

**OZARKS TRANSPORTATION ORGANIZATION
BOARD OF DIRECTORS MEETING MINUTES
August 21, 2014**

The Board of Directors of the Ozarks Transportation Organization met at its scheduled time of 12:00 p.m. in the Ozarks Transportation Organization Large Conference Room in Springfield, Missouri.

The following members were present:

Mr. Harold Bengsch, Greene County	Mr. Kirk Juranas, City of Springfield (a)
Mr. Jerry Compton, City of Springfield	Mr. Jim Krischke, City of Republic (a)
Mr. Tom Finnie, Citizen-at-Large	Mr. Lou Lapaglia, Christian County (Chair)
Mr. J. Howard Fisk, Citizen-at-Large	Mr. Andy Mueller, MoDOT (a)
Mr. Wendell Forshee, City of Willard	Mr. Stephen Stewart, City Utilities
Mr. Warren Griffith, City of Battlefield (a)	Mr. Brian Weiler, Springfield Airport (a)
Mr. Quinton Hamp, City of Battlefield	

Denotes alternate given voting privileges as a substitute for voting member not present

The following members were not present:

Mr. Mokhtee Ahmad, FTA	Mr. Bradley McMahon, FHWA
Ms. Becky Baltz, MoDOT	Mr. Steve Meyer, City of Springfield (a)
Mr. Mark Bechtel, FTA (a)	Mr. J. Everett Mitchell, City of Willard (a)
Mr. Shawn Billings, City of Battlefield (a)	Mr. Shane Nelson, City of Ozark
Mr. Brian Bingle, City of Nixa (a)	Ms. Robin Robeson, City Utilities
Mr. Steve Bodenhamer, City of Strafford (a)	Mr. John Rush, City of Springfield
Mr. Richard Bottorf, Airport Board	Mr. Dan Salisbury, MoDOT (a)
Mr. Brian Buckner, City of Republic	Mr. Mark Schenkelberg, FAA
Mr. Steve Childers, City of Ozark (a)	Mr. Tim Smith, Greene County (a)
Mr. John Elkins, Citizen-at-Large (a)	Mr. Brian Steele, City of Nixa
Mr. Craig Fishel, City of Springfield	Mr. Bob Stephens, City of Springfield
Ms. Teri Hacker, Citizen-at-Large	Mr. Jim Viebrock, Greene County
Ms. Susan Krieger, City of Strafford	

Others Present: Mr. Joshua Boley, Ms. Sara Fields, Mr. Jacob Guthrie, Ms. Natasha Longpine, Mr. Curtis Owens, and Ms. Debbie Parks, Ozarks Transportation Organization; Mr. Dan Wadlington, Senator Roy Blunt's Office; Mr. Dan Smith, Greene County Highway; Mr. Chris Jones, City Utilities; Mr. Frank Miller, MoDOT; Mr. Randy Brown, City of Willard; Mr. David Stokely, Senator Claire McCaskill's Office.

Mr. Lapaglia called the meeting to order at 12:00 p.m.

I. Administration

A. Introductions

B. Approval of Board of Directors Meeting Agenda

Ms. Fields mentioned the agenda had been revised to include approval of the Transportation Planning Process Certification.

Mr. Finnie made the motion to approve the Board of Directors Meeting Agenda. Mr. Fisk seconded the revised meeting agenda and the revised motion was carried unanimously.

C. Approval of the June 19, 2014 Meeting and the July 22 E-Meeting Minutes

Mr. Hamp made the motion to approve the June 19, 2014 Minutes and the July 22, 2014 E-Meeting Minutes. Mr. Weiler seconded and the motion carried unanimously.

D. Public Comment Period

None.

E. Executive Director's Report

Ms. Fields introduced the new staff member, Joshua Boley. She stated that his degree is in Mass Communication from Missouri Southern. He has worked primarily in print media, newspapers, and magazines and is skilled in graphic design. He will be helping with public relations, Sunshine Law compliance, social media, publications, and graphic design.

She stated, as everyone is probably aware, Amendment 7 failed. Mr. Guthrie, the OTO GIS Technician made the map of the election results, where it passed and failed. It did not fare well in the OTO area. There is no plan B. In 2017, the funding levels are projected to be below maintenance levels. In 2020, MoDOT will not be able to match federal funding that is received. If nothing is approved between now and then, that is what the future looks like. As an organization, the OTO learned a lot about public input, since the OTO ran the public input campaign along with the Springfield Chamber. The OTO developed the MindMixer site. There were 900 participants that is pretty impressive, considering that the most before was 100. Staff learned about making signs, purchasing billboards and using social media. Two times a boost was used to reach about 700 to 800 people. Staff learned a lot about marketing and public input, which will be used in future transportation planning.

The fiscal year ended on June 30 and the OTO is within budget and federal law compliance. The auditor has been in this week and is wrapping up. As far as staff can tell, it is going well. There will be a report on that later, perhaps the October Board meeting if the auditor can get it completed in time.

Ms. Fields stated that she sits on the AMPO Policy Committee. The Committee has been working on comments for the Performance Measures. MAP-21 came out with Performance Measures. There is a handout on the measures. So far, USDOT has released Safety Performance Measures and the Association of MPOs has drafted comments to reflect the MPOs across the nation. There are also draft comments on the statewide planning rule.

There will be comments on each of the performance measures as the measures come out. The federal guidance is nonspecific.

The OTO is anticipating some funds for the Transportation Alternative Program this Fall. The OTO will be making awards on the funding in December with the applications available in September. There is about \$1 million available. There will also be 5310 and 5339 Transit awards this fall. The OTO is waiting for MoDOT to finish the Statewide Transportation Management Plan to be completed to move forward on the Transit funding. There is increased funding in the 5310 program.

The Travel Demand Model is mostly completed. There are some additional scenarios being run, such as if all the priority projects on the list are built and the effects on congestion. There are other scenarios that the OTO is waiting on, but hopefully the contract will be closed out and it will be finished soon.

Staff is starting to work on the Major Thoroughfare Plan and some additional classifications with that for the rural areas. This is being done in anticipation of the Long Range Transportation Plan Update. The Major Thoroughfare Plan will be done first then the whole Long Range Transportation Plan update. Staff has been working on outlining the data collection needs for the Congestion Management Program, which is updated every 3 to 5 years. The collection starts in 2014 for the data in 2015 needed for the plan in 2016. That is a federally required report.

Mr. Juranas inquired if the MoDOT Director had talked about the short term funding situation. Mr. Mueller stated that there had been a lot of discussion, in particular about the cost share program. As of right now, it is not being reinstated, but staff is hopeful that it will be. MoDOT is not losing all of the funding, just the lost opportunity of more. MoDOT is not out of funds now, the directives are the same, to take the best care of what the State has for as long as the State can, and also to concentrate on safety. The staff numbers are going to stay, there is no plan B that involves downsizing.

F. Legislative Reports

Mr. Wadlington stated that Congress is on recess. Before Congress left, the Highway Bill was extended until May. Senator Blunt is writing a letter of support for the City of Springfield's West Wye Railroad Relocation Program. The City of Springfield is trying to find funds for the Positive Train Control which has been mandated for some time now. The grant application is for \$1.5 million to offset those costs from the federal mandate. The City has invested more than \$1 million into the program so far. BNSF has not invested any money as of yet. There might not be a long term Highway Bill until Congress gets past the presidential elections in 2016.

Mr. Fisk commended Mr. Wadlington for always being at the OTO meetings and for being accessible.

II. New Business

A. Administrative Modifications Number Three and Four to the FY 2014-2017 TIP

Ms. Longpine stated that there are two separate modifications to the 2014-2017 TIP. Administrative Modifications are modifications that staff can make based on a set criteria that do not reflect major changes in the TIP. Administrative Modification Number 3 was moving the Kansas Expressway and Broadmoor project for 2017 to 2014. MSU indicated plans to go ahead and work on that project this summer. The second one is a combination of steps, but basically it is for Route 65 pavement improvements at Sunshine. This was part of a bigger project, which was separated, then the funding was consolidated into FY 2015. The second part of Administrative Modification 4 is to correct some funding changes in the Campbell/Plainview Phase III. This is to reflect the final project costs.

B. Draft FY 2015-2018 Transportation Improvement Program

Ms. Longpine stated that as the OTO wraps up projects in the 2014-2017 TIP, it is time to look at the next four years of funding. The TIP represents projects that are priorities in the Long Range Transportation Plan that are moving forward to construction. It is a four year program of projects. It also contains projects that help work towards the Performance Targets. The TIP includes two different kinds of projects, those that include federal funding, no matter what the amount, and those that are considered regionally significant regardless of the funding source. At the end of the day, the OTO has to show that there is enough money coming in to complete the projects. TIP development includes projects solicited from the jurisdictions and agencies, as well as public input. There is a subcommittee that reviews the draft, then it goes out for public comment on the proposed projects. It goes through the Technical Planning Committee and then the Board of Directors before USDOT sees it.

There are a few changes this year over what was seen in last year's TIP. One is a template change in the online software that allows OTO to better show the various funding amounts in the TIP. The advance construction is also being handled differently this year. Last year and in previous years' TIPS, advance construction projects, were shown. Advance Construction means that MoDOT basically uses state funds to complete the project with the understanding that when federal funding becomes available, the project is reimbursed at a later date. The project is able to move forward before federal funding is available. The TIP used to show that programmed with some pluses and minuses coming back in, those numbers can change based on the availability of the federal funding. Now it is listed as MoDOT and MoDOT AC. MoDOT is the regular funding and the MoDOT AC is the money that the region expects to get federal reimbursement for later.

There was some input on the initial development of the TIP. Some of it involves widening Nicolas Road, especially at Inman Intermediate, there are a lot of activities that go on there in addition to the school itself. Oak Grove Neighborhood, near Oak Grove and Sunshine in Springfield, is looking for a series of neighborhood roadway and sidewalk improvements. There was also input for improved transit and paratransit service. Someone thanked the area for the improved bicycle lanes and signage throughout the City of Springfield, as well as the sidewalk improvements. The public input, as well as the public comments received on the TIP, are included in the last section of the TIP. It also has the OTO response. When the OTO responds to the public input, the relevant jurisdiction is included to provide feedback as well.

To solicit public comment, there were drafts available in a variety of places throughout the region. There was a notice published in the News-Leader and the Community Free Press. The comment that was received was that money should be spent on passenger rail, so that there are additional ways for people to travel around the state instead of having to drive everywhere.

Ms. Longpine presented a PowerPoint on the contents of the TIP. It is attached to the back of the minutes. She stated that there was a handout with some additional changes. Staff was working with MoDOT to finalize some of the final numbers on several projects. The financial pages were updated to reflect those changes. It includes 65/CC/J, originally that was showing all MoDOT and all MoDOT AC, but did not correctly show the STP-Urban funding that Christian County was showing towards that project. The Division/65 Interchange, had changes on how it relates to the STIP. Two of the other projects were more of clarification on the years that the funding is anticipated to be converted or to go to construction.

Mr. Juranas made the motion to approve the FY 2015-2018 TIP. Mr. Fisk seconded and the motion was approved unanimously.

C. Transportation Alternatives Program Application

Ms. Longpine stated that this program is what used to be known as the Transportation Enhancements. The name changed with MAP-21. There are some additional changes, such as who was eligible to be a project sponsor and the project categories that could be included. The Recreational Trails Program was lumped in with the Safe Routes to School Program. All of those were reviewed in revising the application and the committee selected what the OTO wanted to focus on for the region. That includes the construction and planning for the facilities for bicyclists and putting things on the ground as well as the Safe Routes to School activities. Some of the other changes, include revised points for the project location and description and tying additional points to the project priorities that the MPO has established. There is a minimum award amount of \$40,000 and a \$250,000 maximum. There will be additional information on cost estimates requested.

Mr. Finnie inquired if the Technical Planning Committee had reviewed the Transportation Alternatives Program Application. Ms. Longpine stated yes, the TPC had reviewed it and recommended approval. It also went through the Bicycle and Pedestrian Advisory Committee, as well as the TAP Subcommittee. The goal is to have the application available September 15 and have them due in December. That will give a lot of time for the communities to put together a good project and solid application. Mr. Juranas inquired if the previous maximum was at this level or if it was higher. Ms. Longpine stated that she did not think there was a maximum in previous years. Mr. Juranas inquired if this include streetscape projects as well. Ms. Fields stated yes and noted that the overall funding is \$1.13 million, so at a maximum of \$250,000 that is just over 4 projects. It is highly competitive, and the OTO usually gets 3 to 4 times the amount of projects than the money available.

Ms. Longpine stated that the streetscapes needed to be presented a little differently than in the past to meet the requirements. Repaving can be done if it is required to do the other

elements. There will be more information provided on the questions when the applications are made available.

Mr. Finnie made the motion to approve the FY 2014 and FY 2015 Transportation Alternative Program Funding Application. Mr. Krischke seconded and the motion was carried unanimously.

D. OTO Growth Trends Report

Mr. Owens presented the OTO Growth Trends Report on PowerPoint that is attached to the minutes.

E. Performance Measures Report

Ms. Longpine stated that there was a Performance Measures Infographic at each Board Member's place. She presented the Performance Measures Report PowerPoint that is attached to the minutes.

Mr. Lapaglia inquired that when the consistency for the four years is shown as 94 percent, but does that take into consideration the new roads that are out there. In other words, the OTO has more roadways than four years ago. Ms. Longpine stated that there are a few extra miles. Mr. Lapaglia wanted to make sure that the extra roadways did not make a difference. Ms. Longpine stated that the extra roadways are not masking the quality of the roads overall.

F. FY 2014-2015 UPWP Amendment One

Ms. Parks stated that the OTO started a new fiscal year and already needed Amendment Number One for the FY 2015 UPWP. This is from the last Fiscal Year that was just completed. There was a Travel Demand Model in the amount of \$150,000. The fiscal year ended with a balance of \$40,635.00 to be paid on the Travel Demand Model. The OTO did receive a calibrated model by June 30. However, the OTO is still waiting for some additional forecasting, that involves 5 additional scenarios. Once those forecasts are received the contract will be able to be closed out. Since it did not get finished in the last fiscal year, there will be about \$40,000 that will be brought over to the new fiscal year budget. Staff has worked with MoDOT and has a revised Consolidated Planning Grant Agreement to be signed if the Board approves the Amendment. The bottom line is that it would give the OTO an increase of \$32,508.00 in Consolidated Planning Grant Funds. There is a reserve balance from previous year's appropriations so the money is available for this purpose. The Technical Planning Committee reviewed it and recommended approval.

Mr. Fisk made the motion to approve Amendment One to the FY 2015 Unified Planning Work Program. Mr. Krischke seconded and the motion carried unanimously.

G. Year-End Financial Statements 2013-2014 Budget Year

Mr. Krischke stated that this is the fiscal year end financial statements for Fiscal Year 2013-2014 which ran July 2013 to June 2014. There is included a Profit and Loss Statement, Balance Sheet, Budget vs. Actual Statement and there is a Progress Report based on the Unified Planning Work Program. The bottom line on the Profit and Loss statement, is that there is net income of \$63,486.62. There is nothing extraordinary in the financials, except that the anticipated revenue was less than projected on the Budget vs. Actual. This is

partially due to the Travel Demand Model and the travel time units that was not completed. Those items have been moved to the current year work program. That is the reason it is about \$120,000 under budget. This resulted in the same amount not being spent on the expense side.

Staff handed out the same financial statements, but these handouts include the In-Kind and Direct Cost totals. It is a significant amount of Direct Cost that was provided from MoDOT. It does not alter the bottom line, but shows the amount of match funds that the OTO is receiving on the grant. Eighty percent of the OTOs funding comes from the Consolidated Planning Grant and the other twenty percent comes from the Local Jurisdictions Dues. The OTO is undergoing an audit right now that should be wrapped shortly.

Mr. Hamp made the motion to accept the FY 2013-2014 Year-End Financial Report. Mr. Juranas seconded and the motion carried unanimously.

H. Sunshine Law Policy

Ms. Parks stated that staff looked at the Sunshine Law Policy and decided to make a uniform policy for the OTO office to follow to ensure compliance. The Operations Manager is the Custodian of Records. The public can request copies from the Custodian of Records at any time. Within 3 days, someone from the office will respond to the request letting the public know the fees that apply, if it is a closed record, and the length of time anticipated. The fee schedule is 10 cents per copy and \$20 per hour prorated by the time involved. The OTO can waive this for the public interest.

Closed records are important. The policy outlines reasons for closing records. Employee records in the form of social security numbers or HIPAA are protected. Whenever a record is closed, the Missouri Statute will be cited so the public will know why it is closed. The OTO has always had a policy of posting meetings 24 hours in advance. It is made official in this policy, with a press list that is maintained, the OTO website, and the OTO door. Another area where the OTO Multimedia Coordinator will assist, is with posting meeting notices on OTO's Facebook and Twitter. The same notice is required for electronic meetings. From time to time the OTO has an emergency meeting, where it is hard to gather all the members, so the meeting is conducted electronically. The Sunshine Policy provides a place for the public to watch the meeting. It would be set up in the conference room and also updates posted on the website as the meeting is happening.

There are also occasionally closed meetings to discuss personnel issues. The public will be notified of the statute for closing it. There will be a roll call vote taken of closed meetings. The discussion will be protected and the motion and roll call vote will be made public. There is an allowance of 72 hours though, if it is a matter of discipline to notify the employee who is involved.

OTO also retains copies of emails of the Board or subcommittees when there is a quorum copied on the emails. It is stored to become part of public record if it is requested. The OTO will follow the State of Missouri Record Retention Schedule. Most items that are considered official actions have to be kept indefinitely.

Mr. Bengsch inquired what triggers the 72 hours. Ms. Parks stated that is outlined in the policy, that the OTO gets 72 hours if disciplining or firing an individual before the motion is made public. Mr. Bengsch inquired if it was 72 hours was after the action was taken. Ms. Parks stated that was correct.

Mr. Bengsch made the motion to approve the OTO Sunshine Law Policy. Mr. Fisk seconded and the motion was carried unanimously.

I. Planning Process Certification

Ms. Longpine stated that the addition of this agenda item was why there was a revised agenda. This is included in the TIP that is submitted to USDOT each year. Staff wanted to make it an independent motion because it certifies more than the planning process of the TIP. It includes the planning process of the OTO. She outlined the list included in the Certification. She stated that FHWA and FTA also certify the OTO process every 4 years.

Mr. Fisk made the motion to certify that the OTO has complied with the Federal Transportation Planning Process. Mr. Juranas seconded and the motion was approved unanimously.

III. Other Business

A. Board of Directors Member Announcements

None.

B. Transportation Issues For Board of Directors Member Review

None.

C. Articles for Board of Directors Member Information

No discussion.

IV. Adjourn open meeting and call to order closed meeting.

Mr. Juranas made the motion to adjourn. Mr. Compton seconded and the meeting was adjourned.

V. Closed Meeting

Pursuant to RSMo 610.021(13), closed meetings are permitted for individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment.

Mr. Compton made the motion to close the session. Mr. Fisk seconded and the session was closed.

There was discussion on the closed meeting agenda.

Mr. Finnie made the motion to approve a 4 percent raise for Ms. Fields, Executive Director, as outlined for exceeding expectations. Mr. Compton seconded. A roll call vote was taken and all present voted in favor.

VI. Adjourn.

Mr. Finnie made the motion to adjourn the closed session. Mr. Bengsch seconded and the meeting was adjourned.