

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, November 13, 2024, in Room 403/404 of the Stride Bank Center, located at 301 South Independence Avenue in said city, pursuant to notice provided to the Clerk of the City of Enid no less than forty-eight hours prior to said meeting, and which notice was posted no later than 11:30 AM on the 12th day of November, 2024. 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: Enid Mayor David Mason, Enid City Commissioners Derwin Norwood and Rob Stallings, North Enid Mayor Jason Dockins, Designee for the Executive Director of NODA Cecil Michael, Designee for the District IV Transportation Director Sarah McElroy, Aviation Advisory Board Chairman Ken Girty

ABSENT: Chairman of the Garfield County Commissioners Reese Wedel, ODOT District IV Engineer Trenton January, EPTA General Manager Demetria Dixon

Others present were Enid City Manager Jerald Gilbert, Enid Assistant City Clerk Jessica Gilbert, Enid City Attorney Carol Lahman, NORTPO Representative Vicki Eggers, ODOT Transportation Manager Travis Rigdon.

2. MINUTES.

1. Consider approval of minutes of the September 18, 2024 Transportation Policy Board Special Meeting.

Moved by Rob Stallings, seconded by Derwin Norwood, to approve minutes of the September 18, 2024 Transportation Policy Board Special Meeting.

Carried by the following votes:

Ayes: David Mason, Derwin Norwood, Rob Stallings, Jason Dockins, Cecil Michael, Sarah McElroy, Ken Girty

3. BUSINESS.

1. Introduction of City of Enid's MPO Planner.

Taylor Massey was introduced as the new Transportation Planner for the City

of Enid and MPO.

2. Discuss and take action the 2025 Schedule of Regular Meetings.

Moved by Derwin Norwood, seconded by Rob Stallings, to approve the 2025 Schedule of Regular Meetings for the Transportation Policy Board as follows:

- February 12, 2025
- March 12, 2025
- April 9, 2025
- May 14, 2025
- June 11, 2025
- July 9, 2025
- August 13, 2025
- September 10, 2025
- October 8, 2025
- November 12, 2025
- December 10, 2025

Carried by the following votes:

Ayes: David Mason, Derwin Norwood, Rob Stallings, Jason Dockins, Cecil Michael, Sarah McElroy, Ken Girty

3. Discuss and take action on the Environmental Justice (EJ) Plan.

City Attorney Carol Lahman explained that the Environmental Justice (EJ) Plan addressed the needs of various populations, particularly those lacking access to transportation, non-English speakers, the elderly, and minority communities. This initiative was rooted in federal mandates that have evolved over the years, with updates occurring as recently as 2023. The Board discussed the implications of the plan and how it aligned with federal objectives aimed at promoting inclusivity.

Moved by Derwin Norwood, seconded by Rob Stallings, to approve the Environmental Justice (EJ) Plan.

Carried by the following votes:

Ayes: David Mason, Derwin Norwood, Rob Stallings, Jason Dockins, Cecil Michael, Sarah McElroy, Ken Girty

4. Discuss and take action on the Limited English Proficiency (LEP) Plan.

Ms. Lahman provided insights into the necessary steps for effective communication with non-English speakers. The LEP Plan aimed to ensure inclusivity in transportation discussions for residents with limited English proficiency.

Ms. Lahman outlined current efforts, including Spanish translations available on the MPO's website, and expressed the need for real-time translation services at meetings. The Board acknowledged that while Spanish resources were adequate, there was a pressing need to provide services for other languages, particularly Marshallese, due to community demographics.

A question arose regarding the need for translation services for non-citizens. Ms. Lahman clarified that federal law mandated protections for all residents within the Metropolitan Planning Area (MPA), regardless of their citizenship status. Thus, the LEP Plan must accommodate all individuals residing in the area, ensuring their voices are heard in transportation discussions. The Board recognized the need to proactively seek translators, especially for languages represented in the community.

Moved by Kenneth Girty, seconded by Derwin Norwood, to approve the Limited English Proficiency (LEP) Plan.

Carried by the following votes:

Ayes: David Mason, Derwin Norwood, Rob Stallings, Jason Dockins, Cecil Michael, Sarah McElroy, Ken Girty

5. Discuss and take action on the Title VI Complaint Process.

Moved by Derwin Norwood, seconded by Rob Stallings, to approve the Title VI Complaint Process.

Carried by the following votes:

Ayes: David Mason, Derwin Norwood, Rob Stallings, Jason Dockins, Cecil Michael, Sarah McElroy, Ken Girty

6. Discuss and take action the Title VI Assurances.

Moved by Derwin Norwood, seconded by Rob Stallings, to approve the Title VI Assurances.

Carried by the following votes:

Ayes: David Mason, Derwin Norwood, Rob Stallings, Jason Dockins, Cecil Michael, Sarah McElroy, Ken Girty

7. Discuss and take action on the Title VI Plan.

Moved by Derwin Norwood, seconded by Rob Stallings, to approve the Title VI Plan.

Carried by the following votes:

Ayes: David Mason, Derwin Norwood, Rob Stallings, Jason Dockins, Cecil Michael, Sarah McElroy, Ken Girty

8. Discuss and take action on a resolution approving the Chisholm Trail MPO's

Adjusted Urban Boundary Map.

Sarah McElroy explained that approval of this item would align the Adjusted Urban Boundary (AUB) to the Metropolitan Planning Area (MPA). They would then begin functional classification.

Moved by Kenneth Girty, seconded by Derwin Norwood, to approve the Chisholm Trail MPO's Adjusted Urban Boundary Map.

Carried by the following votes:

Ayes: David Mason, Derwin Norwood, Rob Stallings, Jason Dockins, Cecil Michael, Sarah McElroy, Ken Girty

9. Discuss and take action on a resolution adopting the Chisholm Trail MPO's Transportation Improvement Program (TIP).

Moved by Kenneth Girty, seconded by Rob Stallings, to approve a resolution adopting the Chisholm Trail MPO's Transportation Improvement Program (TIP).

Carried by the following votes:

Ayes: David Mason, Derwin Norwood, Rob Stallings, Jason Dockins, Cecil Michael, Sarah McElroy, Ken Girty

10. Discuss and take action on the Self-Certification Statement.

Ms. McElroy explained that this document ensured the TIP process complied with all federal guidelines. Upon approval, it would be submitted to the STIP Coordinator at ODOT. From there, the Chisholm Trail MPO's TIP would be incorporated into the state's TIP before advancing to the federal level for final approval.

Moved by Derwin Norwood, seconded by Rob Stallings, to approve the Self-Certification Statement.

Carried by the following votes:

Ayes: David Mason, Derwin Norwood, Rob Stallings, Jason Dockins, Cecil Michael, Sarah McElroy, Ken Girty

11. 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 training opportunities for the MPO's Transportation Planner. Additionally, ensuring the MPO website remains up to date was emphasized, including uploading all documents approved by the MPO's Policy Board. Preparation for the Metropolitan Transportation Plan (MTP), due in 2026, should also begin, as it will provide a 20- to 25-year

outlook on future transportation needs.

4. ADJOURN.

There being no further business to come before the Board at this time, Chairman Mason adjourned the meeting at 11:53am.