OZARKS TRANSPORTATION ORGANIZATION

TECHNICAL PLANNING COMMITTEE MEETING MINUTES

July 19, 2017

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. Rick Artman, Greene County  Ms. Paula Brookshire, City of Springfield (a)  Mr. King Coltrin, City of Strafford  Ms. Dawn Gardner, City of Springfield (a)\*  Mr. Adam Humphrey, Greene County  Mr. Kirk Juranas, City of Springfield (Co-Chair)  Mr. Joel Keller, Greene County (a)  Mr. Frank Miller, MoDOT | Mr. David O’Connor, City of Willard (a)  Mr. Jeremy Parsons, City of Ozark (a)  Mr. Jeff Roussell, City of Nixa  Mr. Andrew Seiler, MoDOT  Mr. Kelly Turner, City Utilities Transit |

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  Ms. Kristy Bork, Springfield/Branson Airport (a)  Mr. David Brock, City of Republic  Mr. Eric Claussen, City of Springfield (a)  Mr. Justin Coyan, Springfield Chamber of Commerce  Mr. Rick Emling, R-12 School District (a)  Ms. Rachael Garrett, City of Republic (a)  Mr. Martin Gugel, City of Springfield (Co-Chair)  Mr. Nicholas Konen, BNSF  Mr. Bradley McMahon, FHWA  Mr. Kent Morris, Greene County Planning | Mr. Jason Ray, SMCOG  Mr. David Schaumburg, Springfield/Branson Airport  Mr. Mark Schenkelberg, FAA Representative  Mr. Frank Schoneboom, City of Battlefield  Mr. Jeremiah Shuler, FTA Representative (a)  Ms. Mary Lilly Smith, City of Springfield  Ms. Eva Voss, MoDOT  Ms. Janette Vomund, MoDOT  Mr. Terry Whaley, Ozark Greenways  Mr. Todd Wiesehan, Christian County |

\*Ms. Gardner arrived at approximately 2:00 pm.

Others present were: Ms. Brenda Cirtin, Ms. Kimberly Cooper, Mr. Dave Faucett, Ms. Sara Fields, Mr. Scott Godbey, Ms. Natasha Longpine, and Mr. Andy Thomason, Ozarks Transportation Organization.

Mr. King Coltrin, Technical Planning Committee Chairman, called the meeting to order at approximately 1:45 pm, due to the lack of a quorum.

* 1. **Administration**

1. **Introductions**

Those in attendance made self-introductions stating their name and the organization they represent.

1. **Approval of the Technical Planning Committee Meeting Agenda**

Mr. Kelly moved approval of the July 19, 2017 Technical Planning Committee agenda. Mr. Juranas seconded the motion and it was unanimously approved.

1. **Approval of the May 17, 2017 Meeting Minutes**

Mr. O’Connor moved approval of the minutes of the May 17, 2017 Technical Committee Meeting, with the understanding the spelling of Mr. Artman’s name would be corrected. Mr. Humphrey seconded the motion and it was unanimously approved.

1. **Public Comment Period for All Agenda Items**

Sara Fields stated there were no public comments received since the last meeting. There were no speakers present to address the Committee.

1. **Staff Report**

Sara Fields introduced Kimberly Cooper, who replaced Debbie Parks as the Operations Manager. Ms. Cooper began her employment with the OTO on June 30, 2017.

Ms. Fields stated the Statewide Transportation Improvement Program (STIP) was approved, indicating everyone should have received an email to that effect. She also stated that all the projects approved in the STIP have been incorporated into the Transportation Improvement Plan (TIP).

Ms. Fields said staff has been working on the prioritization schedule for the next round of STIP funding. She added there would be a special sub-committee meeting to discuss these once they have the updated information from MoDOT, such as travel time, etc.

She reminded the TPC that the Highway Commission would be in Springfield on August 4 at the Library Center at 1:00 pm. She added the OTO is part of the regional presentation that is being given by Matt Morrow from the Chamber of Commerce and Mark Lewis and Tom Dancy from the Springfield/MoDOT TMC. She stated they will be discussing how we partner not only in our cost-share projects, but also in the day-to-day operations of the signal system. She said it is the hope of those involved that the Commission will appreciate how the entities in this area work together.

Ms. Fields stated that the Governor’s Transportation Task Force will be in Springfield on August 23, at 1:00 p.m., at the Springfield Area Chamber of Commerce. This task force has been appointed by the Governor and is visiting several locations in the State to discuss various issues. Travis Koestner (MoDOT) will be giving a “state of the district” presentation, focusing on economic development. Following the presentation by MoDOT, the Task Force will take public comment. Ms. Fields noted the focus of the comments will be the fact that there is a transportation funding shortfall in Missouri and trying to determine the best way to address that.

Ms. Fields reminded the Committee the trail study is still ongoing. She added there is a link to the alignment that is being suggested, plus alternate alignments for temporary use. She said the projected cost is approximately $100 million for the corridor. At this time, the consultant is working on prioritizing the trails to provide the OTO a starting point.

Ms. Fields announced the Missouri Public Transit Association will be meeting in Springfield on August 7 & 8. She added that on the afternoon of August 7, they will be hosting a session regarding opportunities at the new Transit Center downtown and the potential for development in that area. She strongly encouraged members of the Committee to attend this session, noting it was possible to register for just one day.

1. **MoDOT Update**

Frank Miller stated that Ms. Fields had provided much of the information he had planned to share, but noted that Hwy 65 is closed due to the resurfacing project. Ms. Fields asked Mr. Miller to update everyone on the RPC process.

Mr. Miller stated the Regional Planning Commission follows a similar timeline for prioritizing needs and Southwest Missouri Council of Governments (SMCOG) have prioritized their needs. He briefly reviewed the priorities noting the ones that overlapped or mirrored the OTO’s.

1. **Legislative Reports**

There were no representatives from the area legislators present at this meeting.

1. **New Business**
2. Administrative Modification Number Three to the FY 2017-2020 TIP

Natasha Longpine noted that staff can approve changes to the Transportation Improvement Plan (TIP). She said this allows Christian County to pay back the loan with STBG-Urban funds, as opposed to taking the next ten years to pay it off with local funds. She also noted that the City of Springfield was contributing their STBG-Urban funds toward the cost overruns that happened on the Kansas Expressway rehabilitation project. She said staff was taking this item to the Board of Directors, not for action, but for their review before finalizing.

This item was presented for informational purposes only, no Committee action was required.

1. Draft FY 2018-2021 Transportation Improvement Program

Natasha Longpine reviewed for the Committee the process for developing the FY 2018-2021 Transportation Improvement Program (TIP). The draft of the document had been uploaded to the Kindles, so the Committee was able to review it while she discussed the process. She outlined the procedure for obtaining public comment, and how this draft document was made available to the public. She highlighted the changes that had been made, both in format and organization.

She noted that copies of the changes that had been made to the Financial Section of the TIP had been distributed to the Committee. These changes were made after the TIP had been distributed for public comment.

Following a brief discussion regarding the Draft TIP, Mr. Miller moved to recommend the Board of Directors approve the Draft FY 2018-2021 Transportation Improvement Program. Mr. Juranas seconded the motion and it was unanimously approved.

1. Performance Measures Report

Natasha Longpine stated that each year the OTO reviews the eleven measures that were set out in the Long Range Transportation Plan, *Journey 2035*. In addition, the original authorizing legislation, MAP-21 and the current bill, FAST Act, all require performance measures as part of the planning process. Ms. Longpine noted that the performance measures set out in *Journey 2035*, were carried over into the current Plan, *Transportation 2040*. She added the report attached to this agenda item is the fourth such assessment of the OTO area and the efficacy of the performance measures.

Ms. Longpine noted the report distributed with the agenda provides both a quick reference for how the region is performing and a more detailed analysis of each measure. She explained that the downward arrow indicates a decrease in improvement; not a decrease in the trend.

Kelly Turner explained that when the transit measure was first established, it consisted of checking one day a month and determining if the buses arrived on time. Today, however, with CU’s ITS system, every timepoint on the system, every trip, every day is checked. This has caused CU to look at industry standards and set their on-time rate at 85% to 88%.

This item was presented for informational purposes only, no Committee action was required.

1. Title VI/ADA Plan Update

Andy Thomason stated he had been working on the OTO’s Title VI and ADA Plan update and wanted to present it to the Committee for action. He reviewed the history of the Title VI and ADA Plans, noting the first OTO formal policy was adopted in 2014. He added the OTO is required to update this plan every three years.

Mr. Thomason noted in this update, new elements were added, such as, a formal non-discrimination policy, standard DOT Title VI assurances and program area descriptions. He added compliance with provisions of the ADA were more thoroughly addressed in this update, including physical and electronic accessibility.

Mr. Thomason said staff is asking the Board to adopt this policy by resolution, which will contain three specifics. The first is approving the Title VI/ADA Program; the second is executing the Standard DOT Assurances and Non-Discrimination Policy; and the third is making minor changes to the program to maintain compliance.

Mr. Juranas moved the Technical Planning Committee recommend the Board of Directors adopt the resolution (1) approving the Title VI/ADA Program, (2) the execution of the Standard DOT Assurances and Non-Discrimination Policy, and (3) the making of minor changes to the program to maintain compliance and updated information. Mr. Roussell seconded the motion and it was unanimously approved.

1. Limited English Proficiency Plan Update

Andy Thomason stated in conjunction with the OTO’s Title VI policy, the OTO needed to update the Limited English Proficiency Plan (LEPP). He added that Executive Orders have mandated the OTO provide meaningful access to individuals that have limited English proficiency. He said this plan allows us to identify those specific populations and determine how best to involve them. He noted there is a four-factor analysis that is used to review the plan:

* The number of LEP individuals who might by impacted,
* The frequency with which the OTO might work with these individuals,
* The services the OTO provides to LEP individuals; and
* The resources the OTO has available to provide LEP assistance.

Mr. Thomason stated the Public Participation Plan incorporates the LEPP for a complete approach to public engagement.

Mr. Juranas moved to recommend the Board of Directors approve the Limited English Proficiency Plan. Mr. Kelly seconded the motion and it was unanimously approved.

1. **Other Business**
   1. **Technical Planning Committee Member Announcements**

There were no announcements.

* 1. **Transportation Issues for Technical Planning Committee Member Review**

There were no issues brought to the Committee’s attention.

* 1. **Articles for Technical Planning Committee Member Information**

Mr. Miller referenced an article regarding X-Lite Guardrails that was included in the packet. He stated MoDOT has a plan to replace these types of rails in Missouri.

**Adjournment**

With no additional business to come before the Committee, Mr. Artman moved the meeting be adjourned at approximately 2:55 p.m. Mr. Humphrey seconded the motion and it was unanimously approved.