



## **NOTICE OF MEETING OF NORTPO POLICY BOARD**

11:30 am, Thursday, October 21, 2021

*NODA Conference Room - 2901, N. Van Buren, Enid, OK 73703*

- I. CALL TO ORDER – Chris Henderson, Chair**
  - A. Flag Salute
  - B. Roll Call
  - C. Introduction of Guests
  - D. Approval of Minutes of September 23, 2021 Meeting
- II. BUSINESS (To meet, discuss & possibly take action on the following items):**
  - A. FFY 2022 Joint Certification
  - B. Approve FFY 2022 NORTPO Meeting Schedule
  - C. Updates/Reports/Comments
- III. NEW BUSINESS IN ACCORDANCE WITH SECTION 311 (9) O.S. TITLE 25:**
- IV. PUBLIC PARTICIPATION**
- V. ADJOURNMENT**

Signed 

Devon Westbrook, Transportation Planner

**Join Zoom Meeting**  
**Meeting ID: 827 4857 5624**      **Password: NORTPO**

Filed and posted in the office of the Northern Oklahoma Development Authority. Posted for the public on [www.noda-ok.org](http://www.noda-ok.org) and [www.nortpo.org](http://www.nortpo.org) on October 18, 2021.

*Any person requiring special accommodation for participation in this meeting should contact the NODA office at least seventy-two hours in advance of the meeting time.*

**Northern Oklahoma Regional Transportation Planning Organization  
Policy Board Meeting  
September 23, 2021**

The agenda for this meeting was posted in compliance with the Open Meeting Act. A complete packet of information is available for review in the NODA office.

**PRESIDING**

Chris Henderson called the meeting to order at 11:30 a.m. Hyde called roll after the flag salute. Quorum was present.

**Present**

Chris Henderson	Max Hess	Dixie Johnson
Jay Hague	Marci Hyde	Gary May
Tiffany Tillman	John Robertson – 11:40	Philip Schrahl
Travis Darr	Mary Dungan	Marc Bolz
James Crabbs	Scott Morris	Jeff Moss

**Absent**

Howard Powell	Noel Clonts	Brandon Schultz
Rick Howland	Rita Kroll	Bill Tucker
John Haworth	Jason Shanks	Donnie Head
Dea Mandevill		

**Staff Present**

Patti Hobbs - Zoom	Shelby Templin (ODOT) - Zoom
Devon Westbrook - Zoom	
Payton Herron	
Vicki Eggers	

**Guests**

**APPROVAL OF MINUTES**

Schrahl moved to approve the minutes from the July 22, 2021 meeting, seconded by Hague. Motion carried.

**BUSINESS (To meet, discuss & possibly take action on the following items):**

**A. PWP FFY 2021 Budget Modification**

Westbrook presented the Board with a modification to the FFY 2021 PWP budget. The move was precautionary since fiscal year has not yet expired. Westbrook recommend the Board approve moving \$3,000 from Element 5, Public Participation, to Element 3, Long Range Planning. There is extra funds in Element 5 this year because COVID-19 kept engagement with the public low. There is no change in the overall grant amount and this amount can be moved per the agreement with ODOT. Hague moved to approve the FFY 2021 PWP Budget Modification, seconded by Dungan. Motion Carried.

**B. Regional Transportation Planning Work Program FFY 2022**

Westbrook presented the Board with the PWP for FFY22. The plan went to public review from August 17<sup>th</sup> 2021 to August 31<sup>st</sup> 2021 and no comments were received. The funding amount is the same as last year and the work items are virtually the same as well. This Planning Work Program will outline RTPO staff work products from October 1, 2021 to September 30, 2022. Following the Technical Committee's recommendation to the Policy Board, Westbrook learned of two changes to the committee members – Adam Gentis and Scott Armstrong are no longer at their places of employment and need to be removed. May moved to approve the Regional Transportation Planning Work Program FFY 2022, seconded by Morris. Motion Carried.

**C. NORTPO SPR Agreement FFY 2022**

Westbrook presented the annual agreement for FFY2022. This is the agreement between ODOT and NORTPO for the supply of SPR funding for the RTPO program. No change in overall funding. May moved to approve NORTPO SPR Agreement FFY 2022, seconded by Morris. Motion carried.

**D. Criteria for Classifying Major Employers for TAZ Delineation**

Herron presented employee numbers by groupings and maps to support staff thoughts on determining major employers in the region for the TAZ maps being developed as part of the regional plan. Thoughts are 50+ employees is a good number to show across the region since every county has at least one business with this many employees. Crabbs moved to approve major employer criteria be set at 50 employees across the NORTPO region for NORTPO planning purposes, seconded by Robertson. Motion carried.

**E. Public Involvement Strategy**

Westbrook presented the RTPO's strategy going forward related to county plans and public involvement. Every county will still get a county-specific long-range plan with the data gathered from the regional plan, which will mean that commissioners, officials, and staff need to be involved in the regional plan to convey any information they would want in their county-specific plan. He went on to say this would bleed into public participation with officials and general public involvement strategies. No action needed.

**F. Updates/Reports/Comments**

**NEW BUSINESS IN ACCORDANCE WITH SECTION 311 (9) O.S. TITLE 25**

No new business was presented.

**PUBLIC PARTICIPATION**

None.

**ADJOURNMENT**

Hess moved to adjourn, seconded by Hague. Motion carried. Meeting adjourned at 11:56 a.m.

Signed   
Devon Westbrook, Transportation Planner

**FFY2022 JOINT CERTIFICATION STATEMENT FOR THE NORTHERN OKLAHOMA REGIONAL  
TRANSPORTATION PLANNING ORGANIZATION'S TRANSPORTATION PLANNING PROCESS BY THE  
OKLAHOMA DEPARTMENT OF TRANSPORTATION AND THE NORTHERN OKLAHOMA RTPO.**

1. Memorandum of Understandings have been executed and submitted to Oklahoma Department of Transportation for the Northern Oklahoma RTPO (NORTPO) organization. This memorandum is to carry out the comprehensive, cooperative and continued efforts of the regional transportation planning process. No complaints concerning the agreement have been raised during the previous year. Therefore, no changes to this agreement are anticipated.
2. Planning work program (PWP) for all participating councils of government within NORTPO were compiled and completed, then sent to the Oklahoma Department of Transportation.
3. In Federal Fiscal Year (FFY) 2021, NORTPO gathered data in preparation for 2020 decennial census population counts for the development of updated Traffic Analysis Zone (TAZ) maps for the regional LRTP. Various data collection, for use in the regional plan, was also conducted.
4. Improvements and updates were made to nortpo.org website, and it is being properly maintained.
5. The organizational structure for guidance of the NORTPO Regional Transportation Plan, as set forth in the Memorandum of Understanding, involves the COG's whose membership and responsibilities are detailed in the PWP. NORTPO sends to ODOT the transportation plans, policies, and implementation programs for review and endorsement.
6. The FFY 2021 Planning Work Program was established and submitted to ODOT. RTPO staff held meetings, and attended RTPO meetings virtually, Technical Committee, Policy Board, and various other meetings to discuss the regional LRTPs.
7. Maintained partnership between NODA and OEDA.
8. Maintained partnership between NORTPO and ODOT.
9. Three public surveys were prepared and administered by the Northern Oklahoma RTPO.
10. NORTPO hereby certifies that it is carrying out a continuing, cooperative and comprehensive transportation planning process for the area in accordance with the applicable requirements of:
  - a. 23 U.S.C.134,49 U.S.C. 5303, and this subpart;
  - b. Sections 174 and 176(c) and (d) of the Clean Air Act, as Amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93;
  - c. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
  - d. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity.
  - e. 23 CFR part 490 regarding the Fixing America's Surface Transportation Act (FAST Act) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises (DBEs) in USDOT funded projects;
  - f. 23 CFR part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;

- g. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et. seq.) and 49 CFR parts 27, 37 and 38;
  - h. The Older Americans Act, as amended (42 U.S.C. 6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
  - i. Section 324 of Title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
  - j. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.
11. In FFY 2022, emphasis will be in the following areas: continued development of the Regional Long Range Transportation Plan (LRTP), data collection for regional LRTP, and seeking public participation for the LRTP.

Based upon the enumerations mentioned above, the Oklahoma Department of Transportation and NORTPO declare that the planning process is an effective, ongoing, comprehensive, continuing, cooperative transportation planning process addressing the major issues facing the Regional Transportation area and is being conducted according to all applicable laws and regulations.

Approved this 21<sup>st</sup> day of October, 2021.

Northern Oklahoma RTPO:

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NORTPO Chair

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Notary Public

My Commission Expires: \_\_\_\_\_ Commission Number: \_\_\_\_\_

OKLAHOMA DEPARTMENT OF TRANSPORTATION

Recommended:

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Director of Capital Programs



**2022 CALENDAR YEAR**

**SCHEDULE OF REGULAR MEETINGS**

**NORTHERN OKLAHOMA REGIONAL TRANSPORTATION PLANNING ORGANIZATION  
(NORTPO)**

**Policy Board**

Thursday, January 20	11:30 pm
Thursday, April 21	11:30 pm
Thursday, July 21	11:30 pm
Thursday, September 15	11:30 pm
Thursday, October 20	11:30 pm

Meeting location will be the NODA Conference Room, 2901 N. Van Buren, Enid, OK 73703. Zoom is always available.

Filed in the office of the Northern Oklahoma Development Authority on October 21<sup>st</sup>, 2021.

Devon Westbrook, Transportation Planner



**2022 CALENDAR YEAR**

**SCHEDULE OF REGULAR MEETINGS**

**NORTHERN OKLAHOMA REGIONAL TRANSPORTATION PLANNING ORGANIZATION  
(NORTPO)**

**Technical Committee**

Thursday, January 6	1:00 pm
Thursday, February 3	1:00 pm
Thursday, March 3	1:00 pm
Thursday, April 7	1:00 pm
Thursday, May 5	1:00 pm
Thursday, June 2	1:00 pm
Thursday, July 7	1:00 pm
Thursday, August 4	1:00 pm
Thursday, September 1	1:00 pm
Thursday, October 6	1:00 pm
Thursday, November 3	1:00 pm
Thursday, December 1	1:00 pm

Meeting location will be the NODA Conference Room, 2901 N. Van Buren, Enid, OK 73703. Zoom is always available. Dates correspond to the first Thursday of each month.

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Devon Westbrook, Transportation Planner