OZARKS TRANSPORTATION ORGANIZATION

BOARD OF DIRECTORS MEETING MINUTES

October 20, 2011

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:

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

Mr. Harold Bengsch, Greene County Mr. Nick Heatherly, City of Willard (a)

Mr. Brian Bingle, City of Nixa (a) Mr. Jim Krischke, City of Republic (a)

Mr. Steve Childers, City of Ozark (a) Mr. Aaron Kruse, City of Battlefield

Mr. Phil Broyles, City of Springfield (a) Mr. Lou Lapaglia, Christian County (Chair)

Mr. Jim Enyart, Airport Board Ms. Lisa Officer, City Utilities

Mr. Tom Finnie, Citizen-at-Large Mr. Tom Vicat, City of Strafford (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 Mr. Steve Meyer, City of Springfield (a)

Ms. Roseann Bentley, Greene County (a) Mr. Shane Nelson, City of Ozark

Mr. Thomas Bieker, City of Springfield (a) Mr. Jim O’Neal, City of Springfield

Mr. Shawn Billings, City of Battlefield (a) Mr. Tom Rankin, City Utilities (a)

Mr. Brian Buckner, City of Republic Mr. John Rush, City of Springfield

Mr. Sam Clifton, City of Nixa Mr. Dan Salisbury, MoDOT (a)

Mr. Jerry Compton, City of Springfield Mr. Mark Schenkelberg, FAA

Mr. John Elkins, Citizen-at-Large (a) Mr. Tim Smith, Greene County (a)

Mr. J. Howard Fisk, Citizen-at-Large Mr. John Vicat, City of Strafford

Mr. Tom Keltner, City of Willard Mr. Jim Viebrock, Greene County

Mr. Bradley McMahon, FHWA Mr. Brian Weiler, Airport Board (a)

Others Present: Ms. Anna Barbee, Congressman Billy Long’s Office; Ms. Sara Edwards, Ms. Natasha Longpine, Mr. Curtis Owens, Mr. Chris Stueve, Ms. Debbie Parks and Mr. Michael Sparlin, Ozarks Transportation Organization; Ms. Ann Razer and Mr. Ralph Rognstad Jr., City of Springfield Planning & Development; Mr. Carl Carlson, Olsson Associates; Ms. Cinda Rogers, Cinda Rogers CPA; Mr. Matthew Kent, Community Free Press; Mr. David Rauch, Senator Clair McCaskill’s Office; Mr. Dan Smith, Greene County Highway Department.

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

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

Mr. Lapaglia presented a certificate to Mr. Jim Huntsinger who retired from the Board of Directors. “In recognition of your dedication the Ozarks Transportation Organization thank you for your years of service to the Ozarks Transportation Organization Board of Directors.” He presented the certificate to Mr. Jim Krischke who accepted it on Mr. Huntsinger’s behalf.

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

Ms. Officer made the motion to approve the Board of Directors Agenda. Mr. Broyles seconded and the motion carried unanimously.

1. **Approval of the August 18, 2011 Meeting Minutes**

Ms. Officer made the motion to approve the August 18, 2011 Meeting Minutes. Mr. Bingle seconded and the motion was carried unanimously.

1. **Public Comment Period**

None.

1. **Executive Director’s Report**

Ms. Edwards stated it had been a busy couple of months. She started with air quality ozone standard that did not change. The President came out and announced that it would stay the 2008 standard. It will be reviewed in 2013 as it was originally scheduled. The standard is currently 75, where we have been running 68/69 for our area so we are well under.

The OTO has been conducting a transit study with consultants. They came to town October 11 through the 13. We had four public meetings, several stakeholders meetings, staff also conducted an on-board bus survey with almost 2000 returned surveys from bus riders who talk about their ages, where they are going, what they are interested in. City Utilities is tallying those and those will be going to the consultants and hopefully we will have a completed study some time in the Spring.

As far as reauthorization goes, everyone is probably aware that we got a six month extension of the transportation bill which is good through March 31st. Which was the eight extension. STP-Uban has been allocated on a six month, partial year basis. However, there will not be any enhancements or BRM money allocated until after March 31st when we get a full year’s bill. The good news is that there has been a lot of talk about looking for new funding sources. Originally the House was talking about a 34 % decrease. Now they are saying they will look for new funding sources. We are all hopeful that the funding sources will be maintained. That was MoDOT’s opinion as well when they were in town. Our office move is looking at Monday for the move into the Holland Building. Final carpeting and the furniture is on order, we do not know if we will make the Technical Committee meeting in November to have it there, but we will have the December Board Meeting there.

We have also been the Long Range Transportation Plan which Natasha will make a presentation on that has taken quite a bit of time and hard work. She has been doing a good job on that and should have the final draft for your review. We have done eight public meetings on that. We have done a lot of training in the last couple months, this quarter actually. Training on freight, training on commuter transportation, public transit, GIS, Curtis and I next week are going to American Association of Metropolitan Planning Organizations. So we hope to learn a lot there. We have done some leadership training, communications training, and community relations class to learn how to get the message out to the public better.

Rideshare, we did a booth at the business expo to inform employers about our rideshare matching program. We also have a bill board on 1-44 heading east towards Strafford and we have two bus wraps on the back of buses telling people about our rideshare program. Federal Highway approved the TIP in October, normally they approve it in September, but we did get the approval done.

In September Congressman Long was in town, and I did sit on his Transportation Advisory Council. What he is really using to get input from our area on transportation, matters that matter to us. The Highway Commission was in town on October 4th and 5th. We were able to present our thanks for all the partnering and the cost share opportunities as well as our support for their on-going transition.

Mr. Bengsch stated that there was a stay on the ozone, but in 2013 will be here before we know it. We have escaped narrowly on this one. We would not have been in compliance. That is something we do not want to forget to remind our delegation, because the sanctions are pretty severe.

Ms. Edwards stated that we are still planning on it. One of the first things you have to do is model your transportation improvements on the transportation side. We are still planning the new census transportation planning package comes out December 2012. We will shortly thereafter start an update of our model so that if were to occur we would be ready to go.

1. **Legislative Reports**

Mr. Rauch stated that transportation bill was extended again for a period of time. Talking about the pay-go thing, which is a significant reduction in revenue to the states. The House is talking about doing something, and most people do not know what that would be because the biggest challenge is finding a replacement source of funding. No body expects a full reauthorization before next March.

Ms. Barbee stated that the house leadership working towards additional sources of funding outside of the highway fund.

# New Business

1. **Independent Financial Audit Report**

Ms. Officer introduced auditor Cinda Rodgers.

Ms. Rodgers thanked the Board for allowing her to serve as the OTO auditor. The third page of the auditors report, that serves as her opinion on the OTO financial statements. These are your financials. My roles is to express and opinion on your financials. This letter is where I express my opinion. My opinion is an unqualified opinion. That is as good as it gets. In my opinion the financial statements are fairly stated.

It is a very clean operation as far as the books are in excellent state. There are no issues to report on it. I will go to the next page which is the OTO Balance sheet. I will explain it briefly. This page, page 3, actually is two different versions of the balance sheet. Under governmental accounting standards we are required to present it on the accrual basis of accounting. Because you are on the modified cash basis, there is very little difference between these two basis represented. There is an adjustment column in the middle. What that does is adjusting from one basis to the other. Overall you are on the modified cash basis of accounting so there was no adjustments. Because you are modified cash, there is not a lot that shows up on the balance sheet. But I will direct your attention to the cash balance, $150,000 as of June 30, 2011. That was an increase over last year, audited cash balance of $72,000. It is good that that balance is increasing because I know you are trying to build up an operating reserve.

Your modified cash basis is a cash basis which has been modified by two things. One to recognize your in-kind, which is not normally done in a cash basis. Also we recognized a couple of payables, so that payable does show up on your balance sheet.

Then next page is the income statement. Governmental accounting requires us to your income statement a little different than the traditional way. The Expenditures are listed 1st and then after expenditures are program revenues. The objective is to come up with a net over expense. The net of that becomes the general revenue. Overall the revenues are expenses that get reimbursed. They were not as much as last year. The expenditures and reimbursements were lower than planned. As a result your expenditures were way under budget. There was no problem with exceeding budget.

For the year, what most people traditionally think of as a net income figure is the excess of revenues over expenditures. The net income is $70,000.00. Last year’s audit report shows a $87,000 loss. That certainly turned around. I suspect it was the timing of the year end reimbursement. That was the highlights of the income statement. The next part is the notes to the financial statements. That just gives a lot of background information as far as the accounting policies that were utilized in preparing the financial statements.

The one thing that was different from the standard note or that you have seen in notes before. There was a new standard this year that we had to implement, that shows fund balance designations. That is the only disclosure that was different from last year.

The report on internal controls and compliance there were no material finding for internal control or compliance. So in fact I think that the internal controls are very good given the size of the organization. The best I have seen for an organization this size. I did not include a management letter. Separate from the auditor report is a separate letter called “Letter to those charged with government.” That is the auditor letter to the Board. That is basically summarizing the auditing experience and any other issues that should be brought to your attention. There really were not any. It was the first audit in 20 years of auditing that I did not have a material audit adjustment. There were no issues working with management. It went very smoothly. I commend the organization and staff on the records and procedures. I appreciate the opportunity, I appreciate the hospitality extended by the staff while I was auditing.

Mr. Finnie made the motion to accept the 2010-2011 budget year independent financial audit. Mr. Krischke seconded and the motion was carried unanimously.

1. Financial Statements for 1st Quarter 2011-2012 Budget Year

Ms. Officer stated that on the balance sheet the cash had increased from $150,000 to $198,000. The budget to actual profit and loss on the following page. This is the first quarter we are well below a forth of the budget for the year. But we have some big expenses like the transit study that we have not incurred yet. It will even out as we go along. The first quarter we have a net income of $46,700.

Mr. Broyles made the motion to accept the first quarter financial report. Mr. Kruse seconded and the motion was carried unanimously.

1. OTO Property Control Manual

Ms. Parks stated that the OTO has a lot of internal controls. We decided to look at our inventory and also how we dispose of items. To date we have not disposed of any of our surplus or broken equipment. Those items have been sitting in our office. So we decided to go ahead and write the policy and have you approve it, so that we know we are in compliance. This policy address two issues inventory and disposal.

The funds come through FTA and through MoDOT, so we had to address that items over $5,000 and have a useful life we must obtain permission before we can dispose of them. We addressed that first. Second is that if it still has a value of $5,000 and has used its useful life then we can sell it, but have to refund FTA for their percentage of the funds. If it is under $5,000 and has used its useful life we can use the funds in the OTO budget. \

We also determine the way to dispose of items. We consulted with the City of Springfield for their disposal and inventory guidelines. I also called Greene County but they are in the process of reevaluating their policy at the moment. One of the items that we carried over from the City of Springfield is we will not allow employees to purchase or take items so there will never be any questions. So what we decided is we are creating a link on the website, if it is under $5,000 we will put it on the website so that different jurisdictions can opportunity to have the items. If it is something that has a monetary value the OTO has the right to charge a justification for the items. If it does not have a monetary value or it is very low then the OTO can just give it to the jurisdiction. This list will be on our website for 30 days. The other issue that we address is our inventory. If it is something that is over $500 it will be tagged (if it something that can be physically tagged) and it will be placed in the inventory record. It will be updated by December 31, so it will be done yearly.

Then we put a provision in the policy that we will review it every three years. I did send this policy up to MoDOT for review. Their staff did give their input. I did take some of the items for the State regulations and other government organization to see what they were doing.

Mr. Childers made the motion to approve the OTO Property Control Manual. Ms. Hacker seconded and the motion carried unanimously.

1. **Appointment of a Nominating Committee**

Mr. Lapaglia stated that the OTO was hitting the 2012 year and we need a nominating committee of three or five to establish our next officers. By what we are doing Jim Viebrock will automatically become vice chairman and Jerry Compton becomes chairman next year. Howard Fisk who is out of town right now stated he would not mind his name out if we are acceptable to continue on with secretary. We will need a nomination for the treasurer and any other candidates for the secretary position. We need three individuals to volunteer to be a nominating committee from this board.

Steve Childers, Harold Bengsch, Mr. Krischke volunteered.

Ms. Officer made the motion to approve the nominating committee. Mr. seconded and the motion was carried unanimously.

1. Draft OTO Long Range Transportation Plan (LRTP) & Public Hearing

Ms. Longpine presented the OTO Long Range Transportation Plan. The Power Point presentation is attached.

Ms. Hacker asked if there would be more bus turnouts in town. Ms. Longpine stated that it is still a recommendation that we use the bus turnouts. Once we know the results of the transit study and the future of the transit routes in the area, we will know where to put them. Ms. Hacker stated that on existing routes there are more opportunities to build. Ms. Longine stated that City Utilities works with public works actually for some additional funding opportunities with FTA. Mr. Broyles stated that with City Utilities Carol would like to do more, but it is the bus drivers that are not thrilled with them because once they get in them they are tough to get back out. Ms. Hacker asked if there was any other reason besides the bus drivers not liking them that they had not progressed, is there no money. Mr. Broyles stated that there just is not the funding for it. Ms. Hacker stated that what is shown on the Plan is that the Major Thoroghfares are still the problem. One of the solutions is the bus turnouts, it is not one that requires us to blocks of businesses or right of way. It requires smaller areas so it seems like an easy solution.

Mr. Finnie is there a recommendation that we continue our support for funding of statewide railroad. Is there a reason why the OTO is taking a position on Statewide Railroad funding when it has no impact on us. Ms. Longpine stated that the thought is that if we end up with some sort of connection between, St. Louis twenty years down the road. There is more support for it statewide. Right now to support AM Track they have to make a request every year for funding from general revenue. It is real iffy on that, and if we are going to keep making plans going forward with the idea of doing passenger rail anywhere in the state, including Springfield. It is a little easier to do when you know there is a funding source actually operating the railroad. That is the thought behind it. Mr. Finnie stated that would be worth rethinking more in the future years. Twenty years is a long ways down the road.

Ms. Edwards stated that we are luke warm because they were supposed to do a statewide rail plan last year but it went a little longer. They are starting public meetings in November 3. Hopefully they will come up with a Statewide rail plan which will give a more definitive answer if that is even possible. They are saying that the tracks would need up grading, but that is not impossible to do. Mr. Finnie stated he is not opposed to it, but does not think that the OTO needs to take a position at this time.

Mr. Finnie stated that on the aviation. We have talked on taking a position on any federal funding going to the Branson Airport. Ms. Longpine stated that did not come up in any of the discussions. I do not know if that is something we want to think about. Mr. Finnie stated that it does not have anything to do with the Branson Airport itself, but to ensure that it does not start competing with other airports in terms of funding. It might be appropriate to take a position that we are opposed to federal or state funding for other airports other than the Springfield-Branson airport. Mr. Lapaglia stated it was private right now but that the situation could change. Mr. Finnie stated that if we are taking positions on railroads then we should take a position that we do not want competing funding for part of our transportation program.

Mr. Lapaglia stated that the OTO could put it in a draft form if the Board decided to take a position. If you would like to have a vote on it we can have a vote, not a motion if we want to proceed with this recommendation. Mr. Finnie stated that if we could have a draft at the next meeting then we can decide if we want to include it on the final. Mr. Lapaglia asked for a show of hands to pursue the draft documentation for the December meeting. Mr. Childers asked if the draft was for opposing federal funding for the Branson Airport. Mr. Finnie stated for any airport other than the Springfield-Branson Airport in the Springfield Area. Ms. Officer stated that other airports receive state funding but are not in our region. Mr. Krischke stated he would like a draft and would like more information on whether this is a good idea. It might be a great idea for our airport, but I am not sure if we want to start opposing another airport. If we put that in play and it is successful then there is a good chance that airport may cease to exist. Mr. Finnie stated they do not have funds right now. Mr. Krischke stated is it beneficial to our area to have the Branson airport. Public or private is it beneficial to have another airport in our area as another mode of transportation to get into our area. He stated he was not sure if he would be supportive of a position since it would be tough.

Mr. Lapigalia stated that the Branson Airport has been a good thing for our airport. Simply because of the cost of getting a ticket. Pricing is going up here and down there. It is a complicated situation with the Springfield-Branson Airport and the Branson Airport. It was a plus for us when it opened. Mr. Finnie stated he has no issues with the airport. The issue is what would be our position if they start competing for actual federal and aviation funds. Mr. Enyart stated that they did once but the director down there was that they would come back to get this. Ms. Longpine asked if the Airport Board had a position on this or something in the plan. Mr. enyart stated it sounds like a good idea but had not talked to the other members of the Airport Board. Ms. Officer stated she worried about the president it would set if the OTO region grows and picks up other airports that receive funding then how we just pick on that airport. Mr. Finnie stated that the region was not going to grow enough to support three airports. Ms. Officer stated that the small town airports receive a lot of funding for construction of runways and all sort of things. Mr. Finnie stated that what other airports in the area get federal funding.

Ms. Longpine stated we could look at wording it in such a way to state “currently privately funded airports” or airports do not receive “federal funds currently”. Mr. Lapagalia stated that it would go to the table in a voice vote. He asked how many would be in favor of a draft written as Mr. Finnie has stated. Mr. Childers stated that he would be interested in educating himself and the Board and the new director of the Airport could bring us information about these things. I do not think I am educated enough about how once is effecting the other to make a decision. Mr. Finnie stated it would be good to get some more education. We focus a lot on bicycle trails and roads but we leave out the airports. Mr. Lapagalia asked if it was the desire of the Board to table this until December. And then the Airport Director can come back in December to give us a report. Becky Baltz from MoDOT will also come back.

Mr. Lapagalia tabled the issue until the December meeting then MoDOT and the Springfield-Branson National Airport will bring back the information that Mr. Childers has requested.

Ms. Hacker asked another question stated that there were a few items from the public comments that were received. Is there a report some where that we can look through on the comments. Ms. Longpine stated that the it is not compiled yet since we just finished the public meetings. We are going to take it to the Subcommittee and Technical Committee to see if they want to react or make any additional recommendations. We are also offering today a chance for additional comments today. We will provide the finalized list of public comment.

1. Transit Coordination Plan Information

Mr. Owens stated that the Local Coordination Board met September 1st. We heard the discussions from that group about updating the five year update on the Transit Coordination Plan. The Coordination plan covers three FTA Programs: 5310, 5316, and 5317. Those programs are part of the plan. What that plan tries to cover is having better and more uniform transit system for the low income, elderly, and disabled persons. What the Local Coordination Board did is review the surveys from the last plan and tried to update that. Then also they took a look at all the service providers in the region. They put that list together to start the discussion process and the plan update on that. Letters will go out tomorrow, we are looking at having the first kickoff meeting on November 10th. We are sending out the letter to 40 different service providers in the region. We are trying to get those groups together and get that started. We hope to get the plan completed very quickly. We are trying to get it set up to finish in February. This is just information for you all.

Mr. Owens stated that City Utilites was awarded 5317 for bus turnouts and bus stop emminaties. Ms. Hackers asked about the bus turnouts. Ms. Longpine stated that not for the bus turnouts but rather the New Freedom funds are for projects that go above and beyond ADA. So City Utilities partnered to build sidewalks to bus stops having pads, where they do not have a full sidewalk you can get to the bench or that sort of thing. Ms. Edwards stated we do not ever make them give us a list of where exactly. They just give them the money and say to work with Springfield to figure out what works best. We have not required a list of the turnout or shelters. Ms. Hacker stated it would be nice to see what the plans are for the future because there are areas that need it and are obvious. I drive by and see somebody standing in a ditch in the middle of November and that gets my attention. There is a bus stop and then a ditch. Could we get a document showing where they are and where they are proposed.

Ms. Longpine stated that we have a list that Diane Gallion of City Utilities works with Public Works on pedestrian needs and transit needs in the area. I can work with her to get a list of where those needs are. Mr. Broyles stated that there are two different programs. One to address the traffic on the streets and one to address the customers. Trying to get them to a safe place.

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

None

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

None

1. **Articles for Board of Directors Member Information**

Ms. Edwards stated that the TMC was recognized by the ITE Institute of Transportation Engineers for the Transportation Management Center right down the street. Second where the City of Springfield got seven in the report for the safest place to drive in America.

1. Closed Session

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.

A motion is requested to go into closed session to discuss the Executive Director’s six month performance evaluation.

Mr. made the motion to

1. **Adjournment**

Targeted for **1:35 P.M.**