

# MEMORANDUM OF UNDERSTANDING

## BETWEEN THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS, OKLAHOMA DEPARTMENT OF TRANSPORTATION, CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY, AND CLEVELAND AREA RAPID TRANSIT

WHEREAS, Section 134(a) of Title 23, and Section 5303 of Subtitle III of Title 49, U.S.C. require that federally funded projects be developed through a comprehensive, cooperative, and continuing transportation planning process; and

WHEREAS, the Association of Central Oklahoma Governments (ACOG) has been designated as the Metropolitan Planning Organization (MPO) for the Oklahoma City Metropolitan Area; and

WHEREAS, ACOG, the Oklahoma Department of Transportation (ODOT), the Central Oklahoma Transportation and Parking Authority (COTPA), and the Cleveland Area Rapid Transit (CART) desire to maintain a comprehensive, cooperative, and continuing planning process for the Oklahoma City Area Regional Transportation Study (OCARTS) Area that results in the development of transportation goals and objectives, long and short-range transportation plans, and programs of implementation.

NOW, THEREFORE, ACOG, ODOT, COTPA and CART enter into this agreement to carry out the comprehensive, cooperative, and continuing planning process for the OCARTS area as detailed below:

### *I. Intermodal Transportation Policy Committee*

Responsibility for policy direction, plan selection and development of programs for plan implementation is vested in an Intermodal Transportation Policy Committee (ITPC). The ITPC shall transmit all transportation policies, plans and implementation programs to ACOG, the MPO, for review and endorsement.

The ITPC membership is as follows:

#### A. A designated elected official\* from each of the transportation study area political subdivisions\*\* listed below:

Bethany	Del City	Lexington	Newcastle	Piedmont
Blanchard	Edmond	Logan County	Nichols Hills	Purcell++
Canadian County	Forest Park	Luther	Nicoma Park	Slaughterville
Cedar Valley+	Goldsby	McClain County+	Noble	Spencer
Choctaw	Guthrie	Midwest City	Norman	Tuttle
Cleveland County	Harrah	Moore	Oklahoma City	The Village
Cole	Jones	Mustang	Oklahoma County	Warr Acres
				Yukon

+Administrative Changes - May 6, 2011

++Administrative Change - January 5, 2015

\* Each elected official shall be permitted to designate an alternate from his governing body to participate in his absence.

\*\* Each additional political subdivision added to the transportation study area shall be permitted to designate a voting elected official to the committee.

- B. A designated trustee of the Oklahoma City Airport Trust or their designee.
- C. A designated trustee of the Central Oklahoma Transportation and Parking Authority or their designee.
- D. The Director of the Cleveland Area Rapid Transit or their designee.
- E. The Oklahoma Transportation Commissioner from Districts III, IV, and VII or their designees.
- F. A designated appointee of the Oklahoma Department of Transportation or their designee (currently Division 4 Division Engineer)\*.
- G. A non-voting representative from each of the following: Federal Aviation Administration (FAA), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA).

The ITPC shall meet regularly to perform the following duties:

- A. Review recommendations of the Intermodal Transportation Technical Committee (ITTC) and set policies for transportation planning.
- B. Direct development and adopt regional transportation plans and transportation improvement programs; review transportation plans at least annually; make changes based upon recommendations of the ITTC.
- C. Recommend any changes in plans to the Planning Commission or City Councils of participating agencies and recommend methods of financing any changes.
- D. Elect a chairperson and hold meetings on a regular basis.
- E. Vote on business items before the ITPC provided a quorum of twelve (12) of the designated members is present. The ACOG staff has the primary administrative responsibility for maintaining the regional transportation plans and supporting documents necessary to serve the ITPC.
- F. Receive comments and observations from representatives of each federal agency in the United States Department of Transportation - Federal Aviation Administration (FAA), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA) - who will be requested to attend the ITPC meetings. From time to time, the different agency representatives will be asked to clarify new rules, regulations, or procedures affecting the ITPC decision process.

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\* Administrative Change - 7-2014

## *II. Intermodal Transportation Technical Committee*

The technical advice and guidance for transportation planning is vested in the Intermodal Transportation Technical Committee (ITTC). The ITTC consists of technical and professional personnel from the various participating agencies. This Committee reviews the technical aspects of the study and makes recommendations to the ITPC.

The ITTC membership is as follows:

### Voting:

- A. Oklahoma Department of Transportation (ODOT) - Local Government Division Manager or designee.
- B. Oklahoma Department of Transportation (ODOT) - Transit Programs Division Manager or designee.
- C. Local Government - Two official staff members from each of the member local governments, one designated as City or County Planner and one designated as City or County Engineer. In the absence of a staff member who is an engineer or planner, the Chief Executive Officer may serve; no consulting engineer or planner may serve on the committee.
- D. Association of Central Oklahoma Governments (ACOG) - Executive Director or designee.
- E. Central Oklahoma Transportation and Parking Authority (COTPA) - Administrator and one (1) delegate or designee.
- F. Cleveland Area Rapid Transit (CART) - Director and one (1) delegate or designee.
- G. Oklahoma City Department of Airports - Director and one (1) delegate or designee.
- H. Oklahoma Aeronautics Commission - Director or designee.
- I. Oklahoma Department of Environmental Quality (ODEQ) - Director or designee.

### Non-Voting:

- J. Areawide Aging Agency (AAA) - Executive Director or designee.
- K. Capitol-Medical Zoning Commission - Director or designee.
- L. Oklahoma Department of Transportation (ODOT) - Local Government Division Engineer or designee.
- M. Oklahoma Railroad Association - Director or designee.
- N. Oklahoma Turnpike Authority (OTA) - Chief Engineer or designee.
- O. Oklahoma Trucking Association - Director or designee.
- P. Tinker Air Force Base - Deputy Base Civil Engineer or Base Comprehensive Planner or designee.

- Q. Tribal Governments - Representatives in the OCARTS area or their designees.
- R. Federal Bureau of Indian Affairs (BIA) - Delegate or designee.
- S. U.S. Department of Transportation - FHWA, FTA and FAA delegates or designees.

The Intermodal Transportation Technical Committee may appoint other qualified individuals to full voting membership in order to utilize their professional expertise and to coordinate the transportation planning process activities with other planning areas such as airports, parking, bicycling, etc.

The Chairman of the ITTC shall be the ACOG Executive Director or his designee. Meetings shall be held on a regular basis to review technical procedures and advise the Intermodal Transportation Policy Committee. A quorum of the Intermodal Transportation Technical Committee shall consist of one-third of the most current appointments from designated voting membership including representatives from at least four member cities or counties; however, business conducted in the absence of a quorum shall be forwarded to the ITPC in the same manner as business conducted with a quorum, except the number of cities and counties represented shall be noted (in the minutes and in the transmittal to the ITPC) along with the statement that a quorum was not present.

**III. Unified Planning Work Program (UPWP)**

Detailed planning activities will be developed each year in a Unified Planning Work Program (UPWP) with the Intermodal Transportation Technical Committee and adopted by the Intermodal Transportation Policy Committee. ACOG, ODOT, COTPA and CART agree to participate in the development of the UPWP each year so that it reflects a cooperative annual planning process. The UPWP will specify the annual work activities with the responsible agency, participating agency costs, and funding sources.

This Memorandum of Understanding has been approved through formal resolution or action of the Association of Central Oklahoma Governments, the Oklahoma Department of Transportation, the Central Oklahoma Transportation and Parking Authority, and the Cleveland Area Rapid Transit on or before the 18<sup>th</sup> day of December, 2008.

20 Nov 2008  
Date

*Willa Johnson*  
Association of Central Oklahoma Governments  
*Willa Johnson, Chairwoman*

12/18/08  
Date

*David Streb*  
Oklahoma Department of Transportation  
*David Streb, Director of Engineering*

12-7-08  
Date

*Chris Kauffman*  
Central Oklahoma Transportation and Parking Authority  
*Chris Kauffman, Chairman*

12-18-08  
Date

*Theta Dempsey*  
Cleveland Area Rapid Transit  
*Theta Dempsey, Director of Parking & Transportation*