

**OZARKS TRANSPORTATION ORGANIZATION
TECHNICAL PLANNING COMMITTEE MEETING MINUTES
April 21, 2021**

The Technical Planning Committee of the Ozarks Transportation Organization met at its scheduled time via Zoom video conferencing. A quorum was declared present, and the meeting was called to order at approximately 1:33 p.m. by Chair Todd Wiesehan.

The following members were present:

Mr. Steve Bodenhamer, City of Battlefield	Ms. Mary Kromrey, Ozarks Greenways
Mr. Chris Boone, City of Strafford	Mr. Frank Miller, MoDOT
Ms. Kristy Bork, Airport (a)	Mr. Andrew Nelson, City of Republic
Ms. Paula Brookshire, City of Springfield (a)	Ms. Britni O'Connor, MoDOT
Mr. Randy Brown, City of Willard	Mr. Jeremy Parsons, City of Ozark
Mr. Matt Crawford, City Utilities Transit	Mr. Cole Pruitt, Missouri State University
Ms. Dawne Gardner, City of Springfield (a)	Mr. Jeff Roussell, City of Nixa
Mr. Martin Gugel, City of Springfield	Ms. Beth Schaller, MoDOT (a)
Mr. Ezekiel Hall, MoDOT	Ms. Aishwarya Shrestha, SMOG (a)
Mr. Adam Humphrey, Greene County	Mr. Todd Wiesehan, Christian County (Chair)
Mr. Kirk Juranas, City of Springfield	Mr. Alex Woodson, Spfld Chamber of Commerce
Mr. Joel Keller, Greene County (a)	

(a) Denotes alternate given voting privileges as a substitute when voting member not present

The following members were not present:

Mr. Ahmad Mokhtee, FTA	Mr. Mark Schenkelberg, FAA
Mr. Rick Artman, Greene County	Mr. Travis Shaw, Springfield Public Schools
Mr. John Caufield, BNSF	Ms. Janette Vomund, MoDOT
Mr. Bradley McMahon, FHWA	

Others present were: Ms. Sonya Anderson, Senator Blunt's Office; Mr. Jeremy Pruett, U.S. Representative Long's Office; Ms. Stacy Reese, MoDOT; Mr. David Faucett, Ms. Sara Fields, Ms. Natasha Longpine, Ms. Nicole Stokes, and Mr. Andy Thomason, Ozarks Transportation Organization.

I. Administration

A. Introductions

Chair Todd Wiesehan welcomed everyone and requested introductions by a roll call.

Member		Member	
Artman, Rick	Absent	Keller, Joel	Present
Bodenhamer, Steve	Present	Kromrey, Mary	Present
Boone, Chris	Present	Miller, Frank	Present
Bork, Kristy	Present	Nelson, Andrew	Present
Brookshire, Paula	Present	O'Connor, Britni	Present
Brown, Randy	Present	Parsons, Jeremy	Present
Caufield, John	Absent	Pruitt, Cole	Present

Crawford, Matt	Present	Roussell, Jeff	Present
Gugel, Martin	Present	Shaw, Travis	Absent
Hall, Ezekiel	Present	Vomund, Janette	Absent
Humphrey, Adam	Present	Wiesehan, Todd	Present
Juranas, Kirk	Present	Woodson, Alex	Present

A quorum was present.

B. Approval of the Technical Planning Committee Meeting Agenda

Mr. Roussell made a motion to approve the Technical Planning Committee Meeting Agenda for April 21, 2021. Mr. Miller seconded the motion. Chair Wiesehan asked for a roll call vote.

Member		Member	
Artman, Rick	Absent	Keller, Joel	Aye
Bodenhamer, Steve	Aye	Kromrey, Mary	Aye
Boone, Chris	Aye	Miller, Frank	Aye
Bork, Kristy	Aye	Nelson, Andrew	Aye
Brookshire, Paula	Aye	O'Connor, Britni	Aye
Brown, Randy	Aye	Parsons, Jeremy	Aye
Caufield, John	Absent	Pruitt, Cole	Aye
Crawford, Matt	Aye	Roussell, Jeff	Aye
Gugel, Martin	Aye	Shaw, Travis	Absent
Hall, Ezekiel	Aye	Vomund, Janette	Absent
Humphrey, Adam	---	Wiesehan, Todd	Aye
Juranas, Kirk	Aye	Woodson, Alex	Aye

The motion passed.

C. Approval of the February 17, 2021 Meeting Minutes

Mr. Parsons made a motion to approve the minutes from the February 17, 2021 Technical Planning Committee Meeting. Ms. Kromrey seconded the motion. Chair Wiesehan asked for a roll call vote.

Member		Member	
Artman, Rick	Absent	Keller, Joel	Aye
Bodenhamer, Steve	Aye	Kromrey, Mary	Aye
Boone, Chris	Aye	Miller, Frank	Aye
Bork, Kristy	Aye	Nelson, Andrew	Aye
Brookshire, Paula	Aye	O'Connor, Britni	Aye
Brown, Randy	Aye	Parsons, Jeremy	Aye
Caufield, John	Absent	Pruitt, Cole	Aye
Crawford, Matt	Aye	Roussell, Jeff	Aye
Gugel, Martin	Aye	Shaw, Travis	Absent
Hall, Ezekiel	Aye	Vomund, Janette	Absent
Humphrey, Adam	---	Wiesehan, Todd	Aye
Juranas, Kirk	Aye	Woodson, Alex	Aye

The motion passed.

D. Public Comment Period for All Agenda Items

There were no speakers to address the Committee.

E. Staff Report

Ms. Fields highlighted the list of projects OTO recommended for the Statewide Transportation Improvement Program. Ms. Fields also shared the list of the Congressionally Directed Project Funding Requests and the webpage on the OTO website with the detailed information.

Ms. Fields stated Ms. Longpine sent out emails regarding the RAISE grants. If any OTO member jurisdictions have projects for these grants, OTO would help with them.

Ms. Fields shared Missouri Senate Bill 262 passed the Senate. The Transportation Committee of the Missouri House of Representatives is conducting a hearing on it today, April 21st.

F. Technical Planning Committee Chair-Elect

There is a vacancy in the Chair-Elect position. The City of Nixa is next in the rotation and Jeff Rousell has agreed to serve.

Mr. Cole Pruitt made a motion to appoint Jeff Rousell to the Chair-Elect position for the Technical Planning Committee. Chair Wiesehan asked for a roll call vote.

Member		Member	
Artman, Rick	Absent	Keller, Joel	Aye
Bodenhamer, Steve	Aye	Kromrey, Mary	Aye
Boone, Chris	Aye	Miller, Frank	Aye
Bork, Kristy	Aye	Nelson, Andrew	Aye
Brookshire, Paula	Aye	O'Connor, Britni	Aye
Brown, Randy	Aye	Parsons, Jeremy	Aye
Caufield, John	Absent	Pruitt, Cole	Aye
Crawford, Matt	Aye	Rousell, Jeff	---
Gugel, Martin	Aye	Shaw, Travis	Absent
Hall, Ezekiel	Aye	Vomund, Janette	Absent
Humphrey, Adam	Aye	Wiesehan, Todd	Aye
Juranas, Kirk	Aye	Woodson, Alex	Aye

The motion passed.

G. Legislative Reports

Sonya Anderson with Senator Blunt's Office reported Senator Blunt was in Southwest Missouri recently to visit vaccination sites and health officials. Now that the restrictions are starting to ease, Senator Blunt plans to make more trips to Missouri and visit with citizens across the state. While Senator Blunt is not seeking another term, he will continue to work hard for Missourians. The American Rescue Plan was signed by President Biden. Part of that legislation included the COVID-19 State and Local Fiscal Recovery Relief Fund. Approximately \$130 billion of that will be allocated to cities and counties based on population. These funds can be used for water, sewer, and broadband. Specific guidelines on how these funds can be used have not

be sent out yet. The guidelines are expected to be released in mid-May. Senator Blunt spoke about infrastructure on the floor today, April 21st. Senator Blunt has expressed concern regarding the definition of infrastructure in President Biden's new Infrastructure proposal.

Jeremy Pruett with Congressman Billy Long's Office has received a few community funding proposals and their office has submitted those. It is currently unclear if those will move through the process. Surface Transportation Funding has been received and is available. They are compiling and submitting those by the end of the month, they include projects from OTO as well as others across their district. The Transportation Infrastructure Package, details of the package are not known at this time. Mr. Pruett asked the group if they have a RAISE Grant to reach out to their office for a letter of support for the project.

H. MoDOT Report

Mr. Miller reported the draft STIP had been compiled with the assistance of OTO and the TPC this past winter. A draft of the STIP should be out in May for public comment with an anticipated approval from the MoDOT Commission in July. It will then be sent to the Federal Highway Commission for approval. MoDOT has also started drafting the TIP with the same projects in it.

Mr. Miller stated the MoDOT Commission approved the Tier I and Tier II of the Unfunded Needs List. MoDOT is planning on working on a Tier III and a multi-modal Tier this summer with OTO and the TPC.

Mr. Miller stated the Cost Share Program applications for the June meeting were due this past Friday. The next opportunity to submit applications will be the September meeting with the applications being due July 23, 2021. MoDOT is asking a draft be submitted to the district a month ahead of time. MoDOT can assist with refinement of the application to make it more competitive.

Mr. Miller reported the State Infrastructure Bank has a meeting in August with applications due June 15, 2021. If there is a larger project that will go through the Federal Aid System, with similar eligibility as the STBG funding, you can apply for a loan through the State Infrastructure Bank.

II. New Business:

A. Public Participation Plan Annual Evaluation

Mr. Faucett stated the effectiveness of the Ozark's Transportation Organization's Public Participation Plan and public involvement activities are evaluated annually. This annual evaluation is conducted in accordance with the 2020 Public Participation Plan approved by the Board of Directors on August 20, 2020 and as required by Federal Law 20 CFR 450.316. Through these annual evaluations, the OTO adjusts and modifies public involvement activities in a list of action items to be undertaken preceding the next annual evaluation. Mr. Faucett summarized the report for the committee.

This was informational only. No action was required.

B. FY 2022 Unified Planning Work Program

Ms. Fields reported OTO is required on an annual basis to prepare a Unified Planning Work Program (UPWP), which includes plans and programs the MPO will undertake during the fiscal year. The UPWP is programmed into tasks. Ms. Fields detailed the tasks for the Committee. The UPWP contains the proposed budget for FY 2022 for inclusion in the contract with MoDOT for funding the OTO's annual operational expenses. The budget is based on the federal funds available and the local 20 percent match. Ms. Fields highlighted the OTO portion of the UPWP budget for FY 2021 and FY 2022.

Mr. Nelson moved to recommend the Board of Directors approve the FY 2022 Unified Planning Work

Program. Mr. Boone seconded the motion. Chair-Elect Roussell asked for a roll call vote.

Member		Member	
Artman, Rick	Absent	Keller, Joel	Aye
Bodenhamer, Steve	Aye	Kromrey, Mary	Aye
Boone, Chris	Aye	Miller, Frank	Aye
Bork, Kristy	Aye	Nelson, Andrew	Aye
Brookshire, Paula	Aye	O'Connor, Britni	---
Brown, Randy	Aye	Parsons, Jeremy	Aye
Caufield, John	Absent	Pruitt, Cole	Aye
Crawford, Matt	Aye	Roussell, Jeff	Aye
Gugel, Martin	Aye	Shaw, Travis	Absent
Hall, Ezekiel	Aye	Vomund, Janette	Absent
Humphrey, Adam	---	Wiesehan, Todd	---
Juranas, Kirk	Aye	Woodson, Alex	Aye

The motion passed.

C. FY 2020-2023 TIP Administrative Modification Numbers Nine and Ten

Ms. Longpine stated there was one item included as part of Administrative Modification 9 to the FY 2020-2023 Transportation Improvement Program. There is also one item included as part of Administrative Modification 10 to the FY 2020-2023 Transportation Improvement Program. Ms. Longpine detailed the modifications for the Committee.

This was informational only. No action was required.

D. Amendment Number Ten to the FY 2020-2023 TIP

Ms. Longpine stated there were 2 items requested by OTO member jurisdictions included as part of Amendment Number Ten to the FY 2020-2023 Transportation Improvement Program. Ms. Longpine highlighted the details of the amendment for the Committee.

Mr. Bodenhamer moved to recommend the Board of Directors approve Amendment 10 to the FY 2020-2023. Mr. Brown seconded the motion. Chair-Elect Roussell asked for a roll call vote.

Member		Member	
Artman, Rick	Absent	Keller, Joel	Aye
Bodenhamer, Steve	Aye	Kromrey, Mary	Aye
Boone, Chris	Aye	Miller, Frank	Aye
Bork, Kristy	Aye	Nelson, Andrew	Aye
Brookshire, Paula	Aye	O'Connor, Britni	Aye
Brown, Randy	Aye	Parsons, Jeremy	Aye
Caufield, John	Absent	Pruitt, Cole	Aye
Crawford, Matt	Aye	Roussell, Jeff	Aye
Gugel, Martin	Aye	Shaw, Travis	Absent
Hall, Ezekiel	Aye	Vomund, Janette	Absent
Humphrey, Adam	---	Wiesehan, Todd	---

Juranas, Kirk	Aye	Woodson, Alex	Aye
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The motion passed.

E. Transportation Performance Management Planning Agreement

Ms. Longpine reported the transportation law requires state departments of transportation, metropolitan planning organizations, and public transportation agencies to develop an agreement which outlines responsibilities in determining and implementing performance measure target setting and reporting. MoDOT, Missouri MPOs, and transit agencies from around the state have developed an agreement which defines the role of each agency. This template has been used to establish the agreement included in the agenda between MoDOT, the Ozarks Transportation Organization, and City Utilities of Springfield Transit. The agreement has been updated since first signed in 2018 to include references to the Public Transit Agency Safety Plan and associated measures and targets. It is recognized that this agreement will need refinements in the future as additional guidance is released by the Federal Highway Administration and the Federal Transportation Administration regarding the implementation of the FAST Act. Staff is requesting that the Executive Director be able to continue signing for those updates as they occur. Ms. Longpine highlighted the agreement.

Mr. Crawford moved to recommend the Board of Directors approve the Transportation Performance Management Planning Agreement and allowing the Executive Director to administratively approve minor changes. Ms. Kromrey seconded the motion. Chair-Elect Rousell asked for a roll call vote.

Member		Member	
Artman, Rick	Absent	Keller, Joel	Aye
Bodenhamer, Steve	Aye	Kromrey, Mary	Aye
Boone, Chris	Aye	Miller, Frank	Aye
Bork, Kristy	Aye	Nelson, Andrew	Aye
Brookshire, Paula	Aye	O'Connor, Britni	Aye
Brown, Randy	Aye	Parsons, Jeremy	Aye
Caufield, John	Absent	Pruitt, Cole	Aye
Crawford, Matt	Aye	Rousell, Jeff	Aye
Gugel, Martin	Aye	Shaw, Travis	Absent
Hall, Ezekiel	Aye	Vomund, Janette	Absent
Humphrey, Adam	---	Wiesehan, Todd	---
Juranas, Kirk	Aye	Woodson, Alex	Aye

The motion passed.

F. Title VI/ADA Program Update

Mr. Thomason stated as a recipient of federal funds, the OTO must comply with Title VI of the Civil Rights Act of 1964. A formal Title VI policy was first adopted in 2014, though key components of the program existed previously. The Title VI policy must be updated every three years. The OTO's Title VI program includes provisions from FHWA and FTA circulars and check lists, along with policies related to compliance with the American with Disabilities Act, as amended. The program outlines policies from OTO's Limited English Proficiency Plan and Public Participation Plan that work to ensure non-discrimination, along with a demographic profile of the region and OTO's boards and committees. The program also contains policies related to physical and electronic accessibility.

In addition to approving the updated Title VI/ADA program, staff is asking for support for executing the non-discrimination policy and DOT standard assurances, and for making minor updates to the Title VI/ADA program. The proposed resolution of adoption includes language authorizing the new policy and assurances, and for minor updates during the three-year term of the program to ensure continued compliance.

Mr. Parsons moved to recommend the Board of Directors adopt (1) the resolution 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. Boone seconded the motion. Chair-Elect Roussell asked for a roll call vote.

Member		Member	
Artman, Rick	Absent	Keller, Joel	Aye
Bodenhamer, Steve	Aye	Kromrey, Mary	Aye
Boone, Chris	Aye	Miller, Frank	Aye
Bork, Kristy	Aye	Nelson, Andrew	Aye
Brookshire, Paula	Aye	O'Connor, Britni	Aye
Brown, Randy	Aye	Parsons, Jeremy	Aye
Caufield, John	Absent	Pruitt, Cole	Aye
Crawford, Matt	Aye	Roussell, Jeff	Aye
Gugel, Martin	Aye	Shaw, Travis	Absent
Hall, Ezekiel	Aye	Vomund, Janette	Absent
Humphrey, Adam	---	Wiesehan, Todd	---
Juranas, Kirk	Aye	Woodson, Alex	Aye

The motion passed.

G. Limited English Proficiency Plan

Mr. Thomason reported since the OTO is a federally assisted organization, the OTO is subject to Presidential Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency (LEP). This Executive Order requires the staff to identify groups in the OTO planning area that have limited-English Proficiency and identify ways to help these groups access the OTO's reports and public meetings.

The Limited English Proficiency Plan uses a four-factor analysis to determine how OTO should approach public engagement for the most significant limited-English proficient populations in the OTO area, including Spanish, French Patois, Chinese, Vietnamese, and Russian, as well as others who are LEP, regardless of the language they speak. The LEPP then communicates how OTO can identify LEP individuals, the assistance measures that are available, and how staff will be trained in the use of the Plan. Also described is how notice of language services will be provided to LEP persons, how the plan will be monitored and updated, and how the plan itself will be disseminated. The LEP plan also informs the development of the OTO's Public Participation Plan and the Title VI/ADA program.

Mr. Thomason gave an overview of the plan.

Mr. Pruitt moved to recommend the Board of Directors approve the Limited English Proficiency Plan. Mr. Crawford seconded the motion. Chair-Elect Roussell asked for a roll call vote.

Member		Member	
Artman, Rick	Absent	Keller, Joel	Aye
Bodenhamer, Steve	Aye	Kromrey, Mary	Aye
Boone, Chris	Aye	Miller, Frank	Aye
Bork, Kristy	Aye	Nelson, Andrew	---
Brookshire, Paula	Aye	O'Connor, Britni	Aye
Brown, Randy	Aye	Parsons, Jeremy	Aye
Caufield, John	Absent	Pruitt, Cole	Aye
Crawford, Matt	Aye	Roussell, Jeff	Aye
Gugel, Martin	Aye	Shaw, Travis	Absent
Hall, Ezekiel	Aye	Vomund, Janette	Absent
Humphrey, Adam	---	Wiesehan, Todd	---
Juranas, Kirk	Aye	Woodson, Alex	Aye

The motion passed.

H. Federal Funds Balance Sheet

Ms. Longpine stated the OTO is allocated Urban Surface Transportation Block Grant (STBG-Urban) funds, formally known as STP-Urban funds, each year through MoDOT from the Federal Highway Administration. MoDOT has enacted a policy of allowing no more than three years of this STBG-Urban allocation to accrue. If a balance greater than 3 years accrues, funds will lapse (be forfeited). The region no longer has funds from the Small Urban and BRM (On-System Bridge) program, due to obligating the final balances.

OTO has elected to sub-allocate the STBG-Urban funds among the jurisdictions within the MPO area. Each of these jurisdiction's allocations are based upon the population within the MPO area. OTO's balance is monitored as a whole by MoDOT, while OTO staff monitors each jurisdiction's individual balance. When MoDOT calculates the OTO balance, it is based upon obligated funds and not programmed funds, so a project is only subtracted from the balance sheet upon obligation from FHWA. OTO receives reports showing the projects that have been obligated. MoDOT's policy allows for any cost share projects with MoDOT that are programmed in the Statewide Transportation Improvement Program, although not necessarily obligated, to be subtracted from the balance. The next deadline to meet the MoDOT funds lapse policy is September 30, 2021.

Staff has developed a report which documents the balance allowed, the balance obligated, and the balance that needs to be obligated by the end of the Federal Fiscal Year in order to not be rescinded by MoDOT. The report also outlines projects programmed to use STBG-Urban funding, so jurisdictions can have a clear picture of what is remaining.

Congress continues to propose rescissions as part of the annual budgeting process. The only action that prevents a rescission of federal funding is obligation. It is recommended that this funding be obligated as quickly as possible to protect against further rescissions. The OTO intersection cost share program has helped to commit these funds, however, without obligation, the total OTO balance is subject to rescission. OTO commends those who have taken action to plan for the use of the available funds.

Ms. Longpine highlighted the Federal Funds Balance Report.

This was informational only. No action was required.

I. ***Towards a Regional Trail System Regional Long Range Trail Plan***

Mr. Thomason reported *Towards a Regional Trail System* is a standalone regional trail plan that will inform the development of the *Destination 2045* LRTP. The BPAC's planning process focuses on identifying investment levels needed to create a *trail system with continuous linkages that connects communities* by 2045. Specific priority trails were not identified. Rather, the amount of new trail mileage needed by 2045 to ensure the OTO had "successfully" implemented a regional trail system by 2045 was identified.

The *Towards a Regional Trail System* planning process found the addition of 45 miles of new trails by 2045 will help ensure the region 'successfully' implemented a *trail system with continuous linkage that connects communities*, 45 by 45. Mr. Thomason gave an overview of the plan.

Mr. Parsons moved to recommend the Board of Directors adopt *Towards a Regional Trail System*. Ms. Kromrey seconded the motion. Chair-Elect Roussell asked for a roll call vote.

Member		Member	
Artman, Rick	Absent	Keller, Joel	Aye
Bodenhamer, Steve	Aye	Kromrey, Mary	Aye
Boone, Chris	Aye	Miller, Frank	Aye
Bork, Kristy	Aye	Nelson, Andrew	---
Brookshire, Paula	Aye	O'Connor, Britni	Aye
Brown, Randy	Aye	Parsons, Jeremy	Aye
Caufield, John	Absent	Pruitt, Cole	Aye
Crawford, Matt	Aye	Roussell, Jeff	Aye
Gugel, Martin	Aye	Shaw, Travis	Absent
Hall, Ezekiel	Aye	Vomund, Janette	Absent
Humphrey, Adam	---	Wiesehan, Todd	---
Juranas, Kirk	Aye	Woodson, Alex	Aye

The motion passed.

III. **Other Business**

A. **Technical Planning Committee Member Announcements**

There were no member announcements.

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

There were no issues presented.


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

Chair-Elect Roussell noted there were articles of interest included in the Agenda Packet. There was no discussion.

IV. **Adjournment**

With no additional business to come before the Committee, Mr. Bodenhamer moved to adjourn the meeting. Ms. Bork seconded the motion. The meeting adjourned at approximately 2:41 p.m.

DocuSigned by:


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Todd Wiesehan
Technical Planning Committee Chair