



Flint Hills Metropolitan Planning Organization

2805 Claflin Rd. Ste. 100 | Manhattan, KS | 66502
785.620.3070 | FHMPO@FlintHillsMPO.org
www.FlintHillsMPO.org

Policy Board Meeting

Wednesday, January 15, 2025

3:30 pm

In Person:

Auditorium
Manhattan Public Library
629 Poyntz Ave
Manhattan, KS 66502

Virtual:

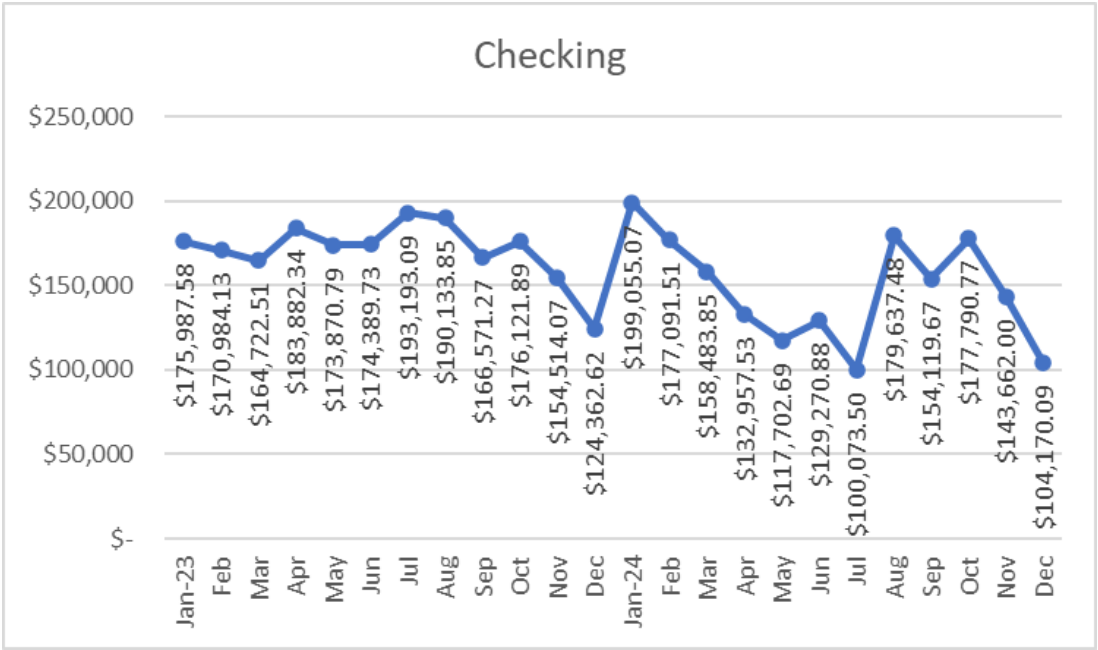
Zoom meeting
Meeting ID: 919 154 6755
Passcode: 148813

1. Welcome
2. Public Comment Opportunity (for items not on the agenda)
3. Financial Update
 - As of 1.7.2025: \$104,705.09 in checking, \$106,941.40 in money market account
 - Monthly statement balances
4. Staff Updates
 - TDM/Connect 2050 - EVRP progress
5. KDOT Update:
6. **ACTION ITEM:** Approval of the December 18, 2024 Meeting Minutes
7. **ACTION ITEM:** Approval of Safety Performance Measures & Targets (PM 1)
8. **ACTION ITEM:** Approval of Preservation Performance Measures & Targets (PM 2)
9. **ACTION ITEM:** Approval of Mobility Performance Measures & Targets (PM 3)
10. **ACTION ITEM:** Approval of 2024 Audit Engagement Letter
- DISCUSSION ITEM:** TDM Traffic Scenarios
11. Motion for Adjournment

Next Meeting February 19, 2025, Manhattan Public Library

Special Accommodations: Please notify the MPO at (785) 620-3070 or FHMPO@FlintHillsMPO.org at least 72 hours in advance if you require special accommodations to attend this meeting. We will make every effort to meet reasonable requests. The MPO does not discriminate against anyone on the basis of race, color, or national origin, according to Title VI of the Civil Rights Act of 1964. For more information or to obtain a Title VI Complaint Form, visit the MPO office at the address above or www.FlintHillsMPO.org.

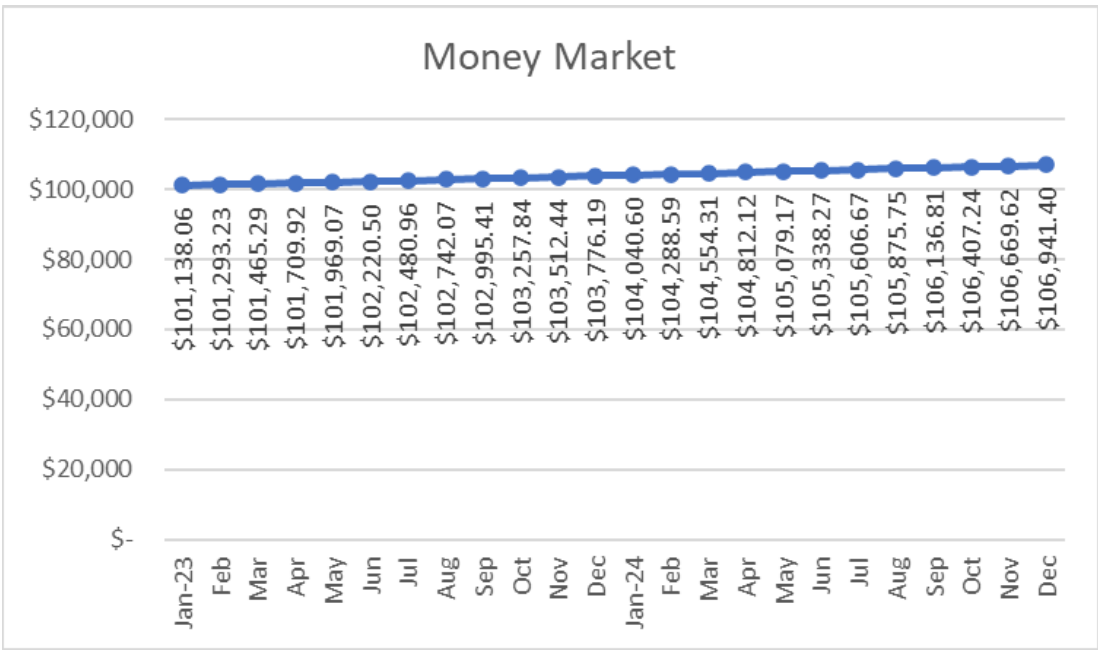
Monthly Statement Balances



As of 1.7.2025 balance = **\$104,705.09**

Large expenses in Dec/Jan.

1. TDM: Warner Transportation Consulting Inc Invoice: \$12,411.25
2. Olsson EVRP Invoice: \$3,937.96
3. Olsson EVRP Invoice: \$13,728.66



TDM Progress

Total Paid	\$ 44,620.00	93%
Contract	\$ 44,580.00	
Addendum	\$ 3,480.00	
Total Contract	\$ 48,060.00	
Remaining	\$ 3,440.00	8%

- Future scenario model runs have been completed and FHMPPO staff has analyzed all results and compiled maps for public
- Public Open house meetings have been scheduled. Postcards are being presented to all commissioners in person. Public meetings listserv emails sent. Newspaper adds will be purchased as well.

CONNECT 2050

The Flint Hills MPO is hosting a series of open houses. Please join us to learn about the region's new long range transportation plan, Connect 2050. This plan is the guiding document for our region's transportation system over the next twenty-plus years.

Open Houses

- Manhattan**
Manhattan Public Library
Feb. 5
11 am-1 pm

Manhattan Public Library
Feb. 5
5-7 pm
- Ogden**
Ogden Community Center
Jan 27
5-7 pm
- Green Valley Area**
Oliver Brown Elementary
Jan. 28
6-7:30 pm
- Wamego**
Wamego Public Library
Jan. 29
5-7 pm
- St. George**
Lighthouse Baptist Church
Feb. 6
5-6:30 pm
- Junction City**
Dorothy Bramlage Public Library
Feb. 4
5-7 pm

Flint Hills MPO

EVRP Progress

Total Paid	\$ 61,307.78	62%
Contract Total	\$ 99,348.50	
Remaining	\$ 38,040.72	38%

- FHMPO staff provided draft report comments in mid-December
- FHMPO staff holds monthly meeting with the consultant on Jan. 7th
- Olsson plans final draft delivery by mid-February
- Public Open house meetings will be held in March 2025
- Adoption of the EVRP and/or policies within the document as desired by jurisdictions



Flint Hills Metropolitan Planning Organization

2805 Claflin Rd. Ste. 100 | Manhattan, KS | 66502
785.620.3070 | FHMPO@FlintHillsMPO.org
www.FlintHillsMPO.org

Policy Board Meeting

Wednesday, December 18, 2024

3:30 pm

In Person:

Collaboration Space & Classroom
Manhattan Public Library
629 Poyntz Ave
Manhattan, KS 66502

Virtual:

Zoom meeting
Meeting ID: 919 154 6755
Passcode: 148813

VOTING MEMBERS PRESENT

x	Keith Ascher	Geary County Commission
x	Ryne Dowling	KS Dept of Transportation
	Peter Oppelt	Manhattan City Commission
	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	Will Sharp	Federal Highway Admin.
	Kelley Paskow	Fort Riley Representative
	Eva Steinman	Federal Transit Admin.
x	Anne Smith	Flint Hills ATA

Staff Present

x	Jared Tremblay	MPO
x	Abigail Danner	MPO

Guests Present

Desree Pettera	
Randy Pettera	

1. Welcome
 - Meeting called to order at 3:37p
2. Public Comment Opportunity (for items not on the agenda)
3. Financial Update
 - Jared Tremblay gave an overview of the accounts and monthly statements.
 - Jared Tremblay then showed updates on the expenses Oct. & Nov. in regard to the audit and two consultant projects.
4. Staff Updates
 - TDM - EVRP - US-24 Corridor Study progress
 - TDM – last invoice has been received, and the future scenarios have been completed.
 - Staff will go over results with TAC & PB at next meetings.

Special Accommodations: Please notify the MPO at (785) 620-3070 or FHMPO@FlintHillsMPO.org at least 72 hours in advance if you require special accommodations to attend this meeting. We will make every effort to meet reasonable requests. The MPO does not discriminate against anyone on the basis of race, color, or national origin, according to Title VI of the Civil Rights Act of 1964. For more information or to obtain a Title VI Complaint Form, visit the MPO office at the address above or www.FlintHillsMPO.org.

- 20 scenarios now modeled for 2nd Connection to Pott Co.
 - Connect 2050
 - 6 open houses have been scheduled throughout the region in January/February.
 - Jared Tremblay stated he will go to Commission Meetings to advertise in person.
 - John Ford requested an additional open house in Ogden.
 - Jared Tremblay stated he would set up the additional meeting.
 - Survey
 - Jared Tremblay stated there have been 60 responses to the public survey
 - Ronna Larson stated she will post survey on Facebook.
 - Keith Ascher asked about posting survey on county webpage.
 - John Ford requested survey to be sent to Vivian Leiva (PIO)
 - EVRP
 - Jared Tremblay went over the notes in the agenda, specifically calling out that staff has reviewed the draft report and sent back comments.
 - John Ford – change in presidential admin/Congress will affect EVRP at all?
 - Jared Tremblay replied that since this report was more focused on policy and looking at where the region stands today, that the administration change will most likely not have an impact. However, the MPO will be following.
 - US-24 Corridor Study
 - Jared Tremblay noted that there has been discussion in the region about a path forward. He noted the schematic showing three scenarios: joint project, partial joint project, split projects.
 - John Ford stated he was in favor of US24 corridor study as 24 is a regional corridor/for safety reasons. Due to complications with City and County, he believes links/connections of a future bridge need to be kept separate study, and not included in the corridor study.
5. KDOT Update:
- Ryne Dowling is in the process of finalizing 2025 CPG - waiting on one more funding source. Will send out agreements shortly.
6. **ACTION ITEM:** Approval of the October 16, 2024 Meeting Minutes
- Keith Ascher moved and John Ford seconded. Motion passed.
7. **ACTION ITEM:** Approval of Amendment #5 of the Transportation Improvement Plan (TIP)
- Jared Tremblay gave an overview of the items that required action, specifically the new project and the changes to years and costs.
 - John Ford asked about detours for the roundabouts on US-24 at K-13 & K-113

- Jared Tremblay stated that KDOT is handling the detour plans, and that they should be established as the project has been let. He stated the conversation had been that vehicles would use Marlatt Ave and Seth Child, to avoid K-13, and that at K-113 there would be a local detour around construction. He said there would be a temporary signal installed at Marlatt & K-113.
 - John Ford stated the signal may be made permanent eventually
- Jared Tremblay asked Ryne Dowling to look into detour information and confirm details on the signal as well.
- John Ford moved to approve and Keith Ascher seconded. Motion passed.

8. **ACTION ITEM:** Approval of the 2025 COLA

- Jared Tremblay noted the regional COLA approved by local jurisdictions for 2025 and that the average was 3.3%. He noted the 2% merit increase was based upon the favorable evaluation review.
- Keith Ascher moved to approve a 3% COLA, and John Ford seconded. Motion passed.

9. **ACTION ITEM:** Approval of the 2025 Unified Planning Work Program (UPWP)

- Jared Tremblay provided an updated UPWP based on the 3% COLA approval, and noted the total was less than the May estimate and \$9,000 less than the 2024 local match.
- John Ford moved to approve and Keith Ascher seconded. Motion passed

10. **DISCUSSION ITEM:** City of Junction City DCIP Application

- Jared Tremblay noted the MPO has been part of the DCIP conversation
- Ronna Larson noted that the East Street segment of the grant has been removed, and the focus is on Grant Avenue

11. Motion for Adjournment

- Jared Tremblay noted the January meeting will be held on January 15th, not 22nd as stated on the agenda.
- There was discussion about officer changes in January.
 - Jared Tremblay stated he would review the bylaws and report to the Board via email
- Keith Ascher moved and John Ford seconded. Motion passed at 4:38p

Next Meeting January 15, 2024, Groesbeck Room, Manhattan Public Library

December 11, 2024

To the Board of Directors
Flint Hills Metropolitan Planning Organization
1801 Buffalo Soldier Dr
Fort Riley, Kansas 66442

We are pleased to confirm our understanding of the terms of our engagement and the nature and limitations of the services we are to provide for **Flint Hills Metropolitan Planning Organization**.

We will apply the procedures described in the attachment to this letter to the accounting records and transactions as of and for the period ended December 31, 2024. By signing this engagement letter, you agree to those procedures and acknowledge that the procedures to be performed are appropriate for the intended purpose of the engagement, which we understand is required in accordance with K.S.A. 75-1122(b). Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the AICPA. Those standards require that we obtain your written agreement to the procedures to be applied and your acknowledgement that those procedures are appropriate for the intended purpose of the engagement, as described in this letter. A refusal to provide such agreement and acknowledgement will result in our withdrawal from the engagement. No other parties will be requested to agree to the procedures and acknowledge that the procedures performed are appropriate for their purposes. We make no representation that the procedures we will perform are appropriate for the intended purpose of the engagement or for any other purpose.

Because the agreed-upon procedures do not constitute an examination or review, we will not express an opinion or conclusion on the accounting records and transactions. In addition, we have no obligation to perform any procedures beyond those to which you agree.

We will issue a written report upon completion of our engagement that lists the procedures performed and our findings. Our report will be addressed to **Flint Hills Metropolitan Planning Organization**. If we encounter restrictions in performing our procedures, we will discuss the matter with you. If we determine the restrictions are appropriate, we will disclose the restrictions in our report. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you. You understand that the report is intended solely for the information and use of **Flint Hills Metropolitan Planning Organization's** board of directors and management and the State of Kansas, Division of Accounts and Reports and should not be used by anyone other than these specified parties.

There may exist circumstances that, in our professional judgement, will require we withdraw from the engagement. Such circumstances include the following:

- You refuse to provide written agreement to the procedures and acknowledge that they are appropriate for the intended purpose of the engagement.
- You fail to provide requested written representations, or we conclude that there is sufficient doubt about the competence, integrity, ethical values, or diligence of those providing the written representations, or we conclude that the written representations provided are otherwise not reliable.

Flint Hills Metropolitan Planning Organization

Page 2

December 11, 2024

- We determine that the description of the procedures performed or the corresponding findings are misleading in the circumstances of the engagement.
- We determine that restrictions on the performance of procedures are not appropriate.

If circumstances occur relating to the condition of your records, the availability of evidence, or the existence of a significant risk of material misstatement of the subject matter caused by error or fraud, which in our professional judgment prevent us from completing the engagement or reporting findings on the subject matter, we retain the right to take any course of action permitted by professional standards, including declining to report findings or issue a report, or withdrawing from the engagement.

An agreed-upon procedures engagement is not designed to detect instances of fraud or noncompliance with laws or regulations; however, should any such matters come to our attention, we will communicate them in accordance with professional standards and applicable law. In addition, if, in connection with this engagement, matters come to our attention that contradict the accounting records and transactions, we will communicate such matters to you.

You are responsible for the accounting records and transactions. In addition, you are responsible for providing us with (1) access to all information of which you or the appropriate party are aware that is relevant to the performance of the agreed-upon procedures on the subject matter, (2) additional information that we may request from the appropriate party for the purpose of performing the agreed-upon procedures, and (3) unrestricted access to persons within the Organization from whom we determine it necessary to obtain evidence relating to performing those procedures.

At the conclusion of our engagement, we will require certain written representations in the form of a representation letter from management that, among other things, will confirm management's responsibility for the accounting records and transactions.

Other Relevant Information

Aaron Koehn is the engagement principal and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for this service will not exceed \$4,583. It is important that our fees are paid promptly as it is considered unethical for us to perform these services on a contingency basis. Independence and the appearance of independence is of considerable importance for us to maintain credibility, and therefore, we reserve the right to stop providing services at any time that there is a balance due. If we encounter unusual circumstances that would require us to expand the scope of the engagement, we will discuss this with you before doing additional work. Only upon prior mutual agreement, we may also assist you with other ancillary matters that may arise in connection with our engagement. Our fees for those ancillary services will be calculated according to our standard billing practices unless otherwise agreed to in writing. Our engagement will be complete upon the delivery of the completed report or other communication made to you presenting the work under this engagement is complete or, if applicable, upon completion of such other ancillary matters for which we have agreed to provide assistance. Services rendered by us may be invoiced throughout the engagement and are due upon presentation of the invoice(s) to you. Future services regarding the subject matter of this report, including but not limited to testimony or attendance in court, shall not be required by AdamsBrown, LLC unless previous arrangements have been made in writing.

Flint Hills Metropolitan Planning Organization

Page 3

December 11, 2024

Final Terms and Understanding

In addition to the aforementioned terms contained within this engagement letter, the Terms and Conditions set forth on the AdamsBrown, LLC website at www.adamsbrowncpa.com/terms (the "Terms and Conditions") shall apply to our engagement with you and shall be deemed incorporated therein. It is your responsibility to review the Terms and Conditions. Your signature at the end of this letter represents your acknowledgement that you have read the Terms and Conditions and shall indicate your acceptance of the Terms and Conditions, as well as the terms and conditions contained in this letter.

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. If the need for additional procedures arises, or the procedures need to be modified, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter. If additional specified parties of the report are added, we will require that they acknowledge in writing their agreement with the procedures performed or to be performed and their responsibility for the sufficiency of procedures.



ADAMSBROWN, LLC

Certified Public Accountants

Manhattan, Kansas

RESPONSE:

This letter correctly sets forth the understanding of **Flint Hills Metropolitan Planning Organization**.

Signature

Title

FLINT HILLS METROPOLITAN PLANNING ORGANIZATION

Schedule of Agreed-upon Procedures
For the Year Ended December 31, 2024

Procedure 1 - Cash Receipts

For a minimum of two separate months (to be selected by the certified public accountant), trace non-mail cash receipts from the receipt book to the bookkeeping records to determine if the receipts were properly recorded. Also, for the same two months, trace bookkeeping entries for cash receipts to the bank statement to determine if receipts are deposited intact and on a timely basis.

Procedure 2 - Cash Disbursements

For approximately ten percent of the non-payroll cash disbursements (to be selected by the certified public accountant), trace disbursements from the bookkeeping records to the related invoice, bank statement, and canceled check.

Procedure 3 - Credit Cards

Review the credit card policy and internal controls of the Organization. For a minimum of two months (to be selected by the certified public accountant), review the Organization's credit card transactions to determine if approvals, expenditure procedures, and proper classification of expenditures were followed. In the agreed-upon procedures report, describe the credit card procedures, if the credit card procedures and internal controls are being followed, and if the Organization's credit cards are only in the name of the Organization.

Procedure 4 - Year End Cash

Tie the Organization's total cash per books at year end to source documents. This should include a review of the bank reconciliation for the last month of the year. Confirm bank balances and ensure that the bank reconciliations are being approved and completed in a timely manner.

Procedure 5- Payroll

Review payroll for a minimum of one month (to be selected by the certified public accountant) to determine that proper deductions and employer contributions are being remitted.

Procedure 6 - Encumbrances and Accounts Payable

Examine evidence of encumbrances and accounts payable and determine if they have been properly stated in the financial statements as of the end of the year. Evidence of encumbrances would include unpaid purchase orders and contracts. Evidence of accounts payable would include unpaid invoices and receiving reports.

Procedure 7 - Comparison with Prior Year

Compare the following items in the current year financial statement to the same items in the prior year financial statement to determine if there is a variance of more than 25% per fund: 1) total cash receipts, 2) total cash disbursements, 3) encumbrances and accounts payable, and 4) ending unencumbered cash balance. For variances larger than 25%, examine the variance, then document and report on the reason.

Procedure 8 - Other Procedures

- a) For a minimum of two months (to be selected by the certified public accountant), trace any interest income from the bank statement to the Organization's cash receipts records.

FLINT HILLS METROPOLITAN PLANNING ORGANIZATION

Schedule of Agreed-upon Procedures
For the Year Ended December 31, 2024

- b) For the last bank statement of the year, compare the name of the depository institution to an entry in the official minutes that designates the institution as the Organization's official depository.
- c) Reconcile the year end cash balance as shown on the balance sheet to: 1) demand deposits at the Organization's bank, 2) time deposits at the Organization's bank, 3) investments in U.S. Treasury bills; and other cash/investment accounts.
- d) Using the last bank statement of the year, compare total deposits in excess of FDIC insurance to securities pledged to secure the excess deposits, as evidenced by joint custody receipts.
- e) For a minimum of one month (to be selected by the certified public accountant), compare the disbursements as recorded in the check register to an entry in the official minutes that approve the disbursements.
- f) For a minimum of two months (to be selected by the certified public accountant), review the Organization's balance sheet to determine that the ending cash balance is greater than or equal to zero.
- g) For a minimum of two months (to be selected by the certified public accountant), review the official minutes to determine that the minutes have been signed by the appropriate official.
- h) Review the Organization's surety (fidelity) bonds to determine that all employees and officers entrusted with funds or property are covered by such a bond.
- i) For the last month of the year, review the payroll records for each employee to determine if a deduction for KPERS (Kansas Public Employees Retirement System) was made.

Procedure 9 - Compliance Checklist

Review the general and entity specific compliance checklists.