TECHNICAL ADVISORY COMMITTEE (TAC)
Minutes for Tuesday, January 3, 2017 Meeting

Voting Members
Keith Browning (Douglas County Public Works Director)
Chuck Soules (City of Lawrence Public Works Director)
Robert Nugent (Lawrence Transit Administrator)
Scott McCullough (Lawrence-Douglas County Planning & Development)
Ed Courton (City of Baldwin City)
Leslie Herring (City of Eudora)

Non-Voting Members
None

Staff
Jessica Mortinger (Senior Transportation Planner)
Ashley Myers (Transportation Planner)
Margaret Campbell (Transportation Planning Intern)

Public
None

1. Call to Order and Welcome
Bob Nugent called the meeting to order at 1:30 PM. A quorum was present and introductions were made.

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

3. Review and Approve the Lawrence Bicycle Parking and Amenities Policy Review with Citywide and Downtown Recommendations
Jessica Mortinger presented the MPO’s work with the BAC on updating the Downtown Bicycle Parking inventory and amenities policy. She reviewed each of the recommendations. Ms. Mortinger noted that the work of inventorying downtown parking occupancy will be an annual task of the MPO to track the demand of bicycle parking. Staff discussed recent developments and their bicycle parking amenities and the proposals for additional Bicycle Corrals request that the MPO staff will take to the Transportation Commission. A motion to approve the report was made by Ed Courton, seconded by Scott McCullough and passed unanimously, 6-0.

4. Action Item: Discuss 2017 Unified Planning Work Program Amendment 1
Jessica Mortinger presented the draft 2017 Unified Planning Work Program (UPWP) A1 proposals for spending the additional CPG that TAC asked the MPO to develop from November. TAC members discussed the options for consulting work related to the ADA Transition Plan update in Lawrence and work in Eudora and possibilities for indirect billing of MPO expenses (rent, utilities). KDOT would consider a 50% match for an ADA transition plan work. It was determined that the timing and lack of budgeted funding for ADA transition planning work prevented it from being something the MPO staff could help accomplish in 2017. The indirect expenses were determined to not be feasible to bill at this time since they rely on an Indirect Cost Allocation Plan (ICAP) and the City of Lawrence doesn’t have one and MPO funds can’t pay for the plan development.
TAC members agreed to have MPO staff draft an amendment to the UPWP that includes a Travel Demand Model add on for Mode Choice, additional part time staff for GIS and administration work, a consultant project to explore alignments for the Lawrence Loop, and bike/ped counter acquisition project partnering with other KS MPOs.

Ms. Mortinger noted that any excess funds at the end of 2017 will be clawed back at 80%. She said MPO staff will bring a draft UPWP amendment back to TAC for consideration in February.

5. TAC Bylaws
Ashley Myers presented the current TAC bylaws. She said MPO staff realized the bylaws should be amended because the Lawrence-Douglas County Bicycle Advisory Committee (BAC) is currently listed as an Ex-Officio Non-Voting Member. But the BAC was dissolved December 31st. TAC members discussed that the Public Transit Advisory Committee (PTAC) should also be removed as Bob Nugent and Danny Kaiser represent the committee’s interests at TAC. TAC meetings are open to the public, so if members of PTAC or any MPO committees want to attend they are welcome to do so. TAC members asked MPO staff to bring a revised draft of the TAC bylaws with the removal of BAC and PTAC from the Ex-Officio Non-Voting Member list to the next TAC meeting.

6. Quick Updates
Transit COA – The consultants are working on a 30 day no cost extension to complete the work. MPO staff will be expecting a final report and documentation in January and bring the final report to the TAC at a future meeting.

Bike Share Feasibility Study – MPO staff has received the final report and documentation from the consultant and are working to close out the project. The final report and presentation will come before the TAC in February for approval.

Functional Classification – MPO staff is working to accommodate a KDOT request for changes to the functional classification map to reflect the Kasold Drive and K-10 crossing changes and rebalancing the functional classifications. A revised functional classification will be send to TAC and MPO in February.

2017 TIP Update Schedule – Requests for TIP project changes and/or additions are due to the MPO staff by January 6th for the TIP amendment that will come before the TAC in February.

T2040 Update – MPO staff has met with the T2040 Steering committee and are getting ready to begin public engagement for T2040.

7. Other Business
Leslie Herring asked the TAC members if there were resources that Eudora should reference when working on a signage and wayfinding project. Chuck Soules indicated that the Manual for Uniform Traffic Control Devices would be a good resource for standards.

Chuck Soules noted that the City of Lawrence has received feedback about the 23rd Street exit off of K10 since the SLT has been opened; they are working with KDOT to improve signage.

8. Next Meeting February 7, 2017 or another date set by the TAC
The meeting adjourned at 2:24 PM.