OZARKS TRANSPORTATION ORGANIZATION

**BOARD OF DIRECTORS MEETING MINUTES**

**April 15, 2010**

The Board of Directors of the Ozarks Transportation Organization met at its scheduled time of 12:00 p.m. in the Busch Municipal Building, 4th Floor Conference room in Springfield, Missouri.

The following members were present:

Mr. Harold Bengsch, Greene County Commission Mr. Matt Seiler, MoDOT (a)

Ms. Lisa Officer, City Utilities Mr. Jim Huntsinger, City of Republic

Ms. Teri Hacker, Citizen-at-Large Representative Mr. Bradley Jackson, City of Ozark

Mr. Phil Broyles, City of Springfield Mr. Brian Bingle, City of Nixa (a)

Mr. Kirk Juranas, MoDOT Mr. Aaron Kruse, City of Battlefield

Mr. Jim Bresee, Christian County Rep (a) Mr. Tom Vicat, City of Strafford (a)

Mr. David Coonrod, Greene County Commission (Chair)

1. *Denotes alternate given voting privileges as a substitute for voting member not present* The following members were not present:

Mr. Mokhtee Ahmad, FTA Mr. J. Howard Fisk, Citizen-at-Large Rep.

Mr. Brad McMahon, FHWA Mr. Jim Krischke, City of Republic (a)

Mr. Mark Schenkelberg, FAA Ms. Joni Roeseler, FTA (a)

Mr. Jim O’Neal, City of Springfield Mr. Gary Cyr, Airport (a)

Mr. Dan Chiles, City of Springfield (a) Mr. John Rush, City of Springfield Council

Mr. Tim Smith, Greene County Administrator (a) Mr. Sam Clifton, City of Nixa

Mr. Jamie Schoolcraft, City of Willard Ms. Barbara Helvey, City of Strafford

Mr. Jerry Compton, City of Springfield Council Mr. Tom Finnie, Citizen-at-Large Rep.

Mr. John Elkins, Citizen-at-Large Rep. (a) Mr. John Grubaugh, Christian County

Mr. Tom Rankin, City Utilities Rep. (a) Mr. Bob Scheid, Airport Board Rep.

Ms. Roseann Bentley, Greene County Commission (a)

Others present were: Mr. Tim Conklin, Ms. Sara Edwards, Ms. Natasha Longpine, Ms. Debbie Parks and Mr. Chris Stueve, Ozarks Transportation Organization; Mr. Steve McIntosh, Office of Congressman Roy Blunt; Ms. Stacy Burks, Office of Senator Christopher Bond; Mr. David Rauch, Senator Claire McCaskill’s Office; Mr. Frank Miller, MoDOT; Mr. Carl Carlson, Scott Consulting Engineers; Mr. Dan Smith, Greene County Highway Department; Mr. Ralph Rognstad and Ms. Ann Razor, City of Springfield;

Mr. Coonrod called the meeting to order at 12:00 p.m.

**Administration**

1. **Introductions**

Mr. Coonrod introduced the new Mayor of Battlefield, Aaron Kruse.

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

Ms. Officer made the motion to approve the April 15, 2010 Agenda. Mr. Huntsinger seconded and the agenda was approved unanimously.

1. **Approval of February 18, 2010 Meeting Minutes**

Mr. Bengsch made the motion to approve the February 18, 2010 Minutes.

Ms. Hacker seconded and the minutes were approved unanimously.

1. **Public Comment Period**

None

1. **Executive Director’s Report**

Mr. Conklin stated that staff appreciated the members that attended the STP-Urban Funding By-law Amendment Meeting that addressed the funding formula. The committee did make a recommendation to look at distributing the money to all jurisdictions. That issue will be going to the Technical Planning Committee in May and then back to the Board of Directors in June.

OTO contracted and completed an update to the Travel Demand Model this month as part of OTO’s Long Range Transportation Plan.

Staff presented the Priority Projects of Regional Significance that the OTO Board recommended to the Missouri Transportation Alliance in Springfield. That meeting was held back in March.

OTO is providing staff support for the Springfield Strategic Planning Committee. The charge of the Springfield Strategic Planning Committee is to prepare the transportation element which will be incorporated into City of Springfield Strategic Plan. OTO will also incorporate this information into the OTO LRTP. Staff planned and hosted the area leader brainstorming session on April 8. Staff would like to thank those members that were able to able to attend the daylong session. Staff was able to hear from many members in the region about working together and regionalism, which was a very common theme.

Staff presented the Ozarks Commute Website to the Environmental Collaborative.

On the federal level, Congress passed the Hiring Incentive to Restore Employment or the HIRE Act. It restored SAFETEA-LU through September 30, 2010. That law infused $19.5 billion back into the Highway Trust Fund and restored the funding level back to pre-recession level. OTO is still waiting to hear from Federal Highway and MoDOT on whether the amount that was rescinded from the BRO, STP-Urban Program, and the Enhancement Program are going to flow back the same way they were rescinded. Staff does not currently have anything to show that, but the intention is that those funds will be returned. Looking also at the federal level, currently there is a carbon tax discussion going on in Congress. Senators Graham, Lieberman and Kerry are reported (coming from the ASHTO Journal) to be discussing the potential for increasing the fuel tax. In addition, twenty six organizations sent a letter asking that if there was any increase on fuel, that those revenues be used for transportation and not diverted to other programs.

Mr. Conklin also updated the OTO Board on what has happened with the Ozone discussion that the Board had at the last Board of Directors Meeting. The American Clean Energy and Security Act talked about TMAs/MPOs OTO’s size would eventually have to come up and develop targets for green house gas emission reductions. The Clean Energy Jobs and American Power Act, and the Boxer/Kerry proposal also include the green house gas emissions reductions in there. The Oberstar Surface Transportation Authorization Act of 2009 also has green house gas emissions strategies and targets in that bill. This is an emerging issue on the horizon for the MPO.

There is a grant opportunity that OTO has been discussing with the City of Springfield. It is called a sustainable communities and planning grant program. There are $100 million dollars that will be available and will come out next month. It is to support multi-jurisdictional regional planning efforts that integrate housing, economic development, and transportation decision making. The funding categories include regional plans for sustainable development, funding for detailed execution plans, and programs to implement assistance in regional sustainable development plans and also funding to support those plans and strategies. It also provides potential funding for a catalytic project or program that demonstrates commitment to the implementation of a broader plan. This is an opportunity for OTO to work together as a region, to partner and register for that potential grant and to partner with the member jurisdictions.

Finally, OTO would like to recognize Ms. Longpine for receiving an award at the Springfield/Greene County Choose Environmental Excellence Awards Luncheon for her work with Ozarks Commute, which is the OTO Rideshare Matching Program and for her work with the Ozarks Clean Air Alliance with the Clean Air Action Plan.

# New Business

1. **Amendment Number Four (4) to the FY 2010-2013 Transportation Improvement Program**

Ms. Edwards stated that there are two changes included as part of TIP Amendment Number Four to the FY 2010-2013 Transportation Improvement Program.

1. The City of Battlefield is requesting to add a project utilizing STP-Urban funds to design approximately 325 linear feet of sidewalk to tie two sections of sidewalk along Cloverdale Lane together in the amount of $1,000, for a project total of $1,200. Before the City of Battlefield had done the Cloverdale sidewalk and this is a piece that right of way could not be obtained.
2. MoDOT is requesting to add a project to install new lights at the Hampton Avenue Rail Crossing in Republic. This project is for $37,514.

Ms. Officer made the motion to approve the TIP Amendment Number Four (4) to the FY 2010-2013 TIP. Mr. Huntsinger seconded and the motion was approved unanimously.

1. FY 2011 Unified Planning Work Program (UPWP)

Mr. Conklin stated that OTO is required on an annual basis to prepare a Unified Planning Work Program (UPWP), which includes plans and programs the MPO will undertake during the fiscal year. The UPWP is programmed into the following tasks:

Task 010 – OTO General Administration

Task 020 – OTO Committee Support

Task 030 – General Planning and Plan Implementation

Task 040 – Transportation Improvement Program

Task 050 – Rideshare and Commuter Choice Program

Task 060 – Transit Planning

Task 070 – Special Studies and Related Projects

The FY 2011 UPWP contains many projects, a few of which include the OTO Journey 2035 Long Range Plan Update, a City Utilities Transit Fixed Route Analysis, and funds to participate in a Statewide Passenger Rail Study. Those funds would be utilized to see what would be needed to move forward with passenger rail. There has been a lot of discussion on passenger rail and OTO wanted that money in the UPWP in order to participate.

OTO has also budgeted Directors and Officers Liability Insurance for FY 2011. This is something that after talking with Mr. Scheid was recommended that the Board do, since there are members that are not elected officials on the Board. The health insurance allowance beginning for the 2011 calendar year has been increased from $4,200 per year to $4,500. This is the first budgeted increase for this allowance since establishing the allowance in 2008 and represents a 7.15% increase for 2011. Annual employee salary step increases have been budgeted in the next fiscal year based on the June 2009 OTO adopted salary schedule.

The UPWP also contains the proposed budget for FY 2011. The budget is based on the federal funds available, in-kind match, and the local jurisdiction 20 percent match. The OTO portion of the budget for FY 2011 is shown below:

Ozarks Transportation Organization FY 2010 FY 2011

Consolidated FHWA/FTA PL Funds $499,019.00 $582,995.09

Local Jurisdiction Match Funds $ 96,328.00 $103,319.78

In-Kind Match, Direct Cost, Donated $ 28,429.00 $ 28,429.00

City Utilities Match Funds $ 14,000.00

Total OTO Revenue $623,776.00 $728,743.87

The total UPWP budget also includes FTA 5307 Transit Funds going directly to City Utilities in the amount of $109,798. The total budget amount for FY 2011 UPWP is $838,541.87.

OTO developed a financial plan to utilize In-Kind Match, Direct Cost, and Donated City Utilities Match Funds. These additional match sources will allow OTO to build an operating fund balance.

There are five contracts proposed in the UPWP for next year. One contract is for the Long Range Plan updating the model with newly prioritized projects. The UPWP also has a potential contract for visualization techniques in OTO’s Long Range Plan, hiring someone to help show corridor redesign or transit oriented development type redesign. OTO also has TIP software, a transit fixed route study and travel time runs inside the UPWP. What is different with this UPWP and previous UPWPs is that OTO used to contract directly with the City of Springfield for staff services and other projects. OTO was told that it needed to move beyond that now as it is an independent organization and to bid its work out.

Mr. Huntsinger made that motion to approve the FY 2011 UPWP. Mr. Vicat seconded and the motion carried unanimously.

1. OTO Employee Manual Amendment

Mr. Conklin stated that staff is requesting to amend the OTO Employee Manual to amend the number of pay periods per year from semi-monthly (24 pay periods per year) to every bi-weekly (26 pay periods per year).

The OTO Employee Manual states the “workweek begins on Monday morning and ends on Sunday at midnight.”

The purpose of the amendment is to track non-exempt employees’ overtime hours by aligning the pay periods to the OTO adopted work week. Currently pay periods can end in the middle of the workweek, making it difficult to track overtime. The amendment will end the pay period at the end of the work week.

**Proposed OTO Employee Handbook Amendment:**

## The current policy states

Employees will be paid on a semi-monthly basis on the 6th and 20th of each month. If these dates fall on a non-work day or holiday, employees will be paid on the last work day to prior to the 6th or 20th.

**Proposed Policy**

Employees will be paid on a two-week basis (every two work weeks) on the next Thursday following the end of the completion of two work weeks. If this date falls on a non-work day or holiday, employees will be paid on the last work day prior to the next Thursday following the end of the completion of two work weeks.

Mr. Bresee asked what the small charge would be for the payroll processing.

 Ms. Edwards stated that it is $67 dollars a pay period.

Ms. Officer made the motion to approve the OTO Employee Manual Amendment. Mr. Broyles seconded and the amendment was approved unanimously.

1. OTO Certification Review of the Metropolitan Transportation Planning Process for the Springfield, MO Transportation Management Area

Mr. Conklin stated that this is a federal requirement for OTO to have the planning process certified by FHWA and FTA. Staff is pleased to inform the Board that the draft report of the certification review has been received. There were no corrective actions and OTO is certified as an MPO in meeting the federal transportation planning requirements.

There are other MPOs that have had some corrective actions. Mr. Conklin thanked the staff that was here before and is currently here now, Ms. Edwards and Mr. Rudge, because this MPO after the 2000 census became a TMA, expanding the boundaries. A lot of work went into making sure that OTO met including the board the federal transportation planning process. OTO did receive commendations on LRTP public involvement and the diverging diamond, as well as a recommendation to look at the MOUs and the cost allocation plan, more documentation on the TIP process, looking at the STP-Urban process and functional classification of roadways. Staff have met a lot of the recommendations and are working towards those that remain to be addressed.

Ms. Officer asked what will work on the cost allocation plan since there are no other programs to allocate to. Can OTO just show that the policy is that until OTO has another program the indirect cost ratio is nonexistent? FHWA seems to bring this up a lot.

Mr. Conklin stated that yes, MoDOT responded back to FHWA and FTA about that also. Staff is waiting for MoDOT and FHWA to see what happens with Kansas City and St. Louis, to find out exactly what they are looking for with the indirect cost rate or calculation they come up with.

Ms. Officer asked if other MPOs are having the same struggle on the cost allocation.

Mr. Conklin stated that yes, at a meeting with the other MPOs there was a lot of discussion about how to program funds in the UPWP and the indirect cost plan. It is not just OTO. OTO would like to hold off and see what MoDOT in Jefferson City has to say in regards to the other MPOs follow through.

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

None

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

Mr. Coonrod brought up that Mr. Juranas and himself had been talking about the concern the County has of several roads in and out of Springfield, one of them being 60 East from 60/65 to Rogersville. There is a zoning case that might be brought up. This used to be a spot zoning location that occurred several years ago, and now there is a doctor that wants to put in a planned development that would include something akin to the Courts that is across from PIC East. Greene County’s concern is along that east bound lane on 60, that lane might become the east bound lane of the freeway some day. The sooner that the County can pin it down the better. The County would hate to see the roadways that come into Springfield get cluttered up and have multiple access points that have safety problems.

Mr. Juranas stated that it was brought up in the planning process for statewide priorities. It is a high priority for MoDOT. Mr. Miller stated that staff received an email to keep working on it.

Mr. Juranas stated that MoDOT mentioned a new five year plan. MoDOT has expended most of its funds and discussions about additional Stimulus have gone away. As MoDOT looks to the future, it appears that some of those expended Amendment funds that were banked for funding match money would be used. Looking to work with the Missouri Transportation Alliance and others, MoDOT needs to find another way to fund transportation. The five year plan basically plots a course for MoDOT to become smaller and to go into maintenance mode, decrease its overhead by reducing inventory, reduce mowing, and actually reduce staff from 6,300 to 5,900 by June 30, 2013.

Right now, MoDOT is finding that 85 percent of the customers support the work that MoDOT has done and 89 percent believe that the commitments MoDOT makes will be kept. Over the next five years MoDOT wants to keep that high voter approval level with the hopes that any petition or other method to ask the voters for additional funds will move forward. As MoDOT progresses, there will be some slight changes in how transportation is perceived. After the five year period MoDOT will have expended those future funding balances from the Amendment 3 funds and will not likely be able to match federal funding. If actually federal funding increases 20 percent over what it is now, not that it is likely, MoDOT would not be able to match federal funds probably three years out. That is where MoDOT is as an organization.

1. **Adjournment**

The meeting was adjourned at 12:27 p.m.

**Approved by Board of Directors on June 17, 2010**

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*Mr. J. Howard Fisk*

*Board of Directors Secretary*