



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

Minutes

Opening:

The regular meeting of the MOTOR MPO Technical Advisory Committee meeting was called to order at 8:30 AM on April 4, 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
Matt Squyres	Director of Public Works, City of Odessa
Mike McAnally	Director of Operations, TxDOT-Odessa District

Technical Advisory Committee Members Not Present:

Vacant	Road Superintendent, Midland County
Alfredo Gonzales	Public Transportation Coordinator, TxDOT-Odessa District
Fred Crawford	Project Manager, Ector County Public Works
Chuck Swallow	Director of Development Services, City of Midland
Edward Esparza	General Manager, MOUTD
Cameron Walker	Planning Division Manager, City of Midland

Others in Attendance:

Angela Wolf	Administrative Assistant, MOTOR MPO
Stephanie Fuentes	Engineer in Training, TxDOT-Odessa District
Nina Collins	Director of Operations, MOUTD

Agenda Item

2. Announcements and Introductions

Melba Owens introduced Nina Collins, Director of Operations, MOUTD EZ-Rider. Nina was sitting in for Edward Esparza. She informed the committee about the difficulties they too are having maintaining an appropriate level of staff.

3. Approval of minutes from previous TAC Meeting

The Motion was made by Marwan Khoury to approve the minutes of the March 7, 2008 meeting. The Motion was seconded by Matt Carr. The Motion passed unanimously.

4. Approval of Revised Draft Contract between the MOTOR MPO and Wilbur Smith & Associates, to include budget approval for Work Authorization No. 1 for the MTP Development/Scenario Planning/Community Visioning Project.

Ms. Melba Owens, MOTOR MPO Executive Director, advised that she and the Wilbur Smith team have written the draft by utilizing a lot of the City of Odessa formats, some of the TxDOT required format for MPOs and they also looked to the language that was used for the City of Waco for the project that they did for scenario planning with the Wilbur Smith team. This will be a work authorization based contract to support the MPO's efforts to develop the MTP.

The Policy Board Members authorized members of TAC and the MPO Executive Director to further negotiate the budget proposed for Work Authorization No. 1 with David Freidenfeld, Project Manager, for Wilbur Smith & Associates. It was further decided that a lump sum/fixed cost approach would likely be the best way for the MPO to structure payments for Work Authorizations. Two subsequent meetings were conducted to negotiate the proposed budget for Work Authorization No. 1 with Matt Carr and Melba Owens in the first session and then Matt Carr, Matt Squyres and Melba Owens in the second session. The negotiations resulted in a cost savings to the MOTOR MPO of \$6,984. The original proposed budget was submitted at \$73,984. The negotiated figure presented to you today is \$67,000. A draft of the final copy is submitted.

The Motion was made by Matt Carr and seconded by Marwan Khoury to approve that the revised draft of the final contract proceeds forward to the Policy Board on April 17, 2008. The Motion passed unanimously.

5. Review/Approval of Investment Policy for the MOTOR MPO as required by the State of Texas Public Funds Investment act.

Ms. Melba Owens informed the members that this was recommended in our final audit report presented by Elms Faris & Company. This policy will be reviewed annually. The policy submitted follows the format for the City of Odessa Investment Policy. James Zentner, Assistant City Manager, City of Odessa, has agreed to serve as the MOTOR MPO Investment Advisor. The policy developed also designates Felicia Nzere, Director of Finance for the City of Odessa, and Melba Owens, MOTOR MPO Executive Director to serve as Investment Officers for the MOTOR MPO. Training is required every two (2) years for those serving in this capacity.

The Motion was made by Matt Squyres and seconded by Matt Carr to approve the MOTOR MPO Investment Policy as submitted move forward to the Policy Board on April 17, 2008. The Motion passed unanimously.

6. MOTOR Staff Reports

Ms. Melba Owens informed the members that the Texas Transportation Commission approved the use of the Transportation Development Credits to make up the shortfall in matching funds needed for FHWA-PL carry-over funding, and to match the FY 2008 FTA Section 5303 funds that will be spent in FY 2009. This will reinstate the shortfall of \$114,000 to the MOTORT MPO FY 2008 Budget.

7. Project Updates

Matt Carr informed the members that they did receive a Congressional Earmark in the amount of \$490,000 for FM3503.

8. Adjourn

The Meeting was adjourned at 10:00 A.M by Ms. Melba Owens. Due to some of the TAC members being gone for a conference during our next regularly scheduled meeting, the next meeting has been rescheduled for 8:30 a.m. on Friday, May 9, 2008, in the MOTOR Conference Room of the Wright Office Complex.

Approved by: Melba E. Owens



Executive Director