MEETING MINUTES
OF THE BOARD OF DIRECTORS OF THE
OHIO-KENTUCKY-INDIANA REGIONAL COUNCIL OF GOVERNMENTS
JUNE 15, 2017 – 10:30 A.M.
OKI BOARD ROOM

- Call to Order

President Rogers, noting that there was a quorum, called the meeting to order at 10:31 a.m. with the following members in attendance:

MEMBERS

Mr. T.C. Rogers, Butler County Board of Commissioners, President
Judge Steve Pendery, Campbell County Fiscal Court
Mr. Kevin Lynch, Dearborn County Board of Commissioners
Mr. Todd Portune, Hamilton County Board of Commissioners
Mr. Joe Shriver, representing Judge Knochelmann, Kenton County Fiscal Court
Mr. Thomas Adamec, Blue Ash, Ohio
Mr. Tom Cahill, Jr., Erlanger, Kentucky
Ms. Kim Nachazel, Ft. Mitchell, Kentucky
Mr. Roger Peterman, Ft. Thomas, Kentucky
Mr. Bernie Wessels, Ft. Wright, Kentucky
Mr. Robert Brown, Hamilton, Ohio
Mr. Randy Shank, Harrison, Ohio
Mr. Stephen Kaiser, Lebanon, Ohio
Mr. Michael Steur, Madeira, Ohio
Ms. Kathy Grossman, Mason, Ohio
Mr. Chris Dobrohazi, Montgomery, Ohio
Ms. Beth Fennell, Newport, Kentucky
Mr. James Bonsall, Norwood, Ohio
Mr. Steve Dana, Oxfo'd, Ohio
Mr. Kevin Hardman, Sharonville, Ohio
Mr. Daniel Shroyer, Springdale, Ohio
Mr. Dan Bell, Taylor Mill, Kentucky
Mr. Bryan Miller, Union, Kentucky
Mr. Jim O’Reilly, Wyoming, Ohio
Mr. Josh Gerth, Andes-son Township
Ms. Christine Matacic, Butler County Association of Township Trustees & Clerks
Mr. Jonathan Sams, Warren County Association of Township Trustees & Clerks
Members (continued)
Mr. Taylor Corbett, Clermont County Planning Commission
Mr. David Okum, Hamilton County Regional Planning Commission
Mr. Marc Hult, Kenton County Planning Commission
Mr. Ken Bogard, Resident Member
Mr. Bill Brayshaw, Resident Member
Mr. David Ginsburg, Resident Member
Mr. Roger Kerlin, Resident Member
Mr. Larry Maxey, Resident Member
Ms. Pamela Mullins, Resident Member
Mr. Ken Reed, Resident Member, Treasurer
Mr. V. Anthony Simms-Howell, Ohio Commission on Hispanic/Latino Affairs
Mr. Tom Voss, Resident Member
Mr. Ted Hubbard, Hamilton County Engineer
Mr. Todd Listerman, Dearborn County Engineer
Ms. Candace McGraw, Kenton County Airport Board
Mr. Sal Santoro, Kentucky State Representative
Mr. Jim Ude, Indiana Department of Transportation
Mr. Robert Yeager, Kentucky Transportation Cabinet
Mr. Stefan Spinoso, Ohio Department of Transportation
Mr. Dwight Ferrell, Southwest Ohio Regional Transit Authority
Mr. Andrew Aiello, Transit Authority of Northern Kentucky
Mr. Chris Lawson, Butler County Regional Transit Authority

GUESTS

Mr. Michael Moore, representing David Mann, Cincinnati, Ohio
Mr. Robert Yoder, representing Jeff Volter, Dayton, Kentucky
Ms. Dora Bronston, representing Larry Mulligan, Middletown, Ohio
Mr. Geoff Milz, representing Jeff Ritter, Colerain Township
Mr. Jeff Wright, representing Karl Schultz, Miami Township
Mr. Cory Wright, representing Matthew Beamer, Union Township
Ms. Emi Randall, representing Dennis Andrew Gordon, PDS of Kenton County
Ms. Gena Bell, representing Chris Monzel, Hamilton County Board of Commissioners
Mr. Rob Hans, CT Consultants
Ms. Julie Anderson, Shank & Company CPA
Mr. Jayson Gardiner, O.R. Colan
Mr. Jay Hamilton, Mead & Hunt
Mr. Joe Vogel, WSP
Ms. Cindy Wallace, TranSystems
Ms. Kelly Everett, KZF Design
Mr. Jacob Lenhard, Resident
Ms. Hollie Hinton, DLZ
LEGAL COUNSEL

Mr. Edward Diller, Taft, Stettinius & Hollister

STAFF

Mr. Mark R. Policinski  Mr. Robert W. Koehler  Ms. Marilyn F. Osborne
Ms. Karen Whitaker  Ms. Purcy Nance  Ms. Lorrie Platt
Mr. Brad Mason  Mr. Andy Reser  Mr. David Shuey
Ms. Regina Fields  Ms. Summer Jones  Mr. Andy Meyer
Ms. Florence Parker  Mr. Andrew Rohne  Ms. Robyn Bancroft

Mr. Ken Bogard led the Board of Directors in the Pledge of Allegiance.

• Announcements

President Rogers reminded everyone to sign in for attendance purposes. He also reminded everyone that this is a Board of Directors meeting and that Executive Committee Alternates are not able to vote.

ITEM #1:  ADMINISTRATIVE

A.  President’s Report

President Rogers commented that the recent events in Washington, DC remind us that the number one responsibility is to the safety of constituents and making sure first responders have the fastest and most effective way to handle a crisis.

• FY 2018 Intermodal Coordinating Committee

President Rogers stated that an updated list of appointees for the Intermodal Coordinating Committee was distributed around the table. Ms. Matacic moved to concur with the President’s appointments to the Intermodal Coordinating Committee. Mr. Reed seconded the motion; motion carried.

B.  Approval of May 11, 2017 Minutes of the Executive Committee Meeting

President Rogers called for corrections and/or additions to the May 11, 2017 minutes of the Executive Committee Meeting. There being none, Mr. Bogard moved that the minutes be approved as mailed. Mr. Lynch seconded the motion; motion carried.

C.  Executive Director’s Report

Mr. Policinski reported that due to a typographical error, the Regional Clean Air Marketing Program resolution passed at the May Executive Committee meeting needs to be revised to
reflect the Summer 2017 program rather than 2018. Ms. Matacic moved that the Board of Directors approve Resolution 2017-15R authorizing the Executive Director to enter into agreements for the marketing of the regional Clean Air program for Summer 2017. Mr. Reed seconded the motion; motion carried.

Mr. Policinski reported that the MPO Coordination rule initiated by the previous administration has been repealed by the United States Senate with the support of the President. The rule would have been devastating to COGs and would have required OKI to combine with Dayton, and possibly Springfield, making the planning area 160 miles long. He stated that staff and NARC fought hard to get this ruling repealed.

Mr. Policinski reported that the Brent Spence Bridge will be undergoing significant maintenance beginning June 23 by ODOT and KYTC. The maintenance project is done every 15-20 years. It will take between 50-60 days and is expected to be completed by September 1. He explained that more details will be released on Monday and a website will go live. He provided an overview of the rotating lane closures and alternate routes. He asked members to spread the word about the closures and visit the project website at www.brentspence2017.org. Ms. Mullins asked if there will be a link from OKI’s website to show the maps. Mr. Policinski stated that once the website goes live, OKI will provide members with the information. Mr. Maxey commented about the lack of prior warning about the maintenance project. Mr. Policinski explained that the project has been in the plans for a year but he and others were not informed about it until Tuesday. Following the press conference on Monday, OKI will provide the information to the Board and through social media. Mr. O’Reilly asked Representative Santoro if he was aware of the project prior to Tuesday, but he was not aware. Mr. Yeager with KYTC, explained that they have been working on an emergency preparedness plan for a number of months and have been coordinating with ODOT. They were waiting until Monday in order to provide just-in-time information. He pointed out that they have condensed six months of work into 60 days. Mr. Aiello reported that TANK is working on plans for those affected by the project and will provide more information following Monday’s press conference.

Mr. Policinski reported that the national recognition of staff continues. Brandon Flessner was acknowledged in ArcUser, which is the magazine for Esri Software users, for his work developing the web map OKI Solar Ready II. This project was developed using a grant from the U.S. Department of Energy. The Northern Virginia Regional Commission (NVRC) has decided to adopt Brandon’s methodology in the development of its own solar map, which would be the first of its kind in the Commonwealth of Virginia.

Also, OKI is the recipient of the 2017 National Association of Regional Councils Major Metro Achievement Award. The award, which was for metropolitan areas greater than one million or more, was for the Central Ohio River Information Service, or CORIS. The award reads-CORIS:

For leveraging data innovation and P3s in regional freight transportation planning.

He explained that three staff members—Brandon Flessner, Robyn Bancroft and David Shuey—were instrumental in developing CORIS. Robyn came up with the idea because of her work with
private sector river freight businesses, and David and Brandon did all the technical work on the app. David Shuey provided an overview of the app. He explained that the data used was self-reported by the port facility owners through a survey conducted in the fall of 2016. The site currently has data for 151 port-related businesses and allows a user to query/filter the capabilities of these businesses located in the Port of Cincinnati. The site can be accessed through OKI's website.

D. Legislative Update

Ms. Lorrie Platt, staff, reported that last week President Trump was in Cincinnati to kick off his Rebuilding America’s Infrastructure initiative. Specifically, he was in Cincinnati to talk about the nation’s waterways. On that day he released specific points about his plan. Ms. Platt showed a brief highlight video. She pointed out that funding for the plan has yet to be determined.

Ms. Platt reported that there is still no official update from DOT regarding the 2017 Fastlane grants. It has been said that the $850 million available could be released in phases. She reminded the Board that the OKI region has two projects that applied. She stated that she will keep the Board informed of any updates.

Ms. Platt reported that the OKI annual luncheon will be held this year, however, confirmation of a keynote speaker has not yet been obtained. The location of the luncheon will likely be the Marriott North at Union Centre in Butler County. She reminded Board members that their ticket is complimentary. Individual tickets will remain at $65 per person and table partnership amounts also remain the same.

E. Finance Officer’s Report

Ms. Purcy Nance, staff, reported that the Finance Officer’s Report was distributed around the table. She explained that this report contains both financial statements for the period ended April 30, 2017 and includes current cash information.

Ms. Nance referred members to page 2 for the current information. As of June 8, OKI had $512,978 in the PNC checking account, $14,769 in the HSA/FSA checking account and $554,351 in the STAR Ohio money market mutual fund. Ms. Nance reported that there has been no recent activity on OKI’s line of credit and there is no outstanding balance at report date.

Ms. Nance stated that page 3 contains the balance sheet as of April 30. She reported that Cash and Investments are down 18% from this time last year. Receivables are up 42% from this time last year due to the Boone County study and timing of routine invoices. Ms. Nance reported that at April 30, there were $744,000 in receivables, all associated with March and April invoices. She further stated that payables are down 43% or $61,000 from this time last year due to completion of the Plan 4 Health and Bright 74 studies.

Ms. Nance stated that Revenue information is located on page 4. She reported that at April 30, OKI was approximate 83% of the way through the budgeted year. Overall, revenues are at 74%,
which is under budget. She noted the following items: Federal revenues are behind budget due to the timing of New Freedom pass through project activities; State revenues are behind budget due to the timing of the Boone County study; Local revenues are ahead of budget due to the timing of county funding payments; Miscellaneous Revenues are ahead of budget due to the timing of OKI’s annual meeting; and Contributed Services are behind budget due to timing of FTA projects and the seasonal nature of the Clean Air outreach campaign.

Ms. Nance stated that page 5 contains Expense information. She reported that overall, expenses are at 73%, which is under budget.

Ms. Nance noted the following items: Category 3, Travel, Subsistence and Professional Development is behind budget due to realignment of Forestry project activities and several opportunities budgeted that were not taken; Category 4, Printing, Marketing and Contractual is behind budget due to the timing of the Boone County study, travel model data purchase and Clean Air outreach activities; and Category 6, Contributed Services is behind budget due to the timing of FTA projects and the seasonal nature of Clean Air outreach campaign.

Ms. Nance stated that page 6 contains the General Fund Balance information. She reported that the General Fund Balance has had net increase of approximately $64,000 year to date. The two components of this increase are timing differences and year to date activities. The timing differences include a $112,000 increase due to timing of county funding payments and $86,000 decrease due to application of negotiated fringe and indirect rates. The remaining $38,000 increase is associated with year-to-date operations and timing of active projects. Resulting in a year to date fund balance of $1,157,000. Of this amount, $306,000 is committed to active projects.

There being no discussion, Ms. Matacic moved that the Board of Directors accept and file the Finance Officer’s Report dated June 15, 2017. Mr. Fortune seconded the motion; motion carried.

ITEM #2: RESOLUTION AUTHORIZING ADOPTION OF THE COUNCIL FISCAL YEAR 2018 OPERATING AND CAPITAL BUDGETS

Ms. Purcy Nance, stated that a copy of the Draft FY2018 Budget was included in the mailout packet. She highlighted, by cost category, the differences in the overall FY17 forecast related to the FY17 budget and explained significant variances between the FY18 budget and FY17 forecast.

Ms. Nance stated that overall, the FY17 forecast is under the FY17 budget. She provided a few highlights: OKI budgeted for an increase in health insurance premiums and experienced a decrease; the Boone County study was budgeted to be completed during FY17-the actual contract dates are February 2017 through January 2018 causing some expense shifting and budget to actual variances; and the Clean Air survey was rescheduled for FY18.

Ms. Nance reported that overall, forecasted expenditures are 4.6% under the original FY17 budget. Expenditures budgeted in FY18 are in line with the FY17 budget. She reviewed expenses in detail by cost category.
Ms. Nance reported that salaries are forecasted to be on budget. She explained that OKI had two retirements and one resignation this year. Staff and a few positions were reorganized and efforts are underway for new hires. These changes resulted in minimal impact to the budget. FY18 salaries are 3.9% higher than forecast for this year. This includes 3% of current full-time salaries for merit and 0.25% for special achievement recognition, if needed, plus three FY17 partial year positions at a full year, plus budgeted retirement and Regional Planning/Environmental department reorganization. She explained that a senior environmental planner will retire in December, water duties will be shifted and a new staff person hired. This cost is leave payout: net of new hire savings.

Ms. Nance reported that FY17 forecasted fringe benefits are 10.8% under budget. Medical Insurance expenses are forecasted 14% under budget. A 15% increase in health insurance premiums was budgeted and a 5.5% decrease was experienced. Retirement contributions are forecasted under budget. She explained that OKI budgets for maximum participation in the voluntary 403b plan and usually are a little under budget. FY18 budgeted fringe benefits are 10.4% higher than forecasted. Medical Insurance expenses are budgeted 10.9% higher than current forecast; this is a 12% increase in premiums for a partial year due to the October 1 renewal date. Retirement, specifically the 403b plan, is again budgeted at the maximum possible participation.

Ms. Nance reported that the FY17 forecast for Travel, Subsistence and Professional Development is 15.4% under budget. Travel is forecasted to be 24.8%, or $5,400, under budget due to realignments in the Forestry project budget. Professional Development is forecasted to be 13.7% or $12,700 under budget due to fewer trips being taken than budgeted. Board travel is forecasted to be $7,600 under budget. She explained that this category has a budgeted increase of 14%, or $20,000. Travel is 18.7% or $3,100 under forecast due to the completion of Forestry grant activities. Professional Development is budgeted 19.3% or $15,400 above forecast due to additional training for staff with new responsibilities and some development trips not taken in FY17 that have been rebudgeted in FY18. Board Travel is again budgeted in $25,000 in FY18.

The forecast for Printing, Marketing and Contractual is 8.1%, or $97,500, under budget primarily due to being $93,000 under in Technical Consultants due to the timing of the Boone County study. The FY18 budget for this category is 2.8%, or $30,500, under forecast primarily due to being $25,500 under in Contracts with Government Agencies related to completion of the Forestry project, offset by addition of the Duke Energy project and timing of FTA projects.

Ms. Nance reported that the overall forecast for Other Expenditures is 1.8% under budget. The FY18 budget for this category is 17.6% over this year's forecast. She provided some highlights: Materials and Supplies are $39,000 over forecast due to the addition of network and office security equipment, replacement projector, additional smart board, updated software and subscription to Cityzen public involvement web software; Equipment Repairs and Maintenance is 114% or $49,000 higher for next year's budget than this year's forecast due to operation and maintenance of Ohio River bridge radar count stations—by agreement with KYTC, the Cabinet is installing the traffic counters and OKI will take ownership of the units, collect and process the data and maintain the hardware and software; and Meeting expenses are up 106% or $23,800
due to the addition of $25,000 to help with the cost of putting on the Ohio Freight Conference—OKI is providing federal planning funds to the conference, which is essential to advancing the topic of freight, FHWA has determined that MPOs’ financial support of the conference is an allowable expenditure of planning funds.

Ms. Nance reported that Revenues are forecasted 4.6% lower than budgeted revenues. FY18 budgeted revenues are in line with FY17 budgeted revenues. She explained that Federal and State revenues are forecasted to be 4.6% under budget. Federal and State revenues budgeted in FY18 are at the same level as the FY17 budget. Local Contracts are forecasted 4.6% under budget. Local Contracts budgeted in FY18 are 185% or $139,000 higher than forecast due to the addition of the Duke Energy project. Contributed Services revenues are forecasted to be on budget. Contributed Services revenues budgeted in FY18 are 63% lower than forecasted due to completion of the Forestry project. She explained that fluctuations in excess contributed services are associated with the RideShare and Clean Air programs.

Ms. Nance reported that the FY17 budget included a $20,300 use of fund balance. The FY17 forecast shows a $23,800 addition to fund balance. This reduction in surplus usage is due to management of the regional planning, water and general and administrative programs. The FY18 budget includes a $5,800 addition to fund balance.

Ms. Nance reported that OKI continues to be on sound financial footing. The fund balance has been at the same level for several years and is within the guidance provided by the Budget Committee in the past.

Ms. Nance reported that the Capital Budget includes $6,000 to replace the oldest physical ESX server, $7,875 to upgrade the financial management system software and $26,695 for a replacement vehicle. 

Ms. Nance reported that this is the 19th budget with a per capita at $.33.

Mr. O’Reilly complimented the budget. He questioned whether staff will be assigned to repairing the traffic counters that will be installed on the bridges. Mr. Koehler explained that the scope is for new traffic count devices on bridges crossing the Ohio River, which are beyond the reach of ODOT and KYTC at this time. Once the counters are installed and operational, OKI will take ownership and collect the data. A contractor will conduct the maintenance.

Ms. Mullins also complimented the budget. She questioned how OKI was able to reduce the overall cost of health care. Ms. Nance explained that last year, the insurance companies went back from individual rating back to community ratings. OKI’s insurance broker had predicted an increase in rates, however, with the change in ratings, the cost was less than had been budgeted.

Mr. Reed commended Purcy, Mark, the department heads and the Budget Committee for their work. He stressed that for 19 years, the communities have not had a change to the per capita rate. Staff is doing the most with the budget and exceeding expectations, he stated that’s what this staff and organization does.
Mr. Reed moved that the Board of Directors approve Resolution OKI 2017-18 concerning the adoption of the Council Fiscal Year 2018 Operating and Capital Budgets. Mr. Bogard seconded the motion; motion carried.

ITEM #3: RESOLUTION AUTHORIZING RETAINING 4BIS.COM AS SUPPORT FOR THE COUNCIL COMPUTER ADMINISTRATION

Mr. Shuey, staff, explained that this resolution will authorize the Executive Director to retain 4BIS.com as OKI’s information technology consultant for Fiscal Year 2018 in an amount not to exceed $48,000, which is the same level of authorization as last year.

Mr. Shuey stated that OKI has found the utilization of a consultant to be a cost effective method of maintaining our computer network. The consultant provides ongoing software and hardware technical support while working in the OKI office one day per week and is available 24/7 as needed. He stated that the high competency level of this consultant and their knowledge of complex technical networks leads staff to request authority to retain their professional services.

Ms. Matacic moved that the Board of Directors approve Resolution 2017-19 authorizing the Executive Director to enter into a contract with 4BIS.com for the council computer administration. Mr. Lynch seconded the motion; motion carried.

ITEM #4: INTERMODAL COORDINATING COMMITTEE REPORT

Mr. Andy Reser, staff, reported that the ICC met on Tuesday, June 6. The committee discussed ICC membership for FY 2018 and concurred with staff recommendations. Lorrie Platt provided a Legislative and Technology report and Craig Stephenson of Clermont County presented information on the recently completed Aicholtz Road project. The committee approved TIP Administrative Modification #2. Amendment #2 to the FY2018-2021 TIP was presented and the ICC recommended its approval.

A. Amendment #2 of the FY 2018-2021 Transportation Improvement Program

Mr. Reser reported that Amendment #2 involves three highway projects in Ohio. The Bells Lane CMAQ project needs additional local funds and ODOT has advised revising the TIP now to increase the maximum threshold in the statewide TIP. This should avoid delays in federal approvals. Two additional projects, the Cincinnati Traffic Signals Zone 1 and the Cincinnati Bulk Terminals are being moved from FY17 to FY18. The Cincinnati signals zone 1 project was put out to bid twice and received no bids. By pushing back to FY18 and bundling it with another signals project in Zone 9, the City anticipates more interest. The Cincinnati Bulk Terminal project is behind schedule because of a delay in getting “Buy America” approval, but has an expected award in the first quarter of FY18.

Mr. Fortune moved that the Board of Directors approve Resolution 2017-20 regarding Amendment #2 of the FY 2018-2021 Transportation Improvement Program. Mr. Reed seconded the motion; motion carried.
ITEM #5: CONSENT AGENDA

President Rogers stated that each month a written report of committee activities is mailed to the Board of Directors. This mailing included the June Consent Agenda items. Mr. Fortune moved that the Board of Directors approve the consent agenda as mailed. Judge Pendery seconded the motion; motion carried. There were no committee announcements and/or updates.

ITEM #6: OTHER BUSINESS

President Rogers reminded the Board that the July meeting has been cancelled.

ITEM #7: ADJOURNMENT

Mr. Reed moved that the Board of Directors meeting be adjourned. Ms. Matacic seconded the motion; motion carried. The meeting adjourned at 11:27 a.m.

T.C. ROGERS, PRESIDENT

MARK R. POLICINSKI, SECRETARY

KLW
Transcribed: 6/30/2017