

**OZARKS TRANSPORTATION ORGANIZATION
BOARD OF DIRECTORS MEETING MINUTES
December 20, 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. Chuck Branch, Citizen-at-Large
Mr. Jerry Compton, Citizen-at-Large
Mr. Travis Cossey, City of Nixa (a)
Ms. Jan Fisk, City of Springfield
Mayor Debra Hickey, City of Battlefield
Mr. Brad Gray, City of Willard (a)

Mr. Skip Jansen, City Utilities
Mr. Travis Koestner, MoDOT
Mr. Andy Mueller, MoDOT (a)
Mr. Jim O'Neal, Citizen at Large
Mr. Dan Smith, City of Springfield (a)
Mr. Richard Walker, Citizen-at-Large
Mr. Brian Weiler, Airport Board (a)
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. David Cameron, City of Republic (a)
Mr. Steve Childers, City of Ozark (a)
Commissioner Bob Cirtin, Greene County
Mr. Chris Coulter, Greene County (a)
Mr. John Elkins, Citizen-at-Large (a)
Mayor Ashley French, City of Strafford
Mayor Rick Gardner, City of Ozark
Mayor Corey Hendrickson, City of Willard

Mr. Travis Koestner, MoDOT
Mr. Michael Latuszek, FHWA (a)
Ms. Laurel McKean, MoDOT (a)
Mr. Bradley McMahon, FHWA
Mr. Daniel Nguyen, FTA (a)
Mr. Mark Schenkelberg, FAA
Mr. Jeremiah Shuler, FTA (a)
Mayor Brian Steele, City of Nixa
Mayor Jeff Ussery, City of Republic

Others Present: Mr. Dan Waddlington, Senator Roy Blunt's Office; Ms. Becky Baltz, TREKK; Dr. Elise Crain, Ozark; Mr. Frank Miller, Mr. Andy Mueller, and Jim McDiarmid, MoDOT; 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. Compton moved to approve the December 20, 2018 agenda. Mr. Cossey seconded the motion and it was unanimously approved.

C. Approval of the October 18, 2018 Meeting and the December 4 E-Meeting Minutes

Mr. Weiler moved to approve the October 18, 2018 Meeting minutes and the December 4, 2018 E-Meeting minutes. Mr. Jansen seconded the motion and it was unanimously approved.

D. Public Comment Period for All Agenda Items

The correspondence that had been received since distributing the packets for the meeting were laid at the places of the members. No one was present to speak to any item on the agenda.

E. Presentation of Service Awards

Executive Director Sara Fields and Chair Dan Smith presented service awards to Dr. Elise Crain and Commissioner Ray Weter for their service on the OTO Board of Directors. Commissioner Bob Cirtin was also recognized for his service on the OTO Board, but was unable to be present at this meeting. Chair Smith noted it had been a pleasure to work with these individuals on the OTO Board of Directors and thanked them for their service.

F. Executive Director's Report

Ms. Fields noted the OTO had hosted a Legislative Breakfast for the area Legislators in October. She added several of them had attended and noted that once the office assignments have been made, staff would be mailing the list of OTO priorities for the coming year.

Ms. Fields stated the OTO is working on a new website. Mostly Serious was approved as the successful bidder at the last meeting and the contract has been signed and implementation has begun.

Ms. Fields noted that staff has begun working on next year's Statewide Transportation Improvement Program (STIP) priorities. She added that MoDOT has requested some additional meetings to clarify the projects that are being recommended in the current year's STIP. She noted that on January 15, at 9:00 am, the Technical Planning Committee would be meeting to review and further refine the projects that are being recommended. She added that the members of the Board are welcome to attend if they wish.

Ms. Fields stated the Transportation Alternative Program (TAP) Committee met the week of December 17th to review the applications for the sidewalk and trail projects that had been submitted and were able to award all but one project. She said staff believed the next budget bill will have more money that will be able to be allocated for TAP projects. She added the federal government is working on a continuing resolution through February, but as of yet, there is not a full year of funding and staff does not know what the final award amount will be.

Ms. Fields stated the OTO had been awarded 5310 funding, which is transit funding for human service agency vans. She noted that staff was recommending seven of the nine projects, so many new vans will be provided to area service agencies.

Ms. Fields noted staff had mailed the initial check for the unfunded liability to LAGERS and would be starting this new retirement program in January.

Ms. Fields noted the Springfield Chamber is hosting the annual Springfield Area Salute to the Legislators on January 23 in Jefferson City. She also added that Board of Directors Training would be held on February 21, 2019, just prior to the Board Meeting.

G. MoDOT Update

Andy Mueller expressed MoDOT's appreciation for Senator Blunt's support and work on getting the bill passed that funds I-49. He said the Project Manager has indicated he is not sure what the schedule will be for this project, but they are working with their partners in Arkansas. He stated the design work is completed, but there will need to be an updated environmental study which is anticipated to take six to twelve months.

Frank Miller stated that in addition to the OTO, MoDOT works with three Regional Planning Commissions and two MPOs to determine priorities. Mr. Miller noted that the FAST Act expires in the Fall of 2020. He noted that at this time, a portion of the FAST Act is funded by General Revenue and the American Association of State Highway and Transportation Officials has heard that the current Administration does not want to continue funding transportation with general revenue. He stated if that is the case, there will be a substantial decrease in federal funds beginning in FY 2021. He said the STIP/TIP that is currently being prepared would be impacted in the second year. Therefore, MoDOT will identify programs that need to be delayed due to funding.

H. Legislative Reports

Dan Waddington, Senator Blunt's Office, stated it is believed the federal government is heading for a shutdown. He said the House and Senate did pass a number of transportation bills that benefit Missouri, particularly rural Missouri. He highlighted the I-49 project and noted that while this project was not within the OTO boundaries, it is believed it will have a positive impact on the Region.

II. New Business

A. Administrative Modification Number One to the FY 2019-2022 TIP

Natasha Longpine stated staff is able to make certain modifications to the TIP that do not require Board action. She added this particular project is for the FF and Weaver Road sidewalks in Battlefield. She stated there was some money set aside for right-of-way that wasn't needed, so they are moving this to construction.

Mayor Hickey noted that she had just attended a meeting on this project and believes construction on the project will begin in the near future.

This item was provided for informational purposes only; no action is required.

B. Federal Functional Classification Map Change Request

Andy Thomason stated that the Federal Functional Classification map may be updated at any time, however, staff sends out an “all call” in October to see if any member entity wants to request such a change. He stated this request is being initiated by OTO staff as this is not a typical situation. Mr. Thomason stated the road being considered is partially in Nixa city limits and partially in Christian County and explained why staff was seeking this change. In response to a question, Mr. Thomason noted the difference between the Federal Functional Classification (FFC) and the Major Thoroughfare Plan (MTP). He noted the FFC is how the road is functioning at the present time; the MTP is how it is believed it will function in twenty or thirty years.

With no additional questions, Mr. O’Neal moved the Board of Directors approve the proposed Federal Functional Classification Map change. Mr. Weter seconded the motion and it was unanimously approved.

C. 2019 Safety and Transit Performance Targets

Natasha Longpine said the proposed targets are developed in cooperation with MoDOT and the OTO’s records and documents. She briefly noted the Performance Targets that have already been approved by the Board, stating the State has just recently finalized the Transit Asset Management Plan, which includes City Utilities. Ms. Longpine briefly reviewed the proposed safety targets and transit asset management targets. Ms. Longpine noted the Safety/TAM Committee recommends the OTO support the statewide safety targets and the statewide transit asset management targets.

Mr. Compton moved the Board of Directors approve adoption of the 2019 Safety and Transit Performance Targets. Ms. Hickey seconded the motion and it was unanimously approved.

D. Annual Listing of Obligated Projects

Natasha Longpine stated the OTO is required by federal law to publish an Annual Listing of Obligated Projects. This listing is to include all federally funded projects authorized or revised in the preceding program year. This listing is for the Federal fiscal year of October 1, 2017 to September 30, 2018. Ms. Longpine noted this listing must be published by December 30, 2018 and that the Technical Planning Committee had reviewed the ALOP and recommended acceptance by the Board of Directors.

Mr. Bengsch moved the Board of Directors accept the Annual Listing of Obligated Projects. Mr. Cossey seconded the motion and it was unanimously approved.

E. Federal Funds Balance Report

Natasha Longpine indicated that the Federal Funds Balance report includes the STBG-Urban funds, the TAP funds, and the BRM (On-System Bridge Maintenance) funds. She reminded the Board that MoDOT has a policy that no more than three years of STBG-Urban funds may accrue. If a balance greater than 3 years accrues, the funds then lapse. Ms. Longpine noted that when MoDOT calculates the OTO balance, it is based on obligated funds and not

programmed funds. Therefore, a project is only subtracted from the balance upon obligation. She added the next deadline to meet the MoDOT funds lapse is September 30, 2019.

This information was provided for informational purposes only and no action by the Board is required. However, staff requests each jurisdiction review the report and advise staff of any inaccuracies or changes in project status.

F. Independent Single Audit Report for FY 2017-2018

Kimberly Cooper stated that when staff realized the length of the agenda for the December Board of Directors' meeting, they discussed with the Executive Committee the possibility of having the Auditor attend the EC November meeting and provide her verbal report of the financial statement audit. Ms. Cooper noted she was going to highlight the points the auditor discussed in November and encouraged any of the Executive Committee members to add any information they deemed appropriate.

Ms. Cooper stated there are two items of significance in the packet that was distributed to the Board; the Independent Auditor's Report and the Letter of Governance. She noted these documents contain the overall review of the auditor's findings. Ms. Cooper stated the auditor had an opinion on the OTO's Modified Cash Basis of accounting and reviewed our internal controls and fraud possibilities. Ms. Cooper noted the OTO needed a Single Audit this year due to exceeding the \$750,000 limit. Ms. Cooper stated the OTO had a clean audit and the auditor had no findings and issued an Unmodified opinion.

Mr. Weiler moved the Board of Directors accept the FY 2017-2018 Independent Single Audit Report. Mr. Weter seconded the motion and it was unanimously approved.

G. Financial Statements for 1st Quarter 2018-2019 Budget Year

Kimberly Cooper stated the first quarter financial statements include the period from July 1, 2018 to September 30, 2018. Ms. Cooper noted there is an income category listed that is new for this year; interest income. She noted this began in January when the OTO moved their accounts to a bank that paid interest for checking accounts. Ms. Cooper briefly reviewed the income and expense reports for both the Operational Budget and the UPWP Profit and Loss Statements. She noted that the OTO has a policy of maintaining three to six months of funds in the reserve account and is well within those guidelines, even after paying the unfunded liability balance to LAGERS.

Mr. Walker moved the Board of Directors accept the First Quarter Financial Statements. Mr. O'Neal seconded the motion and it was unanimously approved.

H. Calendar Year 2019 Action Items

Sara Fields stated in 2014 the OTO, as part of a strategic planning effort, worked to develop a mission statement and goals and objectives. She added that each year she works with the Executive Committee to develop action items that further the mission and goals of the organization. Ms. Fields briefly reviewed the proposed action items for calendar year 2019, noting that items 6 and 7 are new.

Mr. Weter moved the Board of Directors approve the Calendar Year 2019 Action Items. Mr. Jansen seconded the motion and it was unanimously approved.

I. Appointment of 2019 OTO Officers

Brian Weiler stated the OTO bylaws require that the Board of Directors elect a Chair, Vice-Chair, Secretary, and Treasurer. Mr. Weiler stated the slate of officers being proposed by the Nominating Committee, which consisted of himself, Brad Gray, and Travis Cossey is as follows: Bob Dixon, Chair; Travis Cossey, Vice-Chair; Steve Childers, Secretary; David Cameron, Treasurer; and Dan Smith, Past Chair. In addition, Brian Weiler and Brad Gray will also serve on the Executive Committee.

The Nominating Committee also recommends appointment of the following: Richard Walker and Jim O'Neal for Springfield 2019 Citizen representatives; Jerry Compton for the OTO; and Chuck Branch for Christian County. Mr. Walker and Mr. O'Neal will serve a term of 2 years; Mr. Compton and Mr. Branch will serve a term of three years.

With no nominations from the floor, Weiler moved the Board of Directors appoint the 2019 slate of officers as presented by the Nominating Committee. Mr. Jansen seconded the motion and it was unanimously approved.

J. Welcome to new Chairman and Vice-Chairman

Chair Dan Smith congratulated the newly elected officers and wished them well. Sara Fields thanked Dan Smith for his year of service as Chair.

K. Board of Directors 2019 Meeting Schedule

Sara Fields drew the Board's attention to the 2019 Meeting Schedule indicating staff would be sending out a calendar invitation.

This was presented for informational purposes only and no action by the Board of Directors is required.

III. Other Business

A. Board of Directors Member Announcements

Brian Weiler stated the Springfield Branson National Airport had passed a major milestone in that it had passed the one million customers mark for the first time in the history of the airport.

B. Transportation Issues for Board of Directors Member Review

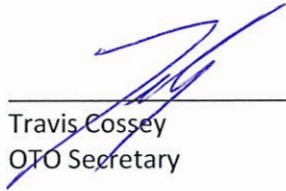
There were no transportation issues to be brought to the Board of Directors.

C. Articles for Board of Directors Member Information

Chair Dan Smith noted there were articles of interest included in the packet for the members to review as time allows.

IV. Adjourn meeting.

With no additional business to come before the Board, the meeting was adjourned at approximately 1:00 p.m.



Travis Cossey
OTO Secretary