



## **POLICY BOARD MEETING**

**February 15, 2007**

### **MINUTES**

The regular meeting of the MOTOR Policy Board was called to order at 3:30 p.m. on February 15, 2007 in the Motor Conference Room at the Wright Office Complex by Chairman, Mike Bradford..

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

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

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

Gary Law, Dir.of Transportation Planning and Development, TxDOT, Odessa District  
Alfredo Gonzales, Public Transportation Coordinator, TxDOT, Odessa District  
Matt Squyres, Director of Public Works, City of Odessa  
Ajay Shakyaver, Advance Planning & Development, TxDOT, Odessa District  
Doug Binnion, TxDOT, Odessa District  
Larry Fuentes, TxDOT, Odessa District  
Stephanie Fuentes, TxDOT, Odessa District  
Don Byrne, Director of Human Resources, City of Odessa  
Tim Lambdin, Program Manager, Secured Data Solutions  
Eric West, Parkhill, Smith, & Cooper, Inc.  
Melba E. Owens, MOTOR Senior Planning Assistant  
Lakshmi Gurrām, MOTOR Principal Transportation Planner

## **AGENDA ITEM**

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

There were no announcements. Chairman Bradford asked that each person in attendance, as referenced above, introduce themselves to the group.

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

The Minutes of the January 25, 2007 Policy Board Meeting were approved unanimously. Motion was made by Freddie Gardner, and seconded by Lauren Garduño to accept and approve the minutes. The motion passed by the following vote:

Mike Bradford	Aye
Dr. James Goates	Aye
Freddie Gardner	Aye
Berry Simpson	Aye
Lauren Garduño	Aye

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

There were no comments from the public.

### **5. MOTOR Staff Report: Melba E. Owens, Senior Planning Assistant**

- a. **Staff Responsibilities:** Melba Owens reported to the Policy Board Members that over the past few weeks the MOTOR Staff had been in the intensive process of evaluating all MOTOR MPO Staff responsibilities in an attempt to stay on track with all existing projects. She stated that in that process, the MOTOR MPO Staff had met with the City of Odessa Director of Human Resources, Don Byrne, for overview of all personnel policies and procedures, and with TxDOT, Odessa District staff members Gary Law, Ajay Shakyaver, and Alfredo Gonzales, to understand the working relationships of MOTOR MPO Staff with TxDOT Staff Members as it related to all areas of MPO tasks, projects/critical timelines, studies and fiscal responsibilities. (A copy of MOTOR MPO and TxDOT Staffs' task assignments is made part of the minutes). She stated that Chairman Bradford had provided valuable background information which had been very helpful to this process.
  
- b. **Action Plans (TIP, MTP, UPWP):** Ms. Owens stated that specific action plans with regard to the TIP, MTP, and UPWP had been developed. Ms. Owens advised the Board that she will be the MOTOR MPO staff person responsible for the TIP 2008-2011. She further informed the Board as follows: The staff had been carefully studying the Statewide and Metropolitan Planning Final Rule which was published in the Federal Register on February 14, 2007, to be certain that we are in compliance with project selection criterion, financial plan requirements, that our underlying planning process is consistent with SAFETEA-LU requirements, and, to determine any new requirements and time lines for phasing in any new requirements. *She stated that the Policy Board Members would be briefed on the*

*Draft TIP 2008-2011 at the March 15, 2007 Policy Board Meeting; and, a public hearing will be held on March 27, 2007 in compliance with SAFETEA-LU requirements for public participation. The Policy Board would approve the final TIP on April 19, 2007, and the final submission would be made to Transportation Planning and Programming in Austin, Texas on May 1, 2007.*

Ms. Owens advised the Board Members that Lakshmi Gurram, Principal Transportation Planner for MOTOR would be responsible for the MTP, and that Ajay Shakyaver would have the MTP responsibility for TxDOT. Ms. Owens advised that Lakshmi Gurram, Principal Transportation Planner for MOTOR and Abel Gamez, Planner for MOTOR, had met with Ajay Shakyaver (TxDOT), and Cameron Walker, Planning Division Manager for the City of Midland for the first MTP Workgroup session. She advised that discussions occurred during that meeting regarding Category 3 Funding and Proposition 14 Bond Funds for the 2008-2015 planning. She stated that recent information received from TxDOT in Austin indicated that there will be changes in these funds that may have impact on MTP planning/revisions. She informed the Board that the workgroup is working on revised values that need to be updated in the MTP, and are carefully studying the Statewide and Metropolitan Planning Final Rule published in the Federal Register on 2-14-07, to be certain that they are in compliance with all new requirements for MTP planning, and that all of their underlying process is consistent with SAFETEA-LU requirements. *The workgroup will provide briefings to the Technical Advisory Committee on March 23<sup>rd</sup> and April 6<sup>th</sup>, 2007. On April 19<sup>th</sup>, 2007, there will be an informational brief to the policy board. May 1<sup>st</sup>, 2007 will be the public hearing, and the MTP will be submitted to the Policy Board for final approval on May 17<sup>th</sup>, 2007. The final approved MTP will be submitted to the Transportation Planning and Programming in Austin on June 1, 2007.*

Ms. Owens advised the Board Members that Abel Gamez, MOTOR Planner, Melba Owens, Senior Planning Assistant, Gary Law, Director of Transportation Planning and Development – TxDOT, Odessa District, Cameron Walker, Planning Division Manager, City of Midland, and a representative to be determined from the City of Odessa will be working on the UPWP updates and final submission. She further informed the Board Members as follows: This group will begin group meetings in March or April to begin preparing a draft UPWP. The UPWP will be developed with a regional approach and will continue to provide for a “continuing, cooperative, and comprehensive transportation planning process that will clearly define who is performing specific tasks, the schedule for completing the work, the products that will be delivered, and costs associated with said products. This work group will also be carefully studying the new Metropolitan Planning guidelines for any new requirements, and to be certain that all planning processes are consistent with SAFETEA-LU requirements. *She informed the Board Members that there will be an information brief to the Technical Advisory Committee on May 4<sup>th</sup>, 2007, an information brief to the Policy Board on May 17<sup>th</sup>, 2007, and that the UPWP will be submitted to the Policy Board for final approval on June 21<sup>st</sup>, 2007, and the final*

approved submission of the UPWP will be submitted to the Texas Planning and Programming Division in Austin on July 1<sup>st</sup>, 2007.

**c. Calendar of Events :**

A copy of a calendar reflecting all of the meeting dates, public hearings and due dates to TxDOT Transportation Planning and Programming in Austin is attached to the minutes for reference.

**d. Status of Special Studies/Projects:**

**Enhancement BI-20 Project – Presented by Gary Law, Director of Transportation Planning and Development-TxDOT, Odessa District:**

- Project commenced several years ago for the enhancement of the BI-20B corridor from Moss Road on west side of Odessa to F.M. 307 in Midland;
- Project is presently underway and going through financial analysis;
- No additional money will need to be escrowed to complete the project which should be completed in late spring or early summer, 2007.

**Website Development - Presented by Tim Lambdin, Consultant, Secured Data Solutions:**

- The web domain has been bought and secured;
- Need various texts/graphics, pictures, and site layout approval from MOTOR MPO Staff;
- Can have starter website up in two (2) weeks;
- Can provide training to MOTOR MPO Staff to learn how to upload changes in meetings, minutes, agendas, reports, studies, etc..

NOTE: Chairman Bradford stressed the importance of minimally having all of the MOTOR MPO public hearings and public meeting dates and times up in a starter website within two (2) weeks. He asked that the MOTOR Staff work closely with Secured Data Solutions Staff to keep this on track and meet the two (2) week deadline.

**Midessa Study - Presented by Andrew Howard, Project Manager, Kimley-Horn & Associates** – Mr. Howard was set up to present updates on the Midessa Study through conference call:

- Kickoff meeting was conducted with the Midessa Management Study Steering Committee which is chaired by Dr. Jimmy Goates, on January 12<sup>th</sup>, 2007 in which they discussed goals and objectives of the study, and decided on a list of Stakeholders. A workshop was set for Stakeholders on February 22<sup>nd</sup>, 2007 at the MOTOR MPO Conference Room. Stakeholders, made up of a number of emergency responders and technical staffs of the County of Midland, County of Ector and from the Cities of Midland and Odessa will review the study and give input towards reaching established goals and objectives;
- The project is on schedule and moving forward. GIS data is being collected from both Cities and Counties of Midland and Odessa. Gary Law, TxDOT-Odessa District, suggested to Mr. Howard that their group pull Tier II reports from the local Emergency Management offices in the cities and counties of Midland and Odessa that would be a valuable resource for them in developing reports on transporting hazardous materials in the study area.

**Public Involvement** - Chairman Bradford announced that Mr. Tim Kolpien, President of Kolpien & Associates, LLC, our Consultants for the public participation planning, would not be able to make the meeting due to a severe snow storm in New York that caused his flight to be cancelled. Chairman Bradford advised that Mr. Kolpien would be updating the Policy Board at a later date.

- e. **Motor Holidays** – Melba Owens, Senior Planning Assistant, MOTOR MPO, advised that there had been some confusion regarding whether the MPO staff would take State holidays or City holidays. The Policy Board members unanimously agreed that the MOTOR MPO employees would abide by the City of Odessa holiday schedule. (A copy of the City of Odessa holiday schedule is attached for reference).
6. **Finance Report** – Melba Owens advised that the balance of accounts as of February 8, 2007 was \$120,149.89. Alfredo Gonzales, TxDOT, asked that the October, 2006 billing be revised to reflect the removal of items still under review. The Policy Board was in agreement to this revision. Chairman Bradford asked that Abel Gamez, MOTOR MPO Planner, in charge of financial reporting, make said corrections, and submit a memo to all Policy Board members certifying that the report is accurate to the best of his knowledge.
  7. **Project Status** - Gary Law, TxDOT-Odessa District, and Lauren Garduño, TxDOT-Odessa District, gave updates on scheduled transportation projects 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, John B. Shepherd Extension (South) , Cotton Flat Ramps, IH 20LP 250, and the Garfield Extension.

8. **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; and Texas Government Code Section 551.074 to discuss personnel matters.**

The Policy Board entered into Executive Session at 4:30 p.m. and adjourned from Executive Session at 5:30 p.m.

9. **Take Action on Executive Session Matters**

The following action was taken by the Policy Board in Executive Session:

- The City of Odessa IT Staff will be authorized to access Brian Roe, previous MPO Executive Director's computer files to access important contracts, budgets, and other MPO working files, and transfer those files to the MPO's shared folder;
- The MOTOR MPO staff will be authorized to attend City of Odessa's staff training sessions on sexual harassment, and other relevant staff training;
- The MPO Staff was authorized to research and make recommendation to the Policy Board at a future date with regard to transcription assistance for MPO meetings and public hearings;
- Lakshmi Gurram, MOTOR MPO Principal Transportation Planner, was asked to research the possibility of getting his TransCad training closer to the area instead of in Boston, Ma..

10. **Adjourn**

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

Mike Bradford	Aye
Dr. James Goates	Aye
Berry Simpson	Aye
Lauren Garduño	Aye
Freddie Gardner	Aye

Approved by:



Melba E. Owens, MOTOR MPO Senior Planning Assistant