



Meeting Minutes

Transportation Policy Body (TPB) Meeting Minutes

Tuesday, October 10, 2023, @ 3:00 PM

Hybrid Meeting: *Online & 271 W. 3rd St, Ste. 203, Wichita, KS 67202*

Meeting Duration: *105 minutes*

| Voting Members in Attendance | | |
|---|---|--|
| Troy Tabor, <i>TPB Vice Chair</i> Ronald Colbert, <i>Valley Center</i> David Dennis, <i>Sedgwick County</i> Nick Engle, <i>Derby</i> Bryan Frye, <i>Wichita</i> Jim Howell, <i>Sedgwick County</i> | Tom Jones, <i>Park City</i> Russ Kessler, <i>Haysville</i> Pete Meitzner, <i>Sedgwick County</i> Terry Somers, <i>SCAC</i> Dan Woydziak, <i>Butler County</i> | Alternates Ted Henry, <i>Bel Aire (voting)</i> Warren Porter, <i>Rose Hill (voting)</i> |
| Other Attendees | | |
| Ashley Bryers, <i>WAMPO</i> Nick Flanders, <i>WAMPO</i> Dora Gallo, <i>WAMPO</i> Evan Hathaway, <i>Hite, Fanning & Honeyman LLP</i> Tom Hein, <i>KDOT</i> Gary Janzen, <i>Wichita</i> Emily Jensen, <i>Sedgwick County</i> Markey Jonas, <i>WAMPO</i> Alan Kailer, <i>Bike Walk Wichita</i> | Peter Mohr, <i>WAMPO</i> Daniel Nguyen, <i>FTA</i> Lynn Packer, <i>Sedgwick County</i> Chad Parasa, <i>WAMPO</i> Marcela Quintanilla, <i>WAMPO</i> Jesse R. Romo, <i>Wichita Airport Authority</i> Kelly Rundell, <i>Hite, Fanning & Honeyman LLP</i> | Paul Schiffelbein, <i>MAPD</i> Allison Smith, <i>KDOT</i> Dan Squires, <i>Derby</i> Kyle Thomas, <i>WAMPO</i> Tyler Voth, <i>WSP</i> James Wagner, <i>Wichita</i> Jessica Warren, <i>WAMPO</i> Mike Warrington, <i>Andover</i> Dani Lasher, <i>WAMPO</i> |

1. Vice Chair Troy Tabor called the meeting to order at 3:04 PM.

2. Regular Business

A. Approval of October 10, 2023, Agenda

Discussion: None

Action: Approve the October 10, 2023, agenda, as proposed.

Motion: Bryan Frye

Second: Tom Jones

B. Approval of September 12, 2023, Meeting Minutes

Discussion: None

Action: Approve the September 12, 2023, meeting minutes, as proposed.

Motion: Tom Jones

WAMPO provides meeting minutes that are not verbatim. TAC and TPB meetings are recorded and hosted on YouTube [@WAMPO Kansas](https://www.youtube.com/@WAMPO_Kansas). To request assistance accessing meeting recordings call – (316) 779-1313 or email – wampo@wampo.org.

Second: Dan Woydziak

C. Director's Report

i. Innovation Presentations

Chad Parasa mentioned this item and said that past presentations can be viewed on WAMPO's YouTube.

ii. 2023 Quarterly Task Chart (July to September) and UPWP Report

Mr. Parasa presented on the 2023 Unified Planning Work Program (UPWP). The UPWP budgets for the planning activities WAMPO intends to undertake this year and lists priorities and activities for the year. This staff report provides statuses of planned work tasks, which will be updated quarterly. This update is for the third quarter of 2023. Also provided is the 2023 third-quarter UPWP activity report that will be submitted to KDOT.

July – September 2023 UPWP Report - <https://bit.ly/3rdQuarterUPWP>

iii. Safe Routes to School

Nick Flanders, WAMPO, provided an update on the Safe Routes to School (SRTS) program, which aims to make walking and biking to school safer for students in the United States. Established in 2005, under SAFETEA-LU, its goals are to promote safety, active transportation, and community engagement while reducing traffic congestion. The focus is on creating safer environments for students and promoting healthier lifestyles. WAMPO will use \$200,000 of FFY2024 Transportation Alternatives (TA) funding to start providing SRTS planning assistance to member jurisdictions and their respective school districts. Jurisdictions and school districts were given from September 8, 2023 through September 22, 2023 to submit applications. Six (6) applications were received and reviewed by WAMPO and Sedgwick County Health Department staff, based on evaluation criteria. Staff will present a proposal of which applicant jurisdictions/districts to prioritize for the first round of planning assistance to the TAC for a recommendation on October 23, 2023, and to the TPB for approval on November 14, 2023. Mr. Flanders also shared that KDOT Pilot Planning and Programming (P&P) Grants may be available to provide assistance for SRTS plans. The application period began on September 9, 2023 and will close on November 17, 2023. To learn more or apply for P&P Grants, visit www.KansasSRTS.org.

Discussion: David Dennis noted the importance of the planning and asked if there is an idea of where the funding is going to come from. He mentioned an existing project that is related, asking if it would receive priority. Mr. Parasa explained that WAMPO will use \$200,000 of FFY2024 Transportation Alternatives (TA) funding for SRTS planning. Troy Tabor recommended there be an online resource to help jurisdictions/districts create plans and asked if WAMPO controls the funding. Allison Smith, KDOT, commented that outside of the funds allocated by WAMPO, jurisdictions may be eligible for similar funding from multiple sources such as the Surface Transportation Block Grant (STBG) or Carbon Reduction Program (CRP).

iv. Comprehensive Safety Action Plan 30-Day Public Comment Period

Mr. Parasa reported that the WAMPO Comprehensive Safety Action Plan (CSAP) is available for public comment from September 19 through October 19, 2023. This plan was developed through a ten-month process. The TAC will make a recommendation on the plan at their October 23, 2023, meeting and the TPB will consider the plan for approval at their November 14, 2023, meeting. Visit www.wampo.org/public-participation to review the document and share your thoughts.

v. ICT Safe: A Regional Transportation Coalition

Mr. Parasa shared that the WAMPO Safety and Health Committee (SHC) is transitioning to a new body called ICT Safe: A Regional Transportation Coalition, through which WAMPO will assume responsibility for Drive Safe Sedgwick, which has been administered by KDOT until now. Additionally, under the ICT Safe umbrella, KDOT and WAMPO will administer up to \$50,000 of Behavioral Safety Grants per year. ICT Safe will strive for a great deal public engagement and the involvement of many organizations. The first of the quarterly meetings will be on November 1, 2023 at 9:30 am on Zoom.

ICT Safe website - www.wampo.org/ict-safe.

Register for the meeting - <https://bit.ly/ICTSafeNovember2023>.

vi. Kansas Mobility Week – 11/5/23 – 11/11/23

Jessica Warren, WAMPO, presented that Kansas's annual statewide Mobility Week is November 5 through November 11, 2023. Kansas Mobility Week is a celebration of making smart, efficient, and safe multimodal public transportation choices. During Kansas Mobility Week, cities, counties, and transportation partner agencies host events to promote transportation choices, highlight transportation achievements, and roll out new

initiatives or policies. The statewide event is a selfie challenge, and anyone who participates can post a photo of themselves using transit on social media with the hashtag #KansasRides2023.

Kansas Mobility Week website - <https://ksrides.org/mobility-week/>

vii. MTP/TIP Call for Projects – 9/15/23 – 1/5/24

Mr. Parasa announced a combined Call for Projects for the Metropolitan Transportation Plan 2050 (MTP 2050) and the FFY2025-FFY2028 Transportation Improvement Program (TIP). The Call for Projects opened on September 15, 2023 and will run through January 5, 2024. All member jurisdictions should have received a detailed application packet specifying the information they must provide for WAMPO to prioritize projects both for inclusion in the MTP and TIP and for receiving WAMPO suballocated Federal funding. The application packet may be downloaded from www.wampo.org/transportation-improvement-program or www.wampo.org/mtp2050.

viii. 2024 Unified Planning Work Program 30-Day Public Comment Period

Mr. Parasa shared that the 2024 Unified Planning Work Program (UPWP) was available for public comment from September 9 through October 10, 2023. The UPWP is WAMPO's primary budgeting document for planning activities in 2024. Public comments received during the 30-day public comment period will be reported to and considered by the WAMPO Transportation Policy Body (TPB), which will decide whether to approve the 2024 UPWP at their November 14, 2023 meeting.

2024 UPWP draft document - www.wampo.org/upwp.

ix. KDOT Local Consults – Wichita Metro – 10/18/23 9am-Noon at the WSU Hughes Metropolitan Complex

Mr. Parasa mentioned this item. WAMPO staff will be in attendance.

x. Staff Updates

Mr. Parasa announced that Ashley Bryers will be leaving WAMPO. Ms. Bryers thanked everyone in the room and said that working with everyone has been a pleasure. Mr. Tabor commended Ms. Bryers for her work at WAMPO.

xi. Election at November TPB for new Vice Chair

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Mr. Tabor announced that he is stepping down from being Vice Chair of the TPB and that there will be an election for a new Vice Chair at the meeting on November, 14, 2023.

3. Public Comments

There were no public comments.

4. Action

A. FFY2023-FFY2026 Transportation Improvement Program Amendment #5

Peter Mohr, WAMPO, asked the TPB to take action on proposed Amendment #5 to the WAMPO FFY2023-FFY2026 Transportation Improvement Program (TIP). Amendment #5 is a regularly scheduled TIP amendment and would maintain the fiscal constraint of the FFY2023-FFY2026 TIP. The Public Comment period for Amendment #5 opened on September 1, 2023 and ran through September 15, 2023. On September 8, 2023 during the Public Comment period, at the request of KDOT staff, updates were made to some of the projects in Amendment #5. Mr. Flanders shared the local, state, and federal funding changes explaining that one of the entries is categorized as an administrative adjustment. There are also WAMPO suballocated funding changes, all of which are classified as administrative adjustments and thus do not require action. The TAC recommended approving TIP Amendment #5 at their September 25, 2023 meeting.

The changes in local, state, and federal funding contained in this amendment are as follows:

| WAMPO ID | LEAD AGENCY | PROJECT TITLE | Change in Local Funding | Change in State Funding | Change in Federal Funding | Change in Overall Funding |
|--------------|-----------------------|---|-------------------------|-------------------------|---------------------------|---------------------------|
| BP-23-02 | City of Bel Aire | 53rd Street, Oliver to Woodlawn Multi-Use Path [New Project] | \$112,386 | \$0 | \$292,242 | \$404,628 |
| BP-23-03 | City of Valley Center | Seneca St Multiuse Path [New Project] | \$173,875 | \$0 | \$417,310 | \$591,185 |
| 40-522 | City of Wichita | Redbud Path from Woodlawn to K-96 | (\$500,000) | \$0 | \$2,234,019 | \$1,734,019 |
| R-19-16 | City of Wichita | West St., Harry to Pawnee | \$995,167 | \$0 | \$0 | \$995,167 |
| T-23-02 | City of Wichita | Multimodal Facility (MMF) [New Project] | \$250,000 | \$0 | \$1,000,000 | \$1,250,000 |
| 40-511 | Sedgwick County | Maple Street Pathway | (\$39,827) | \$0 | \$39,827 | \$0 |
| B-23-10 | KDOT | I-135: Bridge #048 (85th Street) located 5.44 miles North of I-235 in Park City | \$0 | \$210,000 | \$0 | \$210,000 |
| B-23-15 | KDOT | K-96: Bridge #271 and #272 (Maize Road) located 15.5 miles east of the Reno/Sedgwick county line [New Project] | \$0 | \$724,000 | \$2,897,000 | \$3,621,000 |
| B-23-16 | KDOT | I-135: Bridge #299 located at junction I-135/U.S. 54/Kellogg Avenue [New Project] | \$0 | \$949,000 | \$8,541,000 | \$9,490,000 |
| B-23-17 | KDOT | K-96: bridge #279 on 45th Street over K-96 westbound and eastbound lanes located at the K-96/45th Street junction [New Project] | \$0 | \$203,000 | \$810,000 | \$1,013,000 |
| B-23-18 | KDOT | I-135: bridge #011 on the northbound K-15 to I-135 ramp over Gypsum Creek located 1.18 miles north of I-35 [New Project] | \$0 | \$58,000 | \$523,000 | \$581,000 |
| ITS-23-03 | KDOT | Wichita TMC ITS Yearly Operating and Maintenance Budget [New Project] | \$0 | \$1,500,000 | \$0 | \$1,500,000 |
| R-23-05 | KDOT | Sedgwick County: Half mile west of K-254 and Rock Road intersection east to K-254 and Greenwich Road intersection [New Project] | \$0 | \$800,000 | \$0 | \$800,000 |
| T-23-03 | Wichita Transit | FTA 5339 Low No Program: Electric Van Purchase [New Project] | \$663,400 | \$0 | \$3,951,078 | \$4,614,478 |
| HWY-20-01* | KDOT | K-42 in Sedgwick County | \$0 | \$317,620 | \$1,196,841 | \$1,514,461 |
| Total | | | \$1,655,001 | \$4,761,620 | \$21,902,317 | \$28,318,938 |

* Administrative Adjustment

Among other changes, Amendment #5 adds Carbon Reduction Program (CRP) funds to five (5) projects that the TPB approved on July 11, 2023. Meanwhile, the administrative adjustments accompanying Amendment #5 change the mixture of WAMPO suballocated federal funding programs used on four (4) other projects, without changing their overall amount of WAMPO suballocated federal funding:

Changes in WAMPO-Suballocated Funding

| Sponsor | Project Title | STBG | CMAQ | TA | TA-STBG | CRP | Total |
|-----------------|---|------------------|------------------|-----------|-------------------|--------------------|--------------------|
| Bel Aire | 53rd Street, Oliver to Woodlawn Multi-Use Path | -- | -- | -- | -- | \$292,242 | \$292,242 |
| Valley Center | Seneca St Multiuse Path | -- | -- | -- | -- | \$417,310 | \$417,310 |
| Wichita | Multimodal Facility (MMF) | -- | -- | -- | -- | \$1,000,000 | \$1,000,000 |
| Wichita | Redbud Path from Woodlawn to K-96 | -- | -- | -- | -- | \$2,234,019 | \$2,234,019 |
| Sedgwick County | Maple Street Pathway | -- | -- | -- | -- | \$39,827 | \$39,827 |
| Wichita | Wichita Intelligent Transportation System - E 21st St N | \$81,957 | -\$81,957 | -- | -- | -- | -- |
| Wichita | Douglas, Seneca to Meridian | \$915,196 | -\$669,286 | -- | -\$245,910 | -- | -- |
| Wichita | West St., I-235-MacArthur | -\$1,243,196 | \$669,286 | -- | \$573,910 | -- | -- |
| Butler County | SW Butler Rd Improvements from SW 170th St to SW 155th St | \$739,831 | -- | -- | -\$739,831 | -- | -- |
| Total | | \$493,788 | -\$81,957 | -- | -\$411,831 | \$3,983,398 | \$3,983,398 |

FFY2023-FFY2026 TIP - www.wampo.org/transportation-improvement-program

FFY2023-FFY2026 TIP Amendment #5 Summary – <https://bit.ly/2023-2026TIP-A5-Summary>

Discussion: None

Action: Approve FFY2023-FFY2026 TIP Amendment #5, as presented.

Motion: Dan Woydziak

Second: Troy Tabor

B. Coordinated Public Transit – Human Services Transportation Plan

Ashley Bryers, WAMPO, explained that the Coordinated Public Transit – Human Service Transportation Plan (CPT-HSTP) is a tool for the community to coordinate human services transportation programs for older adults, people with disabilities, and low income households within the WAMPO region. The public comment period for the Coordinated Public Transit – Human Services Transportation Plan was from August 24 through September 23, 2023. Comments received can be found in Appendix E of the draft plan. The TAC recommended approving the Coordinated Public Transit – Human Services Transportation Plan at their September 25, 2023, meeting.

Coordinated Public Transit – Human Services Transportation Plan draft – <https://bit.ly/Draft-CPT-HSTP>

Discussion: None

Action: Approve the Coordinated Public Transit – Human Services Transportation Plan, as presented.

Motion: Russ Kessler

Second: Dan Woydziak

C. Intelligent Transportation Systems Steering Committee

Mr. Mohr shared how WAMPO is in the process of updating its Intelligent Transportation Systems (ITS) architecture document. ITS projects are funded through the highway trust fund and are required to conform to the National ITS Architecture and applicable standards. A project timeline has been developed and a list of proposed steering committee members has been assembled, on which the TPB is asked to vote.

| Proposed ITS Steering Committee Members | | | |
|---|------------------------|------------------------|--|
| | Name | Agency | Title |
| 1 | Tom Hein | KDOT | Public Affairs Manager |
| 2 | Shari Hilliard | KDOT | State ITS Engineer |
| 3 | Mike Armour | Wichita | Traffic Engineer |
| 4 | Lee Carmicheal | Wichita | Assistant Traffic Engineer |
| 5 | Rick Lanzrath | Andover | Public Works Director |
| 6 | Dan Squires | Derby | Assistant City Manager for Development |
| 7 | Glenn Scott | KTA | Engineering Program Manager |
| 8 | David F. LaRoche | USDOT/FHWA | Safety/ITS/Traffic Ops Engineer |
| 9 | Tony Martinez | Haysville | Director of Public Works |
| 10 | Sean Fox | Park City | City Administrator |
| 11 | Mark Borst Replacement | Sedgwick County | Traffic Engineer |
| 12 | Daniel Nguyen | FTA | Community Planning |
| 13 | Slade Engstrom | TransSystems (WICHway) | Senior Vice President Transystems |

10/6/2023

Discussion: David Dennis requested proposed ITS Steering Committee Member Mark Borst be replaced with Tia Raamot as the Sedgwick County Traffic Engineer. Following the vote, Mr. Tabor asked if there was a federal transportation group that we could work with on these updates or that could advise us on best practices. Tom Hein, KDOT, suggested the National Operations Center of Excellence (NOCoe), <https://transportationops.org>, sharing that they are experts on ITS.

Action: Approve the proposed ITS steering committee members, with the change of Tia Raamot.

Motion: David Dennis

Second: Tom Jones

D. Regional Transit Implementation Plan Steering Committee

Dora Gallo, WAMPO, stated that the TPB signed a contract with a consultant group on July 11, 2023, to develop a Regional Transit Implementation Plan. The Plan will include the history of transit in the WAMPO region, a regional transit feasibility report, a future conditions and scenarios report, steps for establishing a Regional Transit Authority, an implementation plan, and a task to develop and execute agreements between transit providers. The TPB is asked to review and approve the proposed Steering Committee for the development of this plan. The TAC recommended approval at their September 25, 2023 meeting.

Draft Steering Committee

| Name | Organization |
|-----------------------|-----------------------------------|
| Crystal Noles, Chair | Butler County |
| Justin Constantino | City of Andover |
| Ted Henry | City of Bel Aire |
| Jenny Foster-Farquhar | City of Derby |
| Kristen McDaniel | City of Haysville |
| Kent Hixson | City of Mulvane |
| Brent Clark | City of Valley Center |
| Maria Cornejo | Futures Unlimited (Sumner County) |
| Ricki Ellison | Greater Wichita Partnership |
| Tami Bradley | Greater Wichita Partnership |
| Karen Kaufman | Harvey County |
| Rene Hart | KDOT |
| Kaylie Mistretta | Mulvane Senior Center |
| Madison Shriner | Park City Senior Center |
| Justin Shore | REAP |
| Keith Lawing | REAP/Workforce Alliance |
| Emily Jensen | Sedgwick County |
| Kate Young | Wichita State University (PPMC) |
| Raven Alexander | Wichita Transit |
| Chad Parasa | WAMPO |
| Daniel Nguyen | FTA |

Discussion: None

Action: Approve the Regional Transit Implementation Plan, as presented.

Motion: Bryan Frye

Second: Terry Somers

5. Discussion/Updates

A. Electric Vehicle Survey Results and Existing Conditions

Ms. Gallo presented that WAMPO is developing an Electric Vehicle (EV) Network Plan for the region. The public-engagement phase of plan development has concluded; it involved a public survey to help WAMPO understand needs and identify potential goals and strategies for the plan. Based on survey data, the majority of the region would like to see the WAMPO region become an EV destination, corridor, and hub.

WAMPO EV Plan Existing Conditions Report – <https://bit.ly/ev-existing-conditions>

WAMPO EV Plan Survey Results – <https://bit.ly/ev-survey-results>

Discussion: Allison Smith shared that the EV type (electric vehicle, electric hybrid vehicle, hybrid vehicle, electric plug-in hybrid vehicle) is classified at registration. Bryan Frye asked how the EV results compare to other regions. Ms. Smith said that the WAMPO region is the largest adopter of EVs in the state, and KDOT does not have the information as to how it compares to other similarly sized regions. Ms. Gallo said she would look into this. David Dennis asked who pays for the charging stations, and Ms. Smith replied explaining that as more infrastructure is put into place, the companies who install the chargers are beginning to more commonly charge for their use. Ms. Gallo stated that she would share more information regarding EV's at the next TPB meeting.

B. Urban Area Boundary Discussion

Mr. Mohr explained that every ten years, MPOs need to adopt an Urban Area Boundary (UAB) that encompasses the corresponding Census Urban Area resulting from the latest decennial U.S. Census. There are a few locations where the 2020 Wichita Census Urban Area is not entirely within the current WAMPO UAB, meaning the WAMPO UAB needs to be updated. WAMPO staff, in consultation with KDOT staff and the WAMPO TAC, have developed a proposed new UAB. Mr. Flanders explained the process used to determine the new proposed boundary. The TPB is asked at this time to discuss the proposed UAB and any changes that ought to be made to it before this proposed UAB is brought before the TAC and TPB for official action.

2023 WAMPO Proposed Urban Area Boundary - <https://bit.ly/wampoUAB2023proposed>

Discussion: Dan Woydziak said that there is a lot of expansion in the southeast area of the border and that there are many current and proposed additions in that area. He proposed adding Rose Hill and the surrounding area to the UAB. Mr. Tabor asked if being included in the UAB would negatively affect the area's taxes or WAMPO fees. Mr. Flanders and Ms. Smith clarified that

there are not any negatives to being included that they are aware of. Russ Kessler requested the area from Meridian to Seneca and 79th to 87th, just south of Haysville, be added to the UAB.

Staff will work on these changes.

C. Title VI Annual Report

Mr. Mohr shared that WAMPO's 2023 Title VI Report was submitted to KDOT for approval on September 1, 2023 and demonstrates WAMPO's efforts to create and maintain a transparent and inclusive planning process by intentionally integrating Title VI, Environmental Justice (EJ), and Limited English Proficiency (LEP) principles into the WAMPO transportation planning process and intentionally reaching out to traditionally underserved populations in the WAMPO region. To date, no Title VI complaints have ever been received by WAMPO.

WAMPO 2023 Title VI Report – <https://bit.ly/TitleVIReport2023>

D. Employment Sectors

Mr. Mohr discussed how the WAMPO region is home to a diverse and vibrant economy. As a part of WAMPO's mission to serve and inform its stakeholders, staff and the Center for Economic Development and Business Research (CEDBR) are developing a series of reports on seven different sectors that comprise the local economy. As the first of a series of presentations, this report focused on WAMPO's aerospace industry.

Key Employers in the WAMPO Area - https://bit.ly/Economic_Development_Reportby_Sector

E. New Flight from ICT to DC

Jesse Romo, Director of Airports, City of Wichita, Wichita Airport Authority, announced that there are multiple new direct flights from ICT. American Airlines will begin nonstop service to Phoenix starting November 5, 2023, daily nonstop service to DC starting January 8, 2024, and seasonal nonstop service to Miami starting November 11, 2023. Southwest Airlines will begin daily nonstop flights to Las Vegas starting November 5, 2023. Mr. Romo explained how these flights will greatly increase connectivity for the WAMPO region as the added destinations are major air transportation hubs and each has service to numerous locations.

Discussion: Mr. Parasa shared that WAMPO will be promoting the new flights on social media.

6. Committee & Partnership Updates

Vice Chair Tabor announced that the next meeting of the Executive Committee will be at 11:00 AM on November 2nd in the MAPD conference room of the Ronald Reagan Building (271 W 3rd St. N, Wichita, KS 67202).

Allison Smith, KDOT, reminded the TPB of the Local Consult meeting next Wednesday, October 18 from 9:00 am to 12:00 pm at the Hughes Metropolitan Complex in Wichita.

Tom Hein, KDOT, reported on ongoing work in the city of Wichita. He gave updates on different construction projects in the region including the major construction underway on east K-96 and east Kellogg.

7. Other Business

Kelly Rundell, *Hite, Fanning & Honeyman LLP*, noted that the Vice Chair elected at the next TPB meeting will serve only until the scheduled TPB election that will take place in February, 2024.

8. Meeting adjourned at 4:49 PM

The next regular meeting will be held on Tuesday, November 14, 2023, at 3:00 PM.