

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

The Transportation Technical Committee 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, August 7, 2024, in Room 403/404 of the Stride Bank Center, located at 301 South Independence Avenue, pursuant to notice provided to the Clerk of the City of Enid no less than forty-eight hours prior to the meeting, and which notice was posted no later than 1:30 PM on the 6th day of August, 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 City Engineer Jason Unruh, Treasurer of the Enid Public Transportation Authority Erin Crawford, Aviation Director of Woodring Airport Keston Cook, 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 ODOT Multimodal Division Office of Mobility and Public Transit Designee Veronica Ross.

ABSENT: Enid Community Development Director Leroy Alsup, ODOT District IV Rural Construction Engineer Ted Zachary

Others present were Enid City Attorney Carol Lahman, ODOT Transportation Manager Travis Rigdon, Enid City Clerk Summer Anderson, Enid Assistant City Clerk Jessica Gilbert, and ODOT Multimodal and Planning Division Planning Coordinator Sarah McElroy.

2. MINUTES.

1. Consider approval of minutes of the May 21, 2024 MPO Technical Committee meeting.

Moved by Jon Blankenship, seconded by Brock Spencer, to approve minutes of the May 21, 2024 MPO Technical Committee meeting.

Carried by the following votes:

Ayes: Jerald Gilbert, Jason Unruh, Erin Crawford, Keston Cook, Jason Dockins, Jon Blankenship, Brock Spencer, Laura Chaney, Veronica Ross
Nays:

3. BUSINESS.

1. Discuss and make recommendations on the First Amendment to the Bylaws of the Chisholm Trail Metropolitan Planning Organization.

City Attorney Carol Lahman explained that minor revisions needed to be made to the MPO's Bylaws. The first was to change the "Technical Board" to "Technical Committee" based off of feedback received from the FHWA and FTA. The second was a correction to an alphabetical issue under Article III, Section B-1, Membership of the Technical Committee. Keston Cook also proposed a correction under Article II, Section B-6, to delete a duplicate "to".

Moved by Jon Blankenship, seconded by Keston Cook, to recommend approval of the First Amendment to the Bylaws of the Chisholm Trail Metropolitan Planning Organization, with the above revisions.

Carried by the following votes:

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

Nays:

2. Discuss and make recommendations on the Title VI Public Notice.

Moved by Keston Cook, seconded by Jason Dockins, to recommend approval of the Title VI Public Notice.

Carried by the following votes:

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

Nays:

3. Discuss and make recommendations on the Title VI Complaint Form.

Moved by Brock Spencer, seconded by Erin Crawford, to recommend approval of the Title VI Complaint Form.

Carried by the following votes:

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

Nays:

4. Discuss and make recommendations on the Title II Public Notice.

Moved by Keston Cook, seconded by Jason Unruh, to recommend approval of the Title II Public Notice, with a revision to correct a capitalization error in the "Employment" section.

Carried by the following votes:

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

Nays:

5. Discuss and make recommendations on the Title II Complaint Process and Form.

Moved by Keston Cook, seconded by Brock Spencer, to recommend approval of the Title II Complaint Process and Form.

Carried by the following votes:

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

Nays:

6. Discuss and make recommendations on the Title II & VI Assurances.

Moved by Keston Cook, seconded by Jon Blankenship, to recommend approval of the Title II & VI Assurances.

Carried by the following votes:

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

Nays:

7. Discuss the next steps of the MPO's efforts to meet federal and state objectives concerning transportation and transit planning, civil rights, safety and reporting.

Discussion was held regarding the Title II and Title VI documentation. About half had been completed, and they were working to complete the remaining requirements. This included the Limited English Proficiency (LEP) Plan and the Environmental Justice (EJ) Plan. For the LEP, it was possible they would need to include the Marshallese community in the future, as they were close to the population threshold which, if surpassed, would make it a requirement. This would require additional research.

Discussion was also held regarding the Transportation Improvement Program (TIP). The TIP was going through review by staff, and included construction projects and transit funded projects. Once reviewed, it would be presented to the Technical Committee and the Policy Board for approval after a public comment period. Construction projects, including locally funded projects that were considered regionally significant, as well as ODOT projects that fell within the MPO's boundaries should be included in the TIP. The TIP would include projects which were actually scheduled to take place over the next four years, that had federal funding tied to them. Additionally, it was noted that the TIP could be amended, if needed, to include additional projects or change the scope of existing projects as priorities changed. However, the TIP was financially constrained to the funding awarded. The TIP was also tied to the Long-Range Transportation Plan (LRTP). This plan should include projects that they were looking at over the next twenty years. This plan would guide which projects ended up in the TIP.

Following further discussion over the Bylaws and membership of the Technical Committee and Policy Board, the item concluded.

8. Discuss upcoming meeting schedule.

It was discussed that meetings would generally be held on the first Wednesday of every month for the Technical Committee and the second Wednesday of

every month for the Policy Board. However, for September, the meeting may be adjusted to allow for a consultant to attend and provide a presentation over the Urban Area Boundary Adjustment.

4. ADJOURN.

There being no further business to come before the Committee at this time, the meeting adjourned at 12:29pm.