

**OZARKS TRANSPORTATION ORGANIZATION
BOARD OF DIRECTORS MEETING MINUTES
April 20, 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:

Commissioner Harold Bengsch, Greene County	Mr. Skip Jansen, City Utilities
Mr. Steve Bodenhamer, City of Strafford (a)	Mr. Travis Koestner, MoDOT
Mr. David Cameron, City of Republic (a)	Mr. Andy Mueller, MoDOT (a)
Commissioner Bob Cirtin, Greene County	Mr. Jim O’Neal, Citizen at Large
Mr. Jerry Compton, Citizen-at-Large	Mr. Dan Smith, City of Springfield (a)
Mr. Travis Cossey, City of Nixa (a)	Mr. Brian Weiler, Airport Board (a)
Dr. Elise Crain, Citizen-at-Large	Mr. Richard Walker, Citizen-at-Large
Councilman Craig Fishel, City of Springfield	Commissioner, Ray Weter, Christian County
Mr. Brad Gray, City of Willard	

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

The following members were not present:

Mr. Mokhtee Ahmad, FTA	Mayor Ken McClure, City of Springfield
Mr. Randy Brown, City of Willard (a)	Ms. Laurel McKean, MoDOT (a)
Mr. Steve Childers, City of Ozark (a)	Mr. Bradley McMahan, FHWA
Mr. Chris Coulter, Greene County (a)	Mr. Steve Meyer, City of Springfield (a)
Mr. John Elkins, Citizen-at-Large (a)	Mr. Daniel Nguyen, FTA (a)
Mayor Rick Gardner, City of Ozark	Mr. Mark Schenkelberg, FAA
Alderman Warren Griffith, City of Battlefield	Mr. Jeremiah Shuler, FTA (a)
Mayor Corey Hendrickson, City of Willard	Mayor Brian Steele, City of Nixa
Mayor Debra Hickey, City of Battlefield (a)	Mayor Jeff Ussery, City of Republic
Mr. Michael Latuszek, FHWA (a)	

Others Present: Mr. Carl Carlson, Olsson Associates; Mr. Dwayne Holden, Custom Metalcraft; Ms. Joelle Cannon, Senator Roy Blunt’s Office; Ms. Brenda Cirtin, 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 12:00 p.m.

I. Administration

A. Introductions

B. Approval of Board of Directors Meeting Agenda

Dr. Crain moved to approve the April 20, 2017 agenda. Mr. Cameron seconded the motion and it was unanimously approved.

C. Approval of the February 16, 2017 and March 24, 2017 Meeting Minutes

Mr. Cameron moved to approve the February 16, 2017 and the March 24, 2017 Meeting minutes. Mr. Smith seconded the motion and it was unanimously approved.

D. Public Comment Period for All Agenda Items

Sara Fields noted no public comment had been received since the packet had been distributed, and no one was present to speak to any item on the agenda.

E. Approval of Consent Agenda Items

Sara Fields briefly reviewed the items that had been placed on the Consent Agenda.

As no one requested any item be removed for discussion, Commissioner Cirtin moved for approval of the Consent Agenda Items III.A., III.B., and III.C. Mr. Weiler seconded the motion and it was unanimously approved.

F. Executive Director's Report

Sara Fields noted the Executive Summary for the Long Range Plan had been distributed at the meeting. The Board had adopted the Long Range Plan in August, however staff believed it was important to summarize it for the public.

Ms. Fields stated staff had been working on the Regional Trail Plan. She said there had been a public meeting held on the 19th and another would be held on the 20th. She added there was a website with an interactive map, where the information could be found and comments could be made. The site is www.ototrailstudy.com. She noted there had been a lot of comments from the Strafford area.

Ms. Fields informed the Board that the Federal Highway Administration and Federal Transit Administration is coming to the June Board of Directors' meeting. She indicated they come every four years for a certification review. She stated that due to this addition to the June addition, she would be rescheduling some items that are normally handled in June. One of the items being moved is her annual evaluation, another is the annual Board of Director's training.

Ms. Fields updated the Board on the status of House Bill 933 (LAGERS). She said the bill had two readings, but nothing had occurred since that time. She noted she had called the Speaker's office and asked that it be moved forward, but they were noncommittal. She asked the Board members to call either the Speaker's office or their local Representative's office to seek support for this bill moving forward.

Ms. Fields commented that the dues' letters had been mailed earlier and everyone should have received them. She reiterated the dues are not due until July.

Ms. Fields stated she had no definitive information on the Statewide Transportation Improvement Plan (STIP), but had been told by MoDOT that sometime in early to mid-May there should be a draft STIP available. She added that once this report is available, she will notify the Board as to what projects are included.

G. MoDOT Update

Travis Koestner stated the Cost Share program has been reinstated. He noted the rules are not much different than they had been with the previous program. The applications are available and the first Cost Share Committee meeting will be later this fall. He outlined the allocations for the next few years; \$10 million for this year, \$15 million for next year, and then up to \$25 million by fiscal year 2020, provided funding is available.

Mr. Koestner stated the Route 65 pavement replacement project, beginning with the southbound lane, is scheduled to begin the week of July 10, 2017. He stated the contractor is Millstone Weber from the St. Louis area, noting they have done quite a bit of work around the State.

Andy Mueller updated the Board on the status of the Chestnut Expressway project. He stated there would be a major traffic switch in mid-July to the first of August. He said the lane configuration would stay the same with two lanes going westbound and one lane going eastbound. He added a portion of the bridge would be open for use, which would allow the contractor to complete its widening. He noted it is to be completed in November prior to the Thanksgiving holiday.

Mr. Weiler asked if there were any proposals in the State Legislature that would provide more funding for MoDOT. Mr. Koestner stated they were not aware of any proposals, current or future, that would increase their funding. He indicated there was still some discussion about creating a Transportation Panel, which would include the Economic Development Director for the State of Missouri and a few Senators and Representatives. However, it has not been finalized at this time. He noted the current Administration appears to be very supportive of the need for improved infrastructure, but have not as of yet, developed a clear plan as to how to proceed.

H. Legislative Reports

Joelle Cannon stated that Congress is in recess, so Senator Blunt has been visiting around the State. She said when the Congress reconvenes, they will be considering some of the President's nominations for open positions in his administration.

Ms. Cannon noted that FAST Act has been operating under a continuing Resolution which is funding the government at last year's level. She said this expires the week of April 24, and it has not been determined whether or not they will pass another Resolution or adopt an Omnibus bill. She added that as a member of the Appropriations Committee, Senator Blunt prefers an Omnibus bill, but at this time, they are not sure which direction will be taken.

Ms. Cannon stated if cities and counties are applying for federal grants, to please let her know if a letter of support is needed.

II. New Business

A. **US 60 East Major Thoroughfare Plan Amendment Request**

Sara Fields reviewed the history of the request for a new interchange on US 60, at the Highland Springs entrance. She stated the Major Thoroughfare Subcommittee had met and reviewed the background information. She said in reviewing this information, it was determined that it had been based on the property being developed as residential. She said the only studies regarding traffic were for low-density residential. She added the Committee believed the community needed to determine what the land use for this area was going to be, and the neighbors given an opportunity to comment on the proposed developments. At that time, the plans could be reviewed based on the updated land use plan. She added the City of Springfield has in their budget for the current year, a Growth and Land Use Plan Update. She noted she is not sure of the timeline for this update, but believes they are currently working on the RFP for the hiring of consultants to update this plan.

Ms. Fields stated it was the recommendation of the Technical Planning Committee that no action be taken until this updated Growth and Land Use Plan has been completed. With no objection from the Board of Directors, no action was taken.

B. **STBG Request to Spend Outside of Jurisdictional Boundaries**

Natasha Longpine stated that OTO distributes the State Transportation Projects (STP) funding, which has been renamed the Service Transportation Block Grant (STBG), to the jurisdictions. The bylaws required that for a jurisdiction to share their funding outside of their boundaries, there must be a vote of the members, with 75% voting in favor of the request. The City of Ozark is partnering with Christian County to construct a new Riverside Bridge, next to the existing bridge. As a portion of the bridge is not inside the City limits, the City of Ozark is requesting Board approval to spend up to \$400,000 of their funding outside the City limits.

Dr. Crain moved the Board of Directors approve the expenditure of STBG funds allocated to the City of Ozark on the Riverside Bridge and associated improvements. Mr. Smith seconded the motion and it was unanimously approved.

C. **Congestion Management Process**

Andy Thomason reviewed the history of the development of the Congestion Management Process. He provided an overview of the information that had been distributed to the Board in their packets. Mr. O'Neal asked Mr. Thomason to elaborate on potential remedies that might be used to help alleviate congestion, as according to the map, some of the new construction projects had not appeared to have much of an impact. Mr. Thomason clarified for the Board the information that was contained on the map and the timeframe in which it was obtained. He added that some of the projects, such as the interchange at CC and Hwy 65 had not been completed when the map was created, so it would still show as congested, when today, that might not be the case.

Mr. Koestner said MoDOT has had several discussions on what next steps will improve and have a positive impact on traffic flow on some of the more congested areas.

Following additional discussion on future needs for improving traffic flow, Mr. Cirtin moved to approve the Congestion Management Process as recommended by the Congestion Management Process Subcommittee. Mr. O'Neal seconded the motion and it was unanimously approved.

D. Transit Coordination Plan

Andy Thomason stated the OTO is responsible for administering a fair and impartial selection process for the region's Section 5310 Enhanced Mobility for Seniors and Individuals with Disability grant program. He said the Transit Coordination Plan (TCP) serves as the guidebook for administering this grant in our region. He reviewed the history and process of how the TCP was originally developed and what updates are contained in the plan currently before the Board. He said the focus remains on facilitating new and replacement vehicle purchases using the Section 5310 funds.

Mr. Bengsch moved the Board of Directors adopt the Transit Coordination Plan. Mr. Smith seconded the motion and it was unanimously approved.

E. OTO Growth Trends Report

David Faucett discussed the Growth Trends Report from 2016. He discussed the process and explained the data included in the packet that was distributed to the Board prior to the meeting. He stated this report provides a view of growth for the OTO service area and the five county Metropolitan Statistical Area (MSA). This area consists of Christian, Dallas, Greene, Polk, and Webster counties.

Mr. Faucett noted this report is provided for informational purposes only and if the Board wishes to see additional information in the report in the future, to please let him know.

F. FY 2018 Unified Planning Work Program (UPWP)

Sara Fields said the Unified Planning Work Program (UPWP) is the appendix to the contract the OTO has with MoDOT. She stated this is the document that allows the OTO to receive federal funds for the work performed annually. She added the grant is broken down 80% federal and 20% local, however, it is distributed through MoDOT.

She added the UPWP outlines the work the OTO will do each year, much of it being the same from year to year. She stated this proposed budget is for 2018 and included additional monies for hiring of consultants to look at some specific roadway capacities. She noted the trail project had been carried over into the next fiscal year as it is not anticipated to be completed by June 30. She stated the overall budget showed a decrease from FY 2017.

Mr. Cameron moved the Board of Directors approve the FY 2018 Unified Planning Work Program. Dr. Crain seconded the motion and it was unanimously approved.

G. FY 2018 OTO Operational Budget

Sara Fields stated the Operational Budget is very similar to the UPWP, but it does not contain the in-kind match, direct services from MoDOT, or the City Utilities transit planning. She added that there are a few items where federal funds are not used, such as promotional materials for the OTO, and any type of legislative educational activities. Ms. Fields

highlighted a few of the items contained in the operational budget, which includes a new VOIP system to replace the current phone system, which has doubled in cost.

Mr. Cameron moved to amend the Operational Budget by adding \$1500 for the one-time salary compensation for staff that the Board had authorized in 2016. He noted he realized it is the Board's discretion whether or not to give it, but believes it should be added to the budget to avoid amending it at a later date. Dr. Crain seconded the motion and it was approved with Mr. Cirtin abstaining.

Mr. Cameron moved the Board of Directors approve the FY 2018 OTO Operational Budget as amended. Mr. Jansen seconded the motion and it was approved, with Mr. Cirtin abstaining.

H. OTO Bylaw Amendment

Sara Fields stated the OTO staff is recommending a few changes to the bylaws, which will strengthen the powers of the Executive Committee and relieve the Board of Directors from some of the administrative duties. She outlined the proposed changes noting that if these amendments are approved, the Board of Directors will begin receiving the Executive Committee agendas. This will allow a Board member to request an item be removed from the agenda and sent to the entire Board for consideration.

Dr. Crain moved the Board of Directors approve the proposed amendments to the OTO Bylaws. Mr. Bengsch seconded the motion and it was unanimously approved.

Dr. Crain moved the Board of Directors approved the OTO Bylaws as amended. Mr. Jansen seconded the motion and it was unanimously approved.

I. Election of Secretary

Sara Fields stated there is a Nominating Committee that recommends the officers that will serve on the Executive Committee. She added that Brian Bingle from the City of Nixa had resigned his position as Secretary. Ms. Fields said she had contacted the Nominating Committee and they are recommending Travis Cossey, City of Nixa, replace Mr. Bingle as Secretary. She noted Mr. Cossey has agreed to accept this position, adding nominations from the floor will be accepted.

Mr. Weiler moved nominations from the floor be closed. Dr. Crain seconded the motion and it was unanimously approved. Dr. Crain moved to elect Travis Cossey as Secretary to the Board of Directors of the Ozarks Transportation Organization for the calendar year 2017. Mr. Cameron seconded the motion and it was unanimously approved.

J. Operations Manager Job Description Revision

Sara Fields stated Debbie Parks had resigned to accept the position of Director of Finance for the City of Republic. She said that due to this opening she had reviewed the job description for the Operations Manager and had made a few revisions. She noted that due to these changes, the wide-range of duties and responsibilities, and the current market, she had raised the salary by approximately \$10,000. She added they had only received four applications in thirty days, but did not believe the salary range should be raised any higher.

Mr. Smith moved the Board of Directors approve the revised job description for the Operations Manager for the Ozarks Transportation Organization, with the increased salary. Mr. Fischel seconded the motion and it was unanimously approved.

III. Consent Agenda. (See Item I.E.)

A. Amendment Number Three to the *Transportation Plan 2040*

Following a review of the newly adopted design standards, inconsistencies were found that required correction. This amendment makes those corrections.

This item was unanimously approved by the Board of Directors as part of the Consent Agenda (see Item I.E.).

B. Amendment Number Four to *Transportation Plan 2040*

The City of Ozark has requested the addition of the Riverside Bridge Replacement to the constrained project list in the Long Range Transportation Plan. This amendment makes that addition.

This item was unanimously approved by the Board of Directors as part of the Consent Agenda (see Item I.E.).

C. Amendment #5 to the Transportation Improvement Program

This amendment consists of nine changes to the FY 2017-2020 Transportation Improvement Program. The changes were outlined in the packet distributed prior to the Board meeting.

This item was unanimously approved by the Board of Directors as part of the Consent Agenda (see Item I.E.).

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 the members could read these articles as they had time.

IV. Adjourn meeting.

The meeting was adjourned at approximately 1:30 p.m.