OZARKS TRANSPORTATION ORGANIZATION

TECHNICAL PLANNING COMMITTEE SPECIAL MEETING MINUTES

September 21, 2011

The Technical Planning Committee of the Ozarks Transportation Organization met at its scheduled time of 1:30 p.m. in the Greene County Archives Building.

The following members were present:

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| Mr. David Brock, City of Republic (Chair) | Mr. Larry Martin, City of Ozark |
| Mr. Don Clark, Missouri State University | Mr. Brad McMahon, FHWA |
| Mr. King Coltrin, City of Strafford | Mr. Frank Miller, MoDOT |
| Ms. Carol Cruise, City Utilities | Mr. Duffy Mooney, Greene County Highway Dept. |
| Ms. Hollie Elliott, Springfield Chamber (a) | Mr. Bill Robinett, MoDOT |
| Mr. Jonathan Gano, City of Springfield | Mr. Ralph Rognstad, City of Springfield |
| Mr. Nick Heatherly, City of Willard | Mr. Andrew Seiler, MoDOT |
| Mr. Rick Hess, City of Battlefield | Mr. Dan Smith, Greene County Highway Dept. |
| Mr. David Hutchison, City of Springfield (a) | Mr. Dan Watts, SMCOG |
| Ms. Jenni Jones, MoDOT | Mr. Todd Wiesehan, Christian County (Chair-Elect) |
| Mr. Joel Keller, Greene County (a) |  |

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. Roger Howard, BNSF |
| Mr. Rick Artman, Greene County Highway Dept. | Mr. Kevin Lambeth, City of Battlefield (a) |
| Mr. David Bishop, R-12 School District | Mr. Ryan Mooney, Springfield Chamber |
| Mr. Randall Brown, City of Willard (a) | Mr. Kent Morris, Greene County Planning Dept. |
| Mr. Travis Cossey, City of Nixa | 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. Garrett Tyson, City of Republic (a) |
| Mr. Jason Haynes, City of Springfield (a) | Mr. Terry Whaley, Ozark Greenways |

Others present were: Mr. Carl Carlson, Olsson Associates; Ms. Debbie Parks, Ms. Sara Edwards, Ms. Natasha Longpine, Mr. Michael Sparlin, 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. Matthew Baker, Congressman Billy Long’s Office.

## Administration

# Introductions

Mr. Brock called the meeting to order at 1:32 p.m. and asked for introductions of those attending the meeting.

# Approval of the Technical Planning Committee Meeting Agenda

Mr. Smith made the motion to approve the agenda. Mr. Martin seconded and the agenda was carried unanimously.

# Approval of the July 20, 2011 & August 17, 2011 Special Meeting Minutes

Ms. Jones stated that a correction should be made to the July 20, 2011 Minutes. Under page 4, New Business, it was incorrectly stated that the TIP was a three-year document when it should state the TIP is a four-year document.

Mr. Martin made the motion to approve the July 20, 2011 minutes as amended and the August 17, 2011 minutes. Mr. Duffy Mooney seconded and the minutes were approved unanimously.

# Public Comment Period for All Agenda Items

None

# Executive Director’s Report

Ms. Edwards stated that there were tentative public meetings scheduled for the Regional Transit Study, starting October 11. A handout was included in the packet with the schedule. The noon meeting would specifically be for the top regional employers to talk about perceived needs for transit, their willingness to participate in getting the employees to and from work. There will also be four public meetings as part of the study. The first public meeting is at the Library Station from 5 p.m. to 7 p.m. on October 11. Another will be in the OTO Lobby to target the transit users from the downtown facility and receive their input. A public meeting will be held at the OTC Richwood Valley Campus in Christian County. The last meeting will be held at noon at the Library Center on South Campbell. An October 13th breakfast meeting will be held to bring together mayors, city council members and the local Chambers of Commerce to talk about the Transit Study and what they want out of it.

The study has begun with an on-board survey that is currently underway. The survey is from roughly 6 a.m. to 6 p.m. on all the transit routes. There are 38 surveyors. Tokens have been offered in exchange for completing the on-board surveys. There has been good participation.

SAFETEA-LU was extended through March. It will continue the 2011 funding levels for 2011 ½ the year. If the Jobs Bill is passed there might be some more money for transportation.

The OTO has a signed lease for the Office Relocation and the move will be October 17 through 19. The Highway Commission will be in town on October 5th in the CU Board Room. This meeting is used as a chance to say thank you for funding and to show-off the projects for the region.

The ozone standard did not change. The feeling was that it would not be a good time to look at that economically. It will be revisited in 2013 because of the five year review requirement. Missouri State is having a Triennial review in one week. Congressman Long is coming to the Springfield Chamber on September 30th to talk about transportation. Staff will be out of the office for the Association of Metropolitan Planning Organization annual conference October 26 through 28, but will be available through email during that time. The Transportation Improvement Program has not been approved as of yet. It has an October 1st start date. It is in the Governor’s office awaiting signature.

# New Business

1. **Columbia Bicycle Tour Overview**

Ms. Longpine presented an overview of the recent Columbia Bicycle Tour. A couple of individuals from Ozarks Greenways and STAR Team traveled to Columbia to see what was done with the $22 million that Columbia received. A PowerPoint presentation is attached to minutes.

1. OTO Long Range Transportation Plan (LRTP) Update

Ms. Longpine presented an overview of the Draft Long Range Transportation Plan. The handout of the presentation is attached to the minutes. The aviation section was not complete due to the comments not received from the Airport. Ms. Longpine reviewed the upcoming public meeting schedule.

1. Transit Coordination Plan Information

Mr. Owens stated that the Local Transit Coordination Board met recently and began looking at the Transit Coordination Plan which is due for a five-year update. Initially, the LCB for Transit reviewed the provider & non-provider surveys for the plan. The planning process update is scheduled to start in the first week of November. The Local Transit Coordination Plan covers three main programs: 5310, 5316, and 5317. The plan addresses any overlap or gaps in needs and services. The plan will look at the overall transportation needs for the area. An inventory of available services will be done. It will identify coordination and reduce the duplication of services provided. It will also prioritize the implementation strategies. Mr. Owens gave some examples of projects awarded this past year.

Mr. Robinett stated that there will be workshops for developing the plan. The workshops will be held in the District office during October or November.

1. OTO Property Control Manual

Ms. Parks stated that the Property Control Manual was created to address the need for a Surplus Disposal Policy and an Inventory Control Policy. The OTO tried to look at what other jurisdictions were doing in the area. The City of Springfield policy was examined. Greene County was currently in the process of rewriting their policies. In addition, the funding source requirements were researched. In this case, the funding source is primarily the Federal Transit Administration.

The FTA addresses items over $5,000. The OTO would be responsible to sell any item over $5,000 and give the fair market value back to PTA at the funding percentage. The OTO would have to obtain permission to sell any item whose useful life had not been met.

The OTO also looked at the State Statutes even though it is not a State Organization or Department. The Statutes address Inventory Procedures, which have been added to the Procedure manual. The inventory threshold has been set at $500. The inventory would include an inventory tag system and a database that will be maintained annually per the State Statutes.

The Disposal of equipment and supplies is also addressed in the policy. Currently the OTO does not have a lot of surplus items, mostly broken office equipment and miscellaneous office supplies. The policy outlines three ways to dispose of items. If broken or obsolete, the items may be recycled or thrown away. The second way creates a link on the OTO website to offer items of a lower monetary value to the jurisdictions of the OTO for free or at a fair market value. The third way is to put the items on an online government bidding site.

Mr. Miller made the motion to recommend the OTO Property Control Manual to the Board of Directors. Mr. Smith seconded and the motion was carried unanimously.

## Other Business

* 1. Technical Planning Committee Member Announcements

Ms. Cruise stated that City Utilities was hosting a public meeting about the City Utilities Transfer Facility. Mr. Martin asked if the main issue surrounding the location was noise. Ms. Cruise stated that it was probably noise related.

Mr. Gano stated that another Assistant Director was coming to the City of Springfield Public Works. This preempts the coming announcement from MoDOT that Kirk Juranas was leaving and coming to City of Springfield Public Work Department.

Mr. Miller stated that the project management team has been set up. One of the project managers will be a Joplin person who is working with the District. The Springfield people will also be working in Joplin so that everyone will understand the needs of the area. There are two Area Engineers. One will be based in Branson which will cover Berry, Christian, Stone and Taney County. That person will be doing local public agency administration. Beth Schaller will also be involved in the Construction side. Ms. Schaller will also be the TPC alternate. As far as Greene County there is not a Springfield engineer, but the assistant district engineer, Andy Miller, is over the operations side of the operations. He will fulfill that role.

Mr. Brock mentioned that the transition was going well. He suggested getting a chance to touch base with MoDOT and bring MoDOT up to speed what is going on in the various jurisdictions. Mr. Martin stated that he had met with Mr. David Cissell and Ms. Beth Schaller. Ms. Schaller was helpful in resolving on five different things that needed to get done.

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

None.

1. Articles For Technical Planning Committee Information

No Discussion.

## Adjournment

The meeting was adjourned at 2:49 p.m.