

Bike/Pedestrian Advisory Committee Meeting

November 17th, 2015 4:00 p.m.

Agenda



Killeen-Temple Metropolitan Planning Organization Bike/Pedestrian Advisory Committee (BPAC)

Central Texas Council of Governments Building 2180 North Main Street, Belton, TX 76513 Regular Meeting: November 17th, 2015 @ 4:00 p.m.

AGENDA

- 1. Welcome and Introductions.
- 2. Public Comments (1).
- 3. Discuss BPAC by-laws draft.
- 4. Discuss possible action items in the KTMPO Regional Thoroughfare and Pedestrian/Bicycle Plan.
- 5. Discuss date, time and possible discussion items for next meeting.
- 6. Adjourn.

Item 3: Discuss By-Laws

Killeen-Temple Metropolitan Planning Organization

Bicycle and Pedestrian Advisory Committee

By-Laws

Article 1

COMMITTEE NAME.

The name of this committee shall be the Bicycle and Pedestrian Advisory Committee, also referred to as BPAC.

Article 2

PURPOSE.

The Bicycle and Pedestrian Advisory Committee, hereafter referred to as BPAC, is established by the Killeen-Temple Metropolitan Planning Organization (KTMPO) Transportation Planning Policy Board with the purpose of improving the bicycle and walking mobility within the Killeen-Temple region.

BPAC shall advise the Technical Advisory Committee and Transportation Planning Policy Board in the consideration of bicycle and pedestrian travel facilities, bike and pedestrian policies, and promote non-motorized modes of travel.

Article 3

BPAC RESPONSIBILITIES.

BPAC's functions include, but are not limited to, the following:

- Identify and evaluate existing bike/pedestrian facilities;
- Identify needed bike/pedestrian facilities and policies;
- Develop criteria for prioritizing proposed facilities and/or improvements;
- Promote non-motorized travel modes;
- Identify and recommend potential programs, policies, and strategies for non-motorized travel;
- Develop performance measures for evaluating progress;
- Provide feedback on street design standards.

Article 4

BPAC MEMBERSHIP.

The BPAC shall be limited to 20 voting members representing the needs of bicycle and pedestrian facilities and be representative of the area within the KTMPO area. Equal representation of both bicycle and pedestrian interest is desired. Voting members may be individual stakeholders or may represent stakeholder organizations to include, but not limited to, the following:

One (1) member from each of the following agencies:

- o City of Belton
- o City of Copperas Cove
- City of Harker Heights
- o City of Killeen
- o City of Temple
- o Fort Hood
- Representatives from Smaller Cities within KTMPO (Bartlett, Holland, Kempner, Little River-Academy, Morgan's Point Resort, Nolanville, Rogers, Salado, Troy).
- o Hill Country Transit District
- TxDOT Waco District
- o TxDOT Brownwood District

Up to three (3) members from the following:

- o Citizen Representatives for Bicycling Interest
- o Citizen Representatives for Pedestrian Interest

Voting members may, in writing, appoint an alternate to vote in their stead and be counted for quorum purposes.

TERMS.

Agency staff listed above shall have no term restriction; citizen representatives shall serve a two-year term.

MEETINGS.

The BPAC shall meet quarterly or more frequently as needed.

The meeting agenda and other materials will be provided to each BPAC member and to the general public in accordance with the provisions of the Texas Open Meeting Law. The BPAC will be notified of all meetings at least three (3) days prior to the meeting, other than emergency meetings which will be called in accordance with the open meeting act.

KTMPO staff will be responsible for meeting arrangements, agendas, minutes, packets, presentations and any other meeting material.

QUORUM.

A quorum of BPAC shall consist of 51% of the voting membership.

OFFICERS.

Chairperson—The Chairperson shall be chosen by a majority vote of the members with a quorum present. The Chairperson shall perform the duties usually assigned to the office such as preside at all BPAC meetings; conduct business according to the Bylaws and Robert's Rules of Order, Revised Version; appoint Committee members; and perform other appropriate duties.

Vice Chairperson—The Vice Chairperson shall be chosen by a majority vote of the members with a quorum present. In the absence of, or in the case of the inability of the Chairperson to act, it shall be the duty of the Vice Chairperson to perform the duties of the Chairperson.

In the absence of both the Chairperson and Vice Chairperson, the BPAC members shall designate a member to preside in their absence during the meeting.

Secretarial Functions—The secretarial function shall be performed by a KTMPO staff member. The staff member shall keep the minutes of all BPAC meetings and shall perform such other duties as may be needed by the BPAC.

Terms of Office—The officers shall serve a two year term, with no limit on consecutive terms in the same office.

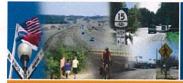
Article 5

AMENDMENTS TO BY-LAWS.

These By-laws may be recommended for amendment by a majority vote of the quorum present at a BPAC meeting, provided that official notice of the proposed amendment shall have been provided to the BPAC membership at least 24 hours in advance of the BPAC meeting.

APPROVAL		
These Bylaws were approved by a majority	vote of a quorum present of the BPAC on	, 2015
BPAC Chairperson	KTMPO Staff	

ltem 4: Discuss Possible Action Items



REGIONAL THOROUGHFARE AND PEDESTRIAN/BICYCLE PLAN

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One recommended amendment process is outlined as follows:

- The local entity presents the suggested revision to the MPO staff for initial review
- MPO staff reviews the suggested revision in terms of regional connectivity, impacts to future traffic patterns, and compatibility with the existing plan
- Once common understanding between MPO staff and the requesting entity is reached, MPO staff and the requesting entity present the suggested revision to the MPO Technical Committee
- The MPO Technical Committee formally considers the proposed change(s) and staff recommendations
- Should the change be considered to be "significant" (e.g., in response to a complete
 overall of a city Comprehensive Plan), the proposed amendments are presented at a
 public hearing
- The MPO Technical Committee recommends approval by the MPO Policy Board
- The revised Thoroughfare Plan network is adopted by the MPO Policy Board

This process is not intended to be overly burdensome, nor does it attempt to thwart thoroughfare modifications at the local level. Rather, it should be considered to be one element of the continuing, cooperative, and comprehensive transportation planning processes for the KTMPO planning area. At the very least, a comprehensive review and update process should be performed on a regular basis to coincide with the update cycle of KTMPO's Metropolitan Transportation Plan. However, it is recommended that a more "routine" update process, like the one previously described, be followed in order to keep current with thoroughfare plan changes being made by local government agencies in the KTMPO region.

6.4 Pedestrian/Bicycle Implementation, Programs, and Policies

6.4.1 Bicycle Programs and Policies

Since the passage of the Intermodal Surface Transportation Efficiency Act in 1990, cities all over the country have greatly improved conditions for bicycling and walking. Based on *The National Bicycling and Walking Study*, developed by the Federal Highway Administration, and other proven strategies and best practices, the following action plan for increasing bicycle and pedestrian mode share and improving community livability has been developed.



Action Area 1: Organize a Bicycle/Pedestrian Program

Action Item 1.1 Establish a Bicycle and Pedestrian Advisory Committee – The Killeen-Temple MPO should formally establish a Bicycle and Pedestrian Advisory Committee that consists of representatives from each of the cities and counties within its planning area, the Hill Country Transit District, TxDOT, and interested citizens. The committee should meet regularly

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to discuss regional coordination and common issues and to follow-up on overseeing the implementation and further refinement of the plan.

Action Item 1.2 Institutionalize the Role of Bicycle/Pedestrian Program Coordination within Local Government – Within all jurisdictions inside the KTMPO planning area, staff from planning, public works, traffic engineering, parks and recreation are all responsible for planning and implementing projects that impact walking and bicycling in communities. Within these departments, the role of pedestrian/bicycle program coordination should be assigned to one or more persons. Ideally, the role would eventually be "institutionalized," becoming part of the planning, design, construction, and maintenance concerns of all responsible agencies and would include, at a minimum, the following responsibilities:

- Establish development codes to require accommodations of bicyclists and pedestrians in development projects that warrant such accommodations
- Administer bicycle parking equipment permits and requests
- Establish routine accommodation of pedestrian and bicycle travel in such traffic engineering matters such as signals, signs, pavement markings, curb ramps, and intersection design
- Research all potential funding sources
- Direct street and trail maintenance requests to proper departments
- Review hike and bike trail locations and designs
- Record and analyze bicycle traffic counts
- Record and analyze accidents involving pedestrians and bicyclists
- Develop public service announcements and distribute safety and promotional information
- Coordinate with the Hill Country Transit District to provide bicycle and pedestrian connections to bus stops and establish a bicycle-on-bus program
- Review the design and location of extensive utility projects for the potential to incorporate multi-use paths

Action Item 1.3 Promote Land Use Patterns and Zoning that Encourage Walking and Bicycling to Destinations - Local land use patterns are fundamental to the number of trips that can easily be made by walking or bicycling. Sprawling land use patterns produce lengthy trips, and thus increase dependence on motorized transportation. Conversely, clustered patterns tend to promote shorter trip lengths that more readily enable walking and bicycling. Mixed land uses allow for the creation of self-sufficient neighborhood communities and shorter trip lengths to access needed goods and services.

City planning officials and staff should review the assumptions of land use plans and zoning ordinances and compare them to non-motorized travel needs identified in user surveys and other relevant data sources.

Action Item 1.4 Accommodate Walking and Bicycling in Urban Design - Street layout is important in the encouragement of safe bicycling and walking. Subdivision development guidelines that call for sidewalks, green space, local trail networks, and collectors that connect across arterial streets are essential for safe and efficient bicycling and walking. Traditional neighborhood design based on a grid pattern is a proven strategy for reducing automobile dependence and increasing a community's livability. Street alignments shown in new

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subdivision plats should be reviewed to ensure they will accommodate cyclists and pedestrians as well as motor vehicles.

Action Item 1.5 – Adopt Street Design Standards that Accommodate Bicycling and Walking – Proper design is critical for making the bicycle and pedestrian environment safe and usable. At a minimum, the planning for public streets and facilities should follow the *Guide for the Development of Bicycle Facilities* by the American Association of State and Highway and Transportation Officials (AASHTO), 1999, and the *Guide for the Planning, Design, and Operation of Pedestrian Facilities* (AASHTO), 2004. Pedestrian-oriented design of all sidewalks, trails, and public places should comply with requirements of the Americans with Disabilities Act of 1990. Non-compliance with these standards and guidelines should be by exception, just as with any other established design standard. New trends in design such as Complete Streets and Context Sensitive Solutions should be encouraged.

Action Item 1.6 – Provide Information and Training to Planners, Local Enforcement Officers, Designers, and Other Officials - An important element in the institutionalization of non-motorized transportation is a growing infrastructure of supportive professionals within government agencies, including the engineers and planners who conceive and implement much of the city's infrastructure. More effort is needed to expose these people to best practices from Texas and around the country and to offer training in bicycle/pedestrian design through webinars, workshops, and conferences.

Action Area 2: Plan and Construct Needed Facilities

Action Item 2.1 – Continue Ongoing Maintenance of Regional Planning Document - The Killeen-Temple MPO's long-range Metropolitan Transportation Plan incorporates a bicycle and pedestrian element, and this Pedestrian/Bicycle Plan is a further refinement of that element. Just as the city planning and engineering staff and local elected officials look to the long-range plan for guidance on the development of the roadway network, so too should the Pedestrian/Bicycle Plan be referenced and assessed for needed facilities. In addition, the MPO can support the development of local pedestrian/bicycle plans, which can use this regional plan as a guide and develop a more detailed, prioritized list of bicycle and pedestrian accommodation projects. Regionally important bicycle/pedestrian facilities taking advantage of federal funding should be included in the MPO's Transportation Improvement Program.

Action Item 2.2 - Identify/Coordinate Funding Sources - The Killeen-Temple Metropolitan Planning Organization should work in conjunction with Texas Department of Transportation and the Texas Parks and Wildlife Department to plan and program funding opportunities, especially those available under SAFETEA-LU and its successors. Bicycle and pedestrian facility projects and non-construction programs may be funded under a variety of multiple of funding sources, at federal, state, and local levels. Bicycle and pedestrian projects are eligible to compete with other roadway projects under the Surface Transportation Program. It is imperative that the selection criteria and timelines of each of these funding sources be fully understood in order to make advantageous use of their availability.

Cities and counties should work in coordination with TxDOT and through the MPO planning process to implement bicycle and pedestrian facilities along State Highways, Farm-to-Market Roads, and other state maintained roadways.



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Pedestrian and bicycle funding programs should be established at both the regional and local levels. At the Killeen-Temple MPO, a baseline allotment of federal transportation dollars should be set aside for pedestrian and bicycle infrastructure, similar to the way the Austin area MPO allocates 15% of its Surface Transportation Program-Metropolitan Mobility to non-motorized transportation modes. Locally, dedicated sources of local funding should be identified and be supplemented as needed to take advantage of matching fund opportunities.

In addition, volunteer programs and public-private partnerships may substantially reduce the cost of implementing some of the recommended trails and pathways. Local schools or community groups may use the bikeway or pedestrian project as a "project of the year," possibly working with a local designer or engineer. Work parties may be formed to help clear the right of way where needed. A local construction company may donate or discount services. A challenge grant program with local businesses may be a good source of local funding, where corporations 'adopt' a bikeway and help construct and maintain the facility.

Action Item 2.3 – Construct, Improve, and Maintain Facilities - Usable facilities must be in place in order for bicycling and walking to be promoted as a viable transportation option. Onroad bicycle facilities, multi-use paths, and sidewalks form the bulk of the circulation system for bicyclists and pedestrians.

Future roadways projects, including widening, reconstruction, and regular maintenance projects such as restriping provide timely opportunities to implement bicycle and pedestrian infrastructure. It is important that an effective review process is in place so that new roads meet the standards and guidelines presented in this and any subsequent pedestrian/bicycle plans.

At the initial phase of facility development, it is most prudent to focus local resources on lower cost measures to

accommodate bicyclists and pedestrians. Such measures for bicyclists include bike route signing, designating shoulder lanes, and striping bike lanes, with specific attention to intersection treatments. Lower-cost pedestrian measures include sidewalk repairs, completion of missing segments of sidewalks, and removal of sidewalk obstructions.

Matching funds should be sought to aid in the development of higher cost improvements, such as hike and bike trails, extensive sidewalk construction or reconstruction, and traffic signal modifications to accommodate bicyclists and pedestrians.

In addition to safety concerns, lack of adequate bicycle parking is often cited as a common reason why people do not bicycle. Any bicycle trip requires some sort of parking at its destination. Secure parking is particularly important for commuters leaving their bicycles for long periods of time and for those destinations which lie in high-crime areas. An increasing number of cities now require bicycle parking facilities in new developments. Apartment complexes, college dormitories, or other high density settings need to address the issue of where to store bicycles while at home.

Action Item 2.4 – Accommodate Bicycle/Transit Joint Use – The Hill Country Transit District is interested in enhancing the bicycle-transit mode connection and should continue planning for

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improvements. Bicycle racks at selected transit stops and transfer points will provide secure parking for cyclists who ride their bikes to and from bus routes. Bike racks on buses will enable cyclists to use bicycles at both ends of their transit trips.

Action Area 3: Enforce Laws and Regulations

Both local and state traffic laws and ordinances that govern motorist, cyclist and behavior are meant to provide as safe as environment as possible for all users. Because bicyclists and pedestrians are often the most vulnerable users of the transportation system, enforcement of traffic laws is crucial.

Action Item 3.1 – Target Areas for Enforcement and Encouragement of Proper Behaviors

Areas with a high likelihood of infractions and motor vehicle crashes involving bicyclists and pedestrians - such as central business districts and schools - should be targeted for high enforcement, perhaps by using police patrol on bicycles. In many cases, either revisions of local traffic rules or consideration of new laws is needed to promote and encourage safer bicycling and walking. Proper education of law enforcement officers is also necessary to assure that safe riding and walking practices are enforced in a consistent manner. A key part of law enforcement training is how officers interpret and report on bicyclist and pedestrian collisions; determining which party is at fault plus the collection of that data can help traffic engineers design mitigating measures for high crash locations.

Action Area 4: Educate Bicyclists, Pedestrians, and the Public

The education of all road users helps ensure safe travel habits. Bicyclist/pedestrian programs typically employ a variety of media such as web sites, public service announcements, videos, brochures, and school materials promoting safe practices for individuals or groups.

Action Item 4.1 - Dissemination of Available Safety and Educational Materials – Targeted safety and educational material should be distributed in many forms and venues and can be drawn from a wealth of available resources. Examples of such resources are listed below.

- The Texas Department of Transportation maintains a full-time Bicycle and Pedestrian Coordinator position, with similar part-time positions in each of its districts. Information, materials, and technical assistance are available through TxDOT.
- Working through various Parks and Recreation or Police departments, bicycle rodeos may be conducted at which educational materials can be distributed to participants.
- Safe Routes to School programs or Parent-Teacher Associations may serve as avenues for disseminating information on pedestrian and bicycle safety to parents of school-age children.
- Working with the several area Independent School Districts and State Department of Education, materials can be distributed through the area schools to ensure that children receive age-appropriate instruction in bicycle and pedestrian safety. One excellent program, called *SuperCyclist*, has been developed by the Texas Bicycle Coalition, information about which can be found at www.biketexas.org.

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Action Area 5: Promote Bicycling and Walking

A coordinated approach to public information and awareness programs that promote bicycling and walking yields the best results. Such an approach may include events like bicycle-or walk-to-work days to encourage bicycling or walking trips which may lead to more frequent use of these modes. In addition to promoting alternative transportation, the public health community sees a benefit to promoting bicycling and walking to help cut down on the alarming growth in obesity, diabetes, heart disease and other "lifestyle" illnesses.

Action Item 5.1 - Prepare and Disseminate Public Information on Bicycle and Pedestrian Routes and Programs - As implementation of the bicycle route network proceeds, a Central Texas Bicycle and Pedestrian Guide showing bike routes and facilities should be prepared. Wide distribution of the guide to both residents and visitors will help promote non-motorized travel in the region.

Action Item 5.2 - Participate in National Programs — Events such as bike-to-work days, bike weeks, walk-to-school days, and cycling Sundays or "ciclovias" not only raise the awareness of

bicycle and pedestrian safety and mobility issues, but also promote healthy lifestyles. Events and conferences relating to walking and bicycling include National Trails Day, the annual Trailbuilders Conference, the National Trails Symposium, ProWalk/ProBike, Trails and Greenways conferences, and National Scenic and Historic Trails, as well as numerous equestrian and non-motorized vehicle conferences. Participation in these events can offer valuable exposure to other successful programs from around the country from which lessons can be learned.



Action Item 5.3 - Foster the Development of Local Bicycling and Walking Events and Programs – From fund raising walks and runs to higher-end races and tours through the Hill Country, local events should be held to promote the advancement of pedestrian and bicycling activities in the region. An excellent example of this is the Copperas Cove Chamber of Commerce's decade-long effort to attract bicycling tourism to the region. Its recent partnership with Fort Hood and a bicycle racing promoter helped bring the Texas state road racing championships to Fort Hood.

Action Item 5.4 – Adopt Public Policies - To formalize the establishment of a bicycle and pedestrian program within each of large cities and three counties in the KTMPO planning area, city councils and county commissions should adopt certain policies that will guide the development of regional bicycle and pedestrian facilities and programs.

6.4.2 Bicycle Implementation Strategy

The following set of short-range priorities for implementation of the action items within the five previously discussed Action Areas is presented below. These tasks should be advanced simultaneously on numerous levels and fronts.

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- The MPO Policy Board should adopt the Regional Pedestrian/Bicycle Plan and adopt the AASHTO Guides for bicycle and pedestrian facilities as a regional standard.
- 2. Cities should adopt their portion of the Regional Pedestrian/Bicycle Plan after review and refinement for local conditions.
- Cities should adopt the regional public right of way design standards for roadway development that accommodate bicycling and walking after review and refinement for local conditions.
- 4. TxDOT should consider this KTMPO Pedestrian/Bicycle Plan and locally adopted plans in its planning, design, operations and maintenance of transportation corridors.
- 5. Independent School Districts should prepare or update their Safe Routes to Schools plans. Each ISD should identify the safe access needs of each of its elementary and middle schools and develop a transition plan to improve non-motorized access to each school. Moreover, it may be necessary to include area high schools in Safe Routes to Schools programs one particular need is for students of Fort Hood families who may not have their own cars due to the transient nature of military living.
- 6. The MPO and the Hill Country Transit District should develop a regional standard for the provision of sidewalks for access to and from bus stops, and initiate a Safe Routes to Transit inventory of existing needs and a transition plan to improve access to existing transit stops.
- 7. Each city should formally designate areas within their central core and other appropriate locations as Pedestrian Districts to receive focused attention for the provision of sidewalks, improvements for ADA accessibility, and creation of a pedestrian- and bicycle-friendly community. Annually, each city should re-evaluate the boundaries of the Pedestrian Districts and seek to expand the accommodations and activities within them.
- 8. Cities should establish a line item in their annual budgets for non-motorized transportation enhancements to their public rights of way. Basic line item categories could include the following: ADA Transition Plan, Bicycle and Pedestrian Crash Reduction, Safe Routes to School, Safe Routes to Transit, Bicycle and Pedestrian Mobility and Safety, Disadvantaged Citizens Mobility Initiative, and Pedestrian District Infrastructure.
- Local police departments and the Texas Department of Public Safety should analyze highincidence crash locations involving pedestrians and bicyclists and implement necessary. Mitigation measures to reduce such incidents should be developed and implemented.
- 10. The MPO should create a Bicycle and Pedestrian Advisory Committee that regularly meets to review the bicycle and pedestrian mobility and safety needs of the region and advises the MPO regarding such issues.

Funding for these implementation items can be sought from various federal, state, regional and local sources. Some of these sources are described in Exhibit 37 and Exhibit 38. Further discussion of potential funding sources as well as other bicycle and pedestrian program resources can be found at the Pedestrian and Bicycle Information web site at www.bicyclinginfo.org.



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End of Packet