

MINUTES

SPECIAL MEETING TRANSPORTATION TECHNICAL COMMITTEE June 02, 2020

The meeting was called to order by Assistant LMPO Director Travis Estep at 11:00 A.M. in the 2nd Floor Conference Room, City Hall, 212 SW 9th Street, Lawton, Oklahoma. Meeting notice and agenda were posted on the City Hall notice board as required by State Law.

MEMBERS PRESENT: Richard Rogalski, LMPO Director
Travis Estep, Assistant LMPO Director
Larry Wolcott, Public Works Director, City of Lawton
Braden Cale, ODOT MPO Coordinator**
Tom Zigler, ASCOG
Jay Earp, ODOT Division VII Engineer**
Barbara McNally, Lawton Fort Sill Regional Airport
Brandi Sims, Lawton Fort Sill Chamber of Commerce
Joseph Painter, City Engineer, City of Lawton
Ryan Landers, General Manager, LATS
Randy Butler, Fort Sill Public Works
Isaac Akem, FHWA* **

MEMBERS ABSENT: Tom Simpson, Hwy Engineer Anadarko Area, BIA*
Adrian Tehauno, Comanche Nation*
Ronald C. Ahtone, Apache Tribe*
Chuck Tsoodle, Kiowa Tribe*
Pearlie Tiggs, FTA Community Planner*

ALSO PRESENT: Tammy Anderson, Recording Secretary

*Non-Voting **attended via teleconference

2. APPROVAL OF MINUTES OF THE MARCH 10, 2020 MEETING.

MOTION by McNally, SECOND by Butler, to approve the minutes of the March 10, 2020 meeting.

AYES: Unanimous. MOTION CARRIED.

3. CONSIDER RECOMMENDING TO THE TRANSPORTATION POLICY BOARD APPROVAL OF A CONTRACT WITH EST, INC., FOR A CONCEPTUAL ALIGNMENT AND FEASIBILITY REPORT FOR AN EXTENSION OF GOODYEAR BOULEVARD FROM THE WEST LAWTON INDUSTRIAL PARK TO US HIGHWAY 62.

On March 10, 2020, the Policy Board approved the scope of services and fee as negotiated by the LMPO Director and EST, Inc. A contract has been produced from these negotiations based on the terms and conditions agreed upon.

This contract has been included in the exhibits and dictates the process by which EST proposes to complete this project for the LMPO. The Fiscal Year 2021 Unified Planning Work Program includes this project and the hiring of a consultant. The work of the consultant will be used to make a determination of the most favorable alignment for connecting Goodyear Boulevard with US Highway 62 in coordination with the LMPO.

Estep said this contract has been reviewed and approved by the City Attorney's office.

Estep said all of the clauses, certifications and assurances that are required by Federal Highways are included in the contract.

Estep said the conceptual alignment and feasibility report will cost \$298,558.

Butler asked if EST was the first selection.

Estep said yes.

MOTION by McNally, SECOND by Landers, to recommend to the LMPO Transportation Policy Board approval of the contract with EST, Inc., for a Conceptual Alignment and Feasibility Report for an Extension of Goodyear Boulevard from the West Lawton Industrial Park to US Highway 62.

AYES: Unanimous. MOTION CARRIED.

4. CONSIDER RECOMMENDING TO THE TRANSPORTATION POLICY BOARD AWARDED A CONTRACT FOR THE LMPO AUDITS FOR FISCAL YEARS 2020, 2021, AND 2022.

As part of the Agreement between the LMPO and the Oklahoma Department of Transportation (ODOT), the LMPO agrees to provide ODOT with a Single Audit performed in accordance with the Single Audit Act Amendment of 1996 and the revised OMB Circular A-133 to ensure compliance with federal and state laws, regulations and provisions of the Agreement. The current contract with Arledge & Associates ended with the audit of FY 2019.

On March 10, 2020, the Transportation Policy Board approved a Request for Proposals (RFP) for the audit of years ending June 30th, 2020, 2021, and 2022. The RFP was sent to 11 firms. Two responses were received—one from Hinkle & Company, PC with a fee of \$8,500 for the first year, \$8,700 for the second year, and \$8,900 for the third; and one from Robert D. Turner C.P.A. for \$6,600 per year.

Robert D. Turner C.P.A. has been the long-term auditor for the Lawton Urban Renewal Authority and has a proven track record and positive rapport with staff.

Landers said LATS has worked with Hinkle.

McNally said the Lawton Regional Airport has used Robert Turner for approximately 10 years. She said Mr. Turner is thorough and does an excellent job.

MOTION by Landers, SECOND by McNally, to recommend to the LMPO Transportation Policy Board awarding the contract to Robert D. Turner C.P.A. to perform the FY 2020, 2021, and 2022 audits for the LMPO.

AYES: Unanimous. MOTION CARRIED.

5. CONSIDER RECOMMENDING TO THE TRANSPORTATION POLICY BOARD APPROVAL OF A RESOLUTION ADOPTING THE FISCAL YEAR 2021 UNIFIED PLANNING WORK PROGRAM FOR THE LAWTON METROPOLITAN TRANSPORTATION PLANNING PROCESS.

Title 23 C.F.R., Section 450.314, requires the Metropolitan Planning Organization to annually develop a Unified Planning Work Program (UPWP). The purpose of the UPWP is to provide the Lawton Metropolitan Area Transportation Study (LMATS) area with a work allocation plan that defines transportation planning and related tasks to be accomplished during the Fiscal Year 2021. The UPWP outlines the objectives to be achieved and the products resulting from each transportation planning work task, as well as anticipated task funding.

Work products include:

- Feasibility Study and Design Concept for the Extension of Goodyear Boulevard to connect US 62 and the West Lawton Industrial Park;
- Research benefits of using traffic roundabouts and identify intersections where roundabouts can improve traffic flow and safety;
- Continue research of right-of-way widths of all streets and create map;
- Analyze pedestrian facilities to include pedestrian crossings;
- Food desert analysis;
- Study of parking in the downtown area;
- Monitor and report performance measure targets;
- Monitor consultant hired to prepare design concept of multi-modal transportation transfer center and hub;
- Research grant opportunities for construction of bus transfer center;
- Prepare FFY 2022-2025 TIP;
- Continue the public awareness campaign for air quality;
- Identify intersections for installation of vehicle-actuated signals; and
- Continue the bicycle safety education campaign.

The 2045 Metropolitan Transportation Plan was approved in December 2019. To comply with MAP-21 and FAST Act requirements, performance measure targets were established and included in the MTP. The LMPO has made its report on the performance measures.

Staff will continue researching funding sources for the construction of the downtown transit transfer center and transit hub.

Funding of the transportation planning process for the LMATS area is from three sources: FHWA PL fund, FTA Section 5303 fund, and the local match. These federal funds will reimburse up to 80% of the work effort identified in the UPWP, and the remaining 20% of the work effort is provided by the City of Lawton. Through FHWA the ODOT receives federal planning funds for State Planning and Research (SPR); \$15,000 is budgeted for the LMATS

area. ODOT has advised that the FY 2021 PL funding apportionment is \$145,000 and the Congestion Mitigation and Air Quality (CMAQ) funding apportionment is \$150,000. The LMPO has approximately \$339,038 in carryover of PL funds from previous years. Section 5303 funds in the amount of \$25,000 are apportioned by the federal fiscal year; therefore, the funding is included in the UPWP, and the grant agreement will be approved in September. The FY 2021 UPWP identifies \$384,325 for transportation planning, \$25,000 for Section 5303 transit planning, and \$150,000 in CMAQ funds. Total federal funds applied for equal \$559,325.

There are three Memoranda of Understanding (MOU) between the LMPO and the City of Lawton: one detailing the financial responsibilities of each entity for transportation planning, one detailing the financial responsibilities of each entity for transit planning, and one detailing the financial responsibilities of each entity for CMAQ funding.

The Transportation Policy Board will consider approving the FY 2021 UPWP at its June 9, 2020, meeting.

Estep said staff would like conduct a food desert analysis in an attempt to expand access to healthy foods within our community.

Butler said it might be beneficial to conduct a traffic study a year after the new public safety facility opens to ensure traffic lights are working well and that traffic is flowing at an acceptable rate.

Rogalski agreed with Butler. He said it's hard to predict what sort of ancillary growth will accompany the opening of the public safety facility.

MOTION by Landers, SECOND by McNally, to recommend to the LMPO Transportation Policy Board approval of a resolution adopting the Fiscal Year 2021 Unified Planning Work Program.

AYES: Unanimous. MOTION CARRIED.

6. CONSIDER RECOMMENDING TO THE TRANSPORTATION POLICY BOARD APPROVAL OF THE ANNUAL AGREEMENT BETWEEN THE OKLAHOMA DEPARTMENT OF TRANSPORTATION AND THE LAWTON METROPOLITAN PLANNING ORGANIZATION FOR TRANSPORTATION PLANNING.

The intent of this Agreement is to provide funding for the metropolitan transportation planning process within the Lawton Metropolitan Area (LMA) as identified in the Fiscal Year 2021 Unified Planning Work Program. This Agreement confirms that the LMPO will continue to maintain the "3 Cs" (comprehensive, continuing and cooperative) transportation planning process in order to provide the most desirable multi-modal transportation system that is compatible with community goals and at minimum expense.

Funding of the transportation planning process for the LMA is from three sources: FHWA PL fund, FTA Section 5303 fund, and the local match. These federal funds will reimburse up to 80% of the work effort identified in the Unified Planning Work Program, and the remaining 20% of the work effort is provided by the City of Lawton. The FFY 2021 PL apportionment is

\$145,000. There is a carryover of PL funds from previous years of approximately \$339,038 for a total of \$484,058 available for FY 2021. The FY 2021 UPWP identifies \$384,325 in PL funding for projects.

The Transportation Policy Board will consider approving the agreement at its June 9, 2020 meeting.

7. CONSIDER RECOMMENDING TO THE TRANSPORTATION POLICY BOARD APPROVAL OF THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF LAWTON AND THE LAWTON METROPOLITAN PLANNING ORGANIZATION FOR METROPOLITAN TRANSPORTATION PLANNING FOR FISCAL YEAR 2021.

This Memorandum of Understanding (MOU) between the LMPO and the City of Lawton sets out the process of filing claims against the transportation planning (PL) grant and providing reimbursement to the City of Lawton. The initial costs will be funded by the City of Lawton and/or the LMPO, then 80% of the costs will be reimbursed by the Oklahoma Department of Transportation to the LMPO. The LMPO will reimburse the City of Lawton the amount received minus expenses paid by the LMPO.

The LMPO through this MOU agrees to provide the initial funding for transportation planning administration and activities.

The City of Lawton through this MOU agrees to provide the local matching funds.

The Transportation Policy Board will consider approving this MOU at its June 9, 2020, meeting.

8. CONSIDER RECOMMENDING TO THE TRANSPORTATION POLICY BOARD APPROVAL OF THE ANNUAL CONGESTION MITIGATION AND AIR QUALITY (CMAQ) AGREEMENT BETWEEN THE OKLAHOMA DEPARTMENT OF TRANSPORTATION AND THE LAWTON METROPOLITAN PLANNING ORGANIZATION FOR AIR QUALITY PLANNING.

The purpose of the CMAQ grant is to continue the ongoing public awareness campaign about the public health and environmental benefits of air pollution prevention. Per the direction provided by the Policy Board, Staff is proposing to increase the amount of CMAQ funds for the purchase of actuated traffic signals at key intersections. These funds will reimburse up to 80% of the work effort, and the remaining 20% is the local funding match to be provided by the City of Lawton. Fiscal Year 2021 CMAQ fund allocation is \$150,000. The Fiscal Year 2021 Unified Planning Work Program provides \$56,250 (\$45,000 grant) for air quality awareness and \$131,250 (\$105,000 grant) for purchase of actuated traffic signals. This will provide funding for seven intersections.

The Policy Board will consider approving the agreement at its June 9, 2020, meeting.

9. CONSIDER RECOMMENDING TO THE TRANSPORTATION POLICY BOARD APPROVAL OF THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF LAWTON AND THE LAWTON METROPOLITAN PLANNING ORGANIZATION FOR CONGESTION MITIGATION AND AIR QUALITY PROGRAMS AND PROJECTS DURING FISCAL YEAR 2021.

This Memorandum of Understanding (MOU) between the LMPO and City of Lawton sets out the process of filing claims against the CMAQ grant and providing reimbursement to the City of Lawton. These funds are provided on a reimbursement basis; therefore, the initial cost will be funded by the City of Lawton and/or the LMPO and will then be reimbursed by the ODOT. The LMPO agrees to reimburse the City of Lawton an amount not to exceed \$150,000 in FY 2021 after receipt by the LMPO of the claim funds from the ODOT.

The LMPO through this MOU agrees to the following:

1. Provide the initial funding for meeting rooms, meeting supplies, publication, office supplies, media, equipment and any other expenses necessary to facilitate air quality planning and air quality public awareness efforts as identified in the FY 2021 UPWP.

The City of Lawton through this MOU agrees to the following:

1. Provide the local matching funds of approximately \$11,250 for salaries and overhead for those planners with designated air quality planning duties and any other expenses incurred related to air quality planning and air quality public awareness.
2. Provide initial funding for the purchase of vehicle actuated traffic signals at select intersections and provide local matching funds of approximately \$26,250.

Expenses for this project incurred by the LMPO will be subtracted from the grant prior to reimbursement to the City of Lawton.

The Transportation Policy Board will consider approving this MOU at its June 9, 2020, meeting.

10. CONSIDER RECOMMENDING TO THE TRANSPORTATION POLICY BOARD APPROVAL OF THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF LAWTON AND THE LAWTON METROPOLITAN PLANNING ORGANIZATION FOR TRANSIT PLANNING FOR FISCAL YEAR 2021.

This Memorandum of Understanding (MOU) between the LMPO and the City of Lawton sets out the process of filing claims against the transit planning (Section 5303) grant and providing reimbursement to the City of Lawton. The initial costs will be funded by the City of Lawton

and/or the LMPO, then 80% of the costs will be reimbursed by the Oklahoma Department of Transportation to the LMPO. The LMPO will reimburse the City of Lawton the amount received minus expenses paid by the LMPO.

The LMPO through this MOU agrees to provide the initial funding for transit planning administration and activities.

The City of Lawton through this MOU agrees to provide the local matching funds.

The Transportation Policy Board will consider approving this MOU at its June 9, 2020, meeting.

11. CONSIDER RECOMMENDING TO THE TRANSPORTATION POLICY BOARD APPROVAL OF THE ANNUAL JOINT CERTIFICATION STATEMENT FOR THE LAWTON METROPOLITAN TRANSPORTATION PLANNING PROCESS.

Code of Federal Regulations 23, Section 450.334 requires the State and the MPO to annually certify to the Federal Highway Administration and the Federal Transit Administration that the planning process is addressing the major issues facing the area and is being conducted in accordance with all applicable requirements.

- 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart;
- Sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93;
- Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity.
- Section 1101(b) of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) (Pub. L 109-59) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises (DBEs) in USDOT funded projects;
- 23 CFR part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et. seq.) and 49 CFR parts 27, 37 and 38;
- The Older Americans Act, as amended (42 U.S.C. 6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- Section 324 of Title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

The Transportation Policy Board will consider approving the Joint Certification Statement at its June 9, 2020, meeting.

12. CONSIDER RECOMMENDING TO THE TRANSPORTATION POLICY BOARD APPROVAL OF THE FEDERAL TRANSIT ADMINISTRATION CERTIFICATIONS AND ASSURANCES FOR FISCAL YEAR 2021.

This document is associated with the grant application for FTA Section 5303 funding. The LMPO, by approving this document, agrees to comply with all Federal Statutes, regulations, executive orders, and administrative guidance required for each application it makes to the FTA in FFY 2021. Appendix A, Roman Numerals I, II and III specifically apply to the Section 5303 program and are the only categories the LMPO is certifying. This document must be signed by the appropriate officials and submitted to ODOT as part of the application for Section 5303 funding.

The Transportation Policy Board will consider approving the FTA Certifications and Assurances at its June 9, 2020, meeting.

MOTION by Wolcott, SECOND by Landers, to recommend to the LMPO Transportation Policy Board approval of items 6-12.

AYES: Unanimous. MOTION CARRIED.

13. REPORTS

Rogalski said he has been assigned the position of Deputy City Manager. He said Debbie Dollarhite has retired, and Estep is now the current Senior Transportation Planner. Rogalski said Estep will be the primary contact for transportation planning.

Rogalski said staff is working on a document that will outline the City's roadway projects. He said the final product will likely be a single page map. Rogalski said the City's CIP passed. He said the CIP includes both roadway funding and funding for industrial improvement.

Rogalski introduced Joe Painter and said he will soon be the new Director of engineering for the City, as George Hennessee has retired. Rogalski said Painter is currently the acting Director.

Sims said the Chamber is operating by appointment only. She said the lobby is currently closed to the general public. Sims said anyone who enters the Chamber must have their temperature taken and they must wear a mask. The Chamber has also been taking measures to sanitize the facility. Sims said currently the majority of the Chamber's meetings are being held virtually.

Wolcott said the public works staff has been working to install actuated traffic signals within the City. He said staff installed five new actuated traffic signals last fiscal year.

Wolcott said the City's traffic commission is working on a policy for speed tables. He said the policy will be brought before Council for adoption next month.

Estep asked if there's been any communication with the Fire Department regarding speed tables. Estep said speed tables have not been well received by the Fire Department in other communities.

Wolcott said he hasn't received feedback from the Fire Department but he is aware that speed tables can be problematic for emergency vehicles.

Butler said while speed bumps are prohibited on Ft. Sill, speed tables are entertained in certain areas. Butler said the Fire Department is taken into consideration when examining potential locations for speed tables. Butler said they also take into consideration snow and ice removal. Butler said ultimately his staff tries to dissuade the use of speed tables.

Butler said they are preparing to reopen the 52nd Street gate. He said construction of Mow-Way Road is not yet complete, but Tower 2 Road will be used to gain access to post from the 52nd Street gate. Butler said the gate reopening date will be determined by the garrison commander. Currently, the tentative date is Monday, June 8th. He said the commander's intent is for the 52nd Street gate to have limited access. The gate will likely open at 0500 and close at 1400 hours.

Butler said Ft. Sill currently has two roads under design – one is a training area road on the east side of post and the other involves upgrades to Currie Road.

Butler said street lights on post have been switched to LED. Also, they've added additional lighting in areas that were poorly lit.

Zigler said ASCOG is working on obtaining a \$20,000 grant that has been made available due to COVID-19. Zigler said they're working on a contingency plan to be better prepared for future drastic events such as the COVID-19 pandemic.

McNally said the airport has been down to one flight a day since mid-March due to COVID-19. She said the airport is scheduled for four flights a day starting in July.

McNally said the airport is not requiring that masks be worn inside the airport. However, masks must be worn by everyone once they board a flight.

McNally said the terminal project is on-going. McNally said this year's projects include the replacement of panels on the runway and the installation of drains the length of the runway.

Earp said ODOT will be building a new bridge in the westbound lanes of State Highway 7 at East Cache Creek. He said the eastbound bridge is newer and in a lot better shape. Earp said this project is scheduled for FY 2022, but they might be able to address it in 2021.

Earp said ODOT is looking for a designer for Rogers Lane safety improvement. Earp said ultimately they'd like to eliminate the option of crossing traffic unless it's being done at a traffic

signal. Earp said ODOT has a placeholder project incorporated into 2027's list of projects to make needed safety improvements to Rogers Lane.

Butler asked how far west these safety improvements would go.

Earp said the western limit would be 82nd Street. He said the eastern limit would be I-44.

Earp said improvements are scheduled to be made to US-277 in the Geronimo area. This project is scheduled for 2026.

Earp said the SE 45th Street and Rogers Lane interchange projects are now complete.

Landers said LATS has reduced their services due to COVID-19. He said LATS has implemented social distancing and ridership is down approximately 50%.

Landers said LATS has lost a number of bus drivers due to COVID-19. He said they're working to rebuild staffing levels.

Landers said the bus tracking app was introduced to the public three weeks ago and it received positive feedback.

Landers said LATS received approximately \$4.4 million in funding from the CARES act to help cover transit services for the next 18 months.

Landers said the Oklahoma Transit Association's annual conference got moved from May to July.

14. COMMENTS

None.

15. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:32 a.m.

RICHARD ROGALSKI, CHAIRMAN

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