

Coshocton County Coordinated Transportation Agency
Minutes - Transportation Advisory Board Meeting
December 17, 2020 @ 10 a.m. via Zoom Video Meeting

- I. Welcome/Introduction – Valerie thanked everyone for taking time to attend the last CCCTA board meeting of 2020. In attendance was Ms. Tracy Haines, Mr. Lynn Jacobs, Ms. Olivia Hook, Ms. Shanna Stanton, Ms. Becky Mason, Mr. Dane Shryock, Ms. Deb Hill, Ms. Lisa Durben and Ms. Stephanie Murray.
- II. Minutes from the September 17, 2020 meeting were emailed to each member prior to the meeting. Valerie asked that if anyone did not receive them or had questions/changes to please let her know.
- III. CCCTA Update
 - A. COVID-19/Ridership – Valerie stated that CCCTA is still continuing to operate as they have been since March in regard to COVID-19 with not a lot of changes. Ridership has fluctuated back and forth the last few weeks. Valerie mentioned that she very much hopes ridership increases back to normal in 2021.
 - B. Public Fares – CCCTA is still currently waiving public fares within Coshocton County. However, fare prices will be reinstated starting January 11, 2021.
 - C. Deviated Fixed Route – Valerie regretfully explained that the Tuesday/Friday Deviated Fixed Route will unfortunately not be returning in 2021. She explained that when COVID-19 started the agency decided to postpone it. Valerie explained that it will be looked at again in the Spring, with the hope that COVID-19 has lessened and people are out and about enough for CCCTA to effectively run this route.
 - D. Annual Customer Satisfaction Surveys – CCCTA drivers started distributing 2020 annual customer satisfaction surveys last week to passengers as they ride. Surveys will be collected through the end of the year.
- IV. CCCTA Grants/Applications
 - A. Coshocton Foundation – Valerie explained that she submitted a Grant Application to the Coshocton Foundation just this week to help with the cost of purchasing and installing cameras within the CCCTA vehicles. The total amount requested was \$29,088.44. This includes the cameras, installation, software and one year of maintenance costs for all eight current vehicles as well as the four additional vehicles that will be coming in 2021.
 - B. Facility – ODOT estimates they will have approximately \$14 million dollars left over in CARES act funding at the end of 2020. They are going to allow subrecipients to apply for FTA Capital projects, including facility projects. Applications will be competitive and will not be due until at least April 2021. Valerie plans to apply in hopes that CCCTA will be approved, knowing that the agency has a pretty good case for needing a facility. She plans to talk to the Commissioners to see what land or buildings might be available to build on or renovate.

V. Mobility Management Update

- A. Office Status – Tracy stated the Mobility Management office was running smoothly. Even though she was not able to practice normal public outreach, she has remained busy conducting business primarily over the phone and through virtual meetings.
- i. Budget – Tracy estimated expenses through December 31st and expects to have an excess of just over \$17,000. She is currently looking to purchase items she will need through the 1st quarter of 2021. All remaining 2020 funds will carry over to 2021.
 - ii. ODOT Liaison – Tracy regrettably informed the board that Olivia Hook MM liaison at ODOT, has accepted a position in Oklahoma and will be leaving ODOT in January 2021. Tracy stated she had been attending ODOT meetings since 2004 and worked with many people at ODOT, but no one had made the impact on the MM program as Olivia had. Olivia’s passion and insight into the MM world evolved the program and it grew from 17 Mobility Managers to almost 40 during her regimen. Olivia initiated 5 subcommittees that have been creating manuals to train new Mobility Managers and streamline all that Mobility Managers do. This practice was initiated prior to Olivia’s decision to accept another job but will enable the MM program to continue as her replacement is hired and trained. Tracy expressed her appreciation for all Olivia has done and wished her well.

VI. Regional Efforts - OMEGA Committees

A. Special Project

- i. Employment Transportation – Tracy informed the board she had applied for and was approved for \$25,000 through OMEGA (special projects) for a Regional Transportation Employment Project. Tracy explained the project consisted of three phases. Phase one would be to conduct a feasibility study to include Coshocton County, Tuscarawas County and the southeast corner of Holmes County. Phase two would consist of establishing employment transportation within the three counties and supporting existing providers with increasing their capacity to support employment transportation. Phase three will be collaborating with SEAT in Muskingum and Guernsey Counties to create a multi-county employment transportation loop. SEAT is currently operating employment transportation in Muskingum and Guernsey counties and has experienced substantial growth in ridership over the past several months. Once the loop is running successfully, we would like to expand into other counties in the region.
- ii. Study/Consultant/RFP – Tracy stated the contract supporting the Employment Transportation Project (between ODOT and OMEGA) should be in place just after the New Year. Tracy will work with OMEGA to create an RFP prior to the end of the year. Tracy asked everyone to consider what we need to include in the RFP and be prepared to share during a zoom meeting next week. Deb Hill stated she had recently learned we would only need to create an RFQ (Request for Qualifications) at this point. Examples of things to consider would be does the firm have a background in transportation or work force development etc.

Once this is complete and a consulting firm is chosen we will reconvene and develop the scope of work. We will need to discuss who needs to be surveyed and what we need to ask in the survey.

B. Access Tusc. Vehicle Project – Shannon Hursey of Access Tusc. has secured two wheelchair accessible vehicles and is awaiting the installation of Plexiglas to protect the drivers. Shannon is currently interviewing drivers. The vehicle will initially be used in Coshocton and Tuscarawas Counties to transport COVID-19 positive patients who are being discharged from hospitals. Tracy has asked Shannon to consider transporting dialysis patients who are COVID-19 positive, as she has had three requests to date. The project will be starting small to see what the demand will be and then they plan to expand as availability allows.

VII. Multi-Use Paths – The first phase of the South Coshocton Sidewalk Project has been completed with the installation of a multi-use path along South 6th Street. This project is a collaboration with the Coshocton County Board of Commissioners, Tuscarawas Township and the City of Coshocton. CDBG funding was used to finance the project. Tracy was in the area on Tuesday and witnessed a bicyclist using the path. She was able to speak with him and he expressed his appreciation for a safer lane of travel. He frequently bicycles in the area and stated he had been close to being hit by a motor vehicle on a couple of occasions. Tracy explained the plan was to build safer paths that would ultimately connect with paths on the North end of Coshocton, which were completed last year by the City.

Tracy stated she encountered a 2nd bicyclist on South 2nd Street when returning to the office. The bicyclist was riding in the lane of traffic as there was insufficient space on the side of the road for her to travel on. Tracy was able to speak with her and she expressed her concern for safety on the busy city street. The rider said she uses public transportation when the weather is bad but likes to ride her bike for exercise when she can. Tracy shared her hopes of completing a multi-use path along 2nd Street and the bicyclist agreed to be a spokesperson for the project.

VIII. Locally Developed Transportation Plan (LDTP) – Tracy stated the LDTP 2020 rewrite was complete and had been adopted by the Coshocton County Board of Commissioners and approved by ODOT. Tracy explained she would use the goals and strategies for meeting the identified unmet needs to create a guide/timeline for 2021. The guide will be used throughout the year and efforts documented so as to streamline the 2021 plan update. Tracy will work with OMEGA to incorporate the plan rewrite into the regional plan.

IX. Discussion/Comments – Valerie asked if anyone had anything to share or update the group on. Mr. Shryock shared his appreciation of both Tracy and Valerie's efforts and how important all of the work they are doing is for Coshocton County. He also mentioned that putting the S. 6th Street progress photos on social media might help to gain people's attention to the project and the impact it has on the community. Tracy stated that she planned to do this by the first of the week.

Mr. Jacobs said he appreciated Tracy's efforts on the Jobs Transportation project and that 70% of barriers for people to get to work is transportation. He also introduced Ms. Shanna Stanton as the new Ohio Means Jobs Business Coordinated at DJFS and stated that they are willing to provide any information they can to help.

Ms. Deb Hill explained that Tracy's proposal will need to be a RFQ which for example might include asking for qualifications of someone who has knowledge of transportation, as well as someone with workforce development, etc.

Lisa Durben from AAA9 mentioned they still had a supply of PPE and offered it to us in the event we exhaust our supply. Additionally, Lisa said CCCTA would be on AAA9's January agenda to discuss the lack of referrals being made to Coshocton County.

- X. 2021 Advisory Board Meeting Dates are listed below. All meetings will be held on Thursdays at 10 a.m. as follows:

March 18, 2021

June 17, 2021

September 9, 2021

December 16, 2021

Valerie asked that anyone interested in being a Board member for 2021 please reach out to her, otherwise she will reach out after the first of the year to complete the board member list.

- XI. Adjourn – Valerie thanked everyone for coming to the Zoom meeting and wished everyone a Merry Christmas and a safe and Happy New Year. She stated that the next Board Meeting will be held Thursday, March 18, 2021. At 10:37 am the meeting was adjourned.