



**MEMORANDUM OF UNDERSTANDING  
REGARDING THE BRYAN/COLLEGE STATION REGIONAL  
BICYCLE AND PEDESTRIAN INFRASTRUCTURE  
COORDINATION PROGRAM**

**THIS MEMORANDUM OF UNDERSTANDING (MOU) IS BY AND BETWEEN THE BRYAN/COLLEGE STATION METROPOLITAN PLANNING ORGANIZATION , THE CITY OF BRYAN, THE CITY OF COLLEGE STATION, BRAZOS COUNTY, TEXAS A&M UNIVERSITY AND THE TEXAS DEPARTMENT OF TRANSPORTATION.**

**WHEREAS,** the Bryan-College Station Metropolitan Planning Organization (BCS MPO) Policy Committee is designated by the Governor of Texas, in accordance with federal law, as the transportation planning decision-making body for the BCS MPO planning area which is contiguous with the boundaries of Brazos County, Texas; and

**WHEREAS,** on November 27, 2012 at a meeting titled “Improving Bicycle Facilities in the BCS Metroplex” representatives from the Texas Department of Transportation – Bryan District (TxDOT-BRY), the City of Bryan, the City of College Station, Texas A&M University (TAMU), the MPO, and others concluded that a regional bicycle and pedestrian plan that coordinates existing plans and existing and proposed facilities should be developed; and

**WHEREAS,** the City of Bryan, the City of College Station, Brazos County, TAMU and TxDOT-BRY are members of the MPO with voting representation on the MPO Policy Committee; and

**WHEREAS,** on December 20, 2012 during a regular meeting the MPO TAC approved the formation of a Bicycle & Pedestrian Subcommittee (BPSC) with the goal of developing a network of bicycle and pedestrian facilities as a component of the regional transportation system; and

**WHEREAS,** the BPSC determined that a memorandum of understanding between the MPO member entities establishing a coordination process for the identification and development of bicycle and pedestrian projects, specifically in the vicinity of jurisdictional boundaries will facilitate the achievement of the stated goal; and

**WHEREAS,** this approach allows each entity to independently apply their own policies, design guidelines and standards in relation to specific projects while introducing the opportunity to coordinate with adjacent entities in an agreed to manner.

**NOW, THEREFORE,** the City of Bryan, the City of College Station, Brazos County, TAMU and TxDOT-BRY agree to and acknowledge the following in relation to the Bryan/College Station Regional Bicycle and Pedestrian Infrastructure Coordination Program:

### **General Items**

The BCS MPO planning area is contiguous with the boundary of Brazos County, Texas.

The Bicycle and Pedestrian Infrastructure Coordination Program is a cooperative program between the BCS MPO member entities.

The objective of the program is the development of a network of bicycle and pedestrian facilities as a component of the regional transportation system within the BCS MPO planning area.

### **Coordination**

Entities agree to coordinate with all member entities on planning, designing and scheduling transportation projects that include or may include bicycle and pedestrian infrastructure in the vicinity of a jurisdictional boundary (described below). To keep the program current participating entities also agree to submit changes to bicycle and pedestrian plans and/or lists of identified projects to the Regional Bicycle & Pedestrian Advisory Panel (RBPAP) (described below) as they are made.

### **Jurisdictional Boundaries**

Jurisdictional boundaries include city limits, county limits, rights-of-way and easements between entities.

### **Transition and Longitudinal Zones**

A transition zone is an area that is up to ¼ mile (1,320 feet) long and approaches or crosses a jurisdictional boundary. The length and width of a transition zone varies and is determined by the context of the location and the proposed improvements.

A longitudinal zone is an area where a bicycle and/or pedestrian facility runs parallel to a jurisdictional boundary as in the case of state and city/county rights-of-way. The limits of the longitudinal zone may vary depending on the context of the location and the proposed improvements.

### **Regional Bicycle & Pedestrian Advisory Panel (RBPAP)**

When requested, the RBPAP will assist entities in resolving disagreements related to this MOU. The RBPAP will listen to each entities perspective, evaluate the project, its context, and how it fits into the overall bicycle and pedestrian network and make specific recommendations, at the appropriate level of authority, to resolve the issue(s).

The RBPAP will also recommend individual bicycle and pedestrian projects to the MPO TAC. Project recommendations will be based on a project identification process using performance metrics identified in the MPO Project Prioritization Process. Projects will be presented to the MPO TAC for review, approval and recommendation to the MPO Policy Committee for inclusion in the MPO planning documents (MTP and Transportation Improvement Program – TIP).

The original RBPAP will be made up of current BPSC members representing the participating entities. New RBPAP members may be nominated by existing members and participating entities. RBPAP membership shall select new members from these nominations. Each participating entity shall maintain one member. Additional members may be nominated as citizen or transportation stakeholder representatives. The RBPAP shall be limited to a total of 10 members.

Once established, the RBPAP shall determine its own Bylaws. The MPO staff will coordinate the RBPAP meetings and provide support services.

### **Public Participation**

When requested by a member entity, the MPO will participate in public meetings in an official capacity. When necessary in order to fulfill federal, state and local public participation requirements, the MPO will act as the lead agency for public meetings. The BCSMPO will also facilitate public meetings on projects included in MPO Metropolitan Transportation Plan (MTP). This level of participation will meet the requirements for access to federal transportation funds on individual projects as well as provide documentation of the public participation process.

### **Design Guidelines/Standards**

Each entity will follow the design guidelines and standards established for use within its jurisdiction or area of operations and in accordance with the Federal Highway Administration memo dated August 20, 2013 and any future guidance pertinent to the non-motorized transportation network.

Entities that are coordinating on a specific project will agree on which guidelines and standards to be used within the transition zone.

One of the goals of this MOU is to have a smooth transition in design and contextual detail from one jurisdiction to another. Entities are encouraged to take this into account when establishing the design guidelines and standards that will be used on a particular project.

**This MOU becomes effective** upon execution by all parties and automatically renews each year, unless one party notifies the other parties of its intent to terminate the agreement.

Any required or permitted notifications to be given under this MOU shall be in writing and may be effected by personal delivery, by hand delivery through a courier or a delivery service, or by registered or certified mail, postage prepaid, return receipt requested, addressed to the proper party, at the address set forth below the signature of the party:

By:  
Mayor Nancy Berry, Chair

Date:

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On Behalf of:  
Bryan-College Station MPO, Policy Committee  
3833 S. Texas Ave., Ste. 290, Bryan, TX 77802

By:  
Mayor Jason Bienski

Date:

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On Behalf of:  
City of Bryan, TX  
P.O. Box 1000, Bryan, TX 77803

By:  
Mayor Nancy Berry

Date:

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On Behalf of:  
City of College Station, TX  
P.O. Box 9960, College Station, TX 77842

By:  
Judge Duane Peters

Date:

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On Behalf of:  
Brazos County, TX  
200 S. Texas Ave., Ste. 332, Bryan, TX 77803

By:  
Dr. Jerry Strawser, Chief Financial Officer

Date:

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On Behalf of:  
Texas A&M University  
1181 TAMU, College Station, TX 77843

By:  
Catherine Hejl, P.E., District Engineer

Date:

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TxDOT-Bryan District  
2591 N. Earl Rudder Freeway, Bryan, TX 77803

1 Bryan-College Station Metropolitan Planning Organization  
2 MPO Policy Committee Meeting Minutes

3  
4 **Date:** September 3, 2014

5  
6 **Time:** 9:02 am

7  
8 **Place:** Brazos County Commissioner’s Courtroom

9  
10 **Certification of Quorum**

11 Voting members representing the City of College Station, Brazos County, City of Bryan and  
12 TxDOT were in attendance. A list of persons in attendance is attached. The meeting was  
13 chaired by Mayor Nancy Berry

14  
15 **Welcome and Open Meeting – 9:02**

16  
17 **Public Comments regarding items not on the Agenda**

18 No comments were received

19  
20 **Policy Committee minutes from June 11, 2014 meeting: Required Action**

21 Ms. Hejl pointed out three misspellings to be fixed.

22  
23 Motion to approve with corrections: Mayor Pro-tem Horton

24 Seconded by: Judge Peters

25 Motion passed by unanimous vote.

26  
27 **FY 2015 Operating Budget Proposal: Required Action**

28 The total budget is just over \$416,000, Brad highlighted various items, including the large  
29 increase in salaries. Operational expenses include \$50K in contingency funds. Using these  
30 funds would require a UPWP Amendment. Resolution 2014-03

31  
32 Motion to approve: Judge Peters

33 Seconded by: Mayor Pro-tem Horton

34 Motion passed by unanimous vote.

35  
36 **Metropolitan Transportation Plan Bicycle & Pedestrian Only Projects Funding Policy:**  
37 **Required Action**

38 Bicycle/Pedestrian Subcommittee was formed about a year ago. They have developed the  
39 Funding Policy and MOU documents before the committee today. The funding policy  
40 allocates 5% to Bicycle/Pedestrian only projects. But projects have to be ready to be  
41 programs. Funds cannot be used as match. Focus is on “on-system” road. Projects on  
42 off-system streets would require a match. Projects that come into the plan go through  
43 review by Regional Bicycle/Pedestrian Advisory Committee. Resolution 2014-04

44  
45 Motion to approve: Mayor Pro-tem Horton

46 Seconded by: Ms. Hejl

47 Motion passed by unanimous vote.

48  
49 **Proposition One Supplemental Projects Identification: Required Action**

50 If approved, these fund will be taken from the Economic Stabilization fund which is funded  
from the energy sector. There could possibly be as much as \$1.7 Billion available statewide

1 for construction projects. TxDOT is hoping to have a list of developable projects ready to  
 2 submit between January and March 2015. BCSMPO is planning for up to \$10 million. The  
 3 Technical Advisory Committee has reviewed and approved the list. There are four priority  
 4 projects. If extra money is available we have a second tier of projects that are ready to go.  
 5 Five signal projects and a Bicycle/Pedestrian project. Ms. Hejl requested a correction to  
 6 one fo the Whereas statements.

7  
 8 Motion to approve as amended: Judge Peters  
 9 Seconded by: Ms. Hejl  
 10 Motion passed by unanimous vote.

11  
 12  
 13 **Draft 2014-2015 Unified Planning Work Program (UPWP) Amendment Two: Required**  
 14 **Action**

15 There are three additions: Task 5.3 Thoroughfare plan, FHWA Planning Emphasis Areas to  
 16 be emphasized as work programs are developed. Finally a Limited English Proficiency  
 17 map was added. Updates: Committee memberships

18  
 19 Motion to approve: Ms. Hejl  
 20 Seconded by: Mayor Pro-tem Horton  
 21 Motion passed by unanimous vote.

22  
 23 **Memorandum of Understanding Regarding Bicycle & Pedestrian Infrastructure**  
 24 **Coordination Program: Required Action**

25 This is the second document developed by the BPSC. This MOU deals with  
 26 bicycle/pedestrian infrastructure that crosses jurisdictional boundaries. Members agree to  
 27 coordinate planning for these areas to create a smooth transition between jurisdictions and  
 28 a more seamless bicycle/pedestrian system. It also creates a Regional Bicycle/Pedestrian  
 29 Advisory Panel – At first made up of current BPSC, but other members can be nominated  
 30 and voted for by the panel; limited to 10 members.

31  
 32 Motion to allow MPO staff to present MOU to MPO members: Ms. Hejl  
 33 Seconded by: Judge Peters  
 34 Motion passed by unanimous vote.

35  
 36 **Director's Report**

- 37 • Project Prioritization process – BPSC has ranked bike/ped projects. TAC has
- 38 approved. TAC is now working on road project list and a fiscally constrained project
- 39 list. This list will be presented to PC for their approval.
- 40 • MTP Timeline
- 41 • 100 most congested facilities: Texas Ave from Villa Maria to Deacon Dr.

42  
 43 **Executive Session - Pursuant to Chapter 551, Subchapter D, Texas Government Code**  
 44 No Executive Session

45  
 46 **Possible Action from Executive Session**

47 No Action

48  
 49 **Draft Agenda Items for October 6th Policy Committee meeting** (please submit by  
 50 September 19<sup>th</sup>) Mayor Berry will not be in attendance. Meeting rescheduled to October 6<sup>th</sup>.

1 **Adjourn 9:44**

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MPO Policy Committee Chair or Vice-Chair  
Bryan-College Station  
Metropolitan Planning Organization,

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Date

**ATTEST:**

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Brad McCaleb - BCSMPO

**Regional Bicycle & Pedestrian Advisory Panel  
Roster (20141029)**

**Ron Steedly**

Texas A&M University  
(979) 847-2453  
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**Venessa Garza**

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**Paul Kaspar**

City of Bryan  
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**Jim Stewart**

Brazos County  
(979) 361-4991  
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**Maury Jacob**

TxDOT - Bryan District  
(979) 778-9798  
[Maury.Jacob@txdot.gov](mailto:Maury.Jacob@txdot.gov)

**Shawn Turner (Stakeholder)**

Texas A&M Transportation Institute  
(979) 845-8829  
[Shawn-Turner@tamu.edu](mailto:Shawn-Turner@tamu.edu)

**Sharon Anderson (Citizen)**

Bryan, TX  
(979) 822-3954  
n/a

**Scott Shafer (Citizen)**

College Station  
(979) 845-3837  
[sshafer@tamu.edu](mailto:sshafer@tamu.edu)

**Margie Lucas (Stakeholder)**

Brazos Transit District  
(979) 778-0607  
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**OPEN (Stakeholder/Citizen)**