



POLICY BOARD MEETING

April 19, 2007

MINUTES

The regular meeting of the MOTOR Policy Board was called to order at 3:30 p.m. on April 19, 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
Kelli Williams, Traffic Engineer, TxDOT-Odessa District
Matt Squyres, Director of Public Works, City of Odessa
Edward Esparza, MOUTD, General Manager
Ajay Shakyaver, Advance Planning/Development, TxDOT-Odessa District
Don Byrne, Director of Human Resources, City of Odessa
Abel Gamez, MOTOR Planner
Melba E. Owens, MOTOR Senior Planning Assistant
Lakshmi Gurrām, MOTOR Principal Transportation Planner

AGENDA ITEM

2. Announcements and Introductions

Melba Owens, Senior Planning Assistant, announced that Fred Marquez, the new Field Representative for the MPO, had planned to attend the meeting but was unable to make a timely connecting flight out of Dallas. Ms. Owens advised that Mr. Marquez is planning to attend the May 17th, 2007 Policy Board Meeting.

Ajay Shakyaver, TxDOT-Odessa District, announced to the Policy Board Members that he has accepted the position of City Engineer for the City of Odessa and will be assuming that position in the next couple of months.

3. Approval of Minutes

The Minutes of the March 15, 2007 Policy Board Meeting were approved unanimously. Motion was made by Lauren Garduño, and seconded by Berry Simpson to accept and approve the minutes. The motion passed by the following vote:

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

4. Public Comment Period

There were no comments from the public.

5. Finance Report

Mr. Abel Gamez, MOTOR Planner, advised the Policy Board that the January, 2007 Billing had been submitted to TxDOT-Odessa District, and that the February, 2007 Billing was being processed for approvals. Mr. Gamez reported the expenditures for the month of February, 2007 to be \$23,343.89, and the current budget balance as of April 3, 2007 to be \$484,618.70. He reported that this large balance resulted from the release of the third work order in April, 2007 in the amount of \$428,520.78. Mr. Gamez gave a further breakdown of expenditures for each UPWP task, and discussed carry over balances that are projected for the 2008-2009 UPWP.

Gary Law, TxDOT-Odessa District, pointed out that the Midland-Odessa Urban Transit District (EZ Rider) had contracted with the MPO to receive short range planning funds and special study funds in the amount of \$70,000.00 in the FY 2006-2007 UPWP. He explained that those funds had been reallocated prior to the resignation of the previous Executive Director, Brian Roe, and that the Contract would need to be revised to reflect this change.

The Motion was made by Dr. Goates and seconded by Berry Simpson to approve the financial report. The Motion passed unanimously as follows:

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

6. Final Approval of the 2008-2011 TIP

Melba Owens, Senior Planning Assistant advised the Policy Board that the 2008-2011 TIP submitted to them for final approval was the result of many weeks of research and development, numerous workgroup meetings with the MPO and TxDOT-Odessa District Staff Members, public meetings, and a significantly expanded effort to allow the public to be informed and directly involved in the transportation decision making process. She advised that the 2008-2011 TIP was in compliance with all new SAFETEA-LU requirements. She presented the formal Record of Public Involvement for the 2008-2011 TIP as follows:

Record of Public Involvement

The Public Involvement process included:

- In a regularly scheduled meeting of the MOTOR MPO Policy Board (Thursday, March 15, 2007 at the MOTOR MPO Conference Room), the Draft 2008-2011 Transportation Improvement Program (2008-2011 TIP) was approved for general release and public involvement. Citizens are given the opportunity to review and comment on agenda items at each Policy Board Meeting.
- The MOTOR MPO conducted a public meeting (at the MOTOR MPO Conference Room on Monday, March 26, 2007) for the public to review and comment on the detailed information contained in the draft 2008-2001 Transportation Improvement Program (TIP). Notice of the public meeting was placed in the Midland Reporter Telegram and the Odessa American newspapers. Public notices of the meeting were posted at City Halls of the Cities of Midland and Odessa.

- The public was given a minimum of three (3) weeks to submit comments on the projects for consideration prior to the adoption of the 2008-2011 Transportation Improvement Program (TIP).
- A draft TIP 2008-2011 was made available during regular business hours at the MOTOR MPO Office; TxDOT - Odessa District Office; the Midland and Ector County Libraries; the City Secretary Offices of the Cities of Midland and Odessa; and on the MOTOR MPO website (www.motormpo.com) prior to the adoption of the 2008-2011 TIP.
- In a regularly scheduled meeting of the MOTOR MPO Policy Board (Thursday, April 19, 2007), the final 2008-2011 Transportation Improvement Program (TIP) was approved for submission in the TxDOT STIP. Citizens were once again given the opportunity to review and comment on the TIP 2008-2011 prior to the final approval by the Policy Board.
- Copies of the approved 2008-2011 Transportation Improvement Program (TIP) remained on file during regular business hours at the MOTOR MPO Offices for public access and review, and on the MOTOR MPO website (www.motormpo.com) until it was submitted to TxDOT Transportation Planning and Programming in Austin, Texas on May 1, 2007.
- The approved 2008-2011 Transportation Improvement Program (TIP) will remain on the website for ongoing reference by the public.

Ms. Owens advised the Policy Board Members that there were no comments received from the public during the public involvement period. She stated that the Staff was recommending final approval of the 2008-2011 TIP for submission to TxDOT Transportation Planning and Programming Section in Austin on May 1, 2007. Ms. Owens advised that a Resolution had been prepared for the Board Members' signatures which will formally adopt the Midland-Odessa Transportation Organization's 2008-2011 TIP.

Gary Law, TxDOT-Odessa District gave project updates for the TIP. Dr. Goates asked that a spelling correction be made in the project lists.

The Motion was made by Freddie Gardner to approve the 2008-2011 TIP, with corrections as identified, for final submission to the TxDOT Transportation Planning and Programming Section in Austin on May 1, 2007. The Motion was seconded by Dr. Goates and passed unanimously as follows:

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

7. MTP Update and Request for Approval to Proceed to Public Involvement

Ms. Owens advised the Board Members that they were presenting to them a draft of updates/amendments which have been prepared for the 2005-2030 MTP. She further advised as follows: The updates have been developed over a period of many weeks and many workgroup meetings. Workgroup participants have been Lakshmi Gurram, MOTOR Principal Transportation Planner, Ajay Shakyaver, Tx-DOT-Odessa District, Cameron Walker, City of Midland, and Matt Squyres, City of Odessa. The workgroup has made certain that all the underlying planning processes are compliant with all new SAFETEA-LU requirements for MTP planning. There will be a public meeting for this document on May 1st, 2007, at the MOTOR Conference Room. The meeting date has been placed on the MOTOR website, and a copy of the MTP has been posted on the website for public review and comment. She advised that the public involvement procedures will track those of the TIP Document, and the MTP will be presented to the Board at their meeting on May 17, 2007 for final approval.

Lakshmi Gurram, MOTOR Principal Transportation Planner, gave a power point presentation of highlights of the changes which have been made to the 2005-2030 MTP document in order to come into full compliance with all SAFETEA-LU requirements. Mr. Gurram advised that we will be drafting a new MTP document in 2009.

The Motion was made by Dr. Goates to approve the amendments to the 2005-2030 MTP and to proceed to public involvement. The Motion was seconded by Berry Simpson. The Motion passed unanimously as follows:

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

8. MOTOR Staff Reports

*a. **Briefing of the FY 2008-2009 UPWP:*** Melba Owens, Senior Planning Assistant gave the following FY 2008-2009 UPWP updates: She advised that they had their first workgroup meeting on the 2008-2009 UPWP. We met at the MOTOR Conference Room with Gary Law, Alfredo Gonzales, Abel Gamez, and Melba Owens on March 30, 2007. We established the basic criterion for the development of the UPWP, with MPO Staff being assigned the business plan development of their specific task assignments. 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 the costs associated with said products. We will 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. Our timelines for the UPWP process are as follows:

March 30, 2007 Work Group Began Development of Draft 2008-2009 UPWP

April 11 & May 4 Info Briefings to TAC

May 17, 2007 First Info Brief to Policy Board

June 1, 2007 Draft UPWP Submitted to TPPS in Austin for Review/Comment

June 21, 2007 Draft UPWP Submitted to TPPS in Austin for Review/Comment

July 19, 2007 Policy Board Approval of 2008-2009 UPWP

August 1, 2007 Submit Final UPWP to TPPS in Austin

NOTE: Abel has prepared a list of carryover balances that will be included in the 2008-2009 UPWP Development. We are provided these for your reference.

Gary Law, TxDOT, Odessa-District presented the Policy Board with additional information on the way in which the 2008-2009 UPWP will be developed. He presented the following outline:

2008-2009 UPWP BUSINESS PLAN & BUDGET

The UPWP is a two (2) year Business Plan which is updated annually.

TASK OUTLINE

- A. Objective (Business Plan A)
- B. Expected Products (Business Plan B)
- C. Previous Work
- D. Sub-Tasks (Business Plan C - \$)
- E. Financial Summary

UPWP Outline

- Introduction
- Task I – Executive Director/Office Manager
- Task II – (Abel) Model Updates
- Task III – (Melba) TIP
- Task IV- (Laks) TUMP/MTP
- Task V – Special Projects
- Summary
- Appendices

Task V – Special Projects

- Midessa Study (Carry Over)
- Transit Study (Carry Over)
- Scenario Workshop Planning
- BI 20 Enhancement (Carry Over)
- Innovative Finance

Task I

- Public Participation Plan (Carry Over)
- Website Development (Carry Over)
- Environmental Mitigation

b. Midessa Study Updates - Ms. Owens advised that the second Stakeholders Meeting for the Midessa Study was held at the Airport Media Room on Tuesday, April 10, 2007. She advised the meeting was once again well attended with 20 in attendance, and a nice cross section of representation of the Cities of Odessa and Midland, and the Counties of Ector and Midland. She advised that the Kimley-Horn Project Team showed significant improvement in their preparation for the meeting, and in their presentation of subject materials. Those in attendance gave excellent input. She stated that they continue to work through a few contract issues with Kimley Horn. She referenced to proposed changes to the original contract that will provide clarification to specific tasks and deliverables. Ms. Owens advised that in accordance with Policy Board approval, the MPO had paid the first and only invoice to Kimley-Horn in the amount of \$29,000.00, and had advised Kimley-Horn to proceed with invoicing the MPO for their March billings in the amount of \$55,000.00. Ms. Owens concluded that we are moving forward in the established timelines and seem to be getting a significantly improved performance and product from the Project Team; and, the results will hopefully be a final deliverable of a meaningful, viable study document which will be forthcoming in June, 2007, that will meet all original goals and objectives of the study.

c. Public Participation Plan Updates – Ms. Owens gave the following updates: Pursuant to Policy Board comments from the March 15th Meeting with Mr. Tim Kolpien, President of Kolpien and Associates, the Consultant team has made certain recommendations for our website, and some thoughts regarding potential MOTOR taglines. Additionally, they have provided the MPO Staff with four (4) main items that have been identified as action items for the staff to commence, as follows: Updating our media packet; gathering information on costs and people who could translate the Website with a live link and materials into Spanish for meetings, etc.; Deciding on various graphics, maps, and renderings that can be easily reproduced for public meetings in the community; and gathering costs and information regarding renting/securing kiosks for information and surveys, etc.-strategic placement of same. The final draft of the Public Participation Plan will be presented at the board meeting on May 17, 2007. Ms. Owens asked that any thoughts the Policy Board Members may have regarding recommendations for changes within this document would be needed as soon as possible so that they can be incorporated into the final document.

Mr. Paul Rossi, Director of Kolpien & Associates was present for the meeting, and gave a brief overview of the current draft of the public participation plan and concurred that any thoughts for changes should be made as soon as possible as they are attempting to finalize the plan document which they hope to present at the May 17th, 2007 Policy Board Meeting.

Judge Bradford, Chairman, asked Mr. Rossi to look into whether or not the MPO would qualify for some of the public service announcement spots that are available to convey the message to the public of what we do as an MPO. Dr. Goates recommended that we consider utilizing the Cities' and Counties' websites to convey the MPO messages and information. Some additional discussion occurred on the 5-minute message (tagline) for MOTOR, and possible messages to incorporate into the website design. Judge Bradford advised Mr. Rossi that the Board would have their final thoughts and comments back to Kolpien & Associates as soon as possible.

*d. **Website Updates:*** Ms. Owens gave the following updates: We continue with the construction of the website. We will be requesting that the MTP document be made part of the website for public review. In addition, we have submitted our Agenda and Minutes of the previous Policy Board Meeting for placement on the web site. Other documents that we will be posting to the website will be the UPWP, Annual Project Listings, and our Annual Performance Expenditure Report. And, as we discussed in the public participation section of this meeting, there are recommendations to you today regarding our 5-second message or tag line, possible pictures, i.e. a busy intersection, pedestrians and/or bicycle riders, bus shell on a busy day, an E-Z Rider bus in traffic, traffic patterns at busy times near recognizable areas such as the Horseshoe etc.. We have given thought to changing the current skyline and monorail with nice shots of the downtown areas of both cities with a highway joining the two cities.

We will continue working with Secured Data Solutions to be certain that all information is current, correct, submitted in appropriate formats, and generally to be certain that we have a user friendly, relevant, first class web site as the final product. I will turn the floor over to Paul to make any additional comments.

*f. **Transit Updates:*** Edward Esparza, General Manager-MOUSD, gave transit updates as follows: EZ Rider has applied Texas Department of Transportation for transportation development credits which, if approved, would enable them to purchase eight (8) new larger buses. Mr. Esparza announced that in January, 2007, the EZ Rider ridership surpassed the 1 million mark for the Midland-Odessa area.

9. TCEQ Final Rule

Gary Law, TxDOT-Odessa District announced that the TCEQ has issued final rules to implement Phase II of the Municipal Storm Water (MS4). He explained that the Cities of Midland and Odessa have storm water plans, and TxDOT will need to coordinate with each member entity to develop final plans which are due to TCEQ in October, 2008.

10. Consider Resolution in Support of Applications for “Safe Routes to School”:

Ms. Owens advised as follows: The State of Texas will receive \$40 million dollars for the Safe Routes to School (SRTS) Program to be distributed among state, local and regional agencies, nonprofits and public schools. SRTS, contained in the 2005 federal transportation bill SAFETEA-LU, is designed to enable school children to walk or bike to school in a safe, secure environment and provide a healthy alternative to riding the bus or being driven to school. The legislation makes available \$612 million in federal funds over five fiscal years. Each state receives a portion of the funds based on its percentage of the national total of school aged children in grades K-8. Texas anticipates receiving approximately \$40 million in SRTS funding between 2005 to 2009. The funding from this program will allow requesting schools to provide sidewalk, wheelchair ramps, bicycle paths, and crosswalks near schools for the children in our community.

We have received letters from Ms. Kathy Robinson, Principal, Fannin Elementary School and Monica Byars, PTA President, Emerson Elementary School, stating that Fannin Elementary, Emerson Elementary, and Goddard Jr. High School have been selected by the Midland Independent School District to be the pilot schools for the Safe Routes To School Program. They are, therefore, requesting a letter or resolution of support from the Midland-Odessa Transportation Organization (MOTOR MPO), that they will include with their applications for federal funds for the SRTS Program.

RECOMMENDATION:

The MOTOR MPO Staff is recommending that the attached Resolution In Support Of The Safe Routes To School Program be approved and forwarded to the requesting agencies.

Kelli Williams, Engineer, TxDOT-Odessa District, gave the board information on the specific requirements of this program including information on the infrastructure requirements.

The Motion was made by Berry Simpson and seconded by Freddie Gardner to approve the Resolution in Support of the Application by Goddard Jr. High School, and Fannin and Emerson Elementary Schools for the Safe Routes to School Program. The Motion passed unanimously as follows:

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

11. Project Updates

Gary Law, Lauren Garduño, and Kelli Williams, TxDOT-Odessa District gave updates on transportation project letting dates, funding categories, right-of-way acquisition status and inflation costs that are applicable.

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:

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

The Policy Board went into Executive Session at 5:25 p.m. and concluded Executive Session at 6:00 p.m. Chairman Bradford had to leave prior to the Executive Session. Dr. Goates, Vice-Chairman, conducted the Executive Session portion of the meeting.

13. Take Action concerning Executive Session Matters.

The Policy Board re-convened the regular meeting at 6:00 p.m. and advised that the following actions had been taken:

That the following be decided with regard to the Action Plans presented by Kolpien & Associates:

- a. The official 5 second message tagline be Item No. A. as presented by Kolpien & Associates as follows: "Solving Midland and Odessa's Transportation Challenges."
- b. Kolpien & Associates create a standard media packet for public outreach with standard procedures to be followed.
- c. The Website does not need to be translated into Spanish but linked to documents that would summarize information in Spanish.
- d. Work with TxDOT-Odessa District in developing graphics, maps and renderings for public outreach meetings.
- e. Coordinate with colleges, TxDOT, and other agencies (Horseshoe) already planning kiosks, to provide MPO informational items.

14. Adjourn

Berry Simpson made the Motion to adjourn the meeting. The Motion was seconded by Lauren Garduño. The Motion passed unanimously as follows:

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

The next Policy Board Meeting will be conducted on Thursday, May 17, 2007, in the MOTOR Conference Room.

Minutes submitted and approved by:



Melba E. Owens, Senior Planning Assistant