



**Technical Advisory Committee Meeting
Nov 2nd, 2007**

Minutes

Opening:

The regular meeting of the MOTOR MPO Technical Advisory Committee meeting was called to order at 8:30 AM on Nov 2nd, 2007 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
Matt Squyres	Director of Public Works, City of Odessa
Marwan Khoury	Director of Planning, City of Odessa
Cameron Walker	Planning Division Manager, City of Midland
Matt Carr	TxDOT, Odessa District (sitting in for Gary Law)
Chuck Swallow	Director of Development Services, City of Midland

Technical Advisory Committee Members Not Present:

Edward Esparza	General Manager, MOUTD
Vacant	Road Superintendent, Midland County
Fred Crawford	Project Manager, Ector County Public Works

Others in Attendance:

Angela Wolf	Administrative Assistant, MOTOR MPO
Fred Marquez	Transportation Planner, TPP Division-Austin

Agenda Item

2. **Announcements and Introductions**

Melba Owens Executive Director MOTOR MPO announced that she filled the Administrative Assistant position. Ms. Owens introduced Angela Wolf who was hired on October 22, 2007. Angela was formerly the Director of Midland Crime Stoppers and has ten years of experience working with boards and committees.

Ms. Owens' second announcement was that Lakshmi Gurram had resigned his position with the MOTOR MPO. Ms. Owens noted the position for Senior Transportation Planner is currently open and posted. She asked that if anyone new of anybody interested to please let her know.

3. **Approval of minutes from previous TAC Meeting**

The Motion was made by Matt Squyres to approve the minutes of the October 5, 2007 meeting. The Motion was seconded by Marwan Khoury. The Motion passed unanimously.

4. **Staff Reports**

A. MTP 2010-2035 Updates

Ms. Melba Owens advised that the MPO is moving forward with an RFP for consultant services for Scenario Planning/Regional visioning as we begin planning for MTP 2010-2035. She advised that MPO wants the new MTP to be grounded not only in technical analysis, but to have a foundation of a clearly defined regional vision. She stated that the new MTP would be developed with the core principal that transportation investment shall be used to accomplish community and regional goals. She stated that the MPO is committed to making the MTP reflect a regional vision in project prioritization and selection. She advised that the plan is to not only utilize as input the cities'/counties' comprehensive/strategic plans for sustaining economic development, but to build the regional vision from the bottom up, relying on both broad and targeted public outreach. She further advised that she will be asking for action on the RFP that she has developed. Charts were included in everyone's packet to show the breakdown of the phases for the MTP Development Process. Phase-I was the RFP development Consultant Selection; Phase-II was Public Workshops (3-4), Surveys, and Building Consensus for Vision Planning year 2035; Phase-III was Identify deficiencies of existing system with respect to meeting 2035 needs; Phase-IV was Develop MTP Year of Expenditure dollars. Ms. Owens informed the committee that the Policy Board meeting has been changed from the 15th to the 29th of November to allow her to attend the scenario planning workshop and TEMPO meetings in Austin on November 14th and 15th.

Mr. Marwan Khoury, City of Odessa, asked if the RFP would be going out nationally or just in the State of Texas. Ms. Owens advised that she has had a

firm outside of the State of Texas that has inquired but that she was thinking primarily of Texas.

Fred Marquez, TxDOT, asked if Ms. Owens has given thought to the selection committee. She said yes and that she feels it should be this group or selected members from this group. The committee also suggested removing the dollar amount from the RFP.

Ms. Owens reminded everyone that we're still not to the point of action on the RFP. Mr. Matt Carr, TxDOT, did recommend that the wording in the RFP should read that "it is a complete package or portions of that" because this is a contract to augment the staff and any capabilities that could be brought by the member entities.

B. Public Participation Plan Update

Ms. Melba Owens advised that they did approve the Public Participation Plan in final form on September 20th Policy Board Meeting and it's on the website but she did include a copy for information if they wanted to see. It did go through this committee a number of times before it went to final approval on September 20. Ms. Owens thanked the committee for their help.

C. MPO Audit

Ms. Melba Owens advised that we are in the process of undergoing our first independent audit. It will be with the firm, Elms & Faris. They will perform a financial and compliance audit for Year Ending September 30, 2007. Anticipation of the cost will be between \$6,500 and \$7,500.

E. Approval of RFP for Consultant Services/Scenario Planning-Public Survey

Ms. Melba Owens welcomed any discussion on the RFP. They have worked on it through a couple of small workgroups and taken comments from Fred Marquez and Mat Squyres. Mr. Cameron Walker, City of Midland, suggested we add for them to enclose "six (6) sealed copies" and a line item stating when and where they will be opened. Matt Squyres suggested that when they do arrive to stamp the date received.

Ms. Owens gave tentative timelines for the RFP. Letters of invitations and the notices in the newspapers will go out on December 2nd, a Sunday publication. The deadline will be January 4th. Matt Squyres suggested the deadline be January 11th due to the holiday season. Interviews will be conducted the last week of January. She mentioned that we must keep in sight that the end result is the November 9, 2009 deadline for the MTP.

Ms. Owens informed the committee that the optimum situation would have been to have had all of the staff in place as we begin the MTP Development - Lakshmi as the Senior Transportation Planner, an additional Planner and a Senior Planning Assistant. Had the MPO been fully staffed, Ms. Owens indicated that she felt this process could have been done in-house. The goal is to ultimately get a staff in place. Ms. Owens believes the Board is committed to not taking a lot of money away for the potential hiring of staff at this point and

just going with consultants. The MPO still needs to move forward in trying to develop the staff and a team of people with the qualifications and abilities to do this work.

The original RFP had a limit of five (5) pages. There was some discussion as to this limit. The committee came to an agreement that the limit is to be no more than twenty-five (25) pages total - this would be written pages and graphics.

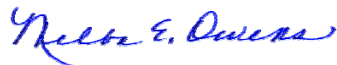
The Motion was made by Chuck Swallow to move forward with recommendations to the Policy Board with the RFP based on corrections made based on the discussion points from today's meeting. The Motion was seconded by Cameron Walker. The Motion passed unanimously. Ms. Owens said she would make the recommended corrections and email them to everyone for one final review.

6. Project Updates

7. Adjourn

The Meeting was adjourned at 10:14 A.M by Ms. Melba Owens. The next regularly scheduled meeting will be at 8:30 a.m. on Friday, December 7, 2007, in the MOTOR Conference Room of the Wright Office Complex.

Approved by: Melba E. Owens



Senior Planning Assistant