

**OZARKS TRANSPORTATION ORGANIZATION  
BOARD OF DIRECTORS MEETING MINUTES  
December 15, 2016**

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	Alderman Warren Griffith, City of Battlefield
Mr. Jim Bentley, City of Willard	Mr. Skip Jansen, City Utilities
Mr. Brian Bingle, City of Nixa (a)	Mr. Travis Koestner, MoDOT
Mr. Steve Bodenhamer, City of Strafford (a)	Mr. Andy Mueller, MoDOT (a)
Mr. David Cameron, City of Republic (a)	Mr. Jim O’Neal, Citizen at Large
Mr. Steve Childers, City of Ozark (a)	Mr. Dan Smith, City of Springfield
Commissioner Bob Cirtin, Greene County (Chair)	Mr. Richard Walker, Citizen-at-Large
Dr. Elise Crain, Citizen-at-Large	Mr. Brian Weiler, Airport Board (a)
Councilman Craig Fishel, City of Springfield	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	Mr. Daniel Nguyen, FTA (a)
Mr. Randy Brown, City of Willard (a)	Councilman Ken McClure, City of Springfield
Mr. Jerry Compton, Citizen-at-Large	Ms. Laurel McKean, MoDOT
Mr. Chris Coulter, Greene County (a)	Mr. Steve Meyer, City of Springfield (a)
Mr. John Elkins, Citizen-at-Large (a)	Mr. Bradley McMahon, FHWA
Mayor Rick Gardner, City of Ozark	Mr. Mark Schenkelberg, FAA
Mayor Daniel Harter, City of Republic	Mr. Jeremiah Shuler
Mayor Corey Hendrickson, City of Willard	Mayor Bob Stephens, City of Springfield
Mayor Debra Hickey, City of Battlefield (a)	Mayor Brian Steele, City of Nixa
Mr. Michael Latuszek, FHWA (a)	

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Others Present: Mr. Justin Orf, City of Nixa; Mr. Frank Schoneboom, City of Battlefield; Mr. Frank Miller, MoDOT; Mr. Carl Carlson, Olsson Associates; Ms. Cinda Rodgers, Cinda L. Rodgers, CPA; Mr. Dan Waddington, Senator Roy Blunt’s Office; Larry Childress; C. J. Wynn, Dave Seiler, and Joe Rickman, CJW; Dwayne Holden; W.F. Killian; Jerald Andrews, MSHOF; Mr. Dave Faucett, Ms. Sara Fields, Ms. Natasha Longpine, Ms. Debbie Parks, Mr. Andy Thomason and Ms. Brenda Cirtin, Ozarks Transportation Organization

Commissioner Weter called the meeting to order at 12:01 p.m.

**I. Administration**

**A. Introductions**

Chairman Cirtin welcomed Travis Koestner, District Engineer, for MoDOT Southwest District. Mr. Koestner was appointed to replace Becky Baltz, who retired earlier in December.

**B. Approval of Board of Directors Meeting Agenda**

Mr. Cameron moved to approve the December 15, 2016 agenda. Mr. Weiler seconded the motion and it was unanimously approved.

**C. Approval of the October 20, 2016 Meeting Minutes**

Mr. Bingle moved to approve the October 20, 2016 Meeting minutes. Dr. Crain seconded the motion and it was unanimously approved.

**D. Public Comment Period for All Agenda Items**

Sara Fields noted there was public comment that had been received by the OTO included in the agenda packet. She said there was a comment from the City Administrator of Rogersville, asking for continued improvements to U.S. 60 East, as well as comments from the Nixa School District.

**E. Executive Director's Report**

Sara Fields introduced Brenda Cirtin as the recently-hired Administrative Assistant. Ms. Fields noted Ms. Cirtin's many years of experience as City Clerk with the City of Springfield and the expertise she brings to this position.

Ms. Fields informed the Board that there were directions laid at their places on how to utilize the Kindles if they had any questions.

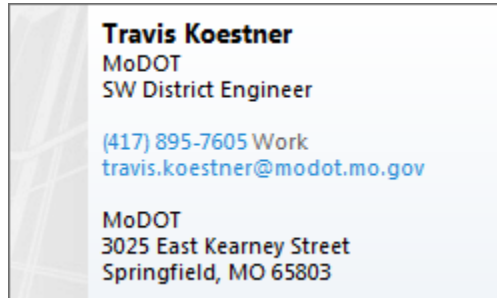
Ms. Fields stated the OTO has been working on performance measures. She said these are coming from the Federal Highway and Federal Transit. She said the first item the Board will see are targets on Transit Asset Management. In 2017, there will be a focus on reporting on safety, which is the first step as part of the new transportation bill.

She added the OTO continues to work with various Committees. The Local Coordinating Board for Transit has solicited applications for Human Services vehicles. The Congestion Management process is coming to a close and the Board should have this report on the next agenda. The Bicycle and Pedestrian Committee has been working on the Trail RFQ for the plan. These are due in January. The OTO has been working with a company to develop the Let's Go Smart Website. This should be about a three-month turnaround once the contract is signed. The OTO is also working with the Traffic Incident Management Committee, developing ways to plan for better traffic incident management. The OTO continues to attend the Southwest Missouri Council of Governments (SMCOG) to coordinate with their plans. Ms. Fields noted she is a member of the Springfield Area Chamber of Commerce Transportation Committee for the legislative agenda relating to transportation and safety.

The Missouri Public Transit Association will be in Springfield in August for their conference. There will be a session on place-making and transit-oriented development near the new transfer station. She said they are excited to bring in national experts to discuss how to develop downtown with transit in mind.

## F. MoDOT Update

Travis Koestner said he was happy to be in Springfield and believes partnerships are vital to solving transportation problems. Ms. Koestner stated he has been with MoDOT for twenty-two years, most recently in the Central District. He requested his contact information be included with these minutes to ensure the members have his information.



Mr. Koestner requested Frank Miller provide the update on activities. Mr. Miller said this is somewhat of a quiet time for them, however, Chestnut Expressway is currently under construction. He said they are getting ready for development of the new construction program this Spring that feeds directly into the Transportation Improvement Program that the Board will be voting on, including the list of priorities that MoDOT will use in developing the new construction program.

Mr. Miller said the MoDOT website has a guide available that does a very thorough effort in explaining where funding comes from, both the state and federal level, and how it is used. He encouraged the Board to go to the website ([www.modot.gov](http://www.modot.gov)) and view the guide.

Mr. Childers referenced a project in Ozark that is waiting for the TIP to be signed and asked if either Governor Nixon or Governor-elect Greitens would be signing this in the near future. Mr. Miller responded the TIP was in Governor Nixon's office, awaiting his signature.

## G. Legislative Reports

Dan Waddington, Senator Blunt's Office, stated Elaine Chow is the Secretary of Transportation appointee. He said he believes there will be an emphasis on infrastructure in the new Administration. He said, as always, the question will be where will the funding come from. He said he expected some push-back as the funding currently is deficit spending.

Mr. Waddington stated despite pressure to the contrary, the Electoral Congress is slated to elect Donald Trump as President on Monday, December 19, 2016. He said Congress will be sworn in on January 4, 2017, and it appears they will "hit the ground running" and transportation and infrastructure will be one of their main issues.

He said he believed he will have more concrete information for the Board meeting on February 16, 2017.

## II. New Business

### A. **US 60 Roadway Improvement Request**

Chairman Cirtin stated a group of citizens asked to be placed on the agenda to address the Board on a possible improvement project for US 60. He introduced Dwayne Holden who introduced those in attendance. Mr. Holden stated their interest is to try and improve Hwy 60, and the development of a quadrant of acreage along this corridor. He introduced Joe Rickman, Senior Transportation Resource Engineer with CJW.

Mr. Rickman said their company had been asked to look at and speak to a quadrant in the Southeast Greene County area; more specifically east of Lake Springfield, north and south of US 60. He said there are between 2500 and 6000 acres that is currently farmland and large-lot homes and there is a desire to turn this into a strong economic area for Springfield.

Mr. Rickman said that good transportation access is a key factor to economic growth. He referenced the information packet that had been previously provided to the Board and noted the goal is for good, safe access to Hwy 60. He noted that while access is not totally unsafe, it could be better. He said there are currently 2500 acres in this area that could access US 60 from a new entry. He said if this land opens up in this area, he is aware of at least two new facilities that is interested in building there. He said the issue for these entities is the current access; they are not comfortable with the design.

Mr. Rickman stated this area is ripe for development. He said they believed with thoughtful planning, the north/south corridor created by this could tie Battlefield Road to Ozark. He said this could be an alternative to Hwy 65. He also stated that one of the positives of this project is that three of the current low-grade crossing could be eliminated. This could provide for smoother traffic control, reduce the number of severe crashes and create a traffic bypass for a portion of Hwy 60.

Mr. Rickman touched on the challenges of this proposal. The right-of-way is tight, the spacing does not meet the two-mile separation, and funding. Mr. Rickman said they would be happy to work with the Technical Committee to see what could be developed.

Mr. Rickman said all this group is asking for today is for the Board to respectfully consider organizing a Committee to fully review this concept to meet the needs of this area to fully develop and create a safer corridor.

Mr. Jerald Andrews, Executive Director with the Missouri Sports Hall of Fame (MSHOF) stated he had been there for over two decades and they are very concerned not only with the safety, but also the impact any change could have on the MSHOF. He said there are about 50,000 visitors annually to the MSHOF, plus they manage the PGA Golf Tournament that is held at Highland Springs each year. He said there is some concern as to what impact moving the intersection might have on this event.

Chair Cirtin asked if anyone could name the businesses that are interested in locating in this area. Mr. Dwayne Holden said there are a couple of nursing homes that are interested in

locating there and that Mercy is interested in building a facility in this area, if safe access is available. He said there is also a hotel that is interested in building a facility in the area.

Mr. Weter stated he realized that some of the land for the outer road has been pledged, but asked if any additional property had been acquired. Mr. Holman said the land that had been donated goes from Black Hawk Road to the bank. He said if additional property was needed, he did not believe it would be very expensive.

Mr. O'Neal indicated that construction is about to be completed on the NN and J interchange and asked what the distance from that interchange and the proposed would be. Mr. Rickman stated it is about 1.5 miles from this one to the center of the NN & J interchange.

With no additional comments or questions, Mr. Cirtin asked Ms. Fields to have the Technical Planning Committee to meet with Mr. Holden and the appropriate persons to review this proposal.

Mr. Bingle asked how this proposal would connect with the proposal for the extension of Farm Road 170. Ms. Fields said her opinion is that the Technical Committee should look at both requests for improvements, this one and the request for improvements to the east/west corridor south of Battlefield. There was a consensus of the Board for these two projects to be considered at the same time.

#### **B. 2018-2022 STIP Priorities**

Sara Fields stated that the Board had developed priorities for the Statewide Transportation Improvement Projects (STIP). She said Southwest Missouri had such great asset management that MoDOT had money for projects in the OTO area, which was not the case in other areas of the State. She said we were asked to develop a list of priorities and through a series of special meetings, this was accomplished in a short time. This year, she said staff is expecting funding projections from MoDOT in January, which will then tell us what projects can or cannot be completed. She said in 2008, the list of priority projects with regional significance was developed. She said the original list consisted of millions of dollars' worth of projects, and we've been working on that list since that time.

She said this original list was broken down into smaller projects and given scores. The Technical Committee then worked to see if the scores accurately reflected the value, and the priority. She said this resulted in some smaller priorities being combined, such as some on James River Freeway.

She said what is being presented to the Board is the list that the Technical Committee is recommending and the order that will be given to MoDOT as the OTO's recommendation for programming when funding priorities come down. She said the scoring is based on technical data, most of which is collected by MoDOT and is based on accidents, traffic volume, etc. She said the cost estimates are from the OTO and is based on historical data, however, MoDOT will develop their own cost estimates and will develop their own STIP.

Following a brief review of the proposed priority projects, Mr. Cameron moved the Board of Directors approve the 2018-2022 STIP Priorities. Dr. Crain seconded the motion.

Mr. Bentley asked if Washington gets generous with transportation funding and we have more money than anticipated, would this list of priorities hold true. Ms. Fields said yes, this is our one year list of projects, and it will be reevaluated next year.

Mr. Waddlington indicated he has heard of several options that may be considered. One of the options is repatriation of overseas funds, however, it would be a year before any monies would be realized from this option. He said he was under the impression that Congress wanted to move faster than this, but he was not sure how that would be accomplished.

Mr. O'Neal asked for a quick overview of the logistics of this list of priorities, such as how does this change and why. He asked if the Board approves this, is it approved as is with the understanding that the OTO has the ability to make amendments depending on available funding, needs presented, etc.

Ms. Fields stated that was correct. The OTO is trying to give MoDOT an idea of what we would like to see as they develop their STIP. She said that if there is an influx of funding and the Board wants to reconsider this list, that could be accomplished.

Mr. Koestner said he believed the Board had done a great job with this list and that funding was the issue, both on the national and state level.

With no further discussion, the motion was unanimously approved.

**C. Amendment Number Two to the FY 2017-2020 TIP**

Natasha Longpine reviewed the proposed amendment, indicating it was a rather large amendment. She indicated the first 13 items were for City Utilities, and the next few are cost-share projects that will program the construction. The scoping for these projects was approved at the last meeting. She added an additional amendment is for the City of Springfield to obtain right-of-way for the Kansas Expressway extension project.

Sara Fields noted these are not all of the cost-share intersection projects, but are just the ones going forward in 2018 and that the fiscal year 2020 projects will be forwarded at a later date.

Mr. Weter moved to approve Amendment Number Two to the FY 2017-2020 Transportation Improvement Projects. Mr. Bentley seconded the motion and it was unanimously approved.

**D. Annual Listing of Obligated Projects**

Natasha Longpine stated this was a report produced by OTO each year. This report tracks the funding that has been obligated between October 1 and September 30, which is the federal fiscal year. This tracking shows what the federal government has committed to their share of a particular project, not necessarily what has been spent.

Ms. Longpine stated we are required by law to produce and publish this list thirty days after the end of the fiscal year and asked the Board to let her know if there are any corrections or changes.

Dr. Crain moved the Board approve the Annual Listing of Obligated Projects. Mr. Bengsch seconded the motion and it was unanimously approved.

**E. Federal Funds Balance Report**

Ms. Longpine stated the Federal Funds Balance Report is produced by the OTO twice a year. She noted this report is normally referred to as the STIP Fund balance report, however, the newest transportation bill has renamed this program to “better reflect its nature.” It is now known as the Surface Transportation Block Grant program, so future reports will reflect this change.

Ms. Longpine noted the balance through September 30 is shown in the report, adding that costs shares may be counted towards this balance. Even though there is no state-wide cost share program, the local programs may still be counted, which is a real benefit to this area. She noted that following the inclusion of the intersection cost-share programs, are funds subject to lapse. MoDOT has a policy that stipulates you have three years to spend the funds, and with what is current and what is in the planning, this should not be an issue.

This report was for informational purposes only and no Board action was required.

**F. Independent Single Audit Report for FY 2015-2016**

Debbie Parks introduced Cinda Rodgers, CPA, noting she was the external auditor for the Ozarks Transportation Organization. She was hired in 2010 through the RFQ process. Ms. Parks noted that the Executive Committee sits as the Audit Committee, with the Treasurer serving as the Chair. She stated if there were to be an issue with the audit, this Committee would work with the Auditor to resolve the issue.

Cinda Rodgers stated she would like to discuss the objective of the audit first as there are several types of audits and sometimes there is confusion as to the particular audit to be conducted. She stated the OTO audit is a financial statement audit, so the objective is for her to issue an opinion as to whether or not the financial statements are fairly stated in all material respects in accordance with the modified cash-basis of accounting. She stated this is not a control or fraud audit, but she does have to consider these two things in performing the audit. She said she considers fraud as it may have an impact on the financial statements on which she is issuing an opinion. She said she also looks at internal controls in developing her audit procedures, indicating that if there were an area where there were weak audit controls, she would want to spend more time in that area.

Ms. Rodgers drew the Boards attention to her opinion, which she stated is an Unmodified Opinion, which is as good of an opinion as she can give. Ms. Rodgers stated the financial books for the OTO are in very good shape and praised Debbie Parks for her hard work. She stated she had no adjusting journal entries, which is very rare. She noted that she usually finds something that needs to be changed, but in Ms. Parks’ case, she could not.

Ms. Rodgers briefly reviewed the financial statements, notes, and report with the Board. She stated she did not issue a Management Letter due to the fact she had nothing to complain about. She stated the internal controls are very strong in the organization and Sara and Debbie have a very good understanding of the importance of these controls and do an excellent job implementing them.



She 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 stated she had no problems working with management during the course of the audit, indicating that the staff was great to work with and was very accommodating.

Ms. Rodgers stated from her perspective, the OTO is a well-run organization and that staff does a great job keeping the financial statements in order. Chair Cirtin thanked Ms. Rodgers for this excellent report and also thanked Sara and Debbie for their diligence in maintaining the financial records.

Mr. Bengsch moved the Board of Directors accept the FY 2015-2016 Independent Single Audit Report. Mr. Weter seconded the motion. Mr. Cameron requested that the record reflect Ms. Rodgers comments of no problems or issues and that the Board's approval also included their commendation to staff for this very outstanding report. With no further comments or questions, the motion was unanimously approved.

#### **G. Financial Statements for 1st Quarter 2016-2017 Budget Year**

Debbie Parks presented the financial statements for the first quarter of the fiscal year. She stated that so far, the OTO is at 21% of the budget in expenses, and 22% in revenue. She clarified for the Board that the OTO is largely financed by a reimbursable grant from the federal government, so there is normally a forty-five-day lag between the time reimbursements are submitted and monies received. She stated this means staff is unable to exactly match revenues and expenses.

She said the statements are submitted in two separate sets; one is the operational budget and the second is the Unified Planning Work Program (UPWP) budget. Ms. Parks briefly reviewed for the Board the information contained in the reports and reminded them the operating fund balance is the unrestricted reserve in the cash funds. Ms. Parks stated the UPWP is much the same except MoDOT allows the OTO to match the funds with in-kind funds, which are shown on the UPWP financial statements. Being able to include the in-kind funds allows for a higher reimbursement rate from the Federal government; which is 89% as opposed to 80%.

Ms. Parks stated the final report is the grant progress report, which is required to be included with each quarterly report. It is also submitted with the reimbursement submittals to MoDOT so they are aware of the status of the projects.

Mr. Weter moved the Board accept the first quarter financial report. Mr. Walker seconded the motion and it was unanimously approved.

#### **H. Amendment Number Two to the FY 2017 UPWP**

Debbie Parks stated staff is requesting approval for Amendment Number Two to the 2017 Unified Planning Work Program (UPWP). She stated MoDOT had contacted staff regarding a grant that would allow the OTO to update the Human Services Transit Coordination Plan. The OTO has submitted the application and in anticipation of receiving this funding, staff has



updated the UPWP. She noted the OTO allowed opportunity for public comment on this proposed amendment, but none was received.

Mr. Bengsch moved to approve Amendment Number Two to the 2017 UPWP. Mr. Bentley seconded the motion and it was unanimously approved.

**I. Amendment Number One to the FY 2017 OTO Operating Budget**

Debbie Parks stated in October the Board of Directors approved Amendment Number One to the Unified Planning Work Program (UPWP) budget. At that time, the Operating Budget was not amended. This action will approve the necessary adjustment to the Operating Budget.

Mr. Cameron moved the Board of Directors approve Amendment Number One to the 2017 OTO Operating Budget. Mr. Fishel seconded the motion and it was unanimously approved.

**J. 2017 DBE Program Goal**

Debbie Parks stated the U.S. Department of Transportation has the Disadvantaged Business Enterprise Program (DBE). This is for small businesses that are owned by socially and economically disadvantaged individuals, including minorities. She added that as the OTO receives federal grant funds, we must review our DBE goal annually to ensure compliance with federal regulations. She said the OTO sought public comment on our proposed goal, but did not receive any responses. Ms. Parks reviewed the methodology that is followed to establish the DBE goal. The DBE goal is proposed to be zero, based on possible contract types and availability of firms to contract with that are considered DBE. She noted this is in keeping with goals from previous years, both those established by the OTO and by MoDOT. She reiterated this goal is only for the OTO's operational budget and not any of the region's construction projects, which are set by MoDOT.

Dr. Crain moved the Board of Directors approve the proposed annual Disadvantaged Business Enterprise goal. Mr. Weiler seconded the motion and it was unanimously approved.

**K. Statutory Change for Participation in LAGERS**

Sara Fields stated LAGERS is the Local Government Employees' Retirement System and most of the OTO member jurisdictions participate in it. She stated as the OTO is tax funded, we are eligible to participate, but it will require a statutory change. She stated as the legislative season will begin shortly, staff is seeking approval to pursue the required change. She clarified this does not mean that the OTO will participate as there are still a number of details to be worked out, however, this allows the OTO to ask to participate. She briefly outlined the process following statutory approval.

Mr. Bengsch moved the Board of Directors approve the request to pursue a statutory change to allow OTO participation in LAGERS. Mr. Bingle seconded the motion.

Mr. Weiler asked if other MPOs would have an interest in joining the OTO is seeking this change. Ms. Fields stated the OTO is the only MPO that is not housed with a City, a County, or a Rural Fire Prevention and Control (RFPC) so the OTO is the only one that will be seeking this change. Mr. Bentley asked what type of assistance will be needed in getting this

accomplished. Ms. Fields responded that LAGERS is willing to help draft the language and will respond to questions regarding the proposed. The OTO will need to solicit support from our own Legislators and find a sponsor representative to propose the legislation. Mr. Bentley moved to amend the motion to include allowing Ms. Fields funding for the travel to Jefferson City that will be necessary to pursue this legislative change. Mr. Jansen seconded the amendment and it was unanimously approved. With no additional questions or comments the motion, as amended, was unanimously approved.

**L. Nominating Committee Report**

Brian Weiler stated the OTO bylaws require that the Board of Directors elect a Chair, Vice-Chair, Secretary, and Treasurer. He thanked his fellow committee members, Brian Bingle and Ray Weter. He reviewed the progression that is outlined, noting that Christian County is next in the rotation for Chair. The City of Springfield 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 for this meeting, and asked that the Board act on the proposed slate.

Mr. Weiler moved the Board of Directors adopt the proposed slate of officers. Dr. Crain seconded the motion and it was unanimously approved.

Chair Cirtin thanked the Nominating Committee for their hard work in this endeavor, and welcomed the new Chair and Vice-Chair.

Chair Cirtin reviewed the upcoming meeting dates for 2017. Mr. Weiler mentioned that several members would be absent for the February meeting as they would be involved in an exercise in Emmitsburg, Maryland, and asked if it should be rescheduled. It was determined that only a few members would be absent and if the alternates were in attendance, there would not be a problem obtaining a quorum.

**III. Other Business**

**A. Board of Directors Member Announcements**

**B. Transportation Issues for Board of Directors Member Review**

**C. Articles for Board of Directors Member Information**

Chair Cirtin noted the Board would consider all three of these items at this time, if anyone had any comments to make.

Mr. Bingle thanked MoDOT for their administration of Hwy 14 and Hwy 160 interchange.

Mr. Childers thanked Sara and the OTO staff for assisting Nixa, Ozark, and Christian County in working through the process to utilize the Surface Transportation Block Grants, and in making sure we are getting the best use of the funds in these areas.

Mr. Weiler mentioned that while Mr. Koestner (MoDOT) is new to several of the Board members, he had worked with Mr. Koestner when he worked at MoDOT before becoming the Director of Aviation and this area is extremely fortunate to have him in this position.

Chair Cirtin stated he had one additional item he would like to discuss at this time, but requested that all OTO staff leave the meeting. Following a brief discussion, Mr. Cameron moved the following OTO staff be given an additional one-time salary compensation in the amount of \$250: Sara Fields, David Faucett, Natasha Longpine, Debbie Parks, Mark Scott, and Andy Thomason. Mr. Weter seconded the motion and it was unanimously approved.

**IV. Adjourn meeting.**

With no additional business to come before the Board, Mr. Walker moved the meeting be adjourned. Mr. Bingle seconded the motion and it was unanimously approved. The meeting was adjourned at approximately 1:45 p.m.