

Alliance for Community Transportation

General Membership Meeting

Minutes - February 15th 2017 - 9:00am,

McConnell Center, Dover

Members Present: Scott Bogle (RPC), Carol Gulla (TASC), Tory Jennison (Region 6 Integrated Delivery Network), Colin Lentz (SRPC), Margie Longus (Ready Rides), Rad Nichols (COAST), Debra Perou (RNMoW), Meri Schmalz (Ready Rides),

Others Present: Jeff Donald (COAST), Steve Goodspeed (Ready Rides),

1. Welcome and Introductions

The meeting began with a quorum at 9:30

2. Approval of Minutes from meeting on January 4th 2017. {VOTE}

-S. Bogle moved to approve the minutes as written, C. Gulla seconded the motion

-All in favor

3. Approval of Minutes from budget workshop meeting on February 1st 2017. {VOTE}

-D. Perou moved to approve the minutes as written, M. Schmalz seconded the motion

-All in favor

4. Review and Approve SFY 2018 & 2019 5310 POS Grant Application {VOTE}

J. Donald presented spreadsheets detailing the proposed POS grant, including mileage reimbursement for Ready Rides, TASC, Rockingham Nutrition Meals on Wheels, and Community Rides. He noted that the work description in the grant application was similar to the one submitted two years ago. The current grant application includes ridership growth projections for Ready Rides (a projected increase of 10-30%), TASC (a projected increase of 8%), and Community Rides (a projected increase of 5%).

J. Donald reiterated that lower funding amounts were available for POS this cycle, and explained that at the recent budget meeting with ACT members, he had presented two different budgets for review: an even funding distribution over the year; and a front-loaded budget. The preferred alternative among ACT members at that meeting was a front-loaded budget option which focused available federal funds in earlier quarters. J. Donald said NHDOT informed him that they were not comfortable with a front-loaded budget because it had not been a successful approach in the past. He said the budget would have to evenly distribute funds over each quarter, but NHDOT allowed flexibility from quarter to quarter to allow for possible variability in monthly ridership. For instance: if an agency came underspent in quarter 1 and overspent in quarter 2, they could bill for the mileage unbilled in quarter 1.

J. Donald reviewed the two budget options up for discussion and vote, based on \$177,080 in available POS funds per year:

- 1) Funds are evenly distributed over two years with an annual cap for each year
- 2) funding distribution allows for growth in year two with \$168,898 in fiscal year 2018, and 185,263 in fiscal year 2019.

C. Gulla asked whether funds unspent by a single agency in one budget year would be rolled over into the following year specifically for that agency, or into the overall POS budget. J. Donald said the funds technically roll over into the general budget, but the intention would be to keep funds with the individual agency.

S. Goodspeed asked if funds could be moved from one POS provider to another if one is underspent and the other is seeing greater than projected ridership and needs more funding. J. Donald replied that

funds could be reallocated at the one year and 18 month timeframes in the budget, with a vote by the membership. He noted that ACT has the flexibility to move funds outside those points in the budget cycle, but the one year and 18 month points are ideal times for reallocating funds.

J. Donald reiterated that the Community Rides budget was smaller than in previous years when additional funding was available through specific federal programs.

Members agreed that they preferred the second budget option which allowed for some growth in the second year.

C. Gulla made a motion to approve the second budget option (funding distribution allows for growth in year two with \$168,898 in fiscal year 2018, and 185,263 in fiscal year 2019).

M. Schmalz seconded the motion.

Vote: all in Favor

5. Review and Approve SFY 2018 5310 Formula Fund Grant Application {VOTE}

J. Donald gave a brief overview of the formula funding application, which supports his work as the Director of ACT and the operation of TripLink. He said there were very few changes from the previous budget. He noted that the TASC board recently voted to join TripLink, and that the change would be implemented in October. S. Bogle noted an unfinished sentence in the application for revision.

J. Donald noted that the full application is for \$132,808 and pointed out other specific pieces of the budget outside that number. He pointed out funds for FTA 5307 mobility management, and he explained that FTA 5317 funds were finally being spent down in this budget. J. Donald noted that \$9,000 in local match would need to be raised over the course of the state fiscal year. He noted that with Rockingham Planning Commission acting as the POS funding manager they receive an admin fee from Formula funds, and have been splitting the 20% match required for Formula funds with ACT so that ACT and RPC each cover 10% of admin fee.

J. Donald said he would be asking for letters from ACT members who are part of TripLink to state their commitment to the program, to be submitted with the application.

C. Gulla asked J. Donald to change the language in the application to read that TASC could officially join TripLink by January 2018, rather than October 2017, noting that it was for consistency and that TASC will likely join before next January.

R. Nichols noted that COAST will be contributing 5307 funds to supplement 5310 Formula funds in supporting TripLink and ACT administration.

S. Bogle made a motion to approve the Formula Funding application as amended.

Seconded by C. Gulla

Vote: all in favor

D. Perou said that a lot of work had been accomplished over the recent string of meetings and complimented J. Donald on his work in developing and submitting the applications.

J. Donald said the POS budget would be submitted on February 23rd and the Formula funds budget will be submitted on March 3rd.

J. Public Comment

K. Adjournment

C. Gulla made a motion to adjourn, seconded by M. Schmalz

Vote – Unanimous in favor

Meeting was adjourned at 9:52am