

AGENDA
for the
Calhoun Area Metropolitan Planning Organization (MPO)
in the
East Alabama Regional Planning and Development Commission Conference Room
10:00 am
November 15, 2018

- I. Call to Order
- II. Verification of Quorum
- III. Recognition of Guests
- IV. Old Business
 - A. Review and approve minutes from October 18, 2018
 - B. Election of Chair and Vice-Chair – Tabled from last month
 - C. TBA
- V. New Business
 - A. Review FY 16-19 TIP Spreadsheet and Administrative Modifications
 - B. Resolution #770 Amendment of Bylaws
 - C. Review and Approval of Reclassification of Henry Road, Jacksonville
 - D. CAC Appointments
 - E. Safety Observations*
 - F. TBA
- VI. Other Business
 - A. Status Report on Other Local Projects from ALDOT
 - B. Update from Bicycle-Pedestrian Plan
 - C. Public Participation Plan Update
 - D. Report on Urban Fixed Route and ADA Handicapped Transit Systems
 - E. Federal-aid eligibility for commercial motor vehicle parking (handout)
 - F. Comments or Issues from Member Jurisdictions or Attendees
 - G. TBA
- VII. Next MPO Meeting – Thursday, December 20, 2018
- VIII. Adjourn

SIGN-IN SHEET

Calhoun Area Metropolitan Planning Organization (MPO)

East Alabama Regional Planning and Development Commission Conference Room
November 15, 2018 - 10:00 a.m.

NAME	ORGANIZATION	EMAIL ADDRESS & PHONE NO.	Email Notices?
MICHAEL HOSCH	CALHOUN CO.		
Rozney McCann	Calhoun Co		
Toby Benning	COA		
Miller Parnell	Anniston		
Fred W. Demney	Oxford		
Wesley	CITY OF WEAVER		
Jana Monday	CDG		
Dennis Reaves	CAC		
Johnny L. Smith	J'ville		
Jerry Parri's	"		
Michael Best	ALDOT		

MINUTES

Calhoun Area Metropolitan Planning Organization (MPO)
Thursday, October 18, 2018
10:00 a.m.

Those attending:

Michael Bergh	ALDoT, East Central Region
Fred Denney	City of Oxford
Michael Hosch	Calhoun County
Libby Messick	EARPDC
Dennis Reaves	CAC Chairman
Steven Corley	ALDoT, East Central Region
Steve Haynes	ALDoT, East Central Region
Johnny L. Smith	Mayor, City of Jacksonville
Karen Carr-Jones	ALDoT, Local Transportation
Jeff Clendenning	City of Weaver
Wayne Willis	Mayor, City of Weaver
Toby Bennington	City of Anniston
Clint Andrews	ALDoT, FHWA

After roll call was taken and it was determined that a quorum was present, Vice-Chairman, Councilman Jeff Clendenning called the meeting to order at 10:00 a.m.

OLD BUSINESS:

The minutes of the September 20, 2018 meeting were approved on a motion made by Mr. Fred Denney and seconded by Mayor Wayne Willis. Motion carried.

NEW BUSINESS:

Vice-Chairman Clendenning called for the Review of FY 16-19 TIP Spreadsheet and Administrative Modifications. Ms. Libby Messick gave the members a copy of the current TIP and also a list of the ALDoT modifications for this month and briefly reviewed it with them.

Next, Vice-Chairman Clendenning called for discussion of CAC Appointments. Ms. Messick explained that there was a list of the members in the agenda packet to review. The City of Anniston still needs 6 appointments, 4 for the City of Oxford, 1 Trucking Representative, 1 for the Anniston Army Depot, 1 for the Town of Hobson City, and 1 for the ALDoT Local Transportation Bureau. Ms. Messick explained that at their last meeting, the CAC formed a sub-committee to help recruit new members and she would get an update at the meeting next month.

Vice-Chairman Clendenning continued by calling for Election of Chair and Vice-Chair. Mayor Willis made a motion to table the election until next month when the current Chair is present, which was seconded by Mr. Toby Bennington. Motion carried.

OTHER BUSINESS:

Vice-Chairman Clendenning called for the status report on other local projects from ALDoT East Central Division. A copy of the report on the local sponsored projects was provided as a handout for review, and Mr. Steven Corley gave an update on the ALDoT sponsored projects.

Vice-Chairman Clendenning continued by calling for an Update of the Bicycle-Pedestrian Plan Update – stakeholder meeting. Ms. Messick explained that the meeting was held on October 3rd and there were twelve people present other than EAC staff and there were a lot of good topics discussed and new suggestions given.

Next, Vice-Chairman Clendenning called for discussion of the MPO/RPO Newsletter. Ms. Messick asked if the members present preferred the newsletter emailed, mailed or just given at the monthly meetings. Majority of the members present said that email was better so it could be forwarded on.

Vice-Chairman Clendenning called for the Report on Urban Fixed Route and ADA Handicapped Transit Systems. Ms. Messick gave the report for the Fixed-Route ridership for the month of September, which was provided in the agenda packet for review. There were 8,607 passengers on the Fixed-Route during September. The final table in the agenda is the ADA Paratransit ridership for the month of September. There were 769 trips for the City of Anniston, 179 trips for the City of Jacksonville, 16 trips for the City of Weaver, 152 trips for the City of Oxford, 319 trips for the Urbanized part of the County and 220 trips for the Rural part of the County.

Vice-Chairman Clendenning called for comments or issues from member jurisdictions or attendees. Mr. Dennis Reaves, CAC Chairman, asked if the traffic light at the intersection of Quintard and E Street was necessary, or could it be removed. Mr. Toby Bennington said that the City of Anniston was marketing the property at that intersection trying to get business back in there. Mr. Steve Haynes suggested doing a traffic study to warrant removal of the light or just put it as a flashing light until business is back in there.

Mr. Reaves then asked if it had been decided whose responsibility the intersection of 202 and Bynum Blvd. belonged to. Mr. Fred Denney said that it was the City of Oxford's and they would be submitting a new project to the MPO to add lighting there.

Next meeting of the MPO will be Thursday, November 15, 2018 at 10:00 a.m.

There being no further business, Vice-Chairman Clendenning adjourned the meeting at 10:14 a.m.

**November 2018
Administrative Modifications**

That created changes on the TIP spreadsheet:

1. #30 RW (PI #100057405) RE-CONFIGURE INTERSECTION SR-4 (US-78) AT CR-186 (BARRY STREET)
Old Engineers Estimate: \$1,149,114
New Engineers Estimate: \$989,149
- Decreased previous estimate by \$159,965 < 20% (\$229,823)

2. #25 CN (PI #100043808) RESURFACE COFFEE STREET FROM SR-21 TO ALEXANDRIA ROAD IN JACKSONVILLE
CPMS Support request to decrease CN funds to add to PE budget of same project
Current Funding: \$356,621
Requested Funding: \$331,477
- Decreased previous funding by \$25,144 < 20% (\$71,324)

3. #25 PE (PI #100043807) RESURFACE COFFEE STREET FROM SR-21 TO ALEXANDRIA ROAD IN JACKSONVILLE
CPMS Support request to increase PE using CN funds of the same project
Current Funding: \$16,553
Requested Funding: \$19,324
-Increased PE funds by \$2,771 < 20% (\$3,311)

4. #5 CN (PI #100047016) TRAFFIC SIGNAL IMPROVEMENTS AT THE INTERSECTION OF LENLOCK LANE AND SR-21 IN THE CITY OF ANNISTON
Old Engineers Estimate: \$150,801.00
New Engineers Estimate: \$169,029.02
-Increased CN estimate by funds by \$18,228.02 < 20% (\$30,160.02)

That did not create changes on the TIP spreadsheet:

CALHOUN AREA MPO

FINAL FY16-19 TIP AS OF November 5, 2018

ALL FUNDS AVAILABLE (FED + LOCAL MATCH)
SURFACE TRANSPORTATION PROGRAM (STP)

PE	Preliminary Engineering
RW	Right of Way
UT	Utilities
CN	Construction

	Authorized to Proceed
	Moved from one FY to another FY
	Funded by ATRIP or ARRA
	New Project or Allocation Change

	Project Description	Type	Work	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
3	Resurface Chief Ladiga Trail w/Sidewalk Connection #100062150 City of Weaver #100062151 COMPLETE	PE CN							34,822		276,000					
4	Signal Upgrade (AL 21/Baltzell Gate Rd.) #100047013 Anniston ARRA \$ Re-assigned to Frank Akers Rd. #100047014	PE CN						63,146						138,606		
5	Signal Upgrade (AL21/Lenlock Lane) #100047015 CLOSED 100054601 #100047016	PE CN						30,529						169,029		
6	McIntosh Road Re-Alignment (PE funded by Calhoun County) (L. Smith Pkwy to CC Road) #100054924 #100054925 PE - Developed by the County Eng. Dept. #100054926	PE RW UT CN							364,742			87,012	1,144,686			
7	Lenlock/Saks Road Intersection & Turn Lanes #100051023 #100051025 #100051024 DELETED #100051026 UNDER CN	PE RW UT CN		102,000					286,350	0		156,000				
11	Snow Street Drainage & Resurfacing (AL 21 to US 78) #100052524 #100063101 #100052525 UNDER CN	PE RW CN		60,000		60,000				262,000				1,835,607		
14	Alexandria/Jacksonville Rd. - Resurface (Jville CL to McClellan Rd.) PE - Developed by the County Eng. Dept. #100064930	PE RW UT CN												1,428,140		
23	64th Street Bridge Replacement - #6204 #100054937 #100054938 PE - Dev. By Calhoun County Eng. Dept. #10054939	PE RW UT CN												35,850		23,409
25	Coffee (A) Street - Resurface (AL 21 to Alex/Jville Rd.) #100043807 #100043808 COMPLETE	PE CN			19,324						331,477					
27	Edith Ave. - ReCon/Widen (Caffey Dr. to MLK, Jr. Dr.) #100054921 COMPLETE	CN				872,225					50,084					
28	AL 21 Signal Upgrade/Timing - Jacksonville #100057397 CN is ATRIP Funded COMPLETE	PE UT CN					150,000			0						
29	L. Smith Blvd/Friendship Rd. - Roundabout #100057400 DELETED #100057401 DELETED #100057402 DELETED #100057403 DELETED	PE RW UT CN											0	0	0	0
30	Barry Street/US 78 - Reconfigure Intersection #100057404 #100057405 #100057406 #100057407	PE RW UT CN									170,000			989,149		117,054
33	Chief Ladiga Trail - Anniston - ± 5.8 mi (Cane Ck. To 4th St.) #100063226 #100060694	PE RW								302,000			522,903			
35	Noble St./4th Street Intersection Imp. & Resurface #100063207 Includes Resurface Noble St. (AL202 to 4th St.) #100065455 #100065454 #100063208	PE RW UT CN							81,387			0	32,643	8,243		257,915
36	Bicycle/Pedestrian Improvements - Clydesdale, 11th & 14th St. #100063209 #100063210 COMPLETE	PE CN							128,334		104,115					
37	Bicycle/Pedestrian Improvements - 4th St., Noble, 14th, 11th, 18th & Cobb Ave. #100063211 (CN Includes \$25k for Bicycle Parking Racks) #100063212 COMPLETE	PE CN							63,853		229,983					
38	Intersection Lighting AL 202/CR 109 #100064881 #100064882 COMPLETE	PE CN									40,000		328,607			
39	Mountain St. NE - Resurface (AL 21 to Eighth Ave. NE) #100064883 #100064884	PE CN										41,065		386,091		

CALHOUN AREA MPO

FINAL FY16-19 TIP AS OF November 5, 2018

ALL FUNDS AVAILABLE (FED + LOCAL MATCH)
SURFACE TRANSPORTATION PROGRAM (STP)

PE	Preliminary Engineering
RW	Right of Way
UT	Utilities
CN	Construction

	Authorized to Proceed
	Moved from one FY to another FY
	Funded by ATRIP or ARRA
	New Project or Allocation Change

Project Description	Type	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
40 Church Avenue - Resurface (11th St. NE to AL 21)	PE	#100064885									118,686			
41 Airport Rd. Replace Bridge BN #011215 (at Coldwater Ck.) #100064887	PE	#100064888									227,250			
	RW	#100064888										10,201		
	UT	#100064889										76,508		
	CN	#100064890										909,000		
42 9th Street & Caffey Drive - Resurface (AL 78 to Barry St.) #100064891	PE	#100064892										61,131		
	CN	#100064892										403,508		
43 Lenock Lane - Resurface (US431 to Anniston Ct)	PE													
PE - Dev. By Calhoun County Eng. Dept.	CN	#100064895								800,000				
	PE													
44 Bynum Leatherwood/Gadsden Hwy Intersection Improvements #100064896	PE	#100064897									294,000			
(Add lanes and Signal)	CN	#100064897										899,909		
45 Russell Drive - Resurface (Alexandria Rd. to Peaceburg Rd.) #100064898	PE										47,553			
Authorized for Classification Oct. 13, 2015	CN	#100064899												
46 4-lane Greenbrier Rd. cost overruns (Anniston) #10008423 Resolution 733	CN													
	PE										1,977			
	CN										57,844			
47 Wilmer, Greenbrier to G Street, cost overruns Anniston #100047104	Resolution 733													
	CN	#100047107												
PROGRAMMED		2,526,067	1,624,000	1,064,480	776,116	1,219,093	4,732,909	837,574	2,888,429	4,356,632	1,243,035	7,690,884	408,744	477,626
APPORTIONMENT		1,860,924	2,012,431	1,860,924	1,947,991	2,098,415	2,099,475	2,182,759	2,266,095	2,363,956	2,363,956	2,363,956	2,363,956	2,363,956
CARRYOVER		8,239,879	7,574,736	7,963,167	8,759,611	9,931,486	10,810,808	8,177,374	9,439,275	8,733,605	6,643,068	7,763,989	2,437,061	4,392,273
AVAILABLE		10,100,803	9,587,167	9,824,091	10,707,602	12,029,901	12,910,283	10,276,849	11,622,034	10,999,700	9,007,024	10,127,945	4,801,017	6,756,229
BALANCE		7,574,736	7,963,167	8,759,611	9,931,486	10,810,808	8,177,374	9,439,275	8,733,605	6,643,068	7,763,989	2,437,061	4,392,273	6,278,603

Resolution # 770


Adopting the Revision to the Policy, Procedure, and Bylaw Manual for the Calhoun Area Transportation Study

WHEREAS, the Calhoun Area Metropolitan Planning Organization (MPO) is the organization designated by the Governor of the State of Alabama as being responsible, together with the State of Alabama, for implementing the applicable provisions of amended 23 USC 134 and 135 (SAFETEA-LU Section 6001 August 2005); 42 USC 2000d-1, 7401; 23 CFR 450 and 500; 40 CFR 51 and 93; and

WHEREAS, the existing Policy, Procedure, and Bylaw Manual for the Calhoun Area Transportation Study has not been updated since July 2004;

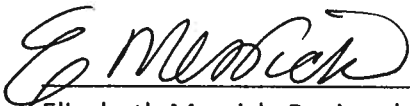
THEREFORE, BE IT RESOLVED that the Calhoun Area MPO hereby adopts the proposed Amended Policy, Procedure, and Bylaw Manual for the Calhoun Area Transportation Study.

Passed and adopted this 15th day of November 2018.



Councilman Jerry Parris, Chairman
City of Jacksonville

ATTEST:



Elizabeth Messick, Regional Planner
East Alabama Regional Planning and
Development Commission

CAC Members

	<u>Name</u>	<u>Jurisdiction</u>	<u>Current Standing</u>
1	Ed Kimbrough	Anniston	Citizen
2	Joan McKinney	Anniston	Citizen
3	Miller Pamell, Vice Chairman	Anniston	Citizen
4	Dr. Mike Kimberly	Anniston	CDC
5	Phillip Keith	Anniston	Citizen
6	James Robert Jenkins	Anniston	New
7	Scott Shiflett	Anniston	New
8	Vacant	Anniston	
9	Vacant	Anniston	
10	Vacant	Anniston	
11	Vacant	Anniston	
12	Vacant	Anniston	
13	Vacant	Anniston	
1	Nelson Coleman	Jacksonville	Citizen
2	David Thompson	Jacksonville	JSU
3	Richard Lindblom	Jacksonville	New
4	TL Thompson	Jacksonville	JPD Chief
5	Lamar Sims	Jacksonville	New
6	Kyle Warmack	Jacksonville	Citizen
7	Jamie 'Red' Etheredge	Jacksonville	Citizen
1	Jackson Hodges	Calhoun County	New
2	George Salmon	Calhoun County	Citizen
3	Theodore Smart	Calhoun County	Citizen
4	Robert Pyles	Calhoun County	Citizen
5	Dennis Reaves, Chairman	Calhoun County	Citizen
6	Richard Stubbs	Calhoun County	Citizen
7	Tim Huddleston	Calhoun County	New
8	Jerome Freeman	Calhoun County	Citizen
9	Chris Gann	Calhoun County	New
10	Dr. David West	Calhoun County	Citizen
1	Steve Akers	Oxford	Citizen
2	Darryl League	Oxford	Citizen
3	Brandon Freeman	Oxford	Banker
4	Buford Parker	Oxford	Citizen
5	Randy Cosper	Oxford	Citizen
6	Marshall Shaddix	Oxford	Citizen
7	Lem Burrell	Oxford	Citizen
8	Lavoy Jordan	Oxford	New
9	Vacant	Oxford	
10	Vacant	Oxford	3 New Positions Based on
11	Vacant	Oxford	2010 Population Increase
12	Vacant	Oxford	Have Not Been Filled.
13	Vacant	Trucking Rep.	
1	Frank Thomas	Weaver	Citizen
2	Richard "Rick" Robins	Weaver	New
3	Jerry D. Lewallen	Weaver	Citizen
1	Mike Matthews	Anniston Army Depot	AOD Civilian Ex. Assistant
2	Dustin Gillihan	Anniston Army Depot	AOD Liason
3	Vacant	Anniston Army Depot	
1	Joe L. Cunningham	Hobson City	Citizen
2	Isaih Evans	Hobson City	New
3	Vacant	Hobson City	
1	Vacant	ALDOT Local Transportation Bureau	ALDOT

Bold = Need to be Replaced.

Jurisdiction	CAC members needed
Anniston	6
Jacksonville	0
Calhoun County	0
Oxford	4 (1 trucking?)
Weaver	0
Hobson City	1

MPO CAC Safety Observations

Item #	City	Location	Suggestion	Date-Original	Date-Recent	Jurisdiction	TAC	MPO	Response	Status
1	Oxford	Bynum Blvd/Hwy 202 Intersection	Incorporate a light at this intersection to see it better at night	9/19/18	10/18/18	Oxford	✓		Oxford will be submitting a new project to the MPO to add lighting at the intersection	OPEN
2		I-20 east bound exit at Hwy 202	Reduce sight limitation from exiting the I-20 east bound exit ramp	9/19/18	11/14/18	Talladega County /ALDOT (I-20 ROW)	✓		Out of MPO Jurisdiction; Referred to Talladega County Engineer then forwarded to ALDOT; ALDOT to consult with traffic engineer	OPEN
3	Oxford	Between Choccolocco and Munford	Is it possible to increase the speed limit to 65? <i>What about further down from the intersection of County Line Rd/21?</i>	9/19/18	10/10/18	Oxford			Shannon Jones from ALDOT suggested a speed study to see if the speed limit could be changed at the intersection of County Line Rd/21. Mr. Fred Denney of Oxford indicated further safety issues with increased speed at this intersection.	OPEN
4	Anniston	Between Hardees on Hwy 202 to Coldwater	Is it possible to increase the speed limit to 65?	9/19/18	10/18/18	Anniston	✓		There are plans for a Coldwater Mountain Trail head on the Anniston side of 202 across from LaGarde Street. The City of Anniston has already been in discussion of the speed limit and they are planning to do a speed study in this area.	OPEN
5	Anniston	S Quintard and P Street intersection	Removing traffic light or its capability to stop traffic at this intersection	10/18/18	10/7/18	Anniston	✓	✓	Mr. Toby Bennington of Anniston will not request a traffic study at this intersection. A letter will be prepared by Mr. Bennington and sent to the committee outlining why it is not warranted.	OPEN
6	Anniston	Henry Road intersection at the Bypass	Addition of street lighting	11/14/18		Anniston				OPEN

Item #	City	Location	Suggestion	Date-Original	Date-Recent	Jurisdiction	TAC	MPO	Response	Status
7	Jacksonville	SR-21	Make manhole covers and curb gutters the same height as the new existing surface	11/14/18		Jacksonville				OPEN
8	Oxford	Bynum Blvd.	Increase speed limit on the 4-lane to more than current 45 mph	11/14/18		Oxford or Calhoun County?				OPEN

CURRENT CONSTRUCTION PROJECTS

<u>PROJECT NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
STPOA-7440(600)	Resurface & Drainage Imp. on Snow Street from SR 21 to US 78 In Oxford	Drainage Wok On-going
NH-0021(558)	Resurface & Stripe on SR 21 from George Douthit to Pine Island Rd.	Striping and Punch list
HSIP-I020(347)	I 20 Median Barrier in Calhoun And Cleburne Counties	Finishing guardrail work
STPAA-HSIP-0004(544)	Resurfacing of US 78 from Talladega County to SR 202	Started west end
NH-0021(563)	Resurfacing of SR 21 from Pine Island Rd. to Prices	Striping and Punch list
STPAA-0021(564)	Resurfacing of SR 21 from SR 200 To SR 9	Striping and Punch list
NH-HSIP-0200(501)	Resurfacing of SR 200	Striping and Punch list
99-504-690-000-501	Bridge Painting Project over RR In Calhoun, Clay, Talladega, and Chambers counties	Started in a couple of counties

2018 Avg./Mo. 848 204 12 175 298 264

ADA Paratransit Ridership						
Fiscal Year 2018-2019	Anniston	Jacksonville	Weaver	Oxford	Section 5307 CC Urban	Section 5311 CC Rural
October	928	216	22	141	381	200
November						
December						
January						
February						
March						
April						
May						
June						
July						
August						
September						

2019 Avg./Mo. 928 216 22 141 381 200

Fixed-Route Ridership							
	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Oct	11,074	10,266	11,357	9,851	9,011	9,560	9,993
Nov	10,168	9,690	9,644	9,077	9,481	9,225	
Dec	9,069	9,610	10,621	9,749	9,459	8,205	
Jan	10,188	9,240	10,446	8,957	8,019	7,510	
Feb	10,002	10,393	8,826	9,573	8,462	8,960	
Mar	10,117	11,245	9,467	9,965	9,707	9,493	
Apr	10,261	11,463	9,872	9,338	8,240	8,942	
May	10,258	11,512	9,548	8,838	9,900	9,502	
Jun	9,781	10,747	10,449	9,745	9,977	9,905	
Jul	10,136	11,707	10,535	9,164	8,971	8,820	
Aug	11,488	12,075	10,275	10,241	10,511	10,617	
Sep	9,756	11,370	9,688	9,543	9,280	8,607	

COMMERCIAL MOTOR VEHICLE PARKING: FEDERAL-AID ELIGIBILITY

A. Background

Commercial motor vehicle parking shortages are a national safety concern. An inadequate supply of commercial motor vehicle parking can result in tired commercial motor vehicle drivers continuing to drive because they have difficulty finding a place to park for rest or choosing to park at unsafe locations, such as on the shoulder of the road or exit ramps. The Jason's Law Truck Parking Survey Results and Comparative Analysis released in August 2015, along with numerous other studies have identified a severe commercial motor vehicle parking shortage in some regions, a lack of adequate information for commercial motor vehicle drivers about parking capacity at existing facilities, and the challenges associated with routing and delivery requirements and accommodating rest periods.

States are encouraged to include commercial motor vehicle parking considerations in their State Freight Plans (49 U.S.C. 70202) and solicit input from commercial motor vehicle drivers and truck stop operators through their State Freight Advisory Committees (49 U.S.C. 70201). States have the flexibility to use a number of Federal-aid highway funding programs for commercial motor vehicle parking. They can also apply for discretionary grants to fund commercial motor vehicle parking projects.

B. Jason's Law:

Section 1401 of MAP-21, "Jason's Law," established eligibility for a range of facilities to provide commercial motor vehicle parking that serves the National Highway System (NHS) to improve the safety for commercial motor vehicle operators. Eligible projects under section 1401 include:

1. Constructing safety rest areas (as defined in 23 U.S.C. 120(c)(1)) with commercial motor vehicle parking;
2. Constructing commercial motor vehicle parking facilities adjacent to truck stops and travel plazas;
3. Opening existing facilities such as inspection and weigh stations and park-and-ride facilities to accommodate commercial motor vehicle parking;
4. Promoting the availability of publicly or privately provided commercial motor vehicle parking on the NHS using intelligent transportation systems (ITS) or other means;
5. Constructing turnouts¹ along the NHS for commercial motor vehicle parking;

¹ Construction of turnouts and other facilities must meet applicable access and design standards incorporated by reference at 23 CFR part 625.

6. Making capital improvements to seasonal public commercial motor vehicle parking facilities to allow the facilities to remain open year-round; and,
7. Improving the geometric design of interchanges on the NHS to improve access to commercial motor vehicle parking facilities.

C. Federal-aid Highway Funding Eligibility:

Commercial motor vehicle parking projects as described under section 1401(b) of MAP-21 may be an eligible activity under the following formula programs:

1. **Surface Transportation Block Grant Program (STBG)** – Provides specific eligibility for the construction of truck parking on Federal-aid highways under 23 U.S.C. 133(b)(1)(E). See additional information at:
<http://www.fhwa.dot.gov/specialfunding/stp/160307.cfm>.
2. **National Highway Freight Program (NHFP)** – The NHFP provides formula funds to States to improve the condition and performance of the National Highway Freight Network under 23 U.S.C. 167(i)(5)(C). Eligible activities include truck parking facilities² and real-time traffic, truck parking, roadway condition, and multimodal transportation information systems³. The NHFP funds are eligible for use on the National Highway Freight Network, as appropriate. See additional information at:
http://www.ops.fhwa.dot.gov/freight/pol_plng_finance/policy/fastact/s1116nhfpguidance/
3. **Highway Safety Improvement Program (HSIP)** – Truck parking facilities may be funded through this program⁴, provided the need for truck parking is consistent with the State Strategic Highway Safety Plan (SHSP) developed under 23 U.S.C. 148 and corrects or improves a roadway feature that constitutes a hazard to road users or addresses a highway safety problem. See additional information at:
<http://safety.fhwa.dot.gov/legislationandpolicy/fast/qanda.cfm>
4. **National Highway Performance Program (NHPP)** - NHPP funds may be obligated for a project on an eligible facility that supports progress toward the achievement of national performance goals for improving infrastructure condition, safety, congestion reduction, system reliability, or freight movement on the NHS⁵. Eligible projects include highway safety improvements on the NHS⁶, which may include truck parking per 23 U.S.C. 148⁷. See additional information at:
<http://www.fhwa.dot.gov/specialfunding/nhpp/160309.cfm>.
5. **Congestion Mitigation and Air Quality Improvement Program (CMAQ)** - While CMAQ funding is not eligible for construction of commercial motor vehicle parking, truck stop electrification systems that reduce the need for commercial motor vehicles to

² 23 U.S.C. 167(i)(5)(c)(xi).

³ 23 U.S.C. 167(i)(5)(c)(xii).

⁴ 23 U.S.C. 148(a)(4)(B)(xxiii).

⁵ 23 U.S.C. 119(d).

⁶ 23 U.S.C. 119(d)(2)(I)

⁷ 23 U.S.C. 148(a)(4)(B)(xxiii).

idle may be eligible under 23 U.S.C. 149. Eligibility must be determined in consultation with the U.S. Environmental Protection Agency based upon the likelihood that the associated emissions reduction would benefit a nonattainment or maintenance area. See additional information at: <https://www.fhwa.dot.gov/fastact/factsheets/cmaqfs.cfm> and https://www.fhwa.dot.gov/environment/air_quality/cmaq/.

Federal Share – The Federal-aid share of eligible project costs shall be established at the time of the project agreement (authorization) pursuant to 23 CFR 630.106(f). The standard Federal share for projects using most Federal-aid Highway program funds is 90 percent for a project on the Interstate System (excluding a project to add new general purpose lanes), or 80 percent for other types of projects. Under 23 U.S.C. 120 (a) and (b), an upward sliding scale adjustment applies for States containing large amounts of public lands.

Certain safety projects, including safety rest areas where the U.S. Department of Transportation has determined there to be a shortage of public and private rest areas, may have a Federal share of 100 percent, as provided in 23 U.S.C. 120(c)(1). The Federal Highway Administration (FHWA) Division Administrator would need to determine there is a shortage of public and private rest areas along a highway corridor⁸. This provision is limited for all safety projects using the provision to 10 percent of the total funds apportioned to a State under 23 U.S.C. 104. See additional information on Federal share at: <http://www.fhwa.dot.gov/fastact/factsheets/federalsharefs.cfm>.

See additional information on increased Federal share at: <http://www.fhwa.dot.gov/federalaid/141125.cfm>.

D. Discretionary Grant Opportunities

1. **Infrastructure for Rebuilding America (INFRA) Grants** – The Nationally Significant Freight and Highway Projects (also known as Infrastructure for Rebuilding America (INFRA)) program is a multiyear discretionary grant program authorized in the Fixing America’s Surface Transportation (FAST) Act (Pub. L. No. 114-94, December 4, 2014 and codified at 23 U.S.C. 117) to fund critical freight and highway projects. Eligible projects include highway freight projects on the National Highway Freight Network, highway projects on the NHS, and other specified intermodal freight projects. The INFRA Grant can cover up to 60 percent of the total project cost. See additional information at: <https://www.transportation.gov/buildamerica/infragrants> and <https://www.fhwa.dot.gov/fastact/factsheets/infragrantsfs.cfm>.

⁸ As a safety project, a data-driven systemic process should be used to identify highway corridors that have a shortage of safety rest areas and are at risk for crashes related to driver fatigue or high instances of truck parking in illegal or unsafe locations that create hazards to other motorists. The analysis should support additional rest areas as an appropriate countermeasure to mitigate commercial motor vehicle-related crashes or fatigue-related crashes. The Jason's Law Truck Parking Survey and Comparative Analysis, available at: https://ops.fhwa.dot.gov/Freight/infrastructure/truck_parking/index.htm, along with State Freight Plans, truck parking plans, crash data, and commercial motor vehicle enforcement data, are good sources of information for making this determination.

2. **Better Utilizing Investments to Leverage Development (BUILD) Grants** - The National Infrastructure Investments program (also known as the Better Utilizing Investments to Leverage Development (BUILD) grant program), provides capital funding directly to any public entity, including States municipalities, counties, port authorities, tribal governments, and metropolitan planning organizations, including multi-modal and multi-jurisdictional projects that are difficult to fund through traditional federal programs. These grants are intended to support innovative projects that generate economic development and improve access to reliable, safe and affordable transportation. See additional information at: <https://www.transportation.gov/BUILDgrants>.

E. Additional Information:

The following publications provide additional information on the planning, design, and development of commercial motor vehicle parking facilities:

1. Jason's Law Truck Parking Survey, FHWA, 2015, available at http://www.ops.fhwa.dot.gov/freight/infrastructure/truck_parking/.
2. Commercial Driver Rest Area Requirements: Making Space for Safety, FHWA, 1996, available at: <http://www.fhwa.dot.gov/reports/append3.htm> .
3. Guide for Development of Rest Areas on Major Arterials and Freeways Third Edition, AASHTO, 2001, available from AASHTO.

Fiscal Year 2019 Meeting Dates

<u>TAC</u>	<u>CAC</u>	<u>MPO</u>
10 October		18 October
7 November	14 November	15 November
12 December		20 December
9 January	16 January	17 January
13 February		21 February
13 March*	20 March	21 March
10 April		18 April
8 May	15 May	16 May
12 June		20 June
10 July	17 July	18 July
7 August		15 August
11 September	18 September	19 September

POLICY, PROCEDURE, AND BYLAW MANUAL

FOR

CALHOUN AREA TRANSPORTATION STUDY

Updated 11/15/2018 Resolution No. 770

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Preamble

The following constitutes the bylaws, procedures, and responsibilities which will serve to establish, organize, and guide the proper functioning of the Calhoun Area Transportation Study. The intent is to provide for an organization that will be responsible for fulfilling the requirements of amended Title 23 United States Code (USC) 134 and 135 (amended by the FAST Act, Sections 1201 and 1202, December 2015) 42 USC 2000d-1, 7401; and 23 Code of Federal Regulation (CFR) 450 *et al*, and all other subsequent laws and regulations establishing standards for multimodal transportation planning. This planning task will be accomplished within the guidelines of the 3C (*cooperative, comprehensive, continuing*) planning process framework. Further, this organization shall carry out any other transportation planning and programming functions as set forth in any agreements entered into by this process and the State of Alabama, the Alabama Department of Transportation (ALDOT), the United States Department of Transportation (USDOT), the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), the Environmental Protection Agency (EPA), or in such manner as events shall dictate.

1.0 Study and Organization Names

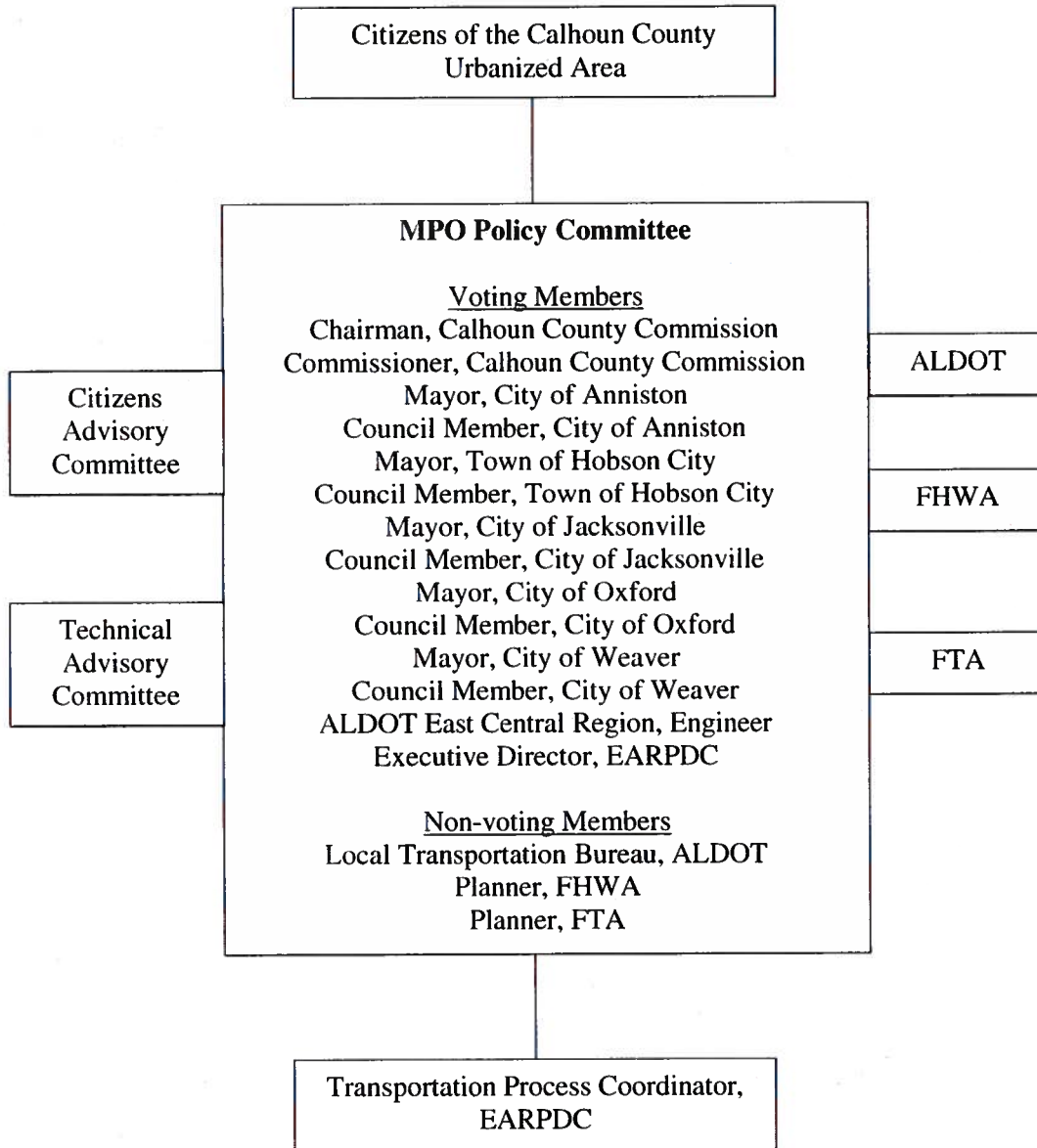
- A. The name for the ongoing transportation process shall be the Calhoun Area Transportation Study (CATS).
- B. The name for the organization conducting the Calhoun Area Transportation Study shall be the Calhoun Area Metropolitan Planning Organization (MPO).

2.0 The Organizational Structure

- A. The organization shall consist of three (3) committees:
 - 1. the Policy Committee
 - 2. the Technical Advisory Committee
 - 3. the Citizens Advisory Committee
- B. The Policy Committee may be considered synonymous with the MPO since all final decisions coming from the MPO are made by the Policy Committee.

The organization shall be structured as the following organization chart (Figure 1) indicates.

**Figure 1:
MPO Organizational Chart**



3.0 Transportation Study Goals

The transportation goals that will guide this study will be broadly defined as:

1. A system of facilities that provides efficient, adequate capacity for the safe movement of people and goods to, from, and within the area.
2. A choice of mode of transport providing access and circulation to, from, and within the area and adequate terminal facilities.
3. A system flexible enough to accommodate social, technological, and other changes.
4. A system of facilities which is realistically and functionally associated with sound growth and development policies for the area.

4.0 Transportation and Study Objectives

The transportation study objectives are based on achieving an efficient transportation system and one that provides satisfactory service to the area and its member communities. These objectives are:

1. Promotion of the best and highest use of all land relative to land development.
2. Innovations.
3. Public oriented transportation.
4. Increase in individual's mobility or transportation opportunities in select target groups (examples are the elderly, indigent persons, the young).
5. Faster transportation.
6. Increased safety.
7. Lower vehicle operating costs.
8. Economic construction of new facilities.
9. Minimum disruption (home, businesses, utilities, traffic).

It should be noted that objectives 4 through 9 can be converted into measurable or quantifiable units. This is a method in which evaluation of alternatives can then be made.

5.0 General Policies

- A. All general policies shall apply to all committees and participants of the Calhoun Area Transportation Study.
- B. All reports, programs, and plans should be reviewed and recommended by the Citizens Advisory Committee and the Technical Advisory Committee. These become official study documents following adoption by resolution by the Policy Committee.
- C. All three (3) committees shall proceed with their respective responsibilities and duties

with proper consideration, always, for all modes of transportation and associated facilities.

POLICY COMMITTEE BYLAWS

6.0 Policy Committee Authorization and Purpose

- A. The Policy Committee is established under the authority of Instructional Memorandum A. 50-3-71 from the Federal Highway Administration. This memorandum states that the Regional Federal Highway Administrator, on the recommendation of the Alabama Department of Transportation and the Transportation Director, shall certify annually that a continuing, comprehensive, cooperative transportation planning process is being conducted based on a number of consideration including establishment of a policy board with appropriate representation from the state and affected local jurisdictions, and the existence of an areawide organization under which transportation planning is being conducted on a continuing basis. This certification is necessary under Section 134, Chapter I, Title 23, United States Code which provides that no project in an urban area of over 50,000 population shall be approved unless it is based on such a transportation planning process.

- B. The purpose of the Policy Committee will be to serve as the designated Metropolitan Planning Organization for the Anniston Urbanized Area to provide official decision-making responsibility for the Calhoun Area Transportation Study.

6.1 Policy Committee Membership

- A. Policy Committee - Voting Members
 - 1. Chairman, Calhoun County Commission
 - 2. Commissioner, Calhoun County Commission
 - 3. Mayor, City of Anniston
 - 4. Council Member, City of Anniston
 - 5. Mayor, Town of Hobson City
 - 6. Council Member, Town of Hobson City
 - 7. Mayor, City of Jacksonville
 - 8. Council Member, City of Jacksonville
 - 9. Mayor, City of Oxford
 - 10. Council Member, City of Oxford
 - 11. Mayor, City of Weaver
 - 12. Council Member, City of Weaver
 - 13. Executive Director, East Alabama Regional Planning and Development Commission
 - 14. State Local Transportation Engineer, Alabama Department of Transportation

- B. Policy Committee - Non-Voting Members
 - 1. Division Administrator, Federal Highway Administrator
 - 2. Urban Planning Engineer, Alabama Department of Transportation
- C. The voting members of the Policy Committee serve terms on the committee coinciding with the terms of their respective offices. Each may name an alternate, in writing, whom may exercise full member powers during their absence.
- D. Additional voting and non-voting members shall be appointed as is deemed essential or necessary by the members of the Policy Committee.

6.2 Policy Committee Meeting Procedure

- A. The rules of order herein contained shall govern deliberations and meeting of the Policy Committee. Any point of order applicable to the deliberations by this committee and not contained herein shall be governed by Roberts Rule of Parliamentary Procedures.
- B. Meetings of the Policy Committee shall generally be held monthly.
- C. Meetings will generally be held on the third Thursday of each month in the offices of the East Alabama Regional Planning and Development Commission. Meeting dates are planned at the beginning of each fiscal year and are included within committee meeting handouts and published on the MPO website (<http://www.earpdc.org/pages/CalhounMPO>).
When providing additional notification for a meeting, at least five days' notice will be provided describing the time and location. A proposed agenda should also be provided to ensure that adequate preparation can occur. The five days' notice may be waived by a 3/4 majority of this committee provided that all members have had an actual notice of such meeting.
- D. A quorum shall consist of at least one half of the voting members or alternates.
- E. All meetings of the committee shall be open to the public.

6.3 Policy Committee Officers

- A. The committee shall appoint a new chairman at the meeting occurring nearest to and before October 1 of each year.
- B. The chairman shall be elected by most of the members in a duly constituted meeting.

- C. A Vice-Chairman shall be elected to serve in the Chairman's absence or in case of the Chairman vacating elected office.

6.4 Policy Committee Responsibilities

- A. To give overall guidance to the study.
- B. To have overall responsibility for review and approval of all plans and programs which are developed by the study.
- C. To organize and appoint members of the Technical Advisory Committee and Citizens Advisory Committee.
- D. To appoint any other personnel necessary to fulfill and complete the duties and tasks relative to the Calhoun Area Transportation Study.
- E. To take official action on committee recommendations and other matters pertaining to furthering the planning process.
- F. To adopt transportation goals and objectives to guide the Calhoun Area Transportation Process.
- G. To submit plans and recommendations to participating agencies and obtain resolutions for adoption from governing agencies.
- H. To change the designated membership as deemed necessary.
- I. To ensure that citizen participation is achieved in the transportation planning.

6.5 Policy Committee Order of Business

- A. The business of the committee shall be taken up for consideration and disposition in the following order unless the order shall be suspended by the unanimous consent.
 - 1. Roll Call
 - 2. Approval of minutes of previous meetings
 - 3. Communications from the presiding officer
 - 4. Unfinished business
 - 5. New business
 - 6. Presentation of other communications to the committee
 - 7. Adjournment

6.6 Policy Committee Motions

- A. No motion shall be debated or put to a vote unless seconded. When seconded, the proposer shall have the floor.
- B. The motion shall be reduced to writing by the proper when required by the presiding officer, or any members of the committee.
- C. When a question is under debate, the following motion shall be in order and shall have precedence over each other in the order stated:
 - 1. To adjourn to a certain day
 - 2. To adjourn
 - 3. To postpone to a certain time
 - 4. To take a recess
 - 5. To lay on the table
 - 6. To previous question
 - 7. To amend

Motions 1-5 shall be decided without debate.

6.7 Policy Committee Rules of Debate

- A. The presiding officer may move, second, and debate from the Chair and shall not be deprived of any of the rights and privileges of a member by reason of their acting as the presiding officer.
- B. Every member desiring to speak shall address the Chair, and upon recognition of the presiding officer shall address themselves to the question of debate, avoiding all personalities and decorous language. A member, once recognized, shall not be interrupted when speaking unless it be to call them to order, or as herein otherwise provided. If a member, while speaking, be called to order, they shall cease speaking until the question be determined, and if in order, they shall be permitted to proceed.

6.8 Policy Committee Amendments of By-Laws

- A. Any section herein contained may be amended at any meeting of the committee provided such amendment be delivered to the Chairman of the committee at least ten (10) days prior to the meeting at which the amendment is to be presented to the committee. It shall be the duty of the Chairman of the committee to include in the notice of such meeting, notice of the proposed amendment setting out the exact form of the proposed amendment. Such amendment shall be adopted if it receives the

affirmative vote of a majority of at least a quorum of the voting members present.

- B. These rules shall be revised, updated, or amended as the circumstances dictate. This shall be the responsibility of the Transportation Planning Process Coordinator.

TECHNICAL ADVISORY COMMITTEE BYLAWS

7.0 Technical Advisory Committee Authorization and Purpose

- A. The Technical Advisory Committee is established under the authority of Instructional Memorandum 50-3-71 from the Federal Highway Administration (memo 50-3-71 is attached to this manual). This memorandum states that the Regional Federal Highway Administrator, on the recommendation of the Alabama Department of Transportation Administrator, on the recommendation of the Alabama Department of Transportation and the Region Engineer, shall certify annually that a continuing, comprehensive, cooperative transportation planning process is being conducted based on a number of considerations including establishment of a policy board with appropriate representation from the state and affected local jurisdictions, and the existence of an areawide organization under which transportation planning is being conducted on a continuing basis. This certification is necessary under Section 134, Chapter I, Title 23, United States Code which provides that no project in an urban area of over 50,000 population shall be approved unless it is based on such a transportation planning process.
- B. The purpose of the Technical Advisory Committee is to analyze issues arising during the conduction of the Calhoun Area Transportation Study form a technical perspective and make recommendations to the Policy Committee. The purpose is also to provide a linkage between planning and implementation.

7.1 Technical Advisory Committee Membership

- A. The Technical Advisory Committee shall be composed of people involved in planning, engineering, public policy, or related fields and whose experience and expertise is valuable for supporting the Calhoun Area Transportation Study. Members may also be affected by or assist in implementing recommendations arising from the study.
 - 1. Each participating jurisdiction may appoint two members.
 - 2. The following people are designated as members of the Technical Advisory Committee:
 - a. Calhoun County Engineer and Assistants

- b. City of Anniston Public Works
 - c. City of Anniston Engineer and Planning Director
 - d. City of Anniston Water Works
 - e. City of Hobson City Council
 - f. City of Jacksonville Planner
 - g. City of Jacksonville, Street Superintendent
 - h. City of Oxford Mayor's Assistant
 - i. City of Oxford City Engineer
 - j. City of Oxford Street Department
 - k. City of Weaver Public Works
 - l. ALDOT, Anniston Area
 - m. ALDOT, East Central Region
 - n. ALDOT, Assistant State Local Transportation Planning Engineer
 - o. Jacksonville State University representative
 - p. Anniston Army Depot representative
 - q. Areawide Community Transit System Coordinator
- B. The governing officials of the agency, jurisdiction, or organization above will be responsible for appointing their own representative in cases when the actual members are not specified.
- C. Each member of the Technical Advisory Committee may name an alternate, in writing, from the same agency, jurisdiction, or organization which the member represents and whom may exercise full member powers during the absence of the member.

7.2 Technical Advisory Committee Meeting Procedure

- A. The rules of order herein contained shall govern deliberations of the Technical Advisory Committee. Any point of order applicable to the deliberations by this committee and not contained herein shall be governed by Roberts Rules of Parliamentary Procedure.
- B. Meetings of the Technical Advisory Committee shall precede each meeting of the Policy Committee.
- C. Meetings will normally be initiated by the East Alabama Regional Planning and Development Commission. Meeting dates are planned at the beginning of each year and are included within committee meeting handouts and published on the MPO website (<http://www.earpdc.org/pages/CalhounMPO>).
- D. When providing additional notification for a meeting, at least five days' notice will be provided describing the time and location. A proposed agenda should also be provided

to ensure that adequate preparation occurs.

- E. All meetings of the committee shall be open to the public.

7.3 Technical Advisory Committee Officers

- A. A Chairman will be selected by the committee. The Transportation Planning Process Coordinator will serve as the Executive Secretary on behalf of this committee in any capacity desired by the committee.

7.4 Technical Advisory Committee Responsibilities

- A. The Technical Advisory Committee shall discuss and recommend technical methods, procedures, and standards to further the planning process to the Policy Committee.
- B. The Technical Advisory Committee shall help coordinate work of operating departments and agencies participating in this study.
- C. The Technical Advisory Committee shall discuss and recommend alternative transportation plans and programs to the Policy Committee.

7.5 Technical Advisory Committee Order of Business

- A. The business of the committee shall be taken up for consideration and disposition in the following order unless the order shall be suspended by the unanimous consent.
 - 1. Roll call
 - 2. Approval of minutes of previous meetings
 - 3. Communications from the presiding officer
 - 4. Unfinished business
 - 5. New business
 - 6. Presentation of other communications to the committee
 - 7. Adjournment

7.6 Technical Advisory Committee Motions

- A. No motion shall be debated or put to a vote unless seconded. When seconded, the proposer shall have the floor.
- B. The motion shall be reduced to writing to the proposer when required by the presiding officer or any members of the committee.

C. When a question is under debate, the following motion shall be in order and shall have precedence over each other in the order stated:

1. To adjourn to a certain day
2. To adjourn
3. To postpone to a certain time
4. To take a recess
5. To lay on the table
6. To previous question
7. To amend

Motions 1-5 shall be decided without debate.

7.7 Technical Advisory Committee Rules of Debate

- A. The presiding officer may move, second, and debate from the Chair and shall be deprived of any of the rights and privileges of a member by reason of their acting as the presiding officer.
- B. Every member desiring to speak shall address the Chair, and upon recognition of the president officer shall address themselves to the question of debate, avoiding all personalities and decorous language. A member, once recognized, shall not be interrupted when speaking unless it be to call them to order, or as herein otherwise provided. If a member, while speaking, be called to order they shall cease speaking until the question be determined, and if in order, they shall be permitted to proceed.

CITIZENS ADVISORY COMMITTEE BYLAWS

8.0 Citizens Advisory Committee Purpose

- A. The purpose of this committee is to serve as the formal means through which active citizen participation is provided to aid and support the Calhoun Area Transportation Study.

8.1 Citizens Advisory Committee Membership

- A. The Citizens' Advisory Committee shall consist of the following members from each of the participating jurisdictions:

Anniston	13 members*
Calhoun County	10 members
Hobson City	3 members
Jacksonville	7 members**

Oxford	13 members**
Weaver	3 members
Anniston Army Depot	3 members

*Revised July 2004, Resolution #478

**Increase in CAC members based on population increase and 2010 US Census data.

- B. All committee members shall reside within the jurisdiction they represent. Members shall not be publicly elected officials or members of other transportation committees involved in the Metropolitan Planning Organization transportation planning process.
- C. Appointments and changes to the membership shall be made by the participating jurisdictions. All appointments shall be confirmed by the Metropolitan Planning Organization Policy Committee.
- D. The duration of the terms of the representatives shall be four years. Membership may be terminated upon absence from more than 50 percent of the scheduled meetings during any calendar year, by resignation or by failure to meet the qualifying requirements.

8.2 Citizens Advisory Committee Meeting Procedure

- A. This committee, having been officially appointed by the Policy Committee, and having been officially designated as the Calhoun Area Transportation Study (CATS) Citizens Advisory Committee, is desirous of operating in an organized manner.
- B. Meetings of the Citizens Advisory Committee shall precede each meeting of the Policy Committee.
- C. Meetings will normally be initiated by the East Alabama Regional Planning and Development Commission. Meeting dates are planned at the beginning of each fiscal year and are included within committee meeting handouts and published on the MPO website (<http://www.earpdc.org/pages/CalhounMPO>). The Transportation Planning Process Coordinator will also strive to call Citizens Advisory Committee members a day prior to the meeting as a courtesy reminder.
- D. When providing additional notification for a meeting, at least two weeks' notice will be provided describing the time and location. A proposed agenda should be provided to ensure that adequate preparation occurs.
- E. All meetings of the committee shall be open to the public.

8.3 Citizens Advisory Committee Officers

- A. A chairman will be selected by the committee. The Transportation Planning Process Coordinator will serve as Executive Secretary on behalf of this committee in any capacity desired by the committee.

8.4 Citizens Advisory Committee Responsibilities

The Citizens Advisory Committee will have the following responsibilities:

- A. Reviewing and responding to local transportation plans prepared for the area.
- B. Assessing the local transportation related needs as perceived by area residents.
- C. Providing ideas and suggestions for consideration by the Technical Advisory and Policy Committees.
- D. Objectively assessing the social, economic, and physical impact of all transportation reports submitted by the Policy or Technical Advisory Committees.
- E. Assisting the transportation planning staff, where possible, in the development of specific program solutions to area wide needs as identified through community research and public meetings.

8.5 Citizens Advisory Committee Sub-Committees

- A. Sub-committees may be set up on an ad-hoc or continuing basis by members of the Citizens Advisory Committee or concerned citizens.
- B. Members of the public may participate in these sub-committees.
- C. Meetings of these sub-committees may occur on an informal basis or in conjunction with the regular Citizens Advisory Committee meeting.
- D. The results of the sub-committee meetings shall be documented and made available to the members of the Citizens Advisory Committee.

9.0 Duties and Responsibilities of the Transportation Planning Process Coordinator

- A. Coordinating the study through the Policy, Technical Advisory, and Citizens Advisory Committees.
- B. Acting as liaison between the parties to this agreement and assisting in various phases of the study.
- C. Arranging meetings and setting the agenda for the Policy, Technical Advisory and Citizens Advisory Committees.
- D. Develop, update, and maintain the five plans necessary to meet FHWA guidelines.
 - 1. Unified Planning Work Program (UPWP), annually
 - 2. Public Participation Plan, reviewed every 4 years
 - 3. Transportation Improvement Program (TIP), every 4 years
 - 4. Long Range Transportation Plan (LRTP), every 5 years
 - 5. Bicycle Pedestrian Plan (BPP), as needed
- E. Maintaining a current Operations Plan.
- F. Developing a fiscal year report to the Alabama Department of Transportation.
- G. Presenting suggested changes to plans to each Committee, as appropriate, for their consideration.
- H. Assist with grant application development, provide traffic counts and other data to citizens, consultants assisting member jurisdictions, staff of member jurisdictions and public officials.
- I. Provide and augment to the greatest extent possible public participation in the transportation planning process as Public Information Officer (PIO).