



**BOARD OF DIRECTORS OF THE
OHIO-KENTUCKY-INDIANA REGIONAL COUNCIL OF GOVERNMENTS
APRIL 9, 2020 - 10:30 A.M.
Via teleconference**

President Knochelmann called the meeting to order at 10:42 a.m. after receiving confirmation from Mr. Policinski that we did have a quorum. The following members were in attendance:

BOARD MEMBERS

Mr. Kris Knochelmann, Kenton County Fiscal Court
Mr. T.C. Rogers, Butler County Board of Commissioners
Mr. Gary Moore, Boone County Fiscal Court
Mr. Kenneth F. Reed, Resident Member
Mr. Andrew Aiello, TANK
Ms. Ann Becker, West Chester Township
Mr. Jeff Capell, City of Blue Ash
Mr. Jeffrey Anderson, City of Springdale
Mr. Chris Dobrozi, City of Montgomery
Ms. Beth Fennell, Newport, Kentucky
Mr. Mark Fette, City of Lawrenceburg
Ms. Jessica Fette, City of Erlanger
Mr. Josh Gerth, Anderson Township
Mr. Dennis Andrew Gordon, FAICP PDS of Kenton County
Mr. Darryl Haley, SORTA
Ms. Liz Hayden, Hamilton County Regional Planning Commission
Mr. Nick Hendrix, Kenton County Public Works
Mr. Ed Humphrey, Clermont County Board of Commissioners
Mr. David Linnenberg, Green Township
Mr. Mike Mains, City of Harrison
Mr. Larry Maxey, Resident Member
Ms. Christine Matacic, Butler County Association of Township Trustees & Clerks
Mr. Mark McCormack, Clermont County Board of Commissioners
Ms. Candace McGraw, Kenton County Airport Board
Mr. Pete Metz, Cincinnati USA Regional Chamber
Mr. Talboot Moon, Middleton, Ohio
Ms. Pamela Mullins, Resident Member
Mr. David Okum, Resident Member

Kris Knochelmann
President

Mark R. Policinski
CEO

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Board Members Continued

- Mr. David Painter, Clermont County Board of Commissioners
- Mr. Steve Pendery, Campbell County Fiscal Court
- Mr. Roger Peterman, City of Fort Thomas
- Mr. Rick Probst, Clermont Count Board of Commissioners
- Ms. Stephanie Summerow Dumas, Hamilton County
- Mr. James Sunderhaus, City of Cheviot
- Mr. Jeff Volter, City of Dayton
- Mr. Tom Voss, Resident Member
- Mr. Michael Wilson, City of Sharonville

GUESTS

- Mr. Matt Dutkevicz, alternate for Mr. Chris Lawson, BCRTA
- Mr. Tom Arnold, alternate for Ms. Tammy Campbell, ODOT

LEGAL COUNSEL

- Mr. Ed Diller, Taft, Stettinius & Hollister

STAFF

- | | | |
|------------------------|--------------------|----------------------|
| Mr. Mark Policinski | Mr. Robert Koehler | Ms. Marilyn Osbourne |
| Ms. Jenn Spreckelmeier | Ms. Regina Fields | Ms. Purcy Nance |
| Mr. David Shuey | Ms. Lorrie Platt | Mr. Jim Pickering |
| Ms. Ting Zou | Ms. Suzanne Parkey | Ms. Robyn Bancroft |
| Mr. Brandon Rudd | Mr. Brett Porter | Ms. Summer Jones |
| Ms. Margaret Minzner | Mr. Travis Miller | Mr. Brandon Flessner |
| Ms. Gaby Waesch | Mr. Nathan Ziegler | |

ITEM #1: ADMINISTRATIVE

- A. Announcements
- B. Approval of March 12, 2020 Executive Committee Meeting Minutes

President Knochelmann called for corrections and/or additions to the March 12, 2020 minutes of the Executive Committee meeting. There being none, Mr. Aiello moved that the minutes be approved as presented. Ms. Becker seconded the motion; motion carried.

- C. Executive Director’s Report

Mr. Mark Policinski, OKI Staff, reported that OKI is in its fourth week of telecommute working. He mentioned that we are continuing to put together the 2050 Plan and advance our prioritization process, which will provide \$40 million dollars to projects in our jurisdictions. He said that although it may seem unusual to say, everything is proceeding normally, as best as

normal can be at these times. He mentioned that there were three very important votes that were being taken. First, he said, was to approve our work plan, the UPWP (Unified Planning Work Program), which allows OKI to spend money on an agreed upon list of functions at OKI. Secondly, he noted, we have to stipulate that we are following federal regulations in our planning process. Without that, OKI does not have the authority to proceed with its work. Lastly, he said, we need approval for our FY 2021-2024 TIP (Transportation Improvement Program). He mentioned that these are the projects that have been approved for short-term implementation.

Mr. Policinski stated that this meeting was one of OKI's most important of the year. He thanked everyone for taking the time out of their day to participate. He said, "We are all going to get through this. We are all going to be great; and OKI wants to be a part of your solutions. If you have any questions or you need anything, please contact me." Mr. Policinski shared his personal cell with everyone in case they needed to reach him. He said, "Please call me any time; if you have any issues, we will be happy to rectify them. Thank you."

D. Finance Officer's Report

Ms. Purcy Nance, OKI staff, reported that the Finance Officer's Report was distributed via Constant Contact. She explained that this report contains the financial statements for the period ended February 29, 2020 and includes current cash information.

Ms. Nance referred members to page 2 for the current information. As of April 3, OKI had \$664,756 in the PNC checking account, \$18,798 in the HSA/FSA checking account and \$710,798 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 February 29. She reported that Cash and Investments are down 12% from this time last year. Receivables are up 6% from this time last year. Ms. Nance reported that at February 29, there were \$641,000 in receivables, \$633,000 associated with January and February invoices and \$8,000 outstanding from January and earlier. She further stated that payables are up 13% or \$11,000 from this time last year.

Ms. Nance stated that Revenue information is located on page 4. She reported that at February 29, OKI was approximately 67% of the way through the budgeted year. Overall, revenues are at 64%, which is on budget. She referred Board Members to page 4 footnotes for an explanation of variances greater than 10%.

Ms. Nance stated that page 5 contains Expense information. She reported that overall, expenses are at 63%, which is on budget. She referred Board Members to page 5 footnotes for an explanation of variances greater than 10%.

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 \$55,000 year to date. The two components of this increase are timing differences and year to date activities. The timing differences include a \$131,000 increase due to timing of county funding payments and \$105,000

decrease due to application of negotiated fringe and indirect rates. The remaining \$29,000 increase is associated with year-to-date operations and timing of active projects. Resulting in a year to date fund balance of \$1,531,000. Of this amount, \$492,000 is committed to active projects.

Mr. Moore moved that the Executive Committee accept and file the Finance Officer's Report dated March 12, 2020. Mr. Gerth seconded the motion; motion carried.

ITEM #2: BUDGET COMMITTEE REPORT

Mr. Ken Reed, Resident Member and OKI Board Treasurer, reported that the Budget Committee met that morning before the Board of Directors Meeting. He said they started the budget process and they are working towards bringing that information forward at the Executive Committee meeting in either May or June. He mentioned that the Budget Committee would meet again in May and will look at the entire budget for 2021. Mr. Reed said there are a couple of items that need some direction. One is around employee compensation, which he stated that the committee had a robust conversation about and they are very pleased about moving forward with.

Mr. Knochelmann asked if there were any questions for Mr. Reed. There being none, he mentioned a comment in the Q&A from Mr. Pete Metz.

Mr. Metz asked, "I think I heard Mark say that there won't be any pushback on application timelines. Is that correct? Is there any concern about jurisdictions being able to complete those with staff furloughs, COVID response roles shifting, etc.?"

Mr. Policinski responded, "No, we have not had any pushback. We have some concerns out of jurisdictions as to whether they will have local match. As far as people requesting the timeline moved back, we have had none of that. We have stayed in contact with the jurisdictions. They are working their projects and proposing them. If something along those lines changes, we will [discuss] it then, but right now, we do not have that problem. We will go forward and try to stay on the particular schedule."

ITEM #3 INTERMODAL COORDINATING COMMITTEE REPORT

A. Fiscal Year 2021 Unified Planning Work Program

Mr. Bob Koehler, OKI Staff, presented the Draft FY21 Unified Planning Work Program (UPWP). Some of the highlights include continuing the annual call for projects and actively managing the program; Update of and collection of datasets for RAVEN911 system for first responders; A federal certification review to be held later this year; Continuation of the Section 5310 program to invest in transportation projects for elderly and handicapped; Dearborn county, ongoing planning, programming and funding of projects; Involvement in the NKY Active Traffic Demand Management study for NKY urban interstates; A regional household travel survey; Ongoing water

quality planning and maintenance of the 208 plan. The draft work program has been reviewed by state and federal agencies. Approval by the OKI Board is necessary to fund the agency for FY2021.

Mr. Knochelmann asked if there were any questions for Mr. Koehler.

Ms. Crutchfield asked, "Will you describe how survey takers can expect the data to impact their lives once it is taken?"

Mr. Koehler responded that the survey will provide information that OKI will eventually use in their Travel Demand Model. This is a new approach for this type of survey. In the past OKI called participants on the phone and asked if they would be willing to participate. If they agreed then they were sent a diary or some other electronic means to complete the survey.

Mr. Koehler stated that this year it is all going to be on a smart phone. Survey takers will get pre-survey information and if you agree to participate you will be asked questions about what kind of vehicles you have, the type of travel you do and some other baseline data. Several OKI staff members were able to test out the survey as ODOT's consultant was developing it. He said you will get prompted for questions that will ask about your travel and vehicle choices, such as were you going to work, how was your drive, which vehicle did you take if you took a vehicle of your own, etc., which will help feed the OKI Travel Demand Model. This is used to help forecast traffic and identify deficiencies in our transportation system.

There being no other questions, Mr. Knochelmann asked for a motion to approve. Ms. McGraw moved that the Board of Directors approve Resolution 2020-09, FY21 Unified Planning Work Program. Mr. Probst seconded the motion; motion approved.

B. Certification of the Urban Transportation Planning Process

Mr. Bob Koehler, OKI Staff, presented the certification of the urban transportation planning process. MPO's are required to be certified in the federal metropolitan planning process in order to receive federal funds for transportation projects. Each year OKI self certifies that all the requirements of this process are met, enabling funding to be allocated to local projects. Mr. Koehler stated that OKI is also reviewed on site every four years. At the last on-site visit by USDOT in 2016 OKI was found to be meeting or exceeding all requirements for metropolitan planning regulations of USC 23 and 49. He asked for recommendation for approval of Resolution 2020-10.

Mr. Humphrey moved that the Board of Directors approve Resolution 2020-10, Certification of the Urban Transportation Program. Mr. Probst seconded the motion; motion approved.

C: Presentation of Draft FY 2021-2024 Transportation Improvement Program

Mr. Andy Reser, OKI Staff, presented the FY2021-2024 Transportation Improvement Program. The public comment period for the Draft TIP has been completed. The TIP includes all projects with federal funding and any regionally-significant project, even if it uses all state funds. The TIP covers the entire OKI planning area and is considered the short range component of the OKI Plan. Projects in the TIP are considered committed projects with specific funding and amounts identified. The TIP is fiscally-constrained, meaning only projects and phases that fit within the amount of funds available are included. The TIP also meets air quality conformity requirements and projects have been evaluated in the OKI model and the forecasted vehicle emissions are within the established air quality limits. And all the MPO TIPs become part of the Statewide TIPs in Ohio, Kentucky and Indiana.

He said the OKI TIP totals \$2.3 billion in federal, state and local funds with about \$1.2 billion of that being federal funds and \$166 million of the federal total is OKI sub-allocated federal funds. The FY21-24 TIP replaces the existing FY20-23 TIP and there are about 90 new projects that are not part of the existing TIP. This includes 37 new projects that utilize OKI sub-allocated federal funds like STBG, TA and CMAQ. The TIP Executive Summary was part of the mail out and listed projects with a total cost and project maps by county.

Mr. Reser said on March 12th, the draft TIP was posted on OKI's website for public review. The public hearing, which was originally scheduled for April 6th, had to be done virtually. Staff posted the hearing PowerPoint slides with commentary and instructions on how to comment to the OkI website on March 27th. The comment period runs through April 8th. To date, no substantive comments that would cause any changes to the document have been received. The draft of the TIP was also sent to our Interagency Consultation Group of federal, state and local review agencies.

He said that the TIP becomes effective when it is amended into the STIPs and in Ohio, which will be July 1. He also reminded that the committee that the TIP is a dynamic document with frequent amendments and administrative modifications with the most up-to-date version always available on our website.

Mr. Humphrey moved that the Board of Directors approve Resolution 2020-11, Draft FY 2021-2024 Transportation Improvement Program. Ms. Fette seconded the motion; motion approved.

ITEM #4: OTHER BUSINESS

There was no other business.

ITEM #5: ADJOURNMENT

Mr. Painter moved to adjourn the Board of Directors meeting. Ms. Fette seconded the motion. The meeting adjourned at 11:10 a.m.



KRIS KNOCHELMANN, PRESIDENT



MARK R. POLICINSKI, SECRETARY

JS
4/29/2020