



## TECHNICAL PLANNING COMMITTEE MEETING MINUTES

February 10, 2014

Osage Centre - Cape Girardeau

### Technical Planning Committee Members Present:

Mr. Mark Bechtel, Federal Transit Administration (via conference call)  
Mr. Rodney Bollinger, City of Jackson  
Mr. Tom Caldwell, Illinois Department of Transportation  
Mr. Drew Christian, Southeast Missouri Regional Planning & Economic Development Commission  
Mr. Steve Duke, Bootheel Regional Planning Commission (via conference call)  
Mr. Joe Killian, Missouri Department of Transportation  
Mr. Mike Latuszek, Federal Highway Administration (via conference call)  
Mr. Bruce Loy, City of Cape Girardeau  
Mr. Brian Okenfuss, Missouri Department of Transportation  
Mr. Mark Phillips, Cape Special Road District  
Mr. Bill Robinett, Missouri Department of Transportation (via conference call)  
Ms. Betsy Tracy, Federal Highway Administration (via conference call)  
Mrs. Eva Voss, Missouri Department of Transportation (via conference call)

### Staff Present:

Ms. Molly Hood, City of Cape Girardeau  
Mr. Ryan Shrimplin, City of Cape Girardeau

### Call to Order

In the absence of Chairman Payne, Vice Chairman Bollinger called the meeting to order at 3:00 p.m.

### Introductions

The group went around the room, with each person giving a brief introduction. Jeff and Tracey Glenn, Glennview Strategies, were introduced as MoDOT consultants.

### Public Comments

There were no public comments.

### Adoption of Agenda

The February 10, 2014 Technical Planning Committee Meeting Agenda was unanimously approved for adoption upon motion made by Mr. Phillips and seconded by Mr. Loy.

## Approval of Minutes

The minutes of the October 2, 2013 Technical Planning Committee Meeting were unanimously approved upon motion made by Mr. Christian and seconded by Mr. Phillips.

## Communications from the Chairman

There were no communications from the Chairman.

## New/Unfinished Business

Mr. Jeff Glenn explained that Glennview Strategies is part of a multi-firm consulting team that has been retained by MoDOT to assist MPO's and RPC's with developing and implementing a process for creating a prioritized transportation project list as required by the initiative petition for the proposed 1% sales tax. The process must be inclusive, transparent and accountable. It must also address the needs of all modes of transportation. He then presented a draft scope of services document that outlines the tasks to be completed. The first task is to develop a prioritization assessment process and submit it to MoDOT by the February 28, 2014 deadline. The second task is to conduct outreach meetings in March for key transportation stakeholders, facilitated by the consulting team. A list of the stakeholders will be prepared, and notice of the meeting provided via SEMPO's website, social media, and other means. The third task is to solicit ranked value propositions from stakeholders through an online survey ("Important to Us") conducted in March. The consulting team will then take the information obtained from the survey and develop a scoring tool for the Technical Planning Committee. In early April, the consulting team will present the results and the weighting criteria for the scoring tool. The Committee members will then utilize the scoring tool to assign a score to each project in the project list. In late April, the Committee will meet to prioritize the list and recommend approval to the Board of Directors. The Board will then meet later that day to approve the final prioritized list for submission to MoDOT by the April 30, 2014 deadline. The Committee then discussed possible dates for the two meetings in April. It was agreed that the first meeting will be held on April 9, 2014 with the second meeting to be held on April 23, 2014. Staff will check with the Board to make sure they can also meet on April 23<sup>rd</sup>. The Committee directed staff to submit the draft scope of services document to MoDOT by the February 14, 2014 deadline.

Mr. Shrimplin reported that staff is working with the SEMO RPC to complete the Title VI Program. The document will be on the March 5, 2014 Technical Planning Committee Meeting Agenda for final review and recommendation of approval to the Board of Directors. Mr. Robinett stated that MoDOT has issued the RFP for the review of the Title VI Programs to be submitted by the MPO's and RPC's by March 31, 2014.

Ms. Hood presented a draft of the Public Participation Plan. The Plan contains a table that lists each SEMPO work product along with a minimum public comment period and means of notification. The proposed minimum public comment periods are 45 calendar days for the Public Participation Plan, 30 calendar days for the Long Range Transportation Plan and the Transportation Improvement Plan, and 15 calendar days for amendments to the preceding items, the Unified Planning Work Program, and all other plans, programs, and projects. The Public Participation Plan also identifies methods for engaging the public in the development of these items. The Committee agreed that the draft is a good start and expressed no concerns. Ms. Tracy stated that the Public Participation Plan does not need to be updated on a fixed schedule; rather, it should be evaluated on an on-going basis and amended as needed.

Mr. Christian discussed the Long Range Transportation Plan. He stated that SEMO RPC prepares long range transportation plans for its member counties, and he would like to utilize a similar format for SEMPO. He added that the Long Range Transportation Plan will address Title VI requirements. Mr. Latuszek asked if a schedule has been prepared for the plan, and who will be conducting the traffic demand modeling. Mr. Christian replied that a formal schedule is still being developed. The RPC has not made a decision on the modeling, but is considering using an outside consultant.

Mr. Killian presented the proposed amended FY 2014-2017 Interim Transportation Improvement Program. Mr. Loy asked how specific the cost figures need to be. Mr. Killian responded that the numbers for the federally funded projects are estimates provided by MoDOT. Mr. Loy made a motion to recommend approval of the amended FY 2014-2017 Transportation Improvement Program to the Board of Directors. Mr. Phillips seconded the motion. The motion passed unanimously.

#### Other Communications

Mr. Killian announced that the Freight Forum, originally scheduled to be held on February 5, 2014, was postponed due to inclement weather. MoDOT will send out a notice once it has been rescheduled.

#### Adjournment

Upon motion made by Mr. Phillips and seconded by Mr. Christian, the Committee unanimously voted to adjourn the meeting at 4:30 p.m.

Respectfully submitted,

Ryan Shrimplin  
Acting Executive Director