



LOCAL COORDINATING BOARD FOR TRANSIT MEETING MINUTES

Date: Mar 27, 2014
Time: 1:30 p.m.
205 Park Central East
Springfield, MO 65806

ATTENDEES

Howard Fisk, Fisk Limousines
Diane Gallion, CU Transit
Julie Guillebeau, The Ark or the Ozarks
Leslie McCafferty, Burrell

Bill Robinett, MoDOT
Jeff Robinson, OATS, Inc
Andrew Seiler, MoDOT
Cari Wright, SW Center for Independent Living

STAFF PRESENT

Curtis Owens Natasha Longpine

1. WELCOME AND INTRODUCTIONS

Introductions were made of everyone in attendance.

2. PUBLIC COMMENT

No public comment was made

3. APPROVAL OF AGENDA

Bill Robinett made a motion to approve the February 11, 2014 agenda. Leslie McCafferty seconded. The motion passed unanimously.

4. APPROVAL OF FEBRUARY 11, 2014 MINUTES

Diane Gallion made a motion to approve the February 11, 2014 meeting minutes. Leslie McCafferty seconded. The motion passed unanimously.

5. APPROVAL OF FEBRUARY 28, 2014 E-MINUTES

Leslie McCafferty made a motion to approve the February 28, 2014 e-meeting minutes. Cari Ann Wright seconded. The motion passed unanimously.

6. UNFINISHED BUSINESS

No unfinished business.

7. NEW BUSINESS

- a. SWI Industrial Solution, Inc., formerly known as Springfield Workshop, has notified OTO that the 2012 awarded vehicle under the SAFETEA-LU legislation no longer wishes to be awarded this vehicle. Curtis Owens informed the LCBT that he has forwarded this letter to MoDOT. MoDOT has accepted the withdraw letter for this vehicle. Curtis informed the LCBT that MoDOT did not expound as to whether the vehicle could be re-awarded to an OTO area agency or if it would go back to MoDOT. Howard Fisk stated that he hoped that another agency in the OTO area would have the opportunity to receive this vehicle award. Diane Gallion asked if another agency could accept this award. Leslie McCafferty stated that Springfield Workshop was ranked first followed by Burrell, Inc. There were no other applications for this grant cycle.

Information only

- b. 5310 Application was presented to the LCBT in draft form by Curtis. Curtis explained that due to situations beyond OTO's control, the time frame for application is going to be pushed out to a later date than what was originally anticipated. Curtis provided a flow chart along with draft 5310 application review. MoDOT has commented on the draft application and City Utilities will forward comments as well. Curtis informed the LCBT that the application was simple, had three parts, and an appendix section that must be completed when making application for funding request. The Part I in the draft application describes the project type and matching funds information. The Part II section is an organization description. Part III is the project selection criteria that will be sent to the OTO Board of Directors. The Appendices section A thru R is the certification section. Diane inquired about the funding amount for FY13 and FY14. Curtis stated that for FY13 and FY14, the capital 55 percent was \$220,920, the capital and operating 35 percent was \$177,343 and the 10 percent administrative funds was \$50,669. Bill Robinett recommended that the Appendices be simplified to a single check sheet that could be signed one time instead of having each sheet signed as a single form. Curtis mentioned that on page 3 of the draft application, a check sheet was provided. Diane asked if the project list on page 11 could meet more than one category. Curtis replied that yes project could meet more than one category and that the list provided was not a comprehensive list. He also stated that the FTA proposed Circular 9070.1G stated that projects could be beyond that sample list. Diane stated on page 8, the term designated recipient and sub recipient should be used to cover the 35 percent portion because both types of applications may be submitted.

Information only

- c. 5310 Application workshop was presented to the LCBT. Curtis explained that Steve Billings was willing to come April 25th to a 5310 workshop. But after discussion with MoDOT this workshop will be rescheduled to a later date.

Curtis put together a flowchart of activities for the 5310 program. He explaining that the timeline would be pushed out to a later date than anticipated. The flowchart steps include a proposed timeline of the following activities:

1. MOU completed March 2014
2. Governor approves designated recipient April 2014
3. OTO Application Finalized
 - a. OTO Application Process

- i. OTO Application Finalized July 15, 2014
 - ii. Application Solicited August 1, 2014
 - iii. Application due October 1, 2014
 - iv. OTO TIP Amended Nov-Dec 18, 2014
 - v. FTA Approval January 30, 2015
 - b. Circular and Plan Process
 - i. Final Circular – Spring 2014 (?)
 - ii. MoDOT State Management Plan (SMP)
 - iii. CU/OTO Program Management Plan (PMP)
4. Letter to FTA Outlining Selected Projects/Administrative Cost etc... February 2015
5. MoDOT Receives Authorization to Purchase from FTA March 2015
6. MoDOT Agreements with Subrecipients February – April 2015
7. MoDOT Issues Purchase Order May 2015
8. Vehicles Received June 2015 – April 2016

Information only

8. OTHER BUSINESS

Cari Ann Wright made a motion to changing the May 22nd LCBT meeting date to May 30th and the location will be the new OATS facility at 2909 North Martin Avenue, Springfield, MO at 1:30 pm. Leslie McCafferty seconded. The motion passed unanimously

Information only

9. ADJOURNMENT

Howard Fisk adjourned the meeting