

Meeting Minutes



Transportation Policy Body (TPB) Meeting Minutes

Tuesday, December 13, 2022, @ 3:00 PM

Hybrid Meeting, Online & 271 W. 3RD STREET, STE. 203, WICHITA, KS 67202

Meeting Duration: 46 minutes

Members in Attendance

David Dennis, **TPB Chair**

Jim Benage, *Bel Aire*

Ronald Colbert, *Valley Center*

Bryan Frye, *Wichita*

Tom Hein, *KDOT*

Mike Hoheisel, *Wichita*

Jim Howell, *Sedgwick County*

Tom Jones, *Park City*

Russ Kessler, *Haysville*

Richard LaMunyon, *Maize*

Sarah Lopez, *Sedgwick County*

Warren Porter, *Rose Hill*

Troy Tabor, *Andover*

Becky Tuttle, **TPB Vice Chair**

Burt Ussery, *Clearwater*

Dan Woydziak, *Butler County*

Alternatives

Tom Stolz, *Sedgwick County*

Other Attendees

Ashley Bryers, *WAMPO*

Cecelie Cochran, *FHWA*

Nick Flanders, *WAMPO*

Dora Gallo, *WAMPO*

Evan Hathaway, *Hite, Fanning & Honeyman LLP*

Alicia Hunter, *WAMPO*

Gary Janzen, *Wichita*

Alan Kailer, *Bike Walk Wichita*

Brett Letkowski, *TranSystems*

Kristen McDaniel, *Haysville*

ThaiBinh Mursch, *MAPD*

Marcela Quintanilla, *WAMPO*

Lynn Packer, *Sedgwick County*

Chad Parasa, *WAMPO*

Tia Raamot, *Wichita*

Kelly Rundell, *Hite, Fanning & Honeyman LLP*

Allison Smith, *KDOT*

Emily Thon, *WAMPO*

Cailyn Trevaskiss, *WAMPO*

Tyler Voth, *WSP*

James Wagner, *Wichita*

Kristen Zimmerman, *PEC*

1. Chair David Dennis called the meeting to order at 03:00 PM.

2. Regular Business

A. Approval of December 13, 2022, Agenda

Discussion: None

Action: Approve December 13, 2022, agenda, as proposed (13-0).¹

Motion: Chair Dennis

Second: Vice Chair Tuttle

B. Approval of October 11th & November 8th, 2022, Meeting Minutes

Discussion: None

Action: Approve October 11th & November 8th, 2022, meeting minutes, as proposed (13-0).

Motion: Chair Dennis

Second: Vice Chair Tuttle

C. Director's Report

i. MTP 2050 Development Phases

¹ Three members were absent during the approval of the December 13, 2022, agenda and the October 11 and November 8, 2022, minutes.

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Ashley Bryers presented key milestones for the development of the 2050 MTP. The formation of a Plan Advisory Committee is underway. WAMPO will issue a call for projects in Fall 2023 through Winter 2023/2024. Project selection will occur in the Spring of 2024, with the MTP being approved in May 2025. WAMPO staff will update the TPB at every meeting on the progress of this project.

ii. Quarterly UPWP Tasks List

Ms. Bryers presented the below table summarizing WAMPO’s progress on tasks during 2022 and the quarters in which work has been done on them:

Project	Quarters*	Status
2021 Audit	1	Completed.
TIP 2021-2024 amendments	1, 2, 3	Completed.
TIP 2023-2026 update	1, 2, 3	Approved at the 8/9 TPB meeting. Amendments will be processed.
Travel Demand Forecasting Model update	2, 3, 4, 2023	The contract was signed at the 9/13 TPB meeting. Work has begun.
Safety Plan	1, 2, 3, 4, 2023	The contract was signed at the 11/8 TPB meeting. Work has begun.
Economic trends/indicators + transportation study	1, 2, 3, 4, 2023	The contract is in negotiations now. Ideally, it will be ready for approval at the 12/13 TPB meeting.
LEP	2	Approved on July 12, 2022.
Title VI	2, 3	Approved on July 12, 2022.
Public Participation Plan	2, 3, 4	Will be considered by TPB at their 12/13 meeting.
Transportation Performance Management (Federally Required)	1, 2, 3, 4, ongoing	In-progress
Data development and coordination among jurisdictions	1, 2, 3, 4, ongoing	In-progress
Partnering with Wichita Bike/Ped Study	2, 3, 4, 2023	Working with Wichita on their Bike Master Plan will work on the Regional Active Transportation Plan when the Wichita plan concludes

*Quarter 1: January - March, Quarter 2: April - June, Quarter 3: July - September, Quarter 4: October - December

iii. Economic Development Presentation

To save time the presentation from the City of Maize was moved to January.

iv. Events to table at for MTP2050 Public Engagement

Emily Thon requested suggestions from TPB members for community events that WAMPO could table at or otherwise attend to help educate the community about what WAMPO does.

v. Potential Agenda Packet Changes

Ms. Bryers said WAMPO’s current agenda packets for TPB, TAC, and other committee meetings can be quite large (100+ pages) and cumbersome to use. Therefore, WAMPO staff have developed some recommended ways to make agenda packets easier to comprehend and not use as much paper:

- » Each agenda item would have an executive summary at the top of its staff report.
- » Executive summaries for each agenda item would be added to the agenda page(s).

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- There could be two versions of the agenda packet:
 - Full agenda packet: Includes executive summaries on the agenda page(s) and on the staff reports for each agenda item. Documents associated with staff reports (e.g., plans and contracts submitted for approval, disapproval, or modification) would be hyperlinked, as opposed to attached (and printed) with the agenda packet.
 - Condensed agenda packet: Includes executive summaries on the agenda page(s) for each agenda item. Staff reports and associated documents would be accessed online through hyperlinks and QR codes.

Discussion: TPB members expressed support for providing shorter agenda packets at meetings. There was a suggestion that 2-3 copies of the full agenda packet still be available at meetings for those who want/need them.

D. Consent Agenda

i. Employee and Operations Manual Revisions

Address needed changes discovered since the Employee and Operations Manual was last updated on October 11, 2022.

ii. Intern Pay scale

The Executive Committee recommended a cost-of-living raises for all employees at their meeting on November 3, 2022. To provide the ability to give interns the same raise, it was recommended to also increase the maximum intern pay level to \$20 per hour.

iii. TPB Bylaws Amendment

Add a new member seat to the WAMPO Executive Committee and add clarifying text regarding public-comment opportunities.

iv. TAC Bylaws Amendment

Rename three (3) Voting Member seats. Make the Kansas Turnpike Authority Representative a non-voting member. Add a new subsection to section on member selection and termination. Add clarifying text regarding public-comment opportunities. Add a new section on Special Meetings.

v. New TAC Public Health and Regional Pathways Appointments

- » Jack Brown, Kansas University School of Medicine, Wichita Research Instructor – Public Health Representative
- » Tia Raamot, City of Wichita Transportation Planner – Regional Pathways Representative

vi. 2023 TAC, TPB, and Executive Committee Meeting Schedule

2023 WAMPO MEETING SCHEDULE

Meeting Location: ZOOM or 271 W 3rd St, Suite 203, Wichita, KS 67202
Meeting times and dates are subject to change by the Chair of that committee's discretion.

Transportation Policy Body	Technical Advisory Committee	Executive Committee	Active Transportation Committee	Safety & Health Committee
<i>3:00 PM Unless otherwise stated</i>	<i>10:00 AM Unless otherwise stated</i>	<i>11:00 AM unless otherwise stated</i>	<i>9:30 AM Unless otherwise stated</i>	<i>9:30 AM Unless otherwise stated</i>
JANUARY 10	JANUARY 23			
FEBRUARY 14	FEBRUARY 27	FEBRUARY 2		FEBRUARY 1
MARCH 14	MARCH 27		MARCH 1	
APRIL 11	APRIL 24			
MAY 9	MAY 22	MAY 4		MAY 3
JUNE 13	JUNE 26		JUNE 7	
JULY 11	JULY 24			
AUGUST 8	AUGUST 28	AUGUST 3		AUGUST 2
SEPTEMBER 12	SEPTEMBER 25		SEPTEMBER 6	
OCTOBER 10	OCTOBER 23			
NOVEMBER 14	NOVEMBER 27	NOVEMBER 2		NOVEMBER 1
DECEMBER 12			DECEMBER 6	



vii. Derby Safety Plan Agreement

On Tuesday, November 8, 2022, WAMPO’s TPB signed a contract for consulting services for the Comprehensive Safety Action Plan (CSAP). In support of the development of the CSAP, the City of Derby has agreed to contribute to the cost of the CSAP contract. Derby agrees to contribute \$5,000 to WAMPO for the total cost of the CSAP contract.

viii. Fiscal Agent Services by the City of Wichita

The City of Wichita has acted as WAMPO’s Fiscal Agent for many years. This action is to extend the contract from January 1, 2023, to December 31, 2025. The contract may be renewed for four (4) additional one-year terms upon the written mutual agreement of the parties.

ix. Economic Development Report Consultant Contract

The Consultant Selection Group for the WAMPO Economic Development Report recommends approving the Economic Development Report Contract with JEO Consulting Group, Inc., partnered with the Center for Economic Development and Business Research.

Discussion: None

Action: Approve the consent agenda, as presented (16-0).

Motion: Chair Dennis

Seconded: Vice Chair Tuttle

3. Public Comments

There were no public comments.

4. Action

A. Public Participation Plan

Ms. Thon presented the Public Participation Plan (PPP), a document that describes WAMPO's strategies and techniques for informing and engaging the public throughout the 3-C (Continuing, Cooperative, and Comprehensive) transportation planning process. The PPP is crafted through a strategic, federally mandated process. This ensures consistency of WAMPO's practices from year to year and allows members of the public to know what to expect and how to be involved.

All quality transportation planning and project development require meaningful input from the public. In keeping with the requirements of Title VI of the Civil Rights Act of 1964, WAMPO encourages inclusive participation from everyone in the region.

There are many ways for the public to get involved with WAMPO, as outlined in the PPP. The Techniques Toolbox lists many such ways, including public meetings, workshops, newsletters, and other activities held during the development of transportation plans, studies, and projects.

Since WAMPO's last PPP update, in 2017, the structure, content, and style have been updated to reflect the program's growth and development. WAMPO conducted a public comment period that took place from September 27th to November 11th, 2022. There were no public comments.

Discussion: Chair Dennis suggested WAMPO staff present to District Advisory Boards and Citizens' Advisory Boards; to that end, Vice Chair Tuttle suggested that WAMPO staff send an e-mail about arranging such presentations to the TPB members, which they could forward to other council members/mayors/commissions in the area. Troy Tabor suggested preparing a video.

Action: Approve the Public Participation Plan, as presented (16-0).

Motion: Chair Dennis

Second: Vice Chair Tuttle

B. 2023 UPWP

Ms. Bryers presented the 2023 UPWP. Every year WAMPO must adopt a UPWP, which is the primary budgeting document for planning activities WAMPO will undertake in the upcoming fiscal year. Potential 2023 UPWP tasks were presented and discussed with the TAC on July 25 and the TPB on August 9 and September 13.

For the 2023 UPWP, the planning priorities and activities include:

- » Beginning to develop the 2050 MTP
- » Administering the FFY2023-FFY2026 TIP
- » Updating the Coordinated Public Transit Human Services Transportation Plan
- » Completing a fiscally constrained regional transit study
- » Finishing the Comprehensive Safety Action Plan
- » Completing an Economic Development Report
- » Updating the Intelligent Transportation Systems Architecture

The 2023 UPWP total expenditures are \$2,115,250.

The WAMPO Public Participation Plan requires a 30-day public comment period, which began on September 30 and closed on October 30. No public comments were received.

Discussion: None

Action: Approve the 2023 UPWP, as presented (16-0).

Motion: Chair Dennis

Second: Vice Chair Tuttle

C. 2050 MTP Plan Advisory Committee

Ms. Bryers said *REIMAGINED MOVE 2040*, WAMPO's long-range Metropolitan Transportation Plan (MTP), was adopted in June 2020. It sets the vision for the region's transportation system, and all federally funded or regionally significant transportation projects are required to be consistent with it. Federal regulations require MPOs to update their MTPs every five years, meaning the next MTP must be approved by June 2025. In light of that deadline, it is time to start planning for the 2050 MTP. WAMPO staff have begun developing a proposed Plan Advisory Committee (PAC), based on the committee that was formed to develop *REIMAGINED MOVE 2040*.

WAMPO staff propose a two-tier structure. The first tier is the Plan Advisory Committee, which would guide the planning process and be comprised of local/state government staff and representatives of professional organizations. The second tier is a "roundtable" of interested residents. Roundtable meetings would be held in alternating months from those of the Plan Advisory Committee. WAMPO would ask interested residents what their priorities are, to help ensure a balance of points of view in discussions.

The TAC provided suggestions for PAC members at their October 24th, 2022, meeting and voted to recommend approval of that roster at their November 28th, 2022, meeting.

Discussion: None

Action: Approve the 2050 MTP Plan Advisory Committee, as presented (16-0).

Motion: Chair Dennis

Second: Vice Chair Tuttle

D. Project Selection Committee (PSC) Recommendation: Year-End Balance guidance

Ms. Bryers said for various reasons (e.g., deobligated funds, canceled projects, new funding programs, revised obligation limitations for existing funding programs), it may be projected during a given Federal Fiscal Year (FFY) that one or more WAMPO-suballocated funding programs (Surface Transportation Block Grant (STBG), Congestion Mitigation and Air Quality (CMAQ), Transportation Alternatives (TA)) will have a nonzero balance at the end of the FFY. Such balances are addressed by convening the Project Selection Committee (PSC), submitting the PSC's recommended solution to the Technical Advisory Committee (TAC) and Transportation

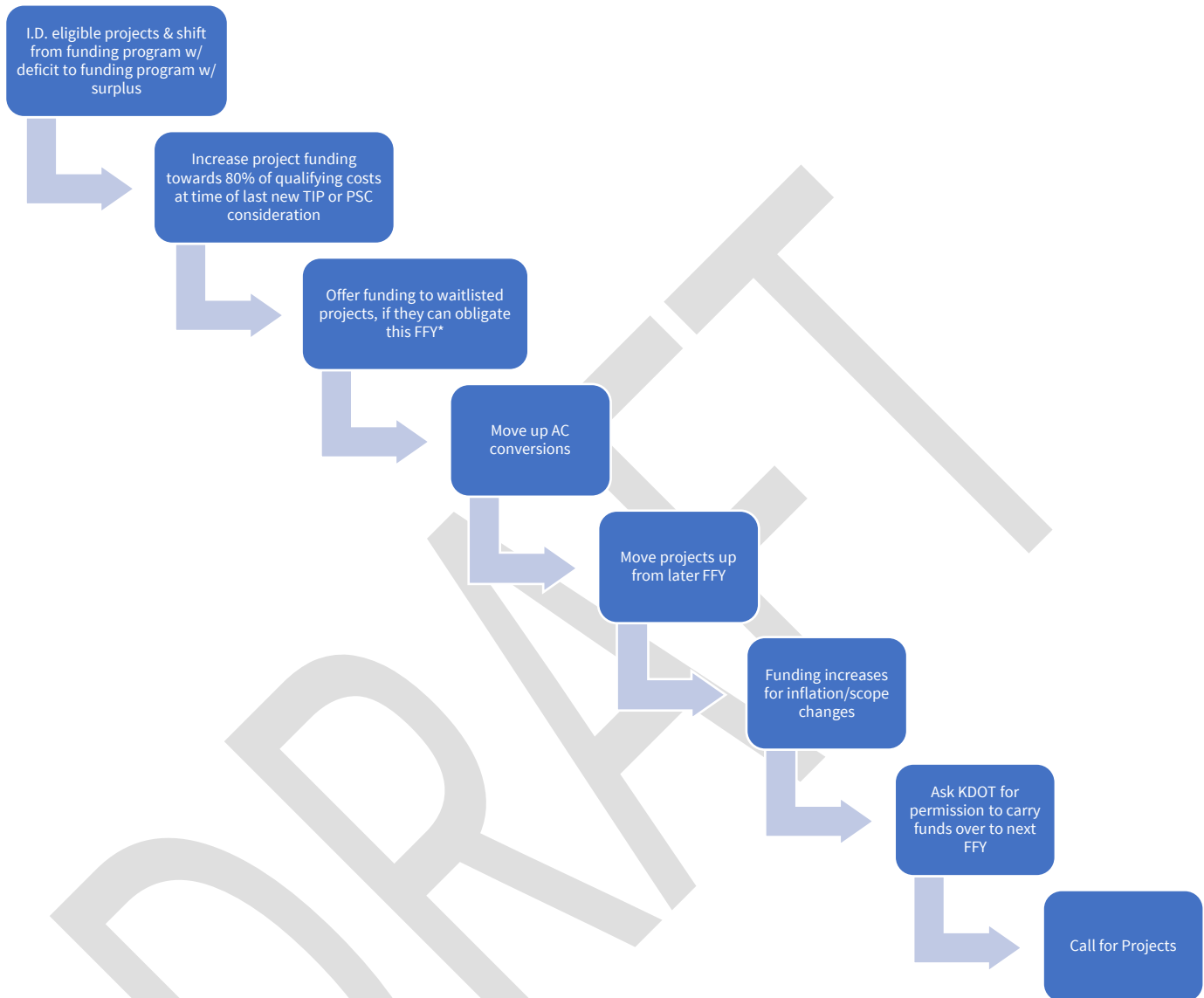
Policy Body (TPB) for approval, and then starting the process to amend the Transportation Improvement Program (TIP) accordingly.

The PSC convened on November 10, 2022 and recommended the adoption of Year-End Balance Guidance text clarifying the solutions the PSC/TAC/TPB should prioritize in the event of one or more WAMPO suballocated funding programs having a projected nonzero year-end balance.

The guidance summarized in the below graphics would be added to the FFY2023-FFY2026 TIP, Appendix I (“Transportation Improvement Program Policy”), Attachment B (“WAMPO-Suballocated Funding Programs Management Procedure”). It would clarify the strategies the PSC should prioritize when deciding how to address projected nonzero balances at the end of the current FFY.

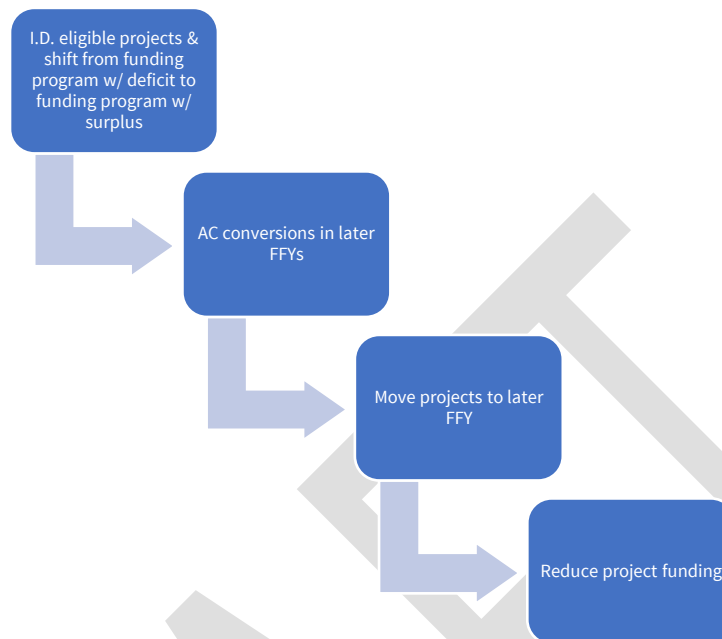
In the event of a WAMPO-suballocated funding program being projected to have a surplus or deficit at the end of the current Federal Fiscal Year (FFY), the strategies summarized in the following graphics are to be prioritized to get the projected balance as close to zero as possible. These strategies are listed in priority order; if it is not possible to implement a given strategy or that strategy only partially addresses the nonzero balance, proceed to the next listed strategy to address whatever portion of the nonzero balance remains.

If a WAMPO-suballocated funding program is projected to have a **surplus** at the end of the current FFY:



* The ability of a waitlisted project to obligate in the current FFY is dependent upon where the project is in KDOT's approval/funding processes and whether all necessary steps could be completed before the end of the FFY.

If a WAMPO-suballocated funding program is projected to have a **deficit** at the end of the current FFY:



Although the TAC voted to recommend approval of the Year-End Balance Guidance as presented, their discussion included the proposal that a clarifying note be added to the guidance (see the asterisk on the above list of steps to follow in the event of a projected surplus). It is the recommendation of WAMPO staff, based on the TAC’s discussion, that the Year-End Balance Guidance be adopted with this clarifying note added.

Discussion: None

Action: Approve the Year-End Balance Guidance, with the addition of the WAMPO-staff-recommended footnote (16-0).

Motion: Chair Dennis

Second: Vice Chair Tuttle

E. Project Selection Committee (PSC) Recommendation: FFY2023 Year-End Balance Allocations

Ms. Bryers said WAMPO has received updated estimates from the Kansas Department of Transportation (KDOT) for the FFY2023 obligation limitations and carryovers from FFY2022 for the Surface Transportation Block Grant (STBG), Congestion Mitigation and Air Quality (CMAQ), and Transportation Alternatives (TA) WAMPO-suballocated funding programs. In addition, through Amendment 2 to the FFY2023-FFY2026 Transportation Improvement Program (TIP), two FFY2023 WAMPO-sponsored projects will be removed from the TIP and KDOT has requested that one KDOT-sponsored project be moved from FFY2023 to FFY2024. As a result, a cumulative STBG+CMAQ+TA end-of-FFY2023 surplus of \$1,120,923 is projected.

On November 10, 2022, the PSC met and recommended a specific application of the Year-End Balance Guidance present in Agenda Item 4C for eliminating the projected end-of-FFY2023 surplus. The recommended application of the guidance involves increasing the WAMPO-suballocated funding on three FFY2023 projects:

Lead Agency	Project Title	Changes in WAMPO-Suballocated Funds				Total
		STBG	CMAQ	TA	TA (STBG uses)	
Wichita	West St., Harry to Pawnee	\$318,985*	\$3,089	-\$853,347	\$576,054	\$44,781
Sedgwick County	Zoo Boulevard Bridge over M.S. Mitch Mitchell Floodway	\$189,368	--	--	--	\$189,368
Valley Center	Meridian, from Ford (77th St. N.) to Seward (69th St. N.) and Main to 5 th (85th St. N.)	\$135,489	--	\$751,284	--	\$886,773
Total		\$643,842	\$3,089	-\$102,063	\$576,054	\$1,120,922

*In addition, the Wichita project "West St., Harry to Pawnee" would receive a \$1,011,353 Advance Construction (AC) conversion of STBG funds in FFY2025, making the project's overall increase in STBG funds \$1,330,338 (and its overall increase in WAMPO-suballocated funds \$1,056,134). This is reflected in the below table showing before-and-after funding amounts for each project.

Discussion: None

Action: Approve the FFY2023 WAMPO-Suballocation funding changes, as presented (15-0).²

Motion: Chair Dennis

Second: Vice Chair Tuttle

5. Discussion/Updates

A. 5310 Call for Projects, Closing February 28, 2023

Ms. Thon presented on the FTA Section 5310 federal program (49 U.S.C. 5310), which provides funding in the WAMPO urbanized area to assist with meeting the transportation needs of older adults and people with disabilities when existing transportation services are unavailable, insufficient, or inappropriate. The program aims to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding transportation mobility options.

The Section 5310 program is a cost-reimbursement program and all projects require some level of matching funds. The Section 5310 program is unique in that it is permitted to match federal funds with federal funds from other programs, provided that those funds do not originate from the Department of Transportation.

The federal funding amount available for this year's 5310 program is made up of money from Federal Fiscal Years (FFYs) 2021 (\$436,945) and 2022 (\$640,199). The program timeline for this year's funding is July 1, 2021-June 30, 2023.

Eligible applicants include private nonprofit organizations and state or local governmental authorities approved by the state to coordinate services for seniors and individuals with disabilities.

² One member was absent during the approval of Agenda Items 4E.

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WAMPO is hosting a Section 5310 Call for Projects for organizations in the WAMPO area to apply for funding. More information and steps for applying are available online at www.wampo.org/wampo-5310.

WAMPO staff hosted a Section 5310 Grant workshop on December 8th, 2022. The workshop was designed to walk potential participants through the grant process and application. The workshop presentation was recorded and is available online: www.wampo.org/wampo-5310

Call for Projects Timeline:

- » Public Notice Survey Due: Friday, December 30, 2022
- » Project Submittals Due: Tuesday, February 28th by 5:00 PM
- » Program Timeline: July 1, 2023 - June 30, 2025
- » Next Section 5310 Call for Projects: Fall/Winter 2024

B. 2022 Bike/Ped Count Results

Dora Gallo said WAMPO's Annual Bicycle and Pedestrian Count took place on September 21st, 22nd, and 24th, 2022. Due to a weather issue on September 22nd, an additional count took place on September 28th & 29th. Counts were conducted at 42 locations; four new locations were added since 2021, in response to new bicycle and pedestrian facilities and local increases in bicycle and pedestrian activity. WAMPO staff received complete data for half of the designated count locations.

At each location, counts were conducted for two two-hour blocks on either of two weekdays (Wednesday or Thursday) and one two-hour block on Saturday. Each count location was either a screenline (a line across a path or road the crossing of which is counted) or an intersection (where passage through the intersection is counted). WAMPO enlisted support from approximately 57 community volunteers, including WAMPO staff, in 2022 to collect the count information. If it wasn't for the efforts of the volunteers, WAMPO wouldn't have had the resources to gather the data.

Projections calculated from these daily counts are used to predict and analyze daily, weekly, monthly, and yearly nonmotorized traffic volumes and averages. The counts and their methodology are based on national standards from the National Bicycle and Pedestrian Documentation Project. This methodology allows planners to predict the Annual Average Daily Traffic (AADT) for bicycle-riders and pedestrians each year.

Please go to the link [HERE](#) to see the data collected.

6. Committee & Partnership Updates

A. Executive Committee

Chair Dennis shared that there will be an Executive Session during the January 10th, 2023, TPB meeting, to discuss the evaluation of WAMPO's Executive Director. The Chair requested an in-

person quorum for voting members to participate in the Executive Session, as ZOOM participants will be paused during the session.

B. Active Transportation Committee

Alan Kailer announced that the first 2023 meeting for the ATC will take place on March 1, 2023, at 9:30 AM.

C. Safety & Health Committee

No report.

D. Kansas Department of Transportation (KDOT)

Tom Hein announced that Secretary Lorenz has resigned from KDOT, and the governor is looking for a new Secretary of Transportation.

E. Wichita Metro Division, KDOT

No report.

F. Federal Highway Administration (FHWA)

No report.

7. Other Business

Chair Dennis announced that his term as Chair will end in February 2023. It is expected that Vice Chair Tuttle will take his place.

8. Meeting adjourned at 03:46 PM

The next regular meeting will be held on Tuesday, January 10th, 2022, at 3:00 PM.