

RIO GRANDE VALLEY METROPOLITAN PLANNING ORGANIZATION
Technical Advisory Committee
Web-Ex Minutes

August 13, 2020

I) CALL TO ORDER

Pete Sepulveda, (Cameron County RMA) Chairman called the TAC Web-Ex Meeting to order at 10:00 a.m. The RGVTAC Web-Ex Meeting was held remotely with the following TAC Members Present:

II) ROLL CALL

RGVTAC Representative in attendance were as follows:

MEMBERS PRESENT	
ENTITY	VOTING MEMBERS
Cameron County RMA	Pete Sepulveda, Chairman
City of Mission	JP Terrazas, Vice Chairman
City of Brownsville	Joel Garza
City of Edinburg	Tom Reyna
City of Harlingen	Carlos Sanchez
City of McAllen	Yvette Barrera
City of Pharr	Commission Eleazar Guajardo
City of San Benito	Bernard Rodriguez (ABSENT)
Cameron County	Benjamin Worsham
Hidalgo County	Armando Garza, Jr.
TxDOT Pharr District	Melba Schaus
Valley Metro	Frank Jaramillo
Brownsville Metro	Norma Zamora / Antonio Zubieta
McAllen Metro	Jon Ray Bocanegra
Port of Brownsville	Ariel Chavez, III (ABSENT)
Port of Harlingen	Neil Harman /ABSENT
Port Isabel-San Benito Navigation District	ABSENT
Hidalgo County RMA	Eric Davila
Cameron County Spaceport Dev. Corp.	Marks Yates
STAFF	
RGVMPO	Andrew A. Canon
RGVMPO	Luis Diaz
RGVMPO	Staff

III) PUBLIC COMMENTS

NONE

IV) PRESENTATION, ACTION AND DISCUSSION ITEMS

A. Consideration and Action to Approve the Minutes of June 11, 2020 (No Meeting Held in July)

Pete Sepulveda (Cameron County RMA) Chairman asked if there were any corrections to the minutes of June 11, 2020. *No corrections were noted to the minutes of June 11, 2020, City of Brownsville made a motion to approve the minutes as presented by staff. The motion was seconded by the City of Pharr; and upon a vote, the motion carried unanimously.*

B. Consideration and Action to Approve TASA Funding for UTRGV

Staff is requesting Tac Members' consideration and approval of the distribution of the (TASA) Transportation Alternative funds. The funds in the amount of \$285,300 were originally awarded to the City of Elsa based upon the competitive scoring process approved by the Policy Board. The City Elsa was unable to meet some requirements and surrendered the funds. Staff recommends the funds be distributed to the next highest ranked project, that being the UTRGV Enhancement project. Supporting materials were provided in the TAC Packet.

TxDOT reminded RGVMPO Staff to add to the November TIP Revisions time frame. Staff noted that UTRGV are aware of all updates and timeline.

After some discussion on this item, City of Brownsville made a motion to recommend approval of the TASA Funding for UTRGV to the Policy Board as presented by staff. The motion was seconded by the City of Pharr. City of McAllen voted against; and upon a vote, the motion passed.

C. Consideration and Action to Approve Resolution 2020-13 Functional Classification

Staff noted that they have received from both Cameron County and Cameron County RMA the following requests to be Functionally Classify these projects:

Functional Classification Submittals #4							
Entity	Road Name	CSJ	Current Classification	From	To	Length	New Classification
Cameron County	South Parallel Corridor (Segment I)	0921-06-241	Not Classified	FM 1479	FM 509	2.4	Minor Arterial
Cameron County	South Parallel Corridor (Segment II)	0921-06-252	Not Classified	FM 509	FM 2520	3.1	Minor Arterial
Cameron County	South Parallel Corridor (Segment III)	0921-06-257	Not Classified	FM 2520	FM 1577	2.15	Minor Arterial
CCRMA	FM 509	0921-06-254	Not Classified	FM 508	FM 1599	2.37	Minor Arterial
CCRMA	East Loop	0921-06-315	Not Classified	I-69E	SH4	10.1	Major Collector

After some discussion on this item, Cameron County made a motion to recommend approval of the 2020-13 Functional Classification Resolution to the Policy Board as presented by staff. The motion was seconded by the City of Brownsville; and upon a vote, the motion passed unanimously.

D. Discussion and Review on the Updated TTI Case Study

Andrew Canon provided a review of recommendations by the Texas Transportation Institute “TTI”, A&M, on staffing requirements and possible scenarios to meet the needs of the newly formed RGVMP.

General Observations

Through 4 iterations of modifying the Staff-Task Matrix, here are the observations:

- Potentially enough work for at least 16 FTEs
 - This may be refined further
 - 1.36 Planning Director; 1.41 Assistant Director
 - Some tasks may be delegated to other staff, not performed as much as estimated, or not performed at all; some work beyond 40 hours per week
 - 2.06 Senior Planners
 - Pretty much optimal
 - 3.83 Planners
 - If 4 or more Planners on staff, they could pick up the extra work under:
 - GIS category (2.41 GIS FTEs)
 - Transit (1.56 FTEs)
 - Administrative Assistant (1.42 FTEs)

Staffing scenarios (1 staff member per category, unless otherwise noted)

- Staffing Scenario A – 13 total staff
 - 2 Senior Planners
 - 4 Planners
- Staffing Scenario B – 14 total staff
 - 2 Senior Planners
 - 5 Planners (at least 1-2 with significant GIS capabilities)
- Staffing Scenario C – 15 total staff
 - 2 Senior Planners
 - 6 Planners (at least 2 with significant GIS capabilities)
 - 1 GIS
- Staffing Scenario D – 15 total staff
 - 2 Senior Planners
 - 5 Planners (at least 1-2 with significant GIS capabilities)
 - 2 GIS

Ultimate staffing scenario depends on:

- Available funding
- Optimal division of talent per staffing position

Next Steps

- Fine tune Staff-Task Matrix
- Identify preferred staffing scenarios
- Develop summary write-up
 - Final version by Friday, July 17
- Present to TAC?
- Present to Policy Board – August or September
 - Obtain direction
 - Develop staffing plan
- Use Staff-Task Matrix results to develop 5-Year Work Cycle Plan

After much discussion on this item, City of Pharr made a motion to acknowledge the Updated TTI Case Study as presented by staff. The motion was seconded by City of McAllen; and upon a vote, the motion passed unanimously.

E. Discussion and Review on the Updated Federal Functional Classification Material

Luis Diaz noted that the RGVMPPO is working alongside TxDOT Pharr District to seek approval of all Functional Classification Amendment Requests submitted this year.

A list of items that need to be provided by each local government when requesting an amendment to the Federal Functional Classification Network, will include a letter from Local Government on official letterhead requesting the Federal Functional Classification Amendment containing the following items:

- a. The name of the Highway seeking to functionally classified.
- b. The limits and length of the roadway.
- c. Type of classification being requested for roadway.
- d. Justification for seeking the federal functional classification.
- e. A location map and/or typical section map showing the roadway.

City of McAllen asked, staff if there was a time frame to submit the items. Staff response was, NO time frame to submit, but TAC members need to keep in mind that this is a lengthy process. Timelines varies, main thing is to have A thru E submitted in a timely manner. Estimated time would vary from 2-3 months for approval. Staff will continue to keep entities in the loop on the process.

After further discussion on this item, City of Pharr made a motion to acknowledge the Updated Federal Functional Classification Material as presented by staff. The motion was seconded by the City of McAllen; and upon a vote, the motion passed unanimously.

F. Discussion and Review on the Need Assessment Memos - ATG

Staff provided a series of Memorandums from Alliance Transportation Group for informational purposes, in advance of RGVMPPO Long-Range Plan that is scheduled to be approved in December 2020:

- Freight Needs Assessment
- Bridge and Roadway Analysis
- Equity Analysis
- Roadway Analysis
- Safety
- Transit Needs

Staff concluded by letting TAC Members present know that it is critical that Staff have feedback from TAC Members on these Memorandums as provided. ***No further discussion took place on this item, City of Pharr moved to acknowledge report and proceed as discussed. The motion was seconded by City of McAllen; and upon a vote, the motion passed unanimously.***

G. Discussion and Review of National Highway System (NHS) Modification Recommendations

Staff noted that NHS current descriptions, statements of justification, and location maps for the National Highway System modification requests being submitted by the Rio Grande Valley Metropolitan Planning Organization (RGVMPPO). Twelve (12) corridors are being submitted for a functional classification downgrade from Principal Arterial – other to Minor Arterial and removal from the NHS. One corridor is being submitted for the functional classification upgrade from Minor Arterial to Principal Arterial – Other and addition to the NHS. Seven corridors are being submitted for addition to the NHS with no functional classification modifications. Three modifications to intermodal connectors are being submitted as well.

Staff concluded by letting TAC Members present know that TxDOT will be meeting with RGVMPPO Cities. No further discussion took place regarding the NHS Modification Recommendations as presented by staff. City of Pharr moved to acknowledge report as presented. The motion was seconded by City of McAllen; and upon a vote, the motion passed unanimously.

V) RGVMPPO STAFF REPORTS AND UPDATES

A. Director Update

Andrew Canon noted that staff is currently working on the following:

- **CAT 2** (to be revised soon)
- **Functional Classification**
- **Long Range Plan** (Adding BPAC and Transit)
- **Provided a tentative schedule for RGVMPPO Certification Review 2020:**
- **Mid-August:** Preliminary video (MS Teams) or phone meeting with RGVMPPO to discuss Certification Review preparations and status of primary elements (MTP, TIP, UTP, etc).
- **September:** Follow-up to Preliminary meeting (by phone or MS Teams)
- **Mid-October:** RGVMPPO sends Desk Audit Material to FHWA and FTA
- **November 9:** Discussion of Desk Audit Material with MPO (by phone or MS Teams)
- Send official notice of Certification Review to chairman of the MPO
- **December 8** Begin virtual review (all day)
- **December 9** Resume virtual review (morning) Federal team meeting to discuss preliminary recommendations (Afternoon)
- **December 10:** FHWA/FTA Presentation to RGV MPO staff
- **Public Listening Session:** Because no Federal team member will be on-site, the Public Involvement will be conducted remotely. Suggest the MPO publish a notice of the certification review in local news outlets and advertise on their website. Comments to be directed to FHWA/FTA with a 30-day window.
- **Elected Officials Interviews:** MPO staff will arrange for 3 or more elected officials interviews around the time of the certification review. Interviews can be conducted by video or by phone at the convenience of the public official.
- January 10, 2021 End of Public Comment Period
- February, 2021 Draft Certification Review Report circulated to federal partners
- End of February, 2021 Draft Certification Review Report sent to MPO for comment
- March, 2021 Final Report sent to MPO and filed
- **Federal Certification Scheduled for FY2020**
Staff is recommending to reschedule both TAC and Policy Meetings in November and December as follows:
Hold TAC meeting November 19, 2020 (No Policy Meeting Scheduled for November)
Hold Policy Meeting December 10, 2020 (Finalize Federal Certification 2020)

- B. Budget Report** – Staff gave an update on the RGVMPPO Budget and noted “still below budget” year to date. *Report only, no action taken at this time.*

VI) STATUS REPORTS

A. TxDOT Project Status Report

Melba Schaus (TxDOT) provided an updated Via WebEx TxDOT Project Status Report within the RGVMPPO area. The following reports are filed with the August 13, 2020, RGV TAC Packet: 1) Monthly Letting Projects Report will start reflecting Projects To Be Let In January 2021 thru August 2021; 2) 2020 Pharr District Letting List; and 3) Non-Added Capacity List. *Report only, no action taken at this time.*

B. Cameron County RMA

Pete Sepulveda (Cameron County RMA) provided an updated presentation Via WebEx on projects that are currently within the Cameron County RMA. All projects are moving forward as scheduled and Cameron County RMA report is filed with the August 13, 2020 RGV TAC Packet. *Report only, no action taken at this time.*

C. Hidalgo County RMA

Eric Davila, PE, (Hidalgo County RMA) provided an updated presentation Via WebEx on projects that are currently within the Hidalgo County RMA. All projects are continuing to move forward. The Hidalgo County RMA monthly report is filed with the August 13, 2020 RGV TAC Packet. *Report only, no action taken at this time.*

D. McAllen Metro

Jon Ray Bocanegra provided a brief updated report Via WebEx and noted Ridership was down due to **COVID 19** for the month of June 2020, (Total was at 36,896). The McAllen Metro report is filed with the August 13, 2020 RGV TAC Packet. *Report only, no action taken at this time.*

E. Brownsville / Island Metros

Antonio Zubieta provided a brief Via WebEx Report that covered the following:1) On-Going Connecting Communities Project (Total Estimate Project Cost \$14,830,141) Project 1 (A) Improve the Stie Safety and Function (B) New Passenger Facility to Site; Project 2 – Improve Bus Stop Safety and Comfort; Project 3 – Purchased of Replacement Revenue Vehicles; 4) The Brownsville Metro’s Route Realignment; and 5) Hurricane Hanna – Brownsville Metro facilities did not suffer any sustainable damage. Mr. Zubieta concluded by noting that for the month of June 2020, Combined Ridership (Brownsville Metro and Island Metro) was at 63,816, down by **-57.9%, due to COVID 19**. The Brownsville Metro / Island Metro reports are filed with August 13, 2020 RGVTAC Packet. **Report only, no action taken at this time.**

F. Valley Metro

Frank Jaramillo provided an updated report Via WebEx and noted Valley Metro Ridership continues to be low for the month of June compared to last year. Total Riders for the month June 2020 was 17,932, down by **-93% due to COVID**. Valley Metro report is filed with the August 13, 2020 RGVTAC Packet. **Report only, no action taken at this time.**

**VII) NEW OR UNFINISHED BUSINESS
NONE**

VIII) ADJOURNMENT

There being no further business to come before the RGVTAC Members, Pete Sepulveda, (Cameron County RMA) Chairman called for a motion to adjourn. The City of Pharr made a motion to adjourn the meeting at 11:09 AM. The motion was seconded by Hidalgo County; and upon a vote, the motion carried unanimously.