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- 1. Call Meeting to Order and Introductions**
(Bryan Culver – L-DC MPO Chair)
 - 2. Action Item: Approval of Minutes from November 17, 2016** (attached)
(Bryan Culver – L-DC MPO Chair)
 - 3. Discussion Item: Old Business and Correspondence**
(Jessica Mortinger – MPO Staff)
 - a. Project Updates Memo** (attached)
 - Transit COA
 - Bike Share Feasibility
 - Transportation 2040
 - b. Recent TAC meeting minutes**
 - November 8, January 3, & February 14 Meeting – approved and posted online at www.lawrenceks.org/boards/technical-advisory-committee
 - 4. Action Item: Election of MPO Policy Board Officers for 2017**
MPO staff will ask the Policy Board members to elect a Chairperson and a Vice Chairperson to serve during calendar year 2017.
 - 5. Action Item: Review and Approve the 2017 Unified Planning Work Plan (UPWP) Amendment 1** - <https://lawrenceks.org/mpo/upwp>
MPO Staff will present the 2017 UPWP Amendment 1, which incorporates projects to utilize remaining CPG funding. Public comment began on February 7 and closed on February 22.
 - 6. Action Item: Review and Approve the FFY17-20 Transportation Improvement Program (TIP) Amendment 1** - <https://lawrenceks.org/mpo/tip/comments>
<https://assets.lawrenceks.org/assets/mpo/tip/2017-2020TIPA1-Summary.pdf>
MPO staff will present TIP Amendment 1 and public comments received during the public comment period (January 12-January 27).
 - 7. Action Item: Review and Approve the Functional Classification Map Revision (attached)**
MPO Staff will present the revised functional classification map, which accommodates a KDOT request to accurately reflect the Kasold Drive and K-10 crossing changes and rebalance the system.
 - 8. Action Item: Review and Approve the Lawrence Bicycle Parking and Amenities Policy Review with Citywide and Downtown Recommendations**
<https://assets.lawrenceks.org/assets/mpo/bicycle/BikeParkInvRecommendations-2016.pdf>
MPO staff will present the Lawrence-Douglas County BAC approved Lawrence Bicycle Parking and Amenities Policy Review with Citywide and Downtown Recommendations report.

9. Action Item: Review and Approve the amended TAC Bylaws (attached)

MPO Staff will present the amended TAC bylaws removing the expired Lawrence-Douglas County Bicycle Advisory Committee and Lawrence Public Transit Advisory Committee as non-voting members.

10. Other Business

11. 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.

12. Adjournment

Next Meeting: The MPO Policy Board will meet next for its regularly scheduled meeting on March 16, 2017 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, national origin, sex, age, or handicap/disability, 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 or call (785) 832-3150.

Lawrence-Douglas County Metropolitan Planning Organization (MPO) Policy Board Meeting Minutes-Wednesday, November 17, 2016

Attendance:

| Organization | Name | Present |
|---|---------------------------------------|----------------|
| Voting Members | | |
| Lawrence City Commission | Matthew Herbert | |
| Lawrence City Commission | Stuart Boley | X |
| Douglas County Commission | Nancy Thellman | |
| L-DC Metropolitan Planning Commission | Eric Struckhoff | X |
| L-DC Metropolitan Planning Commission | Bryan Culver (Chair) | |
| City of Lecompton | Jimmy Wilkins | X |
| Kansas Department of Transportation | Allison Smith representing Cory Davis | X |
| Non-Voting Members | | |
| Federal Highway Administration | Paul Foundoukis | |
| Federal Transit Administration | Daniel Nguyen | |
| University of Kansas | Paul Graves | |
| City of Eudora | Tim Reazin | |
| City of Baldwin City | Marilyn Pearse | |
| Staff | | |
| Lawrence – Douglas County MPO | Jessica Mortinger, AICP | X |
| Lawrence – Douglas County MPO | Ashley Myers | X |
| City of Lawrence-Douglas County Planning & Development Services | Scott McCullough, AICP | X |
| Others | | |
| Lawrence – Douglas County MPO | Margaret Campbell | X |

1. Call Meeting to Order and Introductions

Allison Smith called the meeting to order at 2:58.

2. Action Item: Approval of Minutes from October 5, 2016

Allison Smith presented the minutes and asked if there was any discussion. There was none. Approval of the minutes was moved by Jimmy Wilkins, seconded by Stuart Boley and passed 3-0 with Eric Struckhoff abstaining.

3. Discussion Item: Old Business and Correspondence

Jessica Mortinger presented the old business, correspondence and TAC minutes and asked MPO members if they had any questions. Eric Struckhoff asked if the survey addressed origins and destinations. Ms. Mortinger said the longer survey over the summer asked about them, but the shorter five question KU student survey in October did not. Stuart Boley asked about biking up hills. Ms. Mortinger said it is a big issue, but there are electric assist bikes and some places give incentives for riding up hills. Another option is to not put any bike parking places at the bottom of the hill, so people can't leave the bike at the bottom of the hill.

4. Action Item: Review and Approve the 2017 Unified Planning Work Program

Jessica Mortinger presented the 2017 Unified Planning Work Program (UPWP). She said the plan was out for 30-day public comment period October 5 – November 4. No comments were received during the public comment period and the Plan received TAC recommendation

for approval on November 8. Highlights of the UPWP include TIP and UPWP work and the T2040 update, which will be done in house. She is currently working on an amendment for \$43,000. TAC is exploring possible uses for the additional funding; however, it must be spent on planning purposes. The UPWP will be amended in January or February. Allison Smith said that KDOT wants the MPOs to spend their money before the excess funds policy goes into effect and KDOT claws back money that isn't spent.

Approval of the 2017 UPWP was moved by Jimmy Wilkins, seconded by Eric Struckhoff and passed 4-0.

5. Action Item: Establish the MPO Bicycle Advisory Committee

Jessica Mortinger said the Lawrence City Commission decided to evolve the Lawrence-Douglas County Bicycle Advisory Committee and the Lawrence Traffic Safety Commission into one Transportation Commission. The old committees won't exist after December 31st.

However, the MPO still needs a countywide bicycle advisory committee to advise on matters that wouldn't go before the Transportation Commission. This would be a subcommittee like the Regional Transit Advisory Committee (RTAC), which was formed in 2011 to bring together paratransit and health and human service transit providers. The new MPO BAC would meet a couple of times a year and have seven members with bylaws similar to the old BAC bylaws. This subcommittee will guide staff on bike planning and be available to consult local governments for their bike planning. Allison Smith said we had a long discussion about the role of the committee with Keith Browning, from the County, at the TAC meeting to make sure County needs are met.

Eric Struckhoff asked how the MPO BAC will be different from the Transportation Commission. Ms. Mortinger said the MPO BAC will handle things the Transportation Commission can't such as, things outside of Lawrence, recommendation letters for county or smaller city TE projects, county maintenance work, updates to the countywide bicycle plan, T2040, bike readability map, bike/pedestrian counts, and other planning functions.

Mr. Struckhoff asked about pedestrian issues. Ms. Mortinger said there aren't many county pedestrians. There is no intra-city pedestrian work. And the pedestrian work would be a local issue, which is why MPO staff didn't propose a bike/pedestrian committee.

Stuart Boley asked if the two Douglas county residents have to be from the unincorporated areas. Ms. Mortinger said no, they can be from anywhere. In the old BAC, Douglas County selected people in Lawrence to represent Douglas County. Mr. Boley asked if there should be initial staggered terms, so there aren't all new members at once. Ms. Mortinger said that would be added to the bylaws, in the past, there was enough turnover of members that there wasn't a problem with everyone's terms ending at once. Also in previous years the current BAC didn't have representatives from Baldwin City or Lecompton, but things have changed and now Baldwin City might be interested in having representation on the new MPO BAC.

Mr. Struckhoff said he was a former chair of the BAC, so he is nostalgic for the BAC and he wanted to make note of the good the BAC did. It was created in 1995 and it changed bike safety and education in Lawrence. He would love to see a summary of all the work the BAC did over their 21 years of existence.

Approval of establishing the MPO Bicycle Advisory Committee was moved by Stuart Boley, seconded by Eric Struckhoff and passed 4-0.

6. Other Business

Jessica Mortinger introduced Margaret Campbell, the new transportation planning intern, who is a first year planning student. Jimmy Wilkins said this will most likely be his last meeting serving on the MPO Policy Board. He has enjoyed his time on the Board and will hopefully still be on the Lecompton City Council when it is Lecompton's turn to have a seat on the Board in three years.

7. Public Comments

There were none.

8. Adjournment

Jessica Mortinger said the December meeting may be cancelled. The meeting adjourned at 3:27 pm.

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Memorandum

TO: L-DC MPO Members
FROM: Jessica Mortinger, Senior Transportation Planner
Ashley Myers, Transportation Planner
CC: Scott McCullough, Director of Planning & Development Services
Date: February 16, 2017
Re: MPO Activity Updates

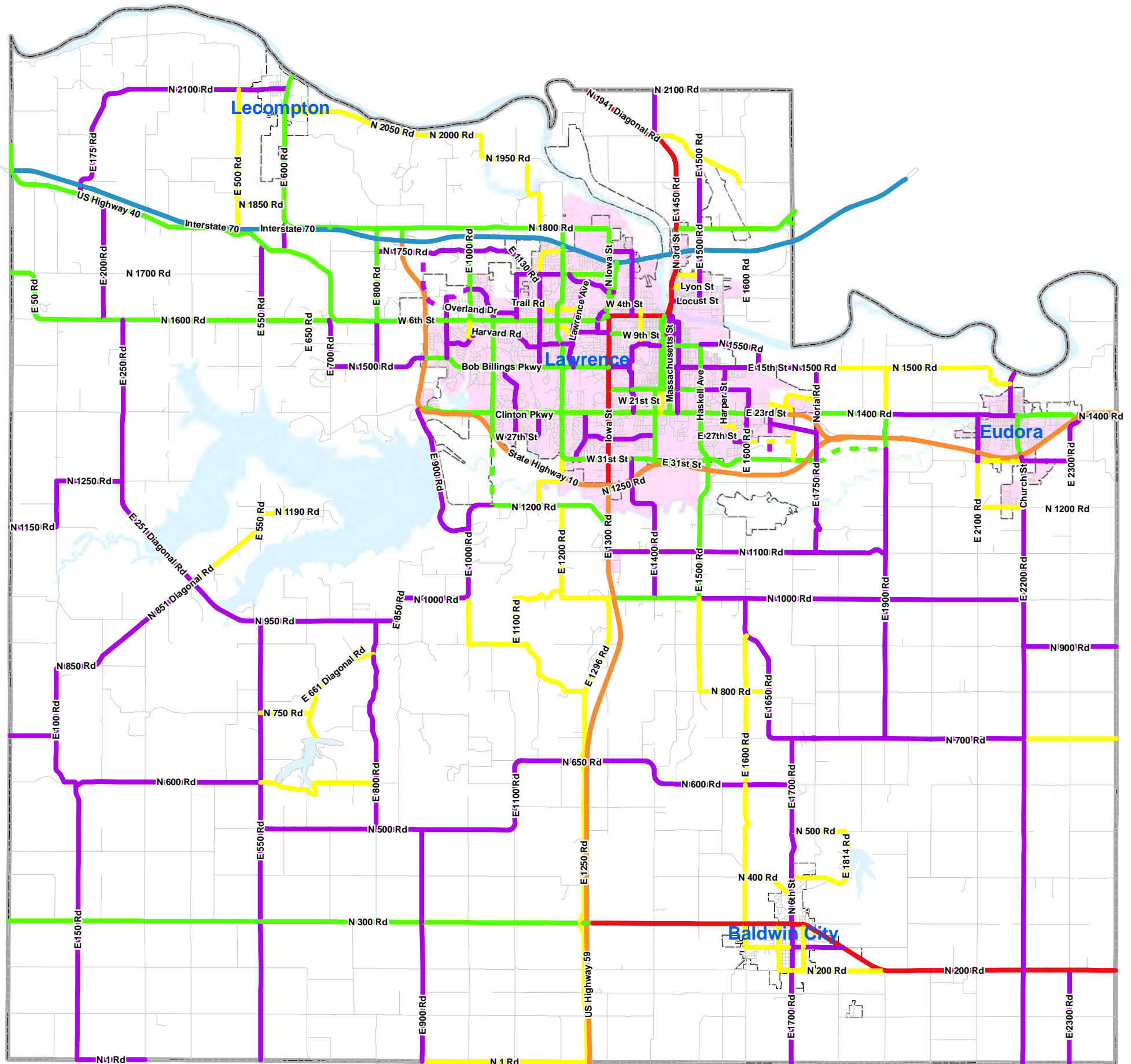
The following list is a summary of selected projects and a brief description of recent MPO staff work since the last MPO meeting held on November 17, 2016.

Transit Comprehensive Operations Analysis – The Transit COA report was finalized by the end of January. The report contains profiles for all routes including ridership by route and by stop, service productivity, and potential service improvement options. The report will be presented to the Technical Advisory Committee (TAC) and MPO Policy Board in March for approval.

Bike Share Feasibility Study – The study was finalized at the end of December. The report indicates a bike share system would be feasible. The report also provides ideas for implementation phasing, governance, and fare structures. The study will be presented to the Technical Advisory Committee (TAC) and MPO Policy Board in March for approval.

Transportation 2040 – The MPO kicked off the Metropolitan Transportation Plan update in December with the Transportation 2040 Steering Committee. The MPO has an extensive public engagement plan to solicit feedback from the community about their vision and priorities for transportation. A survey was released on February 1st and will close on April 30th. Open houses and mobile meetings will be held throughout February, March, and April. A second round of public engagement will occur in the fall. The updated plan is expected to be approved by March 2018. Visit <http://www.lawrenceks.org/mpo/t2040-update> for more information.

DRAFT 2017 MPO-KDOT-FHWA Roadway Functional Classification Map Lawrence-Douglas County, Kansas



Lawrence Urbanized Area and Eudora Urban Place - Census 2010

Lawrence and Eudora Urban Area Boundaries

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0 1 2 4 Miles



| | Urban Area (Lawrence + Eudora) | | Rural | | County (Urban + Rural) | |
|---|-----------------------------------|-----|--------------|-----|---------------------------|-----|
| | Miles | % | Miles | % | Miles | % |
| Interstate | 9.2 | 2% | 11.0 | 1% | 20.1 | 1% |
| Other Freeway & Expressway | 24.1 | 4% | 10.7 | 1% | 34.8 | 3% |
| Other Principal Arterial | 8.6 | 2% | 14.3 | 2% | 22.9 | 2% |
| Minor Arterial | 72.9 | 14% | 35.7 | 4% | 108.6 | 8% |
| <i>Future Minor Arterial</i> | 3.2 | | 0.0 | | 3.2 | |
| Major Collector | 76.2 | 14% | 135.7 | 17% | 211.9 | 16% |
| <i>Future Major Collector</i> | 2.9 | | 0.0 | | 2.9 | |
| Minor Collector | 23.1 | 5% | 66.3 | 8% | 89.4 | 7% |
| <i>Future Minor Collector</i> | 2.0 | | 0.4 | | 2.4 | |
| Local | 326.8 | 60% | 545.6 | 67% | 872.4 | 64% |
| Total Public Centerline Road Miles | 548.9 | | 819.6 | | 1,368.5 | |

Notes: The Lawrence Urbanized Area and Eudora Urban Area Boundaries are determined by the U. S. Census Bureau and used for selected Federal funding allocation and land use planning purposes.

The Lawrence and Eudora Urban Area Boundaries are determined cooperatively by the Lawrence-Douglas County MPO, KDOT and FHWA. They are used for MPO level regional transportation planning and roadway functional classification purposes.

Map prepared by the
Lawrence-Douglas County MPO
TBD - MPO Approval
TBD - FHWA Approval

Proposed Changes 2-15-17 - Not Approved

| Roadway | From | To | Current Classification | Proposed Classification | 2013 AADT | Speed | Length (Miles) | |
|-----------------------------|---------------------|-----------------------|------------------------|-------------------------|--------------------------|------------|----------------|------|
| E 1150 RD | N 1200 Rd | K-10 | Minor Arterial | Minor Collector | | NA | 55 | 1.1 |
| E 1200 Rd/Kasold Dr | K-10 | W 31st St | Minor Arterial | Minor Collector | | NA | 55 | 0.45 |
| 9th St | Kentucky St | Connecticut St | Minor Arterial | Major Collector | 8130 and 3190 | | 20 | 0.32 |
| W 15th St | Kentucky St | Massachusetts St | Minor Arterial | Local | | NA | 30 | 0.13 |
| 15th | Kentucky St | E 1750 Rd/Noria Rd | Minor Arterial | Major Collector | 4710 and 1890 and 2805 | | 30/40 | 4.14 |
| E 1750 Rd/Noria Rd | N 1500 Rd | N 1300 Rd | Minor Arterial | Major Collector | | 2820 | 45 | 2 |
| Tennessee St | W 19th | W 23rd St | Minor Arterial | Minor Collector | | 1445, 6960 | 30 | 0.5 |
| Michigan St | W 31st St | K-10 | Minor Arterial | Major Collector | | NA | 30 | 0.42 |
| Maple St | N 7th St | N 9th St | Major Collector | Local | | NA | 30 | 0.53 |
| Locust | N 7th St | N 9th St | Major Collector | Local | | NA | 30 | 0.53 |
| Lyon St | N 7th St | N 9th St | Major Collector | Local | | NA | 30 | 0.5 |
| 9th | Lyon St | Locust St | Major Collector | Local | 590 and 115 | | 30 | 0.52 |
| W 21st | Naismith Dr | Massachusetts St | Major Collector | Minor Collector | | 1100 | 30 | 0.79 |
| Grand Vista Dr/Monterey Way | Kasold Dr/E 1200 Rd | N 1700 Rd/Peterson Rd | Major Collector | Minor Collector | | NA | 30 | 0.89 |
| Branchwood Dr/Stoneridge Dr | W 6th St | Harvard Rd | Major Collector | Minor Collector | | 190 | 30 | 0.44 |
| W 8th St/W 9th St | Kasold Dr | Lawrence Ave | Major Collector | Minor Collector | | 2225 | 25 | 0.4 |
| E 1200 Rd | N 1200 Rd | N 1000 Rd | Major Collector | Minor Collector | | NA | 55/40 | 2 |
| N 1000 Rd | E 1200 Rd | US 59 | Major Collector | Minor Collector | | NA | 40 | 1.13 |
| Dole | N 1750 Rd | Wakarusa Dr | Major Collector | Local | | NA | 30 | 0.4 |
| Trail Rd | Folks Rd | Monterey Way | Major Collector | Minor Collector | | 1550 | 30 | 0.5 |
| Trail Rd | Monterey Way | Kasold Dr | Major Collector | Minor Collector | | 3200 | 30 | 0.42 |
| Trail Rd | Kasold Dr | Lawrence Ave | Major Collector | Minor Collector | | NA | 30 | 0.52 |
| W 4th St | McDonald Dr | Maine St | Major Collector | Minor Collector | | 3330 | 30/35 | 0.71 |
| Maine St | W 4th St | W 6th St | Major Collector | Minor Collector | | 6355 | 30 | 0.26 |
| Maine St | W 6th St | Fambrough Dr | Major Collector | Minor Collector | | NA | 20/30 | 0.61 |
| Engel Rd | W 15th St | University Dr | Minor Collector | Local | | NA | 30 | 0.25 |
| University Dr | Engel Rd | West Campus Rd | Minor Collector | Local | | NA | 30 | 0.34 |
| Emery Rd | University Dr | W 9th St | Minor Collector | Local | | NA | 30 | 0.52 |
| Lyon St | N 2nd St | N 7th St | Major Collector | Minor Collector | 2191/1884/1445/1226/1026 | | 30 | 0.62 |
| Future E 19th St | O'Connell Rd | E 1650 Rd | Future Major Collector | Remove | | | | |
| Future E 1650 Rd | Venture Park Dr | E 15th St | Future Major Collector | Remove | | | | |
| Future E 1650 Rd | Venture Park Dr | E 23rd St | Future Major Collector | Future Minor Collector | | | | |
| Venture Park Dr | E 1650 Rd | Greenway Cir | Major Collector | Minor Collector | | NA | 30 | 0.38 |
| Greenway Cir | East Hills Dr | E 1750 Rd | Major Collector | Minor Collector | | NA | 30 | 0.95 |
| East Hills Dr | E 23rd St | Greenway Cir | Major Collector | Minor Collector | | NA | 30 | 0.13 |
| E 1700 Rd | E 25th St | N 1300 Rd | Major Collector | Minor Collector | | 30 | 30 | 0.71 |
| Future E 28th St | E 1600 Rd | E 1700 Rd | Future Major Collector | Future Minor Collector | | NA | NA | 0.99 |
| Future E 1650 Rd | E 31st St/N 1300 Rd | E 25th St | Future Minor Arterial | Future Major Collector | | NA | 30 | 2.12 |

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Lawrence-Douglas County Metropolitan Planning Organization (L-DC MPO)
Technical Advisory Committee (TAC)
Bylaws

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.**