUNDING SUMMARY

TASK 4.0 - FY 2022 - 2023

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ¹		Supplemental State Planning and Research Funds (SPR)		FTA Sect. 5307		Local		Total
		2022	2023	2022	2023	2022	2023	2022	2023	
4.1	MPO/Consultant	\$2,500	\$65,000							\$67,500
4.2	MPO/Consultant	\$0	\$5,000							\$5,000
TOTAL		\$2,500	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0	\$72,500.00

¹TPF – This includes both FHWA PL-112 and FTA Section 5303 Funds. TxDOT will apply transportation development credits sufficient to provide match for TPF. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

VI. TASK 5.0 – SPECIAL STUDIES

A. OBJECTIVE

Occasionally, a study is warranted for projects of special interests that staff does not have the resources to complete without support staff. The objective of this task is to provide funding for the completion of such projects. Information gathered will aid staff in transportation plan development and revisions. These studies may include, but are not limited to: long range transit planning, thoroughfare planning, freight mobility planning, safety issues, and other issues as they arise.

B. EXPECTED PRODUCTS

Expected products for this task vary by subtask. The MPO may use consultants or interns to assist staff when appropriate. The MPO may also contract with the member cities and governmental agencies, as fitting, to avoid duplication of efforts between the staffs of the cities and MPO or provide staff expertise otherwise unavailable to the MPO. Staff will attend planning seminars and work sessions as appropriate. Databases developed and maintained in Task 2 will be refined and used in these subtasks.

C. PREVIOUS WORK

The MPO completed the Grayson County Thoroughfare Plan in FY 2018. Since that time, it has become necessary to revise the thoroughfare plan based on the fast paced growth occurring across Grayson County. The MPO began the first phase of this effort in FY 2020 with the assistance of a consultant. At the completion of the first phase, MPO staff discussed the possibility of utilizing fiscal agent’s staff to complete subsequent phases. Under this approach, Phase 2 was successfully completed in FY 2021.

The MPO completed the Grayson County Freight Mobility Plan in FY 2020. It identified challenges, investment strategies, policies and data needed to enhance freight mobility; to provide efficient, reliable and safe freight transportation; and to improve the economic competitiveness of Grayson County. It developed a comprehensive approach for facilitating the efficient and safe movement of people and freight in Grayson County.

D. DESCRIPTION OF SUBTASK

5.1 Long Range Transit Planning

Texoma Area Paratransit System (TAPS) utilizing a combination of FTA Sect. 5307 and local funding will perform long range planning projects needed to meet federal requirements recognizing established Planning Emphasis Areas. Such activities include: development of a plan to provide a high quality fixed-route service in the urbanized area that balances the needs of the riders for transit service within the constraints of the transit budget, defining parameters of an acceptable level of service (fixed-route, demand responsive service etc.) that TAPS can provide, and performing studies necessary to ensure that TAPS

continues to comply with Title VI guidelines and all other federal service requirements. MPO staff will assist TAPS when requested. This subtask will be used for any assistance of this nature given to TAPS.

Every five (5) years, all planning regions in the United States must complete a Regionally Coordinated Transportation Plan (RCTP) in order to qualify for federal transit funding. Grayson County, along with Cooke and Fannin Counties comprise Planning Region 22. The RCTP for Planning Region 22 expires on February 28, 2022 at which time the region will cease to be eligible to receive federal transit funding until such time as the RCTP is completed. The Texoma Council of Governments has committed to completing the update to the RCTP prior to February 28, 2022. TCOG has requested the assistance of MPO staff to complete this effort. This subtask will be used for any assistance given to TCOG during the update.

5.2 Grayson County Thoroughfare Plan

An analysis of water features, topography, built features, and parcel boundaries in relationship to the existing Grayson County Thoroughfare Plan will be conducted, and adjustments will be made to proposed alignments to mitigate constraints and minimize impacts to both the built and natural environment. Scope will include working with participating developers and land owners to refine alignments to be consistent with approved and proposed site plans and make adjustments to alignments to optimize the efficient use of productive land as well as to support drainage plans, circulation plans and effective ingress and egress for residents, emergency response and service vehicles. The goal is a supportive interaction of land use and transportation that supports community resiliency and economic vitality. The MPO intends to use staff provided by its fiscal agent to complete Phases 3 and 4 of this effort.

5.3 Grayson County Safety and Operations Strategic Plan

The purpose of the Grayson County Safety and Operations Strategic Plan is to identify and prioritize potential improvements to the transportation system that can increase safety, reduce congestion, improve travel time reliability, and support increased reliance on renewable energy for transportation in the region. The MPO intends to utilize a consultant to complete this effort.

Safety Component of the Plan

Use data from the Texas Department of Transportation (TxDOT) Crash Records Information System (CRIS) to identify potential crash hot spots in Grayson County at both the intersection and corridor level. Prioritize locations and identify potential

countermeasures to reduce crashes. Develop projects that can be submitted for Highway Safety Improvement Program (HSIP) funding.

Operations Component of the Plan – Intelligent Transportation System (ITS)

Evaluate the feasibility, identify potential locations, and prioritize the deployment of ITS elements in Grayson County. Potential ITS elements that will be considered include:

- CCTV cameras
- DMS
- Traffic signal pre-emption for emergency vehicles
- Flood detection
- Weather detection (snow, ice, wind, fog, etc.)

Locations will be evaluated for both TxDOT on-system and off-system roads. Recommendations for deployment of ITS on on-system roads will be developed in collaboration with TxDOT with the goal of partnering with TxDOT for deployment of high priority devices.

Other ITS and operational strategies that do not require infrastructure, but could lead to improvements in safety, congestion and reliability will be considered. Examples include the improved coordination with third-party traveler information apps to provide advanced notice of planned closures and the development of a data dashboard for the Sherman-Denison MPO.

Electric Vehicle (EV) Charging Station

Determine the need for EV charging stations in Grayson County based on existing EV charging facilities, travel patterns, and EV ownership trends. Consider charging station equipment, installation, operation, and maintenance costs. Review available grant and rebate incentive programs to incorporate into the project's funding model as well as opportunities for reimbursement of costs through user fees, sponsorship, or other models. Identify and prioritize locations where EV charging stations may have the highest utilization rate, cost for implementation, and potential owners and partners in the vicinity of each location.

5.4 US 82 Corridor Freight Mobility Plan

Conduct a freight study for the US 82 corridor that reflects current conditions, anticipates future growth and local, national, and international economic conditions, recommends innovative solutions to freight needs and should include the following:

- Identification of safety, congestion and maintenance issues on the US 82 corridor;

- Total counts and trends of total and truck counts on US 82 across the corridor compared to IH 30/IH 20;
- Detailed inventory of freight businesses within 15 miles of the US 82 corridor;
- Identification of supply chains along the US 82 corridor;
- Identification of new or redevelopment parcels in each of the Urbanized Areas along the US 82 corridor;
- Targeted improvement strategies for the US 82 corridor;
- Conduct a strengths, weaknesses, opportunities and threats (SWOT) assessment of the US 82 corridor;
- Determine funding and financing needs and options;
- Conduct stakeholder engagement throughout the process; and
- Develop an implementation strategy.

This effort will be led by TxDOT-TPP. This subtask will be used to participate in the steering committee for the project and any additional assistance needed by TxDOT-TPP.

E. FUNDING SUMMARY

TASK 5.0 - FY 2022 - 2023 (Amended 9-29-2021)

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ¹		Supplemental State Planning and Research Funds (SPR)		FTA Sect. 5307		Local		Total
		2022	2023	2022	2023	2022	2023	2022	2023	
5.1	TAPS/MPO	\$8,000	\$2,500			\$25,686	\$25,712	\$6,422	\$6,428	\$74,748
5.2	MPO	\$12,000	\$7,000							\$19,000
5.3	MPO/Consultant	\$8,000	\$0	\$95,000						\$103,000
5.4	MPO/TxDOT	\$0	\$8,000							\$8,000
TOTAL		\$28,000	\$17,500	\$95,000	\$0	\$25,686	\$25,712	\$6,422	\$6,428	\$204,748

¹TPF – This includes both FHWA PL-112 and FTA Section 5303 Funds. TxDOT will apply transportation development credits sufficient to provide match for TPF. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

VII. BUDGET SUMMARY

**TABLE 1 - SHERMAN-DENISON MPO URBAN TRANSPORTATION STUDY - FY 2022 - 2023
(Amended 9-29-2021)**

UPWP Task	Description	TPF Funds ¹	SPR Funds	FTA Sect. 5307	Local Funds	Total Funds
1.0	Administration - Management	\$107,520	\$0	\$0	\$0	\$107,520
2.0	Data Development and Maintenance	\$97,000	\$0	\$0	\$0	\$97,000
3.0	Short Range Planning	\$38,000	\$0	\$77,096	\$19,274	\$134,370
4.0	Metropolitan Transportation Plan	\$72,500	\$0	\$0	\$0	\$72,500
5.0	Special Studies	\$45,500	\$95,000	\$51,398	\$12,850	\$204,748
TOTAL		\$360,520	\$95,000	\$128,494	\$32,124	\$616,138

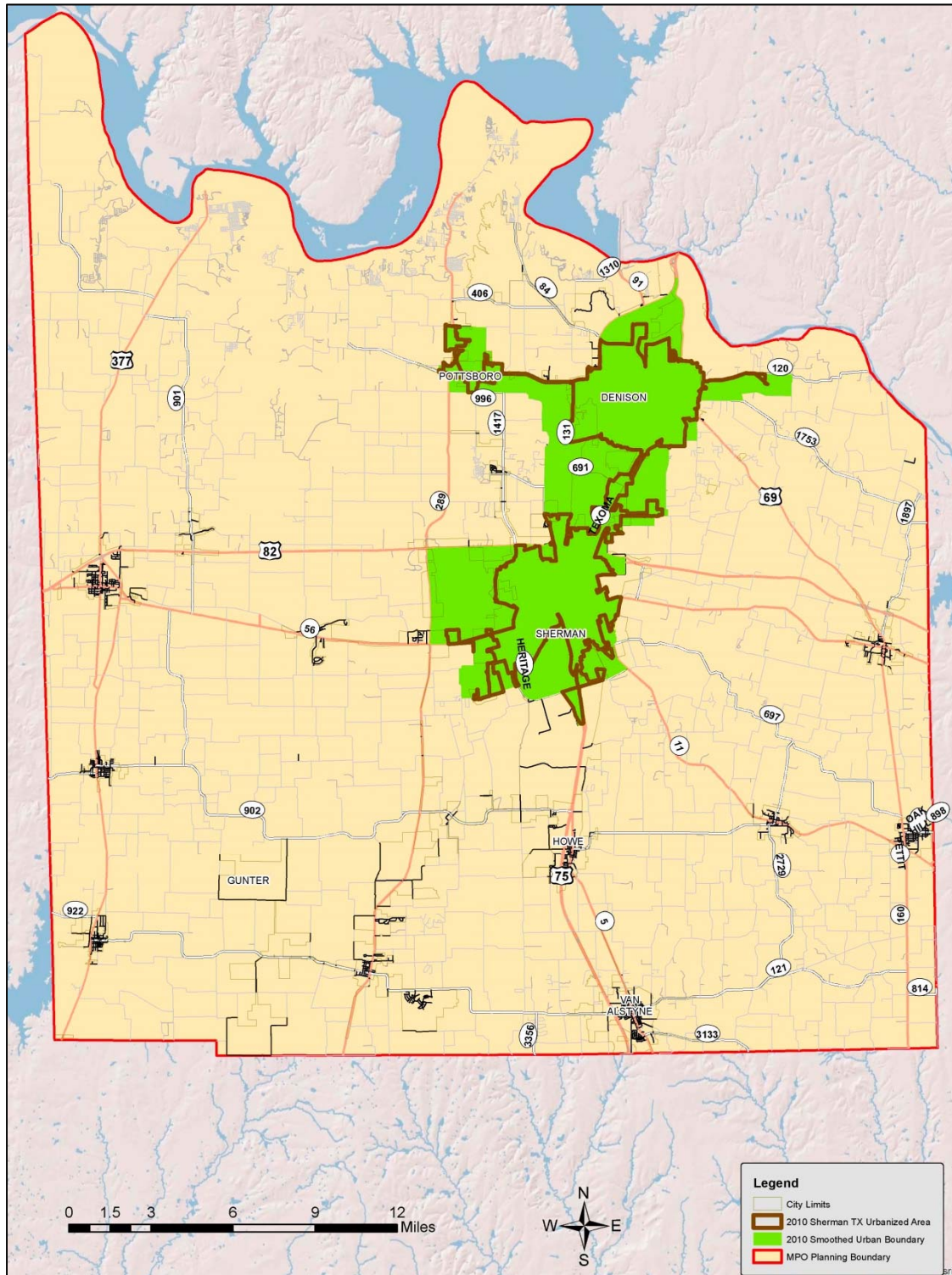
¹TPF – This includes both FHWA PL-112 and FTA Section 5303 Funds. TxDOT will apply transportation development credits sufficient to provide match for TPF. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

Combined Transportation Planning Funds ²	\$360,000
Estimated Unexpended Carryover	<u>\$86,396</u>
TOTAL TPF	\$446,396

²Estimate based on prior years' authorizations

APPENDIX A

METROPOLITAN AREA BOUNDARY MAP



APPENDIX B

POLICY BOARD MEMBERSHIP

SHERMAN-DENISON METROPOLITAN PLANNING ORGANIZATION

Policy Board Voting Members		
Bill Magers	County Judge, Chairman	Grayson County
David Plyler	Mayor, Vice-Chairman	City of Sherman
Janet Gott	Mayor	City of Denison
Jim Atchison	Mayor	City of Van Alstyne
Noel Paramanatham, P.E.	District Engineer	TxDOT – Paris District
Policy Board Non-Voting Members		
Barbara Maley	Air Quality Specialist and Transportation Planner	FHWA – Texas Division Austin
Lynn Hayes	Community Planner	FTA – Region 6 – Fort Worth
Nick Page	Planner	TxDOT – Transportation Planning and Programming Division
Josh Walker	General Manager	Texoma Area Paratransit System (TAPS)
Technical Advisory Committee		
Clay Barnett, P.E.	Executive Director	Sherman-Denison MPO
Rob Rae, AICP	Director of Development Services	City of Sherman
John Webb, AICP	Executive Director of Planning & Community Development	City of Denison
Bill Benton	Commissioners Court Appointee	Grayson County
Len McManus, P.E.	Consulting City Engineer	City of Van Alstyne
Aaron Bloom, P.E.	Area Engineer	TxDOT – Paris District

APPENDIX C

DEBARMENT CERTIFICATION
(Negotiated Contracts)

- (1) The Sherman-Denison MPO as CONTRACTOR certifies to the best of its knowledge and belief that it and its principals;
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public* transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity* with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions* terminated for cause or default.

- (2) Where the CONTRACTOR is unable to certify to any of the statements in this certification, such CONTRACTOR shall attach an explanation to this certification.

**federal, state or local*



Signature – Chairman, MPO Policy Board

GRAYSON COUNTY JUDGE

Title

JUNE 23, 2021

Date

APPENDIX D

LOBBYING CERTIFICATION

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclosure accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

William L. May

Signature - Chairman, MPO Policy Board

GRAYSON COUNTY JUDGE

Title

SHERMAN-DENISON MPO

Agency

JUNE 23, 2021

Date

APPENDIX E

CERTIFICATION OF COMPLIANCE

I, BILL MABERS, GRAYSON COUNTY JUDGE
(Name and Position, Typed or Printed)

a duly authorized officer/representative of SHERMAN-DENISON MPO
(MPO)

do hereby certify that the contract and procurement procedures that are in effect and used by the forenamed MPO are in compliance with 2 CFR 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," as it may be revised or superseded.

JUNE 23, 2021
Date

William L. Mabers
Signature - Chairman, MPO Policy Board

Attest:
Clayton
Name

EXECUTIVE DIRECTOR, SHERMAN-DENISON MPO
Title

APPENDIX F

CERTIFICATION OF INTERNAL ETHICS AND COMPLIANCE PROGRAM

I, BILL MAGERS, GRAYSON COUNTY JUDGE
(Name and Position, Typed or Printed)

a duly authorized officer/representative of SHERMAN-DENISON MPO
(MPO)

do hereby certify that the forenamed MPO has adopted and does enforce an internal ethics and compliance program that is designed to detect and prevent violations of law, including regulations and ethical standards applicable to this entity or its officers or employees and that the internal ethics and compliance program satisfies the requirements of by 43 TAC § 31.39 "Required Internal Ethics and Compliance Program" and 43 TAC § 10.51 "Internal Ethics and Compliance Program" as may be revised or superseded.

JUNE 23, 2021
Date

William L. Magers
Signature - Chairman, MPO Policy Board

Attest:
[Signature]
Name

EXECUTIVE DIRECTOR, SHERMAN-DENISON MPO
Title

SHERMAN-DENISON METROPOLITAN PLANNING ORGANIZATION (MPO)
POLICY BOARD (PB)
AGENDA ITEM VI
ACTION ITEM

September 29, 2021

Review and Approval of a Resolution Adopting Project Selection Criteria for Use in Selecting Projects Submitted for Funding within the Metropolitan Planning Area

BACKGROUND:

Moving Ahead for Progress in the 21st Century Act (MAP-21) and subsequent Fixing America's Surface Transportation (FAST) Act, require the implementation of Performance Measures to assist in the transportation planning process. Texas House Bill 20 has a similar set of requirements in regards to project selection. In order to enable performance-based investment planning built around agency goals & objectives, priorities, and performance targets, TxDOT has acquired the Decision Lens software for use in their Project Selection Criteria, and are encouraging MPOs to utilize it as well.

With this in mind, the Technical Advisory Committee (TAC) developed Project Selection Criteria that align with the Performance Measures established in MAP-21 and the FAST Act. The Project Selection Criteria was adopted by the Policy Board on December 5, 2018.

As part of the Project Prioritization Improvement Project, staff worked with the consultant to develop new criteria that reflects the wishes of the TAC, but allows the MPO to easily obtain the results from Decision Lens using the criteria adopted by the Texas Transportation Commission. This information was presented to the TAC on September 15, 2021. The TAC recommended approval of the resolution adopting the Project Selection Criteria developed by the MPO and the consultant.

ACTION REQUESTED:

Approve a Resolution Adopting Project Selection Criteria for Use in Selecting Projects Submitted for Funding Within the Metropolitan Planning Area

ATTACHMENTS: *click underlined items for attachment*

- [Resolution 2021-06](#)

STAFF CONTACT: Clay Barnett, P.E., 903.813.5275, barnettc@co.grayson.tx.us

RESOLUTION NO. 2021-06

A RESOLUTION OF THE POLICY BOARD OF THE SHERMAN-DENISON METROPOLITAN PLANNING ORGANIZATION, ADOPTING PROJECT SELECTION CRITERIA FOR USE IN SELECTING PROJECTS SUBMITTED FOR FUNDING WITHIN THE METROPOLITAN PLANNING AREA BOUNDARY.

WHEREAS, the Sherman-Denison Metropolitan Planning Organization, which is the metropolitan planning organization (MPO) for the Sherman-Denison Metropolitan Area, has the responsibility under the provisions of Fixing America's Surface Transportation (FAST) Act for developing and carrying out a continuing, cooperative and comprehensive transportation planning process for the Metropolitan Area; and

WHEREAS, Moving Ahead for Progress in the 21st Century (MAP-21) Act and subsequent FAST Act require the implementation of Performance Measures to assist in the transportation planning process, and Texas House Bill 20, Legislative Session 84(R) (HB 20) requires a performance-based planning and programming process; and

WHEREAS, the Decision Lens software, as acquired by the Texas Department of Transportation to enable performance-based investment planning built around agency goals & objectives, priorities, and performance targets, will be utilized in the development of Project Selection Criteria, which will build a pipeline of projects that, when funded, will allow the Sherman-Denison Metropolitan Planning Organization to meet and exceed federally-mandated performance levels while satisfying requirements for objectivity, transparency, and accountability; and

WHEREAS, the Technical Advisory Committee has developed Project Selection Criteria that align with the Performance Measures outlined in MAP-21 Act and subsequent FAST Act, and meets the requirements of HB 20, and include additional Project Selection Criteria that are important to our region.

NOW, THEREFORE, BE IT RESOLVED BY THE POLICY BOARD OF THE SHERMAN-DENISON METROPOLITAN PLANNING ORGANIZATION, that the Policy Board hereby adopts the Project Selection Criteria, as shown in APPENDIX A, for use in selecting projects submitted for funding within the Metropolitan Planning Area Boundary.

ADOPTED in Regular Session on this the 29th day of September, 2021.

SHERMAN-DENISON MPO

BY: _____
BILL MAGERS, CHAIRMAN

I hereby certify that this resolution was adopted by the Policy Board of the Sherman-Denison Metropolitan Planning Organization in regular session on September 29, 2021.

BY: _____
CLAY BARNETT, P.E., EXECUTIVE DIRECTOR

PROJECT SELECTION CHART

CRITERIA	CRITERION %	SUBCRITERIA		% OF TOTAL	
SAFETY	28.00%	Crash Count 25%	Estimated Impact on Fatal and Serious Injury Crashes 50%	3.5000%	
			Estimated Impact on Total Crashes 50%	3.5000%	
		Crash Rate 25%	Estimated Impact on Fatal and Serious Injury Crash Rate 50%	3.5000%	
			Estimated Impact on Total Crash Rate 50%	3.5000%	
		Societal Cost Savings 25%			7.0000%
		Safety Importance 25%	Safety Project Classification Y/N 50%		3.5000%
			Evacuation Route Y/N 50%		3.5000%
		PRESERVATION	18.58%	Bridge Condition 50%	Reduction in Structurally Deficient Deck Area 50%
Deck Area Receiving Preventive Maintenance 50%	4.6450%				
Pavement Condition 50%	Reduction in Poor Lane Miles (by Ride Score) 25%			2.3225%	
	Lane Mile Receiving Preventive Maintenance (by Ride Score) 25%			2.3225%	
	Reduction in Poor Lane Miles (by Distress Score) 25%			2.3225%	
	Lane Miles Receiving Preventive Maintenance (by Distress Score) 25%			2.3225%	
CONGESTION	17.12%	Congestion Reduction 100%	Benefit Congestion Index - Auto 50%	8.5600%	
			Benefit Congestion Index - Truck 50%	8.5600%	
CONNECTIVITY	12.02%	Enhanced Connectivity 100%	Congestion/Connectivity Related Y/N 25%	3.005%	
			Trunk System Route Y/N 25%	3.005%	
			Intermodal Connector Y/N 25%	3.005%	
			Lane Miles of New Connectivity 25%	3.005%	
ECONOMIC	8.74%	Economic Importance 50%	National Highway System (NHS) Route Y/N 33.34%	1.4570%	
			National Highway Freight Network (NHFN) Y/N 33.33%	1.4565%	
			Energy Sector Route Y/N 33.33%	1.4565%	
		System Usage 50%	Base ADT 50%	2.1850%	
			Base ADTT 50%	2.1850%	
ENVIRONMENT	4.64%	Environmental Related Program Y/N 50%		2.3200%	
		Environmental Mitigation Cost 50%		2.3200%	
TRANSPORTATION CHOICES	3.90%	Pedestrian and Bicycle Accommodations 50.0%	Accesses schools, parks, large employer, multifamily or mixed-use residential, or shopping Y/N 25.00%	0.4875%	
			Population densities in surrounding area 25.00%	0.4875%	
			Access to transit stops Y/N 25.00%	0.4875%	
			Serves both bicyclists and pedestrians Y/N 25.00%	0.4875%	
		Project Included in the Bicycle and Pedestrian Plan (BPP) Y/N 50.0%			1.9500%
COMMUNITY SUPPORT	7.00%	Survey Results 100%		7.0000%	

The results from Decision Lens will be divided by the percent of TxDOT funds allocated to the project to arrive at the Final Score for the project in accordance with the following formula:

$$Final\ Score = \frac{Result\ from\ Decision\ Lens}{1 - Local\ Contribution\ (Percent)}$$

SHERMAN-DENISON METROPOLITAN PLANNING ORGANIZATION (MPO)
POLICY BOARD (PB)
AGENDA ITEM VII
ACTION ITEM

September 29, 2021

Review and Take Possible Action on a Resolution Adopting an Amendment to the MPO Bylaws

BACKGROUND:

The Amendment to the MPO Bylaws changes the name of the Sherman-Denison MPO to the Grayson County MPO. There are a few things to consider when changing the name of the MPO:

General Information:

1. The name of the MPO is dictated within the bylaws and is at the discretion of the Policy Board, so it can be changed at any time.
2. Population Growth:

	1980	2020
Population of City of Sherman	30,413	43,645
Population of City of Denison	23,884	24,479
Total Population for Sherman & Denison	54,297	68,124
Population of Grayson County	89,796	135,543
Percent of Population in Sherman & Denison	60%	50%

Pros:

1. The name “Grayson County MPO” accurately reflects the boundaries of the MPO.
2. In the fall/winter of this year, “the Census Bureau will publish a Federal Register notice with the final criteria for defining urban areas based on the results of the 2020 Decennial Census.” If under the new criteria a portion of the McKinney MSA encroaches into Grayson County (i.e. takes in the Grayson County portion of Van Alstyne), that area is required to be added to the NCTCOG MPO unless mutually agreed to by both MPOs and the Governor. The argument that this area should remain in the Sherman-Denison MPO is made stronger if the name is inclusive of the area. The Grayson County MPO will cement that this area is included in this MPOs jurisdiction.
3. The name “Sherman-Denison MPO” implies that we represent 68,124 in total population. The name “Grayson County MPO” implies that we represent 135,543 in total population, which is twice the total population.
4. As more cities in Grayson County become home rule or larger, it will not become necessary to change the name given the name is the Grayson County MPO as it includes all of the cities in Grayson County.

Cons:

1. The MPO will no longer be named after the two historically largest cities in Grayson County.
2. All of the documents for the Sherman-Denison MPO will have to be changed as well as the website, logos and social media accounts. Estimated cost: \$2,500.

ACTION REQUESTED:

Approve the Resolution Adopting the Amendment to the MPO Bylaws as presented.

ATTACHMENTS: *click underlined items for attachment*

- [Resolution 2021-07](#)

STAFF CONTACT: Clay Barnett, P.E., 903.813.5275, barnettc@co.grayson.tx.us

RESOLUTION NO. 2021-07

A RESOLUTION OF THE POLICY BOARD OF THE GRAYSON COUNTY METROPOLITAN PLANNING ORGANIZATION, AMENDING THE GRAYSON COUNTY METROPOLITAN PLANNING ORGANIZATION BYLAWS

WHEREAS, the Federal Aid Highway Act of 1962, as amended, requires a comprehensive, cooperative, continuing (3C) transportation planning process carried on by the State and local governments for each urban area of more than 50,000 population in order to qualify transportation projects in such areas for federal aid; and

WHEREAS, the Metropolitan Planning Organization (MPO) in cooperation with the local, state and federal agencies is responsible for carrying out the metropolitan transportation planning process in accordance with 23 US Code 134 and other applicable federal and state regulations; and

WHEREAS, by agreement between the Governor and units of general purpose local governments that together represent at least 75 percent of the affected population (including the largest incorporated city, based on population, as named by the Bureau of the Census); and

WHEREAS, the main function of the MPO Policy Board as defined by 23 US Code 134 shall be to provide policy guidance to the transportation planning process; approve the Metropolitan Transportation Plan (MTP), Transportation Improvement Plan (TIP) and the Unified Planning Work Program (UPWP); and promote the implementation of the TIP and UPWP; and

WHEREAS, the Grayson County Metropolitan Planning Organization shall comply with all appropriate federal and state legislation, to include but not limited to the Texas Public Information Act and the Texas Open Records Act, and

NOW, THEREFORE, BE IT RESOLVED BY THE POLICY BOARD OF THE GRAYSON COUNTY METROPOLITAN PLANNING ORGANIZATION, the members of this MPO Policy Board do hereby agree and so hereby associate themselves together for the purpose aforesaid, and in consideration of the mutual promises hereby made, do agree that name of this board shall be the Grayson County Metropolitan Planning Organization (MPO) Policy Board and adopt the Bylaws, as shown in APPENDIX A.

ADOPTED in Regular Session on this the 29th day of September, 2021.

GRAYSON COUNTY MPO

BY: _____
BILL MAGERS, CHAIRMAN

I hereby certify that this resolution was adopted by the Policy Board of the Grayson County Metropolitan Planning Organization in regular session on September 29, 2021.

BY: _____
CLAY BARNETT, P.E., EXECUTIVE DIRECTOR

APPENDIX A

Insert new logo here

**BYLAWS
OF THE
GRAYSON COUNTY METROPOLITAN
PLANNING ORGANIZATION (MPO)**

Adopted on: September 29, 2021

PREPARED BY:

THE GRAYSON COUNTY METROPOLITAN PLANNING ORGANIZATION

As part of the continuing, cooperative and comprehensive transportation planning process for the Grayson County Metropolitan Planning Area

SPONSORING AGENCIES:

Cities of: Sherman and Denison in cooperation with urban area small cities

County of: Grayson

Texas Department of Transportation

IN COOPERATION WITH:

U.S. Department of Transportation

Federal Highway Administration

Federal Transit Administration

ARTICLE I – ORGANIZATION AND MANAGEMENT

A. ORGANIZATIONAL STRUCTURE

The Grayson County Metropolitan Planning Organization shall be comprised of:

1. MPO Policy Board;
2. Technical Advisory Committee;
3. MPO Director and staff; and
4. Other Committees and/or Sub-committees as may be needed.

The MPO Policy Board is responsible for providing policy guidance for the study area. The MPO Policy Board may create other committees and subcommittees as needed.

CODE OF ETHICS

The Grayson County MPO Policy Board shall adopt an Ethics Policy applicable to the Grayson County Policy Board and Technical Advisory Committee and employees representing the Grayson County MPO. Each new employee or official representing the Grayson County MPO shall receive a copy of the Ethics Policy no later than the third business day after the date the person begins employment or the person qualifies for office. Grayson County MPO staff shall keep a record of the Ethics Policy distribution method.

B. MPO POLICY BOARD MEMBERSHIP

Participation by policy makers, technical staff, and citizens is required in order for the MPO to fulfill its responsibilities for transportation planning and programming. The Grayson County MPO Policy Board shall be made up of the following representatives from the following entities, each having one (1) vote:

VOTING MEMBERS:

- County Judge, Grayson County
- Mayor, City of Denison
- Mayor, City of Sherman
- Mayor, Small Cities Representative
- TxDOT Paris District Engineer

EX-OFFICIO MEMBERS:

- Texoma Area Paratransit System (TAPS) One (1) representative, appointed by TAPS Board

All elected MPO Policy Board members shall be residents of the entity he/she represents. The Grayson County representative shall represent the unincorporated areas of the MPO planning areas and all incorporated areas with a population of less than 10,000 within the MPO planning area. The Metropolitan Planning Area (MPA) shall be defined as covering the area delineated by the Grayson County boundaries – north, south, east, and west.

SMALL CITIES REPRESENTATIVE

On October 1, 2022, the small city representative shall rotate to Howe and thereafter will rotate every two years on October 1 (October 2024 – Pottsboro, October 2026 – Gunter, October 2028 – Van Alstyne, October 2030 – Howe, etc.). If the designated city is unable or does not wish to be the small city representative, the next city in line will be the small city representative. The MPO Policy Board small city representative can only represent the city in which they are elected.

ADDITION OF NEW MEMBERS

There are two categories of membership on the MPO Policy Board: permanent membership and small city (rotating) membership. The four permanent seats are comprised of the City of Denison, City of Sherman, Grayson County, and TxDOT District Engineer. The small city rotating membership currently consists of the cities of Howe, Pottsboro, Gunter, and Van Alstyne.

Any city wishing to join the MPO Policy Board, subsequent to the adoption of these bylaws, in the small city rotating membership category must have, at a minimum, a population of 10,000.

Any city wishing to join the MPO Policy Board, subsequent to the adoption of these bylaws, as a permanent member must have, at a minimum, a population of 25,000.

C. MPO POLICY COMMITTEE OFFICERS

CHAIRMAN

The MPO Policy Board Chairman shall be the elected representative from Denison, Sherman or Grayson County and shall serve a two (2) year rotating term. Effective October 1, 2022, the rotation order shall be Sherman, Denison and Grayson County. The Chairman may vote on any item, not solely for tie breaker.

If the representative from the designated city is unable or does not wish to be the chairman, the position shall go to the entity next in the rotation cycle. That person will then also serve a full two (2) year term in addition to the unexpired term.

If the current Chairman loses representation, the position shall go to the entity next in the rotation cycle. That person will then also serve a full two (2) year term in addition to the unexpired term.

If the representative next in the rotation loses office at the same time as the current Chairman, the next entity in the rotation shall be Chairman. In the event that all three (3) entities lose office at the same time, the position shall be filled in accordance with the rotation cycle.

DUTIES OF THE CHAIRMAN

1. The Chairman shall preside at all meetings of the MPO Policy Board and shall be an ex-officio member of any subcommittees formed within this body;
2. The Chairman shall authenticate, by signature, all minutes of Policy Board meetings and resolutions adopted by the MPO Policy Board; and

3. Notify members when not in conformance with minimum attendance standards and take appropriate action.

VICE-CHARIMAN

The MPO Policy Board Vice-Chairman shall be a current member of the MPO Policy Board, shall be elected by the entire MPO Policy Board, and shall serve a two (2) year term beginning on October 1.

DUTIES OF THE VICE-CHAIRMAN

In the absence of, or in case of the inability of the Chairman to act, it shall be the duty of the Vice-Chairman to perform all duties of the Chairman.

PRESIDING OFFICER

In the event that the Chairman and Vice-Chairman are both absent from a meeting and a quorum still exists, prior to the commencement of the meeting the Chairman shall appoint a representative from the remaining officials to conduct the meeting until the conclusion of the meeting or until the Chairman or Vice-Chairman arrives. If the Chairman is not able to appoint someone to stand in, the Vice-Chairman shall do so.

ARTICLE II – OPERATIONAL PROCEDURES

A. ATTENDANCE POLICY

Attendance at the MPO Policy Board meetings is necessary to fulfill the obligations entrusted to the MPO Policy Board. If a member fails to attend two (2) MPO Policy Board meetings in a calendar year, the MPO Director shall draft a letter for the signature of the MPO Policy Board Chairman. This letter will be to the attention of the absent MPO Policy Board member stating the attendance requirements and of the absences. In the case that it is the Chairman who has the absences, this issue will be addressed by the Vice-Chairman. If the small cities representative is absent three (3) times in a calendar year, the position shall go to the entity next in the rotation cycle. That person will then also serve a full two (2) year term in addition to the unexpired term. If the Chairman is absent three (3) times in a calendar year, the position shall go to the entity next in the rotation cycle. That person will then also serve a full two (2) year term in addition to the unexpired term.

B. BOARD RESPONSIBILITIES

The MPO Policy Board shall have the following responsibilities:

1. Provide policy for the MPO and the transportation planning process;
2. Review and adopt changes in the continuing planning process at appropriate intervals and annually review the Metropolitan Transportation Plan (MTP);
3. Review and approve the Unified Planning Work Program (UPWP) and its revisions;

4. Review and adopt the Transportation Improvement Program (TIP) and its revisions, including project priorities and any changes in the priority schedule;
5. Review the limits of the Study Area and make revisions if necessary (not to include deletion or addition of any political subdivision);
6. Act on recommendations of the Technical Advisory Committee, including those relative to certification and re-certification action for the study;
7. Serve as liaison representatives between various agencies in the study area to obtain optimum cooperation of all governmental agencies in implementing the various elements of the Transportation Plan; and
8. Designate such other committees or task forces necessary to carry out the planning process.

C. FREQUENCY OF MEETINGS

This Board shall meet as often as necessary to perform its functions but no less than once every four (4) months. All meetings will be held within the MPO study area.

D. METHODS OF CALLING MEETINGS

Meetings of the MPO Policy Board may be called in any of the following ways:

1. Chairman may call meeting through the MPO Director; or
2. MPO Director may call meeting with Chairman's concurrence.

The Chairman shall approve the agenda before it is posted.

E. MEETING NOTICES

The MPO Director shall be responsible for notifying board members and the public of the date, time, place and agenda items for meetings in accordance with the Texas Open Meetings Act and with concurrence from the Chairman prior to posting.

F. QUORUM

A quorum shall be established by having a majority (three fifths) of Board Members present.

G. VOTE OF THE MEMBERSHIP

The following guidelines shall govern voting by the MPO Policy Board:

- Each member shall have one (1) vote;
- There must be a majority vote of the quorum at a duly called meeting to authorize an action to be taken on behalf of the board;
- Voting on all issues shall be open; and
- Alternate members and proxy votes shall not be allowed for the MPO Policy Board.

H. EXECUTIVE SESSIONS

The MPO Policy Board will hold executive sessions in accordance with the Texas Open Meetings Act. Executive sessions are not open to the public, but the subject matter shall be posted on the agenda and no action shall be taken during the Executive Session.

I. MEETING MINUTES

The MPO staff shall produce minutes of all MPO Policy Board meetings.

ARTICLE III – TECHNICAL ADVISORY COMMITTEE

A standing Technical Advisory Committee (TAC), in addition to other committees created by the MPO Policy Board, shall assist the MPO Director in ensuring that plans and programs are developed and conducted in accordance with current legislation. This includes: technical tasks associated with the development of the MTP and the TIP, and review projects and make recommendations regarding these to the MPO Policy Board.

The TAC will advise the MPO Policy Board on technical matters. All official action of adopting policies, endorsing the UPWP, approving the MTP, and adopting the TIP resides with the MPO Policy Board. The MPO Policy Board may direct the TAC to present alternatives for its consideration with accompanying recommendations and supporting documentation.

A. TAC MEMBERSHIP

The TAC shall be made up of the following representatives from the following entities each having one (1) vote:

VOTING MEMBERS:

- MPO Director – Chairman
- Grayson County
- City of Denison
- City of Sherman
- Small Cities Representative
- TxDOT Sherman Area Engineer (Alternate: TxDOT Assistant Sherman Area Engineer)

EX-OFFICIO MEMBERS:

- Texoma Area Paratransit System (TAPS)
- TxDOT TPP Division
- Federal Highway Administration (FHWA)
- Federal Transit Administration (FTA)
- Other agencies as appropriate

The voting members from the City of Denison, City of Sherman, and Small Cities Representative shall be professional employees (i.e. city manager, engineering staff, or planning staff) appointed by their respective governments through a resolution. An original of the resolution shall be forwarded to the MPO Director prior to serving on the TAC. Consultants may be substituted for professional employees only if they: 1) serve in the same capacity for the city; 2) are a resident of the MPO study area or a contiguous county; 3) do not have any contracts with any other MPO in Texas; and 4) do not serve as a member of any body of any other MPO in Texas. Consultants cannot represent more than one (1) city at a time. Each voting member shall have designated alternate member(s) who may serve at any TAC meeting in the voting member's absence. Alternate member(s) shall meet the same qualifications as voting members and shall have the same rights and privileges as voting members when serving in the absence of the voting member. In the event that a member becomes unable to serve, the MPO Director shall notify the appropriate city at which time said city shall nominate a replacement within thirty (30) days.

The voting member for Grayson County shall be a resident of the MPO study area and a professional (i.e. licensed engineer, certified planner, or real estate broker) with experience in transportation planning appointed by the Commissioners Court through a resolution. An original of the resolution shall be forwarded to the MPO Director prior to serving on the TAC.

The MPO Director shall serve as the facilitator and chairperson of the TAC, and will be considered a voting member of the TAC. There shall be no officers elected for the TAC.

A quorum shall be established by having four (4) TAC members present.

B. TAC ATTENDANCE POLICY

Attendance at the TAC meetings is necessary to fulfill the obligations entrusted to the TAC by the Policy Board. If a voting member or an alternate fails to attend two (2) TAC meetings in a calendar year, the MPO Director shall draft a letter for the signature of the MPO Policy Board Chairman. This letter will be to the attention of the absent TAC member stating the attendance requirements and of the absences. If there are three (3) absences in a calendar year, the MPO Director shall draft a letter for the Chairman's signature requesting that the entity represented by the absentee TAC member appoint another voting member and/or alternate member(s).

ARTICLE IV – MPO DIRECTOR AND MPO STAFF

The MPO Director serves as staff to the MPO Policy Board and any other sub-committees created by the MPO Policy Board. The MPO Director and MPO staff shall comply with the requirements of the contract between the MPO Policy Board, the Texas Department of Transportation and the Fiscal Agent (Grayson County) and any additional requirements as designated by the MPO Policy Board.

ARTICLE V – AMENDMENT OF BYLAWS

These Bylaws may be amended by a three-fifths affirmative vote of the membership present and voting at any scheduled MPO Policy Board meeting of the members.