

MINUTES
TRANSPORTATION TECHNICAL COMMITTEE
3rd Floor Conference Room
August 1, 2023

Minutes of the Transportation Technical Committee meeting held August 1, 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 10:05 by Jonathan Stone.

ROLL CALL

MEMBERS PRESENT: Jonathan Stone
 Jay Earp
 Tony Hansley
 Sarah McElroy
 Barbara McNally
 Shivani Rani
 Debra Porter
 Cynthia Williams

MEMBERS ABSENT: Mike Woodhams
 Tom Zigler
 John Michael Montgomery
 Tom Zigler

ALSO PRESENT: Madison Aust, Recording Secretary
 Christina Ryans-Huffer, Administrative Assistant II Planning
 Candace Smith, Transportation Planner I
 Tracy Terrill, ODOT

2. Verify posting of meeting.

The meeting was posted on July 28, 2023 at 8:26 am by Kobe Humble.

3. Introductions.

4. Approval of minutes of the June 6, 2023, the June 27, 2023, and the July 11, 2023, meetings.

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Motion by McNally, Second by Earp, to approve the minutes of the June 6, 2023, the June 27, 2023, and the July 11, 2023, meetings as written. **Aye: Earp, Rani, Porter, Hansley, McElroy, McNally** **Nay: None** **Motion Passed**

5. Consider recommending members of the Technical Committee to serve on the Steering committee for the 2050 Land Use Plan.

Stone stated we are still in negotiations with the contractor for the Land Use Plan. However, there will be a Steering Committee for the plan. It will include members of the Technical Committee, Policy Board, Planning Commission, City Council, and hopefully other agencies so we go along with the process. We are having a meeting today so we wanted to go ahead and get recommendations for the Technical Committee on who might want to serve on that.

McElroy asked what exactly will the Technical Committee be doing on this committee? Will we be reviewing plans, chapters?

Stone responded the Steering Committee will be reviewing the plan itself.

McElroy asked throughout the process or just at the very end.

Stone responded several points throughout the process. The Steering Committee will meet I think it's at least five times over the eighteen plus months of the project.

McElroy stated okay.

McNally stated I'd be willing to serve on that.

McElroy asked Jonathan, have you heard back from Legal on your question about combining?

Stone responded I have not.

McElroy asked have you talked to them yet or have they given us a timeline?

Stone responded no; I think we are waiting to see if we can even do without Legal if ODOT wouldn't have any objections.

McElroy stated we don't have any objections. It will need to go back to Legal to see if it can be combined or if it's out of the scope.

Stone responded okay. We will send it to them.

McElroy stated okay. My only concern is if they say it can be combined it seems like we are putting the cart before the horse with selecting two separate committees for this thing.

Stone responded yes, if they are combined then the review committee on item 6 will not exist.

McElroy stated it will just be whoever signs up for Land Use or would you bring this back and then have.

Stone responded the review committee is for selecting the contractor for the MTP and the Travel Demand Module.

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McElroy stated okay, gotcha.

Earp stated I have a question. So you are saying contractor is that interchangeable with consultant?

Stone responded yes.

Earp stated typically when I think of contractor that's a low bid contractor doing construction.

Stone responded okay.

Earp stated as far as a consultant you ask for a RFQ, and they submit a letter of interest and qualifications.

Stone responded and that is what we did. Okay.

Earp asked have you selected a consultant?

Stone responded no, we have received for the MTP and the Travel Demand module we have received two interested parties, staff is reviewing those, and will bring to the subcommittee assuming Legal doesn't say we can combine it with the Land Use Plan. If we can combine it with the Land Use Plan it saves us a lot of staff time and a lot of contractor/consultant time, and duplicate work. Because there is a lot of duplicate data gathering for the Land Use Plan and the Travel Demand Module and MTP.

Earp asked do you feel like there are consultants out there that have a broad range of knowledge that can do both.

Stone responded the consultant that was selected for the Land Use Plan can do both, yes.

McElroy asked did they submitted an RQF for the MTP and the Travel Demand also?

Stone responded they did not.

McElroy stated they did not, okay.

Stone responded we will make sure Legal knows that when they make their decision.

McElroy stated okay.

Rani stated if it is just about the data collection you can have that data collected in one project and then share with both.

McElroy responded we do, do that.

Stone stated that is what we will end up doing if we can't combine them, yes.

Rani stated last time everyone was talking about the funding so have we figured out the funding part of this deal?

Stone responded we have not received any cost estimates from our consultant for the Land Use Plan and we are still reviewing the responses from the MTP, so we have not gotten to the point of cost for that yet. Both projects will run into FY25, and the Land Use can run into FY26 if

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needed. If we don't have the funds we might have to because the MTP is the priority, and the consultant for the Land Use Plan is aware of that.

Earp asked would you delay negotiating fees until you have the money.

Stone responded we don't know if we have, it is very possible we might have the money now, we don't know exactly what the fees will be.

Earp stated I guess you need to know what the fee is before.

Stone stated once we receive the fee for the Land Use Plan, we should have a very good idea of whether it will need to be extended to FY26 or not from the amount.

Earp stated sometimes the consultants get pay raises and fees go up so to be prepare so if you don't think you have the money to pay what it is going to cost just beware if you are going to negotiate something for today's price then you're not going to use them another two years their fees are going to go up.

Stone responded we know we have enough unless the cost has doubled in last five years enough to perform the MTP in the appropriate timeframe and we can start.

Earp stated the costs very well could have doubled in five years, ours have.

Stone responded and we have more than double what we paid five years ago in the budget just for FY24 and it will go in to FY25 no matter what we do. We definitely have the money to complete the MTP on time. We know we have extra, we just don't know how much until we know what the two projects will cost. And that will be spent on the Land Use Plan. Is there anyone else that would like to serve on the Steering Committee?

McElroy stated I will serve on it, Jonathan.

Motion by McElroy, Second by McNally, to nominate Barbara McNally and Sarah McElroy to serve on the Steering committee for the 2050 Land Use Plan. **Aye: Porter, Earp, Hansley, McElroy, Williams, Stone, Rani, McNally **Nay:** None **Motion Passed****

6. Consider selecting a subcommittee to review and select a contractor for the 2050 MTP and Travel Demand Model

Stone stated and this RFP was sent out the June meeting I believe. I will have to double check. We have received two responses back, and if Legal says that we cannot combine it with the Land Use Plan, the consultant for the Land Use Plan, then we will need to review those and present to the Tech and Policy Board for recommendation and approval. Just like with the Land Use Plan we had a subcommittee that reviewed them and made a recommendation.

McElroy responded I will serve on that subcommittee to review.

Stone stated I would recommend adding Charlotte as well if that is okay with everyone.

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Earp stated this is a posted agenda but my comment on the word contractor I don't know what kind of problems that will cause, it really needs to say consultant.

Stone stated okay.

Earp stated they posted it to the public, I don't know what kind of issues that will cause, but it really needs to say consultant on that agenda item six.

Stone stated okay.

Rani asked you just posted the RFQ right not the actual contract?

Stone responded the RFQ was posted, and it was on the agenda as an RFQ at the previous meetings.

Rani asked would you happen to have, usually the consultant does the proposals.

Stone responded okay. I can ask for Legal Department, normally they send someone to the meetings, but they couldn't today. I will confirm with them, and if that is a problem then we will select a committee at the next meeting. Would anyone else like to review the responses?

Rani asked what is the response timeframe?

Stone responded well we hope to bring something back to the next meeting, it would be the first Tuesday in September.

Rani stated I nominate Joe.

Earp responded I was thinking of volunteering him.

Rani stated exactly I was thinking Joe could be a good person.

McElroy asked if we feel like we need to do interviews like we did for the Land Use Plan, can we push that out to October? Because I feel like that is a tight turn around.

Stone responded if you want, we can maybe schedule interviews, if we contact Legal, they should get us a response rather quickly. Within a day or two I assume so we'll know, and we can contact the two responses and.

McElroy stated I just know on the last one on paper they both looked even but when we had them in the room it was very evident that one had more experience than the other.

Stone responded then we definitely want them present to present.

McElroy stated I think it depends on what they have on paper to, so, if we could see those sooner rather than later.

Stone responded we can send those. If there is no one else, do we have a motion?

Motion Hansley, Second by McNally, to nominate Charlotte Brown, Joseph Painter, and Sarah McElroy, to serve on a subcommittee to review and select a contractor for the 2050 MTP and Travel Demand Model. **Aye:** Rani, Williams, Porter, Hansley, Stone, McElroy, Earp, McNally **Nay:** None **Motion Passed**

7. Consider recommending to the Transportation Policy Board approval of a Resolution adopting Amendment No. 1 to the Fiscal Year 2024 Unified Planning Work Program for the Lawton Metropolitan Planning Organization.

Stone stated this amendment adds in the funding for the 5303 the Transit funding under element 3, and we did remove a few hours from element seven to add into the budget specifically for the website hosting fees and the maintenance cost with our company as that was previously coming out of the supply budget.

McNally asked so we updated the funding numbers.

Stone responded yes, the items did not change we just did not have the funding numbers until now and they needed up being basically we had planned for so we didn't have to change anything.

McNally stated I make a motion to approve the adding of amendment one to the UPWP.

Hansley responded second.

Stone stated please call roll.

Earp stated I have a question.

Stone responded yes.

Earp stated is ODOT good with the amendment.

McElroy responded yes, as Jonathan said we did not have the budget for the 5303 and that came in, you had estimated \$50,000, and it came in at \$50,000. We asked them to switch, like we said previously the funding for the website was in supplies column with admin fees so we asked them to switch that and put that in what was it element seven.

Stone responded yes. Slight clarification for the funding, we set aside the \$50,000 for this year we have in all \$180,000 but that is for possibly the next three years, so we are divvying it up based on how much we expect to spend each year. And we will know more in the next year (cannot discern audio) so we will make sure it is spent in time we just have it planned for this amount. So, we didn't have to make any changes.

Earp asked were there any public comments on it.

Stone responded no public comments.

McElroy stated it was posted on the website though, and it said that this item will be addressed at the August 1st meeting.

Earp stated there were no public comments, but they had the opportunity to.

McElroy stated to come to the meeting, yes.

Aust stated we had no phone calls at the office either.

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Stone stated no one commented on the website.

Rani asked the city match, the twenty percent, is that coming from Propel or from the (cannot discern audio)

Stone responded the city match on all of these is staff time from myself, Charlotte, Mady, Candace, and Susan. Candace and I are full time and everyone else is partially part of their time.

Earp asked have you had a motion and a second?

Stone responded yes, please call roll.

Motion by McNally, **Second** by Hansley, approve a Resolution adopting Amendment No. 1 to the Fiscal Year 2024 Unified Planning Work Program for the Lawton Metropolitan Planning Organization. **Aye:** Porter, Williams, McElroy, Stone, Hansley, Earp, McNally, Rani **Nay:** None **Motion Passed**

8. Reports or Comments.

McElroy stated I do, invoices, you still, so the fiscal year ended June 30th and I think we only have until December, so I think we are missing four or five invoices that we need quickly.

Stone responded you will have January's by the end of today, and I think every day or every other day from here on you should have the others.

McElroy responded okay, perfect. That was it.

Earp stated Planning and the MPO is responsible for keeping up with the TIP or STIP is that right for the Lawton Metro? I'm wanting to advance a project the Rogers Lane Safety Improvement Project from 2025 to 2024. The Transportation Commission agreed I think they will be voting on that on October 1st or the first meeting in October. So, I will get you the job piece so we can amend that to make that the same as our Eight Year Work Plan.

McElroy asked would that be in the new Eight Year Work Plan, because don't they bring that to commission first.

Earp responded yes.

McElroy asked do we need to amend the TIP STIP or would it be.

Earp stated that's why I bring it up.

Stone stated we are going to be working on a new TIP.

McElroy responded because we do an update this year.

Stone stated by September or October meeting we will bring a TIP for approval. If it is ready by then it will be in that, if it is not then we will do an amendment at whatever timeframe we need to. Afterwards there is a thirty-day comment period.

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McElroy responded yes.

Stone stated it would be fifteen for an amendment by I think it's thirty days for a new one so there will be that much delay once you tell me at least plus up to the next meeting.

Earp stated so I wouldn't know if it's official until after the commission approves it in probably October, but you all help me remember I don't want the project delayed because we didn't get it amended in the TIP.

Stone responded we will definitely check it when we are working with the TIP.

Earp stated the job piece is 3424904 in the hole.

McElroy asked Jonathan in your procedures do you have anything, if we are just moving it from 25 to 24 would that require an amendment or be a modification? Because it is within the four years, we are just advancing it.

Stone responded we have always done an amendment, I think.

McElroy stated to move it up, okay.

Stone stated and if we're doing a new TIP anyway than we can just put it in the correct year on the new TIP.

McElroy responded but I don't think it will be approved until October.

Stone responded okay.

McElroy stated your new TIP would already be done. So, you would probably have to come back and amend it two months in.

Stone stated well if we approve it in the September meeting as long as you know because in that September meeting then that change comes through comments.

McElroy stated I don't know if he can put it in there though. He has to get it approved by the Transportation Commission first.

Stone responded okay, so there might have to be an amendment. We had to the last year as well for the Goodyear Boulevard extension for the last round of the TIP. We had to that almost immediately for that.

McElroy stated if that's the case then it should just be the fifteen days.

Stone responded I believe so, I would have to check to make sure whether it is fifteen days or not.

Earp stated besides that question, reports we are about finishing the overlay over on the westside of town on Hwy 62 and we are in the Elgin area doing some utility relocation and some preparations for building a three lane highway, widening, the highway in the Elgin area from the turnpike offramp over to the first traffic signal. It's going to be a very busy project, kind of a paint to build. It will help with traffic flow. That concludes my report.

9. Adjournment

Motion by Earp, **Second** by McElroy, to adjourn the meeting. **Aye:** McNally, Rani, Porter, Williams, Stone, Earp, Hansley, McElroy **Nay:** None **Motion Passed**