

**OZARKS TRANSPORTATION ORGANIZATION  
BOARD OF DIRECTORS MEETING MINUTES  
April 19, 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)  
Commissioner Bob Cirtin, Greene County  
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)  
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: Ms. Joelle Cannon, Senator Roy Blunt's Office; Mr. Jeremy Pruett, Congressman Billy Long's Office; David Stokely, Senator Claire McCaskill's Office; Mr. Chuck Branch; Mr. Carl Carlson; 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. Childers moved to approve the April 19, 2018 agenda. Mr. Cameron seconded the motion and it was unanimously approved.

**C. Approval of the February 15, 2018 Meeting Minutes**

Dr. Crain moved to approve the February 15, 2018 minutes. Mr. Cameron 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 she wanted to update the Board on the Kansas Expressway extension project. She noted she had called Federal Highway Administration (FHWA) to determine the status of the environmental document approval. She added that due to a minor change in the alignment, the FHWA wanted additional public comment. Greene County held this public hearing and the Consultant is in the process of finalizing the comments and getting it to the MoDOT Environmental offices. Once they receive it, it will be sent to the FHWA for final approval. Once it has been approved, the County will be given permission to begin acquiring right-of-way.

Ms. Fields stated the LAGERS bill is in the State Legislature, which had been moving well until it was amended. She noted the amendment impacts teachers in the St. Louis area and they are adamantly opposed to the amendment. After some debate, the bill was tabled, and it does not appear it will be reconsidered.

Ms. Fields stated she is monitoring the events in Jefferson City to determine what, if anything, will be done to help fund transportation. There appears to be several options being discussed, but nothing has been finalized at this time.

Mr. Childers asked if the proposed funding would allow for new projects, or simply fund existing projects. Ms. Fields responded that it would allow for some additional projects, as our area has been diligent about meeting our asset management goals.

Ms. Fields stated she is in the process of meeting with the member entities to determine their priority projects for the next Statewide Transportation Improvement Program (STIP). The current STIP is expected to be released in May for public comment.

Ms. Fields noted the OTO Transportation Incident Management (TIM) Committee has requested funds for barricades, vests, cones, and collapsible roadway signs. She said there have been several requests from fire departments asking for this equipment, not only for incident management, but also for road closures. She added they are wanting the ability to notify the public of road closures in advance to reduce the number of water rescues due to flooding of the roadways.

Ms. Fields stated the Freeway study is in progress and she anticipated it being wrapped up later this month. She added the study is prioritizing safety, so one of the top projects is the



Highway 125 and 60 interchange. She said the study is also looking at some innovative ideas along James River Freeway between National and Highway 65, which seems to have issues with accidents and congestion.

Ms. Fields asked Natasha Longpine to summarize her trip to Atlanta, Georgia, for the Walkability Conference. Ms. Longpine stated there were nine multi-disciplinary teams that received scholarships to Atlanta, Georgia, to learn how to rethink walkability and help develop action plans for each community the teams represent. The four-day event resulted in the development of a draft action plan, which is to be finalized by May 18. Ms. Longpine said Springfield's focus was how to incorporate walkability into the Comprehensive Plan updates and how to provide some additional resources to the development community. Ms. Longpine stated it was an intense four days and the teams are still trying to process all of the information they were provided.

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

Andy Seiler stated the draft Statewide Transportation Improvement Program (STIP) would be released in May for a thirty-day public comment period. He said he would ask the Board to encourage staff and citizens to review the STIP and comment on the proposed projects. He added he believes the STIP will be approved at the July Highway Commission meeting. Mr. Seiler said the Long Range Plan that has been discussed at a previous meeting is still in the public comment phase.

Mr. Seiler stated the Southwest District had hosted the state-wide D.O.M.I.N.O. meeting, which stands for Deliver, Operate, Maintain, and Innovate. He added he wanted to show a few videos that displayed the innovative ways employees at MoDOT are working to save money and time.

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

Joelle Cannon, Senator Roy Blunt's Office, stated that Senator Blunt had announced that Missouri will receive a \$10 million grant for use in addressing the opioid crisis. She added there is not an infrastructure bill in the Senate at this time.

David Stokely, Senator Claire McCaskill's Office, stated he did not have anything to add to the report from Ms. Cannon. There is no talk of infrastructure in the Senate at this time.

Jeremy Pruett, Representative Billy Long's Office, stated the House had decided not to consider the "all in one" transportation bill. He said the House Leadership decided to break the bill into smaller bills, which is in the current process, and is believed will be better received in both the House and the Senate. He noted this was all that is happening with Transportation at this time.

## **II. New Business**

#### **A. Administrative Modification Number Three and Four to the FY 2018-2021 TIP**

Natasha Longpine noted that Administrative Modifications are changes staff is allowed to make to the Transportation Improvement Program (TIP), so no action is needed. She noted that since the last meeting, there have been two modifications. She reviewed the two

modifications, noting that Modification Number 3 involved accelerating the annual on-call guardrail and guard cable program to 2018, from 2019 and 2020. Modification Number 4 is moving funds from FY 2019 Construction to FY 2018 Right-of-Way. This is for the intersection improvements at Jackson and NN in Ozark.

Chair Smith stated this item was for information purposes only and no action by the Board was required.

**B. Amendment Number Four to the 2018-2021 TIP**

Natasha Longpine stated Amendment Number Four to the 2018-2021 Transportation Improvement Program (TIP) has two proposed changes. The first is a revision by adding Right-of-Way, Utilities and Construction to the Engineering already programmed for the cost-share project at Campbell and Republic Road intersection. She said staff had made an adjustment since the Technical Planning Committee meeting, which was recommended and approved at the TPC meeting. The change that was made was to reflect the local engineering that Springfield has included for the intersection improvements at Campbell and Republic Road.

The second change is the widening of Republic Road from Chase to Campbell. She added this project will be approximately \$1.5 million.

Mr. Smith stated these projects will complete the five-lane improvements that the City and Greene County have been making on Republic Road for many years.

Mr. Jensen moved the Board of Directors approve Amendment Number Four to the FY 2018-2021 TIP. Mr. Compton seconded the motion and it was unanimously approved.

**C. Amendment Number Eight to the Long Range Transportation Plan**

Natasha Longpine stated this request came from the City of Nixa. It is to realign Inman Road between Gregg and US 160. She stated there had been some development in the area and there are also some topographical challenges, so they are proposing an alternate route. This will move the connection to US 160 to the South, but only slightly.

Dr. Crain moved the Board of Directors approve *Transportation Plan 2040* Amendment Number Eight. Mr. Cameron seconded the motion and it was unanimously approved.

**D. Transportation Performance Management Planning Agreement**

Natasha Longpine stated with the implementation of performance measures, one of the requirements is to have an agreement between the State DOTs, the Transit Agencies, and the MPOs. The agreement is to outline who is providing what data, on what schedule, how performance targets are selected and reported, and how progress towards those goals is achieved. She added the agreement for consideration is fairly generalized as the entities did not want to commit to something that was not possible.

Ms. Longpine stated staff is asking that the Board of Directors give the initial approval, and allow the Executive Director to approve future changes that need to be made.



Mr. Weter moved the Board of Directors approve the Transportation Performance Management Planning Agreement and allow the Executive Director to approve minor changes in the future. Dr. Crain seconded the motion and it was unanimously approved.

**E. FY 2019 Unified Planning Work Program**

Kimberly Cooper stated the Unified Planning Work Program (UPWP) is federally required and is reimbursable expenses only. She noted it is prepared for both MoDOT and ONEDOT and is approved by the Board of Directors, and it is not audited. She outlined several of the items that are included in the UPWP, noting the areas that had been increased. She also highlighted the areas where the expenditures had decreased, so the budget had been lowered to reflect this change.

Mr. Cameron moved the Board of Directors approve the FY 2019 Unified Planning Work Program. Mr. Childers seconded the motion and it was approved with Mr. Cirtin abstaining.

**F. FY 2019 OTO Operational Budget**

Kimberly Cooper stated she would explain the distinctions between the Operating Budget and the UPWP. She said it is a full budget that includes non-reimbursable expenses, is approved by the Board of Directors and is audited annually. Ms. Cooper noted that the Operational Budget contains non-reimbursable expenses, such as, media and advertising, promotional items, and legislative education.

She reminded the Board that the funding for the OTO is a combination of a federal grant that is from ONEDOT, funneled through MoDOT, and the dues the member entities pay.

Mr. Bengsch moved the Board of Directors approve the FY 2019 OTO Operational Budget. Mr. Weter seconded the motion and it was approved with Mr. Cirtin abstaining.

**G. OTO Growth Trends Report**

David Faucett presented highlights from the 2017 Growth Trends Report. He noted this report is based on the most recent census data and building permit information that was collected from the area jurisdictions.

He noted this report includes single-family residences, multi-family residences, and demolition of residences. The net total is derived by subtracting the demolitions from the permits for new construction of single- and multi-family residences.

Mr. Faucett reviewed the PowerPoint presentation, which included several maps and charts that displayed the changes in demographics. (Attached)

Following a brief discussion on the information contained in the report and the impact these trends have on the local communities, Chair Smith noted this item was provided for informational purposes only and no action by the Committee was required.

Mr. Faucett offered to come to the member entities locations and share this information with the appropriate staff and elected officials.

#### **H. Public Participation Plan Annual Evaluation**

David Faucett stated the OTO updated the Public Participation Plan in 2017. This plan is mandated by federal regulations and must be kept current. The OTO's plan states it will be evaluated annually, to ensure that the organization is making every attempt to keep the public informed and involved in the projects and activities of the OTO. The item distributed to the Board in the packet, is the evaluation of the six action items from the 2017 Plan. Three of these have been accomplished and the other three are in process. Mr. Faucett stated the OTO is continuing to utilize social media and other avenues to generate public comment.

Chair Smith noted this item was provided for informational purposes only and no action by the Committee was required.

### **III. Other Business**

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

There were no announcements from the Board.

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

There were no issues raised by any member of the Board.

#### **VI. Records Management**

Ms. Cirtin stated that as per RSMo. 109.230 (4), and the U.S. Citizenship and Immigration Service Guidelines, OTO records that had met the retention schedule will be destroyed in compliance with the guidelines established by the Secretary of State's office. She noted this did not require action by the Board of Directors, but that the Board must be informed this action was going to occur.

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

Chair Smith noted there had been several articles distributed in the agenda packet and encouraged the members of the Board to review them as they had time.

### **VIII. Adjourn meeting.**

With no additional business to come before the Board, the meeting was adjourned at approximately 1:30 p.m.



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Travis Cossey  
OTO Secretary

# memo

## Ozarks Transportation Organization

To: Brenda Clinton, Custodian of Records  
From: Kimberly Cooper  
CC:  
Date: 4/2/18  
Re: Records Retention

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Comments: The following records need to be destroyed according to the US Citizenship and Immigration Services Guidelines. These guidelines state that once an employee no longer works for the employer, the records must be retained using the following formula:

Three years from the date the employee began work for pay or one year from the date of termination whichever is the later date.

According to this formula, the following 19 Records should be destroyed:

- Baley
- Conklin
- Davis
- Guthrie
- Henigard
- Owens
- Parks
- Richards
- Sparlin
- Stevens

Retaining Form I-9 with documentation for appropriate destruction dates will be filed in each employee file.

