

**Northern Oklahoma Regional Transportation Planning Organization  
Technical Committee Meeting minutes:  
December 2<sup>nd</sup>, 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.

**1. Call to Order/Introduction of Guests**

Payton Herron called the NORTPO Technical Committee meeting to order at 1:02 PM. Present via Videoconferencing and NODA Conference Room: Vicki Eggers, Tiffany Plunkett, Jason Brinley, and Tyler Schroder. Absent: Kelly Parker and Cecil Michael. A quorum was present. Staff Present: Payton Herron, Patti Hobbs, and Devon Westbrook. Guests: Michael Flynn - ODOT.

Herron introduced Flynn as the new RTPO Coordinator with ODOT. Flynn has been with ODOT for four years.

**2. Approve Previous Meeting Minutes from September 16<sup>th</sup>, 2021**

Eggers moved to approve the minutes from the September 16<sup>th</sup> Technical Committee meeting, seconded by Schroder. Aye: Eggers, Schroder, Plunkett, and Brinley. Nay: none. Motion carried.

**3. Business (to meet, discuss, approve and/or consider recommending to the NORTPO Policy Board**

**A. Limited English Proficiency (LEP) Plan**

Westbrook informed the committee that NORTPO would begin writing an LEP plan per Title VI of the Civil Rights Act of 1964. Westbrook shared that the plan identifies number of persons with LEP in the region, how these individuals have equitable access to resources in their first language and how communication and Title VI compliance will be recorded. Flynn informed the committee that any entity receiving federal dollars must have an LEP plan. No action needed.

**B. 2022 Meeting Schedule**

Westbrook presented the 2022 Technical Committee meeting schedule to the committee again to ensure the schedule still worked with everyone's schedule before it took effect in January. The schedule had already been approved by the NORTPO Policy Board and no conflicts were raised. No action needed.

**C. Table and Map Formatting for LRTP**

Herron shared an example of how he plans to format the maps for the LRTP, which was how he has done the maps for previous plans. For the regional plan, he shared that all maps will be on an 11x17 inch landscape. This is because the area under the Oklahoma panhandle is great for describing map elements. No committee members had comments. No action needed.

**D. Updates to Technical Committee Members**

Westbrook informed the committee that Joe Schneider representing Woodward Airport has requested to be removed from the NORTPO Technical Committee. Westbrook requested the committee make a motion to recommend Michael Flynn to the NORTPO Policy Board for service on the NORTPO Technical Committee. Eggers made a motion to recommend Michael Flynn to the Policy Board, seconded by Schroder. Aye: Eggers, Schroder, Plunkett, and Brinley. Nay: none. Motion Carried.

**4. Updates/Reports/Comments**

Westbrook shared that all the RTPO directors got together during the OARC Conference to discuss their plans and that from what they discussed he is shifting the focus of the NORTPO LRTP to more of a policy focused plan rather than a financial one. He also gave a report that TAP funds will be lost if a project is not started within four years of the awarding and completed by year five, and fears some entities may be in jeopardy of losing money but will bring a report at a later date. Flynn will check and see if there are any extensions due to setbacks caused by the pandemic. Westbrook and Flynn shared that ODOT is working towards RTPO designation to access funds made available in the Infrastructure Investment and Jobs Act of 2021 (IIJA) Bill but no reports on that at this time.

**5. Adjourn**

Schroder moved to adjourn, seconded by Plunkett. Aye: Eggers, Schroder, Plunkett, and Brinley. Nay: none. Motion carried. Meeting adjourned at 1:28 PM.



Devon Westbrook, Transportation Planner

