

## TRANSPORTATION COORDINATION COMMITTEE

July 28, 2011

There was a **Transportation Coordination Committee** meeting of the Lima-Allen County Regional Planning Commission held on **Thursday, July 28, 2011**, at **3:00 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 TCC minutes – June 23, 2011
3. RTA Report
4. Transit Operational Analysis and Management Plan
5. FY 2012-2015 Transportation Improvement Program - Amendments
6. Other
7. Adjournment

A quorum being present, Larry Vandemark brought the meeting to order and proceeded with the agenda.

### 1. **ROLL CALL**

Mr. Gregory Berquist	City of Delphos
Ms. Rosann Christian	Allen County Regional Transit Authority (in for Shelley Gould)
Mr. Timothy Piper	Allen County Engineer's Office
M6. Charles Schreck	Ohio Department of Transportation
Mr. Thomas Tebben	City of Lima
Mr. Larry Vandemark	American Township

### **STAFF**

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

### 2. **APPROVAL OF TCC MINUTES – June 23, 2011**

#### **Motion 69 (07-28-11) TCC**

Gregory Berquist made the motion that the TCC minutes of June 23, 2011 be approved. Seconded by Thomas Tebben; motion carried.

### 3. **RTA REPORT**

Marlene Schumaker reported that the Allen County Regional Transit Authority (ACRTA) will soon be involved in a Triennial Review which will be conducted by the Federal Transit Administration (FTA). Thomas Mazur reported that the Triennial Review is a 3-year review where the FTA reviews everything that ACRTA has done over the past three years. ACRTA has re-written several internal policies in preparation for the upcoming Triennial Review. Marlene Schumaker reported that ACRTA is building up the fleet in anticipation of new contract services with the Allen County Board of Developmental Disabilities (ACBDD) that are scheduled to begin in late August or early September. Rosann Christian reported that the new routes will go to the Village of Bluffton, Shawnee, the Village of Harrod and the Brower Road area. The Stratagen units should be received by ACRTA sometime next week and will be installed shortly thereafter. The training for the use of the units will be in September as ACRTA is in the midst of hiring and training some new employees.

3. **RTA REPORT** (Continued)

**Motion 70 (07-28-11) TCC**

Charles Schreck made the motion to approve the RTA report. Seconded by Timothy Piper; motion carried.

4. **TRANSIT OPERATIONAL ANALYSIS AND MANAGEMENT PLAN**

Thomas Mazur reported that the Lima-Allen County Regional Planning Commission (LACRPC) works under a Memorandum of Understanding (MOU) with ACRTA to complete many of ACRTA's technical reports for the agency. Thomas Mazur reported that at June's meeting the Committee received a portion of the Draft FY 2012-2016 Transit Operational Analysis and Management Plan (TOA). Staff has worked to align the Coordination Plan, the Transportation Improvement Program (TIP) and the Transit Operational Analysis and Management Plan; all three documents must support each other. If a change is made in one document, a change must be made in the other two documents. The TOA must support the TIP capital improvement schedule in the TIP and integrate issues within the Public Transit-Human Services Transportation Coordination Plan (Coordination Plan). Thomas Mazur reported that the Citizens Accessibility Advisory Committee (CAAC) made recommendations to the capital improvement schedule at July's meeting. The types of vehicles that the local non-profit agencies require are changing with the available funding streams and their missions. Thomas Mazur reported that the Children's Developmental Center (CDC), a local non-profit agency that deals with children with physical disabilities such as Cerebral Palsy, is losing its van. The Ohio Department of Transportation (ODOT) is taking the agency's van because the agency did not meet the mileage requirements. Marlene Schumaker reported that the van is a 2001 Ford modified van. Thomas Mazur reported that the van has approximately 38,000 miles and is in excellent condition. The children that the CDC works with must now be transported by their parents or another local social service agency such as LACCA. Thomas Mazur reported that a Specialized Transportation Program (STP) vehicle cannot be ordered unless it is in the Coordination Plan and the TOA. Table 76 reflects the vehicles that ACRTA and the local non-profit agencies believe they will require over the next four years. The Operational Analysis for ACRTA is "constructed" from Table 76 of the Coordination Plan; the Operational Analysis must be fiscally constrained. The "wish-list" of vehicles for the local non-profit agencies is then added to the TIP which also must be fiscally constrained. Marlene Schumaker reported that once all three elements are in place resolutions can be written, the resolutions are included in the State Transportation Improvement Program (STIP) and then the funds can be allocated. Larry Vandemark stated that it was a shame that a van that has been used to help disabled children get back and forth to valuable programs is being repossessed. Thomas Mazur replied that the CDC did not utilize the van to its fullest potential. Marlene Schumaker responded that staff would like to see the van remain within the community. Marlene Schumaker reported that staff will be getting two fair market value estimations on the van and then, depending on the valuation, another local non-profit agency may be able to purchase the van from the CDC for 20% of the fair market value as long as fair market value is below \$5,000. Thomas Mazur reported that staff had analyzed the data for Sections 1, 2, 3 and 4 of the Operational Analysis but had difficulty compiling a capital improvement schedule for Section 5 that ACRTA could financially support. ACRTA, ACBDD, the Area Agency on Aging-3 (AAA-3) and Delphos Senior Citizens (DSC) have a coordination agreement and provide trips for each other. The ACBDD is trying to get out of the transportation business completely. ACRTA does not yet have all of the correct vehicles to accommodate all of ACBDD's trips or clients which made assembly of the capital improvement schedules so difficult. Marlene Schumaker reported that the buses that ACRTA runs do not have the ability to install child restraint systems to the seats; the buses also cannot accommodate car seats. ACBDD also requires specialized harnesses with some of the seats for certain clients which ACRTA buses cannot

**4. TRANSIT OPERATIONAL ANALYSIS AND MANAGEMENT PLAN (Continued)**

accommodate. Another issue is how many wheelchairs that the buses can accommodate; larger buses can accommodate three or four wheelchairs in the front of the bus. Marlene Schumaker reported that the vehicles that ACRTA is requesting to purchase contain the child restraint systems in the rear seats of the vehicles and car seats can be utilized. ACRTA will be beginning four new contract service routes for ACBDD in late August. Thomas Mazur reported that the number of persons on the route changes as the client's move which can affect the vehicles required because of seating capacity. Marlene Schumaker reported that ACRTA will have to be able to pick up the ACBDD clients no matter where they may be located. Also, ACRTA must pick up and transport the client within an approximate 90 minute window. Originally, ACRTA was looking to purchase smaller vehicles but due to the time constraints and certain regulations, ACRTA has decided that mid to heavy-duty transit vehicle would be better suited for the new contract service routes. ACRTA requested vehicles by number of passengers to allow for more flexibility. Marlene Schumaker reported that in June the TCC and the Executive Committee (EC) approved to the use of MPO CMAQ monies for the purchase of three new buses in FY 2012 and FY 2013. ACRTA no longer requires the buses; the ACRTA requires the medium to heavy-duty transit vehicles. Charles Schreck asked if there were no other funds that ACRTA was utilizing for the contract service routes. Marlene Shumaker replied that ACRTA is utilizing Jobs Access Reverse Commute (JARC), New Freedom, and Clean and Green funds as well as some left over American Recovery and Reinvestment Act (ARRA), G-467 which are grant monies that ACRTA received in 2004 and was not able to spend the entire amount. Marlene Schumaker reported that all of the vehicles requested for FY 2012 and FY 2013 will be funded with 100% federal monies, no local match required. Charles Schreck asked if the CMAQ funds requested has changed. Marlene Schumaker replied in the negative; the vehicle types and numbers of vehicles is what have changed. Marlene Schumaker reported that three resolutions need to be passed; one for \$145,000 using Clean and Green monies; a motion to change from three buses to one bus and four medium to heavy-duty transit vehicles with the CMAQ monies allocated to remain the same, only vehicle types have changed. Marlene Schumaker reported that the number of cars requested has also been decreased but the list still contains a few as ACRTA anticipates being able to use a car to transport ambulatory passengers. Thomas Mazur reported that staff has been made aware of possible grant monies for the transportation of veterans and ACRTA may be able to utilize these funds at a later date. Thomas Mazur reported that Section V has not changed drastically. The first portion positions ACRTA to be able to go after additional grant monies in an effort to extend service to the more rural areas of Allen County. On page 2, all of the objectives under Goal 1 were accomplished. Goal 2 was a mixed bag, one objective was accomplished, four were not attempted and two were in the process of being accomplished. Wording in red are additions to the text. Goal 3 and 4 were both a mixed bag. The objectives under Goal 5 were accomplished. Goal 6 represents the utilization of the fixed route and the objectives fell short. The lack of marketing is the main reason. Goal 7 is new but ACRTA met all of the objectives under this goal. Thomas Mazur reported that Table 18 reflects the FY 2005-2010 Capital improvement Program for ACRTA and the items in red depict ARRA funds of which some have been carried over. Table 19 depicts the Proposed Capital Improvement Schedule for ACRTA for FY 2012-2016. As the Committee can see, there is nothing in FY 2016 as ACRTA has no local match. Marlene Schumaker asked for a motion to approve a resolution accept Table 76 being incorporated into the locally developed Public Transit-Human Services Transportation Coordination Plan.

**Motion 71 (07-28-11) TCC**

Thomas Tebben made the motion to accept Table 76 to be incorporated into the locally developed Public Transit-Human Services Transportation Coordination Plan. Seconded by Timothy Piper; motion carried.

**4. TRANSIT OPERATIONAL ANALYSIS AND MANAGEMENT PLAN (Continued)**

Thomas Mazur requested a motion to accept Section V of the Transit Operational Analysis and Management Plan.

**Motion 72 (07-28-11) TCC**

Gregory Berquist made the motion to accept Section V of the Transit Operational Analysis and Management Plan. Seconded by Thomas Tebben; motion carried.

Thomas Mazur reported that once Table 17 is amended and ACRTA finalizes the capital acquisitions, a final document will be compiled and resubmitted to the Committee.

**5. FY 2012-2015 TRANSPORTATION IMPROVEMENT PROGRAM - AMENDMENTS**

Marlene Schumaker reported that all of the changes to Table 2, Table 7, Table 8 and Table 14 as well as Table 76 must be included in the FY 2012-2015 Transportation Improvement Program (TIP) and submitted to ODOT for review and comment. Marlene Schumaker presented a packet of the above referenced tables to the Committee and reported that at the bottom of Table 2, the Shawnee Road Project was added. ODOT submitted changes to the Shawnee Road Project for FY 2012; the rest of the project is scheduled for FY 2014. Charles Schreck reported that the detailed design sub-phase was originally scheduled for FY 2011 and is now scheduled for FY 2012. The detailed design sub-phase was included in the FY 2008-2011 TIP and must be included in the FY 2012-2016 TIP due to the change. Marlene Schumaker reported that Table 7 was amended to match all of the changes to Table 76 pertaining to the CMAQ funds for ACRTA for a bus in FY 2012, a van in FY 2013. Marlene Schumaker reported that Table 8 reflects the funding distribution for projects. Marlene Schumaker reported that Table 14 reflects the changes to PID 77305 and PID 90954 which are highlighted in yellow. Items for FY 2012 were added to PID 77305 as well as an additional \$738,838 was added to STP funds and \$311,989 in federal funding was removed. The local funds were reduced by \$429,808 and CMAQ funds were reduced by \$558,720. The overall project was reduced by \$72,497. Marlene Schumaker reported that under PID 90954 Safe Routes to Schools (SRTS) funding was added. Timothy Piper reported that the Allen County Engineer's Office (ACEO) is not the agency sponsoring this project; the village is the sponsoring agency. Marlene Schumaker requested a motion for Authorization to Amend the FY 2012-2015 Transportation Improvement Program (TIP) to move FY 2011 funds into FY 2012 for PID 77305 ALL Shawnee Road.

**Motion 73 (07-28-11) TCC**

Thomas Tebben made the motion to approve the Authorization to Amend the FY 2012-2015 Transportation Improvement Program (TIP) to Move FY 2011 Funds into FY 2012 for PID 77305 ALL Shawnee Road. Seconded by Gregory Berquist; motion carried.

Marlene Schumaker requested a motion for Authorization to Amend the FY 2012-2015 Transportation Improvement Program (TIP) to Modify PID 91542. This amendment is to modify the purchase of 3 buses to 1 bus and 4 medium/heavy-duty transit vehicles for ACRTA.

**Motion 74 (07-28-11) TCC**

Thomas Tebben made the motion to approve the Authorization to Amend the FY 2012-2015 Transportation Improvement Program (TIP) to Modify PID 91542. Seconded by Gregory Berquist; motion carried.

**5. FY 2012-2015 TRANSPORTATION IMPROVEMENT PROGRAM – AMENDMENTS**

(Continued)

Marlene Schumaker requested a motion for Authorization to Amend the FY 2012-2015 Transportation Improvement Program (TIP) to change funding PID 90954 ALL SRTS Elida Sidewalks.

**Motion 75 (07-28-11) TCC**

Timothy Piper made the motion to approve the Authorization to Amend the FY 2012-2015 Transportation Improvement Program (TIP) to Change Funding PID 60654 ALL SRTS Elida Sidewalks. Seconded by Gregory Berquist; motion carried.

Marlene Schumaker requested a motion to a request from the Allen County Regional Transit Authority for \$145,865 of Clean and Green Funds. These funds will be used to replace two transit vans at 100% federal. These funds do not have to flow through the TIP but are considered CMAQ funds. The funds must be run through the MPO and the MPO must support the application for the funds.

**Motion 76 (07-28-11) TCC**

Thomas Tebben made the motion to approve the Support to a Request from the Allen County Regional Transit Authority for \$145,865 of Clean and Green Funds. Seconded by Timothy Piper; motion carried.

**6. OTHER**

Timothy Piper asked if the federal government fails to come to an agreement on the debt ceiling issues, how it would affect the LACRPC. Marlene Schumaker replied that it would not affect the LACRPC immediately. It could affect the Community Development Block Grant (CDBG) payments. Timothy Piper asked if the ACEO completes a project for ODOT and turns in an invoice, can the ACEO expect to receive payment. Marlene Schumaker replied that if ODOT has already allocated the funds for the project, the ACEO should receive payment upon completion.

**7. ADJOURNMENT**

**Motion 77 (07-28-11) EC**

Gregory Berquist made the motion that the meeting be adjourned. Seconded by Timothy Piper; motion carried.