



**SPECIAL CALLED  
POLICY BOARD MEETING  
September 22, 2008  
MINUTES**

The special called meeting of the MOTOR Policy Board was called to order at 5:00 p.m. on September 22, 2008 in the Motor Conference Room at the Wright Office Complex by Policy Board Chairman, Dr. Jimmy Goates.

**Policy Board Members Present:**

Dr. Jimmy Goates, Chairman, Councilman, City of Odessa  
Mike Bradford, Midland County Judge  
Susan Redford, Ector County Judge

**Policy Board Members Not Present:**

Wes Perry, Mayor, City of Midland  
Randy Hopmann, Interim District Engineer, TxDOT-Odessa District

**Others in Attendance:**

Matt Carr, Transportation Planning and Development, TxDOT-Odessa District  
Mike McAnally, Director of Operations, TxDOT-Odessa District  
Don Byrne, Director of Human Resources, City of Odessa  
Melba E. Owens, MOTOR Executive Director  
Melanie Kiker, MOTOR Transportation Planner  
Angela Wolf, MOTOR Administrative Assistant

**AGENDA ITEM**

**11. 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 an Executive Session under Section 551.074.

## **2. Announcements and Introductions**

There were no announcements or introductions.

## **3. Approval of Minutes**

A Motion was made by Dr. Jimmy Goates and seconded by Judge Susan Redford, to accept and approve the minutes of the August 18, 2008 Policy Board Meetings as presented. The motion passed unanimously by the following vote:

Dr. Jimmy Goates	Aye
Judge Susan Redford	Aye
Judge Mike Bradford	Aye

## **4. Public Comment Period**

There were no comments from the public.

## **5. Finance Report**

Angela Wolf, MPO Administrative Planning Assistant, gave the following report:  
The report submitted today reflects a total expenditure of \$32,102.17 for the month of July, 2008, giving us a current balance of \$467,323.17. The MPO is now 29% expended in our budget allocations. Individual task breakdowns were provided in each report. Additional detailed expenditure reports for Tasks 1-5 for June and July of the new fiscal year, in which defined primary responsibilities of each Task, and a comparative analysis of monthly expenditures was provided in each packet. The decrease in the July 2008 expenditures over the expenditures in June 2008, resulted from two (2) building lease payments made to the City of Midland due to an invoice being received after the cut-off for June 2008 payments, and the final payment made to Elms, Faris & Company in June 2008 for professional services rendered through April 30, 2008 in connection with the MOTOR MPO annual financial statement audit for the year ended September 30, 2007. The Long Range Planning expenditures for July 2008 over expenditures experienced in May 2008, resulted from an approximate half month's salary and benefits for Stephanie Fuentes, Senior Transportation Planner, who began work for the MOTOR MPO on July 22, 2008, and from payments made to Wilbur Smith & Associates for work completed in Work Authorizations No. 1 and 2 in the amount of \$13,000.

Melba Owens, MPO Executive Director informed the Board that the FY 2008-2009 UPWP Amendment No. 3 that requested a transfer of \$60,000 from Task 2 to Task 5 for the MPO to have adequate funds to enter into an Agreement with West Texas Opportunities, Inc. for a two (2) year period for the sharing of a Planner, has been approved by TP&P in Austin. An adjustment of \$17,026.32 has been made in the FY 2008 UPWP budget, and the balance of \$42,973.68 will be adjusted in the FY 2009 UPWP budget.

**MPO Staff Recommendations:**

Recommend approval of the Financial Report as submitted.

A Motion was made by Judge Mike Bradford and seconded by Judge Susan Redford to approve the Finance Report as submitted. The Motion passed unanimously as follows:

Dr. Jimmy Goates     Aye  
Judge Susan Redford   Aye  
Judge Mike Bradford   Aye

**6. Presentation/approval of final draft of Work Authorization No. 3 which includes the scope and budget for all tasks to develop the 2010-2035 MTP for the MOTOR MPO that must be presented to Austin in December 2009. David Freidenfeld, Project Manager, Wilbur Smith & Associates will join us for this presentation/discussion.**

The Policy Board did not deem it necessary to have David Freidenfeld join the meeting via conference call.

Ms. Melba Owens, Executive Director, gave the following background:

The Policy Board at their regularly scheduled meeting on August 18, 2008, unanimously voted to approve a task level budget for Work Authorization No. 3 submitted by David Freidenfeld, Project Manager, Wilbur Smith & Associates, for the development of the MOTOR MPO 2010-2035 MTP document that will be due in Austin in December 2009. The Policy Board asked that Work Authorization No. 3 be further developed and reviewed by the Technical Advisory Committee Members at their regularly scheduled meeting on September 5, 2008. The Technical Advisory Committee Members reviewed the final draft of Work Authorization No. 3 and recommended that it be submitted forward to the Policy Board for final review/approval.

Some discussion occurred at the Technical Advisory Committee Meeting regarding the number of final MTP documents that would be printed and bound for the MPO. The draft submitted by Wilbur Smith & Associates to the Technical Advisory Committee only reflected one (1) final unbound reproducible copy of the final MTP document. Subsequent to the TAC Meeting, Ms. Owens asked Mr. Freidenfeld to secure an estimate for 15 bound copies of the final MTP. Mr. Freidenfeld submitted an estimate for this cost in the amount of \$1,000 which Ms. Owens asked to be added to the schedule of deliverables in Work Authorization No. 3, Task 3.7 MTP Document. This adjusted the total fee for all tasks from \$294,500 to \$295,500. Funds were specifically dedicated in Task No. 4 to cover this cost.

**MPO Staff Recommendation:**

Recommend approval of Work Authorization No. 3 as amended to include fifteen (15) bound copies of the final MOTOR MPO 2010-2035 MTP document.

Discussion occurred by the Board to have Wilbur Smith & Associates produce the copies within the \$294,500 scope. If they could not provide this then the MPO staff could produce the copies from the original.

The Motion was made by Judge Mike Bradford and seconded by Judge Susan Redford to approve Work Authorization No. 3 for \$294,500. The Motion passed unanimously as follows:

Dr. Jimmy Goates     Aye  
Judge Susan Redford   Aye  
Judge Mike Bradford   Aye

**7. Presentation/approval of Task 1.4 (Data Collection) and of the Technical Memorandum (Task 1.6) which summarizes the work performed within Work Authorization No. 1. The Technical Memorandum document includes the formal public involvement program developed for the project, a summary of the community survey results to date, a discussion of the data collected, and how it was used to develop the Community Elements Database. David Freidenfeld, Project Manager, Wilbur Smith & Associates will join us for this presentation/discussion.**

The Policy Board did not deem it necessary to have David Freidenfeld join in via conference call. Ms. Owens presented the recommendation.

**MPO Staff Recommendation:**

Recommend approval of Task 1.4 (Data Collection). Specifically, the following information was collected:

- Various GIS data from a variety of sources;
- Digital orthophotography from the Texas Department of Transportation;
- Control totals related to future population, households, and employment (basic, retail, and service) for the 2035 forecast year;

The Motion was made by Judge Susan Redford and seconded by Judge Mike Bradford to approve Task 1.4 (Data Collection). The Motion passed unanimously as follows:

Dr. Jimmy Goates     Aye  
Judge Susan Redford   Aye  
Judge Mike Bradford   Aye

**8. Approval of Resolution No. 15-09-2008 which formally adopts a list of backlogged projects that could be brought forward in the next three (3) years if funds should become available. This Resolution will be presented to TP&P TxDOT-Austin.**

Ms. Owens gave the following background and report:

The Technical Advisory Committee met in a Special Called Meeting prior to the regularly scheduled Policy Board Meeting on August 18, 2008 to select and recommend forward a list of prioritized projects that could be designed and “backlogged” to utilize additional funding equal to our current allocation, if it were to become available. The Technical Advisory Committee recommended a couple of recommendations for backlogged projects. The Policy Board reviewed these recommendations, and unanimously agreed to have the Technical Advisory Committee to give further evaluation to candidate projects at their September 5, 2008 meeting, and present a final recommendation of backlogged projects to the Policy Board at today’s meeting.

The Technical Advisory Committee met for a half-day workshop at the MOTOR Conference Room on Friday, September 5, 2008, and carefully evaluated backlogged projects that they felt could be advanced within the next 3-4 years. They have made recommendations that are reflected in Attachment A of Resolution No. 15-09-2008 attached for review.

**MPO Staff Recommendation:**

Recommend approval of Resolution No. 15-09-2008 for submittal to the Transportation Planning and Programming Division, TxDOT-Austin; and, the attached list of prioritized backlogged projects submitted under Attachment A of this Resolution.

The Motion was made by Judge Mike Bradford and seconded by Judge Susan Redford to approve Resolution No. 15-09-2008 for submittal to the Transportation Planning and Programming Division, TxDOT-Austin; and, the attached list of prioritized backlogged projects submitted under Attachment A of this Resolution. The Motion passed unanimously as follows:

Dr. Jimmy Goates     Aye  
Judge Susan Redford   Aye  
Judge Mike Bradford   Aye

**9. MPO Staff Reports: (Including, but not limited to):**

**9a. Survey Updates**

The survey instrument was developed as a part of the MTP Development/Scenario Planning/Community Visioning Project to assist the MPO with gauging the community’s perceptions, opinions, and values concerning the key issues relevant to transportation and community development. The web survey is active on the MOTOR MPO website since mid-August, and e-mails were sent out to key stakeholders requesting that they participate in the survey, and forward it to as many others that they felt would be willing to take the survey. The MPO staff sent out a follow-up e-mail on Thursday, September 11, 2008, to all those who had participated in our survey, thanking them again for their participation, and asking again that they forward the survey to others that they felt would be interested in participating. At the end of business day on Friday, September 12, 2008, the MPO had over 420 responses. The MPO is rewarding (five) 5 lucky, randomly selected survey respondents with a \$100 gift card to either Target or Wal-Mart. The

MPO has decided to extend the survey close date until the end of September, 2008 to give as many citizens as possible the opportunity to participate.

**9b. Newspaper press releases regarding MTP Development/Scenario Planning/Community Visioning Project**

MOTOR received excellent press coverage from the Midland Reporter Telegram and the Odessa American regarding our MTP Development/Scenario Planning/Community Visioning project during the last week of August 2008. The newspaper articles had links/references to the survey on our website. The MPO staff definitely believes this increased the number of responses to the survey. Both newspapers have expressed interest in covering the MPO project as we move forward.

**9c. Travel/Training Events**

The MPO Executive Director attended the TEMPO Meeting held in Arlington, Texas on August 28th and 29th, 2008. This meeting provided valuable information regarding the role of the MPO in goods movement, and intermodal freight planning. The Texas Transportation Institute advised MPO Directors at this meeting that they are in the process of developing a valuable MPO 101 training site for the MPOs to access that will provide MPOs with all the requirements of Federal and State legislation and existing rules to enable compliance. It will also provide detailed documentation of each step in the MTP process with explanation of all critical steps.

**9d. Key Stakeholders Group Meeting**

The Key Stakeholders Group Meeting was conducted at 3:00 p.m. on Monday, September 15, 2008. The next workshop will include the community. The date is yet to be determined.

**9e. Highway Trust Fund Shortfall – DOT’s recommendation for reform in the New Surface Transportation Program**

Ms. Owens included a copy of remarks of Mary Peters, Secretary of Transportation, regarding the declines experienced in the Highway Trust Fund, and her recommendations for approval of pending legislation that will provide \$8 billion to be used exclusively to cover the funding shortfall. The FHWA letter to Amadeo Saenz, Executive Director, TxDOT-Austin that specifically outlines the immediate steps that are being taken to minimize the impact of the cash shortfall on the States is included for your review.

Ms. Owens also included a copy of the Department of Transportation’s proposal for a new surface transportation program that would streamline the current program, eliminate metropolitan planning organizations, focus on congestion pricing for metropolitan areas, and favor public/private partnerships over federal funding.

Ms. Owens indicated that the Highway Trust Fund would be insolvent by spring 2009. Mike McAnally, Director of Operations, TxDOT-Odessa District informed the Board that the trust fund was actually insolvent this month.

**9f. 2030 Committee Public Hearing**

Ms. Owens included a copy of the 2030 Committee Public Hearing that took place in Amarillo on September 18, 2008 where Ms. Owens was invited to give a testimony.

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

The Motion was made by Judge Mike Bradford and seconded by Judge Susan Redford to approve going to a four (4) day work-week ten (10) hours a day and to try it and review it at the four (4) month mark with effective date being as soon as Ms. Owens can get it implemented. The Motion passed unanimously as follows:

Dr. Jimmy Goates     Aye  
Judge Susan Redford   Aye  
Judge Mike Bradford   Aye

The Motion was made by Judge Susan Redford and seconded by Judge Mike Bradford to approve granting a five percent (5%) cost of living adjustment for all MOTOR employees who have been employed for one year or longer following City of Odessa policies. The Motion passed unanimously as follows:

Dr. Jimmy Goates     Aye  
Judge Susan Redford   Aye  
Judge Mike Bradford   Aye

**10. Project Reports – TxDOT-Odessa District**  
**City of Midland**  
**County of Midland**  
**City of Odessa**  
**County of Ector**

Mr. McAnally informed the Board that the second phase of SH349 Reliever Route has been delayed and moved out of this fiscal year. Mr. McAnally was informed that it is a mobility project and to have it removed from Fiscal Year 2009. Therefore, today they moved it to September 2009 letting. The plans are ready and this (letting date) could change with propositions if they are passed and moved forward. Everything is ready except for funding. Currently the Reliever Route funds are coming out of Category 12 but it does have approximately 2.8 million of Discretionary Funds which TxDOT had covered since they have a Minute Order on that project. He also advised that the same issue has come up with the Garfield extension.

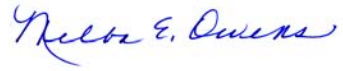
**13. Adjourn.**

Dr. Jimmy Goates made the Motion to adjourn the meeting. The motion was seconded by Judge Mike Bradford. The motion passed unanimously as follows:

Dr. Jimmy Goates     Aye  
Judge Susan Redford   Aye  
Judge Mike Bradford   Aye

The next regularly scheduled Policy Board Meeting will be conducted on Monday, October 20, 2008, in the MOTOR Conference Room at 5:00 p.m.

Minutes submitted and approved by:

A handwritten signature in blue ink that reads "Melba E. Owens". The signature is written in a cursive style with a large initial 'M'.

Melba E. Owens, Executive Director