



Chisholm Trail Metropolitan Planning Organization

Notice of Meetings

Notice is hereby given that the Chisholm Trail Metropolitan Planning Organization will meet in special session at 11:30 AM on Tuesday, January 30, 2024, at the Stride Bank Center, located at 301 South Independence Avenue, Enid, Oklahoma, and the agenda for said meeting is as follows:

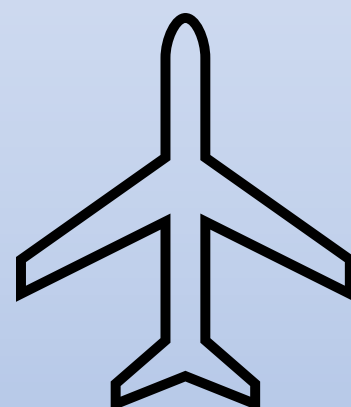
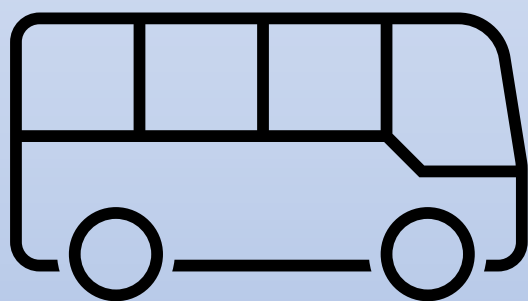
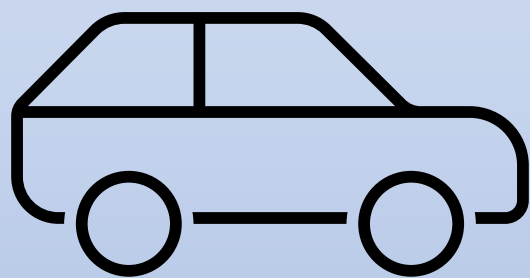
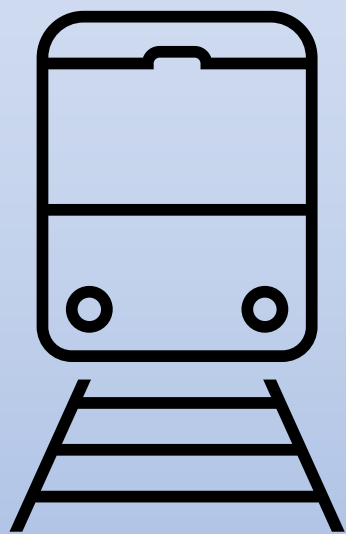
- AGENDA -

Chisholm Trail Metropolitan Planning Organization

	Page
1. Call to Order/Roll Call.	
2. Introductions.	
3. Business.	
1. Discuss and take possible action on the Metropolitan Planning Organization (MPO) Handbook:	3 - 18
<ul style="list-style-type: none">• 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	
Draft Chisholm Trail MPO Member Handbook	
2. Discuss and take possible action regarding the Chisholm Trail MPO Project and the Designation Agreement.	19 - 28
Chisholm Trail MPO Designation Agreement	
DRAFT amended Designation Agreement of Chisholm Trail MPO	
3. Discuss and take possible action on the next steps of the Chisholm Trail MPO Project.	29 - 30
Project Status Chisholm Trail MPO 01.25.24	
4. Discuss and take possible action on setting a schedule of meetings for 2024.	
4. Public Comment.	

5. Adjourn.

METROPOLITAN PLANNING ORGANIZATION (MPO) MEMBER HANDBOOK



WHAT IS THE CHISHOLM TRAIL MPO?

Chisholm Trail Metropolitan Planning Organization (MPO) is an organization with voluntary representatives of cities, towns, and counties that advocates for regional transportation planning and cooperation.

FREQUENTLY ASKED QUESTIONS (FAQS)

WHAT IS THE MPO'S PURPOSE?

The general purpose of the MPO is to encourage and facilitate local government entities, along with the private sector in the region, to cooperate with one another in the transportation planning process and thereby improve the health, safety, and general welfare of our citizens.

The specific purposes of the MPO are:

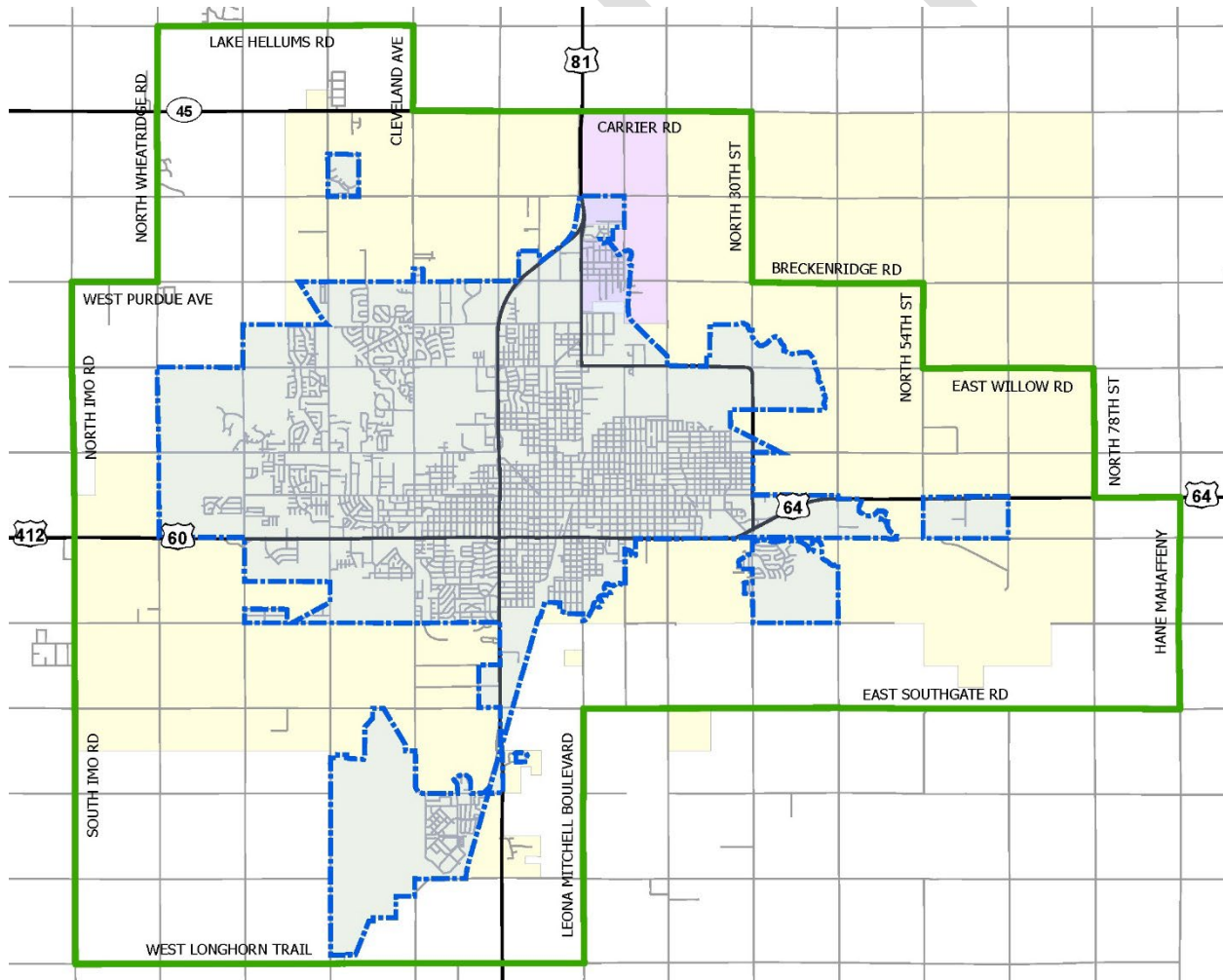
- to complete studies and plans to guide the region and assist participating members in preparing and implementing plans that are consistent with the organization's general purpose
- to coordinate development in the region and thereby eliminate duplication and promote economy and efficiency
- to serve as a forum to identify, focus on, discuss, and study regional challenges and opportunities
- to serve as a vehicle for the collection and exchange of information about the region and to provide for effective communication and coordination among member government entities, other levels of government, and the private sector
- to encourage, develop, and review policies, plans, and priorities for regional growth and development
- to furnish general and technical aid to members
- to facilitate agreement and cooperative action among members to carry out specific projects
- to maintain liaison with member governments entities, other levels of government, and the private sector.
- to review, coordinate, and expedite federal, state, and local governmental programs that have regional implications

WHEN AND WHY WAS CHISHOLM TRAIL MPO CREATED?

On December 29, 2022, the U.S. Census Bureau released 2020 urban area data. According to the Federal Register 221130-0255, 2020 Census Qualifying Urban Areas and Final Criterial Clarifications, Enid's urban area population was 50,194. Federal regulations require any urban area exceeding 50,000 in population to be designated by the Governor as a Metropolitan Planning Organization (23 CFR 450.310). As delegated by Governor Stitt, ODOT entered into agreement with the City of Enid to establish and designate a Transportation Policy Board as the Chisholm Trail MPO effective December 29, 2023.

GEOGRAPHICALLY SPEAKING, WHERE IS THE MPO?

The MPO is located in northern Oklahoma and includes the City of Enid, the Town of North Enid, and Garfield County.



IS THE MPO FEDERAL, STATE, OR LOCAL?

Chisholm Trail MPO both complements and supplements local government activities but is not a governmental unit. It does not possess the power of enforcement or taxation.

HOW IS THE MPO FUNDED?

With Policy Board guidance and consent, the MPO manages Federal Highway Administration (FHWA) Planning (PL) funds administered by ODOT.

WHAT ARE THE DATES FOR THE MPO FISCAL YEAR?

The Fiscal Year for the MPO is from July 1 through June 30.

WHO APPROVES THE ANNUAL WORK PLAN AND ASSOCIATED BUDGET?

The MPO Annual Work Plan is prepared by staff and recommended by the Technical Committee. The Technical Committee meets with staff to assess anticipated program, organizational, and funding changes for the agency, projected sources and uses of revenue, and the estimated indirect cost allocation for the upcoming fiscal year. The proposed MPO Annual Work Plan is then presented to the Policy Board during the June meeting for approval.

WHAT ARE THE ROLES OF THE POLICY BOARD AND TECHNICAL COMMITTEE?

POLICY BOARD

The Policy Board serves as the governing body for the MPO and makes all policy decisions. The Policy Board provides guidance for multimodal transportation planning and assures coordination among transportation modes, local government entities, and regional planning efforts.

The Policy Board voting membership is composed of locally elected officials, transportation commissioners, and designees from other local agencies that represent various transportation modes.

RESPONSIBILITIES

As regional decision-makers, the responsibilities of the Policy Board and their alternates (when the member cannot attend) are:

- Regularly attend and participate in scheduled Policy Board meetings
- Review agenda and background materials, and prepare for discussion and decision-making
- Keep their local policy-making body apprised of Policy Board activities through regular briefings
- Become familiar with the services, programs, and activities of the MPO

TECHNICAL COMMITTEE

The Technical Committee makes recommendations to the Policy Board concerning adoption and approval of all transportation plans and programs, such as the Unified Planning Work Program (UPWP), the long-range Metropolitan Transportation Plan (MTP), and the Transportation Improvement Program (TIP). The Technical Committee also monitors the performance of the regional transportation system and recommends policy changes to the Policy Board to improve system performance. This committee is generally comprised of city planners, city engineers, and traffic managers, along with representatives from various transportation modes, ODOT, and federal transportation agencies.

HOW IS A QUORUM DETERMINED?

TBD

OFFICER DUTIES AND RESPONSIBILITIES

Voting members may be nominated to serve as officers on the Policy Board.

CHAIR

- Preside over Policy Board meetings
- Serve as chair of the Policy Board
- Serve as chair of the Nominating Committees
- Signatory for accounts payable
- Preside over Executive Committee meetings

VICE-CHAIR

- Should the chair be unavailable, conduct Policy Board meetings
- Serve as vice-chair of the Policy Board
- Occasionally serve on the Nominating Committee
- Signatory for accounts payable
- Attend Executive Committee meetings

MEETING AGENDAS & MATERIALS

Agenda packets for the Policy Board and Technical Committee meetings are emailed to members and alternates and will be posted to the website, in advance of the meeting date. Agenda packets include memos and materials prepared by staff.

MEETING SCHEDULE

TBD – Typically, MPOs meet either every month or quarterly.

MEETING TIMES:

TBD

WHAT DOES THE MPO DO?

TRANSPORTATION PLANNING CORE FUNCTIONS

- Establish and manage a fair and impartial setting for effective regional decision-making
- Identify and evaluate transportation improvement options
- Prepare and maintain a Metropolitan Transportation Plan (MTP)—also known as a Long-Range Transportation Plan (LRTP)
- Develop a Transportation Improvement Program (TIP)
- Involve the general public and other affected constituencies in decision-making

TRANSPORTATION PLANNING PRODUCTS

UNIFIED PLANNING WORK PROGRAM (UPWP)

The purpose of the UPWP is to provide guidance for the continuing, comprehensive, and cooperative (3C) approach to transportation planning. The UPWP is based on the transportation planning priorities in the Enid area in consideration of federal planning factors and federal emphasis areas. The UPWP lists all work to be addressed during the FY and identifies revenue sources. The Federal Highway Administration (FHWA) and (Federal Transit Administration) FTA must approve the budget and statement of work in the UPWP in writing by June 30th, before costs may be incurred for the new FY. The Chisholm Trail MPO will develop its first UPWP in FY2024.

METROPOLITAN TRANSPORTATION PLAN (MTP)

The MTP is one of the main products of the metropolitan transportation planning process, addressing no less than a twenty (20) year horizon. The transportation plan includes both long-range and short-range strategies that provide for the development of an integrated multimodal transportation system to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand. The Chisholm Trail MPO will develop its first MTP by December 29, 2026.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

The TIP is a prioritized list of transportation projects proposed for implementation during the next four years. Projects included in the TIP must be consistent with the MTP. The TIP is required to be financially constrained in each year of the program. This means that the funding identified for transportation projects in a given year must be equal to the amount reasonably expected to be available under existing federal, state and local programs. Prior to adoption of the TIP (or amendment) the MPO provides an opportunity for public review and comment and holds a public hearing. A project utilizing federal transportation funds may not proceed unless it is included in the TIP. Amendments and revisions of the TIP may occur at any time during the FY. The Chisholm Trail MPO will develop its first TIP by December 29, 2026.

PUBLIC PARTICIPATION PROCESS (PPP)

The intent of the PPP is to encourage and support proactive public participation throughout the planning and decision making process related to the development of proposed transportation plans, programs, and projects so that a safe, efficient transportation system reflecting the needs and interests of all stakeholders can be provided. Public participation provides citizens, affected public agencies, providers of transportation and other interested party's reasonable opportunity to comment and participate in goal setting, problem solving, and expand the focus of transportation decision making. The Chisholm Trail MPO will begin developing its first PPP in FY 2024.

APPENDIX A: DESIGNATION AGREEMENT

CHISHOLM TRAIL METROPOLITAN PLANNING ORGANIZATION DESIGNATION AGREEMENT

WHEREAS, 23 U.S.C. § 134 requires the Governor of the State of Oklahoma and unit(s) of general purpose local government representing at least seventy-five percent (75%) of a metropolitan area's population to designate or redesignate a metropolitan planning organization for each urbanized area with a population greater than fifty thousand (50,000) persons and the Enid urban area exceeds this population threshold; and

WHEREAS, 23 U.S.C. § 134 requires the Governor of the State of Oklahoma and the metropolitan planning organization for each urbanized area with a population greater than fifty thousand (50,000) persons to determine the boundaries of a metropolitan planning area; and

WHEREAS, units of general purpose local governments are defined as elected officials from each unit of general purpose local government located within the metropolitan planning area served by the Chisholm Trail Metropolitan Planning Organization (Chisholm Trail MPO); and

NOW, THEREFORE, BE IT MUTUALLY AGREED:

1. Pursuant to 23, U.S.C. § 134, the Director of the Oklahoma Department of Transportation (the Governor's designee), the City of Enid, as the largest incorporated city, representing at least seventy-five percent (75%) of the entire population in the metropolitan area agree to establish and designate the Transportation Policy Board as the Metropolitan Planning Organization for the Chisholm Trail Metropolitan Planning Area.
2. Pursuant to 23, U.S.C. § 134, the Director of the Oklahoma Department of Transportation (the Governor's designee), the City of Enid, as the largest incorporated city, which represents more than seventy-five percent (75%) of the entire population in the metropolitan area agree to establish the Chisholm Trail Metropolitan Planning Area boundary as described in 23 CFR 450.312 (Attachment A).
3. This Agreement shall remain in effect as long as federal law requires the designation of MPOs to carry out metropolitan transportation planning activities under 23, U.S.C. § 134 or until superseded by a redesignation agreement or upon revocation by the parties in accordance with the method described in 23 CFR 450.310 or as otherwise provided by law.
4. The purpose of this Agreement is for cooperative decision-making regarding transportation planning for the Metropolitan Planning Area in accordance with 23, U.S.C. § 134.
5. The Chisholm Trail MPO Transportation Policy Board shall be a separate legal entity, with the power to sue or be sued, to enter into contracts, to hold title to real and personal property, to have and use a corporate seal, and to do all other acts reasonably necessary to carry out the purposes of this agreement.
6. The Chisholm Trail MPO Transportation Policy Board shall serve as the forum for cooperative decision-making and shall include the following membership:

Voting Members

- Mayor of the City of Enid
- Two (2) members of the Enid City Council
- Mayor of the Town of North Enid
- Board of Garfield County Commissioner Chair
- NODA Executive Director

- District IV Transportation Commissioner
- ODOT District IV Engineer
- Enid Aviation Advisory Board Chair
- Enid Public Transportation Authority General Manager
- Vance Air Force Base 71st FTW Commander

Ex-Officio (Non-Voting) Members

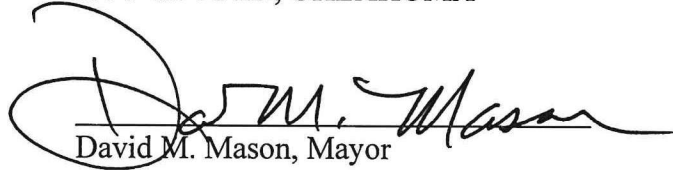
- ODOT Government Affairs, Planning Branch Manager
 - Representative of Northern Oklahoma Regional Transportation Planning Organization
 - FHWA Division Administrator or designee
 - FTA Region Administrator or designee
 - Member of the Oklahoma House of Representatives as determined by those members representing the Metropolitan Planning Area.
 - State Senator as determined by the State Senators representing the Metropolitan Planning Area.
7. The Chisholm Trail MPO Transportation Policy Board shall develop and approve all bylaws governing Chisholm Trail MPO operations to carry out transportation planning requirements. Additional members may be added or existing membership may be otherwise modified by adoption of amendments to the Chisholm Trail MPO Transportation Policy Board bylaws when authorized by federal law.
 8. The membership of the Chisholm Trail MPO Transportation Policy Board and any of its subcommittees will be reviewed following the adoption of new federal transportation legislation and following any changes to the Metropolitan Planning Area.
 9. The Chisholm Trail MPO Transportation Policy Board shall be responsible for appointing the Chisholm Trail MPO Transportation Technical Committee and for approving bylaws of the Transportation Technical Committee.
 10. The financing of the activities authorized under this Agreement shall be provided through the reimbursement by ODOT of Federal planning funds for up to a maximum of eighty percent (80%) of authorized Unified Planning Work Program expenditures with the balance (the nonfederal share) to be provided by the membership of the Chisholm Trail MPO.
 11. The Chisholm Trail MPO shall be responsible for preparation of an annual budget, based on the financing provided in the prior paragraph. Any change regarding the budget or expenditure of Chisholm Trail MPO funds shall be approved by the Transportation Policy Board.
 12. The planning staff services of the Chisholm Trail MPO, as provided for in the approved annual Unified Planning Work Program, shall be performed by the Chisholm Trail MPO staff, under the direction of the Chisholm Trail MPO Transportation Policy Board.
 13. The Chisholm Trail MPO Transportation Policy Board shall enter into such agreements with any entities as are necessary to carry out required administrative and or financial responsibilities and ensure a financial management system is in place to track and record program expenditures.

14. The Chisholm Trail MPO Transportation Policy Board may enter into such agreements with any entities as are necessary to carry out required transportation planning processes.
15. This Agreement and all contracts entered into under the provisions of this Agreement shall be binding upon the ODOT and the City of Enid, and their successors in office.
16. This Agreement creates no substantive rights or responsibilities for anyone, whether or not a party to this Agreement, over and above those created and conferred by federal or state law.
17. Upon redesignation, title to any property owned or held by the Chisholm Trail MPO shall be transferred to the redesignated MPO. Upon revocation, any property owned by the Chisholm Trail MPO will be disposed of in accordance with federal law when applicable or as otherwise agreed to by the parties to this agreement.
18. Any reference in the terms of this Agreement to a statute or regulations refers to the statute or regulation in effect at the time this Agreement is effective or to the statute or regulations if such statute or regulation is subsequently amended.
19. This Agreement becomes effective the 29th day of December 2023.

This Agreement was approved at the December 5, 2023, City Council Meeting.

CITY OF ENID, OKLAHOMA





David M. Mason, Mayor

ATTEST:


Jessica Gilbert, Assistant City Clerk

Approved as to Form and Legality:


Carol Lahman, City Attorney

OKLAHOMA DEPARTMENT OF TRANSPORTATION


Reviewed and Approved
as to Legality and Form:


General Counsel

12/07/2023

Date

Approved

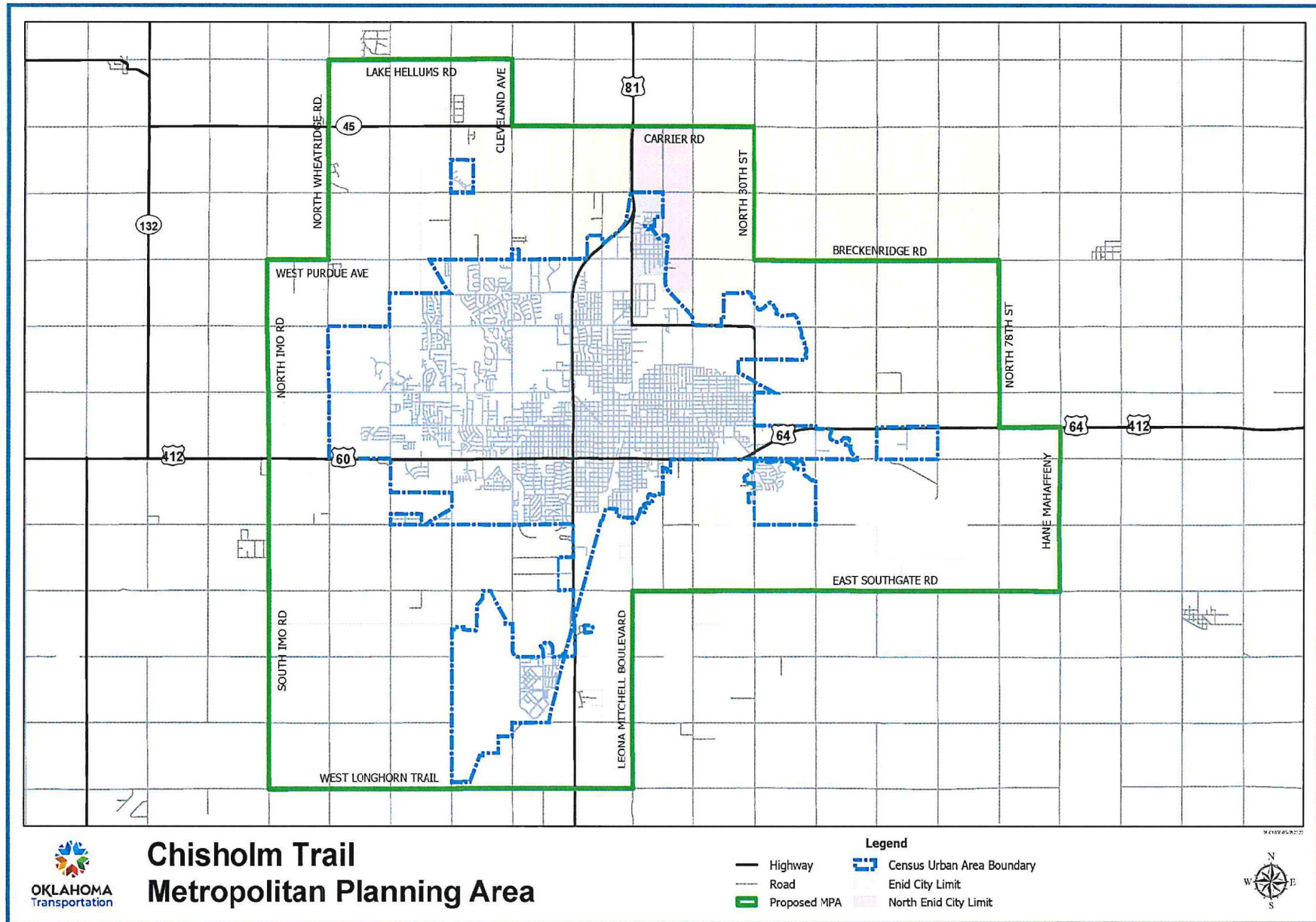

Director

12/08/2023

Date

IN WITNESS WHEREOF, City of Enid and ODOT have caused this Agreement to be signed by their duly authorized officers.

ATTACHMENT A – CHISHOLM TRAIL METROPOLITAN PLANNING AREA BOUNDARY¹



¹ 23 CFR 450.312 (a)(1) At a minimum, the MPA boundaries shall encompass the entire existing urbanized area (as defined by the Bureau of the Census) plus the contiguous area expected to become urbanized within a 20-year forecast period for the metropolitan transportation plan.

APPENDIX B: COMMON OR FREQUENTLY USED ACRONYMS

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ACRONYM	TERM
ADA	Americans with Disabilities Act of 1990
ADT	Average Daily Traffic
AADT	Average Annual Daily Traffic
AADTT	Average Annual Daily Truck Traffic
AQ	Air Quality
AQI	Air Quality Index
AV	Automated/autonomous vehicle technology
CAA	Clean Air Act
CAV	Connected and Autonomous Vehicle
CFR	Code of Federal Regulations
CMAQ	Congestion Mitigation and Air Quality
COG	Council of Government
CWP	Construction Work Plan
ODEQ	Oklahoma Department of Environmental Quality
DVMT	Daily Vehicle Miles Traveled
EJ	Environmental Justice
EPA	Environmental Protection Agency
EVs	Electric Vehicles
FAA	Federal Aviation Administration
FAST ACT	Fixing America's Surface Transportation Act
FHWA	Federal Highway Administration
FRA	Federal Railroad Administration
FTA	Federal Transit Administration
FY	Fiscal Year
FFY	Federal Fiscal Year
GHG	Greenhouse Gas
GIS	Geographic Information Systems
HOV	High Occupancy Vehicle
IJA	Infrastructure Investment and Jobs Act
ITS	Intelligent Transportation Systems
LEP	Limited English Proficiency
LOS	Level of Service
LPA	Lead Planning Agency
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MTP	Metropolitan Transportation Plan

APPENDIX B: COMMON OR FREQUENTLY USED ACRONYMS

Multimodal	Transportation using several modes
NEPA	National Environmental Policy Act
NEVI	National Electric Vehicle Infrastructure
NHFN	National Highway Freight Network
NHS	National Highway System
ODOT	Oklahoma Department of Transportation
OTA	Oklahoma Turnpike Authority
PM	Performance Measures
PL	Transportation Planning
PPP	Public Participation Plan
RTPO	Regional Transportation Planning Organization
SHS	State Highway System
SHSP	Strategic Highway Safety Plan
SPR	State Planning & Research
STIP	Statewide Transportation Improvement Program
TAP	Transportation Alternatives Program
TAZ	Transportation Analysis Zones
TIP	Transportation Improvement Program
TMA	Transportation Management Areas
UPWP	Unified Planning Work Program
VMT	Vehicle-Miles Traveled

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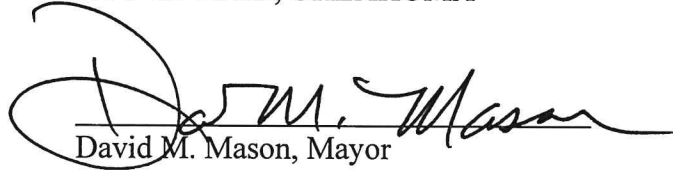
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CITY OF ENID, OKLAHOMA





David M. Mason, Mayor

ATTEST:


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Carol Lahman, City Attorney

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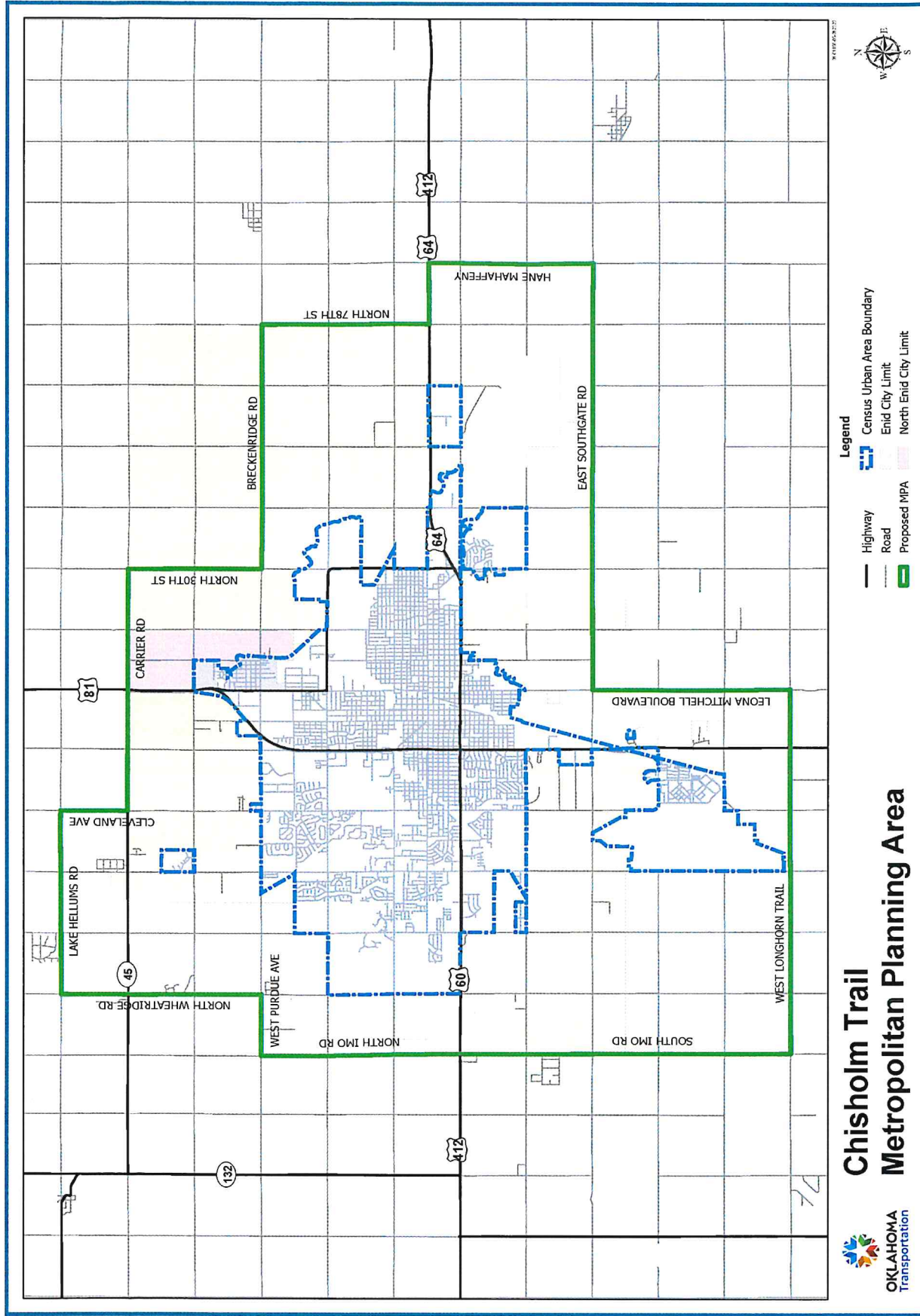
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General Counsel Date

Approved

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Director Date

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Draft

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 - State Senator as determined by the State Senators representing the Metropolitan Planning Area.
 - Vance Air Force Base 71st FTW Commander or designee.
7. The Chisholm Trail MPO Transportation Policy Board shall develop and approve all bylaws governing Chisholm Trail MPO operations to carry out transportation planning requirements. Additional members may be added or existing membership may be otherwise modified by adoption of amendments to the Chisholm Trail MPO Transportation Policy Board bylaws when authorized by federal law.
 8. The membership of the Chisholm Trail MPO Transportation Policy Board and any of its subcommittees will be reviewed following the adoption of new federal transportation legislation and following any changes to the Metropolitan Planning Area.
 9. The Chisholm Trail MPO Transportation Policy Board shall be responsible for appointing the Chisholm Trail MPO Transportation Technical Committee and for approving bylaws of the Transportation Technical Committee.
 10. The financing of the activities authorized under this Agreement shall be provided through the reimbursement by ODOT of Federal planning funds for up to a maximum of eighty percent (80%) of authorized Unified Planning Work Program expenditures with the balance (the nonfederal share) to be provided by the membership of the Chisholm Trail MPO.
 11. The Chisholm Trail MPO shall be responsible for preparation of an annual budget, based on the financing provided in the prior paragraph. Any change regarding the budget or expenditure of Chisholm Trail MPO funds shall be approved by the Transportation Policy Board.
 12. The planning staff services of the Chisholm Trail MPO, as provided for in the approved annual Unified Planning Work Program, shall be performed by the Chisholm Trail MPO staff, under the direction of the Chisholm Trail MPO Transportation Policy Board.

13. The Chisholm Trail MPO Transportation Policy Board shall enter into such agreements with any entities as are necessary to carry out required administrative and or financial responsibilities and ensure a financial management system is in place to track and record program expenditures.
14. The Chisholm Trail MPO Transportation Policy Board may enter into such agreements with any entities as are necessary to carry out required transportation planning processes.
15. This Agreement and all contracts entered into under the provisions of this Agreement shall be binding upon the ODOT and the City of Enid, and their successors in office.
16. This Agreement creates no substantive rights or responsibilities for anyone, whether or not a party to this Agreement, over and above those created and conferred by federal or state law.
17. Upon redesignation, title to any property owned or held by the Chisholm Trail MPO shall be transferred to the redesignated MPO. Upon revocation, any property owned by the Chisholm Trail MPO will be disposed of in accordance with federal law when applicable or as otherwise agreed to by the parties to this agreement.
18. Any reference in the terms of this Agreement to a statute or regulations refers to the statute or regulation in effect at the time this Agreement is effective or to the statute or regulations if such statute or regulation is subsequently amended.

IN WITNESS WHEREOF, City of Enid and ODOT have caused this Agreement to be signed by their duly authorized officers.

CITY OF ENID

Approved

Attorney

Date

Mayor

City of Enid

Date _____

OKLAHOMA DEPARTMENT OF TRANSPORTATION

Reviewed and Approved
as to Legality and Form:

Approved

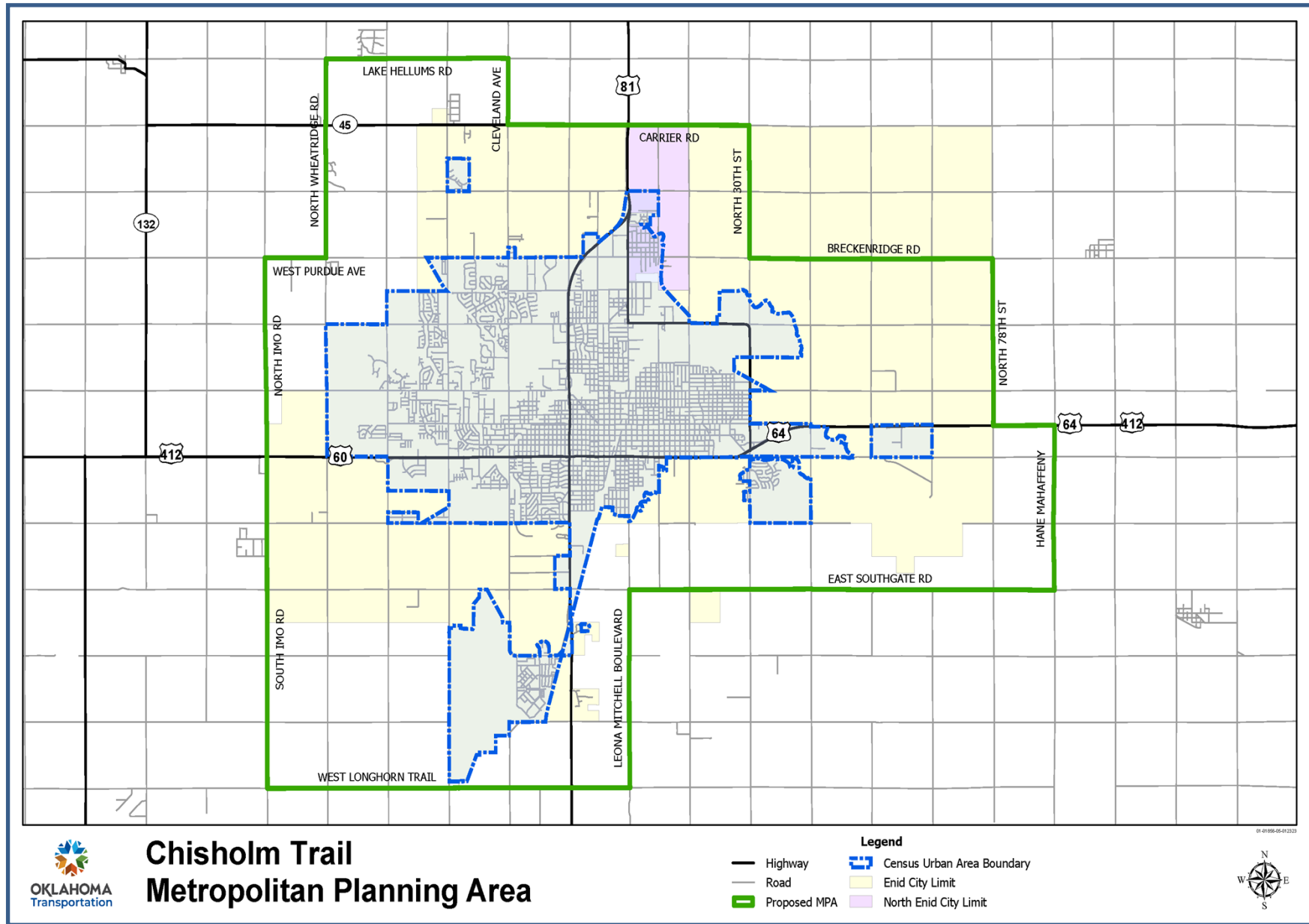
General Counsel

Date _____

Director

Date

ATTACHMENT A – CHISHOLM TRAIL METROPOLITAN PLANNING AREA BOUNDARY¹



¹ 23 CFR 450.312 (a)(1) At a minimum, the MPA boundaries shall encompass the entire existing urbanized area (as defined by the Bureau of the Census) plus the contiguous area expected to become urbanized within a 20-year forecast period for the metropolitan transportation plan.

Draft Project Status – Chisholm Trail MPO

Status Summary	On Track
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Last Month High Level Activities
ODOT entered into agreement with the City of Enid to establish and designate a Policy Board as the Chisholm Trail MPO in December 2023. The agreement became effective December 29, 2023.
This Month High Level Activities
The first Chisholm Trail MPO Policy Board meeting is scheduled for January 30 th .

Risks	Risk Mitigation

As of:	01/25/2024	Overall Status		Potential issues
Key Deliverables		ODOT Due Date	FHWA Due Date	Status
Designation Agreement with Boundary Map		12/29/23	12/29/23	Completed
Create and update website		Continuous		Not Started
Hire MPO staff Apply for EIN		01/31/24		On Track
Set meeting dates		01/31/24		Not Started
Policy and Technical Bylaws (Includes designation of Tech. Members.)		03/31/24		Not Started
MOU – ODOT, MPO, & Public Transit		03/31/24		Not Started
PL Agreement (possibly combine 5303) MOU – MPO and City of Enid		03/31/24		Not Started
UPWP		03/31/24		Not Started
Title II and Title VI – assurances, complaint form, complaint process		05/31/24		Not Started
Joint Certification		05/31/24		Not Started
Title VI plan		07/31/24		Not Started
Public Participation Plan		07/31/24		Not Started

Status Key:

Completed

On Track

At Risk

Potential Issues

Not Started



Draft Project Status – Chisholm Trail MPO

Status Summary	
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Last Month High Level Activities
This Month High Level Activities

Risks	Risk Mitigation

As of:	10/27/2023	Overall Status		Potential issues
Key Deliverables		ODOT Due Date	FHWA Due Date	Status
Adjusted Urban Boundary		09/30/24	04/15/25	Not Started
Functional Class Revisions		09/30/24	12/29/25	Not Started
Annual List of Obligated Projects		12/31/24	12/31/24	Not Started
Safety Targets		02/27/25	180 days after State	Not Started
PM 2 & 3 Targets		03/29/25	180 days after State	Not Started
Metropolitan Transportation Plan		11/01/26	12/29/26	Not Started
Transportation Improvement Program		11/01/26	12/29/26	Not Started
				Not Started
				Not Started