



Hidalgo County Metropolitan Planning Organization

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Memorandum

TO: Bicycle And Pedestrian Advisory Committee (BPAC)
FROM: Andrew A. Canon, Transportation Director
SUBJECT: November 5, 2015 BPAC Meeting, 10:00 AM

Dear BPAC Members,

Attached is the agenda for the BPAC meeting being held on Thursday, November 5, 2015 at 10:00 AM at the Hidalgo County MPO Offices, located at 510 S. Pleasantview Dr. in Weslaco, Texas.

The first item for up for BPAC Members to discuss is letters sent to both **DPS/Elementary Schools Re: Bicyclist Safety and How to Ride Your Bike**. Have received one request from Pearson Elementary and date is set for November 18, 2015.

Also for discussion and possible action is the Bike Friendly Business program. The HCMPO has received a quote for map printing from The Whitley Group, the same firm that printed CAMPO's regional bicycle map. Discussion was held that Staff will be meeting with The City of Weslaco Chamber of Commerce for alternative funding before investing on the number of maps that should be ordered.

We encourage your continued engagement with the BPAC and look forward to seeing you all at the upcoming meeting!

Sincerely,

Andrew A. Canon
Transportation Director
Hidalgo County MPO

Administrative Agent: Lower Rio Grande Valley Development Council
301 West Railroad, Weslaco, Texas 78596



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AGENDA

**Bicycle and Pedestrian Advisory Committee
LRGVC Transit Center Conference Room
Thursday, November 5, 2015 | 10:00AM**

I. Roll Call

II. Approval of Minutes of:

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

Action

MPO Staff

III. Letter to Pearson Elementary School Re :Bicyclist Safety and How to Ride Your Bike - Date Set For November 18, 2015– Update

Discussion

IV. Bike Friendly Business Program

Discussion/Action

- Map Printing Quantity Decision - Update
- Weslaco Chamber Of Commerce
Willing to assist with Funding - Update

BPAC Members

BPAC Members

V. Staff Update

Update

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.



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San Juan Economic Development

July 14, 2015

Melissa E. Davis, *Principal*

Pearson Elementary
315 Holland
Mission, TX 78572

RE: "How To Ride Your Bike"

Dear Ms. Davis:

We are pleased to invite **Pearson Elementary** to participate in an upcoming event on "How To Ride Your Bike" to School. Since many children are injured each year due to bicycle accidents, Hidalgo County Metropolitan Planning Organization (HCMPO), Bicycle and Pedestrian Advisory Committee (BPAC), and BikeTexas.Org are working together to teach local children about Bicycle safety. One of the main components of this effort is our Bike Rodeo Program. We hope these events will bring parents and other concerned citizens together with school children and enhance their education on "How To Ride Your Bike" to school.

A Bike Rodeo is usually a bicycle safety clinic featuring bike safety inspections, a ride on a miniature course where young cyclist are shown where and how to apply the rules and helmet fitting guidelines. Bikes rodeos are fun, interactive skills course manned by knowledgeable adults to teach basic bicycle safety skills. The Skills stations are bicycle courses that teach balance, controlled starting and stopping, scanning, signaling, yielding and lane changing.

We would like to invite your school to participate in support of the students' efforts to increase their physical fitness, increase awareness of the environment, and practice safe biking habits.

Your involvement will help ensure the success of our mission and bring credibility and valuable input to this project. Please let me know of your availability or if you would like more information, contact me directly at 956-969-5778 or on my Email: acanon@hcmpo.org.

I hope we will be working together very soon.

Sincerely,

Andrew A. Canon
Transportation Director

AAC/gbg



THE WHITLEY GROUP

4129 Commercial Center Drive, Ste 400, Austin TX 78744
Phone: 512-476-7101 Fax: 512-476-8154
www.whitleyplus.com

QUOTATION

Quotation Number: **33494**
Job Number:
Quotation Date: **3/4/2013**
Sales Rep: **Anthony Sowder**

Name: **Hildago County Metropolitan Planning Org.**

Address:

Contact:

Phone: Fax:

Job Description BICYCLE MAPS
31 x 20.5, 4cp + dull aq / same, bleeds
80# Anthem Matte Text + 75# polyart Synthetic paper 5.5 mil
Special gate fold to 3.875 x 5.125
Shrink wrap in 10's

PRESS CHECK REQUIRED

EACH QUANTITY HAS MAPS PRINTED ON 75# (5.5 PT) POLYART AS A TAIL IN SHEET ON THE PRESS.
(COPY THE SAME ON BOTH SHEETS)
2500 = 2000 TEXT + 500 POLYART
3000 = 2000 TEXT + 1000 POLYART
4000 = 2500 TEXT + 1500 POLYART
4000 = 2000 TEXT + 2000 POLYART

PRESS: RUN ONE SIDE AND LET DRY OVERNIGHT THEN PRINT THE OTHER SIDE.
ONLY AQUEOUS THE 80# MATTE TEXT
*******DO NOT AQUEOUS COAT THE POLYART*******

BINDERY: ALLOW ONE DAY TO DRY BEFORE FOLDING

Component: **MAPS**
Size: **20 1/2 X 31** Stock: **ANTHEM MATTE TEXT** Color: **White** BWT: **80**
Front Colors: **5** Back Colors: **5** Bleed: **Yes** Proof:

<u>Quantity</u>	<u>Price</u>	<u>Per Each</u>
2500	\$3,115.00	\$1.2460
3000	\$4,003.00	\$1.3343
3999	\$4,330.00	\$1.0827
4000	\$5,017.00	\$1.2542

All alterations after proofing will be billed at \$15 per alteration with a minimum alteration charge of \$25

The Whitley Group:
Anthony Sowder

Accepted by: _____

This Quotation Submitted In Accordance With Trade Customs As Outlined On The Second Page Of This Document
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