



**MOTOR-MPO Conference Room, 9601 Wright Drive, Suite 1, Midland, TX
Policy Board Meeting
February 25, 2015 5:00 p.m.**

AGENDA

1. Call Meeting to Order
2. Introductions and Announcements
3. Public Comment Period (limited to 3 minutes each)
4. Approve the Policy Board Minutes from February 2, 2015 **ACTION ITEM**
5. Approve the December billing statement **ACTION ITEM**
6. Approve the commencement of a public comment period to amend the 2015-2018 Transportation Improvement Program and remove the funding for Preliminary Engineering work for ramp improvements on SH 191 in Midland and Ector Counties **ACTION ITEM**
7. Direct staff to communicate with TxDOT regarding the City of Odessa's request to reallocate construction funds for the JBS Parkway realignment at FM 3503 from FY 2016 to FY 2017 **ACTION ITEM**
8. Conduct Policy Board Elections **ACTION ITEM**
9. MPO Staff Reports **INFORMATION ITEM**
 - a. 60-Day Calendar
 - b. Regionally Coordinated Transportation Planning (RCTP) Update
 - c. February Activity Update
10. Agency Project Reports: **INFORMATION ITEM**
 - a. TxDOT – Odessa District
 - b. City of Midland
 - c. County of Midland
 - d. City of Odessa
 - e. County of Ector
 - f. EZ Rider

11. Future Meetings

12. Conduct Executive Session concerning any and all subjects and for any and all purposes permitted by Chapter 551 of the Texas Government code, including, but not limited to: Texas Government Code Section 551.071 for the purpose of consulting with the Board's attorney; Texas Government Code Section 551.072 to deliberate the purchase, lease, or value of real property; Texas Government Code Section 551.074 to discuss personnel matters.

13. Take action concerning Executive Session Matters

ACTION ITEM

14. Adjourn

ACTION ITEM

3. Public Comment Period

The Policy Board (PB) members appointed by the Policy Board and persons having official business on the Midland-Odessa Transportation Organization PB Agenda may comment and participate in discussions of the PB when it discusses a particular agenda item.

Any citizen here who does not have official business listed on the MOTOR PB may address the Board regarding transportation related planning projects or construction within the MOTOR Metropolitan Area Boundary.

The PB Chairperson reserves the privilege to place a time limit on all comments or rule dialogue out of order. Any deliberation of an issue raised during these comments is limited to a proposal directed by the PB to place the item on an agenda for a future meeting. Each individual who wishes to address the PB should provide a name and address.

4. Approve the Minutes from February 2, 2015

Policy Board Members Present

Susan Redford, Chair, County Judge, Ector County
Robin Donnelly, Vice-Chair, County Commissioner, Midland County
John B. Love III, Councilman, City of Midland
Mike McAnally, District Engineer, TxDOT-Odessa District
Rob Stephens, General Manager, MOUSD
David Turner, Mayor, City of Odessa

Policy Board Members Absent:

None

Others in Attendance:

Cameron Walker, Executive Director, MOTOR MPO
Lorraine Quimiro, Sr. Transportation Planner, MOTOR MPO
Rina Bale, Administrative Planning Assistant, MOTOR MPO
Randy Brinlee, Director of Planning, City of Odessa
Matt Carr, City Engineer, City of Midland
Joe Clark, MPO Coordinator, TxDOT
Hal Feldman, Traffic Coordinator, City of Odessa
Bill Frawley, Program Manager/Research Scientist, Texas A&M Transportation Institute
Melanie Freeman, Engineer, Dunaway Associates
John Hellinghausen, Engineer, Parkhill, Smith, & Cooper
Gary Law, Director of TP&D, TxDOT – Odessa District
Robert Ornelas, Transportation Engineer, TxDOT – Odessa District
Gene Powell, Public Information Officer, TxDOT – Odessa District
Chad Windham, Director of Operations, TxDOT – Odessa District

AGENDA ITEM

1. Call Meeting to Order

The meeting of the MOTOR Policy Board was called to order at 5:03 p.m. on February 3, 2015 in the MOTOR Conference Room at the Wright Office Complex by Policy Board Chair, Susan Redford.

2. Introductions and Announcements

None

3. Public Comment Period

None

4. Approve Minutes from December 15, 2014

A motion was made by John Love and seconded by David Turner to accept and approve the December 15, 2014 Policy Board meeting minutes. The motion passed unanimously.

5. Approve November 2014 Billing Statements

This was the second billing statement for fiscal year 2015. MOTOR expended \$26,676.97 leaving an actual balance of \$266,051.63. On Dec. 5, 2014, Work Order #2 was received from TxDOT for \$204,820. MOTOR continues to work with Weaver on the FY 2014 audit.

A motion was made by John Love and seconded by David Turner to accept and approve the November billing statement as submitted. The motion passed unanimously.

6. Approve Amendments to the MOTOR MPO agreement with MOUTD

The Memorandum of Agreement between MOTOR MPO and MOUTD should be amended to include a statement verifying MOUTD's FTA Section 5307 requirements of public involvement are met through MOTOR's adopted Public Participation Plan.

A motion was made by David Turner and seconded by Robin Donnelly to accept and approve the amended Memorandum of Agreement. The motion passed unanimously.

7. Approve and administrative modification to the MOTOR MPO Public Participation Plan

The modification is to include the following verbiage regarding any public notices for the Transportation Improvement Plan according to FTA requirements:

[Public notices published regarding the TIP] "will satisfy the Program of Projects public participation requirement as part of the FTA's Section 5307 funding grant"

A motion was made by John Love and seconded by David Turner to accept and approve the administrative modification to the Public Participation Plan. The motion passed unanimously.

8. Discuss a proposed amendment to the FY 2015-2018 TIP to reclassify funding for SH 191 ramps in Ector and Midland Counties

The current TIP shows Preliminary Engineering for ramp modernization on SH 191. TxDOT was able fund the \$1,000,000 allocation for PE work so the two projects (\$50,000 each) will be removed from the TIP. Since the funding will not be allocated to Construction work, the projects can now be considered a Grouped CSJ – *Preventative Maintenance and Rehabilitation*; this alleviates the need for a TIP or an MTP amendment.

9. Discuss a proposed amendment to the TxDOT Unified Transportation Program and the 2015-2018 TIP to reallocate funding for John Ben Sheppard Parkway from FY 2016 to FY 2017

The City of Odessa has requested MOTOR reprogram the JBS Parkway project from FY 2016 to FY 2017. At the February 23, 2015 meeting, MOTOR will approach the Policy Board to take action to open a 10-day public comment period regarding this amendment.

10. Discuss and administrative amendment to the 2015-2018 TIP

The 2015-2018 TIP contains a typographical error. On a table labeled "TIP Funding Outline"(page 9), the Federal funding portion of the Fairgrounds Road project in the City of Midland indicates \$2,192,000 whereas the authorized funding shown on page 14 is \$2,792,000. The latter figure is accurate so MOTOR will make the adjustment.

11. Approve the expenditures of Proposition 1 funds to reconstruct IH 20 interchanges at Loop 250 and FM 1788

TxDOT – Odessa District was authorized approximately \$10.7M to be expended within the MOTOR MAB. Any projects using Prop 1 money must be let by the end of the calendar year. During the last TAC meeting, no city/county projects were able to be let within this time frame. Two projects TxDOT suggested are the interchanges at IH 20/Loop 250 and IH 20/FM 1788, which are projects 1 & 3 on the *Projected Fiscally Constrained Priority Projects* listed in the MTP. TxDOT has begun design schematics on both of these projects so they are confident the letting will occur by Dec. 31, 2015.

John Love stated his desire to have Policy Board training on the processes and procedures of TxDOT. Susan Redford informed the Board that a letter was sent to TxDOT on January 26 requesting such training.

A motion was made by Robin Donnelly and seconded by John Love to accept and approve the expenditures of Proposition 1 funds to reconstruct IH 20 interchanges at Loop 250 and FM 1788. The motion passed unanimously.

12. MPO Staff Reports

12a. 60-day Calendar

Staff included a 60-day event calendar to inform the Board of upcoming meetings, hearings and special events. The Policy Board agreed to move the Feb. 16 meeting to Feb. 23 for President's Day observance.

12b. Regionally Coordinated Transportation Planning (RCTP) Update

Rina provided an update on RCTP activities. MOTOR MPO staff met with the RCTP committee on January 14, 2015 to discuss Section 5310 elderly transportation grant opportunity. This is a local decision and TxDOT will provide training for the scoring committee on Feb. 4. Applications to be completed by transit providers are due by February 9, 2015. During the next RCTP meeting on Feb. 11, applicants will present their projects to the stakeholders which will include the members of the scoring committee. The scoring process will begin immediately after the meeting.

12c. January Activity Update

Cameron provided an update on January activities. Staff attended the TEMPO meeting and the Texas Transportation Forum in Austin from January 14-16. Preparation for the February mock certification review (February 19-20) continued throughout the month. Staff will receive assistance on this topic from Bill Frawley and Joe Clark on February 2-3.

12d. Discuss MPO brochure draft

Rina provided information regarding a new brochure. MOTOR staff created an updated brochure with current information about the MPO. This brochure will be used as material to provide to interested parties and to display/disseminate at transportation related events.

13. Agency Project Reports

TxDOT-Odessa District –Chad Windham

Construction on signals at Loop 250/IH 20 beginning soon – converting to 4-way stop this week; have contract for bridge repair just waiting on details to come from Austin before repair begins; Tankfarm/Crane Ave. construction beginning soon; FM 307 laying mix, section near school will hopefully be completed during Spring Break; FM 158 hot mix should begin this month.

City of Midland – None

County of Midland – None

City of Odessa – None

County of Ector – None

EZ Rider – None

14. Future Meetings (MOTOR-MPO Conference Room)

Policy Board Meeting – Monday, February 23, 2015 at 5:00 p.m.

Technical Advisory Committee Meeting – Thursday, February 5, 2015 at 8:30 a.m.

RCTP Meeting – Wednesday, February 11, 2015 at 10:00 a.m.

15. Conduct Executive Session concerning any and all subjects and for any and all purposes permitted by Chapter 551 of the Texas Government Code, including, but not limited to:

Texas Government Code Section 551.071 for the purposes of consulting with the Board's attorney; Texas Government Code Section 551.072 to deliberate the purchase, lease or value of real property; Texas Government Code Section 551.074 to discuss personnel matters.

16. Take action concerning Executive Session Matters

No action taken

17. Adjourn

A Motion was made by David Turner and seconded by Mike McNally to adjourn the meeting at 6:04pm.

5. Approve December 2014 Billing Statement

Staff completed and submitted to TxDOT the December billing. This is billing three for fiscal year 2015 and reflects the *Tasks* and *Subtasks* as approved in the 2015 UPWP. During the month of December, MOTOR MPO expended \$30,343.16 which brings the percentage of expenditures to 20.58% of the FY 2015 programmed funds. The actual balance of funds is \$235,608.47.

UPWP Task Breakdown

•December 2014•

| UPWP TASK | Description | Programmed | FY 2015 Expenditures | Actual Expense | Cumulative Expense | Budget Balance | Percentage |
|--------------|----------------------------------|-------------------|----------------------|------------------|--------------------|-------------------|---------------|
| 1.0 | Administration-Management | 200,000.00 | 55,870.18 | 23,934.96 | 55,870.18 | 144,129.82 | 27.94% |
| 2.0 | Data Development and Maintenance | 60,000.00 | 4,399.94 | 346.10 | 4,399.94 | 55,600.06 | 7.33% |
| 3.0 | Short Range Planning | 60,000.00 | 6,220.19 | 4,222.21 | 6,220.19 | 53,779.81 | 10.37% |
| 4.0 | Metropolitan Transportation Plan | 45,000.00 | 18,911.22 | 1,839.89 | 18,911.22 | 26,088.78 | 42.02% |
| 5.0 | Special Studies | 50,000.00 | 0.00 | 0.00 | 0.00 | 50,000.00 | 0.00% |
| Total | | 415,000.00 | 85,401.53 | 30,343.16 | 85,401.53 | 329,598.47 | 20.58% |

Recapitulation FY 2015 December

| | Programmed | Nov-14 2 | Dec-14 3 | Cumulative Expense | Programmed Budget Balance | % Expended |
|--|---------------------|--------------------|--------------------|-----------------------|------------------------------|---------------|
| TASK ONE | | | | | | |
| <i>ADMINISTRATION-MANAGEMENT OBJECTIVE</i> | | | | | | |
| 1.1 PROGRAM ADMINISTRATION | \$64,000.00 | | | | | |
| SALARIES | | 11,445.52 | 12,004.48 | 27,328.87 | | |
| AUDIT | | | | 0.00 | | |
| Subtotal | | \$11,445.52 | \$12,004.48 | \$27,328.87 | | |
| 1.2 OFFICE EQUIPMENT, SUPPLIES, & LEASE | \$70,000.00 | | | | | |
| ALARM SYSTEM | | | 554.27 | 554.27 | | |
| COMPUTER HARDWARE | | | | 0.00 | | |
| COMPUTER NETWORK | | 470.00 | 470.00 | 1,410.00 | | |
| COMPUTER SOFTWARE | | | | 0.00 | | |
| INSURANCE | | | | 0.00 | | |
| OFFICE EQUIPMENT | | 367.77 | 734.87 | 1,590.07 | | |
| OFFICE SPACE LEASE | | | 2,989.14 | 5,978.28 | | |
| OFFICE SUPPLIES | | 130.52 | | 69.39 | | |
| PHONE SERVICE | | | | 893.99 | | |
| POSTAGE FEES | | | | 36.18 | | |
| R.O. WATER TREATMENT | | 23.00 | 23.00 | 69.00 | | |
| SUBSCRIPTIONS | | | | 0.00 | | |
| Subtotal | | \$991.29 | \$5,770.84 | \$11,312.42 | | |
| 1.3 INDIRECT COSTS | \$6,000.00 | | | | | |
| CITY OF ODESSA | | 500.00 | 500.00 | 1,500.00 | | |
| Subtotal | | \$500.00 | \$500.00 | \$1,500.00 | | |
| 1.4 PROFESSIONAL DEVELOPMENT | \$20,000.00 | | | | | |
| SALARIES | | 2,874.82 | 1,040.16 | 6,442.36 | | |
| TRAVEL EXPENSES | | 487.20 | 351.12 | 838.32 | | |
| TRAVEL RETURN CREDIT | | -130.04 | | -130.04 | | |
| TRAINING/CONFERENCE FEES | | | | 0.00 | | |
| Subtotal | | \$3,231.98 | \$1,391.28 | \$7,150.64 | | |
| PUBLIC PARTICIPATION PLAN & TITLE VI CIVIL RIGHTS EVALUATION | | | | | | |
| 1.5 | \$25,000.00 | | | | | |
| SALARIES | | 1702.95 | 1672.83 | 5,076.78 | | |
| PUBLIC NOTIFICATIONS | | 360.63 | 51.59 | 412.22 | | |
| TRAVEL EXPENSES | | | | 0.00 | | |
| PUBLIC INVOLVEMENT | | 245.98 | 121.22 | 666.53 | | |
| TITLE VI | | | | 0.00 | | |
| Subtotal | | \$2,309.56 | \$1,845.64 | \$6,155.53 | | |
| 1.6 PERFORMANCE MEASURES | \$10,000.00 | | | | | |
| SALARIES | | | | | | |
| Subtotal | | \$0.00 | \$0.00 | \$0.00 | | |
| 1.7 Local and Regional Agency Interaction | \$5,000.00 | | | | | |
| SALARIES | | | \$2,422.72 | \$2,422.72 | | |
| Subtotal | | \$0.00 | \$2,422.72 | \$2,422.72 | | |
| TASK ONE SUBTOTAL | \$200,000.00 | 18,478.35 | 23,934.96 | 55,870.18 | 144,129.82 | 27.94% |
| TASK TWO | | | | | | |
| <i>DATA DEVELOPMENT & MAINTENANCE</i> | | | | | | |
| 2.1 SOCIO-ECONOMIC DATA | \$30,000.00 | 993.38 | 346.10 | 4,159.38 | | |
| SALARIES | | | | | | |
| 2.2 TRAFFIC COUNT DATA | \$10,000.00 | | | 240.56 | | |
| SALARIES | | | | | | |
| 2.3 MOBILITY MANAGEMENT PROGRAM PLAN & REGIONAL COORDINATED TRANSPORTATION PLAN | \$20,000.00 | | | 0.00 | | |
| SALARIES | | | | | | |
| FTA 5304 FUNDING | \$34,801.00 | | | 0.00 | 34,801.00 | 0.00% |
| TASK TWO SUBTOTAL | \$60,000.00 | 993.38 | 346.10 | 4,399.94 | 55,600.06 | 7.33% |
| TASK THREE | | | | | | |
| <i>SHORT RANGE PLANNING</i> | | | | | | |
| AMENDMENTS TO TIP & UPWP; UPWP PREP.; APL & APER; CITIZEN REQUESTS SUMMARY & ANALYSIS | | | | | | |
| 3.1 | \$60,000.00 | 1,490.08 | 4,222.21 | 6,220.19 | | |
| SALARIES | | | | | | |
| TASK THREE SUBTOTAL | \$60,000.00 | 1,490.08 | 4,222.21 | 6,220.19 | 53,779.81 | 10.37% |
| TASK FOUR | | | | | | |
| <i>METROPOLITAN TRANSPORTATION PLANNING</i> | | | | | | |
| 4.1 MAINTAIN MTP & CMP | \$35,000.00 | 5,715.16 | 1,839.89 | 18,911.22 | | |
| SALARIES | | | | | | |
| 4.2 TRAVEL DEMAND MODEL | \$10,000.00 | | | 0.00 | | |
| SALARIES | | | | | | |
| TASK FOUR SUBTOTAL | \$45,000.00 | 5,715.16 | 1,839.89 | 18,911.22 | 26,088.78 | 42.02% |
| TASK FIVE | | | | | | |
| <i>SPECIAL STUDIES</i> | | | | | | |
| 5.1 CITY CORRIDOR STUDIES | \$25,000.00 | | | 0.00 | | |
| SALARIES | | | | | | |
| 5.2 REGIONAL BIKE/PEDESTRIAN PLAN | \$25,000.00 | | | 0.00 | | |
| SALARIES | | | | | | |
| TASK FIVE SUBTOTAL | \$50,000.00 | 0.00 | 0.00 | 0.00 | 50,000.00 | 0.00% |
| GRAND TOTALS: | \$415,000.00 | \$26,676.97 | \$30,343.16 | \$85,401.53 | \$329,598.47 | 20.58% |

6. Approve the commencement of a public comment period to amend the 2015-2018 Transportation Improvement Program and remove the funding for “Preliminary Engineering” work for ramp improvements on SH 191 in Midland and Ector Counties

This item was discussed at the Policy Board meeting on February 2. The work anticipated on the SH 191 ramps in Midland and Ector Counties will be completed in existing right-of-way. It is considered to be the modernization of the ramps and therefore fits into the Grouped CSJ project description under Preventive Maintenance and Rehabilitation which is not required to be specifically listed in a TIP or an MTP.

7. Direct staff to communicate with TxDOT regarding the City of Odessa’s request to reallocate construction funds for the JBS Parkway realignment at FM 3503 from FY 2016 to FY 2017


Staff is seeking Policy Board direction regarding a written request from the City of Odessa to reallocate funds listed in the 2015-2018 TIP for construction work on the JBS Parkway near FM 3503 from FY 2017 to FY 2017. The specific request from staff involves Board direction to write a letter to TxDOT officially requesting an amendment to the State’s ten year Unified Transportation Plan to show the change in funding year.



8. Conduct Policy Board Elections

The MOTOR MPO bylaws require an election of a Chairperson and a Vice Chairperson in February. As a reminder, the recent amendment to the bylaws removed a limitation on terms of service. It is now timely for the Policy Board to vote in two new officers.

9. MPO staff reports.

a. 60-Day Calendar

| February 2015 | | | | | | |
|----------------------|--|--------------|--|---|-------------|-------------|
| Sun. | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. |
| 1 | 2 | 3 | 4 5310 Scoring Committee Training | 5 TAC Meeting 8:30am MOTOR Offices | 6 | 7 |
| 8 | 9 5310 and Coordinated Call Applications Due | 10 | 11 RCTP Meeting 10am MOTOR Offices | 12 | 13 | 14 |
| 15 | 16  | 17 | 18 RCTP Training in Lubbock | 19 Mock Certification Review MOTOR Offices | 20 | 21 |
| 22 | 23 | 24 | 25 Policy Board Meeting 5pm MOTOR Offices | 26 | 27 | 28 |

| March 2015 | | | | | | |
|---|--|---|--|---|------|------|
| Sun. | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. |
| 1 | 2 | 3 | 4 | 5 TAC Meeting 8:30am MOTOR Offices TxDOT public mtg. 5:00 pm TxDOT Office | 6 | 7 |
| 8 Daylight Savings Time Begins | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 Policy Board Meeting 5pm MOTOR Offices | 17  | 18 RCTP Meeting 10am MOTOR Offices | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

b. Regionally Coordinated Transportation Planning (RCTP) Update

MOTOR MPO staff met with the RCTP committee on February 11, 2015 to discuss Section 5310 elderly transportation grant applications. Each entity applying for the Section 5310 grant gave a presentation regarding their proposed projects. FY 2015 applicants were EZ Rider, Permian Basin Community Centers for MHMR, and West Texas Opportunities, Inc. A scoring committee was established prior to the meeting and the applications were scored immediately after the RCTP meeting was adjourned and the following morning. There was also a brainstorming

session to get ideas on how to increase awareness, stakeholder participation, and coordination through the RCTP committee.

c. February Activity Update:

Staff continued to prepare for the Mock Certification review conducted on February 19-20. In addition, staff attended the Martin County Commissioners' Court meeting to participate in a discussion regarding MPO membership.

10. Agency Project Reports:

- a) TxDOT – Odessa District
- b) City of Midland
- c) County of Midland
- d) City of Odessa
- e) County of Ector
- f) EZ Rider

11. Future Meetings

Policy Board Meeting – Monday, March 16, 2015, at 5:00 p.m.

Technical Advisory Committee Meeting – Thursday, March 5, 2015, at 8:30 a.m.

RCTP Meeting – Wednesday, March 18, 2015, at 10:00 a.m.

12. Conduct Executive Session concerning any and all subjects and for any and all purposes permitted by Chapter 551 of the Texas Government code, including, but not limited to:

Texas Government Code Section 551.071 for the purpose of consulting with the Board's attorney; Texas Government Code Section 551.072 to deliberate the purchase, lease, or value of real property; Texas Government Code Section 551.074 to discuss personnel matters.

13. Take action concerning Executive Session Matters

14. Adjourn
