



**POLICY BOARD MEETING  
February 21, 2008  
MINUTES**

The regular meeting of the MOTOR Policy Board was called to order at 3:30 p.m. on February 21, 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  
Lauren Garduño, District Engineer, TxDOT-Odessa District  
Mike Bradford, Midland County Judge  
Susan Redford, Ector County Judge  
Wes Perry, Mayor, City of Midland

**Policy Board Members Not Present:**

**Others in Attendance:**

Matt Carr, Transportation Planning and Development, TxDOT-Odessa District  
Mike McAnally, Director of Operations, TxDOT-Odessa District  
Matt Squyres, Director of Public Works, City of Odessa  
Stephanie Fuentes, Engineer in Training, TxDOT-Odessa District  
Chuck Swallow, Director of Development Services, City of Midland  
Cameron Walker, Planning Division Manager, City of Midland  
Marwan Khoury, Director of Planning & Development, City of Odessa  
James Beauchamp, President, MOTRAN  
Cindy Muncy, Elms Faris & Company  
Melba E. Owens, MOTOR Executive Director  
Angela Wolf, MOTOR Administrative Assistant

**AGENDA ITEM**

**2. Announcements and Introductions**

Dr. Goates introduced Mayor Wes Perry, who will be filling the vacant City of Midland position on the Policy Board.

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

A Motion was made by Lauren Garduño and seconded by Judge Mike Bradford, to accept and approve the minutes of the January 2008 Policy Board Meetings as presented. The motion passed unanimously by the following vote:

Dr. Jimmy Goates	Aye
Judge Mike Bradford	Aye
Lauren Garduño	Aye
Judge Susan Redford	Aye
Mayor Wes Perry	Aye

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

There were no comments from the public.

### **5. Finance Report**

Angela Wolf, Administrative Assistant, gave the following report:

The report submitted today reflects a total expenditure of \$14,474.07 for the month of December, 2007, giving us a current balance of \$371,694.02. We are now 9% expended in our budget allocations. Individual task breakdowns are provided in your report. We are providing additional detailed expenditure reports for Tasks 1-5 for the 2<sup>nd</sup> and 3<sup>rd</sup> months of the new fiscal year, in which we have defined the primary responsibilities of each Task, and provided a comparative analysis of monthly expenditures.

Melba Owens, Executive Director, gave the following report:

Our UPWP Amendment No. 1 was submitted to Austin to demonstrate fiscal constraint and has been approved and adjustments have been made. Dan Kessler, Director of TEMPO has advised all MPOs that the North Central Texas Council of Governments has submitted correspondence to TxDOT TP&P in Austin, requesting to use Transportation Development Credits on a statewide basis in order to make up the shortfall of local matching funds needed to meet TPF carry-over funding. He indicated that it was their understanding that TxDOT has a balance of \$102 million of credits available. We are hopeful that this will be approved by the Texas Transportation Commission in February or March, 2008, and the \$114,819.62 can be restored to our budget.

### **MPO Staff Recommendations:**

Recommend approval of the Financial Report as submitted.

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

Dr. Jimmy Goates	Aye
Judge Mike Bradford	Aye
Lauren Garduño	Aye
Judge Susan Redford	Aye
Mayor Wes Perry	Aye

**6. Approval of the Consultant Selection Team’s Recommendation for the Consultant Firm to Work with MOTOR in the MTP Development/Scenario Planning/Community Visioning, and Approval for MPO Staff to Begin Contract Development/Negotiations.**

Melba Owens provided the following information:

**Background:**

We requested that all proposals be returned to MOTOR on Friday, January 11, 2008, by 4:30 p.m. On January 11, 2008, we received a total of seven (7) bids that were all within the timelines required from the following firms:

Wilbur Smith & Associates	-	Austin, Texas
Parsons Brinckerhoff	-	Austin, Texas
Kimley-Horn & Associates	-	Dallas, Texas
Halff Associates	-	San Antonio, Texas
Alliance Transportation Group	-	Austin, Texas
LSA Associates, Inc.	-	Fort Collins, Colorado
Planning & Transportation Enterprise	-	Albuquerque, New Mexico

We submitted all bid proposals to the Consultant Selection Team made up of the Technical Advisory Committee Members and Judge Mike Bradford, Policy Board Vice-Chairman. The Selection Committee Members reviewed all seven (7) proposals. The Selection Committee through a well documented evaluation process narrowed the list down to four (4) firms as follows: Wilbur Smith & Associates, Parsons Brinckerhoff, Kimley-Horn & Associates, and Halff Associates that were subsequently interviewed on Thursday, February 14, 2008 and Friday, February 15, 2008 at the Midland International Airport Media Room. The Consultant Selection Team, through another well documented evaluation process, selected Parsons Brinckerhoff of Austin, Texas as their first choice to work with the MPO in the MTP development/scenario planning/community visioning process. Kimley-Horn & Associates, Dallas, Texas ranked second in the evaluation process, and is being presented to you today as the Consultant Selection Teams’ recommendation for the firm to be considered next if contract negotiations fail with Parsons Brinckerhoff. We would like to extend thanks to those team members who dedicated four (4) hours on each of the above-referenced days to hear the firms’ presentations as follows: Matt Squyres and Marwan Khoury of the City of Odessa, Cameron Walker, City of Midland, and Matt Carr, TxDOT-Odessa District. We found the process to be very interesting and worthwhile for a very important project for the MOTOR MPO.

**MPO Recommendation:**

We request that you approve the Consultant Selection Teams’ recommendation of Parsons Brinckerhoff for the MTP Development/Scenario Planning/Community Visioning project, and that Kimley-Horn & Associates, Dallas, Texas, be approved for this project (having ranked second in the evaluation/ranking process), in the event that contract negotiations fail with Parsons Brinckerhoff.

Dr. Goates reviewed the score sheet used in ranking the firms and advised that when he took statistics in the past they would always throw out the high and low numbers and

average the rest. This was done with the score sheets and thus brought Parsons Brinckerhoff and Wilbur Smith to the top two.

The Motion was made by Judge Mike Bradford and seconded by Mayor Wes Perry to approve Wilbur Smith as the Consultant Firm and Parsons Brinckerhoff as secondary for the MTP Development/Scenario Planning/Community Visioning project. The Motion passed unanimously as follows:

Dr. Jimmy Goates	Aye
Judge Mike Bradford	Aye
Lauren Garduño	Aye
Judge Susan Redford	Aye
Mayor Wes Perry	Aye

**7. Draft MPO Audit Report – Elms Faris & Company.**

Cindy Muncy of Elms, Faris & Company presented a draft audit report of the MOTOR MPO's financial statements and related financial system for the fiscal year ending September 30, 2007. The audit included all funds and the general fixed asset.

**MPO Staff Recommendation:**

We recommend that the draft report, with any recommended changes or additions, proceed forward for final approval at the March, 2008 Policy Board Meeting.

The Motion was made by Judge Mike Bradford and seconded by Lauren Garduño to approve that the draft report proceed forward for final approval at the March 2008 Policy Board Meeting. The Motion passed unanimously as follows:

Dr. Jimmy Goates	Aye
Judge Mike Bradford	Aye
Lauren Garduño	Aye
Judge Susan Redford	Aye
Mayor Wes Perry	Aye

**8. Approval of Building Lease Agreement with the City of Midland.**

Dr. Goates advised that this would be done in Executive Session.

**9. Staff Reports:**

**9A. Title VI Training in Lubbock, Texas**

Ms. Owens and Matt Carr, TxDOT, Odessa District, gave the following report: Matt and Ms. Owens recently attended Title VI training in Lubbock, Texas. This session helped to understand how to apply a preventive team approach to ensure nondiscrimination in all of our programs and activities, and how to address Title VI issues in each phase of project advancement.

**9B. TEMPO Meeting in Austin on March 19, 2008**

Ms. Owens advised that she has plans to attend the next TEMPO meeting in Austin on March 19, 2008, as well as the Transportation Forum Meeting which will be held in Austin on April 20th – April 22, 2008.

**9C. Border Trade Advisory Committee Designee for MOTOR MPO**

James Beauchamp, President of MOTRAN, has accepted our invitation to become the MPO's designee for the Border Trade Advisory Committee, and attended a meeting of this committee recently in Weslaco, Texas. Mr. Beauchamp attended the Policy Board Meeting to give a report of the Border Trade Advisory Committee's activities/actions.

**9D. Annual Project Listing 2007**

Ms. Owens gave the following report:

We are still working on the format that is required of us and should have that within the next two to three weeks. This is a part of the Annual Report but they allowed extra time for formatting. A copy will be provided to the Policy Board for review.

**10. Project Reports – TxDOT-Odessa District**

Lauren Garduño, TxDOT-Odessa District, gave updates on project letting dates, updates on construction projects, right-of-way acquisitions for all construction projects and status on JBS, IH 20 and the Garfield extension.

**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 Sections 551.071, 551.072 and 551.074 at 5:10 p.m.

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

The Policy Board came out of Executive Session at 5:30 p.m.

The Building Lease Agreement between the MOTOR MPO and the City of Midland was discussed. Judge Susan Redford made the Motion to approve the Building Lease Agreement as submitted. Lauren Garduño seconded the Motion and it passed unanimously as follows:

Dr. Jimmy Goates     Aye  
Judge Mike Bradford   Aye  
Lauren Garduño       Aye  
Judge Susan Redford   Aye  
Mayor Wes Perry       Aye

**13. Adjourn.**

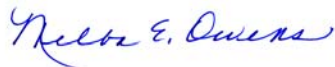
The Motion was made by Lauren Garduño and seconded by Mike Bradford to adjourn the meeting. The Motion passed unanimously as follows:

Dr. Jimmy Goates     Aye  
Judge Mike Bradford   Aye  
Lauren Garduño       Aye  
Judge Susan Redford   Aye  
Mayor Wes Perry       Aye

The Meeting adjourned at 5:35 p.m.

The next scheduled Policy Board Meeting will be conducted on Thursday, March 20, 2008, in the MOTOR Conference Room at 3:30 p.m.

Minutes submitted and approved by:



Melba E. Owens, Executive Director