OZARKS TRANSPORTATION ORGANIZATION

TECHNICAL PLANNING COMMITTEE MEETING MINUTES

September 16, 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. 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. Joel Keller, Greene County Hwy Dept. (a)  Mr. Kirk Juranas, City of Springfield | Mr. Larry Martin, City of Ozark  Mr. Frank Miller, MoDOT  Mr. Jeremiah Shuler, FTA Representative  Mr. Andrew Seiler, MoDOT  Mr. Kelly Turner, City Utilities Transit  Mr. Terry Whaley, Ozark Greenways  Mr. Todd Wiesehan, Christian County |

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. Rick Artman, Greene County Highway  Mr. Joshua Bird, Christian County (a)  Mr. David Bishop, R-12 School District  Ms. Kristy Bork, SGF (a)  Mr. David Brock, City of Republic  Mr. Randall Brown, City of Willard  Mr. Doug Colvin, City of Nixa (a)  Mr. Justin Coyan, Springfield Chamber of Commerce  Mr. Rick Emling, R-12 School District (a)  Ms. Diane Gallion, City Utilities (a)  Mr. Martin Gugel, City of Springfield (a)  Mr. Jay Huff, Missouri State University (a)  Mr. Tom Johnson, Missouri State University  Mr. Brad McMahon, FHWA | Mr. Kevin Lambeth, City of Battlefield (a)  Ms. Diane May, SMCOG (a)  Mr. J. Everett Mitchell, City of Willard (a)  Mr. Kent Morris, Greene County Planning  Mr. Kirk Nonen, BNSF  Mr. Jeremy Parsons, City of Ozark (a)  Ms. Beth Schaller, MoDOT (a)  Mr. Mark Schenkelberg, FAA Representative  Mr. Shawn Schroeder, Springfield-Branson National Airport  Ms. Mary Lilly Smith, City of Springfield  Mr. Garrett Tyson, City of Republic (a)  Ms. Janette Vomund, MoDOT  Ms. Eva Voss, MoDOT  Mr. Chad Zickefoose, MoDOT (a) |

Others present were: Ms. Barbara J. Lucks, City of Springfield; Mr. Paul C Hood, City of Willard; Ms. Tonya Holland, FTA; Ms. Jennifer Thomas, HDR Inc.; Mr. Randy Coffey, MoDOT; Mr. Dan Mann, Olsson Associates; Mr. Joshua Boley, Ms. Sara Fields, Mr. Jacob Guthrie, and Ms. Debbie Parks, Ozarks Transportation Organization; Mr. Jason Ray, SMCOG.

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**

Mr. Hess made the motion to approve the Technical Planning Committee meeting agenda. Mr. Juranas seconded and the motion carried unanimously.

1. **Approval of the July 15, 2015 Meeting Minutes**

Mr. Martin made the motion to approve the July 15, 2015 meeting minutes. Mr. Hess seconded and the motion carried unanimously.

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

None.

1. **Executive Director’s Report**

Ms. Fields stated that staff had been continuing work on the long range transportation plan. There are monthly meetings to move forward. The OTO is on schedule for looking at an end of the year completion date. She stated that Ms. Longpine was attending a Freight Conference in Ohio. There was an email sent earlier with the maps for the local jurisdictions and the Major Thoroughfare Plan adoption, so hopefully everyone can start moving forward on getting that adopted. The Board of Directors did agree with the proposed changes to the proposed Major Thoroughfare Plan. The change on Kansas Expressway north of Republic Road and Kansas Expressway was denied. A letter was sent to the City of Springfield documenting that.

The Pro Data travel time units are under contract. It could be as early as October or November that data starts coming back. This is a partnership with MoDOT, the City of Springfield, and the OTO. The OTO is paying for 13 units out in the field, with MoDOT and the City of Springfield covering the rest. This will give the OTO travel times from where the roads are located along corridors and hopefully origin destination data to understand the areas travel patterns better.

Staff attended a Congestion Management Process Workshop with Federal Highway which highlighted reliability measures. It did not focus on the reoccurring congestion but the non-reoccurring congestion resulting from accidents or special events. Staff was able to learn about the kind of measures that are looked at for that and can hopefully incorporate some of it. The OTO has agreed to host a Traffic Incident Management Subcommittee in where tow truck drivers, EMT, and transportation facilitators will discuss how to clear accidents on the roadways more efficiently and avoid secondary crashes. That subcommittee will begin soon.

The City of Ozark and MoDOT’s Incident Management Center gave a presentation to the Board of Directors. The City of Ozark is doing some innovative things to incorporate incident management.

There have been reports of accidents by the Republic High School. MoDOT has agreed to look at the accidents in the area and see if there is some sort of safety measure that can be taken. The high school is on two State of Missouri roads.

Ms. Fields stated that staff had been attending different Chamber of Commerce events in the area. The OTO is willing to speak at any community events to discuss what the OTO does, what transportation planning is, and the funding crisis. Staff can make presentations as well to the local jurisdictions Planning Commissions or Boards about the Major Thoroughfare Plan changes.

1. **Bicycle and Pedestrian Committee Report**

Mr. Humphrey stated that there was a handout that summarizes the Bicycle and Pedestrian Report.

Ms. Fields stated that the Board of Directors wants the Bicycle and Pedestrian Committee to focus on bicycle safety. The committee has been working on how to better educate bicyclists and motorists. There has been increased bicycle accidents so the goal is to educate people on how to avoid that.

1. **MoDOT Update**

Mr. Miller stated that the FY 2015 revenues came in higher than anticipated in the amount of $47 million. There had been a projected issue with matching federal funds in FY 2017, so the $47 million will be applied towards FY 2017 and matching the federal funds for that year. It turns the $47 million into an additional $210 million for projects across the state. The OTO region will receive an additional $6.2 million. That is being distributed by the Taking Care of the System Program Formula. In addition to that the Highway Commission took action on the Cost Share Program Funding for FY 2017. The funds were distributed and the OTO will be receiving $2.3 million from that. There is an additional $8.4 million in the OTO area than was originally projected for FY 2017.

MoDOT is looking at projects for Taking Care of the System and Safety Projects. Staff is looking at an additional project in Greene County, which is Route H over the South Dry Sac River. Originally MoDOT was going to focus on the primary system only. That has been suspended for FY 2017 and supplementary routes can be worked on as well. Route H is the last critical bridge in the OTO area. Beyond that, there will be some resurfacing and safety projects. He outlined some of the projects that MoDOT was looking at. The system will be taken care of at a higher level with some of safety projects in the area. The Cost Share Program funds for FY 2017 got distributed so there will be no Cost Share Program in FY 2017. The Highway Commission has not made a decision on FY 2018.

1. **Legislative Reports**

None.

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

Ms. Fields stated that the City of Springfield has asked to add additional funds to the Commercial Street project, which had previously been awarded Enhancement Funding. The City of Springfield requested STP-Urban funding to double the cost of the project, with improvements to the Commercial and Washington Intersection being added. Mr. Juranas mentioned it was a roundabout project. It is a good project that takes out the signal and puts in a roundabout near the railroad bridge. There was concern about the approach coming out of the underpass but that has been taken care of. The roundabout fills the gap for cost. He mentioned there was confusion over the programmed funding amount. There was discussion with Mr. Juranas and Ms. Fields about the agreements and the amount programmed. Mr. Juranas stated he would check the numbers and the discrepancy before it was approved by the Board of Directors. Mr. Miller stated that as long as it was still 80% Federal it could be done before the Board of Directors meeting.

Mr. Whaley made the motion to recommend approval of TIP Amendment Number Seven to the Board of Directors. Mr. Hess seconded and the motion carried unanimously.

Mr. Martin inquired if the roundabout at Washington was a three legged roundabout. Mr. Juranas stated it was four, since Washington continues north. The roundabout will be pushed a little bit south, so it will avoid the grade by the bridge. Mr. Martin was impressed with the development of the shops and pedestrian traffic on Commercial Street, it appeared to be becoming a little destination.

1. **Rideshare Program Continuation**

Ms. Fields stated that back in 2008, when the gas prices were higher, the Rideshare Program was developed. It is common with MPOs across the country. The OTO decided to do the Ozarkscommute.com website and hired a company called RideShark. The initial setup cost was around $25,000, with $7,800 a year in annual maintenance. It allows anyone in the area to go in and sign up for an account. The individuals tells the program where they live and work and what times of day they are traveling there. It will try a match the individual to other users. There will be an email sent on how to contact the other user through the site. It was not terribly successful with individuals. The program comes with 50 employer portals. There are currently eight employer portals in use for the City of Springfield, Greene County, City Utilities, Missouri State University, Mercy, OTC, Drury, and Associated Electric Cooperative. The limitation of the employer portal is that it matches by company email addresses. It is not for companies where most of the employees do not have email addresses such as a McDonalds.

The OTO was paying for this through the OTO budget with planning funds. In 2012 the Federal Highway Administration stated that it could not be paid with planning funds. The City of Springfield offered to pay the annual fee, provide promotional materials, and advocate for the program in the community for a transfer of STP-Urban funds. The City of Springfield has been promoting the program. There is yearly reporting with about 800 people since inception, who have created an account. The usage has tapered off with gas prices going down. If the program was stopped and reinstituted there would be the initial startup fee again. The discussion to have is it is worth continuing the transfer of STP-Urban to support the program.

Ms. Barbara Lucks with the City of Springfield’s Environmental Services stated that the Rideshare program is part of the Air Quality Education Program, besides the actual service it provides. The City of Springfield gives out about 5 or 6 thousand packets a year with the Rideshare flyer. The City of Springfield was targeting businesses in particular. She gave an overview of how the program was promoted. She stated that from an air quality standpoint, the number one problem was mobile sources. The big push is about miles traveled, and the Rideshare Program was to encourage people to travel less. The City of Springfield is involved with the EPA Ozone Advance Program and credit is given for having the Rideshare Program.

Mr. Martin mentioned the possibility of employers like Kraft, Mueller, and Bass Pro being a part of this. Ms. Lucks stated that it would be a sales call to their Human Resource departments. The only issue is that there has not been a lot of staff time yet to do that.

Mr. Miller asked about the yearly cost. Ms. Fields stated it was $7,800, under the old contract which has expired. The whole thing would need to be rebid or revisited. The City of Springfield is wanting to make sure the OTO would like to continue the program before going back out to bid. Mr. Hess inquired if it was cost effective from a Vehicle Mile Traveled standpoint or if the VMT was even known. Ms. Lucks stated that there is no real ability to track what happens. Staff had not met with RideShark in the past two years to see if there was enhanced software capabilities. Ms. Fields stated that there is a self-reporting mechanism in the software. The individual has to self-report once a match is made and report the amount of mileage saved. However, once a match is made most individuals move on and do not report it.

Ms. Lucks stated the biggest success is with the employers. The City of Springfield Environmental Services had requested another ½ full time employee to work on this type of work. Mr. Martin stated that it seemed important to the areas reporting to have this type of carpooling program. Ms. Lucks stated that with the conference calls with EPA, the City of Springfield points to this program specifically, as being proactive in the area. Mr. Martin mentioned that if it the program was shut down there was not another program to replace it. Ms. Lucks stated that was correct there is no other carpooling program. Ms. Fields stated that there are the 831-RIDE signs that direct people to the OTO office. Staff in turn direct the individuals to the Rideshare Program.

Mr. Whaley stated that it was a great tool and that the $7,800 seemed like a good use for the funds. He mentioned that the OTO should be doing more to change the member’s behavior before the public will change theirs. He pointed to the “Let’s Go Smart” campaign and stated that those needed to be connected. Ms. Lucks stated that the City of Springfield had a program called Ozarks Green Score, which is about sustainability. It is a tool kit for businesses to adopt these practices. The businesses get points for including the Rideshare Program. Mr. Juranas stated he thought RideShark might compete well in an RFP when the City of Springfield goes out to bid. He thought that software tweaks could be requested when the RPF was rebid. Ms. Lucks stated that tweaks could be requested and that RideShark had been great to work with. She stated that OTO staff had researched a quite a few sites and had not found any that were able to do what the OTO was trying to do besides RideShark.

Mr. Turner stated that City Utilities has a program called City Utilities Ridership Benefit or CURB. The idea of the program is that CU works with employers to allow their employees to have direct deposit to go towards bus fare and passes. It is underutilized. It would be good to coordinate the employer effort with City Utilities CURB and the Rideshare Program. Ms. Lucks stated that would give the employers a menu to choose from. Mr. Turner stated it would also help with the EPA and air quality.

Mr. Martin made the motion to recommend continuation of the Rideshare Program and associated STP-Urban transfer to the City of Springfield. Mr. Juranas seconded and the motion carried unanimously.

1. **Transportation Plan 2040 Vision**

Ms. Fields stated that the Long Range Transportation Plan Subcommitee was looking at the plan in pieces. The subcommittee was asking for recommendations for the visions and goals so the Board of Directors could approve them. After the goals and vision is set then action items would be created. The vision is simple “to be an excellent transportation system supporting the success of the OTO region.” She went through the list of preliminary goals. She asked for feedback if there were any changes, suggestions, or anything missing.

1. **DBE Annual Goal**

Ms. Parks stated that the OTO has a Title VI Program. The OTO adopted the Disadvantaged Business Enterprise Program last year and set the first goal. The FY 2016 goal has been reevaluated. To set the goal, the number of registered and certified businesses were looked at in the area. The businesses have to be certified through the Missouri Regional Certification Committee. Looking at that the number there were 10 businesses. Then the census data was examined to see how many businesses were available in the area. In the OTO area there were 2,645 businesses. The goal came out to be .00378, which rounds down to zero. Before the OTO had adopted its program, MoDOT set the OTO’s goals since it’ creation in 2008 as a separate entity at zero. This is in line with what MoDOT had already been established. The goal is reexamined every year and will be changed as more businesses are certified in the area. The OTO does not have a large budget and this goal does not apply to any of the jurisdictions projects. It is only for the OTO’s internal purchasing, for items such as office supplies.

Mr. Martin made the motion to recommend approval of the proposed annual DBE Goal and the Appendix D to the Board of Directors. Mr. Miller seconded and the motion carried unanimously.

1. **UPWP Amendment 1**

Ms. Fields stated that the Unified Planning Work Program is the appendix for the contract with MoDOT. The UPWP outlines all the work the OTO will do in exchange for the federal funds. The OTOs Executive Committee and Board of Directors have been discussing the possibility of the OTO relocating as the OTO’s lease nears expiration. The decision has been made that the OTO wants to relocate the offices. The rent will increase a little, but most of the proposed increase of cost is in standard moving and infill costs. The OTO is requesting a $21,555 increase to the UPWP. It is pretty preliminary right now, with the assumption that a lease could be worked out and it would be this cost. The amendment is to cover the relocation cost.

There was discussion on the reasons for a possible relocation and the possible site. Ms. Fields stated that a possible location was in the Chesterfield Village. Mr. Martin made the point that this amendment would bind the OTO to staying within this cost of the amendment. Ms. Fields stated that would be necessary since the approval process is close to 90 days, like the jurisdictions face with the TIP amendments. She stated it was the OTO’s best estimate of the moving costs and space.

Mr. Schuller inquired if the OTO was planning on moving forward with FY 2016 Planning Funds with PL separating FTA and FHWA, or if the OTO was going to continue with the CPG format. Ms. Fields stated that the OTO would use the CPG format. Mr. Schuller stated that FHWA typically would need a cost benefit analysis as well as some other activities to be completed. Ms. Fields asked for clarification. Mr. Schuller stated that typically when an agency proceeds with an activity like this, there is a cost benefit analysis done; which is a short diligence that is performed to ensure it is indeed a benefit. Ms. Fields sated she would copy Mr. Schuller on it and send the cost benefit analysis to him.

Mr. Juranas made the motion to recommend approval of the proposed UPWP Amendment to the Board of Directors. Mr. Hess made the second to the motion carried with one opposition vote.

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

Mr. Turner stated that there would be public meetings for some proposed route changes on October 6 (Library Center) and October 8 (Library Station) from 4 to 6 p.m. Mr. Martin inquired if was a big revamp of the routes or small. Mr. Turner stated that for the most part the busiest routes were being keep. There were route changes because of the new transfer station that was opening in the spring. City Utilities Transit took the opportunity to look at some of the underperforming routes and to see where they could be modified to accommodate common service requests. The thought is that it would give better service. There will be an impact to some individuals so there would be an opportunity for feedback. Mr. Juranas asked if City Utilities Transit was also considering the feedback from the City of Springfield’s Community Listen. Mr. Turner stated that some of the changes are a result of the Community Listen, such as taking a primarily residential route and adding destinations so that the route is more self-contained.

Mr. Schuler stated that FTA has a Safety Webinar on September 17th and 18thand registration is available through the FTA website so for those of you who are on the LRTP committee and filling out performance measures, those topics will be addressed.

Mr. Juranas stated that the City of Springfield just finished the survey for the 1/8th cent & 1/4th cent cost share and need to note that it changed a little bit. MODOT no longer having a Cost Share Program focuses the City of Springfield’s program to mobile, street, and bridges. A lot of the big projects that served the OTO area are not in that any more. That highlights the need to get the funding situation fixed. The City of Springfield is going to combine both of those in April. There was discussion on the projects that ranked high on the City of Springfield survey including the bridge on Grand.

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

None.

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

Mr. Miller pointed out the article on the bridge situation in Missouri. The OTO area bridges were looking okay, but losing ground outside the area.

1. **Adjournment**

Mr. Hess made the motion to adjourn. Mr. Martin seconded and the meeting was adjourned at 2:20 p.m.