

TTC MINUTES

April 4, 2023

MINUTES
TRANSPORTATION TECHNICAL COMMITTEE
3rd Floor Conference Room
April 4, 2023

Minutes of the Transportation Technical Committee meeting held April 4, 2023, 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 10:00 am by Charlotte Brown.

ROLL CALL

MEMBERS PRESENT: Charlotte Brown
Larry Wolcott
Jay Earp
Ryan Landers
Sarah McElroy
Joseph Painter
Barbara McNally

MEMBERS ABSENT: Krista Ratliff
Debra Porter
Tom Ziegler

ALSO PRESENT: Madison Aust, Recording Secretary
Gregory Gibson, City Attorney
JLyn Jorgenson, City Attorney
Jonathan Stone Senior Transportation Planner
Candace Smith, Transportation Planner I

2. Verify posting of meeting

The meeting was posted on March 30, 2023 at 2:45 pm by Tammy Branstetter

3. Introductions

4. Approval of minutes from the February 7, 2023 and March 7, 2023 meetings.

Motion by McNally, **Second** by Wolcott, to approve the minutes from the February 7, 2023 and March 7, 2023 meetings as written. **Aye:** Brown, Wolcott, Painter, McNally, McElroy, Landers, Earp **Nay:** None **Motion Passed**

BUSINESS

5. Consider recommending the Transportation Policy Board awarding a contract for the LMPO audits for fiscal years 2023-2025.

Stone stated Yes, we received 2 responses to the RFP. Arledge and Associates with the fee of 18,000 for the first year, 18900 for the second year and 19,800 for the third year. And one from Robert Turner for 8600 per year, both costs could go up if the MPO exceeds the \$750,000 budget threshold for a single audit.

McNally stated Is there any reason that we wouldn't go with Robert Turner? He's been our auditor for 15 years. He is fair and he's tough. He's good.

Brown responded I think our recommendation is to go with Robert, since he was the cheaper of the two anyway.

Stone stated and we work worked with him for the last few years as well.

McNally stated there is something about consistency and not having to explain everything to him. It's everything. Are we making a motion to accept his proposal?

Brown responded yes, to recommend to the Policy Board to award the contract to Robert Turner.

McNally stated I would make that motion if you guys are good with that.

Landers stated I'll second.

Motion by McNally, Second by Landers, to recommend to the Transportation Policy Board to award the contract for the LMPO audits for fiscal years 2023-2025 to Robert Turner.
Aye: Landers, McElroy, McNally, Painter, Wolcott, Brown **Nay:** None **Motion Passed**

6. Discuss and select a process for the Transportation Technical Committee to review the responses received to the RFQ for the 2050 Land Use Plan.

Brown stated it is still out. I think it's due back next Monday but at the March Policy Board meeting they did name you guys is the ones that will review the firms that will submit. We wanted to formally notify you of that and discuss if you guys wanted.

McNally asked will you send out the proposals and the rating sheets and stuff?

Brown responded yes, we will.

McNally stated perfect.

Brown stated we just wanted to, they're due back the 10th, obviously, we'll probably need a day or two for staff to go through and then we'll send them out to you guys and then do you guys want to schedule a special meeting now to do that.

McNally stated do you want us to rate them on our own and just return to you or do you want to do it in the meeting?

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Stone stated we'll need a recommendation before the Policy Board meetings, so if they're if you are okay with meeting in May to make a recommendation.

Painter asked are we going to short list 3 and the have a presentation?

Stone responded that is up to you.

Brown added that is up to the committee.

Painter stated we probably should, depends on how many we get and who they are.

Brown stated I have at least one that has said they're going to submit, but I haven't heard for sure on anybody else.

Painter stated maybe we have to play it by ear and see how many we get. Maybe we will a whole bunch of them to short list for presentations. Fingers crossed. Do you have a favorite planning department would like to see?

Brown responded I'm curious to see what Garver and Guernsey submit. I know Janet had us meet with I think it was the three ladies from Guernsey last year on it.

Painter stated not all those firms have planners on staff.

Brown stated right, whatever you guys think the motion should be. If you guys want to put in there depending on you know number of applicants short list it to three, and then if we do a presentation, I would prefer to do it in a special meeting that we were not tied to just an hour of time before the Policy Board.

Painter asked you get them on the 10th?

Brown responded yes, next Monday.

Painter stated but we're going to meet again, or when's our next scheduled meeting. The second? Three weeks will blow by before you know it.

Brown stated I blink, and it's been three weeks.

Painter stated why don't we just meet at the next scheduled meeting to go over the RFQ's that we've got and make a decision if we want to have a special presentation meeting?

Brown stated ok, so then we just, we won't present to the Policy Board I think that meeting, then.

Stone stated we wouldn't be able to unless they made a recommendation to the Policy Board to select one at that meeting, but that would have to be in the AIC.

Painter stated I mean we've waited this long.

Brown stated I mean, I'm fine with that.

Stone stated if that's the deal, yes.

Painter stated when was the last time it was updated?

Brown responded 2008.

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Painter stated they have a lot of work to do on that.

Brown stated that puts us that much closer to next fiscal year too, so.

Stone responded there's money in this year's budget, but it can be rolled over so because it's PL funds, right?

Painter asked how much to you have budgeted for this thing?

Brown stated yes, well, this year I think we had 75,000 budgeted, but it'll roll over, and we'll have next year PL funds as well available for it.

Painter asked what would that put you in another 75,000?

Stone responded that will depend on the cost of that and what our estimations for our metropolitan transportation plan. Or if it's too much we may have to roll the contract

Painter stated I don't think 75,000 would do for that big of an update over that amount of time.

Brown stated I don't think so either, but if we if we had another 75,000 for next year.

Stone responded I mean and that will depend on the budget, and we don't have that yet, so.

McElroy stated we have been working on updating the distribution formula because we have a new PO coming on board in the Enid area, so the amounts may differ slightly from previous years.

Painter stated so we're getting more?

McElroy stated I don't know about that.

Painter responded we like to be optimistic.

Motion by Painter, Second by McNally, to review at the next TTC meeting and make a recommendation to the Policy Board **Aye:** Landers, McElroy, McNally, Painter, Wolcott, Brown **Nay:** None **Motion Passed**

7. Discuss the selection of alternates for members of the Transportation Technical Committee.

Brown stated with the bylaws for the Policy Board we are also going create bylaws for them and so we wanted to get or not bylaws alternates for them. We wanted to get alternates for this committee, if we do have issues with quorums, we've got an alternate that can step in and take places.

Painter stated how to we pick the alternates? Do we just pick? Do they get voted on by the committee?

Stone responded the current bylaws have a position title or their designate.

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Brown stated so you would just designate someone that could step in for your shoes. I'm going to designate Jonathan as mine. I already know the August meeting I won't be here for.

Landers asked so can we just send you a person or do we need to say it out loud today?

Painter stated it's a secret till you show up.

Brown stated either if you already have somebody in mind, and then we can do that.

McElroy stated as long as there's record of it either like on the minutes, official e-mail, letter, or anything.

Landers stated I mean I can tell you mine.

Brown responded Tony.

Landers stated there you go.

Earp asked we tell you the name now?

Brown responded if you want to, or you can wait and send an e-mail.

Earp stated let me think about.

Brown responded okay, because we're going to have to also send an e-mail to the ones that aren't here today. Larry, if you want to designate the guy from the traffic engineering place.

Wolcott stated yeah, the first question is for the Technical Committee's membership is the City's Traffic Engineer, the member of this committee or the city's public works director?

Brown responded the Traffic Engineer.

Wolcott stated so I'm not even on this committee then.

Brown responded you're the designated Traffic Engineer. He's acting Traffic Engineer.

Stone stated I'm pretty sure the Public Works Director is and the Traffic engineer. I'm pretty sure the membership is the is the Public Works Director and the Traffic Engineer. Since you are serving us both you are one of the you're the alternate for that one.

Wolcott stated that's the first question is the Public Works Director a member of the committee. I can designate my alternate.

Painter stated what we're talking about that we've got to get a handle on, Janet did a study on engineering signals hiring engineering firms. She shouldn't have done that. That should have gone through engineering, Larry, or I, since we handled the traffic stuff. We have kind of duplicate work going on with EST finishing that up. We got to keep a handle on if we're hiring engineers, it's got to go through the Engineering Department or Larry. We at least need to know about it.

Wolcott responded I knew about it, I was involved.

Painter asked where you? I didn't know about that.

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Brown stated yes, because it was an MPO Policy Board. It's the Director of Planning or designated representative, Traffic Engineer or designated representative director of Public Works slash Engineering or designated representative.

Painter stated that's because Jerry Ihler just did it right?

Brown responded yes.

Painter stated it's been a little messed up since we switched everything.

Stone stated so we need to update those.

Brown responded yes; we need to update the bylaws.

Painter stated it really just needs to be the Public Works Director and the Director of Engineer.

Brown stated yeah, as two positions, right?

McElroy stated I'll also add that when these are approved, we'll have to update the MOU between LMPO and ODOT.

Stone asked the bylaws, Sarah?

McElroy responded for Tech and Policy yes.

Stone stated okay.

McElroy stated because I believe it references the bylaws as of a certain date in that MOU, so that would have to be updated.

Stone responded okay.

Brown stated Yeah, bylaws according adopted blah blah blah date OK.

McElroy stated that should be pretty simple. We'll just go in and change the dates an everybody will sign.

Brown stated okay.

Painter stated you're not getting out of it Larry.

Brown stated he's going to make Cynthia come to the meetings.

Painter stated the Deputy Directors of course.

Brown stated I don't have one.

Landers stated Tony will love these meetings.

McNally responded we will really miss you, Ryan. You can't not come.

Landers stated I know. I love coming to these meetings.

McNally stated you said that with feeling.

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Brown asked Sarah, who do we need to talk to you about getting Davis redone?

McElroy responded If you would contact Jared Schwineson, he is over what used to be transit over. So, he can designate.

Brown stated ok, I will email him. We'll get her replaced. Then we'll send out an e-mail to everybody to just remind everyone to send us your alternates and stuff. Because I think Laura is going to be yours, right?

McElroy responded right; we sent something back a couple of weeks ago. I can just resend that. I think that came from Don Sullivan.

Brown stated I think so.

McElroy stated we have update all of ours for the MPOs.

8. Reports or Comments

McNally stated all is good. Boarding Gates are on track for nine months and it should be completed. Then we'll start into the other phases so. It's going to be pretty.

Painter stated so the traffic study that EST is doing, I saw an e-mail that they're done with the part about that was the. What the name of that street?

Brown responded Lawrie Tatum.

Painter stated warranted a signal or not.

Brown responded they determined that it does.

Painter stated I've updated them on Council's feeling on what they want out of that study, so I think they're revising it a little bit to make sure they come up with some recommendations. They want some improvements. They don't care that I don't think there shouldn't be any improvements there. We're going to give them some improvements, whatever they may cost, they're going to cost.

Brown stated the MPO's going to fund a portion of it anyway. That was why we did the studies.

Painter responded right. It's kind of you go anywhere in Oklahoma City and that that stretch of road would be fantastic. It's complicated though, right? Like get all the signals coordinated. It's not as easy as they said. There's probably the equipment's got to be purchased and maybe.

Brown stated but they think it is.

Landers stated let's see, we're filing our grants for four electric vehicles. Technically, we're getting all the information to ODOT today and then they're filing next week. Pretty excited about that. We just got our transition plan for the zero-emission study last week. Which is very thorough.

McNally asked did they settle on a transit location?

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Brown responded no, we put an RFQ out a couple weeks ago to include site selection and facility studies.

McNally stated okay,

Landers stated we lost one of our committee members when Fortenbaugh resigned, so that's a whole other thing there. It's fun.

Brown and McNally responded yes.

McNally stated I lost him too. He was like the chairman of my General Aviation Committee. We're trying to figure out now what to do. Eight members is never a good thing, can't get a vote on anything.

Brown stated I was going to tell you we got the EST portion back on the signal that Lawrie Tatum and Gore and in their opinion right now it states that it should stay and be maintained. Which is not what Council wanted to hear.

Painter stated Yeah, I'll talk to him when we they're going to come up with plans that council wants to hear. It's going to cost, So that's what I told him it's going to cost what it's going to cost. Here's the gold plated you never have to stop and drive all the way to east side of town.

Brown stated but we should have the final study from because they're going all the way to 7th Street in August.

Painter responded our problem is going to be Amanda Newberry, who was our go to golden running all our projects, quit EST.

Brown and Stone stated when?

Painter responded Friday is her last day.

Brown stated she didn't say anything in the email. She's my contact.

McNally stated how dare these people make life decision without us.

Brown responded I know.

Painter stated check with us first.

McElroy asked so her last day was last Friday or this Friday?

Painter responded this Friday. I have a meeting with her tomorrow and next day to catch up on all the projects and see who the new the person is.

Brown stated she did cc someone on the email I've never seen before so maybe he'll be our contact.

9. Adjournment

Motion by Painter, **Second** by Landers, to adjourn the meeting. **Aye:** Landers, Earp, Wolcott, Painter, McNally, McElroy, Brown **Nay:** None **Motion Passed**