TECHNICAL ADVISORY COMMITTEE - AGENDA

1. Call Meeting to Order, Welcome and Introductions

2. Action Item: Approval of Minutes from the January 3, 2017 Meetings (attached)

3. Action Item: Review and Recommend Approval of the FFY17-20 Transportation Improvement Program (TIP) Amendment 1 - [https://lawrenceks.org/mpo/tip/comments](https://lawrenceks.org/mpo/tip/comments) [https://assets.lawrenceks.org/assets/mpo/tip/2017-2020TIPA1-Summary.pdf](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).

4. Action Item: Review and Recommend Approval of the Lawrence Bike Share Feasibility Study - [https://lawrenceks.org/mpo/bikeshare](https://lawrenceks.org/mpo/bikeshare)
MPO Staff will present the Lawrence Bike Share Feasibility Study.

5. Action Item: Review and Recommend Approval of 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.

MPO Staff will present the 2017 UPWP Amendment 1, which incorporates projects to utilize remaining CPG funding. Public comment began on February 7 and will close on February 22.

7. 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.

8. Quick Updates
   a. T2040 Update

9. Other Business

10. Next Meeting: March 7, 2017 or another date set by the TAC

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/titlevi](www.lawrenceks.org/mpo/titlevi) or call (785) 832-3150.
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.
Lawrence Urbanized Area and Eudora Urban Place - Census 2010

Lawrence and Eudora Urban Area Boundaries

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.

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<th>Rural Miles</th>
<th>County (Urban + Rural) Miles</th>
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<td>Other Freeway &amp; Expressway</td>
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Total Public Centerline Road Miles | 547.9 | 819.6 | 1,368.5

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