POLICY BOARD AGENDA - REGULAR MEETING

1. Call Meeting to Order and Introductions
   (Bryan Culver - L-DC MPO Chair)

2. Action Item: Approval of Minutes from the February 20, 2014 MPO Meeting (see attached draft minutes)
   (Bryan Culver - L-DC MPO Chair)

3. Old Business and Correspondence (see attached memo and link to TAC minutes)
   (Todd Girdler – MPO staff)
   a. Project Updates Memo
      - MPO Pedestrian Planning and Bicycle Advisory Committee Activities
      - Lawrence Transit Center Location Analysis Study
      - Transportation Improvement Program (TIP) Update
      - KU Geography Students Capstone Project – possible coordination
   b. Recent TAC meeting minutes
      - February 18, 2014 – approved – to be posted online at
        http://www.lawrenceks.org/assets/mpo/tac/tacminNov13.pdf after TAC approval and before the MPO meeting

4. Action Item: Reports for the Multimodal Studies Project (see attached draft approval resolution and http://lawrenceks.org/mpo/study )
   The MPO staff will present a summary of the final reports for this study to the MPO for review and approval. This study includes the following three reports.
   - Commuter Park & Ride Study
   - Fixed Route Transit and Pedestrian Accessibility Study
   - Countywide Bikeway System Plan
   Each of these plans/studies has a full report and an executive summary report online at http://lawrenceks.org/mpo/study.
5. **Action Item: Addition of a Lawrence-Douglas County Health Department Representative to the Technical Advisory Committee (TAC) as a Non-Voting Member (see attached draft changes to the TAC Bylaws)**
   The MPO staff will present a proposed change to the TAC Bylaws to add a health department representative to the list of non-voting members. This change is being proposed now to recognize the close and growing coordination of transportation and public health planning for active transportation issues (e.g., walking and bicycling to school to address childhood obesity) and to provide a means to obtain a public health perspective in the MPO planning process.

6. **Discussion/Action Item: I-70 Commuter Transit Feasibility Study**
   The KDOT staff and Olsson Associates staff will present this study of proposed I-70 corridor commuter bus routes to the MPO for review. MPO members will be able to discuss this study with the consultant team and KDOT staff, and the MPO can decide if they want to accept this study and/or direct the MPO staff to incorporate its recommendations into MPO documents.

7. **Other Business**

8. **Public Comments**
   This item is to allow brief public comments on items not listed specifically on the agenda. Comments from each individual or organization will be limited to five minutes.

9. **Adjournment**
   Next Meeting: The MPO Policy Board will meet next for its regularly scheduled meeting on April 17, 2014 or another date set by the MPO if needed.

**Special Accommodations:** Please notify the Lawrence-Douglas County Metropolitan Planning Organization (L-DC MPO) at (785) 832-3150 at least 72 hours in advance if you require special accommodations to attend this meeting (i.e., qualified interpreter, large print, reader, hearing assistance). We will make every effort to meet reasonable requests.

The L-DC MPO programs do not discriminate against anyone on the basis of race, color or national origin, according to Title VI of the Civil Rights Act of 1964. For more information or to obtain a Title VI Complaint Form, see [www.lawrenceks.org/mpo/title6](http://www.lawrenceks.org/mpo/title6) or call (785) 832-3150.
Meeting Minutes - Thursday, February 20, 2014

Attendance:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Name</th>
<th>Present</th>
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<tr>
<td>Voting Members</td>
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<tr>
<td>Lawrence City Commission</td>
<td>Michael Dever</td>
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<td>Lawrence City Commission</td>
<td>Bob Schumm</td>
<td>X</td>
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<tr>
<td>Douglas County Commission</td>
<td>Nancy Thellman</td>
<td>X</td>
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<tr>
<td>L-DC Metropolitan Planning Commission</td>
<td>Jim Denney</td>
<td>X</td>
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<tr>
<td>L-DC Metropolitan Planning Commission</td>
<td>Bryan Culver</td>
<td>X</td>
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<tr>
<td>City of Baldwin City</td>
<td>Marilyn Pearse</td>
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<tr>
<td>Kansas Department of Transportation</td>
<td>Davonna Moore</td>
<td>X</td>
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<td>Non-Voting Members</td>
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<tr>
<td>Federal Highway Administration</td>
<td>Paul Foundoukis</td>
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<td>Federal Transit Administration</td>
<td>Jeremiah Shuler</td>
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<tr>
<td>University of Kansas</td>
<td>Paul Graves</td>
<td>X</td>
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<td>City of Lecompton</td>
<td>Mary Jane Hoffer</td>
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<td>City of Eudora</td>
<td>John Fiore</td>
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<td>Staff</td>
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<tr>
<td>Lawrence - Douglas County MPO</td>
<td>Todd Girdler, AICP-CTP</td>
<td>X</td>
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<tr>
<td>Lawrence - Douglas County MPO</td>
<td>Jessica Mortinger, AICP</td>
<td>X</td>
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<tr>
<td>City of Lawrence - Douglas County Planning &amp; Development Services Dept.</td>
<td>Scott McCullough</td>
<td>X</td>
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<tr>
<td>Others</td>
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<tr>
<td>KDOT</td>
<td>Allison Smith</td>
<td>X</td>
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<tr>
<td>City of Lawrence</td>
<td>Randy Larkin</td>
<td>X</td>
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1. Call Meeting to Order and Introductions
Mr. Culver called the meeting to order at 4:05 PM a quorum was assured, and introductions were made.

2. Action Item: Approval of Minutes from the January 16, 2014 MPO Meeting
Mr. Culver presented the January minutes and asked if there was any discussion. There was none. Approval of the minutes from the January 16th meeting was moved by Ms. Moore, seconded by Mr. Denney and passed unanimously.

3. Discussion Item: Old Business and Correspondence:
Mr. Girdler presented the Project Updates Memo included in the agenda packet and the TAC minutes posted online and asked if any members of the Board had additional questions. Mr. Culver asked if there were any questions or discussion about the items presented. Mr. Culver noted that the Multimodal Studies executive summaries weren’t loading correctly. Ms. Mortinger indicated that she would check the versions online, but that the fix might require the final files from the consultant which are expected soon. Ms. Moore noted that the I-70 transit feasibility Study is coming to a close soon and she is working with MPO staffs to set the dates for
presentations to the MPO. Mr. Girdler noted that he would work with KDOT staff to schedule this presentation which could be at the March MPO meeting.

4. **Action Item: 2012-2015 Transportation Improvement Program – Amendment #8**

Ms. Mortinger reviewed the changes that are part of the amendment as requested by the City and KDOT to meet obligation deadlines and asked members if they had any additional questions or comments. There were none. Ms. Mortinger noted that the MPO staff was working with KDOT to plan the new TIP which members can expect to see later this year. A motion to approve this TIP amendment as presented was moved by Ms. Thellman, seconded by Ms. Moore and passed unanimously.

5. **Other Business**

Mr. Graves informed the members that Peg Livingood was unable to attend today and her retirement is planned for the end of February. He asked members present if they would like to submit any greetings and/or thanks to Peg for her service. Mr. Girdler indicated that the MPO was very appreciative of Peg’s attendance and coordination help with the MPO on transportation planning issues over the last five years. Members agreed that Peg would be missed. A motion was made by Mr. Schumm, seconded by Ms. Thellman and members unanimously agreed to send a letter, thanking Peg for her service.

Members asked the MPO staff when they would be receiving the KOMA presentation. Mr. Girdler said they would get the presentation once it was received from the City Attorney’s Office. Ms. Mortinger told the MPO Policy Board that Eudora did not submit their Transportation Alternative (TA) grant application to KDOT as planned because KDOT staff had some engineering concerns with the project and made recommendations based on future improvements of K-10 that need to be addressed. She noted that Eudora plans to continue conversing about the proposal for a possible future submission.

6. **Public Comments**

There was none.

7. **Adjournment**

The MPO Policy Board decided to meet next on March 13, 2014. The meeting was adjourned at 4:29 PM.
Memorandum

TO: L-DC MPO Members
FROM: Todd Girdler, Senior Transportation Planner
CC: Scott McCullough, Lawrence-Douglas County Planning and Development Services Director and L-DC MPO Secretary
Date: March 5, 2014
Re: MPO Activity Updates

Since the last MPO meeting held on February 20, 2013 the MPO staff has been actively working on several projects. Shown below is a list of selected projects and a brief description of recent work on those items.

MPO Pedestrian Planning – the MPO staff has been making plans for the Pedestrian Plan activity now programmed for MPO staff work as part of the 2014 Unified Planning Work Program. One of the discussion items that have come up recently for this issue is the coordination of Bicycle Advisory Committee activities with the activities of the local pedestrian and built environment advocacy groups and the desire to jointly advocate for better bike-pedestrian facilities. The MPO staff has been working with the BAC to arrange some joint meetings between bike and pedestrian advocates and to start this coordination effort. The entire BAC work plan for 2014 can be found online at: http://lawrenceks.org/assets/mpo/bac/BAC_WorkPlan.pdf.

Lawrence Transit Center Location Analysis Study – the MPO staff has discussed this study with the Lawrence Transit Administrator and it has been discussed at TAC meetings. To date the study still has two sites in consideration (the 21st/Iowa and the 9th/Iowa vicinities) and traffic studies for both of those locations are being done.

Transportation Improvement Program (TIP) Update – the MPO and KDOT staffs have been discussing the format and timing for the next TIP update and decided to create a new five-year TIP covering 2015 through 2019 with the four-year period 2015-2018 being fiscally constrained and the last year 2019 being added for informational purposes. This new TIP will be developed and prepared for MPO approval in August to allow a transition from the old and new TIP at the end of the federal fiscal year.

KU Geography Students Capstone Project – the MPO staff has met recently with KU students who are interested in conducting a project in transportation planning. The MPO staff will confer with these students as their project moves forward and work with them so that the product is useful to the MPO and the students.
RESOLUTION

WHEREAS, the Lawrence-Douglas County Metropolitan Planning Organization (L-DC MPO) is designated as the Metropolitan Planning Organization (MPO) to carry out the Continuing, Cooperative and Comprehensive planning program, including transportation planning; and,

WHEREAS, the MPO regional transportation planning process is conducted in order to foster the development of a multimodal transportation system for the region that includes several forms of transportation including walking, bicycling, transit ridership, carpooling/ridesharing, and automobile travel; and,

WHEREAS, the current Metropolitan Transportation Plan (MTP) for the Lawrence-Douglas County Region (Transportation 2040) includes recommendations for the update and improvement to the region’s multimodal transportation system and recommendations for specific projects that should be made in the foreseeable future to enact those system improvements; and,

WHEREAS, the MPO is charged with making changes to their MTP as needed to reflect regionally significant changes in the transportation system, new information about the status of the transportation system, changes in the local priorities for transport system improvements, and other reasons for revising the MTP to better reflect the region’s transportation goals; and,

WHEREAS, the MPO noted in the Transportation 2040 MTP that the intent of the MPO is to use the new information included in the Multimodal Studies Project to update the Transportation 2040 MTP; and

WHEREAS, the Lawrence-Douglas County MPO Technical Advisory Committee (TAC) has reviewed and approved the Multimodal Studies Project Reports (Commuter Park & Ride Study, Fixed Route Transit & Pedestrian Accessibility Study, and Countywide Bikeway System Plan) and directed the MPO staff to send those reports to the MPO Policy Board for MPO approval.

NOW, THEREFORE BE IT RESOLVED that the Lawrence-Douglas County Metropolitan Planning Organization hereby accepts the Multimodal Studies Project as complete, approves the three Multimodal Studies Reports, and directs the MPO staff to use those reports to amend the T2040 MTP.

The Lawrence-Douglas County Metropolitan Planning Organization hereby approves these actions on this 13th day of March 2014.

_____________________________  ______________________________
Bryan Culver, L-DC MPO Chairperson  Scott McCullough, L-DC MPO Secretary
SECTION 1.0    NAME
The name of this advisory committee will be the Technical Advisory Committee (TAC).

SECTION 2.0    ORGANIZATION
2.1 Authority
The Lawrence-Douglas County Metropolitan Planning Organization (L-DC MPO) Policy Board is the designated Metropolitan Planning Organization (MPO) for the Metropolitan Planning Area (MPA) that is defined as the entirety of Douglas County.

The L-DC MPO Policy Board is the authorizing body for the TAC.

The TAC and its relationship to the L-DC MPO Policy Board is described in the Lawrence-Douglas County Metropolitan Planning Organization Re-designation Agreement for Cooperative Transportation Planning executed on December 8, 2008 and the latest approved version of the L-DC MPO Policy Board Bylaws.

The L-DC MPO Policy Board is referred to as the L-DC MPO in the remainder of this document.

2.2 Purpose
The purpose of the TAC is to provide technical support to the L-DC MPO and to assist it in carrying out the Continuous, Comprehensive and Cooperative (3C) regional transportation planning process throughout Douglas County.

TAC activities include but are not limited to:
- Assist the L-DC MPO and its staff in preparation of the Unified Planning Work Program (UPWP) and amendments as needed, and recommend its adoption by the L-DC MPO
- Provide technical support in the preparation of the Metropolitan Transportation Plan (MTP) and amendments as needed, and recommend its adoption by the L-DC MPO
- Review the Transportation Improvement Program (TIP) and amendments as needed, and recommend adoption by the L-DC MPO
- Advise the L-DC MPO on technical and policy matters with accompanying recommendations and support information
- Coordinate in the development of regional transportation planning activities, and review and provide technical critiques of products and processes associated with regional transportation planning for the L-DC MPO metropolitan planning area.

SECTION 3.0    MEMBERS
3.1 TAC Composition:
The membership of the TAC is as follows:

Voting Members:
- Douglas County - Public Works Director or designee
- Lawrence - Public Works Director or designee
- Eudora - City Manager or designee
- Baldwin City – City Manager or designee
- Lecompton – City Clerk or designee
- Lawrence-Douglas County Planning & Development Services Department - Director or designee (not transportation planning/MPO staff)
- Kansas Department of Transportation (KDOT)-Urban Planning Manager or designee
- Lawrence-Transit System Administrator or designee
- University of Kansas–KU on Wheels Manager or designee
- Other individuals selected by the voting membership of the TAC and approved by the L-DC MPO

**Ex-Officio Non-Voting Members**
- Lawrence–Public Transit Advisory Committee Chair or designee
- Lawrence-Douglas County–Bicycle Advisory Committee Chair or designee
- Representative from the Federal highway Administration (FHWA) as designated by the Kansas Division Administrator
- Representative from the Federal Transit Administration (FTA) as designated by the Region 7 Administrator
- Representative from the Lawrence-Douglas County Health Department as designated by the Department Director
- Other individuals selected by the voting membership of the TAC and approved by the L-DC MPO

Ex Officio members shall sit with the same rights and privileges as TAC voting members (request agenda items, participate in discussions, advise the TAC, receive meeting packets, etc.) except that non-voting members shall not have the right to present resolutions, motions or second same, or to vote upon any motions or resolutions of the TAC.

### 3.2 Alternate Members
Alternates will be allowed to replace the designated member maintaining all rights and voting privileges as the designated member. The alternate must be a member of the same body that the TAC member represents. Alternates will advise the Chairperson for the record, at the beginning of each meeting, that they will be replacing the designated member.

### 3.3 Member Selection and Termination
The represented agencies shall select the member to represent that agency according to their represented agency's own practices and the proposed listing outlined in the TAC bylaws. A person’s membership on the TAC shall be terminated upon the member leaving his or her position named for membership on the TAC, or by the group represented by the person choosing a replacement representative.

### SECTION 4.0 OFFICERS AND COMMITTEES

#### 4.1 Chairperson and Vice-Chairperson – Election and Terms of Office
The TAC shall elect the Chair and Vice-Chair from among its voting members at a regular meeting. Elections shall take place during the fourth quarter of each year. The term of office shall begin January 1st. The term of office shall be one year, or until such time that a new officer is elected. In the event of a vacancy in the office of Chairperson
and Vice-Chairperson, a member shall be elected to serve the remainder of the term of office. Notice of such election shall be placed on the agenda.

4.2 Duties of the Chair
The Chair shall preside at TAC meetings, appoint members to sub-committees, and recommend work assignments of TAC members.

In the absence of the Chair and Vice-Chair, the TAC shall call for the election of a temporary Chair to preside over the meeting. This temporary Chair shall run the meeting until either the elected Chair or Vice-Chair arrives. Upon the arrival of the Chair, or Vice Chair, the temporary Chair shall relinquish the Chair duties upon conclusion of the business item immediately before the TAC.

4.3 Duties of the Vice-Chair
The Vice-Chair shall conduct meetings in the absence of the Chair.

4.4 Secretary
The Senior Transportation Planner or Transportation Planner of the MPO staff shall act as TAC Secretary and be responsible for the preparation of agendas, the handling of administrative matters, and the maintenance of records (minutes, agendas, official roster of members, etc.).

SECTION 5.0 QUORUM
In order for business requiring committee action to be transacted, there must be a recognized quorum of voting members. A quorum shall consist of a majority of the TAC voting members (at least 5 of 9). A quorum is not lost when a member or members abstain from voting.

If a quorum is not reached within fifteen minutes of the scheduled meeting time, those members present may, by unanimous agreement, select to continue the meeting as an informational meeting to discuss items on the agenda that do not require approval or action by the TAC voting membership.

SECTION 6.0 MEETINGS

6.1 Meetings
The TAC shall typically hold regular scheduled meetings on the first Tuesday of each month at 1:30 PM. When the first Tuesday date for a regular meeting falls on a legal holiday, the TAC meeting will be scheduled for the following day (i.e., on that Wednesday), or on another day chosen by the TAC and noticed on the MPO website at least one week in advance of the first Tuesday.

The TAC Secretary in consultation with the Chair may cancel a regularly scheduled meeting or call an additional meeting as deemed necessary.

Changes to meeting time, place or date and any cancellations of regular meetings shall be made at least twenty-four (24) hours prior to when such meeting was to have taken place or as soon as practicable.

Changes to the regular date or time for TAC meetings shall be permitted only after this change has been approved by a majority of the TAC voting members and posted on the web site for at least one week in advance of the meeting time and/or date change.
The TAC shall meet in regular meetings not less than four (4) times per calendar year. The location for regular meetings shall be as agreed to by a majority of the voting members. The meeting place for all TAC meetings shall be accessible to individuals with disabilities.

The TAC Secretary shall give members notice of regular meetings not less than seven (7) calendar days prior to the meeting.

Either the TAC Chair or a majority of the voting members may call special meetings. The TAC Chair shall give members notice of special meetings not less than seven (7) calendar days prior to the meeting. In the event that the caller of the special meeting wishes to cancel or change the meeting time, notice of such cancellation or change shall be made as soon as practical.

6.2 Conduct of Meetings
The meetings of the TAC will be held in accordance with the Kansas Open Meetings Act (KOMA).

6.3 Agendas
There shall be an official agenda for every regular meeting of the TAC, which shall determine the order of business conducted at the meeting.

The TAC Secretary shall create and distribute an agenda for each TAC meeting.

Meeting agendas sent to Members shall include appropriate materials (e.g., staff reports, draft documents, etc.).

Regular meeting agendas shall be distributed electronically to TAC Members at least one week in advance of the meetings. Upon delivery of the agenda to TAC members the agenda shall be posted on the web site as soon as possible.

Special TAC meeting agendas are restricted to the business designated in the call for the meeting.

6.4 Record of Proceedings
At all TAC meetings the Secretary shall record a roll of members, minutes of proceedings, and votes.

The Secretary shall record the minutes of each meeting as a matter of public record and should present such minutes to the TAC for approval at an upcoming meeting. Minutes shall be reviewed by all TAC members and approved by a majority vote of the voting members present. Approved minutes of the TAC meetings shall be available for public inspection at the L-DC MPO Office and posted on the L-DC MPO web site. Copies of approved TAC Minutes shall also be made available to the L-DC MPO at their next meeting.

Since the TAC is an advisory committee of the L-DC MPO, actions by the TAC to approve items will constitute official committee recommendations to the L-DC MPO. All approvals of items by the TAC shall be noted by the TAC Secretary and placed in meeting minutes.
The Secretary will prepare TAC-approved items for submission to the L-DC MPO and will present those items to the L-DC MPO.

6.5 Voting at Meetings
Each TAC voting member shall have one vote.

In the absence of a regular TAC voting member, the designated alternate shall have the voting power.

Members wishing to abstain shall inform the Chair prior to the question being called. TAC Members may only abstain from voting due to a conflict of interest of other good reason stated to the other TAC members and accepted by them.

Members or their alternates must be physically present at the meeting to vote unless the Chair allows a phone/computer connection to stand in place of their physical attendance.

Proxy voting is not allowed at TAC meetings.

6.6 Conflict of Interest
No member of the TAC shall participate in, discuss, or vote on a matter in which he or she has a substantial interest as defined by K.S.A.75-4301 and K.S.A. 46-214a et seq.

Should any member have such a substantial interest on a matter coming before the TAC or its sub-committees, the Chairperson shall declare an abstention for each affected TAC member for that item on the agenda.

SECTION 7.0    AMENDMENTS TO BY-LAWS
These bylaws may be amended by a two-thirds majority vote of the TAC voting membership at any regular meeting, provided that the members have been notified in writing of the proposed change at least one week in advance and the proposed bylaws amendment has been placed on the agenda. In order to become final any and all amendments to these bylaws must also be approved by the L-DC MPO. Amendments to these bylaws should be scheduled for approval by the L-DC MPO at their next meeting.

After approval by the TAC and L-DC MPO all amendments to these bylaws shall be recorded by date and incorporated into the official master copy of these bylaws filed at the L-DC MPO Office. Copies of new revised TAC Bylaws shall be delivered to TAC members (both voting and non-voting) and L-DC MPO members (both voting and non-voting) as soon as practical after their L-DC MPO approval and before the new revised bylaws are posted on the L-DC MPO web site.

SECTION 8.0    EFFECTIVE DATE
The above and foregoing bylaws are hereby adopted by the Lawrence-Douglas County Metropolitan Planning Organization (L-DC MPO) as the bylaws of the Transportation Advisory Committee (TAC) on March 20, 2014.