

SORTPO TRANSPORTATION POLICY BOARD

AGENDA ITEM COMMENTARY

August 27, 2020

Agenda Title: Discuss recommendations provided by the SORTPO Technical Committee on potential new Technical Committee Members and provide guidance to staff.

Background: During the past 60 days two members of the Technical Committee have resigned. It is necessary to look at the current membership and provide recommendations on potential new members. The information in the table below reflects the current Technical Committee Membership.

<u>Bohot, Bryce</u> Jefferson County Commissioner District #1 Waurika, OK 73573	<u>Danny Britton</u> Western Technology Center Business Services Director Burns Flat, OK 73624	<u>Church, Elesia</u> Elk City Treasurer/Grant Administrator Elk City, OK. 73644
<u>Hartman, Chris</u> Temple, OK 73568	<u>Kerr, Rodger</u> Altus Chamber of Commerce, CEO & Pres. Altus, OK 73522	<u>Mower, Roland</u> Clinton Economic Development Clinton, OK
<u>Sanders, Julie</u> Transportation Director, SWODA	<u>Vonfeldt, Cole</u> Div 7, Construction Engineer Duncan, OK 73533	<u>Weatherly, Basil</u> Elk City, OK 73648
<u>Whaley, Kim</u> Director Pathways to Healthy Living	<u>Zigler, Tom</u> ASCOG Duncan, OK 73533	
<u>*Akem, Isaac (non voting)</u> FHWA Planner	<u>*Berry, Steve (non-voting)</u> TSET - Custer & Washita	<u>*Bookout, Shelley(non-voting)</u> United State Dept. of
<u>*Estep, Travis (non voting)</u> LMPO Lawton, OK 736501	<u>*Funkhouse, Julie</u> TSET Caddo	<u>*Gentis, Adam (non-voting)</u> ODOT RTPO COORDINATOR
<u>*Chris Morgan (non voting)</u> TSET - Beckham & Roger Mills	<u>* Williams, Beverly (non-voting)</u> Turning Point McClain, Cleveland, Oklahoma	

Attachment:

Recommended Action: Provide guidance to staff on potential new Technical Committee Members.

SORTPO TRANSPORTATION POLICY BOARD

AGENDA ITEM COMMENTARY

August 27, 2020

Agenda Title: Discuss and provide recommendations on potential new SORTPO Policy Board membership and provide guidance to staff.

Background: During the past 90 days two members of the SORTPO Board are no longer in appointed/employment positions. It is necessary to look at the current membership and provide recommendations on potential new members. Current membership is attached.

Article III Membership, SORTPO Bylaws sets out the following requirements:

1. Two (2) members shall represent municipal governments.
2. Two (2) members shall represent county governments.
3. The Policy Board Committee membership recommendation (not all agencies listed below are applicable to each RTPO):
 - a. Council of Government
 - b. ODOT – Division Engineer or Designee
 - c. Military Installation
 - d. Airport Authority
 - e. Rail Operator
 - f. Cities (Mayor or designee from 1-2 cities/towns)
 - g. County (Commissioner or designee from 1-2 counties)
 - h. Regional Group (i.e., SOIC, OSA)
 - i. Advisory/Non-Voting:
 - (1) FHWA, FTA
 - (2) Legislators
 - (3) ODOT Planning
 - (4) ODOT Transit
 - (5) State Agency such as ODEQ, SHPO, Agriculture/Wildlife, Forestry

Attachment: SORTPO Policy Board Membership

Recommended Action: Provide guidance to staff potential new SORTPO Policy Board membership.

SORTPO Policy Board Membership
Agenda Item No: 7

<u>Almquist, Brent</u> Division Engineer,	<u>Archer, Anita</u> Elk City, OK 73644 (SWODA)	<u>Bingham, Tim</u> Kiowa County Commissioner (SWODA)	<u>Bunn, Dale</u> City Manager City of (ASCOG)	<u>Butler, Kirk</u> Jackson County Commissioner (SWODA)
<u>Dean, Jerry</u> Circuit Engineering District #7 (SWODA)	<u>Earp, Jay</u> ODOT Dis. 7 Engineer (ASCOG)	<u>Freie, Shawn</u> Director of Economic Development (ASCOG)	<u>Glasgow, Debora</u> Executive Director (SWODA)	<u>Harding, Heather</u> Farmrail Corp. Marketing Representative (SWODA)
<u>Miller, Lyle</u> Custer County Commissioner (SWODA)	<u>Newman, Cendie</u> Red River Transportation (SWODA)	<u>Roggow, Lyle</u> President Duncan AEDF (ASCOG)	<u>Southard, Clark</u> CATERU, INC (ASCOG)	<u>Spurlock, Bill</u> Elk City Municipal Airport Board (SWODA)
<u>Winkler, Dale</u> Mayor, Town of Sterling (ASCOG)	<u>Zigler, Tom</u> ASCOG (ASCOG)	<u>NON VOTING - *</u>	<u>*Akem, Isaac</u> FHWA Planner	<u>*Gentis, Adam</u> ODOT RTPO COORDINATOR

SORTPO TRANSPORTATION POLICY BOARD

AGENDA ITEM COMMENTARY

August 27, 2020

Agenda Title: Discuss and consider approving Resolution #2020-1 Amendment #2 to the FFY 2020 Planning Work Program (PWP).

Background: The PWP represents the budget and work tasks necessary to accomplish and maintain the transportation planning process within SORTPO's region. The PWP is developed to coordinate transportation planning activities for a cooperative, continuing, and comprehensive (3C) planning process. This document includes a description of what work is to be accomplished, who will perform the work, the schedule for completion of the work, the intended products and funding. The PWP is a one-year scope of work.

Amendment #1 approved in September 2019 reduced the funding in Element #1 to 25% of the total transportation budget and redistributed a portion of funding in Element 2 Data Acquisition and Management to Element 3 Long Range Transportation Planning, Element 4 Short Range Transportation Planning and Element 5 Public Education and Participation. This action was needed to be in compliance with the 25% threshold for Element #1.

Amendment #2 is an end of the year action. The approved funding limits by Elements in the PWP were estimates based on staff's knowledge of activities and tasks. Throughout the year staff spent additional time in the following areas: Element 4 (Short Range Transportation) and Element 5 (Public Participation). The extra amount of staff time on these elements requires re-allocation of funds from Elements 2 and 3.

ODOT, SAPM has reviewed the request and is in concurrence with the proposed Amendment.

Attachment: Resolution #2020-1 and FFY 2020 PWP Amendment

Recommended Action: Approve Resolution #2020-1 Amendment #2 to the FFY 2020 Planning Work Program (PWP).

Resolution No. 2020 - ____

**Adopting Amendment #2 to the Federal Fiscal Year 2020
Planning Work Program for the
Southwest Oklahoma Regional Transportation Planning Organization**

Whereas, the South Western Oklahoma Development Authority by Resolution 09-04 created the Southwest Oklahoma Regional Transportation Planning Organization (SORTPO); and

Whereas, through a Resolution 16-06 the South Western Oklahoma Development Authority expanded the SORPTO transportation planning area to include the Association of South Central Oklahoma Governments (ASCOG); and

Whereas, Planning Work Program (PWP) defines SORPTO's planning priorities and describes all transportation-related planning activities anticipated in the program year; and

Whereas, the objective of the PWP is to ensure the transportation planning activities for SORTPO supports the regional transportation planning needs of the area; and

Whereas, the SORTPO Policy Board adopted the Federal Fiscal Year PWP at their September 26, 2019 meeting; and

Whereas, Amendment #2 reduces the funding in Element 3 Long Range Transportation Plan and redistributes the funding to Element 1 Program Support and Administration, Element 4 Short Range Transportation Planning and Element 5 Public Education and Participation; and

Whereas, Amendment #2 to the PWP was included on SORTPO's website for 10 days to allow the public an opportunity to review the PWP and provide comments; and

Whereas, the SORTPO Transportation Technical Committee at their August 17, 2020 meeting recommended approval of Amendment #2 to the Federal Fiscal Year 2020 PWP.

NOW, THEREFORE BE IT RESOLVED, that the SORPTO Policy Board hereby approves and adopts Amendment #2 to the Federal Fiscal Year 2020 Planning Work Program.

Approved and Adopted by SORTPO Policy Board and signed this 24th day of August, 2020.

Lyle Miller, Chairman SORTPO Policy Board

Anita Archer, Secretary SORTPO Policy Board



Southwest Oklahoma Regional Transportation Planning Organization (SORTPO)

Planning Work Program
FFY 2020 Program

South Western Oklahoma Development Authority
P.O. Box 569
Burns Flat, Oklahoma 73624
580-562-4882

Association of South Central Oklahoma Government
P.O. Box 1647
Duncan, OK.73534
580-736-7965

www.sortpo.org

This project is financed with Federal SPR and SWODA and ASCOG funds.
FFY October 1, 2019- September 30, 2020

Amendment #1 - Adopted 11/21/2019
Amendment #2 - Adopted 8/27/2020

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I INTRODUCTION

The Planning Work Program (PWP) for the Southwest Oklahoma Regional Transportation Planning Organization (SORTPO) defines the planning priorities in the region and describes all transportation-related planning activities anticipated in the program year. The objective of the PWP is to ensure the transportation planning activities for SWODA/ASCOG region supports the regional transportation planning needs of the area. The PWP is developed by SWODA/ASCOG in collaboration with Oklahoma Department of Transportation (ODOT).

II SORTPO

In April 2012, ODOT entered into an agreement with OARC to oversee development of the regional transportation planning process and the regional public participation process in the non-metropolitan areas of the state. The South Western Oklahoma Development Authority (SWODA) by Resolution 16-06 created the Southwest Oklahoma Regional Transportation Planning Organization (SORTPO). In FFY 2016, the SORTPO region was redefined to include both SWODA and ASCOG Association of South Central Oklahoma Governments. The Resolution 16-06 is found in (Appendix A). (Appendix B) is the SORTPO Region. The Transportation Technical Committee (Appendix C) reviews the transportation planning process and provides recommendations to the SORTPO Policy Board (Appendix D). The Policy Board reviews and makes final approval on transportation planning products such as the PWP, Long Range Transportation Plan, Public Participation Plan and other transportation planning studies.

III TRANSPORTATION PLANNING PRODUCTS

SORTPO's regional transportation planning process results in the development of planning products, including the PWP, data collection, Long Range Transportation Plan (LRTP), short range studies and the Public Participation Plan (PPP).

Planning Work Program (PWP). The PWP is one element of the transportation planning process that SWODA/ASCOG will follow in support of development of transportation planning products. The PWP will document the transportation planning activities and projects to be accomplished with SPR funds in SORTPO region.

Regional Long Range Transportation Plan (LRTP). The regional LRTP is one of the main products of the transportation planning process. Since 2015, SORTPO has adopted 16 LRTPs for the region. A Regional Long Range Transportation Plan will be developed in four phases starting in FFY 2020, with a completion date in FFY 2023.

Public Participation Plans (PPP). The intent of the Public Participation Plan is to encourage and support proactive public participation throughout the planning and decision-making process related to the development of proposed transportation plans, programs, and projects so that a safe, efficient transportation system reflecting the needs and interests of all stakeholders can be provided. Public participation provides citizens, affected public agencies, private providers of transportation and other interested party's reasonable opportunity to comment, participate in goal setting, problem solving, and expand the focus of transportation decision making. In addition, the Fixing America's Surface Transportation Act (FAST Act) requires transportation agencies to develop and implement a proactive approach to ensure that transportation services are extended to those traditionally underserved. The SORTPO Policy Board amended the PPP by

Resolution # 2018-2 on June 28, 2018.

Limited English Proficiency Plan (LEP). SORTPO is represented by a diverse population residing in sixteen counties. SORTPO must prepare for and provide the opportunity for all its citizens to participate in the transportation planning process – regardless of their proficiency in speaking the English language – as required by Executive Order 13166 signed on August 11, 2000. SORTPO Policy adopted Resolution # 2018-3 on June 28, 2018 approving the LEP.

IV FFY 2020 PLANNING PRIORITIES

The FFY 2020 SORTPO planning priorities are reflected in the various elements of this document. The major products or activities in this FFY will include:

- Attend training recommended by ODOT to further enhance skills of staff.
- Review Traffic Analysis Zone (TAZ) maps and data to ensure compatibility with Census 2020 requirements for population and employment.
- SWODA staff will collect transportation data to support the transportation planning process.
- Begin development of the SORTPO Regional Long Transportation Plan
- Aid communities and agencies in development of Transportation Alternative Program grants and similar programs.
- Participate in Census 2020 events/meetings to encourage rural cities/towns are engaged in the complete count process.
- Public Engagement – Meeting with the public purposefully to create contacts and relationships pertaining to transportation needs in their communities.
- Develop information explaining the SORTPO transportation planning process, key documents, update SORTPO website and attend meeting to present SORTPO transportation planning. In coordination with ODOT develop outline and schedule to develop Regional Long Range Transportation Plan.

V PWP Revenues

The primary source of federal transportation planning funds is the Federal Highway Administration (FHWA) State Planning and Research (SPR) Funds. FHWA funds cannot exceed 80 percent of the total PWP revenues. The remaining 20 percent is provided by SWODA and ASCOG. Total federal SPR funds for the transportation planning program applied for is \$225,000. Funds shown in Table 1 summarize the budget by funding categories and source of funding. During FFY 19, various SWODA staff will collect data that will support the SORTPO transportation planning process. The cost of this effort is allowable as a soft match for the grant. Table 2 identifies the funding by PWP work element for FFY 2020.

Element 1.0 - Program Support & Administration

OBJECTIVE: Compliance with administrative, financial, and legal requirements for development and maintenance of the regional transportation planning process.

TASK DESCRIPTION: This Task includes the coordination of the Technical Committee and Policy Board meetings, training and travel, preparing the work program, program expenses (office supplies, software, technology, printing and mailing, newspaper notices, survey monkey) and the cost for the SORTPO website. The following products or activities will be the responsibility of the SORTPO in cooperation with ODOT.

Tasks:

- Prepare agenda, minutes and committee recommendation tracking form, and support documents for the Transportation Technical Committee and SORTPO Policy Board.
- Prepare and submit monthly claims statement and quarterly reports to ODOT.
- Maintain financial records and submit SWODA'S and ASCOG's annual financial audit, the audit will be performed following guidance from OMB Circular A133.
- Coordinate with ODOT, and other Regional Councils in the RTPPO process.
- Training and Travel: This task provides funding for travel to attend meetings in support of the program priorities identified in this document. Travel to include meetings at ODOT, other Regional Councils, Census Training, Federal Highway Administration and NADO as appropriate.
- ~~Purchase and installation of video conferencing equipment.~~
- Consult with ODOT on the purchase of equipment and/or technology to manage transportation data.
- Purchase software, equipment, office supplies as necessary. Website software and maintenance cost of website.

Products and Schedule:

Product	Start	Complete	Estimated Hours
Develop FFY 2021 PWP	3 rd Quarter	4 th Quarter	150
Audit	3 rd Quarter	4 th Quarter	100
Monthly Claims	1 st Quarter	4 th Quarter	150
Develop and process FFY 2020 PWP amendments	1 st Quarter	4 th Quarter	100
Tech and Policy Board email agenda, notices and any meeting preparation	1 st Quarter	4 th Quarter	500

Table 3: Program Support & Administration Funding

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	\$52,160, \$73,170
SORTPO Match	-\$13,041, \$18,292
TOTAL	\$65,201, \$91,462

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Element 2.0 – Data Acquisition and Management

OBJECTIVE: Develop and maintain a current and future socioeconomic database to support the transportation planning process.

TASK DESCRIPTION: Identify resources, collect and maintain demographic and other data elements. The following products or activities will be the responsibility of SORTPO.

Tasks:

- Coordinate with SWODA/ASCOG ODOT Divisions 3, 5, 7, Director of 911 SWODA Counties, and communities to collect and share data such as functional classification, vehicle traffic count data, transportation projects, accident data, surface type, number of lanes, speed limits and point of interest.
- Continue development and maintenance of the Geographic Information System (GIS).
- SWODA staff will collect transportation data to include: ownership/jurisdictional responsibility, median type and location, availability of road shoulders (and surface of shoulders), bridge data, sidewalk and bicycle facilities location, road surface material, classification of road, location of one way and dead end roads, traffic impediments, speed limits, number of lanes, load posted, freight routes, evacuation routes (possible), signal location (possible) and points of interest.
- Develop Maps that display transportation characteristics and location of transportation facilities.
- Coordinate with local and state partners in development procedures to identify data needed, and a procedure for collection and distribution of data.
- Collaborate with ODOT regional freight stakeholders and major employers to identify current inventories of intermodal facilities, goods movement and number of employees.
- Develop contacts for the 2020 Census, participate in the Participants Statistical Area Program (PSAP).
- Retain a GIS consultant to provide assistance and guidance in development of maps to support transportation planning.

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Products and Schedule:

Product	Start	Complete	Estimated Hours
Develop procedures for data acquisition and development	1 st Quarter	2 nd Quarter	20025
Coordinate with ODOT to share data	1 st Quarter	4 th Quarter	10025
Data Acquisition and Management	2 nd Quarter	4 th Quarter	500
Review TAZ and Census tracts/data	1 st Quarter	4 th Quarter	10025
Develop Maps that display transportation characteristics	1 st Quarter	4 th Quarter	10025
2020 Census	1 ST Quarter	4 th Quarter	100

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Table 4: Data Acquisition & Management Funding

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	\$58,310 \$39,760
SORTPO Match	\$14,578 \$9,940
TOTAL	\$72,888 \$49,700

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Element 3.0 – Long Range Transportation Planning

OBJECTIVE: Development of the regional long-range transportation.

TASK DESCRIPTION: Coordination of the transportation planning process with community values and goals, land use plans, and other various transportation data to complete a Long-Range Transportation Plan. The following products or activities will be the responsibility of SORTPO.

TASKS:

- Ensure the transportation planning process is following applicable federal legislation.
- Prepare outline/proposal for the SORTPO Regional Freight Plan.
- Develop regional transportation plan following approved template and schedule.

Products and Schedule:

Product	Start	Complete	Estimated Hours
Begin development of the Regional Long Range Transportation Plan	1st Quarter	4th Quarter	1200 100
Monitor federal legislation	1st Quarter	4th Quarter	100 25
Develop Outline/ Scope for Regional Transportation Plan	1st Quarter	4 th Quarter	300 100

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Table 5: Long Range Transportation Planning Funding

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	\$66,576 \$16,231
SORTPO Match	\$16,644 \$4,058
TOTAL	\$83,220 \$20,289

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Element 4.0 – Short-Range Transportation Planning

OBJECTIVE: Development of activities, grants and studies to support the transportation planning process.

TASK DESCRIPTION: Help communities in the identification and acquisition of for transportation grants. Participate with ODOT in the development of the Statewide Transit Plan. The following products or activities will be the responsibility of SORTPO.

Tasks:

- Facilitation and coordination in development of a regional advisory task force/committee to review, identify and evaluate economic vitality of transportation linkages with regional national and state significant resources.
- Update as necessary transportation planning procedures.
- Collaborate with ODOT on the Transportation Alternative Program grant process and other funding programs.
- Assist ODOT development of the Statewide Transit Plan.
- Assist SORPTO entities in identification of federal and/or state transportation funding sources.

Products and Schedule:

Product	Start	Complete	Estimated Hours
Task force/Committee	1st Quarter	4 th Quarter	25
Statewide Transit Plan	1st Quarter	4 th Quarter	25,100
Planning Procedures Manual	3 rd Quarter	4 th Quarter	25
Grant Funding assistance	1st Quarter	2 nd Quarter	25

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Table 6: Short Range Transportation Planning Funding

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	\$14,243 \$24,800
SORTPO Match	\$3,561 \$6,200
TOTAL	-\$17,804 \$31,000

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Element 5.0 – Public Education and Participation

OBJECTIVE: Build awareness, interest, and support in the general public and stakeholders for transportation planning.

TASK DESCRIPTION: Public outreach and education on the transportation planning process. The following products or activities will be the responsibility of SORTPO.

Tasks:

- Participate on state, regional, and local committees regarding county transportation issues.
- Develop brochures, reports, and other information to educate the public and elected officials, in order to increase public understanding of both the options and the constraints of transportation alternatives.
- Facilitate stakeholder meetings.
- Review and update as necessary the Public Participation Plan (PPP).
- Review and update as necessary the Limited English Proficiency Plan (LEP).
- Develop outline for SORTPO public engagement process to increase awareness of the transportation planning process.
- Provide telecommunication services for outreach to other agencies and hosting of board meetings.
- Update contacts for stakeholder’s folder, Purchase and installation of video conferencing equipment.
- Update the SORTPO website to include plans, meeting notices, agenda’s etc.
- Participate in events/activities to engage local communities in the complete count 2020 Census program.

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Products and Schedule:

Product	Start	Complete	Estimated Hours
Participation on committees	1 st Quarter	4 th Quarter	25
Procedures and information to educate	2 nd Quarter	3 rd Quarter	100
Update Public Participation Plan (PPP)	1 st Quarter	3 rd Quarter	25
Update Limited English Proficiency Plan (LEP)	2 nd Quarter	3 rd Quarter	25
Develop Surveys for Regional LRTP	1 st Quarter	2 nd Quarter	100
Press Releases	1 st Quarter	4 th Quarter	25
Public Presentation	1 st Quarter	4 th Quarter	50
SORTPO website	1 st Quarter	4 th Quarter	50

Table 7: Public Education & Participation Funding

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	\$33,710 \$71,039

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FFY 2020 PWP - SORTPO

FUNDING SOURCE	FUNDING AMOUNT
SORTPO Match	\$8,427 \$17,760
TOTAL	\$42,137 \$88,799

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ACRONYMS

ASCOG	Association of South Central Oklahoma Government
FAST Act	Fixing America's Surface Transportation Act
FHWA	Federal Highway Administration
FY	Fiscal Year
FFY	Federal Fiscal Year
GIS	Geographic Information System
LEP	Limited English Proficiency
LRTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21st Century Act
NADO	National Association of Development Organizations
OARC	Oklahoma Association of Regional Councils
ODOT	Oklahoma Department of Transportation
PPP	Public Participation Process
PWP	Planning Work Program
RTPO	Regional Transportation Planning Organization
SPR	State Planning and Research
SORTPO	Southwest Oklahoma Regional Transportation Planning Organization
SWODA	South Western Oklahoma Development Authority
TAZ	Traffic Analysis Zone

APPENDIX A: Resolution 16-06

**RESOLUTION NO. 16-06
EXPANSION OF THE REGIONAL TRANSPORTATION PLANNING
ORGANIZATION COMMITTEE**

WHEREAS, local business and community leaders have expressed a strong desire to convene and discuss transportation needs and goals in the sixteen (16) county South Western Oklahoma Development Authority (SWODA) and Association of South Central Oklahoma Governments (ASCOG) region, and

WHEREAS, regional transportation planning is encouraged by legislation of the Federal Highway Administration, and

WHEREAS, SWODA is the federally recognized regional planning organization for the sixteen (16) county area, and

WHEREAS, the SWODA Board of Trustees seeks to facilitate the planning process for surface and rail development to aid the region in economic development, workforce development, business and industry growth, tourism development and other pursuits;

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the South Western Oklahoma Development Authority does hereby expand the Regional Transportation Planning Organization as a standing committee of the Authority.

PASSED AND APPROVED this 8th day of November, 2016



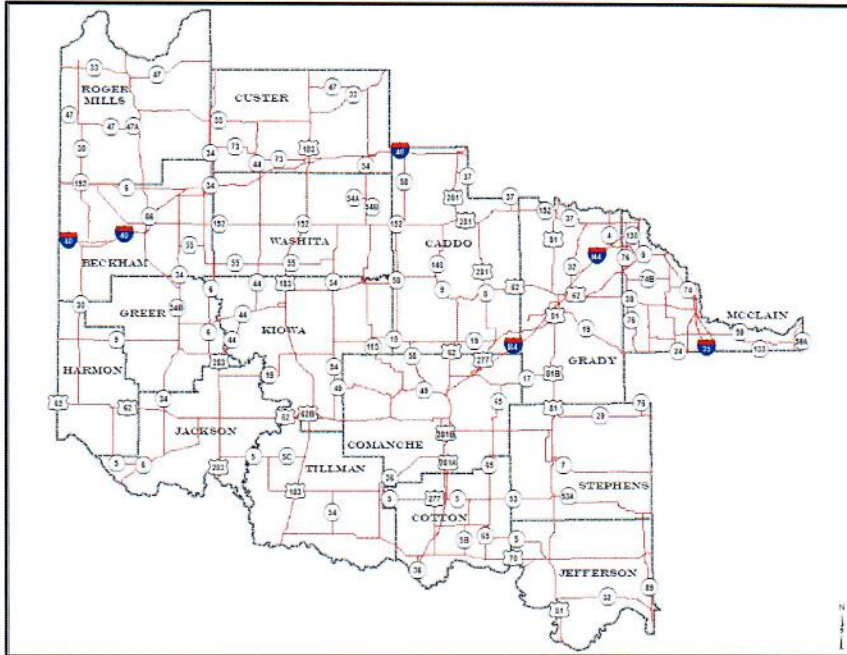
John Schaufele, Chairman

ATTEST:



John Dee Butcher, Secretary

APPENDIX B: SORTPO Boundary Map



APPENDIX C: SORTPO Technical Committee Members

Bryce Bohot	Jefferson County Commissioner District #2
Danny Britton	Western Technology Center
Elesia Church	City of Elk City, City Treasurer/Grants
Chris Hartman	Cotton County
Rodger Kerr	Altus Chamber of Commerce
Lee Litterell	City of Elk City, City Manager
Jim Mason	City of Elk City, Economic Development
Roland Mower	Clinton Economic Development
Julie Sanders	Transportation Director, SWODA
Cole Vonfeldt	Construction Engineer, ODOT Division 7
Basil Weatherly	Elk City
Kim Whaley	Director of Pathways to Healthy Living, Jefferson & Stephens Counties
Tom Zigler	CED Director ASCOG

Non-Voting Member

Isaac Akem, FHWA Planner
Steve Berry, Tobacco Settlement Entitlement Trust (Custer and Washita Counties)
Shelley Bookout, United States Department of Agriculture
~~Travis Estep~~~~Debbie Dollarhite~~, Lawton Metropolitan Planning Organization
Julie Funkhouse, Tobacco Settlement Entitlement Trust (Caddo County)
Adam Gentis, ODOT, Strategic Assets and Planning Performance
~~Todd Kennemer, Planning Director, City of Newcastle~~
Chris Morgan, Tobacco Settlement Entitlement Trust (Beckham and Roger Mills Counties)
Beverly Williams, Turning Point (McClain County)

APPENDIX D: SORTPO Policy Board Members

Anita Archer	Elk City
Tim Bingham	Kiowa County Commissioner
Dale Bunn	City Manager of Purcell
Kirk Butler	Jackson County Commissioners
Jerry Dean	Circuit Engineering District #7
Jay Earp	Division Engineer, ODOT Division 7
Shawn Freie	Director of Economic Development Caddo Kiowa
Debora Glasgow	SWODA, Executive Director
Heather Harding	Farmrail Corporation
Lyle Miller, Chairman	Custer County Commissioners
Cendie Newman	Red River Transportation
Lyle Roggow	President Duncan Area Economic Development
Sandy Settle	Washita County Emergency Manager
Mark Skiles	Municipalities of Custer County
Clark Southard	Oklahoma Southwest Alliance
Bill Spurlock	Elk City Municipal Airport Board
Dale Winkler	Mayor, City of Sterling
Tom Zigler	ASCOG

APPENDIX E: Resolution 2019-11 Adopting FFY 2020 PWP

**Resolution No. 2019-11
Adopting the Southwest Oklahoma Regional Transportation Planning Organization
FFY 2020 Planning Work Program**

Whereas, the Oklahoma Department of Transportation entered into an agreement with the South Western Oklahoma Development Authority (SWODA) to oversee development of regional transportation planning and regional public participation for sixteen counties in southwest Oklahoma comprising SWODA and the Association of South Central Oklahoma Governments (ASCOG) nonmetropolitan areas; and

Whereas, SWODA by Resolution 09-04 created the Southwest Oklahoma Regional Transportation Planning Organization (SORTPO); and

Whereas, SORTPO is responsible for the implementation of the Planning Work Program which defines the transportation planning priorities for the region, describes transportation activities to be accomplished and identifies funding sources; and

Whereas, the Planning Work Program has been presented to the general public for review and comment in accordance with the SORTPO Public Participation Plan; and

Whereas, the Planning Work Program was prepared in accordance with relative state and federal rules and regulations and;

Whereas, the Planning Work Program was developed by SWODA and ASCOG;

NOW, THEREFORE BE IT RESOLVED, that the SORTPO Policy Board hereby approves and adopts the FFY 2020 Planning Work Program.

Approved and Adopted by SORTPO Policy Board and signed this 26th day of September 2019.


Lyle Miller, Chairman SORTPO Policy Board

ATTEST:


Anita Archer, Secretary SORTPO Policy Board

APPENDIX F: Resolution 2019-12 Adopting Amendment #1 FFY 2020 PWP

Resolution No. 2019-12

**Adopting Amendment #1 to the Federal Fiscal Year 2020
Planning Work Program for the
Southwest Oklahoma Regional Transportation Planning Organization**

Whereas, the South Western Oklahoma Development Authority by Resolution 09-04 created the Southwest Oklahoma Regional Transportation Planning Organization (SORTPO); and

Whereas, through a Resolution 16-06 the South Western Oklahoma Development Authority expanded the SORTPO transportation planning area to include the Association of South Central Oklahoma Governments (ASCOG); and

Whereas, Planning Work Program (PWP) defines SORTPO's planning priorities and describes all transportation related planning activities anticipated in the program year; and

Whereas, the objective of the PWP is to ensure the transportation planning activities for SORTPO supports the regional transportation planning needs of the area; and

Whereas, the SORTPO Policy Board adopted the Federal Fiscal Year PWP at their September 26, 2019 meeting; and

Whereas, Amendment #1 reduces the funding in Element 1 Program Support and Administration to meet the 25% threshold, i.e., redistributes a portion of funding in Element 2 Data Acquisition and Management to Element 3 Long Range Transportation Planning, Element 4 Short Range Transportation Planning and Element 5 Public Education and Participation; and

Whereas, Amendment #1 to the FWP was included on SORTPO's website for 10 days to allow the public an opportunity to review the PWP and provide comments; and

Whereas, the SORTPO Transportation Technical Committee at their November 14, 2019 meeting recommended approval of Amendment #1 to the Federal Fiscal Year 2020 PWP.

NOW, THEREFORE BE IT RESOLVED, that the SORTPO Policy Board hereby approves and adopts Amendment #1 to the Federal Fiscal Year 2020 Planning Work Program.

Approved and Adopted by SORTPO Policy Board and signed this 21st day of November 2019.


Joe Miller, Chairman SORTPO Policy Board


Anita Archer, Secretary SORTPO Policy Board

APPENDIX F: Resolution 2019-xx Adopting Amendment #2 FFY 2020 PWP

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SORTPO TRANSPORTATION POLICY BOARD

AGENDA ITEM COMMENTARY

August 27, 2020

Agenda Title: Discuss and provide recommendation to the Staff on the draft FFY 2021 Planning Work Program (PWP).

Background: The PWP represents the budget and work tasks necessary to accomplish and maintain the transportation planning process within SORTPO's region. The PWP is developed to coordinate transportation planning activities for a cooperative, continuing, and comprehensive (3C) planning process. This document includes a description of what work is to be accomplished, who will perform the work, the schedule for completion of the work, the intended products and funding. The PWP is a one-year scope of work and budget for transportation planning activities and funding sources to be accomplished between October 1 and September 30 of the FFY.

The attached FFY 2021 PWP is a draft and reflects no changes to the annual SPR grant (\$225,000) and the local match (\$56,250). The SPR will reimburse up to 80% of eligible costs of the transportation planning product work efforts identified in the PWP. The local match (20%) is provided by ASCOG and SWODA.

Key activities or products included are:

- Establish procedures to collect and maintain data
- Continue development of the Regional Long-Range Transportation Plan
- **Oversee development of the Regional Freight Plan (awards will be made in September – if the grant is not approved this item will be deleted and the work effort will be moved to the Regional Long-Range Transportation Plan.
- Complete the Active Living Inventory.

The approved PWP must be presented to ODOT by September 1.

Attachment: Draft FFY 2021 PWP

Recommended Action: Provide recommendation to the Staff on the draft FFY 2021 Planning Work Program (PWP).



Southwest Oklahoma Regional Transportation Planning Organization (SORTPO)

Planning Work Program
FFY 2021 Program

South Western Oklahoma Development Authority
P.O. Box 569
Burns Flat, Oklahoma 73624
580-562-4882

Association of South-Central Oklahoma Government
P.O. Box 1647
Duncan, OK.73534
580-736-7965

www.sortpo.org

This project is financed with Federal SPR and SWODA and ASCOG funds.
FFY October 1, 2021- September 30, 2022

Adopted 2021

DRAFT DRAFT DRAFT 8/20/2020

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I INTRODUCTION

The Planning Work Program (PWP) for the Southwest Oklahoma Regional Transportation Planning Organization (SORTPO) defines the planning priorities in the region and describes all transportation-related planning activities anticipated in the program year. The objective of the PWP is to ensure the transportation planning activities for SWODA/ASCOG region supports the regional transportation planning needs of the area. The PWP is developed by SWODA/ASCOG in collaboration with Oklahoma Department of Transportation (ODOT).

II SORTPO

In April 2012, ODOT entered into an agreement with OARC to oversee development of the regional transportation planning process and the regional public participation process in the non-metropolitan areas of the state. The South Western Oklahoma Development Authority (SWODA) by Resolution 16-06 created the Southwest Oklahoma Regional Transportation Planning Organization (SORTPO). In FFY 2016, the SORTPO region was redefined to include both SWODA and ASCOG Association of South-Central Oklahoma Governments. The Resolution 16-06 is found in (Appendix A). (Appendix B) is the SORTPO Region. The Transportation Technical Committee (Appendix C) reviews the transportation planning process and provides recommendations to the SORTPO Policy Board (Appendix D). The Policy Board reviews and makes final approval on transportation planning products such as the PWP, Long Range Transportation Plan, Public Participation Plan, and other transportation planning studies.

III TRANSPORTATION PLANNING PRODUCTS

SORTPO's regional transportation planning process results in the development of planning products, including the PWP, data collection, Long Range Transportation Plan (LRTP), short range studies and the Public Participation Plan (PPP).

Planning Work Program (PWP). The PWP is one element of the transportation planning process that SWODA/ASCOG will follow in support of development of transportation planning products. The PWP will document the transportation planning activities and projects to be accomplished with SPR funds in SORTPO region.

Regional Long-Range Transportation Plan (LRTP). The regional LRTP is one of the main products of the transportation planning process. Since 2015, SORTPO has adopted 16 LRTPs for the region. A Regional Long-Range Transportation Plan will be developed in four phases starting in FFY 2020, with a completion date in FFY 2023.

Public Participation Plans (PPP). The intent of the Public Participation Plan is to encourage and support proactive public participation throughout the planning and decision-making process related to the development of proposed transportation plans, programs, and projects so that a safe, efficient transportation system reflecting the needs and interests of all stakeholders can be provided. Public participation provides citizens, affected public agencies, private providers of transportation and other interested party's reasonable opportunity to comment, participate in goal setting, problem solving, and expand the focus of transportation decision making. In addition, the Fixing America's Surface Transportation Act (FAST Act) requires transportation agencies to develop and implement a proactive approach to ensure that transportation services are extended to those traditionally underserved. The SORTPO Policy Board amended the PPP by Resolution # 2018-2 on

June 28, 2018.

Limited English Proficiency Plan (LEP). SORTPO is represented by a diverse population residing in sixteen counties. SORTPO must prepare for and provide the opportunity for all its citizens to participate in the transportation planning process – regardless of their proficiency in speaking the English language – as required by Executive Order 13166 signed on August 11, 2000. SORTPO Policy adopted Resolution # 2018-3 on June 28, 2018 approving the LEP.

IV FFY 2020 PLANNING PRIORITIES

The FFY 2020 SORTPO planning priorities are reflected in the various elements of this document. The major products or activities in this FFY will include:

- Attend training recommended by ODOT to further enhance skills of staff.
 - Establish procedures to collect and maintain data.
 - SWODA and ASCOG staff will collect transportation data to support the transportation planning process.
 - Continue development of the SORTPO Regional Long Transportation Plan
 - Aid communities and agencies in development of Transportation Alternative Program grants and similar programs.
 - Oversee development of the SORTPO Regional Freight Plan.
 - Complete the Active Living Inventory.
 - Public Engagement and participation with the public to create contacts and relationships and share information pertaining to transportation planning in the region.
- Develop information explaining the SORTPO transportation planning process, key documents, update SORTPO website and attend meeting to present SORTPO transportation planning.

V PWP Revenues

The primary source of federal transportation planning funds is the Federal Highway Administration (FHWA) State Planning and Research (SPR) Funds. FHWA funds cannot exceed 80 percent of the total PWP revenues. The remaining twenty (20) percent is provided by SWODA and ASCOG. Total federal SPR funds for the transportation planning program applied for is \$225,000. Funds shown in Table 1 summarize the budget by funding categories and source of funding. During FFY 2021, various SWODA staff will collect data that will support the SORTPO transportation planning process. The cost of this effort is allowable as a soft match for the grant. Table 2 identifies the funding by PWP work element for FFY 2021.

Table 1: FHWA SPR Budget Summary

	SPR Funds	SORTPO Match	Total
Personnel			
Travel			
Supplies, printing, copying			
Advertising/Public Awareness			
Equipment			
Indirect / Bldg. Allocation			
Total			

Source: SWODA

Table 2: FFY 2019 Total Budget, Including Federal, State and Local Sources

SPR	Project	SPR Funds	SORTPO Match	Total
1.0	Program Support & Administration			
2.0	Data Acquisition & Management			
3.0	Long Range Transportation Planning			
4.0	Short-Range Transportation Planning			
5.0	Public Education & Participation			
	Total			

Source: SWODA

Element 1.0 - Program Support & Administration

OBJECTIVE: Compliance with administrative, financial, and legal requirements for development and maintenance of the regional transportation planning process.

TASK DESCRIPTION: This Task includes the coordination of the Technical Committee and Policy Board meetings, training and travel, preparing the work program, program expenses (office supplies, software, technology, printing and mailing, newspaper notices, survey monkey) and the cost for the SORTPO website. The following products or activities will be the responsibility of the SORTPO in cooperation with ODOT.

Tasks:

- Provide direct support to the SORTPO Policy Board and the Transportation Technical Committee including agenda preparation and distribution, preparation of minutes, scheduling, notification, venue setup/breakdown and facilitation of meetings.
- Prepare and submit monthly claims statement and reports to ODOT.
- Maintain files and financial records and submit SWODA'S and ASCOG's annual financial audit, the audit will be performed following guidance from OMB Circular A133.
- Procure supplies related to transportation planning, including costs of monthly maintenance and updates to the SORPTO's website.
- Coordinate with ODOT and other Regional Councils in the RTPO process.
- Training and Travel: This task provides funding for travel to attend meetings in support of the program priorities identified in this document. Travel to include meetings at ODOT, other Regional Councils, Census Training, Federal Highway Administration and NADO as appropriate.
- Consult with ODOT on the purchase of equipment and/or technology to manage the transportation planning process.

Products and Schedule:

Product	Start	Complete	Estimated Hours
Attend SORTPO Policy Board and Technical Committee meetings	1 st Quarter	4 th Quarter	200
Develop FFY 2022 PWP and amendments to FFY 2021	3 rd Quarter	4 th Quarter	75
Audit	3 rd Quarter	4 th Quarter	75
Monthly Claims	1 st Quarter	4 th Quarter	150
Tech and Policy Board email agenda, notices, and any meeting preparation	1 st Quarter	4 th Quarter	500

Table 3: Program Support & Administration Funding

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	
SORTPO Match	
TOTAL	

Element 2.0 – Data Acquisition and Management

OBJECTIVE: Develop and maintain a current and future socioeconomic database to support the transportation planning process.

TASK DESCRIPTION: Identify resources, collect, and maintain demographic and other data elements. The following products or activities will be the responsibility of SORTPO.

Tasks:

- Coordinate with SWODA/ASCOG ODOT Divisions 3, 5, 7, Director of 911 SWODA Counties, and communities to collect and share data.
- Provide guidance to communities on installation process of SWODA traffic count equipment. Collect traffic count data.
- Collect transportation data including but not limited to: major employers, active living inventory, population, dwelling unit, location of one way and dead end roads, traffic impediments, , freight routes, evacuation routes, signal location and points of interest.
- Develop Maps that display transportation characteristics and location of transportation facilities.
- Coordinate with local and state partners in development procedures to identify data needed, and a procedure for collection and distribution of data.
- Review 2020 Census data.
- Collaborate regional freight stakeholders and major employers to identify current inventories of intermodal facilities, goods movement, and number of employees.
- Retain a GIS Consultant for onsite services/training.

Products and Schedule:

Product	Start	Complete	Estimated Hours
In coordination with local and ODOT develop procedures for data acquisition and development.	1 st Quarter	4 th Quarter	200
Data Acquisition and Management	2nd Quarter	4 th Quarter	2300
Develop Maps that display transportation characteristics	1 st Quarter	4 th Quarter	500
Retain GIS Consultant for training/services	1 st Quarter	4 th Quarter	
2020 Census	1 ST Quarter	4 th Quarter	100

Table 4: Data Acquisition & Management Funding

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	
SORTPO Match	
TOTAL	

Element 3.0 – Long Range Transportation Planning

OBJECTIVE: Development of the regional long-range transportation.

TASK DESCRIPTION: Coordination of the transportation planning process with community values and goals, land use plans, and other various transportation data to complete a Long- Range Transportation Plan. The following products or activities will be the responsibility of SORTPO.

TASKS:

- Develop regional transportation plan following approved template and schedule.

Products and Schedule:

Product	Start	Complete	Estimated Hours
Continue development of the Regional Long-Range Transportation Plan	1st Quarter	4th Quarter	1200

Table 5: Long Range Transportation Planning Funding

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	
SORTPO Match	
TOTAL	

Element 4.0 – Short-Range Transportation Planning

OBJECTIVE: Development of activities, grants, and studies to support the transportation planning process.

TASK DESCRIPTION: Help communities in the identification and acquisition of for transportation grants. Participate with ODOT in the development of the Statewide Transit Plan. The following products or activities will be the responsibility of SORTPO.

Tasks:

- Update as necessary transportation planning procedures.
- Develop model for regional electric vehicle charging station implementation.
- Collaborate with ODOT on the Transportation Alternative Program grant process and other funding programs.
- Coordinate with other regional, state, and federal agencies involved in transportation planning activities; monitor federal and state legislation.
- Participate in working groups, subcommittees, or task forces associated with ODOT or other government agencies or statewide planning professional associations.
- Assist SORPTO entities in identification of federal and/or state transportation funding sources.
- Develop request for proposal for SORPTO Regional Freight Plan and oversee Freight Planning Consultant’s work efforts.

Products and Schedule:

Product	Start	Complete	Estimated Hours
Update transportation planning procedures	1st Quarter	4 th Quarter	25
Electric vehicle charging station guidance	2 nd Quarter	4 th Quarter	100
Monitor state and federal legislation	1st Quarter	4 th Quarter	25
Request for Proposal Regional Freight Plan	1 st Quarter	1 st Quarter	
Oversee Freight Planning Consultant’s work and Regional Freight Plan	2 nd Quarter	4 th Quarter	
Grant Funding assistance	1st Quarter	2 nd Quarter	530

Table 6: Short Range Transportation Planning Funding

FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	
SORTPO Match	
TOTAL	

Element 5.0 – Public Education and Participation

OBJECTIVE: Build awareness, interest, and support in the public and stakeholders for transportation planning.

TASK DESCRIPTION: Public outreach and education on the transportation planning process. The following products or activities will be the responsibility of SORTPO.

Tasks:

- Develop outreach efforts for effectively communication with the community about transportation planning and projects.
- Host and/or facilitate stakeholder meetings and community/regional meetings.
- Identify best practices for virtual meetings in rural regions and develop virtual meeting program for SORTPO.
- Review and update as necessary the Public Participation Plan (PPP).
- Review and update as necessary the Limited English Proficiency Plan (LEP).
- Update contacts for stakeholder’s folder, elected officials, municipalities, chambers of commerce/economic development agencies.
- Participate in events/activities to engage local communities in the 2020 Census program.

Products and Schedule:

Product	Start	Complete	Estimated Hours
Host and/or facilitate stakeholder meetings and community/regional meetings.	1 st Quarter	4 th Quarter	400
Procedures and information to educate	2 nd Quarter	3 rd Quarter	200
Update Public Participation Plan (PPP)	1 st Quarter	3 rd Quarter	25
Update Limited English Proficiency Plan (LEP)	2 nd Quarter	3 rd Quarter	25
Identify best practices for virtual meetings and develop SORTPO program	1 st Quarter	2 nd Quarter	200
Press Releases	1 st Quarter	4 th Quarter	100
Public Presentation	1 ST Quarter	4 th Quarter	150

Table 7: Public Education & Participation Funding

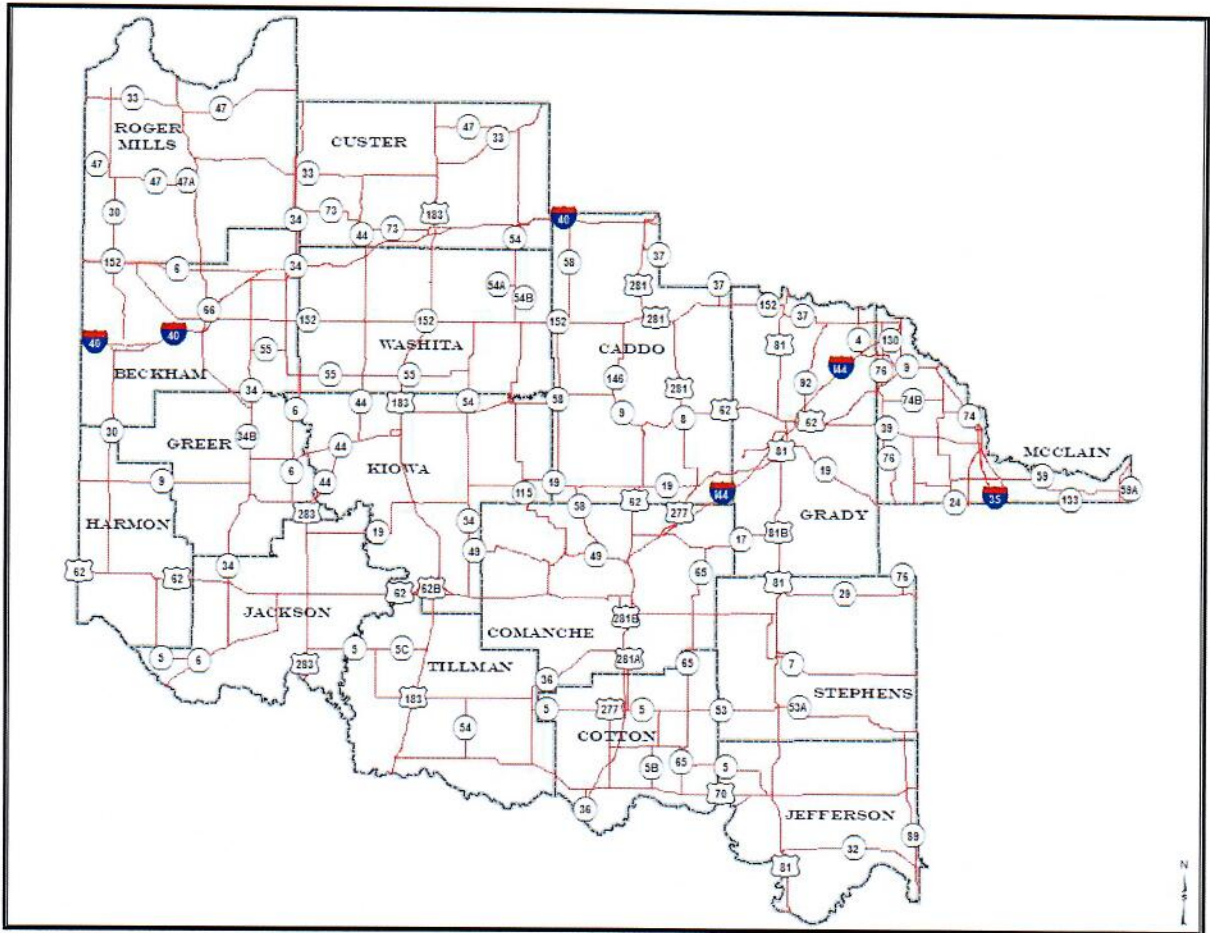
FUNDING SOURCE	FUNDING AMOUNT
SPR Funds	
SORTPO Match	
TOTAL	

ACRONYMS

ASCOG	Association of South-Central Oklahoma Government
FAST Act	Fixing America's Surface Transportation Act
FHWA	Federal Highway Administration
FY	Fiscal Year
FFY	Federal Fiscal Year
GIS	Geographic Information System
LEP	Limited English Proficiency
LRTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21st Century Act
NADO	National Association of Development Organizations
OARC	Oklahoma Association of Regional Councils
ODOT	Oklahoma Department of Transportation
PPP	Public Participation Process
PWP	Planning Work Program
RTPO	Regional Transportation Planning Organization
SPR	State Planning and Research
SORTPO	Southwest Oklahoma Regional Transportation Planning Organization
SWODA	South Western Oklahoma Development Authority
TAZ	Traffic Analysis Zone

APPENDIX A: Resolution

APPENDIX B: SORTPO Boundary Map



APPENDIX C: SORTPO Technical Committee Members

Bryce Bohot	Jefferson County Commissioner District #2
Danny Britton	Western Technology Center
Elesia Church	City of Elk City, Treasurer
Chris Hartman	Walters, Oklahoma
Rodger Kerr	Altus Chamber of Commerce
Roland Mower	Clinton Economic Development
Cole Vonfeldt	Construction Engineer, ODOT Division 7
Basil Weatherly	City of Elk City
Kim Whaley	Pathways to Healthy Living, Jefferson & Stephens Counties
Tom Zigler	Staff- ASCOG/SORTPO

Non-Voting Member

Isaac Akem, FHWA Planner
Shelley Bookout, United States Department of Agriculture
Travis Estep, Lawton Metropolitan Planning Organization
Julie Funkhouse, Tobacco Settlement Entitlement Trust (Caddo and Kiowa Counties)
Adam Gentis, ODOT, Strategic Assets and Planning Performance
Beverly Williams, Turning Point (McClain County)
Jodi Smith, Tobacco Settlement Entitlement Trust (Grady County)
, Tobacco Settlement Entitlement Trust (McClain County)
Debora Johnson, Tobacco Settlement Entitlement Trust (Comanche County)

APPENDIX D: SORTPO Policy Board Members

Anita Archer	Elk City
Tim Bingham	Kiowa County Commissioner
Dale Bunn	City Manager of Purcell
Kirk Butler	Jackson County Commissioners
Jerry Dean	Circuit Engineering District #7
Jay Earp	Division Engineer, ODOT Division 7
Shawn Freie	Director of Economic Development Caddo Kiowa
Debora Glasgow	SWODA, Executive Director
Heather Harding	Farmrail Corporation
Lyle Miller, Chairman	Custer County Commissioners
Cendie Newman	Red River Transportation
Lyle Roggow	President Duncan Area Economic Development
Sandy Settle	Washita County Emergency Manager
Clark Southard	Oklahoma Southwest Alliance
Bill Spurlock	Elk City Municipal Airport Board
Dale Winkler	Mayor, City of Sterling
Tom Zigler	ASCOG

APPENDIX E: PWP RESOLUTION

**Resolution No. 2019-11
Adopting the Southwest Oklahoma Regional Transportation Planning Organization
FFY 2020 Planning Work Program**

Whereas, the Oklahoma Department of Transportation entered into an agreement with the South Western Oklahoma Development Authority (SWODA) to oversee development of regional transportation planning and regional public participation for sixteen counties in southwest Oklahoma comprising SWODA and the Association of South Central Oklahoma Governments (ASCOG) nonmetropolitan areas; and

Whereas, SWODA by Resolution 09-04 created the Southwest Oklahoma Regional Transportation Planning Organization (SORTPO) and;

Whereas, SORTPO is responsible for the implementation of the Planning Work Program which defines the transportation planning priorities for the region, describes transportation activities to be accomplished and identifies funding source; and

Whereas the Planning Work Program has been presented to the general public for review and comment in accordance with the SORTPO Public Participant Plan; and

Whereas, the Planning Work Programs was prepared in accordance with relative state and federal rules and regulations and;

Whereas, the Planning Work Program was developed by SWODA and ASCOG.

NOW, THEREFORE BE IT RESOLVED, that the SORTPO Policy Board hereby approves and adopts the FFY 2020 Planning Work Program.

Approved and Adopted by SORTPO Policy Board and signed this 26th day of September 2019.



Lyle Miller, Chairman SORTPO Policy Board

ATTEST:


Anita Archer, Secretary SORTPO Policy Board