

Pioneer Trails Regional Planning Commission (PTRPC)  
Board of Directors  
Meeting Summary  
January 26, 2010 Regular Meeting

**1. Call to Order and Roll Call**

The PTRPC Board of Directors' Regular Meeting was called to order by Chair Allan Rohrbach on January 26, 1:34 p.m. in Room 203 of the Concordia Community Center at 802 S. Gordon in Concordia, Missouri.

The following Board members were present: Allan Rohrbach, Tracy Dyer, Norvelle Brown, Jo Ann Alpert, Tracy Brantner, David Furnell, Jeff Hancock, Dawson Heathman, Elaine Horn, Destry Hough, Joe Kite, Rod Lindemann, Greg Swift and Ken Yowell.

The following Board members were absent: Donna Brown, Jason Kempton, Tammy Long and Terry Thompson.

Also present were Nicole Knipmeyer, PTRPC Overall Agency Secretary; Rita Peterson, PTRPC Fiscal Officer; Randall White, PTRPC Executive Director and Nancy Heidrich, PTRPC Planning Assistant.

**2. Recognition of Guests**

Chair Rohrbach recognized Cindy Hall, U.S. Senator Claire McCaskill's office and Greg Razer, U.S. Senator Claire McCaskill's office.

**3. Consideration of Meeting Summaries – Sept. 15, 2009 Closed Session; Oct. 13, 2009 Closed Session and Nov.19 2009 Regular Meeting**

**A motion was made and seconded to approve the meeting summary for the Nov. 19, 2009 Regular Meeting. M/S Lindemann/Dyer. Approved unanimously.**

**A motion was made and seconded to approve the meeting summaries for the Sept. 15, 2009 Closed Session and the October 13, 2009 Closed Session. M/S N. Brown/Hancock. Approved unanimously.**

**4. Treasurer's Report**

**a. Financials**

Board members reviewed the financial reports.

**b. PTRPC Executive Director's Expense Report**

**A motion was made and seconded to approve Mr. White's 10/07/09 – 11/09/09, 11/10/09 – 12/08/09 and 12/09/09 – 01/19/10 expense reports. M/S Yowell/Horn. Approved unanimously.**

**c. Approve Bills**

**A motion was made and seconded to approve all bills and payments for October, November and December 2009. M/S Swift/Lindemann. Approved unanimously.**

**d. PTRPC and Region F Solid Waste audits update**

Mr. White stated that internal audits have been completed for the PTRPC and Region F Solid Waste Management District. An external audit by Department of Natural Resources (DNR) is ongoing for Region F Solid Waste with anticipated completion of necessary reconciliation. Final copies for the PTRPC audit were made available on the materials table.

**e. PTRPC Accounting Procedures Manual update**

Mr. White explained the corrected section of the PTRPC Accounting Procedures Manual. The corrected page can replace the outdated page in the PTRPC Accounting Procedures Manual.

## 5. Activity Report

Board members reviewed the staff activity reports for 10/06/09 – 01/20/10.

## 6. Transportation update

Mr. White reported Cliff Jarvis is the new chair for the Transportation Advisory Council (TAC).

The final copy of the PTRPC 2009 Regional Transportation Plan is now available in hard copy, compact disc and on the PTRPC Web site.

Mr. White provided a status update on the American Recovery and Reinvestment Act (ARRA) stimulus funds and explained the status of a potential second round of stimulus funds.

Mr. White described plans for the Missouri Department of Transportation (MoDOT) statewide transportation prioritization meeting scheduled for February 25 in Jefferson City. Consensus of TAC members was to recommend supporting the following corridors in three separate MoDOT districts: District 2 – US 65, District 4 – MO 13 and District 5 – US 50.

Ms. Heidrich gave brief descriptions of funding sources expected to become available later this year including the State and Community Highway Safety Grant Program, Safe Routes to School, Federal Transit Administration (FTA) Section 5310 (capital assistance program for elderly and persons with disabilities), Missouri Elderly and Handicapped Transportation Assistance Program (MEHTAP) and the three MoDOT Districts 2, 4 and 5 safety coalitions.

## 7. Homeland Security Regionalization update

Mr. White reviewed the current members and terms of the Regional Homeland Security Oversight Committee (RHSOC). Status overviews were given for both the FY 2007 and FY 2008 grants.

Mr. White discussed the RHSOC's selection process and recommendation to award the Geographic Information System (GIS) Collaboration contract with PTRPC to Shafer, Kline & Warren (SKW), Inc. of Kansas City, Missouri. **A motion was made and seconded to approve awarding the GIS Collaboration contract with PTRPC to SKW. M/S Hancock/Brantner. Following discussion, the motion was approved unanimously.**

Mr. White reviewed the Region A RHSOC grant call proposal, evaluation process and results. It was noted that each of the recommended proposals will benefit all eight of the Region A counties. Following another RHSOC meeting, the proposals will be forwarded to the State of Missouri.

The next RHSOC meeting is scheduled for 02/16/10 at 9:00 a.m.

## 8. Region F Solid Waste Management District update

Mr. White presented the projection trends for reduced tipping fees of 9% in 2010 and 17% in 2011. The 2009 – 2010 grant allocation goals for four categories were discussed.

Solid waste staff has planned grant training for persons planning to submit proposals in March 2010. The 2009 – 2010 solid waste grant proposals are due to PTRPC on 04/05/10. Evaluation of the grant proposals is scheduled for 04/27/10.

Mr. White reviewed the Policy and Procedures Committee's proposed changes to the Policies and Procedures Manual as noted in the meeting hand-out.

Mr. White announced Kim Watson, Solid Waste Education/Awareness Specialist had resigned effective 01/15/10 due to other priorities. Tentative plans are to search for candidates for the position through a University of Central Missouri (UCM) internship and to advertise in the media. **A motion was made to proceed with the search for candidates for the Solid Waste Education/Awareness Specialist position. M/S Swift/Horn.** There was discussion about the pay, required hours and benefits for the position. **Passed unanimously.** Mr. White stated that the requirement of a Bachelor's degree for the position has been eliminated.

#### **9. Economic Development Administration (EDA)/Comprehensive Economic Development Strategy (CEDS) update**

Mr. White stated he and Drew Weisberg, Community Development Planner, are visiting regional planning commissions to learn from others about how they work with EDA and CEDS issues.

Ms. Brantner stated the feedback about the annual CEDS report had arrived from EDA. The new due date for the next update will be July 2010. The CEDS Committee may need to meet more frequently than the planned quarterly meetings to prepare the required update.

The next CEDS Committee meeting is scheduled for 02/02/10.

#### **10. PTRPC Board Membership update**

Mr. White provided an update on the vacancies in the PTRPC Board. Mr. White stated willingness to follow the Board's lead on assisting with filling the vacancies. There was discussion about if the two ex officio Lafayette County city members could vote since the Odessa representative slot was vacant.

#### **11. Other Projects/Events**

- a. RHSOC GIS Effort Update – no report.
- b. Hazard Mitigation Plan Update  
Staff has developed the first preliminary draft for the Hazard Mitigation Plan.
- c. Sedalia District 200 FEMA Shelter/Gym Build update  
Staff is working on the final draft of the shelter operation plan. Tentatively the shelter will be open for use in February 2010.

#### **12. Other Business**

- a. Greg Razer from U.S. Senator Claire McCaskill's office  
Cindy Hall and Greg Razer are part of the state and outreach staff. Ms. Hall covers Saline and Pettis counties and Mr. Razer covers Johnson and Lafayette counties. Ms. Hall stated their staff could write letters of support for PTRPC grant proposals as well as being a resource for navigating through a grant process. Ms. Hall stated their staff could make phone calls regarding the funding stream if requested.

- b. Missouri Association of Councils of Government (MACOG) update  
MACOG is doing a sewer plant survey (604B) with Department of Natural Resources (DNR) to assess the sewer treatment efforts of local jurisdictions in the four-county area.

Mr. White referred to the MACOG strategic plan in the meeting packet.

- c. PTRPC Strategic Plan update  
Mr. White referred to the staff's strategic plan in the meeting packet.
- d. Annual meeting survey results  
Staff used Survey Monkey to collect feedback about the PTRPC annual meeting. Mr. White provided an overview of results.

Staff is working with Johnson County on an energy operation center grant with the Department of Homeland Security. Staff filed the grant application two weeks ago. Staff continues to work on preliminary justification and the budget.

Mr. White explained the PTRPC Conflict of Interest Policy and requested that all Board members complete the form and give it to Ms. Heidrich.

\*\*\* Ms. Brantner and Ms. Alpert left the meeting at 2:47 p.m. \*\*\*

### 13. Next meeting date

The next PTRPC Board meeting will be March 16, 2010 at 1:30 p.m.

### 14. Adjournment

**A motion was made and seconded to adjourn the meeting. M/S Dyer/N. Brown. Passed unanimously.** Chair Rohrbach adjourned the meeting at 2:51 p.m.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

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Norvelle Brown  
Secretary-Treasurer

NB: rw/nh