

**OZARKS TRANSPORTATION ORGANIZATION  
BOARD OF DIRECTORS MEETING MINUTES  
February 15, 2018**

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:

Commissioner Harold Bengsch, Greene County  
Mr. Steve Bodenhamer, City of Strafford (a)  
Mr. David Cameron, City of Republic (a)  
Mr. Steve Childers, City of Ozark (a)  
Mr. Jerry Compton, Citizen-at-Large  
Mr. Travis Cossey, City of Nixa (a)  
Dr. Elise Crain, Citizen-at-Large

Mr. Brad Gray, City of Willard (a)  
Mr. Skip Jansen, City Utilities  
Mr. Andy Mueller, MoDOT (a)  
Mr. Dan Smith, City of Springfield (a)  
Mr. Richard Walker, Citizen-at-Large  
Commissioner Ray Weter, Christian County

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

The following members were not present:

Mr. Mokhtee Ahmad, FTA  
Mr. Randy Brown, City of Willard (a)  
Commissioner Bob Cirtin, Greene County  
Mr. Chris Coulter, Greene County (a)  
Mr. John Elkins, Citizen-at-Large (a)  
Ms. Jan Fisk, City of Springfield  
Mayor Rick Gardner, City of Ozark  
Warren Griffith, City of Battlefield  
Mayor Corey Hendrickson, City of Willard  
Mayor Debra Hickey, City of Battlefield (a)  
Mr. Travis Koestner, MoDOT

Ms. Laurel McKean, MoDOT (a)  
Mr. Bradley McMahon, FHWA  
Mr. Steve Meyer, City of Springfield (a)  
Mr. Daniel Nguyen, FTA (a)  
Mr. Jim O'Neal, Citizen at Large  
Mr. Mark Schenkelberg, FAA  
Mr. Jeremiah Shuler, FTA (a)  
Mayor Brian Steele, City of Nixa  
Mayor Jeff Ussery, City of Republic  
Mr. Brian Weiler, Airport Board (a)

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Others Present: Mr. Frank Miller, MoDOT; Mr. Jeremy Pruett, Congressman Billy Long's Office; Mr. Isaac Schmidt, Ms. Rylea Luckfield, Senator Claire McCaskill's Office; Mr. Chuck Branch; Mr. Carl Carlson; Mr. Paul Wojciechowski, Alta Planning & Design; Ms. Brenda Cirtin, Ms. Kimberly Cooper, Mr. Dave Faucett, Ms. Sara Fields, Ms. Natasha Longpine, and Mr. Andy Thomason, Ozarks Transportation Organization.

Chair Smith called the meeting to order at approximately 12:00 p.m.

**I. Administration**

**A. Introductions**

Those in attendance made self-introductions stating their name and the organization they represent.

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

Mr. Cameron moved to approve the February 15, 2018 agenda. Dr. Crain seconded the motion and it was unanimously approved.

**C. Approval of the December 14, 2017 Meeting Minutes**

Dr. Crain moved to approve the December 14, 2017 minutes. Mr. Childers seconded the motion and it was unanimously approved.

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

There were no speakers present to address the Board of Directors.

**E. Executive Director's Report**

Ms. Fields stated that President Trump is proposing an infrastructure bill, but at this time it is unclear as to what that means for our organization. She indicated that much of what he has discussed is being at the 20/80 level, which is the reverse of what it has been.

Ms. Fields said she received a notice that one of the Senate subcommittees approved advancing a \$.06 fuel tax and the full Senate will be hearing this proposal. She noted they are indicating this will not require a vote of the citizens. She said there doesn't appear to be any interest in the \$.10 fuel tax proposed by the task force at this time.

Ms. Fields said last year OTO had a bill drafted to allow the organization to participate in LAGERS (Missouri Local Government Retirement System). She added this year Representative Jared Taylor has added this issue as an amendment to the Soil and Water Conservation Department's bill in the House and it is moving forward. Ms. Fields expressed her appreciation for Representative Taylor's willingness to bring this forward.

Ms. Fields stated several staff had attended the MoDOT Planning Partners' meeting in Jefferson City on February 8. She noted that she and Frank Miller had made a presentation on best practices for selection of projects and how the STIP (Statewide Transportation Improvement Program) is developed. She said she learned at this meeting that the cost-share program for MoDOT is increasing every year. For FY 2019 it is proposed to be \$15 million and for FY 2024 it is up to \$45 million. She added this means that when MoDOT chooses to fund cost-share, something else is not funded. She explained that in FY 2024, the \$45 million used for cost-share will be coming out of the funding distribution, of which the OTO receives five percent. She indicated there will be less money for this area locally, but the OTO could compete for state-wide cost-share monies. She encouraged everyone to look at these opportunities, noting that anyone interested in a cost-share project could propose them for future fiscal years, they don't have to wait.

Ms. Fields said Springfield was awarded a grant through the Walkability Action Institute, which allows them to develop a strategic plan for walkability for Springfield. She stated the grant allows for six or seven individuals to go to Atlanta, Georgia to meet with the CDC to discuss best practices. Ms. Fields added that Natasha Longpine is attending on behalf of the Ozarks Transportation Organization.



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

Frank Miller stated MoDOT and OTO are participating in a study, noting the Board of Directors had approved a change to the UPWP to fund a portion of the study. He added the preliminary results are being used in developing the next round of projects for MoDOT's construction program. He added some of the projects being considered are the major corridors, such as I-44 and James River Freeway. He said the projects are so large that they needed to be broken down into smaller segments. He added the consultant had developed three priorities; look at auxiliary lanes on I-44 between Kansas Expressway and Highway 65, distributor lanes on James River Freeway between Glenstone and Highway 65, and an Interchange at Highway 60 and 125. He noted these are all still too big to fund, so they are working with the consultant to get them into manageable pieces.

Mr. Miller briefly discussed the 21<sup>st</sup> Century Task Force Report, indicating there are various bills in the Legislature that are designed to address the immediate needs. He noted that the Task Force also looked long term, understanding that with greater fuel efficiency, the gas tax will not be sustainable. He added this is a State and Federal issue and will need to be addressed.

In response to a question from Ms. Fields, Mr. Miller said MoDOT is working on the STIP (Statewide Transportation Improvement Program) and it would be made public in May and formally presented to the OTO Board of Directors at the June meeting.

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

Rylea Luckfield, Senator Claire McCaskill's Office, stated the Senator was in the process of reviewing the proposed infrastructure plan that was presented. Ms. Luckfield said the Senator is concerned that the plan relies too heavily on cost-sharing with local and state governments.

Jeremy Pruett, Congressman Billy Long's Office, said Congressman Long is reviewing the infrastructure bill. He said the Congressman is hopeful that the bills that are ultimately passed will be less burdensome on local and state governments. Mr. Pruett said there is still a question of how to fund the infrastructure proposal.

## **II. New Business**

#### **A. Administrative Modification Number Two to the FY 2018-2021 TIP**

Natasha Longpine reviewed for the Board of Directors the Administrative Modification Number Two to the FY 2018-2021 TIP (Transportation Improvement Plan). Ms. Longpine stated this modification is a minor change to a federal category. She noted that there was approximately \$6,800 left in an earmark account, so staff is moving that to High Priority Funding for the Route 60 Guardrail project.

This item was for informational purposes only and no action was required.

#### **B. Amendment Number Three to the FY 2018-2021 TIP**

Natasha Longpine stated Amendment Number Three to the FY 2018-2021 TIP will require action from the Board. She added the City of Springfield has requested to add the Jefferson

Avenue Footbridge rehabilitation to the TIP, in the amount of \$2,500,000. She noted that \$2,000,000 is from STGB-U Funding and the rest is local funds.

Dan Smith noted this has been an on-going project for the City of Springfield as they continue to look at options for preserving this historical structure. He added the City is currently working on options to finalize the ADA ramps and believes this project will be of great interest to the public.

Mr. Cameron moved to approve FY 2018-2021 Transportation Improvement Program Amendment Number Three. Mr. Jansen seconded the motion and it was unanimously approved.

**C. Amendment to the Program Management Plan**

Andy Thomason reviewed for the Board of Directors the history of the Program Management Plan (PMP). He noted Federal statutes require the OTO to develop and administer the Section 5310 Enhancing Mobility for Seniors and Individuals with Disabilities grant program. The PMP includes information on eligible subrecipients, roles and responsibilities, reporting, and selection criteria. He added the Local Coordinating Board for Transit (LCBT) recently updated the PMP, and revised selection criteria and narrowed the list of eligible projects.

Mr. Thomas noted the PMP identified a need for evening and weekend services, intercity services, and greater flexibility in ride scheduling. He noted the LCBT added criteria to the PMP to prioritize projects with these features. Mr. Thomas said a fifteen-day public comment period has been held and the revised pages, if approved, will be resubmitted to the Federal Transit Authority (FTA).

Mr. Bengsch moved to approve the amendment to the Program Management Plan. Dr. Crain seconded the motion and it was unanimously approved.

**D. OTO Regional Bicycle and Pedestrian Trail Investment Study Review**

Andy Thomason stated that staff is happy to announce they have completed the Trail Investment Study. He noted it took longer than had originally been anticipated, but staff is very pleased with the final product. He introduced Paul Wojciechowski with Alta Planning, who provided a brief overview of the study.

Mr. Wojciechowski reviewed his PowerPoint presentation highlighting the Vision, the steps taken to obtain public input, the process for alignment evaluation and selection, and the cost estimates for the various segments. He added that during the process, Alta performed planning-level estimates and detailed estimates. He noted the detailed estimates include engineering costs and estimated right-of-way costs, to provide as accurate estimates as possible.

Mr. Wojciechowski also discussed the PEL (Planning and Environment Linkages) documentation, outlining the benefits of incorporating this process in transportation projects. He briefly outlined the information contained in the Appendices of the final report. He stated it was Alta's intent that all the information would be contained in one document for easy access.



Following a brief discussion, Mr. Childers stated he would like to see this study used as a guide for when funds become available for this project. He stated at that time it could be determined what segments should be completed, based on what is best for the member communities at that time.

Ms. Fields clarified that this study does not prioritize funding. She indicated it is informational and not a representation of the ordered priorities of the OTO.

Mr. Childers moved the Board of Directors accept the OTO Regional Trail and Investment Study, including the prioritization list, recognizing that the list is not the final list of priorities and the study will be used as a respite tool when making future determinations on construction of recreational trails. Mr. Cameron seconded the motion and it was unanimously approved.

**E. Amendment Two to the UPWP**

Sara Fields stated anytime funds are added to the budget to increase the federal funds we would receive for the year, it requires utilizing the amendment process. This process requires that the proposed amendment is sent to the Federal Highway Administration for approval, and it can be a rather lengthy process. She added she did not believe it was necessary to increase the budget for the proposed, but the Board could amend the UPWP instead. She explained that when the trail study was performed, Nixa had not been able to identify how they would connect to the regional trail system and therefore was not included in the mapping.

Ms. Fields said she did not want to delay the project, so she authorized the consultant to proceed, with the caveat that additional work could be added to the contract. Ms. Fields stated Nixa is now ready to be included in the planning. Ms. Fields said she reviewed the budget to see what changes could be made without amending the total budget. She said the OTO has participated with the City of Springfield in the aerial flight for many years. She stated that to date, she has not received an invoice and they were making the flights in February. She added she inquired as to when they were anticipating receiving the payment and they responded after July 1. She explained July begins a new fiscal year, so she is requesting those monies be used for the regional trail study to include Nixa. The aerial study will be paid in the next fiscal year.

Travis Cossey stated that just prior to the Thanksgiving Holiday, the City of Nixa was approached by a landowner that had approximately 130 acres that they wished to donate to the City of parkland. This property is on the north side of the city, adjacent to James River at the Greene/Christian County line. He added this provided an excellent opportunity for the City and asked the Board of Directors for their support.

Mr. Weter moved to approve Amendment Number Two to the UPWP. Dr. Crain seconded the motion and it was unanimously approved.

**F. OTO Sunshine Law/Records Retention Policy**

Brenda Cirtin stated that while the Ozarks Transportation Organization is not a political subdivision, we are a quasi-governmental entity and are obligated to comply with the

Missouri Sunshine Law and the State of Missouri Records Retention Manual. She referenced the document that had been included in the packet and highlighted the changes that had been made. She noted there were only minor changes, such as, the hourly rate that would be charged for research and deleting the wording regarding special programming for requests.

Ms. Cirtin said that in conjunction with the Sunshine Law, is the Records Retention Manual. She added the retention is set by State Statute and that is what the Ozarks Transportation Organization follows. Ms. Cirtin indicated the Board of Directors will not vote on whether to destroy records; however, it will be noted on their agenda before the destruction and if the Board chooses to maintain the records, they will not be destroyed. She noted staff is not ready to begin destruction of any records at this time, however, they will be eliminating paper copies of records that are available electronically.

Dr. Crain moved to adopt the Sunshine Law/Records Retention Policy and authorize staff to make changes as necessary to ensure it is current with the laws adopted by the State Legislature. Mr. Cameron seconded the motion. Ms. Cirtin clarified that staff is requesting the ability to make minor changes to the Sunshine Law to keep it in compliance, noting that if there are major changes made by the State Legislature, it will be brought back to the Board of Directors. With no additional questions or comments, the motion was unanimously approved.

**G. Financial Statements for 2<sup>nd</sup> Quarter 2017-2018 Budget Year**

David Cameron reviewed for the Board the 2<sup>nd</sup> Quarter financial statements for the 2017-2018 budget year. He noted that expenses are at 44% and revenues are at 59%. Mr. Cameron stated that the OTO was able to utilize \$21,102.45 of in-kind match income during the second quarter and thanked all of the member jurisdictions for their assistance in providing the documentation that made this possible. Mr. Cameron added that Kimberly Cooper is doing an outstanding job and as he sees all of the expenses, he is very impressed with the way the OTO conducts business.

Mr. Cossey moved the Board of Directors accept the OTO Operational Second Quarter Financials for the 2017-2018 budget year. Mr. Bengsch seconded the motion and it was unanimously approved.

**III. Other Business**

**A. Board of Directors Member Announcements**

Dr. Elise Crain noted that a presentation on transportation had been given to two Springfield Rotary Clubs that had generated some excellent questions from those attending. She added it was good that transportation is being discussed.

David Cameron stated he had been contacted by an individual who stated there was a bill being proposed that would change the traffic waiver for trucks to 91,000 lbs. He noted he wanted to apprise the Board of this in the event they were contacted by individuals asking their entities to support this change.

Andy Mueller stated he had been approached regarding this issue yesterday and to his knowledge there were no proposals at the State level; just at the Federal level. He added this is being funded and supported by the rail industry.

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


None.

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

Chair Smith stated staff had included several articles of interest in the Board packet. He encouraged the members to read them as they had time.

**IV. Adjourn meeting.**

With no additional business to come before the Board, Mr. Cameron moved the meeting be adjourned. Mr. Cossey seconded the motion and it was unanimously approved. The meeting adjourned at approximately 1:20 p.m.



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Travis Cossey  
OTO Secretary

