



OZARKS TRANSPORTATION ORGANIZATION
A METROPOLITAN PLANNING ORGANIZATION

LOCAL COORDINATING BOARD FOR TRANSIT MEETING MINUTES

January 12, 2017
3:00 p.m.
OTO Conference Room
2208 W Chesterfield Blvd., Suite 101
Springfield, MO

ATTENDEES

Diane Gallion	Renita Funk
Tim Dygon	Linda Starr
Megan Clark	

STAFF PRESENT

Andy Thomason

I. WELCOME AND INTRODUCTIONS

Ms. Gallion brought the meeting to order at 3:06pm. No introductions were made

II. PUBLIC COMMENT

Ms. Gallion asked if anyone wished to make public comment on any agenda item. No public comments were made.

III. APPROVAL OF THE JANUARY 12, 2017 AGENDA

Mr. Dygon made a motion to approve the agenda of the January 12, 2017 meeting. Ms. Starr seconded the motion. The motion passed unanimously.

IV. APPROVAL OF THE DECMEBER 15, 2016 MINUTES

Ms. Starr made a motion to approve the minutes of the December 15th meeting, with minor edits. Ms. Funk seconded the motion. The motion passed unanimously.

V. OLD BUSINESS

a) 5310 Vehicle Update

Mr. Thomason reported that the actual costs for vehicles awarded in June 2016 were higher than expected. Additionally, some models bid in 2016 were not bid in 2017. The Council of Churches and Arc of the Ozarks had to select new vehicles because of this change. Across the board, costs were higher for all vehicles. As a result, June awards exceeded available funding for FY 16. One vehicle awarded in June must be delayed until FY 17 monies become available this spring. One of OAT's two vehicles will likely be delayed.

VI. NEW BUSINESS

a) TCP Surveys

Mr. Thomason reported final drafts of the three TCP surveys had been completed. The overall structure and content of the surveys were similar to versions reviewed in December. Questions on frequent destinations for the provider and agency survey had been changed to opened ended questions. Additionally, Mr. Thomason reported on efforts made to ensure accessibility for blind individuals. He had shared the survey with the Missouri Council of the Blind and had responded to feedback he received. Mr. Thomason asked the committee if they had any feedback on any of the surveys. Ms. Clark provided some feedback on a user survey question. No other comments offered.

b) Survey Mailings

Mr. Thomason reported that letters and postcards had been drafted. The letters would go to human service agencies and transportation providers, while the post cards would go to registered users of access express. Ms. Clark commented the survey due date should be added to the post card. Ms. Gallion asked that "CU Transit" be spelled out to City Utilities Transit." No major changes were suggested to the letter. Mr. Thomason asked if including two postcards with the letters seemed appropriate. Mr. Dygon agreed it seemed appropriate.

c) Review Background and Regional Profile

Mr. Thomason reported he had begun drafting the TCP report. The first two chapters would contain background information about the grant program, relevant laws, and other foundational information, and regional demographic information. He asked the committee to review information relating to their organizations and provide feedback by February 3, 2017. He also asked if the overall size of charts and maps seemed appropriate. Ms. Gallion said maps seemed small, but for their purpose, they were fine.

d) Kick-off Meeting Structure

Mr. Thomason shared he planned to not hold a kick off meeting. The purpose of the meeting was to pass out surveys at the Transit Center. CU was planning to conduct a rider survey in the near future and preferred that OTO did not distribute surveys at Transit Center. Mr. Thomason believed there was no longer a good reason to hold the meeting. Committee members present agreed.

VII. OTHER BUSINESS

Ms. Gallion opened the floor to general discussions. No discussion was had.

VIII. ADJOURNMENT

Ms. Starr made a motion to adjourn at 3:50. Mr. Dygon seconded the motion. The motion passed unanimously.