**OZARKS TRANSPORTATION ORGANIZATION**

**BOARD OF DIRECTORS MEETING MINUTES**

**August 19, 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:

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| Mr. Harold Bengsch, Greene County | Mr. Jim Huntsinger, City of Republic |
| Mr. Shawn Billings, City of Battlefield (a) | Mr. Bradley Jackson, City of Ozark |
| Mr. Dan Chiles, City of Springfield (a) | Mr. Kirk Juranas, MoDOT |
| Mr. Jerry Compton, City of Springfield | Ms. Lisa Officer, City Utilities |
| Mr. David Coonrod, Greene County – Chair | Mr. Ralph Rognstad, City of Springfield |
| Mr. Tom Finnie, Citizen-at-Large | Mr. Bob Scheid, Airport Board |
| Mr. J. Howard Fisk, Citizen-at-Large | Mr. Tom Vicat, City of Strafford (a) |
| Mr. John Grubaugh, Christian County – Vice-Chair |  |

*(a) Denotes alternate given voting privileges as a substitute for voting member not present*

The following members were not present:

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| Mr. Mokhtee Ahmad, FTA | Mr. Brad McMahon, FHWA |
| Ms. Roseann Bentley, Greene County (a) | Mr. Daniel Nguyen (a) |
| Mr. Phil Boyles, City of Springfield | Mr. Jim O’Neal, City of Springfield |
| Mr. Jim Bresee, Christian County (a) | Mr. Tom Rankin, City Utilities (a) |
| Mr. Sam Clifton, City of Nixa | Mr. Justin Reaves, City of Willard (a) |
| Mr. Gary Cyr, Airport Board (a) | Mr. John Rush, City of Springfield (a) |
| Mr. John Elkins, Citizen at Large (a) | Mr. Mark Schenkelberg, FFA |
| Ms. Barbary Helvey, City of Strafford | Mr. Jamie Schoolcraft, City of Willard |
| Mr. Rick Hess, City of Battlefield | Mr. John Schmidt, FTA (a) |
| Mr. Jim Krischke, City of Republic (a) | Mr. Matt Seiler, MoDOT (a) |
| Mr. Aaron Kruse, City of Battlefield (a) | Mr. Tim Smith, Green County (a) |

Others present were: Mr. Tim Conklin, Ms. Sara Edwards, Ms. Natasha Longpine, Ms. Sharon Davis, Ozarks Transportation Organization; Ralph Rognstad, City of Springfield; Stacy Burks, Senator Kit Bond’s Office; David Rauch, Senator Claire McCaskill’s Office; Mr. Frank Miller, MoDOT

Mr. Coonrod called the meeting to order at 12:00 P.M.

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

Harold Bengsch made a motion to approve the August 19, 2010 Agenda as presented. Howard Fisk seconded and the agenda was approved unanimously.

* 1. **Approval of June 17, 2010 Meeting Minutes**

A correction was made to show that David Coonrod was present at the June 17, 2010 Board meeting. Jim Huntsinger moved to approve the June 17, 2010 minutes as amended. John Grubaugh seconded and the minutes were approved unanimously as modified.

* 1. **Public Comment Period**

None.

* 1. **Executive Director’s Report**

Tim Conklin updated the Board of Directors on staff activities since the previous Board meeting. Staff continued to provide support in completing work with the Springfield Strategic Planning Committee for Transportation. The project is being monitored completely by the City of Springfield and will be incorporated into OTO’s Long Range Transportation Plan.

Tim thanked all jurisdictions for paying their membership dues for FY 2010 – 2011. OTO is continuing to use in-kind match with MoDOT to help build up the OTO operational fund balance.

OTO met with several agencies regarding TIP projects which will be potentially approved in today’s meeting.

Tim Conklin signed the engagement letter with CPA, Cinda Rogers, to perform the annual audit for FY 2009 – 2010, which will begin within a couple of months.

OTO has an RFP out for visualization graphics to be incorporated into the Long Range Transportation Plan. The Unified Planning Work Program budgeted $5,000 for these services.

Debbie Parks, OTO Office Coordinator, resigned at the beginning of July. OTO advertised the position, conducted interviews and replaced Ms. Parks with Ms. Sharon Davis at the beginning of August.

OTO has been working on the Tiger II grant which needs to be submitted by Monday, August 23, 2010 at 4:00 p.m. through Grants.gov. The DOT has been authorized to award $600 million in Tiger II Discretionary Grants.

The MoDOT Cost Share Committee has approved the Chestnut Expressway at grade rail separation cost share for 2015. MoDOT also advised OTO of $1.6 million available for enhancement funding. OTO is currently working with the TPC to review the criteria for awarding those funds. MoDOT is working closely with OTO to establish a timeline to make sure those funds are programmed and obligated in a very short time frame.

EPA will announce the new ozone level, between 60 to 70 ppb by the end of August. In talking with MDNR, Springfield has an ozone level less than 70 ppb. The current level for the area is 69 ppb. MDNR will use the 2010 data to determine the ozone levels. EPA will also be announcing the implementation rule, though the announcements may not be made together. MDNR has been responsible in the past to run the MOVES model. They are also responsible for the SIP in this area. Staff attended training concerning transportation conformity last December in Kansas City. EPA has invited OTO staff to attend training on their air quality model, MOVES, in September. MDNR also plans to host an informational meeting the first part of September in Springfield. Based on the EPA announcement, this region could potentially become a non-attainment area.

On the federal level, there is still a lot of discussion on surface transportation reauthorization and how to pay for it. The current continuing resolution is valid through December 31, 2010.

In the questions presented to Mr. Conklin after his executive report, Jerry Compton wanted to thank staff for their help with the strategic planning as well as keeping on track with the minutes and so forth.

Lisa Officer asked Tim to report on the Executive Committee meeting. A meeting was held with four members present to discuss three items.

The first item was discussion on defining what “100 percent vote of the membership” meant. The Executive Committee decided this didn’t require further explanation.

The second item was to determine when staff should accept a jurisdiction request to study an issue. Staff is currently reviewing criteria and will bring this back for further discussion.

The third item was further discussion on a partnership between OTO and SMCOG. A 2001 study shows how the organizations could share resources. Mr. Conklin provided this study and information on OTO’s transition to an independent organization to SMCOG. SMOCG will continue to discuss the issue and the OTO Board will be kept informed.

1. **New Business**
	1. **Approval of the FY 2011-2014 Transportation Improvement Program**

Ms. Edwards presented an overview of the FY 2011-2014 TIP. Ms. Edwards stated that on an annual basis, the MPO’s staff develops a four-year Transportation Improvement Program (TIP) document that provides details on proposed transportation which includes actual cost, fund sources, and expected project phasing over each of the four-year time frame for the TIP. The TIP includes a status report for each project contained in the previous year’s TIP, a financial constraint analysis, and description of the public involvement process. Letters were sent in April requesting projects with a project submittal deadline of May 1. The subcommittee met on June 9, 2010 and unanimously recommended the TIP for full Technical Committee review and forwarding to the OTO Board of Directors. The Technical Planning Committee met on July 22, 2010 and unanimously recommended approval of the FY 2011-2014 Transportation Improvement Program.

The TIP is not a wish list; rather it must be fiscally constrained. Transportation Projects using Federal or State funds within the OTO area to complete approved projects. The projects listed below are utilizing previously awarded funding. Currently there is $2.5 million in total projects programmed. There is also $1.7 million made available for continuing resolution.

**The breakdown for the FY 2011-2014 TIP:**

Ms. Edwards made a presentation to the Board of Directors on the FY 2011-2014 TIP. The TIP is smaller than in prior years. It is divided into sections by mode, then acronyms, then process. It is a four-year improvement program, in which any project with state or federal funding is required to be included and it must be fiscally constrained. The Enhancement projects listed are utilizing previously awarded funding and total $2.5 million.

The Roads section mostly contains ITS, Safety, Maintenance, and Scoping projects. Ms. Edwards outlined several of these projects. Greene County is purchasing right-of-way for NN and J. Nixa has programmed funding for Main Street, Gregg and 14, and Northview Road. Projects from the Springfield area include James River Freeway and Campbell, Chestnut and 65, the US 65 Sound Walls, Chestnut and Sherman, and the Eastgate Relocation.

Transit includes programming for Human Service Vehicles and several City Utilities projects. CU has programmed $9.7 million, $2 million of which is federal, for fixed route and paratransit operations and maintenance. CU is requesting funding to purchase replacement buses at $10 million. Also programmed are the transfer station and the maintenance campus extension. MSU has requested discretionary funding for IDEA Commons and the JQH transit way, while OATS has programmed maintenance funding for vehicle replacements and $3.4 million for an operations facility.

Ms. Edwards next reviewed the financial constraint portion of the TIP. The total available funding was over $135 million. Programmed funding, including Operation and Maintenance, Suballocated, and Earmarks/Costshares, totaled $64.5 million, leaving $10 million unprogrammed.

Public comment for the TIP was solicited through a notice in the News-Leader for a 45 day public comment period. Copies of the TIP were available at the OTO offices, the Library Center, and CU Transit. FHWA should approve the TIP by September 30.

Mr. Kirk Juranas commented the US 65 sound walls. There is $5.1 million appropriated for this project, which will be widening 8 miles, 4 miles of which are sound walls. The apartments did not elect to have sound walls.

Ms. Sara Edwards addressed funding one to two vehicles for human service agencies with funding allocated by the state.

Mr. Dan Chiles questioned the use of the 10 million leftover. Ms. Edwards responded that this is a reserve for a project going over cost, or paving and bridge projects not programmed in out years.

Tom Finnie made a motion to accept the FY2011-2014 TIP as presented and Jim Huntsinger seconded. The motion passed unanimously.

* 1. **MoDOT’s Transportation Investment Scenario –Transit**

MoDOT is currently developing scenarios outlining what could be accomplished with additional state transportation investments. MoDOT’s scenario assumes $7.53 billion in funding with a 10-Year planning horizon. The proposed scenario is equivalent to a 1 percent statewide transportation sales tax which equates to approximately $289 million available to the OTO area for additional transportation projects; specifically, $40 million for “other modes” which were identified last winter.

The TPC and Board of Directors adopted the OTO Priority Projects submitted to MoDOT for transit improvements and enhancements which include the following amounts for OTO projects:

Annual program to sustain and expand transit service in OTO $14,450,000

Various bicycle and pedestrian enhancement projects in OTO $10,000,000

Additional bicycle and pedestrian enhancements – Priority Projects $15,550,000

Total $40,000,000

MoDOT has requested OTO provide a project list for three scenarios utilizing additional funding for transit only within the OTO area. The scenarios include using 10%, 15%, and 20% of the additional statewide investment for transit. MoDOT asked OTO to explain to them how this additional funding would be allocated. MoDOT is not asking for a suggestion on the percentage to be utilized for any transit investment.

The City Utility Transit developed a program of how the money would be spent.

The first scenario is based on 10% state investment of $15,745,848. The City Utility Transit would have a Fixed Route Bus Replacement. The Bus Replacement would include a voice annunciation system, real-time passenger information and would maintain the campus expansion-Boonville expansion. The funding of scenario one is $1,528,000 annually for ten years.

The second scenario is based on 15% state investment of $23,521,378. Scenario two would be based on scenario one with the addition of a Bus Rapid Transit to include five BRT buses. The cost of scenario two is $2,283,000 annually for ten years.

The third scenario is based on 20% state investment of $31,296,907. Scenario three would be based on scenario two with the addition of BRT Bus Stations, Center City Shuttle to include two trolley style buses, operating cost associated with the BRT bus stations and City Shuttle. Scenario three would also include increased headways for the fixed routes.

Mr. Dan Chiles asked about the fuel type for the buses. Mr. Tim Conklin responded saying at this point that has not been fully discussed.

OTO looked to CU for help in prioritizing how this money should be spent. Mr. Tim Conklin stated he realizes and understands that OTO does have goals set in place for the region of looking how to expand transit beyond the City of Springfield; however OTO does not have any dedicated revenue source to operate that at this time. The best approach was to review the current needs of the fixed route transit provider and see how to best improve on what is available at this time. Staff and CU felt this was the best scenario to present to MoDOT for review on improving our current transit system development.

OTO has also talked long term about creating a Regional Transit Authority or some kind of Transportation District to look for additional revenues to expand the current transit service. For any expansion, local and county jurisdictions would have to provide some kind of financing mechanism. Transit funding currently relies on CU electric and gas rates and requires about $8 million to operate.

Ms. Lisa Officer questioned if a fuel tax was to be used for funding and would it be presented as a state vote? Mr. Kirk Juranas stated MoDOT is currently working with the Missouri Transportation Alliance, a privately funded organization, who is looking to survey the public for their input to see what the popular mix of funds (whether it be sales tax, fuel tax, or user tax based on miles traveled) would be to create a unified balance of need and want from the public. MTA believes the only way to move this forward is an initiative petition.

Mr. Dan Chiles had two questions. Where is work on redesign of CU’s bus system? Is that continuing? Mr. Conklin responded that OTO has budgeted $70,000 for a route study in this FY 2010-2011 Unified Planning Work Program. Staff is working with Carol Cruise to develop the RFP.

Mr. Dan Chiles mentioned that not everyone has access to a vehicle, but help contribute to sales taxes which help pay for roads. He wondered if other modes had been taken into consideration. Mr. Conklin stated that MTA understands the need to include other modes of transportation for this to be passed. They appreciate how St. Louis used education and project lists to pass their Metro tax. They will be evaluating how much revenue can be raised and how the public would like to see the money spent.

Tom Finnie responded by saying it is a real concern for this group as evidenced by OTO’s BPAC and Transit subcommittees.

The TPC recommended the proposed transit project list as shown for the MoDOT

10-year transit investment scenario based on 10%, 15% and 20% funding levels.

Howard Fisk made a motion to accept the proposed scenarios as presented and Tom Finnie seconded. The motion passed unanimously.

* 1. **Review and Endorsement of the OTO TIGER II Projects**

OTO is an eligible applicant for the TIGER II grant. Staff has been working diligently with MoDOT, the City of Springfield, and the City of Willard to package a $10 million grant. Separately each jurisdiction could not move forward on the projects, because of the minimum required grant size.

There are four projects in the proposal. A minimum 20 percent match must be provided by project sponsors. One project is the BNSF West wye, and it is supported by Springfield City Council. The City of Springfield will match 20 percent of funding for this project. The City of Springfield has already received a $500K grant to begin this project.

The second project is to work with MoDOT to leverage funds for the Sherman redesign and Chestnut paving, installing adaptive signal technology at 21 intersections, creating a green tunnel (Smart Signal) from US 65 to College, plus adding enhancements from National to Grant to connect the Universities and area businesses through sidewalks and lighting.

The third project is the construction of bike and pedestrian improvements as well as signalization at the US 160 and Hunt Lane.

The final project is the Link which connects the greenway system through the center area, including a multi-use trail under Chestnut Expressway viaduct.

OTO met the pre-approval deadline in July. OTO will submit the final grant application on Monday, August 23 by the deadline at 4:00 p.m. if approved by Board of Directors. Mr. Tim Conklin thanked MoDOT for their assistance in preparing the grant application.

The TPC recommended unanimously for OTO to apply for the TIGER II grant as presented.

Ms. Lisa Officer made a motion to endorse and certify the TIGER II Grant Proposal as presented and Harold Bengsch seconded. The motion passed unanimously.

* 1. **Financial Statements for 4th Quarter – Fiscal Year 2010**

Ms. Lisa Officer presented the 4th Quarter Financial Statement for FY 2010. She addressed that not much has changed since year end in June 30, 2010. As of June 30, 2010, OTO had a bank balance of about $73,000. OTO ended FY 2010 with $616,000 income; salaries were at about $34,000 under budget, total expenses of about $400,000, resulting in 10 percent under the projected budget figures.

Ms. Lisa Officer thanked those jurisdictions who paid their dues early as it helped with cash flow.

Mr. John Grubaugh made a motion to accept the Financial Statement as presented and Tom Finnie seconded. The motion passed unanimously.

* 1. **STP-Urban Balance July 2010 Report**

Ms. Sara Edwards provided an update on the STP-Urban Balance Report. Each year OTO is allocated STP-Urban funds through MoDOT in the amount of approximately $4.2 million. MoDOT has a policy that does not allow more than three years of this STP-Urban allocation to accrue due to requirements by FHWA. If a balance greater than 3 years accrues, funds will expire and will be placed in other areas. OTO currently has an unobligated balance of $13,600,544. MoDOT allows a maximum unobligated balance of $12,780,045. After the MoDOT Cost Share projects of $4.2 million were deducted, the balance is $9,320,435, well within the allowed balance of unobligated funds. However, this does not protect the funding from a federal rescission.

Ms. Lisa Officer asked if the Board needed to talk with member jurisdictions about getting the funding obligated. Ms. Edwards responded that Staff and MoDOT work closely with the jurisdictions to monitor the funding and project progress.

Mr. Harold Bengsch expressed concern about money reserved for statewide cost sharing. He pointed out that money approved for cost sharing does not mean it has been obligated for Federal purposes. Mr. Juranas stated that a new reauthorization bill would manage their risks. One way to reduce this risk would be to use State Infrastructure Bank funds now, which would be repaid with the Economic Development cost share funds in 2015, once available. The public would be paying three to four percent interest to accelerate the cost-share funds. The next deadline to meet with MoDOT funds lapse policy is September 30, 2010.

1. **Other Business**
	1. **Board of Director Member Announcements**

Mr. Dan Chiles announced the City of Springfield Mayor, Jim O’Neal, has appointed a finance administrative panel to look into electric car infrastructure. The federal government is currently providing a $7,500 incentive toward the purchase of an electric vehicle. The options available to re-charge the vehicle are an issue. The makers of the electric cars will not make the cars available without the area making a minimal investment to provide drivers with charging options. The finance administrative committee will evaluate the associated cost to put this infrastructure into place. Mr. Chiles asked if OTO will have an interest in the discussions. Mr. Conklin stated that CU requested that OTO include this item on the next Fleet Management subcommittee meeting agenda. The Fleet Management subcommittee will also be reviewing the ozone levels within Springfield region, as well as information-sharing concerning electric, CNG, fueling stations and other activities available in this region.

There will be a ribbon cutting Friday, August 27, 2010 at 10:00 a.m. for the diverging diamond interchange on National and James River Freeway (on the Westside of the tunnel). This intersection has been very successful. The diverging diamond located at Kansas and I-44 won the Mississippi Valley AASHTO Award. It has been selected for a vote of People’s Choice Award. It is a national award given for the innovative construction of a small project.

1. **Adjournment**

Mr. Coonrod adjourned the meeting at 1:58 p.m.

**Approved by Board of Directors on October 21, 2010**

*Mr. J. Howard Fisk*

*Board of Directors Secretary*