



## LIMA-ALLEN COUNTY REGIONAL PLANNING COMMISSION

130 West North Street Lima, Ohio 45801-4311  
Telephone: 419-228-1836 FAX: 419-228-3891  
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Doug Post  
President

Brion Rhodes  
President-Elect

Jay Begg  
Treasurer

Chris Seddelmeyer  
Secretary

Thomas M. Mazur  
Executive Director

TO: TRANSPORTATION ADVISORY COMMITTEE  
Mr. Sean Chapman Mr. Eric Davis  
Mr. Mark Droll Ms. Shelia Haney  
Mr. Daniel Hoying Mr. Steve Kayatin  
Mr. Mike Leis Mr. Sam McLean  
Mr. Shawn McPheron Mr. Noel Mehlo  
Mr. Dave Metzger Mr. Jed Metzger  
Mr. Ron Meyer Mr. Charles Schreck

FROM: Mr. Kirk Niemeyer, Chairman

DATE: August 13, 2019

RE: TAC Meeting

There will be a **Transportation Advisory Committee** meeting of the Lima-Allen County Regional Planning Commission held on **Tuesday, August 20, 2019**, at **1:30 p.m.** in the Conference Room of the Commission office located at 130 West North Street, Lima, Ohio.

The agenda will be as follows:

1. Roll Call & Introductions
2. Approval of TAC minutes – May 21, 2019
3. RTA report
4. DRAFT Public Participation Plan
5. ADA Transition Plans
6. Thayer Road Safety Study
7. Amendments to FY 2020 Unified Planning Work Program
8. FY 2019 Completion Report
9. Other
10. Adjournment

c: Mr. Chris Hughes, ODOT

**NOTE: PLEASE CALL THE COMMISSION OFFICE AND CONFIRM WHETHER OR NOT YOU WILL ATTEND.**





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## TRANSPORTATION ADVISORY COMMITTEE

August 20, 2019

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A quorum being present, Charles Schreck brought the meeting to order and proceeded with the agenda (due to a conflict, Kirk Niemeyer was unable to attend).

### 1. **ROLL CALL**

Mr. Sean Chapman	Village of Spencerville
Ms. Shelia Haney	Allen County Regional Transit Authority
Mr. Daniel Hoying	LJB, Inc.
Mr. Steve Kayatin	Allen County Sanitary Engineer's Office
Mr. Shawn McPheron	EMH&T
Mr. Charles Schreck	Ohio Department of Transportation District 1

### **GUESTS**

Ms. Karen Garland	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. Evelyn Smith	Lima-Allen County Regional Planning Commission
Ms. LeeAnn Sypherd	Lima-Allen County Regional Planning Commission

### 2. **APPROVAL OF TAC MINUTES – May 21, 2019**

#### **Motion 33 (08-20-19) TAC**

Steve Kayatin made the motion that the TAC minutes of May 21, 2019 be approved. Seconded by Sean Chapman; motion carried.

### 3. **RTA REPORT**

Shelia Haney reported that a copy of the handout is included in each Committee member's packet and introduced Karen Garland, RTA Operations Director. Shelia Haney stated that Karen Garland will fill in for her whenever she is not available to attend RPC meetings to

3. **RTA REPORT** (Continued)

give the RTA report. Shelia Haney reported that due to the Sales Tax Levy Plan and the Business Plan, RTA has created committees to help deliver these plans such as a Steering Committee, Project Committee and Finance Committee. These Committees meet more often than the RTA Board which meets once a month. RTA conducted a survey of its passengers to determine which discontinued services the passengers would like to see return and Saturday service was the overwhelming winner. Shelia Haney reported that ridership has leveled off since nights and weekend services were discontinued. RTA has 3 35' buses on order and is scheduled to be built in September with delivery in early October 2019. RTA had ordered these 3 buses back when Rhodes State College was bringing its medical college to downtown Lima. RTA was expecting to add services for Rhodes. Rhodes coming to downtown Lima has been delayed for now. These buses were purchased with grant funds at 100%. Once these buses arrive, RTA will have no buses that are past their useful life. Shelia Haney reported that the parking project is not yet completed and right now remains in gravel as well as some grass for the green space area. RTA is in the process of having the lots surveyed due to various issues encountered when the building was demolished. Shelia Haney reported that RTA continues to hire and train drivers. Shelia Haney reported that RTA's Triennial Audit is next year and the Agency is already being asked to produce policy information. RTA has had issues with its maintenance department in the past. RTA has been working diligently to correct issues in maintenance and has hired a person to help address the maintenance issues. RTA has begun to apply for Ohio Department of Transportation (ODOT) grants for maintenance. RTA would like to apply for funds to replace several vans as well as address the concrete issues at the garage over the fuel tanks and the floor in the garage. Shelia Haney reported that RTA has inspected all of its buses and gotten estimates on repairing the dings, scratches, etc. RTA is also looking to purchase snow plow equipment to help RTA keep the sidewalks around the RTA buildings clear of snow and ice. RTA just received its close-out letter for the 2017 Audit. RTA has requested ODOT go ahead and begin the 2018 audit. Shelia Haney reported that RTA buses/vans were involved in 2 accidents in July with one being pretty severe. The van was t-boned at an intersection. Due to the cameras on the RTA buses, RTA was deemed not at fault in either accident. Shelia Haney reported that RTA terminated its Finance Manager in January and hired a Certified Public Accountant (CPA) from Dayton Transit to review all of its financials and recommend changes. The CPA developed a form to help give RTA a better idea of what the Agency's cost is for delivering fixed route, complementary ADA services and demand response services. Most transit agencies do not provide demand response services and only provide the fixed route (FR) and required ADA service. The Federal Transit Administration (FTA) does not require the door-to-door service and does not expect RTA to subsidize the service. RTA has had contracts with Jobs and Family Services (JFS), Area Agency on Aging<sup>3</sup> (AAA<sup>3</sup>), schools, etc. RTA lost its state grant of \$350,000 2 years in a row because the Agency could not show a differentiation between the demand response and ADA services. Shelia Haney reported that the CPA has provided an actual allocated cost for demand response services which is \$5.00 per mile outside of Allen County, \$22.00 per person - where RTA has been charging \$6.00 per person and \$75.00 per hour - where RTA has been charging \$50.00 per hour. Charles Schreck asked if those that qualify for ADA service will still pay \$2.00 for the ADA service. Shelia Haney replied in the affirmative. Going forward, RTA is correcting this cost issue and showing that the Agency is correcting the cost issue in order to be able to apply for federal and state grant funds. RTA is getting some "push-back" with the increase in prices. Shelia Haney reported that she has already met with the local schools and explained the increase in the costs and will be meeting with other businesses and agencies to explain the increase in costs. Thomas Mazur reported that RTA will now be using fully allocated costs for demand response and stated that the only economical way to provide public transportation services is through FR

3. **RTA REPORT** (Continued)

services with frequency of services that passengers know when and how they are getting to their destination.

**Motion 34 (08-20-19) TAC**

Steve Kayatin made the motion to accept the RTA Report. Seconded by Sean Chapman; motion carried.

4. **FY 2018-2022 COMPREHENSIVE OPERATIONAL ANALYSIS**

Thomas Mazur reported that the FY 2018-2022 Comprehensive Operational Analysis (COA) was presented to the internal committee structure and the RTA Board in FY 2018; but, the MPO approval was overlooked and was not approved in FY 2018 or 2019. Instead it has appeared on the MPO website as being in a DRAFT status. In FY 2019, the MPO did not produce the document for RTA. Staff requests the Board approve the FY 2018-2022 COA Update as it still provides the Transit Authority with the rational and justification for drawing down federal and state funds. Thomas Mazur reported that this FY 2018-2022 COA may need updated but still allows RTA to apply for funds to purchase vehicles, for facility maintenance, etc.

**Motion 35 (08-20-19) TAC**

Shawn McPherson made the motion to accept the FY 2018-2022 Comprehensive Operational Analysis and forward the recommendation on to the TCC for approval. Seconded by Sean Chapman; motion carried.

5. **DRAFT PUBLIC PARTICIPATION PLAN**

Thomas Mazur reported that The MPO has always been required to complete a public involvement process based on FHWA's 3C process of continuing, communication & cooperation. There were always press releases, draft reports, open meetings and public meetings required. Thomas Mazur reported that the first bound public planning document was adopted circa 2007. And, since that time, the RPC has committed to an annual or biennial review of the Public Participation Plan (PPP). Evelyn Smith reported that each packet contains a calendar of the development of the PPP, an FY 2018-2019 Assessment Summary through May 2019 which will be updated through June 2019 and a copy of the actual document with the proposed changes. The PPP contains goals and the public was provided an opportunity to participate in the transportation planning process. Evelyn Smith reported that all of the red font indicates text proposed to be changed. Most of the changes are to include the references to the FAST Act. The last time the PPP was revised was in 2013. The media landscape has changed since; staff has added social media to the PPP as a means of communicating with the public. Staff will no longer man the two (2) booths at the Allen County Fair so that item has been removed. Evelyn Smith reported that in the past staff has conducted newsletter and membership surveys in an attempt to obtain some quantitative data but these were not very successful. The surveys are proposed to become a committee agenda item. Staff proposes to also strengthen language with respect to Limited English Proficiency (LEP) especially as relates to online and digital options to address those FHWA requirements. The draft PPP must go out for public participation and will come back through the internal committee structure next month for final approval.

**Motion 36 (08-20-19) TAC**

Sean Chapman made the motion to accept the DRAFT FY 2018-2019 Public Participation Plan and forward the recommendation on to the TCC for approval. Seconded by Dan Hoying; motion carried.

## **6. ADA TRANSITION PLANS**

Thomas Mazur reported that the American's with Disabilities Act was passed in 1990. As part of the ADA, local political subdivisions had 2 years to develop an ADA Transition Plan. The past 2 years, the federal government, especially the Department of Justice (DOJ) and DOT have put more pressure on the MPO's trying to get these ADA Transition Plans written and approved. Thomas Mazur reported that the City of Lima adopted and implemented its ADA Transition Plan in January 2019 as did the Village of Beaverdam. The Village of Lafayette adopted its Plan in February. Currently, the City of Delphos and the villages of Bluffton and Elida are working on their Plans. Thomas Mazur reported that Beth Clark, ODOTs Bike & Ped as well as Safe Routes to Schools (SRTS) Coordinator at District has suggested that the ADA Transition Plans should also be sure to consider and include those corridors important to the local SRTS plans to help prioritize such corridors for funding. The City of Delphos Fire Department will be following the kids going to and from school with drones in order to determine which sidewalks are used by the school children. No action required.

## **7. THAYER ROAD SAFETY STUDY**

Thomas Mazur reported that that ODOT has requested that the MPO undertake a Safety Study of Thayer Road. The 8.4-mile study of the STOP Controlled County Road is complicated with intersecting streets reflecting principal arterials, minor arterials, major collectors, intermodal connectors and local roads. AADT ranges from 400 to 3,100 vpd. Posted speed limits vary from 45 to 70 mph. Thayer Road has a posted speed limit of 55 mph; however, data reveals that the 85<sup>th</sup> Percentile Speeds vary from 59 mph to 75 mph. Thomas Mazur reported the mode split varies from 8.7% to 21.0% B/C Trucks. The corridor experienced 147 crashes from 2016 to 2018 including 19 serious injury crashes with 2 fatal crashes. Staff is now waiting on directions from District. Thomas Mazur reported that the purpose of the Study will likely be to: mitigate safety issues at US 30 & Thayer Road; improve intersections with SRs 117, 309 & SR 81; and, meet Manual of Uniform Traffic Control Devices (MUTCD) design standards. We need to meet out Safety Performance Measures. Based on current assumptions staff will look to hire a consulting engineer under Task Order to provide near term, mid-term and long-term improvements to the corridor. Thomas Mazur reported that targets would likely be: to upgrade the US 30 & Thayer intersection; eliminate delays at intersections w/SRs 117, 309 & 81; design/upgrade corridor to current design standards; minimize roadway encroachments; maximize sight distance and safe stopping distances at intersections; Identify design alternatives to minimize thru traffic on Thayer Road; and, minimize impacts to SEE resources. Dan Hoying asked if a study is currently ongoing and improvements made to this intersection. Thomas Mazur replied that improvements are being discussed but did not think ODOT has not brought in outside consultants yet. Thomas Mazur stated that the various GPS apps are routing traffic onto this corridor more and more.

## **8. AMENDMENTS TO FY 2020 UNIFIED PLANNING WORK PROGRAM**

Marlene Schumaker reported that a copy of the proposed changes to the FY 2020 Unified Planning Work Program (UPWP) are included in each packet and asked the Committee to go to page 55. Everything highlighted in yellow represents changes. Every year at the end of the fiscal year, any funds the RPC has left over from any grants that are being carried forward must be placed back into the current work program. The yellow highlighted areas represent funds that are being carried over from 2019 into 2020 except for approximately \$60 which represents a decrease in funding that ODOT decided that the RPC must take at the beginning of FY 2020. Marlene Schumaker reported that approximately \$25,000 in consolidated planning grant funds and approximately \$40,000 in Surface Transportation

**8. AMENDMENTS TO FY 2020 UNIFIED PLANNING WORK PROGRAM** (Continued)

Planning (STP) funds are being carried over. All of the consolidated planning grant carry-over funds were used on June and the STP funds will be used in July and the STP carry-over funds will be used in July and the first part of August.

**Motion 37 (08-20-19) TAC**

Steve Kayatin made the motion to accept the Amendments to the FY 2020 Unified Planning work Program and forward the recommendation on to the TCC for approval. Seconded by Shawn McPheron; motion carried.

**9. FY 2019 COMPLETION REPORT**

Thomas Mazur reported that each year the MPO is required to develop and adopt a work program providing information on the work that the MPO expects to be conducted over the next 12 months. The report tends to highlight the big projects as well as some of the mundane tasks required to be undertaken. A DRAFT work program is compiled in January submitted to the Board structure in February and then submitted to ODOT in March. The Plan takes effect in July and runs thru June 30 of the following CY. Thomas Mazur reported that in August once all the financials are compiled a Completion Report is required. Contained in each packet is the summation of what the agency undertook in FY 2019 for ODOT, FHWA and FTA. It does reflect all the local work for the Census Bureau, Community Development Block Grant (CDBG) programming, zoning, floodplains, subdivisions, etc., or Evelyn's efforts under ODPS. Thomas Mazur reported that if the Committee would flip to page 32 there is a summary of the work which staff undertook. Of the 10 subcategories of work, only 602 and 605.8 were left incomplete. In 602, staff failed to modify the TIP funding criteria complicated most recently by the new performance measures and the competing interests of safety, sustainability and maintenance. In 605.8, staff fell a little short with respect to internal expectations of pushing the ADA Transition Plans and the Safe Routes to School Plans to completion. Steve Kayatin asked under which category the SRTS falls under. Thomas Mazur replied that SRTS would be under category 605.8 which supports implementation of the Active Transportation Plan.

**Motion 38 (08-20-19) TAC**

Shelia Haney made the motion to accept the FY 2019 Completion Report and forward the recommendation on to the TCC for approval. Seconded by Sean Chapman; motion carried.

**10. FINAL 2018 CRASH SUMMARY REPORT**

Thomas Mazur reported that the 2018 Crash Summary Report was presented to the Committee in June. The document has gone through the public involvement process and shared with the engineers of jurisdiction. Staff has received no comments, corrections or questions.

**Motion 39 (08-20-19) TAC**

Dan Hoying made the motion to accept the Final 2018 Crash Summary Report and forward the recommendation on to the TCC for approval. Seconded by Sean Chapman; motion carried.

**11. OTHER**

a. RSA for Westminster

Thomas Mazur asked Charles Schreck if there has been any word pertaining to the funding for the project identified by the Road Safety Audit (RSA). Charles Schreck replied in the negative.

b. RSA for Main Street

Thomas Mazur asked Charles Schreck if there has been any word pertaining to the use of the Main Street RSA for Safety Program funding. Charles Schreck replied in the negative.

**12. ADJOURNMENT**

**Motion 40 (08-20-19) TAC**

Shelia Haney made the motion that the meeting be adjourned. Seconded by Shawn McPheron; motion carried.