

**TECHNICAL ADVISORY COMMITTEE  
THURSDAY, JULY 5, 2018  
REGULAR MEETING, TDC LARGE CONFERENCE ROOM  
423 W. FERGUSON, TYLER, TEXAS**



**Members Present:**

Heather Nick, Michael Howell, Kyle Kingma, Stephanie Franklin, Paul Schneider, and Leroy Sparrow.

**Others Present:**

Brent Bradberry, Tyler Area MPO; Bill Tobin, TxDOT; and Bill Hicks, HALFF Associates.

**Heather Nick called the meeting to order at 2:02 p.m.**

**Approval of Minutes:**

Leroy Sparrow moved, seconded by Kyle Kingma, to approve the minutes from May 3, 2018. Motion carried with a unanimous vote.

**Discussion and Action:**

**1. Consider recommending approval of amendments to the Public Participation Plan (PPP)**

Mr. Howell presented the item stating that this update was part of the regular review process for the PPP. He said that many of the updates involved revised wording related to MAP-21 and the FAST Act. He stated that the update would remove requirements to distribute printed copies of plans at municipal offices for public outreach and replace the process with online engagement. He mentioned three new sections added related to records retention, internet and visualization techniques.

Mr. Kingma asked if the public would still have access to the MPO documents if printed copied were not provided at the library. Ms. Franklin responded saying that the library provided computers for public use which provided the same access.

Bill Tobin asked if the staff has received any public comment on the revisions. Mr. Howell replied that none had been received.

Stephanie Franklin moved, seconded by Kyle Kingma, to recommend approval of the amendments to the Public Participation Plan. The motion carried with a unanimous vote.

**2. Consider recommending adoption of amendments to the Tyler Area MPO Bylaws**

Mr. Howell presented the item stating that this update was part of the regular review process for the MPO bylaws. He said that most of the updates were to provide clarification on the roles and responsibilities for the Policy Committee, Technical Advisory Committee, and staff. He noted a specific recommended change to the attendance policy which automatically removed members for absences. The new wording gave a provision for the Chair to decide appropriate action.

Mr. Tobin asked if the changes required review by the Federal agencies prior to adoption. Mr. Howell replied no and stated that the update was recommended by the Federal Highway Administration staff. Mr. Tobin said he thought that review was required when the voting membership was changed. Mr. Howell clarified that no changes were being made to the voting membership.

Kyle Kingma moved, seconded by Stephanie Franklin, to recommend approval of the amendments to the Tyler Area MPO Bylaws. The motion carried with a unanimous vote.

### **Staff Updates:**

#### **1. Executive Director's Report**

Ms. Nick notified the Committee that the staff was beginning the process to hire a consultant to perform the next Metropolitan Transportation Plan update. She also provided a status on work being done related to the proposed revisions to the Category 2 funding formulas.

#### **2. Upcoming Meeting Dates**

Ms. Nick provided notice of the upcoming Policy Committee Meeting on July 26, 2018 and the next Technical Advisory Committee meeting scheduled on September 6, 2018.

**The meeting adjourned at 2:19 p.m.**