OZARKS TRANSPORTATION ORGANIZATION

BOARD OF DIRECTOS MEETING MINUTES

December 16, 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 (a) Mr. John Grubaugh, Christian Co.

Mr. Brian Bingle, City of Nixa (a) Ms. Teri Hacker, Citizen-at-Large

Mr. Phil Broyles, City of Springfield Mr. Jim Huntsinger, City of Republic

Mr. Steve Childers, City of Ozark Mr. Kirk Juranas, MoDOT

Mr. Jerry Compton, City of Springfield Council Mr. Aaron Kruse, City of Battlefield

Mr. David Coonrod, Greene Co. Commission (Chair) Ms. Lisa Officer, City Utilities

Mr. J. Howard Fisk, Citizen-at-Large Mr. Bob Scheid, Airport Board

Mr. Tom Finnie, Citizen-at-Large

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

Mr. Mokhtee Ahmad, FTA Mr. Bradley McMahon, FHWA

Ms. Roseann Bentley, Greene County (a) Mr. Jim O’Neal, City of Springfield

Mr. Shawn Billings, City of Battlefield (a) Ms. Joni Roeseler, FTA (a)

Mr. Jim Bresee, Christian Co. Rep. Mr. John Rush, City of Springfield

Mr. Dan Chiles, City of Springfield (a) Mr. Mark Schenkelberg, FAA

Mr. Gary Cyr, Airport Board (a) Mr. Jamie Schoolcraft, City of Willard

Mr. John Elkins, Citizen-at-Large (a) Mr. Matt Seiler, MoDOT (a)

Ms. Barbara Helvey, City of Strafford Mr. Tim Smith, Greene County

Mr. Jim Krischke, City of Republic (a)

Others present were: Ms. Stacy Burks, Senator Kit Bond’s Office; Mr. Lou Lapaglia, Christian County; Mr. Dan Smith, Greene County Highway; Ms. Megan Hammer, Senator McCaskill’s Office; Mr. Frank Miller, MoDOT; Ms. Sharon Davis, Ms. Sara Edwards, Ms. Natasha Longpine, Mr. Chris Stueve, OTO Staff; Mr. Carl Carlson, Olsson Associates; Ms. Cinda Rogers, CPA; Ms. Ann Razer, City of Springfield; Mr. Ralph Rognstad, City of Springfield

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

1. **Administration**
2. **Introductions**

Ms. Officer introduced Ms. Cinda Rodgers of Rodgers CPA, and auditor for OTO.

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

Section IV was removed and a new Item K, under Section II was added to discuss the Executive Director search. Mr. Finnie made a motion to accept the modified agenda and that was seconded by Mr. Fisk. The motion passed unanimously.

1. **Approval of the October 21, 2010 Meeting Minutes**

Mr. Broyles made a motion to approve the October 21, 2010 Minutes as presented and Mr. Finnie seconded. The motion passed unanimously.

1. **Public Comment Period**

None.

1. **Interim Executive Director’s Report**

Ms. Edwards will serve as chair for the Transportation Committee for the Greene County and City of Springfield’s 2011 Community Focus Report in January. Ms. Edwards is also on the City Utilities Electric Plug-In Readiness Task Force, planning the infrastructure changes necessary to support the Nissan Leaf in December 2011. Drury University has purchased a portal on OzarksCommute.com to utilize OTO’s rideshare database. Ms. Longpine is on the Missouri Livable Streets Advisory Team, which is a statewide team that is writing a manual for communities to implement livable streets concepts. OTO has joined the Healthy Living Alliance. The Healthy Living Alliance’s mission is to reduce obesity and tobacco use rates for schools and businesses within the community. Staff has completed the transportation portion of the Springfield Strategic Plan. Staff attended the MoDOT Partnering for Innovative Efficiencies meeting to discuss how local agencies and MoDOT can work together to improve federal-aid projects. Staff solicited local jurisdictions for projects to be selected for the Long Range Transportation Plan. Ms. Edwards advised the Board that OTO offices would be closed December 24th and 31st for the Christmas & New Year’s holidays. OTO also recognized Mr. David Coonrod and Mr. John Grubaugh for their years of service and dedication to OTO.

# New Business

1. **Independent Financial Audit Report**

Ms. Cinda Rodgers, CPA, gave a summary of the FY 2010 audit for OTO. Ms. Rodgers assessed OTO’s accounting principles and evaluated the overall basic financial statements based on a modified cash basis of accounting. Ms. Rodgers reclassified $217,000 as due to the City of Springfield. The profit and loss reflects two years of actual because of this reclassification. OTO showed a net loss of $87,000 for the year. Ms. Rogers suggested OTO maintain a list of fixed assets to safe-guard OTO assets against loss. Ms. Rogers also suggested for next year’s audit, the In-Kind documentations should reflect more details for the grant items. Ms. Rodgers stated OTO was in very good financial standing and advised the Board that OTO staff has very good controls in place for the financial records. Mr. John Grubaugh made the motion to accept the FY 2010 audit as presented by Ms. Rogers and was seconded by Mr. Steve Childers. The motion carried unanimously.

1. Financial Statements for 1st Quarter FY 2011

OTO Board Treasurer, Lisa Officer, presented the first quarter financial report. OTO utilized $3,866.91 of In-Kind matching during the first quarter. During the first quarter, the expenses exceeded the revenue by $11,949.35. Mr. Jim Huntsinger made a motion to accept the first quarter financial report as presented and was seconded by Mr. Bengsch. The motion carried unanimously.

1. **Amendment Number One to the FY 2011-2014 Transportation Improvement Program**

There were fifteen changes proposed to the FY 2011-2014 Transportation Improvement Program. The first five appeared on the November 17th Technical Committee agenda with all remaining appearing on the December 2nd e-meeting Technical Committee agenda. The Technical Committee made the following recommendations: Greene County is requesting to remove two existing bridges and realign Farm Road 186. This project would utilize Off System Bridge funding that is sub-allocated to Greene County through MoDOT. The next four projects would utilize STP-Urban funds sub-allocated to the City of Battlefield. The City of Battlefield is requesting an amendment to conduct an engineering study to extend Third Street to the Battlefield Municipal Complex. The City of Battlefield is requesting an amendment to construct a sidewalk along Elm Street from Cloverdale Land to the Battlefield Municipal Complex. The City of Battlefield is requesting an amendment to construct a missing sidewalk along Cloverdale Lane to complete the current gap. The City of Battlefield is requesting an amendment to conduct an engineering study and plans for a new bicycle and pedestrian trail along Highway M. The following nine projects are utilizing federal Enhancement funding allocated to the OTO for project selection and were recommended by the Enhancement Subcommittee. The City of Nixa would construct 1,911 feet of sidewalk along Nicholas Road and 350 feet of sidewalk along Butterfield Drive to provide pedestrian striping along Butterfield Drive and Verna Lane. The City of Ozark would construct 529 linear feet of sidewalk along the South side of Highway 14 from the Ozark Community Center to the beginning of the sidewalk along 65/14 interchange. The City of Republic would construct 3,200 linear feet of sidewalk along West Elm from Main Street to Sherman Street. The City of Springfield would construct 680 feet of streetscape improvements along Boonville Avenue from Court Street to Division Street. The City of Springfield would construct 375 feet of streetscape improvements on both sides of Commercial Street from Lyon Avenue to Campbell Avenue. The City of Springfield would construct 600 feet of streetscape improvements along both sides of Campbell from Olive Street to Mill Street. The City of Springfield would construct intermittent sidewalk improvements to meet ADA standards along South Campbell between Cherokee and Sunset Streets. The City of Springfield would construct 1,600 linear feet of trail along the Ward Branch Stream from East of Clay Avenue to West of the detention basin at 909 E. Republic Road. This project includes three trail connections and a crossing under U.S. 60. The City of Strafford would construct sidewalks along Chestnut Street, Washington Avenue and Bumgarner Boulevard. The final project, from MoDOT, adds a thin pavement treatment from Blackman Road to Route 125. Ms. Officer made a motion to accept the recommendation and was seconded by Mr. Fisk. The recommendations were approved unanimously.

1. Administrative Modification Number Two to the FY 2011-2014 Transportation Improvement Program

OTO Staff made two administrative modifications to the FY 2011-2014 Transportation Improvement Program. The OTO staff moved the Ozarks Greenways Safe Routes Safety and Educational Initiative Phase II, for $91,250 from the prior TIP to the current TIP. Staff also increased the MPO Area-Wide Operations and Maintenance project by less than four percent.

1. Annual Listing of Obligated Projects

OTO is required to submit an obligated projects list 90 calendar days after the end of the program year. The Technical Committee recommended the Board of Directors approve the obligated projects listing. OTO Staff ask each jurisdiction to review the report for any inaccuracies before it is published on December 30, 2010. Ms. Hacker moved to approve the 2010 Annual Listing of Obligated Projects and was seconded by Mr. Grubaugh. The motion carried unanimously.

1. Major Thoroughfare Plan Subcommittee

The Major Thoroughfare Plan Subcommittee sent letters to the City of Springfield and Greene County deferring review of the MTP amendment proposal to extend Republic Road east into Greene County until the update of the travel demand model following the release of the relevant 2010 Census data. OTO Staff expect the release of the Census data late in 2012. Once staff receives data it will take approximately one year to update the model. Mr. Coonrod stated the Greene County Commissioners have discussed the issues in length. The Greene County Commission felt it could cause problems down the road, but respected the decision made.

1. Update on EPA Review of Ozone Standards and Impact to OTO

Ms. Longpine updated the Board of EPA’s Ozone Standards. Ms. Longpine stated the EPA is delaying a decision on the standard until July 31, 2011. Ms. Longpine said the main reason for the delay was so that the EPA could gather more data from the science committee’s recommendations. Ms. Longpine stated that the EPA recommendations should be between 60-70 ppb. Ms. Longpine stated the area is in non-attainment for SO2, Sulfur Dioxide. This is due to the power plants within the area and is not a transportation issue.

1. Nominating Committee Report

The Officer Nominating Committee met on December 10th to nominate representatives for the 2010 – 2011 year. Each position shall serve for one year. The recommendations were Mr. Lou Lapaglia, Christian County Commissioner, Chair; Mr. Jerry Compton, City of Springfield City Council, Vice-Chairman; Mr. J. Howard Fisk, OTO-Citizen-at-Large, Secretary; Ms. Lisa Officer, City Utilities Board, Treasurer. Mr. Bengsch made a motion to accept the recommendations as presented and was seconded by Mr. Fisk. The motion was carried unanimously.

1. Approval of Springfield Nominated Citizen Representatives

As required by OTO By-laws, the City of Springfield nominated two Citizen-at-Large Representatives, Teri Hacker and Tom Finnie, whose terms are to commence in 2011 through 2013. Mr. Bengsch made a motion to approve the recommendations by the City of Springfield and was seconded by Mr. Fisk. The motion carried unanimously.

1. OTO Board of Directors 2011 Meeting Schedule

The OTO Board of Directors meetings are to meet every other Third Thursday from Noon until 1:00 P.M. beginning on February 17, 2011. The meetings will be held in the 4th floor conference room of the Busch Municipal Building at 840 Boonville Avenue, Springfield, Missouri. OTO will provide lunch for those in attendance.

1. OTO Executive Director Search Update

Ms. Edwards updated the Board on the Executive Director search. The Executive Director Search Committee submitted job placement ads and received 18 interested candidates. The committee reviewed the resumes and gave four candidates a telephone interview. The committee selected one candidate for an in-person interview from the telephone interviews. The interview was scheduled for Thursday, December 16th. A few days prior to arriving, the candidate emailed Ms. Edwards to withdraw her resume for consideration. The committee was not interested in interviewing the remaining candidates. Ms. Edwards suggested that the committee review the qualifications and submit job placement ads after the first of 2011. Mr. Juranas stated he emailed Tim Conklin to get a better insight. After reviewing the ad, Mr. Conklin believed the time of year was a negative point in trying to get a better candidate. He also suggested waiting until the first of the year to regroup and begin the process again. Mr. Conklin also stated the health insurance provisions provided by OTO could be a hindrance. Currently, OTO staff receives $4,500 annually to purchase individual insurance. Mr. Conklin suggested the Board consider placing OTO under another group insurance plan. Ms. Officer asked if the salary range was compatible with surrounding areas. Mr. Juranas stated that would be a consideration once the search committee met after the first of the year.

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

Frank Miller, MoDOT, gave the board some background on current MoDOT statewide enhancement funding. District 8 has been working with the Missouri Bike Federation on bike/pedestrian concerns. MoDOT asked each district to review upcoming projects for ADA or other bike/ped needs. These projects can compete for statewide enhancement funding. The project submitted from District 8 was Chestnut Expressway because of the need for pedestrian crossings and the upcoming resurfacing scheduled in the spring. The City of Springfield will also match some of the funding as well. The amount of the Chestnut improvements will be approximately $1 million. Mr. Miller wanted to give the board some background on this funding if an e-meeting was necessary to proceed with the project submission.

Mr. Juranas updated the Board on developments concerning the MoDOT Cost Share Application Prioritization Process. MoDOT has been working with the City of Springfield and St. John’s concerning the Evans Road project. As a result, an alternate funding source was located to proceed with this project without having MoDOT submit the project through a Cost Share Application. Because of this change, the next project ready to submit is the Battlefield and Highway 65 diverging diamond interchange project.

Mr. Childers stated in 2006, the City of Ozark was working with a developer on the Third Street project, however, afterwards, the City of Ozark realized the traffic flow was not going to work as designed. Because of this, the City of Ozark began work with MoDOT through their Cost Share program to correct those problems without any additional financial restraints.

Mr. Juranas went on to discuss the Christian County project at Route CC and Highway 65. Mr. Juranas stated the current year funding is not available for this project, however, Christian County and MoDOT are reviewing additional funding options. This project will remain on the statewide list of projects to be reviewed once additional funding becomes available. Mr. Juranas stated that MoDOT found some district funding for the City of Nixa and their Highway 14 project. Mr. Bob Scheid commended Mr. Juranas and Mr. Miller for their efforts is assisting District 8 with funding.

Mr. Broyles highly praised Mr. Coonrod and Mr. Grubaugh for their years of service and dedication to the OTO Board of Directors. Mr. Coonrod invited everyone to a reception at Greene County for his years of service as Greene County Commissioner, Friday, December 17 from 1:00-3:00p.m.

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

None.

1. **Adjournment**

Mr. Coonrod adjourned the meeting at 12:54 P.M.

**Approved by Board of Directors on February 17, 2011**

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Mr. J. Howard Fisk

Board of Directors Secretary