



## **POLICY BOARD MEETING**

**January 25, 2007**

### **MINUTES**

The regular meeting of the MOTOR Policy Board was called to order at 3:30 p.m. on January 25, 2007 in the Motor Conference Room at the Wright Office Complex by Vice Chairman, James Goates.

#### **Policy Board Members Present:**

Vice Chairman – James Goates, Councilman, City of Odessa  
Lauren Garduno, District Engineer, TxDOT, Odessa District  
Berry Simpson, Councilman, City of Midland  
Freddie Gardner, Commissioner, Ector County

#### **Policy Board Member Not Present:**

Mike Bradford, Midland County Judge

#### **Others in Attendance:**

Alfredo Gonzales, Public Transportation Coordinator, TxDOT  
Edward Esparza, MOUTD, General Manager  
Chuck Swallow, Director of Development Services, City of Midland  
Matt Squyres, Director of Public Works, City of Odessa  
Brian T. Roe, MOTOR Executive Director  
Melba E. Owens, MOTOR Senior Planning Assistant  
Abel Gamez, MOTOR Planner  
Lakshmi Gurram, MOTOR Principal Transportation Planner

### **AGENDA ITEM**

#### **2. Announcements and Introductions**

Melba E. Owens, recently hired by MOTOR as Senior Planning Assistant and Lakshmi Gurram, recently hired by MOTOR as Principal Transportation Planner, were introduced to the Policy Board Members.

### **3. Approval of Minutes**

The Minutes of the November 15, 2006 Policy Board Meeting were approved unanimously.

Motion was made by Lauren Garduno and seconded by Freddie Gardner to accept and approve the minutes. The motion passed by the following vote:

Mike Bradford	Not Present
Dr. James Goates	Aye
Freddie Gardner	Aye
Berry Simpson	Aye
Lauren Garduno	Aye

### **4. Public Comment Period**

There were no comments from the public.

### **5. MOTOR Executive Director Report: Brian Roe**

#### **Hear Financial Report**

\$147,048.24 was the balance as of December, 2006.

#### **UPWP**

Mr. Roe advised that MOTOR has started the new system in which the Policy Board will begin receiving more detail in this report than in the past. He explained that each MOTOR staff member will be tied to specific tasks, and expenditures will be reported according to task assignments. He advised that Melba Owens, MOTOR Senior Planning Assistant will be primarily involved in Task 3 assignments to include public participation planning, scenario planning initiatives, researching and making recommendations for an effective inventory control system that will be implemented for MOTOR, working with consultants in website design, community outreach surveys (May 2007), newsletter (3-2007), and the public involvement portion of the Midessa Study. Mr. Roe further advised that Lakshmi Gurram, MOTOR Principal Transportation Planner, would primarily be involved in Task 4 assignments relating to land use/scenario planning, short/long range planning with MTP work groups, MTP updates, TUMP updates, and maintaining the transcad model with some help from TxDOT, and that Abel Gamez, MOTOR Planner would primarily be involved in Task 2 assignments relating to data management.

#### **IT Systems Contract – Secured Data Solutions**

Mr. Roe advised that the contract with Secured Data Solutions is up for renewal. He informed the Board Members that their work with MOTOR includes the website design. He explained to the Board that this is a small company, with limited staffing and heavy workload, and that Secured Data Solutions may need to utilize a sub-contractor to complete the website design. He informed the Board that the website will be maintained internally.

### **MOUTD Board Meetings**

Mr. Roe advised that the MOUTD Board Meetings are now being conducted at the MOTOR Conference Room. He further advised that the comments regarding MOUTD Board Meetings being conducted at MOTOR had been very favorable with regard to the convenience of the location for all board members. He indicated that this coordination has given MOTOR great exposure. Mr. Edward Esparza, MOUTD General Manager, reported to the Policy Board that ridership was down during the month of December, 2006, which they feel was attributable to the bad weather and to a change in routes.

### **Policy Member Appointment and Ex-Officio Forms**

Mr. Roe expressed the importance of each Policy Board Member having their City/County provide official appointment forms by way of resolutions or official letters of appointment. He advised that these official documents need to be in place in order to avoid issues of liability. He provided forms to Policy Board Members for their governing bodies to utilize when making formal appointments.

### **MTP Workgroup**

Mr. Roe advised that the MTP Workgroup had been established to address the full MTP update in 2010. Mr. Roe discussed the Safetea-Lu requirements as they relate to the MTP update. He stated that after reviewing the Safetea-Lu requirements, it appeared that most would be administrative in nature, but it had become apparent that some projects already scheduled would be moved back due to financial constraints. Some discussion occurred between Brian Roe, Executive Director, and Lauren Garduno, District Engineer, TxDOT, Odessa District, regarding lump sum funding under Safetea-Lu requirements (\$8.2 million each year beginning in 2010), and fund distribution into various categories. Mr. Roe explained that in the future more financial responsibility will be placed on MPO's for right-of-way acquisition, preliminary engineering and construction. Mr. Roe further advised that project evaluations will become even more stringent and will be based on functional classifications; and, there will be more scenario planning initiatives and a more regional approach to transportation planning in the future.

### **6. Future of Transportation Projects/Funding (Upcoming TIP Revisions):**

Mr. Roe, MOTOR Executive Director, and Lauren Garduno, District Engineer, TxDOT Odessa District, gave updates on scheduled transportation projects for Fiscal Years 2006 and 2007, regarding project letting dates, funding categories, right-of-way acquisitions, and inflation costs for S.H. 349 RR Segment I, CR 60 @ Jal Draw, Holiday Hill Road Extension, S. H. 191 (42<sup>nd</sup>)/JBS Medians, Cotton Flat Ramps, IH 20LP 250 East, and the Garfield Extension.

### **7. Conduct Executive Session pursuant to Texas Government Code Section 551.074 to discuss personnel matters.**

**8. Conduct Executive Session pursuant to Tetxas Government Code Section 551.072 to deliberate the purchase, exchange, lease, or value of real property.**

Entered into Executive Session at 5:30 p.m. Adjourned from Executive Session at 6:30 p.m.

**9. Take action concerning Executive Session matters.**

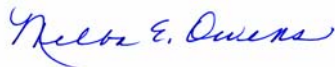
No action was taken in Executive Session. The Policy Board will meet again in Executive Session on Tuesday, January 30, 2007 at 5:30 p.m. to continue discussion on personnel matters pursuant to Texas Government Code Section 551.074.

**10. Adjourn**

The motion was made by Berry Simpson, Councilman, City of Midland, to adjourn the meeting. The motion was seconded by Lauren Garduno, District Engineer, TxDOT, Odessa District, to adjourn the meeting. The motion passed unanimously by the following vote:

Dr. James Goates	Aye
Freddie Gardner	Aye
Berry Simpson	Aye
Lauren Garduno	Aye
Mike Bradford	Not Present

Approved by:



Melba E. Owens, Senior Planning Assistant