OZARKS TRANSPORTATION ORGANIZATION

BOARD OF DIRECTORS MEETING MINUTES

April 18, 2013

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:

Mr. Harold Bengsch, Greene County Ms. Teri Hacker, Citizen-at-Large

Mr. Steve Bodenhamer, City of Strafford (a) Mr. Jim Krischke, City of Republic (a)

Mr. Randy Brown, City of Willard (a) Mr. Lou Lapaglia, Christian County (Vice-Chair)

Mr. Phil Broyles, City of Springfield (a) Mr. Andy Mueller, MoDOT (a)

Mr. Jerry Compton, City of Springfield Mr. Jim Viebrock, Greene County (Chair)

Mr. Tom Finnie, Citizen-at-Large Mr. Brian Weiler, Airport Board (a)

Mr. J. Howard Fisk, Citizen-at-Large

1. *Denotes alternate given voting privileges as a substitute for voting member not present*

The following members were not present:

Mr. Mokhtee Ahmad, FTA Ms. Susan Krieger, City of Strafford

Ms. Becky Baltz, MoDOT Mr. Aaron Kruse, City of Battlefield

Mr. Shawn Billings, City of Battlefield (a) Mr. Bradley McMahon, FHWA

Mr. Brian Bingle, City of Nixa (a) Mr. Steve Meyer, City of Springfield (a)

Mr. Richard Bottorf, Airport Board Mr. Shane Nelson, City of Ozark

Mr. Brian Buckner, City of Republic Ms. Robin Robeson, City Utilities

Mr. Steve Childers, City of Ozark (a) Mr. John Rush, City of Springfield

Mr. Sam Clifton, City of Nixa Mr. Dan Salisbury, MoDOT (a)

Mr. John Elkins, Citizen-at-Large (a) Mr. Mark Schenkelberg, FAA

Mr. Rick Hess, City of Battlefield (a) Mr. Tim Smith, Greene County (a)

Mr. Tom Keltner, City of Willard Mr. Bob Stephens, City of Springfield

Mr. Bill Kirkman, City Utilities (a)

Others Present: Ms. Sara Fields, Ms. Natasha Longpine, Mr. Curtis Owens, Ms. Debbie Parks, Ms. Melissa Richards, Ozarks Transportation Organization; Mr. Dan Wadlington, Senator Roy Blunt’s Office; Mr. Frank Miller, MoDOT; Mr. Jered Taylor, Mr. Josh Klein, Congressman Billy Long’s Office; Mr. Ralph Rognstad, Jr., City of Springfield.

Mr. Viebrock called the meeting to order at 12:01 p.m.

1. **Administration**
2. **Introductions**
3. **Approval of Board of Directors Meeting Agenda**

Mr. Lapaglia made the motion to approve the April 18, 2013 Board of Directors Meeting Agenda. Mr. Fisk seconded and the motion was carried unanimously.

1. **Approval of the March 14, 2013 Meeting Minutes**

Mr. Broyles made the motion to approve the March 14, 2013 Meeting Minutes. Mr. Fisk seconded and the motion was carried unanimously.

1. **Public Comment Period**

Mr. Broyles thanked everyone for supporting the Quarter Cent Capital Improvements Tax that passed with seventy four percent. A great portion of the tax will be used for transportation projects. Mr. Viebrock stated that one of the reasons the City of Springfield is successful with the Capital Improvement Tax is that the City is transparent with the campaign and then gives the voters updates through signs in the neighborhood before and after the project’s completion.

1. **Executive Director’s Report**

Ms. Fields stated that she has been back about a month from her leave and staff did a great job in her absence. Staff is continuing to work on a Congestion Management Plan that should be complete in a couple of weeks. Actually, the preliminary results are that the congestion is looking good, even down in a couple of areas. Staff has also been working on the Growth Trends Report. Staff obtained building permit information from all of the member jurisdictions to do some growth projections.

Federal Highway and Federal Transit are coming to the OTO in the fall for the OTO’s Four Year Review. This is usually done in September and October, though no date has been given yet.

Ms. Fields stated that Ms. Longpine is in Chicago right now obtaining some continuing education credits. At the last Board of Directors Meeting Ms. Longpine had mentioned presenting the new Online Transportation Improvement Program. That will not be done at this meeting, but will be postponed to the next meeting since Ms. Longpine is the expert and can show everything there is to know on the Online TIP Tool. Ms. Richards has been working on the OTO Public Participation Plan Update which is required to be updated every so often. There is a poster that has been placed around town asking the public what they are interested in knowing about transportation and how they would like to learn this information, text or Facebook messages? The posters have been put in libraries and different public places such as universities, so hopefully the OTO will get some additional public participation.

Ms. Fields stated that she was chairing the Community Focus Report Transportation Section for Springfield and Greene County. The section documents the Blue Ribbons and Red Flags in transportation for the area. That should be released this fall. She also stated that she was appointed to the Association of Metropolitan Planning Organization’s National Policy Committee. She will be traveling to D.C. in May to talk about MAP-21, its pros and cons, and what should be added or taken away for future transportation bills.

Work is continuing on the James River Freeway/Campbell/Republic Road Study. There are some preliminary numbers on what would happen with interchange relocation. Nothing final yet, but hopefully in the next month there will be a report with the options outlined. Mr. Dave Nichols with MoDOT was at the Springfield Chamber last week talking about “On the Move.” He gave an update on the State Senate passing a one-cent sales tax proposal. The House still has to vote on the issue. If the House was to pass the one-cent proposal then there will be a November 2014 General Election date for the voters. The MPOs as well as the RPCs around the state have been asked to determine what the projects would be for the one-cent sales tax. The OTO has been working on a preliminary cost list with the priorities and updating the list. If it passes the House then there will be public meetings and the OTO will talk about what it will look like.

1. **Legislative Reports**

Mr. Wadlington stated that there has not been any debate on highway or transportation bills in the Senate lately. The next big bill for debate is Immigration. The Senate is currently in session but working on other legislation at the moment.

Mr. Taylor stated that there is not much on transportation in the House. Congressman Long was appointed to the House Energy and Commerce Committee. He was on the Transportation and Infrastructure Committee which directly affects this committee, but the House Energy and Commerce Committee has an effect as well. It is an A Committee that oversees a lot of committees in the House. The House will be talking about the budget in a couple of weeks. Mr. Taylor introduced Mr. Josh Klein who is an intern from Missouri State University working with Congressman Long’s Office.

# New Business

1. Administrative Modification Number Four to the FY 2013-2016 TIP

Ms. Fields stated that this is an Administrative Modification for East Sunshine Street Pavement Improvements. In case the bid comes in low, MoDOT wanted to add an alternate to include pavement improvements on 65 at Sunshine. The funding amount has not changed. Mr. Weiler asked if the bids have still been coming in good with the economy. Mr. Mueller stated that the bids are good. MoDOT is not trying to scare the employees but keep everything in perspective. The recent bid amounts have been announced and there has been very little difference between the bids from the private sector and the actual cost of material if the jobs were done in house.

1. Amendment Number Four to the FY 2013-2016 TIP.

Ms. Fields stated that there are six items included in the FY 2013-2016 TIP Amendment Number Four. The first two have to do with the State of Missouri selecting the Safe Routes to School Projects. MoDOT had applied for a Safe Routes to School Grant for Mobile Classrooms, Bike Helmets, School Training, and Pedestrian Education so that is being added to the TIP. The second Safe Routes to School Project is for the City of Ozark for a grant for the East Elementary Sidewalk Connection Project. These grants come from State Funds and not the OTO local Enhancement allocation. The other additions include a couple of pavement improvement projects on West Sunshine and one on Route 60. The fifth project is intersection improvements on Kearney and Packer, which is scoping to look at needs on the intersection. The final project is the sound abatement wall at James River Freeway between Kansas and Campbell and the scoping there. There was a public meeting and the public wants sound abatement walls near Quail Creek Subdivision.

Mr. Lapaglia made the motion to approve Amendment Number Four to the FY 2013-2016 TIP. Mr. Broyles seconded and the motion was carried unanimously.

1. FY 2014 Unified Planning Work Program

Ms. Fields stated that this is the FY 2014 budget and work program for the OTO. The fiscal year runs from July 1st to June 30th, so this is the budget to begin on July 1st of this year. The work program is broken into seven tasks: Administration, Committee Support, Planning, Project Selection Programming (which includes the Transportation Improvement Program), Transportation Demand Management (which replaces the old Rideshare Category), Transit Planning, and Special Studies. The budget this year is $901,918.00, which is up a little from last year, primarily because of the purchase of bluetooth units. The In-kind Match is up this year. MoDOT is allowing the billing of some of their local salaries, about $65,000, so that helps save some of the local jurisdiction dues.

Ms. Fields highlighted a few of the projects in the FY 2014 Unified Planning Work Program.

On page three, the IRS Tax Status Determination has been added for the OTO’s ruling on its government status in the amount of an $11,000 fee to the IRS. Federal Highway made a plea to the IRS to waive the fee and it was denied. $5,000 is the anticipated legal fees.

The Travel Demand Model Update has been rolled forward to this budget in the amount of $150,000. On page seven, Federal Highway requested that $3,000 be included to cover the staff time for the Federal Certification Review. On page eight, MoDOT is giving $65,000 in staff time to match the grant. Page nine includes the Bluetooth Travel Time Collection Units in the amount of $80,000 for 8 units. These units will go in the outlying communities. MoDOT had not planned to put the units out there, so the OTO asked to put units to obtain origin destination data from Nixa, Ozark, Strafford, and Republic on the outskirts of town. This will give 24/7 information on people who have bluetooth devices on, in particular how long it takes to get from one point to another. Right now the current Travel Time Data for the Congestion Management System only gives one point in time. It includes data from 7 to 9 in the morning on one particular day. This will give the OTO 24 hour 365 days a year data.

Mr. Broyles stated that it is important to point out that it will not tell who is going because the unit does not have the capability of tracking that. Ms. Fields stated that the bluetooth devices have a long serial numbers, and it takes the first and last couple of numbers, excluding all the middle numbers so there is no way to track it to a specific individual. There has been a lot of discussion on the national level about personal security, so every measure has been taken to ensure that is not a concern. Mr. Fisk inquired if MoDOT would do the installation on the units. Ms. Fields stated that MoDOT would be installing and paying for the installation. Mr. Fisk inquired if MoDOT would move the units after the units were installed if a better location was determined. Ms. Fields stated that MoDOT could move the units since they are just mounted to a traffic cabinet. There are also thirteen mobile units, so there can be specific corridor studies that can be moved along a specific corridor. Ms. Fields stated that MoDOT would be maintaining the units since the OTO did not have the expertise or the staff to maintain the units.

Ms. Fields stated that there had been a lot of discussion on scrapping the Rideshare Program and transferring the website to the City of Springfield, which the OTO has done. This year, on page eleven, $12,000 has been put back for eligible activities. After discussion with Federal Highway, the OTO is allowed to coordinate employer outreach activities, and collect and analyze data. Those are approved activities. The OTO has decided to target employer programs rather than focus on individuals.

Everything else in the budget should be straight forward, similar to past years. The OTO is proposing to use $721,534.40 of the federal balance and that should leave a balance after the FY 2014 funds transfer, of $860,752.74. This large budget is not significantly impacting the fund balance. The OTO is well within its means to afford the proposed budget.

Mr. Fisk made the motion to approve the FY 2014 Unified Planning Work Program. Mr. Lapaglia seconded and the motion carried unanimously.

1. PM Advance

Ms. Fields stated that a couple of years ago the OTO elected to participate in Ozone Advance. The PM Advance is similar to that program; it is a different type of measurement. Instead of measuring Ozone it measures PM 2.5. The region has been close to that standard, so the Ozarks Clean Air Alliance has asked the OTO to partner to do the PM Advance Program. This program documents everything that is done in case there are reductions in PM or if the PM is not increased, the region will be given credit in the future should the area be in non-attainment in the future. Mr. Bengsch stated that the PM 2.5 refers to 2.5 microns or smaller of particulate matter that behaves as a gas and goes in to the deep recess of the lungs.

Ms. Hacker made the motion to approve the participation in the EPA PM Advance Program. Mr. Bengsch seconded and the motion was carried unanimously.

1. OTO Funds Balance Report – December 2012

Ms. Fields stated that the OTO tries to report twice a year on the STP-Urban funding. The OTO is allotted a certain amount each year, $4 or $5 million dollars, it just depends on the year. The OTO has the requirement of not accruing more than three years balance. STP-Urban funds are sub-allocated to the jurisdictions according to population. Each jurisdiction has a balance on the report. Overall there is an ending balance of almost $27 million dollars. The area is allowed to have $16 million dollars. However, MoDOT grants an exemption if the funds are programmed in the Statewide Transportation Improvement Program for Cost Share Projects. These projects do not count in the balance. After the Cost Share Projects are removed there is only $9 million dollars, which is well under the $16 million dollar amount allowed. There is no concern on the MoDOT side. Congress can rescind the money at any time. If Congress looks at a $27 million fund balance showing at the end of MAP-21, and the funds are needed elsewhere, then the funds can be rescinded. It has happened in the past.

Mr. Viebrock stated there is a footnote for each individual jurisdiction to review their section and let the OTO staff know if there are corrections.

1. Limited English Proficiency Plan

Mr. Owens stated that the Limited English Proficiency Plan is for individuals that have a problem or a need in reading, writing, or speaking English. This plan is how the OTO interacts with those groups. Requirements for the LEP plan stem from Title VI, a couple of Executive Orders, and the Department of Transportation, but most comes from a FTA Circular. The plan takes a look at four factors for those Limited English populations in the OTO area. It covers proportions of populations in the area and the frequencies of which the OTO interacts with the limited English populations. There is a cost portion that this plan looks at. First the plan looks at the proportions. Through the Census and America Community Survey, the OTO looks at the populations inside the OTO area. This covers all groups in two areas. It covers all groups that have limited English proficiency, and does not matter where the groups originate from. A couple of interesting points within Greene Count is that there is a 1.5 percent limited English population. Christian County has 0.9 percent.

Part of the requirement is identifying the areas where the populations reside and what places they attend for activities. The Spanish speaking group is the largest group in the OTO region. Mr. Owens showed a map that outlined the areas of limited English.

The plan also looks at the frequency that the OTO staff comes in contact with the limited English proficient population. The OTO for the most part does not have contact with such populations. It is not that the OTO does not try, but that the activity is not there. The OTO conducted a survey to reach out to all groups and used the City Transit system. The OTO got a visual of who was using the transit system. The Hispanic population is the highest population but only 3 percent rode the bus. This does not give a good representation of those who speak limited English, but it does give an idea of who is riding in the area.

The question is why it is important for the OTO to interact with the limited English populations. The information is required for the Long Range Transportation Plan, the Transportation Improvement Program, and the Unified Planning Work Program. Their input is needed to make sure the right things are being covered and going the right direction with these programs. Part of the process is the actual plan: the OTO reached out to the universities, school systems, and church organizations to try and make contact with LEP populations. There were 40 surveys sent out and of the responses, there were a couple that stated they no longer worked with LEP populations. There were also some good responses from the organizations that come in contact with the groups.

Mr. Owens showed a couple of charts. The largest populations were in the Spanish, German, Chinese, and then French Cajun groups. There is a provision in the FTA Circular (the Safe Harbor Provision) that outlines how the OTO address communications such as translations, literature and so forth. There are four categories that different agencies fall in. The Safe Harbor Provision looks favorably upon those who receive federal funds if the important documents are being translated for the populations. The Limited English Plan was translated into Spanish.

Ms. Hacker inquired what the plan required the OTO to do other than translating the LEP and analyzing the population. Mr. Owens stated it was a four factor analysis of the area and was an extension of Title VI. Ms. Hacker asked if the plan just needed to be analyzed every couple of years. Mr. Owens stated that this was a three year update of the original plan. For example there are “I Speak” cards if someone comes into the office. The person’s language can be identified off of the cards and from there staff can figure out how to communicate. Ms. Hacker inquired if there was an obligation at a meeting to do something. Mr. Owens stated that that if is known that there will be limited English populations at a meeting then the OTO would bring in an interpreter. Ms. Hacker asked if there was an obligation to do this and what happens if it is not known in advance. Mr. Owens stated that the OTO would have to work with the group to make sure that their questions were answered. Ms. Fields stated that there is a clause that allows this to be based on a cost analysis. If the cost is too great then there is no obligation. The OTO does have a translation service that was used for the plan. It will be taken on a case by case basis. The agendas all have phrasing in Spanish that if a limited English person needs help to let the OTO know in advance of the meeting.

Mr. Broyles made the motion to adopt the Limited English Proficiency Plan. Mr. Lapaglia seconded and the motion carried unanimously.

1. Travel Demand Model Contract Award

Ms. Fields stated that a Travel Demand Model is used for the Long Range Plan. Basically it takes the current population, employment, traffic volumes and puts it into a model and outputs based on what the OTO is doing. The OTO is going with three growth scenarios: low, medium and high. If there is low growth in the area then it will show what the network looks like based on volume to capacity. It will show what roads will be over capacity if there is medium to high growth. In the past it was based on just one high growth scenario. The OTO budgeted $150,000 and sent out a RFP. There were 10 responses. Joplin’s model cost $300,000. Since it is a competitive market right now the thought was it could be done for half of that amount. The model will use some innovative ideas like cell phone data, different from the bluetooth, but there are cell phone companies tracking origin/destination data. This is an innovative approach.

The Travel Demand Model Subcommittee selected Olsson Associates after interviewing four companies. Olsson will use the cell phone data. All the companies had different approaches to the software that would be used. The proposal came in at $138,000 but staff would like to look at some data collection efforts on top of that amount. The request is to approve a contract award to Olsson no greater than $150,000 with the contract details to be worked by staff.

Mr. Fisk made the motion to approve the Travel Demand Model Contract Award. Mr. Finnie seconded and the motion was carried unanimously.

1. OTO Website

Ms. Richards stated that several weeks ago the OTO launched the redesign of the OTO website. She showed some of the features of the new website such as the left hand navigation, relevant links on the right hand side and information on the home page. She added a TIP Tool Button on the Home page as well as a Facebook link feed, with Twitter and Linked In to come soon. She stated that there are pertinent articles posted almost daily on Facebook. Several Board members commented that they liked the new website.

1. New Ozarks Transportation Organization Logo

Ms. Richards stated that for the last several months OTO staff and the Executive Committee had been working together to develop a new logo. After several drafts and samples, two different logos were being presented to the OTO Board. The thought behind these logos is that the logos represent the four areas of the OTO function: aviation, roads, rails, and bicycle/pedestrian. Both of the logos encompass the same elements. The first logo is all blended and the second is with a “t” in the middle to appear as OTO. Included are samples of what the logos look like as a logo, on stationary, and as a business card.

Mr. Viebrock stated that the Board could have a few moments to examine the two logos. Mr. Lapaglia stated that one of the items discussed in the Executive committee was that logo number 2 looked more like OTC. That was a comment that had come up several times. Ms. Hacker stated that from the letterhead the second logo looked better. Mr. Viebrock let the group know that originally there were 9 logo choices. Mr. Bengsch stated that the number one logo represented transportation, but number two symbolized movement as well as OTO. Mr. Taylor inquired if the O could be reversed to look less like a C. Ms. Hacker inquired if the O could be closed. Ms. Richards stated that she had tried earlier and that it did not have the same flow. Mr. Broyles stated that there will always be the words Ozarks Transportation Organization so it will not be a stand alone. Ms. Richards stated it is really a matter of preference since both logos have good movements. There was discussion about the different logos briefly. Mr. Viebrock stated that there was no rush for logo selection and it could be brought back to another meeting. Ms. Fields asked if the Board wanted to look at Mr. Taylor’s idea of flipping the O. There appeared to be consensus to do that.

Mr. Fisk inquired if the issue should be tabled. The Board decided to have a vote. There were 5 votes for Logo Number 1 and 7 votes for Logo Number 2.

Mr. Viebrock stated that the OTO Board had adopted Logo Number 2 as the Official OTO Logo. Ms. Fields stated that staff would look into closing the O a little as requested by the Board.

1. **Other Business**
2. **Board of Directors Member Announcements**

Mr. Compton announced that there was Rocking Ribs this weekend.

1. **Transportation Issues For Board of Directors Member Review**

None.

1. Articles for Board of Directors Member Information

No discussion.

1. **Adjournment**

Mr. Fisk made the motion to adjourn the meeting. Mr. Broyles seconded and the meeting adjourned at 12:56 p.m.

