Flint Hills Metropolitan Planning Organization
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Policy Board Meeting Minutes
January 19, 2022 3:30pm

Via Zoom Only

VOTING MEMBERS PRESENT		
x	Keith Ascher	Geary County Commission
x	Matt Messina	KS Dept of Transportation
x	Usha Reddi	Manhattan City Commission
x	Dee McKee	Pottawatomie Co. Commission
x	Ronna Larson	Junction City Commission
x	John Ford	Riley County Commission
	Clifford Baughman	Wamego City Commission
NON-VOTING MEMBERS PRESENT		
x	Cecelie Cochran (Zoom)	Federal Highway Admin.
	Kelley Paskow (Alt)	Fort Riley Representative
	Eva Steinman	Federal Transit Admin.
x	Anne Smith	Flint Hills ATA

Staff Present		
x	Stephanie Peterson	MPO
x	Jared Tremblay	MPO
x	John Pileggi	MPO

Guests Present	
Kristi Wilson	KDOT (Zoom)

1. **Welcome & Introductions:**

   - The Policy Board meeting was called to order by Chairperson John Ford at 3:31pm.

2. **ACTION ITEM: Election of Chairperson**

   - Stephanie Peterson stated that the Bylaws do not place a term limit on the Chairperson.
   - John Ford stated that he would remain as Chair if no one else was interested in the position.
   - Dee McKee motioned to reelect John Ford to Chairperson. Usha Reddi seconded. Motion passed 5-0, with John Ford abstaining.

3. **ACTION ITEM: Approval of November 17, 2021 Meeting Minutes**

   - Ronna Larson motioned to approve the minutes. Dee McKee seconded. Motion carried 6-0

4. **ACTION ITEM: Approval of Transportation Improvement Program Amendment #1**

   - Stephanie provided an overview of the Amendment.
   - The Board discussed the timeline and scope of several projects included in the amendment.
   - Ronna Larson motioned to approve. Usha Reddi motioned to second. Motion passed 6-0.

5. ACTION ITEM: Approval of changes to Operations Manual as discussed in November

- Stephanie provided an overview of the changes.
- Dee McKee asked if the MPO holds money needed to payout vacation leave upon an employee's resignation in a separate account. Stephanie stated that they do not since there are only two employees. Dee suggested staff ask our auditor if we should hold this in a secured account.
- Ronna Larson motioned to approved. Keith Ascher seconded. Motion passed 6-0.

6. ACTION ITEM: Authorize Chair to sign employment contract with Stephanie Peterson

- Stephanie stated that she did not have a copy of her original employment agreement given the Flint Hills Regional Council was the fiscal agent at the time she was hired.
- The Board didn't have any comments on the proposed contract.
- Keith Ascher motioned to approve. Ronna Larson seconded. Motion passed 6-0.

7. Update Item: Project Tracking Sheet

- Stephanie provided an overview of the project tracking sheet. She stated that her intentions were to include this in each Policy Board packet.
- Usha Reddi asked why some of the construction start and end dates were blank. Stephanie stated that she is still waiting on information from two jurisdictions.

8. Public Comment Opportunity

- No members of the public were in attendance and no comments were made.

9. Financial Update

- The updated balance information was included on the meeting agenda.
- Keith Ascher asked what happened to the interest earned on the money market account. Stephanie stated that per the agreement with the City of Manhattan, it would be given back to the City when the initial $100,000 is returned.

10. Staff Updates

- The MPO office has moved. The new address is on the website and meeting agendas.
- Stephanie introduced the new MPO intern, John Pileggi.
- Per the auditor's recommendation, a surety bond for both Jared and Stephanie was purchased given their financial role with the MPO.
- The MPO will be completing Safe Routes to School Plans for USD 383 and USD 475 in 2022.

11. KDOT Update

- Matt Messina mentioned that recent data shows high crash fatalities statewide. KDOT is working on a "safe systems approach" for projects. He said he would share more about this as information is made available.

Stephanie stated that we will likely not have a February meeting.

Dee McKee motioned to adjourn the meeting. Ronna Larson seconded. Meeting adjourned at 4:16pm.