



# OZARKS TRANSPORTATION ORGANIZATION

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## LOCAL COORDINATING BOARD FOR TRANSIT MEETING NOTES

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Date: January 24, 2013

Time: 1:30 p.m.

Ozarks Transportation Organization Conference Room  
205 Park Central East, Suite 212

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### ATTENDEES

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Lauren Chatellier, Community Partnership  
Howard Fisk, Fisk Limousines  
Kathleen Featherstone, Springfield Office DMH  
Diane Gallion, City Utilities Transit  
Scott Kosky, OATS Inc.

Leslie McCafferty, Burrell  
Bill Robinett, MoDOT  
Andrew Seiler, MoDOT  
Linda Starr, Springfield Workshop

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### STAFF PRESENT

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Natasha Longpine   Curtis Owens

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### 1. WELCOME AND INTRODUCTIONS

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Introductions were made of everyone in attendance.

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### 2. APPROVAL OF AGENDA

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Leslie McCafferty made a motion to approve the January 20, 2013 agenda. Scott Kosky seconded. The motion passed unanimously.

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### 3. APPROVAL OF MINUTES

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Scott Kosky made a motion to approve the June 19, 2012 minutes and the November 20, 2012 meeting notes. Leslie McCafferty seconded. The motion passed unanimously.

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### 4. NOTES FOR UNFINISHED BUSINESS

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#### Program Management Plan

- a. Curtis Owens explained the Program Management Plan (PMP) is a requirement for the SAFETEA-LU 5316 New Freedom program. The PMP was also a requirement for the City Utilities Transit Triennial Audit. The OTO provided this plan for the audit as an un-adopted plan. In June of 2012 the draft plan was made available for review and comment for LCBT members. No comments were received. OTO is requesting the LCBT approve the Program Management plan.

Linda Starr made the motion to approve the Program Management plan. Diane Gallion seconded the motion. The motion passed unanimously.



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### Local Coordinating Board for Transit By-Laws

- b. Curtis Owens explained that the By-Law updates were discussed in the November 2012 LCBT meeting. In November the group asked Curtis to work through the By-Laws with the following list of highlighted changes:

Membership, Section 9.1.A should include the following statement “Membership shall be consistent with federal guidance.”

Membership, Section 9.1.C should be changed to “Terms of service will be two (2) year terms and remove “three (3) years with staggered terms. Initial members will serve a one (1) year, two (2) year, or three (3) year term accordingly.”

Responsibilities, Section 9.5.C should read “The Local Coordinating Board for Transit shall make recommendations to the MPO Board of Directors on appropriate federal transit funding allocations and project selection.”, and remove “including, but not limited to, FTA Section 5310, 5316, and 5317 funding programs.”

Order of Business, Section 9.6.2 and 9.6.3 should be inverted

- Section 9.6.2 Approval of agenda for current meeting(s) Approval of minutes of previous meeting(s)
- Section 9.6.3 Approval of minutes of previous meeting(s) Approval of agenda for current meeting(s)

In summary the sections should read: **9.1.A** Membership shall be consistent with federal guidance, **9.1.C** Terms of service will be two (2) year terms, **9.5.C** The local Coordination Board for Transit shall make recommendations to the MPO Board of Directors on appropriate federal transit funding allocations and project selection, **9.6.2** Approval of agenda for current meeting(s) and **9.5.3** Approval of minutes of previous meeting(s).

Diane Gallion made the motion to approve the By-Law changes as proposed. Leslie McCafferty seconded the motion. The motion passed unanimously.

### Update the LCBT Chair and Vice-Chair 2013

- c. The LCBT recommended that Howard Fisk be the LCBT Chair and Cari Wright the Vice-Chair for the 2013 year.

### Membership

- d. The By-Laws recognize 7-15 voting members as part of the LCBT. Staff provided a list of human service agency representatives that have historically participated in LCBT meetings. The list includes eleven members as follow; Burrell Center, Leslie McCafferty; City Utilities Transit, Diane Gallion; Fisk Transportation, Howard Fisk; National Alliance on Mental Illness, Dewayne Long; OATS Inc., Scott Kosky; Southwest Center for Independent Living, Cari Wright; Southwest Missouri Office on Aging, Starr Kohler; Springfield Regional Office Department of Mental Health, Kathleen Featherstone; Springfield Workshop Industrial Solution, Linda Starr; Springfield-Greene County Park Board, Sheri Davis; Community Partnership of the Ozarks, Trent Sims.



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Ex Officio members include; Federal Transit Administration Region 7, Mark Bechtel; Federal Transit Administration Region 7, Joan Roeseler; MoDOT Central Office, William Robinett; MoDOT Southwest District, Andrew Seiler; Southwest Missouri Council of Governments, Daniel Watts.

Diane Gallion made the motion for the 2013 term that Howard Fisk fill the chair position and Cari Wright upon acceptance fill the Vice-Chair position, and that the LCBT list provided for voting members and Ex Officio members be appointed this would include adding Mr. Trent Sims from the Community Partnership of the Ozarks. Leslie McCafferty seconded the motion. The motion passed unanimously.

- e. Curtis explained that the LCB for Transit 2013 meeting schedule has been developed according to By-Law requirements and was distributed to those in attendance. Curtis emailed the schedule to those on the LCBT distribution list.

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### 5. NOTES FOR NEW BUSINESS

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- a. Curtis informed the LCBT that OTO had a conference call with MoDOT and CU transit about the MAP-21 5310 program. Notes of the discussion were provided to the LCBT and Curtis informed the LCBT of the following key points:
  - A 10 percent administrative fee is allowed
  - Minimum of 55 percent must be allocated for vehicles and operations
  - Maximum of 45 percent allocated for New Freedom-type projects. Projects could include paratransit buses that provide service outside the  $\frac{3}{4}$  miles service area. Also could include the sidewalk projects and other undetermined projects.
  - Currently OTO has awarded \$57,762 of 2013 funds for 5310 projects that include:
    - i. OATS Inc. \$37,762
    - ii. Burrell Inc \$20,000
  - Other key discussion points included deciding who would be the designated, recipient and the responsibilities that MAP-21 would require
  - How the vehicles would be purchased could possibly raise some barriers for those agencies with limited funding streams

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### 6 OTHER BUSINESS.

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Chairman Fisk asked the group to help in future meetings ideas. After a short discussion Diane Gallion with CU Transit informed the group that she was a certified trainer for driver training. The LCBT requested that staff develop and promoted a workshop for the next meeting.

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### 7. ADJOURNMENT

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Kathleen Featherstone motioned to adjourn the meeting. Leslie McCafferty seconded the motion. The motion passed unanimously.