OZARKS TRANSPORTATION ORGANIZATION

TECHNICAL PLANNING COMMITTEE MEETING MINUTES

March 20, 2013

The Technical Planning Committee of the Ozarks Transportation Organization met at its scheduled time of 1:30 p.m. in the OTO Conference Room.

The following members were present:

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| Mr. David Brock, City of RepublicMr. Randall Brown, City of Willard (a) | Mr. Frank Miller, MoDOTMr. Duffy Mooney, Greene County Hwy |
| Mr. Don Clark, Missouri State UniversityMr. King Coltrin, City of Strafford | Mr. Bill Robinett, MoDOTMr. Ralph Rognstad, City of Springfield |
| Mr. Travis Cossey, City of NixaMr. Jonathan Gano, City of SpringfieldMr. Rick Hess, City of Battlefield | Ms. Shelia Schmitt, City UtilitiesMr. Andrew Seiler, MoDOTMr. Dan Smith, Greene County Highway Dept. |
| Mr. Kirk Juranas, City of SpringfieldMr. Joel Keller, Greene County Hwy Dept. (a) | Ms. Eva Voss, MoDOTMr. Todd Wiesehan, Christian County (Chair) |
| Mr. Larry Martin, City of Ozark | Mr. Randall Brown, City of Willard (a) |
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1. *Denotes alternate given voting privileges as a substitute when voting member not present*

The following members were not present:

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| Mr. Mokhtee Ahmad, FTA Representative | Mr. Troy Pinkerton, MoDOT (a) |
| Mr. Rick Artman, Greene County Hwy (a) | Mr. Mark Roy, Springfield-Branson Airport (a) |
| Mr. David Bishop, R-12 School District | Ms. Beth Schaller, MoDOT (a) |
| Mr. Rick Emling, R-12 School District (a) | Mr. Mark Schenkelberg, FAA Representative |
| Ms. Diane Gallion, City Utilities (a)Mr. Martin Gugel, City of Springfield (a)Mr. Jason Haynes, City of Springfield (a)Mr. Jay Huff, Missouri State University (a) | Mr. Shawn Schroeder, SGFMr. Jeff Seifried, Springfield ChamberMs. Cheryl Townlian, BNSFMr. Garrett Tyson, City of Republic (a) |
| Mr. Kevin Lambeth, City of Battlefield (a)Mr. Brad McMahon, FHWAMr. Ryan Mooney, Springfield ChamberMr. Kent Morris, Greene County Planning | Mr. Dan Watts, SMCOGMr. Terry Whaley, Ozark GreenwaysMr. Bob Wilslef, City of Ozark (a) |
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Others present were: Ms. Sara Fields, Ms. Natasha Longpine, Mr. Curtis Owens, Ms. Debbie Parks, and Ms. Melissa Richards, Ozarks Transportation Organization; Mr. Chris Stueve, Greene County Road & Bridge Dept.

Mr. Hess called the March 20, 2013 Technical Planning Committee meeting to order at 1:31 p.m.

## Administration

# Introductions

# Approval of the Technical Planning Committee Meeting Agenda

Mr. Martin made the motion to approve the March 20, 2013 Technical Planning Committee Agenda. Mr. Duffy Mooney seconded and the motion was carried unanimously.

# Approval of the January 16, 2013 Meeting Minutes

Mr. Rognstad made the motion to approve the January 16, 2013 Meeting Minutes. Mr. Martin seconded and the motion was carried unanimously.

# Public Comment Period for All Agenda Items

None.

# Executive Director’s Report

Ms. Fields stated that the Travel Demand Model RFP concluded with ten responses for the budgeted amount of $150,000. Other MPOs had stated it could not be done for less than $300,000, so that is exciting. The firms have been narrowed down to four and the firms will be interviewed either in person or on the phone about a variety of different software solutions. The OTO is still waiting for the Census data to come out. It is projected for May if it is not postponed. All of the Travel Demand Model Proposals will take between 12 to 15 months to complete once the project is started. The model should allow the ability to run different scenarios of traffic with different development and roadways.

The staff has been working on the Congestion Management Plan. The plan involves data from the TMC, City of Springfield, and MoDOT and looks at the congestion for the area. Staff has been entering data and updating maps for that project and hopefully in three months there will be a new published report on the congestion of the area.

Staff has been working on Civil Rights Compliance. There is a federal audit coming this fall to look at the compliance with the federal requirements in addition to the new MAP-21 requirements. Staff has also been working on the Growth Trends Report. Many jurisdictions have been contacted for billing permit information. The data is in and the report should be complete in a couple months.

The OTO has a Facebook page and asks members to like the page, which provides daily updates on transportation news. Staff has also been working on a new logo with the Executive Committee, so if the Board of Directors moves forward, at the next meeting, there will be a new OTO logo; something that is updated, fresh and modern, a new face for OTO.

Staff went to Jefferson City for a Statewide Planning Partner Meeting, talking about the “On the Move” initiative and future plans for MoDOT. Staff has been working with MoDOT to develop a project list based on the one cent sales tax scenario. It is unknown if it will pass the Missouri House. It is also unknown if it will be on a ballot or not but work is going ahead on a proposal. If it looks like a reality, a project list will go out and there will be more discussion about what will be appropriate for the list.

# Bicycle and Pedestrian Committee Report

Ms. Longpine stated that BPAC has been meeting and reviewing potential priority projects. There is a list of projects that have been updated on an annual basis with the adoption of the Long Range Transportation Plan. The BPAC is looking at what kinds of projects would be priorities for additional funding because of MoDOT’s “On the Move” process and the one cent sales tax proposal. One goal is to have a general list of priorities if any sort of funding comes up, and another list of additional projects, so that if the one cent does end up passing it could be spent. The priorities will be reviewed at the next BPAC meeting in May.

# New Business

1. Administrative Modification Number Four to the FY 2013-2016 TIP

Ms. Longpine stated that this is an administrative modification not requiring approval by the Technical Committee or the Board of Directors. The project is in the TIP for pavement improvements on East Sunshine and this modification is to do some work on 65 and Sunshine, if the bid for the overall project should come in under the projected estimate. There would be no change in the programmed amount, just the opportunity to do additional work if the funding is available.

1. Amendment Number Four to the FY 2013-2016 TIP

Ms. Longpine stated that there are six items included with TIP amendment number four. The first two are from the Safe Routes to School funding awarded earlier this year. Number one is a Safe Routes to School Program for MoDOT. The Southwest District applied for the funding. It is a non-infrastructure program for the following: mobile classroom, bike helmets, school guard training and equipment, as well as promotional items. The second project is an infrastructure project for Ozark East Elementary Sidewalks, connecting a nearby neighborhood to Ozark East Elementary. The third item is to accelerate the West Sunshine pavement improvements and the Route 60 pavement improvements. Those accelerations are in line with the Southwest Pavement Plan. Item number five is the intersection improvements at Kearney and Packer. This is across the street from MoDOT, it has a lot of truck traffic that goes through there. Item six is the sound abatement on James River Freeway that is an accompaniment to a project that connects the ramps along the James River Freeway. Even though it is not a true six-laning, the additional pavement through there does require some sound walls for sound abatement. Those are the six items for TIP Amendment Number Four.

Mr. Martin made the motion to recommend TIP Amendment Number Four to the Board of Directors. Mr. Rognstad seconded and the motion carried unanimously.

1. FY 2014 Unified Planning Work Program

Ms. Fields stated that the UPWP is basically the OTO budget and work program for the next fiscal year that starts July 1 through June 30. It is divided into seven tasks including Administration, Committee Support, and General Planning and Implementation. Project Selection and Programming includes the TIP. Transportation Demand Management includes Rideshare. Then there is Transit Planning and OTO Special Studies.

The overall budget is up a little from last year based on a couple of factors. The way the in-kind matching is handled results in an increase because MoDOT has volunteered to contribute more staff time to match the federal grant. That is good, since it allows the OTO to use more local jurisdiction match for future uses.

The primary project to be highlighted is that the OTO will be requesting the IRS to give a letter ruling on the OTO Tax Status, if it is Governmental or Non Profit. It affects a lot of policies, procedures and tax filings, so the IRS will need to rule for an $11,000 fee.

The Travel Demand Model is being brought forward from last year’s UPWP to the new UPWP. There might be a partial payment in this fiscal year but it depends how fast the model advances. The whole $150,000 is in the next fiscal year UPWP. The OTO is also going to purchase bluetooth units. The City of Springfield and MoDOT are working on a partnership to install bluetooth units throughout the Springfield area and that will supply travel time information 24/7. It is origin-destination information through units that are checking bluetooth devices in cars, cell phones and computer headsets. The OTO will partner for $80,000 to buy units that are on the outskirts of town, near Republic, Nixa, Strafford, and Ozark so there will be a complete picture of the travel time along the OTO corridors. This year CJW, was hired to do travel time runs, which just gave a picture of one morning. The bluetooth information will be a more useful tool because it is going to be 24/7 and the data can be taken as an average of a season or on any specific day of the year. It will also have web based reporting that can be accessed anytime. There will be $10,000 in annual maintenance fees.

Transportation demand management is being added back in for the Rideshare program. This does not include running the web based program. That has been transferred to the City of Springfield. It is for employer outreach and to track data to see if there are additional people using rideshare, trending of rideshare sites, and what is going on with that.

Ms. Longpine stated the UPWP already incorporates the FHWA, FTA, and MoDOT comments. Ms. Fields stated that it has been reviewed in advance of this meeting.

Mr. Miller made the motion to recommend approval of the FY 2014 UPWP to the Board of Directors. Mr. Juranas seconded and the motion carried unanimously.

1. PM Advance

Ms. Longpine stated that the PM Advance Program is a partnership program between EPA, states, tribes, and local governments to encourage what is considered fine particulate matter emissions reductions in current attainment areas. OTO is already a partner in the Ozone Advance Program with the City of Springfield, DNR, and EPA. This will just extend that program to include the fine particulate matter. It looks at voluntary strategies, what things can be done in various processes, and with other stakeholders to reduce the fine particulate emissions and to incorporate those actions into the Clean Air Action Plan. It will give the OTO some credit with the EPA should the area go into non-attainment. The area is not as close with PM 2.5 as with Ozone but when an area goes into non-attainment the goals are based on what is considered a base year. If an area is taking action ahead of that non-attainment status then the numbers are already starting at a lower point, but if in the program, credit is given for that. This documents what the area has done in the mean time. There would be one partnership letter up to EPA from the City of Springfield, OTO, and the Clean Air Alliance if it is approved. PM 2.5 can be caused by wood burning and charcoal. If there is a lot of moisture in the air, the water droplets will combine with other pollutants and create a red flag on certain days for PM 2.5. There are a variety of efforts made for Ozone that will work for PM 2.5 reductions as well.

Mr. Martin inquired how having a lower baseline is an advantage. Ms. Longpine stated that there are a lot of activities happening anyway so it will prevent the area from being dinged for working in advance of tracking.

Mr. Martin made the motion to recommend the PM Advance Program Participation to the OTO Board of Directors. Mr. Brown seconded and the motion was carried unanimously.

1. OTO Funds Balance Report – December 2012

Ms. Longpine stated that the December 2012 funds balance report is included in the agenda. It outlines the STP-Urban, Small-Urban, and Bridge BRM balances received annually. There are also additional accounts in this report that have some pay backs on projects and are reported. The report also shows the cost shares with MoDOT. The cost shares count towards the maximum balance that the OTO is allowed to have. MoDOT has a policy that the OTO can accrue a three year balance of funding. The STP balance is over $26 million dollars and the three year allocation is $16 million. Because the OTO is allowed to take credit for the cost share projects, the federal balance is only a little less than $9 million dollars. The federal government can take any of the $26 million at any time, so the OTO encourages the obligation of funding as quickly as possible to prevent being rescinded. With the federal talk of budget and sequestration, the goal is to ensure that this funding is protected and used locally. There is one correction to the City of Republic’s balance; the balance on the bottom is the correct balance. The running balance double counts one number. Republic’s balance is actually the $496,354.23. Please let the OTO know of any other corrections.

1. TIP Tool Website

Ms. Longpine stated that there was training on how to enter projects for the TIP. The website will be used to process the TIP this year, as opposed to sending out excel spreadsheets via email. Ms. Longpine gave a brief overview of the TIP Tool website.

Mr. Miller inquired if the public would see the changes on the website before the changes were approved by the Board of Directors. Ms. Longpine stated that the changes do not show up until the approval by the Board of Directors. There will be a process later, but for now to contact OTO staff if there is an amendment. Staff will make the changes on the site and then the approval will go through the normal approval process. There are various versions of the data base, what is seen when a person logs in is the working version. What the public sees on the website is the published version. There are snapshots of the TIP that are created and staff decides which snapshot the public sees. It also allows a backup if something was to become messed up. There is an ability to get back to a certain point. A version has been created that matches the public TIP from last year, and then all the amendments have been added in. A snapshot was created for each of the amendments; it currently shows administrative modification number two which is the published public document. When ONEDOT approval comes for amendment number three that will become the public document, staff controls what is placed out for the public.

There will be an email sent out at the end of next week to start the TIP process and instructions will be included for how to log-in and update the information.

1. OTO Website

Ms. Richards stated that the OTO launched the new website yesterday. It has better functionality, has been cleaned up and is user friendly. It has an easy navigation running along the side. The right hand side on almost every page has related links that pertain to that page. The bottom has navigation with site map. One change is that all of the documents are now housed in the Maps/Plans/Publications page; everything is now congregated neatly into one page. That means if a person goes to any page, for example the By-laws on the committee page, and clicks on it, the link will take the user to the Maps/Plans/Publications page at the top. In the future site visitors can expect to see a Linked-In page, an internal blog that committee members can contribute to, and some in-house produced videos. There is also the OTO Facebook page which is updated almost every day with industry related articles on a local, state, and global platform. It is gaining in popularity.

## Other Business

# Technical Planning Committee Member Announcements

Ms. Schmitt stated that there has been a lot of buzz about the one-cent sales tax. She stated she was traveling to Washington D.C. next month to visit with some legislators with the issue to try and push multi-modal and not just highway and bridges. There were a lot of people in the surveys who said yes they want multimodal, such as bike lanes, more parks, and of course more transportation options. She stated she will be representing MPTA.

Mr. Martin stated that Becky Baltz did a wonderful job with the “On the Move” listening session, leading a large group of people really efficiently through the program.

###### Transportation Issues for Technical Planning Committee Member Review

Mr. Martin stated that the quarter-cent capital improvement tax goes to the voters on April 2nd.

1. Articles For Technical Planning Committee Information

Mr. Hess mentioned a few of the articles that were included in the agenda packet.

## Adjournment

The meeting was adjourned at 2:11 p.m.

