

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

The Policy Board of the Transportation Policy Board of the Chisholm Trail Metropolitan Planning Organization of the City of Enid, County of Garfield, State of Oklahoma, met in special session at 11:30 AM on Tuesday, January 30, 2024, in Room 402 of the Stride Bank Center, located at 301 South Independence Avenue, in said city, and the minutes for said meeting are as follows:

1. CALL TO ORDER/ROLL CALL.

The meeting was called to order with the following members present and absent:

PRESENT: Enid Mayor David Mason, Enid City Commissioner Rob Stallings, Enid City Commissioner Derwin Norwood, Vance Air Force Base 71st FTW Commander Colonel Charles Throckmorton, Enid Aviation Advisory Board Chairman Ken Girty, Executive Director of NODA Jonathan Cross, North Enid Mayor Jason Dockins, ODOT District IV Engineer Trenton January

ABSENT: Enid Public Transportation Authority General Manager Demetria Dixon, Chairman of Garfield County Commissioners Reese Wedel, Jared Schwennesen, District IV Transportation Commissioner Don Freymiller, Marc Oliphant

Others present were Enid City Manager Jerald Gilbert, Enid Assistant City Manager Scott Morris, Enid Chief Financial Officer Erin Crawford, Enid Community Development Director Leroy Alsup, Enid City Attorney Carol Lahman, Enid City Clerk Summer Anderson, ODOT Planning Coordinator Sarah McElroy, ODOT Planning Branch Manager Laura Chaney, Eric Rose

2. INTRODUCTIONS.

Brief introductions were provided from those in attendance.

3. BUSINESS.

1. Discuss and take possible action on the Metropolitan Planning Organization (MPO) Handbook:

- What is the Chisholm Trail MPO?
- How is the MPO Funded?
- Roles of the Policy Board and the Technical Committee
- Schedule of Meetings
- What does the MPO do?
- Questions

Ms. Chaney explained that the Chisholm Trail Metropolitan Planning Organization (MPO) is an organization with voluntary representatives of cities, towns, and counties that advocate for regional transportation planning and cooperation. With the guidance and consent of the Policy Board, the MPO

manages Federal Highway Administration (FHWA) Planning (PL) funds administered by the Oklahoma Department of Transportation (ODOT).

Discussion was held in regard to the roles of the Transportation Policy Board (TPB) and the Transportation Technical Board (TTB). The TPB served as the governing body for the MPO and made all policy decisions. They provided guidance for multimodal transportation modes, local government entities, and regional planning efforts. The TTB made recommendations to the TPB of all transportation plans and programs. The TTB would be comprised of city planners, city engineers, and traffic managers. Both boards would be subject to the Open Meeting Act. Ex-Officio, non-voting members would not count toward quorum for the boards. It was also discussed that at a future City Council meeting, the designation agreement would need to be amended to change the Vance Air Force Base Commander to an Ex-Officio, non-voting member of the TPB, due to a federal regulation.

The four primary transportation planning products were:

- Unified Planning Work Program (UPWP) - The annual plan which outlined the work to be addressed during the fiscal year and identified revenue sources. This would need to be in place before they could put together a planning agreement and be reimbursed for planning expenses.
- Metropolitan Transportation Plan (MTP) - The long-range plan, addressing no less than a twenty-year horizon, and should be created by December 29, 2026.
- Transportation Improvement Program (TIP) - A prioritized list of federally funded transportation projects proposed for implementation during the next four years. The first TIP must be developed by December 29, 2026.
- Public Participation Process (PPP) - An outline of how the MPO would engage the public in the planning process. The first PPP would begin development in FY2024.

Beyond the transportation planning products, there was the opportunity to utilize planning funds for certain studies. It was noted that the things that the City was already doing through the Metropolitan Area Planning Commission (MAPC) would not be overseen by the MPO. The biggest purpose of the MPO was collaboration from different entities and different modes of transportation to work through transportation related issues they may have. The MPO was a federal requirement for planning of transportation related issues, now that Enid had reached over 50,000 in population.

Additional discussion was held regarding subcommittees. The TPB was able to create subcommittees for tasks such as overseeing a consultant's process or plan development. These subcommittees would have less than a quorum of MPO members. Discussion was also held regarding the responsibilities of the TTB. The TTB would be tasked with creating plans and possible solutions to

improve transportation and were the subject matter experts on these issues. They would collaborate with others and present possible solutions to the TPB for consideration. Additionally, the bylaws should outline who the members will be for both the TPB and TTB.

Discussion was held regarding the frequency of meetings, and the items needed for consideration at the next meeting. Meeting frequency could be determined at a later date, depending on need, but typically, MPO's would need on either a monthly or quarterly basis. Items needed for the next meeting in February would be the UPWP, the bylaws for the TPB and TTB, and if possible, the funding agreement.

2. Discuss and take possible action regarding the Chisholm Trail MPO Project and the Designation Agreement.

City Attorney Carol Lahman explained that there was one recommended change to the Designation Agreement, which was previously approved by the Enid City Council at their meeting of December 5, 2023. That change was to switch the Vance Air Force Base Commander to an Ex-Officio, non-voting member. If approved by the MPO at this meeting, the amended Designation Agreement would be placed on the February 6, 2024 Enid City Council agenda for approval.

Chief Financial Officer Erin Crawford explained that it was critical that many of these documents be implemented as soon as possible, as they are required for the City of Enid to receive funding from the Federal Transit Authority (FTA) to operate the Enid Transit. Additionally, the Cherokee Strip Transit may be affected by the change in designation, however, that had not yet been determined.

Additional discussion was held regarding the number of members and the makeup of the board, according to the Designation Agreement.

Moved by Jason Dockins, seconded by Derwin Norwood, to approve the amended Designation Agreement.

Carried by the following votes:

Ayes: David Mason, Rob Stallings, Derwin Norwood, Ken Girty, Jonathan Cross, Jason Dockins, Trenton January, Eric Rose

Nays:

3. Discuss and take possible action on the next steps of the Chisholm Trail MPO Project.

Ms. Chaney explained that one of the next steps for the MPO was to hire a staff member and apply for an EIN. The City was currently in the process of creating a job description to hire an MPO staff member. Once that was ready, they could move forward in posting the opening. They anticipated that they would receive up to 80% reimbursement for the expense of the MPO staff. The

employee would be paid through the City, but reimbursement from ODOT would go to the MPO. There would need to be a Memorandum of Understanding between the Transit, ODOT and the MPO to facilitate the reimbursement. Additionally, in order to apply for the EIN, the bylaws will need to be approved, as SAM.gov registration will require these.

For the MPO website, the City could create a standalone website, or they could have a page on their own website, designated for the MPO. The agendas, minutes, meeting notices would need to be displayed on the page.

For the items needed by the next meeting, the bylaws for both the TPB and TTB would need to be ready for review and approval. A draft UPWP would also need to be ready. They would need to identify staff hours and estimated costs for different elements of what would be carried out. The bylaws and UPWP would need to be in place before any reimbursement could be done. In March, hopefully they could come back to execute the funding agreement, as well as the Title II and Title VI assurances. They needed to determine by the February meeting if the Title VI plan was something that the FTA identified for the City for transit funding.

A Joint Certification plan would need to be implemented by May, which certified that all work completed for the MPO abided by federal regulations. The Public Participation Plan would need to be implemented in mid-summer or early fall of 2024. This outlined how they would engage the public.

4. Discuss and take possible action on setting a schedule of meetings for 2024.

The next meeting was scheduled for Wednesday, February 21, 2024 at 11:30 at the Stride Bank Center.

4. PUBLIC COMMENT.

5. ADJOURN.

There being no further business to come before the board at this time, the meeting adjourned at 12:46 p.m.