TECHNICAL ADVISORY COMMITTEE (TAC)
Minutes for Tuesday, October 4, 2016 Meeting

Voting Members
Allison Smith (KDOT)
Donna Hultine representing Danny Kaiser (KU on Wheels Administrator)
Ed Courton (City of Baldwin City)
Keith Browning (Douglas County Public Works Director)
Nick Voss representing Chuck Soules (City of Lawrence Public Works Director)
Leslie Herring (City of Eudora)
Robert Nugent (Lawrence Transit Administrator)
Sheila Stogsdill representing Scott McCullough (Lawrence-Douglas County Planning & Development)

Non-Voting Members
Paul Foundoukis (Federal Highway Administration)
Charlie Bryan (Lawrence-Douglas County Health Department)

Staff
Jessica Mortinger (Senior Transportation Planner)
Ashley Myers (Transportation Planner)

Public
Brandon McGuire (City of Lawrence City Manager's Office)
Zhaoming Zhang (KU Urban Planning Student)

1. Call to Order and Welcome
Keith Browning called the meeting to order at 1:31 PM. A quorum was present and introductions were made.

2. Action Item: Approval of Minutes from the September 6, 2016
Keith Browning asked if anyone had any changes to the attached minutes. There were none. Ed Courton moved to approve the September minutes as written. The motion was seconded by Bob Nugent and passed unanimously, 8-0.

3. Action Item: Review and Approve the FFY2017-2020 Transportation Improvement Program (TIP)
Ashley Myers presented the TIP. She said it was out for public comment August 19th to September 18th. MPO staff posted responses to the comments collected at https://lawrenceks.org/mpo/tip/comments. Ms. Myers gave an overview of the new aspects of the TIP. A new schedule was created so the public comment period will end before TAC votes on amendments. Fiscal constraint was altered; anticipated funding was based on historical averages from FFY2012-2015. The revised EJ criteria and maps were discussed. Allison Smith noted that the Harvard/Kasold project will need to be removed at the next amendment as it was recently decided by the City of Lawrence to not use the HSIP funding. A motion was made to recommend approval the FFY2017-2020 TIP to the MPO Policy Board by Sheila Stogsdill, seconded by Ed Courton and passed unanimously 8-0.

4. Action Item: Review and Approve the revised Title VI Program Manual
Ashley Myers presented the revised Title VI Program Manual providing an overview of Title VI and how the MPO provides Title VI notification. The program manual states how discrimination complaints would be handled. A motion was made to recommend approval of

the Title VI Program Manual to the MPO Policy Board by Bob Nugent and seconded by Allison Smith. The motion passed unanimously, 8-0.

5. Action Item: Review and Approve the revised Limited English Proficiency (LEP) Plan

Ashley Myers presented the revised Limited English Proficiency Plan. She explained the Four Factor Analysis and the ramifications for crossing the 5% or 1,000 people speaking a specific language who speak English less than well. Furthermore, the plan states how a translation or interpretation request will be handled. To date, no requests have been made.

Keith Browning asked if everything would need to be translated if the MPO crosses the threshold. Allison Smith said each Federal agency makes their own rules interpreting what are considered "vital" documents. Jessica Mortinger said while we do not currently meet the threshold, this plan gives us an idea of what to do if someone requests translation services.

A motion was made to recommend approval of the Limited English Proficiency Plan to the MPO Policy Board by Bob Nugent and seconded by Allison Smith. The motion passed unanimously, 8-0.

6. Discussion Item: Review the draft Unified Planning Work Program (UPWP) text

Jessica Mortinger presented the draft text of the Unified Planning Work Program. She said it will be released for 30 day public comment period tomorrow. The budget portion of the UPWP will be finalized after the RFPs for modeling were reviewed before the draft is posted. The overall UPWP budget will be funded with 80% federal Consolidated Planning grant funding and 20% local cash match which is part of the Lawrence – Douglas County Planning & Development Services Budget. The MPO work plan for 2017 will focus on updating the current T2040, continuing RTAC/paratransit coordination, bicycle/pedestrian planning, TIP updates and other MPO documents as required. The T2040 update will be more extensive than the previous update. Staff will work to coordinate it with other long range planning work that is ongoing and meet Federal Transportation legislation requirements for performance measures. Allison Smith noted that any excess funds at the end of 2017 will be clawed back at 80%. Ms. Mortinger said there is still time for negotiation in work program if desired. The full UPWP will be reviewed by TAC/MPO for approval in November.

7. Quick Updates

Transit COA – Ashley Myers said the consultants are going to be in town in October. Several public meetings are planned, where two transit scenarios are going to be presented and asked for public feedback. Furthermore, we have received 20 page route profiles for all but two of the routes. The profiles contain a multitude of data include ridership by stop and time. Public meetings are planned for October 25-27th.

Transportation Commission – Jessica Mortinger said the new Transportation Commission which eliminates the Traffic Safety Commission (TSC) and the Lawrence-Douglas County Bicycle Advisory Committee(BAC) is going before the Lawrence City Commission on October 18. This came out of the Pedestrian-Bicycle Issues Task Force. The proposed resolution anticipates a January formation timeline. The MPO will need to decide if we want a subcommittee of the MPO to focus on regional bicycle issues, as the new Transportation Commission will be focused only on the City of Lawrence. Sheila Stogsdill asked about the composition of the new Transportation Commission. Ms. Mortinger said it was proposed to be made up of a diverse background of transportation users, some from current TSC and BAC, similar to the Historic Resources Commission, people with planning and engineering background.

8. Other Business

Jessica Mortinger noted that she had received a request from the State Bike/Ped Coordinator based on an email from Charlie Bryan asking cities about their interest in coordinating a statewide request for technical assistance on Complete Ctreets. Ms. Mortinger asked Charlie Bryan to speak about the Complete Streets project. Charlie Bryan said he was exploring the statewide interest to apply for a grant and there are a couple of options – workshops, cities in state apply as a consortium to do a longer engagement process, start the process to see who in the state has interest in complete street implementation. There are design guidelines in Wichita, but we do not have that in Lawrence. He said it would have been useful to have these guidelines during the Kasold discussion. TAC members agreed that the deadline for this application is not realistic and they would track future statewide disucssions.

Allison Smith said Jerry Younger retired. Catherine Patrick is the new State Transportation Engineer.

9. Next Meeting November 8, 2016 or another date set by the TAC

Jessica Mortinger proposed November 8th instead of the regularly scheduled November 1st so the UPWP public comment period will end before the TAC meeting. TAC members agreed.

The meeting adjourned at 2:09 PM.