

**OZARKS TRANSPORTATION ORGANIZATION
BOARD OF DIRECTORS MEETING MINUTES
December 14, 2017**

The Board of Directors of the Ozarks Transportation Organization met at its scheduled time of 12:00 p.m. in the Ozarks Transportation Organization Large Conference Room in Springfield, Missouri.

The following members were present:

Mr. David Cameron, City of Republic (a)	Mayor Debra Hickey, City of Battlefield (a)
Mr. Steve Childers, City of Ozark (a)	Mr. Skip Jansen, City Utilities
Commissioner Bob Cirtin, Greene County	Mr. Travis Koestner, MoDOT
Mr. Jerry Compton, Citizen-at-Large	Mr. Andy Mueller, MoDOT (a)
Mr. Travis Cossey, City of Nixa (a)	Mr. Jim O’Neal, Citizen at Large
Dr. Elise Crain, Citizen-at-Large	Mr. Dan Smith, City of Springfield (a)
Ms. Jan Fisk, City of Springfield	Mr. Brian Weiler, Airport Board (a)
Mr. Brad Gray, City of Willard (a)	Commissioner, Ray Weter, Christian County

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

The following members were not present:

Mr. Mokhtee Ahmad, FTA	Ms. Laurel McKean, MoDOT (a)
Commissioner Harold Bengsch, Greene County	Mr. Bradley McMahan, FHWA
Mr. Steve Bodenhamer, City of Strafford (a)	Mr. Steve Meyer, City of Springfield (a)
Mr. Randy Brown, City of Willard (a)	Mr. Daniel Nguyen, FTA (a)
Mr. Chris Coulter, Greene County (a)	Mr. Mark Schenkelberg, FAA
Mr. John Elkins, Citizen-at-Large (a)	Mr. Jeremiah Shuler, FTA (a)
Councilman Craig Fishel, City of Springfield	Mayor Brian Steele, City of Nixa
Mayor Rick Gardner, City of Ozark	Mayor Jeff Ussery, City of Republic
Warren Griffith, City of Battlefield	Mr. Richard Walker, Citizen-at-Large
Mayor Corey Hendrickson, City of Willard	

Others Present: Mr. Frank Miller, MoDOT; Mr. Dan Waddlington, Senator Roy Blunt’s Office; Mr. David Stokely, Senator Claire McCaskill’s Office; Mr. Chuck Branch; Ms. Brenda Cirtin, Ms. Kimberly Cooper, Mr. Dave Faucett, Ms. Sara Fields, Ms. Natasha Longpine, and Mr. Andy Thomason, Ozarks Transportation Organization.

Chair Weter called the meeting to order at approximately 12:08 p.m.

I. Administration

A. Introductions

Those in attendance made self-introductions stating their name and the organization they represent.

B. Approval of Board of Directors Meeting Agenda

Mr. Cameron moved to approve the December 14, 2017 agenda. Dr. Crain seconded the motion and it was unanimously approved.

C. Approval of the October 19, 2017 Meeting Minutes

Mr. Cirtin moved to approve the October 19, 2017 minutes. Mr. Weiler seconded the motion and it was unanimously approved.

D. Public Comment Period for All Agenda Items

The written correspondence that had been received following the October 19, 2017, meeting was distributed in the packet. No one was present to speak to any item on the agenda.

E. Executive Director's Report

Sara Fields stated staff is working on the 2018-2019 budget, as the OTO fiscal year is July 1 to June 30. She asked that if any member entity has a project or study they would like to have included in the budget, to please let staff know. She added the OTO staff will be working with a subcommittee of the Technical Planning Committee to draft the budget.

Ms. Fields stated the first OTO Legislative Breakfast had been held in November and was very well attended. She stated she had heard very positive comments from those in attendance and would like to know if the members were hearing the same or something different.

Ms. Fields stated she had been selected to serve on the MoDOT Local Public Agency Advisory Committee. She indicated this was an advisory council on local projects across the state.

The Springfield Area Chamber of Commerce Salute to the Legislators will be on January 24, 2018.

Ms. Fields stated staff had conducted the OTO annual Transportation Incident Management Exercise in which a school bus and two vehicles, with injuries, had been staged to simulate an accident. This allows for the practicing of clearing the scene quickly and safely and coordinating the activities between law enforcement, Emergency Management, and towing. She noted there are certain protocols that help the process to be quicker and safer. She added this is the second exercise that has been conducted and it went very well.

Ms. Fields stated OTO staff is working with City Utilities on the transit survey. She noted CU is simply trying to get more information on the ridership and that contrary to the story that had aired on KY3, there is no plan to cut services.

Ms. Fields announced that Andy Thomason with the OTO had received the American Institute of Certified Planners certification. She added that receiving this certification requires education, experience, and the taking of specific tests which demonstrate a certain level of expertise. The Board of Directors congratulated Andy on this milestone.

Ms. Fields noted that Board member Brian Weiler was named Transportation Professional of the Year by the Ozarks Chapter of the Institute of Transportation Engineers. The Board of Directors congratulated Brian on this honor.

F. MoDOT Update

Travis Koestner, MoDOT, stated one of the joints on the new bridge on Route 60 needs to be repaired. This will be accomplished at no cost to the taxpayers, as the contractor is required to replace this joint.

Mr. Koestner stated the work on Chestnut Expressway is proceeding but is behind schedule. He added this is due to the need to relocate the utilities at the start of the project. He said he appreciates the citizens' patience when they closed the street to work on the bridge.

Mr. Koestner stated that as the weather has been good, the contractor may wish to complete the work on the ramps on I-44 before the bad weather begins.

Mr. Koestner briefly discussed the Automated Transportation Conference that MoDOT had sponsored. It was held in Columbia and a representative of Ford Motor Company had been the key speaker. Mr. Koestner noted that it is believed this is the future of transportation and companies are looking for communities that are willing to be champions for these projects.

Mr. Koestner stated that pre-bill filing in the Legislature has begun. He noted that both the House and the Senate have filed bills regarding a possible ten cent fuel tax and the House has also filed a primary seat belt bill.

Mr. Compton asked Mr. Koestner the status of the bridge on West Kearney and I-44, and if the fire had caused any structural damage to the bridge. Mr. Koestner stated the bridge was fine structurally, however, there is some concrete damage that must be repaired.

G. Legislative Reports

David Stokely, Senator Claire McCaskill's office, stated there is a tax reform proposal that has been promised, but Senator McCaskill has some reservations. Mr. Stokely noted he had attended a transportation reception sponsored by MoDOT earlier this month and the Director of MoDOT had expressed his concern on how tax reform could impact the State budget.

Dan Waddington, Senator Roy Blunt's office, stated there is a tax reform bill. Mr. Waddington indicated that another issue facing the House and Senate is whether to keep the government running, as there is not an approved budget.

II. New Business

A. Administrative Modification Number One to the FY 2018-2021 TIP

Natasha Longpine reviewed for the Board of Directors the three modifications that were made to the FY 2018-2021 Transportation Improvement Program. She noted the Republic Road project is being forwarded one year to FY 2019, so that some issues can be resolved. She added the two projects for the Guardrail Improvements and the Pavement Improvements had been combined into one project and it was determined it was best to split them into two separate projects.

This item was for informational purposes only and no action was required.

B. Amendment Number Two to the FY 2018-2021 TIP

Natasha Longpine stated the proposed Amendment contains six changes, one that is moving a project into the FY 2018 -2021 TIP and five new projects that are being added. Four of the new projects include scoping and intersections improvements at various locations; the fifth project is for design review and intersection improvements at Campbell and Republic Road.

Mr. Cameron moved to approve Amendment Number Two to the FY 2018-2021 TIP. Mr. Smith seconded the motion and It was unanimously approved.

C. MoDOT Scenario Project List

Travis Koestner stated to be prepared for the upcoming Legislative Session, MoDOT is asking all their partners for a scenario as to what work could be accomplished if there was \$250 million per year in additional funding, which is approximately the equivalent of a \$.10 fuel tax. He added they had met a week ago and discussed the jobs in the Springfield area and with the other regional members as well. He said the other portion is a multi-modal piece of approximately a tenth of one cent sales tax. He said this amount would generate more than \$50 million, but some would be used for some current unfunded General Revenue multi-modal needs.

Sara Fields said Mr. Miller took the list of projects that the OTO had approved a few months ago and used that list for this scenario. She added the list that had been distributed shows the projects that were included in the scenario for funding, and those that were not included. Ms. Fields added that as usual, there was not sufficient monies to do all the projects that need to be done, so staff looked at what they believed to be necessary in the next ten years and what could wait if necessary. She indicated that I-244 was not included as staff did not want to promise a project they could not deliver. She clarified she did not want to promise the voters I-244 and then have the Federal Highway Administration say “no” to the project.

Ms. Fields stated she had consulted with Brian Weiler at the Springfield Branson National Airport and he requested \$1 million for taxiway improvements. She noted that sidewalks are still a huge need for the Region, adding that if Highway 14 sees improvements, sidewalks need to be added. She said she asked City Utilities Transit what they would like to see on the list and they requested electric buses. She stated CU indicated that the technology is progressing to the extent they believed by the time they are ready to purchase the buses, they will be able to run them all day on one charge.

Ms. Fields stated there were three trails that would qualify for Statewide funding. She indicated that any trail that is not part of the MoDOT system is not eligible for funding.

Following a brief discussion, Dr. Crain moved to endorse the MoDOT planning scenario road and multimodal project lists. Mr. Cossey seconded the motion and it was unanimously approved.

D. Annual Listing of Obligated Projects

Natasha Longpine stated the OTO is required to publish an Annual Listing of Obligated Projects. The list must be posted ninety days following the close of the federal fiscal year, which is October 1 to September 30. The attached listing is for the federal fiscal year October 1, 2016 to September 30, 2017.

Ms. Longpine stated staff was asking the Board of Directors to accept this listing, but if anyone found an error in the report, to please let her know.

Mr. Cameron moved the Board of Directors accept the Annual Listing of Obligated Projects. Mr. Compton seconded the motion and it was unanimously approved.

E. Federal Funds Balance Report

Natasha Longpine stated this document is for the fiscal year end September 30, 2017. Ms. Longpine congratulated the member entities on ensuring all the funding was obligated before the fiscal year had ended. She indicated the remaining funding shown was what was left in the FY 2017 allocation, which was due to some over funding. She said the OTO also tracks the Urban Surface Transportation Block Grant (STBG-Urban) funding. She noted MoDOT asked that no more than three years of this STBG-Urban funding be allowed to accrue. She added the OTO is getting close to that amount. She said at this point, we do not have our FY 2018 allocation due to some staffing changes at MoDOT. It is anticipated this will be forthcoming.

This item was for informational purposes only and no action was required.

F. Independent Single Audit Report for FY 2016-2017

David Cameron stated that since its inception, the OTO has had an independent auditor review the financials. The current audit is from July 1, 2016 to June 30, 2017. Mr. Cameron introduced Cinda Rodgers, CPA, who is the external auditor that performed this audit.

Ms. Rodgers stated there are several types of audits and the one she conducted is a financial statement audit. The objective of this type of an audit is to issue an opinion as to whether the financial statements are fairly stated in accordance with the modified cash-basis of accounting. She noted this is not a control or fraud audit, however, she is required to address those in the audit.

Ms. Rodgers stated her opinion is expressed in the letter she issued to the Board of Directors and is included with the documents distributed in the packet. She added her opinion is an Unmodified Opinion, which is the best opinion that can be given for this type of audit. Ms. Rodgers briefly reviewed the financial statements, notes, and report with the Board. She noted that as the OTO has only one fund, the balance sheet and fund balance report are simple to view and understand.

Ms. Rodgers noted that the final two pages of her report is where she would address any issues she found with internal controls. She added there was nothing that came to her attention and she found no issues with compliance.

Ms. Rodgers stated she is required to issue a letter to those charged with governance as a vehicle to communicate directly to the Board regarding any issues of concern. Ms. Rodgers reiterated there were none. She also stated there were no adjustments that needed to be made and commended the staff for their excellent work.

Dr. Crain moved the Board of Directors accept the Fiscal Year 2017 Independent Financial Statement Audit. Mr. Cossey seconded the motion and it was unanimously approved.

G. Financial Statements for 1st Quarter 2017-2018 Budget Year

David Cameron stated that before he discussed the Financial Statements, he wanted to commend Kimberly for the outstanding job she is doing. He stated that he reviews the expenditures and bank statements and there is a lot of work that goes into keeping the financial records for the OTO. He said he was pleased to hear the auditor commend the internal controls and stated Kimberly has done an outstanding job in the transition.

Mr. Cameron said the 1st Quarter financials are for July 1 through September 30 and noted the expenses are on target at about twenty-four percent (24%). He said he wanted to draw attention to the revenue which is at about forty-five percent (45%). He added this is due to reimbursements from MoDOT.

Mr. Cameron thanked the member jurisdictions and MoDOT for helping with in-kind documentation. He stated that due to their assistance, the OTO is reimbursed at 88.6% as opposed to 80% if they had not provided this information.

Dr. Crain moved the Board of Directors accept the OTO Operational First Quarter Financial Statements for the 2017-2018 Budget Year. Mr. Cossey seconded the motion and it was unanimously approved.

Mr. Cirtin left the meeting at this time.

H. 2018 Safety Performance Targets

Natasha Longpine stated that Performance Measures are an item that came from the FAST Act. She said they are a little different in requirements than what was in the OTO's previous Long Range Transportation Plan. She stated the FAST Act established goals that should be maintained nationally. She added that the States and the MPO's set performance measures and targets for those measures. She stated that MoDOT has been excellent in assisting the MPO's in collecting data to ensure the targets are being met. She noted this does not happen in every State and expressed her appreciation to MoDOT for their assistance.

Ms. Longpine stated that the OTO needs to establish targets, change existing plans to assist in meeting these targets, and review and report on the OTO's progress. She added that States have twelve months to establish the initial targets. She said the OTO has six months after the State's targets are set to set the Organization's targets. In this case, the Safety Targets are due before the end of February 2018.

Ms. Longpine said after the targets are set, they will be reviewed and monitored in an ongoing process. Following a brief review of the statewide targets established by MoDOT,

Mr. Smith moved the Board of Directors support the statewide safety targets for CY 2018. Mr. Weiler seconded the motion and it was unanimously approved.

I. Bylaw Amendment

Sara Fields stated during the 2017 Federal Planning Certification Review it was recommended the OTO clarify the role of City Utilities on the OTO Board of Directors. She added this recommendation was due to the federal law that requires a transit representative hold a voting position on the Board. Ms. Fields said she believed this was accomplished by having a City Utilities Board Member serve on the OTO Board of Directors, however, the Federal Transit Administration did not agree. Ms. Fields said after talking with City Utilities, the following by-laws change is being proposed:

3. One (1) City Utilities ~~Board Member~~ Transit Representative.

Mr. Cameron moved the By-laws of the Ozarks Transportation Organization be amended as proposed. Mr. Compton seconded the motion and it was unanimously approved.

J. Federal Legislative Priorities

Sara Fields stated the OTO had adopted the State priorities for 2018 prior to the Legislative Breakfast. She added the list that was distributed in this packet was for the congressional delegation to use in recommending transportation projects.

Ms. Fields stated that the Executive Committee voted to make the first priority the ability to collect internet sales tax. She indicated it was believed this would assist in bringing in additional revenue into the State and local entities.

Following a brief review of the proposed priorities, Mr. Cossey moved to amend the final longer-term priority to read as follows:

OTO supports more direct allocations to state, regional, and local governments with ~~less federal oversight and streamlined regulations~~ delegation of oversight to local communities.

Mr. Jansen seconded the motion and it was unanimously approved. With no additional changes, Dr. Crain moved the Board of Directors approve the proposed 2018 Federal Legislative Priorities as amended. Mr. Cossey seconded the motion and it was unanimously approved.

K. Nominating Committee Report

Travis Cossey stated the OTO bylaws require that the Board of Directors elect a Chair, Vice-Chair, Secretary, and Treasurer. He reviewed the progression that is outlined, noting that Springfield is next in the rotation for Chair and Greene County is next in the rotation for Vice-Chair. He referred the Board to the proposed slate of officers that had been distributed in the packet, adding that the Executive Committee will also include Steve Childers from the City of Ozark and Brian Weiler from the Springfield Branson National Airport.

With no nominations from the floor, Mr. Compton moved to accept the 2018 Slate of Officers/Executive Committee as presented by the Nominating Committee. Dr. Crain seconded the motion and it was unanimously approved.

L. Welcome to new Chairman and Vice-Chairman

Chair Weter welcomed the new Chair and Vice-Chair. Sara Fields offered her thanks to Ray Weter for his leadership as Chair this past year.

M. OTO Board of Directors 2018 Meeting Schedule

Chair Weter noted the 2018 Meeting Schedule that had been included in the packet. Sara Fields stated that a meeting invitation would be forth coming so these dates could be placed on the members calendars.

III. Other Business

A. Board of Directors Member Announcements

None.

B. Transportation Issues for Board of Directors Member Review

None.

C. Articles for Board of Directors Member Information

Chair Weter stated staff had included several articles of interest in the Board packet. He encouraged the members to read them as they had time.

IV. Adjourn meeting.

With no additional business to come before the Board, the meeting was adjourned at approximately 1:25 p.m.