**OZARKS TRANSPORTATION ORGANIZATION**

**BOARD OF DIRECTORS MEETING MINUTES**

**June 17, 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 | Ms. Debra Hickey, City of Battlefield (a) |
| Mr. Phil Broyles, City of Springfield (a) | Mr. Jim Huntsinger, City of Republic |
| Mr. Jerry Compton, City of Springfield | Mr. Bradley Jackson, City of Ozark |
| Mr. David Coonrod, Greene County – Chair | Mr. Kirk Juranas, MoDOT |
| Mr. Travis Cossey, City of Nixa (a) | Ms. Lisa Officer, City Utilities |
| Mr. Tom Finnie, Citizen-at-Large | Mr. Justin Reaves, City of Willard (a) |
| Mr. J. Howard Fisk, Citizen-at-Large | Mr. Bob Scheid, Airport Board |
| Mr. John Grubaugh, Christian County – Vice-Chair | Mr. Tom Vicat, City of Strafford (a) |
| Ms. Teri Hacker, Citizen-at-Large |  |

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

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

Mr. Coonrod called the meeting to order at noon.

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

An amendment was made to the agenda. A new Item G, discussing a City of Springfield application for a HUD Sustainable Communities Grant, has been added. Tom Finnie made a motion to accept the agenda as amended and Lisa Officer seconded. The motion passed unanimously.

* 1. **Approval of April 15, 2010 Meeting Minutes**

Harold Bengsch moved to approve the April 15, 2010 minutes as presented. Jim Huntsinger seconded and the minutes were approved unanimously.

* 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 has continued to provide support to the Springfield Strategic Planning Committee for Transportation. OTO staff has conducted five Long Range Transportation Plan Public Input Meetings with one more in Willard.

The draft TIP is being developed. Staff has met with area agencies regarding projects and has held TIP subcommittee meetings. The TIP will go to the Technical Committee in July and the Board in August.

The first Fleet Management Subcommittee meeting will be held later in June. OTO staff will be working with area fleets to address air quality issues, as suggested at an earlier Board of Directors meeting. The audit committee will meet following the Board meeting to review proposals received by OTO. The Congestion Management Process Committee has met several times, with the report already having gone to the Technical Committee. This is also an item later on the agenda. An e-meeting of the Technical Committee was held earlier in June to approve Safe Routes to School Projects, which will be discussed later in the agenda.

Staff is monitoring legislation as it develops at the federal level. EPA will announce a new Ozone standard in August, one that is between 60 ppb and 70 ppb. The region’s current level is 69 ppb. This can be attributed to cool summers. This has implications in regards to transportation conformity and changes that will be required of the OTO’s travel demand model. The American Power Act contains requirements for MPOs to set greenhouse gas emission reduction targets. This would be an additional requirement set upon this region pertaining to air quality.

OTO hosted an informational meeting on TIGER II discretionary grants. This region could develop a competitive application. Up to $600 million is available nationwide. The pre-application deadline is in July. This will assess eligibility to move forward with the application process – reviewing match and environmental considerations on submitted projects. Urban projects are funded 80% federal and 20% local, while rural projects require no local match, though the more local match included with a project, the more competitive it will be. OTO has registered on Grants.gov in preparation to move forward on a grant application. Staff has been meeting with MoDOT and others in the region to develop a non-traditional project that follows the awardees from the first TIGER program.

Lisa Officer asked if the additional greenhouse gas monitoring would require additional staff, and how would that be funded? Mr. Conklin responded that CMAQ (Congestion Mitigation Air Quality) funds could be used, however, this funding is awarded to the state and is currently divided among Kansas City and St. Louis. The amount of that funding that would be available is unknown. Regardless of the source, additional staff and funding would be needed. Ms. Officer asked for clarification regarding source of CMAQ funding. Mr. Conklin responded that the CMAQ grant would come through MoDOT. Staff will be attending a training session in Jefferson City in the next week and should know more then.

Jerry Compton asked if there were other communities and regions that are similar in size, and are still in attainment, that could be used as a model moving forward. Mr. Conklin stated that this is unknown since the levels are being lowered, and it is not clear what regions will all be affected. OTO is currently working with the Ozarks Clean Air Alliance to be proactive and to develop a local program to deal with emissions. This is a moving target, one that is trending down. Harold Bengsch contributed that for a community of this size, the region has one of the best air quality rankings in the Midwest, however, the standard continues to be lowered and if there are hot summers, it will be difficult to stay ahead.

1. **New Business**
	1. **Amendment Number Five (5) to the FY 2010-2013 Transportation Improvement Program**

Sara Edwards presented the eight items included as part of the 5th amendment to the Fy 2010-2013 TIP:

1. MoDOT is requesting the addition of a pavement treatment project on Route 174 in Republic in the amount of $776,000. The project will begin at US 60 and continue into Lawrence County.
2. MoDOT is requesting to add engineering and construction funds to the James River Freeway (US 60)/Campbell Avenue (US 160) interchange improvement project. The total requested project cost is approximately $7 million.
3. Christian County is requesting the addition of a project to build a new bridge to replace the Riverside Bridge and convert the existing bridge for pedestrian use.
4. The City of Ozark is requesting the addition of the preliminary design for improvements to 3rd Street including the Jackson and Church intersections.
5. Ozarks Regional YMCA is requesting the addition of a Walking School Bus Pilot Program to implement a walking school bus in four to five Springfield R-12 Elementary Schools in the amount of $20,810.
6. Republic R-III School District is requesting the addition of the Republic Schools Bicycle/Walking Education Program to provide education to encourage more students to walk/bike to school in the amount of $21,528.
7. Ozark R-VI School District is requesting the addition of the Ozark Schools Safe Trips to School to provide portable radar trailers as an educational tool to slow down traffic, educate on traffic safety for students who will be walking or biking to school and host bike safety assemblies in the amount of $7,700.
8. City of Nixa and Nixa Schools are requesting the addition of a Walking School Bus program to develop educational information & establish programs at Mathews and Thomas Elementaries in the amount of $3,000.

The first four items appeared on the Technical Committee Agenda in May and the last four were approved through an e-meeting of the Technical Committee in June. All eight have been recommended for approval. The four Safe Routes to School projects are 100 percent funding, with no local match. Ms. Edwards asked the Board of Directors to note some minor corrections that were handed out at this meeting. These included number of the projects and some changes to state versus federal funding, though the final project costs remained the same as what was sent with the agenda packets.

Phil Broyles motioned to accept TIP Amendment Number Five and Howard Fisk seconded. The motion was approved unanimously.

* 1. **OTO Congestion Management Process Phase III**

Ms. Edwards presented the findings of the Congestion Management Process Phase III report to the Board of Directors. All MPOs that serve a metropolitan area with a population greater than 200,000 are required by federal law to develop a Congestion Management Process (CMP). The CMP is a multi-phased program that examines ways in which MPOs can provide congestion relief without necessarily expanding roadway capacity.

Two previous phases have been completed. Phase I consisted of determining what would be measured when analyzing congestion. Phase II consisted of assessing congestion levels on the CMP roadways, determining which segments must be addressed using CMP strategies, and selecting which strategies should be used to address that congestion. Using five separate indicators, congested corridors and intersections were reviewed to determine the extent of the congestion problem and what measures would be most effective in dealing with the congestion.

Phase III consists of data collection to monitor congestion compared with the prior period in order to evaluate implemented strategies. The OTO area jurisdictions along with MoDOT, City Utilities Transit and others have made measurable progress in implementing the congestion mitigation strategies that have been identified. Congestion along the freeway corridors did not measure an increase. Congestion on the arterial network did increase, however.

Phase III compares 2005 data and 2008 data to determine improvements in congestion. The CMP does not include the entire road network, but instead focuses on the National Highway system and then several local roads which greatly impact the NHS system, including Sunshine, National, Campbell, and Battlefield.

The following measures were used in the analysis: peak hour volume-to-capacity ratio, accident rates, average travel speed, and intersection level of service. From these indicators, a list of congested facilities was developed. These included Kansas Expressway and intersections along Kansas Expressway; James River Freeway at National, Glenstone, and Campbell; Route CC from 23rd Street to US 65; Glenstone Avenue from I-44 to Battlefield Road; 14th Street from 25th Street to Route 65; Route 14 and Route 160; Campbell Avenue at Battlefield Road, at Walnut Lawn, and at Primrose; National Avenue at Battlefield Road and at Montclair; Sunshine at National, at US 65, and at Fort; and then Chestnut Expressway.

Implemented strategies that helped to improve congestion since 2005 include improved road operations, reductions in VMT at peak times, shifting trips to other modes, shifting trips to high occupancy vehicles, and adding capacity. Since 2005, there have been 70 interchange or intersection geometric improvements and turn lanes. Numerous signals have been added, including signal timing improvements. Seventy bus turnouts have been constructed. Incident management has also been utilized. Land use regulations, employer flex-time, and compressed workweeks can help reduce VMT at peak times. Trips have been shifted due to bus fleet and service expansion, improved bicycle network and storage, and an improved pedestrian network, as well as the implementation of the OzarksCommute.com website and use of vanpools and shuttles.

Capacity has been added through 4-lanes on West Bypass, the 4-laning of US 65 north of I-44, the 5-laning of Kearney from US 65 to LeCompte, capacity additions on south Campbell in front of Sam’s, the 4-laning of Route 14 from 22nd to 18th Streets, and other miscellaneous improvements on the non-CMP network.

The Congestion Mitigation Process is ongoing. Further improvements will be made through continued operational improvements, continued focus on programs that decrease system demand, and continued focus on capacity improvements.

This document went through a subcommittee of the Technical Committee, who then recommended approval in May. This report, if approved by the Board, will be forwarded to FHWA, in keeping with their requirements.

John Grubagh made the motion to approve the Congestion Mitigation Process Phase III. The second was made by Teri Hacker. The motion was approved unanimously.

* 1. **OTO STP-Urban Funding By-Law Amendment**

Before discussion began on this topic, staff checked to see if there was any word from the City of Ozark. Since this by-law amendment requires a 100 percent vote of the jurisdictions in the urbanized area, it would be good to have them all present before moving forward. Ms. Edwards was asked to continue trying to reach Ozark, and in the meantime, the Board would move to the next item on the agenda.

* 1. **Hiring Incentives to Restore Employment (HIRE) Act**

As presented at the April Board of Directors meeting, the HIRE Act restored to OTO the rescinded STP-Urban and BRO funding. At the time, staff was unsure if the rescinded amount would be returned in the same way it was taken. MoDOT did return the funding in the same manner, and OTO has returned that funding to the jurisdictions, undoing the rescission of funds from each jurisdiction in December. This was informational.

* 1. **OTO Long Range Transportation Plan Update**

As mentioned earlier, staff is wrapping up the public input meetings. The meetings were arranged geographically around the region. Already, staff has received a variety of comments regarding rail and transit improvements, and road improvements, as well. Attendees to the Public Input Meetings were provided a number of ways to comment – through a survey, a comment card, dots on the map, and a mail-in card for later thoughts. In July, the Technical Committee will be selecting members for a subcommittee specifically for the Long Range Plan. The subcommittee will review the background information and planning assumptions, will develop plan objectives and will conduct the call for projects that will need to be prioritized through the travel demand model. The next step will be to get those high priority projects, which are things that can be funded through the TIP over the next five years. The plan should be ready for adoption by the OTO Board of Directors in April of 2011, in line with the update requirements, as the previous plan was adopted in April of 2006.

Mr. Coonrod asked how the extension of Republic Road would integrate with the Long Range Plan process. Ms. Longpine responded that the public input process would provide insight to the regional effects of this. If updates are recommended to the Major Thoroughfare Plan as part of the update to the LRTP, then those will be addressed, however, the MTP itself will not be completely started over from scratch.

Mr. Conklin added that the discussion of the Republic Road extension has been referred to OTO. Staff will conduct a separate meeting to discuss the issue, likely at a different place and time than traditional OTO meetings, in order to accommodate the level of interest. About 200 people attended the most recent Greene County meeting on the issue. This issue will also take more time to discuss than the timeline for adoption of the Long Range Transportation Plan. Once a decision has been made, though, the Major Thoroughfare Plan can be amended, if necessary, and that process does not have to be contained within the LRTP update.

Tom Finnie asked if there was a process for accepting assignments from member jurisdictions. Mr. Conklin outlined the update process for the Major Thoroughfare Plan and how it starts with a recommendation from a jurisdiction, and then is reviewed by the Technical Committee and the Board of Directors. Mr. Conklin stated that in the past staff has not asked the Board to approve Major Thoroughfare Plan amendment requests before processing the amendments. Mr. Finnie asked if a process had been developed for handling this request, especially regarding Board involvement ahead of the Board meeting, and the public input opportunities. Mr. Conklin responded that he is working on that process and will involve all of the jurisdictions. This will start with a subcommittee and then will go to the Technical Committee.

Mr. Finnie recommended that the Executive Committee develop a policy for accepting requests from jurisdictions. This will become especially more important as the area becomes more urbanized and more people are involved in the process.

Mr. Coonrod offered that he and Mr. Bengsch would likely need to recuse themselves because the issue will ultimately come back to the County.

Mr. Finnie made a motion that the Executive Committee review proposals from the staff and approve or modify regarding a final decision on a policy for how to accept assignments from the jurisdictions. Howard Fisk seconded and the motion passed unanimously.

1. **OTO STP-Urban Funding By-Law Amendment (REVISITED)**

Bradley Jackson was able to join the meeting by phone, meaning that all of the jurisdictions needed for a vote were present.

Mr. Conklin reviewed that last December, OTO received a letter from Willard, Republic, and Strafford requesting that OTO look at the by-laws for the purposes of distributing STP-Urban funding to all jurisdictions, including those outside of the urban area, whereas the current by-laws only allow for distribution to those inside the urbanized area. Willard, Republic, and Strafford are the OTO jurisdictions that are not within that boundary.

Upon receipt of the letter, the Board of Directors appointed a subcommittee of Technical Committee and Board of Directors members to discuss the matter. The subcommittee met on March 24 and made the recommendation that STP-Urban funding be distributed by formula to all nine jurisdictions based upon the decennial census population. Three scenarios arose out of that recommendation – 1) Distribute funding to all OTO jurisdictions by population; 2) Distribute 50 percent of the funding by population with the remaining used to fund priority projects; or 3) Divide the OTO area into thirds and distribute funding by percentage of population within each geographic area.

The final recommendation, as approved by the Technical Committee, was to change the by-laws to say “With the exception of congressional earmarks, which are designated for specific transportation projects or programs and cannot be suballocated, a Surface Transportation Program (STP) Funding Formula shall be established by the MPO, based on jurisdiction **decennial census** population within the **MPO**. This funding formula would be used to distribute funds to jurisdictions within the **MPO**. **MoDOT Small Urban funding received by a jurisdiction shall count towards the STP-Urban suballocation a jurisdiction may receive.** A jurisdiction may choose to suballocate part of their allocated STP funds to another MPO jurisdiction on a project that lies outside their boundaries but it is at their discretion. This type of deviation from the Funding Formula shall also require a 75% vote of the **MPO** jurisdictions. Provided however, no allocation shall be paid to any jurisdiction unless such jurisdiction is an active member and current in dues payments for the year the allocation is to be made.

“Formal changes in the Funding Formula must be approved by a 100% vote of the **MPO** jurisdictions.”

Mr. Fisk asked when the change in allocation would take place. The change would happen with the next year’s funding distribution. If the 2010 Census numbers are not yet out, the 2000 Census would be used to make the allocation.

Mr. Fisk moved to accept the by-law changes as recommended by the Technical Committee. Mr. Finnie seconded.

Mr. Finnie asked if the recommendation from the Technical Committee was unanimous. Mr. Conklin responded yes. Then Mr. Finnie asked about how the 100 percent vote of jurisdictions worked and whether it was one vote per jurisdiction, or if everyone representing that jurisdiction had a vote. Mr. Conklin stated that his reading of the bylaws indicated that each jurisdiction represented would have one vote. Mr. Finnie commented that it might be helpful to get a legal opinion on the issue. He identified three issues that should be addressed in getting a legal opinion – 1) does each group of representatives vote, and the majority of their vote counts; 2) does everyone have a veto vote; or 3) is there one representative who is a “super-delegate” who then votes?

Mr. Bengsch recommended giving this to the By-laws Committee as there have been other things that have come up in the past that should be addressed. If this is cleaned up now, then it won’t be an issue next time it comes up.

The vote was called, and the motion passes by unanimous 100 percent vote of all MPO jurisdictions in the urbanized area.

1. **Quarterly Financial Report**

Lisa Officer reviewed the financial report. The balance sheet shows over $87,000 in the bank. Ms. Officer expressed appreciation for those members who have pre-paid their match, as that helps with cash flow. The budget-to-actual shows that the OTO is under budget. If this is annualized, it appears that OTO might end the year $60,000 under budget, though that could change by year end.

Jim Huntsinger moved to accept the Quarterly Financial Report as presented. Mr. Bengsch seconded and the motion passed by a unanimous vote.

1. **Springfield “LINK” Presentation**

As mentioned at the April Board of Directors meeting, HUD is offering a Sustainable Communities Planning Grant. The City of Springfield has been working on developing a project that could be submitted. Mr. Conklin asked if the Board could endorse the project and provide a certification that it would be added to the relevant planning documents prior to award, if awarded.

Ralph Rognstad presented more specifics about Springfield’s proposal. The grant is for $2 million. Originally, this concept started with a bike boulevard on King’s Street to create a north-south connection between the greenways. Now, it has been expanded to develop a system that would connect from Doling Park to the Ward Branch Greenway at Cox South Medical Center. This would include a spur to the east to Galloway, and then another to the west to the Frisco Highline Trail at the airport. Match for this will be provided with 1/4-cent money that originally would have been used for neighborhood assessments, but these have not been done due to staffing.

The northern portion of the Link would be easier to complete because of the grid system, but may be more difficult going south. Mr. Rognstad showed an example of what the signs would look like along the Link. Each Link would be a different color. The Green Link would start at Doling and connect at Jordan Valley. The Red Link Would go from Jordan Valley to Fassnight. As part of the Link, “Stations” would be created where the Link crosses a bus route. These would be enhanced bus shelters with bike racks and water fountains, with a distinct look to the station. These could be personalized in respect to their location. For example, the one by Drury could be “Panther Station.” This corresponds with congestion management, as more people would be encouraged to bike or ride the bus to games on Campus.

The initial stages of the project will include signage, and then deciding what can enhance the streets to make them more comfortable, especially in regards to landscaping. Public Works may also be able to do some small storm water projects, such as rain gardens. The sidewalks would be pervious pavement. New sidewalks would be wider than what might normally be installed, and over time, others could be retrofitted.

The goal is to get a concept plan going, to build the Center City portion, and then over time, review how this can connect to the outlying jurisdictions, especially as more greenways continue to be built.

Mr. Rognstad is working on getting endorsements for this project. Everyone seems excited. Endorsements include Ozark Greenways, Conco, and the North Springfield Betterment Association. He would appreciate if OTO would be a planning partner in this project.

Teri Hacker stated that she was impressed with the project, that the core of economic development is a livable city. She has two daughters, one in Portland and one in Hamburg, Germany, and they both ride and walk everywhere. In Germany, they have extra wide sidewalks that are marked for bikers on one side and walkers on the other.

Mr. Finnie made the motion to support Springfield’s Link Project. Ms. Officer seconded and the motion was approved by a unanimous vote.

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

Ms. Longpine announced on behalf of City Utilities that the week was “Communities in Motion” across the country. June 17th is “Dump the Pump” day where the bus is free. CU is also giving out prizes all day on the bus.

Mr. Fisk made a comment on behalf of the airport. The numbers, for the first time in many months, will show a 4 percent downturn in ridership for this month. The next month, though, will be skewed high, as the seasonal carriers will be adding more flights. There should be 42 more flights added, between Allegiant and Delta.

Teri Hacker asked if Northwest Arkansas or Branson affected the numbers. Mr. Fisk stated that it is possible, but that they also help keep the Springfield flights competitive. Current rate reductions, though, are due to the airlines taking capacity out of the system. Last year, over 12 percent of the total domestic airline capacity was removed. St. Louis lost over 40 percent of their American flights. That results in more passengers on each flight. Since the new terminal opened, Springfield-Branson’s prices rates have fallen 22 percent.

Kirk Juranas mentioned that the diverging diamond at James River Freeway and National would be opened on July 10. It looks to be the second in the Nation. The middle still won’t be completely finished, but after some additional striping, everything should be ready by Monday.

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

None.

1. **Adjournment**

Mr. Coonrod adjourned the meeting at 1:14 P.M.

**Approved by Board of Directors on August 19, 2010**

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Mr. J. Howard Fisk

Board of Directors Secretary