

Ozarks Transportation Organization



September 21, 2011

Technical Planning Committee Meeting

Greene County Archives Building
1126 N. Boonville, Springfield, MO

1:30-3:30 PM

PLEASE NOTE NEW MEETING LOCATION

**Technical Planning Committee Meeting Agenda
September 21, 2011 1:30 p.m.
Greene County Archives Building
1126 N. Boonville, Springfield, MO**

Call to Order 1:30 PM

I. Administration

A. Introductions

**B. Approval of the Technical Planning Committee Meeting Agenda
(1 minute/Brock)**

**TECHNICAL PLANNING COMMITTEE ACTION REQUESTED TO APPROVE
THE AGENDA**

**C. Approval of the July 20, 2011 & August 17, 2011 Special Meeting Minutes Tab 1
(1 minute/Brock)**

**TECHNICAL PLANNING COMMITTEE ACTION REQUESTED TO APPROVE
THE MEETING MINUTES**

**D. Public Comment Period for All Agenda Items
(5 minutes/Brock)**

Individuals requesting to speak are asked to state their name and organization (if any) they represent before making comments. Individuals and organizations have up to five minutes to address the Technical Planning Committee.

**E. Executive Director's Report
(3 minutes/Edwards)**

Sara Edwards will provide a review of Ozarks Transportation Organization (OTO) staff activities since the August 17, 2011 Technical Planning Committee meeting.

II. New Business

**A. Columbia Bicycle Tour Overview
(10 minutes/Longpine)**

Staff will give an overview of the Columbia bicycle system and what has been accomplished with federal transportation funding.

NO ACTION REQUIRED – INFORMATIONAL ONLY

**B. OTO Long Range Transportation Plan (LRTP) Update Tab 2
(25 minutes/Longpine)**

The Draft Long Range Transportation Plan has been distributed for member review. Staff will be presenting an overview of the plan and is requesting comments prior to the public meetings being conducted in late September and early October.

NO ACTION REQUIRED – INFORMATIONAL ONLY

- C. Transit Coordination Plan Information..... Tab 3**
(5 minutes/Owens)
Staff will provide information on the update of the Transit Coordination Plan that will begin in November.

NO ACTION REQUIRED – INFORMATIONAL ONLY

- D. OTO Property Control Manual..... Tab 4**
(5 minutes/Parks)
The OTO Draft Property Control Manual is proposed in order to outline how to dispose of surplus property. The draft has been included for member review and recommendation.

NO ACTION REQUIRED – INFORMATIONAL ONLY

III. Other Business

- A. Technical Planning Committee Member Announcements**
(5 minutes/Technical Planning Committee Members)
Members are encouraged to announce transportation events being scheduled that may be of interest to OTO Technical Planning Committee members.

- B. Transportation Issues For Technical Planning Committee Member Review**
(5 minutes/Technical Planning Committee Members)
Members are encouraged to raise transportation issues or concerns they have for future agenda items or later in-depth discussion by the OTO Technical Planning Committee.

- C. Articles For Technical Planning Committee Information Tab 5**

IV. Adjournment

Targeted for 2:45 P.M. The next Technical Planning Committee meeting is scheduled for Wednesday, November 16, 2011 at 1:30 P.M. at a location to be announced.

Attachments and Enclosure:

Pc: Lou Lapaglia, OTO Chair, Christian County Presiding Commissioner
Phil Broyles, City of Springfield Mayor’s Designee
David Rauch, Senator McCaskill’s Office
Dan Wadlington, Senator Blunt’s Office
Matt Baker, Congressman Long’s Office
Area News Media

Si usted necesita la ayuda de un traductor del idioma español, por favor comuníquese con la Debbie Parks al teléfono (417) 836-5442, cuando menos 48 horas antes de la junta.

Persons who require special accommodations under the Americans with Disabilities Act or persons who require interpreter services (free of charge) should contact Debbie Parks at (417) 836-5442 at least 24 hours ahead of the meeting.

If you need relay services please call the following numbers: 711 - Nationwide relay service; 1-800-735-2966 - Missouri TTY service; 1-800-735-0135 - Missouri voice carry-over service.

OTO fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information or to obtain a Title VI Complaint Form, see www.ozarkstransportation.org or call (417) 836-5442.

MEETING MINUTES

Attached for Technical Committee member review are the minutes from the July 20, 2011 Technical Committee Meeting and the August 17, 2011 Special Technical Committee Meeting. Please review these minutes prior to the meeting and note any corrections that need to be made. The Chair will ask during the meeting if any Technical Committee member has any amendments to the attached minutes.

TECHNICAL COMMITTEE ACTION REQUESTED: To make any necessary corrections to the minutes and then approve the minutes for public review.

**OZARKS TRANSPORTATION ORGANIZATION
TECHNICAL PLANNING COMMITTEE SPECIAL MEETING MINUTES
July 20, 2011**

The Technical Planning Committee of the Ozarks Transportation Organization met at its scheduled time of 1:30 p.m. in the Greene County Archives Building.

The following members were present:

Mr. Randall Brown, City of Willard (a)	Mr. Frank Miller, MoDOT
Mr. David Brock, City of Republic (Chair)	Mr. Duffy Mooney, Greene County Hwy Dept
Mr. King Coltrin, City of Strafford	Ms. Ann Razer, City of Springfield (a)
Ms. Carol Cruise, City Utilities	Mr. Bill Robinett, MoDOT
Ms. Hollie Elliott, Springfield Chamber (a)	Mr. Shawn Schroeder, Springfield-Branson Airport
Mr. Rick Hess, City of Battlefield	Mr. Dan Smith, Greene County Hwy Dept
Ms. Jenni Jones, MoDOT	Mr. Terry Whaley, Ozark Greenways
Mr. Larry Martin, City of Ozark	Mr. Todd Wiesehan, Christian County (Chair Elect - 2012)
Ms. Dawne Gardner, MoDOT	

(a) Denotes alternate given voting privileges as a substitute when voting member not present

The following members were not present:

Mr. Mokhtee Ahmad, FTA Representative	Mr. Joel Keller, Greene County (a)
Mr. Rick Artman, Greene County Hwy Dept	Mr. Kevin Lambeth, City of Battlefield (a)
Mr. David Bishop, R-12 School District	Mr. Brad McMahon, FHWA
Mr. Don Clark, Missouri State University	Mr. Ryan Mooney, Springfield Chamber
Mr. Travis Cossey, City of Nixa	Mr. Kent Morris, Greene County Planning Dept.
Mr. Rick Emling, R-12 School District (a)	Mr. Ralph Rognstad, City of Springfield
Ms. Diane Gallion, City Utilities (a)	Mr. Mark Roy, Springfield-Branson Airport (a)
Mr. Jonathan Gano, City of Springfield	Mr. Mark Schenkelberg, FAA Representative
Mr. Martin Gugel, City of Springfield	Mr. Shawn Schroeder, Springfield-Branson Airport
Mr. Jason Haynes, City of Springfield (a)	Mr. Andrew Seiler, MoDOT
Mr. Roger Howard, BNSF	Mr. Garrett Tyson, City of Republic (a)
Mr. David Hutchison, City of Springfield (a)	Mr. Dan Watts, SMOG

Others present were: Presiding Commissioner Jim Viebrock, Greene County; Mr. Carl Carlson, Olsson Associates; Ms. Debbie Parks, Ms. Sara Edwards, Ms. Natasha Longpine, Mr. Michael Sparlin, Mr. Curtis Owens and Mr. Chris Stueve, Ozarks Transportation Organization; Ms. Megan Hammer, Senator Claire McCaskill's Office. Ms. Stacy Burks, Senator Kit Bond. Mr. Nick Maddux, Congressman Billy Long's Office.

I. Administration

A. Introductions

Mr. David Brock called the meeting to order at 1:36 p.m. and asked for introductions of those attending the meeting. Ms. Edwards introduced Mr. Curtis Owens and Ms. Debbie Parks of OTO. Mr. Nick Maddox of Congressman Long's office introduced himself.

B. Approval of the Technical Planning Committee Meeting Agenda

Mr. Brock asked for a motion to approve the Technical Planning Committee meeting agenda as presented. Mr. Martin made the motion to accept the Technical Planning Committee meeting agenda and was seconded by Mr. Duffy Mooney. The motion carried unanimously.

C. Approval of the May 18, 2011 & June 16, 2011 E-Meeting Minutes

Mr. Brock asked for a motion to approve the May 18, 2011 and June 16, 2011 E-Meeting Minutes. Mr. Martin made the motion to approve the Technical Planning Committee Minutes. Mr. Hess seconded and the motion carried unanimously.

D. Public Comment Period for All Agenda Items

None

E. Executive Director's Report

Ms. Edwards stated that most of the OTO's work has been centered on the Long Range Transportation Plan and the Transportation Improvement Program. The OTO selected the consultants SRF out of Minnesota for the Regional Transit Route Study. The contract is under review and should be signed within a week. The revised Transit Route Study timeline has the study completed in February. There will be public meetings and additional information will be available in the upcoming months.

An Operating Reserve Policy was adopted at the June Board of Directors Meeting establishing minimum guidelines for the OTO operating fund reserve at three months worth of monthly expense. The goal is to establish three to six months worth of monthly expenses. The Operating Reserve will guide future discussions on dues. Right now the dues will remain level. The OTO is also continuing the office relocation discussion. This move will necessitate a work plan amendment. Currently a downtown location is being discussed, with approximately 2,500 to 3,000 square feet. The main objective is to find a meeting room where the OTO can hold the Board of Directors Meetings and the Technical Planning Committee Meetings. The goal for the meeting room is to have members know where the meeting will be held and where parking is for the meeting, since it will all be at the same place. The August Board agenda should have a discussion on the OTO relocation.

The OTO is still awaiting a Clean Air Standard announcement. The announcement should be at the end of July and the OTO region will probably be out of attainment. There has been so much discussion and it is still speculation at this point.

OTO staff attended the Missouri MPO meeting with all the state's MPOs. It was informative on how other MPOs conduct business and receive grants. In addition to the meeting staff has conducted 5310 training for elderly and disabled transportation grant. Staff took applications and the selections for the funding have been made. Typically, OTO has 2 vehicles to award. These grants are reflected in the TIP.

Ms. Longpine, Mr. Whaley, and Ms. Gardner went on a trip to Columbia, MO to see the city's Bike/Pedestrian program that resulted from the \$22 million federal grant. Some lessons were learned from the trip and can be applied to the OTO region. Staff

went to a GIS conference, a major annual conference in San Diego. If any jurisdiction needs GIS assistance, OTO staff is available to help.

Finally, the House, Senate and President have been talking about the Transportation Bill over the last couple of weeks. There are different versions all over the place, from a six year bill to a two year bill to various funding levels. Ms. Burks stated that until the Debt Ceiling Limit gets passed there really is nothing to be discussed. Mr. Maddux stated agreement on the House side. Chairman Mica wants a transportation bill passed this session, but this hinges on getting past the Debt Ceiling. Ms. Burks stated that there are several hurdles to get through before there is a transportation bill. There must be a way to pay for a six year transportation bill and right now there is not the funding for it.

Ms. Cruise asked if the six year bill would replace where SAFETEA-LU left off, becoming retroactive. Ms. Burks stated it depends on how the bill is worded. It also depends on whether or not a couple of smaller year bills are put together or if it is a straight six year bill. There is no way to know if it will be retroactive. Ms. Edwards stated that in all versions of the proposed bill are performance measures which staff is incorporating into the Long Range Plan. Funding mandated for enhancements will likely not be included, though those would still be eligible projects.

Mr. Smith asked about the BRO funding and issues with it. Ms. Burks stated that the BRO program works and has established tracking mechanisms. It could have less money or the formula could change but it is one of the programs that works well and has tracking results.

F. Bicycle and Pedestrian Committee Report

Ms. Longpine stated that the implementation report for the past year was handed out. This report includes OTO Bike/Ped related activities, as well as others throughout the region. The outline of the goals from the prior plan and the proposed goals from the updated plan are on the first page. The following pages list accomplishments that have been tied back to the goals. The accomplishments are divided between BPAC, Community Support, infrastructure, and Safe Routes to School. The report is not exhaustive, but provides a summary of activities over the past year.

Staff also visited Columbia, MO. The main lesson learned is that it does not necessarily take a lot of money to have a good bike network. Paint on the road can make a big difference, and doesn't cost too much. Even if it is just "share the road" on the pavement as opposed to on signs. The whole town is practically covered in sharrows. Columbia has more bicyclists as a result of that. There is a difference in the number of bicyclists between Springfield, MO and Columbia, MO, based on the number seen throughout the day. Springfield does not seem to be far behind, but the region does need more bike lanes and sharrows.

Mr. Martin asked if there was anything that could be done to keep the bike lanes clean, for example a volunteer program. The bike lane down Trafficway was full of debris and glass. He inquired if Columbia has a program in place for debris removal. Ms. Longpine stated that when the streets are swept the bike lanes are included in

that. There were a lot of bike lanes on busy roads and traffic kept the road clean. Columbia has done a lot with Pedways, but it is basically a wide sidewalk which bicyclists are allowed to ride on.

Mr. Whaley stated that the STAR Team would have a PowerPoint to show at the STAR meeting at 5:30 p.m. The presentation would highlight Columbia vs. Springfield Bike/Pedestrian slides.

Ms. Burks stated that Columbia received federal money back when earmarks were allowed, however, it was not really an earmark. The Transportation Committee at the time had committed a pool of funds to pilot bicycle projects across the nation. There were four that were put together at that time and there was room for one more. Senator Bond was the chair of the committee and the committee asked if there was a community that had a plan in place ready to go. Columbia had the plan in place and was completely ready to go so that is how the federal funds were received. Springfield would have been considered at the time, but the area did not have as comprehensive plan ready to go.

Ms. Longpine stated that originally Columbia was awarded \$25 million, but Columbia actually received \$22 million and \$17 million of that was spent on infrastructure. There have been a lot of pilot projects, study and evaluation done. There is a lot of inconsistent treatment because of the pilots. It is an advantage to the OTO region to see what works and does not work well.

Ms. Gardner added that Springfield was not far behind as far as infrastructure, but Columbia has really done a lot for Safe Routes to School and the Walking School Bus. Ms. Burks stated that Columbia was denser. Ms. Edwards stated that Columbia was still on the neighborhood school system like Springfield.

II. New Business

A. FY 2012-2015 Transportation Improvement Program

Mr. Owens summarized the TIP for the TPC. The TIP is the three year transportation plan of federal and state funds. These are the projects put into one document to get a good overview of what is happening in the OTO area. Mr. Owens described the process to solicit projects for the TIP. The recommended TIP will go to the Board of Directors on August 18 for final approval. Federal Highway should approve the TIP by September 30, 2011. There is a comment process. Press releases were sent to the Springfield News Leader and Community Free Press with an August 17 deadline which equals a 38 day period of public comment. The Draft TIP is also located on the OTO website, at the OTO office and the South Campbell Library Center.

Some Aviation projects have been added to this TIP. Most of the Aviation Section is funds coming back as pay back into the TIP in the amount of \$2.4 million. There are \$2.8 million programmed in enhancements. The largest project was the Kearney Street Improvements and HWY 13. Ms. Edwards stated that there was no new

Enhancement money. These funds were projects from last year that needed to be carried forward since they had not been obligated yet.

Mr. Owens discussed financial constraints on the roadways as outlined in the TPC packet. The Local Coordinating Board met and awarded the 5310, 5316, and 5317 funds for approval by the Board of Directors. Mr. Brock stated that the draft went out to all the jurisdictions with a chance to submit changes. Ms. Edwards mentioned that the OTO had passed out the comments received thus far for consideration. The comments were from community members about the projects they feel are important to the community. The projects discussed are currently unfunded, but it is important for the members of the OTO to know what is important to the community. Mr. Brock stated there was correspondence from the superintendent of Willard Schools wondering if there was anything new on US 160. Mr. Miller stated that US 160 was currently being scoped.

Mr. Martin made the motion to recommend approval of the FY 2012-2015 TIP to the Board of Directors. Ms. Cruise seconded and the motion carried unanimously.

B. OTO Long Range Transportation Plan (LRTP) Update

Ms. Longpine stated that the LRTP Subcommittee had been working on the performance measures and a copy was included in the packet. Included in the front is a list of what the Subcommittee has worked on to date. The next step is to write the plan in a way that makes sense to the public. It is currently being pulled together by staff in the OTO office. Once the draft is together, the Subcommittee will meet and review the plan. Ms. Edwards mentioned that performance measures will likely be in the new transportation bill. Funding will be based on those performance measures and targets in some manner. Staff felt it would be important to be proactive and incorporate the proposed performance measures into the plan.

The OTO has identified eleven performance measures, which cover a variety of things from roadways, safety, bicycle and pedestrian and transit. The targets are based on the end year 2035 of the Long Range Plan. The targets will be reassessed each time the plan is updated to see if the OTO is on track. Each performance measure includes a description. It explains how it ties to each of the Long Range Plan goals and then it includes information on current trends. The plan includes as much data as available for the past decade or so.

The performance measures include vehicle miles traveled per capita. This allows the OTO population to grow and the VMT/C to grow with the population. The plan encourages that to slow down. It also looks at mobile balance and how to reduce the number of people driving alone.

The plan also looks at the completion of the Bicycle and Pedestrian Network, including both sidewalks and trails. This is just for the OTO region, so where the Frisco Highline Trail goes outside of the OTO, that is not included in the plan. The plan looked at disabling injury and fatal crashes, per million vehicle miles traveled for the crash rate. Trend wise there were a couple of high years, but the current trend is that crashes have been decreasing. The plan also looks at the on time performance of

the transit system and looks at the number of housing units within a quarter mile of the bus routes. This shows the whole OTO area as well as the CU service areas. Right now the commute time is 22 minutes, which is pretty good, for Greene and Christian Counties. Peak travel time is using information from the Congestion Management Process. This looks at each direction from A.M. and P.M. peak time of travel and makes a recommendation based on the overall system for it. Staff looked at the percent of roadways in good condition and this is looking at the State roads where there is actual data. The target for that is in line with what MoDOT has set for the entire state wide system.

The plan also sets bridge conditions for the area and looks at total bridges, state and non-state. The plan looks at the Ozone level. When the standards get lower and it is uncertain how the region will be from one year to the next, the target is to be able to stay in transportation conformity.

C. Review of 2011 FHWA Discretionary Federal Grant Programs

Ms. Edwards stated that the Missouri MPO meeting had discussions about the disappearance of earmarks and how funding is now available through discretionary programs. The last notice was on May 6 stating that applications were due on June 3 for the 11 programs. The OTO Federal Highway Representative stated it is typical of how the 11 programs will continue. Without knowing where the transportation bill stands, continuing resolutions are funding these programs. These are the kinds of applications that the OTO region needs to be ready for. Most of the programs require match money and have different requirements. Future applications might have a short 30 day time frame so jurisdictions need to be ready and anticipate projects. If jurisdictions have projects then perhaps the OTO can put together a master list and have a data base of projects that might fit.

Ms. Burks inquired if Greene or Christian County has anything that fit into the National Scenic Highway or protected lands. Ms. Edwards stated that if the state designated it a Byway it would qualify. Mr. Miller stated that MoDOT put in a couple applications, one for public lands and highway fund for bike/pedestrian improvements near the Republic High school. The other application was for TCSP for the Kearney Street Resurfacing and Sidewalks, which is currently in the planning stage.

D. TIGER III Discretionary Grant Information

Ms. Edwards stated that as of July 1st, TIGER III funds are available. Preapplications for the TIGER III grant are due October 3. There was a webinar on Monday and the required match is twenty percent. The Webinar stated that the average local match that had been awarded in the past was 70 percent with 30 percent federal funding. That is the average and what it takes to compete. Looking at those figures the OTO would be excluded from the program at the \$20 million level, however, the region will continue to talk. The average grant size was \$20 to \$25 million. The criteria is innovative, complicated, new/different, the last leg of a larger project and ready for construction and obligated by July 2013. The grant will not be awarded until January. There will be no funding of right of way acquisition. Basically the project has to be ready to go to receive the funding. To be highly competitive, it needs to be

multimodal and needs to be not really eligible under any other federal programs. Coordinated investment needs to tie in with some Presidential priority.

Mr. Robinett asked if there was a priority for rural programs. Ms. Edwards stated that the dollar amount has been lowered to \$1 million dollars. There have been better match ratios on the rural side than on the urban side. Mr. Smith asked if federal funds could be used to match past the twenty percent local funding. Ms. Edwards stated it might be used as leverage in the application, but probably not as highly rewarded as having a non-federal match. It was hard to tell what was counted in the 70 percent. It could not be work already completed. The OTO project failed last time because it was a grouping of unrelated projects. Several projects failed because the right of way was not acquired. If the region could find a multimodal project it would need to be \$12.5 million dollars and could not be a grouping of miscellaneous items. The OTO could look at a regional trail network made up of pieces. Greene and Christian counties have bridges that belong to the bicycle and pedestrian system that could be included. The OTO has a DUNS and CCR number from the last application and would be willing to apply for the grant if something could be put together.

Mr. Smith asked if it was only for infrastructure. Ms. Edwards stated that it was only infrastructure. Mr. Brock stated if there was interest in the grant to contact Ms. Edwards.

E. HUD Sustainable Communities Regional Planning Grant Information

Ms. Edwards stated that HUD released notice on June 20th that there was funding for the sustainable communities regional planning grant. There is not a deadline yet. It is a planning grant that integrates housing, land use, economic, workforce development, and transportation and infrastructure investments. The OTO probably has a better chance at this grant if it was included in a sustainability plan. St. Louis and Kansas City both got over \$4 million on the last round of funds. The grant seems focused in the direction of MPOs and Councils of Governments by looking at the list of awards. MARC and East West Gateway press releases on the grant have been included in the packet.

Staff was wondering if there was interest in a \$1 million dollar grant towards sustainability and if anyone had any ideas. Given the current economic climate the jurisdictions would need to consider the communities' feelings on these issues as well. Mr. Brock asked if it could be used to fund work performed by the OTO staff or something that might be contracted out. Ms. Edwards stated that the OTO is funded and staff has a full work load. The OTO would hire consultants or additional staff to do it.

F. OTO Growth Trends Report

Mr. Stueve reported on the December 31, 2010 Growth Trends Report. There is an in-depth analysis of regional and national building trends and socio economic data. The information included in the report came from the census bureau and from the OTO jurisdictions. OTO staff would like to express its thanks for the help from the jurisdictions. If a jurisdictions map is not included in the report the data still is in the report.

There are three main sections. The first section looks at building permit activity locally, regionally, and nationally. The second section covers population and socioeconomic data, locally, regionally, and nationally. The third section is a series of maps that show where the hot spots are in terms of building activities in the different cities. Springfield is now the largest Springfield in the United States. In the population section all of the local jurisdictions are experiencing phenomenal growth over the past year, especially over the past 10, 15, 20 years, doubling, tripling and quadrupling populations.

Mr. Brock requested the report be sent to the jurisdictions as a PDF. Ms. Longpine stated it would be put on the OTO website in order to not clog mailboxes. Ms. Edwards stated that if there was additional information that the jurisdictions would like to see included in the report to just let staff know. This was the first report and there is more data that could be included.

III. Other Business

A. Technical Planning Committee Member Announcements

Mr. Whaley announced the STAR Team meeting with the PowerPoint presentation of the Columbia, MO trip.

Ms. Edwards asked about the TPC Meeting Location. TPC members agreed that the Greene County Archives Building would be the new meeting location.

Mr. Martin stated that there was another Livable Streets Seminar. It is about building public advocates towards pedestrian, recreation, trails, joggers and bicyclists. It is about the public. Anyone in Southern Greene County and Northern Christian County will be welcomed and appreciated. Ms. Longpine stated that the Missouri Liveable Street Committee is doing a design workshop. It will be at the MoDOT Southwest District Office. It will be a facilitated workshop, so then everyone does not have to travel to one location, but still gets the benefits of hands on. There will be lunch served. There will be more information on that, but the seminar will be more on the livable streets design guidelines.

Mr. Martin stated that if there were any bike racks that are not in use or in workable condition, the public works department has some young volunteers from the first Livable Streets meetings that would like to rebuild, repaint or install the bike racks throughout Christian County.

G. Transportation Issues For Technical Planning Committee Member Review

None

H. Articles for Technical Planning Committee Information

No discussion

IV. **Adjournment**

Mr. Robinett made the motion to adjourn at 2:43 p.m. Ms. Jones seconded and the meeting was adjourned.

DRAFT

**OZARKS TRANSPORTATION ORGANIZATION
TECHNICAL PLANNING COMMITTEE SPECIAL MEETING MINUTES
August 17, 2011**

The Technical Planning Committee of the Ozarks Transportation Organization met at its scheduled time of 1:30 p.m. in the Greene County Archives Building.

The following members were present:

Mr. Don Clark, Missouri State University	Mr. Larry Martin, City of Ozark
Mr. Travis Cossey, City of Nixa	Mr. Duffy Mooney, Greene County Highway Dept.
Ms. Carol Cruise, City Utilities	Mr. Kent Morris, Greene County Planning Dept.
Mr. Jonathan Gano, City of Springfield	Mr. Bill Robinett, MoDOT
Mr. Nick Heatherly, City of Willard	Mr. Ralph Rognstad, City of Springfield
Mr. Rick Hess, City of Battlefield	Mr. Dan Smith, Greene County Highway Dept.
Ms. Jenni Jones, MoDOT	Mr. Terry Whaley, Ozark Greenways
Mr. Joel Keller, Greene County (a)	Mr. Todd Wiesehan, Christian County (Chair)

(a) Denotes alternate given voting privileges as a substitute when voting member not present

The following members were not present:

Mr. Mokhtee Ahmad, FTA Representative	Mr. David Hutchison, City of Springfield (a)
Mr. Rick Artman, Greene County Highway Dept.	Mr. Kevin Lambeth, City of Battlefield (a)
Mr. David Bishop, R-12 School District	Mr. Brad McMahan, FHWA
Mr. David Brock, City of Republic (Chair)	Mr. Frank Miller, MoDOT
Mr. Randall Brown, City of Willard (a)	Mr. Ryan Mooney, Springfield Chamber
Mr. King Coltrin, City of Strafford	Ms. Ann Razer, City of Springfield (a)
Ms. Hollie Elliott, Springfield Chamber (a)	Mr. Mark Roy, Springfield-Branson Airport (a)
Mr. Rick Emling, R-12 School District (a)	Mr. Mark Schenkelberg, FAA Representative
Ms. Diane Gallion, City Utilities (a)	Mr. Shawn Schroeder, Springfield-Branson Airport
Mr. Martin Gugel, City of Springfield	Mr. Andrew Seiler, MoDOT
Mr. Jason Haynes, City of Springfield (a)	Mr. Garrett Tyson, City of Republic (a)
Mr. Roger Howard, BNSF	Mr. Dan Watts, SMOG

Others present were: Presiding Commissioner Jim Viebrock, Greene County; Mr. Carl Carlson, Olsson Associates; Ms. Debbie Parks, Ms. Sara Edwards, Ms. Natasha Longpine, Mr. Michael Sparlin, Mr. Curtis Owens and Mr. Chris Stueve, Ozarks Transportation Organization; Ms. Megan Hammer and Ms. Amy Chancellor, Senator Claire McCaskill's Office; Mr. Derick Barnes, Laborers Local 663.

I. Administration

A. Introductions

Mr. Todd Wiesehan called the meeting to order at 1:40 p.m. and asked for introductions of those attending the meeting.

B. Approval of the Technical Planning Committee Meeting Agenda

Mr. Wiesehan asked for a motion to approve the Technical Planning Committee meeting agenda as presented. Mr. Cossey made the motion to accept the Technical Planning Committee meeting agenda and was seconded by Ms. Jones. The motion carried unanimously.

C. Public Comment Period for All Agenda Items

None

II. New Business

A. Changes to the Draft FY 2012-2015 Transportation Improvement Program

Mr. Owens stated there have been some changes to the Transportation Improvement Program (TIP). The first set of changes involved the Enhancement section. It has been renamed to Bicycle and Pedestrian. This renaming also applies to the financial section. OTO added a Surface Transportation definition for the STP Urban Program. In the Bicycle and Pedestrian Section, the Southwest Nixa Pedestrian Plan was deleted. Those funds will instead be used on South Campbell sidewalks.

Ms. Edwards mentioned that the City of Nixa Board gave the Enhancement funds back. The Enhancement Subcommittee was asked to reallocate those funds to a ready to go project since there was a tight deadline. The City of Springfield had a project already designed and scaled it down. It was the only project that could use the funds. The Subcommittee voted to reallocate those funds to the Campbell Avenue sidewalk project.

Mr. Owens mentioned some funding changes in the TIP as outlined in the packets. Ms. Edwards stated that there were comments from MoDOT and Federal Highway in the packet that were mostly not substantive. The largest was the change from "Enhancements" to "Bicycle and Pedestrian" Section Headings. A table was also added about local funding. For example, the City of Willard is spending money and is how much money is left. Estimates from the Long Range Plan are used to show that there is money to cover the projects.

Mr. Martin asked for clarification on the FHWA changes. Ms. Edwards explained that they thought there might be confusion by the "Enhancements" funding category and enhancement type projects. The Bicycle and Pedestrian title better explains the section.

Mr. Martin made the motion to incorporate changes as outlined to the original recommendation of TIP approval to the board of Directors. Mr. Hess seconded and the motion carried unanimously.

B. Kansas Expressway Major Thoroughfare Plan Amendment

Ms. Edwards stated that the City of Springfield requested an amendment on Kansas Expressway between the James River Freeway and Republic Road. The request is to change the Expressway to a primary arterial. There are several differences between the two classifications, but the most significant is driveway spacing would go from 660 feet to 330 feet. There would still be a right on/right out requirement. Staff is in support of the request.

Mr. Martin made the motion to recommend approval of the Major Thoroughfare Plan amendment to the Board of Directors. Mr. Dan Smith seconded and the motion carried unanimously.

C. STP-Urban Balance Report June 2011 Update

Ms. Edwards stated that the STP-Urban Balance Report is updated at least once a year. MoDOT requires that the OTO not exceed three years of funding at the risk of losing excess funding. There is an exception to the rule if a jurisdiction partners with MoDOT on a cost share project. This report does assume that MoDOT will allow some of the upcoming cost shares. There are quite a few approved cost shares such as Battlefield and 65, Chestnut Railroad Overpass, and CC/65 that are very expensive, over \$8 million dollars and the OTO's

annual allocation is \$4.5 million. That equals two years of the OTO's allocation, so the case is being made that the cost shares are counted even though the projects will not occur until 2013, 2014, and 2015. Assuming MoDOT allows the cost shares to count, the OTO is in good shape and will only have a \$5 million dollar balance. In past years there has been a higher balance, so OTO staff would like to thank the jurisdictions for doing the cost shares and using the funds. There is no danger of losing the funds at this point and the cutoff date is September 30.

Mr. Smith asked if the projected allocation shown in FY 2011 is what should have been received last October. Ms. Edwards stated that it was. Mr. Smith wondered if that should be Fiscal Year 2012. Ms. Edwards stated FY 2012 starts on October 1, 2011. It is not available until October 1, 2011 and 2012 is not going to be counted towards the balance because when MoDOT looks at the funding, it is through September 30 and October 1 begins the next fiscal year.

Mr. Smith asked if the OTO knew what that allocation is going to be. Ms. Edwards stated she did not. She projected the estimates low, so that staff would not have to come back and tell the jurisdictions that there were fewer funds.

D. Aerial Photo Cooperative Agreement

Ms. Edwards stated that the City of Springfield heads up the regional effort to do an aerial flight. City Utilities partners with Greene County and Christian County. The latest cost summary assumes that Nixa, Ozark and Republic partner as well. Assuming that both counties are flown the OTO is proposing to contribute \$40,000 to the flight. The total cost is \$223,000 to \$224,000 and how that works is that the amount the OTO contributes is divided up among the different partners, depending on what the partners purchase and what the interests are for the aerials.

The benefit is that OTO's federal funds are used with the jurisdiction's local funds to match the cost and it is a direct discount. The OTO gets to use federal funds without using dues that have been collected for local match. It is a good deal for everyone who participates to be able to use federal funds and the direct discount on the flight.

Mr. Cossey asked what happens if the aerials are not purchased up front. Ms. Edwards stated that when a jurisdiction does not participate or a consultant from the public wants to purchase those, then the charge is actually higher than the initial proposed cost. Ozark was a case who did not participate then came back to purchase the aerials later.

Mr. Martin stated that Ozark did not buy the aerials since Ozark had not been included last time. Ozark had a few from a previous flight. The City charges for those as a way of reimbursing part of the cost. Consultants and other parties, realtors and utility companies have free access. Ms. Edwards stated that an agreement is signed with the City that the aerials will not be given away. The aerials have to be purchased through the City of Springfield. The City of Springfield will decide if a project is planned then the aerials will be given to the consultant. This generates revenue from the sells. Mr. Martin stated the revenue would go to offset the next flight. Ms. Cruise asked how often the flights were done. Ms. Edwards stated every two to three years.

Mike Fonner at the City of Springfield would have the dollar amounts. Mr. Martin stated that Nixa and Ozark meet as part of the Christian County group. This causes a lag with meeting with the City of Springfield. Christian County sends one representative to Springfield and

then comes back to meet with Ozark and Nixa. Part of the National Forest has been eliminated to save costs.

Ms. Longpine stated that there was a map in the agenda that shows the tile locations. Ms. Edwards stated that if Christian County does not participate then the OTO share would be approximately \$29,000, down from \$40,000.

Mr. Martin made the motion to recommend approval of the Aerial Photography Contribution to the Board of Directors. Mr. Morris seconded and the motion carried unanimously.

E. FY 2012 Unified Planning Work Program Amendment for Office Relocation

Ms. Edwards stated that the OTO's Budget Fiscal Year begins on July 1. Staff is looking at amending the current budget. The purpose for the amendment is that the Board of Director's Executive Committee has been looking at different office spaces around town, specifically downtown, for the OTO. The Executive Committee has narrowed it down to the Holland Building's second floor above the Blue Bull Restaurant at the corner of Park Central East and the Square, directly across from Trolleys. The OTO needs its own meeting room. The meeting room is approximately 800-850 square feet and will accommodate approximately 50 people and have an area for food for the Board of Directors meetings. There is also room for the Technical Planning Committee and all the subcommittees can meet at the same location.

There will be an increase in rent. Currently the OTO pays \$1,000 and the new rent will be about \$4,300. There will be a meeting room, an extra office and storage. There will also be room to expand. The budget amendment is in the amount of \$67,524, which covers the increased rent and the furniture costs for the conference room, projection system, TV and related items. Each page of the UPWP has been changed to reflect this budget increase.

Ms. Cruise inquired when the move was planned. Ms. Edwards stated that it depended on when FHWA answered, so approximately October 1st or November 1st. Mr. Martin asked about the parking. Ms. Edwards stated that there were a couple of different parking options. There is public parking on Olive Street on both sides of Boonville. There is a back entrance that can be reached through the alley that runs from Olive Street. There is a second parking area at the Heers Parking Deck where the OTO staff will park. That is located directly behind the Heers Building across from the Square, approximately 276 steps from the Holland Building.

Mr. Marin asked if there were security cards to access the building. Ms. Edwards stated it is unlocked during business hours. Mr. Weisehan asked if there were infill costs associated with the move. Ms. Edwards stated there was infill cost that the building owner is covering with the provision that there will be a five year lease. He will recoup the infill over the term of the lease. Mr. Rognstad inquired on the square footage. Ms. Edwards stated the square footage was approximately 2,700 hundred square feet. The OTO is currently a little under 1,000 right now. Mr. Martin asked if the OTO would have to install its own phones. Ms. Edwards stated that currently OTO shares phones with MSU. The cost will not be more since the OTO will receive free internet. The landlord is covering all utilities, trash service, and internet.

Mr. Martin made the motion to recommend approval of the FY 2012 Unified Planning Work Program Amendment to the Board of Directors. Mr. Hess seconded and the motion was carried unanimously.

III. Other Business

A. Technical Planning Committee Member Announcements

Mr. Martin stated the City of Ozark was surveying the public for a Transportation Sales Tax. The tax would be on the November Ballet and includes a small number of items. The survey is in place and once finished the determination would be made.

Ms. Cruise stated that the Regional Transit Route Study was starting. Ms. Edwards stated that the OTO is currently under contract for the study. The consultants are looking at the second week of October for interviews with the stakeholders.

Ms. Longpine stated on the last week of September and the first week of October there will be meetings scheduled with the public for the Long Range Plan. The draft is currently being put together. It will not actually go for approval until November and December. The comment and review will be done ahead of that time.

B. Transportation Issues For Technical Planning Committee Member Review

Ms. Edwards stated that if the members are interested in a specific topic or want to know more about something, then staff can research items and present them. There are also a lot of individuals available that are willing to present on different topics.

Mr. Smith inquired about the ground level ozone. Ms. Edwards stated that there was still nothing but anticipated something out soon, as in the next few weeks. It keeps being delayed. It went to OMB in July and it takes 30 days for OMB to come back with comment that is why it did not come back by the end of July. If a new number is taken, it will be closer to 70. It could be anywhere from 67 to 70. Ms. Edwards inquired on the OTO regions level. Ms. Longpine stated it was at 68. Ms. Edwards stated that the OTO would be informed as soon as anything was known.

IV. Adjournment

Ms. Jones made the motion to adjourn the meeting at 2:10 p.m. Mr. Martin seconded and the meeting was adjourned.

TECHNICAL COMMITTEE AGENDA 09/21; ITEM II.B.

OTO Long Range Transportation Plan (LRTP) Update

**Ozarks Transportation Organization
(Springfield, MO Area MPO)**

AGENDA DESCRIPTION:

The OTO LRTP Subcommittee has continued to meet and has developed a draft long range plan document, "Journey 2035." The Technical Committee is being asked to review the plan and make any additional recommendations and comments. A final draft will be on the November Technical Committee agenda for possible adoption by the Board in December. Public Hearings are planned over the next several weeks as outlined below.

Public Hearings

Ozark (River Room at the OC)	9/22/2011
Springfield (TBA date subject to change)	9/26/2011
Strafford (City Hall).....	9/27/2011
Republic (TBA)	9/29/2011
Battlefield (Community Room)	10/3/2011
Willard (Community Building).....	10/4/2011
Nixa (City Hall-Council Chamber).....	10/6/2011
Board Review and Public Hearing.....	10/20/2011

The plan has been updated to reflect recent changes for all modes of transportation, including improvements to the transportation network.

TECHNICAL COMMITTEE ACTION REQUESTED: NONE

TECHNICAL COMMITTEE AGENDA 09/21; ITEM ILC.

OTO Transit Coordination Plan Update

Ozarks Transportation Organization (Springfield, MO Area MPO)

AGENDA DESCRIPTION:

The Local Coordinating Board for Transit (LCB) met on September 1, 2011 in order to begin the five year update process for the Transit Coordination Plan. The first step the LCB for Transit took was to review the current list of transit providers and agencies that contract for transit service. The second task was to look at the surveying needs for the plan update. The LCB for Transit will meet the first week of November 2011 to kickoff the planning process for the Transit Coordination Plan. A timeline of activities will be confirmed at this meeting.

About the Transit Coordination Plan

FTA has proposed that a coordination plan maximize the programs' collective coverage by minimizing duplication of services while being developed through a process that includes representatives of public, private, and non-profit transportation and human service providers, and participation by the public.

The current Transit Coordinate Plan addresses the following key issues:

- An assessment of transportation needs for individuals with disabilities, older adults, and persons with limited incomes;
- Inventory of available services and identification of areas of redundant service and gaps in service;
- Strategies to address the identified gaps in service;
- Identification of coordination actions to eliminate or reduce duplication in services and strategies for more efficient utilization of resources; and,
- Prioritization of implementation strategies.

Programs in the Transit Coordination Plan (5310, 5316 and 5317)

5310 Transportation for Elderly Persons and Persons with Disabilities. This program provides assistance to private non-profit groups "in meeting the transportation needs of the elderly and persons with disabilities when the transportation service provided is unavailable, insufficient, or inappropriate to meeting these needs."

Example, Projects awarded this year

- 5310 - Priority #1 Springfield Workshop >15-passenge straight van
- 5310 - Priority #2 Burrell Inc. >15-passenger straight van

5316 Job Access and Reverse Commute (JARC). This grant program, originally authorized through TEA-21, is meant to "develop transportation services designed to transport welfare recipients and low income individuals to and from jobs and to develop transportation services for residents of urban centers and rural and suburban areas to suburban employment opportunities." In particular, emphasis is placed on projects that use mass transportation services.

Example, Projects awarded this year

- 5316 - Job Access and Reverse Commute (JARC)>\$151,803 was awarded to City Utilities to provide continual service of four fixed routes: Line 8 Norton, Line 10 Cedarbrook, Line 11 Sunshine and Line 15 East Kearney

5317 New Freedom. The purpose of the New Freedom program is to “encourage services and facility improvements to address the transportation needs of persons with disabilities that go beyond those required by the Americans with Disabilities Act.”

Example, Projects awarded this year

- 5317 - New Freedom>\$75,876 was awarded to City Utilities to provide amenities such as bus shelters and benches

TECHNICAL COMMITTEE ACTION REQUESTED: NONE

TECHNICAL COMMITTEE AGENDA 09/21; ITEM I.L.D.

OTO Property Control Manual

**Ozarks Transportation Organization
(Springfield, MO Area MPO)**

AGENDA DESCRIPTION:

Staff is proposing the adoption of a property control manual in order to outline the disposal of surplus property. The proposed document outlines three methods of disposal: 1) Donate to a member jurisdiction. 2) Auction online. 3) Recycle or throw away.

At this time the only surplus items that OTO has is electronic equipment and miscellaneous office supplies, however, the draft policy would cover all surplus items.

Staff believes the policy has addressed the Federal Transit Administration's requirements for disposal of property. All items purchased with federal funds with a value exceeding \$5,000 must have the approval of FTA for disposal with proceeds from the sale of these items paid to FTA in the same percentage of federal funding that was used to acquire these items.

TECHNICAL COMMITTEE ACTION REQUESTED:

To make a recommendation to the Board of Directors on approving the OTO Property Control Manual.

Ozarks Transportation Organization

Property Control Manual

The Purchasing Department is charged with maintaining the Ozarks Transportation Organization's (OTO) assets inventory and for the disposal of equipment and supplies no longer required by the OTO. Each employee shall be responsible to track, monitor, and locate assets assigned to the individual employee.

The Property Control Manual provides guidance in the following areas: Inventory, Surplus Property and Disposal Methods.

I. Inventory

A. Inventory Procedures

The Purchasing Department shall identify the equipment to be inventoried, assign an inventory control number, attach an inventory control tag, and record in the inventory control record all equipment purchased by the OTO that fits in the following criteria (Section 34.125, RSMo):

- Equipment: Items where the original acquisition cost is \$500 or more and the items have a useful life of at least one year. Donated equipment valued over \$500 is treated the same as purchased equipment.
- Computers: The purchase price for the computer and all associated components, such as the monitor, keyboard, integral software, speakers, etc., is used to determine the original acquisition cost of the computer or system.
- Software: Software is not assigned an inventory control number.
- General Equipment: Equipment that is hard-wired or plumbed into a facility is not assigned an inventory control number.

B. Inventory Record

The inventory record will be maintained by the purchasing department. Complete inventory should be done every one (1) year to ensure that the records remain accurate (Section 34.125, RSMo.) The following information shall be recorded as applicable to identify the item.

- A complete description of the item, including make, model, and serial number.
- The assigned inventory control number.
- The date, amount, and vendor of the original purchase.
- The employee assigned to the property. In the event that the item is not assigned to an employee, the item's storage location.

Ozarks Transportation Organization

Property Control Manual

- Photo of equipment (Items over \$1,000 items).
- When an item has been disposed of as outlined in this manual, it will be noted in the inventory record.
- Books and smaller dollar assets (such as office supplies) do not need to be monitored in the inventory record (threshold amount is set at \$500.00).

II. Surplus Property & Disposal Methods

Documentation must be maintained on the disposal of every inventoried item and recorded on the Disposal of Surplus Property Form.

A. Grant Reimbursement Requirements

- “Replacement at End of Minimum Useful Life. Project property to be replaced must have achieved at least the minimum useful life. Any disposition of project property before the end of its useful life requires prior FTA approval.” (FTA Circular 5010.1D, Chapter 4, paragraph 3(I)(1,2)). If FTA gives OTO approval, the amount reimbursed to FTA would be the Federal share of the selling price.
- “Fair Market Value of Less than \$5,000 Value. After the service life of project property is reached equipment with a unit market value of \$5,000 or less may be retained, sold, or otherwise disposed of with no obligation to reimburse FTA. Records of this action must be retained.” (FTA Circular 5010.1.D, Chapter 4, paragraph 3 (I)(5)).
- “Fair Market Value of Over \$5,000. After the service life of property is reached equipment with a current market value exceeding \$5,000 may be retained or sold. Reimbursement to FTA shall be an amount calculated by multiplying the total aggregate fair market value at the time of disposition, or the net sale proceeds, by the percentage of FTA’s participation in the original grant.” (FTA Circular 5010.1D, Chapter 4, paragraph 3 (I)(4)).

B. Property Requiring Special Handling

1) *Desks, file cabinets, and other lockable items:*

The key should be attached to the outside of items that have a key locking device such as file and supply cabinets and desks, and the item should remain unlocked.

2) *Computers and Software:*

- a. The purchasing agent ensures that any sensitive information in the hard drive has been removed by approved method. Employees must ensure that discs and memory cards are removed from machines. Computer monitors and other pieces of equipment must be marked with a “Y” if working or “N” if not working.

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Property Control Manual

- b. Computer software should not be transferred with a computer unless it is computer specific software. If software is transferred to another entity a copy of the license agreement should be transferred. The OTO is required to determine if there are licensing restrictions before transferring software.
- c. E-Waste is defined as electronics such as printers, computers, monitors, projectors, audio-visual systems, cell phones, and PDAs that are broken, outdated or used for spare parts. E-waste will be disposed of through the Computer Recycling Center. It should be documented on the Disposal of Surplus Property Form.
- d. E-waste may return to the manufacturer if outlined in purchase agreement or agreement with manufacturer. It should be documented on the Disposal of Surplus Property Form.

III. APPROVED METHODS OF DISPOSAL

After the property has been surplused, the OTO shall determine the best method of disposal for the property. OTO retains the right to select one of the following methods.

A. Distribution to Member Jurisdictions

If the item does not meet the FTA guidelines for federal reimbursement, then the item can be distributed to members of the OTO. A list of items for distribution will be maintained on the OTO website. The items will not be mailed at OTO's expense and are available for pick up at the OTO's physical address. The OTO is not responsible for items after the Property Transfer Form has been signed by the accepting jurisdiction. The items are available on a first come, first serve basis. After 30 (thirty) days on the OTO Surplus Items List, the items will be disposed of by selling through an on-line auction or through donation to a non-profit of the OTO's choice (only items valued under \$100). If an item is not at the end of its useful life or valued over \$5,000, this method is not eligible. The OTO reserves the right to charge "fair market price" for items listed on the OTO Surplus Items List.

B. Sales Using On-Line Auctions

OTO will be responsible for:

- 1.) Placing ad on internet site including pictures and description.
- 2.) Accepting payment from highest bidder and accomplishing item removal.
- 3.) Distribution of sale proceeds to appropriate funding source (Return of Federal funds if over \$5,000 threshold or unspent useful life).

(State of Missouri: State Surplus Property Policies and Procedures)

Ozarks Transportation Organization

Property Control Manual

C. Recycling & Garbage

If an item is deemed to have no value (broken furniture, obsolete appliances, etc.), the OTO must first see if it can be recycled; otherwise the item shall be destroyed by placing in the garbage. When disposal has been completed it should be recorded on the Disposal of Surplus Property Form and documentation retained.

D. OTO Employees

OTO employees are prohibited from accepting ownership of surplus property. In addition OTO employees may not bid on any OTO surplus auctions.

Glossary of Terms

Fair Market Value – Estimate of the gross proceeds that could be recovered if the property were to be sold by competitive bids. (State of Missouri)

Original Acquisition Cost – The original acquisition cost includes the purchase price, shipping, handling, and/or delivery charges, warranty costs, and installation fees, as may be applicable.

Surplus Property – Any tangible supplies, materials, or equipment for which the OTO has acquired ownership by means of purchase, donation, transfer, abandonment, exchange or any other lawful means, which is no longer needed by the OTO. (State of Missouri)

Sources

The following sources were referenced in the creation of this manual.

- Federal Transit Authority - Circular 5010.1D, Chapter 4 & 5.
http://www.fta.dot.gov/documents/C_5010_1D_Finalpub.pdf
- State of Missouri, Office of Administration, State Surplus Property Policies and Procedures pgs. 2, 4, & 5.
- MoDOT Staff – Jefferson City, MO
- City of Springfield, MO - Procurement Code & Merit Rules
- Office of the New York State Comptroller, Division of Local Government and School Accountability: Local Government Guide to Capital Assets.
- State of Missouri (Section 34.125, RSMo)

“Departments to keep inventories of nonexpendable property. Each state department, including each of the agencies therein, shall identify each nonexpendable property item in its possession worth at least the amount prescribed by the state auditor by make, model, serial number and acquisition cost and by affixing a numbered tag or a similar marking to it. The head of each department shall be responsible for the proper use and retention of this property. Each department shall keep currently an inventory of all this property in the form which shall be prescribed for such an inventory by the state auditor.”