

MINUTES
LMPO TRANSPORTATION POLICY BOARD
THIRD FLOOR CONFERENCE ROOM
AUGUST 9, 2022

Minutes of the LMPO Transportation Policy Board meeting held August 9, 2022, in the 3rd Floor Conference Room, 212 SW 9th Street, Lawton, Oklahoma.

The agenda for the meeting was posted on the bulletin board in City Hall in compliance with the Oklahoma Open Meeting Act.

The meeting was called to order at 11:00 a.m. by Mayor Stan Booker.

MEMBERS PRESENT: Stan Booker
 Jay Earp
 Sean Fortenbaugh
 Alan Hampton
 Johnny Owens
 Ed Petersen
 Debra Porter

MEMBERS ABSENT: Jay Burk
 David Denham
 Steve LaForge

ALSO PRESENT: Janet Smith, Planning Director
 Jonathon Stone, Planner

Booker asked is a voting quorum established.

Ezell stated yes, you have seven (7) of the ten (10) members present.

2. Verify posting of meeting.

Recommended Action: Verification of posting time and date.

Meeting was posted on August 5, 2022, at 4:15 p.m. by Tammy Anderson

3. Introductions.

Recommended Action: Introduction of all individuals present.

Booker stated this was done before the meeting started. The only person that has come in since that time was Johnny Owens.

BUSINESS

4. Discussion and consideration of approving specific projects for the Phase 1 Scope of Services with EST for the Traffic Flow Study.

Recommended Action: A motion to approve specific projects for the Phase 1 Scope of Services with EST.

Smith stated as you know we have revised this several times. The first go round the price was out of our range. You are seeing revisions that were based on discussions with the Policy Board and the Technical Committee. Page seven (7) of the proposal has the project fee breakdown. Task Order One (1) Project Number Four (4) is \$105,000. This covers Gore Boulevard between Laurie Tatum Road and 2nd Street and includes the three (3) intersections. Task Order Two (2) Project One (1) is for \$34,460. This is Gore Boulevard at 27th and 31st Street plus Gore Boulevard at Cameron University/Memorial Hospital. The total for both projects is \$140,000 and we had set aside \$130,000. We do have room to increase and move \$10,000 to accommodate the \$140,000 if this covers the scope of projects we discussed.

Booker asked is this what we discussed last time.

Smith stated yes, we left out Task Order Two (2) Number Two (2) between Sheridan Road and 38th Street. That was almost \$88,000 and we felt we could wait, and we don't have the money to include that task.

Booker asked but you did include those pressure points.

Smith stated yes.

Stone stated the intersection of Gore Boulevard at 27th and 31st and the Cameron/Memorial Hospital those are the two (2) in Task Order Two (2) Project One (1).

Booker asked does anyone have any questions or discussion. I would entertain a motion.

Motion by Earp, Second by Fortenbaugh, to approve Task Order (1), Project Four (4) in the amount of \$105,000 and Task Order Two (2) Project One (1) in the amount of \$34,460 for the Phase I Scope of Services with EST for the Traffic Flow Study. **Aye:** Earp, Fortenbaugh, Hampton, Owens, Petersen, Porter, Booker. **Nay:** None. **Motion Passed.**

5. Discussion and consideration of approving the agreement with EST for the Traffic Flow Study and authorizing the LMPO Director to execute the agreement after review by the City Attorney.

Recommended Action: A motion to approve the agreement with EST for the Traffic Flow Study and authorizing the LMPO Director to execute the agreement after review by the City Attorney.

Smith stated this adds the specific projects into the agreement. It has been provided for you, but we wanted the option of the discussion separate. Now that we have agreed on which projects it is exactly the same as listed in the agreement with the exclusion of the second one (1) for almost \$88,000. It will be Task Order One (1) Project Four (4) and Task Order Two (2) Project One (1).

Booker asked does everyone understand. Are there any questions or comments?

Motion by Owens, **Second** by Hampton, to approve the agreement with EST for the Traffic Flow Study and authorizing the LMPO Director to execute the agreement after review by the City Attorney. **Aye:** Fortenbaugh, Hampton, Owens, Petersen, Porter, Booker, Earp. **Nay:** None. **Motion Passed.**

6. Discussion and consideration of approving a Resolution adopting Amendment 1 for the FY 2023 Unified Planning Work Program (UPWP) for the Lawton Metropolitan Transportation Planning process.

Recommended Action: A motion to approve the Resolution adopting Amendment 1 for the FY 2023 UPWP.

Smith stated the UPWP was approved in July and subsequent to that we were able to get ODOT to approve additional funding for updating our Land Use Plan. It would be the 2050 Land Use Plan. They have approved up to \$75,000. It includes a lot of transportation information about our arterials and things of that nature. Due to the inclusion of the update and the allocation of funding we need to come back for an amendment to approve the product and projects for the UPWP. We also allocated an additional \$10,000 for another bus wrap. This would give us three (3) wraps with LATs. This is a reallocation of funding. What we do with advertising and putting the funding towards LATs helps us with our local match. It is using our funding in a more efficient way for it to be part of our twenty percent (20%) local match for our federal funds. Sending that to LATs helps our dollar go further.

Booker asked are there any questions or comments.

Motion by Petersen, **Second** by Fortenbaugh, to approve a Resolution adopting Amendment 1 for the FY 2023 Unified Planning Work Program (UPWP) for the Lawton Metropolitan Transportation Planning process. **Aye:** Hampton, Owens, Petersen, Porter, Booker, Earp, Fortenbaugh. **Nay:** None. **Motion Passed.**

CONSENT

(all items are in support of Amendment 1 to the FY23 UPWP)

7. Consider approval of the supplement to the Annual Agreement between the Oklahoma Department of Transportation (ODOT) and the Lawton Metropolitan Planning Organization (LMPO) for Transportation Planning.

Recommended Action: A motion to approve the supplement to the Annual Agreement between ODOT and the LMPO

8. Consider approval of the revised Memorandum of Understanding (MOU) between the City of Lawton (COL) and the Lawton Metropolitan Planning Organization (LMPO) for Metropolitan Transportation Planning for FY 2023.

Recommended Action: A motion to approve the revised FY23 MOU between the COL and the LMPO.

Booker stated items seven (7) and eight (8) can be handled with one (1) motion unless someone would like to pull an item.

Motion by Owens, **Second** by Earp, to approve the consent agenda. **Aye:** Owens, Petersen, Porter, Booker, Earp, Fortenbaugh, Hampton. **Nay:** None. **Motion Passed.**

9. Reports or Comments.

a. Federal Highways

None

b. ODOT Division VII

Earp stated our bridge project north going to Elgin, Oklahoma City and Chickasha is ahead of schedule. It was supposed to be finished the first week of October and now we are thinking second week of September. One positive thing about dry weather you can build projects quicker. How has the traffic been?

Booker stated I have not had any trouble but I'm not there during peak hours.

Fortenbaugh stated the end of day when people are trying to go home it gets a little congested.

Hampton stated there is a little backup, but it flows pretty good.

Earp stated it is ahead of schedule and hopefully will be completed in September. The reason for the project is the beams underneath the bridge the clearance was low, and they were getting hit. We have reconfigured the beams and placed them at a shallow depth which allows a higher vertical clearance. Another project is the Rogers Lane Safety Improvement. The designer is nearing the second phase of design. We will look at it and review with city staff. There will be some pushback because it will be different, but it is all in the name of safety. It will make the route safer and restrict the northbound facing left turns except at the signalized intersections. We are rebalancing the eight (8) year work plan and hope to advance the project to 2025. If things move along quickly maybe we can advance it to 2024.

Booker stated so dry weather and financial incentives helps to move bridges along.

Earp stated they sure do.

Booker stated thank you.

c. Fort Sill

Porter stated two (2) things to be aware of. First the Sheridan Road gate will be closed from August 15th through the end of September. They are installing active vehicle barriers at all

gates. They have a staggered approach to try and minimize impact to traffic. Traffic will be redirected either to Fort Sill Boulevard gate or the 52nd Street gate. We are doing a lot of publication letting everyone know the gate will be closed. Once that gate is complete, we will move over to Fort Sill Boulevard. That gate will be closed through December 31st. We have tentative dates in 2023 for the rest of them but it all depends on how the first two (2) go.

Booker stated very good, and it is good to have you here.

d. Lawton Fort Sill Regional Airport

Petersen stated we approved phases two (2) and three (3) of the modernization plan, which is the last phases at a cost of \$16,000,000. People waiting for a flight will be moved to a temporary holding area until the project is done. It is scheduled for about two (2) years. It has the one (1) thing the Chamber is happy about, as much as I am, is an air boarding arm that goes that goes out to the plane.

Fortenbaugh stated and we have a working baggage claim carousel.

Petersen stated today.

Booker stated oh does that mean we have had trouble with it. Hopefully we will get those bugs worked out. Thank you.

e. LMPO Director

Smith stated Jonathan and I had a meeting several weeks ago with Isaac of Federal Highways to discuss some potential grant funding. We will be bringing several ideas back at the next meeting. We will work with city staff and the city manager to decide what projects we would like to do. Jonathan why don't you tell them about the reconnecting community's grant.

Stone stated it is a very large grant for mitigating the impact of transportation infrastructure that has divided communities. It can be anything from an interstate highway, airport, rail line, arterial road, bridges, or anything transportation related that might have divided a neighborhood from a community. The fund planning side is a minimum of \$200,000 up to \$2,000,000. That fund the plans for mitigation. The construction side will fund \$5,000,000 for construction projects.

Smith stated we have eight (8) or nine (9) different ideas we are considering if not more. Larry and the city engineer were a part of the meeting as well. Those are exciting opportunities we may have.

Booker asked can that be used for the increased cost of the pedestrian bridge over I-44.

Cleghorn stated I don't believe so. This is a federal highway transportation grant to reconnect communities that were divided as part of the infrastructure program when they built the highways in the 30's as part of the "New Deal Act". Some communities were disenfranchised because they plowed right through the middle of them. For example, the community underneath

I-44 might be able to apply for that type funding. The bridge on 11th Street that divides part of the triable land from other parts of the community if there is a way to address the bridge. We do have several ideas. We will see how they flow through the process to see whether we can get funding or not.

Petersen asked we are correcting something from the 30's.

Cleghorn yes, from all the highways that they built back in the day.

Booker stated okay. We need to do everything we can to figure out a way to spend all the federal money we can.

Smith stated yes.

Booker stated good report, thank you. We will look forward to hearing about the projects once you get them pushed through. Are there any questions.

f. LMPO Finances

Schlecht stated I realized I forgot to put the dates on the documents. In June we had one (1) receivable and it has been there for a while. It was there the last time you met. I have had conversations and emails with ODOT trying to get this reimbursed.

Smith stated I think we have succeeded.

Stone stated yes, I had a discussion a few days ago with ODOT regarding this one. They are looking at it very closely with the proper year this time. They were trying to pull from the wrong year. Once I pointed out this was 2019/2020 funds, they realized they could do that without any changes.

Smith stated they have had this quite a while. They have gone through a change of leadership, and I think it got lost along the way. The dates were wrong on the year they were pulling from. I think we have clarified that now. Let me add that they are going to be increasing the amount of money we get yearly.

Booker stated we like that.

Schlecht stated it will be good to get the \$35,000. Moving down to the outstanding checks. At the end of June, we had \$130,778.03 in the bank. Checks outstanding total \$51,378.96 so that adjust the bank balance to \$79,399.07 at the end of June. In July we have a couple more receivables. We have CMAQ receivables of \$2031.00 and Transportation Planning for \$3,952. We sent in the claim but haven't received the reimbursement yet. When we do that will be removed from this form. The bank balance as of July 31st is \$124,499.95. The outstanding checks is \$49,550.46. That brings the adjusted bank balance to \$74,949.49. We have one (1) invoice that was close to \$40,000 to Kimley Horn we were unable to pay. If you include the checks for August, we have about \$28,000 in the bank. As soon as we start getting these receivables in, we will make

those payments. As far as I know that is the only one (1) that hasn't been paid. Are there any questions.

Earp asked so our Task Order to EST for \$105,000, I guess that will be paid out as they do the work. Are we anticipating we will have money in the bank each month in order to make that commitment?

Schlecht stated that is the goal. Our claims need to occur more frequently. At a minimal quarterly. They are behind at this moment. Normally you would encumber the funds when you start a new project. The goal is to have that money before you start any project. We are not there yet. We have a lot of work to do to get there. Since they are a monthly bill, we will try to have cash so that the bill can be paid timely.

Booker asked can we start the project even though we don't have the money to cover it.

Schlecht stated it would be best to have the money but I'm not familiar with how this group functions. It would be my preference we always have the money before we do anything. That's the way it should be, but we have to get those claims. We must get reimbursed to know how much money we have before starting a new project.

Smith stated we are working with ODOT to get those reimbursements. As you know we are a reimbursement entity. The city provides the funding for staff and then we submit invoices to ODOT. They pay eighty percent (80%) of staff's time. It goes into the funds you are seeing. They are a little behind, but we are working to get the money reimbursed. Obviously, we will not expend any funds that are not available.

Cleghorn stated it is against state law to expend fund you don't have. Generally, you don't start a project until you have all the funding available. By law you are not supposed to start a project without all the funding. You can borrow it or whatever, but you are supposed to have it.

Booker stated okay, I'm presuming that means as a matter of practice we won't proceed with EST until the money is there.

Smith stated right.

Booker stated I want to say this is the best financial report I have seen since I've been here. I think it is the first. As a result of a discussion we had with our auditor I think we are moving in the direction where he told us we needed to be. Is that correct. Are we where he said we needed to be or at least moving in that direction?

Smith stated we have the audit every year. This is a new bookkeeping system and Susan is doing this now. She had not done that prior to me being here. We are trying to refine our bookkeeping to a simpler format that is easy to understand and very transparent.

Booker asked so do you feel we are moving in the direction the auditor requires us to be.

Schlecht stated yes, it is taking a long time on my side. I have emails from Mr. Turner in reference to the audit and he had expected us to be into the accounting system at this point. That has not happened. I'll admit it is a very difficult task. As I get more familiar, I'll get quicker. I hope in the first quarter of this year to have LMPO into the system. If I don't, I'll go back and add everything. That is part of the goal Mr. Turner has as well as the city.

Booker stated we have ended another fiscal year, but he didn't talk to us that long ago. I think we have made good progress and I applaud you for the work you have done.

Schlecht stated thank you.

Booker asked comments or questions. Alright thank you very much. Good report.

10. Comments from the public.

Cleghorn stated I would like to clarify my earlier statement. You asked about the highway transportation system that was built in the 30's and 40's. Two (2) things. We move west and expand the country. We built infrastructure in the 30's and 40's. The program they are talking about specifically talks about the 60's and 70's. I wanted to clarify that.

Petersen stated thank you.

11. Adjournment.

There being no further business the meeting adjourned at 11:25.