

**Transportation Coordinating Committee
Friday, August 10, 2018
10:30 A.M.
Clark State Community College
Brinkman Educational Center
100 S. Limestone Street, Springfield**

AGENDA

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **WELCOMING REMARKS**
 - a. Larry Wakefield
VP of Business Affairs, Clark State Community College
- V. **MINUTES** (Attached) **Action**
- VI. **FINANCIAL REPORTS**
 - a. Budget Status/Cash on Hand Report – July 2018 (Attached) **Action**
 - b. Summary of Expenses – July 2018 (Attached) **Action**
- VII. **GUEST SPEAKERS**
 - a. The Honorable Warren Davidson
US Congressman for Ohio's 8th District
 - b. Andrew Bremer
Managing Director of Local Affairs – DriveOhio **Presentation**
- VIII. **PLANNING REPORT**
 - a. TCC Annual Newsletter **Discussion**
- IX. **SUBCOMMITTEE REPORTS** (None)
- X. **COMMUNICATIONS** (None)
- XI. **ADJOURNMENT** **Action**

Scott Schmid, *Transportation Director*
Elmer Beard, *Chair*
Kathy Estep, *Vice-Chair*

Bob Bender
Nancy Brown
John Burr
Leann Castillo

Joyce Chilton
David Estrop
Richard Henry

Howard Kitko
William Lindsey
Lowell McGlothlin
Matt Parrill

MINUTES

The meeting was called to order by Chairman Elmer Beard.

Those Members Present: Bob Bender, John Burr, Joyce Chilton, David Estrop, and Richard Henry.

Those Alternates Present: Chris Moore and Ben Wiltheiss

Those Others Present: Jayson Gardner, Dan Hoying, Justin Lisch, Kyle Reindel, Scott Schmid, Louis Agresta, Cory Golden, Glen Massie, Brian Mercer, and Melanie Runkel.

Following roll call, Chairman Beard led the TCC in the Pledge of Allegiance.

Note: Due to quorum not being met at the start of the Board meeting, items not requiring action were discussed first. Action items were discussed after the Safe Routes to School Program Update once quorum was met.

TRANSPORTATION PLANNING REPORT

TCC Capital Program Update

Scott Schmid reported on the recalculation of the MPO estimated capital budgets that was recently completed by ODOT's Division of Finance. The estimated budgets are based on the FAST Act legislation and the final FY18 obligation limit. Based on the recalculation, there will be approximately a \$109,000 reduction in Federal funds to FY18. For FY19 there will be approximately a \$340,000 increase in Federal funds. Staff was cautioned that changes depending on legislation changes in Congress, ODOT Finance anticipates a cut to the FY19 budget once the apportionment and obligation limit is set later in the Federal fiscal year.

Safe Routes to Schools Program Update

Louis Agresta reported on the completed School Travel Plan for the Springfield City School District. The School Travel Plan covered all 13 schools in the District. Louis reviewed the timeline, results of the student travel tally from each school, results of the survey distributed to parents, and non-infrastructure and infrastructure recommendations.

MINUTES

Motion by David Estrop, seconded by John Burr to approve the minutes from the May 11, 2018 meeting.

Vote: Motion approved

FINANCIAL REPORTING

Budget Status & Cash on Hand Report

Motion by Richard Henry, seconded by David Estrop to approve the Budget Status & Cash on Hand Report for May 2018.

Vote: Motion approved

Motion by Joyce Chilton, seconded by Ben Wiltheiss to approve the Budget Status & Cash on Hand Report for June 2018.

Vote: Motion approved

Summary of Expenses

Expenditures for May were for the amount of \$61,855.83. Motion to approve was made by David Estrop, seconded by Richard Henry.

Vote: Motion approved

Expenditures for June were for the amount of \$81,525.29. Motion to approve was made by John Burr, seconded by David Estrop.

Vote: Motion approved

Blanket Request

Motion by Richard Henry, seconded by John Burr to issue a new Blanket Certificate for \$5,000 for Other Expenses.

Vote: Motion approved

ADMINISTRATIVE REPORT

FY2018 Planning Work Program

Brian Mercer presented Amendment #4, Resolution 2018-I for TCC approval. This is a proposed amendment that balances work elements for the end of the fiscal year. There was no change to the previous budget amount. Motion by David Estrop, seconded by Joyce Chilton to approve Resolution 2018-I. Vote: Motion approved

FY2019 Planning Work Program

Brian Mercer presented Amendment #1, Resolution 2018-J for TCC approval. This is a proposed amendment that sets the actual FY2018 CPG and SPR carryover amount. The amendment also moves funds between work elements. Based on the changes, there was an increase of \$8,435.95 from the original budget amount, bringing the total budget to \$1,084,334.47. Motion by David Estrop, seconded by Bob Bender to approve Resolution 2018-J. Vote: Motion approved

Prior Approval Request

Motion by Joyce Chilton, seconded by David Estrop to approve the Prior Approval Request for four TCC staff, three Clark County Engineer's Office staff, and two City of Springfield staff to attend the 2018 Ohio Transportation Engineering Conference in Columbus on October 2-3, 2018. Amount is not to exceed \$1,900.0, and includes registration for all attendees and mileage and parking for TCC staff only. Vote: Motion approved

TCC Personnel Manual Update

Scott Schmid presented Resolution 2018-K for TCC approval. This resolution is to approve the changes made to the TCC Personnel Policy which was last approved by TCC in March 2014. The purpose of the manual is to inform the employees of personnel policy and guidance that are agency specific in addition to or replacement of those contained in the Clark County Personnel Manual. Changes include adding a section striking County Personnel Manual section 6-M in regards to additional Personal Leave for continuous service and updating the Planner job

description in regards to education. Motion by David Estrop, seconded by John Burr to approve Resolution 2018-K. Vote: Motion approved

TCC Annual Meeting

Scott Schmid reminded everyone that the Annual Meeting will be Friday, August 10th at the Clark State Brinkman Educational Center and guest speakers will be from DriveOhio. Lunch will be \$15 per person and catered by Cecil and Lime. RSVP's are requested by Wednesday, August 1st.

TRANSPORTATION PLANNING REPORT

2040 Long Range Transportation Plan

Scott Schmid reported presented Resolution 2018-L for TCC approval. This resolutions amends the current 2040 Transportation Plan to include narrative that addresses performance based planning in order to remain in compliance with all regulations. In December 2017, the TCC approved safety targets in support of the state's established targets for the highway safety goal in CY2018. Additional amendments will be necessary as additional targets are set. Motion by David Estrop, seconded by Joyce Chilton to approve Resolution 2018-L. Vote: Motion approved

FY2018-2021 Transportation Improvement Program

Scott Schmid presented Resolution 2018-M for TCC approval. This resolution amends the current FY2018-2021 TIP to include narrative that addresses performance based planning in order to remain in compliance with all regulations. In addition to including narrative on the targets, the TIP include how the projects programmed will achieve the safety targets. Additional amendments will be necessary as additional targets are set. Motion by David Estrop, seconded by Joyce Chilton to approve Resolution 2018-M. Vote: Motion approved

Other

- OPWC Applications are due by August 6th
- TIP Applications are due by August 31st

SUBCOMMITTEE REPORTS

Scott Schmid stated that TAC minutes from the August, November, and December 2017 meetings were included in the agenda packet.

OLD BUSINESS

No updates to report

NEW BUSINESS

No updates to report

COMMUNICATIONS

Glen Massie reported on the CarFit event that will be held on August 9th at the Clark County Fairgrounds.

**Clark County – Springfield
Transportation Coordinating Committee
Regular Meeting**

**July 13, 2018
Springview Government Center
10:30 A.M.**

ADJOURNMENT

A motion was made by David Estrop, seconded by Ben Wiltheiss to adjourn the meeting.
Vote: Motion approved

Sincerely,

Elmer M. Beard
Chairman

Memorandum

To: Transportation Coordinating Committee

From: Scott Schmid **Phone 937-521-2133**
Transportation Director **sschmid@clarkcountyohio.gov**

Re: Financial Report

Date: August 3, 2018

The following are items for discussion and action during the August 10, 2018 Transportation Coordinating Committee meeting.

Budget Status and Cash On Hand Report – July 2018

The July 2018 Budget Status and Cash on Hand Report is included in the agenda packet. Staff will review the report at the August 10 meeting.

Staff requests discussion and approval of the report by voice vote.

Summary of Expenses – July 2018

The July 2018 Summary of Expenses is included in the agenda packet. Staff will review the report at the August 10 meeting.

Staff requests discussion and approval of the report by voice vote.

CCSTCC - CASH on HAND & BUDGET Status Reports - FY19
as of July 31, 2018

	<i>General</i>	<i>Restricted</i>	<i>TOTAL</i>
Beginning Balance	\$ 187,981.69	\$ -	\$ 187,981.69
Total Expenses			\$ 55,119.42
Total Receipts			\$ 121,988.64
Ending Balance	\$ 254,850.91	\$ 0.00	\$ 254,850.91

<i>Work Elements</i>	<i>Total Budget</i>	<i>Balance</i>	<i>Percent Expended</i>	<i>Monthly Expense</i>	<i>YTD Expenses</i>
601.1 Short Range Planning	\$ 103,653.60	\$ 101,703.04	2%	\$ 1,950.56	\$ 1,950.56
601.11 Short Range Planning (fy18)	\$ 67,787.25	\$ 53,368.43	21%	\$ 14,418.82	\$ 14,418.82
601.2 General Planning Services	\$ 100,000.00	\$ 100,000.00	0%		\$ -
601.3 Access Management Guidelines	\$ 125,000.00	\$ 125,000.00	0%		\$ -
602.1 Trans. Improvement Program	\$ 28,081.75	\$ 22,306.75	21%	\$ 5,775.00	\$ 5,775.00
602.11 Trans. Improvement Program (fy18)	\$ 9,989.70	\$ 8,578.77	14%	\$ 1,410.93	\$ 1,410.93
605.1 Surveillance	\$ 82,813.00	\$ 77,030.00	7%	\$ 5,783.00	\$ 5,783.00
605.11 Surveillance (fy18)	\$ 26,163.50	\$ 21,831.23	17%	\$ 4,332.27	\$ 4,332.27
610.1 Long Range Planning	\$ 27,163.50	\$ 23,657.78	13%	\$ 3,505.72	\$ 3,505.72
625.1 RTPO Planning	\$ 98,392.67	\$ 98,333.27	0%	\$ 59.40	\$ 59.40
625.11 RTPO Planning (fy18)	\$ 44,827.00	\$ 41,357.39	8%	\$ 3,469.61	\$ 3,469.61
665.1 Air Quality Advocacy	\$ 40,000.00	\$ 37,459.78	6%	\$ 2,540.22	\$ 2,540.22
667.1 Rideshare	\$ 15,000.00	\$ 15,000.00	0%		\$ -
674.1 Coordinated Transportation	\$ 44,813.00	\$ 43,036.50	4%	\$ 1,776.50	\$ 1,776.50
674.2 FTA Transit Planning	\$ 74,000.00	\$ 71,577.50	3%	\$ 2,422.50	\$ 2,422.50
682.1 OPWC Infrastructure Support Program	\$ 65,000.00	\$ 64,123.00	1%	\$ 877.00	\$ 877.00
682.2 WESTCO Rail Freight Administration	\$ 90,000.00	\$ 86,214.04	4%	\$ 3,785.96	\$ 3,785.96
682.3 Clean Ohio Support Program	\$ 15,000.00	\$ 15,000.00	0%		\$ -
697.1 Public Involvement	\$ 26,649.50	\$ 15,147.81	43%	\$ 11,501.69	\$ 11,501.69
	\$ 1,084,334.47	\$ 1,020,725.29	6%	\$ 63,609.18	\$ 63,609.18

TCC Chairman

Date

Summary of Expenditures
Area Transportation Trust Fund
July 2018

				CPG	CPG	FTA 5307	FTA 5307	CMAQ	CMAQ			CLEAN	SPR	SPR	SPR	
	Description	Paid By	TCC	Federal	ODOT	Federal	Spfld	Air Quality	Rideshare	OPWC	WESTCO	OHIO	Federal	ODOT	LUC	TOTAL
SALARIES																
Transportation Study	07/02 - 07/15/18	# 01	4,925.36	4,094.93	511.87	575.79	71.97	456.29	0.00	54.84	1,206.48	0.00	537.41	67.18	67.18	12,569.30
Transportation Study	07/16 - 07/29/18	# 02	3,750.47	6,107.60	763.45	239.01	29.88	206.42	0.00	301.62	383.88	0.00	629.57	78.70	78.70	12,569.30
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			8,675.83	10,202.53	1,275.32	814.80	101.85	662.71	0.00	356.46	1,590.36	0.00	1,166.98	145.88	145.88	25,138.60
OFFICE SUPPLIES																
																0.00
OTHER EXPENSES																
PERS	Jul-18		3,471.48													3,471.48
Medicare	Jul-18		335.67													335.67
Superior Dental	Jul-18		91.10													91.10
Life Insurance	Jul-18		19.20													19.20
UMR Health Ins.	Jul-18		7,767.99													7,767.99
ProForma	TCC AQ promo dog bowls	191989	113.98					455.94								569.92
Clark Co. Comm.	3rd Q 2018 office rent	191991	9,179.75													9,179.75
ProForma	TCC promo pens	193325	86.89	695.14	86.89											868.92
Cory Golden	mileage reimbursement	193326											39.74	4.97	4.97	49.68
MVRPC	miamivalleytrails.org	193327	20.90	167.20	20.90											209.00
ProForma	TCC promo first aid kits	194307	432.59	3,460.72	432.59											4,325.90
ProForma	TCC promo tire gauges	194309	115.96	927.71	115.96											1,159.63
Miovision Tech.	traffic data analysis	194312	152.40	1,219.20	152.40											1,524.00
Scott Schmid	mileage & parking	194313	8.67 @@	69.32	8.67								7.79	0.97	0.97	96.38
Louis Agresta	mileage & parking	194314	10.26 @@	82.04	10.26					29.16						131.72
Glen Massie	mileage	194315	6.05	48.38	6.05											60.48
Level 3	June & July 2018 phone		120.00													120.00
			21,932.89	6,669.71	833.72	0.00	0.00	455.94	0.00	29.16	0.00	0.00	47.53	5.94	5.94	29,980.83
TOTAL AMOUNT SUBMITTED			30,608.72	16,872.24	2,109.04	814.80	101.85	1,118.65	0.00	385.62	1,590.36	0.00	1,214.51	151.82	151.82	55,119.43
@ Includes indirect labor related costs to be distributed among all funding sources based on indirect costs rate. @@ Prior Approved.																

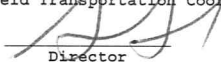
Approved August 10, 2018
Clark County - Springfield Transportation Coordinating Committee

Director

Summary of Expenditures
Area Transportation Trust Fund
May 2018

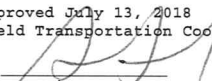
	Description	Paid By	TCC	CPG	CPG	Comp Plan	Comp Plan	FTA 5307	FTA 5307	CMAQ	OPWC	WESTCO	CLEAN	SPR	SPR	TOTAL
				Federal	ODOT	Clark Co.	Spfld	Federal	Spfld	Air Quality			OHIO	Federal	OH / LUC	
SALARIES																
Transportation Study	04/23 - 05/06/18	# 22	3,980.27	4,682.99	585.37	0.00	0.00	991.14	123.89	0.00	0.00	1,028.04	0.00	668.32	167.08	12,227.10
Transportation Study	05/07 - 05/20/18	# 23	5,131.14	4,091.01	511.38	0.00	0.00	126.53	15.82	0.00	289.96	1,159.84	0.00	109.58	27.40	11,462.66
Transportation Study	05/20 - 06/03/18	# 24	5,220.30	3,159.50	394.94	0.00	0.00	769.71	96.21	0.00	342.68	896.24	0.00	1,078.02	269.50	12,227.10
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			14,331.71	11,933.50	1,491.69	0.00	0.00	1,887.38	235.92	0.00	632.64	3,084.12	0.00	1,855.92	463.98	35,916.86
OFFICE SUPPLIES																
Garrigans	copy paper & envelopes	186756	118.97													118.97
Dell	color printer cartridges	187827	332.45													332.45
OTHER EXPENSES																
PERS	May-18		3,316.56													3,316.56
UMR Health Ins.	May-18		7,767.99													7,767.99
Life Insurance	May-18		19.20													19.20
Superior Dental	May-18		91.10													91.10
Medicare	May-18		319.64													319.64
DataYard	CareForYourAir.org	185429	6.00							24.00						30.00
APA Ohio	workshop registration	185431	10.00 @@	80.00	10.00											100.00
Pitney Bowes	postage meter rental	185432	27.00													27.00
Midwest Software	Traffic count database	185434	218.00	1,744.00	218.00											2,180.00
New Horizons	WordPress training	186758	79.00 @@	632.00	79.00											790.00
MacRay	TCC staff shirts	187225	169.98													169.98
Cory Lynn Golden	mileage & parking	187226	6.04 @@	48.28	6.04											60.36
Scott Schmid	ASHE conference travel	187227	64.62 @@	517.00	64.62											646.24
Pitney Bowes	postage meter refill	187572	200.00													200.00
ESRI	renew GIS subscription	187573	157.90	1,263.20	157.90											1,579.00
Glen Massie	mileage reimbursement	187644	5.35	11.23	1.40			31.54	3.94							53.46
Louis Agresta	mileage & parking	187645	10.07	80.58	10.07						24.84	44.28				169.84
Melanie Runkel	conference meals	187824	4.51 @@	36.08	4.51											45.10
Miovision Tech.	traffic data analysis	187830	261.61	2,092.86	261.61											2,616.08
BWC	Workers' Comp (April)	Auditor	4,570.00													4,570.00
CORSA	Insurance (April)	Auditor	706.00													706.00
Level 3	office phone service	Auditor	30.00													30.00
			18,040.57	6,505.23	813.15	0.00	0.00	31.54	3.94	24.00	24.84	44.28	0.00	0.00	0.00	25,938.97
TOTAL AMOUNT SUBMITTED			32,491.25	18,438.73	2,304.84	0.00	0.00	1,918.92	239.86	24.00	657.48	3,128.40	0.00	1,855.92	463.98	61,855.83
@	Includes indirect labor related costs to be distributed among all funding sources based on indirect costs rate.															
@@	Prior Approved.															

Approved July 13, 2018
Clark County - Springfield Transportation Coordinating Committee


Director

Summary of Expenditures
Area Transportation Trust Fund
June 2018

	Description	Paid By	TCC	CPG		Comp Plan		FTA 5307		CMAQ	OPWC	WESTCO	CLEAN	SPR	SPR	TOTAL
				Federal	ODOT	Clark Co.	Spfld	Federal	Spfld	Air Quality			OHIO	Federal	OH / LUC	
SALARIES																
Transportation Study	06/04 - 06/17/18	# 25	3,406.25	4,016.30	502.04	0.00	0.00	706.45	88.31	21.09	369.04	1,291.64	0.00	1,460.78	365.20	12,227.10
Transportation Study	06/18 - 07/01/18	# 26	4,842.51	3,417.47	427.18	0.00	0.00	674.82	84.35	179.25	158.16	1,159.84	131.80	921.38	230.34	12,227.10
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			8,248.76	7,433.77	929.22	0.00	0.00	1,381.27	172.66	200.34	527.20	2,451.48	131.80	2,382.16	595.54	24,454.20
OFFICE SUPPLIES																
Garrigans	computer headset	188670	56.95													56.95
Dell Marketing	color printer cartridges	190196	332.45													332.45
Garrigans	rack, holder & tabs	190540	75.85													75.85
OTHER EXPENSES																
PERS	Jun-18		3,423.58													3,423.58
UMR Health Ins.	Jun-18		7,767.99													7,767.99
Life Insurance	Jun-18		19.20													19.20
Superior Dental	Jun-18		91.10													91.10
Medicare	Jun-18		330.72													330.72
McTrans	HCS7 system support	188234	50.00	400.00	50.00											500.00
CMG Cox Pub	Bike To Work ads	188665	93.30	746.40	93.30											933.00
Planning NEXT	Comp Plan final bill	188667	704.42	5,635.30	704.42	2,234.29	1,494.00									10,772.43
Spfld Arts Council	Summer Arts sponsor	188668	2,500.00							10,000.00						12,500.00
AAA	CarFit brochures	188672	10.00	80.00	10.00											100.00
NTPRD	Summer program sponsor	189407	1,000.00							4,000.00						5,000.00
ProRider	Bike Helmets	189412	358.00	2,864.00	358.00											3,580.00
Miovision Tech.	2 Video Camera units	189417	818.50	6,548.00	818.50											8,185.00
ACEC / OH Planning	conference registrations	189423	100.00 @@	800.00	100.00											1,000.00
Pitney Bowes	postage meter rental	190542	300.99													300.99
Glen Massie	mileage & storage boxes	190543	19.55	153.33	19.17			3.02	0.38							195.45
Miovision Tech.	traffic data analysis	191001	115.20	921.60	115.20											1,152.00
Clark Co Engineer	van mileage	191003	39.04	117.94	14.74									205.20	51.30	428.22
Melanie Runkel	mileage reimbursement	191004	4.32	34.56	4.32											43.20
Louis Agresta	mileage reimbursement	191006	17.28	138.24	17.28						25.92	8.64	75.60			282.96
			17,763.19	18,439.36	2,304.93	2,234.29	1,494.00	3.02	0.38	14,000.00	25.92	8.64	75.60	205.20	51.30	57,071.09
TOTAL AMOUNT SUBMITTED			26,068.90	25,873.13	3,234.15	2,234.29	1,494.00	1,384.29	173.04	14,200.34	553.12	2,460.12	207.40	2,587.36	646.84	81,525.29
@ Includes indirect labor related costs to be distributed among all funding sources based on indirect costs rate. @@ Prior Approved.																

Approved July 13, 2018
Clark County - Springfield Transportation Coordinating Committee

Director