OZARKS TRANSPORTATION ORGANIZATION

TECHNICAL PLANNING COMMITTEE MEETING MINUTES

January 21, 2015

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 Republic  Mr. Don Clark, Missouri State University  Mr. King Coltrin, City of Strafford  Mr. Travis Cossey, City of Nixa  Ms. Dawne Gardner, City of Springfield (a)  Mr. Rick Hess, City of Battlefield  Mr. Adam Humphrey, Greene County (Chair)  Mr. Kirk Juranas, City of Springfield | Mr. Joel Keller, Greene County Hwy Dept. (a)  Mr. Kevin Lowe, City Utilities Transit  Mr. Frank Miller, MoDOT  Ms. Mary Lilly Smith, City of Springfield  Mr. Andrew Seiler, MoDOT  Ms. Eva Voss, MoDOT  Mr. Dan Watts, SMCOG  Mr. Terry Whaley, Ozark Greenways |

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. David Bishop, R-12 School District  Ms. Kristy Bork, SGF (a)  Mr. Randall Brown, City of Willard (a)  Mr. Doug Colvin, City of Nixa (a)  Mr. Rick Emling, R-12 School District (a)  Ms. Diane Gallion, City Utilities (a)  Mr. Jonathan Gano, City of Springfield  Mr. Martin Gugel, City of Springfield (a)  Mr. Jason Haynes, City of Springfield (a) | Ms. Diane May, SMCOG (a)  Mr. Brad McMahon, FHWA  Mr. Kent Morris, Greene County Planning  Ms. Beth Schaller, MoDOT (a)  Mr. Mark Schenkelberg, FAA Representative  Mr. Shawn Schroeder, SGF  Mr. Jeff Seifried, Springfield Chamber  Mr. Dan Smith, Greene County Highway Dept.  Ms. Cheryl Townlian, BNSF  Mr. Garrett Tyson, City of Republic (a) |
| Mr. Jay Huff, Missouri State University (a)  Mr. Kevin Lambeth, City of Battlefield (a)  Mr. Larry Martin, City of Ozark | Mr. Todd Wiesehan, Christian County  Mr. Bob Wilslef, City of Ozark (a)  Mr. Chad Zickefoose, MoDOT (a) |

Others present were: Mr. Matt Hough, Congressman Long’s Office; Mr. Rick Artman, Greene County Highway; Mr. Carl Carlson, Olsson Associates; Mr. Joshua Boley, Ms. Sara Fields, Mr. Jacob Guthrie, Ms. Natasha Longpine, Mr. Curtis Owens, and Ms. Debbie Parks, Ozarks Transportation Organization; Mr. Keith Mackie, Senator Dixon’s Office.

Mr. Adam Humphrey called the meeting to order at 1:30 pm.

* 1. **Administration**

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

Ms. Smith made the motion to approve the January 21, 2015 Meeting Agenda. Mr. Coltrin seconded and the motion was carried unanimously.

1. **Approval of the November 19, 2014 Meeting Minutes**

Mr. Cossey made the motion to approve the November 19, 2014 Meeting Minutes. Ms. Smith seconded and the motion was carried unanimously.

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

None.

1. **Executive Director’s Report**

Ms. Fields stated she was attending the Missouri Transportation Conference. January 28 is the Salute to the Legislature hosted by the Springfield Area Chamber. Staff has been working on funding applications for the TAP program for this agenda as well as the Transit 5310 and 5339 applications. There are EPA standards out and there is time to comment. The proposed standard is between 65 and 70. The OTO region is currently 68, so the OTO will be commenting on a goal of 70. The OTO will be submitting comment on MoDOT’s 325 Plan as well. At the last Board of Directors meeting, Fantastic Caverns spoke up about the proposed sign regulations by MoDOT. The traffic generator signs would be removed by MoDOT unless there were a million or more visitors a year. MoDOT is no longer pursuing the proposal. Several members of the Board also proposed an additional representative for Christian County on the Board of Directors. That option will be explored more fully over the coming months to see if there is an opportunity to expand the Board of Directors to increase representation by Christian County.

1. **MoDOT Update**

Mr. Miller presented MoDOT’s 325 Plan and the MPO region roads that would be maintained. There was a handout distributed that explained the proposed MoDOT 325 System.

Ms. Fields inquired about the connecting communities 5,000 and above. Mr. Miller stated that MoDOT tried to connect communities if possible with a route that would hit as many cities of over 1,000 persons as possible in urbanized areas. Not every community over 1,000 was included.

Ms. Voss stated MoDOT’s website has a banner about the 325 system where there is more information and individuals can make comments through the website. MoDOT is currently taking comments and will present the comments to the Commission prior to the February Commission meeting. Mr. Miller stated the Commission would be taking action on the plan on February 2. Mr. Juranas inquired when the plan would go into place, if it would be when the current 5 year plan was completed. Mr. Miller stated that was correct. The direction of the new STIP update was to not include projects unless the project was on a system route. Mr. Juranas asked since the Cost Share program was terminated if the Infrastructure bank was still available. Mr. Miller stated he thought it was but that the City of Springfield should contact Ms. Carol Kliethermes at MoDOT Financial Services.

1. **Legislative Reports**

Mr. Mackie stated if there were any concerns that he would be happy to relay them to Senator Bob Dixon.

1. **New Business**
2. **Amendment Number Three to the FY 2015-2018 TIP**

Ms. Longpine stated this is one of the larger amendments to the TIP. It includes the projects that were awarded with the Transportation Alternatives Program Funding. There are ten projects that are recommended for funding with the TAP funds. It includes three separate projects in the City of Ozark making connections between the City of Ozark parks and schools. The City of Republic has a multipurpose trail proposed on Route 174. The OTO is looking at greenways and trail connections on South Dry Sac between Fulbright and David C Murray. Springfield has requested funding for College and Broadway Pedestrian Plaza. There was also a request for sidewalks and a cycle track on Main in front of the new Transfer Station. The City of Strafford is looking at sidewalks in the downtown area. Strafford Schools is looking to add sidewalks. Willards Schools is looking at Phase I of the Sidewalk Plan for their campus. There is a revised handout, which includes an adjustment to a City of Ozark project funding. With the revision, the City of Ozark wanted to increase the project funding for a solar powered cross walk system in the amount of $15,000. The request is for $11,000 additional TAP funding, which would include the sign and installation.

Ms. Gardner inquired about the College and Broadway Pedestrian Plaza. She stated that the project that was funded was Grant and College, or Phase II. Ms. Fields stated that the amounts were the same. Ms. Longpine stated she would correct it on the TIP. Ms. Gardner stated it is Phase II, and Broadway is Phase III.

Ms. Longpine stated there was a request for a new project on Route 160. Mr. Miller stated it was a grant for Acceleration Innovative Deployment funding. MoDOT had submitted an application for some locations across the state for a high friction surface treatment. There was discussion on the type of treatment and various locations. He stated this particular one was for the hill that comes down from Route AA on 160 north of Nixa. Ms. Fields inquired if it was just the north bound lane. Mr. Miller stated it was an isolated location where people are trying to stop.

Another new project proposed is for the City of Republic to do a Transportation Planning Street Assessment. This project is to do a street inventory and the conditions throughout the City of Republic. There was a project that was added after the agenda for Main and Tracker in Nixa. This is funding that had been previously programmed and construction portion was not programmed in time for the new fiscal year. Mr. Cossey wanted to note that it might be revised to add an additional $370,000 in STP funding. It might go to the Board of Directors with the STP funding. Mr. Cossey stated the total project cost would be the same, the funding would just change to STP-Urban funds. Ms. Longpine stated there would be an answer before it went to public comment and the Board of Directors.

Mr. Cossey made the motion to recommend approval of TIP Amendment Number Three to the Board of Directors with additional City of Ozark funds and potentially more STP for the City of Nixa. Mr. Hess seconded and the motion carried unanimously.

1. **Reasonable Progress Policy Enforcement**

Ms. Fields stated that the OTO had adopted a MoDOT reasonable progress policy a couple years ago. The Policy appears on all the Enhancement/Transportation Alternative Program applications. It has come to staff attention that this year there are a couple projects using 2012 and 2013 funds that were awarded in 2012 that have not been obligated. MoDOT has agreed to not take the funds due to semantics on how the funds were administered versus suballocated for use. However, with the TAP Program, the funds are suballocated to OTO and tracked as a separate item. The adoption of the policy means the OTO is responsible to get funds obligated. The OTO has established some reasonable progress enforcement guidelines going forward with the new TAP projects. She outlined the Reasonable Progress Enforcement Policy.

1. **TIP Amendment Form**

Ms. Longpine stated there is an online form now that jurisdictions can use to notify staff when there is a requested TIP Amendment. There had been various paper versions available in the past. This will allow the OTO to have one place to track some of the additional information that goes with the TIP Amendments. It also allows the OTO to ensure that each community is check marking the box that states the jurisdiction agrees to be committed to the funds and the jurisdiction understands the rules on the funds. She discussed the actual form.

1. **2015 STP-Urban Update**

Ms. Longpine stated this is a supplement to the Report that was published at the end of September. The September report only included the FY 2014 funding. There was not an estimate for 2015 at that time. The estimate included in this report for 2015 and 2016 is what is known for the current 8 months allocation. The Transportation program is only funded through May 31. This report also shows what is programmed with STP funding through 2016, providing a better picture of each jurisdictions balances. She presented some information on the 2015 STP-Urban Update.

Mr. Brock inquired how the maximum balance was determined. Ms. Longpine stated it was three years of the most recent allocation. MoDOT’s policy is to allow the OTO to hold 3 years of funding. The figures are based on three times the most recent amount.

Ms. Fields stated she wanted the jurisdictions to be up to date on the balances because without the Cost Share opportunity on MoDOT project the balances would accumulate. Ms. Longpine stated with this report there is a copy of the agreement for STP-Urban Advance funding. Mr. Juranas inquired if there was interest on the advance funding. Ms. Fields stated the City of Springfield did not qualify for the advance funding but that the funds did not have interest. Only jurisdictions receiving $1 million or less could use the policy.

1. **Travel Demand Model Report**

Ms. Longpine stated the Travel Demand Model Report is done and has been handed out. She went through the Travel Demand Model Report. The model is done, and the OTO has a copy of the files if anyone wants to use them for a project. She stated that staff would be calling back the Major Thoroughfare Plan Subcommittee and the Congestion Management Process subcommittee to get going again now that it is finished.

1. **Major Thoroughfare Plan Amendment Request**

Ms. Longpine stated the City of Battlefield has been discussing this request for a long time, but has formally requested to change FF on the Major Thoroughfare Plan from an Expressway to a Primary Arterial. This is different than the Federal Functional Classification that was discussed at the last TPC meeting. This is for the OTO’s Long Range Plan and the Major Thoroughfare Plan. This request would reduce the amount of right-of-way that is required. It would maintain a 110 foot right-of-way, which is still wide. There are maps in the agenda that show the difference between the 110 foot and 180 foot right-of-way. There is some access management that comes with the Primary Arterial design standard. The City of Battlefield indicated this would be an improvement over the Expressway designation.

Mr. Hess stated that in 2008, FF was one of the top five projects in the OTO. Since then, it has fallen down on the priority list. There is not a lot of expectation that the Expressway would be extended down to 160 south in Nixa. This amendment would allow property owners along FF in the city limits to utilize their properties. The City of Battlefield’s Board of Alderman have agreed to this amendment.

Ms. Longpine stated the extent of the request is from the current four lane to the county line.

Mr. Brock made the motion to recommend approval of the proposed Major Thoroughfare Plan Amendment to the Board of Directors. Mr. Whaley seconded and the motion was approved.

1. **Transportation Demand Management Report**

Mr. Owens presented the Transportation Demand Management Report, which was an update of the OTO/City of Springfield Environmental Services Rideshare Program.

Mr. Coltrin inquired if the 2014 website data contained a complete year because there was a drop off in data. Mr. Owens stated that the website picture might not be complete because once a carpool is found the individuals would not log back in. That is what is thought to be happening.

1. **Addendum to Memorandum of Understanding**

Ms. Fields stated the OTO has a Memorandum of Understanding between City Utilities, OTO, MSU and all the member jurisdictions. When CU went through their Triennial Review from FTA, it was found that it was not specifically stated that OTO meets the Public Participation requirements for CU’s federal needs. The MOU needs to be amended to state that the OTO publishes the TIP, publishes the TIP ad, and does the project selection. There is a Public Participation Plan that outlines how the OTO will conduct public participation and some specific statements that the requirements satisfy the FTA 5307 Public Involvement requirements.

Mr. Juranas made the motion to recommend approval of the proposed addendum to the Board of Directors. Mr. Hess seconded and the motion was carried unanimously.

1. **Program Management Plan Revision**

Mr. Owens stated the Program Management Plan was approved by the Board of Directors back in June. He presented the revisions to the current plan due to FTA and MoDOT clarifications.

Mr. Hess made the motion to recommend approval of the proposed Program Management Plan revision to the Board of Directors. Mr. Miller seconded and the motion was carried unanimously.

1. **OTO TPC Appointment Letters**

Ms. Parks explained the need for the OTO to have an official appointment letter for each member of the Technical Planning Committee. She discussed the letter format.

1. **OTO In-Kind Match Letters**

Ms. Parks explained the process the OTO uses for documenting the in-kind match requirements on the OTO grant. She explained the difference between the two different forms: volunteer and paid position form, which the OTO was requesting the individuals on the TPC to fill out.

1. **FY 2015 UPWP Amendment Two**

Ms. Fields stated the City of Willard applied for and was awarded a Traffic Engineering Assistance Grant. The total project is $5,900 and has $4,720 in Federal Safety funds. The project is to look at Miller Road’s profile and the geometrics of the road, as well as traffic counts to solve some traffic issues. Instead of a TIP amendment, Federal Highway ruled that it should be a UPWP amendment since it is a planning type study. A new task was created in the UPWP for this item.

Mr. Juranas made the motion to recommend approval of the FY 2015 UPWP Amendment Two to the Board of Directors. Mr. Hess seconded and the motion was carried unanimously.

1. **FY 2016 UPWP Subcommittee and Project Proposals**

Ms. Fields stated it was time to write the OTO’s Unified Planning Work Program for the fiscal year starting July 1. The subcommittee will talk about the activities that the OTO will work on for the upcoming year. The committee would also make suggestions and review the current projects. She gave a quick summary of the UPWP. The UPWP subcommittee makes recommendations to the Technical Committee, who in turn make a recommendation to the Board of Directors to approve the final program. The Board will approve the UPWP in April.

Mr. Keller, Ms. Voss, Mr. Coltrin, and Mr. Lowe volunteered.

Mr. Hess made the motion to appoint the FY 2016 UPWP Subcommittee. Mr. Brock seconded and the motion carried unanimously.

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

Mr. Miller stated he was able to confirm that the State of Missouri Infrastructure Bank is open and has $60 million to loan out.

Ms. Voss stated February 2, MoDOT is hosting a statewide planning partners meeting in Jefferson City. At the meeting there will be discussion on the tough choices ahead and how that will affect the STIP. Multimodal planning will also be discussed. Each of the administrators of the different modes of transportation will be presenting how they administer, select and prioritize projects. There will be a freight plan update and also an update on the MAP-21 Performance Measurement that is required in the Long Range Transportation Plans. Ms. Longpine will be giving a presentation on the OTO’s Online TIP Tool.

There is also a Planning Partner Survey that will be coming out on how MoDOT provides services. Please take time to fill that out.

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

None

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

Ms. Fields discussed some of the articles**.**

1. **Adjournment**

Mr. Hess made the motion to adjourn at 2:35 p.m. Mr. Coltrin seconded and the meeting was adjourned.