



# Hidalgo County Metropolitan Planning Organization

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## AGENDA

**Bicycle and Pedestrian Advisory Committee  
LRGVDC Transit Center Conference Room  
Monday, November 30, 2015 | 10:00AM**

### I. Roll Call

### II. Approval of Minutes of:

- May 11, 2015 & June 1, 2015, July 6, 2015

**Action**

MPO Staff

### III. Follow-up of Pearson Elementary School Re :Bike Rodeo

Brief Update

### IV. Bike Friendly Business Program

- Bike Map
- Weslaco Chamber Of Commerce - Update

Update/Discussion/Action

Discussion /BPAC Members

MPO Staff

BPAC Members

### V. By Laws

Discussion

MPO Staff

### VI. Old or New Business

**Discussion/Action**

### VII. Adjournment

Hidalgo County Metropolitan Planning Organization  
Bicycle Pedestrian Advisory Committee (BPAC) Meeting Minutes  
**May 11, 2015**

**I. Roll Call**

The Bicycle Pedestrian Advisory Committee (BPAC) meeting was held at the HCMPO conference room located in Weslaco, Texas and called to order by Jeff Underwood, Chairman, at 1:35 PM.

The following attendees were present:

**Technical Members**

Jeff Underwood – City of Alton  
Ponciano Longoria – City of Edinburg  
Richard Hinojosa – City of Edinburg  
Dora Robles – City of Pharr  
Joe Califa – L&G Engineering / City of Mission  
Xavier Cervantes – City of San Juan  
Homer Bazan - TxDOT

**Citizen and Advocates**

German Madrazo – Pedestrian Advocate At Large  
Armando Garza, Jr. – Colonia Advocate At Large  
Gisela Chapa – Parks, Trails, & Greenways Advocate At Large  
Michael Padgett – McAllen – Citizen At Large  
Michael McNew – Edinburg – Citizen At Large  
Richard Cavin - Bicycle Advocate At Large

**HCMPO Staff**

Cody Baczewski, GIS Specialist  
Luis Diaz, Transportation Planner/GIS Specialist  
Andrew Canon, Director

**II. Approval of Minutes**

➤ **March 2, 2015 and April 6, 2015**

Jeff Underwood, Chairman, brought forth two sets of minutes to be approved from previous meetings. Xavier Cervantes, City of San Juan, noted one correction to the March 2, 2015 minutes, as he was not acknowledged as being present in the minutes. No further corrections were noted to the minutes of March 2, 2015. Xavier Cervantes, City of San Juan, moved to approve the minutes of March 2, 2015 with the correction noted, and the minutes of April 6, 2015 as presented. The motion was seconded by Joe Califa, L&G Engineering / City of Mission, and upon a vote, the motion carried unanimously.

**III. Bike Friendly Business Program**

Jeff Underwood, Chairman, discussed the Bike Friendly Business Map program and the price quote for printing the maps, which the HCMPO received from the same company that produced the CAMPO'S bike maps. Andrew Canon stated that staff would soon be interfacing with the public to garner support and mentioned the support that Bike Masters had already provided. Joe Califa, L&G Engineering / City of Mission, asked for a recap of the Bike Friendly Business Program for those who may not be familiar with it, and Andrew Canon explained the rationale, processes, benefits, and goals behind the program. Richard Cavin, Bicycle Advocate at Large, suggested that a smartphone app may be a method of distribution worthy of consideration. Joe Califa, L&G Engineering / City of Mission, then brought up the matter of the inclusion or exclusion of shoulders on the Bike System Map. Jeff Underwood, Chairman, suggested tabling the issue until a later meeting, so that it could be discussed in depth.

**IV. Education/Outreach Efforts**

This agenda item was skipped due to time constraints.

**V. Transportation Alternatives Program (TAP) Scoring**

Jeff Underwood, Chairman, moved on to the TAP Program Call project scoring and reminded members present that February 20, 2015 was the first day for entities to submit projects. The TAP call for projects closed and no applications were accepted after 5:00 PM on May 8, 2015. Mr. Underwood stated that applications were submitted by three entities for scoring, the first Projects reviewed and discussed were from the City of Edinburg, which submitted a total of four (4) projects/applications as follows: 1) City of Edinburg's Bicycle Master Plan Study; 2) City of Edinburg's McIntyre Railroad Pedestrian Crossing; 3) Cano Walking Trail Lighting Project; and 4) Jackson Road Hike and Bike Trail Phase II. The second entity's applications to be scored and discussed were from the Pharr-San Juan-Alamo Independent School District. After much discussion among members on this project/application, it was determined that the PSJA School Districts' applications were not complete due to the inclusion of resolutions that had not yet been voted on. The applications therefore could not be scored as per the TAP guidelines. The third and final project/application to be scored was the Hidalgo County Precinct #2, Regional Hike & Bike Trail. After some discussion on this item, staff tabulated the scores on the remaining projects from the City of Edinburg and Hidalgo County Precinct #2. Jeff Underwood, Chairman, announced the scores in order as follows: 1) City of Edinburg's McIntyre Railroad Pedestrian Crossing scored an average of 112.30 points; 2) City of Edinburg's Cano Walking Trail Lighting Project scored an average of 109.4 points; 3) Hidalgo County Precinct #2, Regional Hike & Bike Trail scored an average of 97.68 points; 4) City of Edinburg's Jackson Road Hike & Bike Trail Phase II project scored an average of 97.29 points; and 5) City of Edinburg's Bicycle Master Plan Study scored an average of 91.75 points. Jeff Underwood, Chairman, then stated that Linda De La Fuente would perform a secondary round of tabulations to verify the scores, which would then be provided to BPAC members, the Technical Advisory Committee, and eventually the Transportation Policy Committee for final approval.

**VI. Staff Update**

This agenda item was skipped due to time constraints.

**VII. Old or New Business**

This agenda item was skipped due to time constraints.

**VIII. Adjournment**

The meeting was adjourned at 4:00PM.

Hidalgo County Metropolitan Planning Organization  
Bicycle Pedestrian Advisory Committee (BPAC) Meeting Minutes  
**June 1, 2015**

**I. Roll Call**

The Bicycle Pedestrian Advisory Committee (BPAC) meeting was held at the HCMPO conference room located in Weslaco, Texas and called to order by Jeff Underwood, Chairman, at 1:35 PM.

The following attendees were present:

**Technical Members**

Jeff Underwood – City of Alton  
Ponciano Longoria – City of Edinburg  
Richard Hinojosa – City of Edinburg  
Dora Robles – City of Pharr  
E. Mendoza – City of McAllen  
Xavier Cervantes – City of San Juan  
Homer Bazan - TxDOT

**Citizen and Advocates**

German Madrazo – Pedestrian Advocate At Large  
A. Juliano – Pharr – Citizen At Large  
Richard Cavin - Bicycle Advocate At Large (Conference Call)  
William Lang – Bicycle Advocate At Large (Conference Call)

**HCMPO Staff**

Andrew Canon, MPO Director  
Maria Champine, Assistant Director  
Linda De La Fuente, Assistant Director  
Gloria Banda-Gonzales, AA  
Luis Diaz, Transportation Planner/GIS Specialist  
Joshua Peltier, Transportation Planner I  
Lillian Champion, Transportation Planner I

**II. Approval of Minutes**

➤ **May 11, 2015**

Jeff Underwood, Chairman, noted that due to not having a quorum, the minutes of May 11, 2015 will not be voted on, and moved on to the next item on the agenda. The items on the agenda were discussed out of sequence as follows:

**III. (1) Old or New Business – Was moved to the top of the Agenda**

**Transportation Alternatives Program (TAP) Scoring**

Jeff Underwood, Chairman, noted that the TAP Program Call Project Scoring under Old Business would be moved to the top of the agenda for discussion and clarification on how the projects were ranked. Mr. Underwood reminded members present that applications were submitted by three entities and there were some confusion on the scoring and would like to give Andrew Canon and HCMPO staff the opportunity to explain the outcome of the scoring. Andrew Canon explained to members present that during the scoring process, staff were trying their best to process the scoring as effectively and expedite the results as quick as possible and in doing so, numbers were transposed on one of the projects. Andrew Canon did state that the scores were posted on the FTP Website on all the scoring sheets that were received and also the average scoring summary developed by staff. Andrew Canon did apologize for the confusing to members present on behalf of his staff and himself. The errors were discovered after the fact, and were as follows: the number 2 was actually a 21, and next to that  $8+8+5 = 21$ , but staff did not catch that, which changed the scoring dynamically. Andrew Canon noted that Linda De La Fuente performed a secondary round of tabulations to verify the scores, once the re-tabulations were finalized the following applicants will receive funding for their projects as follows: 1) Hidalgo County Precinct #2 - The Regional Hike & Bike Trail Project (Scored 98 Points) and will be awarded \$4,448,000.00 for Construction; and 2) City of Edinburg – Bicycle Master Plan Study (Scored 91.75 Points) and will be awarded \$120,000.00 for Planning.

Andrew Canon also stated that he was contacted by PSJA School Districts' representative regarding their applications and according to them; Dr. King has the authority to sign-off all resolutions without approval from the School Board, it is just formality from their end. However; Mr. Canon did make them aware that this is not how it is viewed by TAP Requirements and this was the reason why PSJA's applications were disqualified, no resolutions were approved by their School Board at the time they submitted their applications. Andrew Canon concluded by informing the members present that he did convey to PSJA representatives, for next year; if they need assistances in filling out the TAP Application, HCMPO staff are available and accessible. Jeff Underwood asked if PSJAs' applications had been completely submitted, where in the ranking did PSJA scored. Andrew Canon's response was their applications were not scored, because they were not completed packets and for that reason he will not be able to provide a response. City of Edinburg suggested that for next year, maybe members should sign off on their scoring sheets for accountability purposes. Mr. Canon noted that would not be a good idea, due to ill difference from the applicants, but this can be discussed further in the future, if BPAC decides to implement this process. Andrew Canon noted for next year a better scoring system will be put in place by: 1) Having more time in scoring the applications by scheduling a day, without any time constraints; 2) Staff has develop a spreadsheet where it will tabulate the columns; 3) Have members of the BPAC participate in the scoring aside from staff; 4) Implement the IPADS, to avoid error of penmanship; and 5) Setup the Survey Monkey. After some discussion, Andrew Canon noted that this item will be voted upon by both the TAC and TPC at their next meeting for consideration and approval as follows: 1) Hidalgo County Precinct #2 - Regional Hike & Bike Trail Project in the amount of \$4,448,000.00; and 2) City of Edinburg – Bicycle Master Plan Study in the amount of \$120,000.00, as per BPACs' recommendation.

**IV. (2) Bike Friendly Business Program**

Jeff Underwood, Chairman, discussed the Bike Friendly Business Map program and the price quote for printing the maps. After some discussion on this item, Andrew Canon recommended that before making a decision on how many maps are needed: 1) Outreach needs to be done County wide, by going to stores on a one to one by staff; 2) Lining up potential stores that would be interested on being listed on the Bike Friendly Business Program and getting funding support; 3) BPAC Involvement and commitment; and 4) Looking into purchasing the Strava Software that was introduced by Michael McNew at one of the BPAC meeting, this software is a tool to pin point cyclists locations of stops, speed and routes and is this software data that is changing the way cyclist ride; and 4) Once that is determine, staff can acquire a quote, amount of maps that will be needed and bring forth to the BPAC Members for consideration and approval.

**V. (3) Process & Regulations for Representing BPAC/HCMPO**

Andrew Canon explained the Process & Regulations for Representing BPAC/HCMPO: 1) Any awareness/safety by BPAC members needs to go through HCMPO Staff, prior to any event being considered and needs to be in conjunction with staff to assure safety to the public, plus HCMPO has promotional items that can be distribute at these events; 2) A BPAC Bank account will never be established for expenditures; local funds can be used, but when it comes to federal funds they are restricted on how they are spent; and 3) HCMPO Bicycle and Pedestrian Advisory Committee (BPAC) Bylaws were made available to all the members present for clarification of what the BPAC members' duties consist of and responsibilities.

**VI. (4) Letter from Bill Lang**

Mr. Underwood noted that the BPAC Committee had a received a letter from Mr. Lang which he would like to have addressed regarding the following: Bike lanes, why are there bike lanes? What is their purpose? Are bike lanes the best alternative for bicyclists? Bike lanes have become nothing more that garbage collectors. After a bike lane is marked on a roadway, nothing is done and the bike lane is rough, and often goes over roadway drains which can be hazardous to cyclists. Steve Walker noted that the definition of bicycle lanes allowable on the shoulder as per TxDOT is as follows, Shoulder Lanes allowable in Texas are determined by each individual city's ordinances. After some discussion on this item Andrew Canon recommended the following: 1) Implement a week long bike campaign to educate both the bicyclist and drivers; 2) Provide an instructional video for Police officers; and 3) Provide educational "bicyclist safety" information to first timers that are getting their driver's license. Pete Walker also suggested creating a standard letter and sending it to both DPS "regarding bicyclist safety" and "How to Ride your Bike" for the elementary schools. BPAC Committee recommended that a letter be drawn up and placed on the next BPAC Agenda for review and approval. German Madrazo also recommended that a letter to TxDOT in Austin be addressed regarding awareness on how a Bicycle Sign" can be placed along Bike Lanes. This will also be discussed at the next BPAC meeting.

**VII. Staff Update**

This agenda item was skipped due to time constraints.

**VIII. Adjournment**

The meeting was adjourned at 2:49 PM.

Hidalgo County Metropolitan Planning Organization  
Bicycle Pedestrian Advisory Committee (BPAC) Meeting Minutes  
July 6, 2015

**I. Roll Call**

The Bicycle Pedestrian Advisory Committee (BPAC) meeting was held at the HCMPO conference room located in Weslaco, Texas and called to order by Michael McNew, Vice Chairman, at 1:41 PM.

Roll Call was not conducted, due to not having a quorum, but the following HCMPO Staff were present, and Mr. McNew noted that the following items would be discussed.

**HCMPO Staff**

Andrew Canon, MPO Director  
Maria Champine, Assistant Director  
Linda De La Fuente, Assistant Director  
Gloria Banda-Gonzales, AA  
Luis Diaz, Transportation Planner/GIS Specialist  
Lillian Champion, Transportation Planner I

**II. Approval of Minutes**

- **May 11, 2015**
- **June 1, 2015**

Michael McNew, Vice Chairman, noted that due to not having a quorum, the minutes of May 11, 2015 and June 1, 2015 will not be voted on, and moved on to the next item on the agenda. The items on the agenda were discussed out of sequence as follows:

**III. Bike Friendly Business Program**

➤ **Map Printing Quantity Decision - Update**

Andrew Canon discussed options regarding the Bike Friendly Business Maps and provided a handout to members present with a quote from The Whitley Group for the bicycle maps. Staff noted that they made contacted with the Weslaco Chamber of Commerce and they are willing to financially assist with the maps. Staff will be meeting with Weslaco Chamber of Commerce to further discuss how they can help with this project. Staff recommended again, that before making a decision to move forward on how many maps are needed: 1) Outreach should be done County wide, by going to stores on a one to one by staff; 2) Lining up potential stores that would be interested on being listed on the Bike Friendly Business Program and getting funding support; 3) BPAC Involvement and commitment; and 4) Webinar was held regarding Strava Software that was introduced by Michael McNew at one of the BPAC meeting, this software is a tool to pin point cyclists locations of stops, speeds and routes and is this software data that is changing the way cyclist ride; and 4) Once that is determine, staff can look into the amount of maps that will be needed and bring forth to the BPAC Members for consideration and approval.

**IV. Letters to Both DPS/Elementary Schools Re: Bicyclist Safety and Howe to Ride Your Bike – Update**

Andrew Canon noted that letters were sent out to both DPS and Elementary Schools in the surrounding area, inviting them to participate in an upcoming event on “How To Ride Your Bike To School”. This event is in coordination with HCMPO, Bicycle and Pedestrian Advisory Committee and Bike Texas Organization, these organizations will be working together to teach local children about Bicycle safety. In the letter it talks about the “Bike Rodeo”, which is a safety clinic featuring bike safety inspection, a ride on a miniature course where cyclist are shown where and how to apply the rules and helmet fitting guidelines. Staff noted that plenty of helmets are still available for this project. (Letters on File with Packet)

**V. Staff Update**

None

**VI. Old Business**

None

**VII. Adjournment**

The meeting was adjourned at 2:39 PM.



# Hidalgo County Metropolitan Planning Organization

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## HIDALGO COUNTY METROPOLITAN PLANNING ORGANIZATION (HCMPO) BICYCLE AND PEDESTRIAN Advisory Committee (BPAC)

### BYLAWS

Adopted December 4, 2014

#### 1. Purpose:

The purpose of the Hidalgo County Metropolitan Planning Organization's (HCMPO) Bicycle and Pedestrian Advisory Committee (BPAC) is to support continuous and consistent infrastructure improvements to encourage cyclist and pedestrian activity and mobility. The HCMPO-BPAC will provide technical and community input to the HCMPO Technical Advisory Committee (TAC) and the Transportation Policy Committee (TPC) to help develop an efficient, sustainable and active transportation system that includes walking and bicycling facilities which support the livability and economic vibrancy of our communities and the safety and health of all members of the community.

The BPAC will:

- Consider all technical and public outreach issues related to bicycle and pedestrian mobility, including but not limited to urban design, construction standards, design standards, maintenance, access management, connectivity and safety.
- Participate in all regional transportation planning activities
- Recommend funding options and opportunities for bicycle and pedestrian related projects
- Participate in the promotion and implementation of the Regional Bike and Pedestrian Plans
- Recommend bicycle and pedestrian related planning studies to be conducted
- Promote and participate in the Annual Walk N Rolla events
- Communicate and educate cyclists, pedestrians, and motorists on each of their rights and responsibilities on the road
- Communicate with and educate the public and elected officials on the importance of bicycling and walking through a speaker's bureau as well as periodic articles and opinion pieces to appropriate agency and mass media.

#### 2. Membership:

The HCMPO-BPAC shall consist of a maximum of 21 voting members. These members define the "voting membership" and shall be appointed by their respective agencies or from a pool of applicants. All members must be active representatives of their respective agencies for the entire term of their service. Each member is entitled to one vote on each item submitted to a vote of the members.

- A total of eight (8) positions shall be open to appointed public agency staffs from any of the following:
  - The cities of Alamo, Alton, Donna, Edcouch, Elsa, Granjeno, Hidalgo, La Joya, La Villa, McAllen, Mercedes, Mission, Palmhurst, Palmview, Peñitas, Pharr, Progreso, Progreso Lakes, San Juan, Sullivan City, and Weslaco
  - Hidalgo County
  - Law Enforcement from any of the 22 cities mentioned above
  - Texas Department of Transportation – Pharr District
  - Transit Providers: Metro McAllen, Valley Metro

These members shall serve a two-year term to allow for other public agency staff from other entities a chance to participate. No entity shall have more than two positions on the BPAC. No member shall serve consecutive terms unless other entities do not wish to participate.

- One (1) position shall be open to a Chamber of Commerce / Economic Development organization at-large. These members will be selected by BPAC from a pool of applicants to serve based on their knowledge and experience in bicycling and pedestrian issues, respectively.
- Two (2) positions shall be open to individuals representing bicycle-oriented organizations at-large. These members will be selected by BPAC from a pool of applicants to serve based on their knowledge and experience in bicycling and pedestrian issues, respectively.
- Two (2) positions shall be open to individuals representing pedestrian-oriented organizations at-large. These members will be selected by BPAC from a pool of applicants to serve based on their knowledge and experience in bicycling and pedestrian issues, respectively.
- A total of four (4) positions shall be open to other individuals representing organizations with an interest and an expertise in transportation and bicycle/pedestrian issues at-large. There shall not be more than one position awarded to one particular advocate category. BPAC shall select applicants from the following:
  - Parks, Trails, and Greenways
  - Low-Income Advocates
  - Colonia Resident Advocates
  - Senior/ Elderly Advocates
  - Disabled Community
  - Community College/University
  - Health/Fitness Community
- A total of four (4) positions shall be open to citizens to represent bicycle/pedestrian interest at-large. Citizens will be selected by BPAC from a pool of applicants to serve based on their knowledge and experience in bicycling and pedestrian issues, respectively.

These members shall be selected to serve a one-year or two-year term on the HCMPO-BPAC because of their knowledge and experience in bicycling and pedestrian issues. Members wishing to serve after their term expires shall resubmit an application for selection. Applications for the at-large positions will be mailed and/or emailed to the MPO's standard mailing/emailing list and will be available on the MPO's website. Applicants will be selected to serve on the BPAC by existing BPAC members based on knowledge and experience in bicycle and pedestrian issues.

All members will each nominate an alternate with full voting privileges in their absence to be approved by the HCMPO-BPAC. Members shall reside within the HCMPO's study area; with the exception of public agency staff who must represent an entity within the MPO study area.

### 3. Executive Committee

- The Chair shall be nominated and appointed by the HCMPO-BPAC for a two-year term
- The Vice-Chair shall be nominated and appointed by the HCMPO-BPAC for a two-year term, and shall succeed the Chair in the event of a vacancy.

The Secretary shall be nominated and appointed by the HCMPO-BPAC for a two-year term, and shall succeed the Vice-Chair in the event of a vacancy.



4. Maintaining Membership

- Voting members will be in ex-officio status after missing three (3) consecutive meetings. Members with ex-officio status wishing to regain voting privileges must attend (3) meetings before voting privileges are reinstated for the remainder of their term.
- Members wishing to resign their positions may be replaced by their alternative for the remainder of their term or allow for the BPAC to select from a pool of applicant for a new one-year or two-year term.

5. Ex-Officio Membership:

- The HCMPO's Bicycle and Pedestrian Advisory Committee may appoint ex-officio members as appropriate. The ex-officio members are not voting members but will receive all meeting materials and are encouraged to actively participate in all HCMPO-BPAC discussions.

6. Procedures:

- The HCMPO-BPAC shall meet monthly on the first Monday of the month with the exception of November and December, unless otherwise agreed upon by the HCMPO-BPAC, but no less than quarterly.
- The HCMPO as the lead agency will be responsible for coordinating the meeting's date, time and place, and will provide an agenda, packet, minutes and other attachments electronically to all the members of the HCMPO-BPAC no later than a week before the meeting.
- Meeting minutes shall be made of each meeting and will be posted on the MPO's website following approval by the HCMPO-BPAC.
- Each agenda will include a "Citizens' Input" item. Participation by interested citizens in attendance is encouraged.
  - A meeting quorum shall be defined as one-half plus one of the existing voting membership. Vacancies shall not count against quorum. A quorum shall be present for all actions taken by the HCMPO-BPAC. The quorum shall continue until adjournment regardless of the departure of any members.
- Bylaws can be expanded or modified as agreed upon by the HCMPO-BPAC.
- Following Robert's Rules of Order, meetings will proceed in an orderly fashion, giving all members an opportunity to speak.