



**Mississippi Gulf Coast
Metropolitan Planning Organization**
Gulf Regional Planning Commission

PROSPECTUS

Adopted September 25, 2014

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This document was prepared and published by Gulf Regional Planning Commission, the Mississippi Gulf Coast Metropolitan Planning Organization (MPO), in cooperation with or with financial assistance from the United States Department of Transportation (USDOT), the Federal Transit Administration (FTA), the Federal Highway Administration (FHWA) and the Mississippi Department of Transportation (MDOT). Assistance notwithstanding, the contents of this document do not necessarily reflect the official view or policies of the funding agencies.

** Updated with new MPO logo June 2, 2015*

Prospectus of the MS Gulf Coast MPO

On December 20, 1973, Gulf Regional Planning Commission was designated by the Governor of the State of Mississippi as the Mississippi Gulf Coast Metropolitan Planning Organization (MPO) for both the Gulfport and Pascagoula metropolitan planning areas. The MPO currently supports 15 jurisdictions, including 12 cities and the three counties of the coastal region.

Member Jurisdictions Include:

Waveland	Gulfport	Moss Point
Bay St Louis	D'Iberville	Pascagoula
Diamondhead	Biloxi	Hancock County
Pass Christian	Ocean Springs	Harrison County
Long beach	Gautier	Jackson County

Definitions

23 CFR 450.104 defines a **Metropolitan Planning Organization (MPO)** as the policy board created and designated to carry out the metropolitan transportation planning process.

The Census Bureau defines an **Urbanized Area (UZA)** as a place with a central core and adjacent densely settled territory that together contain at least 50,000 people, generally with a population density of at least 1,000 people per square mile. Additional information describing urbanized areas can be found in Federal Register, Vol. 55, No. 204 (October 22, 1990). Under this general definition, there are two UZAs on the Mississippi Gulf Coast: Gulfport and Pascagoula. They are adjacent to one another, but the Census Bureau has determined that there is an unpopulated expanse of land (primarily, the Sandhill Crane Refuge) that separates and creates two distinct areas. The 2010 Census reported a population of 50,428 in the Pascagoula planning area qualifying it as a UZA.

Once an urbanized area reaches a population of 200,000 or more it becomes a **Transportation Management Area (TMA)**. TMA's involve additional planning and organizational requirements that must be adhered to by the MPO. The 2010 Census reported a population of 208,948 in the Gulfport planning area making it a TMA.

A **Metropolitan Planning Area (MPA)**, also referred to as a smoothed planning area is defined in 23 CFR 450.104 as a geographic area that is broader than, but includes the census defined UZA. The planning area is determined by agreement between the MPO, state and local officials, with the approval of the Secretary of Transportation. The adjusted boundary includes the area likely to become urbanized within the next forecast period of the long-range metropolitan transportation plan.

Responsibilities of the MPO as a TMA

The Mississippi Gulf Coast Metropolitan Planning Organization (MPO) supports two planning areas; the Gulfport TMA and the Pascagoula UZA. The MPO is required by 23 CFR 450.300 to carry out a continuing, cooperative and comprehensive multimodal transportation planning process. This includes the development, implementation and maintenance of a long-range metropolitan transportation plan (MTP) and a transportation improvement program (TIP) that encourage and promote the safe and efficient development, management and operation of surface transportation systems to serve the mobility needs of people and freight, both fostering economic growth and development, while minimizing transportation related fuel consumption and air pollution. Continued development and improvement of metropolitan planning processes are guided by the planning factors set forth in 23 USC 134 and 49 USC 5303.

A TMA enjoys certain benefits but also incurs additional requirements beyond those of smaller urbanized areas. (Subpart C, Section 450.310, 320 and 334) as follows;

1. An MPO that serves as a TMA shall consist of local elected officials, officials of public agencies that administer or operate major modes of transportation in the planning area, and appropriate state transportation officials. Where appropriate, the MPO may increase representation on its policy boards and other committees as a means for encouraging greater involvement in the metropolitan planning process.
2. The transportation planning process in a TMA shall address Congestion Management through a process that provides for safe and effective integrated management and operation of the multimodal transportation system. This process must be based on a cooperatively developed and implemented region-wide strategy for developing, implementing and maintaining new and existing transportation facilities eligible for funding under US Code titles 23 and 49, through the use of travel demand reduction and operational management strategies.
3. Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) must jointly certify the MPO's transportation planning process no less often than every four years, and the MPO must self-certify planning compliance in the non-certification years.

Organization & Management of the MPO

The Gulf Regional Planning Commission (GRPC) is governed by a Board of appointed Commissioners. The Commission meets regularly, on the 4th Wednesday of each month, unless notice otherwise is given, to consider various planning elements, and oversees the administration of the agency. A Chair, Vice-Chair and Treasurer are elected annually. The GRPC Executive Director serves as Secretary to the board. GRPC provides and manages the MPO planning staff; has fiscal responsibility for administration of the transportation planning funds allocated to the MPO; and has the authority to contract for outside resources to provide additional services in fulfillment of the transportation planning process.

The MPO Transportation Policy Committee (TPC) assumes the responsibility of policy guidance and decision-making by adopting the plans, policies and practices by which the MPO transportation planning process is executed. The TPC develops and maintains the Transportation Improvement Program (TIP) and administers the Surface Transportation program (STP) funds attributed to the MPA.

The MPO Technical Coordinating Committee (TCC) is comprised of representatives appointed by the TPC, the transportation sector and other public and non-profit organizations. The TCC reviews the technical aspects of plans related to transportation and makes recommendations to the MPO staff and TPC members on planning and project matters.

Transportation Policy Committee (TPC)

Membership

In accordance with federal guidelines, the TPC includes the “representation of local elected officials, officials of agencies that administer or operate major modes or systems of transportation and appropriate state officials.” (23 CFR450.306)

The voting members of the TPC shall include the elected head of government from each member jurisdiction located within the MPA, and representatives of the state department of transportation and other local and state organizations that allocate federal funds to implement transportation improvements. Additionally, voting members may include: publicly-funded entities; common carriers which operate major modes of transportation including bus transit, rail transit, major airports, railroads and maritime ports; other transportation service providers or operators of transportation facilities, including major military installations; and, others that participate in funding transportation improvement projects and the operations of the MPO.

TPC Voting Members:

- Presidents of the Board of Supervisors for Hancock, Harrison and Jackson Counties
- Mayor/City Manager from the Cities of Waveland, Bay St Louis, Diamondhead, Pass Christian, Long beach, Gulfport, D’Iberville, Biloxi, Ocean Springs, Gautier, Pascagoula and Moss Point
- Gulf Regional Planning Commission Board Chairman
- Coast Transit Authority Board Chairman
- Mississippi Department of Transportation Executive Director
- Gulfport International Airport Executive Director
- Port Directors from the Mississippi State Port Authority, Jackson County Development Commission and the Hancock County Development Commission

TPC Non-Voting Members:

- Mississippi Trucking Association
- Heritage Trails Partnership
- FTA Regional Administrator
- FHWA Division Administrator
- MS Coast Business Council President

Individuals serving on the TPC by virtue of their status as elected or appointed officials have a term of office for membership on the policy committee coterminous with their term of office.

Annually, in conjunction with the self-certification process, the MPO planning staff will update the committee rosters to reflect any changes that may have occurred within member entities. If changes need to be made to the TPC member list at any other time, an entity shall submit their request for roster change in writing to the Public Involvement/Title VI Coordinator. It can be emailed to contactus@grpc.com or delivered to 1635-G Popps Ferry Road, Biloxi M 39532.

Designees will be afforded the same participation level as the member including attending meetings, participating in deliberations of the committee, casting votes and otherwise serving as a committee member in his or her stead. Proxy voting is prohibited on the MPO committees.

The addition or removal of entities or jurisdictions due to urbanized area growth, expanded MPO boundaries or other circumstances relevant to the transportation planning process will constitute a modification of the Prospectus. Modifications do not require formal action or public review, but do require overview with the opportunity for discussion on the next TPC agenda.

Officers

The TPC will elect by majority vote a Chair and Vice-Chair at the last meeting of each calendar year. The Chair has the authority to call meetings of the policy committee and to preside over all regular and special meetings. The Vice-Chair will preside in the absence of the Chair.

The Public Involvement/Title VI Coordinator will act as the Secretary for the Policy Committee meetings. He/she will take the minutes, assist with ballot votes, type any written minutes, and ensure that members have opportunity to review the minutes before they are voted upon at the next committee meeting.

Meetings

The TPC will meet whenever the transportation planning process requires policy discussion and decision-making. Meetings will occur quarterly, with at least one scheduled in September to close out the current fiscal year and to kick off the new one. The current meeting schedule includes the 4th Thursday in March, June and September and on the 2nd Thursday of December. Meeting dates may be altered, if necessary, for the provision of more timely MPO actions and to meet federal and state guideline and timetables.

Special meetings will be held at the call of the Chair, provided that each member is notified and furnished an agenda at least five (5) days in advance of the time set.

Quorum

Quorum for the TPC shall consist of a simple majority. With the current 22 person membership, 12 votes will represent the majority needed to approve MPO actions.

Voting

Each member of the policy committee shall be authorized to cast one (1) vote. If an individual holds the position of more than one voting member, he/she must declare for which entity they are casting a vote for and assign a designee to participate in their place for the other voting position(s).

All final action and recommendations of the TPC shall be approved by a majority vote of the members present, so long as quorum has been met. Each motion made by a member, upon being seconded by another member, shall be put before the present membership for discussion. The decision on a given motion will be taken by voice vote, unless it is requested by a member that the vote be conducted by ballot or show of hands. If a member requests a vote by ballot, the following procedure will apply:

1. Each TPC member's vote will be cast on an individual ballot which shall include a precise description of the motion before the committee.
2. The ballot shall be collected and tabulated by two members of the GRPC staff, not including the Executive Director or his/her designee.
3. When the ballots have been tabulated and recorded in the minutes, the Chair will announce the results.

If there is a conflict of interest and a member of the TPC recuses him or herself from the discussion and/or voting procedure on an MPO matter, the Secretary shall record the member's name and note that he/she was recused from voting in the minutes.

Should a vote be required in between scheduled meetings, the following procedure applies:

1. A letter ballot shall be sent to each voting TPC member.
2. The ballot shall include the name of the member and the complete text of the motion under consideration.

3. The Ballot shall include space for the member to clearly indicate whether they are For, Against or Abstaining from the vote.
4. The ballot shall include any necessary instructions including the date the ballot must be returned to the GRPC offices, and by what delivery method(s).
5. The ballot shall include clear notice that it must be signed in order to be recorded, and ample space for the member signature and date will be provided.
6. In the event of a tie, the motion will fail for lack majority vote.

Minutes

Minutes shall be kept of all meetings of the TPC, showing the number of members present and absent; date, time and place of meeting; accurate recording of all final actions taken; a record of member discussion on any votes taken; other meeting agenda notes; and other information the committee asks to be included in the minutes.

Minutes will be saved in paper copy within the meeting files maintained by the MPO Planning Director and an electronic copy filed on the GRPC agency network. A copy of the draft minutes shall be sent to each TPC member for their review prior to the next TPC meeting. Approved minutes shall be open for public inspection at the MPO offices during regular business hours and on the GRPC website, www.grpc.com.

TPC Responsibilities

The TPC serves as the forum for the discussion and advancement of transportation plans and projects that best address the needs and transportation problems within the MPA. The Committee has the following specific responsibilities:

Adopt region-wide goals and objectives – It is the responsibility of the Transportation Policy Committee to see that cooperation and constructive communication occur in order to assure that the necessary studies and programs are conducted to enable the development and implementation of regional transportation goals and objectives. These must be formulated in the context of comprehensive transportation planning.

Review and consider all recommendations – Recommendations considered include programs, plans, data and other pertinent actions and materials as submitted by the TCC. They include a variety of documents including the Prospectus, Unified Planning Work Program, Metropolitan Transportation Plan, Transportation Improvement Program, Public Participation plan, Congestion Management Plan, Civil Rights Compliance Documents, as well as other technical reports and studies.

Establish/amend planning boundaries – The TPC establishes the MPA within which the MPO must carry out the transportation planning process. NOTE: In accordance with joint FHWA/FTA regulations, the region's smoothed area maps were updated and adopted in 2014. As a result, the City of Diamondhead became the 15th member jurisdiction of the MS Gulf Coast MPO.

Technical Coordinating Committee (TCC)

Membership

The Technical Coordinating Committee (TCC) is comprised of those individuals appointed by the TPC whose skills and training are necessary to comprehend and advise the MPO on plans and projects, or others that represent an agency or organization that can contribute to the discussion and development of the metropolitan transportation plan.

The TCC should consist of members who represent all major modes within the MPA. The voting membership, shall consist of a representative from each jurisdiction or agency represented on the policy committee, and other representatives of agencies and organizations the TPC recognizes as having the ability to inform the planning process.

TCC Voting Members:

- Representative from each of the 15 MPO member jurisdiction to include Hancock, Harrison and Jackson Counties as well as the cities of Waveland, Bay St Louis, Diamondhead, Pass Christian, Long beach, Gulfport, D'Iberville, Biloxi, Ocean Springs, Gautier, Pascagoula and Moss Point
- Gulf Regional Planning Commission Executive Director
- Coast Transit Authority Executive Director
- TCC Sub-committee Chairman: Safety, Sustainability, Freight, Transit, Bike/Walk
- Mississippi Department of Transportation State Planning Engineer
- Mississippi Department of Transportation District 6 Engineer
- Gulfport International Airport Operation & Planning Director
- Port planning directors from the Mississippi State Port Authority, Jackson County Development Commission and the Hancock County Development Commission
- Mississippi Trucking Association Planning & Operations Director

TCC Non-Voting Members:

- FTA Regional Representative
- FHWA Regional Planning Engineer
- Military Directors from Keesler AFB, NASA/Stennis Space Center, and the Naval Construction Battalion
- Railroad Directors from CSX, Kansas City Southern, Amtrak and Southern Rapid Rail Commission

Additional members can be added at the discretion of the TPC by a majority vote.

The TCC roster will be updated as part of the annual update process conducted by the MPO staff in consultation with the policy committee. Each TCC member may submit up to three designees to represent him/her. One or all may attend and participate in meeting discussions, but only one person may vote on behalf of the specific entity. To make a change to the TCC member list, an entity shall submit their request for roster change in writing to the Public Involvement/Title VI Coordinator. It can be emailed to contactus@grpc.com or delivered to 1635-G Popp's Ferry Road, Biloxi MS 39532.

Designees will be afforded the same participation level as the member, including attending meetings, participating in deliberations of the committee, casting votes and otherwise serving as a committee member in his or her stead. Proxy voting is prohibited on the MPO committees.

The addition or removal of TCC members constitutes a modification of the Prospectus. Modifications do not require formal action or public review, but TCC members should be made aware of any proposed changes and afforded the opportunity to participate in discussions prior to any formal TPC motion on the matter.

Officers

The TCC will elect by majority vote a Chair and Vice-Chair at the last meeting of each calendar year. The Chair has the authority to call meetings of the Technical Committee and to preside over all regular and special meetings. The Vice-Chair will preside in the absence of the Chair.

The Public Involvement/Title VI Coordinator will act as the Secretary for the Technical Committee meetings. He/she will take the minutes, type any hand written minutes, file minutes in paper and electronic formats, ensure that members have opportunity to review the minutes before they are voted upon at the next committee meeting.

Meetings

The TCC will meet whenever the regional transportation planning process requires technical discussion and recommendations in support of the MPO decision-making process. Meetings will be scheduled quarterly, with at least one scheduled in August to provide guidance for the September TPC meeting. The current meeting schedule includes the 4th Thursday in February, May and August and on the 2nd Thursday of December. Meeting dates may be altered, if necessary, for the provision of more timely MPO actions and to meet federal and state guideline and timetables.

Special meetings will be held at the call of the Chair, provided that each member shall be notified and furnished an agenda at least five (5) days in advance of the time set.

Quorum

Quorum for the TCC shall consist of a simple majority of its voting members, excluding representatives of the five designated sub-committees.

To clarify, there are 29 voting members of the TCC. Quorum will not be impacted by the attendance or absence of a chairman representing one of the five TCC sub-committees. This reduces the total persons impacting quorum to 24. Therefore, the simple majority needed to execute committee actions is 13.

Voting

Each member of the policy committee shall be authorized to cast one (1) vote. If an individual holds the position of more than one voting member, he/she must declare for which entity they are casting a vote for and assign a designee to participate in their place for the other voting position(s).

All final action and recommendations of the TCC shall be approved by a majority vote of the members present, so long as quorum has been met. Each motion made by a member shall be recorded in the minutes of the meeting; and upon being seconded by another member; it shall be put before the present membership for discussion. The decision on a given motion will be taken by voice vote, unless it is requested by a member that the vote be conducted by ballot of show of hands.

If there is a conflict of interest and a member of the TPC recuses him or herself from the discussion and/or voting procedure on an MPO matter, the Secretary shall record the member's name and note that he/she was recused from voting in the minutes.

If a member requests a vote by ballot, or if a vote is needed between scheduled meetings, then the procedures described above under the TPC heading will be followed by the TCC.

Minutes

Minutes shall be kept of all meetings of the TCC, showing the number of members present; date, time and place of meeting; accurate recording of all final actions taken; a record of member discussion on any votes taken; other meeting agenda notes; and other information the committee asks be included in the minutes.

Minutes will be saved in paper copy within the meeting files maintained by the MPO Planning Director and an electronic copy filed on the GRPC agency network. A copy of the draft minutes shall be sent to each TPC member for their review prior to the next TPC meeting. Approved minutes shall be open for public inspection at the MPO offices during regular business hours, and on the GRPC website, www.grpc.com.

TCC Responsibilities

Make Recommendations – The TCC has the responsibility to make recommendations to the MPO Policy Committee concerning all programs, plans, data and other material pertinent to the transportation planning process. TCC recommendations may relate to a variety of documents including the Prospectus, Unified Planning Work Program, Metropolitan Transportation Plan, Transportation Improvement Program, Public Participation Plan, Congestion Management Plan, Civil Rights Compliance documents, as well as other technical reports and studies. A TCC majority vote is required before a recommendation can be forwarded to the Policy Committee for their consideration and motion to adopt.

Provide Technical Direction – TCC members review MPO plans and programs to provide technical guidance to agency staff and the TPC membership to assist with the decision-making process. The TCC provides input during the amendment and update processes for MPO maintained documents including those listed above.

MPO Planning with Participation & Consultation

In developing metropolitan transportation plans including the TIP, the MPO shall consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including state and local planned growth, comprehensive plans, economic development, environmental protection, airport operations and freight movements) to coordinate its planning process, to the extent practical, with such planning activities.

The MPO shall develop and use a documented participation plan that defines the process for providing citizens, affected public agencies, representatives of public transportation, freight shippers, providers of freight transportation, representatives of traditionally underserved populations, and other interested parties reasonable opportunities to participate in the regional planning process.

MPO Planning & Programming Requirements

Public Participation and Civil Right Program

All MPO programs, services and activities are conducted in accordance with the agency's Public Participation Plan (PPP). The plan identifies who should participate in the transportation planning process and provides specific guidance on when MPO public engagement activities should occur and how those outreach activities will be conducted. As part of the TMA process, the PPP is reviewed regularly and must be approved by the Mississippi Department of Transportation, as well as the Federal Highway and Federal Transit Administrations.

The Civil Rights Program is a separate, but companion guide to the PPP. It includes the MPO's compliance program for the Americans with Disabilities Act, Title VI of the Civil Rights Act as well as other rules, regulations and policies.

The PPP and Civil Rights Program are made a part of this Prospectus. Both documents will be updated and made available for public review using the same guidelines: 45-day public review and comment period will be conducted for plan updates, and a 10-day review period will be conducted for amendments. Notice of modification will be given to the MPO committee members at their next scheduled meeting.

Metropolitan Transportation Plan

The Metropolitan Transportation Plan (MTP), is a long-range comprehensive analysis of the entire transportation system of the MS Gulf Coast region. It covers all modes of travel and reflects the goals and objectives of both the state and local governments operating within the MPO planning area. The MS Gulf Coast MTP covers a 25-year period and is updated every five years. MPO staff review the plan regularly and make amendments and modifications as needed. During each full update, the planning years will be extended to the next 25 year period. Development of the MTP is guided by the public participation process described in the PPP.

The MS Gulf Coast Congestion Management Plan (CMP) is updated every five years in conjunction with the LRTP plan update process. The CMP utilizes collected traffic data to define and identify current and potential congestion within the region. It employs a number of analytic tools to select appropriate strategies to reduce congestion and/or mitigate its effects. The CMP is one of the additional requirements required for all TMAs.

Transportation Improvement Program

The Transportation Improvement Program (TIP) is a list of transportation projects that the cities, counties and other state and federal agencies intend to build within the MPO planning area over a period of not less than four years. The current TIP represents four years of planned improvement projects, and includes projects funded with federal Surface Transportation Program (STP) funds allocated by the MPO, as well as other federal, state and locally funded projects. Like the MTP, it is developed in conjunction with the statewide version of the document (STIP). The TIP will be developed consistent with the goals and objectives of the MTP. Development of the TIP is also guided by the PPP.

Unified Planning Work Program

The UPWP documents the work that the MPO intends to undertake throughout the next two fiscal years. It is updated annually and is developed in cooperation with MPO committee members, the public, partner agencies, community stakeholders and other interested parties. It specifically identifies planning work by task, provides a task description, identifies the person responsible for completion, and lists the schedule and type of deliverable expected. The UPWP identifies the funding sources associated with each work task and includes a financial summary of federal and matching fund estimates. The MPO administers the UPWP in compliance with 23 CFR 420 and FTA Circular C8100.18 The MPO submits a progress report to MDOT which summarizes the work performed under the UPWP each quarter.

Annual Listing of Obligated Projects

No later than 90 days following the end of the fiscal year, the MPO will develop a listing of projects for which funds under 23 USC or 49 USC Chapter 53 were obligated in the preceding year. The list is developed in cooperation with state and local public transportation providers, in accordance with section 450.314(a), and will include all federally funded projects authorized or revised to increase obligations in the preceding program year. The listing will include, at a minimum, the TIP information and the amount of federal funds allocated and obligated during the preceding year, and the remaining federal funds available for subsequent years. The listing will be published and made available for public review in accordance with the PPP.

Roster of Major Changes for the 2014 Prospectus Update

This Prospectus was amended in 2005 and then updated in 2008 to reflect new requirements defined in the Safe, Accountable, Flexible, & Efficient Transportation Equity Act: A legacy for Users (SAFETEA-LU), Clean Air Act, Title VI of the Civil Rights Act, Americans with Disabilities Act, Disadvantage Business Enterprises and Sec. 504 of the Rehabilitation Act.

1. Removed all language specific to SAFETEA-LU and replace it with general statements of compliance since there is not a long term transportation funding bill in place. *MAP-21 will expire before this draft is adopted.
2. All references to the 2000 Census report were updated to reflect 2010 Census data.
3. TCC Membership Changes:
 - a. Changed the city/county vote limit from two to one vote per entity. Two votes were determined to be unnecessary and may give unfair advantage to larger jurisdictions or organizations with more resources.
 - b. Add city of Diamondhead City Manager as a TCC voting member.
 - c. Move rail and military members from voting to non-voting status. These entities rarely, if ever participate in the planning process unless they have a direct interest in a specific project. In these cases, they are invited to present to the MPO, provide written and display materials and otherwise inform the MPO decision-making process. They are still active members and will receive MPO meeting notifications to participate, but would not have their own vote thus not impacting quorum.
 - d. 5 TCC sub-committees have been added as voting members of the committee (freight, safety, sustainability, Bike/Walk and Transit). They have a full vote on committee actions, but will not impact TCC quorum.
 - e. Remove Pascagoula Naval Station from the list of Military members since the station is officially closed.
 - f. Add NASA/Stennis Space Center as a non-voting military member of the TCC. Representatives are active in the process and regularly attend the meetings as guests.
4. TPC Membership Changes:
 - a. Add Jackson County Civic Action and MS Coast Business Council as non-voting TPC members. Currently, the Jackson County and Gulf Coast Civic Action groups are listed as voting members. The Gulf Coast agency doesn't exist anymore so it was removed. In its place we added the MS Coast Business Council to the non-voting list since they assumed similar responsibilities in the community.
 - b. Add the Mayor of Diamondhead to the voting list; which changed the voting maximum from 21 to 22.
5. Each place where the term "mailed or mail" was used, it was replaced with "Send or Sent" so that electronic communications will be covered forms of communication between MPO staff, members and other parties.
6. Will ensure that previous year's approved minutes are posted and made available on the website as it is being revised during this public review period and will launch early in the FY2015.
7. Revised the process for naming TPC and TCC members. Instead of an at-will process requiring the submission of a formal written letter. The MPO staff will conduct an annual membership update as part of the annual self-certification process. Updates can be made during the year, but we will have a complete roster to start with.
8. Made three major changes to the plan definition paragraphs.
 - a. Removed CMP mention from PPP section, and added Title VI compliance into the description
 - b. Reduced MTP definition since the fully defines all of the major MPO planning documents
 - c. Moved reference to CMP from PPP section to LRTP section.
 - d. Altered the MTP description from saying that it is "updated each year" to more accurately reflect that the MPO staff review it regularly and make amendments and modifications as needed.
 - e. Removed funding source information from UPWP section. It was out of place with the rest of the document and unnecessary in the prospectus.