

## TRANSPORTATION COORDINATING COMMITTEE

March 22, 2018

There was a **Transportation Coordinating Committee** meeting of the Lima-Allen County Regional Planning Commission held on **Thursday, March 22, 2018**, 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 – February 22, 2018
3. Acceptance of TAC minutes – March 20, 2018
4. ACRTA Report
5. Final Draft FY 2019 Unified Planning Work Program (UPWP)/Title VI Program
6. 2040 MTP – TAZ Assignments & Project Updates
7. FY 2018-2021 Transportation Improvement Program Amendments
8. Other
9. Adjournment

A quorum being present, Doug Post brought the meeting to order and proceeded with the agenda.

### 1. **ROLL CALL**

Mr. Shane Coleman	City of Delphos
Mr. Kevin Cox	Perry Township
Mr. Doug Post	Amanda Township
Mr. Dan Reiff	Allen County
Mr. Brion Rhodes	Allen County Engineer's Office
Mr. Charles Schreck	Ohio Department of Transportation District One
Mr. Dick Schroeder	Allen County Regional Transit Authority
Ms. Chris Seddelmeyer	Shawnee Township
Mr. Thomas Tebben	City of Lima
Mr. Larry Vandemark	American Township

### **GUESTS**

Ms. Shelia Haney	Allen County Regional Transit Authority
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### **STAFF**

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

### 2. **APPROVAL OF TCC MINUTES – February 22, 2018**

#### **Motion 16 (03-22-18) TCC**

Chris Seddelmeyer made the motion that the TCC minutes of February 22, 2018 be approved. Seconded by Shane Coleman; motion carried.

**3. ACCEPTANCE OF TAC MINUTES – March 20, 2018**

**Motion 17 (03-22-18) TCC**

Dan Reiff made the motion that the TAC minutes of March 20, 2018 be accepted. Seconded by Dick Schroeder; motion carried.

**4. ACRTA REPORT**

Shelia Haney reported that each Committee member should have a packet and stated that the Allen County Regional Transit Authority (ACRTA) still has its trolley and anticipates the trolley being used for more weddings, etc. this year. RTA has begun scheduling events for the trolley. Any party that rents the trolley must remember that the trolley is a 1991 diesel vehicle and there are windows that do not work, it does smell as it runs and the seats are not comfortable. RTA staff continues to conduct presentations throughout the community. RTA staff made a presentation at Bluffton University for some adult students this week. The students were very interested in transit and the impact it can have on the community. The students are working on a video for social media about RTA. Shelia Haney requested that Committee members go to the RTA Facebook (FB) page and Like them as part of RTA's social media outreach to build an audience on FB. RTA has hired a Media Manager to keep the RTA FB page updated. RTA's FB page will have some interesting information. Shelia Haney reported that RTA continues to lose riders. The February ridership numbers are included in the packet. RTA's fixed route (FR) lost over 10,000 riders in January and approximately 11,000 riders in February. The Uplift contract services are used for match funds for federal grants monies and in February, RTA noticed a decline in ridership. The Americans' with Disabilities Act (ADA) ridership increased by over 427 rides in January and 301 riders in February. Even with all of the cuts to FR routes, many of the ADA approved riders that rode the FR have moved back to the Demand Response Service which costs the Agency more to operate than the FR service, therefore, RTA really is not saving any money. Shelia Haney reported that the 2 capital projects in red were pending projects that were from early 2017. The 2 35' Gillig buses purchased with Ohio Transit Preservation Partnership Program (OTPPP) grant monies at 100% arrived today; a picture of one of the buses is included in the packets. The electronic fare boxes purchased with a 2017 OTPPP grant at 100% are being installed in the buses this week. The electronic fare boxes will help RTA keep more accurate records of the fares collected on the buses; no more Chuckie Cheese tokens, torn dollar bills, Canadian coins, etc. Shelia Haney reported that RTA is still actively looking for grant funds to complete the parking project. The concrete over the fuel tanks near the garage has begun to collapse and needs replaced. RTA has been looking for grant funds to replace the concrete and was just informed that the Ohio Department of Transportation (ODOT) has some emergency fund monies available that can be used for this project. ODOT will be awarding \$100,000 to RTA to fix the collapsing concrete. Shelia Haney reported that the Federal Transit Authority (FTA) Triennial Review for 2017 has now been completed. Some training of the drivers for Drug and Alcohol needs to be conducted. The State Audit for 2016 continues. The NTD Annual Reports which are used to determine the amount of grant funds that RTA receives. Doug Post asked if RTA receives more grant funds from mileage or ridership numbers. Shelia Haney replied that the funding is based on a formula using both ridership and mileage. This year RTA will be alright but the next NTD Annual Reports will include the decreases in mileage and ridership which will reduce the amount of grant monies that RTA will be awarded. Shelia Haney reported that RTA received a Risk Management Audit and the only weaknesses noted were related to IT. Last year, RTA had a server that failed and was replaced. RTA does have firewalls and other types of security installed. RTA has contacted a company in Wapakoneta to request an assessment of the agency's computer systems and present a recommendation to RTA. Shelia Haney reported that there were some accidents in January and February but the majority were weather related. Shelia Haney reported that RTA updated its Drug and Alcohol Policy and

4. **ACRTA REPORT** (Continued)

its Maintenance Plan and the RTA Board has approved the updates. Doug Post stated that there was an article in the Lima News about an RTA bus driver that stopped his bus and saluted as a military funeral went past. Shelia Haney reported that RTA has 5 or 6 veterans as drivers and stated that this is not the first time a bus driver that is a veteran has stopped their bus and saluted.

**Motion 18 (03-22-18) TCC**

Dick Schroeder made the motion to accept the ACRTA report. Seconded by Chris Seddelmeyer; motion carried.

5. **FINAL DRAFT FY 2019 UNIFIED PLANNING WORK PROGRAM (UPWP/TITLE VI PROGRAM)**

Thomas Mazur reported that in February the TCC received the initial draft of the work program. The UPWP provides the rationale and justification for the use of federal and state funding. The UPWP also identifies all of the MPO's funding sources for both RTA and the Lima-Allen County Regional Planning Commission (LACRPC). The Ohio Department of Transportation (ODOT), Federal Highway Administration (FHWA) and FTA have all reviewed this document. Staff received comments from ODOT relative to inserting Project Identification (PID) numbers in the FY 2019 UPWP and adding the FY 2018 Completion Report as a deliverable. Staff also received comments from FHWA and FTA relative to the number of TBD's (To Be Determined) within Draft the document and reflected the pending Committee make up. Thomas Mazur reported under Subcategory 605.8, there were no paragraphs. Staff also highlighted in yellow text which represents the changes made to the Draft document. Thomas Mazur reported that changes were made to the Title VI portion of the document. The RPC has a Public Participation Plan (PPP) in place as part of the Environmental Justice (EJ) analysis and Title VI. Thomas Mazur reported that the TCC discussed the Limited English Proficiency (LEP) population in February. If there is less than 5% of an LEP population within the local geography, documents do not necessarily have to be translated into the language of the LEP population. The map on page 64 reveals that the City of Delphos has a block group (Census Tract 140, Block Group 2) that contains approximately 21.6% Spanish speaking persons according to ACS data. Projects in Delphos may require more outreach to the LEP populations. Dan Reiff asked if the outreach is determined by the particular population or by the geographic area. Thomas Mazur replied that the outreach is determined by the geographic area coupled with the percentage of the population that is LEP. Dan Reiff asked if the process follows the project. Thomas Mazur replied in the affirmative and said that the process follows a project in a geographic area with an LEP above 5 percent. Thomas Mazur reported that Title VII of the Civil Rights Act referenced on page 65 looks at unlawful employment behaviors. Thomas Mazur reported that the 2040 Long Range Transportation Plan (LRTP) update, ADA Transition Plans and the FY 2018-2021 Transportation Improvement Program (TIP) all must be completed this year making this a busy year for staff.

**Motion 19 (03-22-18) TCC**

Kevin Cox made the motion to approve the Final Draft FY 2019 Unified Planning Work Program (UPWP)/Title VI Program and all motions and recommendations be approved. Seconded by Chris Seddelmeyer; motion carried.

6. **2040 MTP – TAZ ASSIGNMENTS & PROJECT UPDATES**

Thomas Mazur reported that staff continues to work on the 2040 Long Range Transportation Plan (LRTP) and staff requests any projects and the years requested for beginning be

**6. 2040 MTP – TAZ ASSIGNMENTS & PROJECT UPDATES (Continued)**

forwarded to the RPC for review and programming. Thomas Mazur reported that there is a Travel Demand Model which reflects smaller geographic boundaries that contain socio-economic and economic data pertaining to the approximately 400 Traffic Analysis Zones (TAZ's). Staff is working to update the data to 2016. At this time, staff is working on the City of Delphos and Perry Township. The first map reveals the 2016 Baseline TAZ's for the City of Delphos based on employment, changes in population and household size. The table on the next page reveals the data on the various changes in employment, population and household size. Staff has been reviewing housing starts, housing demolitions and housing fires. The map of population data is predicated on household size, the block and block group populations. Staff has utilized QCEW data to determine employment numbers. Thomas Mazur reported the 2040 LRTP and the Transportation Improvement Program (TIP) projects can only be funded with federal monies if identified as a higher order roadway on the federal functional classification system. The next set of maps reveals roadways within the City of Delphos on the federal functional classification system. Thomas Mazur reported that the table included in the packet contains projects requested/proposed by the City of Delphos as well as other pertinent information. Staff has been reviewing the Volume to Capacity (V/C) ratios, the number of crashes and the crash rates. Staff is also looking at the speed and delay studies to determine where problems exist and why they exist. The Metropolitan Transportation Plan that the RPC is preparing will be based on performance measures. Thomas Mazur reported that the packet contains maps of the AM, NOON and PM peak hours and where the problems occur. Staff is also reviewing the locations and severity of the crashes. Thomas Mazur reported that the final set of maps depict the projects within the City of Delphos. If a roadway is not on the federal functional classification, the City of Delphos is responsible for that project. The Fifth Street Project began as an ODOT resurfacing project but due to the US Bike Route that will be located on Fifth Street, the traveled way including driving lanes, sidewalks; curbs and gutters need to be addressed as well. Thomas Mazur reported that the project has morphed from a project costing approximately \$560,000 to a project with projected costs of approximately \$9.9 million that reflects a road diet from 4 to 3 lanes with a two-way left turn lane, bike lanes, wider sidewalks, signals removed and new storm drains installed. The City of Delphos has proposed that next year when ODOT repaves Fifth Street that the street will be stripped for the 3 lanes with the bike lanes. Thomas Mazur reported that the heavy black lines on the maps represent the bike routes. Thomas Mazur reported that the City of Delphos has had no serious injury crashes over the last 3 years. The Level of Service (LOS) established by the volume to capacity ratio is predicated on the speed limit of the route itself, signals, lanes lane width, on-street parking, etc. The table on the 11x17 sheet of paper contains information on ODOT and local projects. Dick Schroeder asked who determines the boundaries of a TAZ. Thomas Mazur replied that ODOT determines the TAZ boundaries; ODOT attempts to include areas of similar character in a TAZ. Dick Schroeder asked if block group is used to help determine a TAZ. Thomas Mazur replied that in general, yes but sometimes Census tract and block level data is used. Sophia Finlayson-Schueler stated that any new block group data will not be available until after the 2020 Census. Thomas Mazur reported that staff has also been working with Perry Township especially in reference to the intersection of SR 65 and Breese Road where a fatal crash occurred 2 years ago. Larry Vandemark asked if there were certain conditions to be met in order for an LED stop sign to be installed. Thomas Mazur responded in the affirmative. Larry Vandemark asked if the LED stop signs have reduced the number of crashes at the intersections where they have been installed. Brion Rhodes replied that they have not necessarily reduced the number of crashes and stated that if someone is going to run the stop sign, then they will run it. No action required.

**7. FY 2018-2021 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS**

Thomas Mazur reported that there are several resolutions that require action by the Committee. The packet includes a copy of Table 6. Thomas Mazur reported that the Committee will need to act on a resolution to add \$50,000 of MPO Surface Transportation Program (STP) funds for FY 2019 for the PCR project. Thomas Mazur reported that the first resolution represents adding \$760,000 to the FY 2018-2021 Transportation Improvement Program (TIP). Marlene Schumaker reported that the funds are from FTA for the FTA 5339 Program. There is a small table within the resolution that details how the funds will be used. These funds will be at 100% to RTA. Shelia Haney reported that the RTA 5339 Program had extra finds available, therefore, RTA ordered 2 35' buses, 2 non-CDL light transit vehicles (LTV's), bus shelters, a portable bus lift to replace the one at RTA's garage that is becoming an issue and a floor cleaner that will help to keep the floors of the garage clean and dry. Brian Rhodes asked what a floor cleaner was. Shelia Haney replied that it is similar to a Zamboni.

**Motion 20 (03-22-18) TCC**

Dick Schroeder made the motion to approve the Authorization to add \$760,000 of Federal Transit Administration 5339 Program funds under PID 107006 for the Allen County Regional Transit Authority and all motions and recommendations be approved. Seconded by Kevin Cox; motion carried.

Marlene Schumaker reported that the next resolution represents adding \$50,000 for the Pavement Condition Index (PCI) to the FY 2018-2021 TIP. These funds are MPO funds that will be used to determine the PCI for the townships.

**Motion 21 (03-22-18) TCC**

Kevin Cox made the motion to approve the Authorization to add PID 107925 ALL Pavement Condition Index to FY 2018-2021 Transportation Improvement Program supported by \$50,000 of MPO STP funds in Fiscal Year 2019 and all motions and recommendations be approved. Seconded by Thomas Tebben; motion carried.

Marlene Schumaker reported that after some discussion pertaining to the concrete issues over the fuel tanks by the RTA garage, it was determined that ODOT had some extra funds that RTA could use to replace the concrete. These funds will be listed under preventative maintenance in the TIP and will increase RTA's preventative maintenance funds by \$725,000 in FTA 5307 Program monies. Howard Elstro asked if ODOT identified these funds as extra funds. Shelia Haney replied in the affirmative and reported that RTA's budget will be amended to include these funds.

**Motion 22 (03-22-18) TCC**

Larry Vandemark made the motion to approve the Authorization to add \$725,000 of Federal Transit Administration 5307 Program funds under PID 99301 for the Allen County Regional Transit Authority and all motions and recommendations be approved. Seconded by Howard Elstro; motion carried.

Marlene Schumaker reported that the final resolution is to add \$625,000 of FTA 5307 Program funds for RTA to operations. The difference between the operations and the preventative maintenance is the preventative maintenance is covered at 100%. RTA will have to come up with 50% local match for the operating funds. These funds will be added to the current FY 2018 operating funds. Charles Schreck asked if RTA would be able to come up with the local match funds. Shelia Haney replied that RTA is already working on generating the local match funds. Marlene Schumaker reported that RTA does not come up with the local match in FY 2018; they can carry over the funds to FY 2019.

7. **FY 2018-2021 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS**  
(Continued)

**Motion 23 (03-22-18) TCC**

Larry Vandemark made the motion to approve the Authorization to add \$625,000 of Federal Transit Administration 5307 Program funds under PID 99298 for the Allen County Regional Transit Authority in FY 2018 and all motions and recommendations be approved. Seconded by Dick Schroeder; motion carried.

Thomas Mazur reported that Table 6 represents the local projects and stated that since the Elm Street Railroad Grade Separation Project came so far under bid, in FY 2019, the MPO may only require \$560,000 to pay back a portion of the SIB Loan due that year. If there are no change orders, then the MPO will not require the funds for the remaining 3 years of SIB Loan payback. Staff recommends that nothing be changed to Table 6 at this time and if the City of Lima needs to pull down funds for change orders, there would be part of the cap available. Thomas Mazur reported that staff is aware that a project needs to be inserted into the TBD line for FY 2019. By FY 2020, staff anticipates the Elm Street Railroad Grade Separation Project to be far enough along for the City of Lima to know if any change orders are required and if not, the SIB Loan could be closed freeing up some additional funds for FY 2020.

8. **OTHER**

None.

9. **ADJOURNMENT**

**Motion 24 (03-22-18) TCC**

Kevin Cox made the motion that the meeting be adjourned. Seconded by Brion Rhodes; motion carried.