



Thursday, November 15, 2018
3:00-4:30 PM
6 East 6th Street
Lawrence City Hall
City Commission Room

1. Call Meeting to Order and Introductions

2. Public Comment

The public is allowed to speak to any items or issues that are not scheduled on the agenda after first being recognized by the Chair. Each person will be limited to 5 minutes for public comment.

3. Action Item: Approval of Minutes from October 18, 2018 (attached)

4. Discussion Item: Updates

a. Project Updates Memo (attached)

- Bike Plan Update
- Transportation 2040 Administrative Revision 1

b. Recent TAC meeting minutes – www.lawrenceks.org/boards/technical-advisory-committee

- TAC – October 2nd Meeting – approved and posted online

5. Action Item: Approval of the 2019 Unified Planning Work Program – Authorize Scott McCullough, MPO Secretary, to sign CPG agreements to support UPWP work (added authorization language on 11.13.18)

<https://assets.lawrenceks.org/assets/mpo/upwp/2019-DRAFT.pdf>

The UPWP was available for public comment September 29 – October 29. No public comments were received. The TAC recommended approval at their November 6th meeting.

6. Action Item: Approval of the Cooperative Agreement between the MPO, KDOT, and Lawrence Transit (attached)

The proposed MOU clarifies and defines the roles & responsibilities to conduct metropolitan transportation planning and establishes roles and responsibilities for the federally required performance based planning and decision making process for the MPO, KDOT and Lawrence Transit. The TAC recommended approval at their November 6th meeting.

7. Other Business

8. Adjournment – Next Meeting: December 20, 2018 or another date set by the MPO.

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.

2018 MPO Policy Board Attendance												
	January	February	March	April	May	June	July	August	September	October	November	December
Jennifer Ananda				Canceled	Present	Canceled	Canceled	Present	Absent	Present		
Bryan Culver	Present	Present	Present	Canceled	Present							
Cory Davis	Present	Present	Present	Canceled	Present	Canceled	Canceled	Present	Present	Alternate		
Michelle Derusseau	Present	Present	Absent	Canceled	Present	Canceled	Canceled	Absent	Present	Present		
Matthew Herbert	Absent	Present	Present	Canceled	Absent	Canceled	Canceled	Present	Absent	Present		
Lisa Larsen	Present	Absent	Present									
Tim Reazin		Absent	Absent	Canceled	Present	Canceled	Canceled	Absent	Absent	Absent		
Rob Sands						Canceled	Canceled	Absent	Present	Absent		
Eric Struckhoff	Absent	Absent	Present	Canceled	Absent	Canceled	Canceled	Present	Present	Absent		

Attendance:

VOTING MEMBERS PRESENT

<input checked="" type="checkbox"/>	Jennifer Ananda	Lawrence City Commission
<input checked="" type="checkbox"/>	Allison Smith (Chair) (Alt)	KS Dept. of Transportation
<input checked="" type="checkbox"/>	Michelle Derousseau (V-C)	Douglas County Commission
<input checked="" type="checkbox"/>	Matthew Herbert	Lawrence City Commission
<input type="checkbox"/>	Tim Reazin	City of Eudora
<input type="checkbox"/>	Rob Sands	L-DC Planning Commission
<input type="checkbox"/>	Eric Struckhoff	L-DC Planning Commission

STAFF PRESENT

<input type="checkbox"/>	Scott McCullough, AICP	L-DC PDS
<input checked="" type="checkbox"/>	Jessica Mortinger, AICP	L-DC MPO
<input checked="" type="checkbox"/>	Ashley Myers, AICP	L-DC MPO
<input type="checkbox"/>	Ryan Pearson	L-DC MPO

NON-VOTING MEMBERS

<input type="checkbox"/>	Brian Cramer	City of Baldwin City
<input type="checkbox"/>	Paul Foundoukis	FHWA
<input type="checkbox"/>	Daniel Nguyen	FTA
<input type="checkbox"/>	Jeff Severin	University of Kansas
<input type="checkbox"/>	Jimmy Wilkins	City of Lecompton

1. Call Meeting to Order and Introductions

Allison Smith called the meeting to order at 3:01 PM. A quorum was present.

2. Public Comments

No public comment was made.

3. Action Item: Approval of Minutes from September 20, 2018

Allison Smith asked if anyone had comments on the minutes. There were none. Matthew Herbert motioned to approve the minutes and was seconded by Jennifer Ananda; the motion was approved, 4-0.

4. Discussion Item: Old Business and Correspondence

Jessica Mortinger presented the updates and asked if there were any questions. There were none.

5. Action Item: Approval of the FFY19 Transportation Improvement Program

<https://assets.lawrenceks.org/assets/mpo/tip/2019-2022TIP.pdf>

<https://assets.lawrenceks.org/assets/mpo/tip/FFY19TIP-Presentation.pdf>

Ashley Myers presented the FFY19 Transportation Improvement Program (TIP) and explained the purpose of the TIP. The public comment period was August 15 – September 14. No public comments were received. The TAC recommended approval at their October 2nd meeting. Matthew Herbert motioned to approve the FFY19 Transportation Improvement Program and was seconded by Jennifer Ananda; the motion was approved, 4-0.

6. Action Item: Approval of the Pavement, Bridges, System Reliability, and Truck Travel Time Performance Measure Targets

<http://assets.lawrenceks.org/assets/mpo/T2040/PM2&3-Draft.pdf>

Ashley Myers presented the purpose of the federal performance measures and talked about how these are federally required measures so the federal government can compare MPOs nationwide. The MPO sets these targets, but is not able to control many of the outcomes because they are on the interstate or other state owned roads. She also spoke about how TAC decided to propose the targets for each measure. The public comment period was September 7 – 22. No public comments were received. The TAC recommended approval at their October 2nd meeting.

While discussing the measures it was discovered there was an excel error in the pavement conditions data. The error was fixed during the meeting and the Board discussed and selected appropriate pavement condition targets.

Jennifer Ananda motioned to approve the Pavement, Bridges, System Reliability, and Truck Travel Time Performance Measure Targets, as amended, and was seconded by Matthew Herbert; the motion was approved, 4-0.

7. Other Business

Allison Smith mentioned a Legislative Task Force meeting happened this morning and the Transportation Alternatives Programs applications are under review now. The awards should be announced by the end of the year.

8. Adjournment - Next Meeting: November 15, 2018 or another date set by the MPO

Meeting adjourned at 3:36 PM.

DRAFT



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: November 8, 2018
Re: MPO Activity Updates

The following list is a summary of selected projects and a brief description of recent MPO staff work and updates since the last MPO meeting.

Bike Plan Update – Through the development of the Bikeway plan update there has been a decision to transition the single Countywide Bikeway Plan into two separate plans, a Lawrence Bikeway Plan and a Douglas County, Eudora, Baldwin City & Lecompton bikeway plan due to the differing bikeway planning needs. For the Lawrence bikeway plan an open house was held on October 25 at the Lawrence Public Library as an opportunity for community members to talk with transportation planners and take the second bike plan survey. The first survey focused on people’s level of comfort on various facility types. While the second survey is focused on various programs we could do to make Lawrence more bicycle friendly and also has some draft bicycle networks for comment. We currently have 225 survey responses. We have tabled a couple of times and have a few more scheduled before the survey closes on December 1st. There will be a joint MPO BAC and Lawrence Transportation Commission on November 28th where we will talk about the preliminary survey results and various other bike plan elements under development potentially including the bikeway network, bikeway demand, and bikeway level of comfort. Visit <http://lawrenceks.org/mpo/tellus> to see live survey results and http://lawrenceks.org/mpo/bicycle_planning to see future mobile meetings. For the Douglas County, Eudora, Baldwin City & Lecompton bikeway plan staff will be coordinating with SRTS planning for the Eudora & Baldwin City engagement opportunities in 2019.

Transportation 2040 Administrative Revision 1 – <http://assets.lawrenceks.org/assets/mpo/T2040/T2040-AR1.pdf> The Administrative Revision was completed on October 22nd to address four issues. First, removal of the Urbanized Growth Area (UGA) around Baldwin City. It was determined the Baldwin City UGA was not established in accordance with Kansas statutes. But if it is legally established it can be added back to the plan’s maps by a future administrative revision. The two transit related changes were adjusted to accurately include the FTA Operations funding, which were erroneously not included in the excel summation. Lastly, disclaimers were added to all of the document maps and splash pages.

MEMORANDUM OF UNDERSTANDING

Identifying the Continuing, Cooperative, and Comprehensive Transportation Planning Roles and Responsibilities for the Kansas Department of Transportation, Lawrence-Douglas County Metropolitan Planning Organization, and the Lawrence Transit as a Department of the City of Lawrence

This Memorandum of Understanding is the Metropolitan Planning Agreement outlined in United States Department of Transportation (USDOT) metropolitan planning regulations (currently 23 CFR 450.314). This agreement is entered into and effective this ___ day of _____, 2018, by and between the Secretary of Transportation for the State of Kansas (KDOT), the Lawrence-Douglas County Metropolitan Planning Organization (L-DC MPO), and Lawrence Transit. This agreement identifies and documents the roles and responsibilities for each of the partners in the continuing, cooperative, and comprehensive metropolitan transportation planning and programming process. This MOU is not intended to create any substantive rights or responsibilities for anyone, whether a party to this agreement or not, over and above those created and conferred by federal and state law. It is hereby expressly agreed that no third party beneficiaries are intended to be created by this MOU, nor do the parties herein authorize anyone not a party to this MOU to maintain a suit for damages pursuant to the terms or provisions of this MOU.

PLANNING PARTNERS

Kansas Department of Transportation

The Kansas Department of Transportation (KDOT) is a department within the State of Kansas established pursuant to Kansas Statutes.

Lawrence-Douglas County Metropolitan Planning Organization

The Lawrence-Douglas County Metropolitan Planning Organization (L-DC MPO) is the designated Metropolitan Planning Organization (MPO) for the Lawrence, Kansas, urbanized area and, as such, is responsible for regional coordination of federal transportation funds and regional transportation planning. The L-DC MPO metropolitan planning area includes all of Douglas County, Kansas, consisting of all unincorporated portions of the county and four incorporated municipalities.

City of Lawrence - Lawrence Transit

Lawrence Transit is a department of the City of Lawrence, Kansas and is responsible for providing fixed route general public and complementary paratransit services funded by the City of Lawrence with assistance from the Federal Transit Administration and the State of Kansas.

MPO GOVERNANCE/STRUCTURE

Lawrence-Douglas County MPO Policy Board (L-DC MPO)

The L-DC MPO is governed by a Policy Board consisting of seven (7) voting members. Bylaws adopted by the Policy Board outline membership and operating procedures of the board. The annually approved Unified Planning Work Program (UPWP) is used to clarify how the L-DC MPO and its staff are to operate from year to year.

Technical Advisory Committee

The Technical Advisory Committee (TAC) for the L-DC MPO is the main advisory committee and provides recommendations to the Policy Board on significant transportation issues, programs, and projects. Bylaws outline membership and operating procedures of the committee. TAC Bylaw changes must be approved by both the TAC and the L-DC MPO. The TAC is a permanent advisory committee for the L-DC MPO. The TAC has the responsibility of coordinating recommendations to the L-DC MPO including recommendations coming from other advisory committees.

Other Advisory Committees for the L-DC MPO

The L-DC MPO may use other advisory committees (e.g., Bicycle Advisory Committee, Regional Transit Advisory Committee, *etc.*) to assist the L-DC MPO with setting regional transportation policies, creating regional plans, operating regional programs, and performing other MPO duties. The L-DC MPO may review the membership and bylaws of these other committees. These other advisory committees will coordinate their recommendations to the L-DC MPO with the TAC and make joint recommendations with the TAC to the L-DC MPO whenever possible.

PLANNING PROCESS AND RESPONSIBILITIES

Unified Planning Work Program (UPWP) Development and Consolidated Planning Grant (CPG) Management

A Unified Planning Work Program (UPWP) is prepared annually that describes the MPO planning activities to be conducted in the region. The UPWP serves three distinct functions: (1) it describes the transportation planning activities of regional scope regardless of the funding source that the parties to this agreement undertake; (2) it serves as the scope of services and documents the proposed expenditures of Public Law 108-310 (PL) and 5303 funds awarded by KDOT to the L-DC MPO as a Consolidated Planning Grant (CPG); and (3) it provides a management tool for the planning partners in scheduling major transportation planning activities, milestones, and products. The L-DC MPO and the KDOT will annually develop and execute a CPG agreement identifying federal transportation funds attributable to the L-DC MPO and identifying the conditions of acceptance for these funds. Financing activities authorized under the CPG agreement is through KDOT reimbursement of federal funds for up to a maximum of eighty percent (80%) of authorized expenditures (with exceptions for some uses of funds), with the balance (the non-federal share) to be provided by local sources. All work performed by the L-DC MPO in the interim between the expiration of the most current and newly executed CPG agreements will be covered under pre-award authority arranged by the KDOT.

- a. L-DC MPO Responsibility: The L-DC MPO will cooperate with the other planning partners in the development of the UPWP. The L-DC MPO will develop and maintain a UPWP development schedule each year that will include a meeting of the planning partners to discuss development and establish planning priorities of the UPWP. The L-DC MPO will prepare a written draft UPWP for review by the planning partners, TAC, and the public. The L-DC MPO will prepare and publish the final UPWP as approved by the L-DC MPO Policy Board. The L-DC MPO will prepare and submit to KDOT quarterly progress and billing reports detailing activities conducted that quarter for the various UPWP work tasks.
- b. KDOT Responsibility: The KDOT will cooperate with the other planning partners in the development of the UPWP. The KDOT will use the UPWP as the basis for their individual CPG agreements with the L-DC MPO. The KDOT will provide task/budget/schedule information to be included in the UPWP for any planning activities it will undertake in the

L-DC MPO metropolitan planning area during the year, and will provide quarterly updates of KDOT work task progress to be included in the quarterly progress reports. After approving it, the KDOT will submit the UPWP to USDOT. The KDOT will provide annually to the L-DC MPO federal funding targets for planning purposes and development of the draft UPWP for the following year. Such funding targets will be provided to the L-DC MPO as they are developed and finalized by the KDOT.

- c. City of Lawrence - Lawrence Transit Responsibility: Lawrence Transit will cooperate with the other parties to this agreement in the development of the UPWP, including the provision of task/budget/schedule information to be included in the document.

Metropolitan Transportation Plan (MTP) Development and Maintenance

One of the primary products of the L-DC MPO regional transportation planning process is the creation and maintenance of a MTP. The MTP includes long and short-range strategies/actions that lead to the development of an integrated, multi-modal transportation system to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand. The plan notes recent transportation investments in the region, and identifies projected investments to be implemented during the planning period covered by the MTP. The MTP is updated according to intervals set in federal regulations (currently every 5 years for attainment areas according to 23 CFR 450.322), but may be amended more frequently.

- a. L-DC MPO Responsibility: The L-DC MPO will lead the development of the MTP in cooperation with the other planning partners. The L-DC MPO will establish a schedule to ensure that each update of the plan is completed by the established federal deadline. The L-DC MPO will coordinate with and reflect the KDOT Statewide Long-Range Transportation Plans in the region's MTP. The L-DC MPO will monitor plans, studies, and other activities in the region that might warrant intermediate amendments to the MTP.
- b. KDOT Responsibility: The KDOT will cooperate with the other planning partners in the development of the MTP. The KDOT will coordinate with and reflect the region's plans in statewide long-range transportation plans. The KDOT will include the L-DC MPO in its local consultation process. The KDOT will monitor internal plans, studies and other activities to identify potential MTP amendments and inform the other planning partners accordingly. The KDOT will identify needs and priorities on the state system for inclusion in the MTP.
- c. City of Lawrence - Lawrence Transit Responsibility: Lawrence Transit will cooperate with the other planning partners in the development of the MTP and provide current transit plans for inclusion in the MTP. Lawrence Transit will integrate the region's metropolitan planning efforts with their agency planning efforts for future transit operations and capital investments. Lawrence Transit will monitor internal plans, studies, and other activities to identify potential MTP amendments and inform the other planning partners accordingly.

Transportation Improvement Program (TIP) Development and Maintenance

One of the primary products of the metropolitan transportation planning process is the Transportation Improvement Program (TIP). The TIP identifies specific investments to be implemented during the short term, and serves to commit funds to specific projects. The TIP is updated according to intervals set in federal regulations (currently every four years), and may be amended more frequently, as appropriate. Development of the TIP is outlined in USDOT regulations (23 CFR 450.324). The TIP is incorporated by reference into the Statewide Transportation Improvement Program (STIP). As such, any new TIP or TIP amendment must be approved by KDOT.

- a. L-DC MPO Responsibility: The L-DC MPO will lead the development of the TIP and TIP amendments in cooperation with the other planning partners. The L-DC MPO will establish policies and procedures for the development and maintenance of the TIP. The L-DC MPO will maintain the TIP as a web/database product that reflects project level details consistent with the L-DC MPO policies and federal regulations.
- b. KDOT Responsibility: The KDOT will cooperate with the other planning partners in the development of the TIP and TIP amendments. The KDOT will conduct project selection activities for its projects in consultation with the other planning partners. The KDOT will submit/update project level data such that the TIP can reflect project details consistent with the L-DC MPO policies and federal regulations. The KDOT will set a TIP amendment schedule in coordination with the L-DC MPO regular meeting schedule. After the KDOT approves the TIP or TIP amendment, KDOT will in a timely manner, submit it to USDOT for final approval.
- c. City of Lawrence - Lawrence Transit Responsibility: Lawrence Transit will cooperate with the other planning partners in the development of the TIP and TIP amendments. Lawrence Transit will conduct project selection activities in consultation with other planning partners. Lawrence Transit will submit/update project level data such that the TIP can reflect project details consistent with L-DC MPO policies and federal regulations. Lawrence Transit will review the draft TIP and provide the L-DC MPO with public notice language to satisfy public participation requirements for their Program of Projects.

Annual Listing of Obligated Projects (ALOP)

One of the aspects of public accountability assigned to the metropolitan transportation planning process is an annual reporting of the federal funds obligated to projects in the preceding federal fiscal year (October 1-September 30). The most recent listings are included in the TIP to confirm the obligation of federal funds to projects currently and previously listed in the TIP.

- a. L-DC MPO Responsibility: The L-DC MPO will lead the development of the Annual Listings of Obligated Projects (ALOP) in cooperation with the other planning partners. The L-DC MPO will compile information from the other planning partners, federal agencies, and others as appropriate, in order to complete the listing of projects. The L-DC MPO Staff will publish the listings electronically and incorporate the listings into the next available TIP (amendment or update).
- b. KDOT Responsibility: The KDOT will cooperate with the other planning partners in the development of the ALOP. The KDOT will provide information regarding any federally funded projects within the MPA boundary which have had federal fund obligations during the previous year. The KDOT will establish internal procedures to routinely provide the information each year.
- c. City of Lawrence - Lawrence Transit Responsibility: Lawrence Transit will cooperate with the other planning partners in the development of the ALOP. Lawrence Transit will provide information regarding any federally funded projects which have had fund obligations during the previous year. Lawrence Transit will establish internal procedures to ensure the information is routinely provided each year.

Financial Planning for the MTP and TIP

The Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP) must include a financial plan that demonstrates how they will be implemented based on estimates of revenue that can reasonably be expected to be available during the time period covered by

each document. Estimates of revenue are to be prepared cooperatively between the parties to this agreement.

- a. L-DC MPO Responsibility: The L-DC MPO will lead the development of the MTP and TIP financial plans in cooperation with the other planning partners. The L-DC MPO will develop and maintain procedures and methodologies for generating revenue forecasts consistent with federal guidance for financial forecasting in cooperation with KDOT. The L-DC MPO will generate estimates of local funds to be available to support transportation investments in the region. The L-DC MPO will convene the partners as necessary to review methodologies, assumptions (such as inflation factors), and estimates to be used in the MTP and TIP and amendments.
- b. KDOT Responsibility: The KDOT will cooperate with the other planning partners in the development of the MTP and TIP financial plans. The KDOT will provide historical information regarding funding levels/expenditures within the Metropolitan Planning Area (MPA) boundary and any estimates KDOT has prepared for future state and federal revenues. The KDOT will actively participate in revenue forecasting efforts for the L-DC MPO planning process and preparation of L-DC MPO products.
- c. City of Lawrence - Lawrence Transit Responsibility: Lawrence Transit will cooperate with the other planning partners in the development of the MTP and TIP financial plans. Lawrence Transit will provide historical information regarding funding levels/expenditures for transit services within the MPA boundary and any estimates they have prepared for future local, state, and federal revenues.

Performance-Based Planning and Decision Making

The metropolitan planning process is to establish and use a performance-based approach to transportation decision-making to support national, state, and regional goals for the transportation system.

System Performance and Freight Data

- a. L-DC MPO Responsibility: The L-DC MPO will provide the KDOT recommendations for updates to the functional classification of non-state system roadways (which may change the extent of the NHS) on an as needed basis. The L-DC MPO will provide the KDOT with draft MPO targets for these performance measures along with an explanation of the basis for these targets and any past performance data used in the target setting decision process when draft targets are submitted to the TAC. The L-DC MPO will provide the KDOT with the final MPO targets for these performance measures upon adoption by the L-DC MPO Policy Board.
- b. KDOT Responsibility: The KDOT will provide the L-DC MPO with its Highway Performance Monitoring System (HMPS) submission for the L-DC MPO region at the same time that data is submitted to the Federal Highway Administration (FHWA). The KDOT will provide the L-DC MPO with the state targets for these performance measures along with an explanation of the basis for these targets and any past performance data used in the target setting decision process, within two weeks of the KDOT's selection of new targets or any change to the targets.

Pavement and Bridge

- a. L-DC MPO Responsibility: The L-DC MPO will provide the KDOT with draft MPO targets for these performance measures along with an explanation of the basis for these targets

and any past performance data used in the target setting decision process when draft targets are submitted to the TAC. The L-DC MPO will provide the KDOT with the final MPO targets for these performance measures upon adoption by the L-DC MPO Policy Board.

- b. KDOT Responsibility: The KDOT will compile pavement metrics for all NHS road segments in the L-DC MPO region and provide this data to L-DC MPO at the same time the data is submitted to the FHWA as part of the HPMS submission. The KDOT will compile bridge metrics for all bridges carrying the NHS and Non-NHS in the L-DC MPO region and provide this data to the L-DC MPO at the same time the data is submitted to the FHWA. The KDOT will provide the L-DC MPO with the state targets for these performance measures along with an explanation of the basis for these targets and performance data used in the target setting decision process, within two weeks of KDOT's selection of new targets, or any change to the targets, to the FHWA.

Safety

- a. L-DC MPO Responsibility: The L-DC MPO will provide the KDOT with draft MPO targets for these performance measures along with an explanation of the basis for these targets and any past performance data used in the target setting decision process when draft targets are submitted to the TAC. The L-DC MPO will provide the KDOT with the final MPO targets for these performance measures upon adoption by the L-DC MPO Policy Board.
- b. KDOT Responsibility: The KDOT will provide the L-DC MPO with crash data, including latitude and longitude information, for all crashes in Douglas County no later than July 31 of the year after the year the crash occurred. To support setting the initial targets the KDOT will provide such data since 2000. The KDOT will provide the L-DC MPO with the state targets for these performance measures along with an explanation of the basis for these targets and any past performance data used in the target setting decision process, no later than when the KDOT submits the targets, or any change to the targets, to the FHWA.

Transit Asset Management (TAM)

- a. L-DC MPO Responsibility: The L-DC MPO will provide KDOT with draft MPO targets for these performance measures along with an explanation of the basis for these targets and any past performance data used in the target setting decision process when draft targets are submitted to TAC. The L-DC MPO will provide KDOT with the final MPO targets for these performance measures upon adoption by the L-DC MPO Policy Board.
- b. KDOT Responsibility: The KDOT will provide the L-DC MPO with data for the Transit Asset Management performance measures for all providers in the L-DC MPO region, except Lawrence Transit, no later than when the KDOT submits its targets to FTA. The KDOT will provide the L-DC MPO a copy of the state's Transit Asset Management group plan upon its initial publication and every time it is updated. The KDOT will provide the L-DC MPO with the state targets for these performance measures along with an explanation of the basis for these targets and any past performance data used in the target setting decision process, no later than when the KDOT submits the targets, or any change to the targets, to FTA.
- c. City of Lawrence - Lawrence Transit Responsibility: Lawrence Transit will provide the L-DC MPO with data for the Transit Asset Management performance measures annually. Lawrence Transit will coordinate with the L-DC MPO to establish targets for inclusion in the TAM plan.

Studies

Studies are regularly conducted in the region to analyze particular transportation issues, transportation functions, geographic subareas, or transportation corridors and bring further definition to proposed transportation investments in the region. Studies should result in changes to, or further definition of, the Metropolitan Transportation Plan, and/or project level details that should be reflected in the Transportation Improvement Program.

- a. L-DC MPO Responsibility: The L-DC MPO will include corridors, areas and/or transportation issues that are proposed for study in the annually approved UPWP. The L-DC MPO, in cooperation with the planning partners, will develop various studies based on the goals and objectives of the MTP. L-DC MPO will ensure studies reflect the broad policy framework articulated in the region's MTP. The L-DC MPO will actively participate in studies conducted by the other partners in this agreement as well as other agencies in the MPA to the extent feasible. The L-DC MPO will adhere to its approved Public Participation Plan (PPP) and ensure a broad cross-section of community interests and the general public are engaged in studies that it leads. The L-DC MPO will assist its staff and other planning partners with bringing conclusions of studies through the L-DC MPO committee process to ensure conclusions are appropriately reflected in the MTP and/or the TIP, as appropriate.
- b. KDOT Responsibility: The KDOT will conduct studies in a manner that is consistent with the broad policy framework in the MTP. The KDOT will include partners of the planning process in studies they lead, and will actively participate in studies conducted by other partners of the planning process. The KDOT will take steps to include a broad cross-section of community interests and the general public is afforded the opportunity to participate in studies that they lead by utilizing strategies from the L-DC MPO's PPP and complying with city notification requirements. The KDOT will bring conclusions of its studies to the L-DC MPO committees for review.
- c. City of Lawrence - Lawrence Transit Responsibility: Lawrence Transit will ensure that studies they lead reflect the broad policy framework articulated in the region's MTP. Lawrence Transit will include partners of the planning process in studies they lead, and will actively participate in studies conducted by other partners of the planning process. Lawrence Transit will ensure that a broad cross-section of community interests and the general public are engaged in studies that they lead. Lawrence Transit will bring to the MPO committee process any conclusions of studies to ensure they are appropriately reflected in the MTP and/or TIP, as appropriate.

L-DC MPO Metropolitan Planning Area (MPA) Boundary

The MPO process is conducted within a defined Metropolitan Planning Area (MPA) boundary. The boundary is to reflect the current Urbanized Area (UZA) defined by the US Census Bureau plus areas anticipated to urbanize within the next 20 years. The MPA boundary will be reviewed when new Urbanized Area boundaries are established following each decennial census, and at intermediate intervals as prompted by requests by local or state governments to modify the current boundary. Both the L-DC MPO and KDOT must approve any changes to the MPA boundary. The establishment of the MPA is also outlined in USDOT regulations (currently 23 CFR 450.312).

- a. L-DC MPO Responsibility: The L-DC MPO, in cooperation with the other planning partners, will prepare and maintain a description and map of the current MPA boundary, and make

it available to the other planning partners. The L-DC MPO will initiate a review of the MPA boundary following each decennial census.

- b. **KDOT Responsibility:** The KDOT will cooperate with the other planning partners to maintain and adjust the MPA boundary. The KDOT will use the current MPA boundary in planning activities to accurately reflect the area within which the L-DC MPO planning, programming, and decision-making processes are to be followed. The KDOT will actively participate in each review of the MPA boundary.

Urbanized Area (UZA) Boundary

Urbanized Area boundaries are established following each decennial census. The boundary distinguishes between urban and rural places for funding and system classification purposes. The L-DC MPO and KDOT, working together cooperatively, may adjust the census-defined Urbanized Area boundary to create a smooth, definable boundary between urban and rural places. The Urbanized Area boundary will be reviewed at the establishment of new Urbanized Area boundaries following each decennial census, and adjusted as appropriate.

- a. **L-DC MPO Responsibility:** The L-DC MPO will cooperate with the other planning partners in the review of the census-defined urbanized area boundaries and making any adjustments for transportation planning purposes. The L-DC MPO will prepare and maintain descriptions and maps of the current census-defined and adjusted Urbanized Area boundaries, and make them available to the other planning partners. The L-DC MPO will initiate the process to adjust the census-defined boundary following each decennial census. The L-DC MPO will forward any boundary adjustments to the KDOT for approval.
- b. **KDOT Responsibility:** The KDOT will cooperate with the other planning partners in the review of census-defined urbanized area boundaries and making any adjustments for planning purposes. The KDOT will actively participate in each review of the Urbanized Area boundary. The KDOT will consider for approval all boundary adjustments approved and submitted by the L-DC MPO and will submit the KDOT approved adjustments to the urbanized boundary to USDOT for approval.
- c. **City of Lawrence – Lawrence Transit Responsibility:** Lawrence Transit will cooperate with the other planning partners in the review of the census-defined urbanized area boundaries and making any adjustments for planning purposes. Additionally, Lawrence Transit will work with the other planning partners to assess the impact of urbanized area definitions on the availability, distribution, and use of FTA urbanized area formula program funds.

Federal Roadway Functional Classification System

Roadways are functionally classified according to federal guidelines to identify the role each facility plays in the overall transportation network, and to establish eligibility for using federal transportation funds. The L-DC MPO and KDOT, working together cooperatively, will determine how all roadways within the L-DC MPO planning area are functionally classified.

- a. **L-DC MPO Responsibility:** The L-DC MPO will cooperate with the other planning partners to establish and maintain the region's functional classification system that meets the FHWA guidance. The L-DC MPO will establish and maintain policies to guide the maintenance of the region's roadway functional classification system. The L-DC MPO will coordinate changes to the functional classification system with local jurisdictions within the L-DC MPO metropolitan planning area.

- b. **KDOT Responsibility:** The KDOT will actively cooperate with the other planning partners to establish and maintain the region's functional classification system. The KDOT will ensure the federal functional classification system is consistent with the FHWA guidance. After the KDOT approves any changes to the roadway functional classification system, the KDOT will forward those changes to the FHWA for final approval. The KDOT will reflect the region's federally approved roadway functional classification system in their mapping products and statewide systems.

Travel Demand Modeling

Travel demand models are developed and maintained to simulate and forecast travel conditions on the region's transportation system. The models are used to predict and identify future problem areas in the transportation system, and to evaluate strategies, investments, and projects which may alleviate those future problems. Models may also be used to understand current and future operating conditions on elements of the transportation network. Models also provide information to assess impacts of transportation investments for environmental justice purposes and to assess mobile source contributions to the region's air quality.

- a. **L-DC MPO Responsibility:** The L-DC MPO will cooperate with the other planning partners to establish and maintain a state-of-the-practice regional travel demand model. The L-DC MPO will work with the other planning partners to collect input data for the model so that it accurately reflects local conditions. The L-DC MPO will utilize the existing travel demand model for evaluating the performance of the region's transportation system and to assess proposed strategies for the MTP. The L-DC MPO will provide information from the regional travel demand model to support studies and other analyses by the other planning partners. The L-DC MPO will assist the planning partners in reviewing modeling approaches for consistency with the regional travel demand model.
- b. **KDOT Responsibility:** The KDOT will cooperate with the other planning partners to establish and maintain a state-of-the-practice regional travel demand model. The KDOT will work with the other planning partners to collect input data for the model so that it accurately reflects local conditions. The KDOT and/or its consultants will conduct any travel demand modeling in the region consistent with the regional travel demand model. In order to get the most complete information possible, the KDOT will supply traffic counts, trip distribution estimates, trip assignments, crash data, and information concerning detected bottlenecks or delays on the L-DC MPO region state system, and will supply the information on an as needed basis.
- c. **City of Lawrence - Lawrence Transit Responsibility:** Lawrence Transit will cooperate with the other planning partners to establish and maintain a state of-the-practice regional travel demand model. Lawrence Transit will work with the other planning partners to collect input data for the model so that it accurately reflects local conditions. Lawrence Transit and/or its consultants will conduct any travel demand modeling in the region consistent with the regional travel demand model. Lawrence Transit will share available boarding/alighting and route specific ridership data as needed. If data is not available Lawrence Transit will coordinate with the L-DC MPO to acquire data to support travel demand modeling needs.

Public Participation Plan

As part of the metropolitan transportation planning process, the L-DC MPO is to develop and implement a Public Participation Plan (PPP). The purpose of the PPP is to define a process for providing citizens, affected public agencies, representatives of public transportation employees,

freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process. The PPP shall include procedures for employing visualization techniques and making public information available in electronically accessible formats and means.

- a. L-DC MPO Responsibility: The L-DC MPO will cooperate with the other planning partners to develop and maintain the PPP for use in the metropolitan planning process. The L-DC MPO will initiate periodic reviews of the effectiveness of the PPP strategies and may suggest updates to the Plan in cooperation with the other planning partners. The L-DC MPO will follow the PPP in its planning and programming work so that the public is adequately and appropriately engaged in planning and project development activities in the region. Lawrence Transit relies on the L-DC MPO's public participation process to satisfy its public participation requirements for their Program of Projects.
- b. KDOT Responsibility: The KDOT will cooperate with the other planning partners to develop and maintain the PPP for use in the metropolitan planning process. The KDOT will use strategies from the PPP as part of its planning studies and project development activities so that the public is adequately and appropriately engaged in planning and project development activities in the region. The KDOT recognizes projects completed within local jurisdictions often have additional notification requirements for studies and planning processes.
- c. City of Lawrence - Lawrence Transit Responsibility: Lawrence Transit will cooperate with the other planning partners to develop and maintain the PPP for use in the metropolitan planning process. Lawrence Transit will use strategies from the PPP as part of planning studies and project development activities so that the public is adequately and appropriately engaged in planning and project development activities in the region. Lawrence Transit relies on the L-DC MPO's PPP to satisfy the Program of Projects (POP) requirements.

Regional Intelligent Transportation Systems (ITS) Architecture

The L-DC MPO Regional ITS Architecture provides a specific, tailored structure for facilitating institutional agreement and technical integration for the implementation of ITS projects in the region. It defines how systems functionally operate and the interconnection of information exchanges that must take place between these systems to accomplish transportation services. The Regional ITS Architecture is consistent with the Statewide ITS Architecture.

- a. L-DC MPO Responsibility: The L-DC MPO will maintain a database of information that comprises the regional architecture in cooperation with the other planning partners. The L-DC MPO will periodically update the Regional ITS Architecture in compliance with 23 CFR 940 to reflect new components and information exchanges that would enhance transportation performance in the region. The L-DC MPO will provide assistance to project sponsors in identifying information exchanges for proposed ITS and ITS-related projects.
- b. KDOT Responsibility: The KDOT will cooperate with the other planning partners in the development and maintenance of the Regional ITS Architecture. The KDOT will comply with 23 CFR Part 940 to plan, develop and evaluate proposed transportation technology investments in the region. The KDOT will utilize the Regional ITS Architecture to plan, develop, and evaluate proposed transportation technology investments in the region.

- c. City of Lawrence - Lawrence Transit Responsibility: Lawrence Transit will cooperate with the other planning partners in the development and maintenance of the Regional ITS Architecture. Lawrence Transit will comply with 23 CFR Part 940 to plan, develop and evaluate proposed transportation technology investments in the region.

Coordinated Public Transit-Human Services Transportation Plan

MPO areas must have a Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP) to be eligible for Federal Transit Administration (FTA) funding. The CPT-HSTP should be prepared so that it is coordinated and consistent with the MPO process and the MTP.

- a. L-DC MPO Responsibility: The L-DC MPO will develop the region's CPT-HSTP and act to ensure that the region's transit and paratransit providers are involved in the development of the CPT-HSTP in cooperation with the other planning partners. The L-DC MPO will include transit funding agencies and other groups within the L-DC MPO metropolitan planning area that have an interest in transit planning in CPT-HSTP development activities. The L-DC MPO will work with RTAC to implement and update the CPT-HSTP as needed. The L-DC MPO will integrate the CPT-HSTP with other transit and transportation planning activities in the region, and with the MTP.
- b. KDOT Responsibility: The KDOT will cooperate with the other planning partners in the development of the CPT-HSTP. The KDOT will work with the L-DC MPO to review and update the CPT-HSTP as needed. The KDOT will coordinate between the region's CPT-HSTP and the statewide CPT-HSTP.
- c. City of Lawrence - Lawrence Transit Responsibility: Lawrence Transit will cooperate with the other planning partners in the development of the CPT-HSTP. Lawrence Transit will participate in the development of the region's CPT-HSTP, and assist in integrating the CPT-HSTP with other transit planning activities in the region.

PERIODIC REVIEW OF THIS MOU

This MOU will be reviewed periodically to ensure that it articulates current roles and responsibilities of the planning partners. This MOU will be assessed when it is determined the agreement is out of date or needs to reflect any changes in federal transportation authorizations, federal regulations and guidance, and changes within the partners of the planning process. Current information on the region's planning process will be available each year as part of the UPWP.

EXPECTED ROLES AND RESPONSIBILITIES OF USDOT

While they are not direct parties to this agreement, it is the expectation of the parties that USDOT offices, particularly the Kansas Division Office of the Federal Highway Administration and the Regional Office of the Federal Transit Administration, will also participate as ex-officio associates in the L-DC MPO regional transportation planning process. USDOT offices are expected to participate as ex-officio members of the L-DC MPO advisory committees and/or ex-officio members of the L-DC MPO Policy Board, and provide a federal perspective to the work of the L-DC MPO. USDOT offices are also expected to advise the L-DC MPO regarding any issues of compliance with federal regulations as work products are being developed and produced to ensure final products meet all existing federal requirements. Additionally, USDOT is expected to complete its actions related to approving the L-DC MPO products and processes in a timely manner, so as not to delay progress on significant transportation initiatives in the region.

IN WITNESS WHEREOF the parties hereto have caused this Memorandum of Understanding to be executed by their proper officers and representatives having authority to do so.

Scott McCullough, MPO Secretary
Lawrence-Douglas County Metropolitan Planning Organization

Date: _____

[Tom Markus, City Manager]
Lawrence Transit as a Department of the City of Lawrence

Date: _____

Richard Carlson, Secretary
Kansas Department of Transportation

Date: _____

DRAFT