## Local Coordinating Board for transit Meeting notes

Date: November 20, 2012

Time: 1:30 p.m.

Ozarks Transportation Organization Conference Room

205 Park Central East, Suite 212

### Attendees

|  |  |
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| Howard Fisk, Fisk Limousines | Andrew Seiler, MoDOT |
| Diane Gallion, City Utilities Transit | Bill Robinett, MoDOT |
| Scott Kosky, OATS Inc. |  |

### Staff Present

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| Sara Fields | Natasha Longpine | Curtis Owens |

### 1. Welcome and Introductions

Introductions were made of everyone in attendance.

### 2. Approval OF AGENDA

A quorum was not established.

### 3. Approval OF Minutes

A quorum was not established.

### 4. Notes for Unfinished Business

1. Curtis Owens explained that a draft Program Management Plan (PMP) was developed to meet the requirement of FTA circular 9045.1. The PMP describes the grant administrative process of the LCB for Transit 5316 New Freedom grant program from SAFETEA-LU. The PMP is also a requirement of the Triennial Review that City Utilities Transit underwent June 13, 2012. Curtis asked the LCB to review the PMP and respond with comments prior to the next LCB for Transit meeting.
2. Curtis Owens explained that the LCB for Transit meeting schedule has been developed and was distributed to those in attendance. Curtis also will email this schedule to all known local transit groups.
3. Curtis Owens explained that certain section of the LCB for Transit bylaw needs updating. The LCB discussed the following sections with recommendation to bring an updated version to the next meeting that included the following: **9.1.A** Membership shall be consistence with federal guidance, **9.1.C** Terms of service will be (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).

### 5. Notes for New Business

1. MAP-21 discussion notes:
   * + - Sara Fields informed the group that MAP-21 guidance expands the 5310 program to grant operating expense to agencies. MAP-21 also requires that a minimum of 55 percent of the eligible funding be made available.

* The designated recipient is allowed 10 percent administrative fee for administration of the 5310 program. The administrator will be required the use the state system ECHO and comply with other unknown requirements. The OTO staff is still seeking guidance from FTA for this programs requirement.
* It was discussed that the designated recipient would be required to administer all aspects of the 5310 program including agency reporting for the subrecipient. It was discussed which agencies could best administer this program MoDOT, City Utilities or OTO.
* There was discussion on how the vehicle purchase process worked under MoDOT and how it would work with either CU or OTO through cooperative agreements.

1. Sara Fields discussed the community focus report and was interested in knowing what if any concerns the LCBs had about the paratransit service specifically the shortage of door to door service and door through door service availability. Sara asked what kind of needs if any were due to vehicle shortage or if it was due to operational expenses. Mr Scott Kosky with OATS mentioned that operation funds could allow OATS to provide weekend services within the OTO area.
2. Chairman Fisk asked if OTO staff would contact the Greene County Tax Board and find out what their funding activities include.

### 6 Other business.

No other discussion

### 7. Adjournment

The attendees ended all discussions