

Capital Area Metropolitan Planning Organization



Room 120 320 E. McCarty, Jefferson City, MO 65101 Phone 573.634.6410 Fax 573.634.6457

Board of Directors

Wednesday, August 17, 2016 at 12:15 p.m.

Meeting Location: Boone/Bancroft Room # 200, John G. Christy Municipal Building
320 E. McCarty, Jefferson City, MO 65101 - Enter through Main Lobby

Tentative Agenda

1. **Call to order, roll call, and determination of a quorum**
2. **Public comment**
3. **Adoption of the agenda as printed or amended**
4. **Approval of the minutes from the meeting of June 15, 2016**
5. **Communications received**
6. **Old Business**
7. **New Business**
 - A. Draft Letters of Support Policy
Action Requested: Review and discussion.
 - B. Missouri Moves Cost Share Program Project Application Feedback
Action Requested: Discussion.
 - C. Administrative Modification to the 2017-2021 Transportation Improvement Program
 1. TIP Project No. 2017-02: US 50 Pavement Improvements (Sponsor: MoDOT)
Action Requested: For informational purposes only, no action is required.
8. **Other Business**
 - A. Status of current work tasks
9. **Next Meeting Date** – Wednesday, September 21, 2016 at 12:15 p.m. in the Boone/Bancroft Room #200
10. **Adjournment**

NOTES

Box lunches will be ordered from the Old Brick House Deli at a cost of **\$6.25 per person**. If you wish to order a box lunch, please contact Anne Stratman by 12:00 p.m. on Tuesday, August 16, 2016. Box lunches include a sandwich and chips. Mayonnaise and mustard packets are included. Sandwich options: ham on French baguette; Italian hero on French baguette; smoked turkey & bacon on whole grain wheat. Deluxe house salad: \$6.25; Cobb Salad: \$6.25

Individuals should contact the ADA Coordinator at (573) 634-6570 to request accommodations or alternative formats as required under the Americans with Disabilities Act. Please allow three business days to process the request.

Please call (573) 634-6410 with questions regarding agenda items.

MINUTES

Board of Directors CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION

June 15, 2016
12:15 p.m.

BOARD MEMBERS PRESENT

Larry Benz, P.E., Cole County
Jeff Hoelscher, Chairman, Cole County
Mark Tate, Holts Summit
Britt Smith, P.E., Designee for Ken Hussey, Jefferson City
Janice McMillan, AICP, Jefferson City
Mark Mehmert, Jefferson City
Matt Morasch, P.E., Jefferson City
Doug Reece, St. Martins, Small Cities Representative
David Bange, P.E., Designee for Mark Schreiber, Jefferson City
Steve Engelbrecht, P.E., Designee for David Silvester, P.E., MoDOT

BOARD MEMBERS ABSENT

Doc Kritzer, Callaway County
Larry Henry, Vice Chairman, Jefferson City
Erin Wiseman, Jefferson City

EX-OFFICIO MEMBERS ABSENT (Non-Voting)

Bruce Hackmann, Callaway County Economic Development Representative
Michael Henderson, AICP, MoDOT
Michael Latuszek, AICP, Federal Highway Administration
Jeremiah Shuler, Federal Transit Administration

CAMPO STAFF PRESENT (Non-Voting)

Sonny Sanders, AICP, PTP, GISP, Senior Transportation Planner
Alex Rotenberry, AICP, Transportation Planner
Katrina Williams, GISP, Transportation Planner
Anne Stratman, Administrative Assistant

OTHERS PRESENT

James Beattie, MoDOT
Lindsey Berning, KMIZ

1. **Call to order, roll call, and determination of a quorum**
Chairman Hoelscher called the meeting to order at 12:15 p.m. and asked Ms. Stratman to call roll. A quorum was present with 10 of 13 members or their designee present.
2. **Public Comment**
No comments were received.
3. **Adoption of the agenda as printed or amended**
Mr. Smith moved and Mr. Benz seconded to adopt the agenda as printed. The motion passed unanimously.
4. **Approval of the minutes from the meeting of May 18, 2016**
Mr. Benz moved and Mr. Smith seconded to approve the minutes from the Regular Meeting of May 18, 2016 as printed. The motion passed unanimously.

5. Communications Received

Correspondence was received pertaining to funding for the Missouri Moves Cost Share Program. Mr. Engelbrecht explained that eligible projects include roads, bridges, bicycle/pedestrian accommodations and multimodal facilities. He stated that a total of \$20 million is available. Mr. Engelbrecht explained that MoDOT will participate up to 50 percent of the total project cost. He stated that the application deadline is July 29, 2016.

6. Old Business

A. 2017-2021 Transportation Improvement Program

Mr. Rotenberry explained that at their May 18, 2016 meeting the Board of Directors initiated the 25 day public comment period. He stated that no comments were received during the public comment period.

Mr. Sanders explained that MoDOT has released updated operations and maintenance costs which have been incorporated into the draft TIP.

Ms. McMillan moved and Mr. Benz seconded to open the public hearing at 12:20 p.m. With no comments received, Chairman Hoelscher entertained a motion to close the public hearing at 12:21 p.m.

Mr. Reece moved and Mr. Benz seconded to closed the public hearing at 12:21 p.m. The motion passed unanimously.

Mr. Benz moved and Mr. Smith seconded to adopt the 2017-2021 Transportation Improvement Program by Resolution RS2016-07. The motion passed 10-0 by the following roll call vote:

Aye: Bange, Benz, Engelbrecht, Hoelscher, McMillan, Mehmert, Morasch, Reece, Smith, Tate

B. Metropolitan Transportation Plan Amendment – TIP Incorporation

Mr. Sanders explained that 2017-2021 Transportation Improvement Projects and financially constrained components will be incorporated into the Metropolitan Transportation Plan (MTP). He stated that transit projects and new and updated plans for the area will be incorporated as well.

Mr. Benz moved and Mr. Smith seconded to open the public hearing at 12:23 p.m. With no comments received, Chairman Hoelscher entertained a motion to close the public hearing at 12:24 p.m.

Mr. Benz moved and Mr. Reece seconded to close the public hearing at 12:23 p.m. The motion passed unanimously.

Mr. Benz moved and Ms. McMillan seconded to adopt the update to the 2035 Metropolitan Transportation Plan by Resolution RS2016-08. The motion passed 10-0 by the following roll call vote:

Aye: Bange, Benz, Engelbrecht, Hoelscher, McMillan, Mehmert, Morasch, Reece, Smith, Tate

7. Other Business

A. Missouri Boulevard Safety Assessment

Mr. Sanders explained that CAMPO, in conjunction with the City of Jefferson, MoDOT, Federal Highway Administration, Federal Transit Administration and the National Highway Safety and Transportation Administration, conducted a safety assessment beginning at West Main Street and extending to the west side of the Highway 179 overpass. He stated that the intersection at Highway 50 and Highway 179 warrants a separate study. Mr. Sanders explained that this is a component of the U.S Department of Transportation Safer People, Safer Streets Initiative. He stated that the goal is to improve pedestrian, transit and bicycle safety. Mr. Sanders explained that the U.S. Department of Transportation conducted an assessment in each state and Jefferson City was the first locally facilitated assessment.

Mr. Rotenberry explained that participants were split into teams and walked on the north and south side of Missouri Boulevard. He discussed the pedestrian observations from his team members and gave an overview of the suggested solutions.

Ms. Williams gave an overview of the mapping tool and discussed pedestrian observations from her team members.

Mr. Sanders explained that this Assessment will be included in our Bicycle/Pedestrian Plan to use as a tool for other jurisdictions in the MPO planning area. He stated that the Assessment will be posted on the MPO's webpage.

B. Status of current work tasks

- Travel Demand Model and list of recommended improvements
- JEFFTRAN System-Wide Assessment
- FY2016 Work Scope Change – Pavement Management System and Bicycle/Motorist Education Program
- FY2017 Unified Planning Work Program STP Grant Amendment
- CAMPO Bicycle/Pedestrian Plan Open House – May 25, 2016
- Various FY2016 Budget Adjustments
- Missouri Coalition for Roadway Safety Lunch and Discussion “On How We Can Save Lives”, June 22, 2016 at the Capital Plaza Hotel

8. Next Meeting Date – Wednesday, July 20, 2016 at 12:15 p.m. in the Boone/Bancroft Room #200

9. Adjournment

Mr. Smith moved and Mr. Benz seconded to adjourn the meeting at 1:00 p.m.

Respectfully Submitted,

Anne Stratman, Administrative Assistant



Federal Transit Administration
901 Locust Street, Room 404
Kansas City, MO 64106
816-329-3920
816-329-3921 (fax)

Federal Highway Administration
3220 W. Edgewood
Jefferson City, MO 65109
573-636-7104
573-636-9283 (fax)

U.S. Department of Transportation

July 1, 2016

Mr. Patrick K. McKenna
Director
Missouri Department of Transportation
PO Box 270
Jefferson City, Missouri 65102

RE: ONE DOT Approval to Incorporate CAMPO FY2017-2021 TIP into FY2016-2020 Missouri STIP

Dear Mr. McKenna:

ONE DOT hereby approves the Missouri Department of Transportation (MoDOT) request of June 29, 2016, to incorporate the Capital Area Metropolitan Planning Organization (CAMPO) FY2017-2021 Transportation Improvement Program (TIP) into the Missouri FY2016-2020 Statewide Transportation Improvement Program (STIP).

The CAMPO Board of Directors approved this amendment on June 15, 2016. The Governor of Missouri approved this amendment on June 29, 2016.

We find this STIP amendment is based on a statewide transportation planning process that substantially meets the requirements of 23 U.S.C. 134 and 135; 49 U.S.C. 5303 and 5304; and 23 CFR 450 Subparts A, B, and C.

If you have questions or require additional information please contact Mr. Mike Latuszek of FHWA at (573) 638-2619, or Mr. Jeremiah Shuler of FTA at (816) 329-3940.

Mokhtee Ahmad
Regional Administrator
Federal Transit Administration

Sincerely,

For: Kevin Ward, P.E.
Division Administrator
Federal Highway Administration

Cc: David Sylvester – MoDOT
Steve Engelbrecht – MoDOT
Jeremiah Shuler – FTA

Sonny Sanders – CAMPO
Janice McMillan – CAMPO
Alex Rotenberry – CAMPO

Capital Area Metropolitan Planning Organization



Room 120 320 E. McCarty, Jefferson City, MO 65101 Phone 573.634.6410 Fax 573.634.6457

Memorandum

TO: CAMPO Board of Directors
FROM: Sonny Sanders, Senior Transportation Planner
DATE: August 12, 2016
SUBJECT: Letters of Support and Letters of Recommendation Draft Policy

Periodically, CAMPO is requested to write a letter of support for transportation related projects for grant applications or other funding requests. Some letters may have a direct impact on awarding the grant and others merely a formality. CAMPO may be asked to rank projects or participate in the determination of successful grant applications.

Staff wishes to amend the CAMPO bylaws in order to develop a policy and procedure for writing letters of support that will be fair to all CAMPO member jurisdictions and reflect the priorities of CAMPO. Attached is a draft policy for discussion.

The Technical Committee has reviewed and forwarded the proposed amendment, with a modification to include informing the Technical Committee of letters approved by the Board, to the CAMPO bylaws concerning draft Letters of Support and Letters of Recommendation Policy to the Board of Directors for consideration and approval. The attached policy has been reviewed and approved by Associate City Counselor Bryan Wolford.

If you have any questions prior to the meeting on these or other issues, please feel free to contact Sonny Sanders at 573-634-6439 or ssanders@jeffcitymo.org.

Agenda Item 7A.1

Proposed Amendment to CAMPO Bylaws
Amends Article I by adding a new Section 6, Specific CAMPO Policies

Article I

Section 6. Specific CAMPO Policies

Section 6.1 Project Support Letters and Resolutions

This policy is intended to address the request for letters of support for transportation related projects for grant applications or other funding requests. Some letters may have a direct impact on awarding the grant and others merely a formality. This policy also addresses the process to be followed when CAMPO is asked to rank projects or participate in the determination of successful grant applications.

A. Project Verification Letter

Requests for letters that verify a transportation project is represented in a CAMPO planning document or will contribute to the achievement of a documented strategy or goal, may be fulfilled by the Executive Director, or his or her designee.

B. Non-Competitive Funding Letter

Requests for a letter of support for non-competitive funding opportunities for transportation projects that are documented in CAMPO planning documents, may be executed by the Executive Director, or his or her designee.

C. Competitive Funding Resolution

Upon learning of a competitive grant opportunity, CAMPO staff will notify member jurisdictions of the grant opportunity. Requests for letters of support for competitive funding opportunities, or which will involve CAMPO in the project prioritization or selection process, shall be forwarded to the Technical Committee (time permitting) and the Board of Directors for consideration at a regular or special meeting, with notice as specified by the Bylaws. The Board's support or prioritization shall be documented by Resolution. The Executive Director, or his or her designee, shall provide the adopted Resolution to the applicant, the funding agency, and others upon request.

D. Letter Pertaining to or Supporting Projects Not Identified in CAMPO Planning Documents

Requests for letters of support for projects not identified in CAMPO planning documents will be forwarded to the Technical Committee (time permitting) for determination of a recommendation to the Board of Directors. Upon passage of a supporting resolution by the Board of Directors, the Executive Director will draft the letter of support documenting the Board of Directors actions. The resolution will be referenced and attached to the letter of support.

E. Copies shall be provided to the Technical Committee and Board of Directors, for informational purposes.

Agenda Item 7A.2

Capital Area Metropolitan Planning Organization



Room 120 320 E. McCarty, Jefferson City, MO 65101 Phone 573.634.6410 Fax 573.634.6457

Memorandum

TO: CAMPO Board of Directors
FROM: Sonny Sanders, Senior Transportation Planner
DATE: August 12, 2016
SUBJECT: Missouri Moves Cost Share Program Project Application Feedback

The Missouri Moves Cost Share Program is intended “to build partnerships with local entities to pool efforts and resources to deliver transportation projects.” The program is administered by the Missouri Department of Transportation (MoDOT), but is funded with General Revenue appropriations from the General Assembly. One-third of appropriations are set-aside for multimodal (air, rail, waterways, and transit) and bicycle/pedestrian projects. If applications for multimodal and bicycle/pedestrian projects are insufficient to utilize one-third of the appropriations, the residual is eligible for road and bridge projects.

Two applications, Missouri Boulevard Sidewalks and Veterans Walk to Riverfront Park were submitted July 29, 2016 by the City of Jefferson. The application process indicates that MPOs and Regional Planning Commissions may provide feedback regarding projects in their planning area to MoDOT, if desired. The Technical Committee has no recommendation regarding providing feedback to MoDOT regarding these projects.

To view the application for the Missouri Boulevard Sidewalks project please click on the following link:

<http://www.jeffersoncitymo.gov/CAMPO/JC%20Mo%20Blvd%20Sidewalk%20Application.pdf>

To view the application for the Veterans Walk to Riverfront Park project please click on the following link:

<http://www.jeffersoncitymo.gov/CAMPO/Veterans%20Walk%20Application.pdf>

If you have any questions prior to the meeting on these or other issues, please feel free to contact Sonny Sanders at 573-634-6439 or ssanders@jeffcitymo.org.

Agenda Item 7B

Capital Area Metropolitan Planning Organization



Room 120, 320 E. McCarty St., Jefferson City, MO 65101 Phone: 573.634.6410 Fax: 573.634.6457

Memorandum

TO: CAMPO Board of Directors
FROM: Alex Rotenberry, Transportation Planner
DATE: August 12, 2016
SUBJECT: Program Year 2017-2021 TIP Administrative Modification Recall Request
TIP Project 2017-02, US 50 Pavement Improvements

MoDOT had informed staff of an administrative modification request due to adjustments to federal funding used for *US 50 Pavement Improvement* to include the deployment of intelligent compaction and infrared scanning devices for pavements on this project during construction. This administrative request was presented to the CAMPO Technical Committee for informational purposes in August, but has since been withdrawn by MoDOT due to scheduling issues, with the funding to be used in a different project.

This communication is for information purposes only, if you have any questions, please contact Alex Rotenberry at (573) 634-6410.

Agenda Item 7C

Capital Area Metropolitan Planning Organization



Room 120 320 E. McCarty, Jefferson City, MO 65101 Phone 573.634.6410 Fax 573.634.6457

Memorandum

TO: CAMPO Board of Directors
FROM: Sonny Sanders, Senior Transportation Planner
DATE: August 12, 2016
SUBJECT: Status of Current Work Tasks

Major active work tasks to be discussed at the August 17, 2016 Board of Directors Meeting include:

- Travel Demand Model and List of Recommended Improvements RFQ. The LPA procurement process has been placed on hold until next year's funding agreement is in place. Staff has begun work on the management of updating the current land use model to support this project.
- Sidewalk Management System. Staff has been working with the City of Jefferson GIS staff on the data scheme of the database supporting this project. CAMPO currently maintains the inventory of sidewalks, crosswalks, and public bicycle parking within the region.
- JEFFTRAN System-wide Assessment. We are working with the preferred consultant to develop a well-defined project scope, budget and timeline.
- FAST-Act Performance Measure. CAMPO staff continues to attend monthly FAST Act webinars conducted by MoDOT Central Office and has participated in a *Transportation Performance Management for Safety Class webinar* and *Missouri Safety Target Setting Coordination Workshop*. CAMPO staff will be attending a two day Capacity Building Program Workshop on Data Management, Data Usability and Analysis in late August.
- Training and Education. Mr. Rotenberry attended National Environmental Policy Act and Environmental Justice trainings in May and June, respectively. Ms. Williams will be attending the Missouri Mappers Association Conference in August.
- Internal Performance Measures. A survey regarding how staff facilitates the planning process and effectiveness of staff assistance in decision-making processes was conducted in June. Between the Technical Committee and Board of Directors, eleven responders rated staff as Very Good or Excellent in both categories.

If you have any questions prior to the meeting on these or other issues, please feel free to contact Sonny Sanders at 573-634-6439 or ssanders@jeffcitymo.org.

Agenda Item 8A