

**Lawrence-Douglas County
Metropolitan Planning Organization (MPO)
Policy Board**

Meeting Minutes

Thursday, May 21, 2009

Attendance:

| Organization | Name | Present |
|--|----------------------------------|----------------|
| Voting Members | | |
| Lawrence City Commission | Michael Dever | |
| Lawrence City Commission | Robert Chestnut, Mayor | |
| Douglas County Commission | Mike Gaughan | X |
| L-DC Metropolitan Planning Commission | Lisa Harris | X |
| L-DC Metropolitan Planning Commission | Stanley Rasmussen | X |
| City of Eudora | Maria Nelson | X |
| Kansas Department of Transportation | Davonna Moore | X |
| Non-Voting Members | | |
| Federal Highway Administration | Byron Low | |
| Federal Transit Administration | Joni Roeseler | |
| University of Kansas | Margaret (Peg) Livingood, ASLA | |
| City of Baldwin City | Ken Wagner, Mayor | |
| City of Leocompton | Christina M. Mallonee | |
| Staff | | |
| Lawrence - Douglas County MPO | Todd Girdler, AICP | X |
| Lawrence - Douglas County MPO | Bart Rudolph | X |
| City of Lawrence-Douglas County Planning & Development Services Dept. | Scott McCullough, AICP | X |
| Others | | |
| City of Lawrence-Douglas County Planning & Development Services Dept. | Sheila Stogsdill | |
| City of Baldwin City | Jeff Dingman | |
| City of Lawrence | Cynthia Boecker | |
| City of Lawrence | David Corliss | |
| City of Lawrence, Public Works | Charles Soules | X |
| City of Lawrence, Public Works | Shoeb Uddin | |
| Douglas County Public Works | Keith Browning | |
| Kansas Department of Transportation | Christy H. Lane | X |
| Kansas Department of Transportation | Thomas Dow | X |
| Douglas County | Linda Finger | |
| Federal Highway Administration | Steve Foust | |
| City of Lawrence | John Miller | |
| Kansas Department of Transportation | David Gurs | X |
| Lawrence Public Transit | Robert Nugent | X |
| University of Kansas | Danny Kaiser (For Peg Livingood) | X |
| Parsons Brinckerhoff | Jim Tobaben | X |

1. Call Meeting to Order

Chairwoman Davonna Moore called the meeting to order at 4:03 PM and a quorum was assured.

2. Action Item: Approval of Minutes from the April 16, 2009 MPO Meeting

Ms. Harris suggested amending the March meeting minutes and replace the words “professional conduct” with “professionalism” in the last sentence under Item 9: Other Business. Mr. Rasmussen moved to amend the March 12, 2009 MPO Policy Board meeting minutes to reflect the change noted by Ms. Harris. Ms. Harris seconded the motion and it passed unanimously.

Approval of the minutes from the April 16, 2009 meeting was moved by Mr. Gaughan, seconded by Ms. Harris and passed unanimously.

3. Action Item: Election of Chairperson and Vice Chairperson

Ms. Moore mentioned that since the MPO Policy Board Bylaws have been adopted, the Board needs to formally elect a Chair and Vice Chair. Mr. Rudolph reminded the Board that this was mentioned at the April MPO Policy Board meeting and was deferred to this month to give advance notice to all Board members that an election would be taking place.

Ms. Harris indicated that the Lawrence – Douglas County Planning Commission will be electing a Vice Chairperson very shortly and that Ms. Harris and Mr. Rasmussen are both nominated for the position. Ms. Harris suggested tabling the election until after the Lawrence – Douglas County Planning Commission decides on a Vice Chair so that one of them is not elected as Vice Chair to both the MPO Policy Board and Planning Commission. The Board agreed and the item was tabled.

4. Action Item: 2008–2012 Transportation Improvement Program Amendment #4 - Revised

Mr. Girdler presented the last in a series of TIP amendments required to program funds for projects selected through the American Recovery & Reinvestment Act (ARRA). He noted that this TIP amendment will add Transportation Enhancement (TE) projects funded through the ARRA and delete some road and bridge projects that ARRA funds were requested for but did not receive funding. Changes to the transit portion of the TIP project table to add ARRA funds recently awarded to the Lawrence Transit System by KDOT and the addition of Section 5311 transit funds to the TIP is also part of this amendment. Mr. Girdler mentioned that this TIP amendment will complete the process of making our TIP reflective of the ARRA funds being sent to our region for surface transportation projects. This TIP amendment was approved by the Technical Advisory Committee (TAC) on May 5, 2009 and received no public comments during the 15 day public comment and review period. Mr. Girdler asked the Board to approve TIP Amendment #4

Ms. Nelson inquired about the Eudora projects being removed and whether or not they should remain in the TIP if they are still planned, but funding has not been identified. Mr. Girdler responded that the projects should still be removed from the TIP at this point in time and once funding has been secured for the projects, the Policy Board would add them back into the TIP. He explained that the TIP must be financially constrained and identify projects that have funding already in place.

Ms. Harris moved to approve the 2008–2012 Transportation Improvement Program Amendment #4. Mr. Gaughan seconded and the motion passed unanimously.

5. Discussion Item: Statewide Freight Study

Ms. Moore announced that John Maddox from KDOT was scheduled to present this item and was unable to attend. She mentioned that he would like to visit with the Board in August, at which time the Kansas Statewide Freight Plan is scheduled to be complete. Ms. Moore distributed a handout that generally described the progress made to date with the study. There was no discussion.

6. Discussion Item: 5-County Regional Transportation Study

Mr. Dow and Mr. Tobaben gave a presentation on the 5-County Regional Transportation Study. They explained that this is a two-phase study that involves residents, community leaders and transportation representatives to assess changing transportation needs in five northeast Kansas counties (Douglas, Johnson, Leavenworth, Miami and Wyandotte). The 5-County Regional Transportation Study has three goals: assess the multi-modal transportation needs of the region, prioritize the needs, and develop strategies to address them. Mr. Dow and Mr. Tobaben also included in their presentation what they were hearing from area stakeholders specific to Douglas County.

Ms. Harris asked if the areas of low-income and minority populations have been or will be mapped as part of this study and indicated that the non-traditional meetings would provide a great opportunity to involve that population. Mr. Dow replied that those maps have been created and were made available at several of the earlier public meetings and stressed that it was important to include those areas in the planning process. He also noted that a speaker's bureau had been developed for the study and that any group or organization could request someone from the study partner team to speak with them.

Ms. Harris also inquired about the availability of freight data and recalled that during the development of T2030, that data was lacking and difficult to acquire. Mr. Tobaben mentioned that since the Statewide Freight Plan is concurrently being developed and will be completed within the next couple of months, a wider variety and more in depth data will be available than was obtained during the development of T2030.

7. Discussion Item: US 56 Highway Corridor Management Study & Plan

Mr. Gurs discussed with the Board the status of the US 56 Highway Corridor Management Study & Plan. He described the 15 month project to develop the Corridor Management Plan as the first step to improve access management and capacity along US-56 in a way that supports the needs and addresses the concerns of the Corridor community. He mentioned that the Study is still in its "Foundation of Facts" phase which will review land use and transportation data, supplemented by community input through a community survey, stakeholder interviews and workshops, and an Advisory Committee. The result will be a list of issues to be addressed throughout the planning process. The final two phases include "Forecast the Future" and "Formulate a Fit". The study is expected to be completed by May 2010.

8. Action Item: TAC Bylaws – Adoption of new bylaws to reflect the new re-designated MPO

Mr. Girdler presented the new set of bylaws for the Technical Advisory Committee (TAC) that reflects changes made to the MPO process with the re-designation of the MPO Policy

Board in December 2008. The bylaws were approved by the TAC on May 5, 2009. Mr. Girdler asked the Board to consider a motion to approve the TAC bylaws as drafted.

Ms. Harris moved to approve the TAC bylaws as drafted by MPO staff. Ms. Nelson seconded and the motion passed unanimously.

9. Action Item: Cooperative Agreement/Memorandum of Understanding

Mr. Girdler presented the draft Cooperative Agreement/Memorandum of Understanding that outlines the working relationships of the MPO, KDOT, and the Lawrence Transit System in conducting the 3C (continuing, comprehensive, cooperative) regional transportation planning process in the Lawrence-Douglas County Metropolitan Planning Area. Mr. Girdler noted 2 minor changes to the agreement since the MPO packet was sent out. 1) Instances describing the "Lawrence Transit System Responsibility" have been replaced by "City Responsibility" since the transit system is a department of the City of Lawrence and 2) the signature page was changed to replace the Lawrence Transit signature line with the City of Lawrence Mayor's signature. Mr. Girdler mentioned that this agreement was the last piece of business required as part of the MPO re-designation agreement and asked the Board to review and approve the agreement which was approved by the TAC on May 5, 2009.

Ms. Harris asked if the County should have its responsibility outlined in this agreement as well. Ms. Lane replied that the County's responsibility is as outlined in the MPO Policy Board Bylaws as a member of the MPO and therefore not required in this agreement.

Mr. Gaughan recommended going through the entire document to make sure that all instances of the "Lawrence Transit System" have been changed to the "City of Lawrence".

Ms. Harris moved to approve the Cooperative Agreement as presented with the expectation that staff will ensure that all instances of the "Lawrence Transit System" have been changed to the "City of Lawrence". Mr. Rasmussen seconded and the motion passed unanimously.

10. Possible Name Change for the Lawrence-Douglas County MPO

Mr. Girdler presented information about how the MPO could change its name from the current Lawrence-Douglas County Metropolitan Planning Organization (L-DC MPO) to another name chosen by the MPO Policy Board if desired. He stated that a supplemental agreement to the MPO re-designation agreement would be required. KDOT's legal staff has agreed to draft the supplemental agreement and all the signatures required for the MPO re-designation would have to also sign the supplemental agreement.

There was a question about how the name change would affect the previous documents that were approved under the current name. Mr. Girdler replied that the name would be affective only as we move forward, the previous documents would remain under the old name. The Board agreed that since there is no rush to change the name, more time should be allowed to brainstorm a list of possible names. The item will be added to a future agenda for further discussion.

11. Brief Descriptions and Quick Updates:

a. KU-City Transit Planning Team

Mr. Kaiser reported that the transit team is currently working on a draft publication that will include joint route information. Each page will have information on an individual route. He also mentioned that KU and The T are working to merge route

#8 which will have a higher frequency of busses reducing the waiting time. He also mentioned the joint website and consolidation of both call centers into one number.

b. New Transit Administrator

Mr. Nugent introduced himself as the new Transit Administrator at the beginning of the meeting. His first day was Monday, May 18, 2009.

c. Fall 2009 KAMPO Conference hosted by the L-DC MPO

Mr. Girdler announced that the L-DC MPO will be hosting the next meeting of the Kansas Association of Metropolitan Planning Organizations (KAMPO) in mid October and asked the Board to think about any topics or activities they would like to see presented at the meeting. Ms. Harris suggested the topic of pedestrian connectivity.

d. Title VI Plan

Mr. Rudolph mentioned that MPO staff has begun drafting a Title VI Plan as requested by KDOT. He stated that this plan would identify and establish a formal process and point person to handle any complaints made against the L-DC MPO regarding Title VI of the Civil Rights Act of 1964. The draft plan would be available for the Board's review in July.

e. Other MPO Advisory Committees – Roles and Coordination with TAC

Mr. Girdler and Mr. Rudolph reported that the Bicycle Advisory Committee (BAC) is currently working to amend their bylaws to include better representation of the smaller cities within Douglas County. Mr. Girdler mentioned that the BAC would also become an advisory committee to the MPO and coordinate their recommendations to the MPO with the TAC.

12. Other Business

Mr. Rudolph announced that MPO staff has been coordinating with the Mid-America Regional Council and the St. Joseph MPO to develop a 1-day training program that educates communities on how to collect data on bicycling and walking using a consistent methodology to assist with estimating demand and usage. He explained that consistent counts of bicyclists and pedestrians could be used to track the region's progress on increasing non-motorized mode share, leverage additional federal funding for bicycle and pedestrian projects, project evaluation, and modeling. Mr. Rudolph said that the goals would be to learn the methodology, acquire the tools needed to complete a count, learn from best practices around the county and then to conduct a count later this year. The entire KC region will be conducting their counts simultaneously with the Douglas County region. He mentioned that the training class is scheduled to take place sometime in August and the regional count would take place in September. Mr. Girdler added that by partnering with MARC and St. Joseph, the L-DC MPO was able to provide this training to our region for a fraction of the actual cost and that the L-DC MPO would be allowed to bring 6 participants to the training.

Mr. Girdler suggested not having a MPO Policy Board meeting in June. With the new TAC bylaws approved, MPO staff will begin the process of seating the new TAC members and working on items that can be presented to the Policy Board in July. The Board agreed and the June meeting was cancelled. Mr. Girdler also noted potential conflicts with the July meeting date, MPO staff will be asking for additional dates when they send out the June meeting cancellation notice.

13. Public Comments

There were no public comments

14. Adjournment

The MPO Policy Board adjourned at 5:41 PM.