

## EXECUTIVE COMMITTEE

May 26, 2011

There was a meeting of the **Executive Committee** of the Lima-Allen County Regional Planning Commission held on **Thursday, May 26, 2011** at **4:00 p.m.** in the Conference Room of the Commission office located at 130 West North Street, Lima, Ohio.

The agenda was as follows:

1. Roll Call
2. Approval of EC Minutes – April 28, 2011
3. Communications
4. Financial Report
  - a. Budget Report
  - b. Bills to be Approved
  - c. Payroll and OPERS
5. Standing Committees Reports
  - a. Administrative Affairs Committee
  - b. Community Development Committee
  - c. Developmental Controls Committee
  - d. Transportation Coordinating Committee
6. Other Committee Reports
7. Staff Reports
  - a. Clearinghouse Reviews
  - b. Planning Assistance
8. Old Business
9. New Business
10. Adjournment

A quorum being present, Roy Hollenbacher brought the meeting to order and proceeded with the agenda.

### 1. ROLL CALL

Mr. Dick Accountius	Allen County
Mr. Gregory Berquist	City of Delphos
Mr. Kevin Cox	Perry Township
Mr. Howard Elstro	City of Lima
Mr. Roy Hollenbacher	Bath Township
Mr. Mitchell Kingsley	Village of Bluffton
Mr. John MacDonell	City of Lima
Mr. Bruce Plumb	City of Lima
Mr. Dan Reiff	Allen County
Ms. Chris Seddelmeyer	Shawnee Township
Mr. Thomas Tebben	City of Lima
Mr. Larry Vandemark	American Township

### STAFF

Mr. Thomas Mazur	Lima-Allen County Regional Planning Commission
Ms. LeeAnn Sypherd	Lima-Allen County Regional Planning Commission

**2. APPROVAL OF EC MINUTES – April 28, 2011**

**Motion 43 (05-26-11) EC**

Gregory Berquist made the motion that the EC minutes of April 28, 2011 be approved. Seconded by Larry Vandemark; motion carried.

**3. COMMUNICATIONS**

Thomas Mazur reported that staff received a notice from Dan Reiff pertaining to the Federal Emergency Management Agency (FEMA) appeal process for the new floodplain maps. The letter gives Allen County notice that the county has ninety (90) days to appeal the floodplain maps. Thomas Mazur reported that locally the appeals process began over sixty (60) days ago. Staff has been working with the Allen County Engineer's Office (ACEO) in mapping the areas being appealed and forwarding the appeal on to the Ohio Department of Natural Resources (ODNR) and the county's consultants. Thomas Mazur reported that due to Allen County having new Hydrologic and Hydraulic (H & H) Studies, this allows the county to have the ninety (90) day appeal period. Thomas Mazur reported that staff has been working with two local property owners. Mrs. Conkle and her husband applied and were approved for a Small Business Administration (SBA) loan to repair their home after the flooding that occurred in Allen County in February. Staff is still trying to assist Mr. Volbert with getting a resolution to the flood damage that occurred to his home at the same time. Mr. Volbert would like FEMA to buy him out of his home rather than get a low interest loan to demolish the property and move to another area.

Thomas Mazur reported that the Public Utilities Commission of Ohio (PUCO) just released a report on the number of railroad crashes that have occurred in the State of Ohio. In Allen County, there was only one crash with no injuries or fatalities. Allen County also received three railroad improvements. A railroad crossing in the City of Delphos received lights and gates, a railroad crossing in Bath Township received lights and gates and a railroad crossing in Monroe Township received some improvements.

**4. FINANCIAL REPORT**

a. Budget Report

Roy Hollenbacher reported that Committee members received the income and expenses report with their packets.

**Motion 44 (05-26-11) EC**

John MacDonell made the motion to approve the budget report. Seconded by Howard Elstro; motion carried.

b. Bills to be Approved

Roy Hollenbacher reported that it appears that there were no unusual bills in May.

**Motion 45 (05-26-11) EC**

John MacDonell made the motion to approve the bills to be paid. Seconded by Howard Elstro; motion carried.

c. Payroll and OPERS

<u>Payroll</u>	<u>Amount</u>	<u>PERS</u>	<u>Medicare</u>
05-04-11	\$16,022.51	\$2,243.15	\$232.33
05-18-11	\$15,980.56	\$2,237.28	\$231.72

4. **FINANCIAL REPORT** (Continued)

c. Payroll and OPERS (Continued)

**Motion 46 (05-26-11) EC**

John MacDonell made the motion to accept payroll and OPERS. Seconded by Howard Elstro; motion carried.

5. **STANDING COMMITTEES**

a. Administrative Affairs Committee

Thomas Tebben reported that the AAC did not meet in May.

b. Community Development Committee

Kevin Cox reported that the CDC did not meet in May.

c. Developmental Controls Committee

Bruce Plumb reported that the DCC did not meet in May

d. Transportation Coordinating Committee

Larry Vandemark reported that the TCC met just prior to the EC meeting. The Committee approved the April 28, 2011 meeting minutes and accepted the minutes from the May 24, 2011 TAC meeting. Larry Vandemark reported that the Committee approved the Draft Spot Safety High Crash Intersection Location Study and the Draft FY 2012-2016 Operational Analysis and Management Plan. Thomas Mazur reported that he was involved in a conference call just prior to the TCC meeting. Portions of the Draft Transportation Bill have been “leaked” and it appears that within the Bill, Metropolitan Planning Organizations (MPO’s) of less than 200,000 in population are targeted for elimination. The elimination plan includes a two-year exit plan for these MPO’s. This exit plan will begin approximately twelve (12) months after the Bill is approved. Thomas Mazur reported that the local elected officials such as the Mayor and the County Commissioners will need to be in contact and work with Congressman Jim Jordan as well as Representative Matt Huffman about this issue and the long term effects the elimination of the local MPO will have on Allen County. Thomas Mazur reported that the Senate and House Transportation Committees have already reviewed the draft of the Bill and have begun to work with the Administrations draft of the Bill. Several of the consultants that work with MPO’s such as the National Association of Regional Councils (NARC) are getting involved in lobbying Congress on behalf of the MPO’s of all sizes. Thomas Mazur reported that the drafts of the Bills should begin to be released within the next three to four weeks. Dan Reiff asked if staff had received a copy of the draft of the Transportation Bill. Thomas Mazur responded in the negative; staff was first notified of some of the Bill’s language at a meeting in Columbus with the Ohio Association of Regional Councils (OARC) last Friday. The Cincinnati MPO which encompasses three states, asked representative from the Ohio Department of Transportation (ODOT) to leave the room and then proceeded to inform the attending MPO representatives of what might be included in the new Transportation Bill. Roy Hollenbacher asked if the MPO was the parent organization for the Lima-Allen County Regional Planning Commission (LACRPC). Thomas Mazur responded that the LACRPC is chartered as a separate entity from the MPO but that approximately 75-85% of the funding received is channeled through the MPO and if the MPO is eliminated, so is the funding. Roy Hollenbacher asked if the MPO is eliminated would the LACRPC also be eliminated. Thomas Mazur responded that the LACRPC will not necessarily go away but the whole structure including the internal committee structure, would have to be restructured. Also, many of the reports such as the Spot Safety Curve Study that the LACRPC generate would no longer be completed. Thomas Mazur reported that the funds that the federal government

5. **STANDING COMMITTEES** (Continued)

d. **Transportation Coordinating Committee** (Continued)

allocates to the MPO for the local political subdivisions would also be lost. Thomas Mazur reported that if the MPO is eliminated staff is unsure what would happen to the Allen County Regional Transit Authority (ACRTA). If the MPO is eliminated the County would experience a sizeable reduction in services. Howard Elstro asked how the Executive Committee (EC) felt about sending a letter of support for the Transportation Bill to Congressman Jim Jordan with the exception of the portion of the Bill that eliminates MPO's fewer than 200,000 in population. Thomas Mazur replied that as the Board of the LACRPC/MPO or as a staff member, none can lobby an elected official pertaining to this or any other Bill. Other elected officials such as the Mayor or the County Commissioners can lobby another elected official about this or any other bill. Bruce Plumb stated that the local political subdivisions can send letters to our representatives. Thomas Mazur replied that local political subdivisions and elected officials can send letters. Mitchell Kingsley stated that a Board member that is also an elected official must sign any letter in their capacity as an elected official, not as a Board member. Chris Seddelemeyer asked if Mr. Oberstar is the author of the new Transportation Bill. Thomas Mazur replied that he is one of the authors, there are three or four others involved as well as committees. The largest impetus for this movement is not enough funds, not enough capacity and performance by the smaller MPO's.

**Motion 47 (05-26-11) EC**

Bruce Plumb made the motion to accept the TCC report and all motions and recommendations be approved. Seconded by Thomas Tebben; motion carried.

6. **OTHER COMMITTEE REPORTS**

a. **Citizens Accessibility Advisory Committee**

Thomas Mazur reported that the CAAC did not meet in May.

b. **Citizens Advisory Committee**

Thomas Mazur reported that the CAC did not meet in May.

7. **STAFF REPORTS**

a. **Clearinghouse Reviews**

Thomas Mazur reported that there were no Clearinghouse Reviews in May.

b. **Planning Assistance**  
**Information Assistance**

Staff reviewed Census redistricting data and the release of SF 1 data with Barry Bennett at the Ohio Department of Development (ODOD). Staff worked with emergency service personnel to develop an Evacuation Route Map for the City of Delphos. Staff continued to work with City of Lima personnel on possible ward redistricting mapping issues. Staff reviewed sanitary sewer hook-up contacts in Village of Harrod with Steve Kayatin. Staff reviewed the availability of stormwater sewers maps and drain locations with City of Lima Engineering personnel.

**Safe Communities**

Staff sent "Click It Or Ticket" Campaign planner information to the Ohio Department of Public Safety (ODPS) for concurrence. Staff continued to work with area partners, including media, to plan "Click It Or Ticket" seat belt campaign scheduled to be held on May 20. Staff facilitated an interview with Clear Channel regarding prom/graduation

7. **STAFF REPORTS** (Continued)

b. **Planning Assistance** (Continued)

safety. Staff distributed coupons from McDonalds to law enforcement with promo “I’m Bucklin’ It” to be distributed at area high schools. Staff conducted an Operation Lifesaver and Seat Belt Awareness presentation at Elida Driver Education; 69 students attending. Staff continued to work with The Promotion Company to promote seatbelt use at the 4 Wheel Jamboree held at the Allen County Fairgrounds pushing the “Click It Or Ticket” national seatbelt campaign. Staff continued to work on seatbelt awareness countermeasures with local low income apartment managers. Staff began to work on plans for motorcycle safety awareness campaign. Staff distributed educational awareness materials at St. Rita’s Medical Center employee safety fair. Staff continued to work with Mothers Against Drunk Driving to plan for Top Cop Banquet. Staff developed and taped traffic safety PSAs with Allen County Chiefs’ Association and NBC. Staff took bike helmets to St. Rita’s Medical Center for annual campaign. Staff gathered fatal crash data and sent media fatal press release. Staff forwarded training notice to local law enforcement from ODPS. Staff prepared for, attended, and completed follow up for Safe Community meeting. Staff met with coroner regarding Fatal Review Team meeting. Staff completed online narrative report. Staff completed reimbursement claim modifications.

**Environmental Planning**

Staff continued to work through data collection issues related to the Ottawa River Cleanup. Staff responded to request for supplies for Delphos and canal cleanups.

**Farmland Preservation**

Staff reviewed the impact of administrative personnel changes at the Ohio Department of Agriculture (ODA) Office of Farmland Preservation and membership on the Advisory Board. Staff reviewed meeting minutes of the ODA Farmland Preservation Advisory Board Meeting. Staff reviewed the availability of ODA funding for Clean Ohio Agriculture Easement Purchase Program for area farmland.

**Economic Development**

Staff collected, input and submitted cost of living data to the ACCRA Economic Research Institute.

**Housing**

Staff prepared for and attended a meeting of the area Housing Consortium. Staff requested the assistance of local social service agencies and city/county representatives in collecting housing data necessary to construct the Analysis of Impediments to Fair Housing report required by HUD as a condition of receiving Community Development Block Grant funding. Staff reviewed foreclosure data from Allen County Sheriff’s Office.

**Community Development Block Grant (CDBG) Program**

Staff continued to receive/input/issue/distribute CDBG funding from County Auditor to contractors and WSOS. Staff continues to monitor and facilitate requests for funding to WSOS. Staff reviewed the CHIP application with representatives of WSOS to assess CDBG funding from the state and chances of receiving said funding from ODOD. Staff reviewed Formula grants with representatives of Kohli & Kaliher, the City of Delphos and the villages of Elida and Spencerville. Staff researched timeline and scheduling of bid openings, prepared resolution language, prepared/sent legal notifications and reviewed the need for a project checklist. Staff attended a Public Hearing regarding the construction of a sanitary sewer collection system consisting of approximately 1,400 linear feet of 12” sanitary sewer lines, 5,885 linear feet of 8” force main, 7 manholes and

7. **STAFF REPORTS** (Continued)

b. **Planning Assistance** (Continued)

1 pump station to serve low to moderate income households in the Indian Village Mobile Home Park, within the Village of Ft. Shawnee to satisfy Ohio Environmental Protection Agency (OEPA) mandates to resolve septic discharges. It is a statewide competitive grant, Small Cities Water and Sanitary Sewer Program.

**Zoning Assistance**

Staff reviewed zoning requirements with a local consultant examining an ALTA survey of a manufacturing facility in Perry Township. Staff reviewed the variance process and outstanding issues relative to the Allen County Recyclers proposed facility located on South Dixie Highway. Staff worked with the City Prosecutors Office and Perry Township officials to prepare evidence for trial. Staff reviewed decision process, billing and implications of a recent rezoning case in Marion Township with Township officials. Staff reviewed a proposed variance in Auglaize Township with Township officials.

**Subdivision Regulations**

Staff continues to provide land development information to local realtors, developers, appraisers and property owners. Staff responded to 19 requests for information. Staff completed 10 exempted land divisions and 4 minor land divisions. Staff processed minor land divisions in American Township, Bath Township (2), Jackson Township (4), Marion Township, Perry Township and Spencer Township. Staff has been working with representatives of the Ohio Department of Transportation (ODOT) to facilitate land divisions required by the I-75 project including parcels: 118-WD; 119-WD; 120-WD; 122-WD1; 122-WD2; 134-WD; 135-WD; 137-WD; 144-WD; 145-WD; 147-WD; 3-WD; 83-E; 159-E; and, 86-WLR.

**Floodplain Management**

Staff continued to provide floodplain and floodplain-related information to local landowners, realtors, developers and appraisers; staff answered 21 questions related to same. Staff prepared, mailed and emailed FEMA Discovery Meeting notifications. Staff prepared draft Floodplain Management Regulations for the Village of Elida. Staff continued to review Volbert flooding case on Cool Road. Staff reviewed Loch Loman floodplain development with representatives of Kohli & Kaliher.

**Short Range Transportation Planning**

Staff worked with personnel from the Allen County Engineer's Office to address access management concerns at the intersection of Eastown Road & Elm Street. Staff responded to a request for information pertaining to Elm Street from Woodlawn to Cable in the City of Lima. Staff developed a corridor level of service (LOS) of SR 309 at the request of the Village of Elida. Staff attended Spencerville Safe Routes to Schools meeting in the Village of Spencerville and worked to gather supporting information. The Draft Spencerville Safe Routes to School Plan was reviewed with representatives of the Allen County Engineer's Office and the Village of Spencerville. Staff worked with local stakeholders including the Allen County Commissioners, Allen County Engineer, Shawnee Township, the Public Utilities Commission of Ohio (PUCO), Ohio Rail Development Commission (ORDC), and Ohio Department of Transportation (ODOT) District 1 personnel to address the condition of the railroad grade crossing located on Buckeye Road near the Joint Systems Manufacturing Center. Staff attended ODOT District 1 Government Day presentation. Staff reviewed and prepared a functional class map for the City of Delphos. Staff completed the NCHRP 8-83 survey. Staff modified work program elements to reflect comments from ODOT Central and District offices. Staff prepared new tables for the Draft FY 2012 Unified Planning Work Program (UPWP)

7. **STAFF REPORTS** (Continued)

b. **Planning Assistance** (Continued)

to include the line to line transfers that were approved. Staff prepared and posted final FY 2012 UPWP to the Agency website. Agency training opportunities were reviewed with respect to that being made available by the Ohio Department of Development (ODOD) and the Ohio Department of Natural Resources (ODNR). Staff also reviewed training available through ODOT and NHI training opportunities. Staff mapped the Agency delegates and committee structure to monitor compliance with Title VI requirements. Staff reviewed and drafted a revised Title VI Plan. Staff met with the Allen County Equal Employment Opportunity Counselor to assess Title VI requirements. Staff identified and reviewed Ohio's historically black college curricula for recruitment purposes. The Public Participation Plan (PPP) was reviewed as to meeting its stated objectives. Staff reviewed and quantified survey responses targeting the Agency newsletter, its content and formatting. Committee delegate's attendance was assessed. Staff activities and visitation was documented. Staff corrected email addresses on PPP mailing lists. Staff prepared, forwarded and discussed Memorandums of Understanding (MOU) between local political subdivisions and the Regional Planning Commission acting as the Metropolitan Planning Organization (MPO) for the region. Staff reviewed and addressed ODOTs audit letters. Staff prepared and posted meeting agendas to the Agency website. Staff placed meeting minutes and committee rosters on the Agency website.

**Transportation Improvement Program (TIP)**

Staff continued to work with local stakeholders about projects and funding availability in FY 2010 as well those future years. Staff continued to review available funding with ODOT District personnel questioning the inclusion of such funding for sidewalks in the SR 81 and SR 309 projects. Staff reviewed available funding with Allen County Regional Transit Authority (ACRTA) personnel who have requested additional funding to meet a demand for services and replacement of capital rolling stock. Discussions ensued with the City of Delphos, the Village of Elida, the Village of Cairo and Shawnee Township. Staff met with local District personnel to review the status of individual LPA projects. Staff reviewed the timeline for the Delphos Sidewalk Project and forwarded concerns over delays encountered. Staff met with representatives of ODOT, Fanning & Howey and the Village of Elida to discuss the Elida/Dutch Hollow roads drainage issues. Staff addressed and finalized all amendments to tie down the FY 2008-2011 Transportation Improvement Program (TIP) and to finalize the Draft FY 2012-2015 (TIP) based on the comments of ODOT Central Office. Staff reviewed and integrated comments to the Draft FY 2012-2015 TIP and coordinated responses to such comments with ODOT District personnel prior to finalization of the Draft TIP. Staff prepared and posted the Final Draft FY 2012-2015 TIP to the Agency website.

**Transportation Planning - Surveillance**

In an attempt to secure federal safety funds, staff reviewed a dozen horizontal curve locations where crash rates suggested possible problems. Staff documented the average daily traffic at specific locations near the horizontal curves to establish traffic volumes and 85<sup>th</sup> percentile speeds. Staff utilized CGAT software to analyze crash data. Staff prepared the collision diagrams predicated on field reviews and crash diagrams contained in the OH-1 Reports. Based on the available data and preliminary assessments, staff selected 4 curve locations for further study. Staff analyzed horizontal curves on Dutch Hollow Road between SR 81 and SR 309; Napoleon Road between the villages of Lafayette and Beaverdam; North Street between Perry Street and Dana Avenue; and, Zurmehly Road just west of Meadow Lane. The Draft report was presented to the Transportation Advisory Committee and the Transportation

7. **STAFF REPORTS** (Continued)

b. **Planning Assistance** (Continued)

Coordinating Committee. Comments received from LJB regarding the Draft analysis were addressed with warranted comments integrated into the final Draft. The Draft document was forwarded to ODOT District Safety Review Team for their consideration of possible funding. Staff continued to compile data necessary to complete the High Water/Adverse Weather Assessment. Staff documented the adverse weather crashes and resultant crash rates on the functional classification system to identify increased rates as compared to state averages on similarly classified roads. Staff worked with personnel of the County Engineer to review hydrology/ponding on/near rural roadways, necessary drainage improvements and associated costs. Staff reviewed traffic crash data and ODOT's GCATS software inconsistencies with those of the TSASS service provider. Staff discussed receipt of existing traffic data for Highway Performance Monitoring System (HPMS) data/programming with ODOT Central Office personnel. Staff reviewed the pending acquisition of new tube counters from ODOT Central Office personnel to assist with the HPMS data collection process. Staff conducted traffic counts at the following locations: Elizabeth & High; and, Central & Eureka. Staff documented turning movements at the following intersection locations: St. Johns & Second; Central & Eureka; Grand & West; Jameson & Market; Main & High; Napoleon & Harding; Grand & Cole; and, Baxter & Grand. Staff reviewed the level of service (LOS) at the following intersection locations: Elm & Cable, Elm & Woodlawn and Greenlawn & Elida. Staff compiled the corridor level of service for the AM, NOON and PM peak hours on the following corridors: Wapak Road, A/A/A; Sugar Street, B/B/C; Jameson Avenue, B/B/B; Elizabeth Street, C/C/C; Ft. Amanda Road, A/A/A; State Road (E of Gomer), A/B/A; High Street, C/D/D; Union Avenue, C/C/C; Main Street, C/C/C; SR 115, A/A/A; Landeck Road, A/A/A; Robb Avenue, C/C/C; Piquad Road, A/A/A; McClain Road, A/A/A; Hanthorn Road, C/B/B; Rousch Road, B/B/B; Mumaugh Road, A/B/C; Grubb Road, A/A/A; and, Grove Road, B/B/C. Staff prepared and placed the Draft Horizontal Curve Study on the Agency website. Staff prepared and placed the CSX Railroad Safety Assessment on the Agency website.

**Long Range Transportation Planning**

Staff worked with representatives of the Allen County Health Department, the Johnny Appleseed Metropolitan Park District, the City of Lima and the Heartbeat of Lima Neighborhood Association to further the development of the Ottawa River Walkway. Staff worked on bike/pedestrian plan. Staff attended meeting with Allen County Health Department and other stakeholders about ped/bike built environment. Staff requested 2030 model LOS based on V/C ratio from ODOT Central Office. Staff reviewed mile markers, brochures and placards for the corridor. Staff reviewed bicycle elements in the 2030 Transportation Plan by Traffic Analysis Zone (TAZ). Staff reviewed/revised Draft long range bike/ped component. Staff worked to integrate the newest census tabulations into the Census Transportation Planning Package (CTPP). Staff reviewed and analyzed PL 94-171 Summary File with ODOT personnel to ensure that TAZ boundaries were adjusted to reflect actual census block geographies. Staff participated in the CTPP Data Access Software Basics Webinar as well as the Census: Educational Attainment Webinar. Staff worked to assess the availability of work/commute trips available from the American Community Survey (ACS). Staff reviewed population and housing count data by block for the City of Lima, the City of Delphos and the Village of Bluffton with special emphasis taken to include those portions of Delphos and Bluffton located outside of the Allen County corporation limits. Staff compiled and prepared a Marion Township Land Use Map. Staff continued to compile historical data to generate population, housing and land use consumption patterns for Allen County as well as the Village of Bluffton and the Village of Ft. Shawnee. Staff reviewed land use projections and Synchro applications in

7. **STAFF REPORTS** (Continued)

b. **Planning Assistance** (Continued)

both Bluffton and Ft. Shawnee with ODOT Central Office personnel. Staff reviewed land use density issues and assembled comprehensive plan elements. Staff reviewed Bluffton land use density and subdivision design standards. Staff reviewed the MORPC publication on density and design. Staff reviewed the Smart Code manual to assess building densities and lot coverage recommendations in certain built-out scenarios. Staff met with Village of Elida administrators and ODOT District personnel to review village demographics, infrastructure needs and future plans. Staff finished and posted the Spencer/Spencerville Comprehensive Plan to the Agency website.

**Specialized Transportation Program**

With ODOT personnel and fellow Ohio Public Transit Association members, staff reviewed the possibility to transfer levy funding between coordinating agencies to generate additional local match funding to attract federal financial support available from the Federal Transit Administration. Staff reviewed current funding and operating characteristics with the Transit Authority. Staff reviewed the availability of CMAQ monies to support local vehicle acquisitions. Staff reviewed request for CMAQ monies from ACRTA. Staff reviewed and forwarded vehicle inventory sheet to EMA and to all FACTS membership. Staff responded to queries from ACRTA and ACBDD. Staff met with Area Agency on Aging, United Way and the Transit Authority to address coordination efforts. Staff worked to integrate amendments to the local Public Transit-Human Services Transportation Coordination Plan and prepared revised document for the Agency website.

**Transit Planning**

Staff facilitated paperwork for a random drug draw for the Transit Authority. Staff worked up ridership productivity factors required for operational profiles. Staff continued to finalize the Transit Authority's fixed route ridership survey. Staff reestablished the ADA mandated complementary paratransit service area from existing routes and examined the geography of Zone 1 and Zone 2. Staff undertook an analysis of fixed route mileage. Staff reviewed the ACRTA vehicle fleet. Staff reviewed the status of vehicle dispositions and the need for new vehicles to match services requested as well as other capital needs. Staff met with Transit Authority and Area Agency on Aging representatives regarding the local coordination efforts and funding streams. Staff reviewed levy language in an attempt to discern possible funding for transportation.

**Motion 48 (05-26-11) EC**

Howard Elstro made the motion to accept the Planning Assistance Report. Seconded by Thomas Tebben; motion carried.

8. **OLD BUSINESS**

Thomas Mazur reported that staff is slowly moving back into the water damaged offices. The roof has been repaired. The church next door allowed the LACRPC to wrap the wall with the same material that is on the roof. The church repaired the window that jutted out over the LACRPC's roof; the window no longer juts out over the roof. Roy Hollenbacher asked if the same roofing contractor that originally replaced the roof was the same contractor that did the repairs. Thomas Mazur responded in the affirmative. Roy Hollenbacher asked if GEM Industrial completed any repairs. Thomas Mazur replied that GEM Industrial placed the caps on the roof drains to catch debris.

9. **NEW BUSINESS**

None.

10. **ADJOURMENT**

**Motion 49 (05-26-11) EC**

Dick Accountius made the motion that the meeting be adjourned. Seconded by Bruce Plumb; motion carried.

Submitted by:

Accepted by:

\_\_\_\_\_  
Signature/Secretary

\_\_\_\_\_  
Signature/RPC President

Date: \_\_\_\_\_

Date: \_\_\_\_\_