



**Technical Advisory Committee Meeting
January 4, 2008**

Minutes

Opening:

The regular meeting of the MOTOR MPO Technical Advisory Committee meeting was called to order at 8:30 AM on Jan 4th, 2008 in the conference room of the Wright Office Complex by Melba Owens, MOTOR Executive Director.

Technical Advisory Committee Members Present:

Melba Owens	Executive Director, Motor MPO
Marwan Khoury	Director of Planning, City of Odessa
Matt Carr	Transportation Planning & Development, TxDOT
Chuck Swallow	Director of Development Services, City of Midland
Fred Crawford	Project Manager, Ector County Public Works
Gary Law	Director of Transportation Planning & Development, TxDOT

Technical Advisory Committee Members Not Present:

Vacant	Road Superintendent, Midland County
Matt Squyres	Director of Public Works, City of Odessa
Edward Esparza	General Manager, MOUTD
Cameron Walker	Planning Division Manager, City of Midland
Alfredo Gonzales	Public Transportation Coordinator, TxDOT-Odessa District

Others in Attendance:

Angela Wolf	Administrative Assistant, MOTOR MPO
Stephanie Fuentes	Engineer in Training, TxDOT-Odessa District
Jennifer Chaney	Engineer in Training, TxDOT-Odessa District

Agenda Item

2. Announcements and Introductions

Gary Law, Director of Transportation Planning & Development, TxDOT, introduced a new member of their staff, Jennifer Chaney, Engineer in Training. Jennifer is a recent Civil Engineering graduate of Texas Tech.

Matt Carr, Transportation Planning & Development, TxDOT, introduced Stephanie Fuentes, assistant to both he and Gary Law. She too is a Civil Engineer graduate from Texas Tech.

3. Approval of minutes from previous TAC Meeting

The Motion was made by Marwan Khoury to approve the minutes of the December 7, 2007 meeting. The Motion was seconded by Chuck Swallow. The Motion passed unanimously.

4. Briefing on and Approval of Draft Amendment to the 2008-2011 TIP

Ms. Melba Owens, MOTOR MPO Executive Director, advised that FHWA's new regulations require the use of year-of-expenditure analysis and the reporting of total project costs, including all engineering and right-of-way costs. Any MTP or TIP adopted or modified after December 11, 2007, must conform to these new requirements. Modifications to the TIP are expected on February 1, 2008 as part of the normal STIP quarterly update cycle.

Ms. Owens indicated that the TIP is year-of-expenditure compliant but there are some other project changes that are going to require the amendment. Ms. Owens and TxDOT started looking at all of the updates of the numbers and realized that an amendment to the MTP was going to have to be made as well to which the process is beginning today.

Matt Carr presented the TIP Amendments that he and Stephanie Fuentes made. Matt informed the members that they are essentially moving money around on the reliever route. A sheet was included in everybody's packet that showed how they came up with the total project costs. The Financial Summary has also been updated with the numbers. This is nothing more than a tally of the funding from categories 3, 10, 11 and 12.

Ms. Owens advised that a copy of the revised TIP was in everybody's packet that included all of the changes highlighted in yellow. There will be some public involvement that will be required for the TIP approval. The process will begin with TAC's approval to take this before the regularly scheduled meeting of the Policy Board on January 17, 2008 and have a joint public meeting at that same time. The TIP amendments will be released for an immediate 10 (ten) day public review. The review period from the public comment will close on January 28, 2008 and we will have a Special Called Meeting with the Policy Board on January 31, 2008 to have vote for the final adoption and approve

resolution on all for them to be forwarded on up to TxDOT-Austin for the February 1 STIP cycle.

Gary Law motioned to approve the TIP and move forward to the Policy Board. The Motion was seconded by Marwan Khoury. The Motion passed unanimously.

5. Briefing on and Approval of Draft Amendment to the 2005-2030 MTP

Matt Carr presented the adjustments that will have to be made within the MTP not only to reflect total project costs year-of-expenditure but this is going to impact some projects. After visiting with Mitch Batuzich, FHWA, and comparing the TIP to the MTP, two projects were found to be over the 50% inflation rate. Charts detailing the projects for the MTP were distributed to the members in attendance.

Fred Crawford made the Motion to approve the MTP and move forward to the Policy Board. The Motion was seconded by Gary Law. The Motion passed unanimously.

6. Briefing on and Approval of Draft Amendment to the FY 2008 UPWP.

Ms. Owens advised that we received notice by letter dated December 6, 2007 from James Randall, Director of Transportation Planning and Programming in Austin, advising us that we will only receive a total of 2 (two) authorized amounts for a total of \$418,937.67 of federal transit section 5303 funds and planning 112 funds for fiscal year 2008. This amounts to about a \$115,000 shortfall per year for the MPO budget. A summary was included in each packet that showed how we plan to remain financially constraint.

Gary Law motioned to approve the UPWP Amendment and move forward to the Policy Board. The Motion was seconded by Marwan Khoury. The Motion passed unanimously.

7. Review and Approval of Documentation for certification of “Year-of-Expenditure” compliance.

This was essentially discussed earlier. Matt Carr briefly reiterated the inflation rate adjustments and total project costs.

Gary Law made the Motion to move forward with the documentation provided on the Year-of-Expenditure to the Policy Board. The Motion was seconded by Chuck Swallow. The Motion passed unanimously.

8. **Staff Reports**

A. RFP Update

Ms. Owens advised that the RFP is out and that the deadline for responses is January 11, 2008. She will send emails to the Consultant Selection Team with a date they can meet to review the proposals

B. Building Lease

Ms. Owens advised the contract has been going back and forth between the city attorney offices of the two cities. It is currently with the City of Odessa.

C. 2007 Annual Performance & Expenditure Report

Ms. Owens gave everyone a copy of the report for their review. A copy has been filed with the TxDOT-Odessa district to which they will forward to the Austin office.

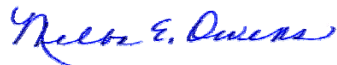
9. **Project Updates**

There were no additional project updates.

10. **Adjourn**

The Meeting was adjourned at 10:10 A.M by Ms. Melba Owens. The next regularly scheduled meeting will be at 8:30 a.m. on Friday, February 1, 2008, in the MOTOR Conference Room of the Wright Office Complex.

Approved by: Melba E. Owens



Executive Director