



POLICY BOARD MEETING

June 21, 2007

MINUTES

The regular meeting of the MOTOR Policy Board was called to order at 3:30 p.m. on June 21, 2007 in the Motor Conference Room at the Wright Office Complex by Chairman, Mike Bradford.

Policy Board Members Present:

Mike Bradford, County Judge, County of Midland
Dr. James Goates, Vice-Chairman, Councilman, City of Odessa
Lauren Garduño, District Engineer, TxDOT, Odessa District
Berry Simpson, Councilman, City of Midland

Policy Board Members Not Present:

Freddie Gardner, Ector County Commissioner

Others in Attendance:

Gary Law, Dir.of Transportation Planning and Development, TxDOT, Odessa District
Matt Squyres, Director of Public Works, City of Odessa
Chuck Swallow, Director of Development Services, City of Midland
Fred Crawford, Ector County Public Works
Gary Saunders, Traffic Engineer, City of Midland
Larry Fuentes, TxDOT, Odessa District
Stephanie Fuentes, TxDOT, Odessa District
Don Byrne, Director of Human Resources, City of Odessa
Andrew Howard, Kimley-Horn & Associates
Brett Vandermolen, Kimley-Horn & Associates
Eric West, Parkhill-Smith & Cooper
Russ Conley, Midland Fire Department

Abel Gamez, MOTOR Planner
Melba E. Owens, MOTOR Senior Planning Assistant
Lakshmi Gurram, MOTOR Principal Transportation Planner

AGENDA ITEM

2. Announcements and Introductions

There were no announcements.

3. Approval of Minutes

Motion was made by Lauren Garduño, and seconded by Berry Simpson to accept and approve the minutes of the May 17, 2007 Policy Board Meeting. The motion passed unanimously by the following vote:

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

4. Public Comment Period

There were no comments from the public.

5. Presentation of Final Report-Midessa Study/Kimley Horn & Associates

Ms. Melba Owens, Senior Planning Assistant, advised the Policy Board Members that the Kimley-Horn Project Team, Mr. Andrew Howard and Mr. Brett Vandermolen were present at the meeting and would be presenting their final Midessa Study report and recommendations. Ms. Owens further advised as follows:

The Kimley-Horn Project team had presented their final report to the Technical Advisory Committee on Friday, June 1, 2007. A few recommendations were made by the Committee Members that have been subsequently incorporated into the final report presented today. The TAC Committee unanimously agreed to recommend this report forward to the Policy Board for consideration.

The Kimley-Horn Contract will conclude with MOTOR this month (June, 2007), and final invoices will be paid during the month of July, 2007. Attached are copies of the invoice paid on June 15, 2007 for deliverables made in compliance with contractual agreements. We have just received an invoice for the month of May, 2007, for deliverables and travel expenses made in compliance with contractual agreements. This invoice is being processed for payment. Copies of the referenced invoices, and all supporting documentation, are provided for your reference.

The UPWP Amendment No. 3, which was approved by the Policy Board on May 17, 2007, has been forwarded to the TxDOT Transportation Planning and Program Division. This amendment authorized a transfer of funds from Task No. 1 (Administrative-Management) to Task No. 5 (Special Studies) which will allow adequate funds to cover all final payments to Kimley-Horn, and to cover any costs relating to the finalization of all pending studies/consultant fees to be paid in the remaining months of Fiscal Year 2007.

MPO Staff Comments:

The Midessa Study has been completed within established timelines, within budget, and in compliance with all contractual agreements. This process has been well attended by emergency responders and technical advisors representing both Cities and both Counties, and gives us our first insight into the effectiveness of scenario planning initiatives. We believe that the final report submitted to you today is a meaningful, viable document that meets all the original goals and objectives of the Midessa Study.

MPO Staff Recommendation:

Review and discuss short, medium and long terms recommendations made by Kimley-Horn & Associates, and begin evaluating each for the possibility of future date implementation, and the costs associated therewith.

Ms. Owens turned the meeting over to Mr. Andrew Howard to present the details of the final report. Mr. Howard explained that their final recommendations were the culmination of input from the stakeholder committee which had held workshops on February 22, 2007 and April 10, 2007, MOTOR MPO staff and consultant expertise. He explained that the transportation management strategies discussed in this study were recognized as the quickest and least expensive means to improve emergency response travel times, reduce travel delay due to incidents and increase safety on major roadways in the study area. He further explained that the final recommendations had been categorized into Policy Recommendations (short, medium, and long term) that are intended to supplement policies at the MOTOR MPO, Ector and Midland Counties, and the Cities of Midland and Odessa; and, Infrastructure Recommendations (short, medium and long term) which are intended to be funded, constructed, and maintained by the MOTOR MPO, Ector and Midland Counties, the Cities of Midland and Odessa, and TxDOT-Odessa District. Copies of these recommendations are submitted under Attachment "A" and made part of these minutes.

Chairman Mike Bradford thanked the Kimley-Horn Project Team Members and the stakeholders for the Midessa Study for their input and hard work on this study. He advised that the final report for the Midessa Study was shown on the agenda as an informational item, and thus no action would be taken on the final recommendations at

this time, but explained further that a vote would be taken at a later date on specific recommendations made in the final report.

6. Finance Report

Mr. Abel Gamez, MOTOR Planner, reported the expenditures for the month of April, 2007, to be \$90,330.34 bringing our cumulative expenditures to \$649,808.26, and giving a current budget balance of \$299,165.74. Mr. Gamez explained that the budget was 68% expended. Mr. Lauren Garduño asked if the Work Order amounts reflected on the billing statements were tied back to a specific numbers that could also be added next to the work order amounts for future audit purposes. Mr. Gamez indicated that there is a specific number assignment for each Work Order, but that he had not put them into our system. Chairman Bradford recommended that these numbers should be added to each Work Order and reported accordingly. Ms. Owens advised that these numbers would be added for future reports. Ms. Owens advised the Board Members that this would be the last meeting for Abel Gamez, as he was resigning his Planner position with the MPO to go back to school at North Texas State University. Chairman Bradford thanked Abel for his years of service to the MOTOR MPO and the Board extended their best wishes to him in his future endeavors. Ms. Owens advised the Board Members that she and Lakshmi Gurram, Principal Transportation Planner, would be preparing and presenting future financial reports to the Board.

The Motion was made by Dr. James Goates and seconded by Berry Simpson to accept the financial report as submitted. The motion passed unanimously by the following vote:

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

7. MOTOR Staff Reports:

a. Briefing – 2008-2009 UPWP

Ms. Owens advised the Board Members as follows:

We have now had six (6) work group meetings on the 2008-2009 UPWP. We have given three (3) informational briefs to the TAC on April 11, May 4, and June 1st. We have given one (1) informational briefing to the Policy Board at your regularly scheduled meeting on May 17th. An updated draft is included in your notebooks under Tab 7. We have also provided in your packet, a summary of all funds that will be available for the FY 2008-2009 UPWP Development. We have better defined all categories of funding available as follows: FY 2007 Unobligated Funds - \$144,435.17, Fiscal Year 2007 Unexpended Funds in the amount of \$96,333,41, the FY 2008-2009 Section 5303 TxDOT Cash Match in the amount of \$42,880.00, FHWA FY 2008 funding allocation of \$306,147.00; FTA FY 2008 funding allocation of \$85,759.00. We have estimated these allocations to be close to the same amounts for FY 2009 , TxDOT's State Funds for FY's 2008-2009 of \$140,000.00, which give a total of Federal Funds available in Fiscal Years 2008-2009 of \$1,207,460.58.

We have estimated our FY 2008-2009 Expenditures for Tasks 1-4 to be as follows:
Task 1 (Adm/Mgt.) \$515,220.00 – Includes salaries and benefits Executive Director and Adm. Assistant; Task 2 (Data Development and Maintenance) \$161,600.00 – Includes salary and benefits for Planner I Position; Task 3 (Short Range Planning) \$149,840.00– Includes salary and benefits for Senior Planning Assistant; and Task 4 (Long Range Planning) – \$380,801 – Includes the salary and benefits for the Principal Transportation Planner, for a grand total expenditure of \$1,207,461.00 (Rounded Off).

We forwarded our first draft to Fred Marquez, TxDOT-Austin, Field Representative, on June 1, 2007. Mr. Marquez has made recommendations for changes that are currently reflected in this draft document. We continue to refine the UPWP document and will incorporate any changes recommended by the Policy Board today into the document that we will bring back to you for final approval at your July 26th, 2007 Meeting. We are well within the originally established timelines, and should have the approved UPWP to the TxDOT Transportation Planning and Program Division by August 1, 2007.

The primary costs associated with each task are primarily identified as follows:

Salaries/Benefits for MPO Staff +5% projected increase per year for Staff – Cost of living and potential merit considerations were factored in.

Office space expansion to allow for adequate storage. We have discussed the office expansion with Justine Ruff, Assistant Director of the Airport, and she has submitted a proposal in the form of e-mail that is provided in your packets. That memorandum is included in your notebook. They have reviewed our request, and have submitted a cost of \$9.50 per square foot for the additional room requested which is 1,318.95 square feet. This would increase our cost by \$1,044 per month or \$12,530 per year. Our current lease is \$1871.50 per month. This expansion would increase our monthly lease to \$2,915.50, or the annual cost to \$34,986.00. We have included this funds in Task 1 to cover this additional cost.

Four (4) Scenario Planning Workshops during the two (2) year period which would require the need for consulting services;

Equipment cost for lease/maintenance costs for a plotter for the MPO Staff to be able to produce large scale color maps;

Some software purchases and updates;

Audit Support Services and an Inventory Control System;

Costs associated with the anticipated increases in the cost of supplies to support the day to day operations of the MPO.

We had previously discussed the possibility for a leased automobile for the MPO Staff to make the many required pickups and deliveries to the Cities of Midland and Odessa, and to attend meetings within the MPO boundary. We have, however, decided in our workgroup sessions that this expense would be too great for the amount of usage anticipated during FY 2008-2009. We would like to be able to rent a vehicle for specific days as needed.

Gary Law, TxDOT-Odessa District, explained that the MPO has latitude of moving money in between Tasks up to 20% before an amendment to the UPWP would be required. He also explained that we will be able to begin evaluating trends in various tasks in future budget development.

b. Public Participation Plan

Ms. Owens provided the following background information and updates:

Kolpien & Associates entered into a Consultation Agreement with MOTOR on August 31, 2006, to provide consultation on public relations message development, communication and public participation programs as required by SAFETEA-LU throughout the contract period which concluded on May 1, 2007.

Tim Kolpien, President of Kolpien & Associates made a presentation of their Draft Public Participation Plan for MOTOR to the Policy Board at their regularly scheduled meeting on March 15, 2007. Mr. Kolpien detailed the five (5) major objectives of the plan to the Board.

The Board asked for recommendations from Kolpien & Associates regarding a tagline (5-second message) for optimally communicating MOTOR's message to the public, and for Kolpien's recommendations for website additions/improvements. Kolpien and Associates responded with a list of recommendations and action plans for the Policy Board to review at their regularly scheduled meeting on April 19, 2007. The Policy Board made decisions in Executive Session regarding these items which were reflected in previous minutes.

MPO Staff Comments:

The Plan was also submitted to the Technical Advisory Committee for review and comment at their regularly scheduled meeting on May 4, 2007. It was the unanimous opinion of the TAC that the Draft Public Participation Plan submitted by Kolpien & Associates would need considerable revision to make the document a more comprehensive, specific and relevant plan to the MOTOR MPO. These revisions were not forwarded to Kolpien & Associates as they were received after the conclusion of the Consultation Agreement on May 1, 2007.

The MPO Staff believes that Kolpien & Associates have complied with the terms and scope of their Agreement with MOTOR. They have been paid for all services rendered with the exception of travel expenditures totaling approximately \$2,000.00.

The Policy Board, at their May 17th, 2007 Meeting voted unanimously to utilize the Kolpien & Associates Public Participation Draft as strategic guidance for the MPO Staff to develop a more comprehensive, specific and relevant Public Participation Plan for the MOTOR MPO. The Board agreed to have Kolpien & Associates return for a one (1) day workshop to review the Public Participation Plan developed by the MPO Staff, and make final recommendations, and assist with any final procedures. The Board agreed to allow for invoices to be paid for professional services and travel expenses for this overview by Kolpien & Associates, even though the Consultation Agreement between Kolpien & Associates and the MOTOR MPO concluded on May 1, 2007.

The MPO Staff has developed a draft Public Participation Plan, which is attached with your documents under Tab 7 of your notebooks. This draft has been through one (1) workgroup review with Gary Law, TxDOT-Odessa District. We have arranged to have Kolpien & Associates return for a one (1) day workshop on Tuesday, July 10, 2007, to go over our plan document and make recommendations, and assist with final procedures.

MPO Staff Recommendation:

Review, discuss, and make any recommendations for changes to the Draft Public Participation Plan. The Draft Public Participation Plan will be brought back to the Policy Board (after the Workshop with Kolpien & Associates) for final approval and release for public involvement (45 day period).

c. MTP Updates:

Ms. Owens gave the following updates:

Our MTP amendments for the 2005-2030 MTP were approved by the Policy Board on May 17th, 2007. The Amended 2005-2030 SAFETEA-Lu compliant MTP was submitted along with our Resolution approving the amended MTP, to the TxDOT Transportation Planning and Program Division in Austin on May 29th, 2007 which complied with our June 1, 2007 deadline.

d. TIP Updates:

Ms. Owens gave the following updates:

The FY 2008-2011 Transportation Improvement Program (TIP) was approved by the Policy Board on April 19, 2007 and submitted to the TxDOT Transportation Planning and Program Division.

8. BI 20-E Enhancements:

Board Member Mr. Lauren Garduño, TxDOT-Odessa District, explained to the Board Members that they had recently conducted an in-progress review of the available finances for the BI 20-E Enhancement Project. This project is a landscape enhancement sponsored by the MPO. Limits of the project extend from Moss Road west of Odessa, to FM 1208 east of Midland, along the BI 20-E/UP Railroad Corridor. He advised that presently, the construction contract with Texas Tree & Landscape is 77% complete. Based on projected expenditures and anticipated oversight requirements, this project

could run \$220,000 (or 10%) over budget. If project costs exceed by this amount, then the MPO will need to collect from its membership the following amounts to satisfy the Advance Funding Agreement executed between the Department and the MPO: Ector County: 12%-\$26,400.00; City of Odessa: 23%-\$50,600.00; Midland County: 22%-\$48,400.00; and City of Midland: 43%-\$94,600.00 for a total of \$220,000.00.

Chairman Bradford expressed concerns about the time line within which this money would need to be collected from member entities as the County of Midland was presently in their budget process and this money would need to be identified. Mr. Garduño stated that the time line would be within a year from this date. He stated that savings that had been experienced on other projects would possibly offset some of this cost. Some discussion occurred regarding the possibility of reduction in scope of the project.

9. Project Reports – TxDOT-Odessa District

Mr. Lauren Garduño gave updates on transportation project letting dates, funding categories, right-of-way acquisition status and inflation costs that are applicable.

10. 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 5:15 p.m. and concluded Executive Session at 6:00 p.m.

11. Take action concerning Executive Session Matters.

No action was taken by the Policy Board in Executive Session. The MPO Staff was directed to place notice for a Policy Board Executive Session to be conducted on Monday, June 25, 2007 at 3:00 p.m.

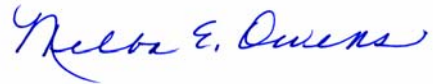
12. Adjourn

Dr. Goates made the Motion to adjourn the meeting. 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

The next regularly scheduled Policy Board Meeting will be conducted on Thursday, July 26th, 2007, in the MOTOR Conference Room at 3:30 p.m. An Executive Session of the Policy Board will be conducted on Monday evening, June 25, 2007 at 3:00 p.m. in the MOTOR Conference Room.

Minutes submitted and approved by:



Melba E. Owens, Senior Planning Assistant