



# **Bike/Pedestrian Advisory Committee Meeting**

**January 19, 2016  
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: January 19<sup>th</sup>, 2016 @ 4:00 p.m.

### AGENDA

1. Call to Order.
2. Public Comments (1).
3. Staff Update
  - a. Category 9 Transportation Alternative Program Call for Projects.
  - b. Bike/Pedestrian Facilities GIS Mapping Data Collection
4. **Discussion and Action Item:** Regarding the confirmation of BPAC voting members.
5. **Discussion and Action Item:** Regarding approval of BPAC by-laws.
6. **Discussion and Action Item:** Regarding nominations and election for BPAC Chairperson and Vice Chairperson.
7. **Discussion and Action Item:** Regarding approval of October and November meeting minutes.
8. Discussion and possible action items:
  - a. *Bikes vs Cars* Documentary
  - b. Bike to Work and/or Bike to School Week
  - c. Ex-officio Members
9. Discuss date, time and possible action items for next meeting.
10. Adjourn.

**Item 4:**

**Regarding the Confirmation of BPAC  
Voting Members**



**Bike/Pedestrian Advisory Committee  
January 19<sup>th</sup>, 2016**

**Agenda Item No. 4**

**Confirmation of BPAC Voting Members**

**BPAC Background**

The Bicycle and Pedestrian Advisory Committee, hereafter referred to as BPAC, is established by the Killeen-Temple Metropolitan Planning Organization (KTMP) 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 (TAC) and Transportation Planning Policy Board (TPPB) in the consideration of bicycle and pedestrian travel facilities, bike and pedestrian policies, and promote non-motorized modes of travel.

**Voting Members**

The BPAC shall be limited to 20 voting members representing bicycle and pedestrian interests and be representative of the area within the KTMP boundary, which includes all of Bell County and portions of Coryell and Lampasas Counties. 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:

- Cities and counties within the KTMP Region: Belton, Copperas Cove, Harker Heights, Killeen, Temple, Bartlett, Holland, Kempner, Little River-Academy, Morgan's Point Resort, Nolanville, Rogers, Salado, Troy, Bell County, Coryell County, Lampasas County;
- Fort Hood;
- Hill Country Transit District;
- TxDOT Waco/Brownwood District;
- Citizen Representatives for Bicycling Interest;
- Citizen Representatives for Pedestrian Interest.

### **Voting Members:**

KTMPO staff proposes that the initial voting members are those appointed in writing by entities represented on the KTMPO TPPB, as well as other individual stakeholders and stakeholder groups that have requested voting membership at this time. We also propose limiting membership to one voting member from a specific group or organization. Voting members may, in writing, appoint an alternate to vote in their stead and be counted for quorum purposes.

Therefore, staff proposes that the following individuals shown in bold text will be the voting members, and those in regular text will be alternates:

KTMPO TPPB entities:

- City of Belton-
- City of Copperas Cove—**Joe Brown**
- City of Harker Heights—**Leo Mantey**
- City of Killeen—**Reese Davis**
- City of Morgan Point's Resort—**Keith Dyer**
- City of Nolanville—**Kara Escajeda**/Crystal Briggs
- City of Temple-**Brian Chandler**
- Fort Hood—**Amy Seaman**
- Hill Country Transit District- **Robert Ator**
- TxDOT Waco District-
- TxDOT Brownwood District-

Citizen Representatives

- Pedestrian Interests:
  - **Pamela Terry**
  - **Peggy McIlvanie**/Dee Dee DeGraaff
- Bicycle Interest:
  - Team RWB: Lindsey Anderson/Kyle Fisher or Vice Versa
  - Tri-City Bicycles: **Chad Welch**/Mike Anderson
  - BS&W Cycling Club: **Keller Mathews**

### **TERMS.**

Voting members shall serve a two-year term with an opportunity to be reappointed when term is expired. Reappointment will follow the same nomination process outlined in the draft by-laws.

### **Action Item:**

**BPAC approval of voting members and alternates.**

**Item 5:**

**Regarding Approval of BPAC By-Laws**



**Bike/Pedestrian Advisory Committee  
January 19<sup>th</sup>, 2016**

**Agenda Item No. 5**



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 (KTMP) Transportation Planning Policy Board (TPPB) with the purpose of improving the bicycle and walking mobility within the Killeen-Temple region.

BPAC shall advise the KTMP in the consideration of bicycle and pedestrian travel facilities, bicycle 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 bicycle/pedestrian facilities;
- Identify needed bicycle/pedestrian facilities and policies;



- Assist in developing 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;
- Assist KTMPO in developing performance measures for evaluating progress in achieving their goals;
- Provide feedback on street design standards;
- Promote incorporation of bicycle/pedestrian facilities into other modes of transportation.

## **Article 4**

### **BPAC MEMBERSHIP.**

The BPAC shall be limited to 20 voting members representing bicycle and pedestrian interests and be representative of the area within the KTMPO boundary, which includes all of Bell County and portions of Coryell and Lampasas Counties (see attached map). 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:

- Cities and counties within the KTMPO Region: Belton, Copperas Cove, Harker Heights, Killeen, Temple, Bartlett, Holland, Kempner, Little River-Academy, Morgan's Point Resort, Nolanville, Rogers, Salado, Troy, Bell County, Coryell County, Lampasas County;
- Fort Hood;
- Hill Country Transit District;
- TxDOT Waco/Brownwood District;
- Citizen Representatives for Bicycling Interest;
- Citizen Representatives for Pedestrian Interest.

Membership shall be limited to one voting member from a specific group or organization. Voting members may, in writing, appoint an alternate to vote in their stead and be counted for quorum purposes.

### **NOMINATION PROCESS.**

The nomination process for BPAC membership will be as follow:

- The initial voting members shall be appointed in writing by entities represented on the KTMPO TPPB.
- Other stakeholder organizations desiring a voting position on BPAC may submit a written request to the chairperson identifying the individual proposed to represent their organization's bicycle or pedestrian interests on BPAC.
- Individual stakeholders desiring a voting position on BPAC may submit a written request to the chairperson identifying their transportation interest on BPAC.

- The voting BPAC members will consider each nomination; approval of nomination requires a majority vote with a quorum present.

### **TERMS.**

Voting members shall serve a two-year term with an opportunity to be reappointed when term is expired. Reappointment will follow the same nomination process outlined above.

### **NON-DISCRIMATORY.**

There shall be no discrimination in any respect in selection of members or any activity of BPAC due to race, color, sex, religion, handicap/disability, age, or national origin.

### **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 Meetings Act. BPAC members 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 Texas Open Meetings Act.

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

KTMPO staff shall record and maintain attendance records and minutes of BPAC meetings.

### **QUORUM.**

A quorum of BPAC shall consist of 33% 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.

**EX-OFFICIO MEMBERS.**

Ex-officio members shall act as a guide to BPAC. Ex-officio membership may be requested in writing and approved by the Advisory Committee. Ex-officio members do not hold any voting rights.

**Article 5**

**AMENDMENTS TO BY-LAWS.**

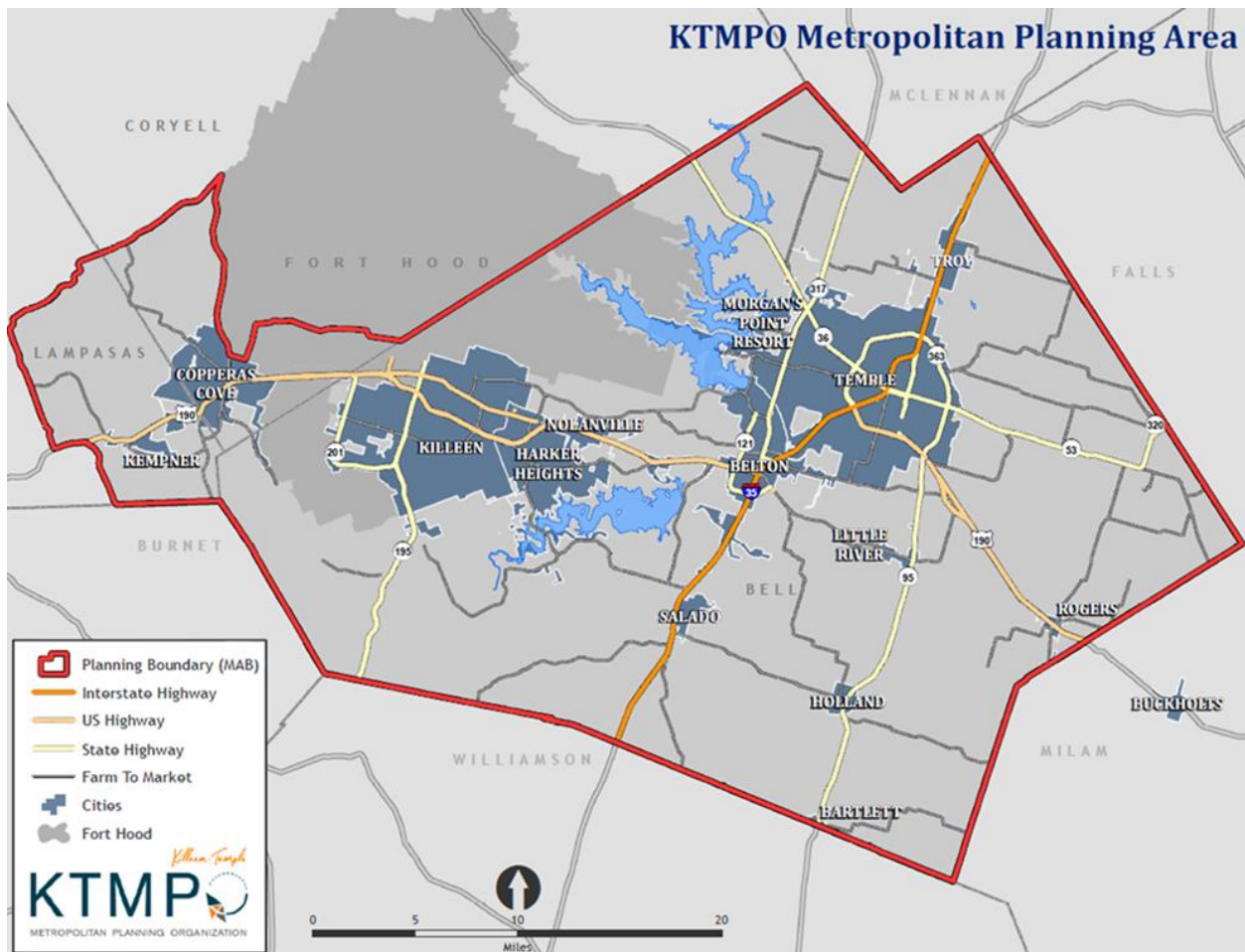
These by-laws may be recommended for amendment by a majority vote of the quorum present at a BPAC meeting, provided that official notice of the proposed amendment shall have been provided to the BPAC membership at least 24 hours in advance of the BPAC meeting.

**APPROVAL**

These Bylaws were approved by a majority vote of a quorum present of the BPAC on \_\_\_\_\_, 2016.

\_\_\_\_\_  
BPAC Chairperson

\_\_\_\_\_  
KTMPO Staff



**Action Needed:**  
BPAC approval of by-laws

# **Item 6: Regarding Nominations and Election for BPAC Officers**



**Bike/Pedestrian Advisory Committee  
January 19<sup>th</sup>, 2016**

**Agenda Item No. 6**

**Nominations and Elections of 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 KTMP 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.

**Action Needed:**

Nomination and election OF BPAC Chairperson and Vice Chairperson.

# **Item 7: Regarding Approval of October and November Minutes**

**KILLEEN-TEMPLE METROPOLITAN PLANNING ORGANIZATION (KTMPO)  
BIKE/PEDESTRIAN ADVISORY COMMITTEE (BPAC)**

TUESDAY, OCTOBER 27<sup>TH</sup>, 2015

6:00 p.m.

Central Texas Council of Governments (CTCOG)  
2180 North Main Street  
Belton, TX 76513

**Attendees**

Reese Davis—City of Killeen Police Department  
Keith Dyer—City of Morgan's Point Resort  
Crystal Briggs—City of Nolanville  
Kara Escajeda—City of Nolanville  
Robert Ator—Hill Country Transit District

Keller Matthews—BS&W Cycling Club  
Brian Chandler—City of Temple  
Cheryl Maxwell—KTMPO  
Jason Deckman—KTMPO  
John Weber—KTMPO

**Meeting Minutes**

**1. Welcome and Introductions:** John Weber called the meeting to order at 6:00 pm. Mr. Weber welcomed everyone to the first BPAC meeting and introductions were made.

**2. Public Comments:** No comments were made from the public.

**3. Introduction to BPAC and its role with the Metropolitan Planning Organization**

John Weber explained what BPAC is and how it fits in with the Killeen-Temple Metropolitan Planning Organization plan. Mr. Weber described the MPO's boundary, its purpose, the structure of the MPO, the transportation process, funding, challenges bike and pedestrian infrastructure face, and air quality.

Mr. Weber describe what BPAC is and outlined its proposed tasks and goals. He mentioned the reasons why our planning area needs bike and pedestrian infrastructure and what infrastructure is out there for bike and pedestrian enthusiasts. He mentioned what other MPOs throughout Texas were doing. He made note of programs that two different MPOs had in their respective planning areas. One program was an interactive map that CCMPO developed that allows citizens to map out the conditions of their current bike route and where they would like to ride. Jason Deckman noted that KTMPO is working on a similar project to that of CCMPO. Mr. Deckman stated that data was collected by KTMPO and from the different cities in the planning area, and the GIS data is being updated. Mr. Weber also explained Hidalgo County MPO's business incentive program as well as more general programs such as bike to school/work days, beautification projects, and where top priority spots are.

There was a discussion on what each of the cities in the planning area was doing in regards to bike and pedestrian paths. Kara Escajeda noted that the City of Temple has an ordinance that cyclist have a three feet buffer between them and an oncoming vehicle. Ms. Escajeda made a suggestion to incorporate the



HOP with a trail plan. At each HOP station have a map that shows the distances between each HOP station, bike parking and other biking amenities at each stop.

Cheryl Maxwell asked the group what each member's expectations for the group are and what they hope to achieve through this committee. Some committee members cited doing promotional events, for example, bike-a-thons, to encourage bicycle riding and to receive the economic development benefits from doing promotional events. Other committee members would like to see more regional connectivity through hike and bike trails throughout the MPO. Other expectations for this committee was to put hike/bike lanes near distinct landscape features and patch up street networks.

**4. Discuss committee structure, purpose and goals:**

John Weber discussed the current by-laws and opened the floor to discussion on how the group should be structured. The committee decided to keep the by-laws flexible and to include both bicycle and pedestrian needs. The committee members were asked to email the MPO with their comments on the Bylaws and possible actions to take as a committee.

**5. Discuss date, time, and possible agenda items for next meeting:**

The committee decided that the two next BPAC meetings would be held on November 17<sup>th</sup>, 2015 at 4:00 pm and December 15<sup>th</sup> at 4:00 pm.

**6. Adjourned**

The meeting adjourned at 7:13 pm.

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BPAC Chairperson

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KTMPO Staff

**KILLEEN-TEMPLE METROPOLITAN PLANNING ORGANIZATION (KTMPO)**  
**BIKE/PEDESTRIAN ADVISORY COMMITTEE (BPAC)**

TUESDAY, November 17<sup>TH</sup>, 2015

4:00 p.m.

Central Texas Council of Governments (CTCOG)  
2180 North Main Street  
Belton, TX 76513

**Attendees**

Robert Ator- Hill Country Transit District  
Leo Mantey- City of Harker Heights  
Kyle Fischer-Team RWB  
Joe Brown- City of Copperas Cove

Lindsey Anderson-Team RWB  
Christina Demirs-KTMPO  
Cheryl Maxwell-KTMPO  
Keith Dyer-City of Morgan's Point Resort

**Meeting Minutes**

**1. Welcome and Introductions:** Cheryl Maxwell called the meeting to order at 4:03 p.m. Ms. Maxwell welcomed everyone to the BPAC meeting and introductions were made.

**2. Public Comments:** No comments were made from the public.

**3. Discuss BPAC by-laws draft**

Cheryl Maxwell discussed the updated by-laws. Ms. Maxwell opened the discussion about the name, BPAC's purpose and BPAC responsibilities. There was no change in the name of the committee and the BPAC purpose stayed the same. For BPAC responsibilities, Robert Ator asked that under BPAC responsibilities to include integrating bicycle and pedestrian facilities with other modes of transportation.

Ms. Maxwell opened the discussion to BPAC membership and who should be part of BPAC. She stated that membership be limited to 20 members and to have six citizen representatives with three citizens representing bicycle needs and three citizens representing pedestrian needs. Lindsey Anderson brought up other ways to get people involved with BPAC. Ms. Anderson discussed getting into contact with different bicycle and pedestrian groups throughout the region and getting into contact with people in Salado because people in Salado have expressed the need for bike and pedestrian facilities. Keith Dyer mentioned how BPAC should have one member from each city within the MPO so that the smaller cities throughout the MPO can be represented. After discussion, BPAC determine to have one member from each city within the MPO so that all cities get equal representation.

There was also a discussion on the term limit for each voting member. Cheryl Maxwell discussed how the current by-laws state how agency staff have no term limit while the citizen representatives have a two year term. The committee decided that agency staff shall have no term limit but citizen representatives have a two year term with a chance to get re-appointed.

There was also a discussion on how often we should hold BPAC meetings. The committee decided that we should meet every two months, but meet once a month if the committee is working on an important project.

For officers, the by-laws state how the group shall have a Chairperson, Vice Chairperson, who should be in charge of the secretarial function and how long these officers should serve. The by-laws state how the Chairperson and Vice Chairperson will be voted by the members, secretarial function would be performed by KTMPO and officers shall serve a two year term, with no limit on consecutive terms in the same office. There were no comments made on the officer section of the by-laws.

For quorums, Cheryl Maxwell discussed how in the BPAC by-laws, a quorum shall consist of 51% of the voting membership. There was no comments made for meeting quorum and the quorum shall consist of 51% of the voting membership.

Joe Brown mentioned having ex-officio members which can provide expertise on certain issues. Mr. Brown mentioned having a representative from HOCTIL and recreational therapy groups to give the committee a greater understanding of different citizen needs for bicycle and pedestrian needs. KTMPO staff will look further into this.

#### **4. Discuss possible action items in the KTMPO Regional Thoroughfare and Pedestrian/Bicycle Plan.**

Cheryl Maxwell opened the floor for discussion on possible action items in the KTMPO Regional Thoroughfare and Pedestrian/Bicycle Plan. Lindsey Anderson discussed how in her home state of Florida, bike racks are located all throughout cities and in our area, there is a lack of bike racks for people to park their bikes. Ms. Anderson brought up the idea of partnering with the cities to provide bike racks. Joe Brown discussed the Safety Town Program. Potential possible action items include bike to school days, bike to work days and others listed in the KTMPO Regional Thoroughfare and Pedestrian/Bicycle Plan.

#### **5. Discuss date, time and possible discussion items for next meeting.**

The committee decided to cancel the December 15<sup>th</sup> meeting and have the next BPAC meeting in January. The tentative date and time for January's meeting is Tuesday, January 19<sup>th</sup> at 4:00 p.m. Discussion items include passing the by-laws, appoint citizen representatives and electing officers.

#### **6. Adjourn:** The meeting adjourned at 5:10 p.m.

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BPAC Chairperson

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KTMPO Staff

# **Item 8: Discussion & Possible Action Items**



**Bike/Pedestrian Advisory Committee**  
**January 19<sup>th</sup>, 2016**

**Agenda Item No. 8**

**Discussion and Possible Action Items**

**Bikes vs Cars Documentary:**

**Bikes vs Cars** is a documentary that focuses on issues that face cyclists in a car-dominated world. This film explores a world where bike and motorized vehicle infrastructure equal, making it safer and more convenient for cyclist to travel.

This film partners with a service called Tugg which makes it easy for an organization to host a screening of **Bikes vs Cars** at a local theater. There is also no cost for the organization to host a screening, however, the screening will only occur if a minimum number of tickets are reserved in advanced. Tugg recommends planning the screening five to seven weeks in advance. To host a screening, the organization must submit a Tugg Event Request Form online.

**Bike to Work and/or Bike to School Day**

**Background:**

Established in 1956 by the League of American Bicyclist, May is National Bike Month with one week dedicated to National Bike to Work Week. In 2016, National Bike to Work Week will be held from May 16<sup>th</sup> to May 20<sup>th</sup> with May 20<sup>th</sup> being Bike to Work Day.

The first ever National Bike to School Day took place in May 2012 in coordination with the League of American Bicyclists' National Bike Month. National Bike to School Day will be held on May 4<sup>th</sup>, 2016. There is also National Walk to School day which will be held on October 5<sup>th</sup>, 2016.

**Ex-Officio Members**

Ex-officio members shall act as a guide to BPAC. Ex-officio membership may be requested in writing and approved by the Advisory Committee. Ex-officio members do not hold any voting rights.

Possible Organizations:

- HOCTIL- Heart of Central Texas Independent Living Center
- AACT- Area Agency on Aging of Central Texas
- Veterans Affairs
- School Officials
- Others?

**Action Item**

Discussion and possible action on any of the above items.

**Judge John Firth**

Coryell County Main Street Annex  
800 E. Main Street, Suite A  
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Alternate: Commissioner Don Jones

**Commissioner Mark Rainwater**

Lampasas County  
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**Glenn Morrison**

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**Andrea Gardner**

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**David R. Mitchell**

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Alternate: Mark Hyde, Joseph Molis

**Erin Smith**

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**Brian Chandler**

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Alternate: Don Bond, Jonathan  
Graham, Nicole Torralva

**Bryan Neaves, P.E.**

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**Carole Warlick**

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**Michael Bolin, P.E.**

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Alternate: Liz Bullock

**TECHNICAL ADVISORY COMMITTEE****Jason Scantling, P.E.**

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Alternate: Tamara Cope

**NON VOTING MEMBERS****Mary E. Himic**

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Alternate: Brian Dosa, Keith Fruge

**Barbara C. Maley, AICP**

Federal Highway Administration,  
Texas Division  
c/o North Texas Tollway Authority  
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**Megan Campbell**

Transportation Planning &  
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## POLICY BOARD

### **Chairman:**

#### **Mayor Scott Cosper**

City of Killeen  
2110 Southport, Killeen, TX 76542  
Phone: (254) 554-5929  
Fax: (254) 526-2167  
[scosper1@hotmail.com](mailto:scosper1@hotmail.com)  
Alternate: Glenn Morrison, George Lueck, Charlotte Humpherys

### **Vice Chairman:**

#### **Mayor Marion Grayson**

City of Belton  
333 Water Street, Belton, TX 76513  
Phone: (254) 718-7878  
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Alternate: Sam Listi, Erin Smith

#### **Commissioner Tim Brown**

Bell County  
P.O. Box 768, Belton, TX 76513  
Phone: (254) 933-5102  
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Alternate: Bryan Neaves, P.E.

#### **Mayor John Hull**

City of Copperas Cove  
2507 Freedom Lane, Copperas Cove, TX 76522  
Phone: (254) 770-6134  
[jhull@copperascovetx.gov](mailto:jhull@copperascovetx.gov)  
Alternate: Andrea Gardner, Mark Peterson

#### **Judge John Firth**

Coryell County Main Street Annex  
800 E. Main Street, Suite A  
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[county\\_judge@coryellcounty.org](mailto:county_judge@coryellcounty.org)  
Alternate: Commissioner Don Jones

#### **Mayor Danny Dunn**

Temple City Council  
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[ddunn@templetx.gov](mailto:ddunn@templetx.gov)  
Alternate: Jonathan Graham, Nicole Torralva, Brian Chandler

#### **Councilmember Tim Davis**

City of Temple  
2 North Main #103, Temple TX 76501  
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Alternate: Jonathan Graham, Nicole Torralva, Brian Chandler

#### **Councilmember Jose Segarra**

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