

City of Enid
Transportation Technical Board of the Chisholm Trail Metropolitan
Planning Organization
Minutes

The Transportation Technical Board of the Chisholm Trail Metropolitan Planning Organization of the City of Enid, County of Garfield, State of Oklahoma, met in special session at 1:30 PM on Wednesday, March 20, 2024, in Room 403/404 of the Stride Bank Center, located at 301 South Independence Avenue in said city, pursuant to notice provided to the Clerk of the City of Enid no less than forty-eight hours prior to said meeting, and which notice was posted no later than 1:30 PM on the 19th day of March, 2024. The minutes for said meeting are as follows:

1. CALL TO ORDER/ROLL CALL.

Chairman Jerald Gilbert called the meeting to order with the following members present and absent:

PRESENT: Enid City Manager Jerald Gilbert, Enid Director of Engineering Designee Jason Unruh, Treasurer of the Enid Public Transportation Authority Erin Crawford, Aviation Director of Woodring Airport Keston Cook, Enid Community Development Director Leroy Alsup, Representative of the Town of North Enid Jason Dockins, Executive Director of the Greater Enid Chamber of Commerce Jon Blankenship, Representative of NORTPO Brock Spencer, ODOT Government Affairs Planning Branch Manager Laura Chaney, and Ex-Officio Member FHWA Division Community Planner Isaac Akem.

ABSENT: ODOT District IV Rural Construction Engineer Ted Zachary, ODOT Multimodal Division Office of Mobility and Public Transit Manager Eric Rose, and Ex-Officio member FTA Regional IV Community Planner Marc Oliphant

Others present were Enid City Attorney Carol Lahman, MPO Secretary Summer Anderson, Enid Assistant City Manager Scott Morris, Enid Public Transportation Authority General Manager Demetria Dixon, and Economic Development Director of NODA Vicki Eggers.

2. BUSINESS.

1. Discuss and make recommendations on the Unified Planning Work Program (UPWP) for the Chisholm Trail Metropolitan Planning Area (MPA).

City Attorney Carol Lahman noted that in the budget graphs, they would refer to the match as a "Local Match" instead of "City Match". There may be some minor revisions to the language, but nothing of substance. For staff contact under "Element 3 - Short Range Transit Planning", she recommended adding an "L" for "Legal" in the staff contact column, as she would also be working on the development of the Title II and Title VI Assurances and developing the Title VI Plan. She also recommended adding Legal to the staff contact column in "Element 6 - Public Participation."

ODOT Government Affairs Planning Branch Manager, Laura Chaney, noted that the UPWP could be amended as needed and was a living document. ODOT assisted in the development of the document, which was based off of what Lawton's MPO was doing in areas such as staff hours and payroll. After its approval by the Transportation Policy Board (TPB), the UPWP would go for final approval to the Federal Highway Administration (FHWA) and the Federal Transit Authority (FTA).

FHWA Division Community Planner, Isaac Akem, explained that once the UPWP was developed and had been submitted, it would go through FHWA review. They would be looking for the statement of activities that the MPO would take during the course of the year, who would conduct the tasks, the budget for each associated task, scheduled completion dates, and what the MPO anticipated the final product to be. In this initial phase, they would look at a broad overview that they had the document in place, the tasks were described, and budget was outlined. This document and approval process would be done annually. This portion included only planning funding, and not project funding. Planning funding included only expenses such as staff and supplies, or items directly related to planning.

Ms. Chaney added that for this UPWP, they did two years. The UPWP is typically done in accordance with the State's fiscal year, annually. However, by doing two years now, it would cover the current and upcoming fiscal year, instead of doing two separately, one right after the first.

Moved by Keston Cook, seconded by Brock Spencer, to make a recommendation to approve the Unified Planning Work Program for the Chisholm Trail Metropolitan Planning Area, with the above revisions.

Carried by the following votes:

Ayes: Jerald Gilbert, Jason Unruh, Erin Crawford, Keston Cook, Leroy Alsup, Jason Dockins, Jon Blankenship, Brock Spencer, Laura Chaney

Nays: None

2. Discuss and make recommendations on the FY 2024 & FY 2025 Agreement for the Chisholm Trail MPO Continuing, Cooperative and Comprehensive Long Range Transportation Planning.

Ms. Chaney explained they had taken FY 2024 and FY 2025 funds and put them under one agreement. There was not a differential for ODOT, and it would be under one purchase order. One line was added in for the transit, 5303 funds, which were planning funds, but at this time the apportionment was not available. They had it listed at zero dollars, but once they had the amount, they would supplement the agreement. Ms. Lahman mentioned a possible revision needed to Item XXVI "Prior Understanding", which would make clear that this agreement sets forth the entire agreement, with respect to this transaction. This language was being reviewed by the legal counsel for ODOT. Ms. McElroy explained that this agreement was only for PL funding and 5303, not everything the MPO was doing.

Moved by Jason Unruh, seconded by Keston Cook, to make a recommendation to approve the FY 2024 & FY 2025 Agreement for the Chisholm Trail MPO Continuing, Cooperative and Comprehensive Long Range Transportation Planning.

Carried by the following votes:

Ayes: Jerald Gilbert, Jason Unruh, Erin Crawford, Keston Cook, Leroy Alsup, Jason Dockins, Jon Blankenship, Brock Spencer, Laura Chaney

Nays: None

3. Discuss and make recommendations on the Joint Certification Statement for the Metropolitan Transportation Planning Process by ODOT and the Chisholm Trail MPO.

Ms. Chaney explained that the MPO must certify annually that they are following the federal regulations in carrying out the 3C planning process (Continuing, Comprehensive and Cooperative). ODOT also signs the agreement, certifying that the MPO is following this process. The Joint Certification gives an outline of what things the MPO actually did in the previous year.

Moved by Keston Cook, seconded by Jon Blankenship, to make a recommendation to approve the Joint Certification Statement for the Metropolitan Transportation Planning Process by ODOT and the Chisholm Trail MPO.

Carried by the following votes:

Ayes: Jerald Gilbert, Jason Unruh, Erin Crawford, Keston Cook, Leroy Alsup, Jason Dockins, Jon Blankenship, Brock Spencer, Laura Chaney

Nays: None

4. Update on the progress of Federal Transit Authority requirements.
 - Assurances
 - Title II & VI
 - EPTA's TAM Plan

Ms. Lahman explained that they were working on the assurances, Title II and Title VI, and the EPTA's Transit Asset Management (TAM) Plan. The Enid Transit had an existed Title IV plan, but it needed to be expanded to cover aspects of the MPO, as well. The intention was to have draft documents ready for review and approval at the next TTB meeting.

Discussion was held regarding any impact to operations of NODA's Cherokee Strip Transit (CST). Mr. Spencer noted that they could still originate trips in the area, although they were checking to find out if anything would change in the future. The CST would not need to be included in the EPTA TAM Plan.

Discussion was also held regarding the Title II plan, which were assurances, including statements of non-discrimination toward those included in the

Americans with Disabilities Act (ADA). Ms. Chaney noted that it was acceptable to have one Title II and VI plan together, as long as it addressed both assurances. For EPTA's TAM Plan, the Transit Targets were a critical piece that needed to be addressed first. These targets would need to be reflected in the TIP that the MPO is responsible for. Until a TIP was in place, the transit could not receive funding.

Mr. Akem explained that the FHWA offered resources, such as training opportunities and webinars related to the civil rights plans and federal aid guidance at the FHWA website.

In addition to the Transit Targets, there were Performance Measure Targets II and III that were part of the TIP. They planned to bring ODOT's targets at the next meeting, for the MPO to consider adopting them, or they may create their own.

3. ADJOURN.

Moved by Keston Cook, seconded by Jon Blankenship, to adjourn the meeting.

Carried by the following votes:

Ayes: Jerald Gilbert, Jason Unruh, Erin Crawford, Keston Cook, Leroy Alsup, Jason Dockins, Jon Blankenship, Brock Spencer, Laura Chaney

Nays: None