



TRANSPORTATION POLICY BOARD MEETING

Monday, January 11, 2021

2:00 p.m.

Livestream at www.campotexas.org

REVISED AGENDA

PURSUANT TO SECTION 551.127 OF THE TEXAS GOVERNMENT CODE, AND IN CONJUNCTION WITH THE GUIDANCE AND PROVISIONS PROVIDED BY THE GOVERNOR OF TEXAS IN THE DECLARATION OF DISASTER ENACTED MARCH 13, 2020, MEMBERS OF THE TRANSPORTATION POLICY BOARD MAY BE PARTICIPATING REMOTELY IN COMPLIANCE WITH THE TEXAS OPEN MEETINGS ACT, AS TEMPORARILY MODIFIED BY THE GOVERNOR, AND POLICY BOARD BYLAWS.

1. Certification of Quorum – Quorum requirement is 11 members
..... Commissioner Cynthia Long, Chair
2. Public Comments
Individuals wishing to speak during Public Comments must contact the CAMPO office via email at TPBcomments@campotexas.org or call 512-215-9351 by 1:00 p.m., Monday, January 11, 2021. A call or confirmation email will be sent with information on how to offer comments. Speakers must adhere to the three (3) minute time limit.

This is an opportunity for the public to address the Transportation Policy Board concerning an issue of community interest that is not on the agenda. Comments on a specific agenda item must be made when the agenda item comes before the Board. The Chair may place a time limit on all comments. Any deliberation of an issue raised during Public Comments is limited to a statement of fact regarding the item; a statement concerning the policy regarding the item or a proposal to place the item on a future agenda.

3. Chair Announcements Commissioner Cynthia Long, Chair

EXECUTIVE SESSION:

Under Chapter 551 of the Texas Government Code, the Board may recess into a closed meeting (an executive session) to deliberate any item on this agenda if the Chairman announces the item will be deliberated in executive session and identifies the section or sections of Chapter 551 that authorize meeting in executive session. A final action, decision, or vote on a matter deliberated in executive session will be made only after the Board reconvenes in an open meeting.

4. Executive Session Commissioner Cynthia Long, Chair
The Transportation Policy Board will recess to an Executive Session, if necessary.

ACTION:

THE PUBLIC IS INVITED TO COMMENT ON ITEMS 5-10 IN THE SECTION BELOW. INDIVIDUALS WISHING TO SPEAK MUST CONTACT THE CAMPO OFFICE VIA EMAIL AT TPBCOMMENTS@CAMPOTEXAS.ORG OR CALL 512-215-9351 BY 1:00 P.M., MONDAY, JANUARY 11, 2021. A CALL OR CONFIRMATION EMAIL WILL BE SENT WITH INFORMATION ON HOW TO OFFER COMMENTS. SPEAKERS MUST ADHERE TO THE THREE (3) MINUTE TIME LIMIT.

5. [Discussion and Take Appropriate Action on November 2, 2020 Meeting Minutes](#)
..... Commissioner Cynthia Long, Chair
Chair Long will request Transportation Policy Board approval of the November 2, 2020 meeting minutes.
6. [Discussion and Take Appropriate Action on CAMPO Executive Director to Begin Negotiation of Legal Services Contract](#).....Mr. Chad McKeown, CAMPO
Mr. McKeown will request Transportation Policy Board approval for the CAMPO Executive Director to begin negotiation of Legal Services contract.
7. [Discussion and Take Appropriate Action on Federal Transit Administration \(FTA\) Section 5310 Project Selection Criteria](#).....Mr. Ryan Collins, CAMPO
Mr. Collins will present project selection criteria for the FTA Section 5310 Program and request Transportation Policy Board approval.
8. [Discussion and Take Appropriate Action on 2021 Transportation Alternative Set-Aside \(TASA\) Program Project Call and Funding of Eligible Deferred Projects](#)
.....Mr. Ryan Collins, CAMPO
Mr. Collins will request Transportation Policy Board authorization for staff to initiate a call for TASA funding in 2021 and a recommendation to restore funding to TASA-eligible deferred projects.
9. [Discussion and Take Appropriate Action on Amendments to Transportation Policy Board \(TPB\) Bylaws](#).....Commissioner Cynthia Long, Chair and CAMPO Legal Counsel
 - A. Recap of November TPB Discussion on Bylaws
 - B. Discussion on Draft Final Changes to Bylaws*Chair Long will facilitate discussion on amendments to the TPB bylaws and request Transportation Policy Board approval.*
10. [Discussion and Take Appropriate Action on TxDOT's Unified Transportation Program \(UTP\)](#)
.....Ms. Heather Ashley-Nguyen, P.E., TxDOT–Austin District
Ms. Ashley Nguyen, P.E., will provide an overview of the UTP update process, it's potential implications for the CAMPO region, and ask the TPB to acknowledge potential Category 2 deferred projects that could be refunded as part of the update process.

INFORMATION:

11. [Discussion on the Prioritization Process for Deferred Projects](#).....Mr. Ryan Collins, CAMPO
Mr. Collins will present the draft prioritization process for deferred projects.

Persons with Disabilities:

Upon request, reasonable accommodations are provided. Please call 512-215-8225 at least three (3) business days prior to the meeting to arrange for assistance.

12. [Discussion on CAMPO’s Transportation Development Credit \(TDC\) Policy](#)
..... CAMPO Legal Counsel and Staff
CAMPO Legal Counsel and staff will review the current TDC policy and discuss potential options.
13. Executive Director’s Report on Transportation Planning Activities
14. Announcements
 - a. Next Technical Advisory Committee Meeting, January 25, 2021 – 2:00 p.m.
 - b. Next Transportation Policy Board Meeting, February 8, 2021 – 2:00 p.m.
15. Adjournment

Persons with Disabilities:

Upon request, reasonable accommodations are provided. Please call 512-215-8225 at least three (3) business days prior to the meeting to arrange for assistance.



**Capital Area Metropolitan Planning Organization
Transportation Policy Board Meeting**
**Held remotely online and by phone in accordance with local and
state Stay at Home Orders - Livestream at www.campotexas.org**
Meeting Minutes
November 2, 2020 – 2:00 p.m.

1. Certification of Quorum – Quorum requirement is 11 members

.....Commissioner Cynthia Long, Chair

The CAMPO Transportation Policy Board was called to order by the Chair at 2:02 p.m.

The roll was taken and a quorum was announced present.

	Member	Representing	Member Attending	Alternate Attending
1	Cynthia Long, Chair	Commissioner, Williamson County	Y	
2	Ann Kitchen, Vice-Chair	City of Austin, District 5	Y	
3	Steve Adler	Mayor, City of Austin	Y	
4	Alison Alter	City of Austin, District 10	Y	
5	Clara Beckett	Commissioner, Bastrop County	Y	
6	Gerald Daugherty	Commissioner, Travis County	Y	
7	Sam Biscoe	Judge, Travis County	N	
8	Tucker Ferguson, P.E.	TxDOT-Austin District	Y	
9	Jimmy Flannigan	City of Austin, District 6	Y	
10	Troy Hill	Mayor, City of Leander	N	Council Member Marci Cannon
11	Jane Hughson	Mayor, City of San Marcos	Y	
12	Mark Jones	Commissioner, Hays County	Y	
13	Rudy Metayer	City of Pflugerville, Place 4	Y	
14	Terry Mitchell	Capital Metro Board Member	Y	
15	Travis Mitchell	Mayor, City of Kyle	N	<i>*Ex-Officio/Non-Voting Member</i>
16	Craig Morgan	Mayor, City of Round Rock	Y	
17	James Oakley	Judge, Burnet County	Y	
18	Dale Ross	Mayor, City of Georgetown	Y	
19	Brigid Shea	Commissioner, Travis County	Y	
20	Edward Theriot	Commissioner, Caldwell County	Y	
21	Jeffrey Travillion	Commissioner, Travis County	N	Commissioner Brigid Shea
22	Corbin Van Arsdale	Mayor, City of Cedar Park	Y	

2. Public Comments

There were no public comments.

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/90039>. Start Video at 00:00:57

3. Chair AnnouncementsCommissioner Cynthia Long, Chair

The Chair announced that she attended an earlier meeting with the Austin Area Research Organization (AARO) Transportation Subcommittee to discuss adding Ex-Officio members from the business community to the AARO Transportation Subcommittee.

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/90039>. Start Video at 01:12:53

4. Report from the Technical Advisory Committee (TAC) Vice Chair

The Chair reported that the TAC did not convene in October.

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/90039>. Start Video at 00:01:20

5. Executive Session

An Executive Session was not convened.

6. Discussion and Take Appropriate Action on October 12, 2020 Meeting Minutes

The Chair entertained a motion for approval of the minutes for the October 12, 2020 meeting, as presented.

Mayor Craig Morgan moved for approval of the October 12, 2020 meeting minutes, as presented.

Judge James Oakley seconded the motion.

The motion prevailed unanimously.

Ayes: Commissioner Cynthia Long, Council Member Ann Kitchen, Mayor Steve Adler, Council Member Alison Alter, Commissioner Clara Beckett, Council Member Marci Cannon (Proxy for Mayor Troy Hill), Commissioner Gerald Daugherty, Mr. Tucker Ferguson, P.E., Mayor Jane Hughson, Commissioner Mark Jones, Council Member Rudy Metayer, Mr. Terry Mitchell, Mayor Craig Morgan, Judge James Oakley, Mayor Dale Ross, Commissioner Brigid Shea (Proxy for Commissioner Jeffrey Travillion), Commissioner Edward Theriot, and Mayor Corbin Van Arsdale

Nays: None

Abstain: None

Absent and Not Voting: Judge Sam Biscoe and Council Member Jimmy Flannigan

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/90039>. Start Video at 00:01:52

7. Discussion and Take Appropriate Action on Open Roads Policy for CAMPO Region

The Chair recognized Mr. Tom Fowler of Kimley Horn & Associates who provided a brief refresher on the development and elements of the Open Roads Policy for the CAMPO region as presented to the TAC in September and the Board in August. Mr. Fowler discussed the comments received from the TAC and highlighted the draft document. The presentation concluded with a request for approval of the draft document and accompanying Resolution 2020-11-7.

Following brief comments, Mr. Tucker Ferguson, P.E. moved for approval of the Open Roads Policy for the CAMPO region and accompanying Resolution 2020-11-7.

The Chair seconded the motion.

Following further discussion by the Board, the Chair accepted a friendly amendment to the original motion from Mayor Jane Hughson, to replace the words “Interlocal Agreement” with the word “Policy” in the draft document.

The amended motion prevailed unanimously.

Ayes: Commissioner Cynthia Long, Council Member Ann Kitchen, Mayor Steve Adler, Council Member Alison Alter, Commissioner Clara Beckett, Council Member Marci Cannon (Proxy for Mayor Troy Hill), Commissioner Gerald Daugherty, Mr. Tucker Ferguson, P.E., Mayor Jane Hughson, Commissioner Mark Jones, Council Member Rudy Metayer, Mr. Terry Mitchell, Mayor Craig Morgan, Judge James Oakley, Mayor Dale Ross, Commissioner Brigid Shea (Proxy for Commissioner Jeffrey Travillion), Commissioner Edward Theriot, and Mayor Corbin Van Arsdale

Nays: None

Abstain: None

Absent and Not Voting: Judge Sam Biscoe and Council Member Jimmy Flannigan

Mayor Dale Ross exited the meeting following his vote on this item.

The Chair confirmed Mayor Dale Ross’s exit from the meeting and informed the Board that the November 2nd meeting would be his last meeting unless the Mayor’s race for the City of Georgetown ends in a runoff. The Chair thanked Mayor Ross for his service to the City of Georgetown and the Transportation Policy Board.

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/90039>. Start Video at 00:02:28

8. Discussion and Take Appropriate Action on Transportation Development Credit (TDC) Application for City of Kyle Center Street Union Pacific (UP) Siding Relocation

The Chair recognized Mr. Ryan Collins, Short-Range Planning Manager who provided a brief overview of the City of Kyle’s Center Street UP Siding Relocation Project. Mr. Collins informed the Board that the project was awarded \$15, 209,034 in funding in 2018 and noted that the City of Kyle has requested 3.8 million in TDCs to

use for local match. The presentation concluded with a request for approval of the TDC application and accompanying Resolution 2020-11-8.

Commissioner Mark Jones moved for approval of the TDC application for the City of Kyle's Center Street UP Siding Relocation Project and accompanying Resolution 2020-11-8.

Mayor Craig Morgan seconded the motion.

The motion prevailed unanimously.

Ayes: Commissioner Cynthia Long, Council Member Ann Kitchen, Mayor Steve Adler, Council Member Alison Alter, Commissioner Clara Beckett, Council Member Marci Cannon (Proxy for Mayor Troy Hill), Commissioner Gerald Daugherty, Mr. Tucker Ferguson, P.E., Mayor Jane Hughson, Commissioner Mark Jones, Council Member Rudy Metayer, Mr. Terry Mitchell, Mayor Craig Morgan, Judge James Oakley, Commissioner Brigid Shea (Proxy for Commissioner Jeffrey Travillion), Commissioner Edward Theriot, and Mayor Corbin Van Arsdale

Nays: None

Abstain: None

Absent and Not Voting: Judge Sam Biscoe, Council Member Jimmy Flannigan, and Mayor Dale Ross

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/90039>. Start Video at 00:23:00

9. Discussion on Potential Changes to CAMPO Transportation Policy Board (TPB) Bylaws

The Chair led a detailed discussion on potential changes to the current CAMPO TPB bylaws to address antiquated language and clean up. The Chair provided a walk-through of the proposed changes to the bylaws and provided a brief overview of potential changes as discussed by the CAMPO Executive Committee at its October 23, 2020 meeting.

Council Member Jimmy Flannigan joined the meeting.

Mayor Craig Morgan exited the meeting after offering his comments on Board member attendance and Proxy assignment.

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/90039>. Start Video at 00:30:21

10. Executive Director's Report on Transportation Planning Activities

a. CAMPO and TxDOT Executive Directors Dialogue on Agency Cooperation at AASHTO Annual Meeting

Mr. Ashby Johnson, CAMPO Executive Director reported that he was contacted by the American Association of State Highway and Transportation Officials and asked to participate on a session with Mr. James Bass, TxDOT Executive Director at its annual meeting on November 9, 2020. Mr. Johnson further reported that they were asked to discuss productive working relationships between MPOs and State Departments of Transportation as well as specific joint planning work.

b. Updated Thoroughfare Plan Presented to Burnet County Commissioners Court

Mr. Johnson reported that the Burnet County Thoroughfare Plan was presented to the Burnet County Commissioners Court on October 27, 2020.

c. 2021 Technical Advisory Committee Membership Appointments

Mr. Johnson reported that the appointment process will soon begin for the 2021 TAC membership and the deadline for submittals is December 18, 2020.

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/90039>. Start Video at 01:10:00

11. Announcements

The Chair announced that the next Technical Advisory Committee Meeting will be held on November 16, 2020 at 2:00 p.m. and the next Transportation Policy Board Meeting will be held on December 7, 2020 at 2:00 p.m.

At the request of Vice Chair Ann Kitchen, Mr. Ashby Johnson provided a status update on the prioritization of deferred projects in the Transportation Improvement Program (TIP) and the potential award of Transportation Alternative Set-Aside (TASA) funding to the deferred projects.

The Chair later requested that CAMPO staff summarize the Board discussion on the proposed changes to the TPB bylaws and clean up the notes as provided by the Chair.

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/90039>. Start Video at 01:14:35

12. Adjournment

The November 2, 2020 meeting of the Transportation Policy Board was adjourned at 3:19 p.m.

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/90039>. Start Video at 01:17:18



Date: January 11, 2021
Continued From: N/A
Action Requested: Approval

To: Transportation Policy Board
From: Mr. Chad McKeown, Deputy Executive Director
Agenda Item: 6
Subject: Discussion and Approval for CAMPO Executive Director to Begin Negotiation of Contract for Legal Services

RECOMMENDATION

CAMPO staff recommends that the Transportation Policy Board (TPB) authorize the CAMPO Executive Director to negotiate and execute a contract for Legal Services, for a total amount not to exceed \$225,000 for the initial three-year term of the contract, with the top ranked firm. If a satisfactory contract cannot be negotiated with the top ranked firm, the Executive Director may then negotiate with the second ranked firm. Staff proposes execution of a 36-month contract with one (1) 12-month extension option. The offerors' scores and rankings are reflected in **Table 2** below.

PURPOSE AND EXECUTIVE SUMMARY

On October 19, 2020, CAMPO issued a Request for Qualifications (RFQ) to solicit proposals for legal services. The current legal services contract is set to expire January 31, 2021, and the proposed new contract will ensure continuity of services.

Staff emailed the solicitation to 36 law firms in the CAMPO region and posted it on the CAMPO, AMPO, APA, and TEMPO websites. The submittals were due on November 6, 2020. Proposals were received from the following firms:

- Bickerstaff Heath Delgado Acosta, LLP
- Kemp Smith, LLP
- Tim Tuggey Law

Proposals were reviewed and scored by the CAMPO staff evaluation team using the selection criteria in **Table 1**.

Table 1. Selection Criteria

Criteria	Points Available
Previous Experience of Firm – Submissions will be assessed on prior experience of the firm in the subject areas covered in Section III of this RFQ.	25
Staffing and Attorney Qualifications – Offers shall identify the primary point of contact and submissions shall include resumes for each individual who will be performing professional services under the contract.	25
Understanding of Scope – The responding firm must present their approach through further clarification and understanding of all services involved in this agreement. Any similar prior work may be listed to validate this understanding.	25
Past Performance – The firm must have a demonstrated track record of timely performance, quality, and integrity, as evidenced by a list of client references.	25
Total Points	100

Proposal scores and rankings are shown below (**Table 2**).

Table 2. Proposal Scores and Rankings

Ranking	Firm Name	Score (100 Max.)
1	Tim Tuggey Law	91
2	Kemp Smith, LLP	71
3	Bickerstaff Heath Delgado Acosta, LLP	66

FINANCIAL IMPACT

On June 10, 2019, as part of adoption of the FY 2020 and 2021 Unified Planning Work Program (UPWP), the TPB allocated, in Subtask 1.2, \$150,000 of Federal Highway Administration PL-112 (planning) funds for Legal Services. Per the standard terms and conditions of CAMPO contracts, as reflected in the CAMPO Procurement Policy, authorization for expenditure of funds for this contract will be contingent upon continued funding by the appropriate agencies of the US DOT and/or TxDOT.

BACKGROUND AND DISCUSSION

At the request of the CAMPO Executive Director or TPB Chair, the selected firm will provide legal consultation; ensure compliance with the Texas Open Meetings Act and other applicable state and federal laws; perform follow-up tasks for matters addressed or considered during TPB meetings; prepare and provide presentations to the TPB; provide legal opinions; participate in the development and revision of policies, procedures, Bylaws and governing documents; provide litigation support; participate in contract negotiations, settlements, changes and protests; and render other professional legal services, as requested.

SUPPORTING DOCUMENTS

None.



Date: January 11, 2021
Continued From: October 12, 2020
Action Requested: Approval

To: Transportation Policy Board
From: Mr. Ryan Collins, Short-Range Planning Manager
Agenda Item: 7
Subject: Discussion and Take Appropriate Action on Federal Transit Administration (FTA) Section 5310 Project Selection Criteria

RECOMMENDATION

Staff is recommending the Transportation Policy Board (TPB) approve the update to the Federal Transit Administration (FTA) Section 5310 Project Selection Criteria.

PURPOSE AND EXECUTIVE SUMMARY

The Capital Area Metropolitan Planning Organization (CAMPO) manages the competitive project selection process for awarding federal FTA funding through the Section 5310 Program. This process awards approximately one million dollars to local non-profits and local governments annually. This program is administered by the Capital Metropolitan Transportation Authority (Capital Metro).

The TPB has requested that staff review the current project selection criteria, approved in 2012, and provide potential recommendations for updating the process and criteria. Staff has reviewed the current criteria, surveyed other 5310 grant programs, and compared the criteria to the FTA program goals, rules and regulations. Prior to drafting any potential updates to the criteria, staff has requested input from the Technical Advisory Committee (TAC) and TPB.

Using feedback from the TAC and TPB, staff drafted an initial update to the criteria which was then disseminated to the TAC for additional feedback as well as the TPB Executive Committee, Regional Transit Coordination Committee (RTCC), and Capital Metro, the designated recipient and program administrator. The draft updated criteria was then adjusted in response to the additional feedback and discussion. The current process, initial draft criteria and final draft criteria are provided in the attachments.

FINANCIAL IMPACT

The TPB selects projects in the urbanized area to receive FTA Section 5310 funding. The region receives approximately \$1.2 million annually for the urbanized area.

BACKGROUND AND DISCUSSION

The FTA Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310 Program is intended to enhance mobility for seniors and persons with disabilities by providing funds for programs to serve the special needs of transit-dependent populations beyond traditional public transportation services and Americans With Disabilities Act (ADA) complementary paratransit services.

Capital Metro serves as the designated recipient of FTA Section 5310 funds in the Austin Urbanized Area and serves as the program administrator. Recipients of the grant funding are selected by the CAMPO through a competitive process. Selected applicants enter into a grant agreement with Capital Metro and

become subrecipients for these funds. These grant agreements outline federal, state, and local requirements related to project administration and reporting and vary depending on the type of funding, project proposed, agency, and other factors.

The FTA Section 5310 Program is a reimbursable grant program, where the selected sub-recipients incur expenses and are reimbursed through the program at a rate of 80 percent for eligible traditional capital expenses and 50 percent for eligible other expenses such as operations until the federal award is exhausted. Because of this, sub-recipients must have sufficient funds available to incur program expenses.

SUPPORTING DOCUMENTS

Attachment A – *Criteria (Current, Initial Update and Final Update)*

Attachment A – FTA 5310 Project Selection Criteria

Scoring Criteria	
Benefit	(20 Points)
Financial Sustainability	(15 Points)
Coordination and Partnerships	(15 Points)
Interconnectivity	(15 Points)
Implementation of the RTCC Plan	(10 Points)
Cost Effectiveness	(15 Points)
Budget and Project Implementation	(10 Points)

Eligibility
Location: Urbanized Area
Sponsor: Non-Profit, Government
Activity: Traditional, Operating

Original scoring criteria approved for use by the Transportation Policy Board in 2012. This criteria was used as the baseline for the criteria and process update at the request of the Transportation Policy Board in 2020.

Scoring Criteria (Initial Draft)	
Benefit	(10 Points)
Program Sustainability	(5 Points)
Program Experience	(5 Points)
Coordination and Partnerships	(5 Points)
Interconnectivity	(5 Points)
RTCC Plan Goals and Objectives	(20 Points)
Performance Measure and Monitoring	(20 Points)
Cost-Benefit Analysis	(30 Points)

Eligibility
Location: Urbanized Area
Sponsor: Non-Profit, Government
Activity: Traditional, Operating

Additional Changes
Readiness: Budget, Local Match, Good Standing
Move Project Call to a Bi-Annual Schedule

Staff developed the initial updated draft criteria after reviewing the original criteria with the Technical Advisory Committee and receiving feedback from committee members. This initial draft was presented to the Transportation Policy Board, Technical Advisory Committee, Transportation Policy Board–Executive Committee, Capital Metro administrative staff and the Regional Transit Coordination Committee (RTCC) for additional feedback.

The first major recommendation was to move the project call to a bi-annual basis. Recommended updates to the criteria include moving the budget to a readiness screening process, reducing weights on criteria that were considered important but disproportionally weighted, increasing weights that directly support the RTCC plan, performance measure system and cost benefit analysis.

Scoring Criteria (Final Draft)	
Benefit	(20 Points)
Program Sustainability	(5 Points)
Program Experience	(5 Points)
Coordination and Partnerships	(5 Points)
Interconnectivity	(5 Points)
RTCC Plan Goals and Objectives	(20 Points)
Performance Measure and Monitoring	(20 Points)
Cost-Benefit Analysis	(20 Points)

Eligibility
Location: Urbanized Area
Sponsor: Non-Profit, Government
Activity: Traditional, Operating

Additional Changes
Readiness: Budget, Local Match, Good Standing
Move Project Call to a Bi-Annual Schedule

Staff developed the final updated draft criteria based on feedback from the Technical Advisory Committee, Transportation Policy Board, Capital Metro administrative staff and the Regional Transit Coordination Committee (RTCC). From the initial draft discussions it was determined the cost-benefit analysis was disproportionally weighted, so the weight was reduced and re-distributed to the benefit criteria for an even balance between quantitative and qualitative evaluation.



Date: January 11, 2021
Continued From: November 2, 2020
Action Requested: Approval

To: Transportation Policy Board
From: Mr. Ryan Collins, Short-Range Planning Manager
Agenda Item: 8
Subject: Discussion and Take Appropriate Action on 2021 Transportation Alternatives Set-Aside (TASA) Program Project Call and Funding of Eligible Deferred Projects

RECOMMENDATION

Staff is recommending the Transportation Policy Board (TPB) authorize staff to initiate a project call for Transportation Alternatives Set-Aside (TASA) funding in 2021. Staff is further recommending that the TPB refund the Blake Manor Shared Use Path as listed in Resolution 2021-1-8.

PURPOSE AND EXECUTIVE SUMMARY

CAMPO manages the competitive project selection process for awarding Transportation Alternative Set-Aside (TASA) funding for the urbanized area of the region and is preparing to hold a call for projects to allocate TASA funding for Fiscal Years 2023-2026. We anticipate approximately \$10 million in TASA funding to be available for allocation subject to continued federal authorization.

In preparing for the upcoming TASA project call, staff reviewed the list of Category 7 Surface Transportation Block Grant (STBG) projects deferred from the recent action by the TPB in June and identified the following projects as eligible for TASA funding:

Sponsor	Project Name	Description	Federal Award
City of Austin	Northern Walnut Creek Trail	Construct bike/ped trail	\$1,504,950.00
Travis County	Blake Manor Shared Use Path	Construct multi-use path	\$2,208,400.00

Staff held a joint coordination meeting with the project sponsors and TxDOT to review interest in the TASA funding, the status of the projects, and discuss the administrative process should these projects be refunded. As a result of that meeting and an additional follow up meeting with Travis County, staff recommends the TPB allocate TASA funding to the Blake Manor Shared Use Path.

Staff is continuing to coordinate with the City of Austin regarding the Northern Walnut Creek Trail, as this project has significant variables that are subject to on-going discussions. Depending on the results of these discussions, staff may recommend refunding this project at a subsequent TPB meeting. The funding allocated to the deferred projects in January will reduce the amount available for new projects that meet the eligibility criteria for this funding category in the upcoming call.

FINANCIAL IMPACT

CAMPO anticipates approximately \$10 million in TASA funding to be available to local sponsors for the upcoming call subject to continued federal authorization and the decision to fund deferred projects prior to the call.

BACKGROUND AND DISCUSSION

The Fixing America's Surface Transportation (FAST) Act replaced the Transportation Alternatives Program (TAP) with a set-aside of STBG Program funding for Transportation Alternatives (TA). These set-aside funds include all projects and activities that were previously eligible under TAP, encompassing a variety of smaller-scale transportation projects such as pedestrian and bicycle facilities, recreational trails, safe routes to school projects, community improvements such as historic preservation and vegetation management, and environmental mitigation related to stormwater and habitat connectivity.

SUPPORTING DOCUMENTS

Attachment A – Resolution 2021-1-8 (Draft)



Resolution 2021-1-8

Acknowledging the Transportation Policy Board's Approval of Transportation Alternative Set-Aside (TASA) Funding for the Blake Manor Shared Use Path.

WHEREAS, pursuant to federal law, the Governor of the State of Texas designated the Capital Area Metropolitan Planning Organization (CAMPO) as the Metropolitan Planning Organization for the Austin region in 1973; and

WHEREAS, CAMPO's Transportation Policy Board is the regional forum for cooperative decision-making regarding transportation issues in Bastrop, Burnet, Caldwell, Hays, Travis and Williamson Counties in Central Texas; and

WHEREAS, the mission of a Metropolitan Planning Organization is to conduct a coordinated, comprehensive and continuous metropolitan transportation planning process; and

WHEREAS, the Transportation Policy Board is responsible for allocating Transportation Alternative Set-Aside (TASA) funding in the urbanized area of the region through a competitive process; and

WHEREAS, the Transportation Policy Board had previously selected and funded Travis County's Blake Manor Shared Use Path project with Surface Transportation Block Grant (STBG) funding; and

WHEREAS, the Travis County's Blake Manor Shared Use Path project funding was deferred in June 2020 for the IH-35 Capital Express project; and

WHEREAS, the Transportation Policy Board is prioritizing deferred projects for additional funding; and

WHEREAS, the Blake Manor Shared Use Path has been determined to be eligible for upcoming Transportation Alternative Set-Aside funding; and

WHEREAS, the Transportation Policy Board approves \$2,208,400 in Transportation Alternative Set-Aside Funding to Travis County for the Blake Manor Shared Use Path; and

NOW, THEREFORE BE IT RESOLVED that the CAMPO Transportation Policy Board hereby votes to approve \$2,208,400 in Transportation Alternative Set-Aside Funding to Travis County for the Blake Manor Shared Use Path as reflected in this Resolution; and

Hereby orders the recording of this resolution in the minutes of the Transportation Policy Board; and

BE IT FURTHER RESOLVED that the Board delegates the signing of necessary documents to the Board Chair.

The above resolution being read, a motion to approve \$2,208,400 in Transportation Alternative Set-Aside Funding to Travis County for the Blake Manor Shared Use Path as reflected was made on January 11, 2021 by _____ duly seconded by _____.

Ayes:

Nays:

Abstain:

Absent and Not Voting:

SIGNED this 11th day of January 2021

Chair, CAMPO Board

Attest:

Director, CAMPO



Date: January 11, 2021
Continued From: November 2, 2020
Action Requested: Approval

To: Transportation Policy Board
From: Commissioner Cynthia Long, Transportation Policy Board Chair & CAMPO Legal Counsel
Agenda Item: 9
Subject: Discussion and Take Appropriate Action on Amendments to Transportation Policy Board (TPB) Bylaws

RECOMMENDATION

CAMPO Legal Counsel recommends approval of the revised Transportation Policy Board (TPB) bylaws.

PURPOSE AND EXECUTIVE SUMMARY

The bylaws of the CAMPO TPB provide a guide for the organization and operation of the TPB above and beyond state and federal requirements as the legal entity. The current bylaws are an amalgamation of provisions from the inception of the Austin Transportation Study in the early 1970s to 2016. The region has changed significantly, and the bylaws could benefit from a review and potential update.

This item was discussed at the November 2020 TPB meeting. A redline version of the bylaws including most of the changes mentioned during the November discussion is attached (Attachment B) for your review and consideration and the current bylaws (Attachment A) is also provided as background.

FINANCIAL IMPACT

None.

BACKGROUND AND DISCUSSION

None.

SUPPORTING DOCUMENTS

Attachment A – *CAMPO Transportation Policy Board Bylaws Amended August 2016*

Attachment B – *Revised Redline Version of CAMPO TPB Bylaws*

**CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION
BYLAWS AND OPERATING PROCEDURES
FOR THE
TRANSPORTATION PLANNING PROGRAM
IN THE AUSTIN METROPOLITAN AREA**

SECTION I DEFINITIONS

For the purposes of these bylaws, the following definitions apply

- A. Metropolitan Transportation Planning Process.** The Metropolitan Planning Organization (MPO), designated as Capital Area Metropolitan Planning Organization (CAMPO), in cooperation with the State and with operators of publicly owned transit services, shall be responsible for carrying out the metropolitan transportation planning process in accordance with Section 134, Title 23, United States Code (23 USC 134) and applicable federal and state regulations. CAMPO shall have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs that consider all transportation modes and supports metropolitan community development and social goals. These plans and programs shall lead to the development and operation of an integrated, intermodal transportation system that facilitates the efficient, economic movement of people and goods.

The metropolitan transportation planning process includes the development of a transportation plan, transportation improvement program (TIP) and a unified planning work program (UPWP) that will encourage the achievement of community goals by evaluating the environmental, energy, economic, and social costs of transportation plans and systems, projecting future travel demands, determining viable transportation alternatives, and evaluating these alternatives to determine the optimum combination of all modes of travel to best serve the citizens of the Austin metropolitan area.

- B. Public Involvement Program.** The metropolitan transportation planning process includes the development of a Public Involvement Program and staff procedures. The

Program is intended to include all Austin metropolitan area citizens, groups, agencies, and transportation providers in a transportation effort that is proactive and provides

complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans and programs including the Transportation Plan and Transportation Improvement Program. The Public Involvement Program shall integrate the concerns of a wide variety of involved parties and encourage and provide for the greatest level of education of transportation issues. The program will provide opportunities for citizens to contribute ideas and voice opinions early and often, both during and after preparation of draft plans and programs. Public participation in CAMPO Transportation Policy Board meetings is governed by Section III. E. of this document.

- C. Transportation Plan.** The metropolitan planning process includes the development of a transportation plan addressing at least a twenty-year planning horizon. The plan shall include both long-range and short-range strategies/actions that lead to the development of an integrated intermodal transportation system that facilitates the efficient movement of people and goods. The transportation plan shall be reviewed and updated at least every five years to confirm its validity and its consistency with current and forecasted transportation and land use conditions and trends and to extend the forecast period. The transportation plan must be approved (adopted) by the CAMPO Transportation Policy Board.
- D. Transportation Improvement Program.** The Transportation Improvement Program specifies how federal transportation funds are spent in the Austin metropolitan area for a minimum three-year period. The TIP will be prepared at least every other year and will include a financial plan that demonstrates how the Transportation Improvement Program can be implemented.

- E. Unified Planning Work Program.** The Unified Planning Work Program is a document setting forth, by work element tasks, the planning priorities facing the metropolitan area and documenting the planning activities to be performed with funds available to CAMPO. The estimated expenditures and funding sources for carrying out the work shall be identified.
- F. Metropolitan Planning Organization.** The Metropolitan Planning Organization (MPO) is that organization designated by the Governor as being responsible, together with the state, for carrying out the provisions of 23 USC 134 (The Urban Transportation Planning Process) and 49 USC 5303, as amended. The MPO is the forum for cooperative decision making by principal elected officials of general purpose local and state government and a representative from the Texas Department of Transportation and the Capital Metropolitan Transportation Authority.

SECTION II ORGANIZATION

The structure of the Metropolitan Planning Organization consists of the Transportation Policy Board, the Executive Committee, the CAMPO Office and other Committees, all as described in subsequent paragraphs of these bylaws and operating procedures.

- A. Transportation Policy Board.** The Transportation Policy Board, as the Metropolitan Planning Organization, hereinafter referred to as the TPB, furnishes policy guidance and direction for the continuing transportation study. Ultimate responsibility for the total transportation process including, but not limited to, review and approval of the recommended transportation plan and transportation improvement program rests with the Transportation Policy Board.
- B. Executive Committee.** The Executive Committee are members of the Transportation Policy Board who make recommendations on transportation planning issues, projects and the process as directed by the Transportation Policy Board.

- C. CAMPO Office.** The development of detailed transportation studies, maintenance of accurate data, preparation of reports, and performance of other activities requested by the Transportation Policy Board is the responsibility of the CAMPO Office. The Director of the CAMPO Office is responsible solely to the Transportation Policy Board.
- D. Other Committees.** The Chairperson, with the advice and consent of the Executive Committee, may establish other committees as needed.

SECTION III TRANSPORTATION POLICY BOARD

The following rules shall govern the operations of the Transportation Policy Board.

- A. Membership.** Membership on the Transportation Policy Board is established by the Joint Powers Agreement.
- B. Voting Representation.**

1. **Voting Alternate.** A member of the Transportation Policy Board may designate as an alternate a person eligible pursuant to the applicable subsection (a) and (b) of this subparagraph (B)(1), or any other member of the Transportation Policy Board, to exercise some or all of that member's authority as a member of the Transportation Policy Board. The option provided herein for a Transportation Policy Board Member to designate any other member of the Transportation Policy Board to serve as his or her voting alternate shall not nullify or override the authority of the governing body of a CAMPO member organization to appoint voting alternates pursuant to the applicable subsection (a) and (b) of this subparagraph (B)(1). The alternate designated by a member will count toward a quorum and may vote on any matter authorized by the member designating the alternate. A person designated as a voting alternate

may vote as an alternate on behalf of only one designating member. A member who designates an alternate shall give written notice of the alternate's name and voting authority to the Chairperson prior to the first meeting for which the alternate is designated. The authority of an alternate designated under this subparagraph (B)(1) shall continue until it is rescinded or changed by written notice from the designating member to the Chairperson.

- a. An elected official may designate as an alternate a person appointed as an alternate by the body who appointed that member.
- b. A member who is not an elected official may designate as an alternate a person employed by or who serves on the Board of the organization represented by that member.

2. **Non-Voting Proxy.** A member of the Transportation Policy Board may appoint a proxy to attend a meeting in the member's stead. The proxy appointed by a member does not count toward a quorum and may not vote.

C. Quorum. Fifty percent (50%) of the total members encompassed in paragraph A or their alternate shall constitute a quorum of the members for transaction of business at all meetings.

D. Officers. The Transportation Policy Board elects a Chairperson and a Vice Chairperson for a term of two years. It is the preference that the Vice Chair succeeds to the Chair position. However, the Executive Committee shall reserve the right to recommend that the Vice Chair not succeed to the Chair's position at the end of the two-year term. The Chair and the Vice Chair must come from different counties. Elections are to be held at the first meeting of each even year. If the Chairperson resigns or is no longer eligible to be a member of the Transportation Policy Board, the Vice Chairperson will serve as Chairperson until an election is held.

E. Meetings. The Chairperson, with the advice and consent of the Executive Committee, shall establish the dates and times of meetings, and the Chairperson designates in the written notice of the meetings the location and business to be transacted or considered. Any Board member may submit a matter for consideration on a future agenda. If the Chairperson does not include that item on the agenda, the member may petition the Executive Committee and the Executive Committee may require the item to be placed on a future agenda.

Written notice of the meeting, the agenda, and all supporting documents shall be mailed to each member of the Board at least seven (7) days prior to the meeting.

All meetings are to be held as open meetings as defined in Chapter 551, Government Code, and the CAMPO Director shall insure that the written notice of the meeting is posted in the appropriate governmental offices at least seventy-two (72) hours prior to the meeting, and shall insure that at least two copies of the agenda and such supporting documentation as is available to the members of the Transportation Policy Board are made available for public inspection in the CAMPO Office at the same time they are made available to Board members.

In the absence of the Chairperson and Vice Chairperson from a meeting of the Transportation Policy Board at which a quorum is present, the Executive Director will convene the meeting and the remaining members of the board present shall elect a presiding officer who shall serve until the conclusion of that meeting or until the arrival of the Chairperson or Vice Chairperson.

Public participation in meetings shall be as follows. Internal reports from CAMPO employees and committees not posted for action by the board are not eligible for public comment. If action is required on an item which has already been the subject of a public hearing, no public comment will be taken. Otherwise, persons wishing to

comment on a specific agenda item must fill out the card provided by the CAMPO staff. The card will be presented to the Chairperson before the board begins consideration of the item. The card must specify the item on which they will comment and include the speaker's name and whom they represent. Speakers are limited to three minutes and a speaker's time may not be assigned to another speaker.

Persons wishing to address the board about issues not on the agenda should offer their comments during the "Citizens Communication" agenda item. Persons wishing to speak during "Citizens Communication" must contact the CAMPO staff via phone, electronic mail, facsimile transmission, or in person between 9:00 a.m. on the 6th day before the meeting at which they wish to speak and 4:30 p.m. on the day of the meeting at which they wish to speak. Such persons must give their name and specify the topic on which they wish to address the board. Topics are limited to those that directly or indirectly affect transportation in the CAMPO geographic area. No more than ten persons will address the board during Citizens Communication at any given meeting. Speakers are limited to three minutes and a speaker's time may not be assigned to another speaker. Speakers are requested to not directly address individual members of the board or the CAMPO staff. The Chairperson will enforce decorum.

- F. Functions.** The functions of the Transportation Policy Board shall be as delineated in the Joint Powers Agreement.
- G. Attendance.** If a member of the Transportation Policy Board misses more than half of the Board meetings scheduled during a calendar year, the Chairperson may contact the member's appointing body to request a replacement appointee to the Transportation Policy Board.

SECTION IV EXECUTIVE COMMITTEE

A. Membership. The Executive Committee will consist of the Transportation Policy Board Chairperson and Vice-Chairperson and members of the Transportation Policy Board that are, at a minimum, representative of the jurisdictions that are signatory of the Joint Powers Agreement. The members of the Executive Committee shall be appointed by the Chairperson of the Transportation Policy Board at the first meeting each year. The jurisdictional representatives of the Joint Powers Agreement are indicated below:

Texas Department of Transportation	1
City of Austin	1
County of Travis	1
County of Williamson	1
County of Hays	1
Capital Metropolitan Transportation Authority	1

B. Function. The functions of the Executive Committee shall be as follows:

1. Meet at the direction of the Chairperson.
2. Take actions on items delegated by the Transportation Policy Board and/or make recommendations on items to the Transportation Policy Board.
3. The Executive Committee will have no distinctive powers on their own unless given by the Transportation Policy Board or established by these bylaws and operating procedures.

SECTION V CAMPO OFFICE

The following rules govern the operations of the CAMPO Office:

A. Direction. The CAMPO Director will be selected by the Transportation Policy Board. The CAMPO Director will hire staff, supervise, and prepare contracts as necessary to perform the work outlined in the Unified Planning Work Program.

B. Funding. The budget of the CAMPO Office must be consistent with the Unified Planning Work Program.

C. Functions. The functions of the CAMPO Director and CAMPO Office are established in the Joint Powers Agreement.

SECTION VI OTHER COMMITTEES

The following rules govern the operations of other committees.

- A. Other Committees.** The committee will perform tasks and functions as requested by the Chairperson, with the advice and consent of the Executive Committee.
- B. Membership.** Members of other committees are appointed by the Chairperson with the advice and consent of the Executive Committee. Membership of each committee may include persons who are not board members with expertise of a nature that would be beneficial to the planning process.
- C. Officers.** The Chairperson and Vice Chairperson for the committee shall be designated by the Chairperson of the Transportation Policy Board.
- D. Meetings.** Meetings of a committee are held as necessary to perform the tasks and functions of the committee. The Chairperson of the committee calls such meetings as necessary and shall notify all committee members of the time, date, and place of the meeting.
- E. Technical Advisory Committee.** The Technical Advisory Committee's purpose is to advise the Transportation Policy Board in its development of

 - 1. The long-range metropolitan transportation plan;

2. The Transportation Improvement Program, including review of and recommendations on candidate projects for the TIP;
3. The Unified Planning Work Program; and
4. Other transportation planning activities, as directed by the Transportation Policy Board or CAMPO's Executive Director.

SECTION VII ETHICS POLICY

A. A member of the Transportation Policy Board or employee of CAMPO shall not:

1. Accept or solicit any gift, favor, or service that might reasonably tend to influence the member or employee in the discharge of official duties or that the member or employee knows or should know is being offered with the intent to influence the member's or employee's official conduct;
2. Accept other employment or engage in a business or professional activity that the member or employee might reasonably expect would require or induce the member or employee to disclose confidential information acquired by reason of the official position;
3. Accept other employment or compensation that could reasonably be expected to impair the member's or employee's independence of judgment in the performance of the member's or employee's official duties;
4. Make personal investments that could reasonably be expected to create a substantial conflict between the member's or employee's private interest and the public interest; or
5. Intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the member's or employee's official powers or performed the member's

or employee's official duties in favor of another.

- B. An employee of CAMPO who violates Subsection (a) is subject to termination of the employee's employment or another employment-related sanction. Notwithstanding this subsection, a policy board member or employee who violates Subsection (a) is subject to any applicable civil or criminal penalty if the violation also constitutes a violation of another statute or rule.

SECTION VIII ADOPTION

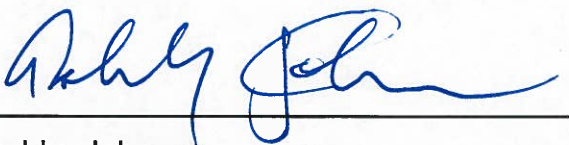
These bylaws and operating procedures shall be in full force and effect at such time as they have been approved by a majority vote of the Transportation Policy Board at a meeting at which a quorum, as defined herein, is present.

SECTION IX REVISIONS

These bylaws and operating procedures may be revised by approval of the Transportation Policy Board at a meeting at which a quorum, as defined herein, is present.

Adopted unanimously by the Capital Area Metropolitan Planning Organization Transportation Policy Board on June 10, 1996; revised by resolution on February 8, 1999, April 14, 2003, February 13, 2006, January 22, 2007, November 9, 2009, January 20, 2010, May 10, 2010, September 13, 2010, February 13, 2012, January 13, 2014, and August 8, 2016.

ATTEST:



Ashby Johnson

Director

Adopted June 10, 1996
Amended February 8, 1999, April 14, 2003,
August 11, 2003, February 13, 2006, January 22, 2007, November 9, 2009, January 20, 2010,
May 10, 2010, September 13, 2010, February 13, 2012
January 13, 2014, and August 8, 2016 and January 11, 2021

**CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION
BYLAWS AND OPERATING PROCEDURES
FOR THE
TRANSPORTATION PLANNING PROGRAM
IN THE AUSTIN METROPOLITAN AREA**

SECTION I DEFINITIONS

For the purposes of these bylaws, the following definitions apply

- A. Metropolitan Transportation Planning Process.** The Metropolitan Planning Organization (MPO), designated as Capital Area Metropolitan Planning Organization (CAMPO), in cooperation with the State and with operators of publicly owned transit services, shall be responsible for carrying out the metropolitan transportation planning process in accordance with Section 134, Title 23, United States Code (23 USC 134) and applicable federal and state regulations. CAMPO shall have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs that consider all transportation modes and supports metropolitan community development and social goals. These plans and programs shall lead to the development and operation of an integrated, intermodal transportation system that facilitates the efficient, economic movement of people and goods.

The metropolitan transportation planning process includes the development of a transportation plan, transportation improvement program (TIP) and a unified planning work program (UPWP) that will encourage the achievement of community goals by evaluating the environmental, energy, economic, and social costs of transportation plans and systems, projecting future travel demands, determining viable transportation alternatives, and evaluating these alternatives to determine the optimum combination of all modes of travel to best serve the citizens of central Texas ~~the Austin metropolitan area~~.

- B. Public Participation~~Involvement~~ Program.** The metropolitan transportation planning process includes the development of a Public Participation~~Involvement~~ Program and staff

Formatted: Justified

Adopted June 10, 1996
Amended February 8, 1999, April 14, 2003,
August 11, 2003, February 13, 2006, January 22, 2007, November 9, 2009, January 20, 2010,
May 10, 2010, September 13, 2010, February 13, 2012
January 13, 2014, and August 8, 2016 and January 11, 2021

procedures. The Program is intended to include all ~~central Texas~~Austin metropolitan area citizens, groups, agencies, and transportation providers in a transportation effort that is proactive and provides

complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans and programs including the Transportation Plan and Transportation Improvement Program. The Public ~~Participation~~Involvement Program shall integrate the concerns of a wide variety of involved parties and encourage and provide for the greatest level of education of transportation issues. The program will provide opportunities for citizens to contribute ideas and voice opinions early and often, both during and after preparation of draft plans and programs. Public participation in CAMPO ~~T~~P~~B~~ransportation Policy Board meetings is governed by Section III. E. of this document—(unless any emergency orders issued by the Governor of Texas, or other lawful state or federal authority, suspend the operation of these provisions).

- C. Transportation Plan.** The metropolitan planning process includes the development of a transportation plan addressing at least a twenty-year planning horizon. The plan shall include both long-range and short-range strategies/actions that lead to the development of an integrated intermodal transportation system that facilitates the efficient movement of people and goods and include a financial plan (fiscal constraint). The transportation plan shall be reviewed and updated at least every five years to confirm its validity and its consistency with current and forecasted transportation and land use conditions and trends and to extend the forecast period. The transportation plan must be approved (adopted) by the CAMPO ~~T~~P~~B~~ransportation Policy Board.
- D. Transportation Improvement Program.** The Transportation Improvement Program specifies how federal, state and local transportation funds are spent in the ~~Austin metropolitan~~central Texas area for a minimum three-year period. The TIP will be

Adopted June 10, 1996
Amended February 8, 1999, April 14, 2003,
August 11, 2003, February 13, 2006, January 22, 2007, November 9, 2009, January 20, 2010,
May 10, 2010, September 13, 2010, February 13, 2012
January 13, 2014, ~~and~~ August 8, 2016 and January 11, 2021

prepared at least every other year and will include a financial plan (including a fiscal constraint determination) that demonstrates how the Transportation Improvement Program can be implemented.

- E. Unified Planning Work Program.** The Unified Planning Work Program is a document required by federal law setting forth, by work element tasks, the planning priorities facing the metropolitan area and documenting the planning activities to be performed with funds available to CAMPO. The estimated expenditures and funding sources for carrying out the work shall be identified for a minimum of one year and maximum two years in accordance with state and federal statutes, rules and guidelines.
- F. Metropolitan Planning Organization.** The Metropolitan Planning Organization (MPO) is that organization designated by the Governor as being responsible, together with the state, for carrying out the provisions of 23 USC 134 (~~the~~ Urban Transportation Planning Process) and 49 USC 5303, as amended. The MPO is the forum for cooperative decision making by principal elected officials of general purpose local and state government and a representative from the Texas Department of Transportation and the Capital Metropolitan Transportation Authority.

SECTION II ORGANIZATION

The structure of the Metropolitan Planning Organization consists of the Transportation Policy Board, the Executive Committee, the CAMPO Office and other Committees, all as described in subsequent paragraphs of these bylaws and operating procedures.

- A. Transportation Policy Board.** The Transportation Policy Board, ~~as the Metropolitan Planning Organization,~~ hereinafter referred to as the "TPB", furnishes policy guidance and direction for the continuing transportation study. The TPB is the legal and governing entity of CAMPO. Ultimate responsibility for the total transportation process including, but

Adopted June 10, 1996
Amended February 8, 1999, April 14, 2003,
August 11, 2003, February 13, 2006, January 22, 2007, November 9, 2009, January 20, 2010,
May 10, 2010, September 13, 2010, February 13, 2012
January 13, 2014, and August 8, 2016 and January 11, 2021

not limited to, review and approval of the recommended transportation plans and
transportation improvement program rests with the Transportation Policy Board.

B. Executive Committee. The Executive Committee are members of the Transportation Policy Board who make recommendations on transportation planning issues, projects and the process as directed by the Transportation Policy Board.

C. CAMPO Office. The development of detailed transportation studies, maintenance of accurate data, preparation of reports, and performance of other activities requested by

the Transportation Policy Board is the responsibility of the CAMPO Office. The Executive Director of the CAMPO Office is responsible solely to the Transportation Policy Board.

D. Other Committees. The Chairperson, with the advice and consent of the Executive Committee, may establish other committees as needed.

SECTION III TRANSPORTATION POLICY BOARD

The following rules shall govern the operations of the Transportation Policy Board.

A. Membership. Membership on the Transportation Policy Board is established by the Joint Powers Agreement.

B. Voting Representation.

1. **Voting Member.** Each member of the TPB as established by the Joint Powers Agreement of the TPB is entitled to one vote on all items presented for action by the TPB.

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: (Default) Times New Roman, Not Bold

Formatted: Font: (Default) Times New Roman, Not Bold

Formatted: Indent: Left: 1", No bullets or numbering

Adopted June 10, 1996
Amended February 8, 1999, April 14, 2003,
August 11, 2003, February 13, 2006, January 22, 2007, November 9, 2009, January 20, 2010,
May 10, 2010, September 13, 2010, February 13, 2012
January 13, 2014, and August 8, 2016 and January 11, 2021

- 4-2. **Alternate Designation: Proxy.** A member of the ~~TPB~~ransportation Policy Board may designate as an alternate or proxy a person eligible pursuant to the applicable subsection (a) and (b) of this subparagraph (B)(~~24~~), or any other member of the TPB, or any other member of the Transportation Policy Board, to exercise some or all of that member's authority as a member of the ~~TPB~~ransportation Policy Board. The option provided herein for a ~~TPB~~ransportation Policy Board Member to designate any other member of the ~~TPB~~ransportation Policy Board to serve as his or her voting alternate or proxy shall not nullify or override the authority of the governing body of a CAMPO member organization to appoint voting alternates pursuant to the applicable subsection (a) and (b) of this subparagraph (B)(~~24~~), or otherwise restrict appointment of a proxy to another voting member of the TPB that also represents such member organization. The alternate or proxy designated by a member will count toward a quorum and may vote on any matter authorized by the member designating the alternate. A person designated as a voting alternate may vote as an alternate on behalf of only one designating member. A member who designates an alternate or proxy shall give written notice of the alternate's name and voting authority to the Chairperson and Executive Director two hours prior to the commencement of the first meeting for which the alternate is designated. The authority of an alternate designated under this subparagraph (B)(~~24~~) shall continue until it is rescinded or changed by written notice from the designating member to the Chairperson and Executive Director.
- a. An elected official may designate as an alternate a person appointed as an alternate by the body who appointed that member.
 - b. A member who is not an elected official may designate as an alternate a person employed by or who serves on the Board of the organization represented by that member.

Formatted: Justified

Adopted June 10, 1996
Amended February 8, 1999, April 14, 2003,
August 11, 2003, February 13, 2006, January 22, 2007, November 9, 2009, January 20, 2010,
May 10, 2010, September 13, 2010, February 13, 2012
January 13, 2014, and August 8, 2016 and January 11, 2021

~~2. **Non-Voting Proxy.** A member of the Transportation Policy Board may appoint a proxy to attend a meeting in the member's stead. The proxy appointed by a member does not count toward a quorum and may not vote.~~

C. Quorum. Fifty percent (50%) of the total members encompassed in paragraph A or their alternate shall constitute a quorum of the members for transaction of business at all meetings.

~~**D.D. Officers.** The TPB Transportation Policy Board elects a Chairperson, and a First Vice-Chairperson and a Second Vice-Chairperson, each for a term of two years. Each such officer shall be nominated by and from member organizations representing three different categories of such organizations. The initial designation of each office and the corresponding category shall be made by the TPB. Member organizations representing each category shall each hold one vote in their respective category, and shall nominate the designated, corresponding officer, who shall then be subject to election by majority vote of the TPB. The applicable member organization categories are as follows:~~

- ~~1. Large counties. Counties of a population greater than 150,000;~~
- ~~2. Large cities. Cities of a population greater than 75,000; and~~
- ~~3. Smaller counties & cities. Counties of a population less than 150,000 and cities of a population less than 75,000.~~

~~After the initial election of officers, officers shall rotate into new two-year terms, from 2nd to 1st Vice-Chairperson, and 1st Chairperson to Chairperson, upon the expiration of the initial term of the officers, followed by nomination and election for any resulting officer vacancies, first for 2nd Vice-Chairperson, then 1st Vice-Chairperson and then Chairperson, each as may be applicable. Any interim vacancies shall be filled first by the rotation of officers into the next office, in succession (2nd Vice-Chair to 1st Vice-Chair, and 1st Vice-Chair to Chairperson) and second, if applicable, the category nomination and TPB election process described herein. It is the~~

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Indent at: 1.25"

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: Superscript

Formatted: Superscript

Formatted: Justified, Indent: Left: 0", First line: 0", Tab stops: Not at 0.5" + 1"

Formatted: Superscript

Formatted: Superscript

Formatted: Superscript

Formatted: Superscript

Formatted: Superscript

Formatted: Superscript

Adopted June 10, 1996
Amended February 8, 1999, April 14, 2003,
August 11, 2003, February 13, 2006, January 22, 2007, November 9, 2009, January 20, 2010,
May 10, 2010, September 13, 2010, February 13, 2012
January 13, 2014, and August 8, 2016 and January 11, 2021

~~preference that the Vice Chair succeeds to the Chair position. However, the Executive Committee shall reserve the right to recommend that the Vice Chair not succeed to the Chair's position at the end of the two-year term. No more than two officers from the same county may serve simultaneously as officers. The Chair and the Vice Chair must come from different counties. Initial and subsequent elections in the ordinary course are to be held at the first meeting of each even year, for the purpose of filling then-existing office vacancies resulting from the expiration and renewal of terms at office rotation, as described above. If the Chairperson resigns or is no longer eligible to be a member of the Transportation Policy Board, the Vice Chairperson will serve as Chairperson until an election is held.~~

- E. Meetings.** The Chairperson, with the advice and consent of the Executive Committee, shall establish the dates and times of meetings, ~~and the Chairperson shall designate~~ in the written notice of the meetings the location and business to be transacted or considered. Any Board member may submit a matter for consideration on a future agenda. If the Chairperson does not include that item on the agenda, the member may petition the ~~Executive Committee, and the Executive Committee, by majority vote, Executive Committee and the Executive Committee~~ may require the item to be placed on a future agenda.

Written notice of the meeting, the agenda, and all supporting documents shall be mailed to each member of the Board at least seven (7) days prior to the meeting.

All meetings are to be held as open meetings as defined in Chapter 551, Government Code, and the CAMPO Director shall insure that the written notice of the meeting is posted in the appropriate governmental offices at least seventy-two (72) hours prior to the meeting, and shall insure that at least two copies of the agenda and such supporting documentation as is available to the members of the ~~TPB~~ Transportation Policy Board are made available for public inspection in the CAMPO Office at the same time they are made available to Board members.

Formatted: Justified

Adopted June 10, 1996
Amended February 8, 1999, April 14, 2003,
August 11, 2003, February 13, 2006, January 22, 2007, November 9, 2009, January 20, 2010,
May 10, 2010, September 13, 2010, February 13, 2012
January 13, 2014, and August 8, 2016 and January 11, 2021

In the absence of the Chairperson and Vice Chairperson from a meeting of the ~~TPB~~ransportation Policy Board at which a quorum is present, the Executive Director will convene the meeting and the remaining members of the ~~TPB~~board present shall elect a presiding officer who shall serve until the conclusion of that meeting or until the arrival of the Chairperson or ~~the 1st Vice-Chairperson or 2nd Vice-Chairperson.~~

Formatted: Superscript

Formatted: Superscript

Public participation in meetings shall be as follows:- ~~Internal reports from CAMPO employees and committees not posted for action by the board are not eligible for public comment. If action is required on an item which has already been the subject of a public hearing, no public comment will be taken. Otherwise, p~~Persons wishing to comment on a specific agenda item must fill out the card provided by the CAMPO staff. The card will be presented to the Chairperson before the board begins consideration of the item. The card must specify the item on which they will comment and include the speaker's name and whom they represent. Upon publication of the TPB's meeting agenda, the Chairperson may set and publish reasonable and lawful limitations on the time made available to each speaker. If no such limitations are otherwise set, speakers are limited to three minutes and a speaker's time may not be assigned to another speaker. Speakers are requested to not directly address individual members of the board or the CAMPO staff. The Chairperson will enforce decorum. Speakers are limited to three minutes and a speaker's time may not be assigned to another speaker.

Persons wishing to address the board about issues not on the agenda should offer their comments during the "Citizens Communication" agenda item. Persons wishing to speak during "Citizens Communication" must contact the CAMPO staff via phone, electronic mail, facsimile transmission, or in person between 9:00 a.m. on the 6th day before the meeting at which they wish to speak and ~~noon4:30 p.m.~~ on the day of the meeting at which they wish to speak. Such persons must give their name and specify the topic on which they wish to address the ~~B~~board. Topics are limited to those that directly or

Adopted June 10, 1996
Amended February 8, 1999, April 14, 2003,
August 11, 2003, February 13, 2006, January 22, 2007, November 9, 2009, January 20, 2010,
May 10, 2010, September 13, 2010, February 13, 2012
January 13, 2014, and August 8, 2016 and January 11, 2021

indirectly affect transportation in the CAMPO geographic area. ~~No more than ten persons will address the board during Citizens Communication at any given meeting. Upon publication of the TPB's meeting agenda, the Chairperson may set and publish reasonable and lawful limitations on the time made available to each speaker. If no such limitations are otherwise set,~~ Speakers are limited to three minutes and a speaker's time may not be assigned to another speaker. Speakers are requested to not directly address individual members of the board or the CAMPO staff. The Chairperson will enforce decorum.

- F. **Functions.** The functions of the ~~TPB~~ransportation Policy Board shall be as delineated in the Joint Powers Agreement.
- G. **Attendance.** If a member of the ~~TPB~~ransportation Policy Board misses ~~three (3) consecutive meetings of the Board or~~ more than half of the Board meetings scheduled during a calendar year, the Chairperson may contact the member's appointing body, ~~which shall appoint to request~~ a replacement appointee to the ~~TPB~~ransportation Policy Board.

SECTION IV EXECUTIVE COMMITTEE

- ~~A. A.~~ **Membership.** The Executive Committee will consist of the ~~TPB~~ransportation Policy Board Chairperson and Vice-Chairperson(s) and members of the ~~TPB~~ransportation Policy Board that are ~~at a minimum,~~ representative described below of the jurisdictions that are signatory of the Joint Powers Agreement. ~~Subject to the foregoing membership requirements set forth herein,~~ the members of the Executive Committee shall be appointed by the Chairperson of the ~~TPB~~ransportation Policy Board at the first meeting each year. The jurisdictional representatives of the ~~Executive Committee Joint Powers Agreement~~ are indicated below (provided that if the Chairperson or any Vice-Chairpersons are representative of

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.75"

Adopted June 10, 1996
Amended February 8, 1999, April 14, 2003,
August 11, 2003, February 13, 2006, January 22, 2007, November 9, 2009, January 20, 2010,
May 10, 2010, September 13, 2010, February 13, 2012
January 13, 2014, and August 8, 2016 and January 11, 2021

any of the below-listed entities, no additional representative of that entity shall serve on the Committee):

Texas Department of Transportation	1
City of Austin	1
County of Travis	1
County of Williamson	1
County of Hays	1
<u>County of Bastrop</u>	<u>1</u>
<u>County of Burnet</u>	<u>1</u>
<u>County of Caldwell</u>	<u>1</u>
Capital Metropolitan Transportation Authority	1

Formatted: Justified, Indent: Left: 0.75", First line: 0"

Formatted: Justified

Formatted: Justified

B. Function. The functions of the Executive Committee shall be as follows:

1. Meet at the direction of the Chairperson.
2. Take actions on items delegated by the ~~TPB~~ransportation Policy Board and/or make recommendations on items to the ~~TPB~~ransportation Policy Board.
3. The Executive Committee will have no distinctive powers on their own unless given by the ~~TPB~~ransportation Policy Board or established by these bylaws and operating procedures.

SECTION V CAMPO OFFICE

The following rules govern the operations of the CAMPO Office:

- A. Direction.** The CAMPO Director will be selected by the ~~TPB~~ransportation Policy Board. The CAMPO Director will hire staff, supervise, and prepare contracts as necessary to perform the work outlined in the Unified Planning Work Program.

Adopted June 10, 1996
Amended February 8, 1999, April 14, 2003,
August 11, 2003, February 13, 2006, January 22, 2007, November 9, 2009, January 20, 2010,
May 10, 2010, September 13, 2010, February 13, 2012
January 13, 2014, and August 8, 2016 and January 11, 2021

- B. Funding.** The budget of the CAMPO Office must be consistent with the Unified Planning Work Program.

~~**C. Functions.** The functions of the CAMPO Director and CAMPO Office are established in the Joint Powers Agreement.~~

Formatted: Justified, Numbered + Level: 1 + Numbering
Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at:
1" + Indent at: 1.25"

Formatted: Justified

SECTION VI OTHER COMMITTEES

The following rules govern the operations of other committees.

- A. Other Committees.** The committee will perform tasks and functions as requested by the Chairperson, with the advice and consent of the Executive Committee.
- B. Membership.** Members of other committees are appointed by the Chairperson with the advice and consent of the Executive Committee. Membership of each committee may include persons who are not board members with expertise of a nature that would be beneficial to the planning process.
- C. Officers.** The Chairperson and Vice Chairperson for the committee shall be designated by the Chairperson of the ~~TPB~~ransportation Policy Board.
- D. Meetings.** Meetings of a committee are held as necessary to perform the tasks and functions of the committee. The Chairperson of the committee calls such meetings as necessary and shall notify all committee members of the time, date, and place of the meeting.
- E. Technical Advisory Committee.** The Technical Advisory Committee shall be a standing committee. The ~~Technical Advisory~~ Committee's purpose is to advise the ~~TPB~~ransportation Policy Board in its development of
1. The long-range metropolitan transportation plan;

Adopted June 10, 1996
Amended February 8, 1999, April 14, 2003,
August 11, 2003, February 13, 2006, January 22, 2007, November 9, 2009, January 20, 2010,
May 10, 2010, September 13, 2010, February 13, 2012
January 13, 2014, ~~and~~ August 8, 2016 and January 11, 2021

2. The Transportation Improvement Program, including review of and recommendations on candidate projects for the TIP;
3. The Unified Planning Work Program, excluding amendments; and
4. Other transportation planning activities, as directed by the ~~T~~P~~B~~ransportation Policy Board or CAMPO's Executive Director.

SECTION VII ETHICS POLICY

A. A member of the ~~T~~P~~B~~ransportation Policy Board or employee of CAMPO shall not:

1. Accept or solicit any gift, favor, or service that might reasonably tend to influence the member ~~or employee~~ in the discharge of official duties or that the member ~~or employee~~ knows or should know is being offered with the intent to influence the member's ~~or employee's~~ official conduct;
2. Accept other employment or engage in a business or professional activity that the member ~~or employee~~ might reasonably expect would require or induce the member ~~or employee~~ to disclose confidential information acquired by reason of the official position;
3. Accept other employment or compensation that could reasonably be expected to impair the member's ~~or employee's~~ independence of judgment in the performance of the member's ~~or employee's~~ official duties;
4. Make personal investments that could reasonably be expected to create a substantial conflict between the member's ~~or employee's~~ private interest and the public interest;
or
5. Intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the member's ~~or employee's~~ official powers or performed the member's ~~or~~

Adopted June 10, 1996
Amended February 8, 1999, April 14, 2003,
August 11, 2003, February 13, 2006, January 22, 2007, November 9, 2009, January 20, 2010,
May 10, 2010, September 13, 2010, February 13, 2012
January 13, 2014, ~~and~~ August 8, 2016 and January 11, 2021

~~employee's~~ official duties in favor of another.

- B. ~~An employee of CAMPO who violates Subsection (a) is subject to termination of the employee's employment or another employment-related sanction.~~ Notwithstanding this subsection, a ~~policy b~~Board member ~~or employee~~ who violates Subsection (a) is subject to any applicable civil or criminal penalty if the violation also constitutes a violation of another statute or rule.

SECTION VIII ADOPTION

These bylaws and operating procedures shall be in full force and effect at such time, and under such terms and conditions, as they have been approved by a majority vote of the ~~TPB~~ransportation ~~Policy Board~~ at a meeting at which a quorum, as defined herein, is present.

SECTION IX REVISIONS

These bylaws and operating procedures may be revised by approval of the ~~TPB~~ransportation ~~Policy Board~~ at a meeting at which a quorum, as defined herein, is present.

Adopted unanimously by the Capital Area Metropolitan Planning Organization ~~TPB~~ransportation ~~Policy Board~~ on June 10, 1996; revised by resolution on February 8, 1999, April 14, 2003, February 13, 2006, January 22, 2007, November 9, 2009, January 20, 2010, May 10, 2010, September 13, 2010, February 13, 2012, January 13, 2014, ~~and~~ August 8, 2016 and January 11, 2021 (provided that amendments relating to Section III, C. Officers are so adopted but made effective January 1, 2022).

ATTEST:

Formatted: Justified

Adopted June 10, 1996
Amended February 8, 1999, April 14, 2003,
August 11, 2003, February 13, 2006, January 22, 2007, November 9, 2009, January 20, 2010,
May 10, 2010, September 13, 2010, February 13, 2012
January 13, 2014, ~~and~~ August 8, 2016 and January 11, 2021

Timothy N. Tuggey~~Ashby Johnson~~
Legal Counsel~~Executive Director~~

Primary Points for CAMPO Bylaws Amendment – City of Austin

(The attached COA amendment redlines the proposed amendment in backup. Blue redlines indicate COA proposed amendment language. Red redlines indicate the backup amendments)

1. Officers (Section III.D)

- a. New officer position (2nd Vice Chair)
- b. One-year terms for officers
- c. Officers rotate from 2nd VC to 1st VC to Chair every year
- d. One officer slot reserved for each of three categories.
 - i. Small Counties and Cities (<75K*);
 - ii. Medium Counties and Cities (>75K*); and
 - iii. Largest County and City
 - iv. *Reevaluate threshold with decennial Census
- e. Simple Nominations Process (by members of each category)
 - i. If person nominated is not approved by a majority vote of the TPB, can only replace them with someone from that category
- f. All 3 officer slots voted on by majority of TPB
- g. No more than 2 officers from the same county
- h. Takes effect this year (new 2nd VC added)
- i. Vacancy filled by TPB member from the same category
- j. If an officer changes categories (i.e. is elected by and represents another jurisdiction) that creates a vacancy in that officer position

2. Executive Committee (Section IV)

- a. Officers + JPA signatories always on committee and have one representative each
- b. Entities choose their own representative on Executive Committee
- c. Alternates allowed
- d. Committee makes recommendations only
- e. Executive Committee is less than a quorum of the body

3. Agenda Items (Section III.E)

- a. Chair can put items on the agenda
- b. Agreement of two (2) TPB members can put an item on the agenda

4. TAC Involvement (Section III.E. and VI.E)

- a. Any item that is going to be acted upon by the TPB should be posted for discussion and recommendation at a preceding TAC meeting

5. Other Changes

- a. Conduct business using Robert's Rules of Order (Section II A)

Proposed Changes to CAMPO Bylaws and Operating Procedures

CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION BYLAWS AND OPERATING PROCEDURES

SECTION I DEFINITIONS

For the purposes of these bylaws, the following definitions apply

A. Metropolitan Transportation Planning Process. The Metropolitan Planning Organization (MPO), designated as Capital Area Metropolitan Planning Organization (CAMPO), in cooperation with the State and with operators of publicly owned transit services, shall be responsible for carrying out the metropolitan transportation planning process in accordance with Section 134, Title 23, United States Code (23 USC 134) and applicable federal and state regulations. CAMPO shall have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs that consider all transportation modes and supports metropolitan community development and social goals. These plans and programs shall lead to the development and operation of an integrated, intermodal transportation system that facilitates the efficient, economic movement of people and goods.

The metropolitan transportation planning process includes the development of a transportation plan, transportation improvement program (TIP) and a unified planning work program (UPWP) that will encourage the achievement of community goals by evaluating the environmental, energy, economic, and social costs of transportation plans and systems, projecting future travel demands, determining viable transportation alternatives, and evaluating these alternatives to determine the optimum combination of all modes of travel to best serve the citizens of ~~the Austin metropolitan area~~central Texas.

B. Public ~~Involvement-Participation~~ Program. The metropolitan transportation planning process includes the development of a Public Involvement Program, also known as the ~~Involvement-Public Participation~~ Program, and staff procedures. The Program is intended to include all ~~Austin-metropolitan area~~central Texas citizens, groups, agencies, and transportation providers in a transportation effort that is proactive and provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans and programs including the Transportation Plan and Transportation Improvement Program. The Public ~~Involvement-Participation~~ Program shall integrate the concerns of a wide variety of involved parties and encourage and provide for the greatest level of education of transportation issues. The program will provide opportunities for citizens to contribute ideas and voice opinions early and often, both during and after preparation of draft plans and programs. Public participation in CAMPO Transportation Policy Board, hereinafter referred to as the "TPB," meetings is governed by Section III. E. of this document (unless any emergency orders issued by the Governor of Texas, or other lawful ~~local~~, state or federal authority, suspend the operation of these provisions).

C. Transportation Plan. The metropolitan planning process includes the development of a transportation plan addressing at least a twenty-year planning horizon. The plan shall include both long-range and short-range strategies/actions that lead to the development of an integrated intermodal transportation system that facilitates the efficient movement of people and goods and include a financial plan (fiscal constraint). The transportation plan shall be reviewed and updated at least every five years to confirm its validity and its consistency with current and forecasted transportation and land use conditions and trends and to extend the forecast period. The transportation plan must be approved (adopted) by the CAMPO TPB.

D. Transportation Improvement Program. The Transportation Improvement Program specifies how federal, state and local transportation funds are spent in ~~the Austin metropolitan area~~ central Texas for a minimum three-year period, and includes regionally significant projects with state and local funds. The TIP will be prepared at least every other year and will include a financial plan (including a fiscal constraint determination) that demonstrates how the Transportation Improvement Program can be implemented.

E. Unified Planning Work Program. The Unified Planning Work Program is a document required by federal law setting forth, by work element tasks, the planning priorities facing the metropolitan area and documenting the planning activities to be performed with funds available to CAMPO. The estimated expenditures and funding sources for carrying out the work shall be identified for a minimum of one year and maximum two years in accordance with state and federal statutes, rules and guidelines.

F. Metropolitan Planning Organization. The Metropolitan Planning Organization (MPO) is that organization designated by the Governor as being responsible, together with the state, for carrying out the provisions of 23 USC 134 (~~t~~he Urban Transportation Planning Process) and 49 USC 5303, as amended. The MPO is the forum for cooperative decision making by principal elected officials of general purpose local and state government and a representative from the Texas Department of Transportation and the Capital Metropolitan Transportation Authority.

SECTION II ORGANIZATION

The structure of the Metropolitan Planning Organization consists of the Transportation Policy Board, the Executive Committee, the CAMPO Office and other Committees, all as described in subsequent paragraphs of these bylaws and operating procedures.

- A. Transportation Policy Board.** The ~~TPB as the Metropolitan Planning Organization,~~ furnishes policy guidance and direction for the continuing transportation study. The TPB is the legal and governing entity of CAMPO, as set out by the Joint Powers Agreement (signed August 5, 2013). Ultimate responsibility for the total transportation process including, but not limited to, review and approval of the recommended transportation plans and Transportation Improvement Program rests with the ~~TPB~~. TPB meetings shall be conducted pursuant to Robert's Rules of Order.
- B. Executive Committee.** The Executive Committee are members of the ~~TPB~~ who make recommendations on transportation planning issues, projects and the process as directed by the ~~TPB~~.
- C. CAMPO Office.** The development of detailed transportation studies, maintenance of accurate data, preparation of reports, and performance of other activities requested by the ~~TPB~~ is the responsibility of the CAMPO Office. The Executive Director of the CAMPO Office is responsible solely to the ~~TPB~~.
- D. Other Committees.** The Chairperson, with the advice and consent of the Executive Committee, may establish other committees as needed.

SECTION III TRANSPORTATION POLICY BOARD

The following rules shall govern the operations of the ~~TPB~~.

A. Membership. Membership on the TPB is established by the Joint Powers Agreement.

B. Voting Representation.

1. Voting Member. Each member of the TPB as established by the Joint Powers Agreement is entitled to one vote on all items presented for action by the TPB.

4.2. Alternate Designation; Proxy. A member of the TPB may designate as an alternate or proxy a person eligible pursuant to the applicable subsection (a) and (b) of this subparagraph (B)(21), or any other member of the TPB ~~Per any other member of the Transportation Policy Board,~~ to exercise some or all of that member's authority as a member of the TPB ~~Transportation Policy Board~~. The option provided herein for a TPB ~~Transportation Policy Board~~ member to designate any other member of the TPB ~~Transportation Policy Board~~ to serve as his or her voting alternate or proxy shall not nullify or override the authority of the governing body of a CAMPO member organization to appoint voting alternates voting members pursuant to the Joint Powers Agreement ~~applicable subsection (a) and (b) of this subparagraph (B)(21), or otherwise restrict appointment of a proxy to another voting member of the TPB that also represents such member organization.~~ The alternate or proxy designated by a member will count toward a quorum and may vote on any matter authorized by the member designating the proxy ~~alternate~~. A person designated as a voting proxy ~~alternate~~ may vote as an proxy ~~alternate~~ on behalf of only one designating member. A member who designates an alternate or proxy shall give written notice of the alternate's proxy's name and voting authority to the Chairperson and Executive Director two hours prior to the commencement of the first meeting for which the alternate proxy is designated. The authority of an proxy ~~alternate~~ designated under this subparagraph (B)(2) shall continue until it is rescinded or changed by written notice from the designating member to the Chairperson and Executive Director.

- ~~a. An elected official may designate as an alternate a person appointed as an alternate by the body who appointed that member.~~
- ~~b. A member who is not an elected official may designate as an alternate a person employed by or who serves on the Board of the organization represented by that member.~~

~~2. **Non-Voting Proxy.** A member of the Transportation Policy Board may appoint a proxy to attend a meeting in the member's stead. The proxy appointed by a member does not count toward a quorum and may not vote.~~

C. Quorum. Fifty percent (50%) of the total members encompassed in paragraph A or their alternate or proxy shall constitute a quorum of the members for transaction of business at all meetings.

D. Officers. The ~~TPB~~Transportation Policy Board elects a Chairperson, a First Vice-Chairperson and a Second Vice-Chairperson, each for a term of one~~two~~ years. Each such officer shall be nominated by and from members of organizations representing three different categories of such organizations listed below. The initial designation of the Chair and 1st Vice Chair shall be the current Chair and Vice-Chair; the initial 2nd Vice Chair shall be a representative of a different county and city than the current Chair and Vice Chair, from category 1 below, and shall be elected by majority vote of the TPB. ~~each office and the corresponding category shall be made by the TPB. Members from organizations representing each category shall each hold one vote in their respective category, and shall nominate the designated, corresponding officer, who shall then be subject to election by majority vote of the TPB, provided that if the TPB does not approve the nomination, the TPB may only replace the nominated person with a TPB member from an organization from the same category. The applicable member organization categories are as follows:~~

- ~~—— Large counties. Counties of a population greater than 150,000;~~
- ~~—— Large cities. Cities of a population greater than 75,000; and~~

1. ~~—Smaller counties & cities. Counties of a population less than 150,000 and cities of a population less than 75,000 with a population less than 75,000;:~~
2. ~~Medium counties and cities. Counties and cities with a population of 75,000 or more; and~~
3. ~~Largest county and city. The largest county and largest city by population.~~

~~The population threshold for categories 1 and 2 shall be reevaluated with the results of the decennial Census. After the initial election of officers, officers shall rotate into new one~~~~two-year terms, from 2nd to 1st Vice-Chairperson, and 1st Vice-Chairperson to Chairperson.;~~~~The vacancy of the 2nd Vice Chairperson shall be filled upon the expiration of the initial term of the officers, followed by the nomination and election process as described above from the applicable category. for any resulting officer vacancies, first for 2nd Vice-Chairperson, then 1st Vice-Chairperson and then Chairperson, each as may be applicable. Any interim vacancies shall be filled first by the rotation of officers into the next office, in succession (2nd Vice-Chair to 1st Vice-Chair to Chairperson) and second, if applicable, the category nomination and TPB election process described herein.~~~~It is the preference that the Vice Chair succeeds to the Chair position. However, the Executive Committee shall reserve the right to recommend that that Vice Chair not succeed to the Chair's position at the end of the two-year term. No more than two officers from the same county may serve simultaneously as officers. The Chair and Vice Chair must come from different counties. Initial and subsequent e~~~~Elections in the ordinary course~~~~are to be held at the first meeting of each even year, for the purpose of filling then-existing office vacancies resulting from the expiration and renewal of terms at office rotation, as described above.~~~~If the Chairperson resigns or is no longer eligible to be a member of the Transportation Policy Board, the 1st Vice Chairperson will serve as Chairperson until an election is held.~~~~-If an officer changes categories because of election by and representation of another organization, a vacancy is created in that officer's position.-~~

E. Meetings. The Chairperson, in consultation with the Vice-Chairs and with the advice and consent of the Executive Committee, shall establish the dates and times of meetings. ~~and the Chairperson shall designate~~ in the written notice of the meetings the location and business to be transacted or considered. Any Board member may submit a matter for consideration on a future agenda. If the Chairperson does not include that item on the agenda, ~~the member may petition the Executive Committee, and the Executive Committee, by majority vote, Executive Committee and the Executive Committee may require that item to be placed on a future agenda. Alternatively, an item may be placed on the agenda by agreement of two (2) TPB members. Agenda items presented for action to the TPB must be presented beforehand to the Technical Advisory Committee for the purpose of making a recommendation to the TPB.~~

Written notice of the meeting, the agenda, and all supporting documents shall be e-mailed or otherwise provided to each member of the Board at least seven (7) days prior to the meeting.

All meetings are to be held as open meetings as defined in Chapter 551, Government Code, and the CAMPO Director shall insure that the written notice of the meeting is posted in the appropriate governmental offices and online on the CAMPO website at least seventy-two (72) hours prior to the meeting, and shall insure that at least two copies of the agenda and such supporting documentation as is available to the members of the TPB are made available for public inspection in the CAMPO Office and online on the CAMPO website at the same time they are made available to Board members.

In the absence of the Chairperson, 1st Vice-Chairperson, and 2nd Vice-Chairperson from a meeting of the TPB at which a quorum is present, the Executive Director will convene the meeting and the remaining members of the TPB present shall elect by majority vote a presiding officer who shall serve until the conclusion of that meeting or until the arrival of the Chairperson or the 1st Vice-Chairperson or 2nd Vice-Chairperson.

Public participation in meetings shall be as follows: ~~Internal reports from CAMPO employees and committees not posted for action by the board are not eligible for public comment. If action is required on an item which has already been the subject of a public hearing, no public comment will be taken. Otherwise, p~~Persons wishing to comment on a specific agenda item must fill out the card provided by the CAMPO staff , or if meeting virtually, via electronic sign-up. The card will be presented to the Chairperson before the board begins consideration of the item. The card must specify the item on which they will comment and include the speaker's name and whom they represent. Upon publication of the TPB's meeting agenda, the Chairperson may set and publish reasonable and lawful limitations on the time made available to each speaker. If no such limitations are otherwise set, speakers are limited to three minutes and a speaker's time may not be assigned to another speaker. Speakers are requested to not directly address individual members of the board or the CAMPO staff.~~Speakers are limited to three minutes and a speaker's time may not be assigned to another speaker.~~

Persons wishing to address the board about issues not on the agenda should offer their comments during the "Citizens Communication" agenda item. Persons wishing to speak during "Citizens Communication" must contact the CAMPO staff via phone, electronic mail, facsimile transmission, or in person between 9:00 a.m. on the 6th day before the meeting at which they wish to speak and two hours prior to the start of the meeting noon~~4:30 p.m.~~ on the day of the meeting at which they wish to speak. Such persons must give their name and specify the topic on which they wish to address the ~~B~~board. Topics are limited to those that directly or indirectly affect transportation in the CAMPO geographic area. ~~No more than ten persons will address the board during Citizens Communication at any given meeting.~~ Upon publication of the TPB's meeting agenda, the Chairperson may set and publish reasonable and lawful limitations on the time made available to the speaker. If not such limitations are otherwise set, ~~s~~Speakers are limited to three minutes and a speaker's time may not be assigned to another speaker.

Speakers are requested to not directly address individual members of the board or the CAMPO staff. The Chairperson will enforce decorum.

F. Functions. The functions of the ~~TPB~~ransportation Policy Board shall be as delineated in the Joint Powers Agreement.

G. Attendance. If a member of the ~~TPB~~ransportation Policy Board (or their alternate or proxy) misses three (3) consecutive meetings of the Board or more than half of the Board meetings scheduled during a calendar year, the Chairperson may contact the member's appointing body, which shall appoint to request a replacement appointee to the ~~TPB~~ransportation Policy Board.

SECTION IV EXECUTIVE COMMITTEE

A. Membership. The Executive Committee will consist of the ~~TPB~~ransportation Policy Board Chairperson and Vice-Chairperson(s) and members of the ~~TPB~~ransportation Policy Board that are, at a minimum, ~~at a minimum,~~ representative as described below, including of the jurisdictions that are signatory of the Joint Powers Agreement. Subject to the foregoing membership requirements set forth herein, the members of the Executive Committee shall be appointed by the Chairperson of the ~~TPB~~, and agreed to by the TPB member(s) representing the jurisdiction, at the first meeting each year. The members of the Executive Committee shall not constitute a quorum of the TPB. The jurisdictional representatives of the ~~Executive Committee~~~~Joint Powers Agreement~~ are indicated below (provided that if the Chairperson or any Vice-Chairpersons are representative of any of the below-listed entities, no additional representative of that entity shall serve on the Committee):

Texas Department of Transportation	1
City of Austin	1
County of Travis	1

County of Williamson	1
County of Hays	1
<u>County of Bastrop</u>	<u>1</u>
<u>County of Burnet</u>	<u>1</u>
<u>County of Caldwell</u>	<u>1</u>
Capital Metropolitan Transportation Authority	1

B. Function. The functions of the Executive Committee shall be as follows:

1. Meet at the direction of the Chairperson.
2. ~~Take actions on items delegated by the TPB~~ransportation Policy Board
and/or mMake recommendations on items to the TPB.
3. The Executive Committee will have no distinctive powers on their own unless given by the TPB or established by these bylaws and operating procedures.

C. Attendance. A member of the Executive Committee can delegate attendance at Executive Committee meetings to another TPB member. The member shall notify the Chairperson of the appointment of the alternative attendance at least two (2) hours prior to an Executive Committee meeting.

SECTION V CAMPO OFFICE

The following rules govern the operations of the CAMPO Office:

A. Direction. The CAMPO Executive Director will be selected by the TPB. The CAMPO Executive Director will hire staff, supervise, and prepare contracts as necessary to perform the work outlined in the Unified Planning Work Program.

B. Funding. The budget of the CAMPO Office must be consistent with the Unified Planning Work Program.

~~C. **Functions.** The functions of the CAMPO Director and CAMPO Office are established in the Joint Powers Agreement.~~

SECTION VI OTHER COMMITTEES

The following rules govern the operations of other committees.

A. Other Committees. The committee will perform tasks and functions as requested by the Chairperson in consultation with the Vice-Chairpersons, with the advice and consent of the Executive Committee, or as directed by a majority vote of the TPB.

B. Membership. Members of other committees are appointed by the Chairperson with the advice and consent of the Executive Committee. Membership of each committee may include persons who are not board members with expertise of a nature that would be beneficial to the planning process.

C. Officers. The Chairperson and any Vice-Chairpersons for the committee shall be designated by the Chairperson of the TPB.

D. Meetings. Meetings of a committee are held as necessary to perform the tasks and functions of the committee. The Chairperson of the committee calls such meetings as necessary and shall notify all committee members of the time, date, and place of the meeting.

E. Technical Advisory Committee. The Technical Advisory Committee shall be a standing committee. The ~~Technical Advisory~~ Committee's purpose is to advise the TPB in its development of:

1. The long-range metropolitan transportation plan;

2. The Transportation Improvement Program, including review of and recommendations on candidate projects for the TIP;
 3. The Unified Planning Work Program, ~~excluding amendments~~; and
 4. Other transportation planning activities, as directed by majority vote of the TPB or CAMPO's Executive Director.
- 4.5. Additionally, the Committee shall have the opportunity to advise and make recommendations on all agenda items to be considered for action by the TPB before the TPB is asked to take action.

SECTION VII ETHICS POLICY

A. A member of the TPB or employee of CAMPO shall not:

1. Accept or solicit any gift, favor, or service that might reasonably tend to influence the member or employee or employee in the discharge of official duties or that the member ~~or employee~~ or employee knows or should know is being offered with the intent to influence the member's ~~or employee's~~ or employee's official conduct;
2. Accept other employment or engage in a business or professional activity that the member ~~or employee~~ or employee might reasonably expect would require or induce the member ~~or employee~~ or employee to disclose confidential information acquired by reason of the official position;
3. Accept other employment or compensation that could reasonably be expected to impair the member's ~~or employee's~~ or employee's independence of judgment in the performance of the member's ~~or employee's~~ or employee's official duties;

4. Make personal investments that could reasonably be expected to create a substantial conflict between the member's ~~or employee's~~ or employee's private interest and the public interest; or
5. Intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the member's ~~or employee's~~ or employee's official powers or performed the member's ~~or employee's~~ or employee's official duties in favor of another.

~~B. An employee of CAMPO who violates Subsection (a) is subject to termination of the employee's employment or another employment-related sanction.~~

Notwithstanding this subsection, a B Board member ~~or employee or employee~~ who violates Subsection (A) is subject to any applicable civil or criminal penalty if the violation also constitutes a violation of another statute or rule.

~~B.C.~~ To the extent an employee of CAMPO is subject to the ethics policy of another governmental entity and to the extent that policy conflicts with this section, the ethics policy of the other governmental entity prevails.

SECTION VIII ADOPTION

These bylaws and operating procedures shall be in full force and effect at such time, ~~and under such terms and conditions,~~ as they have been approved by a majority vote of the TPB at a meeting at which a quorum, as defined herein, is present.

SECTION IX REVISIONS

These bylaws and operating procedures may be revised by approval of the TPB at a meeting at which a quorum, as defined herein, is present.

Adopted unanimously by the Capital Area Metropolitan Planning Organization TPB on June 10, 1996; revised by resolution on February 8, 1999, April 14, 2003, February 13, 2006, January 22, 2007, November 9, 2009, January 20, 2010, May 10, 2010, September 13, 2010, February 13, 2012, January 13, 2014, ~~and~~ August 8, 2016 and January 11, 2021 ~~(provided that amendments relating to Section III, C. Officers are so adopted but made effective January 1, 2022).~~

County	Population estimates, July 1, 2019, (V2019)
Travis County	1,273,954
Williamson County	590,551
Hays County	230,191
Bastrop County	88,723
Burnet County	48,155
Caldwell County	43,664
City	
Austin city, Texas	978,908
Round Rock city, Texas	133,372
Georgetown city, Texas	79,604
Cedar Park city, Texas	79,462
Pflugerville city, Texas	65,380
San Marcos city, Texas	64,776
Leander city, Texas	62,608
Kyle city, Texas	48,393
Hutto city, Texas	27,947
Taylor city, Texas	17,383
Buda city, Texas	16,906
Lakeway city, Texas	15,981
Lockhart city, Texas	14,133
Manor city, Texas	13,866
Elgin city, Texas	10,314
Bastrop city, Texas	9,242
Lago Vista city, Texas	7,556
Marble Falls city, Texas	7,038
Bee Cave city, Texas	6,841
Burnet city, Texas	6,406
Luling city, Texas	5,869
Dripping Springs city, Texas	5,708
Granite Shoals city, Texas	5,087
Smithville city, Texas	4,515
Horseshoe Bay city, Texas	4,024
West Lake Hills city, Texas	3,286
Wimberley city, Texas	3,232
Liberty Hill city, Texas	2,931
The Hills village, Texas	2,487
Jonestown city, Texas	2,105
Jarrell city, Texas	1,832
Briarcliff village, Texas	1,819
Bartlett city, Texas	1,758
Woodcreek city, Texas	1,716
Meadowlakes city, Texas	1,703
Rollingwood city, Texas	1,585
Bertram city, Texas	1,476
Uhland city, Texas	1,294
Florence city, Texas	1,274
Martindale city, Texas	1,231
Cottonwood Shores city, Texas	1,227
Point Venture village, Texas	1,033
Mustang Ridge city, Texas	981
Thrall city, Texas	977
Mountain City city, Texas	810
Sunset Valley city, Texas	672
Niederwald city, Texas	599
Volente village, Texas	599
Weir city, Texas	530
San Leanna village, Texas	507
Webberville village, Texas	485
Bear Creek village, Texas	480
Highland Haven city, Texas	443
Coupland city, Texas	317
Hays city, Texas	269
Creedmoor city, Texas	224



Date: January 11, 2021
Continued From: N/A
Action Requested: Action

To: Transportation Policy Board
From: Ms. Heather Ashley-Nguyen, P.E., TxDOT–Austin District
Agenda Item: 10
Subject: Discussion and Take Appropriate Action on TxDOT’s Unified Transportation Program (UTP)

RECOMMENDATION

The TxDOT–Austin District will discuss potential options at the meeting.

PURPOSE AND EXECUTIVE SUMMARY

The 2022-2031 Unified Transportation Program (UTP) is TxDOT’s 10-year plan that guides the development of transportation projects across the state. It determines how much transportation funding the state expects to have over the next decade and how to distribute those funds. The UTP includes all transportation projects that TxDOT is developing for construction over the next 10 years.

The 2022 UTP Project Call is focused primarily on addressing the region’s highest priority requests. TxDOT is anticipating fewer projects to be authorized for new funding this year in categories 2, 4 and 12 compared to recent years. Available funding may be prioritized for projects that are fully funded in UTP years 1-4 (within current fiscal constraint), but need additional funds due to construction estimate increases.

Projects are selected by each TxDOT District, in coordination with their MPO and local partners, and submitted to the Transportation Planning and Programming Division (TPP) and TxDOT Administration for review, statewide scoring, and prioritization. Once projects have been selected at the statewide level, the UTP goes through the public involvement process, before adoption by the Texas Transportation Commission in August of each year.

The Austin District focused its draft project selection on the following:

- Funded projects currently showing a funding gap
- Formerly fully funded projects that were deferred for IH 35 Capital Express
- Projects with committed local funding
- Project Readiness

BACKGROUND AND DISCUSSION

Shown below is an outline for the major activities for the continued development of the 2022 UTP. Major milestone events are listed.

2022 UTP Development Timeline

Determine the UTP Funding Distribution by Category – October to January
UTP Project Call and Scoring – November to March

District to Finalize list of proposed Projects in January
Select Projects Competing for Statewide Funding Categories
Commission Discussion of statewide submittals
Preliminary scoring and results discussed with Districts
Final project listing and scoring presented to TxDOT Admin and Texas Transportation Commission

Commission Review – April to June

Public Involvement – June to August

Draft UTP released to the Public - June

Public Meeting - July

Public Hearing - July

UTP Adoption – August

UTP presented to the Texas Transportation Commission for Adoption

SUPPORTING DOCUMENTS

None.



Date: January 11, 2021
Continued From: N/A
Action Requested: Information

To: Transportation Policy Board
From: Mr. Ryan Collins, Short-Range Planning Manager
Agenda Item: 11
Subject: Discussion on Prioritization Process for Deferred Projects

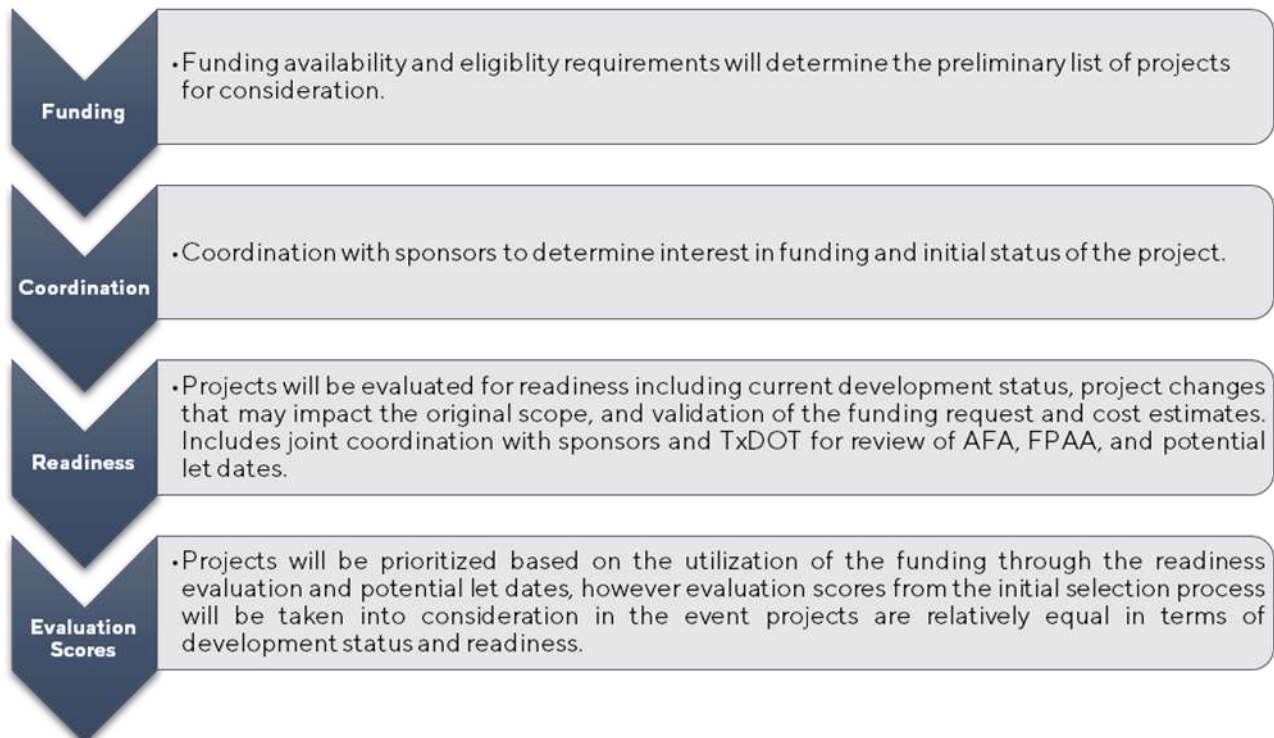
RECOMMENDATION

None. This item is for information purposes only.

PURPOSE AND EXECUTIVE SUMMARY

On June 8, 2020, the Transportation Policy Board (TPB) approved a selection of Category 7 projects to be deferred in support of the IH-35 Capital Express project. Upon approval of the projects to defer, the TPB formally endorsed the prioritization of these deferred projects for funding when additional sources become available. To facilitate the prioritization and refunding, staff has developed a process for TPB consideration to evaluate and select projects from the deferral list to be refunded as additional funding becomes available.

The process developed focuses on project readiness and prioritizes projects that are most ready to use the available federal funding; the process only uses the project scores and ranking to differentiate between similarly ready projects. The process also considers potential changes that may have occurred both with the sponsor and individual projects as a result of the deferral and passage of time. The process is summarized below:



FINANCIAL IMPACT

This process will impact future funding availability and disbursement until the deferred projects have been refunded or withdrawn from consideration.

BACKGROUND AND DISCUSSION

On June 8, 2020, the TPB approved a selection of Category 7 projects to be deferred in support of the IH-35 Capital Express project. Upon approval of the projects to defer, the TPB formally endorsed the prioritization of these deferred projects for funding when additional sources become available.

SUPPORTING DOCUMENTS

None.



Date: January 11, 2021
Continued From: N/A
Action Requested: Information

To: Transportation Policy Board
From: Mr. Ryan Collins, Short-Range Planning Manager
Agenda Item: 12
Subject: Discussion on Transportation Development Credit (TDC) Policy

RECOMMENDATION

Upon review of the current CAMPO Transportation Development Credit (TDC) policy and those of other metropolitan planning organizations in the state and federal law, staff does not recommend any changes to the current policy.

PURPOSE AND EXECUTIVE SUMMARY

The Transportation Policy Board (TPB) has requested that staff review the current TDC policy to ensure the TPB is utilizing TDCs as effectively as possible. The current policy, adopted in August 2017, was developed through an extensive process that included reviewing the current policy against applicable federal and state laws and regulations, comparison of other TDC policies, and analysis of potential applications scenarios. The current policy and information from the development process are linked in the attachments.

The current TDC policy allows the maximum flexibility in applying TDCs to the region while remaining in compliance with federal and state rules and regulations as outlined in the United States Code and Texas Administrative Code. The policy does not preclude any sponsor from applying for TDCs nor for any project from receiving TDCs if federal and state eligibility and maintenance of effort requirements are met and appropriately demonstrated and documented through the application process.

FINANCIAL IMPACT

None.

BACKGROUND AND DISCUSSION

TDCs are a federal financing tool that permits the non-Federal share of a project's cost to be met through a "soft match" of TDCs. This allows the TDC program to create more flexibility in state and local transportation programs by providing the ability to shift funds available for local match requirements to other transportation related expenses.

TDCs effectively fulfill the sponsor match requirements by providing a "soft match" for the non-federal share, meaning the TDCs do not provide additional federal funding, the TDCs only effectively erase the requirement for the sponsor to provide a match for the project. Because TDCs remove the local match requirement, the federal share of the project funding increases to 100 percent, though the funding amount remains the same.

Furthermore, per Federal Law the sponsor must identify a transportation project or projects that will be funded with the local dollars that would have otherwise been used for the federally required local match. The transportation project or projects identified must also support program goals and meet the requirements outlined in the TDC policy.

SUPPORTING DOCUMENTS

Attachment A – [*Current Transportation Development Credit Policy*](#)

Attachment B – [*June 2017 Transportation Policy Board Meeting Packet*](#)

Attachment C – [*August 2017 Transportation Policy Board Meeting Packet*](#)