OZARKS TRANSPORTATION ORGANIZATION

TECHNICAL PLANNING COMMITTEE SPECIAL MEETING MINUTES

January 18, 2012

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 (Chair) | Mr. Joel Keller, Greene County (a) |
| Mr. Don Clark, Missouri State University | Mr. Larry Martin, City of Ozark |
| Mr. King Coltrin, City of Strafford | Mr. Frank Miller, MoDOT |
| Mr. Travis Cossey, City of Nixa | Mr. Duffy Mooney, Greene County Highway Dept. |
| Ms. Carol Cruise, City Utilities | Mr. Bill Robinett, MoDOT |
| Ms. Hollie Elliott, Springfield Chamber (a) | Mr. Ralph Rognstad, City of Springfield |
| Mr. Jonathan Gano, City of Springfield | Mr. Andrew Seiler, MoDOT |
| Mr. Nick Heatherly, City of Willard | Mr. Dan Watts, SMCOG |
| Mr. Rick Hess, City of Battlefield | Mr. Terry Whaley, Ozark Greenways |
| Ms. Jenni Jones, MoDOT | Mr. Todd Wiesehan, Christian County (Chair) |
| Mr. Kirk Juranas, City of Springfield |  |

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. Brad McMahon, FHWA |
| Mr. Rick Artman, Greene County Highway Dept. | Mr. Ryan Mooney, Springfield Chamber |
| Mr. David Bishop, R-12 School District | Mr. Kent Morris, Greene County Planning Dept. |
| Mr. Randall Brown, City of Willard (a) | Mr. Mark Roy, Springfield-Branson Airport (a) |
| Mr. Rick Emling, R-12 School District (a) | Mr. Mark Schenkelberg, FAA Representative |
| Ms. Diane Gallion, City Utilities (a) | Mr. Shawn Schroeder, Springfield-Branson Airport |
| Mr. Martin Gugel, City of Springfield | Mr. Dan Smith, Greene County Highway Dept. |
| Mr. Jason Haynes, City of Springfield (a) | Mr. Garrett Tyson, City of Republic (a) |
| Mr. David Hutchison, City of Springfield (a) | Mr. Terry Whaley, Ozark Greenways |
| Mr. Kevin Lambeth, City of Battlefield (a) | Mr. Roger Howard, BNSF |

Others present were: Ms. Debbie Parks, Ms. Sara Edwards, Ms. Natasha Longpine, Mr. Curtis Owens and Mr. Chris Stueve, Ozarks Transportation Organization; Mr. David Rauch, Senator Claire McCaskill’s Office; Ms. Stacy Burks, Senator Roy Blunt’s Office; Mr. Jered Taylor, Congressman Billy Long’s Office.

Mr. Weisehan called the January 18, 2012 Technical Planning Committee meeting to order at 1:34 p.m.

## Administration

# Introductions

# Approval of the Technical Planning Committee Meeting Agenda

A new agenda was passed out with Administrative Modification Number One to the FY 2012-2015 TIP and Amendment Number Two to the FY 2012-2015 TIP.

Ms. Cruise made the motion to approve the agenda as revised. Mr. Robinett seconded and the agenda was carried unanimously.

# Approval of the November 16, 2011 Meeting Minutes

Ms. Jones stated that on page two of the minutes, under the Executive Directors report in the second paragraph, it should say approved by FHWA and FTA.

Mr. Martin made the motion to approve the corrected minutes. Mr. Hess seconded and the motion was approved unanimously.

# Public Comment Period for All Agenda Items

None.

# Executive Director’s Report

Ms. Edwards stated that staff had spent a lot of time and energy looking for a new office space and then moving. She offered everyone a chance to tour the new facility after the meeting.

The TEAM Conference will be held in Branson March 14-16, 2012. Federal Highway will be hosting the Certification for Local Agencies during the TEAM Conference. There is a new requirement that every agency involved with administering a federal aid project will now be requested to have a person certified to administer that project. This is the first of several trainings available. There will be 50 seats available for the March conference, but there will be training in the Springfield area during the next year or so. Federal Highway has stated that before Federal funds will be obligated there will have to be someone designated. It does not mean that an agency cannot apply for money; the person just has to be designated before the funds are obligated. The designated person will have to have the Certification. Ms. Longpine will be obtaining the certification for the OTO office, but she will not be able to serve as the designated person for any other agency.

Staff has been serving on the committee to improve the Local Public Agency Manual for MoDOT. The final draft is due in February with a goal of becoming more user friendly. The City of Springfield is heading up a program for aerial photography. The aerial photography flight will take place in February. The Long Range Transportation Plan was approved by the Board of Directors in December. Staff is continuing to work on the Transit Coordination plan.

Mr. Hess requested more information on TEAM Conference.   
  
Ms. Edwards stated the link could be found at www.TEAMConference.org. There has not been a lot of information released on the Conference to date.

# Bicycle and Pedestrian Committee Report

Ms. Longpine stated that the Bicycle and Pedestrian Advisory Committee met once since November. The Committee is working on the implementation plan for a complete OTO Trail System. That entails looking at all the appropriate segments that need to be included and what easements are necessary to accomplish it. The committee is also looking at the potential cost involved to implement the current system. The first trail for review is Jordan Creek by Smith Park as far south as it goes. The committee will start looking at what other corridors to focus on next in order to eventually have a whole system.

# New Business

1. OTO In-Kind Match Letters

Ms. Parks stated that the OTO operates off of a reimbursable grant. The OTO is required to have twenty percent match for the Federal funds. The OTO was approved to use In-Kind Match a couple years ago, which allows the use of member attendance at meetings to count as part of the matching funds. Since the program began two years ago, there has been $16,739 in-kind fund used, which equals $83,699 in work program funds.

It has come to staff attention after looking through the files that some in-kind letters are needed for Committee members. Official letters are needed on file for documentation for MoDOT and Federal Highway. There are two letters. The first letter is the Volunteer Hourly Rate. This is the form for elected officials or volunteers who serve on the committee. The Volunteer rate is $18.57. The second letter is for employees of the jurisdictions. It is requested that the employee’s hourly rate without benefits be entered, then in the second space, the hourly rate including benefits. OTO is allowed to claim the full amount of compensation for the hourly rate. These forms are confidential.

1. OTO Technical Committee Appointment

Ms. Parks stated that the OTO By-Laws outline which individuals serve on the Technical Planning Committee. The OTO needs to have an Officially Appointed Letter from the Mayor, University President or director of the Local Agency. The letter needs to designate the voting member and the alternative member for the local jurisdiction. There are currently letters for half of the members but due to the high turnover rate, everyone should complete a new letter for the official file. There is a sample letter included in the packet. The letter should contain the name and contact information for the voting member and alternate and have the signature of the approving person on the letter.

1. TIGER Update

Ms. Longpine presented a brief overview of the latest round of TIGER funding. There was over $500 million in projects. There were 36 projects in 32 states. About half were bridge projects, almost a third were transit, and over $150 million went to rural communities. Overall there were 838 applications for the TIGER Program. The projects that were awarded were either projects that have significant costs or other funding sources available or rural communities that needed a little extra boost. There seems to be a big hole for the OTO type area where there are not that many large projects or extra match funds. The spread sheet in the agenda is sorted by what percentage of the total project cost was TIGER funding. Not until the bottom of the list dos the match get closer to the 80 percent. Most of those projects though are rural and are not required to have a match. Further up the list, there are notes on the side that state where additional funding came from. Not all of these indicate the use of local match. The OTO wanted to provide an overview of the TIGER Grants. There is also an example of two projects that are similar inscale to what the OTO region might consider.

Ms. Edwards stated that Ms. Longpine presented this because it appears that earmarks are gone and this is the new way of applying for Federal funding. It appears to be mostly big projects and rural projects. The OTO region does not qualify for rural funding. The OTO will be playing against large cities like New York City and St. Louis and the size of these projects are huge.

1. Transit Study Update

Ms. Edwards stated that the Transit Consultants were in town during October to hold several public meetings. The Consultants have provided a summary of the meetings. The public seems to like transit, and want quick service, later service, close to where they are located, and they want everything without paying more than a dollar for it. It appears there are impossible expectations, but there are a lot of supporters of transit. That was an expected result. OTO also conducted onboard surveys and a transfer analysis and found where people are traveling and who is using the system. The consultants have gone through Phase One which is the summary of existing conditions of the system and the consultants feel the system is in good shape.

The consultants will be in town January 19 with a meeting of the Steering Committee and will be going over little bit of the regional service. The consultants will have some recommendations on what cities might benefit from commuter services verses those that are on the edge, to those that would not work at all due to population density and commuter patterns. The consultants looked at the census data which shows how many people are coming into Springfield to work and if that is the number of people that would sustain the transit line out there. There will be more information coming in the future months.

1. MoDOT Bolder Five Year Direction Update

Mr. Miller stated that in the packet there is information on MoDOT’s Bolder Five Year Direction. The first page is a statewide overview of the Bolder Five Year Plan and how MoDOT is trying to conserve funding for additional projects and the State Transportation System. This is being done through a reduction in personnel, facilities, and equipment. MoDOT is currently in the middle of staff reductions. There are a lot of people affected. The Southwest District is halfway where it needs to be with the staffing levels. Facilities have been shut down and are being consolidated into the facilities that will be kept long term. There are new boundaries for the MoDOT Organization chart. There are now two engineers for the OTO area. Andy Mueller is taking on that role for Greene, Polk, Dallas, and Webster Counties. Beth Schaller is the Area Engineer for Branson, Christian, Barry, Stone, and Taney Counties. These are the key contacts for any issues that may come up, such as property owner issues or maintenance issues. That contact information is included in the packet.

The new Southwest District now has almost a million people at 926,000. The next largest District is Kansas City with 1.2. The Southwest District is more comparable in size to Kansas City than the former District 8. Traffic is closer in volume. The OTO is a pretty small size within that. The OTO population is about a third of the new Southwest District. With jobs, the OTO is about 40 percent of the District. It is an interesting district with the contrast of rural and a small MPO in Joplin. Joplin is required to have a TIP but not a Congestion Management System. Joplin has the minimal requirements of a MPO.

The agenda also contains Southwest District Transportation Planning Department Organization Chart. This informs who to contact for what tasks. If there is an issue with administering an STP Urban project, the main contact is Chad Zickefoose. His number is 417-895-7638 and email is [chadzickefoose@modot.gov](mailto:chadzickefoose@modot.gov). Mr. Zickefoose will be the contact for administering the federal funds projects. He is also the contact for development reviews. Mr. Andrew Seiler will be assisting with the work with OTO, programming projects into the STIP and also the OTO’s TIP. Mr. Seiler will be working with needs prioritization and general miscellaneous issues. He is continuing the role of the air quality liaison as well as working with the Clean Air Alliance.

1. FY 2012 Unified Planning Work Program Subcommittee and Project Proposals

Ms. Edwards stated that the UPWP is the Unified Planning Work Program. The OTO has put a new process in place. The budget will run through the Board of Directors but the work program will run through the Technical Committee. Staff wants the TPC’s advice on what the program should look like and what types of projects OTO should be doing, for the little room in the budget for the additional items beyond federal requirements. Staff is requesting two items. One is for volunteers to serve on the UPWP Subcommittee, five volunteers should be appropriate. The second item is that staff would like input for ideas and projects, and requests for assistance from jurisdictions to be included in the work program. The fiscal year runs from July 1 to June 30.

Kirk Juranas, Diane Gallion, Joel Keller, Frank Miller and Nick Heatherly volunteered.

Ms. Edwards stated that any projects should be submitted over the next month.

1. **Administrative Modification Number One to the FY 2012-2015 TIP**

Ms. Longpine stated that the Administrative Modification Number One is on the revised agenda that was given out. It is an administrative modification to the OTO 2012-2015 TIP. MoDOT has requested to add $10,000 to right of way and to take it out of construction. This is a just a change moving funding from one category to another. This does not require approval by the Board per the OTO public participation plan.

1. **Amendment Number Two to the FY 2012-2015 TIP**

Ms. Longpine stated that this item is Amendment Number Two to the FY 2012-2015 TIP. This is adding a scoping project for the bridges over the James River Freeway on Republic Road.

Mr. Miller stated the project is looking at the bridges on Republic Road on either side of Campbell Avenue. The City is looking at some planning for widening Republic Road, but those two bridges over the freeway are owned by MoDOT. MoDOT has agreed to help the City of Springfield by doing some engineering on how the bridges can be widened for future improvements.

Ms. Edwards stated that MoDOT owned the bridges but not the roads.

Mr. Miller stated the project was on the Republic Road bridges on either side of Campbell. The bride that goes from First Card over to the Golf Course by Mama Jeans and the other bridge is west of Campbell Avenue.

Mr. Juranas stated that it goes with the City of Springfield’s intention to widen Republic Road.

Ms. Edwards asked Mr. Juranas about the sales tax.

Mr. Juranans stated that the City put together a presentation for projects. It was shopped with City Council and Mr. Broyles will present the projects at a couple future meetings. Public Works is getting ready to unfold that and introduce it. Maybe at the next the TPC meeting there will be a presentation. Ms. Edwards stated this is a project for the ASUN continuation.

Ms. Jones stated that the cost banding will needed to be included for the total maintenance cost because it is scoping and the FHWA now wants that estimate. Mr. Juranas stated that would be included for MoDOT.

Mr. Martin made a motion to recommend approval of TIP Amendment Number Two to the Board of Directors with cost banding on the scoping. Mr. Duffy Mooney seconded and the motion was approved unanimously.

## Other Business

# Technical Planning Committee Member Announcements

Mr. Juranas stated he started with the City of Springfield on November 1st and would be working with Public Works. He would be working on STP and other funding.

Mr. Heatherly stated the City of Willard is going for a ½ cent Capital Improvement Tax on February 7th with no sunset.

Mr. Whaley stated that Saturday, June 2nd would be the dedication of an Enhancement project, the Wilson Creek Trail in South Springfield. It is also National Trail Day. There will be one more Enhancement project for Ozark Greenways to complete after the Wilson Creek Trail.

Ms. Parks stated that federally funded employees were not required to fill out an in-kind form.

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

None.

1. Articles For Technical Planning Committee Information

The TPC was asked to review the articles as provided in the back of the agenda.

## Adjournment

The January 18, 2012 Technical Planning Committee Meeting was adjourned at 2:10 p.m.

