

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

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 Wednesday, February 21, 2024, in Room 403/404 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.**

Chairman Mason called the meeting to order with the following members present and absent:

PRESENT: David Mason, Derwin Norwood, Rob Stallings, Jason Dockins, Jonathan Cross, Trenton January, Kenneth Girty, Demetria Dixon, and Ex-Officio Members Laura Chaney and Brock Spencer

ABSENT: Reese Wedel, Don Freymiller and Ex-Officio Members Souzan Bahavar, David Bartels, Chad Caldwell, Roland Pederson and Col. Charles Throckmorton

Staff present were City Manager Jerald Gilbert, City Engineer Murali Katta, City Attorney Carol Lahman, MPO Secretary Summer Anderson, and City Manager's Executive Assistant Jody Kuberskey.

**2. MINUTES.**

1. Consider approval of minutes of the January 30, 2024 meeting.

Motion was made by Derwin Norwood, seconded by Kenneth Girty, to approve the minutes of the January 30, 2024 Transportation Policy Board special meeting.

Carried by the following votes:

Ayes: David Mason, Derwin Norwood, Rob Stallings, Jason Dockins, Jonathan Cross, Trenton January, Kenneth Girty, Demetria Dixon

Nays:

**3. BUSINESS.**

1. Consider approval of the Bylaws of the Chisholm Trail Metropolitan Planning Organization.

City Attorney Carol Lahman explained that she indicated in the Bylaws that the Transportation Policy Board (TPB) and Transportation Technical Board (TTB) were boards that were subject to the Open Meetings Act (OMA). If the Chairman chose to appoint other committees, they would not be entities subject to the OMA.

Oklahoma Department of Transportation (ODOT) Government Affairs Planning Manager, Laura Chaney, explained that there was one minor revision needed to her position on the Technical Board, to indicate "ODOT" instead of "DOT".

Motion was made by Jason Dockins, seconded by Kenneth Girty, to approve the Bylaws of the Chisholm Trail Metropolitan Planning Organization, to include the above amendments.

Carried by the following votes:

Ayes: David Mason, Derwin Norwood, Rob Stallings, Jason Dockins, Jonathan Cross, Trenton January, Kenneth Girty, Demetria Dixon

Nays:

2. Consider approval of a Memorandum of Understanding between the Chisholm Trail Metropolitan Planning Organization, the Oklahoma Department of Transportation, and the Enid Public Transportation Authority.

Ms. Lahman explained that revisions were also needed in the Memorandum of Understanding to indicate that the TPB and TTB were boards, instead of committees.

Motion was made by Derwin Norwood, seconded by Rob Stallings, to approve a Memorandum of Understanding between the Chisholm Trail Metropolitan Planning Organization, the Oklahoma Department of Transportation, and the Enid Public Transportation Authority, with the above revisions.

Carried by the following votes:

Ayes: David Mason, Derwin Norwood, Rob Stallings, Jason Dockins, Jonathan Cross, Trenton January, Kenneth Girty, Demetria Dixon

Nays:

3. Discuss and take possible action on the Unified Planning Work Program for the Chisholm Trail Metropolitan Planning Area.

Discussion was held regarding the progress of the Unified Planning Work Program (UPWP). The funding amounts, staff contacts, and estimated hours still needed to be determined, but substantial progress had been made toward completion. Some areas may need to be estimated or say "TBD" in the document. At this point, the UPWP was not ready for approval. Item 5 of the UPWP was specific to the Transportation Improvement Program (TIP) and required tasks and dollar amounts to be carried out. The TIP would have to be in place before Enid could receive transit funds as a 5307 recipient. Federal Transit Authority (FTA) Planning Funds (5303) would be estimated at \$25,000.00, and there would only be one year available instead of two, so this should be edited in the UPWP document. On the Federal Highway Administration (FHWA) side, they would have both years at \$100,000.00 each. The total would be \$225,000.00 in planning funds to carry out the different elements inside of the UPWP.

4. Consider approval of a resolution of the Chisholm Trail MPO Designating the Enid Public Transportation Authority as the Transit Provider for the Urbanized

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Area.

Ms. Chaney explained that they were informed by the FTA that in order for the Enid Public Transportation Authority (EPTA) to receive funding directly from FTA, the Chisholm Trail Metropolitan Planning Organization (CTMPO) and ODOT would have to certify that they were the entity to carry out that transit service. The resolution document certified that they had the ability to do the things required by FTA to receive 5307 funds, once checklist items were completed. This was the first step, and after approved, would go to ODOT for certification before submittal to FTA.

Motion was made by Kenneth Girty, seconded by Demetria Dixon, to approve a resolution of the Chisholm Trail MPO Designating the Enid Public Transportation Authority as the Transit Provider for the Urbanized Area.

Carried by the following votes:

Ayes: David Mason, Derwin Norwood, Rob Stallings, Jason Dockins, Jonathan Cross, Trenton January, Kenneth Girty, Demetria Dixon

Nays:

5. Consider approval of a resolution of the Chisholm Trail MPO adopting the current Transportation Improvement Program's Development Procedures and Deadlines, and the Oklahoma Statewide Transportation Improvement Program's Development Procedures and Deadlines.

Ms. Chaney explained that the TIP and STIP procedures were required by ODOT, and was an agreement between ODOT, FHWA and FTA, and all of their MPO's on how they develop and make amendments to the TIP and STIP procedures. In order to amend the document and add in the CTMPO, it would require approval of the FTA, FHWA, ODOT and signing by all other MPO's represented. Instead, the FHWA approved for the CTMPO to adopt the existing TIP/STIP procedures by resolution, as this was a critical step in the TIP development process. The resolution would be an addendum to the TIP/STIP procedures, to add the CTMPO. Once the resolution was executed, they could start working on the TIP, and getting funding to the transit.

Motion was made by Rob Stallings, seconded by Derwin Norwood, to approve a resolution of the Chisholm Trail MPO adopting the current Transportation Improvement Program's Development Procedures and Deadlines, and the Oklahoma Statewide Transportation Improvement Program's Development Procedures and Deadlines.

Carried by the following votes:

Ayes: David Mason, Derwin Norwood, Rob Stallings, Jason Dockins, Jonathan Cross, Trenton January, Kenneth Girty, Demetria Dixon

Nays:

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

Discussion was held regarding the next steps for the CTMPO. Mr. Gilbert explained that they were working on a job description for a dedicated, full time MPO staff member, who would most likely be in the Engineering Department. They would also be looking at what could be reimbursed, as it related to the new MPO staff member.

Ms. Chaney explained that other immediate next steps, before they could develop the TIP, included a critical document called the Public Participation Plan (PPP). The PPP would outline the public engagement practices carried out by the CTMPO and would be specifically detailed in the TIP and the Metropolitan Transportation Plan (MTP). The PPP required a 45-day public comment period, according to federal regulations, before it could be approved and adopted. Additionally, the Title II and IV plans, including assurances, also needed to be in place soon. A Memorandum of Understanding (MOU) would be required between the CTMPO and the City, which should be executed along with the PL Funding Agreement and was in regard to matching funds. The federal share was 80%, with a 20% match from the CTMPO. It was noted that the TIP would need to include performance measures, which needed to be set by the CTMPO, or they could adopt the state's performance measures. This included bridge and pavement, system, transit, and safety performance measures. The bridge and pavement, systems and safety performance measures were already set by ODOT and would just need to be adopted by the CTMPO. The transit performance measures needed to be identified in a Transit Asset Management (TAM) plan. This would need to be developed and the targets set before the MPO can adopt them. All of these targets would have to be included in the TIP. Ms. Lahman added that they would most likely adopt the state's targets at this time.

7. Discuss and take possible action on setting upcoming meetings of the Policy and Technical Boards.

Upcoming meeting dates for the Transportation Policy Board were set as follows:

- March 27, 2024 at 11:30am
- April 24, 2024 at 11:30am

Upcoming meeting dates for the Transportation Technical Board were set as follows:

- March 20, 2024 at 1:30pm
- April 17, 2024 at 1:30pm

**4. PUBLIC COMMENT.**

None.

**5. ADJOURN.**

Motion was made by Derwin Norwood, seconded by Rob Stallings, to adjourn the meeting.

Carried by the following votes:

Ayes: David Mason, Derwin Norwood, Rob Stallings, Jason Dockins, Jonathan Cross,  
Trenton January, Kenneth Girty, Demetria Dixon

Nays:

The meeting adjourned at 12:07pm.