OZARKS TRANSPORTATION ORGANIZATION

BOARD OF DIRECTORS MEETING MINUTES

June 20, 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:

Ms. Becky Baltz, MoDOT Ms. Teri Hacker, Citizen-at-Large

Mr. Harold Bengsch, Greene County Mr. Jim Krischke, City of Republic (a)

Mr. Steve Bodenhamer, City of Strafford (a) Mr. Lou Lapaglia, Christian County (Vice-Chair)

Mr. Phil Broyles, City of Springfield (a) Ms. Robin Robeson, City Utilities

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

Mr. J. Howard Fisk, Citizen-at-Large Mr. Brian Weiler, Airport Board (a)

Mr. David Gardner, City of Willard (a)

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

Mr. Shawn Billings, City of Battlefield (a) Mr. Aaron Kruse, City of Battlefield

Mr. Brian Bingle, City of Nixa (a) Mr. Bradley McMahon, FHWA

Mr. Richard Bottorf, Airport Board Mr. Steve Meyer, City of Springfield (a)

Mr. Brian Buckner, City of Republic Mr. Andy Mueller, MoDOT (a)

Mr. Steve Childers, City of Ozark (a) Mr. Shane Nelson, City of Ozark

Mr. Sam Clifton, City of Nixa Mr. John Rush, City of Springfield

Mr. John Elkins, Citizen-at-Large (a) Mr. Dan Salisbury, MoDOT (a)

Mr. Tom Finnie, Citizen-at-Large Mr. Mark Schenkelberg, FAA

Mr. Wendell Forshee, City of Willard Mr. Tim Smith, Greene County (a)

Mr. Bill Kirkman, City Utilities (a) Mr. Bob Stephens, City of Springfield

Others Present: Ms. Sara Fields, Ms. Natasha Longpine, Mr. Curtis Owens, Ms. Debbie Parks, Ms. Melissa Richards, Ozarks Transportation Organization; Ms. Stacy Burks, Senator Roy Blunt’s Office; Mr. Frank Miller, MoDOT; Mr. Ralph Rognstad, Jr., City of Springfield. Ms. Shannon Kellner, MoDOT; Mr. Randy Brown, City of Willard; Ms. Shelia Schmitt, City Utilities Transit; Ms. Gail Melgren, Senator Claire McCaskill’s Office; Mr. Joel Keller, Greene County Highway Department.

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 June 20, 2013 Board of Directors Meeting Agenda. Mr. Broyles seconded and the motion carried unanimously.

1. **Approval of the April 18, 2013 Meeting Minutes**

Mr. Lapaglia made the motion to approve the April 18, 2013 Meeting Minutes. Mr. Weiler seconded and the motion carried unanimously.

1. **Public Comment Period**

Ms. Fields stated that the OTO received an email comment and it was placed under Tab 2 of the agenda. She statedit would be policy that any comments the OTO receives via email will be included in the agenda for the Board of Directors.

1. **Executive Director’s Report**

Ms. Fields stated that the most significant project worked on last month by staff was assisting City Utilities with a TIGER Grant. CU is requesting $10 million towards a $17 million project to do more with the planned transfer facility, making it state of the art with a lot of amenities. This also includes work on the Route 66 and College Street Streetscape project as well as the roadside park. It really fulfilled the design plans that are out there on the internet and Springfield City Council agenda for the College Street Corridor. The odds of being awarded the grant are low. The minimum that can be requested is $10 million and the proposal barely hit the minimum. It was a good opportunity to bring everyone together to talk about this project and if TIGER comes around again next year, it is something that can be looked at again. OTO is really proud of the OTO staff, City Utilities, Rusty Worley with the Urban Development Alliance, and the City of Springfield Planning and Traffic Engineering staff. In a period of a week and a half, a 30 page grant application was pulled together, with a lot of supporting material.

The next significant item going on is that USDOT is coming next week to audit the OTO. The audit will be conducted Tuesday, Wednesday, and Thursday, with at public input meeting Tuesday from 4:30 to 6:30 p.m. here in this room. Anyone can come and tell Federal Highway and Federal Transit their thoughts on the planning process and the OTO plans. Historically, not many members of the public have shown up at the public meetings. USDOT does this review every four years and this is the third review that Ms. Fields has been through. USDOT spends three days asking staff about the OTO processes and making sure the OTO is in compliance with federal law.

Staff is wrapping up the Community Focus Report. Ms. Fields was working on the Transportation Section, and the final draft should be out this fall for public review. Staff is also working on the fiscal year end wrap up, which ends June 30th. Some of the items are updates to the Public Participation Plan and the Congestion Management Process. The plans are near final draft form and should be released soon. Staff is also working on the updated Growth Trends Report. Staff is working on the first Performance Measures Report. Staff included performance measures in the Long Range Plan ahead of the requirements to do so in MAP-21. The specific requirements are not yet known, but the report will outline progress on those included in the OTO Long Range Plan.

The new OTO logo was approved at the last Board of Directors Meeting. Ms. Richards has been working on letterhead and envelope design. There are also new door signs that have been ordered. Staff is working on the first published Rideshare Report. Staff had promised a report of the Rideshare program after website maintenance was transferred to the City of Springfield. There has been a more employer targeted approach instead of an individual citizen approach.

Staff is busy with the end of the financial fiscal year. The new work program includes the tax status determination, which was on hold until the new budget year due to the IRS and legal fees. Federal Transit Administration came out with all new Civil Rights Policies, so staff will be doing a lot of work looking at Title VI, Environmental Justice, and ADA issues.

The Travel Demand Model that has been discussed for a while has been awarded a contract. OTO will be working with MSU for some population forecasting for the model. The prior model has some criticism about the population forecasts included with it. OTO is hiring an expert from the Economic Development Department to tell the OTO what the population forecasts should look like. The model should be much improved this next round. There is still discussion on the bluetooth units that are in the budget and staff is hopeful that they will be in place next summer at the latest. Finally, work is still ongoing for the James River/Campbell/Republic Road Interchange/Intersection project. Public meeting are planned for the end of July. The exact dates will be sent out to the Board when the dates and times are finalized.

Mr. Viebrock told Mr. Broyles that with the unprecedented rain fall over the past weekend the flood channel designs worked amazingly. Mr. Broyles stated that on that side of town, the City of Springfield had a one hundred year event.

1. **Legislative Reports**

Ms. Melgren introduced herself from Senator McCaskill’s office. She statedinfrastructure is important to the community and Senator McCaskill stands ready to help. She requested being added to mailing lists for the Board of Directors meetings.

Ms. Burks stated that it has been busy since returning from Memorial Day Recess a couple weeks ago. The Senate passed the Senate version of the Farm Bill. The House is currently working on a farm bill; it is expected to pass this afternoon before the Senate adjourns for the weekend. The Senate has also taken up the Immigration bill recently. Senator Blunt voted in favor of closure which is discussion only on this bill. It is an issue that he believes needs to be addressed but he firmly believes that enforcing current laws as well as additional border security need to be first and foremost before going on with other procedures in regards to that bill. Other items coming up include the budget and there are budget talks currently going back and forth. Continuing Resolution is being brought up.

It looks as if Agriculture may be one of those bills getting passed, probably Defense then possibly continuing resolutions on the rest of the bills. The federal fiscal year ends September 30. There is a one week recess for the Senate in July, the Senate works four weeks, then they take a four week recess from August to the first part of September,then there is a rush into the end of the fiscal year. Ms. Burks and Ms. Melgren discussed the Blueways designation involving the White River Watershed Area that had been in the news.

Mr. Viebrock stated that Item G had been overlooked when the agenda was approved. He asked if there would be any objections to adding item G, which was a group report from MoDOT.

There were no objections and Item G was added to the agenda.

1. **MoDOT Report**

Ms. Baltz stated she wanted to give a report on MoDOT’s Long Range Plan, “On the Move.” MoDOT is still out visiting with all the people across Missouri. The goal is to visit with people in every county across the state. That is part of the “On the Move” process through the first week of July. What comes next is preparing the Draft Long Range Report. Once it is prepared around August, it will be brought back out and MoDOT will visit with people about what is in the report. Early next year staff, will take it to the Missouri Highways and Transportation Commission for approval. There have also been a lot of questions about funding, since the Legislative Funding Initiative did not pass. MoDOT’s Director has been discussing options and no decisions have been made yet.

There are a couple of project updates. The Battlefield/65 project is scheduled for an award in the fall of 2014. MoDOT is still working to get the consultant on board for the final design on that project. For the South Glenstone Project, staff is acquiring Right-of-Way right now and that project is scheduled to be awarded early next year, January 2014. The CC/65 Interchange is still progressing as scheduled should go under construction in 2015. Kansas and James River Freeway is ready for some lane change modifications. Those will be done next weekend. Work is also being done on the Kearney Street Sidewalk Project. MoDOT staff is still working with business owners in the area on the Chestnut Railroad Bridge. A proposal has been made to the owners and corporate headquarters, so the design for the bridge over the railroad project is still being looked at there. That project is scheduled to be awarded in June 2015.

Mr. Bengsch wanted to thank MoDOT for whatis being done on Kearney Street.

# New Business

1. Administrative Modification Numbers Five and Six to the FY 2013-2016 TIP

Ms. Longpine stated that an additional Administrative Modification, Number Seven, had been passed out. OTO’s Public Participation Plan allows administrative modifications to the Transportation Improvement Program as opposed to amendments that have to go through the approval process. It outlines specific reasons that staff would be allowed to do administrative modifications. Each of these met those tests. The first item was Administrative Modification Number Five. It was bringing a project from a prior TIP to the current TIP. The project is at Kansas Expressway and Broadmoor, which is an acceleration lane for Missouri State University. MSU received an earmark to work on its Agricultural Area.

Item Number Six is a Willard Sidewalk Project. When it was originally programmed, it did not show funding within the engineering portion. Everything was under construction, so staff wanted to ensure that the engineering portion had funding in the project as well. That did not change the overall programmed amount, it just moved some from construction to engineering.

The modification that was passed out is for City Utilities to be able to purchase some buses with CU funding. The new MAP-21 reorganized some of the Transit funding. That changes what is seen for 5309 to 5339, there will be two buses purchased that need to be shown correctly in the 5339 funding category.

1. TIP Tool Overview

Ms. Longpine stated that everyone has heard about the new TIP Tool. Staff has been working on this for the past year to make sure all the projects have been uploaded. Staff is in the process of producing the first OTO TIP with this program. She demonstrated how to find the interactive TIP Tool button from the ozarkstransportation.org website. She stated that there is a hard copy of the TIP on the website under Plans/Publications so that individuals would not have to go to the TIP Tool. She provided a demonstration of the online Transportation Improvement Program Tool to the Board of Directors.

1. Draft Statewide Transportation Improvement Program Overview

Mr. Miller stated that there was an additional page handed out, that was missing from the packet. Every year, the Statewide Transportation Improvement Program is brought to the Ozarks Transportation Organization Area because these end up being the same projects that go into the OTO version of the program, which is the Transportation Improvement Program (TIP). He stated that the TIP Tool was going to make MoDOT’s work easier as the biggest customer of the TIP. Getting all this information organized to reference documents is very helpful.

Mr. Miller stated that Ms. Fields had provided a written narrative that encompasses the entire Southwest District entitled 2014-2018 Draft STIP Summary. This includes not only the OTO area that is called Southwest Urban, but the rural area as well (which is the entire 21 county Southwest District of MoDOT). In the OTO area, MoDOT has programmed $34.4 million in the Draft Statewide Transportation Improvement Program for FY 14. That goes up in 2015 to $47.79 million. A lot of that is cost share money with the City of Springfield and Christian County, the interchanges that are being done with those two entities.

In 2016, there is $33.5 million programmed. In 2017, it says $2.7 million. That has been increased to $9.3 million with a generic resurfacing job. In 2018, there is $4.8 million programmed. The summary document highlights the major projects coming to the area. The first project, on the second page of the summary, is the southwest urban section. Route 65/Route CC/J Interchange in Christian County is programmed for FY 2015. Route 65 and Battlefield Road Interchange has been added to the STIP. A new project is the Route 60/NN/J Interchange between Springfield and Rogersville. There was some cost savings money available in 2015 along with the fact that intersection has a crash issue and is eligible for some Safety money. It is not the full scope of what MoDOT wants to do out there to fully convert 60 to a freeway, but it is a good step in that direction. Likewise, one of the advantages of having a bigger southwest district is that there are more cost savings available on the rural side. There has been a project added to convert Highway 60 to a freeway in the Rogersville area as well. That is one of the top priority corridors. MoDOT is completing a big chunk despite everything, there is Route 125 to work on, but there is progress with this Draft STIP.

Some of the intersection improvements pointed out were Cheyenne Road/14 and Cheyenne Road/CC in Christian County. Those have been on the STIP before. There are also turn lanes on East Kearney and Route 125 as well as resurfacing and turn lanes at Washington Street in Strafford. Those continue in the STIP in FY 14.There are pedestrian improvements/ADA in Christian County. In Springfield, when roads are being resurfaced, ADA ramps are being worked on as well. Some other roadway improvements include the South Glenstone project already talked about. The Eastgate Avenue Relocation is being worked on with the City of Springfield/Greene County to find the right timing for it, now that the developer pulled out of Hickory Hills Elementary. MoDOT has added the Chestnut Railroad Grade Separation to the STIP. Now that the agreement is signed, work will be added to the Campbell Avenue/Plainview Road. That is a cost share of Springfield and Greene County. It is not on the Draft STIP yet, but the agreement is in process with the City of Springfield and Greene County.

There is also a note on the summary, talking about the widening of the Republic Road Bridges. At this point, the City of Springfield is going to let both of those bridges as part of an overall corridor widening project, from National towards James River Freeway. When the numbers are looked at, the emphasis is looking on the system. In the OTO area, MoDOT plans to work on replacing deficient bridges over the next five years. When replacing bridges, the goal is to replace condition three bridges. If it is a condition one or two it is closed. If it is a condition three, it is something that needs to be addressed. When the Battlefield/65 Interchange is worked on and those bridges are replaced then that will eliminate the condition three bridges in the OTO area. That is a pretty big achievement for the OTO, and MoDOT will start working on the level four bridges. This is assuming that the bridge engineer does not downgrade any more bridges.

In addition, MoDOT is going to resurface about 55 miles of minor routes in the OTO area. That includes the 48 lane miles that are going to get the 2 foot shoulders with rumble stripes. There is a lot of success with the rumble stripes in preventing crashes statewide. The goal is to do as many of the minor roads as possible. Then, 292 major route lane miles are going to be resurfaced. One of the things accomplished last year is to try and implement a schedule of resurfacing the major routes every seven years. The STIP reflects that.

Mr. Lapaglia complimented MoDOT on the rumble stripes.

1. Financial Statements for Third Quarter 2012-2013 Budget Year

Mr. Krischke stated that this is the third quarter report for the 2012-2013 budget. Looking at the bottom line for that quarter, the OTO had revenue exceeding expenditures by $12,758 for the first three quarters. One of the revenue reimbursements from MoDOT in the amount of $32,000 did not come in that time frame. There was a Travel Demand Model expense of $150,000 that is in the budget that will be moved to next year. That will be off of this year’s expense report. The OTO will probably be at about 80% of the budget in expenses. There will be a about the same amount in revenue to offset that. In the back of the report there are two other reports. One is the Federal Balance which is the amount of unallocated balance that is available on a three year basis. Any funds not spent in this year’s budget will be added to those funds and available for use in future budget years. The last part of the report is the progress report. It shows where the OTO staff is at on the projects being worked on for the first three quarters. The Travel Demand Model RFP has gone out, so it should be ready for next budget year.

Mr. Lapaglia made the motion to approve the financial statements for third quarter 2012-2013 budget year. Ms. Hacker seconded and the motion was carried unanimously.

1. Employee Manual Amendments

Ms. Parks stated that the Employee Manual was written in 2008. Since then there has been a lot of traveling and training sessions for staff. When it was originally written, it was very general with not a lot of detail. As the organization has grown, staff has encountered different situations, so staff decided to take a look at the travel policy. Ms. Parks mentioned that Mr. Krischke had asked some excellent questions in his role as treasurer that also had staff thinking about a travel policy review. When the review of the travel policy was started, it expanded to other areas of the employee manual. These changes are outlined in red throughout the employee manual.

In reference to non-travel related changes, the employee compensation section was changed to state that paychecks would be in the form of direct deposit only. There is no mechanism to write employees checks. In the employee leave section, the wording “full time” was added in a couple of places. Since interns are part time employees, staff wanted it to be clear that only full time employees are entitled to benefits. Due to the nature of internships, intern employees are only part time and temporary.

In the business expense section of the employee manual, the travel policy was removed and placed in its own section. One of the key additions is to the terminology for the rental car insurance. The terminology has changed and collision and comprehensive no longer are accurate terms. Staff researched several rental companies and added the wording Loss Damage Waiver, Supplemental Liability, and personal accident policies.

Another area looked at was air travel. Staff is to obtain three quotes; these can be from travel sites like Expedia. Another issue discussed was how many bags can be checked. Since travel is only for a couple of days usually, one bag would be allowed as a reimbursable cost when an airline charges. Coach seating is the allowable travel class. Flight insurance did not cover as much as originally thought so it is not allowed, since it is just another cost to the OTO.

Another policy change came from the IRS policy and the way employers are allowed to reimburse employees. There is a new one day travel policy. If an employee’s travel starts and ends on the same business day, OTO will only reimburse the employee for the mileage or rental car. The OTO will not reimburse for meals. However, looking at the fact that an employee may be gone for a long time it was decided to add a provision if the employee is gone 4 hours and outside the MSA (Greene, Dallas, Christian, Polk, Webster Counties) then the employee may request a meal per diem on their payroll. This will be a taxable expense per IRS regulations. Employees traveling for a single day have been told that they cannot use the OTO purchasing cards to purchase a meal. It was decided in addition to this, if an employee is attending an event where lunch is provided they cannot request the per diem unless the employee will be gone longer than 10 hours. There was a corrected page 27 that was handed out to be added to the agenda. It stated 1 hour but it should have read 10. This correction should be added into the motion.

Another item that was looked at was food and groceries. When employees travel it is not addressed in the current policy about groceries versus meals. This was looked at in case employees have a dietary concern or if employees are in meetings and are not close to a restaurant. Staff decided to allow groceries and outline it in the policy. In the past, employees that have actually purchased groceries have spent less overall then on meals. Food Incidentals were also defined. It was decided that employees might need to grab bottled water or a granola bar, especially at an airport where food and drinks are not allowed to be brought through security. An employee might have a medical condition requiring food with medication and some meetings and conferences might not provide any snacks. Another item looked at was the actual dollar amount. The GSA amounts have changed since this was drafted in 2008. The rate is $71 for outside the State of Missouri and $66 for the State of Missouri since the cost of living is still fairly low.

Employees should include tips in their total allowance. The tip amount was capped at 20 percent. This is in line with the City of Springfield’s policy. Staff looked at several jurisdictions policies while looking at the travel policy rewrite. The GSA website has a breakdown for the amount of meals. If a meal is provided in the registration fee for a conference it will need to be deducted from the daily allowance using the GSA table. There is an exception for Continental Breakfasts since it might just be a donut and coffee. Looking at the grant agreement staff added in that entertainment costs are not allowable. Alcohol is never allowed on the purchasing card or turned in on the payroll.

Several sections were added to the policy. There is a training section. Training was never addressed in the old manual. An example would be, if staff members wanted to take a Dreamweaver class or something of that nature. That has been added in, as well as the approval process for the employees. Staff also addressed the travel approval section, the Executive Director has to approve it and then the budget has to be examined. In the last section it addresses the travel advance. Some employees do not have a purchasing card so it addresses how these employees could request funds in advance. Lastly there is a supplemental form section. The purpose of this section is just to give the employees detailed instructions on how to fill out the forms, where to find the forms, and sample forms. The intention is to be able to update this section at any time if a form is not working correctly. It is with the travel policy to make it easy for the employee to find.

Mr. Fisk stated he thought it was great that staff took this on. It was a good job as far as updating the employee manual and there were several of these things that just need to be touched on an ongoing basis.

Mr. Broyles made the motion to approve the proposed amendments to the employee manual with the addition of the corrected page 27. Mr. Fisk seconded and the motion carried unanimously.

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

Ms. Baltz announced that MoDOT had a new Chief Enginee, Ed Hassinger. She stated that Mr. Hassinger might be at the August meeting for everyone to meet.

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

None

1. Articles for Board of Directors Member Information

No discussion

1. **Adjourn open meeting and call to order closed meeting.**

Anyone not considered a voting member was requested to leave.

1. **Closed Meeting**

*(Pursuant to RSMo 610.021(13),**closed meetings are permitted for individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment.)*

Mr. Bengsch made the motion to move into closed session. Mr. Lapaglia seconded and the motion was carried unanimously.

Ms. Hacker made the motion to approve a salary increase for the Executive Director as discussed in the closed session. Mr. Bengsch seconded and the motion was carried unanimously.

**Adjournment of Closed Meeting**

Ms. Hacker made the motion to adjourn the closed meeting. Mr. Bengsch seconded and the meeting was adjourned.

