

**OZARKS TRANSPORTATION ORGANIZATION  
BOARD OF DIRECTORS MEETING MINUTES  
October 20, 2016**

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:

Ms. Becky Baltz, MoDOT	Mr. Warren Griffith, City of Battlefield
Mr. Brian Bingle, City of Nixa (a)	Mr. Andy Mueller, MoDOT (a)
Mr. Steve Bodenhamer, City of Strafford (a)	Mr. Dan Smith, City of Springfield
Mr. David Cameron, City of Republic (a)	Mr. Richard Walker, Citizen-at-Large
Mr. Steve Childers, City of Ozark (a)	Mr. Brian Weiler, Airport Board (a)
Mr. Jerry Compton, Citizen-at-Large	Commissioner, Ray Weter, Christian County
Dr. Elise Crain, Citizen-at-Large	Mr. Jim Bentley, City of Willard

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

The following members were not present:

Mr. Mokhtee Ahmad, FTA	Mayor Susan Krieger, City of Strafford
Commissioner Harold Bengsch, Greene County	Mr. Ken McClure, City of Springfield
Mr. Randy Brown, City of Willard (a)	Mr. Bradley McMahon, FHWA
Commissioner Bob Cirtin, Greene County (Chair)	Mr. Steve Meyer, City of Springfield (a)
Mr. Chris Coulter, Greene County (a)	Mr. James O'Neal, Citizen-at-Large
Mr. John Elkins, Citizen-at-Large (a)	Mr. Mark Schenkelberg, FAA
Mr. Craig Fishel, City of Springfield	Mayor Brian Steele, City of Nixa
Mayor Rick Gardner, City of Ozark	Mayor Bob Stephens, City of Springfield
Mayor Corey Hendrickson, City of Willard	Mr. Dean Young, City Utilities
Mayor Debra Hickey, City of Battlefield (a)	

Others Present: Mr. Justin Orf, City of Nixa; Mr. Patrick McKenna and Mr. David Peyton, MoDOT; Mr. Carl Carlson, Olsson Associates; Mr. Dave Faucett, Ms. Sara Fields, Ms. Natasha Longpine, Ms. Debbie Parks, Mr. Mark Scott, and Mr. Andy Thomason, Ozarks Transportation Organization; Mr. Matt Fender, Senator Roy Blunt's Office;

Commissioner Weter called the meeting to order at 12:01 p.m.

**I. Administration**

**A. Introductions**

Mr. Weter introduced MoDOT's Director Patrick McKenna.

**B. Approval of Board of Directors Meeting Agenda**

Mr. Weiler made the motion to approve the October 20, 2016 agenda. Mr. Griffith seconded and the motion was carried unanimously.

### **C. Approval of the August 18, 2016 Meeting Minutes**

Dr. Crain made the motion to approve the August 18, 2016 Meeting minutes. Mr. Weiler seconded and the motion was carried unanimously.

### **D. Public Comment Period for All Agenda Items**

Ms. Fields noted there was one public comment in the agenda, via Facebook, regarding sidewalks on Lonepine Street. A Map It function had been put on the giveyourinput.org site about 6 months ago, and three comments came in suggesting improvements. She outlined the public comment, as found in the agenda.

### **E. Executive Director's Report**

Ms. Fields stated staff mailed letters requesting public comment on the development of the TIP. Staff wanted to get out ahead of the 2018-2021 TIP, since development starts in the spring. The thought is that it is better to get the citizen's input before asking for specific projects. That way the comments could be sent to the jurisdictions, MoDOT and everyone with projects to show what the public is interested in. Simultaneously, OTO is working on priorities for the Statewide Transportation Improvement Program for MoDOT. The prioritization of those projects started a couple of weeks ago. Specifically looking at those projects that are priority projects on the Regional Significance map. It must be one of those corridors. Then the list is taken down to projects that appear on the constrained list of the Long Range Transportation Plan. The plan has to be financially constrained and only certain projects can be afforded within the time frame. Those projects that have already been contemplated and agreed to for the 25-year period are eligible for funding. All the data is together with the exception of the new traffic counts. There were not a lot of traffic counts on Hwy 160 in Christian County or Hwy 14. There are some very big projects, so wanted to be able to break those into smaller sections; to understand which section of that road, which phase would be more important to complete given better volume data. That data is expected back November 4 and there will be a meeting November 9. The goal is a prioritized list for the November Technical Planning Committee and the December Board of Directors meeting.

Staff is taking applications for Federal Transit Administration (FTA) 5310 funding (Human Service Vehicles as well as projects that go Above and Beyond the American with Disabilities Act for Transit.) That should appear on the February Board agenda. The Intersection Cost Share projects are moving along. Frank Miller has been working on project agreements and is in contact with everyone at this point. There will be a TIP Amendment in December to add the whole construction cost of those projects to the agenda for the 2018 projects, then the 2020 projects will be added next year.

Ms. Fields mentioned that the OTO is continuing to work on the Congestion Management Process and should have it early next year. Staff is also working on a Transit Coordination Plan with the Transit providers.

There was an interesting event this week, MoDOT and OTO hosted a Traffic Incident Management Simulation, where there was an actual over turned semi-truck. The first responders simulated clearing the accident and getting the victims out of the way, including

timing the roadways, with the goal of clearing more quickly and safely without secondary accidents. There are some pictures on OTO's social media.

Ozarks Commute had been turned over to the City of Springfield. The contract had expired and was out to bid again. It has been awarded to Ride Amigos. The site is expected to be up and running by the end of the year. The old site is down, but is redirecting to Icarpool.com which is MoDOT's statewide carpool program. There were some employer portals that were down. Those portals will have to be reestablished.

Ms. Fields also mentioned that the Office of the Inspector General had audited some of the OTO's expenses. Staff answered the questions and has not heard anything back on that. The OTO also had the Financial Statement Audit, by the OTO's independent auditor, and that has gone well. It will be presented at the December Board meeting.

There is a social media card at everyone's seat to follow the OTO on Facebook and Twitter.

Ms. Fields introduced the new OTO employee Dave Faucett. He has an extensive background in GIS, as well as planning, so he will bring a new perspective to OTO's GIS incorporating his planning background. He was with Southwest Missouri Council of Governments for about 10 years counting internships and full time work.

City Utilities received a FTA grant for eleven buses. City Utilities had applied for Missouri Moves funding, since the program has been discontinued, it is exciting that the agency will still be able to replace the buses.

#### **F. MoDOT Update**

Mr. Weter announced that Ms. Baltz would be retiring effective, December 1. He presented an engraved solar powered globe to Becky Baltz on behalf of the OTO. Ms. Baltz stated it was pleasure to serve with the OTO Board. The way that this region works with collaboration with our communities is the envy of the entire state. It has been a pleasure to be a part of that. She thanked the Board.

Mr. Weter introduced Patrick McKenna, MoDOT's Director. Mr. McKenna thanked the OTO for the opportunity to speak to the Board. He stated that MoDOT is most appreciative that Becky Baltz has provided the leadership to the area. From time to time people say that everything should be centralized at MoDOT. When there is a leader like Becky Baltz, it proves that the model with the service provided at the local level, and it gets incorporated into the statewide plan, is the way to go. He thanked Ms. Baltz for her leadership. MoDOT appreciates the partnership that has been developed and nurtured over the years. It is important to what is done, to have the local feedback and local prioritization process. The whole public side of the public service that is provided. The planning framework that is provided here in Missouri is really one of the best seen. It does bring citizen involvement into the prioritization of their dollars. That is vitally important. The public sometimes does not recognize how much effort goes into the process. It is great when there is engagement at the public level.

He stated he likes how the public comments are incorporated in OTO's process. It is really important to making sure that the public feels connected to the decision making process.

There are a number of challenges in the terms of view and cynicism that gets out there in the way resources are allocated. One of the things that MoDOT has tried to do is go and talk to people around the state. There is a need for basic education on “how things work”. Sometimes it is good to step back and say how does it work. MoDOT is putting together a Citizen’s Guide to Transportation in Missouri. This is a summarization of that guide. There was a series of ten questions that have been asked and considered. These are things on the mind of the public.

He presented the Citizen’s Guide to Transportation in Missouri.

Mr. Cameron asked where Missouri ranked with sales/fuel tax, compared to other states. Mr. McKenna stated that the Missouri is the lowest of all the surrounding states (the eight states that surround Missouri), with the exception of the diesel rate in Oklahoma. There has been movement around the other states. Iowa is a dime ahead of Missouri. It is good for the region to be competitive and consider that, but needs to be careful about being left behind. Mr. Cameron asked what can the OTO do as a group to help create a voice, one voice to help support MoDOT’s effort to get more funding on a ballot. It appears it will only get progressively worse. Is there a resolution or something to help endorse MoDOT’s effort to generate more funding to send a message from the southwest region and from the whole state? It does not just affect this region, but the whole state. This is a discussion that the Board needs to have. Mr. McKenna said that one of the most important things, is what the Board is already collectively doing as a group. The organization that occurs in this area is striking and very good, but knowing what the capital deficit for the needs and being able to express that in terms of dollars is pretty important. The Board is doing that by looking at the next 20 years in the long term strategies, based on the funding that is known today and knowing what those gaps are. Talking about the facts and not wish lists. These are current needs that are out there and having a reasonable view that even if funding kept pace with inflation, that type of movement is necessary to invest today and into the future. He discussed inflation and effects on the transportation dollars.

He stated having voices heard in the legislature is impactful, especially for those representing communities as well as business, having that business voice heard as well. Those investments are needed for business growth and economic development and safety improvements in general. MoDOT is constructing legislative language that will be vetted through the public process. MoDOT is waiting for the election to play out. The idea is having discussion to the extent that this needs to be a priority and platform for the next Governor. There is nothing that is more impactful than for this to be a platform issue for the next Governor.

Ms. Fields asked if it is would be okay to share his PowerPoint, because there were good points that could be used.

Mr. Weiler stated that everyone wants more transportation investment here. Unfortunately, MoDOT is not allowed to advocate for funding and there is no appetite for a tax increase in the State Legislature. Hopefully, conditions will change after the election to better position transportation to be front and center. There is a parallel group the Mercury Alliance Organization that has been formed with the idea of starting to raise these issues. It seems to be made up across sections. It is not just contractors or engineering firms. There

are chamber of commences, airports and transit groups included. There are people where transportation is a vested interest. He stated he was on one of the economic development subcommittees. There is an opportunity to get more involved, so when the conditions are right, there is the data and the folks to maybe take it to the next level. Mr. Cameron stated the Board can help carry the message and add leverage to it. To build a group to help promote that and let MoDOT present the need and let the Board advocate why that is a good plan. Whatever can be done to facilitate, not lobby, but a group that can go out and be an advocate for this and build support and funding for it. Even though there is momentum that is against it, there has to be a shift in that mentality of thinking. It is going to take a concerted effort.

Mr. Weter stated that the plus is that the new legislative session starting in January will not be thinking of an election in 2017. The minus is will be a lot of new faces that got elected saying no to raising taxes.

#### **G. Legislative Reports**

Mr. Matt Fender from Senator Blunt's Office stated that Congress is out of session so there is no news until after the election.

### **II. New Business**

#### **A. Amendment Number One to the FY 2017-2020 TIP**

Ms. Longpine stated that Amendment Number One to the FY 2017-2020 Transportation Improvement Plan (TIP) had twelve items. Initially several of these were included as Administrative Modifications to the Technical Planning Committee meeting. Through additional discussion, it has been decided that these types of changes (moving from a prior TIP to a new TIP) would be better served through the amendment process. There are several projects that were scheduled to be completed before the end of the federal fiscal year. The TIP is produced much further in advance of that timeline. Through various reasons those projects are being moved forward to the next fiscal year. There are also several Transportation Alternative projects. She presented the projects as found in the agenda.

Mr. Cameron made the motion to approve Amendment Number One to the FY 2017-2020 Transportation Improvement Program. Mr. Childers seconded and the motion was approved unanimously.

#### **B. Amendment Number One to the Long Range Transportation Plan**

Ms. Longpine stated this amendment to the Long Range Transportation Plan adds priority sidewalk corridors. There were two gaps that staff noticed looking at other projects in the region. These sidewalks are for Route CC in Christian County and also Route 14 between Cheyenne Road and 22<sup>nd</sup> Street. The term priority sidewalk corridor means it is important for that roadway, to have sidewalks without gaps on both sides of the street. The goal is to not have people crossing from one side to another to get through that corridor. Especially with the economic development importance of these roadways in Christian County and the connectivity between the Cities of Ozark and Nixa. There was public comment solicited, none was received about these connections.

Mr. Bingle asked if the Cheyenne Road to 22<sup>nd</sup> Street portion was to assume that everything to the west to M Highway had already been identified? Ms. Longpine stated it was. Mr. Bingle asked if it had been identified, is that to suggest that all construction needs to comply with the design standards of the Ozarks Transportation Organization? Ms. Longpine stated that the priority is so that as those projects progress, items are done to make sure those connections are included; whether from a development perspective or a roadway perspective. Ms. Fields stated that the OTO's recommendation was that as projects are constructed, the sidewalk is included. As development goes in and site development occurs, those sidewalks are built as well. Whether is it a city, MoDOT, or private developer, everyone is looking at that connectivity.

Mr. Weter asked along Highway 14, at some point in the future when Highway 14 is actually 4-lanes and the sidewalks are added into the equation, is there enough right-of-way in place on Highway 14 now? Ms. Longpine stated that by requesting these sidewalks, OTO is anticipating that when right-of-way is acquired it would accommodate those future sidewalks.

Mr. Bingle asked MoDOT if the design or construction plans were in place? Ms. Baltz stated it was conception plans. Mr. Bingle asked if those included sidewalks. Ms. Fields stated she thought the plans did include sidewalks. Ms. Baltz stated that the other thing is that alignment is not perfect through that whole area so that all has to go into consideration of the right-of-way needs for the corridor.

Mr. Bingle made the motion to approve Amendment Number One to the Long Range Transportation Plan. Mr. Childers seconded and the motion carried unanimously.

#### **C. Performance Measures Report**

Ms. Longpine presented the Performance Measures Report and Performance Measures Infographic.

#### **D. Regional Bicycle and Pedestrian Trail Investment Study**

Ms. Fields stated that the region is allocated an annual amount of Transportation Alternative Program funding, which used to be known as Enhancement funding. It has really decreased in the past couple of years. The last call for projects (usually 2 a year) was for \$1.8 million. Staff overestimated what would be available in 2016, so part of 2017 was awarded. That left only \$210,000 in 2017 funds. The initial idea was to go ahead and award 2017 & 2018 for approximately \$600,000.

The Transportation Alternatives subcommittee wanted to hold off on the award this year and instead look at the regional trail map network as a whole. The subcommittee recommend that the OTO go ahead and do a trail study to prioritize trails and regional connections based off the cost and ease of easements and construction; and to also make sure that the right pathways and alignments are chosen for the trails.

Depending on the study results, maybe using the TAP funding to build some bigger trail projects over time. Right now this is to authorize the contract for the \$150,000 trail study and postpone funding this year on TAP projects and look at the whole thing as a bigger picture item in the fall of 2017. The subcommittee has not ruled out standard street scape

or school projects, but it would be an option going into 2017. Half of 2017 has already been spent so there is no danger in losing any funds. The Technical Planning Committee recommended the plan of action.

Mr. David Cameron made the motion to approve a Regional Bicycle and Pedestrian Trail Investment Study and postpone awarding Transportation Alternatives Funding until fall of 2017. Dr. Crain seconded and the motion carried unanimously.

Mr. Bingle inquired if upon the completion of this study it is anticipated that each of the communities within the OTO would have a trail designated, not to suggest the prioritization of those would be established. Ms. Fields stated that the City of Nixa might be the one exception. There has not been a trail identified within the city limits. There is one between Ozark and Nixa, and maybe one off to the west. If there is something that the City of Nixa is interested in, right now there has not been communication on that from Nixa staff. Every other community would have a connection.

Mr. Griffith asked how much money would be held back by postponing the award of Transportation Alternative funding. Ms. Fields stated in 2017 there was \$210,000. The average award for one project is \$192,000 so about 1 project.

#### **E. New OTO Job Descriptions**

Ms. Fields stated that the OTO has operated with adopted job descriptions and salary ranges for positions. Most of these were adopted back in 2009, when the OTO separated from the City of Springfield. The organization continues to grow and roles continue to change as far as the work program and the complexity of transportation planning. Two new job descriptions are being proposed. One is the GIS Analyst Position. GIS has become really complex in providing maps and data analysis. What started out just putting maps together has evolved into data analysis. There is more data between the travel time units and automatic bus locators, and it requires more depth and knowledge.

For second position, the multimedia coordinator being gone has left a void in the office. Instead of filling the position, the OTO would contract with a graphic design firm for an hourly rate. There would be one on call consultant for graphic design. The other half of the salary would be used to hire a part time administrative assistant. The position would be a secretary to the Board and complete the minutes and make sure the meetings were flowing properly. That was combined with the multimedia job. After a couple of people in that position, the two jobs do not fit together as well as envisioned. This job is proposed as full time in the description, but will be filled as part time at first. Over time it might become a full time job.

Dr. Crain made the motion to approve the two new proposed job descriptions. Mr. Griffith seconded and the motion carried unanimously.

Mr. Griffith asked if the OTO was altering the established job of the multimedia coordinator, if it needed to be disestablished to create the other positions. Ms. Fields stated that her position has been no, to leave the description in case it was needed to be filled later. There is not a problem having job descriptions not filled. Mr. Griffith asked what would happen to the budget to have these sitting vacant. Ms. Fields stated that the OTO does not approve

the budget by position, but line item salary, with only filled positions. Mr. Weter asked if the budget was going to be included and has the funding for these positions. Ms. Fields stated that the budget was part of the UPWP amendment item.

**F. Amendment Number One to the UPWP**

Ms. Parks stated that the amendment to the Unified Planning Work Program was necessitated by the two other action items that were just approved. Staff did go out for public comment and no comments were received before this meeting, per the OTO Public Participation Plan. She outlined the amendment.

Mr. Weter asked if tapping into the carry over funds, if in future years would the OTO have to come up with the \$125,000 every year. Ms. Parks stated that is was a one-time study/expense. The grant is a formula grant, so every year based on different formulas in the federal program, the OTO gets allocated a certain amount of money. This year the OTO's allocation was around \$550,000, so next year it will be approximately \$550,000.

Mr. Cameron made the motion to approve amendment one to the Unified Planning Work Program. Dr. Crain seconded and the motion carried unanimously.

**G. Investment Policy**

Ms. Parks stated that the OTO is developing an investment policy. The reason for a policy is that the OTO funds have been deemed governmental. The funds in the OTO bank account are required to be collateralized over \$250,000. A couple of years ago the OTO stopped receiving interest on the balances. The OTO continues to grow and mature as an organization. The funding source also is becoming more stable, especially with the federal funding situation, now that there is a six-year transportation bill in place. The OTO is looking to have this policy in place so that some of the funds can be invested in the future. The State of Missouri Treasurer has a sample investment policy on the website. In addition, the Government Finance Officers Association has a policy. The two policies were combined and then adapted to fit the OTO's entity type and size. She outlined the basic policy. Ms. Parks stated that this policy would not apply to the employee benefit type of investments. This would be for funds solely invested over the \$250,000 FDIC amount in the OTO bank account.

Mr. Bentley asked if the intent was to capitalize on the fact that there were federal funds flowing through the OTO. Otherwise he was not clear on what the OTO would be investing. Ms. Parks stated that the OTO operates off of an eighty percent reimbursable grant. The OTO is not allowed to invest federal funds. The accrued interest would have to be given back to the federal government. This is to invest money that would be in the OTO's unrestricted operating fund reserve. Basically, the unrestricted amount in the OTO bank account on the budget at the end of the year. Mr. Bentley asked if there were reporting requirements from the funding source and if it would be a nightmare for the paper trail. Ms. Fields stated no, that once it is reimbursed to the OTO there is no more reporting.

Dr. Crain made the motion to approve the OTO investment policy. Mr. Bingle seconded and the motion was carried unanimously.

Mr. Griffith inquired if an additional person would have to be hired to assist with managing the investments or would it fall in the purview of the executive director. Ms. Parks stated



that right now the operating reserve is really small. The amount is only about \$100,000 or \$150,000 probably invested in bonds or something of that nature. It would all be handled through an advisor. Mr. Griffith asked if bonds would give enough liquidity. Ms. Parks stated staff would meet with an advisor and go through the steps of the investment policy. She added bonds would not be used if it did not provide enough liquidity.

#### **H. Nominating Committee**

Ms. Fields stated that the OTO Officers and Executive Committee were on a calendar year basis. OTO is requesting a nominating committee for a slate of officers for the December Board of Directors meeting. The current officers are highlighted in the agenda. The only officers defined in the bylaws are the Chair and Vice Chair rotation. She outlined the open positions.

Mr. Brian Bingle, Mr. Brain Weiler, and Mr. Ray Weter were nominated for the nominating committee.

Mr. Bentley made the motion to close the nomination and accept the panel. Mr. Griffith seconded and the motion was carried unanimously.

### **III. Other Business**

#### **A. Board of Directors Member Announcements**

#### **B. Transportation Issues for Board of Directors Member Review**

#### **C. Articles for Board of Directors Member Information**

Ms. Fields mentioned the article on the presidential candidates and vice presidential candidates' views on transportation. All of the candidates are very interested in infrastructure spending. There might be a new stimulus. No matter who is elected there might be some additional infrastructure investment.

### **IV. Adjourn meeting.**

Mr. Walker made the motion to adjourn the meeting at 1:32 p.m. Mr. Weiler seconded and the motion carried unanimously.