

**OZARKS TRANSPORTATION ORGANIZATION
BOARD OF DIRECTORS MEETING MINUTES
December 17, 2020**

The Board of Directors of the Ozarks Transportation Organization met at its scheduled time of 12:00 p.m. using the Zoom video conferencing platform. The meeting was also livestreamed on Facebook for public participation.

The following members were present:

| | |
|---|---|
| Mr. Chuck Branch, Citizen-at-Large | Ms. Jan Fisk, City of Springfield |
| Mr. David Cameron, City of Republic (a) | Mr. Brad Gray, City of Willard (a) |
| Mr. Steve Childers, City of Ozark (a) | Mr. Skip Jansen, City Utilities Transit |
| Mr. Jerry Compton, Citizen-at-Large | Mr. James O’Neal, Citizen-at-Large |
| Mr. Travis Cossey, City of Nixa (a) | Mr. Dan Smith, City of Springfield (a) |
| Mr. Bob Dixon, Greene County | Mr. Brian Weiler, Airport Board (a) |

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

Others Present: Mr. Steve Campbell, Mr. Frank Miller, and Eva Steinman, MoDOT; Mr. Dan Wadlington, Senator Roy Blunt’s Office; Mr. Steve Bodenhamer, City of Battlefield; Mr. Dave Faucett, Ms. Sara Fields, Ms. Natasha Longpine, Ms. Nicole Stokes, and Mr. Andy Thomason, Ozarks Transportation Organization.

Chairman Cossey called the meeting to order at approximately 12:01 p.m.

I. Administration

A. Welcome and Roll Call

Self-introductions were not made due to the challenges associated with video conferencing.

| Member | Vote | Member | Vote |
|--------------------|---------|--------------------|---------|
| Mr. Harold Bengsch | Absent | Mr. Skip Jansen | Present |
| Mr. Chuck Branch | Present | Mr. Andrew Lear | Absent |
| Mr. David Cameron | Present | Mr. James O’Neal | Present |
| Mr. Steve Childers | Present | Mr. Ralph Phillips | Absent |
| Mr. Jerry Compton | Present | Mr. Mike Schilling | Absent |
| Mr. Travis Cossey | Present | Ms. Martha Smartt | Absent |
| Mr. Bob Dixon | Present | Mr. Dan Smith | Present |
| Ms. Jan Fisk | Present | Mr. Richard Walker | Absent |
| Mr. Brad Gray | Present | Mr. Brian Weiler | Present |
| Ms. Debra Hickey | Absent | | |

A quorum was present.

B. Approval of Board of Directors Meeting Agenda

Mr. Weiler moved to approve the December 17, 2020 agenda. Mr. Dixon seconded the motion. A roll call vote was taken.

| Member | Vote | Member | Vote |
|--------------------|--------|-----------------|------|
| Mr. Harold Bengsch | Absent | Mr. Skip Jansen | Aye |

| | | | |
|--------------------|--------|--------------------|--------|
| Mr. Chuck Branch | Aye | Mr. Andrew Lear | Absent |
| Mr. David Cameron | Aye | Mr. James O'Neal | Aye |
| Mr. Steve Childers | Aye | Mr. Ralph Phillips | Absent |
| Mr. Jerry Compton | Aye | Mr. Mike Schilling | Absent |
| Mr. Travis Cossey | Aye | Ms. Martha Smartt | Absent |
| Mr. Bob Dixon | Aye | Mr. Dan Smith | Aye |
| Ms. Jan Fisk | Aye | Mr. Richard Walker | Absent |
| Mr. Brad Gray | Aye | Mr. Brian Weiler | Aye |
| Ms. Debra Hickey | Absent | | |

The motion passed.

C. Approval of October 15, 2020 Meeting Minutes

Mr. Dixon moved to approve the minutes from the October 15, 2020 meeting. Mr. Childers seconded the motion. A roll call vote was taken.

| Member | Vote | Member | Vote |
|--------------------|--------|--------------------|--------|
| Mr. Harold Bengsch | Absent | Mr. Skip Jansen | Aye |
| Mr. Chuck Branch | Aye | Mr. Andrew Lear | Absent |
| Mr. David Cameron | Aye | Mr. James O'Neal | Aye |
| Mr. Steve Childers | Aye | Mr. Ralph Phillips | Absent |
| Mr. Jerry Compton | Aye | Mr. Mike Schilling | Absent |
| Mr. Travis Cossey | Aye | Ms. Martha Smartt | Absent |
| Mr. Bob Dixon | Aye | Mr. Dan Smith | Aye |
| Ms. Jan Fisk | Aye | Mr. Richard Walker | Absent |
| Mr. Brad Gray | Aye | Mr. Brian Weiler | Aye |
| Ms. Debra Hickey | Absent | | |

The motion passed.

D. Public Comment Period for All Agenda Items

Chairman Cossey advised there were public comments included in the packet and one additional comment emailed to the Board of Directors the morning of the meeting. Chairman Cossey asked for comments or questions. There were none.

E. Executive Director's Report

Ms. Fields stated the OTO staff is still COVID free and offices remain open by appointment only. MoDOT will be putting out funding projections for next year. Early reports are showing fuel taxes are down while sales taxes are up. Traffic volumes are down 10% both locally and statewide which impacts the fuel tax revenue. OTO staff is planning for MoDOT projections in January. Meetings have been scheduled with the Technical Planning Committee in January and February to continue working on projects for programming into the STIP. Last spring, in collaboration with MoDOT, project priorities and what projects could be added to the STIP were discussed and agreed upon. Due to the pandemic, things changed, and no projects were added to the STIP. These previously agreed priorities and projects will hopefully be added and discussions held regarding funding projections. Ms. Fields informed the Board of Directors if they would like to be included in these meetings to please let her know.

Ms. Fields reported OTO staff has been working on the Long Range Plan Update, the 5-year update to the 25-year plan. Surveys were sent out seeking public input with 864 responses being received. This plan should be completed next fall. Meetings with the Technical Planning Committee are held approximately every 3 weeks focusing on different aspects of the Long Range Plan Update.

Ms. Fields stated all committee meetings continue to be held by Zoom. Ms. Fields also stated the Federal COVID relief would not include roadway funding although there is talk for funding relief for Transit Agencies and Airports/Airlines. (Note: Roadway funding was later included in the bill)

Ms. Fields advised the months of the Board of Directors meetings will be changing. The next Board of Directors meeting will be held in January which will include some TIP Amendments with an E-Meeting being held with the Technical Planning Committee to consider those Amendments.

F. MoDOT Update

Mr. Campbell reported MoDOT is getting a lot of jobs to award and the estimate process MoDOT is using is good, in his opinion. MoDOT is currently in the middle of estimate updates, which is an annual exercise MoDOT does on all of their projects. Through this process it has been found the cost MoDOT has seen in the last 12 months for mechanically stabilized earth walls has gone up around 30% per square foot which can impact some bridge projects. This is a key focus locally due to bridge issues in the southwest part of the state.

Mr. Campbell stated, internally, MoDOT has been finishing up the summer work plans while working through a few minor winter events. They have completed 91% of their marking that was planned this year. They got through 100% of their regionally significant and major routes on re-stripping. Many projects are opening up to traffic. Project Bridge Rebuild on I-44, which includes 19 bridges, was just accepted for maintenance and will be in a warranty period going forward.

Mr. Campbell also stated, permits have been very active with large developers working with MoDOT staff on various improvements across the 21 counties. MoDOT has hired approximately 60 full time employees to have enough CDL drivers for winter operations. They also hired emergency snow operators.

Mr. Campbell reported MoDOT is looking at another large bridge bundle within the Southwest District to put out to bid. MoDOT is looking to onboard 4 more people to their regional bridge crews which will impact bridge maintenance within the area.

Mr. Cossey asked if Mr. Campbell had any insight into the new fuel tax or funding formula discussions that were happening in Jefferson City. Mr. Campbell stated there is a proposal, which is one of MoDOT's legislative priorities, but it is still too early to comment.

G. Legislative Reports

Mr. Wadlington with Senator Blunt's Office reported, regarding transportation, they are in a wait and see mode. The President-Elect has stated he wants a vigorous transportation Federal program but details of that are not known at this time.

Mr. Wadlington reported Ms. Joelle Cannon will be leaving and will be replaced by Ms. Sonya Anderson, former State Representative, in January.

II. New Business

A. **FY 2020 Independent Financial Statement Audit Report**

Ms. Fields stated OTO requests an independent financial statement audit each year. The OTO has had an audit each of the twelve years of operation as an independent organization. All twelve audits have had no significant findings. This year's audit was a financial statement audit instead of a single or A-133 due to OTO only receiving \$654,000.00 in federal funds. \$750,000.00 in federal funds would have required the single audit.

Ms. Fields reported the Auditor presented the audit to the Executive Committee in October. The audit for FY 2020, which ran from July 1, 2019 to June 30, 2020 was included in the agenda packet for review and acceptance by the Board of Directors. This audit is an unqualified opinion which means the financial statements are presented fairly in all material aspects. This is the best rating that can be received on an audit. There were no findings included or adjustments made as part of this audit.

Ms. Fields also reported the ending fund balance for June 2020 was \$493,429.00. This was an increase from the prior year balance of \$406,045.00 by \$87,384.00.

Mr. Cameron made a motion to approve the Fiscal Year 2020 Independent Financial Statement Audit report. Mr. Dixon seconded the motion. A roll call vote was taken.

| Member | Vote | Member | Vote |
|--------------------|--------|--------------------|--------|
| Mr. Harold Bengsch | Absent | Mr. Skip Jansen | Aye |
| Mr. Chuck Branch | Aye | Mr. Andrew Lear | Absent |
| Mr. David Cameron | Aye | Mr. James O'Neal | Aye |
| Mr. Steve Childers | Aye | Mr. Ralph Phillips | Absent |
| Mr. Jerry Compton | Aye | Mr. Mike Schilling | Absent |
| Mr. Travis Cossey | Aye | Ms. Martha Smartt | Absent |
| Mr. Bob Dixon | Aye | Mr. Dan Smith | Aye |
| Ms. Jan Fisk | Aye | Mr. Richard Walker | Absent |
| Mr. Brad Gray | Aye | Mr. Brian Weiler | Aye |
| Ms. Debra Hickey | Absent | | |

The motion passed.

B. **Financial Statements for 1st Quarter 2020-2021 Budget Year**

Ms. Fields advised that included for consideration were the first quarter financial statements for the 2020-2021 Budget Year. The first quarter expenses were 20.8 percent of budget. The revenue was 19.5 percent of budget. The statements included were the OTO Operational Financial Statements and the OTO UPWP Financial Statements.

Ms. Fields stated there were some notable items included in the report to MoDOT as work accomplished. An accounting firm was hired and as of July 1, Bohl, House and Samek have been preparing the financial reports. An online payroll system was implemented. An HR consultant was hired to advise OTO on HR matters and compliance. Staff has participated in numerous web trainings.

Mr. Cameron made a motion to accept the OTO Operational First Quarter Financial Statements for the 2020-2021 Budget Year. Mr. Compton seconded the motion. A roll call vote was taken.

| Member | Vote | Member | Vote |
|--------------------|--------|--------------------|--------|
| Mr. Harold Bengsch | Absent | Mr. Skip Jansen | Aye |
| Mr. Chuck Branch | Aye | Mr. Andrew Lear | Absent |
| Mr. David Cameron | Aye | Mr. James O'Neal | Aye |
| Mr. Steve Childers | Aye | Mr. Ralph Phillips | Absent |
| Mr. Jerry Compton | Aye | Mr. Mike Schilling | Absent |
| Mr. Travis Cossey | Aye | Ms. Martha Smartt | Absent |
| Mr. Bob Dixon | Aye | Mr. Dan Smith | Aye |
| Ms. Jan Fisk | Aye | Mr. Richard Walker | Absent |
| Mr. Brad Gray | Aye | Mr. Brian Weiler | Aye |
| Ms. Debra Hickey | Absent | | |

The motion passed.

C. 2021 Legislative Priorities

Ms. Fields stated annually, the OTO establishes a list of Legislative Priorities for use when communicating with area Legislators. This has proven to be both very valuable and is well received. Ms. Fields highlighted the list of priorities.

Mr. Jansen made a motion to adopt the 2021 Legislative Priorities. Mr. Weiler seconded the motion. A roll call vote was taken.

| Member | Vote | Member | Vote |
|--------------------|--------|--------------------|--------|
| Mr. Harold Bengsch | Absent | Mr. Skip Jansen | Aye |
| Mr. Chuck Branch | Aye | Mr. Andrew Lear | Absent |
| Mr. David Cameron | Aye | Mr. James O'Neal | Aye |
| Mr. Steve Childers | Aye | Mr. Ralph Phillips | Absent |
| Mr. Jerry Compton | Aye | Mr. Mike Schilling | Absent |
| Mr. Travis Cossey | Aye | Ms. Martha Smartt | Absent |
| Mr. Bob Dixon | Aye | Mr. Dan Smith | Aye |
| Ms. Jan Fisk | Aye | Mr. Richard Walker | Absent |
| Mr. Brad Gray | Aye | Mr. Brian Weiler | Aye |
| Ms. Debra Hickey | Absent | | |

The motion passed.

D. Annual Listing of Obligated Projects

Ms. Longpine reported OTO is required by federal law to publish an Annual Listing of Obligated Projects. The OTO Federal Fiscal Year 2020 Annual Listing of Obligated Projects was made available in the Agenda Packet for member review. Ms. Longpine noted the Federal Fiscal Year 2020 included the time period from October 1, 2019 to September 30, 2020 and this listing is required to be published by December 30, 2020.

Mr. Compton made a motion to accept the Annual Listing of Obligated Projects. Mr. Childers seconded the motion. A roll call vote was taken.

| Member | Vote | Member | Vote |
|--------------------|--------|--------------------|--------|
| Mr. Harold Bengsch | Absent | Mr. Skip Jansen | Aye |
| Mr. Chuck Branch | Aye | Mr. Andrew Lear | Absent |
| Mr. David Cameron | Aye | Mr. James O'Neal | Aye |
| Mr. Steve Childers | Aye | Mr. Ralph Phillips | Absent |
| Mr. Jerry Compton | Aye | Mr. Mike Schilling | Absent |
| Mr. Travis Cossey | Aye | Ms. Martha Smartt | Absent |
| Mr. Bob Dixon | Aye | Mr. Dan Smith | Aye |
| Ms. Jan Fisk | Aye | Mr. Richard Walker | Absent |
| Mr. Brad Gray | Aye | Mr. Brian Weiler | Aye |
| Ms. Debra Hickey | Absent | | |

The motion passed.

E. FY 2020-2023 TIP Administrative Modification Numbers Six and Seven

Ms. Longpine stated there were 14 items included as part of Administrative Modification 6 to the FY 2020-2023 Transportation Improvement Program. The basis for the Administrative Modifications were moving project's funds to another Fiscal Year provided they are not being moved into or out of the first four FY's of a TIP.

There were 2 items included as part of Administrative Modification 7 to the FY 2020-2023 Transportation Improvement Program.

TIP administrative modifications are minor revisions which can simply be made by OTO staff after verification that the change(s) falls into this category. Notification of administrative modifications are provided to the Technical Planning Committee, Board of Directors, MoDOT, and ONEDOT. TIP administrative modifications require no public comment period. OTO staff ensures fiscal constraint is maintained.

Ms. Longpine stated this was informational only.

F. Amendment Number Seven to the FY 2020-2023 TIP

Ms. Longpine stated there were 12 items requested by MoDOT and OTO members included as part of Amendment Number Seven to the FY 2020-2023 Transportation Improvement Program. Ms. Longpine highlighted the items.

Mr. Cameron made a motion to approve Amendment 7 to the FY 2020-2023 Transportation Improvement Plan. Mr. Dixon seconded the motion. A roll call vote was taken.

| Member | Vote | Member | Vote |
|--------------------|--------|--------------------|--------|
| Mr. Harold Bengsch | Absent | Mr. Skip Jansen | Aye |
| Mr. Chuck Branch | Aye | Mr. Andrew Lear | Absent |
| Mr. David Cameron | Aye | Mr. James O'Neal | Aye |
| Mr. Steve Childers | Aye | Mr. Ralph Phillips | Absent |
| Mr. Jerry Compton | Aye | Mr. Mike Schilling | Absent |
| Mr. Travis Cossey | Aye | Ms. Martha Smartt | Absent |
| Mr. Bob Dixon | Aye | Mr. Dan Smith | Aye |

| | | | |
|------------------|--------|--------------------|--------|
| Ms. Jan Fisk | Aye | Mr. Richard Walker | Absent |
| Mr. Brad Gray | Aye | Mr. Brian Weiler | Aye |
| Ms. Debra Hickey | Absent | | |

The motion passed.

G. September 30, 2020 Federal Funds Balance Report

Ms. Longpine reported OTO has 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 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).

OTO has elected to sub allocate the STBG-Urban 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 programmed funds, so a project is only subtracted from the balance 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 available funds.

Ms. Longpine reported no action is required; however, OTO is requesting each jurisdiction review the report for any inaccuracies or changes in project status and advise staff.

H. Safety, System Condition, System Performance, and Transit Safety Targets

Ms. Longpine stated MAP-21 established and the FAST Act maintained a performance-based approach to transportation investments, creating National Performance Goals. In keeping with these goals, State Departments of Transportation and Metropolitan Planning Organizations are required to establish targets. Each target has its own requirements and timelines. This year, four types of performance targets will be reviewed: safety, system condition, system performance, and transit safety.

Ms. Longpine reviewed each performance measure and their individual targets.

Mr. Dixon made a motion to support statewide and City Utility-set targets. Mr. Jansen seconded the motion. A roll call vote was taken.

| Member | Vote | Member | Vote |
|--------------------|--------|--------------------|--------|
| Mr. Harold Bengsch | Absent | Mr. Skip Jansen | Aye |
| Mr. Chuck Branch | Aye | Mr. Andrew Lear | Absent |
| Mr. David Cameron | Aye | Mr. James O'Neal | - |
| Mr. Steve Childers | Aye | Mr. Ralph Phillips | Absent |
| Mr. Jerry Compton | Aye | Mr. Mike Schilling | Absent |
| Mr. Travis Cossey | Aye | Ms. Martha Smartt | Absent |
| Mr. Bob Dixon | Aye | Mr. Dan Smith | Aye |
| Ms. Jan Fisk | Aye | Mr. Richard Walker | Absent |
| Mr. Brad Gray | Aye | Mr. Brian Weiler | Aye |
| Ms. Debra Hickey | Absent | | |

The motion passed.

I. Appointment of 2021 OTO Officers

Pursuant to OTO By-Laws, the OTO Board of Directors is required to appoint the Chairman, Vice-Chairman, Secretary, and Treasurer for the 2021 OTO Board of Directors and to appoint the remaining members of the Executive Committee.

Mr. Weiler reported the Nominating Committee met on December 7, 2020. The 2021 Nominating Committee was made up of the following three Board Members of OTO: Brad Gray, City of Willard City Administrator; Brian Weiler, Springfield-Branson National Airport; and Travis Cossey, City of Nixa Director of Utilities and Public Works.

The Nominating Committee presented the following slate of officers. The City of Springfield is next in the rotation schedule for Chairman of the OTO Board of Directors as set out in the OTO By-Laws and Greene County is next in the rotation for Vice-Chairman. Nominations from the floor may also be made prior to electing each officer.

2021 Slate of Officers/Executive Committee as presented from the Nominating Committee:

Chairman: Andrew Lear, City of Springfield Council Member

Vice-Chairman: John Russell, Greene County Commissioner

Secretary: Steve Childers, City of Ozark City Administrator

Treasurer: David Cameron, City of Republic City Administrator

Past Chairman: Travis Cossey, City of Nixa Assistant Director of Utilities & Public Works

Executive Committee: Brian Weiler, Springfield-Branson National Airport

Executive Committee: Brad Gray, City of Willard City Administrator

Mr. Dixon made a motion to appoint the 2021 OTO Officers and Executive Committee as presented. Mr. Jansen seconded the motion. A roll call vote was taken.

| Member | Vote | Member | Vote |
|--------------------|--------|--------------------|--------|
| Mr. Harold Bengsch | Absent | Mr. Skip Jansen | Aye |
| Mr. Chuck Branch | Aye | Mr. Andrew Lear | Absent |
| Mr. David Cameron | Aye | Mr. James O'Neal | Aye |
| Mr. Steve Childers | Aye | Mr. Ralph Phillips | Absent |
| Mr. Jerry Compton | Aye | Mr. Mike Schilling | Absent |

| | | | |
|-------------------|--------|--------------------|--------|
| Mr. Travis Cossey | Aye | Ms. Martha Smartt | Absent |
| Mr. Bob Dixon | Aye | Mr. Dan Smith | Aye |
| Ms. Jan Fisk | Aye | Mr. Richard Walker | Absent |
| Mr. Brad Gray | Aye | Mr. Brian Weiler | Aye |
| Ms. Debra Hickey | Absent | | |

The motion passed.

J. Welcome to New Chairman and Vice-Chairman

Chairman Cossey thanked everyone for their support during his term as Chair. Neither Mr. Lear nor Mr. Russell were in attendance. Chairman Cossey thanked Mr. Dixon for his support and hard work during his role with the OTO. Mr. Dixon has asked Mr. Russell to take his spot in representing the Greene County Commission. Ms. Fields presented a plaque for Mr. Dixon in recognition of his 2 years of service to the Board of Directors including being the Chair in 2019.

Ms. Fields also recognized Mr. Bengsch, who is retiring, with a plaque of recognition for his service. Mr. Bengsch was the longest running Board Member who joined the Board in 2004.

K. Board of Directors 2021 Meeting Schedule

Ms. Fields stated the staff has modified the meeting schedule for 2021 to have the Board of Directors meet in odd numbered months. This is being proposed to align the TIP to the State of Missouri's fiscal year.

This item was for discussion only. No motion was requested.

III. Other Business

A. Board of Directors Member Announcements

There were no member announcements.

B. Transportation Issues for Board of Directors Member Review

There were no transportations issues to review.

C. Articles for Board of Directors Member Information

Chairman Cossey noted there were articles of interest included in the packet for the members to review as time allows.

IV. Adjourn meeting

Mr. Weiler made a motion the meeting be adjourned at 1:00 P.M. Mr. Schilling seconded the motion. A roll call vote was taken.

| Member | Vote | Member | Vote |
|--------------------|--------|--------------------|--------|
| Mr. Harold Bengsch | Absent | Mr. Skip Jansen | Aye |
| Mr. Chuck Branch | Aye | Mr. Andrew Lear | Absent |
| Mr. David Cameron | Aye | Mr. James O'Neal | - |
| Mr. Steve Childers | Aye | Mr. Ralph Phillips | Absent |
| Mr. Jerry Compton | Aye | Mr. Mike Schilling | Absent |
| Mr. Travis Cossey | Aye | Ms. Martha Smartt | Absent |
| Mr. Bob Dixon | Aye | Mr. Dan Smith | Aye |

| | | | |
|------------------|--------|--------------------|--------|
| Ms. Jan Fisk | Aye | Mr. Richard Walker | Absent |
| Mr. Brad Gray | Aye | Mr. Brian Weiler | Aye |
| Ms. Debra Hickey | Absent | | |

The motion passed.

DocuSigned by:

Steve Childers

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Steve Childers
OTO Secretary